

# How To Private Area



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Hey Dear BESTie!

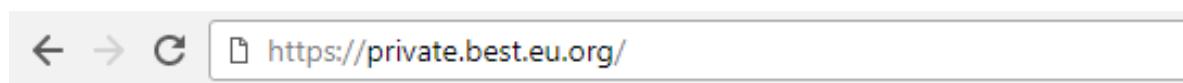
One day, some time ago I realised that there are people that are not very familiar with PA. I started a series of mails in my LBG with tutorials, and thought that it may be useful. Here is RAvens' short and simple handbook about Private Area, translated in English!

Enjoy :)

Adam, RA Region 06 2017/2018

# Chapter one - Signing up to an event

At start we begin with very basics of PA. We type `private.best.eu.org` in our browser and hit Enter.



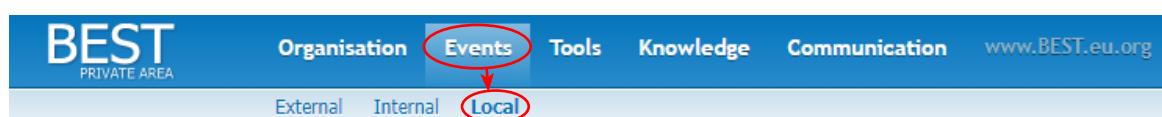
then we log in (with your own login and password - tricky one)

## BEST Private Area - login

The image shows a login form titled "Login: Please provide your username and password". It has two input fields: "Username" containing "adam.krupa@best.krakow.pl" and "Password" containing a masked password. Below the password field is a link "help, I forgot". There are two buttons at the bottom: a blue "Login" button with a red oval around it, and a "Remember me on this computer" checkbox followed by a help icon.

Next, you need to find your event.

- Your local LBG's event can be found in **Events->Local** (your LBG Admin need to add an event to PA).
- Events such as RM, PM or sIPF would be in **Events->Internal**,
- For Courses the organising LBG is adding all the people manually, but If you want to check them out, you need to search in **Events->External**



Under “Apply to:” you can find local events and those where you are in target group.

Than you can see details of the event by clicking on it (you can also hit “Apply” without opening event’s page, but it’s worth it to check out the details)

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## Local Events: Participate

### Apply to:

Don't be shy, just apply!

1. [LBG Training Weekend](#) [ [Apply](#)]  
Training - LBG Training (1 Oct-2 Oct 2016)
2. [MW for MO's - Wyjazd HC 2016](#) [ [View your application](#)]  
Training - LBG Training (7 Oct-9 Oct 2016)
3. [International Career Day Warsaw 2016](#)  
Career - Jobfair (9 Nov-9 Nov 2016)

Next you click “[Apply to this event]” in order to apply

### LBG Training Weekend

#### General Info

Announced by:	Adam Krupa, on 08 October 2016	Application via:	PA [ <a href="#">Apply to this event</a> ]
Type:	LBG Training	Application DL:	Saturday, 15 October 2016 16:15 CET
Place:	AGH UST Krakow	Applicants:	List applicants (16)
Organising LBGs:	Kraków	Participants:	Application still in progress
Start date:	01 October 2016	Fee:	0 €
End date:	02 October 2016	Are you in the target group:	YES [ List target universities]
Status:	Finalised (visible)	Training sessions:	List sessions (4)
Homepage:	<a href="http://adam.krupa@best.krakow.pl">adam.krupa@best.krakow.pl</a>	Event application questions:	None
Contact email:			

Next step is choosing who you are going to be on the event.

You can be participant, coorganiser, extra etc. It's important to choose the correct option.

There is still motivation letter left. But don't worry, if you are already accepted to the event as participant, you don't need to write it again, and if you are organiser it's obvious that you also don't need to write it.

You just need to hit “Apply” and your job is done there :)

If it is an Internal event, you will also need to fill your arrival and departure info:

## New application for Winter International Projects' Forum Gdansk 2018

### Application from Adam Krupa

Name	Adam Krupa (Krakow)
Special diet	
Allergies	
T-shirt	M
Apply as	
Participant	
Motivation Letter	
Arrival info	
Arrival date	01 ▾ Jan ▾ 1900 00 ▾ : 00 ▾  Start date
Additional info	
Arrival place	
Arrival mean	[Unspecified] ▾
<input type="button" value="Apply"/>	
Departure info	
Departure date	01 ▾ Jan ▾ 1900 00 ▾ : 00 ▾  End date
Additional info	
Departure place	
Departure mean	[Unspecified] ▾

After the deadline pass, organiser need to accept applications. After this moment you are added to an event :)

If you are LBG PA admin and you want to know how to add an event or anything related to PA, you can approach your RA privately or proceed to chapter 7 and ask helpdesk for help :)

### Ok, but why the heck are we doing this?

After applying to an event, it is added in your profile. In case there is any training session on event, trainer can add its details such as duration, topic and other information. Those training sessions are also added to your profile.

