

CIVICONNECT

CIVICONNECT USER GUIDE

BY EMILE AMINTI

ABOUT CIVICONNECT

CiviConnect is a collaborative platform for stakeholders in West Africa, fostering interaction, innovation, and collaboration for an inclusive society.

Engage, Connect Inform

The power to shape the future belongs not just to a few, but to all of us. Join us to connect, collaborate, and make lasting impact in a rapidly changing society

[JOIN TODAY](#)



CiviConnect aims to establish an open collaborative space in West Africa, fostering interaction, experimentation, and innovation among diverse stakeholders. The platform seeks to facilitate knowledge exchange, campaign initiation, and event participation, with the overarching goal of building an inclusive and open society. By providing resources in fundraising, capacity building, training, reports, research, data sets, and visualizations, CiviConnect empowers individuals and organizations to collectively contribute to positive social impact across the region.

Engage, Connect

Inform

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This user guide is your compass, guiding you through the essential steps to effortlessly navigate the platform. Whether you're a newcomer eager to explore or a seasoned user seeking to deepen your engagement, learn how to submit and join campaigns, discover upcoming events, and access valuable reports and research. Dive into dedicated sections covering fundraising resources, capacity building, and training, as well as data sets and visualizations. Regardless of your familiarity with the platform, this guide is designed to empower you, ensuring that you actively contribute to the collaborative initiatives that are shaping West Africa.



ACCESSING CIVICONNECT

To access CiviConnect, visit civiconnect.org. Upon reaching the website, users can navigate through the platform's various features, including campaign initiation, event submission, and access to resources aimed at fostering collaboration and innovation among stakeholders in West Africa. For full functionality, users are required to register, providing essential information such as name, username, password, and email address. Once registered, users can log in with their credentials, gaining entry to the platform's interactive dashboard, where they can explore ongoing campaigns, upcoming events, reports, research materials, fundraising resources, and tools for capacity building and training. CiviConnect aims to create a dynamic online space for individuals and organizations to collaborate towards the development of an inclusive and open society in West Africa.

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REGISTRATION

Visit the CiviConnect website at civiconnect.org.

Locate the "Registration" button on the homepage or designated registration section and click on it.

Complete the registration form, providing the required information:

Name: Enter your full name.

Username: Choose a unique identifier for your account.

