AcceleratorApp
Software for Accelerator & Incubators

2026 EDITION

The Investor Network Operations Guide

Deal flow, member coordination, and portfolio tracking

A practical guide for running a structured investor network without being the relay between every member and every startup.

The Connective Tissue Problem

Most investor networks run on the coordinator as the connective tissue.

Deal flow arrives unstructured. Members want to know the pipeline. Startups want their status. The committee needs a summary before Thursday. The network manager relays between all of them, rebuilding context every time.

The deal flow, the members, the startups, the committee, all routed through one inbox, all the time.

This guide covers running a network with structure: consistent deal intake, member evaluation that does not depend on chasing, and portfolio relationships that do not fade after investment.

WHAT THIS COVERS

Capital call administration is a separate discipline, covered by the Capital Call Management module.

Structured Deal Intake

Inconsistent deal information makes every downstream step harder.

Every deal that arrives as a forwarded email in its own format becomes work: someone has to extract the metrics, find the deck, and chase the terms before a member can even look. A structured intake form collects the same fields from every startup, so deals are comparable the moment they land.

1 → 2 → 3 → 4

Apply
Startup submits via a structured form

Standardize
Same fields, deck, metrics, terms

Screen
Eligibility checked automatically

Compare
Members evaluate like for like

DEAL INTAKE CHECKLIST

- [ ] Build a structured application form for startups
- [ ] Collect consistent information across every submission
- [ ] Set eligibility criteria that screen automatically
- [ ] Require the materials members need to evaluate (deck, metrics, terms)

COMPARABLE BY DESIGN

When every deal arrives in the same structured format, members can compare. When deals arrive as forwarded emails in twelve formats, they cannot.

Member Evaluation

Evaluation quality depends on how easy it is to be a good reviewer.

Members are investing their time as a favor to the network. A clean scoring form they can fill in on their own schedule produces sharper, more consistent evaluations than a thread of email replies the coordinator has to reconcile by hand.

MEMBER EVALUATION CHECKLIST

- [ ] Assign deals to members with a preconfigured scoring form
- [ ] Let members score independently on their own time
- [ ] Build the comparison view automatically as scores arrive
- [ ] Capture qualitative comments alongside scores

Lower the barrier to review, raise the quality of the evaluation.

> **CLEAN FORM, BETTER SIGNAL**
>
> Members who review through a clean scoring form produce better evaluations than members responding to email attachments. Lower the barrier, raise the quality.

Committee Coordination

The committee meeting should start from a shortlist.

When member scores aggregate into a ranked view automatically, the committee opens the meeting on the deals that matter instead of spending the first hour reconstructing who liked what. Votes, decisions, and the reasoning behind them are recorded as the meeting runs.

#	DEAL	SECTOR	SCORE
1	Northwind Robotics	Hardware	**8.7**
2	Ledgerly	Fintech	**8.2**
3	Cohort Health	Health	**7.9**
4	Maple Climate	Climate	**7.4**

COMMITTEE CHECKLIST

- [ ] Aggregate member scores into a ranked view before the meeting
- [ ] Track votes and decisions per deal
- [ ] Document the decision trail
- [ ] Communicate outcomes to startups through the platform

NO NIGHT-BEFORE SCRAMBLE

If you are assembling the committee summary the night before from scattered feedback, the platform is not doing its job.

Investor Matching

Surface relevant deals to relevant members.

A member who gets every deal soon ignores all of them. When the platform knows each member's sector, stage, and thesis, it can route the deals that fit and let members explore on their own terms, protecting the one resource a network cannot replace: member attention.

MATCHING CHECKLIST

- [ ] Capture member focus areas (sector, stage, thesis)
- [ ] Match deals to members automatically
- [ ] Let members explore matched deals on their own terms
- [ ] Avoid blasting every deal to every member

ATTENTION IS THE SCARCE RESOURCE

Relevant matching protects member attention. Members who only see deals that fit their thesis stay engaged.

