



How to start with SMCNetZero Digital Forum

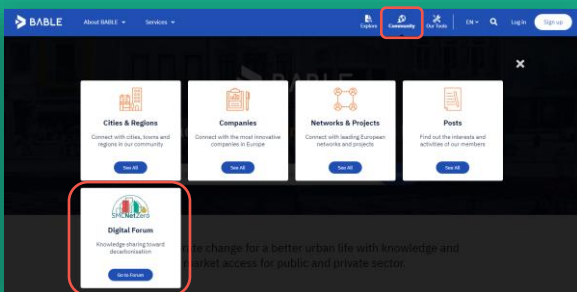
CONTACT:
Shannon Macika
SMCNetZero Digital Forum Lead
shannon@bable-smartcities.eu

The **SMCNetZero Digital Forum** is a dynamic online platform designed to support SMCs and SMEs in their decarbonisation efforts by enabling knowledge-sharing, facilitating networking and offering resources for sustainable initiatives.

A. Two Ways to Access the SMCNetZero Digital Forum

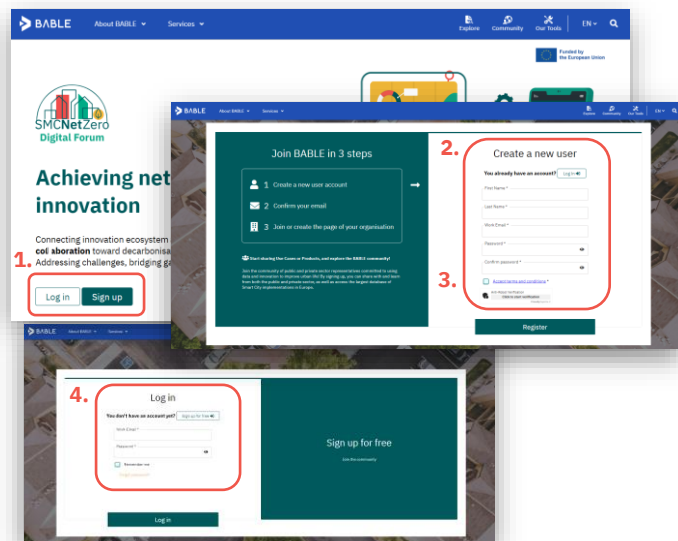


1. Directly by visiting the project webpage smcnetzero.eu and clicking on the "Forum" button in the top header.



2. Through the BABLE Smart Cities platform, navigating to the "Community" tab in the top header and selecting "Digital Forum".

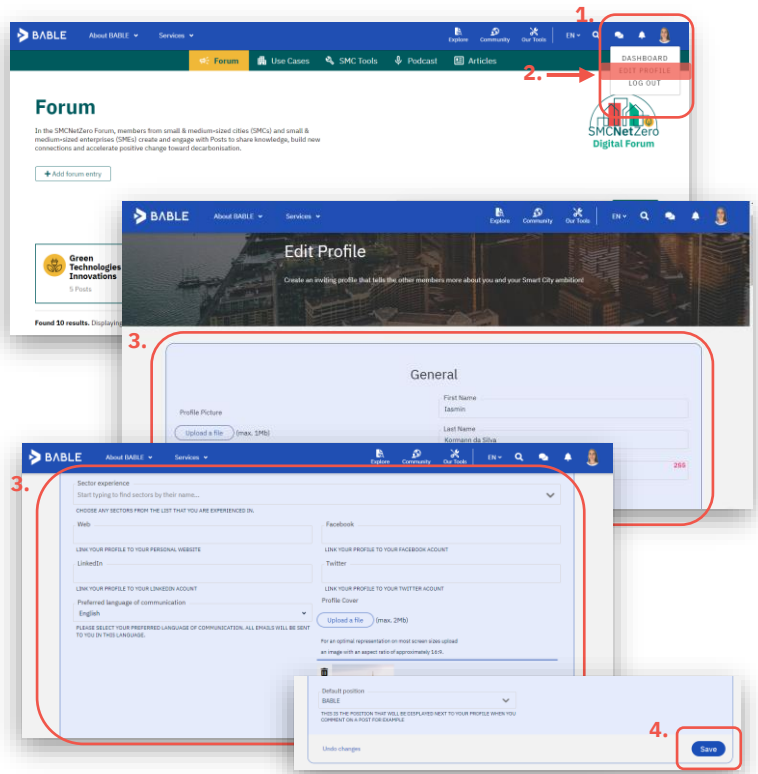
B. How to Sign up and Log in



1. Access the Digital Forum and click on "Sign up".
2. Create a free account by entering your name, email and password (NOTE: by creating an account for the Digital Forum, you are also creating an account to the broader BABLE Smart Cities platform).
3. While signing up, review information about how your data is collected and used.
4. For future visits, simply click on "Log in" to access your account.
5. Once logged in, you can explore project resources and engage with the community of stakeholders.

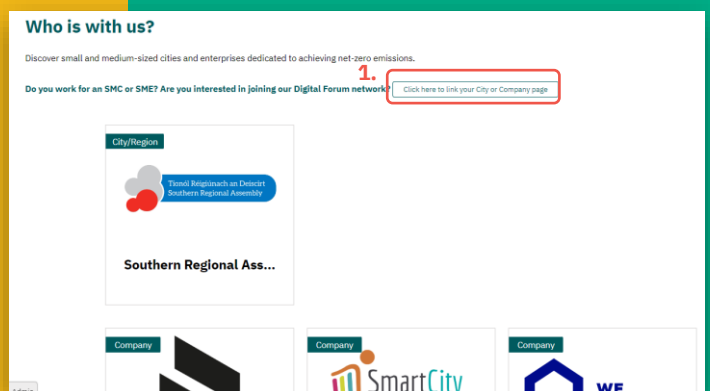
C. How to update your individual user profile

1. Click on your profile picture in the top right corner of the platform.
2. In the dropdown menu, select the "EDIT PROFILE" option.
3. This will take you to your profile settings where you can make changes to your information like your name, profile picture, contact details, sectoral experience and other relevant details.
4. Once you've made the necessary updates, click on the "save" button at the bottom to confirm changes.



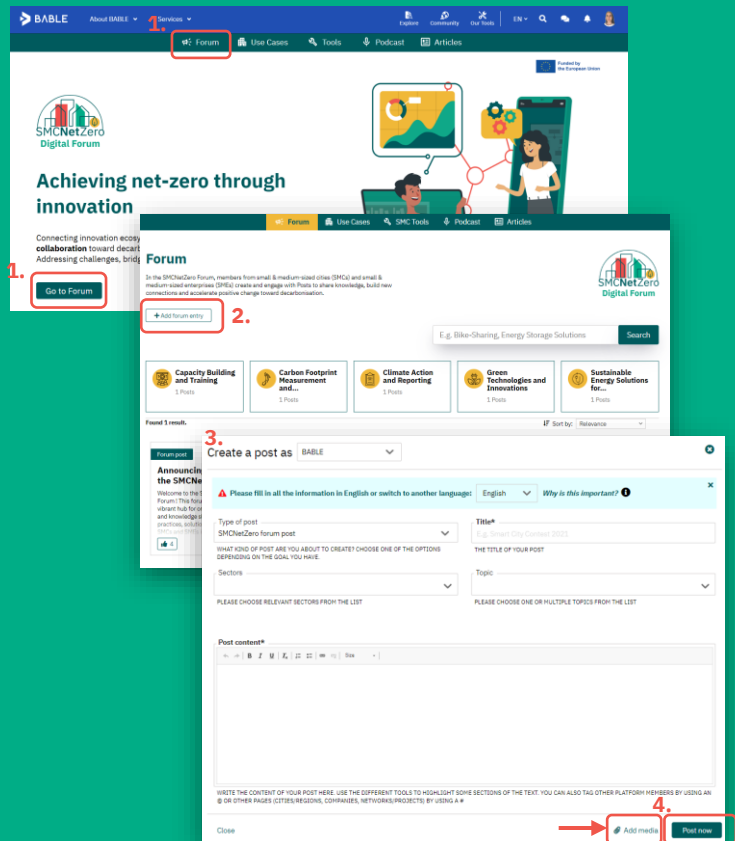
D. How to Create a City or Company Page and Join the SMCNetZero Satellite Network on the Digital Forum

1. After creating your personal account, scroll down on the home page until you reach the "Who is with us?" section.
2. Within this section, click on "Click here to link your City or Company page" to initiate the page creation process.
3. An email automation will guide you to express your interest in having your page created and added to the Digital Forum (or linked to the Digital Forum, if you have already created your page on the BABLE platform).
4. The SMCNetZero team will handle the rest, manually creating and linking your page to your account.
5. You can then share your success stories, create forum posts and engage with the community.



E. How to create a Post in the Digital Forum

1. Access the Forum area by using the dedicated button on the landing page or by clicking "Forum" in the top header.
2. Click on the "+ Add forum entry" button.
3. A new window will open for post creation. Provide the post details: title, sectors, topics, content. Optionally, add media like images or videos using the "Add media" button in the bottom right corner.
4. Once the post is ready, click the "post now" button to share it within the Digital Forum.



F. How to upload Use Cases

SMCNetZero Use Cases are real-world, best practice reference projects from small & medium-sized cities (SMCs) and small & medium-sized enterprises (SMEs), sharing valuable insights on decarbonisation efforts.

1. Access the Net Zero Use Cases area by clicking "Use Cases" in the top header.
2. Click on the "+ Add new Use Case" button.
3. A new window will open with a four-step form. Provide essential information about the use case, including general details, a comprehensive description, financial aspects, and insights. Optionally, add images and videos.
4. You can save the form at any point and invite colleagues (other platform members) to collaborate on it.
5. Review all the provided information and submit the Use Case for review. The BABLE Smart Cities team may contact for content refinement.
6. Once approved, the Use Case will be published and shared with the community.

