## Revisions

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<td>0.02</td>
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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/](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/](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.
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.
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.
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.
3. User will receive another email with an activation link for activating the account.

4. User will follow the link and activate their account
5. Users will login by clicking “Log In” and providing the email and password they set up in the account creation step.

7. Users will follow this link to go to the hub. [https://hubs.belmontforum.org/](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.

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.
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.

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

**Samuel** has invited you to join the group: **Oceans Natural Scientists**.

[Image of group invitation]

Click here to manage this and all other pending group invites.

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.
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.
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 user has the option to subscribe to a series of ongoing conversations on the forums and contribute to these discussions.
To subscribe and contribute to the discussion, click on the forum you would like to join. Then select Subscribe.

To start a new post, select New Discussion.

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

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.
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.
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
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.

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: