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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.

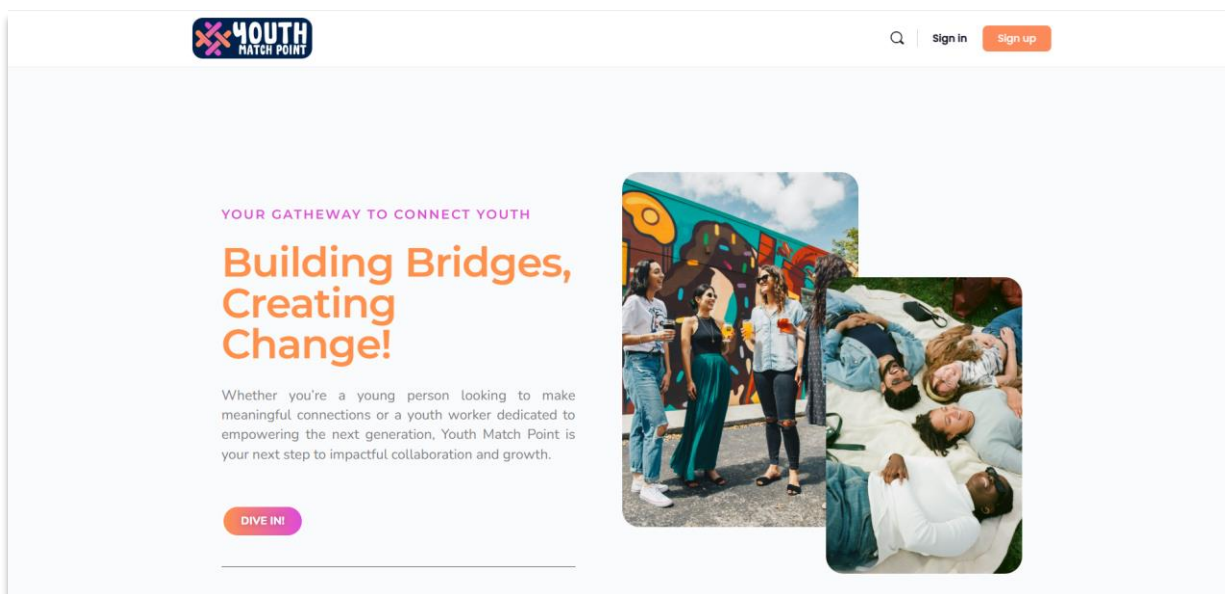
Our core objectives include:

- **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

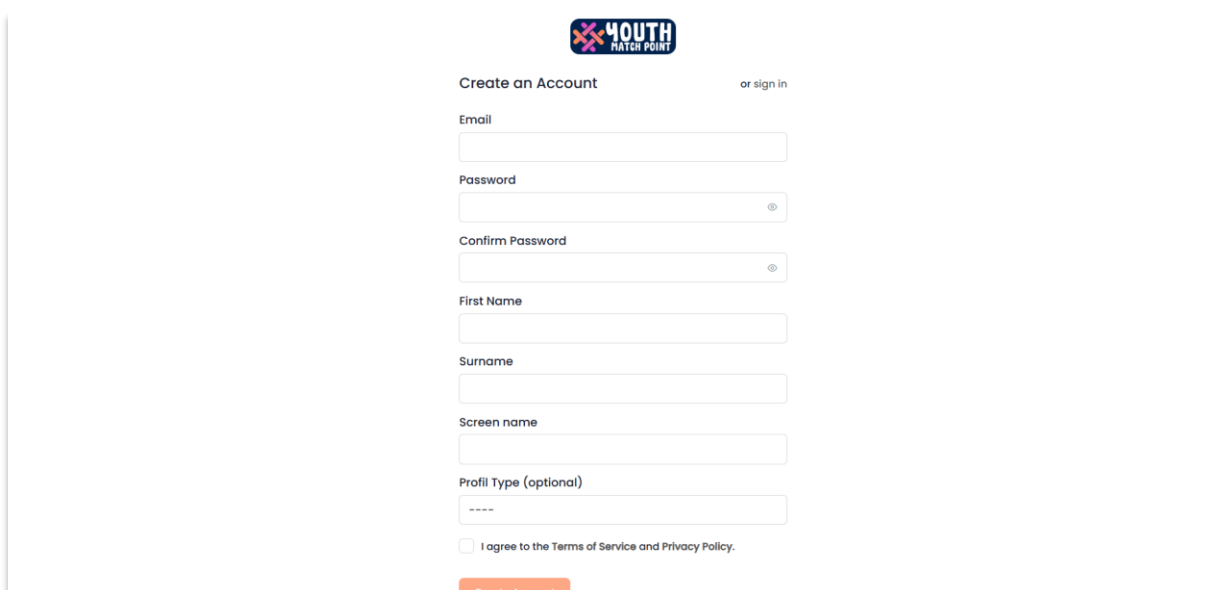
Accessing the Platform

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



Account Registration

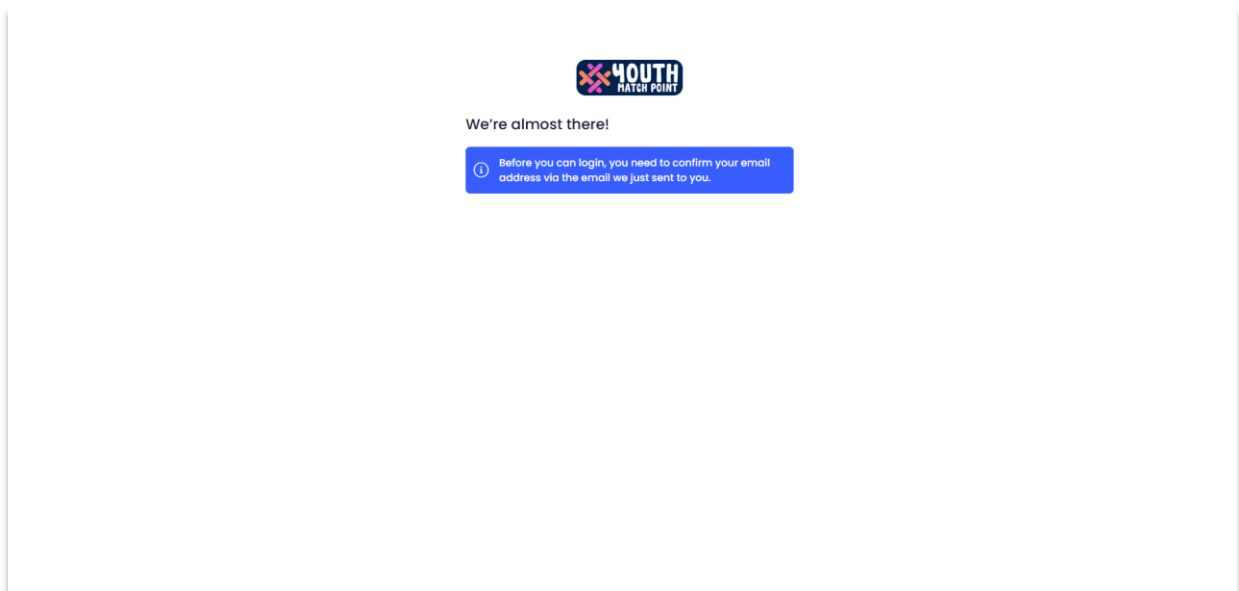
- Click on the "Sign Up" button in the top-right corner.

The screenshot displays the account registration form on the Youth Match Point website. At the top center is the Youth Match Point logo. Below it, the text 'Create an Account' is followed by a link 'or sign in'. The form contains several input fields: 'Email', 'Password' (with a toggle icon), 'Confirm Password' (with a toggle icon), 'First Name', 'Surname', 'Screen name', and 'Profil Type (optional)' with a dropdown menu. At the bottom, there is a checkbox for 'I agree to the Terms of Service and Privacy Policy.' and a 'Create Account' button.

- Fill in the registration form:

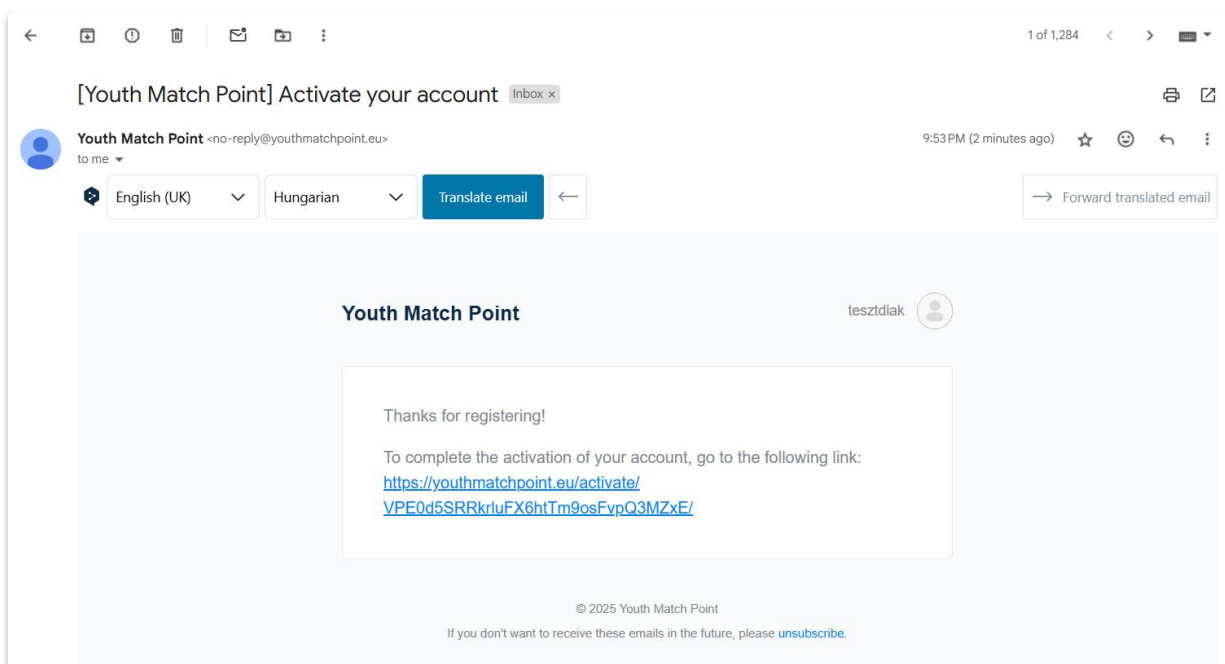


- Email Address
- Password (twice for confirmation)
- First Name & Surname
- Screen Name
- Profile Type:
 - Young Person
 - Youth Worker
 - Mentor
 - Project Staff
- Accept the Terms of Service and Privacy Policy.
- Click "**Create Account**".

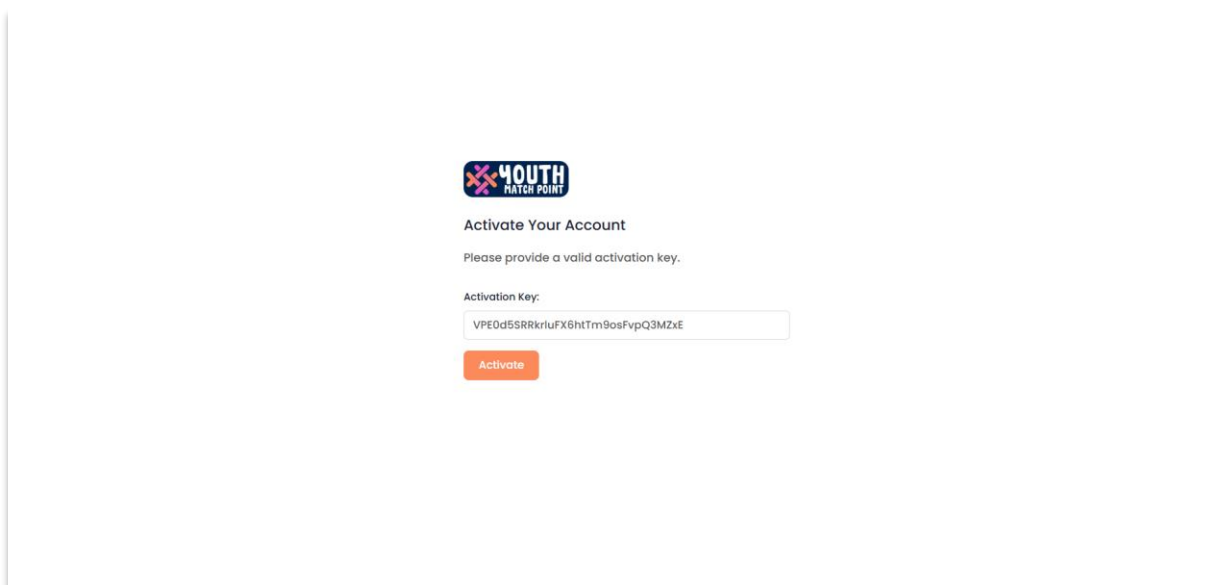


Email Verification

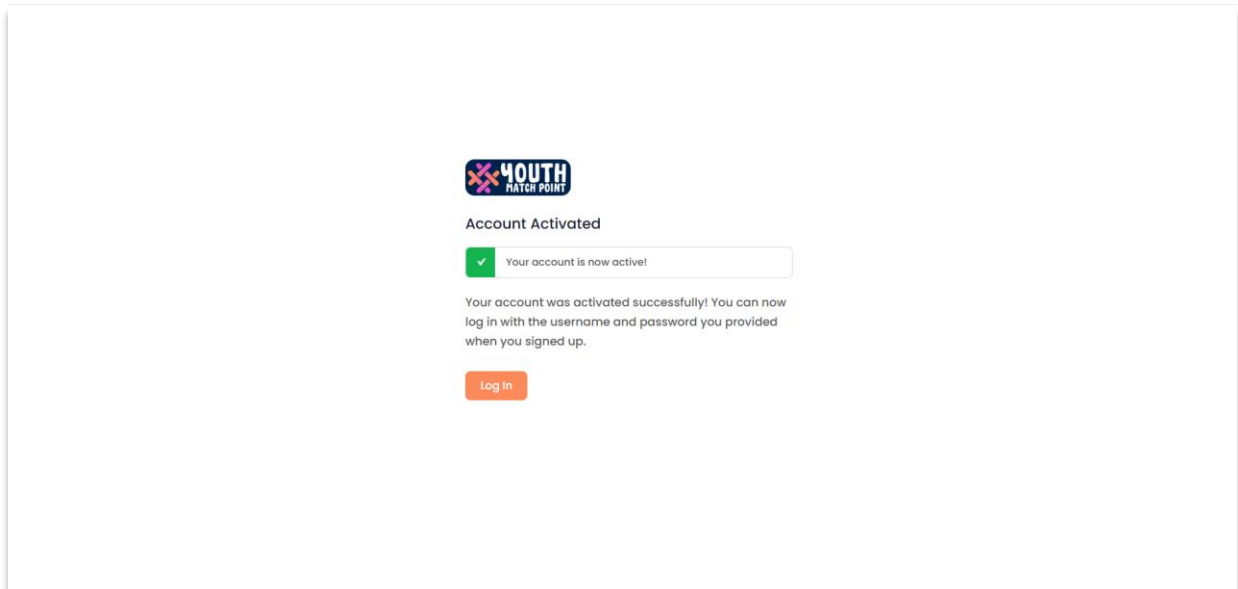
- Check your email for a verification message.
- Click the verification link in the email.



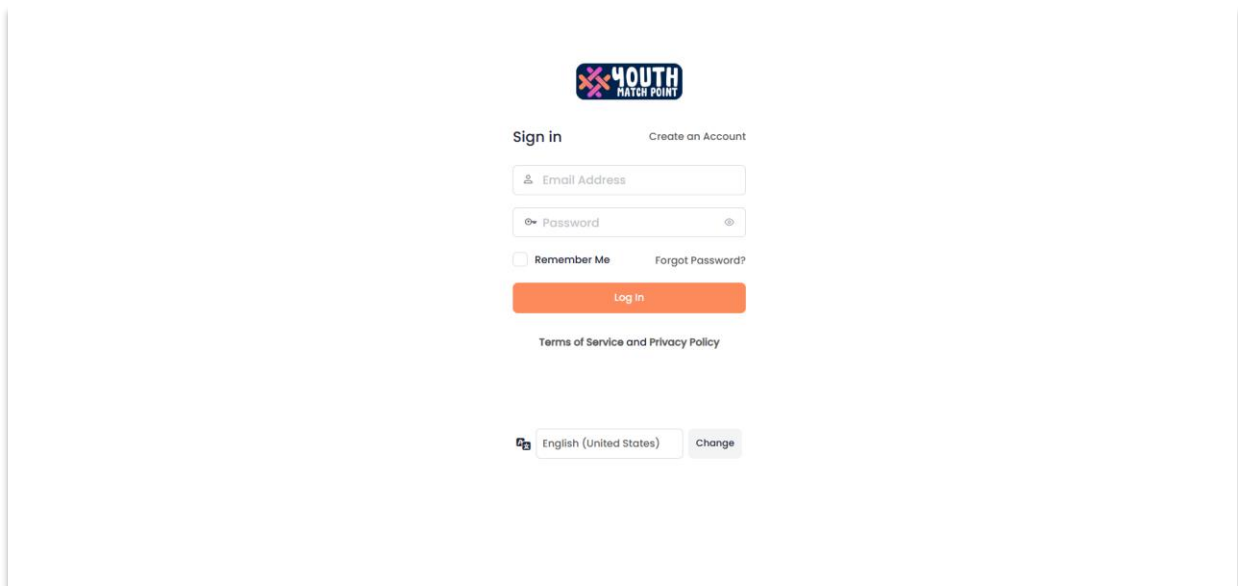
- Click the „**Activate**” button to activate your account.



- 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.

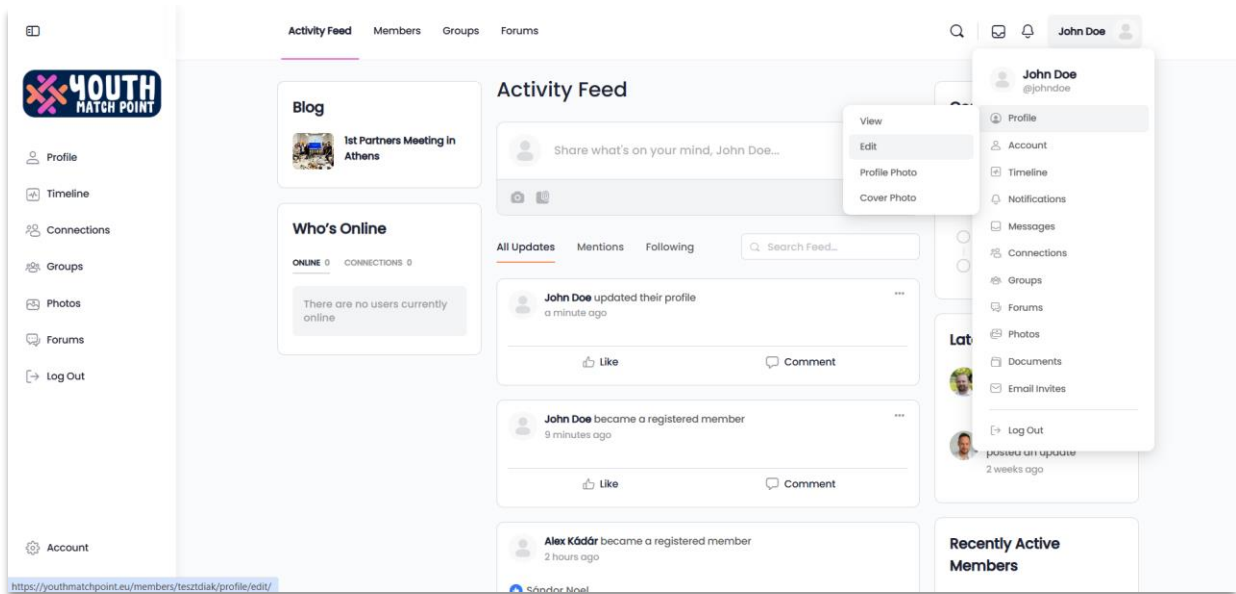




Profile Setup

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

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

Mentor/Youth Worker

- Mentorship preferences
- About Me
- Areas of Interest



- Areas of Expertise
- Engagement Preferences
- Matching Preferences

The screenshot shows the 'Edit Profile' page in the Youth Match Point app. The page has a sidebar with navigation options: Profile, Timeline, Connections, Groups, Photos, Forums, Log Out, and Account. The main content area is titled 'Edit Profile' and includes an 'Edit' button. Below this, there are options for 'Profile Photo' and 'Cover Photo'. The 'Edit Mentorship preferences' section is active, showing tabs for 'Details', 'Mentorship preferences', 'About Me', 'Areas of Interest', and 'Areas of Expertise'. The 'Mentorship preferences' tab is selected, displaying fields for 'Available Mentoring Seats/Current Mentees (required)', 'Public' status, and 'Age Groups Preferred' with checkboxes for 16-20, 21-25, 26-30, and Over 30.

- Click **"Save Changes"**.

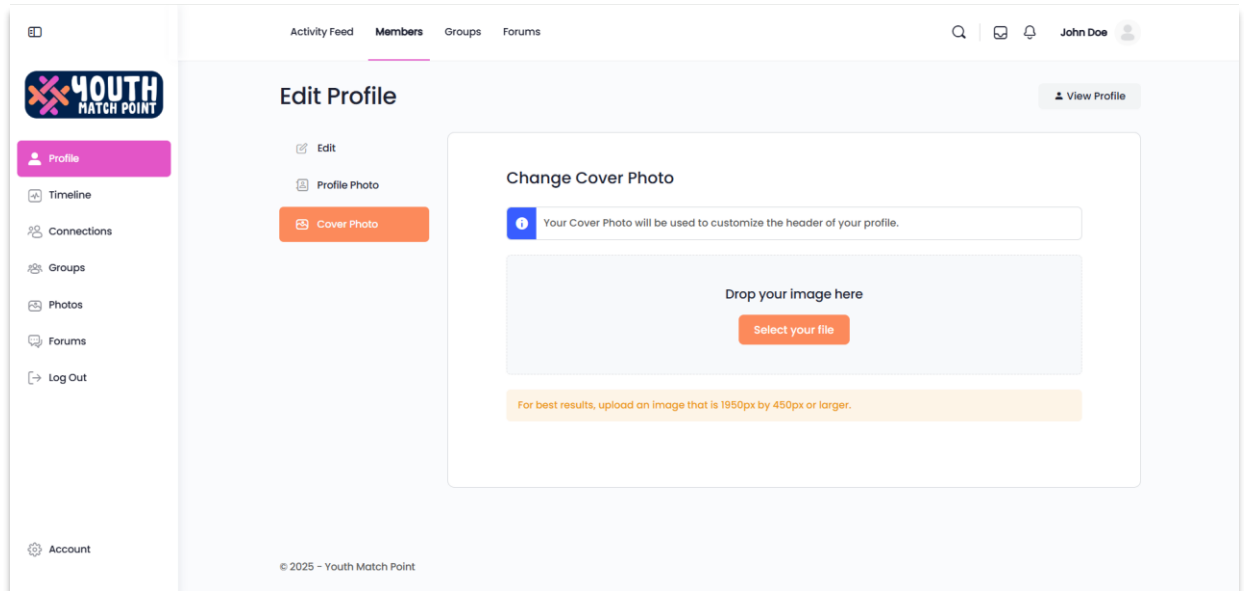
Change Profile Photo

- Click „Profile Photo”.
- Drop your image to the box or click **„Select your file”**.
- You can take a photo as well with your webcam.

The screenshot shows the 'Change Profile Photo' page in the Youth Match Point app. The page has a sidebar with navigation options: Profile, Timeline, Connections, Groups, Photos, Forums, Log Out, and Account. The main content area is titled 'Edit Profile' and includes an 'Edit' button. Below this, there are options for 'Profile Photo' and 'Cover Photo'. The 'Change Profile Photo' section is active, showing a text box stating 'Your profile photo will be used on your profile and throughout the site.' Below this are 'Upload' and 'Take Photo' buttons. A large box labeled 'Drop your image here' contains a 'Select your file' button.

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.

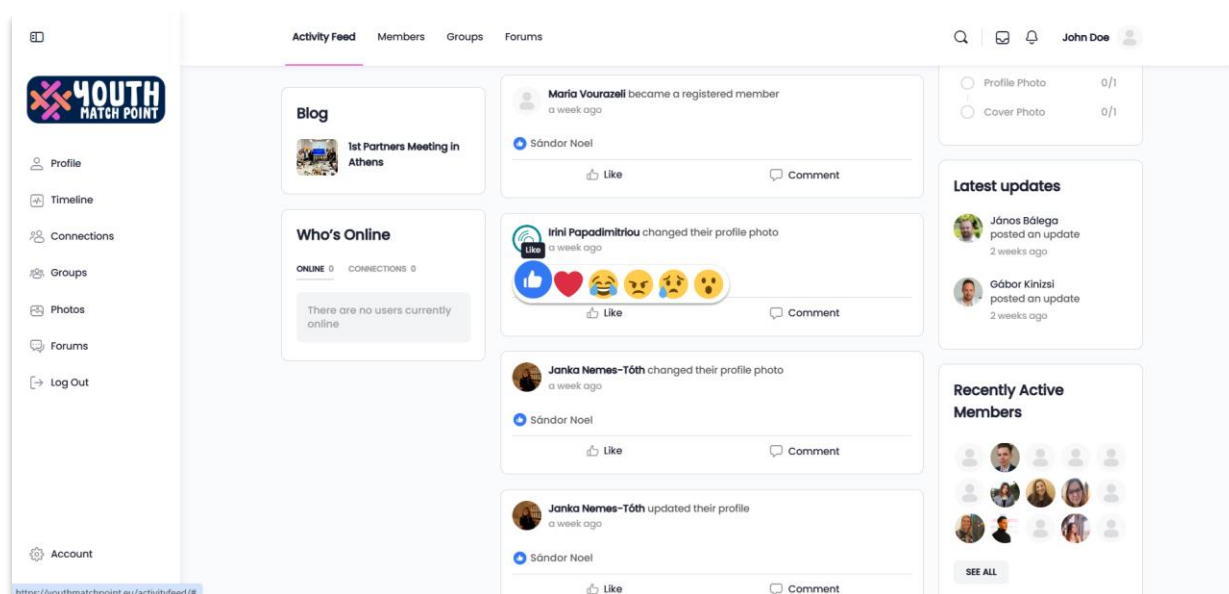


Navigating the Dashboard

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

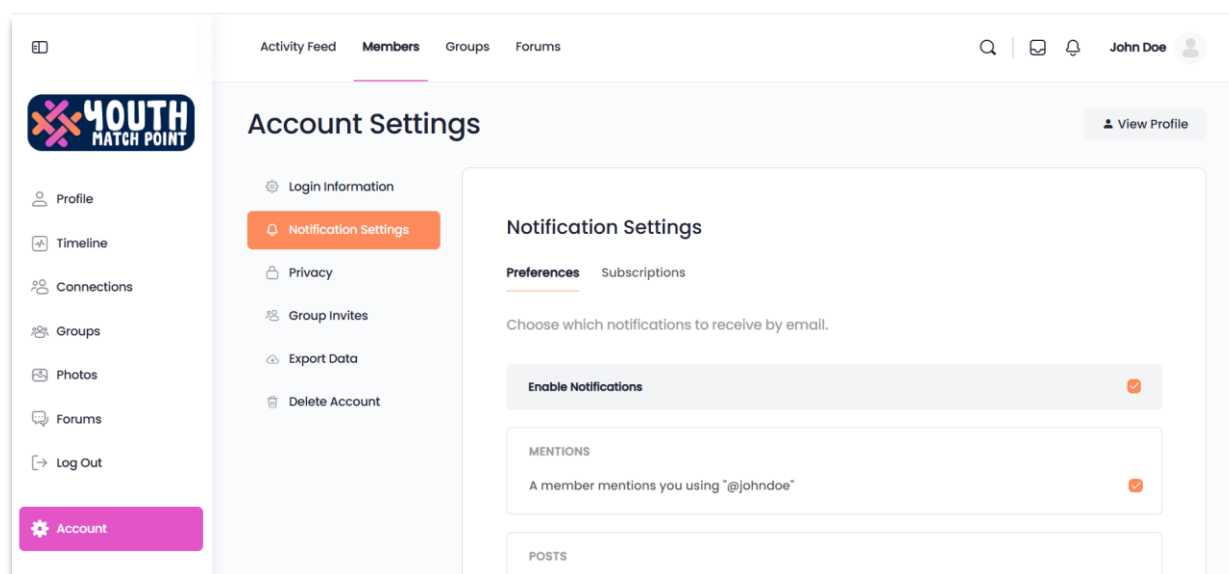
Activity Feed

- 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**.



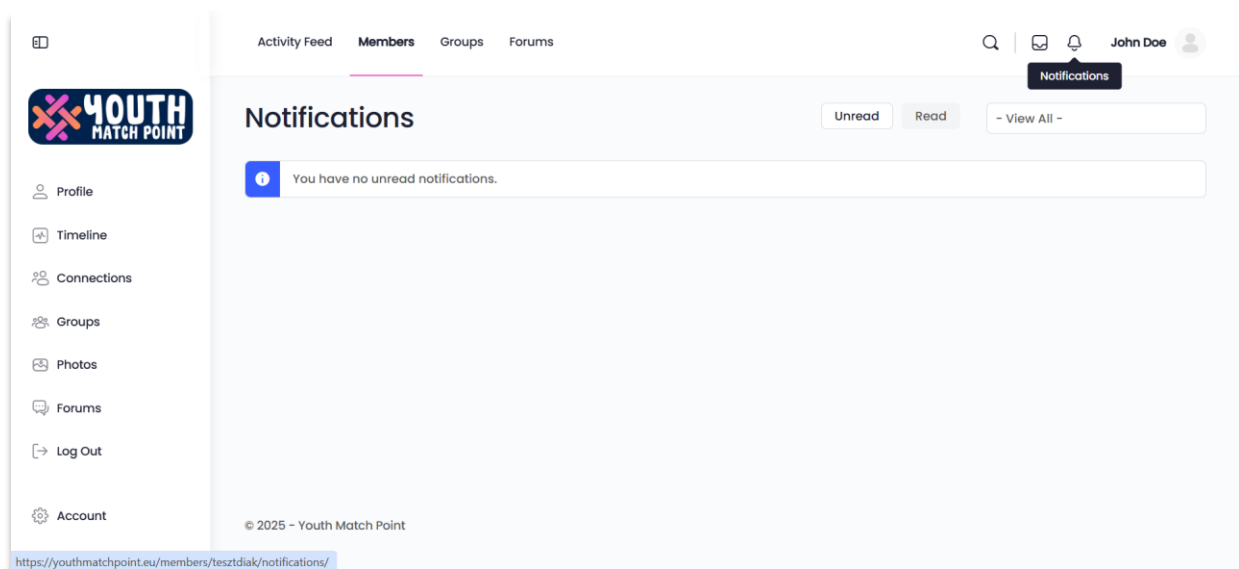


Timeline

- 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.

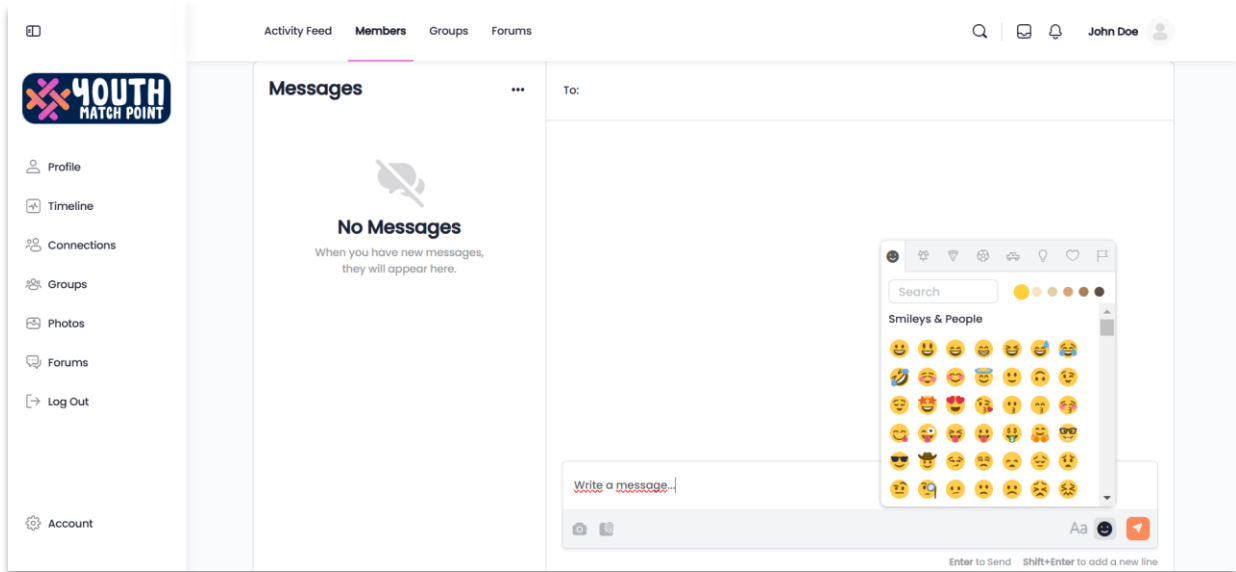
Notifications

- 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.



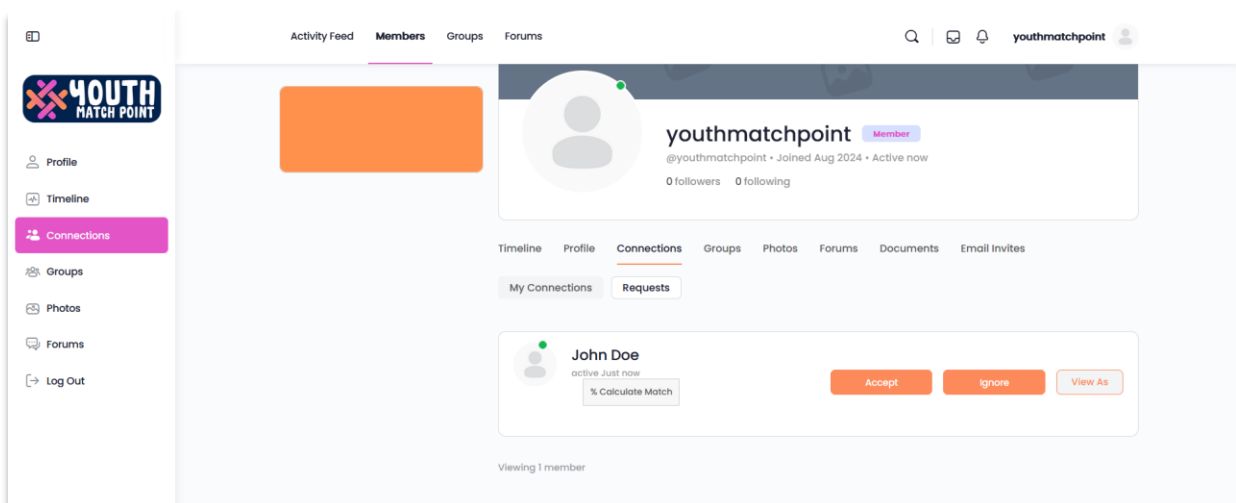
Direct Messages

- You can access **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 access **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.



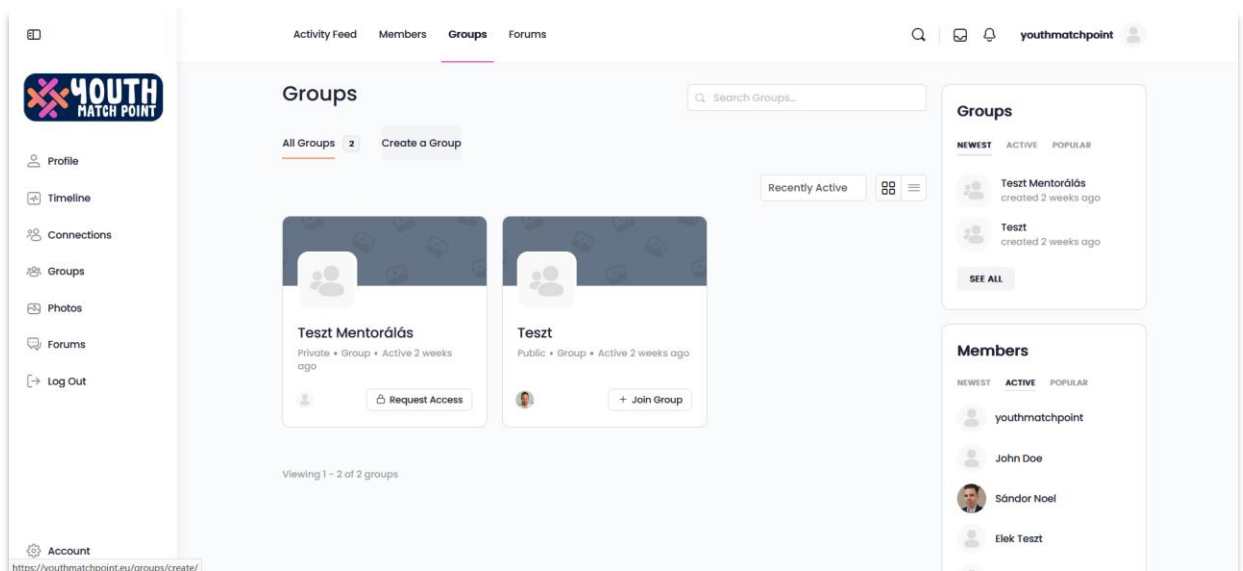


Groups

- You can access **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**".

Create A New Group

1. Details 2. Settings 3. Forum 4. Photo 5. Cover Photo 6. Invites

Group Name (required)

Group Description

Create Group and Continue



- Set the **Privacy Options**.
- Set the **Group Invitations, 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**".

Privacy Options

☒ **This is a public group**

- Any site member can join this group.
- This group will be listed in the groups directory and in search results.
- Group content and activity will be visible to any site member.

☐ **This is a private group**

- Only people who request membership and are accepted can join the group.
- This group will be listed in the groups directory and in search results.
- Group content and activity will only be visible to members of the group.

☐ **This is a hidden group**

- Only people who are invited can join the group.
- This group will not be listed in the groups directory or search results.
- Group content and activity will only be visible to members of the group.

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

Group Forum

Create a discussion forum to allow members of this group to communicate in a structured, bulletin-board style fashion.

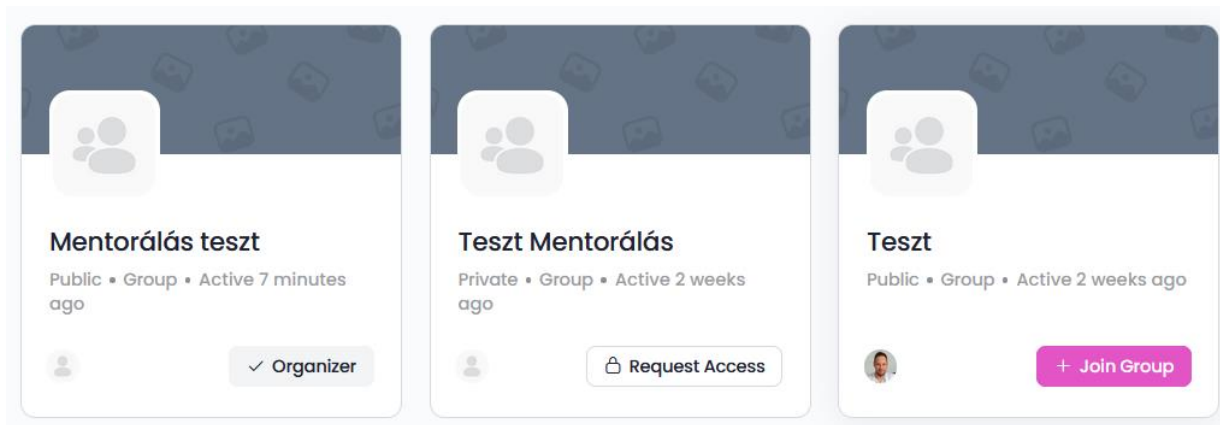
☐ Yes, I want this group to have a discussion forum.

[Previous Step](#)[Next Step](#)

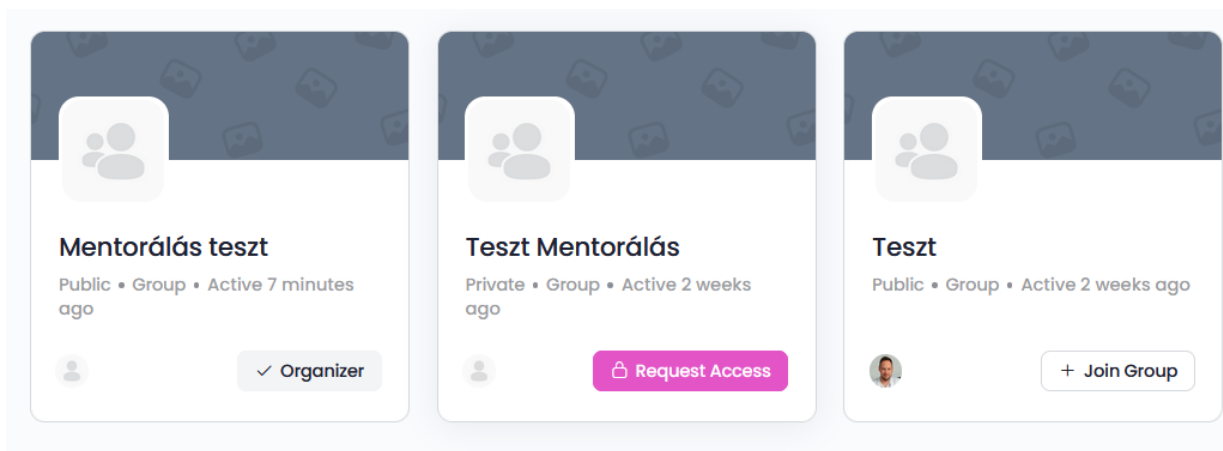
- Upload a **Group Photo** and **Group Cover Photo** by clicking "Select Photo" or drop an image to the box. (Optional)
- Send invitations or finish the group creation by clicking the "**Finish**" button.

Join to a Group

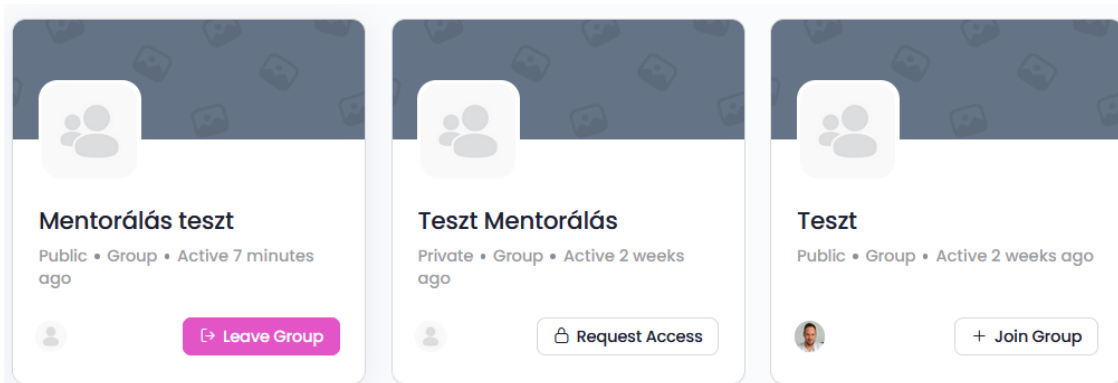
- Click "**Groups**" on the left sidebar or in the menubar or by clicking on your Profile Name or Photo in the headbar.
- If the group is public just click "+ **Join Group**".



- If the group is private, you can send a request for the organizer by clicking "**Request Acces**".



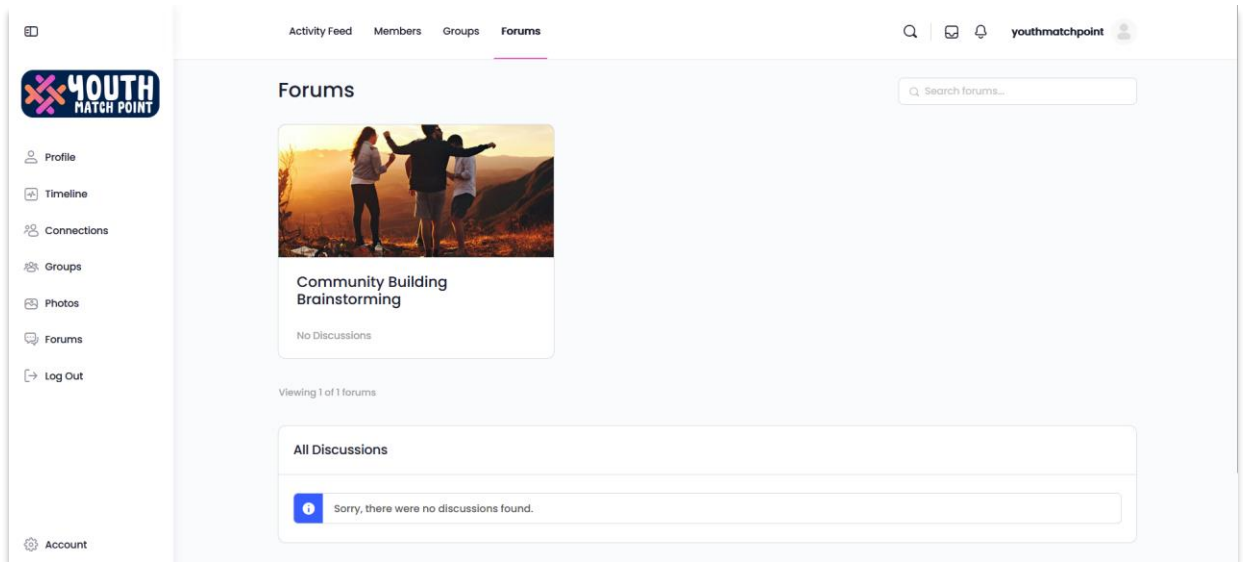
- If you are the Organizer of a group, or you are a Member of a group you can leave the group by hover your mouse over "Organizer/Member" and click "Leave Group".



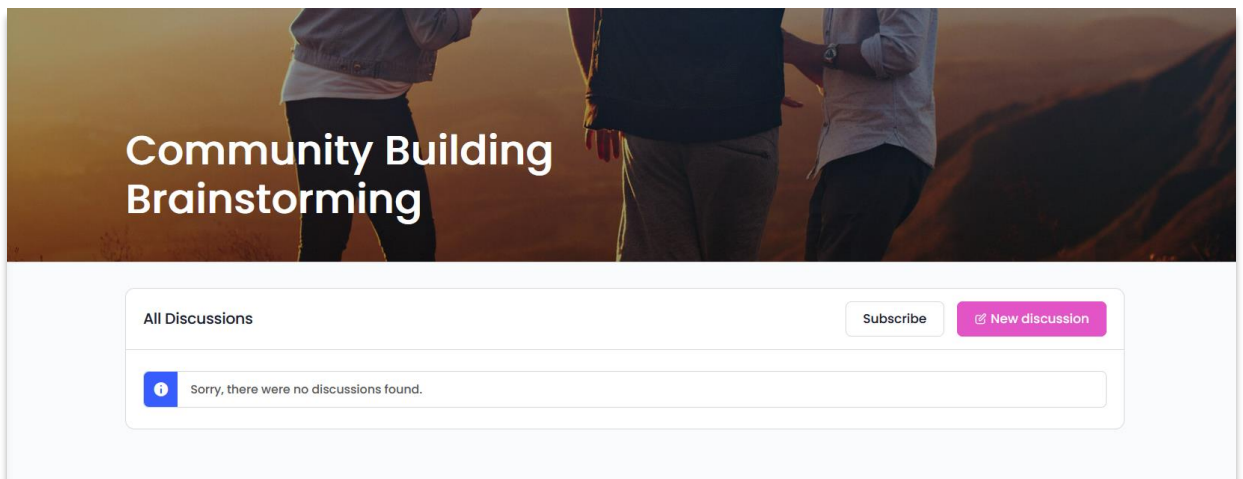


Forums

- You can access **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.

0 followers 0 following

Timeline Profile Connections Groups **1** Photos Forums Documents

Documents [Upload File](#)

NAME ▾	MODIFIED ▾	VI
 Meghatalmazas_2025012800006485.pdf	16/02/2025	Public

- Download
- Copy Download Link
- Edit Privacy
- Rename
- Move
- Delete

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**".

[Send Invites](#) [Sent Invites](#)





Send Invites

Invite non-members to create an account. They will receive an email with a link to register.

Recipient Name	Recipient Email
<input type="text"/>	<input type="text"/> ×

+

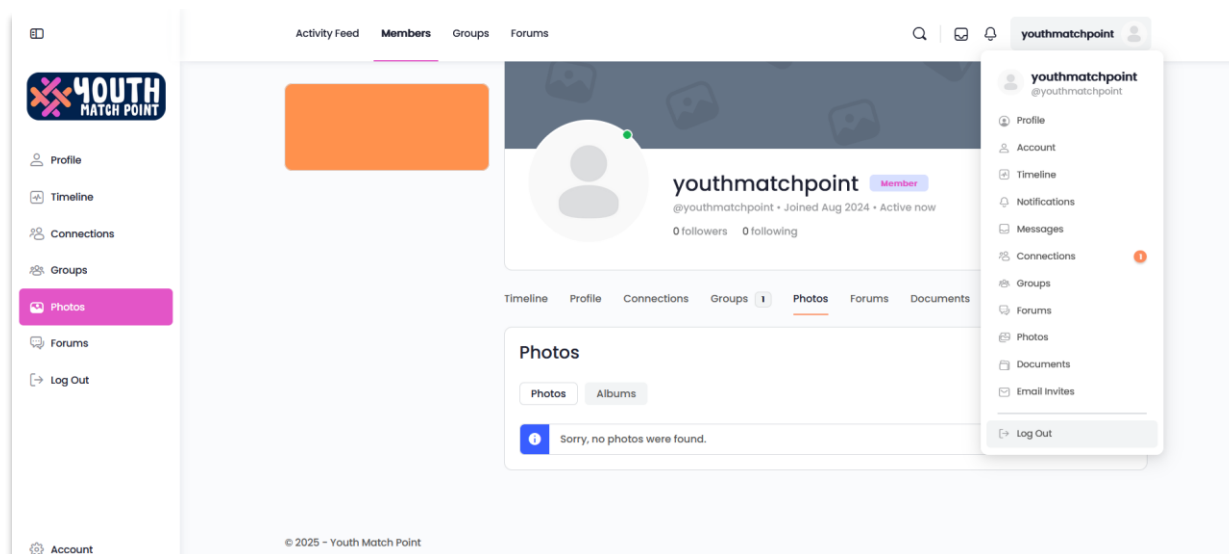
Customize the text of the invitation email. A link to register will be sent with the email.

B I    

You have been invited by youthmatchpoint to join the Youth Match Point community.

Log Out

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

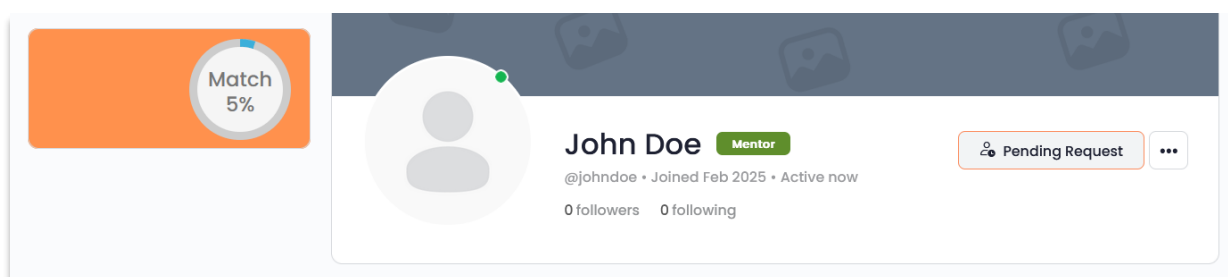


Understanding the Matching System

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

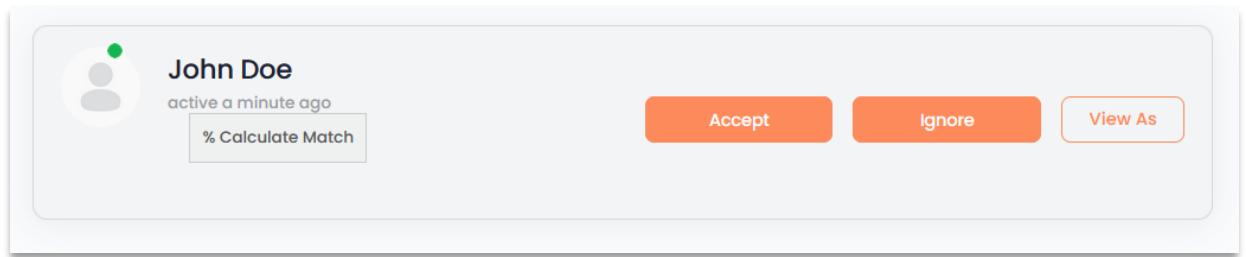
How it works

- Users complete their profiles with relevant information.
- The system analyzes commonalities.
- A **% Match Score** is displayed on user profiles.



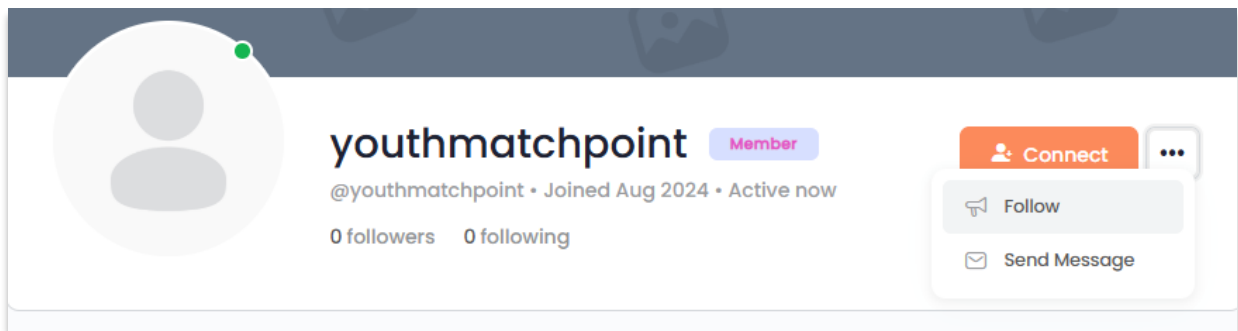


- If you receive a friend request, you can check the match score before you accept by clicking "**% Calculate Match**".



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.

- Connect your **ZOOM** account for online mentoring:
 - Go to your Group and click "**Manage**".

The screenshot shows the top navigation bar of the platform. The 'Manage' tab is highlighted in orange. Other tabs include 'Members' (with a count of 1), 'Send Messages', 'Feed', 'Photos', 'Albums', 'Documents', and 'Send Invites'. Below the tabs is a search bar labeled 'Search Members...'.

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

This screenshot shows the 'Zoom' setup screen within the 'Manage' tab. On the left is a sidebar with options: Details, Settings, Photo, Cover Photo, Members, Forum, Zoom (highlighted in orange), and Delete. The main area has a 'Zoom' header with a 'Setup Wizard' button. Below the header, it says 'Create and sync Zoom meetings and webinars directly within this group by connecting your Zoom account.' There is a checkbox labeled 'Yes, I want to connect this group to Zoom.' which is currently unchecked. A 'Save Settings' button is at the bottom.

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

This screenshot shows the 'Authentication' section of the Zoom setup. The 'Authentication' tab is selected in the sub-header, with 'Group Permissions' as an alternative. Instructions state: 'To connect your Zoom account to this group, create a **Server-to-Server OAuth** app in your Zoom account and enter the information in the fields below.' The form contains the following fields:

- Account ID: Text input field with a help icon.
- Client ID: Text input field with a help icon.
- Client Secret: Text input field with a help icon.
- Account Email: Dropdown menu showing '- Select a Zoom account -' with a help icon.
- Secret Token: Text input field with a help icon.
- Notification URL: Text input field containing 'https://youthmatchpoint.eu/?zoom_webhook=1&group_id=3' with a help icon.

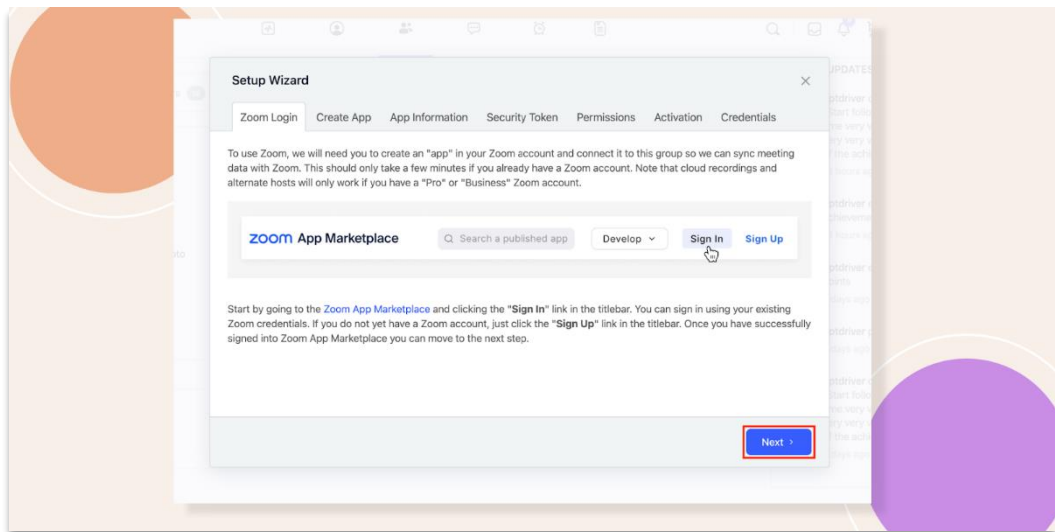
 A 'Save Settings' button is located at the bottom left.



- 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.

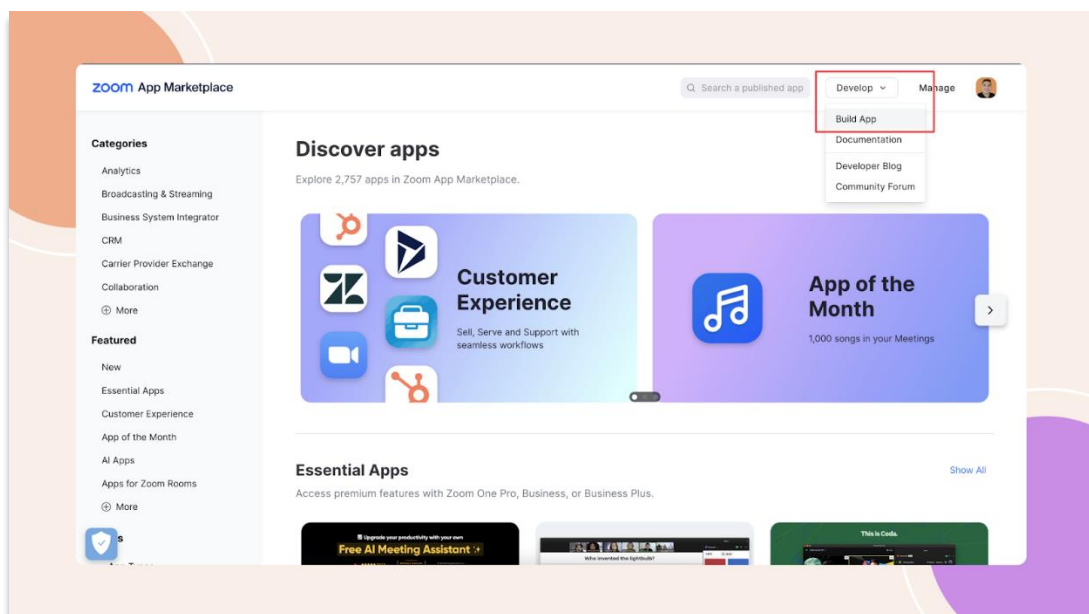
ZOOM Login

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

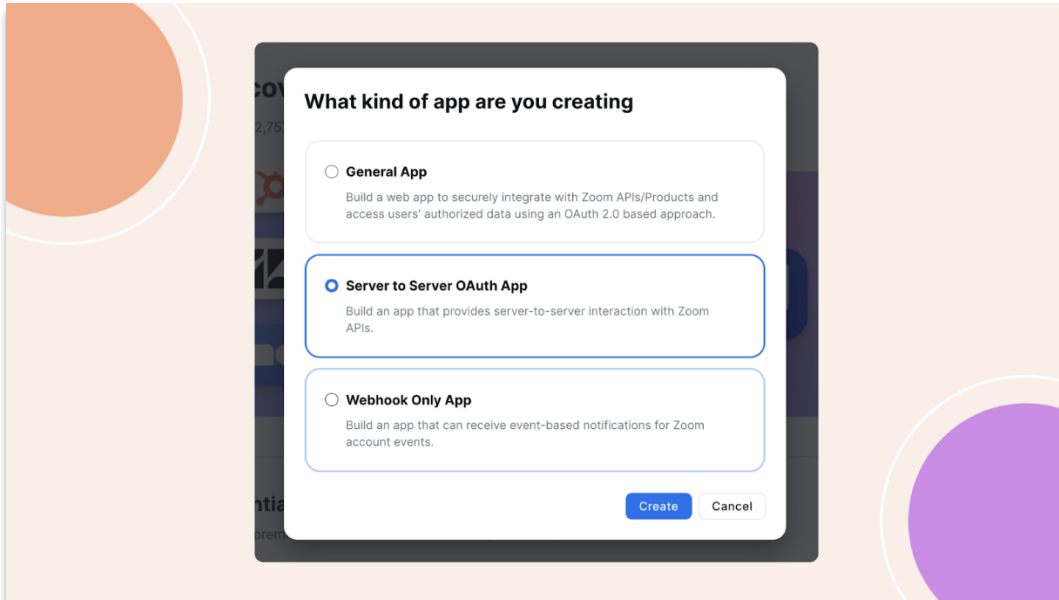


Create App

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



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

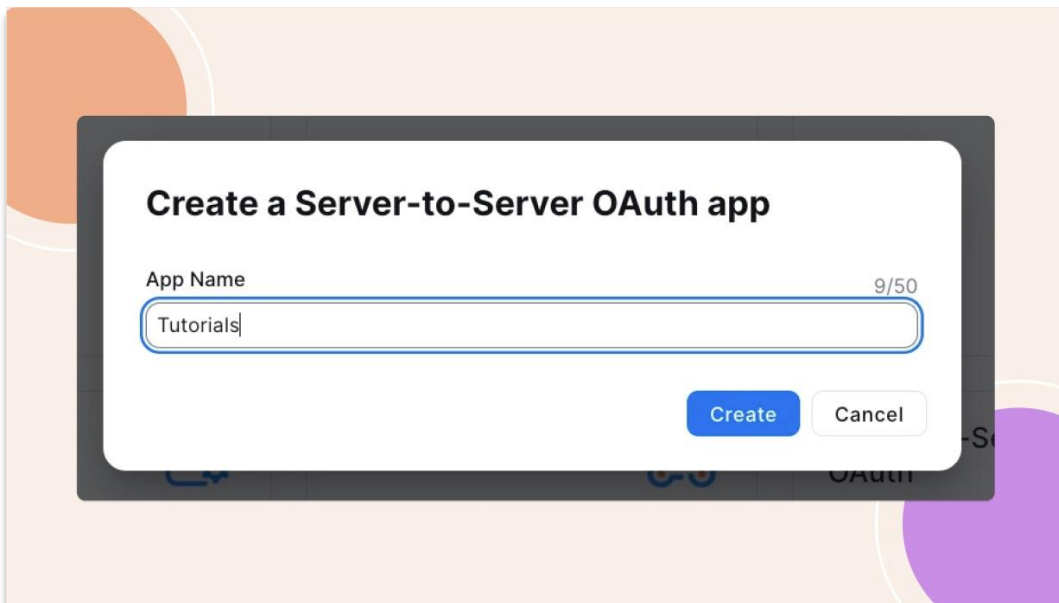


The dialog box is titled "What kind of app are you creating". It contains three radio button options:

- ☐ **General App**
Build a web app to securely integrate with Zoom APIs/Products and access users' authorized data using an OAuth 2.0 based approach.
- ☒ **Server to Server OAuth App**
Build an app that provides server-to-server interaction with Zoom APIs.
- ☐ **Webhook Only App**
Build an app that can receive event-based notifications for Zoom account events.

At the bottom right, there are two buttons: "Create" (highlighted in blue) and "Cancel".

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



The dialog box is titled "Create a Server-to-Server OAuth app". It features a text input field labeled "App Name" with a character count "9/50" on the right. The field contains the text "Tutorials".

At the bottom right, there are two buttons: "Create" (highlighted in blue) and "Cancel".

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.



zoom App Marketplace

Q Search a published app Develop Manage

Information

- Feature
- Scopes
- Activation

Basic Information

App Name
Tutorials 9/50

Short Description
Describe your app's core features in 1-2 sentences. This will show on the app listing card.
Short Description 0/150

Company Name
e.g. ACME 0/150

Developer Contact Information
Provide your corporate email for announcements including new Marketplace/API updates, breaking changes, and other updates that have impact on your app.

Name
e.g. John Doe

Email
e.g. john.doe@company.com

Back Continue

Security Token

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

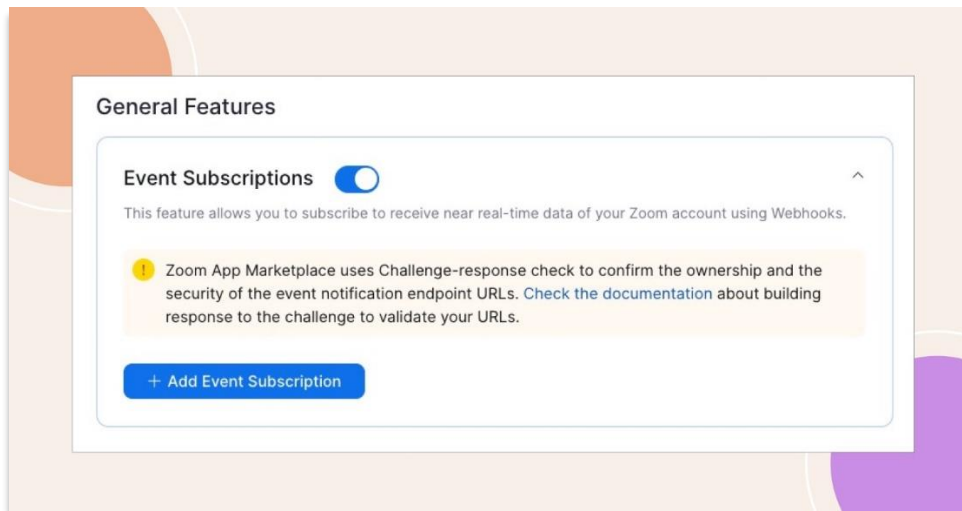
Token

Secret Token

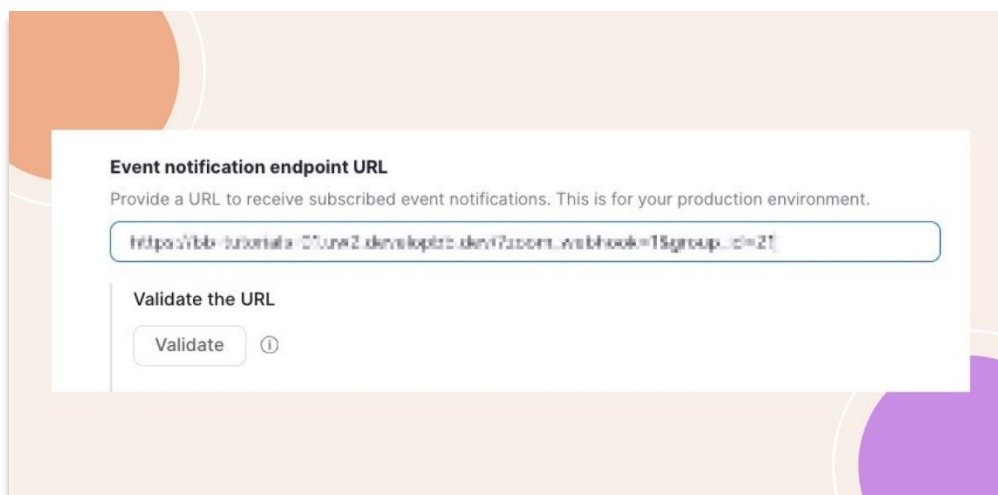
Zoom sends the secret token in each event notification we send to your app.
Note: This secret token is used to verify event notifications sent by Zoom.

Copy Regenerate

- 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.

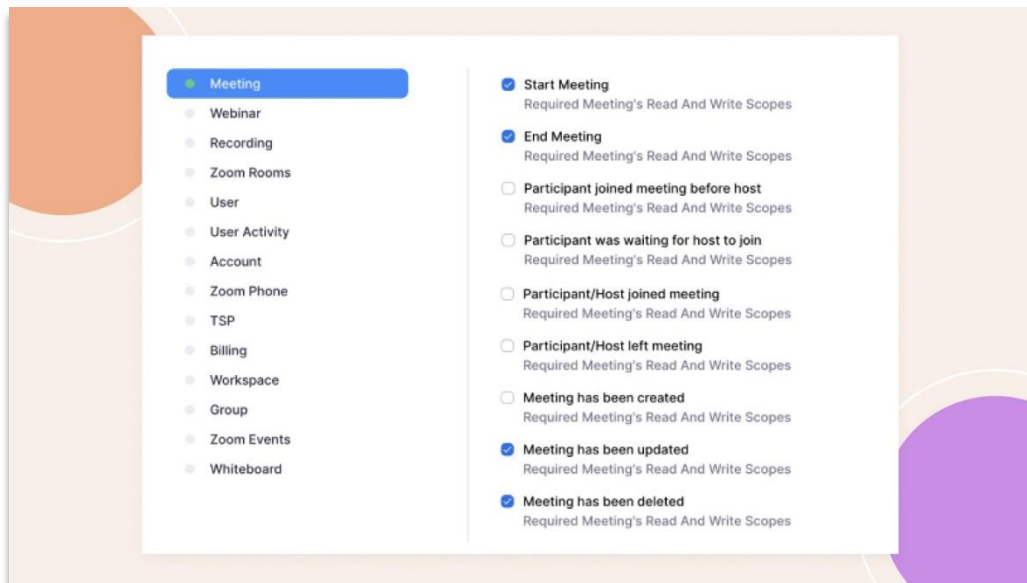


- Click "**Validate**".

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:

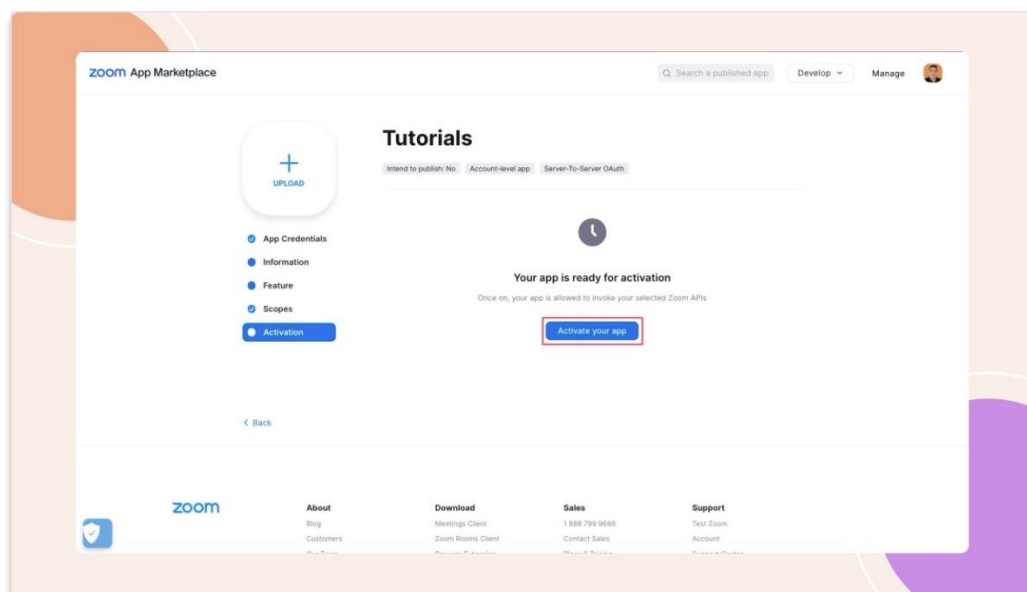
Users

- 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.**



Setup Wizard

Zoom Login Create App App Information Security Token Permissions Activation **Credentials**

Once you get to the "App Credentials" page, copy the **Account ID**, **Client ID** and **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.

Account ID

Client ID

Client Secret

Account Email

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.

[< Previous](#) [Save](#)

Group Permissions

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

Zoom [Setup Wizard](#)

Create and sync Zoom meetings and webinars directly within this group by connecting your Zoom account.

☒ Yes, I want to connect this group to Zoom.

Authentication **Group Permissions**

Which members of this group are allowed to create, edit and delete Zoom meetings?

☒ **Organizers only**

☐ **Organizers and Moderators only**

☐ **All group members**

The Zoom account connected to this group will be assigned as the default host for every meeting and webinar, regardless of which member they are created by.

[Save Settings](#)



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!