

REGISTER & COMPLETE YOUR PROFILE ON CONSTRUCTION21

When you register on Construction21, you have access to the entire portal. From there, you can:

- ❖ Publish content: article, video, case study
 - Follow [this tutorial](#) to publish content
- ❖ Participate in thematic communities online
- ❖ Increase your personal visibility and that of your company
- ❖ Set the frequency of your notifications and the topics that interest you: follow the activities of your sector and much more!
- ❖ Connect to the Construction21 network via your member page and your company's page: more than 20,000 pioneers and pioneers in construction and sustainable development are waiting for you!

1. CREATE YOUR ACCOUNT

- ❖ Go to your Construction21 platform
- ❖ Click on "**Login / Register**" or "**Login**" at the top right of your screen



2. INFORM YOUR PERSONAL DATA

The profile is your digital identity on Construction21. It identifies you as a construction and sustainable development professional and is linked to your company page.



The more a profile is filled, the more it will be attractive and consulted by the other members of Construction21

❖ Fill in all the fields without exception to validate your registration

Registration Form

Email:

First Name:

Last Name:

Password:

Confirmation:

Company/organization:

Please choose your platform(s) :

France Deutschland
 España Lietuva
 Italia Romania
 Belgique Luxembourg
 Maroc Algérie
 中国

I would like to receive information from construction21 partners

Please check this box to confirm that you have read and accepted all the [Terms of Service](#).

I have read and accept the Terms of Use

Send Close

● **Email:** fill in the email address you use the most: you will receive all the notifications Construction21

● **First and last name:** fill in your first name and last name for a personal use of the platform, or a generic name (eg: First name = communication and Name = Your company) for a general use

● **Company / Organization:** Enter the name of your company. If it exists, your personal profile will be attached to it

If not, your company page is automatically created and you are appointed owner. This means that you can change your business page at any time

→ See at point 4 to complete your company page

❖ Check the "*I would like to receive information from construction21 partners*" box if you would like to receive information on events and news from partners of construction and sustainable development stakeholders. You can change your preferences at any time on your profile

❖ Check the "*I have read and accept the Terms of Use*" box to validate your registration. The general conditions of use detail the various activities of the platform, the services offered, the obligations of the user and the use of personal data

❖ Click on "*send*": you are now a member of Construction21!

3. COMPLETE - MODIFY YOUR PROFILE CONSTRUCTION21

Digital identity has become an important factor for professionals. A complete and updated profile allows you to:

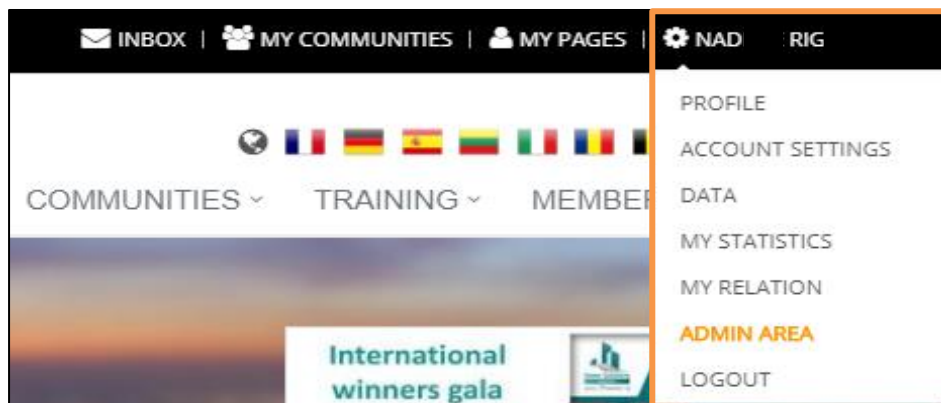
- ❖ Receive notifications based on your interests
- ❖ Develop your network
- ❖ Increase your visibility and that of your company



On the web, your profile can play both the role of a business card and resume: fill it with care

Access your profile

- ❖ Log into your Construction21 account
- ❖ Move your mouse over your username. Several sub menus appear then
 - Profile
 - Account settings
 - Data
 - My statistics
 - My relation
 - Logout



Profile : introduce yourself !

The profile is your digital identity on Construction21. Completing it gives you greater visibility on the platform and on the web.


In this tab, you can set notifications to receive alerts on topics that interest you at the pace you have chosen.

- ❖ **Company** : Your personal profile can be attached to multiple company pages; for example, if your company is part of a network or if you work on behalf of several companies.
 - You can at any time detach your profile from a business page by clicking on the black cross. If you are the owner of the company page and want to delete it, contact the webmaster Construction21
 - Fill in the fields "*company location*" and "*job tittle*" to detail your role within your company
 - Fill in the "*activity*" of your company for a better referencing
 - "Logo": upload an image (PNG or JPG format) of yourself to be more recognizable. A profile with photo is widely consulted more than a profile without a photo.

Company location:

Job title:

Company/organization activity:
 ▼

Picture (png, jpg, gif < 1 Mo):
 

❖ Manage your notifications

- Choose your notifications preferences by checking and unchecking the boxes
- Presentation: describe your position and course in a few lines

Send

❖ Click on "send" to save your changes

My account : choose your preferences

Dans cet onglet, retrouvez tous les champs relatifs à vos données personnelles (mot de passe par exemple). Vous pouvez également choisir les sujets d'actualités qui vous intéressent le plus.


Profil
Account
My data

❖ Choose the topics that interest you:

- Click on "*general themes*" to choose topics
- Click on "*technical themes/thèmes techniques*" to further detail the themes

Choose your favorite themes :

- **Thèmes techniques**
 - [Building type](#)
 - [Renewable energy systems](#)
 - [Cooling systems](#)
 - [Heating systems](#)
 - [Hot Water systems](#)
 - [Ventilation systems](#)
 - [Building systems](#)
- **General themes**
 - [Themes](#)



Construction21 will send you regularly notifications on the themes you selected, based on the frequency you select.

- ❖ Notifications: choose how often and how to send your notifications (day / week / never)
- ❖ Choose your platforms: check the countries for which you want to receive news



You must have checked a platform to contribute (publish articles ...)

Notifications

Case Studies and News
Information coming from my communities

- Choose your platform(s)
 - France
 - Deutschland
 - España
 - Lietuva
 - Italia
 - Romania
 - Belgique
 - Luxembourg
 - Maroc
 - Algérie
 - 中国
- Choose your principal platform

France
▼

[Send](#)

- ❖ Choose your main platform: this is the platform on which you connect most regularly
- ❖ Click "send" to save your notifications

My data : find all your publications

In this tab, find all your actions and contents published on Construction21: pages (business page for example), my bookmarks, my agenda, my relationships, my communities, my Buildings case studies, my Districts case studies, my Infrastructures case studies, my bookmarks, my comments.

This allows you to quickly access your content and relationships, and edit your case studies. Click on the section of your choice to edit or view all your content.

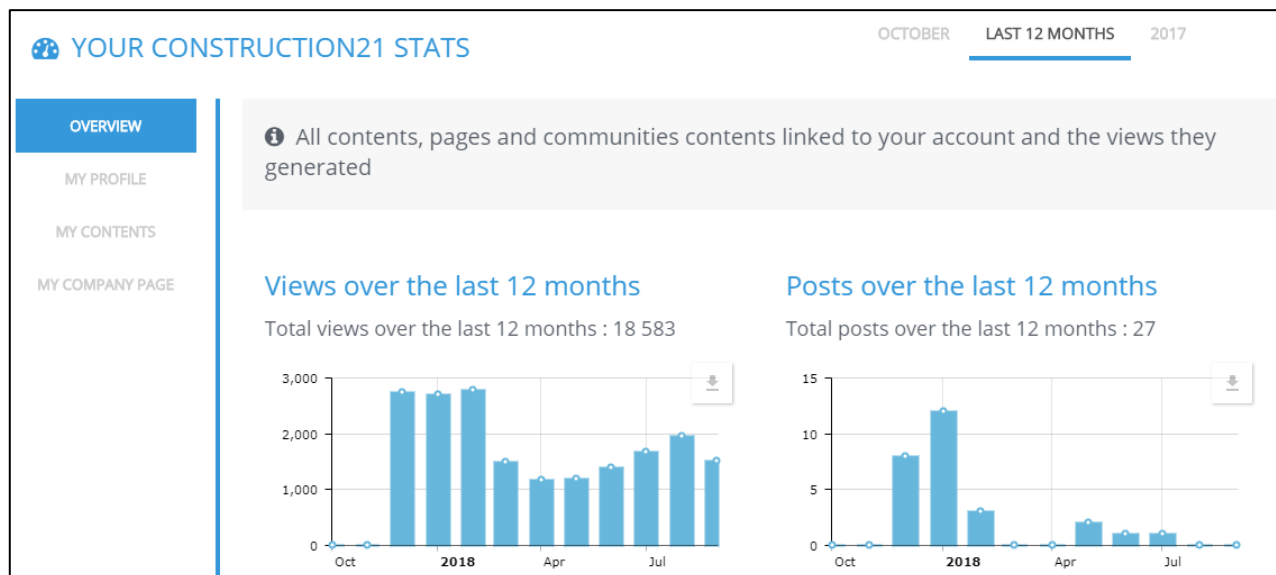
Profil	Account	My data	
		MY PAGES	+
		MY BOOKMARKS	+
		MY SCHEDULE	+
		MY RELATIONSHIPS	+
		MY COMMUNITIES	+
		MY BUILDINGS	+
		MY CITIES	+
		MY INFRASTRUCTURES	+
		MY NEWS	+
		MY COMMENTS	+

My statistics: discover the impacts of your publications!

As a tool meant to promote your sustainable activities, Construction21 allows you to measure the scope of your publications.

Browse all the tabs to see the impacts of your publications and your profile by month and by year.

Each month, you also receive an email inviting you to consult your statistics.



My relations : your entire Construction21 network on one page !

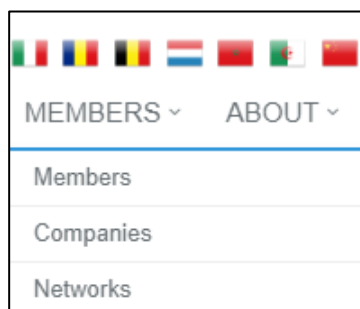
In this tab, find all your relationships, that is to say the members Construction21 with whom you are connected

To log in with a Construction21 member, go to his member page and click on the "add a relationship" button



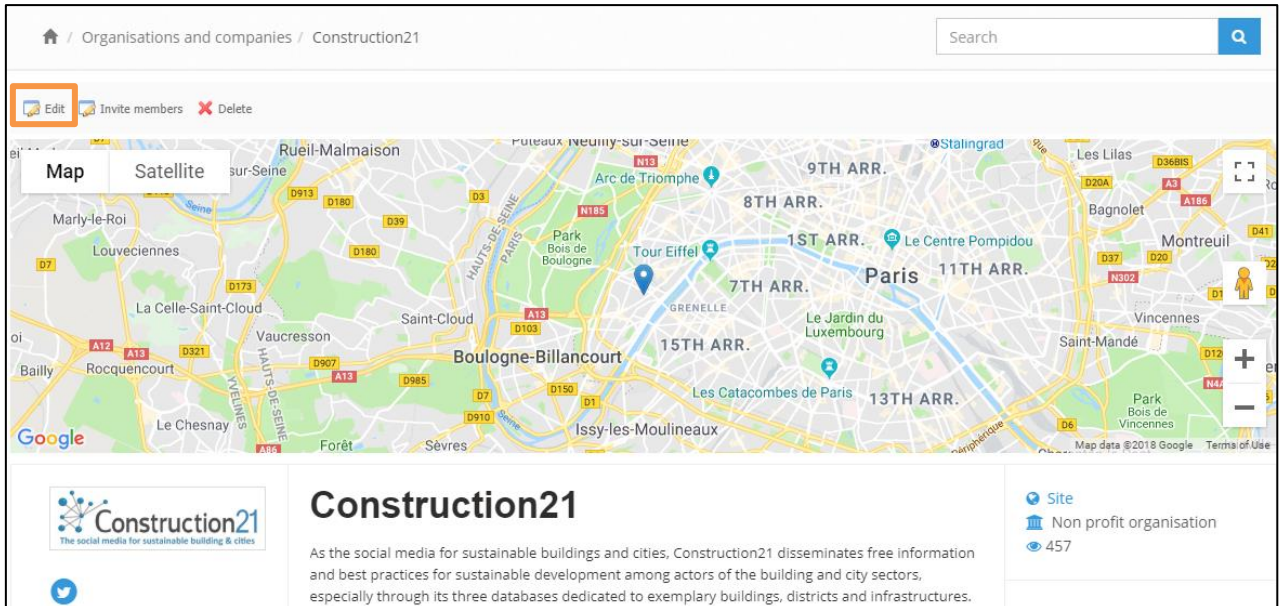
4. Complete your company/organization page

