Interreg Co-funded by the European Union

Alpine Space

User manual
Project websites

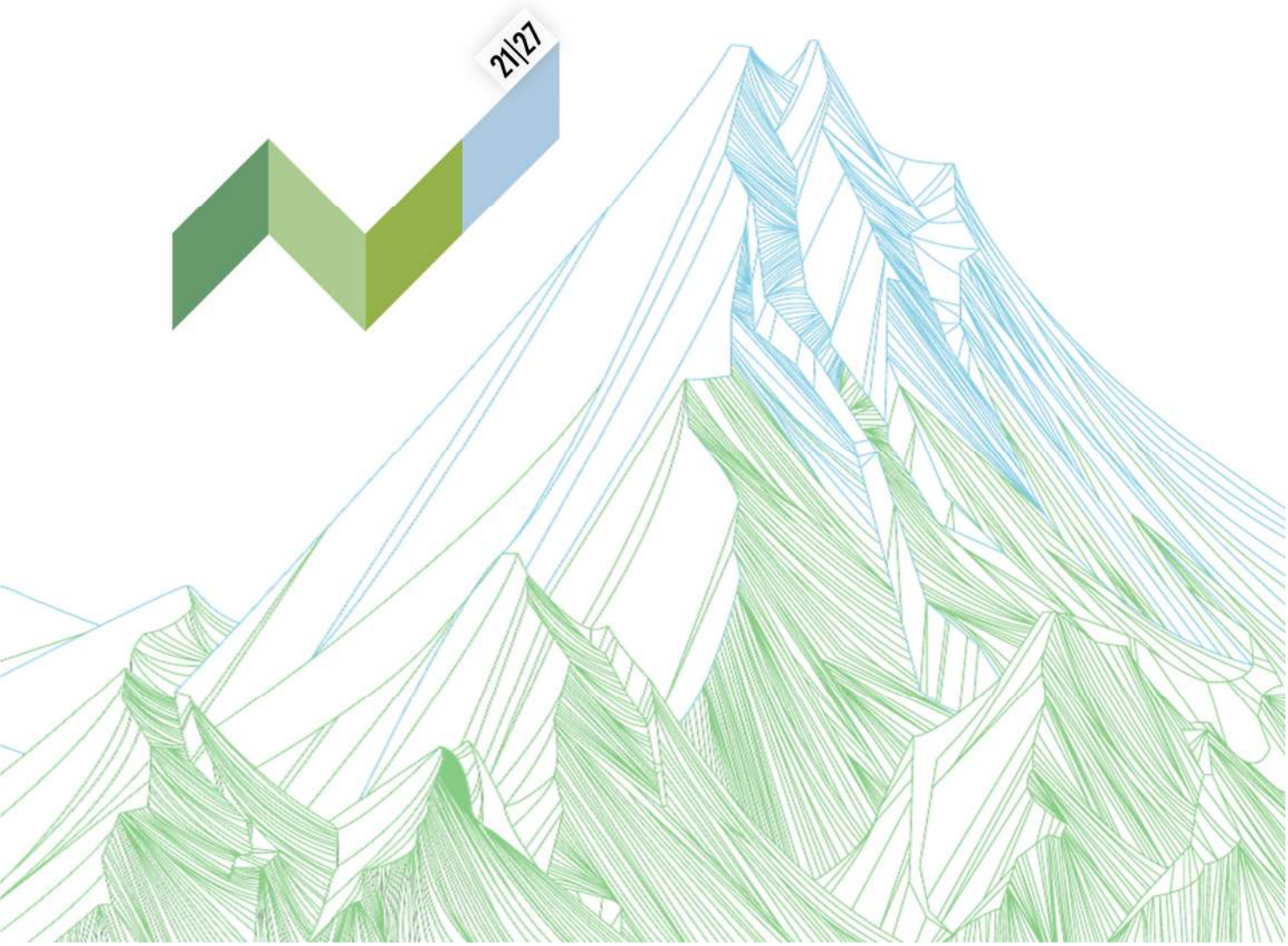


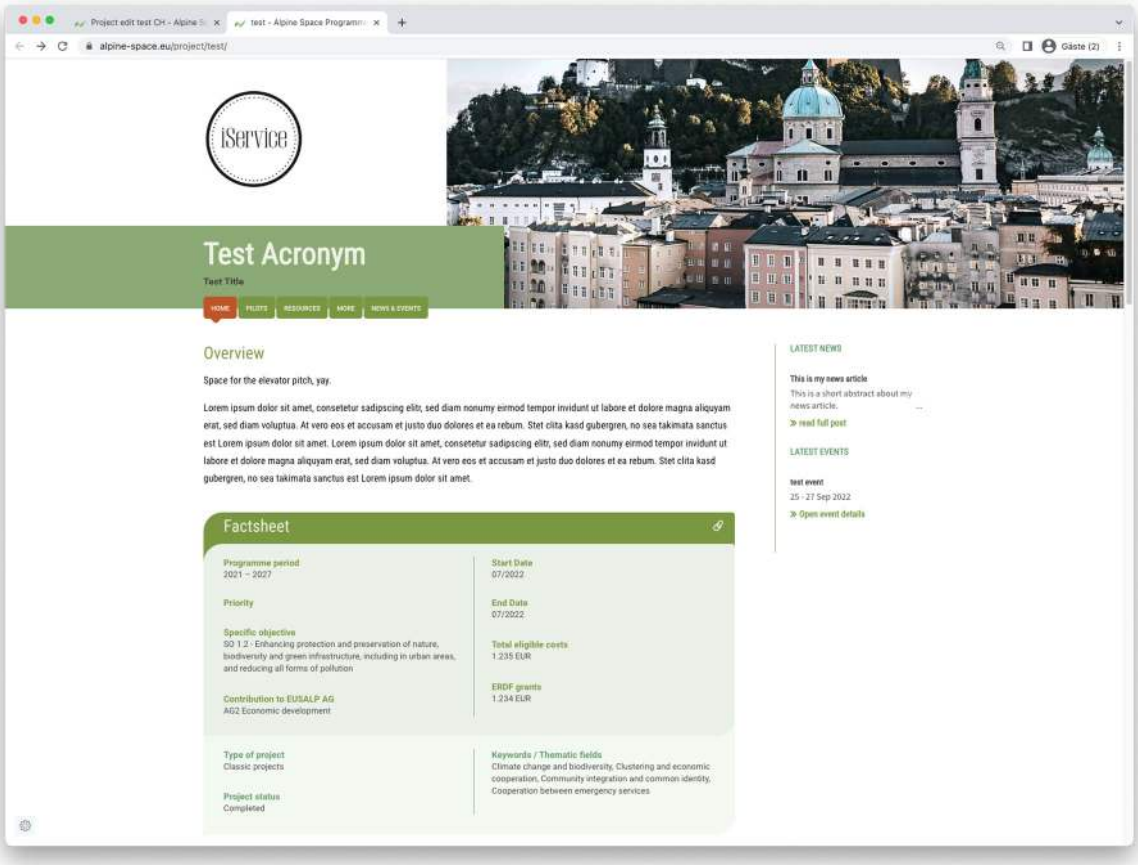
Table of content

1 Introduction 3
2 Access 4
3 General information 7
4 General rules 9
5 Detailed page information 10
5.1 Basic information 10
5.2 Factsheet 12
5.3 Partners 14
5.4 Media 16
5.5 Footer 20
5.6 Pilots 21
5.7 Outputs 23
5.8 Resources 25
5.9 News articles 30
5.10 Events 31
5.11 ADD-Ons 34
6 Tips for a good project website 36
6.1 Homepage: catch your visitor's attention 36
6.2 Outcomes: promote your results 36
6.3 Pilots: promote your local activities (optional) 36
6.4 Resources: share further documents and visuals 36
6.5 More: a free space to tailor to your project needs 37
6.6 News & Events: your project makes the headlines 37
6.7 Further useful tips 37

1 Introduction

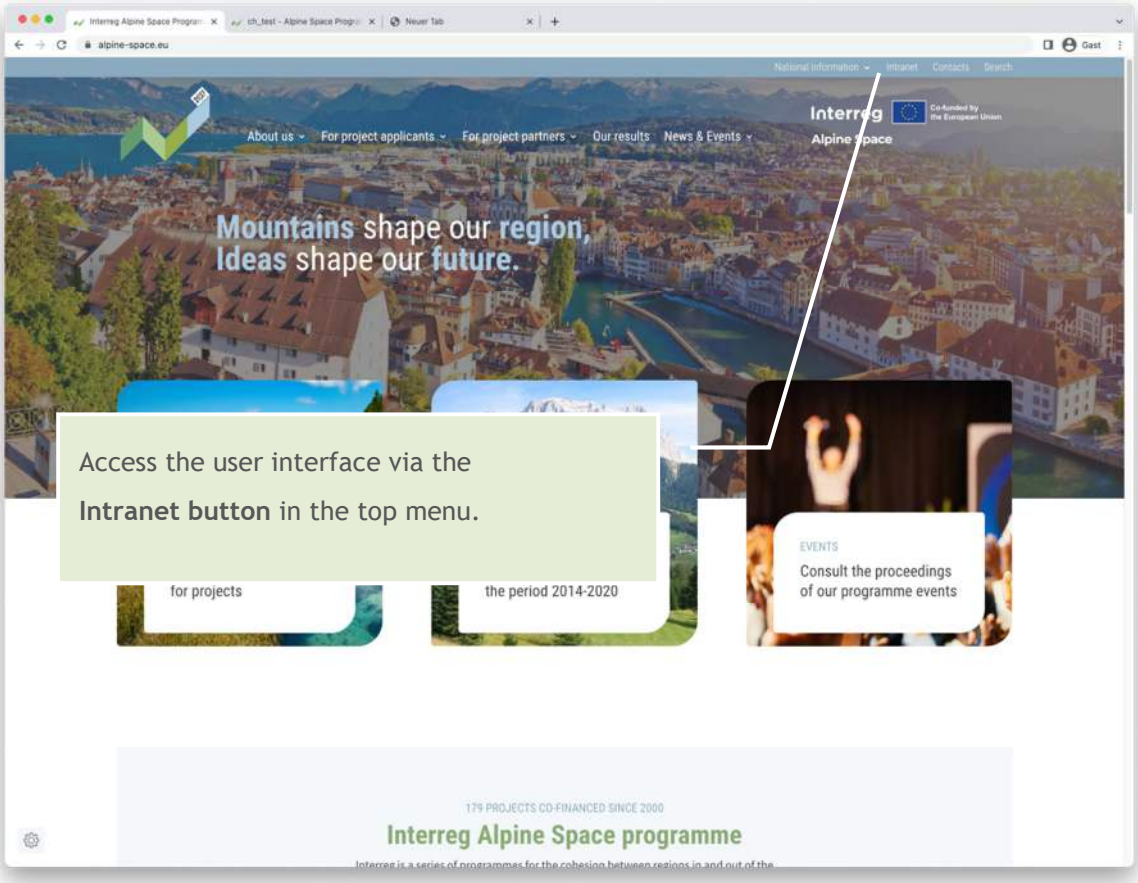
Welcome on board!

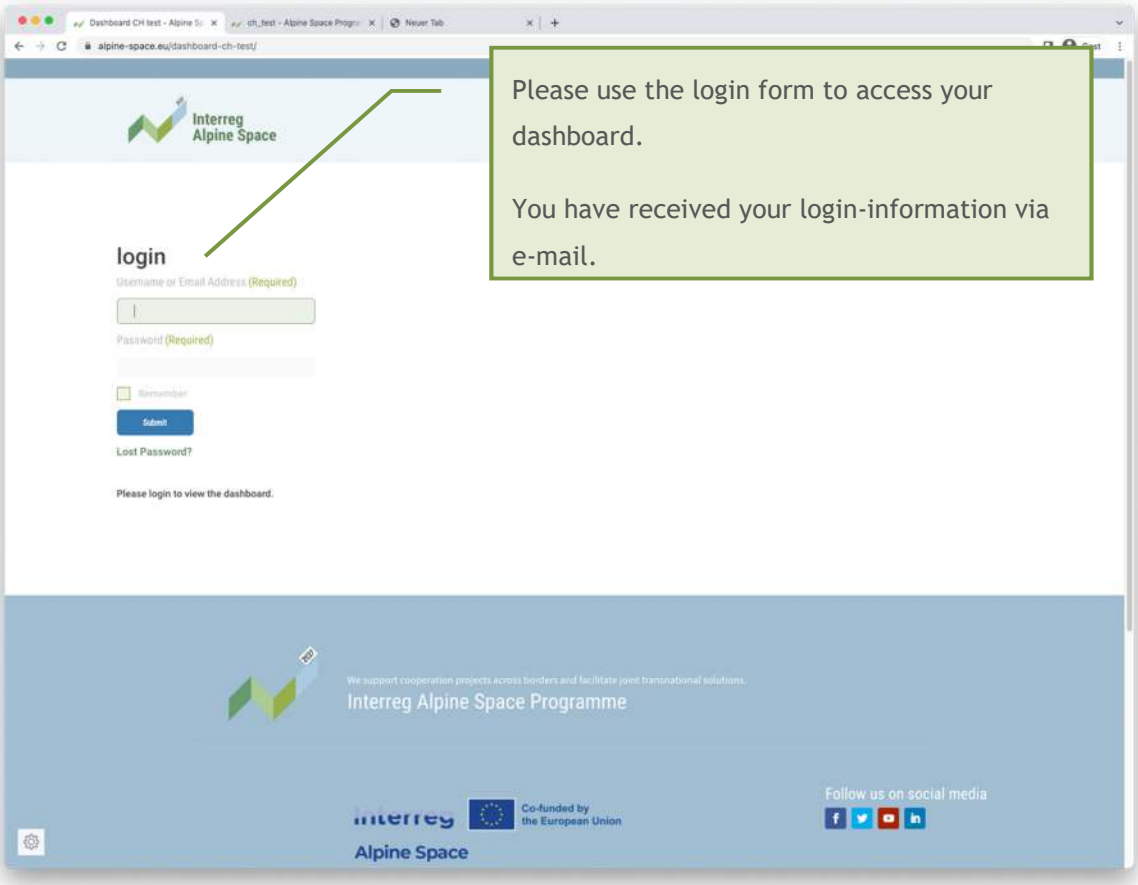
We are happy to provide you with your new project page and this manual to describe how to include & adapt the provided information.



