



SSF Hub User Guide

The SSF Hub User Guide provides a general overview of how to navigate the [Small-Scale Fisheries Resource & Collaboration Hub](#) (SSF Hub), as well as explanations of how to use the basic features of the site.

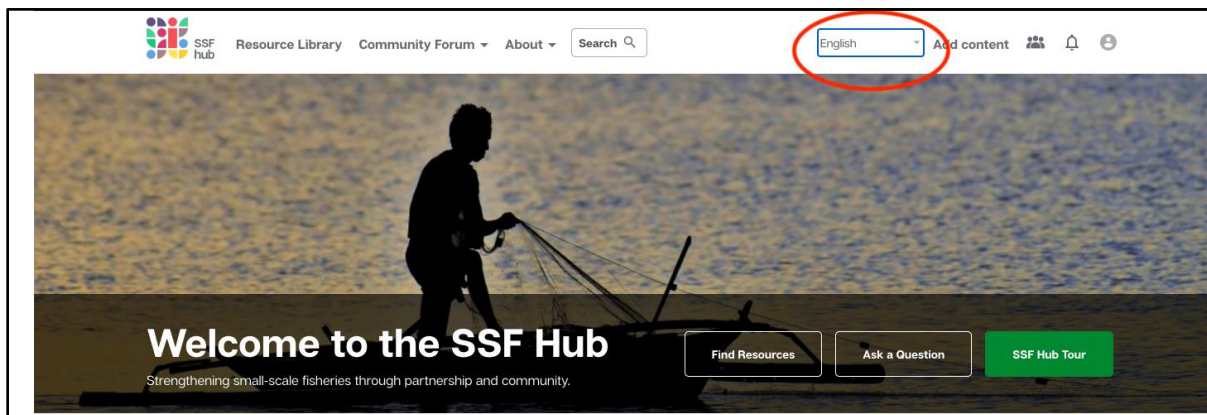
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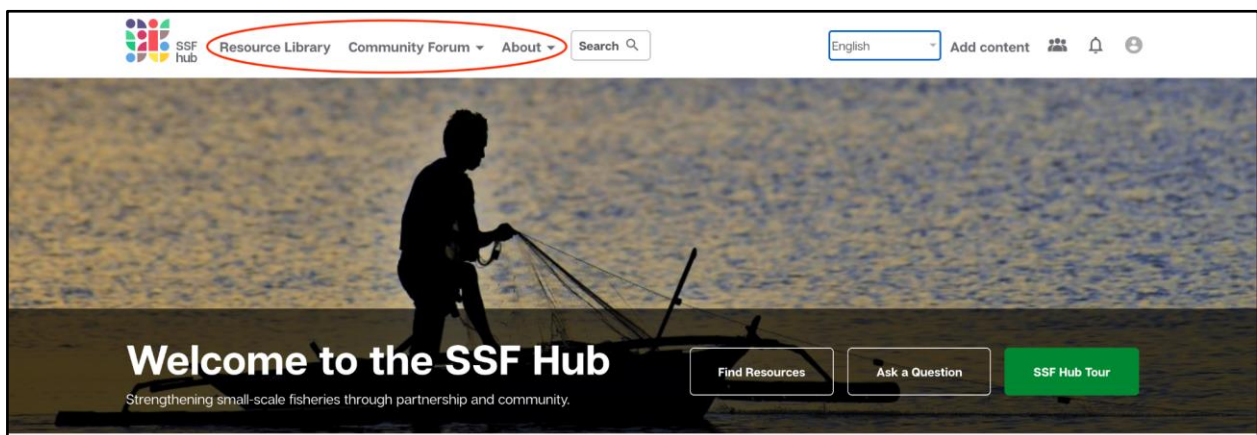
Getting Started

