

Version 9 December 2020

## Instructions to use the Encounters project platform:

<http://www.encountersproject.eu/>

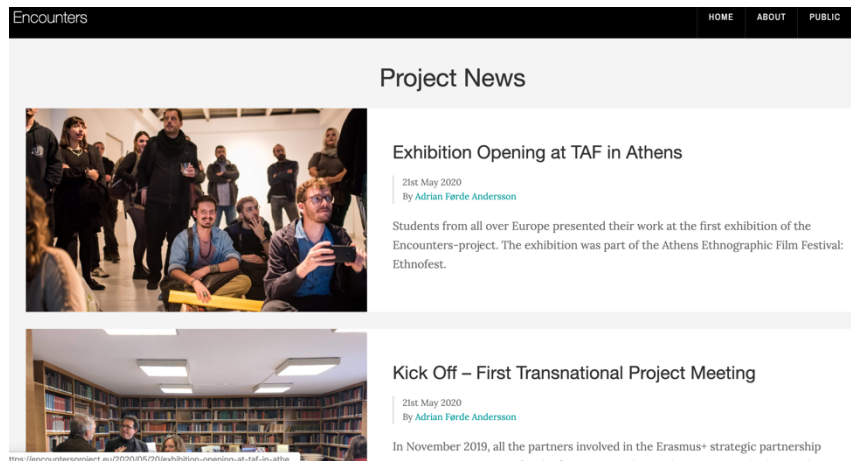
The website is a sharing platform between all participants in the *Encounters* project (both students, residents, instructors/researchers/partners etc), and also contains a section that is open to the general public. We will develop this site both to share and discuss our work between ourselves, as well as showing/disseminating some of what we are doing to the general public. The site is based on WordPress, a blog tool, and will change as we create new content, as well as be updated to fit our mode of working. This represents the *first phase* of our publication process, where we 1: Build a repository of experiences and dialogues (i.e. this site), 2: Launch a creative, experimental and multimodal 'interim' publication of results and ongoing works, 3: A final publication (in) a peer-reviewed and multimodal journal (or similar).

The existing website and functionality as of December 2020 is very basic, yet the goal is that we will expand and improve design, functionality and navigation as we go. Offering suggestions for how we would like this site to work is therefore highly encouraged! (see menu and category: Project Activities > Messages & Suggestions)

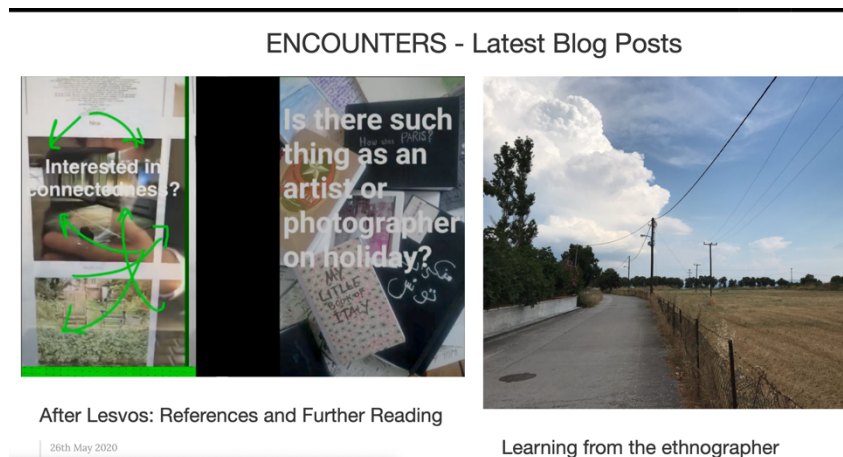


For the general public and non-logged in users, the home page currently shows a welcome message, and link to an 'about' section. Further down there is a news section that will be updated with the last couple of news posts (so far, Adrian has made a couple of short news posts from Athens, Nov 2019).

**PS 3 December 2020: Volunteers are hereby invited** to add a public news post on  
1; this year's Ethnofest programme  
2: the startup of the expanded collaboration and residency on 1 & 4 December!



