USER MANUAL FOR THE EUROPEAN HERITAGE DAYS WEBSITE FOR EVENT ORGANISERS

TABLE OF CONTENTS

STEP 1: CREATING ACCOUNT

In order to be able to add events to the European Heritage Days website you need to register as event organiser. By clicking on the **My Account** (pic 1) a pop-up window will open where you should choose the option "**Create an account**" (pic 2).
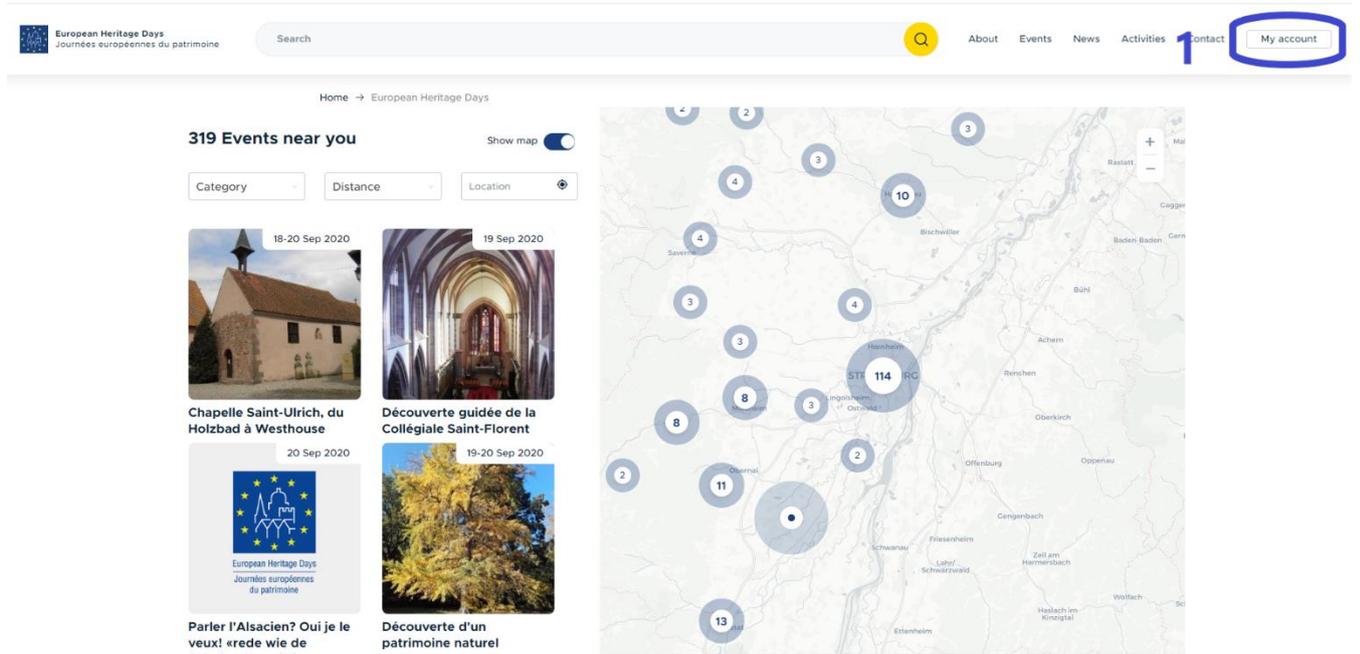
Pic 1
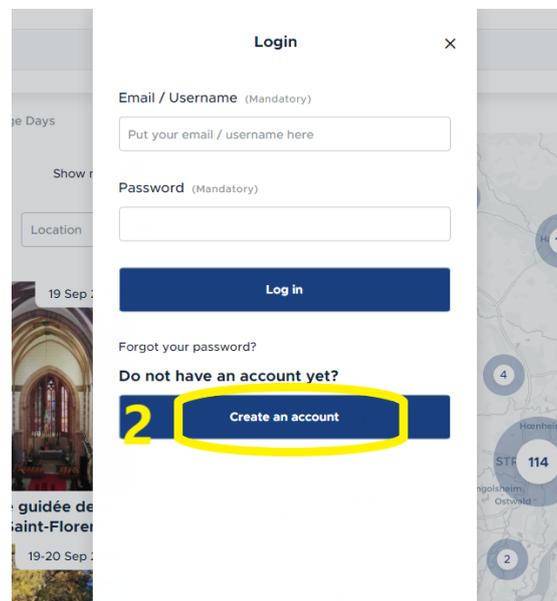
Pic 2

In the next step, you need to choose your role as **Event organiser** (pic 3).

Who are you?

