



How to join the Rural Pact Community and share an action for the rural vision

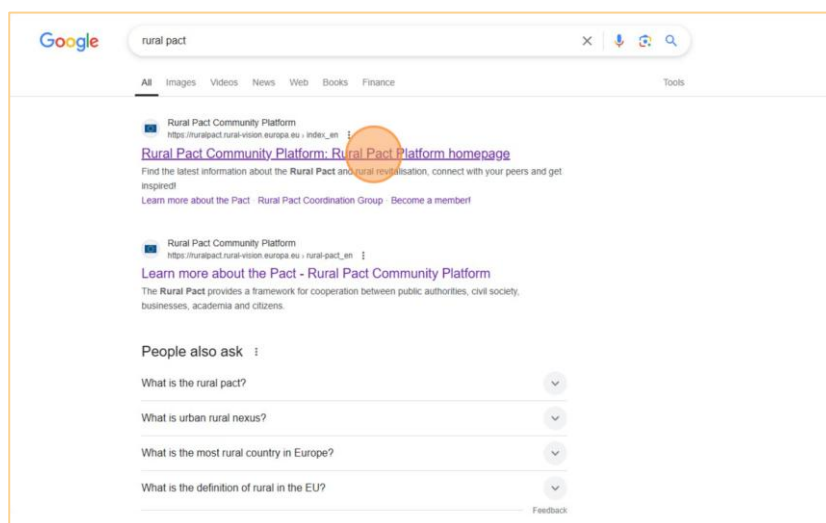
Step-by-step guide



Signing in to your Rural Pact Community member profile

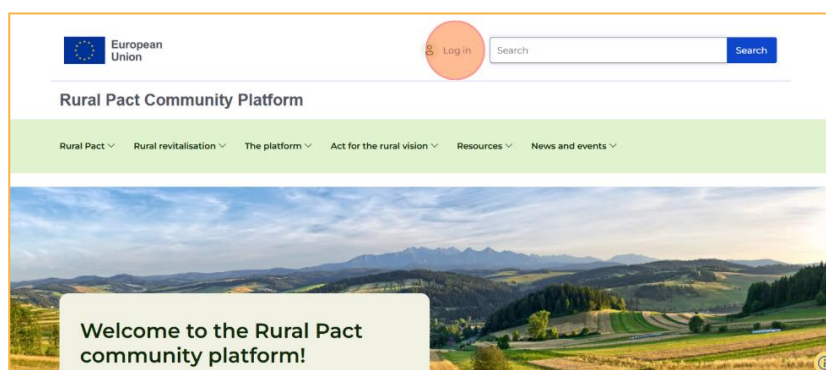
> 1. Navigate to the Rural Pact Website

Link to access: [Rural Pact Platform homepage | Rural Pact Community Platform](https://ruralspact.rural-vision.europa.eu/)



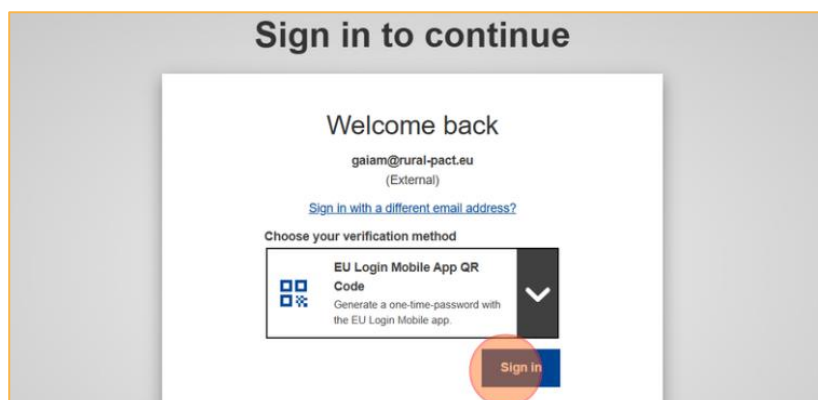
> 2. Click “log in” if you are already a member/have an account

If you are already a member, you can skip steps 4 to 11.



