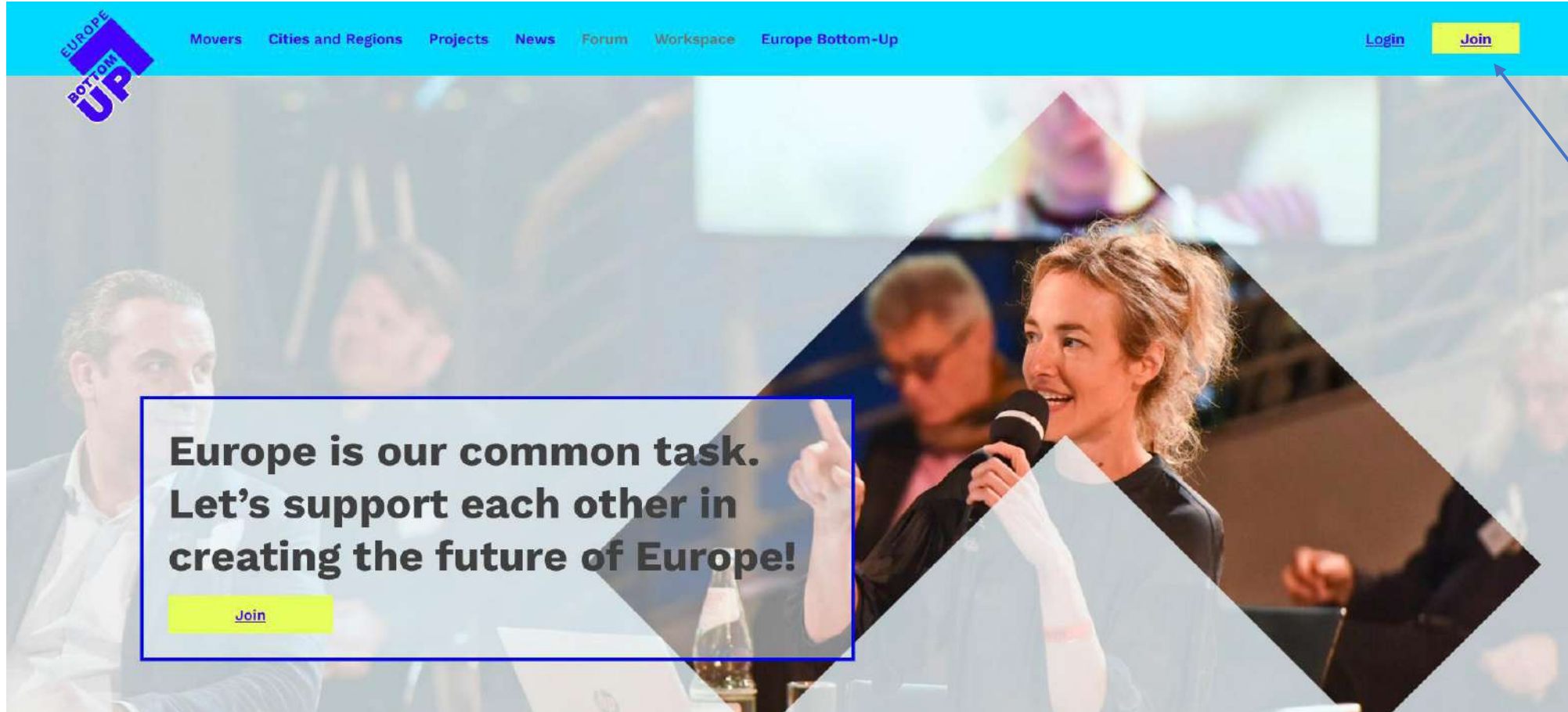




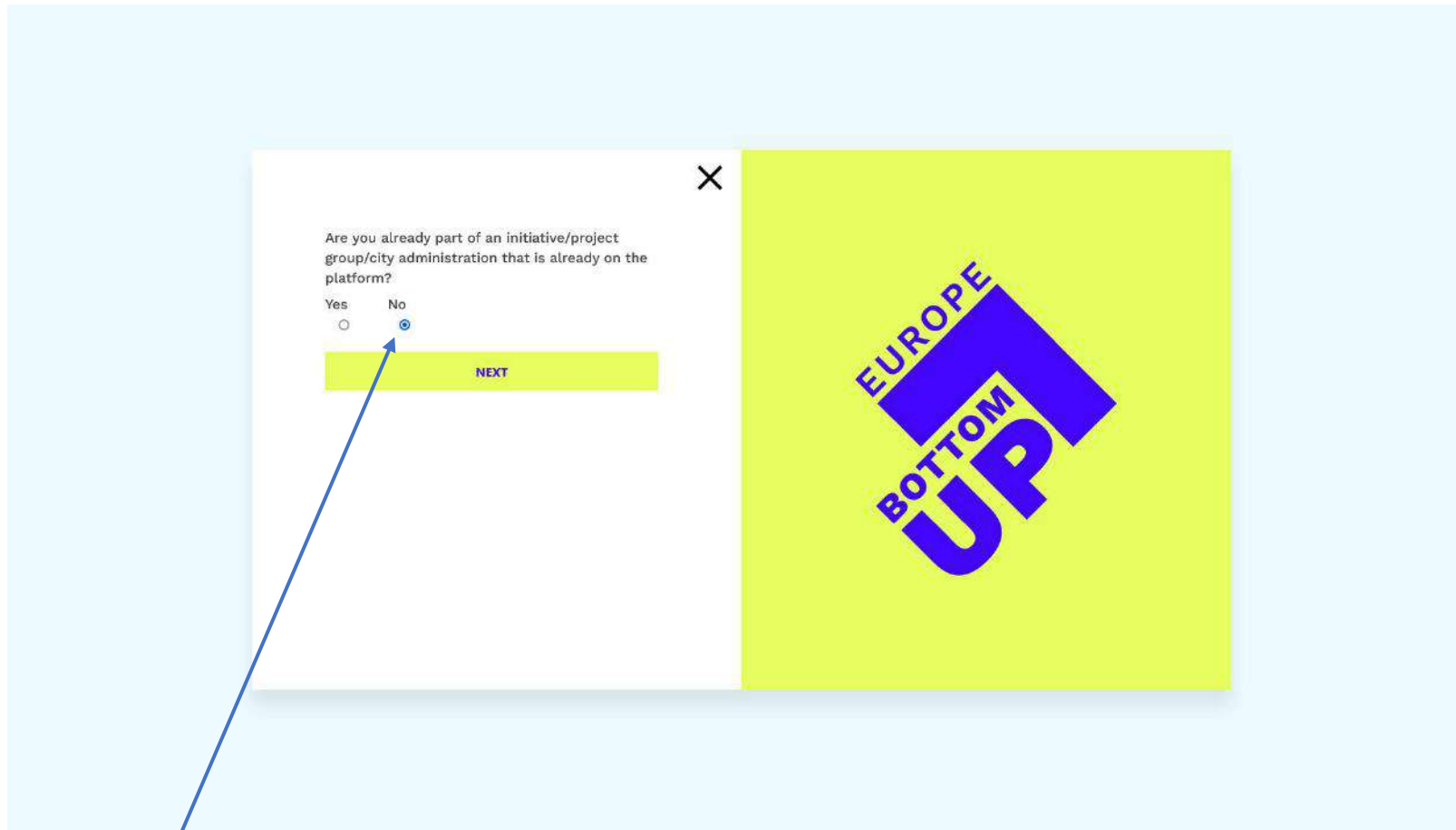
# Europe Bottom-Up!

User manual for group admins

# How to join the platform



The image shows a screenshot of the Europe Bottom-Up platform website. The top navigation bar is blue and contains the following links: [Movers](#), [Cities and Regions](#), [Projects](#), [News](#), [Forum](#), [Workspace](#), and [Europe Bottom-Up](#). On the right side of the navigation bar, there are two buttons: [Login](#) and [Join](#). The [Join](#) button is highlighted in yellow. A blue arrow points from the right side of the image towards the [Join](#) button. In the top left corner, there is a logo for 'EUROPE BOTTOM UP' with 'EUROPE' in blue, 'BOTTOM' in white, and 'UP' in blue. The main content area features a large, semi-transparent image of a woman speaking into a microphone. Overlaid on this image is a white text box with a blue border containing the text: **Europe is our common task. Let's support each other in creating the future of Europe!** Below this text is a yellow [Join](#) button.



You only need to fill out the join form if you would like to register a new initiative, organisation or city to the platform. If your initiative or project group is already on the platform and you would to join them, request an invitation from their admin!

< Step Back X

Type of mover \*

Initiative

Name of your organisation  
example.initiative

Website  
www.example.initiative.de

NEXT

\* Required fields

< Step Back X

Short description of your initiative \*

This is a test initiative.

In what ways is the work of your organisation related to Europe? \*

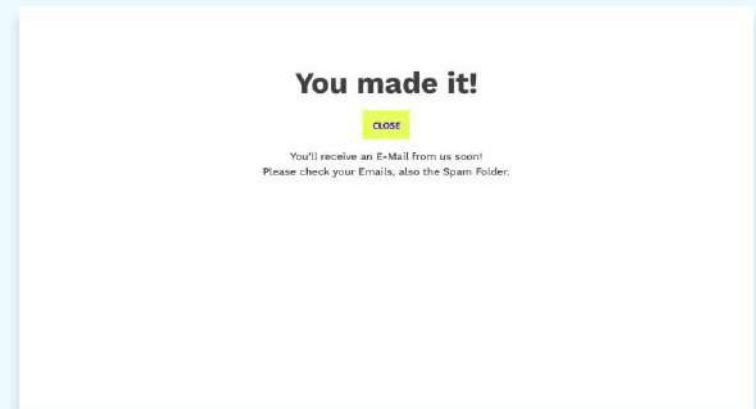
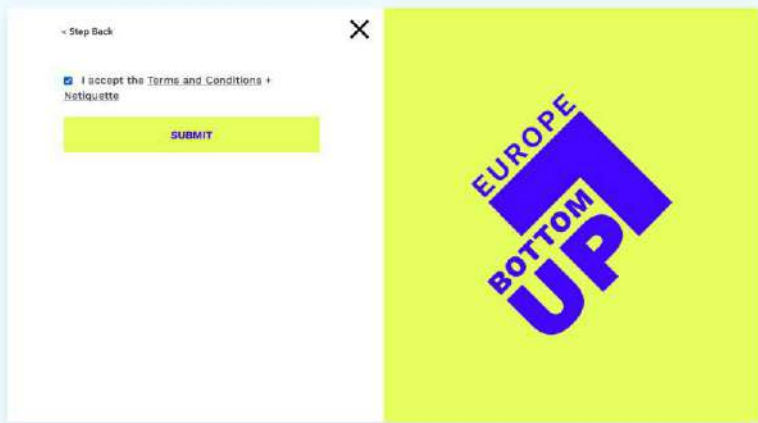
This is a test initiative.

How did you hear from Europe Bottom-Up ?

NEXT

\* Required fields

Fill out the requested fields



To read the Terms and Conditions and the Netiquette, click on the links.

---

## Europe Bottom Up Registration

▼ Von: "Europe Bottom Up" <no-reply@europebottomup.eu> +

---

Hello,

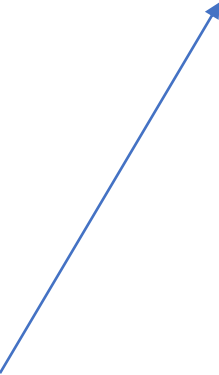
welcome to the platform Europe Bottom-Up! Here is your personal registration link, that will expire in 48 hours.

[Join Europe Bottom Up](#)

In order to fill out your profile and present your projects, please follow this link <https://europebottomup.eu/wp-admin>

We are very happy to count you as one of our new movers and are looking forward to co-create the future of Europe with you!  
Do not hesitate to contact us in case of any questions or difficulties.

The Europe Bottom-Up! Team



Once you have filled out the form and your registration request has been validated, please first follow the „Join Europe Bottom Up“ Link to set up your password and username.

EUROPE BOTTOM UP - SINGLE SIGN ON

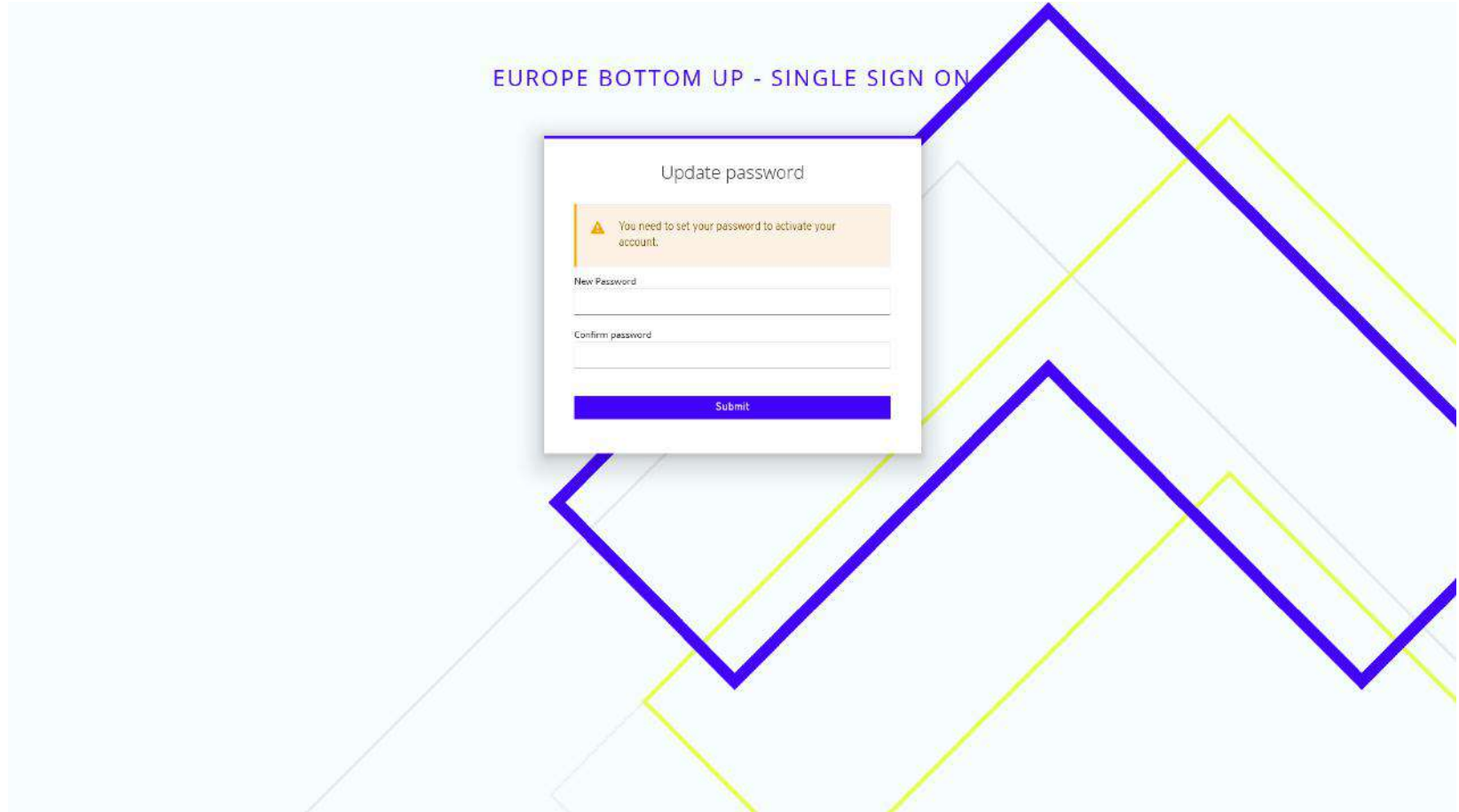
Perform the following action(s)

Perform the following action(s)

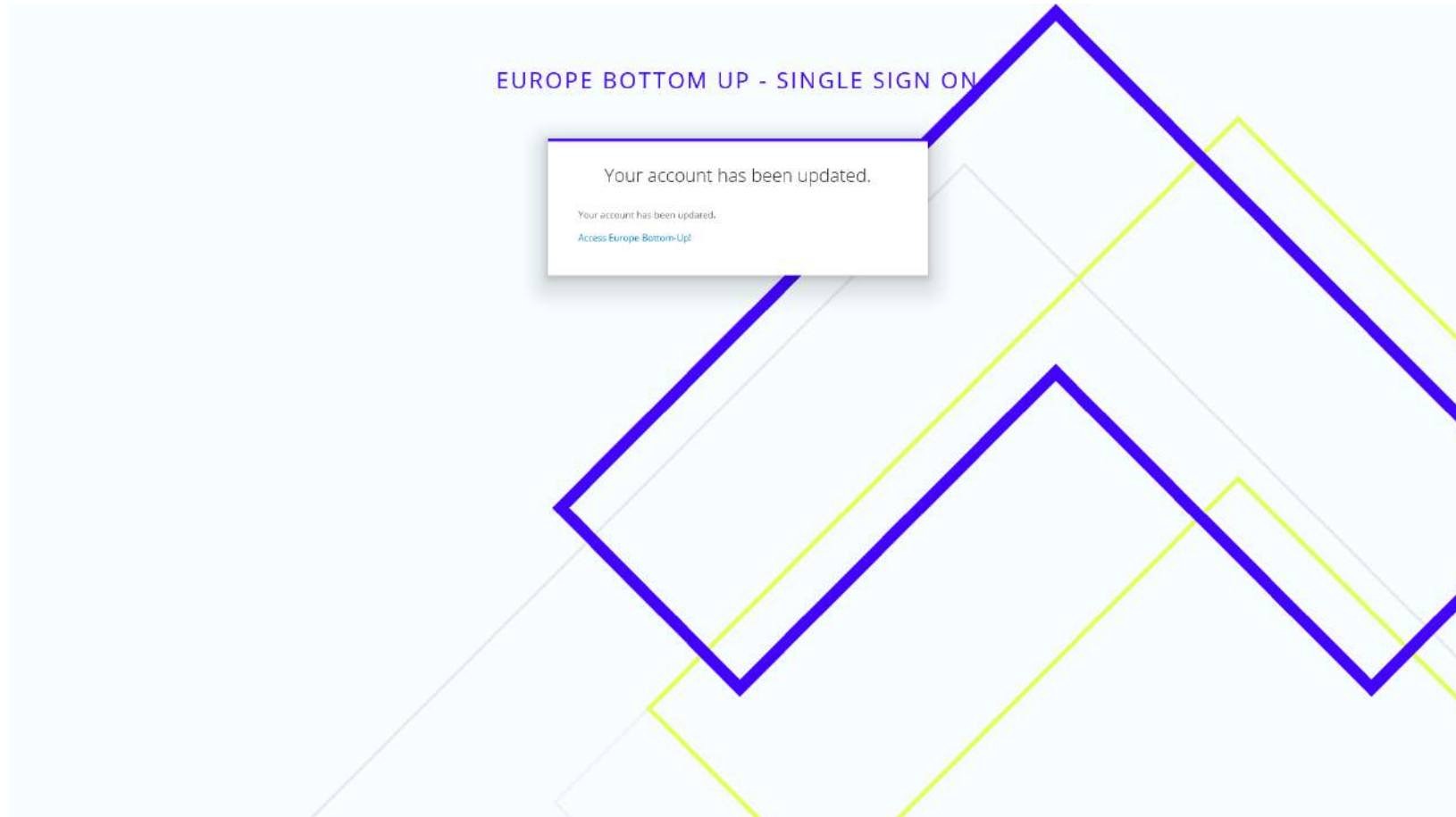
» [Click here to proceed](#)



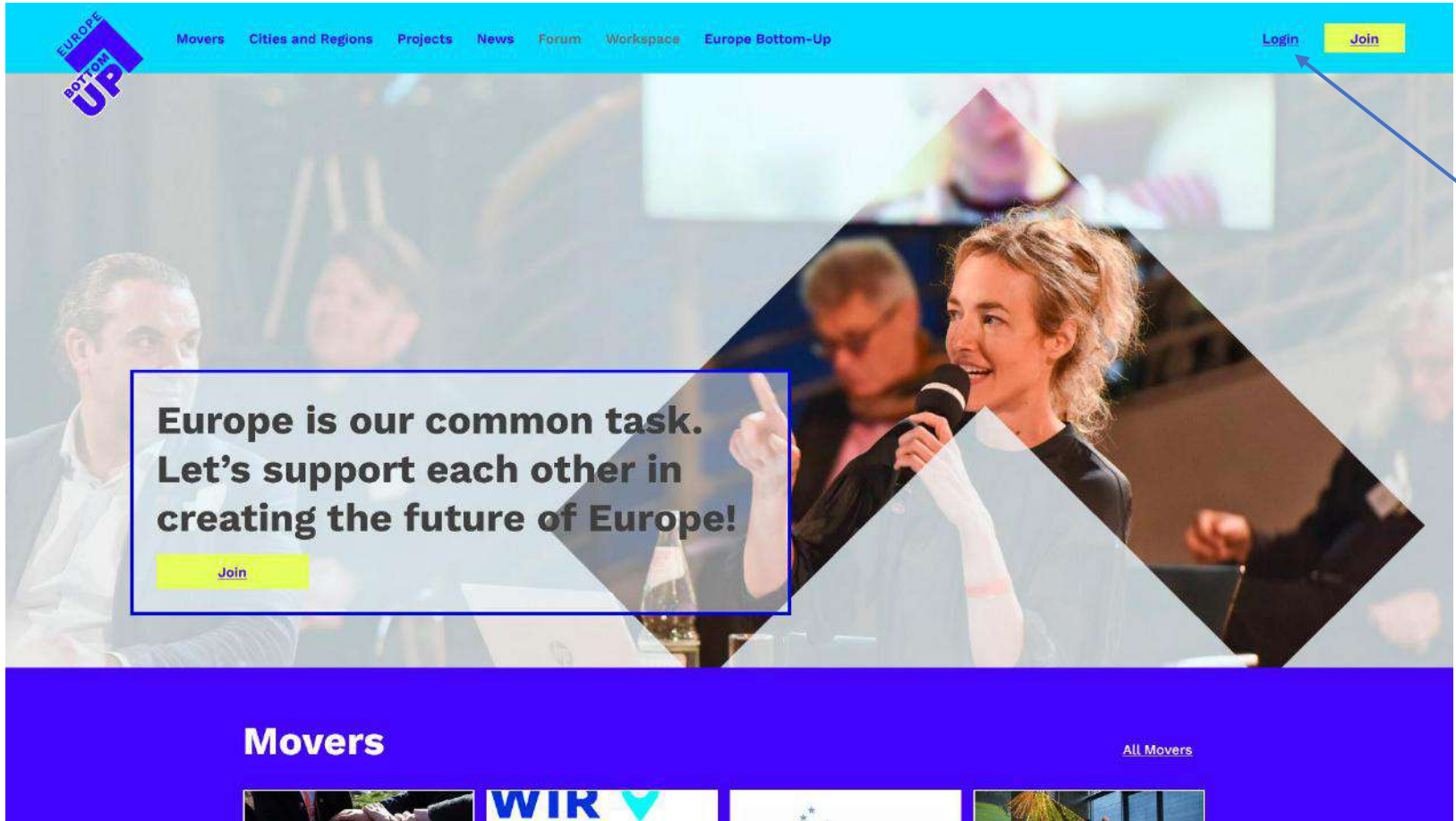
# Set your password







Once your account has been activated, go to the Europe Bottom-Up Website and login.



Login

Join

**Europe is our common task.  
Let's support each other in  
creating the future of Europe!**

Join

**Movers**

[All Movers](#)

WIR

Log into the platform then go back to your confirmation email in your inbox

---

## Europe Bottom Up Registration

▼ Von: "Europe Bottom Up" <no-reply@europebottomup.eu> +

---

Hello,

welcome to the platform Europe Bottom-Up! Here is your personal registration link, that will expire in 48 hours.

[Join Europe Bottom Up](#)

In order to fill out your profile and present your projects, please follow this link <https://europebottomup.eu/wp-admin>

We are very happy to count you as one of our new movers and are looking forward to co-create the future of Europe with you!  
Do not hesitate to contact us in case of any questions or difficulties.

The Europe Bottom-Up! Team



This time, follow the link to the backend, where you can fill out your profile.

Welcome  
to the  
Backend 😊

The screenshot shows the WordPress 5.9.3 dashboard. On the left, a dark sidebar contains a menu with items: Dashboard, Media, Projects, Members, EBU User Management, and Collapse menu. The 'Members' item is highlighted in blue. A blue arrow originates from the 'Members' item and points towards the text at the bottom of the slide. The main content area is titled 'Dashboard' and features several widgets: 'At a Glance' showing 3 Posts, 17 Pages, and 1 Comment; 'Activity' showing a list of recently published posts; 'Quick Draft' with fields for Title and Content; and 'WordPress Events and News' listing upcoming events and updates. At the bottom of the dashboard, there is a footer that says 'Thank you for creating with WordPress' and 'Version 5.9.3'.

In order to fill out your profile and for it to appear on the platform, click on the „Members“ section

The screenshot shows the WordPress 'Members' management interface. On the left is a dark sidebar with navigation options: Dashboard, Media, Projects, Members (highlighted), Members, Add New, Themes, Places, EBU User Management, and Collapse menu. The main content area is titled 'Members' and includes an 'Add New' button. Below the title, there are filters for 'All (15)', 'Mine (1)', 'Published (7)', 'Drafts (8)', and 'Trash (20)'. A search bar and 'Search Posts' button are also present. The members list is a table with columns for 'Title' and 'Date'. The first row contains a checkbox, the name 'example,initiative -- Draft', and the date '2022/04/28 at 1:31 pm'. A blue arrow points from the text below to the name in this row. Below the table are bulk action controls and another '1 item' count. At the bottom, there is a footer with 'Thank you for creating with [WordPress](#)' and 'Version 5.9.3'.

Click on the name of your initiative to open your profile

Fill out our change the name of your initiative

Fill out the description of your initiative

Add a profile picture

The screenshot shows the WordPress 'Edit Post' interface for a member profile. The main content area has a text editor with the placeholder 'Description of the initiative.' Below this is a 'Member' section with fields for 'Teaser Image', 'Connect Url' (containing 'https://test.initiative.eu'), and 'Member Metadata' (with 'Initiatives' checked). A 'Publish' sidebar on the right shows options like 'Save Draft', 'Preview', 'Status: Draft', 'Visibility: Public', and 'Publish immediately'. A dark sidebar on the left contains navigation links like 'Dashboard', 'Media', 'Projects', and 'Members'.

To save your changes and publish them on the platform

To see what the profile page looks like

Add the URL of your organisation – it must be in the format `https://www.example.com`

# Scroll down for the rest

Europe Bottom-Up | + New | View Post | Howdy, 62e81596-52d9-4d9f-a765-4db9f8e913bb

**Type**  
Public

**City**  
Berlin

**Country \***  
Germany

**Users**  
Select

**Topics Section Title**

**Topics**

Search...

Antidiscrimination, equity and empowerment | Civil society

Civil society

Culture

Democracy and participation

Migration and inclusion

Mobility

**Project**

Search...

A soul for Europe Extremadura

Berlin Forum

Europe Workshop in Zittau exhibitions, festivals/events (draft)

project1234

**Contact Section Title**

Fill out your city and country

Select topics you are working on

Select the projects you are part of (if already on the platform)

## Scroll further down to complete the application

The screenshot shows a WordPress admin interface with a sidebar on the left containing navigation options: Dashboard, Media, Projects, Members, Add New, Themes, Places, EBU User Management, and Collapse menu. The main content area displays a form for creating a new post. The form includes a search bar, a list of recent posts, and several input fields. The 'Contact Section Title' field is empty. The 'Contact' section has two columns: 'Text' and 'Link', with an 'Add Row' button. Below this are 'Latitude' and 'Longitude' fields, each with a location picker icon. The 'keycloak-group-id' field contains the value 'a5eb6654-fd45-450c-ae6f-61dc458f93d3'. The 'keycloak-owner-id' field contains the value '63e01596-52d9-4d0f-a765-4cb6f0e91565'. The 'Page Metadata' section has a 'Teaser Text' field. At the bottom left, there is a footer message: 'Thank you for creating with [WordPress](#)'. At the bottom right, it says 'Version 5.9.3'.

