



ProVol Digital



Step by
Step Guide
Mindmeister

ProVol Digital

Professional volunteer management
and training through digitalisation



What is Mindmeister?

With this very intuitive and fully web-based online mind mapping tool you can:

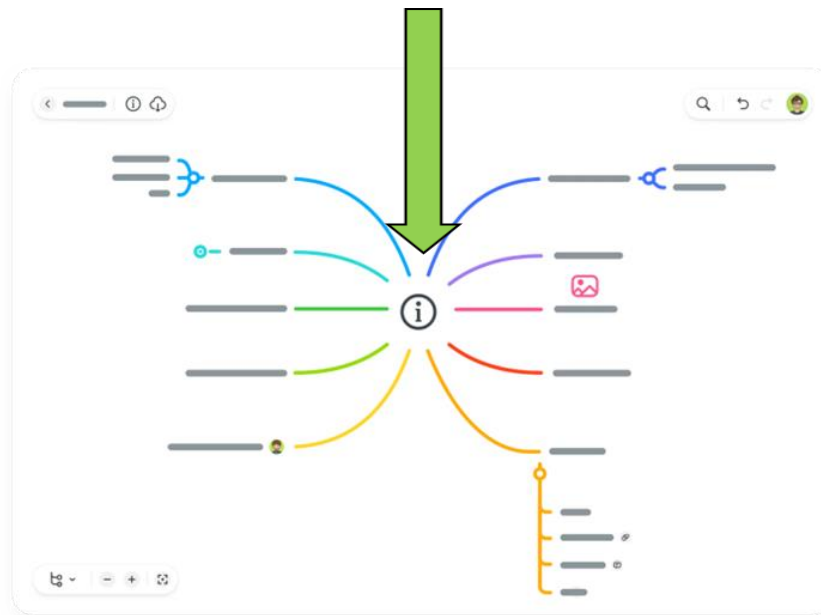


- Structure, share and present information
- Get the big picture (prepare a lot of data in a clear way)
- Collecting ideas (brainstorming)
- Plan innovative projects creatively
- Conveying knowledge in a brain-friendly way (learning faster)
- Communicate more efficiently

What is Mindmapping?

Mindmapping is a creative method for visualising written information.

The main topic is placed in the centre of the map and related elements branch out from there in all directions.



Step by step

- **Step 1:** Visit the Mindmeister website and start the registration: <https://www.mindmeister.com/de>
- **Step 2:** Subscription selection
- **Step 3:** The registration (Create an account)
- **Step 4:** Start/create a Mindmap
- **Step 5:** Working with the mind map
- **Step 6:** Videos and Tutorials

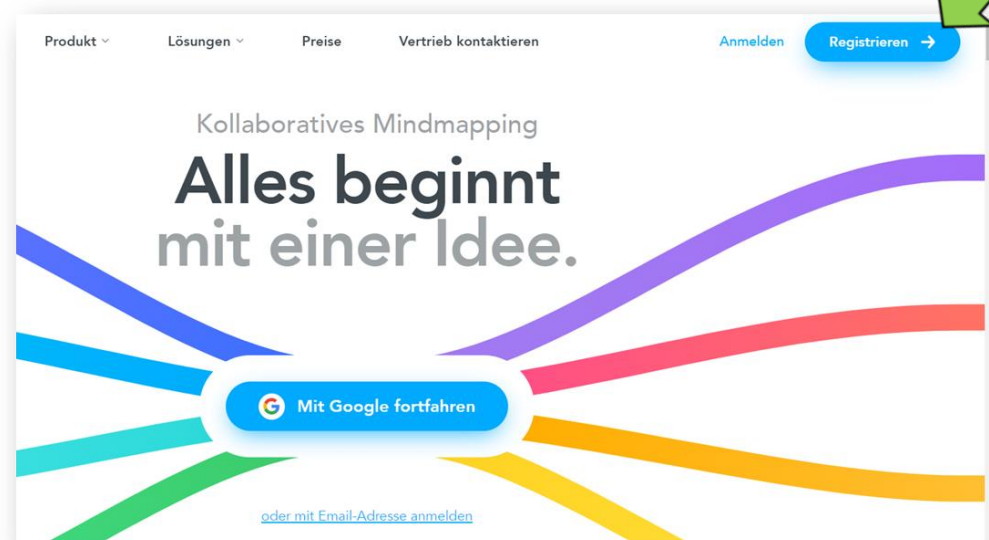


Registrieren →



Mindmeister website

Visit the Mindmeister website and start the registration: <https://www.mindmeister.com/de>



Subscription selection

There are four subscriptions:

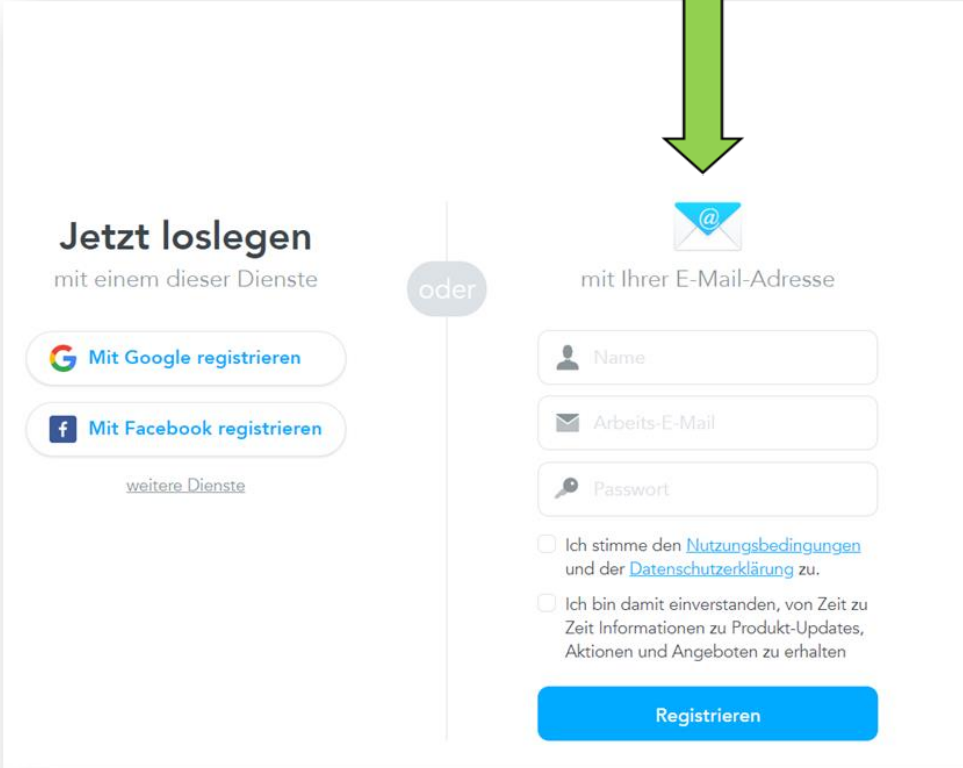
- Basic - the free subscription with limited functions and only three mindmaps.
- Personal, Pro and Business are paid subscriptions and have additional features and unlimited mindmaps.

MindMeister Preise
Finden Sie heraus, welches Abo das richtige für Sie ist

Subscription	Icon	Target Audience
Basic	Person in a diamond	Bis zu 3 Mind Maps. Share, Zusammenarbeiten. Import.
Personal	Person in a yellow diamond	Für Privatpersonen und eigene Projekte
Pro	Star in a blue pentagon	Für Profi-Mindmapping, allein oder in Teams
Business	Group of people in a hexagon	Für Enterprise Benutzer und Map Enthusiasten


The registration (Create an account)


There are 3 ways to register in order to create the account:



The image shows a registration form with two main paths. On the left, under the heading "Jetzt loslegen mit einem dieser Dienste", there are two buttons: "Mit Google registrieren" and "Mit Facebook registrieren". Below these is a link for "weitere Dienste". Two green arrows point from the left towards these buttons. In the center, the word "oder" is written in a grey circle. On the right, under the heading "mit Ihrer E-Mail-Adresse", there is a large green arrow pointing down to an email icon. Below the icon are three input fields: "Name", "Arbeits-E-Mail", and "Passwort". There are two checkboxes: the first is for agreeing to terms and privacy policy, and the second is for opting in to receive updates. A blue "Registrieren" button is at the bottom.


Jetzt loslegen
mit einem dieser Dienste

 Mit Google registrieren

 Mit Facebook registrieren

[weitere Dienste](#)

oder


mit Ihrer E-Mail-Adresse

Name

Arbeits-E-Mail

Passwort

Ich stimme den [Nutzungsbedingungen](#) und der [Datenschutzerklärung](#) zu.

Ich bin damit einverstanden, von Zeit zu Zeit Informationen zu Produkt-Updates, Aktionen und Angeboten zu erhalten

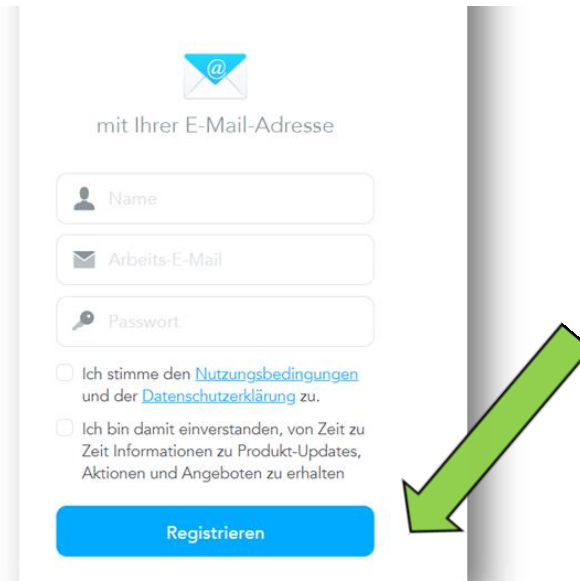
Registrieren

The registration (Create an account)

Recommendation: Registration of the free Basic subscription with e-mail address.

Link: <https://www.mindmeister.com/de/mm/signup/basic>

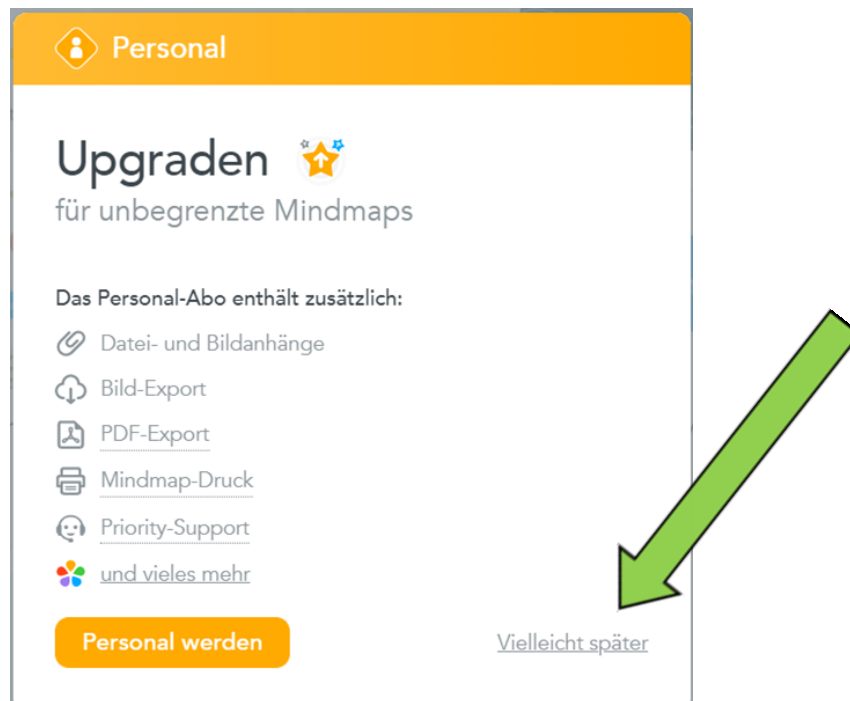
- Name
- Work email address
- Password
- Agree to terms of use and privacy policy



