

# Futurium User Manual

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# Futurium Account

Before you can interact on Futurium, you need an account. Futurium is using the EU Login user authentication system.

## How to sign in?

### **You already have a Futurium account?**

1. Click on the Login button
2. Fill in your email address
3. Enter your password

Please [contact](#) us if you get the following error message “you account is blocked”.

### **I do not have a Futurium account?**

Please read “How to create your Futurium account”

## How to create your Futurium account?

### **I do not have an EU Login account yet?**

1. Click on the [register](#) button
2. Fill in First name, Last name, E-mail, ...
3. Click Create an account
4. You will receive an email allowing you to complete the registration process
5. Click the Link in the email (You have a maximum of 24 hr to confirm your account)
6. Set your password
7. You are now logged in to EU Login
8. Visit again the futurium platform and click on the [Login button](#).
9. Please sign the user agreement. Scroll down to the bottom of the page to accept it.

### **I have already an EU Login account**

1. Click on the Login button (you will be sent to an EU login page) If you are already logged in to EU Login, Step 2 & 3 are not needed.
2. Fill in your email address
3. Enter your password
4. If you did not yet agree on the Futurium user agreement: Please go to the bottom of the page to accept it.

## How do I manage my Futurium account?

You need to be logged in to manage your account.

1. Click on [my account](#)
2. Click on edit
3. Some fields are managed by EULogin (First Name, Last name, Email and your password). To change them please visit [EULogin](#)
4. The following fields can be changed
  - a. Your picture
  - b. Bio
  - c. Contact settings
  - d. Language settings
  - e. Notifications
5. Click save to keep your changes

## How do I change my profile picture?

You need to be logged in.

1. Click on [my account](#)
2. Click on edit
3. Click on the Remove button in the picture field.
4. Click on Browse and select a picture on your computer
5. Click on the Upload button
6. Click on Crop image to make a selection
7. Scroll down to the bottom of the page and click on the Save button.

## How do I change my notifications settings?

You need to be logged in.

1. Click on [my account](#)
2. Click on the Notifications Settings tab
3. Set the frequency for your groups on one of the following options
  - a. Never
  - b. Sent Immediately
  - c. Daily
  - d. Weekly

Please make sure that when you edit [my account](#) Email subscriptions is checked.

As a member, you will receive notifications on posts when other members comment or when a moderator makes changes to your post.

## Groups

Groups are a place to communicate about shared topics with certain people. Futurium is a platform dedicated to Europeans discussing EU policies.

### Join and Interact with Groups

Before you can interact you need to be logged in

#### How do I Join a group and become a member?

- From the Futurium home page click **groups** in the menu. This page will list all the groups on Futurium.
- Click on **Join group** to become a member.

Depending on the group's settings, you may need to fill a form and have to wait for a group admin to approve your request. Secret groups won't appear in search results, and a current member will need to invite you.

If you joined and are a member of a group you can depending on the group settings

- Create posts
- Create events
- Post comments

#### How do I leave a group?

- Click on my account.
- From your user profile page you can find a **Joined Groups** list. Click on **Leave group** to leave one of the groups you joined.

#### How to get your own group on Futurium?

Groups should be EC initiated. Contact us: [cnect-futurium@ec.europa.eu](mailto:cnect-futurium@ec.europa.eu). A Futurium group administrator will answer you asap.

To get inspired: from the Futurium home page click **groups**. On this page you will find all the Futurium groups.

## Post on Futurium

Before you can post in a group, you should be a member of the group.  
Depending on the group settings, you will be allowed to post.

### How do I post in a Futurium group?

In the group actions menu, choose for **add Post**.

Fill in the following fields

- Type
- Title \*
- Content
  - Text \*
  - Document
  - Image
  - Video
  - Webtools Unified Embed Code
- Tags

\* mandatory fields

### How do I add a file to my Futurium post?

Click on the **document** button and choose **new document** or **existing document**.