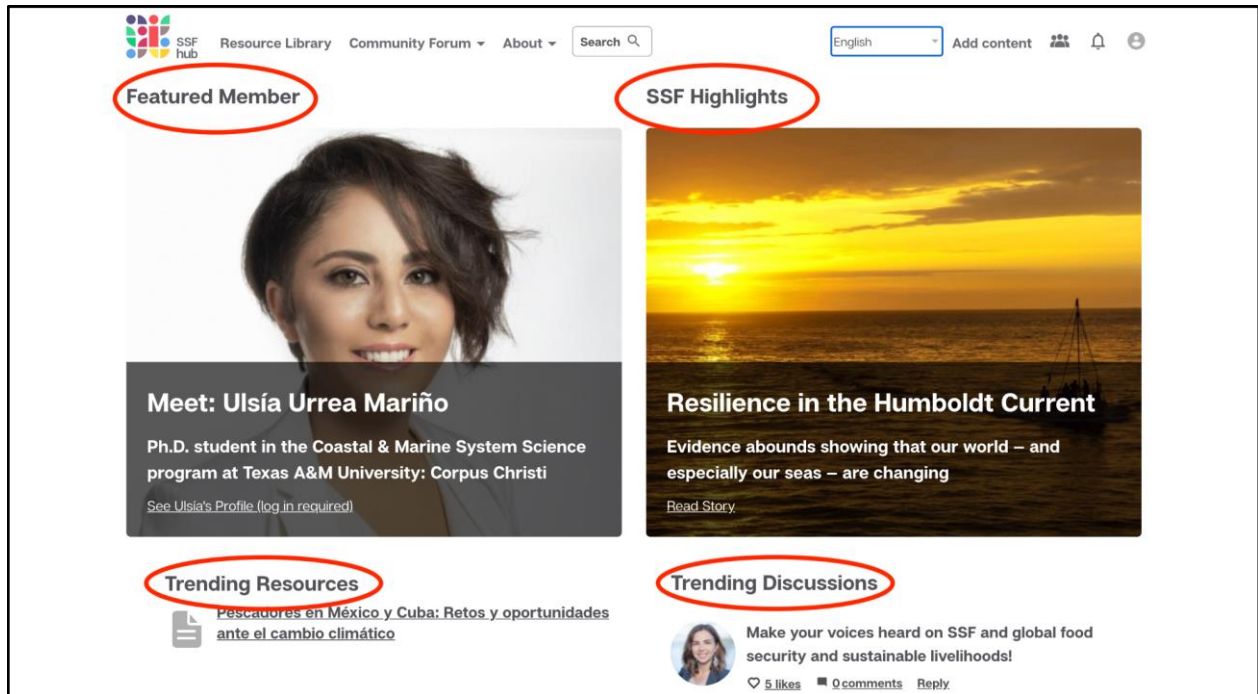
Visit the SSF Hub

- 1) From your computer or phone, visit: <https://ssfhub.org/>
- 2) Select your language
 - a) The SSF Hub utilizes Google Translate to translate full pages into different languages. To change the SSF Hub to a different language, click the Select Language button on the top navigation bar and select the language of your choice.
 - b) If you do not see your language, please [Contact Us](#) and we will work to add the language as soon as possible.



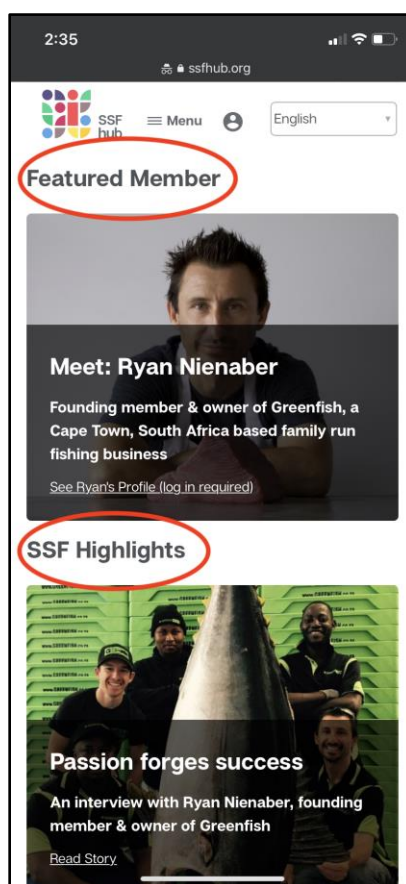
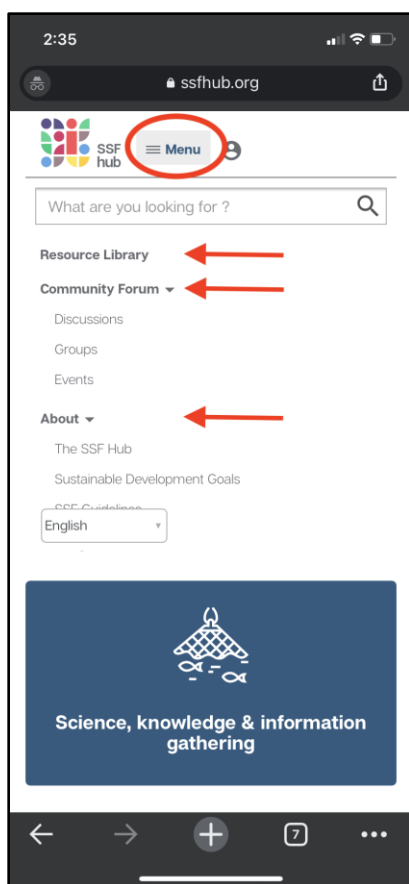
- 3) Familiarize yourself with the layout of the SSF Hub
 - a) The top navigation bar allows you to move between different sections of the site: Resource Library, Community Forum, and the About section.
- 4) The SSF Hub homepage also displays the month's Featured Member, SSF Highlight, trending resources and discussions, as well as additional ways for site visitors to get involved.





- a) **Featured Member:** Every month the SSF Hub Administrators will help select a SSF Hub community member to be featured on the Hub’s homepage and in the monthly newsletter. The Featured Member is a way to showcase the amazing, knowledgeable, and diverse group of people involved in small-scale fisheries worldwide. When creating a profile, users have the option of selecting whether they are open to being a Featured Member — this would entail having their SSF Hub profile directly linked from the homepage, and a small written bio would be included in that month’s newsletter. If you would like to recommend someone, or if you would like to be a Featured Member, please contact the SSF Administrator at info@ssfhub.org.
- b) **SSF Highlights:** The world of small-scale fisheries is diverse in geographic scope and nature. The SSF Highlights section is a way to draw attention to just some of the stories, projects and initiatives, and events happening in small-scale fishing communities. If you would like to cross-post or write a story for the SSF Highlights section, please contact the SSF Hub Administrator at info@ssfhub.org.

Mobile View



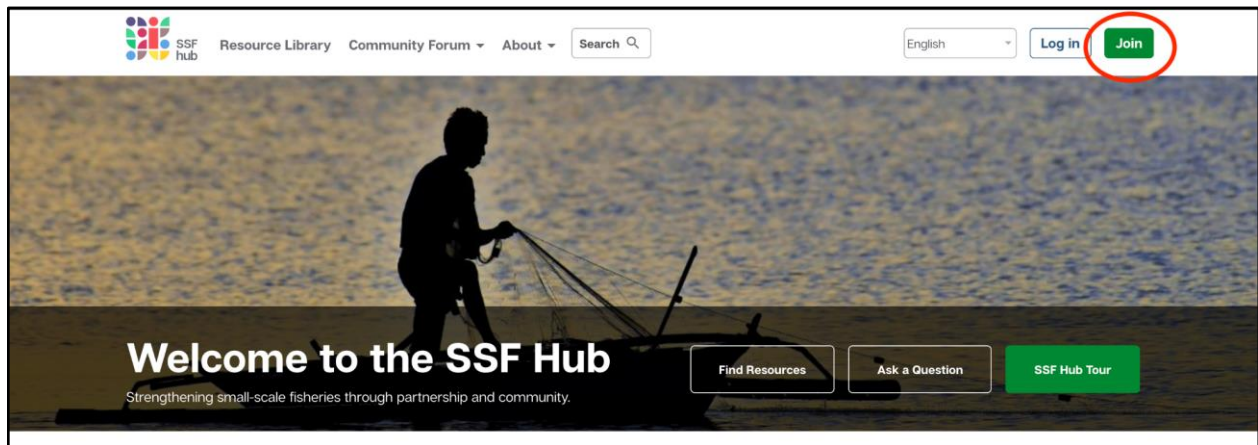
Create an Account

If you are new to the SSF Hub, one of the first steps is to create a user profile. While most of the content on the SSF Hub is publicly available, creating a profile allows you greater access to content, discussions, and other SSF Hub community members.

