

# BEST

*boosting environmental  
and social topic*

## BILLBO / MANUAL

HOW TO USE AND SPREAD BILLBO FOR BEST COMMUNITY BUILDING IN  
SOCIAL PROJECTS, ACTIVITIES, EVENTS + INTERVENTIONS

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## PRIVACY + INTRODUCTION

Data protection and privacy are important. We want to offer users on BILLBO the best possible protection and at the same time give them space to develop freely on the platform. BILLBO is a **private closed platform** that can only be **joined by invitation**.

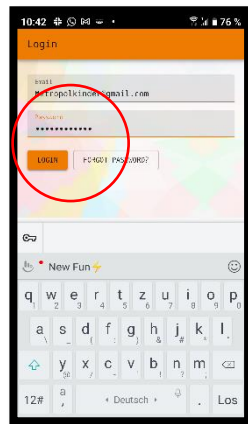
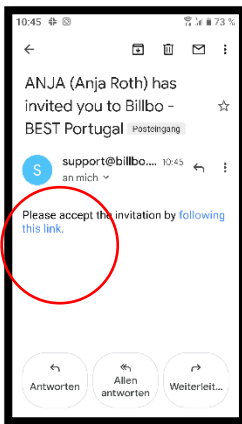
Invited users usually know each other personally because they are participating in a joint project, a joint event. Only they can see, like, comment, download etc. the content of other users in the same project.

The user groups are each located in their own so-called **tenants**. All users who are participants in several groups or events can - after being invited, of course - access the tenants for which they have been released with a single login. Invitations to a BILLBO tenant require **personal confirmation** by the user. You want to be invited? Set a request.

All data/transactions that take place on BILLBO run on **German servers** and are verified and secured according to the **current state of safety and security**.

## HOW TO USE BILLBO

### INVITATION + LOGIN

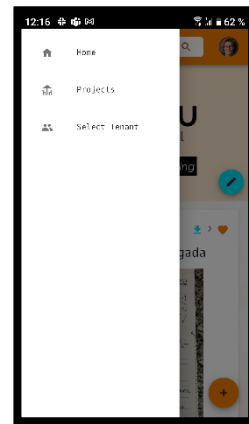
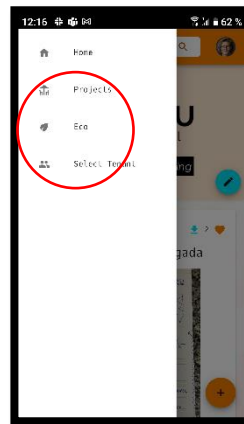


**Get invited** by your BILLBO Manager. Then follow the link in your invitation and give yourself login data as name and password. You can change or recover your password anytime later.

Did not find your invitation in your mailbox? **Mind the spam/trash!** Thank you.

After being registered you can join BILLBO on Web. Check <https://BILLBO.online>. If your browser allows to **set an anchor icon** on your desktop, take it. It will be much easier and faster for you to find BILLBO on your desktop or in your task bar.

### FIND THE GENERAL NAVIGATION

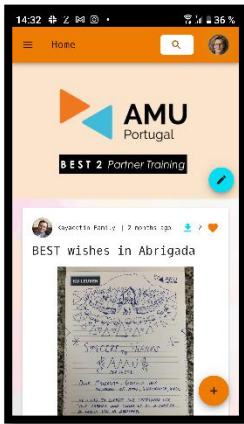


Click or touch the upper left burger menu to get into the **general navigation**. There you find

- Home
- Projects
- Eco\*
- Select Tenant

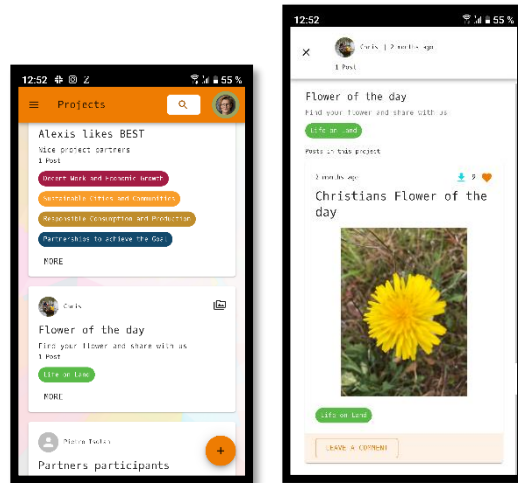
We offer **2 grades of login** – as ECO (**\*ECO only**) you have access to all available functionalities. The nonECO mode is more of a visitor status. You want to be upgraded as ECO? Contact your project manager or admin.

CLICK OR TOUCH **HOME**



Get straight to the **main feed** in your project and dive into interaction. Read, like, comment or download\* posts. Filter by clicking/touching one of the coloured SDG-bars. And design your own posts by pressing the orange +-Button.

CLICK OR TOUCH **PROJECTS**



Find the **personal projects** of your colleagues and friends and navigate directly to them to like, comment or download\*. Use upper X left side to leave the project and get back to the main feed.

CLICK OR TOUCH **ECO**  
(\*ECO only)

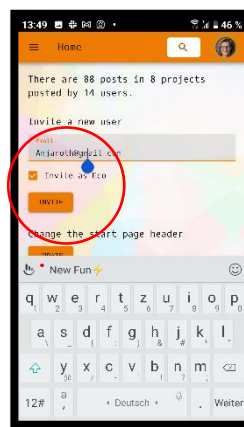


Here you have **extended ECO user role functionalities**:

- invite a new user (as ECO or not)
- change start page header
- change BILLBO colors
- export/download all posts

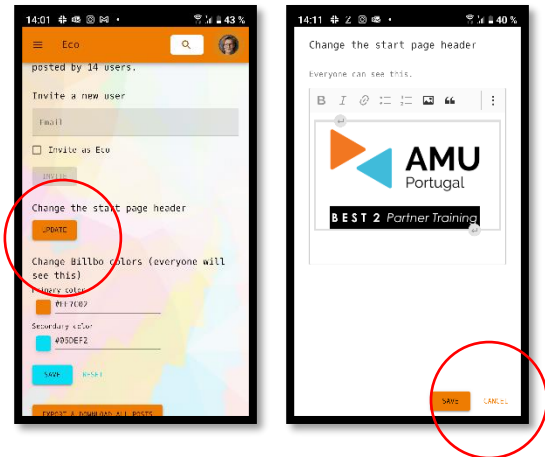
If you want to leave this menu just wait some seconds to get to the main feed or click/touch the upper left burger menu to navigate.

- Invite new user  
(\*ECO only)



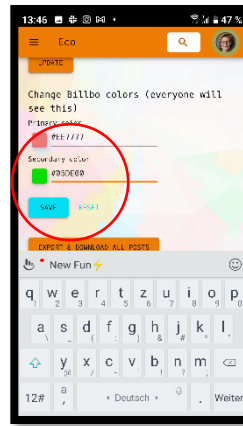
To **invite a new user**, add his/her e-mail-address, click if you want to give extended ECO user role and give note (on another channel), that you sent an invitation to the recipient. Make alert, that invitation could be sent to spam/trash folder by mistake.

- Change start page header  
(\*ECO only)



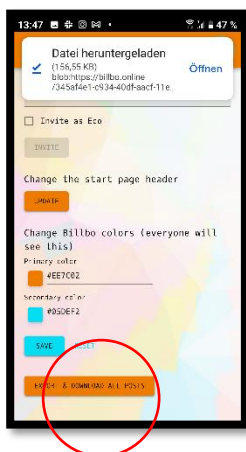
If you want to add or change the start page header click/touch UPDATE and get into editor mode for changing. Here you can **enter and edit pictures and texts**. Press the little arrow under the pics if you need more rows. You want to leave this menu? Press SAVE to save and CANCEL to cancel. You can also change header directly from homepage. Click on the symbol in the lower right corner of the header vignette. Remember logos are holy cows. Get permission for changes.

- Change BILLBO colors  
(\*ECO only)



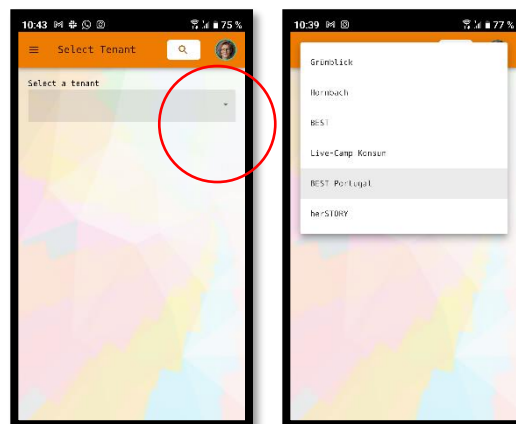
If you want to change the color appearance of your tenant please define your new colors by **pressing the color squares** and pick your new color. You can also change by insert of the correct HEX number like #FFFFFF. Mind the #! By the way, the background picture must be set by your admin. It is not under your control.

- EXPORT & DOWNLOAD ALL POSTS  
(\*ECO only)



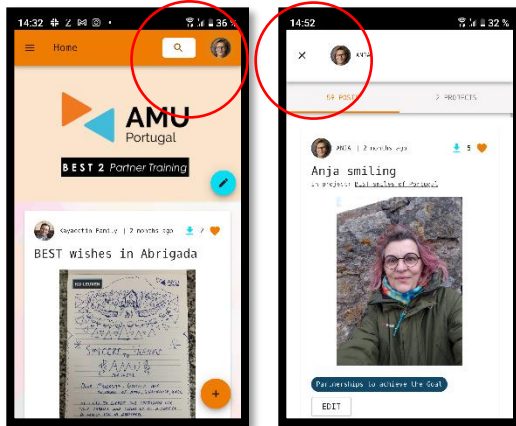
Press button at the end of the page for export and download. **A successful export will be displayed**. The file size and a link are offered. With these files you can e.g. design a meaningful and chronologically correct log-book. Get creative.

CLICK OR TOUCH **SELECT TENANT**



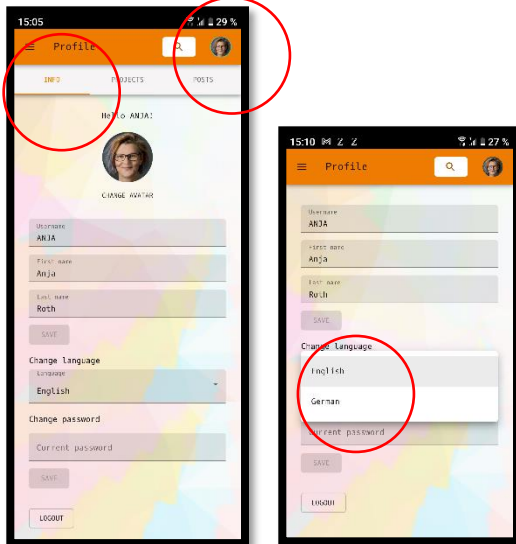
You can be part of one or more tenants. Each project, activity, event etc. offers its own tenant when set up. **For each tenant you need an individual invitation** to take part. Scroll the dropdown to find your tenants. New tenants must initially created by your admin.

## SEARCH



Click the symbol and enter the name of a user or a part of their name. **Get an overview of their projects and posts.** Here you can directly **read, like, leave a comment or download\***. To leave this area press the x on the upper left side.

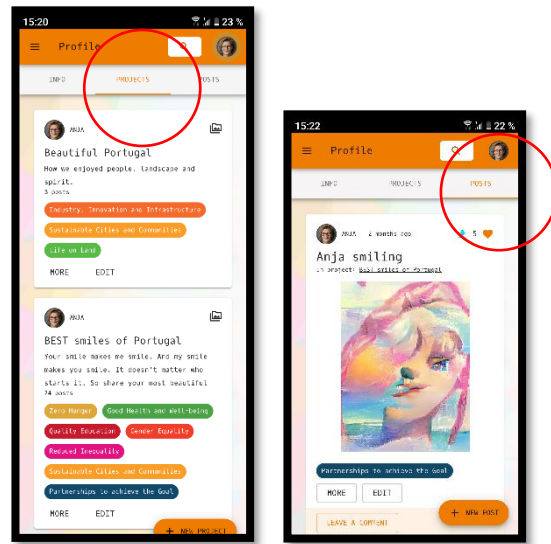
## YOUR PROFILE



Click the vignette of your **profile**. Here you can

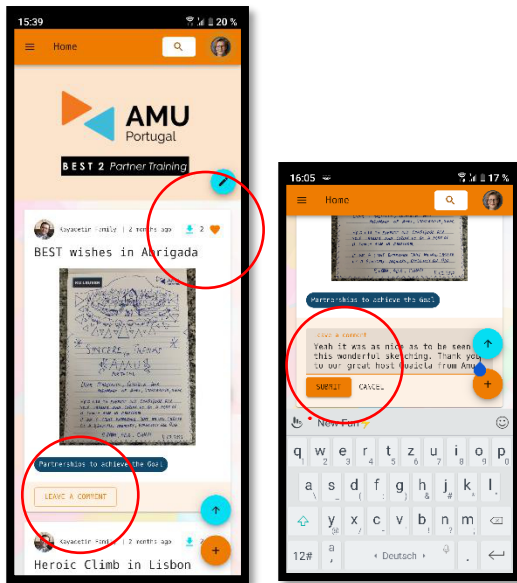
- change avatar
- edit names
- change language
- change password
- logout

## YOUR PROFILE



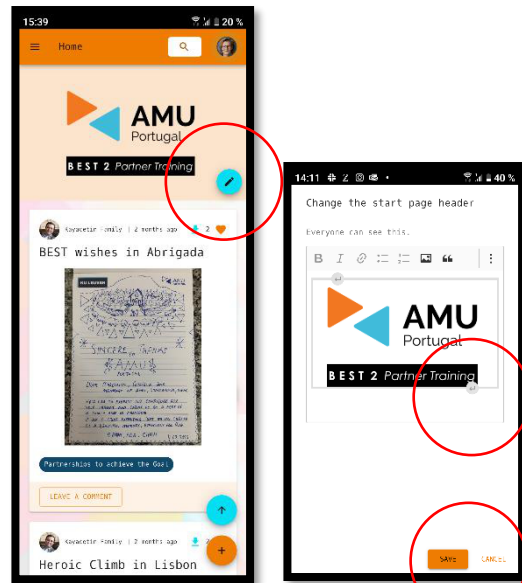
Find your personal **projects** and your personal **posts** listed in your profile. Start directly here to edit them or to create a new project or a new post.

## HOME



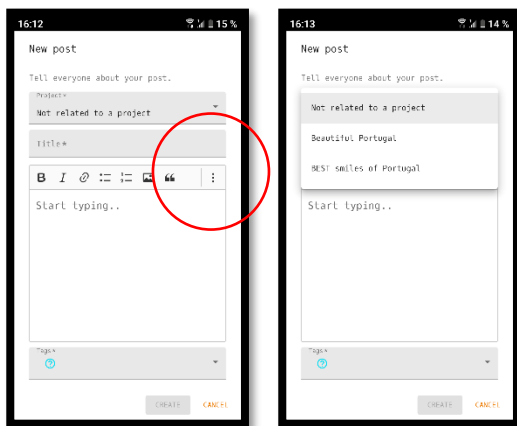
Find in this main feed all the posts of all participants of your tenant. They are chronologically ordered. You can **leave a heart** and **leave a comment**. Press the **arrow on blue** to get up to head of the page. Press **the orange +-button** to create a new post of your own.

## HOME (\*ECO only)



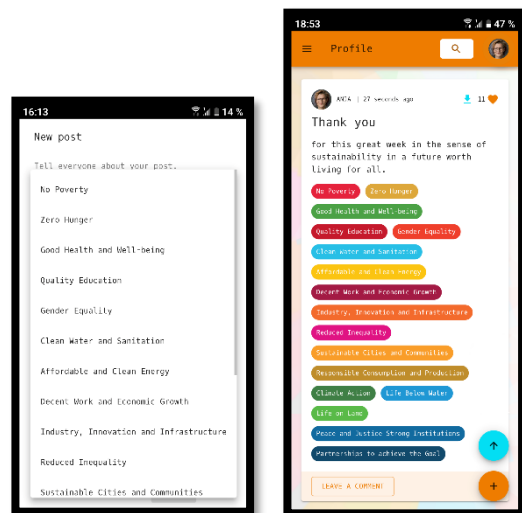
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## - CREATE A POST



Press **the orange +-button** to create a new post of your own. Fill out the form. All fields with asterisks are mandatory. You can relate your post to a story – mind the dropdown for choosing. You can edit your text, load up pics, videos, link, align and some more features. For additional offers press the 3 dots on the upper right side.

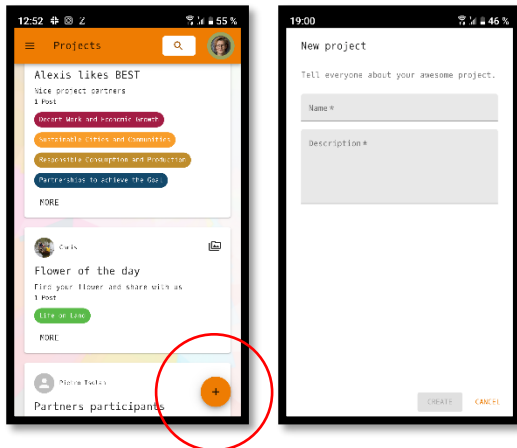
## - Tag with relating SDG



At the end of each post **at least 1 tag is mandatory** to make your post ready. Search the list of the 17 SDG according to the 2030 Agenda of the UN. Those tags will appear colorful in your post and give the opportunity to **search by click**. Then: **CREATE!**



## - CREATE A PROJECT



From **general or personal area PROJECTS** you can create a new project. Go to the burger menu or into your profile, press **PROJECTS** and press the **orange +-button**. Create a name for your project and describe its intentional awesome idea. Then **CREATE** for **posting** or **CANCEL** for **leaving**.

## Q+A FOR THE BEST RESULTS USING BILLBO:

### How can we ensure that BILLBO is entered regularly and without gaps?

It is best to appoint one or more BILLBO ambassadors right from the start, who will explicitly take care of recording all important events and documenting them in a meaningful way on BILLBO. This should also include creative community offers, the posting of small spontaneous surveys or the submission of links and documents. Get creative with nudging ideas.

### How do we motivate participants to take part?

Provide a small visual onboarding for all participants right at the beginning of your event to exclude fear of contact and lack of time. Help with check-in, talk about BILLBO and its features. Put participatory offers in the main feed and reward activities in the app and in the programmatic flow of your event. BILLBO makes sense and is fun!

### How do we achieve the most diverse result possible?

By asking all participants to make extensive use of their account and to communicate beautiful and important impressions in addition to the official agenda.

### What can the BILLBO material be used for?

Ideally, the posts can be used as a download for a logbook or documentation. Because the feed posts chronologically, you have everything in the right order. The more extensive the posts, the easier it is to document them afterwards. Billbo also works as a nice reminder of topics, dates and people. The complete set of posts can be exported and archived.



**Is my data really secured to the maximum?**

BILLBO is state of the art technology, very cleanly developed and responsibly hosted. Since the user groups are basically closed and only accessible by invitation, data, users and systems are maximally immune to disruption and intrusion.

**Where can suggestions for expansion and development be made?**

Feel free to contact us at [info@starkmacher.eu](mailto:info@starkmacher.eu). We are happy to receive any support regarding BILLBO.

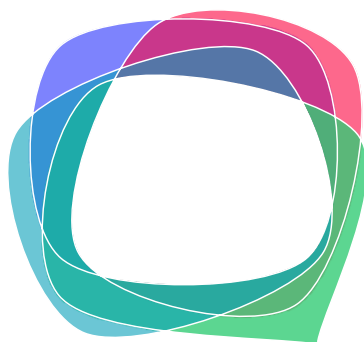
**Where can I delete my account?**

Talk to your admin or project manager. But why would you want to do that?

**Where can bugs and criticism be voiced?**

Again, please contact us at [info@starkmacher.eu](mailto:info@starkmacher.eu)





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