



# Ocean Sustainability Hub User Guide

Lux Consulting Group, Inc.

Version 0.05

October 13, 2021

# Revisions

<b>Revision</b>	<b>Date</b>	<b>Notes</b>	<b>Owner</b>
0.02	May 11	Ocean Page Guide split into two to accommodate new Ocean User Guide	Sam Goodman
0.03	May 28	Updated instructions based on developer updates and user feedback	Sam Goodman
0.04	June 18	Updated guide based on site updates	Sam Goodman
0.05	October 13	Updated guide based on site updates	Kalkidan Asaminew

# Table of Contents

<b>1. Introduction</b>	<b>1</b>
<b>2. Roles</b>	<b>1</b>
<b>3. Key Terms</b>	<b>2</b>
Public Interface	4
Private Interface	5
<b>5. Accessing the Network</b>	<b>6</b>
User Credentials	6
Creating a Profile	9
Connecting with and Following Other Users	15
Receiving a Group Invite	17
Joining a Group	17
Leaving a Group	19
Joining a Discussion Forum	20
Sending Messages	23
Receiving Notifications	24
Accessing Account Settings	25
Email Preferences	26
	26
<b>6. Project Profile Maintenance</b>	<b>27</b>
<b>7. Making Content Available to the Public</b>	<b>28</b>
<b>8. Calendar</b>	<b>28</b>
<b>9. Help</b>	<b>29</b>

# 1. Introduction

This guide provides a detailed overview of the key processes involved in the creation, maintenance, and archiving of content for the Ocean Sustainability Hub on the Belmont Forum Hubs website.

The Ocean Sustainability Hub (hereafter, the Hub) provides an opportunity for awardees from the CRA's 13 funded projects to highlight their findings and showcase publications, presentations, images, and other outputs. The page has a built-in social network that allows Coordinators, Consortium Leads, Researchers, and Stakeholders to coordinate with each other, facilitate engagement beyond one project, and share opportunities. Also featured on the page are a calendar highlighting CRA-specific events, an interactive map, and a visualization highlighting the transdisciplinary nature of the projects.

The Hub page's url is <https://hubs.belmontforum.org/>.

The guide is intended for Ocean Consortium Leads, Researchers, other Project Members, and Stakeholders who will be accessing the Hub page and participate in the network.

## 2. Roles

**Oceans Coordinators:** The team of Oceans Coordinators will be the focal point of contact for the Hub page. Coordinators will be in charge of managing content on the page and will work closely with Consortium Leads, Researchers, and Stakeholders to create accounts and establish user profiles.

**Secretariat:** The Secretariat works with the team of Oceans Coordinators to review and manage content for the Hub Welcome Page. The Secretariat also plays a key role in making publications, presentations, and other outputs from users available to the public. Both the Secretariat and Coordinators will be tasked with reviewing progress following the page's rollout.

**Oceans Consortium Leads:** The Consortium Leads will be designated to manage the Project Profile page for their respective project and can propose materials for publication, as well as content for internal and external groups within the network.

**Oceans Researchers:** Researchers are invited to create their own accounts and profiles within the Hub page network. Researchers can propose materials for publication, as well as content for internal and external groups within the network.

**Oceans Stakeholders:** Stakeholders are invited to create their own accounts and profiles within the Hub page network. Stakeholders can propose materials for publication, as well as content for internal and external groups within the network.

**Lux:** Lux is tasked with designing the Hub page and providing helpdesk and user maintenance support. The Lux team will also submit monthly analytics reports to the Secretariat and the Coordinators.

### 3. Key Terms

**Groups:** Users can join both public and private groups within the Hub. These groups serve as a network for Coordinators, Consortium Leads, Researchers, and Stakeholders.

**Member Profiles:** The Member Profile refers to a user's personal profile within the Hub page's network.

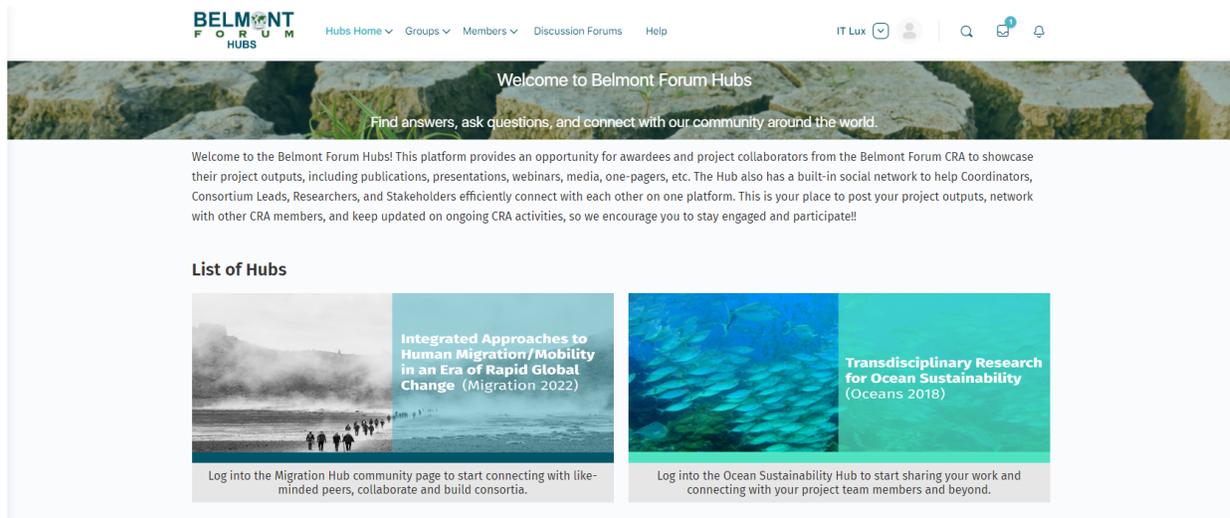
**Project Profiles:** Each of the 13 funded projects within the CRA has a project profile that will be accessible to the public on the Hub.

**Welcome Page:** The Welcome Page is the public landing page for the Oceans CRA, located at <https://hubs.belmontforum.org/ocean-hub/>. The Welcome Page contains an overview of the CRA, links to public groups, a CRA-specific calendar, a map, and accompanying visualizations.

The Hub Welcome Page is the public landing page for the Ocean Hub and other CRA hubs. The Welcome Page features a list of hubs, as well as instructions for getting started.

Only the Secretariat and Lux are authorized to make updates to this page.

While only the Secretariat and Lux are authorized to make changes directly to the page, the Coordinators, Consortium Leads, and Researchers can all propose changes to the Welcome Page. The Lux team will provide technical assistance and helpdesk support during the process.



To enter the Ocean Hub, click on the Ocean icon under List of Hubs, or select “Ocean” from the “Hubs Home” menu on the top.



## Welcome to the Ocean Sustainability Hub

Log into the Ocean Sustainability Hub community page to start sharing and connecting with your project team members, people from other projects, and beyond. Belmont Forum-funded teams will connect and showcase their efforts and initiatives here.



While only the Secretariat and Oceans Coordinators are authorized to make changes directly to the page, the Coordinators, Consortium Leads, Researchers, and Stakeholders can all propose changes to the Welcome Page. These proposed changes will be reviewed by the Coordinators, who can make additional edits before publishing or rejecting these changes. The Lux team will provide technical assistance and helpdesk support during the process.

## Public Interface

Many of the website features will be accessible to members of the public who do not have user credentials, including the Welcome Page, public groups, and project profiles.

