Introduction

Informational and instructional videos are created for various functions of the Let's Care Hub to make it easier for users to navigate and use different features. Specifically, videos for

- the login/registration
- the creation of posts
  - General (example of policy)
  - News
  - Event
  - Library
  - Wiki
- Editing posts
  - General (example of policy)

are provided.

The recordings will be professionally designed, including dubbing and subtitles. The intention is to offer the videos in several important languages, which is why the use of a language AI to simplify translation is preferred.

How to: Register and Login

[Video starts with the Let's Care Hub logo displayed]

Hello and welcome to Let's Care Hub! In this video, I'll show you how to sign up or register on our platform. This is the first step to join our community. Let's get started!

[Click on Login]

To sign up or register, click on the "Login" text box in the upper right corner.

[Age verification appears]

Our platform is intended for individuals over 18. To verify this, please enter your date of birth in the format Day/Month/Year and confirm by clicking "Submit."

[Login form appears]

The next step depends on whether you want to log in or register. Let's assume we want to log in. Enter your username or email address in the first input field of the login form and your password in the second input field. Finally, confirm by clicking "Login." You have successfully logged in.

[Redirects to the homepage]

[Go back to the login form]

Alternatively, instead of logging in, you can register a new user. Select the "Register" button.

[Registration form appears]

In the first input field of the registration form, enter the desired username, and in the second input field, enter the corresponding email address. It's important to note that the username and email address must not already be in use. Finally, confirm the registration process by entering the password in the two lower input fields and accepting the privacy policy. If the entered data is correct, click on the "Register" button to create the user.

[Redirects to the profile editing form]

You will now be redirected to a second form to voluntarily complete your profile. This includes your first name, last name, profile picture, and the communities you are interested in, which will later be displayed under the "Community" tab. Once you have completed your profile, click "Confirm" to save. Your user is now registered.

[Video ends with a „Thanks for watching" screen]

How to: Upload a Post (example of policy)

[Video begins with the Let's Care Hub logo prominently displayed]

Greetings and welcome to Let's Care Hub! In this tutorial, I'll guide you through the process of uploading a post on the Let's Care Hub platform. The process of uploading a post remains consistent across various types (Events, Programs, Policies, Library, Wiki, etc.). The only variation lies in the input fields specific to each post type. For illustration purposes, we'll walk through the steps using the upload of a new Policy post, representative of all post types.

[Transition to Policies section]

To upload a new post, you'll need an account with the necessary permissions. If you're logged in but don't see the "Add new Policy Post" option, please reach out to us directly. We'll verify your account and grant the required permissions.

[Clicking on the Policy button]

Now, let's click on the "Add new Policy Post" button to create a new Policy post. This action will redirect us to a form.

[Form view]

In the following view, we can see that we are currently adding a Policy post. Additionally, we have the flexibility to easily switch to another post type, such as Library, from this view.

[Filling out the form]

Let's fill out the fields according to the provided data. Once we've completed the entries and there are no errors indicated, we can publish the post by clicking on "Publish Post."

[Displaying the newly created post]

Here, you can see the Policy post we've just created.

[Video concludes with a "Thanks for watching" screen]

How to: Edit a Post (example of policy)

[Video begins with the Let's Care Hub logo prominently displayed]

Greetings and welcome back to Let's Care Hub! In this tutorial, I'll guide you through the process of editing a post on the Let's Care Hub platform. The process of uploading a post remains consistent across various types (Events, Programs, Policies, Library, Wiki, etc.). The only variation lies in the input fields specific to each post type. For illustration purposes, we'll walk through the steps using the editing of a new Policy post, representative of all post types.

[Transition to Policies section]

To edit a new post, you'll need an account with the necessary permissions. If you're logged in but don't see the "Edit" option for the post you want to modify, please reach out to us directly. We'll verify your account and grant the required permissions.

[Clicking on the Policy button]

Now, let's navigate to the post you want to edit. Find the specific post and click on the "Edit" button. This action will redirect us to the editing form.

[Form view]

Let's make the necessary changes to the fields according to the updated information.

[Filling out the form]

Once you've completed the edits and there are no errors indicated you can save the changes by clicking on "Update Post".

[Displaying the newly created post]

Here we can see the Policy post we've just edited with the new information successfully applied.

[Video concludes with a "Thanks for watching" screen]

How to: Upload a News Post

[Video begins with the Let's Care Hub logo prominently displayed]

Greetings and welcome to Let's Care Hub! In this tutorial, I'll guide you through the process of uploading a **news** post on the Let's Care Hub platform.

[Transition to **news** section]

To upload a new **News** post, you'll need an account with the necessary permissions. If you're logged in but don't see the "Add new **News** Post" option, please reach out to us directly. We'll verify your account and grant the required permissions.

[Clicking on the **news** button]

Now, let's click on the "Add new **News** Post" button to create a new **News** post. This action will redirect us to a form.

[Form view]

In the following view, we can see that we are currently adding a **News** post.

[Filling out the form]

Let's fill out the fields according to the provided data.

1. **News Title:** Begin by entering the title of the news. To ensure accuracy, confirm the title by re-entering it in the second input field.

2. **Text:** Utilize the editor to compose the news post. Here, you can format the text by aligning, bolding, adding headings, and more. The editor also supports multimedia content, such as images. To include a picture, click on the "Add Media" button. Choose the desired image and confirm by clicking "Insert into Page."

3. **Thumbnail:** Every news post requires a specific thumbnail. Select an appropriate image to represent the post.

4. **Taxonomies:** Lastly, choose the relevant taxonomies that best categorize your news post.

Once we've completed the entries and there are no errors indicated, we can publish the post by clicking on "Publish Post."

[Displaying the newly created post]

Here, you can see the **News** post we've just created.

[Video concludes with a "Thanks for watching" screen]

How to: Upload a Event

[Video begins with the Let's Care Hub logo prominently displayed]

Greetings and welcome to Let's Care Hub! In this tutorial, I'll guide you through the process of uploading an **event** on the Let's Care Hub platform.

[Transition to **event** section]

To upload a new **event**, you'll need an account with the necessary permissions. If you're logged in but don't see the "Add new **Event** Post" option, please reach out to us directly. We'll verify your account and grant the required permissions.

[Clicking on the **event** button]

Now, let's click on the "Add new **Event** Post" button to create a new **event**. This action will redirect us to a form.

[Form view]

In the following view, we can see that we are currently adding an **Event**.

[Filling out the form]

Let's guide you through completing the event details using the provided data:

1. **Event Title:** Start by entering the title of the event. Confirm its accuracy by re-entering it in the second input field.

2. **Thumbnail:** Select a suitable image as the specific thumbnail for the event.

3. **Date:** Enter the date of the event.

4. **Start and End Time:** Specify the start and end times of the event.

5. **Working Language:** Choose the language in which the event will be conducted.

6. **Description:** Utilize the editor to compose the event post. Format the text, add headings, align, or insert multimedia content like images. To include a picture, click "Add Media," choose the image, and confirm by clicking "Insert into Page."

7. **Organizer Name:** Enter the name of the event organizer.

8. **Registration Process:**

   o If you prefer to use the Let's Care Hub's built-in registration process, disable the switch, and enter the organizer's email address. The organizer will receive an email with registration details for each participant.

   o If you opt for your own registration solution, enable the switch, and provide the link to your registration form.

9. **Taxonomies:** Finally, select the relevant taxonomies to categorize your event post.

Once all entries are completed without any errors indicated, you can publish the post by clicking on "Publish Post."

[Displaying the newly created event]

Now, you can view the Event post we've just created.

[Video concludes with a "Thanks for watching" screen]

How to: Upload a Library Entry

[Video begins with the Let's Care Hub logo prominently displayed]

Greetings and welcome to Let's Care Hub! In this tutorial, I'll guide you through the process of uploading a **library** entry on the Let's Care Hub platform.

[Transition to **library** section]

To upload a new **Library** entry, you'll need an account with the necessary permissions. If you're logged in but don't see the "Add new **Library** Post" option, please reach out to us directly. We'll verify your account and grant the required permissions.

[Clicking on the **library** button]

Now, let's click on the "Add new **Library** Post" button to create a new Library post. This action will redirect us to a form.

[Form view]

In the following view, we can see that we are currently adding a **Library** post.

[Filling out the form]

Let's go through the process of completing the library entry fields using the provided data:

1. **Library Title:** Start by entering the title of the content in the library. Confirm the title's accuracy by re-entering it in the second input field.

2. **Summary:** Provide a concise summary that captures the essence of the library content.

3. **Categories:** Select the relevant taxonomies to appropriately categorize your library entry.

4. **Upload Documents:** To include documents, click on the plus icon to add a new document. Then, select the desired document for upload.

Once all entries are completed without any errors indicated, you can proceed to publish the post by clicking on "Publish Post."

[Displaying the newly created library entry]

Now, you can observe the library entry we've just created.

[Video concludes with a "Thanks for watching" screen]

How to: Upload a Wiki Post

[Video begins with the Let's Care Hub logo prominently displayed]

Greetings and welcome to Let's Care Hub! In this tutorial, I'll guide you through the process of uploading a **wiki** post on the Let's Care Hub platform.

[Transition to **wiki** section]

To upload a new **Wiki** post, you'll need an account with the necessary permissions. If you're logged in but don't see the "Add new **Wiki** Post" option, please reach out to us directly. We'll verify your account and grant the required permissions.

[Clicking on the **wiki** button]

Now, let's click on the "Add new **Wiki** Post" button to create a new Wiki post. This action will redirect us to a form.

[Form view]

In the following view, we can see that we are currently adding a **Wiki** post.

[Filling out the form]

Let's guide you through the process of completing the Wiki entry fields using the provided data:

1. **Wiki Title:** Start by entering the title for your wiki entry. For accuracy, confirm the title by re-entering it in the second input field.
2. **Description:** Compose the content of your wiki using the editor. Format text, align, bold, and add headings as needed. The editor also supports multimedia content such as images. To include an image, click "Add Media," choose the desired image, and confirm by clicking "Insert into Page."
3. **Taxonomies:** Select the relevant taxonomies to categorize your wiki entry effectively.
4. **Add new Source:** If necessary, add new sources to enhance the credibility of your wiki. Embed additional information within the description.
5. **Add new Video:** Optionally, you can include a link to an external video and provide the source. This enriches the wiki content with multimedia elements.

Once all entries are completed without any errors indicated, proceed to publish the post by clicking on "Publish Post."

[Displaying the newly created wiki entry]

Now, you can view the Wiki entry we've just created.

[Video concludes with a "Thanks for watching" screen]