

## **TUTORIAL – HOW TO EDIT YOUR PERSONAL INFORMATION**

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**For more information or questions, please contact: [info@cs-eu.net](mailto:info@cs-eu.net) ☺**  
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**To appear in the network it is necessary to edit your personal information and the organization you are working for!!!! If you don't add any information you will not appear on the website and the network!!!!**

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

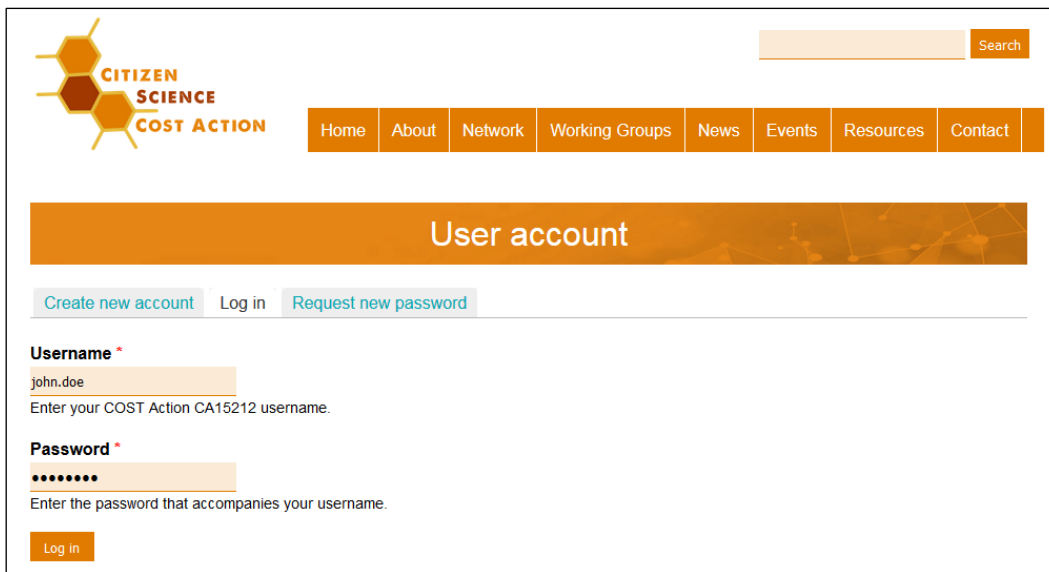
The start page currently looks like this:



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



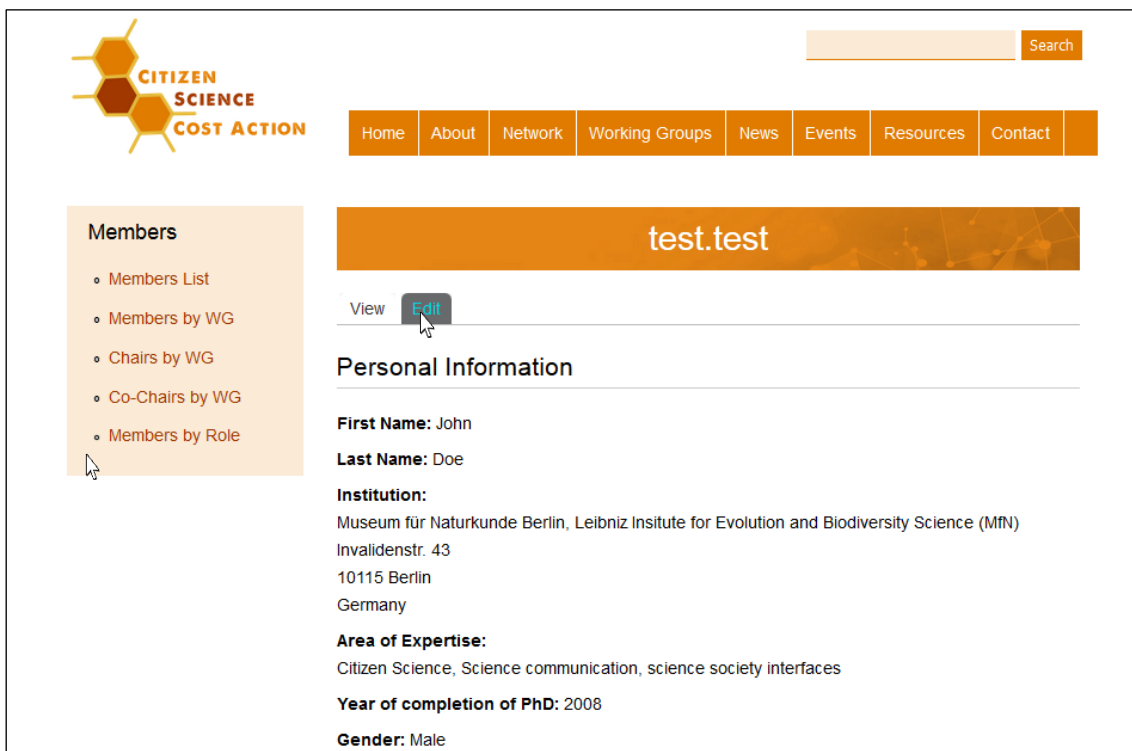
### Step 3: Type in your Login Data



The screenshot shows the login page of the COST Action CA15212 website. At the top left is the logo. To the right is a search bar. Below the logo is a navigation menu with links: Home, About, Network, Working Groups, News, Events, Resources, and Contact. The main heading is "User account". Below this are three buttons: "Create new account", "Log in", and "Request new password". The "Log in" button is highlighted. Below these are two input fields: "Username" with the text "john.doe" and "Password" with masked characters. Below the password field is a "Log in" button.

### Step 4: After Login

- After logging in to your account, click edit.



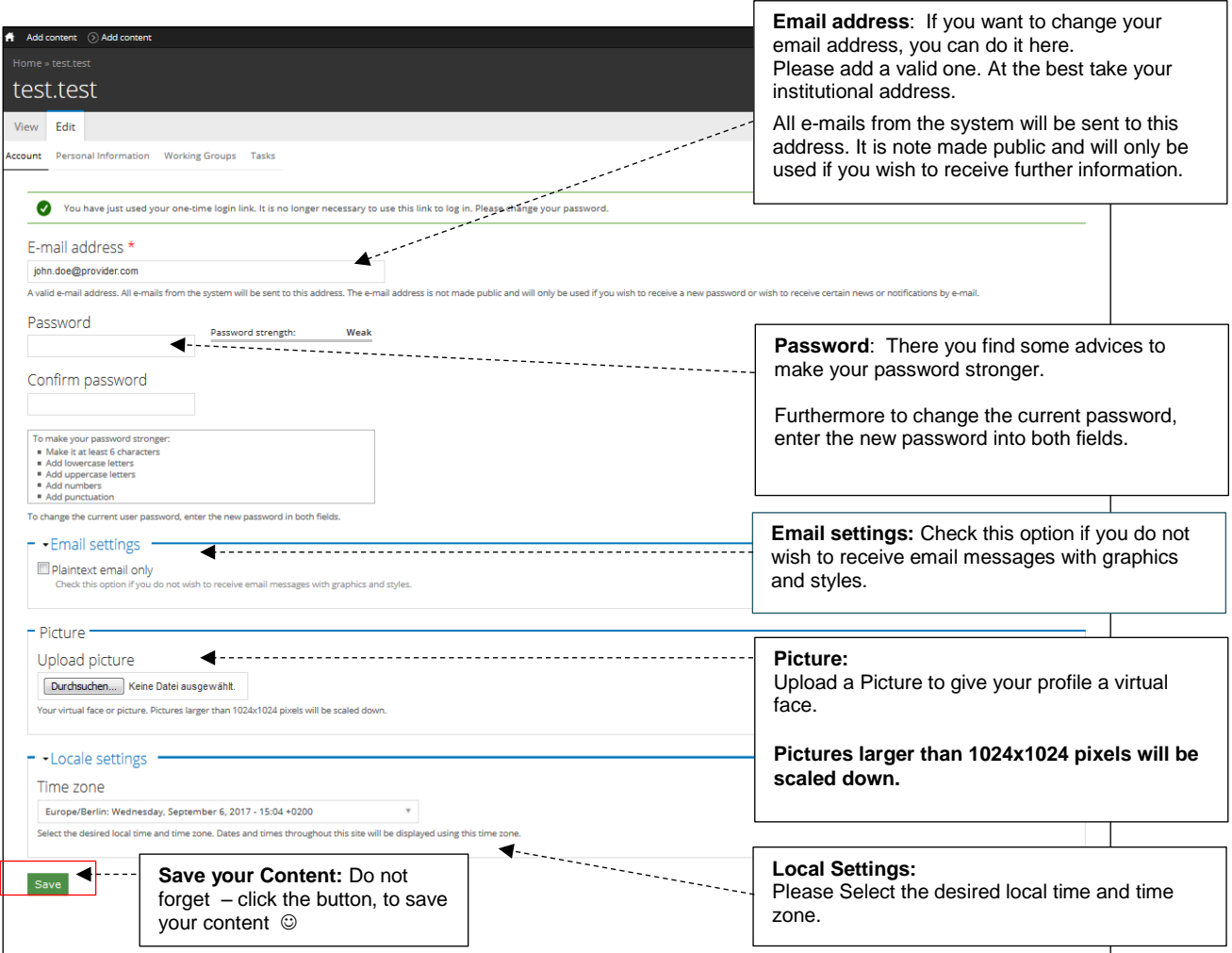
The screenshot shows the user profile page after logging in. The user is identified as "test.test". On the left is a "Members" sidebar with a list of links: Members List, Members by WG, Chairs by WG, Co-Chairs by WG, and Members by Role. The main content area shows "Personal Information" with the following 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, and Gender: Male. There are "View" and "Edit" buttons above the personal information section, with the "Edit" button highlighted by a mouse cursor.

Here you can change:

- your **password**
- **your account information** (Picture, Local Setting, ...)
- your **personal information**
- the **working groups** you are want to work in
- the **tasks** ticking (be sure, that it match with the working groups you are working in)

**To appear in the network it is necessary to edit your personal information and the organization you are working for!!!! If you don't add any information you will not appear on the website and the network!!!!**

### 4.1) Edit Account Information



The screenshot shows the 'Edit Account Information' page for a user named 'test.test'. The page includes sections for E-mail address, Password, Email settings, Picture, and Locale settings. A 'Save' button is located at the bottom left.

**Email address:** If you want to change your email address, you can do it here. Please add a valid one. At the best take your institutional address. All e-mails from the system will be sent to this address. It is note made public and will only be used if you wish to receive further information.

**Password:** There you find some advices to make your password stronger. Furthermore to change the current password, enter the new password into both fields.

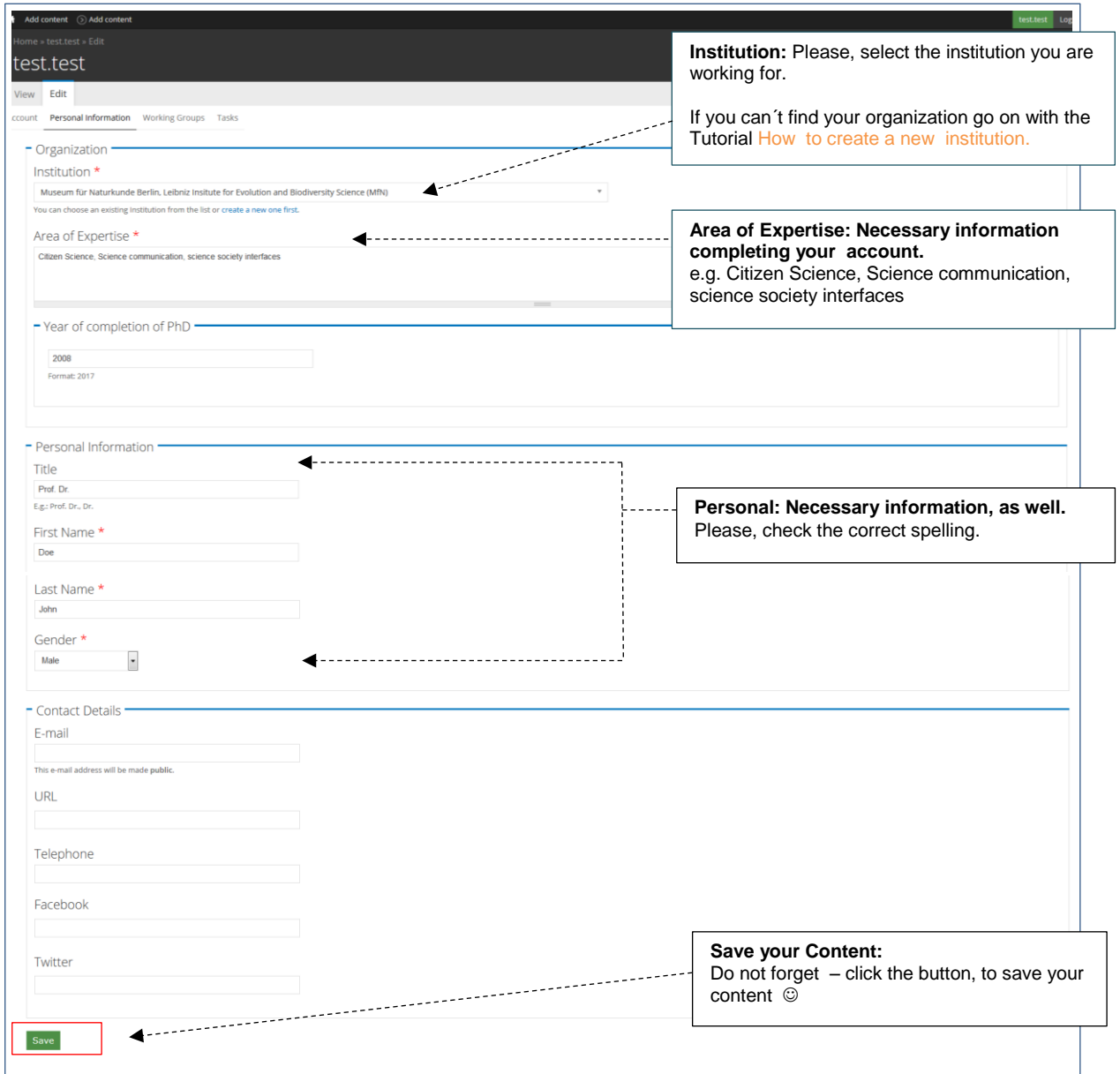
**Email settings:** Check this option if you do not wish to receive email messages with graphics and styles.

**Picture:** Upload a Picture to give your profile a virtual face. Pictures larger than 1024x1024 pixels will be scaled down.

**Local Settings:** Please Select the desired local time and time zone.

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

## 4.2) Edit Personal Information



The screenshot shows a web form for editing personal information. The form is divided into several sections: Organization, Area of Expertise, Year of completion of PhD, Personal Information, and Contact Details. A 'Save' button is located at the bottom left.

**Institution:** Please, select the institution you are working for.  
If you can't find your organization go on with the Tutorial [How to create a new institution](#).

**Area of Expertise:** Necessary information completing your account.  
e.g. Citizen Science, Science communication, science society interfaces

**Personal:** Necessary information, as well. Please, check the correct spelling.

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

Notice:

If you can't find your organization go on with "create a new one first!"

Unfortunately you can't save your information, if no institution is selected! 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)". After you have created your institution, please change this point!

## 4.3) Edit Working Groups

- A multiple selection is possible. Also the other way around, here you can untick working groups, if you no longer wish to be part of.
- **Be sure, that you will work in this working group!**
- **Please, contact the chair of the working group, you wish to be part of!**



Home » test.test » Edit

test.test

View Edit

Account Personal Information Working Groups Tasks

Please select your working group(s).

Working Groups

- WG1: Ensure scientific quality of Citizen Science This working group will focus on the outcomes of CS projects for scientists. The objective of this WG is to provide a sound understanding of current practices involving the collection, description, and validation of data gathered and analyzed by citizens.
- WG2: Develop synergies with education This group will focus on the learning outcomes of CS projects. The objective of this WG is to increase awareness about the possibilities of CS in education, by collating the knowledge of current practices and underscoring the meaning of CS in formal and informal education.
- WG3: Improve society-science-policy interface The working group will focus on the outcomes of CS projects for policy makers at local, national, and European level concerned with policies impacting the environment and society. The objective of this WG is to make government officials and decision makers aware of CS by providing evidence and guidance material, so that they can use it as part of policy formation, implementation and evaluation.
- WG4: Enhance the role of CS for civil society The group will focus on the outcomes of CS projects for citizen and social entrepreneurs, paying particular attention to the results of community-led or co-created projects. The objective of this WG is to raise awareness of the results of CS contributions and their implications for developing social innovation interventions.
- WG5: Improve data standardization and interoperability This working group will focus on improving the technical foundations to foster the impact of CS globally. The objective of this WG is to develop metadata-concepts vocabulary and an ontology to support data sharing among CS projects. WG5 will coordinate with activities on data and service interoperability carried out in Europe, the USA and Australia, and will take into account existing standards, namely Open Geospatial Consortium (OGC) standards, ISO/TC 211, W3C standards (semantic sensor network/Linked Data), and existing GEO/GEOSS semantic interoperability.
- WG6: Overarching - Cross-WG-Synthesis and overarching measures Cross-WG-Synthesis and overarching measures will be taken to ensure learning and the creation of an added value of the Action as a whole.

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

#### 4.4) Edit Tasks

- A multiple selection is possible. Please check, which working groups you have chosen.
- If you untick working groups, please check your tasks you were working on.

Add content Add content

test.test Log out

Home » test.test » Edit

test.test

View Edit

Account Personal Information Working Groups Tasks

Please select your task(s).

Tasks

- WG1: T1.1: Review methods for data quality, validation and design approaches Undertake a systematic review of methods for data quality and validation and design approaches to CS projects.
- WG1: T1.2: Develop a set of good practices for project development Develop a set of good practices to develop and carry out projects that are scientifically sound.
- WG2: T2.1: Review of the design of CS projects Undertake a systematic review of the design of CS projects (e.g., educational background of participants, training requirements, task design), and of the practices through which participants have gained knowledge of topic areas.
- WG2: T2.2: Develop conceptual framework for training material Develop conceptual frameworks for training materials to enhance learning in the future development of CS projects.
- WG3: T3.1: Collate good practices and existing policy guidelines Collate good practices and existing policy guidelines on how to use CS for policy making and implementation.
- WG3: T3.2: Identify awareness of success factors/ mechanisms to increase policy impact Identify and raise awareness of success factors and mechanisms that increase the policy impact of approaches drawing upon CS, taking the integration of citizen-generated data with official data into account.
- WG4: T4.1: Map volunteers' aims and needs Map volunteers' aims and needs with respect to their engagement in projects and derive recommendations for CS project design.
- WG4: T4.2: Review practices of participation in CS Review practices of participation in CS involving volunteers.
- WG4: T4.3: Develop a framework for the effectiveness of participatory practices Develop a framework of participation based on a review of evaluation methods of the contextual and environmental factors that mediate the effectiveness of different participatory practices.
- WG5: T5.1: Development of a metadata ontology for CS Development of a metadata ontology for CS.
- WG5: T5.2: Coordination with networks on CS standardization Coordination of efforts with existing networks and groups working on standardization in CS.
- WG6: TO.1: Cross-working group synthesis communication Cross-working group synthesis communication which will take place within the different activities and especially the bi-annual meetings of the MB.
- WG6: TO.2: Capacity building Capacity building, which includes the activities STSMs, one training school per Working Group as well as online and digital seminar.
- WG6: TO.3: Internal and external communication Internal and external communication including webpage, newsletter, meetings, site events as well as the award for outstanding females and ECIs.
- WG6: TO.4: Management Management

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