

PARTICIPATE OIPD PLATFORM GUIDE

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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.

Your short, unique identifier in decidim *

Your short, unique identifier in decidim

Your email *

New password *

Confirm your new password

Terms of ServiceThe service "PARTICIPATE ODP" is offered by the IOPD. The use of PARTICIPATE ODP is subject to the below terms and conditions. Using PARTICIPATE ODP 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 service. 1. PARTICIPATE ODP will be guided by the needs of users and place their interests first in priorities. The service PARTICIPATE ODP allows you to create a profile, share content, participate in online discussions, present proposals, vote on proposals, give feedback about the platform, and connect with other users. IOPD does not actively assist in damages, but does

Receive an occasional newsletter with relevant information

By signing up you agree to [the terms and conditions of use](#).

Sign up

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

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

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

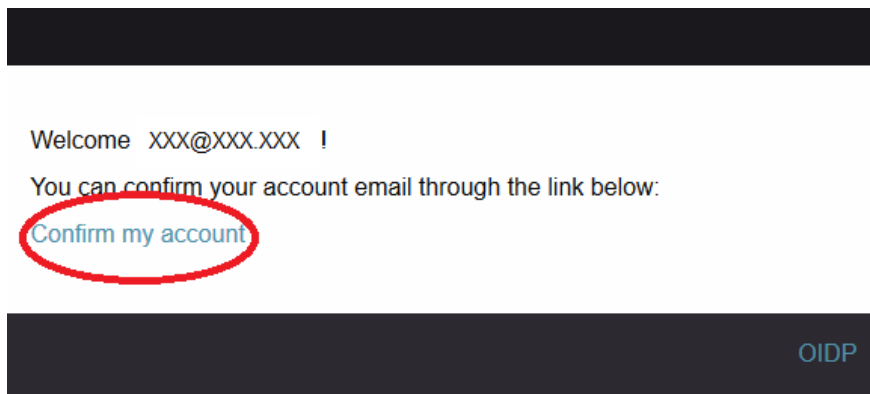
← Password
Ex: NYC123

← Confirm your password
Ex: BCN123

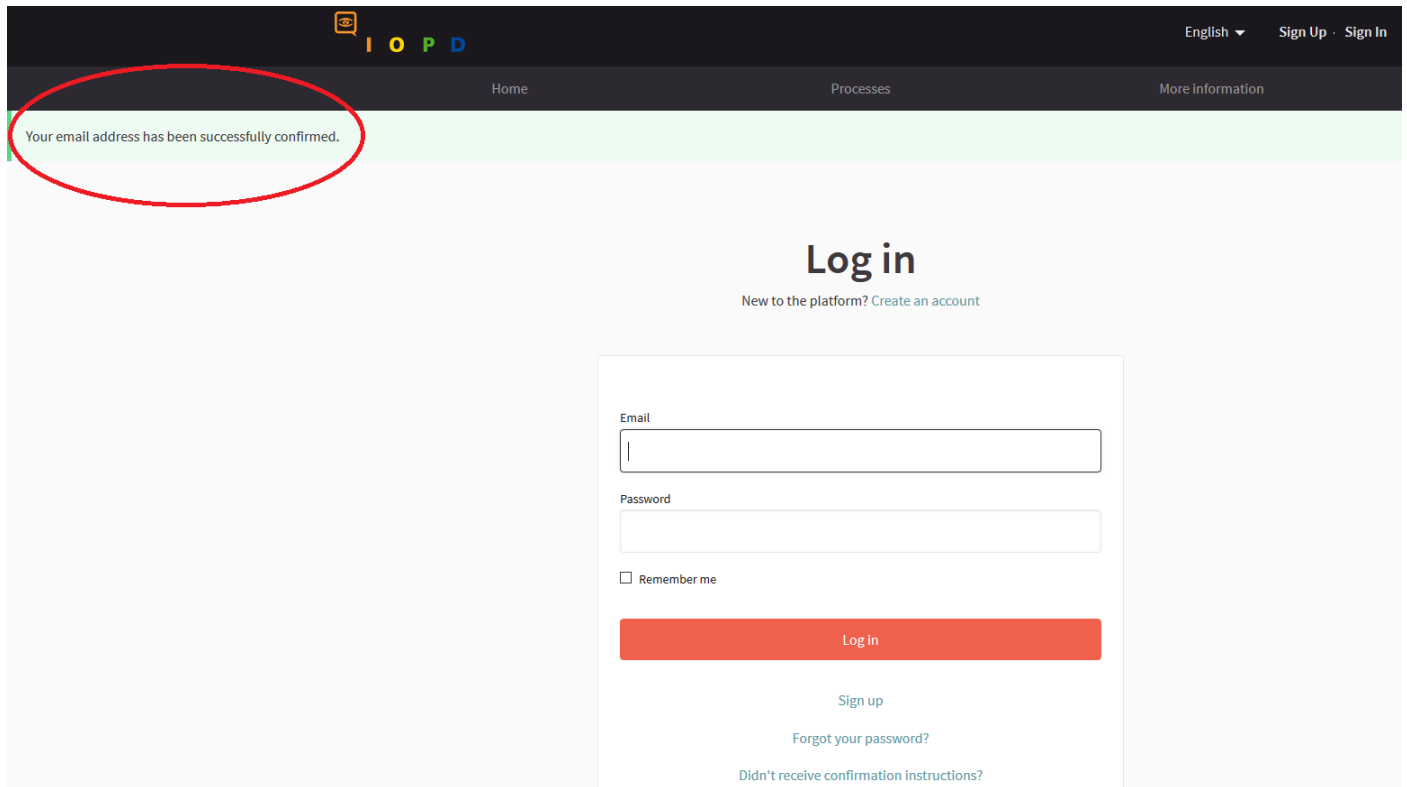
← Agree the terms and conditions of use

← 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":

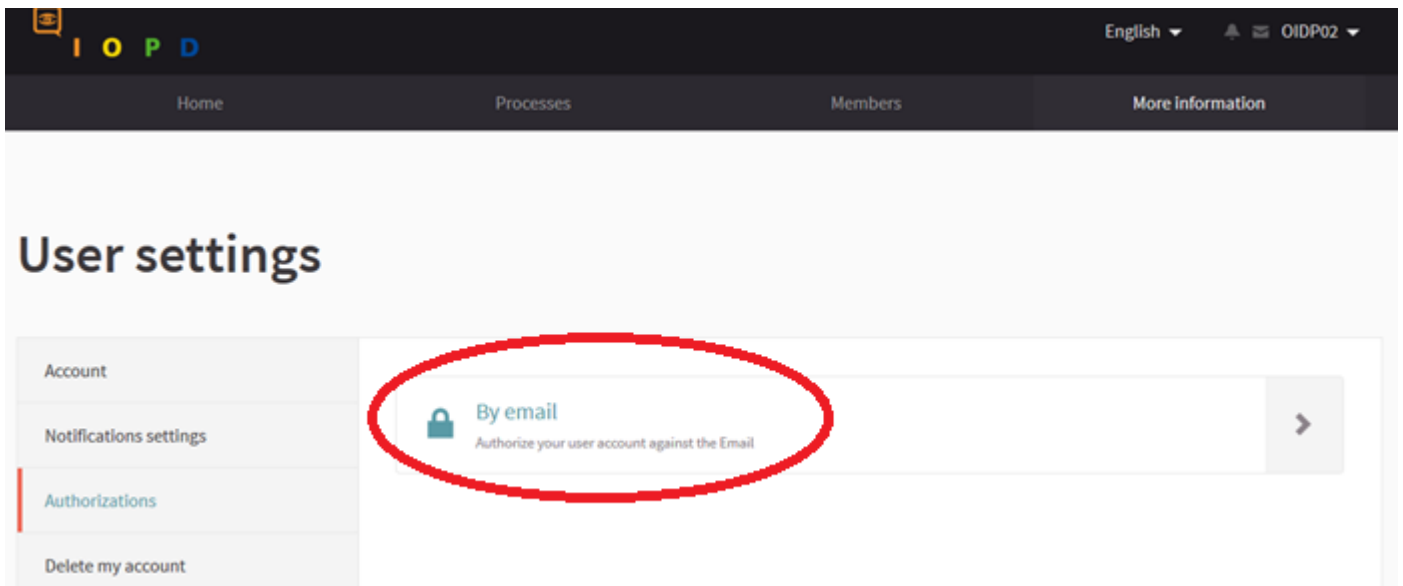


A new tab should open and it will show this message:

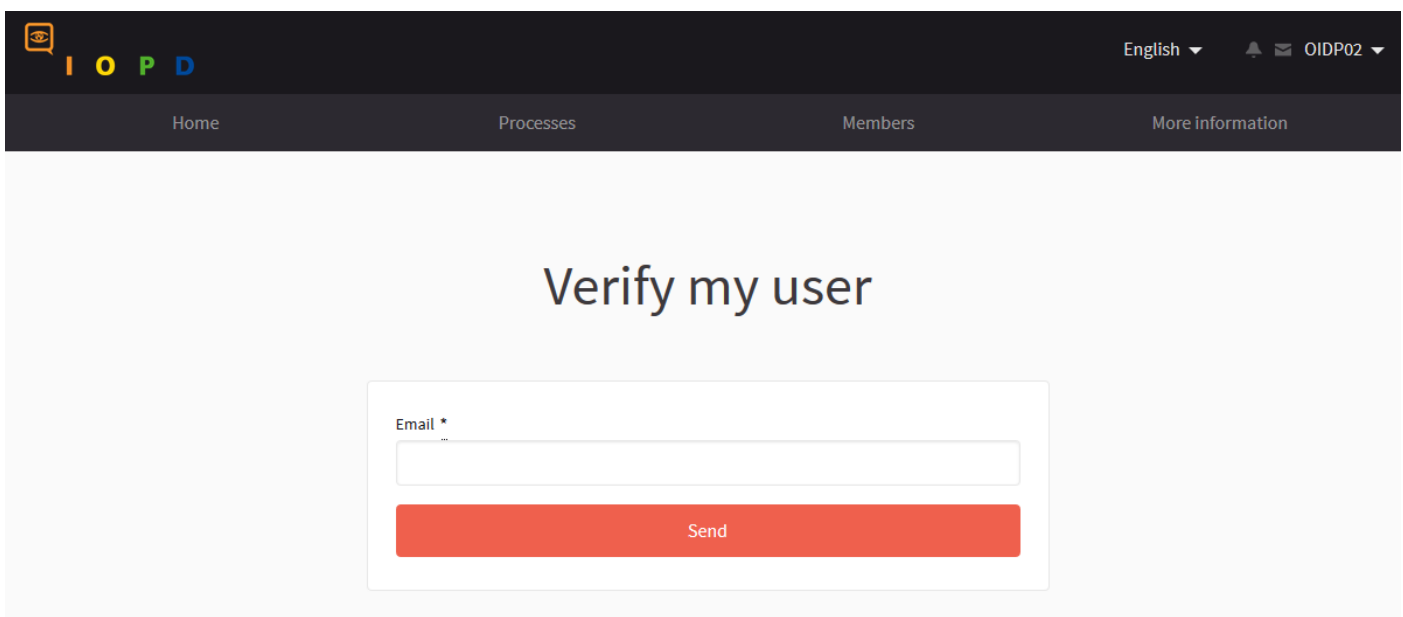


AUTHORIZE THE USER

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:

User settings

Account	Avatar	Your name *	
Notifications settings	<input type="button" value="Examinar..."/> No se ha seleccionado ningún	<input type="text" value="María García - IOPD"/>	← Write your name and your organization
Authorizations	Current image	Your short, unique identifier *	← Create an identifier without spaces or weird characters
Delete my account		<input type="text" value="OIDP02"/>	
	<input type="checkbox"/> Remove this file	Your email *	← Write your email
		<input type="text" value="XXX@XXX.XXX"/>	
		Personal URL	← Link your organization's website
		<input type="text" value="http://oidp.net"/>	
		About	← Write a short introduction text
		<input type="text" value="I'm María García and I work in the IOPD Technical Secretariat since 2015. If you have any question don't hesitate to contact us!"/>	
		Change password	
		<input type="button" value="Update account"/>	

This is how other users will see your profile:

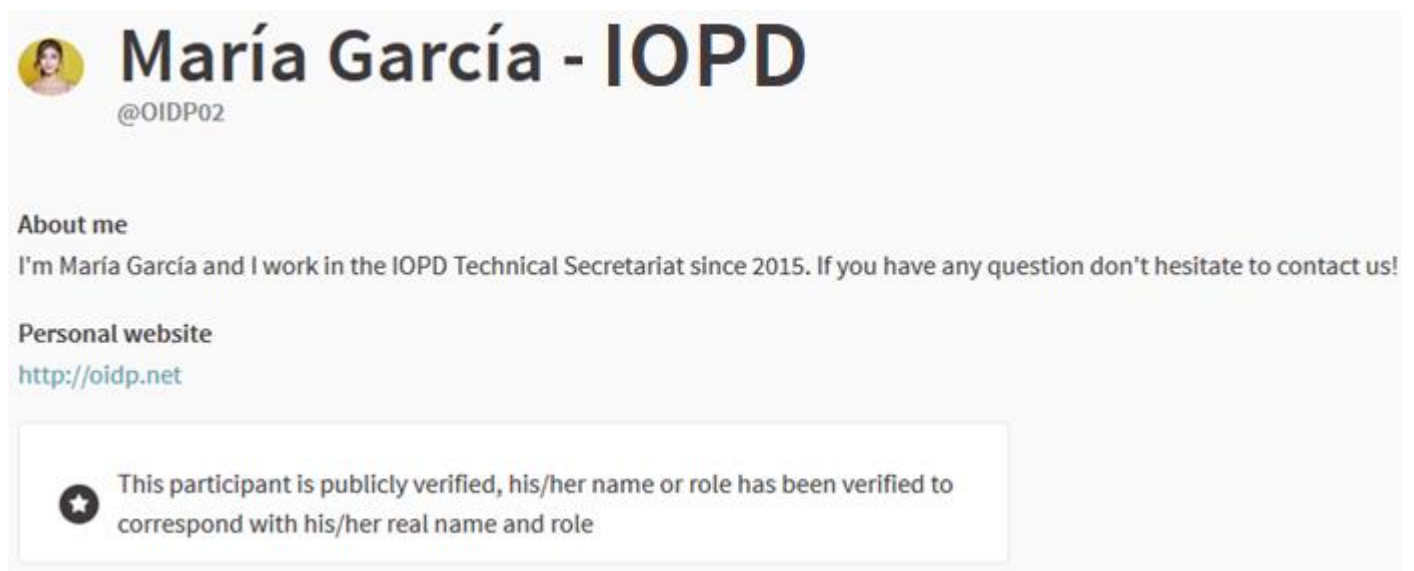



 **María García - IOPD**
@OIDP02

About me
I'm María García and I work in the IOPD Technical Secretariat since 2015. If you have any question don't hesitate to contact us!

Personal website
<http://oidp.net>


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:



 **María García - IOPD**
@OIDP02

About me
I'm María García and I work in the IOPD Technical Secretariat since 2015. If you have any question don't hesitate to contact us!

Personal website
<http://oidp.net>

 This participant is publicly verified, his/her name or role has been verified to correspond with his/her real name and role

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:



María García - IOPD
@OIDP02

Follow

About me
I'm María García and I work in the IOPD Technical Secretariat since 2015. If you have any question don't hesitate to contact us!

Personal website
<http://oidp.net>

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



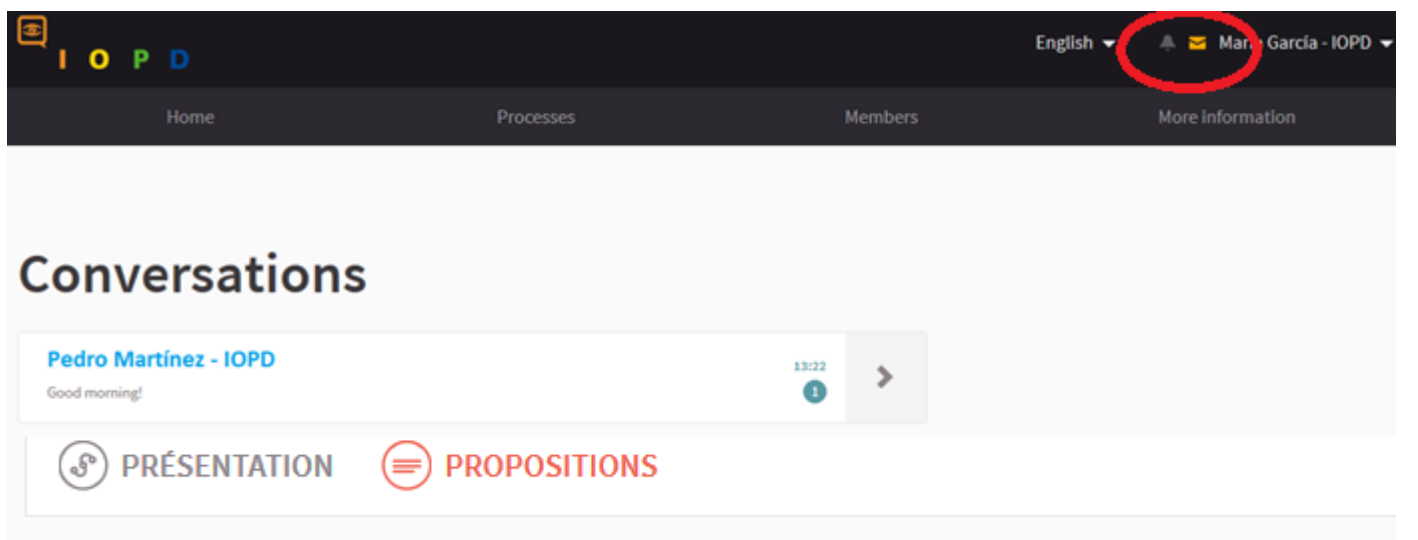
Conversation with María García - IOPD

REPLY

Good morning! I contact you because...

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:



English María García - IOPD

Home Processes Members More Information

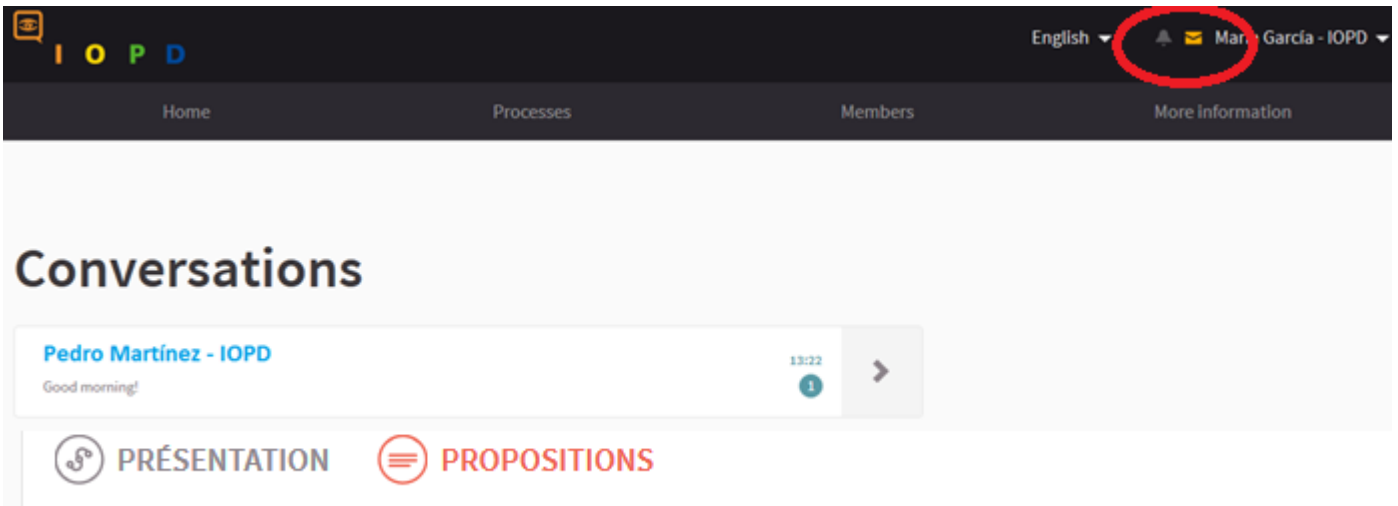
Conversations

Pedro Martínez - IOPD
Good morning! 13:22

PRÉSENTATION PROPOSITIONS

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.

