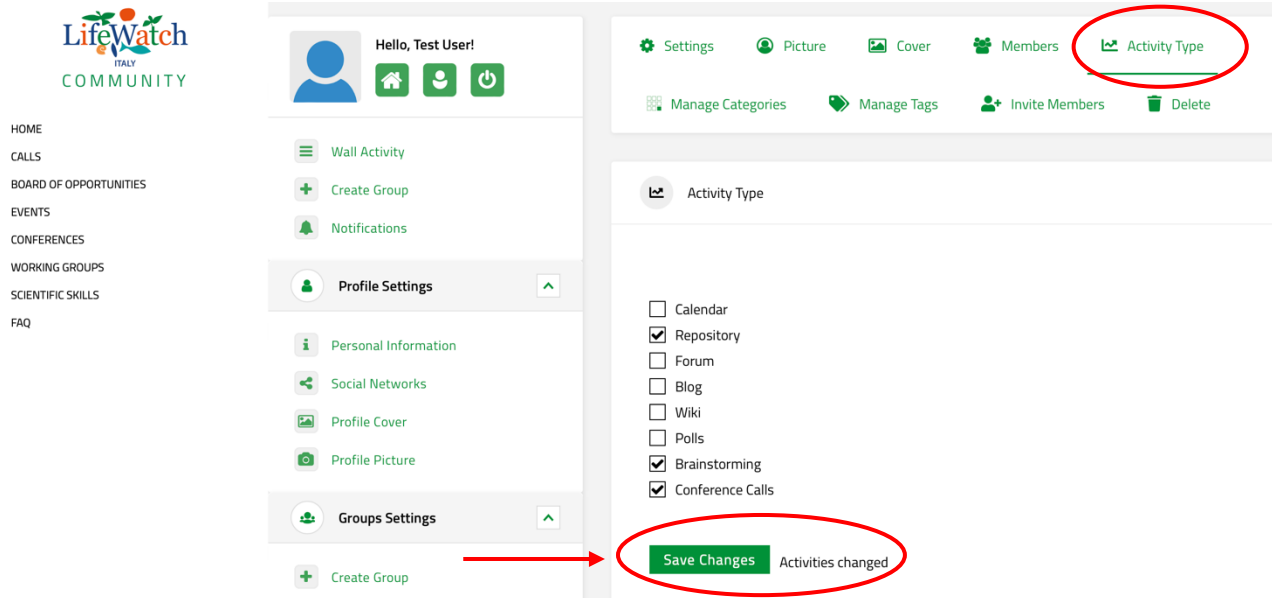
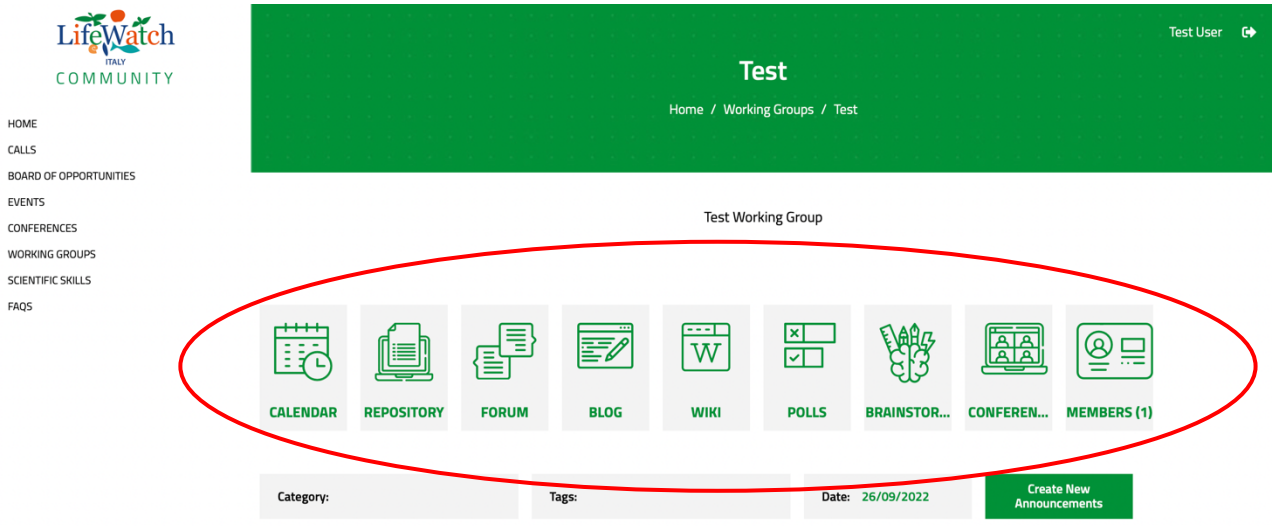
# Launch Working Group Activities

To initiate an activity in your working group, you first need to **activate the desired group functionalities** that can foster your interaction with other group members.

The activation can be performed via the **Manage Group** page. **Click on Activity Type**; choose among the various options provided (i.e., calendar, repository, forum, blog, wiki, polls, brainstorming and conference calls) and then **click on Save Changes** after selection.

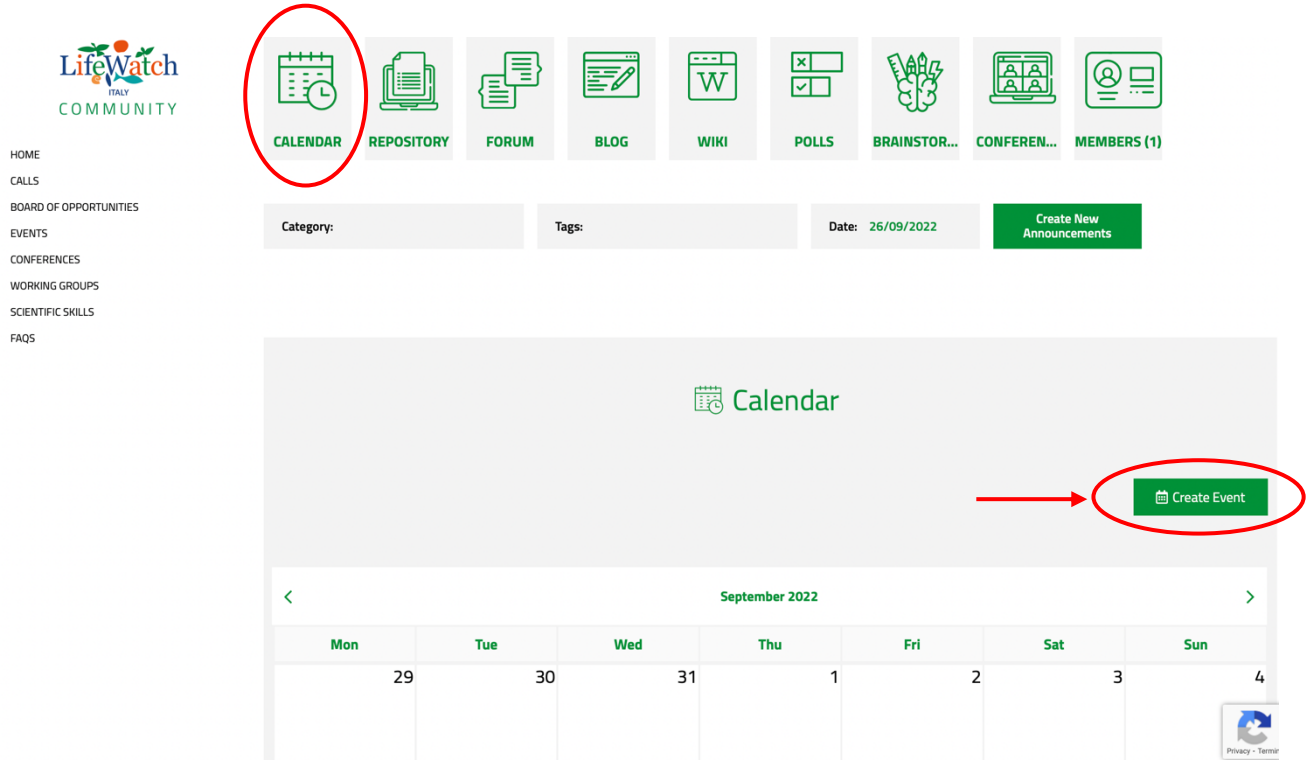



After this first step, your **working group page will show, in its top part, a list of buttons related to all the functionalities that you activated** for the working group. Now you just click on each of the buttons to begin creating an activity.

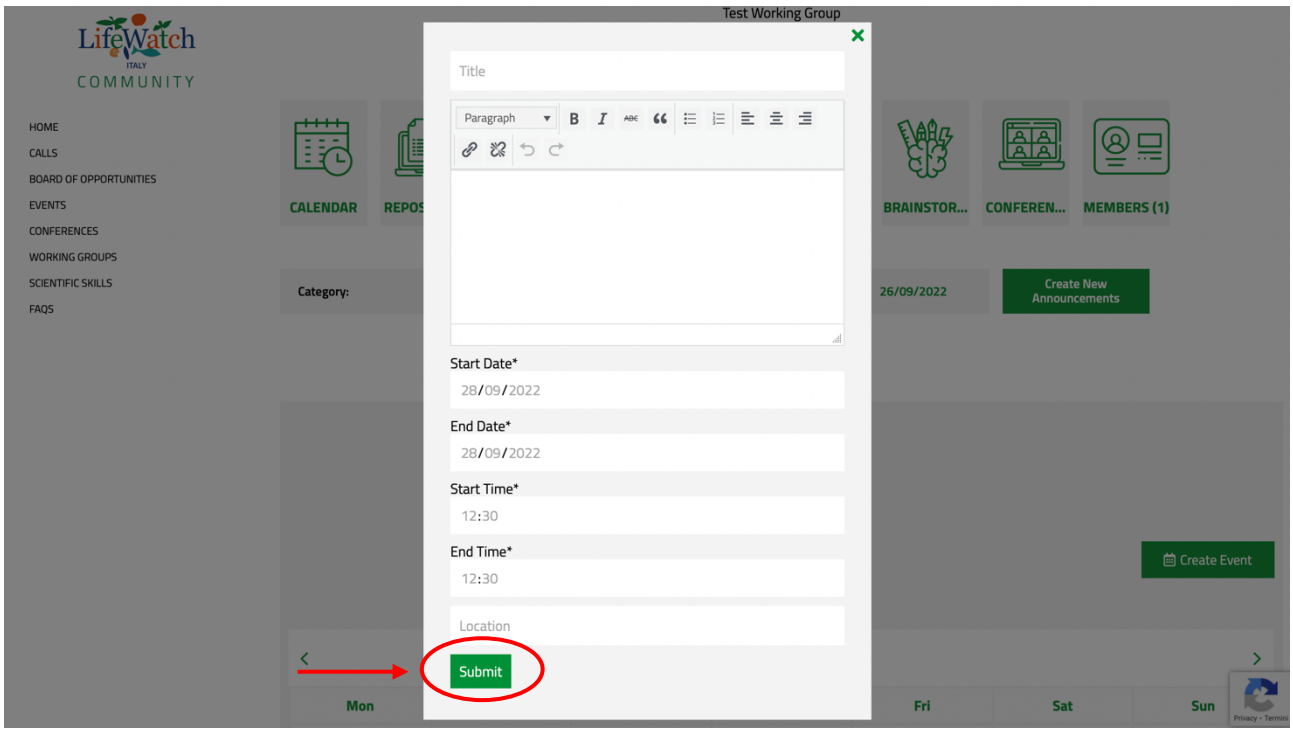


## A. Calendar

**1.** Click on the Calendar button and then **click on Create Event.**

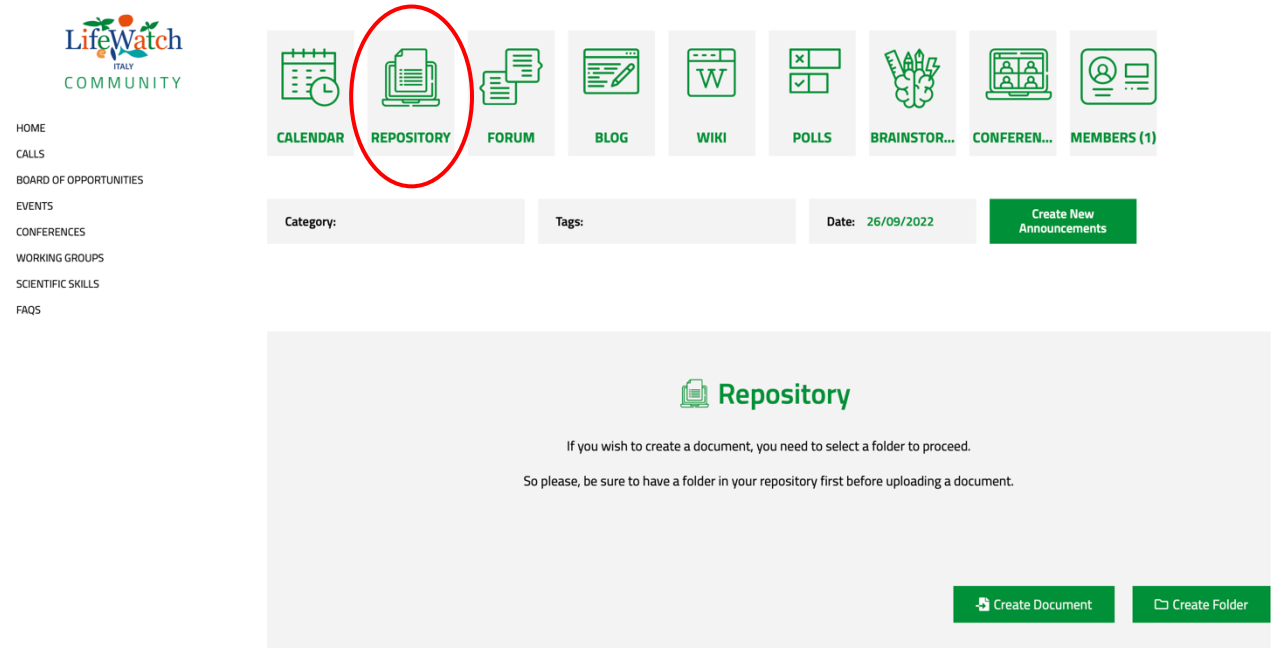



**2.** A pop-up window will open. **Complete the required fields and click on Submit.**



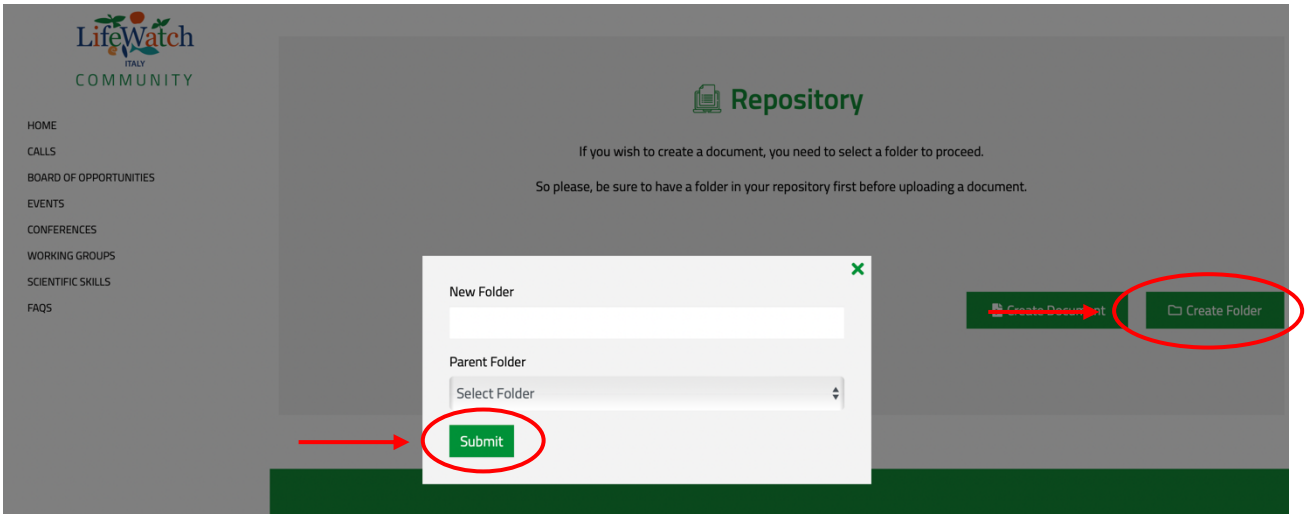
## B. Repository

**1.** Click on the Repository button to open the relevant section. Here you will have two options: **Create Folder and Create Document.**

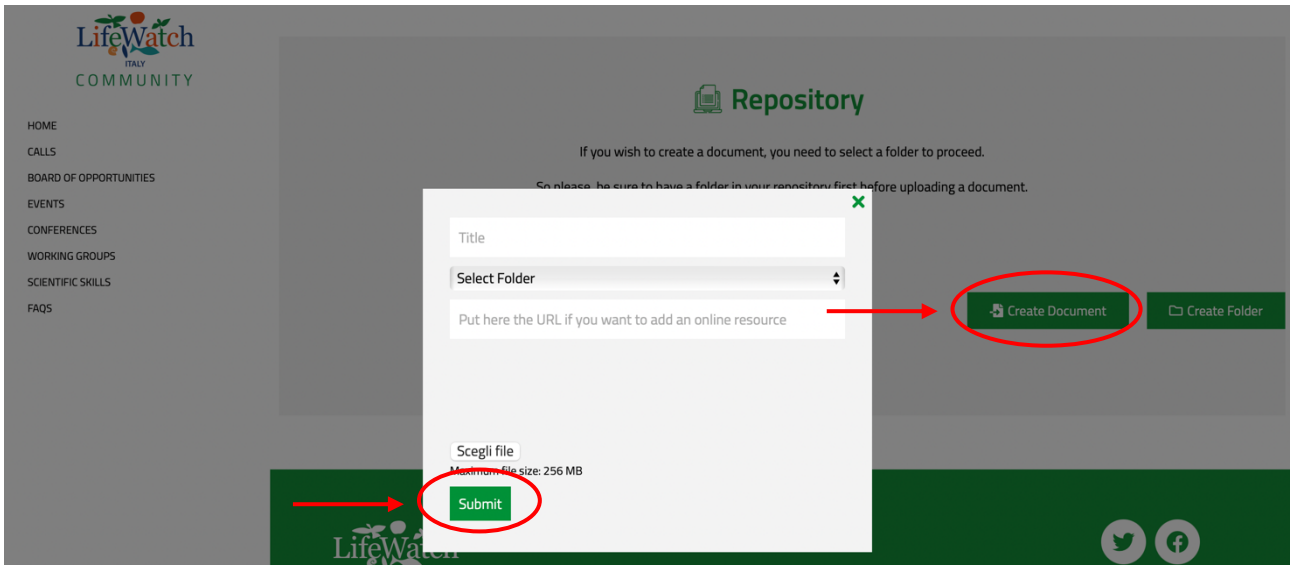



**N.B.** To be able to create a document, you need to select a folder. Therefore, be sure to have a folder in your repository first before creating/uploading a document. If you do not have a folder in your repository, create one.