**BELMONT FORUM HUBS** | Hubs Home | Groups | Members | Discussion Forums | Help | IT Lux | Search | Messages | Notifications



## Connect with Oceans (Public)

Public | Ocean Public Group | Organizer

Belmont Forum, Future Earth and JPI Oceans co-branded the Collaborative Research Action on Transdisciplinary Research for Ocean Sustainability (<https://www.belmontforum.org/cras#oceans2018>).

This Collaborative Research Action (CRA) brought together researchers and other expertise across the globe to innovate solutions to accelerate the sustainable use of oceans and minimize the effects of global change.

Research contributes to the overall challenge of ocean sustainability, with the UN Sustainable Development Goal no. 14 (Conserve and sustainably use the oceans, seas and marine resources for sustainable development) as the overall framework. ([https://sdgs.un.org/sites/default/files/2021-07/SDG\\_report\\_2021\\_Goal%2014.png](https://sdgs.un.org/sites/default/files/2021-07/SDG_report_2021_Goal%2014.png))

Because the challenge is complex, there is a need for integrated, interdisciplinary and cross-sectoral approaches, bringing together natural and social sciences, as well as policymakers, resource managers, industries, citizens and other societal partners. Research consortia shall address one or both of the following topics:

Topic 1 – Pathways toward sustainable and equitable use of oceans  
Topic 2 – Accounting for and minimizing impacts of global change

Organizers (2) 

## Private Interface

Other elements of the page, such as private groups, messages, and private forums can only be viewed when logged in as a user.

**BELMONT FORUM HUBS** | Hubs Home | Groups | Members | Discussion Forums | Help | IT Lux | Search | Messages | Notifications



## Oceans Group (Private)

Private | Oceans Private Group | Member

Organizers (2) 

Members **67** | Feed | Photos **17** | Albums | Send Messages | Send Invites | Manage

## 5. Accessing the Network

Lux has designed the Ocean Hub with internal and external features for project personnel to network, share project updates, and promote events.

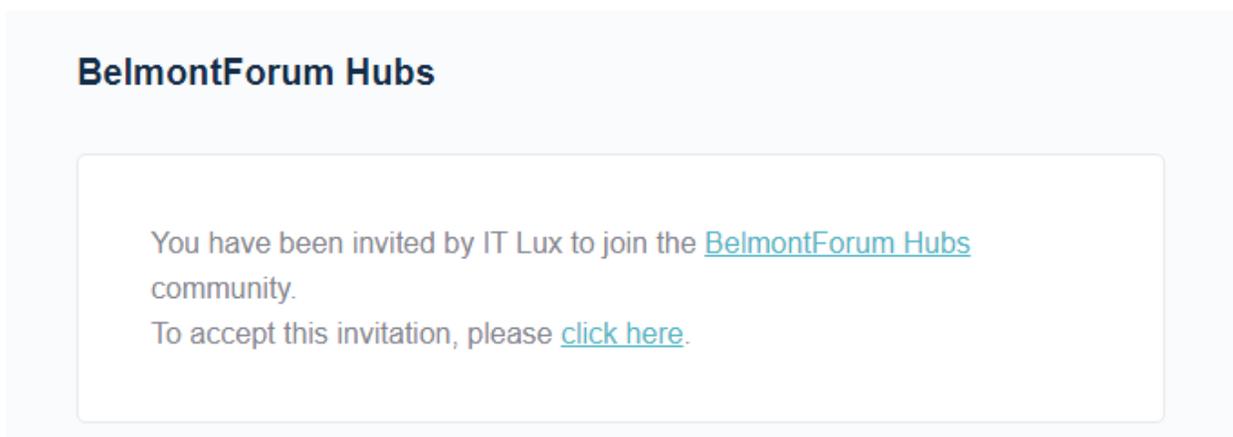
The Hub features a public and private interface. To access the private interface, you will need to log in with your user credentials.

### User Credentials

#### Create an account

Users will receive an invitation to join Belmont Forum Hubs via email invitation.

1. The title of the invitation email "An invitation from "user name" to join [Belmont Forum]"



2. Users will follow the link and create an account. This includes creating a password.

Create an Account

or sign in



Welcome! You've been invited to join the site by the following user: Kalkidan Asaminew. Please fill out the information below to create your account.

Email

kal3kidan@gmail.com

Confirm Email

Password

Confirm Password

First Name

Last Name

Nickname for tagging

For tagging

3. User will receive another email with an activation link for activating the account.

Thanks for registering!

To complete the activation of your account, go to the following link:

<https://www.beta.belmontforum.org/connect/oceans2018/activate/HZBfU2ExokMPsHimCiVPSSRndbfHHEIh/>

4. User will follow the link and activate their account

## Activate Your Account

Please provide a valid activation key.

Activation Key:

Activate

5. Users will login by clicking “Log In” and providing the email and password they set up in the account creation step.

## Account Activated



Your account is now active!

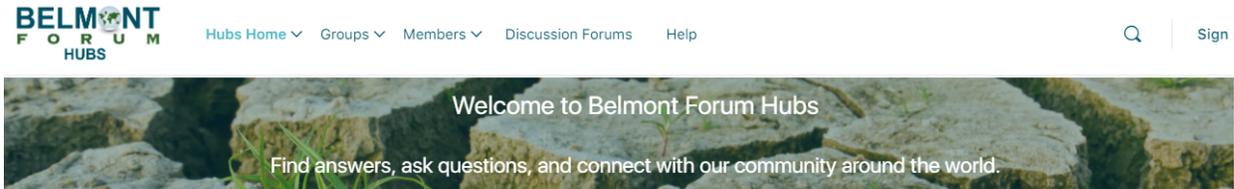
Your account was activated successfully! You can now log in with the username and password you provided when you signed up.

[Log In](#)

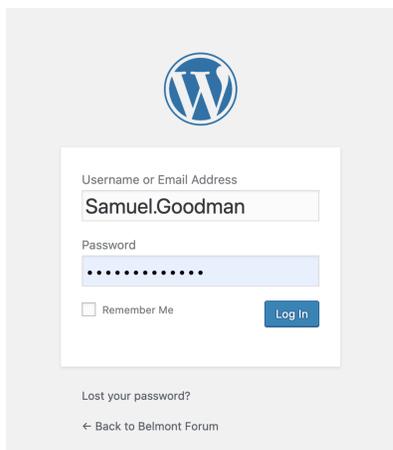
7. Users will follow this link to go to the hub. <https://hubs.belmontforum.org/>

## Login in to Ocean Hub

After creating an account, users can log in by going to <https://hubs.belmontforum.org/> and clicking on Sign in (top right corner)



and enter your username or email address and password.

The image shows a WordPress login form. At the top is the WordPress logo. Below it is a form with two input fields: 'Username or Email Address' containing 'Samuel.Goodman' and 'Password' with masked characters. There is a 'Remember Me' checkbox and a 'Log In' button. At the bottom, there is a link for 'Lost your password?' and a link to 'Back to Belmont Forum'.

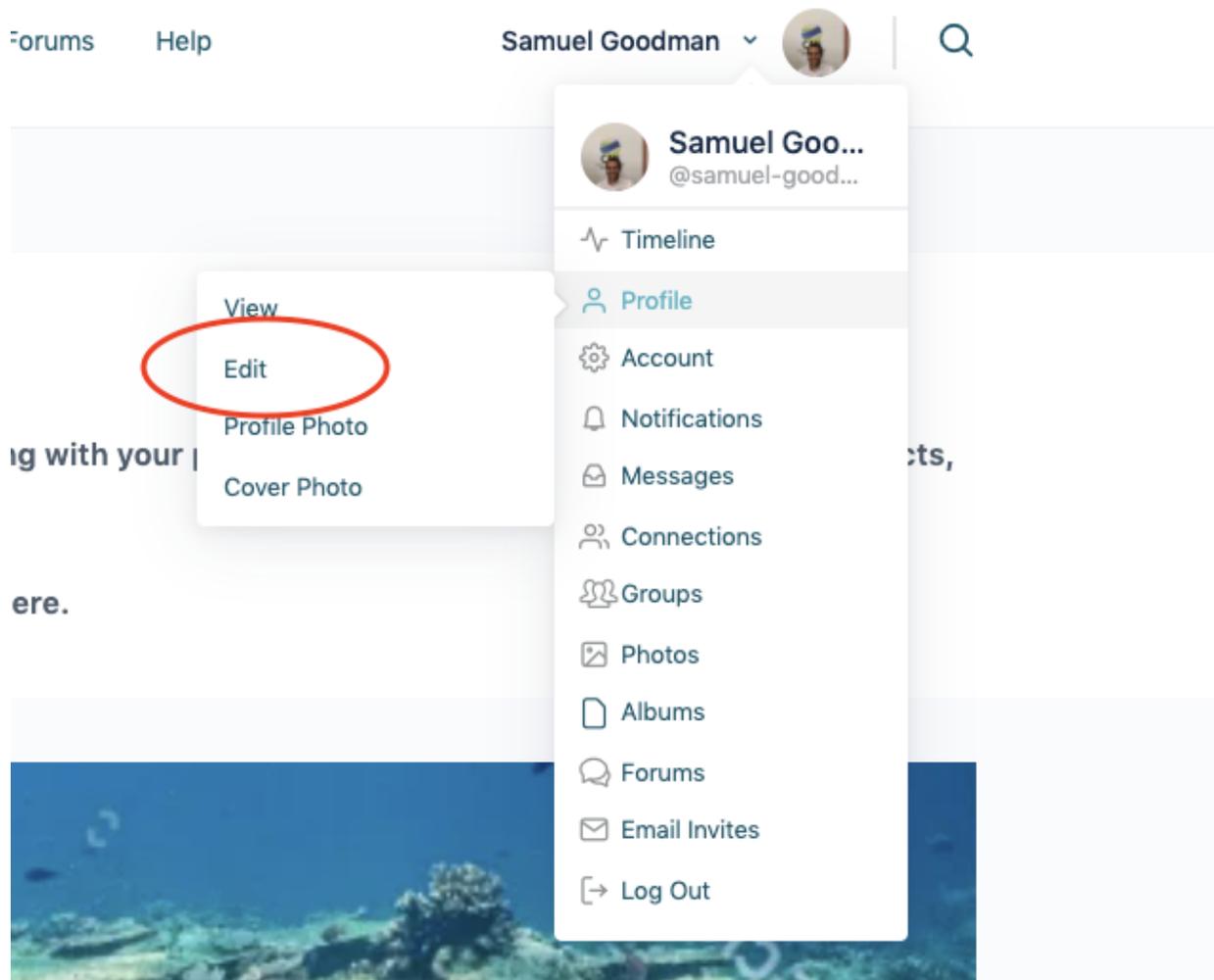
After signing in, users will create their member profiles. A member of the Coordinators team will then invite each user to join their project group as well as any other relevant group.

## Creating a Profile

Users will be expected to begin populating their profile with a profile photo, cover photo, and other information upon logging into the network.



To begin editing a profile, log in and go to the Ocean Sustainability Hub homepage. Under your name, select Edit.



Once you select Edit, you will be prompted to provide some basic details, such as your First Name, Last Name, and Username. You can also add social media network information.

## Edit "Details" Information

First Name (required)

Public

Last Name (required)

Public [Change](#)

Nickname for tagging (required)

For tagging

Public

Website

Public

Organization

Public [Change](#)

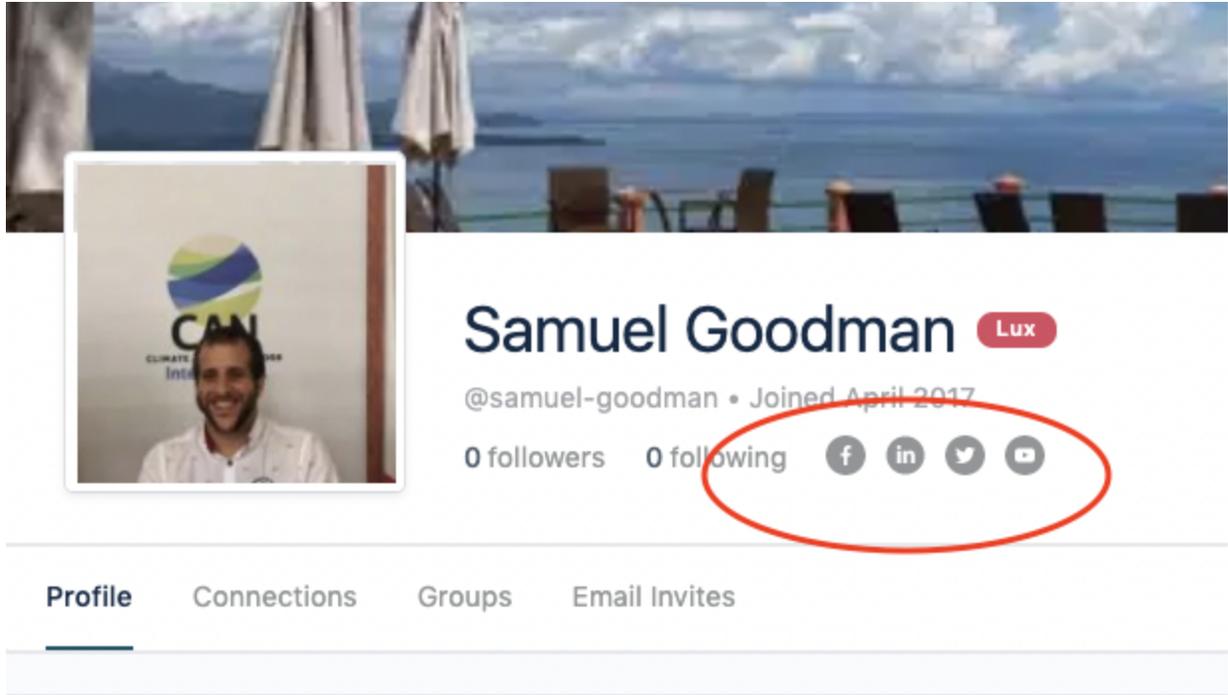
Skills

Public [Change](#)

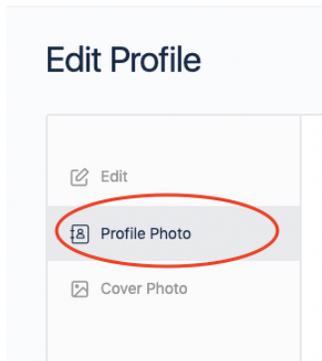
Country

Public [Change](#)

This Social Network information will be displayed as icons to the right of your profile photo.



To update your profile photo, select Profile Photo under Edit Profile. You have the option to upload or take a photo.



Alternatively, you can select Change Profile Photo on your personal page.



After you have uploaded a photo, you will be invited to select the part of the photo you would like to appear on the Profile Photo.

#### Change Profile Photo

1 Your profile photo will be used on your profile and throughout the site.

Upload Take Photo



To update your cover photo, select Cover Photo under Edit Profile. You have the option to upload a photo. Alternatively, you can select Change Cover Photo on your personal page.

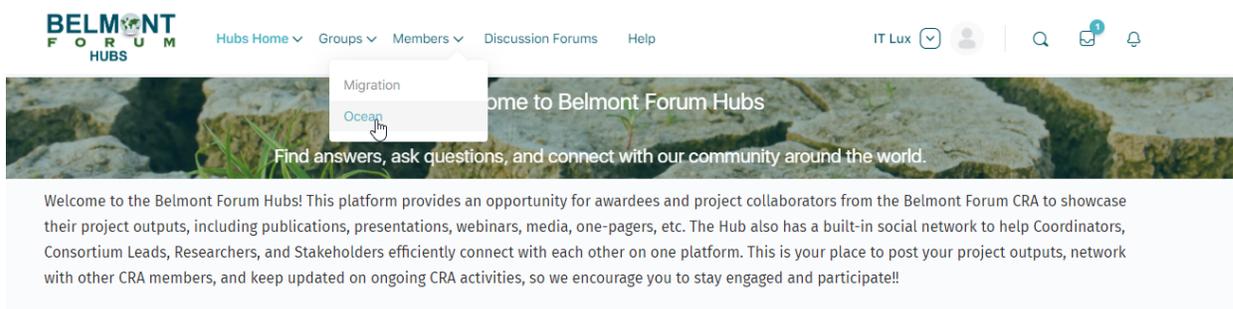


To reposition your cover photo, select the Reposition Cover Photo icon in the top left of your cover photo.

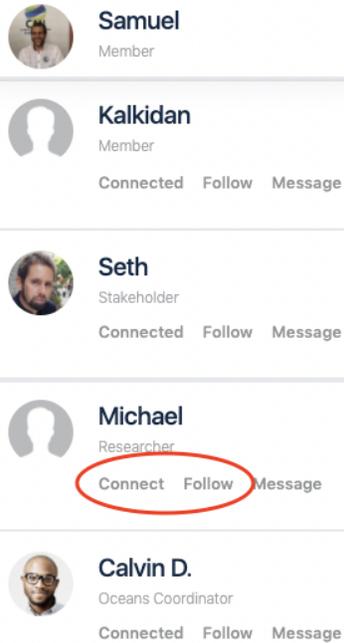


## Connecting with and Following Other Users

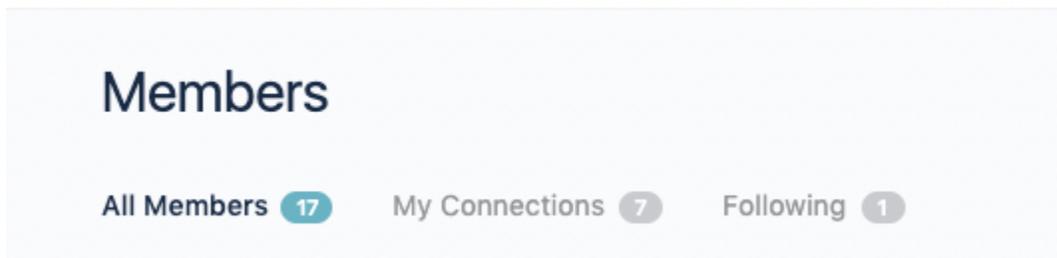
Connections allow users to connect with one another and build relationships through the network. Users can connect to Members of Oceans as well as cross CRA. Users can also follow other users. To request a connection or follow another user of a Ocean Hub, select members at the top of the page and then Ocean. The page will list all Ocean members categorized by their profile type. Users can also see all Belmont Forum members by clicking on Members from the menu.



Once you have access to this page, you can connect or follow other members:



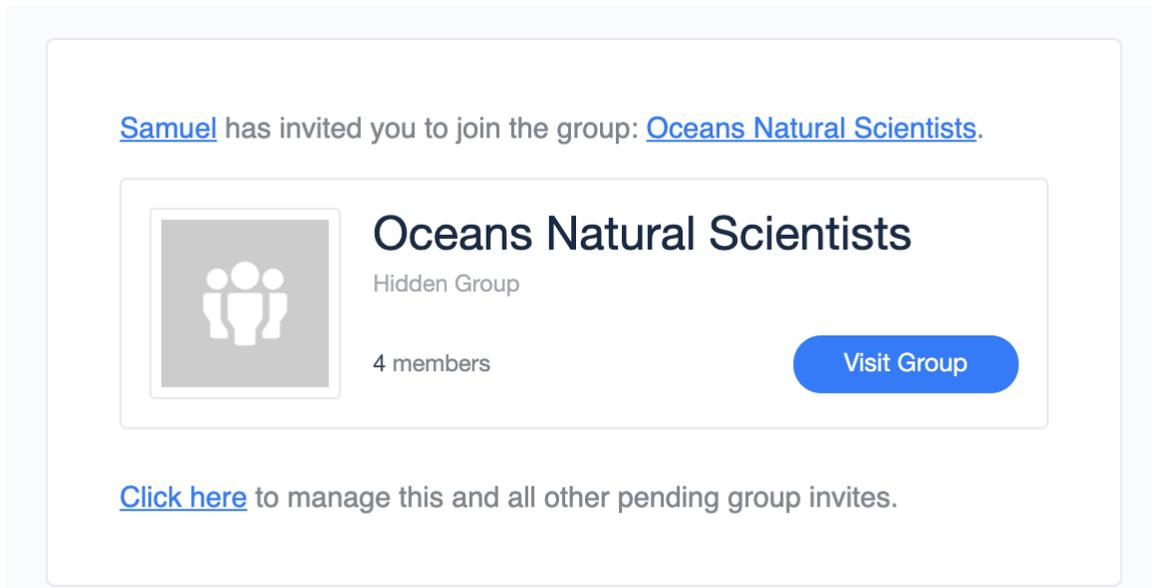
You can also see your current connections and users you have chosen to follow on the tabs next to the All Members tab. Alternatively, you can go to “My Connection” on the side menu to see current connections.



Members can be filtered by user type and sorted by Recently Active, Newest Members and Alphabetical.

## Receiving a Group Invite

The Oceans Coordinators will invite users to join groups. You will receive an email invitation



When invited to a group, select Click Here to review the invitation.

## Joining a Group

Groups will be available for all users (Oceans Coordinators, Oceans Consortium Leads, Oceans Researchers, Oceans Stakeholders) to join.

Users who have logged into the network will automatically join Ocean private Group. They can also find other Ocean Groups by going to Ocean Groups under Groups tab from the menu.

## Ocean Groups

- Migration
- Ocean**

Viewing all groups that are Ocean Public Groups



### Connect with Oceans (Public)

Public Ocean Public Group

 +6 members

Users can see all groups, as well as groups they have joined. There is also an option to create a group, although only Ocean Coordinators and Oceans Consortium Lead are authorized to do this.

## Groups

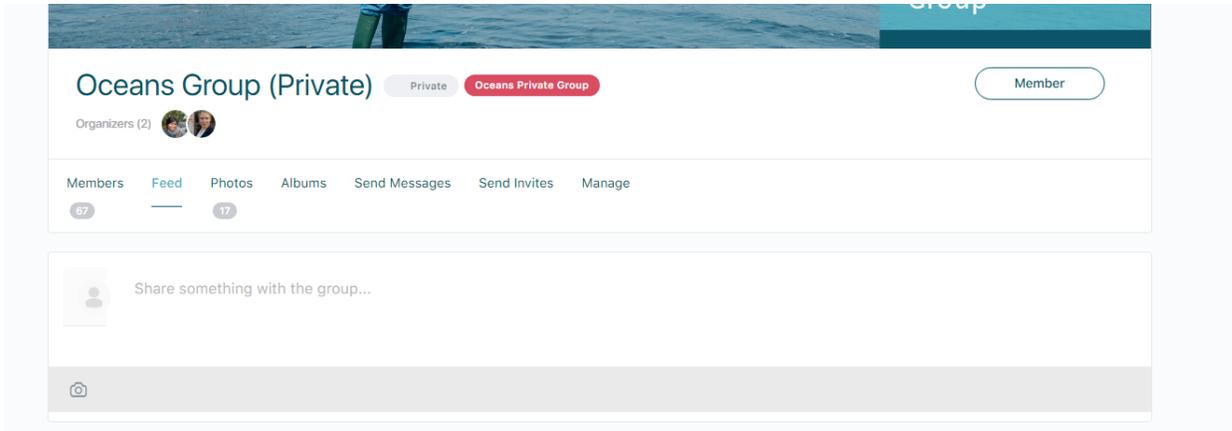
All Groups **19** Create a Group

All Types ▾

Recently Active ▾

<b>COAST Card Project</b> Public / Project / 1 member active 1 day, 3 hours ago <a href="#">Join group</a>	<b>EXEBUS Project</b> Public / Project / 1 member active 1 day, 3 hours ago <a href="#">Join group</a>	<b>Oceans Social Scientists Topic</b> Private / Topics / 2 members active 2 days, 18 hours ago <a href="#">Request Access</a>	<b>ARMSRestore Project</b> Public / Project / 2 members active 2 days, 18 hours ago <a href="#">Join group</a>
<b>Other Group</b> Private / Group / 1 member active 2 days, 19 hours ago <a href="#">Request Access</a>	<b>MULTI-FRAME Project</b> Public / Project / 1 member active 2 days, 19 hours ago <a href="#">Join group</a>	<b>ShipTRASE Project</b> Public / Project / 1 member active 2 days, 19 hours ago <a href="#">Join group</a>	<b>MARISCO Project</b> Public / Project / 1 member active 2 days, 19 hours ago <a href="#">Join group</a>
<b>OceanFrontCHANGE Project</b> Public / Project / 1 member active 2 days, 19 hours ago <a href="#">Join group</a>	<b>OA-ME Project</b> Public / Project / 1 member active 2 days, 19 hours ago <a href="#">Join group</a>	<b>Salt-Mine Project</b> Public / Project / 1 member active 2 days, 19 hours ago <a href="#">Join group</a>	<b>NO CRISES Project</b> Public / Project / 1 member active 2 days, 19 hours ago <a href="#">Join group</a>

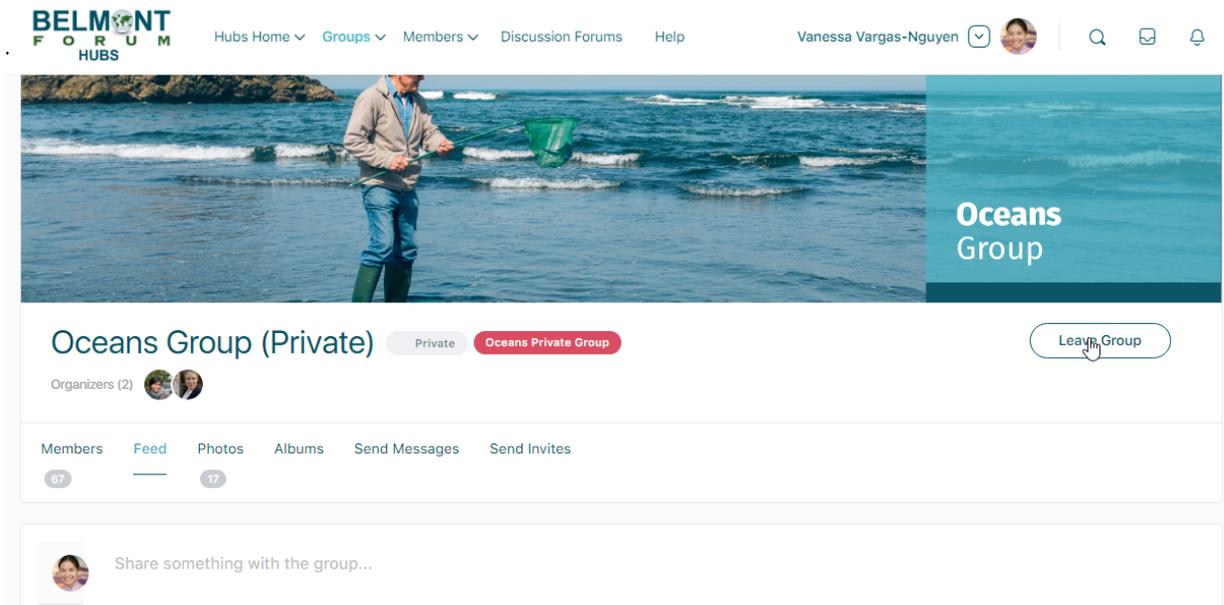
Once you have joined a new group, you can participate in group, access the news feed, view other members, and see new albums.



To ensure some degree of quality control, users are asked to propose any new group via email for the Oceans Coordinators to review it. The Coordinators will review the proposal and either create the group or reject it, returning the proposal for resubmission. Once the group is created, the Coordinators will be tasked with inviting relevant users. The Coordinators, Consortium Leads, Researchers, and Stakeholders are all authorized to make updates.

## Leaving a Group

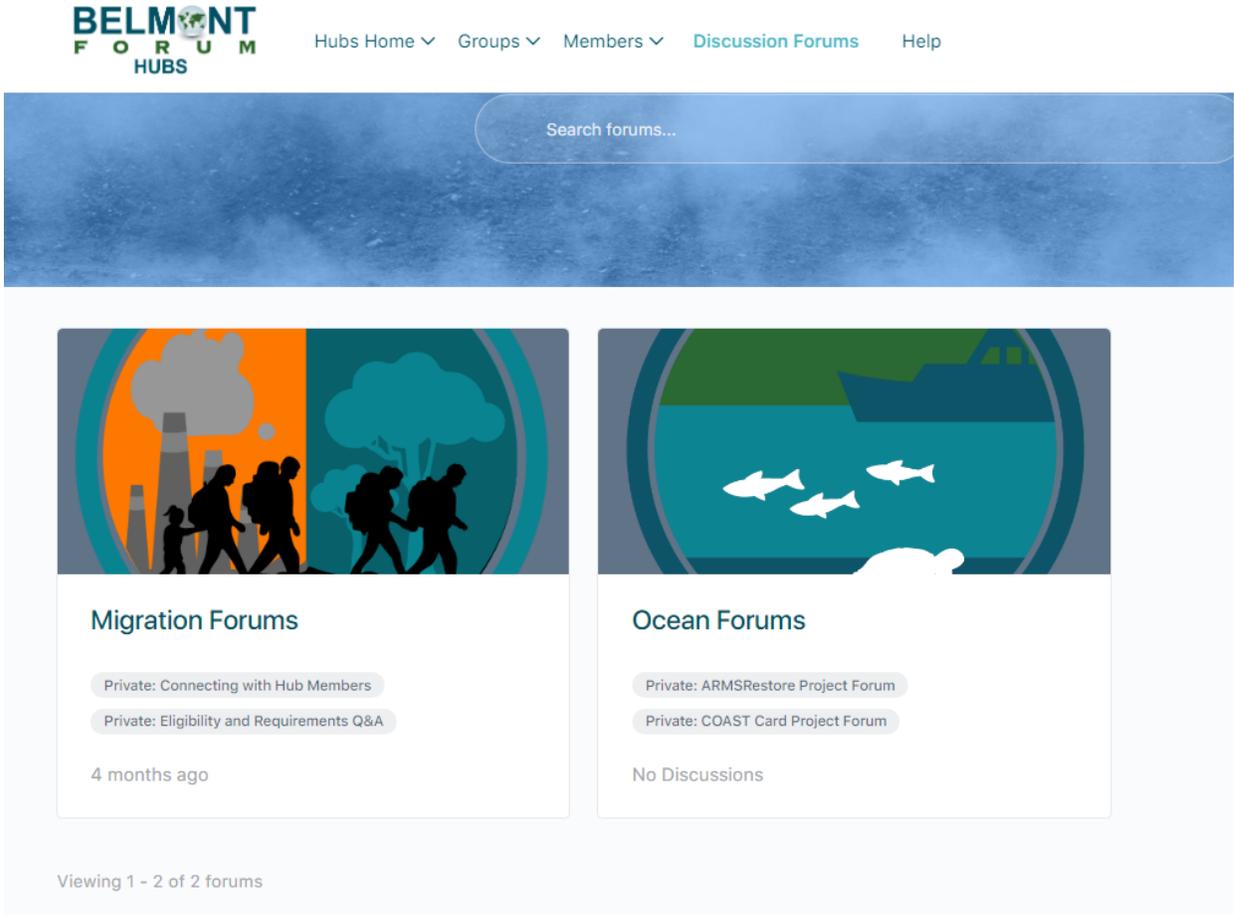
To leave a group, select You're a Member.



