

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

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



# Welcome to your dashboard!



https://www.democracy.community/admin/dashboard

70%

MY ACCOUNT LOG OUT

INTERNATIONAL DEMOCRACY COMMUNITY

HOME DEMOCRACY NETWORK DEMOCRACY NETWORK EVENTS STORIES GLOBAL FORUM ABOUT US

✓ Your account password has been updated.

## Welcome to our global democracy network

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 the profile of your organisation

## General information



**Name of the organisation \***

Testfield society

**DETAILS**

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

**Contact**

Add contact information for your organisation so that others can reach out to you or follow your work.

**LOCATION**

Where is your organisation 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 and leave the other fields blank.

**Country \***

Germany

**Company / Organization**

Organisation Testfield society

**Address 1**

Guerzenichstreet 21

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

50667 Cologne

**Phone Number**

**E-mail address**

Insert details of your organisation and specify contact details

**Name of organisation**

**Select the country where your organisation is based and enter the address**

# Create the profile of your organisation

## General information



### Links

#### 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: <https://www.facebook.com/yourorganisation>

#### 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.

#### YouTube page

You can copy in the URL of your Youtube channel, by logging in to your Youtube channel, clicking "Your channel" in the menu and copying the URL.

#### Instagram handle

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

Here you can link to the website and web presences (on Facebook, Twitter, Youtube, ...) of your organisation.

# Create the profile of your organisation

## Quick facts



QUICK FACTS ABOUT US \*

+

what does your organisation stand for?

+

What describes your organisation best in short facts?

+

what is your expertise and in which areas of work are you active?

+

+

+

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

We have listed some questions, which can help inspire you.

You can move the fields according to their order.

# Create the profile of your organisation

## Brief history



### History

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

Content limited to 500 characters, remaining: 50

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**Please provide a brief history of your organisation's work, e.g. when was it founded, what are your essential campaigns, events and partnerships, etc.**

# Create the profile of your organisation

## Upload your logo

### INTRODUCTION

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

#### Logo \*

Datei auswählen Keine ausgewählt

Add an image for your organisation, preferably your logo.

Files must be less than **2 MB**.

Allowed file types: **png gif jpg jpeg**.

Images must be at least **400x400** pixels.

**Upload the logo of your organisation**

#### Areas of expertise \*

Please select the themes that your organisation is 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

**Select areas of expertise your organisation is specialised in.**  
Indicate up to 5 themes.

# Create the profile of your organisation

## Summary of your work



### Summary\*

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

Content limited to 500 characters, remaining: 50

**B** *I*  $\times^2$   $\times_e$  ” | Stil |  $\mathcal{I}_x$   $\Omega$   $\leftarrow$   $\rightarrow$  |  $\equiv$   $\equiv$  |

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**Please describe the general work of your organisation. For example, what is your mission and what do you do to address it?**

The summary will appear at the top of your profile, so it should describe your organisation and be informative to the community.





# Create the profile of your organisation

## Add your team members



### Team

No Team members added yet. Select a Team member type and press the button below to add one.

In this section, you can add information on the people who work for your organisation.

ADD ANOTHER TEAM MEMBER

**Open this section to add  
team members**

Here you can add a profile  
picture, name, position and  
relevant contact information  
of your team members.

A screenshot of the "TEAM" section in a web application. The form is titled "TEAM" and contains several input fields and sections. At the top, it says "Team member type: Team". Below this is a "Picture" section with a button "Datei auswählen" and the text "Keine ausgewählt". A note below the picture section says "Upload a profile picture for this person. Files must be less than 2 MB. Allowed file types: png gif jpg jpeg. Images must be at least 270x270 pixels." Below the picture section are two required text input fields: "Name\*" and "Position/title\*". Below these is a section titled "CONTACT INFO" with a plus icon to its left. This section contains a note: "In this section, you can add a link users can use to contact this person. (This can for example be a link to your website, to a social media account or to a profile on this website)". It has three input fields: "Profile on this website" (with a small circle icon to its right), "Website address", and "Twitter handle". Below the "Twitter handle" field is a note: "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." There is also a "LinkedIn page" input field. At the bottom right of the form is a blue button labeled "REMOVE".

# Create the profile of your organisation

## Show relevant projects



## Does your organisation 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

A screenshot of the "LATEST PROJECTS" form. The form has a header "LATEST PROJECTS" and a sub-header "Paragraph type: Latest projects". It contains several input fields: "Project title" with a placeholder "what project are you working on?", "Project text" with a placeholder "Please describe your project. What is your goal and your mission." and a character count "Content limited to 250 characters, remaining: 185", "Website" with a placeholder "Do you have a dedicated project website?", "Facebook" with a placeholder "Add a link to a Facebook page for this project.", and "Twitter handle" with a placeholder "Add a link to a Twitter page for this project.". There are also checkboxes for "Facebook" and "Twitter handle".



DEMOCRACY INTERNATIONAL

# Create the profile of your organisation

## Add pictures of latest events

**GALLERY**

In this section, you can upload up to five images to illustrate your event.  
Please make sure you only add images you have the rights to.

Please add a title for the image and make sure to add all relevant copyright information for this image.  
The **ALT-field** is used for the description, the **TITLE-field** is used for the **copyright-information**.

Add a new file

Files must be less than 2 MB.  
Allowed file types: png gif jpg jpeg.  
Images must be at least 600x338 pixels.  
Images larger than 1200x676 pixels will be scaled down.

If you have pictures of your latest event you would like to share with the community, you can upload up to five images.

**Video**

In this section, you can add a video for your organisation.  
Copy in the link to a video presenting your organisation.  
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.

Here you can share a youtube-video which represents your organisation.

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).

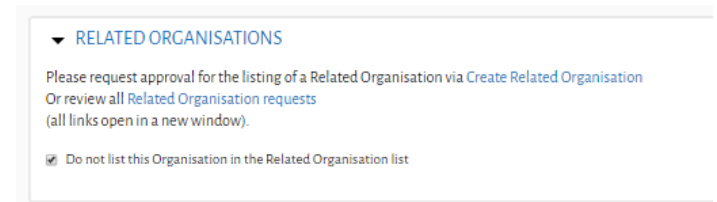
# Create the profile of your organisation

## Related organisation



**If you are related to other organisations, you can invite them to show this on your profile.**

By connecting with other organisations on your profile, you can make them visible, and users can quickly find the relevant information for them.



As an example please see the profile from Democracy International e.V.



# Create the profile of your organisation

## Related organisation

In order to create a connection, please follow these steps to request an approval:

- 1) Your profile and theirs must be published
- 2) Select „create related organisation“ (a new window opens)
- 3) Enter the organisation you want to be connected to
- 4) This organisation receives an email with your request and can confirm or decline your request.
- 5) If your request is approved you will receive an email and the connection is visible on your profile page automatically.
- 6) You can edit all connections by selecting „reviewing Related Organisation requests“ in your account area.

▼ RELATED ORGANISATIONS

Please request approval for the listing of a Related Organisation via [Create Related Organisation](#) Or review all [Related Organisation requests](#) (all links open in a new window).

☒ Do not list this Organisation in the Related Organisation list

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Create Related Organisation

**Requesting Page \***

Please select your page, not listed yet?  
Then please create your public Profile.

Organisation Testfield society ▼

**Requests Related Organisation**

To select: please enter the first 3 characters of the organisation you are looking for, a request for approval will be sent to the manager of the related account. They don't have a profile yet? [Invite them now](#) (link opens in a new window)

Democracy International e.V. [nid:32] ○

[SAVE AND ADD ANOTHER](#) [SAVE](#) [Cancel](#)

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Create Related Organisation

✓ Related Organisation [Related Organisation request from Testfield](#) has been created. You may now create another.

**Requesting Page \***

Please select your page, not listed yet?  
Then please create your public Profile.

- Select a value - ▼

**Requests Related Organisation**

To select: please enter the first 3 characters of the organisation you are looking for, a request for approval will be sent to the manager of the related account. They don't have a profile yet? [Invite them now](#) (link opens in a new window)

○

[SAVE AND ADD ANOTHER](#) [SAVE](#) [Cancel](#)

# Create the profile of your organisation

## Publish your profile



▼ RELATED ORGANISATIONS

Please request approval for the listing of a Related Organisation via [Create Related Organisation](#)  
Or review all [Related Organisation requests](#)  
(all links open in a new window).

☒ Do not list this Organisation in the Related Organisation list

Click 'Update' to save the changes you made to your profile (or 'Save' when creating your profile). If you want to reactivate it from the 'My account' menu

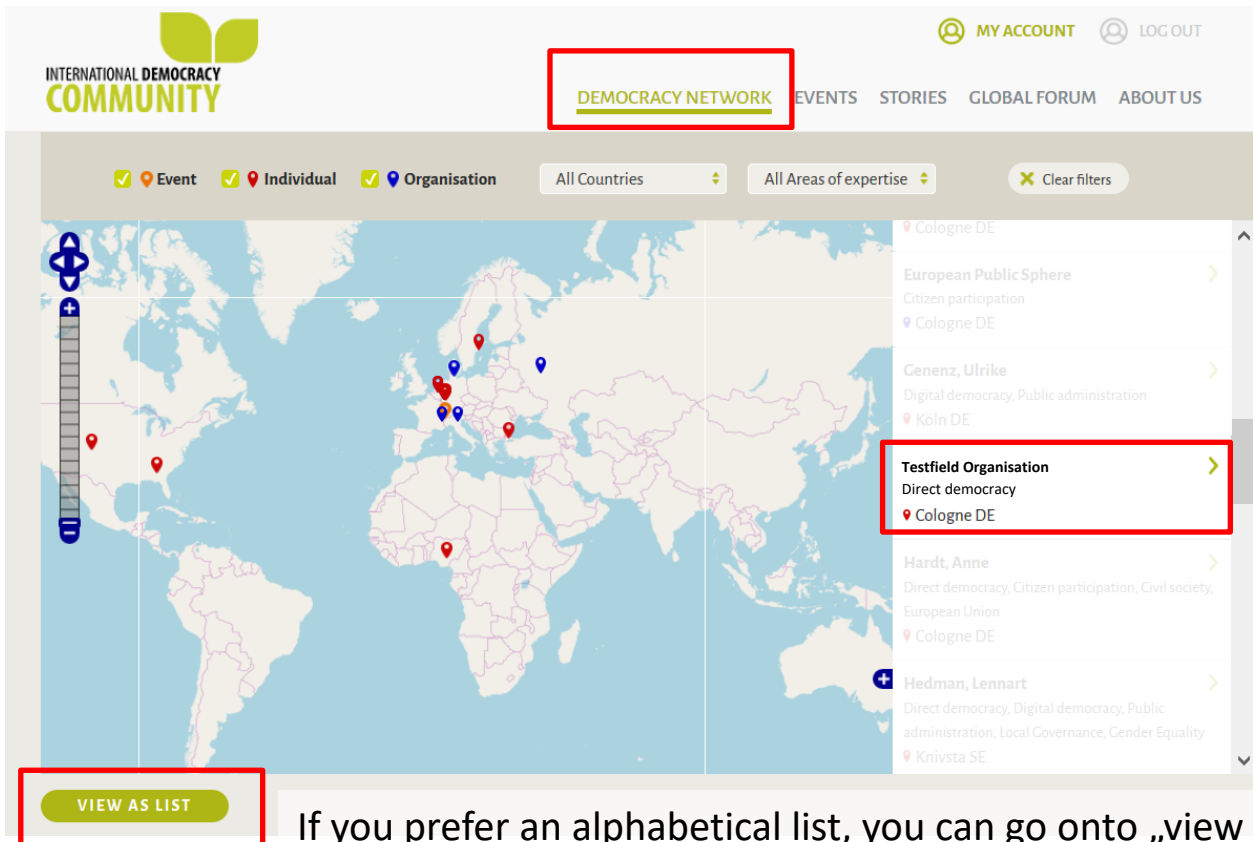
**SAVE AS DRAFT** PUBLISH Cancel

**Save as draft** if you would like to review your changes with your team members.

**Publish** if you are ready make your organisations profile visible to the community!

# You are on the map!

## Check out your public profile



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

**Testfield Organisation**  
Direct democracy  
Cologne DE

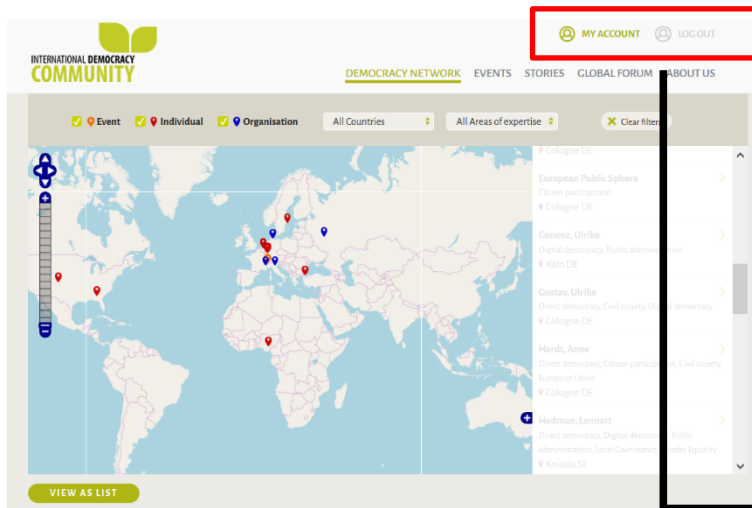
Hardt, Anne  
Direct democracy, Citizen participation, Civil society, European Union  
Cologne DE

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 organisation.

# My account



Via MyAccount you can go to your dashboard and edit your public profile – you can now also publish events.

