# Short guide for publishing elements on the Connect Act Youth GIS map

As one of the activities of the Connect Act Youth project, the development of a GIS map aims to connect all project partners, enabling them to share various information beneficial to partner organizations and users of their projects and activities, both internally and publicly.

Primarily, the GIS map is designed to connect all partners, their youth workers, and youngsters, showcasing policy initiatives for young people in partner communities, network activities, opportunities for youth and youth workers, as well as tools and good practices in the field of youth within the consortium's communities.

The GIS map has been developed and is available at the following links: https://actyouth.gogocarto.fr and https://tamonopatia.org/connect-act-youth-gis-map/

This document provides a brief guide on how to publish and update content on the map.

## 1. How to Access the Map?

Access the GIS map directly through the link: https://actyouth.gogocarto.fr and https://tamonopatia.org/connect-act-youth-gis-map/

## 2. Who Can Access the Map?

The GIS map is public, and anyone with internet access can access the map.

## 3. Who Can Publish Content on the Map?

Anyone who registers on the application can publish content on the map. However, published content is moderated by moderators, meaning that the content will not be public until a moderator reviews and approves it. Also, editing existing posts is only possible for the author of that post using the same login credentials as in the initial publication.

## 4. What Information or Events Can Be Published on the Map?

There are three categories of posts published on the map, which include:

- Youth activities, events & services
- Opportunities for youngsters and youth workers
- Common activities of Connect Act network

Each category requires specific fields/information to be entered when publishing content, including[1]:

- Name of the activity, event / service or opportunity*
- Location*
- Date*
- One representative image*
- Decription*
- Link to social media (Facebook YouTube, Instagram, etc...)
- Additional informations

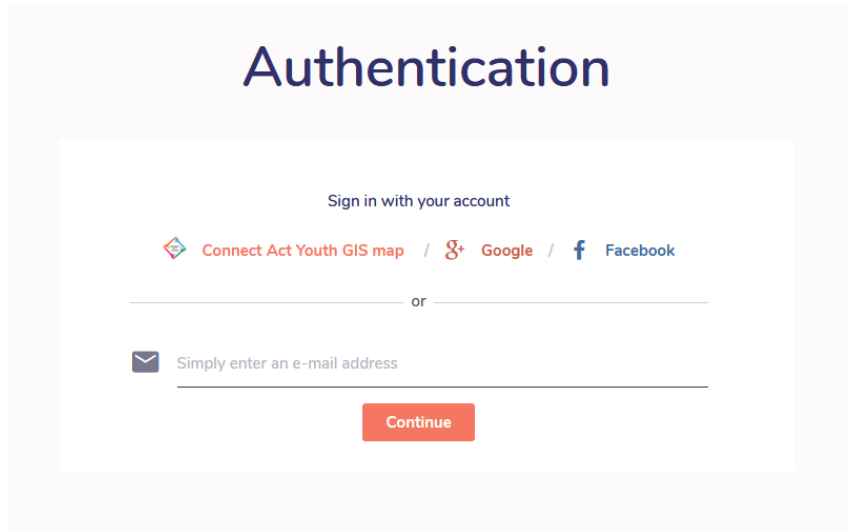## 5. What is the Procedure for Publishing Content on the Map?

The procedure for publishing content on the map is quite simple and is done through a few easy steps. Below, such a procedure will be outlined using text and screenshots. Prior to that, it's necessary to prepare the content for publication, as listed in the previous point (point 4).

1. Visit the URL https://actyouth.gogocarto.fr, after which you will arrive at the home page of the map. To add a new element, click on one of the "Add Element" buttons. To review already published content, click on the "Search" button.



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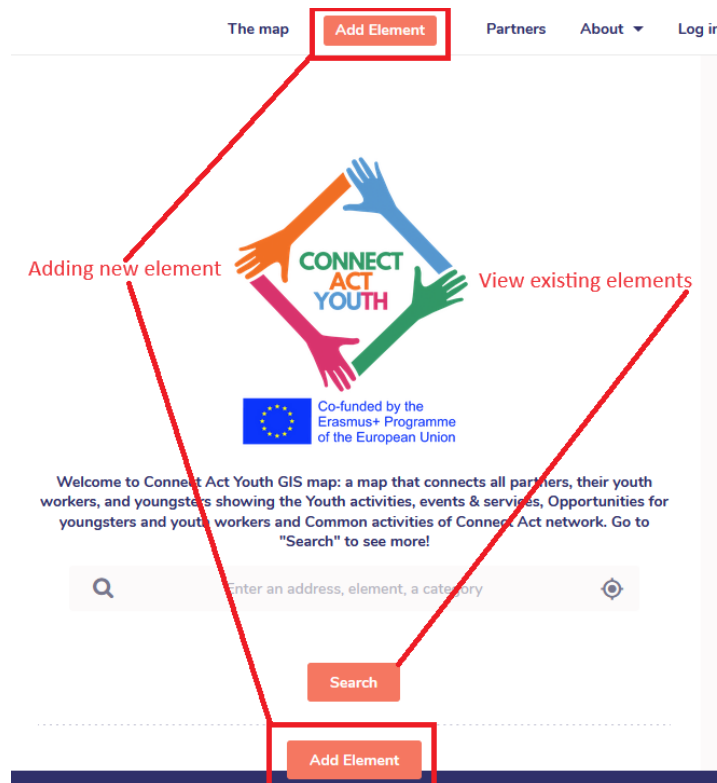
[1] Fields marked with asterix (*) are mandatory

2. Next, it is necessary to log in or register on the system. Login and registration are possible through an existing Google or Facebook account, or by registering a new account using your email address.



3. After the authentication process, you will reach a part of the page where you will enter the necessary information to publish content.

- First, choose one of the provided categories (Activities, events & services; Opportunities; Common activities).

- After that, fill in the following information:
    o **Name:** The name of the activity, opportunity, or event, which will appear as the title of the content.
    o **Location:** Write the name of the location (e.g., Lefkada, Rome, Almada, etc.), then click on "Locate" to display the entered location on the map.
    o **Image:** Upload a representative photo, illustration, etc. It's preferable for the photo to be in landscape format and not exceed a size greater than 5 MB.
    o **Date of the event, opportunity, or event:** Enter the date or date range in the format dd/mm/yyyy.
    o **Description of the activities, event, or opportunities:** In this part, enter a brief description. It's important for the description to be concise and interesting, avoiding lengthy explanations.
    o **Link to social media:** Enter a link where more information can be found.
    o **Enter some additional information:** Input any other information you consider important but couldn't be entered in previous fields.

## Category

Activities, events & services
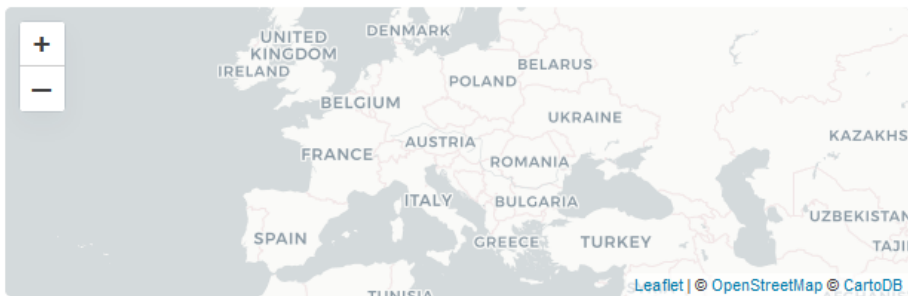Opportunities
Common activities

## Informations

👤 Name *

📍 Location                                    Help?    Locate



Leaflet | © OpenStreetMap © CartoDB

🖼️ **Image**

📅 Date of the event opportunity or event *

📄 Description of the activities event or opportunities *

🔗 Link to social media (Facebook Youtube Instagram etc...

💬 Enter some additional information

- If you are entering content for the first time and used your email for registration, you will need to define a password for your account before submitting the content. After that, click on "Send" for your first post.
- If you used other registration methods (Google and Facebook) or have previously registered, you will only need to click on the "Send" button.

## Validation

🔒 Password to create your account

[ Send ]

- After this, you have submitted your content. It will not be immediately visible to the public because it requires verification by a moderator. After moderation, the content will be displayed publicly on the map.

### 6. How Do I Edit Existing Posts?

If, after posting content, you want to make certain changes, follow these steps:On the map, find the content you want to change. Once opened, at the bottom of the post, click on "suggest changes."

- After that, a data entry form will appear where you can make the desired changes, and finally, click on "Send." A moderator will review the content of the changes and approve it for public posting.

7. **If I Have Additional Questions or Difficulties, Where Can I Seek Help?**

For any additional assistance or further questions, you can directly email Solidarity Tracks at pistes_solidaires@yahoo.gr or contact sidik@sidiklepic.com.