Click again and then select Leave Group.

## Joining a Discussion Forum

For internal conversations on the network, select Discussion Forums and navigate to Ocean Forums.



The screenshot displays the 'BELMONT FORUM HUBS' website interface. At the top, there is a navigation menu with links for 'Hubs Home', 'Groups', 'Members', 'Discussion Forums', and 'Help'. Below the navigation is a search bar with the placeholder text 'Search forums...'. The main content area features two forum cards. The first card is titled 'Migration Forums' and includes two private discussion topics: 'Private: Connecting with Hub Members' and 'Private: Eligibility and Requirements Q&A', with a timestamp of '4 months ago'. The second card is titled 'Ocean Forums' and includes two private discussion topics: 'Private: ARMSRestore Project Forum' and 'Private: COAST Card Project Forum', with the status 'No Discussions'. At the bottom of the page, it indicates 'Viewing 1 - 2 of 2 forums'.

The user has the option to subscribe to a series of ongoing conversations on the forums and contribute to these discussions.

## Ocean Forums

Ocean Forums

Subscribe

New discussion

Sorry, there were no discussions found.

### Sub Forums



Private: ARMSRestore Project Forum

No Discussions



Private: COAST Card Project Forum

No Discussions



Private: COAST Project Forum

No Discussions

To subscribe and contribute to the discussion, click on the forum you would like to join. Then select Subscribe.

## Private: COAST Project Forum

Subscribe

New discussion

To start a new post, select New Discussion.

Discussions Feed Members (10) Photos (4) Albums (1) Send Invites Manage

Unsubscribe

New discussion

### All Discussions



News

Calvin D. replied 1 day, 14 hours ago 3 Members · 3 Replies

Oceans Forum



Upcoming webinar!

Calvin D. replied 1 day, 14 hours ago 3 Members · 3 Replies

Oceans Forum

Begin typing in your discussion content and select Post when ready for publication. You can also attach a photo, tag relevant members, and opt to become notified of replies via email.



Discussion Title

---

Type your discussion content here

Aa 

---

Type one or more tag, comma separated

Type: Normal ▼

Notify me of replies via email

Cancel
Post

To respond to a current discussion, select the discussion you would like to contribute to.

- All Discussions

  - 

**News**

Calvin D. replied 1 day, 14 hours ago · 3 Members · 3 Replies

Oceans Forum
  - 

**Upcoming webinar!**

Calvin D. replied 1 day, 14 hours ago · 3 Members · 3 Replies

Oceans Forum
  - 

**New Belmont CRA Oceans Conference**

John replied 2 days, 8 hours ago · 1 Member · 1 Reply

Oceans Forum
  - 

**Whales**

John replied 2 days, 8 hours ago · 1 Member · 1 Reply

Oceans Forum
  - 

**Talk more!**

Stephanie replied 5 days, 9 hours ago · 1 Member · 1 Reply

Oceans Forum
  - 

**Hello, World!**

Calvin D. replied 5 days, 22 hours ago · 3 Members · 3 Replies

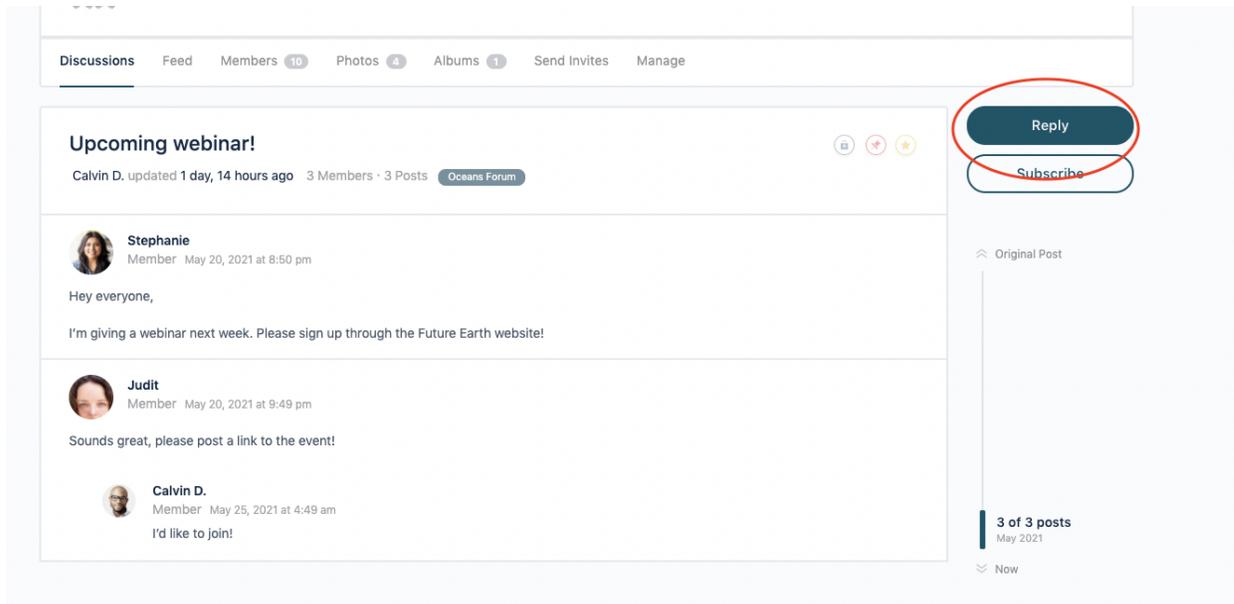
Oceans Forum
  - 

**Event**

Leslie replied 1 week, 3 days ago · 1 Member · 1 Reply

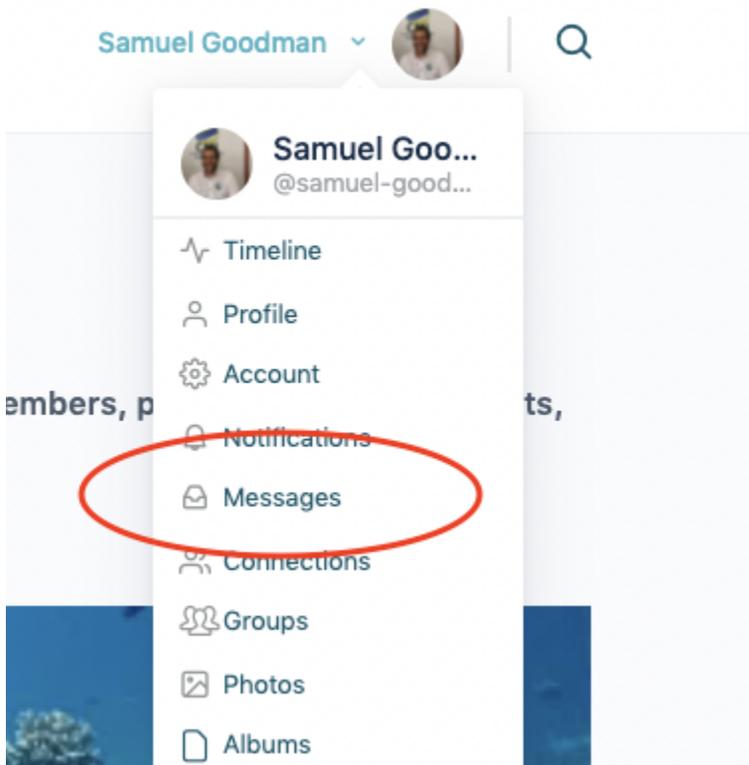
Oceans Forum

Once you have read through the discussion and are ready to respond, select Reply.

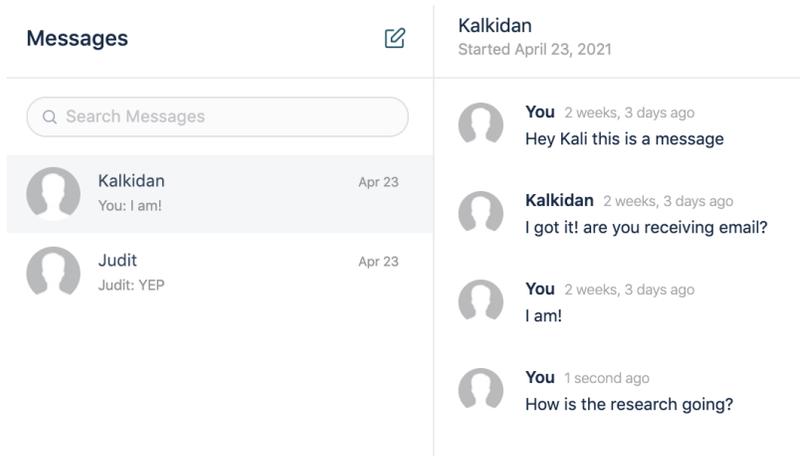


## Sending Messages

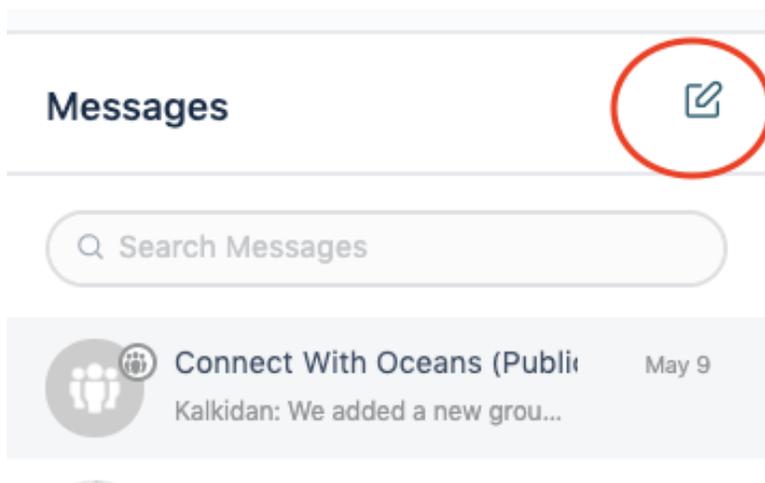
The Hub also offers users the opportunity to message each other. To access your messages, select Messages after clicking on your name and profile photo at the top of the page. Alternatively, you can select the messages icon on the left side of the screen.



Your inbox allows you to see new and old messages you have received, as well as send new ones.

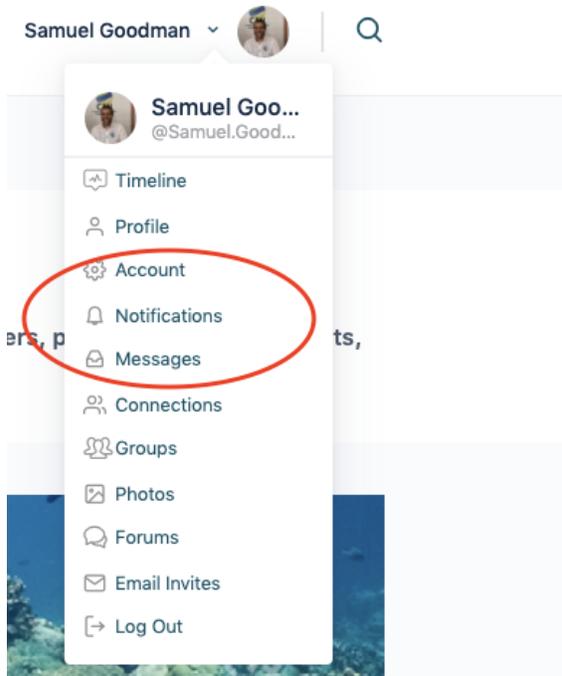


To write a new message, select the notepad icon. Type in the names of the people whom you wish to contact, as well as the content of your message before hitting send.



## Receiving Notifications

To check your notifications, select notifications under the dropdown of your name. Alternatively, you can select the notifications icon on the left side of the screen.



## Accessing Account Settings

To access your account settings, select Account under your avatar. You can update your account email, password, email notification preferences and privacy.

# Email Preferences

To update your email notification preferences go to Account and select email preferences. You have the option to manage which notification you like to receive for Activity Feed, Messages, Social Groups and Connections.

The screenshot shows the 'Account Settings' page for a user named 'IT Lux'. The page is divided into a left sidebar with navigation options and a main content area for 'Email Preferences'. The sidebar includes 'Login Information', 'Email Preferences' (selected), 'Privacy', 'Group Invites', and 'Export Data'. The main content area has a sub-header 'Email Preferences' and a prompt 'Choose your email notification preferences.' Below this, there are two sections: 'ACTIVITY FEED' and 'MESSAGES'. Each section has two columns of radio buttons labeled 'YES' and 'NO'. Under 'ACTIVITY FEED', the first option is 'A member mentions you in an update using \*@admin\*' with the 'YES' radio button selected. The second option is 'A member replies to an update or comment you've posted' with the 'YES' radio button also selected. Under 'MESSAGES', both 'YES' and 'NO' radio buttons are unselected.