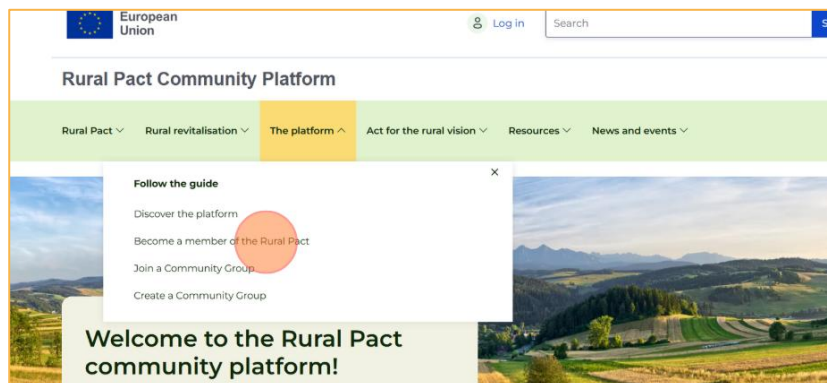
> 3. Sign in with your password

Complete the two-factor authentication on the **EU Login app** on your phone.

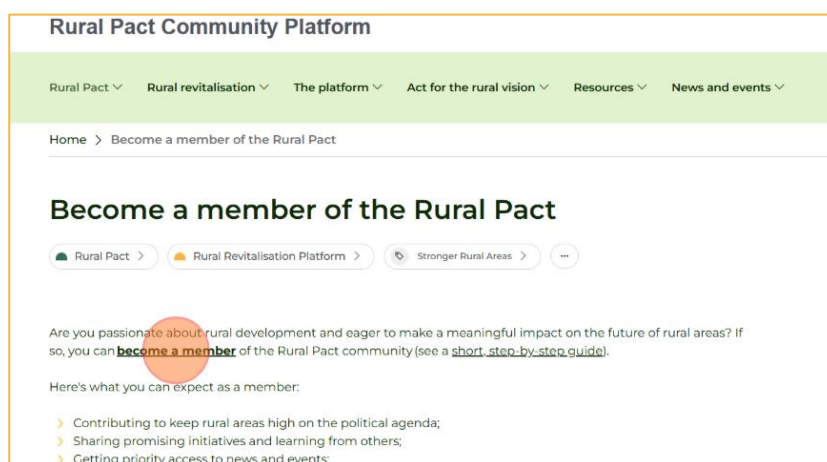


Signing up to become a member of the Rural Pact Community

- > 4. If you're not a member yet, click "Become a member of the Rural Pact", under "The platform" in the main menu

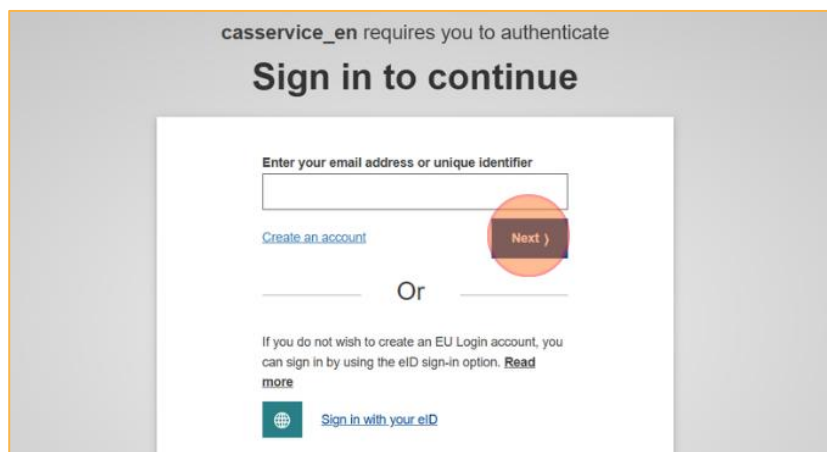


- > 5. Click "become a member"



Setting up an EU Login account

- > 6. This will bring you to the EU Login system. Click "create an account", enter your email address, then click "Next"



- > **7. Fill in your name, confirm your email, and tick off the privacy statement checkbox. Then, click on "Create an account".**

- > **8. You will receive an email asking you to set up your password.**
Click on the link in this **email within the next 24 hours**, set up your password and click "Submit" and then, "Proceed".

- > **9. You will now have to finalise the two-factor authentication (2FA) through the EU Login app.**
Insert your password and select your preferred verification method. Download the **EU Login app** on your phone and complete the authentication.

Completing your Rural Pact Community member profile

- > **10. This will bring you to your new member profile on the Rural Pact website.**

Fill in the fields and note that those marked with * are mandatory.

Try to make your profile as complete as possible - this will make it easier for other members to find and reach out to you.

Note that some of the fields allow you to select multiple options.

- > **11. When you're done, click on "Save".**

You are now a member of the Rural Pact Community and have a website profile.

✓ You have been logged in.

⚠ In order to be allowed to access all pages, you need to create your profile first.

Edit Profile

General Information *

You're filling in this form *

In the name of an organisation

Job Title

Birthdate

dd/mm/yyyy

Stakeholder Type *

- Select a value -

Organisation / Company

Organisation Name

Country *

Belgium

Postal code

1040

Geographical scope of your professional activity or of the organisation

European

Geographical focus

Rural area

Remote rural area

Urban area

Inland area

Mountainous area

Coastal area

Island

Cross-border area

Outermost region

Other

Thematic areas of interest *

Choose some options

One file only.
5 MB limit.
Allowed types: png svg jpg jpeg gif.

Biography

Add a short biography here

Support and privacy *

☒ I support the ten shared goals of the long-term vision for the EU's rural areas and wish to join the Rural Pact Community to reflect on how to build the Rural Pact.

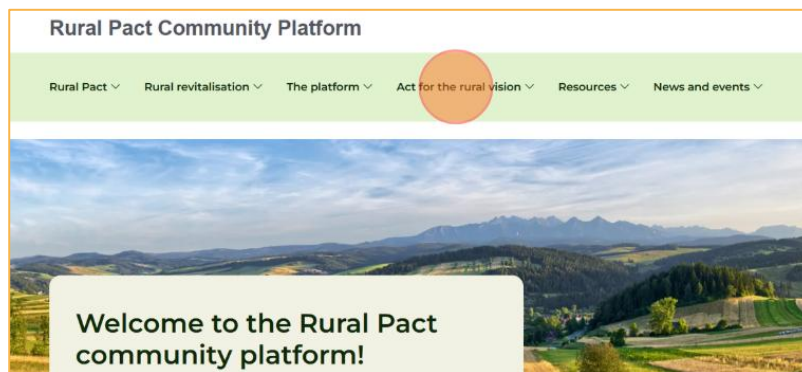
☒ I wish to join the Rural Pact community to receive information about the long-term vision for the EU's rural areas and the development of the Rural Pact and to interact with other community members. I consent to the processing of my personal data for that purpose, as described in the [privacy statement](#).

Save

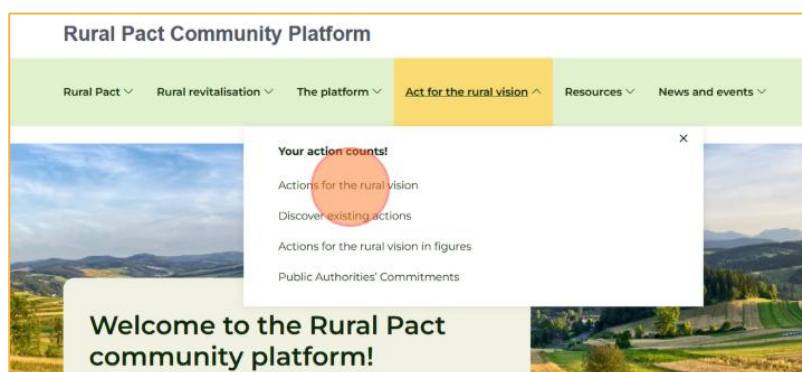
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Creating your first action for the rural vision

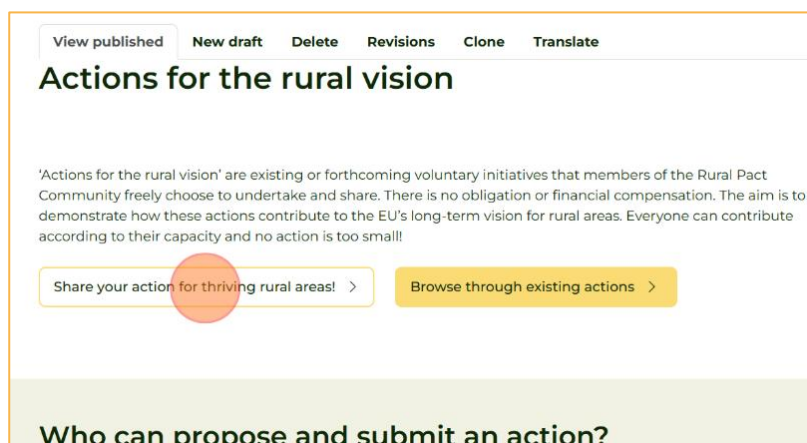
- > **12. To submit your first action, click "Act for the rural vision" in the main website menu.**



