

How to use the EnablingSDGs Tool



USER GUIDE

ABOUT THIS GUIDE

The **EnablingSDGs tool**, website and guide were created through a collaboration between the SDGs4I project team with colleagues from the Global Conservation and Development Knowledge Management Unit of the European Commission Joint Research Centre based in Ispra, Italy.

The EnablingSDGs tool is an adaptation of a tool originally developed by the Swedish Environmental Institute.

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SDGs4I PROJECT

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MORE INFO

<https://knowsdgs.jrc.ec.europa.eu/enablingsdgs>

<https://www.marei.ie/project/sdgs4i/>

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Image page 5: Zhou, Xin. SDG Interlinkages Analysis and Applications for Integrated Policy Making. Institute for Global Environmental Strategies, 2018, www.jstor.org/stable/resrep21807

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Enabling SDGs



Foreword

The 2030 Agenda and its sustainable development goals mark an international effort to address sustainable development using a holistic approach with 17 goals and 169 sub targets that integrate the environmental, economic and social dimensions of sustainability in a systemic way, and apply to developing and developed countries equally. Due to its systemic nature, the SDG framework features complex interconnections across different goals and targets which is why policy actions and their underlying decision-making processes can have both synergistic and unintended impacts (also called trade-offs) and outcomes between sectors. Indeed, research has indicated that there are upwards of 2,500 positive inter-linkages between the SDGs and 1,000 potential trade-offs. For this reason, it is essential to obtain a better understanding of these interactions in order to create a profound knowledge base, that can help stakeholders in their decision making. Addressing interlinkages requires conversations that explore how policy from different sector areas can be aligned to support poverty reduction, human rights, and the environment.

To find out more about the SDGs go to the [UN Global SDG pages](#).

Identifying effective implementation strategies for sustainable development must account for the complexity that arises from one policy area potentially interacting with another policy area, and the multiple relationships existing between the different dimensions of sustainability. Coherence for public policy is recognised as a core criterion for policy integration, but there are many questions as to “how” this integration is to be achieved. However, there has not been a ‘tool’ that facilitates exchange of ideas between specialist areas of knowledge and decision makers in order to negotiate synergies and trade-offs between different areas of policy to achieve alignment, coherence and the aspirations of the SDGs: The **EnablingSDGs** tool provides a framework for that discussion.



TOOL INDEX

There are 5 STEPS to the **EnablingSDGs** tool

This guide will take you through the 5 steps of using the EnablingSDGs online tool and provide information on key functionalities and icons, setting up a user profile, security and GDPR and general SDG information.

Each step is explained with screenshot illustrations demonstrating how to use the online tool, which functionalities are available within each step and how to apply them.

The tool is based on an interactive matrix that uses a set of SDGs, Targets and policy elements that have been pre-selected by a Workshop Organiser. The tool allows you to score and comment upon the nature of the interaction between pairs of matrix elements. You can modify this selection to suit your own area of expertise/interest prior to and during the scoring of the matrix before you finalise and submit a completed matrix.

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A brief introduction and background to the tool, its key functionalities and how to get started. This section also includes a quick overview of the most commonly used buttons, icons and key functionalities.

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INTRODUCTION

Why this tool was developed and how to use this guide

To deliver on sustainability targets, governments, international agencies, private sector companies and other organizations need to plan efficiently together and balance priorities to seize synergies and mitigate trade-offs.

To better understand the complex interlinkages between goals and targets within the SDG framework, and how they interconnect with the policy-landscape and governance processes, the EnablingSDGs tool has been developed to facilitate stakeholders explore these features and assist their decision making in support of sustainable development objectives.

The EnablingSDGs tool aims to help ensure policy from all sectors can be coherent leading to balanced outcomes between policy topics, and ensure that progress in one SDG does not lead to push back and unintended outcomes in other SDGs. It provides a platform for bringing together evidence-based knowledge that draws upon a quantitative and/or qualitative analysis based on empirical observation and subject expertise. It furthermore aims to strengthen the science – policy dialogue to accelerate the implementation of the SDGs at national and local levels, and improve informed policy decision-making that often requires balancing sets of highly connected but very diverse objectives.

The tool enables a User to visualize and analyse how the SDG targets of most relevance to their role/interest influence each other. The tool guides a User through a process that supports the integration of science and systems thinking in planning and policy making for SDG implementation. This online tool provides a place for discussion and exchange

between policy makers, knowledge experts and others to explore and analyse how areas of policy and aligned SDGs and targets interact leading to potentially synergistic or trade-off impacts.

The tool creates a cross-impact matrix based on a User's understanding and knowledge across a set of interactions based on SDGs, targets and policy relevant to their area of expertise, interest or responsibility. The completed matrix allows patterns of interactions between areas of SDGs and/or targets and/or policy to be revealed supporting implementation of SDGs and policy to be efficient with balanced priorities, promoting synergies and mitigating trade-offs.

For a QuickStart overview guide of the 5 Steps visit the website.

HOW TO USE THE TOOL

This guide will take you through 5 steps to use the EnablingSDGs tool and highlights the key features and functionalities to analyse the interlinkages and how they can be explored. Each of the steps has its own colour for easy navigation through the guide and its 5 steps.



Let each step guide you through using the EnablingSDGs Tool.

KEY FUNCTIONALITIES, ICONS AND BUTTONS.

Throughout the tool a number of icons, buttons and key functionalities will be available to you and it will be made apparent as to when and how to use them throughout the steps.

BEFORE YOU START CLICKING AWAY THIS IS WHAT THEY DO

Taking part in a workshop requires a few set up steps after which you will be taken into a workshop setting and can start scoring a matrix. Once you start scoring the matrix there are a number of functionalities available to you as well as a set of icons that are used throughout. Once a workshop is finished certain buttons will appear in light grey meaning they are no longer usable. Here below and on the next page are highlighted the main buttons, icons and key functionalities and what happens when you use them. Only a few clicks away from using the EnablingSDGs tool now...

FROM THE HOME PAGE

Options available

GO TO TOOL

Takes you to the sign in page where you enter your user name and password.

HOW TO USE THE TOOL

Takes you to a section on the home page that provides an overview of the 5 steps.

If you have already started using the tool you may wish to use the log in function in the main menu to continue using the tool and once you have finished you simply log out.

LOG IN

LOG OUT

STARTING A WORKSHOP OR RETURNING TO ONE

new matrix

Once you are logged in and ready to start a workshop you will see this icon on your user page and you simply click this to create a new matrix and start scoring the interactions as set up by the workshop organiser. You have a number of these icons available if you are taking part in more than one workshop.



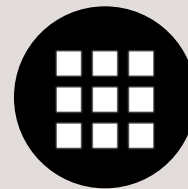
create matrix

From the User page you can click the Edit profile link where you can add and/or amend any information stored in your profile.

Edit profile

existing matrix

This icon appears if you are returning to an existing matrix that you either want to view or continue scoring before saving a final version.



view and/or edit matrix

Every scored and saved matrix on your User page can simply be deleted at any stage using the bin icon.



USER PAGE | Takes you to your user page where you can choose to create a new matrix or view an existing matrix, switch workshop or delete your matrix. It also contains a link to edit your profile.



SELECT/DESELECT TARGETS | The grid buttons takes you to the dropdown panel where you can select and deselect the matrix targets you want to score.



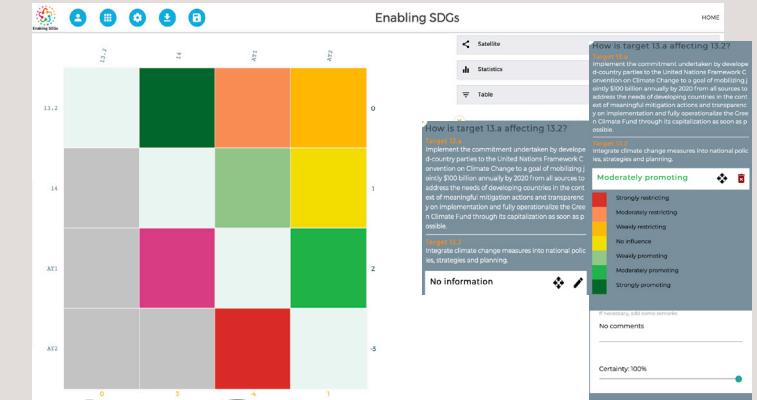
SETTINGS | With the settings button you can tick and untick the option to see the information pop-up box with the two targets who's interaction you are scoring while you are hovering over the matrix or only when you click the grid square to score.



DOWNLOAD | This button allows you to download the data of your matrix as a csv (comma separated value) file to store on a local device.



SAVE | As you progress with scoring your matrix use this button from time to time to save your work. You can save and keep on scoring or Store Definitively.



score



drag



delete

Once you select a square in the matrix a scoring panel pops-up and you use the pen icon to score, the arrowed cross to drag the panel anywhere on the page and the red bin icon to delete the score if you want to re-score the interaction



Satellite

Let's you visualise the way targets are affecting each other.



Statistics

Provides an overview of the scoring grade in relation to the number of interactions that have been scored.



Table

Shows which goals/ targets/policy elements have been scored and how according to the 7-point scoring, including the percentage of certainty and any comments that are included. You can also amend your scoring in this tab.

Once a matrix is Stored Definitively the Table tab is no longer available and the menu bar in the matrix is limited to only being able to go back to your User page and download the matrix as a CSV file.



Lots more visual examples of scoring and the analytics are in the following pages.

STEP 1

LOG-IN AND GETTING SET UP

The EnablingSDGs tool requires a User to be set-up and granted access to the tool by a Workshop Administrator. For your first access to the tool you will receive an email notifying you of your Username and a one-time password. Your Username remains valid and the first time you log into the tool you will be asked to re-set your password.

To get started go to:
<https://knowsdgs.jrc.ec.europa.eu/enablingsdgs>

You can log in using the GO TO TOOL button or the LOG IN on the right-hand side of the menu bar.

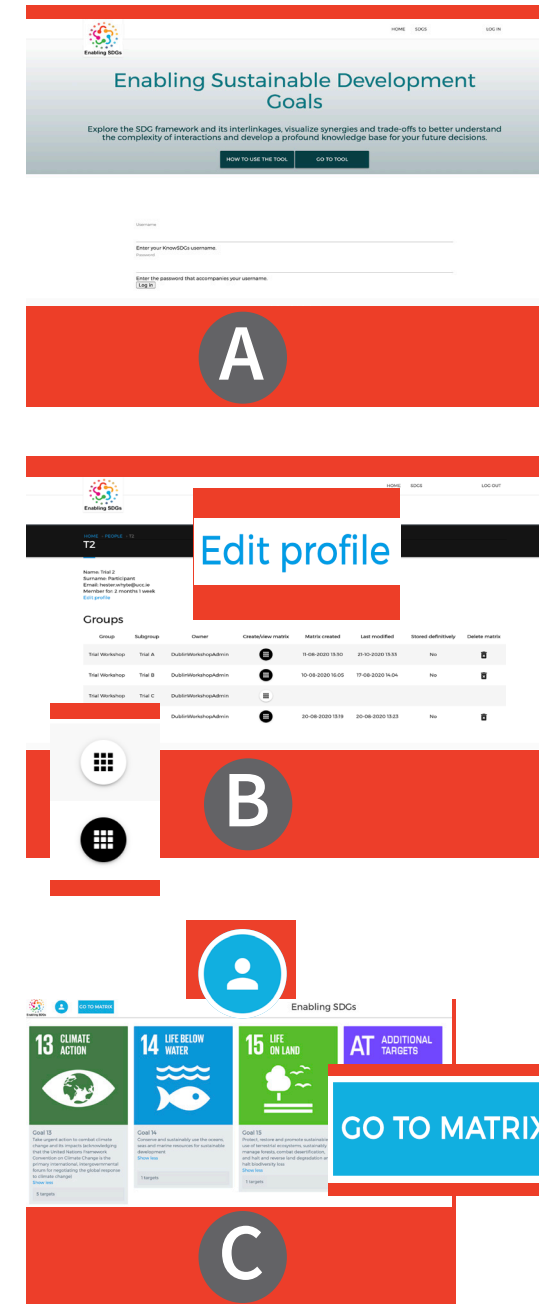


Your User page shows which workshops are available to you

FIRST TIME USER? You will need to enter your assigned username and password to access the tool (A).

After completing the [Username] and [Password] fields with those provided for you and selecting 'Log in', you will be taken straight to your Profile page and the instruction 'An administrator has required that you change your password. Please change your password to proceed.' To change your password, enter the supplied one-time use password into the box labelled [Current password] and then enter a password of your own choice in the box labelled [Password] and repeat the entry in the box labelled [Confirm password]. You also have the option to change your [Username] should you wish to do so. Confirming [Save] will then take you to your User page (B).

EXISTING USER: Logging with your Username and the password you have set will take you directly to your User page (B).



From the User page two functions are available:

As a workshop participant you can edit your profile page and pick a workshop matrix to complete.

1. **Edit your profile:** clicking on [Edit profile] will take you to your profile page where you can set a new password and update and edit your user profile, including changing your [Username]. If you make any changes be sure to click the [Save] button at the bottom of the page. You will be shown a confirmation message 'The changes have been saved.' To return to your User-page click the [View] left top tab.

2. **Groups:** The information in this section shows which Group/s and Subgroup/s the workshop organiser has assigned you to. A matrix is available for you to complete for each Sub-group to which you are a member. Under the Create/view matrix column, if the Matrix icon has a white background, this indicates that the matrix has not been previously accessed by you. If the Matrix icon has a black background this indicates that the matrix has been previously accessed by you. Other information shows the date the matrix was first created, the last date it was modified and whether you have completed your entries to the matrix by storing it definitely. If a matrix has not been stored definitely it remains possible to make new entries and/or amend existing entries. You also have the option to delete a matrix if you want to start again.

To progress click one of the available matrix icons:

First access to a matrix (white background matrix icon) brings you to a page that shows an overview of the Goals and additional targets (Policy elements) selected by your workshop organiser that are included in the Matrix (C). The inclusion of Additional targets allows not only exploration of interlinkages between SDG elements, but also between the SDGs and their targets with policy elements that may include specific policy documents, specific policy actions and/or legislation.

From this page you can return to your user-page [blue people icon] or you can begin to complete a matrix by clicking the [GO TO MATRIX] button at the top of the page (C) to continue to Step 2.

Second and thereafter access to a matrix (black background matrix icon) brings you immediately to Step 2.

STEP 2

SELECT OR DESELECT TARGETS

You are presented with the full Matrix of SDG and Additional Targets preselected by the Workshop organiser. You can amend this matrix so that it only includes those elements relevant to your expertise. If you do not want to amend the matrix continue to STEP 3.

Note: The workshop organiser may have selected matrix elements (rows and columns) at Goal-level and/or Target-level with or without Additional Targets.

AMENDING THE MATRIX

To change the elements visible for you to score click the [Select/deselect targets] button (D). A column appears on the left-hand side of the screen that shows all the selected goals (E) – you may need to scroll to see the full list available (placing the mouse within the column allows scrolling either by the wheel on your mouse or by using the scroll bar of the column).

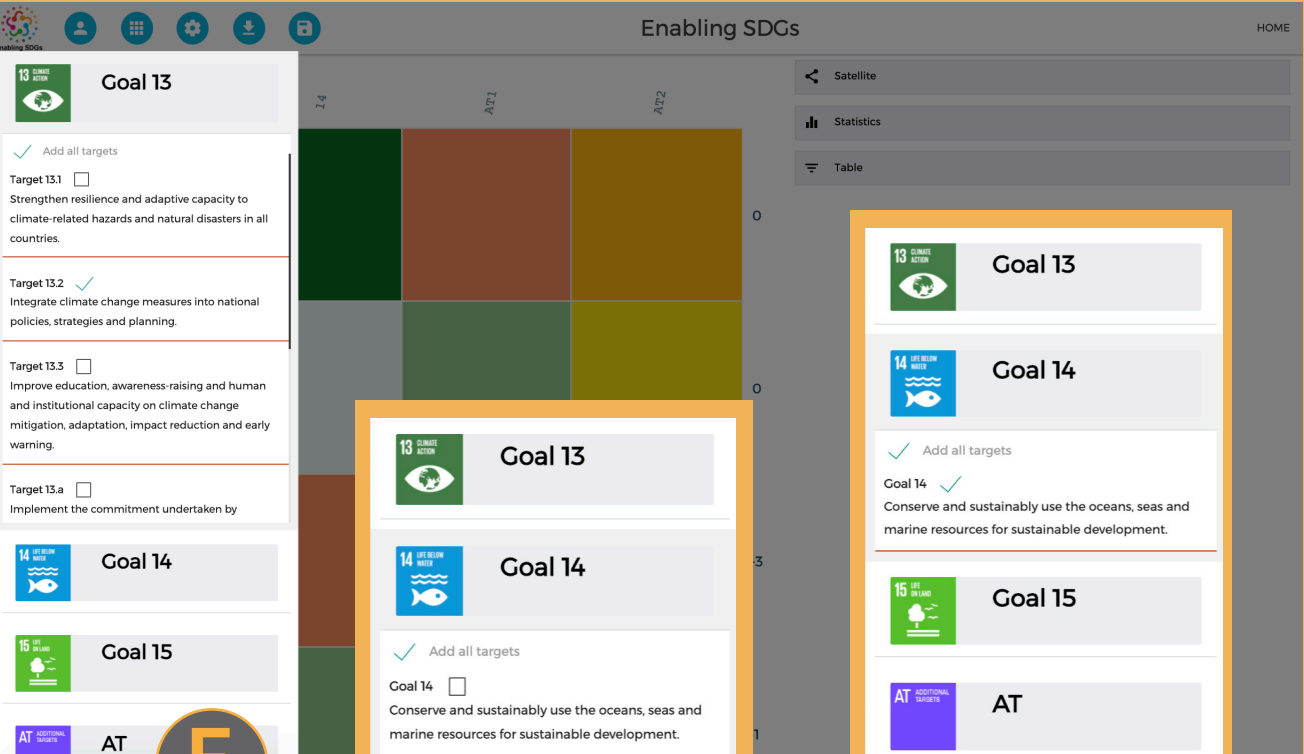
Clicking on a goal will expand the Goal to show all the Targets that have been selected from that Goal. As at first the workshop Matrix has all possible options visible, initially the [Add all targets] and each individual target will be pre-selected. If the workshop organiser has selected an element only at the Goal-level this will be shown and, usually, no individual target from that Goal will be pre-selected.

Step 2 provides the opportunity to remove those elements pre-selected by the Workshop organiser that do not fall under your area of expertise and/or interest. By clicking on each Goal to reveal the targets available you can either click on the [Add all targets] to deselect all targets or you can click on the [tick] of a specific target to deselect it. When you have completed your amendments across all Goals and/or Additional targets click anywhere on the screen outside of the drop-down list and your configuration of the matrix will be AUTOMATICALLY saved. A pop-up box appears confirming your matrix is saved and you click [OK] to continue.

IMPORTANT INFORMATION ON SAVING THE MATRIX: In the [Matrix Saved] pop-up box the option to Store Definitively and OK both appear – If your work on the matrix is NOT complete always click on [OK]. Only when you have completed the matrix and do not want to make any further changes should you click [STORE DEFINITELY] - Once this has been selected you will not be able to further modify your matrix entries and it will appear as ‘Completed’ to the Workshop organiser.



Use the deselect/select button to make any changes to the matrix that you are scoring |this can be done before you start scoring as well as in the interim. Only when a matrix is STORED DEFINITELY making amendments is no longer possible.



SELECTED

Tick and untick | Simply select and deselect targets by using the green tick in the dropdown boxes.



UNSELECTED

The matrix now appears showing ONLY those columns/rows you have selected to work with. You can return to the option to amend the matrix at any time before it is saved definitely by clicking on the [Select/deselect targets] button if you find you still have elements you cannot score or to re-select elements you initially de-selected.

For the duration of the workshop or as long as the workshop organiser keeps the workshop matrix available you have access and can simply save your work and pick it up at another stage before saving a finalised version. This will also enable you to re-add some of the targets you may have initially left out.

Deselecting or selecting all of the targets

Deselect all targets



Select 1 or more targets



Select all targets

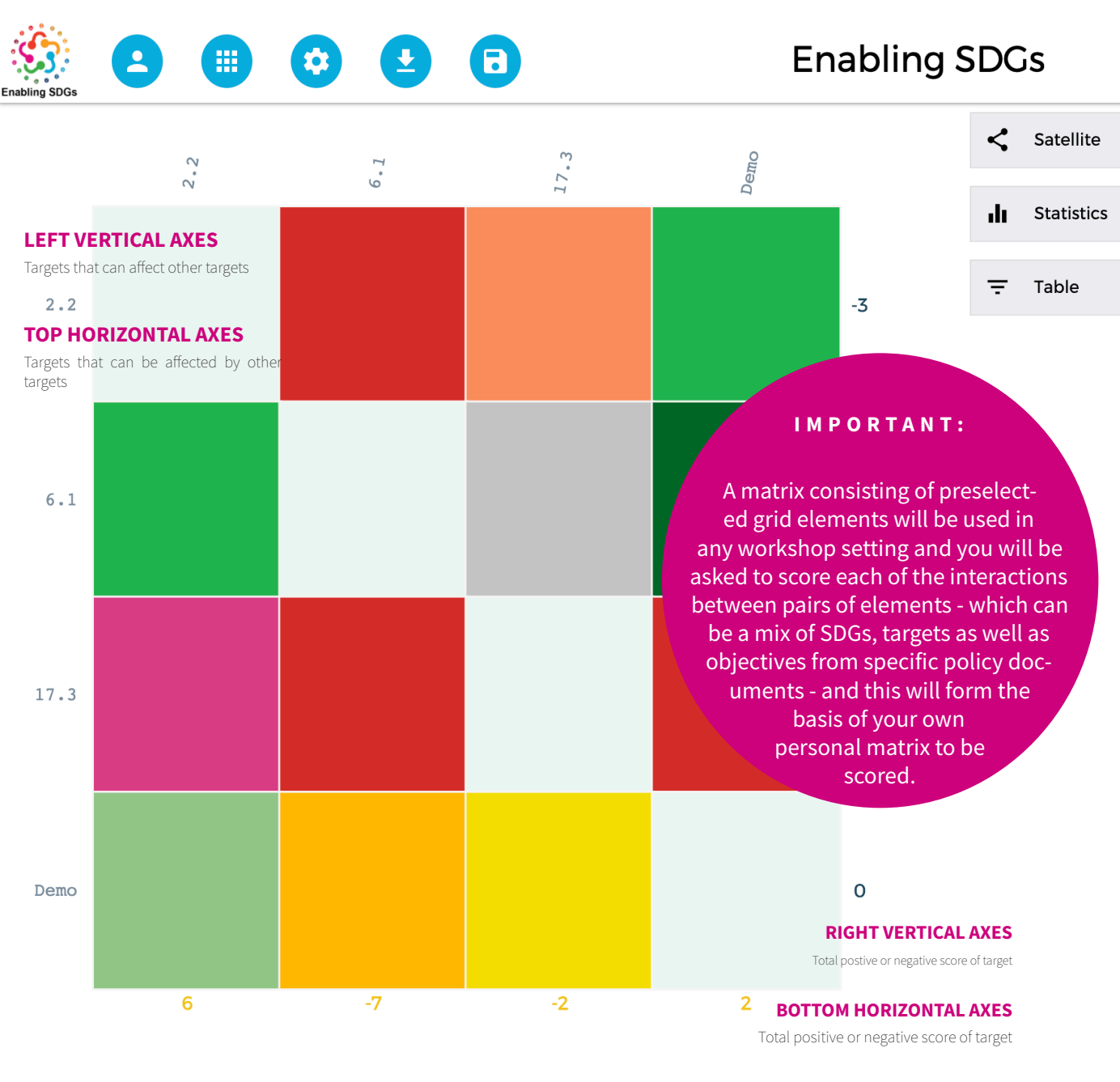




Selecting the goal - if the goal has been added to the matrix it will appear at the top of the list of targets .

Selecting the goal and/or all or some of the targets

The broad scope and complexity of the SDGs constitute a new challenge for policy



ABOUT THE MATRIX.

Before starting to score the matrix it is good to familiarise yourself with the different elements of the matrix to make sure you get the most benefit from using the tool.

GETTING TO GRIPS WITH THE GRID

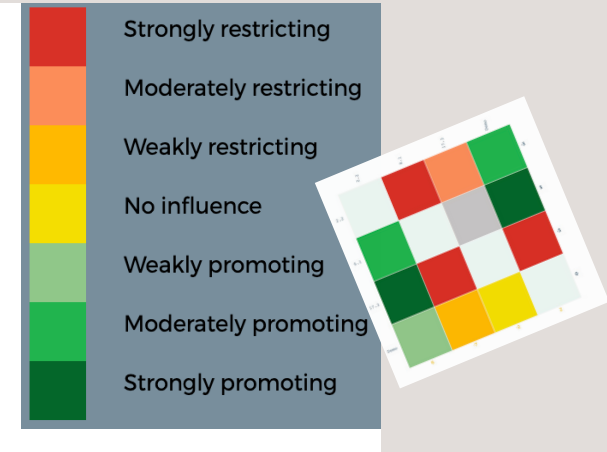
The matrix is made up of individual grid squares and the number of squares is dependent on the number of elements that have been preselected by the workshop organiser: Individual elements can be at the level of Goal, Target or Policy.

On average scoring a matrix of four by four will only take a few minutes, however it is important to realise that in a workshop setting it is much more likely a matrix will be a lot larger and therefore adequate time needs to be provided for completion. A workshop can be conducted through a face-to-face setting or by remote access.

The matrix does not require completion in a single sitting: With any size matrix it is always possible to save your work and revisit the matrix at a later stage to continue scoring and/or make any amendments. When you start scoring your matrix each square will initially light up in **magenta** when your mouse hovers over it to show it is active and you can see where in the grid you are. Along the top and left hand axes you see codes for each of the targets that have been included and along the right hand side and bottom the numbers you see reflect the total score of interlinkages for that specific target.

The matrix uses a 7-point scale of scoring each with their own individual colour varying from shades of red (negative) to yellow (neutral) to shades of green (positive). Each grid square identifies a possible relationship between a couplet of elements that can be scored. Once a matrix is completed this visualises the possible synergies (positives) or trade-offs (negatives). Each User will see the matrix and its distribution of their entries that reflect their own expertise and interpretation of the relationship between each pair of interactions. The workshop organiser can look at the summation of groups of matrices completed by individual users grouped by User-type (Policy maker, scientist etc) to determine a collective understanding of interlinkages and interactions between SDGs and targets, and with policy.

It is envisioned this tool will enable and stimulate cross-departmental and cross-sectoral collaboration and facilitate the conversation and negotiations necessary for working towards a more coherent policy landscape.



The EnablingSDGs tool is based on a cross-impact matrix which is an assessment tool that accounts for the interactions between a set of variables (SDGs, Targets, policy elements) when those interactions may not have been taken into consideration when individual elements were designed. The matrix allows for conversations to evaluate the implications and consequences of impacts and outcomes from one activity upon another activity where a relationship and/or connection between them may not have been previously predicted.

3

STEP 3

SCORING THE MATRIX INTERACTIONS

Now that the matrix is set up you can start scoring the interactions between pairs of matrix elements. You can start anywhere you like within the grid. Hovering over any grid square with the mouse will highlight the grid square **magenta** indicating that it is the active scoring grid square and a new pop-up box will appear indicating the pair of elements selected (**F**).

To select an interaction to score click on the square and the pop-up box indicates the pair of elements to be scored and the question 'How is target 'x' affecting target 'y', with information on those targets and indicating that 'No information' has yet been entered.

Clicking on the 'Pen' icon expands the pop-up box to reveal a 7-point scale of strongly, moderately or weakly restricting, no influence or weakly, moderately or strongly promoting. The 4-arrow symbol can be used to move the pop-up box around the screen so the all of the expanded pop-up box is visible.

Size does matter: if you are scoring a large number of grid squares note that it will take longer for the matrix to save!

To score an interaction click on the appropriate colour code that best describes your assessment of the question How is target 'x' affecting target 'y'. The pop-up box will further expand so you can in addition - and this is optional- add a comment (e.g. explain why and/or the data you have used to arrive at your score) and/or provide a percentage of certainty (e.g. how confident you are that the score you have assigned is justified based on data/experience you have).

Repeat this process until you have scored all squares in the matrix grid. If you are working on a very large grid you may want to score the matrix across multiple sessions. To save an unfinished version of the matrix, click the [Save] and select [OK] and then either select [LOG OUT] or [View user page] to return to your User page and stay within the tool.

Once you have a completed matrix and have no further entries/changes to make you can do a final save by clicking the [Store Definitely] option in the [Save/update matrix] pop-up box.

To go back to a matrix return to Step 1 to select the matrix to continue scoring.

Until a matrix is [Stored definitively] it remains open for editing to amend either scores and/or the selection of matrix elements: This is covered in Step 4.

Matrix saved

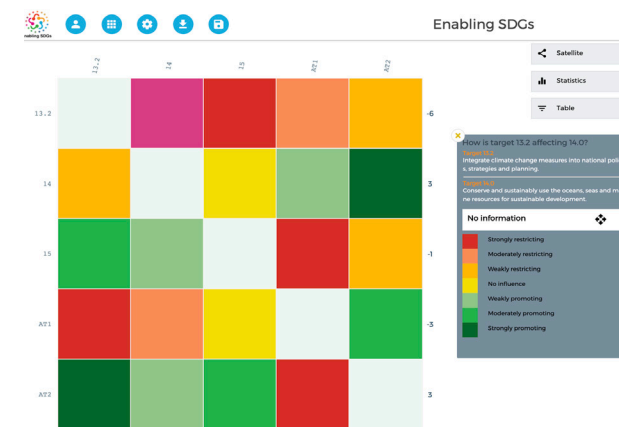
✓ Your matrix has been saved successfully.

⚠ By pressing the button "Store definitively", the matrix will be stored definitively. So, you will not be able to modify the matrix anymore.

STORE DEFINITELY OK



Only use the STORE DEFINITELY option when you have finished your matrix. Once you STORE DEFINITELY you will no longer be able to modify or work on your matrix.



BUTTONS AND KEY FUNCTIONALITIES

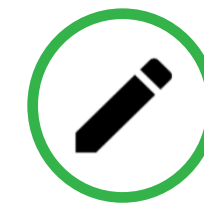
Within the scoring panel there are three key functions to use

To assign a score to a grid square you use the pen icon to select your score

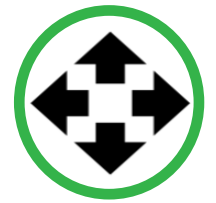
If you want to change this score you can simply click the bin icon to delete the score and rescore the interaction

The 4 arrow icon within the scoring panel allows you to drag and drop the panel to wherever you want it on the page

This will all be further illustrated with examples in **STEP 4**



score



drag

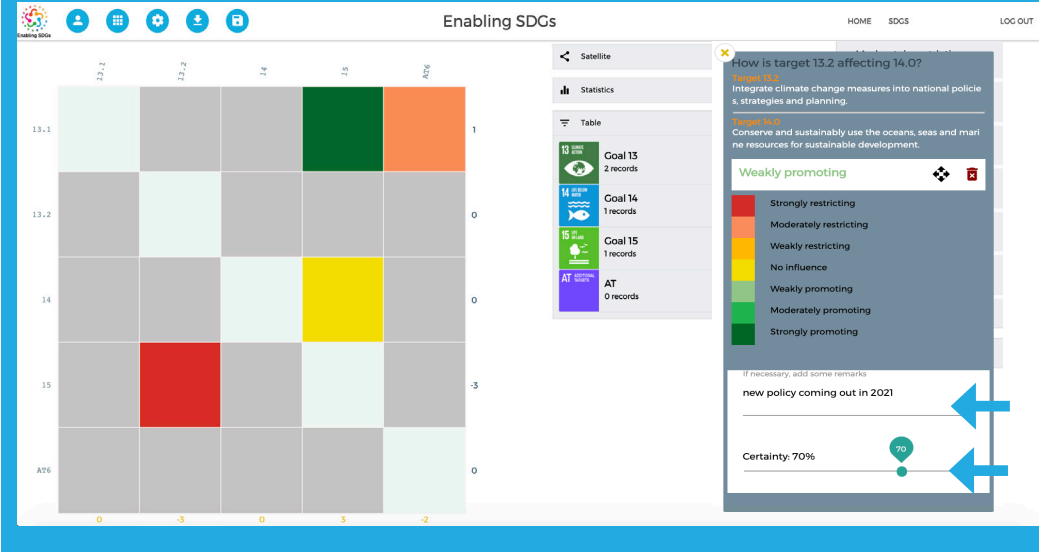


delete



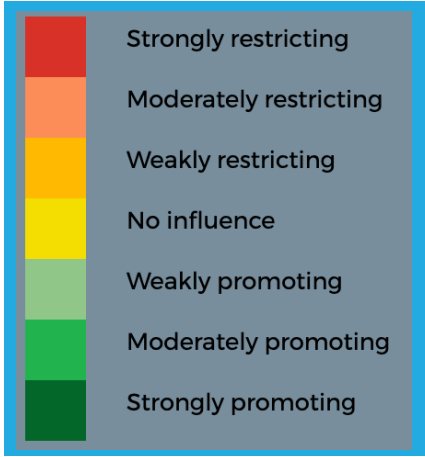
START SCORING
YOUR MATRIX

ADD COMMENTS AND THE DEGREE OF CERTAINTY



Tailor your score
OPTIONAL
You can add
comments
and indicate
the degree of
certainty of
your scoring in
the left hand
scoring box

SEVEN SCALE SCORING RANGING FROM STRONGLY
RESTRICTING TO STRONGLY PROMOTING



Amending your score

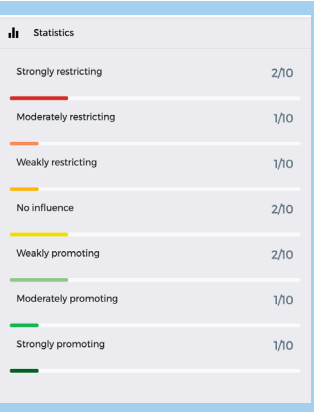
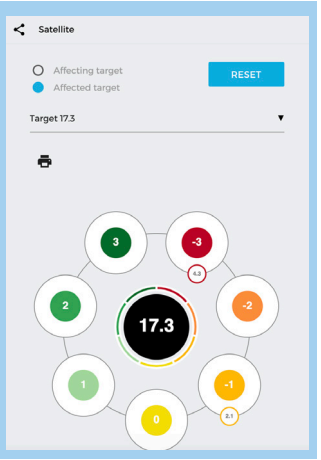
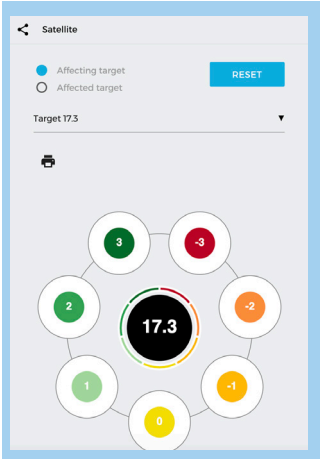
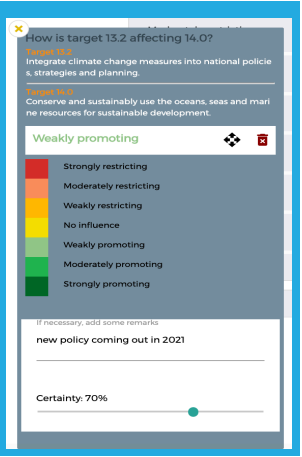
Once you have saved
your matrix you can
always go back and
change your scoring.

Comments

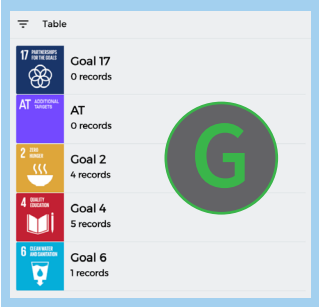
You can insert any comments or
remarks you have in addition to
your scoring

Certainty

Rate your score certainty from
0-100%



MORE DETAILS ON THE
ANALYTICS OF YOUR
SCORING WILL BE
PROVIDED IN STEP 5



SCORING EXAMPLES

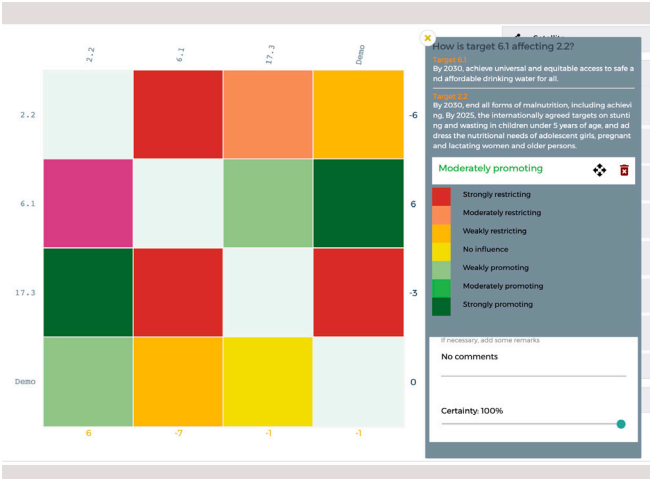
4 X 4 MATRIX with 3 SDG Targets and 1 additional Target

The magenta coloured grid is the one that will be scored - the score box panel has been dragged onto the matrix next to the grid that is being scored.



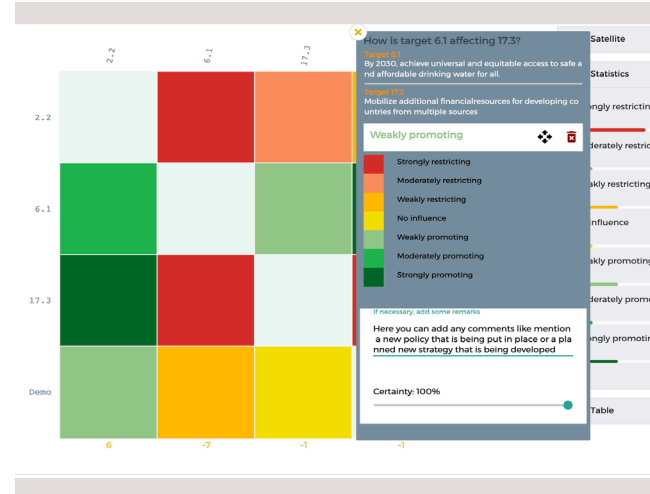
4 X 4 MATRIX with 3 SDG Targets and 1 additional Target

The magenta coloured grid is to be scored - the score box panel has been moved so the full matrix is visible



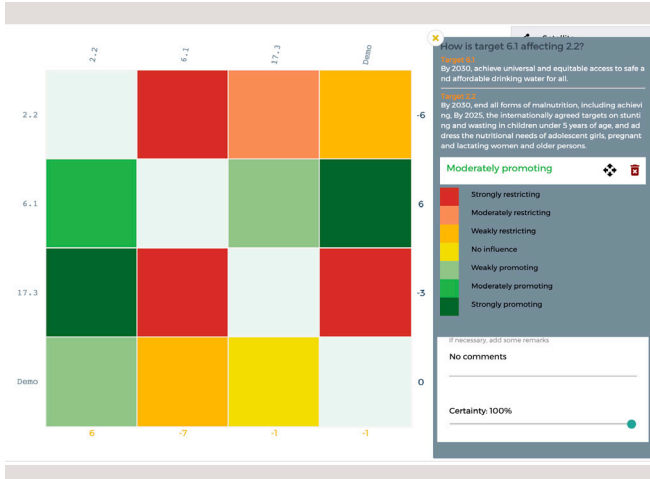
4 X 4 MATRIX with 3 SDG Targets and 1 additional Target

Scored Weakly promoting - and a comment has been added to this scoring using the comment feature in the scoring panel.



4 X 4 MATRIX with 3 SDG Targets and 1 additional Target

Scored Moderately promoting



STEP 4

EDIT OR MAKE CHANGES BEFORE SAVING YOUR FINAL RESULTS

As long as you are working within a matrix you can score, rescore, delete your score, change and/or edit a previously scored interaction. You will be prompted to save your matrix from time to time and it is not until you STORE DEFINITELY that a final version is saved.

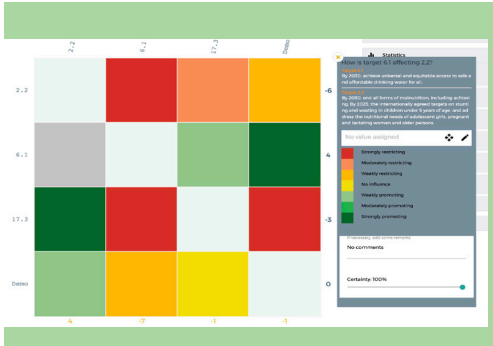
AMENDING A SCORE: While a matrix remains active (not stored definitively), you can amend any score and comments/certainty value you have entered. To do so, click on the grid square to be amended and make your changes in the pop-up box as described in Step 3. As well as amending details you have already added, you can delete your score and comments with the bin icon and re-score.

An alternate way to make an amendment to the score only is to click the [Table] option (G). This reveals all the elements included in the matrix and how many entries have been made against each element by matrix row. By selecting the Goal row you want to amend and the relevant target pair the score entered can be changed.

AMENDING A MATRIX: While the matrix remains open for editing the targets visible can be selected or deselected by following the Step 2 instructions.



SCORE, DRAG and DELETE selecting the grid square you are about to score will appear in magenta and once clicked will turn light grey ready for your score using the pen icon. Use the delete icon to remove your score and re-score. Use the 4 arrow icon to drag the scoring panel to wherever you want in on the page.



5

STEP 5

EXPLORING YOUR SCORING

Now that you have scored your matrix and saved a final version you can start looking at the different levels of interactions and what this could potentially mean. There are 3 different ways to explore and visualise your scoring. The interpretation of the scoring will be dependent on your personal setting, experience and role.

The interpretation panel consists of 3 separate sections: SATELLITE, STATISTICS & TABLE. Descriptions of what they mean and examples of how they can be interpreted follows on the this and the next pages as part of STEP 5.



Satellite



Statistics



Table

SATELLITE

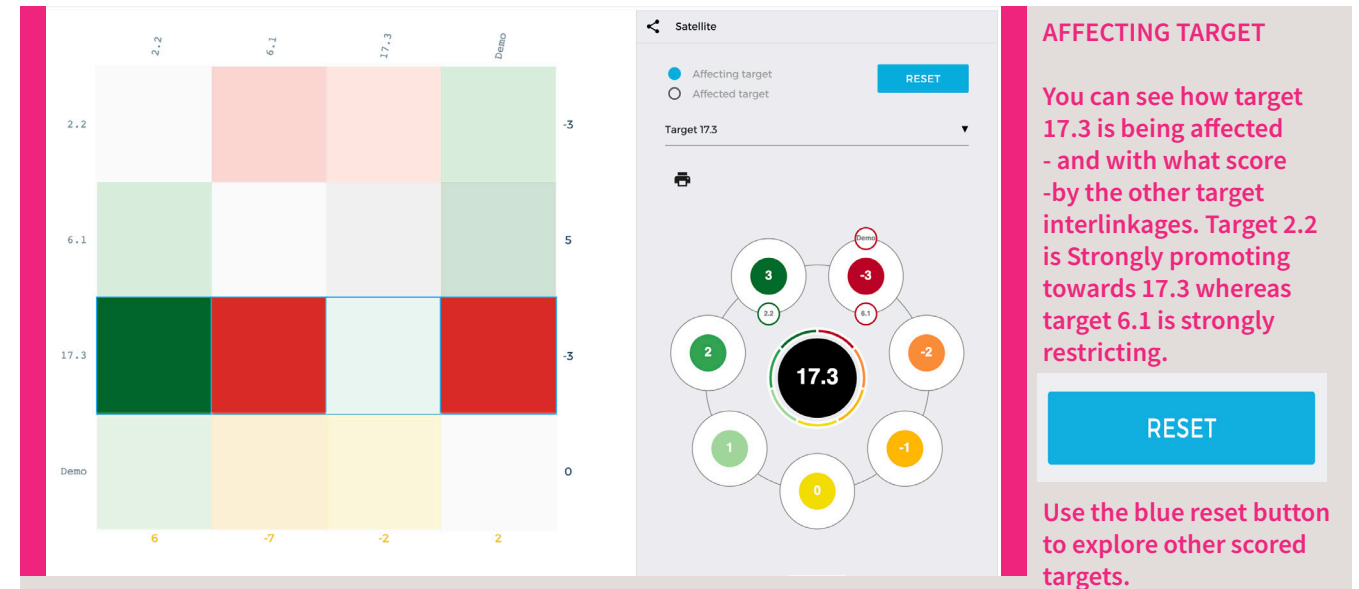
This function gives you a visualization of the scored interlinkages and can be set to either show the links & scores from one targets perspective and how it is effecting on other targets or how it is being affected by other targets.

STATISTICS

This provides an overview of the 7 levels of scoring and how they compare amongst all scored grids. It gives a quick overview of all the scores and shows you which score(s) stand out and are most and least applied.

TABLE

Shows you the scoring from the Target perspective and this section also allows you to make any changes, add or remove comments and accuracy levels [note: again only possible in a saved matrix that hasn't been **Stored Definitely**]

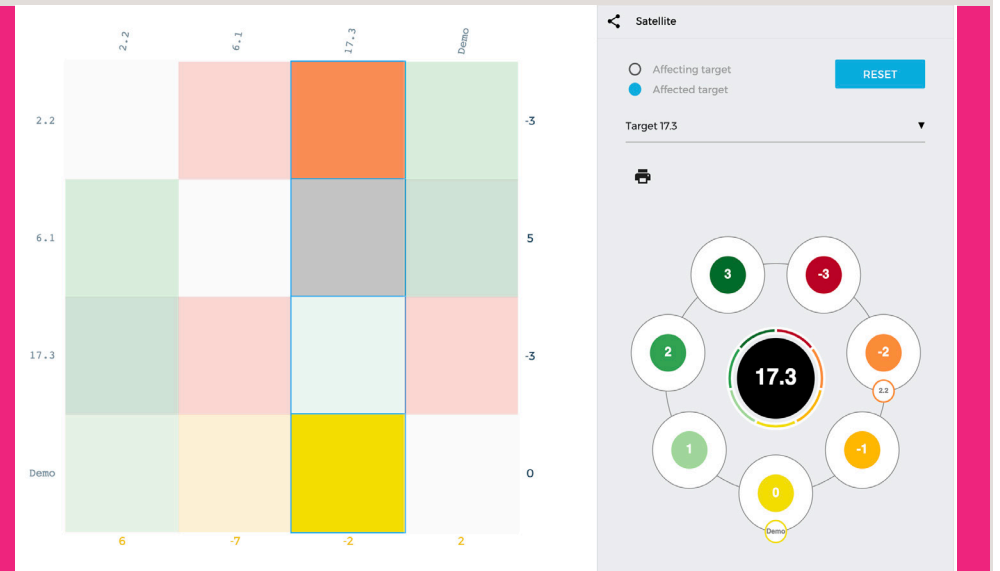


VISUALIZING YOUR SCORES

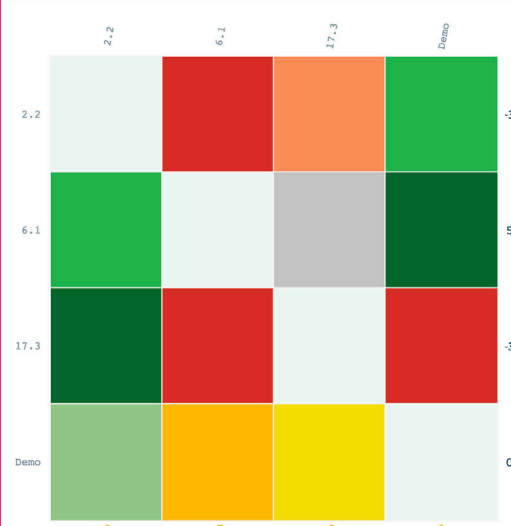
AFFECTED TARGET

Here you see how target 17.3 is effecting on other targets like 2.2 only moderately effected by 17.3

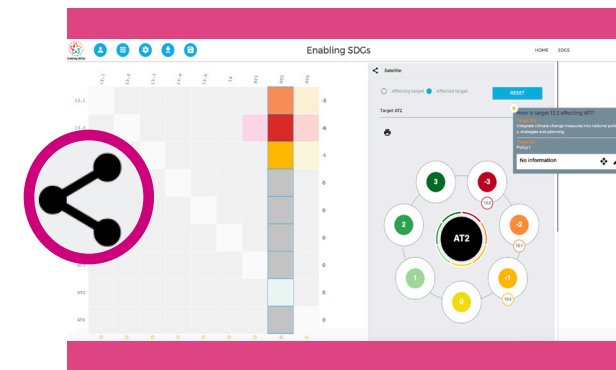
By clicking the print icon you can save your satellite as a png image



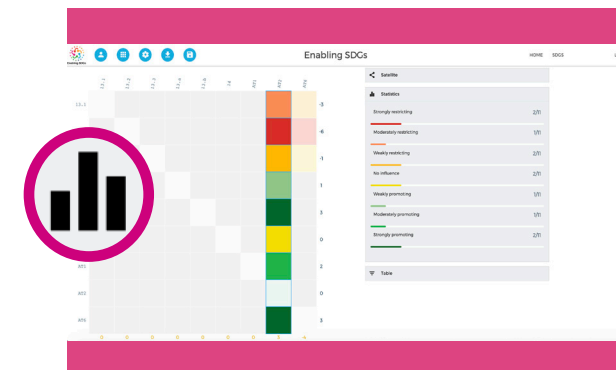
The Statistics function shows you the seven different levels of scoring and the total number of scores per level within the total number of scored interactions so for example in this matrix 3 of the in total 11 scored interactions were scored: Strongly restricting and you see how that is also visualised and correspond with the three red squares in this matrix



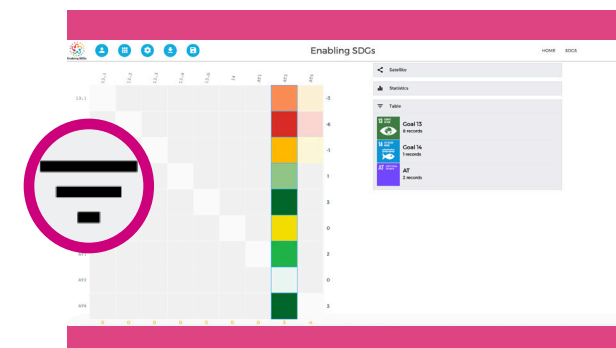
Satellite	
Statistics	
Strongly restricting	3/11
Moderately restricting	1/11
Weakly restricting	1/11
No influence	1/11
Weakly promoting	1/11
Moderately promoting	2/11
Strongly promoting	2/11
Table	



SATELLITE



STATISTICS

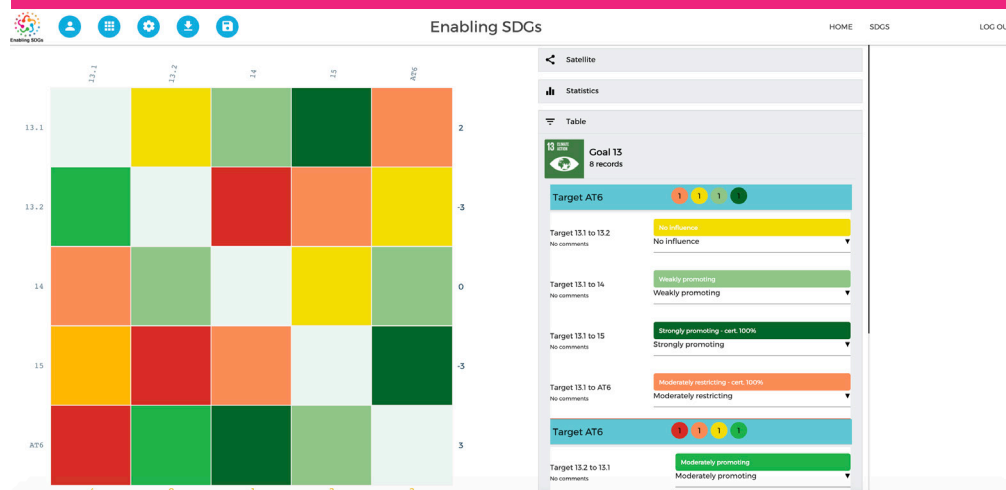


TABLE

EXPLORE THE SCORES



The Table function shows you all the targets and how many interaction with that specific target have been scored. A drop-down menu then shows those target interlinkages and show the score itself as well as if they include any comments and if any percentage is given in relation to the accuracy of the scoring. It is also possible within the table to edit your scores using the little arrows to the right of the score.



NOTES...

Thank you for using the guide and taking the time to read these guidelines, we hope they will make using the tool easy and we look forward to getting your feedback on this guide as well as the tool itself so please contact us and let us know what you think.

For now get ready to explore, interpret and use the tool and visit:
<http://knowsdgs.jrc.ec.europa.eu/>
 for this and more SDG related tools.

SETTING UP YOUR USER PROFILE



Each individual user has a personalised profile, user name and password. Your profile can be edited and changed as long as you remain logged in to the system. There are a number of required fields that every user needs to fill out but in addition you can include more personal information if you want.

Note that by agreeing to take part in a workshop and therefore having a user profile you give the workshop organiser permission to store your contact details and your matrix on the servers of the European Commission Joint Research Centre based in Ispra, Italy.

Workshop Participant 1

View

Edit

View

Edit

Home » Workshop Participant 1

Name *

Surname *

Current password

Enter your current password to change the Email address or Password. If you do not know your current password, you can [request a new password](#).

Email address *

A valid email address. All emails from the system will be sent to this address. The email address is not made public and will only be used if you wish to receive notifications by email.

Username *

Several special characters are allowed, including space, period (.), hyphen (-), apostrophe ('), underscore (_), and the @ sign.

Password

Password strength:

Confirm password

Passwords match:

To change the current user password, enter the new password in both fields.

Bio

Organization

Position

▼ LOCALE SETTINGS

Time zone

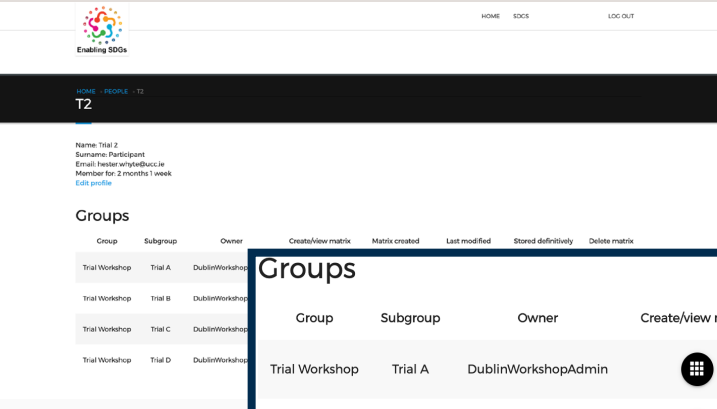
UTC

Select the desired local time and time zone. Dates and times throughout this site will be displayed using this time zone.

Save Cancel account



YOUR USER PAGE



Groups

Group	Subgroup	Owner	Create/view matrix	Matrix created	Last modified	Stored definitively	Delete matrix
Trial Workshop	Trial A	DublinWorkshopAdmin		11-08-2020 13:30	21-10-2020 17:45	✓	
Trial Workshop	Trial B	DublinWorkshopAdmin		10-08-2020 16:05	21-10-2020 17:45	No	
Trial Workshop	Trial C	DublinWorkshopAdmin					

You user page shows you which workshop(s) you are participating in, the status of the matrices: not yet started (white icon), started (black icon/no) or finalised (black icon/sorted definitively). Here you can also delete any matrix and start again as well as link back to edit your profile page and make any changes to your personal data [see also user profile information on page 27 of this guide]



Photo credit: Stuart Warner