



Ecsite - CittadellaScienza Solidarity Campaign

Exhibit Donations

Upload your exhibit on EXTRA, the online database, in 7 steps

- 1) Use only Mozilla Firefox
- 2) Go on EXTRA : <http://www.extrascience.eu>
- 3) On the Home page, left column enter :
 - Login : CITTA
 - Password : solidarity

⇒ You arrive on a page with on the left “Welcome CITTA” with on the top 4 Tabs (Search Exhibitions; Find Institutions; My Workspace; Help)
- 4) Click on My Workspace
⇒ You arrive on a page having 3 Tabs at the top : (Myworkspace; Add New Data; Administration)
- 5) Click on Add New Data and choose Exhibit in the dropdown menu
- 6) Fill in all the mandatory fields according to the template below=> a button “Save” will become active at the bottom (right)
- 7) Click on Save => a green box on the top right appears with “data successfully saved” => 2 buttons “Copy” and “Submit” appears (top right)
- 8) Click on Submit....thank you, your loan is in the system !

FourExtra Advices:

- 1) Go smoothly, it is a professional database, not a website; wait a little after each “click”;
- 2) Do not use the arrow of your browser to go back a page, use the crumbpath of Extra
- 3) All fields with a star ***are mandatory**, the Save button is active only when all fields are ok;
- 4) Fill in first off-line the template below and then go on EXTRA and fill in the EXTRA Exhibit fact sheet by a cut and paste of your data.

- 5) It is only when all fields (in blue at the beginning) are pink, that you can save (the button at bottom of the page becomes active), then Submit at the top right of the page
- 6) The objective is to help Città understand if the exhibit that you offer fits their needs in terms of target audience, space, topics. So please describe shortly but clearly the exhibit.

More Infos :

When you've created a fact sheet Exhibit, **you can add many photos**, by creating the sub-section **Pictures and more Information** (that will appears on bottom left, after having saved your data)

>>> Please give information on the size (L.D.W) of your exhibit, the number of crates, and the **total weight** of all the components to be transferred to the CITTA, by creating a sub-section **Transports**

All the Users using "CITTA" as login and "solidarity" as password are linked to the virtual institution CITTA SOLIDARITY CAMPAIGN .

EXTRA is a database, accessible on-line but not so intuitive as a website => a human interface has been created to help you to upload successfully your data and pictures.

For any problem or question, please send a message to retout.olivier@skynet.be

TEMPLATE TO FILL IN PROPERLY THE FACT SHEET "Exhibit" in EXTRA

Name *write "CITTA-keyword" by choosing a key-word for your exhibit. For instance "CITTA-physics-NAME of your institution" or "CITTA-biodiversity" or "CITTA-citizens" etc. Etc.

Thanks to these 3 words nomenclature we will be able to retrieve easily all the exhibits dedicated to the CITTA and only those

Language(s) * choose 1 or more language in the list (click on the icon on right)

Description* free text indicating clearly the target audience (age group) of your exhibit

Synopsis *free text

Keywords: characteristics & concepts* Please chooses one (1) amongst the four (4) the following key words

OUTDOOR (regarding the exhibit designed to be installed outside)

LABS (small exhibit or equipment for labs)

SHOWS (science shows, live demonstration etc suitable for summer-camp and festivals)

HANDS-ON (exhibit to be used to reconstruct the permanent centre)

Picture : Click on the black cross+A box appears where you can upload from your computer an image by browsing your personal files and give a name to the selected image.

Agenda * Do not fill any data here, for the CittaCampaign the Agenda function has been disabled.

For rent (monthly fees in €)* choose No

For sale (€) * choose No

Price (€)n/a

For loan (free)* choose YES

Copyright(s) included* choose YES

In the box aside you may add comments, notably on the staff and equipment needed for installation, if there are consumables and other infos related to the use of your exhibit

Insurance value (€)* type a number

Floor area min. (m²)* type a number

Floor area max. (m²)* type a number

These data are very important to select of not an exhibit, please be very precise

First Name*

Family Name *

Title* choose one in the list

Telephone

Mobile

Email * this email address will be not used by the system to generate automatic messages but only by the CITTA to contact you directly.

