



# Website Manual for users of the EU4Ocean Online Communities

EU4Ocean Coalition: [www.eu-oceanliteracy.eu](http://www.eu-oceanliteracy.eu)

EU4Ocean Platform: <https://ec.europa.eu/ocean-literacy/eu4ocean-platform>

Youth4Ocean Forum: <https://ec.europa.eu/ocean-literacy/youth4ocean>

Network of European Blue Schools: <https://ec.europa.eu/ocean-literacy/blue-schools>

Last updated: 1 July 2020

Created by Ecologic Institute

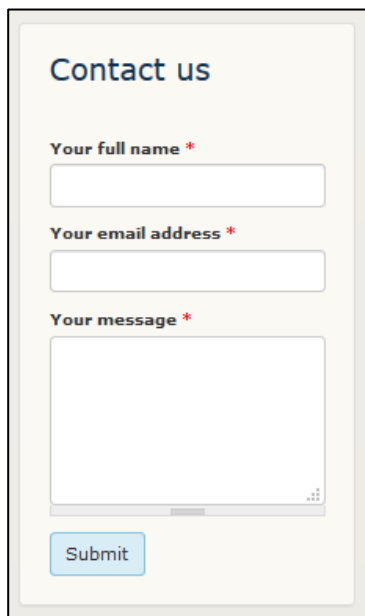
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## 1 Support

The current version of this manual can be found on the [EU4Ocean Coalition website](#).

If you are still having difficulties with the content management system after carefully following the instructions in this user manual, please send us a message with the contact form on our landing [pages](#).

A screenshot of a contact form titled "Contact us". The form is enclosed in a light-colored border. It contains three input fields: "Your full name \*" (a single-line text box), "Your email address \*" (a single-line text box), and "Your message \*" (a multi-line text area). Below the text area is a blue "Submit" button.

If you should discover any functional errors on the website, we would be pleased to receive this information as well.

## 2 EU Login

EU Login, the European Commission Authentication Service, enables you to access various Web applications of the European Commission centrally, using the same e-mail and password. In order to get access to the Maritime Forum website and to use the functionalities (online application forms, discussion forums, etc.) of the EU4Ocean Coalitions online communities, you have to create your EU Login.

### 2.1 Create your EU Login (user account)

Click [here](#) to create your EU login.

In the first step you have to fill in your name and e-mail address.

## Create an account

[Help for external users](#)

First name


Last name

E-mail

Confirm e-mail

E-mail language  
 ▼

Enter the code



By checking this box, you acknowledge that you have read and understood the [privacy statement](#)

[Create an account](#)

You will receive an automatic e-mail from the system after your registration. Please follow the instructions and set a password.

Dear Jane Doe,

You have been registered in EU Login.

Your email address is **jane.doe@test.de**.

To create your password, follow the link below:

[this link](#)

You have a maximum of 24 hr, starting from the time that this message was sent, to create your password, but you are encouraged to do so immediately if possible. After this time, you can make another request by following the same link: you will then need to re-enter your username and confirm your request.


If the above link does not work, you can copy the following address (make sure the complete address is copied!) and paste it into your browser's address bar:  
<https://webgate.ec.europa.eu/cas/init/initialisePasswordLogin.cgi?wayf.domain=external&wayf.remember=checked&wayf.submit=Select&uid=n003ag7b&resetCode=MUxAkpx9SPZV9g7kHaziYKw9PzoNbvNEhYhkA3796b0>

Instead of replying to this message, if you have a problem, please follow the help or contact information on the site where you were trying to register.


Note that it may take up to 5 minutes after reception of this mail before the above-mentioned site will recognize your registration.

Sent to you by EU Login |

Before you can login with your EU login to the maritime forum website, you need to choose your verification method. Go to <https://webgate.ec.europa.eu/cas/login> and login with your chosen password. We suggest you to use your mobilphone number as a verification method. Move the mouse over the gear at the top right corner to display the menu and select "My Account".

