

GUIDE - HOW TO USE THE CEETO NETWORK PLATFORM

VERSION 2.2

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1. INTRODUCTION

“Central Europe Eco-Tourism: tools for nature protection” (CEETO) is a project implemented within the EU Interreg Central Europe Programme from June 2017 until June 2020.

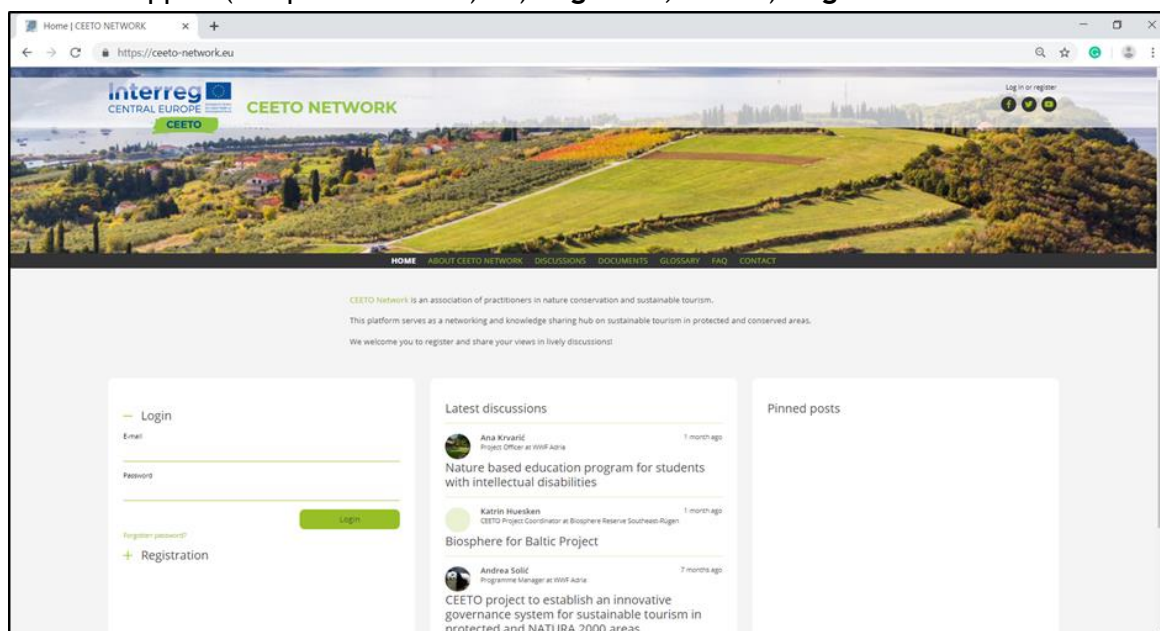
Since mid-2017 partners from six Central European countries (Austria, Croatia, Germany, Hungary, Italy, and Slovenia) have been working on identifying and testing innovative management and monitoring tools focused on sustainable tourism activities in different contexts in Central Europe protected areas. The overall objective is to establish an innovative governance system for sustainable tourism in protected areas and to make tourism a real driver for nature protection and for local economic and social well-being.

To enable efficient discussion, the use and boost of knowledge and experience gained through the implementation of the project, a CEETO Network, an association of practitioners in nature conservation and sustainable tourism in Europe, established an easy-to-use CEETO platform: <https://www.ceeto-network.eu/home/>.

Below is a step by step guide on how to navigate and use the platform.

2. HOW TO REGISTER ON THE CEETO NETWORK PLATFORM

1. On the left-hand side of the CEETO NETWORK HOME page, if one is a non-registered user, two tabs appear(see picture below): i.) **Login** tab, and ii.) **Registration** tab.



2. *Log in and Registration tabs can also be reached by clicking on the **Login or register** tab on the upper right-hand side of each page of the CEETO NETWORK platform.*
3. In order to use all functionalities of the CEETO NETWORK platform one needs to register by using the **Registration** tab at the left-hand side of the **HOME** page.

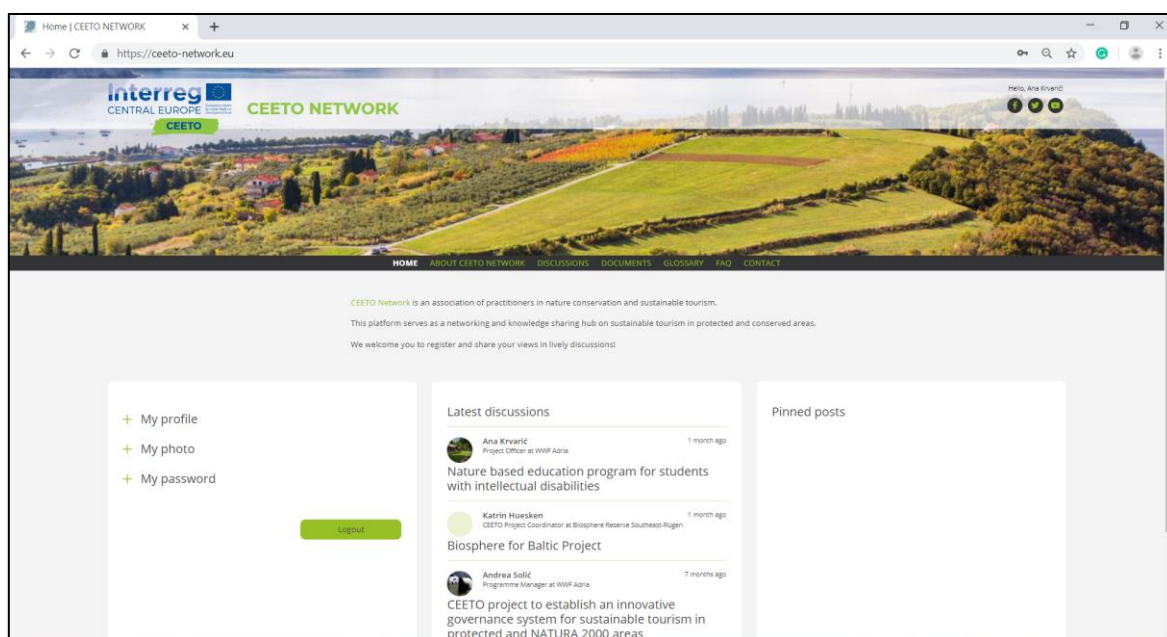
Procedure for registration (clicking on the Registration tab)

- Fill in all existing fields (first name, last name, e-mail, company, position, country); e-mail address needs to be in the e-mail address format. If some information is missing or is in an inappropriate format, inappropriately filled fields will become red and "Fill in all the marked fields and try again" sentence in red letters will be displayed, requesting changes in the information you have previously entered.
- If a user with an e-mail address already entered in the database exists, "A user with that e-mail address already exists." sentence in red letters is displayed.
- In the case of a system error, server error, etc., a sentence in red letters "There was an error. Please try again later." is displayed.
- If all fields are filled in correctly and there are no errors, a sentence "Thank you for registering. Check your mailbox, we've sent you an e-mail to confirm your e-mail address." is displayed. Shortly after that, a personalized e-mail will reach the newly registered user with the following content:
"Dear Name Surname,
Thank you for registration. Please confirm your e-mail address by clicking [here](#). Or copy-paste this to address bar on your browser: <https://ceeto-network.eu/confirmation/somethingsomething/> .
Your temporary password is: *something*. Please change it as soon as possible.



This is an automatically generated message. Please do not reply to this message.”

- By clicking on the link in the e-mail, the newly registered user confirms his/her e-mail address and automatically logs in the CEETO NETWORK platform with that click.
- 4. When a user is logged in, a text “Hello, *Name and Surname!*” appears on the upper right-hand side of each page of the CEETO NETWORK platform.
- 5. Also, when a user is logged in, on the left-hand side of the HOME page, (instead of the Login and Registration tab) there will appear three new tabs (see picture below):
 - i. **My profile**
 - ii. **My photo**
 - iii. **My password**



