



Ocean Sustainability Hub User Guide

Lux Consulting Group, Inc.

Version 0.04

Nov

11,

2021

Revisions

Revision	Date	Notes
0.02	Nov 11	First Publication

Table of Contents

1. Introduction	1
2. Roles	1
3. Key Terms	2
4. Ocean Sustainability Hub Welcome Page	3
Public Interface	4
Private Interface	4
5. Accessing the Network	5
User Credentials	5
Creating a Profile	8
Connecting with and Following Other Users	13
Receiving a Group Invite	15
Joining a Group	15
Joining a Discussion Forum	17
Sending Messages	19
Receiving Notifications	21
Accessing Account Settings	21
6. Project Profile Maintenance	22
7. Making Content Available to the Public	23
8. Calendar	23

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 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 www.belmontforum.org/connect/oceans2018.

The guide is intended for 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.

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.

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.

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://www.belmontforum.org/connect/oceans2018>. The Welcome Page contains an overview of the CRA, links to public groups, a CRA-specific calendar, a map, and accompanying visualizations.

4. Ocean Sustainability Hub Welcome Page

The Hub Welcome Page is the public landing page for the Ocean Sustainability Hub. The Welcome Page features a Project Spotlight slider, as well as information about groups and projects, members, and discussions forums. Users can also view a visualization highlighting the transdisciplinary nature of the project, a map showing member locations, and a calendar highlighting relevant upcoming events and workshops.

Only the Secretariat and team of Oceans Coordinators are authorized to make updates to this page.

Welcome to the Ocean Sustainability Hub


Log in to 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.



Systematic Literature Review on Ocean Conflicts
NO-CRISES researchers presented their preliminary results from conducting a systematic literature review of social science methods used to study ocean conflicts. This was presented as an e-poster at the OCEANVISIONS 2021 SUMMIT May 18-20 2021


[Learn More](#)



Groups and Projects

The Oceans CRA Connect page highlights the 13 funded projects, introduces the team members, and showcases their work. Each project has their own group on this platform. Groups are a place to communicate about shared interests with people. Members can create a group to network with each other across all projects.


[VIEW GROUPS AND PROJECTS](#)



Members

This page brings together researchers and their societal partners from across the globe. Together, they develop innovative solutions to accelerate the sustainable use of oceans and minimize the effects of global change.

[MEET THE MEMBERS](#)



Discussion Forums

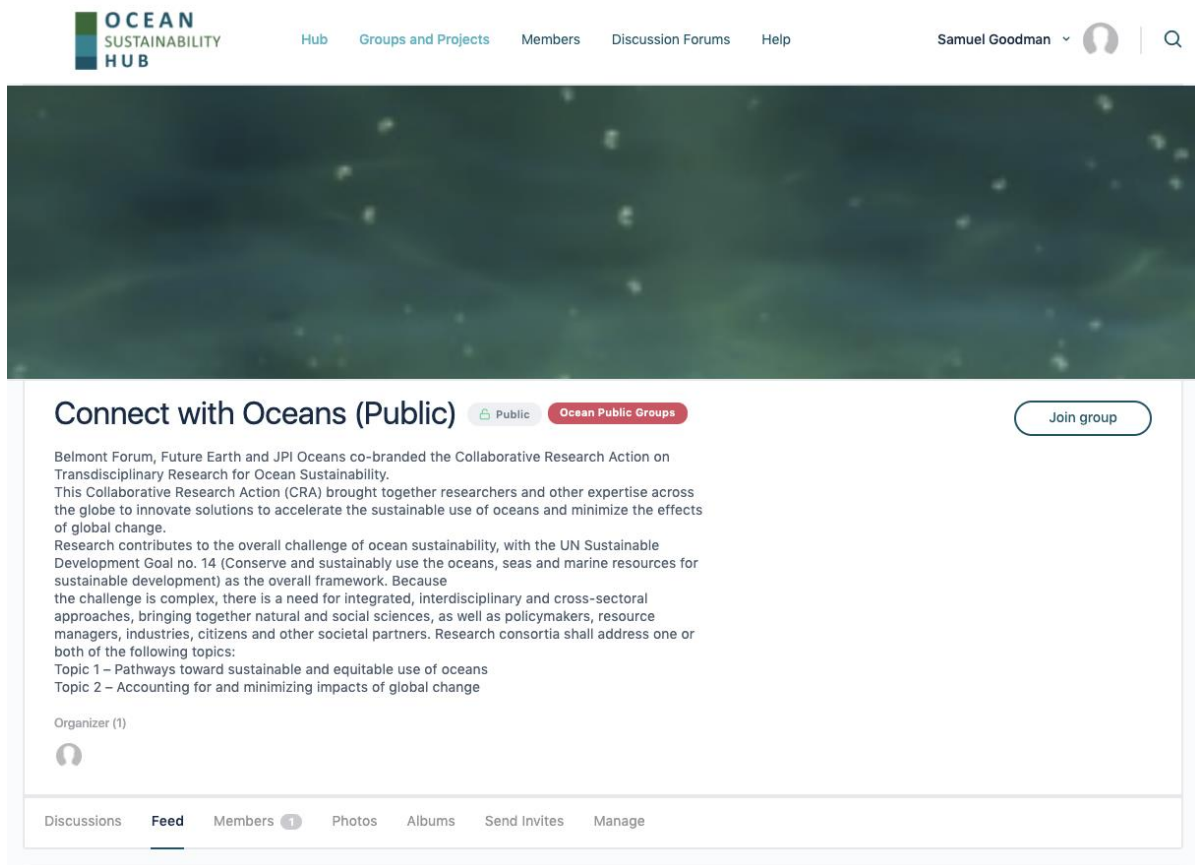
Oceans CRA Connect page members have the opportunity to network with each other across all projects, and use the page to communicate widely. Share updates about your project, organization. Ask questions to engage in conversations. Post an exciting upcoming event.

[EXPLORE DISCUSSION FORUMS](#)

While only the Secretariat and 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.



The screenshot displays the top navigation bar of the Ocean Sustainability Hub website. The logo on the left reads "OCEAN SUSTAINABILITY HUB". The navigation menu includes "Hub", "Groups and Projects", "Members", "Discussion Forums", and "Help". On the right, the user "Samuel Goodman" is logged in, with a profile icon and a search icon.

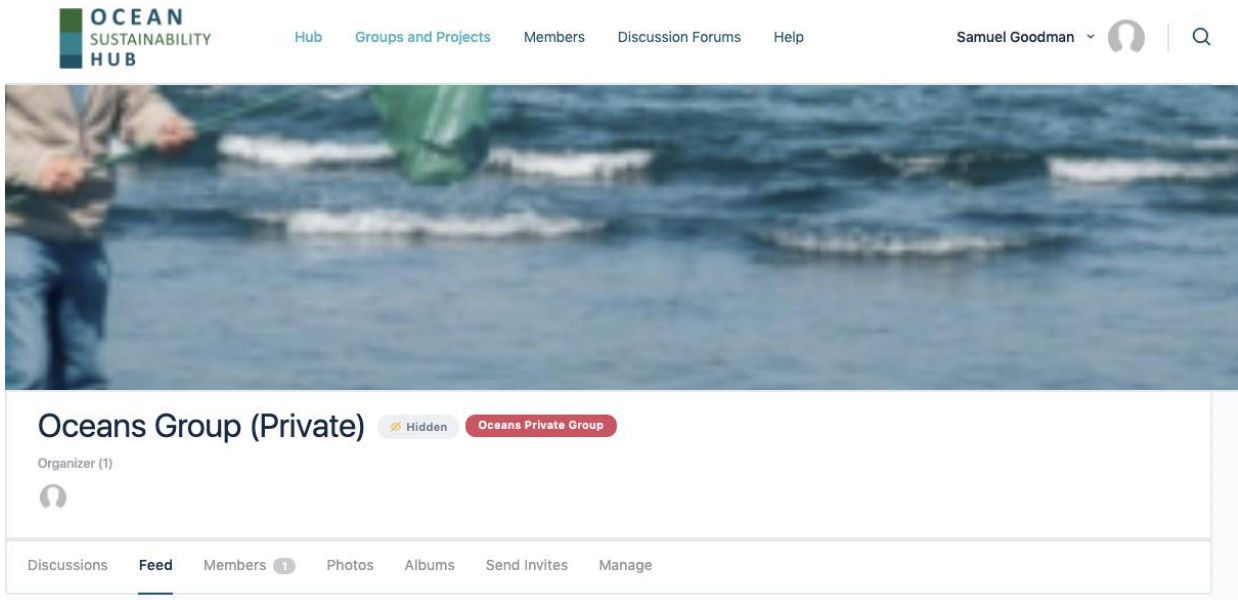
The main content area features a large, dark, abstract image with glowing green and blue particles. Below this is a section titled "Connect with Oceans (Public)". To the right of the title are two buttons: "Public" (with a lock icon) and "Ocean Public Groups" (with a red background). A "Join group" button is located in the top right corner of the group card.

The group description text reads: "Belmont Forum, Future Earth and JPI Oceans co-branded the Collaborative Research Action on Transdisciplinary Research for Ocean Sustainability. 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. 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".

Below the description, it lists "Organizer (1)" with a profile icon. At the bottom of the group card, there is a navigation bar with the following options: "Discussions", "Feed" (which is highlighted with a blue underline), "Members" (with a count of 1), "Photos", "Albums", "Send Invites", and "Manage".

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 Sustainability Hub with internal and external features for project personnel to network, share project updates, and promote events.

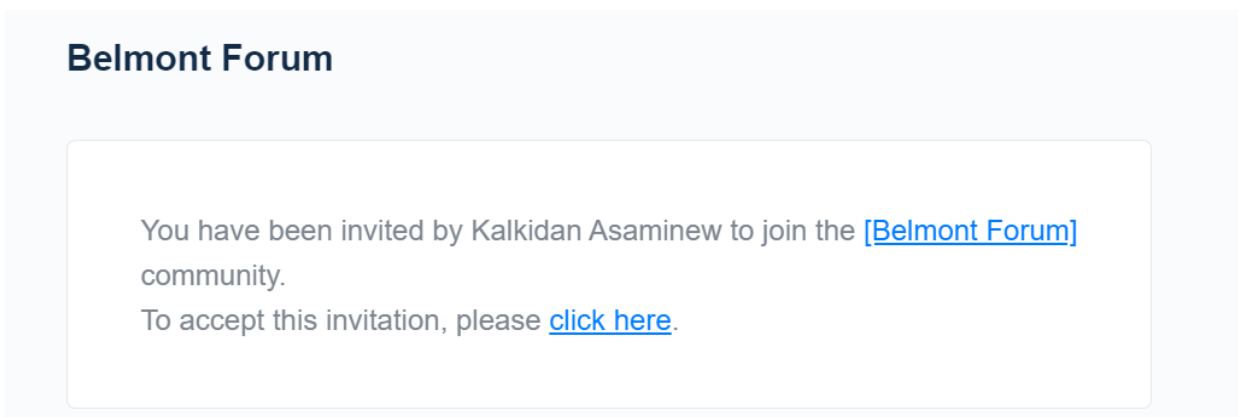
The Hub features a public and private interface. To access the private interface, you will need to log in with your user credentials.

User Credentials

Create an account

Users will receive an invitation to join Ocean Sustainability Hub 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

ka13kidan@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.

**BETA BETA BETA Belmont
Forum BETA BETA BETA**

Kali g3



Thanks for registering!

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

<https://www.beta.belmontforum.org/connect/oceans2018/activate/HZBfU2ExokMPsHimCivPSSRndbfHHElh/>

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.

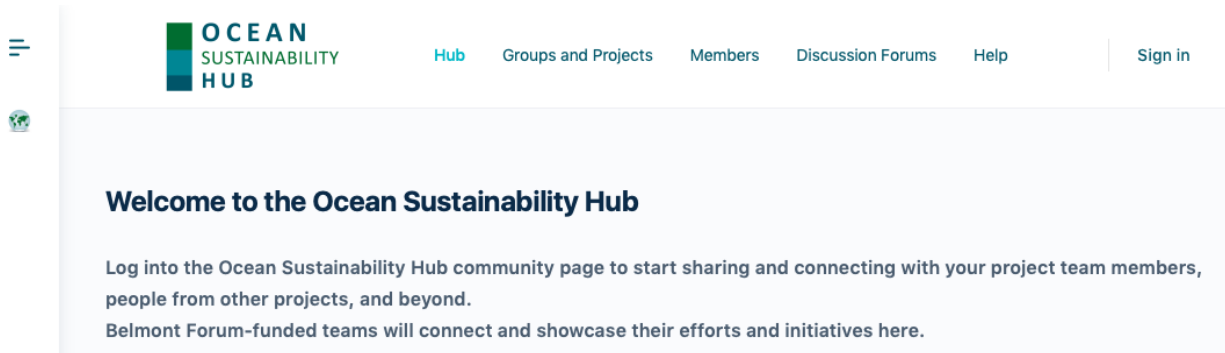
[Log In](#)

7. Users will follow this link to go to the hub.

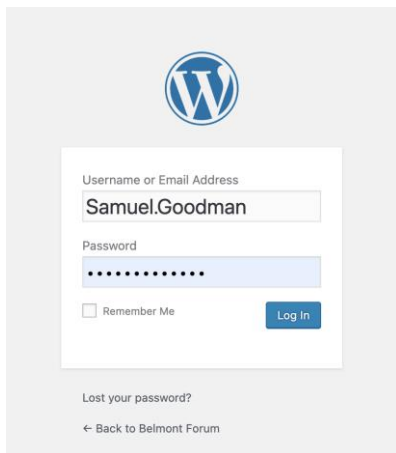
<https://www.beta.belmontforum.org/connect/oceans2018>

Login in to Ocean Sustainability Hub

After creating an account, users can log in by going to www.belmontforum.org/connect/oceans2018 and clicking on Sign in (top right corner)



and enter your username or email address and password.



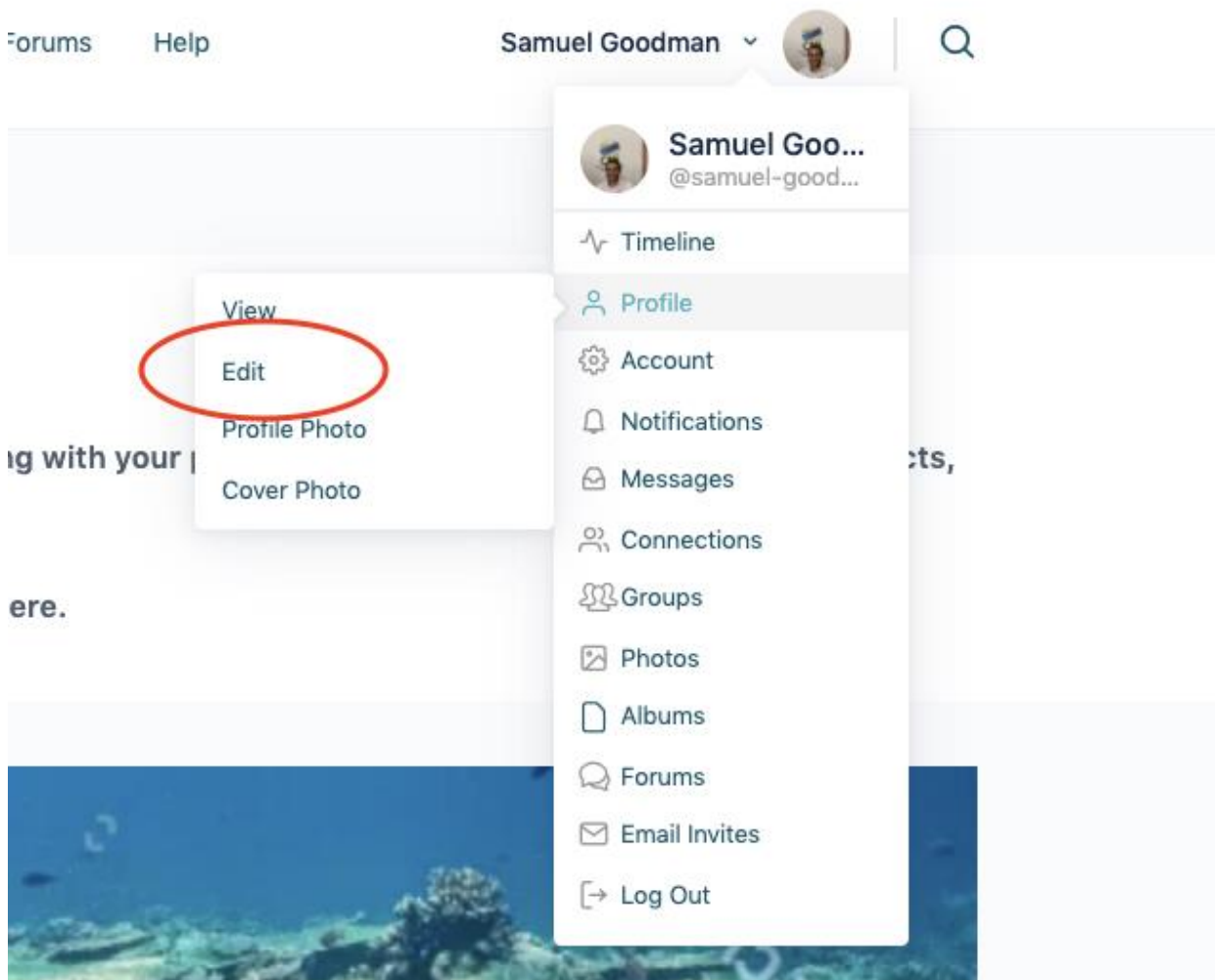
After signing in, users will create their member profiles. A member of the Coordinators team will then invite each user to join their project group as well as any other relevant group.

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.

Edit "Details" Information

First Name (required)

Public

Last Name (required)

Public [Change](#)

Nickname for tagging (required)

For tagging

Public

Website

Public

Organization

Public [Change](#)

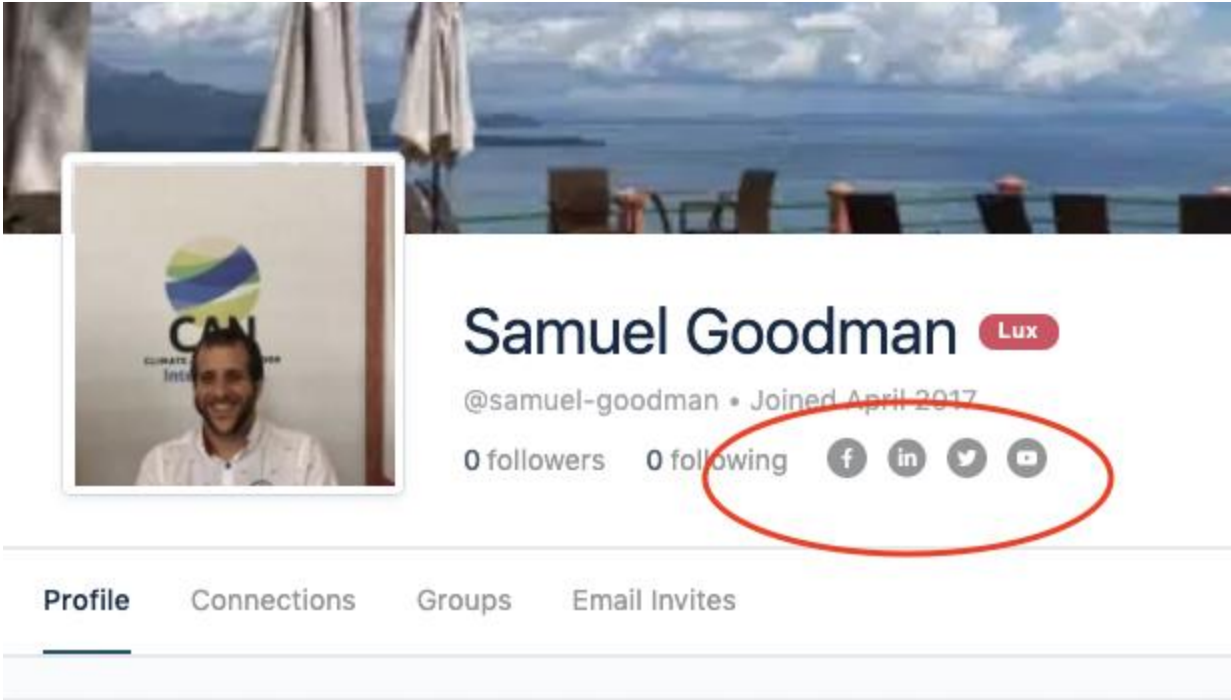
Skills

Public [Change](#)

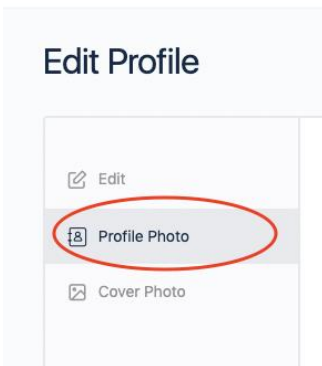
Country

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

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

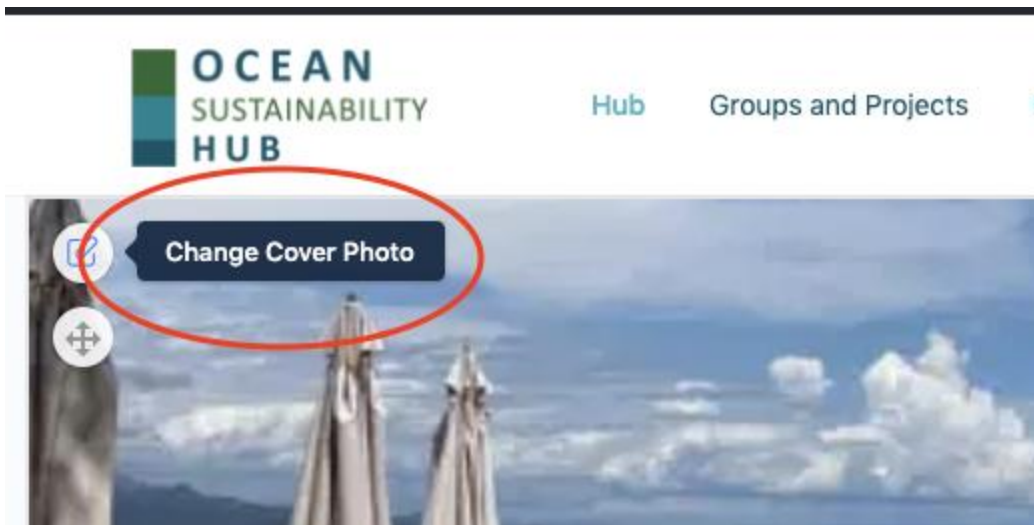
Upload Take Photo



Crop Photo

Cancel

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 also follow other users. To request a connection or follow another user, select members at the top of the page.



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



Samuel

Member



Kalkidan

Member

Connected Follow Message



Seth

Stakeholder

Connected Follow Message



Michael

Researcher

Connect Follow Message



Calvin D.

Oceans Coordinator

Connected Follow Message

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

All Members 17

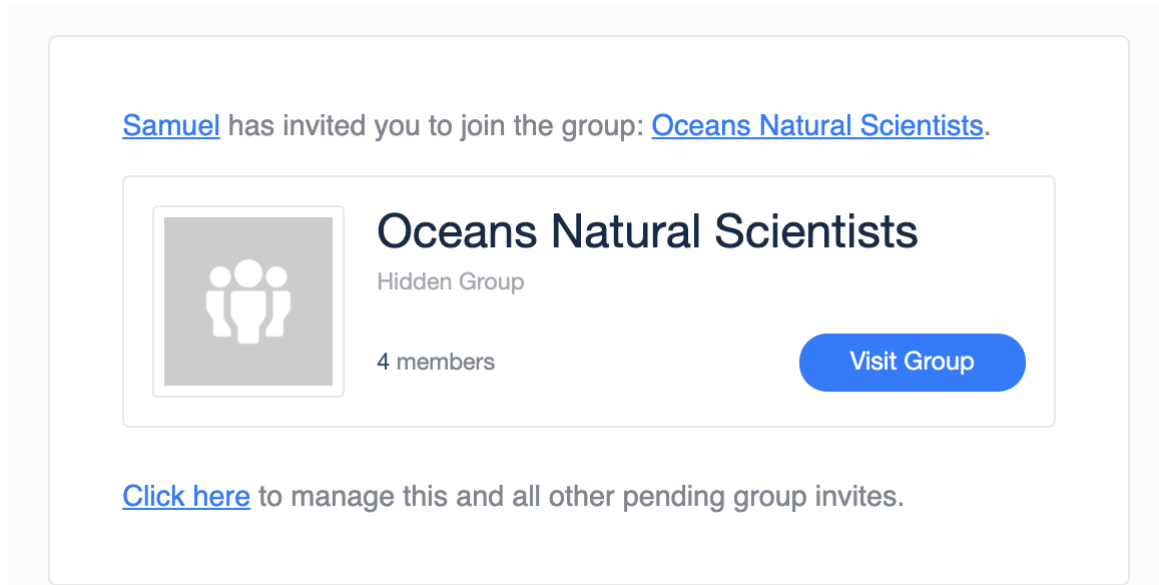
My Connections 7

Following 1

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



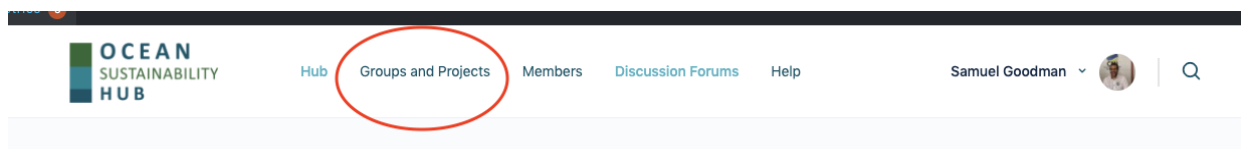
When

invited to a group, select [Click Here](#) to review the invitation.

Joining a Group

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

Users who have logged into the network can find Hub Groups located under the Groups and Projects tab of the network.



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

Groups Q Search Groups...

