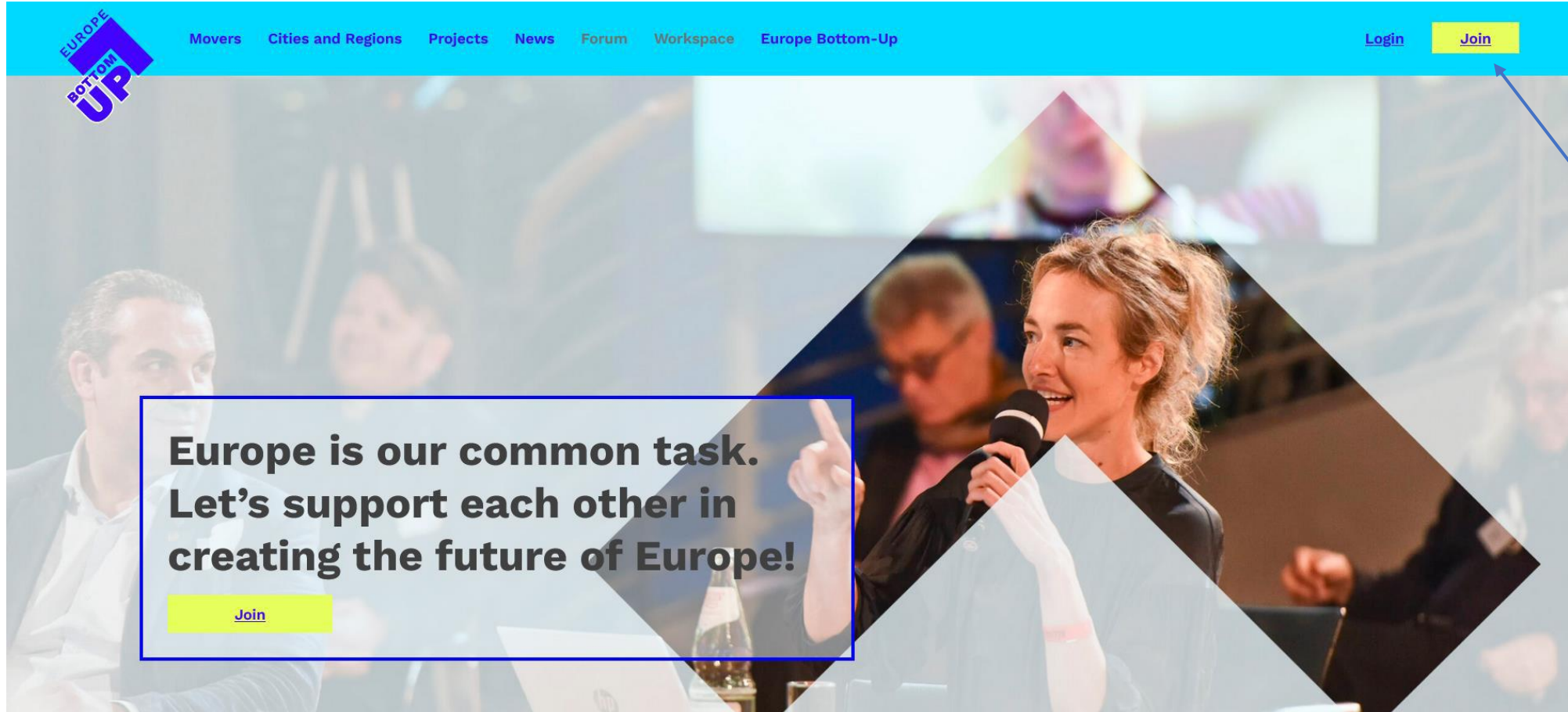




Europe Bottom-Up!

User manual for group members

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.