The screenshot shows a registration form for MindMeister. At the top, there is an envelope icon with an '@' symbol and the text 'mit Ihrer E-Mail-Adresse'. Below this are three input fields: 'Name' (with a person icon), 'Arbeits-E-Mail' (with an envelope icon), and 'Passwort' (with a key icon). Under the password field, there are two checkboxes with text: 'Ich stimme den Nutzungsbedingungen und der Datenschutzerklärung zu.' and 'Ich bin damit einverstanden, von Zeit zu Zeit Informationen zu Produkt-Updates, Aktionen und Angeboten zu erhalten'. At the bottom of the form is a blue button labeled 'Registrieren'. A large green arrow points from the right side of the form towards the 'Registrieren' button.

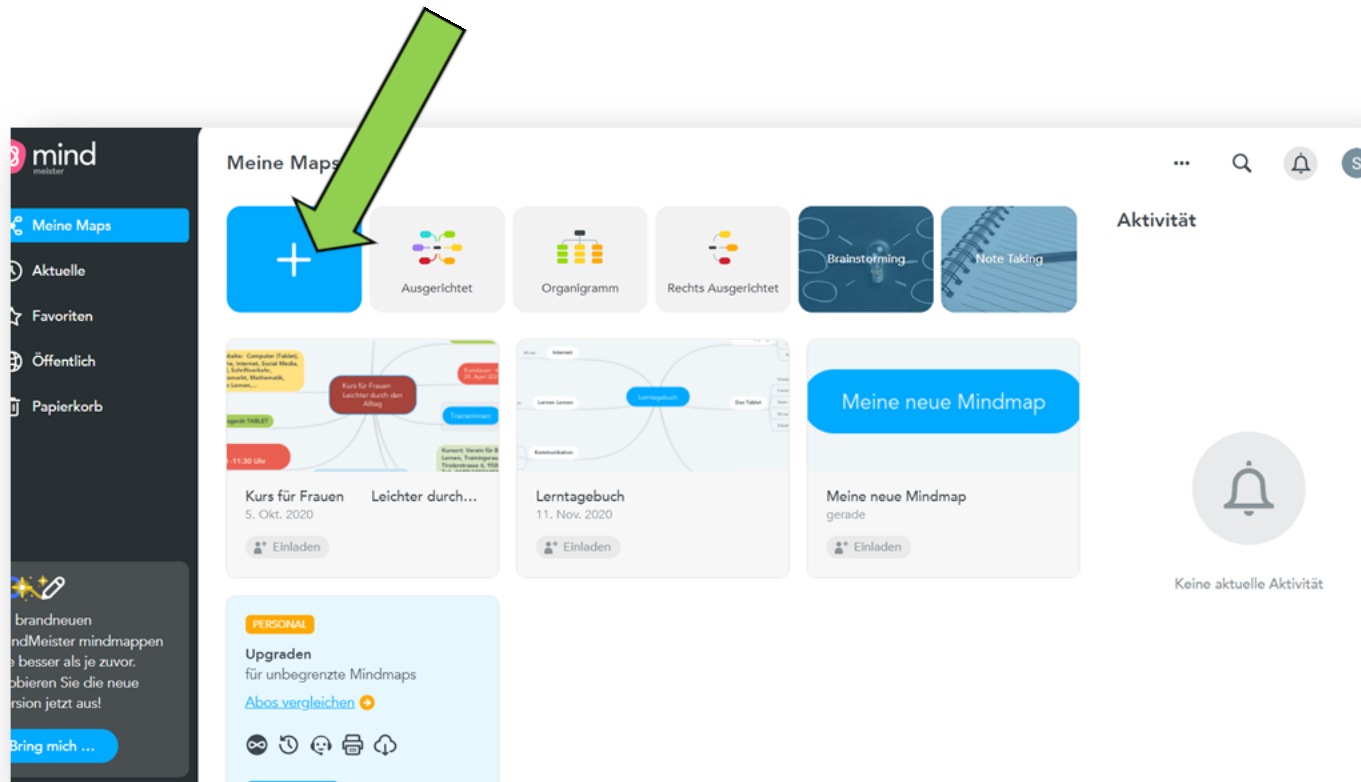
Pitfalls of the free version!

Disadvantage of the free version! Upgrades are requested - with the button "Maybe later" you can continue working!

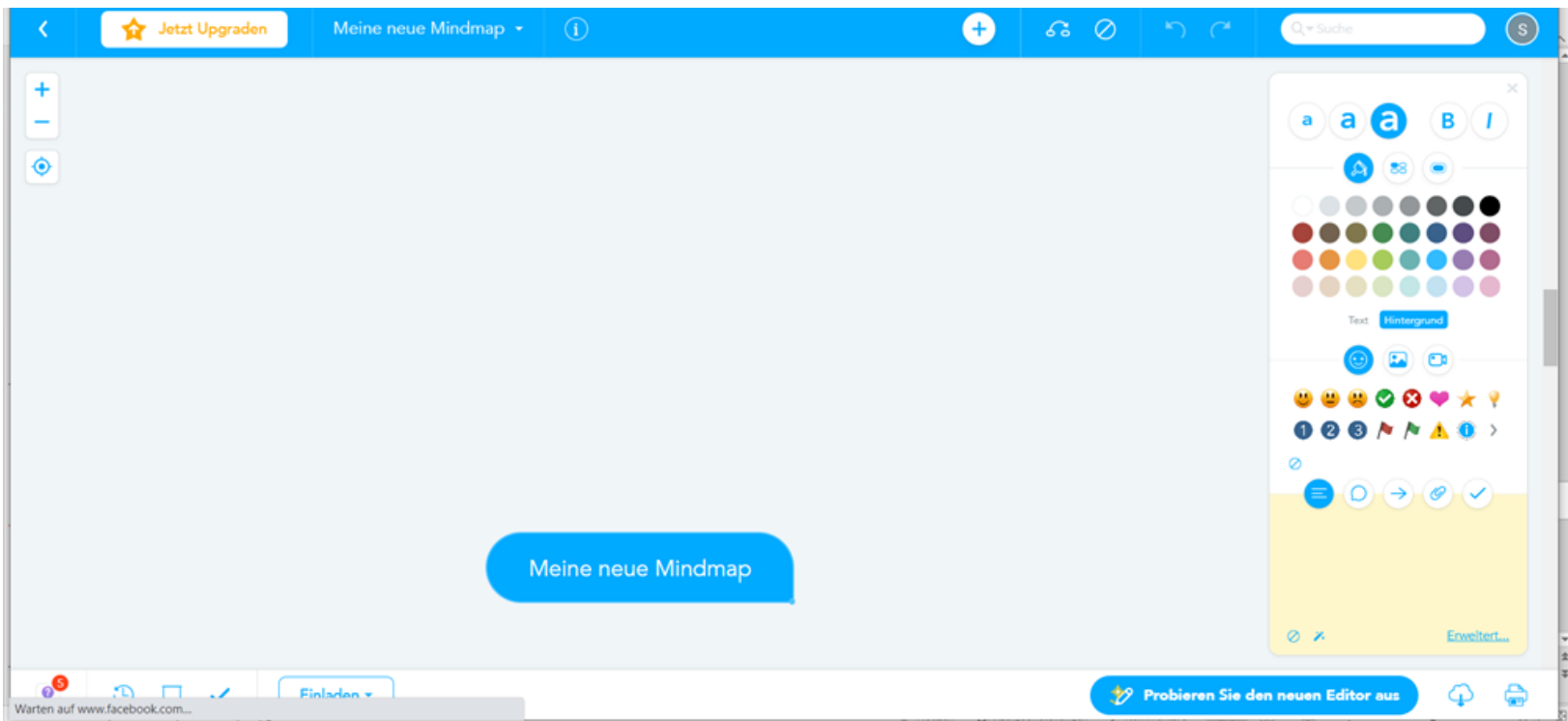


Start/create a Mindmap

Create a new map!



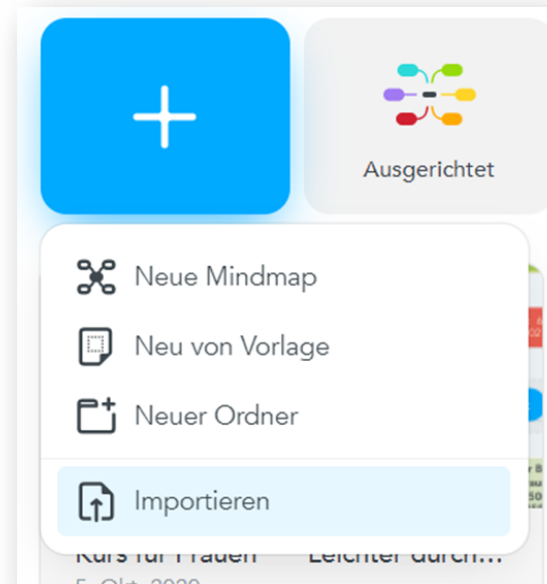
Working with the mind map



Working with the mind map

Possibilities for creating a new mind map

- New Mindmap
- New template
- New folder
- Import



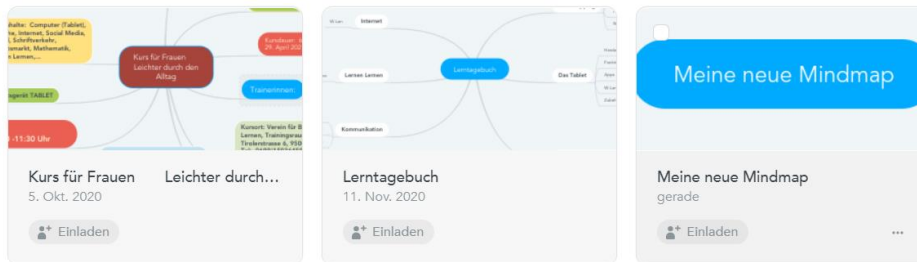
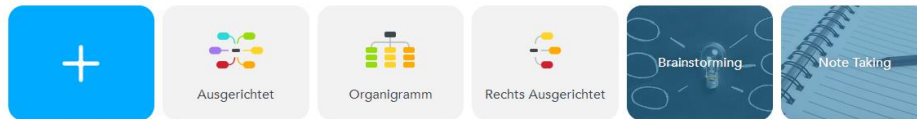
Working with the mind map

Possibilities for creating a new mind map

→ New mindmap

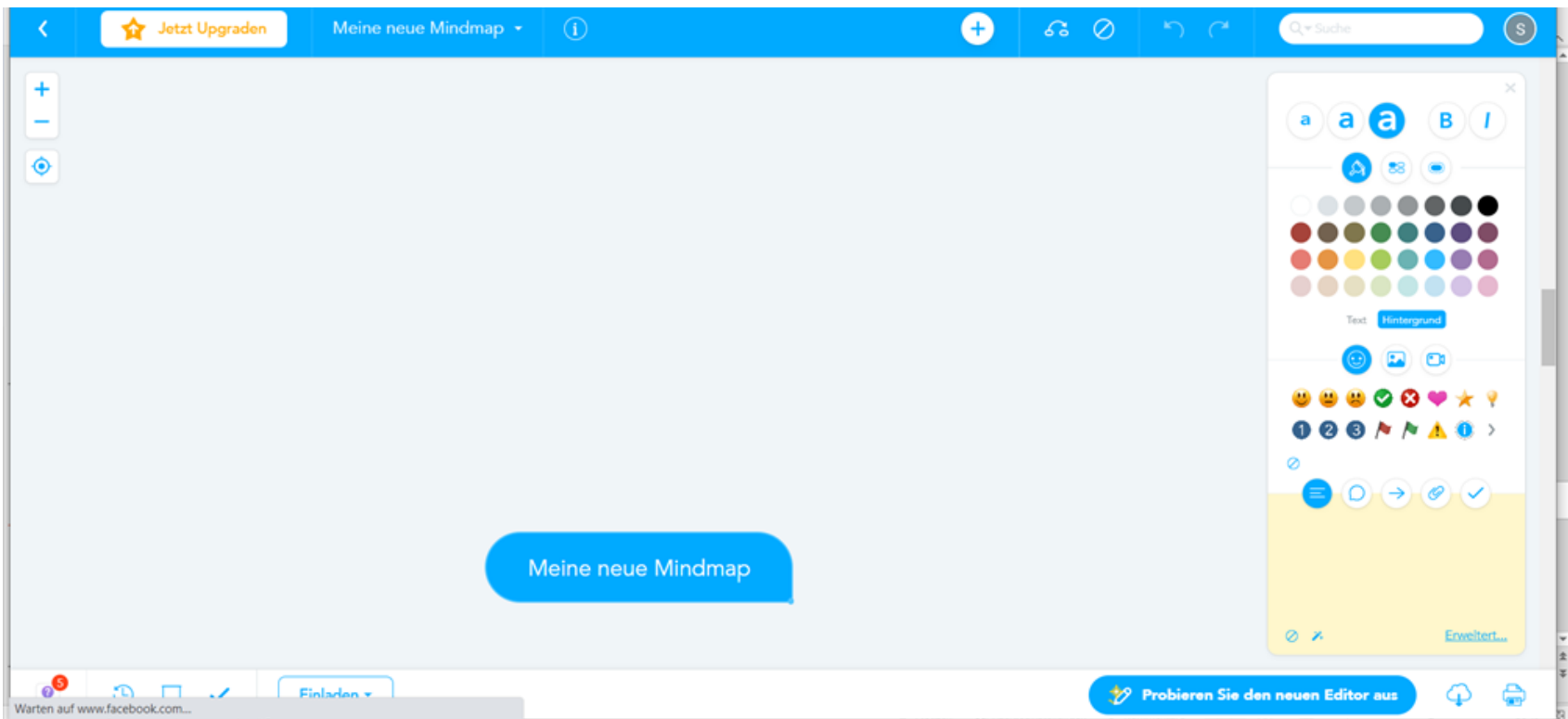


Meine Maps



Working with the mind map

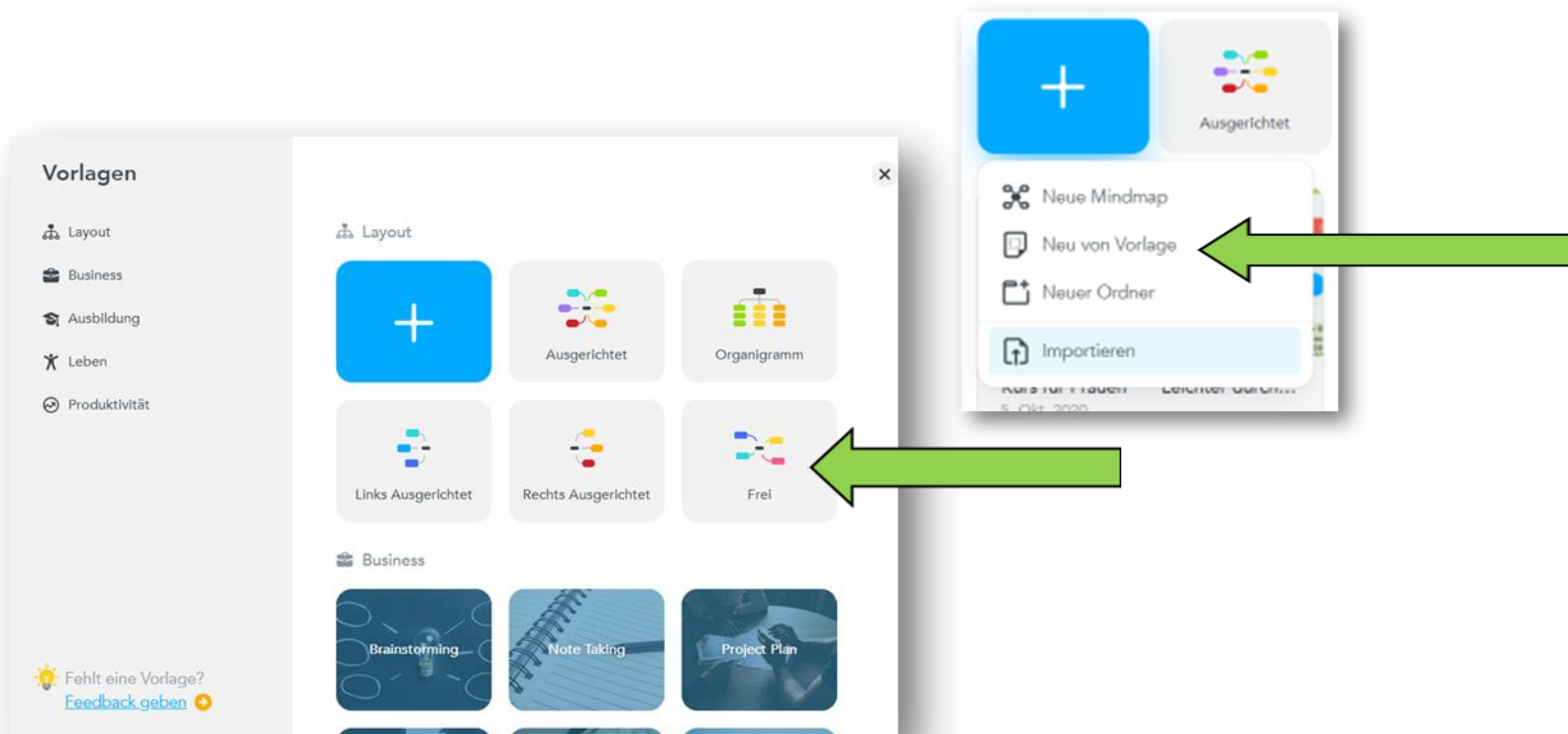
This is what a new mindmap looks like



Working with the mind map

Possibilities for creating a new mind map

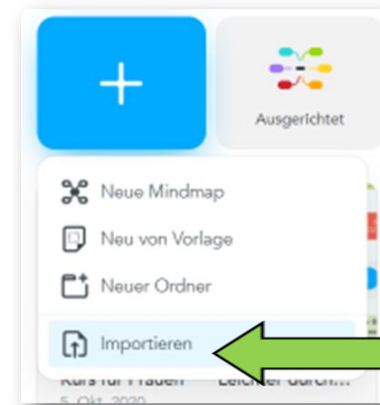
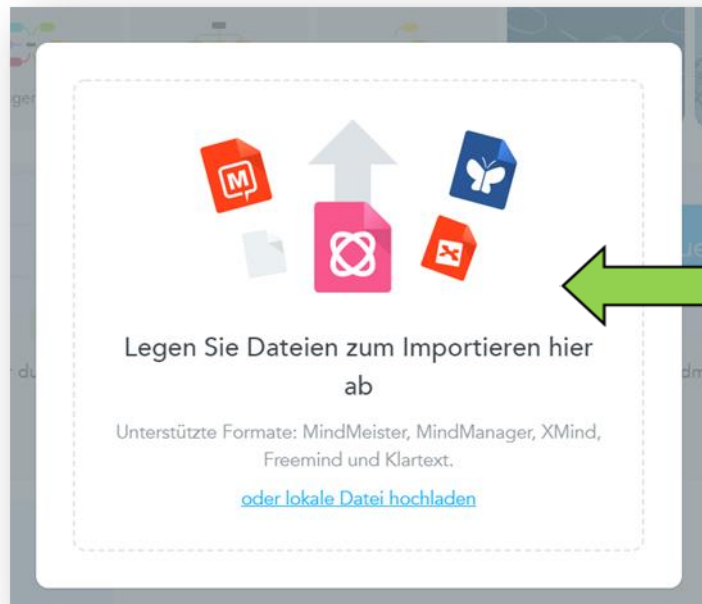
→ New template



Working with the mind map

Possibilities for creating a new mind map

→ New template



Videos and tutorials

Amazing Tutorials at the Mindmeister YouTube Chanel:

https://www.youtube.com/playlist?list=PL7IGVRbeQIXIyhb2swLnB_gpmMYup0qXS