User settings

Account	<input checked="" type="checkbox"/> I want to receive an email every time I receive a notification.
Notifications settings	<input type="checkbox"/> I want to receive newsletters
Authorizations	
Delete my account	

Save changes

VOTE FOR A PROPOSAL

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

Award "Best Practice in Citizen Participation"

XII Edition 2018

Step 3 of 5

COMMENTING AND VOTING

2018-05-14 - 2018-05-31

View steps

THE PROCESS PROPOSALS

Voting is subject to the following rules:

- You can vote up to 3 proposals.

REMAINING

3

VOTES

VOTE

0

Follow

COMMENT A PROPOSAL

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

The screenshot shows a proposal page for the "Award 'Best Practice in Citizen Participation' XII Edition 2018". The page is in the "COMMENTING AND VOTING" stage, which is Step 3 of 5. The voting period is from 2018-05-14 to 2018-05-31. A navigation bar at the top shows "THE PROCESS" and "PROPOSALS". Below the navigation bar, there is a section titled "Voting is subject to the following rules:" with a bullet point: "You can vote up to 3 proposals." To the right of this section, a box indicates "REMAINING 3 VOTES". Below the rules, there is a large greyed-out area representing a comment or voting interface. On the right side of this area, there is a "VOTE" button, a button with "0" (circled in red), and a "Follow" button.

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

The screenshot shows a comment section with "0 COMMENTS" and an "Order by: Older" dropdown. Below this, there is a section titled "ADD YOUR COMMENT". At the top of this section, there are three rating buttons: a thumbs up icon, a "Neutral" button, and a thumbs down icon. Below the rating buttons is a large text input field with the placeholder text "What do you think about this?". At the bottom of the input field, there is a "SEND" button and a character count "1000 characters left".

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:

The screenshot shows a proposal page for the "Award 'Best Practice in Citizen Participation'" (XII Edition 2018). The page is divided into several sections:

- Header:** Features the award title and "XII Edition 2018" on the left, and a progress indicator "Step 3 of 5" with the text "COMMENTING AND VOTING" and dates "2018-05-14 - 2018-05-31" on the right. A "View steps" button is also present.
- Navigation:** A bar with "THE PROCESS" and "PROPOSALS" (highlighted in red).
- Rules Section:** A light blue box titled "Voting is subject to the following rules:" containing a bullet point: "• You can vote up to 3 proposals."
- Votes Counter:** A white box on the right showing "REMAINING 3 VOTES".
- Content Area:** A large grey rectangular area, likely representing the proposal text or images.
- Action Buttons:** A vertical stack of buttons on the right: a red "VOTE" button, a button showing "0" (likely comments), and a "Follow" button with a bell icon, which is circled in red.

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:

The screenshot shows a web interface for a proposal. At the top, a dark banner contains the title "Award 'Best Practice in Citizen Participation'" and "XII Edition 2018". To the right of the banner, a progress indicator shows "Step 3 of 5" and the text "COMMENTING AND VOTING" with the dates "2018-05-14 - 2018-05-31" and a "View steps" button. Below the banner, a navigation bar includes "THE PROCESS" and "PROPOSALS". The main content area features a light blue box with the heading "Voting is subject to the following rules:" and a bullet point: "You can vote up to 3 proposals." To the right of this box, a white box displays "REMAINING 3 VOTES". Below the rules, there is a greyed-out comment input field with a red circle around a reporting icon. On the right side, a vertical sidebar contains a red "VOTE" button, a button showing "0" votes, and a "Follow" button.