sustainable
sanitation
alliance

Welcome Package
for SuSanA partners

Introduction

Welcome as a SuSanA partner! SuSanA is an open international network with a vision of sustainable sanitation which unifies all members towards creating sustainable sanitation for all. SuSanA consists of a secretariat which is run out of Germany and includes more than 14,000 individual members and over 380 partner organisations (June 2022) consisting of local NGOs, international NGOs, the private sector, education / research organisations, governmental / state-owned organisations, multilateral organisations, and networks/ associations.

SuSanA Partners

The SuSanA partners drive the activity of SuSanA alongside the SuSanA secretariat, SuSanA core group and working group members (the governance structure of SuSanA can be seen here:
https://www.susana.org/en/about/governance-structure). SuSanA partners have several options to utilise the alliance and to contribute their expertise and experience. With user-friendly partner page functionality, a multi-lingual content, a discussion forum, Working Groups with Wikipedia functions, an online library and various social media channels, it is easy to disseminate project results, activities or initiatives and to tell people about news and upcoming events or job vacancies.

SuSanA's Website Functionality

SuSanA's website was re-developed and launched in 2014 to better meet the needs of partners and users. With this website functionality, each SuSanA partner has their own dedicated webpage which features a profile of their organisation, and the opportunity to edit their own SuSanA partner profile, including posting jobs, news or events. This feature provides an easy to use and powerful tool for knowledge sharing, networking and self- marketing using the world's largest online platform for sustainable sanitation.

Using this document

The following document will provide an overview of the ways you can use SuSanA's numerous resources and collaborate with SuSanA, as well as detailed instructions for practical use of the various options available for partners with the SuSanA platform.

We are happy to have you as a SuSanA partner, and we look forward to future collaboration!

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16th SuSanA Meeting in Stockholm, 2012

1. Overview:
What the SuSanA platform offers

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Every SuSanA partner has their own easy-to-use profile to efficiently present their organisation online in an established community (SuSanA). With your partner profile you can connect with other actors in the sector by sharing knowledge such as news, publications, research and projects and advertise jobs, news and events from your organisation.

Login here:
http://www.susana.org/en/

Discussion Forum

Ask questions or post information about topics of interest on this open forum and have the opportunity to interact with sanitation professionals, researchers, students and business people from around the world.

http://forum.susana.org/

Working Groups

Get involved in one or more of 13 working groups (with mailing lists) on different topics related to sanitation and contribute to our Wikipedia Working Group pages to build a reliable and up- to-date knowledge database.

http://www.susana.org/en/working-groups/overview

Social Media

Stay up to date with SuSanA through social media posts, from new photos, videos, and infographics to interesting events, news, and projects.

Facebook:
https://www.facebook.com/susana.org
Twitter:
https://twitter.com/susana_org
Linkedin:
https://www.linkedin.com/company/sustainable-sanitation-alliance-susana/
Flickr:
https://www.flickr.com/people/gtzecosan/
YouTube:
https://www.youtube.com/user/susanavideos

Thematic Discussions

Provide input during a thematic discussion on the SuSanA Discussion Forum

http://www.susana.org/en/resources/thematic-discussion-series

Hosting SuSanA Events

Participate in or host a SuSanA meeting or side event

http://www.susana.org/en/events/susana-meetings

Online Library

Upload your publications and project documents into the SuSanA library. If you need assistance, you can always contact the SuSanA secretariat under info@susana.org

http://www.susana.org/en/resources/library

SuSanA Newsmail

Subscribe to stay informed about the activities of SuSanA and other SuSanA partners, or send your news to SuSanA to keep SuSanA members up to date

https://www.susana.org/en/news-mail-subscribe

19th SuSanA Meeting in Dakar, 2015 and SuSanA Booth at AfricaSan 3 in Kigali, 2011

2. How to Use the SuSanA Platform

2.1 Partner profiles

Partner Profiles are an easy-to-use way for SuSanA partners to effectively present their organization online and on the SuSanA platform! Your partner profile is a multi-dimensional tool where you can quickly share knowledge such as publications, research, and projects, as well as advertise jobs, news and events. This is an innovative way to connect with other actors in the sector on a well-used and highly visible platform.

There are several components to creating a partner profile, which are all described in Appendix 1.

2.2 Discussion Forum

The SuSanA Discussion Forum (www.forum.susana.org) is a community moderated open forum where SuSanA members discuss sustainable sanitation-related topics and exchange knowledge with a membership base from persons across the globe. The discussion forum enables convenient and efficient exchanges of information, experiences and practical problem-solving ideas.

