

Civis

User Guide

Civis

Citizen Science Platform

Civis is an interactive, collaborative platform that allows you to access information and include materials and content of interest to citizen science.

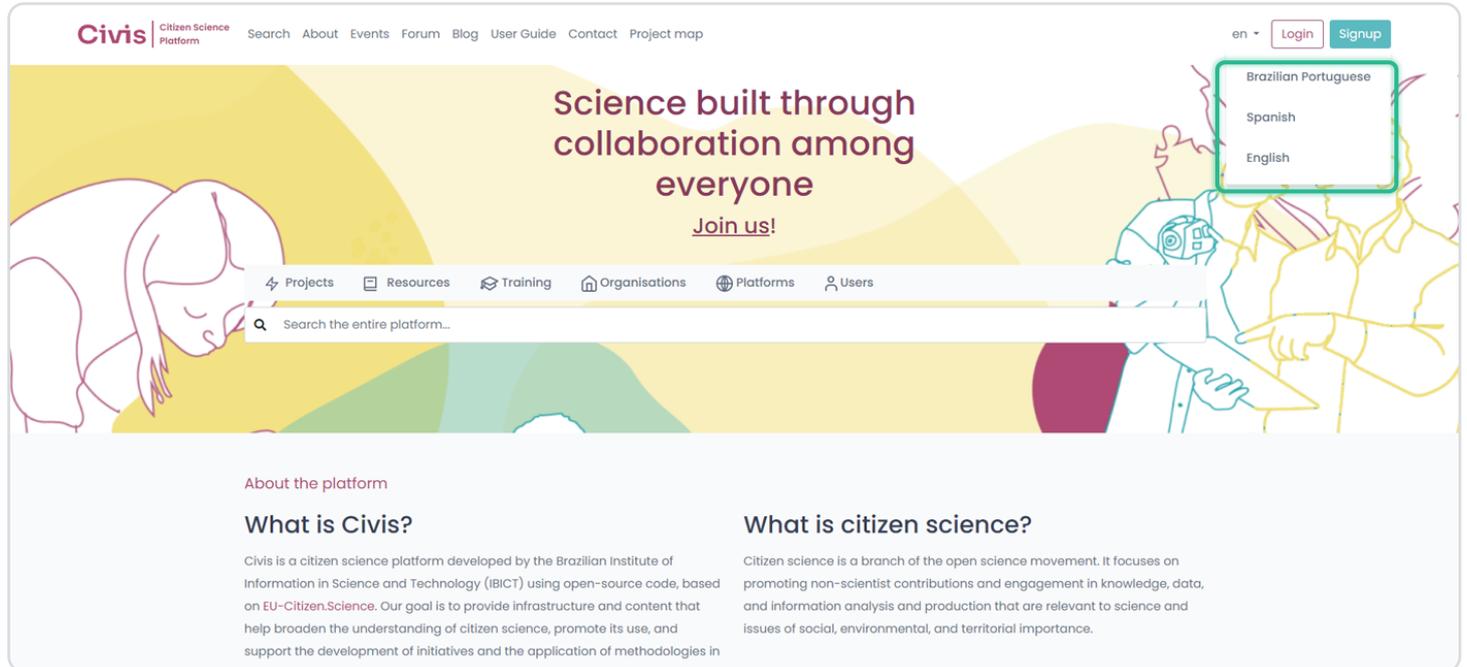
This User Guide will help you with some tips on how to use, better enjoy, and contribute to Civis content.

- 1. Choose your language**
- 2. Create your Civis Account**
- 3. Edit Your Profile**
- 4. Perform Searches**
- 5. Submit new content to Civis**

1. Choose your language

Choose your desired language in the top right menu.

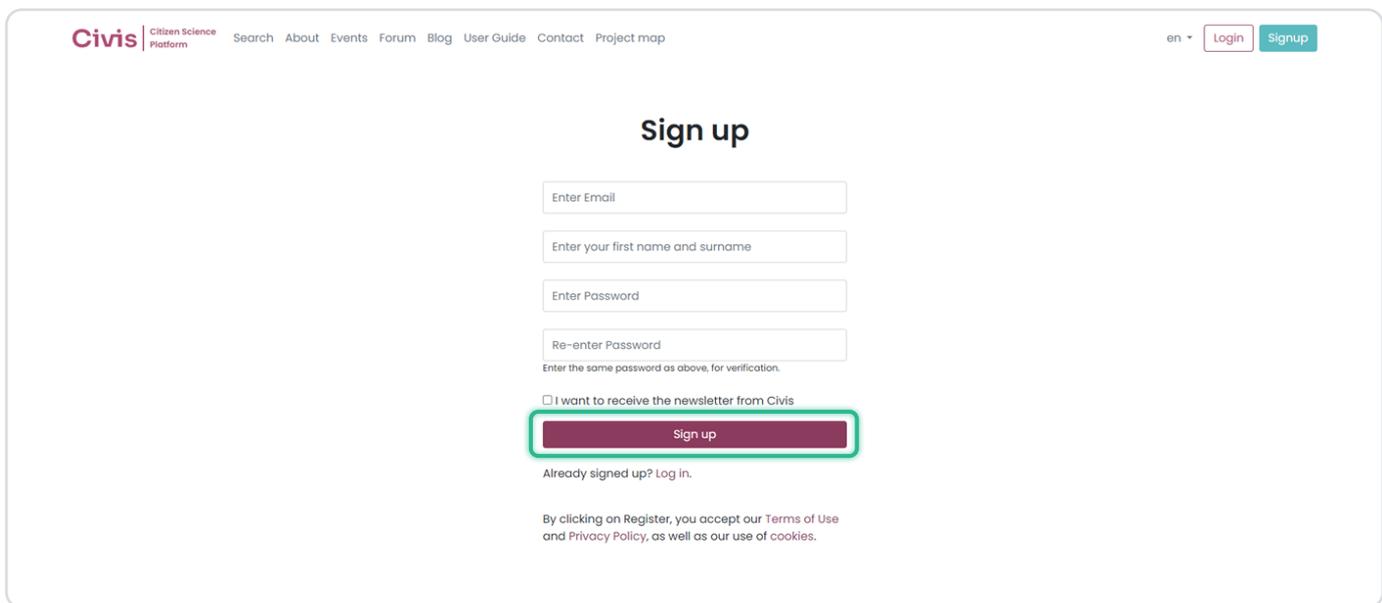
The website's entire structure will now be in the language you have selected, except content submitted by the Community, which will remain in the language of submission.



2. Create your Civis Account

Civis relies on everyone's contribution to become an environment for knowledge and learning. If you wish to collaborate with and be a part of this community by submitting content to the platform, you will need to register.

Click on the **"Create Account"** button in the top right menu and fill out the information requested in the registration form. You will receive a link to confirm your registration followed by access to your Civis account.



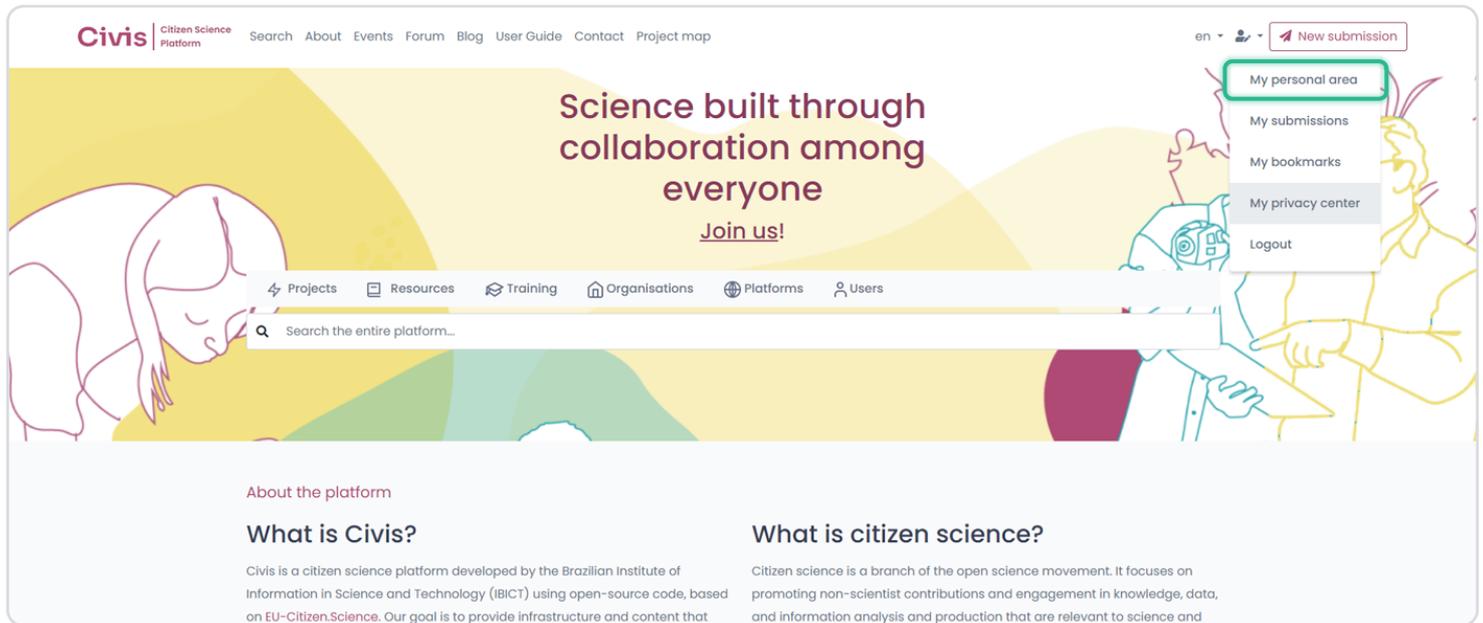
The screenshot shows the 'Sign up' form on the Civis Citizen Science Platform. The form includes the following elements:

- Header:** Civis Citizen Science Platform logo, navigation links (Search, About, Events, Forum, Blog, User Guide, Contact, Project map), and language selection (en) with 'Login' and 'Signup' buttons.
- Title:** 'Sign up' centered above the form.
- Input Fields:** Four text input fields labeled 'Enter Email', 'Enter your first name and surname', 'Enter Password', and 'Re-enter Password'.
- Verification:** A note below the password fields: 'Enter the same password as above, for verification.'
- Newsletter:** A checkbox labeled 'I want to receive the newsletter from Civis'.
- Submit Button:** A dark red 'Sign up' button with a green border.
- Links:** 'Already signed up? Log in.'
- Disclaimer:** 'By clicking on Register, you accept our Terms of Use and Privacy Policy, as well as our use of cookies.'

3. Edit Your Profile

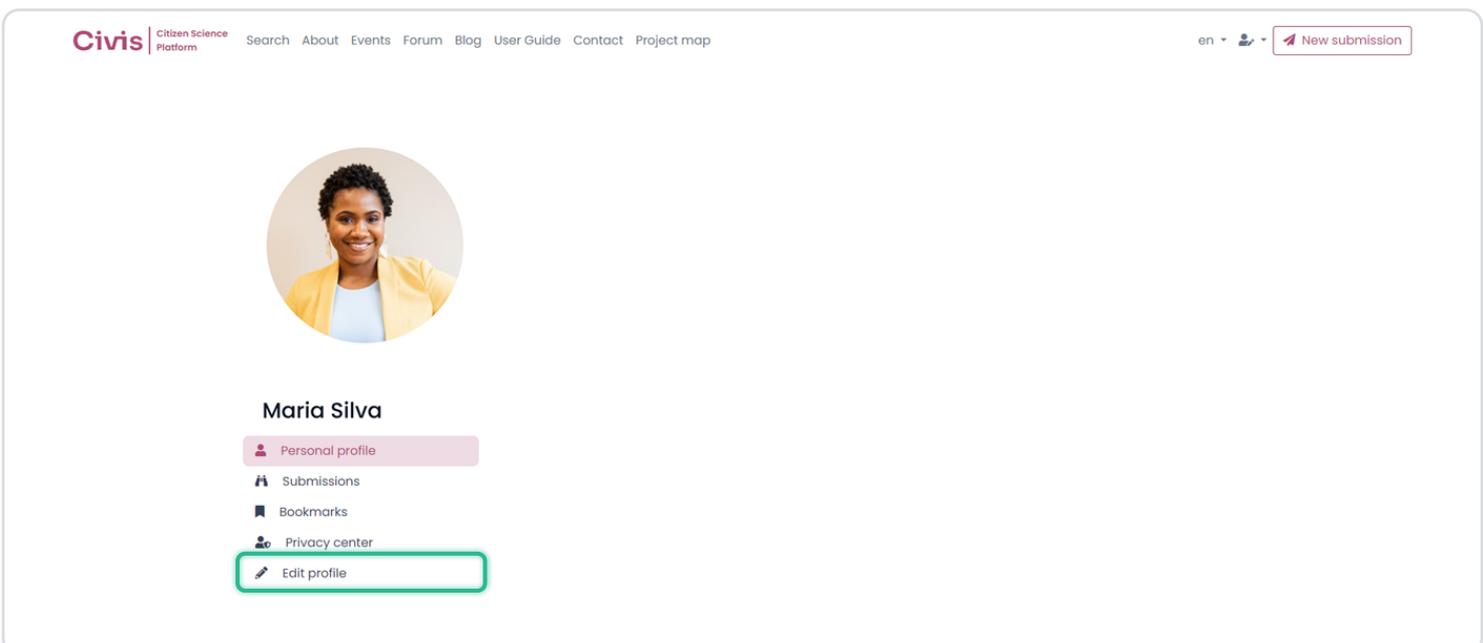
a. Accessing Your Profile

After you log in, click on the doll icon you will find in the top right menu. Choose the option **“My Area.”**



b. Accessing Your Profile

Click on **“Edit Profile”** on your Profile page.



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Fill out the information requested in the form, upload your photo (in a .gif, .jpeg, or .png format), and save.

The screenshot shows the Civis Citizen Science Platform interface. At the top, there is a navigation bar with the Civis logo, a search bar, and links for About, Events, Forum, Blog, User Guide, Contact, and Project map. The user's name, Maria Silva, is displayed in the top right corner, along with a language selector set to 'en' and a 'New submission' button.

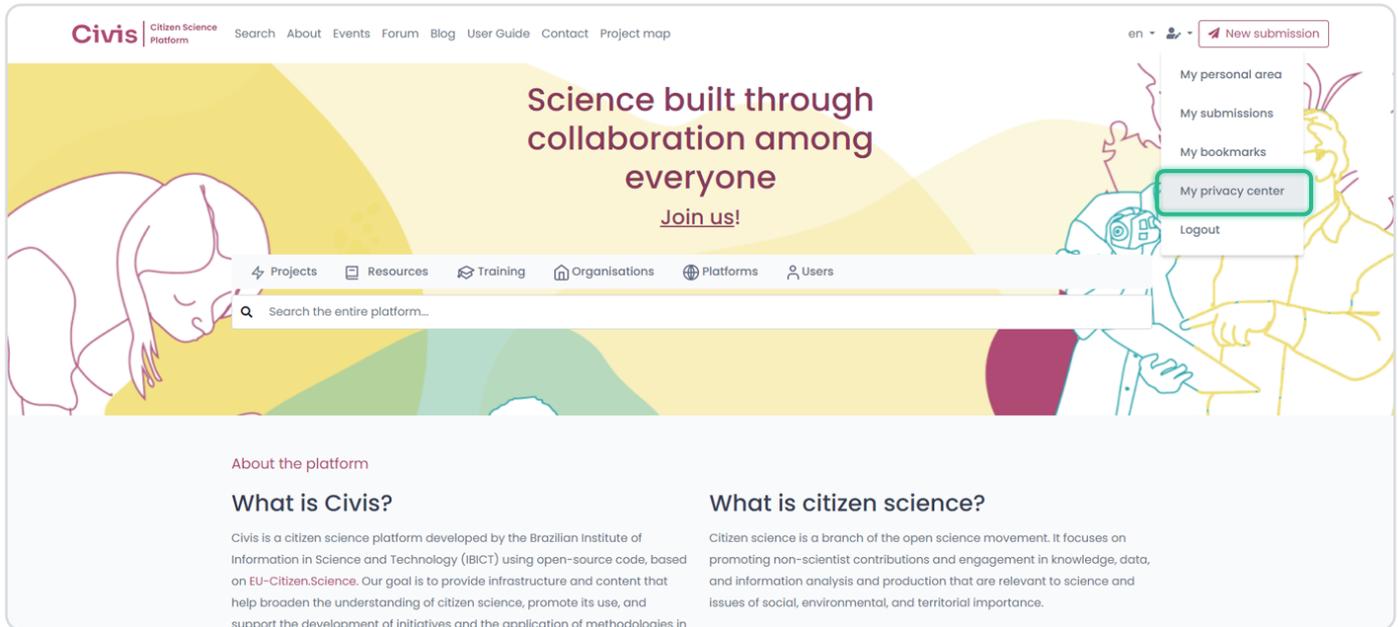
The main content area is divided into two sections. On the left, there is a profile card for Maria Silva, featuring a circular profile picture of a woman with dark hair wearing a yellow jacket. Below the picture, the name 'Maria Silva' is listed, followed by a vertical menu of options: Personal profile, Submissions, Bookmarks, Privacy center, and Edit profile (highlighted in pink).

The right section is a form titled 'Personal information' and 'Bio & Interest Areas', which is highlighted with a green border. The 'Personal information' section includes fields for Title, First Name and Surname* (filled with 'Maria Silva'), Email address* (filled with 'mariasilva@email.com'), and Country (with a dropdown menu). The 'Bio & Interest Areas' section includes a 'Bio' field with a rich text editor toolbar (containing Bold, Italic, Underline, Bulleted List, Numbered List, Link, Unlink, and Undo) and a large text area. Below the bio field is an 'Interest Areas' field with a note: 'Please write or select 2 to 3 interest areas, separated by commas or by pressing enter'. The 'Picture' section includes a 'Profile picture' field with a file upload button labeled 'Escolher arquivo' and a status message 'Nenhum arquivo escolhido'. A 'Save' button is located at the bottom of the form.

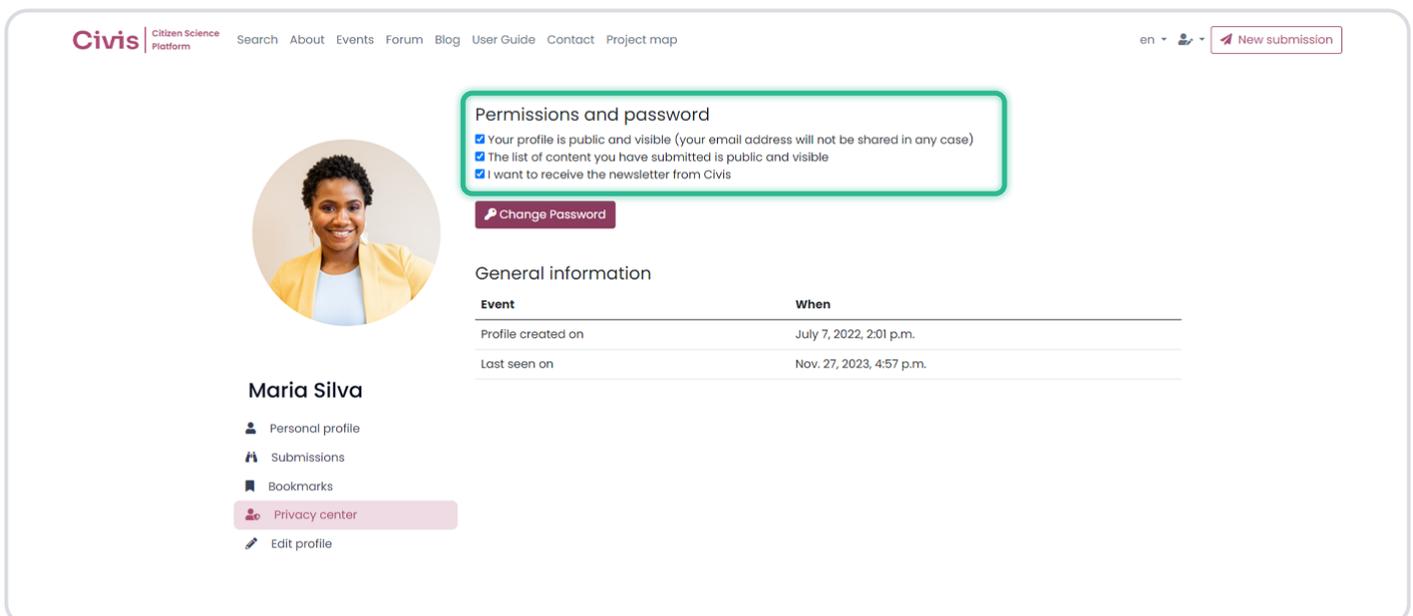
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c. How to Make Your Profile Public

You can make your Profile visible to the Civis user community by accessing your **"Privacy Centre"**.



Next, click on the option **"Make my Profile visible"** by ticking the option in the selection box. You don't need to press save in this step.



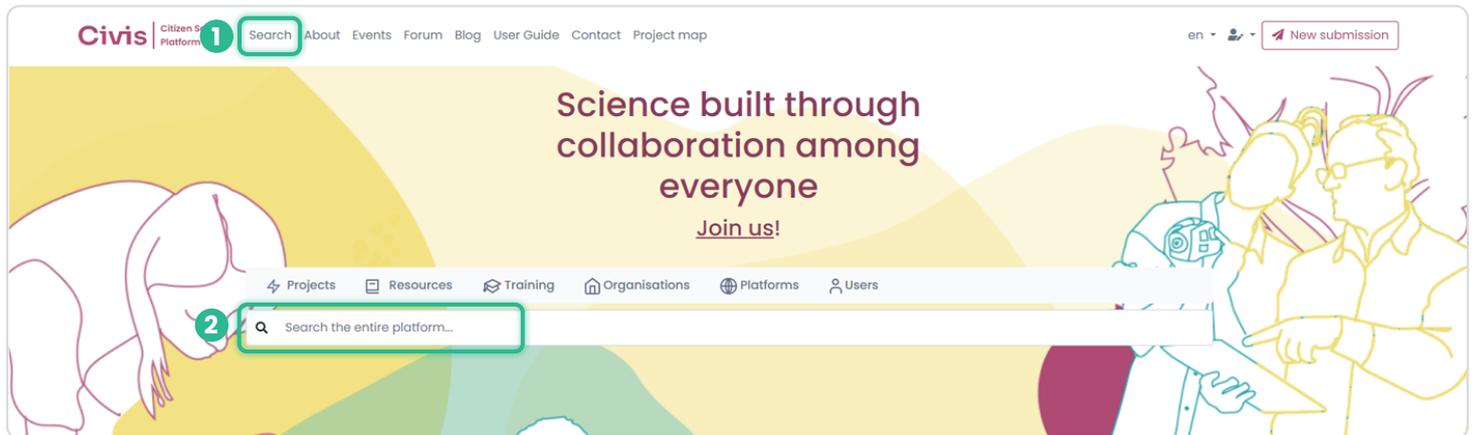
4. Perform Searches

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5. Submit new content to Civis

a. Search options

You can search content in Civis by using Search in the top menu (**option 1**), or the search bar with a magnifying glass found at the middle of the page (**option 2**)

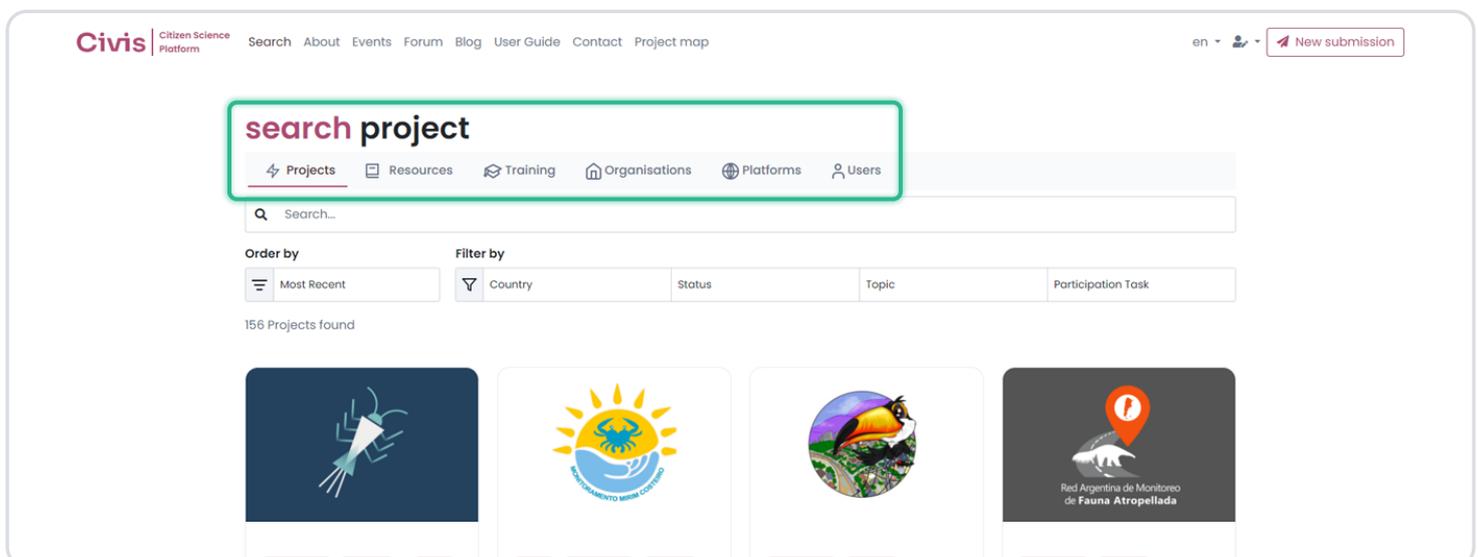


b. Search

If you choose option one, you will perform a search by using one of six categories of registered data already included in the Platform (**Projects**, **Resources**, **Training**, **Organisations**, **Platform**, **Users**), either by name or keyword.

In option 2, the search will be performed over the entire Platform.

The results will be shown by category in both cases:



c. Refine the results

Each category has its search filters.

The screenshot displays the Civis Citizen Science Platform search interface. At the top, the Civis logo and navigation menu (Search, About, Events, Forum, Blog, User Guide, Contact, Project map) are visible. A language dropdown is set to 'en' and a 'New submission' button is present. The main search area is titled 'Resource search' and includes a search bar and a navigation menu with 'Resources' selected. Below the search bar, there are 'Order by' and 'Filter by' sections. The 'Order by' section has a dropdown menu set to 'Most Recent'. The 'Filter by' section has a dropdown menu set to 'All languages' and a 'Category' dropdown. Below the filters, it indicates '23 resources found'. The search results are displayed as a grid of four resource cards: 'Smart Citizen Starter Kit', 'PPSR Core - Public Participation in...', 'CoastSnap', and 'MICS: Measuring the Impact of Citizen Science'. Each card features an image, a title, and a list of tags.

Smart Citizen Starter Kit

- Sensor and/or gauge
- Research planning and methods
- data
- environmental monitoring

PPSR Core - Public Participation in...