At the bottom there is a section that holds regular blog posts that users have chosen to share with the public. For now, this section just contains some old posts from a previous site from our pilot courses 2018-19 (called *sitelesvos*), which are there to illustrate the point, they will be replaced:



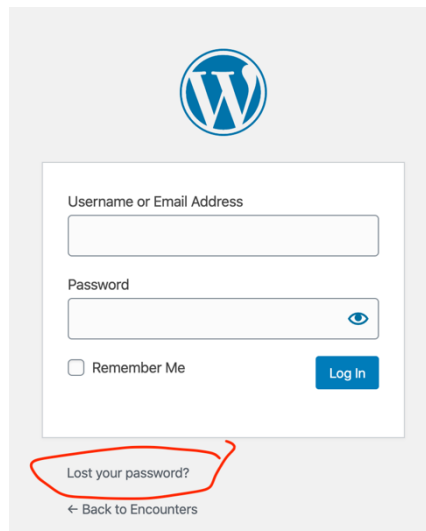
This front page is visible to the public and can be viewed by anyone, as can everything under the header "Public". The menu expands when users log in.

## REGISTER/ Log In

If you already registered with a password, then just click on the *Log In* link in the top (either menu or upper left corner) on the website, and fill in the username/ password. As of 1 December 2020, all new participants' emails have been registered as users, so you should only need to enter the website [encountersproject.eu](https://encountersproject.eu), click log in, and then ask for a new password to your registered email.

Should none of this work, please send a message to Adrian Førdé Andersson [adrian.f.andersson@uia.no](mailto:adrian.f.andersson@uia.no) and he will take you through it (but please try first to go through the above procedure, and check spam filter if you don't get an email).

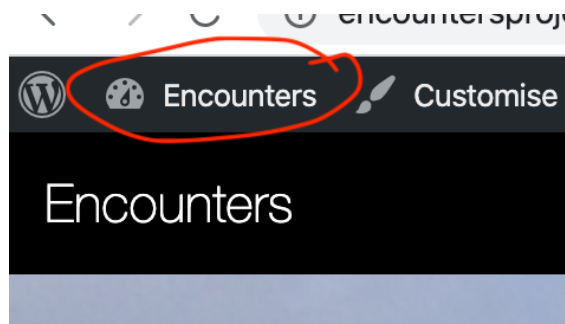
If you have forgotten your password, please go to the login page and click "Lost your password?" at the bottom to require a new one;



## Posting and editing content (Backend / CMS: Content Management System)

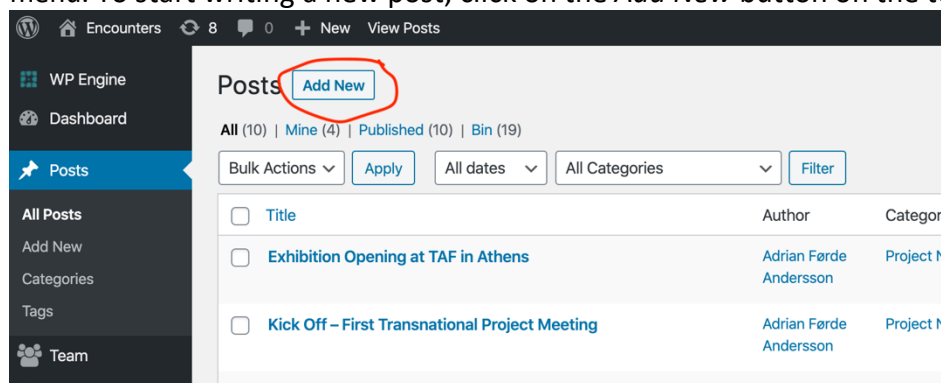
To post new content or edit existing content, you need to go to the CMS side of the platform, the 'Dashboard'. You can do this by clicking on the Dashboard link in the top left corner of the admin bar (black bar on top of the page).

The dashboard consists of different sections on the left side. The only sections that non-admin users will need to use are **Posts** and **Profile** [maybe also *Portfolio* – let's check what this enables]. Please do not attempt to change any other sections.

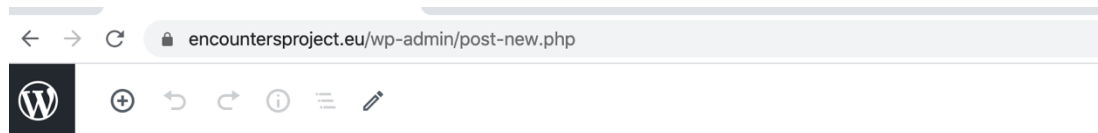


## Creating content: Posts

To publish a new post or to edit an existing post, click on the post link in the left side dashboard menu. To start writing a new post, click on the *Add New* button on the top of the page:



Start by entering a title for the post and then click on the text area to enter a text.



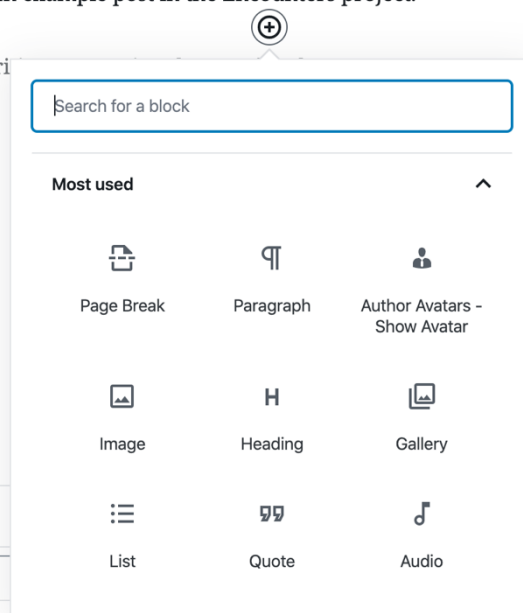
After entering the first paragraph of text, hit the enter/ new line key and the + sign will appear underneath where you can add new block. A new "block" in WordPress can mean another paragraph , headline, image, image gallery, video, etc.



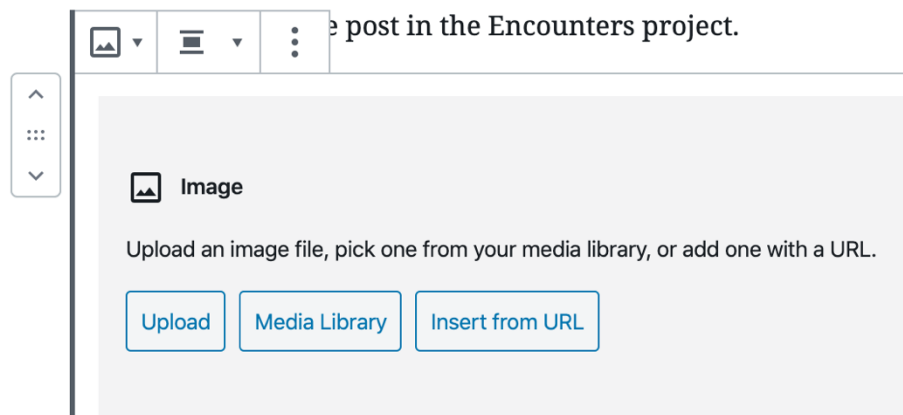
## Example post

This is an example post in the Encounters project.