The goal of the forum is to make knowledge, ideas, and debates around sustainable sanitation more accessible to everyone - inside and outside of the SuSanA network. The information can also be found by any internet user. More information about the discussion forum can be found here: www.forum.susana.org/about.

How to get involved:

Although the forum posts can be read by anyone, to post in the discussion forum you must have a SuSanA individual membership (username and password). If you do not yet have one, you can register here: www.susana.org/register.

Once you are registered, the most important aspects of the forum are navigating the forum and making posts.

Navigating the Forum:

- If you're new to the forum, see the forum front page http://forum.susana.org/ for tutorials, a help section, key documents and highlighted topics.
- The recent topics page https://forum.susana.org/forum/?limitstart=0 provides an overview on the topics which have the most recent posts
- The categories page https://forum.susana.org/forum/categories provides a detailed list of categories which sort the broad range of topics which are covered in the forum such as sanitation systems, hygiene, health, WASH in schools, behaviour change, CLTS, science and technology, agricultural reuse, upscaling, sanitation governance, global political processes and more. The topics can be found by clicking on those category headings. A topic refers to the posts that are made within a particular discussion.

Making a Post and Using the Forum

All registered users can contribute to the forum by creating new discussion topics or by responding to the posts of others. The users can also attach documents and photos to their posts. In addition, users can subscribe to specific categories or topics after logging in and receive updates of new posts in particular categories/ topics. You can also change your settings to receive a daily, weekly or monthly digest of recent posts on the Forum by going to http:// www.susana.org/en/change-details (you must be logged-in with your SuSanA username and password to do so) then scroll down to the section called "SuSanA discussion forum digest (sent via e-mail)" where you can choose the frequency you would like to receive the digest.

Here https://forum.susana.org/132-help you will find several helpful posts on how to reply to a topic, post a topic, send a post by email, and navigate the forum. We suggest that you have a look through this section at the posts as well as some tutorial videos for using the forum, which are also available here: https://www.youtube.com/watch?v=aS52e3-HltI&list=PL0gMdVBup-4PMi4uLf5LIzmy-CtxUEJKG.

2.3 Working Groups

SuSanA offers different thematic working groups to cover a variety of different sustainable sanitation aspects where conceptual and knowledge management work is required. These working groups work throughout the year, with particular focus groups at meetings (such as the SuSanA meetings), to provide outputs that underline the problems and opportunities of these sanitation aspects. For a description of the 13 working groups and how they connect, please visit the working group pages.

Wikis

SuSanA has been actively involved in publishing factsheets from the working groups. Now, as a special feature for SuSanA members, SuSanA has opened up wiki pages on the SuSanA website for each working group, to develop wiki content on important sanitation topics and to deliver information in an effective wiki format. These wiki pages allow various sanitation related topics to grow from the collaborative use of the wiki, driven by members of SuSanA.
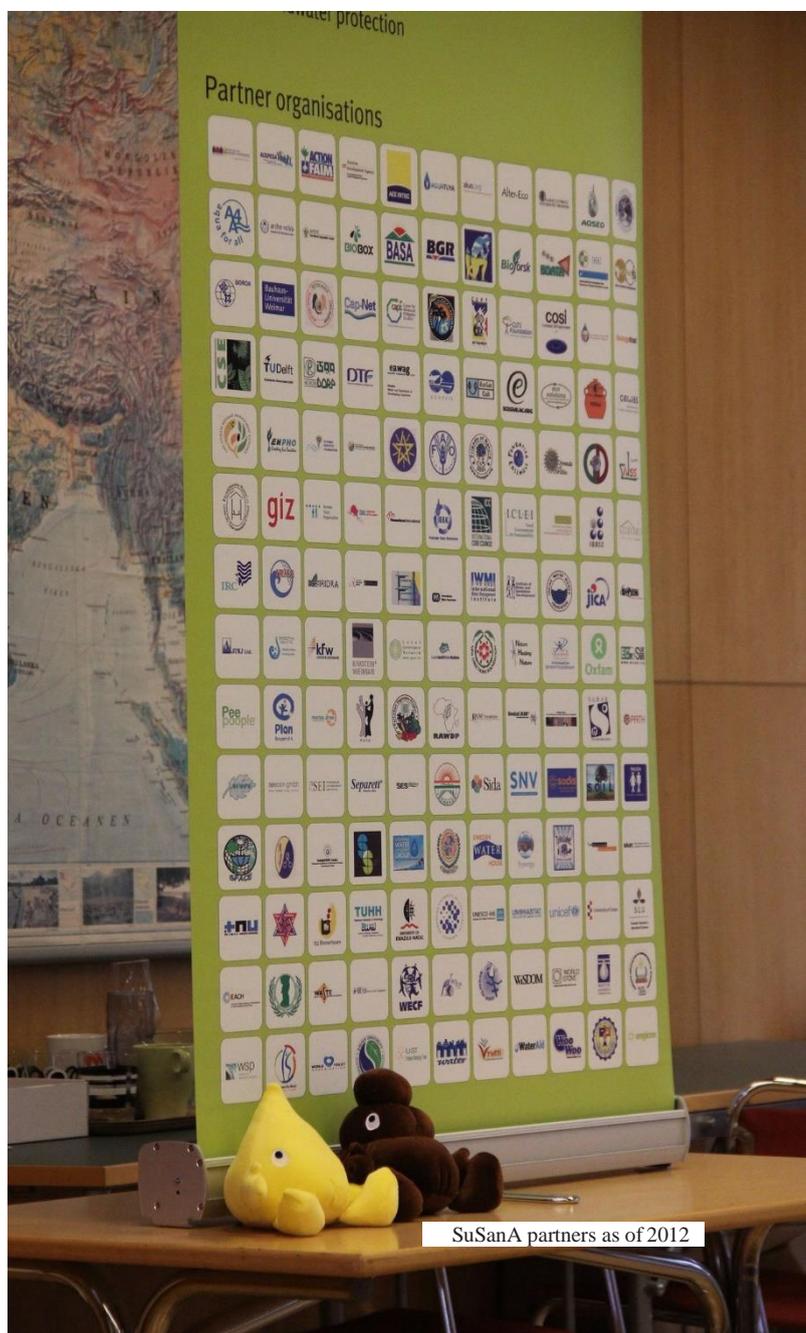
SuSanA partners as of 2012

2.4 *Social Media*

You can connect with SuSanA through various social media channels such as Facebook, Twitter, Linkedin, Flickr and YouTube to share interesting parts of your work and give it access to a vast field of users. Below are explanations on how to interact with SuSanA's social media.

Facebook:

https://www.facebook.com/susana.org

The SuSanA Secretariat makes regular posts on Facebook to keep you up to date on news and upcoming events from SuSanA as well as interesting infographics, news and documents from the sanitation sector.

- To get new updates: You can "Like" the SuSanA Facebook page by going to the SuSanA page and pressing the "like" button on the top right side of the page. This means that updates from SuSanA will now appear in your news feed.

- Interact with SuSanA: You can let SuSanA know about posts from your organisation which highlight your projects or news, as well as interesting sanitation-related posts by sending a Facebook message via the Facebook page ("message" button on the bottom right corner of the cover photo).

- Posts you like for posts on the SuSanA page that you like, below the post you have options to "Like" the post, comment, or "share" the post on your own wall.

Twitter:

https://twitter.com/susana_org

The SuSanA Secretariat also makes regular tweets on Twitter with news from SuSanA and the sanitation sector.

- To get new updates: You can "Follow" the SuSanA Twitter page by going to the SuSanA page and pressing the "follow" button on the top right side of the page. This means that updates from SuSanA will now appear on your home page (which you can get to by clicking "home" on the top left corner).

- Tag SuSanA in a post: You can tag SuSanA in a tweet by writing @SuSanA in the tweet, this will automatically populate the option to tag SuSanA in your post. When SuSanA is tagged in a post, your post will be brought to the secretariat's attention and they may choose to retweet or respond to that post.

- Posts you like: for tweets on the SuSanA page that you like, below the post you have options to respond to the post, retweet the post, or favourite the post (the small star).

Young children asking questions to politicians, India

Linkedin:

https://www.linkedin.com/company/sustainable-sanitation-alliance-susana/

The SuSanA Secretariat also makes regular posts on Linkedin with news from SuSanA and the sanitation sector.

- To get new updates: You can "Follow" the SuSanA Linkedin page by going to the SuSanA page and pressing the "follow" button of the page. Updates from SuSanA will now appear on your timeline.

- Tag SuSanA in a post: You can tag SuSanA in a post by writing @Sustainable Sanitation Alliance (SuSanA) in the post. When SuSanA is tagged in a post, your post will be brought to the secretariat's attention and they may choose to retweet or respond to that post.

- Posts you like: for posts on the SuSanA page that you like, below the post you have options to respond to the post, share the post, or send the post to other colleagues.

Flickr:

https://www.flickr.com/people/gtzecosan/

The SuSanA Flickr gallery is a highly used photo gallery of over 10,000 sustainable sani tation related photos of technologies, projects, meetings, and other sanitation-related circumstances. The SuSanA Flickr gallery is used both as a resource for finding and using photos (for example, for educational resources, documents, blogs), but also as a place for people and organisations to upload photos.

