

Welcome to the Covenant of Mayors

for Climate and Energy

MYCOVENANT

GUIDE

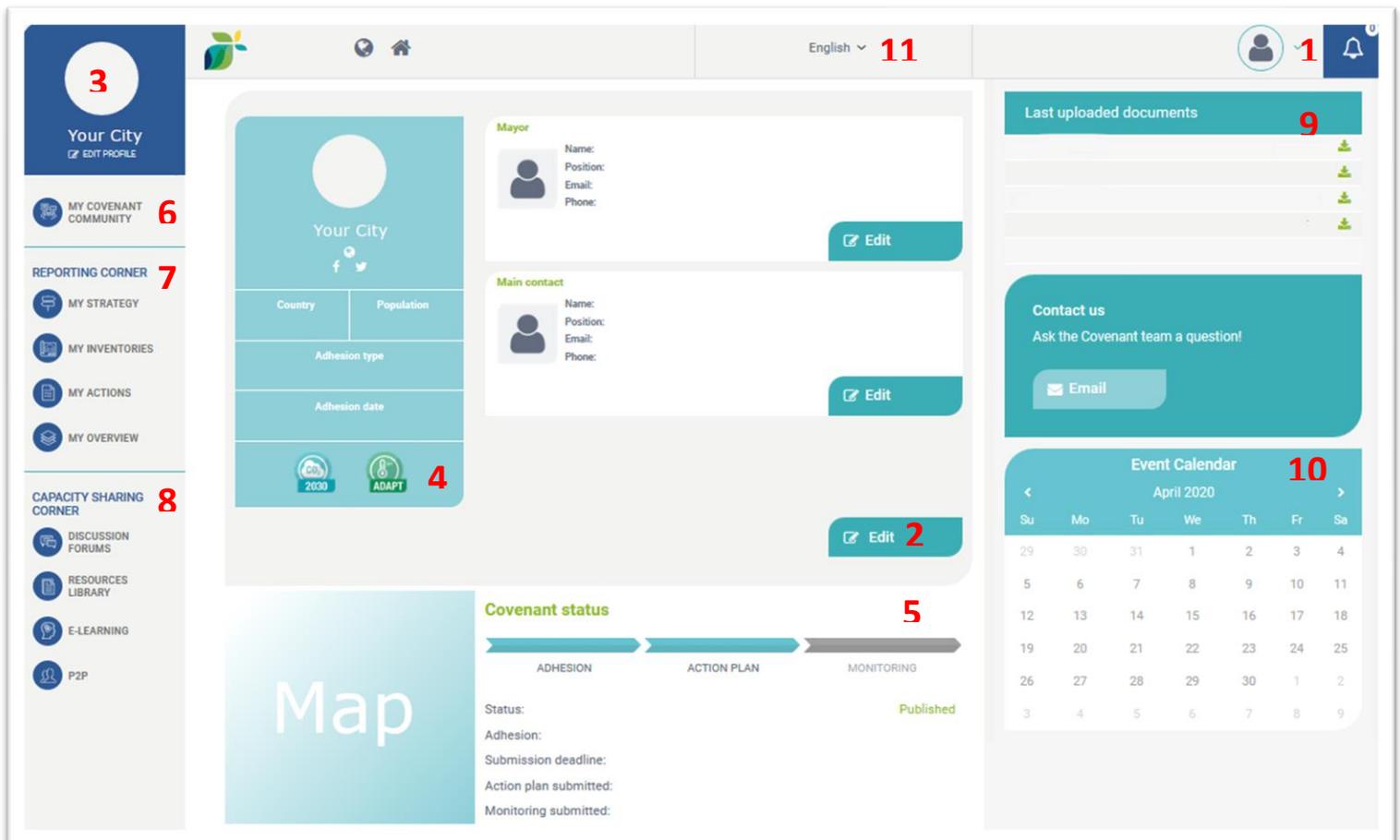
By signing up to the Covenant of Mayors for Climate and Energy, your local authority demonstrated a strong political commitment to take local climate and energy actions.

This short guide describes your profile on [MyCovenant](#) which offers you a means to share information and key data with the Covenant CoMMunity and to give visibility to your actions through dedicated sections. Access to MyCovenant platform is dedicated to signatories, coordinators and supporters of the Covenant of Mayors Community.

For further questions and assistance, do not hesitate to contact the Covenant of Mayors Office by email: info@eumayors.eu and consult the [FAQs](#).

HOMEPAGE

The homepage is an overview of the signatory profile. It includes the contacts associated with the signatory (e.g. Mayor and Main Contact), the Covenant badges, the Covenant status, the Covenant Community, the Reporting Corner and the Capacity Sharing Corner.



The screenshot shows the homepage interface with the following elements and callouts:

- 1**: User profile icon and notification bell in the top right corner.
- 2**: Edit button for the Mayor contact information.
- 3**: "Your City" profile header with an "EDIT PROFILE" link.
- 4**: Adherence badges for "2030" and "ADAPT".
- 5**: "Covenant status" section showing a progress bar with stages: ADHESION, ACTION PLAN, and MONITORING. The status is "Published".
- 6**: "MY COVENANT COMMUNITY" link in the left sidebar.
- 7**: "REPORTING CORNER" link in the left sidebar.
- 8**: "CAPACITY SHARING CORNER" link in the left sidebar.
- 9**: "Last uploaded documents" section on the right.
- 10**: "Event Calendar" for April 2020 on the right.
- 11**: Language selector set to "English" in the top navigation bar.

Left Sidebar:

- 3: Your City (EDIT PROFILE)
- 6: MY COVENANT COMMUNITY
- 7: REPORTING CORNER
 - MY STRATEGY
 - MY INVENTORIES
 - MY ACTIONS
 - MY OVERVIEW
- 8: CAPACITY SHARING CORNER
 - DISCUSSION FORUMS
 - RESOURCES LIBRARY
 - E-LEARNING
 - P2P

Main Content Area:

- Your City profile (Country, Population, Adhesion type, Adhesion date)
- Mayor contact information (Name, Position, Email, Phone) with Edit button
- Main contact information (Name, Position, Email, Phone) with Edit button
- Map
- Covenant status: ADHESION → ACTION PLAN → MONITORING (Published)

Right Sidebar:

- Last uploaded documents (9)
- Contact us: Ask the Covenant team a question! (Email button)
- Event Calendar: April 2020 (10)

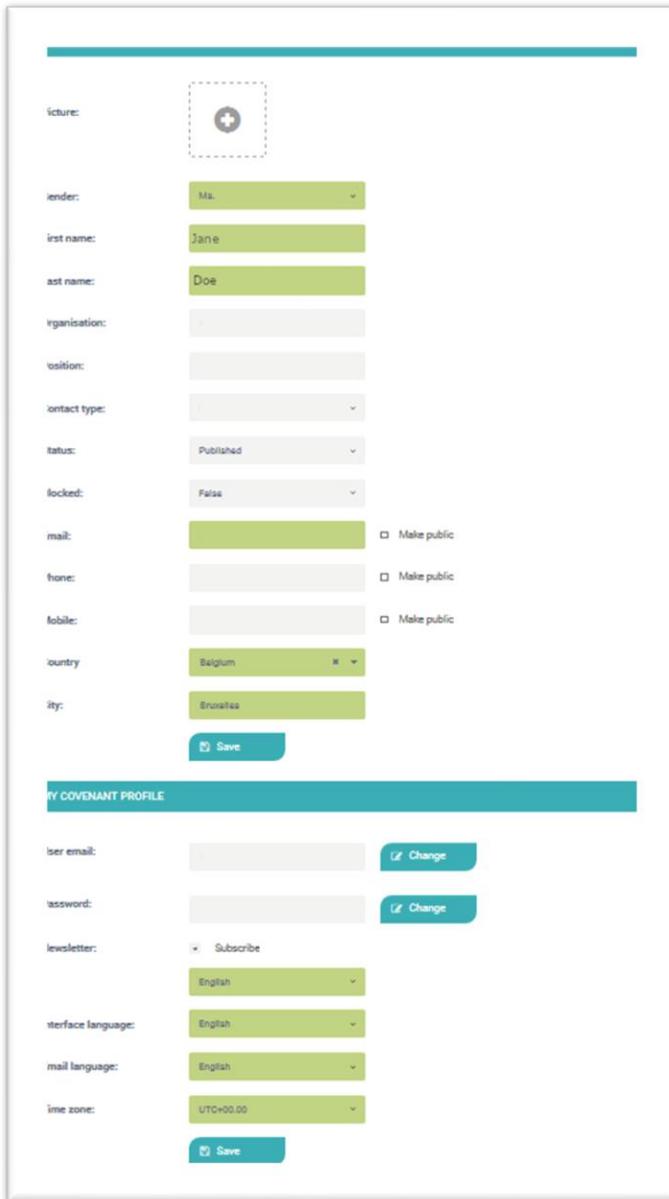
YOUR CONTACT PROFILE

After logging into MyCovenant with your credentials, you can find your profile in the upper right corner (1). You can edit your contact information (name, position, phone number) and add your picture. You can also decide what information you would like to be visible on the Covenant website ticking 'made public' on the corresponding box. Mandatory information is indicated in green. you can switch organization! This is available for who has registered to one or more organizations or municipalities.

Your profile has 2 email addresses:

Contact Profile email, this email is for the communications sent by the Covenant of Mayors Office and the European Commission. Please make sure all contact details are always up to date!

MyCovenant Profile, this email is used for your login (user email).



The screenshot shows a user profile editing page. The top section contains personal and contact details: a picture placeholder, gender (M), first name (Jane), last name (Doe), organization, position, contact type, status (Published), and locked status (False). Contact information includes email, phone, and mobile numbers, each with a 'Make public' checkbox. Location is set to Belgium, Brussels. A 'Save' button is at the bottom of this section.

The bottom section, titled 'MY COVENANT PROFILE', contains user account settings: user email (with a 'Change' button), password (with a 'Change' button), newsletter subscription (checked), interface language (English), mail language (English), and time zone (UTC+00:00). A 'Save' button is at the bottom of this section.

For changes to the user email please contact the helpdesk: info@eumayors.eu

Adding New Contacts: by clicking on 'edit' (2) you can add a new contact. In case of staff change, please delete the obsolete contacts and create a new one by clicking on the lowest 'edit' button. Note that you cannot use the same user email for different contacts within one signatory profile.

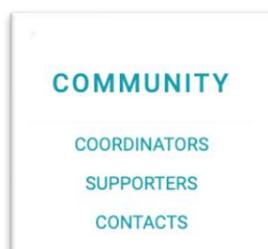
If you forgot your password, please reset it here: <https://mycovenant.eumayors.eu/user/sign-in/password-reset>

SIGNATORY PROFILE

The signatory profile (3) includes relevant information of your local authority. By clicking on 'Edit Profile', you can edit the logo and a background image which will be visible on the Covenant website. You can also edit/updating the population data, area, geographical location and select the NUTS level 3.

You can quickly verify your Covenant commitments with the badges (4) assigned and check quickly your progress in the Covenant Status (5) and the next deadlines.

MYCOVENANT COMMUNITY



In My Covenant Community (6) you can find the Covenant coordinator associated with you as signatory.

Connecting Coordinators to a signatory's profile allows them to access data and have an overview on the progress achieved. If needed, the Covenant Coordinator could edit the contact information and support the inputting of data on behalf of the signatory. Having a coordinator associated with you gives also the possibility to request a delay.

THE REPORTING CORNER

The Reporting Corner (7) is composed by 'My Overview', 'My Strategy', 'My Inventories', and 'My Actions'. This is the reporting structure of the action plan and the monitoring report. Each section shall be completed in English.

Please consult the [Covenant reporting guidelines](#).



THE CAPACITY SHARING CORNER

The Capacity Corner (8) consists of 4 different sections for building capacity and interactions with the Covenant CoMmunity.



In the **Discussion forums** signatories can share experiences among each other.



The **Resource library** compiles relevant documents related to Covenant activities that are uploaded by the Covenant of Mayors Office, Signatories, Supporters, Coordinators and Academia.



The **E-learning modules** available in 5 languages provide an easy and intuitive introduction to the most important elements of the Covenant of Mayors.



In the **P2P** (peers-to-peers) signatories can collaborate with colleagues in other municipalities, gain experiences from a mentor or get help from others as mentees.

LAST UPLOADED DOCUMENTS

In last uploaded documents (9) you can find the latest documents uploaded. For a full view of the documents uploaded, please consult 'My Overview' in the Reporting Corner.

THE EVENT CALENDAR

The events calendar (10) contains the events organised by the Covenant Community. You can also check the Covenant webpage dedicated to [events](#).

LANGUAGE SELECTION

You can change the interface language (11) of MyCovenant. Please note that the you action plan and monitoring report shall be completed in English only.