



Co-funded by the
Erasmus+ Programme
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USER'S GUIDE



If you need help, please contact us at:

readywomenproject@gmail.com (In English)

programas@cocemfesevilla.es (In Spanish)

Portal <https://www.readywomentraining.eu/> is aimed to improve the job opportunities of women with disabilities at the labour market, and specially in those jobs linked to New Yields of Employment and emerging sectors.

To increase these employment opportunities, it is necessary to introduce new competences and skills and offer new training opportunities oriented to the management of ICT, entrepreneurship as well as training in soft skills for the search and development of employment, aimed at women, having in mind their specific needs and vulnerable conditions.

This website has the following sections:

- ☆ **HOME:** In this section you will find general information about the website, you will be able to access the gallery of images and videos, as well as you will find access to the courses and the curriculum for trainers
- ☆ **GUIDE:** In this section you will find a brief guide that will facilitate the management of the portal, as well as the entrance to the different sections.
- ☆ **THE PROJECT:** Here you will find a brief description of the Ready Women project, its objectives and purposes.
- ☆ **CONTACTS:** Where you can find the way to contact the project partner entities in your country of residence.
- ☆ **BLOG:** Here you can join the thematic discussions proposed by those responsible for the project.
- ☆ **FORUM:** where you can create your own discussion topics and participate in those proposed by trainers and other women participating in the portal.
- ☆ **REGISTER:** where you can register to access the contents of the training and courses.
- ☆ **LOGIN:** Here you can directly access the courses in your language once you have previously registered and remembering your username and password.

1. How to select the national language with which you want to participate:

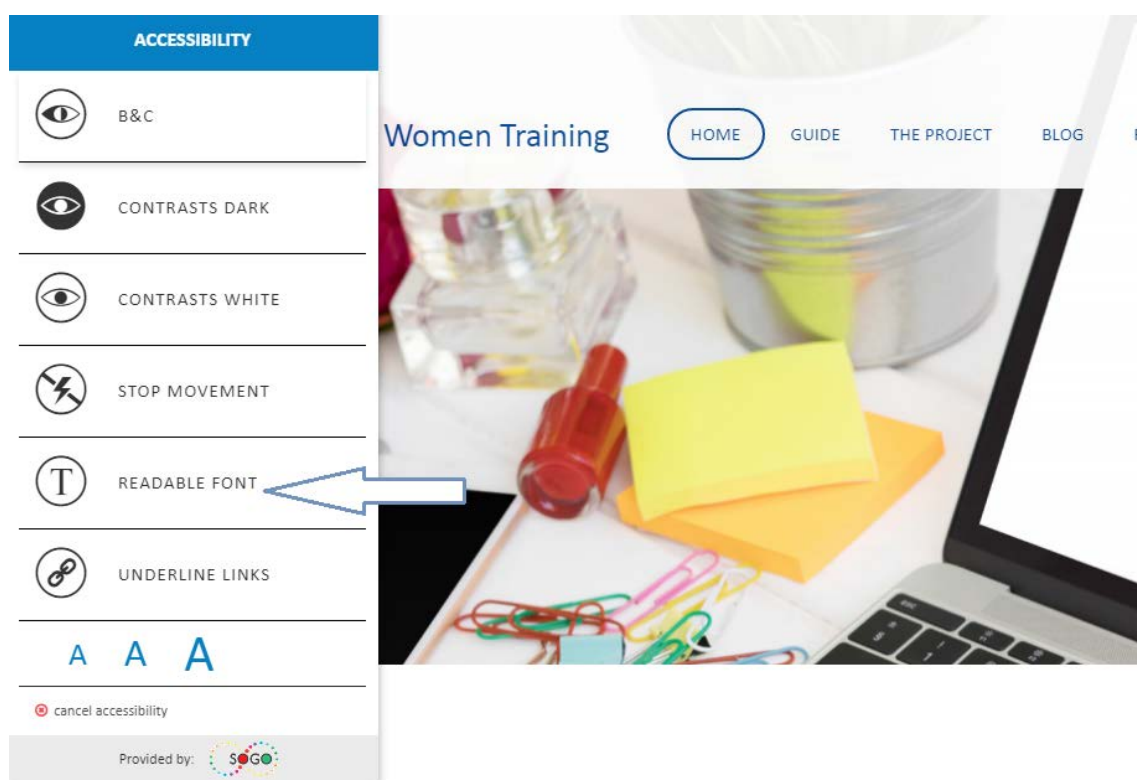
By clicking on the flags or names of the country of the language with which we want to participate to the right of the page header:



2. Activate accessibility options

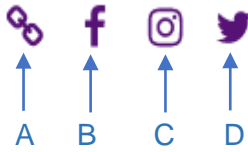


By clicking on the accessibility icon that you will find in the upper left corner of the portal, you can select the option that best suits your accessibility needs by clicking on them.





3. Access links of interest



- A. By clicking on it will open the project's web page: <http://readywomen.eu>
- B. By clicking on it will open the project's Facebook page. Follow us!
- C. By clicking on it will open the project's Twitter page. Follow us!
- D. By clicking on it will open the project's Instagram page. Follow us!

4. Access and register for the modules, if you are a woman interested in the training offered



At home section this symbol will appear. When you click on the image, a page will open where our privacy policy will appear, which after reading you must accept in order to register for the content.

PRIVACY POLICY

The address of our website is: www.readywomentraining.eu

Personal data we collect and why we collect them

Comments

When users leave comments on the web, we collect the data shown in the comment section, as well as the user's ip address and the browser's user agent chain to help detect spam.

An anonymous string created from your email address (also called hash) can be provided to the gravatar service to see if you are using it. the gravatar service privacy policy is available here: <https://automattic.com/privacy/>. after the approval of your comment, the image of your profile is visible to the public in a context related to your comment.

Media

If you upload images to the web, you should avoid uploading images with location data (gps exif) included. web visitors can download and extract any location data from web images.

Contact forms

Cookies

If you leave a comment on our site you can choose to save your name, email address and website in cookies. this is for your convenience, so you don't have to fill in your data again when you leave another comment. these cookies will last one year.

If you have an account and connect to this site, we will install a temporary cookie to determine if your browser accepts cookies. this cookie does not contain personal data and is deleted when the browser is closed.

When you access, we will also install several cookies to save your access information and your screen display options. access cookies last two days, and screen options cookies last one year. if you select «remember me», your access will last for two weeks. if you leave your account, access cookies will be deleted.

If you edit or publish an article an additional cookie will be saved in your browser: this cookie does not include personal data and simply indicates the id of the article you just edited. it expires after 1 day.

Embedded content from other websites

Articles on this site may include embedded content (for example, videos, images, articles, etc.). the embedded content of other websites behaves in exactly the same way as if the visitor had visited the other website.

These websites may collect data about you, use cookies, embed additional third-party tracking, and monitor your interaction with that embedded content, including tracking your interaction with the embedded content if you have an account and are connected to that website.

How long we keep your data

If you leave a comment, the comment and its metadata are retained indefinitely. this is so that we can recognize and approve successive comments automatically, instead of keeping them in a moderation queue.

The users who register in our website (if any), we also store the personal information they provide in their user profile. all users can view, edit or delete their personal information at any time (except they cannot change their username). web administrators can also view and edit that information.

What rights do you have over your data

If you have an account or have already left comments on this website, you can request to receive an export file of the personal data we have about you, including any information you have provided. you can also request that we delete any personal information we have about you. this does not include any data that we are required to keep for administrative, legal or security purposes.

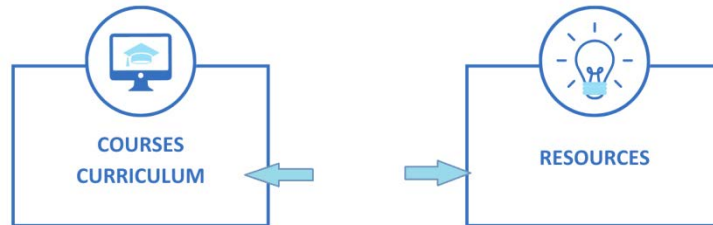
Where we send your data

Users comments may be reviewed by an automatic spam detection service.



Then another page will appear where you can access the different training content, as well as the useful resources, by clicking on the corresponding image:

“TRAINING MODULES FOR READY WOMEN”



Once you access to the courses section, you can register by clicking on the registration button:

Opportunities for women with disabilities in the EU

New yields of employment and ICT competences

Entrepreneurial Skills

Soft skills for women at labour market

Gender equality for women with disabilities

Job search and networking skills

SIGN UP

If you have previously registered, all you have to do is complete this form, enter your username and password and click in the **LOGIN** button.

Username or email address *

Password *

Remember me

[Lost your password?](#)

LOGIN





If you are new user, you should click in **“Register”** section and fill in the form which appear next to:

USER REGISTRATION

First Name *

Last Name *

Email *

Confirm Email *

Password *

Confirm Password *

Sex *
 Woman
 Man

Country *

Age *

Profession *

Entity to which it belongs (if so)

[SUBMIT](#)



Once you have registered in, contents of the training modules will appear. By clicking in the picture icon of the module you can access to the contents. If you forgot the password, you can obtain it registering a new one:

Iniciar session/Login

✖ Error: Invalid username or password. (Can't find password?)

Username

Password

Remember Me

[LOG IN](#)

[Register](#) | [Lost your password?](#) ←






You should only enter your email or username, and you will receive an e-mail with a link where by clicking on it you can make this process:

Please enter your username or email address. You will receive a link to create a new password via email.

Username or Email:



RESET MY PASSWORD

Solicitud Para Restablecer Contraseña.

Admin <1Oficina123@gmail.com>


Enviado: Lunes 29/06/2020 12:55

Para: programas@cocemfesevilla.es

Dear Mi nuevo,

We have received a request to reset your account password on Ready Women Training. Please use the link below to reset your password. If you did not request a new password, please ignore this email and the change will not be made.

(https://www.readywomentraining.eu/en/iniciar-sesion-login/?redirect_to=https%3A%2F%2Fwww.readywomentraining.eu%2Fen%2Fha-olvidado-su-contrasena%2F&action=rp&key=oNm3xJbs1zvTEL8W9r1N&login=M%20nuevo)



Best Regards,

Team Mi nuevo

Iniciar sesión/Login

 **Warning:** Enter your new password below.

New password 

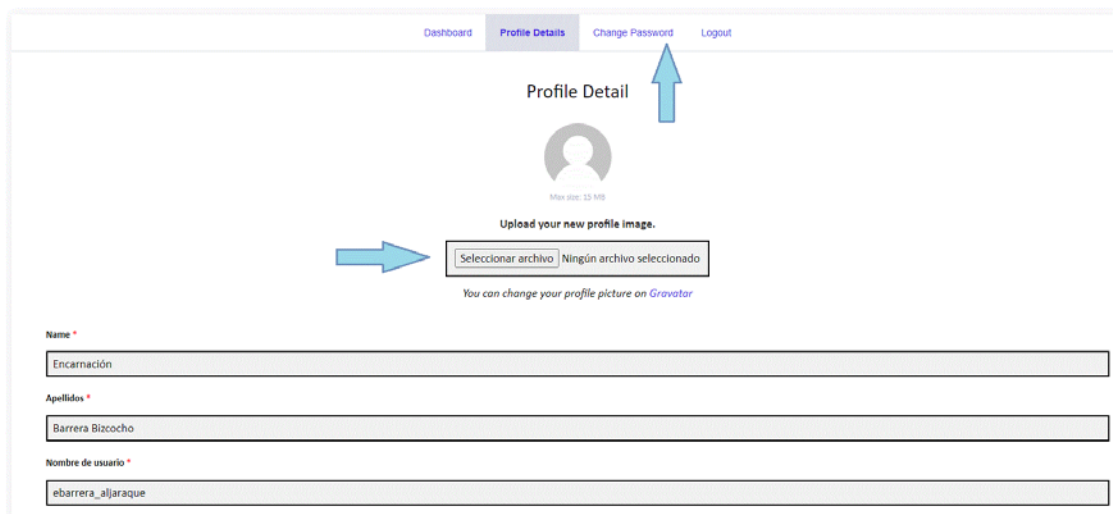
Confirm new password 

RESET PASSWORD

[Log in](#) | [Register](#)



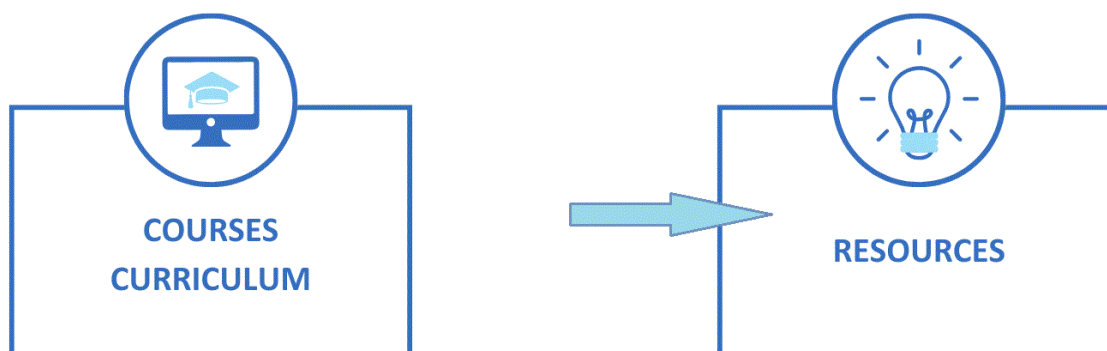
Once you have registered and access the training modules, you will find a panel where you will find your data, and a section where you can change the password if you want or upload a profile picture.



5. Access useful resources for employment and other social resources:

From the "home" section in the language of your country of residence, to access useful employment resources and other social services, we must click on this image:

“TRAINING MODULES FOR READY WOMEN”

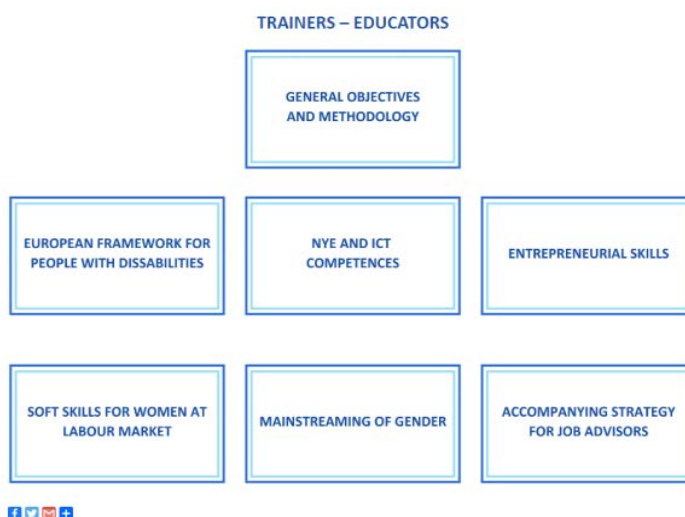


6. View all information for trainers / educators

From the "home" section, to access as a trainer, we must click on this image:



Then we will access another page where we will find the different contents, methodology and planning of the course for the trainers, follow them to organize their training following the Ready Women methodology:



By accessing each training module, we will find the information organized as follows:

NYE AND ICT COMPETENCES

Unit nº/name: Session nº/name: Expected duration: General Objectives: Resources:				
Program contents	Learning outcomes	Methods / key points	Activities (time, description in details,...)	Assessment
Observations / Further recommendations				

RETURN



7. Contact with different participant organisations in your country:

If you want to contact the Ready Women project or any of the partner organizations that work locally on the project, click on the project logo or the corresponding country's flag respectively:



If you want to contact the project in general, you can leave your question or suggestion for improvement, filling in the following form:

READYWOMEN

You can contact using the following form or through the following social networks:

CONTACT FORM

Your name(mandatory)

Your email(mandatory)

Your message(mandatory)

www.readywomen.eu
www.facebook.com/readywomen



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If you want to contact some of the entities that work with us at the national level, click on the name of the country.

A page will open where you will find a location map of the organization, the corresponding logo as well as a contact form that you can fill in in your national language.



COCEMFE

Sevilla

COCEMFE

Puede contactar usando el siguiente formulario o a través de las siguientes redes sociales:

FORMULARIO DE CONTACTO

Tu nombre (obligatorio)

Tu email (obligatorio)

Tu mensaje (obligatorio)

ENVIAR

es.linkedin.com/company/fams-cocemfe-sevilla

www.youtube.com/user/COCEMFESevilla

www.facebook.com/COCEMFESEVILLA/

twitter.com/COCEMFESEVILLA

www.cocemfesevilla.es

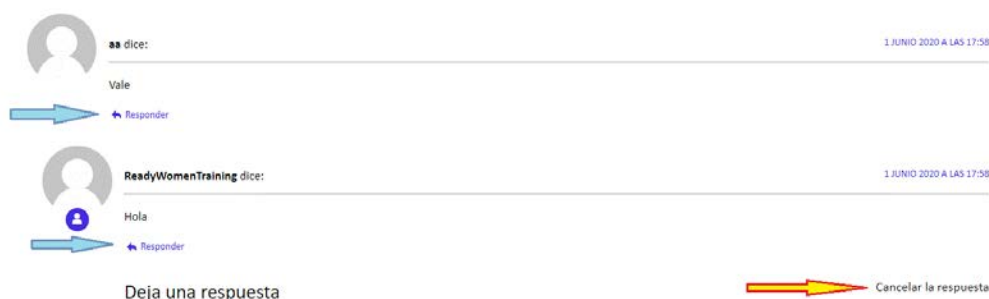
8. Participate in the blog

To enter, you should click on the menu bar in the Blog section. To participate you should register on our page before.

9. Participate in a forum.

Click on Forum. A page is displayed where there are comments created by the administrators by categories and where you can participate to comment on a issue of interest. You have to register or log in to leave your comment. Once you have registered, you can make a new comment following 4 very simple steps:

- a. Click on the word "reply" to reply to the desired comment, you can cancel the reply if you finally do not want to publish the comment.



- b. Write the comment in the "comment" box
- c. Accept privacy by clicking on "accept".
- d. Click "Post Comment".

Deja una respuesta

Conectado como ebarrera_aljaraque. ¿Quieres salir?

Comentario

Acepto la política de privacidad.

Información básica sobre protección de datos

Responsable	+info...
Finalidad	Gestionar y moderar tus comentarios. +Info...
Legitimación	Consentimiento del interesado. +info...
Destinatarios	No se cederán datos a terceros, salvo obligación legal +info...
Derechos	Acceder, rectificar y suprimir los datos, así como otros derechos. +Info...
Información adicional	Puedes consultar la información adicional y detallada sobre protección de datos en nuestra página de política de privacidad.



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This tool, together with the blog, is very useful, and it is where you can access to get in touch with women who have participated in courses and who can help you improve your employability and social network.

10. Share on social networks

You can share our page on social media by clicking on the corresponding logo:

