



EUROPEAN PSYCHIATRIC ASSOCIATION

# EPA Extranet Guide for Sections

3 February 2021



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## Who is the Section's Extranet Administrator?

1. Each Section **shall nominate a Section Committee member** who will be administering the Section's account on the Extranet
2. The **Section's Extranet Administrator's role** is to:
  - a) Update Section's details (e.g. aims, activities, etc.)
  - b) Update the composition of the Section Committee
  - c) Manage the list of Section members
  - d) Submit the Section's annual report
3. Each Section **shall inform the EPA Office** of who is its Extranet Administrator, so that the EPA Office can give him/her access to the Section's Extranet account



**NOTE:** For technical reasons, only one person at a time can act as the Section's Extranet Administrator



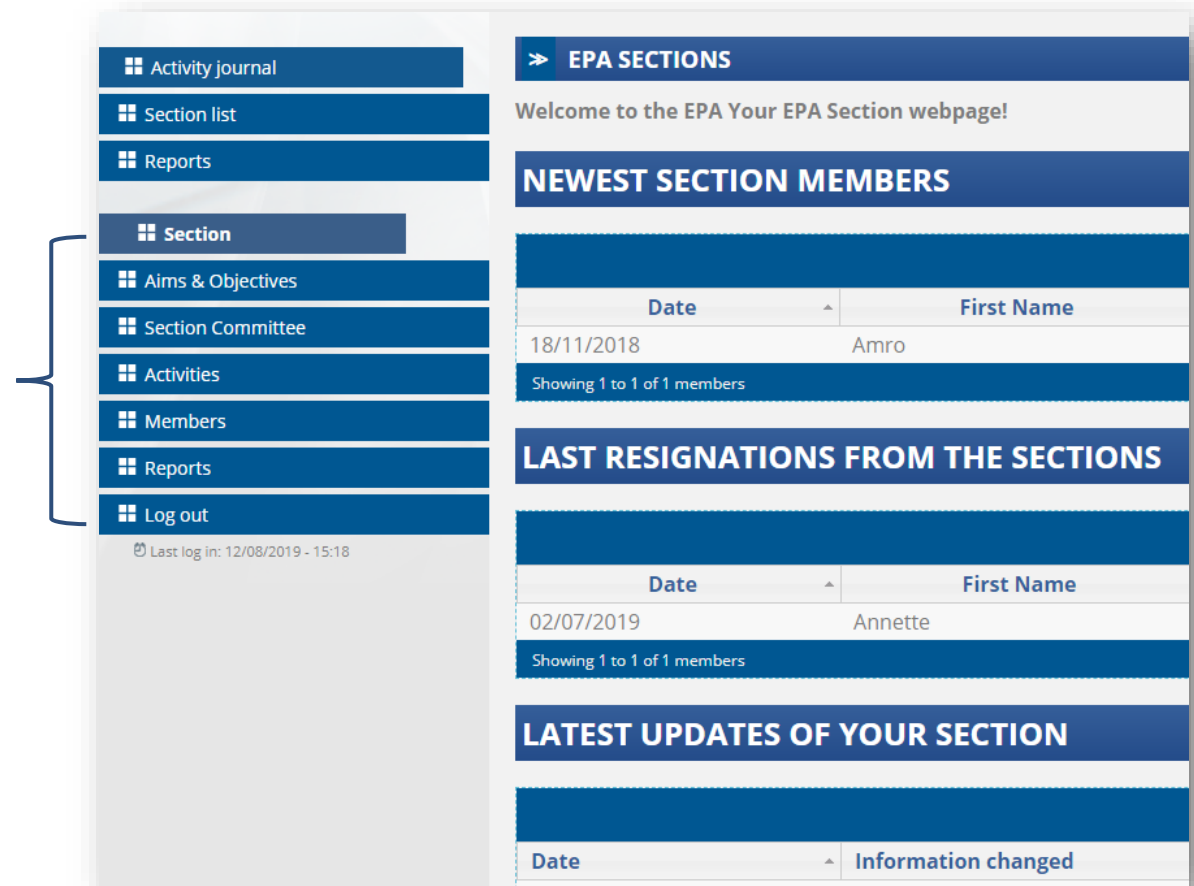
## How to connect to the Section's Extranet account?

1. The Section's Extranet Administrator has access to the Section's Extranet account **via his/her personal account as EPA Individual Member**
2. To connect, go to [extranet.europsy.net](http://extranet.europsy.net)
3. Enter the e-mail address and password from your personal account on the Extranet
4. Click on "Connection"

The screenshot shows a login interface for the EPA Extranet. At the top, a dark blue banner reads "WELCOME TO THE EPA MEMBERS' ONLY AREA!". Below this, there are two input fields: "Email" and "Password". To the right of the "Password" field is a dark blue button labeled "Connection". Below the input fields, there is a link with a padlock icon that says "Forgot your password or username?". At the bottom, there is a button that says "If you are not yet registered, please click here."

## After logging in:

The menu from your Section's Extranet account appears on the **left-hand side** of the screen



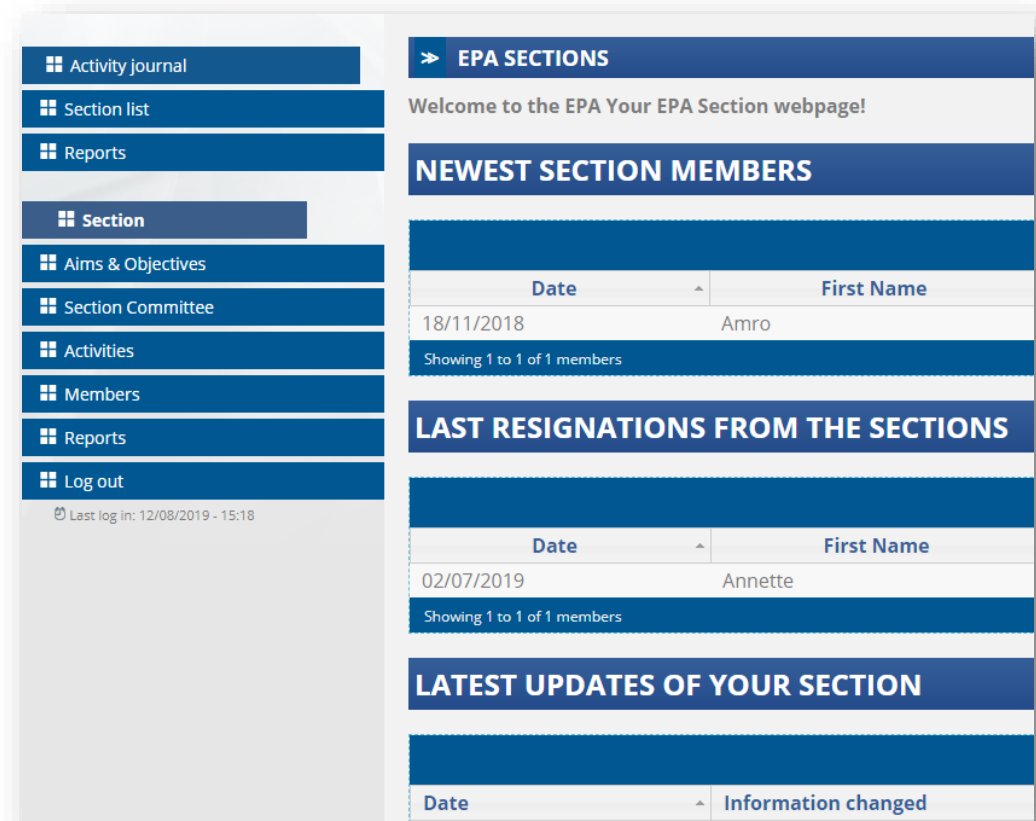
The screenshot displays the EPA Extranet interface. On the left-hand side, there is a navigation menu with the following items: Activity journal, Section list, Reports, Section (highlighted), Aims & Objectives, Section Committee, Activities, Members, Reports, and Log out. Below the menu, it shows the last login time: 12/08/2019 - 15:18.

The main content area is titled "EPA SECTIONS" and includes a welcome message: "Welcome to the EPA Your EPA Section webpage!". Below this, there are three sections:

- NEWEST SECTION MEMBERS**: A table with columns "Date" and "First Name". It shows one member: 18/11/2018, Amro. Below the table, it says "Showing 1 to 1 of 1 members".
- LAST RESIGNATIONS FROM THE SECTIONS**: A table with columns "Date" and "First Name". It shows one resignation: 02/07/2019, Annette. Below the table, it says "Showing 1 to 1 of 1 members".
- LATEST UPDATES OF YOUR SECTION**: A table with columns "Date" and "Information changed".

## “My Section” tab

- 1. Newest Section Members**  
(EPA Individual Members who joined your Section)
- 2. Last Resignations from the Section**  
(Members who have left the Section)
- 3. Latest Updates of Your Section**  
(changes made by the EPA Office or yourself)

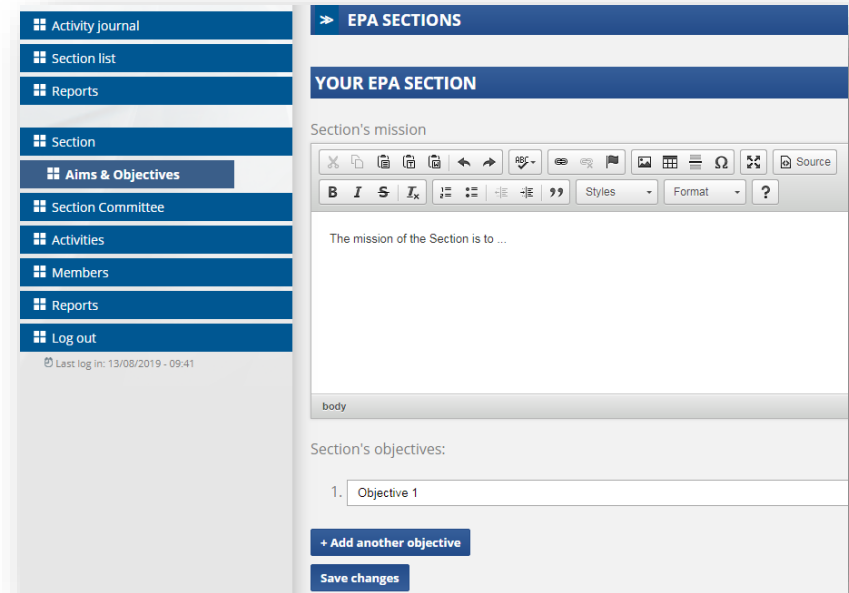


The screenshot shows a web interface for a user's section. On the left is a navigation menu with the following items: Activity journal, Section list, Reports, Section (highlighted), Aims & Objectives, Section Committee, Activities, Members, Reports, and Log out. Below the menu, it shows 'Last log in: 12/08/2019 - 15:18'. The main content area is titled 'EPA SECTIONS' and includes a welcome message: 'Welcome to the EPA Your EPA Section webpage!'. It features three sections:

- NEWEST SECTION MEMBERS**: A table with columns 'Date' and 'First Name'. It shows one member: 18/11/2018, Amro. Below the table, it says 'Showing 1 to 1 of 1 members'.
- LAST RESIGNATIONS FROM THE SECTIONS**: A table with columns 'Date' and 'First Name'. It shows one resignation: 02/07/2019, Annette. Below the table, it says 'Showing 1 to 1 of 1 members'.
- LATEST UPDATES OF YOUR SECTION**: A table with columns 'Date' and 'Information changed'.

## “Aims & Objectives” tab

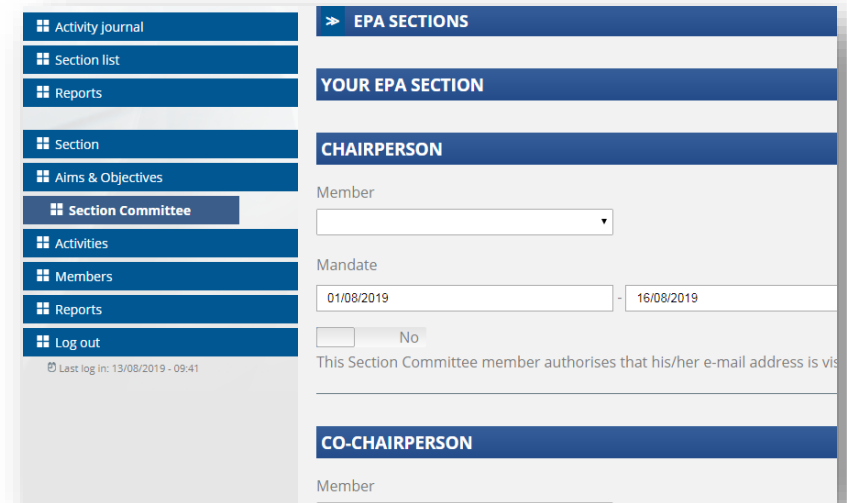
- **Update your Section’s mission and objectives**, whenever needed
- Do not forget to click on **“Save changes”** before leaving the page
- **Your Section’s webpage** on the EPA website will get updated automatically



The screenshot shows the user interface for editing a section's aims and objectives. On the left is a navigation menu with the following items: Activity journal, Section list, Reports, Section, **Aims & Objectives** (highlighted), Section Committee, Activities, Members, Reports, and Log out. Below the menu, it shows 'Last log in: 13/08/2019 - 09:41'. The main content area is titled 'EPA SECTIONS' and 'YOUR EPA SECTION'. It features a 'Section's mission' field with a rich text editor toolbar (bold, italic, underline, link, unlink, list, ul, indent, outdent, quote, styles, format, help) and a text area containing 'The mission of the Section is to ...'. Below this is a 'Section's objectives' section with a list containing one item: '1. Objective 1'. At the bottom of the objectives list are two buttons: '+ Add another objective' and 'Save changes'.

## “Section Committee” tab

- **Update your Section Committee composition** whenever changes happen (e.g. after elections) and include the duration of their mandates
- The first three positions are mandatory: **Chair, Co-Chair and Secretary**
- It is also possible to add up to 3 Councillors



The screenshot shows the 'Section Committee' tab in the EPA website. The left sidebar contains a navigation menu with the following items: Activity journal, Section list, Reports, Section, Aims & Objectives, **Section Committee** (highlighted), Activities, Members, Reports, and Log out. Below the menu, it shows 'Last log in: 13/08/2019 - 09:41'. The main content area is titled 'EPA SECTIONS' and 'YOUR EPA SECTION'. Under the 'CHAIRPERSON' section, there is a 'Member' dropdown menu, a 'Mandate' field with a date range from '01/08/2019' to '16/08/2019', and a checkbox labeled 'No'. Below this, there is a text box for authorization: 'This Section Committee member authorises that his/her e-mail address is vis...'. The 'CO-CHAIRPERSON' section is partially visible below.

**NOTE:** Only paid-up EPA members who are members of the Section are eligible to be elected to the Section Committee



- Each Section Committee member can choose to **display or not display his/her e-mail address** on the EPA website. It is up to the Section administrator to check with each Section Committee member if he/she agrees to displaying his/her e-mail address.
- Do not forget to click on “**Save changes**” before leaving the page
- Your Section’s web page **on the EPA website** will be updated automatically



“Section Committee” tab

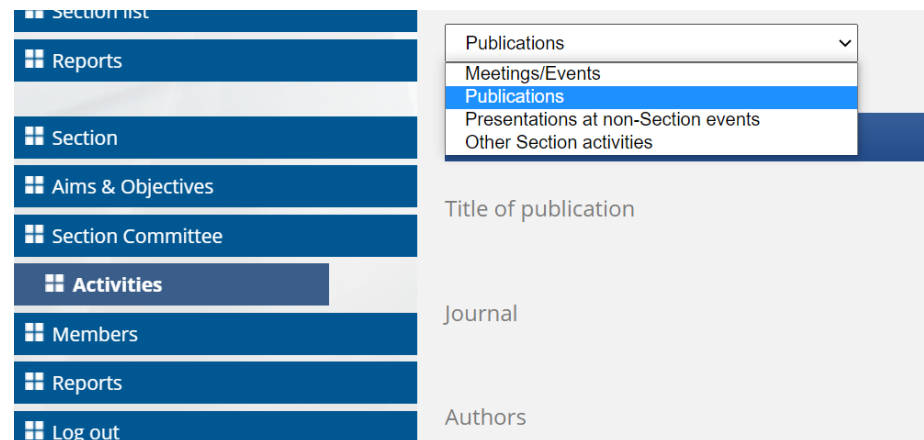
## “Activities” tab

- It is possible to add **4 different categories of activities**:
  1. Meetings/events
  2. Publications
  3. Presentations at non-Section events (e.g. as invited speakers)
  4. Other Section activities (e.g. surveys, consultations, collaborations)

- **To add a new activity**, click on the respective button at the bottom of the page and select the activity category.

- Once the category selected, the relevant fields will appear.

- Once all fields of an activity are filled in, click on “**Save changes**” to register your activity



Section list	Publications
Reports	Meetings/Events
Section	Publications
Aims & Objectives	Presentations at non-Section events
Section Committee	Other Section activities
<b>Activities</b>	Title of publication
Members	Journal
Reports	Authors
Log out	

- **Future activities** should be added just like any other activity. The system will identify the future activities according to the dates and they will be automatically shown on the Section's dedicated page on the EPA website and included under "Future activities in the Annual Report.
- **Privacy policy:** refrain from including a list of participants in attendance at Section events when entering information about the event in the appropriate field within your Extranet account ("Meeting/events"). It is permissible, however, to include the names of speakers and their presentation titles when reporting a public meeting or event.

### **Recommendation:**

- **Regularly adding planned Future activities** will not only ensure added promotion on the Section's web pages but facilitate annual reporting in due course

**"Activities" tab**



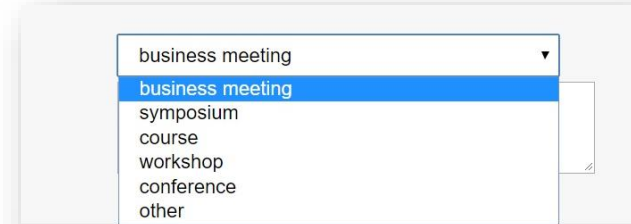
- If you need to make any changes in the activity, edit the relevant fields and click on **“Save changes”**
- Once an activity is added, you can also **upload documents** related to the activity
- **You can add as many activities as necessary.** Just repeat the process of adding a new activity as many times as needed.
- **To delete an activity,** click on “Delete this activity” directly below the last field of the activity concerned

**“Activities” tab**

## “Activities” tab: Meetings/events

- You can select the following **types of meetings/events**:

1. Business meeting (internal meeting of the Section)
2. Symposium
3. Course
4. Workshop
5. Conference
6. Other



### NEW ACTIVITY : MEETINGS/EVENTS

Type of meeting/event

Name of meeting/event

Start date

End date

Location

Description

- For each meeting/event, it is compulsory to provide: **name, start and end dates, location, and description.**
- There no need to repeat the type of meeting in the name of the meeting (eg: “Business meeting of the Section”) as the type of meeting is listed above the name on the webpage and in the Annual Report.
- The fields Partners and Attendance are optional.

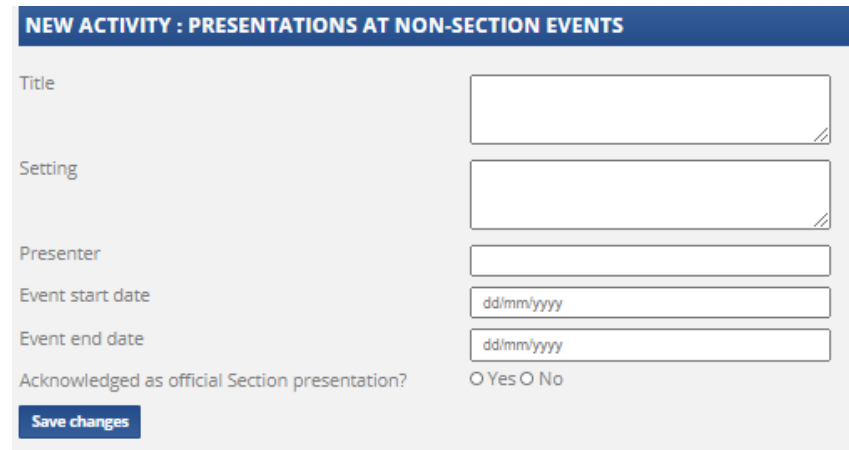
## “Activities” tab: Publications

- For each **publication**, the following information is compulsory:
  1. **Title** of publication
  2. **Journal**
  3. **Authors**
  4. **(Expected) Publication date**
  5. Specify whether this is an official Section publication

A screenshot of a web form titled 'NEW ACTIVITY : PUBLICATIONS'. At the top, there is a dropdown menu with 'Publications' selected. Below the title, the form contains several text input fields: 'Title of publication', 'Journal', 'Authors', '(Expected) Publication date', and 'Acknowledged as official Section publication?'. At the bottom of the form is a blue button labeled 'Save changes'.

## “Activities” tab: Presentations at non-Section events

- This category of activity allows you to add any presentation made by the Section at an event held by another organisation.
- For each **presentation**, please provide the following mandatory information:
  1. **Title** of the presentation
  2. **Setting** (at which event and in what capacity it was presented)
  3. **Presenter’s** name
  4. **Start and End dates**
  5. Specify whether this was done as an official Section’s presentation

A screenshot of a web form titled "NEW ACTIVITY : PRESENTATIONS AT NON-SECTION EVENTS". The form contains several input fields: "Title" (a large text area), "Setting" (a text area), "Presenter" (a text field), "Event start date" (a date field with a placeholder "dd/mm/yyyy"), "Event end date" (a date field with a placeholder "dd/mm/yyyy"), and "Acknowledged as official Section presentation?" (radio buttons for "Yes" and "No"). A blue "Save changes" button is located at the bottom left of the form area.

NEW ACTIVITY : PRESENTATIONS AT NON-SECTION EVENTS	
Title	<input type="text"/>
Setting	<input type="text"/>
Presenter	<input type="text"/>
Event start date	<input type="text" value="dd/mm/yyyy"/>
Event end date	<input type="text" value="dd/mm/yyyy"/>
Acknowledged as official Section presentation?	<input type="radio"/> Yes <input type="radio"/> No
<input type="button" value="Save changes"/>	

## “Activities” tab: Other Section Activities

- This category allows you to add any activity that does not fit in the previous categories.
- Please provide:
  1. **Description** of the activity (e.g. survey on...)  
It is recommended to include a title as there is no dedicated title field for that purpose
  2. **Start and End dates** (e.g. if from June to August 2020, enter 01/06/2020 under start date, and 31/08/2020 under End date)
  3. **Outcomes** (e.g. report based on the survey results)





## “Members” tab

Search: <input type="text"/>						
Surname	First Name	Country	Email	Phone	Joining date	EPA Member

The Section’s members table is **sortable by any column**

The Section’s members **table contains:**

- EPA members who joined the Section via their personal Extranet accounts
- EPA members and non-members added by the Section’s Extranet Administrator
- EPA members who were imported into the Extranet from the Section’s membership list when the Extranet was created (2013)

**NOTE:** For those Section members who joined before 2013, the “Joining date” reflects the date of data import into Extranet

## EPA membership status of Section members (column “EPA Member”)

- **“Last paid in + Year”** (last year of EPA fee payment by the member)  
Reminder: a paid-up member is one who has paid the current or next year
- **“No record of payment”** (either the member never paid or he/she has not paid since 2009 (data imported from 2010 onwards))
- **“LOM”** - Loss of Membership (after 3 consecutive years of non-payment)
- **“No”** (the person is not an EPA member)

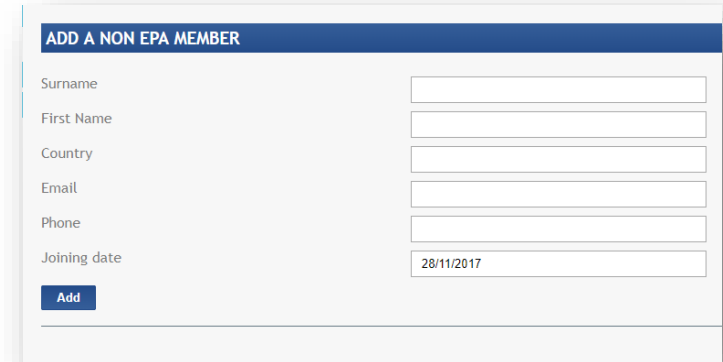
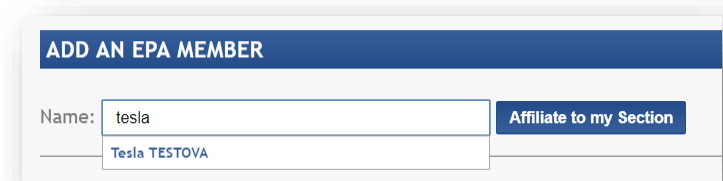
**NOTE:** Sections can recruit new members who are not members of the EPA. Those eligible to become EPA members must apply for EPA membership within one year after joining the Section. Those not eligible for EPA membership become Section Associate Members.

**“Members” tab**

**To add a new EPA member to the Section,** start typing the name of the person under “Add an EPA Member”.

- a) If the person is an EPA member, his/her name will appear. Select it and click on “Affiliate to my Section”
- b) If no results appear, the person is not an EPA member (to double-check, you can consult the Directory of Individual Members)

**To add a non EPA member,** fill in the requested information under “Add a non EPA Member” and click on “Add”



**NOTE:** EPA Members can decide at any moment to join or leave a Section

**“Members” tab**

- Keep your Section members list **accurate and up-to-date**
- **To remove a member** from the list, select him/her and click on “Delete”
- **To export your members list** as an Excel file, click on “Export the list” at the bottom of the members table



“Members” tab

## “Reports” tab

Reports need to be completed **only during the annual reporting period** (Sections will be notified by the EPA Office)

During the rest of the year, this page only contains **copies of the past reports of your Section** (since 2012 onwards)



### Recommendation:

- Regularly **delete past activities** which are already included in the pdf versions of previous reports from the “**Activities**” tab to facilitate your reporting (less entries to scroll through)

- **The following parts of the report will be filled in automatically:**

1. List of your **Section members**
2. Composition of your **Section Committee**
3. List of your **Section activities**  
(both for the reporting year and future years)

- **Please check these parts first and update them under the relevant tabs before filling in the other parts of the report!**

Your Section members and Section Board composition will be automatic

[Update my section's members](#)

[Update my section board members](#)

Name of the activity, meeting, publication or partnership.

[Edit activities](#)

### **Reminder:**

- The report will include all activities linked to the year of the report, as well as future activities
- Information about "Future Activities" is automatically displayed on your Section webpage on the EPA website according to the dates provided

**"Reports" tab**

- **After you have checked and updated the list of Section members, the Section Committee composition and the Section's activities**, proceed to the other fields of the report:
  1. Last Section Committee **elections**
  2. **Funding** of your Section (if no funding, put "None" or "n/a" in all the fields)



**NOTE: All these fields are required!**

Since saving them as a draft is not yet possible, please complete them **in one go!**

- Once all report fields are filled in, click on **“Send the report”**
- The report will be added automatically to the list at the bottom of the page, and the EPA Office will be notified
- To view/save a submitted report as a PDF, find it on the list and click on the corresponding link

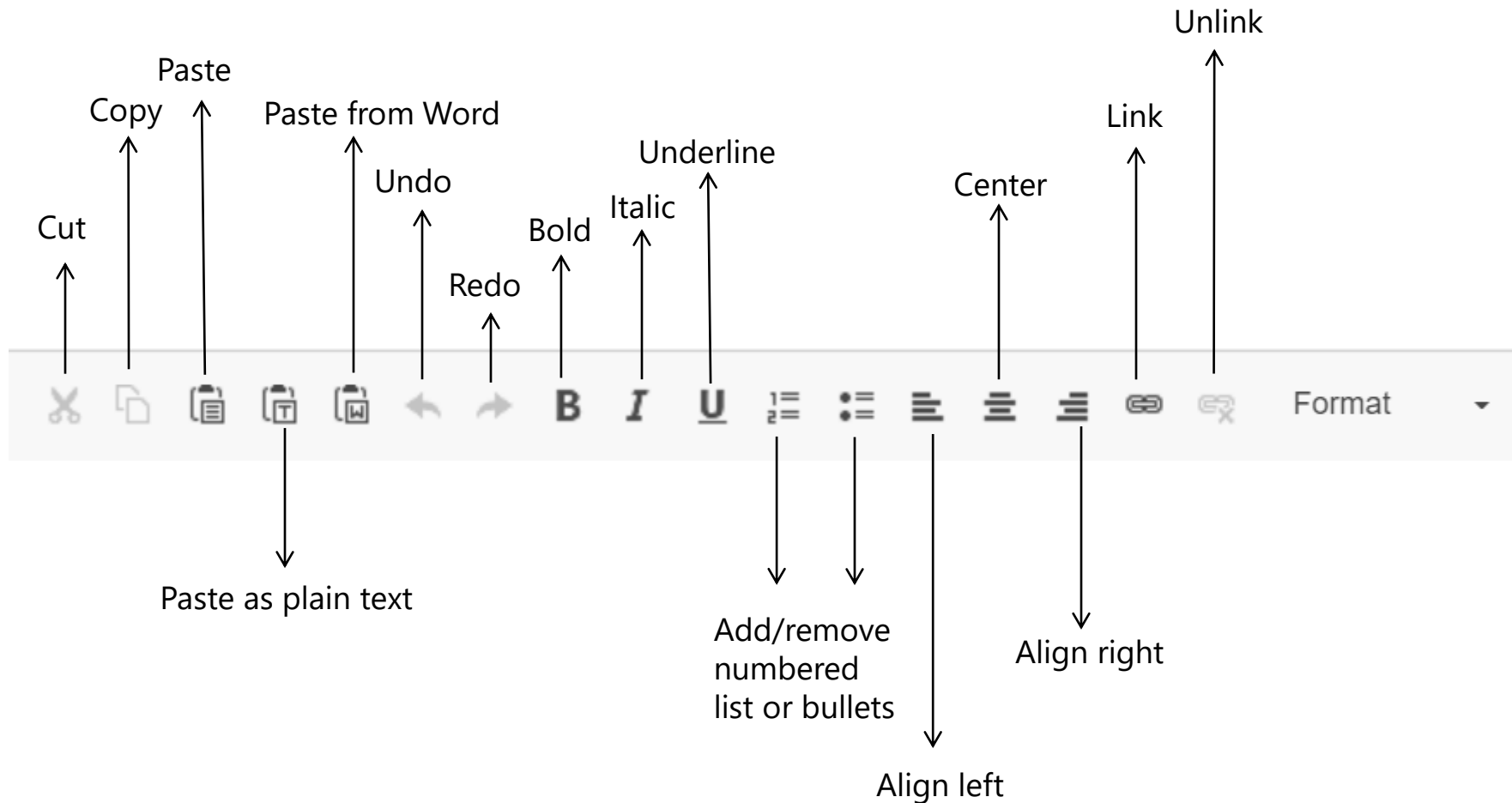
**NOTE:** After you submitted your report, you can still edit and re-submit it as many times as needed before the submission deadline. The last version submitted before the deadline will be taken into account!

➤ SECTION REPORTS
<a href="#">2012 Annual</a>
<a href="#">2013 Annual Report</a>
<a href="#">2014 Annual Report</a>
<a href="#">2015 Renewal Report (2012-2015)</a>
<a href="#">2016 Annual Report</a>
<a href="#">2017 Annual Report</a>
<a href="#">2018 Annual Report</a>
Showing 1 to 7 of 7 entries

**“Reports” tab**



## Formatting



## Section's presentation on the EPA Website

### What will automatically appear on the Section's web page:

- The Section's Committee
- The Section's aims and objectives
- The Section's future activities (grouped by categories as below)
- Annual reports from past 3 years

### What will be compiled in annual reports:

- All information above, in addition to activities of the Section which took place in the reporting year, grouped by categories:
  - Meetings/Events
  - Publications
  - Presentations at non-Section events (e.g. as invited speakers)
  - Other Section activities (e.g. surveys, consultations, collaborations)



**For any questions and technical issues,  
please contact the EPA Administrative Office**

**<https://www.europsy.net/contact-us/>**