2 Access

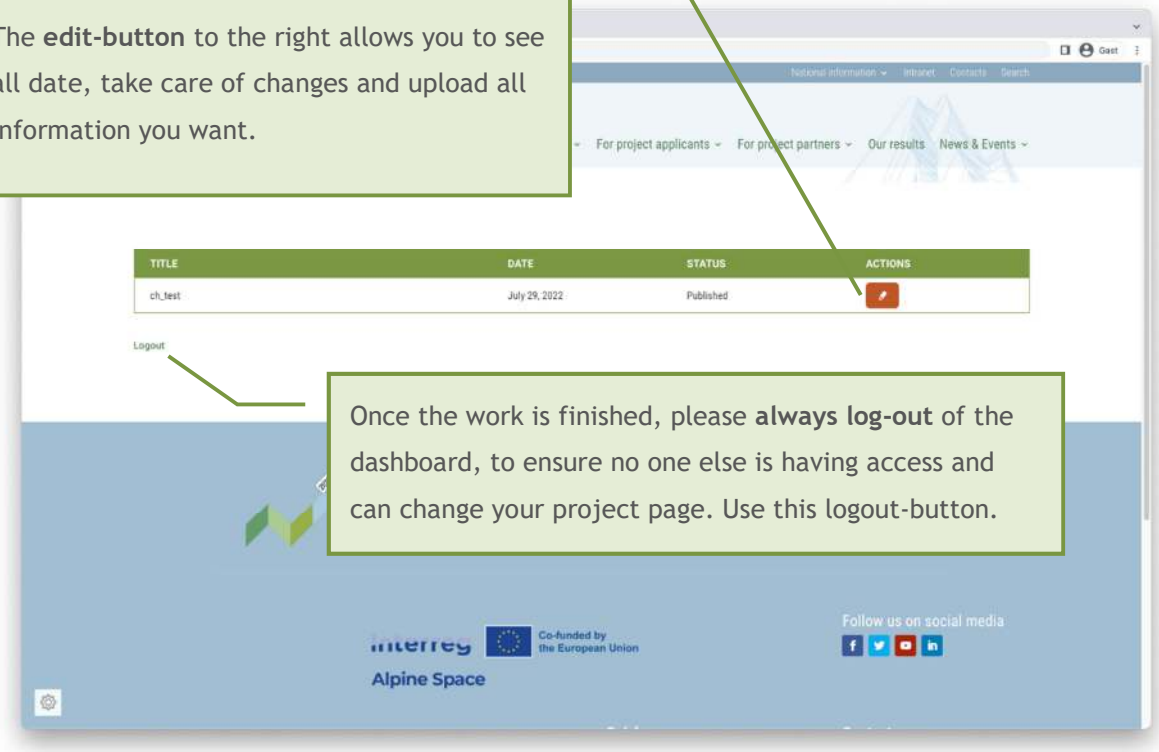
To access your personal project dashboard via the main website, please click **“Intranet”**, located at the top menu bar and use the appearing login-form.




Please use the login form to access your dashboard.
You have received your login-information via e-mail.
Interreg Alpine Space
login
Username or Email Address (Required)
Password (Required)
Remember
Submit
Lost Password?
Please login to view the dashboard.
We support cooperation projects across borders and facilitate joint transnational solutions.
Interreg Alpine Space Programme
Co-funded by the European Union
Alpine Space
Follow us on social media

In your **personal user dashboard**, you will see the overview of your project.

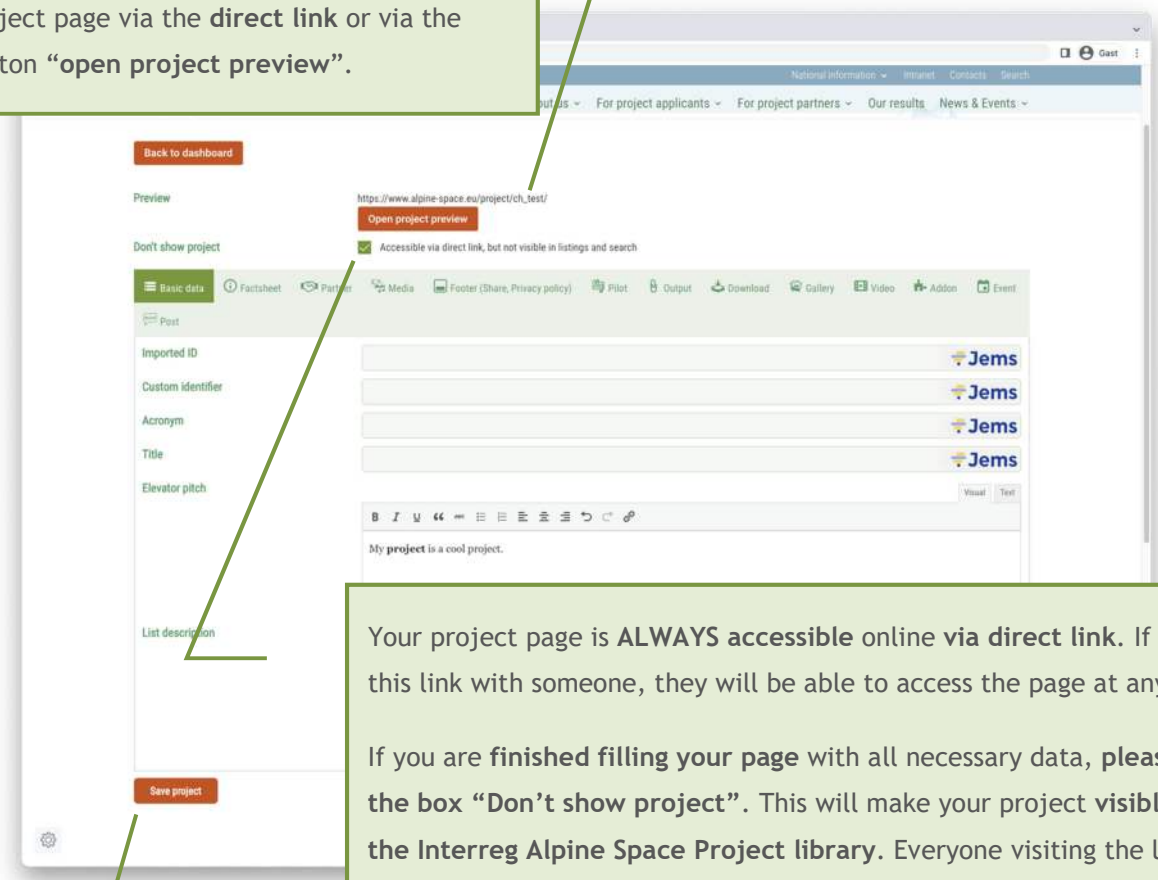
The **edit-button** to the right allows you to see all date, take care of changes and upload all information you want.



3 General information

Let's start with general information on how to use the interface.

Access the preview of the live version of your project page via the **direct link** or via the button **"open project preview"**.



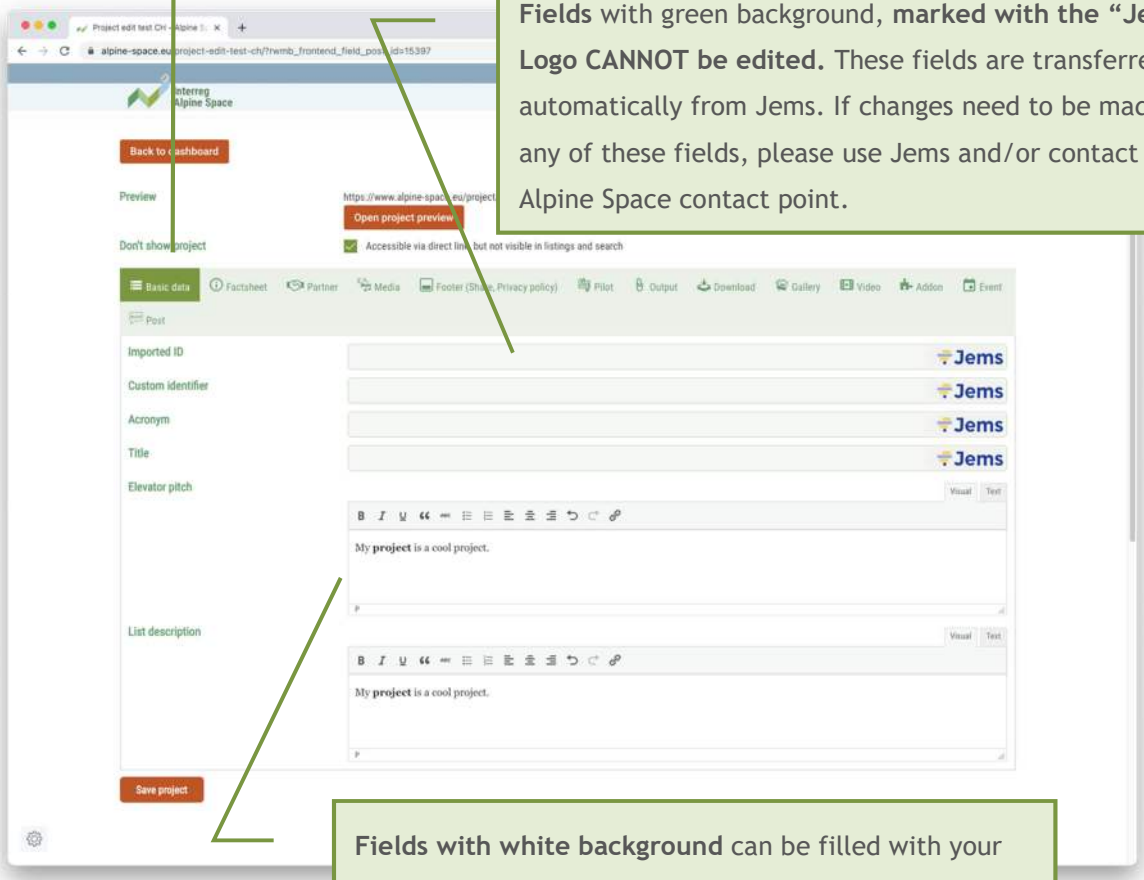
Your project page is **ALWAYS accessible** online **via direct link.** If you share this link with someone, they will be able to access the page at any time.

If you are **finished filling your page** with all necessary data, **please untick the box "Don't show project"**. This will make your project **visible within the Interreg Alpine Space Project library.** Everyone visiting the library will be able to search for your project & visit your project page.

Once you are finished working on the data, please click **"save project"** to make these changes visible on the frontend.
If you work in different tabs, please make sure you save **every time before switching tabs.**

Please use the **tabs** on the top to navigate through the different parts of your project page.

Fields with green background, **marked with the "Jems" Logo CANNOT be edited.** These fields are transferred automatically from Jems. If changes need to be made in any of these fields, please use Jems and/or contact your Alpine Space contact point.



Fields with white background can be filled with your information. Do not forget to save your changes every time you change tabs ☺

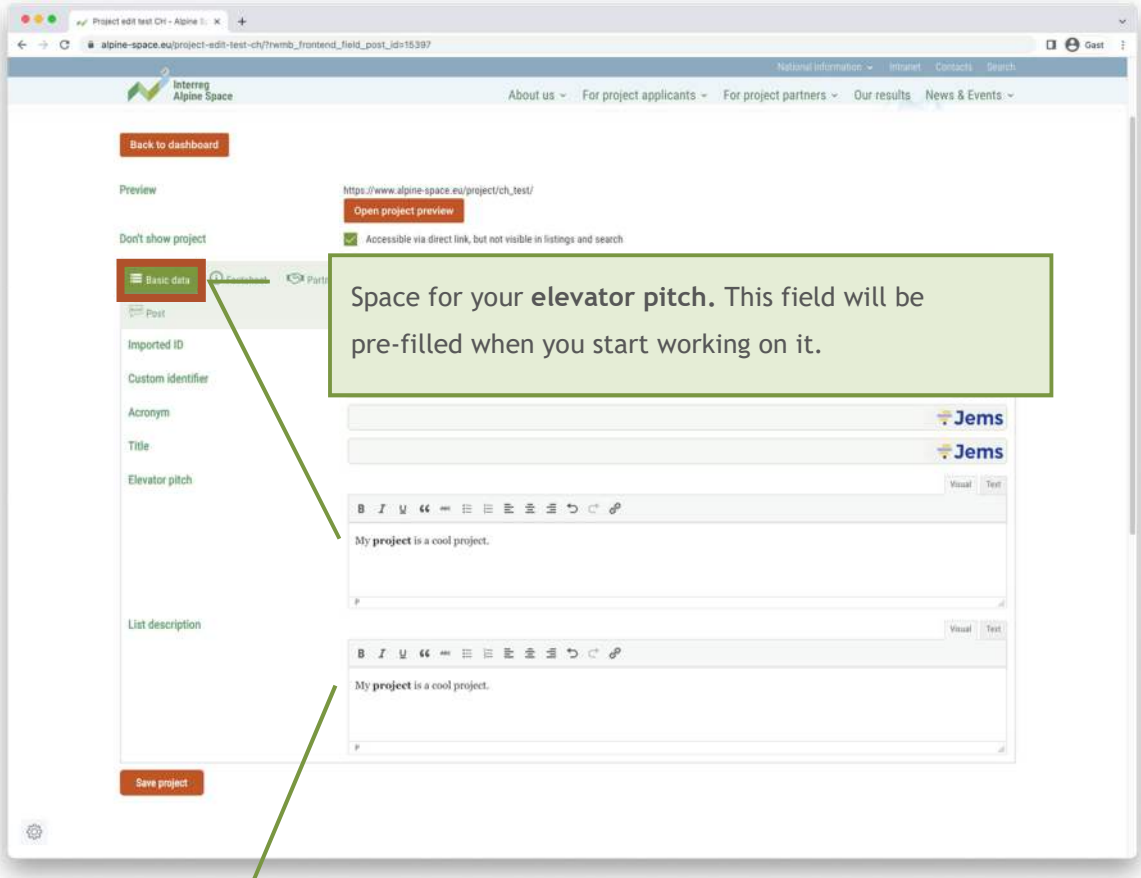
4 General rules

- Fields marked with JEMS cannot be adapted via the interface. This information is provided via JEMS directly. If you need any changes regarding this data, please contact the project officer in charge of your project at the Joint Secretariat.
- Please do not copy text directly from another website and/or software like word, pages, etc. This might lead to transferring unwanted formats and weird looks in the frontend. You should either copy your text in a text editor to remove formatting (such as Notepad++) and then copy it in the field or copy your text directly in the “Text” tab, above the field and then make your formatting changes in the “Visual” tab.

5 Detailed page information

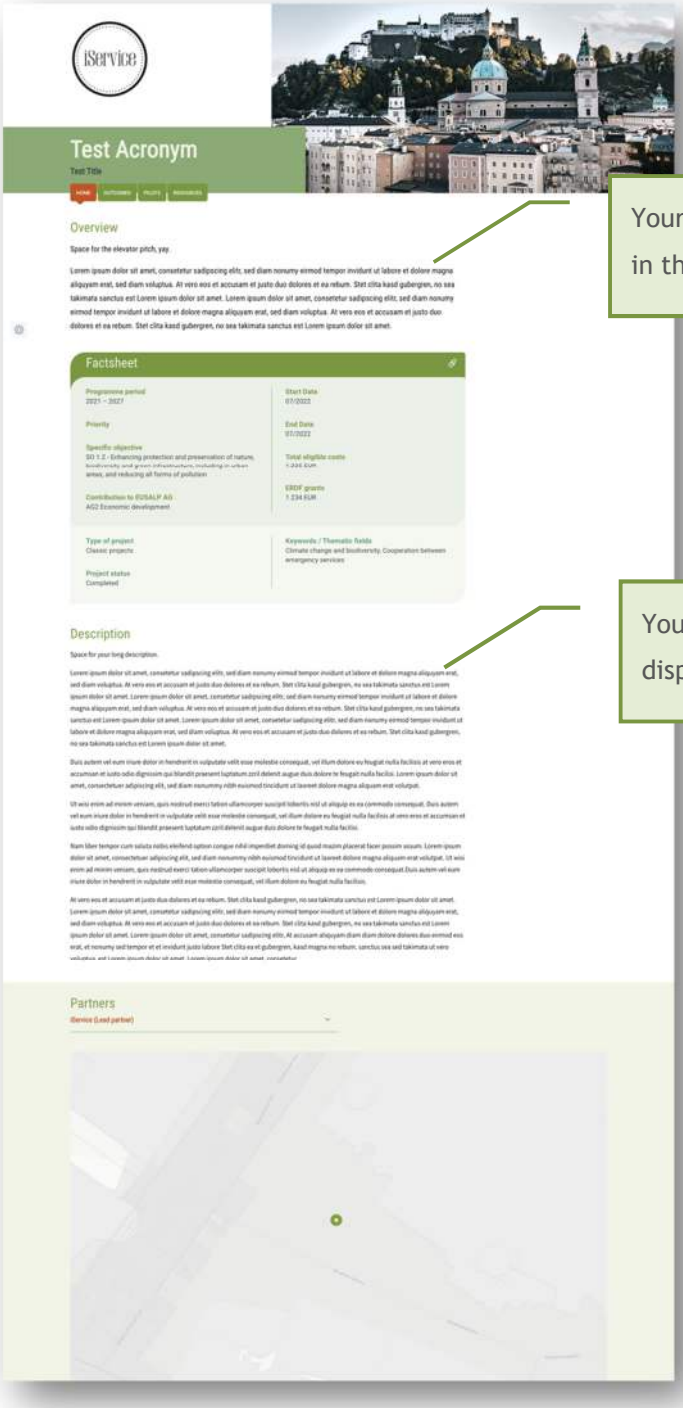
5.1 Basic information

We will start with adapting the information provided on your front page.



Space for your **elevator pitch.** This field will be pre-filled when you start working on it.

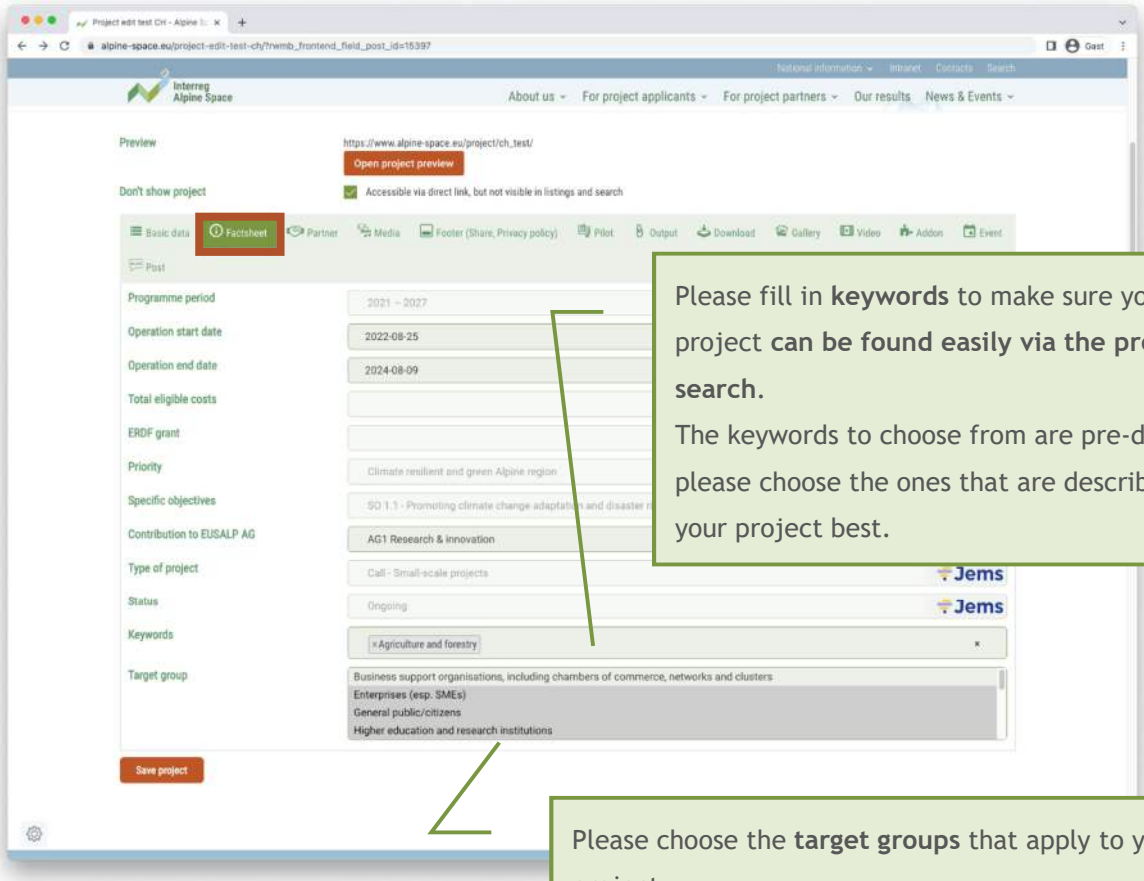
Space for the long description of your project. You can use this field to provide more detailed information, but **please limit it to around 500 words.**



Your elevator pitch will be displayed in this position.

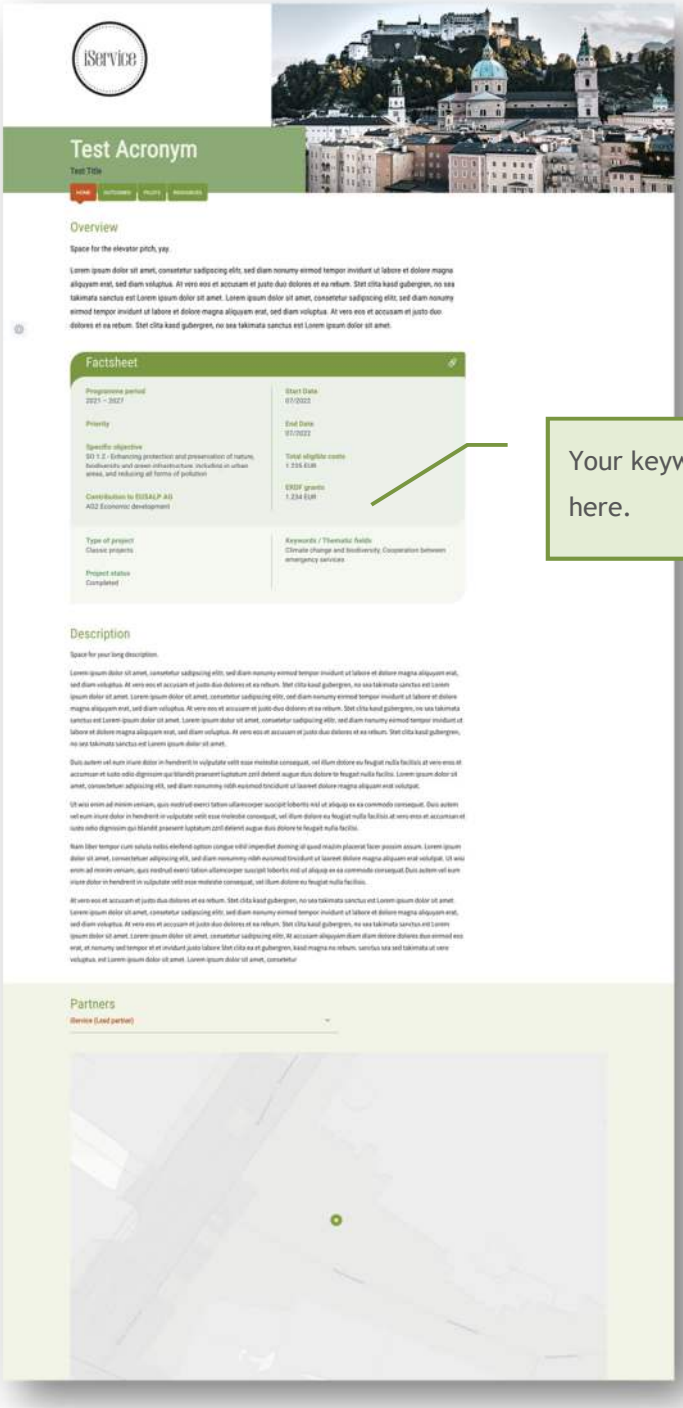
Your long description will be displayed here.

5.2 Factsheet



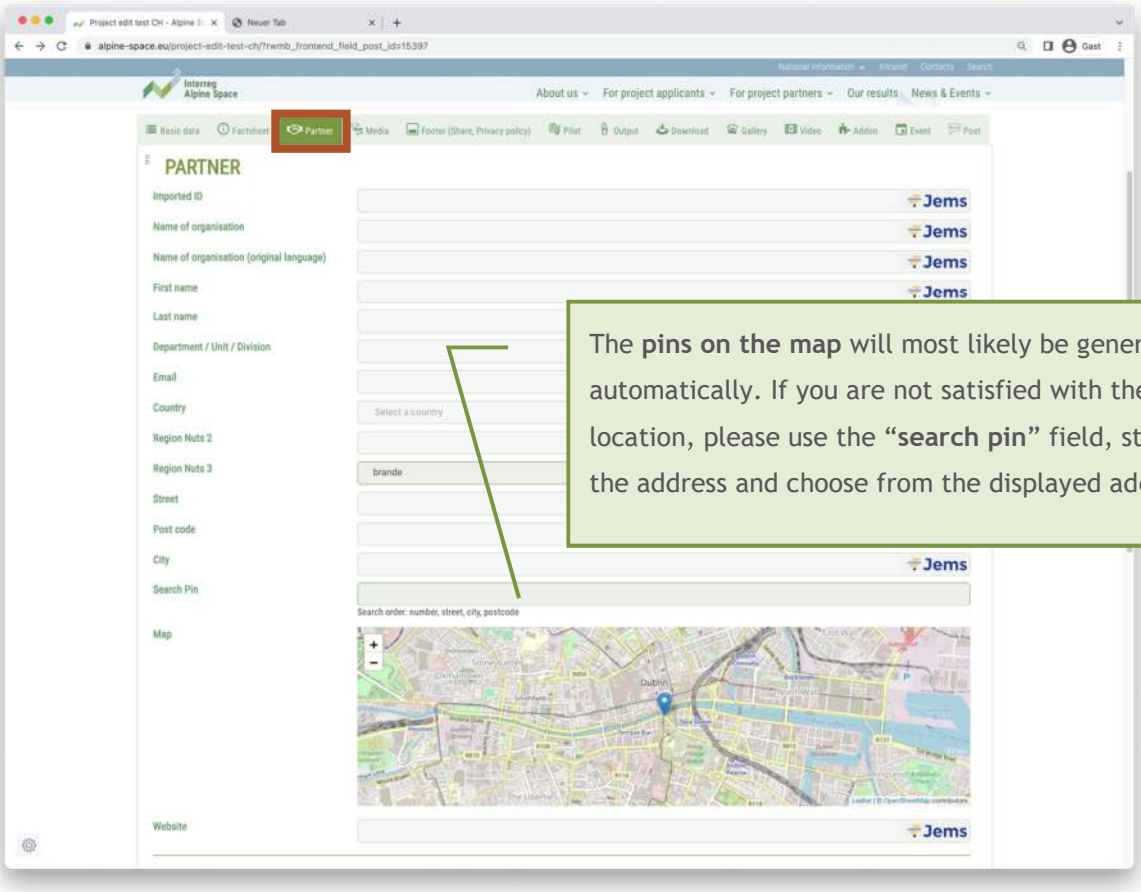
Please fill in **keywords** to make sure your project **can be found easily via the project search.**
The keywords to choose from are pre-defined, please choose the ones that are describing your project best.

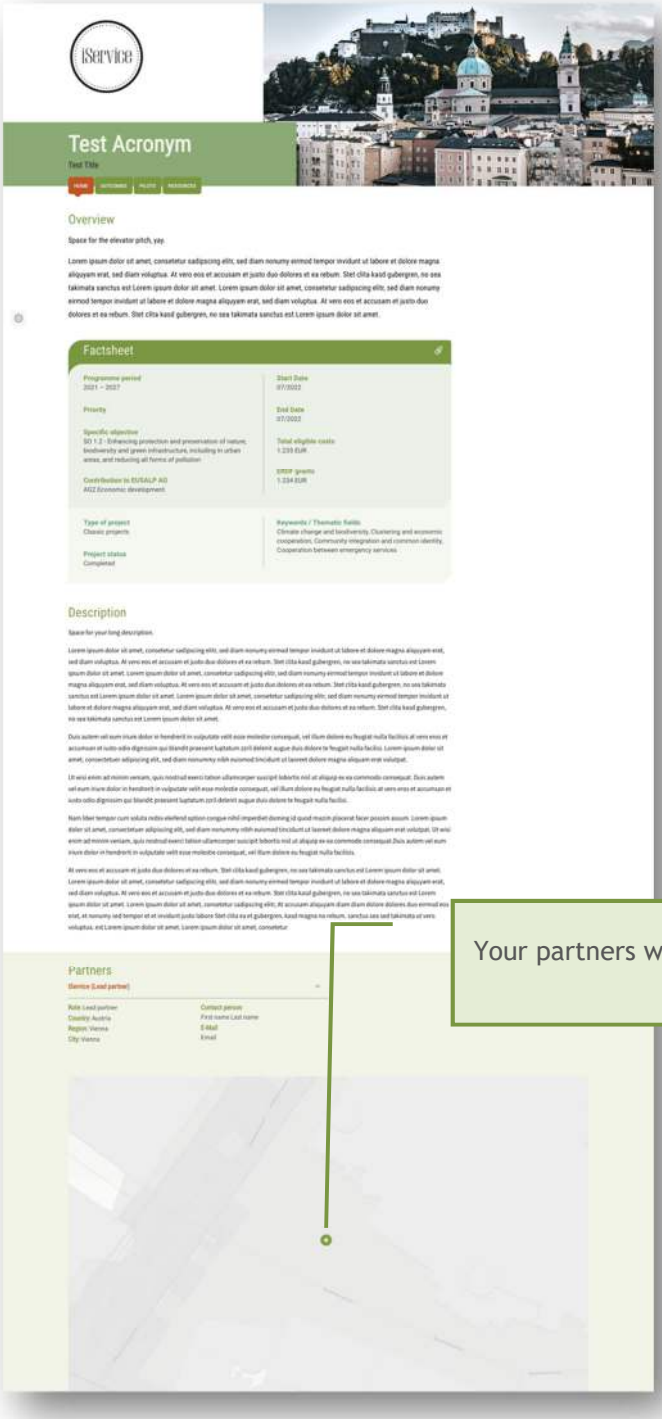
Please choose the **target groups** that apply to your project.
You can choose more than one by pressing **strg/control**.



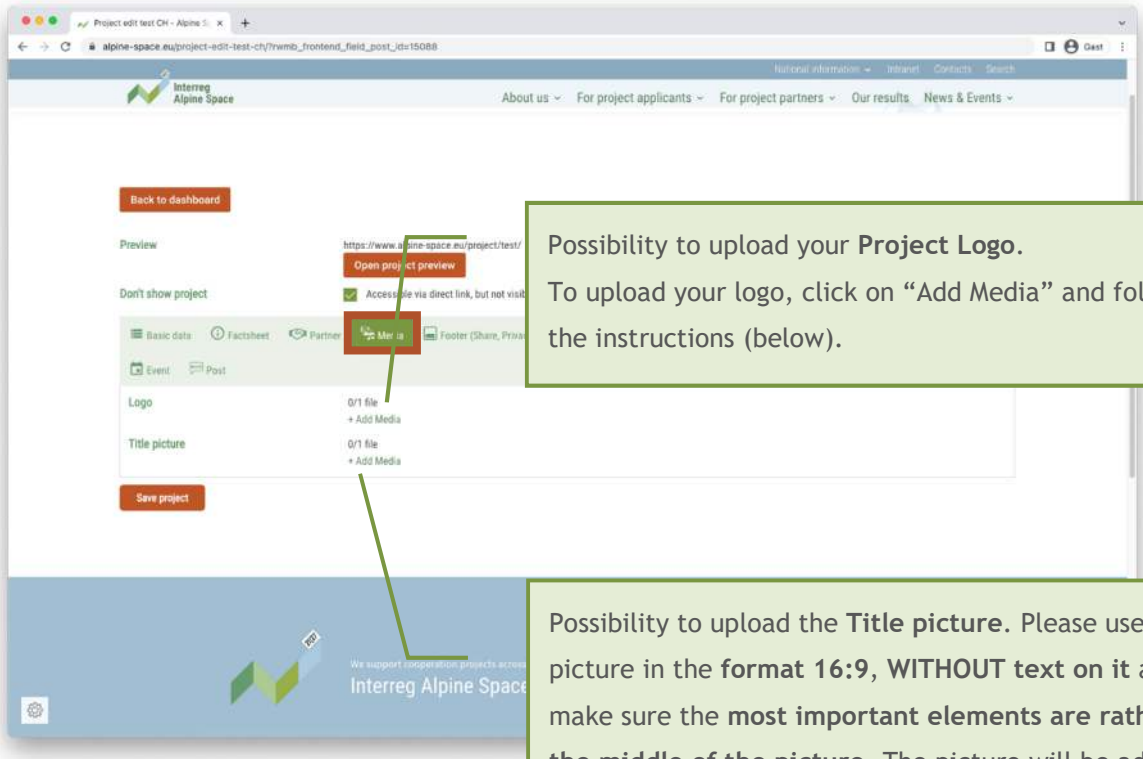
Your keywords will be displayed here.

5.3 Partners


PARTNER
Imported ID
Name of organisation
Name of organisation (original language)
First name
Last name
Department / Unit / Division
Email
Country
Region Nuts 2
Region Nuts 3
Street
Post code
City
Search Pin
Map
Website
Jems
The pins on the map will most likely be generated automatically. If you are not satisfied with the display location, please use the "search pin" field, start typing the address and choose from the displayed addresses.


iService
Test Acronym
Test Title
Overview
Space for the elevator pitch, yay.
Factsheet
Description
Partners
Your partners will be displayed as pins on the map.

5.4 Media

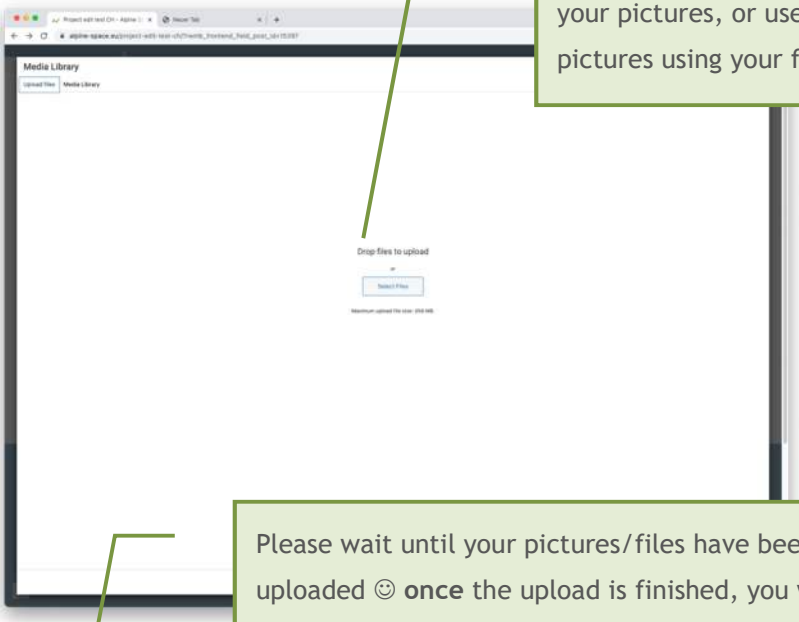


Possibility to upload your **Project Logo**.
To upload your logo, click on "Add Media" and follow the instructions (below).

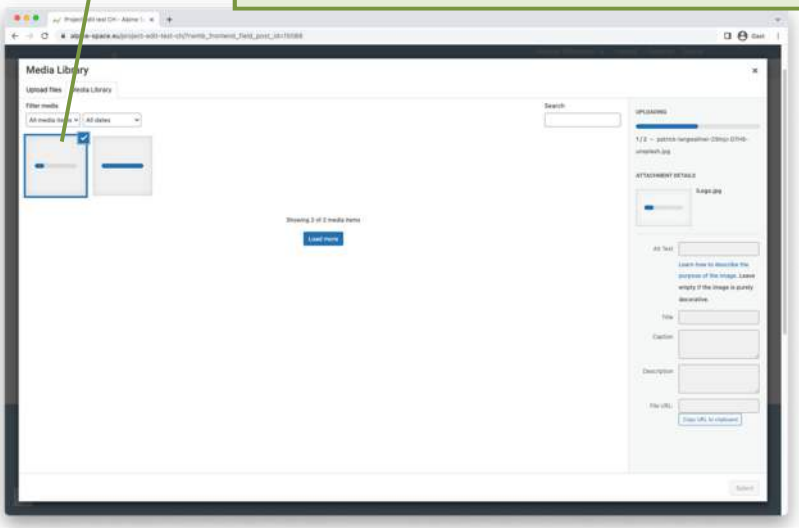
Possibility to upload the **Title picture**. Please use a picture in the **format 16:9**, **WITHOUT text on it** and make sure the **most important elements are rather in the middle of the picture**. The picture will be adjusted to the screen size of the viewer, and it is always aligned in the middle.
To upload your picture, click on "Add Media" and follow the instructions (below).

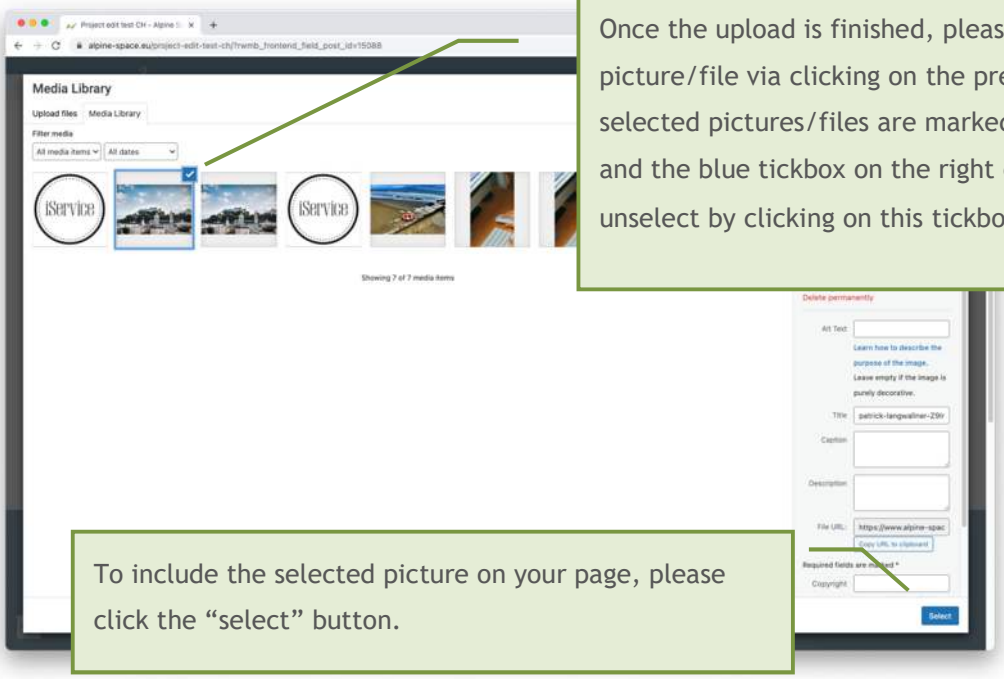
Media Upload Screen (Pop-up)

You have the possibility to use drag & drop to include your pictures, or use the button “select files” to browse pictures using your file structure.



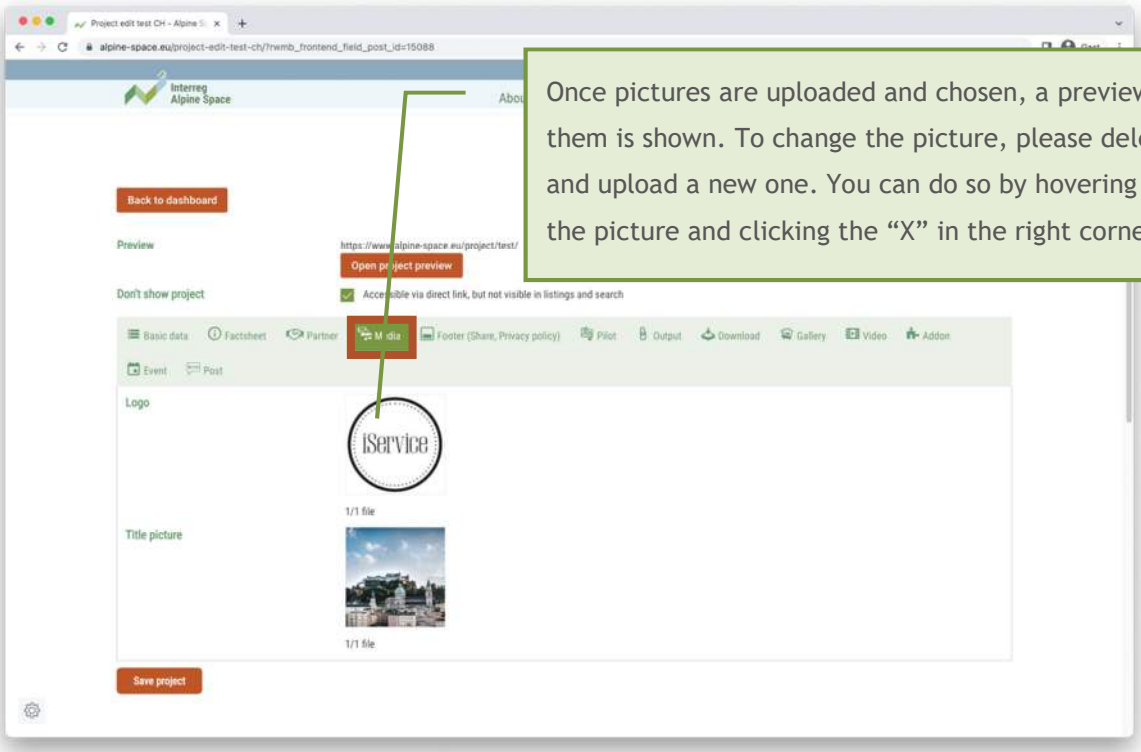
Please wait until your pictures/files have been uploaded ☺ **once** the upload is finished, you will see a preview-picture.



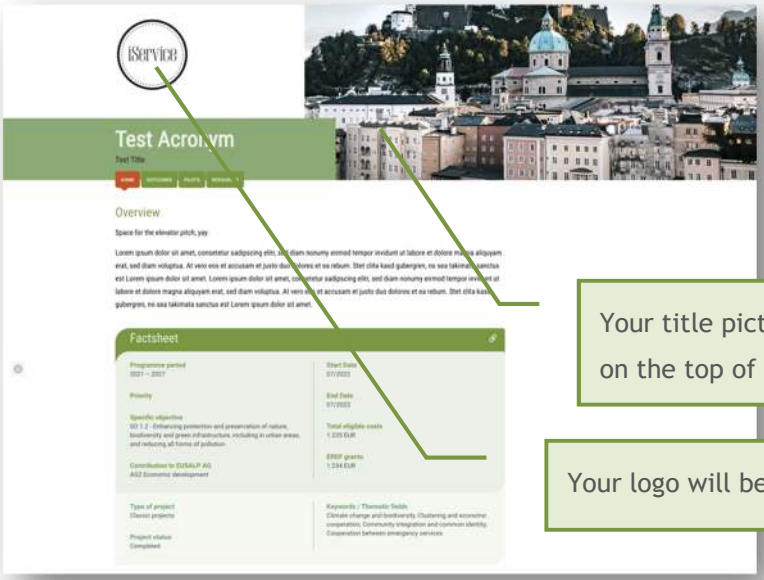


Once the upload is finished, please select the picture/file via clicking on the preview-picture. The selected pictures/files are marked with the blue border and the blue tickbox on the right corner. You can unselect by clicking on this tickbox.

To include the selected picture on your page, please click the “select” button.



Once pictures are uploaded and chosen, a preview of them is shown. To change the picture, please delete it and upload a new one. You can do so by hovering over the picture and clicking the “X” in the right corner.

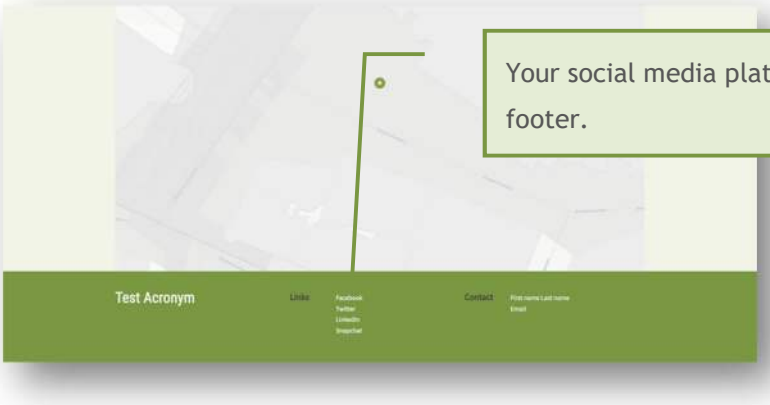


Your title picture will be displayed on the top of the page.

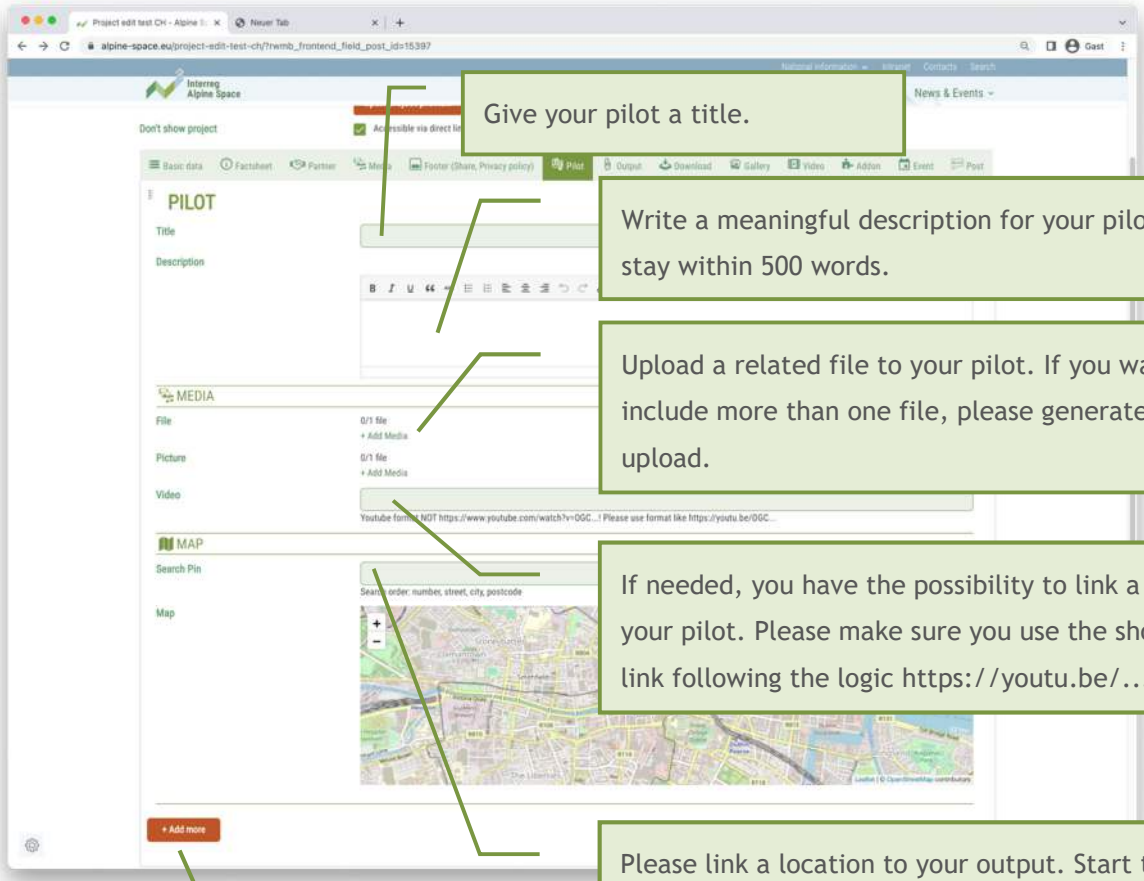
Your logo will be displayed on the top of the page.

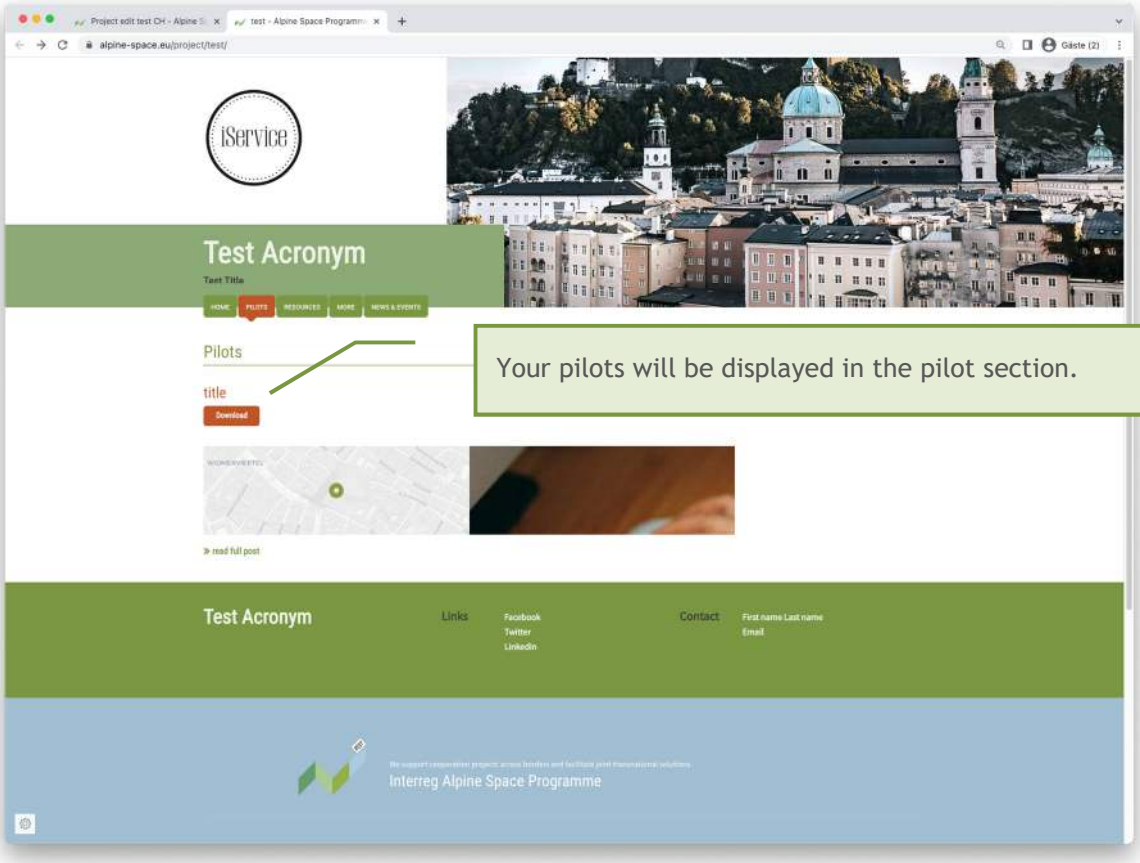
5.5 Footer

If you are using social media platforms to promote your project, you have the possibility to share the links with your visitors. Please include the URLs here, make sure these are provided in the right format with **https://** up front.
Back to dashboard
Preview
Open project preview
Don't show project
Facebook Link
Twitter Link
LinkedIn Link
Snapchat Link
Privacy policy
Save project
You have the possibility to upload a **privacy policy** statement. Please make sure it is a pdf-file.
Interreg Alpine Space Programme
Co-funded by the European Union
Follow us on social media


Your social media platforms will be displayed in the footer.
Test Acronym

5.6 Pilots

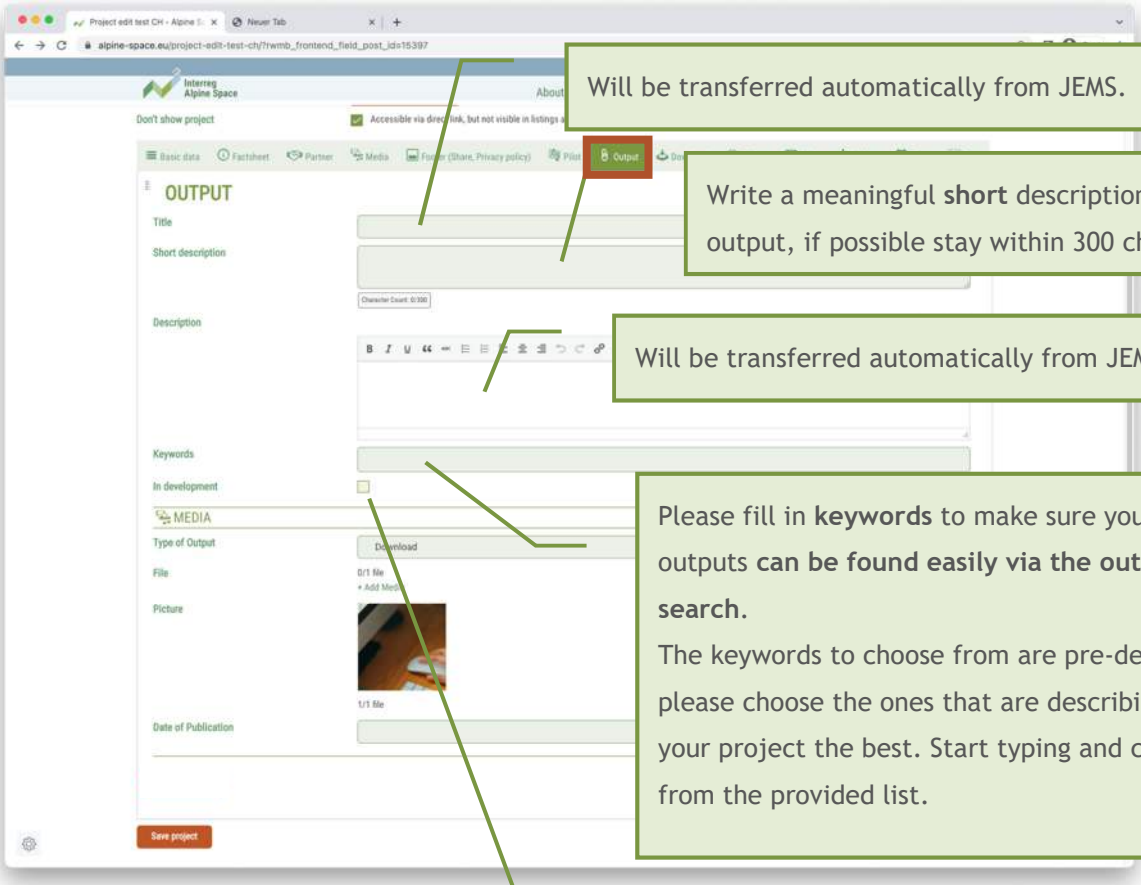

Give your pilot a title.
Write a meaningful description for your pilot, if possible stay within 500 words.
Upload a related file to your pilot. If you want to include more than one file, please generate a zip-file to upload.
If needed, you have the possibility to link a video to your pilot. Please make sure you use the short YouTube-link following the logic https://youtu.be/...
Please link a location to your output. Start typing the address and choose from the provided preview-addresses.
If you want to add more pilots, please click on “add more” and follow the above-described procedure.
PILOT
Title
Description
MEDIA
File
Picture
Video
MAP
Search Pin
Map
+ Add more

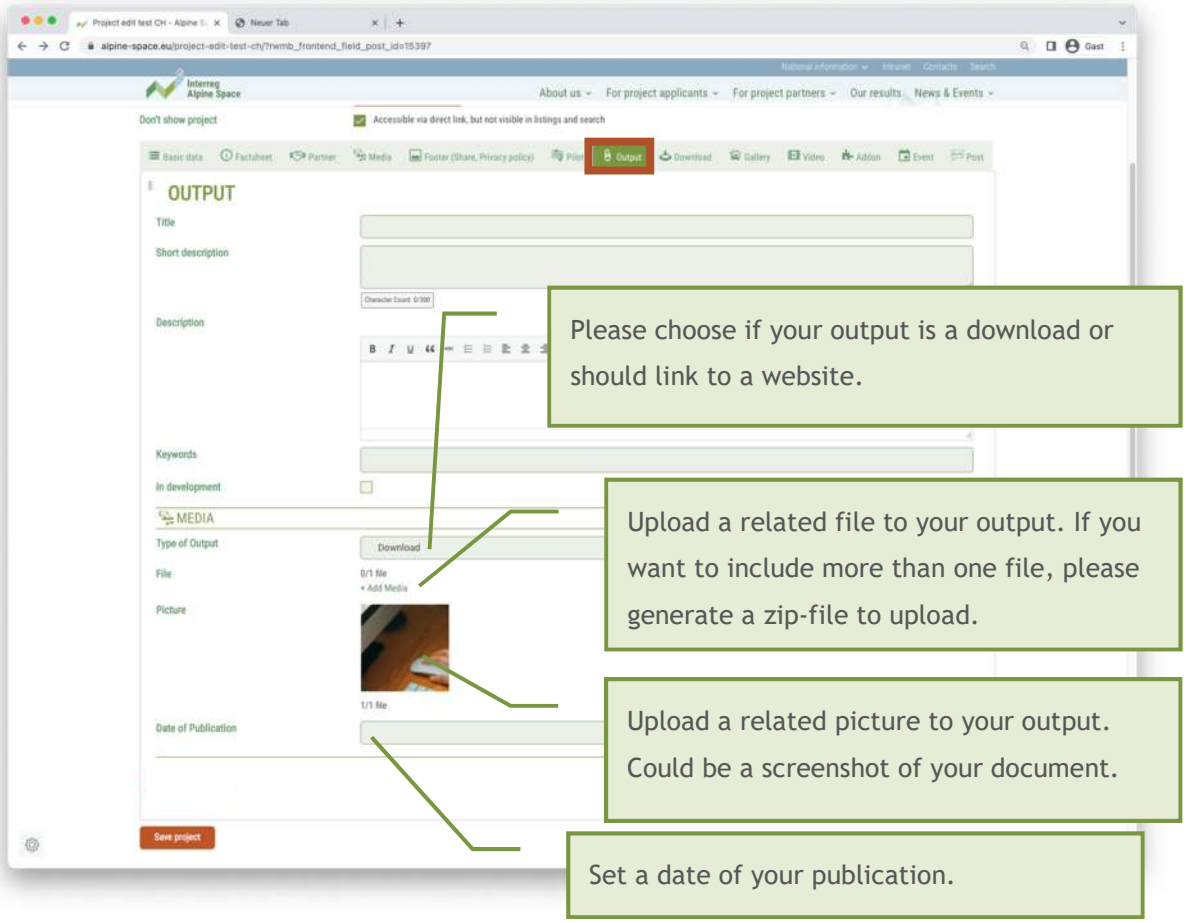

alpine-space.eu/project/test/
iService
Test Acronym
Test Title
HOME
PILOTS
RESOURCES
MORE
NEWS & EVENTS
Pilots
title
Download
» read full post
Test Acronym
Links
Facebook
Twitter
LinkedIn
Contact
First name Last name
Email
Interreg Alpine Space Programme
Your pilots will be displayed in the pilot section.

5.7 Outputs

The main output information (title & description) will be transferred from JEMS. Once the outputs have been created in JEMS and have been transferred, you are able to include the additional information like short description, keywords, downloads, etc.

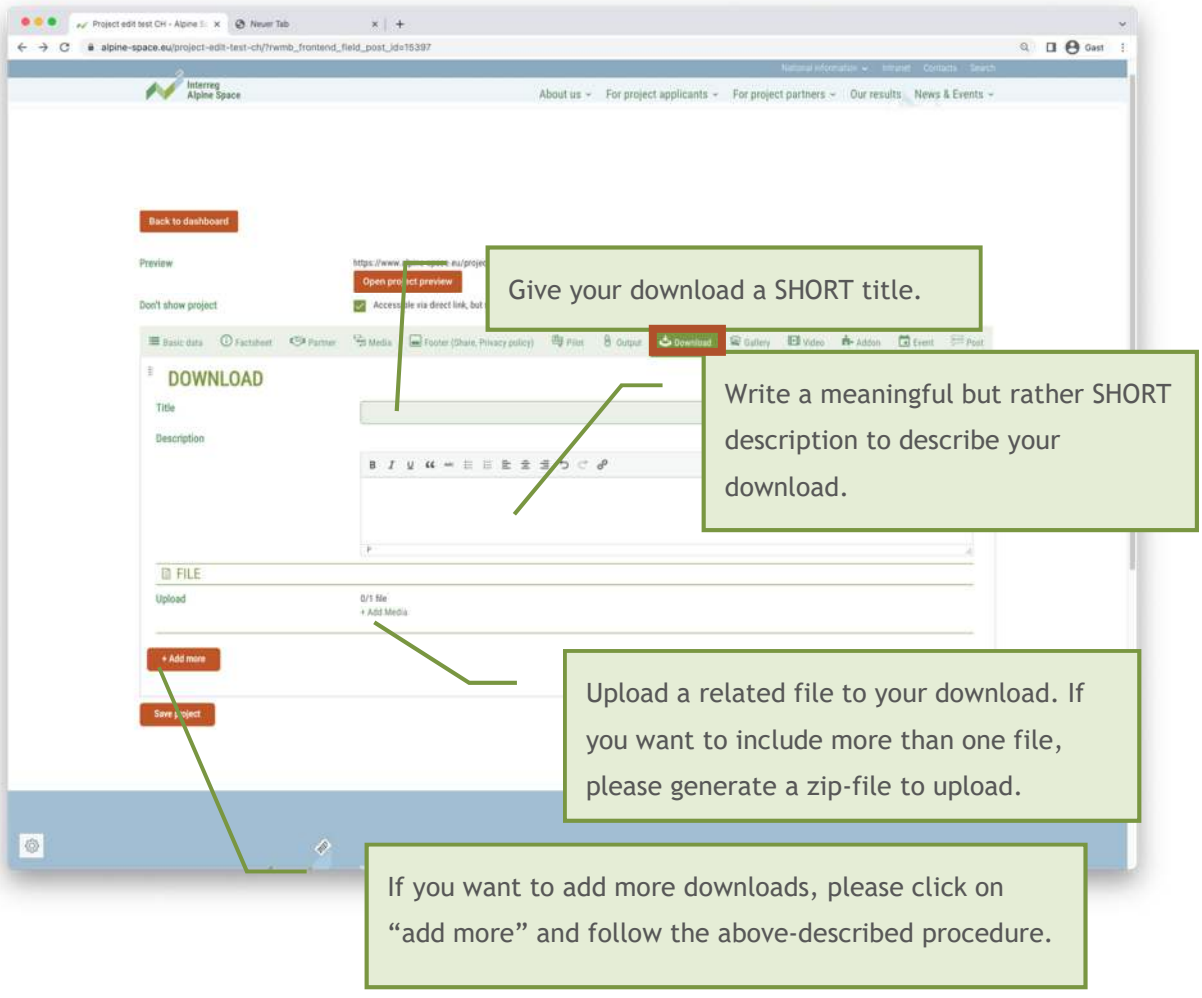
Filling the fields is only possible once the outputs information has been transferred from JEMS!



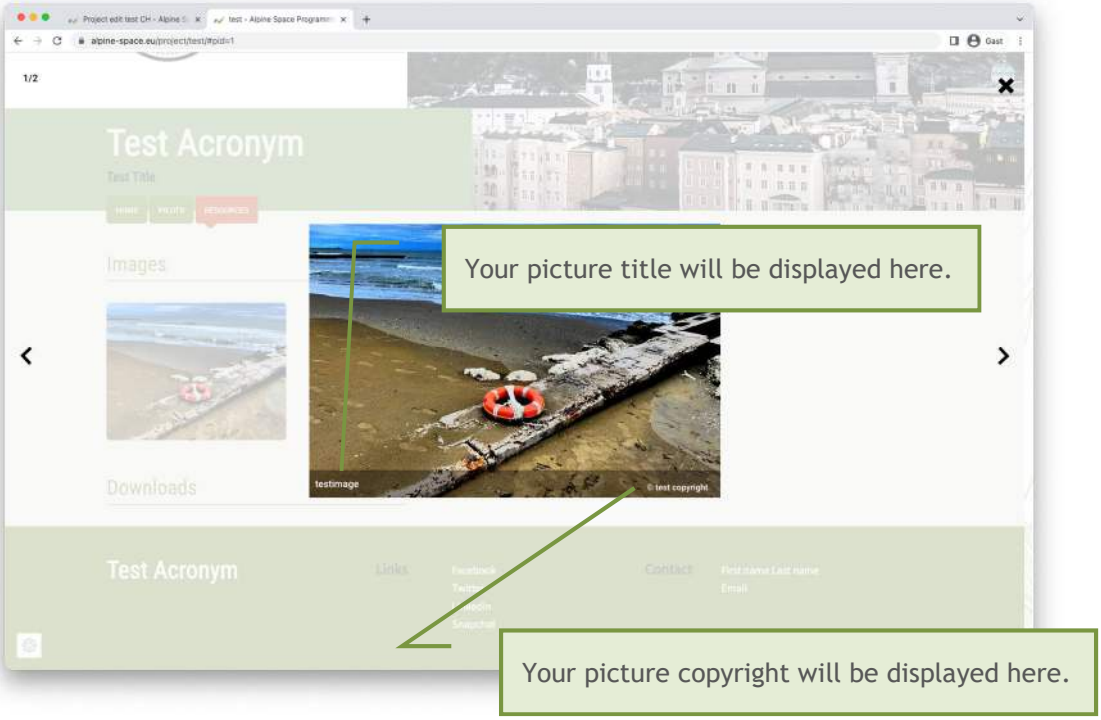

OUTPUT
Title
Short description
Description
Keywords
In development
MEDIA
Type of Output
Download
File
Picture
Date of Publication
Save project
Please choose if your output is a download or should link to a website.
Upload a related file to your output. If you want to include more than one file, please generate a zip-file to upload.
Upload a related picture to your output. Could be a screenshot of your document.
Set a date of your publication.

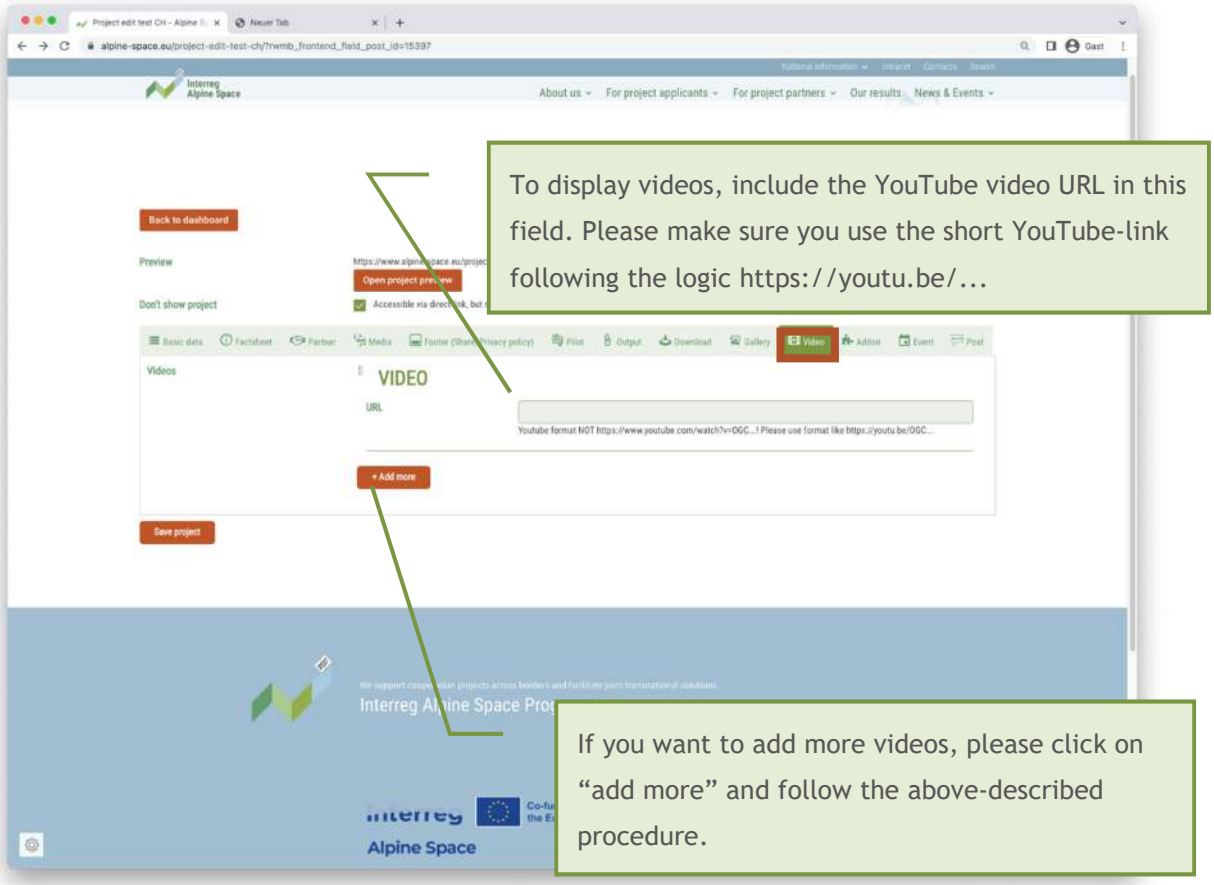
5.8 Resources

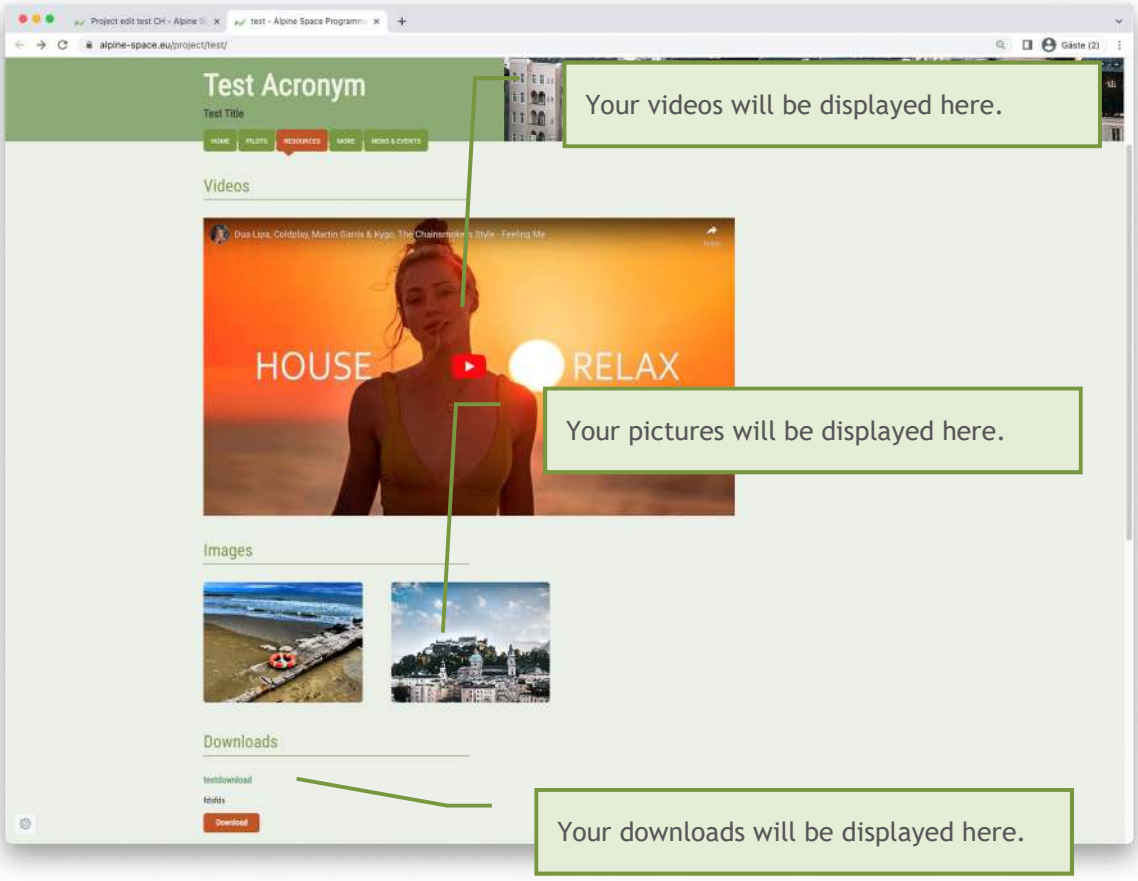
The frontend tab Resources includes the possibility to upload documents for download, pictures and videos. This is reflected in the backend-tabs: Download, Gallery and Video.



Give your picture a SHORT title.
ALWAYS include copyright information with your pictures (and only upload pictures you are allowed to use ☺)
Upload the picture.
If you want to add more pictures, please click on “add more” and follow the above-described procedure.
Back to dashboard
Preview
Open project preview
Don't show project
Gallery
GALLERY ITEM
Title
Copyright
IMAGE
Upload
+ Add more
Save project


Test Acronym
Images
Downloads
testimage
Your picture title will be displayed here.
Your picture copyright will be displayed here.

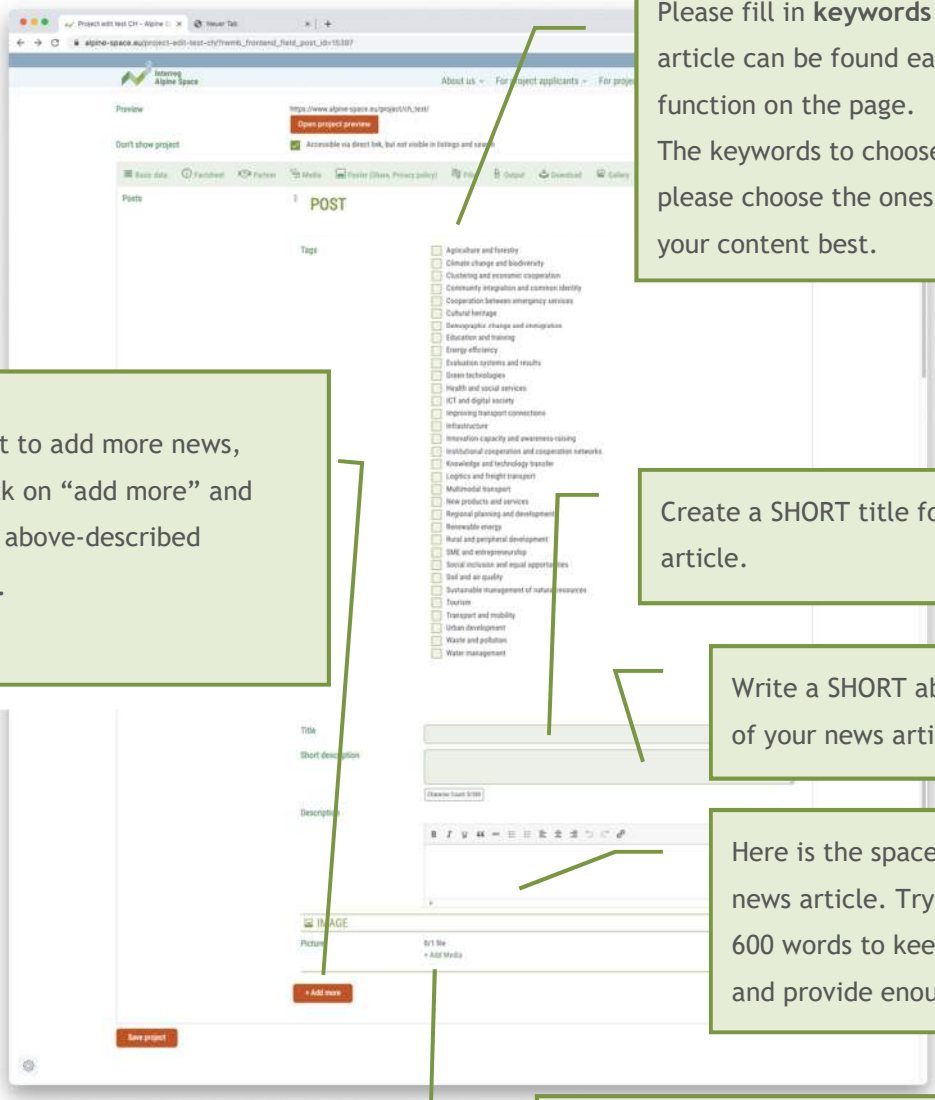

To display videos, include the YouTube video URL in this field. Please make sure you use the short YouTube-link following the logic https://youtu.be/...
If you want to add more videos, please click on “add more” and follow the above-described procedure.
Back to dashboard
Preview
Open project preview
Don't show project
Videos
VIDEO
URL
+ Add more
Save project
Alpine Space


Test Acronym
Test Title
Videos
HOUSE
RELAX
Images
Downloads
Your videos will be displayed here.
Your pictures will be displayed here.
Your downloads will be displayed here.

