Interreg

Co-funded by the European Union

Central Baltic Programme

PROJECT WEBSPACE USER MANUAL

Step-by-step guide to using your Project webspace

Version 2.0 (15.11.2024)

Contents

1. Introduction

The Project webspace www.centralbaltic.eu/projects is designed to feature cross-border cooperation projects funded by the Central Baltic Programme 2021-2027. Once you have a contracted project, your project will get a dedicated space on the Programme website – your own project webspace.

The webspace provides an outline for you on what kind of information to publish to ensure visibility for your project and its results during and after the closure of your project.

This guide covers how to manage your project webspace via the admin interface on the Programme website. **All actions detailed below assume that the user (online administrator) is logged in and has the correct user account to edit their project webspace.**

2. Managing your project webspace: login and edit project info

To begin managing content on your Project webspace, you will need to log in to your account. You log into your dashboard by clicking the “Log in” link on top of the programme website and your screen (Figure 1).

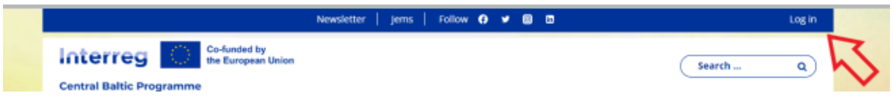

Figure 1 Log in to your account

2.1. Login to your Project webspace account

Once you are on the login page, enter your username and password and click on the login button.

- Enter your username in the designated field.
  Your username should be your project acronym written in lowercase letters without any punctuation marks, such as hyphens (-), exclamation marks (!), or colons (:).
    - If your project acronym contains any of these punctuation marks, please exclude them when entering your username. For example, if your project acronym is "Re:Fish", your username would be entered as "refish".
- Next, enter your password in the corresponding field. The Joint Secretariat will provide you with an initial password.
- Click on the "Log in" button to access your webspace account.

Once logged in, you are taken to your project page – your Project webspace.

Review your contact information and set your password

Upon successfully logging in for the first time with the provided initial password, please follow these instructions to review your account dashboard.

Select the "Central Baltic" page, which is accessible from the top navigation menu to access your admin menu (Figure 2). This action will take you through to your project admin environment where you can manage various aspects of content for your project.

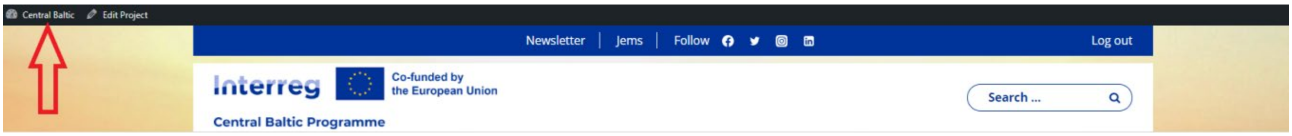

Figure 2 Accessing your admin menu

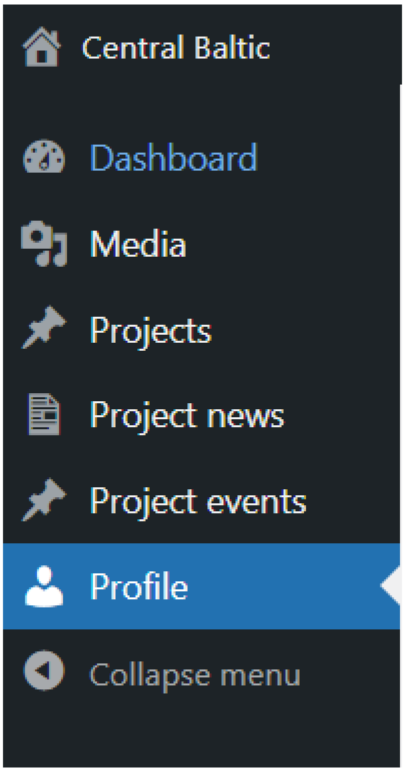

Figure 3 Select the "Profile" to review your contacts and set a new password

Locate the "Profile" section from the left-hand side menu (Figure 3).

Re-viewing your contact email

Scroll down within the "Profile" section until you reach the "Contact Info" subsection. In the "Contact Info" subsection, locate the field for your email address. Carefully review the email address currently listed to ensure its accuracy and correspond it with your actual email address in use. This email address serves as a backup if you forget your password.

If the listed email address is incorrect or outdated, enter your new, valid email address in the designated field. Once you have verified the new email address, click on the "Update Profile" button at the end of the page to save your changes.

- If you change this, an email will be sent to your new address to confirm it. The new address will not become active until confirmed.

By keeping your email address up to date, you can ensure a smooth account recovery process if you ever forget your password. Always remember to regularly review your email address on Webspace and keep it up to date when there are changes in your staff.

Please note that each email address can only be inserted for one project within Webspace. If you are the contact person for multiple projects, it is necessary to enter a different email address for each project.

Setting your password

Within the account settings, look for "Account Management". Click on the "Set new password" option to proceed (Figure 4).

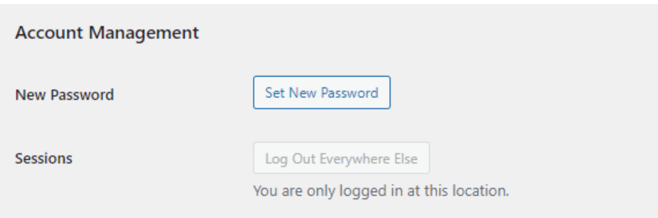

Figure 4 Setting a new password

Next, enter your desired new password in the designated field or use the proposed “Strong password” option. When you enter your desired new password in the designated field, you will see a password strength indicator as you type that displays the strength level of your password.

- Your password must meet at least a "medium" strength level indicated by the password strength indicator. This ensures a sufficient level of security for your account.
- If your entered password does not meet the "medium" strength level, you will need to modify it by including a combination of uppercase and lowercase letters,

numbers, and special characters until the indicator reaches at least a "medium" strength level.

Finally, click on the "Update profile" button at the end of the page to save your new password.

Now it's time to delve into editing your project webspace where you can showcase your project.

2.2. Editing your project webspace basic info

To start editing content on your project webspace, select the "Edit project" next to the pencil icon, which is accessible from the top navigation menu (Figure 5). This will take you (back) to your admin menu, which allows you to manage the content for your project's webspace.

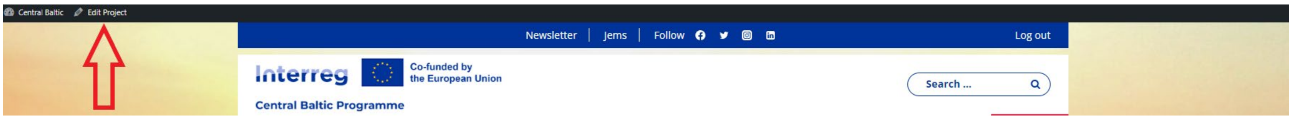

Figure 5 Editing your project webspace

Click on the "Projects" section from the left-hand side menu to start editing your project's basic info (Figure 6).

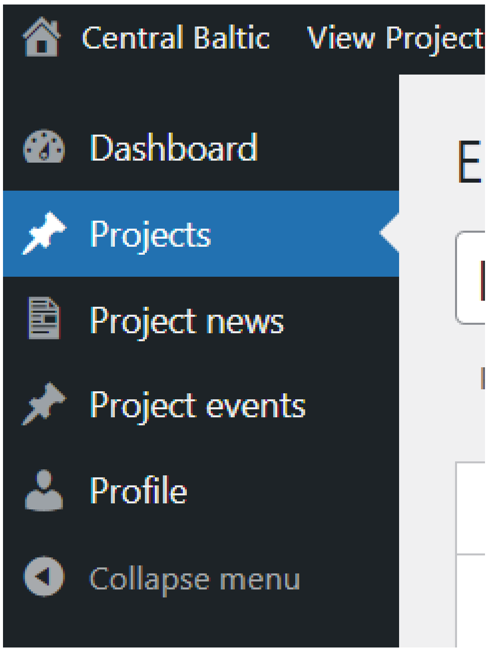

Figure 6 Select "Projects" from your main menu to edit the basic info

Now you can start editing your content (sections and fields) on your Project webspace.

SECTION: Project: basic info

Fields: JEMS id and JEMS Title

These are taken automatically from Jems and cannot be edited.

Field: Intro

The intro field provides a short summary of the purpose of your project explaining the reason for its existence. The intro appears at the top of your project webspace on the front end (the page that is visible publicly). Here you come across the “Rich Text Editor” (RTE) in the admin environment. RTEs let you carry out more complex actions with your content such as: adding styles to text (to set block quotes and heading styles), making text **bold**, *italic,* adding bullet and/ or numbered lists, and adding hyperlinks if needed.

Review the text and make changes according to your wish. The aim of this field is to arouse the interest of the reader and to give a brief overview of what the project does and what will be improved from it on the opening page of your project.

Field: Expected results

This field tells the main thing of how your project will achieve its goal and what is the overall result of your project. You can edit the text according to your wishes.

NB! Upon closure of your project, remember to publish the achieved result. There will be a new section added for this purpose in the future.

Field: Project logo

Your Interreg custom project logo has already been added to this field by the Programme.

Field: Header Background Image

Here you can upload a new image that is shown in the background of your project webspace. To add a new image, click on the “Upload” tab and then click the “Select Files” button. Select the image you want to use as your Header Background Image from your computer, and then click on the “Upload” button.

For the future: if you want to use an image that's already in your Media Library, click on the Media Library tab instead. You can then select the image you have previously used on your page.

Once you have selected your Header Background Image, you may need to crop it to adjust the size and placement of the landscape image as needed.

Section: Featured image for this project

There is a default image (programme area map) displayed next to your project introduction text (Figure 7). We recommend updating it with an image that best depicts the essence of your project. To do this, navigate to the right-hand side section on the admin page, located next to your intro text. Click the image to update, select the image you want to use as your Featured image from your computer, and then click the “Upload” button.

Figure 7 Featured image for this project

Saving and publishing

To save and publish, simply locate and click the "Update" button, which is in the top-right corner of the page (Figure 7).

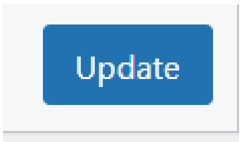

Figure 8 The "Update" button saves and publishes your changes

After updating your page, it is recommended that you review the header background image and Featured image for your project on your live website to ensure that it appears as intended. If any issues arise, you can always edit and republish the content as needed.

You can review your project webspace by selecting “View Project” from the admin menu on top of the page (Figure 8).

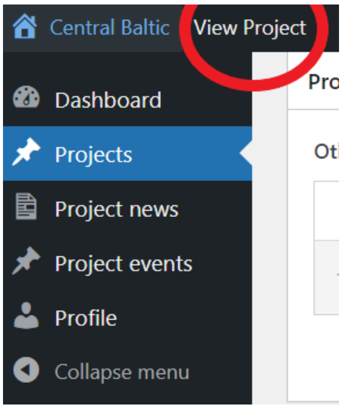

Figure 9 Selecting "View project" to see your published page

If you are satisfied with how your background image looks, you can continue editing your project webspace by repeating step one - click on the “Edit project” from the top menu and select “Projects” section from the left-hand side admin menu to continue editing your project’s basic info.

Fields: Programme priority, Programme Objective, Result indicator, Project size, Duration in months, Start date, End date

These are taken automatically from Jems and cannot be edited.

Field: Contact information

If you wish to upload the main contact person/people for your project to be published on your Project webspace, click on the blue button “Add new”. You can now add the name, email, organisation, phone and address.

Field: Social media

Within this section, you see fields to add your social media links. Depending on your accounts, there are fields for a variety of social media platforms, such as Facebook, Twitter, Instagram, YouTube and LinkedIn. Enter the URL of your social media profile for each platform in the corresponding field. Be sure to include the full URL.

Reminder: **to edit this section, ensure you are on the admin side of the system. Access it by clicking on “Edit project” from the top menu, then select the “Projects” section from the left-hand side admin menu to continue editing your project’s basic information.**

Section: Project: Media visibility

If you already have media visibility, click on the "Add New" button to add a new piece of media content to your page. Copy the online address (external URL) linking to your media coverage. Enter a title for your content in the "Label for link" field. This should be descriptive and attention-grabbing as it’s the only thing that our webspace visitors will see before deciding whether to click on the link.

That's it! You have successfully added new content to your webspace "Media Visibility" section. Remember to regularly update this section with new content to keep visitors informed about your project’s media presence.

This information will be displayed on your “Project Materials” page on your public webspace.

Reminder: to edit this section, ensure you are on the admin side of the system. Access it by clicking on “Edit project” from the top menu, then select the “Projects” section from the left-hand side admin menu to continue editing your project’s basic information.

Section: Project: Publications

A publication can be any piece of content created and published by your project to be shared and read by others. It can be a brochure, report, research study, or promotional materials (video). As a general principle and in the spirit of cooperation and exchange in Interreg programmes, project results (e.g., studies, recommendations, good practice guides) are expected to be freely available to the public.

By following these simple steps, you can easily add new content to the "Publications" section of your website and keep your audience up to date with your latest materials. Click on the "Add New" button to add a new piece of publication on your webspace. Select whether you want to upload a “File” or a “Link”. If you select “File”, click the “Add File” button to select files from your computer. If you select “Link”, copy the online address (external URL) linking to your publication. Enter a title for your content in the "Label for link" field. Please note that you should upload your videos to an external platform, such as YouTube, before integrating them into your webspace “Link” field.

Choosing categories for publications

You can create or select a category for each publication if desired. This is particularly useful if you have uploaded various types of files and want to categorise them under specific umbrellas for better visual display on the website.

Note that all categories added by any user will be visible to all projects, and any project can add new categories or select from existing ones. You may choose from the existing categories or create your own if needed. For example, if you have many brochures, presentations, and videos, you might want to display them in separate sections on the page. Experiment to see what works best for you!

This information will be displayed on your “Project Materials” page on your public webspace.

Reminder: to edit this section, ensure you are on the admin side of the system. Access it by clicking on “Edit project” from the top menu, then select the “Projects” section from the left-hand side admin menu to continue editing your project’s basic information.

Section: Project: Other logos

This section is used to showcase logos of your partner organisations and/or a separate project visual (should you have one).

Adding logos to the "Other Logos" section of your webspace is a simple process. Click the "Add Row” button to create a new entry. Upload the logo file by clicking the "Add Image" button and selecting the file from your computer or media library. Click the “Select” button to confirm. Add a Link (optional): If you want the logo to link to a corresponding partner organisation’s page, you can add the URL in the provided field. This will make the logo clickable, directing visitors to the specified page.

Remember to save your changes after completing these steps to ensure the new logos are displayed correctly on your webspace. Scroll up to the top of your page and click the "Update" button on the right-hand side to make your new logo live on your webspace.

These logos will now be visible to your webspace visitors at the bottom of your main page. Review your logo(s) on the published page by clicking the "View project" button on top of the page to ensure it appears as intended.

Reminder: to edit this section, ensure you are on the admin side of the system. Access it by clicking on "Edit project" from the top menu, then select the "Projects" section from the left-hand side admin menu to continue editing your project's basic information.

Section: Project: Gallery

Adding new images to the "Gallery" section of your webspace is a straightforward process. The gallery section can be used to showcase a collection of images related to your project, activities, results, events, or any other content you wish to share with your audience.

To add new images to your gallery, follow these steps: upload the image file by clicking the "Add Image" button and selecting the file from your computer or media library. Click the "Select" button to confirm. When you are ready, scroll up to the top of your page and click the "Update" button on the right-hand side to make your new image(s) live on your webspace.

Reminder: to edit this section, ensure you are on the admin side of the system. Access it by clicking on "Edit project" from the top menu, then select the "Projects" section from the left-hand side admin menu to continue editing your project's basic information.

2.3. Publishing the updates

Before publishing your content, it is important to review it one final time to ensure that it is error-free and meets your desired formatting and style guidelines. Once you have confirmed that everything is correct, publish your changes to make your content live on your website.

When you have finished creating content on your project basic info section, it is time to publish it on your website. To do so, simply locate (scroll up) and click the "Update" button, which is in the top-right corner of the admin editing page (Figure 9).

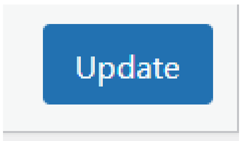

Figure 10 The "Update" button saves and publishes your changes

After publishing your content, it is recommended that you review it again on your live website to ensure that it appears as intended and is functioning correctly. If any issues arise, you can always edit and republish the content as needed.

3. Project pages & adding information on the "About project" page

The front end of our Project webspace is the actual page your visitors will see. It is divided into several different sections, which can be accessed via the navigation menu located on top of your project image (and below the button Project webspace). The sections include:

Page: Home: This is the main page of your Project webspace, displaying information you have uploaded from your admin page.

Page: About: This page provides an opportunity to introduce your project to your visitors and explain it in more detail. Here are some tips on what content to include on your "About project" page:

- Explain why you started the project and what problem you aim to solve.
- Highlight the impact your project will have on your target groups.
- Describe your project's work plan in simple language. This will help visitors understand your project's activities and the direction in which it is heading.

How to add content to your "About page"? Here's how to get started:

1. Find the "About" page and select it (Figure 10).

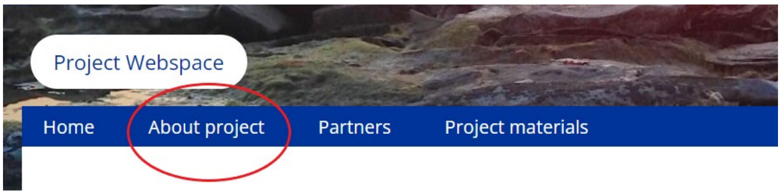

Figure 11 Your "About project" page can be accessed via your project webspace

2. Click "Edit Project page" to open the block editor (Figure 11).

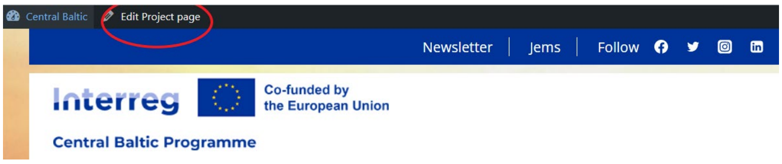

Figure 12 Select "Edit project page" to add information about your project

3. Once you're in the block editor, you'll see a blank canvas where you can start creating your content. To add a new block, click on the plus icon located in the top right corner of the screen.
4. Select the type of block you want to add, such as a paragraph (body text), image, or heading. You can also search for a specific block type by typing in the search bar.
5. Once you've added a block, you can start editing its content by typing in the text box or uploading an image. You can also format the text using the toolbar located above the block.
6. To move a block up or down the page, click on the block and use the up and down arrows located on the left-hand side of the block (Figure 12).

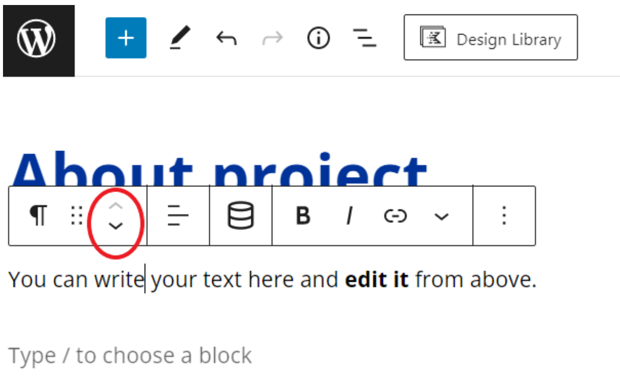

Figure 13 Moving the blocks up and down in your text editor

7. To delete a block, click on the block and select the three dots located on the right-hand side of the block. Select “Remove paragraph/image”.
8. To add a new section to your "About" page, click on the plus icon and select the type of block you want to add (Figure 13).

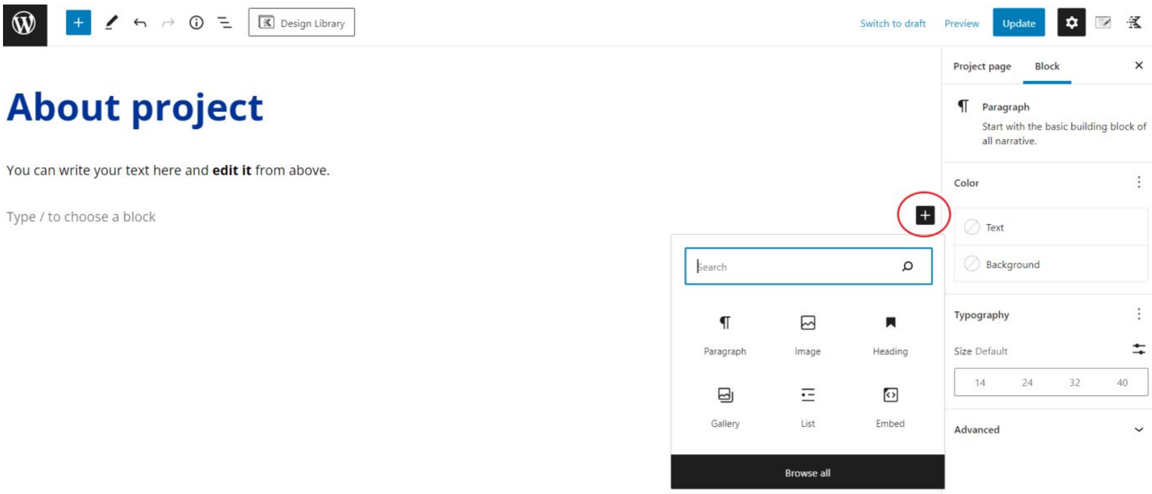

Figure 14 Adding a new section to your page

9. Repeat the process of adding and editing blocks until you've created the desired content for your "About" page.
10. Once you're happy with your content, click on the "Preview" button to see how it looks on the live website. If everything looks good, click on the "Update" button to make the changes live.

That's it! With the block editor, creating content for your "About" page is a breeze. Just remember to keep your content clear, concise, and engaging, and use visuals to make it more appealing to your visitors.

Page: Partners: This page displays an overview of your project partners and their budgets – the data is taken from Jems. It also features your project’s contact information you have added to the section “Contact information” on your admin page.

Page: Project materials: This section displays content you have uploaded from your admin page to the sections “Media visibility” and “Publications”.

4. Adding Project news and events

Section: Project news

The news section serves as a valuable communication tool for your project, allowing you to share updates, milestones, and relevant information with your target groups. Regular updates help create a sense of ongoing progress and engagement. Consider adding content to the news section when your project reaches significant milestones.

Now continue with adding content to the "Project news" section on your webspace. Here's a step-by-step guide:

1. Navigate back to your dashboard. Find the "Project news" page and click "Add new" to open the block editor (Figure 14).

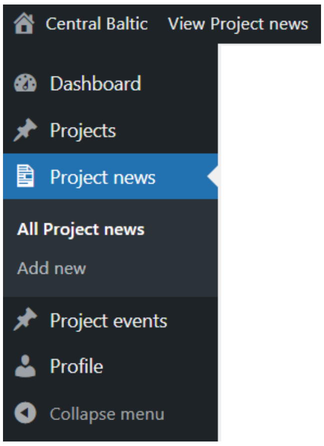

Figure 15 Select "Project news" on your admin menu

2. Once you're in the block editor, you'll see a blank canvas where you can start creating your content. To add a new block, click on the plus icon located in the top left corner of the screen.
3. Add a title for your news post.
4. Write a brief summary of the news in the paragraph block below the title.
5. Add a featured image to make the news more visually appealing.
6. If you want to link to another page or post, highlight the text you want to link and click the link icon 🔗in the toolbar.
7. Once you're happy with your content, click on the "Preview" button to see how it looks on the live website. If everything looks good, click on the "Publish" button to make the changes live. Alternatively, you can also schedule the time of publishing of your news by selecting the date and time from the right-hand side block (Figure 15).

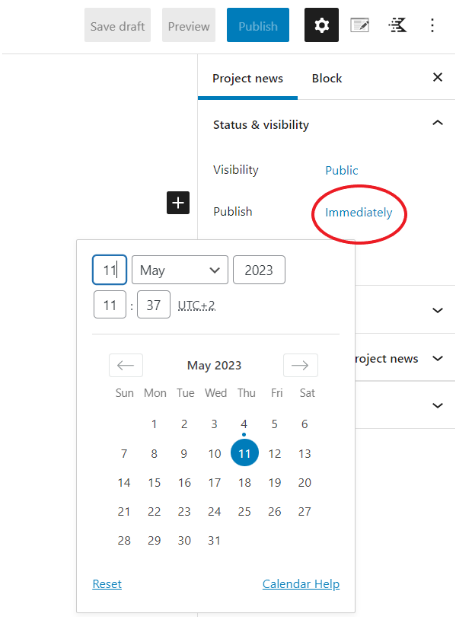

Figure 16 Publishing your news and scheduling the time of publishing

Section: Project events

When your project holds events of interest to your target groups or segments of the wider public, consider sharing information about such upcoming events on your project's website. By doing so, your events will gain greater visibility and can be promoted through various channels, including the programme's network.

If you wish to add content to the "Project events" section on your website, navigate (back) to the dashboard and select “Project events”. Here's a step-by-step guide:

1. Click "Add new" to open the block editor.
2. Add a title for your first event.
3. Write a brief description of the event in the paragraph block below the title, including the date, time, location, and any other important details.
4. If you want to link to another page or post, highlight the text you want to link and click the link icon in the toolbar.
5. Add the start date and end date of your event.
6. Set a featured image to the block on the right-hand side to make the event more visually appealing (Figure 16).

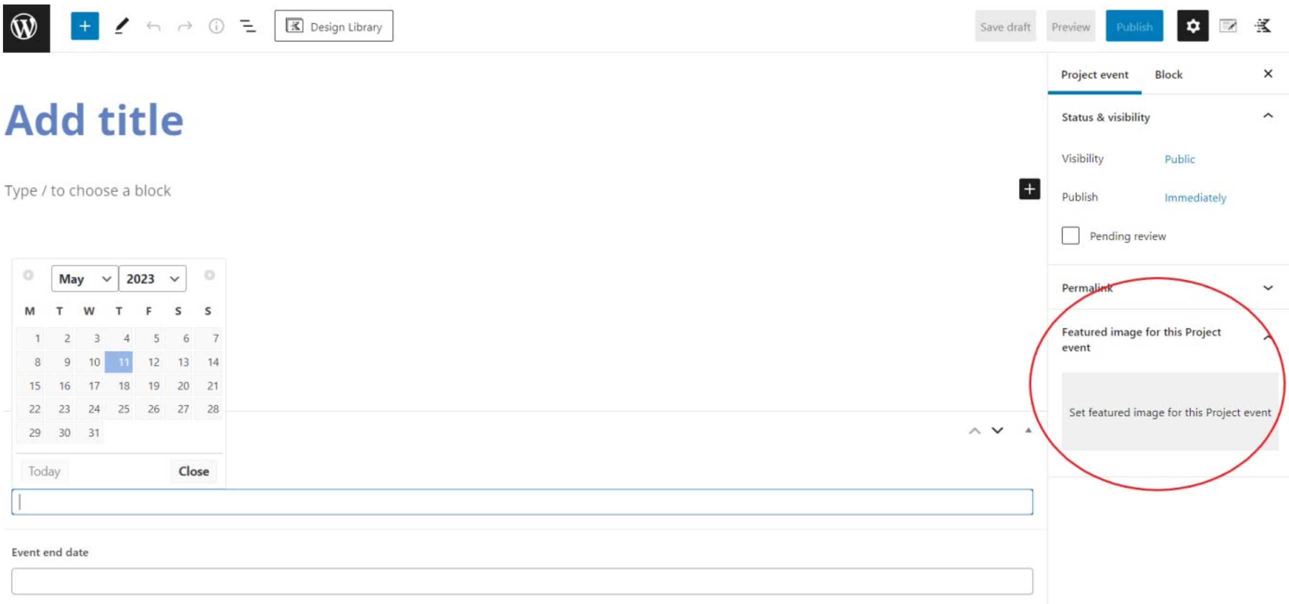

Figure 17 Adding an image for your event

7. If everything looks good, click on the "Publish" button to make the changes live. Alternatively, you can also schedule the time of publishing of your event by selecting the date and time from the right-hand side block selection "Publish".

By following these simple steps, you can easily publish content to keep your pages up to date with fresh content.

5. Final Steps in Project Closure: Summarising Project Results and Sharing Outcomes

When your project reaches its end, it's essential to make the main results and outputs available for dissemination.

First, navigate to your "Edit project" page.

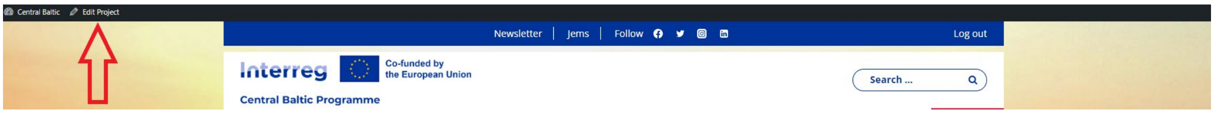

Figure 18 Editing your project

Adding Project Result Summary

Scroll down to the "Expected results" field. To replace the "Expected result" field with the actual achieved result, follow these steps:

1. **Change Project Status**: Go to the "Project status" section and change the status from "Ongoing" to "Completed". This will activate a new field below where you can write the project's "Result summary".

2. **Write the Result Summary**: Summarise what your project finally achieved. Use simple language to ensure it's understandable for people not familiar with your field. You can use the same text as in the "Project story" section of your project's Final report.

Instructions for Writing the Result Summary:

a) Context and Problem: Describe the regional and sectoral challenges and the specific problem addressed.

b) Idea and Solution: Explain the core project idea and the solution developed and implemented.

c) Implementation and Impact: Highlight the importance of cooperation among partners, the impact achieved in targeted regions and sectors, and the benefits for target groups.

After writing your result summary, click "Update" to publish your changes.

Adding Project Outcomes

Project outcomes are the specific, tangible items or materials produced during your project. These should directly show what you achieved and could be useful to others.

Note: Only include items directly related to your project's main results here. For all other materials created during the project, see the "Media visibility" and "Publications" sections on the “Project materials” page you have been updating throughout your project’s lifetime. This section is for key outcomes such as guidelines, reports, analyses, informational materials, videos, tools, or solutions.

Remember, you need to add each project outcome separately, one for each file or link. For example, if your project has created 1) a best practices guideline, 2) a project video, and 3) an analysis, you should add three separate outcomes as part of your achieved results.

3. **Add New Outcome:** To add a new outcome, locate the button “Add New Outcome” that is right below the “Result summary” section. Click on the button and a new page will open.

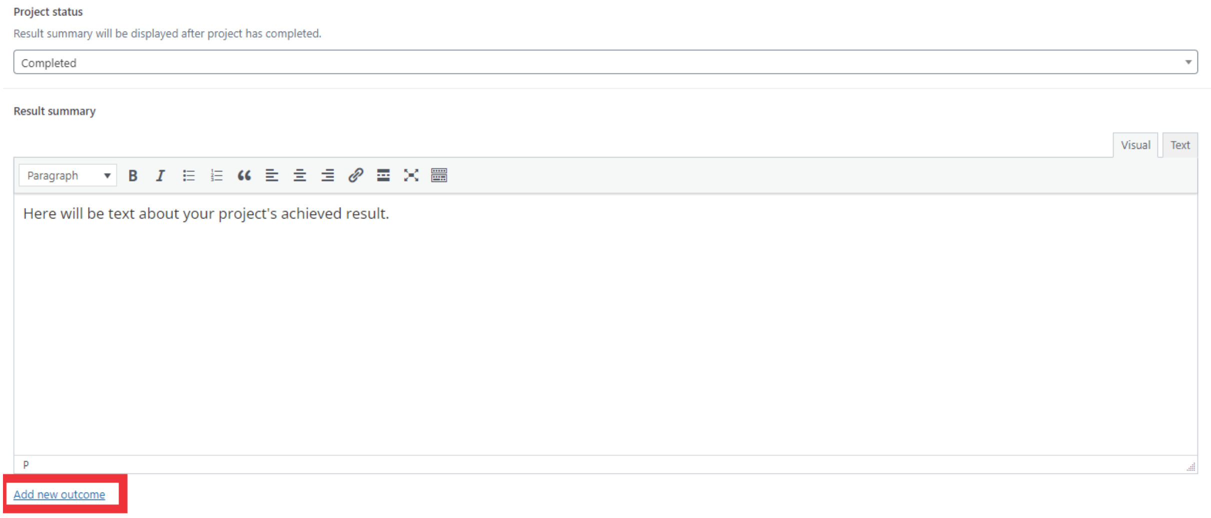

Figure 19 Your project result summary and adding a new outcome

4. **Fill With Information:** On the new “Add New Outcome” page, start by adding a title and a short description of the project outcome. For example, a project video titled “Using Circular Economy in Restaurants” could have a description explaining what the video is about in a couple of sentences.

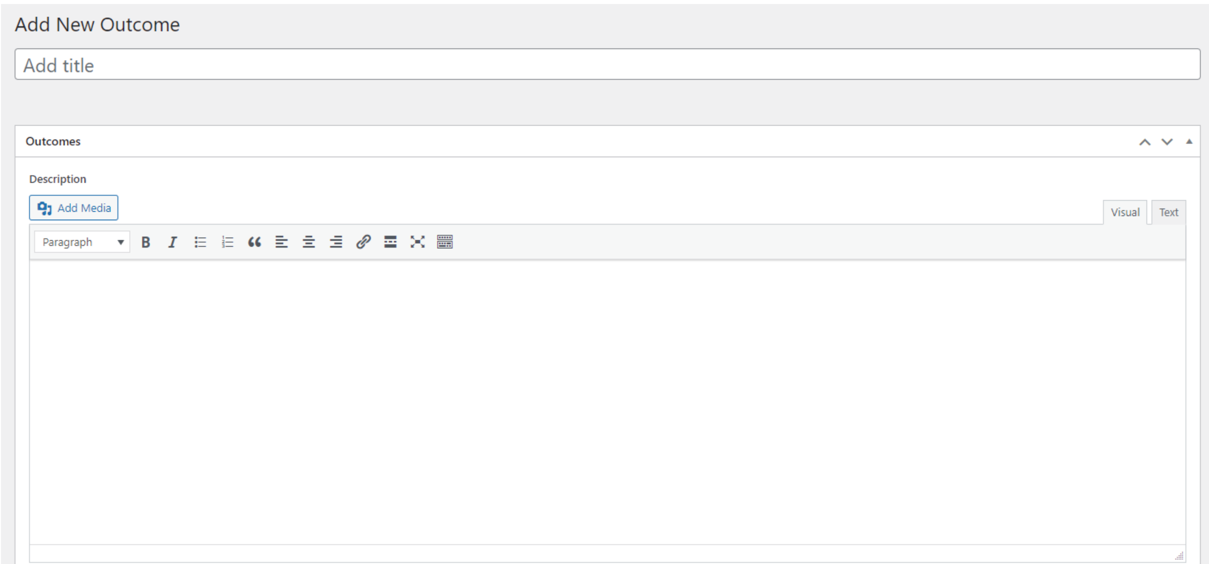

Figure 20 Add New Outcome opens

When you have added the description for project outcomes, move on to the next section titled “Tags”.

5. **Select a Tag** – Choose the most relevant tag (i.e., category) for your outcome from the list. The reason for having pre-defined tags is to ensure all project outcomes are collected under specific categories, which will be used for later filtering.

The tags are as follows:

- **Guideline or Manual**: User manuals, best practice guidelines.
- **Marketing Materials**: Brochures, podcasts, infographics, catalogues.
- **Marketing Videos**: Promotional videos, interviews, product demos.
- **Report or Analysis**: Research reports, impact assessments, feasibility studies.
- **Tools and Solutions**: Links to e-services, apps, or other tools developed during the project.
- **Other**: Any other deliverables not fitting into the above categories.

6. **Add Attachment for Project Outcome:** In the “Attachments” section, add a file (upload from your computer) or a link (provide a title and URL) that corresponds to the outcome.

Remember to click “Update” after adding the outcome to save and publish your changes.

You have now successfully added your project’s outcome. To add more outcomes, please repeat the steps starting from “Adding Project Outcomes”.

How Will It Appear on the Public Website?

The “Result Summary” you added will appear on your Project Webspace opening page, just below your featured image and introduction text. The outcomes will be listed beneath the “Result Summary.” This layout provides visitors with a comprehensive overview of what has been achieved and why, along with specific outcomes, before they delve into more detailed information on your other pages.

6. Afterword

Remember to regularly update and maintain your content on your Project webspace. The domain of each project’s webspace is named according to the project acronym at the end of the web address, for example, www.centralbaltic.eu/project/*projectacronym*.

Please note that, in addition, the Project webspace has a hidden section called "Project Stories". This section allows the Programme’s national Contact Points to create and publish stories or articles about your projects. Only authorised individuals with Contact Point roles can create and publish stories within this section and those will appear on the Project webspace opening page as well as on the respective project home page once they are published.

Tip:

If you would like to browse and filter other projects, click on the "Discover all projects" button on the main page of the Project webspace. This will take you to a page that lists all the projects that have been funded.

To filter a specific project, use the search function located at the top of the page. You can search by project name/acronym, budget, country, topics, objectives, result indicators and project size. After filtering, you can click on the project title to view more information about the selected project.

Congratulations on completing the Project Webspace user manual! You now possess the tools and knowledge to kickstart your journey towards becoming a proficient project page administrator. Enjoy the ride, embrace the challenges, and reach out if you have questions.

May your project thrive in the digital realm!

Central Baltic Programme

Annex 1. Changes made compared to the previous version of Project webspace user manual.

Changes	Page
The section was added for **changing the Featured Image of Your Project.**	Page 7
Reminder boxes were added for navigating between pages to create content on the project's Basic Information page.	Pages 8, 9, 10
The function for **adding links to partner organisation logos** was added to the Section: Project: Other logos	Page 9
The function for **choosing categories for publications** was added	Page 9
Chapter 5 was added for closing projects: Final Steps in Project Closure: Summarising Project Results and Sharing Outcomes	Page 16-18