

# Engagement platform

User manual

**CLEAN ENERGY FOR EU ISLANDS**

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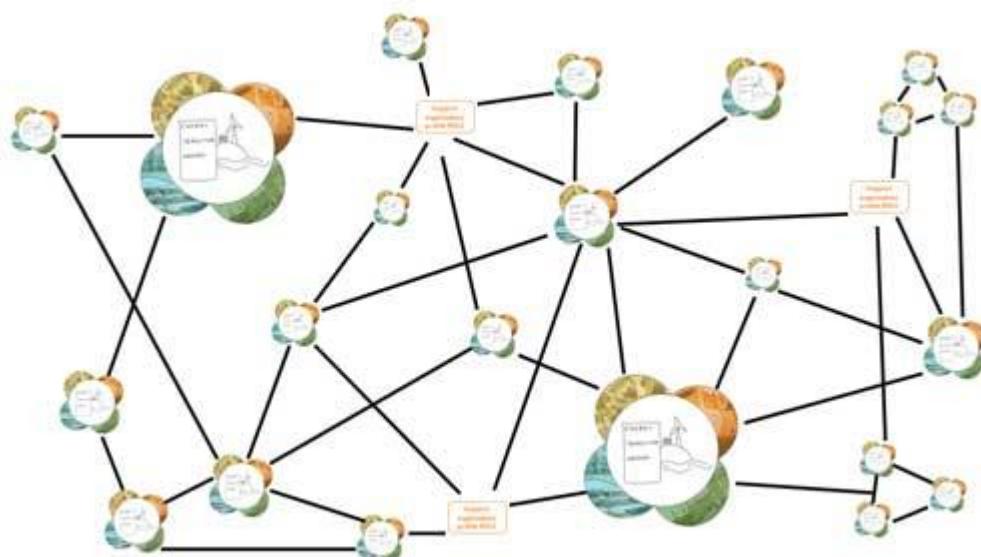
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# Summary, introduction

## 1) What is the online engagement platform?

Through the Engagement Platform, islands and their Transition Team members from different stakeholder groups all across Europe will be able to connect, learn from and train each other, access experts and capacity-building materials, and work on transition agendas together.



## 2) Who can use the online engagement platform?

You need an account/login to be able to access the engagement platform.

**All accounts are connected with organisations.** One organisation – one account (accounts are NOT assigned to persons/individuals).

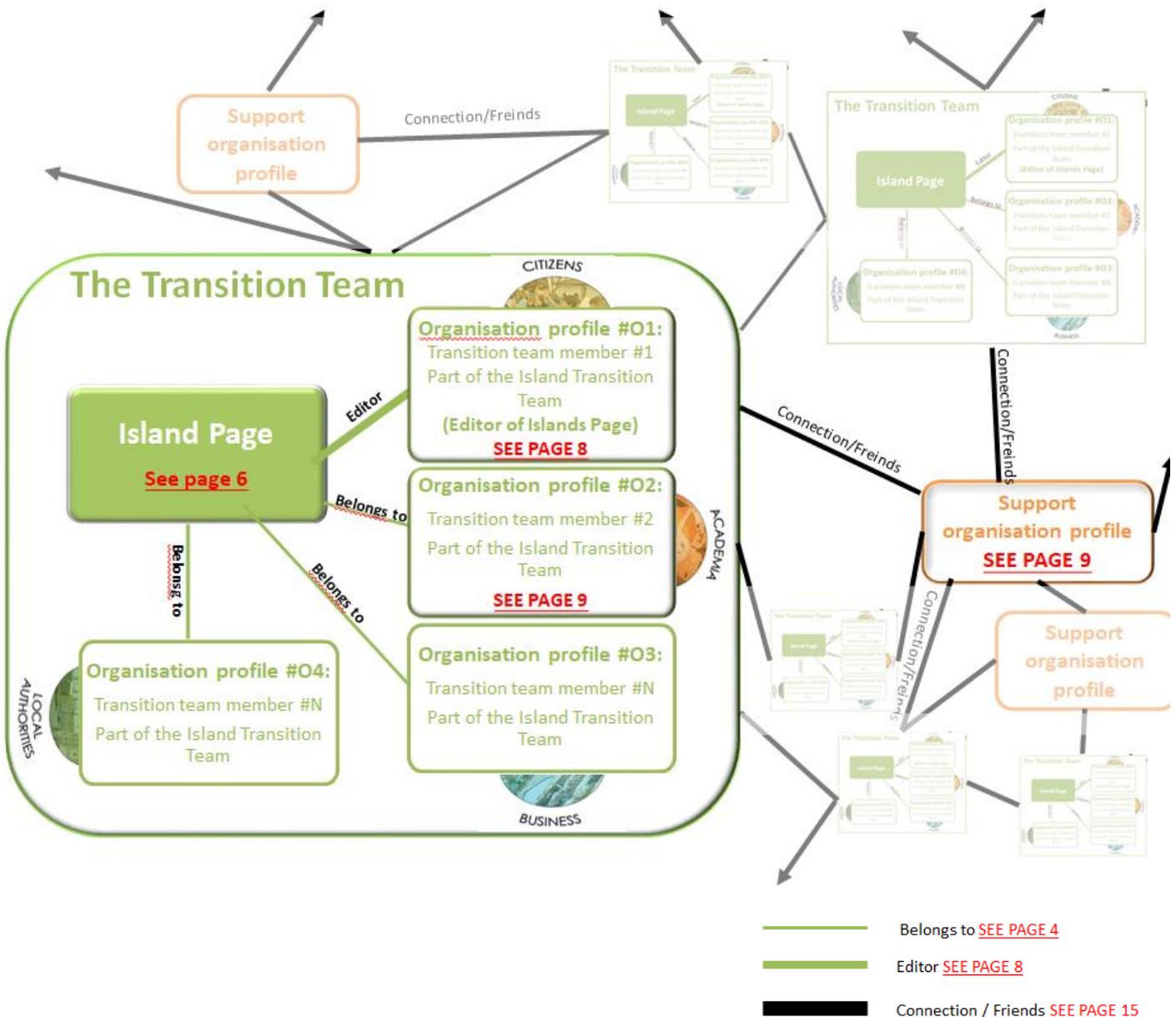
### Type of organisations/accounts:

- An **organisation**  is part of an island's transition team.
- **Support organisations**  provide support, but are NOT part of a transition team of a specific island. (e.g. universities, technology providers, networks, ministries etc.)

### Functions of the platform (overview):

- **Every organisation and every support organisation**
  - has its own **organisation profile page** 
  - and they can also publish **contacts (experts)** working within the organisations), **news, documents and events** on the platform to show their activities.
- **One organisation** of an island's transition team
  - is responsible for the **island page ("island page editor")**. 
- Organisations and support organisation have different functions on the platform (see below).

Detailed zoom in on the platform elements. See page numbers for more information



# Create a new account

To use the engagement platform, you need to create an account for your organisation (NGO, Municipality, Cooperative, University, Etc.) on the website <http://euislands.eu>. To do so, click on the Create a new account button right on the *Engagement Platform* page (subpage of network).

The screenshot shows the homepage of the Clean Energy for EU Islands website. At the top right is the logo 'CLEAN ENERGY FOR EU ISLANDS' with a stylized sun icon. On the left, there's a 'Login' button. The main banner features a scenic view of mountains at sunset with the text 'Stockholm / Mariehamn' and '3rd Clean Energy for EU Islands Forum' overlaid. Below the banner, the text '14/16 May' is visible. A sidebar on the left contains links for 'NEWS', 'NETWORK', 'EVENTS', 'ABOUT', 'SUPPORT', and 'NEWSLETTER'. At the bottom of the sidebar, it says 'THE ISLANDS' and 'ENGAGEMENT PLATFORM'. In the center, under the heading 'Engagement Platform', there's a brief description of the platform's purpose. Below the description are 'Login' and 'Create a new account' buttons. At the very bottom, there's a yellow footer bar with contact information: 'SECRETARIAT' (Boulevard 61, 1050 Brussels), 'CONTACT' (Email: info@euislands.eu, Phone: +32 3 460 10 41), and 'CREDITS' (Clean Energy for EU Islands 2016).

Next, fill in all fields to create a new account. All fields are required. After submitting the form you will receive a confirmation mail. However, you cannot directly login with your account, until an administrator of the website has approved your account. As soon as your account was approved and activated to login, you will receive a new mail with further instructions to set a password and to login.

