

weADAPT User Guide

A print-friendly guide to using weADAPT



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About weADAPT

weADAPT is an online 'open space' on climate adaptation issues (including the synergies between adaptation and mitigation) which allows practitioners, researchers and policy makers to access credible, high quality information and to share experiences and lessons learnt with the weADAPT community. It is designed to facilitate learning, exchange, collaboration and knowledge integration to build a professional community of research and practice on adaptation issues while developing policy-relevant tools and guidance for adaptation planning and decision-making.

weADAPT is developed and maintained by the Stockholm Environment Institute (SEI). Content is curated both by SEI and the weADAPT team, a dynamic network of Knowledge Partners, using an innovative suite of technologies. weADAPT started life as 'wikiADAPT' and has grown into a collection of over 1000 articles and case studies. The technical development of weADAPT is based on extensive consultation with Knowledge Partners by the Stockholm Environment Institute and has been the result of collaborations over several years.

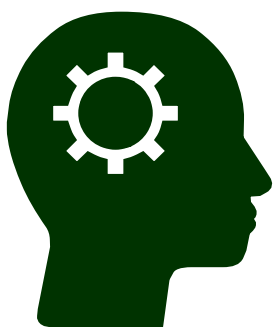
Some of our Knowledge Partners are:



Climate & Development
Knowledge Network

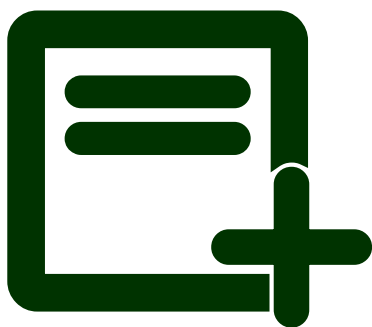


What can I do on weADAPT?



Learn

weADAPT is designed to bring information to you in an intelligent and personalized way. Going beyond knowledge sharing, weADAPT's semantic tagging links and integrates our collective knowledge in meaningful ways. We are also working on improving weADAPT's responsiveness to your needs and interests.



Share

Sharing content on weADAPT is easy - you can share information about your latest project, reports, journal articles, case studies and other relevant information. Sharing can help potential collaborators and sponsors find your work, and can help you connect with other members.



Connect

weADAPT links you with other climate adaptation professionals who share similar interests to you, based on your profile description and the work you publish, helping you to find and connect to people doing similar things. The Adaptation Layer also allows you to view projects operating in similar fields or in your geographic area, allowing you to connect and collaborate with other individuals, projects and organisations.

For the best experience of weADAPT, please use Internet Explorer 9 or above, Mozilla Firefox, Google Chrome or Safari. If you experience any issues, please email us at info@weadapt.org

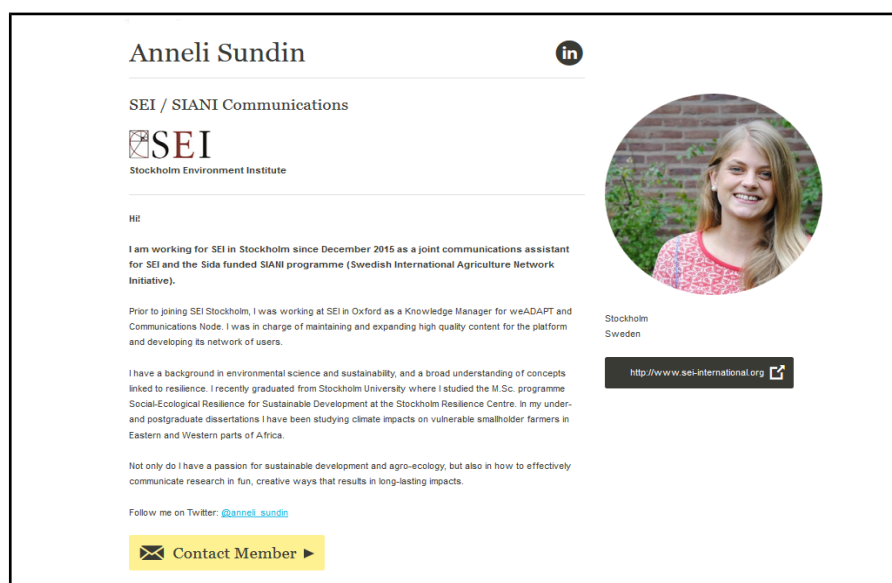
I. Registering on weADAPT

Registering as a member on weADAPT is simple, and is recommended to make it easier to find information, connect with other members, and share content. Registering on weADAPT allows you to add comments to Articles and Case Studies and to participate in our Discussion Forums, which are linked to the different Themes and Networks.

To register, simply follow the steps below:

- Click on the **'Register'** button at the top-right of the page (next to **'Login'**).
- On the **'Account'** tab, choose your name, username and password and provide a valid email address.
- You can add details about yourself and your work in the **'Tell us more about you'** tab, such as your job title, a profile picture, the organisation you are associated with and text about yourself.
- You can also provide subjects of interest, which will help us deliver tailored content to you as we develop the platform.
- Under **'Personal details'**, you can provide details of where you are based. You can also link to your personal website and to your LinkedIn account.
- You can also tick the box to receive our fortnightly newsletter with weADAPT's most recent content.
- Click on **'Register'** and a confirmation email will be sent to you.
- You can now log-in and access the platform just as before but now you also have your own profile.

You can go to your Dashboard (personal homepage) by clicking **'My Account'** in the top-right corner of the page. Here you can update your profile, add content, as well as manage and edit content you have already created/published. You can edit your profile at any time under **'Edit your Public Profile'**.



A complete weADAPT profile

Completing your weADAPT profile

Completing your profile will take only a few minutes and will vastly improve your experience of using the site. Filling out your profile makes it easier to connect to users with similar interests and means that content related to your interests will be displayed on your homepage, and allows you create content on the site. There are three steps to completing your profile, which you see on your homepage; *Add Your Organisation*, *Edit Your Public Profile*, and *Join a Theme/Network or Project*.

Adding Your Organisation

Adding your organisation means that content which you create will also be associated with the organisation, not just you personally. This not only adds legitimacy to articles as it is possible to see the organisation behind the work, but also raises the visibility of the organisation.

- Click on '*Add Your Organisation*' from your homepage.
- Go under the '*Tell us more about you*' tab.
- First, try searching for your organisation(s) using the drop-down (don't forget to try the full name as well as the acronym).
- You can more than one organisation using the '**Add Another Item**' button.
- If your organisation doesn't already exist on weADAPT. Choose '**New Organisation**'.
- Fill out the name of the organisation and click '**Save**' at the bottom of the page. You will be then led to another page to fill in further details about your organisation.
- Under the *Main* tab, fill out the preferred acronym of the organisation and its full name.
- Upload a logo and add a description of the organisation.
- Under the '*Organisation Details*' tab, add the organisation's country (or the HQ if it's international).
- Add a website address.
- Under the '*People*' tab, you can add the organisation's main contact (if an existing weADAPT user).
- Under the '*Tags*' tab, you can add keywords relevant to the organisation.

Once done, scroll down to click '**Save**' and you're done!

Joining a Theme or Network

In order to create content on weADAPT you have to be a member of the Theme or Network to which you want to contribute. These communities are a way of organising content into thematic areas and act as hubs for users working in different fields, while weADAPT works to make connections between them using intelligent tagging. For more information see **Using Themes and Knowledge Networks** page 12.

- Clicking on *Join a Theme/Network* from your homepage takes you to the list of Themes/Networks.
- Choose one which you are interested in and click on it.
- Click "Join".

The left screenshot displays the 'SDC Climate Change & Environment (CC&E) Network' page. It includes a description of the network, a list of members, and a 'Join the SDC Climate Change & Environment (CC&E) Network' button circled in red. The right screenshot displays the 'Towards a more effective, efficient and fair climate finance regime' theme page. It includes a description of the theme, a list of members, and a 'Join the Theme Towards a more effective, efficient and fair climate finance regime' button circled in red.

Theme Pages on weADAPT

2. Learn: Finding information on weADAPT

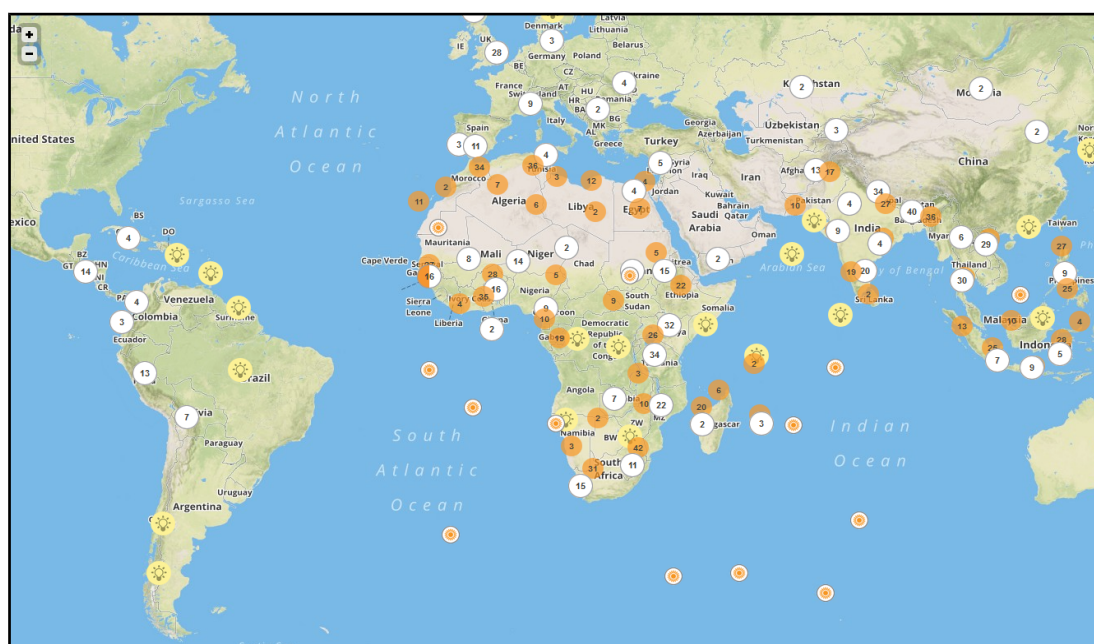
The Google Maps Adaptation Layer will help you to find out who is doing what and where. This Google Maps interface also visualises climate data from the Climate Information Portal (CIP) in Africa and Asia. There is guidance available on how to use this data to support vulnerability assessments and adaptation planning. You can find this at <https://www.weadapt.org/placemarks/maps>.

You can find the most recent articles by going under the **Learn** menu and clicking on '**Articles**'. You can also find articles and case studies relevant to your interests by browsing through our Themes and Networks. Each of these pages contains information specific to a particular topic. They also provide links to further resources to help you develop your understanding of the subject (for a good example of this, see our page on Vulnerability).

You can also react to articles and case studies through the comment section available at the bottom of each article or case study. For more information on commenting, see page 17.

The most recent weADAPT publications relating to each Theme/Network are displayed at the bottom of the relevant Theme/Network page. Also displayed here are the Organisations and members of the weADAPT community who are subscribed to that Theme/Network. If you are interested in a particular Theme or Network you can subscribe to it by following the link near the top-right of the page.

On the Theme, Network, Case Study and Article pages you will see keywords displayed in the right-hand column (pale grey tabs with black writing). You can click on one of these keywords to discover other pages that also use that keyword. You can also conduct searches of all of the material on weADAPT using the search box in the menu bar at the top of the page.



The Adaptation Layer

Using the Themes and Knowledge Networks

What are Themes?

Information in weADAPT is now organised around a series of Themes which collect together information about specific topics or themes, and act as hubs for people working on different topics. A full list of Themes can be found from anywhere on the site by clicking on '**Themes**' under the '*Learn*' menu in the top bar.

Themes are led by different organisations, and consist of a description of the topic, related articles, case studies, documents and resources, and a list of the users and organisations which are members of that Theme. Some of the themes weADAPT currently includes are:

- **The Drylands Resource Guide**
- **Adaptation Without Borders**
- **Climate Finance**
- **Transforming Development and Disaster Risk**
- **Synergies Between Adaptation and Mitigation**
- **Using Climate Information**
- **Urban Adaptation to Climate Change**
- **National Adaptation Planning**

What are Knowledge Networks?