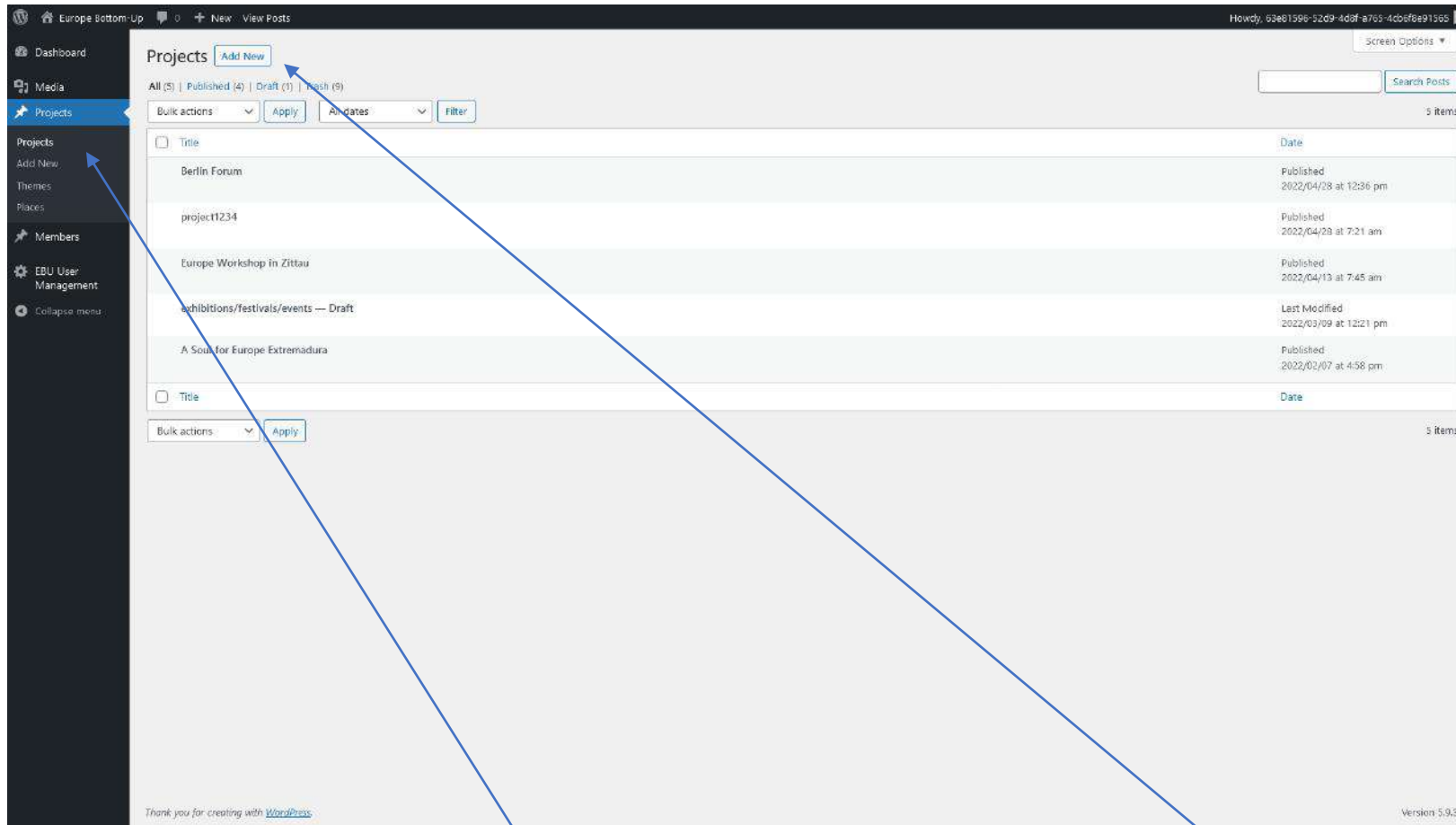
To give a contact email address or social media channels, fill out this section and add more if needed

To appear on the map, fill out the geographic coordinates of the city you are living in

Dont forget to fill out the teaser text that describes your initiative in one sentence



# Create a project

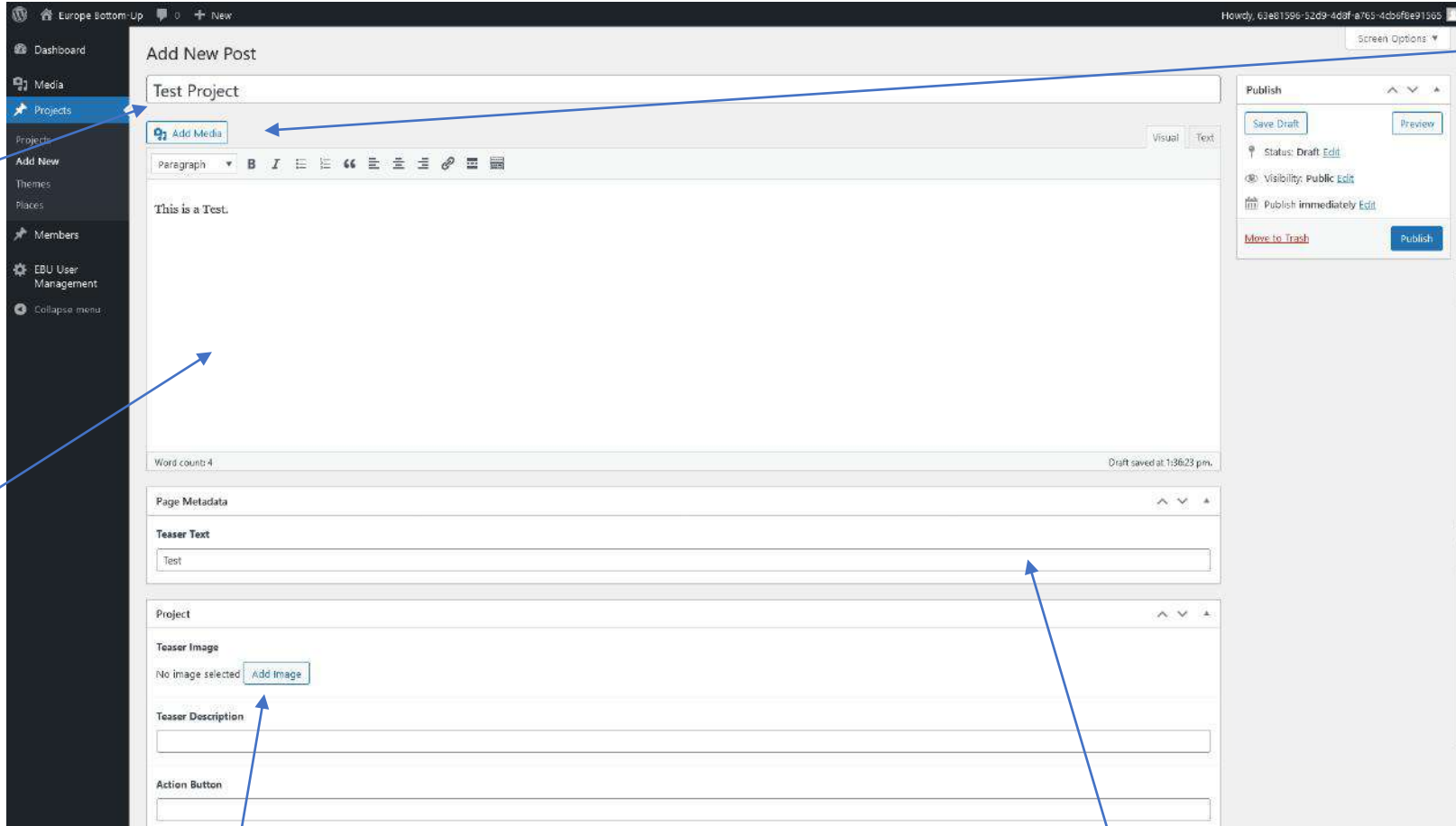


In order to create a project, click on the projects section

Then click on Add new

Give your project a title

Write your project description



To add an image inside your description

Don't forget to hit publish when you are finished

To add a „profile“ picture to your project

Don't forget to write a small teaser (or just use the first sentence of your project description) or your project will just look empty

Don't forget to scroll down to fill out the rest of the sections

The screenshot shows a WordPress dashboard for a project titled "Europe Bottom-Up". The main content area contains several sections: "facebook", "Instagram", and "twitter" (each with a text input field); "Topics" (with a search bar and a list of categories including "Antidiscrimination, equity and empowerment", "Civil society", "Culture", "Democracy and participation", "Migration and inclusion", and "Mobility"); "Member" (with a list of members including "Cities for Europe", "ECOC network project", "example.initiative", "Local democracy practice (draft)", and "Local democracy practice"); "Latitude" and "Longitude" (each with a text input field and a location icon). A blue arrow points to the "Longitude" field. On the right, a "Publish" modal is open, showing options for "Save Draft", "Preview", "Status: Draft", "Visibility: Public", "Publish immediately", and "Move to Trash". The "Publish" button is circled in red.

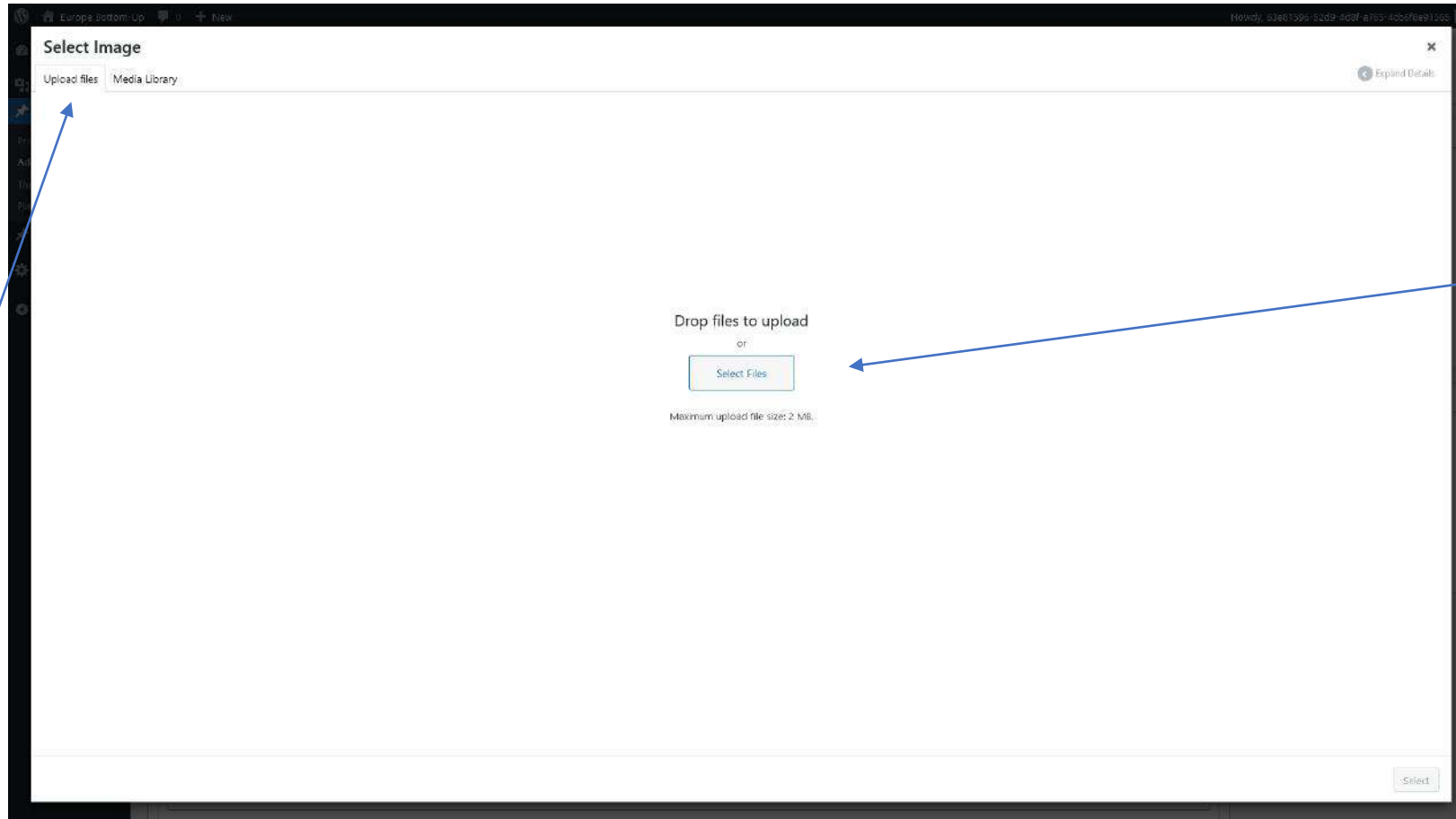
In order for your project to appear on the map, you need to give in the geographic coordinates of your location – just look them up online 😊

Once you have filled out everything, don't forget to scroll back up and hit the button „publish“ to save all the information!

# Adding images to your profile and projects

Whenever you click on add media or add image, the image library opens

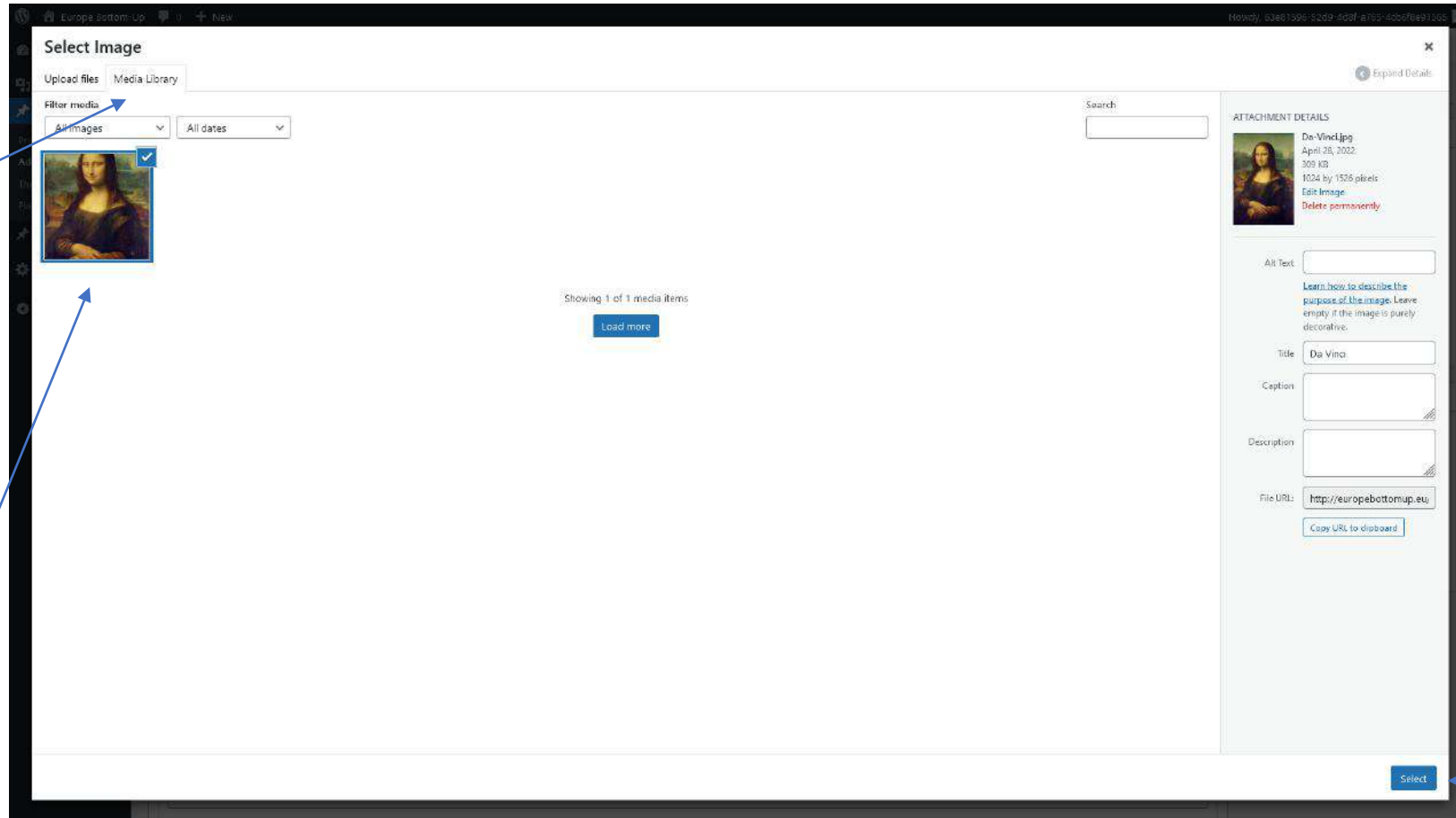
This tab indicates you are in the upload section of the library



Just upload your image by clicking on select file

Once you have uploaded your picture, it is in the library

Click on it to select it as your profile or project picture.



Don't forget to fill out the information about your image, especially if you need to indicate the artist/photographer or the owner of the copyrights (if not yours)

Then click on select to save it as your profile or project pic

Once you have selected your image, you will be redirected to the „project“ or „members“ page.

Your picture is now selected and visible here

The screenshot displays a content management system interface. On the left is a dark sidebar with navigation options: Dashboard, Media, Projects (highlighted), Add New, Themes, Places, Members, EBU User Management, and Collapse menu. The main content area is titled 'Add Media' and contains a rich text editor with the text 'This is a Test.' Below the editor are sections for 'Page Metadata' (Teaser Text: Test) and 'Project' (Teaser Image: a selected image of the Mona Lisa). The right sidebar contains a 'Status' section with 'Draft' and 'Publish' buttons, a 'Themes' section with a list of categories, and a 'Places' section with a list of locations. A blue arrow points from the text 'Your picture is now selected and visible here' to the 'Teaser Image' field. Another blue arrow points from the text 'Don't forget to click on publish to save the changes' to the 'Publish' button.

Don't forget to click on publish to save the changes

# How to add members to your organisation

Europe Bottom-Up 0 + New Howdy, 63e81596-52d9-4d9f-a765-4db6f0e91565

Dashboard  
Media  
Projects  
Members  
EBU User Management  
EBU User Management  
Add User  
Collapse menu

### Invite User to Organisation

Firstname:

Lastname:

Email:

Thank you for creating with [WordPress](#). Version: 3.9.3

In order to invite collaborators to be a part of your organisation, click on EBU user management, then Add User

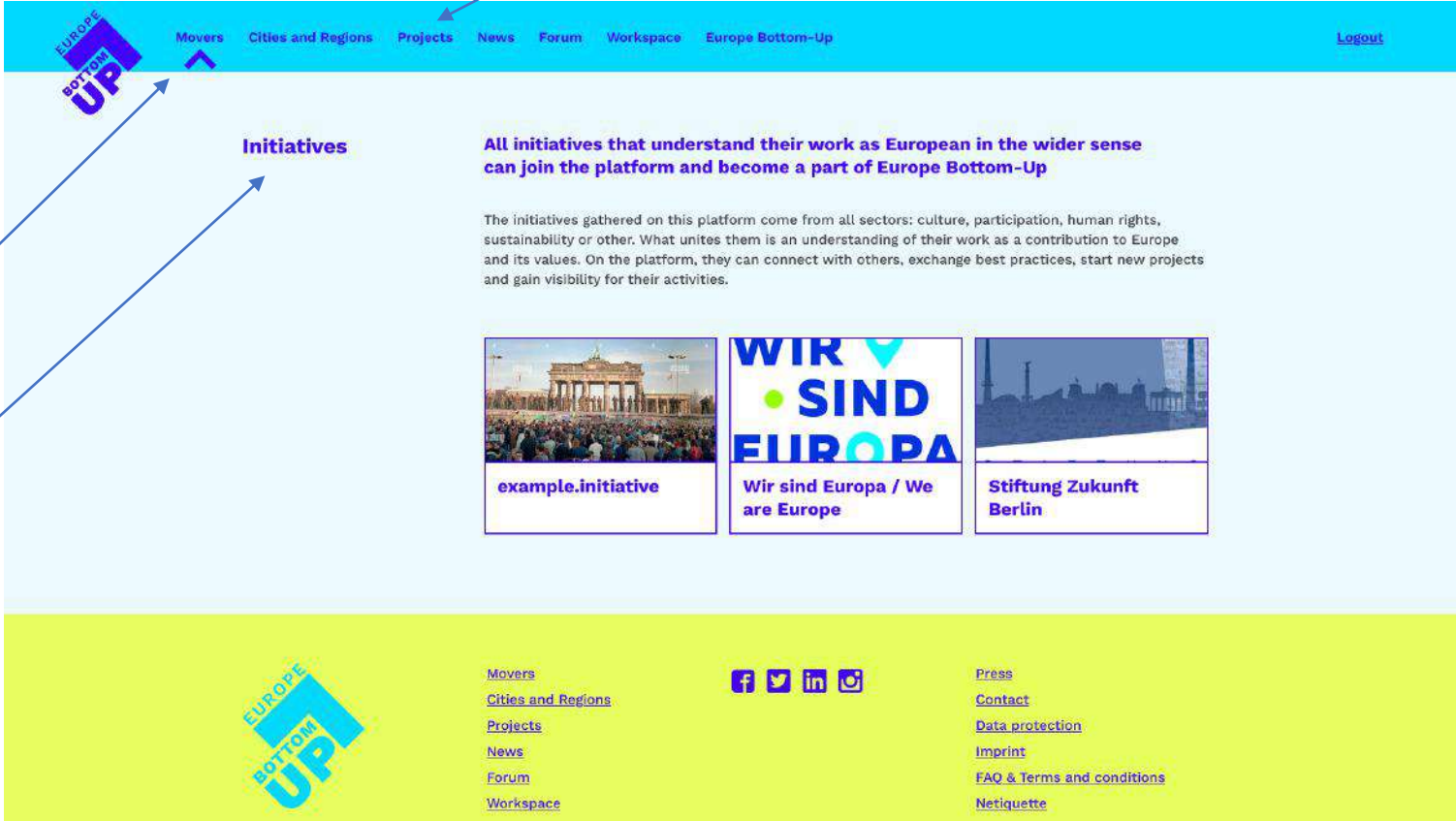
Fill out the form and hit „submit“ to send an invitation email to your team members

Once you have filled out your profile, created your profile and invited your team members, go back to the Europe Bottom-Up Site by clicking on the „Europe Bottom-Up“ button

The screenshot displays the WordPress dashboard for the 'Europe Bottom-Up' site. The top navigation bar includes the site name, a notification bell, and a '+ New' button. The left sidebar contains a 'Visit Site' button, which is highlighted by a blue arrow from the text on the left. Below this are menu items for Media, Projects, Members, EBU User Management, and a Collapse menu button. The main dashboard area is titled 'Dashboard' and features several widgets: 'At a Glance' showing 3 Posts and 17 Pages; 'Quick Draft' with fields for Title and Content; 'Activity' showing recently published posts; and 'WordPress Events and News' listing upcoming events like WordCamp Europe and WordPress 6.0 Beta 3.




Your project will be listed under „projects“



Once you have filled out your profile, you will be listed under the movers in the category that you chose

EUROPE BOTTOM UP

Movers Cities and Regions Projects News Forum Workspace Europe Bottom-Up Logout



## example.initiative

Berlin  
DE

Connect

About us

Topics +

Description of the initiative.

Projects

Test Project >

EUROPE BOTTOM UP

Movers  
Cities and Regions  
Projects  
News  
Forum  
Workspace  
Europe Bottom-Up

Press  
Contact  
Data protection  
Imprint  
FAQ & Terms and conditions  
Netiquette

Link to your website

Your projects are listed directly on your page

Once you have filled out your profile, all your information will be visible on your page

Project title

Germany

Project description

This is a Test.

Connect

Members

Topics +

Links to your website

Listing topics help others find you via the topic filter function

If you added other members of the platform are part of the project, they will be listed here

# Login to the Backend

---

## Europe Bottom Up Registration

▼ Von: "Europe Bottom Up" <no-reply@europebottomup.eu> +

---

Hello,

welcome to the platform Europe Bottom-Up! Here is your personal registration link, that will expire in 48 hours.

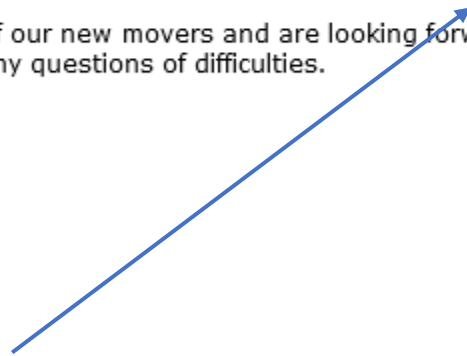
[Join Europe Bottom Up](#)

In order to fill out your profile and present your projects, please follow this link <https://europebottomup.eu/wp-admin>

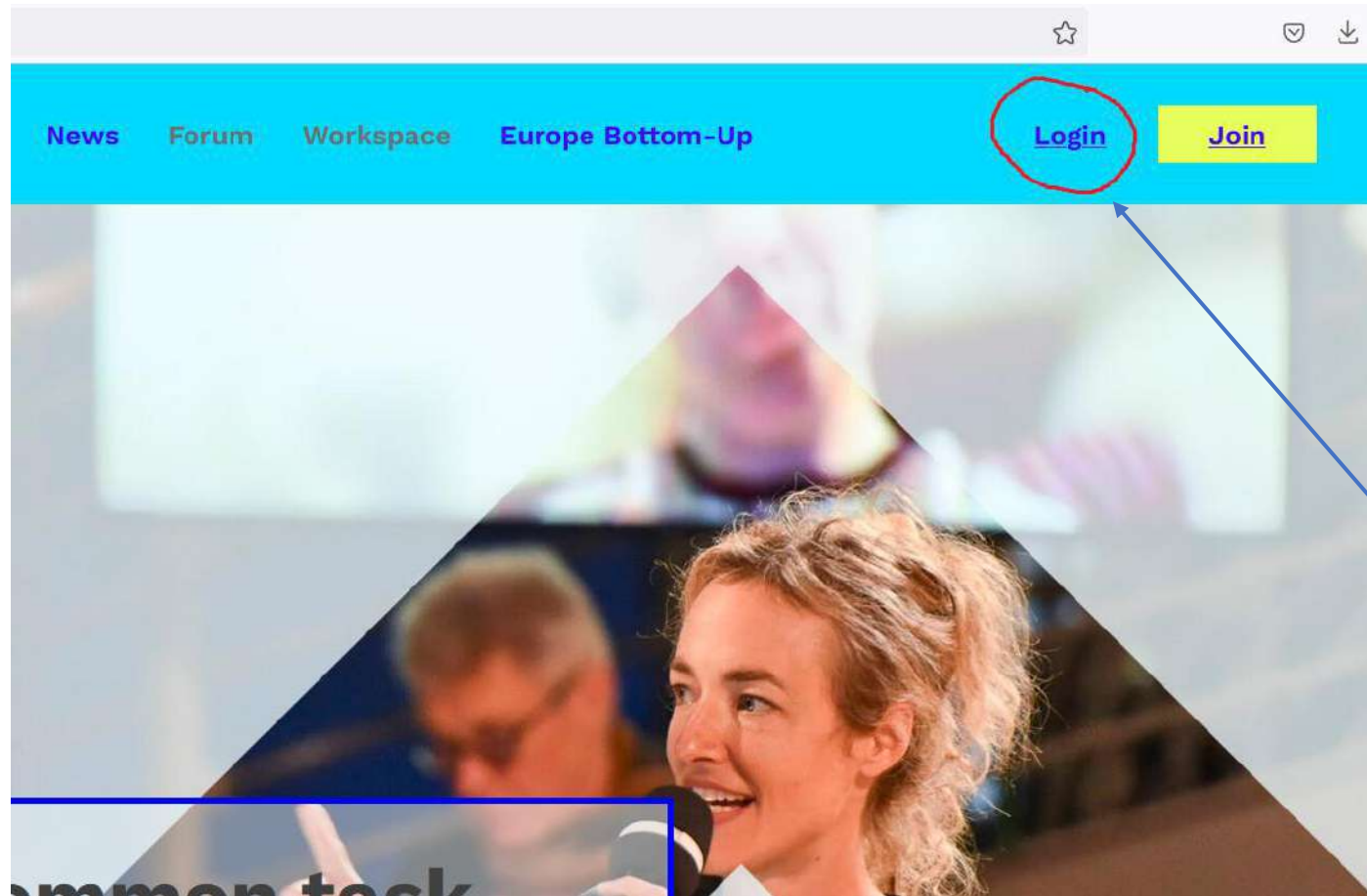
We are very happy to count you as one of our new movers and are looking forward to co-create the future of Europe with you!  
Do not hesitate to contact us in case of any questions or difficulties.

The Europe Bottom-Up! Team

Whenever you want to modify your profile, add a new project or invite new team members, you will need to go back to the back end. In order to do that, log into your Europe Bottom-Up account first, then simply open this link. It is very important to save it or bookmark it !!!



# Log in to your account



After successfully registering to the platform and setting your password and username, just click on the login button to login.

