Co-funded by
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Central Baltic Programme

PROJECT WEBSPACE USER MANUAL

Step-by-step guide to using your Project webspace

Version 3.1 (10.6.2026)

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.**

Image use and copyright

All images uploaded to your Project webspace (e.g. header background, featured image, gallery, news, events, publications) must respect copyright rules. The responsibility for using only legally permitted images lies with the project (beneficiaries). This means you should only upload images that you or your partners have created, or that are royalty-free and properly licensed for reuse. Using images without the right licence can result in copyright infringements and potential fines for which the project will be held accountable.

To stay on the safe side, always prefer your own project photos or royalty-free image sources. This not only avoids risks but also helps your webspace better reflect the unique story of your project.

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 is your project acronym in lowercase, without punctuation. For example, 'Re:Fish' becomes 'refish' and ‘50+ Go Digital’ becomes ‘50godigital’.
- 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 email 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.

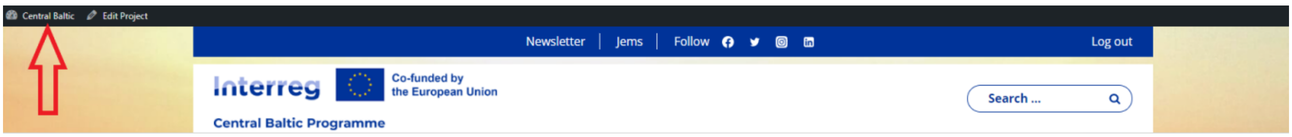

Figure 2 Accessing your admin menu

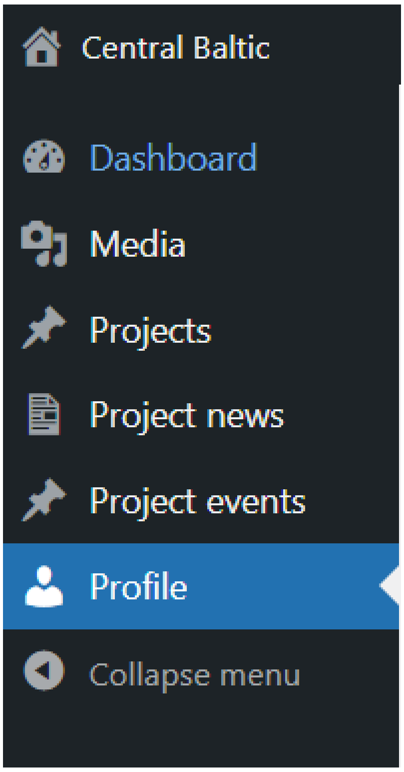

Figure 3 Select the "Profile" to review your contacts and set a new password

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).

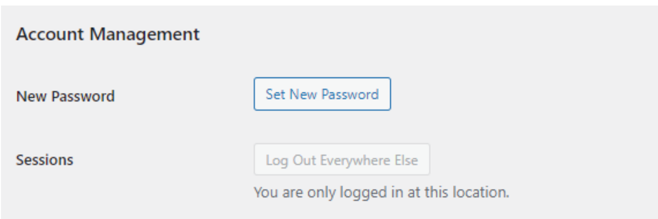

Figure 4 Setting a new password

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 reach at least 'medium' strength - include a mix of uppercase and lowercase letters, numbers, and special characters to achieve this.

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.

