VıMA→ danube

# Virtual.Participate.Active!

## Instructions for using the international online platform vima-danube.eu

JLEU

danube networkers

# IMPRINT

# CONTENTS

# 1. Introduction

The online platform ViMA Danube invites you to get to know the countries and people along the Danube better and to exchange ideas via the platform. ViMA builds bridges between Western and Southeastern Europe, enables communication in 14 different languages and the exchange of common interests. This brochure helps you discover the platform and how it can be used.
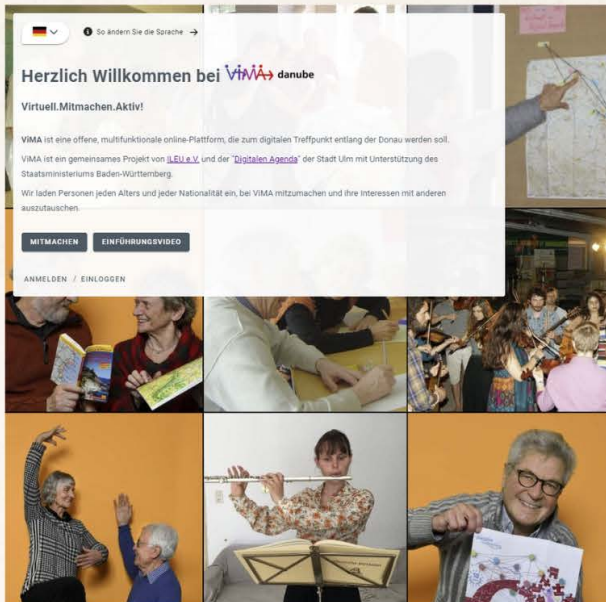


The platform is now available in English and 13 other languages (German, Romanian, Serbian, Bulgarian, Slovenian, Slovak, French, Italian, Spanish, Ukrainian, Hungarian, Polish and Croatian). The ability to communicate in one's native language is intended to give people of all ages, ethnicities and educational backgrounds the opportunity to exchange ideas about common interests, even if there is no common language available! This brochure is intended to help you get to know the platform and its possibilities better. It contains tips on how to use, to help you get in touch and exchange ideas with other interested people in Europe and especially along the Danube.

## 2. What is ViMA danube?

**Vi**rtual

**M**eeting

**A**ctive

**ViMA is an open, multifunctional online platform – a digital meeting place for citizens from the Danube countries and other European countries.**

You can

- **Meet people with similar interests**
- discuss exciting topics
- participate in international projects

and all this in 14 languages!

The international online platform is currently available at **vima-danube.eu for digital conversation exchange, especially along the Danube; a local platform vima-ulm.de for Ulm and the surrounding area is under construction.**

Both platforms are operated by the Ulm-based association ILEU e.V. with the support of partner organizations and volunteers from the educational network Danube-Networkers international and the association "Danube-Networkers for Europe (DANET) e.V.".

ileu.net

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**Promotes international understanding**

**Provides a meeting place for people of all ages with similar interests**

**Connects people from different countries and cultures**

**Available in 14 languages**

**promotes intergenerational dialogue**

**Our focus is on people with their personal interests and talents.**
**We look forward to meeting you at ViMA!**

# 4. What distinguishes ViMA from other online platforms?

ViMA is not a dating agency, but rather uses digital media - the Internet in combination with other tools - to provide the opportunity to find "virtual neighbours" with similar interests and hobbies, who can become "virtual friends" who you might then meet in person.

The basic attitude of the participants is curiosity for new things, the willingness to learn and to try out new digital ways of communication and cooperation with the help of ViMA danube,

- as a tandem via the search-offer area
- over a longer period of time in a group on a topic of their interest

The aim is to meet people in person, virtually and, if possible, in person. Language barriers are overcome by our integrated translation functions. The respective groups are moderated by volunteers.

We at ViMA are committed to combating all forms of hate speech, populism and fake news. Attacks can be reported to admins and blocked, even by the user themselves.


ViMA danube


ViMA ulm

# 5. Welcome to the ViMA danube website

Using ViMA danube as an example, we will show you on the following pages how to find your way around the platform. The ViMA ulm platform has the same structure.

