



## THE URBACT WEBSITE

# USER MANUAL FOR NETWORKS

Second version

<b>Subject :</b>	Manual on how to use the URBACT website
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# TABLE OF CONTENT

<b>1. ABOUT THE URBACT WEBSITE</b>	<b>3</b>
1.1. How does the URBACT website works?	3
1.2. Your network's page	3
<b>2. LOGIN</b>	<b>5</b>
<b>3. FIND AND MANAGE YOUR NETWORK PAGE</b>	<b>6</b>
3.1. Find your network page in the website (FRONT OFFICE)	6
3.2. Manage your network page (BACK OFFICE)	8
3.3. Edit your network page	9
<b>4. ADD CONTENT TO YOUR NETWORK PAGE</b>	<b>13</b>
4.1. Create an article/news	13
4.2. Create an event	18
<b>5. UPLOAD AN IMAGE</b>	<b>20</b>
5.1. Using the browse button	21
5.2. Using the add media button	25
<b>6. UPLOAD A DOCUMENT</b>	<b>31</b>
<b>7. MANAGE YOUR PERSONAL PROFILE</b>	<b>33</b>
7.1. Edit your personal information	34
7.2. Edit your URBACT Community public profile	35
<b>8. FOCUS ON CITY PAGES</b>	<b>37</b>
<b>9. END OF PHASE II ACTIVITIES</b>	<b>38</b>
9.1. Network's results section	38

# 1. ABOUT THE URBACT WEBSITE

The URBACT website is the programme's main communication tool. The website receives 25 000 to 40 000 unique visitors a month, making it a powerful platform for the exposure of your network. More generally the website allows raising awareness about URBACT and its work, adding value to URBACT cities' work and engaging with others involved in these fields, promoting learning and good practice transfer.

The website has a diverse audience (such as Monitoring Committee members, EC officials, urban practitioners, city officials, academics, NGO officials, citizens, various stakeholders and various other professions and entities) that are seeking interesting policy practices on specific topics, results of networks, networking activities based on events posted, etc.

**Since not all these individuals are familiar with URBACT it is important that the contents featured be conceived for a non-URBACT audience as well. In priority practitioners are looking for clear, concrete, practical and synthetic information.**

## 1.1. How does the URBACT website work?

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There are three kinds of contents on the website:

- **static pages**, which relate to the programme, its open calls etc., as well as editorialized contents: articles written by Programme Experts, Lead Experts or members of the Secretariat, which are all managed by the Secretariat (homepage, About URBACT section and News & Events section)
- **network pages**, managed by networks (Networks section)  
All these contents feed the 5 themes and related topics pages (Urban Topics section), as well as country pages in English and city pages.
- **National URBACT Points** (NUP) countries pages which are written in national languages (Countries section).

## 1.2. Your network's page

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As a network, the URBACT website is the most central and widely accessible online media at your disposal. Please bear in mind the specificities of different web platforms (blogs etc.), in particular in terms of audience before promoting your network's activities somewhere else than on the website to avoid overlapping.

The content you produce (in-depth/thematic articles, previews or reports of events, cities' profiles, short videos, interviews, etc.) should be **informative, clear and self-sustaining for non-URBACT readers**. It has to be written in good English and it is best to avoid jargon (refer to the URBACT guide "Writing about integrated urban development" available on [Basecamp](#), see below, for more detailed information). Good content along with good photos is important in gaining the attention of URBACT readers and new potential audiences interested in your topics.

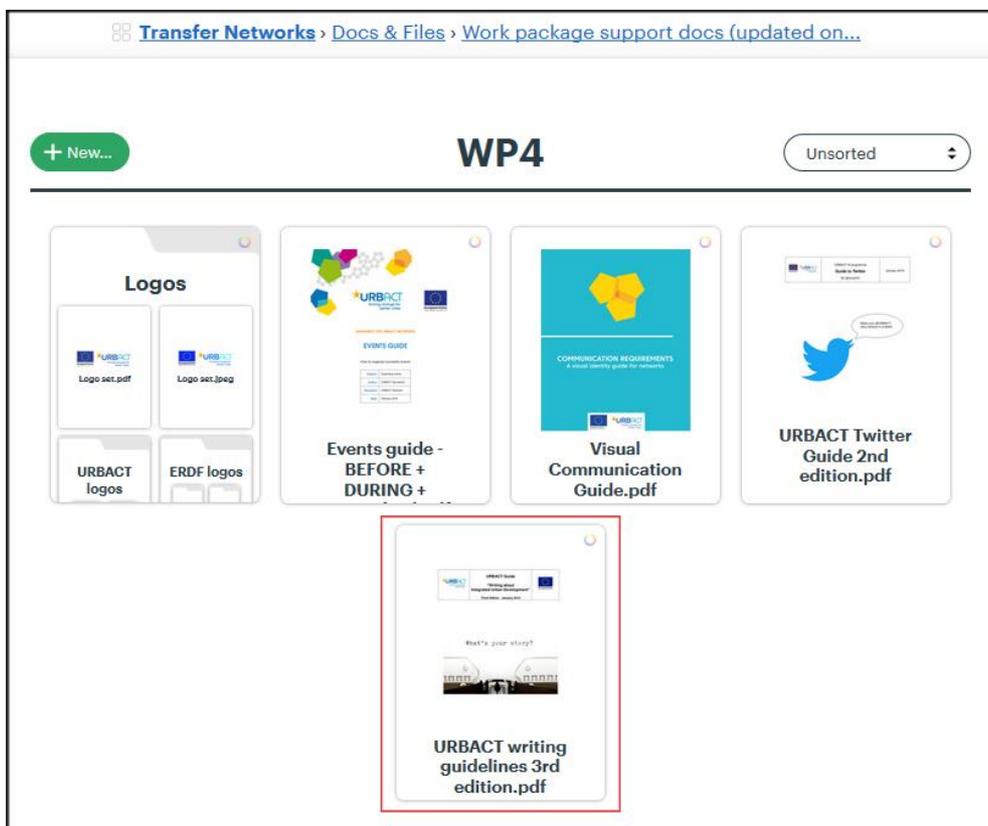
Bear in mind that the Secretariat can promote your content on the editorialised pages (Homepage, thematic or topic pages) if it's interesting for the wider audience and well written!

You have to **update your network page once a month**, meaning that you should create and/or upload any type of content related to your network contents, activities and events. Do not hesitate to look at what other networks do to get inspired!

**Articles written by Programme Experts do not count as updates even though they are promoted on your network's page.**

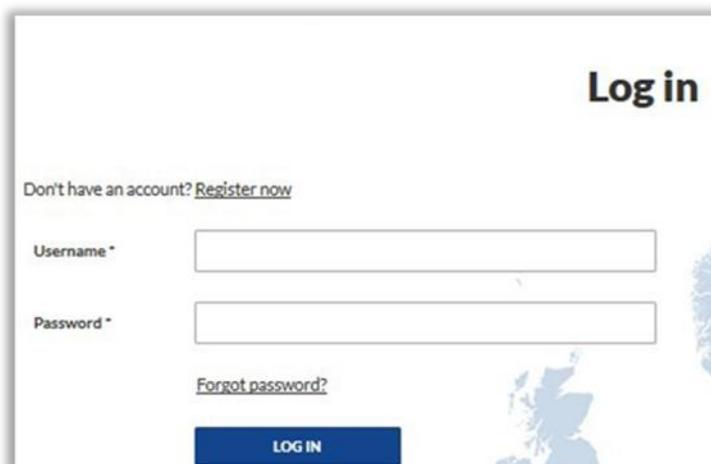
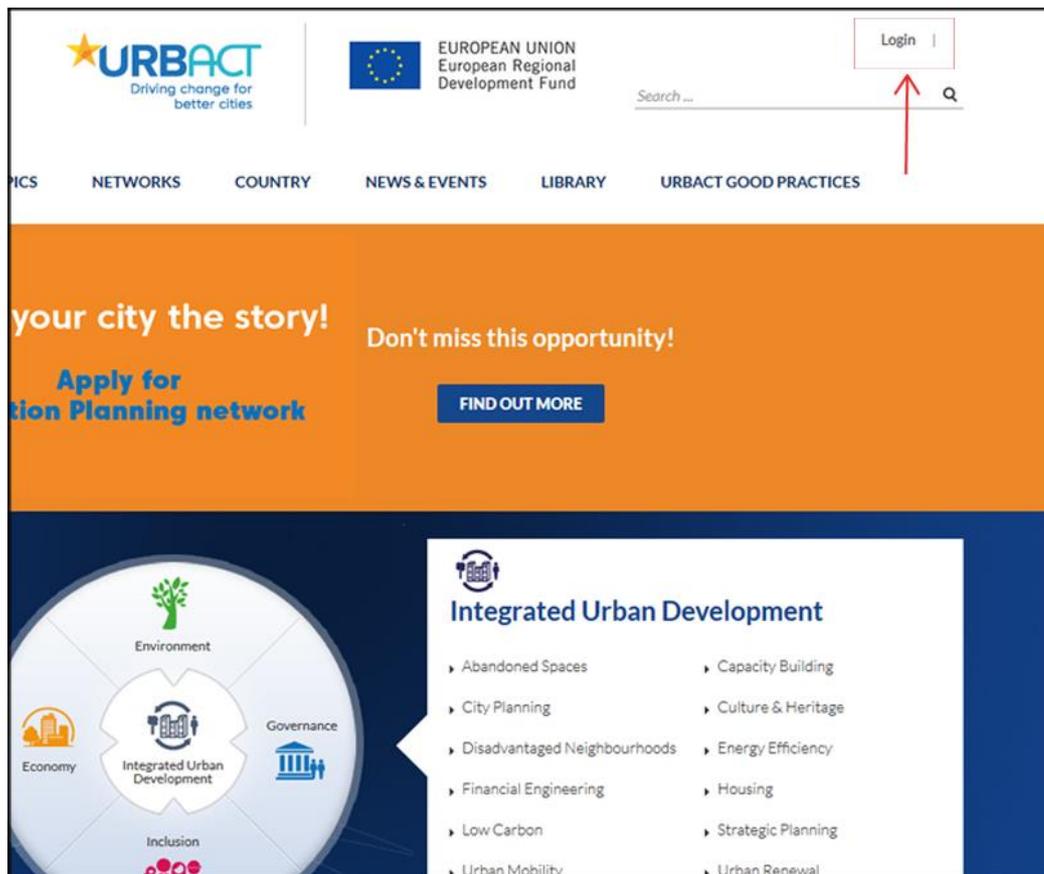
Maintaining a presence in social media will further help in communicating about your network to the URBACT and non-URBACT audiences. There are dedicated spaces on your network's page where you can feature your social media accounts (see 3.2).

**Do not forget to always write URBACT in capital letters**



## 2. LOGIN

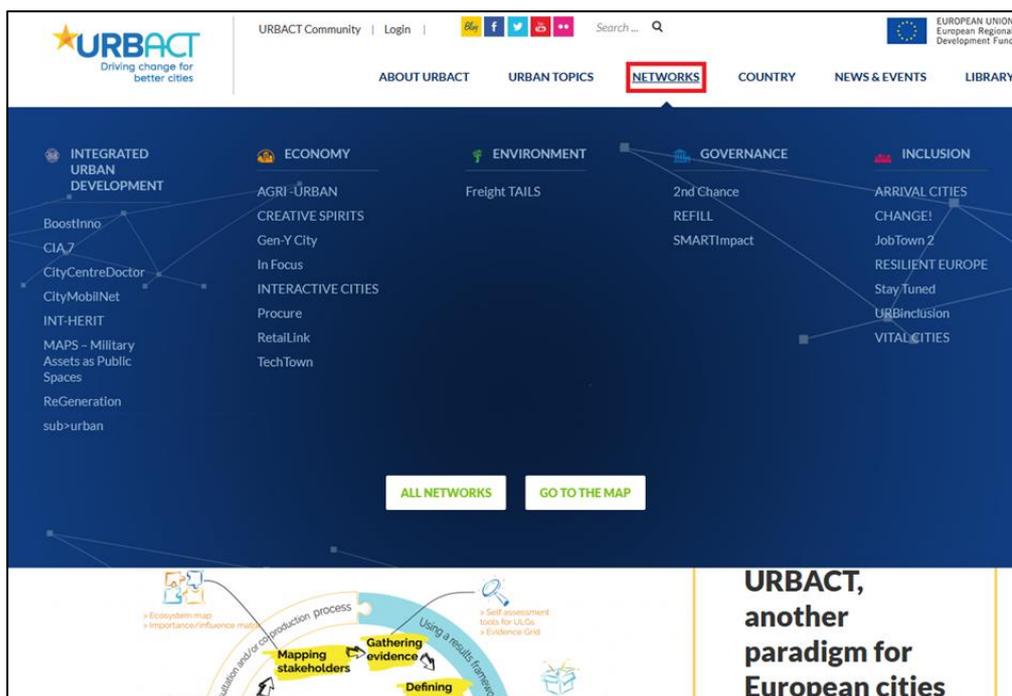
From <http://urbact.eu/>, press **Login** (see below), then enter your username and password, **which are provided by the Secretariat to at least one person per network and you will be required to change your password**. There is no need to create an account in order to access your network page back office.



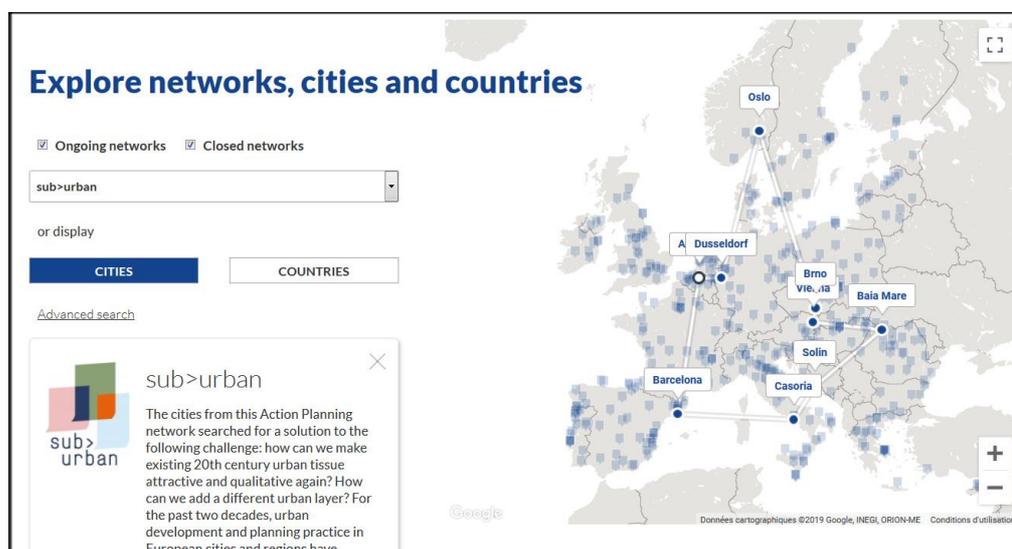
# 3. FIND AND MANAGE YOUR NETWORK PAGE

## 3.1. Find your page on the website (FRONT OFFICE)

To access your network’s page from the homepage, press **Networks** and then choose from the list according to the main theme of your network.



Alternatively, you can also scroll down the Homepage to the **Map** and click on **Select a network**.



LOGO  
(page 9)



Promoting innovation and the knowledge economy in health field for the local social and economic development.

ONE-LINER (page 9)

4D Cities project aims at stimulating the key factors for developing successful integrated policies on Health Innovation so they become driving forces for local development, both at economic and social levels. Partner cities would like to give a boost to innovation and knowledge economy in health sector as a new productive sector which contributes to the diversification and enhancement of the economic activities and social cohesion of their territories.

SHORT DESCRIPTION  
(page 10)

MAIN THEME  
(page 13)

- ENVIRONMENT
- Entrepreneurship
- Employment
- Equal opportunities
- Sharing economies
- Circular economies
- Knowledge economy

PARTNERS

Lead Partner:

- Igualada - Spain
- Jena - Germany
- Baia Sprie - Romania
- Eindhoven - Netherlands
- Leeds - United Kingdom
- Novara - Italy
- Tartu - Estonia
- Plunge - Lithuania

TIMELINE

- 2018 Network launch date
- 2019 Implementation phase
- 2020 Network end date

KEY DATES  
(page 10)

MAP (page 9)



GO TO THE MAP

LATEST ACTIVITY



ARTICLE | 7 June 2014

Cities can grow their health economy

How can cities boost their economies and improve the health of their population? By investing in innovation and the knowledge economy in the health field!

by Joao Dos Santos

ARTICLES



NEWS | 21 March 2014  
The 4D Cities shares its expertise in the ESIMeC 'Leadership, governance and stakeholder engagement' transnational...

ARTICLE | 20 February 2014  
The 4D Cities begins to draw the plan that will strengthen cities...

NEWS | 21 November 2014  
The 4D Cities seeks partnerships between health and knowledge for an economic...



NEWS | 21 March 2014  
The 4D Cities shares its expertise in the ESIMeC 'Leadership, governance and stakeholder engagement' transnational...

ARTICLE | 21 November 2014  
The 4D Cities begins to draw the plan that will strengthen cities...

NEWS | 21 March 2014  
The 4D Cities shares its expertise in the ESIMeC 'Leadership, governance and stakeholder engagement' transnational...

SHOW MORE

ARTICLES / NEWS  
(page 13)

EVENTS (page 18)

EVENTS



URBACT NATIONAL INFODAYS In Your Country!  
Starting with September, URBACT is on the road again! Showcasing the results and successes of URBACT II and introducing the new features for 2014-2020.

ALLEVENTS

USEFUL LINKS  
(page 11)

USEFUL LINKS

- Facebook
- Twitter
- Flickr
- Lorem ipsum

ASSOCIATED USERS  
(page 11)

GET IN TOUCH !

- by Joao Dos Santos
- by Joao Dos Santos
- by Joao Dos Santos

CONTACT US

RELATED CONTENT

- Lorem ipsum indolor set  
URBACT ARTICLE | 21 September 2014
- Lorem ipsum indolor set  
GOOD PRACTICES | 07 November 2014

LIBRARY



VIDEO | 22 March 2014  
Lorem ipsum titre de la video...

PICTURE | 09 April 2014  
Lorem ipsum titre de la photo...

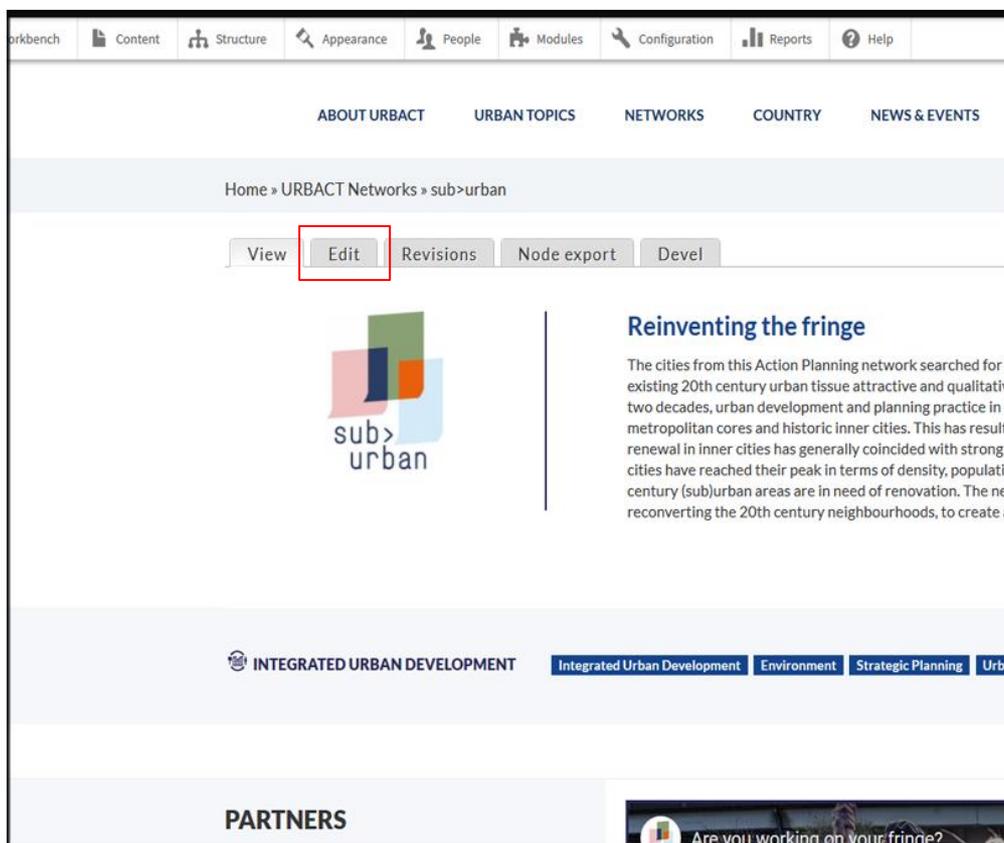
DOCUMENT | 09 April 2014 | PDF - 205 ko  
Lorem ipsum titre du document...

SHOW MORE

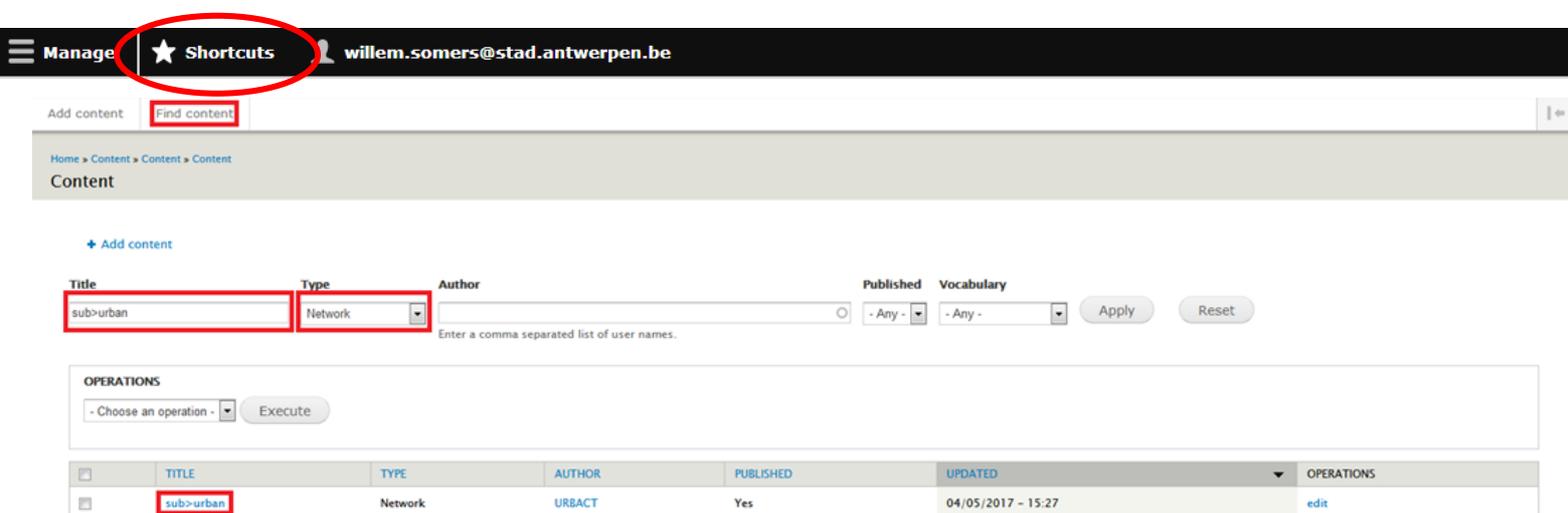
NETWORK LIBRARY  
(pages 20 and 31)

### 3.2. Access your network page (BACK OFFICE)

Once you are duly logged in and you have reached your network page, press **Edit**. This is the entry to the webpage back office, so you can then make amendments to your page.



Another way to access the network page back office from the Homepage is to press **Shortcuts > Find content** and type the name of your URBACT page in the Title box (e.g. sub>urban) and choose **Network** in the Type drop-down menu. Then press **Apply**. Click on the name of the page which appeared and you will be redirected to it.



### 3.3. Edit your network page

The image to the left is the first part of the structure of your network page. This particular information will already be filled up and, unless you spot a mistake, it should not be modified.

The screenshot shows a web interface for editing a network. At the top, there are navigation tabs: 'Content', 'Structure', 'Configuration', and 'Help'. Below this, the breadcrumb 'Home > ACTIVE NGOs' and the title 'Edit Network ACTIVE NGOs' are visible. The form contains several sections:

- Name \***: A text input field containing 'ACTIVE NGOs' with a character count of 139 remaining out of 150.
- One liner \***: A text input field containing 'Wings to empower citizens' with a character count of 125 remaining out of 150.
- Short name \***: A text input field containing 'ACTIVE NGOs' with a character count of 69 remaining out of 80.
- Programme \***: Two radio button options, 'Urbact III' (selected) and 'Urbact II'.
- Status \***: A dropdown menu currently set to 'Ongoing'.
- Type \***: A dropdown menu currently set to 'Transfer'.
- Logo**: A preview of a logo with 'ACTIVE NGOs' text and a blue graphic, with 'Remove' and 'Edit' buttons.
- Map \***: A preview of a map image with filename 'picture-15846-1552065-287.png' and 'Remove' and 'Edit' buttons.

- > **Name:** title of your network.
- > **One-liner:** a short sentence explaining what your project is about).
- > **Short name:** acronyms used instead of the network's name when its title is too long.
- > **Programme:** whether your network is financed by the URBACT III programme (2014-2020) or if it was financed by the previous programme.
- > **Status:** whether your network is open (ongoing) or closed (once the network's activities are over).
- > **Type:** type of your network, action planning, implementation or transfer.
- > **Logo:** logo of your network.
- > **Map:** indicates all the cities which are partners in the network.

For the other fields, we expect you to fill up the necessary information and update it. Please keep in mind, that certain fields might require changes overtime:

- > **Short description:** it must be carefully filled since it is the overview of your network. The introduction should provide a short and clear message, explaining the aims and challenges of the network. It could as well explain the value of the URBACT partnership for the project. **This description must include the words ‘Transfer network’ at some point and it should not exceed 850 characters (spaces included).**
- > **Key dates:** the key dates are arranged by year, so the specific dates (dd/mm) are not relevant and all content from each year should be elaborate into sentences (in the field **Name**). You can add more years by clicking in **Add another item**. You must add information about the network kick-off meeting and the final event. You are also welcome to add other important events (e.g. transnational meetings that already took place or are foreseen).



The screenshot shows a web form with three main sections:

- Main theme \***: A dropdown menu with 'Inclusion' selected.
- USEFUL LINKS**: A section with a 'Description' text box, a 'Link Title' text box containing 'test', and a 'URL' text box containing 'test.com'. Below the title box is a note: 'The link title is limited to 80 characters maximum.' There is a checked checkbox for 'Open URL in a New Window' and a 'Remove' button. An 'Add another item' button is at the bottom of this section.
- ASSOCIATED USERS**: A section with a dropdown menu showing 'Levente' and 'Levente Polyak'. An 'Add another item' button is at the bottom of this section.

- > **Main theme:** this section relates to the URBACT themes (*see more in section 3.1*). **Only one theme can be selected** and, even though we know that some networks might have a cross-cutting aspect, the main theme should be seen as the entry point to your common objective or urban challenge. **This section will already be completed by the Secretariat and it should not be changed.**
- > **Useful links:** content relevant in the frame of your network, like social media, partners' websites or other online platforms related to the network. You do not necessarily need to fill up the description box, nevertheless **you must add a title, a URL (link to the page) and you must always tick the Open URL in a New Window box.** Should you have more than one relevant link, click on **Add another item**.
- > **Associated users:** this field mentions the responsible for the access to the back office web page (Communication's Officer), the Lead Partner and the Lead Expert. All those people should have their profile on the **URBACT Community** (*see section 7.2*), otherwise you cannot select them (as the image above shows).



It is possible to reorganise the order of the elements by clicking and dragging the cross to the right

**SHARED FROM THE WEB**

Description

Link

Title UN Habitat - Governance

URL\* https://unhabitat.org/urban

The link title is limited to 80 characters maximum.

Open URL in a New Window

Remove

Add another item

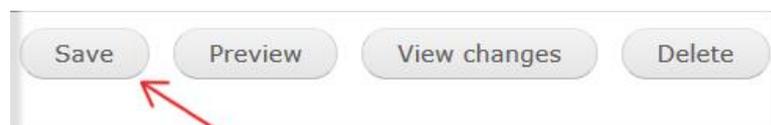
**SOCIAL MEDIA BOX**

https://www.facebook.com/URBACT/

Add another item

The sections **Shared from the web** and **Social media box** must not be filled up, the links that are related to both topics, should be add in the **Useful links** (page 11) instead. The same goes to the section **Introduction** (page 10), which must remain empty.

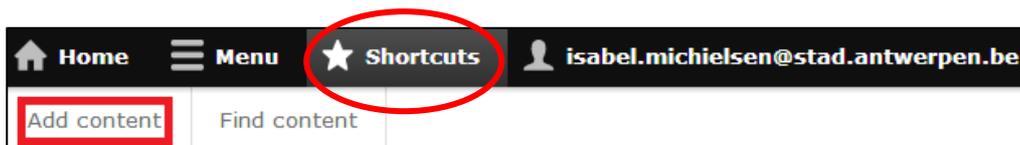
All the sections with \* are mandatory and must be duly completed. For the remaining sections, it is up to the responsible of the network page wether it is relevant or not to have that specific information displayed in the web page.



Do not forget to always **Save** the changes you make (bottom of the page to the left)

## 4. ADD CONTENT TO YOUR NETWORK PAGE

To create new content, press **Shortcuts** > **Add content** and choose what kind of content you want to create: **article** or **event**.



Update your page with any type of content at least once a month

### 4.1. Create an article/news

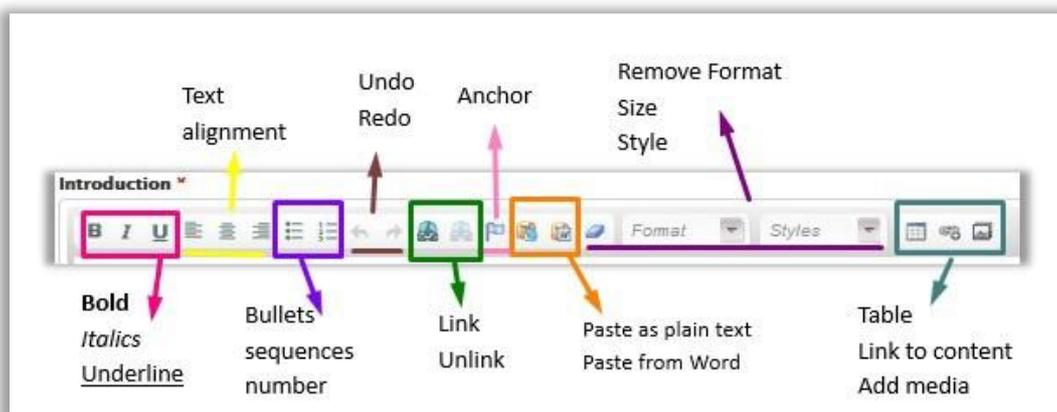
Once you have clicked on **Add content** > **Article**, the following fields must be completed:

The screenshot shows the 'Create Article' form. It includes a 'Title' field with a character count of 150 remaining. There is an 'Image' field with a preview of a banner image and 'Remove' and 'Edit' buttons. Below the image is a 'Type' dropdown menu with options: 'None', 'Article', and 'News'. At the bottom, there is an 'Introduction' field and a rich text editor toolbar with options like Bold, Italic, Underline, and Format.

- > **Title:** please refrain from using capital letters.
- > **Image** (see section 5. for advice and instructions): please remember to always include an image which well illustrates your content (**72 dpi**, proportion **718 x 285**). It matters in terms of **attractiveness of your content** which seems sloppy otherwise. **Visuals engage people emotionally** and they convey a first bit of information when today readers are overloaded.
- > **Type:** to categorise the content: article or news.
- > **Introduction:** text presenting the article.
- > **Content:** body of the article.

For Introduction and Content, **use the toolbar** described below to **customize the text**. Formatting is important to hierarchize information, identify titles, and highlight keywords.

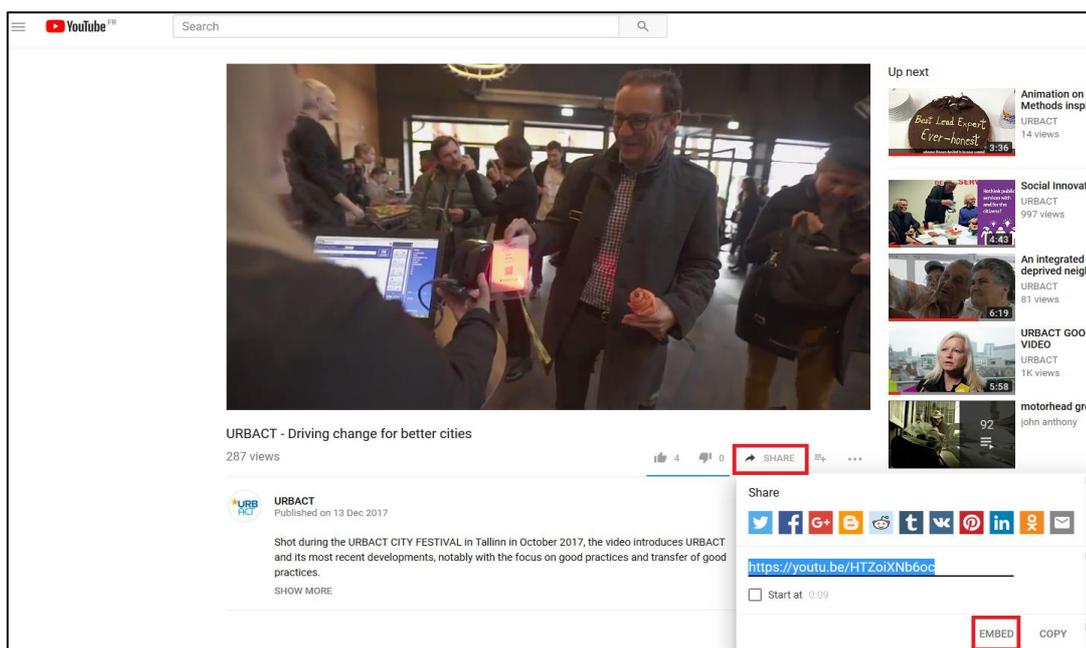
If you intend to copy a pre-existing text in the box, first paste the text in your computer's notepad (≠ Word) so that all previous formatting will be gone. You can the copy it and paste it in the Content box. Make sure you use the rubber ("Remove Format") before you edit the text so that formatting will show.



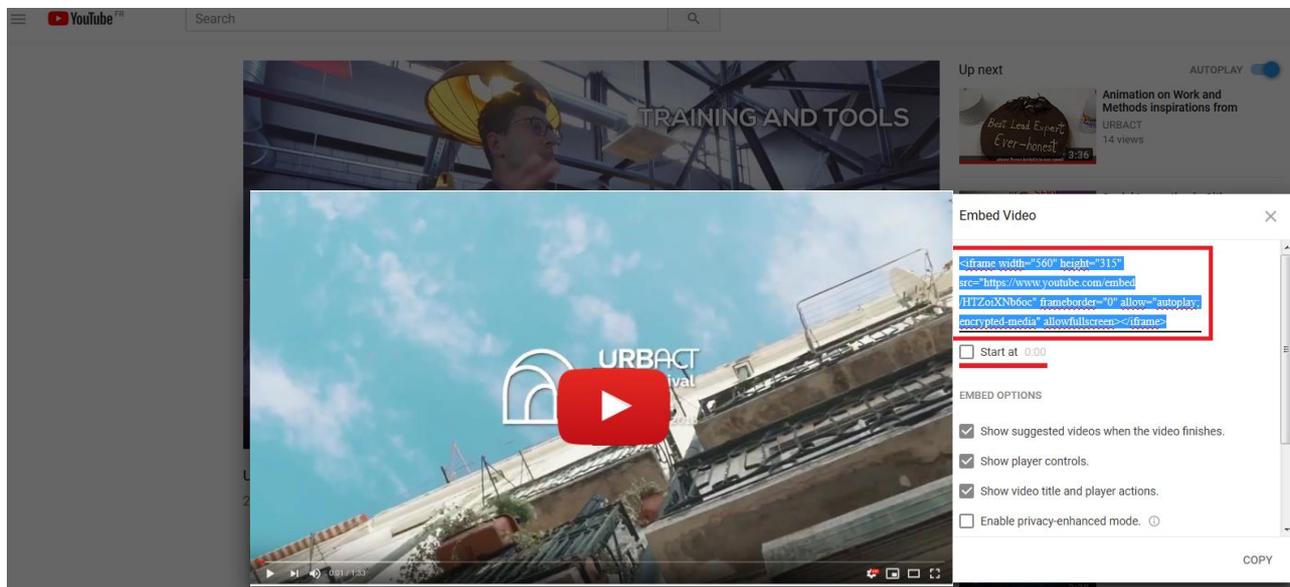
If your article is too long and it has different sub-sections, you can create an **Interactive index** by selecting the title of a subsection and click in the **Anchor**. Then write the index manually in the beginning of your article and select the title of the sub-section, you will then click in the **Link > Link type > Link by Anchor > By anchor name**. Repeat this task to each sub-section title.

If you wish to **integrate a video** - that is not to just add the link to it in the article but to have the video show in the article itself - follow the procedure below, (such as Adobe Sparks or Iframes):

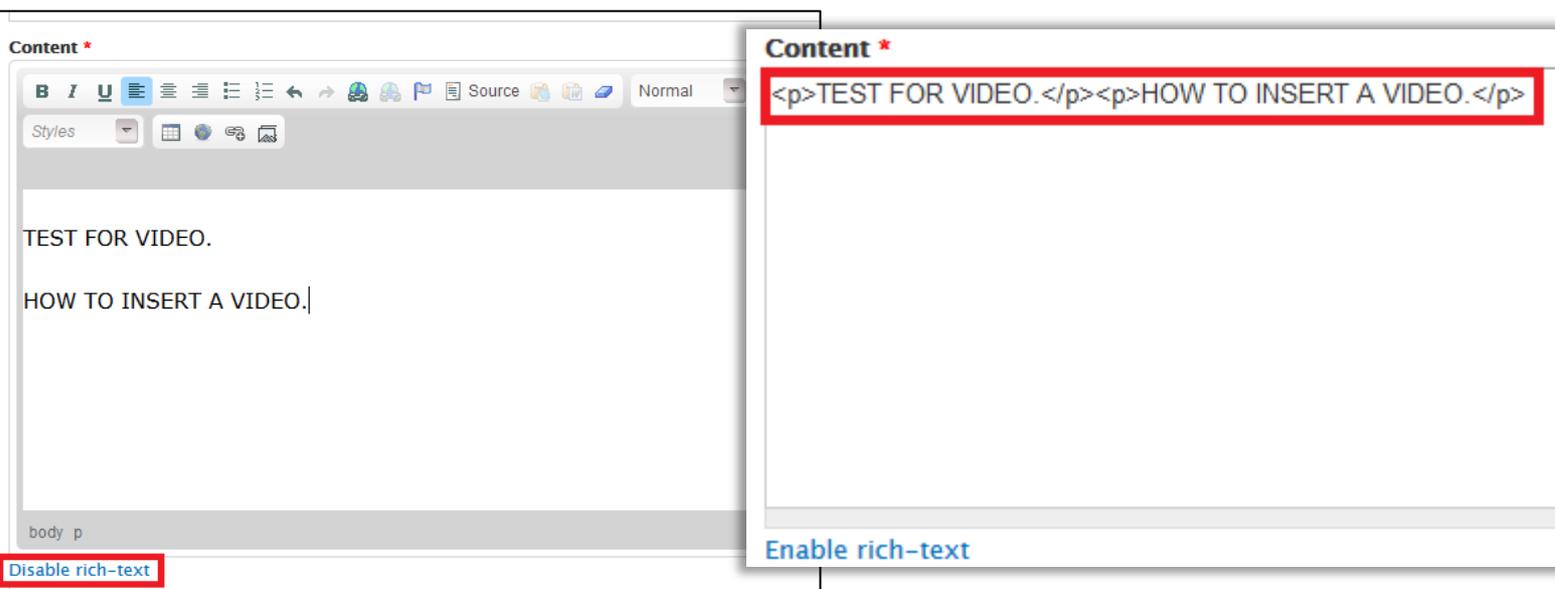
1. Make sure the video you want to integrate in your article is available on YouTube or a similar supporting platform.



- Once on YouTube, click on the **SHARE** button, then on **EMBED**. The IFRAME code will show. You can even choose from which minute/seconds you want the video to start if there are parts you think are not relevant. Copy the IFRAME code.

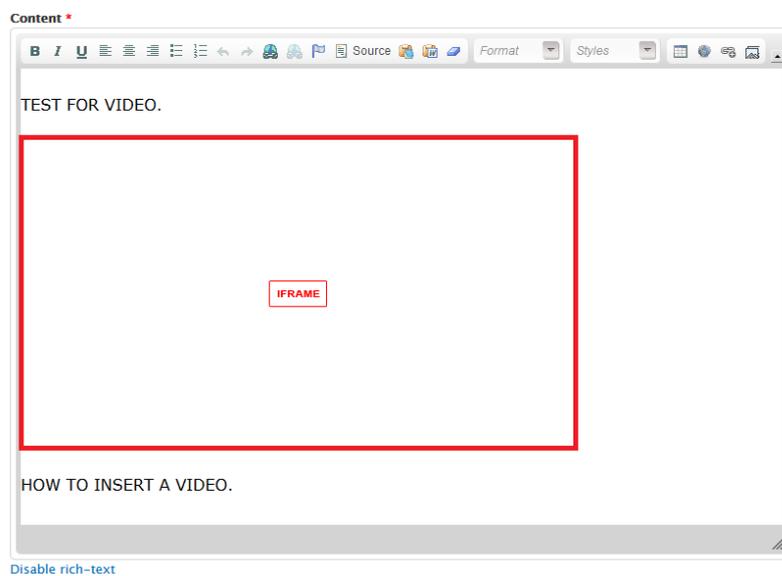


- Go back to the URBACT website (Create article tab). Click on **Disable rich-text** at the bottom of the Content box. Your text will show in codes, including the formatting. Place your cursor where you want the video to appear in your text and paste the code.



```
Content *
<p>TEST FOR VIDEO.</p><iframe width="560" height="315" src="https://www.youtube.com/embed
/HTZoiXNb6oc" frameborder="0" allow="autoplay; encrypted-media" allowfullscreen></iframe><p>HOW
TO INSERT A VIDEO.</p>
Enable rich-text
```

4. Click on **Enable rich-text** and the video will appear as an IFRAME. You can then reposition the video where you wish in the article.

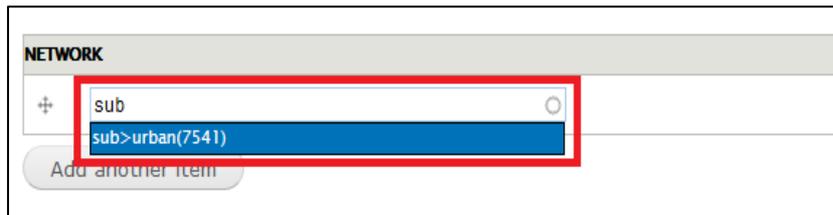


5. In the front office, the video will show as below.

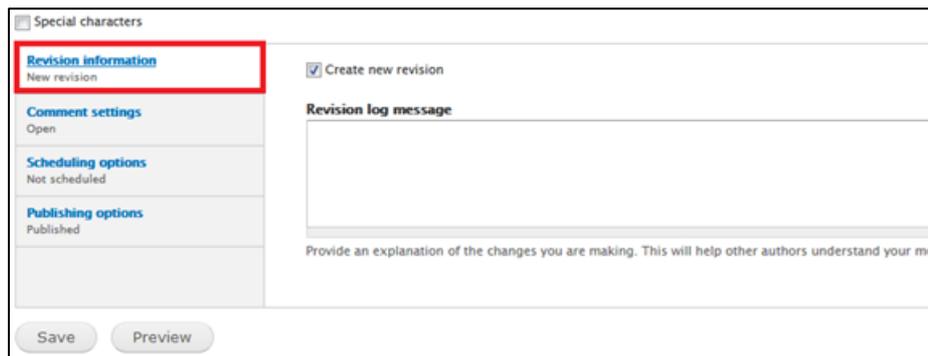


- > **Network:** type your network name; it will then show. Select it so that the article is published on your network page.

⚠ The article will **ONLY** appear on your network page if you type its name



- > **Revision information:** by checking **Create a new revision box**, once the content is saved, a new tab will appear. It will allow you to manage the different versions of your content (**compare**, **revert** or **delete** a version).



REVISION	Compare	OPERATIONS
Tue, 23/12/2014 - 15:57 by admin	<input checked="" type="radio"/>	current revision
Fri, 12/12/2014 - 11:37 by ybourdet	<input type="radio"/>	<b>Revert</b> <b>Delete</b>
Thu, 11/12/2014 - 20:05 by admin_urbact	<input type="radio"/>	Revert Delete
Thu, 11/12/2014 - 09:40 by c.ethuin	<input type="radio"/>	Revert Delete
Thu, 11/12/2014 - 09:40 by c.ethuin	<input type="radio"/>	Revert Delete
Wed, 10/12/2014 - 18:43 by admin_urbact	<input type="radio"/>	Revert Delete
Tue, 25/11/2014 - 15:10 by ybourdet	<input type="radio"/>	Revert Delete

- > **Publishing option:** if you wish to work further on your article/news and save a draft version, uncheck the **Published** box. You will be able to find your content in the back office using its name (see section 3.2)
- > **Save:** Do not forget to **Save** the page when you are satisfied with your work.

The screenshot shows a control panel for an article. It has four main sections: 'Revision information' (New revision), 'Comment settings' (Open), 'Scheduling options' (Not scheduled), and 'Publishing options' (Published). A 'Published' checkbox is checked and highlighted with a red box. Below these sections are two buttons: 'Save' (highlighted with a red box) and 'Preview'.

## 4.2. Create an event

This is a great opportunity for URBACT and non-URBACT readers as well as urban practitioners to attend and learn more about your network. Please only create an event on the website if the meeting you will be holding is of interest for the wider public (transnational meetings for instance but not technical sessions such as ULG).

To create an event, press **Shortcuts > Add content > Event**.

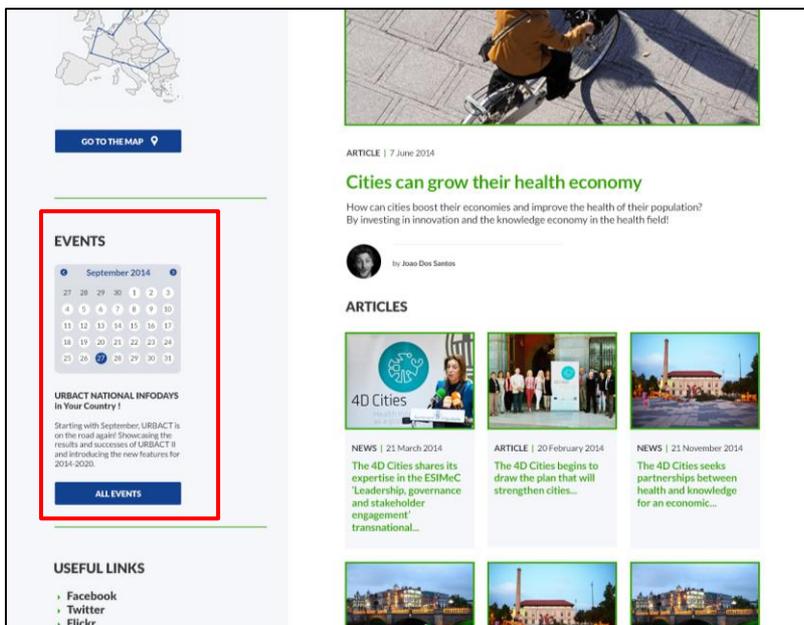
The 'Create Event' form contains the following fields:
 

- Title \***: A text input field with a character count: 'Content limited to 150 characters, remaining: 150'.
- DATES \***: Two date input fields. The first is labeled 'Date' and the second is labeled 'to:'. Both have a placeholder '04/04/2017' and an example 'E.g., 04/05/2017'.
- Image**: A 'Browse' button.
- Introduction \***: A rich text editor with a toolbar showing bold, italic, underline, and other formatting options.

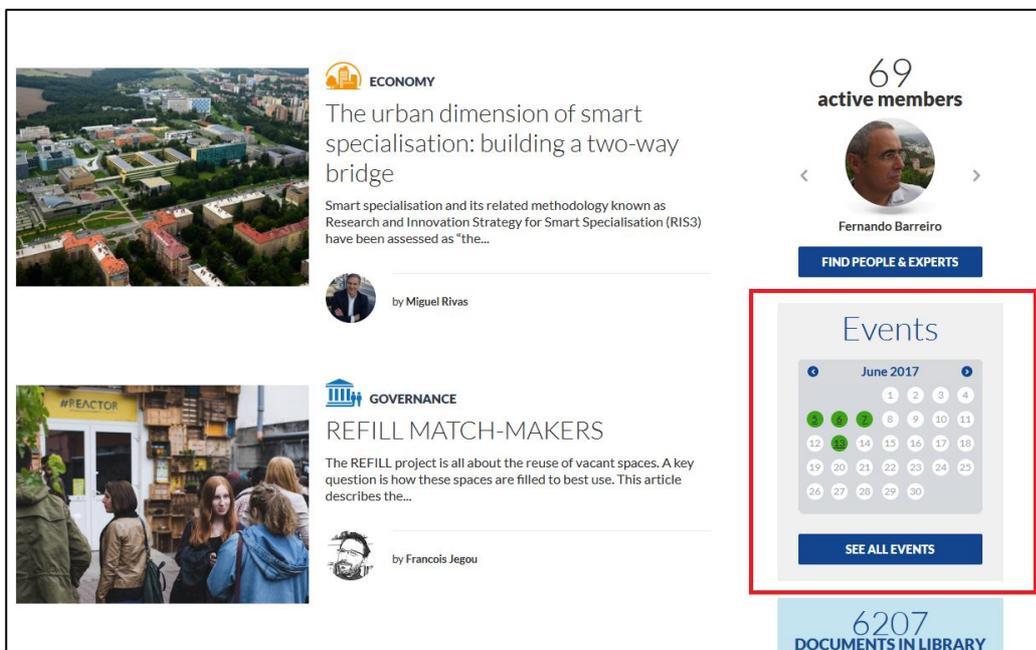
You have to follow the same procedure than for an article and fill in the same fields except for the **DATES'** one. **Indicate the days during which the event will take place** (and not the date when you are publishing the news). **Only PUBLIC events should be created in the website.**

When describing the event, outline what will occur, who will attend and the topics which will be touched upon. **Include a photo and an agenda.** There is no need to fill in the Type category and Organizer fields.

