



ClimateHIVE User Guide for Climate-KIC Community Members

Version 1.0 - January 2022

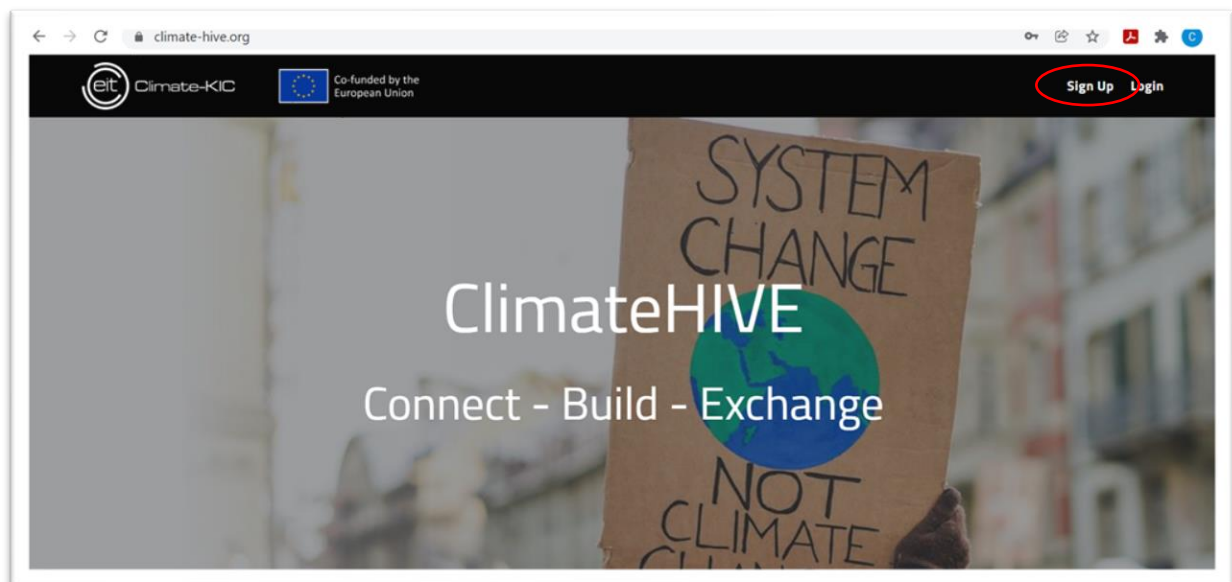
What is ClimateHIVE?

ClimateHIVE is a new, dedicated Community platform for Climate-KIC Community members. It is the place where Community members connect and interact with each other and with Climate-KIC, where member can access and share information about upcoming events and opportunities, where members can participate in discussions, as well as access and share insights around particular topics of interest.

ClimateHIVE will be a key part of Climate-KIC's digital infrastructure. It is already used by a number of the other KICs to engage with and support their Communities.

How to Register in ClimateHIVE

Go to www.climate-hive.org and click 'Sign Up' in the top-right corner:

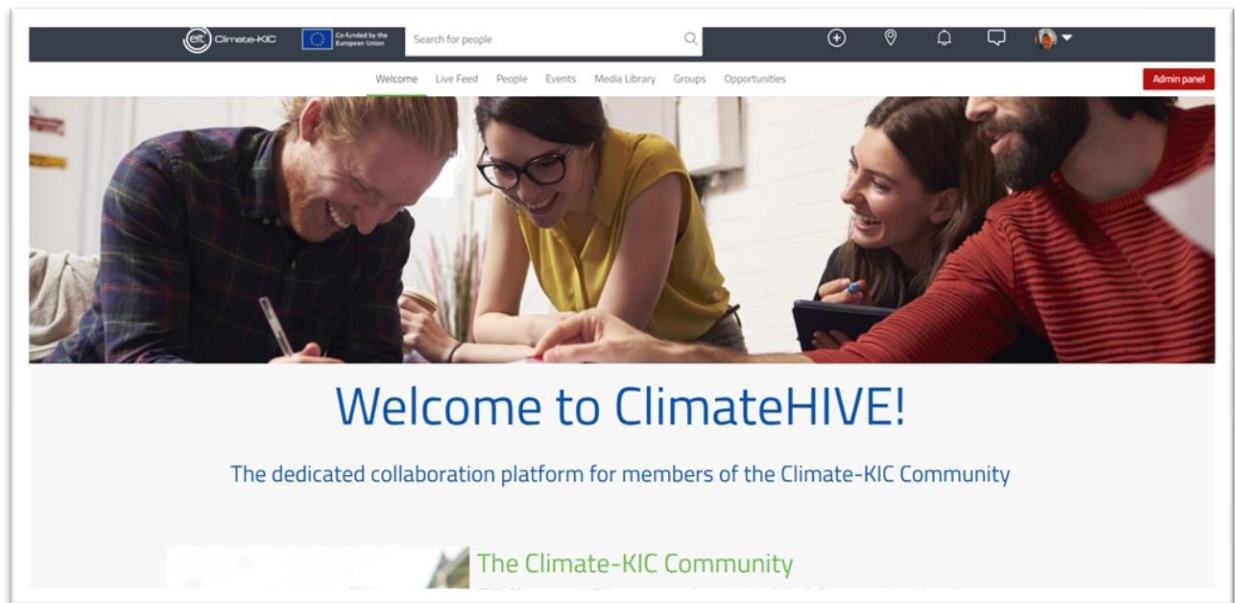


Complete the short registration form with your details, including which Community Member organisation you are from:

A screenshot of the ClimateHIVE registration form. The form is titled 'Sign up with your ClimateHIVE email address'. It includes a text area for 'Email' with a placeholder 'Example' and a dropdown menu for '@climate-kic.org'. Below the email field is a button labeled 'SEND ME AN INVITATION!'. The form also contains a privacy notice: 'Climate-KIC values your privacy. Your data is secured and processed in line with the general data protection regulation. More information can be found in the Climate-KIC Privacy Policy.' and a note about membership: 'Please note that the ClimateHIVE platform is only available to Climate-KIC Community members. Please specify your membership or affiliation with Climate-KIC in the motivation section in order for us to verify your access.' The form is flanked by two images: a blurred background image on the left and a protest sign on the right.

The Climate-KIC Community Team will authorise your account and you will be sent a confirmation email from the ClimateHIVE platform to let you know your account has been approved.

When you log-in to ClimateHIVE for the first time, you will be asked to complete a short activation form where you can specify your notification preferences. You will then be directed to the 'Welcome' page:

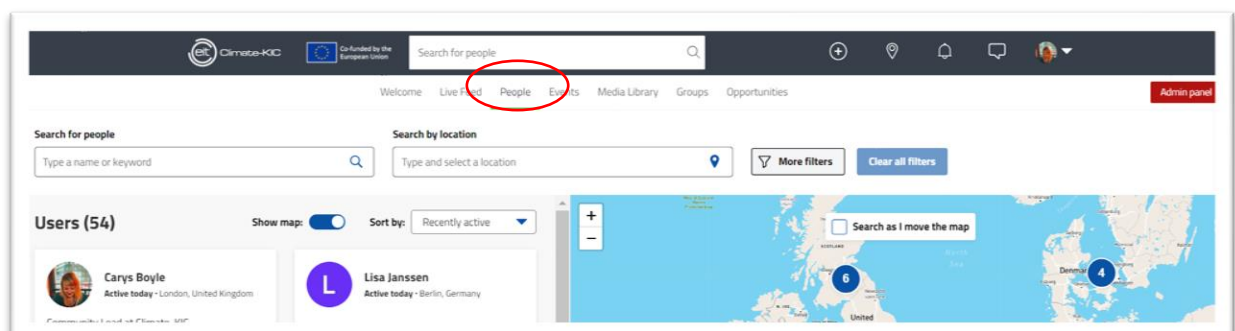


The Welcome page includes a number of prompts to help new users explore the platform and to find Community Events, Opportunities and Groups that they may be interested in.

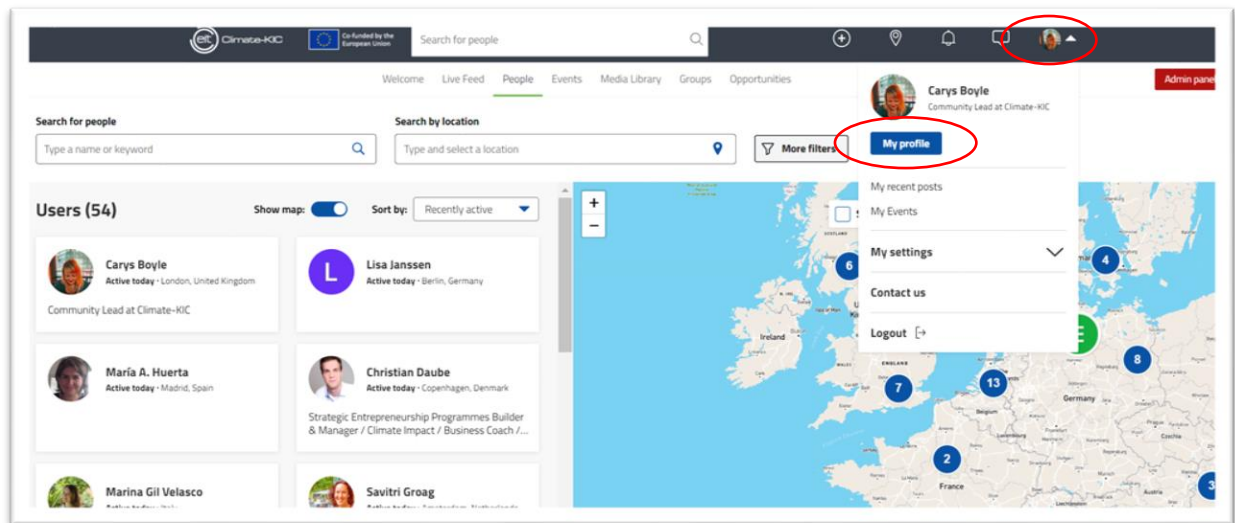
What can I do in ClimateHIVE?

Creating your Profile and Connecting with other Users

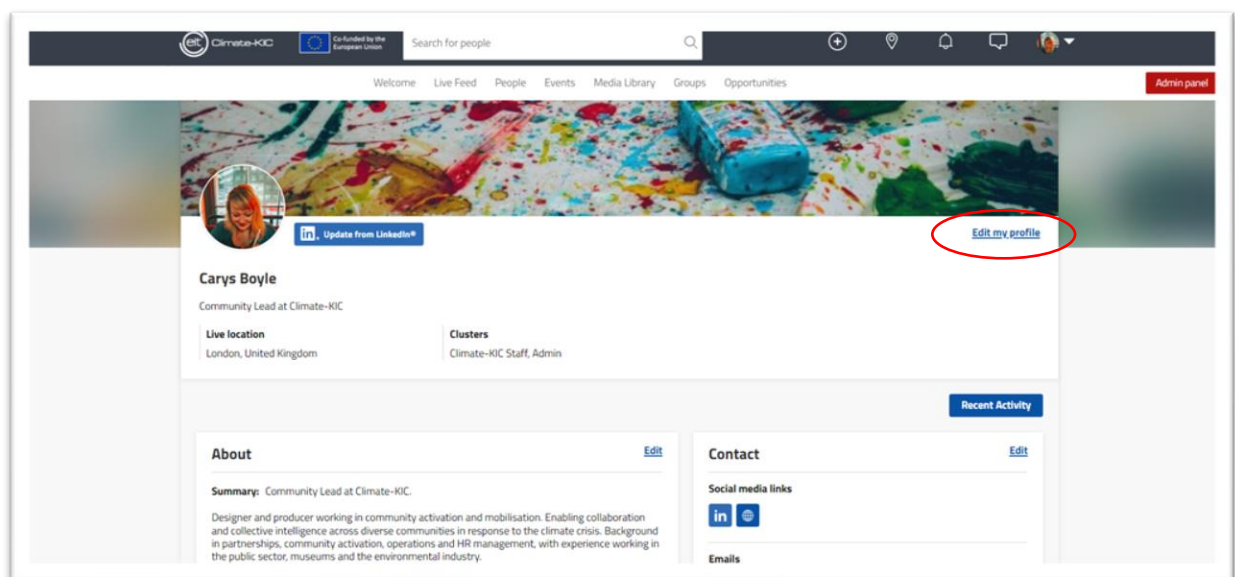
You can use the 'People' module to see who is in the Climate-KIC Community, by searching, filtering, and exploring other Users. You can also use the map function on the right hand of the page to see which other members are located in particular countries and cities. By clicking on a User tile, you can open a User profile and find out more about that person, which Community member organisation they represent, their skills, interests, and contact information.



If you want to update or add to your own User profile, you can do this at any time. Click on your user icon in the top right corner and select 'My Profile':