Choose your account type

National Coordinator	Event Organiser	Visitor
Create an account	**Create an account**	**Create an account**
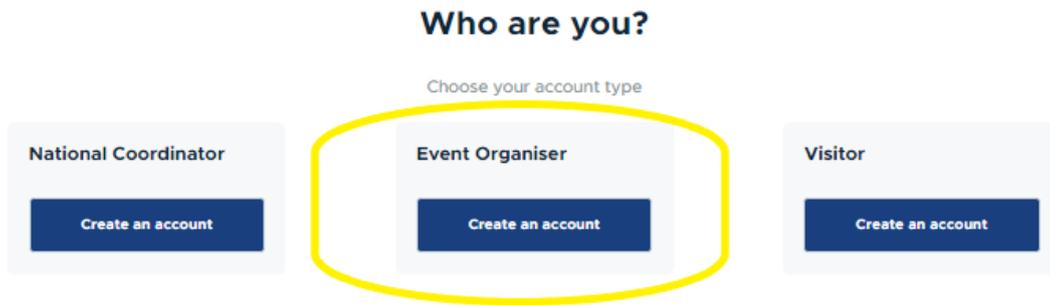
Pic 3

Once you have chosen your account type, a registration form will pop-up, and you will be asked to **fill in your details** (pic 4). Not all the details are mandatory. Please make sure you have inserted correct details before clicking on the "**Register**" button.

Once your registration is received and approved by your National Coordinator, **you will receive an email** containing information about how to log in, set your password, and other details.

Register as a Event Organiser

Email address (Mandatory)

> itana.prljevic@coe.int

A valid email address. All emails from the system will be sent to this address. The email address is not made public and will only be used if you wish to receive a new password or wish to receive certain news or notifications by email.

Username (Mandatory)

> Itana

Several special characters are allowed, including space, period (.), hyphen (-), apostrophe ('), underscore (_), and the @ sign.

Password (Mandatory)

Password strength:

Confirm password (Mandatory)

Passwords match:

Provide a password for the new account in both fields.

First name

Last name

Country (Mandatory)

> - Select a value -

[ ] I'm not a robot — reCAPTCHA
Privacy - Terms

Register

Pic 4

STEP 2: LOGGING IN TO YOUR ACCOUNT

Once your account has been approved by the EHD Secretariat, you will be able to login and access your dashboard.

To login, click on the "**My Account**", like in the first step of creating the account (pic 1), enter your login details (your email OR username AND password) and proceed to "**Log in**".

Recover your password

If you have forgotten your password, you are now able to change it by using the "**Forgot your password?**" procedure from the Log in popup window. In which case you will be asked to provide your email address. And after initiating the procedure, you will receive an email with a link for logging in and changing your password.

STEP 3: ADDING EVENTS

After logging in, you will be able to add events from any of the "Add event" buttons on the website. **All events added to the website have to be approved by National Coordinator in order to be published (visible to audience) on the website.**
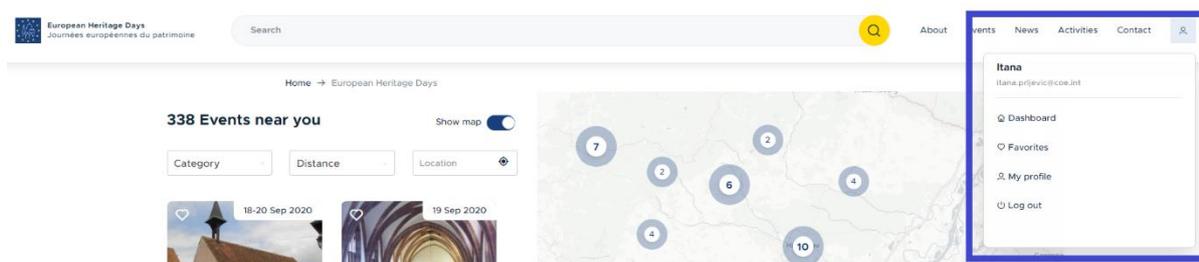
Pic 5

Once you access your dashboard, you will have multiple possibilities of managing your account, other users such as event organisers and content such as events and stories. It will all be explained further down.

After activating the "Add event" button an event form (pic 6) will ask you for your event details in **three simple steps**: Basic details, Event description and Contact details. Please note that your contact details are by default visible only to website administrators. If you wish to make them visible publicly, you will have to approve that by checking the box next to "make my contact details visible to anyone". This way visitors will be able to see your contact details and get in touch with you if needed.

Pic 6

Once you have added all the necessary information about your event, you can preview it to see how it will look like once it is published or you can save it (pic 7). Once you are happy with how your event looks like and you save it, it is now ready for approval procedure by your National coordinator. The moment your event has been approved it will be published on the website.

Pic 7

Edit profile – change your password

You can edit your profile directly by going to "**My profile**" under the account icon (pic 5) or from your dashboard.

Edit profile option gives you the possibility to add/edit data such as first and last name, email and most importantly change your password. Please follow the instructions for making your password stronger to keep the website security on a necessary level.

There are other options on your dashboard from where you can view all of the content you have created as well as your country page. The editing of the country page is reserved for National Coordinators.

Contacting your National Coordinator

For more information about EHD in your country, please contact your national coordinator from our contact page https://www.europeanheritagedays.com/contact .