Tutorial –How to add a new institution for selecting list



# 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 <sup>(3)</sup> Last Update: 16.10.2017 **COST Action CA15212** Citizen Science to promote creativity, scientific literacy, and innovation throughout Europe

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# 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



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# Step 3: Type in your Login Data

								Search
	Home	About	Network	Working Groups	News	Events	Resources	Contact
		U	ser a	ccount		. Ļ.		
Create new account Log in Request new password								
Username *								
Enter your COST Action CA15212 username.								
Password *								
Enter the password that accompani	es your usernam	e.						

#### Step 4: After Login

• After logging in to your account, click edit.

CITIZEN SCIENCE COST ACTION	Home       About       Network       Working Groups       News       Events       Resources       Contact					
Members	test.test					
Members List	View Edit					
Members by WG     Chairs by WG	Personal Information					
Co-Chairs by WG     Members by Role	First Name: John Last Name: Doe					
Υï	Institution: Museum für Naturkunde Berlin, Leibniz Insitute for Evolution and Biodiversity Science (MfN) Invalidenstr. 43 10115 Berlin Germany					
	Area of Expertise:					
	Year of completion of PhD: 2008					
	Gender: Male					

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# 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, Leibnitz 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"

Home	e » test.test » Edit					
tes	st.test					
View	Edit					
Account	t Personal Information Working Groups Tasks					
	Organization					
	Institution *					
	Museum für Naturkunde Berlin, Leibniz Insitute for Evolution and Biodiversity Science (MfN)					
	You can choose an existing Institution from the list or <u>create a new one first</u> .					

Add the necessary information for your organization

Torne - Add content Create Institution		
Name *  Museum für Naturkunde  Department Education  Address Country *	<b>Preview:</b> The trimmed version of your post shows what your post looks like when promoted to the main page or when exported for syndication.	
Address 1 * Invaidenstraße 43 Address 2		
Postal code * City *	Save your Content: Do not forget – click the button, to save your content ©	]

 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

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The trimmed version of your post shows what you	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 s</break->
Preview trimmed version	
Museum für Naturkunde	
Read more Preview full version	
Museum für Naturkunde	
Department: Education Address: Invalidenstraße 43 10115 Berlin Gronz part	
Name *	
Museum für Naturkunde	
Department	
Education	
Address	
Country *	
Address I *	
Address 2	There you can change your content, when you notice there is an spelling mistake
Postal code * City *	
10115 Berlin	
Save Friew	Save your Content:           Do not forget - click the button, to save

- 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

COST ACTION Home About Network Working Groups	News Events Resources Contact	CITIZEN SCIENCE COST ACTION	Hume         About         Helwork         Wonking Groups         News         Events         Resources         Contact
Members List • Members by WG • Chairs by WG • Co-Crains by WG • Members by Role • Members by Role • Members by Role	urkunde Berlin	Members List Members List Members by WG Co-Chars by WG A Members by Role	<section-header></section-header>
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<ul> <li>Check Spelling!</li> <li>Sometimes it helps to look institution appears on goog</li> <li>Did you enter the P.O. Boo Postal Code?</li> </ul>	up how the gle c instead of the		



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#### 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

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H E	vent		
+ <sup>_</sup>			
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Vie	w Edit		
cou	nt Personal Information Working Groups Tasks		
ſ	Organization		
	Institution *		
	Museum für Naturkunde Berlin, Leibniz Insitute for Evolution and Biodiversity Science (MfN)		
	You can choose an existing Institution from the list or create a new one first.		
	Area of Expertise *		
	Citizen Science, Science communication, science society interfaces		
	_		
	Vear of completion of PhD		_
	2008		
	Format: 2017		

Add the necessary information for your organization

Name *  Ituaeum für Naturkunde  Department Education  Address Country *	<b>Preview:</b> The trimmed version of your post shows what your post looks like when promoted to the main page or when exported for syndication.	
Germany * Address 1 * Invalidenstraße 43 Address 2		
Postal code * City *	Save your Content: Do not forget – click the button, to save your content ☺	

 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

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Department: Education Address: mulidenstraße 43	
Education Address: invalidenstraße 43	
Invalidenstraße 43	
10115 Berlin Germany	
Name *	
Museum für Naturkunde	
Department	
Education	
Address	
Country *	
Germany *	
Address 1 *	
Invalidenstraße 43	
	There are a horizon and a structure to the second
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	notice there is an spelling mistake
Postal code * City *	
10115 Berlin	
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Save K view	your content ©

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CITIZEN SCIENCE COST ACTION	Home About Network Working Groups News Events Resources Contact	CITIZEN SCIENCE COST ACTION	Home About Hetwork Working Groups Hews Events Resources Contact
Members Members List Members by WG Chairs by WG Co-Chars by WG Members by Role	Museum für Naturkunde Berlin Ver Est Test Test Morass: Invasenstaalse 43 1011 Berin Germany	Members Members Lat Members by WG Chains by WG C-Chains by WG Members by Role	<section-header></section-header>
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### Step 6: How can I edit a created institution?

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