- English
- Guidelines
- Data quality and standardization
- Instructions and recommendations
- data
- data standard
- ...

CoastSnap

- English
- Tool or Technology
- Others
- Public engagement
- amostragem de praia
- aplicativo
- ...

MICS: Measuring the Impact of Citizen Science

- English
- Interactive resource (website)
- Citizen science assessment
- Instructions and recommendations
- Impacto
- Medição

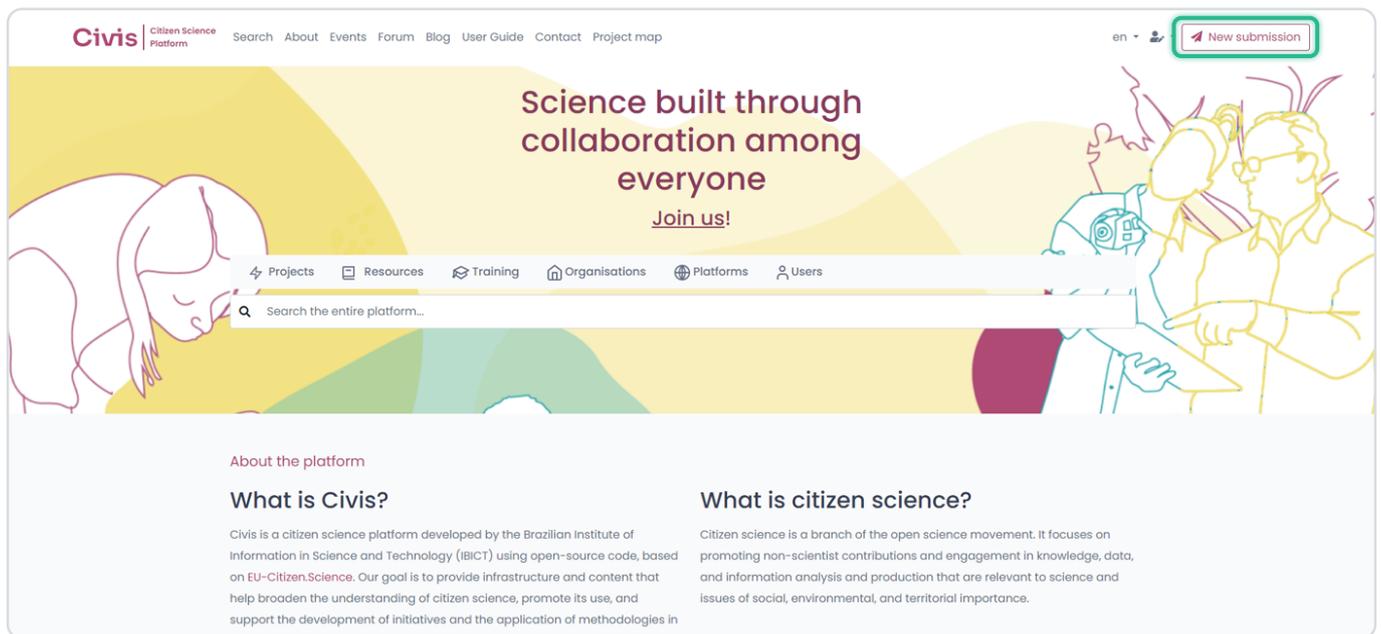
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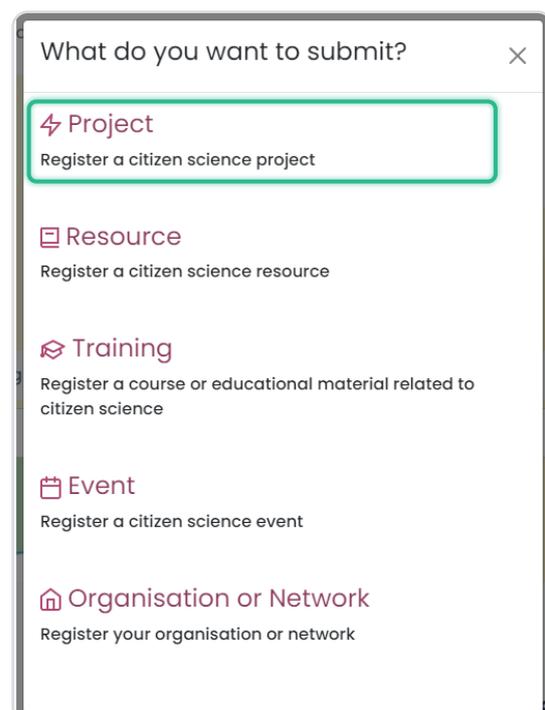
a. Opening the submission menu

To open the submission menu, click on “New Submission” in the top right menu after you log in.



b. Choose the type of content

Choose the desired content option to open the respective form submission.



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d. Saving information

After you fill out the form, look for the **“Save and Continue Editing”** button, available at the end of each session. This lowers the risk of losing what has already been completed in the event of an instability of your connection, or the platform itself.

The screenshot shows the Civis submission form with the following elements:

- Header:** Civis | Plataforma de Ciência Cidadã, Busca, Sobre, Acontece, Blog, pt, Nova submissão
- Text:** You can see our explanation on what [citizen science](#) is (max 2000 characters).
- Form Field:** Activity status* (dropdown menu)
- Text:** Please, select the status of your project.
- Form Field:** Keywords* (text input)
- Text:** Please select or add 2-3 keywords separated by commas or by pressing enter.
- Buttons:** Save, Save & continue editing (highlighted in green)
- Section:** Useful information to classify the project
- Form Fields:** Closest approximate start date of the project (dd/mm/aaaa), Approximate end date of the project (dd/mm/aaaa), Topic (text input)
- Text:** Please select the topic or field(s) of science regarding the project, multiple-choice options.
- Buttons:** Save, Save & continue editing (highlighted in green)
- Section:** Participation information
- Form Field:** Participation Task (text input)
- Text:** Please select the task(s) undertaken by participants.
- Form Field:** How to participate (rich text editor with toolbar: B, I, U, list, link, unlink, image, video, table, quote, code)

e. Attach Images

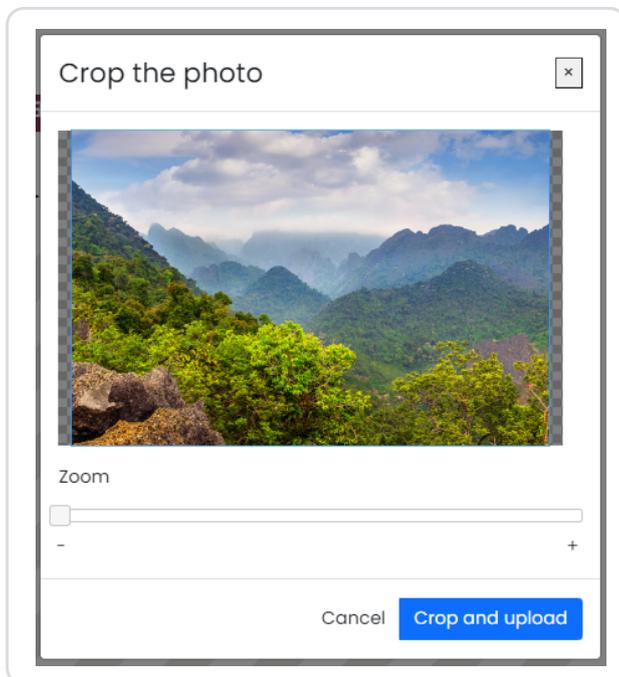
Attaching an image that is related to the registered content is a major step. It can be a logo, a drawing, or a photo.

Formats: The platform only accepts .gif, .jpeg, and .png image file formats.

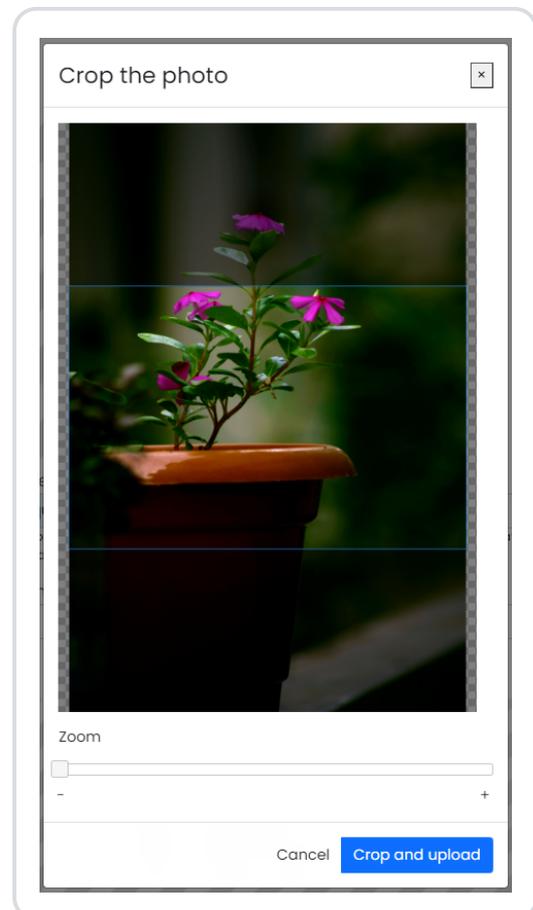
Dimensions: Logo or thumbnail profile photos should be 600 x 400 pixels in size, while profile headers should be 1100 x 400 pixels.

We recommend that the images used follow these standards to guarantee quality previews on the platform. There is an array of easily available image editing programs where you can improve the quality of the image you have selected.

- Example of a profile icon with the correct size of 600 x 400 pixels.



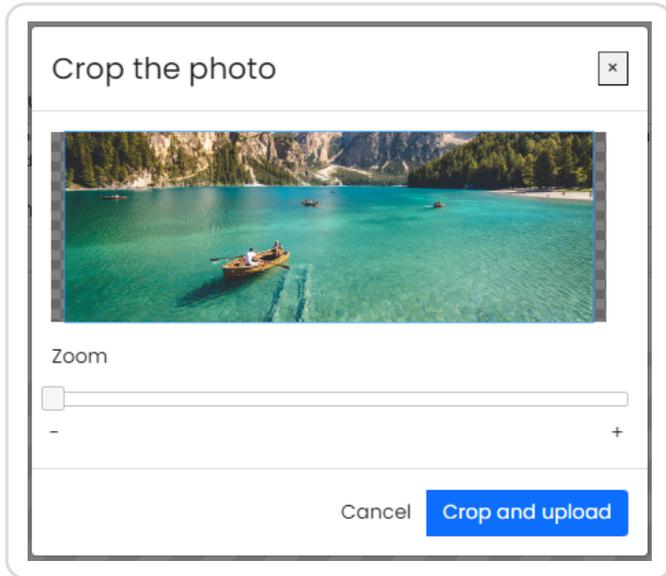
- Example of a profile icon image that is larger than 600 x 400 pixels.



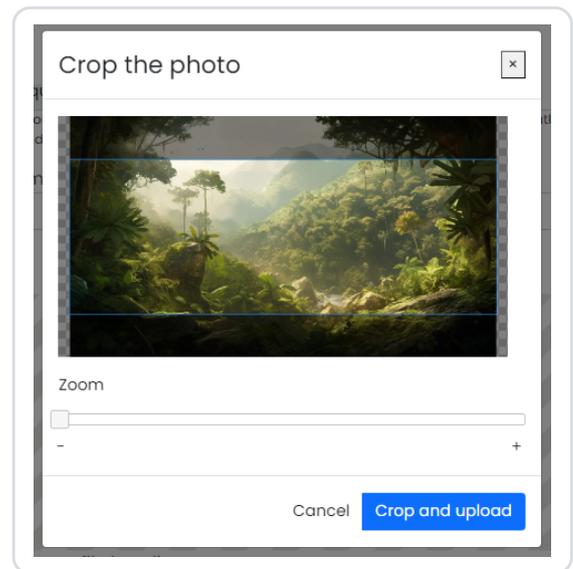
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- Example of a profile header image that is the correct size of 1100 x 1400 pixels.



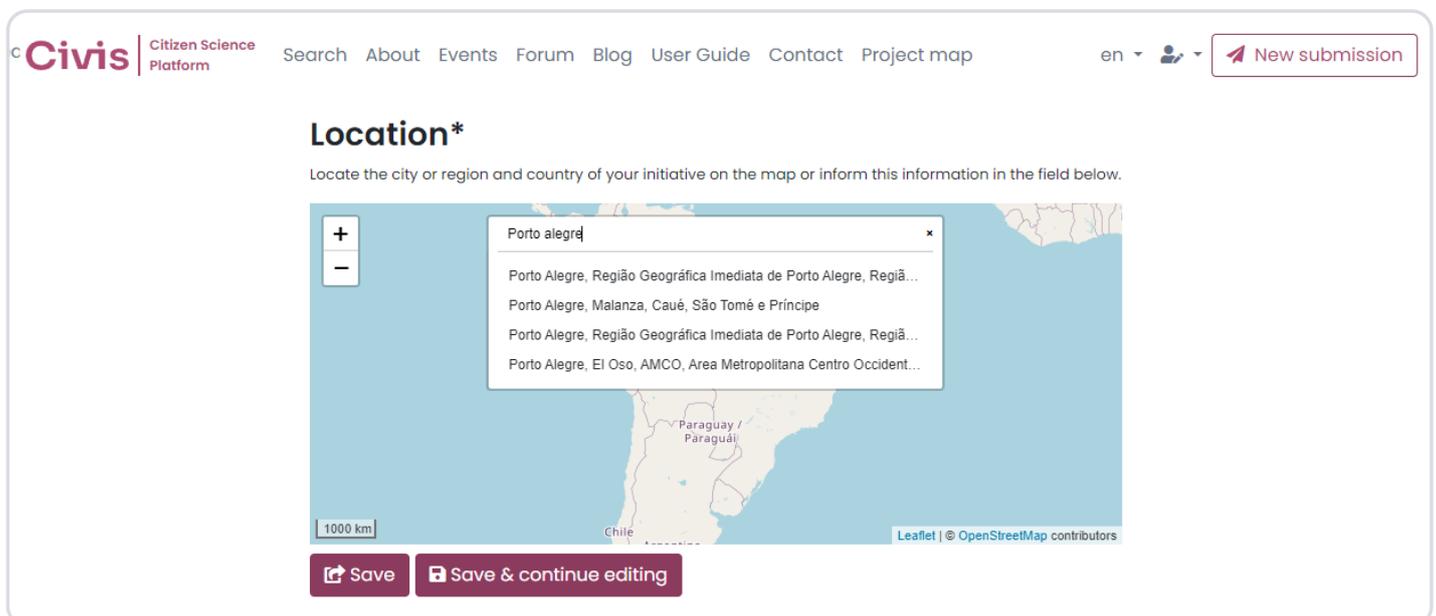
- Example of a profile header with an image larger than 1100 x 400 pixels.



f. How to indicate a location on the map (restricted to Projects, and Organisations)

To indicate the location of your Project, or Organisation on the map:

Mark it on the map.



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or

(b) Type the name of the city, state, and/or region and the country in the corresponding field by selecting among the provided options.

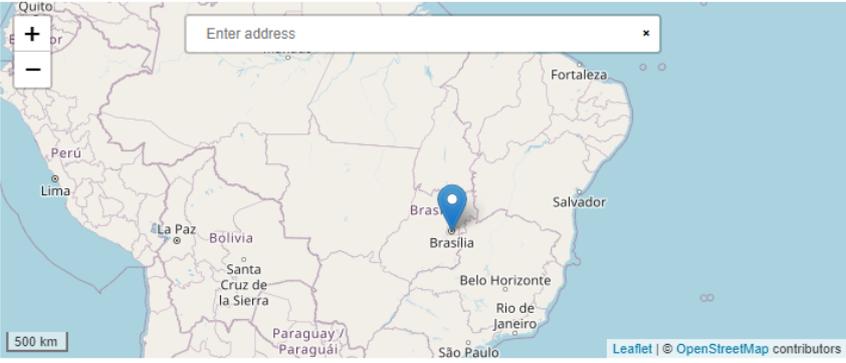
Civis | Citizen Science Platform

Search About Events Forum Blog User Guide Contact Project map

en ▾  ▾ [New submission](#)

Location*

Locate the city or region and country of your initiative on the map or inform this information in the field below.



[Save](#) [Save & continue editing](#)

Leaflet | © OpenStreetMap contributors

