How to: Register and Login

To sign up or register, click on the "Login" or "Register" text box in the upper right corner. When you do so, an age verification window appears.

Our platform is intended for individuals over 18 years of age. To verify this, please enter your date of birth in the format of Day/Month/Year and confirm by clicking "Submit".

The next step depends on whether you want to log in or register. Let's assume we want to log in. After confirming your age, the login form appears.

Enter your username or email address in the first input field of the login form and your password in the second input field. Finally, confirm by clicking "Login." You have successfully logged in. You will be redirected to the homepage.

Alternatively, instead of logging in, you can register a new user. Select the "Register" button. After confirming your age, the registration form appears.

In the first input field of the registration form, enter the desired username, and in the second input field, enter the corresponding email address. It's important to note that the username and email address must not already be used by an existing account. Finally, complete the registration by entering and confirming your password in the two lower input fields, selecting the checkboxes for "I am a Stakeholder" and/or "I am a School Evaluator" if required, and accepting the privacy policy. If the entered data is correct, click on the "Register" button to create the user.

You will now be redirected to a second form to voluntarily complete your profile. This includes your first name, last name, profile picture, and the communities you are interested in, which will later be displayed under the "Community" tab. Once you have completed your profile, click "Confirm" to save.

Your user is now registered.

How to: Upload a Post (example of policy)

The process of uploading a post is consistent across all types (Events, Programs, Policies, Library, Wiki, etc.). The only differences lie in the input fields required for each specific post type. For illustration purposes, we will walk through the steps using the upload of a new Policy post, as this process is representative of all post types.

To upload a new post, you need an account with the necessary permissions. You can either create a new post by clicking the "Add Policy Post" button on your Account page or navigate through Safe Education Databases → Policies → Add new Policy Post. Both paths lead to the same form available under "Add new Policy Post" on your Account page.

If you are logged in but do not see the "Add Policy Post" option on your Account page, please contact us directly. We will verify your account and grant the required permissions.

Now, click the "Add new Policy Post" button on your Account page to create a new Policy post. In this view, you can also easily switch to another post type, such as Library, if needed.

Next, fill out the fields according to the provided data. Once all entries are complete and no errors are indicated, you can publish the post by clicking "Publish Post."

After publishing, you can find the newly created post under Safe Education Databases → Policies.

How to: Edit a Post (example of policy)

The process of editing a post is consistent across all types (Events, Programs, Policies, Library, Wiki, etc.). The only differences lie in the specific input fields required for each post type. For illustration purposes, we will walk through the steps using the editing of a Policy post, as this process is representative of all post types. To begin, we navigate to the Policies section https://letscareproject.eu/hub/policies .

To edit an existing post, you need an account with the necessary permissions. If you are logged in but do not see the "Edit" option for the post you want to modify on your Account page, please contact us directly. We will verify your account and grant the required permissions.

Next, navigate to the Policy post you want to edit. Once you have found it, click the "Edit" button. This action will redirect you to the editing form.

In this view, make the necessary changes to the fields according to the updated information.

Once all edits are complete and no errors are indicated, you can save your changes by clicking "Update Post."

After saving, you can see the updated Policy post with the new information successfully applied.

How to: Upload a News Post

To upload a new News post, you need an account with the necessary permissions. If you are logged in but do not see the "Add News Post" option, please reach out to us directly. We will verify your account and grant the required permissions.

Start Creating a New Post

Click on the "Add News Post" button at https://letscareproject.eu/news/ . You will then be redirected to a form where you can create your post.

In the form, you will see that you are currently adding a News post. Please fill out the fields according to the provided data.

1. **News Title**

   Begin by entering the title of the news post. To ensure accuracy, confirm the title by re-entering it in the second input field.

2. **Text**

   Utilize the editor to compose the news post. Here, you can format the text by aligning, bolding, adding headings, and more. The editor also supports multimedia content, such as images.

   To include a picture, click on the "Add Media" button. Choose the desired image and confirm by clicking "Insert into Page."

3. **Thumbnail**

   Every news post requires a specific thumbnail image. Select an appropriate image to represent the post.

