



User Guide for Supervisors



Drupal 8



Acknowledgments

This document is primarily based on the manual put together by Tanmoy Biswas with the support of Roberto Cancel. In 2021, Petra Velikonja made an excellent revision and adaptation of the document based on the revamped version of the iDiaspora platform in Drupal 8 with the support of Larisa Lara.

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I. Introduction

1.1 Objective of iDiaspora

iDiaspora provides a global engagement and knowledge exchange hub for diaspora communities and those looking to engage with them. It is set up with the objective of empowering transnational communities around the world to engage as development actors.

Through this platform:

- Diaspora organizations, businesses, and individuals connect within and across communities to share ideas, experiences, resources, and inspiration.
- Diasporas access and generate knowledge and materials to learn from one another and from practitioners to maximize their impact.
- Public and private partners work together with diasporas to contribute to sustainable positive change.

1.2 Purpose of this User Guide

This guide is intended for IOM's internal staff, who are a source of insightful contents, acts as a catalyst to foster engagements, and initiates discussions and activities.

The site is rich with activities like blogs, events, and many other dynamic components. Find how to use these components to take advantage of all the features available on the platform.

1.3 How to use this Guide

The guide is a reference document to facilitate the use of iDiaspora as a tool in IOM staff's everyday work.

Use the Table of Contents to quickly find the relevant instructions for what you want to do on the site. The guide is divided in four sections: Get Started, Create Content, Edit Content, and Delete Content. In the Create Content section you can find step-by-step instructions on how to create or upload each type of content.

2. Get Started

First you need to register a new user account on iDiaspora and set your profile role. Below is the list of available user roles.

Role	Description
Authenticated User	<p>The default role assigned to a registered user.</p> <p>It has minimum access to the functionality of the website in terms of creating content. As an Authenticated User you can create some of the content like Blog, Resource, or Topic, and can use some functionality like Posting comments.</p>
Verified User	<p>A role with additional access to further content.</p> <p>As a Verified User you can create more content types than an Authenticated User. Some of these are Blog, Resource, Topic, Event, and Opportunity. You can also use functionality like Posting Comments.</p>
Contributor	<p>A role assigned to a user that usually creates content on the website.</p> <p>With this role you can create content like Blog, Resource, Topic, Event, Opportunity, Contacts, News and Updates, Learning opportunity, Promotional Video, and Gallery.</p>
Supervisor	<p>A role with a full access to all the content types on the website.</p> <p>With this role you can create Blog, Resource, Topic, Event, Opportunity, Contacts, News and Updates, Learning opportunity, Promotional Video, Gallery, Success stories, Webform, and Emergency response. You can also access other additional functionality like creating web forms and accessing the opportunities of other applicants.</p>

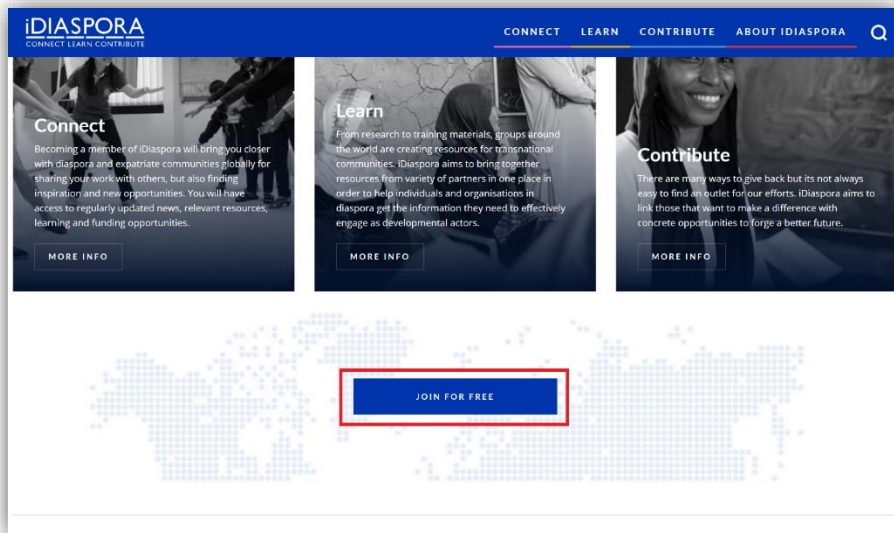
Note: Please note that all the content needs to be approved by the iDiaspora Team before being public.

2.1 Register

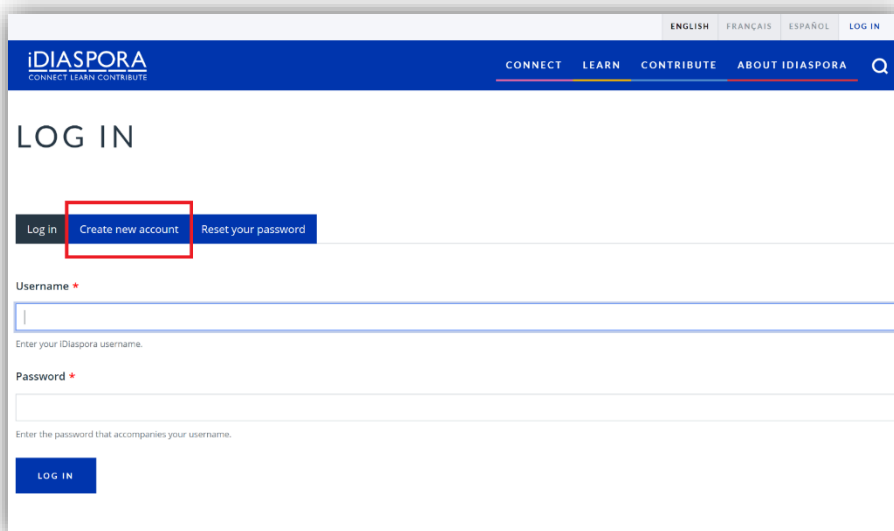
There are two ways to register on iDiaspora:

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.



2. From the Log in page: **Select** the **‘Create new account’** tab.

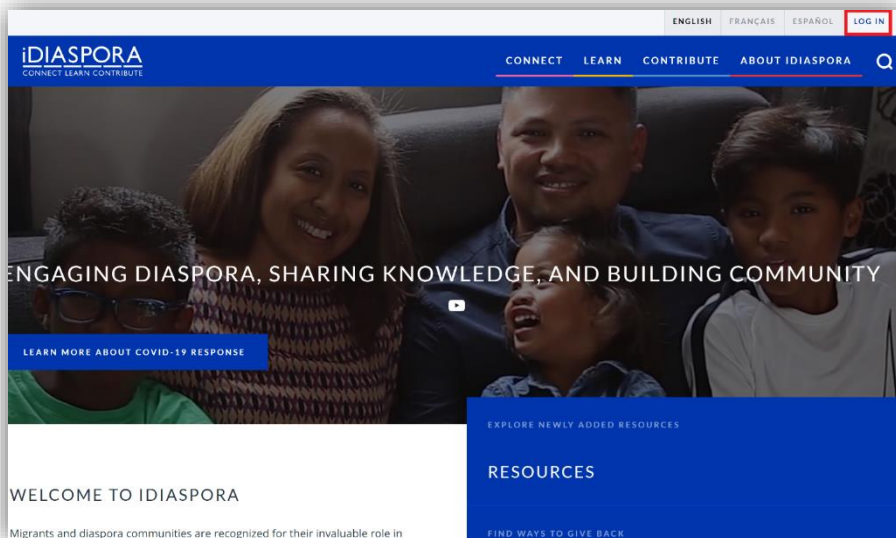


Note: On the registration page, ensure you select the ‘Individual’ as the account type. If you are registering on behalf of your whole office or project, select the other user type (Business, Organization, or Government agencies) and fill in all the required fields.

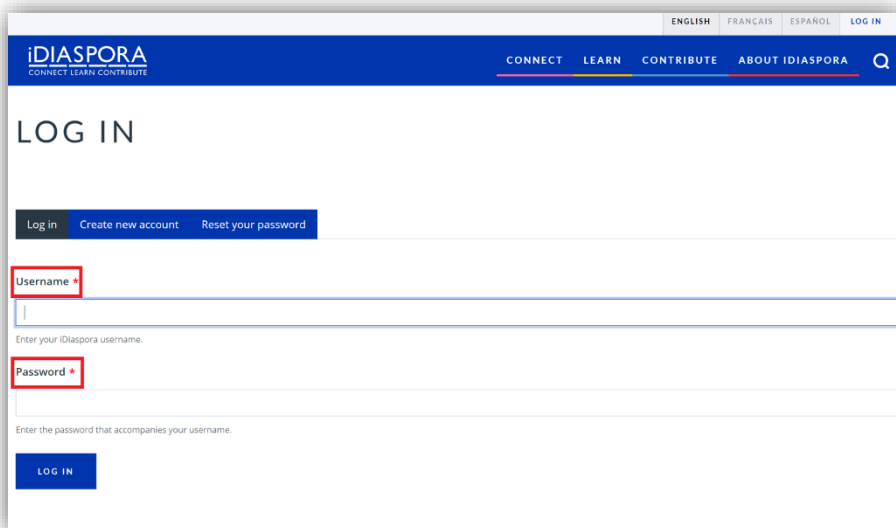
2.2 Log In

1. **Select** the **'Log in'** button at the very top of the page to log into an existing user account.

This action redirects you to the Log in page of the website.



2. **Enter** your **username** and **password**.



2.3 Set Up Supervisory Access

By default, the registration process gives you the role of 'Authenticated User' which has very limited access to creating content on the website.

To set your profile role as 'Supervisor', email idiaspورا@iom.int indicating that you are IOM staff. Ensure that you include your email address or username.

3. Create Content

There are two ways to create new content on iDiaspora:

1. Select the Content button in the Manage menu on the top left corner of the website.

This takes you to the Content page.

Select 'Add content' and then select the type of content you want to create from the list (e.g., 'Event Calendar').

2. Hover over the Content button, then 'Add content' and select the type of content you want to create (e.g., 'Event Calendar').

3.1 Events

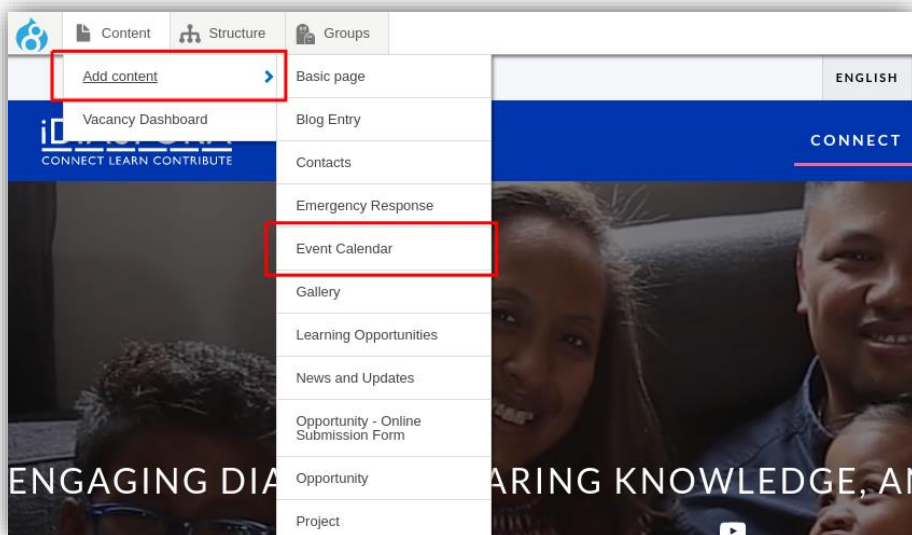
Create calendar events to share upcoming physical or online events with the iDiaspora community and beyond. This can be training, conferences, press events, or other.

To view all posted events, hover over the 'Connect' tab on the home page and select 'Attend an Event'. The Events page highlights events in the current month and allows you to browse the calendar.

Create an event

1. **Hover over 'Content', then 'Add content' and select 'Event Calendar'.**

This takes you to the Create Event Calendar page.



2. Fill in all the **required fields** marked with an asterisk (*) and other fields relevant to your event.

Below are some fields you may need to use.

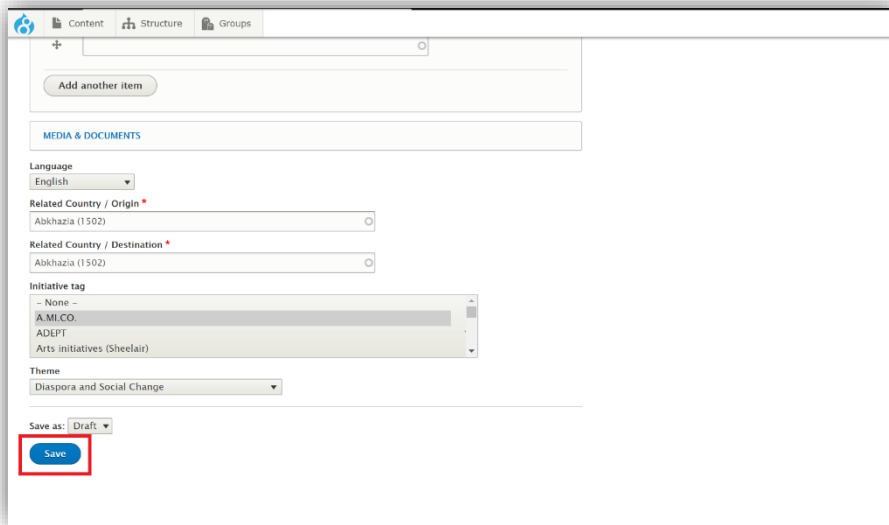
Event Details tab	
Event Title	The main title of the event.
Event date with Time zone	Date and time of the event with the corresponding time zone.
Maximum number of Attendees	The maximum number of users / participants who can register for the event.
Country	This will be visible on the event's page.
External Registration	This is used when the registration of the event is outside the iDiaspora website. Set this to 'Yes' and enter the external URL for registration.
Other Details tab	
Organizer	Name of the organization that organizes the event. This field is also used to filter events.
Event Description	The main description of the event.

Email message	The message that will be sent to the attendees' email address. Include the Zoom / Teams / Webex link for your event.
Event Banner	The main banner of the event. It will display at the top of the page before the event information. Image requirements: <ul style="list-style-type: none"> • less than 64 MB • should be in PNG, JPG, JPEG format • 1600x1600 pixels.
Event Attachment(s)	<ul style="list-style-type: none"> • Allowed file format: PDF, PPT, PPTX, DOC, DOCX, XLS, XLXS, JPEF. • Should be less than 4 MB. • Accepts up to 5 files.
Status	Select 'approved' to publish the event.
Other information	
Related Country / Origin	Please insert the country of origin related to this content.
Related Country / Destination	Please insert the country of destination related to this content.
Initiative tag	The Initiative tag is used to filter information.

3. Select to save as 'Published'

The screenshot shows the iDiaspora event creation interface. At the top, there are tabs for 'Content', 'Structure', and 'Groups'. Below these, there are input fields for 'text only.', 'ATTENDEES', and 'MEDIA & DOCUMENTS'. The 'Language' is set to 'English'. There are dropdown menus for 'Related Country / Origin' and 'Related Country / Destination'. The 'Initiative tag' dropdown is open, showing options: 'None', 'A.M.I.CO.', 'ADEPT', and 'Empoderando a la Diáspora Suramericana como Agentes del Desarrollo Sostenible'. The 'Theme' dropdown is set to 'None'. At the bottom, the 'Save as:' dropdown is open, showing 'Draft' and 'Published' (highlighted with a red box). A 'Save' button is also visible.

4. Select the **Save** button at the bottom of the page.



The screenshot shows a form interface with tabs for 'Content', 'Structure', and 'Groups'. Below the tabs is a search bar and an 'Add another item' button. The 'MEDIA & DOCUMENTS' section is visible. The form includes fields for 'Language' (set to English), 'Related Country / Origin' (set to Abkhazia (1502)), and 'Related Country / Destination' (set to Abkhazia (1502)). There is an 'Initiative tag' dropdown menu with options: '- None -', 'A.M.I.CO.', 'ADEPT', and 'Arts initiatives (Sheelair)'. The 'Theme' dropdown is set to 'Diaspora and Social Change'. At the bottom, there is a 'Save as:' dropdown set to 'Draft' and a blue 'Save' button, which is highlighted with a red rectangular box.

3.2 Forum Topics

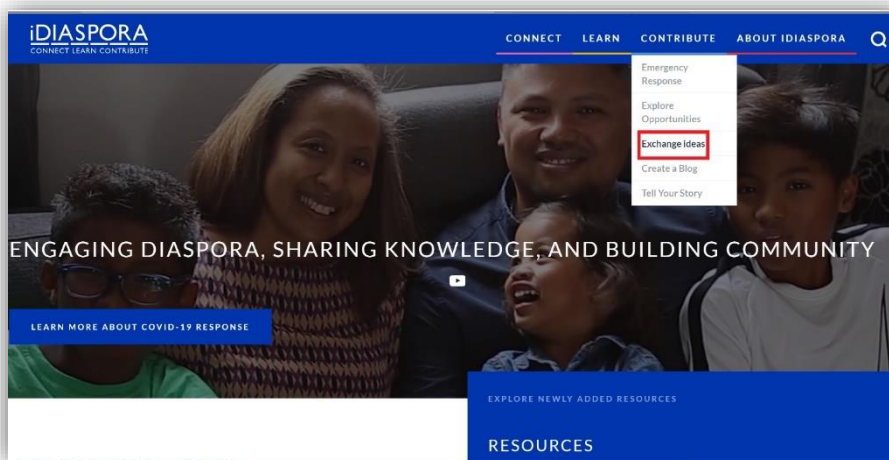
Start discussions on topics of interest among diaspora communities and those looking to engage with them. Forum Topics can be used to discuss questions related to national programs or policies, or more general issues related to barriers to diaspora engagement.

Create a Forum Topic

There are two ways to access the Forum page and create a new Topic.

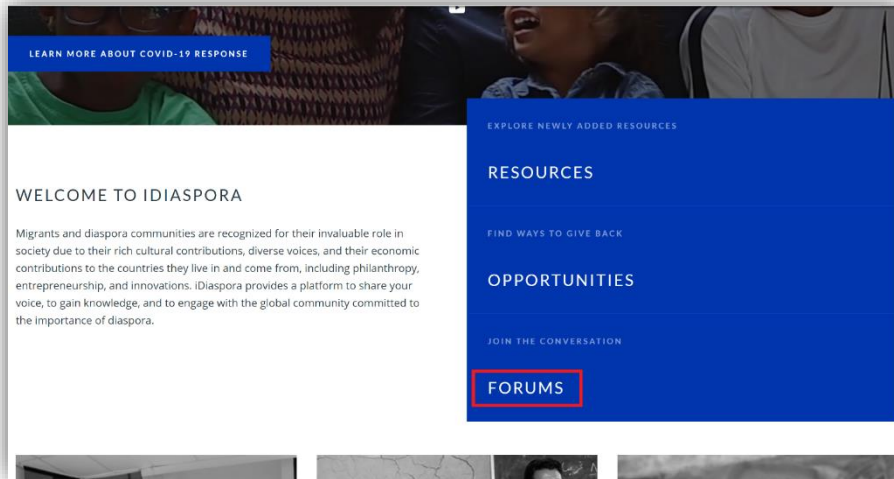
1. From the Main menu: **Hover over the Contribute tab** and **select 'Exchange ideas'**.

This redirects you to the Forums landing page.

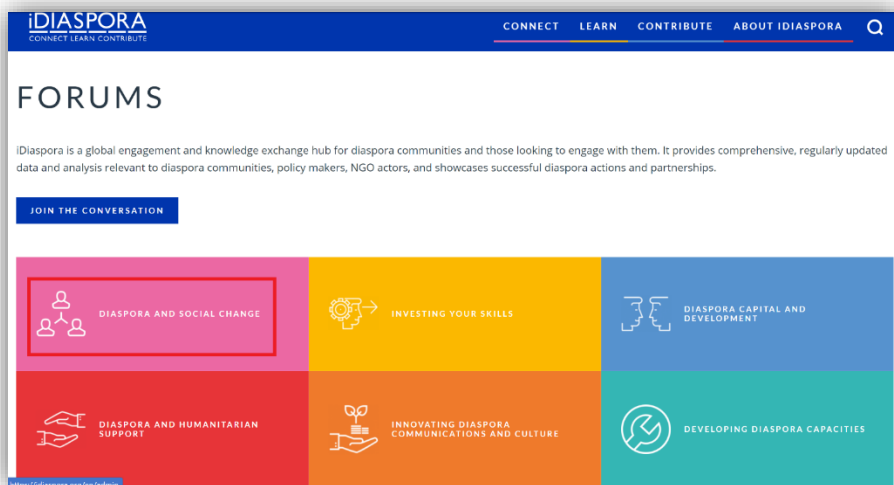


2. From the Forums block on the homepage: **Navigate to** the section with three blue blocks. **Select 'Forums'**.

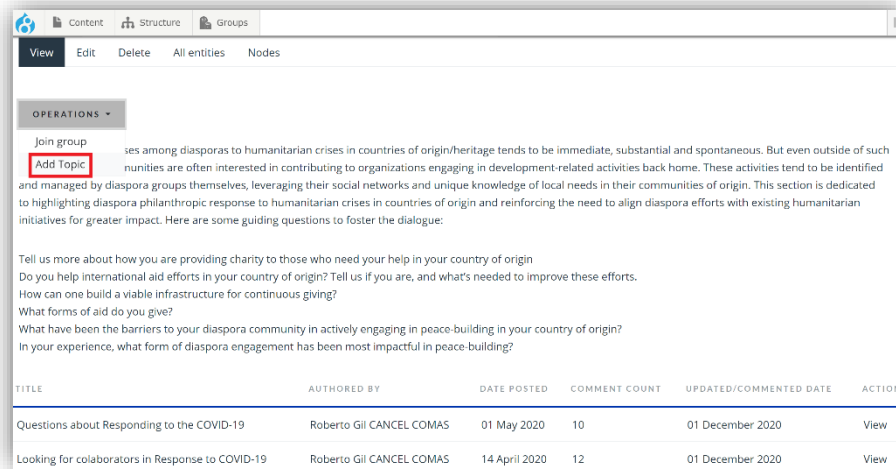
This redirects you to the Forums landing page.



3. **Select** an iDiaspora forum **category** where you want to add a new topic.



4. **Select the Operations drop-down** located at the top of the category description and then **'Add topic'**.



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

The screenshot shows the 'Add Forum: Group node (Forum topic)' form. The form has a header with the title 'Add Forum: Group node (Forum topic)'. Below the header, there's a breadcrumb trail: 'Home > Diaspora and Humanitarian Support > All entities for Diaspora and Humanitarian Support > Add new content'. The form contains several fields: 'Subject' (required, marked with an asterisk), 'Forums' (a dropdown menu), 'Theme' (a dropdown menu), and 'Description' (required, marked with a red asterisk). The 'Description' field has a rich text editor interface with various formatting options. There's also a 'Text format' dropdown set to 'Basic HTML'. At the bottom, there's an 'ATTACHMENT(S)' section with a 'Select files' button. A status box on the right indicates 'Last saved: Not saved yet' and 'Author: Petra Velikonja'.

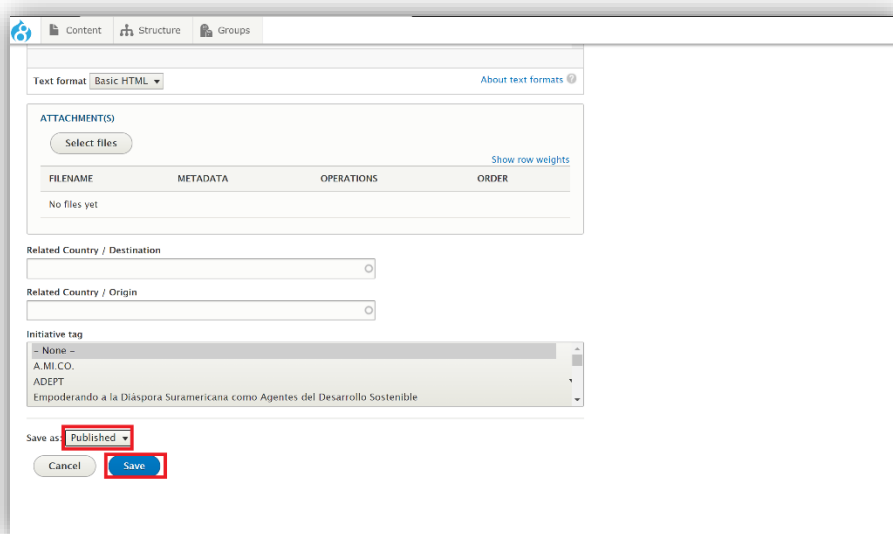
Subject	The title of the Topic.
Forums	Leave it as it is (do not change).
Description	The main content of your Topic.

Some of the optional fields include:

Theme	Select the theme that fits your topic. Fill in all the required fields and select Save.
Initiative tag	The Initiative tag is used to filter information.

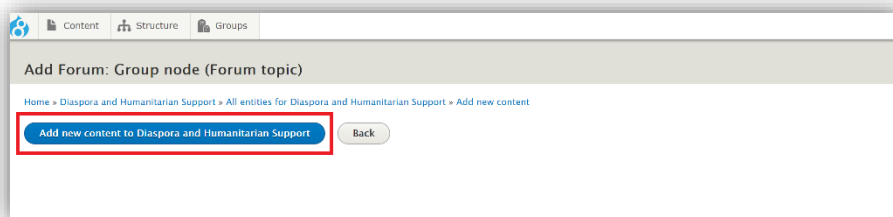
6. **Select** to save as **'Published'** and then **select** the **Save** button at the bottom of the page.

A confirmation page appears.



The screenshot shows the 'Add new content' form in iDiaspora. At the top, there are tabs for 'Content', 'Structure', and 'Groups'. Below these, there's a 'Text format' dropdown set to 'Basic HTML'. A section for 'ATTACHMENT(S)' includes a 'Select files' button and a table with columns: FILENAME, METADATA, OPERATIONS, and ORDER. Below this, there are two dropdown menus for 'Related Country / Destination' and 'Related Country / Origin'. An 'Initiative tag' dropdown is also present, showing options like 'None', 'A.M.I.CO.', 'ADEPT', and 'Empoderando a la Diáspora Suramericana como Agentes del Desarrollo Sostenible'. At the bottom, the 'Save as' dropdown is set to 'Published', and the 'Save' button is highlighted with a red box.

7. **Select** the **Add new content to <topic name>** button.



The screenshot shows the confirmation page titled 'Add Forum: Group node (Forum topic)'. It includes a breadcrumb trail: 'Home > Diaspora and Humanitarian Support > All entities for Diaspora and Humanitarian Support > Add new content'. At the bottom, there are two buttons: 'Add new content to Diaspora and Humanitarian Support' (highlighted with a red box) and 'Back'.

You can now see the new topic listed at the bottom of the page.

DIASPORA AND HUMANITARIAN SUPPORT

OPERATIONS ▾

Philanthropic responses among diasporas to humanitarian crises in countries of origin/heritage tends to be immediate, substantial and spontaneous. But even outside of such crises, diaspora communities are often interested in contributing to organizations engaging in development-related activities back home. These activities tend to be identified and managed by diaspora groups themselves, leveraging their social networks and unique knowledge of local needs in their communities of origin. This section is dedicated to highlighting diaspora philanthropic response to humanitarian crises in countries of origin and reinforcing the need to align diaspora efforts with existing humanitarian initiatives for greater impact. Here are some guiding questions to foster the dialogue:

Tell us more about how you are providing charity to those who need your help in your country of origin
 Do you help international aid efforts in your country of origin? Tell us if you are, and what's needed to improve these efforts.
 How can one build a viable infrastructure for continuous giving?
 What forms of aid do you give?
 What have been the barriers to your diaspora community in actively engaging in peace-building in your country of origin?
 In your experience, what form of diaspora engagement has been most impactful in peace-building?

TITLE	AUTHORED BY	DATE POSTED	COMMENT COUNT	UPDATED/COMMENTED DATE	ACTION
Questions about Responding to the COVID-19	Roberto Gil CANCEL COMAS	01 May 2020	10	01 December 2020	

Post Comments to Topic

1. **Select** the **topic** to which you want to add comments and then **select 'View'** under the Action column.

This redirects you to the topic's main page.

DIASPORA AND HUMANITARIAN SUPPORT

OPERATIONS ▾

and managed by diaspora groups themselves, leveraging their social networks and unique knowledge of local needs in their communities of origin. This section is dedicated to highlighting diaspora philanthropic response to humanitarian crises in countries of origin and reinforcing the need to align diaspora efforts with existing humanitarian initiatives for greater impact. Here are some guiding questions to foster the dialogue:

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 How can one build a viable infrastructure for continuous giving?
 What forms of aid do you give?
 What have been the barriers to your diaspora community in actively engaging in peace-building in your country of origin?
 In your experience, what form of diaspora engagement has been most impactful in peace-building?

TITLE	AUTHORED BY	DATE POSTED	COMMENT COUNT	UPDATED/COMMENTED DATE	ACTION
Questions about Responding to the COVID-19	Roberto Gil CANCEL COMAS	01 May 2020	10	01 December 2020	View
Looking for collaborators in Response to COVID-19	Roberto Gil CANCEL COMAS	14 April 2020	12	01 December 2020	View
Successful Interventions in Response to COVID-19	Roberto Gil CANCEL COMAS	14 April 2020	6	01 December 2020	View

2. **Navigate** to the bottom of the page, **fill in the form** and **select ‘Save’**.

Content Structure Groups

ADD NEW POST

Subject

Post +

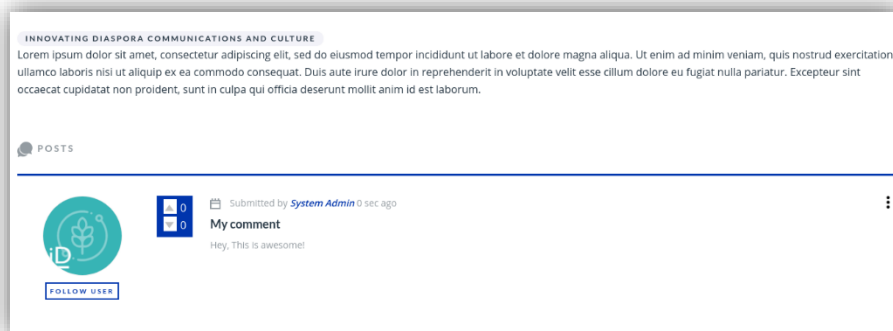
Attachment

CHOOSE FILE

- One file only.
- 5 MB limit.
- Allowed types: pdf jpeg jpg png docx doc xls xlsx ppt potx zip rar gz.

SAVE

You can now see your comment on the topic's main page.



3.3 Resources

Resources are items intended for learning or reference purposes such as:

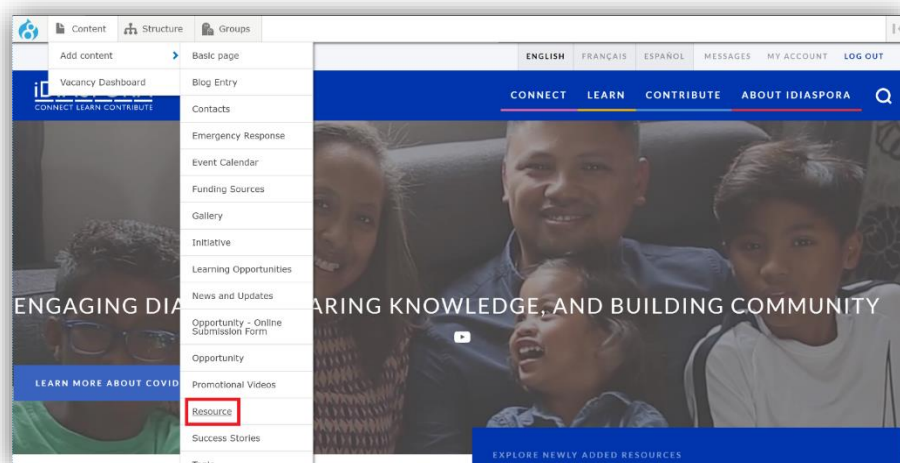
- training materials (including videos)
- public information materials
- laws and policies
- research and studies.

You can find this content under the Learn tab, on the Browse Resources page.

Create Resources

1. **Hover over ‘Content’, then ‘Add content’ and select ‘Resource’.**

This takes you to the Create Resource page.



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

 A screenshot of the 'Create Resource' form. Required fields are marked with an asterisk (*): 'Title of the Resource', 'Type of Resource', 'Date Published', 'Theme', and 'RELATED COUNTRY/PLACE OF ORIGIN'. There are also optional fields like 'Language', 'Author', and 'PROMOTION OPTIONS'. The form includes a 'Show row weights' link and an 'Add another item' button.

Title of the Resource	The title of the resource.
Type of Resource	Select the type of the resource.
Date Published	The date when the resource is to be published.
Theme	Select the theme of the resource from the list.

Some of the optional fields include:

Language	Select any of the four languages to which the resource belongs. This is used for the translation of the website.
Link	Add a URL to any relevant content.

3. **Select** to save as **'Published'** and then **select** the **Save** button at the bottom of the page.

The screenshot shows the iDiaspora web interface for creating a new resource. At the top, there are tabs for 'Content', 'Structure', and 'Groups'. Below these, there's a 'DOCUMENT' section with a file upload area. The upload area includes a 'Choose Files' button and text indicating file limits (800 MB limit, 60 MB limit for this field) and allowed types (png, gif, jpg, jpeg, pdf). Below the upload area, there's an 'Initiative tag' dropdown menu with options like 'None', 'A.M.I.CO.', 'ADEPT', and 'Empoderando a la Diáspora Suramericana como Agentes del Desarrollo Sostenible'. Below that, there's a 'Language of Resource' dropdown menu with 'None' selected. At the bottom, there's a 'Save as' dropdown menu with 'Published' selected, and a 'Save' button. Both the 'Save as' dropdown and the 'Save' button are highlighted with red boxes.

3.4 Contacts

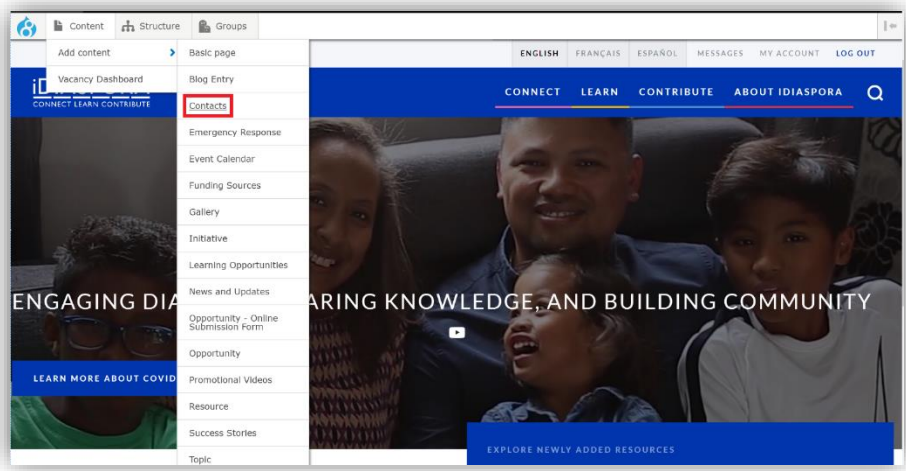
See the Contacts section if you need support or advice. There you can find contact details of key interlocutors such as consulates, embassies, or relevant government offices.

Published contacts are posted to the existing contacts list. They appear on the Get Advice page under the Connect tab.

Create a Contact

1. **Hover over ‘Content’, then ‘Add content’ and select ‘Contacts’.**

This takes you to the Create Contacts page.



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

A screenshot of the 'Create Contacts' form in the iDiaspora system. The form is titled 'Create Contacts' and has a breadcrumb 'Home » Add content'. The 'Title' field is highlighted with a red rectangle. Below it, the 'LOCATION' section is highlighted with a red rectangle, containing 'Latitude' and 'Longitude' fields, both marked with an asterisk (*). Other fields include 'Address', 'Additional', 'Province', 'Postal code', and 'City'. A 'Show row weights' link is at the bottom right. A status box on the right says 'Last saved: Not saved yet' and 'Author: Petra Velikonja'.

Title	Type in the name of the new contact.
Location tab	
Latitude and Longitude	Type in the coordinates of the location where the new contact is based.

3. **Select** to save as **Published** and then **select** the **Save** button at the bottom of the page.

The screenshot shows the 'Content' tab of the iDiaspora interface. The form includes fields for 'URL', 'Link text', 'Language' (set to English), 'Related Country / Origin', 'Related Country / Destination', 'Initiative tag' (with a dropdown menu showing options like 'None', 'A.M.I.CO.', 'ADEPT', and 'Empoderando a la Diáspora Suramericana como Agentes del Desarrollo Sostenible'), and 'Theme' (set to 'None'). At the bottom, the 'Save as' dropdown is set to 'Published', and the 'Save' button is highlighted with a red box.

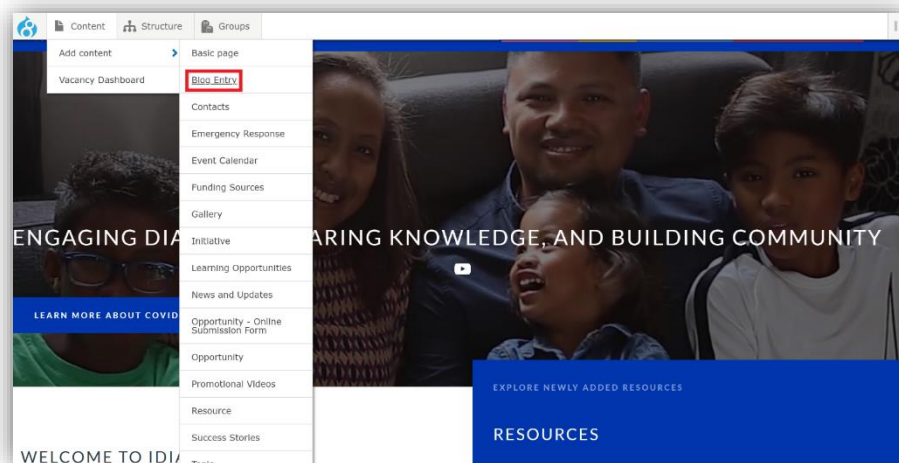
3.5 Blogs

As a registered user, you can have your personal blog page. Blogs are published on the Create a Blog page under the Contribute tab.

Create a Blog Entry

1. **Hover over ‘Content’, then ‘Add content’ and select ‘Blog Entry’.**

This takes you to the Create Blog Entry page.



Create Blog Entry

[Home](#) » [Add content](#)

Title *

Language

English

Body ([Edit summary](#))

Text format Basic HTML [About text formats](#)

Cover Image

No file chosen

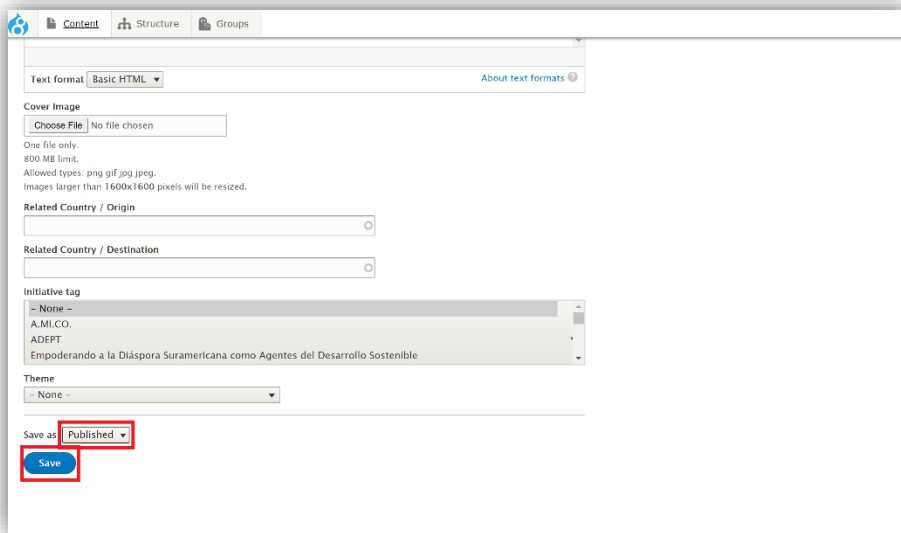
One file only.
1000 MB limit.
Allowed types: png gif jpg jpeg.
Images larger than 1600x1600 pixels will be resized.

2. **Fill in** the required **Title field**. Use a short and creative title.

Some of the optional fields include:

Language	Select any of the four languages to which the resource belongs. This is used for the translation of the website.
Body	The main content of the blog.
Cover image	The thumbnail of the blog.

3. **Select** to save as **Published** and then select the **Save** button at the bottom of the page.



The screenshot shows the 'Content' tab of the iDiaspora interface. At the top, there are tabs for 'Content', 'Structure', and 'Groups'. Below these, there's a 'Text format' dropdown set to 'Basic HTML' and a link 'About text formats'. The 'Cover Image' section has a 'Choose File' button and text indicating a one-file limit, 800 MB limit, and allowed types (png, gif, jpg, jpeg). Below this are two dropdown menus for 'Related Country / Origin' and 'Related Country / Destination'. The 'Initiative tag' section shows a list of tags including 'None', 'A.M.I.CO.', 'ADEPT', and 'Empoderando a la Di spora Suramericana como Agentes del Desarrollo Sostenible'. The 'Theme' section has a dropdown set to 'None'. At the bottom, the 'Save as' dropdown is set to 'Published', and the 'Save' button is highlighted with a red box.

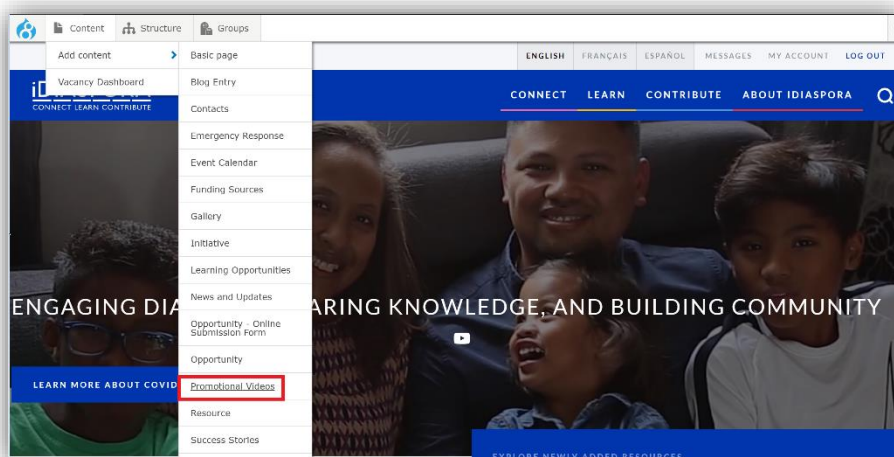
3.6 Promotional Videos

Promotional Videos can include messages of inspiration, interviews, stories, or recordings of events that you would like to share with the iDiaspora community and beyond. They are posted on the 'Get inspired' page under the 'Connect' tab.

Create Promotional Videos

1. **Hover over 'Content', then 'Add Content' and select 'Promotional Videos'.**

This takes you to the Create Promotional Videos page.



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

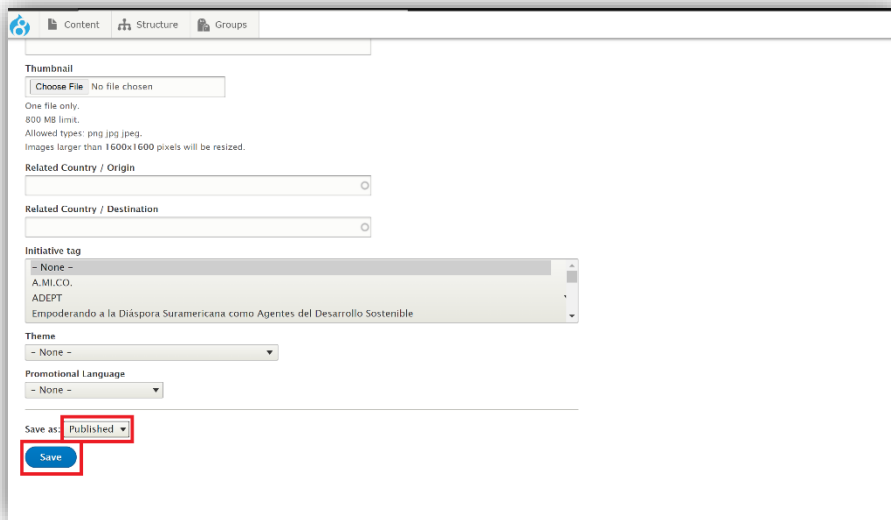
The screenshot shows the 'Create Promotional Videos' interface. At the top, there are tabs for 'Content', 'Structure', and 'Groups'. Below the title bar, there's a 'Home » Add content' link. The 'Title' field is marked with an asterisk and is highlighted with a red box. Below it is a 'Language' dropdown menu set to 'English'. The 'Description' field has a rich text editor with various formatting options (bold, italic, link, etc.) and a 'Text format' dropdown set to 'Basic HTML'. The 'YouTube URL' field is also marked with an asterisk and highlighted with a red box. At the bottom, there's a 'Thumbnail' section with a 'Choose File' button and a note 'No file chosen' and 'One file only.' On the right side, there's a 'PROMOTION OPTIONS' section and a status message: 'Last saved: Not saved yet' and 'Author: Petra Velikonja'.

Title	The main title of the content.
YouTube URL	The URL of your video uploaded on YouTube website.

Some of the optional fields include:

Description	Main description of the video.
Thumbnail	<p>The thumbnail to be displayed on the page instead of the video thumbnail. This field accepts the following requirements:</p> <ul style="list-style-type: none"> • Format: PNG, JPG, JPEG • Size: image should not be larger than 1600x1600 pixels.

3. **Select** to save as **'Published'** and then **select Save** at the bottom of the page.



The screenshot shows a web form for creating content. At the top, there are tabs for 'Content', 'Structure', and 'Groups'. The main form area includes a 'Thumbnail' section with a 'Choose File' button and instructions: 'One file only, 800 MB limit. Allowed types: png, jpg, jpeg. Images larger than 1600x1600 pixels will be resized.' Below this are two dropdown menus for 'Related Country / Origin' and 'Related Country / Destination'. A text area for 'Initiative tag' contains the text 'Empoderando a la Diáspora Suramericana como Agentes del Desarrollo Sostenible'. Below the text area are dropdown menus for 'Theme' and 'Promotional Language'. At the bottom, the 'Save as:' dropdown is set to 'Published', and the 'Save' button is highlighted with a red box.

3.7 Opportunity

Opportunities are concrete offers for engagement for members of diaspora. This includes:

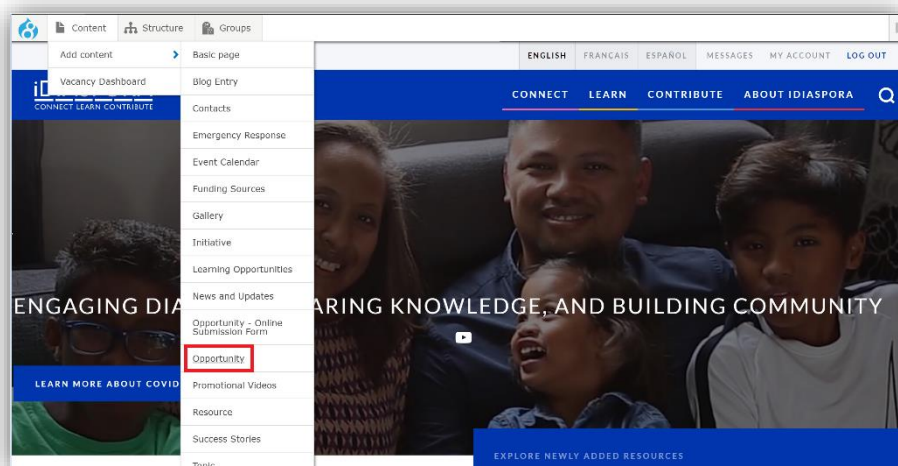
- Volunteer opportunities
- Internships
- Job vacancies
- Consultancies
- Investment opportunities.

These contents are posted on the 'Explore opportunities' page under the 'Contribute' tab and give you a chance to contribute to specific initiatives.

Create an Opportunity

1. Hover over 'Content', then 'Add content' and select 'Opportunity'.

This takes you to the Create Opportunity page.



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

 A screenshot of the 'Create Opportunity' form. The form contains several fields, with three required fields highlighted by red boxes: 'Position Title *', 'COUNTRY OF OPPORTUNITY *', and 'Description of Opportunity *'. The 'Position Title' field is at the top, followed by 'Language' (set to English), 'Emergency Response', and 'Type of Appointment' (set to None). The 'COUNTRY OF OPPORTUNITY' field is a dropdown menu. The 'Description of Opportunity' field is a rich text editor. On the right side, there is a status message: 'Last saved: Not saved yet' and 'Author: Petra Veikkonen', along with a 'PROMOTION OPTIONS' link.

Position title	Use an appropriate title, mentioning the post and the organization.
Country of Opportunity	Select the country to which the opportunity belongs to.
Description of Opportunity	The main description of the opportunity. State the most important information.

Some of the optional fields include:

Language	Select any of the four languages to which the blog belongs. This is used in translation.
Emergency Response	Use this field to reference the content to any 'Emergency Response' content.
Closing date	Select the date when this Opportunity will close for applications.
Documents related to opportunity	Allowed files with extension: pdf, doc, docx, and pptx. The file should not be larger than 2MB.
Apply for an Opportunity	Enter the external URL where the applicants will be redirected when they select the link.
Cover image	Allowed types: PNG, GIF, JPG, JPEG. Should be smaller than 1200x1200 pixel.
Application Form Status	Check the box to enable the Application Form on your Opportunity page. This will enable the visitor of the website to apply for your post.

3. **Select** to save as '**Published**' and then **select** the **Save** button at the bottom of the page.

The screenshot shows a web form with several fields: 'GEOFIELD' with 'Latitude' and 'Longitude' inputs; 'Application Form Status' with a checkbox; 'Related Country / Origin' and 'Related Country / Destination' with dropdown menus; 'Initiative tag' with a list box containing 'None', 'A.M.L.CO.', 'ADEPT', and 'Empoderando a la Diáspora Suramericana como Agentes del Desarrollo Sostenible'; and 'Theme' with a dropdown menu set to 'None'. At the bottom, the 'Save as' dropdown is set to 'Published' (highlighted with a red box), and the 'Save' button is also highlighted with a red box.

3.8 Emergency Response

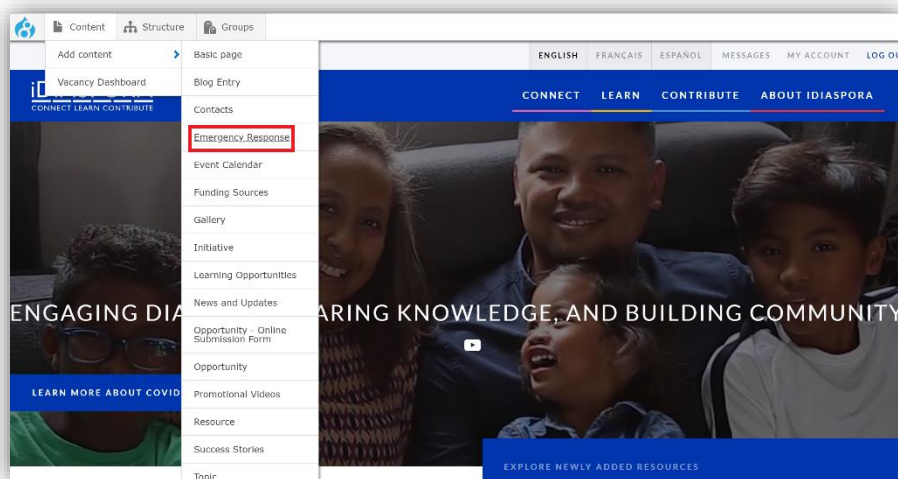
Diaspora is an important stakeholder bringing in a multitude of unique contributions during emergency response to natural or human-induced disasters.

iDiaspora is a reliable channel of up-to-date information about the crisis zone and facilitates diaspora engagement in emergency response activities.

Create an Emergency Response

1. **Hover over ‘Content’, then ‘Add Content’ and select ‘Emergency Response’.**

This takes you to the Create Emergency Response page.



2. **Enter the Title of the Emergency Response post.**

 A screenshot of the 'Create Emergency Response' form in the iDiaspora system. The form has a header 'Create Emergency Response' and a breadcrumb 'Home > Add content'. The 'Title' field is highlighted with a red box and is marked as required with an asterisk. To the right of the title field, it says 'Last saved: Not saved yet' and 'Author: Petra Velikonja'. Below the title field is a dropdown menu for 'Affected Countries' with options: - None -, Afghanistan, Africa and Middle East, and Albania. Further down is a section for 'UPLOAD COVER PHOTO' with a 'Select files' button. Below that is a table with columns: PREVIEW, FILENAME, METADATA, OPERATIONS, and ORDER. The table currently shows 'No files yet'. At the bottom is a 'Description' field with a rich text editor toolbar.

Some of the optional fields include:

Affected Countries	Select a single or multiple countries on the list.
Upload Cover Photo	The thumbnail of your content. This field accepts images in PNG, GIF, JPG, JPEG format, file limit up to 10 MB, and 1400x1400 pixels.

3. **Select** to save as **‘Published’** and then **select** the **‘Save’** button at the bottom of the page.

The screenshot shows the iDiaspora content creation interface. At the top, there are tabs for 'Content', 'Structure', and 'Groups'. Below these, there's a 'Language' dropdown set to 'English'. The main section is titled 'Donation Details' and contains a rich text editor with various formatting options (bold, italic, link, etc.). Below the editor, there are two dropdown menus for 'Related Country / Origin' and 'Related Country / Destination'. At the bottom, the 'Save as' dropdown is set to 'Published', and the 'Save' button is highlighted with a red box.

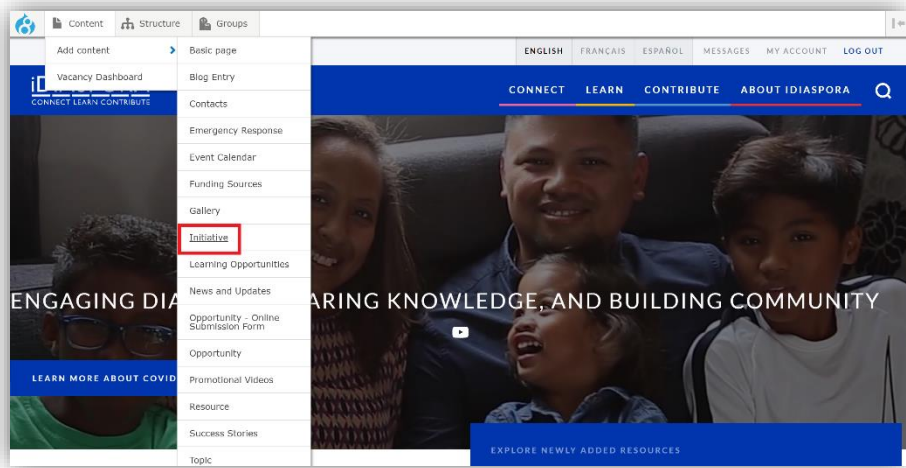
3.9 Initiative

You can find Initiatives in the Connect section of the website. They are listed on the Initiatives page and you can filter them by author, theme, and country.

Create an Initiative

1. **Hover over ‘Content’, then ‘Add Content’ and select ‘Initiative’.**

This takes you to the Create Initiative page.



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

A screenshot of the 'Create Initiative' form. The 'Title' field is highlighted with a red rectangle and has an asterisk indicating it is required. Below the title field is a language dropdown set to 'English'. The main body of the form is a rich text editor. At the bottom, the 'Banner' field is highlighted with a red rectangle and also has an asterisk. It includes a 'Choose File' button and text indicating a file has not been chosen. Below the banner field, there are instructions: 'Use the only: 800 MB limit. Allowed types: png, jpg, jpeg. Images larger than 1600x1200 pixels will be resized.' The form also shows 'Text format' set to 'Basic HTML' and a 'Last saved' status.

Title	The title of the initiative.
Banner	<p>The main banner of the initiative. This will display at the top of the page before the initiative information. The image should follow these requirements:</p> <ul style="list-style-type: none">• less than 800 MB• should be in PNG, JPG, JPEG format

	<ul style="list-style-type: none"> max 1600x1200 pixels.
Theme	Select the theme that fits your topic. Fill in all the required fields and select Save.
Related Country / Destination	Please insert the country of destination related to this content.
Related Country / Origin	Please insert the country of origin related to this content.
Initiative tag	The Initiative tag is used to filter information.

3. **Select** to save as '**Published**' and then **select** the **Save** button at the bottom of the page.

The screenshot shows a web form interface with a top navigation bar containing 'Content', 'Structure', and 'Groups'. Below this is a sidebar with 'Development' and 'Logout' links. The main form area includes a text input field with a 'About text formats' link, an 'ADD WEBFORM' button, and several dropdown menus: 'Theme', 'Related Country / Destination', 'Related Country / Origin', and 'Initiative tag'. The 'Initiative tag' dropdown is open, showing options like 'A.M.L.C.O.', 'ADEPT', 'Empoderando a la Diáspora Suramericana como Agentes del Desarrollo Sostenible', and 'European Research Council Starting Grant'. At the bottom, the 'Save as' dropdown is set to 'Published', and the 'Save' button is highlighted with a red box.

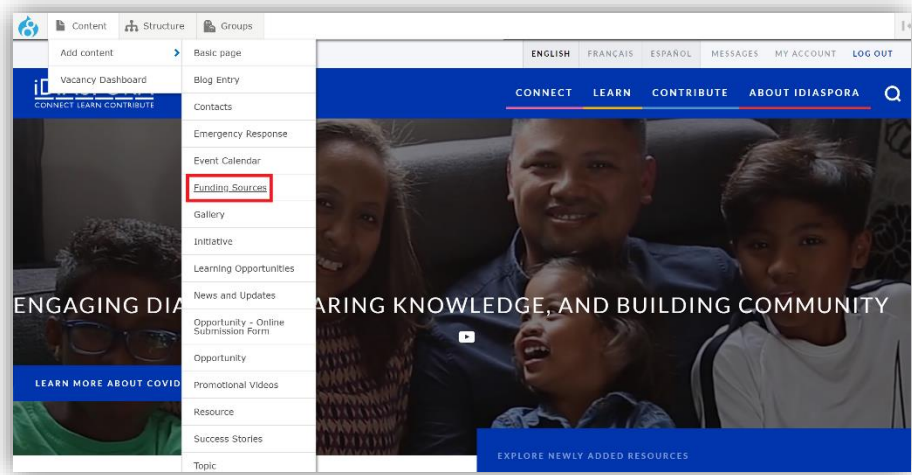
3.10 Funding Sources

You can find information about funding sources on the Find Funding page in the learn section of the website. In this section you can publish and/or find resource opportunities.

Create Funding Sources

1. **Hover over ‘Content’, then ‘Add Content’ and select ‘Funding Sources’.**

This takes you to the Create Funding Sources page.

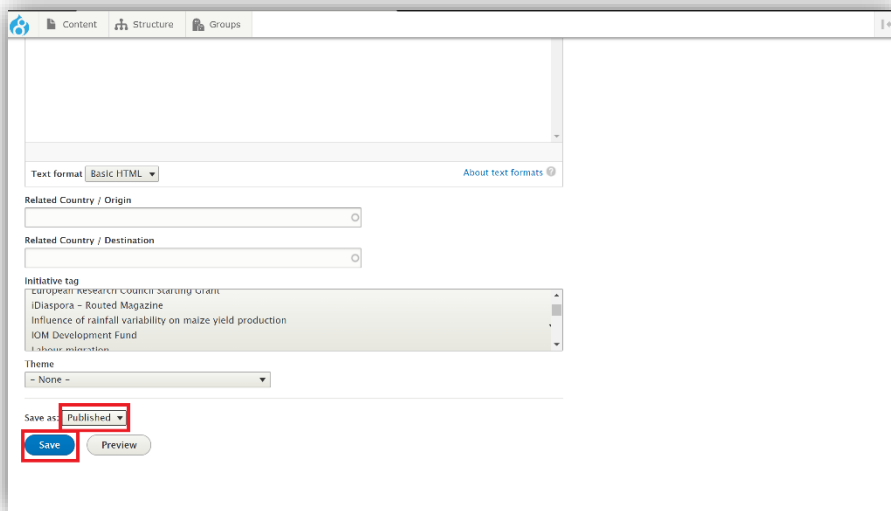


2. **Fill in all the required fields marked with an asterisk (*).**

A screenshot of the 'Create Funding Sources' form. The 'Title' field is highlighted with a red rectangle. The 'Type of Donor' dropdown menu is also highlighted with a red rectangle. Other fields include 'Language' (set to English), 'Name of Donor', 'LINK TO DONOR PAGE' (with URL and link text sub-fields), 'Closing Date' (with a date picker), and 'Country' (with a list of regions). A status box on the right indicates 'Last saved: Not saved yet' and 'Author: Petra Velikonja'.

Title	The title of the funding source.
Type of Donor	Select the type of donor from the list.

3. **Select** to save as **'Published'** and then **select** the **Save** button at the bottom of the page.



The screenshot shows the iDiaspora content creation interface. At the top, there are tabs for 'Content', 'Structure', and 'Groups'. Below these, there's a 'Text format' dropdown set to 'Basic HTML'. Further down, there are input fields for 'Related Country / Origin' and 'Related Country / Destination'. A list of 'Initiative tag' options is visible, including 'European research council starting grant', 'iDiaspora - Routed Magazine', 'Influence of rainfall variability on maize yield production', and 'IOM Development Fund'. Below the tags, there's a 'Theme' dropdown set to 'None'. At the bottom, the 'Save as' dropdown menu is open, showing 'Published' selected. The 'Save' button is highlighted with a red box, and the 'Preview' button is also visible.

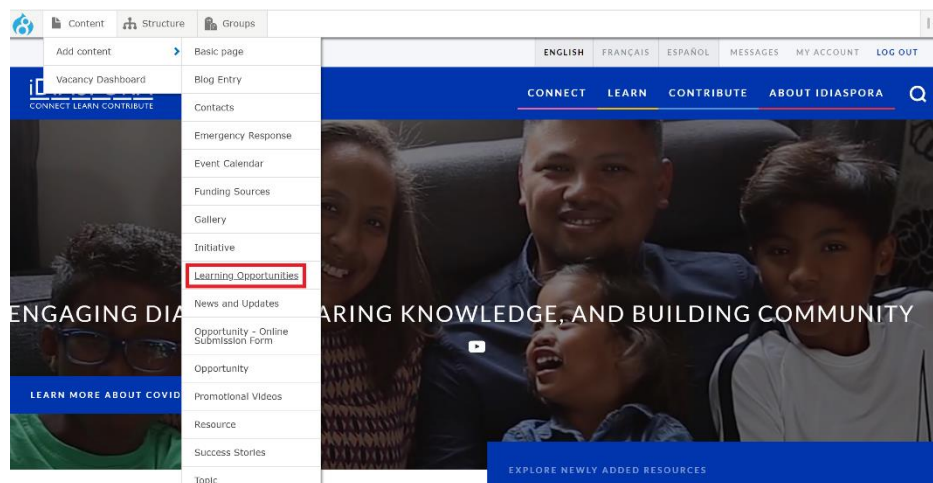
3.11 Learning Opportunities

You can find Learning Opportunities in the Learn section of the website. They include Online Free Courses and other materials.

Create Learning Opportunities

1. **Hover over 'Content', then 'Add Content' and select 'Learning opportunities'.**

This takes you to the Create Learning Opportunities page.



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

Home » Add content

Title *

Language: English

Description (Edit summary)

Text format: Basic HTML

Category *

COVER IMAGE

Select files

Last saved: Not saved yet
Author: Petra Velikonja

Title	The title of the learning opportunity.
Category	Select 'Online Free Classes'.

3. **Select** to save as '**Published**' and then **select** the **Save** button at the bottom of the page.

Home » Add content

Title *

Language: English

Description (Edit summary)

Text format: Basic HTML

Category *

COVER IMAGE

Select files

Last saved: Not saved yet
Author: Petra Velikonja

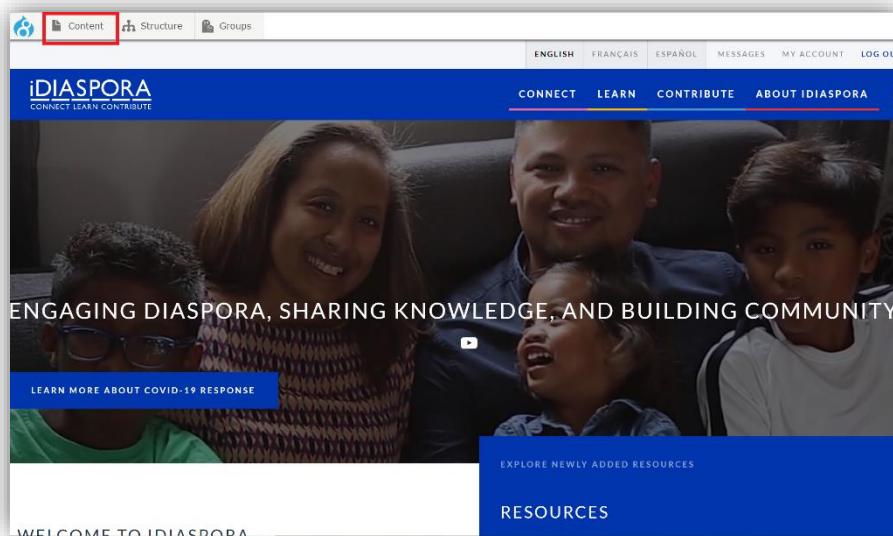
4. Edit Content

Editing iDiaspora content is very easy. The following instructions apply to all types of content.

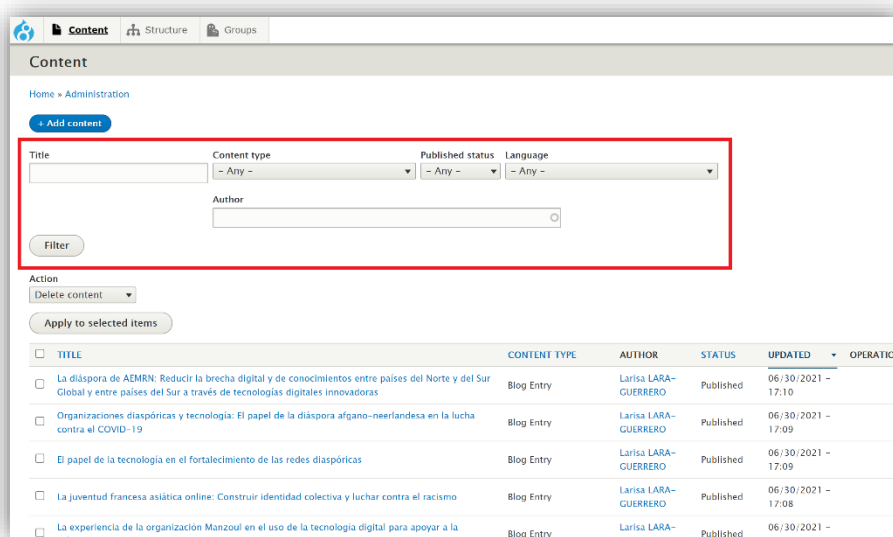
Edit Content using the Text Editor

1. **Select 'Content'** in the navigation menu.

This redirects you to the Content page with the list of website contents.



2. You can **filter the result by Title, Content type, Published status, Language and Author** to narrow down the list of the results.



3. Select the **Edit** button next to the content you want to edit.

Note: The Edit button is located in the Operations column.

TITLE	CONTENT TYPE	AUTHOR	STATUS	UPDATED	OPERATIONS
Sondeo sobre el rol de la Diáspora Suramericana en el Desarrollo Sostenible	Webform	Roberto Gil CA...	Published	06/30/2021 02:47	Edit
Register for the Next Diaspora Training Sessions on Safer Shelter Practices	Newsletter Issue	Larisa LARA-GUERRERO	Published	06/29/2021 22:05	
Kayigamwa	Opportunity - Online Submission Form	Unknown (not verified)	Unpublished	06/29/2021 11:02	Edit
Introduction to Disaster Preparedness, Response, Recovery & Risk Reduction	Event Calendar	Daphne Henning	Published	06/28/2021 00:06	Edit
Framework for Diaspora in Humanitarian Assistance	Initiative	Daphne Henning	Published	06/28/2021 15:38	Edit
Haiti: une réduction des risques plus sûre et des abris plus sûrs	Blog Entry	Daphne Henning	Published	06/28/2021 14:51	
Introduction to Disaster Preparedness, Response, Recovery & Risk Reduction	Event Calendar	Daphne Henning	Published	06/28/2021 14:50	Edit
Introduction to Disaster Preparedness, Response, Recovery & Risk Reduction	Event Calendar	Daphne Henning	Published	06/28/2021 14:21	Edit
The AEMRN diaspora: Bridging the digital divide and knowledge gap between southern and northern countries and between countries in the South through innovative digital technologies	Blog Entry	Larisa LARA-GUERRERO	Published	06/26/2021 19:49	
Innovative approaches in diaspora engagement: i-platform/i-diaspora connecting the Bosnian and Herzegovinian diaspora in Switzerland	Blog Entry	Larisa LARA-GUERRERO	Published	06/26/2021 - 19:34	
Breaking diaspora engagement barriers through effective media communication	Blog Entry	Larisa LARA-GUERRERO	Published	06/26/2021 - 19:30	
Nepali migrants' use of social media during the pandemic	Blog Entry	Larisa LARA-GUERRERO	Published	06/26/2021 - 19:25	

4. Use the **Text Editor** to style your text.

You can apply styles, create hyperlinks, lists and other.

Edit Initiative Framework for Diaspora in Humanitarian Assistance

View Edit

Home > Framework for Diaspora in Humanitarian Assistance

Title *

Framework for Diaspora in Humanitarian Assistance

Language

English

Published

Last saved: 06/28/2021 - 15:38

Author: shenning

Body (Edit summary)

1 2 3 4 5 6 7

Developing and Piloting a Framework for Diaspora's Engagement in Humanitarian Assistance

Diaspora organizations provide tremendous added value to humanitarian assistance. Historically, diasporas are key contributors to their countries of origin or heritage through remittances and other financial or in-kind contributions, but their involvement in humanitarian efforts mean so much more.

As seen during numerous man-made and natural disasters, diasporas are able to leverage their financial contributions, community connections, skills and local area knowledge to quickly address needs on the ground in their communities of origin. But what is less explored until now is how diasporas' engagement could be strengthened through stronger coordination within the diasporas and with other humanitarian actors to bring further value to all aspects of humanitarian response, preparedness and recovery matters.

This project is led by IOM, in partnership with [Haiti Renewal Alliance \(HRA\)](#) and funded by USAID's Bureau for Humanitarian Assistance (BHA). Its aim is to enhance humanitarian efforts provided by diaspora and other actors, ultimately increasing the reach and effectiveness towards affected communities.

Seeking to build on several decades of work in diaspora engagement, this project aims to develop a framework to foster deeper coordination and cooperation between diaspora organizations and with institutional humanitarian actors, like international and national NGOs, UN agencies and governments.

1	Makes the text thicker (Bold).
2	Makes the text thinner (Italic).
3	Adds hyperlink to your text. Highlight the text and click this button.
4	Adds Bullets or Numbers to your list.
5	Adds Styles on your text. Highlight the text and select this button.
6	Adds images to your content. This allows you to browse and upload image on your content.
7	Adds a YouTube video to the content. This requires the URL of the video.

5. **Select the Save button at the bottom of the page**

The screenshot displays the iDiaspora content editor interface. At the top, there are tabs for 'Content', 'Structure', and 'Groups'. Below these, there are sections for 'ATTENDEES' and 'MEDIA & DOCUMENTS'. The main form area includes fields for 'Language' (set to English), 'Related Country / Origin' (set to Bangladesh (1493)), and 'Related Country / Destination' (set to United States (2595)). There is also an 'Initiative tag' dropdown menu with options like 'None', 'A.M.I.CO.', 'ADEPT', and 'Empoderando a la Diáspora Suramericana como Agentes del Desarrollo Sostenible'. Below this is a 'Theme' dropdown menu set to 'Developing Diaspora Capacities'. At the bottom, there is a 'Current state: Published' label and a 'Change to: Published' dropdown menu. A red box highlights the 'Save' button at the bottom left of the form.

Use correct Image Dimensions

Follow the minimum resolution / dimension of the image to avoid distortion.

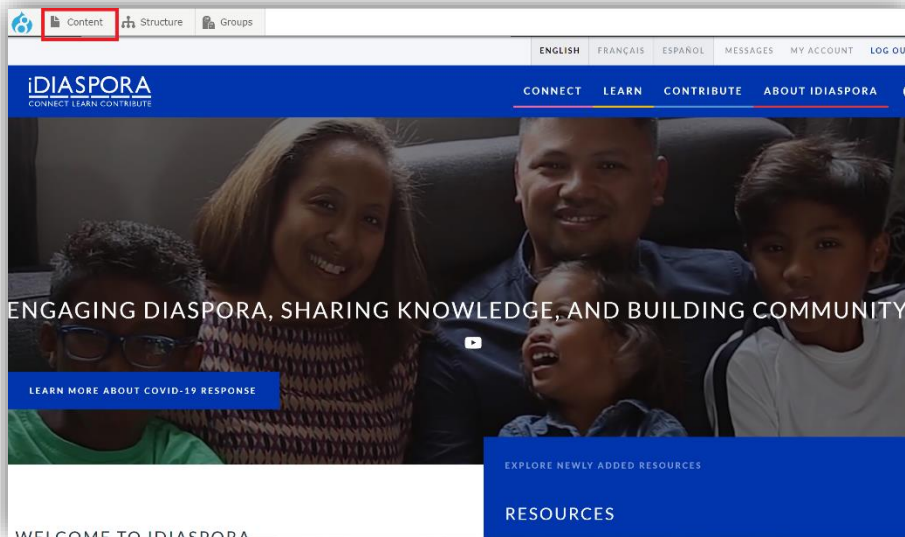
Blog	Cover image: 770x515 pixels to 1600x1600 pixels max
Resource	Thumbnail: 420x595 pixels to 1200x1200 pixels max
Event	Event banner: 770x515 pixels to 1600x1600 pixels max Event photos: 1024x1024 pixels
Opportunity	Cover image: 250x250 pixels to 1200x1200 pixels max
News and Updates	Thumbnail: 1440x810 pixels
Learning opportunity	Cover image: 400x280 pixels to 1440x810 pixels max
Promotional videos	Thumbnail: 300x180 pixels to 980x540 pixels max
Gallery	Image Gallery: 800x800 pixels to 1600x1600 pixels max

5. Delete Content

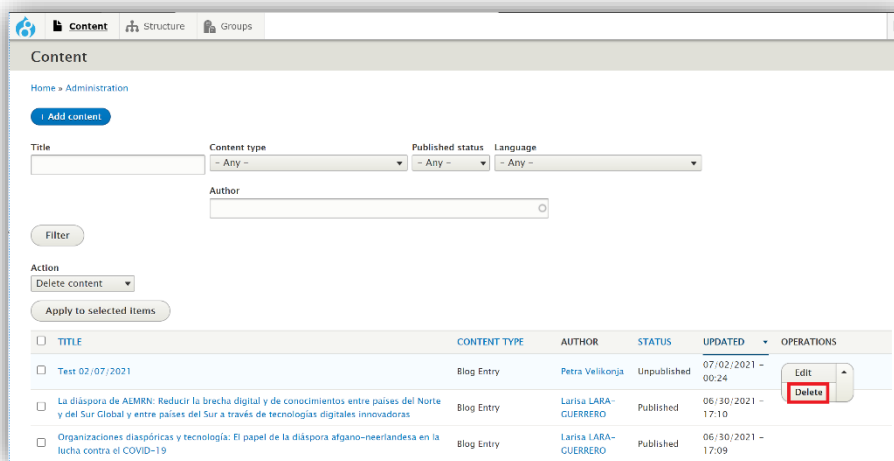
Deleting content is easy but add extra care when deleting content as this action cannot be undone.

1. **Select the Content button.**

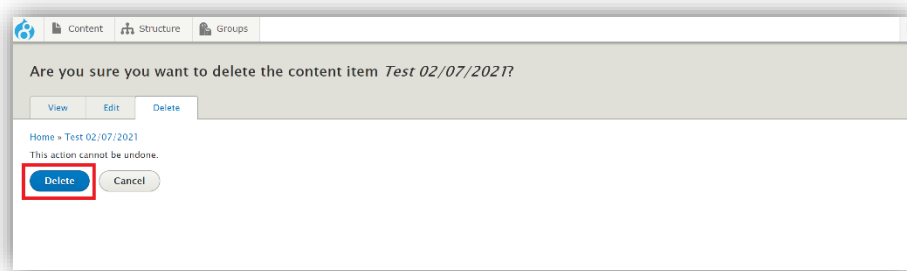
This takes you to the Content page.



2. **Select the drop-down arrow next to the content you want to delete and select 'Delete'.**



3. Select 'Delete' to confirm the deletion message.



Your content item is now deleted.

Tip: To delete several content items at once, you can go to the Content page and:

- **Check the boxes** next to the items you want to delete.
- **Select 'Delete content'** from the **Action drop-down menu**.
- **Select 'Apply to selected items'** and confirm the deletion message that appears on your screen.

