

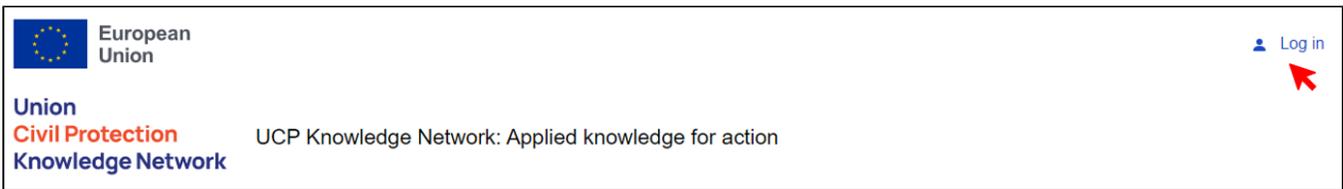
UCPM Projects User Guide

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1. Introduction

1.1. How to join?

Visit the UCPKN online platform at <https://civil-protection-knowledge-network.europa.eu/> and click on **Log in** (top right corner of your screen). A login /registration window will be prompted and you will have to use your **EU Login** to register on the UCPKN platform. Complete the registration process by providing basic information, answering several questions and agreeing to platform's Terms of Service and Privacy Statement.

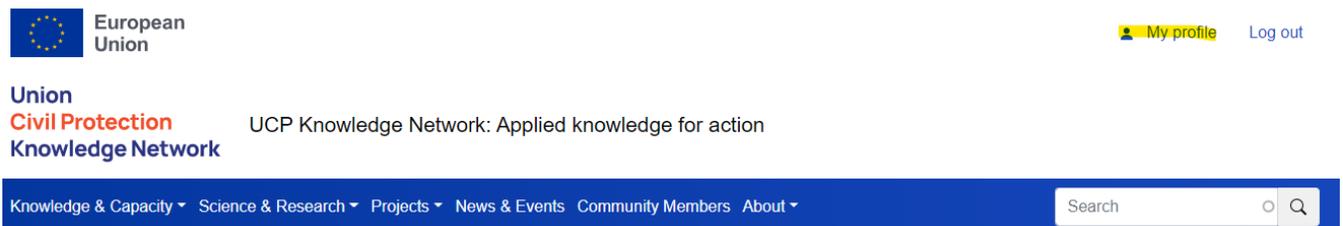


If you don't have it yet, you need to create your [EU Login](#) (we recommend using a valid work-related email).

Once you are registered, your profile will be validated by site administrators who, in collaboration with your Project Officers, will also grant you a role of Project Coordinator in your project. Currently, the notification system is not yet enabled, so we cannot automatically notify you about the fact that the roles were assigned.

1.2. How to edit my profile as a user?

An authenticated user can update their profile information anytime and select the privacy status for data provided. The user profile will be visible for portal users based on your privacy settings.



1. Click **My Profile**
2. Click **Edit** (menu bar just above your profile picture)
3. Edit available fields
4. Set **Visibility settings**
5. **Save.**

1.3. How to find other users?

You can find other members of the community on user list page (Community Members) using 'Search' function and different filters. With time, this section will be further developed.

2. Content management in the Project Page

2.1. Where to find my project page?

There are three primary ways to find your project pages:

1. You can search your project name in the main search bar and then click on relevant entry in search results;
2. Alternatively you can access the UCPM project search tool under "Projects" menu and find your project page there by using different filter functions, or
3. You can simply add "/projects/projectname" in the web address to directly enter your project page (e.g., ARTION page is available here: <https://civil-protection-knowledge-network.europa.eu/projects/artion>).

For future use, you may want to bookmark your project pages.