Choose your file and do not forget to fill in the name field.

The following file extensions are allowed:

- txt
- doc
- xls
- docx
- xlsx
- pdf

### How do I add an image to my Futurium post?

Click on the **media** button and choose **new media** or **existing media**.

Choose your file and do not forget to fill in the name field.

The following file extensions are allowed:

- png
- gif

- jpg
- jpeg

## How do I add video to my Futurium post?

Click on the **video** button and choose **Add new video** or **Add existing video**.

Add new video:

- Copy and paste a URL from one of the following media services:
  - YouTube,
  - Vimeo
  - EC AV Portal
- Click on create video

Add a video that was already posted on Futurium

- Start typing the name or parts of the name from an already existing video. Select the video.
- Click on create video

## Group management for Group moderators

Go to the homepage of your group. Depending on your group roles, you will see the following tab:

- Management

If you are also a content editor, you will also see the content tab.

For more information about roles and group management you can [contact](#) a Futurium administrator.

## How do I add a member to my group?

**I want to add an already existing Futurium member to my group**

- Go to the homepage of your group
- Click on the Management tab
- Click on members
- Click on Add member
- Start type the name of the user
- Select the user
- Optional

- Give the user the editor role
- Give the user the moderator role
- Click save
- The user is now added to your group

## Content management for editors

Go to the homepage of your group. Depending on your group roles, you will see the following tab:

- Content

If you are a group moderator, you will also see the management tab.

## How can I delete a post or event in my group?

### Option 1

- Go to the homepage of your group
- Click on the content tab
- Find your post using the filters
- In the listing, click on the arrow from the edit button and choose delete the dropdown.
- Click again on the Delete button to confirm

### Option 2

- Click on a post in a listing
- Click on Delete
- Click again on the Delete button to confirm

## How can I unpublish a post in my group?

### Option 1

- Go to the homepage of your group
- Click on the content tab
- Find your post using the filters
- Select one or several posts using the checkbox in the table listing.
- Choose unpublish in the action dropdown above the table listing.

## Option 2

- Click on a post in a listing
- Click on edit
- Uncheck the published field

## How do I create a Page?

A page can only be created by a Content or Group moderator. It will not be listed on any page and will be only accessible via the menu. Use pages for your static content, such as an "About" page.

In the group actions menu, choose for **Add Post**.

Fill in the following fields

- Title
- Content
  - Text (mandatory)
  - Document
  - Image
  - Video
  - Webtools Unified Embed Code
- Click Save

## How can I add a Page to the menu?

Go to the homepage of your group.

- Click on the Management tab
- Click on Navigation
- Click on Add new group navigation link
- Fill in the label (this will be the name in your menu)
- Click on the Link field and choose for Page
- A Page field will appear.
- Select your Page.
- Click on the create group navigation link
- Click Save

## How can I create a Collection?

Go to the homepage of your group.



- Click on the Content tab
- Click on Collections
- Click on Add Collection
- Give you collection a name
- Choose for moderated content if you do not want your members to be able to publish content in this collection. The content will go in an unpublished state. An editor, moderator or manager can then review the content and publish it.
- Set what different users can do (view content & create content) If you do not feel comfortable with these settings, please [contact](#) a Futurium admin.
- The description will be shown when you create a post. This could be a more meaningful description than the collection name.

## How can I add a Collection of Posts to the menu?

Go to the homepage of your group.

- Click on the Management tab
- Click on Navigation
- Click on Add new group navigation link
- Fill in the label (this will be the name in your menu)
- Click on the Link field and choose for Posts
- A Collection field will appear.
- Select your collection.
- Click on the create group navigation link
- Click Save

## Group privacy

What is the difference between a private and a public group and how do I change it?

### **Public groups**

Anyone can see and read what is posted in the group

### **Private groups**

Only members can see what is posted in the group.

Only Futurium administrators can change the group privacy. Contact a group administrator.