Your event will then show on your calendar (see bottom of your network page), as well as on the URBACT homepage one.



Network page



URBACT homepage

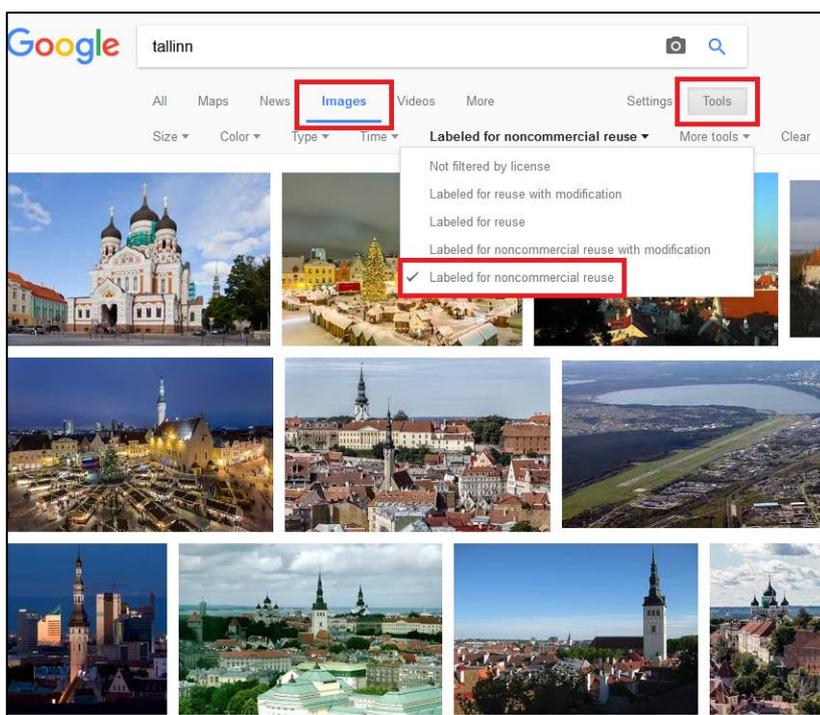
## 5. UPLOAD AN IMAGE

It is important to pick a photo/an image that well illustrates your content. **Please do not leave any content without a proper illustration (72 dpi, proportion 718 x 285)**

Below are examples of platforms where you can download pictures for free. Make sure which uses you are allowed to make of the pictures.

- [Fotolia](#)
- [Stock.XCHNG](#)
- [Free pixels](#) (no account needed for this platform)

You can also use [Google images](#) but make sure when you look out for pictures that you click on **Tools** and then select **“Labeled for noncommercial reuse”** (see the image to the right).



Keep in mind that there are two types of images' files that you can upload to the website:

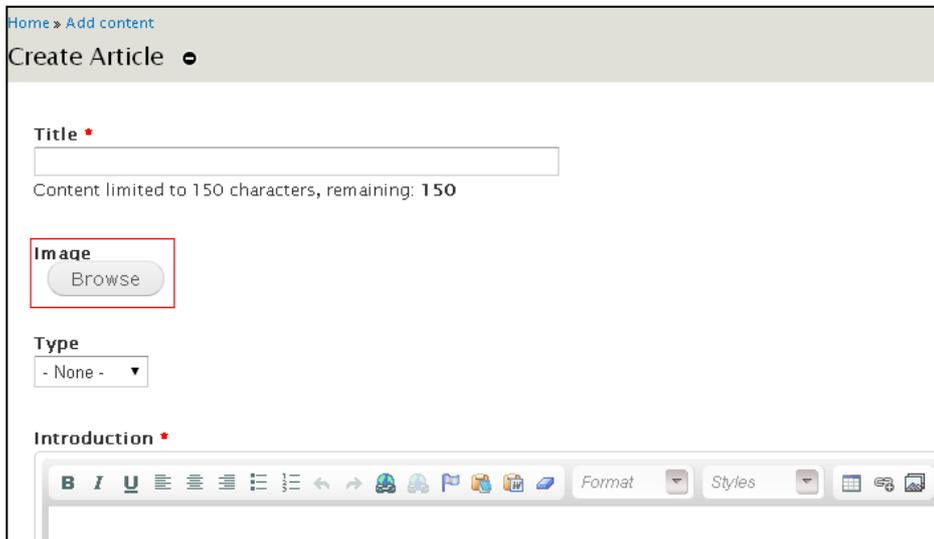
- Website photo **Library**: it is the internal archive of the website images, like a collective **photo bank**, which can be used to illustrate articles for instance. This is part of the website's back office and these images should not be displayed in your network page.
- **Picture** section of the network page: this is your album of images, which will be showcased in your network's documents library. You should add infographics, sketches or very relevant photos from your network's activities. Should you upload pictures, beware of not adding unappealing images, such meeting photos.

To add a picture, press **Shortcuts > Add content > Article/Event**.

You then have two options, they are both further explained in the following sections (5.1 and 5.2).

## 5.1. Using the Browse button

Press the **Browse** button under the Image section



Home > Add content

### Create Article

Title \*

Content limited to 150 characters, remaining: 150

**Image**

Browse

Type

- None -

Introduction \*

Rich text editor toolbar: Bold, Italic, Underline, Bulleted list, Numbered list, Indent, Outdent, Undo, Redo, Link, Unlink, Table, Table of contents, Image, Video, Embed, Format, Styles, Table of contents, Table of contents, Table of contents.

A pop-up window will open with two sections: **Upload** and **Library**



UPLOAD LIBRARY

**Upload a new file \***

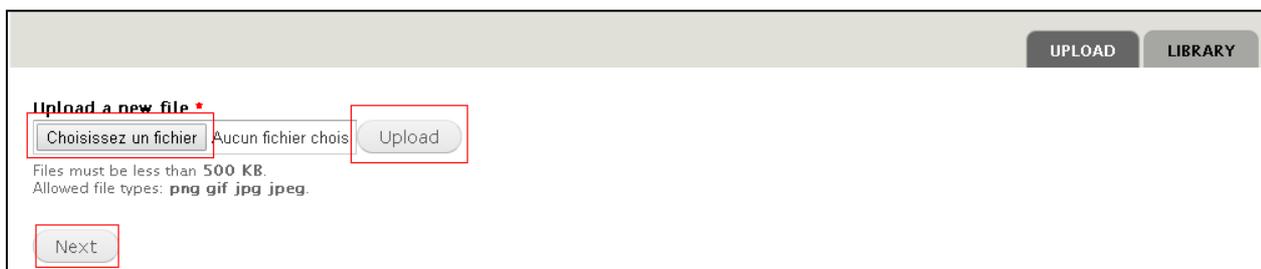
Choisissez un fichier Aucun fichier choisi Upload

Files must be less than 500 KB.  
Allowed file types: png gif jpg jpeg.

Next

> **Upload:** choose a file, then click on **Upload** and press **Next**

- Please bear in mind that you can only upload images in **.png .gif .jpg .jpeg** formats that do not exceed **70MB**



UPLOAD LIBRARY

**Upload a new file \***

Choisissez un fichier Aucun fichier choisi Upload

Files must be less than 500 KB.  
Allowed file types: png gif jpg jpeg.

Next

A new page will come up where you need to make sure to **change the name of your file appropriately (including the topic of your picture, geographical indications: city and country, and the name of your network)**.

Properly filling in this field is important because other users of the website might look for a picture, in the Library (photo bank) on the same theme as yours and can find it by entering keywords.

So always right what kind of photo it is, the geographical location and the name of the network. Good examples of names include:

- Field visit – Vienna – sub.urban
- Elected representative – Riga – ACTive NGOs

In addition, in the **Associated with** field, indicate the name of your network.

The screenshot shows a web form with the following fields and sections:

- Name \***: A text input field highlighted with a red box.
- User information**: A section containing 'Associated with Anonymous' and 'Workflow Published'.
- Associated with**: A dropdown menu highlighted with a red box, with the instruction 'Leave blank for Anonymous.'
- Posted on**: A date and time input field showing '2017-04-12 09:09:29 +0200' and a format instruction: 'Format: 2017-04-12 09:09:29 +0200. The date format is YYYY-MM-DD and +0200 is the time zone offset from UTC. Leave blank to use the time of form submission.'
- Alt Text**: A text input field with a description: 'Alternative text is used by screen readers, search engines, and when the image cannot be loaded. By adding alt text you improve accessibility and search engine optimization.'
- Title Text**: A text input field with a description: 'Title text is used in the tool tip when a user hovers their mouse over the image. Adding title text makes it easier to understand the context of an image and improves usability.'
- Introduction**: A large text area for providing more context.

The **Alt Text** field is read by search engines, giving the image more visibility. Therefore it is important to enter the relevant describing keywords for your image. Do not enter more than 10 words.

The **Title Text** field is the text that appears when a user hovers the mouse over the image (see example to the right).

sure that the 470 people who attended enjoyed the experience. Knowledge had improved after the Festival! (1)



But what do we know about how cities learn? How did we adapt were the main success factors? Here are some post event reflect

The screenshot shows a 'Media browser' form with the following sections:

- NETWORK:** A text input field with a plus icon on the left and a minus icon on the right.
- Add another item:** A button below the network field.
- Type:** A dropdown menu currently set to '- None -'.
- MEETING:** Two input fields for 'Date' and 'Time'. Below the date field is the example 'E.g., 18/03/2019' and below the time field is 'E.g., 17:15'.
- Link:** A text input field with a hint 'URL with http://' below it.
- Language:** A dropdown menu currently set to '- None -'.
- Format:** A dropdown menu currently set to '- None -'.
- Author:** A text input field.
- Buttons:** 'Previous' and 'Save' buttons at the bottom.

Select **Type** > **Image** and **Format** > **JPEG**

In the block **Network**, write the name of your **network**.

If the image has authorship rights, please indicate the **Link** and the **Author**.

Then press **Save**.

Your image will then be displayed as below and will automatically appear on the left hand corner of your content in the front office of the website.

The screenshot shows an 'Edit Article' form with the following details:

- Title:** A city fighting climate change: How Nantes got its citizens
- Content:** Content limited to 150 characters, remaining: 65
- Image:** A thumbnail image of a group of people. Below it are 'Remove' and 'Edit' buttons. The filename 'nantes\_grand\_debat\_58.jpg' is visible.
- Type:** A dropdown menu set to 'Article'.

Back office

The screenshot shows the 'Front office' view of the article with the following content:

- Title:** Reframing the discussion
- Image:** A photograph of a group of people at a meeting.
- Text:**

Civic participation can be an powerful, once unleashed, can't However, it is clear that we a between politicians and the city authorities at least, that the legitimacy of their action the local level, where new tr government are best created

Consequently, cities across Europe are exploring new ways to ir processes. Within URBACT, many cities, including Amersfoort a Current networks such as CHANGE! are also exploring this the response to the recent URBACT call for good practices.

In specific relation to the climate change debate, the city of Nan member - has been pioneering work in this field with some succ

Situated in northwest France, Nantes has a population of 630,000. Enjoying a reputation for a healthy work-life balance, it was the European Green Capital, in 2013. An active member of Energy 4 carbon emission rates by 50% by 2030 (compared to a 2003 bas energy in the same timeframe.

Front office

You can also select an existing photo, from our photo bank, by clicking in **Library** instead of **Upload**.