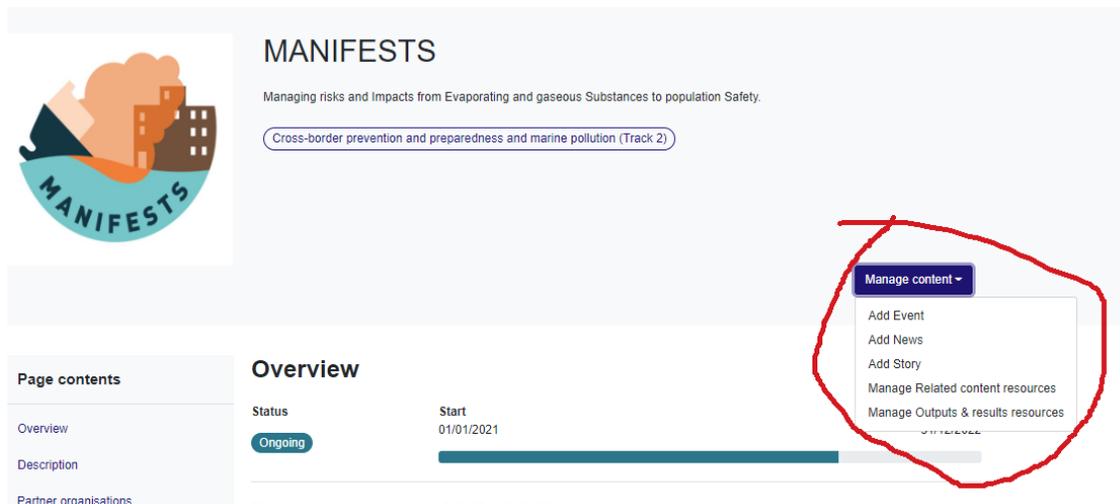
2.2. What can I do as Project Coordinator?

2.2.1. General information

As a Project Coordinator, you can create and manage different types of content in your Project page:

- News (project updates you would like to share with the community),
- Stories (more personal type of writing, providing reflections on project progress or some key deliverables/milestones/outcomes),
- Event
- Output & Results (documents, photographs, videos)
- Related content (documents, photographs, videos)

You can create content using the **Manage Content** menu, which you can find in your project page:



2.2.2. News

Create a **News** item to share recent information from your project.

1. Go to **Manage Content>News**.
2. The **Create News** screen will open. Mandatory fields are marked (*)
3. Write the **title**.
4. Add a **short description**. This will be displayed on the 'Search News' list, and tempts readers to read more.
5. Add a short **Introduction** if you want to.
6. It's always good practice to include an **image**. The standard dimensions should be 1:1, 500 x 500px. (2 Mb) If you do not add an image, a default one will appear.
7. Add your **content as paragraphs**, using the drop-down menu **CONTENT**. You can add different types of content as paragraphs selecting one of the rows. In each paragraph you can **add text** and **add media** content. You can collapse it any time before finishing the editing, you can edit it or remove it if is not completed before saving and publishing the news. Multiple preformatted paragraphs can be added.
8. After adding any content, you can **rearrange/drag and drop** each paragraph by enabling the menu with 3 dots under content or by the menu: Show row weights to mark the rows order.
9. Or you can **Edit/Remove** or **Duplicate** each paragraph
10. You can **Preview** the article created. If you are satisfied with it, you can publish it now or later.
11. **Publish, Delete**. As a Project Coordinator you can directly publish the article. New content entries added by Project Members will have to be reviewed and published by the Project Coordinator (who can review the content and publish or edit it / delete it).
12. **Save**: after pressing save you will be redirected to the News.

Create News

Home > Nodes > Add Content > Ucpkn News

Title *

Content limited to 50 characters, remaining: 50

Short description *

Short description for display in lists

Content limited to 150 characters, remaining: 150

Introduction

Content limited to 400 characters, remaining: 400

FEATURED IMAGE

No media items are selected.

Add media

One media item remaining.

CONTENT *

Expand menu to add content

to Content

SOURCES(S)

ORDER

URL

Insert links

This must be an external URL such as <http://example.com>.

Link text

Add new content block

Add another item

Published

Save Preview

Save/Preview Publish

2.2.3. Stories

A **Story** shares a personal experience from some participating in, or benefiting from, your project activities. Or it can be used for a more in-depth feature about your project.

1. Go to **Manage Content>Story**
2. The **Create Story** screen will open. Mandatory fields are marked (*)
3. Write the **title**.
4. Add a **short description**. This will be displayed on the 'Search News' list, and tempts readers to read more.
5. Add a short **Introduction** if you want to.
6. It's always good practice to include an **image**. The standard dimensions should be 1:1, 500 x 500px. (2 Mb) If you do not add an image, a default one will appear.
7. Add your **content as paragraphs**, using the drop-down menu **CONTENT**. You can add different types of content as paragraphs selecting one of the rows. In each paragraph you can **add text** and **add media** content. You can collapse it any time before finishing the editing, you can edit it or remove it if is not completed before saving and publishing the news. Multiple preformatted paragraphs can be added.
8. After adding any content, you can **rearrange/drag and drop** each paragraph by enabling the menu with 3 dots under content or by the menu: Show row weights to mark the rows order.
9. Or you can **Edit/Remove** or **Duplicate** each paragraph
10. You can **Preview** the article created. If you are satisfied with it, you can publish it now or later.

11. **Publish, Delete.** As a Project Coordinator you can directly publish the article. New content entries added by Project Members will have to be reviewed and published by the Project Coordinator (who can review the content and publish or edit it / delete it).
12. **Save:** after pressing save you will be redirected to the News.

The screenshot shows the 'Create Story' form with several red annotations and a preview window on the right. The annotations are:

- Title:** A red arrow points to the 'Title' input field.
- Short description used in listing:** A red arrow points to the 'Short description' text area.
- Image used for promoting the event:** A red arrow points to the 'FEATURED IMAGE' section.
- Add Content blocks:** A red arrow points to the 'CONTENT' dropdown menu.
- Add Links:** A red arrow points to the 'SOURCE(S)' section.

The preview window on the right shows a news card with the following content:

- Image:** A group of people in winter gear standing outdoors.
- Title:** [Expert groups and other meetings of the UCPM](#)
- Text:** The EU Civil Protection Mechanism (UCPM) is composed of various expert and working groups. On 24 March 2022, Grega Grobovšek, Legal and Policy Officer of ECHO, gave a presentation explaining how the current working groups make up the UCPM's structure.
- Buttons:** News, 3 May 2022, UCPM

2.2.4. Events

1. Go to **Manage Content>Event**
2. Edit the **title**. Event' title will be displayed as such.
3. Add a **short description**. This will be displayed in different listings on the portal and not in the detailed view of the Event.
4. Edit the **Introduction** This introduction is not mandatory. This could provide a summary of the event as part of the good practice. Also, it can play a role in supporting the SEO.
5. Add a **featured Image** from your computer or from the list of images already available. To improve user experience is a good practice to include an image. This will be displayed in different listings on the portal. The standard dimensions should be 1:1, 500 x 500px.
6. **Attendance type**. This is a mandatory field as being market (*). Select the attendance type for this event. Multiple are available. The type of attendance could be modified by Site administrators.
7. Complete **Date(s) of the event**. At least one date is mandatory. If the event take place for multiple days, you can select the first and the end date.
8. Set the **Location**. This information is optional as an event could be online. In all the other cases is needed to include this information in the event.
9. Provide **Registration Information**. This will provide a link towards an external application that manage attendance registration. The URL will provide the web address and the Link text will provide the text that will explain the link to the readers.
10. **Description**. The most consistent part, used to provide a description of the event. A mandatory component of an event. The menu of this field allows you a basic format to the text similar to another editing software.
11. **Add/Remove text with featured media**. This allows you to add optional preformatted paragraphs that includes media (images, video).
12. **Edit the text with featured media**. You can add one or multiple paragraphs sections as you create the event or any time after.
13. **Variant:** select the variant of the paragraph. This will influence the position of media.
14. **Drag &drop:** you can rearrange the order of paragraphs if is the case.
15. **Add Link:** This is mandatory option in case you want to add a relevant link to the event. You can use this to display again the [registration link](#).
16. **Add or remove Documents**. You can add documents as media .

17. **Preview** the article created. As an editor you can Preview it. If you are satisfied with it, you can publish it now or later. The Story will be displayed on the portal in the standard list section or as Promoted in front of the list (Sticky at top of lists) or on the front page (Promoted on the first page).
18. **Publish, Delete.** As a Project Coordinator you can directly publish the article. New content entries added by Project Members will have to be reviewed and published by the Project Coordinator (who can review the content and publish or edit it / delete it).
19. **Save:** after pressing save you will be redirected to the post.

Content
 Structure
 Appearance
 Extend
 Configuration

Create Event

Home > Node > Add Content > Ucpkn Event

Title *

Content limited to 50 characters, remaining: 50

Short description *

Content limited to 150 characters, remaining: 150

Introduction

Content limited to 150 characters, remaining: 150

FEATURED IMAGE

No media items are selected.

[Add media](#)

One media item remaining.

Attendance type *

Face-to-face

Hybrid

Online

DATE(S) *

Start date *

End date (optional)

LOCATION

Country



[Risk Data Hub Workshop](#)

The aim of this virtual training session is to familiarise the different stakeholders with the functionalities available in the Risk Data Hub.

Event
15 June 2022
KN Science

