

## How to Use the Say NO – UNiTE Website

[Say NO – UNiTE to End Violence against Women](#) is UN Women’s global internet-based advocacy platform contributing towards the UN Secretary General’s campaign, UNiTE to End Violence against Women through social mobilization. It is a vehicle for partners to use for their own outreach and actions, yet brings local and global together in one package. By recording and highlighting the groundswell of activism on the issue, Say NO – UNiTE drives the message to governments worldwide that ending violence against women and girls must be a top priority.

### WHAT ARE “ACTIONS”?

Actions big and small all make a difference. Whether you organize a walk to end violence against women; reach out to school children through special lessons or workshops; run workshops and sensitization trainings for police and judiciary; organize a petition drive for a new law; volunteer with a local women’s organization; or raise funds to support programmes and services on the ground: every action counts!

### HOW DOES SAY NO COUNT ACTIONS?

Every signature gathered, child reached, participant engaged, sermon delivered, blog written and hour volunteered counts as an action. Together, they showcase public engagement on the issue.

Your action page on the website records the number of actions you raised. You can update the number of actions manually, and people can also join your actions online.

Live action counters on the website constantly update the number of actions raised and feed to the global counter.

### HOW CAN SAY NO WORK FOR YOU?

- **Outreach and advocacy** — build and brand your own web pages on the Say NO – UNiTE website with easy-to-use templates.
- **Communications** — report the number of actions, stories and updates, photos and videos from your events and activities. The Say NO – UNiTE website, social media platforms and quarterly newsletters will publicize your action stories globally.
- **Public engagement** — do you have an ongoing petition drive? Are you organizing an awareness walk, or screening a film on the issue? You can gain new supporters for your cause! On your action pages people can sign a petition, RSVP to a real event or join a virtual march.

## STARTING YOUR ACTION PAGE ON SAY NO – UNiTE WEBSITE

To start an action page, all it takes is five minutes and two easy steps.

### Step 1: [Create an account and profile page.](#)

Let us know who you are by entering your information in the Create Account/Profile form. All profile page submissions will be sent to UN Women for immediate approval. Upon approval, you can start creating your own actions.

To create your account/profile, you will need to supply the following information:

- Username
- Email address (*This will not be made public and will not be used unless you request a new password or news notifications via e-mail*)
- Password

Enter the following information about your organization to build your organization's public profile page. (*You will be able to edit this information at any time.*):

- Name of your organization
- Address
- Contact Person
- Phone Number
- Contact Email
- Website URL
- Organization description
- Logo (*Maximum dimensions are 1600x1400 and the maximum size is 1024 kB. We recommend square shared logos for best appearance.*)

### Step 2: [Create an action page.](#)

You can create your action page as soon as your profile/account is activated. Your action page is your own Say NO – UNiTE webpage. You can use it to let people know what you are doing and invite others to join your event/initiative. You can add your logo here and upload photos, videos and materials.

Others will be able to search for your actions on the website and join you via this action page.

You can have multiple action pages. After creating one, click on Create/Manage My Action on the side navigation bar to create another page for a new initiative.

Your action descriptions/updates will show on the home page and other sections of the website through automatic feeds. So keep them updated!

**To create an action page, you will need to enter the following information:**

- Title of the action
- Date (from and to)
- Description of your action
- Action location. (If any. e.g. a venue for an awareness raising initiative; a meeting point for a march, etc.)
- Type of action (Choose either 16 Days, Awareness Raising, Fundraising, Petitions, Volunteer or Other)
- Your logo image/photos (*Maximum File size: 20 MB; Allowed Extensions: png gif jpg jpeg*)
- Videos, if any
- Documents, if any, such as petitions, publications or toolkits (*Maximum Filesize: 20 MB; Allowed Extensions: txt doc docx pdf xls xlsx*)
- Name of your partner organizations if any

**Enter the Number of Actions You Raised**

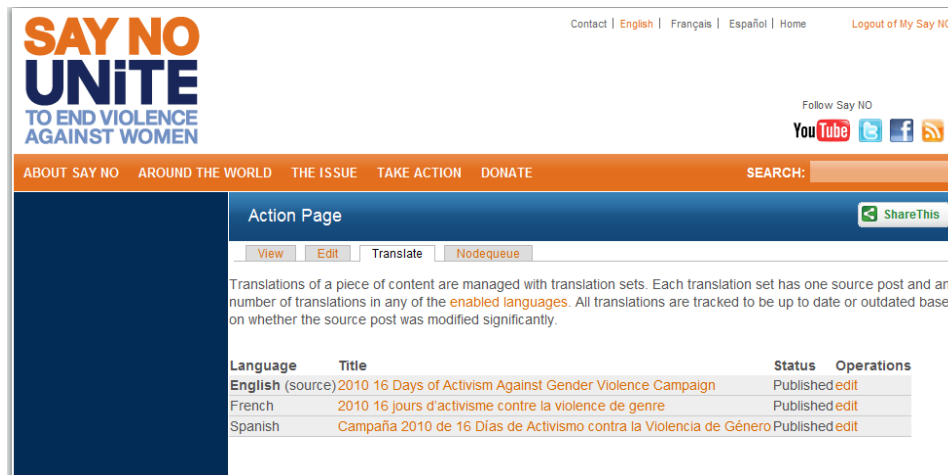
Anyone visiting your action page can join your action online by adding their names to your call for action, your petition, or RSVP to your event. The website will count them automatically as actions. If more people have joined your initiative outside the Say NO – UNiTE website (for example, attended your event or signed your petition in person), you can enter that additional count in the “Total Number of Actions” field and it will be added to your action page total.

**You Can Choose Your Language**

This site exists in English, French and Spanish versions. Choose the language version you want your action page to show up in. You can also post your content in any language that runs from left to right and it will appear on your action page in that language. If you want an action page to show up in multiple language versions of the site, click on the “Translate” tab on top of your action page.



Click on “Add Translation” to post your action page in other language versions of the site (Spanish/French/English). Please note that the website does not automatically translate text.



## Tell Others How They Can Join You

Visitors to your action page can sign on to your petition, RSVP to your event or add their names to your cause by filling a small form. Tell them how they can support your cause.

## Keywords

To improve your action's searchability, you can enter keywords relevant to your action or content so that others can search and find your action on the site.