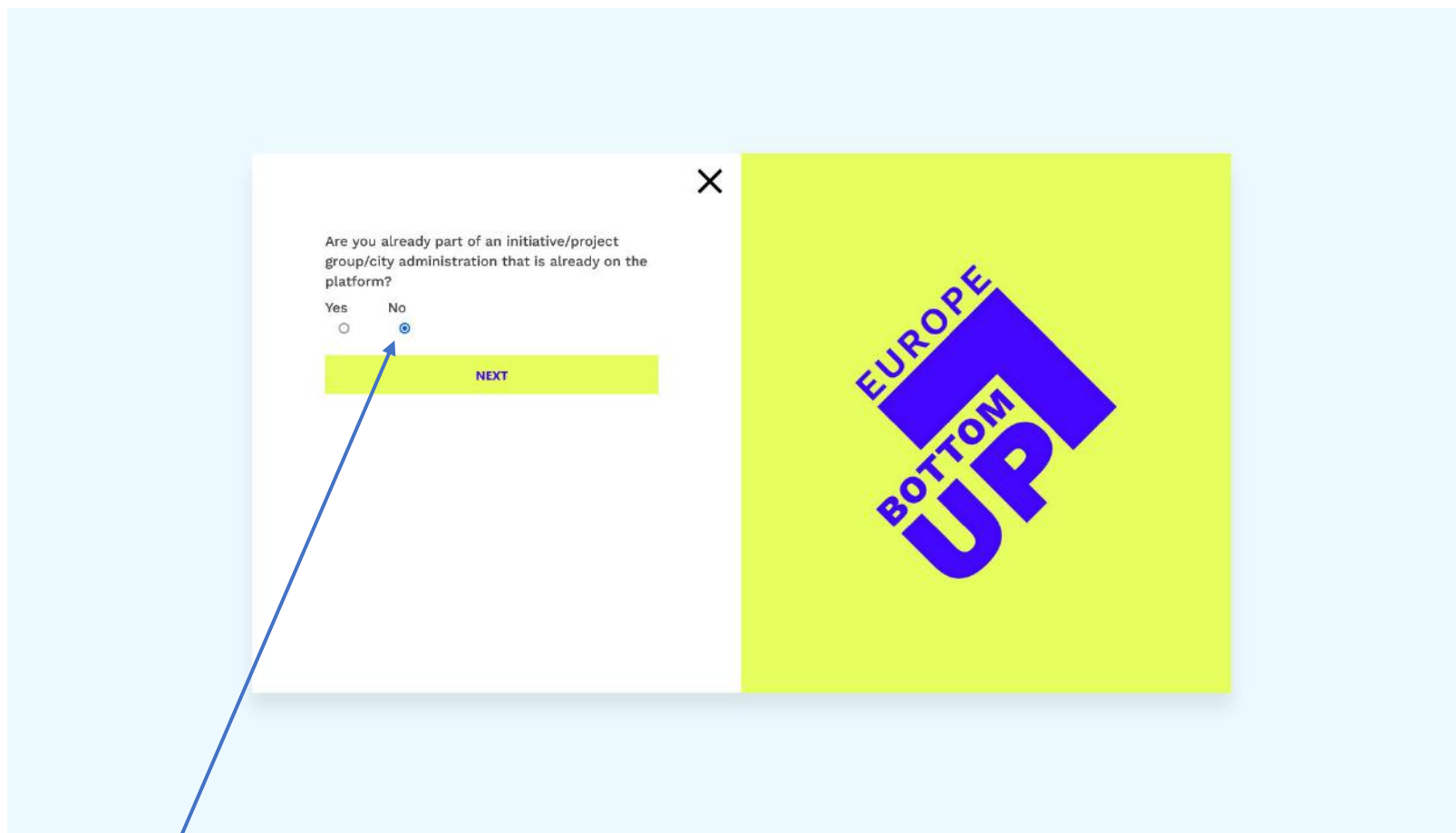
**EUROPE
BOTTOM
UP**

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

Login **Join**

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

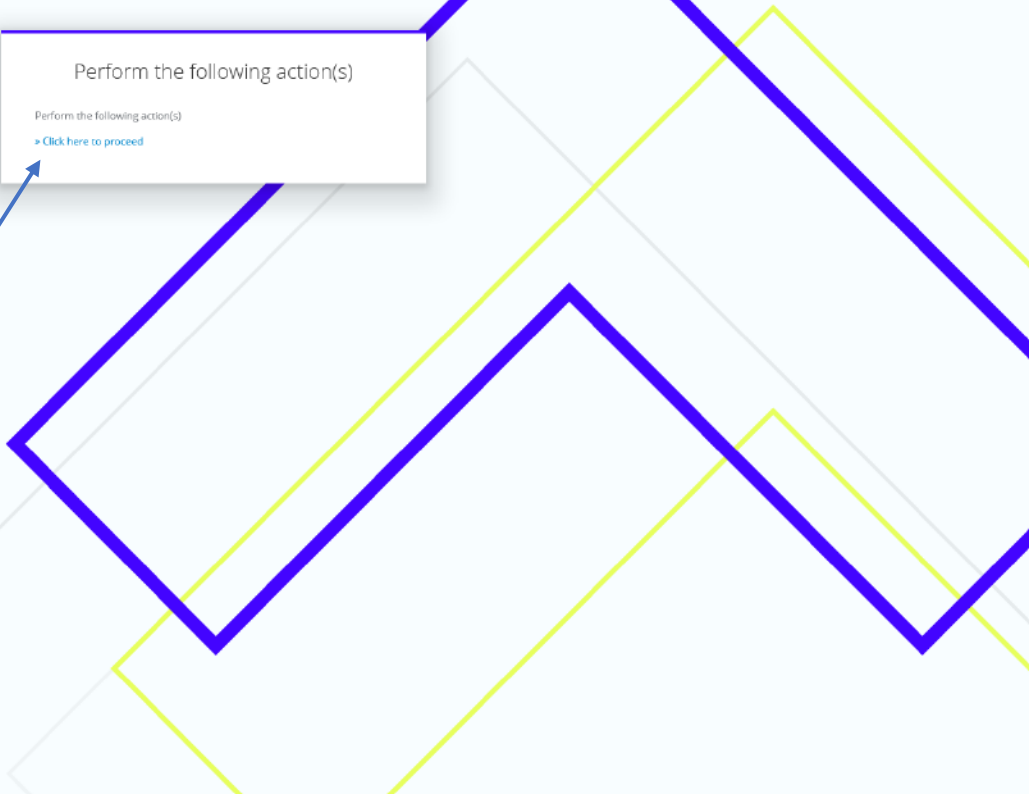
Join



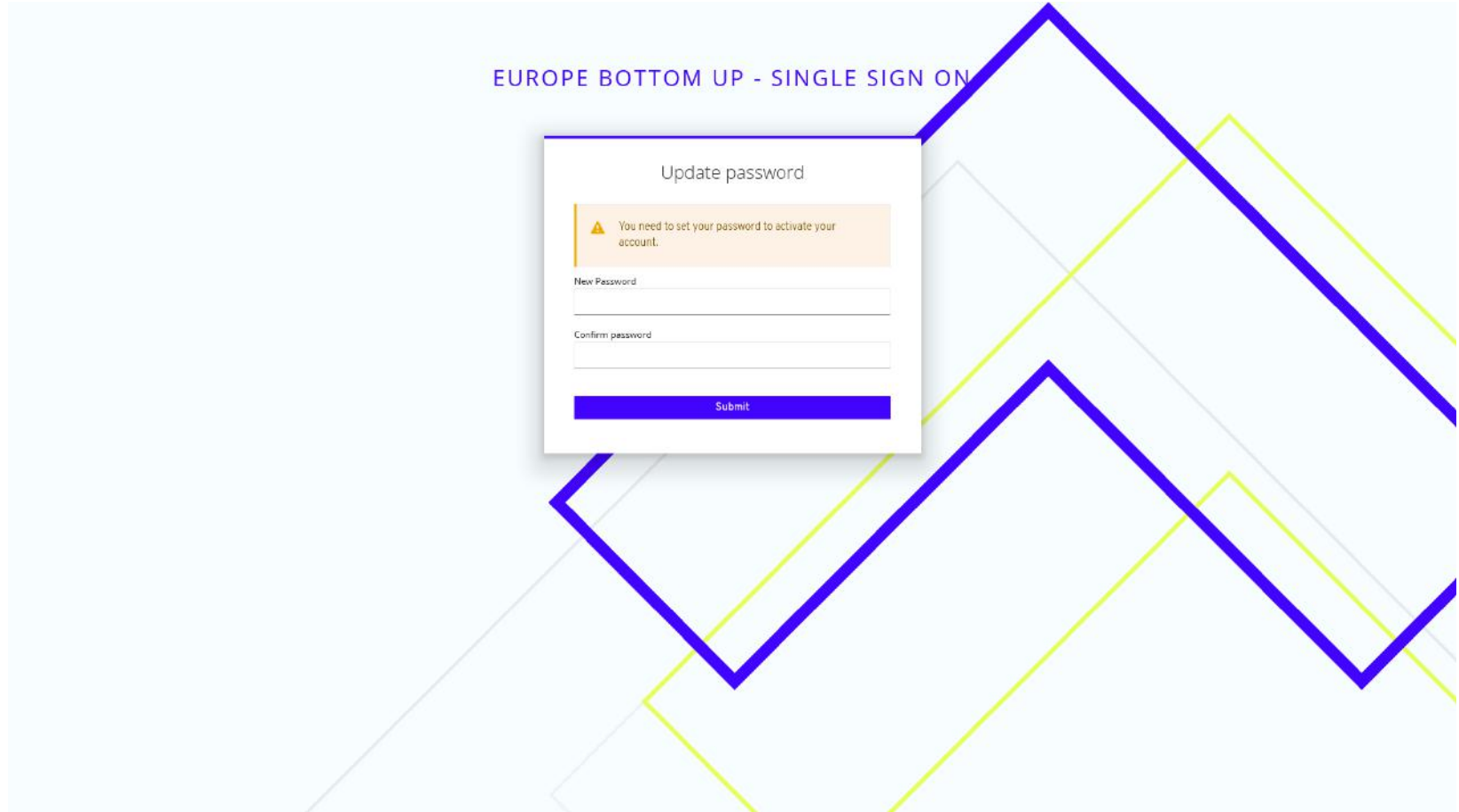
You only need to fill out the join form if you would like to register a new initiative, organisation or city to the platform. If your initiative or project group is already on the platform and you would to join them, request an invitation from their admin!

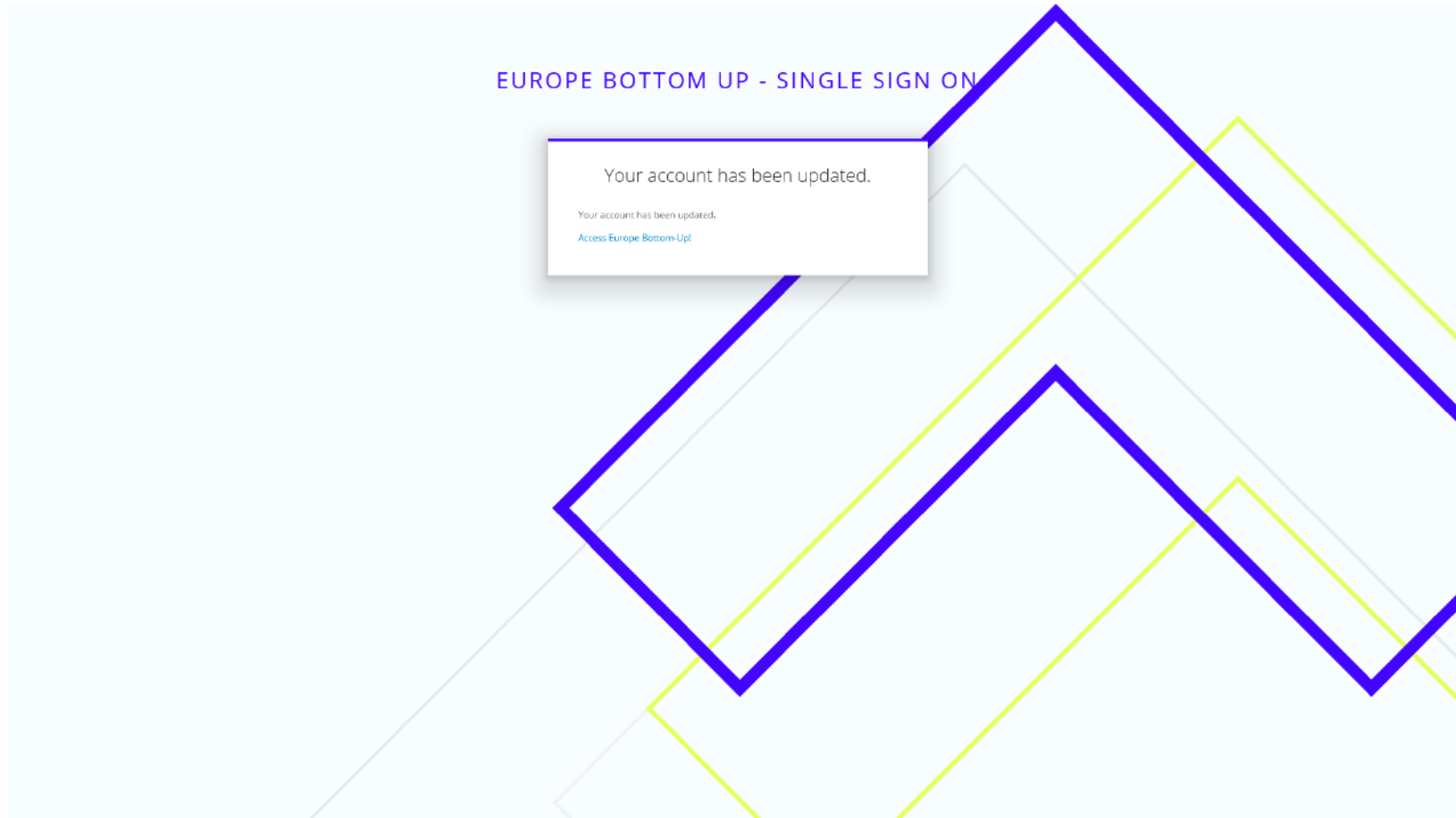
EUROPE BOTTOM UP - SINGLE SIGN ON

Perform the following action(s)
Perform the following action(s)
→ [Click here to proceed](#)