You and all other users are connected to one specific organisation that are either

- a part of the Transition Team belonging to an island (the Island Page) or
- as a colleague in one of the Support Organisations

This means that you share the same login (username and password) to the Engagement Platform as all colleagues in your own organisation. In this way you and your colleagues can edit and update your organisation profile and you will not have a(nother) personal login to remember. Your username should therefore normally refer to our organisations name and not refer to a personal name.

All accounts have the same registration form. However, please insert the required information about the name of your organisation and to which island the organisation belongs to. After submitting the required information, the Clean Energy for EU Islands Secretariat will activate your account and assign it to the correct island. However, if your organisation is not directly belonging to one specific island's Transition Team, your organisation is a *Support Organisation*, which will not be assigned to an island.

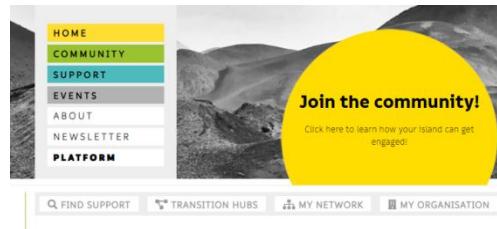
# Login

In order to login into the engagement platform, click on the *Login* button in the upper left corner of the website and fill in your username and password in the form on the login page.

## Welcome Page after login

URL: <https://www.euislands.eu/welcome>

After the login you will see a short welcome page, where the main features of the platform are described. Note the general menu will still remain in the top of the website but you now have the additional Platform button.



Welcome to the engagement platform

You are logged in as Climate Alliance

You are connected to 0 other organisations.

In here you can find inspirations from: Other islands in transition, support organisation or contact details to experts in the field.

- Click 'My organisation' to:
  - Update or add more information about your organisation to display this to the rest of the EU Island community
  - Add your colleagues to your support organisation to display them and your teams expertise to the EU Island community
- Click 'My Island' to:
  - Get the overview of your islands activities
  - To edit and update the information and activities for your island. You can for instance add relevant events in the island calendar
  - You can also find the "Clean Energy for EU Islands transition hubs" that your island have connected to.
- Click 'My network' to:
  - Get the full overview of the support organisations and islands and their expert contacts you have connected to so far.
- Click 'Find support' to:
  - Get the full overview of islands, support organisations and expert contacts available in the EU Islands community. In there you can search for national or international support organisations, island and expert contacts within your specific field of interest and connect directly to them from the search.

Note that the information you provide about yourself, your organisation and your island will be available to all other island communities. Support organisations, will only see your the information related to your organisation profile.

Further details about how to work with this platform can be found in our manual.

If you have any further questions in the navigation of the platform Please contact: [info@euislands.eu](mailto:info@euislands.eu)

**Latest News**

**Conference on SMart Islands**  
21.06.2019

**akaryon GmbH presents services on EU Islands platform**  
07.05.2019

**We welcome our latest subscribers**

**Hellenic Mediterranean University - Department of Mechanical Engineering**

**LINCC UIB (Laboratori Interdisciplinari sobre Canvi Climàtic de la UIB) - University of the Balearic Islands**

**Island Movement**

**Fakultet strojarstva i brodogradnje Zavod za energetska postrojenja, energetiku i okoliš**  
From Cres-Lošinj (Croatia)

**Pokret otoka**  
From Cres-Lošinj (Croatia)

Below the website header image you see a new menu. This is the special engagement platform menu (marked red on the screenshot above), which allows you to navigate through the platform:

*Find support:* Find islands, organisations and contacts based on topic keywords.

*My network:* List all islands, organisations and contacts of your island and your friendships.

*Add my organisation/My organisation:* Menu item to create your organisation page or to go directly to it.

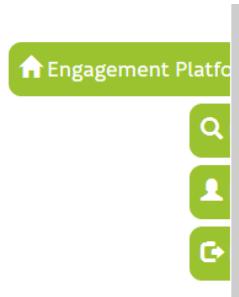
*Add my island/My island:* Menu item to create your island page or to go directly to it.

Each island and each organisation has its own page to present itself.

One of the first things to do is to create an organisation profile page for your organisation. Just click on the *Add my organisation* link in the engagement platform menu to fill in details of your organisation and to create a page for it (more details in a later section).

If you are the first organisation of your island who has signed up for the platform, you will also find a *Add my island* link in the menu to create a page for your island. If there is already a page of your island, this link will not be there. Instead of the “add my island” link you will then find a link/menu item called *My Island* which brings you to your island's profile page.

You can always come back to this page by hovering over the four green icons on the right of every page (as long as you are logged in).



## Island Page

Each island has its own page to present itself.

### 1) Add my island

**Note:** This step is only possible if there is not already a page for your island on the platform.

Click on *Add my island* in the engagement platform menu. Now you will see a form where you can fill in all details of your island and also upload images.

Add/Edit Island view:

## Edit Island Detail Pages Öland

Below you will find three textboxes you can use to present your island. Box number 1: This is the overall introduction of your island, which will be available to read by all members of the community. Box number 2: Here you can in short provide information on the Energy Community and its visions, which will only be available to islands and the support organisations you have be-friended. Box 3: Here we suggest you to present a short description of main challenges and/or opportunities. In the quote below you can add a sentence that sums up your clean energy transition activities, a slogan or a crucial quote from the island.

### Title (required)

Öland

### Heading 1

Amet Mattis Ornare

### Textbox 1

B I S U x<sup>x</sup> x<sub>s</sub> | | | Format - | | Source

Nulla vitae elit libero, a pharetra augue. Nullam quis risus eget urna mollis ornare vel eu leo. Nullam quis risus eget urna mollis ornare vel eu leo. Vestibulum id ligula porta felis euismod semper. Integer posuere erat a ante venenatis dapibus posuere velit aliquet. Nullam id dolor id nibh ultricies vehicula ut id elit. Nulla vitae elit libero, a pharetra augue. Nullam quis risus eget urna mollis ornare vel eu leo. Nullam quis risus eget urna mollis ornare vel eu leo. Vestibulum id ligula porta felis euismod semper. Integer posuere erat a ante venenatis dapibus posuere velit aliquet. Nullam id dolor id nibh ultricies vehicula ut id elit.

About text formats

### Heading 2

Fringilla Ridiculus Dolor

### Textbox 2

B I S U x<sup>x</sup> x<sub>s</sub> | | | Format - | | Source

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### Quote

Amet Nibh Quam Vehicula Fringilla

### Coat of arms/logo



Datei auswählen Keine ausgewählt  
One file only.  
32 MB limit.  
Allowed types: png gif jpg jpeg.

### Header Image



### Alternative text (required)

ireland

Short description of the image used by screen readers and displayed when the image is not loaded. This is important for accessibility.

aran-islands-trip-bg-4\_1.jpg (292.21 KB)

### Hub

Ireland

### Main contact of island

type in the name of your main contact (must been already created)

### Facebook

<https://facebook.com>

Full URL (including https://...) to your Facebook page

### Website

<https://akaryon.com>

Full URL (including https://...) to your website

### Topic keywords

## Description of the input fields

- **Title:** The Title of the page (will not be displayed, just for internal reasons)
- **General introduction, The island community's energy vision, Main opportunities and/or challenges faced on the island:** free text field to describe your progress

- *Quote*: Place here a quote or a slogan, which will be displayed in a prominent way on your island page.
- *Coat of arms/logo*: Upload an image with your coat of arms or logo. This one will be displayed in the header of the island page on the left side.
- *Header Image*: Upload an image, which will be displayed on the right (bigger) side of the header of the island page. We suggest using a landscape formatted image.
- *Website/Facebook*: Place here URLs to your website and your Facebook page
- *Hub*: Islands and Organisations can belong to one or more Hubs. Hubs are on the one side geographical regions like countries, but on the other side hubs can also collect information on certain topics, e.g. technologies. Choose the hubs which fit to your island. Just type in some characters and see which Hubs the system will suggest.
- *Topic keywords*: Here you can choose keywords which fit to your island. These keywords should help other users to find you! On the *Find support* page users can use these keywords to search for islands and organisations. Just type in some characters and see which topic keywords the system will suggest.
- *Main contact of island*: On each island page a main contact is displayed. With this field you can select an already created contact to be the main contact of the island (if there is already at least one created contact. Else leave it blank and return here again after you have at least one contact. See *contacts* section for more details on creating contacts). Just begin to type in the name of the contact and the system will suggest contacts to select.

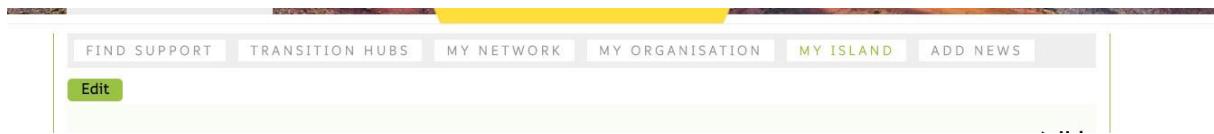
Do not forget to click on **Save** to submit form.

**Remark:** In this form you will not find a possibility to fill in information about your staff members/contact persons. To add such a contact, you have first to create an organisation page and then, you will find on the organisation page a button to add contacts. For further details look at the section *Contacts*.

## 2) Edit my island

Note: Only the account which created the Island Page can also edit it. If you want to edit something, but have no access to this page, contact the organisation which has created the page or the administrator team of the platform.

Go to your Island Page and just below the Engagement Platform menu you will find a green *Edit page* button. Click on it to open the form which allows you to edit the content of this page. For details about the different input fields look at the section above about adding my island.



## Organisation

Each account is associated with one organisation that can create an own Organisation Profile to present itself.

If an organisation belongs to a certain island, it will be represented on the island page with a link that leads to the organisation's Profile page.

Organisation profile pages include links to following content:

- contacts
- documents
- events
- news.

### 3) Add organisation

**Note:** This step is only possible if there is not already a page for your organisation on the platform.

Click on *Add my organisation* in the engagement platform menu. Now you will see a form where you can fill in all details of your organisation and also upload images.

**Edit Organisation Öland Test Orga**

On this page fill in details about your organisation in order to present yourself. Later on, if once your organisation page was created, you can add contact details of each staff member directly from the "my organisation" page.

**Title (required)**  
Öland Test Orga

**Body**

B I S U x<sup>x</sup> X<sub>z</sub> | | Format - | | Source

Curabitur blandit tempus porttitor. Curabitur blandit tempus porttitor. Donec id ell non mi porta gravida at eget metus. Lorem ipsum dolor sit amet, consectetur adipiscing ell. Nullam id dolor id nibh ultricies vehicula ut id ell. Fusce dapibus, tellus eu cursus commodo, tortor mauris condimentum nibh, ut fermentum massa justo sit amet risus. Maecenas faucibus mollis interdum. Vestibulum id ligula porta felis euismod semper.

Donec id ell non mi porta gravida at eget metus. Duis mollis, est non commodo luctus, nisi erat porttitor ligula, eget lacinia odio sem nec elit. Etiam porta sem malesuada magna mollis euismod. Vivamus sagittis lacus vel augue laoreet rutrum faucibus dolor auctor. Lorem ipsum dolor sit amet, consectetur adipiscing ell. Maecenas faucibus mollis interdum. Maecenas sed diam eget risus varius blandit sit amet non magna.

Curabitur blandit tempus porttitor. Aenean lacinia bibendum nulla sed consectetur. Aenean lacinia bibendum nulla sed consectetur. Donec ullamcorper nulla non metus auctor fringilla. Cum sociis natoque penatibus et magnis dis parturient montes, nascetur ridiculus mus. Curabitur blandit tempus porttitor. Aenean eu leo quam. Pellentesque ornare sem lacinia quam venenatis vestibulum. Praesent commodo cursus magna, vel scelerisque nisl consectetur et.

[About text formats](#)

**Address**

B I S U x<sup>x</sup> X<sub>z</sub> | | Format - | | Source

Main street 123  
Öland

[About text formats](#)

**Coat of arms/logo**

IMAGE COMING SOON  
   
 IMAGE COMING SOON

Datei auswählen Keine ausgewählt  
One file only.  
32 MB limit.  
Allowed types: png gif jpg jpeg.

**Facebook**  
<https://facebook.com>  
Full URL (including https://) to your Facebook page

**Website**  
<https://akaryon.com>  
Full URL (including https://) to your website

**Header Image**

**Alternative text (required)**  
demo  
Short description of the image used by screen readers and displayed when the image is not loaded. This is important for accessibility.  
**bg-demo.jpg (389.98 KB)**

**Hub**

**Quote**  
Great green IT

**Topic keywords**

**Type of organisation**  
Not for profit networks (ex. Island networks, city networks, not for profit membership based organisation)

- *Title*: The Title of the page (will not be displayed, just for internal reasons)
  - *Body*: free text field to describe your organisation
  - *Address*: The address of your organisation
  - *Quote*: Place here a quote or slogan, which will be displayed in a prominent way on your organisation page.