I can guarantee you that it's much more awesome, if instead of having profile like this

<b>Events</b>
External events participated (0):
External events organised (0):
Internal events participated (0):
Local events participated (0):
Training sessions attended (0):

you have profile like for example this:

Events	
<b>External events participated (2):</b>	Who's gonna save the world? (spring12, Uppsala) Manage Your Future: Career Design (summer11, Brno)
<b>External events organised (5):</b>	Skyfall: don't let the gravity tame you! (summer13, Gliwice , Main organiser ) Casting Buildings: Energy AUDITIONs (spring13, Thessaloniki , Co-organiser ) How I met your Robot - journey through the robotics world. (summer12, Gliwice , Organiser ) Born to be wild. There is no place you can't reach (summer11, Gliwice , Organiser ) FIXIN' THE CITY (summer11, Gliwice , Organiser )
<b>Internal events participated (21):</b>	T-TRAM on MBTI Vienna 2015 , TiGro Summer Meeting Thessaloniki 2014 , Aegean Meeting Chania 2014 , Trainer Camp Podgorica 2014 , International Projects' Forum Lisbon 2014 , TiGro Winter Meeting Izmir 2014 , PM2013 Brno , North-East Meeting Gdansk 2013 , Trainshop beMORE6 Saint Petersburg 2013 , TiGro Summer Meeting Krakow 2013 , South East Meeting Sofia 2013 , Central Meeting Bratislava 2013 , International Projects' Forum Ghent 2013 , TiGro Winter Meeting Gdansk 2013 , Trainshop beMORE5 Nis 2012 , South-East Meeting Chisinau 2012 , TRAM on beMORE Lodz 2012 , Trainer Camp Gliwice 2012 , East Meeting Gliwice 2012 , Central Meeting Wroclaw 2011 , Trainshop beMORE4 Ghent 2011
<b>Local events participated (8):</b>	JBT Ukraine + Krakow + Gliwice + Kosice , beDrUnK Vienna 2014: Beer 'n BBQ 'n Tour de Vienne , part2JAM Chania 2014 , JBT - Joint Board Training Bratislava , beDrUnK Vienna 2013: Beer 'n BBQ , New Years Eve Jam Gdansk 2012 - Polish Wedding , Baltic and Polish Joint Board Training'12 , MotivationWeekend Graz
<b>Training sessions attended (47):</b> Number of hours: 184	MBTI - Additional Exercises , MBTI - Introduction and Indicator , MBTI - Materials and Google Sheet Introduction , MBTI - Materials, Ethics and Schedule , MBTI - Standard Training , MBTI - Training Design , MBTI - Type Dynamics and the Inferior Function at T-TRAM on MBTI Vienna 2015 Coaching T-TRAM at Trainshop beMORE5 Nis 2012 Time Management at Motivation Weekend Gliwice Introduction to Transactional Analysis at Baltic and Polish Joint Board Training'12 Advanced Visualisation , Basic Visualisation , Being a Trainer , Coaching at TRAP , Facilitating the Learning - Briefing and De-briefing , Facilitating the learning - Powerful Questions , Feedback , Interaction , Knowledge Management in Trainers' Community , Personality types - MBTI , Presentation Skills , Project Management , Team building and Team Values , Training Delivery , Training Design , Why TRAP at Trainer Camp Gliwice 2012 Presentation skills at Motivational Weekend Gliwice Body Language in Presentations , Teambuilding at East Meeting Gliwice 2012 Team Leadership at Comics Alpine Jam 2011 Teamwork at Central Meeting Wroclaw 2011 Coaching , Dealing with difficult personalities , Guiding the LBG's Human Resources - Episode IV: Team dynamics & team work for VPs on HR , Guiding the LBG's Human Resources - Episode V: Situational leadership, leadership styles , Guiding the LBG's Human Resources - Episode VI , HR Action Plan , HR year simulation case study , Human resources training - HR Tools , Integration , Knowledge Management and Knowledge Transfer , Motivation , Recruitment , Team: how to build one from scratch , The BKT Game , Training on feedback at Trainshop beMORE4 Ghent 2011 Communication at Central-East Meeting Iasi 2011

Remember that your PA profile is checked out when you apply for some events. It's good to have it up to date, so there would be more information about you in choosing process.

# Chapter two - joining the mailing lists

First steps are quite similar to those from chapter one.

You go to private.best.eu.org and log in to your account (I'll skip this part in next chapter, as it is quite obvious :D)

If you are logged in you need to go to **Communication->Mailing lists**



There would be quite a lot of different mailing lists.

To join some you need to click on it to enter this mailing list's site.

- 18. ALUMNI OF BEST - COORDINATOR
- 19. Ambassadors BEST-bonding
- 20. Ambassadors BEST-CFES
- 21. Annual Report - Authors
- 22. BEST Alumni in Barcelona
- 23. BEST Anniversary - 25 years of BEST
- 24. BEST Anniversary Materials - 30 years of BEST
- 25. **BEST Interested People** ← (circled in red)
- 26. BEST International Newsletter
- 27. BEST International Newsletter - authors
- 28. BEST Members in Germany
- 29. BEST Presidents
- 30. BEST Secretaries

And then hit *Join!*

*This group allows self-subscription:* [Join!](#) (circled in red)

After this you will get an email with confirmation of joining.

Which mailing list I think you should follow:

**BEST Interested People** - or simply LBGs@ main list of international BEST. There you can get a lot of calls, information, announcements etc.

**BEST International Newsletter** - Once every month there is International Newsletter sent there. You can read in it what's going on in international BEST

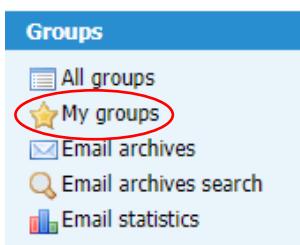
**R - Region [number]** - Mailing list of your region. There are most important information regarding your region going there and you can get a lot of valuable content from this (for example this document :D )

Observers list of departments:

1. [Competitions Department - Observers](#)
2. [Corporate Relations Department - Observers](#)
3. [Design - Observers](#)
4. [Edu-ID - Observers](#)
5. [Grants Department - Observers](#)
6. [IT - Observers](#)
7. [Membership Department - Observers](#)
8. [Public Relations Department - Observers](#)
9. [Training Department - Observers](#)
10. [Vivaldi Department - Observers](#)

How to check which mailing lists I am signed in?

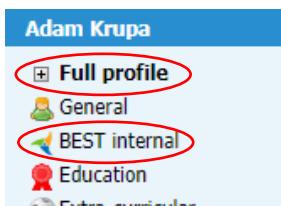
On the left you can find a box where is the button called "My groups":



Or, longer way: On right corner go to your profile



And hit BEST internal (or Full profile and scroll down)

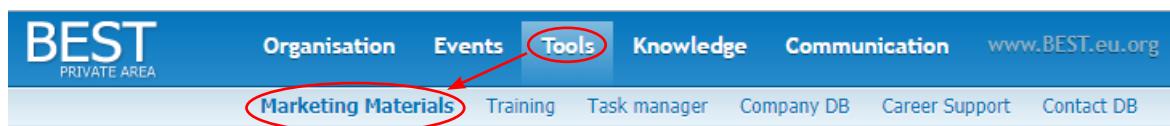


Section Teams and information shows you lists that you follow

Teams and information	
Member of 19 teams: [edit]	BEST Interested People , BEST International Newsletter , GA2017 - delegates , Human Resources , lbgadmins , Let's Talk About BEST , Membership Department - Observers , R - East region , R - Region 06 , R - Region 06 - Boardies , R - Region 06 - Presidents , R - Region 06 - RM , R Polish LBGs Cooperation , R Polish LG , R Regional Advisers 2017-2018 , RAE Project , RM Development Project - Observers , Training Department - Observers , Wiki-RA ACL
Document Archive:	Has written 5 documents (1 official)
Wiki:	Has contributed to 0 wiki pages.

# Chapter three - PR tools

To find PR materials we enter **Tools -> Marketing Materials** from the top bar



There we can see 3 columns

## Marketing Materials - Welcome

Here you can find all the marketing material you may need to promote BEST. Please look around and find all information about how the material should be used and the visions and ideas behind the graphical design.