Firstname Lastname 

## Successful login

 **You are now logged in to EU Login.**

To stop the automatic single sign-on, click [Logout](#) or close all browser windows.

user@email.eu  
(External)

---


[Change password](#)

**[My Account](#)**


[Logout](#)

Click on "Manage my mobile phone numbers".


### My Account




My account details




Modify my personal data




Delete my account



Manage my mobile devices




Manage my mobile phone numbers




Link my eID

You can link your eID to your EU Login account.



Delete all my devices and eID (PANIC)




Display my sessions

You can view the sessions opened for visited applications.

Click on "Add a mobile phone number".

**Manage my mobile phone numbers**



+32123  
456789

Add a mobile phone number

When clicking "Add", an SMS is sent to your mobile device. The SMS contains a code that you need to type in. Click on "Finalise".

**Challenge code for adding a mobile phone number, sent by text message**

!
Please enter the *challenge code* that was texted to your mobile phone.

It might take up to 8 minutes for the message to reach your mobile phone.

**Mobile phone number**

**Text message challenge code**

-

After you have set your password and verification method, open the [maritime forum website](#) and login by clicking on "EU Login". Choose "Mobile Phone + SMS" as a verification method and type in the code that will be sent to your mobile phone number.

After you have logged in to the maritime forum website for the first time, **your account need to be activated by a side administrator**. This might take up to one or two days in some cases. You will receive an automatic email notification as soon as your user account has been activated.

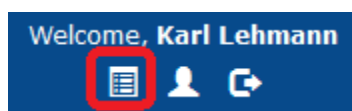
## 2.2 Regular login

After your EU Login has been activated for the maritime forum (see 2.1), you can open the [Maritime Forum](#) and click on "EU Login" on the right hand of the menu bar or use this [direct URL](#) to login. Please note that if you remain inactive for 10-15 minutes, the system will automatically log you out.



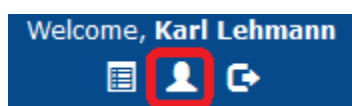
### 2.2.1 Your Workbench

You can access your Workbench via the first icon of your internal menu. Your Workbench displays all articles that you have created or edited.



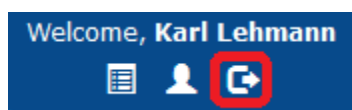
### 2.2.2 Edit your user profile

Use the second icon in your internal menu to open your profile and update the information. Then click Save below.



### 2.2.3 Log out

Click the third icon on the internal menu bar to log out.



## 2.3 Set a new password & other technical problems with your EU Login

If you have forgotten your password or have other problems with your EU login, you can find further instructions [here](#). For any additional questions please [contact the support](#) of the European Commission directly.

## 3 EU4Ocean Online Communities

The EU4Ocean website is made up of four online communities in which members have an internal area for themselves. The online communities allow members

(a) to use the discussion forums for interaction with other members (see point 4)

and

(b) to publish articles on their own activities and events, which will be promoted on the public and internal area of the Maritime Forum (see point 5).

The application for membership in an online community is only possible after prior EU login (see point 2).

Below is an overview of our online communities with a direct link to apply for membership.

### **EU4Ocean Coalition – Online Community**

The online community of the EU4Ocean Coalition serves as a central place where all members of the three sub-groups (EU4Ocean Platform, Youth4Ocean Forum, Network of European Blue Schools) and other interested stakeholders can come together. Members can participate in discussion forums, exchange documents or publish articles on their activities and events. Membership is open for everyone.

URL to landing page: [www.eu-oceanliteracy.eu](http://www.eu-oceanliteracy.eu)

Request membership for the EU4Ocean Coalition online community: <https://webgate.ec.europa.eu/maritimeforum/en/subscribe/4483/MaxOz.g8n1xg>

### **EU4Ocean Platform – Online Community**

The online community of the EU4Ocean Platform is an internal place for members of the Platform only. Membership is open to people who have successfully applied for the platform online. Your request for membership to this online community needs to be confirmed by a website administrator before you can use the functionalities. Thank you for your understanding in case this will take some time.

URL to landing page: <https://ec.europa.eu/ocean-literacy/eu4ocean-platform>

Request membership for the EU4Ocean Platform online community: <https://webgate.ec.europa.eu/maritimeforum/en/subscribe/4480/MaxOz.g8n1xg>

### **Youth4Ocean Forum – Online Community**

URL to landing page: <https://ec.europa.eu/ocean-literacy/youth4ocean>

The Youth4Ocean online community is open to all interested young people who want to get part of the forum. Membership is open for everyone between 16 and 30 years.

Request membership for the Youth4Ocean online community: <https://webgate.ec.europa.eu/maritimeforum/en/subscribe/4481/MaxOz.g8n1xg>

### **Network of European Blue Schools – Online Community**

URL to landing page: <https://ec.europa.eu/ocean-literacy/eu4ocean-platform>

The Blue School online community is open to all people who want to get part of the Network of European Blue Schools. Membership is open for everyone.

Request membership for the Network of European Blue Schools online community: <https://webgate.ec.europa.eu/maritimeforum/en/subscribe/4482/MaxOz.g8n1xg>

## **4 Create an article**

Members of an online community have the possibility to submit articles on their activities and events. Depending on the topics the article is tagged with, it will appear either only in the online community or also in other spaces of the maritime forum.

While creating an article, you can decide if it should be available for all visitors of the maritime forum website or only for members of your online community.

### **4.1 Create a new article**

Login to the maritime forum website and open the landing page of your online community.

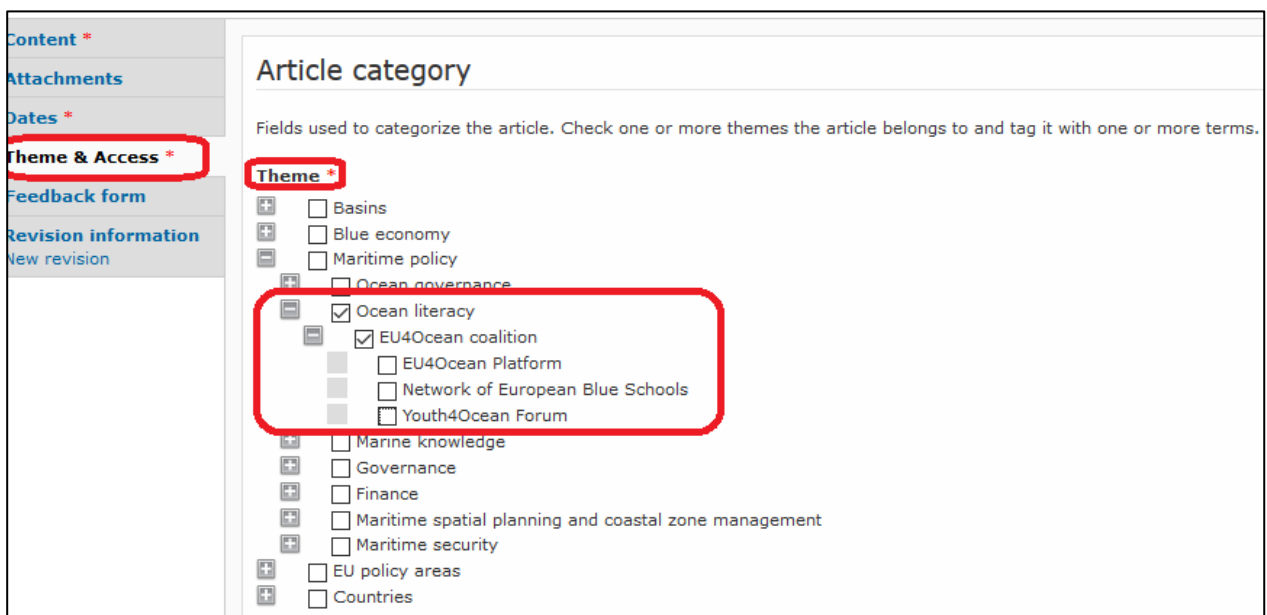
Click on “Contextual links” on the right hand side (below the twitter feed) and then on “Article”.





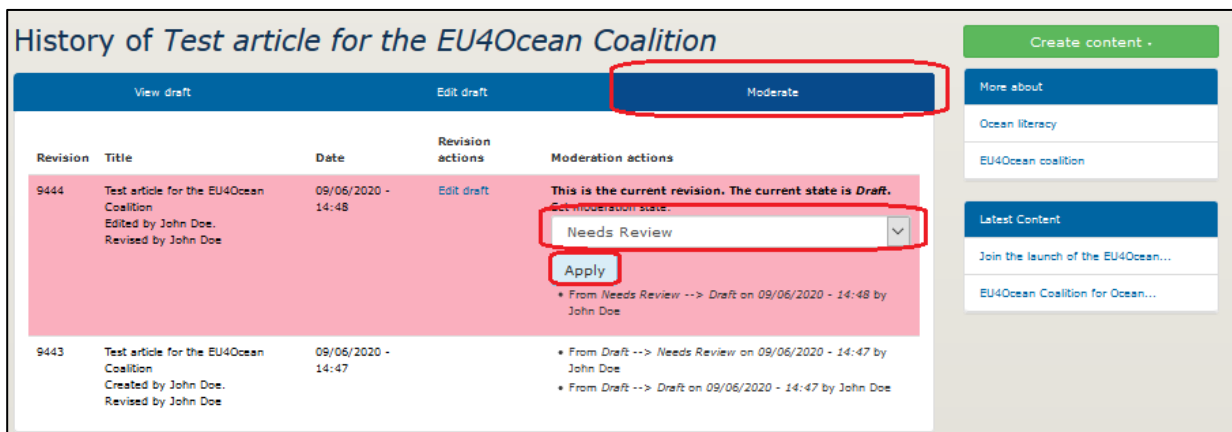
You will be redirected to the interface of the content management system, where you can fill in all necessary fields. Detailed explanations for each field can be found in the overview under point 4.3 of this user manual.

Under “Theme & Access” you can tag your article with existing topics and online communities. Please carefully select your themes as this will define the webpages under which your article will be displayed later on. In addition to your own community, please make sure to tag your article with “Ocean literacy” and “EU4Ocean Coalition” (under “Maritime policy”).



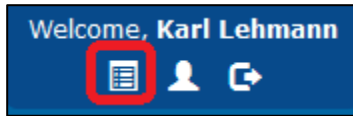
Click “Save” when you have filled in all necessary information.

Please note that the article needs to be approved by a community manager before it gets published. **After you have saved your article you have to submit it for review.** Click on “Moderate” in the upper menu of the article. Then choose “Needs Review” and click on “Apply”. **This step must be taken after each revision of your article.**

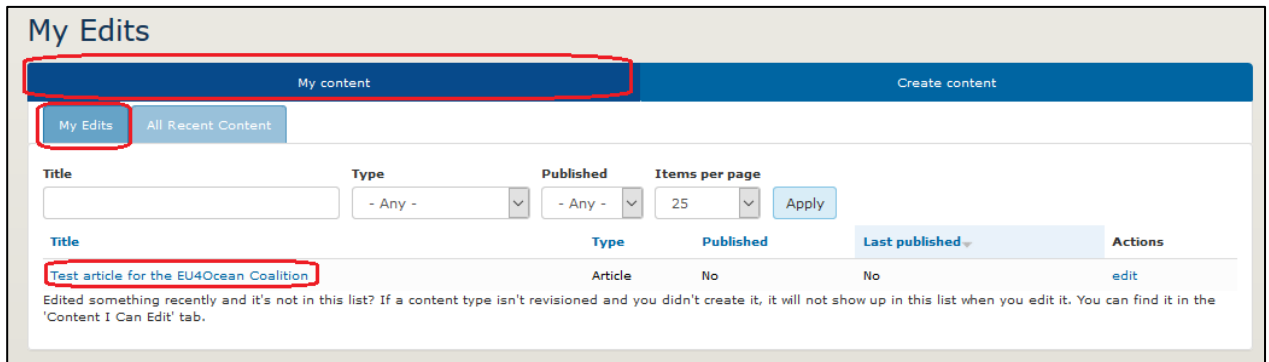


## 4.2 Edit an existing article

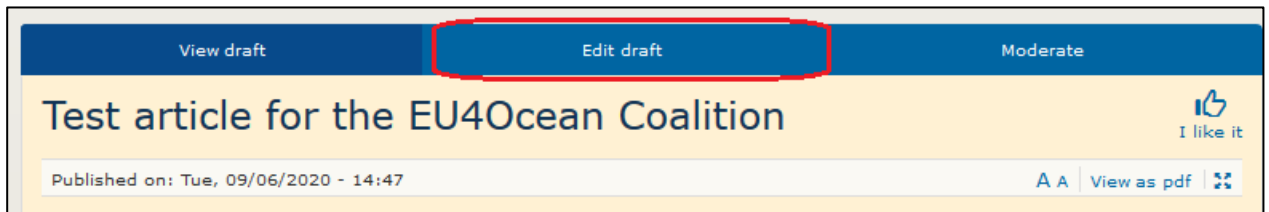
Login to the maritime forum website. You can either open your article directly via the URL or you can find it in your Workbench.



Click on “My content” and then on “My Edits” to see all articles that have been entered by you. Click on the title of the article that you would like to edit.

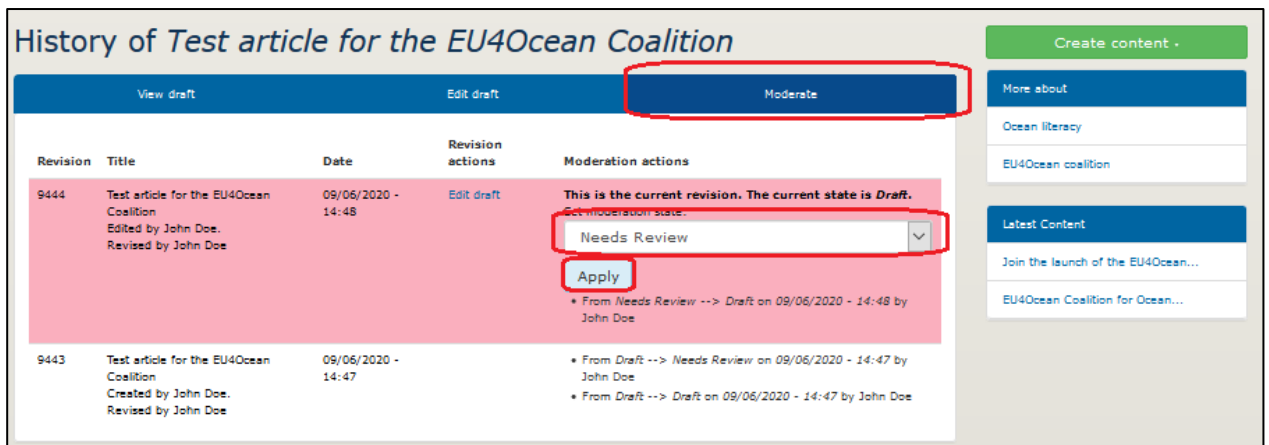


You will be redirected to your article. Click on “Edit draft” in the upper menu to make changes to your article.



You will be redirected to the interface of the content management system. Detailed explanations for each field can be found in the overview under point 4.3 of this user manual.

Please note that the revised version of your article needs to be approved by a community manager before it gets published. **After you have revised and saved your article you have to submit it for review.** Click on “Moderate” in the upper menu of the article. Then choose the recent version, select “Needs Review” and click on “Apply”. **This step must be taken after each revision of your article.** It might take up to 1-2 days until your article has been published.



### 4.3 Detailed description of the article interface (fields)

Section	Field name	Type	Description
Content	Title	text	The title of the article. The content title should not have more than 75 characters. A rule of thumb is that a line shouldn't hold more than 75-80 characters. The optimal readability is achieved around 65 characters per line.
	Summary	textarea	The content summary. It is displayed in the lists of articles. Please summarize content (between 12 and 256 characters). Do not just write "meeting agenda". That is the title. Give some idea of content of meeting.
	Body	WYSIWYG	The body of the article. The WYSIWYG editor allows complex formatting of the text and image insertion.
Attachments	Attachment	multi-upload	Files that should be attached to the articles.  Files must be less than 200 MB. Allowed file types: txt doc docx pdf xls xlsx ppt xslt pptx pps ppsx mp4 htm html gml.
	Slide	image	If a theme section doesn't have any main image then a slideshow of articles will be displayed. The displayed articles will be the ones that have content for this field.  Files must be less than 200 MB. Allowed file types: png gif jpg jpeg.
	Image	image	This field is used to display a main image for the article. Please make sure that you own the copyright for the picture you will upload here.  Files must be less than 200 MB. Allowed file types: png gif jpg jpeg.
Photo gallery	Photo gallery	image multi-upload	Images from this field will be grouped together into a photo gallery.  Files must be less than 200 MB. Allowed file types: png gif jpg jpeg.
Dates	Calendar date	date	This field is used to group articles as events. The events will be visible in the calendar and on the right side blocks.
	Publication date	date	This field is used to publish an article at a certain date. The article will not be visible before the publication date.

	Unpublish on	date	If this field is filled, the article will be unpublished at this date.
Theme & Access	Language	select	The language of the article. We only have neutral or English. It is advisable to keep this field as "Language neutral"
	Theme	multi-select	The content is grouped based on themes. The themes tree is mapped with the left side navigation. The article will be displayed in the corresponding section of the website.
	Tags	tag	A free tagging functionality. Multiple articles can be part of the same tag.
	Group audience	multi-select	Please select the EU4Ocean online community, the article belongs to.
	Group content visibility	select	Based on this field, the content visibility will be calculated.  Possible options: <ul style="list-style-type: none"> <li>▪ use group defaults -&gt; by default, all the group content is visible to all site users</li> <li>▪ Public - accessible to all site users</li> <li>▪ Private - accessible only to group members</li> </ul>
	EC group content visibility	select	<ul style="list-style-type: none"> <li>• Please select "None".</li> </ul>
Feedback form	Feedback form	select	You can decide if a contact form should be displayed under your article. If yes, provide an email address the messages should be sent to and activate the box at the top.
Revision information	Revision log message	textarea	This field logs the changes made to the article. You should summarize the changes made to the article.
	Moderation state	select	The state of the article. When first created, the article will be in " <b>Draft</b> " state. The article <b>is not visible</b> on the website. When the author decides that the article is ready for publishing, He/She should change the state to " <b>Needs Review</b> ". The article <b>is not visible</b> on the website. A community administrator, community manager or a global editor can change the state to " <b>Published</b> ". Only the " <b>Published</b> " state makes the article visible on the website.

## 5 Discussion Forum

Each online community offers a discussion forum that is only accessible for members of a community. The forum is made up of discussion threads. You can either create a new thread on a specific topic or post comments in an existing thread. The discussion threads are clustered according to predefined forum topics. If you want to add a new cluster topic, feel free to contact us.

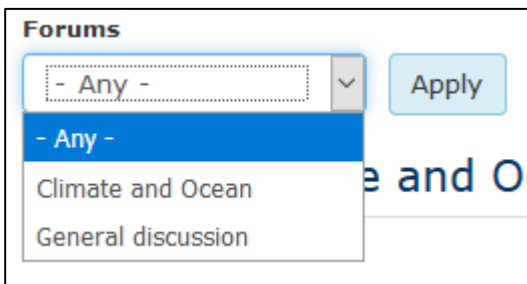
### 5.1 Discuss in existing discussion threads

Login to the maritime forum website and open the landing page of your online community.

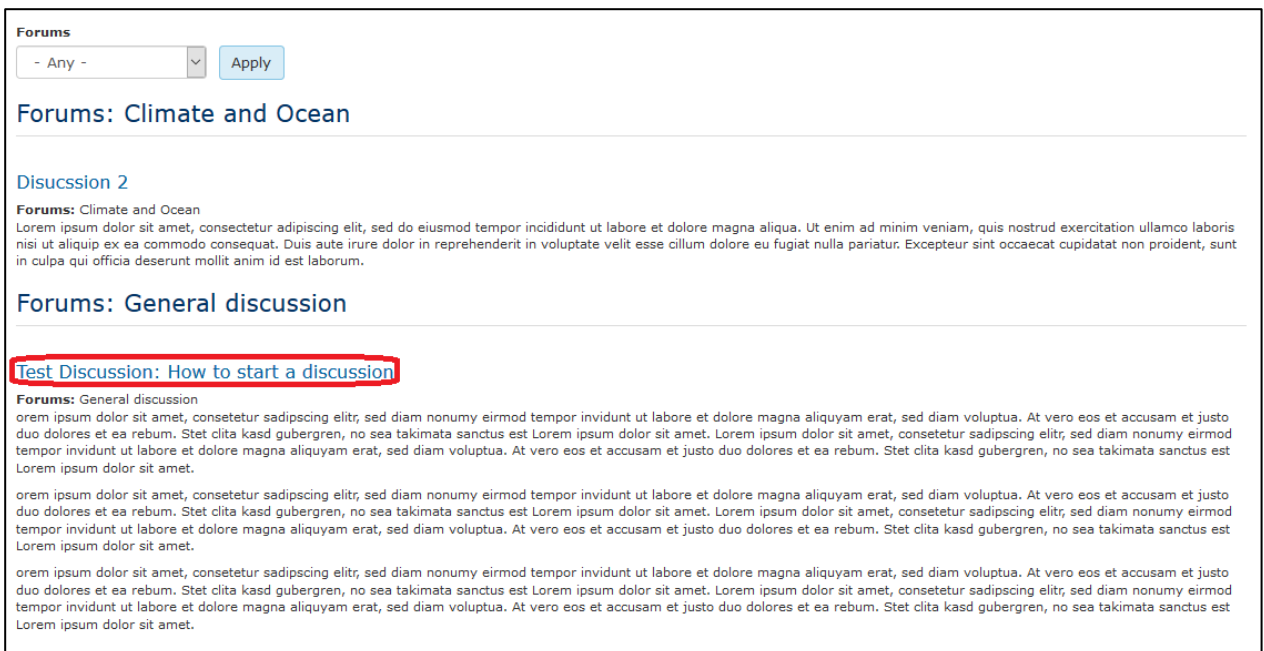
Click on “Discussions on [Community name]” at the bottom of the right hand side bar.



You will be redirected to the overview of existing discussions. You can filter the discussion threads by the predefined forum topics at the top of the overview.



Click on the title of the discussion thread you would like to contribute to.



You will be redirected to the full view of the discussion thread. At the top you will see the text that has been published by the person who created this discussion thread. This is normally a question or a short introduction for a discussion topic.

## Test Discussion: How to start a discussion

### Forums:

#### General discussion

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orem ipsum dolor sit amet, consetetur sadipscing elitr, sed diam nonumy eirmod tempor invidunt ut labore et dolore magna aliquyam erat, sed diam voluptua. At vero eos et accusam et justo duo dolores et ea rebum. Stet clita kasd gubergren, no sea takimata sanctus est Lorem ipsum dolor sit amet. Lorem ipsum dolor sit amet, consetetur sadipscing elitr, sed diam nonumy eirmod tempor invidunt ut labore et dolore magna aliquyam erat, sed diam voluptua. At vero eos et accusam et justo duo dolores et ea rebum. Stet clita kasd gubergren, no sea takimata sanctus est Lorem ipsum dolor sit amet.

In the lower part all comments that have been written so far by other members about this thread are displayed. You can now either post a new general comment to this thread or reply to an already existing comment of another member.

