# GLAD Online Knowledge Sharing Platform: Editor’s guide

## Before starting:

* If you register, your individual identity / user profile will be visible only to other authenticated users, not to the anonymous user;
* The member’s (organisation’s) profile, has been created by the GLAD Secretariat with information taken from your website. If you want to change that, (and for any other queries) write to [fsettimi@ida-secretariat.org](mailto:fsettimi@ida-secretariat.org)
* You can register to this platform, only if you are a member of the GLAD Network

# About your first access

## Register:

1. Go to the Home page: "<http://gladnetwork.net/>"
2. Click on the "register" button and you are redirected to the register page
3. Fill in the form
4. Click "Create a new account" button and you are authenticated in the website
5. You will need to wait until the website administrator will approve your registration
6. Once approved, you will receive an email with a link to do your first access
7. In the first access, you will set your password
8. WELCOME!!

## Log in:

1. If you have already registered, go to the Home page: "<http://gladnetwork.net/>"
2. Click on the "Log in" button and you are redirected to login page
3. Fill in Username / Email field
4. Fill in Password field
5. Click "Log in" button and you are authenticated in the website

## My Profile Page

To edit your profile, you need to:

1. Go to <http://gladnetwork.net/user> and you are on the login page
2. If you are not logged in, authenticate yourself (username and password)
3. You are redirected to ‘My profile page’
4. Check all your data that you filled during registration
5. If you want to edit your profile, click on ‘edit’

# Actively involve in the platform, start creating your content!

## Topics creation

1. Login as an authenticated user to <http://gladnetwork.net> and enter your Username and Password
2. You will get to the homepage
3. From the main menu navigation choose: [Share](https://gladnetwork.net/share)
4. Click on ‘Add Forum topic’
5. Begin creating a discussion filling in the blanks: Title, Body, Summary
6. Click the Save button to save and publish
7. The discussion will be saved and published straight away!

## Resource Content Type

1. Login to <http://gladnetwork.net/> and enter your Username and Password
2. You will get to the homepage
3. From the main menu navigation choose: [Share](https://gladnetwork.net/share)
4. Click on ‘Add Resource’
5. The Teaser image prints on the Resource search page
6. Fill in the blanks:
   1. Title, body of text
   2. Below the rich text paragraph, you will find the list of content blocks:
      1. Clicking on the first menu below, you will be able to decide if you want to upload: Links, Map block or Small text block
      2. Membership: in the list, click on the organization you belong to. In this way, this item will be shown in your member’s profile area (in [Resource tab](https://gladnetwork.net/search/members/international-disability-alliance/47/resources))
      3. Working groups: if you want the resource to appear in a working group area, pick one of them in the list. Otherwise, the resource will appear in the main resource list
      4. Resource type: click in the list, which is the type of content that you are uploading
      5. Disability-inclusive topics/Population groups/Regions/Year/Language: in the lists, click on which are the topics/groups/regions/year/Language that your resource refers to
      6. Downloads: Click on ‘Add media’ to upload a document or on ‘Add existing media’ if you have already uploaded this document with your profile
7. In the menu ‘Save as’, click on ‘Draft’ if you want to take back and refine your page later or click on ‘In review’ to send it to the Website Administrator for approval
8. After the Approval of the content approver, your Resource will be displayed (see [Resource listing page](https://gladnetwork.net/search/resources))

## News Content Type

1. Login to <http://gladnetwork.net/> and enter your Username and Password
2. You will get to the homepage
3. From the main menu navigation choose: [Share](https://gladnetwork.net/share)
4. Click on ‘Add News’
5. Fill in the blanks:
   1. Title, body of text
   2. Below the rich text paragraph, you will find the list of content blocks:
      1. Clicking on the first menu below, you will be able to decide if you want to upload: Links, Map block or Small text block
      2. Membership: in the list, click on the organization you belong to. In this way, this item will be shown in your member’s profile area (in [News tab](https://gladnetwork.net/search/members/international-disability-alliance/47/news))
      3. Working groups: if you want this news to appear in a working group area, pick one of them in the list. Otherwise, the news will appear in the main news list
      4. Disability-inclusive topics/Population groups/Regions/Year/Language: in the lists, click on which are the topics/groups/regions/year/Language that your news refers to
      5. Downloads: Click on ‘Add media’ to upload a document or on ‘Add existing media’ if you have already uploaded this document with your profile
6. In the menu ‘Save as’, click on ‘Draft’ if you want to take back and refine your page later or click on ‘In review’ to send it to the Website Administrator for approval
7. After the Approval of the content approver, your News will be displayed (see [News listing page](https://gladnetwork.net/search/news))

## Blog post Content Type

1. Login to <http://gladnetwork.net/> and enter your Username and Password
2. You will get to the homepage
3. From the main menu navigation choose: [Share](https://gladnetwork.net/share)
4. Click on ‘Add blog post’
5. Fill in the blanks:
   1. Title, body of text
   2. Below the rich text paragraph, you will find the list of content blocks:
      1. Clicking on the first menu below, you will be able to decide if you want to upload: Links, Map block or Small text block
      2. Membership: in the list, click on the organization you belong to. In this way, this item will be shown in your member’s profile area (in [Blog post tab](https://gladnetwork.net/search/members/international-disability-alliance/47/blog_posts))
      3. Working groups: if you want this blog post to appear in a working group. area, pick one of them in the list. Otherwise, the blog post will appear in the main blog post listing page
      4. Disability-inclusive topics / Population groups / Regions / Year / Language: in the lists, click on which are the topics / groups / regions / year / Language that your blog post refers to
      5. Downloads: Click on ‘Add media’ to upload a document or on ‘Add existing media’ if you have already uploaded this document with your profile
6. In the menu ‘Save as’, click on ‘Draft’ if you want to take back and refine your page later or click on ‘In review’ to send it to the Website Administrator for approval
7. After the Approval of the content approver, your Blog Post will be displayed (see [Blog posts listing page](https://gladnetwork.net/search/blog))