# 6. What can I do at ViMA?

For example:

## Search - Offer

Here you can browse to your heart's content. Find people to go for a walk with, for a language tandem or for help with technical problems. Interesting people and helpful neighbors are waiting for you! Just take a look.

## Interest Groups

Would you like to exchange ideas with other people about a specific topic? Our interest groups are as colorful and diverse as life itself! Get inspired or start a new interest group yourself.

## News and events

Stay informed. Get the latest news here.
Find out everything about upcoming events of our partners or partner organizations in the Danube countries.

# 7. Getting started with ViMA - the first steps
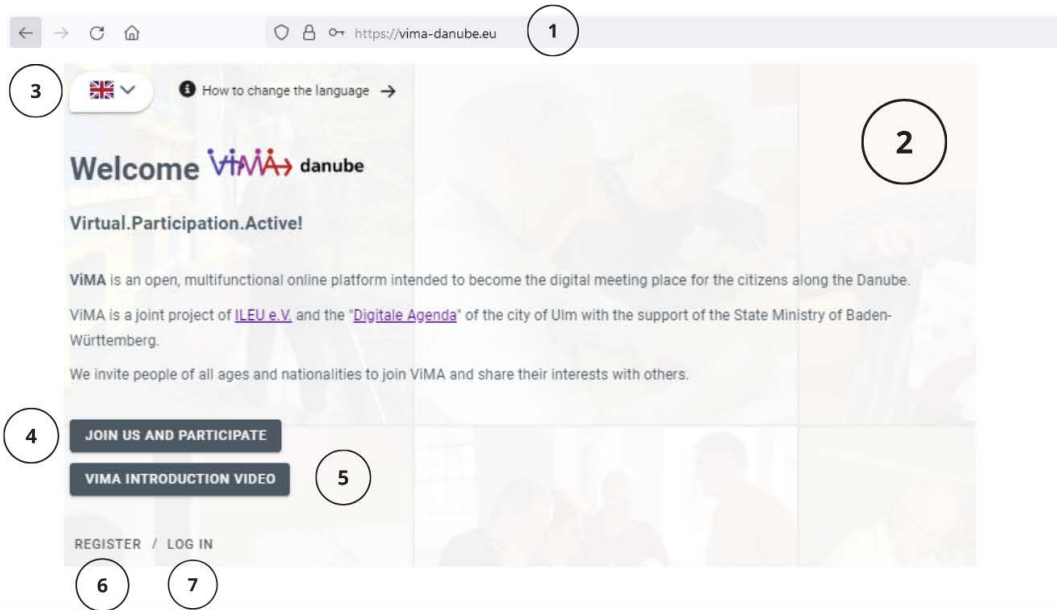


① You can find us at "vima-danube.eu".

② The ViMA welcome page opens.

③ Here you can set the language of your choice by clicking on the arrow next to the flag

④ Click on "Participate" to be redirected to the participation page.

⑤ A short introductory video explains the structure of the website in more detail.

⑥ You can view ViMA without registering. However, if you want to become active, you must register and create a profile.

⑦ If you have already created a profile, click "Log in".

# 7. Getting started with ViMA - the first steps

| ꞈViMA→ danube | Virtual.Participation.Act... | 🇬🇧 ∨ | ❓ INFORMATION ∨ | ☰ JOIN US AND PARTICIPATE ∨ | 👤 OPEN MY VIMA |

① ② ③ ④ ⑤

It's that easy to find your way around our ViMA website.

① Here you can see our logo. By clicking on the logo you can return to the ViMA welcome page at any time.

② Here you set the language of your choice; you have 14 languages available.

③ Here you will find all information about the website, platform usage and the ViMA team.

④ Clicking "Participate" takes you to an overview page with all the different ways to participate on the platform.

⑤ This is where you will find your personal area with your profile and settings. You will also find your private messages and all of your posted contributions for editing.

# 7.1 How do I create a profile?

**Register**

In order to actively participate in ViMA, please create a profile with the information below. Use of the platform is free of charge and you can delete your profile at any time at "My ViMA"-> "My profile data"-> "Delete profile permanently".

Your personal details (name/email) are intended for administrative reasons and will only be known to the team of administrators at ILEU responsible. The password will only be known to you. Your posts will appear with your username. Please indicate which additional details you want to be visible to other members.

After you have created your profile, you will receive an email with a confirmation link. After you have clicked this link, you can log in with your access data and join us.

First name ①    Last name

User name ②    Email address ④

Password ③    Repeat password

⑤ ☐ I am 16 years. I have privacy policy. read the privacy policy.

❓ I am under 16 years.

⑥ **REGISTER**

**data protection**

Your email address, date of birth and full name are only visible to the administrators.

You will not receive any advertising or spam messages from us. Only registered users can see your profile and you decide which personal information you want to share there. All information and data is safe with ViMA (see 5, Data Protection).

At ViMA, we only work with verified profiles in order to offer all users a secure platform. That's why we need:

① Your name.

② A user name of your choice.

③ A secure password that you choose yourself.

④ Your email address.

⑤ Consent to the privacy policy.

⑥ You can now log in. To verify your profile, you will receive an email from us with a confirmation link. After you have clicked on this link, you can become active on ViMA and log in with your profile.

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# 7. 2 How do I log in?

**Log in**

1. Email address
2. Password
3. LOG IN

**Help**

- Did you not receive a verification email?
  Click here to resend
- Forgot your password?
  Reset it using your email address.
- Don't have a profile yet?
  Create a new profile quickly and easily.

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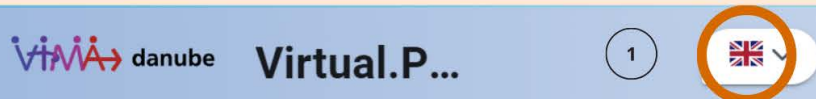?

1. Enter your e-mail address.

2. Enter your password.

3. Click on "Log in" - you can now use all the functions of the site.

4. Have you forgotten your password, haven't received a verification email for your profile or don't have one at all? No problem! Click on the respective arrow.

5. You don't understand something or need help? Click on the question mark to get information that will help you.
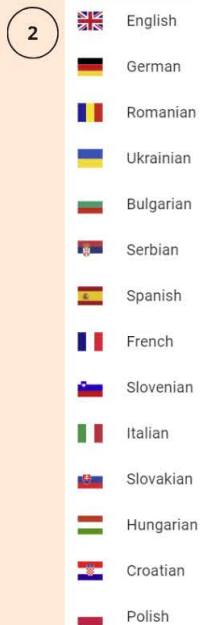
# 7. 3 How do I translate the page?

English is the bridge language at ViMA and usually appears on the homepage. Are you looking for a translation into a language you speak? No problem. ViMA currently has translations in 14 languages. Click on the arrow next to the English flag and then on the language of your choice. More languages are planned.
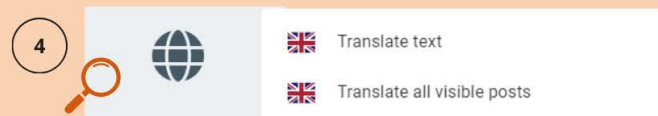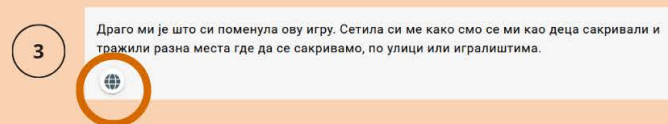
## Translation of the entire website

**1** Click on the flag at the top center of the website.

**2** Choose your language.

English
German
Romanian
Ukrainian
Bulgarian
Serbian
Spanish
French
Slovenian
Italian
Slovakian
Hungarian
Croatian
Polish

## Translation of individual articles

Драго ми је што си поменула ову игру. Сетила си ме како смо се ми као деца сакривали и тражили разна места где да се сакривамо, по улици или игралиштима.

Translate text
Translate all visible posts

I'm glad you mentioned this game. You reminded me of how we used to hide as children and look for various places to hide, on the street or in playgrounds.

**3** Individual posts must be translated manually.
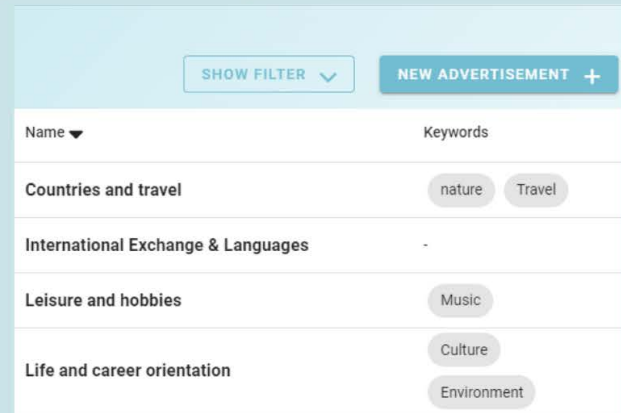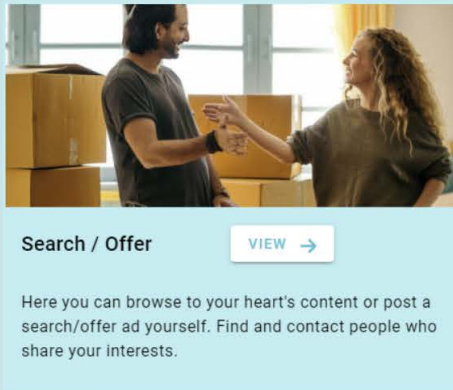Click on the globe icon under a post.

**4** Click on "Translate all displayed posts" if you want to have them all translated

# 8. Search - Offer

## 8. 1 How do I create an Search-Offer ad?

For example, are you looking for someone to do something with you (e.g. language exchange, cooking)? Here you will find out how to search for something or offer something on the website.



**Search / Offer**

Here you can browse to your heart's content or post a search/offer ad yourself. Find and contact people who share your interests.



| Name ▼ | Keywords |
|---|---|
| Countries and travel | nature Travel |
| International Exchange & Languages | - |
| Leisure and hobbies | Music |
| Life and career orientation | Culture Environment |

SHOW FILTER ∨    NEW ADVERTISEMENT +

1. Click on "View" to open the search and offer page, where you will find offers and inquiries.

2. To ensure that you don't lose track, the ads are divided into categories, such as "Countries and Travel".

3. If you want to start your own ad, click on "New Ad" and enter the necessary information.

# 8. 2 How do I respond to an Search-Offer ad?

Have you found an advert (topic) that interests you? You can now respond to it.

**(1)**

**Trip in Portugal** 🌐

Offer from 09.02.2024 by ELENA_M_CLUJ

Countries and travel

Travel

☆

From 27 January to 4 February 2024 I went on a trip to Portugal to the cities of Lisbon and Sintra, Fatima, Porto and Braga in a group of 8 friends on our own, without using any travel agency. If you want to go too, I can offer you more tips to have a successful trip, more precisely to see as many sights as possible in the shortest time possible at low cost.

**Reply to this ad:**

Write a private reply ...

**(1)** Below the selected ad you will find a text field.
Write a reply to the ad there.

**(2)** This will then be sent to the person who posted the ad via a private message. You can then find this message history under "Open my ViMA > My Chats"
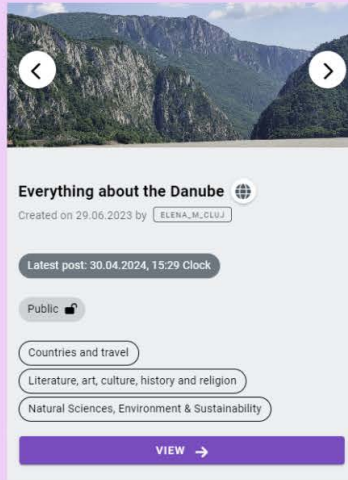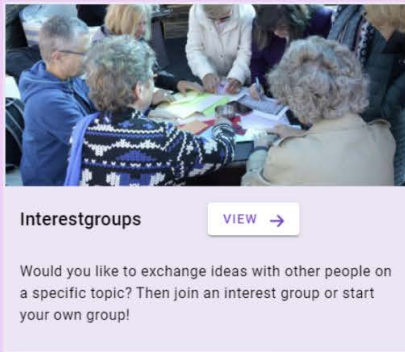
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# 9. Interest groups
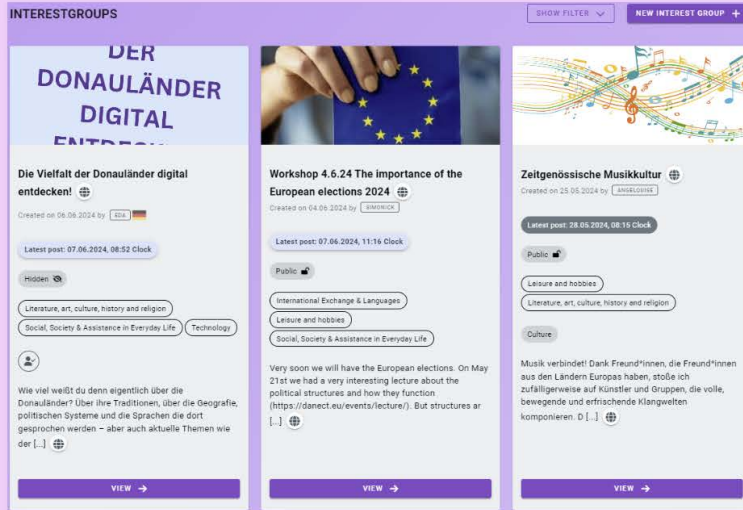
## 9. 1 How do I become a member of an interest group?

Are you interested in a specific topic and would like to become active in the group?
To do this, you must first join the group in order to be able to post a message.
Right here you can see how this works.



**(1)** Click on "View" to open the overview of all interest groups. Select an interest group that interests you.

**(2)** Click "View" again to open the group. You can filter the posts by various aspects such as date and category.

**(3)** If you would like to write a post, click on "Join" and get started! You can then exchange ideas with other people. If a group is not public, the group moderator must first approve the request.

# 9. 2 How do I create an interest group?

A topic that particularly interests you is not yet available?
Then you can simply start a new interest group.
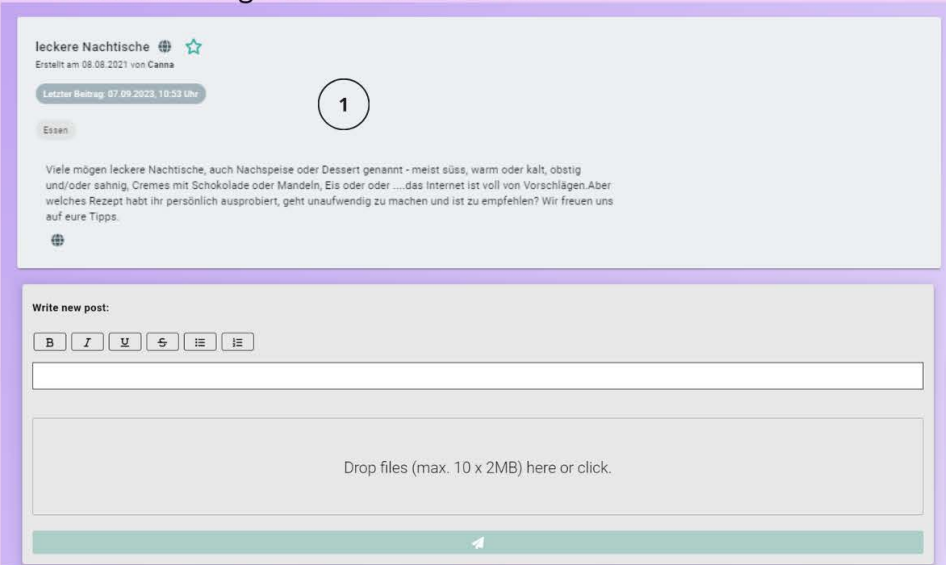


1. On the page you can see the existing interest groups.

2. Click on "New Interest Group" to create your own group.

3. Once you have created your own interest group, it only needs to be approved by an ILEU administrator.
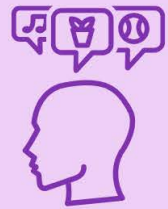
# 9. 3 How do I post in an interest group?

In interest groups, you can write your own posts and respond to existing ones to exchange ideas with others.

leckere Nachtische
Erstellt am 08.08.2021 von **Canna**

Letzter Beitrag: 07.09.2023, 10:53 Uhr

Essen

Viele mögen leckere Nachtische, auch Nachspeise oder Dessert genannt - meist süss, warm oder kalt, obstig und/oder sahnig, Cremes mit Schokolade oder Mandeln, Eis oder oder ....das Internet ist voll von Vorschlägen.Aber welches Rezept habt ihr persönlich ausprobiert, geht unaufwendig zu machen und ist zu empfehlen? Wir freuen uns auf eure Tipps.

**( 1 )**

**Write new post:**

B *I* U̲ S̶ ☰ ☷

Drop files (max. 10 x 2MB) here or click.

✈

**Good to know!**
You may only use photos if you took them yourself or if the author has given permission.

**Otherwise you are violating copyright.**

**Did you know that?**
You can also start a discussion without joining an interest group. To do so, visit our discussion forum! You can find it on the main page.

**(1)** Once you've viewed a discussion topic in a group, you'll find the post box below it.

**(2)** Here you will find the field "Create new post". You can now reply to another post or create your own post.

**(3)** You can also upload an image to your post. The image must not be larger than 20 MB.

**(4)** By clicking on the arrow symbol you submit your contribution.

## We are ViMA

The ILEU team coordinates the project together with individuals and partner organizations from different countries who work together towards a common goal. Support comes mainly from ViMA danube volunteers, an international and intergenerational group of volunteers.

## Tasks of the volunteers

The volunteers in the project help to improve the technical side of the site, test new functions, create content and make ViMA known in their city. To do this, they meet regularly online and in person.

They will also be happy to help you with any questions you may have about ViMA. Please write to the volunteers directly at

**vima-support@ileu.net**



Would you also like to become a volunteer? Welcome! Just write to us!

# 11. DANECT: Come together for connecting people and cultures

**ViMA is closely linked to the project DANECT: Come together for connecting people and cultures along the Danube and Europe! funded by the Baden-Württemberg Foundation danect.eu**

**DANECT connects people of all ages from Europe but especially the Danube region online via Zoom through**

- Sunday meetings with singing, music, poems & presentations from other cultures
- Lectures with discussion
- and conversation groups (currently English, French, Italian)

**Write in ViMA danube and then meet your partners in a Zoom meeting at DANECT, or vice versa.**

Danube-Networkers invite:
Come together for connecting cultures
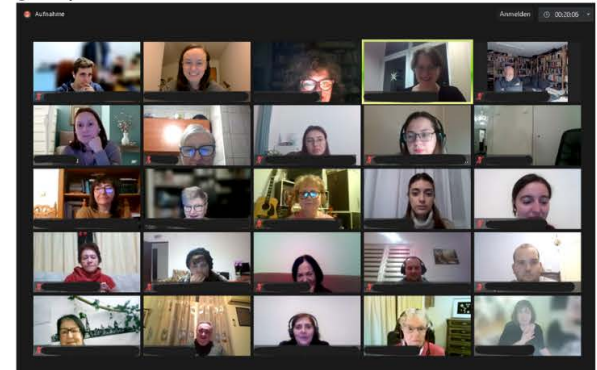
# 12. Do you have any further questions?

If you have any questions about the project, please contact us at:

✉ **vima@ileu.net**

Still unclear? Further questions are answered on the ViMA page at

❓ **Info/Frequently Asked Questions**

There you will also find a detailed ViMA manual as a PDF for download.

📷 **Meet our ViMA– Volunteers!**

A video about the work of our volunteers can be found on the website under "info -> team"

❗ **Stay up to date with ViMA**

Instagram: Vima_Danube

Facebook: Vima Danube

Interested in our newsletter? You can register here: https://danect.eu/subscription-form-vima-danube-newsletter/

✉ **vima@ileu.net**

# 13. Project-Partners of ViMA danube

**ViMA→ danube**

A project carried out by ILEU e.V. in cooperation with the educational network Danube-Networkers and the association "Danube-Networkers for Europe (DANET) e.V."

A project of the **Smart City Mission of the Digitale Agenda Ulm**. Funded as part of the "Smart Cities Model Project" of the **Federal Ministry for Housing, Urban Development and Building.**

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aufgrund eines Beschlusses des Deutschen Bundestages

**KFW**

ulm. zukunft. stadt.

Baden-Württemberg
STAATSMINISTERIUM

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**Join in!**

VIMA danube

JLEU

danube networkers

danet danube-networkers for europe

https://vima-danube.eu/