



WhatsOn
Fostering partnership
against organized crime



WhatsOn Guide

UNODC Civil Society Unit (CSU) / 2023

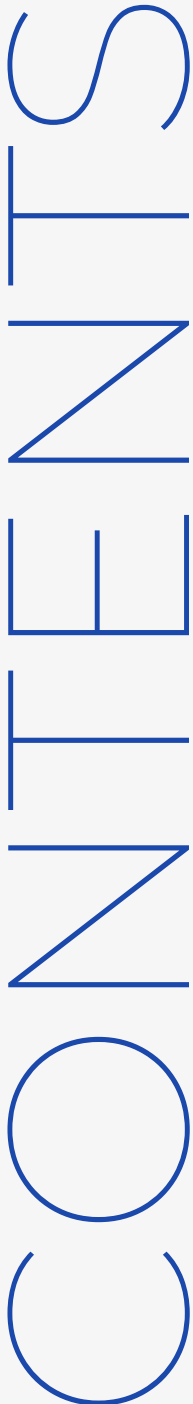
Welcome to WhatsOn Multistakeholder Database & Knowledge Hub!

To support your registration process and to ensure that you can use all the features of WhatsOn, we have prepared the following guide, which we encourage you to read carefully. The WhatsOn Multistakeholder Database and Knowledge Hub is a platform for non-governmental stakeholders working on preventing and combatting organized crime and corruption, and allows its members to network and share knowledge and experience interactively.

We hope that you will make use of the WhatsOn to benefit your work and in doing so, help fight transnational organized crime and corruption.

Sincerely,
Your WhatsOn Team

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Registration and Log In

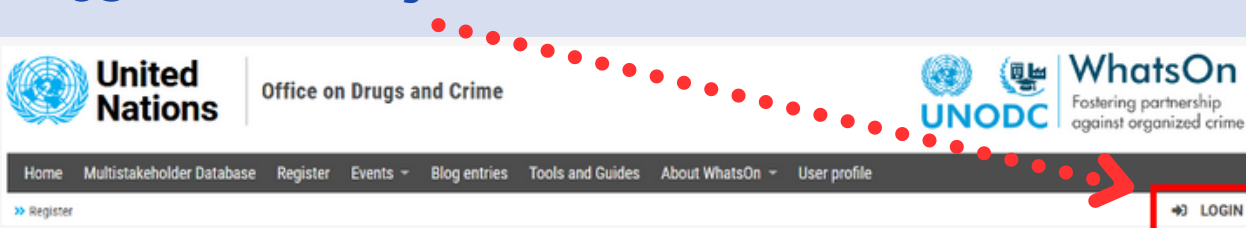
To get access to WhatsOn, all its information and features stakeholders must register their organizations. This is a step-by-step guide to register yourself and to create a profile for your organization:

01 Go to the WhatsOn website <https://whatson.unodc.org/>.

02 Click “Register”.



03 Click “Log In”.



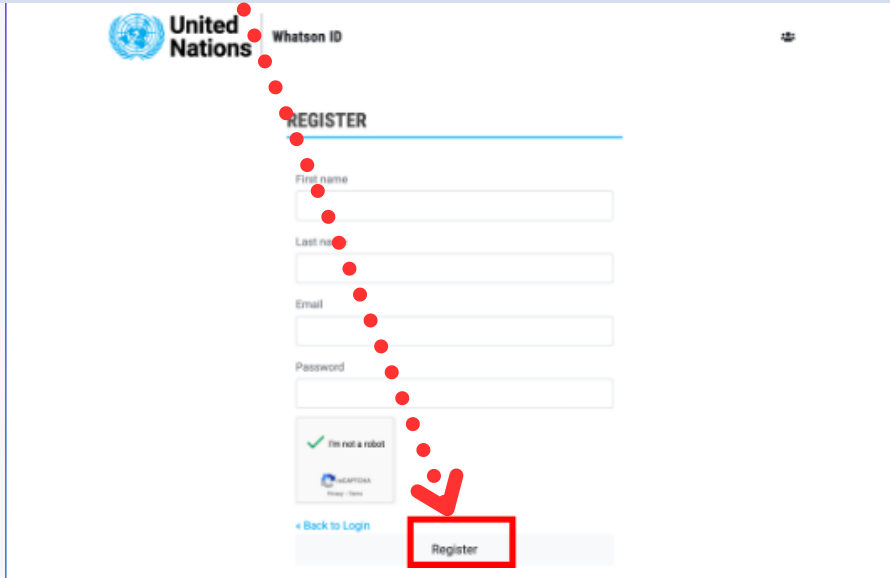
04 The log-in form will appear.

05 Click “Register” on the bottom of the form.

The screenshot shows the log-in form. It has a title 'LOG IN' and two input fields for 'Email' and 'Password'. Below these fields are links for 'Forgot Password?' and a 'Log In' button. There is also an 'or' section with a link to 'Sign in with your @un.org email address and Unite Identity password'. At the bottom, there is a 'New user?' link and a 'Register' link. The 'Register' link is highlighted with a red box, and a red arrow points to it from the step instruction above.

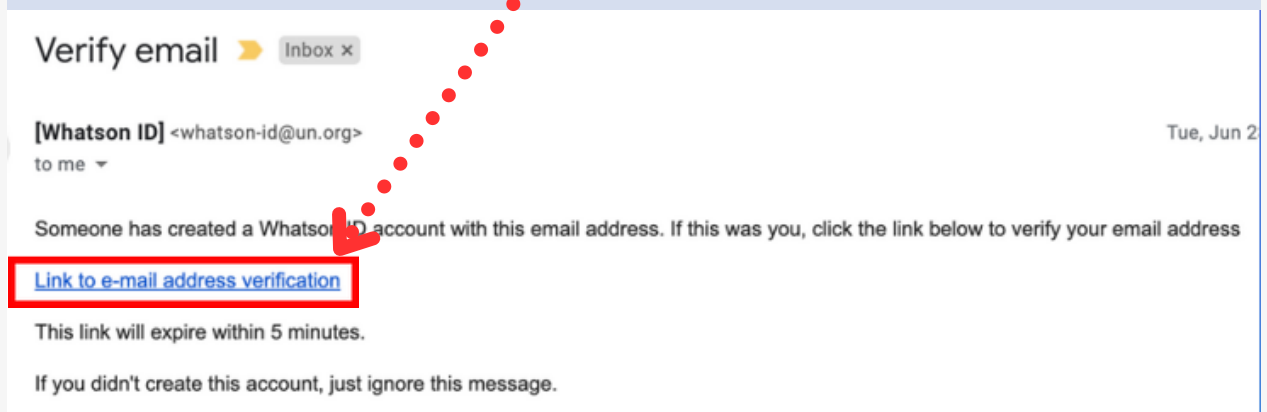
06 Fill in the required information in the form.

07 Click “Register” to confirm your information. You will receive a verification e-mail to the mail address you provided in the form.



08 Go to your personal mail account.

09 Click on the verification link received from whatson-id@un.org to complete your registration. If you cannot find the verification link in your inbox, please check your spam folder.

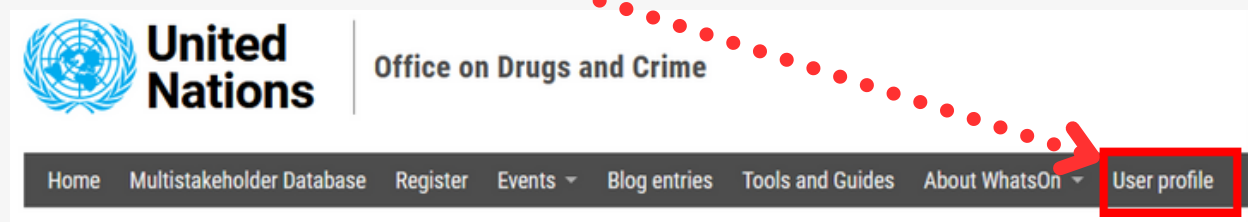


10 Once you have done everything correctly, you should be registered and can log into your account.

Create your Organization's Profile

01 Go to the WhatsOn website <https://whatson.unodc.org/> and sign in if you are not already signed in.

02 Go to “User Profile”.



03 Click on “Edit Profile”.

The screenshot shows the 'WhatsOn User Profile' form. The 'Edit profile' button is highlighted with a red box. A red arrow points from the 'Edit profile' button to the 'Registration and Log In' text.

Registration and Log In

04 Fill in the form to provide further information on your organisation. Please provide as much information as possible.

The screenshot shows the 'Multi stakeholder database entry' form. The 'Add Element' button is highlighted with a red box. A red arrow points from the 'Add Element' button to the '05' step instruction.

05 Add information (if necessary) by selecting the “Add Element” button.

06 Once you have completed your organization's profile, click "Save" and then "Request access to WhatsOn".



WhatsOn User Profile

Name:

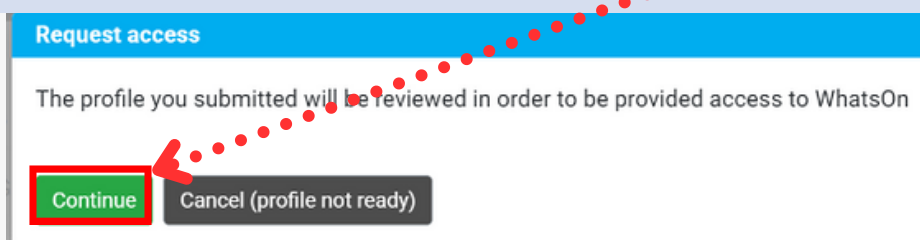
Status: draft

In order to let us know which organization you represent, please use the "Edit profile" button to submit information about yourself.

[Edit profile](#)

[Request access to WhatsOn](#)

07 Confirm your request by clicking "Continue".



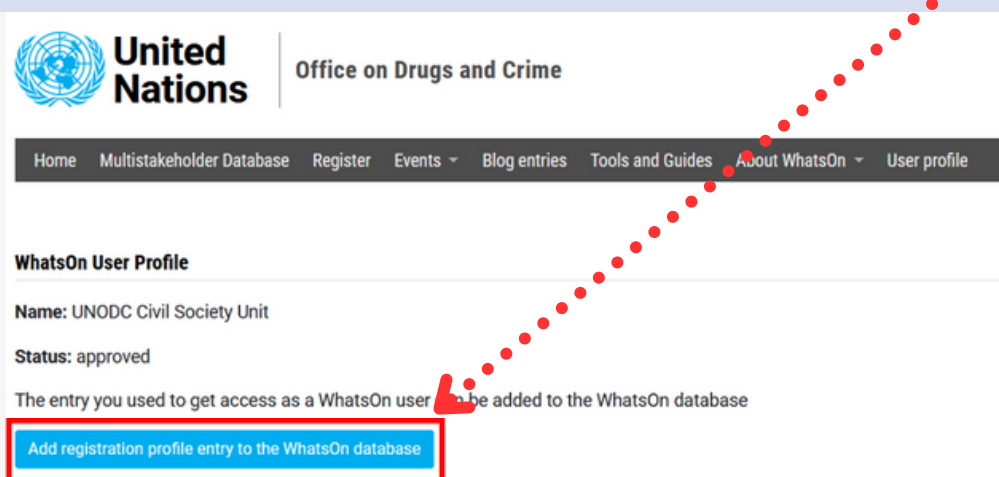
Request access


The profile you submitted will be reviewed in order to be provided access to WhatsOn

[Continue](#) [Cancel \(profile not ready\)](#)

08 At this stage your request should be completed. The administrator will review and approve your registration within a few working days after which you will receive a confirmation email.

09 Once your profile has been approved, you can add it to the WhatsOn database, to make it visible to other members and the general public. To do that please click the "Add registration profile entry to the WhatsOn database" button under "User Profile".




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[Home](#) [Multistakeholder Database](#) [Register](#) [Events](#) [Blog entries](#) [Tools and Guides](#) [About WhatsOn](#) [User profile](#)

WhatsOn User Profile

Name: UNODC Civil Society Unit

Status: approved

The entry you used to get access as a WhatsOn user can be added to the WhatsOn database

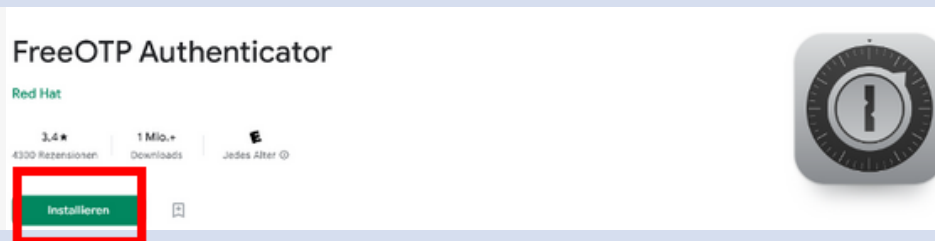
[Add registration profile entry to the WhatsOn database](#)

By creating a profile for your organization, you automatically become the organization's Focal Point who can edit the profile, write blog entries and calendar events for your organization.

Set Up Multi-Factor Authentication

WhatsOn requires multi-factor authentication. This means that in addition to entering your password to sign in, you are also required to confirm the log-in through freeOTP authenticator or Google authenticator (this is available for Android and Apple and can be downloaded free of charge). Once the multi-factor authentication is set up, members are required to confirm their identity every time they log in. This is a step-by-step guide to install the freeOTP authenticator:

01 Download the app on your mobile phone through your App Store.



02 Open the app and click on the barcode symbol at the top.



03 Scan the barcode on the WhatsOn page by holding your mobile phone's camera or the QR code reader in front of the screen (as if you were taking a picture of the code).



Unable to scan?

04 Choose an icon by selecting it.

05 Enter the password you see on your phone's screen and enter a device name (optional).

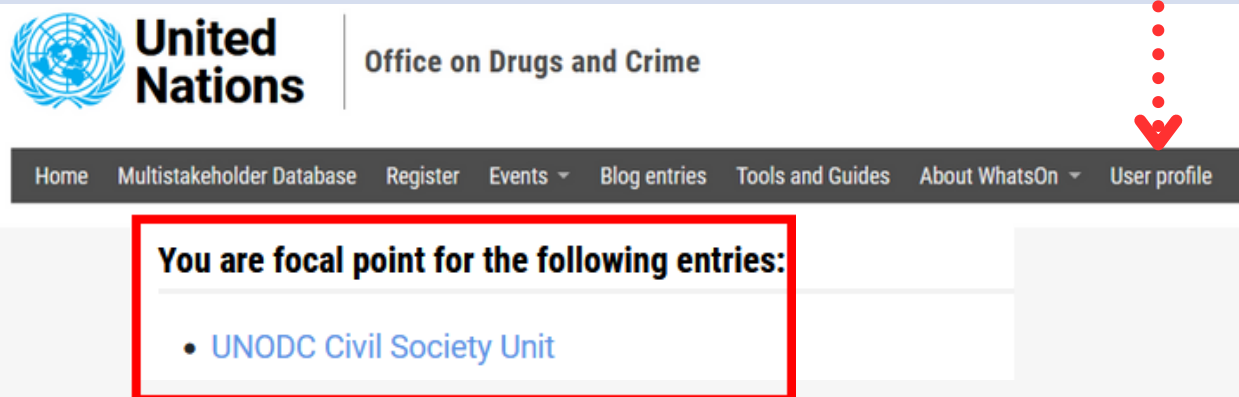
One-time code *

 Device Name

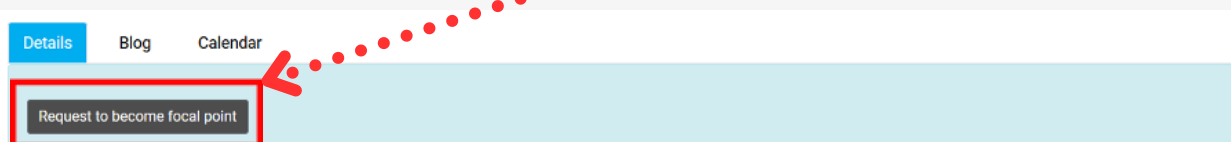
06 Click "Submit" to confirm.

WhatsOn Focal Point

- 01** Every WhatsOn member has a Focal Point. This status is automatically assigned to the person who creates the organisation's profile on the platform. The Focal Point can change the profile information, write blog entries, and add events to the Calendar for their organization. Information about Focal Points for an organization is listed under "User Profile" of the member's profile.



- 02** Should your organisation already have a profile without a Focal Point you can request to become one by going to your organization's profile and clicking "Request to become focal point".



- 03** The request will be reviewed by WhatsOn administrators to ensure the security of your organization and that of other members.

WhatsOn Blog

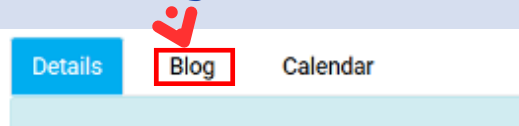
The WhatsOn Blog allows members to share news, stories and activities about their organization's work. At the same time, Blogs inform members about the work carried out by other colleagues.

01 An organization's Focal Point can write and publish Blog post on behalf of their organization.

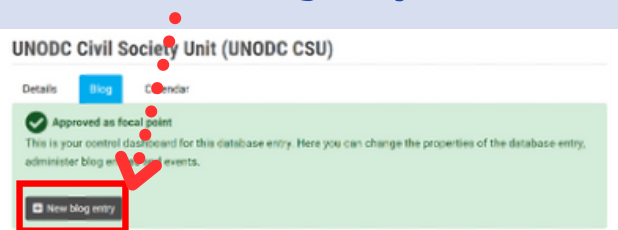


02 Go to your organization's profile.

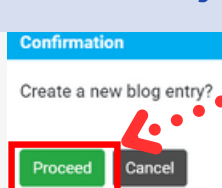
03 Click on "Blog".



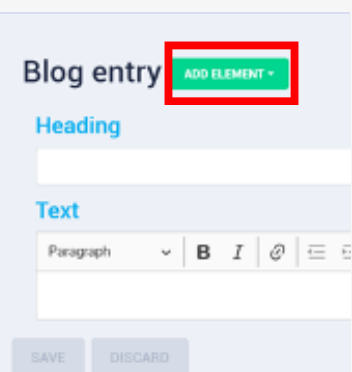
04 Click on "New blog entry".



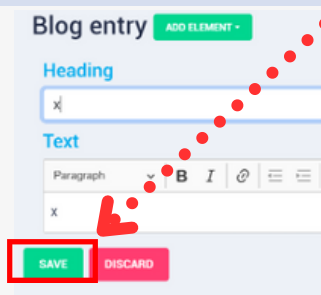
05 Confirm by clicking "Proceed".



06 Create your blog entry by using the form provided. You can add tags to the blog by clicking "ADD ELEMENT". Please make your blog precise and keep in mind that "less is more". We would recommend to write short and precise entries, and to keep it within 200 words to ensure that other members will read the essential information.



07 Confirm by clicking “Save”.



Blog entry **ADD ELEMENT +**

Heading

x

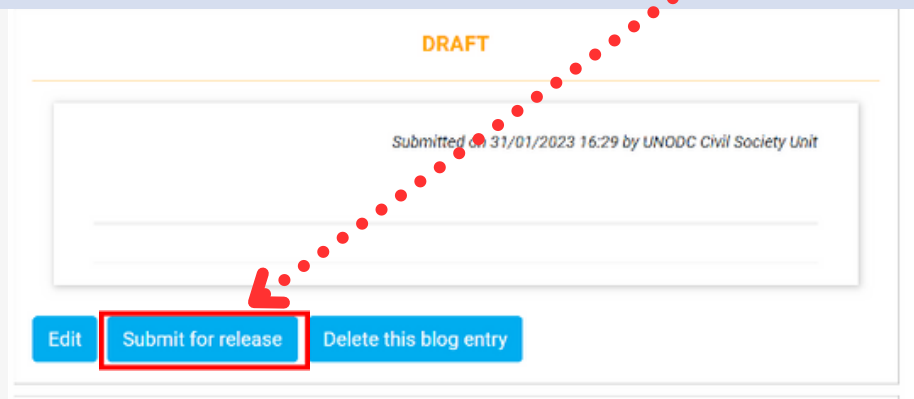
Text

Paragraph **B I**

x

SAVE **DISCARD**

08 You can now see your blog draft and click “Submit for release”. As soon as the blog entry has been checked and approved by WhatsOn administrators, it will be posted on the platform for other members and the general public to access and read it.



DRAFT

Submitted on 31/01/2023 16:29 by UNODC Civil Society Unit

Edit **Submit for release** **Delete this blog entry**

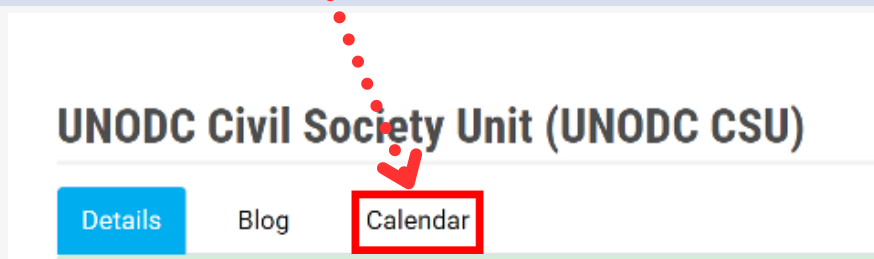
WhatsOn Event Calendar

The WhatsOn Calendar allows Focal Point to share and promote the members’ activities to other members and the general public.