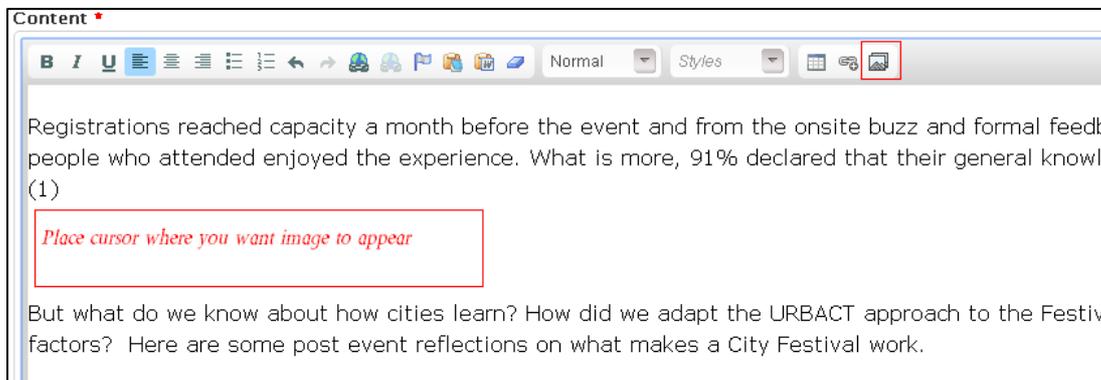
- > **Library**: choose an image that has already been uploaded on the website. You can search for your content via **File name**, **Type**, **Sort by section** or **Order** and then press **Submit**

The screenshot shows the 'LIBRARY' tab selected in a navigation bar. Below the navigation bar are search filters: 'File name' (text input), 'Type' (dropdown menu set to '- Any -'), 'Sort by' (dropdown menu set to 'Upload date'), and 'Order' (dropdown menu set to 'Desc'). An 'Apply' button is next to the filters. The main area contains a grid of 28 image thumbnails, each with a title and a small image. The thumbnail 'FEST\_meet the cities2' is highlighted with a red border. At the bottom left is a 'Submit' button, and at the bottom center is a pagination control showing '1 2 3 4 5 6 7 8 9 ... next > last >>'.

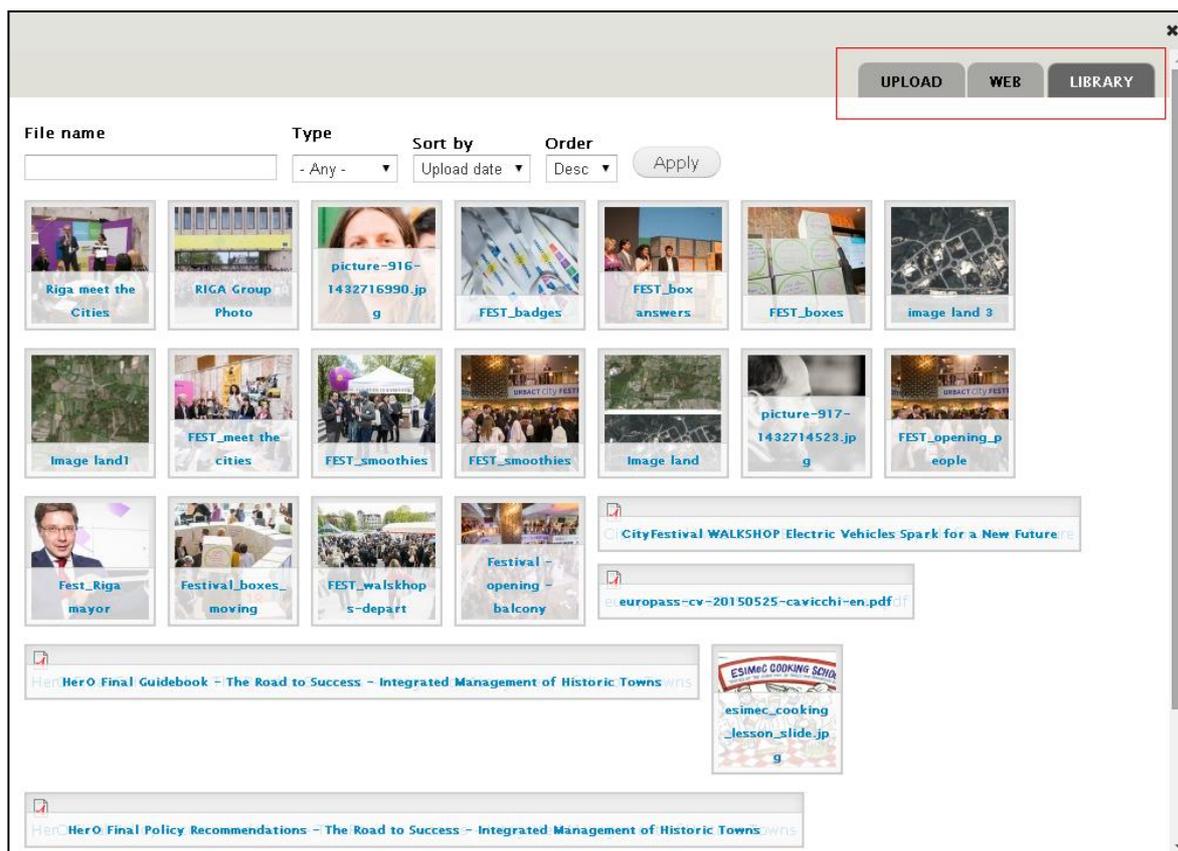
Your image will then be displayed as shown before.

## 5.2. Using the Add media button

In the **Content box**, place cursor where you want the image to appear then click on the **Add media** button (image icon).



A pop-up window will come up with three sections this time: **Upload**, **Web** and **Library**.



The Upload and Library sections have already been described. The Web section will not be of use for you.

When choosing your image, a pop-up window will open.



You will then have the possibility to choose the way the image is displayed as well as entering further information on the picture.

**OPTIONS**

**Display as**    
 Choose the type of display you would like for this file. Please be aware that files may display differently than they do when they are inserted into an editor.

**Alt Text**    
 Alternative text is used by screen readers, search engines, and when the image cannot be loaded. By adding alt text you improve accessibility and search engine optimization.

**Title Text**    
 Title text is used in the tool tip when a user hovers their mouse over the image. Adding title text makes it easier to understand the context of an image and improves usability.

**Language**

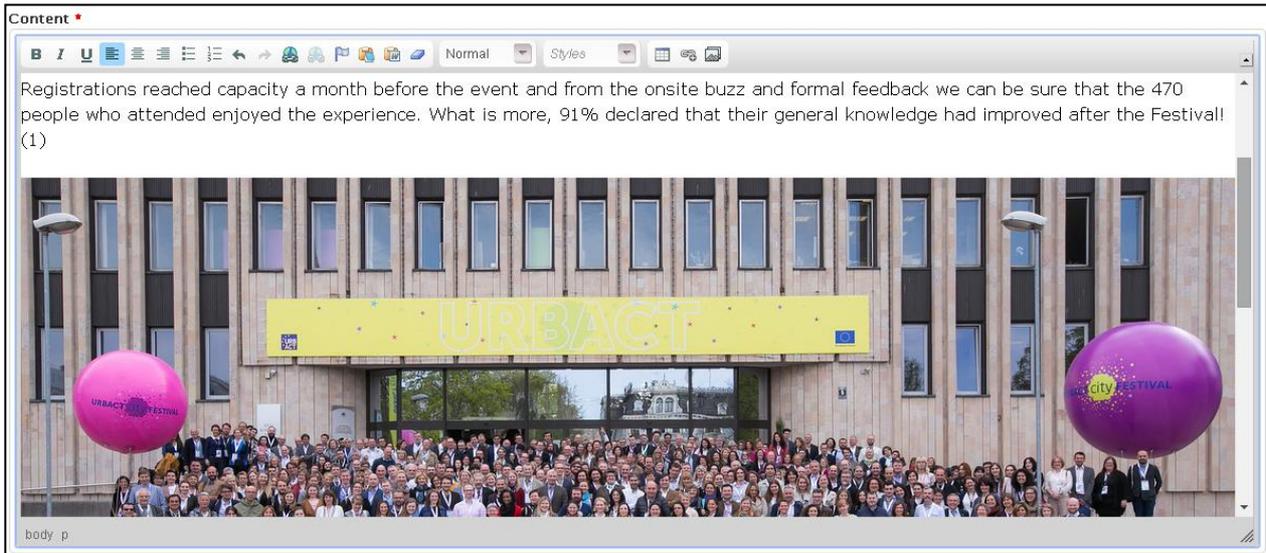
**Author**

**Cities**

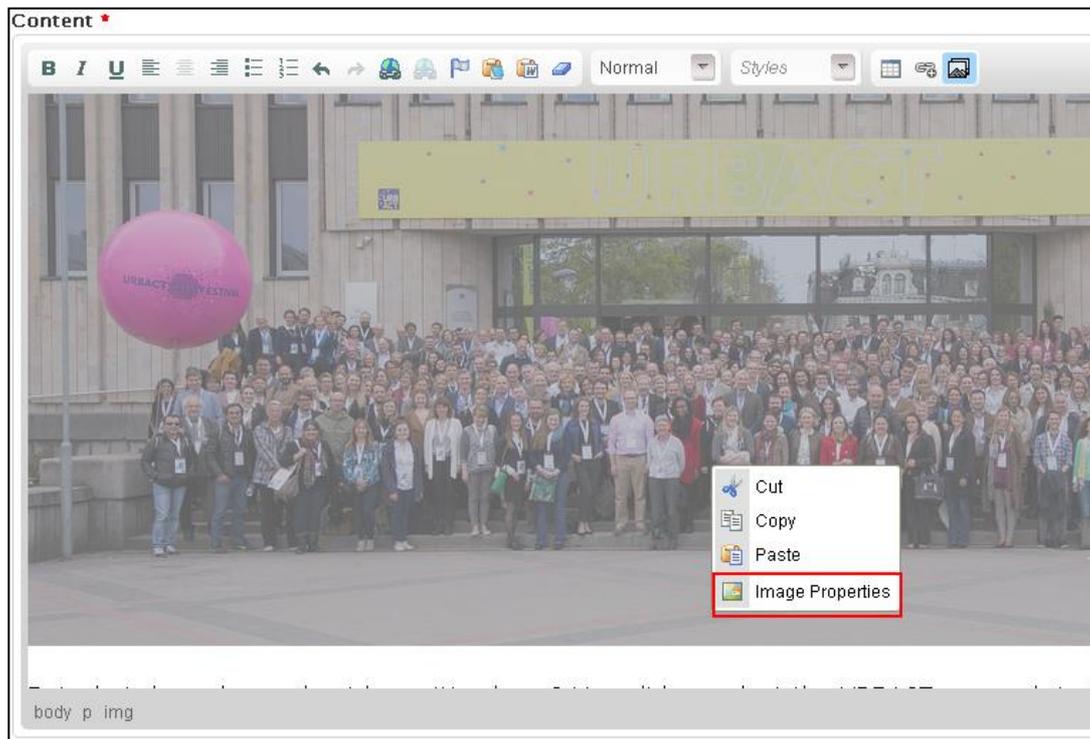
[Show raw markup](#)

In the **Options**, choose **Display as WYSIWYG** (What you see is what you get).

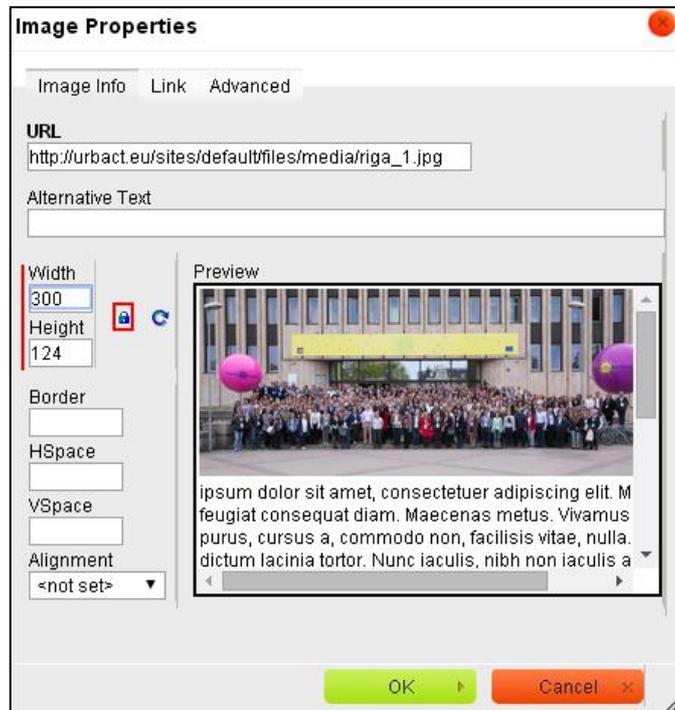
Once you have entered all the information and pressed **Submit**, the image will be embedded in your text (see next page).



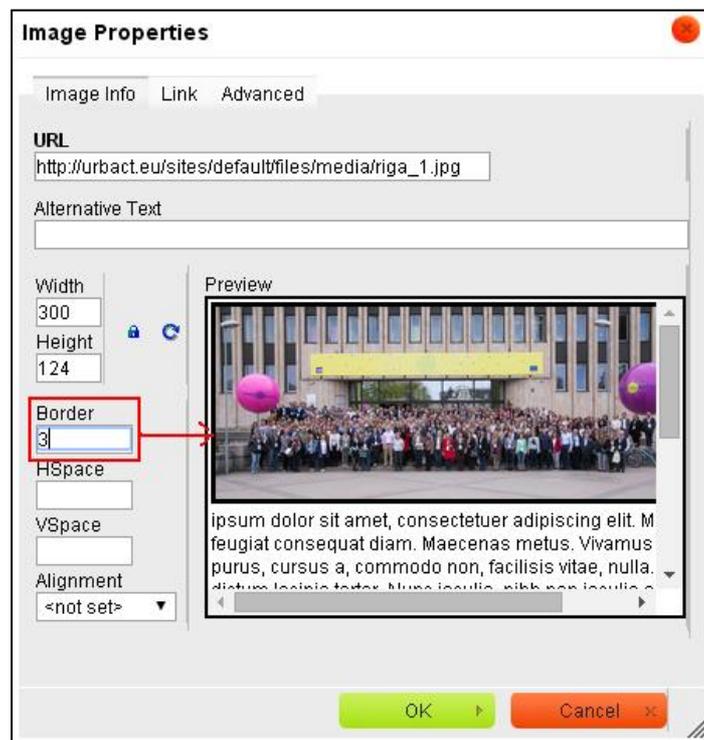
You can then **click right** to access the **Image Properties**.



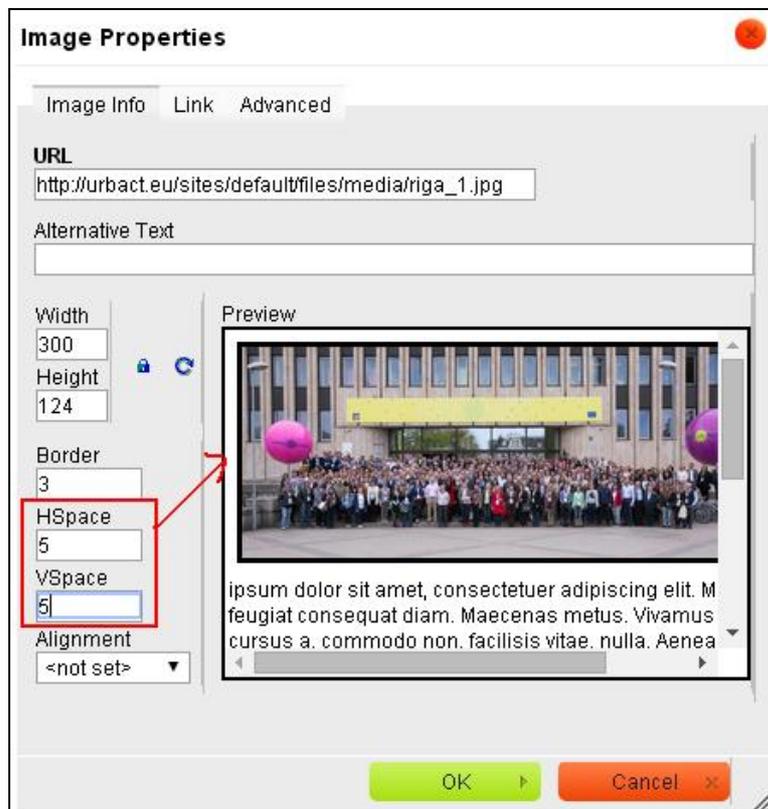
- > The **size** can be changed by modifying the **Width** and **Height** fields.  
In order for you not to lose the ratio of the image's proportions, make sure the lock sign is CLOSED.



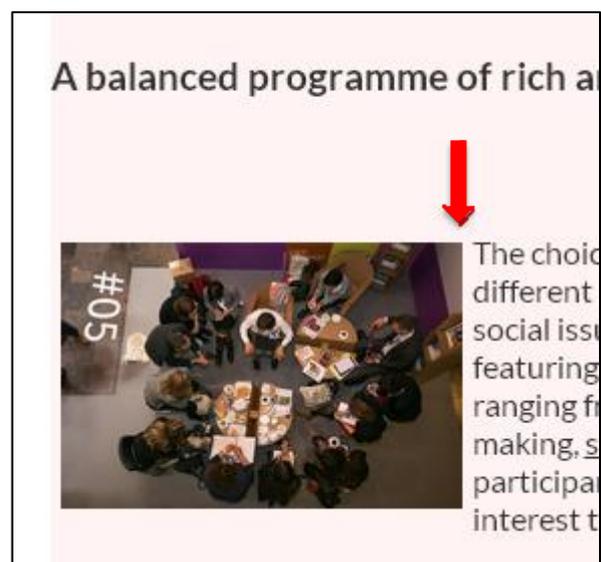
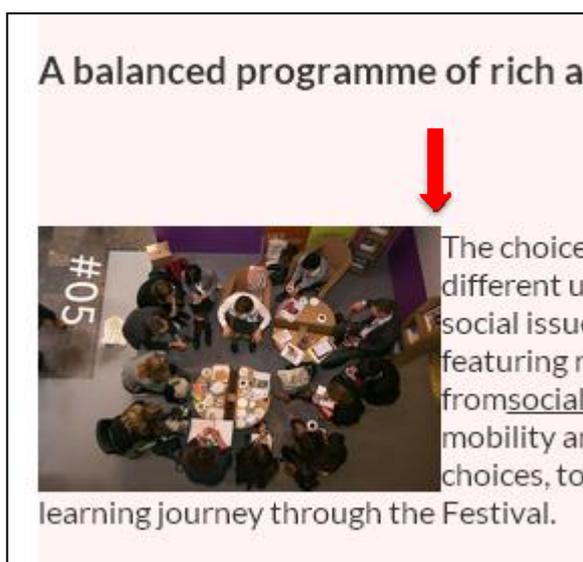
- > To add a **border** to your image, insert a number that corresponds to the degree of shading you wish to obtain. Increasing numbers will lead to thicker borders.



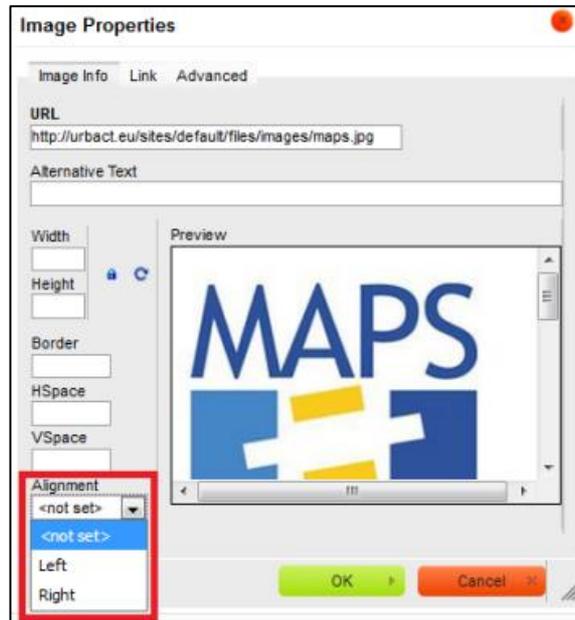
> To add **spacing** between your picture and your text, insert numbers as shown below.



See below the difference between an image with and an image without spacing.



> You can also choose where to **align** your picture, either on the right or on the left side of your text.

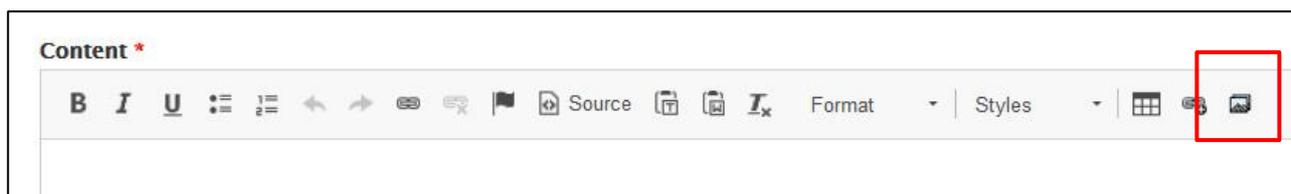


Once you are done with the settings, press **OK**.

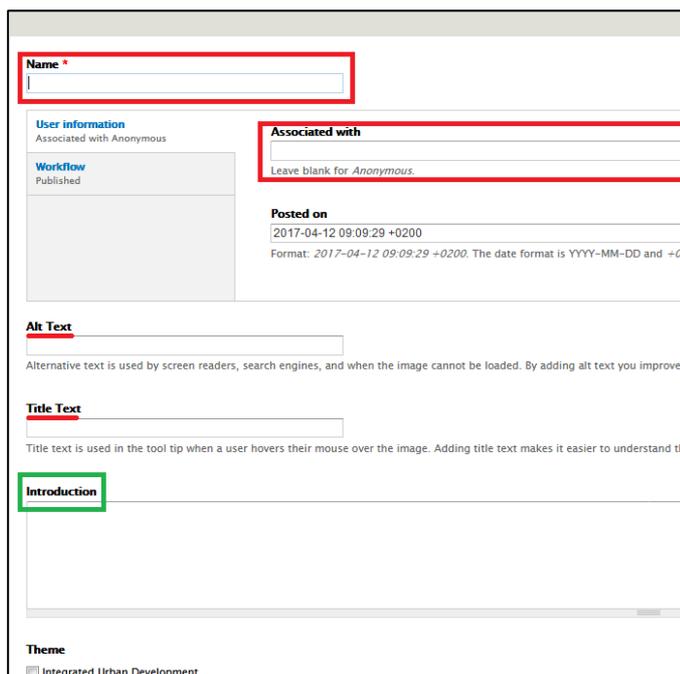
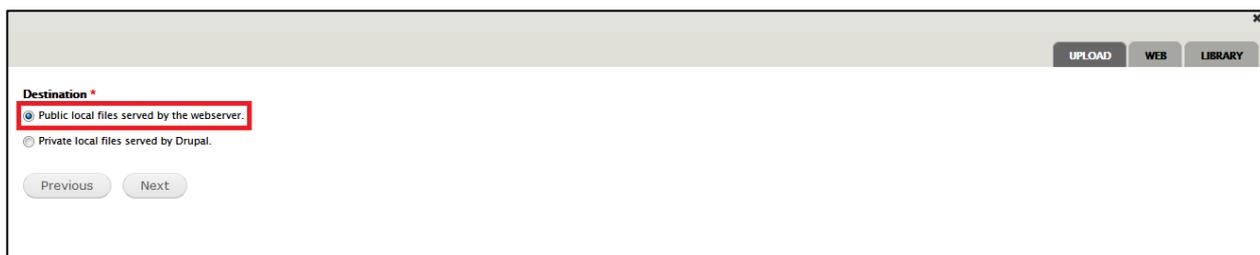
## 6. UPLOAD A DOCUMENT

To upload a document on the website, press **Shortcuts > Add content > Article/Event**.

Then in the **Content box**, press the **Add media** button. A pop-up window will open in the **Upload** section. Choose a file, then click on **Upload** and press **Next**.



You then have to decide on the Destination of your file: choose **Public local files served by the webservice** for it to be found by unauthenticated visitors. Then press **Next**.



Then fill in the same fields than for images. Add a short **introduction** to present your document. Makes sure the name you give to your document is clear and easy to use and look for and understandable for a non-URBACT audience: mention the name of your network, the type of document, the location if needed. Eg. sub>urban – transnational meeting brief – Antwerp

Just like with the uploaded images, it remains very important to name your file accordingly to the nature of this document. That is to say, name it with a proper title, geographical location and the name of the network, if necessary.

The screenshot shows a form with the following sections and highlighted fields:

- Source:** A dropdown menu with '- None -' selected.
- Category:** A dropdown menu with '- None -' selected, highlighted with a red box.
- Type:** A dropdown menu with '- None -' selected.
- MEETING:** A section with 'Date' and 'Time' input fields. Below them are examples: 'E.g., 12/04/2017' and 'E.g., 10:15'.
- Language:** A dropdown menu with '- None -' selected, highlighted with a red box.
- Format:** A dropdown menu with '- None -' selected.
- Searchable:** A checkbox that is checked, highlighted with a red box.
- Author:** A text input field, highlighted with a red box.
- PUBLISHING OPTIONS:** A section with a 'Date' input field and an example: 'E.g., 12/04/2017'.

> **Source:** you should indicate if it is a document that was produced by your **network**.

> **Category:** select if it is a baseline study, a thematic paper, a case study etc.

> **Type:** select if it is a document, a presentation or other.

> **Date:** if your document is linked to a meeting, fill in the **date and time** of the seminar.

> **Language:** indicate the **language** in which the document is written.

> **Format:** select what is the format of the document, .pdf, .doc, .ppt etc.

The screenshot shows a dropdown menu for selecting a network. The menu is open, showing a search bar with 'AC' entered. Below the search bar, a list of networks is displayed, with 'ACTIVE NGOs(12096)' selected and highlighted in blue. Below the list is a button labeled 'Add another item'. Below the dropdown menu, there is a 'Type' dropdown menu with '- None -' selected.

Remember to select your network, otherwise the document will not appear in your library!

Then press **Save**.

Your document has been uploaded; **you can leave the page without creating an article or an event.**

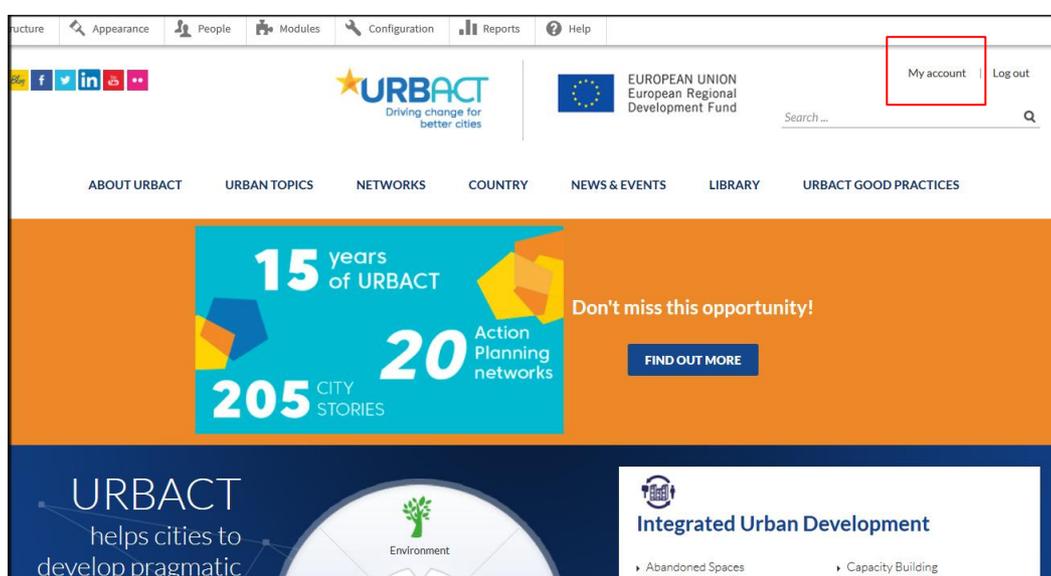


## 7. MANAGE YOUR PERSONAL PROFILE ON THE WEBSITE

The technical team has created accounts for the Lead Partner communication officer and the Lead Expert, for them to use the website, make amendments to their network page and to their profile in the URBACT Community. If someone else requires an account, please send us their contact details.

There are two types of profiles on the website: one to access the back office (Account section) and one which is public as it is features in the URBACT Community. The two profiles are independent.

Once you reached the homepage, click on **My account**.



You will then be directed to your profile (front office), click on **Edit** to update your information.



## 7.1. Edit your personal information

Home » teststef  
mduncan

**Name \***  
Duncan

**First Name \***  
Mark

**EMAIL SETTINGS**

Plaintext email only  
Check this option if you do not wish to receive email messages with graphics and styles.

**Username \***  
mduncan  
Spaces are allowed; punctuation is not allowed except for periods, hyphens, apostrophes, and underscores.

**Current password**  
••••••  
Enter your current password to change the *E-mail address* or *Password*. [Request new password](#).

**E-mail address \***  
m.duncan@gmail.com  
A valid e-mail address. All e-mails from the system will be sent to this address. The e-mail address is not made public and will only be used for account-related purposes.

**Password**  
 Password strength:

**Confirm password**

To change the current user password, enter the new password in both fields.

**PICTURE**



Delete picture  
Check this box to delete your current picture.

**Upload picture**  
 Aucun fichier sélectionné.  
Your virtual face or picture. Pictures larger than pixels will be scaled down.

**LOCALE SETTINGS**

**Time zone**  
Europe/Paris: Thursday, 14 March, 2019 - 12:02 +0100  
Select the desired local time and time zone. Dates and times throughout this site will be displayed using this time zone.

**META TAGS**

Once you have accessed the back office of your account, you will be able to:

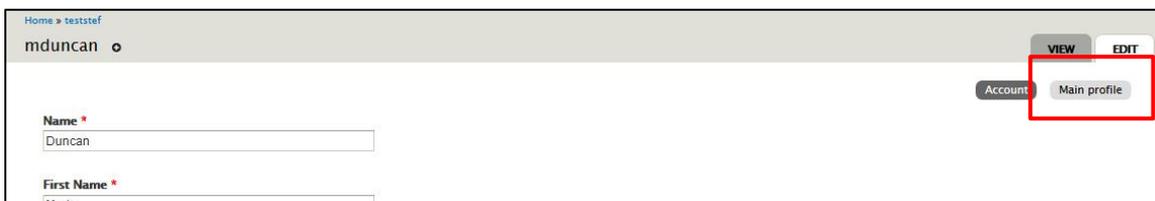
- Modify your **name**.
- Change your **username**.
- Change your **password**.
- Update contact details (**e-mail**).
- Upload a **profile picture**.
- And other specific settings.

It is not required for you to set the Meta tags.

## 7.2. Edit your URBACT Community public profile

You can fill further information about yourself in the **Main profile** section to create a profile in the Community, which is available at: <https://urbact.eu/community>

In order to do so, you have to click on **Main profile** in the top right (see the image below):



The screenshot shows the 'Edit' profile page for user 'mduncan'. The page contains several sections:

- Name:** Duncan
- First name:** Mark
- Network position:** Lead Partner - SmartImpact Network
- Biography:** Mark is the Lead Partner for the SmartImpact URBACT III Network and previous (loan) funds with both EC and UK Member State resources and was part of a sm working on the launch of the Greater Manchester 2014-20 ESIF programme which
- Profession:** (empty field)
- Institution:** (empty field)
- Nationality:** British
- Residence country:** United Kingdom
- LANGUAGE & LEVEL:**
  - Language name: - None -
  - Level: - None -
  - Buttons: Remove, Add another item
- Social media facebook:** Title (empty field)
- Social media twitter:** Title (empty field)
- Social media linkedin:** Title (empty field)
- Areas of expertise:**
  - Integrated Urban Development
  - Economy
  - Environment
  - Governance
  - Inclusion
- Topics:**
  - None -
  - Abandoned Spaces
  - Ageing
  - Capacity Building
- Save** button at the bottom.

Apart from your **name, first name, network position, biography, nationality, residence country**, you can also add information about your **profession and institution**, the **languages** you speak, your **social media** presence, as well as your areas and topics of expertise.

Your biography will appear at the centre of your profile page (see page 33). It is thus important to carefully write, proofread and update it.

To better clarify which fields you work with, you are welcome to select your **Areas of expertise** by ticking one or more URBACT themes. In addition, you can select more specific sub-themes by selecting the **Topics** (to select more than one, you must hold **Ctrl** as you click in the different topics).



Once your profile is added to the URBACT Community, your personal page will feature all of the articles you have written (see below).

To reach the URBACT Community pages, scroll down on the homepage and press the **FIND PEOPLE & EXPERTS** button.

The Community is classified by alphabetical order:

## 8. FOCUS ON CITY PAGES

City pages give an overview of the city involvement in URBACT. They are not linked to a single network partner, but aggregate all the articles and documents published on the website about the specific city. The pages are not curated, but automatically gather contents from the website in which the city is tagged.

**City pages are named after the city, not after an organisation**, even though the legal/official partner in a network is an organisation.

This is also linked to the fact that a city can be involved in numerous networks through different organisations or city districts. These organisations or districts can however be mentioned on the page, in the **Introduction section** (left column, see below). In addition, please keep in mind that once cities can be linked to different networks, with a wide range of urban topics, it remains important to leave this description broad to a certain extent.

**It is important to keep this page updated**, so please read it carefully and, if necessary, send amendments to [communication@urbact.eu](mailto:communication@urbact.eu) (this also includes sending or updating the main picture of this page).



### BARCELONA

The capital of the autonomous region of Catalonia, and Spain's second city, Barcelona is a thriving city of 1.6 million. The city offers a combination of architectural heritage and successful regeneration. The Ramblas area of shops and restaurants, the old Gothic Quarter and the distinctive landmarks created by Gaudí and the Art Nouveau architects of the early 20th century have made Barcelona a centre for cultural tourism. However, a program of urban redevelopment that began with the preparations for the 1992 Olympic Games have transformed the port area, Montjuïc hill and other areas of the city. The projects of the early 90s have since been followed by successive waves of investment.

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The richness of the city's architecture is reflected in its many UNESCO World Heritage Sites, while its numerous museums and art galleries include a number that are each dedicated to the works of a particular artist, notably Miró, Picasso and Tapies. A particularly popular museum is the one dedicated to Barcelona FC at its Camp Nou stadium. The city has more than 60 parks—including a dozen of historic value such as the 200-hectare Montjuïc and Gaudí-designed Güell.

Tourism is the key to the city's economy, with Barcelona among the top five destinations in Europe. It is a popular destination for conferences and trade fairs. Despite the strength of the service sector, industry accounts for around 20% of the local economy—courtesy of chemical, metallurgical and energy corporations. The Barcelona region is also home to the headquarters of Spanish car manufacturer Seat, along with a Nissan plant.

**RELATED GOOD PRACTICES**

Intermediation service for people in the process of evictions

### Latest activities



NEWS | 16 April 2018  
200 European Cities publicly present the results of 2 years of common work  
In March, April and May 2018, 20 URBACT Action Planning Networks, 200 European cities are wrapping up 2 years of common work and introducing their...



NEWS | 04 April 2018  
25 Transfer Networks approved!  
25 Transfer Networks gathering 75 European cities were approved by the Monitoring Committee of the programme on 4 April 2018.



NEWS | 27 February 2018  
URBACT at URBAN FUTURE Global Conference (UFGC), in Vienna (AT)  
Passionate City Changers from all over the world meet in Vienna: The URBAN FUTURE Global Conference (UFGC), one of Europe's largest events for...



ARTICLE | 19 December 2017  
Take a deep breath (or better not)  
How European cities are fighting air pollution? In November 2017 the European Environment Agency (EEA) launched the European Air Quality Index...



ARTICLE | 21 November 2017  
Housing for all - Experiences of URBACT cities on affordable housing

[www.urbact.eu](http://www.urbact.eu)

37 / 39

## 9. END OF PHASE II ACTIVITIES

### 9.1. Network's results section

Once the activities of your network will have come to an end (in December 2020), some specific modifications must be done in the back office of your network page:

- **Status** (page 9): must be switched from **Ongoing** to **Closed**.
- **Short description** (page 10): if necessary, update the description of your activities (850 characters maximum).
- **Key dates** (page 10): make sure all the relevant dates, including the network's final event.

In addition, it is time to fill up the following content in the **Network closed** tab at the end of the page:

The screenshot shows the 'Network closed' tab with the following sections:

- Network results** (circled in red)
- Meta tags**: Using defaults
- Revision information**: New revision
- URL path settings**: Automatic alias
- XML sitemap**: Inclusion: Default (included), Priority: Default (0.5)
- URL redirects**: No redirects
- Comment settings**: Closed
- Authoring information**: By Stefanie Weber on 2019-03-11 10:05:43 +0100
- Publishing options**: Not published
- Video**: Enter the YouTube URL. Valid URL formats include: http://www.youtube.com/watch?v=1SqBd50XkV4 and http://youtu.be/1SqBd50XkV4
- Image**: Browse
- NETWORK OUTPUTS**:
  - Text
  - URL
  - Document (Browse)
  - Text
  - URL
  - Document (Browse)
- GET IN TOUCH**:
  - Text (Rich-text editor)
  - Mail

> **Video OR Image**: one of those elements will be used as the banner of your network page. You can either use a URL from a YouTube in the **Video** bloc, in **English or with subtitles and preferably one that gives an overview of the network**. Alternatively, you can add a photo, by using the **Image Browse** as long as it is a **72 dpi image with the following proportions: 718 x 285**.

> **Network outputs**: to add the main results from your network activities (**from one to five outputs**). For each one of them (e.g. PDF file, online platform, series of videos on YouTube, among others) a **URL** and a title (**Text**) must be duly filled up.

> **Get in touch**: the **Text** box should have the contact information from the Lead Partner - no need to add any personal information - just the name of the city department that was involved in the network and the address from the city hall is more than enough. Should the Lead Partner have a generic e-mail, it can be added to the **Mail** box, but this is not mandatory.



## CONTACTS

For any questions regarding technical issues, please contact:

[web-support@urbact.eu](mailto:web-support@urbact.eu)

For other questions:

[communication@urbact.eu](mailto:communication@urbact.eu)