Uploading Photos

- If you would like to upload photos to the SuSanA Flickr set please contact info@susana.org and the secretariat will assist you in uploading the photos.

Searching and Downloading Photos

- Search options on the page are towards the top, where you can search by "Photost ream" (all photos), "Albums" or by using the search tool on the top right corner (make sure to click "Sustainable sanitation's photostream/ album" once you have entered your keyword – otherwise you will search all Flickr databases).

Downloading and Using Photos

- To download an image, once you have opened the image, click on the arrow pointing down (with a horizontal line under- neath it) on the bottom right corner of the black part behind the image, and follow the downloading instructions for the size you would like.

- The photos are all available under a Creative Commons Licence and the public is free to use them (although we ask that you provide attribution). The photos have been contributed by various people, and all the photographers' names are given with the photos or the respective photo sets.

Youtube:

https://www.youtube.com/user/susanavideos

SuSanA regularly posts videos from short films, projects, meeting recordings, or instructions related to SuSanA and sanitation.

- To get new video updates: You can "Subscribe" to the SuSanA YouTube page by going to the SuSanA page and pressing the red "subscribe" button on the right side of the page near the top. This means that up- dates from SuSanA will now appear on your home page under "subscriptions" and you will receive an email when a new video is uploaded.

- Browse SuSanA's videos: Once on the SuSanA YouTube page, there are multiple ways to browse videos, including:

- **Home:** displays the featured videos

- **Videos:** which displays all video from SuSanA, which you can sort by date of upload or most popular (on the right side above the videos)

- **Playlists:** we have put together some categories for the videos to help make it easier to find videos on a certain topic

- Ask SuSanA to post a video: As a partner, if you have a video (and the copyright license to that video) that you would like SuSanA to make available through the SuSanA YouTube page, please contact us at info@susana.org.

2.5 *Thematic Discussions*

The Thematic Discussion are organised 2- to 3-week thematic discussions on the SuSanA Discussion Forum. The themes address topical issues and involve collaborative efforts from thematic lead(s) to guide the discussions; the relevant SuSanA working groups; SuSanA members, and a coordination aspect to provide moderation, summaries, outputs, and structure to the discussions. More information can be found at http://www.susana.org/en/resources/thematic-discussion-series.

How to get involved: When a thematic discussion is running, we welcome your input and posts in the discussion on the Discussion Forum. You can stay up to date on any upcoming thematic discussions by checking back to the thematic discussions web page listed above.

How to start a TDS: As a SuSanA partner, if you have a topic that you feel is important to discuss, please contact info@susana.org with your ideas for the topic and the potential thematic leads, and we will gladly discuss the possibility of holding a TDS on that topic.

2.6 *Hosting SuSanA Events*

SuSanA has an events calendar http://www.susana.org/en/events/calendar which provides a detailed listing of upcoming sanitation events. Adding events from your organisation to the SuSanA calendar is explained in the partner profile section.

However, there are other ways to get involved in SuSanA Events. As an open network, partners have the opportunity to: Organise and host a SuSanA side event that is connected to sustainable sanitation (either in coordination with a SuSanA meeting or a sanitation-related conference, or as a standalone event). An advantage of doing so is to bring together the wide-reaching SuSanA network on your topic of interest. Please contact info@susana.org if you are interested in hosting a SuSanA side event.

Participate in a SuSanA meeting or side event. For more information on upcoming SuSanA meetings or side events, please see http://www. susana.org/en/events/susana-meetings

2.7 Online Library

The Online SuSanA Library http://www.susana.org/en/resources/library is a highly used and respected knowledge database which contains over 4,000 documents to download and read. This library aims to provide a resource and entry point for searches for sanitation-related documents and to make the documents openly available.

How to use the Library

• Search the library: You can search the library by keyword using the search button on the right side near the top, or by filter – click on the green filter button on the right side, which opens up the opportunity to then click the filters you would like for your search.

• Posting in the library: If you would like to put a document – publication, case study, design drawings, reference manual etc.
– in the library and have the copyright (or it is open copyright), please contact info@susana.org and we will verify and post the document in the library.

2.8 SuSanA Newsmail

Stay informed about the activities of SuSanA and other SuSanA partners! The SuSanA news mail is sent out once every two months and contains information about the latest news, events, new partners and publications of the SuSanA network.

How to get involved:

Subscribe: If you don't already receive the SuSanA newsmail, you can subscribe here: http://www.susana.org/en/news-mail-subscribe

Send us your news! SuSanA partners are welcome to send the secretariat (info@susana.org) news items for inclusion in the SuSanA newsmails.

Various publications published by SuSanA

Appendix 1.
How to use your SuSanA Partner Profile

On the SuSanA website www.susana.org you now have the opportunity as a SuSanA partner to present your organisation in a multidimensional way by developing your SuSanA partner profile. With this profile you can present your organisation, advertise your events, post news or job vacancies or share project results with an expert community like no other in the field of sustainable sanitation. This guideline will show you how to work with your partner profile on www.susana.org. You will get to know how the interface works and see how easy it is to get active. Since ensuring user friendliness is one of our goals, you will be able to get set up in less than 15 minutes.

This guideline will show you how to work with your partner profile on www.susana.org. You will get to know how the interface works and see how easy it is to get active. Since ensuring user friendliness is one of our goals, you will be able to get set up in less than 15 minutes.

1.1 *How to access your partner profile*

To access your partner profile you will need to be logged in. To log in, go to the SuSanA Homepage at www.susana.org where there is a log-in option on the left side of the page (see figure 1). Once you are logged in, click on "Edit partner pages" (figure 2) to access your partner profile.

After accepting the terms of use, you will be taken to the overview of your partnership page (figure 3). The tab "SuSanA Partner Details" will be automatically opened and provides an overview of the information which is currently displayed on www.susana.org about your organisation.
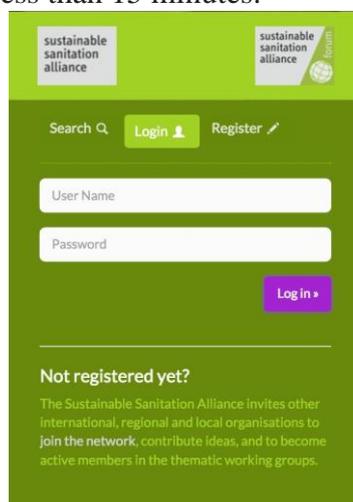
Figure 1: Login on SuSanA Homepage

Figure 2: Login „Edit partner pages"

Figure 3: SuSanA Partner Details

1.2 *Edit your partner profile*

If you click on the button "Edit Text" on the upper right column (figure 4) you can edit the partner details information.

Please check if all details are correct and please edit if changes are needed or if you would like to provide more information.

You should provide as much information as needed to accurately present your organisation and enable interaction with others.

To finish your entry please click "Save Changes" at the bottom of the page. A pop-up will appear and inform you of the successful saving of your changes. Please click "OK".

Figure 4: Edit profile

Note for Consideration: Length of text – automatic shorter previews

The "Short Description of your Organisation" text will have shortened previews in different areas of the website (max. 250 characters will be displayed).

Only on your partner profile page will the description be shown completely.

1.3 *View your partner profile*

You can see all changes made in step 1.2 immediately and can also make further additional edits. Below the button "Edit Text" on the right column of the page there is a button called "Preview" (see Figure 5) which will open up a preview of your partner profile as it appears on www.susana.org/partner. Another option to see the profile online is to go to www.susana.org/partner and search for your profile.

To return from the preview page to the profile details page, click the green "edit your page" button which is beneath your organisation name (see Figure 6). This button only appears when you are logged in.

Figure 5: Preview

Figure 6: To go back to edit your page

Note: "Your Profile is Online"?

Please double check that your profile is online. The setting should be online by default. If you see the button "Turn offline" (Figure 7) that means that it is online (clicking the button will turn it offline). If it is offline, the button will say "Turn online" (Figure 8).

Figure 7: Profile is online

Figure 8: Profile is offline

Congratulations! You have worked with the essential components of the partner profile. You now have a detailed profile online and we are going to show you how to add different content types.

1.4 Adding Content

In addition to the general information we have covered in the previous chapters, we would now like to explain what else is possible on your partner profile.

On the top bar (where you found your "SuSanA Partner Details" tab) there are other tabs, of which the four tabs on the right hand side will be of interest to you (figure 9).

1.4.1. Projects

The projects tab allows you to create a project overview, for example, of one of your organisation's projects where you implement sanitation technology or where you do research regarding a specific topic.

You can provide information about the scope of the activities, the approach, the results, and even share documents. This can be done quickly and easily and the information can then be available to a large community of experts, giving your project publicity it may otherwise not gain. New projects will be featured directly on www. susana.org and on the respective partner profiles (e.g. www.susana.org/en/partner/details/178)

1.4.1.1 Create a project entry

1. You can get started in the project section by: choosing the "Projects" tab at the top of the partner profile overview page (figure 10) and clicking on the red button "New Entry" (figure 11).

