PARTICIPATE OIPD PLATFORM GUIDE

INDEX

I O P D

REGISTER

Follow this link and complete the information as explained:

Sign up

Sign up to participate in discussions and support proposals.

Already have an account? Log in

Your name & Organization *

Public name and Organization that appears on your posts.

← Name of the person and organization you represent (city)
Ex: James Smith - New York City Council

Your short, unique identifier in decidim *

Your short, unique identifier in decidim

← Nickname (without spaces or strange characters)
Ex: JSmithNYC

Your email *

← E-mail with wich you are registered in the IOPD
Ex: jsmith@gmail.com

New password *

← Password
Ex: NYC123

Confirm your new password

← Confirm your password
Ex: BCN123

Terms of ServiceThe service "PARTICIPATE OIDP" is offered by the IOPD. The use of PARTICIPATE OIDP is subject to the below terms and conditions. Using PARTICIPATE OIDP constitutes acceptance of these terms and conditions. Any deviation from these terms and conditions is possible only by means of written confirmation by IOPD.Article 1. Use of the service1.1 PARTICIPATE OIDP will be guided by the needs of users and place their interests first in priorities. The service PARTICIPATE OIDP allows you to create a profile, share content, participate in online discussions, present proposals, vote on proposals, give feedback about the platform, and engage with other users. IOPD does not actively assist in doing so but does

☑ Receive an occasional newsletter with relevant information
☐ By signing up you agree to the terms and conditions of use.

← Agree the terms and conditions of use

Sign up

← Sign up!

You will receive an email from decideix@decideix.com (check your spam folder in case you don't receive it). Open it and click on "confirm my account":

Welcome   XXX@XXX.XXX   !

You can confirm your account email through the link below:

Confirm my account

OIDP
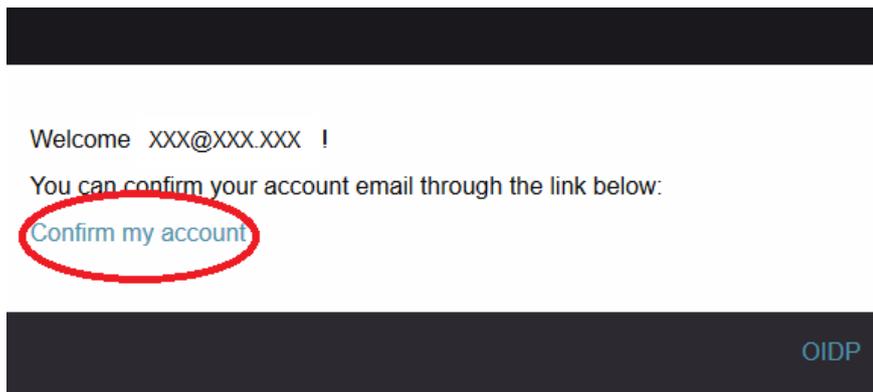
A new tab should open and it will show this message:

English ▾   Sign Up · Sign In

Home   Processes   More information

Your email address has been successfully confirmed.

