KNOWLEDGE PLATFORM

FREQUENTLY ASKED QUESTIONS
CONTENTS

1. How to create a profile
2. How to add a resource
3. How to create a group
4. How to create a discussion
5. How to create an event
HOW TO CREATE A PROFILE

www.knowledge.effectivecooperation.org
HOW TO CREATE A PROFILE
CREATE YOUR PROFILE:

1. Identify yourself: Full name and picture
CREATE YOUR PROFILE:

2. Share your title and organization

<table>
<thead>
<tr>
<th>JOB TITLE AND ORGANIZATION</th>
</tr>
</thead>
<tbody>
<tr>
<td>Job title</td>
</tr>
<tr>
<td>Organization</td>
</tr>
</tbody>
</table>
CREATE YOUR PROFILE:

3. Share a short bio, including your expertise, interests and languages
**CREATE YOUR PROFILE:**

4. Add specific tags that you wish to follow

<table>
<thead>
<tr>
<th>TAGS</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Challenge area</strong></td>
<td>![Field]</td>
</tr>
<tr>
<td><strong>Constituency</strong></td>
<td>![Field]</td>
</tr>
<tr>
<td><strong>Country &amp; Region</strong></td>
<td>![Field]</td>
</tr>
<tr>
<td><strong>Organisation</strong></td>
<td>![Field]</td>
</tr>
</tbody>
</table>
Welcome to the GPEDC Knowledge Platform

Your one-stop shop to evidence-based solutions, peer learning and networking to advance the effectiveness of all development efforts, for achievement of national priorities and the SDGs.

EXPLORE RESOURCES  JOIN EVENTS

EDIT YOUR PROFILE
RESOURCES
HOW TO ADD A RESOURCE

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HOW TO CREATE A RESOURCE

Create Content

CONTENT

Type
- Select -

Title

Image
Choose File: No file chosen

Upload requirements - Cropped image to select which part of your image to show on display.
ADD YOUR RESOURCE:

1. Select what type of content, title and image to be featured

<table>
<thead>
<tr>
<th>CONTENT</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Type</strong></td>
</tr>
<tr>
<td>- Select -</td>
</tr>
<tr>
<td><strong>Title</strong></td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td><strong>Image</strong></td>
</tr>
<tr>
<td>Choose File</td>
</tr>
<tr>
<td>No file chosen</td>
</tr>
</tbody>
</table>

**Upload requirements**: Crop your image to select which part of your image to show on display.
ADD YOUR RESOURCE:

2. Make your resources private to your group or publicly available
3. Add a short description for your resource
ADD YOUR RESOURCE:

4. Attach the PDF document
   *(in case is a webpage or video link, please embed in the description section)*
5. Share editor rights with your group or keep it private
ADD YOUR RESOURCE:

6. Add relevant tags to your resource so it is easy to find. *(Include Your Constituency)*
7. Share the original source, author and publishing date.
ADD YOUR RESOURCE:

8. Choose the option to include your resource in the Library and click “Save”!
HOW TO CREATE A GROUP

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HOW TO CREATE A GROUP

GROUPS
Create groups and discuss key issues that matter to your constituency!

CREATE A GROUP
FIND EXISTING GROUPS
CREATE YOUR GROUP:

1. Choose to create a public, open or closed group
CREATE YOUR GROUP:

2. 

a) Give your group a name

b) Change your group status to published

c) Add a brief description

d) And add an image to represent your group
CREATE YOUR GROUP:

3. Define the group’s landing page for users
   - Members (Suggestion: Discussion page)
   - Non-Members (Suggestion: About page)
CREATE YOUR GROUP:

4. Add location and country
CREATE YOUR GROUP:

5. Add relevant tags to your group so it is easy to find.
   (Include your constituency)
CREATE YOUR GROUP:

6. Choose to include or not your personalized URL and click “Save”!
DISCUSSION
DISCUSSION
Start a discussion or public consultation around a topic of interest to you.

START A DISCUSSION  FIND A DISCUSSION

HOW TO ADD A DISCUSSION
www.knowledge.effectivecooperation.org
HOW TO CREATE A DISCUSSION

DISCUSSION
Start a discussion or public consultation around a topic of interest to you.

START A DISCUSSION  FIND A DISCUSSION
CREATE A DISCUSSION:

1. a) Select a title and image for the discussion
   
   b) Define if it will be public, only for group members or only to sign-in users
CREATE A DISCUSSION:

2. Select a start and end date for the discussion

DATE

Start date

End date
CREATE A DISCUSSION:

3. Add a description of your discussion. Explain to members what is about!
CREATE A DISCUSSION:

4. Add relevant documents as PDFs

ATTACHMENTS

Add a new file

Choose Files | No file chosen

Upload requirements
5. Define moderators for the discussion
CREATE A DISCUSSION:

6. Define editors for the discussion
CREATE A DISCUSSION:

7. Add relevant tags to your discussion page so it is easier to search for (Include Your Constituency)
CREATE A DISCUSSION:

8. Choose the option to include comments and click “Save”!
EVENTS
HOW TO CREATE AN EVENT

Welcome to the GPEDC Knowledge Platform

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EXPLORE RESOURCES  JOIN EVENTS
CREATE YOUR EVENT:

1. Select what type of event, add a title and add image to be featured
CREATE YOUR EVENT:

2. Make your event private to your group, a community or public group.
CREATE YOUR EVENT:

3. Keep the enrollment option unchecked if this event is for information purposes only.
CREATE YOUR EVENT:

4. Add the date and time for your event
CREATE YOUR EVENT:

5. Add the location

LOCATION

Location name

Country
- None -

-
CREATE YOUR EVENT:

6. Add relevant attachments
7. Add a description to your event
CREATE YOUR EVENT:

8. Select your event organizers (select yourself if this is you)
9. Select your event editors (these are people who are contributing to this event)
CREATE YOUR EVENT:

10. Add relevant tags so it is easy to find the event. (*Include Your Constituency*)
CREATE YOUR EVENT:

11. Choose the option to include comments and click Save!
KNOWLEDGE PLATFORM
FREQUENTLY ASKED QUESTIONS