Guideline for Submitting Online Communities
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Introduction: how to add online communities to the platform

1. Start by logging into socialprotection.org
   - If you don’t have an account yet, create one by clicking on the ‘Join’ button.

2. You can add an online community in two different ways:
   2.1 Option 1: through the ‘Share’ button
      - Mouseover the 'Share' icon on the menu toolbar and choose the option 'Online Community' from the dropdown menu. You can also simply click on the ‘Share’ icon.
• If you chose to click on the ‘Share’ column, you will be redirected to the page below to select the content you wish to add:

2.2 Option 2: directly through the feature

• Click on ‘Connect’.
Click ‘Online Communities’. 
Then click on the ‘Add Community’ button that will appear on top of the page.

Online Communities
Search and join Communities dedicated to an interest area

Online Community Form

Remarks:
- Please be aware that the socialprotection.org team will review your submission before it is published. Once your content has been approved and published, you’ll receive a notification.
- All fields in the submission form that are marked with an asterisk are required; as for those that are not, try to fill as many as possible.

<table>
<thead>
<tr>
<th>1. Title</th>
<th>Type the title of the community.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Title *</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>2. Community Logo</th>
<th>Insert an image for the community banner.</th>
</tr>
</thead>
<tbody>
<tr>
<td>3. Language</td>
<td>Select the language (English, Spanish, or French) in which the community will be communicating.</td>
</tr>
<tr>
<td>-------------</td>
<td>--------------------------------------------------------------------------------------------------</td>
</tr>
<tr>
<td>4. Description of the Community</td>
<td>Insert the description of the Community. State the purpose, topics of interest and intended audience. Justify the text.</td>
</tr>
<tr>
<td>5. Classification</td>
<td>You may skip this.</td>
</tr>
</tbody>
</table>
6. Organisers

As you fill this field, the name of the institutions will appear, and you will be able to select the one you want from the list.
If the institution you are looking for is a ministry or government body, write first the name of the country followed by ‘– Government Profile’.

<table>
<thead>
<tr>
<th>7. Related Communities</th>
<th>You have the option to link your community to sub-groups you have created. Type the name of the related community you wish to add and wait for options to load.</th>
</tr>
</thead>
<tbody>
<tr>
<td>8. Geographic Coverage</td>
<td>Select the country or countries the community is about. If instead of a specific country the community covers a region or a group of countries from the same region, select the corresponding region(s).</td>
</tr>
</tbody>
</table>
### GEOGRAPHIC COVERAGE
State the geographic coverage of the content addressed by the Online Community

**Countries**
- Global
- Africa
- America
- Antarctica
- Asia
- Europe
- Oceania

**Regions**
- Global
- East Asia & Pacific
- Europe & Central Asia
- Latin America & Caribbean
- Middle East & North Africa
- North America
- South Asia
- Sub-Saharan Africa

9. **Social Media**

You have the option to include the social media account for your community.

Fill each of these fields with the URL to your community’s social media account.
### 11. Documents

**DOCUMENTS**

[Add new node]

This field will be available once the community is published. Here you can add a document to the community before making it public. A new node will appear for you to fill in information about the material.

Fill each of these fields, follow the instructions on the form.

### 12. Group’s Audience

**Groups audience**

[None - ▼]

If you are creating a working group, select the main community to which...
| 13. Save | Save | Preview | this page will be connected to. If this is not the case, select ‘None’. | Save your form and wait for the socialprotection.org team to approve it. |