

# COMPLETE YOUR EXPERT PROFILE

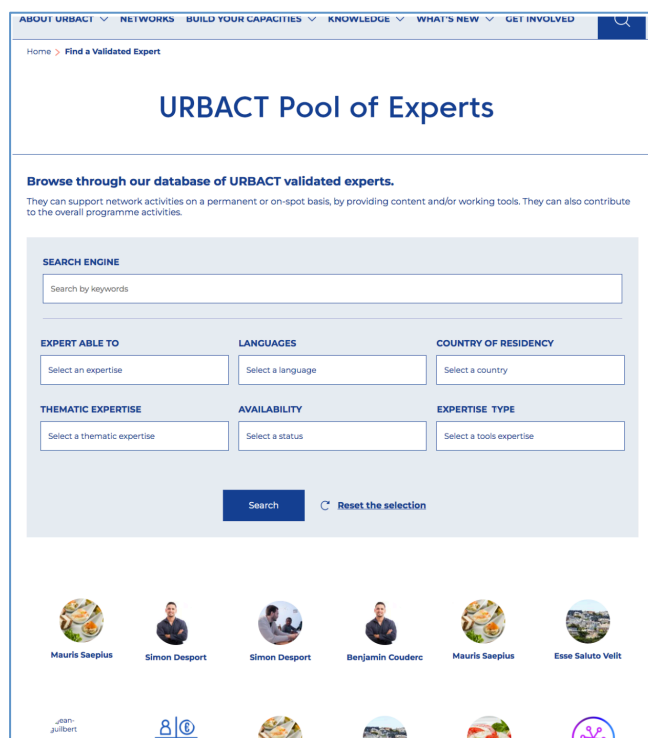
## MARCH 2023

**Well done! If you are visiting this page, it can only mean you have been validated in the URBACT IV Pool of Experts.**

Thorough and up to date information in your URBACT expert public profile will make it easier for the URBACT networks and/or the URBACT Secretariat to reach out to you when searching for most suitable expert profiles to carry out specific expertise missions. Read on to find out how you can make the most of your URBACT expert public profile.

### 1. Find your public profile in the Pool of Experts

Once you are validated, your basic information will be showcased in our **Pool of Experts (urbact.eu/expert-pool)**:



The screenshot shows the URBACT Pool of Experts search engine interface. At the top, there is a navigation menu with links: ABOUT URBACT, NETWORKS, BUILD YOUR CAPACITIES, KNOWLEDGE, WHAT'S NEW, and GET INVOLVED. Below the menu, the page title is "URBACT Pool of Experts". A sub-header reads "Browse through our database of URBACT validated experts." followed by a brief description: "They can support network activities on a permanent or on-spot basis, by providing content and/or working tools. They can also contribute to the overall programme activities." The main section is titled "SEARCH ENGINE" and contains a search bar labeled "Search by keywords". Below the search bar are several filter categories: "EXPERT ABLE TO" (Select an expertise), "LANGUAGES" (Select a language), "COUNTRY OF RESIDENCY" (Select a country), "THEMATIC EXPERTISE" (Select a thematic expertise), "AVAILABILITY" (Select a status), and "EXPERTISE TYPE" (Select a tools expertise). A "Search" button and a "Reset the selection" link are located at the bottom of the filter section. Below the search engine, there is a grid of expert profiles, each represented by a circular profile picture and a name: Mauris Saepius, Simon Desport, Simon Desport, Benjamin Couderc, Mauris Saepius, and Esse Saluto Velt.

