



## TUTORIAL – How to add a new institution for selecting list

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**For more information or questions, please contact: [info@cs-eu.net](mailto:info@cs-eu.net) ☺**

**Last Update: 16.10.2017**

## Step 1: Enter the Website <http://cs-eu.net/>

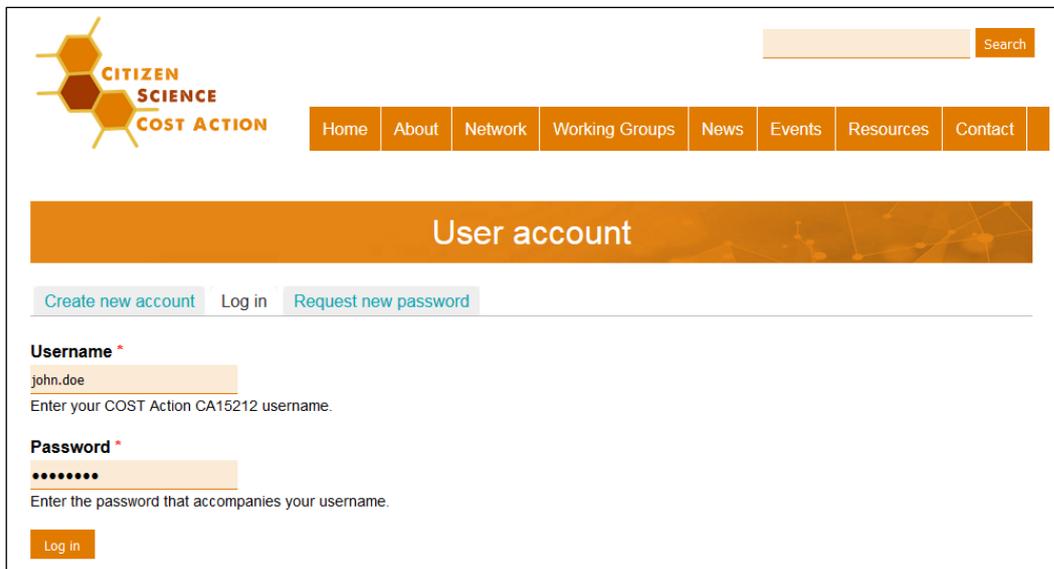
The start page currently looks like this:



## Step 2: Klick on the Button Login at the bottom of the Website



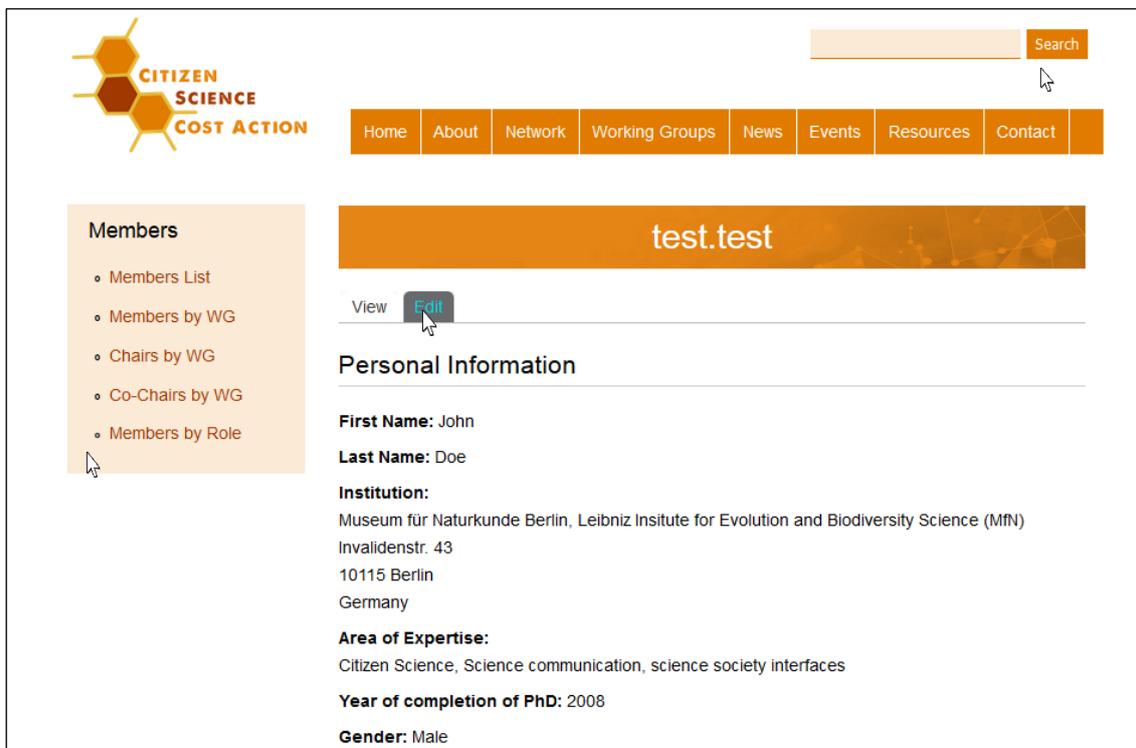
### Step 3: Type in your Login Data



The screenshot shows the login page of the Citizen Science COST Action website. At the top left is the logo. A search bar is at the top right. A navigation menu includes Home, About, Network, Working Groups, News, Events, Resources, and Contact. Below this is a 'User account' section with buttons for 'Create new account', 'Log in', and 'Request new password'. The 'Log in' form has fields for 'Username' (containing 'john.doe') and 'Password' (masked with dots). A 'Log in' button is at the bottom.

### Step 4: After Login

- After logging in to your account, click edit.



The screenshot shows the user profile page for 'test.test'. On the left is a 'Members' sidebar with links: Members List, Members by WG, Chairs by WG, Co-Chairs by WG, and Members by Role. The main content area shows 'View' and 'Edit' buttons. Below is the 'Personal Information' section with the following details:

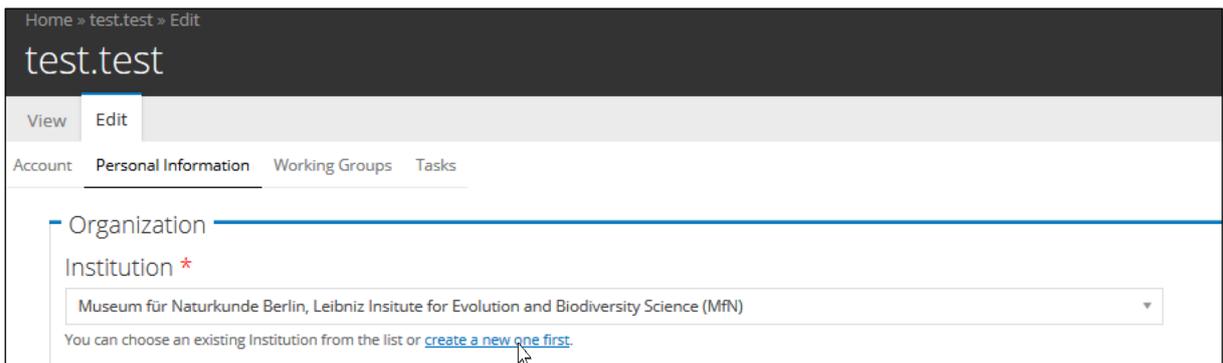
- First Name:** John
- Last Name:** Doe
- Institution:** Museum für Naturkunde Berlin, Leibniz Institute for Evolution and Biodiversity Science (MfN)  
Invalidenstr. 43  
10115 Berlin  
Germany
- Area of Expertise:** Citizen Science, Science communication, science society interfaces
- Year of completion of PhD:** 2008
- Gender:** Male

## Step 5: Add a new institution

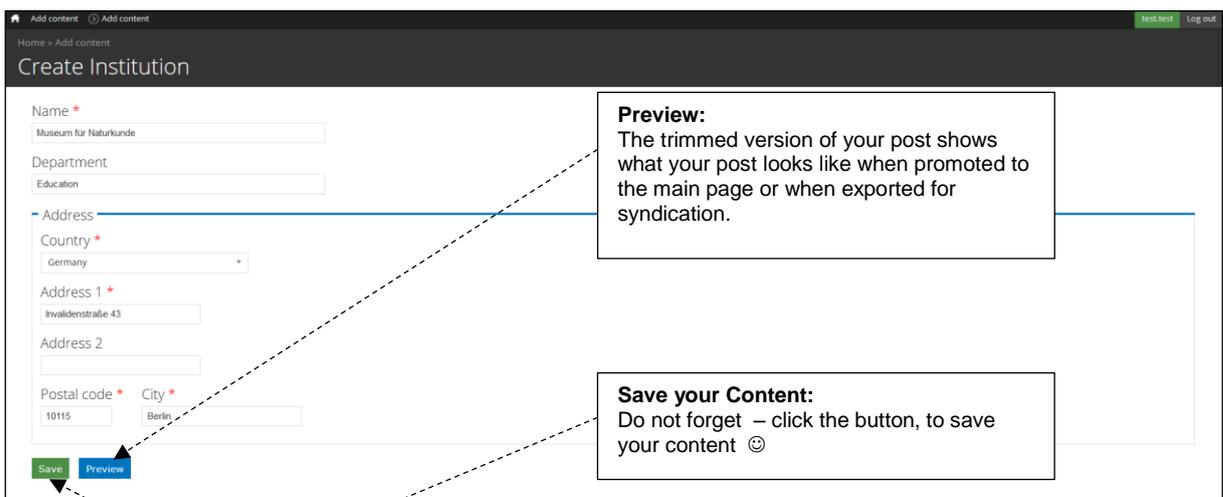
You have two options to add a new institution.

### 5.1) First option to create a new institution

- You have just registered at the Citizen Science Cost Action and are processing your personal information
- In the list with the institutions yours does not appear.
- Please click on “Create a new one first”.
- Notice if you click this hyperlink, the information you may be typed in on the section “Personal information” so far, will not be saved automatically!  
In order to prevent the already typed profile information from being lost, please select the test institution: "Museum für Naturkunde Berlin, Leibniz Institute for Evolution and Biodiversity Science (MfN)". Go on with “9.2. Second option to create an institution”
- If you haven’t added anything in the section personal information so far, follow the hyperlink “create a new one first”



- Add the necessary information for your organization



- The trimmed version of your post shows what your post looks like when promoted to the main page. Please check, weather everything is written correctly

Home > Add content

## Preview

✓ The trimmed version of your post shows what your post looks like when promoted to the main page or when exported for syndication. You can insert the delimiter "<!--break-->" (without the quotes) to fine-tune where your post gets split.

Preview trimmed version

Museum für Naturkunde

[Read more](#)

Preview full version

Museum für Naturkunde

Department:  
Education

Address:  
Invalidenstraße 43  
10115 Berlin  
Germany

Name \*

Museum für Naturkunde

Department  
Education

Address

Country \*  
Germany

Address 1 \*  
Invalidenstraße 43

Address 2

Postal code \* City \*  
10115 Berlin

Save

There you can change your content, when you notice there is a spelling mistake

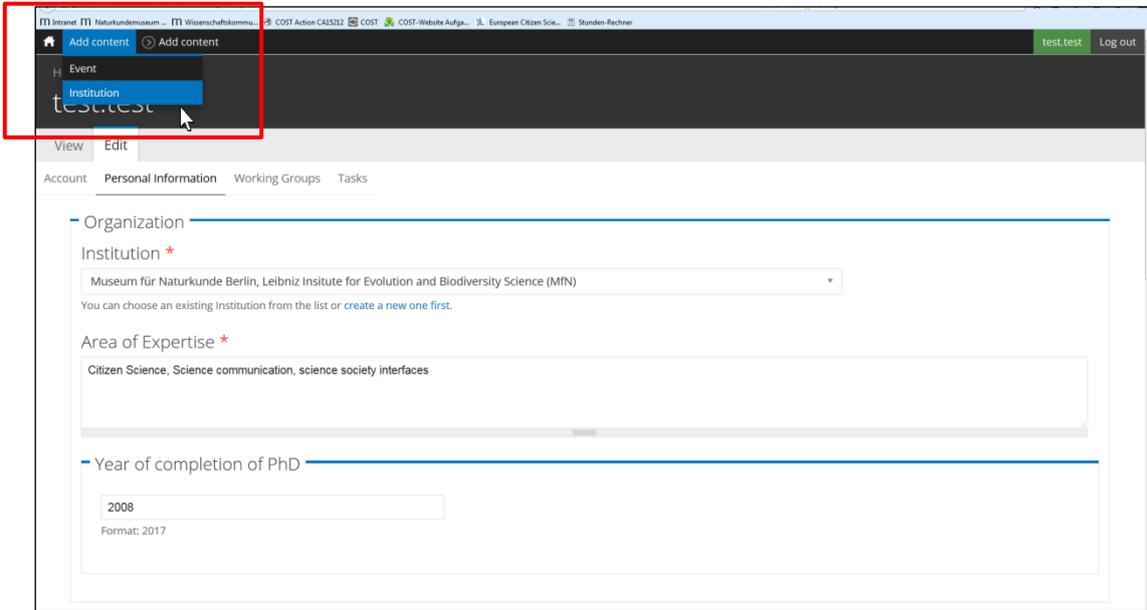
**Save your Content:**  
Do not forget – click the button, to save your content 😊

- After you have saved the content for the institution, a map with the location has to appear!!!
- If no map appears, you and your institution will not appear on the network map, too.
- If you can't fix it on your own, please contact info@cs-eu.net

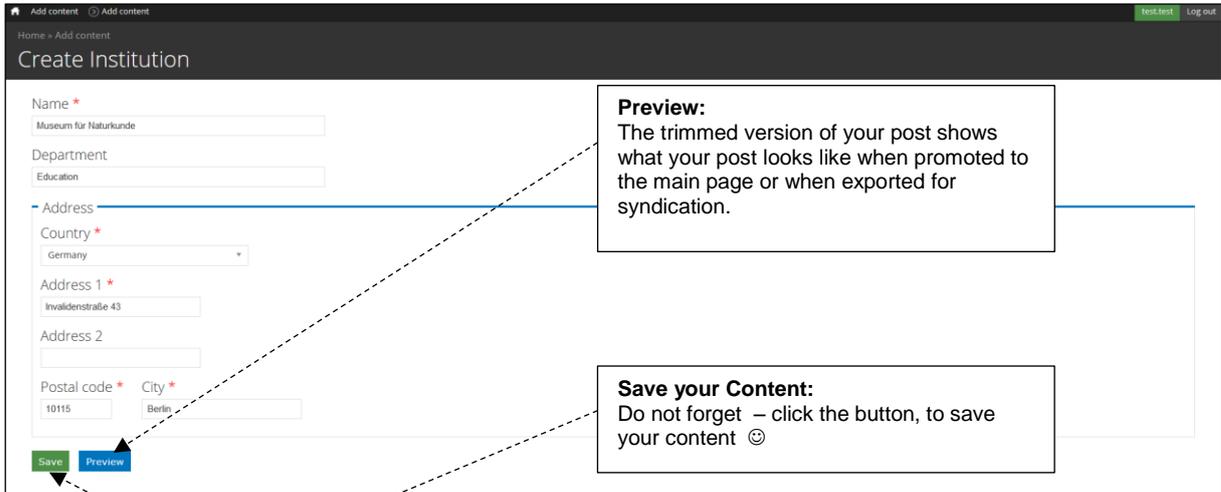
<ul style="list-style-type: none"> <li>▪ Check Spelling!</li> <li>▪ Sometimes it helps to look up how the institution appears on google</li> <li>▪ Did you enter the P.O. Box instead of the Postal Code?</li> </ul>	

## 5.2) Second option to create a new institution

- When you are editing your profile you see the button *add content* on the left edge of the webpage, chose institution for creating a new one



- Add the necessary information for your organization



- The trimmed version of your post shows what your post looks like when promoted to the main page. Please check, weather everything is written correctly

Home » Add content

## Preview

✓ The trimmed version of your post shows what your post looks like when promoted to the main page or when exported for syndication. You can insert the delimiter "<-break->" (without the quotes) to fine-tune where your post gets split.

Preview trimmed version

Museum für Naturkunde

[Read more](#)

Preview full version

Museum für Naturkunde

Department:  
Education

Address:  
Invalidenstraße 43  
10115 Berlin  
Germany

Name \*  
Museum für Naturkunde

Department  
Education

Address

Country \*  
Germany

Address 1 \*  
Invalidenstraße 43

Address 2

Postal code \* City \*  
10115 Berlin

Save Refresh

There you can change your content, when you notice there is a spelling mistake

**Save your Content:**  
Do not forget – click the button, to save your content 😊

- After you have saved the content for the institution, a map with the location has to appear!!!
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<ul style="list-style-type: none"> <li>▪ Check Spelling!</li> <li>▪ Sometimes it helps to look up how the institution appears on google</li> <li>▪ Did you enter the P.O. Box instead of the Postal Code?</li> </ul>	



## Step 6: How can I edit a created institution?

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Just the website administrator has the appropriate administration rights to edit a created institution. Please, write an email to **info@cs-eu.net**.