

Futurium User Manual

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Welcome

Futurium is an online platform operated by the Director General CNECT of the European Commission. The group you are invited to join is called “Building Europe with Local Councillors”. This group brings together all members of the network.

You will also be added to the group “EU Councillors”. This group contains the members of two networks: the European Commission’s “Building Europe with Local Councillors” and the Committee of the Regions’ “EU Councillors”.

Both groups are private. In the main/parent group “EU Councillors” the information provided is relevant for the members of both networks. In the sub-group “Building Europe with local entities”, the information is only relevant to the members of that network. In the main/parent group “EU Councillors” you can comment on posted content. In the sub-group “Building Europe with Local Councillors” you can also create your own posts.

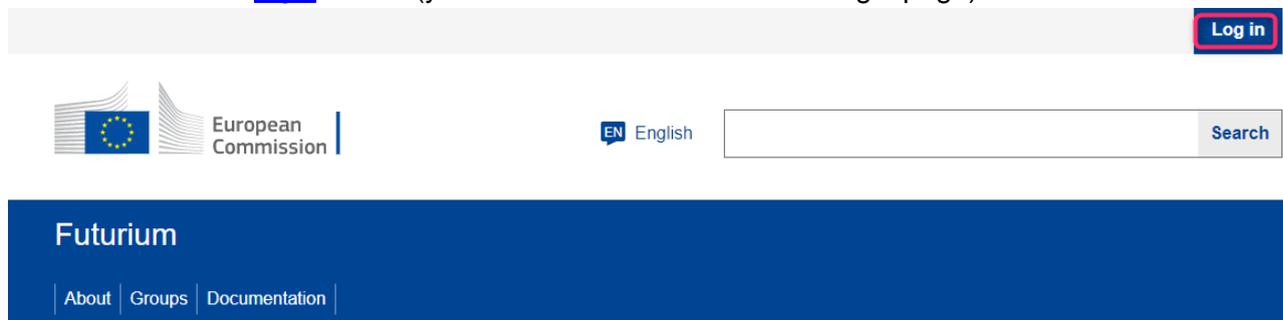
Futurium Account

Before you can interact on Futurium, you need an account. Futurium is using the EU Login user authentication system.

How to create your Futurium account (sign up)?

I do not have an EU Login account yet:

1. Click on the [login](#) button (you will be redirected to an EU login page).



2. Click on **Create an account** button and follow the instructions.
3. You will receive an email allowing you to complete the registration process.
4. Click the Link in the email (You have a maximum of 24h to confirm your account).
5. Set your EU Login password.
6. You are now logged in to EU Login.
7. Visit the Futurium [homepage](#) and click on the [login](#) button.
8. Mandatory: sign the user agreement. Scroll down to the bottom of the page to accept it.

I have already an EU Login account:

1. Click on the [login](#) button (you will be redirected to an EU login page).

Log in



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2. Follow the instructions to login.
3. If you did not yet agree on the Futurium user agreement: please go to the bottom of the page to accept it.

How do I sign in?

You already have a Futurium account:

1. Click on the [login](#) button, you will be redirected to an EU login page.

Log in



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2. Follow the instructions to login.
3. You are redirected to a page in Futurium.

Please [contact](#) us if you get the following error message “your account is blocked”.

You do not yet have a Futurium account:

To create a Futurium account independently, please [click here](#), select **Sign up with EU Login** button and follow the steps.



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Your voices, your future

Futurium is a platform dedicated to Europeans discussing EU policies. Feel free to join any - or many of the groups of this platform. You can browse the groups without registering, but for leaving a comment or for liking you need to be a registered user.

[Learn more about Futurium](#)

OR

Join Futurium

Have an idea for Europe? Want to promote an initiative on a European level? Need an online community with a European agenda? Join us on Futurium.

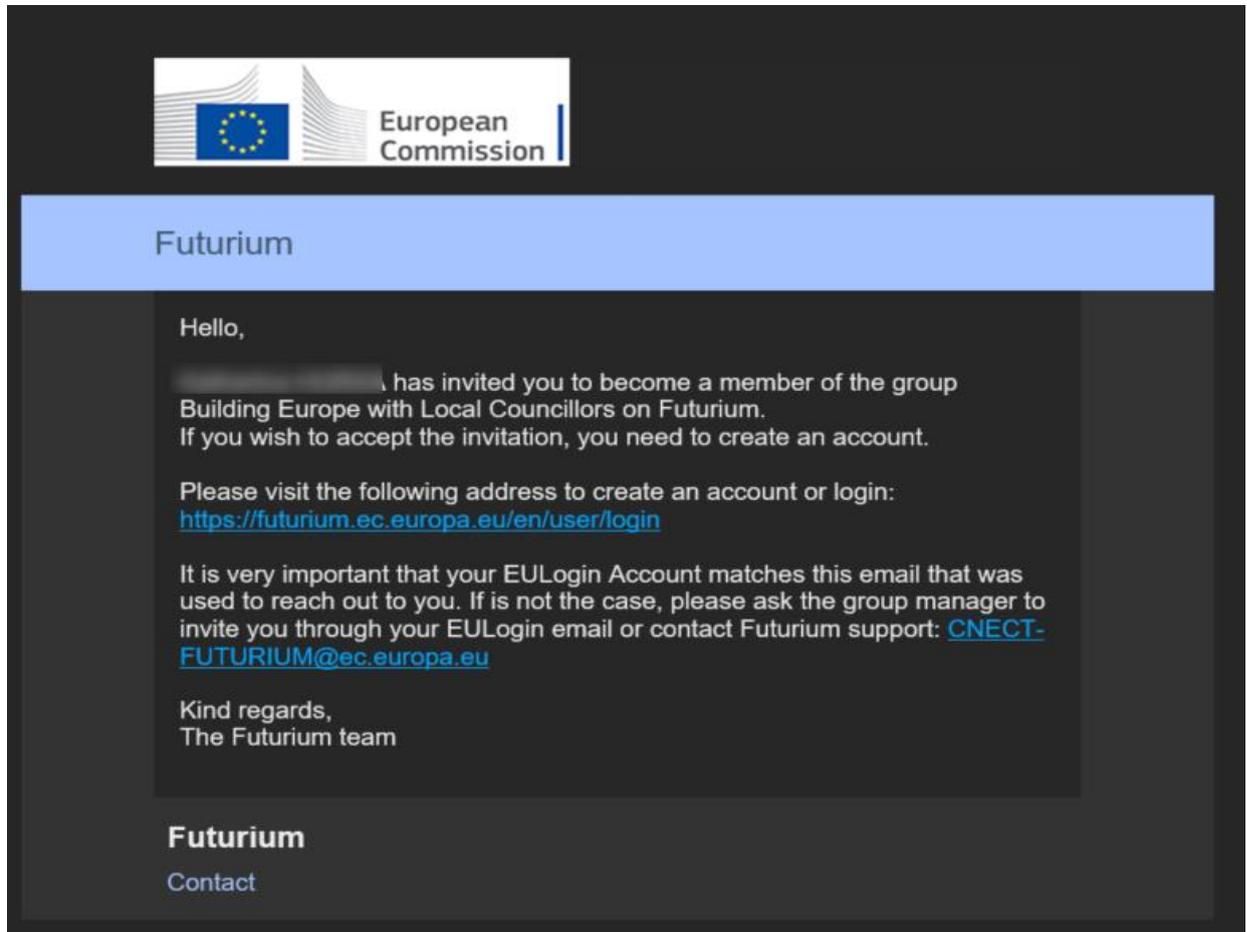
[Sign up with EU Login](#)

To create a Futurium account from an invitation received, please search for the Futurium invitation email and follow the link within this email and the subsequent steps.

Invitation email title:

Futurium: You have been invited to join Building Europe with Local Councillors

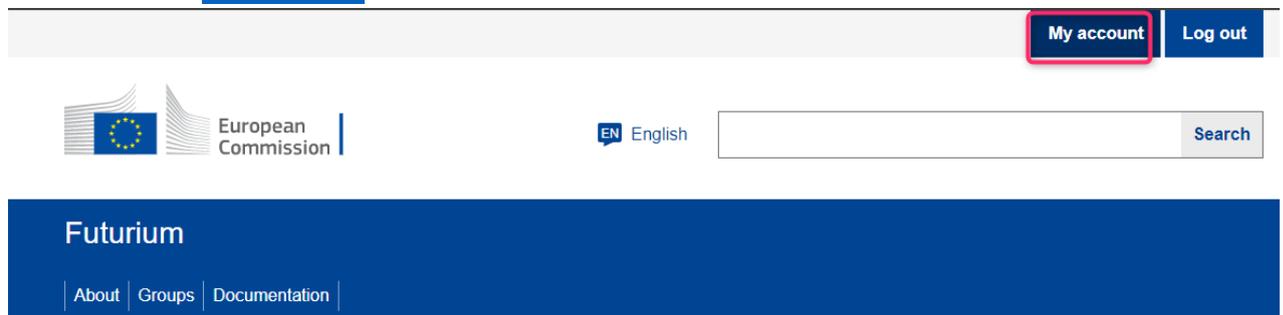
Invitation email body:



How do I manage my Futurium account?

You need to be logged in to manage your account.

1. Click on [My account](#)



2. Click on **Edit** tab

[My account](#) [Log out](#)



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[View](#) [Edit](#) [My contributions](#) [My Invitations](#) [Notification Settings](#)

3. Some fields are managed by EU Login (First Name, last name, email, and your password). To change them please visit [EU Login](#).
4. The following fields can be changed
 - a. Your picture
 - b. Bio
 - c. Contact settings
 - d. Language settings
5. Click **Save** button at the bottom of the page to keep your changes.

How do I change my notifications settings?

You need to be logged in.

1. Click on [My account](#)

[My account](#) [Log out](#)



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2. Click on the **Notifications Settings** tab

[My account](#) [Log out](#)



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3. Set the frequency for all the groups you are enrolled in on one of the following options:
 - a. Never
 - b. Send Immediately
 - c. Daily

d. Weekly

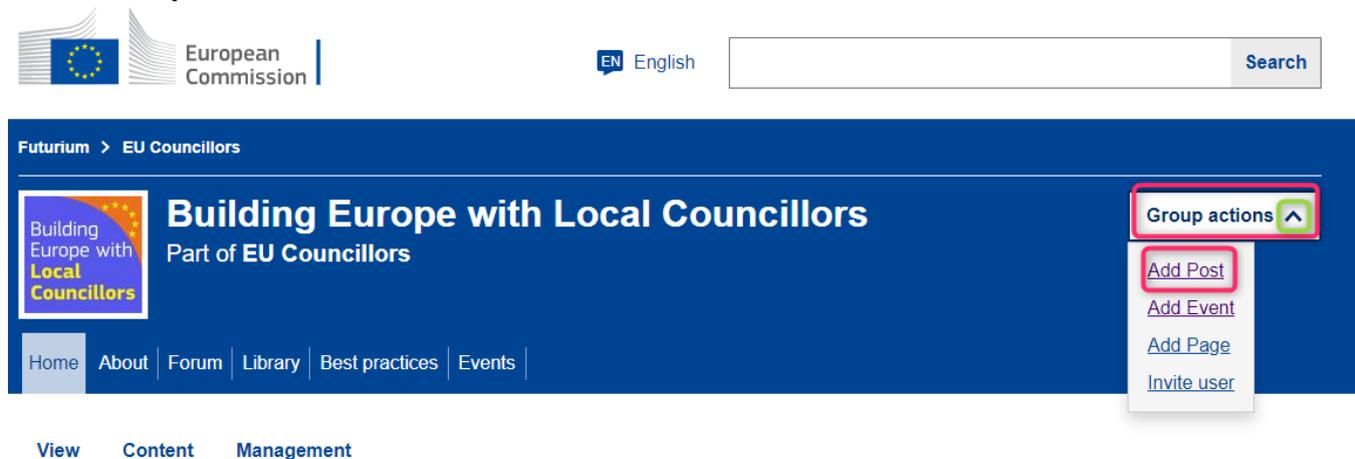
As a member, you will receive notifications on posts when other members comment or when a moderator makes changes to your post.

Post on Futurium

Before you can post in a group, you should be a member of the group. Depending on the group settings, you will be allowed to post.

How do I post in a Futurium group?

In the **Group actions** menu, select **Add Post**.



The screenshot shows the Futurium website interface. At the top, there is the European Commission logo and a search bar. Below that, the breadcrumb trail reads 'Futurium > EU Councillors'. The main header for the group 'Building Europe with Local Councillors' is displayed, along with the subtitle 'Part of EU Councillors'. A navigation menu includes 'Home', 'About', 'Forum', 'Library', 'Best practices', and 'Events'. On the right side, the 'Group actions' menu is open, showing options: 'Add Post', 'Add Event', 'Add Page', and 'Invite user'. The 'Add Post' option is highlighted with a red box.

Alternatively, you may use the **Add Post** button on *certain* pages of the BELC group



The screenshot shows the Futurium website interface for the 'Building Europe with Local Councillors' group page. The breadcrumb trail reads 'Futurium > EU Councillors > Building Europe with Local Councillors'. The main header for the group is displayed, along with the subtitle 'Part of EU Councillors'. A navigation menu includes 'Home', 'About', 'Forum', 'Library', 'Best practices', and 'Events'. On the right side, the 'Group actions' menu is visible, showing a dropdown arrow. A yellow box highlights the 'Add Post' button in the top right corner of the page.

Forum

Add Post >

Fill in the following fields. The ones marked with a star are mandatory.

- Type
- Title *
- Content*
- Text *
- Document
- Image
- Video
- Web tools widget
- Tags

- CAPTCHA*

How do I add a file to my Futurium post?

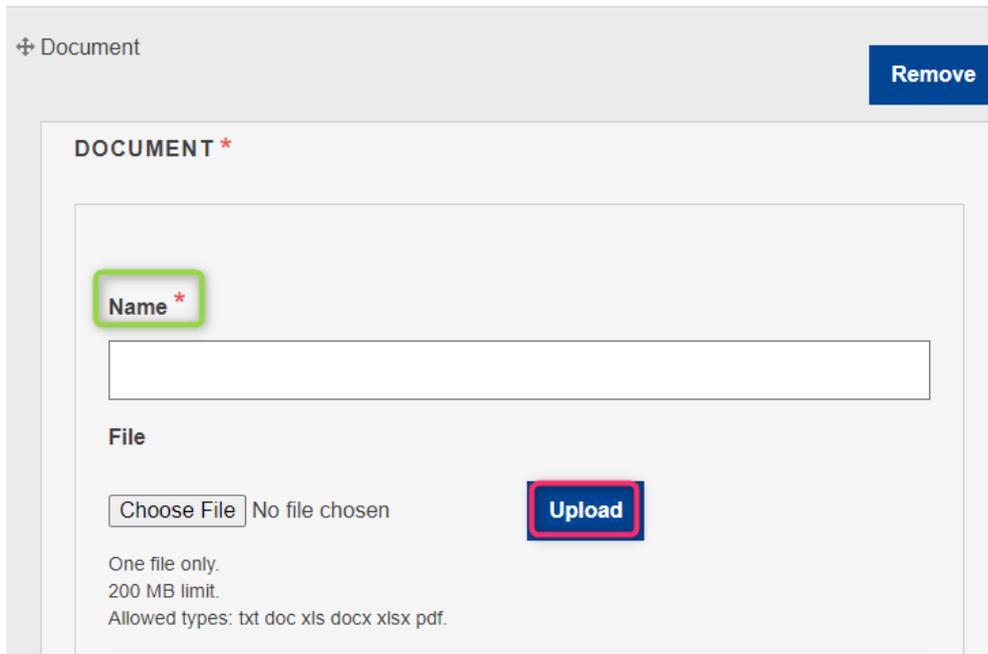
Click on the **Document** button and choose:

Add new document, if you wish to upload a new document from your PC

Or

Add existing document, if you wish to reuse a document already uploaded to Futurium.

Choose your file and press the **Upload** button.



The screenshot shows a user interface for adding a document. At the top left, there is a '+ Document' label. At the top right, there is a blue 'Remove' button. Below this is a form titled 'DOCUMENT *'. Inside the form, there is a 'Name *' label next to a text input field. Below the input field is a 'File' section containing a 'Choose File' button, the text 'No file chosen', and a blue 'Upload' button. At the bottom of the form, there are instructions: 'One file only.', '200 MB limit.', and 'Allowed types: txt doc xls docx xlsx pdf.'.

Please note that **Name** is a mandatory field, hence, do not forget to fill in this field.

How do I add an image to my Futurium post?

Click on the **Image** button.



Choose your image file from the PC and press the **Upload** button.

▼ Image *

Name *

Image *

Choose File No file chosen Upload

Please note that **Name** and **Alternative text name** are mandatory fields, hence, do not forget to fill in these fields.

How do I add a video to my Futurium post?

Click on the **Video** button and choose **Add new video** or **Add existing video** button.

