HOW TO GUIDE

ACADEMIC CIVIC COMMITMENT THROUGH PUBLIC ENGAGEMENT IN THE THIRD MISSION

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Title:
ACADEMIC CIVIC COMMITMENT THROUGH PUBLIC ENGAGEMENT IN THE THIRD MISSION

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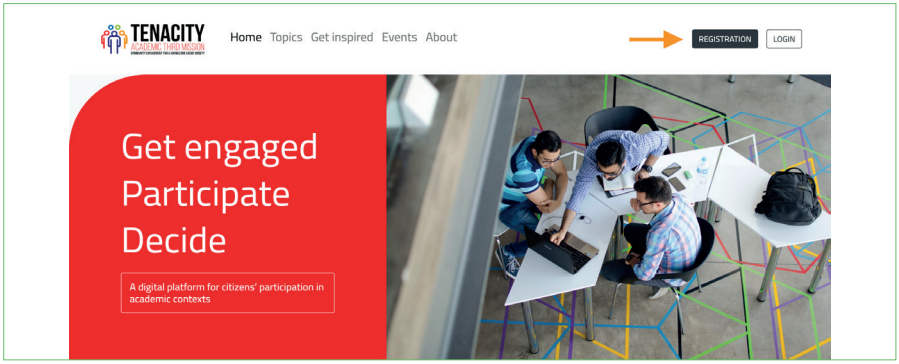
A PLATFORM TO PARTICIPATE, DEBATE AND DECIDE.

In this platform, you can:

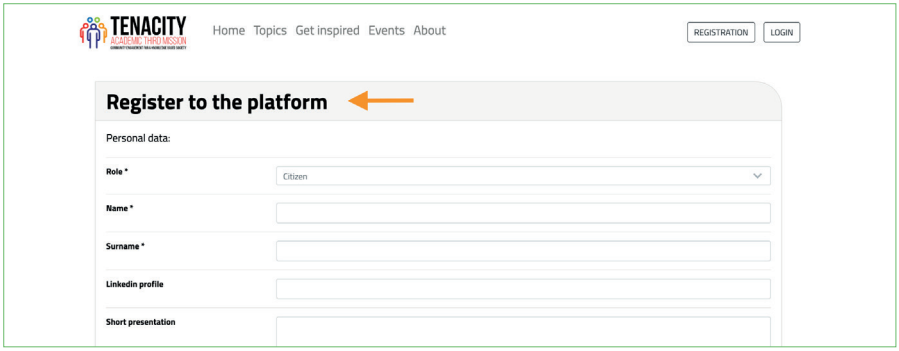
- **Explore topics.** Each topic is related to a societal challenge and is a participatory arena where you get inspired by ideas shared by others, find events and news. You can also **propose your idea** or **comment,** like, share the ideas you like the most.
- **Create a new topic** to start a discussion and engage people in sharing their ideas. You can share supporting materials, add news, and organise events. Each topic has an end date you can decide and set. After this, you will be asked to prepare a report on how people's contributions have supported the deliberation process.
- Explore topics and ideas grouped by **Sustainable Development Goal**.
- While interacting with the platform, you gain **learning tips.**

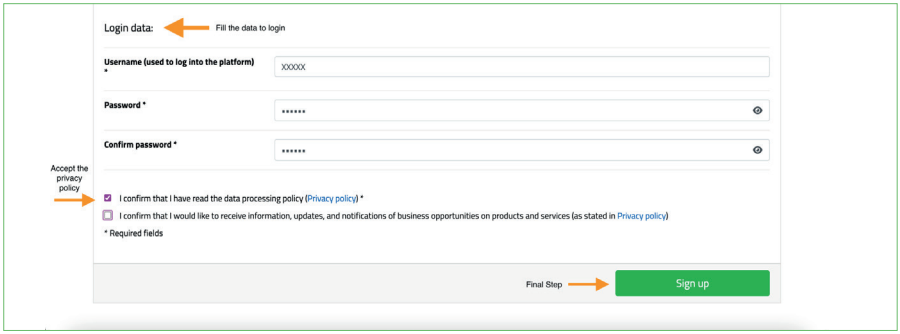
REGISTRATION AND LOGIN

1. Click on the "Registration" button on the top right of the home page.

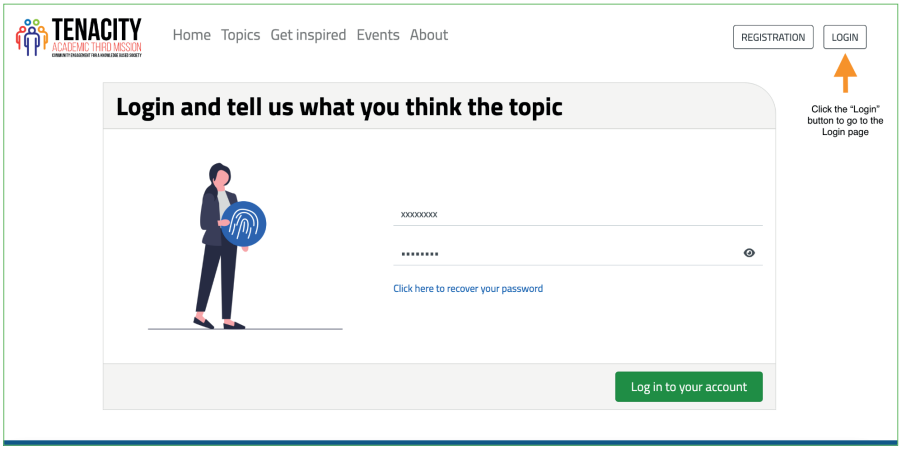


2. Fill in the blank fields. Choose a username and password.





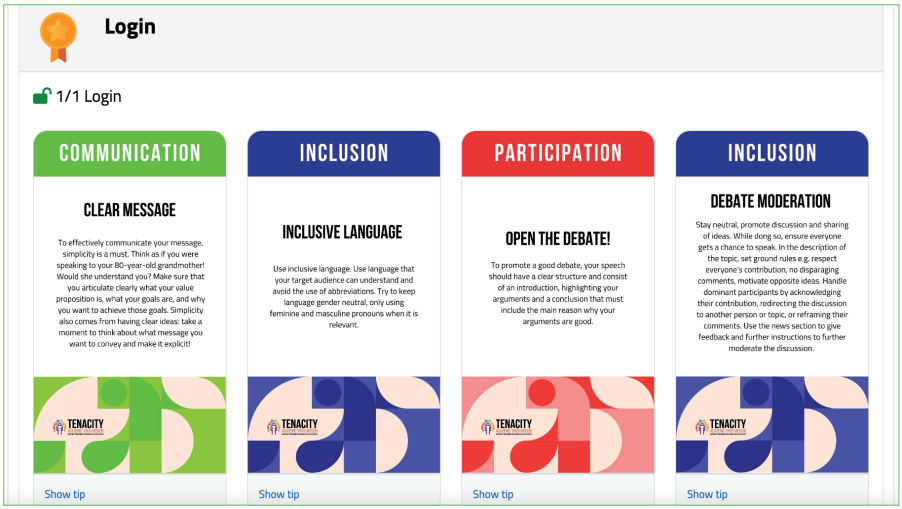
3. Go to the login page and enter the platform.



TIPS

While interacting with the platform you will win tips and advices on how to improve your contribution. This is precious learning material you can win by staying active on the platform and completing the following actions:

- login
- posting a topic
- publishing two topics
- 1 idea
- 5 ideas
- 10 ideas
- 1 like
- 5 likes
- 10 likes
- 1 follow
- 5 follow
- 10 follow



The tips will accompany you within the participatory process and have the aim of giving you support to:

- Encourage an inclusive engagement of the participants in your debates.
- Communicate your topics and ideas.
- Provide you with useful tools to enrich your topics.
- Make decisions about how/when/how to publish.
- Participate in the platform.

WHY SHOULD I CREATE A TOPIC?

1. The platform allows you to open a deliberative arena where you can share a topic of interest and encourage people discuss and propose ideas.
2. The aim is to open a public debate and give citizens the chance to propose their ideas related to the topic by adding supporting multimedia materials (articles, photos, scientific papers, etc.)
3. Enter in the topic section and click on create a new topic.
4. Also available to you is an inspiration section where you can see the topics covered and decide to be inspired or take part in the

discussion.

5. Watch the video on the steps of "create your topic"

CREATE YOUR TOPIC VIDEO

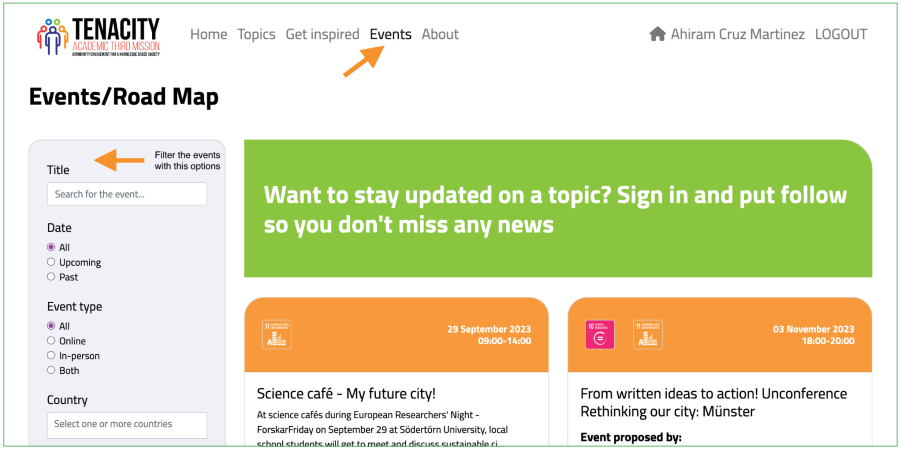
1. First write the title of your topic : write a clear title that will attract the curiosity of other users
2. Add a comprehensive description : people reading should understand the topic that will be discussed.
3. Insert a closing date for the discussion.
4. Through your profile you can edit from backend the information of your topic: add photos, articles, links,etc. even after its publication.
5. You will also find two special functions that will be available only to those who opened the topic: News and Events
    A. News: this item will serve to enrich and revitalize the discussion within your arena: share polls, publications or any other resource.
    B. Events: Once users' ideas start to be numerous, we invite you to revive the discussion through an online event! You can invite users or external experts to start an interesting constructive debate. In this section you will have the possibility to enter the meeting invitation, time and topic.

SDGS

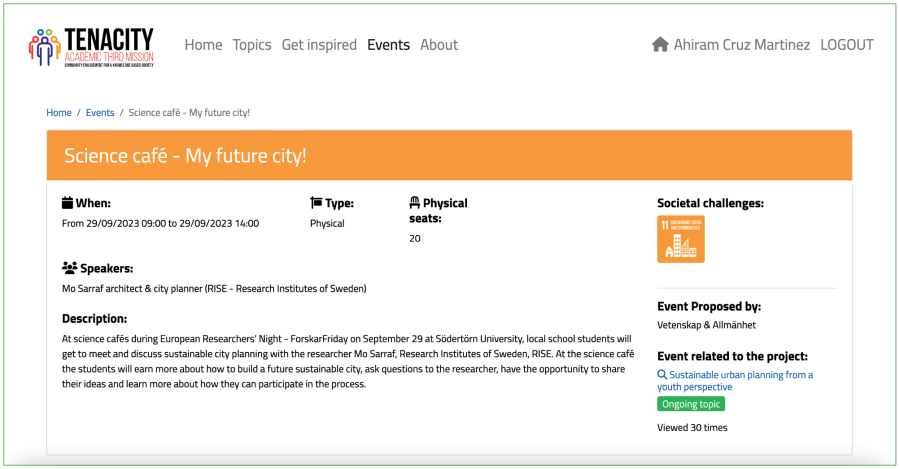
1. Take a look at the european union's sustainable development goals
2. Choose and link sustainable goals related to your topic: Which sustainable challenge is it related to?
3. The goals you select can be one or more than one.

EVENT SECTION

1. Enter the events section and learn about opportunities/projects in the different partner countries.
2. Explore the different events. You can filter them by title, date, type or country.
3. Choose an event to attend.

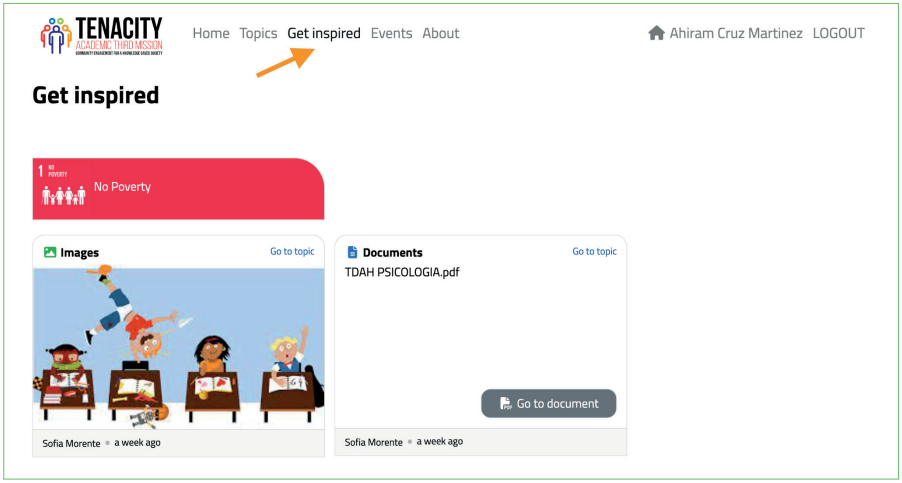


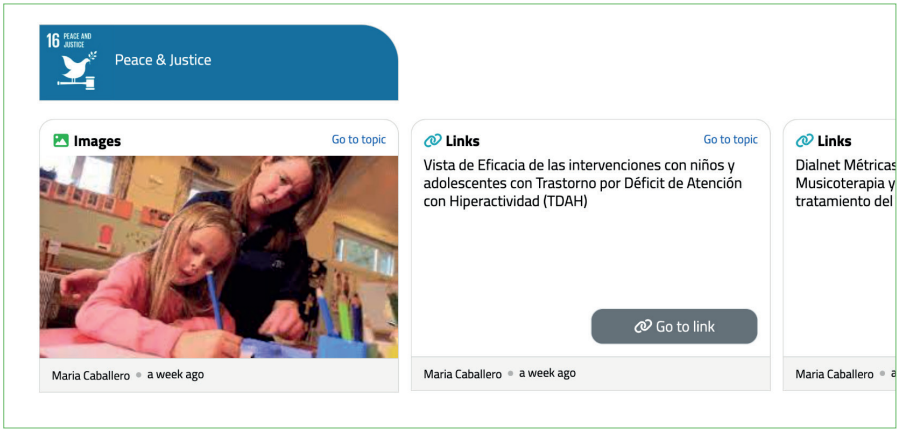
4. Choose an event and click on it. You can see all the information about it.



GET INSPIRED SECTION

1. In this section you can view projects created by other users.
2. You can get inspiration or contribute your own ideas!





WHO HAS CREATED THIS PLATFORM?

This platform is the result of the work carried out by 9 institutions within the TENACITY project (KA2 Erasmus+). More info about the project is available on the project website and social media channels. https://www.tenacityproject.eu/

WHERE CAN YOU FIND MORE INFO ON THE METHODOLOGY USED TO CREATE THIS PLATFORM?

Check out the handbook created within the TENACITY project. https://www.tenacityproject.eu/project/

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