How to join MCR2030 and access the dashboard

Dashboard how-to guide for participating entities

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Content

MCR2030 sign-up steps for participating entities:

1. Create a PreventionWeb account
2. Create an MCR2030 dashboard account for your organization
3. Complete detailed profiles
4. List your services (see details in a separate how-to guide)

Using dashboard tips:

- Overview of the participating entity dashboard

Tips:

- Complete all steps! Participating entities are encouraged to complete both the profile basics and details to maximize the benefits from the dashboard access.
Participating entities and service provision

1. 'Core Partners' are co-creators of MCR2030, including C40, ICLEI, IFRC, JICA, Resilient Cities Network, UCLG, UN-HABITAT, UNDRR, UNOPS, the World Bank Group, WCCD, and UNDP.

2. 'Supporting Entities' are non-commercial entities with expertise in specialized areas in the regions and can provide specific gratis technical inputs in fields that support cities to move along the resilience roadmap. This includes national governments, development agencies, NGOs, CSOs, academia and research institutions, media, national associations of municipalities, and others.

3. 'Specialist Service Providers (SSPs)' are the entities, including but not limited to the private sector, that can offer technical one-to-one advice and support to cities.
Create a PreventionWeb account
Decide who will create the dashboard account for your organization

- This can be anyone from your organization
- This person will, by default, have the dashboard administrative role for your organization and will be able to add more team members later once the dashboard account is created
- All team members can help to edit the organization's profile, add your services, search for cities and use all other features of the dashboard (See dashboard 'how-to add/manage team' guide for details)

Tips:

➢ If someone from your organization has already signed up, please coordinate with the person to get access to the dashboard. Do not sign up again as this will create a duplicate profile
Create a PreventionWeb Account

1) Go to https://www.preventionweb.net/user/register and click ‘Register’

Note:
- PreventionWeb is a global knowledge sharing platform for disaster risk reduction and resilience. You can use the same PreventionWeb account to access all UNDRR-related portals.
- If you already have the PreventionWeb account, please proceed to creating the dashboard account.
2) Fill in your information, check the box ‘I’m not a robot’, then click ‘Create New Account’
If successful, the system will send further instructions to your email address.
3) **Check your mailbox, then click the link in your email** to set up your PreventionWeb password and activate your account

![Email screenshot with instructions](image)

**Tips:**
- Check your spam mailbox as well
- There might be a delay in receiving the confirmation email from PreventionWeb. If you experience this problem, please contact [MCR2030-global@un.org](mailto:MCR2030-global@un.org)
4) Click ‘Log in’ to proceed
5) Complete your account details

- Select -
First Name
Last Name
Organization
Position
Phone Number
Other Phone Number
6) Set up your password and ‘save’

Password must be:
- At least 12 characters
- With uppercase letters
- With lowercase letters
- With numbers
- With punctuation marks
- Password cannot contain words that can be found in dictionaries of any languages or based on simple patterns such as “aaabbb”, “qwerty”, “zyxwvuts”, “123321”, etc.
If successful, the system will show that the user has been registered successfully. Now you are ready to move to next steps.
Create the MCR2030 dashboard account for your organization
1. Visit the MCR2030 dashboard at: https://mcr2030dashboard.undrr.org/

_Tips:_

➢ You can view the MCR2030 dashboard in other language by clicking the language drop down option in the top right-hand corner. More languages will be added.
2. Select ‘Participating entity’ from the dropdown under ‘I would like to join MCR2030 as a… ’,

3. Select ‘Next’
4. Confirm if anyone from your office already signed up to MCR2030 on behalf of your organization (Yes/No).

- If ‘Yes’, you will not be able to proceed. (If someone from your office has already signed up, please coordinate with the person to get access to the dashboard. Do not sign up again as this will create a duplicate profile).
- If ‘No’, continue with next steps
5. Select ‘**Next**’ to proceed.
6. Login with your PreventionWeb account

- Use your PreventionWeb credentials to log in

**Note:**
- *If you don’t yet have the PreventionWeb account, see instruction on how to register in previous section*
- *If you are not automatically redirected to the MCR2030 dashboard, please manually enter this dashboard URL to get reconnected ➔* [https://mcr2030dashboard.undrr.org/](https://mcr2030dashboard.undrr.org/)
7. After successfully login to your PreventionWeb account, an Authorization Request window from PreventionWeb will pop up. Select ‘Authorize’, allowing MCR2030 access.

(You may also be automatically redirected to the dashboard).
8. Fill in the basic information of your organization's profile in English

Join MCR2030 as an organization

Please share your information in English, so it is easily accessible to users across regions in your organization's profile.

Not an organization or participating entity? Sign up as a local government.

Tips:

➢ This section is called ‘Organization Basics’. You will be asked to provide more information in the ‘Organization Details’ section later.

➢ Complete the information in the order of appearance otherwise it may result in an error that blocks you from completing the sign-up.

➢ Please enter details in English for easier browsing by other dashboard users. You can enter the text in your local language in another section.
8.1 About your organization

- Fill in the name of your organization

- Select 'Supporting Entity' for 'My organization is joining MCR2030 as a ...'
8.1 About your organization (continued)

- From the drop-down menu, select your type of organization.

  - Private sector
  - UN and int’l organizations
  - NGO/CSO
  - Academic and scientific institution
  - Government, other
  - National association of municipalities
  - News and media
  - Networks and others
  - Regional inter-governmental
  - National government office (in charge of disaster risk management and urban development)*
  - Other

**Note:**

- * If you are the National government office (in charge of disaster risk management and urban development), please contact MCR2030 regional secretariats to obtain the code for registration
8.1 About your organization (continued)

From the drop-down menus:

- **Select the country** in which your organization is based [REQUIRED]

- **Select your state / province** (the list depends on the country selected) [REQUIRED]

- **Select the city** in which your organization is based [REQUIRED]

**Tips:**

- If your state/province or city name is not appearing on the list, select ‘Not in the list’, and manually enter the name in the blank box
- Answer the questions in order: Select Country → State/Province → City
- Based on your selection of the organization location above, the system will automatically pre-select the answers to the next 2 question on “What region and country does your organization offer services to local governments?” Please check the accuracy before proceeding
8.1 About your organization (continued)

Provide details on the regions and countries your organization offers the service to.

In what regions does your organization offer services to local governments? (Multiple regions allowed) (Required)

Please complete

- All countries
- Africa
- Central America
- North America
- South America
- Caribbean
- Arab States
- Asia
- Pacific
- Europe
- Central Asia

**Tips:**
- If your organization has a global coverage, select ‘all countries’
- If your organization covers specific regions, select the sub regions of your choices
  - Once a sub-region is selected, you can further specify if your service covers all countries in that region or else select specific countries you provide services to (see examples in the next page).
**Tips:**

*Example 1: This organization covers all countries in a specific sub-region*

- In what regions does your organization offer services to local governments? (Multiple regions allowed) (Required)
  - Asia

  Asia: In what countries does your organization offer services to cities? (Multiple countries allowed)
  - All countries in Asia

*Example 2: This organization covers specific countries in specific sub-region(s)*

- In what regions does your organization offer services to local governments? (Multiple regions allowed) (Required)
  - Central Asia
  - Arab States

  Central Asia: In what countries does your organization offer services to cities? (Multiple countries allowed)
  - All countries in Central Asia

  Arab States: In what countries does your organization offer services to cities? (Multiple countries allowed)
  - Algeria
  - Egypt
  - Jordan
8.2 More about your organization

• Fill in the year your organization was founded

What year was your organization founded?

• Enter your organization’s website

If your organization has a website, please enter it here. Include http:// at the beginning.

• Enter your organization's second website, if there is any.

Do you have a second website or link that is relevant to cities? Add the address here.
8.3 Your organization's areas of experience

- From the drop-down menu, select **the areas of expertise your organization has in working with cities** [REQUIRED]

- Awareness raising on disaster risk reduction and resilience
- Improving risk analysis
- Diagnostic skills for planning
- Improving strategies and plans
- Increasing access to finance
- Resilient infrastructure

- Nature-based solutions
- Integrating climate risk into strategies and plans
- Ensuring inclusion
- Enabling national-local linkages
- Enabling horizontal linkages, multi-sectoral and multi-stakeholder engagement
- City-to-city learning
9. Select ‘Proceed to Review’
10. Review the details you have entered.

10.1 If you want to make any change, click ‘edit my details’
10.2 If you confirm the details,

- Check the boxes at the bottom of the page to **agree** to all privacy policy and terms and conditions.
- Then click ‘**Join**’.

**Tips:**

- To view privacy policy & terms and conditions: [https://mcr2030.undrr.org/terms-and-conditions](https://mcr2030.undrr.org/terms-and-conditions)
Congratulations! Your organization has now joined MCR2030 and can access the online dashboard.

Click here to continue to complete your organization’s profile (recommended)

Click here to view your dashboard
Complete detailed profile
**Tips: Why completing the organization details is necessary?**

- This section is called ‘Organization Details’. It allows organizations to provide more information about the organization and what support they can give MCR2030 cities.

- Providing your organization details helps cities understand more about your organization and increases a chance of interactions.

- You can also access this section from the left menu bar under ‘manage organization profile’.
1. **Organization Description - Fill in the detail information of your organization profile**

   **Organization description**

   In English, please tell us about your organization's efforts and approach to resilience so far, and what you're working on now.

   Enter description here

   Want to share your description in another language? Please include a translation here.

   Enter translation here

   Does your organization have a second official name different from XX in another language? If so, please enter it here.

   Enter translation here

   • **Describe the organization's efforts and approach to resilience** [REQUIRED]
   
   • **Describe the organization's efforts and approach to resilience** in a language of your choice (e.g., your local language)
   
   • **Insert your organization's second official name** (e.g., in your local language, if there is any)
   
   • **Upload your organization logo**
2. Organization Multi-Hazard approach

From the list of answers, select the hazards that your organization has experience in helping cities with (multiple selections allowed)

- Flood
- Earthquake
- Drought
- Cyclone
- Tsunami
- Wildfire
- Landslide
- Heatwave
- Volcano
- Storm Surge
- NBC-Nuclear, Biological, Chemical
- Technical Disaster
- Insect Infestation
- Tornado
- Avalanche
- Cold Wave
- Epidemic and pandemic
- No specific hazard. We cover multiple hazards in our tools and approaches
3. Once completed, select ‘Save organization profile’

**Tips:**
- If you would like to edit the organization details, go to ‘manage organization profile’ in the left menu bar and select ‘organization details’
Using the dashboard for the first time
When logging in as a participating entity user, you will be taken to the dashboard landing page. The left-hand side menu groups different actions that the user can exert. Note: participating entities that have not yet added any services will not be able to use the shortcut menus to view cities.

The top-right side will show the first and last name of the person logged in. Here you can click to edit your personal information. The middle part contains an overview of MCR2030 cities and relevant information.
You can view how many cities in the region/country you cover have joined MCR2030, as well as a number of cities that has the interest in the same thematic areas of your expertise.

You can send emails to any local governments in your network and invite them to join MCR2030 and access the dashboard.

You can view other participating entities that have joined MCR2030 from the same region and country of your coverage.

Add specific services your organization has that can support cities in resilience building. Multiple services allowed.
Quick overview: What can participating entities do on the dashboard?

• Participating entities can add services that support cities to progress on resilience and promote them
• Participating entities can see which cities may have interests in the thematic areas of your expertise and contact them to explore collaborations
• Participating entities can see where on the resilience roadmap the cities are and look for cities that meet basic requirements to obtain your services
• Participating entities can search for cities by stages, profiles and interests
• Participating entities can add a reference list of which cities you have worked with before
• Participating entities can view insights and experience shared by cities
• Participating entities can see which participating entities have joined and can provide support to cities
• Participating entities can search their cities and participating entities and contact them
• .... and many more
See more how-to guides for participating entities at:

https://mcr2030.undrr.org/dashboard-guide/participating-entity
For inquiries:

• Visit MCR2030 website  http://mcr2030.undrr.org/join
• Contact MCR2030 Secretariats
  ▪ Africa  mcr2030-africa@un.org
  ▪ Americas & the Caribbean  mcr2030-amc@un.org
  ▪ Arab States  mcr2030-arabstates@un.org
  ▪ Asia-Pacific  mcr2030-ap@un.org
  ▪ Europe and Central Asia  mcr2030-eca@un.org
  ▪ Global Secretariat  mcr2030-global@un.org