

Welcome to the **guide** that will allow you to create your own profile in the **Coocuyo** platform. Individuals go from creating your account to the functions to insert and edit content within it to your liking.

## REGISTRATION

If you don't have an account first go to **LOG IN** and then go to **CREATE NEW ACCONT**

LOGIN

Username or Email

Password

Remember Me [LOST PASSWORD?](#)

LOG IN

CREATE NEW ACCOUNT

Enter all your information, (your username enter an extended name without spaces), a working email, your password and your profile **NAME** and send to **SIGN UP**

SIGN UP

\*IN CASE OF NOT RECEIVING THE EMAIL CHECK INSIDE YOUR INBOX (SPAM)

ACCOUNT DETAILS

Username REQUIRED

Email Address REQUIRED

Choose a Password REQUIRED

Confirm Password REQUIRED

Profile Details

Name REQUIRED

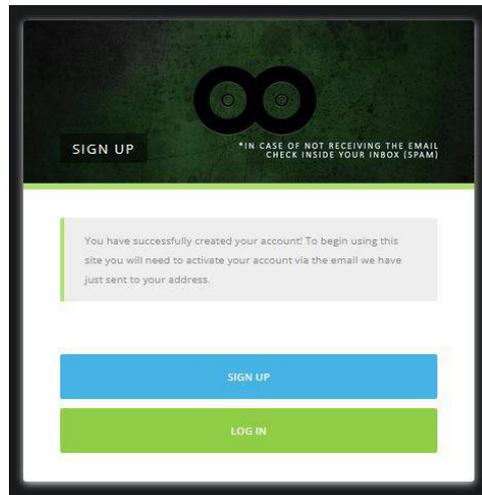
This field can be seen by: Everyone

By creating an account you agree to our [Terms and Conditions](#) and our [Privacy Policy](#).

SIGN UP

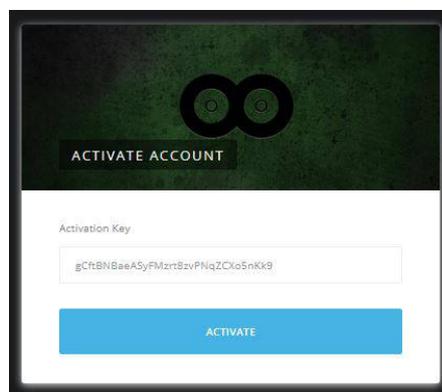
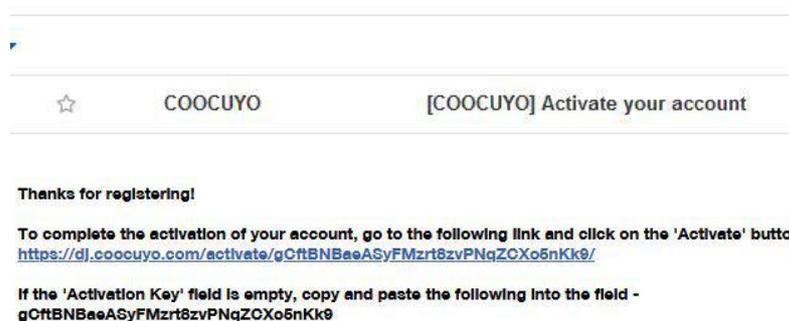
LOG IN

After sending you will receive on your email a confirmation email and an activation code, if you don't find it look for it on the **SPAM** folder or if you have problems receiving it write to the site email **info@coocuyo.com** that will manually activate your account.



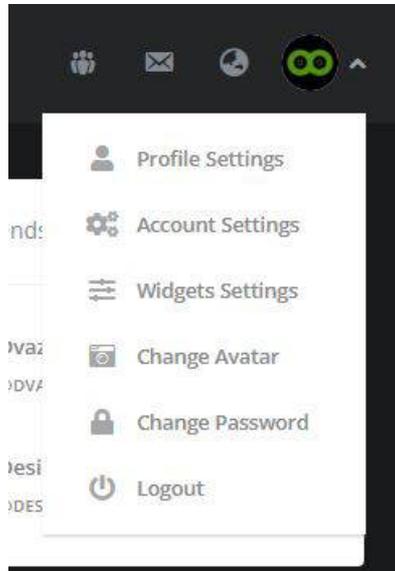
## VERIFY YOUR REGISTRATION

You will receive an email and will need to activate the link which will automatically return you to the site where you will need to activate the **activation KEY**. Once confirmed you will be able to **LOG IN** to your profile and enter your credentials.



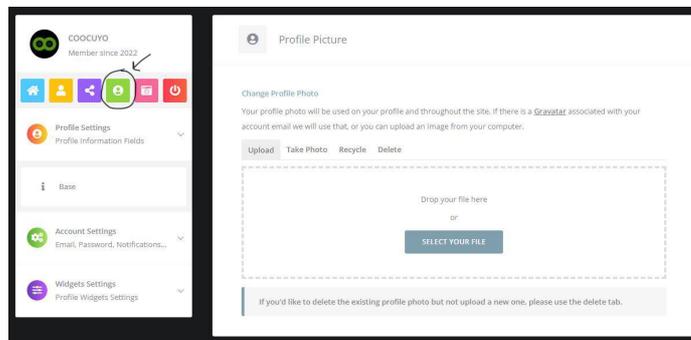
# EDIT YOUR PROFILE

To edit your account you must go to the arrow on the side of your profile. Click on "**Profile setting**"

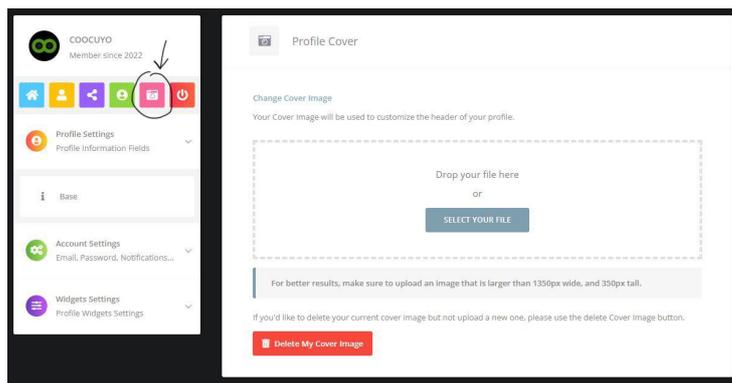


## Profile photo:

From here you can change your profile picture, remember to put a file no larger than 3MB



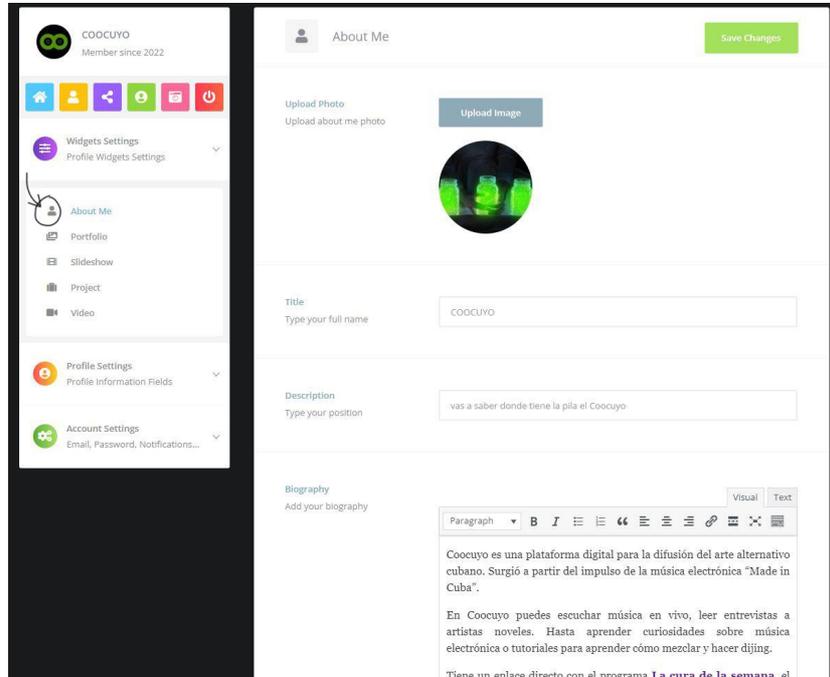
## Profile cover:



For material insertion go to the part called “**Widgets Settings** “

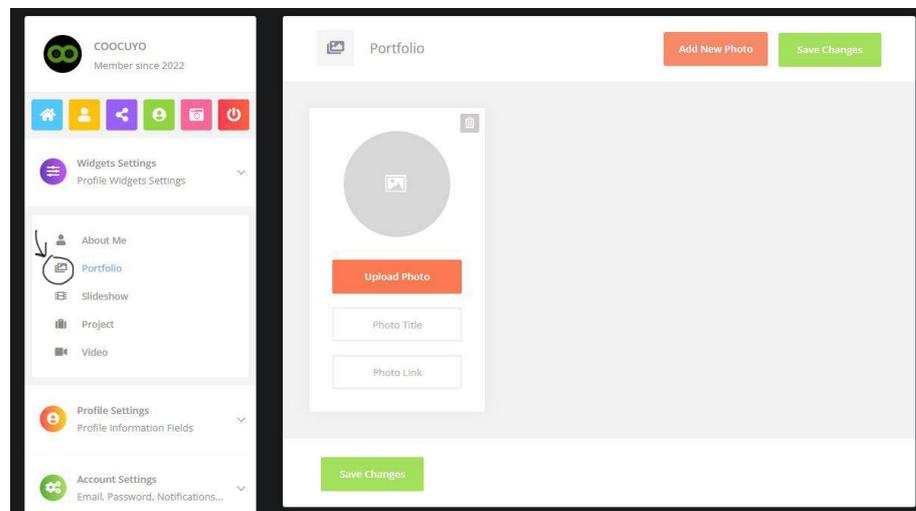
### **About Me :**

Here you can edit your text normally, insert the reference photo at the top and description



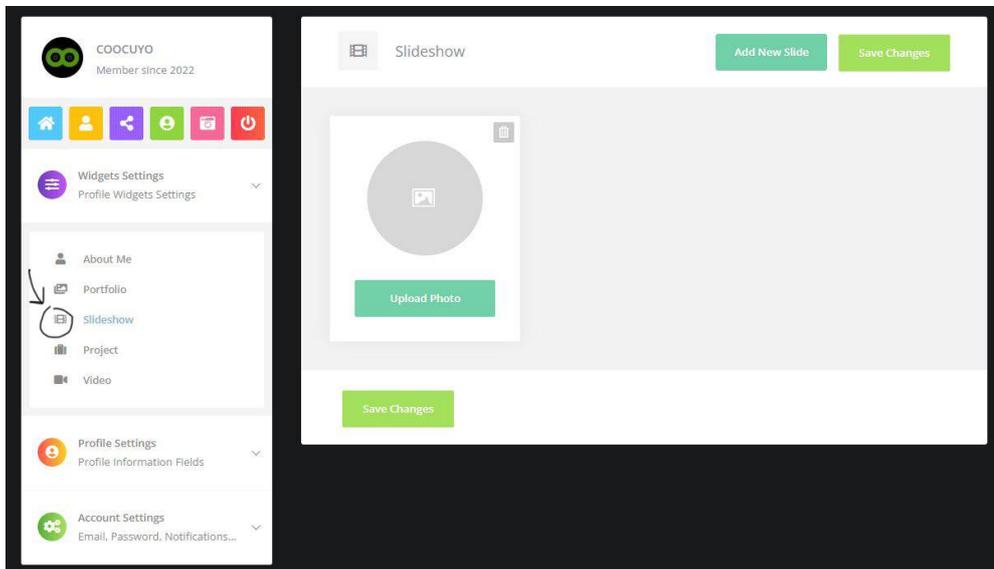
### **Portfolio:**

Here you can insert a maximum of 9 images not exceeding the limit of **3mb**, in the single image you can insert both title and reference link.



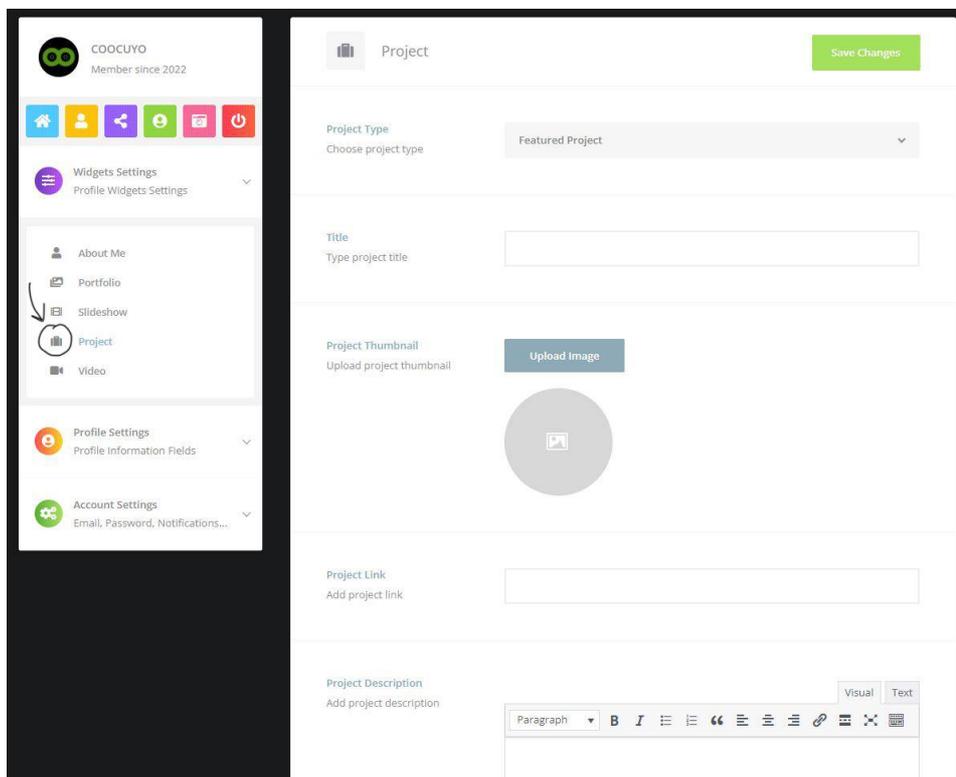
## Slideshow:

You will be able to insert a series of images that will scroll as a slideshow, insert images no larger than **3mb**



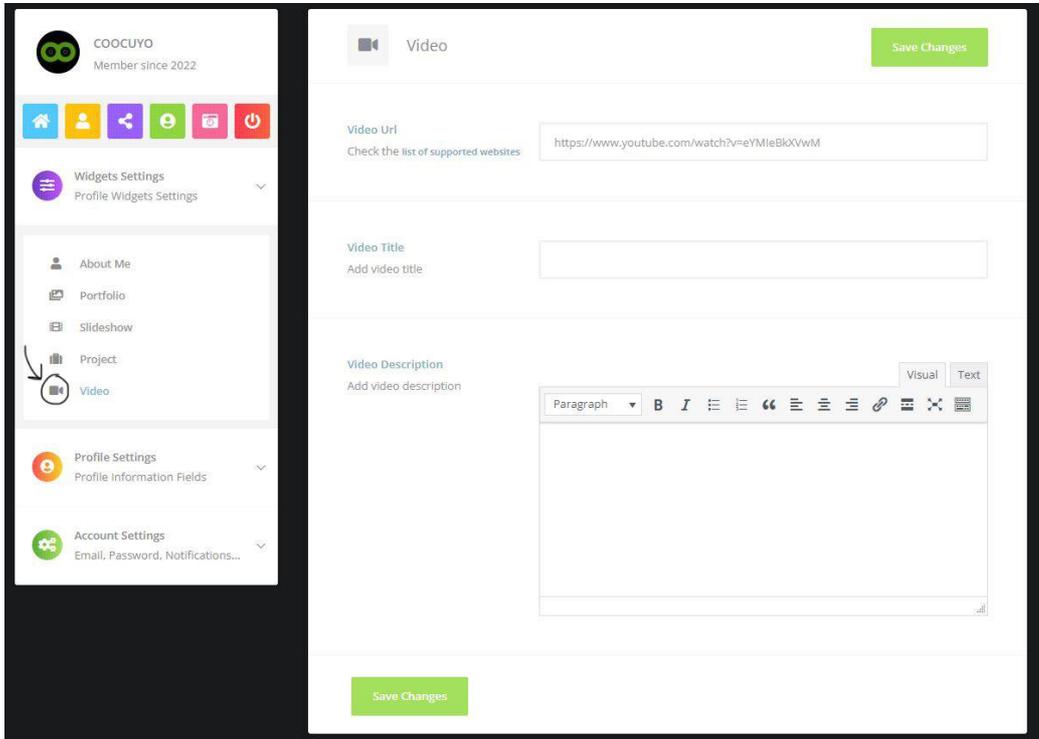
## Project:

In this section you can enter your current project, work just as in the about me part you can enter editable text with reference photos, description, links



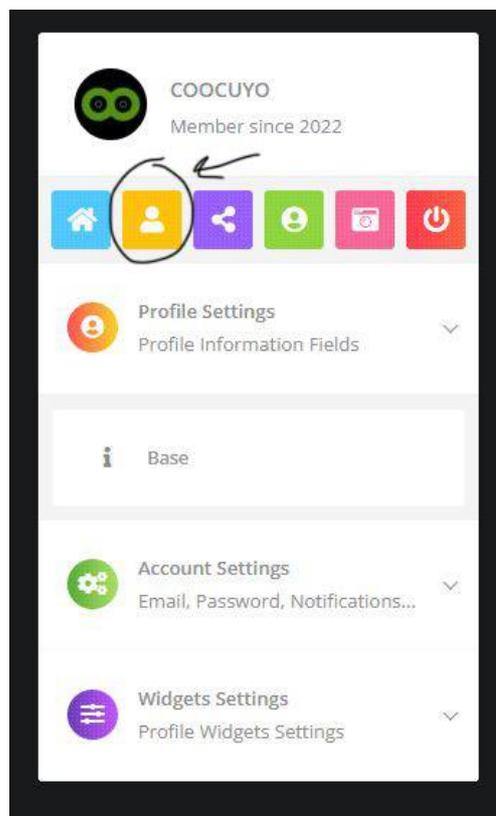
## Video:

If you want to post a video please enter the link, title and possible description in this section.



The screenshot shows the 'Video' editing screen in the COOCUYO app. On the left is a navigation sidebar with the user's profile 'COOCUYO' (Member since 2022) and various settings menus: Widgets Settings, Profile Settings, and Account Settings. The 'Video' option in the sidebar is highlighted with a red circle and an arrow. The main content area is titled 'Video' and contains three input sections: 'Video Uri' with a text box containing a YouTube link, 'Video Title' with an empty text box, and 'Video Description' with a rich text editor. The rich text editor has a toolbar with options for Paragraph, Bold, Italic, Bulleted List, Numbered List, Quote, Indent, Outdent, Link, Unlink, and Table. A 'Save Changes' button is located at the top right and bottom left of the main content area.

After you have made all your changes you can return to your profile by clicking to this icon



# NAVIGATION

Here you will be able to access:

**HOME** for all posts that will be created by the community,

**POST** to create your own post

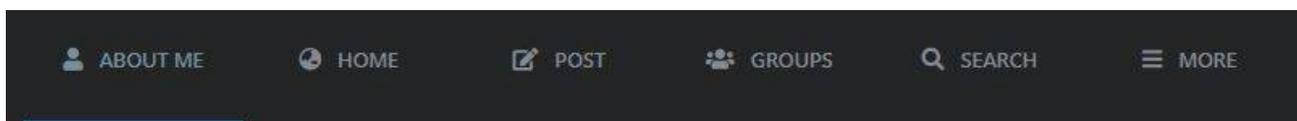
**GROUPS** where you will be able to create a new group

**SEARCH** to search for other members within the community

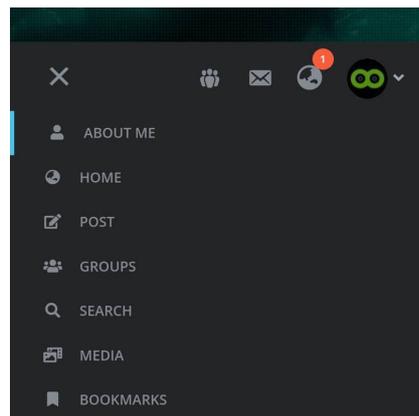
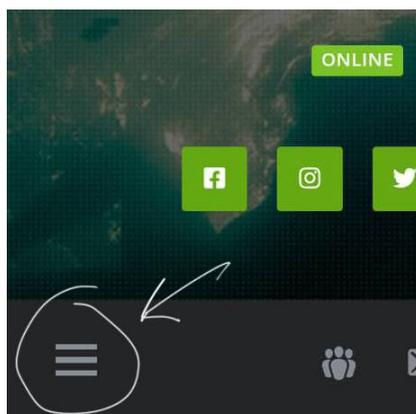
**MEDIA:** all your files uploaded in the posts (photos, videos, audios, files)

**BOOKMARKS:** the list of posts you have liked and saved

## Desktop

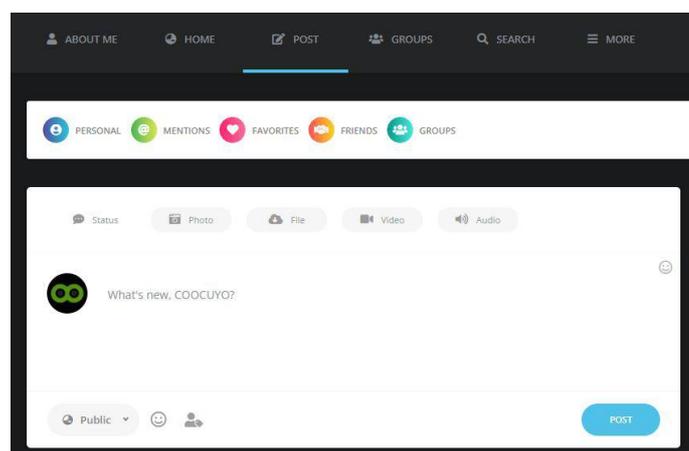


## Mobile



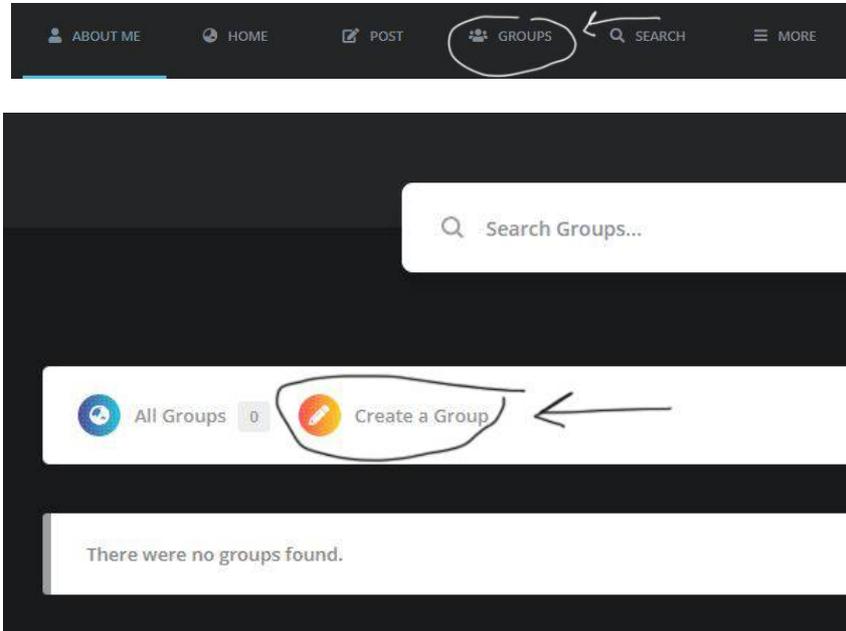
## Create a post

on "POST" you will be able to create your post by entering both text and attachments, remember that files cannot exceed 5mb.



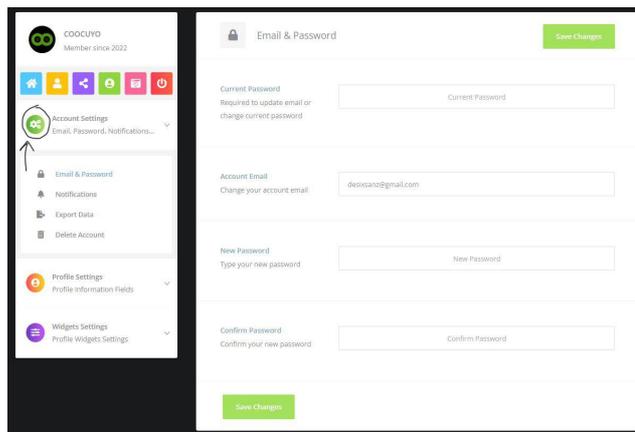
## Create a GROUP

In this section you can create new groups and invite your friends



## NOTIFICATIONS

in **Account setting** you will be able to change your passwords and disable notification messages (email) and delete your account.



**ENJOY!**  
**[dj.coocuyo.com](http://dj.coocuyo.com)**