Content in weADAPT that is research or programme-specific can be organised around Networks. Networks are led by specific organisations or programmes, and consist of a description of the topic, related articles, case studies, documents and resources, and a list of the users and organisations which are members of that Network. The networks weADAPT currently includes are:

- **The Adaptation Learning Programme**
- **The SDC Climate Change and Environment Network**
- **The Adaptation at Scale in Semi-Arid Regions project (ASSAR)**
- **Global Initiative on Community Based Adaptation (GICBA)**
- **The Africa Climate Change Resilience Alliance (ACCRA)**
- **Oxfam Climate Change Adaptation Initiative**
- **Adaptation Knowledge Platform for Asia**
- **AfriCAN Climate**

To find out more about hosting a Network or engaging with Themes on weADAPT see page 18.

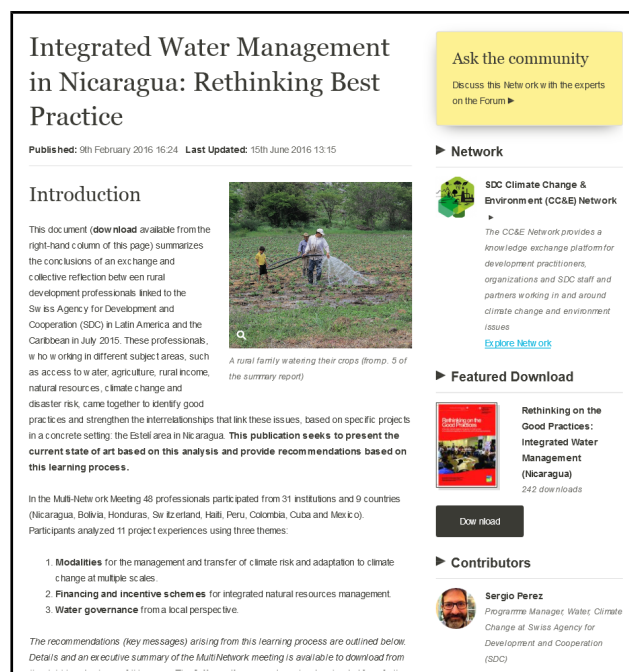
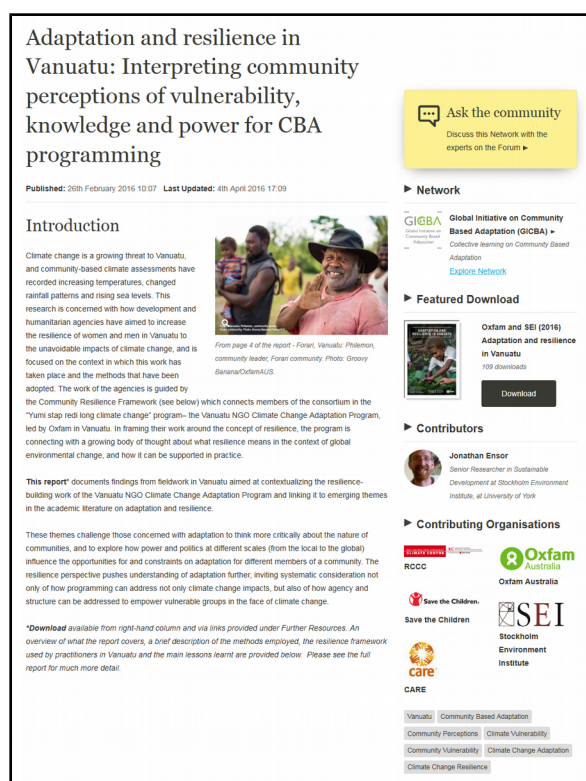
3. Share: Adding Content on weADAPT

Creating or editing an article or case study on weADAPT is a simple and intuitive process. Once your registration is complete and you have joined a Theme/Network, your created content will firstly be edited by our Knowledge Managers, and then reviewed by our Editors before being published online. New content is shared via our social media channels (Facebook, Twitter, LinkedIn, Google+).

There are **two main formats to add content** on weADAPT:

- **Adding a short case study or project summary** to the Adaptation Layer map
- **Adding a more detailed article**, which will appear on the Articles pages

To publish you need to add your organisation to your profile if it doesn't already exist on weADAPT. If you are an independent researcher or practitioner, a student, or if you have no particular institutional affiliation, just mention it in your profile. You can start creating content straight away using the '**Add Content**' link in the user dashboard.



Article and Case Study on weADAPT

Is my content relevant to the weADAPT audience?

weADAPT publishes a wide range of content pertaining to climate change adaptation (including the synergies with mitigation) both in terms of the subject and tone/style of content. However, there are certain categories of content that we prefer not to publish as Articles/Case Studies.

You can check that the content you are thinking about contributing doesn't fit into any of the following:

- Commercial advertising.
- Event advertising.
- News stories/blogs.

Otherwise, announcements can be made on the discussion forums (see page 17) and news stories that are substantial in that they share lessons learnt that are of use to other weADAPT members will be considered for publication on weADAPT. If you are unsure about whether your content fits in weADAPT, get in touch at info@weadapt.org.

In addition, to retain the quality of our content submitted by Authors and its usefulness to others:

- All content must be relevant to climate adaptation.
- Technical work should be based on published approaches/methods/tools that are referenced.

Once you have submitted your content for review, the weADAPT Knowledge Manager will begin preparing it for publishing. The amount of editing needed can range from small formatting changes to more structural alterations. However, if changes are needed (which are invariably to improve the accessibility of the content to the weADAPT audience) the Knowledge Manager will write to you suggesting these before it is published.

Is there any quality assurance of the content that is added? Can I trust it?

All weADAPT content is directly attributable to the Organisation, Network or member that added it. It is not visible to people other than the contributors, Knowledge Manager and Editor until it is made visible ('published') by an Editor, and will not appear in search returns (in weADAPT or any other search engine) until it is public.

What to Include in weADAPT Articles and Case Studies

Below is a summary of what content to include in any weADAPT article or case study. Including the following ensures that content is accessible and useful for other readers and further research.

- **Title and Short Description**
- **Pictures or videos**
- **Content Sections (as many as is relevant to your work)**
 - **Introduction.** What is the project or article's key focus?
 - **Adaptation options.** Specific identified actions, processes and tools which are recommended by a project or study. These options should also be included as keywords.
 - **Methods and Tools.** Tasks carried out or tools used and these should be linked to our specific tools pages elsewhere on weADAPT, with specific tools also tagged.
 - **Barriers.** Identified barriers and obstacles that impacted the project.
 - **Enabling Factors.** Identified factors that made the project possible/more successful.
 - **Outcomes and Impact.** What were the key findings of the project and their impact?
 - **Lessons Learnt.** What has been learnt in the project, case study or article and how are these learnings useful for further projects or research.
- **Resources.** Add a featured document, downloads in other languages, links to relevant pages on weADAPT and associated external sites, a suggested citation, etc.

Fields to Complete

- **Authors.** If all authors are not available in weADAPT, they should all be listed in the text instead.
- **Organisations involved.** Make sure to look up the organisation in the drop-down list.
- **Keywords.** These can include where the work was done, the area of work (ecosystem-based adaptation, resilience building), relevant subjects (water security) and the tools & methods used.
- **Main Theme/Network/Project.**
- **Links to all relevant other Themes/Networks/Projects.** Linking is important for increasing the visibility of content around the site and helping relevant people to find your work.

How to add an Article/Case Study

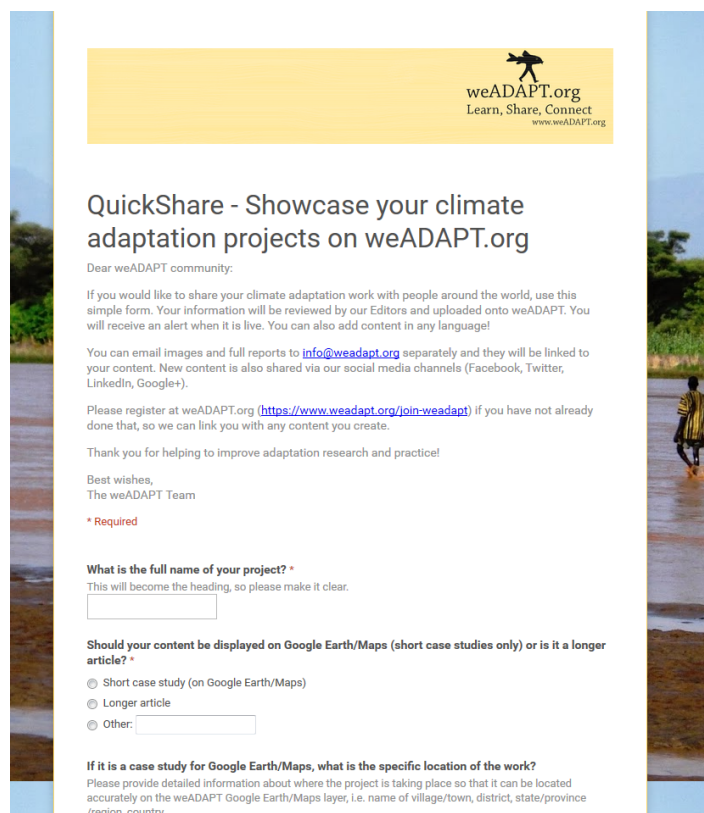
There are two main ways of adding content to weADAPT. For quick submissions that may require further editing, the QuickShare form is available. Other elaborate entries can be added through the website's backend.

Using the QuickShare Form

If you are short on time and would like to share your climate adaptation work with people around the world, QuickShare is available for your convenience. QuickShare is a simple form that you can fill out with your project's information to save you time.

To use QuickShare, go the main page, and under the '**Share**' menu, select '**QuickShare**'. You will then be redirected to the form to fill out. You can choose whether your content would be displayed as an article or a case study. You can email images and full reports to info@weadapt.org separately and they will be linked to your content.

Your QuickShare entry will be uploaded by a weADAPT Knowledge Manager, who will share it with you for input and final approval. Your information will then be reviewed by our Editors. You will receive an alert when it is live. You can also add content in any language! Please register at weADAPT.org if you have not already done so, so that we can link you with any content you create.



weADAPT.org
Learn, Share, Connect
www.weadapt.org

QuickShare - Showcase your climate adaptation projects on weADAPT.org

Dear weADAPT community:

If you would like to share your climate adaptation work with people around the world, use this simple form. Your information will be reviewed by our Editors and uploaded onto weADAPT. You will receive an alert when it is live. You can also add content in any language!

You can email images and full reports to info@weadapt.org separately and they will be linked to your content. New content is also shared via our social media channels (Facebook, Twitter, LinkedIn, Google+).

Please register at weADAPT.org (<https://www.weadapt.org/join-weadapt>) if you have not already done that, so we can link you with any content you create.

Thank you for helping to improve adaptation research and practice!

Best wishes,
The weADAPT Team

*** Required**

What is the full name of your project? *
This will become the heading, so please make it clear.

Should your content be displayed on Google Earth/Maps (short case studies only) or is it a longer article? *

☐ Short case study (on Google Earth/Maps)

☐ Longer article

☐ Other:

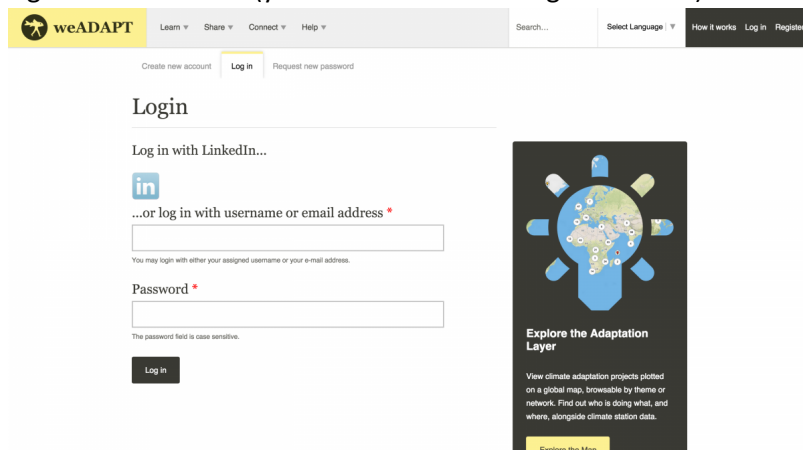
If it is a case study for Google Earth/Maps, what is the specific location of the work?
Please provide detailed information about where the project is taking place so that it can be located accurately on the weADAPT Google Earth/Maps layer, i.e. name of village/town, district, state/province /region, country

The QuickShare Form

Adding Content Through the Backend

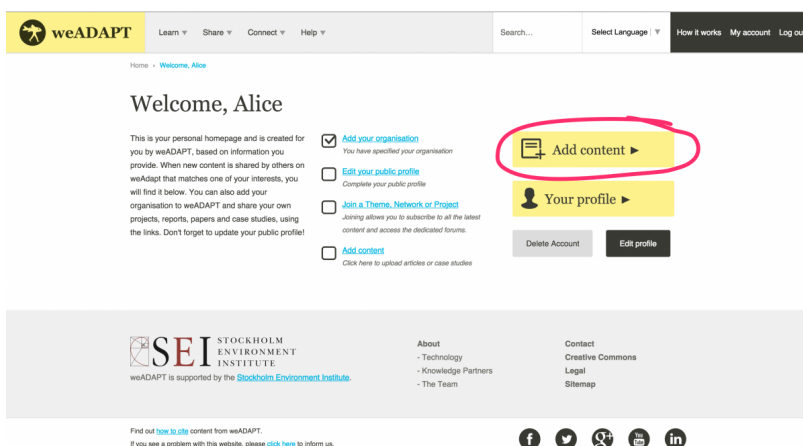
There are multiple routes to access the website's backend. The most straightforward way is to go under the 'Share' menu in the top bar and click 'Add an Article' or 'Add a Case Study'. You can also access the backend through your dashboard in the following way:

1. Log in to the website (you will need to have registered first):



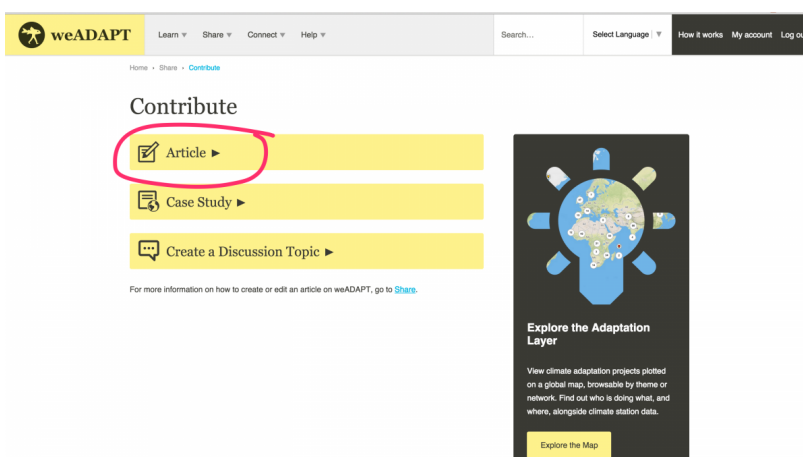
The screenshot shows the weADAPT login page. At the top is a navigation bar with the weADAPT logo, links for Learn, Share, Connect, and Help, a search bar, a language selector, and links for How it works, Log in, and Register. Below the navigation bar are links for 'Create new account', 'Log in', and 'Request new password'. The main heading is 'Login'. There are two login options: 'Log in with LinkedIn...' with a LinkedIn icon, and '...or log in with username or email address *' with a text input field. Below this is a 'Password *' field with a note 'The password field is case sensitive.' and a 'Log in' button. On the right side, there is a promotional banner titled 'Explore the Adaptation Layer' with a globe icon and text about viewing climate adaptation projects on a global map.

2. On your 'My Account' Dashboard, click on 'Add Content'...



The screenshot shows the 'My Account' dashboard for a user named Alice. The top navigation bar is the same as the login page. Below it, the user is welcomed with 'Welcome, Alice'. A message explains that this is a personal homepage created for the user. To the right of the message are several options with checkboxes: 'Add your organisation' (checked), 'Edit your public profile' (unchecked), 'Join a Theme, Network or Project' (unchecked), and 'Add content' (unchecked). The 'Add content' option is highlighted with a red circle. Below these options are buttons for 'Delete Account' and 'Edit profile'. At the bottom, there is a footer section with the SEI Stockholm Environment Institute logo, contact information, and social media links.

3. ...and then click on 'Article' or 'Case Study':



The screenshot shows the 'Contribute' page on the weADAPT website. The top navigation bar is the same as the login page. Below it, the user is welcomed with 'Contribute'. There are three main options, each with a red circle around it: 'Article', 'Case Study', and 'Create a Discussion Topic'. Each option has a corresponding icon and a right-pointing arrow. Below these options is a link to 'Share' for more information on how to create or edit an article. On the right side, there is a promotional banner titled 'Explore the Adaptation Layer' with a globe icon and text about viewing climate adaptation projects on a global map.

Once in the backend, you will find a screen similar to this:

Create Case Study

Back to Dashboard

Main * Images & Video * Main Body Resources Agreement *

Title *

Short title *

The 'Full Title' is the full title that will appear on your article's page. The 'Short Title' will be how your article is shown in previews around the site, and you may prefer to keep this shorter than the Full Title.

Short description *

Format * Styles * B I H1 H2 H3 H4 H5 H6 Link Image Video Table Code

Content limited to 200 characters, remaining: 200

[Switch to HTML editor](#) [Formatting help](#)

Keywords

Separate keywords with commas

Select any keyword tags that are relevant to your content. This will help increase visibility and exposure of your work by linking it with other similar content and member's interests on weADAPT, and also helps search engines (eg. Google) find your content. Start typing and predefined keywords will be suggested, or choose from the drop-down list. Please include tags for any specific adaptation risks, actions, processes, methods, tools specified in the earlier sections. Suggested tags:

Location method *

Latitude and Longitude

Location (Longitude & Latitude)

If you do not have a specific address, or an address does not exist, please add the Latitude and Longitude of your content manually to add it to the Adaption Layer map. Use [this tool](#) to work out your Longitude and Latitude.

Filling out Content

Once having reached the screen below, you can proceed to fill out the form. Below is a further information on each tab. To navigate between tabs, simply click on the tab or press '**Next**' or '**Previous**' at the bottom.

Main

1. **Full Title / Short Title:** The 'Full Title' is the full title that will appear on your article's page. The 'Short Title' will be how your article is shown in previews around the site, and you may prefer to keep this shorter than the Full Title.
2. **Short description:** Supply a short description, which will be how your content is shown around the site. There is space for a longer summary below. Recommended length 90 - 110 characters.
3. **Contributors:** Start typing the contributors first or last name to search for them. If they are a weADAPT member then you will have the option to select them as a contributor. By default you will be listed as a contributor. Click '**Add another**' to add multiple contributors. (You can add multiple Contributors).
4. **Participating/Implementing organisations:** Start typing the participating/implementing organisation's name to search for them. If they are registered with weADAPT then you will have the option to select them as a contributing organisation. Click '**Add another**' to add multiple participating/implementing organisations.
5. **Input Language:** Language your article is written in.

Images & Video

1. **Thumbnail Image:** Upload a small thumbnail image to be displayed alongside your content around the site. Square images work best.
2. **Main Image (optional):** Upload a full size image to accompany your content. Please also provide a descriptive image caption, and provide photographer/copyright credits if required.
3. **Video (optional):** Add a video from YouTube. Please also provide a descriptive video caption (video URL and Description).

You can also add additional images to the main body of the article.

Location (Case Studies only)

On the right-hand side of the page, you can choose a **Location**. The location method is 'how' you are going to plot the case study onto the Adaptation Layer map. There are 3 ways to do this:

1. **Address:** If you have a specific address, please include it here and it will be plotted automatically.
2. **Latitude & Longitude:** If you do not have a specific address, or an address does not exist, please add the Latitude and Longitude of your content manually to add it to the Adaption Layer map.
3. **Text location:** i.e. "Amazon Rainforest". If you do not know the exact Latitude and Longitude (see above), leave a location and an administrator will plot it onto the map for you.

Keywords

1. **Keywords:** Select any keyword tags that are relevant to your content. This will help increase visibility and exposure of your work by linking it with other similar content and member's interests on weADAPT, and also helps search engines (eg. Google) find your content. **Start typing** and predefined keywords will be suggested, or choose from the **drop-down** list. Please include keywords for any specific adaptation risks, actions, processes, methods, tools specified in the earlier sections.

NB: While you were filling out the form, the system will have been working away in the background and may have picked up some "suggested keywords" based on your feedback. If any have been identified by the system then they will be shown here as suggestions, and you can choose to add them if they are correct. If none are shown then you can add them manually.

2. **Main Theme/Network/Project:** Main Theme/Network/Project this content is related to. This Theme/Network/Project will host this content. Start typing to find titles.
3. **Links to all relevant other Themes/Networks/Projects:** Linking to relevant themes, networks, or projects is important as it is the only way other Editors know what new content is being added that is relevant to them. (You can add multiple of these).

Main Body

This is the main content for your Article. You can add different Main Body sections one at a time:

1. **Choose a 'Section Type',** from one of the options:
 - Introduction
 - Methods and Tools
 - Adaptation Options ...etc
2. Choosing a Section Type automatically inputs the section title into the **Heading** field. It then provides a **Body** field, with associated 'help text' depending on which section type is selected.
3. You can add [images](#) and links to the section.
4. To embed videos, slideshows or other external content on the page, see Appendix I.
5. Depending on the text that you have typed, the system will identify and suggest some relevant **keywords**.
6. Click '**Create Section**' once you have filled out that section. You must do this before your new section will appear in the preview.
7. You can create multiple sections, and go back and edit them individually. You can also use the little cross-marker icon to rearrange sections. Click '**Update Section**' when you're done with a section.
8. Once you have created all of your sections and arranged them in the correct order, you can click '**Next**'. To save your changes, click the '**Save**' button at the bottom.

Resources

1. **Featured Document:** Add a Featured Download (PDF) that will be displayed alongside your content. For example, the full Report or Paper, or related ones.
2. **Selected Resources:** Add any additional resources, content or links. Click '**Create related content**' and another drop-down selection allows you to choose either Downloads, Links or Text. Depending on which one/s you select, you will receive a different type of input field to match the format.

Back to Dashboard

Main • Images & Video • Main Body • **Resources** • Tags

Featured Document

Choose File No file chosen Upload

Add a Featured Download (PDF) that will be displayed alongside your content. For example, the full Report or Paper, or related ones.
Files must be less than 256 MB.
Allowed file types: pdf

Add new related content

Type *

✓ Select a value -

Downloads
Links
Text

Create related content Cancel

Next Previous

Agreement

Before you can submit your content for review, you will need to agree with both **Disclaimers**, and you have the option to leave a **Comment** for the Editor/weADAPT staff.

Likewise, if you are editing existing content, you can leave a '**Revision log message**' to explain what changes you have made. This will help the Editor understand what you have edited.

Once you are ready to submit your article for editing and have agreed to the terms on, go under "Submit this content to the theme, network or project editor" next to the article, write a submission message and click '**Submit Now**'.

Finding Coordinates for a Case Study

The easiest way for finding coordinates is to use Google Maps. You can search for a place name (say a big town close by) and then navigate around the map until you identify the spot on the map where you want to locate your case study. Place your mouse arrow on the spot you want, right click your mouse and select the "What's here?" option, this will put a green marker on your chosen location and in the search box it will display the coordinates of that location.

You can then copy these across to the case study you are creating. You can also convert traditional Co-ordinate notation to decimal notation using various online resources. Search for "decimal co-ordinates conversion".

You can save & preview how the article looks by clicking on '**Save**'. To continue editing, click on '*Edit*' above the title. Once you are ready to submit your article for editing and have agreed to the terms on, go under '*Submit this content to the theme, network or project editor*' next to the article, write a submission message and click '**Submit Now**'. The article will be looked at by the editor of the initiative and as long as they are happy it is by a user from a real organisation and meets quality standards then they will make it visible on the site.

4. Connect: Discuss and Collaborate on weADAPT

Connecting and collaborating with others is easy on weADAPT - you can connect with other people working on projects in your field or region and get information about your project published so others can find you.

Contacting People and Organisations

On weADAPT, you can connect to people and organisations. Whether you would like to ask a particular question about a content contribution or explore opportunities for collaboration, accessing member and organisation profiles allows you to explore their professional websites and LinkedIn profiles or directly message them through weADAPT (in the case of members).

The directory of people and organisations is accessible through '**Connect**' at the top left of the page, under '**People**' or '**Organisations**'. You can message members that have accepted to be contacted through their profile page, by clicking on '**Contact Member**'.

Reacting to Articles and Case Studies

You can comment on articles and case studies on weADAPT through the comment section found at the bottom of the page. You will need to be logged in to submit a comment. After having done so, type your comment, validate the CAPTCHA and click '**Submit Comment**'. Your comment should be immediately available to be seen on the page, but will not be publicly visible until approved by a moderator.

You can also choose to subscribe to the discussion and receive updates when comments are added to the section you have just commented on. To do so, just tick the box under '*Subscribe to this discussion*' and click '**Save**'.

Using the Discussion Forums

The discussion forums are available for both general and theme-specific discussions related to climate change adaptation. They are accessible through '**Connect**' at the top left of the page, under '**Discussion Forums**'. You can navigate the forums available by clicking on their name. Adding content to a discussion forum is as simple as commenting. Use the comment section on the forum page and click '**Submit Comment**' when you are done.

Also, each Theme and Network have their own discussion forum, accessible through their respective pages, through the top-right corner of the page, by clicking on '**Ask the community**'.

To create a new discussion topic, simply choose your forum, and click on '**New Topic**' at the bottom of the page. Next, name your topic and choose which forum you will like it to fit under, and add a description. After validating the CAPTCHA, you are ready to add content.

5. Collaborating with weADAPT

There are multiple ways in which organisations, researchers, project managers and other platforms etc. can collaborate with weADAPT. The text below describes some of the typical ways in which collaboration has been done to date. This is not an exhaustive list and the weADAPT team are keen to explore new ways of collaborating. If you are part of an organisation that would like to become a weADAPT Knowledge Partner or Knowledge Network Partner please contact Sukaina Bharwani (sukaina.bharwani@sei-international.org) with a description of how you would like weADAPT to support the activities of your network.

Getting Involved with the Themes

weADAPT is a distributed platform that relies on a diverse array of experts to peer-review contributed content and build the community. These individuals and organisations are weADAPT 'Knowledge Partners', and are typically Theme Editors, who are responsible for reviewing content, or are heavily involved with the development of an existing Theme on weADAPT. Knowledge Partners also act as weADAPT 'champions' by contributing, and encouraging others to contribute, articles and case studies and engaging in discussions around the site.

Why get involved with a Theme?

Becoming a Theme Editor gives the individual(s) and organisation(s) high visibility within that thematic space, and the opportunity to develop that space through content curation and dialogue that forwards research and practice in that area. They can also use the theme-specific discussion forums to host topic-specific dialogues on specific aspects of that area of climate change adaptation.

Hosting Your Own Network

Hosting a Network on weADAPT allows organisations or researchers to create and host their own branded knowledge-sharing space on weADAPT's Networks page. These spaces allow individuals and organisations to facilitate their networks to share their work with the larger climate adaptation community, and provide an online space in which they can showcase project outputs and connect with organisations and individuals relevant to their project. They can be open to external contributions, so providing opportunity for interaction with community, or closed to external contributions, so providing a go-to space for people to explore all the outputs from a specific programme or consortium. All Networks sharing content on weADAPT have a responsibility to ensure its quality before it is published.

Basic weADAPT Networks provide a free platform for online publishing, and a ready built opportunity to form new networks of collaborators. Further options are available, including advanced analytics and ratings systems - contact the weADAPT team for more information.

6. Copyright, Citations and Legal

Citing weADAPT

If you use material from weADAPT, we ask you and your networks to acknowledge the source in the following style:

Author(s), (Date published - you can find this at the top of any Article/Case Study). Article/Case Study Title. On weADAPT, the Collaborative Platform on Climate Adaptation. (Date information retrieved), from www.weadapt.org/xxxx

NB: If the Article/Case Study is specific to weADAPT, use the date of publication on weADAPT. For formal articles published under peer-reviewed journals, use the article's own citation, often included as a suggested citation in the bottom of the article.

So an example for the Mapping vulnerability Article would be:

Zermoglio, F, Smith, B, Taylor, R and Bharwani, S. Mapping vulnerability (30th March 2011). On weADAPT, the Collaborative Platform on Climate Adaptation. Accessed 17 April 2011 from <http://www.weadapt.org/knowledge-base/wikiadapt/mapping-vulnerability>

Copyright and Licenses on weADAPT

weADAPT operates under a Creative Commons license which can be found [here](#)

In addition this is the understanding that:

Waiver — Any of the above conditions can be waived if you get permission from the copyright holder.

Public Domain — Where the work or any of its elements is in the public domain under applicable law, that status is in no way affected by the license.

Other Rights — In no way are any of the following rights affected by the license:

- Your fair dealing or fair use rights, or other applicable copyright exceptions and limitations;
- The author's moral rights;
- Rights other persons may have either in the work itself or in how the work is used, such as publicity or privacy rights.

The full license can be found at <http://creativecommons.org/licenses/by-nc/3.0/legalcode>

Appendix

Appendix I – Embedding Multimedia Content

There are multiple ways to add embedded external content to the site.

Videos

If you would like to add a video from YouTube or Vimeo, copy the URL from your browser's address bar. You can then embed the video using the shortcode:

```
[video:http://your-video-url-here]
```

For example, if you want to display a video with this link: <https://www.youtube.com/watch?v=wi3nCxNYBJU>

Your short code will look like this:

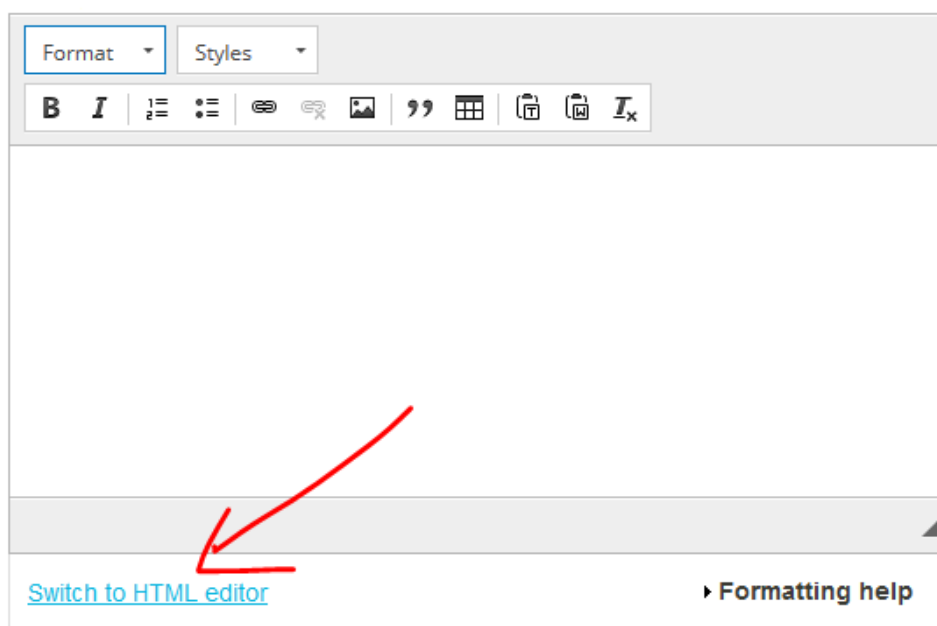
```
[video:https://www.youtube.com/watch?v=wi3nCxNYBJU]
```

Just type your code into the text field and the site will convert it into an embedded video. Click the "Formatting help" link for more information.

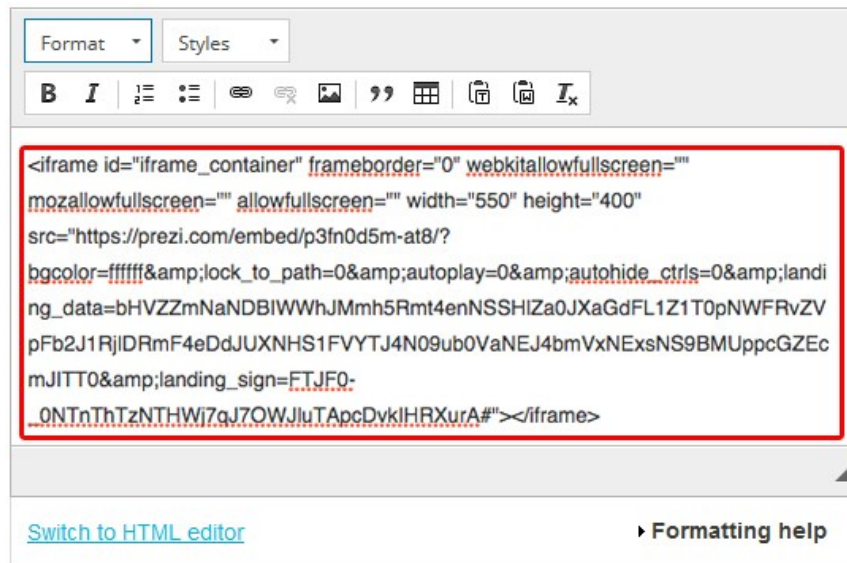
Other Embedded Content

If you'd like to add a Slideshare slideshow, Prezi, a Soundcloud podcast or any other non-YouTube/Vimeo content, and the service provides embed code:

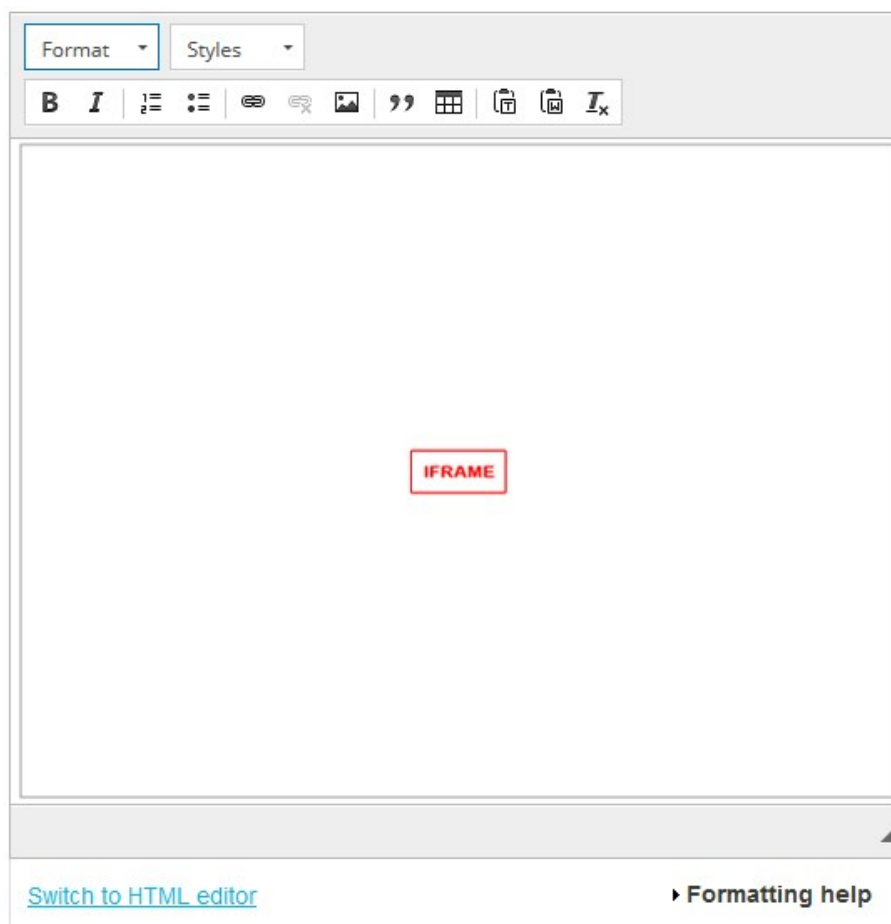
1. Switch the text field to "HTML".



2. Paste in your embed code.



3. Switch back to the "rich text" editor. Your embed should look like this:



4. Save your content.