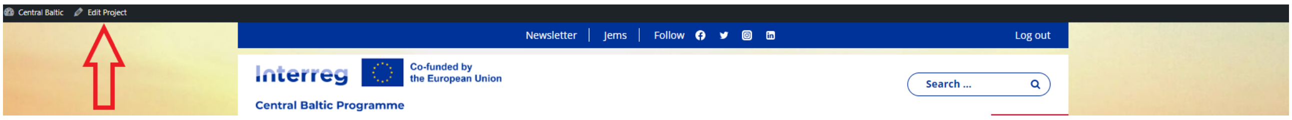

Figure 5 Editing your project webspace

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

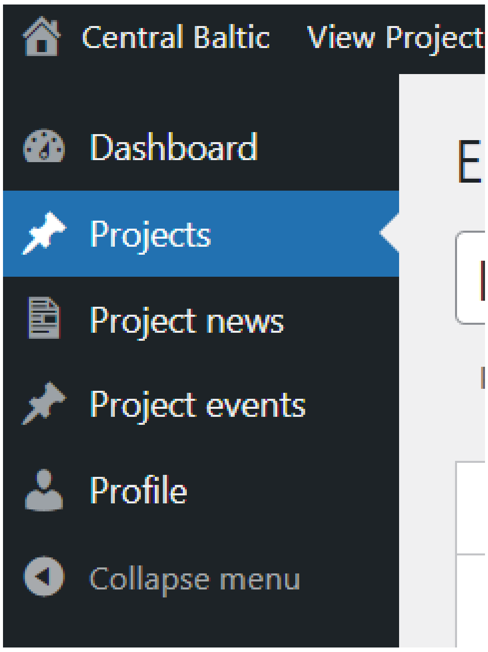

Figure 6 Select "Projects" from your main menu to edit the basic info

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 when opening your project page.

Field: Expected results

This field describes how your project will achieve its goal and what the main result will be. You can edit the existing text according to your wishes.

NB! Upon closure of your project, remember to publish the result summary (Chapter 5: Final Steps in Project Closure: Summarising Project Results and Sharing Outcomes).

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.

Should you wish 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 8).

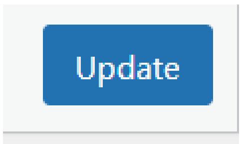

Figure 8 The "Update" button saves and publishes your changes

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 9).

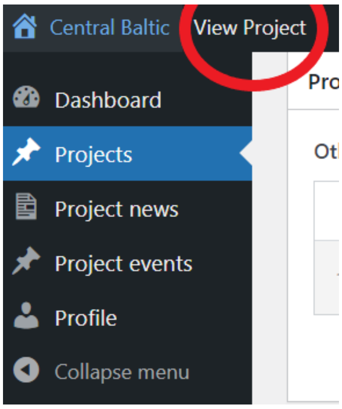

Figure 9 Selecting "View project" to see your published page

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, X (former 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.

Field: Project partners in social media

This field allows you to showcase the social media presence of your project partners. To add a partner, click on **“Add partner”** and type in the partner’s name. After that, choose **“Add item”**, select the relevant social media platform from the list (Facebook, YouTube, Instagram, X, LinkedIn, or Other) and paste the account’s URL into the field. You can add as many items as you wish for each partner, meaning that one partner can have several different social media platforms linked under their name. The process can be repeated for all partners, so there is no limit to how many partners and accounts can be included. This way, all project partners and their channels can be represented in one place.

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

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

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 publication to your webspace. Select whether you want to upload a **File** or a **Link**. If you select **File**, click the **"Add File"** button to choose files from your computer. If you select **Link**, paste the external URL to your publication. Enter a title for your content in the **"Label for link"** field. Please note that videos must first be uploaded to an external platform, such as YouTube, before they can be integrated into your webspace through the "Link" field.

Choosing categories for publications

Each publication can be assigned to a category. The default options are **Article**, **Blog**, **Publication**, or **Video**. You may use these categories to organise your materials and make the "Project Materials" page easier to navigate. Using categories helps keep your materials structured — for example, you may wish to separate reports from videos, or distinguish between blogs and official publications. Consider which structure makes your project's results most accessible and user-friendly.

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.

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).

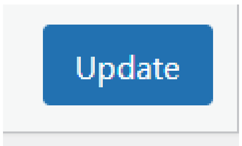

Figure 10 The "Update" button saves and publishes your changes

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

Your Project webspace is often the very first point of contact between your project and the outside world. Visitors, stakeholders, and even the European Commission will look here to understand what your project is about. That is why it is essential that you add content to your “About project” page immediately after your project starts implementation.

An empty About project page leaves a poor impression, while even a short introduction text gives credibility and makes your project visible from the very beginning. Think of this page as your project’s business card online — it tells people who you are, why your work matters, and what you plan to achieve. You can always expand and refine it later, but it must not be left blank.

The front end of your Project webspace — the part your visitors will actually see — is divided into several 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 - The main page displays information uploaded from your admin page.

Page: About project - The page where you introduce your project in detail (see guidance below).

Page: Partners - An overview of project partners and budgets from Jems, plus your project’s contact information.

Page: Project materials - Content uploaded from your admin page under Media visibility and Publications.

3.1. About project page - what to include

Every project must add text to the About project page as soon as implementation starts. Do not leave this page empty. The About project page provides an opportunity to introduce your project to visitors and explain it in more detail. Here are some suggestions for content:

- 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.

How to add content to the ‘About project’ page?

To edit your **About project** page, find the **“About project”** page in your project webspace and select it (Figure 11).

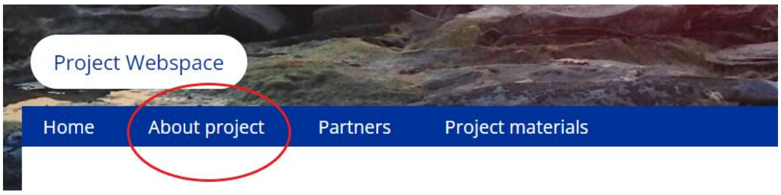

Figure 11 Your "About project" page can be accessed via your project webspace

Then click **“Edit Project page”** to open the block editor (Figure 12). Once inside the editor, you will see a blank canvas where you can add blocks of content such as text, headings, and images.

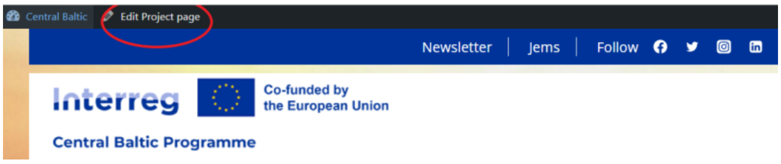

Figure 12 Select "Edit project page" to add information about your project

Click on the plus icon in the top right corner of the screen to insert a new block. Type directly into the text box or upload an image, and use the toolbar above the block to format your content. Blocks can be reordered with the up and down arrows or removed via the three dots menu. You can add as many sections as you need by repeating this process (Figures 13-14).

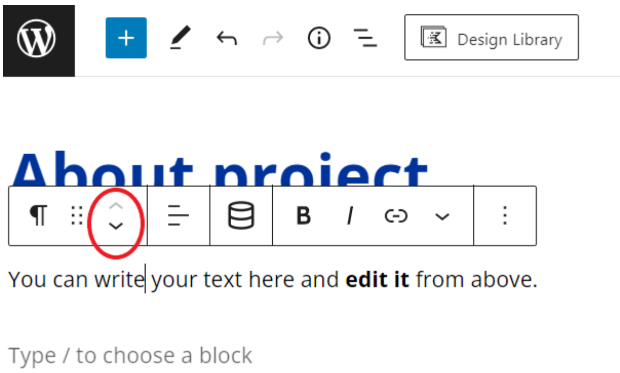

Figure 13 Moving the blocks up and down in your text editor

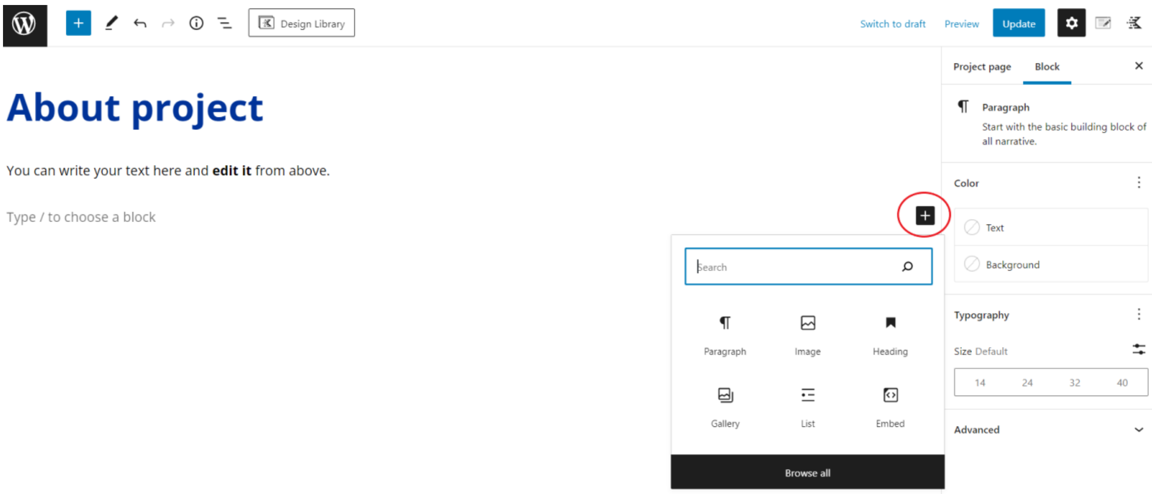

Figure 14 Adding a new section to your page

When finished, click **"Preview"** to see how the content looks on the live site, and once you are satisfied, press **"Update"** to make your changes public.

Keep your content clear, concise, and engaging. Add visuals where possible to make the page more appealing. Even a short introduction text and one image is better than leaving the page empty.

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 15).

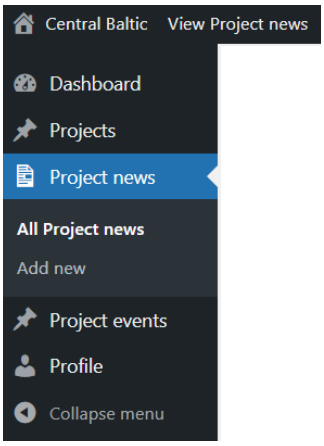

Figure 15 Select "Project news" on your admin menu

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 (Figure 16).

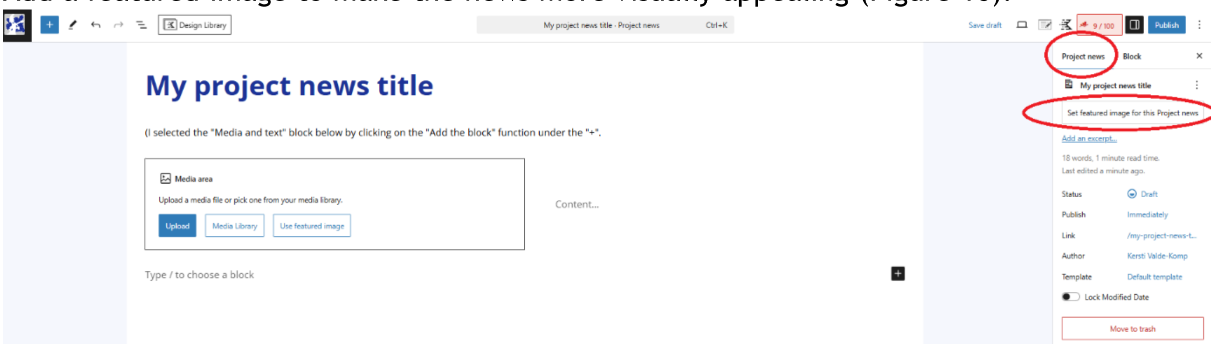

Figure 16 Adding a featured image to the news

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 17).

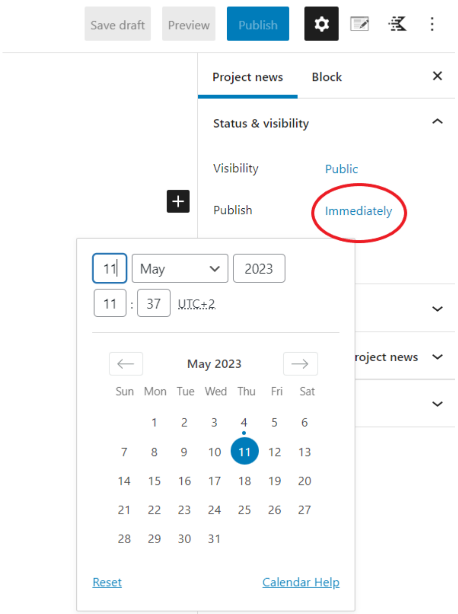

Figure 17 Publishing your news and scheduling the time of publishing

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 18).

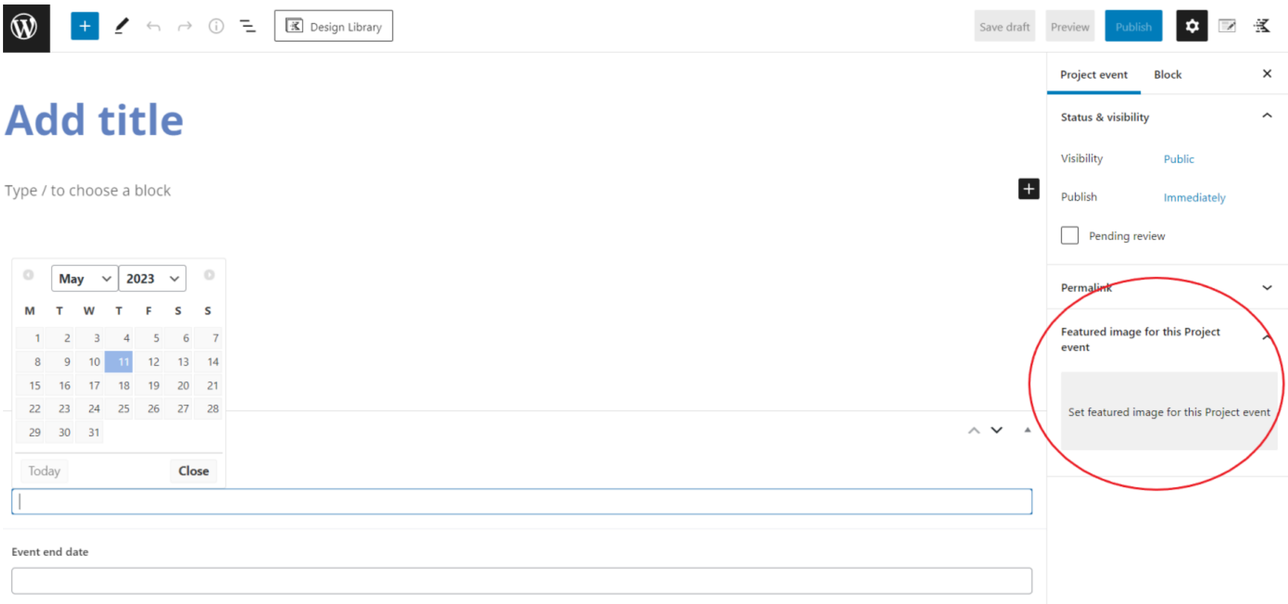

Figure 18 Adding an image for your event

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.

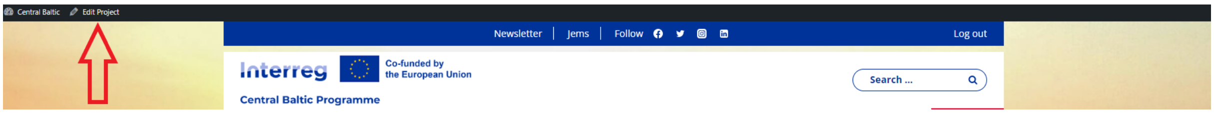

Figure 19 Editing your project

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 "Ended". 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.

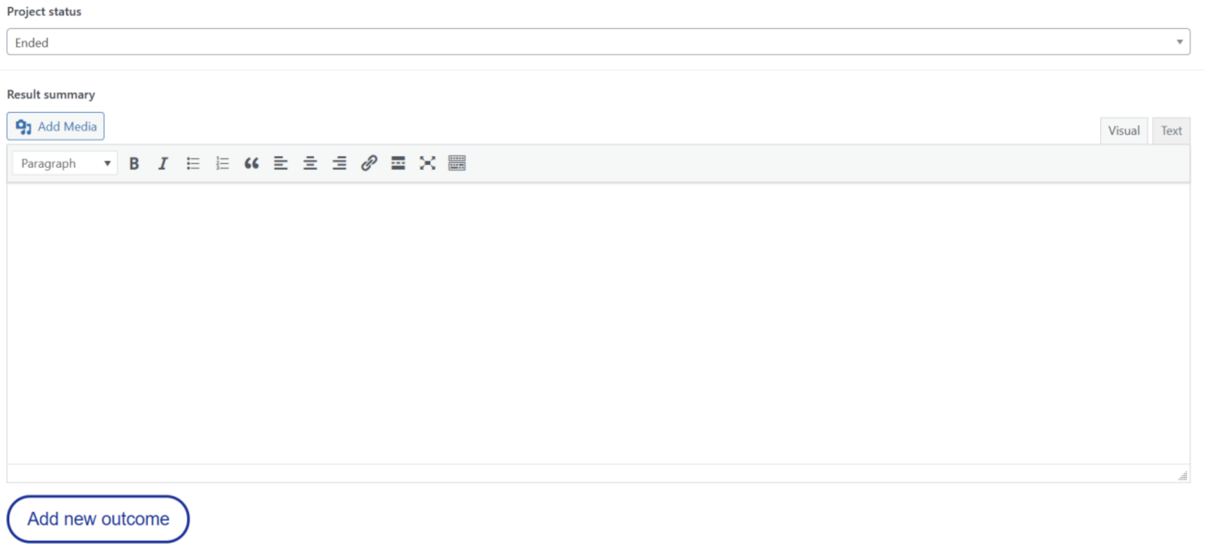

Figure 20 Your project result summary and adding a new outcome

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.

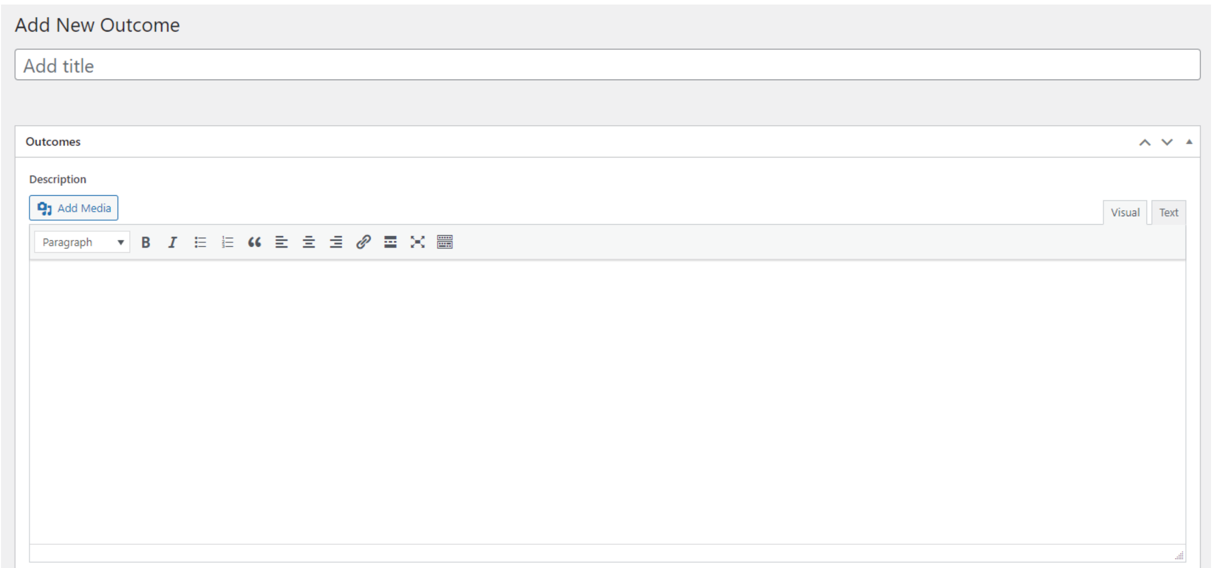

Figure 21 Add New Outcome opens

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.

The ‘Result summary’ you publish through your webspace feeds directly into the Programme's Results section at www.centralbaltic.eu/projects/results. This is the Programme's public showcase of what Central Baltic-funded projects have achieved across the region. Once your project is marked as ended and your result summary and outcomes have been published, your project will appear under Ended projects, and your individual outcomes will be listed and filterable under Outcomes - organised by category such as guidelines, reports, tools, or videos. The Results section also features Stories: in-depth articles written by the Programme's national Contact Points that bring project achievements to life for a broader audience. The more complete and clearly written the information you provide in your webspace, the better your project's results can be communicated and discovered by policymakers, other projects, and the wider public long after your project has closed.

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*.

Your Project webspace also includes 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.

You have now completed the Project Webspace user manual. If you have questions or encounter any issues, please contact the Joint Secretariat.

Central Baltic Programme

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

Change	Page
Figure numbering corrected throughout document	5–21
Editorial corrections to phrasing and tone made throughout document	Various
"Twitter" updated to "X" in social media fields list	8
New paragraph added on the Programme's Results section (centralbaltic.eu/projects/results)	21