**2.** Click on Create Folder. A pop-up window will open. **Complete the required fields and click on Submit.**



**3.** Click on Create Document. A pop-up window will open. **Complete the required fields, upload a file and click on Submit.**

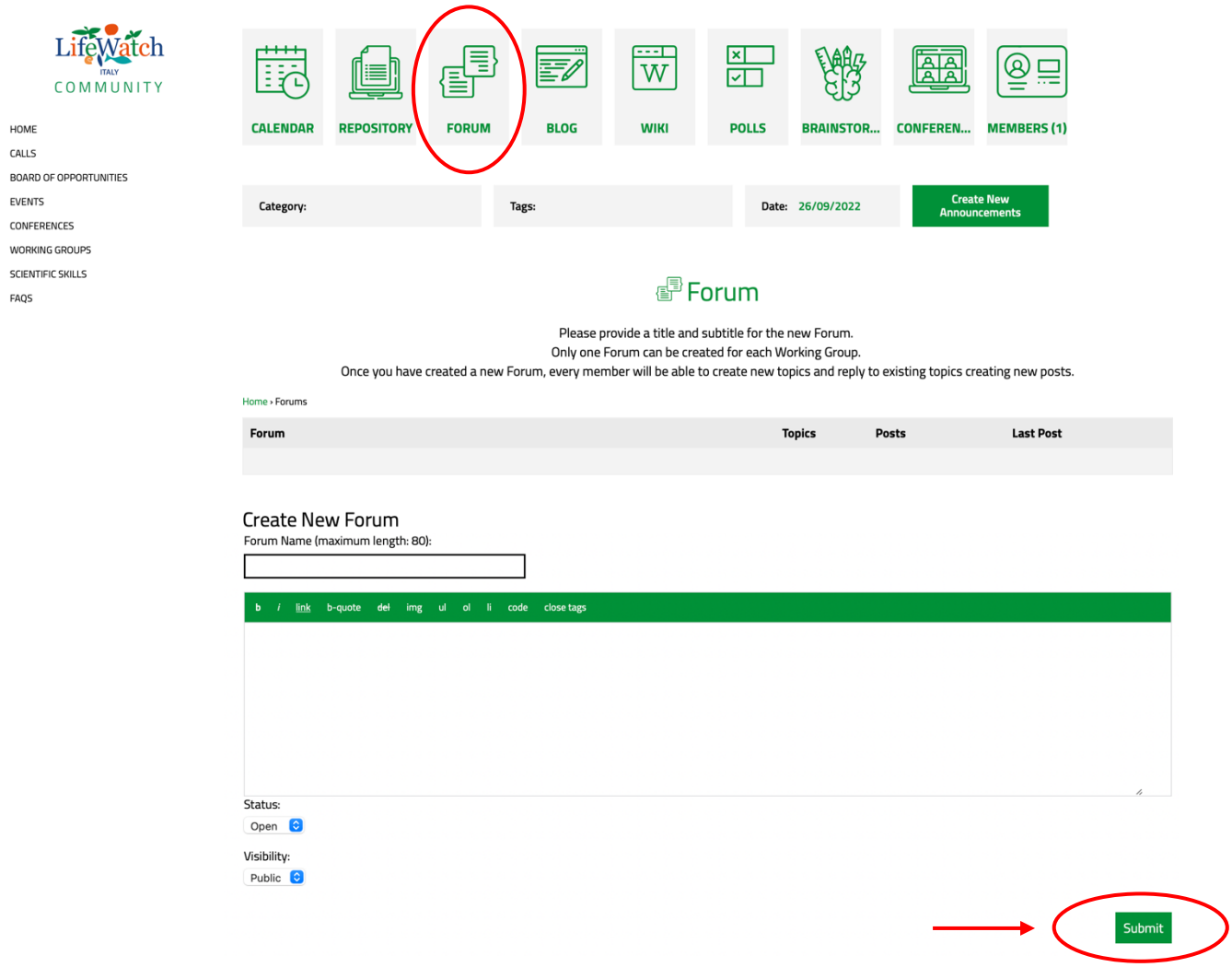


## C. Forum

**1.** Click on the Forum button to open the relevant section and then **scroll down to the Forum creation section.**

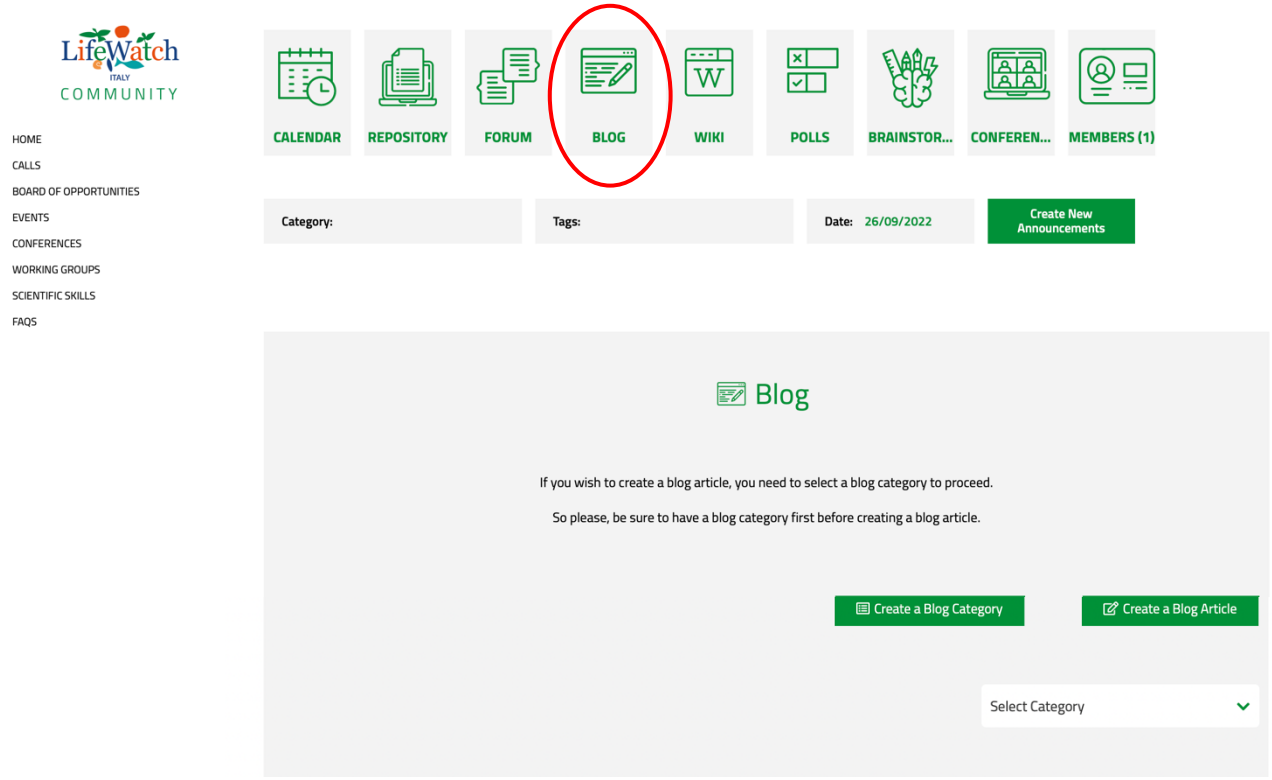
**2. Complete the required fields** (title, subtitle, status, visibility) **and click on Submit.**