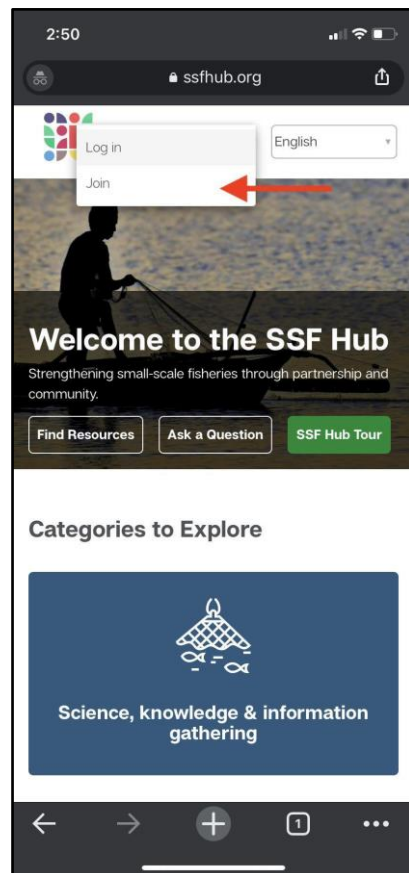
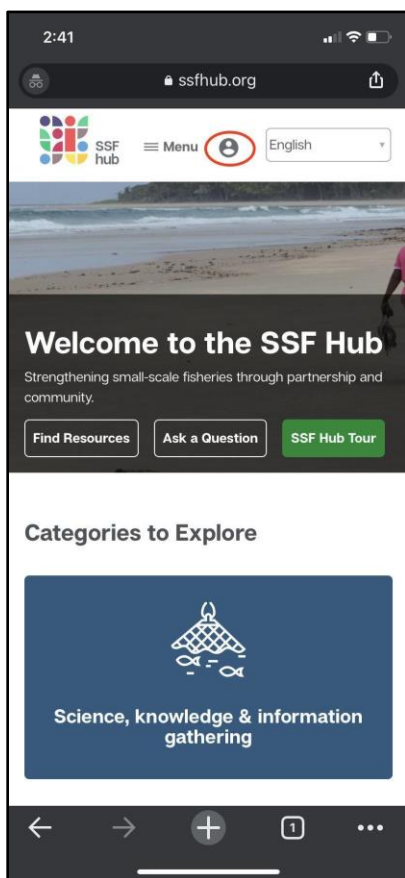
To create a new SSF Hub profile:

- 1) From your computer or phone, visit: <https://ssfhub.org/>
- 2) On the homepage, click on the green “Join” button in the upper right-hand corner.
 - a) If using a mobile device, click on the grey circle on the top navigation bar and select “Join” from the drop-down menu.
- 3) You can sign up for an account using Facebook or Google, you can also register using an email address.
 - a) If using an email address, you will receive a confirmation email that will allow you to finish your profile.

Desktop View



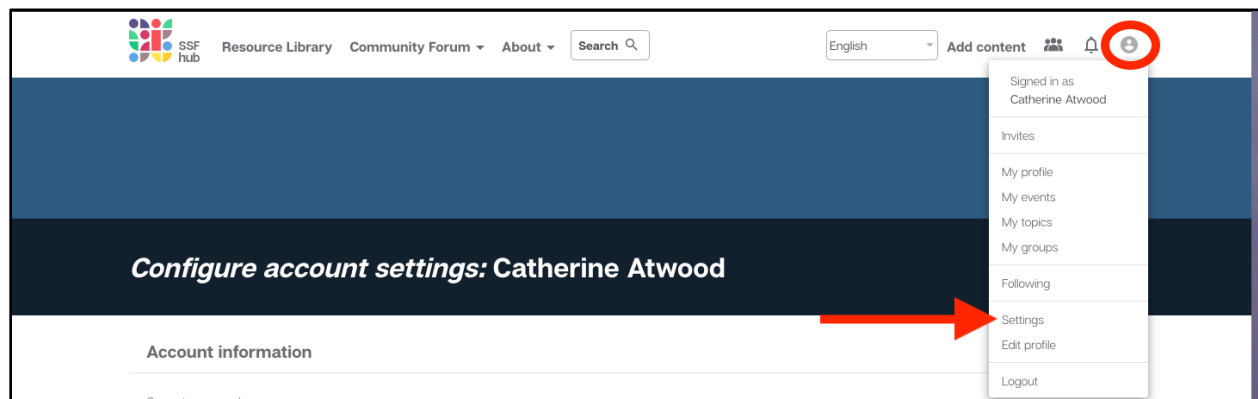
Mobile View



Customize Your Profile

- 1) To edit your profile, click on the grey profile circle in the upper right-hand corner, and select “Edit profile.” Profiles allow you to share information such as your occupation, organization, contact information, and areas of expertise.
 - a) Name and profile image: Fill out your name. Select the image that you would like to be displayed at the top of your profile. Select the image that you would like to appear as your profile image. This image will be associated with your activity on the SSF Hub.
 - b) Role and organization: List the organization(s) that you are associated with. State your occupation or role.
 - c) Phone number and location: Please list any contact information that you would like to make **available** to the SSF Hub community (This information can be updated or removed at any time).
 - d) Self-introduction, expertise, and interests: Use this space to introduce yourself to the SSF Hub Community, state your areas of expertise, skills, and interests. You can also provide links to professional pages such as your LinkedIn profile, publications, or your organization’s website. There is additional space for you to list the languages and dialects that you speak, as well as your familiarity and experience with certain fisheries, species, and gear types.

Manage Account Settings



- 1) In Settings, you can change your password, update your username, change privacy and notification settings. Account settings can be changed at any time. Click on the profile circle in the upper right-hand corner and select “Settings.”
 - a) Update your contact email address.
 - b) Change your password.
 - c) Identify your role in small-scale fisheries and where you are located (this information is used by the SSF Hub Administrators to better understand who is using the site).
 - d) Email notifications: Manage when you receive notifications from the SSF Hub. Users can manage notifications relating to their profiles, groups and events, and content that they follow.
 - e) Social login connections: Users can link their SSF Hub account to other social media platforms.

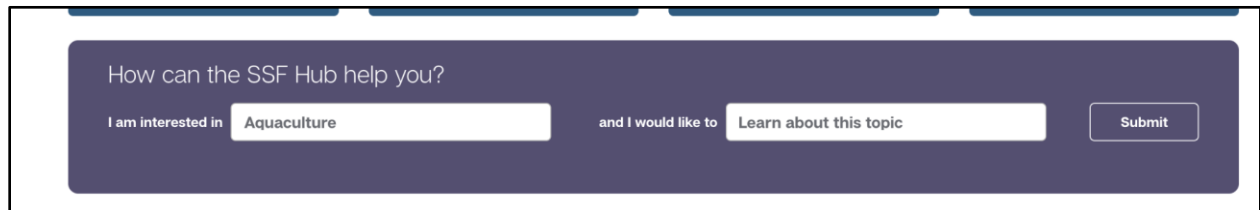
- f) Privacy Settings: Determine whether certain contact information is visible on the user's profile.
- g) Time zone: Select the desired time and time zone.

Smart Search Tool

The Smart Search Tool is a search tool that provides quick navigation to popular topics in the SSF Hub.

- 1) Select a topic from the first drop-down list.
- 2) Select an action from the second drop down list.
 - a) “Learn about this topic” will guide you to the Resource Library and resource pages on this topic.
 - b) “Ask or answer a question about this topic” will guide you to the Community Forum and discussions relating to this topic.
 - c) “Connect with others that work on this topic” will guide you to the Member Directory and SSF Hub members who have experience with this topic.
 - d) “Take action on this topic” will guide you to the Resource Library and tools and toolkits on this topic.

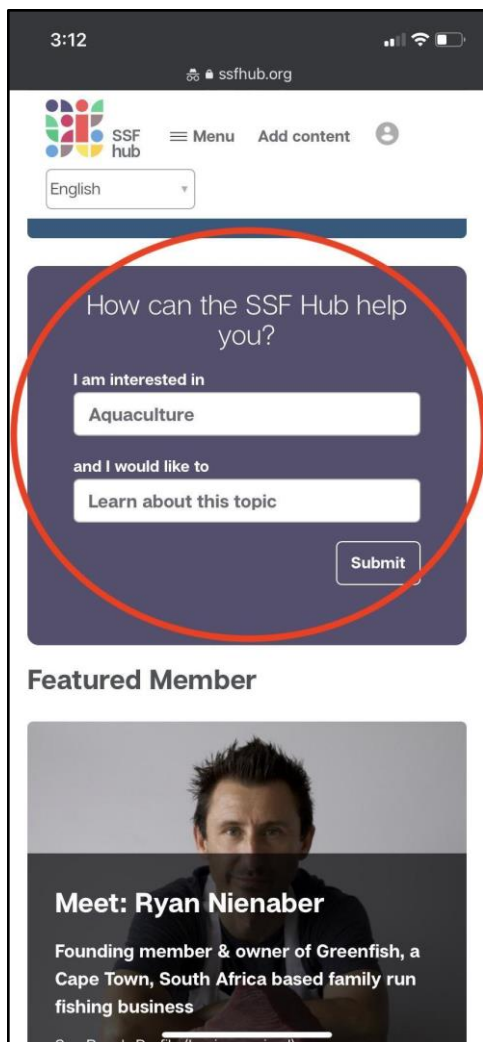
Desktop View



How can the SSF Hub help you?