### Create your own materials

Here you can find basic design elements like BEST logo, EBEC logo, Map of Europe, colour swatches, infographics, some templates for official documents.

[BEST Career Day \(BCD\)](#)  
[BEST Symposium on Education \(BSE\)](#)  
[Colours](#)  
[Design elements](#)  
[EBEC](#)  
[EBEC Challenge](#)  
[Logo](#)  
[Logos of Partners](#)  
[Map of Europe](#)  
[Observer Logo](#)  
[Photos](#)  
[Statistics](#)  
[Templates](#)

### Ready-to-use materials

Here you can find designs which are ready to be used. Promotional materials for season events, for EBEC and BCD can be found here!

[25 years of BEST](#)  
[Annual Report](#)  
[BEST](#)  
[BEST Career](#)  
[BEST Career Day](#)  
[BEST International](#)  
[BEST Seasonal Events](#)  
[Desktops](#)  
[EBEC](#)  
[Innovation Now 2017](#)  
[Season's Greeting Card](#)

### Useful documents

Here you can find different documents, guidelines, and useful handbooks, which can help PR/marketing team of your LBG to achieve more!

[Marketing Strategy](#)  
[Visual Identity Rules](#)  
[BEST Courses](#)  
[BEST International](#)  
[EBEC](#)  
[EBEC Challenge](#)  
[Former Annual Reports](#)  
[Graphic Design Learning Materials](#)  
[History Book of BEST](#)  
[HR Tool Handbook](#)  
[Internal Structure of BEST](#)  
[Public Relations](#)  
[Tips & Tricks](#)  
[Video Toolbox Tutorials](#)

Depending on your needs you can use materials stored in any of them

First column contains materials that you can use while preparing your own work like: colour palette and logos used in BEST, maps, infographics, templates of presentations and photos from our events

In second column you can find materials prepared by Design Department meant to promote BEST and its services. Whenever your work needs to promote courses, EBEC or BCD, you can go there and use these materials.

Last column contains documents that might help you while creating your own materials and PR strategy. There you can find information about BEST history, Visual Identity and useful tips and tricks.

# Chapter four - Games

Do you feel like HR soul?  
That is something for you!

To find games database go to tabs: Knowledge -> Games:



There you'll find a database of about 350 games:

## Games Database - List of Games

Showing Items 1 to 50 out of 354 (Page 1 out of 8)						
Name	Category	Min. players	Max. players	Duration (minutes)	Materials	
"IX" Exercise	Time Killing, Creative, Thinking, LBG Weekend, Meeting, Training, Indoor, Around the table	5	999	5	overhead projector or blackboard	
(FU)DG - (f***ked up) drinking game:-)	Party, Drinking, LBG Weekend, Meeting, Farewell Party, Indoor, Outdoor, Around the table, Beach, Motivation Weekend	2	20	90	1 deck of cards, shot glasses for each player and alcoholic drink (strong spirit recommended)	
4-Goal Soccer	Teambuilding, Time Killing, Physical Activity, LBG Weekend, Outdoor, Beach	8	28	30	A soccer ball, line markings (or cones), 4 soccer goals	
5 cents	Party, Time Killing, Wake Up, Afterparty, Reflex, Meeting, Training, Farewell Party, Indoor, Outdoor, Bus, Around the table, Beach, Walk, Motivation Weekend	2	6	5	a 5 cents	
7-11-Doubles	Party, Reflex, Drinking, LBG Weekend, Welcome Party, Farewell Party, Around the table	3	10	30	Beer/Liquor, Dice	
A Little	Party. Reflex. Physical Activity. LBG Weekend. Outdoor. Water	8	24	60	1 soccer ball; 2 innertubes; 1 waterball; 2 water basketball	

Database contains games for every occasion and nearly any given amount of participants. There you can find wake up games, teambuilding games and also drinking games, so whenever you're in need for a game this base will be of use. To avoid scrolling through whole database you can use the search option.

The screenshot shows the 'Games Database - Search Game' page. On the left, there's a sidebar with links: 'Games list', 'New game', 'Playlist', 'Search game' (which is circled in red), and 'Help'. The main area has search fields for 'Name', 'Number of Players', 'Duration (in minutes)', 'Material needed', and 'Description'. Below these is a 'Categories:' dropdown menu containing a list of game types: Afterparty, Around the table, Beach, BKT, Bus, Creative, Drinking, Farewell Party, Get2know, Indoor. A note at the bottom says '(hold CTRL to select more than one option)'.

Here you can specify what kind of a game you're looking for.

# Chapter five - International Projects Platform (IPP)

International Projects Platform is a place that gathers most of international calls for teams and coordinators. There you can read about the responsibilities and amount of work that would be required for a position. But how to find it? After logging in you can find it in the tabs:

Organisation -> International Projects



There you click Open Projects, you will see panel that looks kinda like this:

A screenshot of the 'International Projects Platform' page. On the left is a sidebar with a blue header 'International Projects Platform' and several menu items: 'Home', 'Apply for Projects', 'Open Projects' (which is circled in red), 'Upcoming Projects', 'Projects Overview' (which is also circled in red), 'Ongoing Projects', 'Previous Projects', and 'Projects Wiki'. The main content area has a title 'International Projects Platform' and two sections: 'Department Projects' and 'Strategic Projects', each with a downward arrow icon.

There you click Open Projects, you will see panel that looks kinda like this:

A screenshot of the 'Open Projects' page. It shows a list of projects with their details and application buttons. The projects listed are: 'Brand Awareness Team' (due 30 September 2017), 'Season Promotion Materials' (due 18 February 2017), 'PA &amp; PWS Maintenance' (due 09 October 2017), 'Text Editors Working Group' (due 25 November 2017), 'Task Database Project Team' (due 09 February 2018), 'BEST Application System Development Project' (due 14 February 2017), and 'ICL2017 Paper team' (due 10 February 2017). Below this is a section for 'Strategic Projects' with one item: 'Pineapple' (due 15 February 2017).

For more detailed information just click on a project that you find interesting

#### ▲ Department Projects

Brand Awareness Team	DL: 30 September 2017	Apply Now
<p>The Brand Awareness Team is about educating LBGs and other relevant bodies about the different brands of BEST and how to properly present them in order to portray our image properly to the outside world. Some of its duties include the promotion of the BEST Brands Book, communicating with LBGs on brand related matters and work on the refinement of the BEST brand itself.</p> <p>If you are...</p> <ul style="list-style-type: none"><li>- Experienced in the mystical world of branding and image</li><li>- Experienced in coordinating a team</li><li>- Good with English</li><li>- Knowledgeable about the brands of BEST and prepared to know the BEST Brands Book by memory (:P)</li></ul> <p>...then you really should consider applying to this project!</p> <p>If you would like to know more you can always contact us at <a href="mailto:prd@best.eu.org">prd@best.eu.org</a></p> <hr/> <p>Department: <a href="#">Public Relations Department</a> Application open: <a href="#">Application Form</a></p>		

If you decide to apply for any given position just click 'Apply now' button and you'll find yourself redirect to a google form like this:

Brand Awareness Application

This is the form you were looking for. You know what to do. :)

\*Wymagane

What is your name and surname? \*

Twoja odpowiedź

What is your LBG? \*

Twoja odpowiedź

What is your email.address? \*

Twoja odpowiedź

PA profile link \*

Twoja odpowiedź

DALEJ

Applying for international responsibilities has never been so easy!  
For more info ask more experienced members of your LBG or your RA

# Chapter six - Wiki

Finding wiki page is quite easy, all you need to do is click Knowledge->Wiki after you login to your account.



There you can see quite massive table

## BEST Wiki

My teams	Other
<p><b>My LBG</b></p> <ul style="list-style-type: none"><li>Krakow  You don't have access to your LBG wiki. If you want access, contact your LBG.</li></ul> <p><b>Administration</b></p> <ul style="list-style-type: none"><li>RA </li><li>Training </li></ul> <p><b>Departments</b></p> <ul style="list-style-type: none"><li>ECCasesDatabase </li><li>TD</li><li>VD </li><li>Vivaldi</li></ul> <p><b>Discussion Groups</b></p> <ul style="list-style-type: none"><li>HR</li></ul> <p><b>LBGs</b></p> <ul style="list-style-type: none"><li>Misc</li><li>Website2</li></ul> <p><b>Other</b></p> <ul style="list-style-type: none"><li>PolishLBGs </li></ul>	<p><b>Administration</b></p> <ul style="list-style-type: none"><li>BASweb</li><li>Category</li><li>EECweb</li><li>Projects</li><li>System</li><li>Website</li></ul> <p><b>Committees</b></p> <ul style="list-style-type: none"><li>MarketingProject</li><li>MarketingStrategy</li></ul> <p><b>Departments</b></p> <ul style="list-style-type: none"><li>CD</li><li>CRD</li><li>Design</li><li>EBC</li><li>EID</li><li>GD</li><li>IT</li><li>MD</li><li>Membership</li><li>PR</li></ul> <p><b>Discussion Groups</b></p> <ul style="list-style-type: none"><li>ExternalRelations</li><li>GrowthStrategy</li></ul>

Here you can find pages about Departments, Regions, Committees (oldschool, heh?) and many, many others. By clicking on some link you can find a lot of information about this topic.

For example you can check out the history of Mongolia Region :)

Let's check out Knowledge Group. They're taking care of collecting and archiving knowledge. Here you can read about their work, but what is more interesting, about their projects.

## Projects

- [Report templates](#) - Templates to ease the collection of practices in BEST
- [KG Bible](#) - book on Knowledge Management basics for KanGaroos and people interested in the topic.
- [KM training](#) - training for besties on KM, common project of TiGro and KG.
- [PA Welcome mail](#) - welcome mail on PA for new BESTies.
- [Wiki Restructuring Project](#) - related information to the Upcoming Mega Upgrade of BEST Wiki :)
- [KT system in other NGOs](#)
- [Games DataBase ↗](#) - a place for all the games. You can use them during your events.
- [History of BEST ↗](#) - Collecting information about BEST and its steps, to know where we come from and so where are we going.
- [LBG Handbook](#) - how to make a Local Group become a Local BEST Group.
- [LBG Materials](#) - all the materials you could need to start a BEST Experience.

You can enter LBG Handbook and there you can see the table of content.

### LBG HANDBOOK

#### ★ Introduction

- [Welcome to LBG HandBook](#)

#### ★ BEST Awareness

- [The Identity of BEST](#)
- [General working structure](#)
- [Regions](#)

#### ★ Running Your LBG

- [General hints for the boardies](#)
- [Strategic planning](#)
- [Managing an LBG](#)

#### ★ Organising Events

- [Overview](#)
- [External Events](#)
- [Internal Events](#)
- [Local Events](#)

#### ★ Human Resources

- [The Identity of HR Responsible](#)
- [Recruiting New Members](#)
- [Training for the LBG](#)
- [Motivation](#)
- [Alumni Involvement - Use and Abuse them](#)
- [Appendix - HR tools](#)

#### ★ Information Technology

- [The Identity of IT Responsible](#)

#### ★ Public Relations

- [The Identity of PR Responsible](#)
- [Marketing Strategy Guidelines ↗](#)
- [PR Handbook](#)
- [BEST Brand Manual ↗](#)
- [toolBox ↗](#)

#### ★ FundRaising

- [The Identity of FR Responsible](#)
- [BEST - know it and present it](#)
- [Selling Points for Fundraising](#)
- [Phone Call - Tips & Tricks](#)
- [Meeting - Tips & Tricks](#)
- [How to apply for Grants](#)

#### ★ Sharing

- ["Sharing is Caring"](#)

#### ★ Networking

- [Utility of Networking](#)

#### ★ Abbreviations

- [Keep It Short and Simple :\)](#)

#### ★ Finger Rules

- [Golden Rules](#)

#### ★ Mission Impossible

- [Dealing with parents](#)
- [Dealing with professors](#)

It's a lot of knowledge in one place, useful for both new LBGs and new BESTies.

If you've just subscribed to a new mailing list and you don't understand all abbreviations, a special tab might be extremely helpful.

## Abbreviations used in BEST

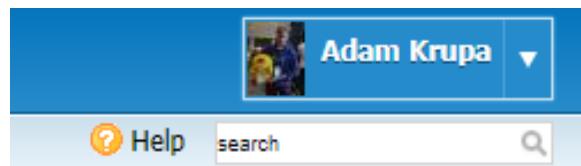
Abbreviation	Explanation
AAP	Annual Action Plan
AC	Autumn Course
AR	Annual Report
AP	Action Plan
BAP	BEST Anniversary Project
BAS	BEST Application System
BEC	BEST Engineering Competition
BECaS	BEST Event Case Study
BCC	BEST Career Centre
BCD	BEST Career Day
BCS	BEST Career Support

In every wiki chapter there is some knowledge, some are described briefly others a bit more vastly, but all worth discovering.

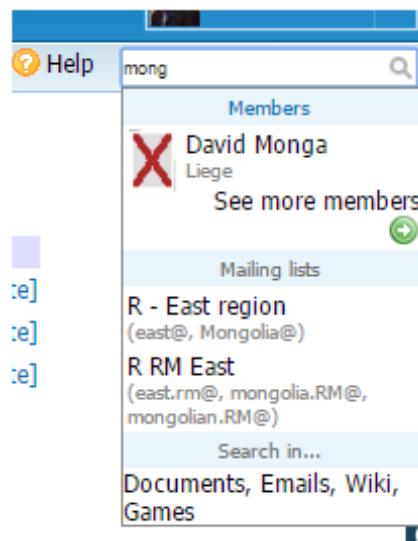
# Chapter seven - Search box and Helpdesk

## Search Box

You can find it in the top right corner of the page right under link to our profile.



while writing down the phrase some suggestions will appear:



On the first glance you might be disappointed as suggestions cover only BEST members and mailing lists.

If these don't satisfy your needs you can proceed to searching your phrase throughout documents, emails, wiki pages and games.

Documents cover a variety of proposals, report, minutes and other useful materials, so it's always useful to try searching in documents.

# Helpdesk

Have you ever had any technical problem with PA? A site showing MAKUMBA ERROR? Or maybe you'd like to ask a specific BEST related questions but you don't know whom to approach? (you can always ask your RA, but in other case you can continue reading)

Helpdesk is your solution.



Just fill in all fields in the request and click submit to send your question and you can be sure that a properly informed person will take care of it and will come back to you with the answer you need.

## Your Request

Please see the [Frequently Asked Questions page](#) or submit a request using the form below to get in touch with the HelpDesk team. Your request will be forwarded to the most qualified persons that can help you. There are 52 solvers in Helpdesk waiting to help you with all your questions related to BEST. Please allow (maximum) a week for us to get back to you.

Before reporting that something is not working as it should, please check the [IT Service Status](#) page. Maybe we already know about the problem.

### All fields are compulsory

Your Name:	Adam Krupa
Your Email ( <i>needed to contact you</i> ):	<input type="text" value="adam.krupa@BEST.eu.org"/>
Type of Request:	<input type="text" value="-- PICK ONE --"/>
Title of your problem:	<input type="text"/>
Priority:	<input type="text" value="Low"/>
In order to ease our job and get a faster answer:	
<ul style="list-style-type: none"><li>• Please use <b>English</b></li><li>• Be as detailed as possible (mention actions you performed, links...)</li></ul>	
<input type="text"/>	
<input type="button" value="Submit"/>	

People at Helpdesk are super responsive and they have a lot of knowledge, so you can contact them anytime.

# Chapter eight - Homepage

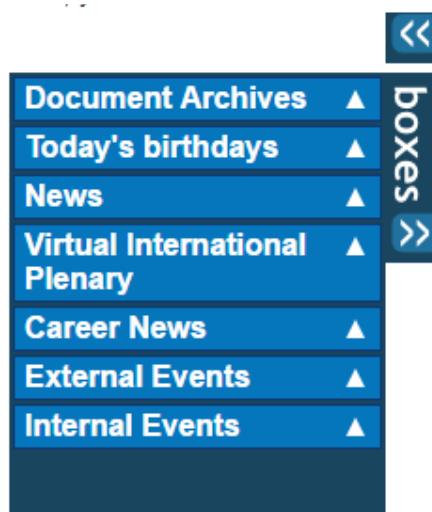
How to make PA more likable? How to use its facilities?  
PA Homepage may be a great example! Let's personalise it!

## Boxes

After entering PA homepage, on the right side you can see the 'boxes' bookmark

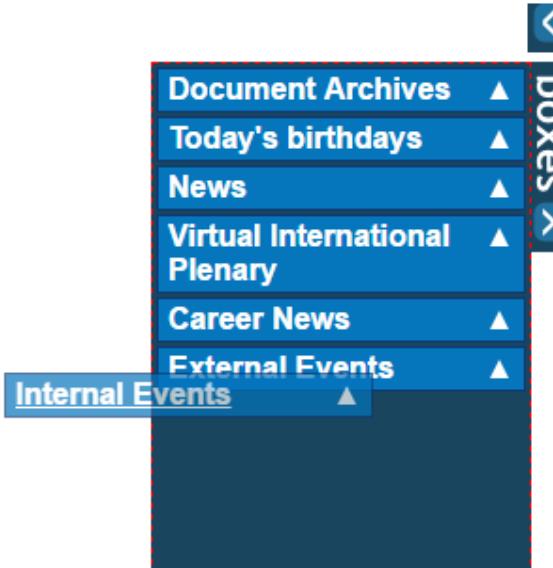


after opening the tab, you'll be able to see different boxes



Each of them can be dragged and dropped on the main screen, every box can be also hidden by dragging it back to the tab.

Just take the box



and drag it to your homepage

The image shows a homepage layout with the following sections:

- My Tasks**: You are currently not responsible for any tasks.
- Tip of the day**: Curious about the history of BEST? Check it out and contribute to it!
- Internal Events**:
  - Upcoming (with application DL):**
  - 6 days till [RAE / Health Indicators Workshop Zagreb 2017](#) (DL: 9 Mar)
  - 6 days till [IT Developers Meeting Podgorica 2017](#) (DL: 8 Mar)
  - 12 days till [T-TRAM on MBTI Belgrade 2017](#) (DL passed)
  - 13 days till [Local Educational Involvement SIT Krakow 2017](#) (DL passed)
  - 2 weeks till [IT Developers Meeting Groningen 2017](#) (DL: 23 Mar)
  - 3 weeks till [Region 01 Meeting Chania 2017](#) (DL passed)
  - 3 weeks till [Region 02 and 08 Meeting Bucharest 2017](#) (DL: 3 Mar)
  - 4 weeks till [Region 06 and 04 Meeting Iasi 2017](#) (DL: 8 Mar)
  - 4 weeks till [Region 07 Meeting Ekaterinburg 2017](#) (DL: 30 Apr)
  - 4 weeks till [Region 09 Meeting Louvain-la-Neuve 2017](#) (DL: 6 Apr)

## My Links

After setting your Homepage, let's move to 'My Links' tab. You can find 'My links' tab both on home page and on the sidebar. Thanks to it you can create bunch of useful shortcuts to different pages. To add a link into this tab all you need is to click 'add' on the particular page or 'edit' inside 'My links' box.

For an example, let's try to add the Abbreviations page to sidebar

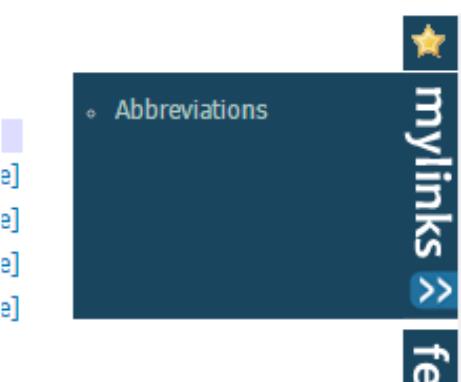
### Add link

Name	Abbreviations
URL	<a href="https://private.best.eu.org/wiki/page/KnowledgeGroup.LBGHandbookAbbreviations">https://private.best.eu.org/wiki/page/KnowledgeGroup.LBGHandbookAbbreviations</a>
Links starting with "http://private.best.eu.org" will be converted to relative links	
Order	
Optional - links will be sorted on ascending order	
Location	Sidebar ▾
Icon	
Optional icon shown in My Links-box: <a href="#">show icons</a>	
<a href="#">Save and add more</a> <a href="#">Save</a>	

### Most popular links

- <http://private.best.eu.org/email/mailToLbgs.jsp> (182) [Add](#)
- <http://private.best.eu.org/docs/specialArchive.jsp> (60) [Add](#)
- <http://private.best.eu.org/wiki/page/markeTeam.mankeTeam> (54) [Add](#)
- <http://private.best.eu.org/wiki/page/BEST.LBGMaterials> (52) [Add](#)
- <http://private.best.eu.org/docs/archiveBrowse.jsp?archive=aoscnkq> (46) [Add](#)

Click save and from now on you can easily check any BEST abbreviation while only opening PA



You can also add bookmarks from outside of PA like facebook or any other web page.

# Chapter nine - Closing

With this chapter I'd like to conclude the How to PA guidelines. I hope that it helped you find yourself around Private Area and to use it more efficiently. If you still have any doubts or questions, don't be afraid to ask your fellow BESTies, your RA or send a request on Helpdesk.

Thanks a lot to all RAs and Mariniki for feedback, comments and translations

Adam