



Slide 1




***How to Contribute to the
Regions 202020 Website***

Katy Hall, CPL Scientific
Publishing Services Ltd



ENNEREG Project - 16 June 2011 - Katy Hall (CPL)



Contact Katy at web@regions202020.eu or by Skype at [katy_hall_cplpress](https://www.skype.com/name/katy_hall_cplpress) for further assistance.

Alternatively contact the ENNEREG partners in your region or country - see:
<http://www.regions202020.eu/cms/contact-us> for further information

Slide 2

What is Regions 202020?



The **Regions 202020 Network** acts as an enabling environment to inspire EU Regions to take up the challenges of fulfilling the European Union's 20-20-20 climate and energy targets.

It enables Sustainable Energy **Regions, Communities, Projects, Initiatives** and **Stakeholders** to **exchange experience** and **promote** their actions towards developing and implementing **Sustainable Energy Action Plans (SEAPs)** and **Projects (SEPs)**.

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EU 20-20-20 targets: a series of demanding climate and energy targets to be met by 2020, as follows: at least 20% reduction in EU greenhouse gas emissions; 20% of EU energy consumption to come from renewable resources; a 20% reduction in primary energy use compared with projected levels, to be achieved by improving energy efficiency. See: <http://ec.europa.eu/climateaction/>

Slide 3

Do you want to learn from the best...?...So do we!

Regions 202020

You can Promote Your Region, Local Community or European Project by becoming a **Regions 202020 Network Member** and contributing to the content of this website by:

- ❖ Adding your **Region or Community**
- ❖ Adding a Profile Page for your **Organisation**
- ❖ Adding **Resources**, such as Sustainable Energy Action Plans (SEAPs), Tools and Methodologies, Sustainable Energy Projects (SEPs), Images, PDF files, etc.

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See <http://www.regions202020.eu/join-us/> for **10 Good Reasons to Join Regions 202020**

Slide 4

How to Join the Network

Contact Us | About ENNEREG | Consortium | Sign In

Join Us | **Register** | Events Diary | News

❖ **Join Us** and become a **Regions 2020 Network Member**

Subscribe to Sustainable Energy Communities Services

> Don't forget to: Tick the box on Page 2 of the Registration form to:

Join the Regions 2020 Network

year (2010-2013)
information about specific Regions 2020


able to add an optional Profile of your organisation. The Sustainable Energy Communities Projects will use the information you provide to assist you in your local and regional Sustainable Energy and/or Covenant of Mayors activities. In 2011, the profile information will also become available to all Regions 2020 Network Members.

Ten Good Reasons to Join Regions 2020

- Join the Regions 2020 Network
- Subscribe to the Sustainable Energy Communities (SEC) NEWS
- Subscribe to e-Bulletins about local/regional events and activities of the SEC projects, including:
ENNEREG Pioneer Regions - select one or more Regions below to receive e-Bulletins about Stakeholder events and activities in that Region:
(Select one or more options)

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The image is a screenshot of a web browser showing the 'How to Join the Network' page. At the top, there is a navigation bar with links for 'Contact Us', 'About ENNEREG', 'Consortium', and 'Sign In'. Below this is a secondary navigation bar with 'Join Us', 'Register', 'Events Diary', and 'News'. A green arrow points from the 'Register' link to a callout box. The callout box contains the text: '> Don't forget to: Tick the box on Page 2 of the Registration form to:'. Below this, there is a checkbox with a checkmark and the text 'Join the Regions 2020 Network'. Another green arrow points from this checkbox to a list of options on the registration form. The list includes 'Join the Regions 2020 Network', 'Subscribe to the Sustainable Energy Communities (SEC) NEWS', and 'Subscribe to e-Bulletins about local/regional events and activities of the SEC projects, including: ENNEREG Pioneer Regions - select one or more Regions below to receive e-Bulletins about Stakeholder events and activities in that Region: (Select one or more options)'. The bottom of the page features the ENNEREG Project information and logos for 'INTELLIGENT ENERGY EUROPE'.

Only members of the Regions 2020 Network can add content to the website.

In addition email addresses and some content, such as high-resolution photographs in the **Image Library**, are only available to signed-in members of the Network.

The screenshot shows the 'Sign In' page of the Regions 202020 website. At the top, there is a navigation bar with links for 'Contact Us', 'About ENNEREG', 'Consortium', and 'Sign In'. Below this is a search bar and a menu with 'Register', 'Events Diary', and 'News'. The main heading is 'Sign In'. A message states: 'Some content on the Regions 202020 website can only be accessed by members of the Regions 202020 Network.' Two bullet points provide options: 'Not a member? - [Join the Regions 202020 Network](#)' and 'Don't know your password (or haven't set it yet?) - [Set Your Password](#)'. Below this is a security notice: 'That page is secured. Enter your credentials below and we will find you right along.' There are input fields for 'Email' (containing 'web@regions202020.eu') and 'Password' (masked with dots). A checkbox for 'Remember me next time?' is checked. A 'Log in' button is present, along with a link for 'I've lost my password'. At the bottom, it says 'ENNEREG Project - 16 June 2011 - Katy Hall (CPL)' and features the 'INTELLIGENT ENERGY EUROPE' logo.

Slide 5

Before we begin...

Contact Us | About ENNEREG | Consortium | Sign In

Join Us: Register | Events Diary | News

Search

Sign In

Some content on the Regions 202020 website can only be accessed by members of the Regions 202020 Network.

- Not a member? - [Join the Regions 202020 Network](#)
- Don't know your password (or haven't set it yet?) - [Set Your Password](#)

That page is secured. Enter your credentials below and we will find you right along.

Email
web@regions202020.eu

Password

Remember me next time?

Log in

[I've lost my password](#)

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To edit website content – Sign In

The first time you sign in you need to Set Your Password

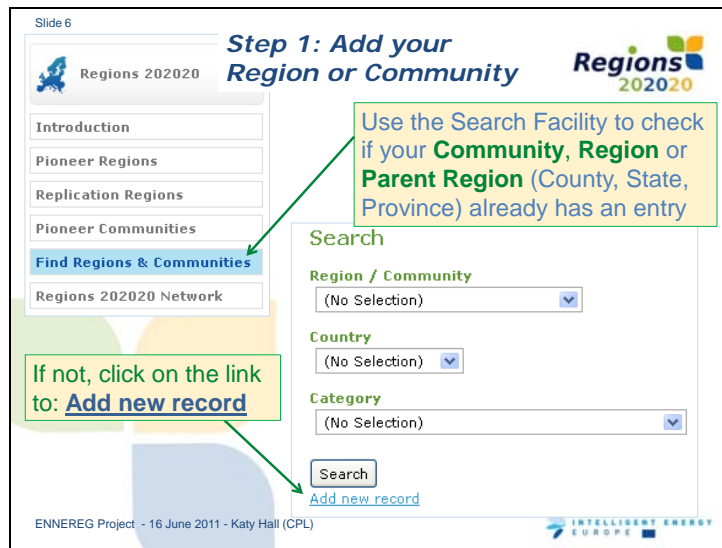
You can Reset Your Password at any time, for example if you forget it

Click on the link “**Sign In**” to sign into the website.

The first time you sign in you need to “**Set Your Password**”. You can also click on this link if you have **lost or forgotten your password** or want to change it.

Enter your e-mail address and we will email you a link from **www@regions202020.eu** with which you can reset your password.

If your computer is only used by you, you can tick the box next to “**Remember me next time?**”



If you are adding a local Community, please make sure your **Parent Region** has already been added.

Adding your Region or Parent Region:

First, check if your **Region** (County, State, Province, etc) already has an entry on the website using the Find Regions & Communities facility

If the your **Region** has not been added - Add a New Region

Adding your Community:

Note: if you want to add a **Community** (city, town, municipality, etc.), please ensure you first add the "**Parent Region**"

First, check if your **Parent Region** (County, State, Province, etc) already has an entry on the website using the Find Regions & Communities facility

If the your **Parent Region** has not been added - Add a New Region or Community

Second, check if your **Community** already has an entry on the website using the Find Regions & Communities facility

If the your **Community** has not been added - Add a New Region or Community

Slide 7

Complete this form to Add a New Record to the Find Regions & Communities

Region or Community (City, Municipality, Town, etc.)

Description of Region (include General information about geography, climate, economy, policy and culture)

B *I* U ABC | Format

Country (the country the region is in)

Category

Parent Region (if appropriate)

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Enter the name of your Region or Community

Add a description, summarising your region or community and its Sustainable activities

Select the Country, Category and Parent Region (see notes) from the dropdown lists

Don't forget to click the Add Button to create the new Region or Community.

If you are adding a local Community, please make sure your **Parent Region** has already been added.

The **Category** indicates the **Sustainable Energy Communities** project working in the **Region or Community** and whether it is a Region or Community and a **Pioneer, Twin** or other **Replication** action. Don't worry if you are not sure, an email is sent to the website team whenever a new region is added, so we can check and correct your entry, and create new categories if necessary.

You can also contact us with more information at: web@regions2020.eu

Don't forget to click the **Add Button** to create the new Region or Community

Slide 8

Step 1: Example Community Page

Regions » [Wielkopolska](#) » [Pioneer Communities](#) » Jarocin » [Poland](#)

How can your Region benefit from the ENNEREG project? The ENNEREG project is designed to help regions meet the 20-20-20 climate and energy targets. Join the [Replication program](#).

ENNEREG Pioneer Community

Jarocin

- Summary

Summary

Jarocin Commune is the first Wielkopolska commune to become a member of the ENNEREG project. This resolution was undertaken on 19th of April, 2011 by the Jarocin City Council.

Gmina Jarocin jest pierwszą gminą Wielkopolski, która została członkiem projektu ENNEREG.

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This Page for **Jarocin Commune** displays the position of the various basic elements.

The **Summary** text can be in English and/or your local language and is also displayed in **search results and lists** in other sections of the website.

Stakeholder Organisations, Resources and **Events** for the Community or Region will also be displayed on the page as they are added to the website.

Slide 9

Create an Enhanced Profile Page

Inspiring Sustainable Action is a key aim of the ENNEREG project - [Contact Us](#) for more information

ENNEREG Pioneer
Euskadi - Basque Country, Spain

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If you represent the public authority for your Region or Community

[Contact Us](#) to request an **enhanced profile page** (for more examples see the entries for the [ENNEREG Pioneer Regions](#))

Note: You will be asked to **Add Your Organisation** to the website, if you have not already done so (see Step 2).

Slide 10

Step 2: Add Your Organisation

Diary | News Search

Your search for "SWEA" found showing page 1 of 1

- SWEA - Severn Wye Energy Agency**
Severn Wye Energy Agency Limited (SWEA) is a SAVE energy agency, working in Wales and South West England. SWEA promotes sustainable energy and affordable warmth through partnership, awareness-raising, innovation and strategic action, working across the domestic, community, business and public sectors.
[Read more >](#)

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Use the Search Facility to check if your **Organisation** already has an entry

If your organisation is already listed, click to view the entry.

Ask one of the listed contacts to add you to the **organisation profile**.

If you are already linked to an **Organisation**, it will be displayed on the Regions 2020 Network page whenever you are signed in. You can be linked to more than one Organisation if you wish.

Alternatively, check if your **Organisation** already has an entry on the website using the Find Organisations facility

If your Organisation already has an entry:

- Click on the Organisation name to view the entry
- If you are not listed, ask one of the listed contacts to sign into the Regions 2020 Network to edit the profile

If the your **Organisation** has not been added - Add a New Organisation

Slide 11

Step 2: Adding Your Organisation

Regions 2020 Paving the way for Sustainable Energy in Europe

Regions 2020 Network

Experience Exchange Discussion Forum

Edit your entries

Guide to Contributing

Make sure you are signed in, then:
Click **Edit Your Profile** or select **Regions 2020 Network** from the menu.

You will then be able to:
Add an Organisation

Edit your entry(ies) on this website

A Guide to Contributing is also available on this page

- [Edit your personal profile](#)
- You are not currently linked
- [Add an Organisation](#)
- You are not currently linked to a Region - [see Step 1 below](#)
- [Add a Region](#)
- You have not added any resources yet, see [see Step 3 below](#)
- [Add a New Resource](#)

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If the your **Organisation** has not been added - [Add a New Organisation](#)

You can find the **“Add”** links on the **“Regions 2020 Network”** page when you are signed in – click on the link in the menu, or **“Edit Your Profile”**

Slide 12

Stakeholder Organisations
Complete this form to Add a New Record to the Organisations.

Name of Organisation Enter the name and contact details for your Organisation

Alternative Name of Organisation (e.g. other languages or continuation of long name)

Address1

Short Description of the Organisation (appears in Search results, etc.) Add a short summary and description of your organisation's Sustainable activities

Logo Browse... Add your logo and Select the Type of Organisation, Geographical Scope, Region / Community, Contacts and SEC Project from the dropdown lists

Type of Organisation

Geographical Scope

Region / Community (No Selection)

Select/De-select one or more Organisation Contacts (SURNAME) hold down Ctrl to select/deselect multiple contacts -

Other ENEREG users: MACLEOD, Fiona; MACDRAMANI, Placid; MAUARBINO, Giuseppa

Select/De-select one or more Sustainable Energy C. Please only select the option if you are a member:

City_SEC; ClimateRegions; Covenant of Mayors; ENEREG; ENEREG

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If you are adding an Organisation, please make sure your **Region or Community** has already been added (**Step 1 above**).

You can add a **short summary** (text only) which appears in search results and lists on the website.

You can also add a more detailed (HTML) **description** and your **logo** which will be displayed on your **Organisation Profile Page**.

Select the **Type of Organisation** and **Geographical Scope** (Local, Regional, National, etc) from the dropdown lists. This is particularly important if you are a public authority (e.g. Commune, Province, Region, Council, etc), Energy Agency, Association, etc.

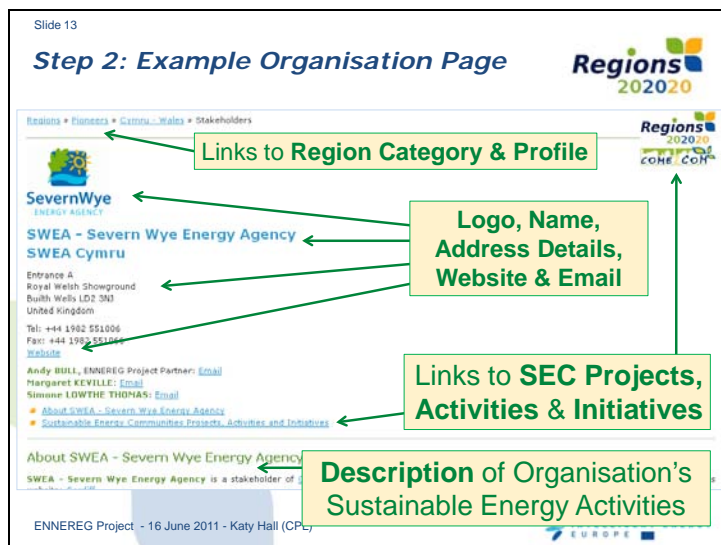
Select the **Main Region or Community** where your organisation is a **Stakeholder**. Your organisation will then be listed on the relevant Region / Community page.

If you are a partner in a **Sustainable Energy Communities project or Initiative** you can select this from the dropdown list. Your organisation will then be listed on the relevant page of the website.

Don't worry if you are not sure, an email is sent to the website team whenever a new region is added, so we can check and correct your entry, and create new categories if necessary.

You can also contact us with more information at: web@regions2020.eu

Don't forget to click the **Add Button** to create the new Organisation



This Page for **Severn Wye Energy Agency (SWEA)** illustrates the position of the various basic elements of an Organisation's listing.

The **Summary** text can be in English and/or your local language and is also displayed in **search results and lists** in other sections of the website.

The Name and Contact details for you and your colleagues who are members of the Regions 2020 Network are displayed on this page.

Listed contacts can **Sign-In and edit this page**.

Only members of the Regions 2020 Network can access your email address, protecting you from unwanted contact, spam, etc.

Slide 14

Step 3: Add Resources

Use the Search Facility to check if the Resource has already been added

If not, click on the link to: [Add new record](#)

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Regions 2020

Search for Resources by:

word or phrase in the Title of the Resource

word or phrase in the Resource Description

Type of Resource
(No Selection)

Sustainable Energy Theme
(No Selection)

Region
(No Selection)

Country
(No Selection)

Language
(No Selection)

Geographical Scope
(No Selection)

Sustainable Energy Communities Project or Activity
(No Selection)

Search

Add New Resource

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First, check what resources have already been on the website using the Find Resources facility

If your suggested Resource has already been added:

- Click on the Region to view the entry
- If you added the resource, you will be able to edit it by clicking on the link shown on the Regions 2020 Network page. The link will be displayed whenever you are signed in.
- Otherwise, email the contact shown at the bottom of the resource to request changes.

Alternatively, **Add a new resource**, such as:

- Local or Regional Sustainable Energy Action Plans (SEAPs),
- Tools and Methodologies,
- Sustainable Energy Projects (SEPs),
- Photographs for the Image Library,
- PDF publications,
- Event presentations, etc.

Slide 15
Complete this form to Add a New Record to the Resources on this Website

Relevance of information to Regions 202020 Network members
Relevant

Select the "Relevance" level

Title of the Resource (searchable)

Make sure you add a Title

SEC Project that produced resource (if applicable)
(Not Selected)

Web Page URL where you can find the resource

Link to a SEC Project and/or a web page

Short Description of the Resource (searchable) - include Source, Copyright and Permissions states

Add a short description of the Resource

Upload Image for Image Library or illustrative image of resource
 Browse

Add an image and image caption
✓ tick the box if you want users to be able to access a full size version
You can also upload a PDF file

Resource Image Caption

Link the Image Thumbnail to the original (bigger) version

Upload PDF or zipped publication or other similar resource
 Browse

Add further information in HTML format

Summary (allows basic HTML coding) - include

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Intelligent Energy Europe

If you are adding a resource, please make sure it hasn't already been added (see previous slide).

You can indicate how relevant the information is to the development and implementation of local and regional Sustainable Energy Action Plans (SEAPs) and Projects (SEPs) by selecting the **Relevance** from the dropdown list. The more relevant it is, the higher it will appear on the page.

If applicable, indicate the **Sustainable Energy Communities (SEC) Project** that created the resource; it will then be listed as a resource on the relevant project page.

If the image is to be included in the **Image Library** make sure you set the resource type to **"Image"** and add a caption including Source, Copyright and Permissions statement (as applicable). Remember to tick the box to **Link the Image Thumbnail to the original (bigger) version**. Only members of the Regions 202020 Network will be able to access the full-size version (max size 2MB).

You can also **upload PDF files** (max size 2MB) – please ensure that you have the permission of the copyright holder before uploading images or files.

Add a **short description** (text only) of the resource including Source, Copyright and Permissions statement (as applicable). This will be displayed in lists and search results.

Add a longer **Summary** (HTML), for example the introduction from a publication, or a more detailed description of an online tool or presentation. This will be displayed when the user views the resource entry (by clicking to view **"Further information »"**).

See the next slide for information about other fields in the resource entry.

You can also contact us with more information at: web@regions202020.eu

Don't forget to click the **Add Button** to create the new Region or Community.

Slide 16

Language (the language the resource is in)
(Not Selected)

Type of Resource (e.g. Image, SEAP, etc)
(Not Selected)

If the resource is a presentation or event summary, Select
(Not Selected)

Select the Region(s) applicable to the Resource
(Select one or more options)
Abruzzo
Bielkin-Riata

Select the Geographical Scope of the Resou
(Select one or more options)
European
Global
Islands and Peripheral Regions
Local
National
Regional

Select the Country(ies) of
(Select one or more opt
Austria
Belgium

Select the relevant
(Select one or m
Biomass and Bid
District Heating
Education and Training
Energy Efficiency in Industry
g Performance Contracts, etc

Regions
2020

Intelligent Energy
EUROPE

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Select the Language, Type, Event, Region, Country, Geographical Scope and Sustainable Energy Theme

Important: These Keywords determine how and where a resource is displayed on the website (see notes)

Don't forget to click the Add Button to save the new Resource

This slide continues the explanation of how to add a resource – see the previous slide for further information.

You can select the **language** the resources is in, e.g. EN – English, FR – Français

You can also select a number of keywords to describe the type of resource, its geographical scope, topic, etc., as described below. It is important to select the correct keywords as these determine how and where on the site a resource is displayed.

For example, for the **type of resource**:

- select “**Image**” to add an image to the image library and ensure it is correctly positioned on a Region Profile page.
 - select “**Good Practice**” to ensure a Good Practice case study appears in the Good Practice sections of the site.
 - select “**Presentation**”, “**Event Conclusions**” or “**Event Resource**” to signify resources for a specific event.
 - select “**Legislation**” to ensure legislation appears in the correct section of the thematic pages.
 - select “**Sustainable Energy Action Plan (SEAP)**” or “**e-Bulletin**” as appropriate to ensure these resources appear in the correct section on a Region profile page.
- Remember to **select the event** from the dropdown list of events if you want the resource to appear on a specific event page – e.g. because it is a presentation made at the event, contains event conclusions, etc.
- Remember to **select one or more regions** and **Sustainable Energy Themes** if you want the resource to appear on specific thematic, region or community pages.
- When adding resources, please indicate if the resource is national, local, regional, etc as appropriate. This is particularly important when you add **legislation** or **SEAPs**
- If a resource is relevant for a specific **country**, e.g. National legislation or policies, or general guidance in a specific language, please select one or more countries as appropriate. The resource will then be displayed on the page for that country.
- The keywords also enable users to search for resources by type, language, resource, etc, for example so that they can find all “**Good Practices**” in “**German**” related to “**Biomass and Bioenergy**”.

If the relevant language, type of resource, region, or sustainable energy theme is not listed leave this blank. An email is sent to the website team whenever a resource is added or edited, so any missing details can be added and new keywords can be created. You can also send an email request to web@regions2020.eu asking for changes, additions, etc.

You can also contact us with more information at: web@regions2020.eu

Don't forget to click the **Add Button** to create the new Region or Community.

Slide 17

Step 3: Example Resource Page

Regions 202020
Government of Mayors

Resources > Resources

Link to: **SEC Project or Initiative**

Sustainable Energy Action Plan (SEAP)
Guía - "Cómo Desarrollar Un Plan De Acción Para La
 Edit the entry for this Resource

Type of Resource, Title and Short Description

Summary

View the Sustainable Energy Action Plan (SEAP) [ES - Español]

Language

Open the resource and/or a web page

INTRODUCCIÓN Sobre esta guía

Summary in specified language – i.e. Spanish

Illustrative image – e.g. publication cover

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This Page for a Covenant of Mayors publication in Spanish on developing a local sustainable energy action plan (SEAP) illustrates the position of the various basic elements.

The **Short Description** and **Summary** text can be in English and/or your local language and the **Title, Language, Type of Resource, Short Description** and **Image** are also displayed in **search results and lists** in other sections of the website.

If you are the author of this resource entry and are signed in, a link to **“Edit the entry for this Resource”** will be displayed.

Slide 18

Quickly Find and Edit your Profile & Content Pages

Replication Regions

Pioneer Communities

Find Regions & Communities

Regions 2020 Network

Inspiration

Sustainable Energy Communities - SEC

Sustainable Energy Themes

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Edit Your Pages | Events Diary | News

Make sure you are signed in, then: Click **Edit Your Pages** or select **Regions 2020 Network** from the menu

Edit your entry(ies) of

Edit your personal profile

Edit your organisation(s):

SWEA - Severn Wye Energy

Add an Organisation

Edit your Region / Community

Cymru - Wales United Kingdom

You are not currently linked to

Add a Region

Add and Edit your Resources:

Add a New Resource

Carbon Lite Cardiff Action Plan - Last edited: 28/05/2011 12:42am

Free training on Anaerobic Digestion offered to community groups - Last edited:

You will then be able to add or edit your:

Personal Profile

Organisations(s)

Regions / Communities

Resources

When you first register, you will only have a **personal profile**. You can edit this to subscribe to the network, e-bulletins and/or Sustainable Energy News, as well as add details about your interests and areas of activity, etc.

Once you have completed Steps 1 to 3 above, you will also be able to Edit you **Organisations, Regions / Communities** and **Resources**.

You will also be able to access the **Experience Exchange Discussion Forum** to exchange experiences with other Network Members.

➤ **Sign In** and **Edit your personal profile, Organisation, Region Page** and **Resources** at:

➤ You will find a **“Guide to Contributing”** on the same page:

Step 1: How to add your Region or Local Community

Step 2: How to add a profile page for your Organisation

Step 3: How to add Resources

Slide 19

Need more help?



For further information contact:

Katy Hall, CPL Scientific Publishing Services Ltd

web@regions2020.eu

Skype: kathy_hall_cplpress

Or contact one of the ENNEREG Pioneer Regions:

See: <http://www.regions2020.eu/cms/contact-us>

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