- > **13. Click "Actions for the rural vision"**



- > **14. Click "Share your action for thriving rural areas!"**



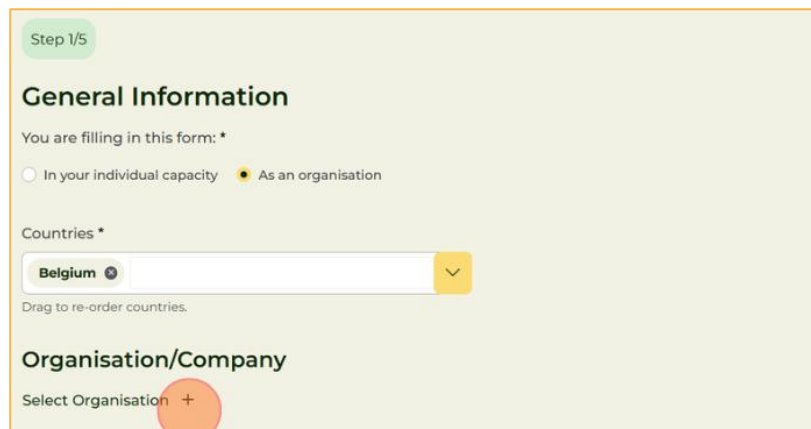
- > **15. This will bring you to the action submission form.**

Be sure to go through all five steps and note that fields marked with * are mandatory.

You can save your 'action draft' as often as you need to - this will not be published on the website at this stage.

Adding or setting up your organisation (if you're committing on its behalf)

If you're submitting an action on behalf of your organisation, you will need to add some basic info about it.



Step 1/5

General Information

You are filling in this form: *

☐ In your individual capacity ☒ As an organisation

Countries *

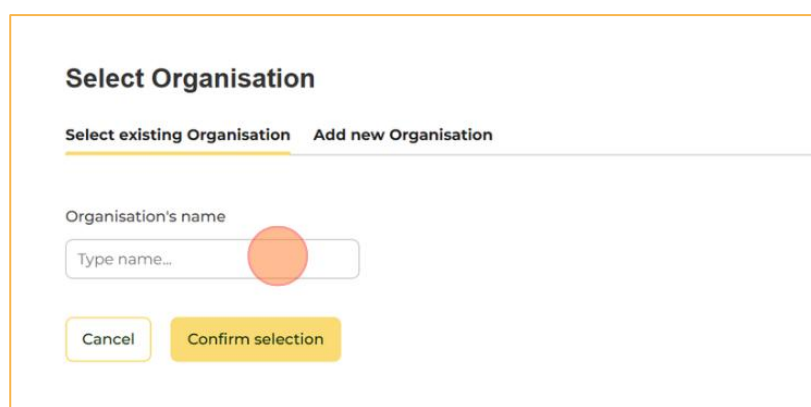
Belgium

Drag to re-order countries.

Organisation/Company

Select Organisation +

But note that our website already contains info on many organisations.



Select Organisation

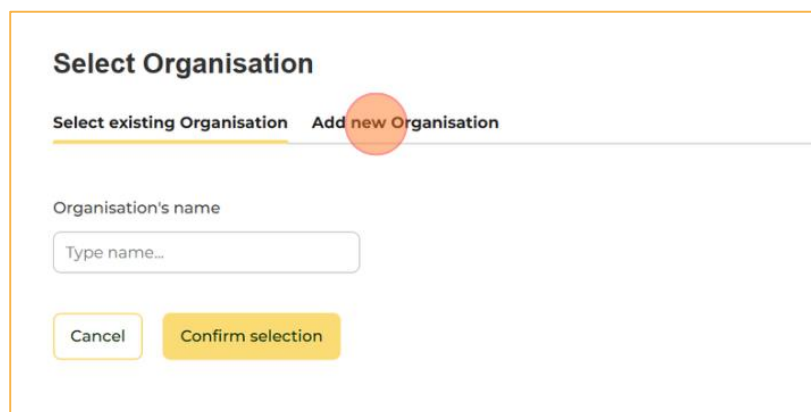
Select existing Organisation Add new Organisation

Organisation's name

Type name...