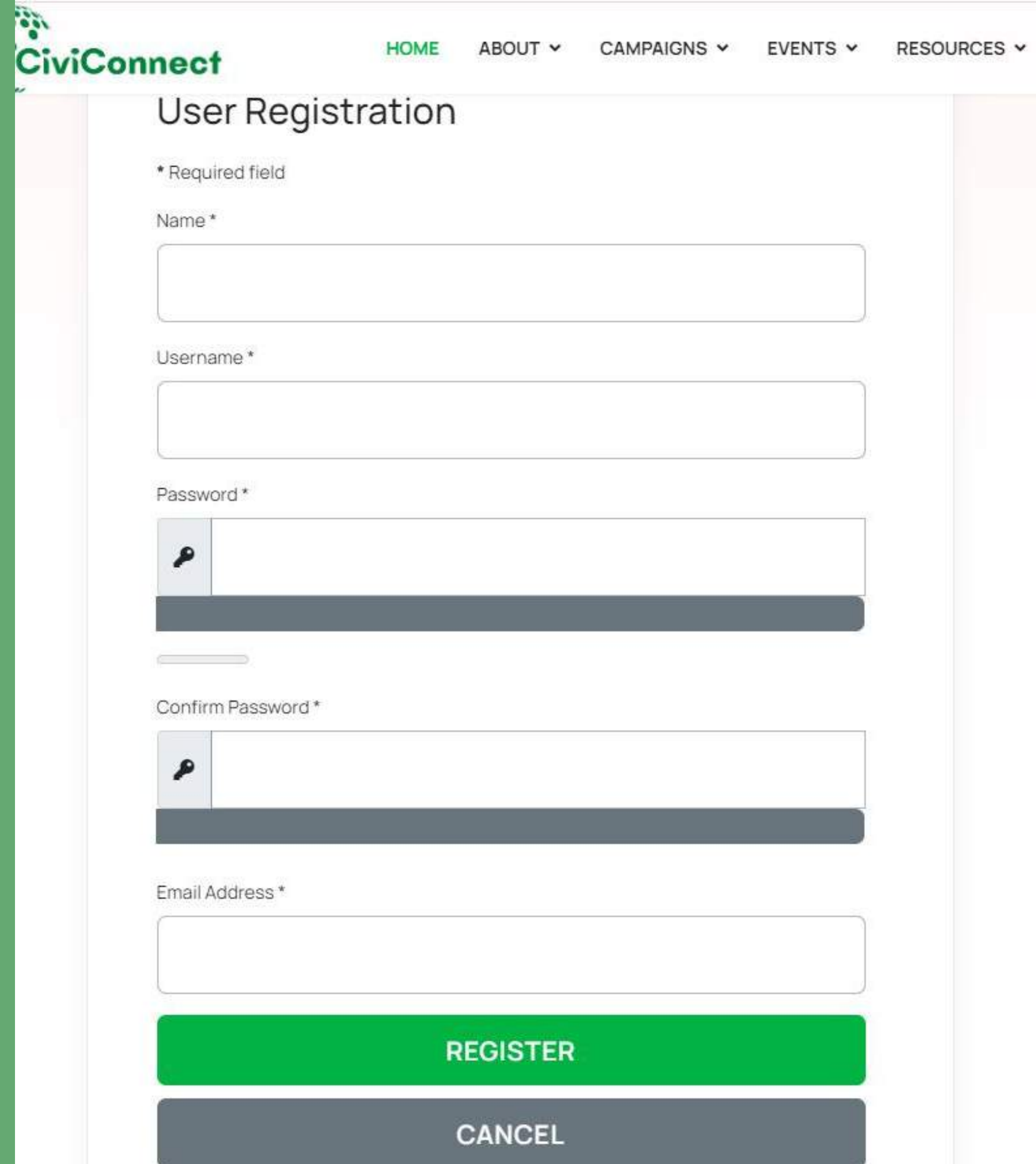
Password: Create a secure password for account access.

Confirm Password: Re-enter the password for confirmation.

Email Address: Provide a valid email address for communication.

Review the form to ensure all required fields are filled in accurately.

Click on the "Submit" or "Register" button to complete the registration process.



The screenshot shows the CiviConnect website's user registration page. At the top, the CiviConnect logo is on the left, and a navigation menu with links for HOME, ABOUT, CAMPAIGNS, EVENTS, and RESOURCES is on the right. The main heading is "User Registration". Below this, a list of required fields is shown, each with a key icon and an asterisk: Name, Username, Password, Confirm Password, and Email Address. The Password and Confirm Password fields have a dark grey bar at the bottom, indicating they are hidden. At the bottom of the form, there are two buttons: a green "REGISTER" button and a grey "CANCEL" button.

