

# How to publish your profile on the International Democracy Community?

Log in on [www.democracy.community](http://www.democracy.community)



# Welcome to your dashboard!



The screenshot shows a web browser at the URL <https://www.democracy.community/admin/dashboard>. The page has a header with the Democracy International logo and a navigation menu: HOME, DEMOCRACY NETWORK, DEMOCRACY NETWORK, EVENTS, STORIES, GLOBAL FORUM, ABOUT US. A green notification bar states: "Your account password has been updated." Below this, a section titled "Welcome to our global democracy network" contains the text: "Glad you're here! In creating your account, you became part of a diverse and dynamic community of democracy champions around the world. Tell us about your work and share your projects with the world. Together we are stronger than apart. In this section, you can manage your account. You can create and edit your public profile or add events to the calendar."

## Shortcuts

- [Manage your public Profile](#)

Here you can create and manage your public profile, which will be listed on the website and displayed on the map.

- [Add a new Event](#)

Add an Event you are organizing to the public calendar.

*Events need to be approved by the site team first. Your event will be saved in 'Draft' and published on the website as soon as it is approved.*

- [Add a Related Organisation to your profile](#)

List organisations you work closely with on your profile page, by sending them a request. You will be able to add the organisation to your profile, once they have approved your request.

Choose the option  
**„Manage your public profile“**

# Create your profile

## General information



**First name\***  
Please enter your First name.  
  
Content limited to 255 characters, remaining: 249

**Last name\***  
Please enter your Last name.

Insert your personal details

First name and name

▼ DETAILS  
In this section, you can add contact details and a quick overview of your work.

**Contact**  
Add your contact information so that other users can reach out to you or follow your work.

**LOCATION**  
Where are you based?  
Please be aware that this address will be used as your public address on the website. If you do not want your address to be shown, only enter Country and City, leave the fields blank.

**Country\***

**Company / Organization**

**Address 1**

**Postal code** **City\***

**Phone**

**E-mail**

Your location/country

If you belong to an organisation, you enter it here



DEMOCRACY INTERNATIONAL

# Create your profile

## General information

### INTRODUCTION

In this section, you can let others know what you are working on and give a short introduction of your projects.

**Profile image \***

Durchsuchen...

Keine Datei ausgewählt.

Add an image for your profile.  
Files must be less than 2 MB.  
Allowed file types: png gif jpg jpeg.  
Images must be at least 400x400 pixels.

**Areas of expertise \***

Please select the themes that you are specialised in (we will show up to 5 themes on your profile page).

☐ Direct democracy  
☐ Citizen participation  
☐ Civil society  
☐ Digital democracy  
☐ Transparency  
☐ Research and academia  
☐ Environment  
☐ Human Rights  
☐ Policy-making and Legislation  
☐ Public administration  
☐ Economy  
☐ Development and empowerment

**Upload your profile picture**

**Choose your area of expertise,  
indicate up to 5 areas you are  
specialised in**



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# Create your profile

## Introduction of your work

### Introduction \*

Add a short summary describing your work (500 characters max.)

Content limited to 500 characters, remaining: **489**

**B** *I* ~~x~~ ~~x~~ ~~x~~ | Stil | *I*  $\Omega$   $\leftarrow$   $\rightarrow$  |  $\equiv$   $\equiv$  |

Please describe yourself as a person and your work dedicated to direct democracy

body p

## Introduction of your work

Shortly describe yourself and your work dedicated to direct democracy.

(This introduction will be on top of your profile page and gives an overview of you and your work.)

### Links

In this section, you can link to your profile on social media or your website

#### Website address

#### Facebook page

You can copy in the URL of your Facebook profile, by going to your Facebook account, clicking your profile and copying the URL. It should look like this: [www.facebook.com/firstname.lastname.number](https://www.facebook.com/firstname.lastname.number)

#### Twitter handle

You can copy in the URL of your Twitter profile. You can find this by going to your Twitter account, clicking your profile and copying the URL.

**If you have weblinks to share to the community (website, facebook, youtube channel, ...), enter them here**

# Create your profile

## Quick facts

**QUICK FACTS \***

State quick facts about yourself

...what are you interested in?

...are there special facts about you?

...what ist important to you?

...

You can use this space to describe your work in some quick bullet points or to list relevant publications.

**Enter short facts about yourself and your work.**

...what do you identify with?

...interests?

...important/special facts about you/your work?

You can move the fields according to their order.

# Create your profile

## Interests



**Enter short facts about what you are looking for within the community.**

What is your interest in connecting with others?

