



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.

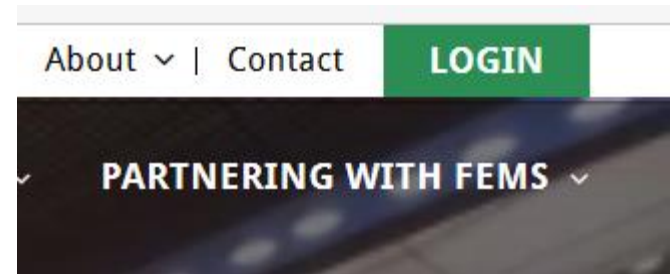
In summary, use your common sense, treat others as you expect to be treated and help us build a great community experience for everyone.

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> 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.

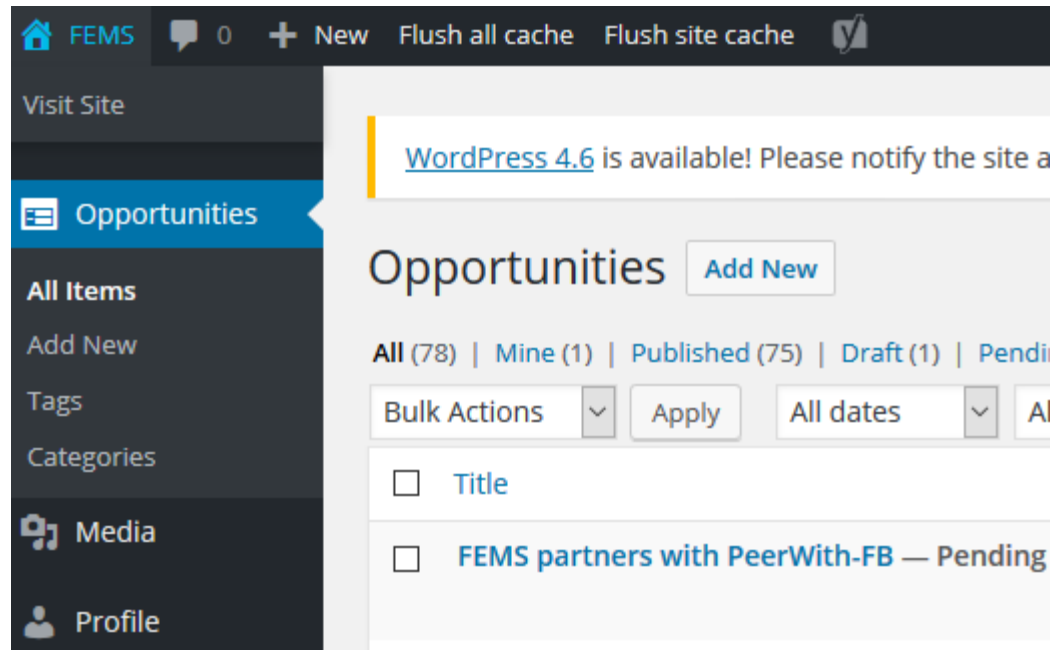
2. Create the opportunity – 1 of 5

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

http://fems-microbiology.org/wp-admin/edit.php?post_type=opportunities

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

Click on 'Add new' to make your first opportunity.



The screenshot shows the WordPress admin dashboard for the 'FEMS' site. The top navigation bar includes a home icon, the site name 'FEMS', a notification icon with '0', a '+ New' button, and two 'Flush cache' buttons. The left sidebar menu is open, with 'Opportunities' selected and highlighted in blue. Other menu items include 'Visit Site', 'All Items', 'Add New', 'Tags', 'Categories', 'Media', and 'Profile'. The main content area displays a notification for 'WordPress 4.6 is available! Please notify the site a...'. Below the notification, the 'Opportunities' section is visible, featuring an 'Add New' button. A filter bar shows 'All (78) | Mine (1) | Published (75) | Draft (1) | Pendi...'. There are also 'Bulk Actions' and 'All dates' dropdown menus, and an 'Apply' button. A table of opportunities is partially visible, with one entry: 'FEMS partners with PeerWith-FB — Pending'.

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.

The screenshot shows the 'Add New opportunities' form. The title field is labeled 'Enter opportunities title here' with a red box and the text 'You should enter the title here'. Below it is the 'Subpage banner' section, which includes an 'Add banner image' button and a 'Choose file' button. A red box highlights this section with the text 'Changes the banner on the opportunity detail page.' To the right of the banner section is a 'Publish' sidebar containing 'Save Draft', 'Preview', 'Status: Draft', 'Visibility: Public', and a 'Submit for Review' button. Below the banner is a rich text editor with a toolbar and a red box containing the text 'This field is for descriptions.' To the right of the editor is a 'Tags' section with an 'Add' button and the text 'Tags help with searching or identifying specific opportunities.' Below the tags is a 'categories' section with a list of categories: Hungary, United States of America, Portugal, Belgium, Israel, Moldova, Spain, and Jobs. A red box highlights this section with the text 'Categories, there's a few main categories: Events & courses, Jobs, Projects, Grants & funding. There are also subcategories for Events and Jobs to allow you to set a country as host of location.'

Word count: 0

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'

2. Create the opportunity – 4 of 5

Many of these fields will form the bulk of the content, as seen in the image

[Home](#) > [The New Bacteriology – Royal Society special issue](#)

DETAILS

Company

Royal Society Publishing

Useful resources

THE NEW BACTERIOLOGY - ROYAL SOCIETY SPECIAL ISSUE

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

[The New Bacteriology details](#) ▾

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.