- *Coat of arms/logo*: Upload an image with your coat of arms or logo. This one will be displayed in the header of the organisation page on the left side.
- *Header Image*: Upload an image, which will be displayed on the right (bigger) side of the header of the organisation page. We suggest using a landscape formatted image.
- *Website/Facebook*: Place here URLs to your website and your Facebook page
- *Hub*: Islands and Organisations can belong to one or more Hubs. Hubs are on the one side geographical regions like countries, but on the other side hubs can also collect information on certain topics, e.g. technologies. Choose the ones which fit to your organisation. Just type in some characters and see which Hubs the system will suggest.
- *Topic keywords*: Here you can choose keywords which fit to your organisation. These keywords should help other users to find you! On the *Find support* page users can use these keywords to search for islands and organisations. Just type in some character and see which topic keywords the system will suggest.

**Remark:** In this form you will not find a possibility to fill in information about your staff members/contact persons. To add such a contact, you have first to create an organisation page and then, you will find on the organisation page a button to add contacts. For further details look at the section *Contacts*.

## 4) Edit my organisation

Go to your organisation page and just below the engagement platform menu you will find a green *Edit* page button. Click on it to open the form which allows you to edit the content of this page. For details about the different input fields look at the section before about adding my organisation.



## Contacts

Contacts are belonging to organisations and only contacts have *Area of expertise*. However, on the organisation page you will always see all *Area of expertise* of all contacts which belong to this organisation.

Contacts	Area of expertise
 <p><b>Max Mustermann</b> Energy expert max.mustermann@aranisland.ie 0032 123456789</p>	Energy efficiency – private buildings Energy efficiency – public buildings Energy storage combined heat and power
 <p><b>Sandra Organisation</b> CEO of Ireland Financing Agency sandra.orga@test.eu 0034 699 123456789</p>	
<a href="#">see all contacts</a> <a href="#">Add contact</a>	

## 5) Add a new contact

In order to add a new contact, go to your organisation page and click on the Add contact button in the contacts section. A form will be displayed where you can fill in the details of the contact.

Privacy:

E-Mail-Address and phone number can be marked as *private*. By setting one or both of them to private, the marked item will not be displayed to other users of the platform, but only to the administrator team of the platform.

## 6) Edit a contact

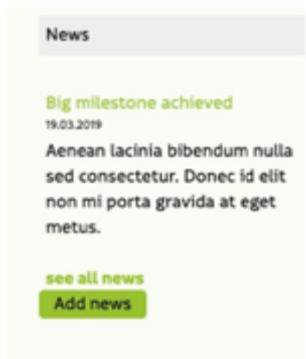
All your colleagues in your organisation can ensure all contacts are on the Engagement platform and well updated. To edit a contact, go to this contact (on its page where all details are listed) and click on the green *Edit page* button to open the edit form.

FIND SUPPORT	TRANSITION HUBS	MY NETWORK	MY ORGANISATION	MY ISLAND
<a href="#">Edit contact</a>	<a href="#">Add contact</a>			
<b>Sandra Organisation</b>				
 <p>CEO of Ireland Financing Agency The Wild Atlantic Way</p>				
<a href="#">sandra.orga@test.eu</a>				
<a href="#">0034 699 123456789</a>				
<small>screen capture - srujanika - devsite - node-47-edit-2019-04-18-12_20_14.png</small>				
<b>Area of expertise</b> combined heat and power Energy storage				
<b>Languages</b> English German				
Donec id elit non mi porta gravida at eget metus. Nullam quis risus eget urna mollis ornare vel eu leo. Sed posuere consectetur est at lobortis. Cras mattis consectetur purus sit amet fermentum.				
<a href="#">Go Back</a>				

## News items

**Remark:** These news items are only visible for logged in users on the platform and not on the public website.

Organisations can create News items to give a status update. These news items are displayed on the organisation page. Each news item can also be assigned to Transition hubs, independently from the organisation, to be shown on the page of the assigned Transition hub/s.



