



How to register on the website

Visit <http://www.organiccotton.org> and click on „register“ on the top right of your screen.

A screenshot of the website's registration form. At the top, there are language options: English, Deutsch, Français, and Español. Below this is the "User Login" section, which includes two empty input fields for "Username" and "Password". To the left of the "Password" field is a "Register" link with a small icon. To the right of the "Password" field is a "Login" button. A mouse cursor is pointing at the "Register" link.

A registration form will open: Please add all required registration information and set your password.

Note: If you are already a "dgroups" user, please use the same password here as you use with dgroups!

(Dgroups is the email discussion tool we will use for our dialogues. If you want to know more about dgroups just visit www.dgroups.org).

When you have filled in the form, click on „register“, and you will soon get an e-mail confirming that you were approved by the facilitator.

The approval e-mail you get will provide a link guiding you back to the homepage where you can log in.

A screenshot of the website's registration form, similar to the one above but with the fields filled. The "Username" field contains the text "e-mail address" and the "Password" field contains ten dots. The "Register" link and "Login" button are still present, and a mouse cursor is now pointing at the "Login" button.

How to post information on the website

Once logged in you have full access to post new items such as press releases into the news section, to announce events in the agenda and to put key documents and tools into the library.

Post a new document into the library

1. Click on “Post new item” in the library section (on the homepage of organiccotton.org).

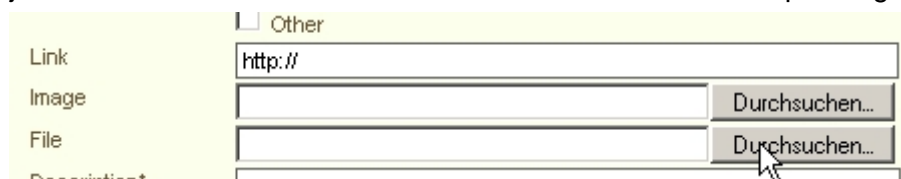


2. Select type of document: “Library”



3. Fill in the form and select again whether you post a document, a tool, a visual, or key learnings.
4. Choose the category the item belongs to (combination of categories possible).
5. Browse your computer and upload a document if you are sure you have permission from the copyright holder(s) or if you are willing to publicly share the document if you are the copyright holder.

If you are not sure about this, or if you do not want to share the document publicly, please just set a link to the website where one can order the corresponding item.



6. Fill in the form completely and press the “send” button to save all information.

Post a new press release into the news section

1. Click on “Post new item” in the news section (on the starting page of organiccotton.org).



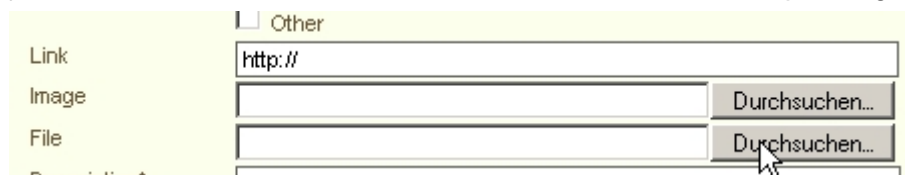
2. Select type of document: “News”



3. Fill in the form indicating the date of publication of the article or press release, as applicable.

5. Browse your computer and upload the document if you are sure you are allowed to do so or if you are willing to share the item publicly.

If you are not sure about this, or if you do not want to share the document publicly, please just set a link to the website where one can order the corresponding item.



6. Fill in the form completely and press the “send” button to save all information.

Post a new event into the agenda

1. Click on “Post new item” in the agenda box (on the starting page of organiccotton.org).



2. Select type of document: “Agenda”



3. Fill in the form completely and press the “send” button to save all information.

Please do not place advertisements into the library, the news section or into the agenda - they will be deleted anyway!

How to start a discussion within the Organic Cotton Community

There will be facilitated discussions from time to time as announced on the web platform. But you can also initiate a discussion amongst all registered community members by

- a) sending an e-mail to: OCPlatform@dgroups.org, or
- b) clicking on a discussion link in the community discussion box on the right hand site



If you use method 'b', you will be taken to the dgroups login, where you have to enter your e-mail address and password again.



If you do not logout after dgroups session you will be recognised the next time you login and the whole process will be done in one step.

Note: To participate in the discussions you only have to register once and you will get each message in your regular e-mail. You therefore do not have to go to the dgroups website to participate.