

# Thank you for your interest in populating the Interactive Inventory of Capacity Building Initiatives to Combat IUU Fishing

Please follow the steps below to register, login, and begin populating the Inventory.

1) Start by Registering on the USAID Biodiversity Conservation Gateway.

https://rmportal.net/biodiversityconservation-gateway



### 2) Information for registration:

The register button is at the top right of the page. When registering, you must first check that your email account is not already in the system. Assuming that it is not, you will need to provide a username and email address. We suggest a general username so that others in your organization can use the same account. Please ensure that you use an email linked to your organization. Critical for ability to add projects to the inventory is to add the following comments:

I wish to add projects to the Capacity Building Initiatives to Combat IUU Fishing.

I wish to add projects on behalf of [organization/agency name], which is a [organization type.]

For example: I wish to add projects on behalf of NOAA, which is a government agency.

This will flag for the web manager that your account, when approved, should be given access to the inventory. It will also assist the manager in ensuring that your organization and organization type is eventually searchable.



#### Comments

Comments about your planned use of the site

I wish to add projects to the Capacity Building Initiatives to Combat IUU Fishing

You do not need to join FRAME.

You do need to agree with terms of use and privacy policy.

### 3) Please allow some time for the web manager to review your registration request.

You will receive a link to activate your account and create a password via the email you used to register. Once you receive your login info proceed to:

http://www.fisheries-capacity-building-inventory.net/

#### 4) Login if you are not logged in already.

*View the description of the Thematic Focus Areas* (a way of categorizing capacity-building projects and activities) prior to adding a project or activity – accessible from the main search landing page on the left hand side:



### 5) When you are ready to add a Project or an Activity:

Click "Submit Project or Activity" on the left hand side of the search landing page. You will be taken to the following page/graphic. Click the button.

http://fisheries-capacity-building-inventory.net/add-a-project-activity



# 6) Fill in all fields required (red square) and other pertinent fields under the following tabs and then hit SAVE at the bottom of the screen.

- Fields required are located on three different Tabs
  - · Default
  - · Project Team
  - · Categorization

### **Add Project**

Default	Project team	Categorization	Dates	Ownership	Settings
TITLE					
					1

#### Fields required are:

#### Under Default

- <u>Title</u> of project or activity
- <u>Description</u> short 1-2 sentence description of project that will show up in search results.
- Abstract Summary that will appear on your project page
- Sharing Permission Choose whether you wish to share your project only with U.S. government staff, only with registered users of the inventory (which could include USG, NGOs, academia, industry representatives, international organizations, etc.), or if you are comfortable making your project publicly accessible (i.e. user log-in is not required to view).

- - <u>Start Date</u> Please add when your project started (just use the 1<sup>st</sup> as a date if you do not have the exact day it started).
    - Note that end date is not required in case your activity is still ongoing.
  - <u>Project Status</u> Is initiative/program ongoing? Completed? Or is it planned?
  - Thematic Focus Based on the descriptions you can access on the main page, please pick the areas that you think your project is the most applicable.
    If you do not feel that any of the choices are applicable, please pick "other" and then include what you think the focus is for our reference.
  - Activity Type Choose the type of activity that most correlates to your submission.
  - Geographic Area Choose the area(s) where your project/activity takes place. You may choose "global" or "international waters" if more appropriate.
  - <u>Links to Resources</u> Please add at least a link to your project/activity or organization's website.

Project Team – Click Project Team tab (See image on previous page)

- Contact Name
- Contact Email
- Organization See below direction if the organization you wish to include is not in the drop down menu. You also have the option of including partner and funding organizations.

Categorization – Click Categorization tab (See image on previous page)

• <u>Tags</u> – Please include keyword search phrases. Examples include: "legal frameworks," "artisanal fisheries," "Indonesia," etc.

NOTE – If an organization you wish to include is NOT included in the drop down menus under "Project Team," please return to the main search landing page and click "Submit Project or Activity" again on the left side of the page. Then click:



You will need to include the title and type of your organization. After saving, the organization should automatically load into the organization dropdown menu.



### 7) Once your project has been saved:

The choice you made under the "Sharing Permission" field will allow the database to automatically publish the submission appropriately. Please do not alter the "State" field on your main project page.

You can click the edit tab on your page to edit the submission. You can also delete the submission under the "Actions" drop down menu field.



Thank you in advance for your patience and participation!