

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

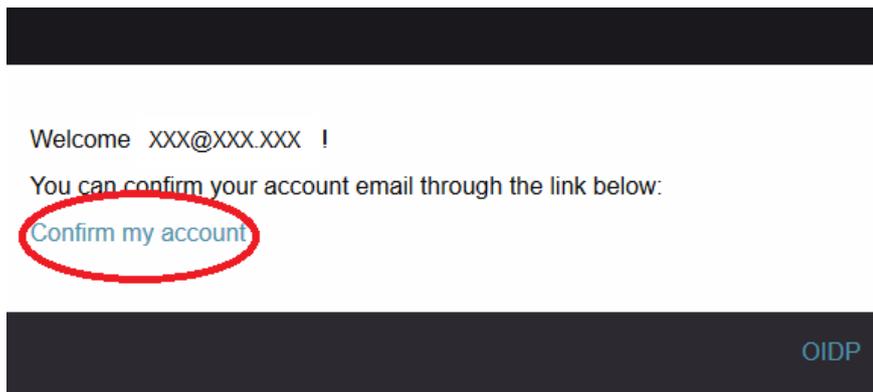
← Password
Ex: NYC123

← 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:

The screenshot shows a web application interface. At the top, there is a dark navigation bar with a logo on the left and language and user options on the right. Below the navigation bar, a light green banner contains a confirmation message. The main content area features a 'Log in' section with a form for email and password, a 'Remember me' checkbox, and a 'Log in' button. Below the button are links for 'Sign up', 'Forgot your password?', and 'Didn't receive confirmation instructions?'.

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

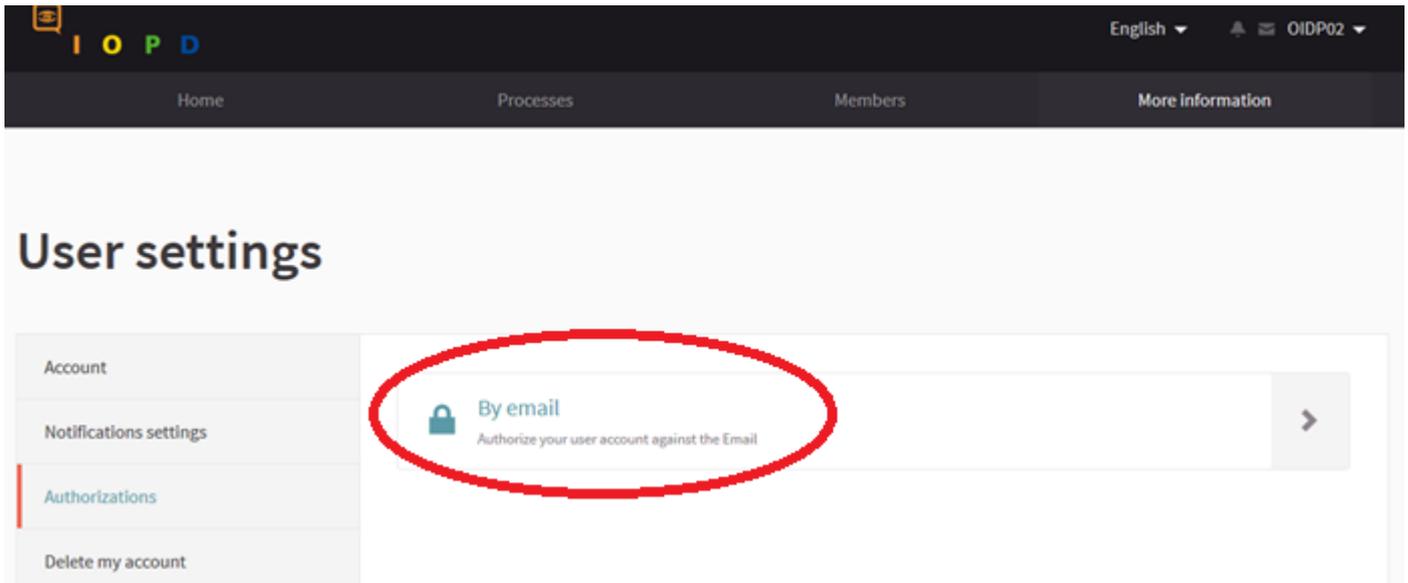
[Sign up](#)

[Forgot your password?](#)

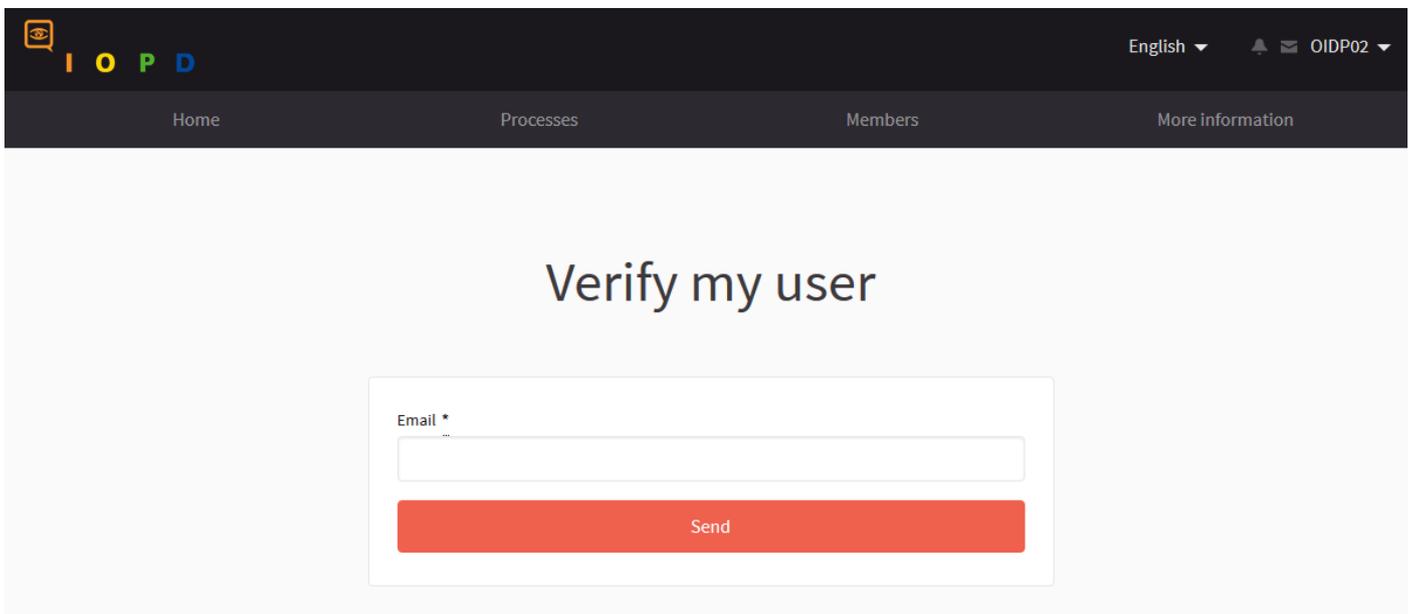
[Didn't receive confirmation instructions?](#)

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:

User settings

Account	Avatar Examinar... No se ha seleccionado ningún	Your name * María García - IOPD	← Write your name and your organization
Notifications settings	Current image 	Your short, unique identifier * OIDP02	← Create an identifier without spaces or weird characters
Authorizations	<input type="checkbox"/> Remove this file	Your email * XXX@XXX.XXX	← Write your email
Delete my account		Personal URL http://oidp.net	← Link your organization's website
		About 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!	← Write a short introduction text

[Change password](#)
[Update account](#)

This is how other users will see your profile:

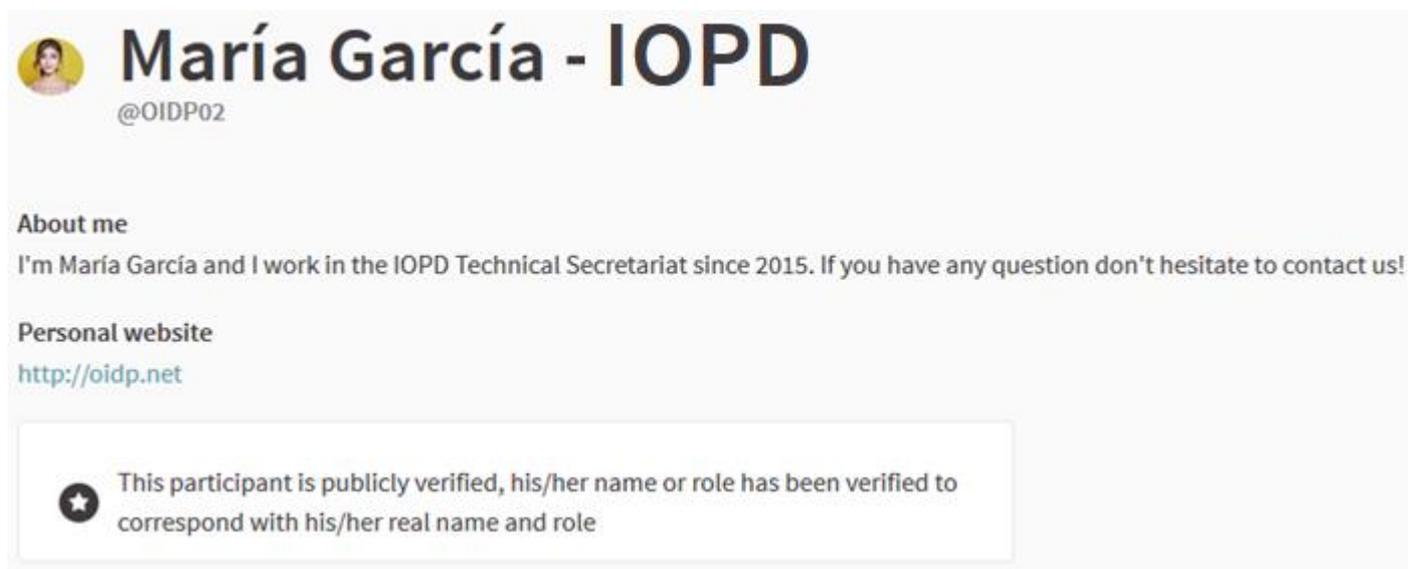


 **María García - IOPD**
@OIDP02

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”.



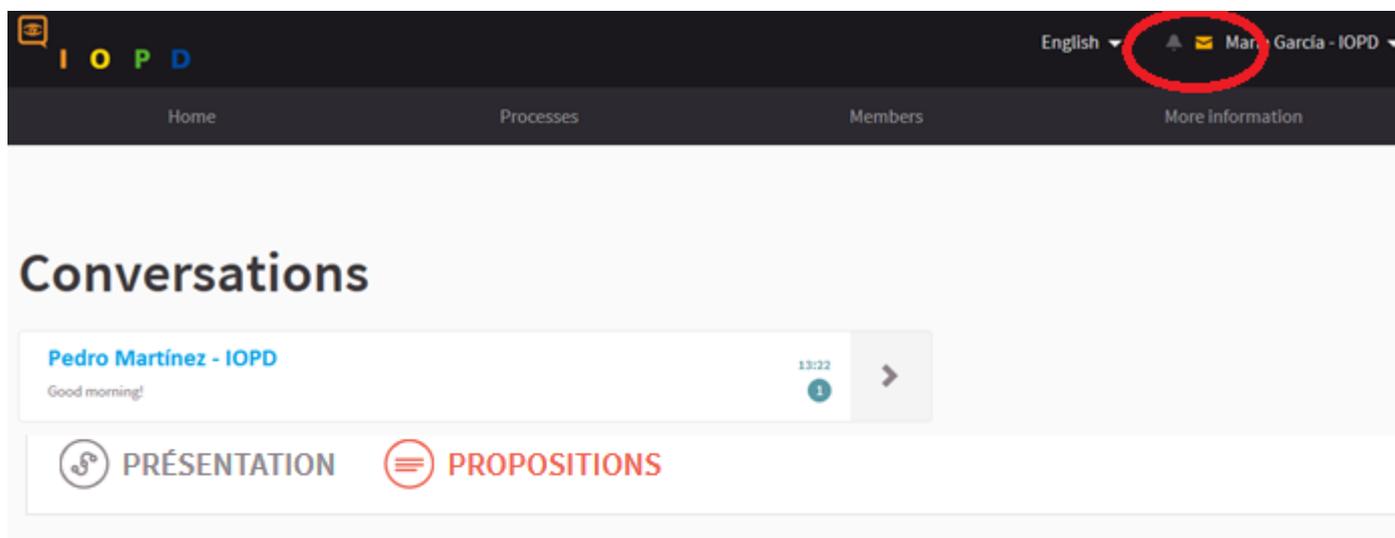
Conversation with María García - IOPD

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

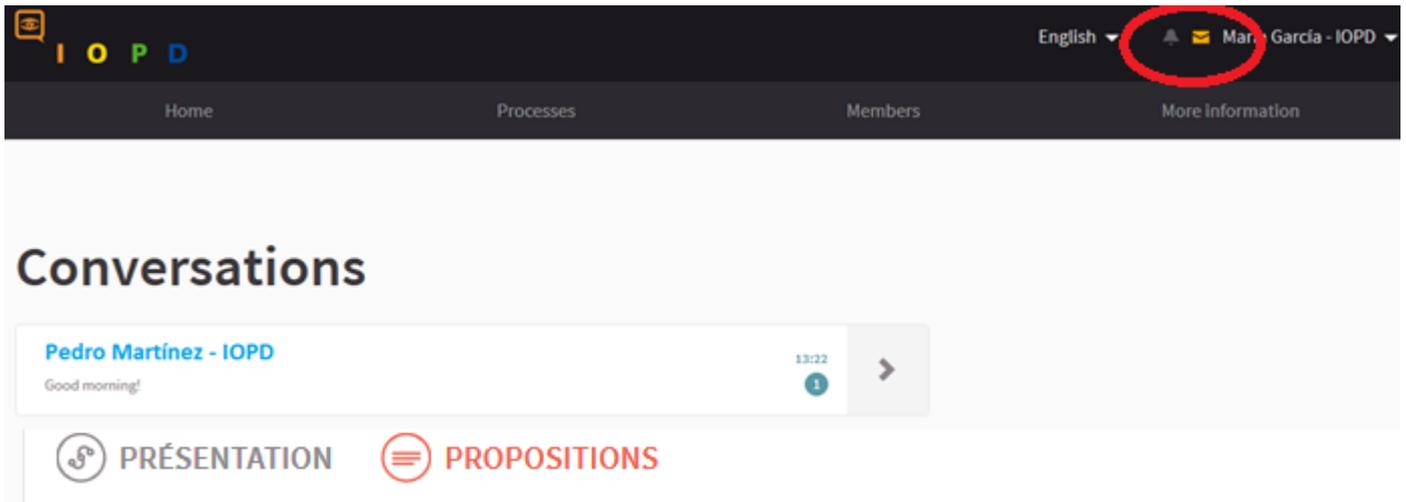
Conversations

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 the proposal content. On the right side, 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 a header that says "0 COMMENTS" and "Order by: Older". Below the header, there is a section titled "ADD YOUR COMMENT". At the top of this section, there are three buttons: a thumbs up icon, a "Neutral" button, and a thumbs down icon. Below these buttons is a large text input field with the placeholder text "What do you think about this?". At the bottom left of the input field, there is a "SEND" button and the text "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 a progress indicator showing "Step 3 of 5". The current step is "COMMENTING AND VOTING" with a date range of "2018-05-14 - 2018-05-31". A "View steps" button is present.
- Navigation:** Includes "THE PROCESS" and "PROPOSALS" menu items.
- Rules Section:** A light blue box titled "Voting is subject to the following rules:" with a bullet point: "You can vote up to 3 proposals."
- Votes Counter:** A white box on the right shows "REMAINING 3 VOTES".
- Content Area:** A large grey rectangular area, likely representing a proposal description or image that is currently obscured.
- Action Buttons:** On the right side, there are three buttons: a red "VOTE" button, a button showing "0" (likely for comments), and a "Follow" button with a bell icon, which is circled in red to highlight it.

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 displays a web interface for a proposal. At the top, a dark banner features the title "Award 'Best Practice in Citizen Participation'" and "XII Edition 2018". On the right side of the banner, it indicates "Step 3 of 5" and "COMMENTING AND VOTING" with the dates "2018-05-14 - 2018-05-31" and a "View steps" button. Below the banner, a navigation bar shows "THE PROCESS" and "PROPOSALS". The main content area includes 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 shows "REMAINING 3 VOTES". Below the rules, there is a greyed-out area representing a proposal, with a red circle highlighting a reporting icon. On the right side of the proposal area, there are three buttons: a red "VOTE" button, a button showing "0" votes, and a "Follow" button.