User manual for the Living Room
European Women’s Lobby Members’ Forum

About the Living Room

The EWL members’ forum is our ‘living room’ where members can find updates from the Secretariat in Brussels and all the key documents about meetings and working structures. It is also meet, discuss and chat about the reality of women’s rights in their respective countries. This is the place to share calls, projects, news, expertise, best practices, visuals, pictures of activities, campaigns and events.

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Table of contents of the manual

1. Getting Started................................................................................................................................................................2
2. Registering as a new user............................................................................................................................................2
3. Approving your registration/account.........................................................................................................................3
4. Protecting your data and deleting your account ......................................................................................................3
5. Logging in..................................................................................................................................................................4
6. Resetting your password............................................................................................................................................4
7. Overview of the forum...............................................................................................................................................7
8. Who has access to which forums/categories?.........................................................................................................9
9. How to use the Living Room.....................................................................................................................................10

ANNEX

Feminist Code of Conduct for the Living Room........................................................................................................15
Forum Security..........................................................................................................................................................16
1. Getting Started
First, let’s go to www.womenlobbyforum.org
As a new user, you should register first by following step 2. You have to wait for the administrators at the
EWL Secretariat to activate your account – see step 3. If you have already registered and have a login and password, you can skip to the “logging in” section in step 5.

2. Registering as a new user
Click the “Register” button at the top right of the online forum here: https://womenlobbyforum.org/. Then you’ll have to accept the terms of use by clicking “I agree to these terms”:

Afterwards you can fill in your information:

- **Username**: your username should be your First name + Family name (eg Eva Smith), and not the name of your organisation. The living room will be used person-based.
- **Email**: please always register with the email address you use to communicate with EWL, otherwise it’s harder for us to check that we know you and authorise your account.
- **Password**: You can create your own password. If you forget your password, you can always retrieve it via your email-address by clicking on ‘Log in’, then ‘I forgot my password’ and enter the email address you used to register (not your username).
- Leave the **language and time zone** as it is
- **Don’t forget the CAPTCHA code** at the bottom of the page to prove to the forum software that you are human.
- **Click the Submit button** to finish the process. Now you’ll have to wait until the administrators activate your account.
3. Approving your registration/account

To be extra safe, staff at the EWL Secretariat physically approve each new user request. We check that we know the person and then we approve the request and grant the right access to different areas. This means you are usually not able to access the Living Room as soon as you register as EWL staff need to approve your account first. We do this on a regular basis but not at weekends or during evenings.

4. Protecting your data and deleting your account

At EWL, we are committed to complying with the new General Data Protection Regulation (GDPR) which came into effect on 25 May 2018.

When you create your account in the EWL Living Room, your username and email is recorded in the system. Only EWL staff with full administrative rights in the Living Room and the contractor who created the Living Room (Evie Embrechts) can access the list of users and their email addresses. They cannot see your password. However, if need be, they can change your password. All the information stored is only for the purpose of administering the Living Room and ensuring your access to the right areas. We can assure you that your information has not and will not be shared with nor sold to anyone else outside of the EWL Secretariat or any third parties.

You can manage your own settings in the Living Room by going into your profile, then ‘User Control Panel’.

If you want to delete your account entirely, please email us at yates@womenlobby.org and buijink@womenlobby.org and we will take care of it.

You can read more about the forum’s security as an annex to this manual on page 14.
5. Logging in

Once your account has been approved, you can log in. At the top right of the forum site, there’s the login button. Click it and fill in your login details and get access to the forum.

ATTENTION: your username is NOT your email but the username you put in when you registered – see under ‘2. Registering as a new user’ on page 2. If you forgot your username, please read section 6 below for instructions. You can also contact Stephanie or Elvira if this does not work.

6. Resetting your password or forgetting your username

This is one of the most common challenge our members face! They forget their username and/or password to access the Living Room. It’s easy to fix – see below and with image instructions on next pages:

1. On the homepage, in the top right hand corner, click on ‘Login’
2. In the box that opens, ONLY click on ‘I forgot my password’ (see image below)
3. On the following page, enter the email you used to register in the Living Room, click ‘submit’
4. Go to your email inbox, find the email from ‘forumadmin@womenlobbyforum.org’. Please check your SPAM or JUNK mail.
5. Click on the link provided in the email.
6. If needed, note your username, which is is the ‘word(s)’ right after ‘Hello’ in the first line in the body of the email. For example if it says => Hello Eva Smith – your username is Eva Smith.
7. You will be directed to the Living Room where you can enter a NEW password.
8. You can now log in with your new password. Click on ‘Login’ in the top right corner. Insert your username (see 6) and your new password.
1. Go to [www.womenforum.org](http://www.womenforum.org) and click on login

2. Click on 'I forgot my password'

3. Insert your EMAIL address

4. Find email from 'forumadmin@womenlobbyforum.org (check your spam)

5. Click on this link in the email

6. This is your username!!!!
7. Enter your NEW password (twice)

8. Insert your **username** (see 6 above)

Type in your **NEW** password & click LOGIN
Overview of the forum

This is an overview of all the forums/categories (in purple) and subforums on the site. From here you can navigate to any subforum you want and then start reading the topics or start a topic of your own.

All the information, documents and minutes from the EWL General Assemblies are under ‘General Assembly’.

Everything related to the Board of EWL is under ‘Board of Administration’ – accessible only to current EWL Board Members.
For all documents and information relating to **EWL’s policy and campaign work, strategic objectives and Working Structures** (our Working Groups, Task Forces and the Observatory on Violence Against Women), you need to go to the category/forum called **‘EWL at work: our strategic objectives’** and find the relevant strategic objective relevant to your working structure or area of interest.

Under **‘Members feminist salon’**, you will find a job board, calls for actions, petitions and lots of news and updates. Please use this space to share your own news and opportunities!
7. Who has access to which forums/categories?

All user accesses are managed by EWL staff at the Secretariat.

1. General users

Anyone with a general user access has access to the following categories & subforums:

**European Women's Lobby governance**

All the subforums and topics are open, **except for:**
- Membership Committee subforum (only for members of the Committee)
- Emergency Motions Committee subforum (only for members of the Committee)

**General Assembly meetings**

All the subforums and topics are open

**EWL at work: our strategic objectives**

Most subforums and topics are open with lots of information from EWL’s Working Structures (with some specific closed groups for members of various Working Structures)

**Members feminist salon**

All the subforums and topics are open

**Books, films, documentaries, music**

All the subforums and topics are open

**Start your own topic/discussion**

All the subforums and topics are open

2. **Members of EWL Working Structures (Observatory on VAW, Task Forces and Working Groups)**

These members have access to all of the above plus the dedicated closed area for the EWL Working Structure they are a member of under ‘EWL at work: our strategic objectives’.

3. **Membership Committee and Emergency Motions Committee**

These members have access to everything under ‘General users’ plus the dedicated closed area of their Committee (see under ‘European Women’s Lobby governance’ above) and any relevant areas listed below.

4. **Board Members**

Board Members have access to everything under ‘General users’ plus any closed areas they are members of, plus a closed category called ‘Board of Administration’ and all its subforums and topics.

5. **Executive Committee Members**

Executive Committee Members have access to everything under ‘General users’ and ‘Board Members’, plus any closed areas they are members of, plus a closed area category called ‘Executive Committee’ and all its subforums and topics.
8. How to use the Living Room

1. Replying to a topic

When you are in a subforum – e.g. “EWL Strategic Framework 2016-2020” under European Women’s Lobby Governance - you can see a list of topics. In the below screenshot there’s one topic called ‘EWL Strategic Framework 2016-2020 & Priorities’. If you click on the title, you’ll go to the content of the topic.

You’ll see what’s written in the topic and any replies. If you want to add a reply of your own, you can do so by clicking the “Post Reply” button in the top right.
2. Starting a new topic
Once again, when you are inside a subforum, you see the list of topics. At the top right there’s a “New Topic” button, which you can use to start a new discussion.

3. Uploading files
You can upload documents (pdf, word, excel), pictures (jpeg, png) and insert links (URL) into your messages by adding attachments and inserting them in your text. Here are the steps:

1. When you are writing a post or editing one, scroll to the bottom of the screen and click on ‘Attachments’ next to ‘Options’.
2. Then click on ‘Add files’ and choose the file(s) to upload. The maximum size per file is 8MB.
3. To insert the attachment in the body of your text, you need to place your cursor where you want the attachment in the text, then go down to the attachment, click ‘Place inline’, and the link will appear in your message.
4. When you have finished your message, click on ‘Submit’.
4. Personalising your profile

To personalise your profile, click on the round area in the right hand top corner of your screen. You can add your birthday, add an avatar: meaning a picture, add a signature, and other information. It’s up to you of course how much professional info you want to give here.
5. Sending messages

You can send and receive message to other members who have accounts in the Living Room. To do this, click on the envelop in the right hand top corner of your screen. Click on Compose Message, and Add recipients. You can add recipients by name OR SCROLL DOWN, and you can find your recipient there.

6. Getting notifications in your inbox

You can set up your account so that you receive an email in your inbox each time there is a new post in a subforum you are interested in or if someone replies to one of your posts. **Please follow these steps – STEP 3 is essential to get notifications of new posts!**

**Step 1 (see image below):** Log in and click on your profile icon (round icon in the right hand top corner of your screen), then click on “User Control Panel” button, then “board preferences”, then “Edit notification options”.

**Step 2 (see image below):** In your notification settings, choose your preferences by ticking or unticking the right boxes.

**Step 3 – see image below:** to activate your email notifications, you need to subscribe to subforums. Go in the subforum you want to follow, for example ‘General Assembly 2018’. Next to the name of the subforum in the purple area, click on the arrow and then ‘subscribe forum’. Note: this is only possible for subforums and topics within subforums, and not for main forums/categories – see image below ‘Step 3’
ANNEX

Feminist Code of Conduct for the EWL Living Room

1. Understand the purpose of the living room.
The living room is an internal tool for EWL members and staff to easily connect, exchange information and work together. Its overall aim is to be a platform to organise the work between the secretariat and the members, including the different working groups and task forces and the information on governance meetings.

All official news and information about EWL activities are published on our website, on Facebook, on Twitter, or sent through our monthly newsletter.

2. Go for a feminist & positive atmosphere.
We do not tolerate harassment of participants in any form. Challenging opinions in a feminist, positive and constructive way is encouraged as long as the emphasis is on making connections instead of winning arguments.

3. Keep in mind who you are talking to.
Before writing a message, be aware of your language and possible jargon and don’t assume everyone knows about the topic.

4. Step forward, step back.
Everybody’s voice is valued at EWL as a richness of our movement, and we encourage every participant to working groups/task forces and any representative to EWL governance to contribute.

If you have been keeping a low profile and have ideas for what might help you feel more comfortable posting, get in touch with the secretariat.

On the other hand, consider stepping back to leave space for new voices. Before posting on the living room, please make sure to ask yourself:

● Does everyone need the information I am going to share?
● Am I allowing space for others to contribute to the discussion?

6. Choose how much information you get
Participating to the Living Room is both a right and a duty, it is ultimately everybody’s responsibility to make this space useful and meaningful by sharing the right information in order to move EWL’s work forward. Everybody can decide the optimal frequency to go to the living room, or you can get notifications which will let you know when a new item has been posted (see manual above). The secretariat will not send emails to inform when something is posted on the living room but does compile new info posted to the Living Room in its internal updates to Members.
Forum security

HTTPS certificates

Since a few months we access the forum through “https” instead of “http” at https://womenlobbyforum.org. The extra s stands for “secure”, and it means that all data transfer between the user and the forum is encrypted.

With standard http, everything is send in clear text, which means if you access the forum via an unsafe wifi connection – or your wifi connection is hacked - other people could try to read your password. When it’s encrypted, there is no chance of that.

Forum software itself

Phpbb3 is a forum software that has existed for a very long time. Its main features are that it is a complete forum package but also the security. The forum software has been audited by external companies several times to improve security, and the phpbb3 developers quickly release updates whenever there might be security problems. This means it is safer – though no software can be guaranteed to be 100% safe.

Spam

On the internet, automated software (“bots”) surf the web looking for places to spam e.g. links to shopping websites. They try to register themselves to forums, social media etc. We use a question-and-answer system to stop automated spam. Even if this would fail, every newly registered user is blocked from the forum until they are checked and allowed, by the EWL administration.