



Shape Up Website Guidelines

This Shape Up website aims to strengthen cooperation at a European level between all participating bodies.

You will find:

- Public information on the overall project and also specific information on the local activities published in the group workspaces;
- Private options for the use of each registered individual and group.

Public Areas

Home page

1. Project
 - a. Presentation
 - b. Project Material
 - c. Press Room
 - d. Frequently Asked Questions
 - e. Contact Us
2. Network
 - a. Classes
 - b. Find a Twin Class
 - c. Shape Up Promoting Groups
 - d. Exchange Board
 - e. Network Presentation
3. Gallery
 - a. News
 - b. Events
 - c. Press Room
 - d. Newsletter
 - e. RSS Feeds
4. Other tools:
 - a. Sitemap
 - b. Search

Private Options (only for registered users)

1. Welcome!
2. My Messages
3. My Profile
4. My Favourites/My friends
5. Logout

Reserved Areas (only for the participating local groups and schools)

1. My Workspace

Let's get closer to achieving this initiative by registering, subscribing to the newsletter, contacting us or making comments on the news and activities.



Shape Up Website Guidelines



Homepage

Everyone can login or register. Only the participating local group members, teachers and pupils will have to use a code during the registration to access their workspaces.

! If you or your group belong to the Shape Up Europe Network and do not have one, please contact info@shapeupeurope.net.

! The identity of minors is protected on the website. They are not asked to give personal information (not even their names) and they can create an avatar, which will allow them to show a virtual identity without risk.

Map of the participating Shape Up cities. Move your cursor over the countries to access the local promoting groups and class workspaces.

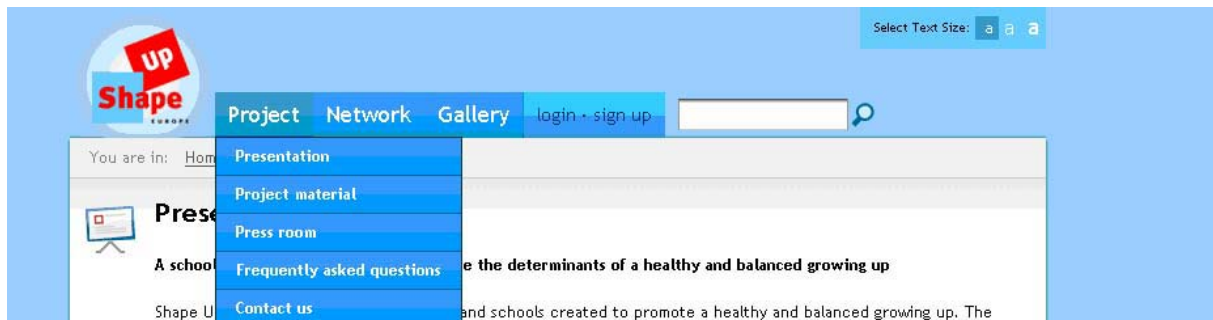
Public Areas

Visit our Public Areas in the blue menu:



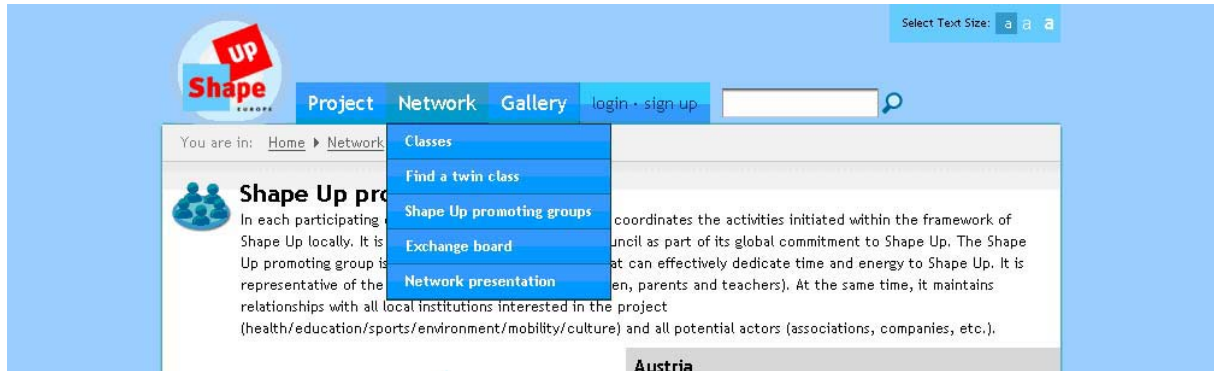
Project ■ Network ■ Gallery

1. Project: Detailed and extensive information on Shape Up:



- a. **Presentation:** information about the Shape Up background, objectives, methodology, timetable and partnerships.
- b. **Project Material** documents to implement the project. *How might this section be increased?*
 - ! The Competence Centres have to be at work constantly posting new materials on the portal!
 - ! Each local group and class is invited to produce its own material in the workspace to make Shape Up a reality in each one of the participating cities.
- c. **Press Room**
 - ! Gives access to the press notes of the project.
 - ! Also provides interesting articles from national and international press concerning nutrition and health.
- d. **Frequently Asked Questions:** A selection of interesting and important questions and answers related to the project.
 - ! If you have any doubts and want to know more, fill in the form to send us a question and we will publish the answer.
- e. **Contact Us**
 - ! Ask for information, offer your point of view or suggestions by sending a message to the Shape Up European or national coordinators.

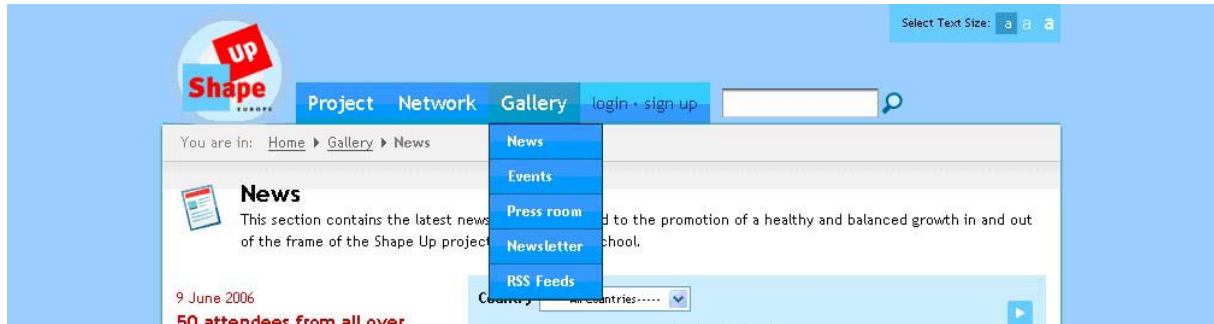
2. **Network:** Provides direct access to the workspaces of the different participating bodies.



- a. **Classes:** List of the classes involved in Shape Up, each one linked to its workspace.
 - ! Our website makes it possible to follow their actions and activities, along with their way of making Shape Up part of their everyday life.
- b. **Find a Twin:** A space in which teachers will be able to ask for twinning*.
 - ! Here, classes will have direct access to all of the *class presentations* (written by each one through its workspace presentation tool).
 - ! Children will also be able to rank the presentations and give their opinions.

** The twinning of classes motivates the exchange of ideas, specific cooperation and other endeavours throughout the course of the project.*
- c. **Shape Up Promoting Groups:** Through the list of the participating local groups, access their workspaces and follow their activities.
- d. **Exchange Board:** Space for discussion and exchange of ideas
 - ! For teachers, local group members and coordinators.
 - ! Also to start a private or public discussion with other members or visitors of Shape Up Europe.
- e. **Network presentation:** Overview of the organisations and entities involved the Shape Up project (schools / local groups / local partners / competence centres / supporters).

3. Gallery



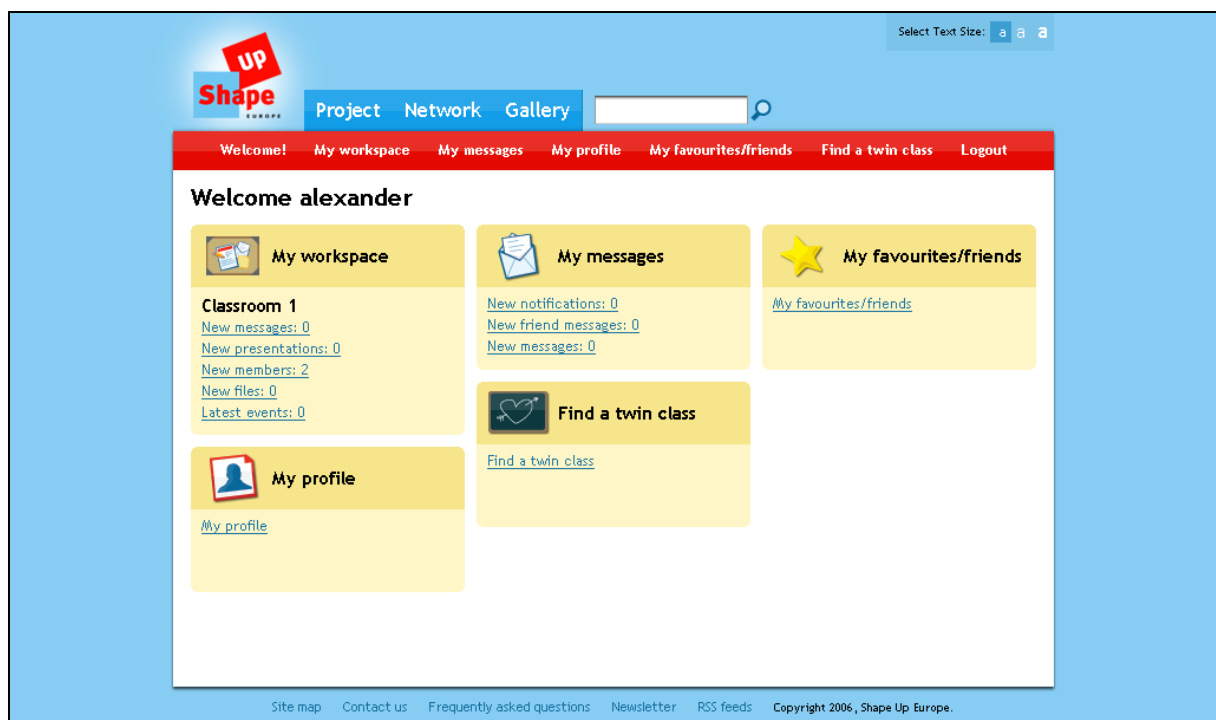
Overview of the activities at the European and local level, also enabling subscription to the newsletter and the RSS feeds.

- a. **News:** Contains the latest news on issues related to the Shape Up project. The news will be generated at the European coordination meetings and also at the local groups and classes. Each time content is published on the Blog of any workspace, it will automatically appear in this section.
- b. **Events:** Promotes celebrations and events related to the Shape Up project, at the European and local level. All the events published in every workspace agenda will be shown in this space.
- c. **Press Room:** Appears again in the Gallery area, offering the press notes related to the project and a selection of the most interesting articles and clippings published in the media in the field of nutrition and physical exercise.
- d. **Newsletter:** A section that offers users the possibility to change their newsletter subscriptions (to receive the newsletter, one must be registered). This space allows every person to read the newsletters sent and change their e-mail addresses or the format of the newsletter. Every subscribed person will periodically receive updated information on the project news.
- e. **RSS Feeds:** Offers a list of feeds in rss format. There are feeds for general project information (News, Events and Press Room) and there is also a feed for each local group and class. Subscribe to them and keep up to date.

Private Options (only for registered users)

To access this area, you have to login or register if you are not yet registered. Please remember that if you are a participating local group member, teacher or pupil from the 26 cities of the network, you will be asked to introduce a code during the registration process. If you are a visitor, you do not need to introduce it to register; just leave it blank and you will be able to complete the process.

These private options are available both for those participating in the project and for registered visitors, and they appear in a red bar just below the blue menu.



! Welcome!

This section gives access to the main participation tools: My Messages, My Profile, My Favourites / My Friends, etc. If you are a local group member, a participating teacher or pupil, it will also give you access to your workspace, and if you are a local group member or teacher it will give you access to the new Exchange Board discussions.

! My workspace: Only for the participating local groups and schools (See below [Reserved Areas](#))

! My Messages

With this tool, you will be able to keep in touch with other Shape Up users. This tool is also used to send and receive winning invitations between the teachers and receive notifications on the contents that you have created. The notification feature is a tool that appears in many parts of the website, giving users the possibility to ask for a revision of content that is deemed outdated, obscene or simply wrong.



Shape Up Website Guidelines

! My Profile

The profile is a page that enables other users to know you better. Enter where you live, your date of birth, your hobbies, favourite pop groups, etc., and get in touch with other users who have similar hobbies.

! My Favourites / My Friends

Every time you rank a content with 3, 4 or 5 stars, it will appear in the first list in this space. Also, when you enter a Shape Up user profile, you will be able to click on a link, “add this user to my list of friends”, and this user will automatically be shown in a second list on this page.

! Logout

Any time you want to exit your account in the website (for example, because another Shape Up user needs to work on the website with the same computer) you can click on “Logout”. You will then be able to login again or register another user.

Reserved Areas (only for the participating local groups and schools)

Workspaces

The workspaces are public and visible to everyone, but only the members of the project from the local groups and schools in the 26 participating cities have access to use them as members.

Being a member means having access to create contents in the group workspace. The content published in the workspace can be posted as “public”, which means that it is visible to the entire audience, or “private”, which means that it is visible only to the group (local group or class).

There are two roles in the workspace in order to administrate it correctly. The local coordinator and the teacher are the administrators of the area: they can edit and delete the contributions of the members of their groups. In the case of the classes, the teachers are also responsible for activating the contributions of the pupils, who cannot publish without the approval of their teachers. The teacher can eliminate this step by naming the pupils *editors in chief*, thus enabling these pupils to publish directly without approval. This option can be undone, thus terminating the responsibility.





Shape Up Website Guidelines

All the workspaces, local groups and classes have the same structure and the same tools: “**Blog**”, “**Presentation**”, “**Members**”, “**Documents and Links**” and “**Agenda**”.

For each of these tools, the members of the group can create content:

- You can upload files and pictures and write about interesting activities related to Shape Up on the “**Blog**”.
- You can create class or activity presentations in “**Presentations**”.
- You can see the list of members and access their profiles through “**Members**”.
- You can publish documents and interesting links under “**Documents and Links**”.
- You can promote your own events and celebrations in the “**Agenda**”.

In each tool, the content can be published as public, visible to the entire audience, or private, visible only to the members of the group.

All the content published as public on the “**Blog**” will be shown in the Gallery News section. All the content published as public in the “**Agenda**” will be shown in the Gallery Events section.



[For more information](#)

The best way to get to know the Shape Up website is by navigating through it. We encourage you to create content, comment on others’ content and send us any suggestions or queries you may have through “**Contact Us**” or “**Frequently Asked Questions**”.

Also, please do not hesitate to contact us should you have any problems.