

## Handout for users of the Wadden Sea World Heritage Exchange Platform

29.12.2022

## Overview

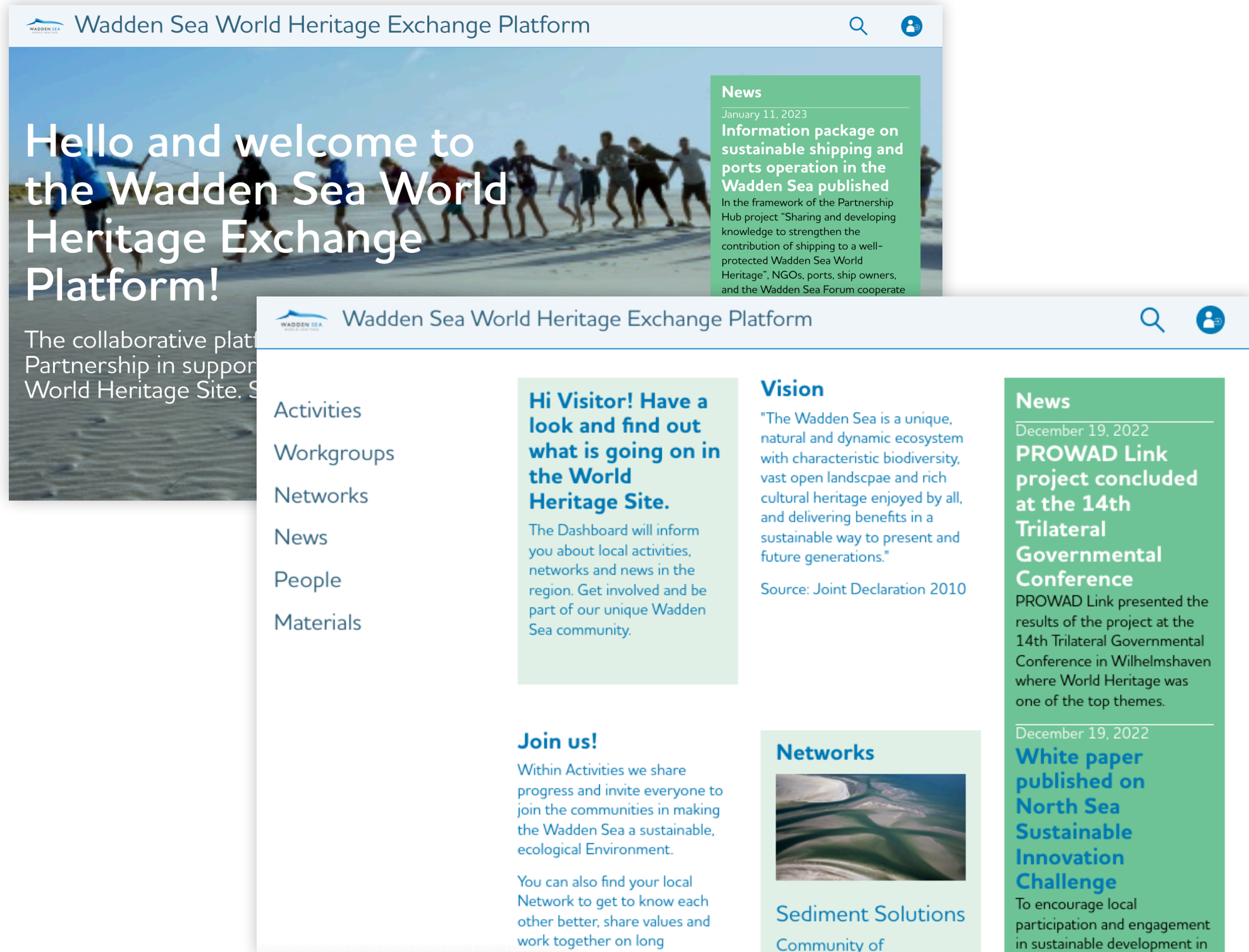
1. Basic Structure
2. Login
3. Toolbar & Controls
4. Set-up Workgroup
5. Rights & Roles

# 1. Basic Structure

The Wadden Sea Exchange Platform is structured in a public and non public part.

On the public page one can access general information and the latest news within the Wadden Sea Region. Via activities and networks all main organizations and projects are visible.

The non-public part allows active exchange, networking and coworking throughout the Wadden Sea community. Only registered users are able to join and participate in workgroups.



View of public dashboard

# 1. Basic Structure

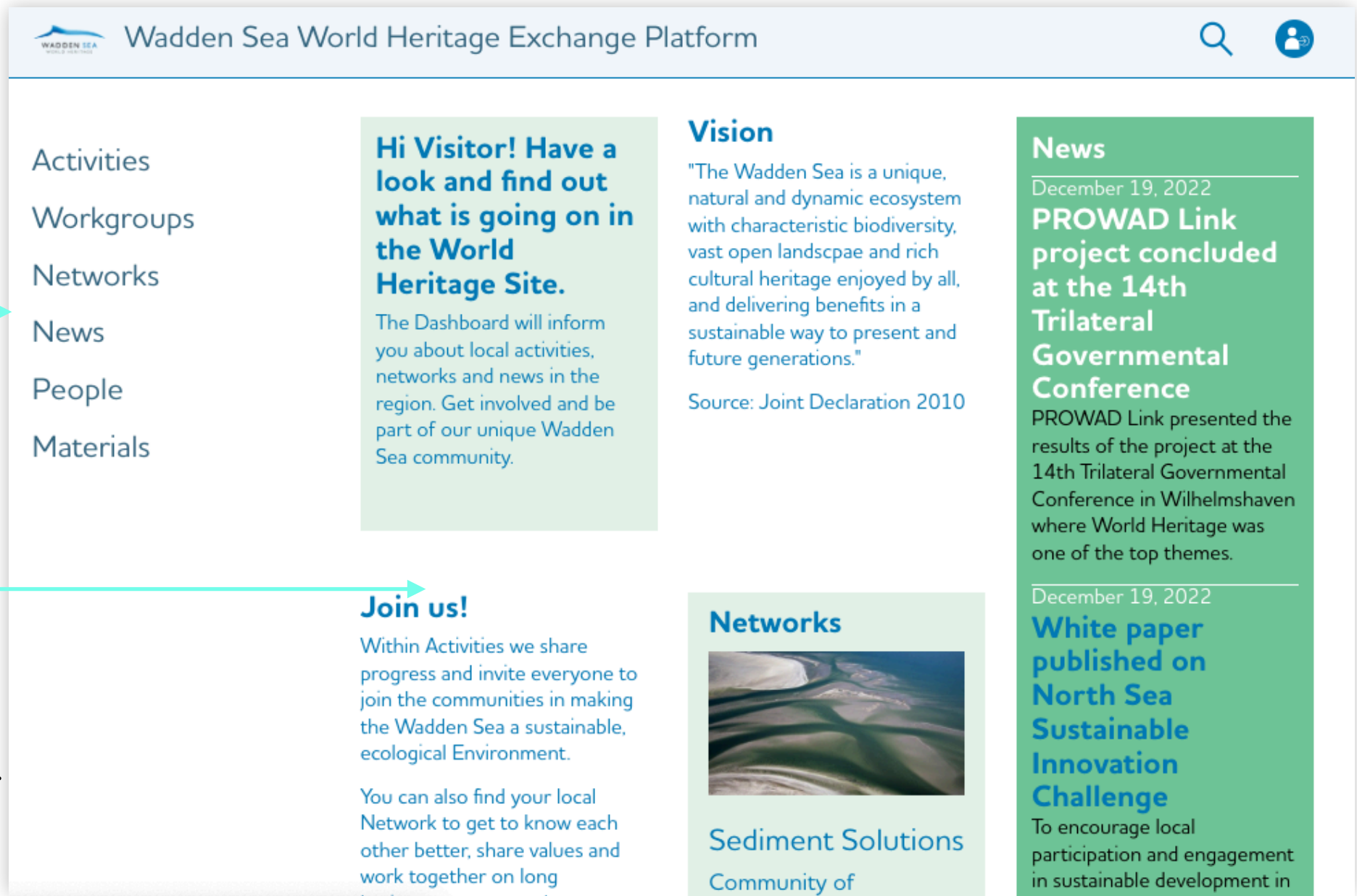
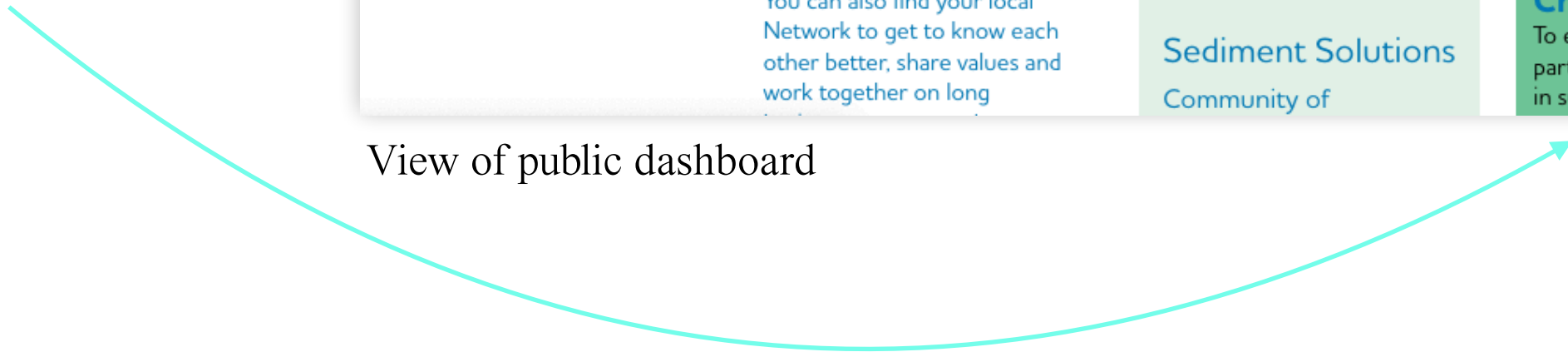
The menu gives access to the main content pages: activities, workgroups, networks and news.



The dashboard provides basic information about the platform and the latest content from the activities and networks.



The news sidebar gives a quick overview of general updates around the Wadden Sea Region.



View of public dashboard



## 2. Login

To become a registered user, follow the instructions in the registration mail and edit your profile. Only after completing the registration process, users can join the platform and have access to all functions.

The general login section is located on the top right header.

Wadden Sea World Heritage Exchange Platform

Activities  
Workgroups  
Networks  
News  
People  
Materials

**Hi Visitor! Have a look and find out what is going on in the World Heritage Site.**  
The Dashboard will inform you about local activities, networks and news in the region. Get involved and be part of our unique Wadden Sea community.

**Vision**  
"The Wadden Sea is a unique, natural and dynamic ecosystem with characteristic biodiversity, vast open landscape and rich cultural heritage enjoyed by all, and delivering benefits in a sustainable way to present and future generations."  
Source: Joint Declaration 2010

**Join us!**  
Within Activities we share progress and invite everyone to join the communities in making the Wadden Sea a sustainable, ecological Environment.  
You can also find your local Network to get to know each other better, share values and work together on long

**News**  
December 19, 2022  
**PROWAD Link project concluded at the 14th Trilateral Governmental Conference**  
PROWAD Link presented the results of the project at the 14th Trilateral Governmental Conference in Wilhelmshaven where World Heritage was one of the top themes.  
December 19, 2022  
**White paper published on North Sea Sustainable Innovation Challenge**  
To encourage local participation and engagement in sustainable development in

**Networks**  
Sediment Solutions  
Community of

← Login

Or can be reached directly via:  
[exchange.waddensea-worldheritage.org/user/login](https://exchange.waddensea-worldheritage.org/user/login)

Wadden Sea World Heritage Exchange Platform

[Log in](#) [Reset your password](#)

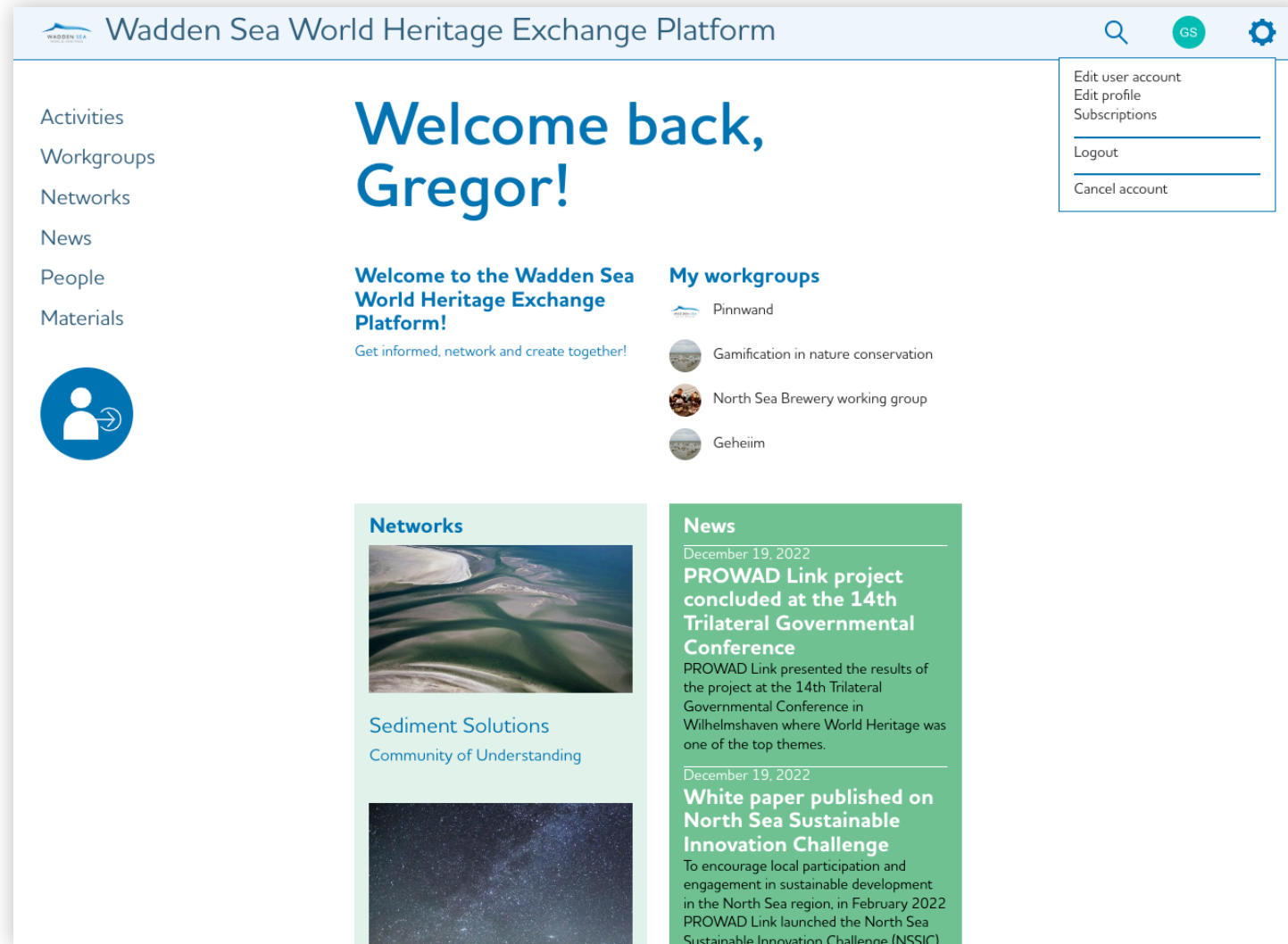
Email\*  
Enter your email address.

Password\*  
Enter the password that accompanies your email address.

[Log in](#)

### 3. Toolbar & Controls

Once users have successfully logged in and set up their profile, the personalized dashboard will give an overview of the coworking space, workgroups, latest comments and news.



You can edit your personal settings and profile in your account area.

