

Please read the whole document and look at the detailed instruction pack if you are confused.

## Before Adding Content

- Only verified users can upload articles, resources, and case studies. Please ensure you have verified your account before you try to upload anything.

## How to see if your account is verified

- Go to your [profile](#)
- If you see a button reading “Upgrade to verified account” please press the button and fill in the short form to verify your account
- If this button does not appear, you have a verified account already

If you have any issues trying to verify your account, please email [support@oppla.eu](mailto:support@oppla.eu)

## Join the group you want to add content to

- Find the community you want to join in the community tab on the main menu
- Click on a community of your choice and you will land in the Group Portal
- Press the “Request membership” button. Your request will be approved shortly (within 48 hours) - if not, please email [support@oppla.eu](mailto:support@oppla.eu)

## Adding Content to NetworkNature

- Make sure you are signed into NetworkNature
- Press “Add content to NetworkNature” on the homepage to go to the NetworkNature Group Portal
- Press the arrow on the “Add article” button to open a menu and select your content type
- Fill in the required fields (indicated by the red \*) to save your draft
- You will now see a preview of your content published on the page. Proofread it, and when you are happy with it, scroll back to the top of the content page and press the “Apply” button to change the status from “Draft” to “Under review”. This content will now need to be checked by the Group Manager before it is public.

If you have issues, please feel free to contact a relevant member of the NetworkNature team, or [support@oppla.eu](mailto:support@oppla.eu) to help with technical queries.

## Adding Content to Your Hub, Task Force, or Project within NetworkNature

- Make sure you are signed into NetworkNature, and a member of the group you want to add to
- Find your community in the top menu
- Press the arrow on the “Add article” button on the right hand side
- Select which type of content you want to upload. Follow the same steps as above.

Please note this will only work if you are a group member. If you do not see the “Add article” button, you will see a button inviting you to join the group. Please request to join and then follow the steps above when your request is approved.