








STEP-BY-STEP GUIDE TO
REGISTER
AT **EVALPARTICIPATIVA**




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How to register and complete your profile on EvalParticipativa.net


Create your account


1. Go to the **registration** page:
 <https://evalparticipativa.net/register>
2. Fill out the registration form with your basic details:
 - **Username** (no spaces, unique)
 - **Email**
 - **Password** and **Confirm Password**


REGISTER


 **Nombre de usuario / Username ***

 **Nombre / Name ***

 **Apellidos / Last Name ***

 **Correo electrónico / Email address ***

 **Contraseña / Password ***

 **Confirm Contraseña / Password ***

- Accept the **Terms and Conditions** by checking the appropriate box.
3. Click **Register**. You will receive a confirmation email (also check your spam folder).
Follow the link in the email to activate your account.

Sign in

Once your account is activated, go to:

[👉 https://evalparticipativa.net/login](https://evalparticipativa.net/login)

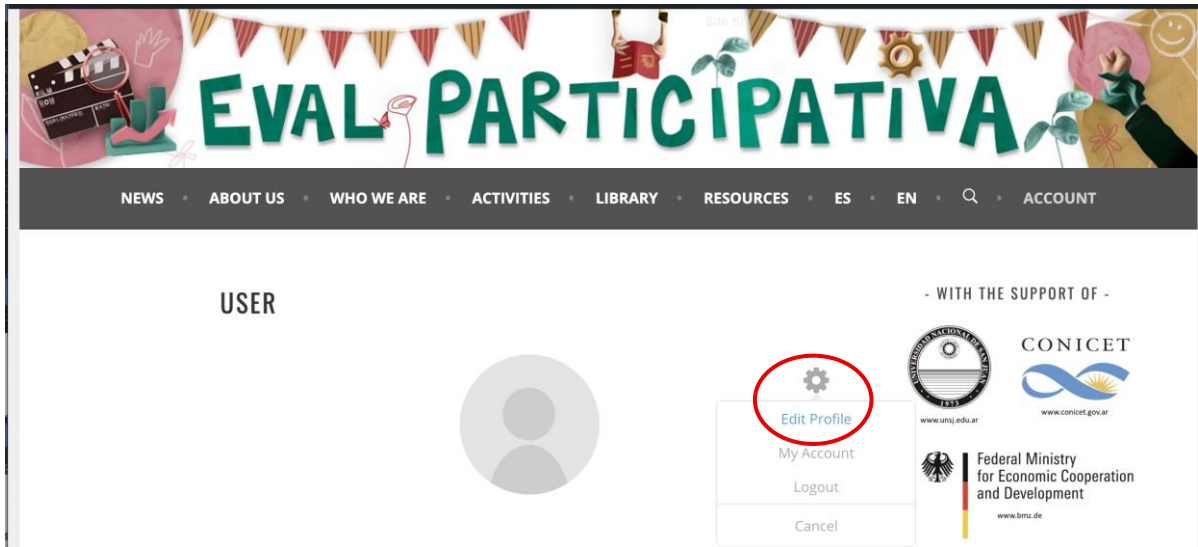
Use your username or email and password. From there you can enter your personal space, edit and complete your profile.

Complete your profile

We recommend that you have an excerpt of your professional profile of about 150 words ready, which gives a very brief account of your CV

1. From the top menu, select **Account** > **User**.

2. Click the **gear icon**  and choose **Edit Profile**.



3. Complete each section by following these prompts:

Brief bio:

- A short description (less than 70 characters with spaces) of your professional profile that will appear under your name in the member directory. Example: *Consultant in participatory evaluation and social policies.*

EVALUACIÓN PARTICIPATIVA

Comunidad de práctica y aprendizaje en evaluación participativa para América Latina y el Caribe

Datos personales / Personal information

- **Foto de perfil / Profile picture** → Upload a profile picture (click *Upload*).
- **Nombre / Name*** → Your name as you want it to be displayed.
- **Surname / Last name** → Your surname(s).

- **Gender / Gender** → Select the appropriate option.
- **Secondary email / Alternative email** (*optional*)
- **WhatsApp number** (*optional, for professional contact*)
- **Country** → Select your country of residence from the drop-down list.

Professional information

- **Professional profile*** Write a longer text (**150 to 200 words**) in which you present your career, areas of specialization and type of work you do. You can include aspects such as:
 - Your undergraduate and postgraduate training
 - Your experience in evaluation, planning or public management.
 - Thematic or methodological approaches you use.
 - Current interests or lines of research.

Example (194-word guideline):

Feminist from Mexican lands. Evaluator from the perspective of human rights and gender. My passion is the transformation of social reality by putting people at the center. She has a degree in International Relations from the National Autonomous University of Mexico and a master's degree in International Cooperation for Development from the Dr. José Ma. Luis Mora Institute. I have collaborated in projects of electoral observation, citizen participation, strengthening of civil society, transparency, accountability, gender and human rights in the organizations: Presencia Ciudadana Mexicana, Colectivo Feminista Mercedes Olivera (from San Cristóbal de las Casas, Chiapas) and Fundar, Center for Analysis and Research. I was head of the Executive Secretariat of the Monitoring and Evaluation Mechanism of the Human Rights Program of the Federal District, through public competition. Founding member of the National Academy of Evaluators of Mexico (ACEVAL), of which I chaired its Board of Directors from April 2019 to May 2021. Member of the EvalGender chapter in Mexico. I co-coordinate the Eval Human Rights group within the Monitoring, Evaluation and Systematization Network of Latin America and the Caribbean. Coordinator of the Observatory of Public Appointments, which promotes Article 19 and Fundar (#SinCuotasNiCuates).

- **Areas of expertise / Expertise**

Mark the subject areas in which you work (you can select more than one).

 **Expertise**

Agenda 2030 y Objetivos de Desarrollo Sostenible / 2030 Agenda and Sustainable Development Goals

Agricultura y ganadería / Agriculture and livestock

Agua, saneamiento y residuos / Water, sanitation and waste

Cambio climático / Climate change

Ciencia, tecnología e innovación / Science, technology and innovation

- **Current occupation**

Indicate your position or main activity.

- **Affiliation**

Write the name of the institution, university, NGO or company you work with. If you're independent, set *Independent*.

- **Organization type**

Select from the options (you can select more than one):

- Public administration
- Non-Governmental Organization
- University
- Private Sector or Consulting

- **Idiomas / Languages**

Choose all the languages you speak or understand (you can select more than one).

About your interest in the community

- **What motivates you to participate in this community?**

Tell us briefly why you are interested in being part of EvalParticipativa.net.

Example: *"I want to exchange experiences in participatory evaluation and learn about new collaborative methodologies."*

Social Media / Social Media


You can optionally add links to your preferred workspaces or networks:


- Personal website
- LinkedIn
- X (Twitter)
- Facebook


- Instagram
- YouTube
- TikTok
- Reddit



Save your changes. When you finish filling in the information, you have to click on **Update profile** at the end of the form.

Useful recommendations

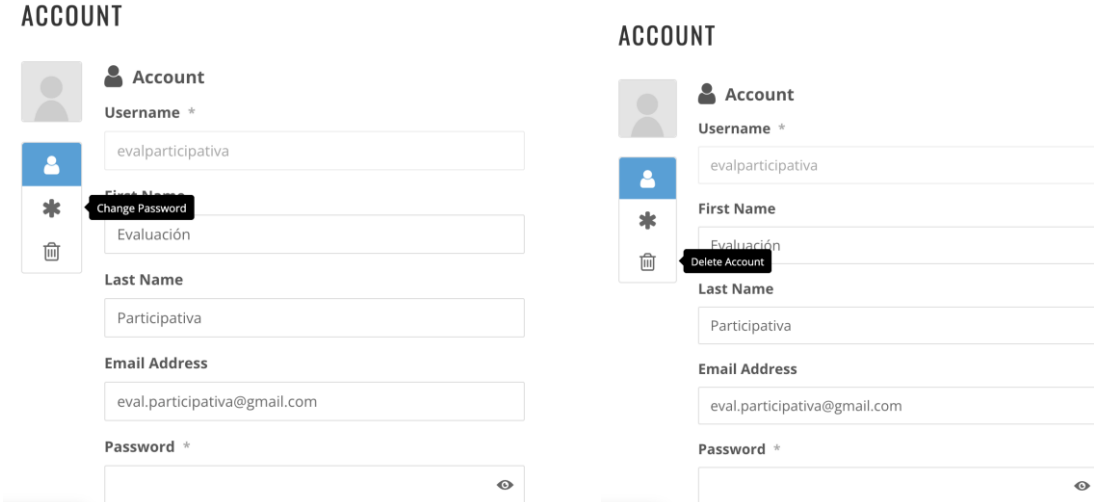
 Fill in as many fields as possible: this will make your profile more visible and useful for connecting with other people in the community.

 Upload a clear and current image.


 Remember: the *biography* is short (max. 70 characters) and the *professional profile* should be more complete, from 150 to 200 words.

 You can edit or update your profile at any time by going to **Account > User >  Edit Profile**.

You can change your password or delete your account at any time. Choose the **Account option** and you will see the options.



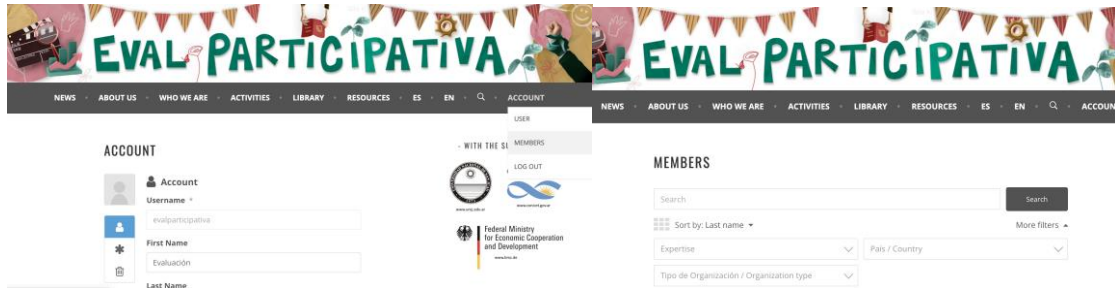
The image shows two side-by-side screenshots of the 'ACCOUNT' settings page. Both pages have the following fields: Username (*), First Name, Evaluación, Last Name, Email Address, and Password (*). The left screenshot has a sidebar menu with 'Change Password' highlighted. The right screenshot has a sidebar menu with 'Delete Account' highlighted.

 If you have any technical problems or do not receive the activation email, write to eval.participativa@gmail.com

Member Directory

You can explore who is part of EvalParticipativa through the Member Directory. To do this, you must have created your own profile, and be logged in with your username and password. Then, you place the cursor in **Account** and choose **Members**, and you will be able to learn more about the cultural and professional richness, the diversity of experiences

and training that the people who are part of this great community have around participatory evaluation. In the search for people, by default, they will appear according to their last name, but you can filter by countries and other preferences.



Each card will show you **profile picture, name, bio, and country** (see examples below)

Clicking on the arrow expands the window and allows you to see an enlarged version of the professional profile, expertise, contact, country and links to social networks. If you click on the photo, it will show you the full profile of each person.

