YOUTH MATCH POINT

Platform Usage Manual

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Introduction

Welcome to the Youth Match Point Platform! This platform is designed to foster connections between young people and youth workers across Europe. Our mission is to create a space where youth can find mentorship, collaborate on meaningful projects, and grow both personally and professionally.

The Youth Match Point platform is part of a broader initiative to empower youth through education, mentorship, and collaboration. Our research, based on extensive focus groups and international surveys, has identified key areas where young people seek support and development. These include career advancement, personal growth, and community engagement.

The platform offers a variety of features designed to facilitate these goals:

- **Mentorship Opportunities:** Connect with experienced youth workers who can guide and support your journey.

- **Project Collaboration:** Join forces with peers across Europe to create impactful community projects.

- **Interactive Community Spaces:** Engage in discussions, workshops, and online events.

- **Skill Development Resources:** Access tools and learning materials to build competencies in areas like digital literacy, leadership, and environmental action.

Our core objectives include:

- **Facilitating mentorship connections** to foster leadership and growth.

- **Supporting youth-driven projects** with practical resources and mentorship.

- **Providing accessible tools** for community building and skills development across diverse backgrounds.
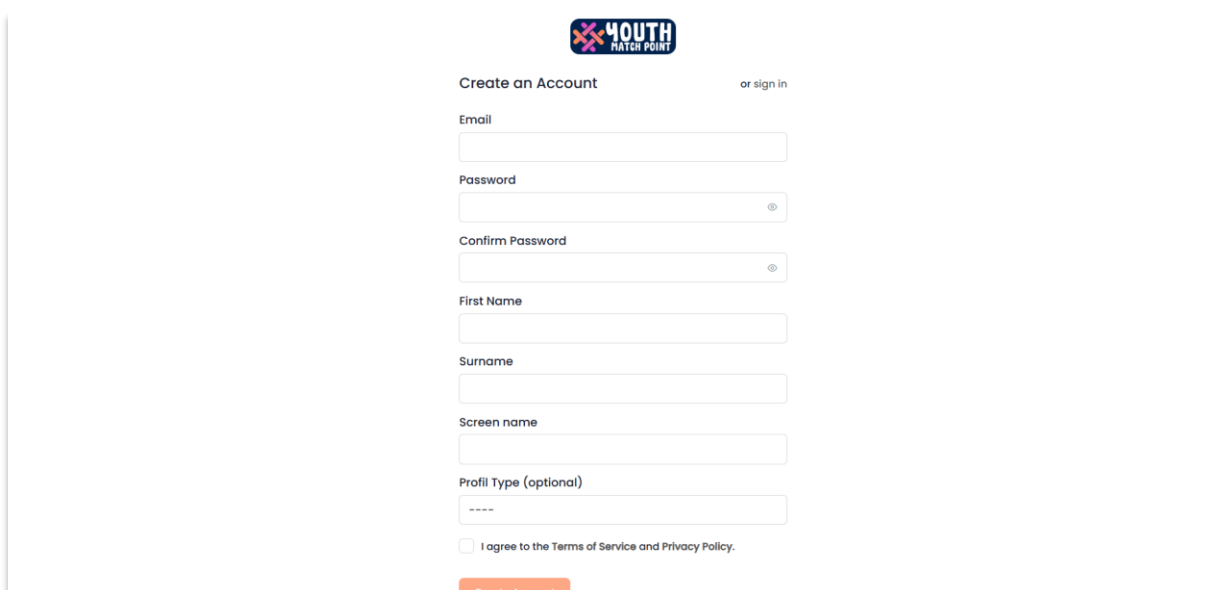
Getting Started

Accessing the Platform

- Open your preferred web browser.
- Visit https://youthmatchpoint.eu/
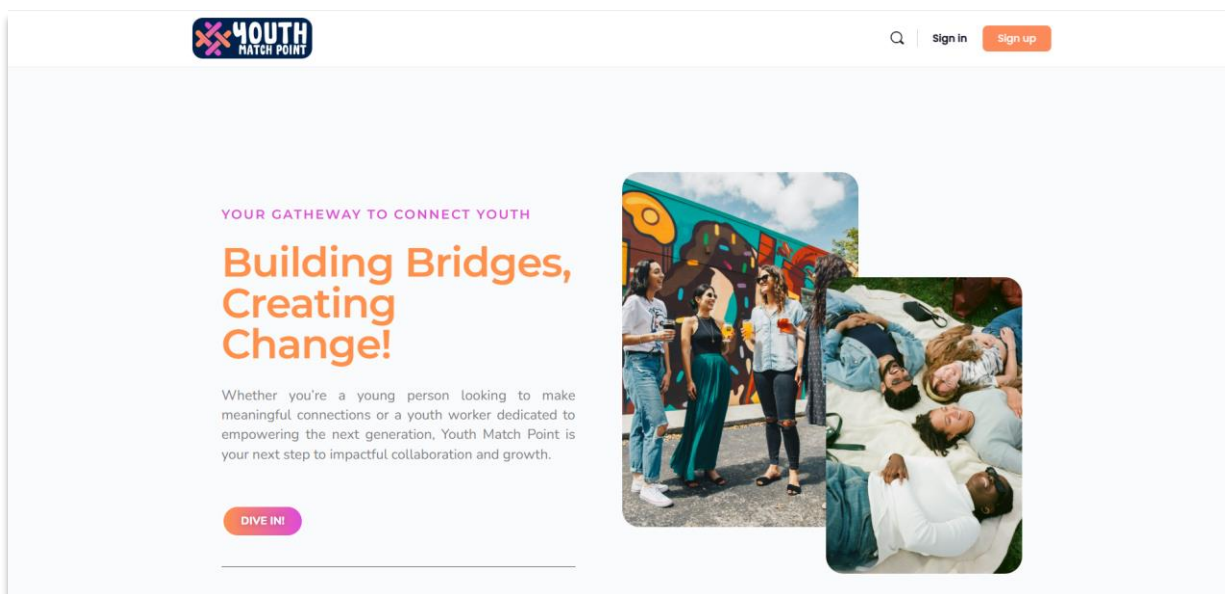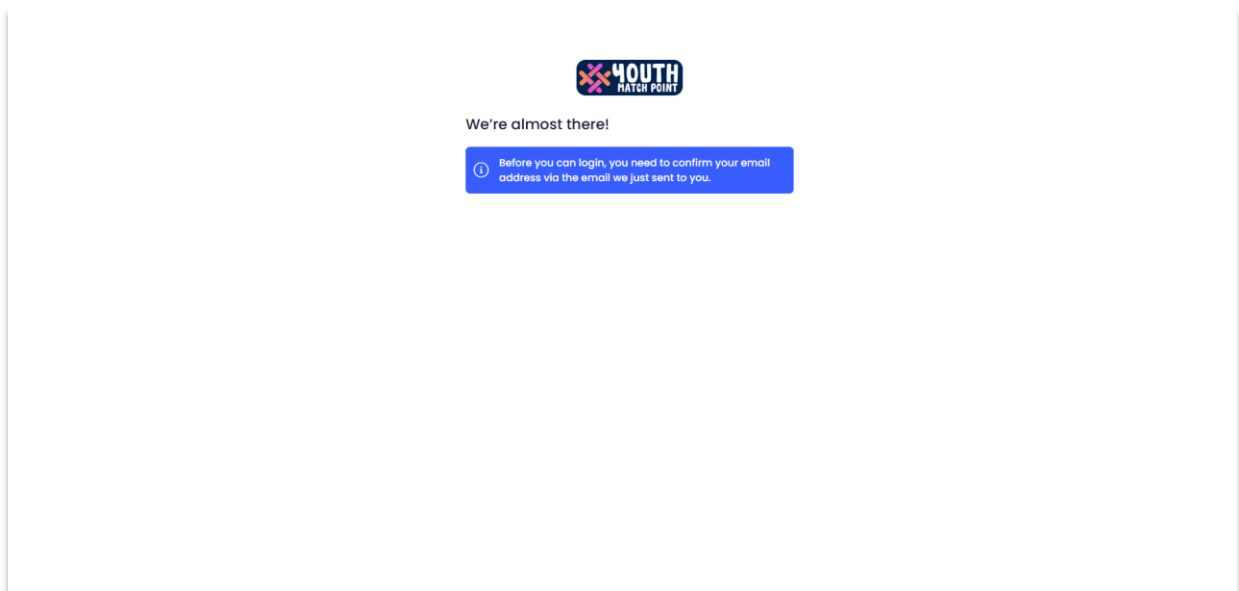

Account Registration

- Click on the **"Sign Up"** button in the top-right corner.
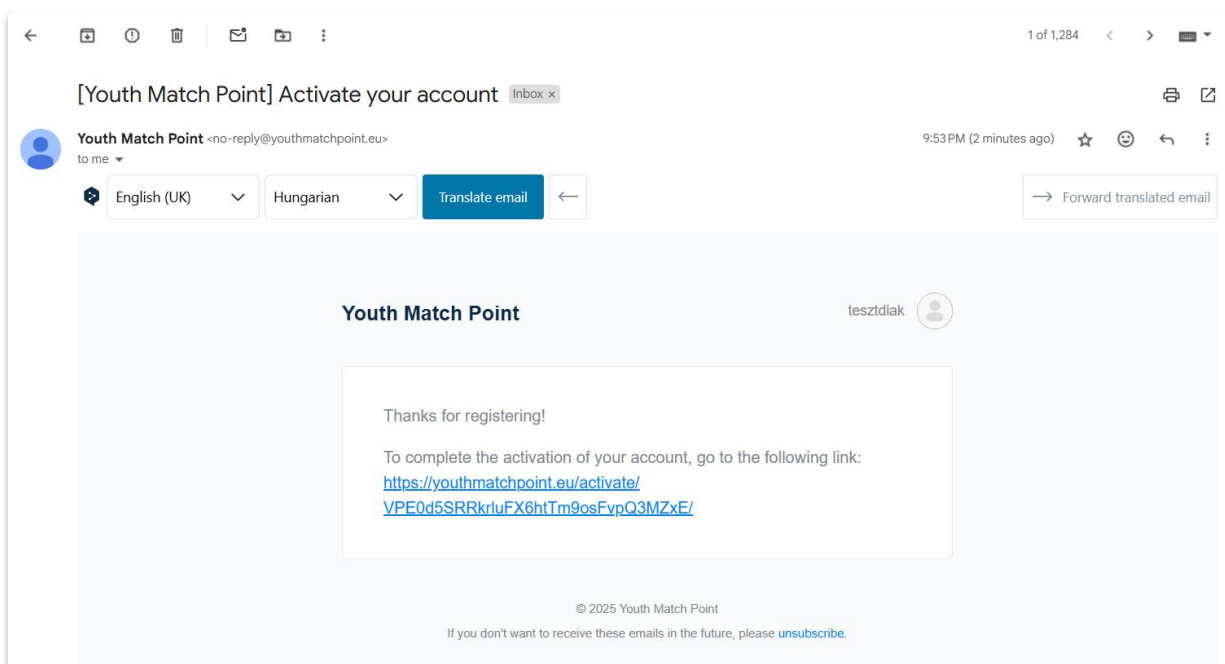

- Fill in the registration form:

- o Email Address
- o Password (twice for confirmation)
- o First Name & Surname
- o Screen Name
- o Profile Type:
  - Young Person
  - Youth Worker
  - Mentor
  - Project Staff
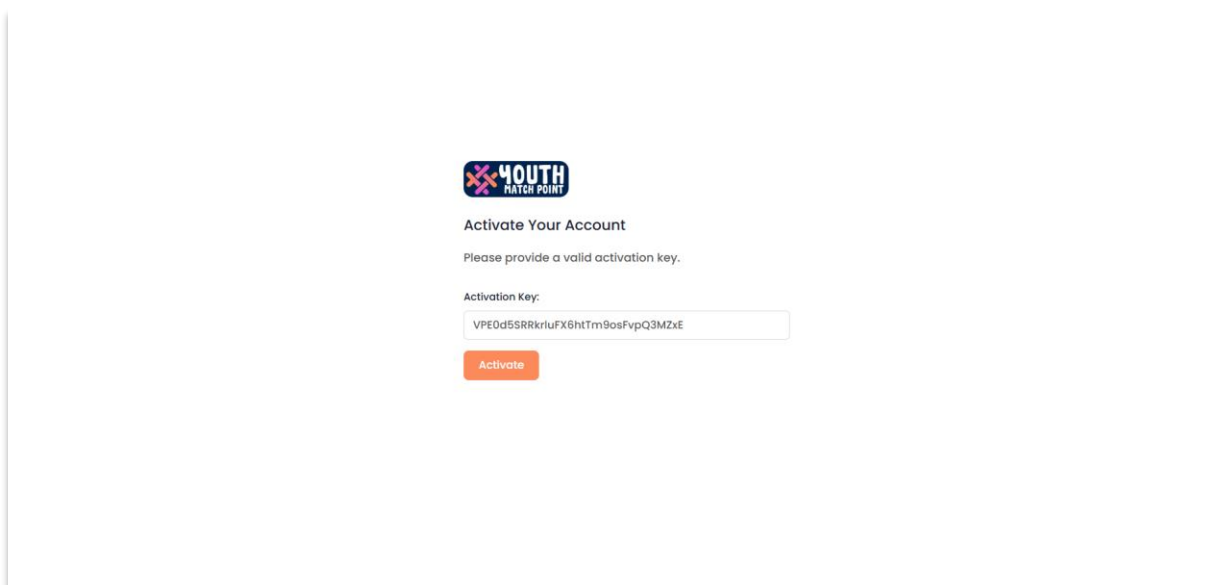- Accept the Terms of Service and Privacy Policy.
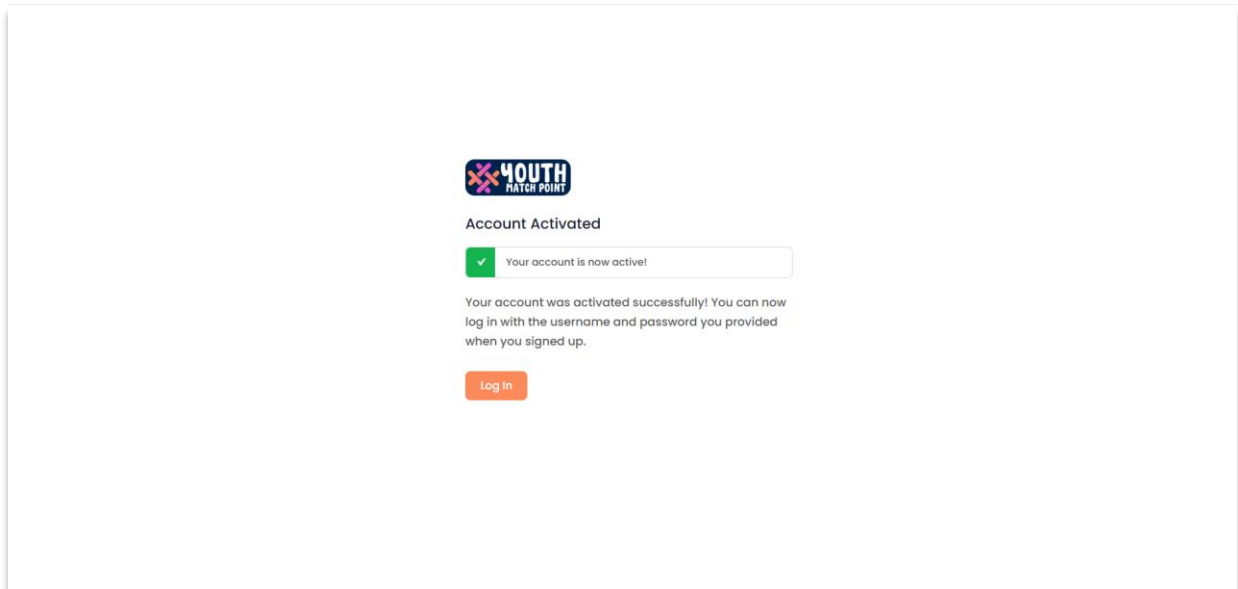- Click "**Create Account**".

Email Verification

- Check your email for a verification message.
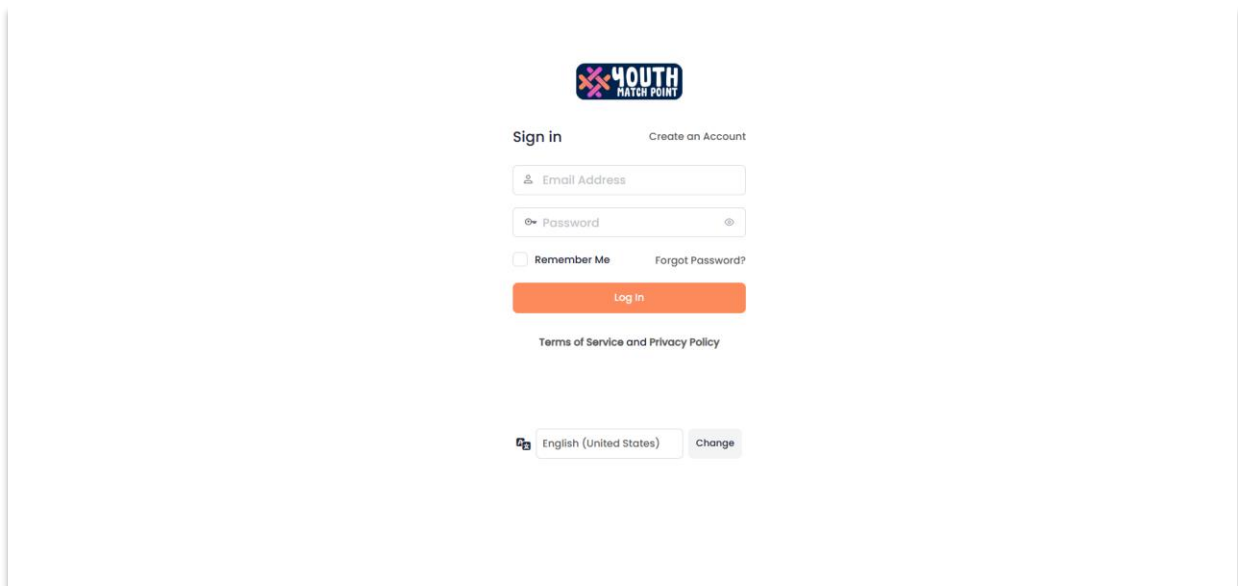- Click the verification link in the email.

- Click the „**Activate"** button to activate your account.

- Your account is now active. Click the „**Log in"** button to enter the platform.

- Fill your Email Address and Password.
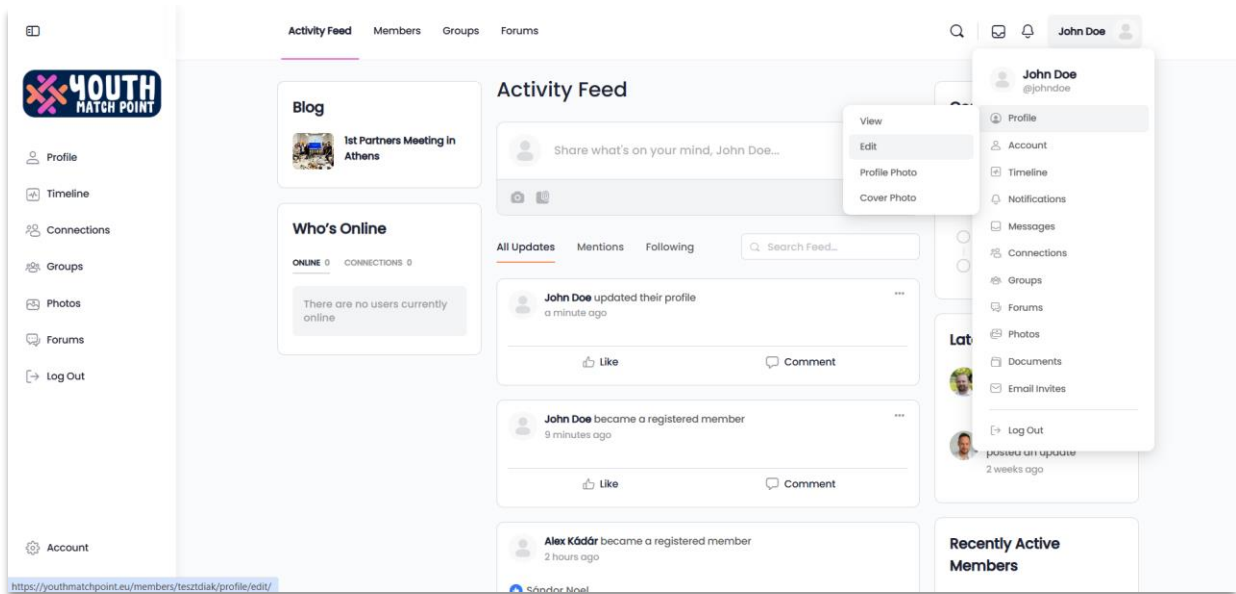- Click the "**Log in**" button.

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Profile Setup

Edit user information

- Go to **Profile Settings** by clicking your profile name or photo.
- Hover on ”**Profile**” and click **"Edit"**.

- Complete the required fields based on your role:

Young Adult

- o Mentorship preferences
- o About Me
- o Areas of Interest
- o Goals and Aspirations
- o Skills and Competencies
- o Engagement Preferences
- o Matching Preferences

Mentor/Youth Worker

- o Mentorship preferences
- o About Me
- o Areas of Interest

o   Areas of Expertise

o   Engagement Preferences

o   Matching Preferences
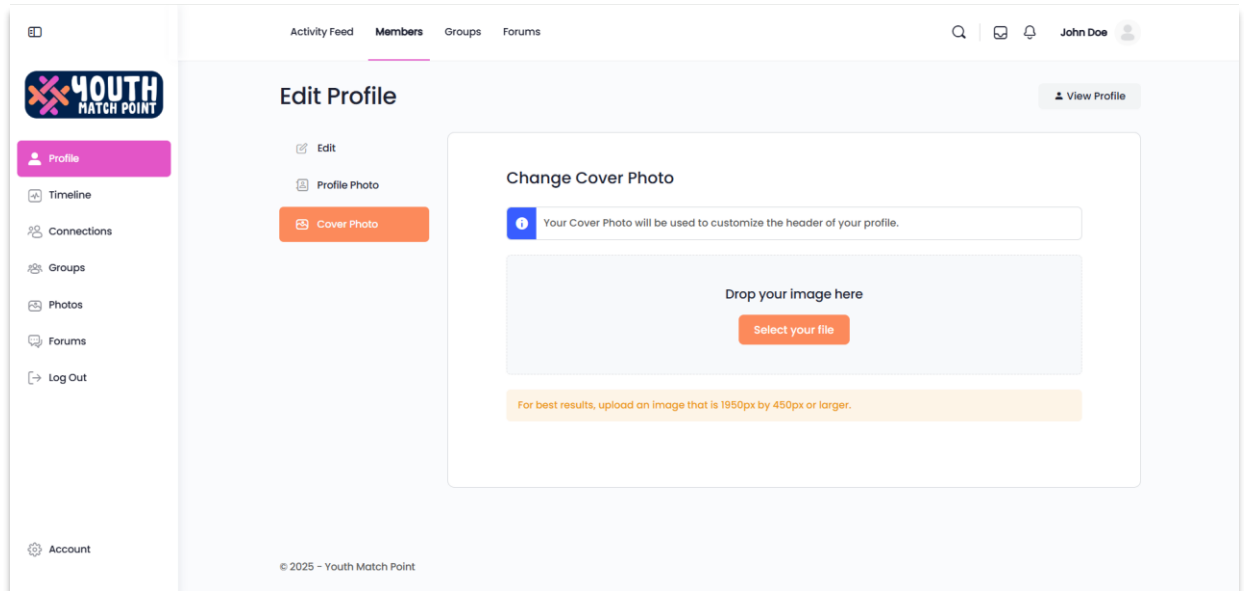

- Click "**Save Changes**".

Change Profile Photo

- Click „Profile Photo".

- Drop your image to the box or click „**Select your file**".

- You can take a photo as well with your webcamera.

Change Cover Photo

- Click „Cover Photo".

- Drop your image to the box or click „**Select your file**".

- For best results, upload an image that is 1950px by 450px or larger.

Navigating the Dashboard

Upon login, you'll see the **Youth Match Point Dashboard**, which offers access to various platform features:

Activity Feed

- Share new posts including pictures, documents, Youtube videos or react and comment on other member's posts.

- View updates from connections and groups or forums you are part of.

- Use @mentions to engage their friends to join the conversions.

- Check the latest updates, the latest blog articles and the recently active members.

- Check Who is Online?

- Use the "Search Feed…" field to search keywords in the activity feed.
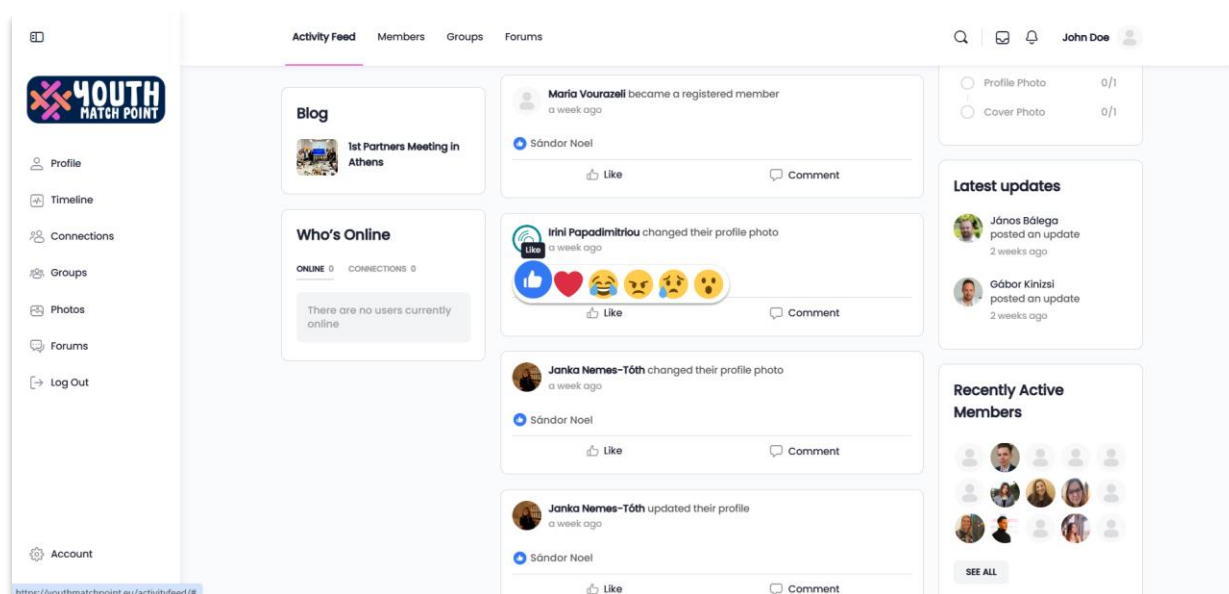
Account Settings

- You can access your **Account Settings** by clicking on your Profile Name or Profile Photo in the headbar or by clicking on the **Account** button in the bottom left corner.
- You can edit here your **Login Information** (password, email).
- You can manage here your **Notification Settings**, your **Privacy Settings**, your **Group Invites**.
- You can **Export Your Data** or **Delete Your Account**.

