

Manual para crear perfil y registrar actividades en la web de GEW

1. Crear perfil

Para crear el perfil de tu organización deberás entrar en genglobal.org/user/register dónde te aparecerá este formulario:

Step 1: Sign Up

First Name *

Last Name *

Email *

Username *

By creating an account, you agree to GEN's [Privacy Policy](#) and [Terms + Conditions](#).

☐ I am human



hCaptcha

Privacy - Terms

CREATE NEW ACCOUNT

Already have an account? [Log In](#)

Una vez enviado el formulario, deberás confirmar tu correo electrónico. Te enviarán un correo con un enlace que deberás abrir para continuar creando tu perfil.

Step 2: Confirm Your Email

We sent a confirmation email to:

Please check your email and click on the confirmation link to finish creating your GEN account.

GO HOME

Cuando tengas que completar tu perfil, primero te saldrá un formulario que se deberá rellenar con la información de la persona que queréis que salga visible en la web (persona de contacto con GEW, director, CEO...) y otro formulario a rellenar con el nombre y el tipo de organización.

Step 3: Complete Your Profile

Welcome To GEN! Tell us more about yourself:

First Name *

Last Name *

Email *

A valid email address. All emails from the system will be sent to this address. The email address is not made public and will only be used if you wish to receive a new password or wish to receive certain news or notifications by email.

Username *

Several special characters are allowed, including space, period (.), hyphen (-), apostrophe ('), underscore (_), and the @ sign.

Country *

Picture

Step 3: Complete Your Profile

Tell us about your organization:

Organization

Begin typing your organization's name. The website will attempt to locate an existing organization in our system that you can select. If your organization is not in the system yet, go ahead and complete the full name.

When your account is created, the organization will be added to the system. To change your organization, enter the new name above in the Organization Name field (allowing the system to search for a match if one exists and if one does not, typing in the full organization name and move to the next field). Remove the name in the Organization field below.

ADD ANOTHER ITEM

Type of Organization

Your position/title

BACK SAVE

Una vez cliques a "Save", ya tendrás tu perfil y podrás crear actividades.

A continuación, tienes algunos ejemplos de como se visualizan un perfil de una persona y un perfil de una organización por separado:

Perfil personal: <https://www.genglobal.org/user/452/my-organizations>

Perfil corporativo: <https://www.genglobal.org/org/autoocupacio>

2. Crear actividad

Debajo de la foto de tu perfil, encontrarás en botón para crear una actividad.

GLOBAL
ENTREPRENEURSHIP
NETWORK

ABOUT PROGRAMS COUNTRIES RESOURCES NEWS

The changes have been saved.

EDIT PROFILE

VIEW EDIT ARTICLES ATLAS ACTIVITIES ORGANIZATIONS CONTACTS

Create an Activity Find an Activity

Una vez hayas hecho click, deberás rellenar el formulario con información de tu actividad.

Create Activity

Title *

Titulo

Teaser Text

Activity Description *

B I       Format  Source

Descripción de la actividad

Activity Start Date *

dd/mm/aaaa 

--:--:-- 

Fecha inicio actividad

Activity End Date *

dd/mm/aaaa 

--:--:-- 

Fecha final actividad

Activity Type *

☐ Live

☐ Virtual

☐ Hybrid

Actividad presencial, virtual o híbrida?

Activity Status *

☐ Private

☐ Public

Actividad pública o privada?

Cost

Coste

Activity Location *

Dirección de la actividad

Please use below process to enter Event location :

Select Country >> Select State (if available) >> Type City >> Type Postal Code >> Fill Address Line.

If your country does not have states or regions, leave as NONE

Note: Even if your activity is virtual, please add the country, city and state (if applicable).

Country *

Afghanistan



Street address

City *

Postal code

Banner Image



Image size must be 1200 X 500.

One file only.

2 MB limit.

Allowed types: [png](#), [gif](#), [jpg](#), [jpeg](#).

Seleccionar archivo Ninguno archivo selec.

Adjunta el cartel de tu actividad o alguna imagen relacionada

Email/Phone for Questions

Contacto para resolver dudas

Allow users to register with this Activity

☐ N/A

☒ No

☐ Yes

Additional Registration Link

Start typing the title of a piece of content to select it. You can also enter an internal path such as `/node/add` or an external URL such as `http://example.com`. Enter `<front>` to link to the front page. Enter `<noLink>` to display link text only.

Organizations *

+ Organizaciones que crean la actividad

Después de rellenar el formulario puedes ver como lo verá el usuario sin publicarlo dando click a "Preview" / Previsualización y publicarlo dando click a "Save" / Guardar.

After you have created your Activity, if your account still needs to be approved by your Country's Host (coordinator), your Activity will be saved as **UNPUBLISHED**. Your Activity will be made **LIVE** once your Country Host has approved your account. You can always find your Activity on the My Activities tab on your profile page. When logged in, go to the **MY PROFILE** button at the top of the page.

CAPTCHA

This question is for testing whether or not you are a human visitor and to prevent automated spam submissions.

☐

I am human



Save

Preview