

CONTRIBUTE TO COMMUNITIES

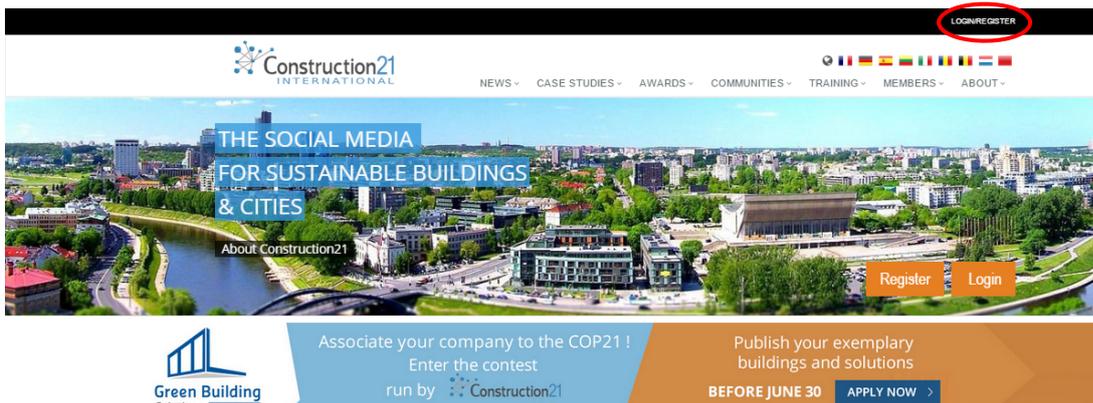
Online communities are spaces dedicated to exchanges, news watch and sharing of documents. By contributing, you become part of the experts in sustainable buildings and cities. There you can :

- Benefit from the news watch of experts and share yours ;
- Ask technical questions and exchange ;
- Read about initiatives and achievements from other professionals ;
- Participate in projects inside private dedicated communities.

1 LOG IN

- Go to your Construction21 platform.
- Click on « Login / register » or « Login» on the black toolbar at the top of your screen.
- Type in your personal login (email address) and your password.

You don't have an account yet? Follow the instructions of the « How to register » tutorial.



2 GO TO THE COMMUNITIES SECTION



1. Click on the name of the community you're interested in.

2. Check the kind of access (open or private).

- You can access open communities right away if you're logged into Construction21.
- Entering a private community requires the community manager's approval.

3. You can request access by clicking the « Join » button

4. Once you're a member of the community, you can contribute to its contents and activity :

Title

Document

Description

Styles Format B I U

Path: p

Tags

Categories

no

A. Select the type of content you wish to add (bookmark, document, page, discussion...)

B. Click on the "Upload" or "Add" link on the right of your screen

Co-Creating National Renovation Strategies

Created the 21-04-2015
Community manager: Monica Ardeleanu
Members: 55

Europe Deep Green Buildings renovation Innovation Horizon 2020 Energy Efficiency Stakeholders Map

Documents per categories

Edit section

Other documents

BUILD UPON is participating at Brightest! Greenest! Buildings, a pan-European virtual exhibition dedicated to the greenest and most successful building projects and the people and solutions that supported their achievement.
Monica Ardeleanu the 07-06-2015, Comments (2)

COMMUNITY DOCUMENTS

Upload a document

RESOURCES OF THE COMMUNITY

Community forum
Community bookmarks
[Community documents](#)
Community pages

CONTRIBUTE TO THE COMMUNITY

3 SHARE A DOCUMENT

1. Upload the document and fill in the form.

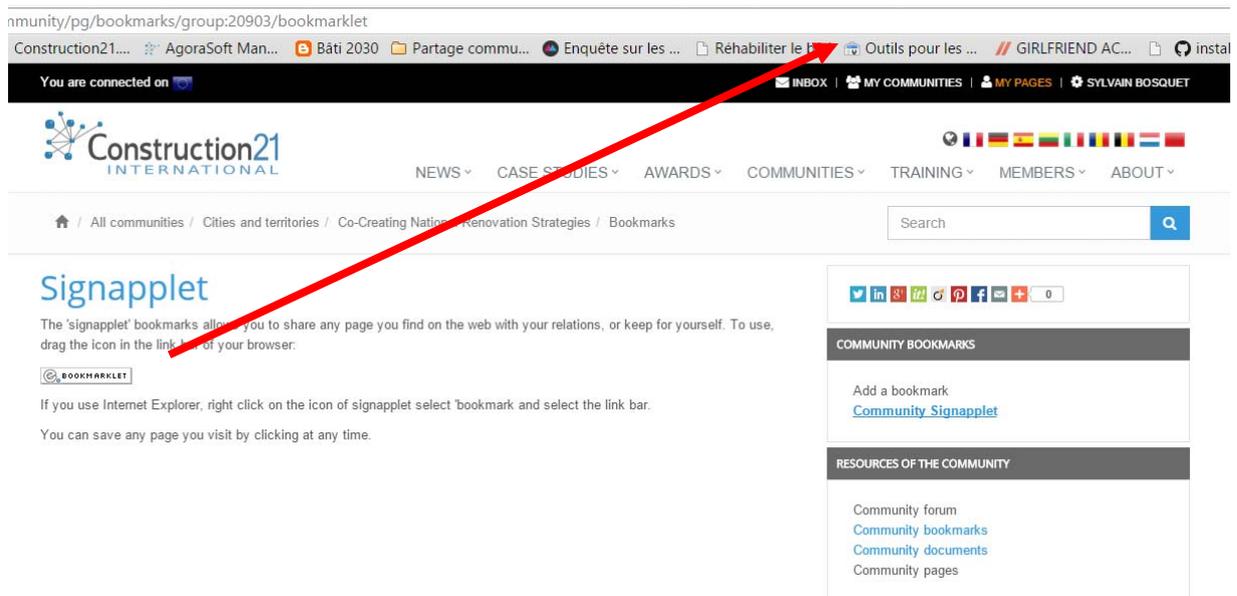
1. Select the level of access to your document (community only, private or public).
2. Add a short text in the « Description » field to appeal to other users, by a summary/comment of the document.

3. Save.

4 SHARE AN ARTICLE

Just like with any other social media, you can share contents on your community and the other communities you follow. You only need your own sharing button leading to the community of your choice: **the signapplet**.

1. Go to the community of your choice
2. Click on « Community bookmarks »
3. Click on « Community Signapplet »
4. On the Signapplet page, grab the small icon  with your mouse and drag it to your favorite toolbar to drop it there. Once the button is created, rename it.



The screenshot shows the 'Signapplet' page on the Construction21 website. A red arrow points from the 'BOOKMARKLET' icon in the instructions to the browser's toolbar. The page includes the following elements:

- Header: Construction21 INTERNATIONAL logo and navigation menu (NEWS, CASE STUDIES, AWARDS, COMMUNITIES, TRAINING, MEMBERS, ABOUT).
- Breadcrumbs: Home / All communities / Cities and territories / Co-Creating National Renovation Strategies / Bookmarks.
- Search bar.
- Section: **Signapplet**. Text: "The 'signapplet' bookmarks allow you to share any page you find on the web with your relations, or keep for yourself. To use, drag the icon in the link bar of your browser." Below this is the 'BOOKMARKLET' icon.
- Text: "If you use Internet Explorer, right click on the icon of signapplet select 'bookmark' and select the link bar. You can save any page you visit by clicking at any time."
- Right sidebar: Social media icons, 'COMMUNITY BOOKMARKS' section with 'Add a bookmark' and 'Community Signapplet' link, and 'RESOURCES OF THE COMMUNITY' section with links to 'Community forum', 'Community bookmarks', 'Community documents', and 'Community pages'.

5. Right click the freshly created button and select « Modify » or « Rename ». Name it to your liking.
6. To share content on other communities repeat the same process.

With that done, when you want to share an article on a community, you only have to click on that button in your favorites. The fields for the title and the URL of the article will be filled in automatically. After that, you can comment and tag the content you shared before you save it.

5 STAY TUNED TO YOUR COMMUNITY

Your Construction21 account allows you to set up the frequency of your notifications. By default, you are notified once a week by email, of the latest activities in your communities. To modify those parameters:

1. Go to your profile, and click « Account settings ».
2. Click on the link "Information coming from my communities"
3. A window pops up with the list of the communities you follow
4. For each community, select the notification mode: by email or by Construction21 messages

5. Choose the notifications frequency: 1/day or 1/week (or never).

6. Click and send and it's saved!

The screenshot shows a dialog box titled "Choose the frequency of your notifications". On the left, there is a list of communities, each with a checked checkbox:

- Construction21 project team community
- EeBGuide Group
- Energy efficiency & sustainable construction (...)
- SEEMPubs
- Life Cycle Assessment of products and buildi (...)
- Energy Performance Contracting in buildings (...)
- Training Tools for Sustainable Buildings

On the right, there is a table for configuring notifications:

Get notifications via		Frequency	
		Weekly	▼
email	▼	Weekly	▼
email	▼	Weekly	▼
email	▼	Weekly	▼
email	▼	Weekly	▼
email	▼	Weekly	▼
email	▼	Weekly	▼

TIP: to follow as best as possible the community you manage, set up its notifications to « daily ».