**N.B.** Only one Forum can be created for each Working Group. Once you have created a new Forum, every member will be able to create new topics and reply to existing topics creating new posts in the same Forum.



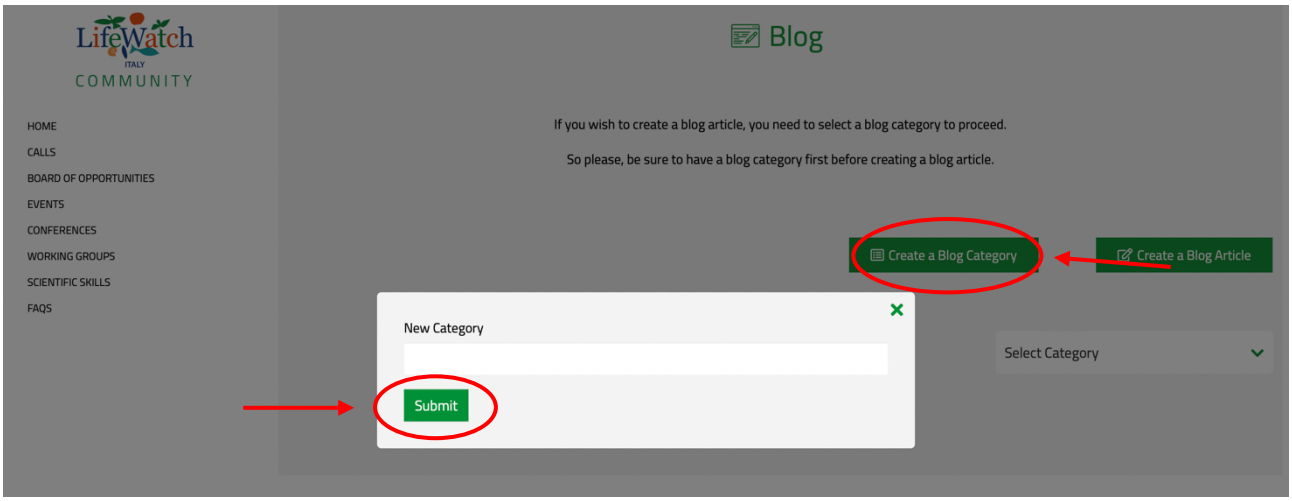
## D. Blog

**1.** Click on the Blog button to open the relevant section. Here you will be presented with two options: **Create a Blog Category and Create a Blog Article.**

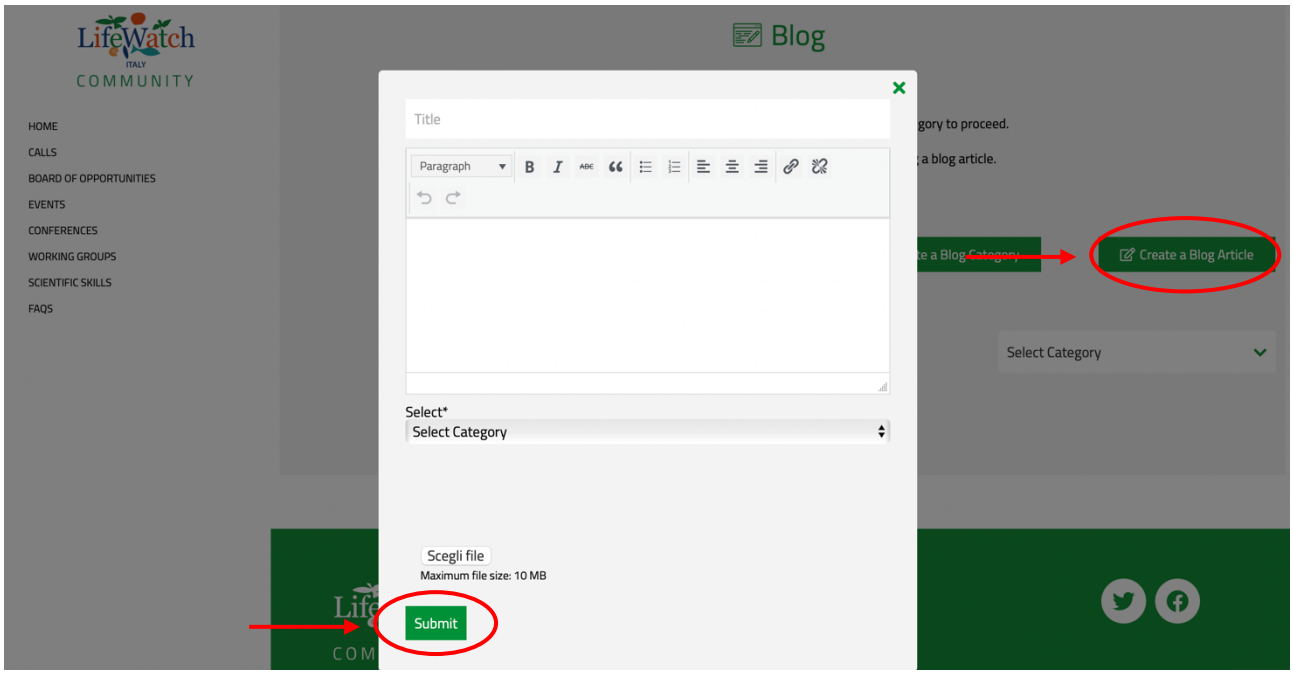



**N.B.** To be able to create a blog article, you need to select a blog category. Therefore, be sure to create a blog category first before creating/uploading a document. If you do not have a blog category, create one.