Log in

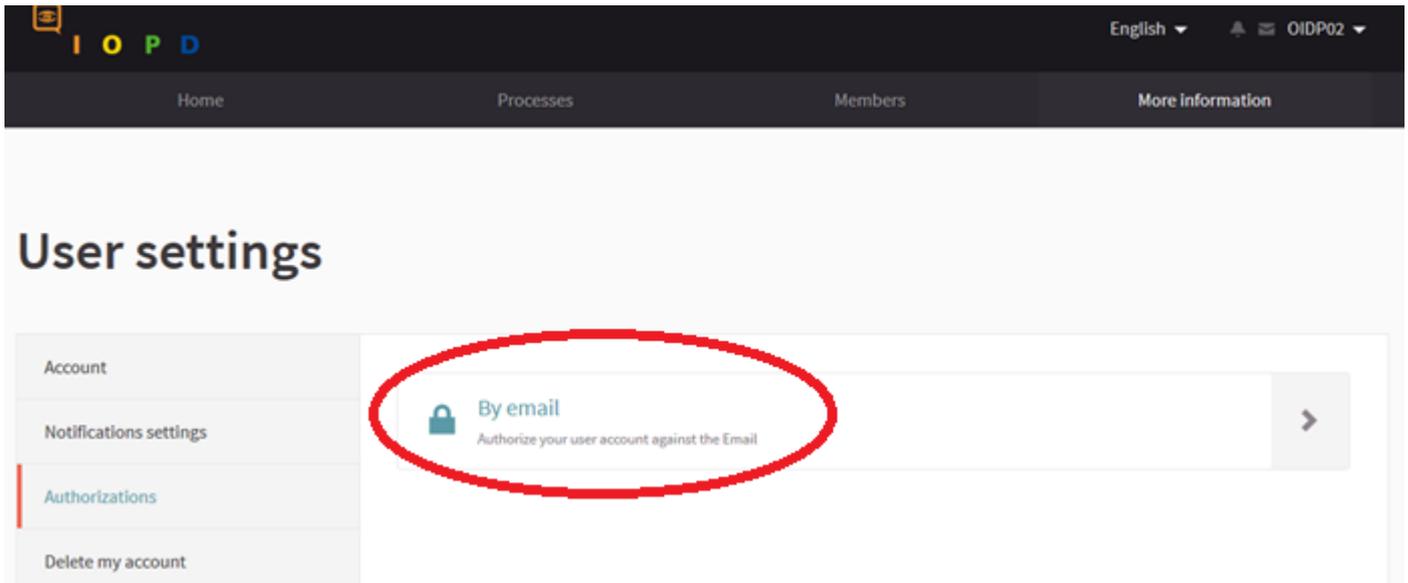New to the platform? Create an account

Email

Password

☐ Remember me

Log in

Sign up

Forgot your password?

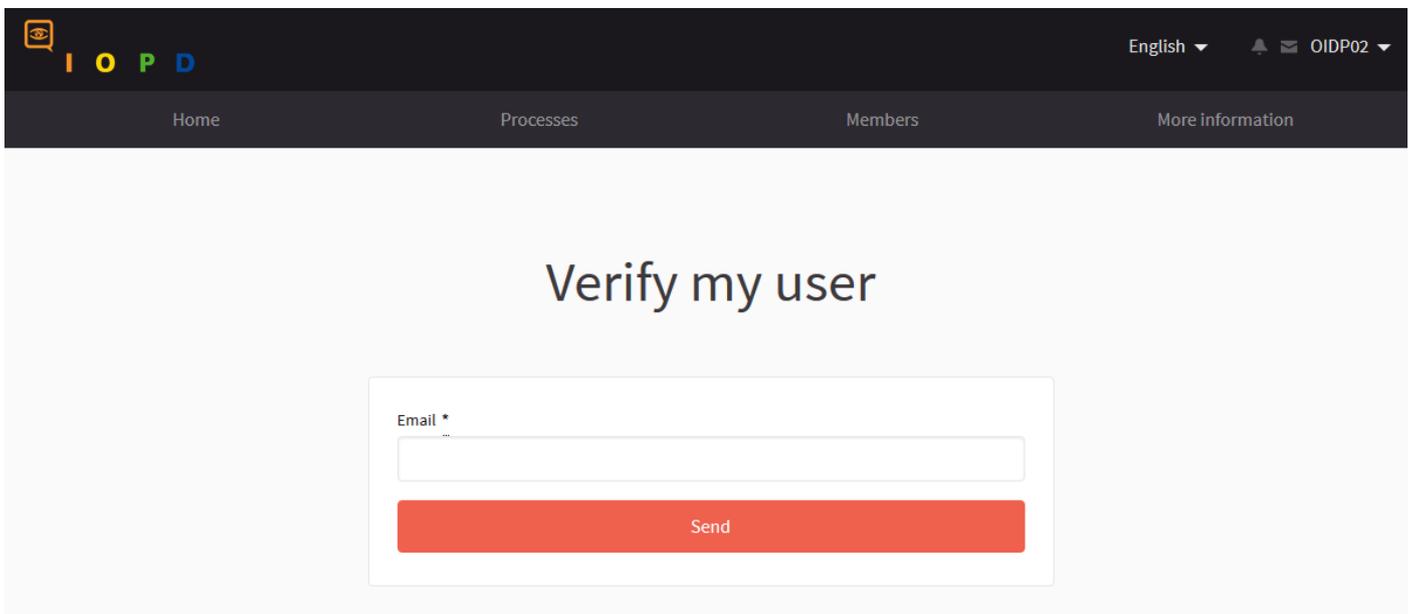Didn't receive confirmation instructions?

AUTHORIZE THE USER

1. Follow [this link](#) and click on the option "by email":

2. Write your email. If an error message appears in this step, it can be because of one of these reasons:
-   You have written your email incorrectly: Pay attention to capital letters
-   Your email isn't in our database. In this case, contact us at award@oidp.net

COMPLETE THE PROFILE

Follow this link and fill in the fields this way:

This is how other users will see your profile:

Also, the IOPD Technical Secretariat can officialize your profile. This means that IOPD confirms that your profile is correct. You can distinguish it because of this badge in your profile:
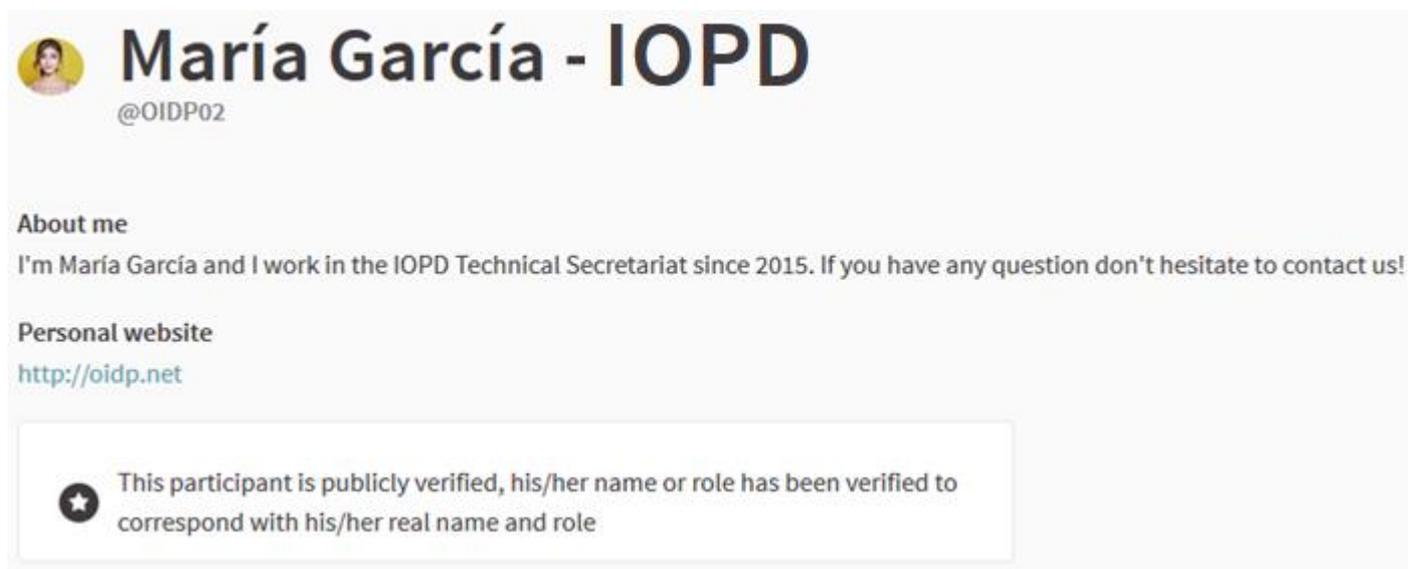
CONTACT OTHER MEMBERS

1. Contact other members by entering inside their personal profile. You can find them if you click on their profile inside a proposal or inside the members' section of the platform.
2. Click on the message symbol inside their profile:

3. Write a message to the member of the platform and click on "send".

Also, if a member of the platform contacts you, you will see that your message symbol lights up. Click on it and check who wrote to you in order to reply them:
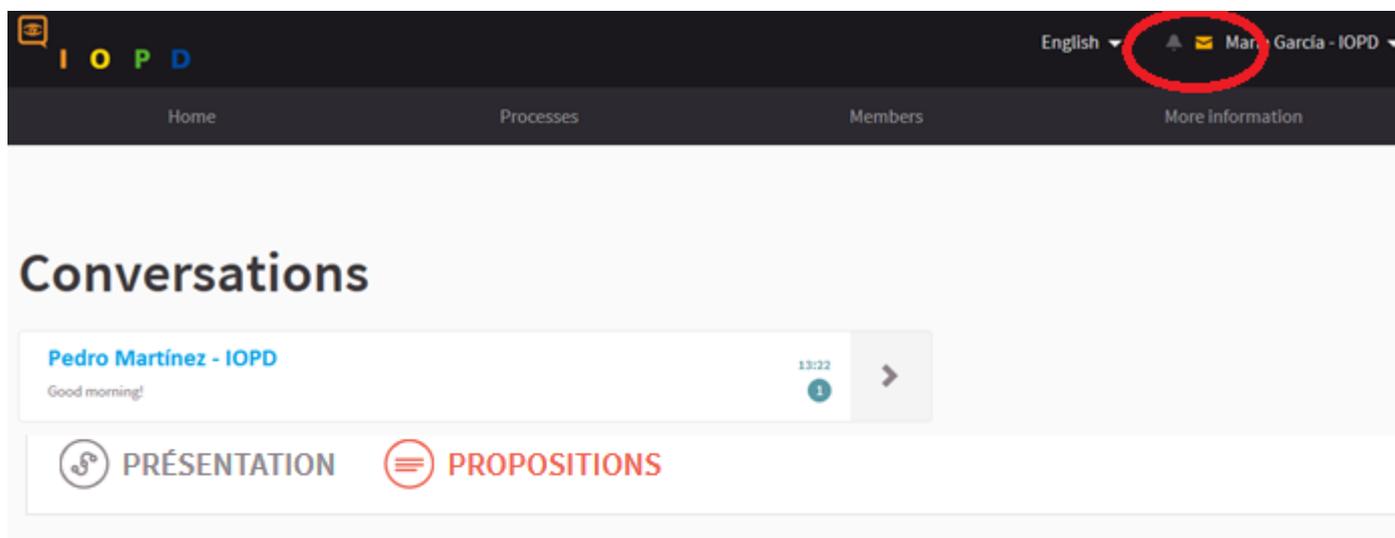
NOTIFICATIONS

Notifications will appear next to the message symbol in the upper-right part of your screen:
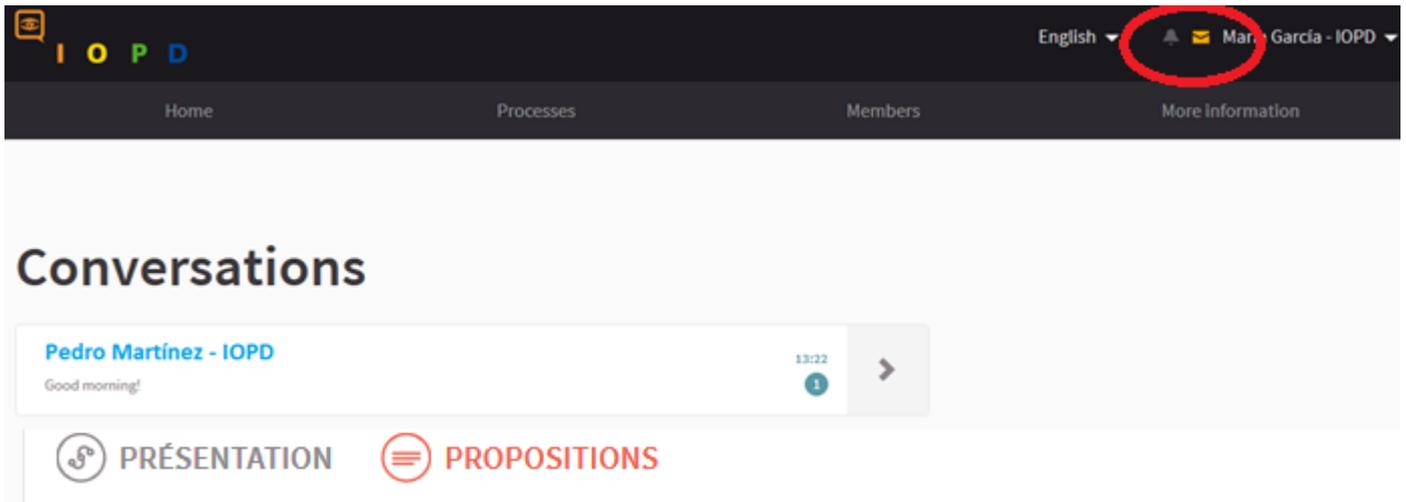
If you want to receive an email every time you receive a notification, click on this link and enable the option.

VOTE FOR A PROPOSAL

Enter inside a proposal and click the red button "vote". You can vote up to three proposals.

COMMENT A PROPOSAL

You will be able to comment a proposal at the bottom of the page or clicking on this symbol:

Also, you will be able to rate the comments which other users do as positive, negative or neutral.

FOLLOW A PROPOSAL

When you click on "follow", you will receive notifications in relation to the proposal you are following (comments, modifications, etc.). You will find the option by selecting a proposal of the list and clicking on this symbol:

REPORT

If you consider that a proposal or content is inadequate, you can report it and the IOPD Technical Secretariat will evaluate the problem. To do it, click on this symbol: