



## Instruction for community members

How to register for the community .....	1
How to post information on the website .....	2
Posting to the library .....	2
Posting to the news section .....	3
Posting to the agenda .....	4
Posting to the pin board .....	5
How to post a request or start an e-discussion within the Global Organic Cotton Community .....	6

## How to register for the community

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



A registration form will open: Please add all required registration information and create 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 use for our dialogues. If you want to know more about dgroups just visit [www.dgroups.org](http://www.dgroups.org)).

When you have filled in the form, click “register” and you will soon receive an e-mail from the facilitator confirming that you have been approved.

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

Forgotten your password? Just send a message to [info@organiccotton.org](mailto:info@organiccotton.org) asking for assistance.



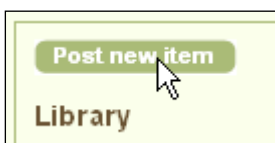
## How to post information on the website

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

### Posting to the library

To post a document, tool, visual or key learning into the library you must:

1. Click on “Post new item” in the library section (to find in the navigation at the left hand side of [organiccotton.org](http://organiccotton.org)).



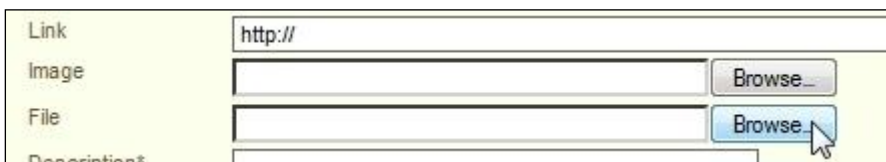
2. Select type of document: “Library”



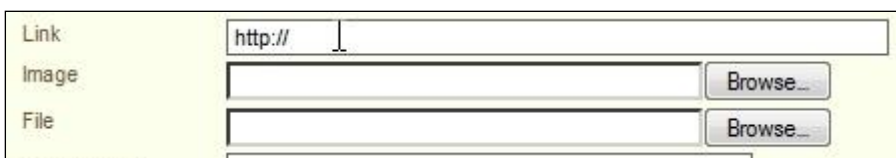
3. Fill in the form and select whether you are posting a document, a tool, a visual or key learning.

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 “send” to save all information.

## Posting to the news section

To post a newspaper article or a press release into the news section you must:

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

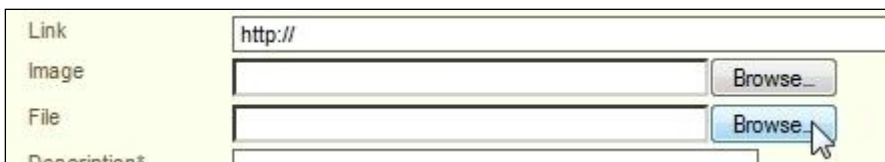


2. Select type of document: “News”

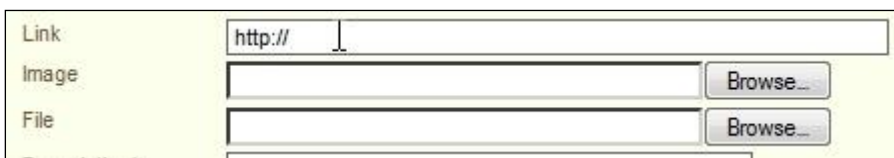


3. Fill in the form indicating the date of publication of the article or press release, as applicable.

4. 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 read or order the corresponding text.



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

### Posting to the agenda

To post an announcement into the agenda you must:

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



2. Select type of document: “Agenda”



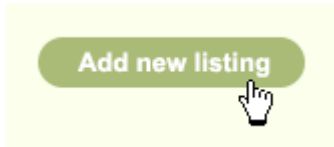
3. Fill in the form completely and press “send” to save all information.

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

## Posting to the pin board

To post your 'offer' or 'demand' of an organic cotton produce you must:

1. Click on "Add new listing" in the pin board section (on the starting page of [organiccotton.org](http://organiccotton.org)).



2. Fill in the form completely and press "send" to save all information.

**Add new listing**

**buy or sell**

**category**

**Product**  *max. 60 characters*

**description**

**certification information**

<input type="checkbox"/> EU regulation 834/2007	<input type="checkbox"/> FLO Fairtrade
<input type="checkbox"/> USDA National Organic Program (NOP)	<input type="checkbox"/> Demeter
<input type="checkbox"/> Indian National Program for Organic Production (NPOP)	<input type="checkbox"/> Global Organic Textile Standard (GOTS)
<input type="checkbox"/> Japanese Agricultural Standard (JAS)	<input type="checkbox"/> National Organic Textile Standards (NOTS)
<input type="checkbox"/> Cotton made in Africa (CmiA)	<input type="checkbox"/> Organic Exchange Standard 100
<input type="checkbox"/> Better Cotton Initiative (BCI)	<input type="checkbox"/> Organic Exchange Standard blended
	<input type="checkbox"/> Naturtextil IVN

other fair trade certification

**image**

**link**

**country**

**language**

**e-mail**  **Phone**

I accept the [General Terms and Conditions](#).

**Please do only place ads for sustainable cotton (produce) any inappropriate posting will be deleted immediately! Be aware of the ads will last only for 3 month!**

### How to post a request or start an e-discussion within the Global Organic Cotton Community

There will be facilitated discussions from time to time as announced on the web platform. But you can also initiate an e-discussion amongst all registered community members or simply send a question to the pool of experts by

- a) sending an e-mail to: [OCPlatform@dgroups.org](mailto: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 must enter your e-mail address and password again.



If you post a question or initiate an e-discussion for the first time it would be getting a very brief introduction (2-3 sentences) about your person.

If you do not logout after the 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 begin receiving each message of the community in your regular e-mail inbox. You therefore do not have to go to the dgroups website to participate.**