Gender Tracker User Guide

For Individual Users

User Guide

This User Guide will provide you with a step-by-step manual on how to use WIN's Gender Tracker tool.

This Guide will show you how to use:
- **The Quick Tracker**
- **The Individual Tracker**

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Homepage

Visit **https://gendertracker.womeninnews.org/** from your desktop, tablet, or mobile device.

Quick Tracker

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Where to Find it?

To find the Quick Tracker, scroll **further down the homepage** until you find the

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How to Use it?

The Quick Tracker allows you to quickly check if your content is gender balanced, without requiring registration or logging in.

You can simply **copy and paste your text** into the Quick Tracker, and **click Track Content**.

The Tracker will then generate a report giving the content a **score out of 100**.
The Quick Tracker report tracks **the Mention of Women, Main Characters, and Women Sources.**

You can **download the report**, or choose to **track another piece of content**.

Note that you **won't be able to access your reports at a later date when using the Quick Tracker**. If you want to keep your reports, **make sure to download them**.

Individual Tracker

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Register/Login

In order to access the Individual Tracker, you can either:

Click on Register/Login on the top right of the homepage

Scroll further down the homepage and choose "Individual App"

Register/Login

Afterwards, you will be taken to the Register/Login page

If this is your first time using the Tracker, please sign up and create a new account

If you are a returning user, click on the Sign in button and enter your login details

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Sign up with your email address.

Enter Your Full Name

Enter Your E-mail

Enter Password

Sign up

Already have an account? Sign in

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Sign in with your email address

Enter Your E-mail

Enter Password

☐ Remember Me

Sign in

Don't have an account? Sign up

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Tracker

As soon as you register your new account, or login using your

existing one, **you will be taken to the Tracker page**.
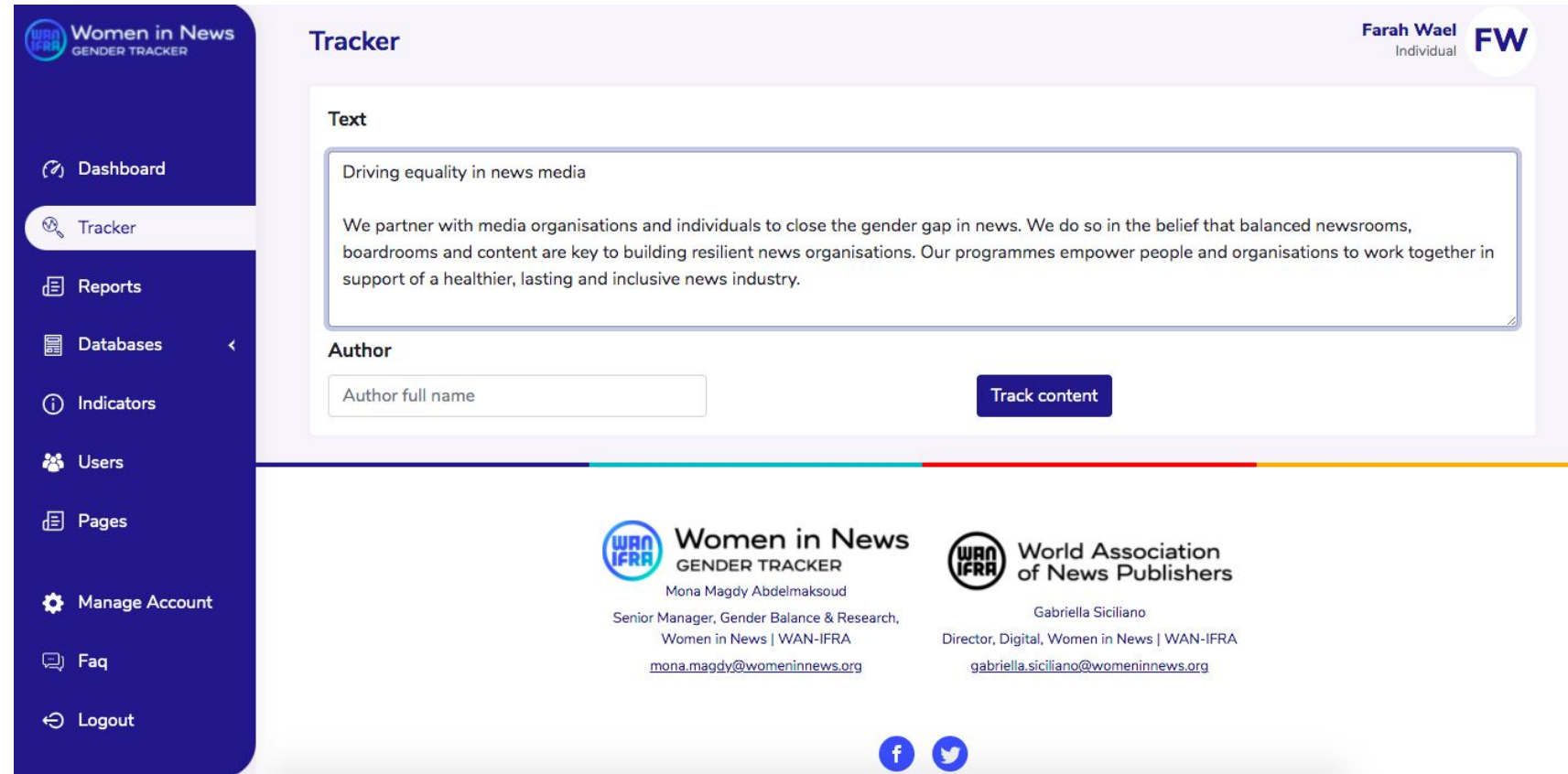
Tracker

On the Tracker page, please **copy and paste the text of the article including the title** into the "Text" area. Then please add in **the name of the author** of the article you want to analyse. Then you can click **Track Content.**

Things to keep in mind when uploading your text

- Make sure you haven't copied any text from an embedded advert
- Make sure you haven't copied any text or captions from embedded images or videos (unless you want to)
- To analyse videos or radio pieces, you can upload a transcript from the piece

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Report

After you click Track Content on the Tracker page, a **Report** will be generated for your article, giving it **a score out of 100.**

The Report tracks the **Mention of Women, Main Characters, Women Sources**, and **Women Authors**.

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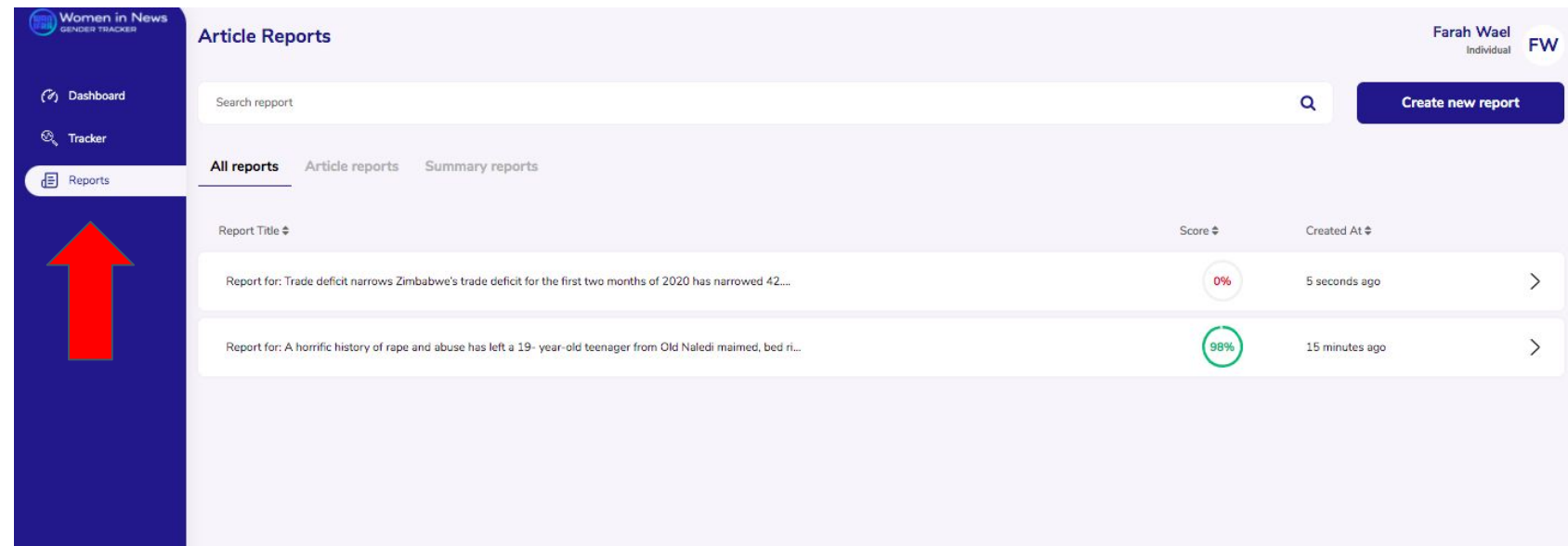GENDER TRACKER

Tracking more content

If you want to track another piece of content, click on the **"Track another content" button at the bottom of your report** to be directed to a new Tracker page. Repeat the same process outlined earlier.

All Reports

If you want to review all your reports, click on the **"Reports" button on the left menu**. This page will show you all the content you have tracked over time, and allows you to access the reports at any time.
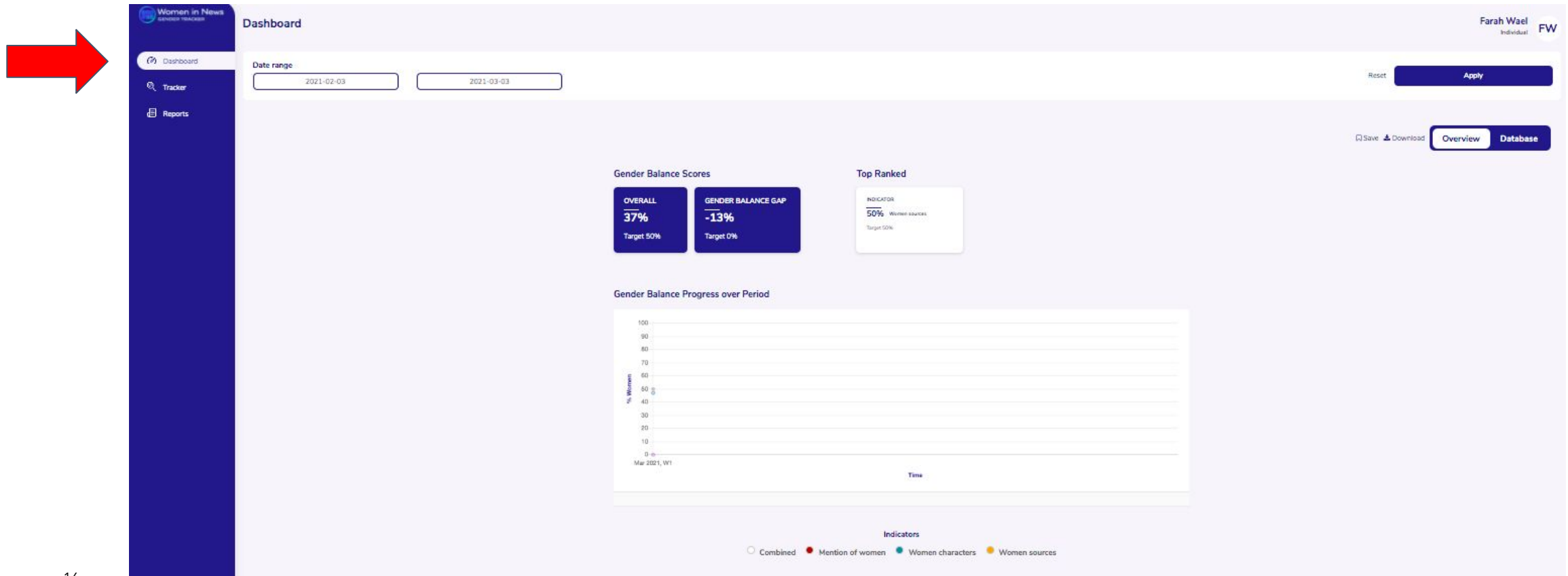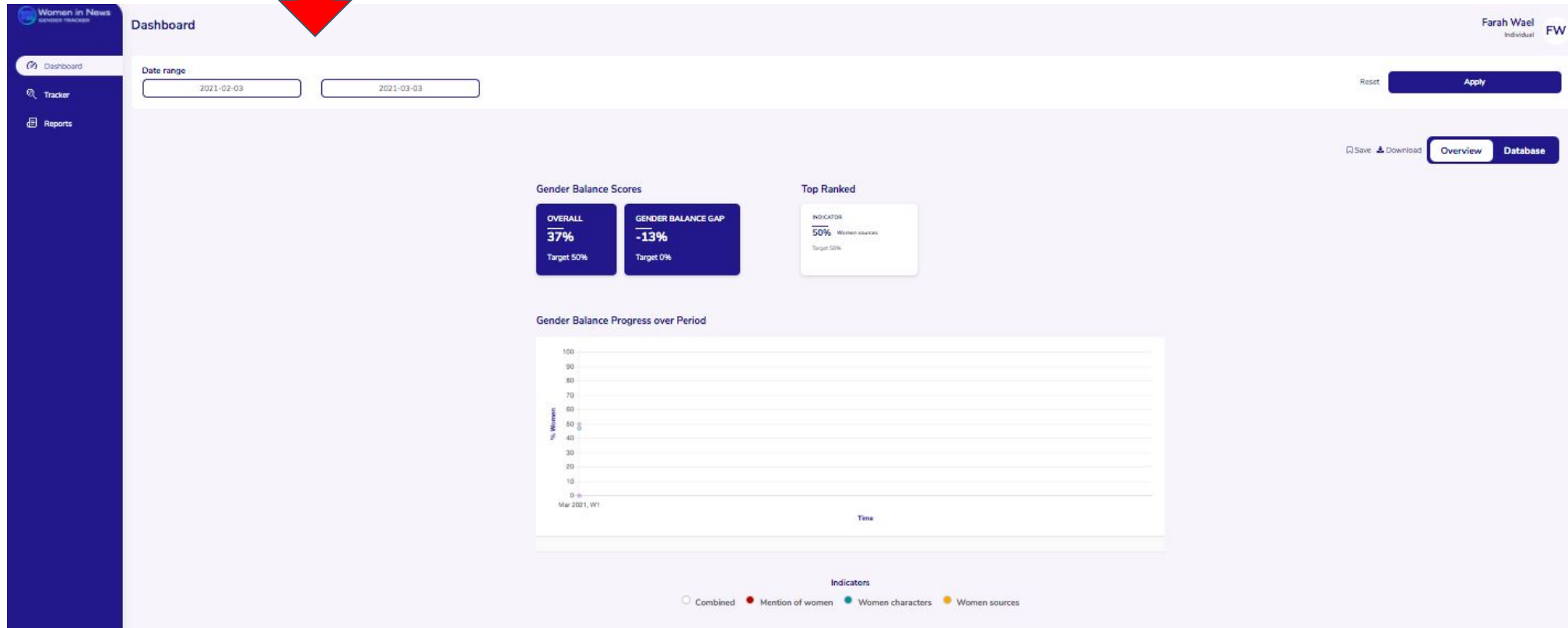
Dashboard

Your Dashboard is accessible through **the main menu on the left,**

and provides an **overview of your analysed content over time.**

Dashboard

Using your Dashboard, you can generate **reports from a finite period of time** by determining the time range needed
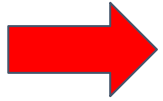
FAQ and Feedback

If you have any questions about Gender Balance, or the tool, **please visit the FAQ page.** You can also send us your feedback **through the form found on the same page.**

FAQ and Feedback

You can also access the FAQ page and feedback form by
scrolling further down on the homepage

Questions and Contact

THANK YOU!

If you have any questions, please contact:

Farah Wael,
Manager, Research & Digital,
Women in News

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