EUROPEAN CLUSTER COLLABORATION PLATFORM .eu

User Guide for Registration and Cluster Organisation Profile.

ECCP Team

www.clustercollaboration.eu

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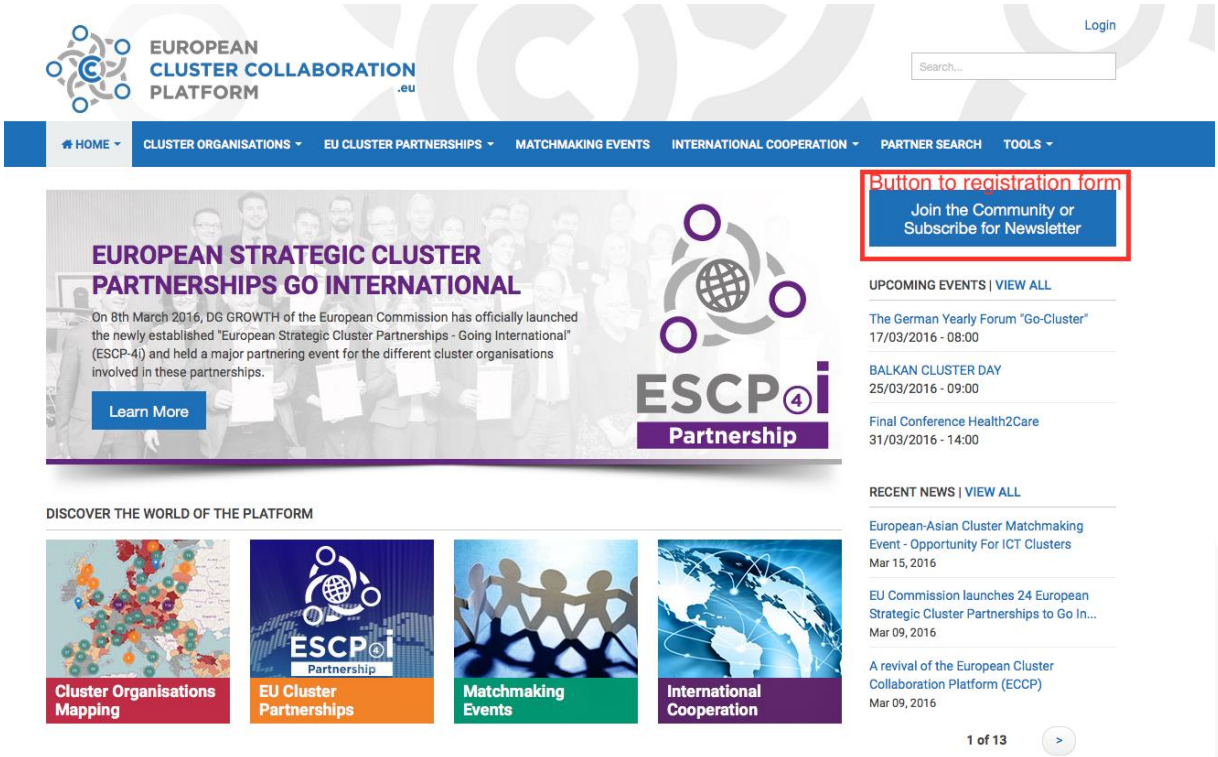
Register – Account Creation

The new ECCP website did not transfer user accounts of the old Platform. You therefore have to create a new account.

Going to the registration form

From the home page, you can navigate to the registration form by clicking on the zone highlighted by red boxes in the screenshot below (or just follow this link):



Filling the Registration form

This step is straightforward, please provide the requested information in the corresponding inputs and click on the “Create new Account” button at the bottom of the form.

After clicking on the button, you will be redirected to the home page with a notification message displayed in a green box explaining that an email has been sent with further instructions to be able to use your account in the ECCP website:

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Thank you for registering at European Cluster Collaboration Platform. You may now log in by clicking this link or copying and pasting it to your browser:

http://www.clustercollaboration.eu/user/reset/674/1458132636/WrAEEcZ6xey54ukAvVdD_ilqOpJA7Fk6fQGKcUkFQiw

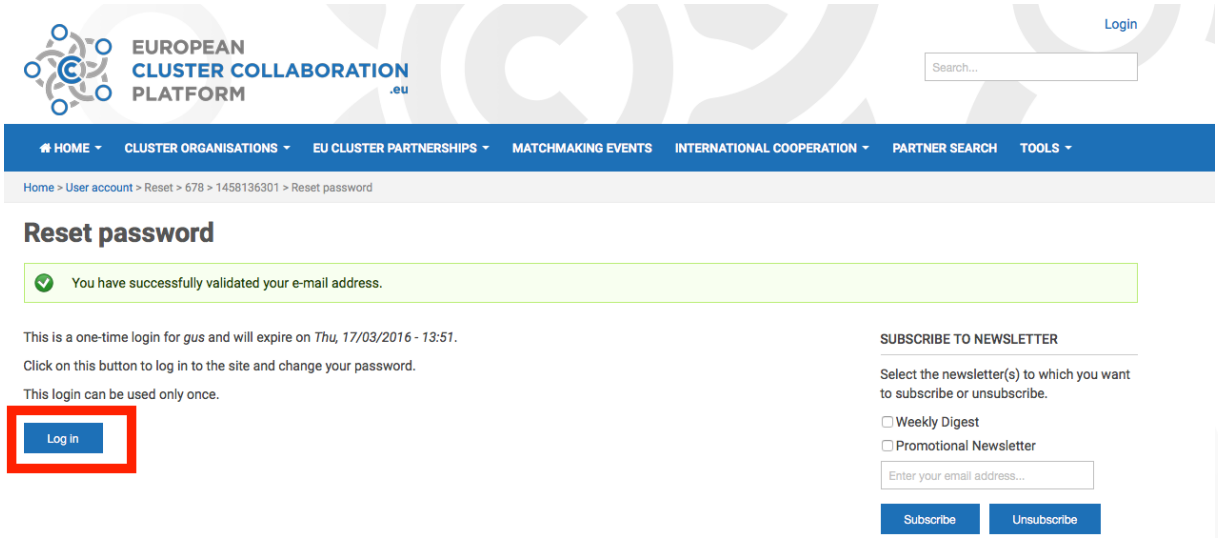
This link can only be used once to log in and will lead you to a page where you can set your password.

After setting your password, you will be able to log in at http://www.clustercollaboration.eu/user in the future using:

username:[redacted]
password: Your password

Kind Regards,
-- European Cluster Collaboration Platform team

Clicking on the first link will open a page in your browser telling you to use the LOG IN button to Login and SET YOUR PASSWORD.



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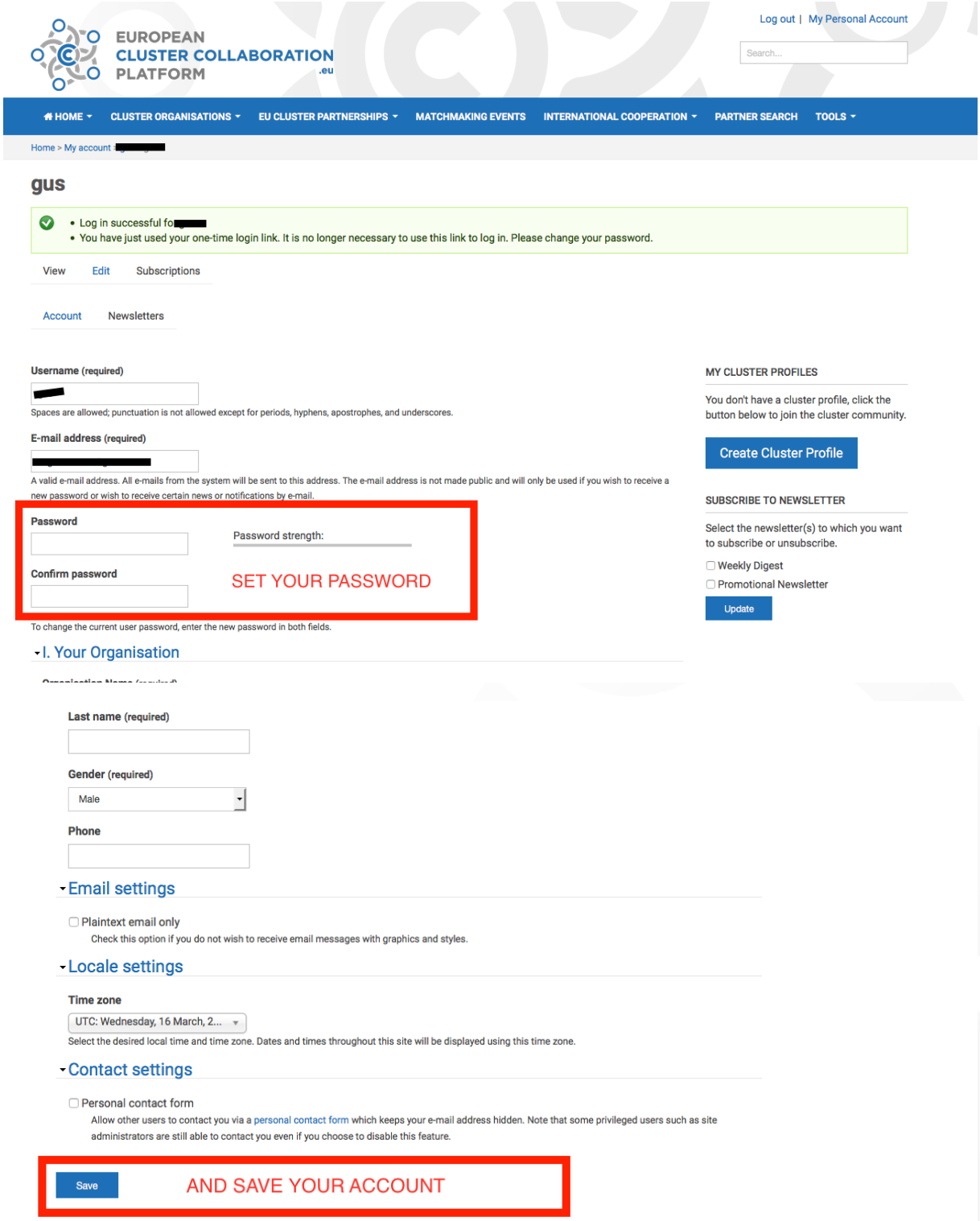

Cluster Organisation Profile

You have now successfully created your account on the new ECCP website, congratulations!

www.clustercollaboration.eu

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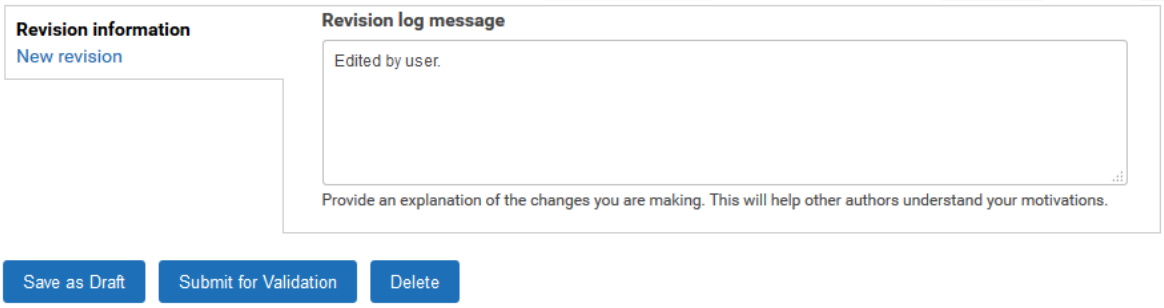
In order to have your Cluster Organisation registered in the system, click on the “Create Cluster Profile” button on the right side of any page.

The Form of the Cluster Organisation profile is quite long to fill so we added a “Draft” Feature for you to be able to save your progress and finish up the profile any time you would like!

This feature is visible at the very bottom of the form in the **“Revision information” Box**.



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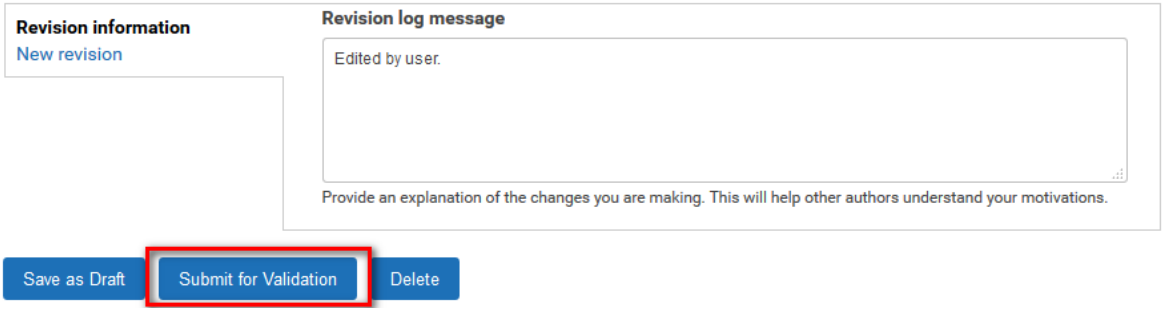
When you feel like your work is done, and the profile is complete, set the moderation state of you Cluster Organisation Profile to **Submit for Validation**.

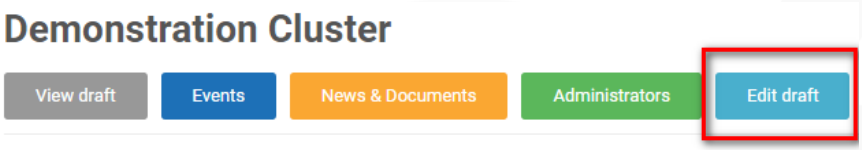


Putting your profile in a SUBMIT FOR VALIDATION state will send an email notification to all of our collaborators that are in charge of validating profiles. These collaborators will review your profile and depending on its quality will either:

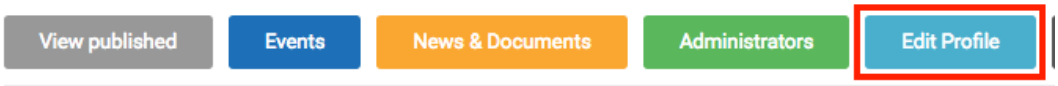
1. **Publish it:** this means your profile will finally be visible by all visitors and users of the ECCP website and its mapping tool.
2. **Set Moderation state back to draft:** in this case, you will be notified by email of the reason of your profile's rejection. Modify it accordingly and put it back in SUBMIT FOR VALIDATION

Edit your profile

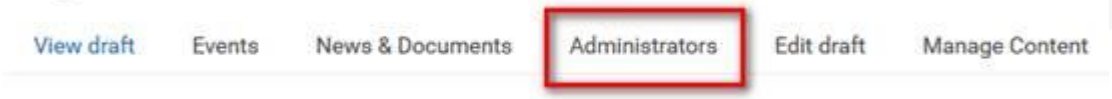
After you have **Saved as Draft** you can return to edit your profile at any time where you have finished the process by clicking on the **Edit draft button**.



Once your profile has been validated and you want to update an information, you can make an **Edit of the profile to input your updates and click Publish once you are ready**. This way - once your profile is validated by our experts - you can apply updates on your profile at any time without validation!



Add administrators to your profile



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Click on **Administrators** on the profile menu, above your profile

View draft | Events | News & Documents | Administrators | Edit draft | Manage Content

Add people
Add administrators to your profile
People
Manage your profile administrators

Next click on **Add people**

< Back

Add new administrator

Roles

☑ administrator member

Registered email address (required)

Add

Type your colleagues registered email address and they will be granted with administration rights.

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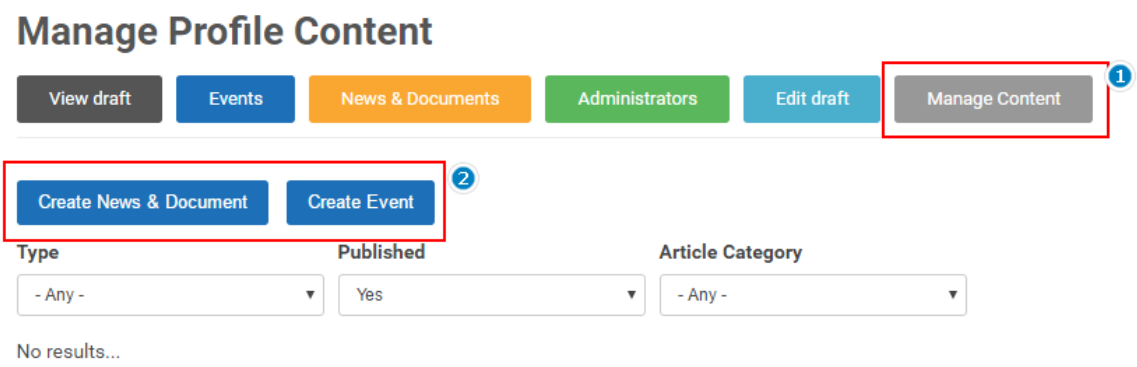
Publish Articles and Events

You can publish news articles and events under your cluster profile to promote your activities. To do so, click on “Manage Content” and then you will have access to the two buttons: “Create News and Document” and “Create Event”



To help you use the content editor, please follow the WYSIWYG Guide.

Parting words

If you need any further assistance please contact us using the following email address: contact@clustercollaboration.eu

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