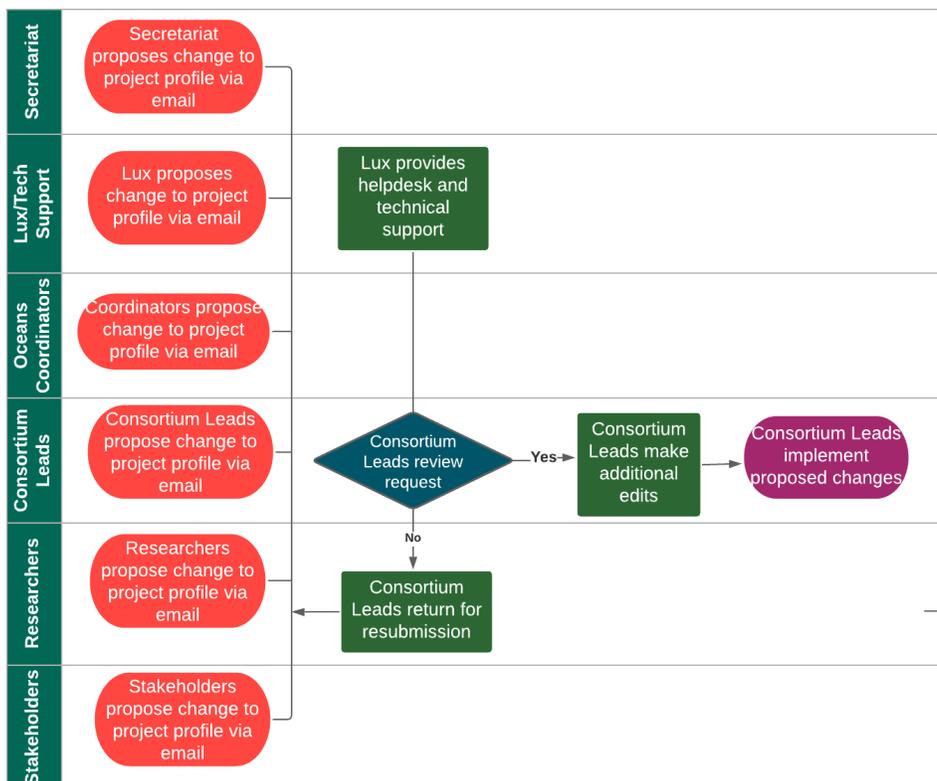
Notification Type	YES	NO
ACTIVITY FEED		
A member mentions you in an update using *@admin*	<input checked="" type="radio"/>	<input type="radio"/>
A member replies to an update or comment you've posted	<input checked="" type="radio"/>	<input type="radio"/>
MESSAGES	<input type="radio"/>	<input type="radio"/>

## 6. Project Profile Maintenance

Each of the designated 13 projects for the Oceans CRA has a project profile that can be accessed by the public.

Lux will create project profile groups within the network. The Consortium Lead will be in charge of managing content for the project profile, although he or she can transfer this responsibility to another researcher. The Secretariat, Lux, Oceans Coordinators, Researchers, and Stakeholders can all propose changes or content to be added to the group in an email request to the Consortium Lead. The Consortium Lead can make additional edits and implement the proposed changes or reject the proposed content and send for resubmission.

**Project Profile Maintenance Workflow**



## 7. Making Content Available to the Public

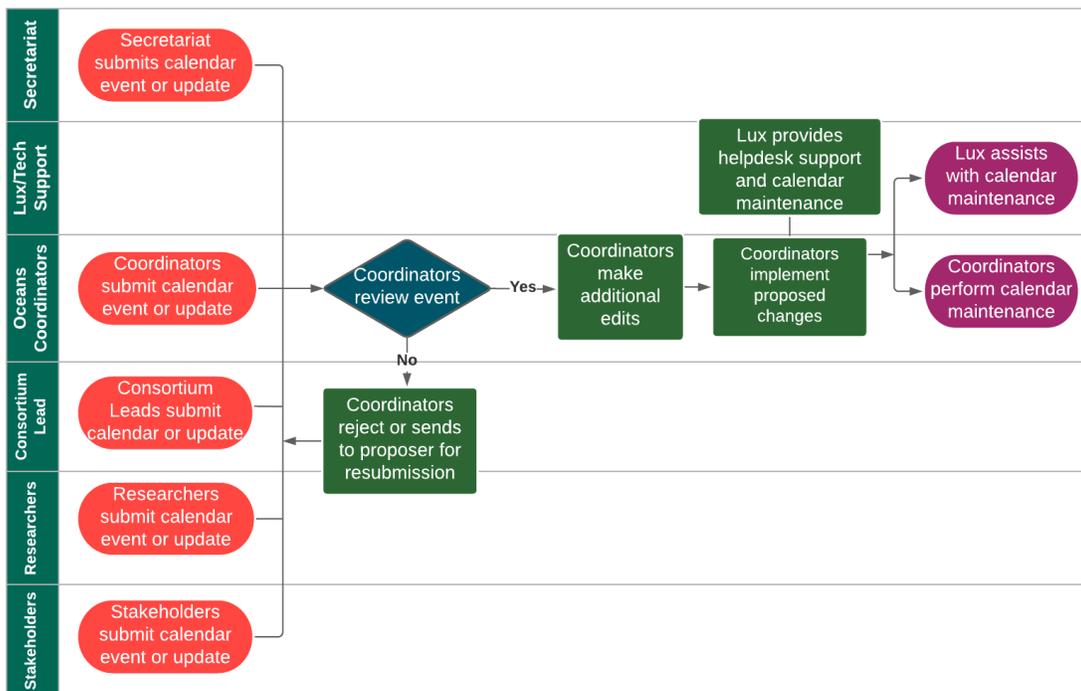
The Hub page has a built-in process for making content available to the public.

The Secretariat, Oceans Coordinators, Consortium Leads, Researchers, and Stakeholders can all submit content to be made publicly available. This proposed content will be forwarded to a public staging group and will be reviewed by the Coordinators. The Coordinators can forward the content to the Secretariat for review, make additional edits or return the proposed content.

Once the Coordinators have made the edits and signed off on the content, the materials will be forwarded to the Secretariat for review. If the Secretariat agrees that the material is appropriate for publication, the Secretariat can make additional revisions and publish the content or forward the materials to the Coordinators, who will publish the content.

## 8. Calendar

Calendar Maintenance Workflow



The Hub also features a calendar for CRA-specific events. The Secretariat, Oceans Coordinators, Consortium Leads, Researchers, and Stakeholders can submit an event or update for the team of Coordinators to review. The Coordinators will review the proposed event and can publish the event on the calendar, make additional edits, or send it back for resubmission. Lux will provide helpdesk support and assist the Coordinators with calendar maintenance.

To add or suggest an event, please contact [oceans@belmontforum.org](mailto:oceans@belmontforum.org).

## 9. Help

The Hub page features a Help page. These pages are accessible to all users, and provide instruction and guidelines to complete their tasks and get familiar with the site.

### Help Page:

**General FAQ**   **Migration FAQ**   **Ocean FAQ**

— What is Belmont Forum Hubs?

The Belmont Forum Hubs is a private networking website that provides an opportunity for members to interact with each other. Different Collaborative Research Actions (CRAs) have different main goals. Choose the relevant hub for your CRA. The page has a built-in social network that allows Members, Coordinators, Researchers, and Stakeholders to coordinate with each other, facilitate engagement and share opportunities.

+ What hubs are included?

+ How do I join Belmont Forum Hubs?

**For technical support or any questions Email us**

Migration:  
migrations@belmontforum.org  
Ocean: oceans@belmontforum.org

**For additional information refer to:**

Oceans Sustainability User Guide  
Migration Hub Guide for Users