Using the **SEARCH ENGINE** you can find your own Expert profile. **Then click on it!**

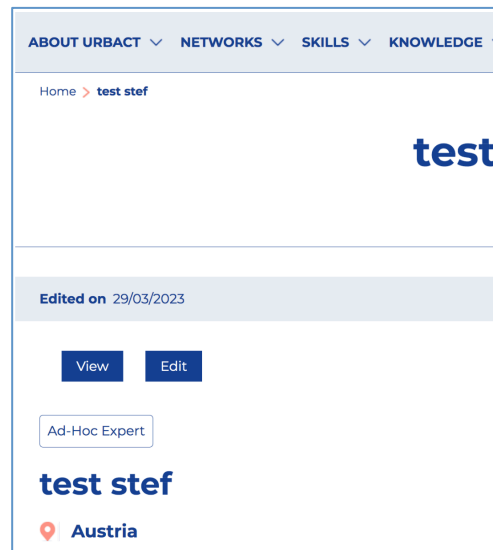


**Simon Desport**

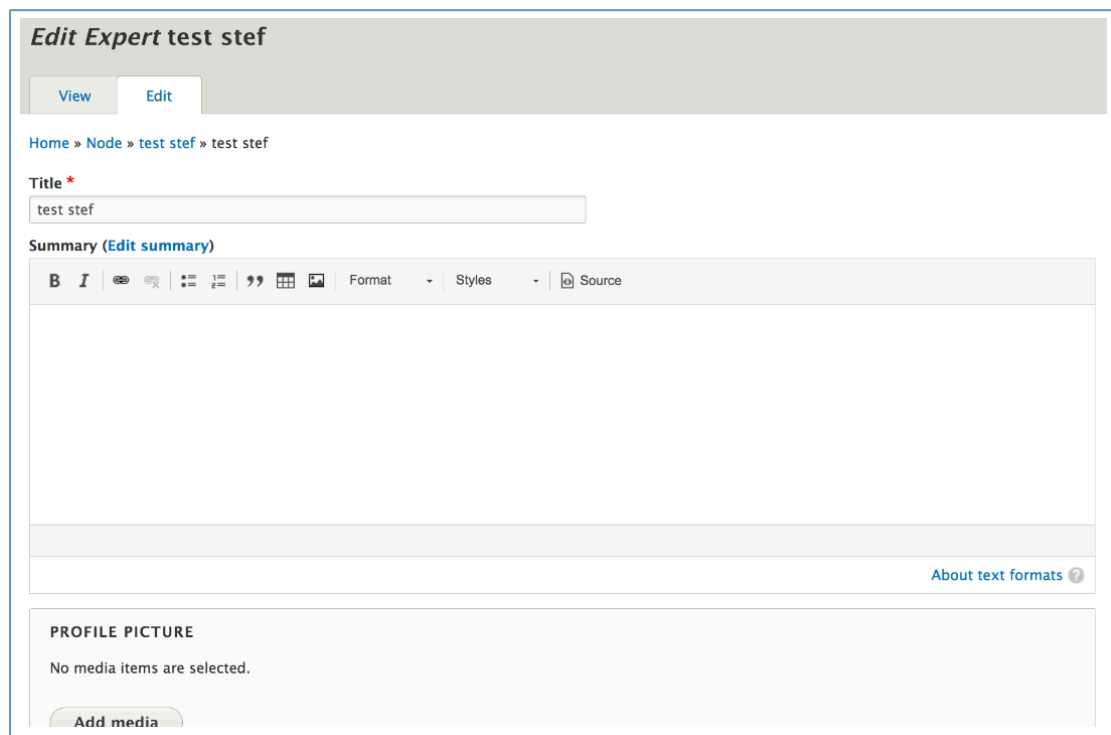
## 2. Access the back-office of your public profile

First of all, be sure to be logged in to the website account you have used to submit your Expert Application (**LOGIN** button on the top right).

After clicking on your public profile, if you are correctly logged in, you will be able to see an **EDIT** button (to the left). **Click on it.**



This action will lead you to the back-office of your own profile, where you can make changes to your basic and generic information:

A screenshot of the 'Edit Expert test stef' back-office form. The title bar reads 'Edit Expert test stef'. Below the title are 'View' and 'Edit' buttons. The breadcrumb 'Home > Node > test stef > test stef' is shown. The 'Title \*' field contains 'test stef'. Below is a 'Summary (Edit summary)' section with a rich text editor toolbar including bold, italic, link, unlink, bulleted list, numbered list, quote, table, and image icons, along with 'Format', 'Styles', and 'Source' options. A 'PROFILE PICTURE' section below shows 'No media items are selected.' and an 'Add media' button. A link for 'About text formats' is at the bottom right of the text editor area.

*Expert profile back office*

**Please be mindful that you cannot change all information that is showcased in your public profile.** Some sections (e.g. validation block and availability) are exclusively filled up by the URBACT Secretariat. Nonetheless, you can (and should!) update other contact and general information.

### 3. Pay special attention to your SUMMARY

Your **SUMMARY** is the most important content, when it comes to what URBACT Networks should know. Make sure to write down an appealing pitch!

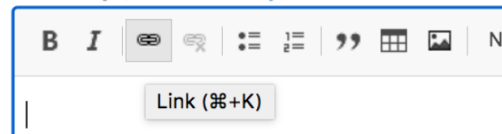
In addition to the generic information around the types of expertise you have been validated for (which will be automatically displayed on your profile), **the SUMMARY section provides an opportunity for all validated experts to showcase more focused information around unique qualities and points of difference.**

You can summarise your experience within and outside URBACT. You can present your latest experience and achievements as well as the approaches that shape the quality of your work. Don't forget to mention URBACT Networks you have worked with in the past and what was your expertise role.

And finally, be succinct and straight to the point! People tend to not finish reading texts that are too long.

You can as well use the following icon to embed hyperlinks to your profile.

Summary ([Edit summary](#))



### 4. Complete other sections of your profile

At last, don't forget to add a **recent PROFILE PICTURE**, update any **LANGUAGES of proficiency** and your **current COUNTRY of residence**.

You can also add **different SOCIAL MEDIA channels**, as you please:

Austria (1 / )

**SOCIAL LINKS**

[Add Link](#) to Social links

Contact position

## 5. Edit it whenever you want it and press SAVE!

Your URBACT Expert public profile will be visible throughout the whole duration of the URBACT IV Programme, until 2027. Hence, why you should come back to your public profile from time to time to update new achievements and experiences.

Whenever there are new things uploaded to your public profile, be sure to always click on the **SAVE** button at the end of the page:

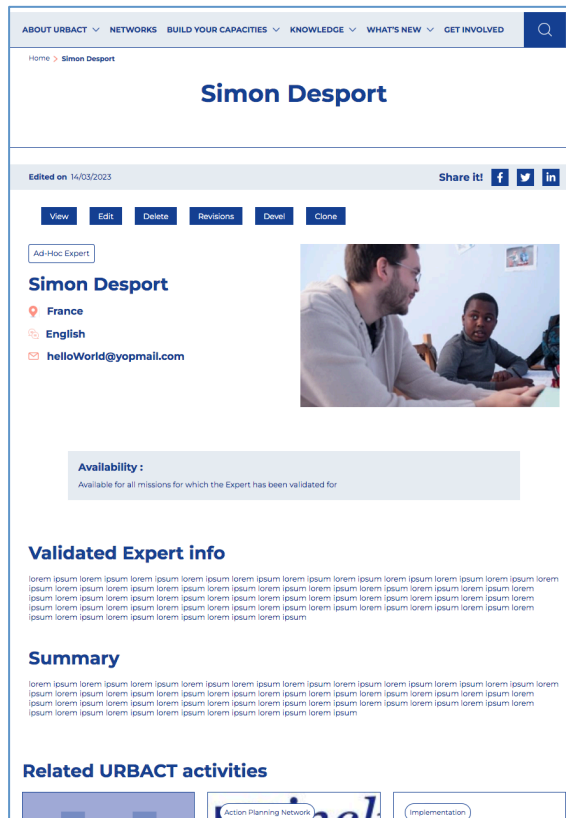
teststef (2258)

Save

Pre

## 6. Check your public profile on the front office

Be sure to check how your public profile looks in the front office – how anyone sees your profile on the website:



**Should you found any technical issues or if you have any questions, send an e-mail to [EXPERT@URBACT.EU](mailto:EXPERT@URBACT.EU)**