Portfolio Tracking

The relationship continues after the investment. The tracking should too.

Once the check is written, attention drifts to the next deal and portfolio companies go quiet without anyone noticing. A portfolio grid with engagement signals keeps every company visible and surfaces the ones that have stopped reporting before they become a problem.

Active
Updates on time, recent interaction logged.

Watch
Update overdue, no contact in 60 days.

Quiet
No updates, no response. Needs outreach.

PORTFOLIO TRACKING CHECKLIST

- [ ] Give every portfolio company a profile
- [ ] Log interactions, notes, and follow-up commitments
- [ ] Track update submissions from companies
- [ ] Surface companies that have gone quiet

SURFACE THE QUIET ONES

Portfolio relationships fade when tracking depends on individual initiative. A portfolio grid with engagement signals surfaces the quiet ones before they become problems.

Outcome Reporting

Track what the network produces.

A network's track record is what attracts the next member and the next fund. Funding deployed, portfolio outcomes, and exits tracked continuously become the story you tell, rather than a number someone reconstructs once a year for the annual letter.

REPORTING CHECKLIST

- [ ] Track funding deployed, portfolio outcomes, and exits over time
- [ ] Report to members and stakeholders from the dashboard
- [ ] Maintain a record of network performance across cycles

Funding deployed · Deals reviewed · Investments made · Portfolio outcomes · Exits · Member participation · Performance by cycle

YOUR TRACK RECORD IS YOUR PITCH

A network's track record is its fundraising and recruiting story. Track it continuously.

A Note on Capital Calls

Deal coordination and capital administration are different disciplines.

If your network operates a formal fund with LP commitments and capital calls, that workflow is handled by the Capital Call Management module, not the deal coordination layer described in this guide.

HANDLED BY CAPITAL CALL MANAGEMENT

- [ ] Pro-rata and headroom calculations
- [ ] Call notices to LPs
- [ ] Payment recording and reconciliation
- [ ] Multi-currency commitments and calls

FOR CAPITAL CALL ADMINISTRATION

The Capital Call Management module handles pro-rata and headroom calculations, call notices, payment recording, and multi-currency.

acceleratorapp.co/capital-call-management

Reuse Across Cycles

Configure once. Reuse across deal cycles.

The intake form, eligibility rules, scoring rubric, matching criteria, and notification templates are the same from one cycle to the next. Once they are set, each new intake starts from that configuration rather than a blank page.

1 → 2 → 3

Save Intake
Form, eligibility rules, and scoring rubric

Save Rules
Matching criteria and notification templates

Reuse
Apply the setup to each new intake

REUSE CHECKLIST

- [ ] Save the intake form, eligibility rules, and scoring rubric
- [ ] Save member matching criteria and notification templates
- [ ] Reuse the configuration for each new intake

COMPOUNDING SETUP

Setup compounds across cycles.

About AcceleratorApp

AcceleratorApp is a program management platform trusted by 200+ organizations across 6 continents, including SparkLabs.

It runs investor networks end to end: structured deal intake, member evaluation, committee coordination, investor matching, portfolio tracking, AI deal screening, AI due diligence, and AI reporting.

700K+ Applications processed	**1–2 wks** Live on the platform	**$499** Per month, plans from

GET STARTED

Book a demo: acceleratorapp.co/en/demo

See pricing: acceleratorapp.co/en/pricing

Contact: support@acceleratorapp.co

HIGHLIGHTS

- 700,000+ applications processed
- ISO 27001 certified, GDPR compliant
- AI deal screening and due diligence
- Live within one to two weeks
- Full migration included
- Plans from $499 per month

ONE PLATFORM, END TO END

Deal intake, evaluation, committee, matching, and portfolio tracking run side by side, with the network manager out of the relay seat.

AcceleratorApp
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Ready to run your network on one platform?

A 30-minute demo tailored to your deal flow, member evaluation, and portfolio tracking.

Book a demo · acceleratorapp.co/en/demo

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