

## NetworkNature - Adding Content Summary

Please read the whole document and look at the full instruction pack if you are confused.

### Before Adding Content

Only verified users can upload articles, events, resources, and case studies. Please ensure you have verified your account before you try to upload anything.

#### How to see if your account is verified

1. Go to your profile: <https://networknature.eu/user>
2. If you see a button reading "Upgrade to verified account" please press the button and fill in the form to verify your account
3. If this button does not appear, you have a verified account already

If you have any issues trying to verify your account, please email [support@oppla.eu](mailto:support@oppla.eu)

#### Join the group you want to add content to

1. Go to NetworkNature and find the community in the community tab
2. Click on a community of your choice and you will land in the Group Portal
3. Press the "request membership" button. Your request will be approved shortly (within 48 hours) - if not, please email support [@oppla.eu](mailto:@oppla.eu)

#### Adding Content to NetworkNature

1. Make sure you are signed into NetworkNature
2. Press "Add content to NetworkNature" on the homepage to go to the NetworkNature Group Portal
3. Press **the arrow** on the "Add article" button to open a menu and select your content type
4. Fill in the required fields (indicated by the red \*) to save your draft
5. You will now see a preview of your content published on the page. Proofread it, and when you are happy with it, press the "Apply" button to change the status from "Draft" to "Under review" to be checked by the Group Manage

#### Adding Content to Your Hub, Task Force, or Project within NetworkNature

1. Make sure you are signed into NetworkNature, and a member of the group you want to add to
2. Find your community in the top menu
3. Press **the arrow** on the "Add article" button on the right hand side
4. Select which type of content you want to upload

\*Please note this will only work if you are a group member. If you do not see the "Add article" button, you will see a button inviting you to join the group. Please request to join and then follow the steps above when your request is approved.