**2.** Click on Create a Blog Category. A pop-up window will open. **Complete the required field and click on Submit.**

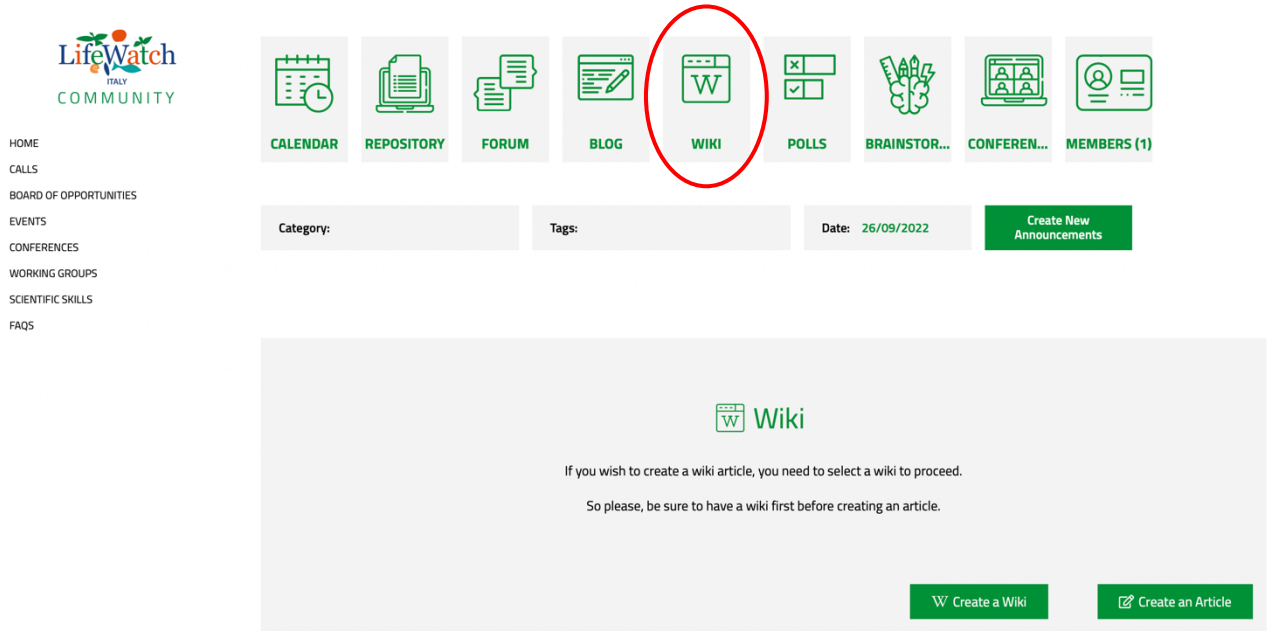


**3.** Click on Create a Blog Article. A pop-up window will open. **Complete the required fields, upload a file and click on Submit.**



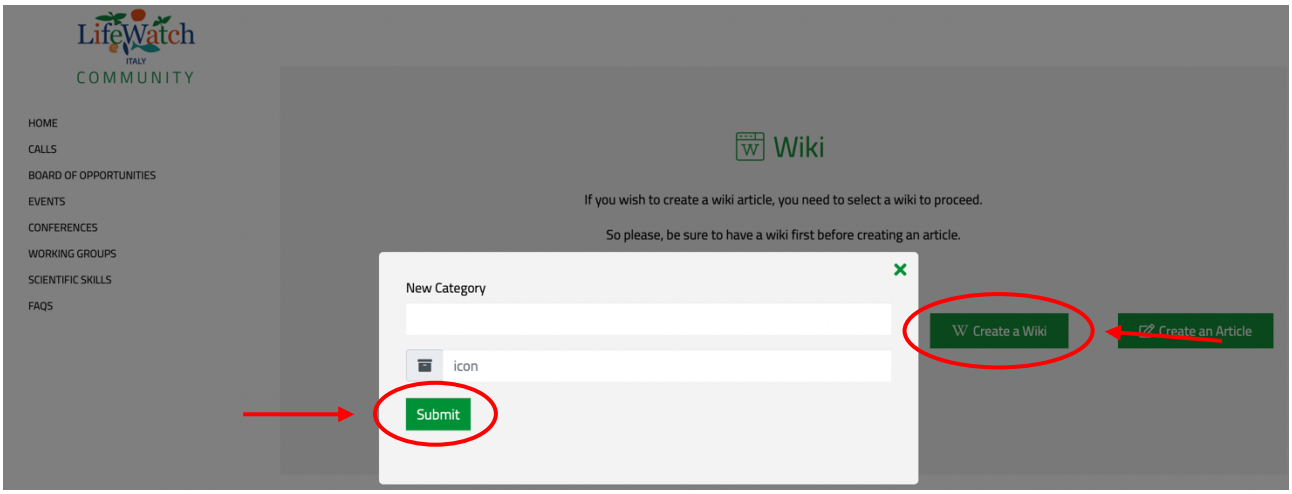
## E. Wiki

**1.** Click on the Wiki button to open the relevant section. Here you will be presented with two options: **Create a Wiki and Create an Article.**

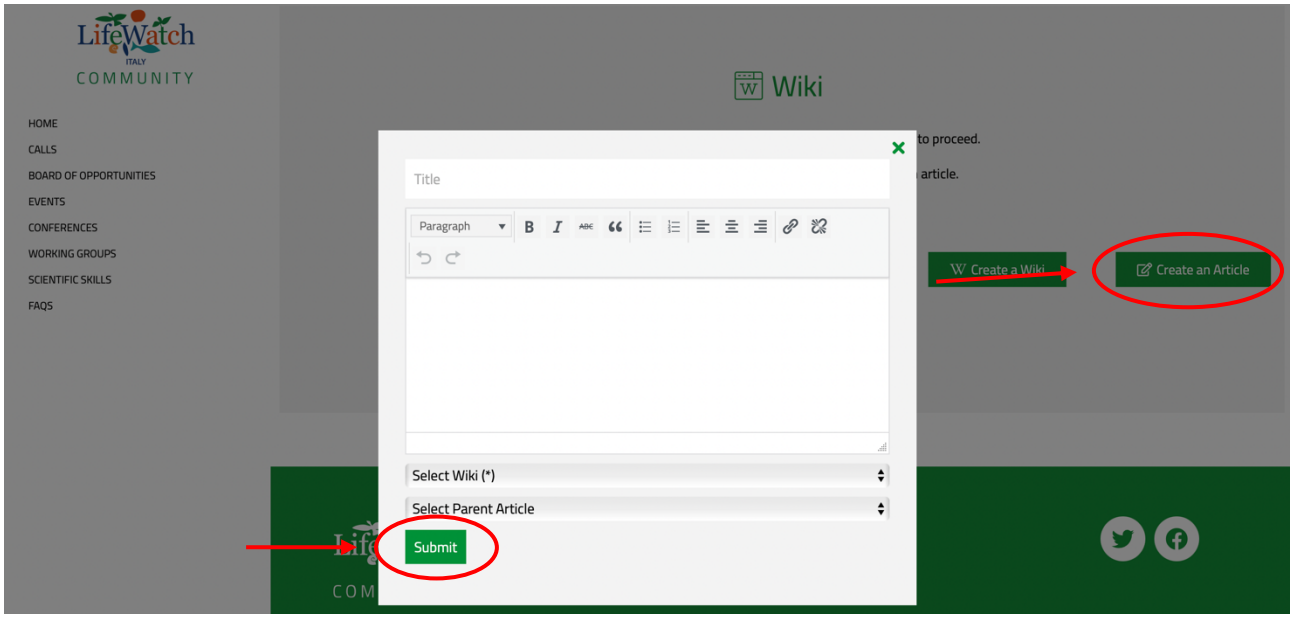



**N.B.** To be able to create an article, you need to select a Wiki. Therefore, be sure to create a Wiki first before submitting a document. If you do not have a Wiki, create one.

**2.** Click on Create a Wiki. A pop-up window will open. **Complete the required fields and click on Submit.**

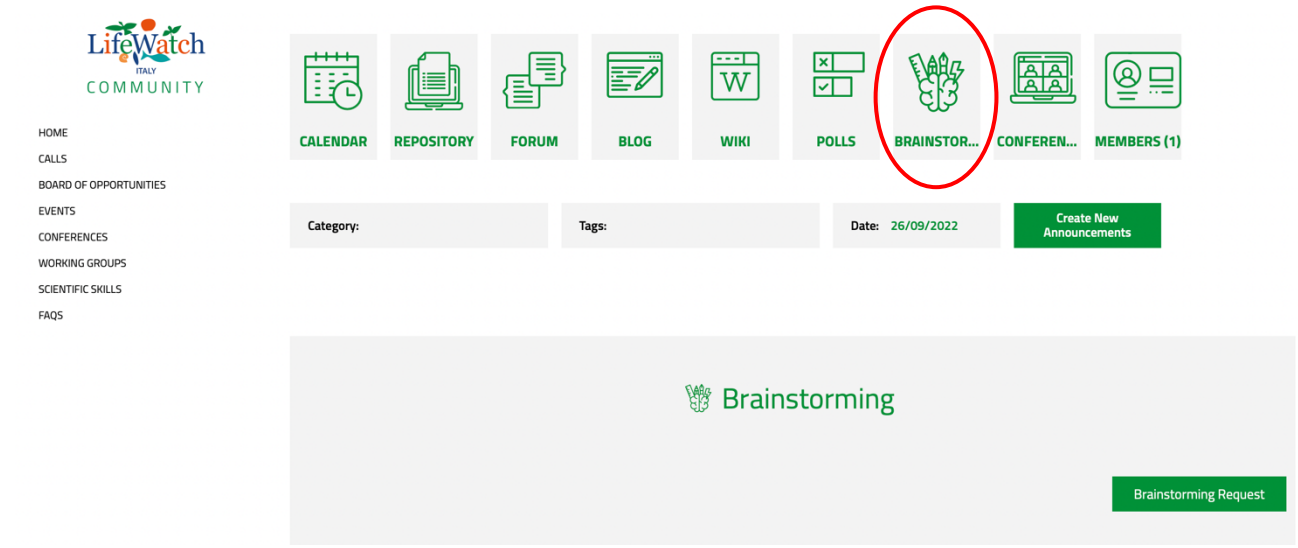


**3.** Click on Create an Article. A pop-up window will open. **Complete the required fields, upload a file and click on Submit.**

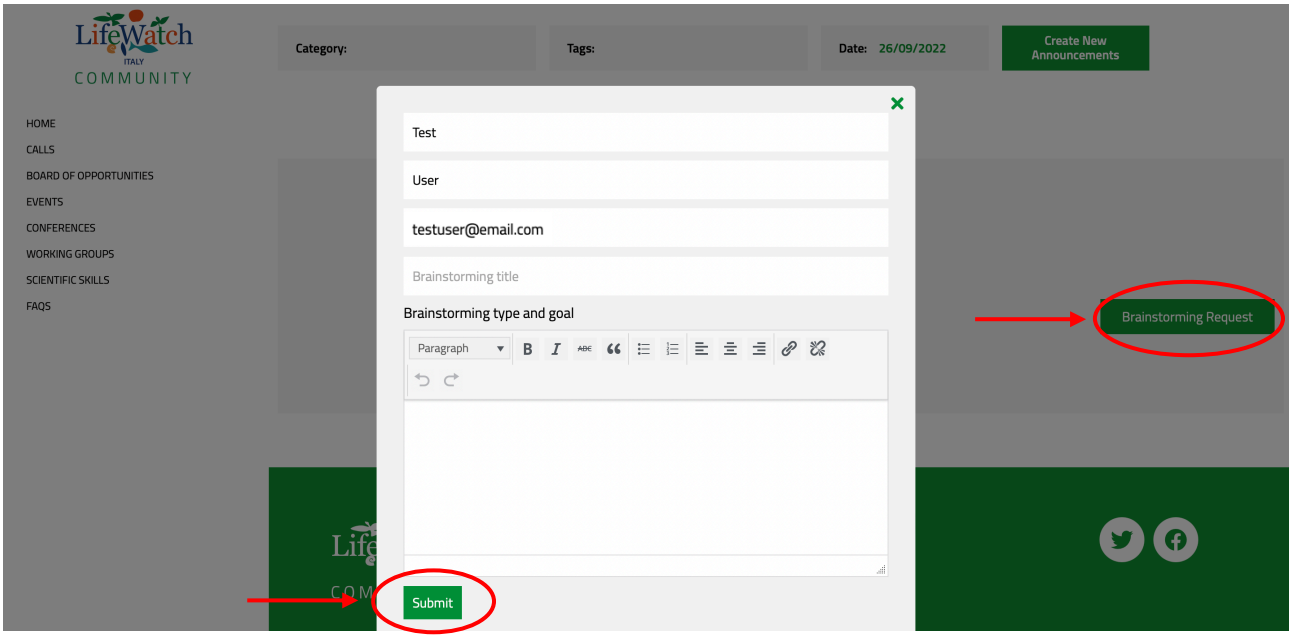


## F. Brainstorming

**1.** Click on the Brainstorming button to open the relevant section and then **scroll down to the Brainstorming request section.**



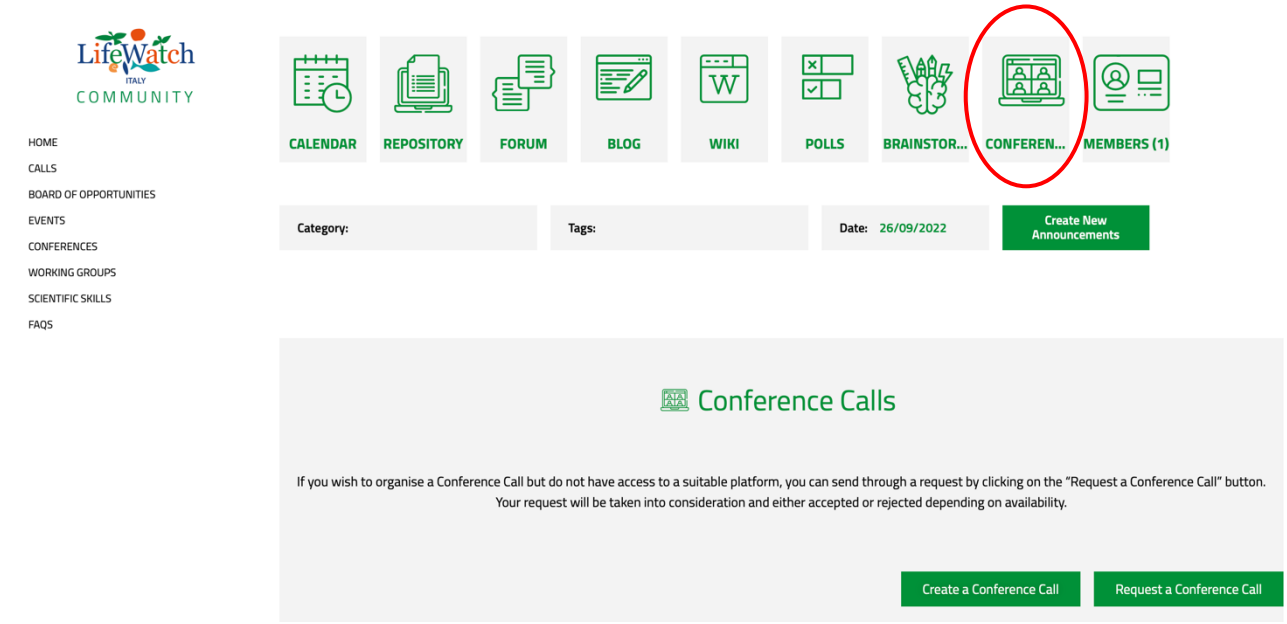

**2. Complete the required fields** (title, type and goal) **and click on Submit.**



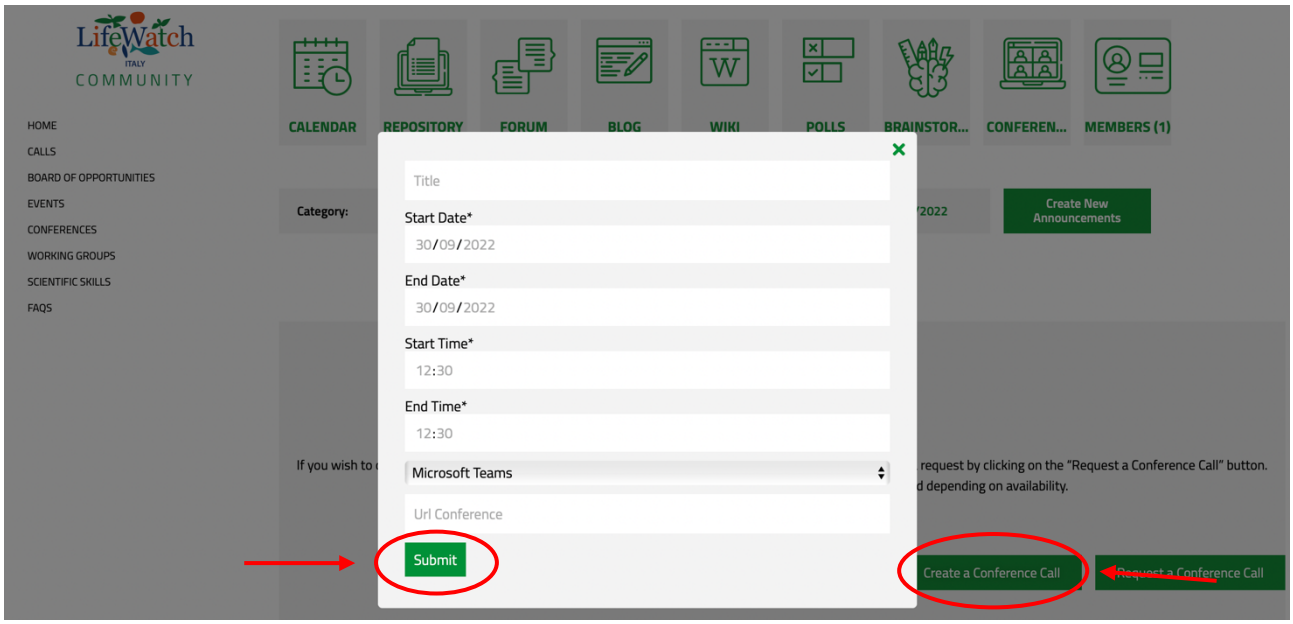
## H. Conference Calls

**1.** Click on the Conference Calls button to open the relevant section. Here you will be presented with two options: **Create a Conference Call and Request a Conference Call.**

**N.B.** The "Request a Conference Call" button allows you to organise a Conference Call in case you do not have access to a suitable platform. Your request will be received and either accepted or rejected depending on availability.




**2.** Click on Create a Conference Call. A pop-up window will open. **Complete the required fields and click on Submit.**



**3.** Click on Request a Conference Call. A pop-up window will open. **Complete the required fields and click on Submit.**

