



DEMOCRACY INTERNATIONAL

How to publish an event on the International Democracy Community?

Log in on **www.democracy.community**





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In your account, click „**Add a new event**“

The event function **only exists for organisations**, if you have an individual profile, it will not show



HOME DEMOCRACY NETWORK DEMOCRACY NETWORK EVENTS STORIES GLOBAL FORUM ABOUT US

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.



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Add the **title** of your event

Create Event

With this form you can create an event and add it to the public event calendar on this website. Please take care only to post events that are relevant to democracy issues. Events need to be approved by our admins before they are published, please be aware that this can take up to 24 hours.
Please add the title of your event.

Title of your event. *

2021 Global Forum on Modern Direct Democracy

▼ DETAILS

Image

Add an image for this event.
Files must be less than **2 MB**.
Allowed file types: **png gif jpg jpeg**.
Images must be at least **400x177** pixels.

Browse... No file selected.

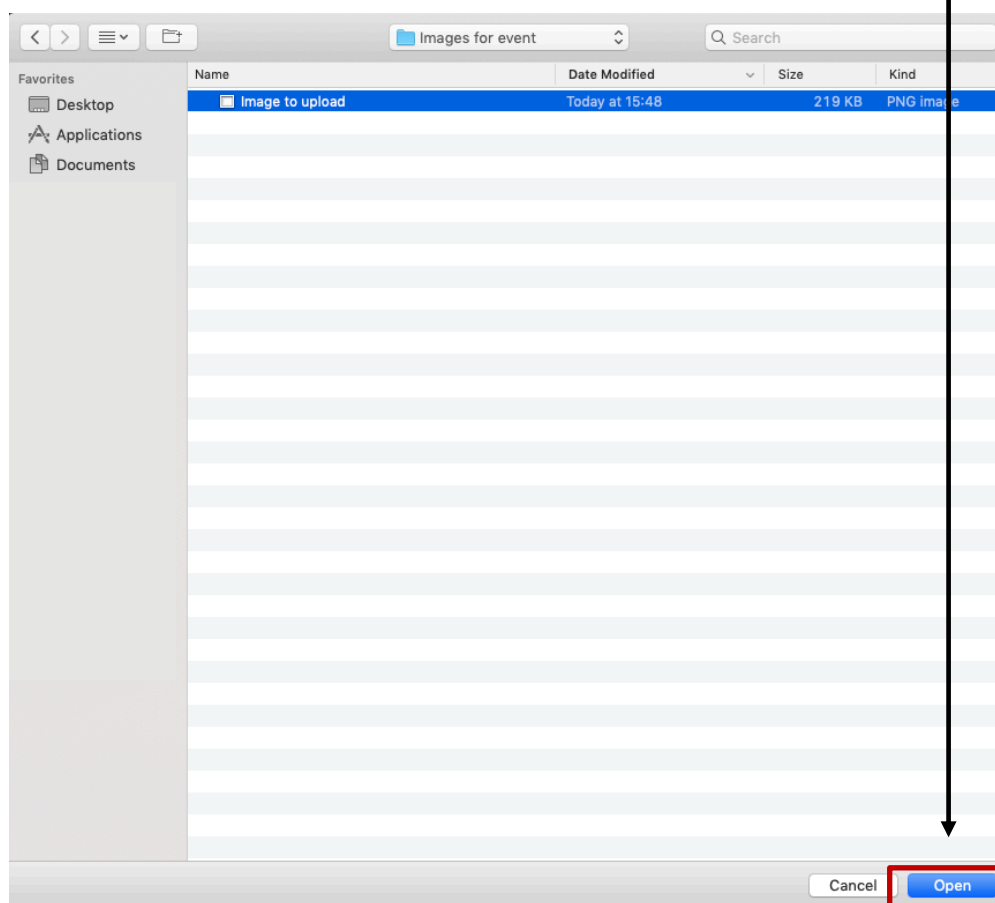
☐ Show End Date

If you have an **image for your event**,
you can upload it, by clicking „browse“



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Find the image on your computer and click „open“ to select it.







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The image has to be **smaller than 2GB**.

You can add an 'alternate text' which will appear if the image can't be loaded by the browser, but you can also leave this empty.

▼ DETAILS

Image

 gfmdd_logo_color_long_vector.png (50.63 KB)