**WHAT I'M INTERESTED IN**

+

...special research fields

+

...what are you interested in connecting with the community?

+

...

+

+

+

You can use this space to describe your interests in some quick bullet points.

# Create your profile

## Offer

**WHAT I CAN OFFER**

+

expertise in ...

+

events

+

projects

+

network

+

...

+

You can use this space to describe what you can offer in some quick bullet points.

**Enter short facts about what you can offer for the community.**

What is your expertise and what are you prepared to share with others? What can others contact you about?



# Create your profile

## History of your work



### Bio

Provide a brief history of your work (max. 500 characters).

Content limited to 500 characters, remaining: 500

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Please describe your short biography in text or bullet points

**Here you can give a short  
overview of different  
experiences you have had  
in the past.**

body p



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# Create your profile

## Projects you are working on

### Do you work on any specific projects?

#### Latest projects

In this section, you can highlight some of the recent projects or campaigns you have worked on.

*No Paragraphs added yet. Select a Paragraph type and press the button below to add one.*

ADD NEW PARAGRAPH

**Make them visible  
to the community.**

You can enter the

- Project name
- Description
- Project websites

#### LATEST PROJECTS

Paragraph type: *Latest projects*

##### Project title \*

what project are you working on?

Add a title for this project or campaign.

##### Project text \*

Please describe your project. What is your goal and your mission.

Content limited to 250 characters, remaining: 185

Add a short description for this project or campaign (max. 250 characters)

##### Website

Do you have a dedicated project website?

Add a link to a website for this project.



##### Facebook

Add a link to a Facebook page for this project.

##### Twitter handle

Title

URL



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# Create your profile

## Publish your profile

**Video**

In this section, you can add a video related to your work. Copy in the link to a video presenting your work. We currently only support videos from Youtube.

**Related story**

If we have published a story that is related to your work on this website, you can link to it on your profile. You can start to type in the title until the link appears. Then click on it.

Click 'Update' to save the changes you made to your profile (or 'Save' when creating your profile). If you want to temporarily disable your profile you can use 'Unpublish', afterwards you can reactivate it from the 'My account' menu

**PUBLISH**  [Cancel](#)

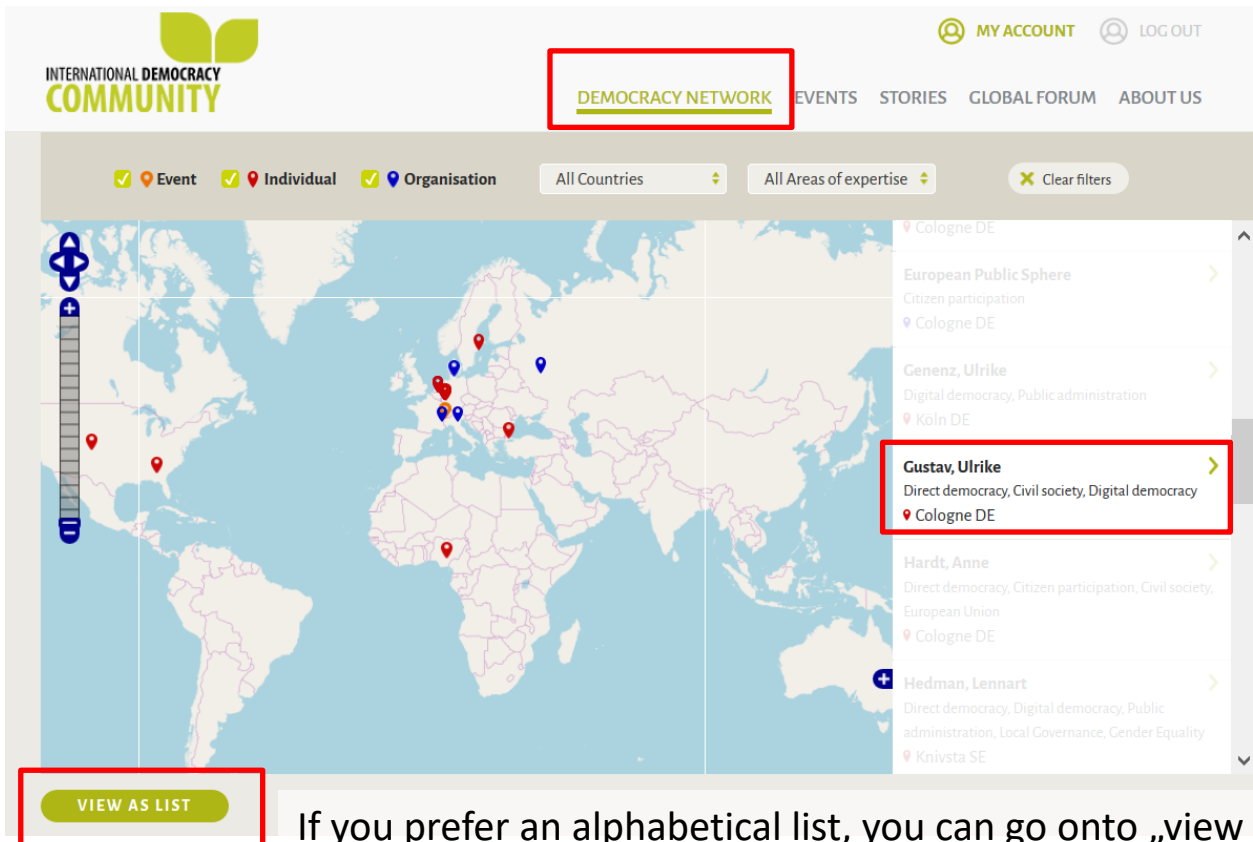
Here you can share your youtube-video dedicated to your work.

If you have sent in a story to be published on the community enter the title here (The title has to be exactly the same as in the stories section, as soon as you start typing the system will suggest stories to you).

**Make your profile visible to the community!**

# You are on the map!

## Check out your public profile



The screenshot shows the Democracy International Community website. At the top, there is a navigation bar with the logo, a search bar, and links for MY ACCOUNT, LOG OUT, DEMOCRACY NETWORK, EVENTS, STORIES, GLOBAL FORUM, and ABOUT US. Below the navigation bar, there are filters for Event, Individual, and Organisation, and dropdown menus for All Countries and All Areas of expertise. A world map is displayed with several location pins. To the right of the map, a list of profiles is shown, including Cologne DE, European Public Sphere, Genenz, Ulrike, Gustav, Ulrike, Hardt, Anne, and Hedman, Lennart. The profile for Gustav, Ulrike is highlighted with a red box. At the bottom left, there is a button labeled VIEW AS LIST, also highlighted with a red box.

INTERNATIONAL DEMOCRACY COMMUNITY

MY ACCOUNT LOG OUT

DEMOCRACY NETWORK EVENTS STORIES GLOBAL FORUM ABOUT US

Event Individual Organisation All Countries All Areas of expertise Clear filters

Cologne DE

European Public Sphere  
Citizen participation  
Cologne DE

Genenz, Ulrike  
Digital democracy, Public administration  
Köln DE

**Gustav, Ulrike**  
Direct democracy, Civil society, Digital democracy  
Cologne DE

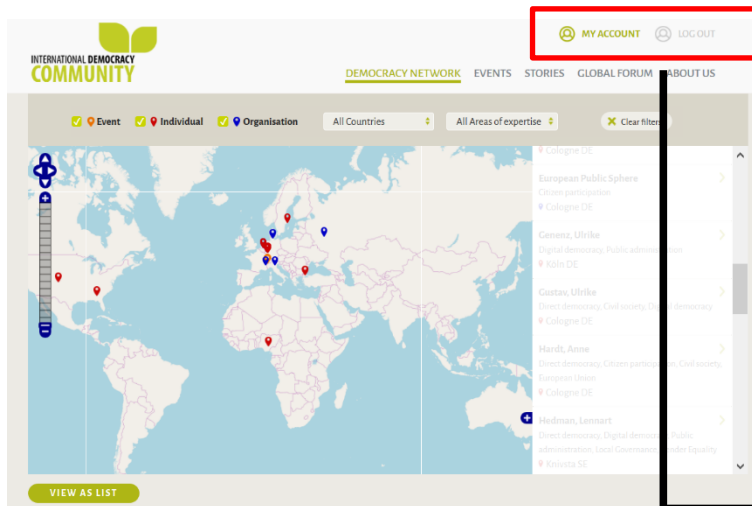
Hardt, Anne  
Direct democracy, Citizen participation, Civil society, European Union  
Cologne DE

Hedman, Lennart  
Direct democracy, Digital democracy, Public administration, Local Governance, Gender Equality  
Knivsta SE

VIEW AS LIST

If you prefer an alphabetical list, you can go onto „view as list“ and in the search bar above the list you can search your name and profile.

# My account



Via MyAccount you can go to your dashboard and edit your public profile.