To create a calendar event for your organization please follow these steps:

01 Go to the organization’s profile for which you are the focal point.

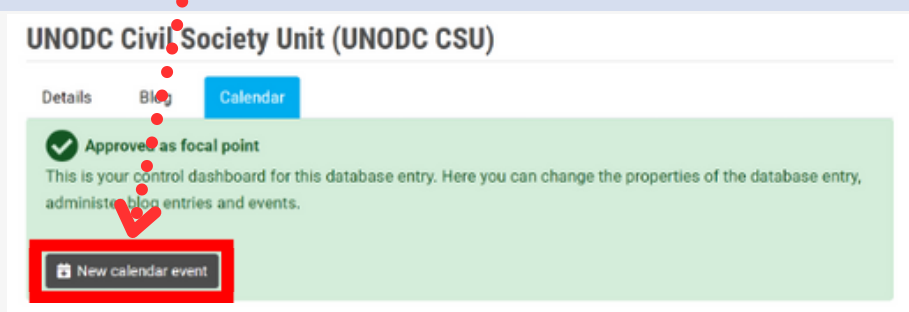
02 Click on the “Calendar” button.



UNODC Civil Society Unit (UNODC CSU)

Details **Blog** **Calendar**

03 Click “New calendar event”.





























04 Fill in relevant information regarding your event by using the form provided.

Add/Edit Event

Heading

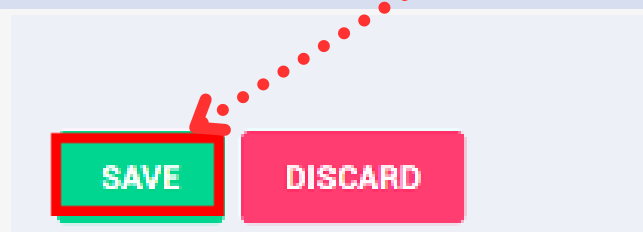
Description

Paragraph **B** *I*                          

Country

Date start

05 Scroll down and click “Save”.



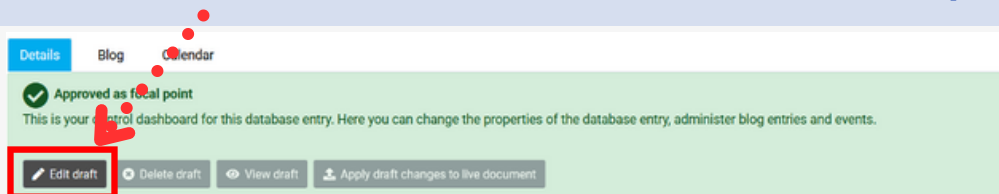
06 As soon as you have saved the event it will be posted for WhatsOn members and the general public to see.

Change Organization's Information

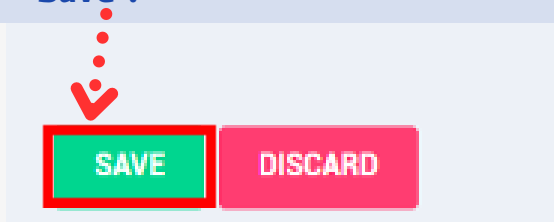
An organization's focal point is able to independently make changes to the organization's profile. To do so, please follow these steps:

01 Go to the organization's profile for which you are the Focal Point.

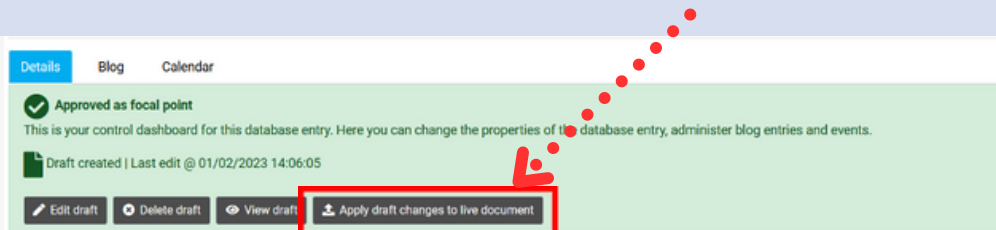
02 Click "Edit draft" and make the desired changes in the form provided.



03 After the desired changes have been done, scroll down and click "Save".



04 To publish the changes, click "Apply draft changes to live document"



05 The changes will be applied to your profile immediately and visible on the WhatsOn.

UNODC Civil Society Unit



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