

Conference on the Future of Europe:

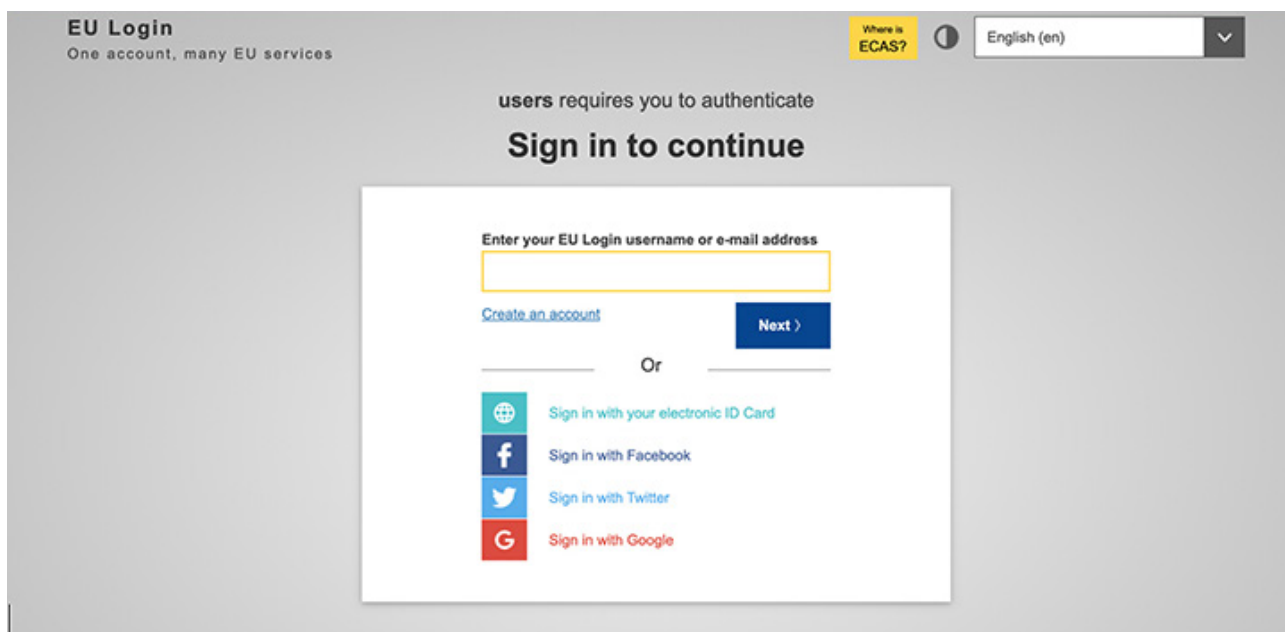
Website Guide for General Users



Conference
on the **Future**
of **Europe**

Welcome to the Conference on the Future of Europe’s platform user guide! The platform will allow you to contribute to the Conference’s topics. To be able to take part and share your ideas, you will need to familiarise yourself with the platform’s key features. This guide explains how you can use the platform.

1 Register



In order to take part, you will need to log in to the platform. To be able to do so, you need to create an EU Login, if you do not already have one. Please refer to the [EU Login website](#) to do so (~ 3 minutes). Once you have set up your EU Login, click on the “Login” button on the Conference on the Future of Europe platform (see screenshot below). Fill in the fields with your email address and password. Once you have logged in to the platform, you will be invited to answer some short questions about yourself (e.g. which country you are from, your age and background). Once you have done so, you’ll be all set to follow the steps below!



[Log in](#)

English ▾

[Home](#) [About the Conference](#) [Topics](#) [Events](#)

② Public profile

Conference on the Future of Europe

Home About the Conference Topics Events

Timeline My Activity **Following** Followers

Followers **0** Following **4**

Edit account

Climate change and the environment
▲ 14 Stop following

Education, culture, youth and sport
▲ 9 Stop following

Migration
▲ 9 Stop following

Other ideas
▲ 10 Stop following

In order to set up your profile, go to your account, which is displayed on the homepage under the account name. You can edit your public nickname on this page.

How do you want to be updated about the Conference? You can choose your notification settings via the third item on the left tab of your account. Your preferences are your choice: do you want to receive all notifications by email, only notifications about your own activity, the people, topics, events or ideas you follow, or no notifications at all? In addition to emails, a notification page is accessible on the platform by clicking on the bell. You can change your account and notification settings at any time. The possibility of opting in or out of receiving newsletters can also be found in this tab and in the footer of any newsletter if you choose to receive them.

③ Participation

For each topic, there are several ways you can participate using different features of the platform. The ones you will use most frequently will be the “ideas” and the “events” features.

Ideas

Go to «Ideas» to read, endorse and/or comment on the contributions submitted, and to **add your own by clicking on “New idea+”** Start by giving your idea a title (up to 150 characters) and writing a few lines to describe the subject of your idea (up to 1500 characters). On the next page, your idea will be compared with other similar ideas. If your idea is original, you can continue, choose a sub-thematic category and add a non-copyright protected picture or a document if you wish. You then submit it to reach the final step: you can review it and then publish it!

Events

You can also participate in events. These events can be used to engage in more in-depth reflection on specific issues or to organise more informal moments between members of an organisation or group in order to collectively work on ideas and then share them on the platform. Here you can find all upcoming events, look for ones that interest you and register!

On the «Events» page, you will see the different events that have already taken place or are to come. When you click on one of them, you will have access to explanations on how to participate in upcoming events if you wish. If you want to look at events that have already taken place, you will be able to read their reports and the contributions and ideas that were elaborated during these events.

Events happening now

Have your voice heard and share your ideas with online and in-person events happening near you.



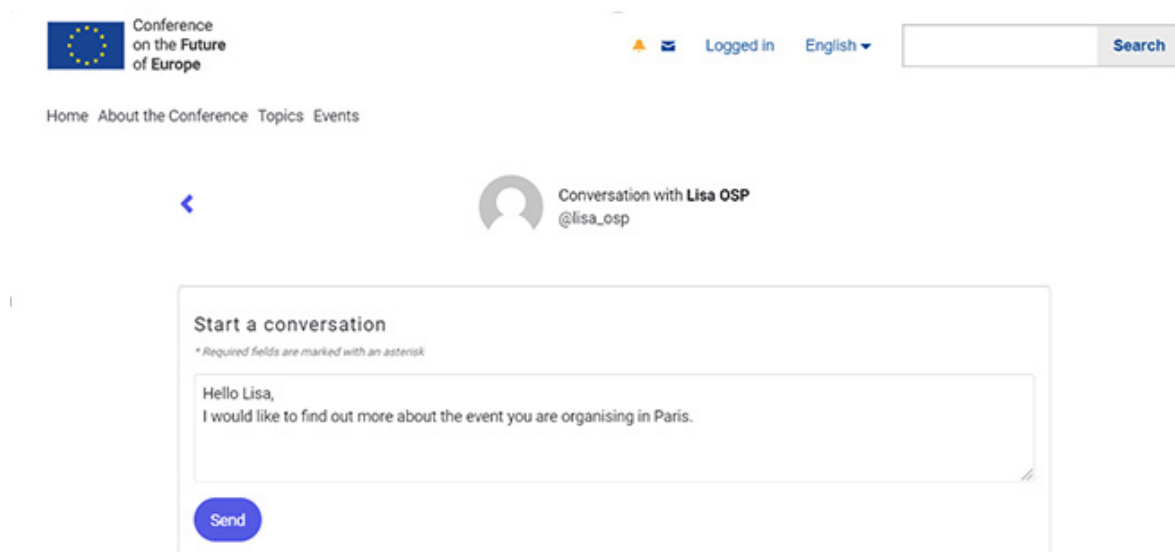
Webtools | Leaflet | © OpenStreetMap contributors © GISCO, Credit: EC-GISCO, © EuroGeographics for the administrative boundaries, European country names, Names of settlements in Europe (cities,towns) | Disclaimer

Please refer to our [“Website Guide for Event Organisers”](#) if you wish to organise an event.

4 Messaging

From the ideas and comments published, you can view the profiles of other users and then contact them by clicking on the «Envelope» icon.

Start a conversation: your contact will receive an email notification.



You can find all your private exchanges with other users by clicking on the envelope icon in the navigation bar.