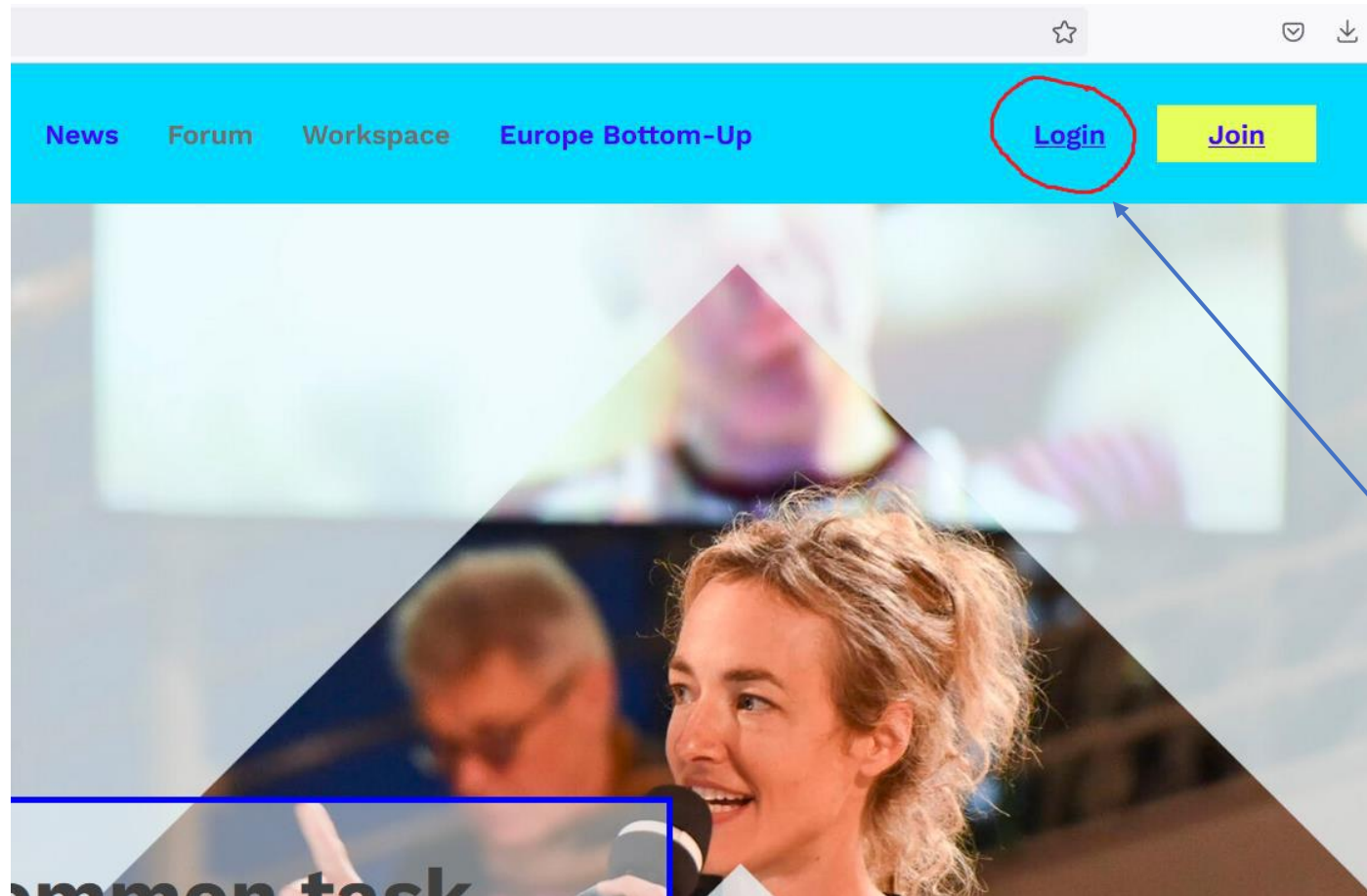
Set your password





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

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

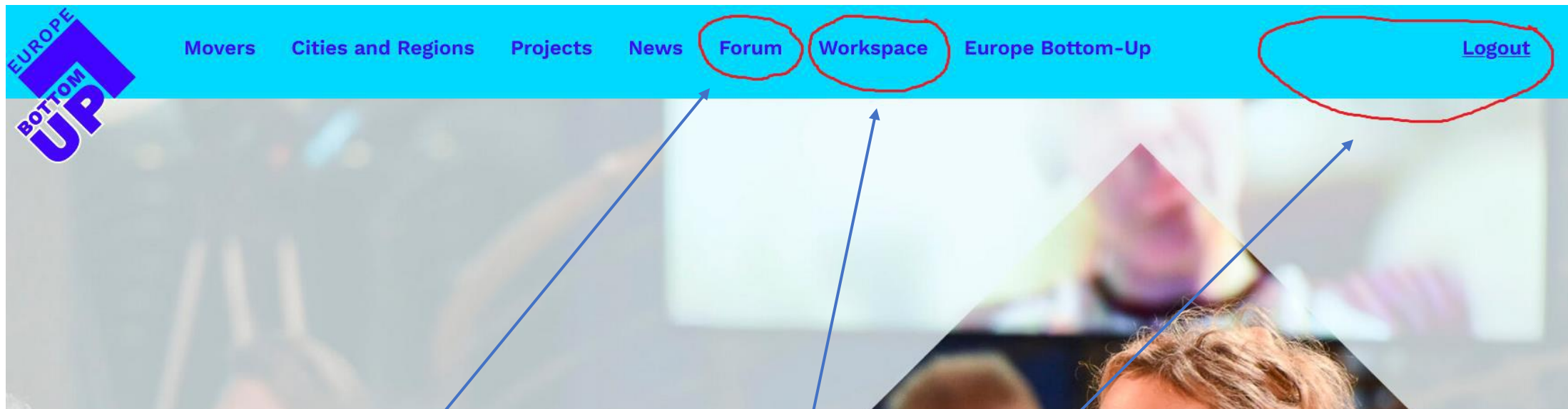
example.person

Password

●●●●●●●●

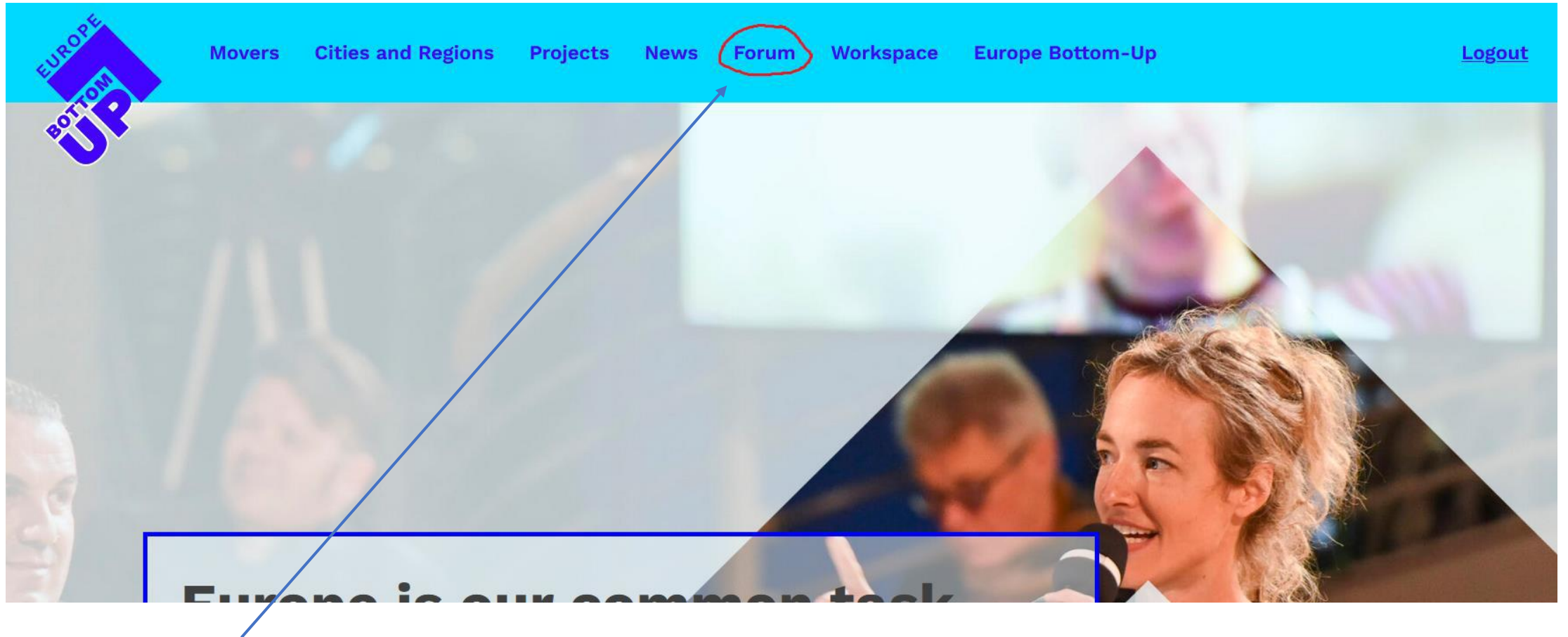
[Forgot Password?](#)

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

This is the home button of the forum and it always brings you back to the landing page of the forum (this page)

Here you can find the different threads

This is the search icon

This is your profile icon

This icon brings you to the menu

This section indicates the number of views, replies and last activity

The icons indicate who started the thread or published a post in it

The screenshot shows a forum interface with several key elements: a top navigation bar with a home button (UP logo), a search icon, a menu icon, and a profile icon; a light blue announcement banner; a message box stating '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.'; a navigation bar with 'all categories', 'all tags', 'Latest', 'Top', 'Categories', and a '+ New Topic' button; a table of forum threads with columns for 'Topic', 'Replies', 'Views', and 'Activity'; and a 'last visit' indicator at the bottom.

Topic	Replies	Views	Activity
The Europe Bottom-Up Platform - questions and how to Site Feedback If you have any questions or suggestions regarding the Europe Bottom-Up platform, ask them here!	0	20	19d
Test Project Migration Migration and inclusion	0	2	4d

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

The screenshot shows a forum interface with a header containing a logo, search, and menu icons. Below the header are two informational messages in light blue boxes. The main content area features navigation links for 'all categories', 'all tags', 'Latest', 'Top', and 'Categories', along with a '+ New Topic' button. A table lists forum threads with columns for 'Topic', 'Replies', 'Views', and 'Activity'. The first thread is 'The Europe Bottom-Up Platform - questions and how to' under the category 'Site Feedback', showing 0 replies, 20 views, and 19 days old. The second thread is 'Test Project Migration' under the category 'Migration and inclusion', showing 0 replies, 2 views, and 4 days old. A blue arrow points to the first thread title.

Topic	Replies	Views	Activity
The Europe Bottom-Up Platform - questions and how to Site Feedback	0	20	19d
Test Project Migration Migration and inclusion	0	2	4d



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

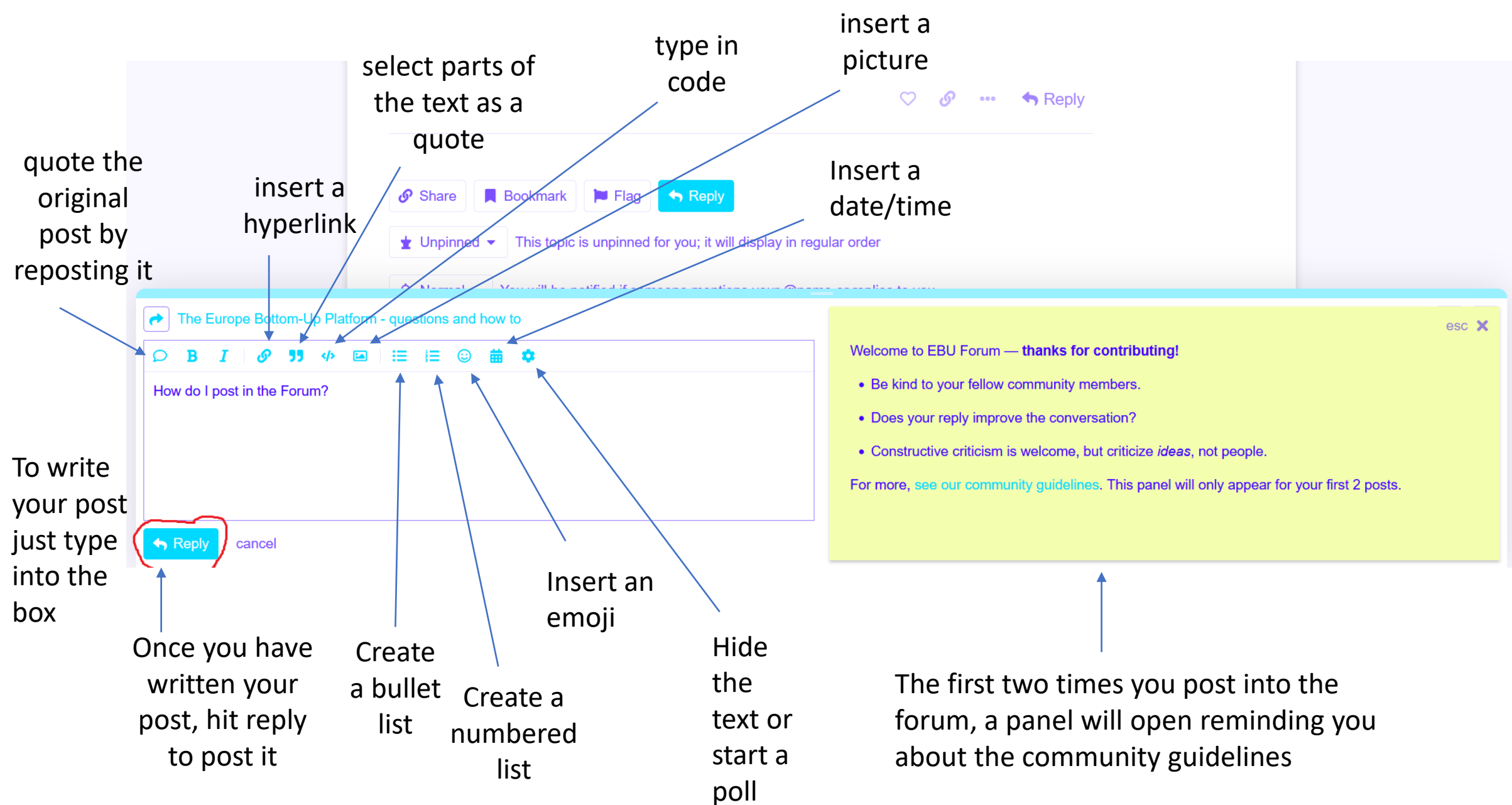
This topic is pinned globally; it will display at the top of latest and its category

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	
Mar 22	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 to the whole topic

Share your post

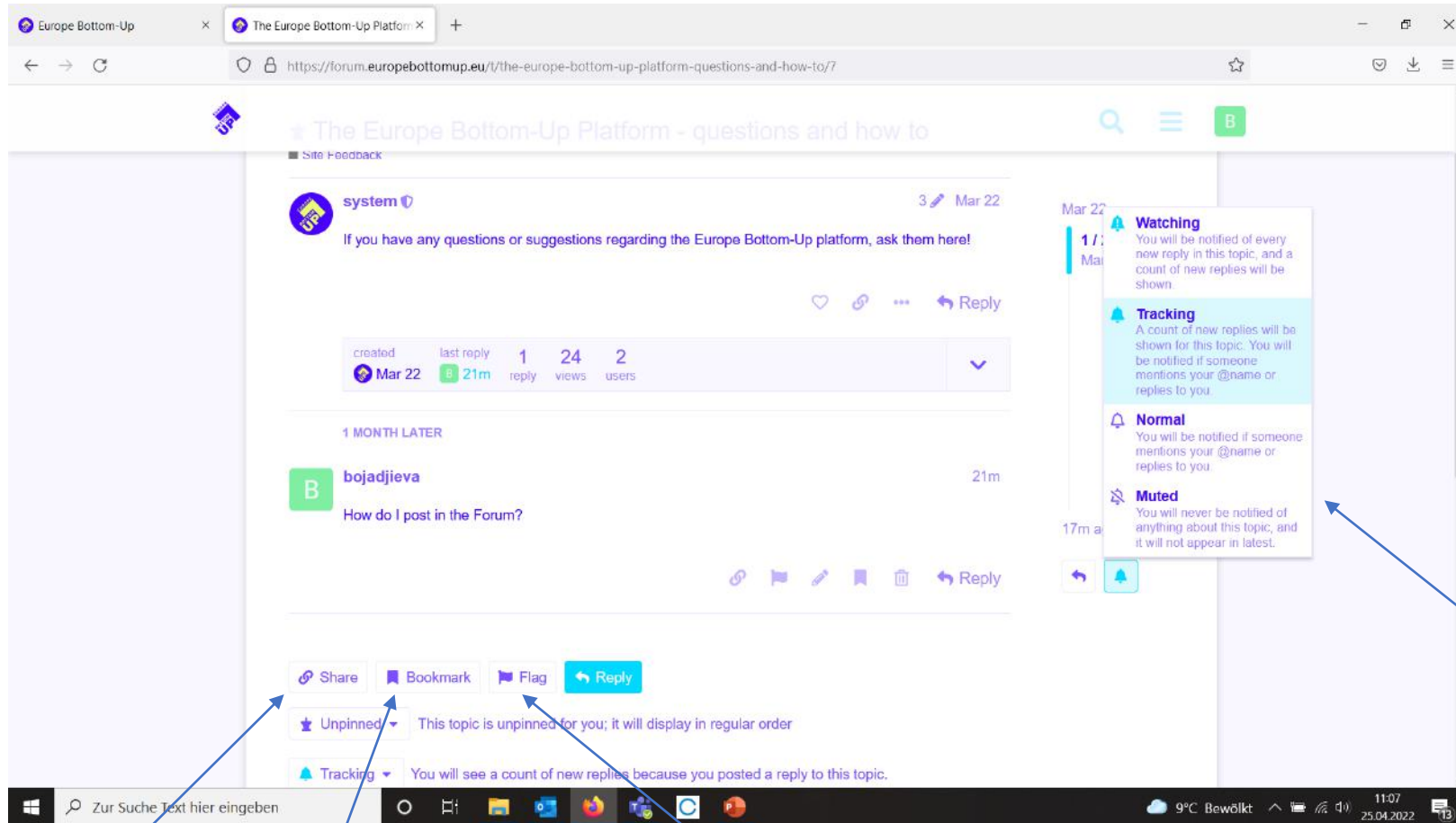
Edit your post

More menu options

Reply to this specific post

Set notifications for the post

You have successfully posted in the forum!



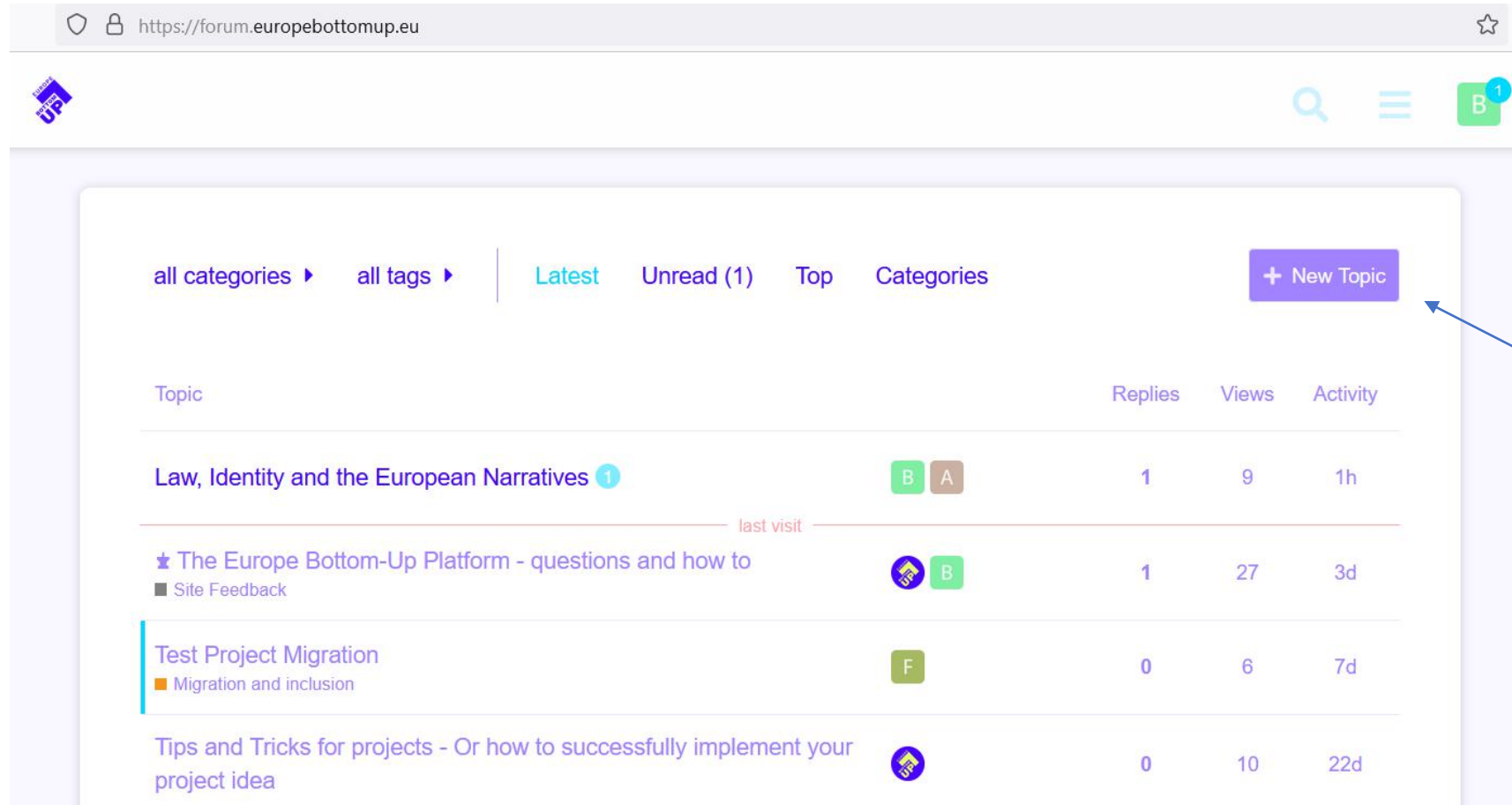
Share the post

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

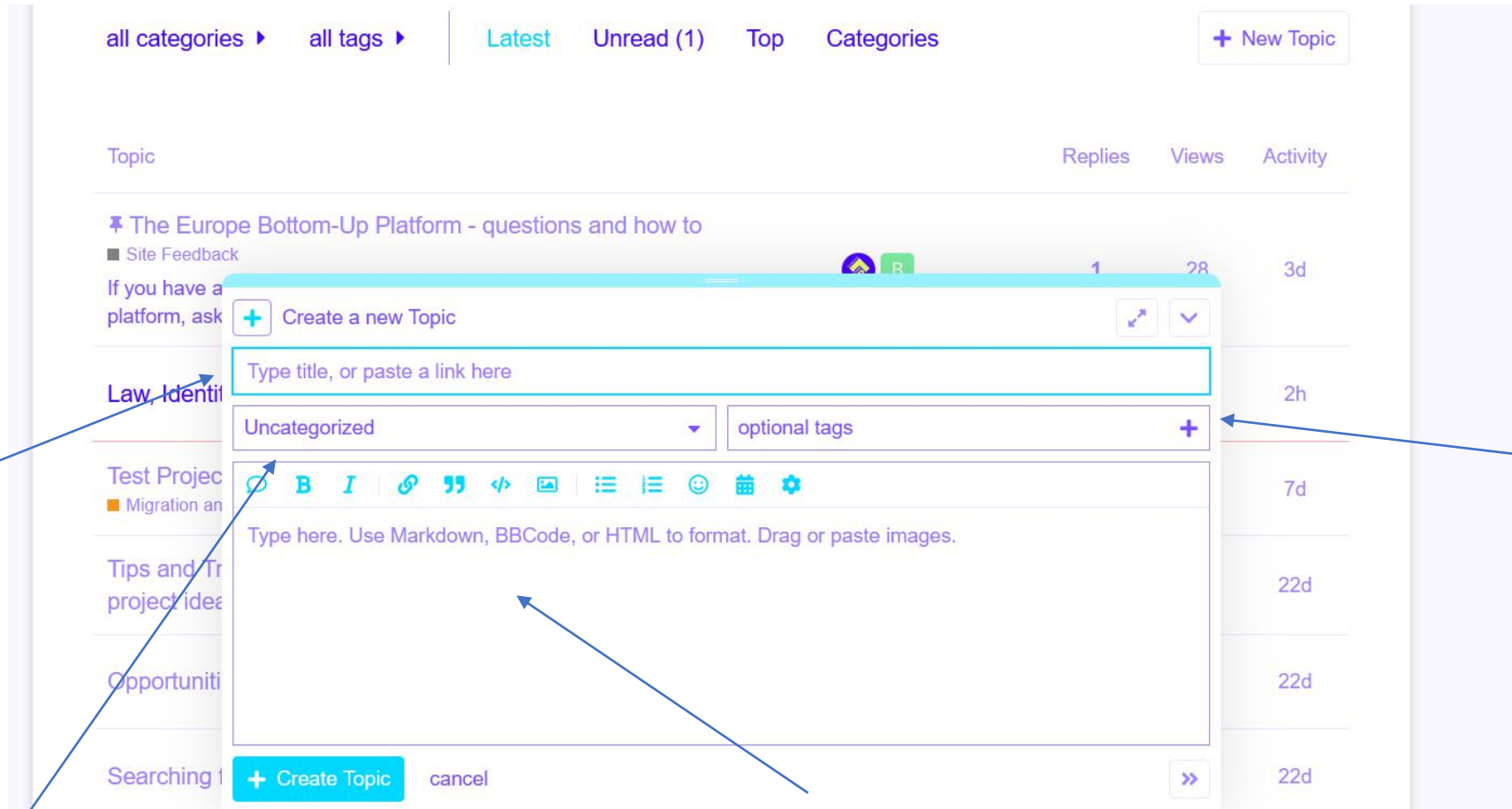
Start your own thread



The screenshot shows a web browser at the URL <https://forum.europebottomup.eu>. The forum header includes the logo, a search icon, a menu icon, and a user profile icon with a notification badge. Below the header, there are navigation links for 'all categories', 'all tags', and sorting options: 'Latest', 'Unread (1)', 'Top', and 'Categories'. A prominent purple button labeled '+ New Topic' is located in the top right of the forum content area. Below this is a table of forum topics.

Topic	Replies	Views	Activity
Law, Identity and the European Narratives ¹	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