+ Video Remove

VIDEO *

Add new Video Add existing Video

Document Image Text Video Webtools widget

Add new Video, if you wish to add a new video. For this purpose:

- Copy and paste a video link from one of the following video streaming services:
 - YouTube
 - Vimeo
 - EC AV Portal
- Press on the **Create Video** button

+ Video

Remove

VIDEO *

Remote video URL *

You can link to media from the following services: YouTube, Vimeo, EC AV Portal

Create Video

Cancel

Or

Add existing Video. If you wish to reuse a video already uploaded to Futurium. For this purpose:

- Start typing the name or parts of the name from an already existing video. Select the video.
- Click on **Add Video** button

+ Video

Remove

VIDEO *

ADD EXISTING VIDEO

Video *

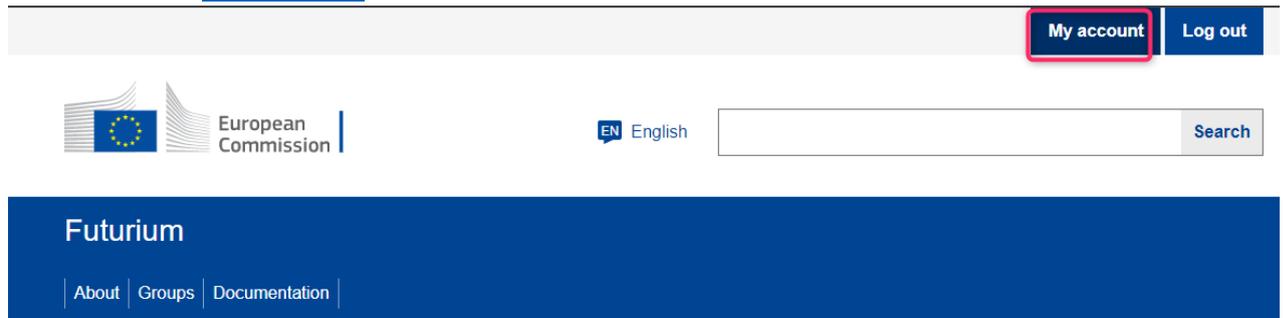
Add Video

Cancel

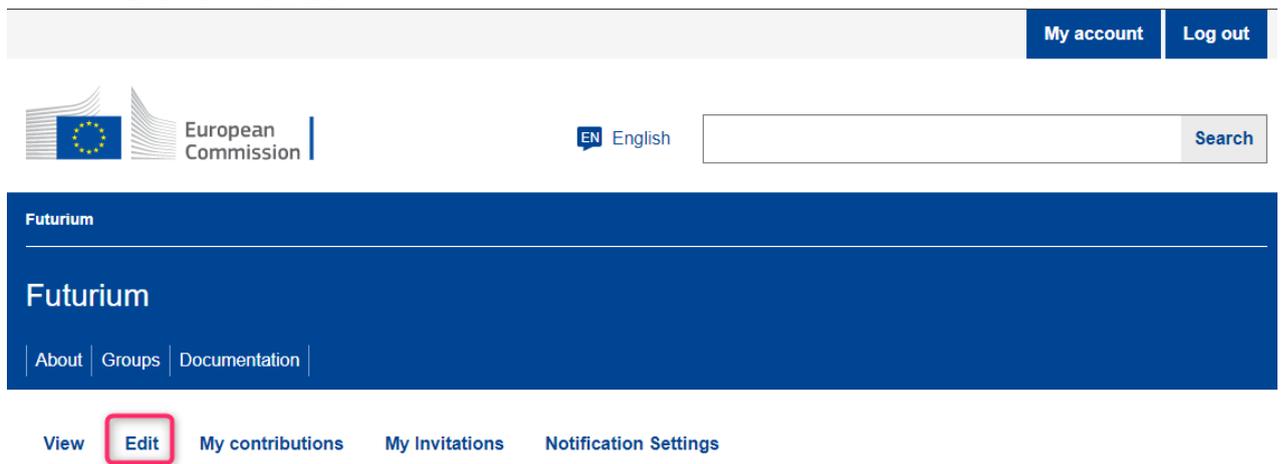
Interact on Futurium

Futurium offers the possibility to send direct messages to the active members who engage regularly on Futurium. To be able to do so, you first need to complete the steps below:

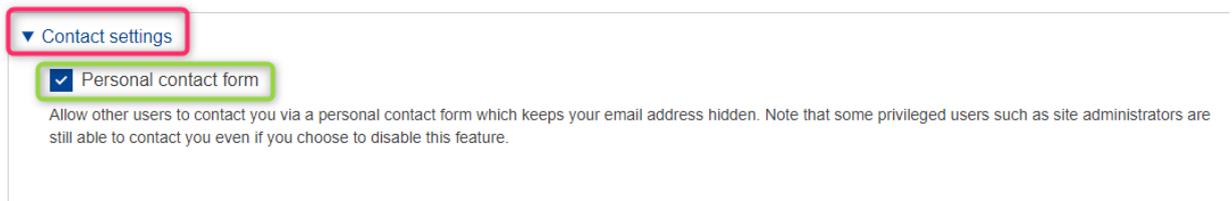
1. Click on [My account](#)



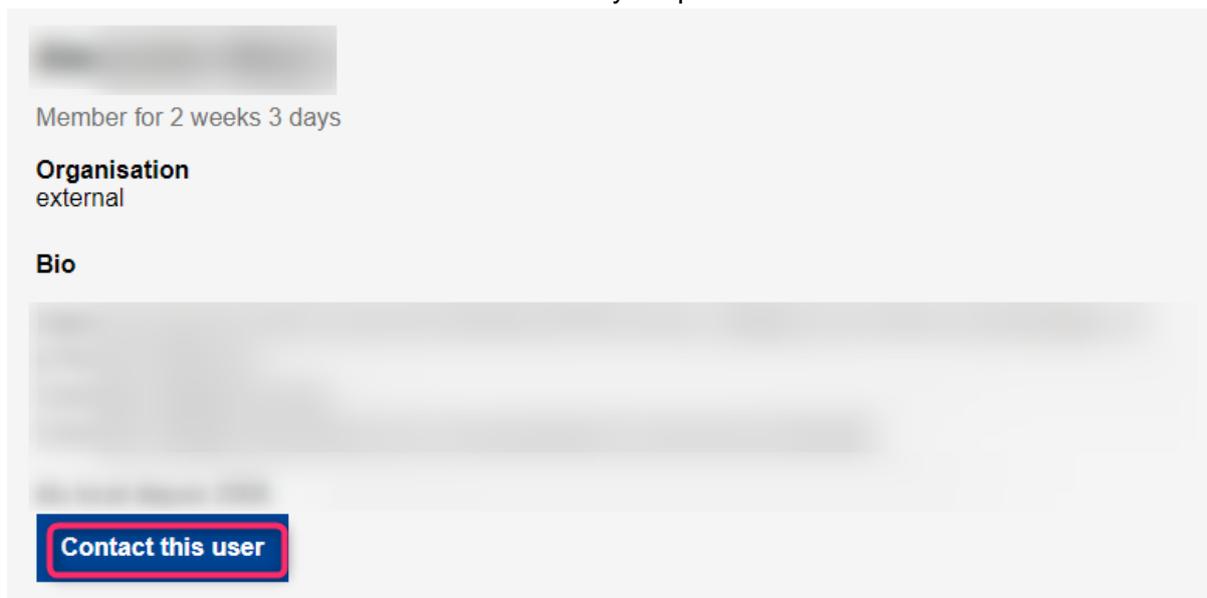
2. Click on **Edit** tab



3. Scroll down to **Contact Settings** and tick the **Personal contact form** box



This will activate the **Contact this user** under your profile

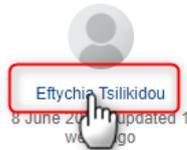


Anyone in the BELC Futurium group who wishes to contact any member in the group, has to locate a post of the member of his/her interest and press on his/her name.

Digital Services Act: EU's landmark rules for online platforms enter into force

Add new comment 

[View](#) [Edit](#) [Delete](#)



Interested to understand how the **Digital Services Act (DSA)** guarantees to provide **digital services across borders** while ensuring a **high level of protection to all users in the EU?**

The new rules are proportionate, foster innovation, growth, and competitiveness, and facilitate the scaling up of smaller platforms, SMEs, and start-ups. The responsibilities of users, platforms, and public authorities are rebalanced according to European values, placing citizens at the centre.

The [Digital Services Act fact page](#) answers all basic questions about the DSA.

This will take you to their profile where you may find the **Contact this user** button. You may press this button and send a direct message to your peer. Please note that the **Contact this user** button is active only for the members who have followed the process described in this section and activated the **Personal contact form** functionality in their profile.