2. A box will then open up, where you can enter the project's title or name. Once you have entered the title/name, click the red button "Create Entry" (figure 12). If you want to abort the action without creating a project, please press the ESC-key on your keyboard.

Figure 9: Content types

Figure 10: Content types

Figure 11: Create new entry

Figure 12: Create a new entry

3. Next, an empty form will appear (figure 13) where you can enter information about your project. If you do not enter information into a field, the field will not appear as an empty field. So, don't worry if you don't fill everything out, the profile will not look incomplete.

We have a few recommendations on how to fill out the fields to best present your project with a standard level of information:

Project Name
Every project should have a title, which should not be longer than 60 characters. If more than 60 characters are needed, please use the next field, "Subtitle of the Project".

Subtitle of the Project
Here you can add a short (max. 255 characters) additional title to the project.

Short Description of the Project
Please enter a short description of your project in the text field. The text will be displayed publicly on the partner profile, together with the name and the subtitle, and a preview image (see section 1.4.1.3. and 1.4.1.4 for setting the preview image). The short description will also be seen on your partner profile. Therefore the text should summarise your project in an adequate way and be catchy enough to make the reader keen on reading through your whole project.

When you are finished entering the information, please scroll down and press "Save Changes". Now you will be directed to the overview of your project, where you can look into also including some of the other features explained below.

Figure 13: Project Details

1.4.1.2 *Edit the text*

If you would like to make changes to the text that you have entered (the name, description etc.) you can do so at any time by going to the specific project page by clicking "Edit Entry" to the right of the project name on the project overview page, and on the next page that opens, click on the red "Edit Text" button on the right side of the page. This will take you to the same page as the previous step to edit the details and text of the project. Once you have made your changes, press the red "Save Changes" button at the bottom of the page.

Back on the main projects page, you can publish your project by clicking the "turn online" button. To unpublish the project, you will need to click on the button when it says "turn offline".

1.4.1.3 *Add an image*

Your project will be more interesting for users if you add pictures to it. Therefore we would like to introduce you to the uploading feature. On the projects page, click the red "Edit Entry" button to the right of the listed project to take you to the editing page for the individual project.

Scroll down the page a bit and on the right side under "Media Manager" you will find the button for "Manage Images" (figure 14). If you click on it you will see a form which allows you to upload a new image to your image gallery (figure 15).

Figure 14: Media-Manager

Figure 15: Uploading a new image

Choose "browse" to upload an image directly from your hard drive and fill out all mandatory fields (they are marked with *). The publicly visible subtitle for the image will include copyright information which will be generated from the text you type in that section.

Once you have filled out the mandatory fields, including adding a descriptive title to your image (max. 255 characters) and specific information on image rights and the photographer, please click the red "Upload Image" button.

When the upload is complete you will receive a note that your image has been successfully uploaded. The image appears at the end of the page where your uploaded images are displayed (see figure 16). In case of an upload mistake you will receive an error report.
To get back to the edit page please click the button "back to last page" on the top left corner of the page (figure 17).

This "back to last page" feature can be found as well in the other parts of the profile (news or events) and used in the same way described above.
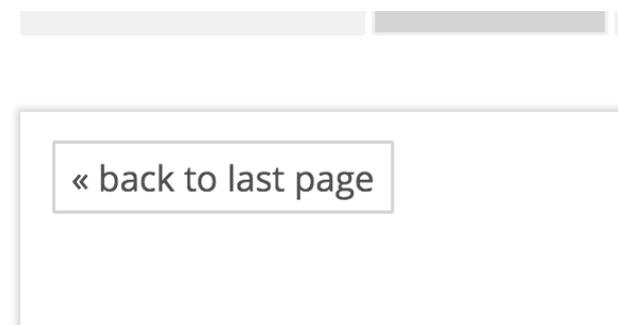

Figure 16: Uploaded images

Figure 17: Back to last page

Note: Picture gallery – general information, supported image formats and minimum image size

To display photos online, you can upload photos in the photo galleries. There are separate photo galleries according to the content type you are creating e.g. project, job, event etc. For all of the galleries, the procedure is always the same as the one described here.
You can upload "jpg" "png" and "gif" formats for your profile. Please make sure that the format type (at the end of the file name) is written in lower case letters.
Your images should always have a resolution of at least 72dpi and a width of at least 960 pixels. Please note the maximum image size is 8 MB and that the upload, depending on your internet connection, might take a while.