CiviConnect

HOME ABOUT CAMPAIGNS EVENTS RESOURCES

User Registration

* Required field

Name *

Username *

Password *

Confirm Password *

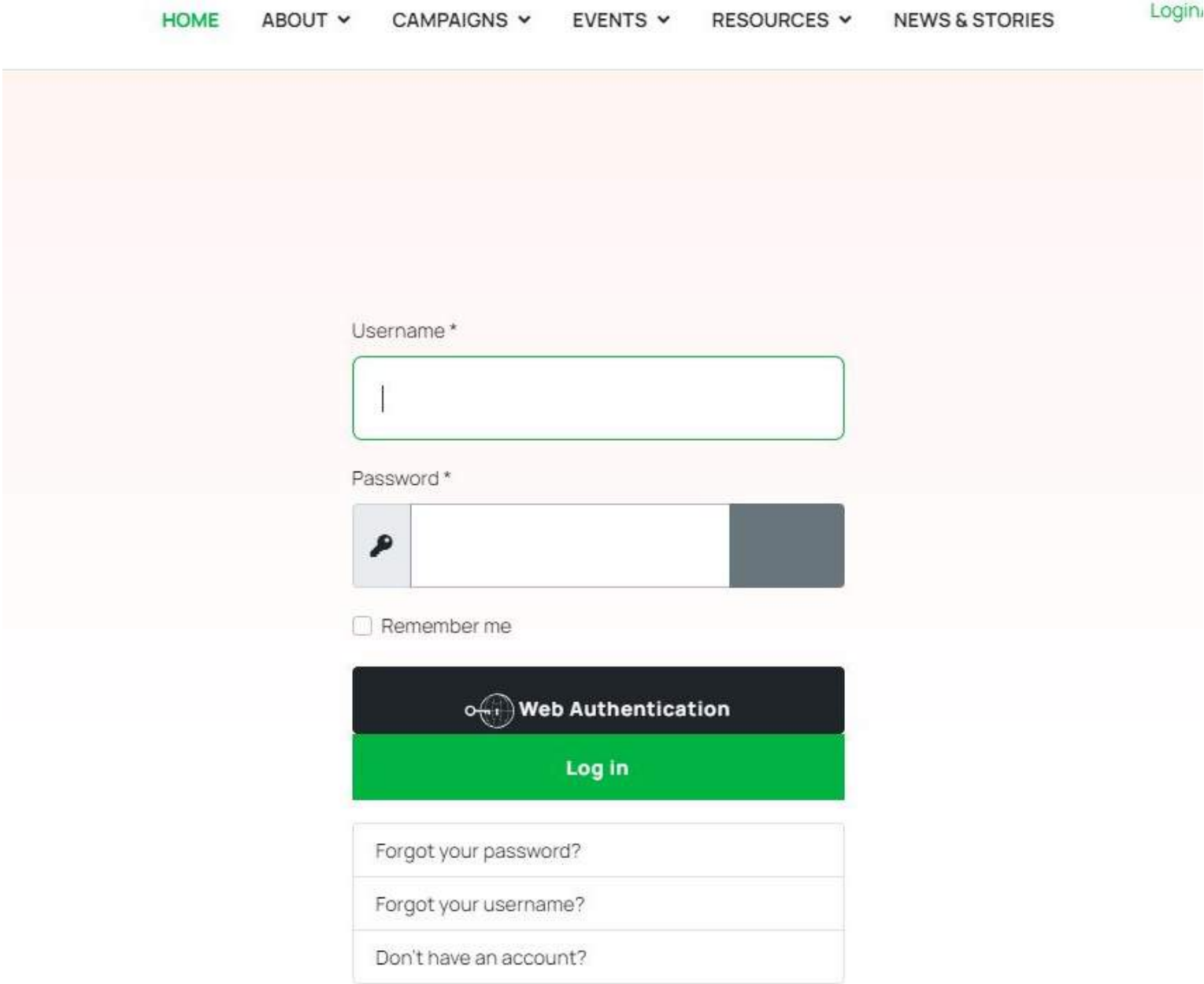
Email Address *

REGISTER

CANCEL

After successful registration, you may be redirected to the login page. Use your newly created username and password to log in and access the full features of CiviConnect.

Upon successful login, you'll be directed to the dashboard, which serves as the central hub for accessing various features.



Start a Campaign

In CiviConnect, the "Campaigns" section plays a central role in facilitating collaborative initiatives.

Here's a guide on how to navigate and engage with campaigns on the platform:

Viewing All Campaigns:

To explore ongoing campaigns, click on the "Campaigns" section on the dashboard.

Browse through the list of active campaigns to discover opportunities for collaboration.

Starting a Campaign:

If you want to initiate a new campaign, select the "Start a Campaign" feature.

Provide essential details such as the unique campaign name, a comprehensive description, specific objectives, and desired actions.

Specify whether other users can join the campaign. Optionally, include links to external resources that support the campaign.

Campaigns

HOME / CAMPAIGNS / START A CAMPAIGN

Start a Campaign

First Name

Last Name

Email *

Organisation

Campaign name

Campaign Description *

Join a Campaign

Joining a Campaign:

To join an existing campaign, navigate to the "Campaigns" section.

Click on a campaign of interest to view detailed information.

Check if the campaign allows user participation and follow any provided instructions to join.

Campaign Details:

Each campaign will have a dedicated page showcasing its name, description, objectives, and actions.

Explore any attached external resources to gain a deeper understanding of the campaign's goals.

Collaboration:

Engage with other campaign participants through communication channels provided within the platform, fostering collaboration and collective impact.

Campaign Updates:

Stay informed about campaign developments by checking for updates, messages, or notifications within the campaign interface.

Join a Campaign

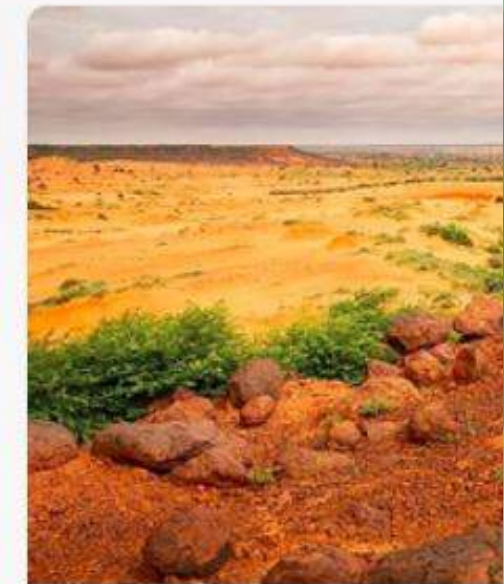


Adenike Oladosu - My call for climate justice

Dear world leaders,

Right now, the climate crisis is affecting every country in the world. As a climate activist in Nigeria, I have seen firsthand what happens to communities that don't have the means to adapt to climate change.

[Join the Campaign](#)



Crisis Action's Sahel

A decade of conflict in the Cent... between Niger, Mali and Burkina... made the region the epicentre of... fastest-growing crises.

"In the Sahel, civil society is on the... and has a unique expertise that... makers take into account. By he... People's Coalition for the Sahel... elevated West African voices to... globally."

[Join the Campaign](#)

HOW TO SUBMIT AN EVENT

The "Events" section on CiviConnect facilitates the sharing and participation in various events related to social causes and initiatives. Here's a guide on how to navigate and engage with events on the platform:

Viewing Upcoming Events:

Access the "Events" section on the dashboard to explore upcoming events.

Browse through the list or use any provided filters to find events relevant to your interests.

Submitting an Event:

To submit a new event, select the "Submit an Event" feature.

Fill in the required event details, including the event name, comprehensive description, location, date, and organizer information.



Submit an Event

First Name

Last Name

Email *

Organisation

Event name

Event Description *

Event Details:

Click on an event of interest to view detailed information.

Explore specifics such as the event description, location, date, organizer's contact details, and whether it is open for registration.

Event Calendar:

Check the event calendar to see a visual representation of upcoming events.

Participating in Events:

If an event is open for registration, follow any provided instructions to participate.

Engage with event organizers and other participants through communication channels within the platform.

Events

ly for the Global agement Summit

ications are now open for the Global
gement Summit, a student-run social
ation conference that gathers young
ge makers from around the world to
operate, discuss and further their social
ures.

ore ...

ne Publish What You ay (PWYP) 2023 Africa onference

10 JUNE 2023, SALLY - SENEGAL

2023 session of the High-level Political
um on Sustainable Development
d more ...



The third Pan African Parliamentarians Summit on CLIMATE POLICY AND EQUITY

16 - 17 MAY 2023

The ninth session of the Africa Regional Forum on
Sustainable Development
Read more ...



Pan African Lawyers Union - 2023 Conference

21-24 JUNE 2023

PALU annual Conference to take place in
Livingstone
Read more ...

Accessing Reports & Research:

Click on the "Reports & Research" section on the dashboard to explore available resources.

Browse Resources:

Browse through the list of reports, research papers, and other materials.

Utilize any search or filter options to find resources specific to your interests or focus areas.

Resource Details:

Click on a specific report or research item to view detailed information.

Explore the content, findings, and recommendations presented in the resource.

Staying Updated:

Regularly check for updates and new additions to the Reports & Research section to stay informed about the latest information.



Resources

CLIMATE RESILIENT PROGRAMING IN EDUCATION (CRPE) TOOL FOR SAVE THE CHILDREN

Final Draft, November 28, 2022

"We want every child to grow up and fulfil their potential, to learn, survive and be protected. To do this, we recognize that we must tackle the mutually reinforcing issues of climate change and environmental degradation, chronic poverty and inequality. We cannot achieve the vision we have for children without seeking climate justice and child rights including the right to a healthy environment for current and future generations." - Save the Children

COMMENTS BY SAVE THE CHILDREN ON 1ST DRAFT OF THE GENERAL COMMENT 26: CHILDREN'S RIGHTS AND THE ENVIRONMENT WITH SPECIAL FOCUS ON CLIMATE CHANGE

Save the children launched an internal consultation, across offices and thematic expertise, on the draft General Comment (draft GC26) on child rights and the environment with special focus on climate change. We have the following comments to the draft GC26, which includes the annexed document of the draft GC26 with suggested editing through track-changes:

GENERAL COMMENTS TO THE OVERALL DRAFT:

On the practical and concrete aspects of the GC26 as a guidance to State Parties to the Convention on its implementation, in light of the right of children to a clean, safe and sustainable environment:

We find the draft GC26 to be very useful in identifying some of the salient issues related to child rights and the environment. However, we have the following suggestions to make GC26 even clearer and more practical and concrete. We recommend:

- **Clearly stating upfront the recognition of children's right to a clean, healthy and sustainable environment** as a new human rights standard recognized by the UN General Assembly in September 2022 (and before that, by the Human Rights Council) and that this right **constitutes the basis for fulfilling all other child rights**. Currently, this is very ambiguous in the text as it states that the environment is "implicit in, and directly linked to, in particular, the rights to life, survival and development (art. 6), the highest attainable standard of health, including taking into consideration the **damages and risks** of environmental pollution"; instead of recognizing upfront the right of children to a clean environment and **the actual** (not risks or dangers) negative impact that environmental degradation and climate change has on child rights. The current changes and the evidence on the devastating impacts of environmental degradation and climate change in children, leads the Committee to recognize the need for an evolving interpretation of the Convention in order to respect, protect and fulfill child rights in the present world context.
- **Promoting a holistic understanding of environmental degradation and climate change as two inter-related concepts** (rather than separating the two – see further explanation below in Comments on Introduction)
- **Indicating more explicitly within the same (rights and obligations) section the concrete measures and actions States should take to implement a child's right to a clean, healthy and sustainable environment**, in light of the specific provisions of the CRC, including the General Measures of Implementations, which will serve as a basis for **State Party reporting process** in

Reports & Research | 1 min read

Save the Children's Submission to the Draft

FUNDRAISING RESOURCES

The "Fundraising Resources" section on CiviConnect provides tools and materials to support individuals and organizations in raising funds for their initiatives.

Accessing Fundraising Resources:

Click on the "Fundraising Resources" section on the dashboard to explore the available tools and materials.

Browse Available Resources:

Explore the list of fundraising resources provided on the platform.

Utilize any search or filter options to find resources relevant to your fundraising needs.

Resource Details:

Click on a specific fundraising resource to view detailed information.

Review guidelines, tips, and any provided templates to enhance your fundraising efforts.

Sharing Fundraising Success Stories:

If you've achieved success using certain fundraising strategies, consider sharing your success story or insights with the community.

Staying Updated:

Regularly check for updates and new additions to the Fundraising Resources section to stay informed about the latest fundraising tools and best practices.

Resources



Fundraising | 1 min read

Geo for Good Impact Awards

Are you working on an environmental project using Google's mapping tools? Apply now and stand a chance to win a Geo for Good Impact Award!

[Read more ...](#)



Fundraising | 1 min read

Africa Matters: Ambassadors Program and She is Empowered Program

The Africa Matters has launched the Africa Matters Ambassadors Program (AMAP) and She is Empowered Program.

[Read more ...](#)

HOW TO SUBMIT FUNDRAISING RESOURCES

Log in to your CiviConnect account.

Find and click on "Submit Resources" in "CIVICONNECT."

Fill Out Form:

Provide a descriptive title for your fundraising resource. Optionally, let the system auto-generate or manually provide an alias.

Enter the upcoming event date if applicable.

Input the main content of your fundraising resource.

Upload media (images or videos) if needed.

Configure Publishing:

Set publishing options such as status and date.

Language:

Specify the language of the fundraising resource.

Metadata (Optional):

Add keywords or tags for categorization.

Click "Submit"



HOME

ABOUT ▾

CAMPAIGNS ▾

EVENTS ▾

RESOURCES

MY CIVICONNECT ▾

Home / My CiviConnect / Submit Resources / Fundraising / Submit Fundraising Resources

HOME / MY CIVICONNECT / SUBMIT RESOURCES / FUNDRAISING / SUBMIT FUNDRAISING RESOURCES

Content	Upcoming Event Date	Blog Media	Publishing	Language	Metadata
Title *					
<input type="text"/>					
Alias					
<input type="text" value="Auto-generate from title"/>					
<small>The Alias will be used as part of the URL.</small>					
Edit Insert View Format Table Tools					
CMS Content ▾ B <i>I</i> <u>U</u> S [List Icons] Paragraph ▾ Paragraph					

CAPACITY BUILDING & TRAINING

The "Capacity Building & Training" section on CiviConnect is designed to empower individuals and organizations by providing resources for skill development and knowledge enhancement.

Accessing Capacity Building & Training Resources:

Click on the "Capacity Building & Training" section on the dashboard to explore available resources.

Explore Resources:

Browse through the list of capacity building and training materials provided on the platform.

Use any search or filter options to find resources specific to your areas of interest or skill development needs.

Resource Details:

Click on a specific capacity building or training resource to view detailed information.

Review the content, curriculum, or training modules to understand the scope and objectives of the resource.

Staying Updated:

Regularly check for updates and new additions to the Capacity Building & Training section to stay informed about the latest opportunities for skill development.