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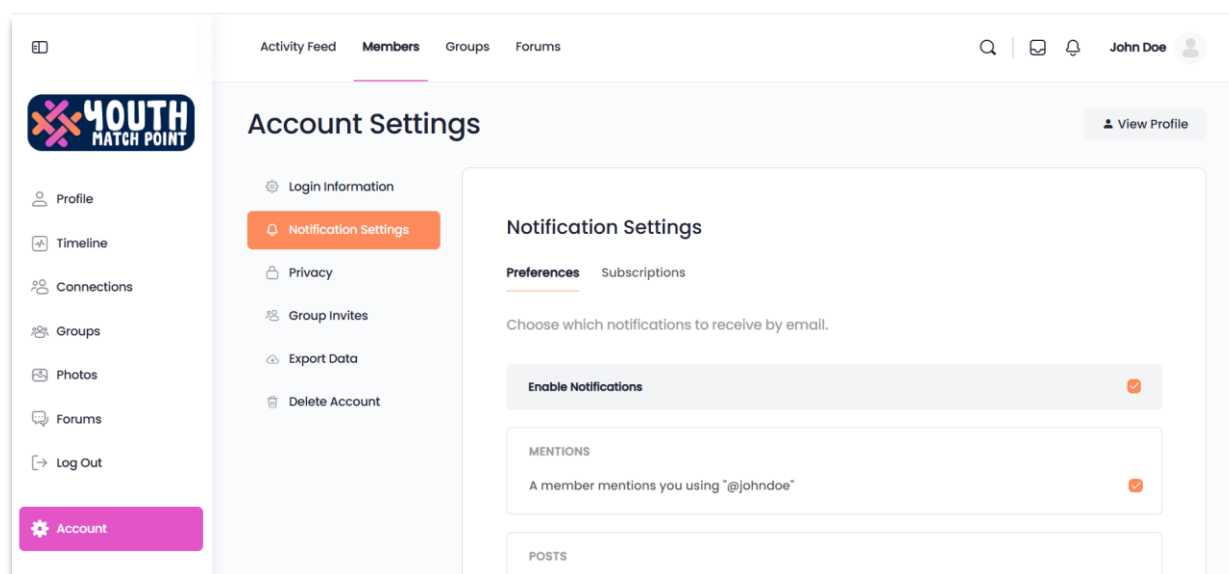
Timeline

- You can access **your personal activity history** by clicking "**Timeline**" on the left sidebar or by clicking on your Profile Name or Photo in the headbar.
- You can check here updates, posts, reactions, connections, groups, mentions and following.

Notifications

- You can access **Notifications** by clicking on the bell icon or on your profile name or photo in the headbar.
- You can check here alerts about @mentions, friend requests, invites and more.
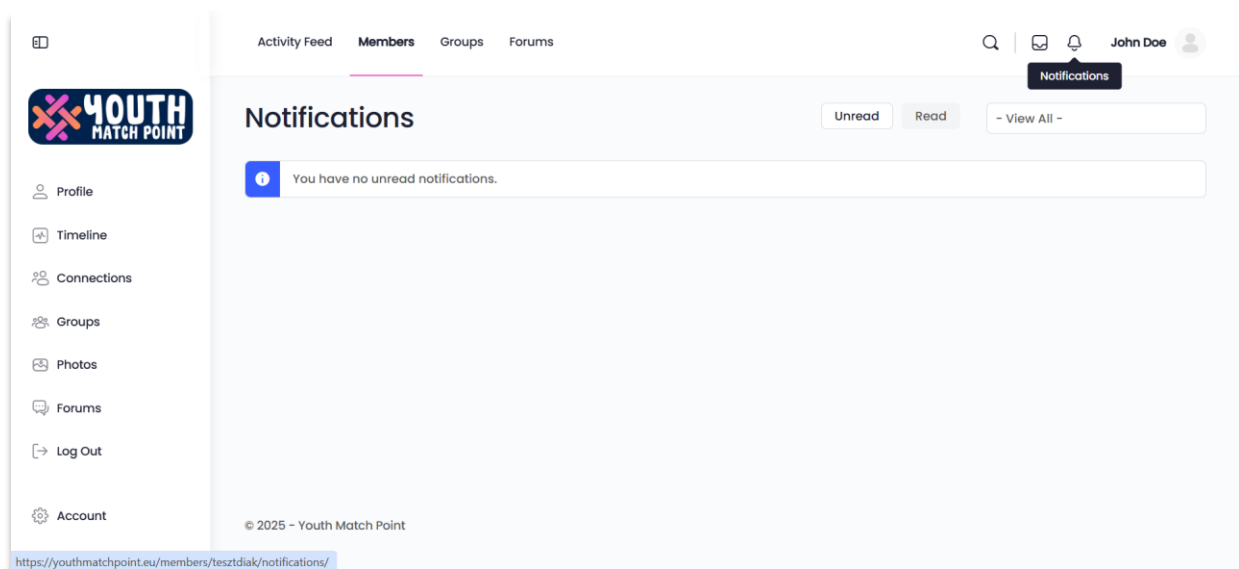

Direct Messages

- You can acces **private chat function** by clicking on the envelope icon or by clicking on your Profile Name or Photo in the headbar.
- You can send private messages to a member or connection. Enable messages from everyone or friends only.
- Click the "To:" field and start typing to find members.
- Write a message, attach a photo or document, use formatting or emojis and send the message by Enter or clicking on the orange paper airplane button.
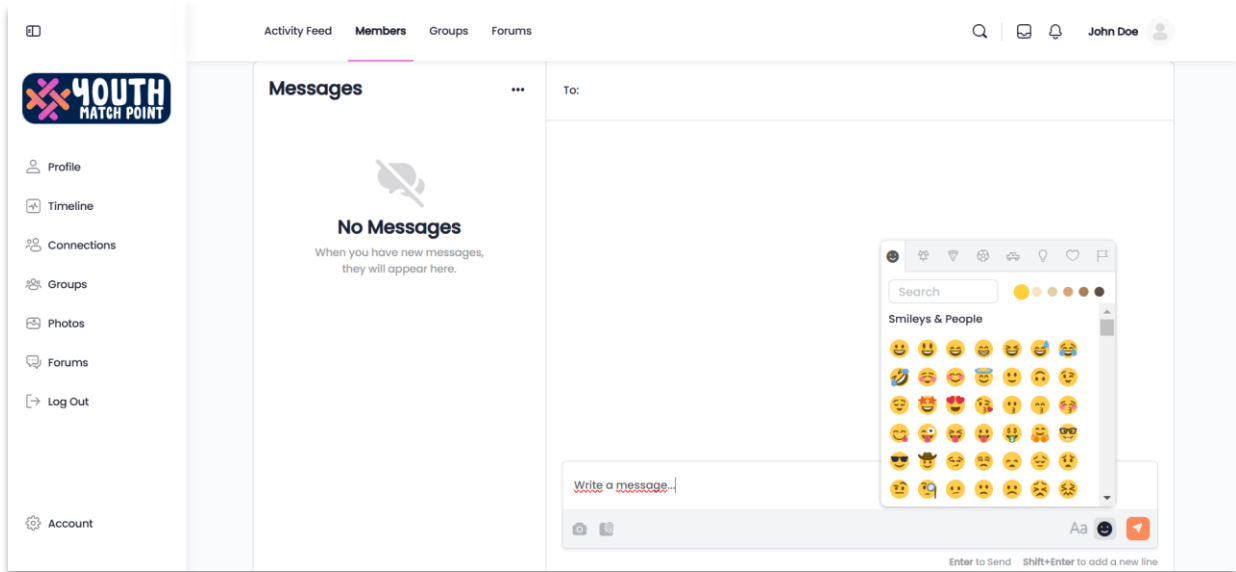
Connections

- You can acces **your network** by clicking "**Connections**" on the left sidebar or by clicking on your Profile Name or Photo in the headbar.

- You can manage your network of contacts here.

- You can check connections requests here.

- You can calculate matching percentage by clicking "**% Calculate Match**".

- You can **Accept** or **Ignore** the connection request or you can view the member profile page by clicking the "**View as**" button.
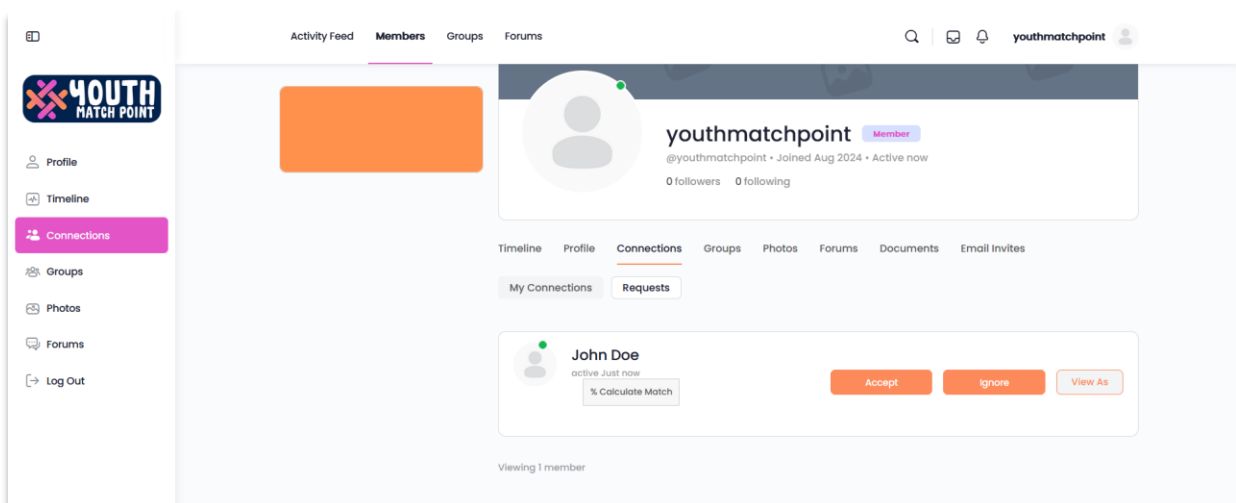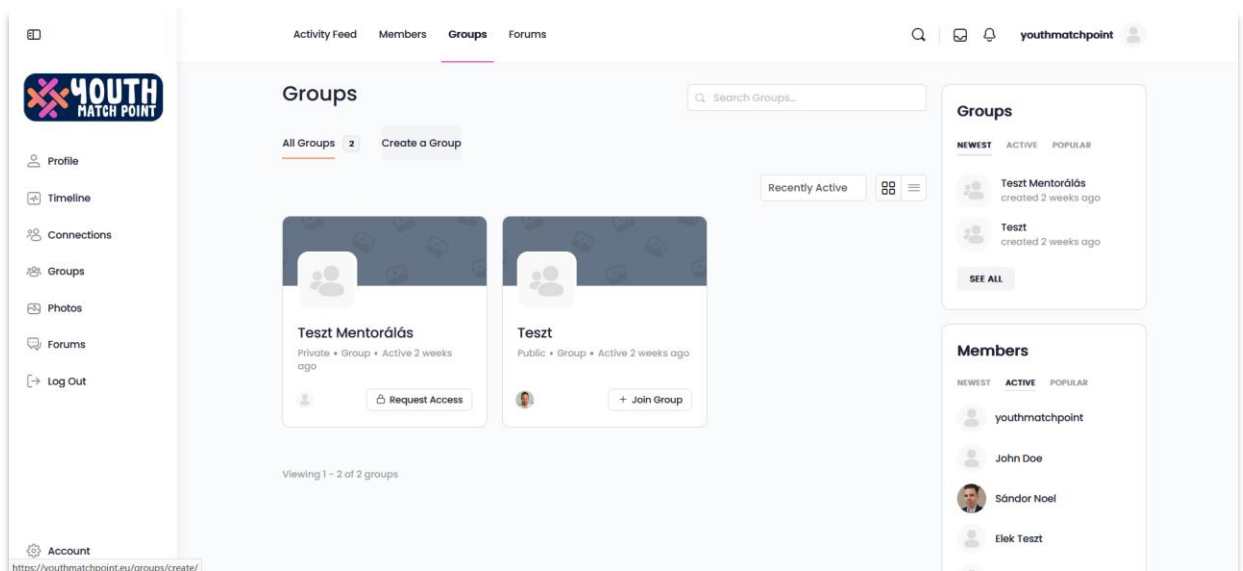
Groups

- You can acces **groups** by clicking "**Groups**" on the left sidebar or in the menubar or by clicking on your Profile Name or Photo in the headbar.
- You can use this feature to **start a Mentoring Session using ZOOM Meetings** or **create Interest-Based Communities for knowledge exchange or teamwork**.
- You can create public, private or hidden groups.
- You can invite members or you can join to an existed group.

Create a Group

- Click "**Groups**" on the left sidebar or in the menubar or by clicking on your Profile Name or Photo in the headbar.
- Click "**Create a Group**" next to the All Groups.

- Fill the "**Group Name (required)**" and the "**Group Description**" fields and click "**Create Group and Continue**".

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- Set the **Privacy Options.**
- Set the **Group Invtitations**, **Activity Feeds**, **Group Photos**, **Group Albums**, **Group Documents**, **Group Messages** permissions.
- If the group is a subgroup of a parent group, select the Parent Group. (Optional)
- Click "**Next Step**".


- If you want, create a discussion forum for this group.

- Upload a **Group Photo** and **Group Cover Photo** by clicking "Select Photo" or drop an image to the box. (Optional)
- Send invitations or finish the group creation by clicking the "**Finish**" button.

Join to a Group

- Click "**Groups**" on the left sidebar or in the menubar or by clicking on your Profile Name or Photo in the headbar.

- If the group is public just click "**+ Join Group**".
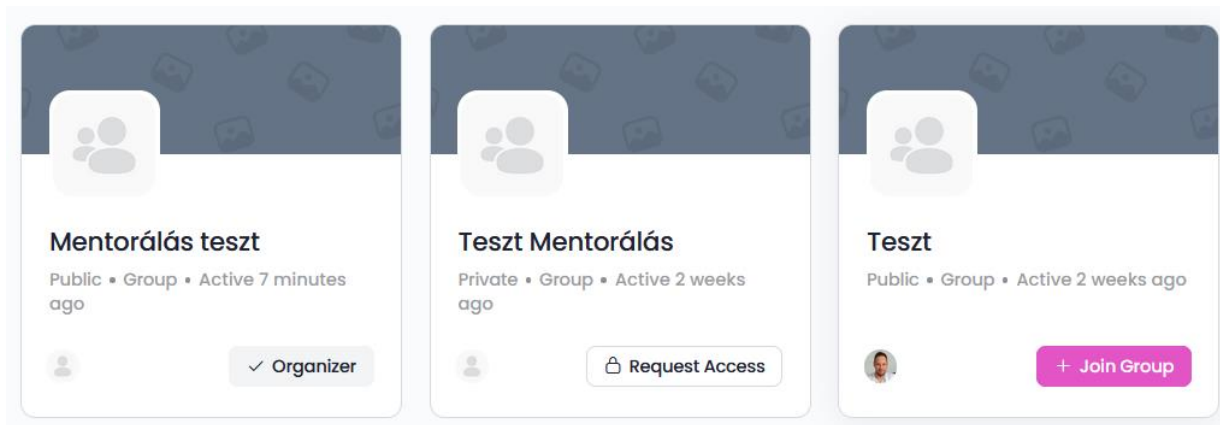
- If the group is private, you can send a request for the organizer by clicking "**Request Acces**".
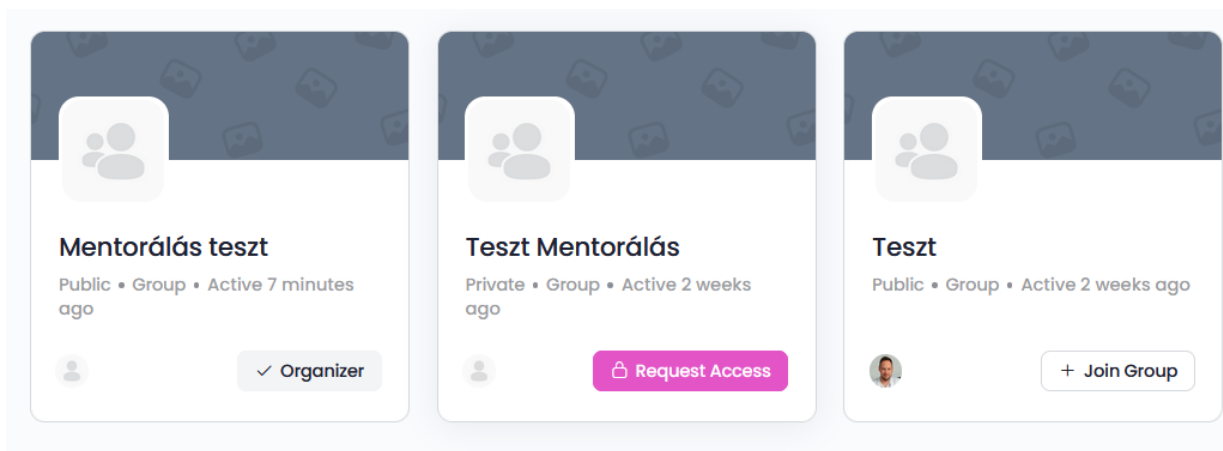
- If you are the Organizer of a group, or you are a Member of a group you can leave the group by hover your mouse over "Organizer/Member" and click "Leave Group".
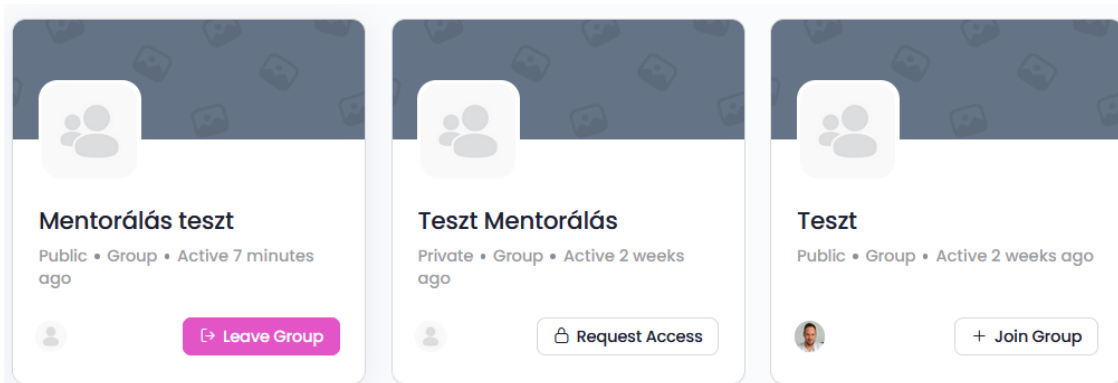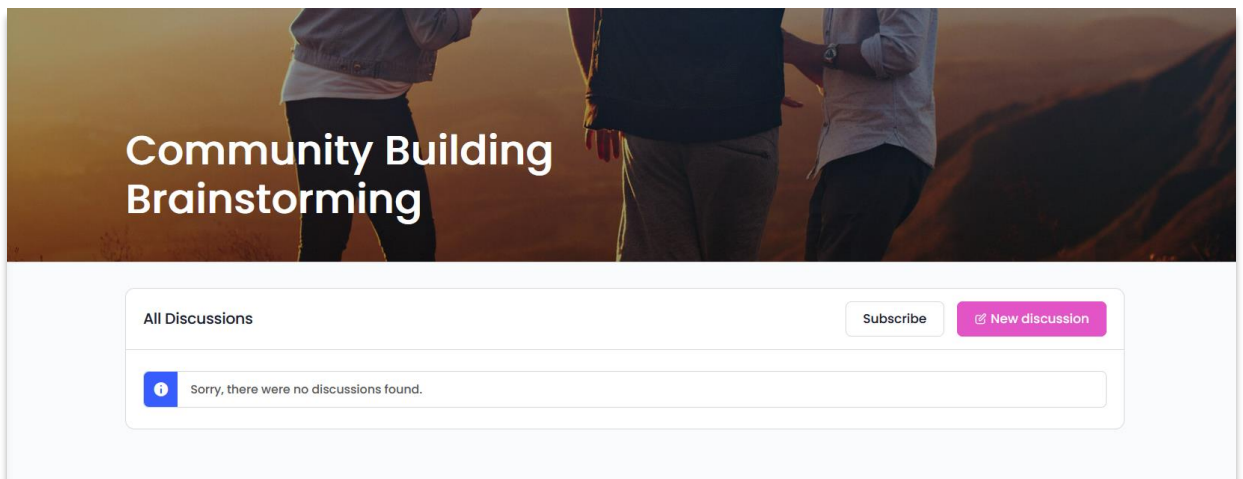
Forums

- You can acces **discussions** by clicking "**Forums**" on the left sidebar or in the menubar or by clicking on your Profile Name or Photo in the headbar.
- You can participate topic-driven discussions here.
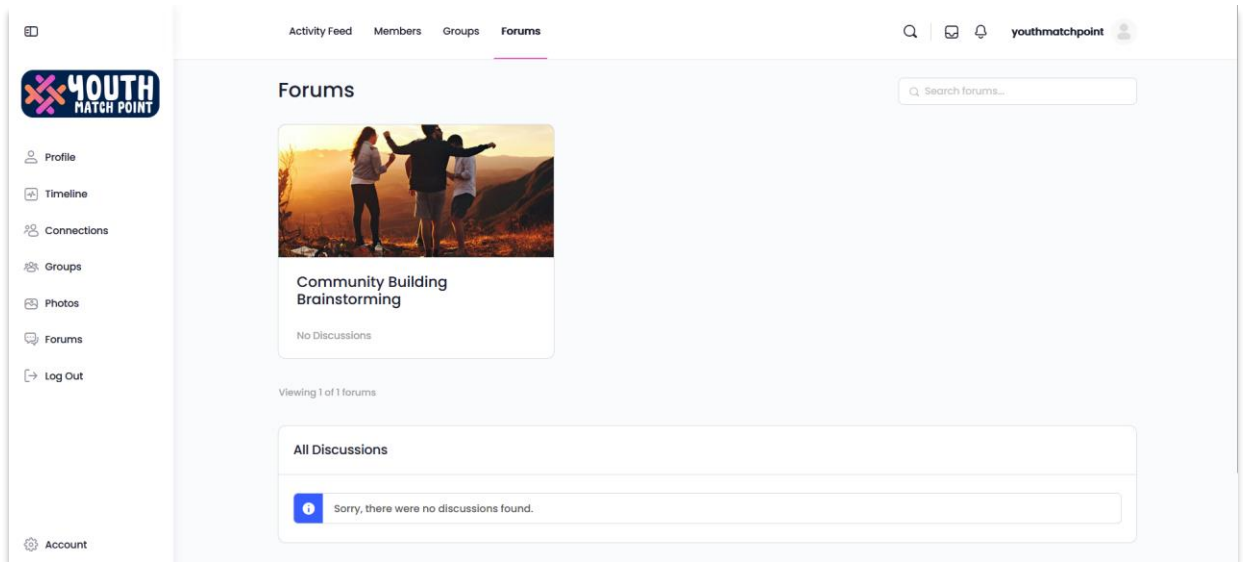
- You can „Subscribe" for a forum or start a „New discussion".

Photos & Documents

- You can upload images or documents by clicking "**Photos**" or "**Documents**" on the left sidebar or by clicking on your Profile Name or Photo in the headbar.
- Upload and share multimedia content with others.
- You can create albums for your images.
- You can create download links to your files, edit the file's privacy, rename it, move it to a folder or delete it.

Email Invites

- You can send invites or manage sent invites by clicking "Email Invites" on your Profile Name or Photo in the headbar.
- Invite others to join the platform. Enter Recipient Name and Email, customize the invitation text and click "**Send Invites**".

Log Out

- End your session securely by clicking ''**Log Out**'' on the left sidebar or on your Profile Name or Photo in the headbar.
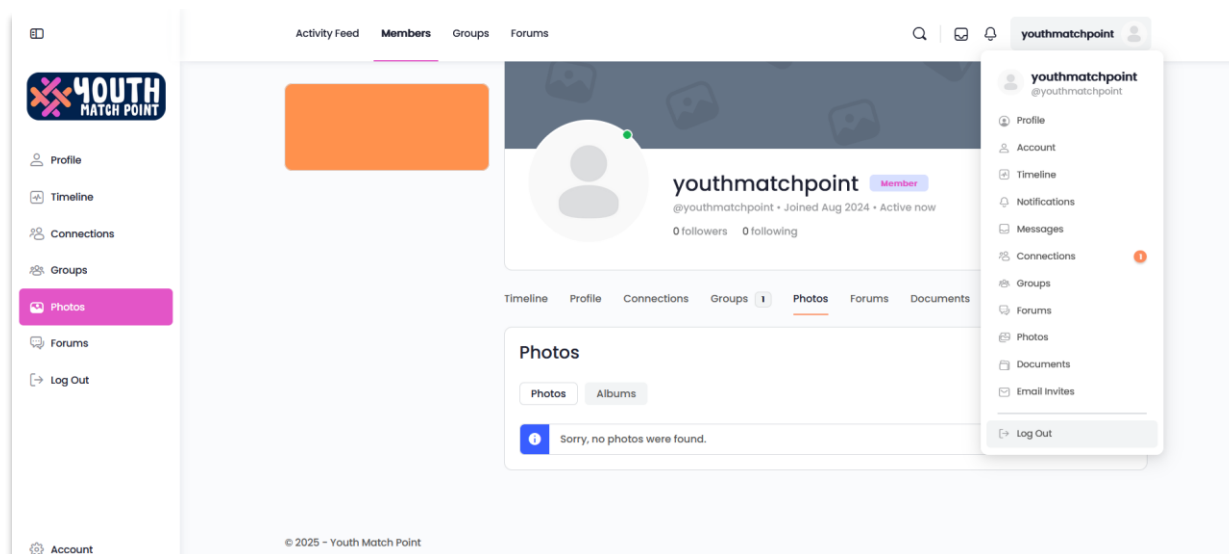

Understanding the Matching System

The platform uses a **matching algorithm** to calculate compatibility percentages based on users information, shared interests, skills, goals, mentorship and engagement preferences.
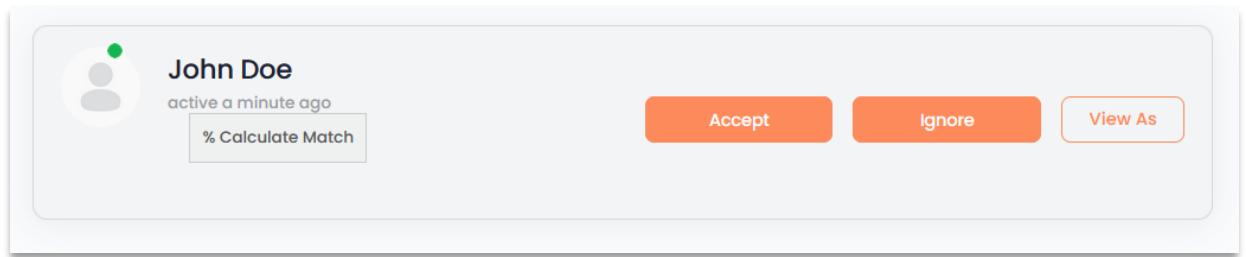
How it works

- Users complete their profiles with relevant information.
- The system analyzes commonalities.
- A **% Match Score** is displayed on user profiles.
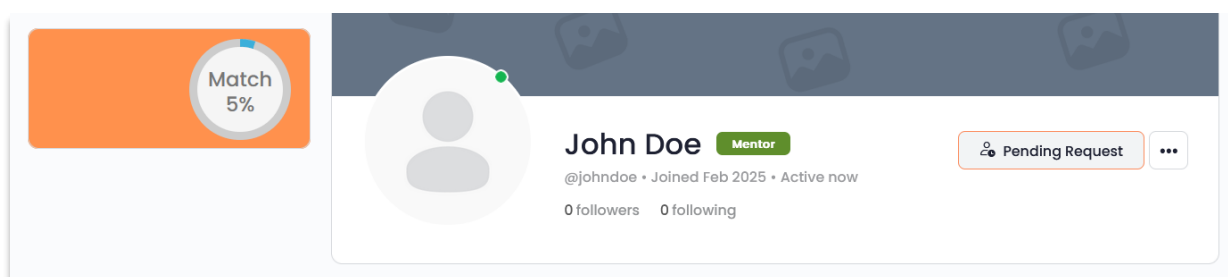
- If you receive a friend request, you can check the match score before you accept by clicking "**% Calculate Match**".

Interacting with Matches

- Click on a profile to view match details (Areas of interest, Areas of Support, etc.)
- Use "**Connect**" to send a friend request.
- Use "**Follow**" to follow the member's activity.
- Use "**Send Message**" to start a conversation.
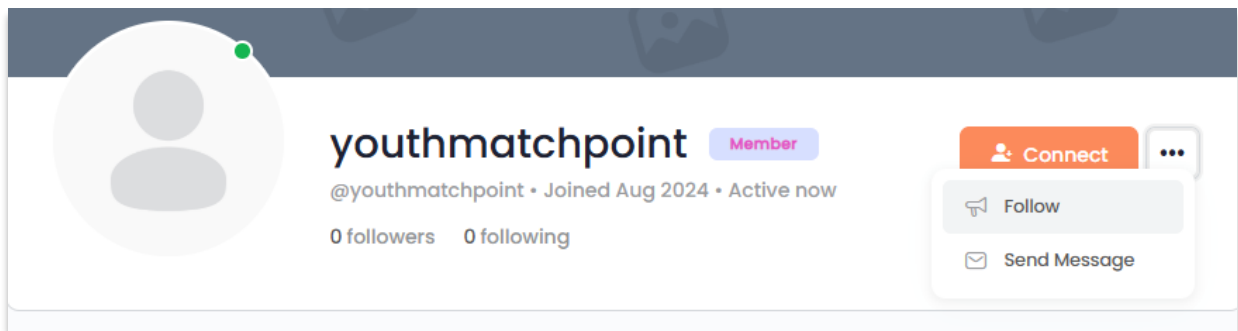
How to Organise a Mentoring Session

The platform supports both one-on-one and group mentoring.

For Mentors

- Go to **Groups**.
- Click "**Create Group**".
- Set the group privacy to **Private** for exclusive mentorship access.
- Invite mentees by sending **Group Invitations**.
- Share resources like documents, links, and images.

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● Connect your **ZOOM account** for online mentoring:

○ Go to your Group and click "**Manage**".

o Click "**Zoom**" on the left sidebar.

o First step is to complete the **Authentication** section.

o On the top right there is a **Setup Wizard** which will walk you step-by-step through the entire zoom app authentication process, but follow along with this tutorial as we explain all the steps involved.
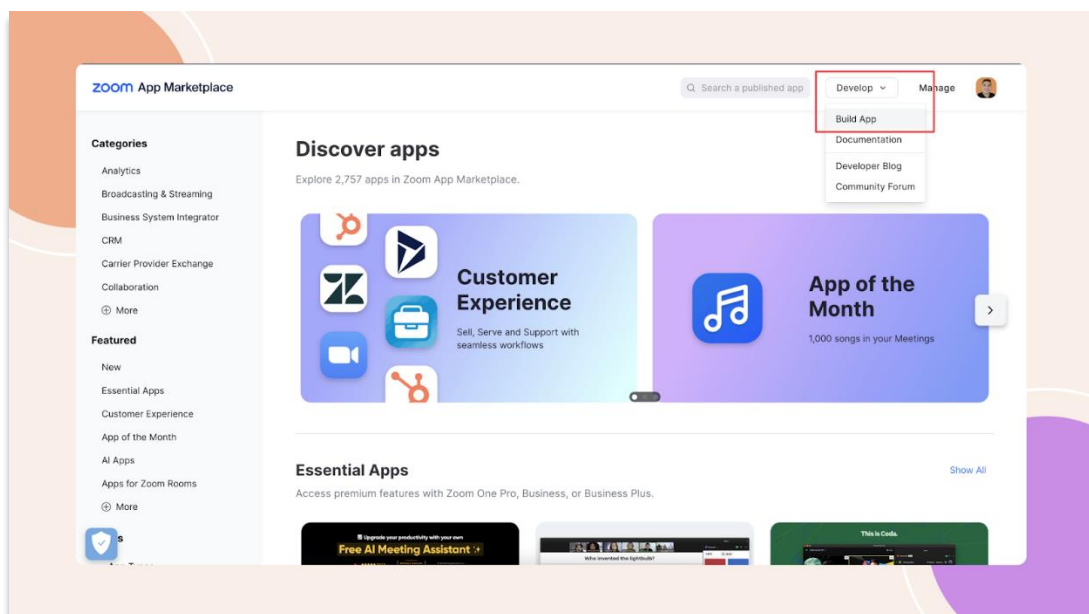
ZOOM Login

- The first thing you need to do is **Sign In** to your account on the **Zoom Marketplace**.
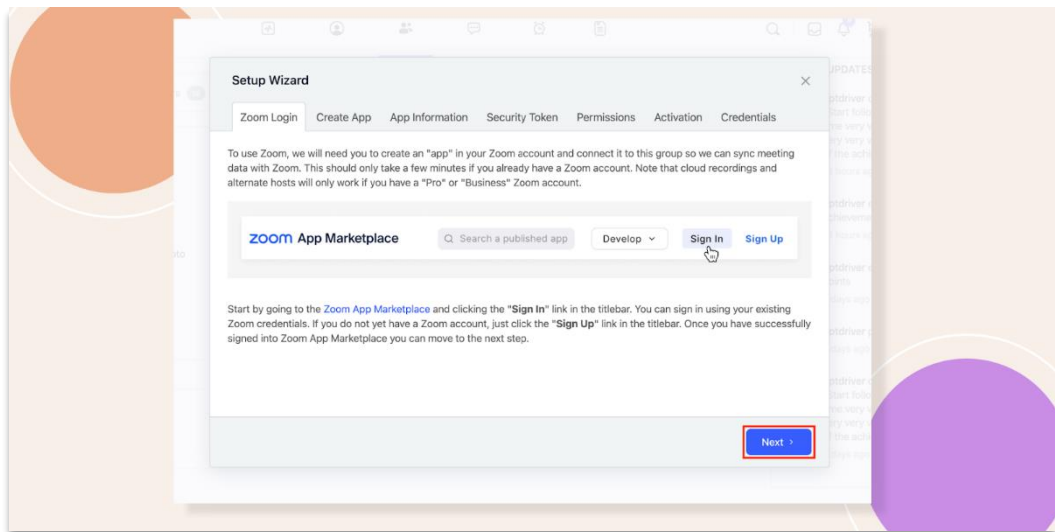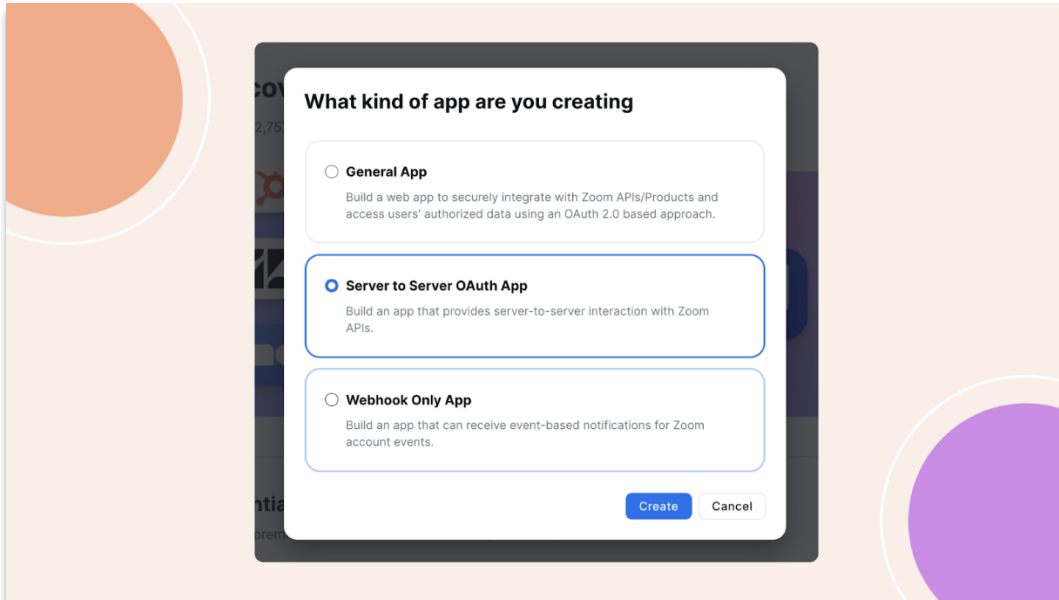

Create App

- Log into your Zoom account, then under the **Develop** dropdown menu, select **Build App**.

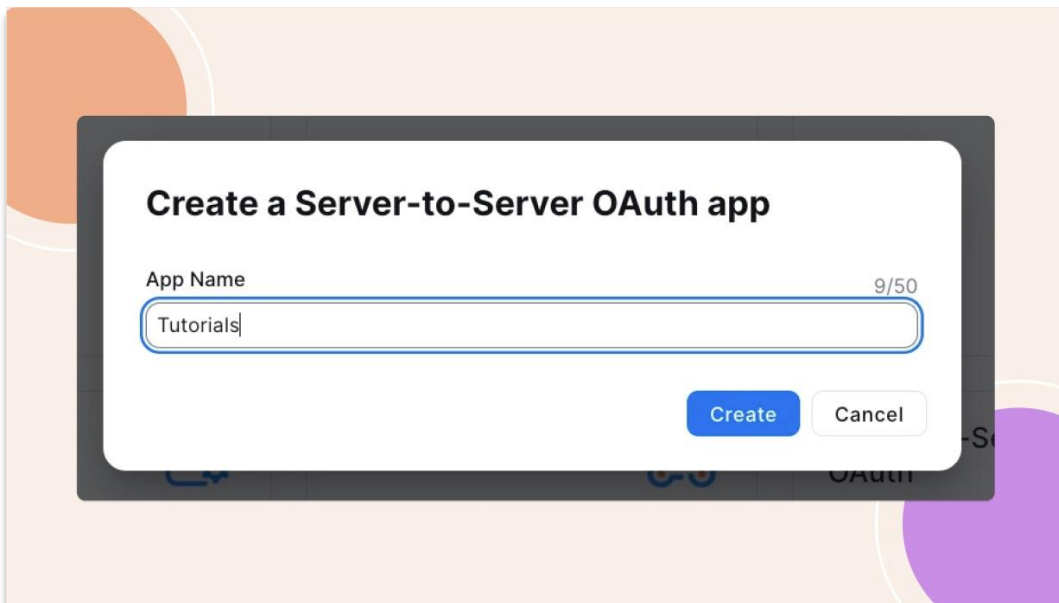- Select **Server-to-Server OAuth App**, then click "**Create**".

- Enter your **App Name (eg. Mentoring)** then click "**Create**".

App Information

- Once the App is created, go to the **Information tab** and fill out the form with your Company name (Can be anything) and **Developer Contact Information** (Your Name and Email). This is required before you can activate your app.

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Security Token

- Next, enter your Secret Token. Navigate to the Feature tab to copy your token.

- Next we need to enable Event Subscriptions and select +Add Event Subscription.
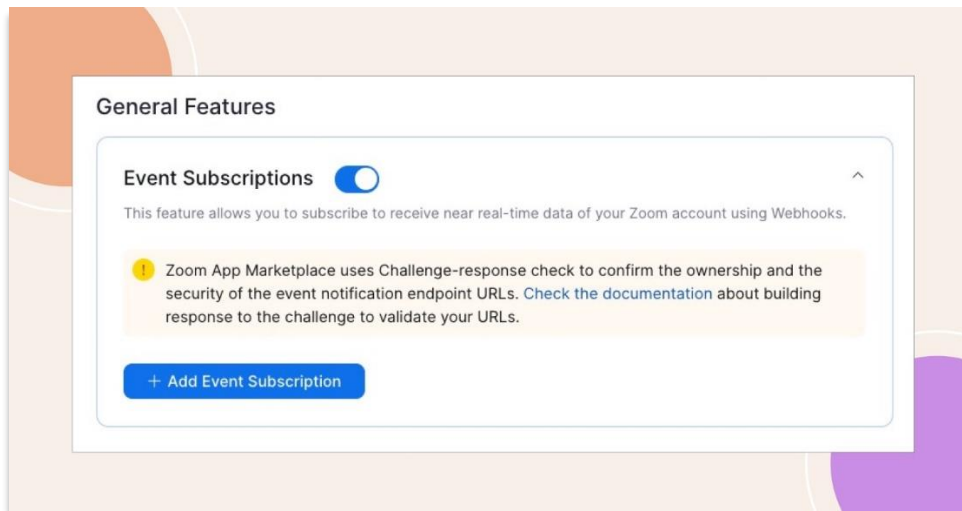
- For the Subscription name, you can add any name. You should then use the Notification URL from the wizard and copy it into the Event notification endpoint URL.
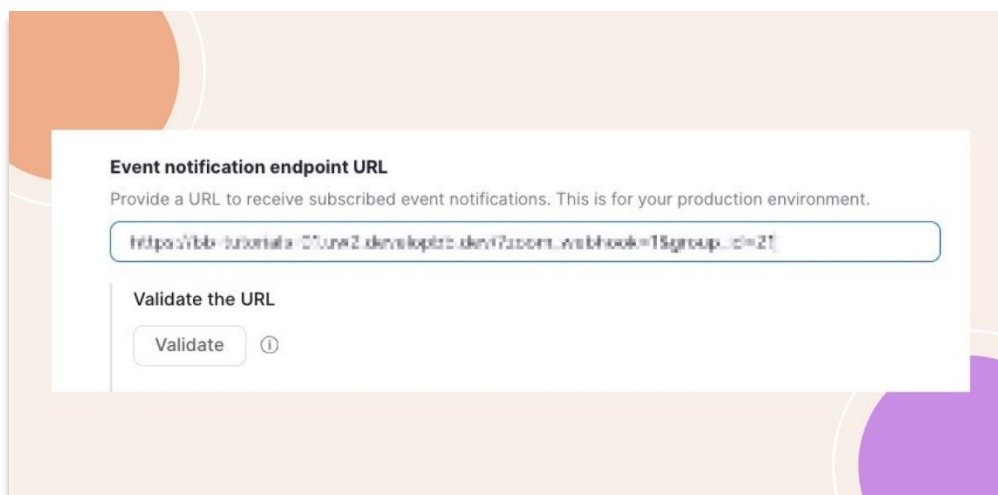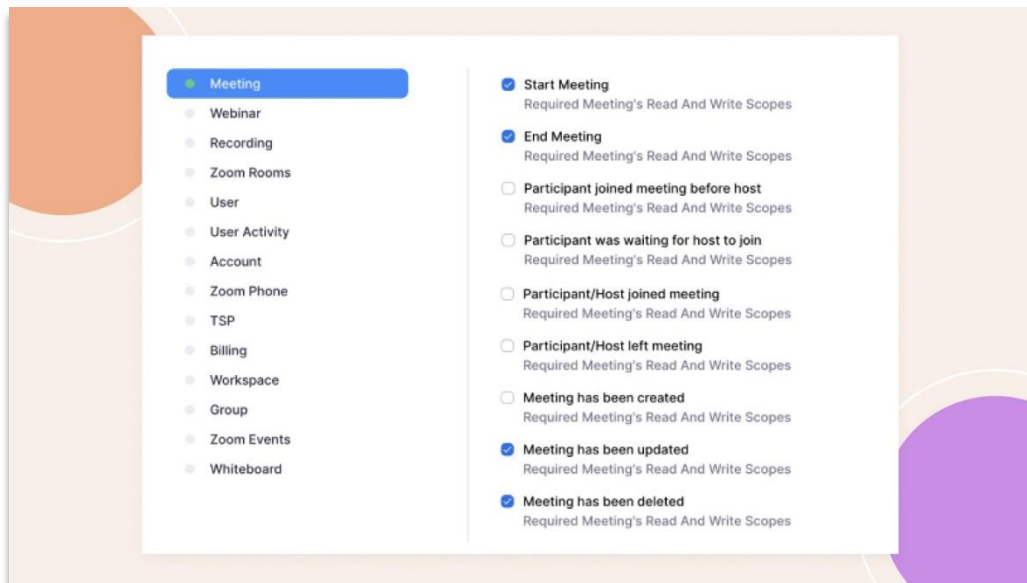

- Click "**Validate**".

After that, you need to add Events for the app to subscribe to. Click „**+Add Events**" and now add the follower permissions under each section

Meeting
- Start Meeting
- End Meeting
- Meeting has been updated
- Meeting has been deleted

- Click „**Done**".

Click „**Save**" and then Continue to the next step.

Permissions

Next, go to the **Scopes Tab** and add the following scopes:

Users

- View all user information
    - View users – user:read:list_users:admin
    - View a user – user:read:user:admin
    - View a user's settings – user:read:settings:admin
- View and manage sub account's user information
    - View a user's settings – user:read:settings:master
- View users information and manage users
    - Create a user – user:write:user:admin
    - Delete a user – user:delete:user:admin
    - Update a user – user:update:user:admin

Meeting

- View all user meetings

- View a meeting – meeting:read:meeting:admin
- View a past meeting's instances – meeting:read:list_past_instances:admin

- View and manage all user meetings
  - Delete a meeting – meeting:delete:meeting:admin
  - Update a meeting – meeting:update:meeting:admin
  - Create a meeting for a user – meeting:write:meeting:admin

- Lastly, go to the **Activation tab** then click Activate your App.
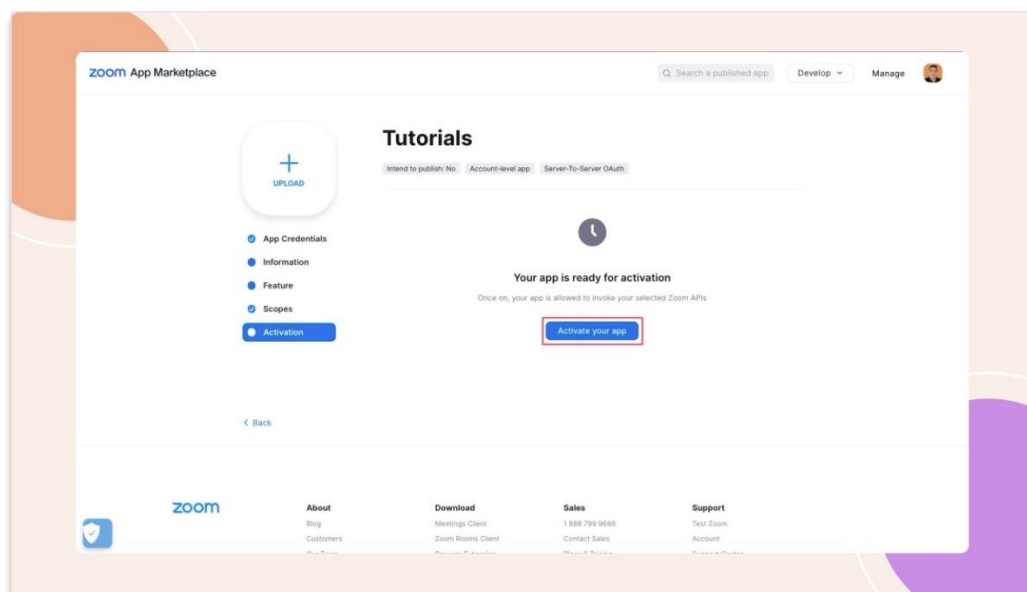
Once the app has been activated, you can go back to the **App Credentials** page, copy the **Account ID, Client ID & Client Secret** and paste them into the fields in the form below. If multiple zoom users are available, you will then need to select the email address of the associated account for this group.

Make sure to click the „**Save"** button on this tab to save the data you entered. **You have now successfully connected Zoom to your group.**

Group Permissions

- In the **Group Permissions** tab you can select which members of this group are allowed to create, edit and delete Zoom meetings.

Technical Support & Troubleshooting

Common Issues & Fixes:

- Can't Log In? → Check your email and password.
- Match Score Missing? → Ensure profile fields are completed.
- Profile Picture Not Updating? → Refresh and clear cache.

Contacting Support:

- Email gabor.kinizsi@kdriu.hu
- Send a message on the platform to **youthmatchpoint** user.

Thank you for being part of the Youth Match Point Community!