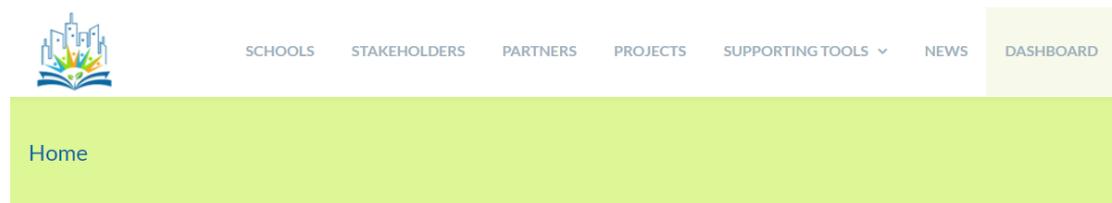


PULCHRA City Challenges Platform - User Guide for Stakeholders

This is a step-by-step user guide of the City Challenges Platform (hereafter Platform) for the stakeholders participating in the PULCHRA project. Participating stakeholders should complete their profile and provide a brief description of their entity and why they are interested in the PULCHRA project. In the following pages you can find all the necessary information for a creative and successful participation in the City Challenges Platform.

1. Visit platform.pulchra-schools.eu



Welcome to PULCHRA City Challenges Platform

The PULCHRA City Challenges Platform facilitates the exchange of information and ideas between schools, stakeholders and partners of the PULCHRA network, promoting the open-schooling participatory focus of the project.



Schools

More than 50 European schools have been selected for the 1st year of the project after an open call procedure. Each School will create its Science Team and its own project.

[See the full list of participating schools](#)



Stakeholders

Various stakeholders across Europe support our schools. External experts from science, administration, politics, business, NGOs, and parents are willing to help schools to explore their selected City Challenge Theme.

[Full list of stakeholders supporting schools](#)



Partners

Partners of the PULCHRA project coordinate the City Challenges. Our role is to help schools and stakeholders create partnerships in their local communities to foster science education for all citizens.

[See our PULCHRA partners](#)

2. Navigate through the different pages of the Platform to find information about the City Challenges participants (schools, stakeholders and PULCHRA partners), school projects, educational resources and supporting tools.

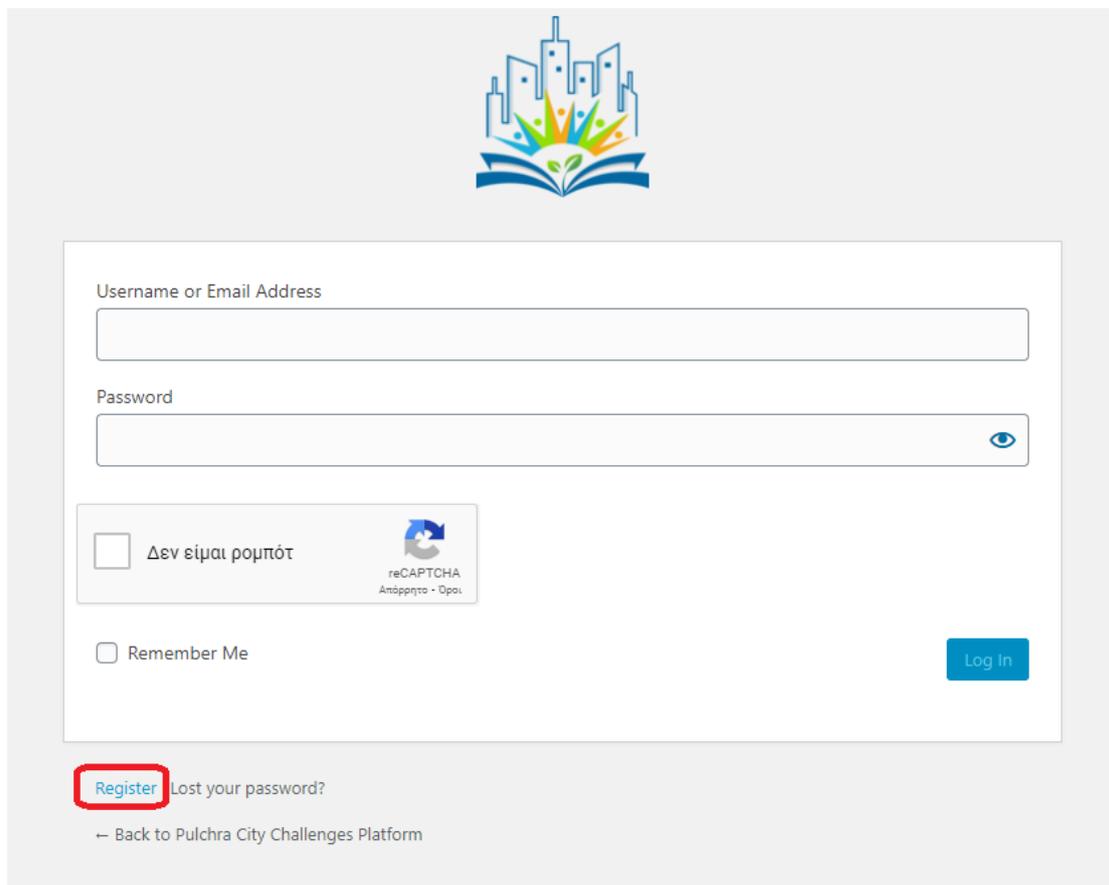
SCHOOLS STAKEHOLDERS PARTNERS PROJECTS SUPPORTING TOOLS ▾

3. To register:

a) click on “DASHBOARD”



You will be redirected to the Platform login page, simply click on the Register button



b) click on the Register button found in the Home page of the Platform

Become a part of PULCHRA

We invite experts from science, administration, politics, business, NGOs and parental community to join the PULCHRA network, become member of the schools' Science teams and help schools explore real-life urban problems.

Register

4. The “Registration” page will open. Fill in the necessary information that will appear in your profile. Remember that you can modify your profile in the future. Please don’t skip any field, it is very crucial to have a fully completed profile from the start.



Register For This Site

Username

Email

Member Type *

Title *

First Name *

Last Name *

Organization *

How you see your role in PULCHRA... *

- Support project as mentor/expert
- Accept visits from schools
- Provide data / material / equipment for school projects
- Follow the projects
- Other

After your registration a confirmation e-mail will be send to you, including a link to set up your password. Your registration must be approved from your country’s respective partner before you can log in. It is completely normal to see the following until the responsible partner activates your account.



User is not activated yet.

Username or Email Address

Password



Δεν είμαι ρομπότ



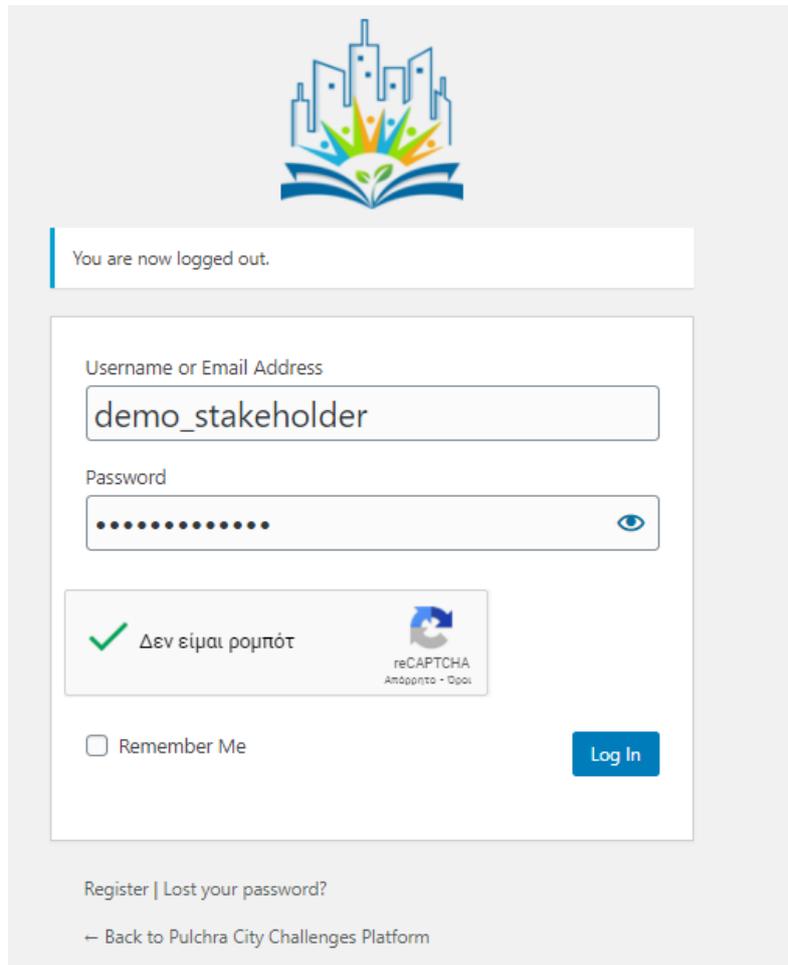
Remember Me

Log In

[Register](#) | [Lost your password?](#)

[← Back to Pulchra City Challenges Platform](#)

5. After your activation you will be able to log in to the Platform. Click on the “DASHBOARD” menu and fill in your login details in the login page.



You are now logged out.

Username or Email Address
demo_stakeholder

Password
.....

✓ Δεν είμαι ρομπότ reCAPTCHA
Απόκριση - Εύκολο

Remember Me [Log In](#)

[Register](#) | [Lost your password?](#)

[← Back to Pulchra City Challenges Platform](#)

6. You will automatically redirect to your Dashboard. Here you can find all the options you have to manage your profile. In detail:

a) The main dashboard menu provides information about:

-invitations to join projects

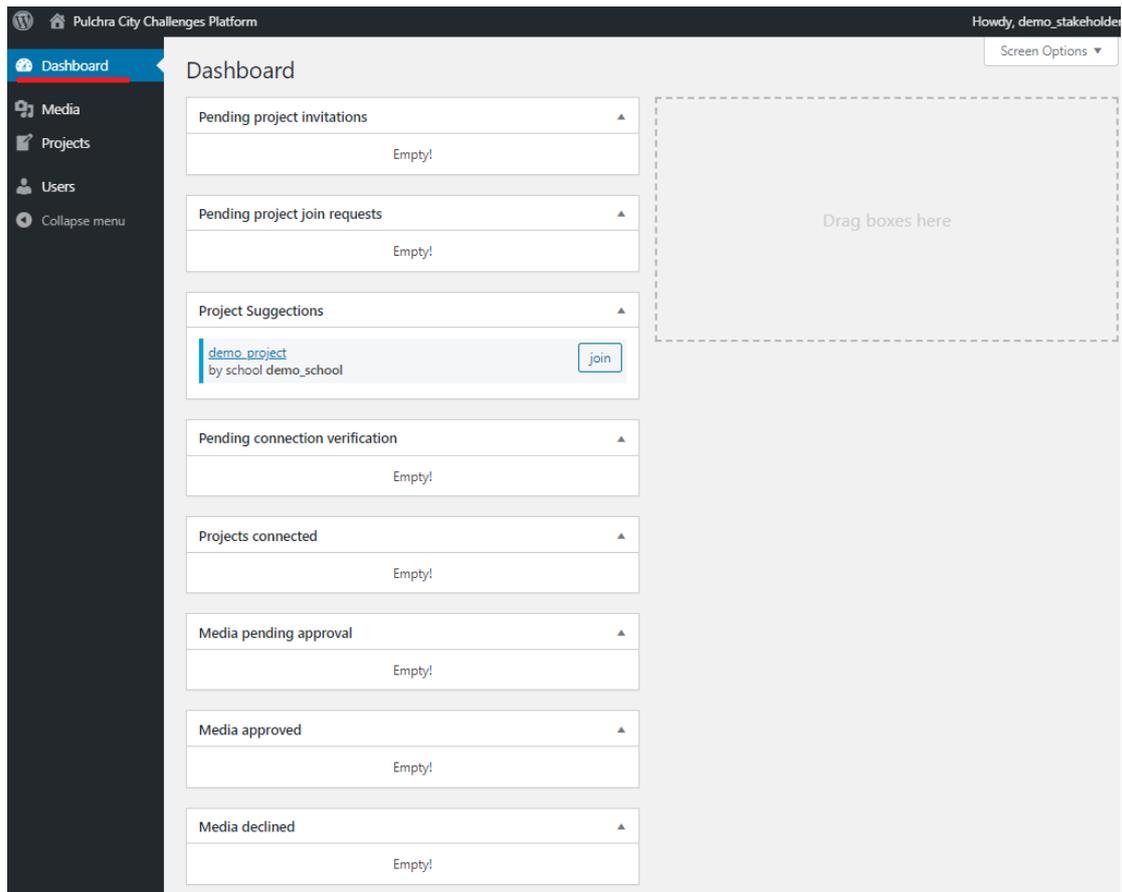
-project suggestions that may be interesting for you

-the join requests that you may have addressed to join a project

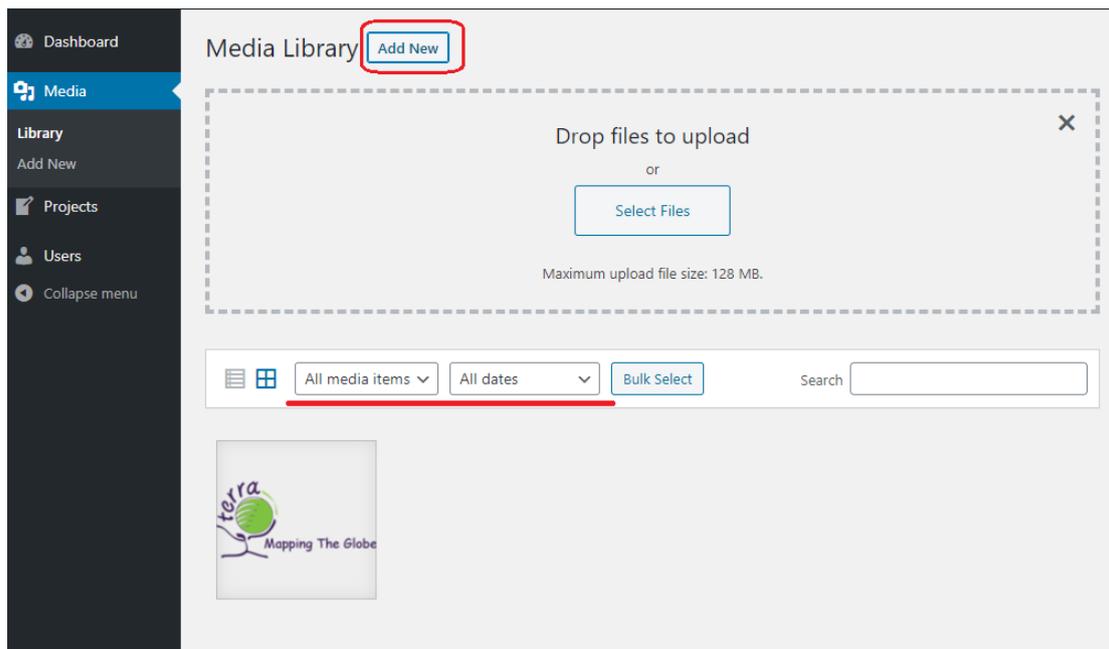
-the completed connections with school projects

-the status of the media (images, videos, links, etc) you have uploaded to the Platform

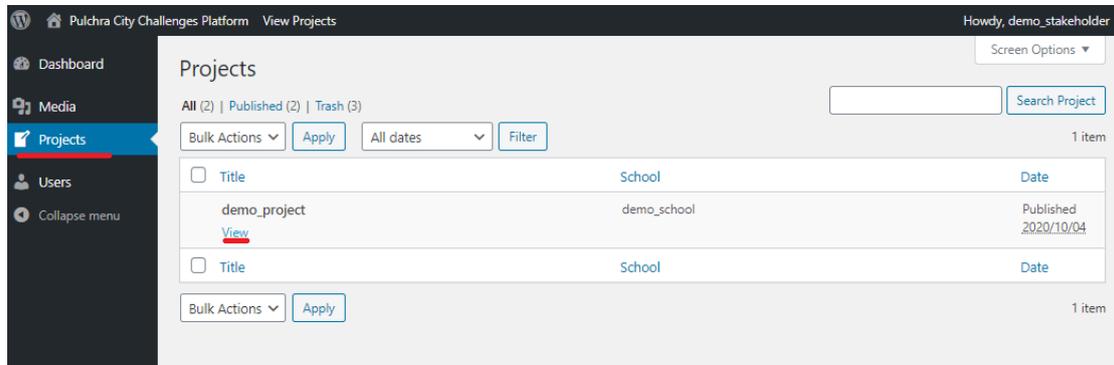
(All media will be approved or not by the PULCHRA partners)



b) The Media menu allows you to manage images, videos, pdfs, etc that you have uploaded to the Platform or Add a new item. Adding a new item is very easy, simply Drag and Drop the item or select it from your PC.



c) the Projects menu allow you to see the list of the projects you have joined. Click the view option under the project name to view the project's page.



d) The Users menu allows you to complete or modify your profile. You have the options to add/modify:

- your nickname
- your publicly displayed name (i.e. the name displayed in the Platform)
- your e-mail address (This e-mail will be your main contact point so use a valid one)
- your password
- your contact details (City, Map location, Address, Phone, Url).
- your description
- select keywords applicable to your interests
- the City challenge you are interest in

Pulchra City Challenges Platform Howdy, demo_stakeholder

- Dashboard
- Media
- Projects
- Users**
 - All Users
 - Your Profile**
 - Collapse menu

Profile

Nickname *(required)*

Display name publicly as

Email *(required)*
If you change this, we will send you an email at your new address to confirm it. The new address will not become active until confirmed.

Website

New Password

Sessions
You are only logged in at this location.

[Role Related Info](#) [Contact Details](#) [Info](#)

Provide a brief description of you / your entity (max 200 characters)

Visual | Text

Paragraph | **B** | *I* | | | | | | | | | | |

Demo_description bla bla bla bla