REMOVE

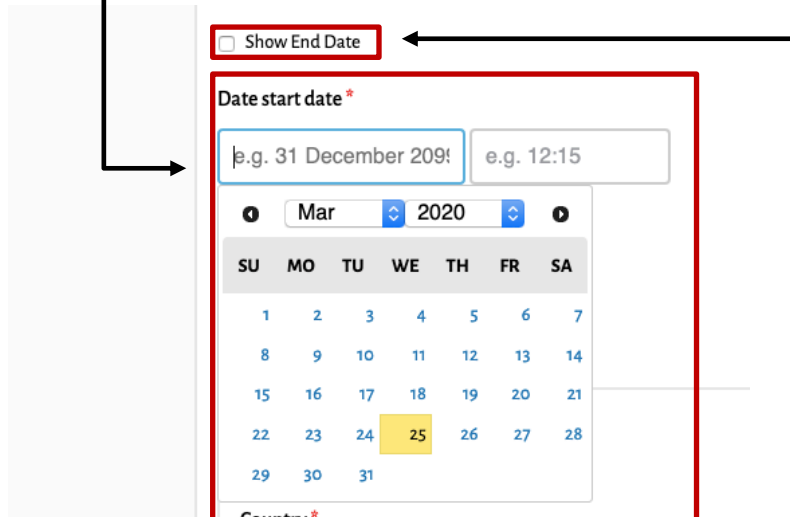
Alternate text

This text will be used by screen readers, search engines, or when the image cannot be loaded.

Click and drag the crosshair to target the most important portion of the image. This portion of the image will never be cropped.

Add an image for this event.

Add the **starting time**
and date for your event:



☐ Show End Date

Date start date *

e.g. 31 December 209! e.g. 12:15

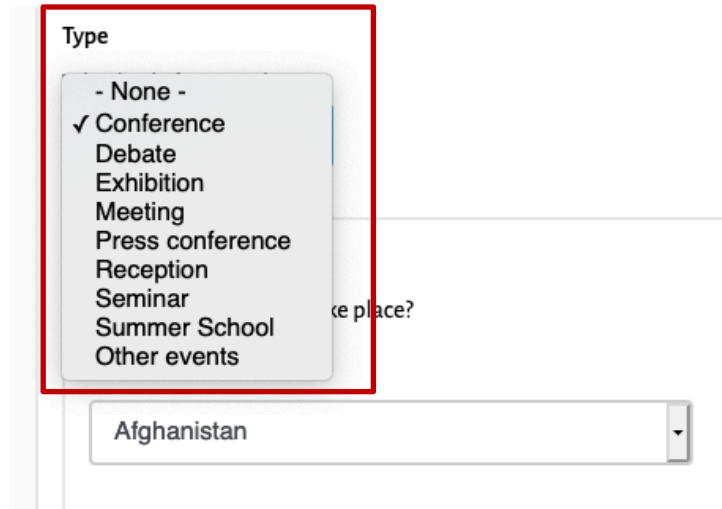
Mar 2020

SU	MO	TU	WE	TH	FR	SA
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

Country *

If you want to add the
end date, check
„**Show end date**“ and
enter it.

Let users know what kind of event you are organising, **choose a category** from the dropdown.



The image shows a web form with a dropdown menu labeled 'Type'. The dropdown is open, showing a list of event categories. The 'Conference' option is selected, indicated by a checkmark. Below the dropdown, there is a text input field containing 'Afghanistan' and a label 'ce place?'.

Type

- None -
- ✓ Conference
- Debate
- Exhibition
- Meeting
- Press conference
- Reception
- Seminar
- Summer School
- Other events

Afghanistan

ce place?



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Enter **the location of your event**:

You are obligated to enter **at least a country and a city**, but for potential participants it is of course good to enter the full address.

PLACE

Where will your event take place?

Country *

- ✓ Afghanistan
- Aland Islands
- Albania
- Algeria
- American Samoa
- Andorra
- Angola
- Anguilla
- Antarctica
- Antigua and Barbuda
- Argentina
- Armenia
- Aruba
- Australia
- Austria
- Azerbaijan
- Bahamas
- Bahrain
- Bangladesh
- Barbados
- Belarus
- Belgium
- Belize



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In the “**Details**” section you can add a short, general description of your event:
Try to write a clear summary, explaining to potential participants **what to expect**:

Details

Tell us a little more about your event.

In this section you can add a quick summary of your event (max. 1000 characters)

Content limited to 1000 characters, remaining: **1000**

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The Global Forum on Modern Direct Democracy is the largest event worldwide gathering people working on direct democracy|

body p

PDF

Here, you can add a pdf for this event: for example a flyer or the programme.

Add a new file

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

Allowed file types: **pdf**.

No file selected.

If you have a **flyer or programme in .pdf format**, you can upload it from your computer by clicking „browse“ and selecting it in your files.

If your event has **a website or has been published to social media**, you can **copy in the URL** from the address bar.

Links

Website address

Facebook page

You can copy in the URL of the Facebook event page, by going to your Facebook event 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.



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Under „**Organisers**“ you can add the **profiles of the organisers on the International Democracy Community, starting with your own.**

- If you start typing the name, suggestions will appear, which you can then click.
- You can add more organisers, by clicking „add another item“

[Show row weights](#)

ORGANISERS



Democracy International e.V.



Democracy Without Borders



You can select your profile and the profiles of co-organisers.
Start typing the name of the organisation to see if they have signed up.

ADD ANOTHER ITEM

For co-organisers who don't have an account, you can **add their information by typing it in** the next field:

Organisers

If you are organizing this event together with someone who does not have a profile on this site you can enter their information here.

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Other organiser|

body p



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If participants have to register for your event, you can enter the information for that under „Register“

Preferably, you enter a **webpage or an email address**, where people can reach you, regarding participation.

Register

Provide the link to a page where people can sign up for your event.

B *I* \times^2 \times_2 „“ | Styles | I_x Ω \leftarrow \rightarrow | \equiv $\frac{1}{2}\equiv$ |

Register on our website: www.2021globalforum.com

body p

Under „Programm“, you can enter **bullet points concerning the programme**.
Click “Add programm” to do so.

Programm

In this section you can include more details on the programme.

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

ADD PROGRAMM



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You can **choose a category**, that will be shown as the title for this section

PROGRAMM

- None -
- INCLUDED
- LEARNING POINTS
- ✓ OUTCOMES
- TARGET AUDIENCE**
- PROGRAMM

... information you think might be useful for people who want to attend your event, such as a programm, learning outcomes, target audience etc.

Show row weights

BULLETPPOINTS

Direct democracy activists

ADD ANOTHER ITEM

REMOVE

Then, you can **enter short bullet points**. Two will show automatically, but you can add more by clicking „Add another item“.



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If you want to add the **information on speakers** at your event, click „Add speakers“

Speakers

In this section you can add more details on the key speakers at your event.

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

ADD SPEAKERS



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You have to add the **name and title** of the speaker and have a lot of optional possibilities.

- If you want to, you can **add a picture** for the speaker

SPEAKERS

Paragraph type: *Speakers*

Picture

No file selected.

Files must be less than 2 MB.
Allowed file types: png gif jpg jpeg.
Images must be at least 275x275 pixels.

Name *

Position/title *



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Under „**Contact info**“, you can add more information on the speakers:

- If they have a **profile on the International Democracy Community**, you can start typing in their name. Suggestions will automatically appear.
- If they have a **profile on an external website, such as a university or an organisation**, you can copy in the URL under „Website address“

▼ CONTACT INFO

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)

Profile on this website

If this speaker has a profile on this website, you can link to it. Start by typing their name, then select it from the dropdown.

Website address

Twitter handle

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

LinkedIn page

You can copy in the URL of the LinkedIn profile of this speaker. You can find this by going to their LinkedIn

- If you would like to link to **their Twitter account**, go to their Twitter profile and copy the URL from the address bar.
- If you would like to link to **their LinkedIn account**, go to their LinkedIn profile and copy the URL from the address bar.



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If you would like to add **images from previous editions, or promotional images**, you can upload them from your computer, under “Gallery”

- Click “Browse”, find the photo on your computer and click upload

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.

No file selected.



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- If you are ready to **publish your event**, click „Publish“
- If you want to continue working on it later, you can **save it as a draft**. You can only do this if you have filled in all the required fields, marked with a *

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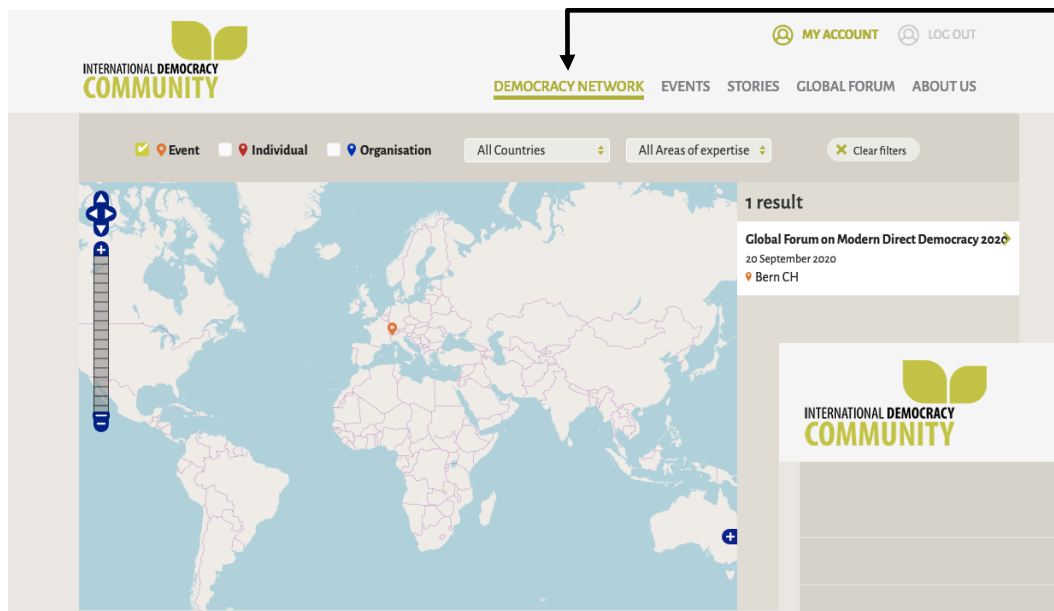
PUBLISH

SAVE AS DRAFT

Cancel



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Your **event** is now **shown** on the map and in the events list:

