

Using the portal Guidance document

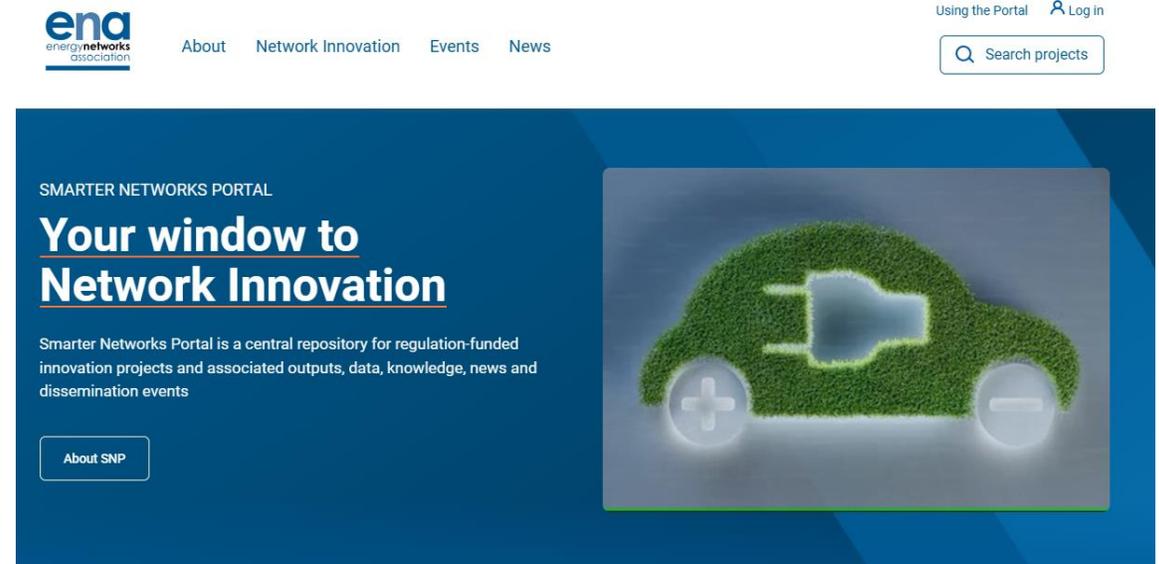
24 April 2024

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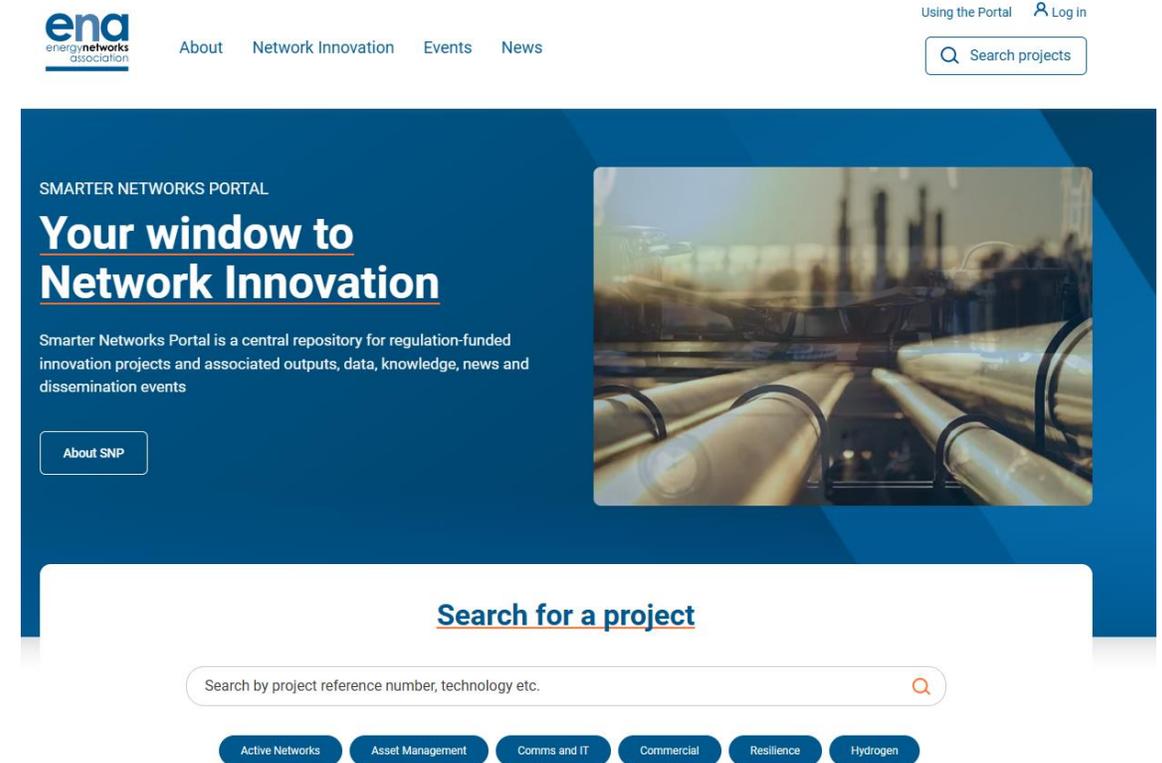
1. Sign up to the portal