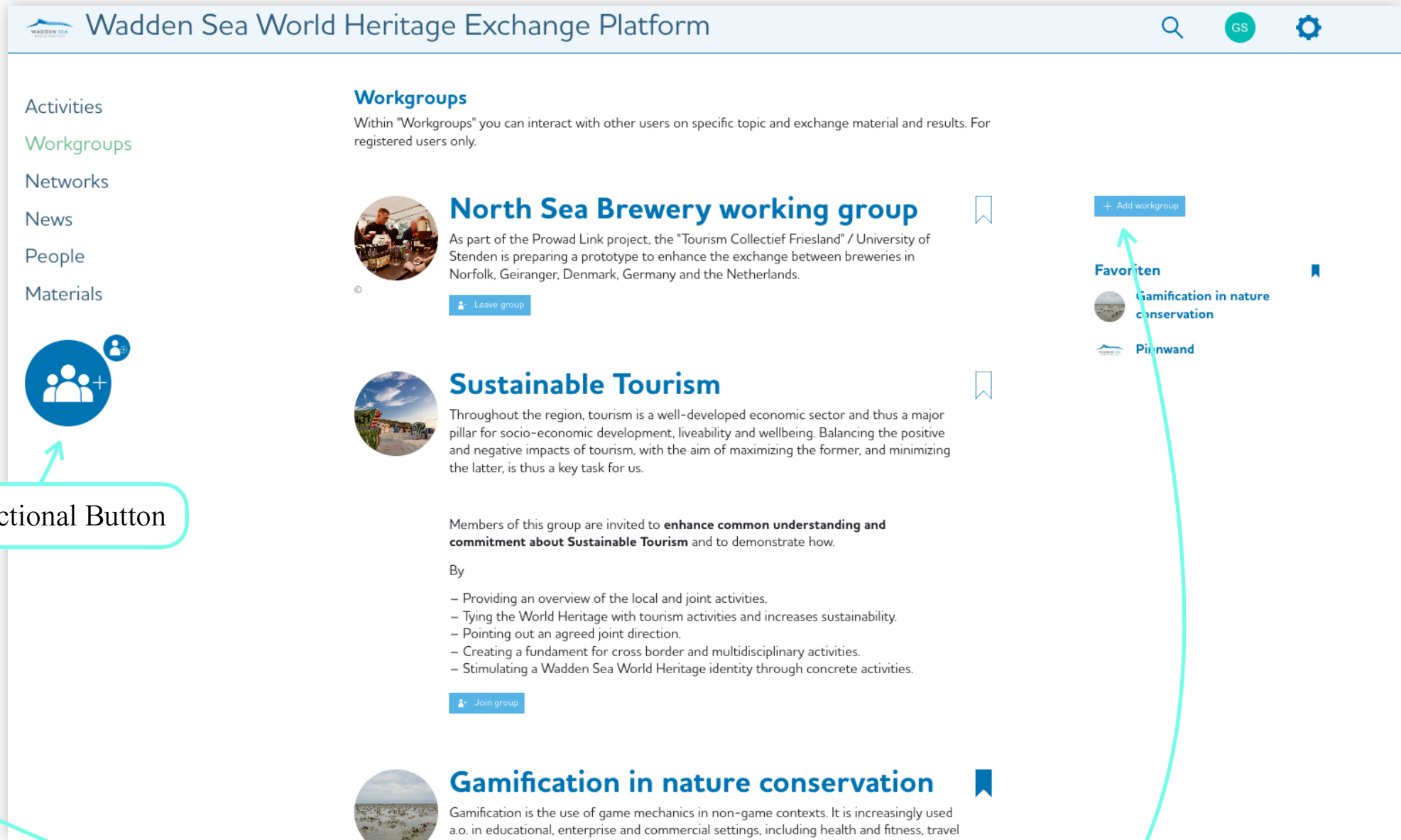
View of the personal dashboard

### 3. Toolbar & Controls

Multifunctional buttons for several actions on the platform will appear where applicable – like creating groups or editing your profile, uploading material or following a group.

Multifunctional Button

E.g. with the button „Add workgroup“ on the page Workgroups, users can create a new workgroup.



## 4. Set-up Workgroup

To create a new Workgroup:  
Click "Add Workgroup "  
Follow the instructions for  
each field in the Create  
Workgroup pop-up window.

When the box „Private  
group“ is checked, other users  
do not see the group and can  
only join by invitation.

Registered users can only see  
the new workgroup, if the  
checkbox „Published“ is  
checked. If you don't check  
the box, the workgroup will  
not be found on the platform.

All created workgroups will  
only be visible for logged-in  
users.

Wadden Sea World Heritage Exchange Platform

Unlink SEA

Activities  
Workgroups  
Networks  
News  
People  
Materials

Title\*

Private group  
Private groups deny access to group outsiders for all actions on the group or group content.

Description\*

Image\*

One media item remaining.  
No media items are selected.

Add media

Network or Activity

Published

Create Workgroup and become a member Cancel

Once you have finished, please  
don't forget to click the button  
„Create Workgroup and  
become a member“ to save  
and create your workgroup.



## 5. Rights & Roles

User\* of the Exchange have following rights:

**Create Activities**

**Create Workgroup**

**Read**

(only visible groups, only groups of participation)

**Write / edit**

(own created groups/group admin, group content where participants, own created activities)

**Delete**

(only own user account, own activities, own groups)

\*Registered user with extended rights: You can be made manager of a network by admin (CWSS) or your regional focal point. As such, you can invite new persons into that particular network.

In order to assist users while using the platform, most checkboxes and text fields have additional descriptions.

If something remains unclear or should be submitted any bugs or ideas for improvements, please reach out to:

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