

Create, submit, and share knowledge on
Decent Jobs for Youth Knowledge Facility



ONLINE CONTRIBUTION TOOL



Contribute Your Knowledge

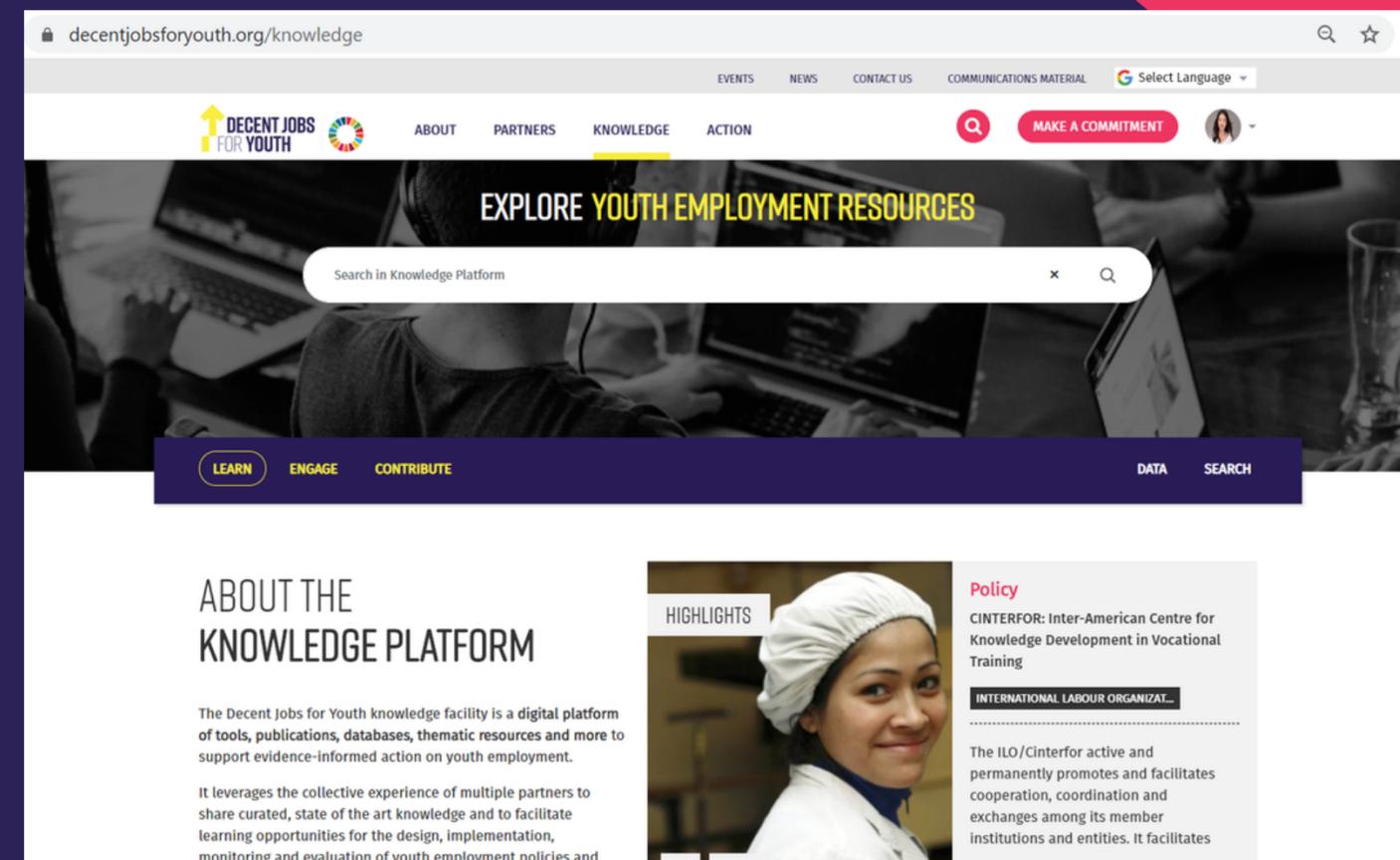
Contributing knowledge to the Decent Jobs for Youth Knowledge Facility can be easily done through the online contribute feature. We would like to share this brief step-by-step guide for promoting evidence-based knowledge in the Decent Jobs for Youth community.

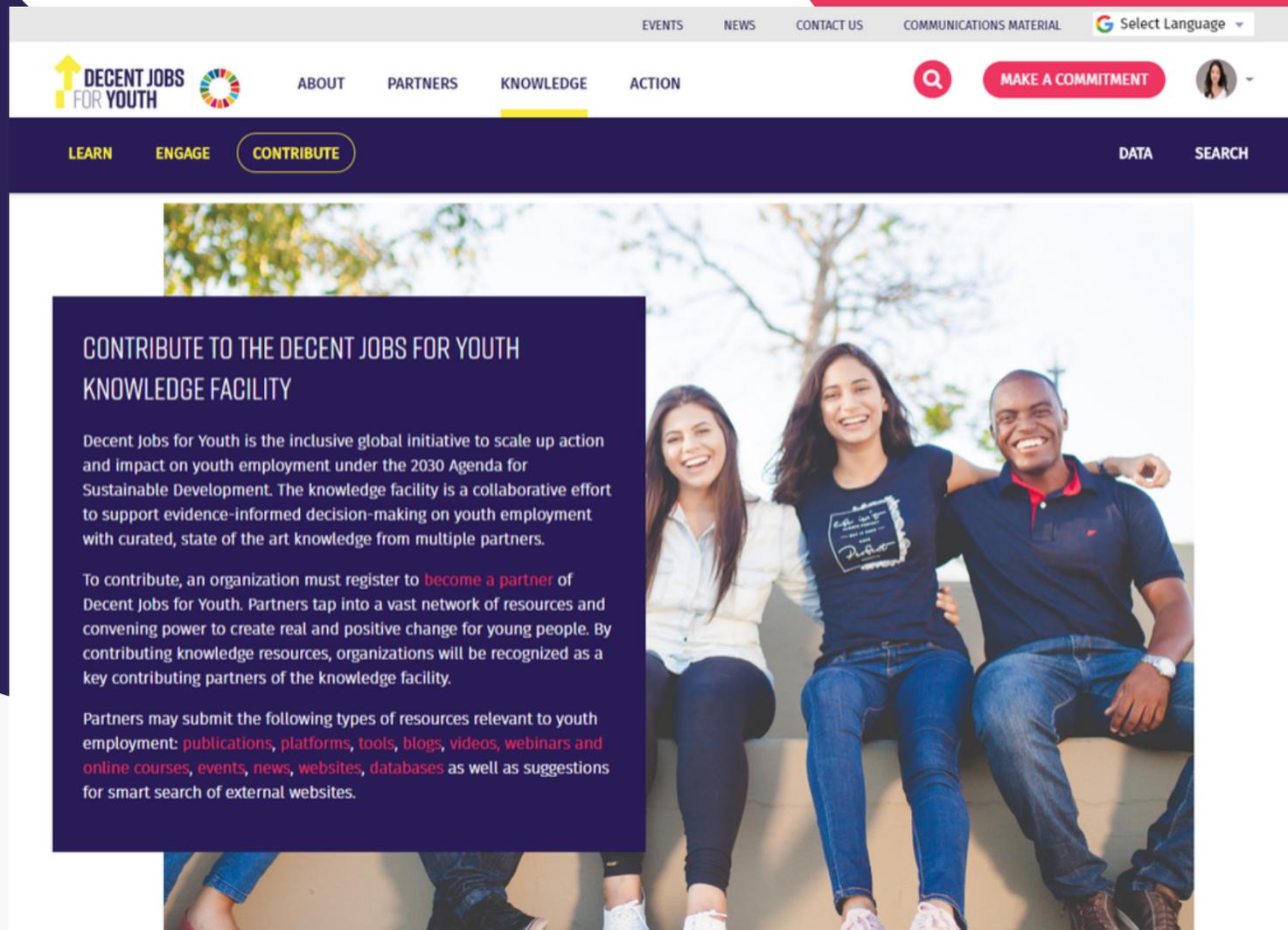
1.

Register or login at
www.decentjobsforyouth.org/knowledge.

To contribute knowledge resources, you must be registered as an Organization User.

Once logged in successfully, click on the [Contribute Tab](#) on the blue bar.





2.

In the **Contribute** section, click on the knowledge type hyperlinked in pink that you would like to contribute, which then opens a Contribute Form.

Alternatively, when logged in, copy-paste this link to your address bar:
<https://www.decentjobsforyouth.org/add-resources>

3.

In the Contribute Form, please select the Contribution Type and Sub-type from: **Publication | Platform | Tool | Multimedia | Webinar | Online Course | Blog** and many sub-types!

Complete the form following the instructions, and click on **Send for Review** button at the end of the form, you may also choose to Save as Draft, which can be accessed and completed later.

The screenshot shows the 'DECENT JOBS FOR YOUTH' website's 'Contribute Form'. The form is titled 'STATUS: NEW' and includes the following fields and sections:

- Type:** A dropdown menu with 'Publications' selected.
- Sub-Type:** A dropdown menu with 'Article' selected.
- Name of The File (The character limit is 150):** A text input field with the placeholder 'Enter name of the file'.
- Year of publication:** A dropdown menu with 'Unknown' selected.
- What is it?:** A text area with a rich text editor toolbar (bold, italic, list, link, image) and the instruction: 'Explain the purpose of the resource (What is it about? What does it describe?), and add one detail (How was the information gathered? Why was it gathered? What is its goal?) in maximum 150 words.'
- Region/Country:** A dropdown menu with the placeholder 'Select regions and countries'.
- Highlights (max 150 words):** A text area with a rich text editor toolbar and the instruction: 'Summarize the main findings of the resource in one sentence and add three bullet points of interesting or important information in maximum 150 words.'
- Contributing partner:** A dropdown menu with the placeholder 'Select Partners' and a text input field with the placeholder 'Enter partner' and a 'REMOVE' button.

At the bottom of the form, there is an 'ADD MORE PARTNER' button.

4.

Once a contribution is Sent for Review, the Decent Jobs for Youth team will review it in 7 working days.

Enter source link

ADD MORE SOURCE

Tags
Add tag(s) for the resource to be searched by keyword

Enter comma to separate tags

Images (max 10)
Insert a link to an image, or upload it directly in JPEG or PNG format (under 2 MB). The image should represent the resource, but should ideally not be a screengrab of the cover.

UPLOAD

Permissions
All contributions will be evaluated by the Decent Jobs for Youth team. You may receive feedback from an administrator. Once approved, your contribution will appear in the Knowledge Facility and your organization will be listed as a contributing partner.

- I grant to the International Labour Organization (ILO) a permanent, irrevocable, royalty free, non-exclusive license (including a right of sublicense) to use, reproduce, adapt, publish, distribute and communicate to the public the materials I have provided for the purposes of this website.
- I understand that the right to sublicense includes the right for the ILO to authorize reproduction of the materials I have provided, including images. This excludes fields which specifically state that the information will not be made public.
- I confirm that my organization wishes to become a Decent Jobs for Youth partner and grant the ILO permission to display publicly our logo or emblem on this website and in related communications materials.

I accept the terms set out above

SAVE AS DRAFT RESET SEND FOR REVIEW

5.

All your contributions **Saved as Draft** can be accessed and complete later from your personal dashboard. To do so, click on your Profile Picture and select **Knowledge Resources Tab** from the dropdown menu. You can utilize **Export to CSV** feature for reviewing the data.

The screenshot displays the 'Resources' section of the Decent Jobs for Youth website. At the top, there is a navigation bar with links for EVENTS, BLOGS, NEWS, CONTACT US, and COMMUNICATIONS MATERIAL, along with a language selection dropdown (选择语言). Below this is a secondary navigation bar with links for ABOUT, PARTNERS, KNOWLEDGE, and ACTION, a search icon, and a 'MAKE A COMMITMENT' button. The main content area features a search filter with a 'Keyword' input field, a 'Status' section with checkboxes for 'Published', 'Saved as draft', and 'Received for review', and a 'Resource Type' dropdown menu set to 'Select Resource Type'. A 'Clear' button is located to the right of the filters. Below the filters, a yellow horizontal bar indicates 'Showing 1 out of 1 resources'. To the right of this bar are two buttons: 'Add New Resource' and 'Export to CSV'. A table below displays the resource details:

Title	Type	Status	Actions
Youth Employment in Africa	Publications-Article	Save as Draft	

Frequently Asked Questions:

Q: How to upload document or add links to the knowledge resource?

In the Source field, select language from the dropdown list and enter a permanent link. Users will be directed to this link when viewing the resources on the Knowledge Facility. If the language is not listed, select 'add more'. If you don't have permanent link to the knowledge resource, please write to decentjobsforyouth@ilo.org and we will provide support.

Q: What are tags and should I add tag(s)?

When a user uses keyword search feature on the Knowledge Facility, your resource with tag(s) will appear more prominently in the results. Tagged resources proved to be more viewed. Tags should be short keywords related to the themes/topics, such as 'entrepreneurship', 'green jobs'.

Q: Why is image required and how to identify one?

Images draw attention & trigger emotion. Images can help you to attract attention and to guide your visitor's line of sight. We recommend an image of young person(s) reflecting the theme/topic of the knowledge resource. You will be able to add copyright information and set dimensions of the image for the home page/search page.

Get Started – 3 easy steps to take

How does it work? Watch this one-minute video: youtu.be/nde-d8p9F_s

Visit us on [Twitter](#) | [LinkedIn](#) and share one of our posts with your network!

Explore the knowledge facility and consider becoming a [Decent Jobs for Youth partner](#).



Collective knowledge that works
www.decentjobsforyouth.org/knowledge

If you have any questions or suggestions, please drop us an email: decentjobsforyouth@ilo.org