Cancel Confirm selection

Start typing your organisation's name in the field. If it doesn't pop up, click on "Add new organisation".



Select Organisation

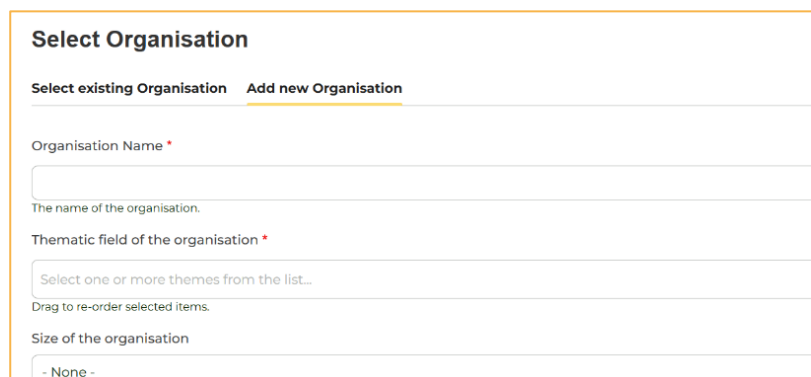
Select existing Organisation Add new Organisation

Organisation's name

Type name...

Cancel Confirm selection

- > **16. Fill in the fields, noting that those marked with * are mandatory.**



Select Organisation

Select existing Organisation Add new Organisation

Organisation Name *

The name of the organisation.

Thematic field of the organisation *

Select one or more themes from the list...

Drag to re-order selected items.

Size of the organisation

- None -

- > **17. When you're done, click on "Save organisation".**

Your organisation's information will automatically appear within Step 1 of the action form.

Click "Next step".

Filling in the action form

- > **18. Fill in subsequent fields as thoroughly and succinctly as possible, noting that fields marked with * are mandatory.**

If you don't have precise info for any of the fields, fill them in with what your expectations or projections are at the moment.

You will be able to make changes to your action at any point in time.

Note that some fields allow you to select multiple options.

If your action hasn't started yet, provide information on what you intend to do - for example, which fund(s) you intend to mobilise or who is likely to benefit from your action.

Funding

If your action needs funding, which funding source do you plan to use?

☒ EU funds

☐ National funding
 ☐ Regional funding
 ☐ Local funding
 ☐ Private funding
 ☐ Other source

If no concrete plans at this stage, you can fill in the resources you **expect** to mobilise.

How much do you plan to invest in your project (in Euros)?

Estimated budget in EUR. Please do not add any separator for thousands (eg. 1.000).

What other resources you plan to invest in your project (human, physical, tech)

If you already have some projected outcomes/results, don't hesitate to outline them - **you can revise these at any time or when your action has been completed.**

You can use the editor menu to format your text, if you wish to.

Which type of territories are likely to benefit the most? *

Rural area x

Please provide a description of your action, including objectives and concrete activities to be implemented

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Saving, submitting and making changes to your action

- > **19. The next step will give you an overview of all the information you provided throughout all five steps.**

You can **either save it as a draft to make changes at a later point** - in this case, your **action will remain a draft and we will not publish it on the website.**

Or you can click on **"Submit an action"** - **this will save it and send us a notification that it's ready for publication on the website.**

Step 5/5

Summary

General Information

You are filling in this form:

As an organisation

Countries

Belgium

You can leave us, the web administrators, a note about your action, if you wish to.

- > **20.** Then, **tick off the checkbox** acknowledging you're responsible for the information provided in the action, then, click "**Submit action**".

- > **21.** Clicking the submit button will take you to your action dashboard where it will appear as being "In review". **Note that while your action is in review, you are not able to make changes to it.**

You are able to make changes to your action when:

- > It is saved as a 'draft', before you click on the 'submit' button
- > After we have reviewed and published it on the website. You can log in to your web profile, navigate to your action via your profile dashboard under "My activity" and make as many changes and as often as needed.