4. **Taxonomies**

   Lastly, choose the relevant taxonomies that best categorize your news post.

Once you have completed the entries and there are no errors indicated, you can publish the post by clicking on "Publish Post" .

After publishing, your newly created News post will be displayed.

How to: Upload an Event

To upload a new event, you need an account with the necessary permissions. If you are logged in but do not see the "Add new Event Post" option, please reach out to us directly. We will verify your account and grant the required permissions.

Start Creating a New Event

Click on the "Add new Event Post" button at https://letscareproject.eu/events/ . You will then be redirected to a form where you can enter all event details.

In the form, you will see that you are currently creating a new Event. Complete the following fields:

1. **Event Title**

   Start by entering the title of the event. Confirm its accuracy by re-entering it in the second input field.

2. **Thumbnail**

   Select a suitable image as the specific thumbnail for the event.

3. **Date**

   Provide the event date.

4. **Start and End Time**

   Specify when the event begins and when it ends.

5. **Working Language**

   Choose the language in which the event will be conducted.

6. **Description**

   Utilize the editor to compose the event post. Format the text, add headings, align, or insert multimedia content like images. To include a picture, click "Add Media," choose the image, and confirm by clicking "Insert into Page."

7. **Organizer Name**

   Enter the name of the event organizer.

8. **Registration Process**

   Choose one of the two available registration methods:

   a. If you prefer to use the Let's Care Hub's built-in registration process, disable the switch, and enter the organizer's email address. The organizer will receive an email with registration details for each participant.

   b. If you opt for your own registration solution, enable the switch, and provide the link to your registration form.

9. **Taxonomies**

   Finally, select the relevant taxonomies to categorize your event post.

Once all required fields are filled out and no errors appear, you can publish the post by clicking on "Publish Post."

After publishing, your newly created Event post will be displayed.

How to: Upload a Library Entry

To upload a new Library entry, you'll need an account with the necessary permissions. If you are logged in but do not see the "Add new Library Post" option, please reach out to us directly. We will verify your account and grant the required permissions.

Start Creating a Library Entry

Click on the "Add new Library Post" button at https://letscareproject.eu/hub/library/ . You will then be redirected to a form to create the library entry.

In the form, you are currently adding a new Library post. Complete the following fields:

1. **Library Title**

   Start by entering the title of the content in the library. Confirm the title's accuracy by re-entering it in the second input field.

1. **Summary**

   Provide a concise summary that captures the main idea of the library content.

2. **Categories**

   Select the relevant categories or tags to properly classify your library entry.

3. **Upload Documents**

   To include documents, click on the plus icon to add a new file. Then select the document you want to upload.

Once all fields are completed without any errors indicated, you can proceed to publish the post by clicking on "Publish Post".

After publishing, you will be able to view the library entry you just created.

How to: Upload a Wiki Post

To upload a new Wiki post, you need an account with the necessary permissions. If you are logged in but do not see the "Add new Wiki Post" option, please reach out to us directly. We will verify your account and grant the required permissions.

Start Creating a Wiki Post

Click on the "Add new Wiki Post" button at https://letscareproject.eu/hub/wiki . You will be redirected to a form to create your Wiki entry. In the form, you are currently adding a new Wiki post. Complete the following fields:

1. **Wiki Title**

   Start by entering the title for your wiki entry. For accuracy, confirm the title by re-entering it in the second input field.

2. **Description**

   Compose the content of your wiki using the editor. Format text, adjust alignment, bold text, and add headings as needed. The editor also supports multimedia content such as images. To include an image, click "Add Media", select the desired image, and confirm by clicking "Insert into Page".

3. **Taxonomies**

   Select the relevant taxonomies to categorize your wiki entry effectively.

4. **Add new Source**

   If needed, add new sources to support the credibility of your wiki. You can also embed additional information within the description.

5. **Add new Video**

   Optionally, you can include a link to an external video and provide the source.

Once all entries are completed without any errors indicated, proceed to publish the post by clicking on "Publish Post".

After publishing, your newly created Wiki post will be visible.