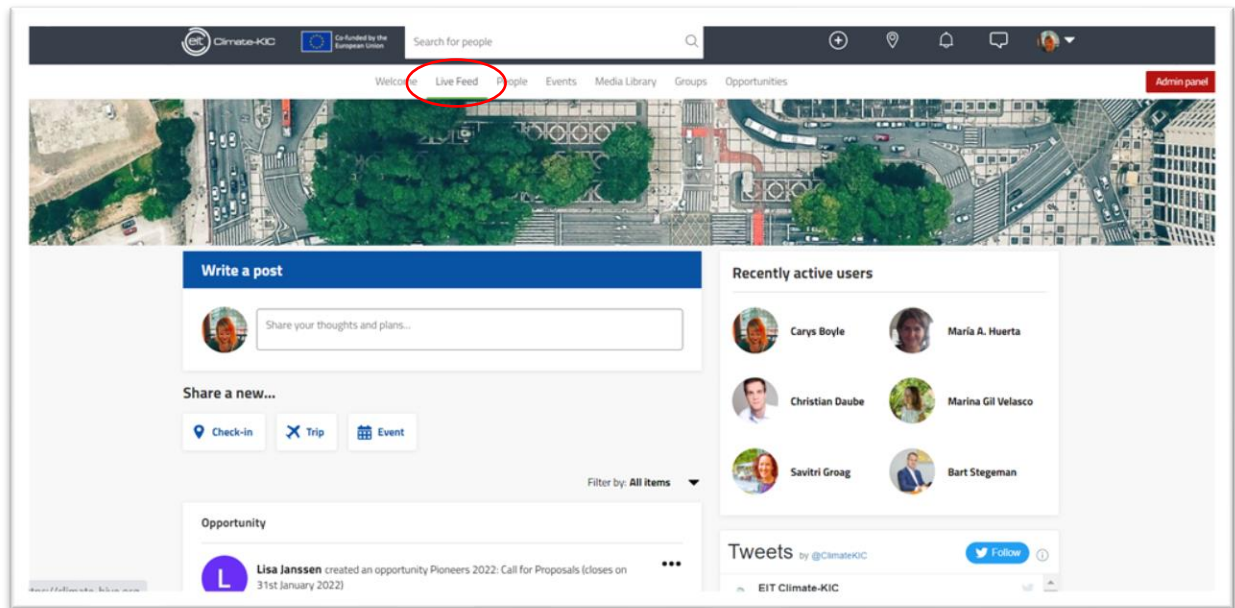


This will open your Profile page. Click on 'Edit my profile' to open the editable version of your Profile and make any changes you like. Ensure that you click 'Save' before closing the page to ensure that your changes are not lost.



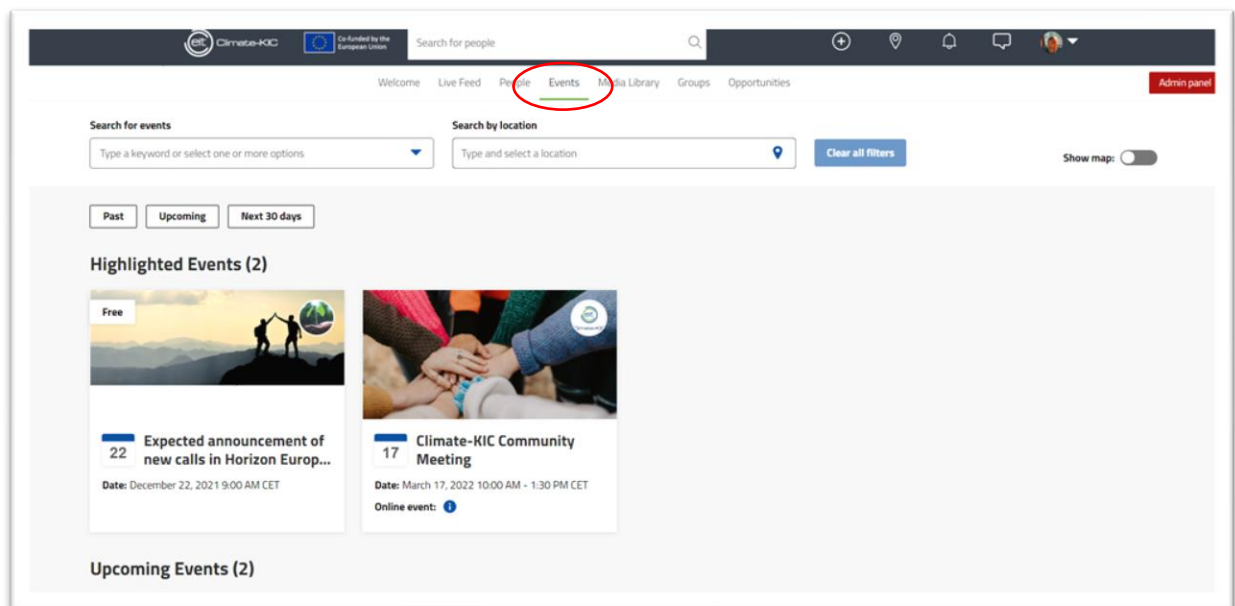
Community Live Feed

The Live Feed is the landing page when you log into the ClimateHIVE platform. It is where you can go to find out what is happening in the Community. Users from across the Community can share interesting updates and information as well as upcoming events trips. Users can also post questions and they can comment on each other's posts and tag others in posts that might be of interest to them. Users can also explore the Climate-KIC Twitter and Facebook posts on the Live Feed through the social media integration.

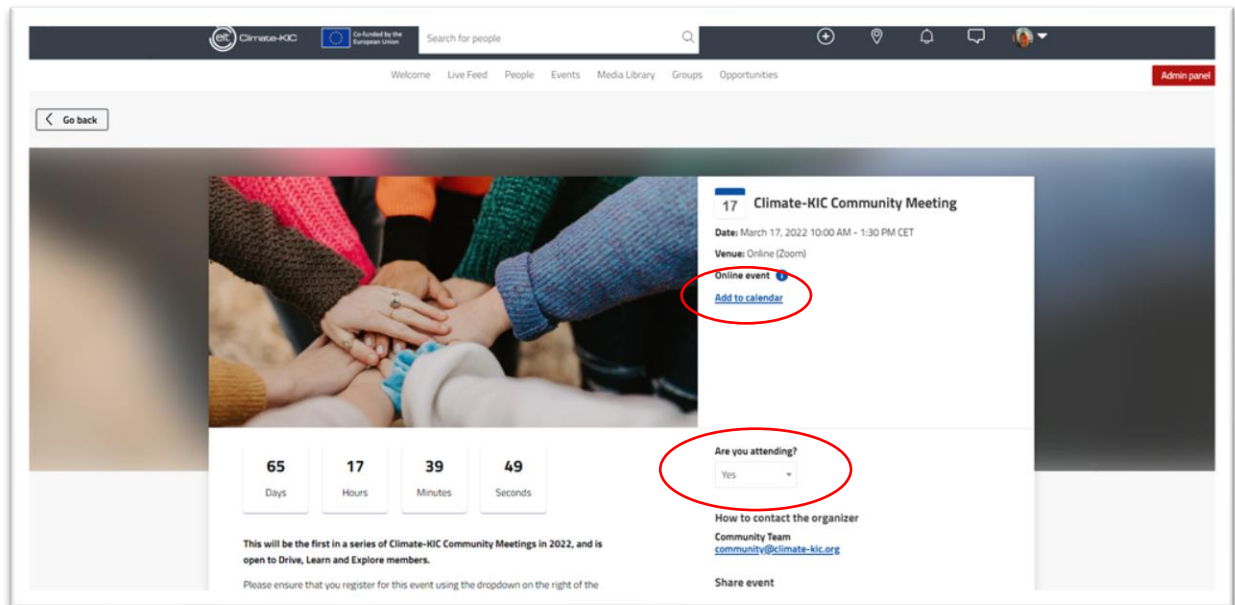


Events

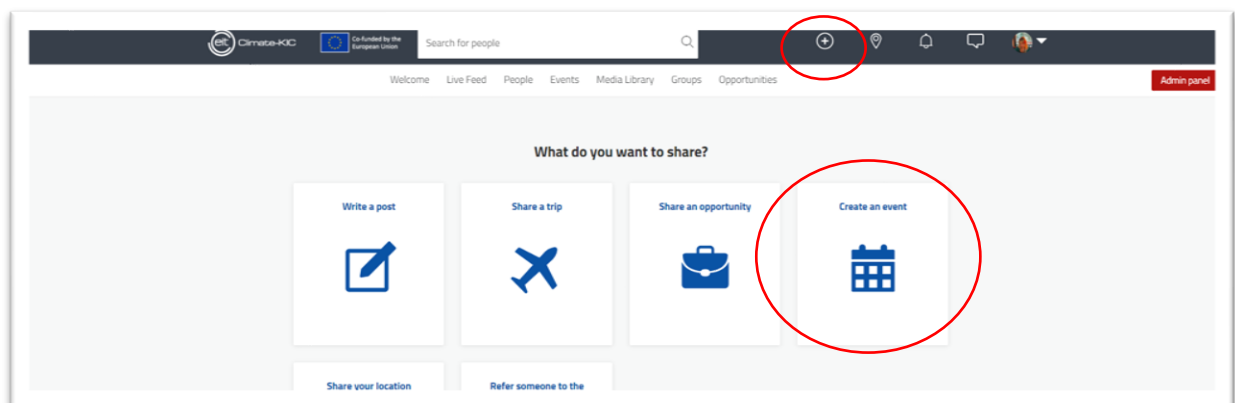
The Events module is where you can explore and register to attend upcoming Community events that you are interested in. Click on an Event tile to find out more details about an upcoming event:



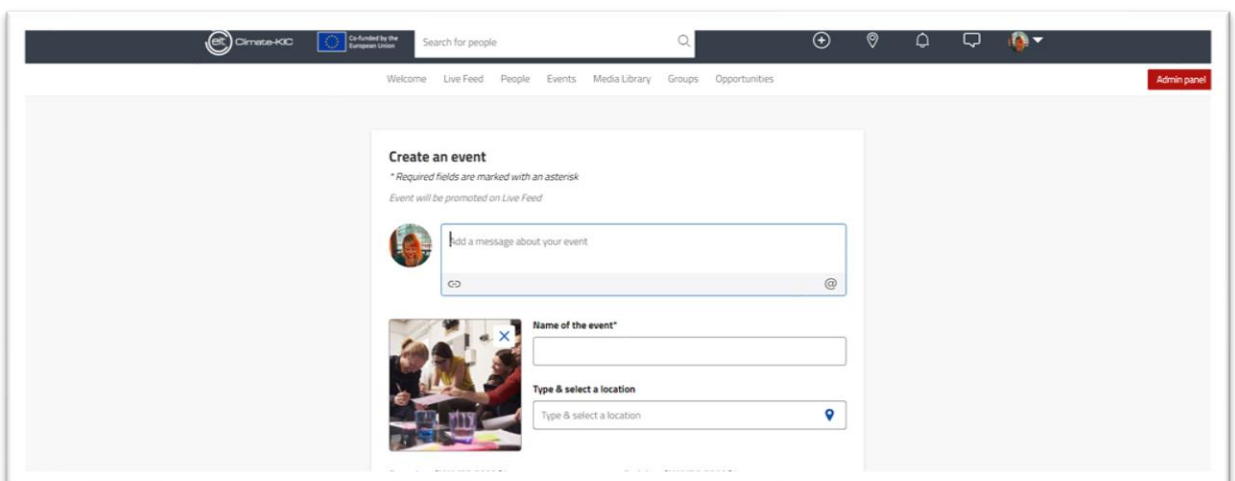
You can register for events by confirming your attendance with one simple click. You will then have the option to add the event direct to your calendar:



Users can also add their own Events that they wish to share with the Climate-KIC Community by clicking on the '+' button on the top navigation bar and selecting 'Create an Event':



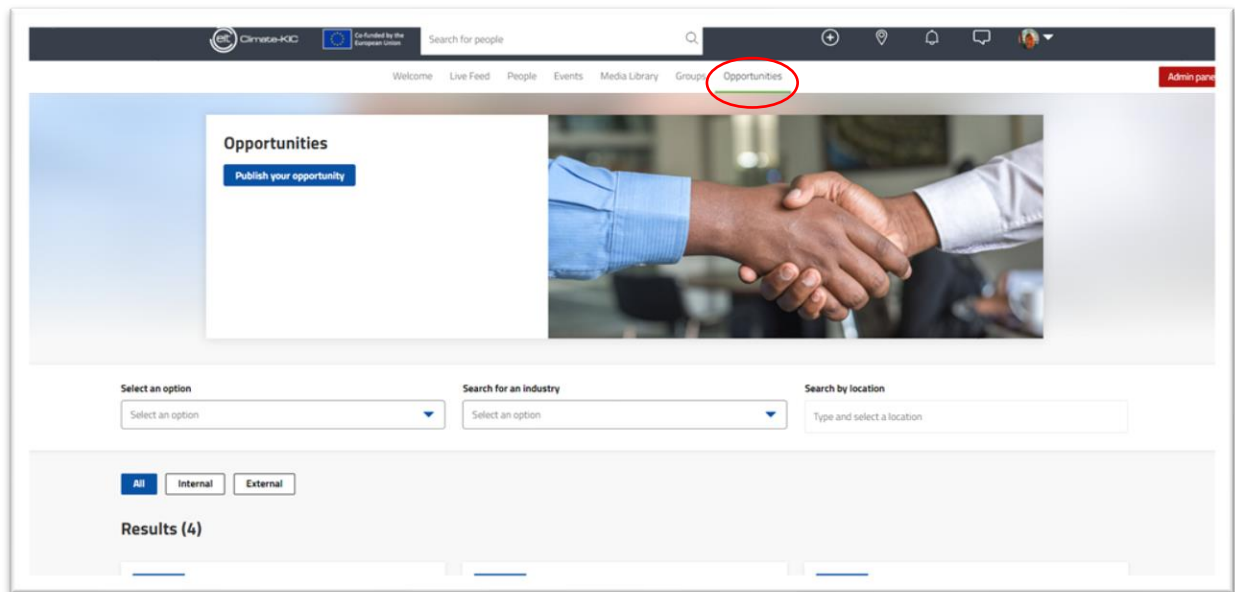
This will open a short form where the user can create a new Event record which will be added to the Events page and featured on the Live Feed:



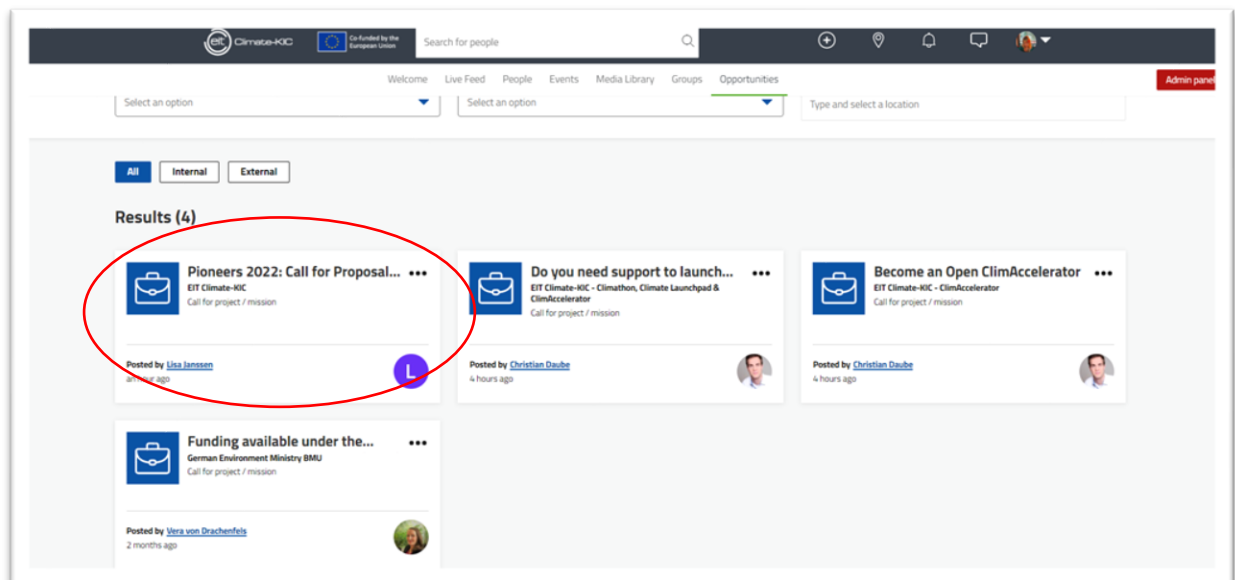
If you would like an Event that you have created to be included as a 'highlighted event' you can contact the Community Team at community@climate-kic.org for support with this.

Opportunities

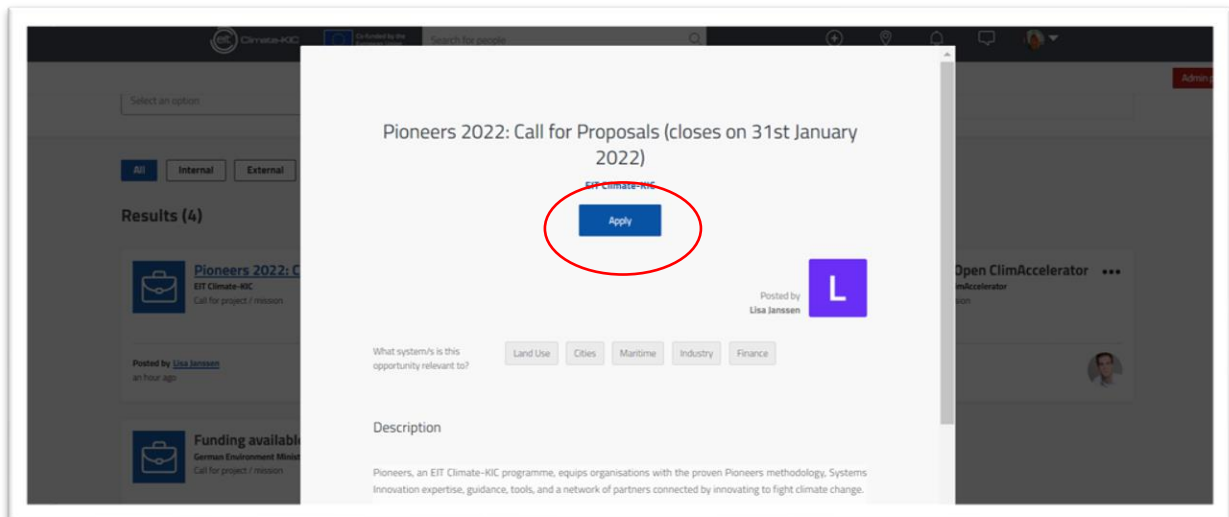
The Opportunities module is where you can find out about all current and upcoming Opportunities there are for the Community. This includes funding opportunities, calls for project consortia members, internship, and job postings, and more.



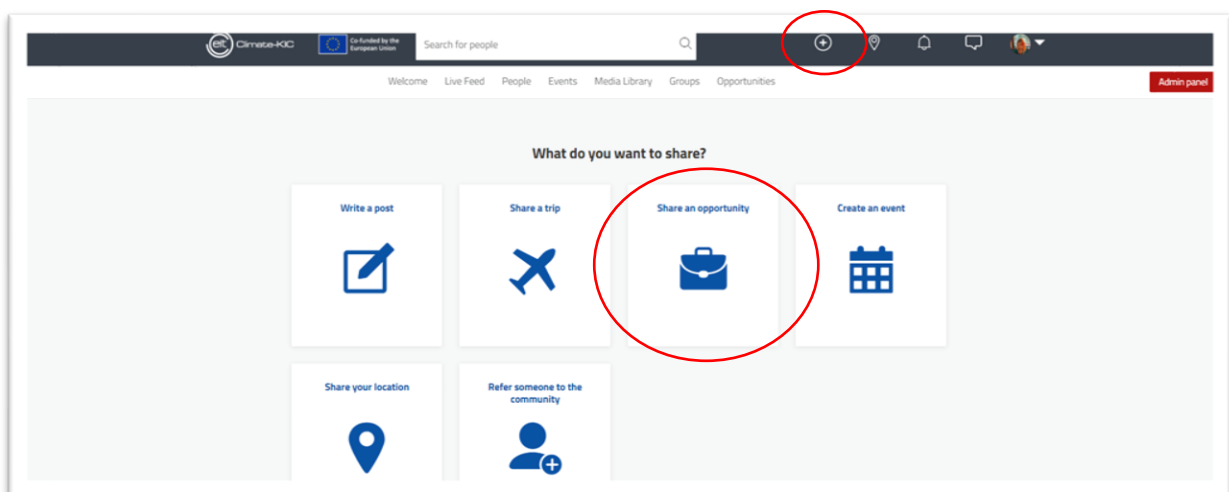
Click on an Opportunity tile to find out more information about an Opportunity:



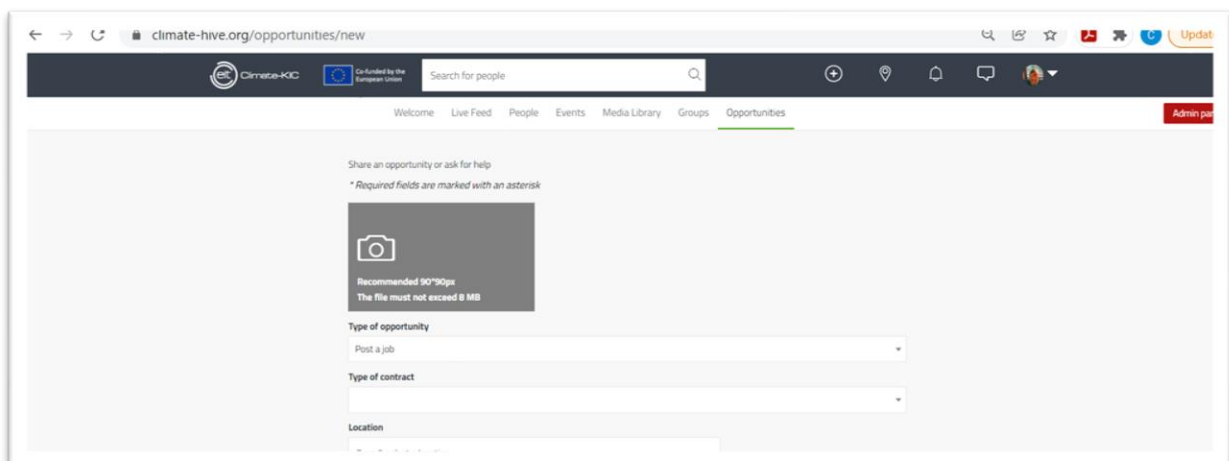
The Opportunity record will pop up on the screen and you can see more information about the Opportunity, open any attached documents, see contact information for the person who created the Opportunity and information on how to Apply for the Opportunity:



Users can also add their own Opportunities that they wish to share with the Climate-KIC Community by clicking on the '+' button on the top navigation bar and selecting 'Share an Opportunity':



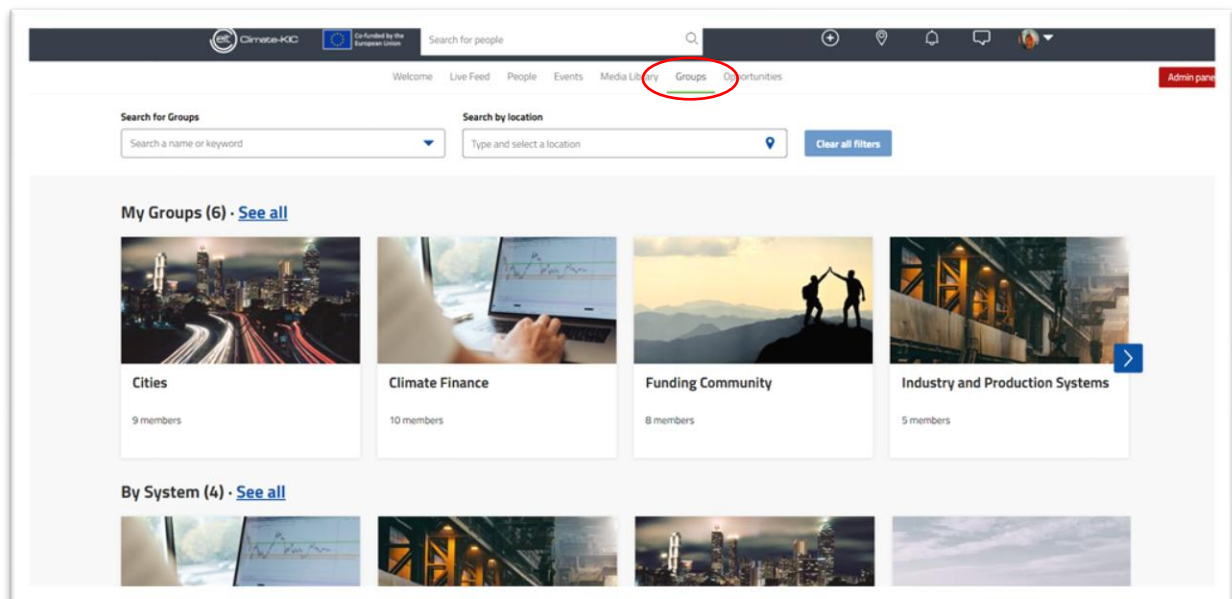
This will open a short form where the user can create a new Opportunity record which will be added to the Opportunities page and featured on the Live Feed:



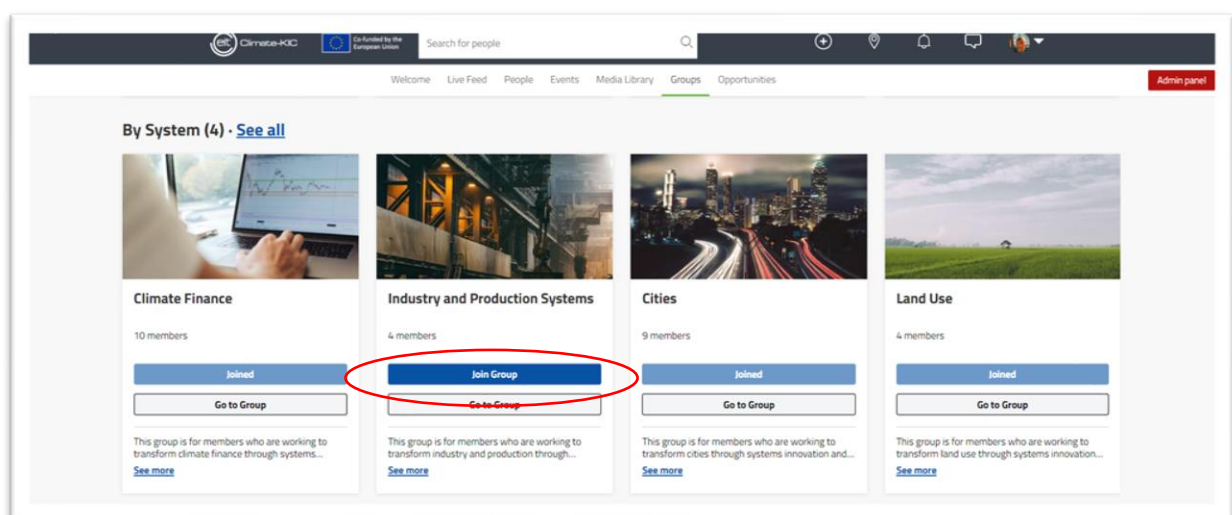
Community Groups

The Groups module is where you can explore and join Groups that are specific to your areas of interest.

The Groups are currently organised by the systems that the Climate-KIC Community is working to transform (Cities, Landscapes, Climate Finance, Industry and Production Systems, Maritime) as well as by Communities of Practice (currently Community Funding and Sensemaking and Systems Innovation, though we expect to expand the Communities of Practice further in 2022).



You can click on a Group tile to open the Group and explore or click on 'Join Group' to become a member of the Group.

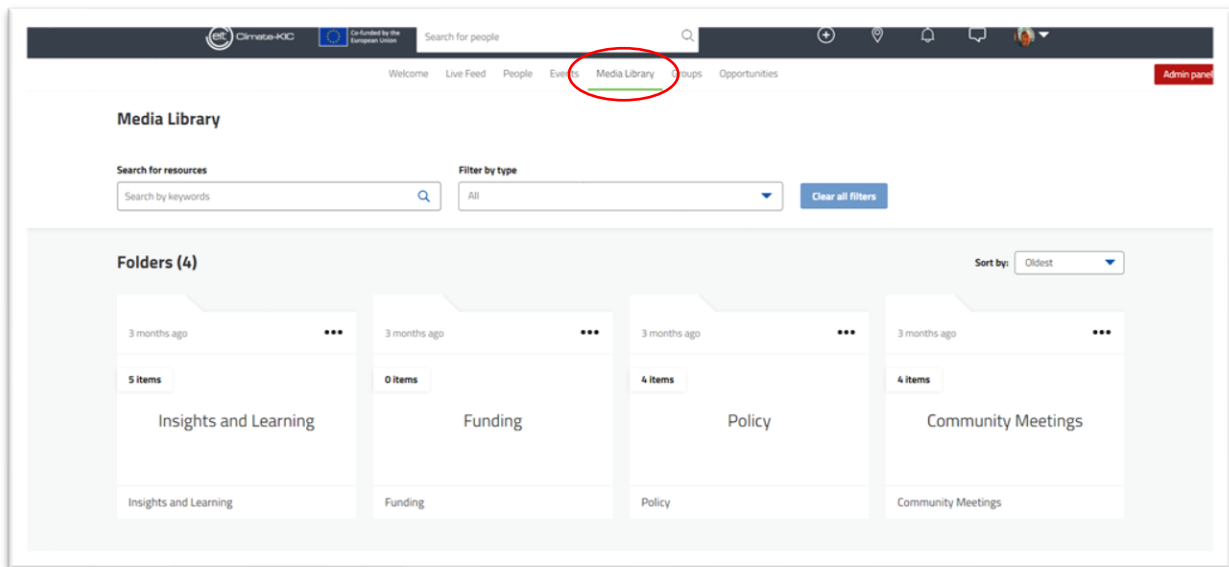


Each Group has its own separate Live Feed dedicated to the specific topic of the Group, as well as a separate Events tab and a discussion Forum where members can start and/or join discussions about relevant topics and questions.

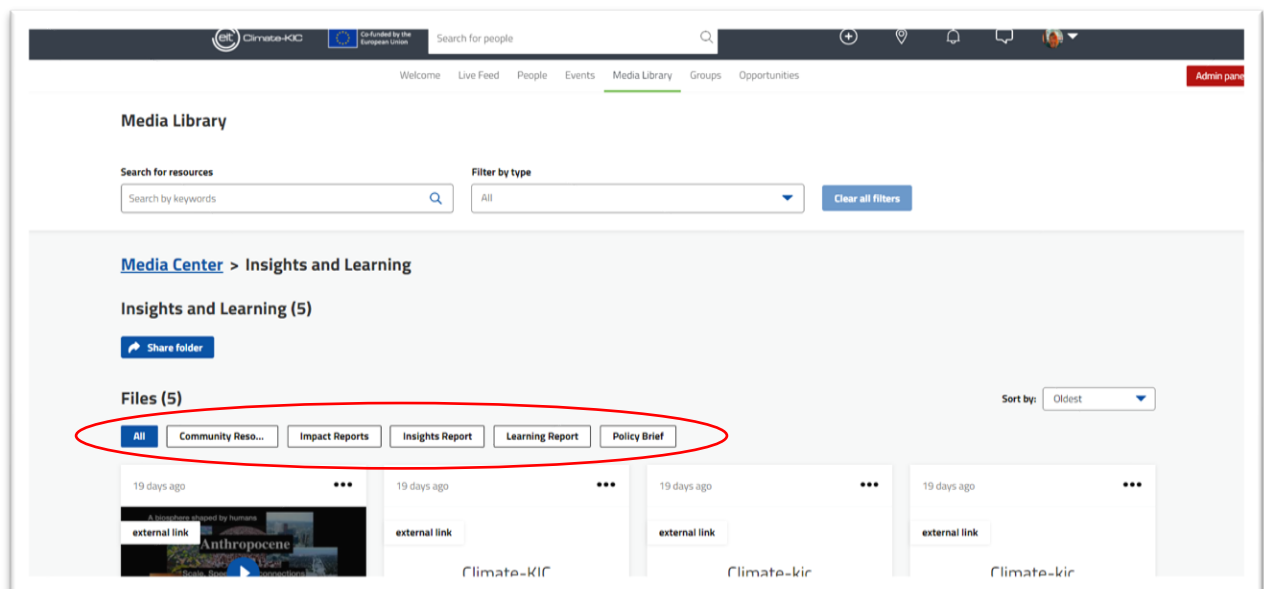
Media Library

The Media Library is a dedicated space curated by the Climate-KIC team, where you can access various useful documents, videos, and links.

The Media Library resources are currently organised in four main categories: Insights and Learning, Funding, Policy and Community Meetings.



There are different types of files available in the Media Library. These currently include Community Resources, Impact Reports, Insight Reports, Learning Reports and Policy Briefs.

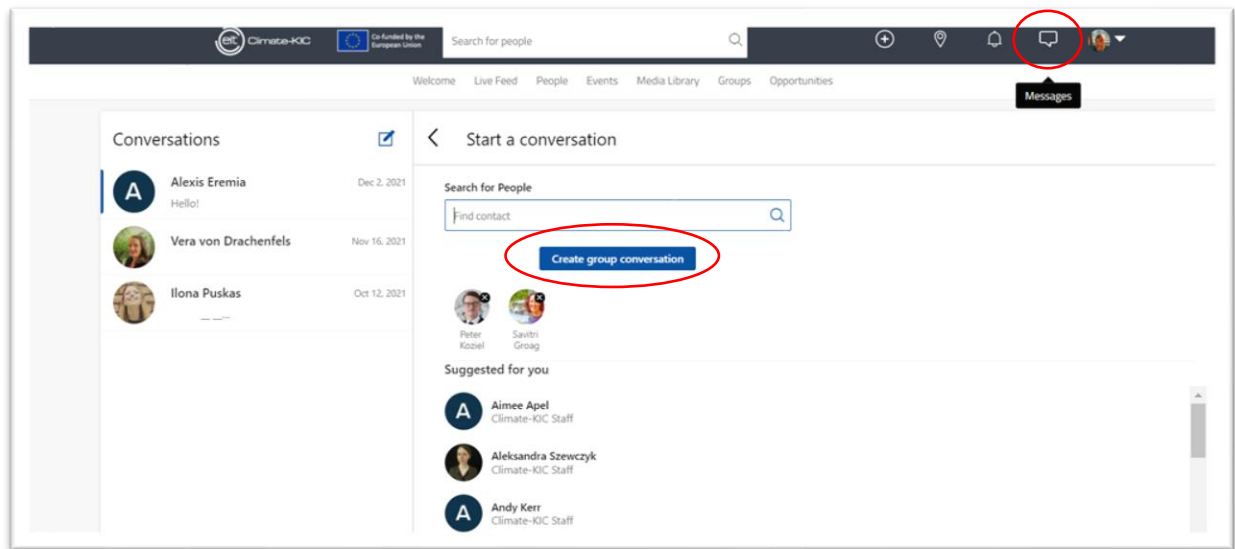


If you have a request or suggestion for other types of resources that you would like Climate-KIC to include in the Media Library, please feel free to reach out to the Community Team at community@climate-kic.org to discuss.

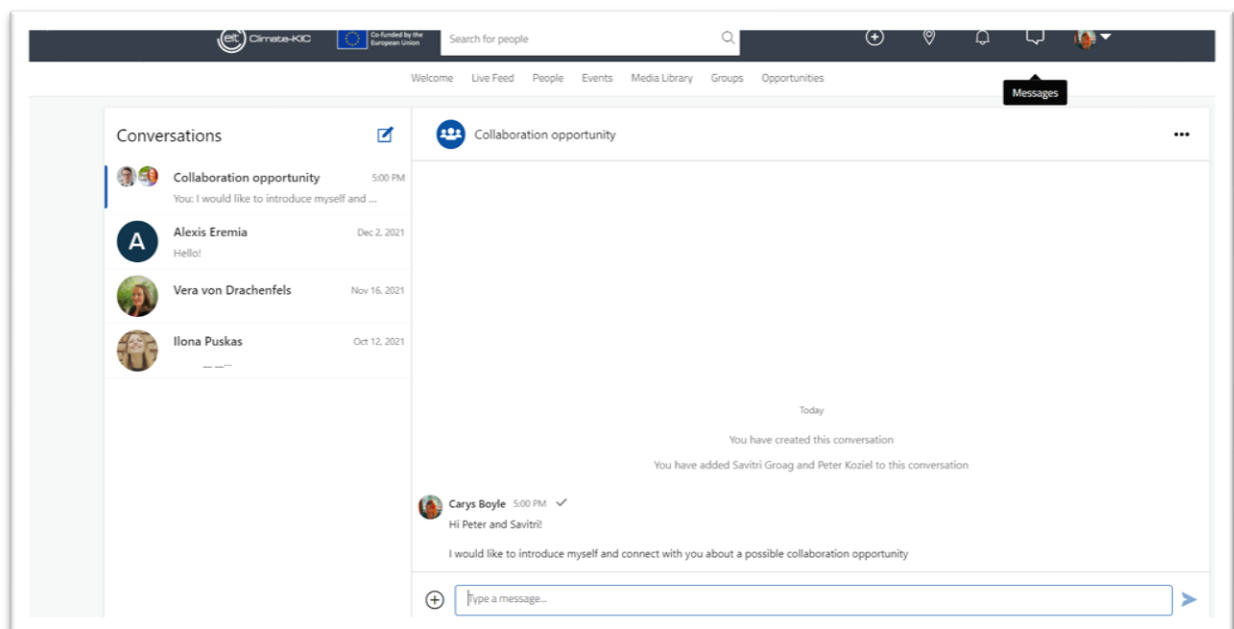
Direct Messaging

The Direct Messaging functionality in ClimateHIVE allows you to connect and exchange with other users in a simple and fast way.

Click on the Message icon in the top right corner to open Direct Messaging. You can then search for the user or users that you want to create a conversation with:

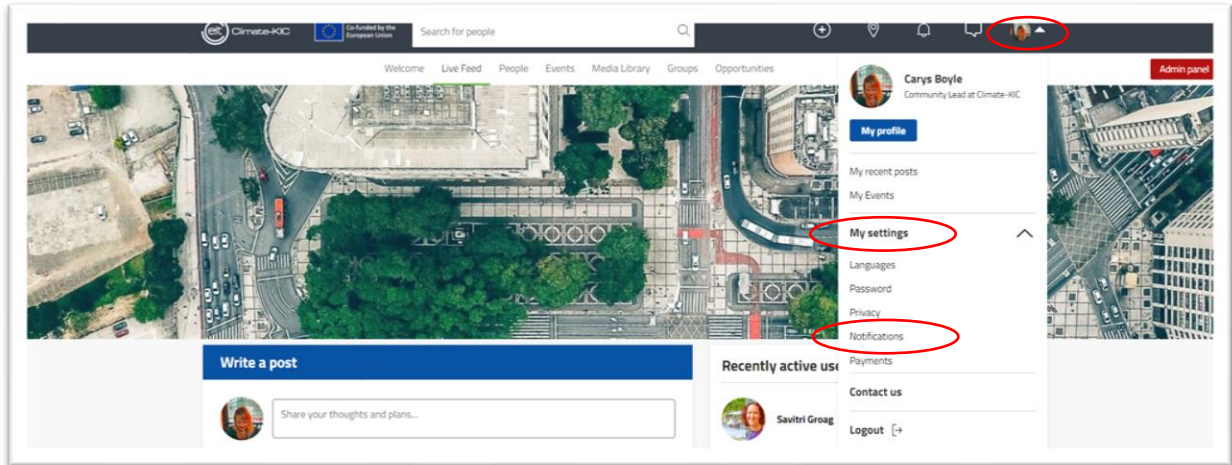


You can then start a chat conversation. Group chats can include up to 6 users.

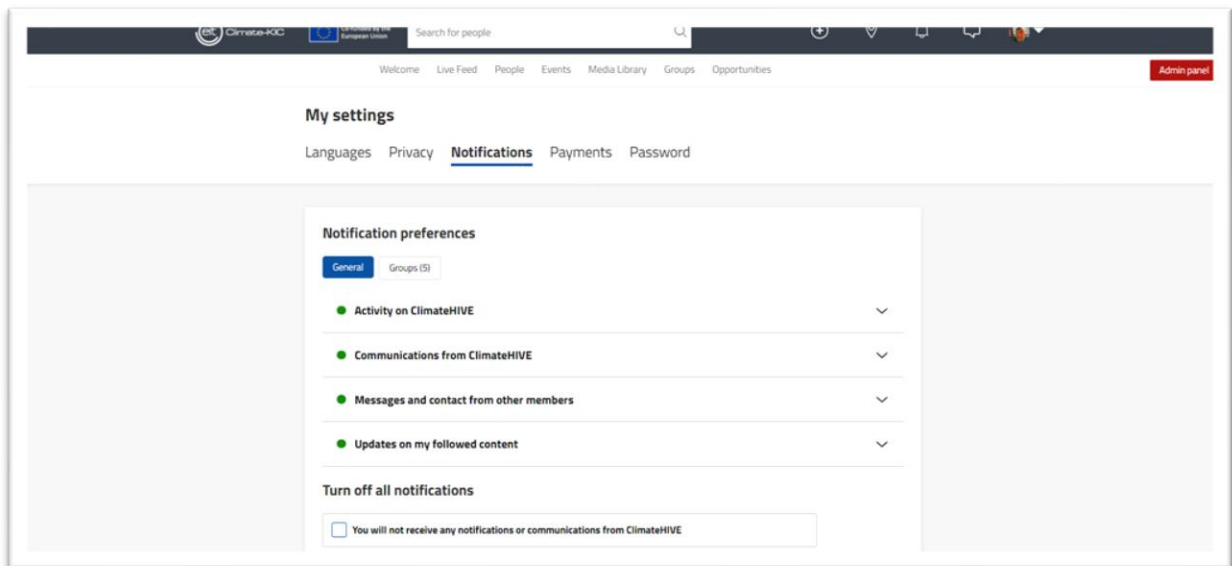


Managing your Notifications

You can set your own notification preferences by clicking on your user icon in the top right corner, clicking on My Settings and selecting Notifications:



You can then decide what kind of content and updates you would like to receive notifications about and how you would like to receive them. If you do not want to receive any notifications from ClimateHIVE then you can simply turn off notifications completely.



What should I do if I have questions or need support?

If you have a question about how to use ClimateHIVE you are welcome to join the weekly ClimateHIVE Q&A open session each Thursday morning, 11.00 – 11.30 CET, hosted by the

Community Team on Zoom. These sessions will run until the end of March 2022. Click here to register for an upcoming session or simply join on the day:

https://us06web.zoom.us/meeting/register/tZluce6hqz0rGNSkFgFwQw09qPqX_xFEYZ8V

You can also reach out to the Community Team at any time at community@climate-kic.org and they will be happy to support you.