## Events Content Type

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1. Login to <http://gladnetwork.net/> and enter your Username and Password
2. You will get to the homepage
3. From the main menu navigation choose: [Share](https://gladnetwork.net/share)
4. Click on ‘Add Event
5. Fill in the blanks:
   1. Title, Start and end date of the event, body of text
   2. Below the rich text paragraph, you will find the list of content blocks:
      1. Clicking on the first menu below, you will be able to decide if you want to upload: Links, Map block or Small text block
      2. Membership: in the list, click on the organization you belong to. In this way, this item will be shown in your member’s profile area (in [Events tab](https://gladnetwork.net/search/members/international-disability-alliance/47/events))
      3. Working groups: if you want this event to appear in a working group area, pick one of them in the list. Otherwise, the event will appear in the main events listing page
      4. Disability-inclusive topics / Population groups / Regions / Year / Language: in the lists, click on which are the topics / groups / regions / year / Language that your event refers to
      5. Downloads: Click on ‘Add media’ to upload a document or on ‘Add existing media’ if you have already uploaded this document with your profile
6. In the menu ‘Save as’, click on ‘Draft’ if you want to take back and refine your page later or click on ‘In review’ to send it to the Website Administrator for approval
7. After the Approval of the content approver, your Event will be displayed (see [Events listing page](https://gladnetwork.net/search/events))

## Glossary item Content Type

1. Login to <http://gladnetwork.net/> and enter your Username and Password
2. You will get to the homepage
3. From the main menu navigation choose: [Share](https://gladnetwork.net/share)
4. Click on ‘Add Glossary item’
5. Fill in the blanks: Title, body of text
6. In the menu ‘Save as’, click on ‘Draft’ if you want to take back and refine your page later or click on ‘In review’ to send it to the Website Administrator for approval
7. After the Approval of the content approver, your Glossary item will be displayed in the [Glossary search page](https://gladnetwork.net/search/glossary)

# Member’s (Organisation’s) profile

In the [Member’s profile page](https://gladnetwork.net/search/members/international-disability-alliance), the background will need to be uploaded from the website administrator. To create the background information that you want for your organisation, please, write to [fsettimi@ida-secretariat.org](mailto:fsettimi@ida-secretariat.org) .

In the [‘Resources’ tab](https://gladnetwork.net/search/members/international-disability-alliance/47/resources) you will find all the resources content type that you have tagged with the name of your organisation, while creating. The same happens with all the other content types. You will find your content listed and divided per type. [[1]](#footnote-1)

In the [User’s tab](https://gladnetwork.net/search/members/international-disability-alliance/47/users), you will see all the individuals that are actively engaged in GLAD and that are working for that organisation. Non registered users will not have access to this list, in order to protect the identity of GLAD member’s colleagues. If you are not logged in, you will notice that opening this tab, you will receive a message that invites you to register (if you are a GLAD member) or to log in to your profile.

# Working groups areas

The working groups areas will be created by the administrator for the working groups that have been requested by the Network. In this area, each group will also have focal points (that will be nominated by the working group members).

In the [working group listing page](https://gladnetwork.net/search/working-groups), you will find all of them listed. When you open a working group area, you will see that:

1. You can join/leave the working group (if you join, your user will appear in the [users tab](https://gladnetwork.net/working-groups/education-working-group/1/users), which will not be visible to the non-authenticated user);
2. Some organisations can become focal points an be listed as such under the ‘join the working group’ and ‘go to discussions’ buttons;
3. In the Resources, News, Events, (…) tabs, you will find all the content that has been published and tagged with that specific working group.

# 5. Accessibility

The logo’s colours, the position of the elements in each page and the icons were studied to be compliant with **Level AAA Conformance to Web Content Accessibility Guidelines 2.0**.

World Blind Union’s Chief Executive Officer, Penny Hartin and Human Rights Policy Advisor, Jose María Viera also conducted, together with the web developers’ team and the GLAD Secretariat, an accessibility test to fix the latest weak areas before the launch.

We want not only to maintain but to keep improving this aspect, so if you find some issues in using the platform, do not hesitate to contact the GLAD secretariat at [glad@ida-secretariat.org](mailto:glad@ida-secretariat.org) or [fsettimi@ida-secretariat.org](mailto:fsettimi@ida-secretariat.org).

1. N.B. all your content types will also appear in the content types ([Resources](https://gladnetwork.net/search/resources) / [News](https://gladnetwork.net/search/news) / [Events](https://gladnetwork.net/search/events) / [Blog posts](https://gladnetwork.net/search/blog)) listing page with all the other members’ resources and will be found through a filter search. [↑](#footnote-ref-1)