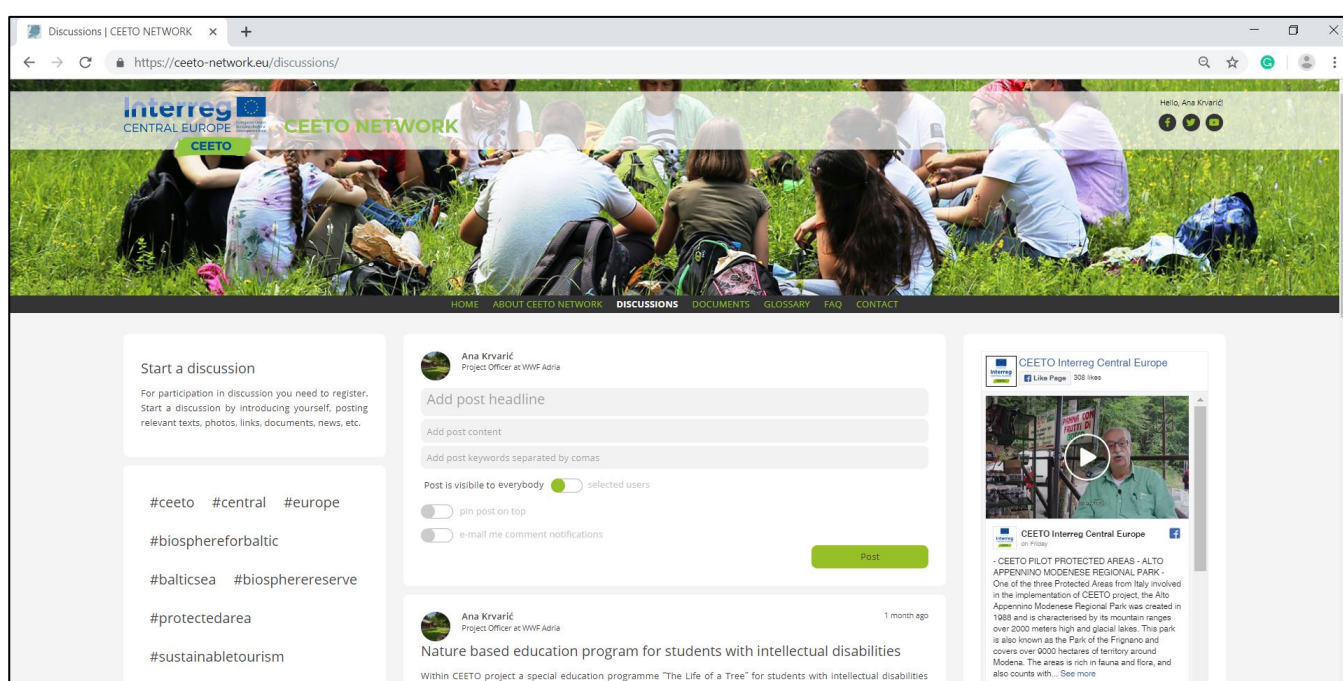
- **My password** tab is by default open in the case of the first log in and a message “Welcome to CEETO Network. You have successfully verified your e-mail address.” is displayed.
 - (If one accidentally clicks on the same link in the e-mail, everything is practically the same, just a message “Your e-mail address has already been verified.” is displayed. This is not a mistake and everything is OK.)
 - A user must enter his password twice. In case there is a mistake a message “Your password must be the same in both fields and not shorter than 6 characters.” is displayed.
 - A user can change his/her password by clicking on the green **Update** button. The new password must be the same in both fields and not shorter than 6 characters. After entering a new password, a user clicks the green **Update** button.



- In **My profile** tab, a user can change all of his/her data except an e-mail address, since it is a key identifier for the user. Same as with the Registration, all fields must be filled in and filled appropriately.
 - If a user updates the profile a sentence “Your profile has been successfully updated.” is displayed.
 - A user can change his/her profile by clicking on the green **Update** button.
- In **My photo** tab, a user can change his/her image. A photo should be in JPG or PNG format, not larger than 2 MB. A user selects an image from his/her computer and clicks the green **Update** button. If something is wrong, a sentence “Your photo should be in JPG or PNG format, not larger than 2 MB.” is displayed.
 - A user can change his/her photo by clicking on the green **Update** button.

3. HOW TO USE A DISCUSSIONS FUNCTIONALITY OF THE CEETO NETWORK PLATFORM

1. (A non-registered users cannot use DISCUSSIONS functionality of the CEETO NETWORK platform.)
2. After a user has been successfully registered, in order to use a **DISCUSSIONS** functionality a user needs to log in via the **Login** tab on the left-hand side of the **HOME** page of the platform.
3. When a user logs in, at the top of the **DISCUSSIONS** page (below the Selection Ribbon, and a user's name), three new empty fields and three switch buttons for creating a new post are displayed (see picture below).



Procedure for creating a new post

- Three empty fields with shadow text are displayed (see picture below):
 - i. **Add post headline**
 - ii. **Add post content**
 - iii. **Add post keywords separated by commas**



Add post headline

Add post content

Add post keywords separated by commas

- In the **Add post headline** field, a user inserts/writes the headline of his/her post.
- In the **Add post content** field, a user inserts/writes a full text of his/her post.
- In the **Add post keywords separated by commas** field, a user inserts/writes keywords related to his/her post.

How to write a keyword/hashtag?

- Keywords enable others to easily find the post or search posts marked with the same keywords, i.e. to search posts with the same topic.
Keyword/hashtag can be a single word, acronym or phrase. In the case of a phrase, there is no space between words and each word starts with a capital letter. Keywords/hashtags need to be separated by commas. There should be no special signs contained in a keyword/hashtag. (Example of a proper hashtag: #VisitorsBehaviour).
It is not necessary to put a # in front of a keyword/hashtag, the system of the platform will do that by itself. A user can simply enter a word following the rules mentioned above.
For the idea of keyword, a user can use a list of keywords/hashtags (#) listed on the left-hand side of the **DISCUSSIONS** page.
- (By using this list of keywords/hashtags, on the left-hand side of the **DISCUSSION** page, a user can easily and swiftly search posts of other users.)

Language

- The official language of the CEETO project and CEETO Network is English. It is advisable to use the English language for communication on the CEETO platform.
- In case a user wants to reach other stakeholders who do not use the English language, but their local language, a user can create a post using that specific language (for example Croatian). In case a user creates a post in his/her local language, in the **Add post keywords separated by commas** field, as one of the keywords/hashtags a user inserts/writes (in local language) the name of the country with this specific local language. For example, if a user creates a post using Croatian language, in the **Add post keywords separated by the commas** field he/she will add #Hrvatska.

Procedure for sending a private message

- Below the **Add post keywords separated by commas** field there are three switch buttons (see picture below):
 - i. Post is visible to everybody ☒ selected user

- ii. ☐ pin post on top
- iii. ☐ e-mail me comment notifications

Post is visible to everybody ☒ selected users

☐ pin post on top

☐ e-mail me comment notifications

Post

- The default setting is that posts are visible to everybody.
- If a user wants to share his/her post with only one or few specific/selected users, he/she clicks on the ☐ button (within the "Post is visible to everybody ☒ selected user" option) which immediately opens the selection box from which the user selects the one/s he/she wants to share the post with (see picture below).

Post is visible to everybody ☐ selected users

Marija Kulić
Luís Monteiro
Fernando Pinillos
Darko Račić
Neven Šlopar
Andrea Solić
Mirna Vrdoljak

- A user then clicks on the name/s of other users he/she wants to share the post with. Those selected names then move from the left box (users with which the post will NOT be shared) to the right box (users with which the post will BE shared) (see picture below).

Post is visible to everybody ☐ selected users

Katrin Huesken
Ana Krvarić
Marija Kulić
Luís Monteiro
Fernando Pinillos
Darko Račić
Neven Šlopar

Andrea Solić
Mirna Vrdoljak

- If a user wants to change his/her selection, he/she just click on the name which then switches from the right to the left box (see picture below).

Post is visible to ☐ everybody ☒ selected users

Ana Krvarić	↔	Mirna Vrdoljak
Marija Kulić		
Luís Monteiro		
Fernando Pinillos		
Darko Račić		
Neven Šlopar		
Andrea Solić		

With this option, communication can continue on the CEETO NETWORK platform, but only selected users will be able to see and react to communication.

- A user will notice that when the option to share the post with one or few selected user is on (as described above) a new button appears below name selection box:

- ☒ send this on a private e-mail, don't post it here.

Add post headline

Add post content

Add post keywords separated by comas

Post is visible to ☐ everybody ☒ selected users

Emanuela Caruso	↔	
Mauro Generali		
Katrin Huesken		
Ana Krvarić		
Marija Kulić		
Luís Monteiro		
Fernando Pinillos		

☐ pin post on top
☐ e-mail me comment notifications
☒ send this on a private e-mail, don't post it here

Post

By clicking on this button a user can send a private e-mail to selected user/s. Communication will continue via e-mail and not via the CEETO NETWORK platform. This option can be used if a user wants to discuss (in detail) a specific topic or develop a new idea with selected user/s using e-mail.

The option is enabled when the button is switched from  to  (see below).

Add post headline

Add post content

Add post keywords separated by comas



Post is visible to ☐ everybody ☒ selected users

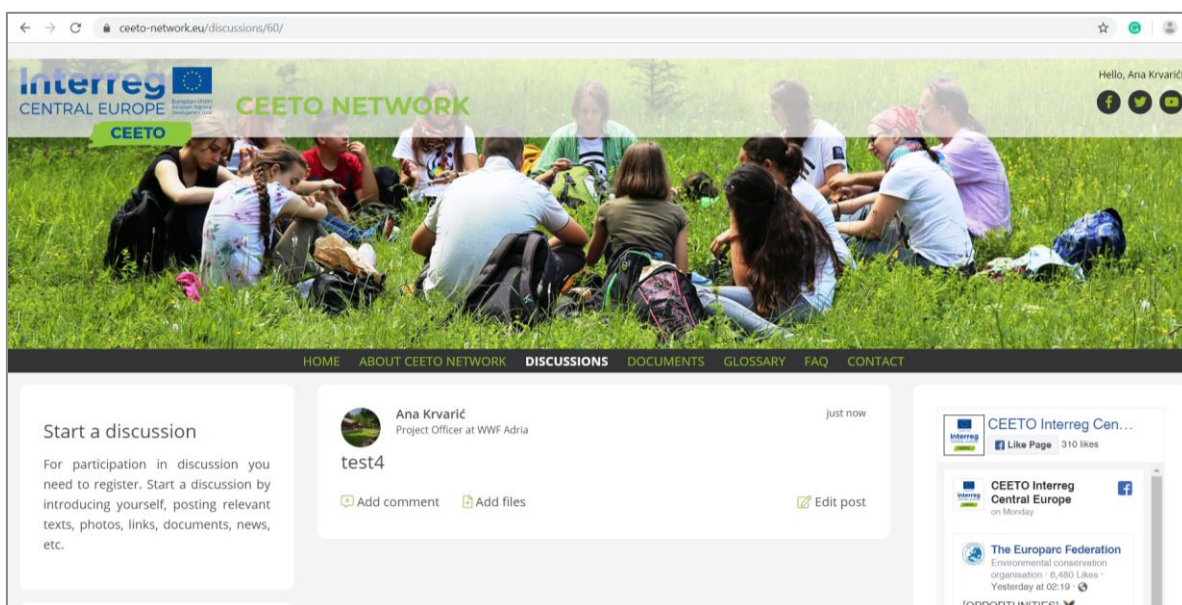
Ana Krvarić
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 Neven Šlopār
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 Mirna Vrdoljak

☐ pin post on top
☐ e-mail me comment notifications
☒ send this on a private e-mail, don't post it here

Post

- By clicking on the  **pin post on top** button the grey button switches to the right side and becomes green indicating that the post will be pinned to the top of discussions (and also visible in the Pinned posts list on the HOME page). A user can change (undo) this selection by clicking again on the same button.
- By clicking on the  **e-mail me comment notifications** button the grey button switches to the right side and becomes green indicating that a user will be notified by an e-mail whenever someone leaves a comment to his/her post. A user can change (undo) this selection by clicking again on the same button.
- After a user finalized his/her post, he/she then clicks on the green **Post** button which immediately posts the post to the **DISCUSSION** page.
- After a user's post has been posted, below the user's new post three options/buttons appear (see picture below):
 - i. **+ Add comment**
 - ii. **+ Add files**
 - iii. **Edit post**



- In the **+ Add comment** field a user can add a comment to his/her post. This can be used in case a user does not want to change the original content of his/her post or wants to add additional information related to the original post.
- Below the inserted comment there is option/button **+ Reply**, which can be used if there is a need to reply to a comment.
- A user can easily delete comments and replies, as well as the whole post, by using option **x Delete**.
- When a user clicks **+ Add files** button a new field appears below with the text "Drop files here to upload". By clicking on this field a user can upload documents/images saved on his/her computer. If a user wishes to upload more than one file, he/she just needs to click once more on the same field and upload another document from his/her computer. When the upload of a single file is finished a tick mark (✓) is displayed shortly. All uploaded files are shown in the field.
- Once a user finishes with uploading files he/she clicks **Edit post** button. After that, new buttons are displayed:
 - related to post:
 - i) **x Delete post** (above the original post; three fields a user filed in the previous step) - This option deletes the whole post. Before the post is irretrievably deleted a red tab with the sentence "Are you sure you want to delete this post? All documents, photos, and comments related to this post will be deleted. Delete is irreversible!" is displayed. Also, below this sentence a black button with Delete (written in red ink) is displayed.
 - ii) **Save** (below the original post) - If clicked, this option saves the original post. When the **Save** button is clicked, above the



- post in a green field the sentence "The post has been successfully updated!" is displayed.
- related to the file (in case of the uploaded document):
 - i) **x Delete document** - If clicked, this option immediately deletes the document. In case a user by accident clicked this button and deleted the document, he/she can return on the previous step by clicking on the arrow pointed to the left on the upper left-hand side of the page.
 - ii) New field with shadow text "**Add document description**" - This is optional, in case a user wants to additionally describe the document.
 - iii) Save (below the document and the field with the additional description of the file, optional) - If clicked, this option saves the original post. When the **Save** button is clicked, above the post in a green field the sentence "The document has been successfully updated!" is displayed.
 - related to the file (in case of the uploaded image)
 - i) **x Delete image** - If clicked, this option immediately deletes the image.
 - Once a user edited his/her post (following instructions above, and saved the post and files uploaded) he/she clicks the DISCUSSION button on the Selection Ribbon). The post is now publicly visible.
 - The post can be edited further by clicking the **Edit post** button, following the same procedures as explained above.



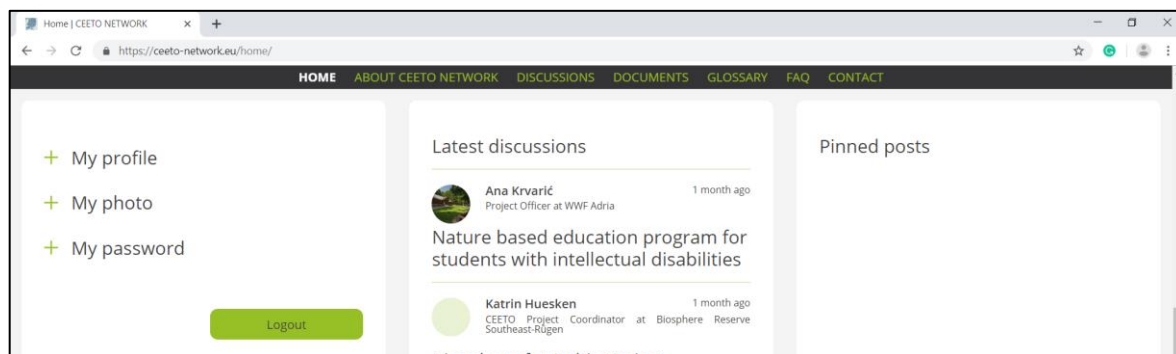
4. HOW TO COMMENT TO THE POSTS OF OTHERS ON THE DISCUSSIONS PAGE

1. After a user is logged in, the option to comment the posts of other users appears.
2. Below each post there are tabs: i) **No. of comment** tab (in case comments to the post already exist), ii) **+ Add comment** tab.
3. By using the **+ Add comment** tab a new field with shadow text "Comment..." appears in which a user writes his/her comment. When finished with writing a comment a user clicks green **Comment** button on the right-hand side of the field to post the comment.
4. A user can also reply to the existing comment by using **+ Reply** tab under the existing comment. When finished with writing a reply in a field with shadow text "Reply..." a user clicks green **Reply** button on the right-hand side of the field to post the reply.
5. A user can also use **+ Reply** tab to reply to an already existing reply related to a certain comment, following a procedure described in the bullet above.
6. Both replies and comments can be deleted by clicking the **Delete** tab that appears on the right-hand side of a user's comment/reply.



5. HOW TO LOGOUT

1. To log out a (logged in) a user clicks on the text *"Hello, Name and Surname!"* on the upper right-hand side of each page of the CEETO NETWORK platform which brings him/her to the HOME page and log out button.
2. A user needs to click on the green button **Logout**, on the left-hand side of the **HOME** page (just below +My profile, +My photo, + My password tabs) (see picture below).



3. Once logged out, the option to again log in appears.