1.4.1.4 Set a preview image
To have the uploaded image displayed as a preview image for your project page, please go to the project page then click "Edit Entry", the red button to the right of the project listing. Then on the right side select "Set Preview Image"; as you do not have a preview image for this project yet, the button is placed under the text which tells you that you have not selected a preview image yet (figure 18).

Figure 18: Set preview image

On the page that comes up, you can select one of your uploaded images from the image gallery to be set as a preview image. In this case, please click on the image you have just uploaded to set it as your preview image (figure 19).

After clicking on the image you will be taken back to the project page overview and will be able to see the image on the right side of the page.

1.4.1.5 *Setting filters*

In order to make your project easy to find for users of the SuSanA website, it is good to associate relevant filter tags. These filter tags are used by the search engine of the website. Users can search for projects using certain filters at www.susana.org/en/resources/projects. If your project has, for example, a "resource recovery" filter, your project will come up when users search using a filter for "resource recovery". If filters are not added to your project, the project will not be included in any of the filter categories.

To set filters, go to the projects tab and click on "Edit Entry" for the project you would like to add filters to. On the right side of this individual project overview, click "Set Filters" (see figure 20).

You will be taken to the filter page where you can choose which filters you would like to set, which are organised by categories to make it easier to look through the filters.
For example, if your project deals with innovative toilet design for informal settlements in Bangladesh you would tick the boxes shown in figure 21. Please click "Save filters" at the bottom of the page to save the filters you have set.
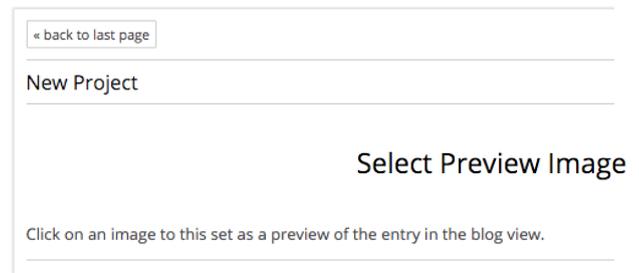

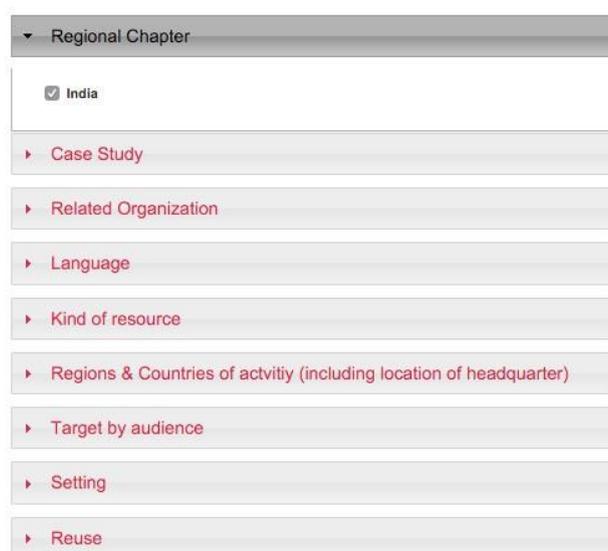Figure 19: Choose preview image

Figure 20: Setting filters

Figure 21: filters

1.4.1.6 *Manage hyperlinks*

If relevant, you can add a hyperlink to your project that appears at the bottom of the project page. This is advisable if you have a specific website or webpage for that project. If you do not have a specific website or webpage, please do not put your general website here, as that will already be on your main partner profile.

To add a hyperlink, go into the overview of a specific project then click on "Manage hyperlinks" under "Media manager" in the column on the right side of the page. The page that opens now allows you to enter the link, the title of the website/ webpage and a short description (optional) (figure 22).

When you are done please do not forget to click "Add hyperlink" at the bottom of the page.

You can add more than one hyperlink, and if you do so, you can re-arrange the ordering by dragging and dropping the links on the "Manage Hyperlinks" page. You can also edits links by clicking "Edit Hyperlink" to the right of the link or delete links you no longer want by clicking the small x to the right of the link.

1.4.1.7 *Manage pdf files*

If you have interesting documents you would like to share with SuSanA users, you can upload a project report, technical drawing or poster in pdf format. On the edit page of a specific project, in the right column under "Media manager", please click "Manage pdf files" to get started. A form will open up where you can upload a new document from your computer. You will then be asked to provide a title and if you like, you can add a description of the document (optional) (see figure 23). Please then click on "upload file" to save your changes.

If you have uploaded more than one pdf file you can arrange the order of the files by dragging and dropping the pdf files. You can also delete a pdf which you do not want to be available online with the x on the right hand corner of each uploaded item. Please note that you will not be able to edit the pdf entry once it is made. If you would like to make changes to the pdf description we suggest that you delete the uploaded pdf and upload a new entry.

Here you can add a

New Hyperlink

External Website URL

http://

Title for Website

Figure 22: Upload hyperlinks

Choose a file from your local device (max. 8MB)*

Choose File | No file chosen

Title of the PDF Document*

Document Description (optional)

Figure 23: uploading a PDF

1.4.1.8 *Place on map*

As a special feature, we are happy to provide you with the opportunity to also associate a geographical location with your project. On the edit entry page of an individual project, under "Modules" in the right hand column, please click on "Place on Map". You will see a map with a blue pointer indicating an arbitrary location (see figure 24).

You can position the arrow by drag and drop. You can also zoom in and out of the map using the "+" and "-" buttons in the top left corner of the map. Drag the arrow to the location of your project and drop it there.

Finally, make sure you remove the tick next to "Do not show on map" so that the location will be published (if you do not remove it, the location will not be shown on the map) and then click on "Save Location".

1.4.2 *News*

As a partner, you can also create news items which will be displayed on your individual partner profile on the SuSanA website and also at www.susana.org/news/news.

To get started, choose the "News" tab at the top of the page (figure 25) and click on the red button on the right, "New Entry".

You will be asked to enter a title for the news item. Next, click on "Create entry" to save it, or you can abort the action by pressing the escape key on your keyboard (figure 26).

The form that opens (figure 27) has a couple of categories which require some additional information. The "Introtext/Short summary (in Blog View)" will be the text that is shown where the news item is previewed. Only when the news item is opened will users read the "News Full Text". We recommend that you make the Introtext teaser about 1-2 sentences, and then make the "News Full Text" as long as necessary.

With the "Publishing date", you have the opportunity to set a publishing date in the present or the future. For example: you know there is going to be an award given to your organisation. But the information will only be public at the end of next week.

Figure 24: Select location

Figure 25: News section

Figure 26: Create a news entry

Figure 27: Creating the news entry

With the publishing date function you can already create that news item and plan in advance and let it be published automatically by the system on the date you select.

When you are done, please "save changes". You will see an overview of the news item now – very similar to the one you already know from the project. You also have the same options for editing the text, adding a preview image, hyperlinks and PDF documents as described in chapters 1.4.1.2 to 1.4.1.7.

1.4.3 *Jobs*

This content type will be of interest to you if you have a job vacancy in your organisation and you would like to let the SuSanA community know about this. All jobs will be posted here: www.susana.org/en/news/jobs and on your individual partner profile page. To get started, click on the "Jobs" tab at the top of the page (figure 28) and then the "New entry" button.

You will be asked to enter a title for the new job entry and then click on "Create entry" to save the title or you can abort the action by pressing escape on your keyboard.

The next form has a similar layout to the news or the project form (figure 29).

After you have filled out the form you have to click on the "Save Changes" button at the bottom of the form. Again, you have the same options for editing the text, adding a preview image, hyperlinks, PDF documents, and a location on a map as described in chapters 1.4.1.2 to 1.4.1.8.

1.4.4 *Events*

If you have an event coming up, you can advertise this event via the SuSanA platform. It will be displayed in three different locations on the website: the SuSanA homepage (www.susana.org) which has a feed for upcoming events, and the SuSanA events calendar (www.susana.org/events/calendar) and the respective partner profile in the hand right hand column (e.g.: www.susana.org/en/partner/details/178).

Figure 28: Create a job entry

Figure 29: Creating the job entry

To create an event, please click on the "Events" tab at the top of the page (figure 30) and then click on the red "New entry" button. The form that opens now (figure 31) is again very similar to the forms for projects, news, and jobs.

A few fields which require additional explanation are:

Begin/Start time – End/End time
Here you can enter the start and end dates of your event.

Review of the Event
If you would like to write a small review after your event you can do it here since the event will automatically be archived and still accessible here www.susana.org/events/past-event-pages

After you have filled out the form click on the red "Save Changes" button at the bottom of the page. Again, you have the same options for editing the text, adding a preview image, hyperlinks, PDF documents, and a location on a map as described in chapters 1.4.1.2 to 1.4.1.8.

Figure 30: Create an event entry

Figure 31: Creating the event entry

If you would like to create extensive documentation and have collected photos, videos or presentations from your event, please contact us directly under www.susana.org/contact.

Thank you for becoming a SuSanA Partner, and we look forward to future collaboration!
To contact us, please send us an email at:
info@susana.org.