The company page is the digital identity of your company on Construction21. By consulting with them, construction and planning professionals can consult all your activities, access your website, discover all the employees of your Construction21 member company, and any content published by one of your company members.



To access your company page: 2 possible paths

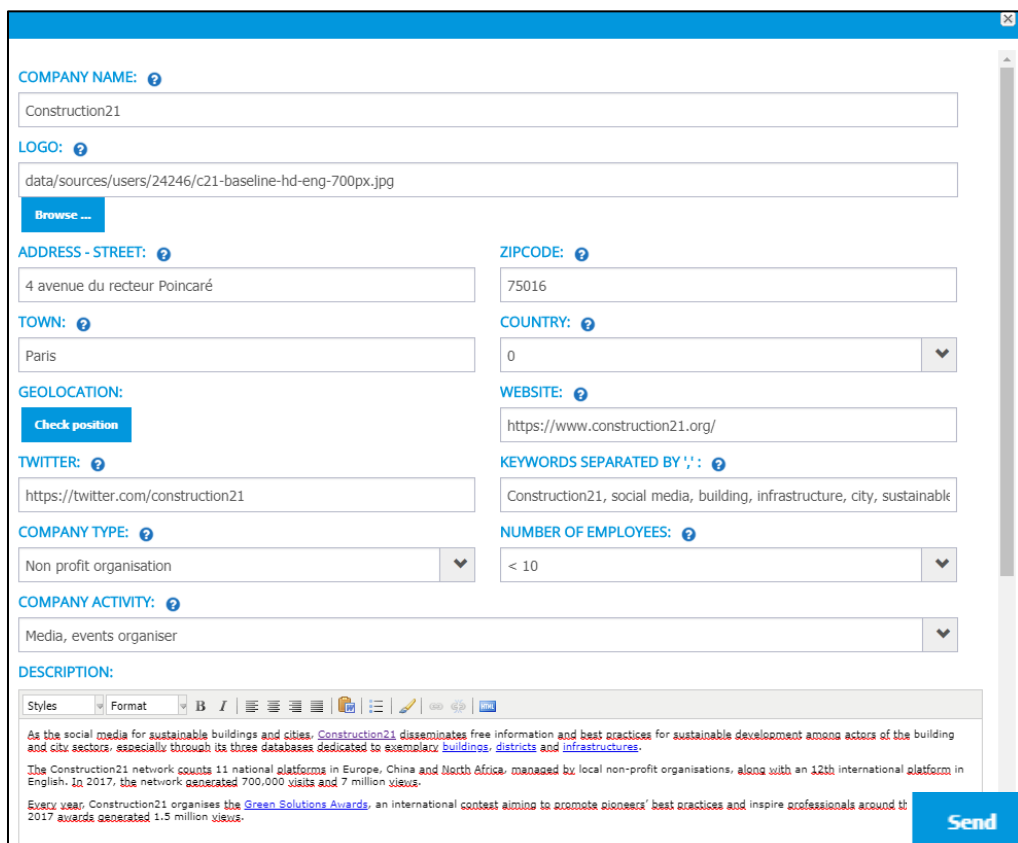
1. In the "members" tab, click on "company". In the search engine type the name of your company in "company name".
2. If you are the owner of your company page, hover your mouse over "my pages" once logged into your Construction21 account. Once on your business page, click on "edit" at the top left of your screen.