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

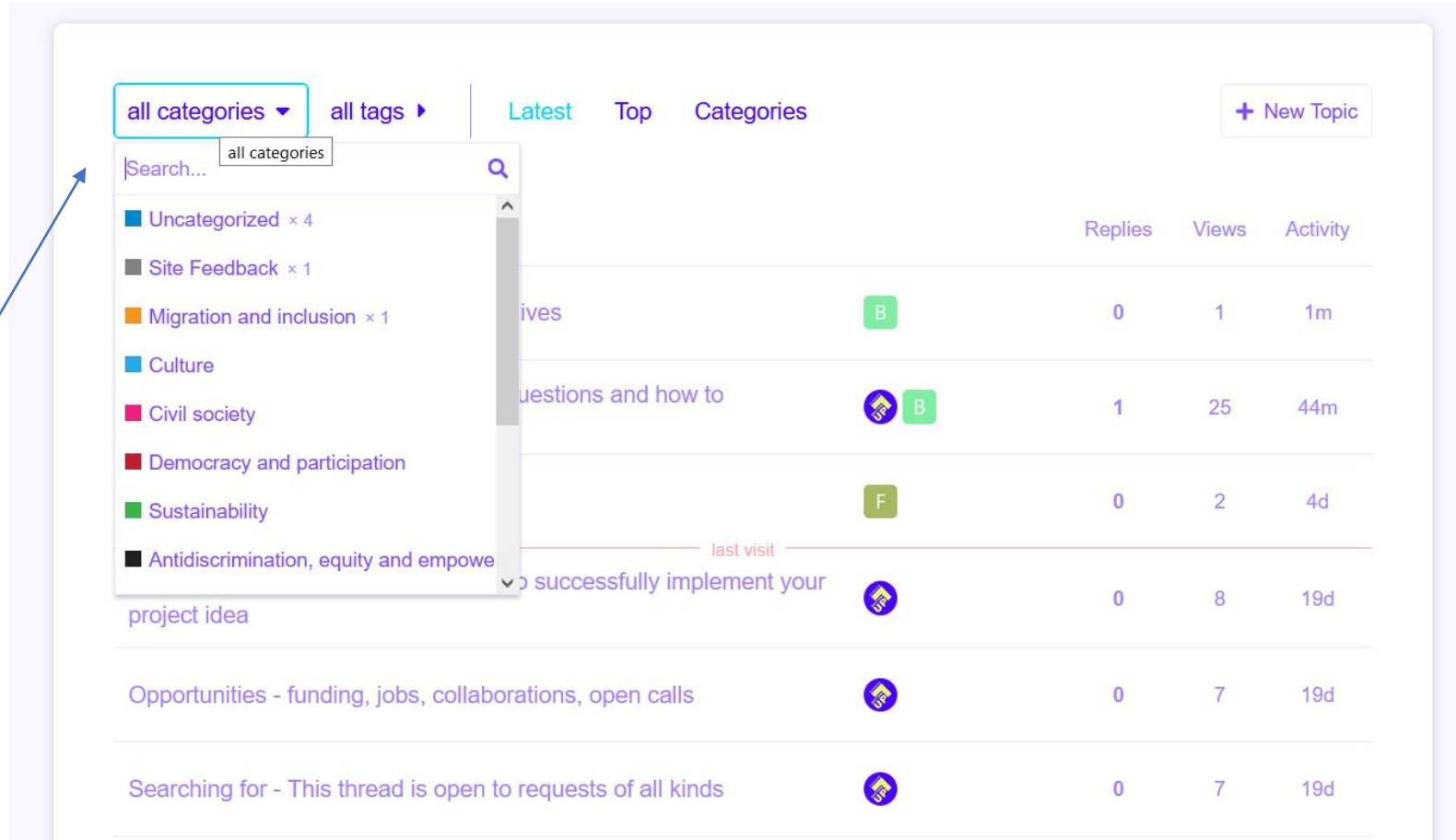
Reply

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
Law, Identity and the European Narratives	B	0	1	2m
★ The Europe Bottom-Up Platform - questions and how to ■ Site Feedback	UP B	1	25	1h
Test Project Migration ■ Migration and inclusion	F	0	2	4d
last visit				
Tips and Tricks for projects - Or how to successfully implement your project idea	UP	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
Uncategorized 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
Site Feedback 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 ■ Site Feedback
Migration and inclusion	1	 Test Project Migration 0 4d ■ Migration and inclusion
Culture	0	 Tips and Tricks for projects - Or how to successfully implement your project idea 0 19d
Civil society	0	 Opportunities - funding, jobs, collaborations, open calls 0 19d
Democracy and participation	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's navigation bar includes links for 'all categories', 'all tags', 'Latest', 'Top', and 'Categories'. A search icon, a hamburger menu icon, and a user profile icon (labeled 'B') are also present. The hamburger menu is open, displaying a list of navigation options: 'FAQ' (with a 'new' badge), 'Latest', 'Unread', 'Badges', 'Groups', 'Categories (5 more)...', 'About', 'New', 'Top', 'Users', 'Tags', 'Uncategorized', 'Migration and i...', 'Civil society', 'Sustainability', 'Site Feedback', 'Culture', 'Democracy an...', and 'Antidiscriminat...'. The main content area shows a list of forum topics, including 'Law, Identity and the European Narratives', 'The Europe Bottom-Up Platform - questions and how to' (with a 'Site Feedback' badge), 'Test Project Migration' (with a 'Migration and inclusion' badge), and 'Tips and Tricks for projects - Or how to successfully implement your project idea'. A 'last visit' separator is visible between the second and third topics.

Topic	Category	Replies	Views	Last Post
Law, Identity and the European Narratives				
★ The Europe Bottom-Up Platform - questions and how to	Site Feedback			
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



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

Unread

Badges

Groups

Categories (5 more)...

■ Uncategorized

■ Migration and i...

■ Civil society

■ Sustainability

About

New

Top

Users

Tags

Users

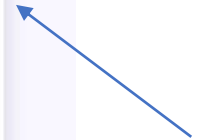
■ Site Feedback

■ Culture

■ Democracy an...

■ Antidiscriminat...

Keyboard Shortcuts











Users



Week APR 19 - APR 25 ▾


Last Updated: Apr 25, 2022 7:19 am

10 users

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



 **sara.dutch** 
Sara Dutch

 Basic

[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

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

This is your personal profile



B **bojadjieva**
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

The screenshot shows a user profile page for 'bojadjieva' (Afrodita). The page includes a navigation bar with 'Summary', 'Activity', 'Notifications', 'Messages', 'Badges', and 'Preferences'. A left sidebar lists 'Account', 'Security', 'Profile', 'Emails', 'Notifications', 'Categories', 'Users', 'Tags', and 'Interface'. The main content area displays the 'Username' as 'bojadjieva' with a note that people can mention the user as '@bojadjieva'. Below this is the 'Profile Picture' section, which shows a green square with a white letter 'B' and an edit icon. The 'Email' section shows 'bojadjieva@stiftungzukunftberlin.eu' as the primary email, with a note that it is 'Never shown to the public.' and an option to '+ Add Alternate Email'. Annotations with blue arrows point from external text to the 'Username' and 'Profile Picture' fields.

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 shows the user's profile with a green 'B' icon, an email address 'bojadjeva@stiftungzukunftberlin.eu' marked as 'primary', and a 'Save Changes' button. Annotations include a blue arrow pointing to a 'Bottom-Up' icon in the top left and another blue arrow pointing to the 'Save Changes' button.

UP

Emails

Notifications

Categories

Users

Tags

Interface

B

Email
bojadjeva@stiftungzukunftberlin.eu
primary

Never shown to the public. [+ Add Alternate Email](#)

Associated Accounts

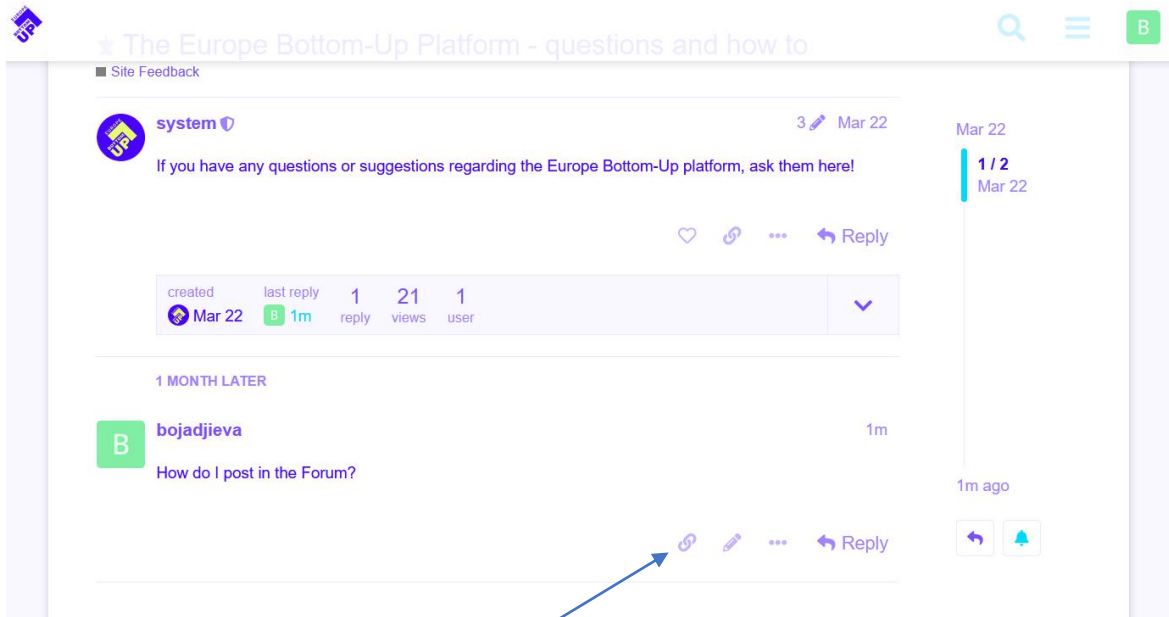
EBU SSO bojadjeva@stiftungzukunftberlin.eu

Name
Afrodita
your full name (optional)

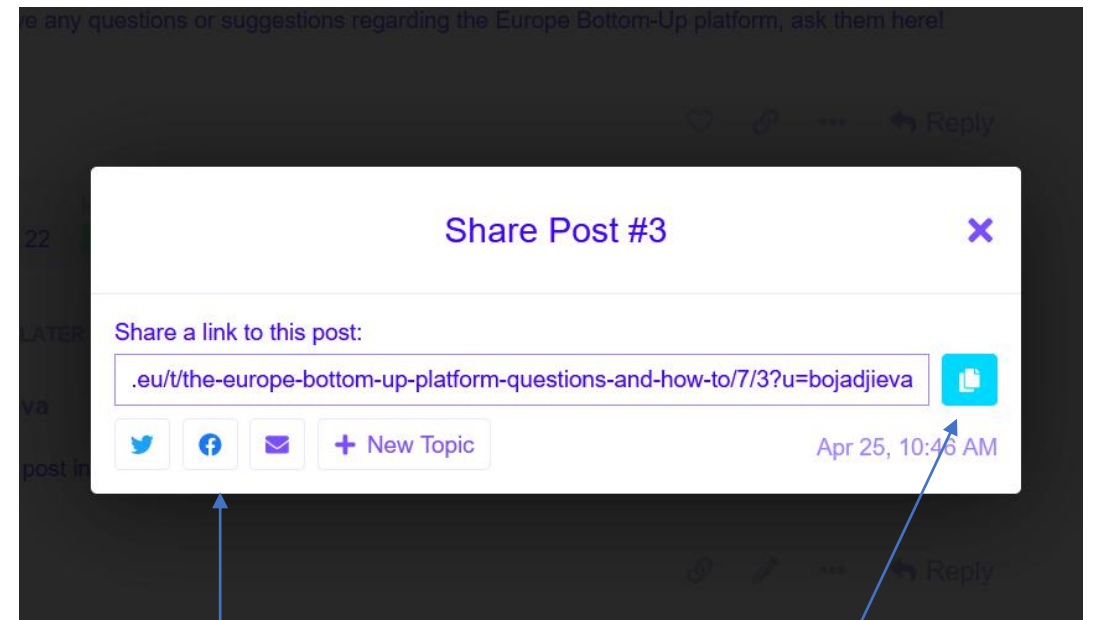
Save Changes

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



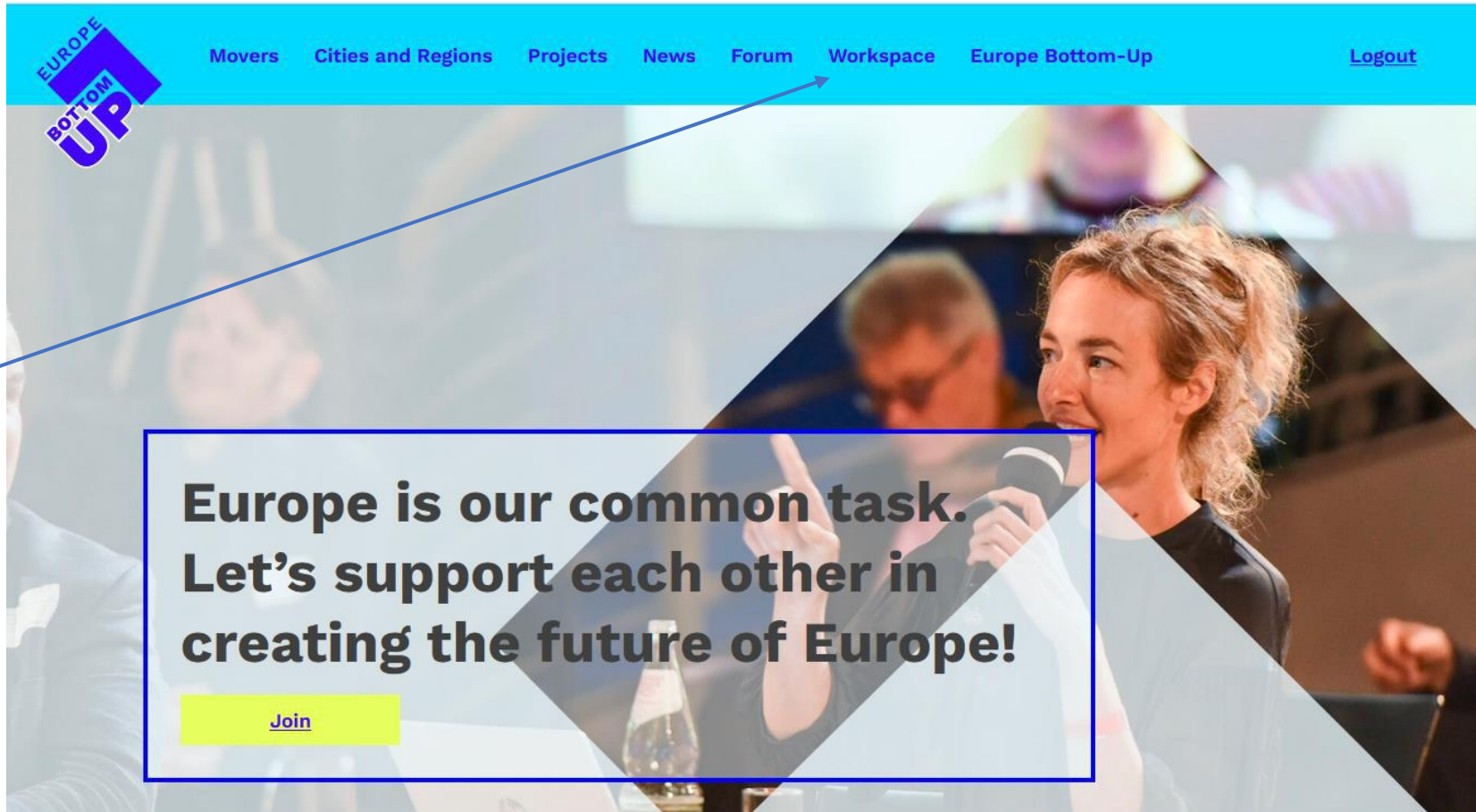
Share the post



You can share to social media or via email

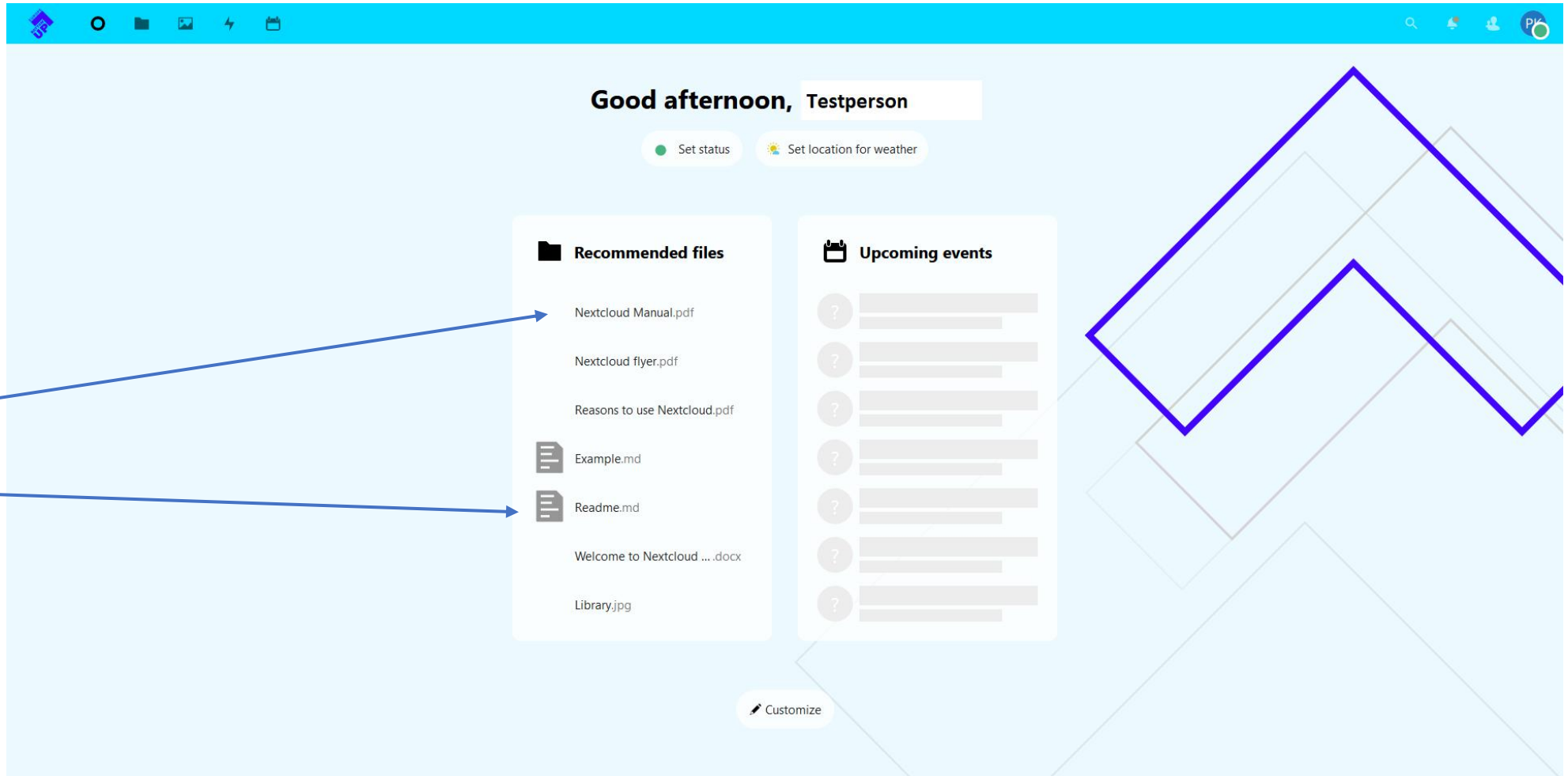
Or just copy and share the link

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

We look forward to moving Europe together

