CONTRIBUTOR GUIDE

Adding Opportunities to the website
www.fems-microbiology.org

10 February 2017
Introduction

Welcome to the FEMS Opportunities Board. With your FEMS account you can now contribute to this new FEMS service.

In this document we introduce you to the steps required to create an Opportunity and submit it for review.

This is a trial allowing people that have registered to FEMS via http://fems-microbiology.org/membership-registration/ to post opportunities for free. If you have any comments or feedback to these instructions, please send them to us via the feedback form so we can assess and improve our service.

After the end of the trial period, FEMS will evaluate it and changes may be made. When it comes to that, you will be informed by email of these changes.
Code of Conduct

Every community has its own culture and boundaries. FEMS will moderate all submissions to the Opportunities Board and place them only if they are compliant with the below code. Here are the rules that we ask you to follow:

- Keep your opportunities relevant to our audience: microbiologists and people interested in microbiology, with a larger part of them working/living in Europe
- Please do not post any personal information (or photos) of yourself that you wouldn’t want to disclose to the public at large.
- Do not post hateful, racist, or illegal content. Do not post copyrighted material without proper attribution.
- Rudeness, personal attacks, bullying, threats or inflammatory posts will not be tolerated.

In summary, use your common sense, treat others as you expect to be treated and help us build a great community experience for everyone.

Be aware that your opportunity may be amended prior to going live.
1. Logging in

Posting an opportunity take only a few simple steps:

1. Logging in
2. Create the opportunity
3. (Optional) add some extra fields
4. Submit the opportunity for review

First, you need to login, the way you do that is by going to [http://www.fems-microbiology.org](http://www.fems-microbiology.org) and click on ‘Login’ in the top right corner.

You can login here using the username/e-mail address and the password you have received.
2. Create the opportunity – 1 of 5

Once logged in you go to the opportunities dashboard by copy-pasting this link into your browser:

Here you will go to Opportunities by clicking on the left menu, ‘Opportunities’.

Click on ‘Add new’ to make your first opportunity.
2. Create the opportunity – 2 of 5

The top half of the page holds the basic fields, they will allow you to name your Opportunity, add a description, add categories, specify tags for searches.
2. Create the opportunity – 3 of 5

IMPORTANT FOR ALL OPPORTUNITIES

Please note that Categories are a search field in the navigation of the Opportunities, so make sure you fill them to help people finding your opportunity.

IMPORTANT FOR THE SUBCATEGORY ‘LOCATION’

If you have an opportunity with a location, an event or a job, you can add the location by clicking both the category ‘location’ and the country name of your job or event.

IMPORTANT FOR OPPORTUNITIES IN THE CATEGORY ‘EVENT’

If you have an opportunity in the category ‘event’, please tick one of the boxes ‘Sponsored by FEMS’ or ‘Not sponsored by FEMS’
Many of these fields will form the bulk of the content, as seen in the image.

Royal Society Publishing has recently published a special issue of Philosophical Transactions B entitled The new bacteriology organized and edited by Stephen Busby, Pascale Cossart and David Holden.

This content can be accessed at http://bit.ly/PTB1707 and the articles can be accessed directly at http://rstb.royalsocietypublishing.org/content/371/1707

A print version is also available at the special price of £35.00.

You can order online via the above web page (enter special code TB 1707 when prompted) or, alternatively, you can contact debbie.vaughan@royalsociety.org.
2. Create the opportunity – 5 of 5

Scrolling down you see four tabs, the Opportunities blocks. For these fields the idea is that if you don’t fill in anything, the data will not show on the website. You can see examples of these fields in ‘More options’.

IMPORTANT FOR NAVIGATION

Please note that ‘Expiry date’ is a search field in the navigation of the Opportunities on the website. To help people finding your opportunity, make sure you fill this Opportunity details field as well as the Date description field above it.
3. (Optional) add some extra fields – 1 of 3

The fields in the first tab are always going to appear on the left handed side.

You can add a button to your main URL in the second tab. It will appear just under the description.
3. (Optional) add some extra fields – 2 of 3

The third tab will allow you to set related opportunities. These will be visible below the Award Details. You can add as many as you’d like.
3. (Optional) add some extra fields – 3 of 3

There is a fourth tab that allows you to add more featured information that will appear in a separate block at the bottom of the Opportunity. You can find the below example [here](#).
4. Submit the opportunity for review

Once you have created an Opportunity and filled in every bit you wanted, you can check what it’ll look like it’s time to submit it for review.

When you are ready hit the blue button “Submit for review”. Once you’ve hit it, a mail will be sent to the Editors, they will review your Opportunity.

If your Opportunity is approved, they will publish it for you. You will be notified when that has happened via e-mail.