- It is free to sign up to the portal
- User will be able to receive updates on projects registered on the portal as well as upcoming events hosted by ENA
- To register for an account, please click on the link [here](#).



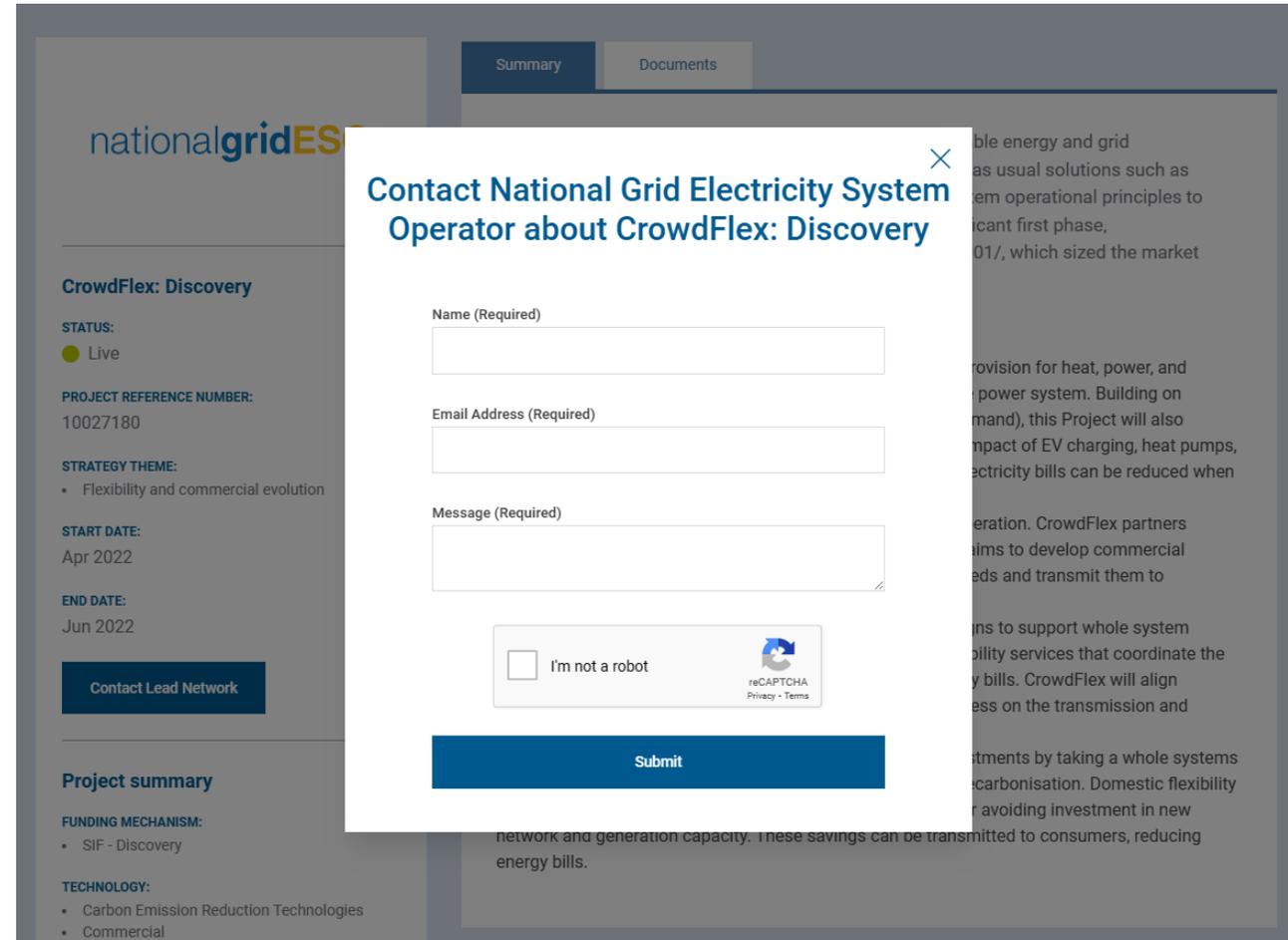
2. Search for projects

- To search for projects on the portal, this can be found on the homepage
- This link here will direct you to the search for a project section on the homepage
- In addition, you can also click on the search for a project modal located on the top right corner of the homepage. When a user engage on this modal, a search tool will pop up on your screen which allows user to type in key words, project reference number or project title



Search for projects

- User can also contact the lead network directly to raise questions about a project
- One the project detail page, user can engage on Contact lead Network
- Complete the form and hit Submit button to submit your question to the lead network



The screenshot shows a project detail page for 'CrowdFlex: Discovery' on the 'nationalgridES' website. The page has tabs for 'Summary' and 'Documents'. The project information includes:

- STATUS:** Live
- PROJECT REFERENCE NUMBER:** 10027180
- STRATEGY THEME:** Flexibility and commercial evolution
- START DATE:** Apr 2022
- END DATE:** Jun 2022

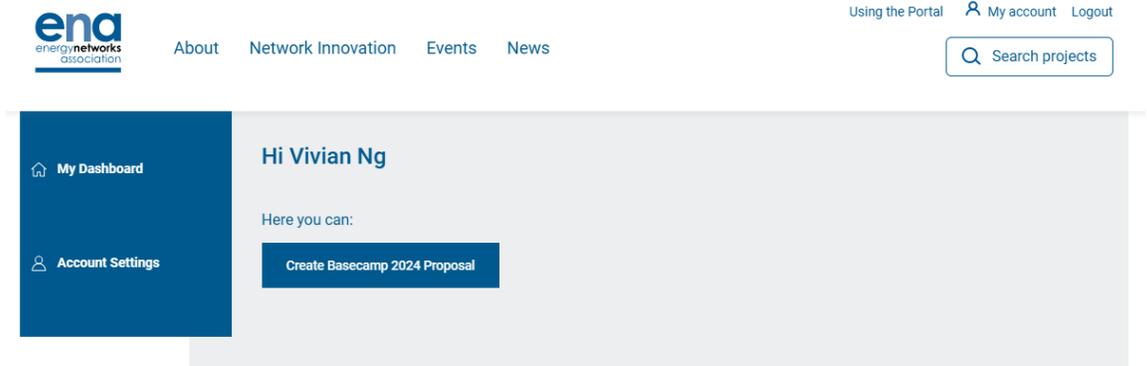
A 'Contact Lead Network' button is visible. A modal form titled 'Contact National Grid Electricity System Operator about CrowdFlex: Discovery' is overlaid on the page. The form contains the following fields:

- Name (Required)
- Email Address (Required)
- Message (Required)

At the bottom of the form, there is a checkbox for 'I'm not a robot' and a reCAPTCHA widget. A blue 'Submit' button is located at the bottom of the modal.

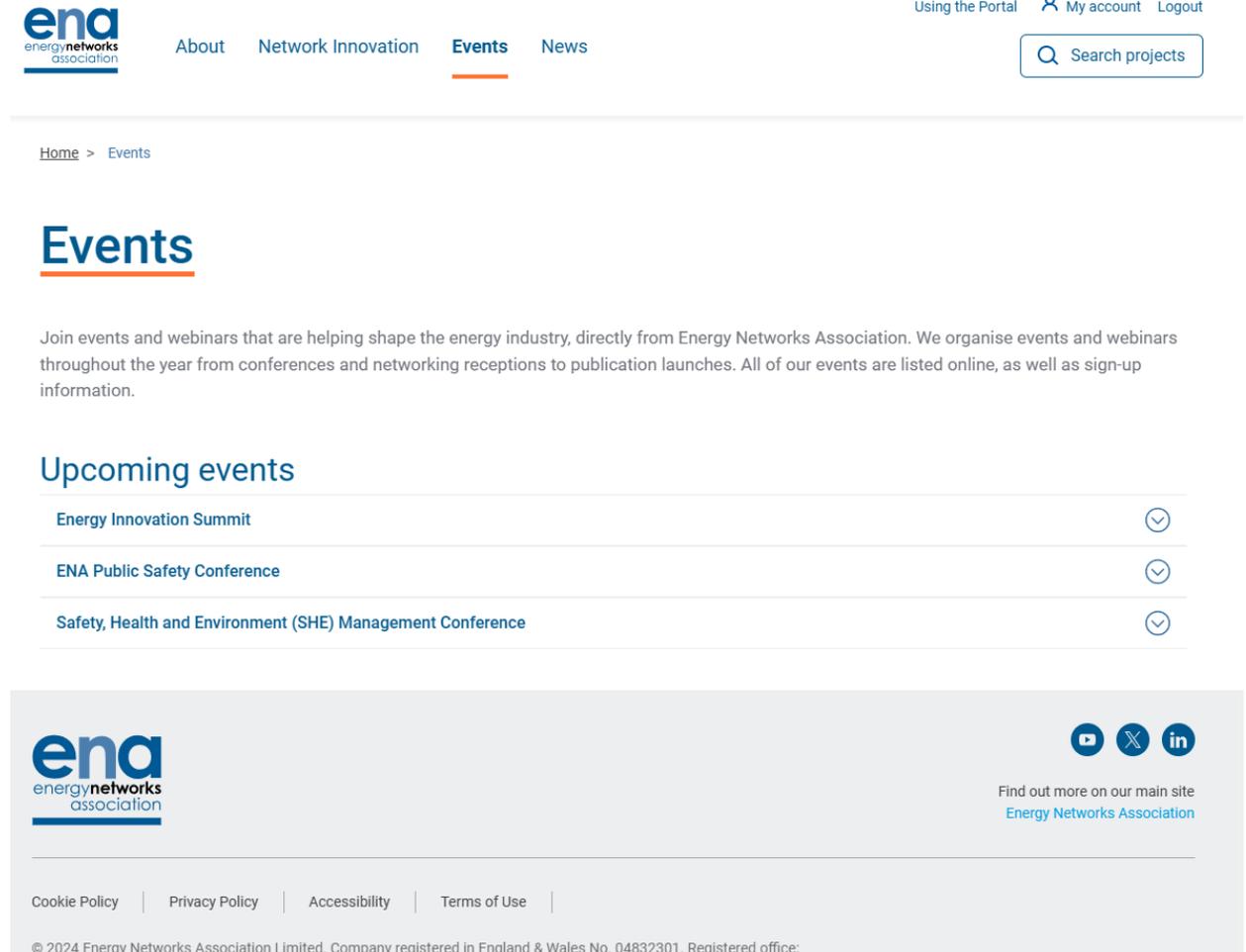
3. To propose an innovation ideas to ENA

- User can submit innovative ideas for the Energy Networks to consider
- A user will need to login to the portal to submit an idea
- Once you have login successfully, click on Create innovation proposal
- Upon completion of the form, user will need to click on Submit to successfully submit ideas to ENA



4. To find out about ENA events

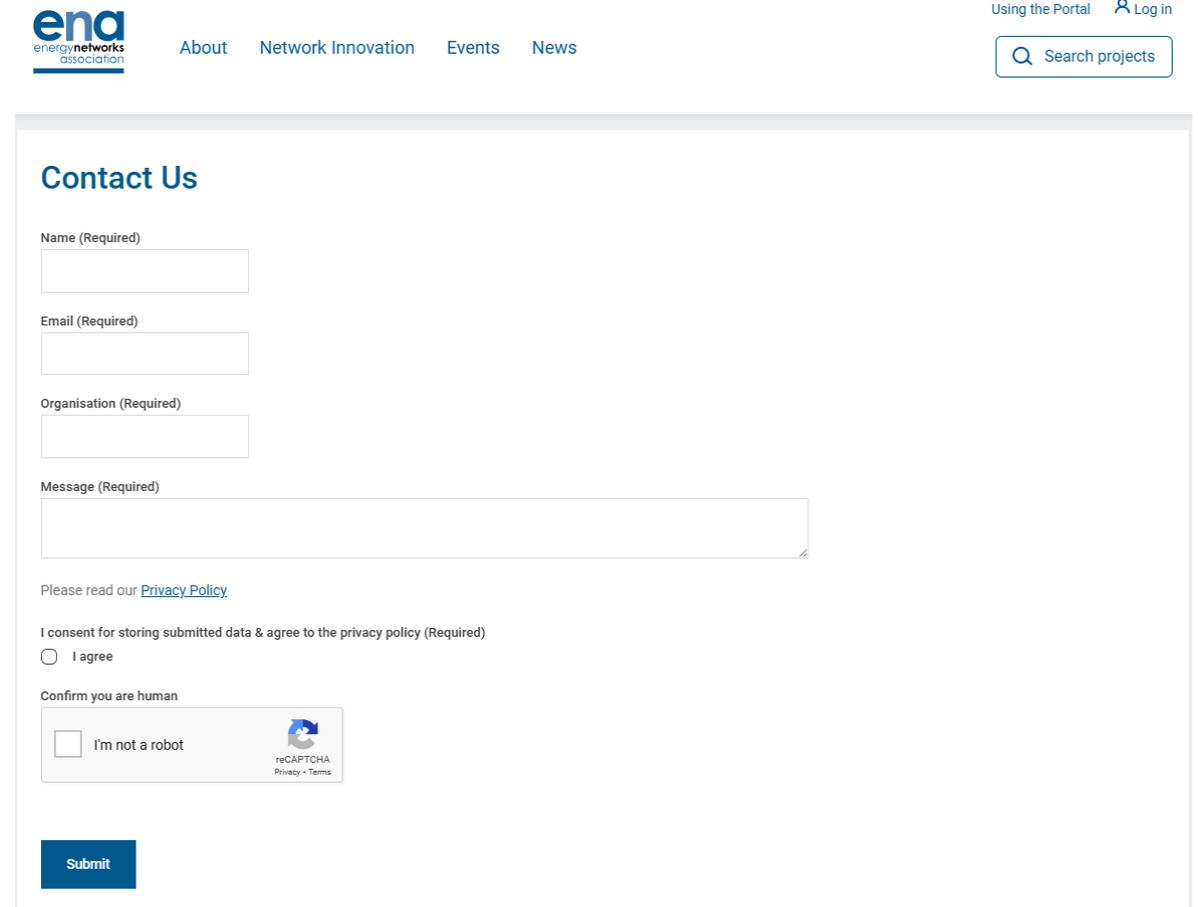
- By clicking on Events on the main header on the homepage, user will be directed to a page which lists the ENA hosted events
- When a user engage on each of the event, they will be directed to the registration page for an event
- On the portal homepage, user can also scroll down the portal homepage to view the high-level information of the ENA hosted events.



The screenshot shows the ENA Events page. At the top left is the ENA logo. The navigation menu includes 'About', 'Network Innovation', 'Events' (highlighted with an orange underline), and 'News'. On the top right, there are links for 'Using the Portal', 'My account', and 'Logout', along with a search box labeled 'Search projects'. Below the navigation is a breadcrumb trail: 'Home > Events'. The main heading is 'Events' with an orange underline. A paragraph of text describes the events: 'Join events and webinars that are helping shape the energy industry, directly from Energy Networks Association. We organise events and webinars throughout the year from conferences and networking receptions to publication launches. All of our events are listed online, as well as sign-up information.' Below this is a section titled 'Upcoming events' with a list of three events, each with a dropdown arrow on the right: 'Energy Innovation Summit', 'ENA Public Safety Conference', and 'Safety, Health and Environment (SHE) Management Conference'. At the bottom of the page, there is a footer with the ENA logo, social media icons for YouTube, X, and LinkedIn, a link to 'Find out more on our main site Energy Networks Association', and a list of links: 'Cookie Policy', 'Privacy Policy', 'Accessibility', and 'Terms of Use'. The copyright notice at the very bottom reads: '© 2024 Energy Networks Association Limited. Company registered in England & Wales No. 04832301. Registered office:'.

5. Contact Us

- Please use the contact us form to submit any questions you have about the portal



The screenshot shows the ENA website's contact form. At the top left is the ENA logo. The navigation menu includes 'About', 'Network Innovation', 'Events', and 'News'. On the top right, there are links for 'Using the Portal' and 'Log in', along with a search bar labeled 'Search projects'. The main content area is titled 'Contact Us' and contains the following fields: 'Name (Required)', 'Email (Required)', 'Organisation (Required)', and 'Message (Required)'. Below the message field, there is a link to the 'Privacy Policy'. A consent section asks 'I consent for storing submitted data & agree to the privacy policy (Required)' with an 'I agree' radio button. A reCAPTCHA section asks 'Confirm you are human' with an 'I'm not a robot' checkbox and a reCAPTCHA logo. A blue 'Submit' button is located at the bottom of the form.



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