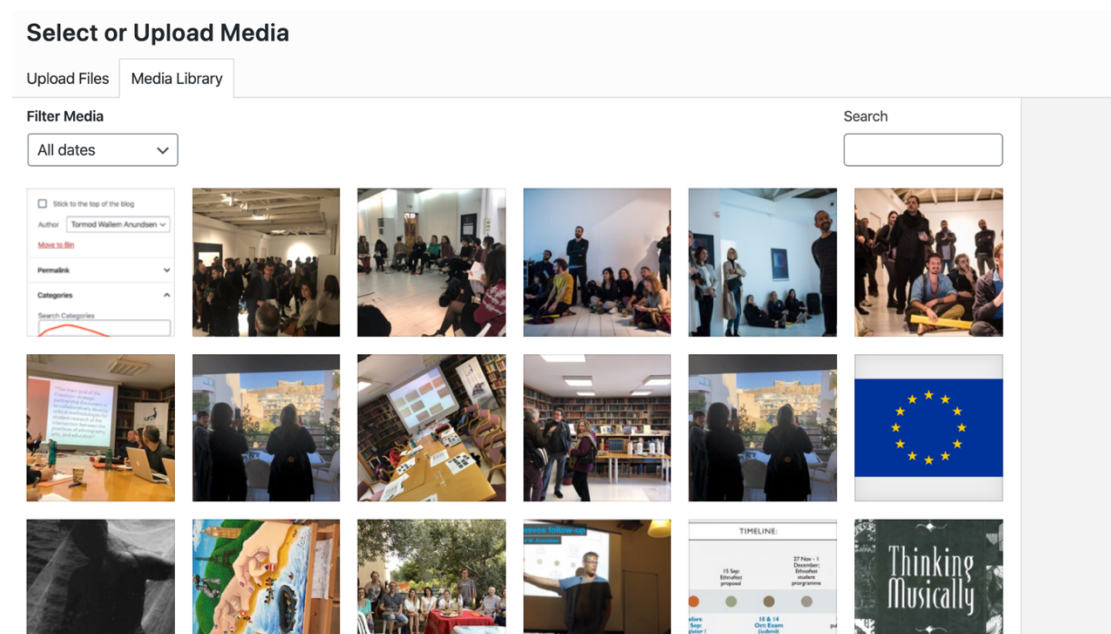
Start writing



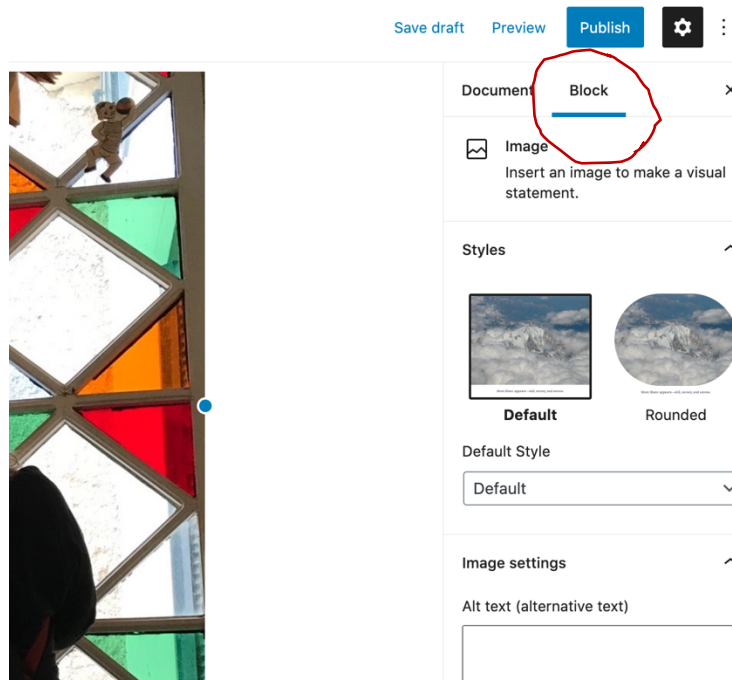
To add an image, click on the image icon and then, to upload an image, click *Upload*. Or, to use an image that has already been uploaded, click on *Media Library*.



To upload an image to the library, just drag and drop the image(s) into the gallery area and the image(s) will be uploaded.

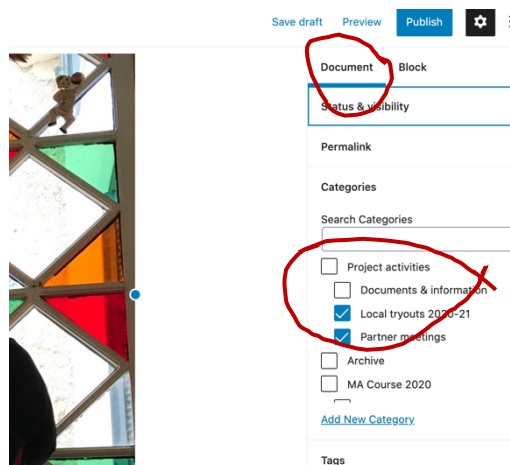


You can then customize the image in the right-hand side panel where you can enter "Alt text" for the image and select the size and alignment. You can select whether to align the image to the left, right or centre and set the size of the image to thumbnail, medium, large or full size.



### Adding 'category'

Once you have filled in the post content, you will need to set the post **category** and enter **tags**. **Category is very important**, because the category will decide in which section(s) on the site the post will appear. You may use more than one category to make it appear under several sections. If you don't add a category nobody will see your post (unless they go to the dashboard and open it).



*[PS: Adding categories and menu items is also one point where we can adjust the overall site as we go; to subscribe posts of certain categories to certain sections or headers – this is quite flexible]*

As of December 2020, we are using these categories, which can be expanded:

Category	What is it for?	Where will content appear?
<b>1: Tryouts &amp; Residencies 2020-21</b> <i>(main category)</i>	This is a parent category for the following categories (you only need to tick the specific category below:)	Under header "Tryouts / Residencies 2020-21"
<i>Content, tryouts 2020-21</i>	Use this category for things the teams and individuals share as part of the local tryouts & residency from Nov 2020 – June 2021	Under header "Tryouts / Residencies 2020-21" and sub-header "Content, Tryouts 2020-21"
<i>Documents &amp; information</i>	Use this category for posts that go to the archive of information, documents etc (such as this guide!)	Under header "Project Activities" and sub-header "Documents & information"
<i>Messages &amp; Suggestions</i>	This is intended to be a 'whiteboard' for more day-to-day updates, such as suggestions to improve or adjust the encountersproject site	Under header "Project Activities" and sub-header "Messages & Suggestions"
<b>2: Partner meetings &amp; Impetus</b>	Use this category for things shared between partners from 2020, what we have called: impetus / sharing / dialogue for partner meetings	Under header "Project Activities" and sub-header "Partner meetings"
<i>Open blog posts</i> <i>(Under 3: "Public Content")</i>	Add this for posts that should (also?) be displayed on the home page for the general public	Two latest posts show the home page, for non-logged in visitors. All open posts show under sub-header "Public Content > Open blog posts"

### Featured image

In addition to images in the post itself (see 'blocks'), each post should have a *featured image* which will show in the home page and/or a section page. Click on the 'Set Feature image' and then upload an image as above and once the image appears in the Media Gallery, click on the Set Feature Image.

You can also edit the image after it is uploaded by clicking on the *Edit Image* link under the image thumbnail on the right side:





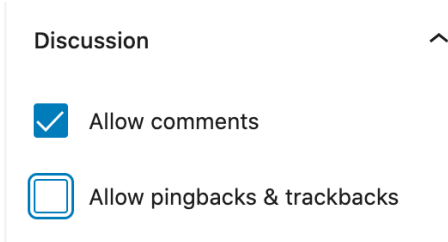


**PS: Please note the difference between the *category* of an open post (which means it appears on the front page) and the *permission* (which regulates who can see it if they have a direct link).**

It is also possible to tick the names of the individual users you **only** want to view the content of your post. This may be useful for future summer course students during exams, or if you wish to preview the post with another participant before sharing it with the rest of the group.

### Allow comments

We encourage to tick "Allow comments" in order to comment to each other's posts:



Discussion ^

☒ Allow comments

☐ Allow pingbacks & trackbacks

### Tags

*Tags* may help filter the post in searches for content, especially when we get many posts, and after some time's use. Use Tags to help filter and keyword content. You can for example enter a tag "Team Amsterdam" or similar (check for existing tags before you make a new one)

For further instructions and details please refer to this WordPress instruction on this webpage: <https://wordpress.org/support/article/wordpress-editor/>

**Guide version:** 9 December 2020: Tormod's update based on Hydar Dewachi's initial instructions for the *Site/esvos* web platform, with new images and some new text. Thanks to Hydar for providing the core instructions!

### Other functionality that we can expand on:

These are some examples of functionalities that we can expand on (i.e. the administrators of the site based on user input):

#### Top Menu

The top menu is also customized depending on the course/activity the user is in. For students, the menu will not show the 'Instructor tryouts' section, but a drop-down menu for the MA course material including announcements, assignments, reflections and calendar etc

[This will be structured further when we get to student participation / courses, details will be updated when needed]

## Categories and menus

By adding other categories and menu items, we can easily add to the structure, such as if each team wants a section to see all of their work collated, or individuals would like either their posts to appear together or to add a personal *page* (rather than different *posts* collated) that they can edit as a longer

## Profile

You can update your profile if you want to change how your name is shown, your email or your password. You can also change your profile image.

## Visual appearance

The general visual appearance, such as the main page sections or how posts are listed, is based on a WordPress widget / template. This can be altered if we prefer another one.

## The Social Platform

[Most social platform functions are not in use at the moment, but included here for information on some of the options]

### The Footer

When you are logged in, you can see in the website a number of menu to connect with other users. This includes the Groups and Users.

### Groups

If you click on a Group's name, you will see the social activity of that group. If you are a member of that group, then you can post comments, reply to comments or activities and invite others to join the group.

### Users

If you click on a user's name in the footer, you will view their social page which will include their activities, and you interact with them by requesting to be friends, sending them public messages or private messages. 16/19

Sending a user a public message will appear on the general Activity page

Sending a user a private message will only show to that user as a message in the notification menu in the top right side.

You can your list of friends through your profile page:

You can view the groups that you are a member of through your profile page

### Notification Menu

The notification menu is in the top right corner and contains link to your social activities, friends, groups, messages, etc.