# EUROPE BOTTOM UP - SINGLE SIGN ON

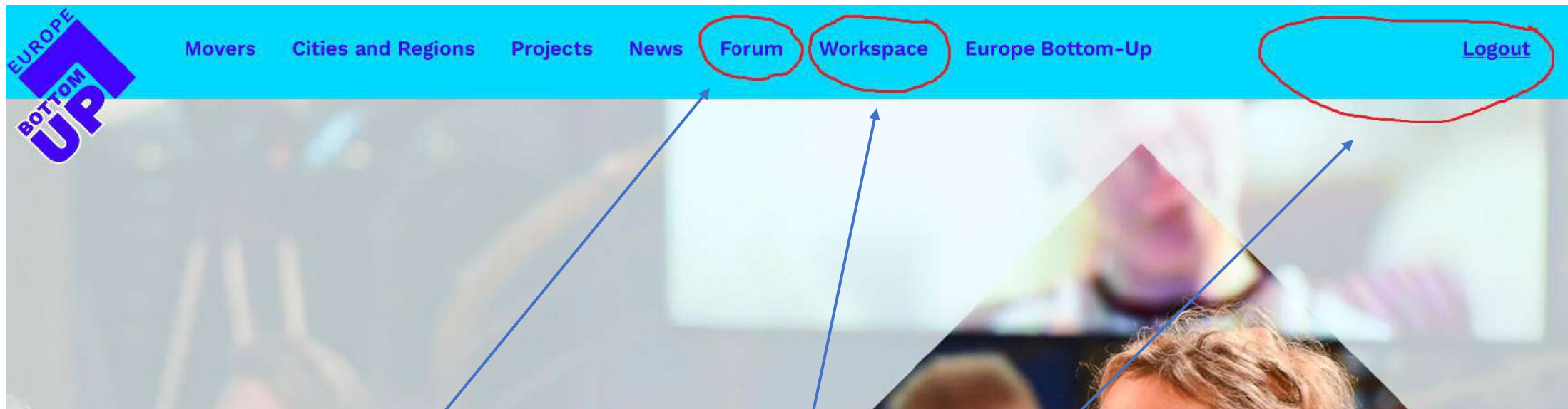
Sign in to your account

Username or email

Password

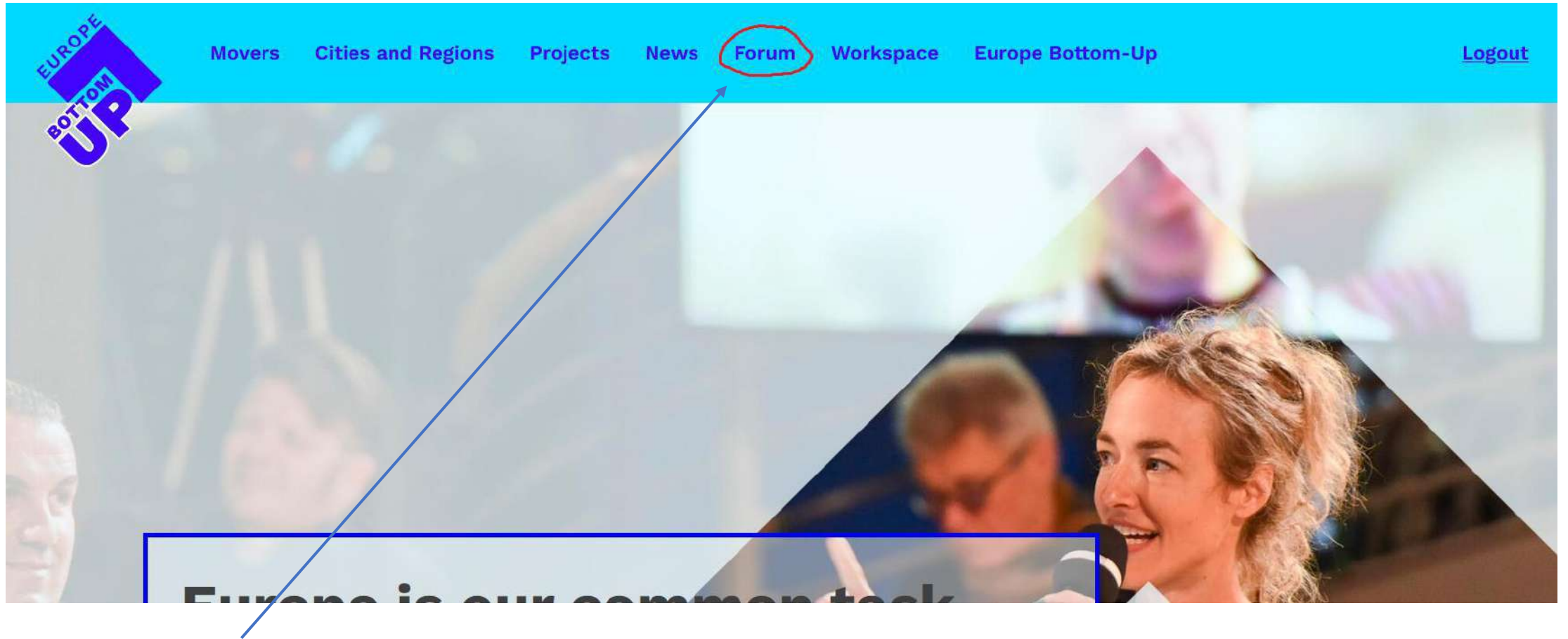
[Forgot Password?](#)

**Sign In**



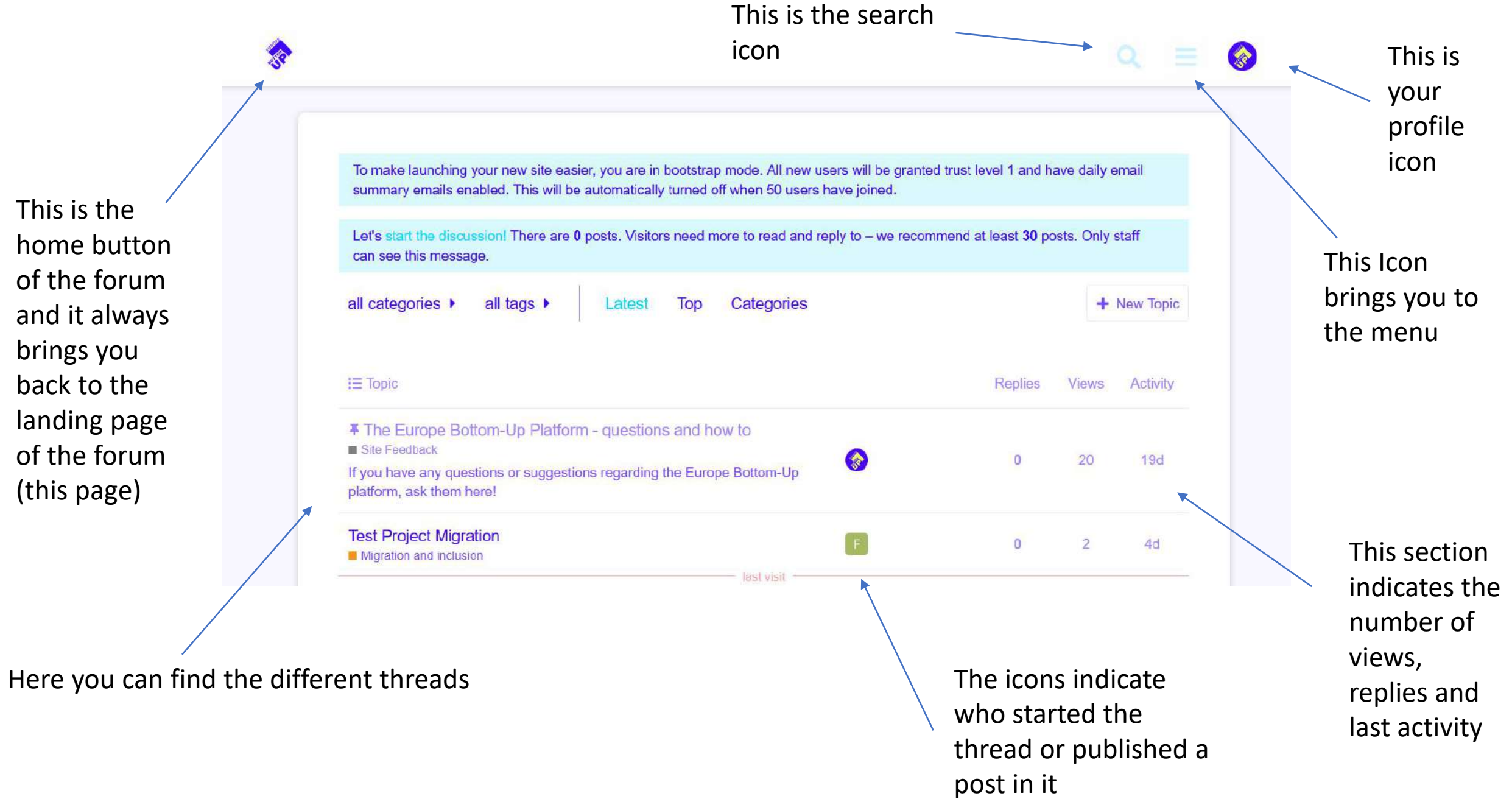
Once you are successfully logged in, the Forum and Workspace become accessible.  
When logged in, the Forum and Workspace Buttons become dark blue and can be clicked. The join button also disappears and is replaced by the logout button.

# The Forum



To enter the Forum, click on the Button





# Read or post to a thread



Posts are organized with the latest post on top

To read a thread or post a reply, click on the thread

To make launching your new site easier, you are in bootstrap mode. All new users will be granted trust level 1 and have daily email summary emails enabled. This will be automatically turned off when 50 users have joined.

Let's [start the discussion!](#) There are **0** posts. Visitors need more to read and reply to – we recommend at least **30** posts. Only staff can see this message.

[all categories](#) ▶ [all tags](#) ▶ | [Latest](#) [Top](#) [Categories](#) [+ New Topic](#)

☰ Topic		Replies	Views	Activity
<a href="#">🚩 The Europe Bottom-Up Platform - questions and how to</a> ■ Site Feedback		0	20	19d
If you have any questions or suggestions regarding the Europe Bottom-Up platform, ask them here!				
<a href="#">Test Project Migration</a> ■ Migration and inclusion		0	2	4d

[last visit](#)



Let's [start the discussion!](#) There are 0 posts. Visitors need more to read and reply to – we recommend at least 30 posts. Only staff can see this message.



## The Europe Bottom-Up Platform - questions and how to

■ Site Feedback



system

3 Mar 22



If you have any questions or suggestions regarding the Europe Bottom-Up platform, ask them here!



Reply



Share

Bookmark

Flag

Reply

begin composing a reply to this topic

Pinned Globally

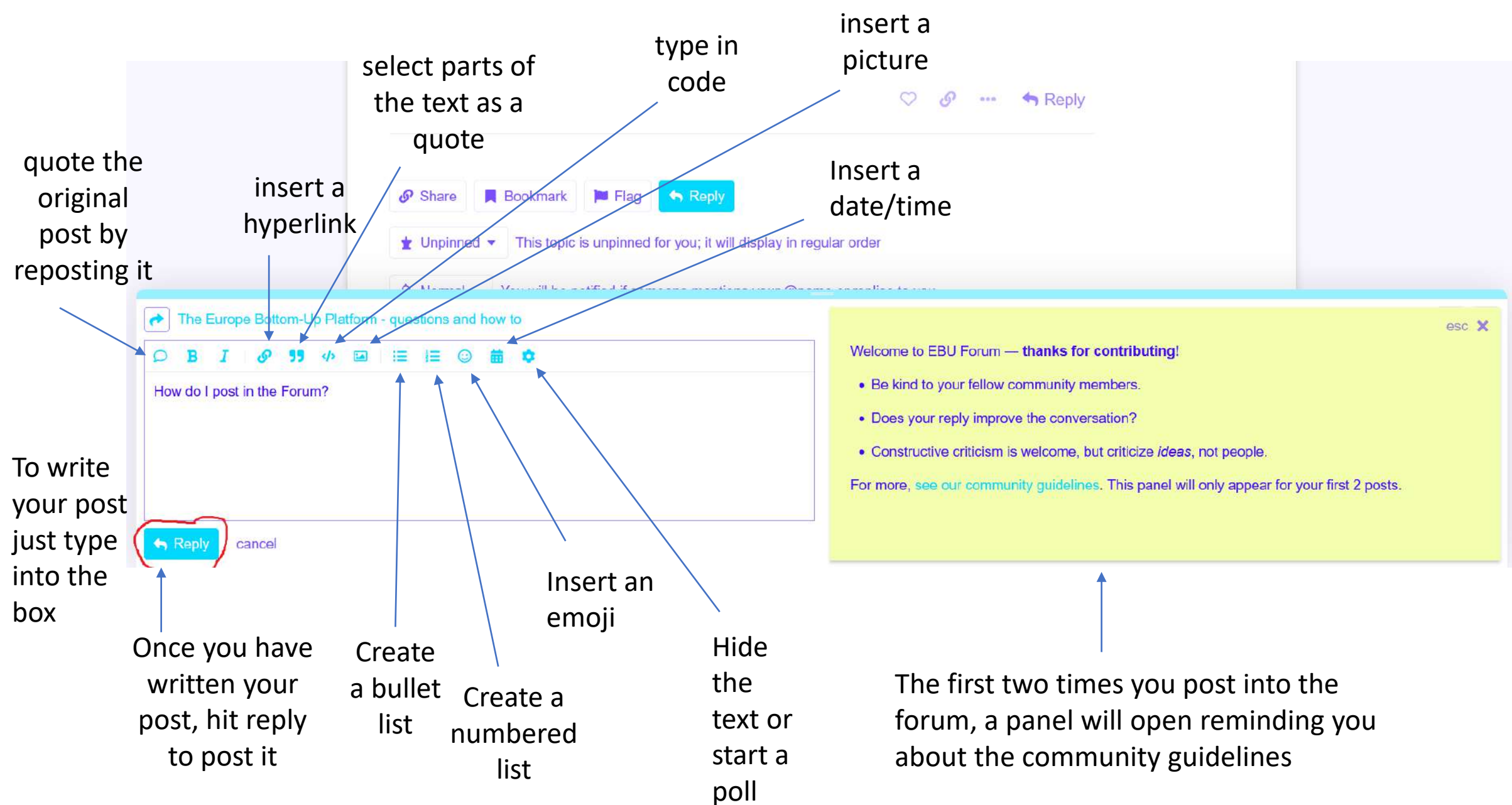
This topic is pinned globally; it will display at the top of latest and its category

Watching

You will receive notifications because you created this topic.

The icon indicates who started this thread

If you want to contribute to this discussion click on reply



quote the original post by reposting it

insert a hyperlink

select parts of the text as a quote

type in code

insert a picture

insert a date/time

To write your post just type into the box

Once you have written your post, hit reply to post it

Create a bullet list

Create a numbered list

Insert an emoji

Hide the text or start a poll

The first two times you post into the forum, a panel will open reminding you about the community guidelines

Welcome to EBU Forum — **thanks for contributing!**

- Be kind to your fellow community members.
- Does your reply improve the conversation?
- Constructive criticism is welcome, but criticize *ideas*, not people.

For more, [see our community guidelines](#). This panel will only appear for your first 2 posts.



Site Feedback



system

3 Mar 22

If you have any questions or suggestions regarding the Europe Bottom-Up platform, ask them here!

Reply

created	last reply	1	21	1
UP Mar 22	B 1m	reply	views	user

1 MONTH LATER



bojadjieva

1m

How do I post in the Forum?