Resources

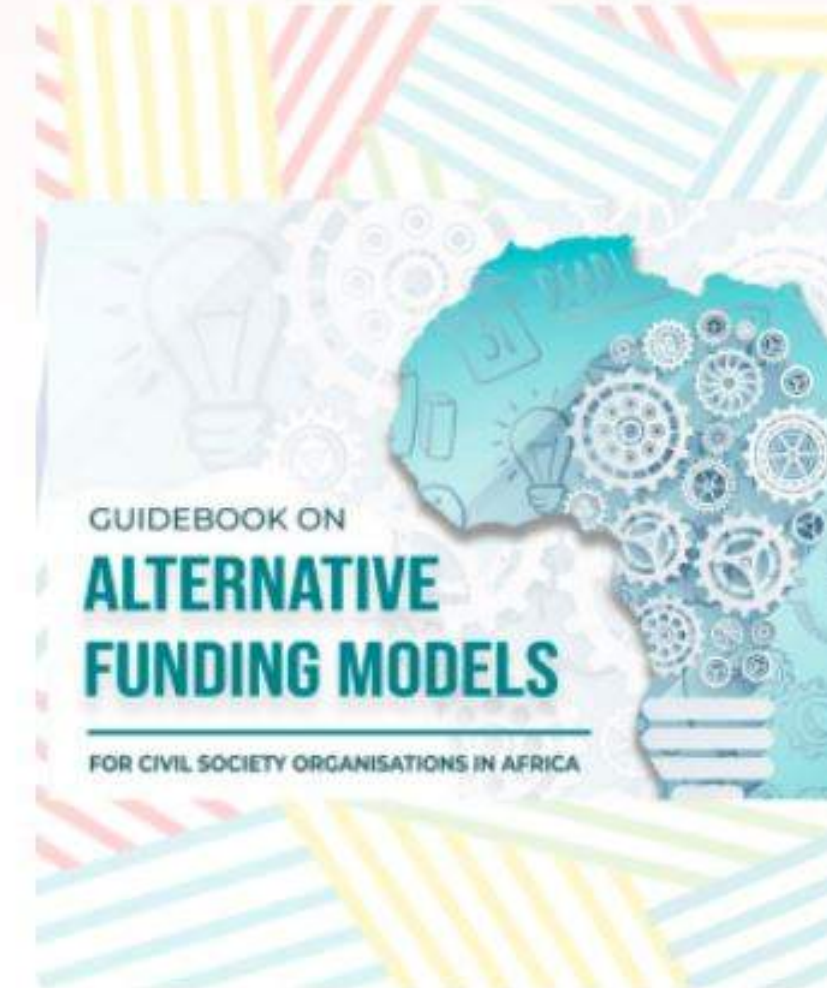


Capacity building & Training | 1 min read

I4C Innovation Lab Toolkit

This Innovation Lab Toolkit is designed for I4C members to support the planning and implementation of Innovation Labs in their countries.

[Download I4C Innovation Lab Toolkit](#)



Capacity building & Training | 1 min read

Innovations Lab : A Do-It-Yourself Guide

[Download Innovation_Labs_A_Do-It-Yourself_Guide](#)

HOW TO SUBMIT CAPACITY BUILDING & TRAINING

Log in to your CiviConnect account.

Navigate to Submission:

Find and click on "Submit Resources" or "Submit Capacity Building & Training Resources."

Fill Out Form:

Provide a descriptive title for your Capacity Building & Training resource.

Optionally, let the system auto-generate or manually provide an alias.

Enter the upcoming event date if applicable.

Input the main content of your resource.

Upload media (images or videos) if needed.

Configure Publishing:

Set publishing options such as status and date.

Language:

Specify the language of the resource.

Metadata (Optional):

Add keywords or tags for categorization.

Submit:

Click "Submit"

The screenshot shows the CiviConnect website interface. At the top, there is a navigation menu with links for HOME, ABOUT, CAMPAIGNS, EVENTS, and RESOURCES. Below this is a secondary menu with MY CIVICONNECT. A breadcrumb trail indicates the current path: HOME / MY CIVICONNECT / SUBMIT RESOURCES / SUBMIT CAPACITY BUILDING / SUBMIT CAPACITY BU. The main content area displays a form for submitting a resource. The form has several tabs: Content, Upcoming Event Date, Blog Media, Publishing, Language, and Metadata. The 'Content' tab is active. The form fields include: 'Title *' (required), 'Alias' (with an 'Auto-generate from title' button), and a rich text editor. The rich text editor has a toolbar with options for Edit, Insert, View, Format, Table, and Tools. The current content type is 'CMS Content' and the format is 'Paragraph'.

DATA SETS & VISUALIZATIONS

The "Data Sets & Visualizations" section on CiviConnect provides a platform for accessing and utilizing data for informed decision-making.

Accessing Data Sets & Visualizations:

Click on the "Data Sets & Visualizations" section on the dashboard to explore the available data resources.

Explore Data Sets:

Browse through the list of data sets provided on the platform.

Utilize any search or filter options to find data sets relevant to your areas of interest or research.

Visualizations and Analysis:

Explore visualizations created from the data sets to gain insights and perspectives.

Some platforms may provide tools for users to create their own visualizations or analyze data interactively.

Data Exploration:

Use the data sets to explore trends, patterns, and correlations relevant to your field or area of study.

Staying Updated:

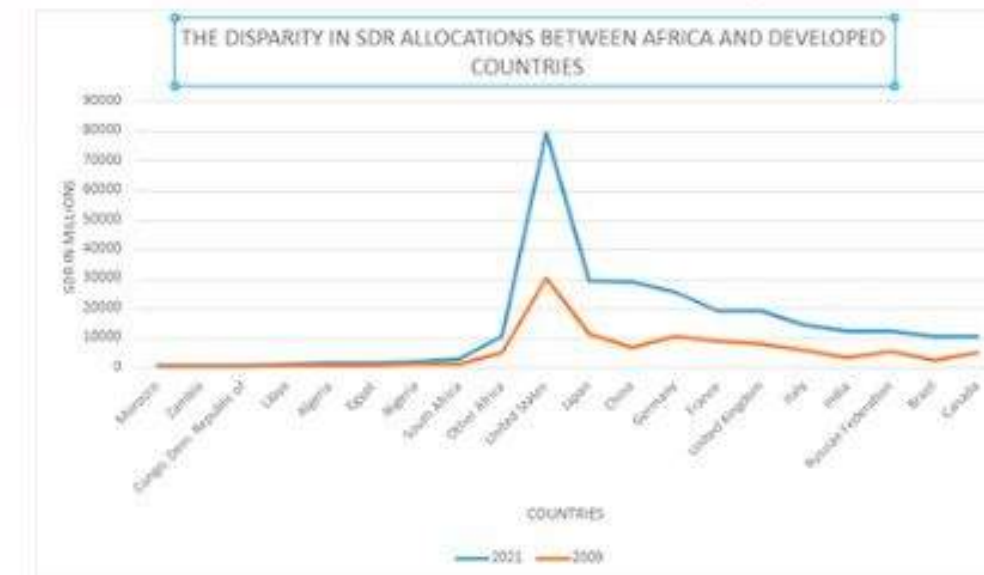
Regularly check for updates and new additions to the Data Sets & Visualizations section to stay informed about the latest data resources.

Resources

Data sets & Visualizations | 1 min read

Building Forward Together Fairer Using SDRs

by AFRODAD



Liquidity is vital for spurring growth and development for developing countries especially during crises for instance the unprecedented economic and health crises from the COVID-19 pandemic. The IMF, allocates **Special Drawing Rights** (SDRs), an international asset reserve that can be used to pay the IMF, exchanged with hard currency or be donated among member states. They can therefore be used by governments to stabilize their currencies, bolster their reserves or for social protection purposes which are overly important during crises.

Data sets & Visualizations

| 12 min read

HOW TO SUBMIT DATA SETS & VISUALIZATIONS

Log in to your CiviConnect account.

Navigate to Submission:

Find and click on "Submit Resources" or "Submit Data & Visualizations."

Fill Out Form:

Provide a descriptive title for your Data Sets & Visualizations.

Optionally, let the system auto-generate or manually provide an alias.

Enter the upcoming event date if applicable.

Input the main content of your resource.

Upload media (images or videos) if needed.

Configure Publishing:

Set publishing options such as status and date.

Language:






Specify the language of the resource.

Metadata (Optional):

Add keywords or tags for categorization.

Submit:

Click "Submit"

Content	Upcoming Event Date	Blog Media	Publishing	Language	Metadata
Title *					
<input type="text"/>					
Alias					
<input type="text" value="Auto-generate from title"/>					
<small>The Alias will be used as part of the URL.</small>					
Edit Insert View Format Table Tools					
 CMS Content ▼ B <i>I</i> <u>U</u> S     Paragraph ▼ Paragraph					
<input type="text"/>					



THANK YOU

www.civiconnect.org