

## Guidance to submit input to the Climate-ADAPT 'News' and 'Events' sections and bimonthly newsletters

### 1. Getting started

In the Climate-ADAPT '[Share your information](#)' section you can find guidance on how to share your news and events on Climate-ADAPT. At the bottom of the menu bar on the left hand you will find the 'News' and 'Events' section, respectively:

- <https://climate-adapt.eea.europa.eu/en/help/share-your-info/news>
- <https://climate-adapt.eea.europa.eu/en/help/share-your-info/events>

Please read the detailed instructions on which content can be shared and how to submit it.

### 2. First time sign in

Please note that **an Eionet account is needed to upload a submission**. This helps ensure the quality of submissions by allowing Climate-ADAPT administrators to track and verify submitted content and prevent spam.

An Eionet account can be requested via email to [climate.adapt@eea.europa.eu](mailto:climate.adapt@eea.europa.eu). Please provide information about your organization and a brief explanation of the content you would like to submit by following the prefilled text in the automatically generated email, which is as follows:

*Please grant me access to CLIMATE-ADAPT.*

*My contact details are as follows:*

*Name: <fill out your name here>*

*Email: <fill out your email address here>*

*Organisation: <fill out your organisation details here>*

*ReasonToCreate: <briefly explain why you are requiring the account>.*

You will be notified when your account is created. To log in, click here: [Climate-ADAPT login](#) or navigate to the bottom of the Climate-ADAPT website and click on CMS login.

### 3. Filling in the online submission form

After being logged in, please continue by pushing the button: 'Share your information', at the bottom of the respective submission page ([Share your info: News](#) or [Share your info: Events](#)) which will take you to the online submission form.

- Please focus on filling in the information in the main body of the online template and ignore the fields on the right side of the form. Please fill in the Title, Summary text and URL address of your website in the respective fields. Due to the nature of the article as a teaser, please keep the

description as short as possible (not more than 3 or 4 lines of text). Please see examples of the text and URL [here](#).

- If available, you can upload an image under the optional '*Promotional image*' field. Please submit your image with a title and copyright information in the file name. This is in line with the intellectual property rights where images cannot be used without listing the copyright.
- This image will not be displayed in the 'News' or 'Events' page, but might be used to promote the news in the bimonthly Climate-ADAPT Newsletter.
- If you can't provide an image for your topic, the EEA will use generic images from commercial databases.

#### **4. Editing and approval process**

After your submission a notification email will be sent to the editors. We will review your contribution for publication on the 'News' or 'Events' section on Climate-ADAPT and contact you for any modifications that might need to be made.

The EEA/ETC CA Team will notify you once the item has been published.

#### **5. Promotion of your news and events in the bimonthly Climate-ADAPT Newsletter**

We will also review your proposals and contributions for promotion through the Newsletter. Please note that to keep the newsletter readable and concise, we may not be able to select *all* submitted proposals for inclusion in the newsletter. In some cases, a submitted proposal might be postponed to the subsequent newsletter, or we will guide you to other more appropriate dissemination channels.

#### **6. Sharing your information through the Climate-ADAPT resource catalogue**

We may also consider adding your content to the [Climate-ADAPT resource catalogue](#). Once our team has added your information to the catalogue, it will be searchable and accessible for users across Europe also after the dissemination of the newsletter.