### 7) Add a new news

In order to add a new news item, go to your organisation page and click on the Add news button in the news section. A form will be displayed where you can fill in the new news entry.

### 8) Edit a news item

To edit a news, go to this news and click on the green *Edit* page button to open the edit form.

A screenshot of a news item edit form. At the top, there is a navigation bar with tabs: FIND SUPPORT, TRANSITION HUBS, MY NETWORK, MY ORGANISATION, and MY ISLAND. The MY ORGANISATION tab is highlighted with a yellow underline. Below the tabs is a green "Edit page" button. The main content area shows a news item titled "Big milestone achieved" with the date "19.03.2019".

## Events

**Remark:** These events are only visible for logged in users on the platform and not on the public website.

Organisations can create events on the organisation page. These events are always displayed on the organisation page. If your account also created the island page, you will be able to select if an event should also be displayed on the island page.

Each event entry can also be assigned to hubs, independently from the organisation, to be shown on the page of the assigned hub/s.

The screenshot shows a section titled "Events" with a single event entry. The event title is "Event to test fullview calender". Below the title are two buttons: "READ MORE" and "Add a new event".

## 9) Add a new event

In order to add a new event, go to your organisation page (click on My Organisation in the menu) and click on the Add event link at the bottom of the page. A form will be displayed where you can fill in the new event entry.

## 10) Edit an event

To edit an event, go to this event and click on the green *Edit* page button to open the edit form.

The screenshot shows the "Edit event" button highlighted in a green box on the organisation page. The event title "Event to test fullview calender" is visible below the button.

## Documents

**Remark:** These documents are only visible for logged in users on the platform and not on the public website.

Organisations can create documents on the organisation page. These documents are always displayed on the organisation page. If your account also created the island page, you will be able to select if a document should also be displayed on the island page.

Each document can also be assigned to hubs, independently from the organisation, to be shown on the page of the assigned hub/s.

The screenshot shows a section titled "Documents" with a single document entry. The document title is "Energy consumption of aran islands". Below the title are two buttons: "READ MORE" and "Add a new document".

## 11) Add a new document

In order to add a new document, go to your organisation page (click on *My Organisation* in the menu) and click on the *Add document* link at the bottom of the page. A form will be displayed where you can fill in the new document.

## 12) Edit a document

To edit a document, go to the organisation page and click on the green *Edit* button beside the title of the document to open the edit form.

# My network

In the menu there is a link called *My network*. On this page you will find your own island, all organisations and contacts of your island. In addition, also your befriended Support Organisations and Islands will be listed on this page.

The screenshot shows the 'My network' page with the following navigation bar: FIND SUPPORT, TRANSITION HUBS, MY NETWORK (highlighted in green), MY ORGANISATION, MY ISLAND. Below the navigation bar, the section title 'My network' is displayed. A sub-section title 'Aran Island' is shown with a small thumbnail image of the Aran Islands. A descriptive text block follows: 'Remoteness, idyllic lifestyle, and unique natural landscapes are some of the common characteristics of Islands. The Aran Islands, located on the West coast of Ireland just off Galway, are no exception. Majestic cliffs, Celtic medieval churches and lush green fields crossed by ancient stone walls form part of the rich local culture that makes the Aran Islands an unforgettable experience for anyone who visits them.' At the bottom of the screenshot, there is a footer bar with links: LOGIN/REGISTER, FORUM (1960 POSTS), SUPPORT, E-mail (info@islands.ie), CHAT, and © Clean Energy for Islands 2010.

## 13) Friendships

Each organisation can be befriended with each other organisation. Without an accepted friendship all contacts (except the main contact of an island) and documents (except the documents which have been published on island pages) of an organisation are hidden. Only with an accepted friendship a user can see contacts and document of an organisation.

## 14) Send a friendship request

In order to become friends each organisation can send friendship request from each organisation page, just by clicking on the button 'send us a friendship request'.

Click on this button, to open a page to confirm to send a friendship request to the island or Organisation and ensure to leave a message about why you would like your organisation to be connected.

## **15) Manage friendships**

All friendship request can be found in the tab *Manage friendships* on the *My network* page. There you will also see the status of all request and also a possibility to revoke or change the status of the friendship (depending on if you have created or received the friendship request).

As soon as a friendship has the state accepted the befriended organisations can see all contacts and documents of each other.



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