

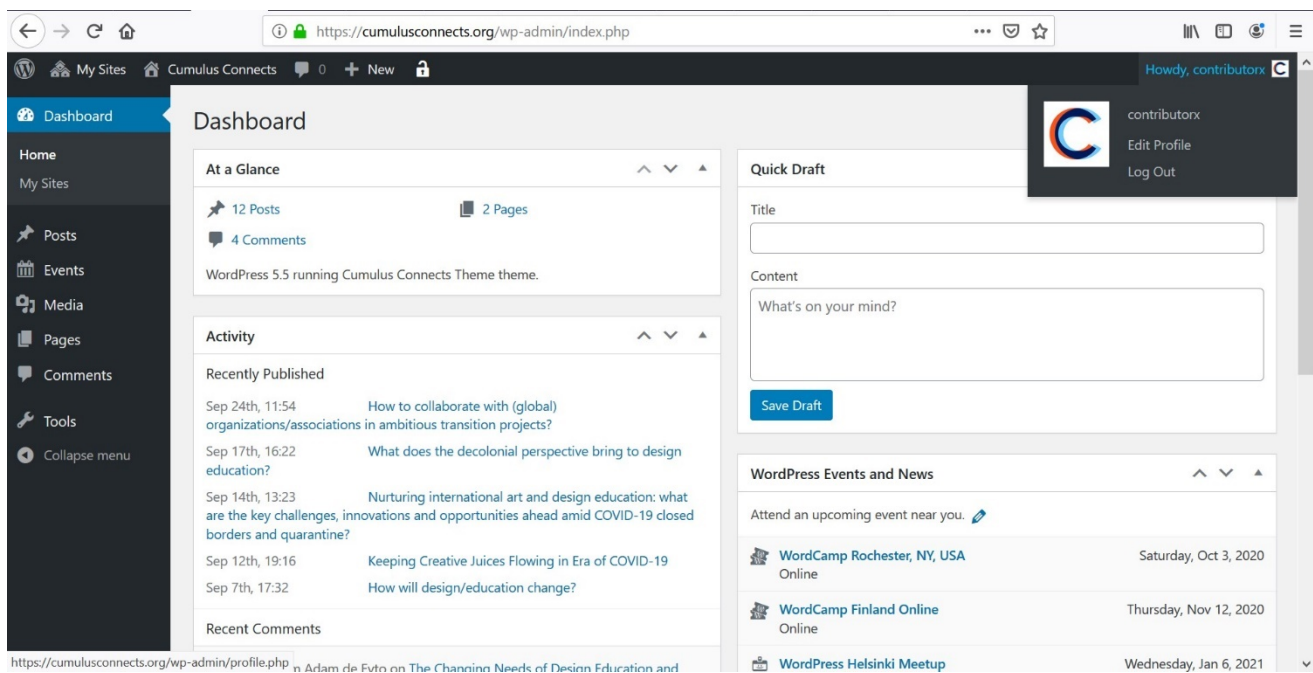
Cumulus Connects Instructions to Register and Contribute

Receiving a user account

- To contribute to the Cumulus Connects platform, you need a user account. First send us an email to register@cumulusconnects.org
- Activating your account:
 1. You will receive an email from spaces web@cumulusconnects.org (If you can't find the email in your inbox, please check the spam mail)
 2. You will be asked to activate your account via a link. Press the link and you will be redirected to the Cumulus Connects website.
 3. You will now see your username and password. You will also receive the username and password via email.
- Login with your user account and password at <https://cumulusconnects.org/wp-admin/>
- You are now a contributor – Welcome to Cumulus Connects!
- Have you lost your username or password? No worries, email contribute@cumulusconnects.org and we will help you.

Editing your profile

You can edit your profile by moving the mouse to the upper right corner, where it says Howdy, *your username*. The drop menu will appear, and you can edit your profile or log out.



The screenshot shows the WordPress admin dashboard for a contributor. The browser address bar displays <https://cumulusconnects.org/wp-admin/index.php>. The dashboard includes a sidebar menu with options like Home, My Sites, Posts, Events, Media, Pages, Comments, and Tools. The main content area features a 'Dashboard' section with 'At a Glance' statistics (12 Posts, 2 Pages, 4 Comments) and an 'Activity' section listing recently published posts. A 'Quick Draft' form is visible on the right, and a 'WordPress Events and News' section at the bottom lists upcoming events like WordCamp Rochester, NY, USA and WordCamp Finland Online. A user profile dropdown menu is open in the top right corner, showing the user's name 'contributorx' and options for 'Edit Profile' and 'Log Out'.

Please enter your first name and last name.

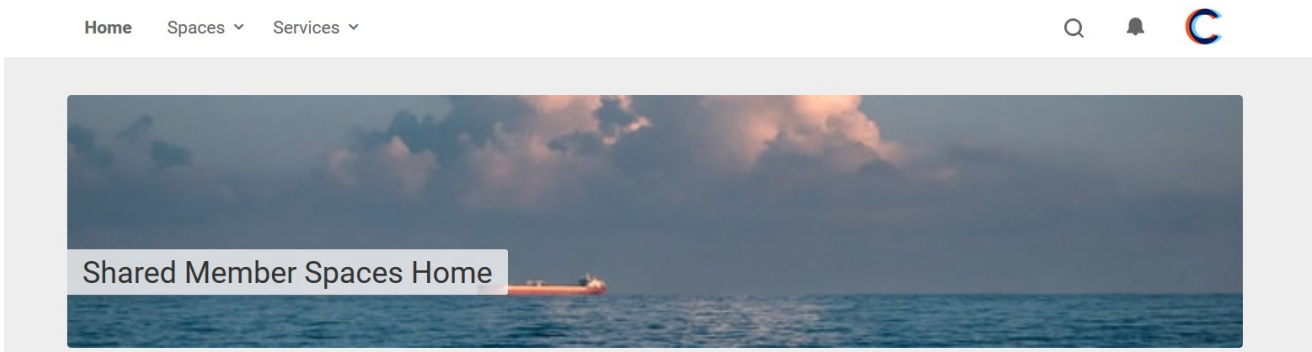
You should also enter biographical info. We suggest

- Title and Function / Role
- Cumulus member institution, partner or other institution
- Country

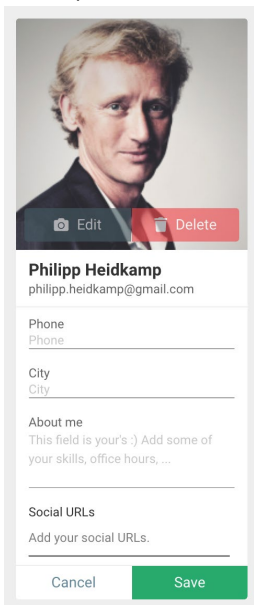
Please press “Update profile” in the end.

How to change the photo

Look at <https://cumulusconnects.org/home/> and move the mouse to the upper right corner, where you can see the Cumulus Connects C-picture. Click at “My profile” that appears from the drop menu. Click edit profile. And then click “Edit” (the left corner of the photo).



Example:

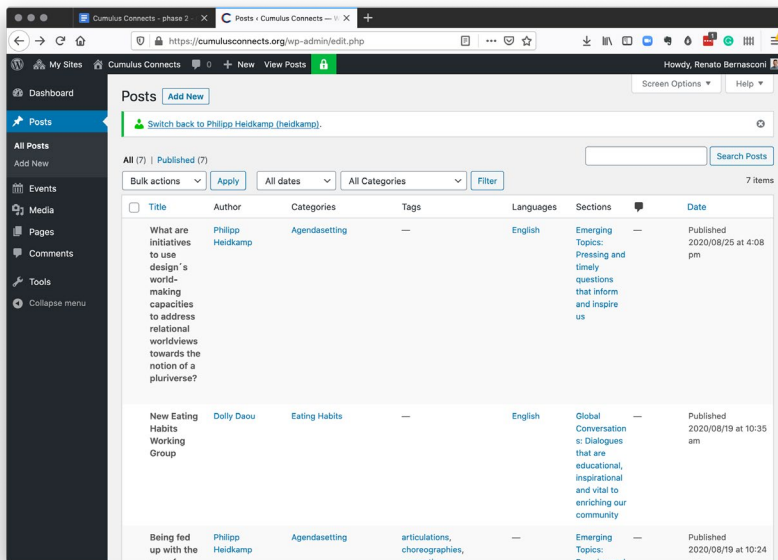


Create an Emerging Topics

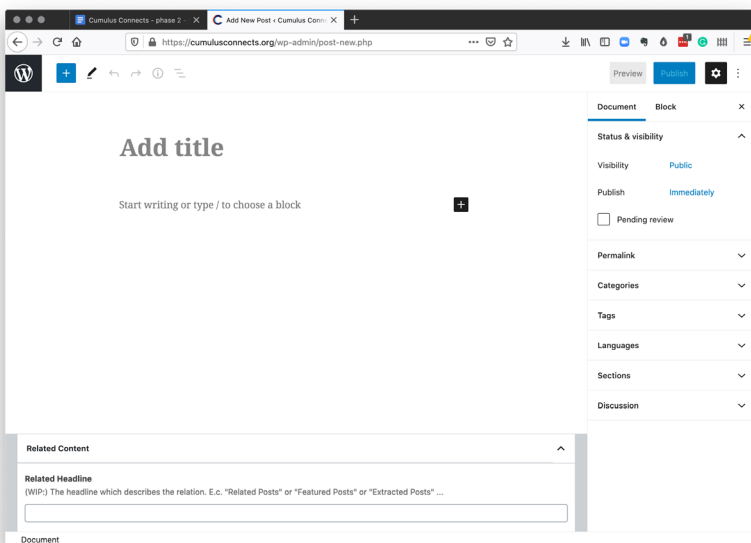
Do you have a question or topic that you would like to share with the Cumulus community? On the Cumulus Connects website you can share your thoughts via the “Emerging Topic” category of content.

In order to create a new Emerging Topic, you need to be logged in at <https://cumulusconnects.org/wp-admin/edit.php> where you will see on the left side of the screen the option Posts. Emerging Topics are Posts.

Now you can create one through the “Add New” button on top of the page.

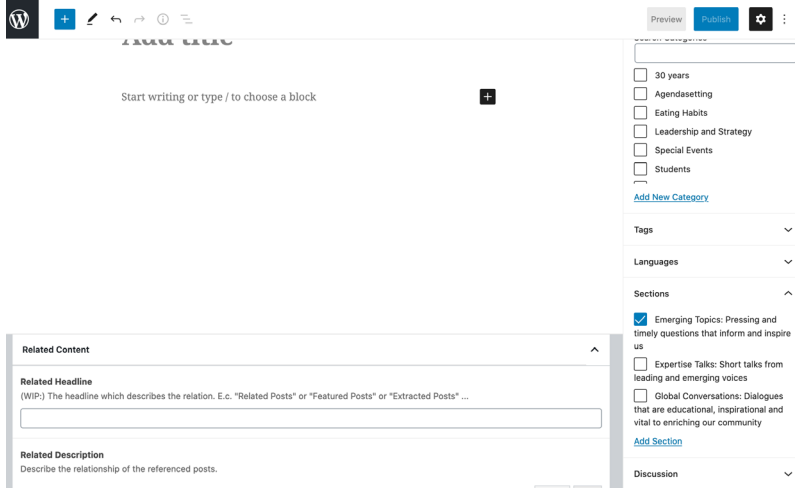


This will bring you to this screen below:



Make sure you set a date and you select “Emerging Topics” under the “Sections” Menu. You can add and use tags in the tags-field on the right side.

The title of the Emerging Topic will be the text that will appear on the home page of Cumulus Connects. Try to keep the title short and concise. You can then define the topic or question further in the text block below.



If you need any help, [the editorial team](#) can support you with creating a new Emerging Topic!