All Groups **19** [Create a Group](#)

All Types Recently Active

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

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

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

[Unsubscribe](#) [New discussion](#)

All Discussions

- News**

Calvin D. replied 2 days, 6 hours ago 3 Members · 3 Replies

Oceans Forum
- Upcoming webinar!**

Calvin D. replied 2 days, 6 hours ago 3 Members · 3 Replies

Oceans Forum
- New Belmont CRA Oceans Conference**

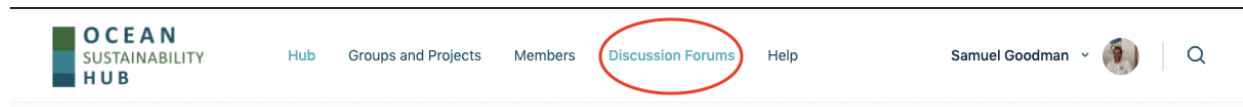
John replied 3 days, 1 hour ago 1 Member · 1 Reply

Oceans Forum

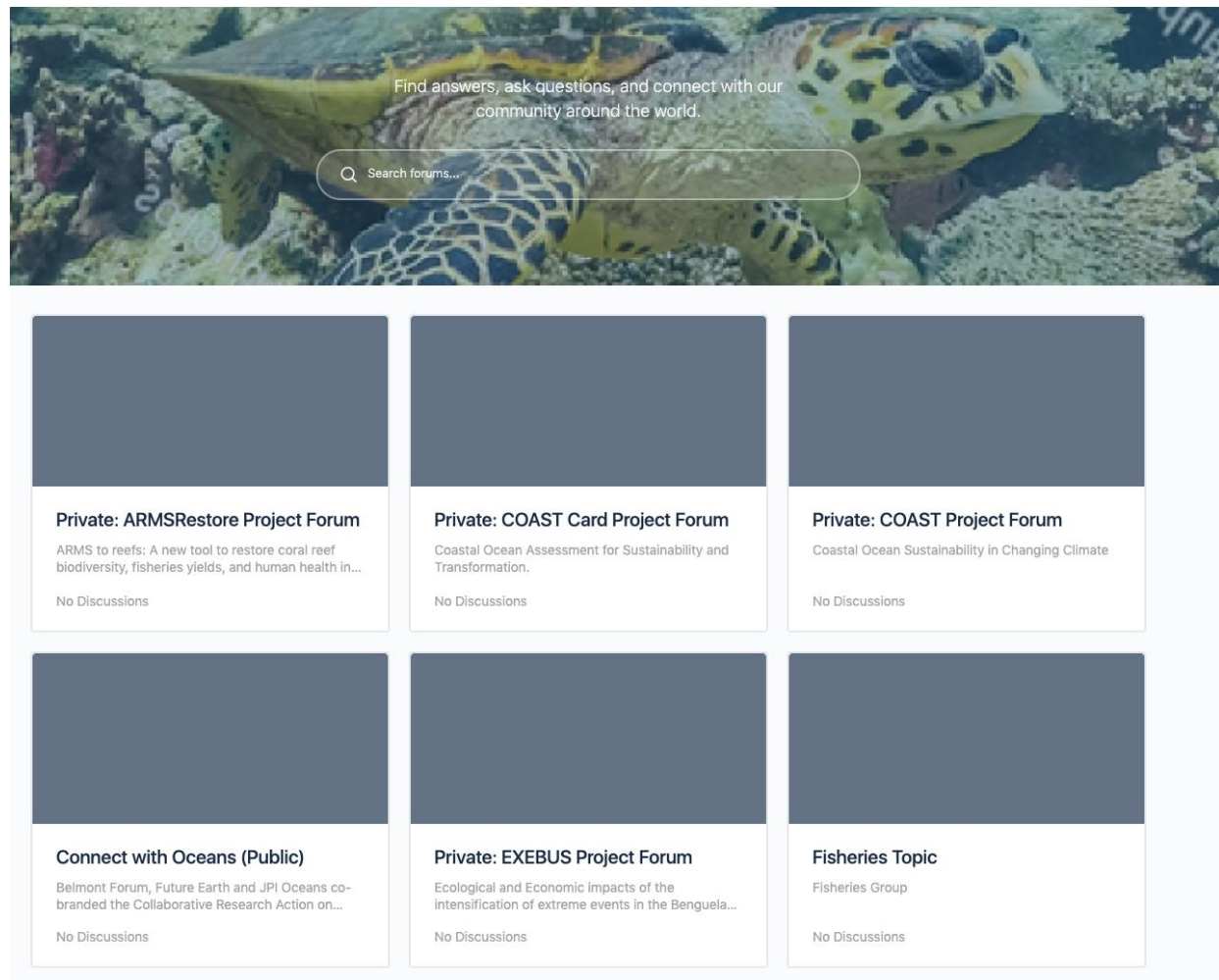
To ensure some degree of quality control, users are asked to propose any new group via email for the Oceans Coordinators to review it. The Coordinators will review the proposal and either create the group or reject it, returning the proposal for resubmission. Once the group is created, the Coordinators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

Joining a Discussion Forum

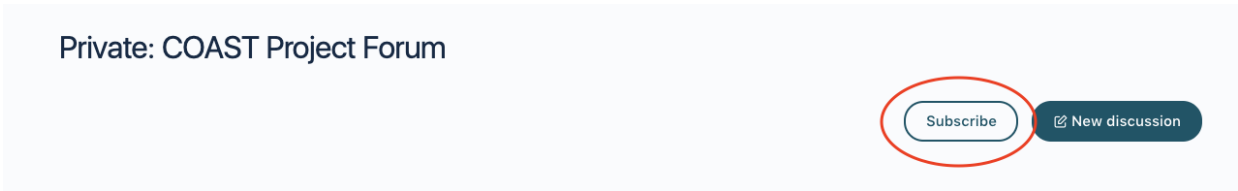
For internal discussions on the network, select Discussion Forums.



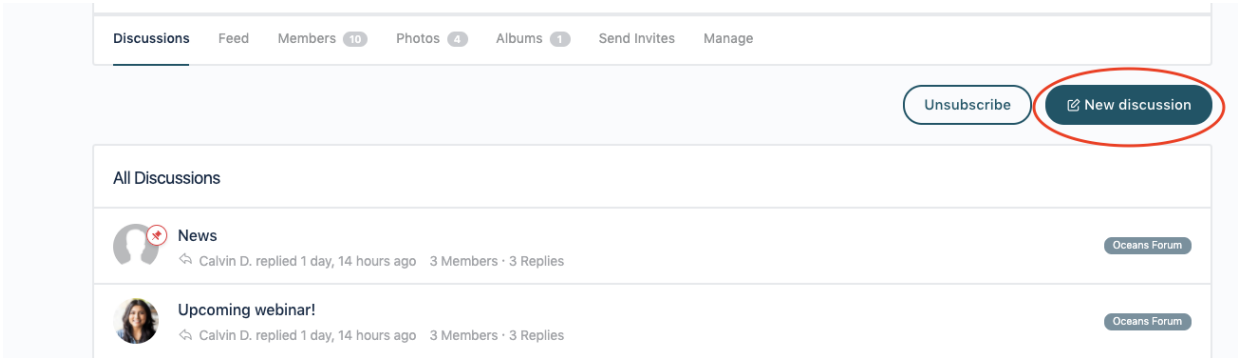
The user has the option to subscribe to a series of ongoing conversations on the forums and contribute to these discussions.



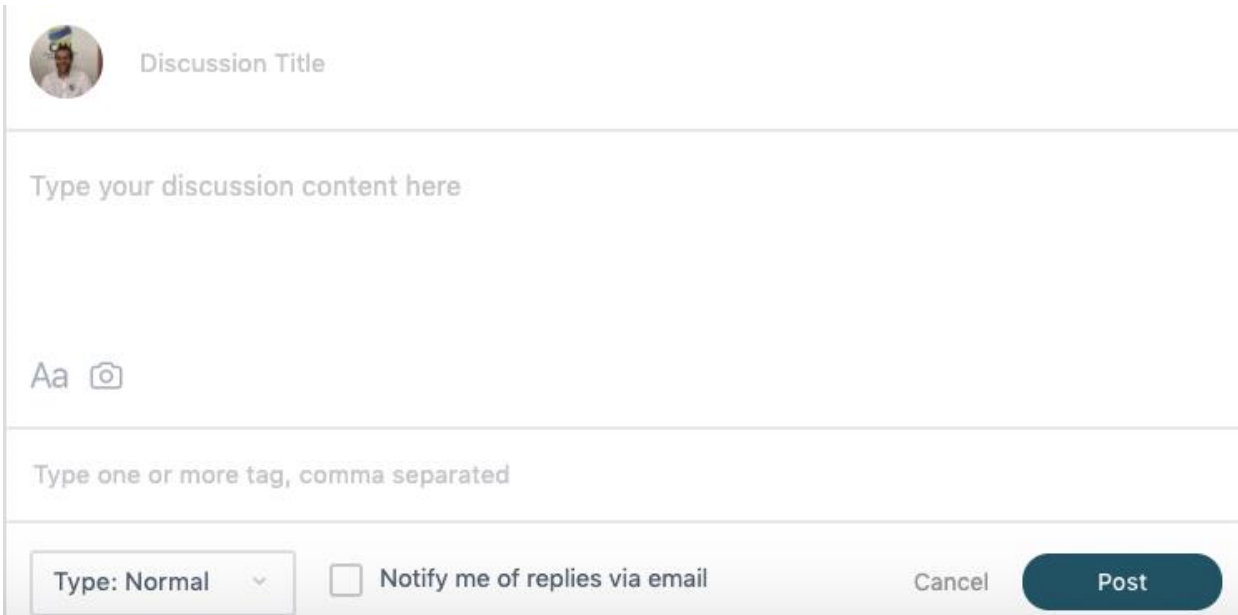
To subscribe and contribute to the discussion, click on the forum you would like to join. Then select **Subscribe**.



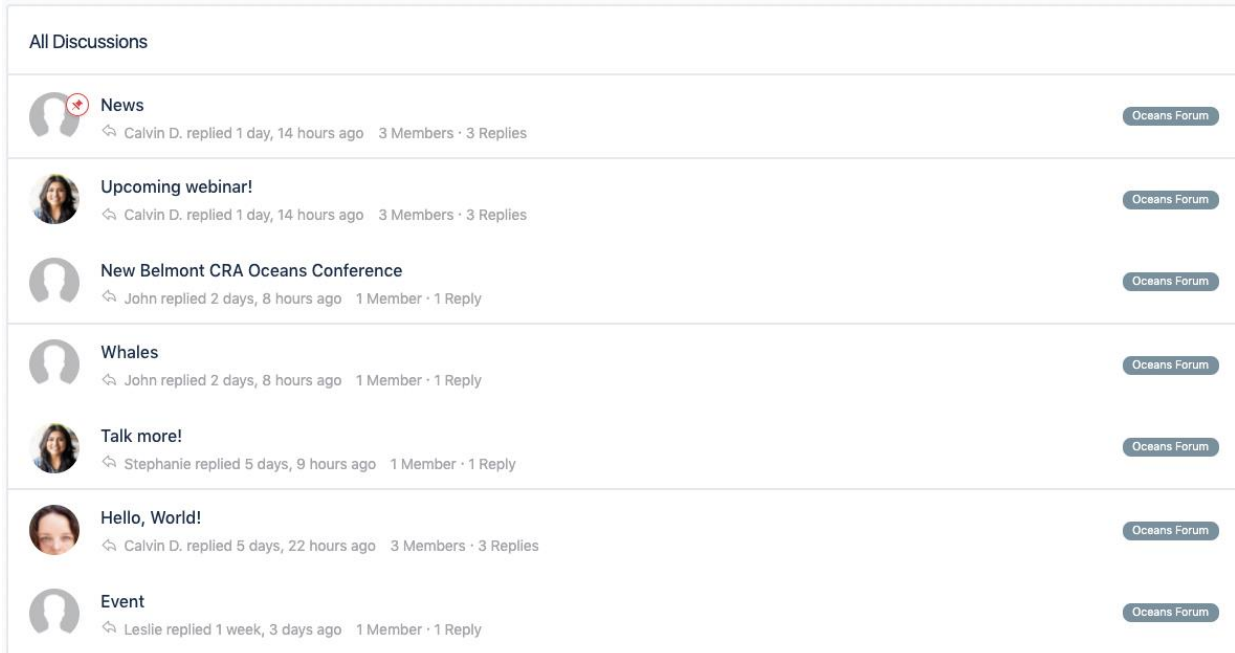
To start a new post, select New Discussion.



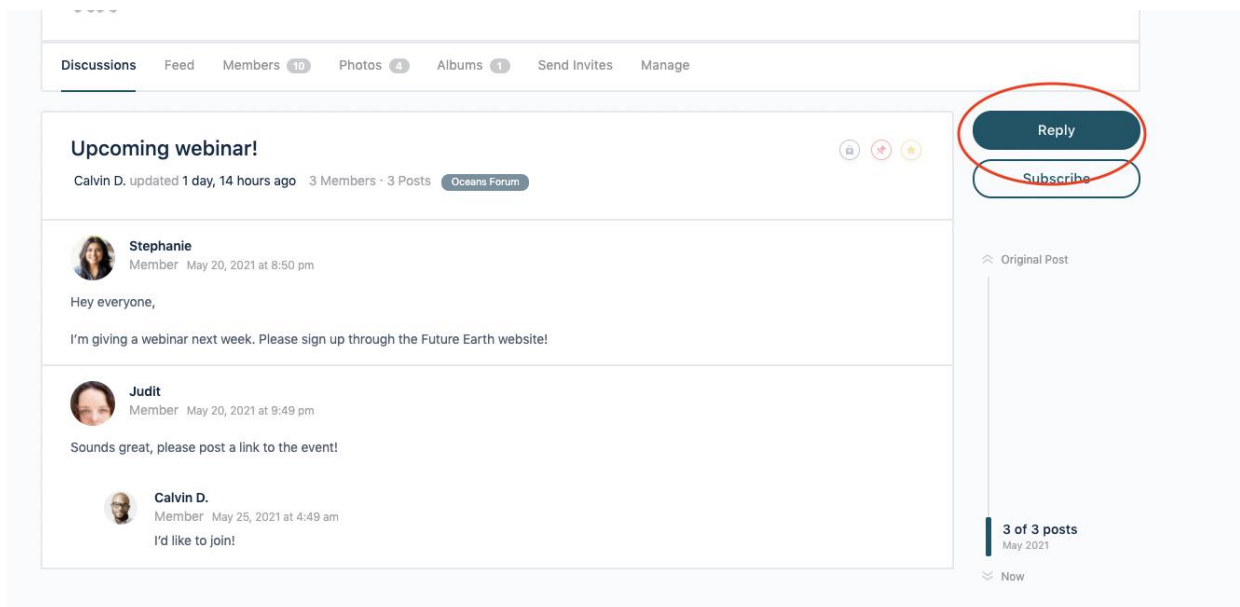
Begin typing in your discussion content and select Post when ready for publication. You can also attach a photo, tag relevant members, and opt to become notified of replies via email.