I am interested in and I would like to

Mobile View



Resource Library

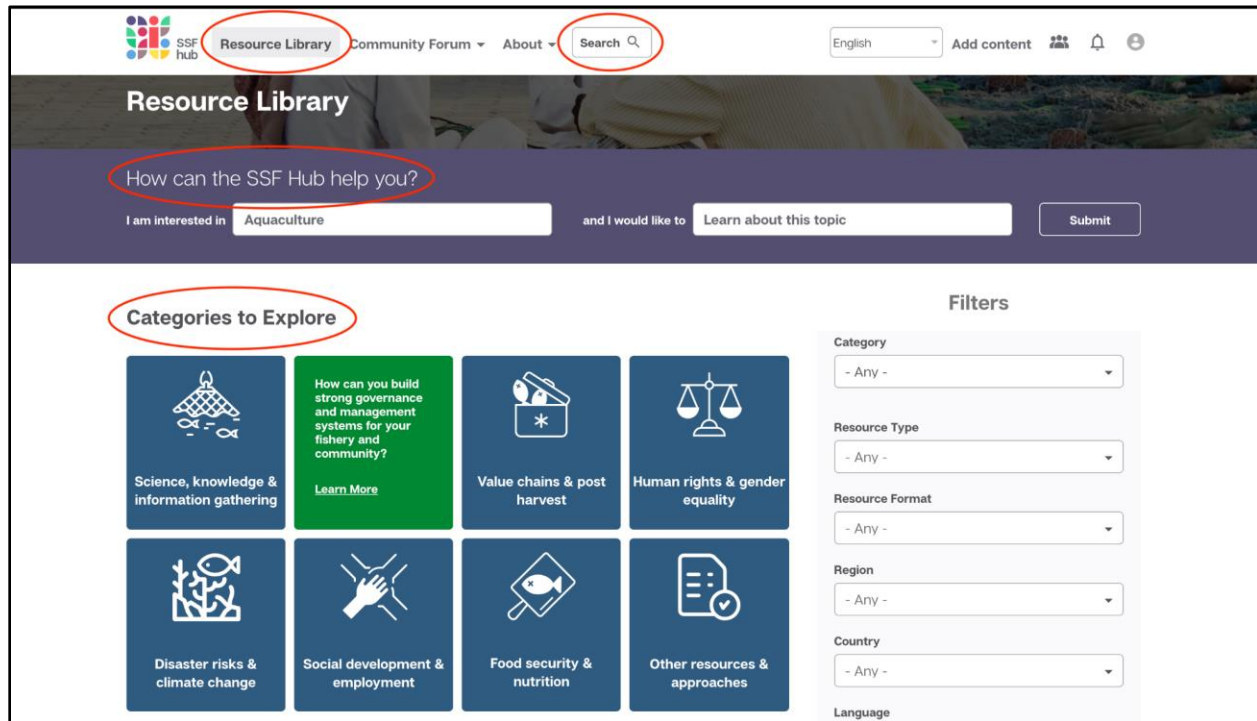
Searching the Resource Library

The [SSF Hub Resource Library](#) includes resources from a wide range of geographies and in a variety of languages. Resources relate to a broad array of topics relevant to small-scale fisheries and include a wide variety of resource types—a resource can be a case study, tools or toolkit, guide or manual, online course, video, podcast or audio recordings, graphic or an e-poster, webpage, or report.

There are multiple ways for SSF Hub users to access and search the Resource Library. From the homepage, you can access the Resource Library by:

- 1) Clicking on the [Resource Library](#) on the top navigation bar.
 - a) On mobile devices, you will find the Resource Library in the dropdown list under “Menu.”

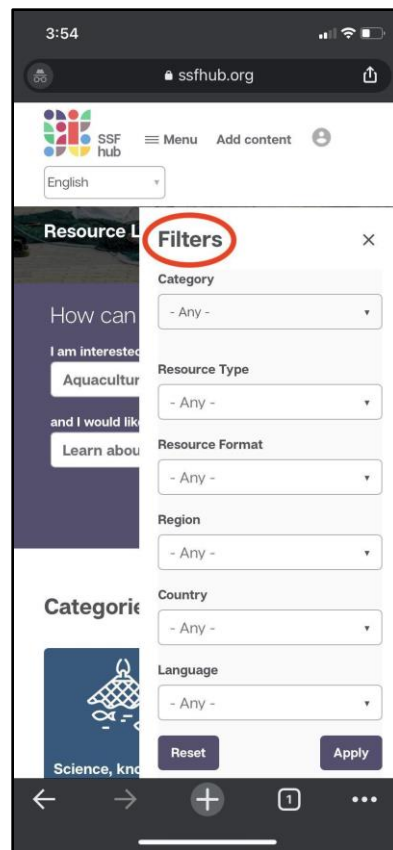
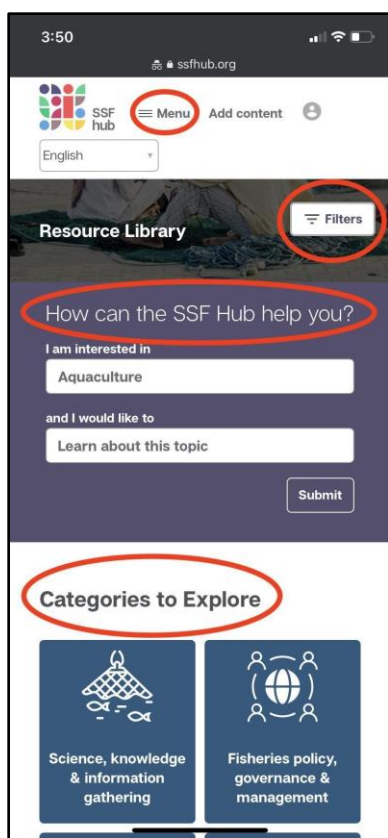
- 2) Selecting one of the 8 Categories to Explore.
- 3) Use the Smart Search tool to immediately browse popular topics.
- 4) Click and use the Search on the top navigation bar by typing in keywords and phrases.
 - a) On mobile devices, you will find the Search bar at the top of the dropdown list.



Inside the Resource Library, you will find 8 categories and 29 subcategories that organize the resources based on subject area. Clicking on a category tile will bring to that category's landing page; you can narrow down your search by clicking on a subcategory tile, scrolling down the page to see all resources assigned to that category, or by using the filters on the right-hand side of the page.

The filters allow the user to narrow down their search by category, resource type, resource format, region, country, and language. You can use any combination of the filters to aid your search.

Mobile View



Didn't Find What You are Looking For?

Rather than publish resources, the SSF Hub links to existing resources on external websites. The Resource Library is dependent on the contributions and recommendations of SSF Hub users. At the moment, there might not be any tools or publications in the Resource Library relating to your topic of interest. You can put in a request for resources pertaining to certain topics by contacting the SSF Hub Administrators using the [Contact Form](#) or sending a direct email to resources@ssfhub.org. You can also put out a general request for information to the SSF Hub community by posting the [Community Forum](#).

To learn more about the types of resources that are included on the site, please read the [SSF Hub Resource Library Guidelines](#).

We encourage you to suggest resources using the [Contact Form](#) on the SSF Hub or by emailing resources@ssfhub.org.

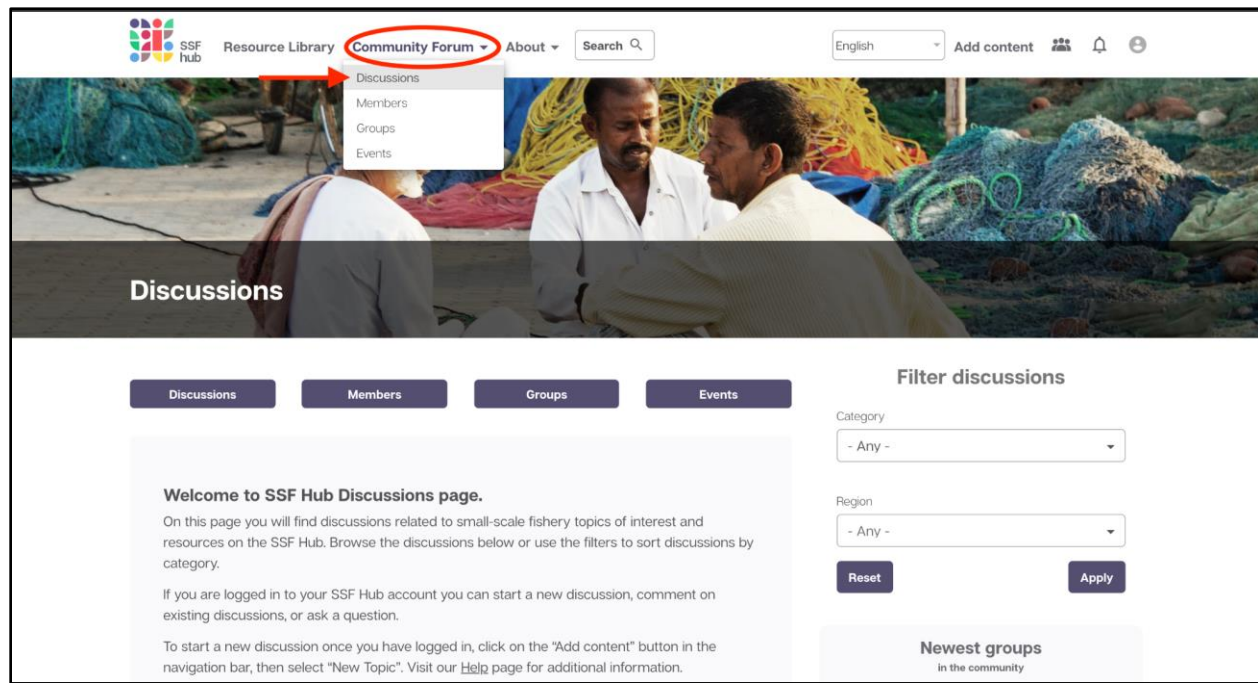
Community Forum

The Community Form is the place where SSF Hub members interact and collaborate with each other. There are four main features in the Community Forum: Discussions, Members, Groups, and Events.

Some of the features of the Community Forum are visible to the public but to post in the Community Forum, you must have an SSF Hub account and be currently logged-in to your account.

Discussions

On the Discussions page, SSF Hub members can ask questions to the SSF Hub community, share stories, post interesting information, and provide suggestions or insights to others. Once someone has posted a discussion, other SSF Hub members can post their replies in the comments section of that discussion.



Start a New Discussion

- 1) To start a new discussion, create or login to your SSF Hub account and click the "New Topic" option from the drop-down list under "Add content" on the top navigation bar. You will be redirected to a new page to Create Topic.

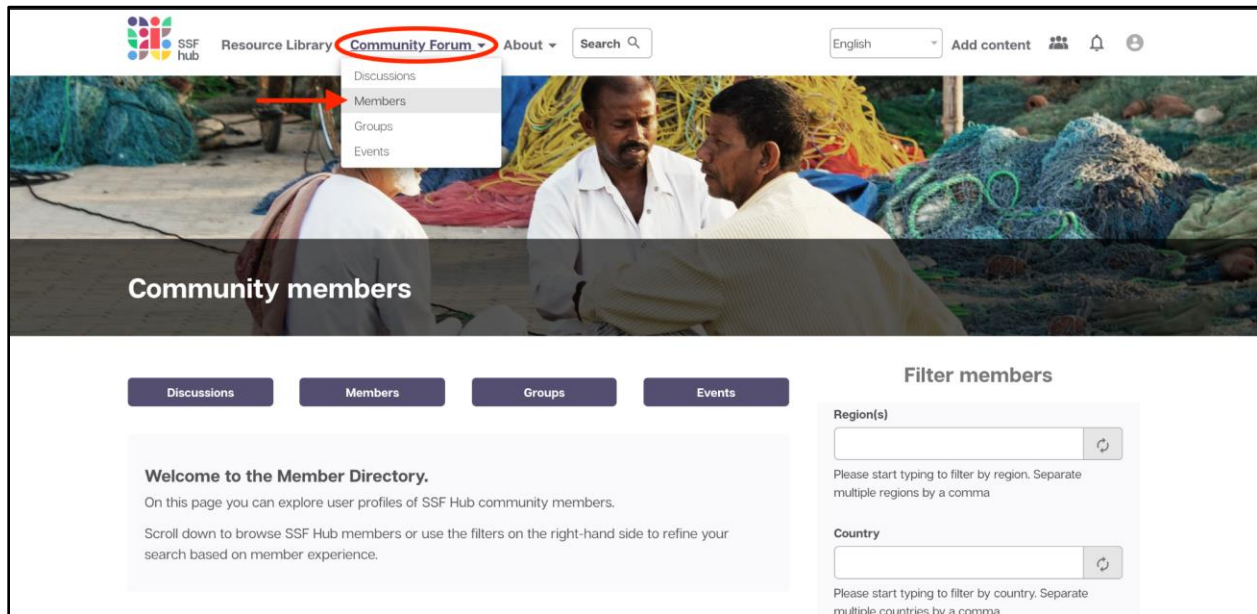
- a) **Title of Discussion Post:** Name your discussion post.
- b) **Type:** Please select “Discussion.” The other formats are currently not in use.
- c) **Category:** Assign your discussion post to one of the categories and subcategories as seen in the Resource Library. This will help users find your discussion post when they are browsing related topic areas.
- d) **Region:** Users can indicate if a discussion post is relevant to a specific region.
- e) **Attachments:** Users can attach files and images [See note at bottom regarding the Community Guidelines].
- f) **Description and post:** Write the contents of your discussion post [See note at bottom regarding the Community Guidelines].
- g) **Group and Visibility:** Users have the option to post discussion on the Community Forum or nested within the discussion board of a specific Group (see Groups section). Users can also determine the visibility settings of their post — either to the public, or only to those who have SSF Hub accounts.

When complete, the discussion will be posted to the site by clicking the purple “Save” button at the bottom of the page.

SSF Hub Community Guidelines

All content uploaded to the SSF Hub, including discussion posts, images, attachments, comments, and descriptions must adhere to the [SSF Hub Community Guidelines](#). Violations of these guidelines can be reported to the SSF Hub Administrators through the contact form or a direct email to info@ssfhub.org. If the site administrators find that a user has violated the Guidelines, the administrators reserve the right to suspend and delete accounts or block users permanently.

Member Directory

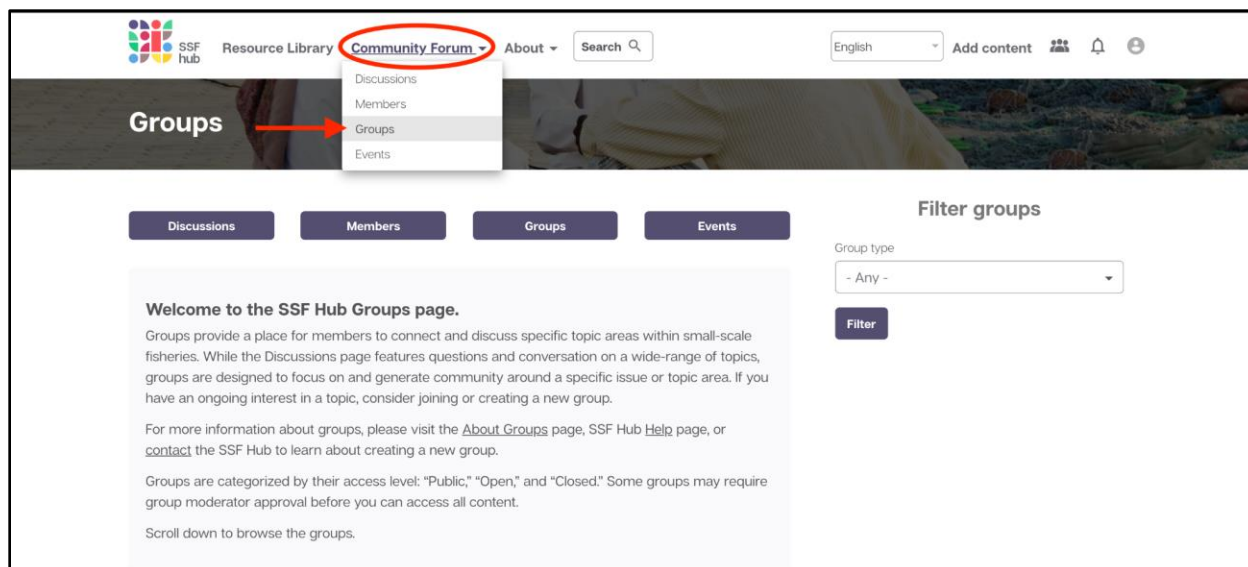


The [Member Directory](#) allows SSF Hub community members to browse the profiles of other users of the site. Scroll down the page to browse all SSF Hub members or use the filters on the right-hand side of the page to find members based on region, country, language, experience, or fishing gear.

User profiles provide information about the user such as their occupation, contact information, and the experience they have in small-scale fisheries.

Groups

Groups provide a place for members to connect and discuss specific topic areas within small-scale fisheries. While the Discussions page features questions and conversation on a wide range of topics, groups are designed to focus on and generate community around a specific issue or topic area. If you have an ongoing interest in a topic, consider joining or creating a new group.



Joining a Group

Groups are categorized by their access level: “Public,” “Open,” and “Closed.” Some groups may require group moderator approval before you can access all content.

- 1) To join a group, navigate to the [Groups](#) page. Select the group of interest.
 - a) You can learn more about the purpose and mission statement of the group by selecting the “About” tab on the group’s navigation bar.
 - b) To join or request to join a group, click the red “Join” button on the top right-hand side of the page. If the group is “Public” or “Open,” your request will be processed immediately. If the group is “Closed,” your request will be sent to the group’s moderator for approval.

Starting a Group

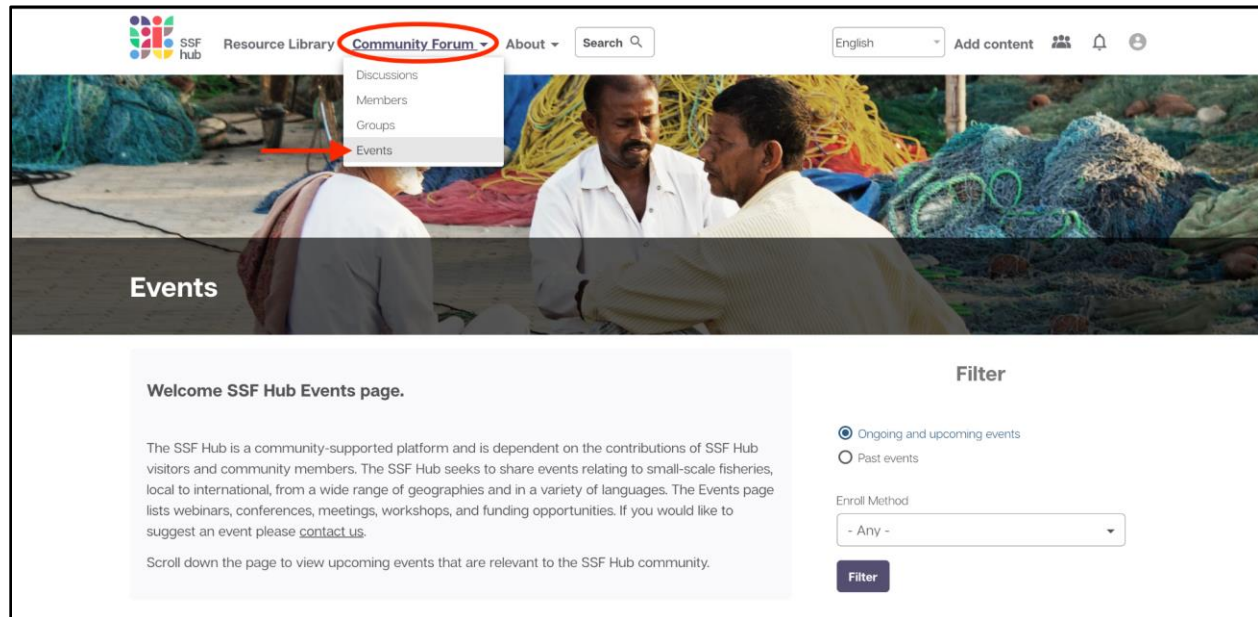
If you are interested in forming a group, please browse the list of existing groups [here](#) and see if one already exists for your topic of interest. Additionally, before starting a group, we ask you to first consider:

- Is there a clear topic or specific purpose for the group?
- Would a Discussion on the Hub better accomplish your goals?
- Does the group you are interested in forming bring a unique value to the SSF Hub community?

If you would like to create a new group on the SSF Hub, please read the [About Groups](#) page and then contact the SSF Hub administrators at info@ssfhub.org. Once your group has been approved by the SSF Hub administrators, your SSF Hub account status will change, allowing you to form a group.

Events

The SSF Hub seeks to share events relating to small-scale fisheries, local to international, from a wide range of geographies and in a variety of languages. The Events page lists webinars, conferences, meetings, workshops, and funding opportunities.



To follow an event, click on the event and then click the red “I’m interested” button on the upper right-hand side of the page. You will now receive notification relating to the event. Typically, the registration link is provided at the bottom of the event description.

If you would like to suggest an event or have your event listed on the SSF Hub, please [contact us](#).

Bookmark and Save the SSF Hub

iPhone or iPad

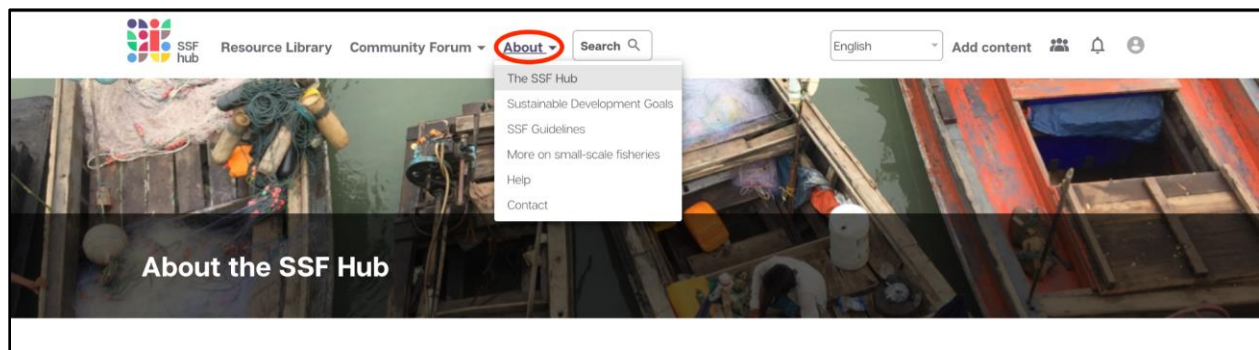
1. Launch your preferred browser on your iPhone or iPad.
2. Navigate to the SSF Hub [homepage](#) to create a Home screen shortcut.
3. Tap the Share icon (the square with an arrow pointing out of it) at the bottom of the **screen**.
4. Scroll down to the list of actions and tap Add to Home Screen.
5. A direct link to the SSF Hub will be added to your home screen.

Android

1. Launch your preferred browser on your device.
2. Navigate to the SSF Hub [homepage](#) to create a Home screen shortcut.
3. Tap the menu icon (3 dots in upper right-hand corner) and tap Add to homescreen.
4. You'll be able to enter a name for the shortcut and then Chrome will add it to your home screen.

Additional Information

The About dropdown on the main navigation bar houses additional information relating to the SSF Hub and small-scale fisheries.



[About the SSF Hub](#)

Learn more information about the SSF Hub, its mission, objectives, and partnering organizations.

[Sustainable Development Goals \(SDGs\)](#)

Small-scale fisheries are critical to the economic and social wellbeing of communities around the world, helping to alleviate poverty, establish food security, support good health and nutrition, and provide economic security to millions of people. Recognizing the role of small-scale fisheries in supporting thriving communities and in achieving the SDGs is an important and often overlooked pathway towards a more sustainable future for all.

This page provides information about the United Nations Sustainable Development Goals. Additionally, each resource page indicates which SDG(s) align with the content of the resource/tool.

[SSF Guidelines](#)

The SSF Hub was created to support small-scale fishers, fish workers, their communities, and their allies, implement the *[Voluntary Guidelines for Securing Sustainable Small-Scale Fisheries in the Context of](#)*

Food Security and Poverty Eradication (SSF Guidelines). On this page you can read more about this important international instrument. Resource pages also indicate which sections of the SSF Guidelines align with the content of the resource/tool.

[More on small-scale fisheries](#)

Find additional information and organizations supporting small-scale fisheries.

[Help](#)

Additional answers and explanations for common questions relating to the SSF Hub.