How to register to and use
the EPPO Platform on Communication Material?
https://media.eppo.int/
- Guidelines -

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Objective of the EPPO Platform on Communication Material

The EPPO Platform on Communication Material was officially launched in September 2022. It is a follow up and a complement to EPPO Standards PM 3/86 *Raising public awareness of quarantine and emerging pests* and PM 3/94 *Raising professional operators' awareness of regulated and emerging plant pests*. The objective is to share communication material developed by National Plant Protection Organizations of EPPO member countries (e.g. photos, videos, posters, fliers) that has been prepared during their communication campaigns on plant health.

Registering on the EPPO Platform on Communication Material

In order to be able to post your communication material in the EPPO Platform, the first step is to become a **registered user** of the platform. Creation of an account is limited to countries that are members of EPPO, in particular to National Plant Protection Organizations (NPPOs) and their national agencies. This platform is moderated by the EPPO Secretariat, which means that submitted communication material will have to be validated by the EPPO Secretariat before it becomes publicly available.

- Click on "contact the EPPO Secretariat"

- Fill in the form (all the fields are mandatory).

- The EPPO Secretariat will create your account. As this is not an automatic step, it may take a few days.

- Once your account has been created, you will receive an automatic e-mail from the platform confirming your registration and containing your password (you will be able to change your password once logged in, see next section).

Logging in (already registered user)

You have already registered on EPPO Platform on Communication Material and you want to start posting your communication material:

- Click on the 'Login' button (see top right of the platform screen).

- Enter your email and password.
- If you wish, tick the box 'Remember my credentials' to be recognized automatically at your next visit.

If you have lost your password or if you wish to change it, click on 'Forgot password?' to receive an email with a link allowing you to reset your password.

Once you are logged in, you will be able to:

- Add a new campaign
- Modify an existing campaign
- Delete an existing campaign (this will permanently delete the campaign and the associated communication material)

On all pages, you can click on the icon to get more information.

Add a new Campaign and its associated material

Important note: In the platform, it is intended that communication campaigns are presented separately, even if they have been conducted by the same country. Therefore, in this platform there are no limitations on the number of communication campaigns prepared by the same country.

Add a new Campaign

To add a new communication campaign, fill in the form. Fields with a star are mandatory. All fields may be modified if needed before the campaign is published online.

Name of the campaign: This will be the name that appears in the gallery in association with the campaign, please keep it short.

Year: please note when the campaign was launched.

Description of the campaign: Please briefly describe the objectives and context of your campaign.

Contact person for this campaign: Please select in the drop-down list a person who may be contacted by users of this platform to obtain more details on the campaign. The contact person should be a user registered on the platform. Per default, the contact person is the person who added the campaign.

You can click on the icon 🛈 to get more information on a specific field.

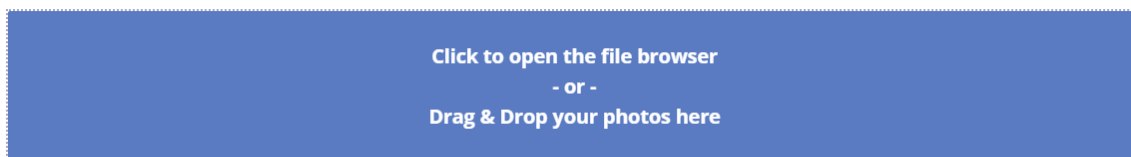## Add associated communication material

Warning: By submitting documents to EPPO, the author accepts to transfer to the EPPO Secretariat and the users of the EPPO platform the rights to use his/her documents free of charge for educational and non-commercial purposes (e.g. paper and electronic documents, websites, presentations related to plant health). These rights are granted for an unlimited period of time and throughout the world for the uses mentioned above.

The names of authors are cited in the platform (courtesy) and users of the documents should quote the author's names.

For publication of these documents in publications (paper or electronic) that are commercialized, permission should be obtained from the original authors (please copy in EPPO when this is done).

The EPPO Secretariat can assume no responsibility and is not liable for any misuse of the documents

To upload documents, click on the blue rectangle or drag and drop your documents onto the rectangle. You can upload several documents at the same time.

> **Click to open the file browser**
> **- or -**
> **Drag & Drop your photos here**

Your documents then automatically appear in a table. Fill in the different fields so that the documents can be easily retrieved in the platform.

You can click on the icon 🛈 to get more information on a specific field.

Communication material already uploaded

ID	Communication material	Information	Favorite picture for the gallery ℹ	Tags ℹ	Validated by EPPO ℹ
665	PDF — Delete this file	**Language of the document:** French — **Communication material name:** ℹ WalnutTwigmask — **Description:** ℹ — **Weblink:** ℹ — **Courtesy:** ℹ — **Order in the gallery:** ℹ — ☑Save	☆	banner / flag / rollup — bookmark — datasheet — don't risk it — flier / leaflet — games / kids — goodies — insect model — invasive alien plant — luggage tag — mobile app — postcard — poster — social media — stand / booth — sticker / magnet — video — website — wood packaging material — **Pest name(s) or EPPO Code(s)** ℹ — Select one or more pest(s)	UNDER REVIEW
640		**Language of the document:** English — **Communication material name:** ℹ Face in hole display — **Description:** ℹ DON'T MOVE FIREWOOD FACE IN HOLE DISPLAY	★	banner / flag / rollup — bookmark — datasheet — don't risk it — flier / leaflet — games / kids — goodies	✓

All documents that are not yet validated by EPPO have an orange background.

Note that for practical reasons, the size of the files should not exceed 50 Mo. If you wish to post a bigger file, please contact us.

Document: if needed, you can rotate your documents using ↻90° ↺90° under the picture.

When uploading a video, you may change the default picture by clicking on "Modify thumbnail" and uploading a gif, jpg or png file.

Modify thumbnail

Language of the document: by default, this is selected based on your IP address. If needed you can change it by selecting the appropriate language in the drop-down list.
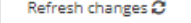
Document name: This will be the name that appears in the gallery in association with the document, please keep it short and as descriptive as possible. For documents other than pictures and videos, it is better to have a name or description in English.

Description: Please briefly describe the main contents of your document. For documents other than pictures and videos, it is better to have a description in English.

Weblink: If needed, you can provide here a link to a website where your document/campaign is stored (e.g. a link to a video on YouTube, a link to a specific campaign website).

Courtesy: Please indicate here the name of the author(s) of the document.

Document order in the gallery: If you want your documents to appear in a certain order in the gallery,

you can indicate this here (i.e. 1, 2, 3 etc.). You can click on [Refresh changes ⟳] above the table listing all communication material, so that your documents are listed in the order that you have chosen.

Note that in the final overview of the campaign, pictures and videos will appear first, and then other documents (e.g. Word, PDF).

Favorite picture for the gallery: To illustrate each gallery on this platform, it is necessary to choose one 'favorite' image by clicking on the star icon.

Tags: Please select one or more tag(s) to describe your document by clicking on it (it is then coloured in blue). If you want to delete a tag, first refresh the webpage by clicking on F5, and then click on it again. As tags are used in the search tool, they will be reviewed by the EPPO Secretariat to ensure consistency within the platform.

Validated by EPPO: You can see here the status of your document: 'Under review' (the EPPO Secretariat has not yet validated your document but has been informed that validation is requested) or 'Validated' (the EPPO Secretariat has validated your document, as indicated by the 'green tick' icon).

Pest name(s) or EPPO Codes(s): If appropriate, select one or more pests by typing their scientific or English common names, or their EPPO Codes. If names or Codes are missing, please contact the EPPO Secretariat.

To modify the information, simply modify it and click save [Save]

If you want to remove a communication material, click on [🗑]. Note that this will delete the picture/file as well as all the associated information (description, tags, etc.)

Request the EPPO Secretariat to validate and publish your Campaign on the Platform

Once you have finished entering the different documents, you may view how this will be displayed to other users by clicking on 'Preview the campaign, above the table listing all documents.
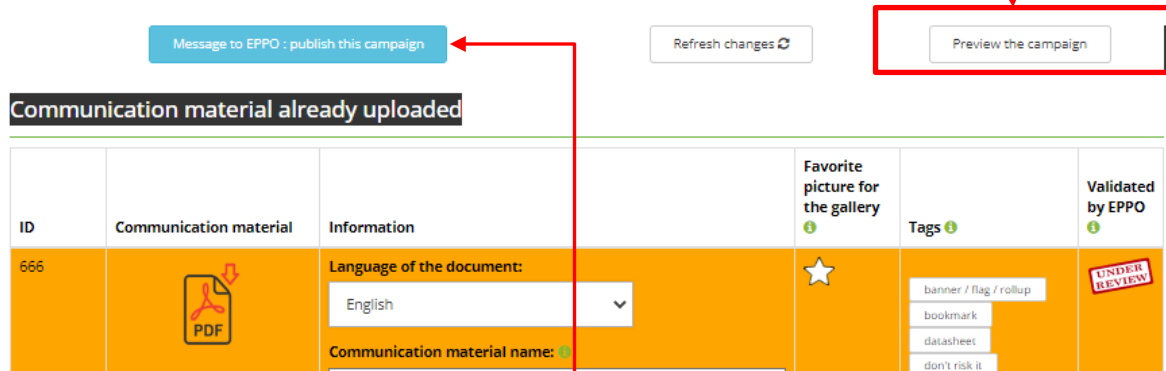
Note that pictures and videos will appear first, and then other documents (e.g. Word, PDF). It is only possible to have a preview of pictures and videos.

Once you are satisfied with the result, click on the blue button on the left. The EPPO Secretariat will be informed that your campaign is ready to be published. We will check that everything is fine and will validate it. This step is intended to ensure consistency in the use of keywords (tags and EPPO Codes) so that documents are easily retrievable in the Platform.

You will receive an email when your campaign is validated. This is not automatic and may take a few days.

Modify a validated Campaign on the Platform

If you want to add new documents to a validated campaign, this is the same procedure as when you created the campaign. The EPPO Secretariat will be automatically informed that some documents need validation, and will validate the new documents. This is not automatic and may take a few days.

You can delete any document from a validated campaign when you are logged in by clicking on [🗑] in the table listing all documents.

Request the EPPO Secretariat to unpublish/delete your Campaign from the Platform

If you wish that a validated campaign is no longer available on the platform, click on the orange button

on the left above the table listing all communication material [Message to EPPO : unpublish this campaign] .

The EPPO Secretariat will be informed and unpublish the campaign. This is not automatic and may take a few days. The campaign will no longer be visible for people visiting the Platform, but you will still be able to access this campaign when you are logged in.

To delete completely a campaign from the Platform, you should go on the page where all campaigns are available and click on 'delete'.

Searching for documents in the EPPO Platform on Communication Material

You may search for documents using one or more search criteria. The search tool is available on the home page of the Platform.

Search can be done by keyword, organism (pest), country, language or year. Select the value you wish in the relevant drop-down list. If you select multiple criteria, only results corresponding to all criteria will be presented.

Feedback and comments on this User guide

We hope that this User guide answers any questions you may have.

If you have suggestions to improve it, please contact us (media@eppo.int).