Work Instructions

Number: **009**

Name: **Registration**

Title: Registration of users on the EU Pollinator Hub application

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1 Document history

1.1 Current Release

1.1.1 Drafted

Submitted on 2024-01-25 by Michael Rubinigg, quality manager.

1.1.2 Reviewed

Reviewed on 2024-01-27 by Noa Simòn Delso, general manager.

1.1.3 Approved

Approved on 2024-01-27 by Michael Rubinigg, quality manager.

1.2 Change history

n.a.

2 Abbreviations

EU	European Union
EUPH	EU Pollinator Hub
n.a.	not available
WI	Work Instruction

3 Introduction

This document contains instructions on the registration of users on the EU Pollinator Hub application.

4 Validity

4.1 Area

The of validity of this document is limited to the registration of users on the EU Pollinator Hub application.

4.2 Time

The period of validity of this document begins on 2024-01-27 and ends with its revocation.

4.3 Related Documents

Document type	Number	Name
WI	021	Text editing
WI	024	Access application

5 Procedure

5.1 Registration at the EUPH

5.1.1 Open a new account

5.1.1.1 Registration via the EUPH application

- Go to https://app.pollinatorhub.eu in the web browser.
- Select ***Register***.

5.1.1.2 Direct access

- Go to https://app.pollinatorhub.eu/register in the web browser.

5.1.1.3 Enter credentials

- Enter the e-mail address for the account in the field ***Emai***.
- Enter the desired password for the account in the field ***Password***.
- Enter the same password for the account in the field ***Confirm Password***.
- Select ***Terms and Conditions*** and read the text carefully.
- Select ***Download this document*** to download the document.
- Select ***Privacy Policy*** and read the text carefully.
- Check the checkbox next to ***I agree to the Terms of Service and Privacy Policy***.
- Select ***Sign in***.
- Open an e-mail software application and follow the instruction in the verification e-mail sent by the system.

5.1.2 Log in to the EUPH application

5.1.2.1 Login

- Log in to the EU Pollinator Hub application as described in WI-024.

5.1.3 Upgrade the account to become a data provider

5.1.3.1 Access the data provider registration form

- Select ***Become Data Provider***.

5.1.3.2 Data of the natural person acting as administrator of the data provider

- Enter a prefix to the name of the person acting as administrator of the data provider into the field ***Prefix***.

- Enter your first name of the person acting as administrator of the data provider into the field ***First name*** (required).
- Enter your last name of the person acting as administrator of the data provider into the field ***Last name*** (required).
- Select the country of residence of the person acting as administrator of the data provider into the field ***Country*** (required).
- Select ***Update***.

5.1.3.3 General data of the data provider

- If necessary update the field ***Full name data provider*** with the full name of the organisation or person acting as the data provider (required). The system proposes a name based on the personal data entered in section 5.1.3.2. Change the full name if the name of the data provider is different from the full name of the person acting as administrator of the data provider.
- If necessary update the field ***Acronym*** with the acronym or abbreviation of the organisation or the initials of the person acting as the data provider (required). The system proposes an acronym based on the personal data entered in section 5.1.3.2. Change the acronym if the acronym of the data provider is different from the initials of the person acting as administrator of the data provider.
- If necessary update the country of residence of the data provider in the field ***Country*** (required).
- A description about the data provider may be added in the field ***About***, using the text editor as described in WI-021.
- An image may be uploaded in the field ***Featured Image***.

5.1.3.4 Add contact information of the data provider

- The provision of contact information itself is not mandatory.
- Select the type of contact information to be provided from the list in field ***Type*** in the ***Contact information*** container.
- Enter the value for the selected type of contact information into field ***Value*** in the ***Contact information*** container.
- Select the  icon in a ***Contact information*** container to delete all the information in the container, includiung the container itself.
- Select the  icon in a ***Contact information*** container to clone the container, including the information in the container.

- To add additional contact information select ***Add contact*** and repeat all previous steps in section 5.1.3.4.

5.1.3.5 Accept terms

- Check the box next to ***I understand that all information provided here will be publicly displayed, including any personal data*** if you agree to this condition.
- Select ***Terms and Conditions*** and read the text carefully.
- Check the box next to ***I accept the Data Provider Terms and Conditions*** if you agree to this condition and if you If you have the rights to do so.

5.1.3.6 Submit form

- Select ***Become Data Provider***.

5.1.4 Edit a data provider

5.1.4.1 Select the data provider

- Select the data provider menu in the upper right part of the header.
- Select the data provider that should be edited from the list.
- Select ***Settings*** in the top of the list.

5.1.5 Invite a team member

5.1.5.1 Select the data provider settings page

- Select the data provider setting page as described in section 5.1.4.

5.1.5.2 Invite a team member

- Scroll to the ***Invite member*** section in the bottom part of the page.
- Enter the e-mail address of the person that should be invited into the field **Email**.
- Select one of the roles (Administrator, Editor, Member) to be assigned to this person.
- Select ***Add*** to send the person an e-mail with the invitation to join the team.

6 References

There are no sources in the current document.

7 Annexes

There are no annexes in the current document.