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

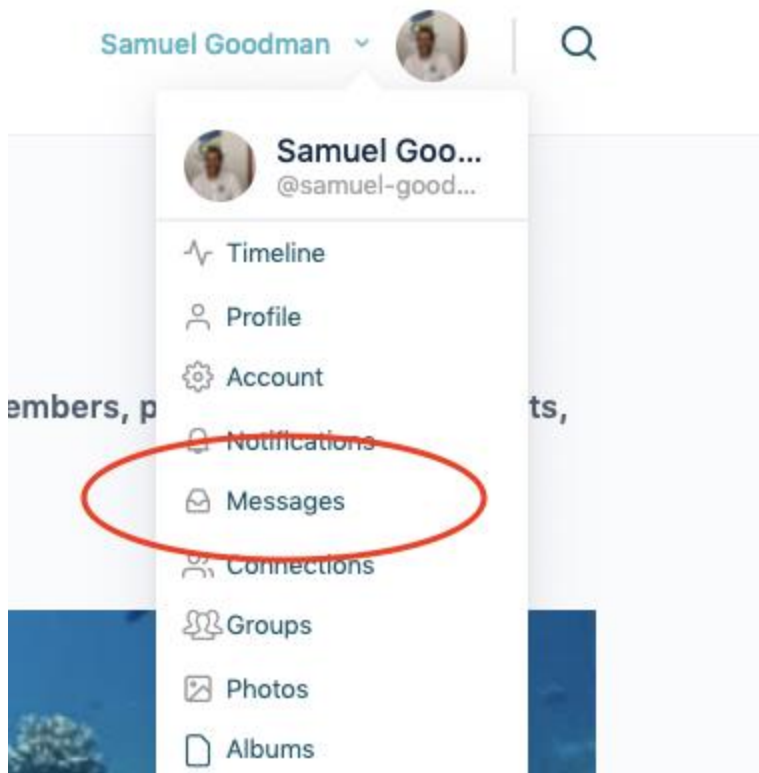


Once you have read through the discussion and are ready to respond, select Reply.

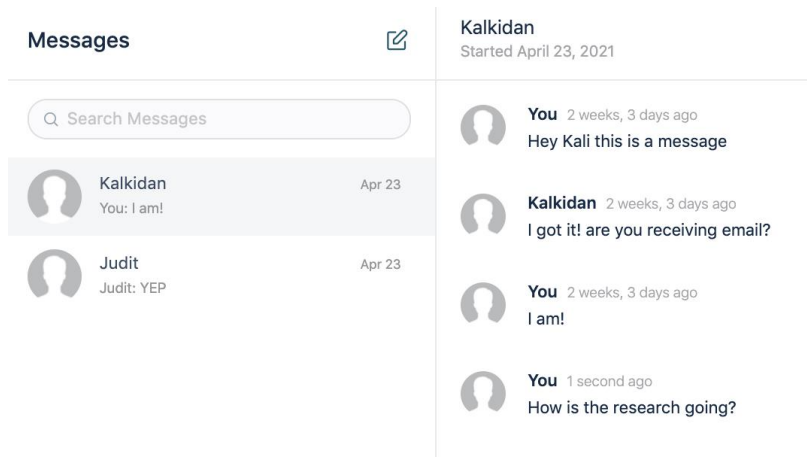


Sending Messages

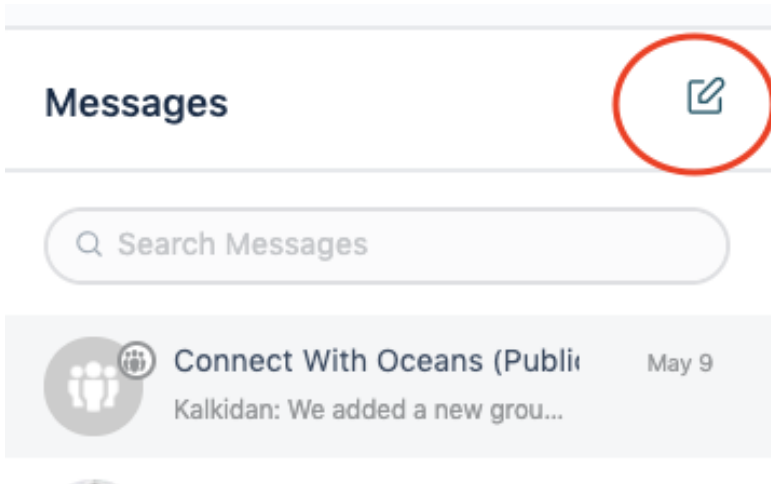
The Hub also offers users the opportunity to message each other. To access your messages, select Messages after clicking on your name and profile photo at the top of the page. Alternatively, you can select the messages icon on the left side of the screen.



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

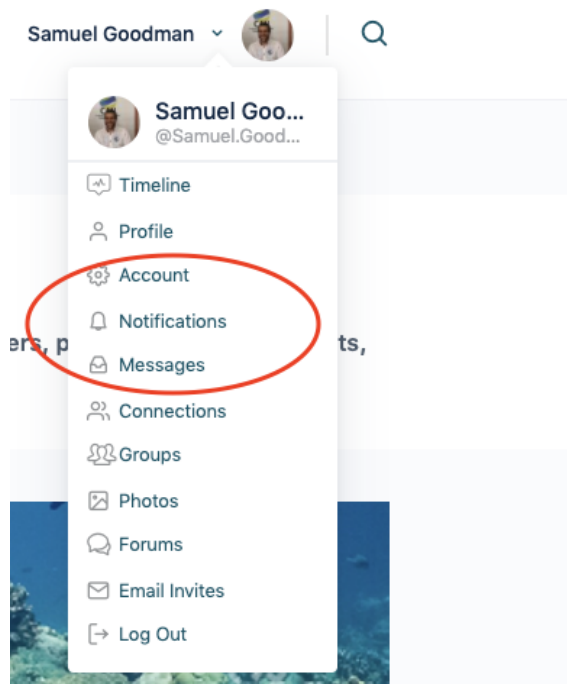


To write a new message, select the notepad icon. Type in the names of the people whom you wish to contact, as well as the content of your message before hitting send.



