

Registration User Guide



Drupal 8



Acknowledgments

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I. Introduction

1.1 Become an iDiaspora member

Becoming a member of iDiaspora will bring you closer with diasporas and transnational communities for sharing your work with others, but also finding inspiration and new opportunities. You will have access to regularly updated news, relevant resources, learning and funding opportunities. As a member, you will be able to use iDiaspora for sharing your knowledge, creating, and managing your events and networking with each other and diaspora experts. Join the first global diaspora hub now!

2. Register

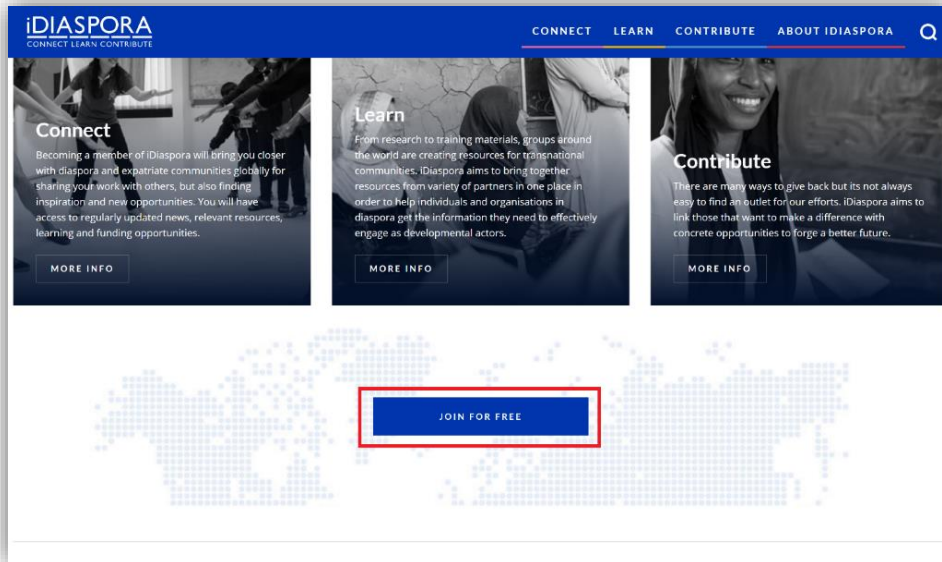
Register a new user account on iDiaspora and set your profile role.

2.1 Navigate to the Registration Page

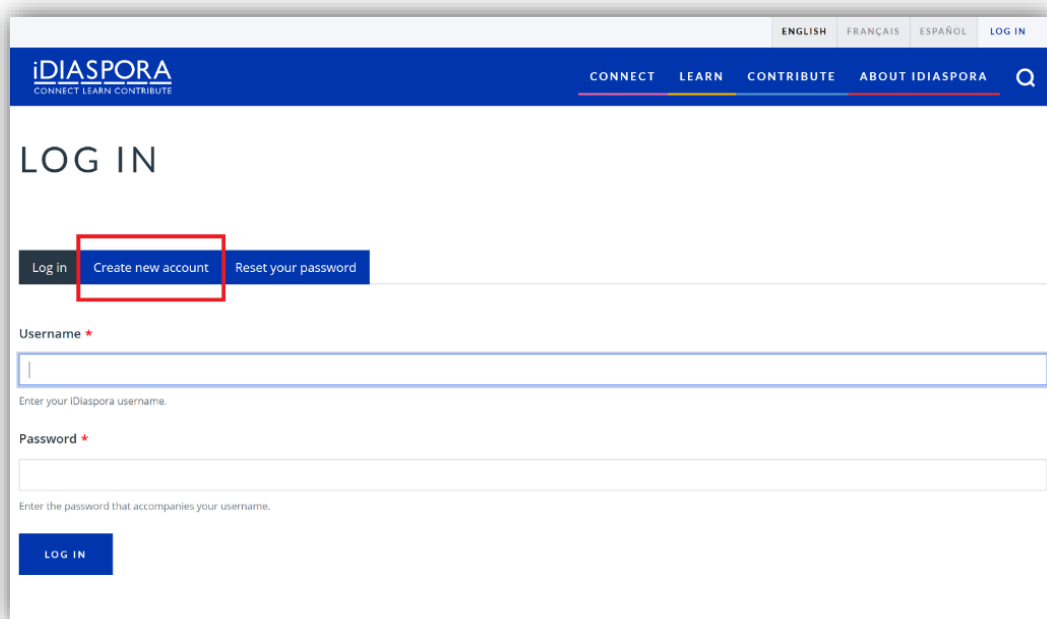
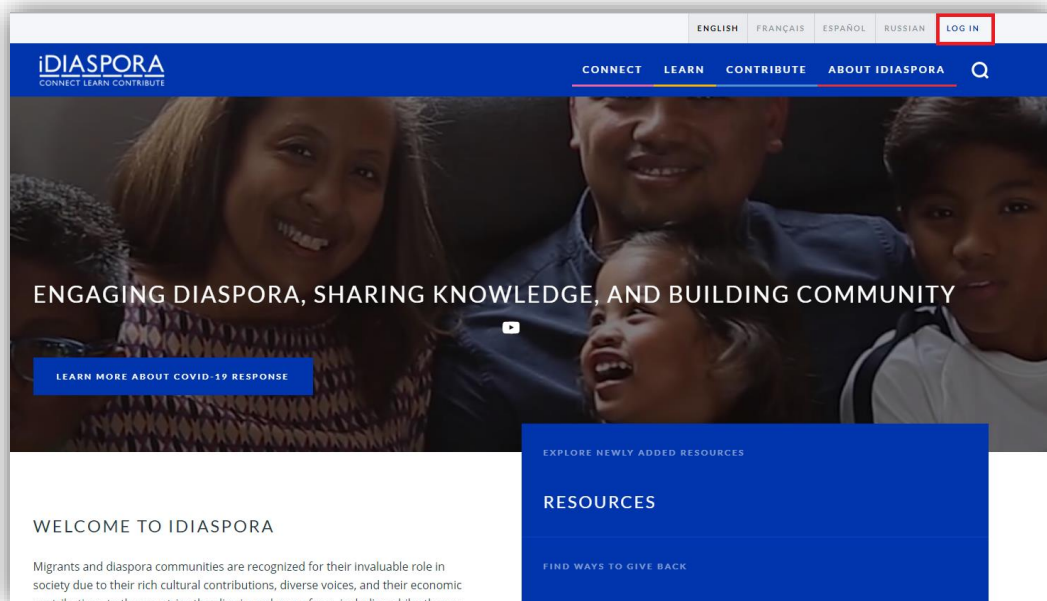
There are two ways to register on the iDiaspora platform:

1. From the homepage: **Navigate** to the center of the homepage and **select** the button **'Join for Free'**.

This redirects you to the registration page.



- From the Log in page: Select the **'Create new account'** tab.



2.2 Select an Account Type

Select the relevant account type. If you are registering yourself, select 'Individual'. If you are registering on behalf of your whole office or project, select the other user type (Business, Organization, or Government agencies) and fill in all the required fields.

Select an Account Type *

- ☒ Individuals
- ☐ Businesses
- ☐ Organizations
- ☐ Government agencies

2.3 General Information

Please fill in all the relevant fields.

Those marked with an asterisk (*) are mandatory.

Individuals:

General Information

First name *

Citizenship/s

Q Select

Last name *

Bio *

Gender *

☐ N/A

☐ Female

☐ Male

☐ Prefer not to share

Place of origin *

- None -

Place of residence *

- None -

Websites/LinkedIn profile/Social media

+ URL

This must be an external URL such as <http://example.com>.

ADD ANOTHER ITEM

First name	Your name/s
Last name	Your surname/s
Gender	Your gender
Place of origin	Where you come from
Place of residence	Where you live
Citizenship/s (optional)	Your citizenship/s
Bio	Introduce yourself briefly
Websites/LinkedIn profile/Social media (optional)	Add the URL

Businesses/Organizations/Government agencies:

General Information

Name of Institution *

Description of Institution *

Websites/LinkedIn profile/Social media

+ URL

This must be an external URL such as <http://example.com>.

ADD ANOTHER ITEM

Name of Institution	The official name of your institution
Description of Institution	Brief introduction of your institution and main areas of work
Websites/LinkedIn profile/Social media (optional)	Add the URL

2.4 Contact Information

Select your country and fill in other optional fields.

Individuals:

Contact Information

Country *

- Select a value -

Postal code

Address 1

Telephone

City

Province

Country	Select your country from the dropdown menu
Address I (optional)	Name of your street
City (optional)	Name of your city
Province (optional)	Name of your province
Postal code (optional)	Your postal / zip code
Telephone (optional)	The best number to reach you

Businesses/Organizations/Government agencies:

The screenshot shows a web form titled "Contact Information" with a close button in the top right corner. The form is organized into two columns. The left column contains: "Country" with a dropdown menu showing "- Select a value -"; "Address 1" with a text input field; "City" with a text input field; and "Province" with a text input field. The right column contains: "Postal code" with a text input field; "Telephone" with a text input field; "Contact Title" with a text input field; "Contact Name" with a text input field; and "Contact Email" with a text input field.

Country	Select your country from the dropdown menu
Address I (optional)	Name of your street
City (optional)	Name of your city
Province (optional)	Name of your province
Postal code (optional)	Your postal / zip code
Telephone (optional)	The best number to reach you
Contact Title (optional)	The title of the contact person

Contact Name (optional)	The contact person representing your institution
Contact Email (optional)	The email address of the contact person

2.5 Professional Profile

Enter your professional information. Fill in the required fields marked with an asterisk (*).

Individuals:

Professional Profile

Title of current position *

Organization / Company name (if relevant)

Project(s)

Area(s) of work *

Educational background

Other: please specify here

Interest(s) *

Are you working on a specific project related to diaspora engagement?

☐ N/A
☐ Yes
☐ No

Employment status *

Field(s) of expertise *

Additional Interest(s)

Title of current position	Type in your current title
Organization/Company name (if relevant) (optional)	Where you work
Project(s) (optional)	Your (relevant) projects related to diaspora engagement
Area(s) of work	Select from the dropdown menu
Educational background (optional)	Select from the list
Interest(s)	Select from the dropdown menu
Are you working on a specific project related to diaspora engagement? (optional)	Select the relevant radio button

Employment status	Select from the dropdown menu
Field(s) of expertise	Select from the dropdown menu
Additional Interest(s) (optional)	List your other interests

Businesses:

Professional Profile

Project(s)

Industry *

Other kind of contributions/activities related to Diaspora

Communities of origin you serve or you represent / a part of *

This is a multiple value field that uses commas to separate values (e.g. Egypt, Indonesia, United States of America)

Type of Business *

Project(s) (optional)	Your (relevant) projects
Other kind of contributions/activities related to Diaspora (optional)	Describe other related contributions/activities
Communities of origin you serve or you represent / are part of	Select from the dropdown menu
Type of Business	What type of business you are
Industry	Select from the dropdown menu

Organizations/Government agencies:

Professional Profile

Project(s)

Key activities and services

+

ADD ANOTHER ITEM

Communities of origin you serve or you represent / a part of *

This is a multiple value field that uses commas to separate values (e.g. Egypt, Indonesia, United States of America)

Sector *

Project(s) (optional)	Your (relevant) projects
Communities of origin you serve or you represent/ are part of	Select from the dropdown menu

Sector	Select from the dropdown menu
Key activities and services (optional)	Type in your key activities and services

2.6 iDiaspora Settings

Fill in the required fields marked with an asterisk (*).

iDiaspora Settings

Email address *

A valid email address. All emails from the system will be sent to this address. The email address is not made public and will only be used if you wish to receive a new password or wish to receive certain news or notifications by email.

Username *

Several special characters are allowed, including space, period (.), hyphen (-), apostrophe ('), underscore (_), and the @ sign.

Picture

CHOOSE FILE

- Your virtual face or picture.
- One file only.
- 6 MB limit.
- Allowed types: png, gif, jpg, jpeg.
- Images larger than 1200x1200 pixels will be resized.

☐ I have read and agree with the terms of use found [here](#) *

☐ By ticking this box you confirm that you are eighteen years of age or older. *

Email address	Enter a valid email address. All emails from the system will be sent to this address. The email address is not made public and will only be used if you wish to receive a new password or wish to receive certain news or notifications by email.
Username	Several special characters are allowed, including space, period (.), hyphen (-), apostrophe ('), underscore (_), and the @ sign.
Picture (optional)	<p>Your virtual face or picture</p> <ul style="list-style-type: none"> One file only 6 MB limit Allowed types: PNG, GIF, JPG, JPEG. Images larger than 1200x1200 pixels will be resized

Tick the two boxes to confirm that you agree with the terms of use and that you are eighteen years of age or older.

2.7 Trust and Transparency

To improve the transparency and trust in diaspora engagement, you can upload the following documents of your business or organization. This section is optional.

Businesses/Organizations:

Trust and Transparency

To improve the transparency and trust in diaspora engagement, we invite you to upload the following documents of your organization

Name CEO or business owner

Organization constitution

CHOOSE FILE

- One file only.
- 800 MB limit.
- Allowed types: pdf.

Annual Reports

Add a new file

CHOOSE FILE

- Unlimited number of files can be uploaded to this field.
- 800 MB limit.
- Allowed types: pdf.

Financial Reports

Strategies and Policies

Sustainability Strategy

CHOOSE FILE

- One file only.
- 800 MB limit.
- Allowed types: pdf.

Diversity Policies

CHOOSE FILE

- One file only.
- 800 MB limit.
- Allowed types: pdf.

Ethical Guidelines (code of conduct)

CHOOSE FILE

- One file only.

Name CEO or business owner (businesses) or Staff and/or board members (organizations)	Put in the names of CEO or business owner if you are a business or staff and/or board members if you are an organization.
Organization constitution	<ul style="list-style-type: none"> One file only 800 MB limit Allowed types: PDF.
Annual Reports	<ul style="list-style-type: none"> One file only 800 MB limit Allowed types: PDF.
Financial Reports	<ul style="list-style-type: none"> One file only 800 MB limit Allowed types: PDF.

Sustainability Strategy	<ul style="list-style-type: none"> • One file only • 800 MB limit • Allowed types: PDF.
Diversity Policies	<ul style="list-style-type: none"> • One file only • 800 MB limit • Allowed types: PDF.
Ethical Guidelines (code of conduct)	<ul style="list-style-type: none"> • One file only. • 800 MB limit. • Allowed types: PDF.

2.8 Privacy Settings

Select the boxes to allow access to your personal information. You can grant access to:

- Public (everyone)
- Individuals
- Businesses
- Organizations
- Government agencies

Privacy Settings ^

Fields	Grant Public	Grant Individuals	Grant Businesses	Grant Organizations	Grant Government agencies
Personal Information					
Bio	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
First name	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Gender	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Last name	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Place of origin	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Place of residence	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Websites/LinkedIn profile/Social media	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Contact Information					
Address 1	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Address 2	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
City	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Country	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Tick the box at the bottom to confirm you have revised and agree with the privacy settings you have chosen.

☐ I have revised and agree with the above privacy settings *

2.9 Availability and Motivation

If you are an individual, you can tick the following boxes to confirm your availability and explain your motivations to engage with transnational communities and or diasporas.

Individuals:

Availability and motivation

I am interested to be involved in initiatives, activities and projects

☐ N/A
☐ In my country of residence
☐ Abroad
☐ Both
☐ I am not interested

I am available for

Travel within my country of residence

☐ Travel abroad
☐ Remote work

I am available for the following type of assignment(s)

☐ Short term (a few days)
☐ Medium term (a few weeks)
☐ Long term (more than one month)

If you are interested in being involved, please briefly explain your motivation

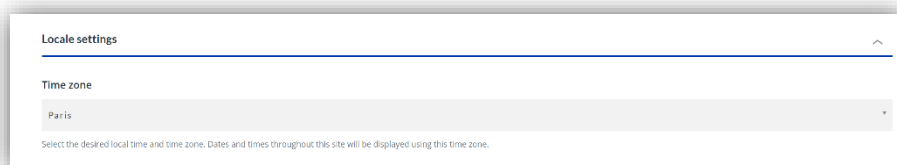
Additional interests (s)/information

I am interested in being involved in initiatives, activities, and projects	Select the relevant radio button, e.g., 'In my country of residence'.
I am available for travel within my country of residence	Confirm if you are available to travel abroad or for remote work.
I am available for the following type of assignment(s)	Select the type of assignment you are available for, e.g., 'Short term (a few days)'.
If you are interested in being involved, please briefly explain your motivation	Please provide further details about your interests and motivations.
Additional interests (s)/information	<ul style="list-style-type: none"> • Upload your CV • One file only

	<ul style="list-style-type: none">• 50 MB limit• Allowed types: PDF, DOC, DOCX
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2.10 Locale Settings

Select the desired local time and time zone from the dropdown menu. Dates and times throughout this site will be displayed using this time zone.



Locale settings

Time zone

Paris

Select the desired local time and time zone. Dates and times throughout this site will be displayed using this time zone.

Once you have filled in all the required information, select the 'Create new account' button at the bottom of the page.