Opportunities blocks

Opportunity details | Button to external page | Related opportunities | Featured information

Date description
Fill in what is applicable about the date, e.g. 'Starting date' in case of events, 'Final application date' in case of grants or jobs, 'Valid until'

Application deadline

Expiry date
Please select the last application date or the starting date of the event.

1 March 2017

Institution title
Fill in the title to appear above your institution name, e.g. 'Company' or 'University'

Federation of European Microbiological Societies

Institution content
Fill in your institution's name

Additional title 1

Additional content 1

Additional title 2

Additional content 2

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

Home > The New Bacteriology – Royal Society special issue

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The New Bacteriology details ▾

Grants & funding

FUNDING NETWORK

FEMS would like to help researchers to connect to each other to apply for funding. If you are a (member of a) FEMS Member Society, you can join our Funding network and contribute to a growing network of people who are keen to apply for funding. Currently there is interest in setting up a COST Action on Human Microbiome. Other topics and proposals are welcome.

For more information, see the guidelines by clicking the below button.

Funding network guidelines ▾

Button as shown after filling in the second tab.

3. (Optional) add some extra fields – 2 of 3

AWARD DETAILS

Application deadline

01/03/2017

**Federation of European
Microbiological Societies**

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.

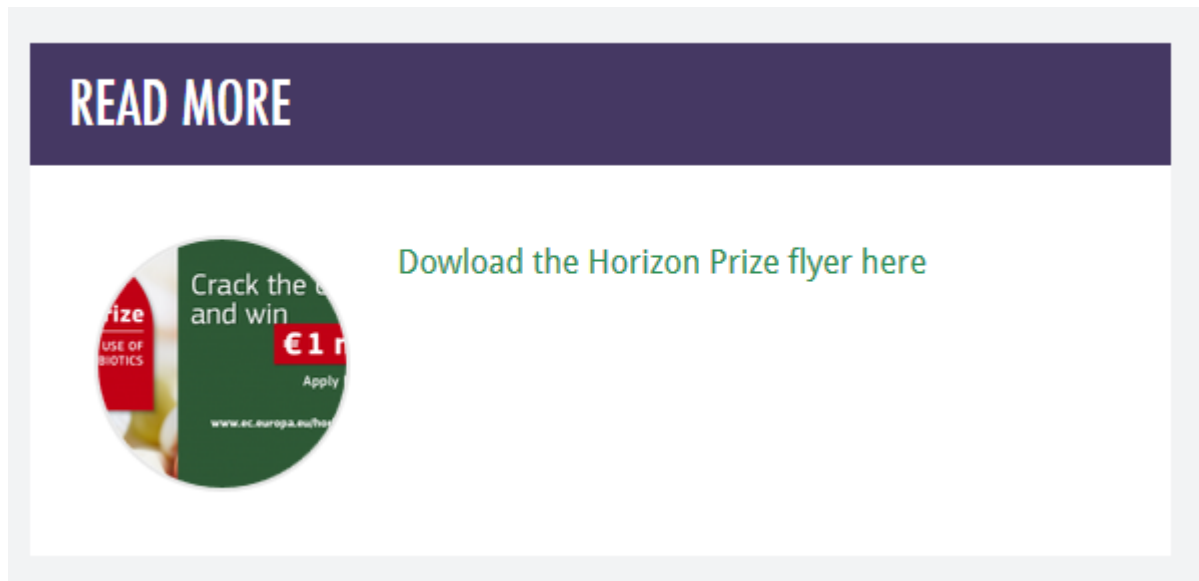
RELATED OPPORTUNITIES

European Research Council's
ongoing research grants

15 PhD student positions
available

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](#).

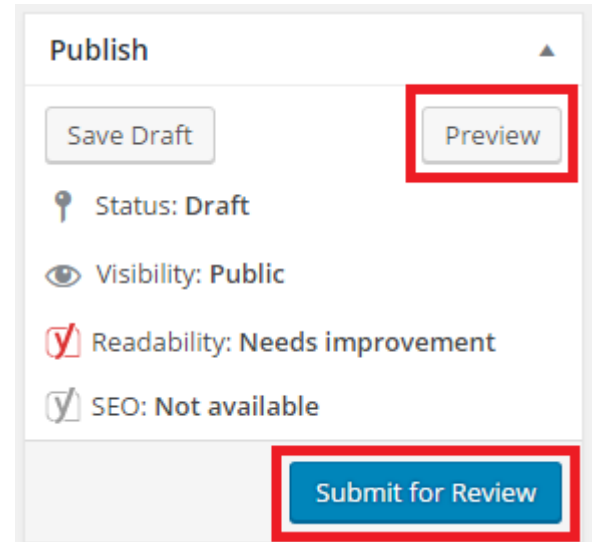


4. Submit the opportunity for review

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.



The screenshot shows a 'Publish' section with the following elements:

- A 'Save Draft' button.
- A 'Preview' button, highlighted with a red box.
- Status: Draft (with a key icon).
- Visibility: Public (with an eye icon).
- Readability: Needs improvement (with a red checkmark icon).
- SEO: Not available (with a checkmark icon).
- A 'Submit for Review' button, highlighted with a red box.