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

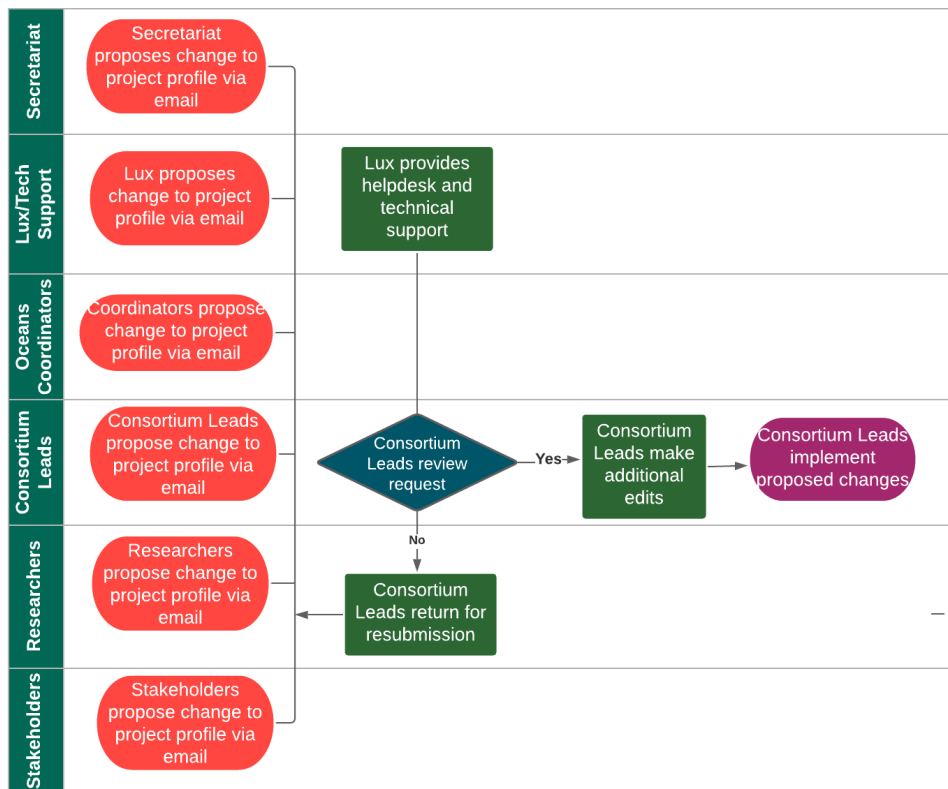
To access your account settings, select Account under your avatar. You can update your account email, password, email notification preferences and privacy.

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

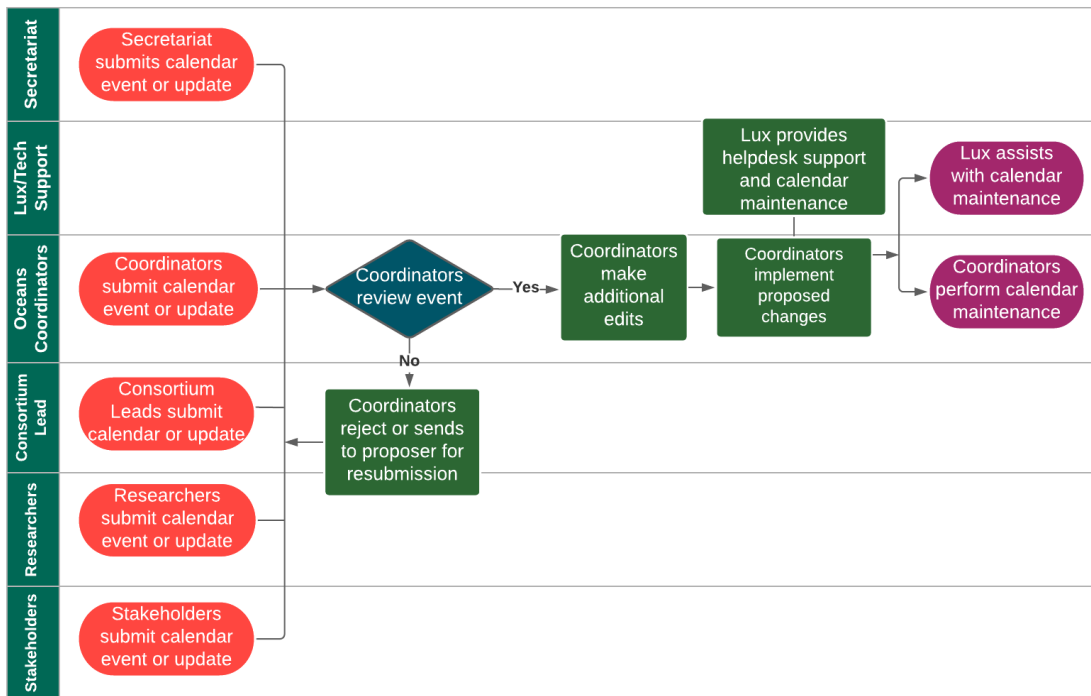
The Hub page has a built-in process for making content available to the public.

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.

9. Help and Start Here pages

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

Help Page:

Oceans Sustainability Hub FAQs

- ❖ What is the Ocean Sustainability Hub for?
- ❖ How do I access the Ocean Sustainability Hub?
- ❖ How do I create a profile?
- ❖ How do I join a group?
- ❖ How do I join a discussion forum?
- ❖ Can I suggest an event for the calendar?
- ❖ Can I suggest a publication to be added to the Welcome Page?
- ❖ Can I make changes to the Project Profile for my respective project?

- For technical support or any questions:
Email us at: oceans@belmontforum.org
- For additional information refer to Oceans Sustainability User Guide.



Ocean Sustainability Hub User Guide
Lux Consulting Group, Inc.

Start Here page:

1. Create your member profile

This is the place to showcase yourself to the platform user and the public. Add a profile photo, cover photo, link your social media accounts and add a website relevant to you or your project.

The "Nickname for tagging" in the profile section is what other Hub members will use to tag you in a post. Your nickname can be as simple as Firstname_Lastname.

Edit

Profile Photo

Cover Photo

Edit "Details" Information


First Name (required)

Last Name (required)

Nickname for tagging (required)
For tagging

2. Navigate to the Members tab to see who else is on the platform

In the "Members" tab you can find a list of everyone on the Hub. Connect with, follow, and send direct messages with other Hub members to build new relationships or cultivate existing ones.



3. Check out the groups and projects tab

- You can join both public and private groups within the network that vary by topic.
- Each of the 13 funded Oceans CRA projects has a publicly visible project group to showcase project outputs. Each project can share results, post pictures, share links and articles, upcoming events, and anything else relevant to Oceans.
- One project member will be in charge of managing the public project page.

If you have an idea for a new group, contact help@belmontforum.org.

Groups

All Groups | My Groups | Create a Group

COAST Project

Public / Project / 2 members
active 1 day, 3 hours ago

You're an Organizer

COAST Card Project

Public / Project / 2 members
active 1 day, 3 hours ago

You're an Organizer

NO CRISES Project

Public / Project / 3 members
active 1 day, 3 hours ago

You're an Organizer

Salt-Mine Project

Public / Project / 2 members
active 1 day, 3 hours ago

You're an Organizer