The screenshot shows the Construction21 website interface. At the top, there is a navigation bar with a home icon, the text "Organisations and companies / Construction21", a search bar, and a search icon. Below the navigation bar, there are three buttons: "Edit" (highlighted with a red box), "Invite members", and "Delete". The main content area features a map of Paris with various districts labeled, including 1ST ARR., 7TH ARR., 8TH ARR., 9TH ARR., 11TH ARR., 13TH ARR., and 15TH ARR. Below the map, the Construction21 logo is displayed, along with the text "The social media for sustainable building & cities". To the right of the logo, the company name "Construction21" is shown, followed by a description: "As the social media for sustainable buildings and cities, Construction21 disseminates free information and best practices for sustainable development among actors of the building and city sectors, especially through its three databases dedicated to exemplary buildings, districts and infrastructures." Below this description, there are three icons: a location pin for "Site", a building icon for "Non profit organisation", and a person icon for "457".



The more complete a business pag, the more it is visited by professionals in construction and sustainable development: a good way to make yourself known



The screenshot shows the Construction21 company profile form. The form is divided into several sections, each with a blue header and a question mark icon. The sections are: "COMPANY NAME:" with a text input field containing "Construction21"; "LOGO:" with a text input field containing "data/sources/users/24246/c21-baseline-hd-eng-700px.jpg" and a "Browse ..." button; "ADDRESS - STREET:" with a text input field containing "4 avenue du recteur Poincaré"; "TOWN:" with a text input field containing "Paris"; "GEOLOCATION:" with a "Check position" button; "TWITTER:" with a text input field containing "https://twitter.com/construction21"; "COMPANY TYPE:" with a dropdown menu showing "Non profit organisation"; "COMPANY ACTIVITY:" with a dropdown menu showing "Media, events organiser"; "ZIPCODE:" with a text input field containing "75016"; "COUNTRY:" with a dropdown menu showing "0"; "WEBSITE:" with a text input field containing "https://www.construction21.org/"; "KEYWORDS SEPARATED BY ',':" with a text input field containing "Construction21, social media, building, infrastructure, city, sustainable"; "NUMBER OF EMPLOYEES:" with a dropdown menu showing "< 10"; and "DESCRIPTION:" with a rich text editor containing the following text: "As the social media for sustainable buildings and cities, Construction21 disseminates free information and best practices for sustainable development among actors of the building and city sectors, especially through its three databases dedicated to exemplary buildings, districts and infrastructures. The Construction21 network counts 11 national platforms in Europe, China and North Africa, managed by local non-profit organisations, along with an 12th international platform in English. In 2017, the network generated 700,000 visits and 7 million views. Every year, Construction21 organises the Green Solutions Awards, an international contest aiming to promote pioneers' best practices and inspire professionals around it: 2017 awards generated 1.5 million views." At the bottom right of the form, there is a blue "Send" button.

- ❖ Complete the various fields: address, website, twitter account business sector, logo (click on "browse") ...
 - The information provided appears on your company page and is visible to all members and visitors Construction21
 - Below is the example of the company Construction21

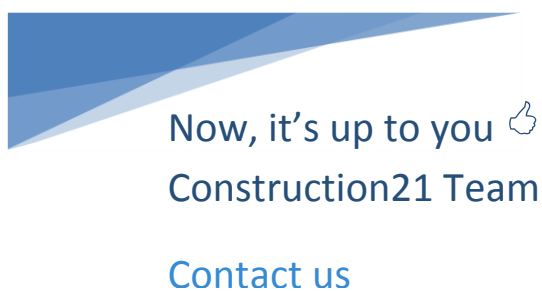
- ❖ Find also all the contents published by your collaborators!

5. I FORGOT MY PASSWORD

Forgot your password ? Follow the procedure below to connect to Construction21 again.

- ❖ Click on "*login / registration*" at the top right of the screen.
- ❖ Check the box "*Forgot your password?* "
- ❖ Fill in the email address used to create your Construction21 account
- ❖ After a few seconds, an email will be sent to reset your password. If you can not find it, check your "*spam*" or "*spam box*"

Follow us on social networks: [Twitter](#), [Facebook](#) !



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