



SKILL
MAN

Sector Skills Alliance
for Advanced Manufacturing

skillman.eu

NEW MEMBERSHIP APPLICATION

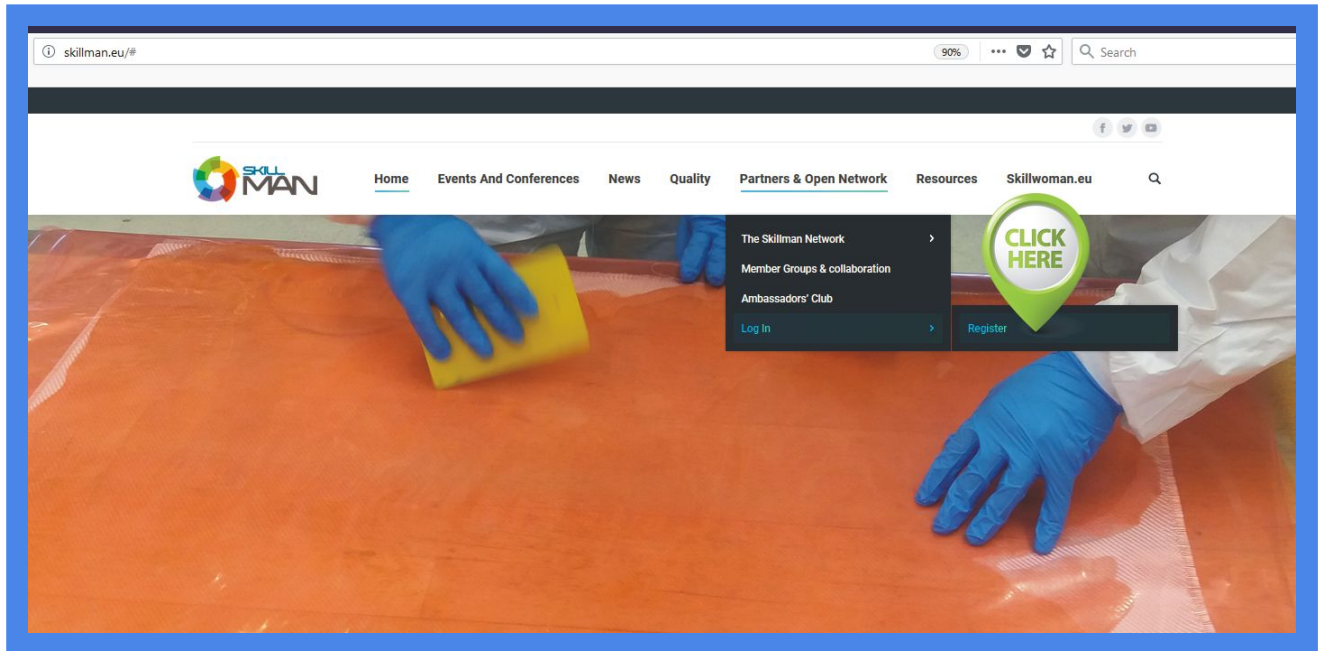
INSTRUCTIONS

The registration is in two steps:

1. Register a PU - **Platform user**
Once you did the first step you can pass to the second one:
2. Register one or more MP - **Membership Profiles**

Register a PU - Platform User

On the skillman.eu website, click on Register:



The following data are related to your Platform User account.

They are used to

- enter in the platform
- join groups and collaborate making posts in the forums and uploading documents
- manage Membership Profiles

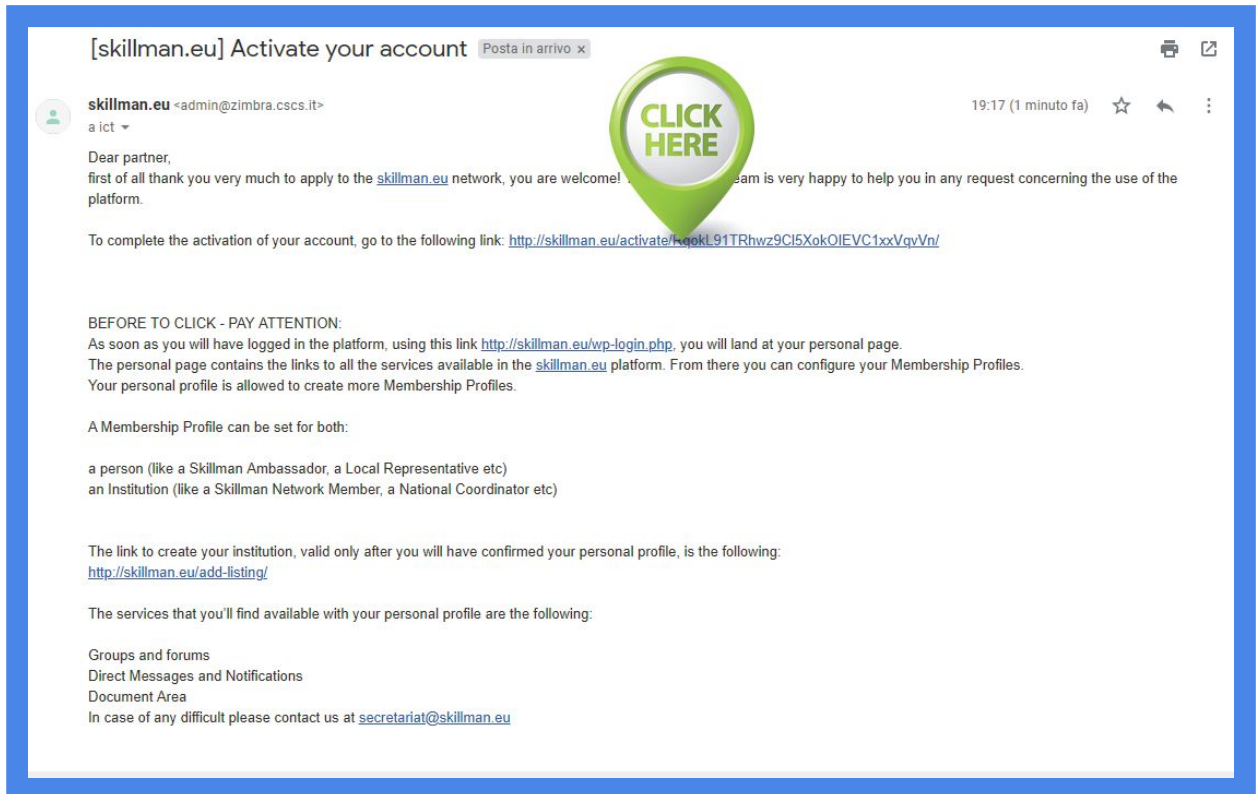
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The screenshot shows the 'CREATE AN ACCOUNT' page on skillman.eu/register/. The page is divided into two main sections: 'Account Details' and 'Profile Details'. The 'Account Details' section includes fields for Username (required), Email Address (required), Password (required), Confirm Password (required), and CAPTCHA Code. The 'Profile Details' section includes a Name (required) field. A green callout bubble with the text 'CLICK HERE' is positioned on the right side of the page. A 'Complete Sign Up' button is located at the bottom right. Red arrows point to the Username, Email Address, Password, Confirm Password, and CAPTCHA Code fields. A green arrow points to the Name field. A green callout bubble with the text 'CLICK HERE' is positioned on the right side of the page. A 'Complete Sign Up' button is located at the bottom right.

The screenshot shows the 'CHECK YOUR EMAIL TO ACTIVATE YOUR ACCOUNT!' page on skillman.eu/register/. The page features a large heading and a message: 'You have successfully created your account! To begin using this site you will need to activate your account via the email we have just sent to your address.' The page has a decorative footer with a geometric pattern.

YOUR EMAIL

READ CAREFULLY AND FOLLOW THE INSTRUCTIONS



[skillman.eu] Activate your account Posta in arrivo x

skillman.eu <admin@zimbra.cscs.it>
a ict

Dear partner,
first of all thank you very much to apply to the skillman.eu network, you are welcomed. Our team is very happy to help you in any request concerning the use of the platform.

To complete the activation of your account, go to the following link: <http://skillman.eu/activate/RqokL91TRhwz9CI5XokOIEVC1xxVqvVn/>

BEFORE TO CLICK - PAY ATTENTION:
As soon as you will have logged in the platform, using this link <http://skillman.eu/wp-login.php>, you will land at your personal page. The personal page contains the links to all the services available in the skillman.eu platform. From there you can configure your Membership Profiles. Your personal profile is allowed to create more Membership Profiles.

A Membership Profile can be set for both:

- a person (like a Skillman Ambassador, a Local Representative etc)
- an Institution (like a Skillman Network Member, a National Coordinator etc)

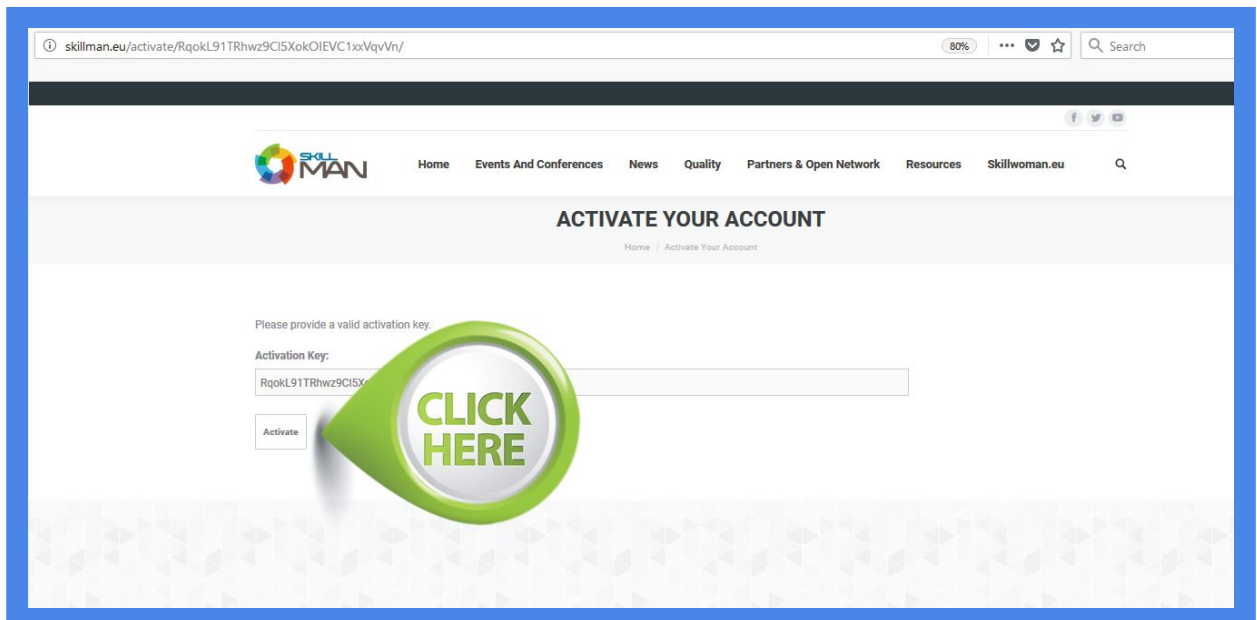
The link to create your institution, valid only after you will have confirmed your personal profile, is the following:
<http://skillman.eu/add-listing/>

The services that you'll find available with your personal profile are the following:

- Groups and forums
- Direct Messages and Notifications
- Document Area

In case of any difficult please contact us at secretariat@skillman.eu

from the email message, clicking on the link, you are redirected to the skillman.eu website where you can finally activate your account:



skillman.eu/activate/RqokL91TRhwz9CI5XokOIEVC1xxVqvVn/ 80% Search

SKILLMAN Home Events And Conferences News Quality Partners & Open Network Resources Skillwoman.eu

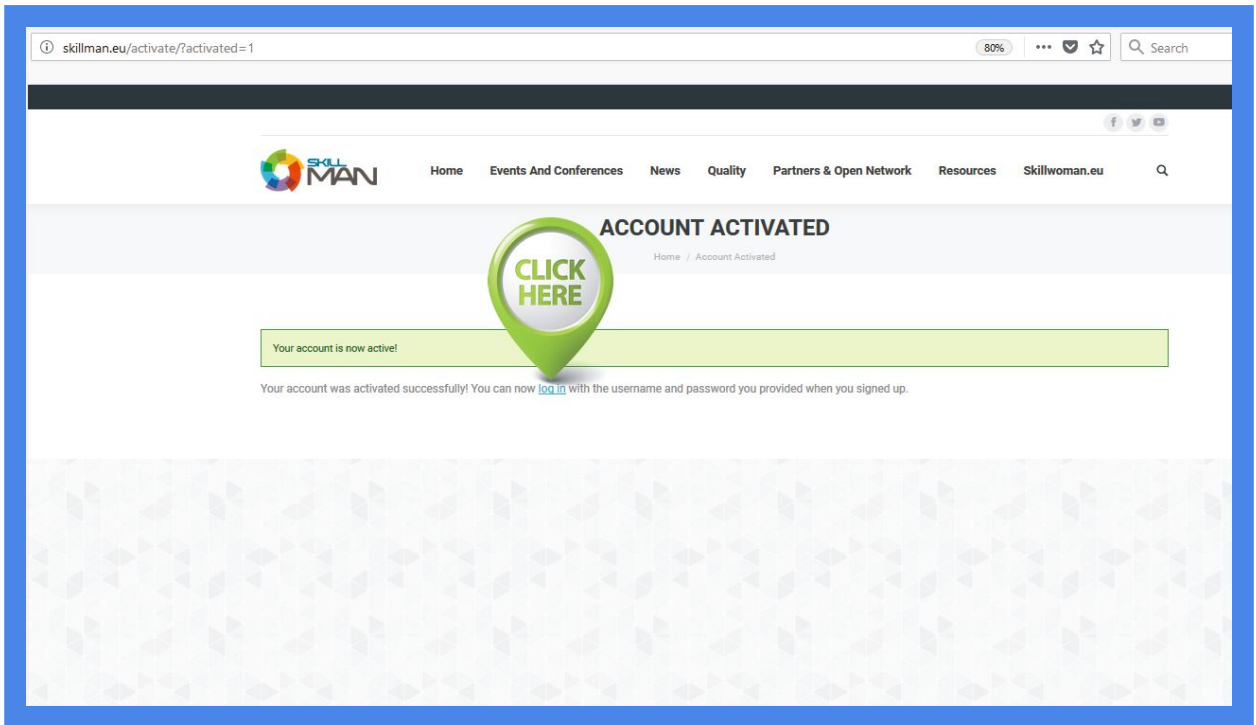
ACTIVATE YOUR ACCOUNT

Home / Activate Your Account

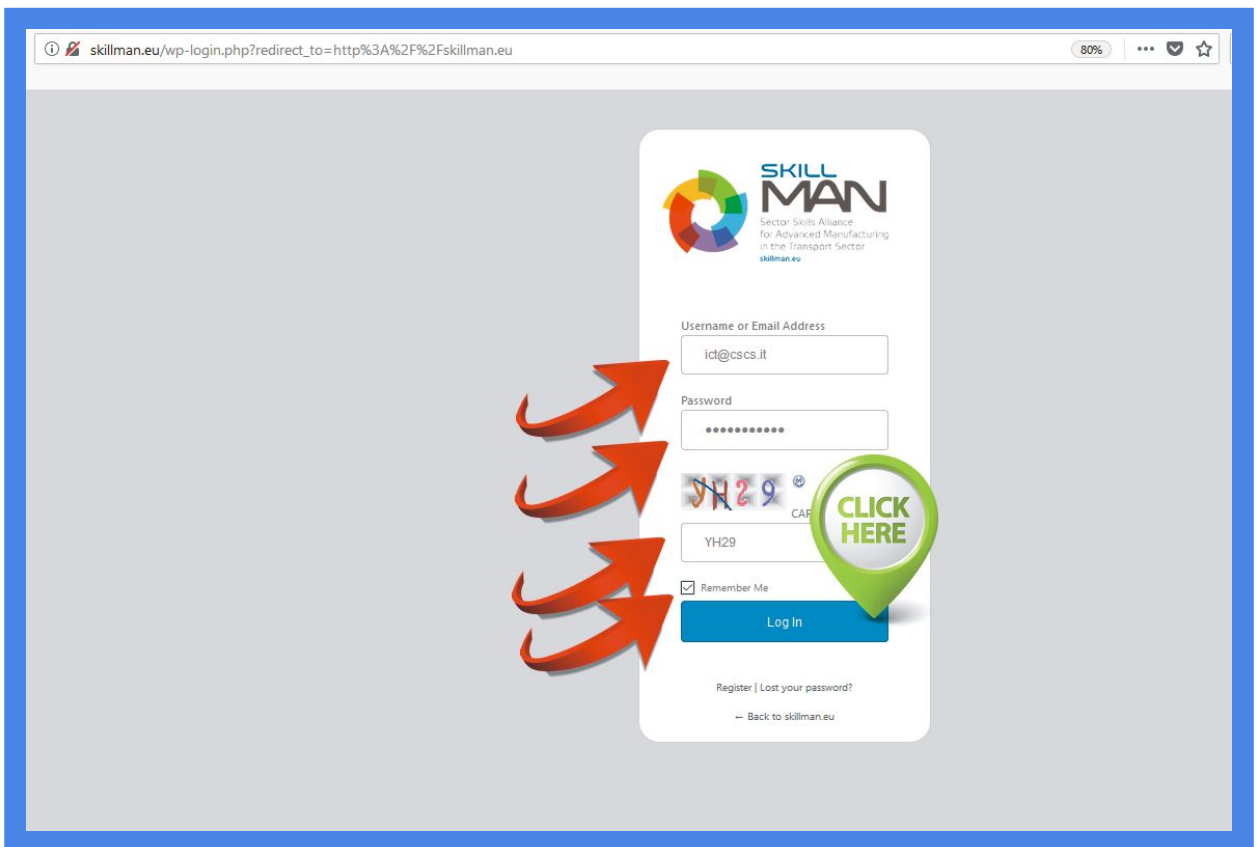
Please provide a valid activation key.

Activation Key:

CLICK HERE



Now you can login to the skillman.eu platform:

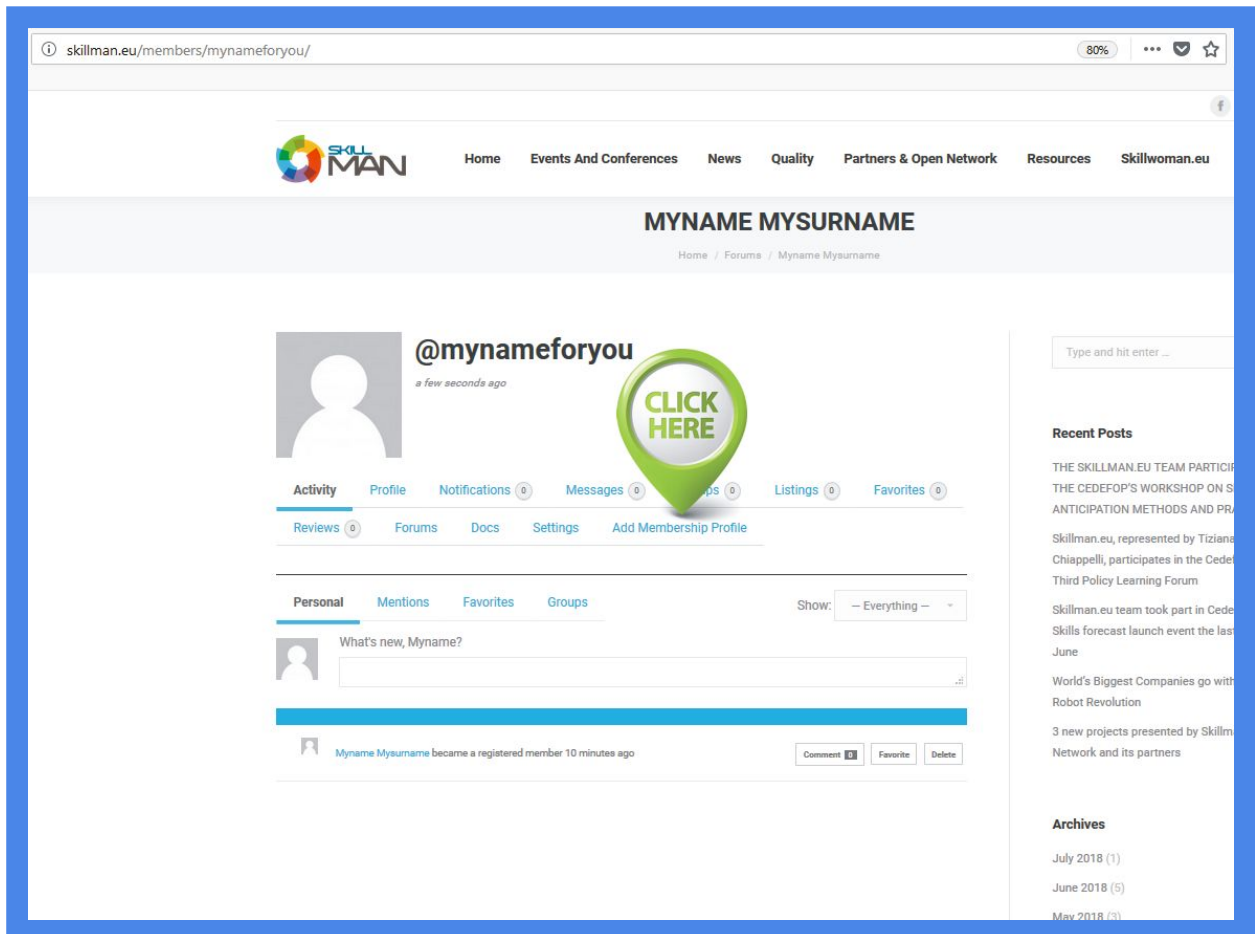


Register one or more MP - Membership Profiles

A Membership Profile is one record that contains the data related to your institution or to your personal profile. These data will be geolocalized and available through the members map.

One portal user can manage more MP.

You can now start to insert your MP data:



The screenshot shows a web browser window displaying a user profile on the Skillman.eu website. The browser address bar shows "skillman.eu/members/mynameforyou/". The website header includes the Skillman logo and navigation links: Home, Events And Conferences, News, Quality, Partners & Open Network, Resources, and Skillwoman.eu. The profile page title is "MYNAME MYSURNAME" with a breadcrumb trail "Home / Forums / Myname Mysurname".

The profile section features a placeholder for a profile picture, the username "@mynameforyou" (updated "a few seconds ago"), and a prominent green "CLICK HERE" button. Below this are tabs for "Activity", "Profile", "Notifications (0)", "Messages (0)", "Groups (0)", "Listings (0)", and "Favorites (0)". A secondary row of tabs includes "Reviews (0)", "Forums", "Docs", "Settings", and "Add Membership Profile".

Under the "Personal" tab, there are sub-sections for "Mentions", "Favorites", and "Groups". A "Show:" dropdown menu is set to "Everything". A "What's new, Myname?" section contains a text input field. A recent activity notification states: "Myname Mysurname became a registered member 10 minutes ago", with "Comment", "Favorite", and "Delete" buttons.

The right sidebar contains a search box ("Type and hit enter..."), a "Recent Posts" section with several news items, and an "Archives" section listing dates: July 2018 (1), June 2018 (5), and May 2018 (3).

FILL ALL FIELDS WITH YOUR PROFILE MEMBERSHIP DATA

You can repeat if you have more institutions or your personal profile plus one or more institutions.

Here following you can see all the fields available to describe your organisations or your personal profile:

The screenshot shows a web browser window with the URL `skillman.eu/add-listing/?listing_type=gd_place`. The page header includes the Skillman logo and navigation links: Home, Events And Conferences, News, Quality, Partners & Open Network (highlighted), Resources, and Skillwoman.eu. The main heading is "ADD YOUR MEMBERSHIP PROFILE DATA" with a breadcrumb "Home / Add your Membership Profile data".

Add Membership profile

* Indicates mandatory fields

Enter Listing Details

Membership profile Title*

Membership profile Description*

Tag Keywords

Tags are short keywords, with no space within. (eg. tag1, tag2, tag3) Up to 40 characters only.

Person or Institution * Person Institution

Are you a Person or represent an Institution?

Category Select *

Category Select

Request to be nominated as

request to be nominated as (moderated by skillman board)



Name of the contact person

Name of the contact person

email address of the contact person

(it will be not published)

Post_Address *

Please enter your full address: street, city, country. This data is shown on your public profile

Country*

Click on above field and type to filter list

Region*

Click on above field and type to filter list or add a new region

City*

Click on above field and type to filter list or add a new city

[Set Address On Map](#)



Click on "Set Address on Map" and then you can also drag pinpoint to locate the correct address

Link to Video of the Institution



Logo of the institution

Website

You can enter your business or listing website.

Twitter

You can enter your business or listing twitter url.

Facebook

You can enter your business or listing facebook url.

Other data shown to public

Add Images : (You can upload images to create image gallery on detail page)
(You can upload unlimited images with this package)

Drop files to upload

Please drag & drop the images to rearrange the order

[Please accept our terms and conditions](#)

[Review Your Listing](#)

Note: You will be able to see a preview in the next page