## Comments

### Test answer to discussion forum

orem ipsum dolor sit amet, consetetur sadipscing elitr, sed diam nonumy eirmod tempor invidunt ut labore et dolore magna aliquyam erat, sed diam voluptua. At vero eos et accusam et justo duo dolores et ea rebum. Stet clita kasd gubergren, no sea takimata sanctus est Lorem ipsum dolor sit amet. Lorem ipsum dolor sit amet, consetetur sadipscing elitr, sed diam nonumy eirmod tempor invidunt ut labore et dolore magna aliquyam erat, sed diam voluptua. At vero eos et accusam et justo duo dolores et ea rebum. Stet clita kasd gubergren, no sea takimata sanctus est Lorem ipsum dolor sit amet.

orem ipsum dolor sit amet, co

[Edit](#) [Reply](#)

[Karl Lehmann,](#)  
02/06/2020 10:46



### Test

TEST

[Edit](#) [Reply](#)

[Karl Lehmann,](#)  
02/06/2020 10:47



### 2nd test answer: How to answer on a discussion

orem ipsum dolor sit amet, consetetur sadipscing elitr, sed diam nonumy eirmod tempor invidunt ut labore et dolore magna aliquyam erat, sed diam voluptua. At vero eos et accusam et justo duo dolores et ea rebum. Stet clita kasd gubergren, no sea takimata sanctus est Lorem ipsum dolor sit amet. Lorem ipsum dolor sit amet, consetetur sadipscing elitr, sed diam nonumy eirmod tempor invidunt ut labore et dolore magna aliquyam erat, sed diam voluptua. At vero eos et accusam et justo duo dolores et ea rebum. Stet clita kasd gubergren, no sea takimata sanctus est Lorem ipsum dolor sit amet.

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[Edit](#) [Reply](#)

[Karl Lehmann,](#)  
02/06/2020 10:47



If you would like to add a new comment, scroll down and fill in the “subject” and the “reply” fields. Click on “Save” to publish your comment.

**Add new comment**

**Your name**  
Karl Lehmann

**Subject**  
Write a subject for your discussion comment

**Reply \***

Write your input on the discussion topic here

body p

Disable rich-text

Save Preview

If you would like to answer on an existing comment, click on “Reply” and fill in the subject and text field afterwards.

Test answer to discussion forum

orem ipsum dolor sit amet, consetetur sadipscing elitr, sed diam nonumy eirmod tempor invidunt ut labore et dolore magna aliquyam erat, sed diam voluptua. At vero eos et accusam et justo duo dolores et ea rebum. Stet clita kasd gubergren, no sea takimata sanctus est Lorem ipsum dolor sit amet. Lorem ipsum dolor sit amet, consetetur sadipscing elitr, sed diam nonumy eirmod tempor invidunt ut labore et dolore magna aliquyam erat, sed diam voluptua. At vero eos et accusam et justo duo dolores et ea rebum. Stet clita kasd gubergren, no sea takimata sanctus est Lorem ipsum dolor sit amet.

orem ipsum dolor sit amet, co

Reply

Karl Lehmann,  
02/06/2020 10:46

## 5.2 Create a new discussion thread

Before you create a new discussion thread, please check if your topic has already been addressed by other members of the online community. Further information on how to access the overview of discussions can be found under 5.1.

Login to the maritime forum website and open the landing page of your online community.

Click on “Contextual links” on the right hand side (below the twitter feed) and then on “Discussion”.

Contextual links ▾

Create content type

Article

Discussion

Fill in the title, a short introduction or question about the topic you would like to discuss with other members and select the forum topic your discussion belongs to. Click on save to publish your discussion thread. Your discussion thread will be visible on the overview of discussions (see 5.1).

### Create Discussion

[Editor's manual](#)

**Title \***

The content title should be capitalized and it should not have more than 75 characters. A rule of thumb is that a line shouldn't hold more than 75-80 characters. The optimal readability is achieved around 65 characters per line.

**Body**

B / I / U [List icons] [Link icon] [Image icon] [Table icon] [Quote icon] [Code icon] [Source icon] [Format] [Font] [Size] [Styles]

Disable rich-text

**Forums \***

- Select a value -

Save Cancel