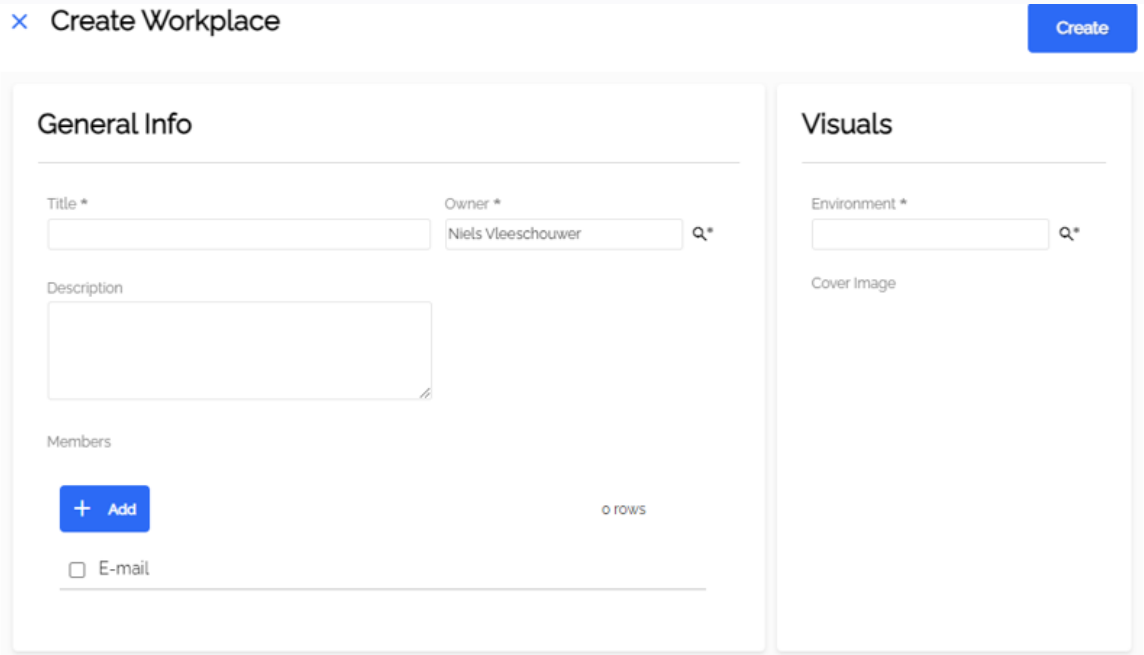
# Create and manage Explore Workplaces

## 1. Where to start?

- Go to the Passerelle XR Platform.

> **Note**
>
> Make sure you have the **Designer** role. You can change roles by clicking on them and switch to another one in the list.

- As a Designer you immediately get the option to '*Create a Workplace*' as seen in your Dashboard. When you press it, you'll need to give some information.




- Give a clear title to your workplace.
- Make sure you are the owner of the workplace.
- Select an environment you want to use as an empty space.
- You can give a description of your workplace. For example: "This Workplace we use at external events."
- Add other members of your organization if they should be able to edit the workplace as well.