



GREEN CHANGEMAKERS - CHMKS

KA220-YOU-9EC39DB5

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METHODOLOGY FOR OPENING A LOCAL VIRTUAL HUB

**A PRACTICAL GUIDE TO CREATING AND
RUNNING LOCAL VIRTUAL HUBS ON
DISCORD WITHIN THE GREEN
CHANGEMAKERS ERASMUS+ PROJECT.**



**Co-funded by
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DISCOVER MORE ABOUT THE PROJECT
HERE:

[HTTPS://WWW.GREENCHANGEMAKERS.EU](https://www.greenchangemakers.eu)



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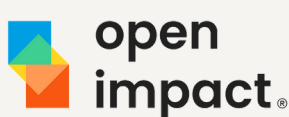


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CHAPTER 1

Introduction

General Overview

This methodology provides a practical framework for creating and managing local virtual hubs on the Green Changemakers Discord server. As part of the Erasmus+ KA220-YOU project, these hubs aim to connect young people across Europe, promote sustainability, inclusion, and civic participation, and support youth-led engagement through digital tools and non-formal education.

The virtual hubs are designed to be safe, inclusive, and interactive spaces where young people can exchange ideas, co-create actions, participate in workshops, and stay connected with peers from other countries. By using a familiar and accessible platform like Discord, the project fosters meaningful cross-border dialogue and empowers youth to take local and international action on environmental and social challenges.

International Collaboration

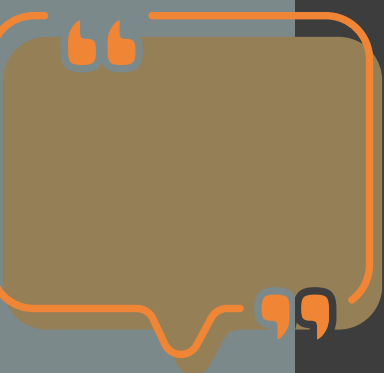
The Green Changemakers project is an Erasmus+ initiative that brings together a diverse network of organizations from Spain, Italy, Bulgaria, and Sweden, all dedicated to fostering environmental awareness and youth engagement through practical, solution-driven approaches.

This strategic partnership ensures that the handbook reflects local, national, and global perspectives, creating a truly European-level tool for empowering young people to become active changemakers.



Consortium

- Asociación Uno (Spain) – associaciouno.eu
- Base NGO APS (Italy) – basengo.it
- Ecoworld Rhodopes (Bulgaria) – ecorodopi.eu
- IRIS Sustainable Development (Sweden) irissd.org
- OPEN IMPACT SRL (Italy) – openimpact.it



CHAPTER 2

How to Launch Your Local Virtual Hub

How to Launch Your Local Virtual Hub

This section provides a simple and actionable roadmap for launching a local virtual hub within the **Green Changemakers** Discord server. It is designed for youth workers, project partners, and community leaders who want to activate local groups of young people around sustainability and inclusion

Overview

Each local hub is part of a larger European community hosted on Discord. These hubs function as digital meeting points where young people can interact, share ideas, co-create initiatives, and participate in non-formal learning activities. Hubs are organized under country-specific categories to ensure relevance and connection to local contexts.



Scope

This guide applies to all project partners and local coordinators involved in the Green Changemakers project. It outlines the essential steps to create, manage, and grow a virtual hub, including communication tips, channel setup, community activation, and reporting practices. It is adaptable for use in Spain, Italy, Bulgaria, Sweden, and any other EU countries.



Step 1

Join the Discord Server

VIRTUAL HUB



The first step in launching your local hub is to make sure you and your local group join the official Green Changemakers Discord server. This is the central platform where all communication, collaboration, and youth engagement take place.

Once you have joined the server, then to introduce yourself in the **#community-hub** channel and tag an admin (**@admin**) to get the proper member role.



Who should join?

- Facilitators, trainers, teachers
- Youth workers across Europe
- Young people across Europe

Tips to Support Young People

Not all participants may be familiar with Discord. It's important to:

- Explain what Discord is (a free, secure app for chat, calls, and community spaces)
- Offer assistance with downloading and setting it up
- Encourage them to choose appropriate nicknames and enable notifications
- Walk them through the basics: channels, posts, tagging, etc.

Encouraging Participation

When promoting the hub to young people, highlight that it's a space to:

- Meet other green changemakers from across Europe
- Take part in fun and meaningful activities
- Share their voice and ideas in a safe, inclusive environment



Step 2

Contact the Admin



Once you and your group have joined the Green Changemakers Discord server, the next step is to request the creation of your local hub channel.

Meeting the minimum criteria

Responsible Person



- You (or someone on your team) will actively moderate the channel and be a point of contact

Youth Engagement



- You have a group of at least 5-10 interested young people who are ready to join and participate

Activity Commitment



- You plan to post at least once a week and involve youth in project activities (e.g., e-course, handbook, workshops, campaigns)

Familiarity with Discord (basic)



- You understand how to use the platform or are willing to learn with guidance

Respect for Community Guidelines



- You agree to follow the inclusive and respectful spirit of Green Changemakers



Step 2

Contact the Admin

To do this, send a private message to the admin (@admin) briefly explaining **why you want to open a local hub** and how you meet the criteria.



Tips for “Why you want to open a local hub”

Explain briefly your motivation, such as:

- The community or city you represent
- The type of youth you want to engage (e.g., local students, climate activists, Erasmus+ alumni)
- How the hub can contribute to the Green Changemakers mission (e.g., promoting sustainability, inclusion, youth participation)
- Any past experience you’ve had with the project (e.g., you joined a TPM, training course, or local workshop) and in case you did not participate highlight your motivation for your becoming a greenchangemaker in your local community.

EXAMPLE

“I’d like to open a local hub in Valencia, Spain to keep our local participants from the training course engaged and to offer sustainability activities to new young people in our network.”



What Happens After Your Request

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Step 3

Admin Review & Approval



Once you've sent your request to the admin (**@admin**), explaining your motivation and confirming you meet the hub setup criteria, the admin will review your message to determine if you're ready to launch a local virtual hub.

What the Admin Will Check

- ✓ Your motivation aligns with the goals of the Green Changemakers project (e.g., engaging youth on sustainability, inclusion, and civic participation)
- ✓ You've identified yourself as a responsible person or coordinator
- ✓ You have a small group of interested young people (recommended: 5-10+)
- ✓ You have a basic plan or intention to keep the hub active and inclusive

Possible Outcomes after the review:

1. If your request meets the requirements, the admin will approve and proceed with channel creation.
2. If something is missing or unclear, the admin may contact you to ask questions or suggest improvements before approving the hub.
3. If your request does not meet the criteria, the admin may recommend alternative ways to participate until you're ready to launch a hub.



Tips for a Smooth Review

- Be clear and concise in your message
- Mention your city or region and your connection to the project
- Let the admin know if you have experience from TPMs, trainings, or local workshops
- Express your readiness to keep the space active and aligned with the values of the project



Reviews are usually done quickly, but allow a week depending on availability.

Step 4

Channel Creation



Once your request is approved, the admin will proceed with creating your local hub channel on the Green Changemakers Discord server.

Where the Channel Will Be Created

Your new hub will appear under the ****Community Hubs**** section of the Discord server. It will be created as a standard ****text chat channel****, named using your country and location (region/city/area), following a consistent format. This ensures visibility and easy navigation for members.



What You'll Receive



Once your channel is live:

- You'll be notified by the admin
- You will have permission to post, pin messages, and manage content
- You can start inviting young people to participate and post their introductions

Recommendations



Post a welcome message right away;



Pin useful content: project links, the handbook, e-course, etc.



Encourage participants to interact and share their ideas early on

Example channel names:

#spain-valencia
#bulgaria-smolyan
#italy-rome
#sweden-stockholm



Step 5

Role Assignment



Once the local hub channel is created, participants will not automatically have access. To maintain security and organization within the server, everyone needs to be assigned the correct roles.

WHO NEEDS ROLE?



You, as the local hub coordinator or facilitator



Each young person (16+) who joins and wants to participate in your hub

How to Get Roles Assigned?

- Ask participants to introduce themselves in the **#welcome** channel
- Then, they must tag an **@admin** to request access to their local hub
- Admins will manually assign the role that unlocks access to your local hub channel



TIP

Pin a reminder in your local channel so new participants know what to do.



Step 6

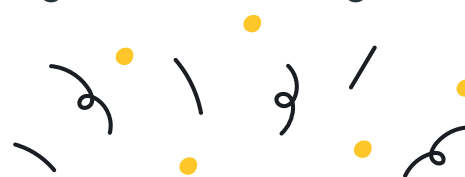
Initial Setup of the Channel

Now that your channel is active and your group can access it, it's time to make it feel like home.

A proper setup will help young people feel welcome, informed, and motivated to participate.



Post a welcome message introducing the hub and its purpose



WELCOME

Pin useful messages, such as:

- Links to the Green Changemakers Handbook and e-course ;
- Guidelines on respectful communication;
- Instructions on how to get support or ask questions.



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Recommended Extras

- **Add emojis to messages to make the space more friendly**
- **Share a message to introduce yourself**
- **Post a poll or question to break the ice**



Step 7

Start the Engagement

With the space set up, you can now begin light engagement.

The goal is to help the group feel connected and encouraged to participate without pressure.

IDEAS TO GET STARTED

Weekly eco-challenges (e.g., share a photo of your zero-waste tip)



Repost questions from the Green Changemakers handbook

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Share relevant news on sustainability and ask for reactions



Encourage youth to suggest their own activities or lead mini-projects



CHAPTER 3

CONCLUSION

Conclusion

The Green Changemakers Virtual Hub Methodology is more than a technical guide—it is a framework for building digital spaces that inspire, connect, and mobilize young people across Europe. By establishing local hubs within the shared Discord server, youth can engage in meaningful dialogue, co-create solutions, and take concrete steps toward sustainability and inclusion.

This methodology builds upon the values and structure of the Green Changemakers Handbook, translating its vision into an online community model. Through regular engagement, non-formal learning, and collaborative campaigns, these virtual hubs become living platforms for climate action, social participation, and youth empowerment.

Developed in the spirit of cooperation and supported by youth organizations and facilitators from Spain, Italy, Bulgaria, Sweden, and beyond, the virtual hub approach reflects the diversity, creativity, and determination of a generation committed to a just green transition.

By opening and activating your own local virtual hub, you are helping to shape a more connected, informed, and resilient community of young changemakers. This is not just a digital activity—it's a pathway to real-world impact.