Reply

Mar 22

1 / 2

Mar 22

1m ago

Reply



Reply to the whole topic

Share your post

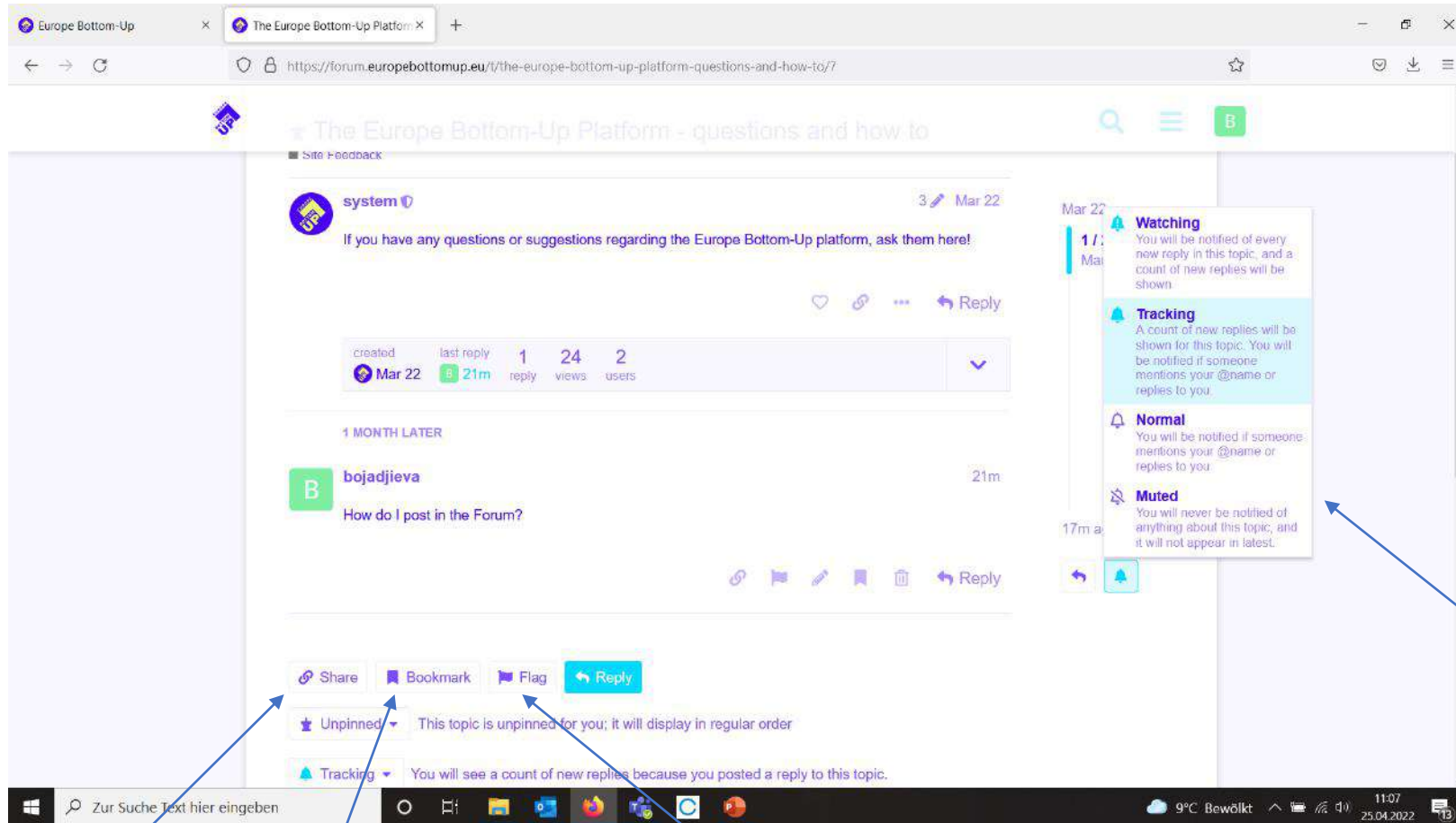
Edit your post

More menu options

Reply to this specific post

Set notifications for the post

You have successfully posted in the forum!



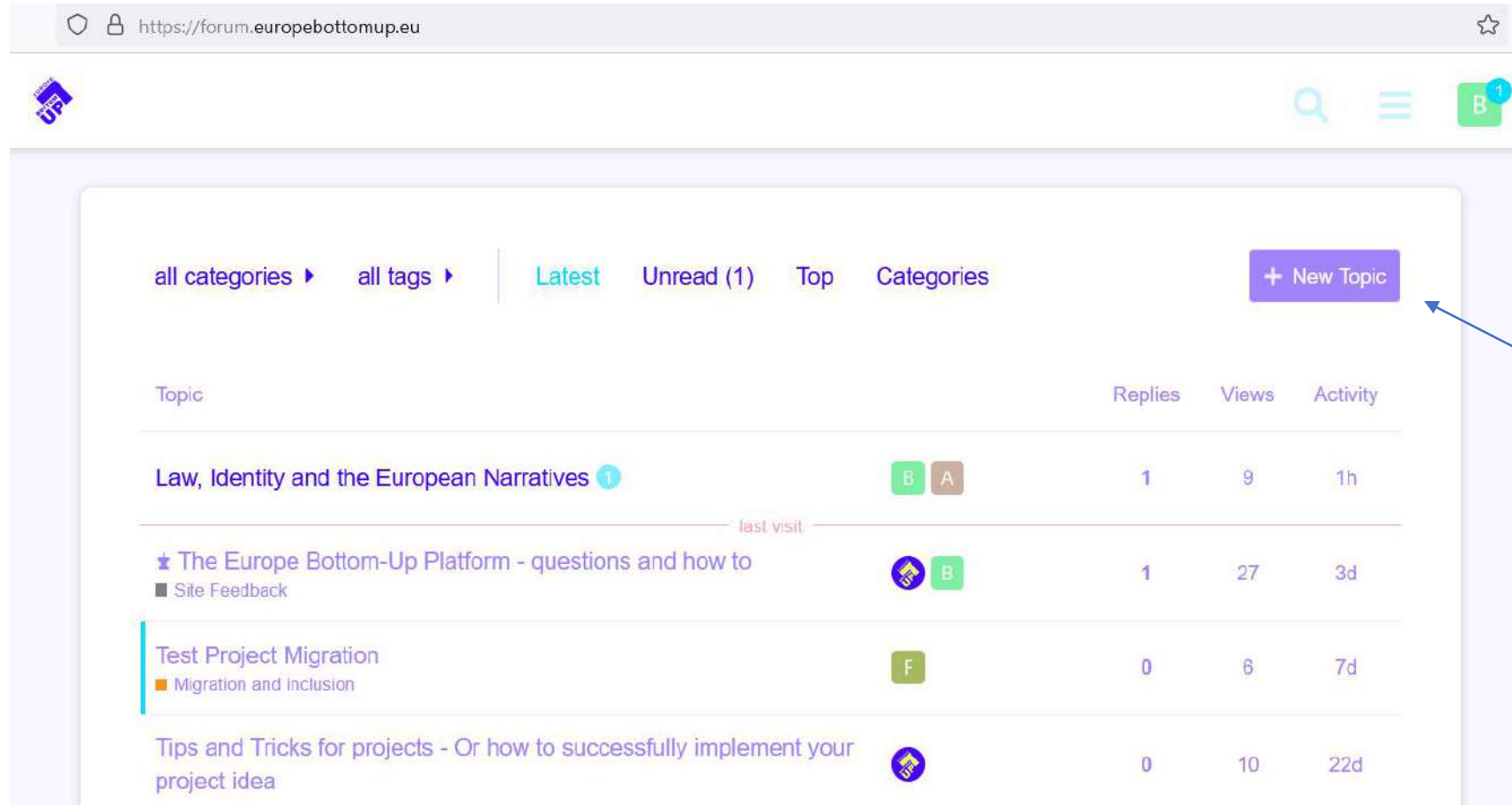
Share the post

Create a reminder to come back to the post later

Flag the post to the admins – in case it is inappropriate, offensive or off-topic

You can set different types of notifications for the post so you don't miss the answers

# Start your own thread



The screenshot shows a web browser at the URL <https://forum.europebottomup.eu>. The forum interface includes a navigation bar with 'all categories', 'all tags', and sorting options: 'Latest', 'Unread (1)', 'Top', and 'Categories'. A purple '+ New Topic' button is located in the top right of the forum area. Below the navigation is a table of forum topics with columns for 'Topic', 'Replies', 'Views', and 'Activity'. The topics listed are:

Topic	Replies	Views	Activity
Law, Identity and the European Narratives <sup>1</sup>	1	9	1h
<i>last visit</i>			
★ The Europe Bottom-Up Platform - questions and how to ■ Site Feedback	1	27	3d
Test Project Migration ■ Migration and inclusion	0	6	7d
Tips and Tricks for projects - Or how to successfully implement your project idea	0	10	22d

Start a new thread

all categories ▾ all tags ▾ | Latest Unread (1) Top Categories + New Topic

Topic Replies Views Activity

✦ The Europe Bottom-Up Platform - questions and how to  
■ Site Feedback 1 28 3d

If you have a platform, ask + Create a new Topic

Type title, or paste a link here

Uncategorized optional tags +

**B** *I* [🔗](#) **”** **↵**

Type here. Use Markdown, BBCode, or HTML to format. Drag or paste images.

Searching + Create Topic cancel >>

Type the title

Choose a category

Post your new thread

Cancel or delete

Type in your text

Give your post some tags





## New topic something about Europa



bojadjieva

1m

Europa europa this is about Europe



Reply

Share

Bookmark

Flag

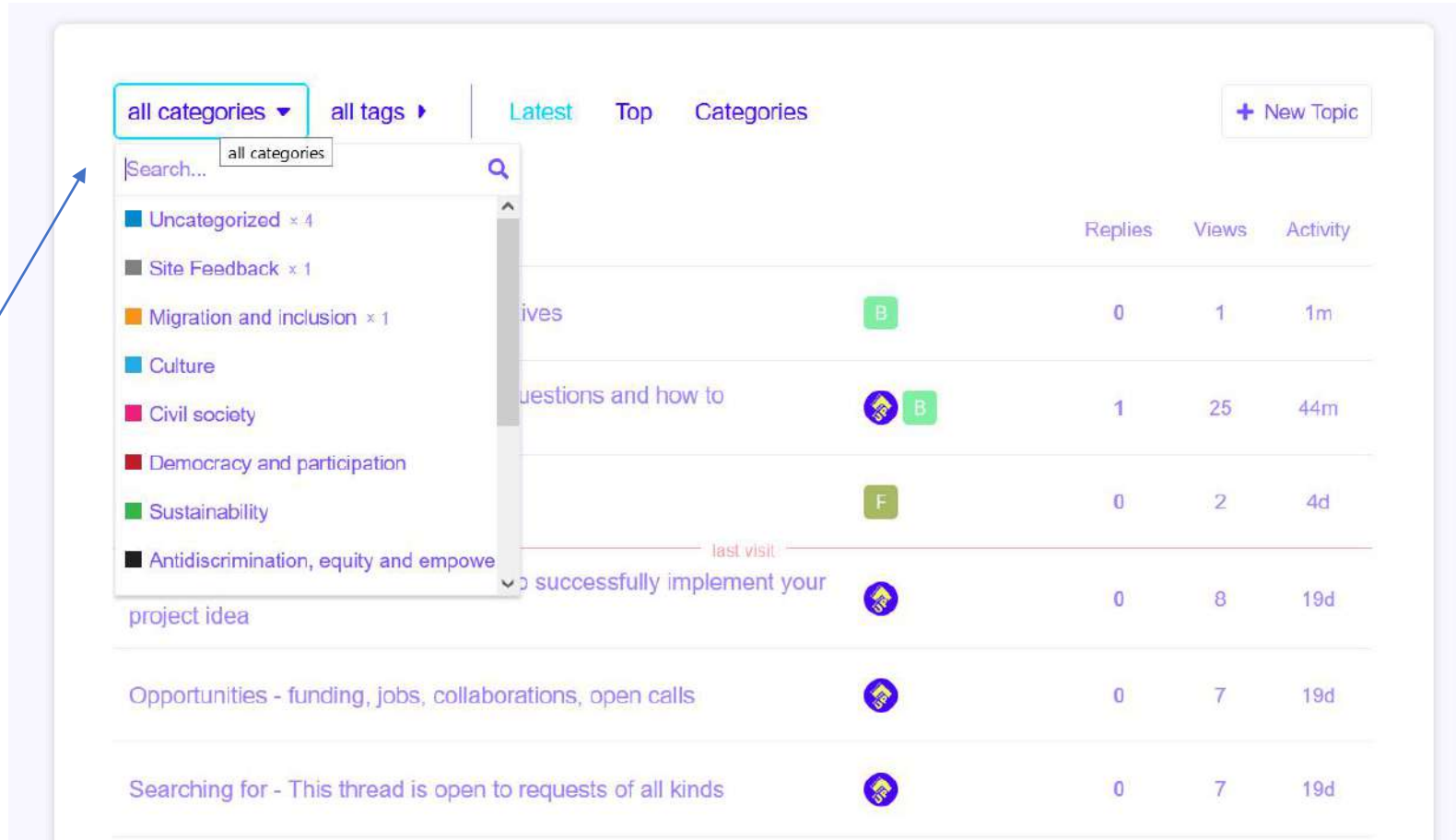
Reply

Watching

You will receive notifications because you created this topic.

You have successfully  
opened your thread

On the landing page, posts are listed by latest. You can also filter them per categories using the categories drop down menu



The screenshot shows a forum interface. At the top, there is a navigation bar with a dropdown menu for 'all categories', a link for 'all tags', and sorting options for 'Latest', 'Top', and 'Categories'. A '+ New Topic' button is also present. Below the navigation, a search bar is visible. The main content area displays a list of forum posts. The first post is titled 'ives' and has 0 replies, 1 view, and was posted 1 month ago. The second post is titled 'uestions and how to' and has 1 reply, 25 views, and was posted 44 minutes ago. The third post is titled 'last visit' and has 0 replies, 2 views, and was posted 4 days ago. The fourth post is titled 'to successfully implement your project idea' and has 0 replies, 8 views, and was posted 19 days ago. The fifth post is titled 'Opportunities - funding, jobs, collaborations, open calls' and has 0 replies, 7 views, and was posted 19 days ago. The sixth post is titled 'Searching for - This thread is open to requests of all kinds' and has 0 replies, 7 views, and was posted 19 days ago. A blue arrow points to the 'all categories' dropdown menu.

	Replies	Views	Activity
ives	0	1	1m
uestions and how to	1	25	44m
last visit	0	2	4d
to successfully implement your project idea	0	8	19d
Opportunities - funding, jobs, collaborations, open calls	0	7	19d
Searching for - This thread is open to requests of all kinds	0	7	19d

You can also filter the topics according to which one has been the most discussed



all categories ▾ all tags ▾ | Latest Top Categories + New Topic





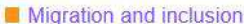


the most active topics in the last year, month, week or day

Topic		Replies	Views	Activity
<a href="#">Law, Identity and the European Narratives</a>		0	1	2m
<a href="#">★ The Europe Bottom-Up Platform - questions and how to</a> ■ Site Feedback		1	25	1h
<a href="#">Test Project Migration</a> ■ Migration and inclusion		0	2	4d
last visit				
<a href="#">Tips and Tricks for projects - Or how to successfully implement your project idea</a>		0	8	19d

By clicking on „Categories“,  
the categories appear on the  
right and you can find the  
posts accordingly

all categories ▶ all tags ▶ | Latest Top **Categories** + New Topic

all topics grouped by category

Category	Topics	Latest
<b>Uncategorized</b> Topics that don't need a category, or don't fit into any other existing category.	4	 Law, Identity and the European Narratives 0 3m
<b>Site Feedback</b> Discussion about this site, its organization, how it works, and how we can improve it. Discussions about how the site works and how to use it. Technicalities.	1	  The Europe Bottom-Up Platform - questions and how to 1 1h
<b>Migration and inclusion</b>	1	 Test Project Migration 0 4d 
<b>Culture</b>	0	 Tips and Tricks for projects - Or how to successfully implement your project idea 0 19d
<b>Civil society</b>	0	 Opportunities - funding, jobs, collaborations, open calls 0 19d
<b>Democracy and participation</b>	0	

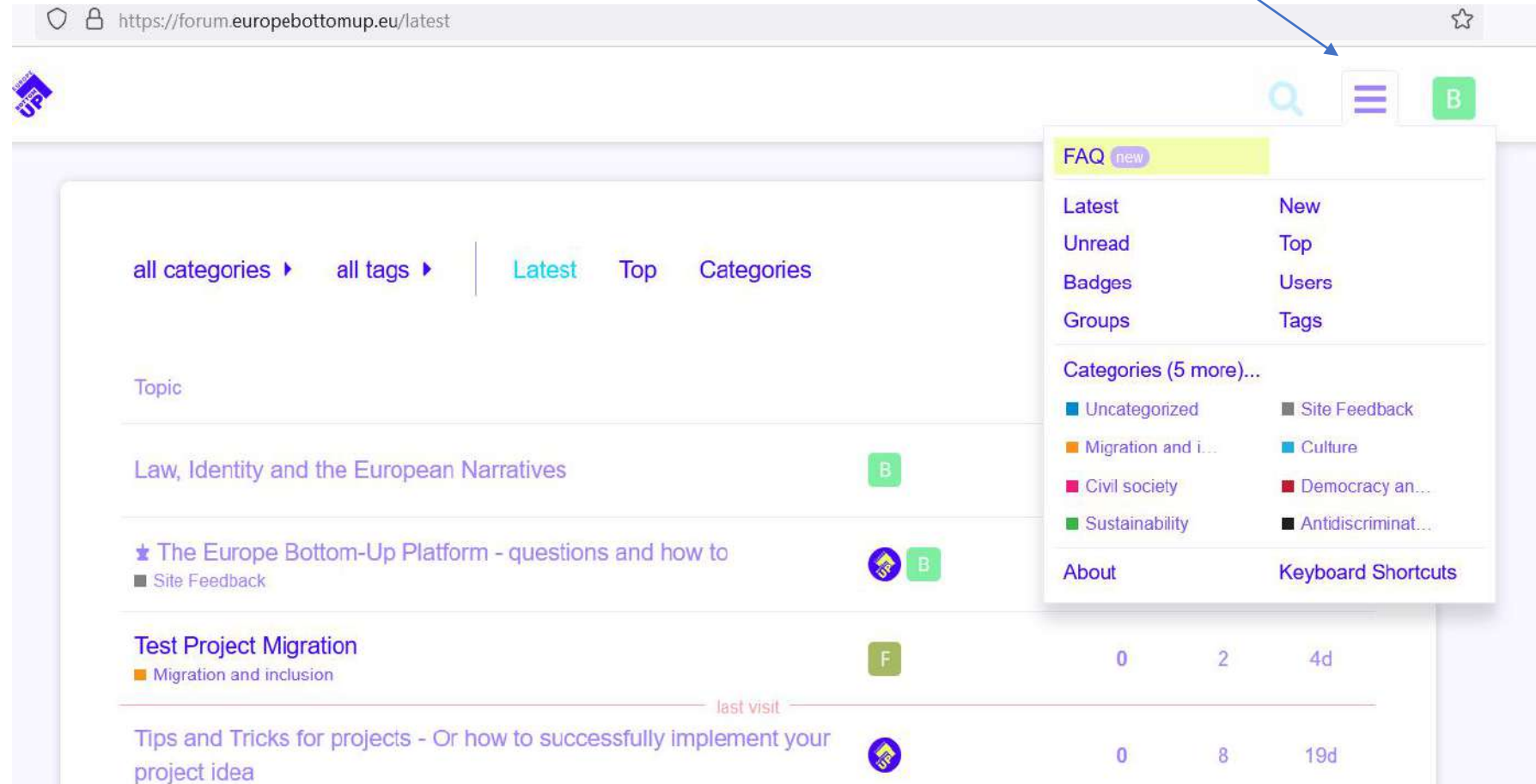
All posts  
by  
category



All posts  
by latest



The menu gives you more options and paths to access directly categories, tags or users



The screenshot shows a web browser at the URL <https://forum.europebottomup.eu/latest>. The forum interface includes a navigation bar with links for "all categories", "all tags", "Latest", "Top", and "Categories". A dropdown menu is open, listing various navigation options. The forum content area displays several topics, each with a user profile picture, a title, a category tag, and a "last visit" timestamp.

Topic	User	Category	Replies	Views	Last Visit
Law, Identity and the European Narratives	B				
The Europe Bottom-Up Platform - questions and how to	UP B	Site Feedback			
Test Project Migration	F	Migration and inclusion	0	2	4d
Tips and Tricks for projects - Or how to successfully implement your project idea	UP		0	8	19d

The open navigation menu contains the following items:

- FAQ <sup>new</sup>
- Latest
- Unread
- Badges
- Groups
- Categories (5 more)...
  - Uncategorized
  - Migration and i...
  - Civil society
  - Sustainability
  - Site Feedback
  - Culture
  - Democracy an...
  - Antidiscriminat...
- About
- Keyboard Shortcuts



all categories ▶ all tags ▶ | Latest Top Categories

Topic

Law, Identity and the European Narratives



★ The Europe Bottom-Up Platform - questions and how to

■ Site Feedback



Test Project Migration

■ Migration and inclusion



FAQ new

Latest

New

Unread

Top

Badges

Users

Groups

Tags

Users

Categories (5 more)...

■ Uncategorized

■ Site Feedback

■ Migration and i...

■ Culture

■ Civil society

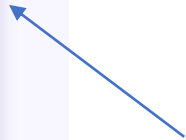
■ Democracy an...

■ Sustainability

■ Antidiscriminat...

About

Keyboard Shortcuts



Users

last visit

0

2

4d

Week APR 19 - APR 25 ▾ 10 users filter by username

Last Updated: Apr 25, 2022 7:19 am

Username	Received	Given	Topics Created	Replies Posted	Topics Viewed	Posts
admin	0	0	0	0	0	0
florian Florian Weinrich	0	0	0	0	0	0
philipp.klemm	0	0	0	0	0	0
sara.dutch Sara Dutch	0	0	0	0	0	0
nele.kirchne Posted Apr 5 Joined Mar 23 Read 20m	0	0	0	0	0	0
xailabs	0	0	0	0	0	0

User profile card for sara.dutch: Message

On the users site you can see a list of all the users and their activity on the forum

By clicking on a username, you can message them directly

These are your notifications

These are your bookmarks

This is your inbox

all categories ▶ all tags ▶ | Latest Top Categories

Topic	Replies	Views	Activity
Law, Identity and the European Narratives	0	1	23m
★ The Europe Bottom-Up Platform - questions and how to ■ Site Feedback	1	25	1h
Test Project Migration ■ Migration and inclusion	0	2	4d
last visit			
Tips and Tricks for projects - Or how to successfully implement your project idea	0	8	19d

Notifications:  
 Earned 'Basic'  
 discobot Greetings!  
 Dismiss

Profile: Afrodita

By clicking on you profile icon, you can open the profile menu

This is your personal profile





**B bojadjeva**  
Afrodita

[Summary](#) [Activity](#) [Notifications](#) [Messages](#) [Badges](#) [Preferences](#)

#### STATS

**9** days visited **18m** read time **9** topics viewed **8** posts read **0** ❤️ given **0** ❤️ received **1** topic created

**1** post created

#### TOP REPLIES

9d  
[The Europe Bottom-Up Platform - questions and how to](#)

#### TOP LINKS

No links yet.

#### TOP TOPICS

6d  
[New topic something about Europa](#)

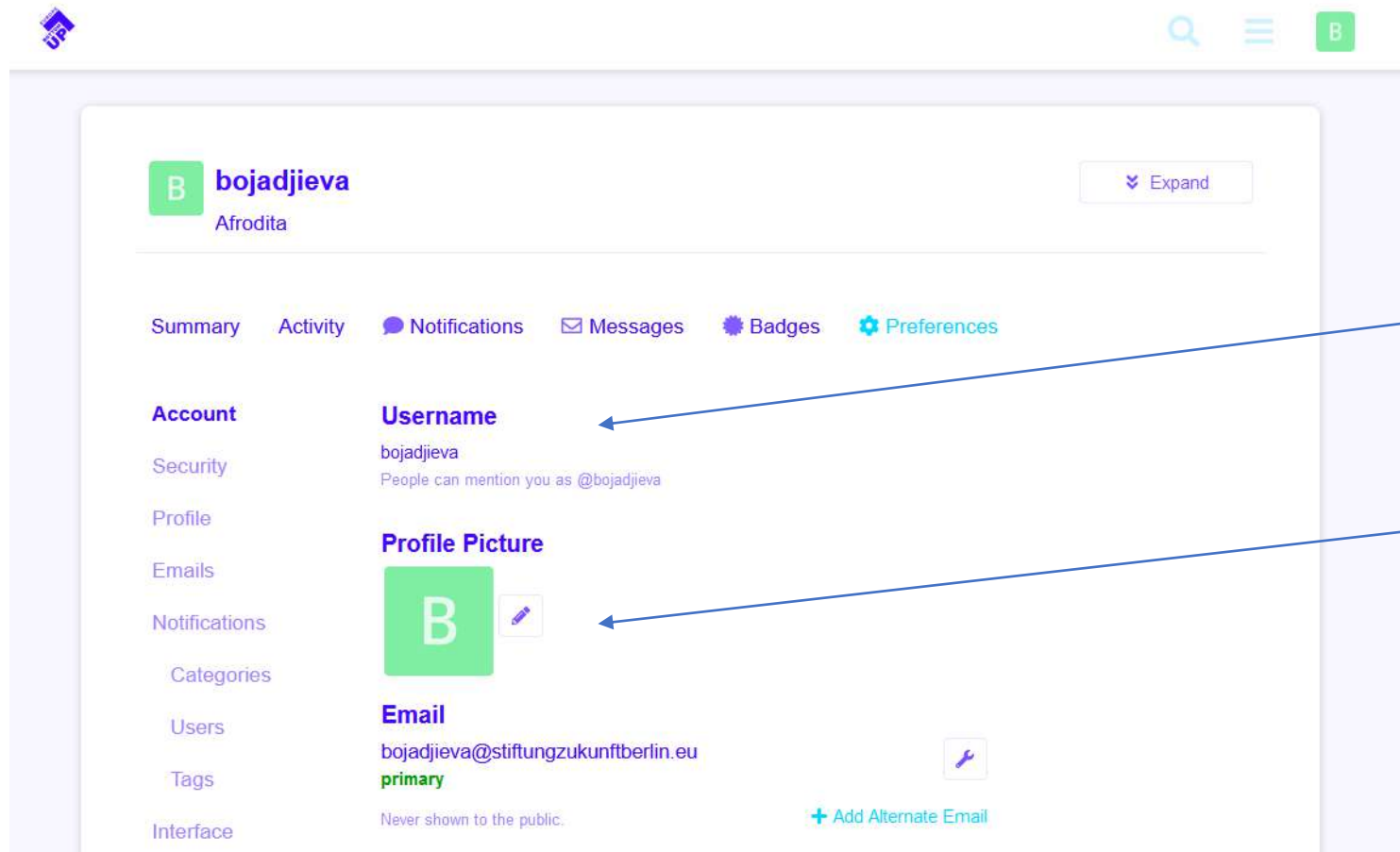
#### MOST REPLIED TO

No replies yet.

A dropdown menu for the user profile, containing the following items: Summary, Activity, Drafts, Preferences, Do not disturb, and Log Out.

Your personal profile

To set up your profile, click on preferences

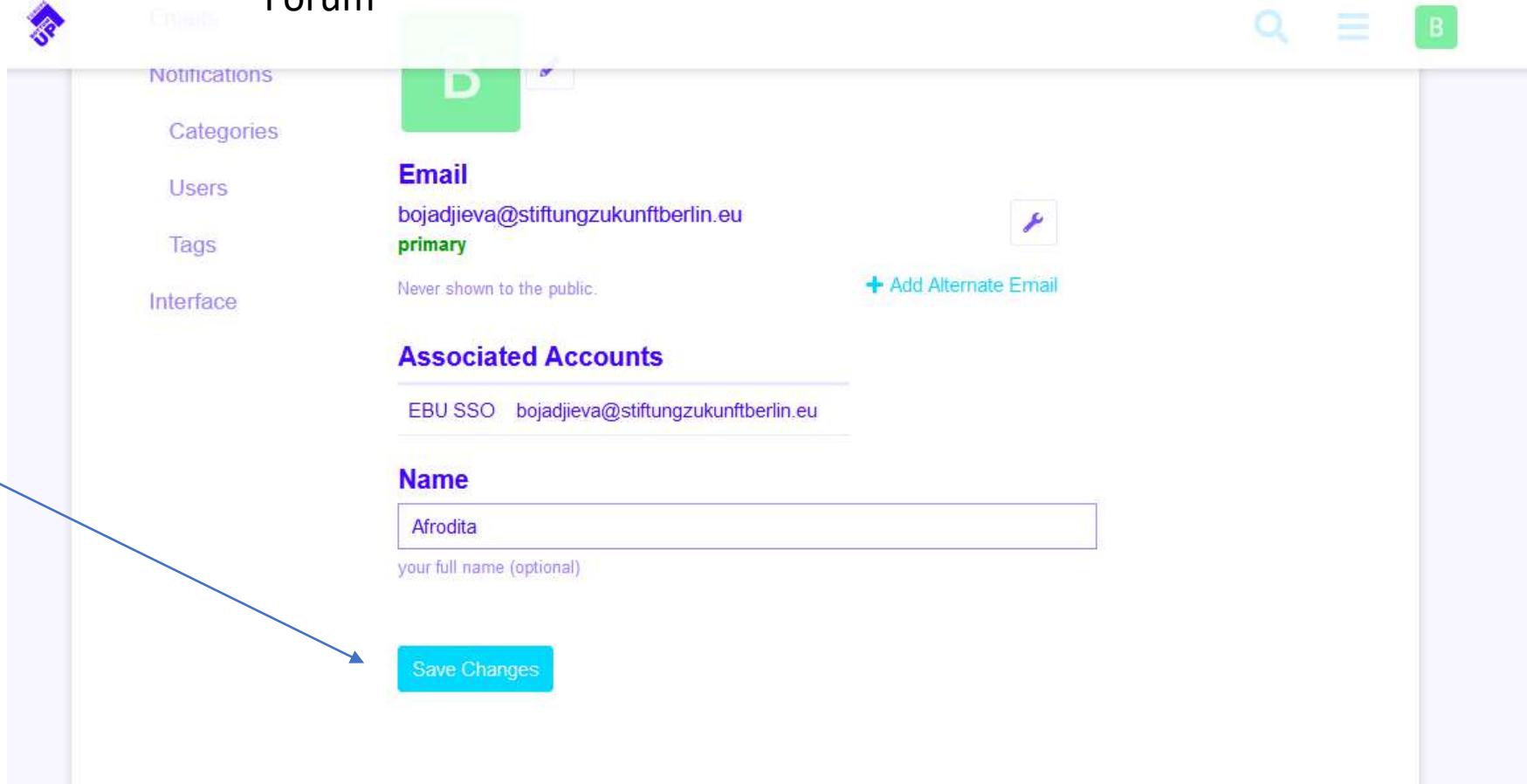


Set up your username

Your profile picture

Scroll down to complete your profile and save your changes

Just click on the Europe  
Bottom-Up Icon to go back to  
the landing page of the  
Forum



The screenshot shows a user profile page with a left sidebar and a main content area. The sidebar contains links for 'Emails', 'Notifications', 'Categories', 'Users', 'Tags', and 'Interface'. The main content area displays the user's profile information, including their email address, a 'Save Changes' button, and a 'Name' field. A blue arrow points from the text 'Just click on the Europe Bottom-Up Icon to go back to the landing page of the Forum' to a small icon in the top left corner. Another blue arrow points from the text 'Scroll down to complete your profile and save your changes' to the 'Save Changes' button.

Europe Bottom-Up

Search

Menu

B

Emails

Notifications

Categories

Users

Tags

Interface

**Email**

bojadjeva@stiftungzukunftberlin.eu

primary

Never shown to the public.

+ Add Alternate Email

**Associated Accounts**

EBU SSO bojadjeva@stiftungzukunftberlin.eu

**Name**

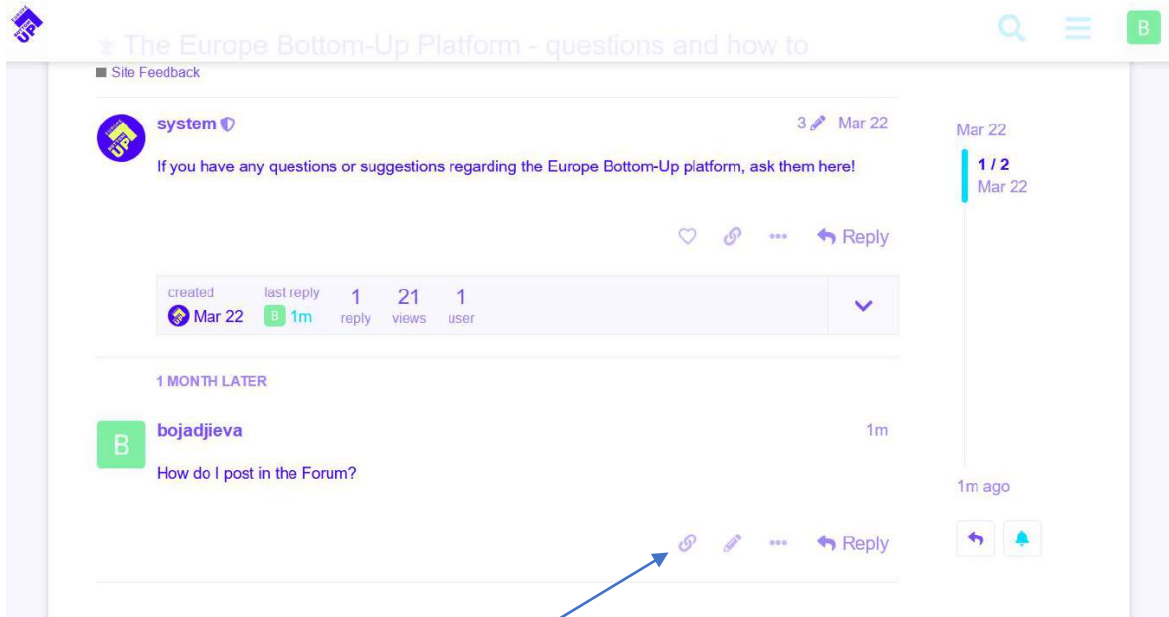
Afrodita

your full name (optional)

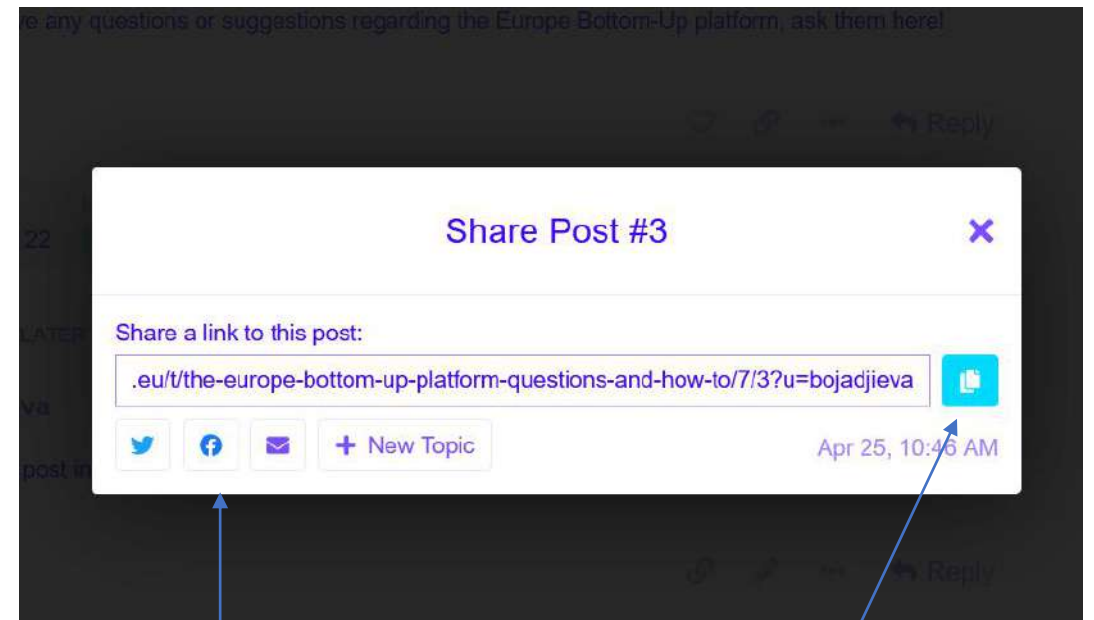
Save Changes

Scroll  
down to  
complete  
your  
profile  
and save  
your  
changes

Only Europe Bottom-Up! registered movers can post on the forum. However, the posts and threads can be read by non-registered users if you share the link with them



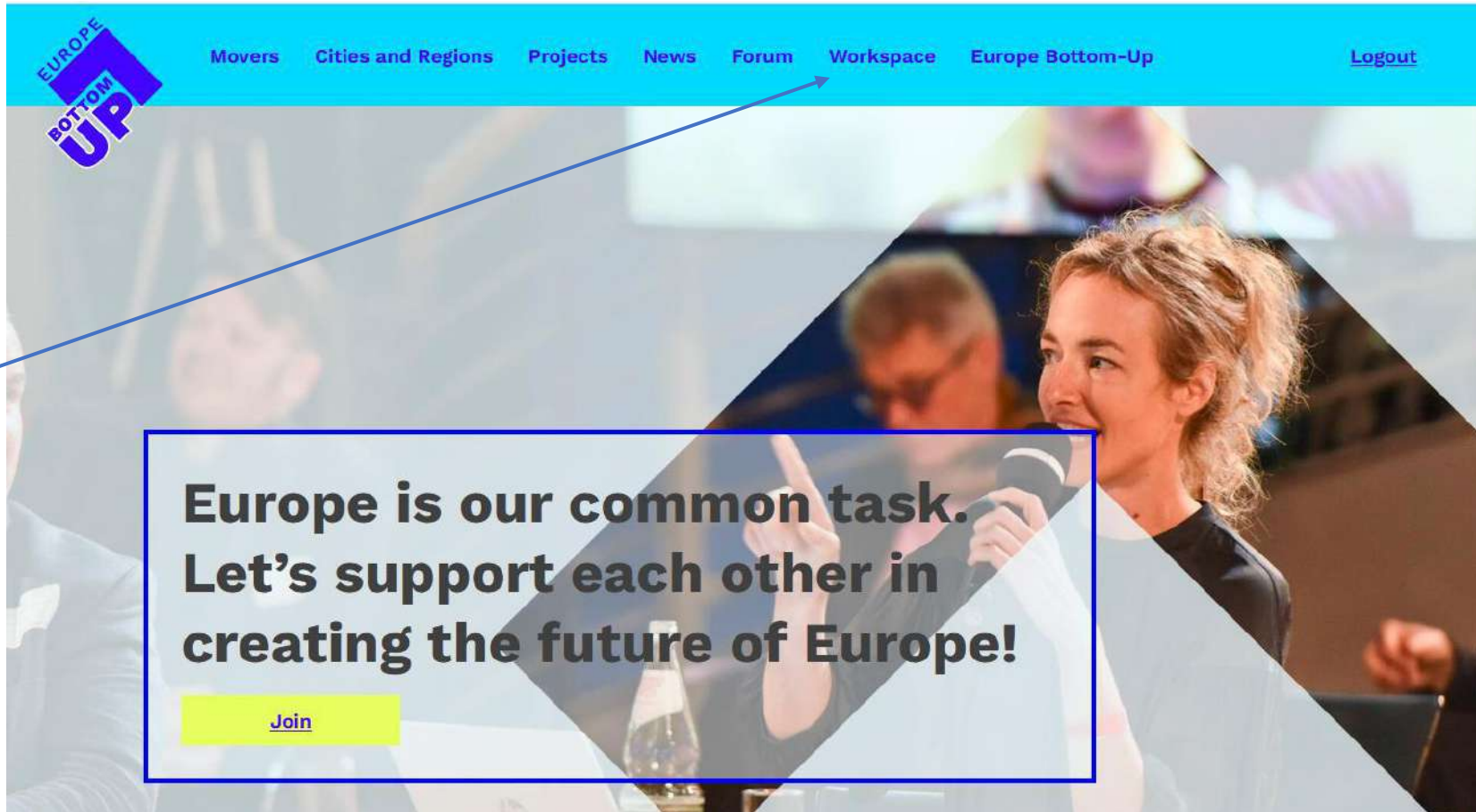
Share the post



You can share to social media or via email

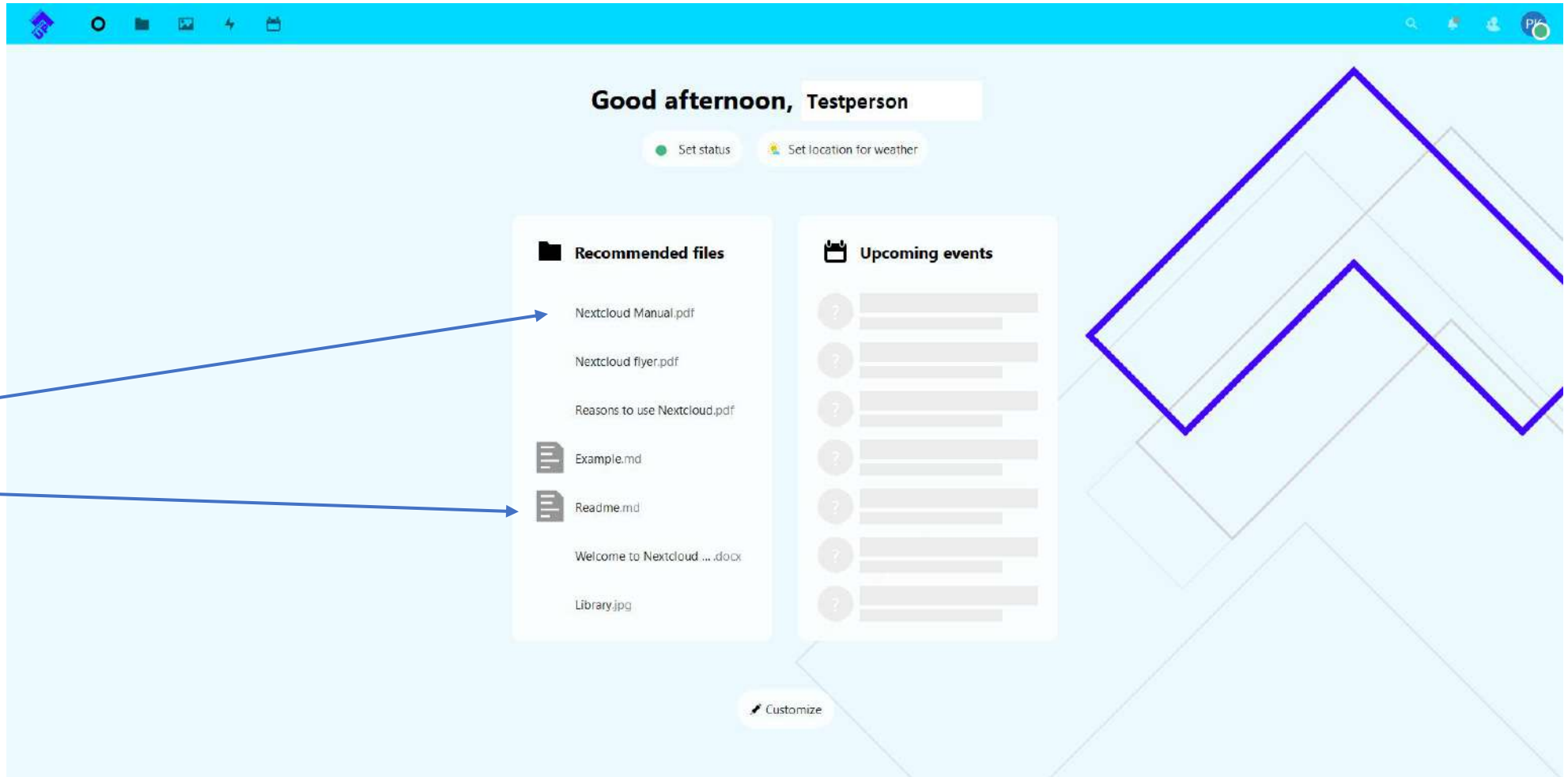
Or just copy and share the link

# The workspace



Login to the  
Workspace

Please read the Nextcloud manual if you have any issues using the workspace



- If you have any specific questions, check the forum under the section [The Europe Bottom-Up Platform - questions and how to](#) you might just find your answer! If the question hasn't been asked yet, ask it!
- For any other issues, do not hesitate to contact us:  
**[contact@europebottomup.eu](mailto:contact@europebottomup.eu)**

**We look forward to moving Europe together**