5.9 News articles

The system provides you with the possibility to share news, recent updates etc. with your audience. These news articles will be displayed on your project page and on a dedicated section on the main website. You can add news articles through the “Post” tab.

We suggest to provide your audience with regular updates to keep the page interesting, and improve the visibility in search engine results.



Please fill in **keywords** to make sure your news article can be found easily via the search function on the page.
The keywords to choose from are pre-defined, please choose the ones which are describing your content best.

If you want to add more news, please click on “add more” and follow the above-described procedure.

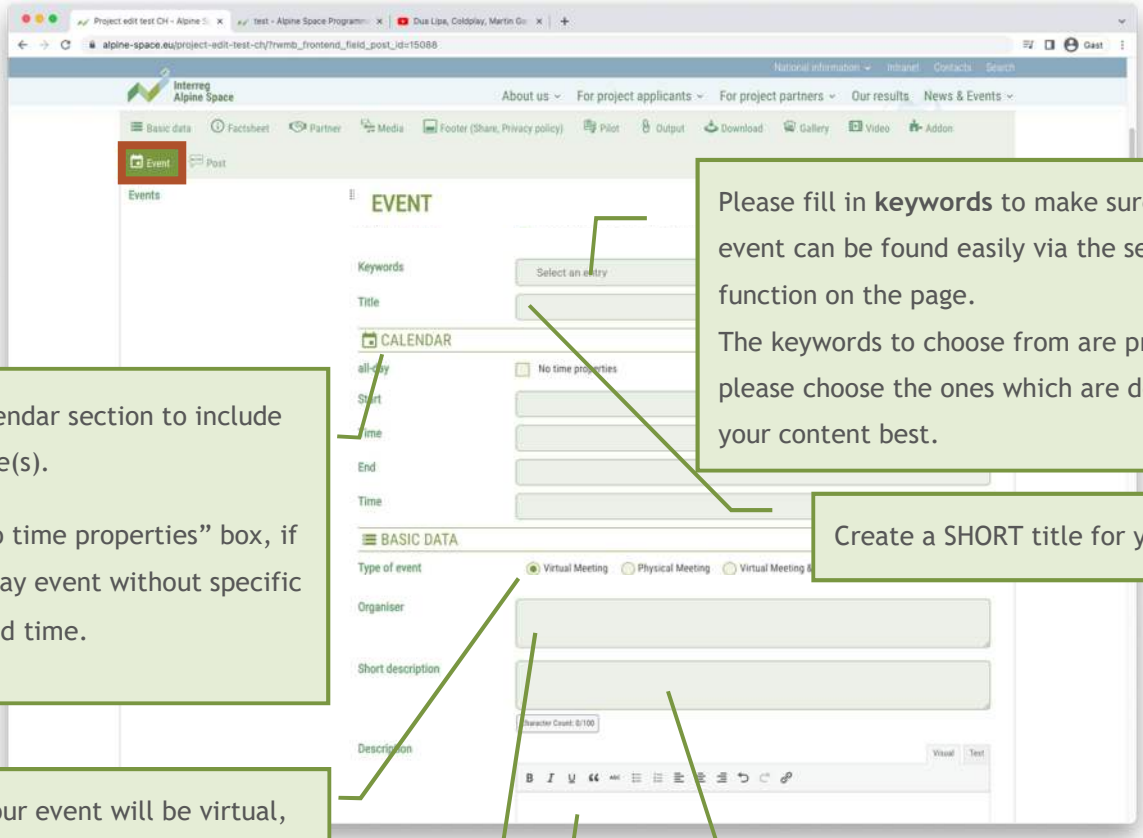
Create a SHORT title for your news article.

Write a SHORT abstract about the content of your news article.

Here is the space to write a meaningful news article. Try to write between 300 – 600 words to keep the viewer interested and provide enough information.

If you want to add pictures to your article, use the upload function.

5.10 Events



Use the Calendar section to include times & date(s).

Tick the "no time properties" box, if it is an all-day event without specific start and end time.

Please fill in **keywords** to make sure your event can be found easily via the search function on the page.
The keywords to choose from are pre-defined, please choose the ones which are describing your content best.

Create a SHORT title for your event.

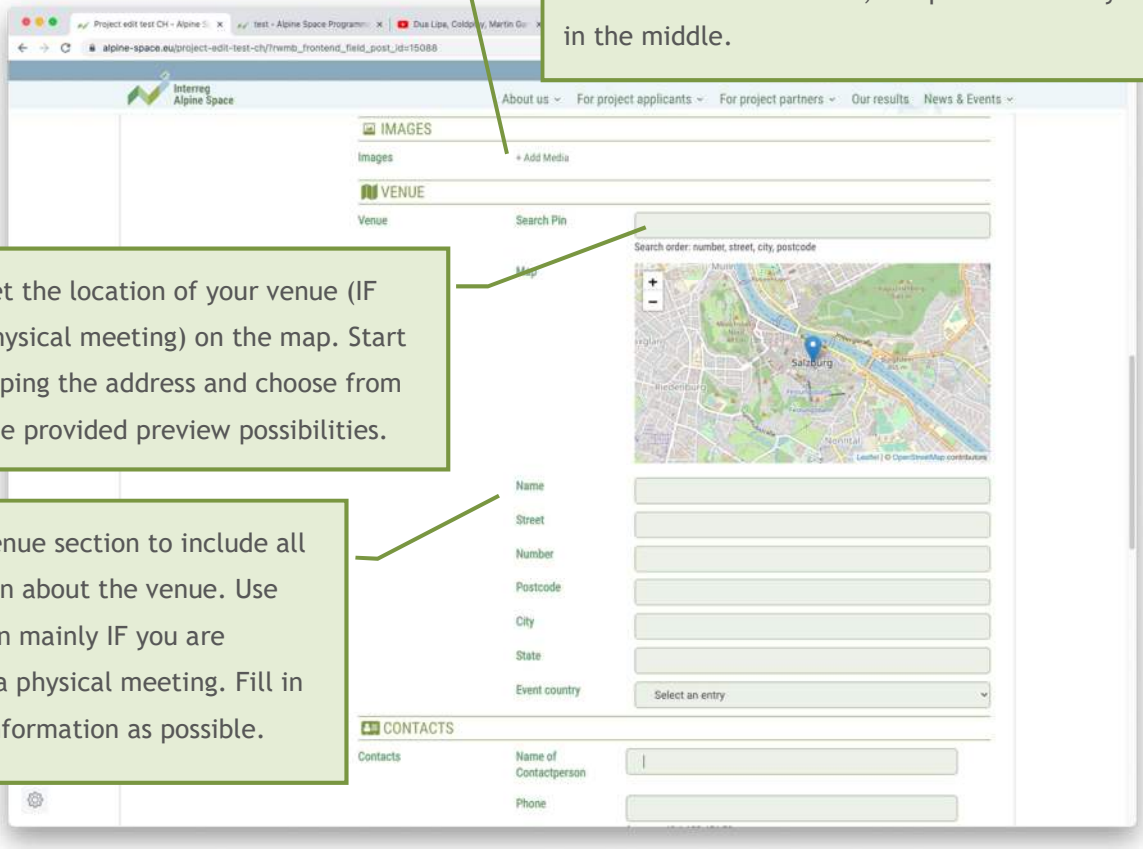
Choose if your event will be virtual, physical or hybrid.

Name the organizer
(just the name for now).

Write a SHORT description, which will be displayed in the event overview. Keep it to max. 100 characters.

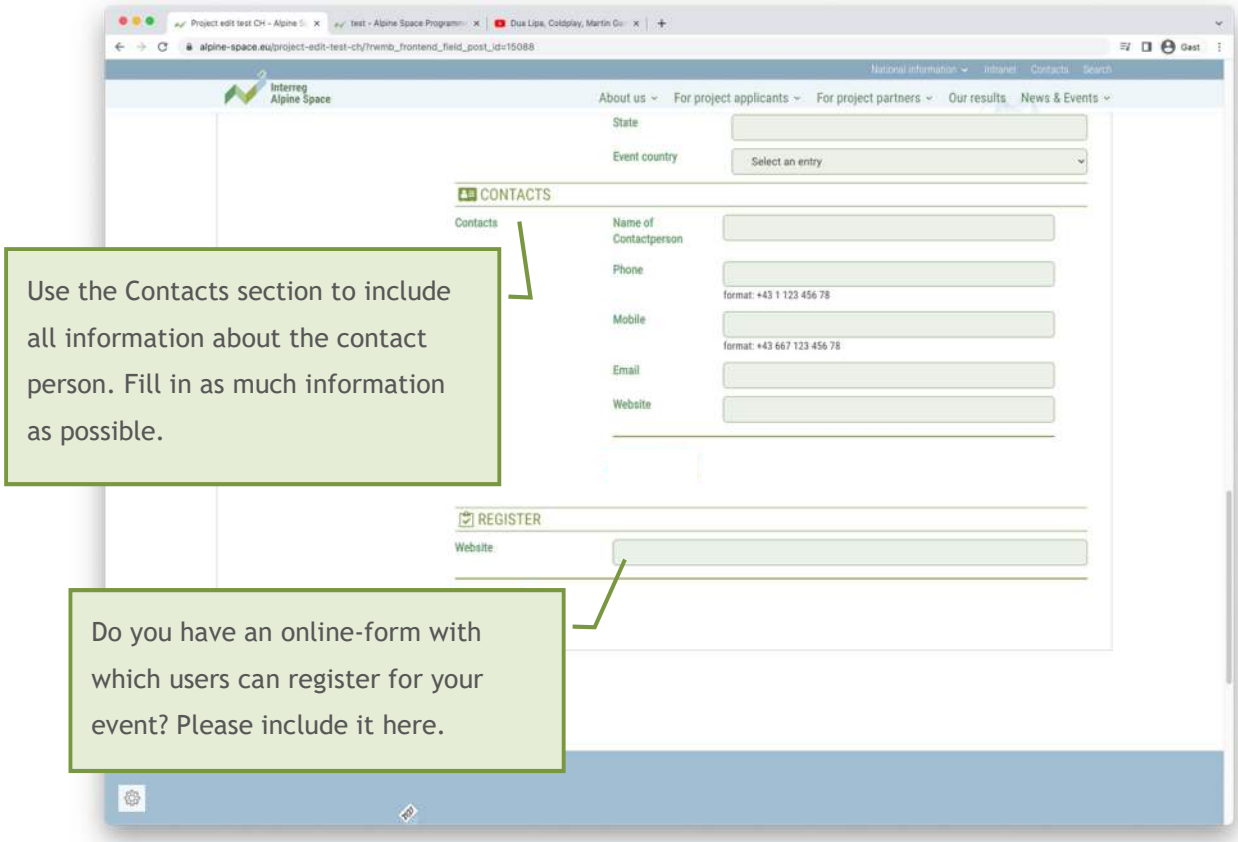
Write a detailed description, which will be displayed in the event directly. Include all necessary info, but keep it as short as possible.

Upload a **title picture** for your event. It will displayed in the overview and in the event. Please use a picture in the **format 4:3**, **WITHOUT text on it** and make sure the **most important elements are rather in the middle of the picture**. The picture will be adjusted to the screen size of the viewer, the picture is always aligned in the middle.



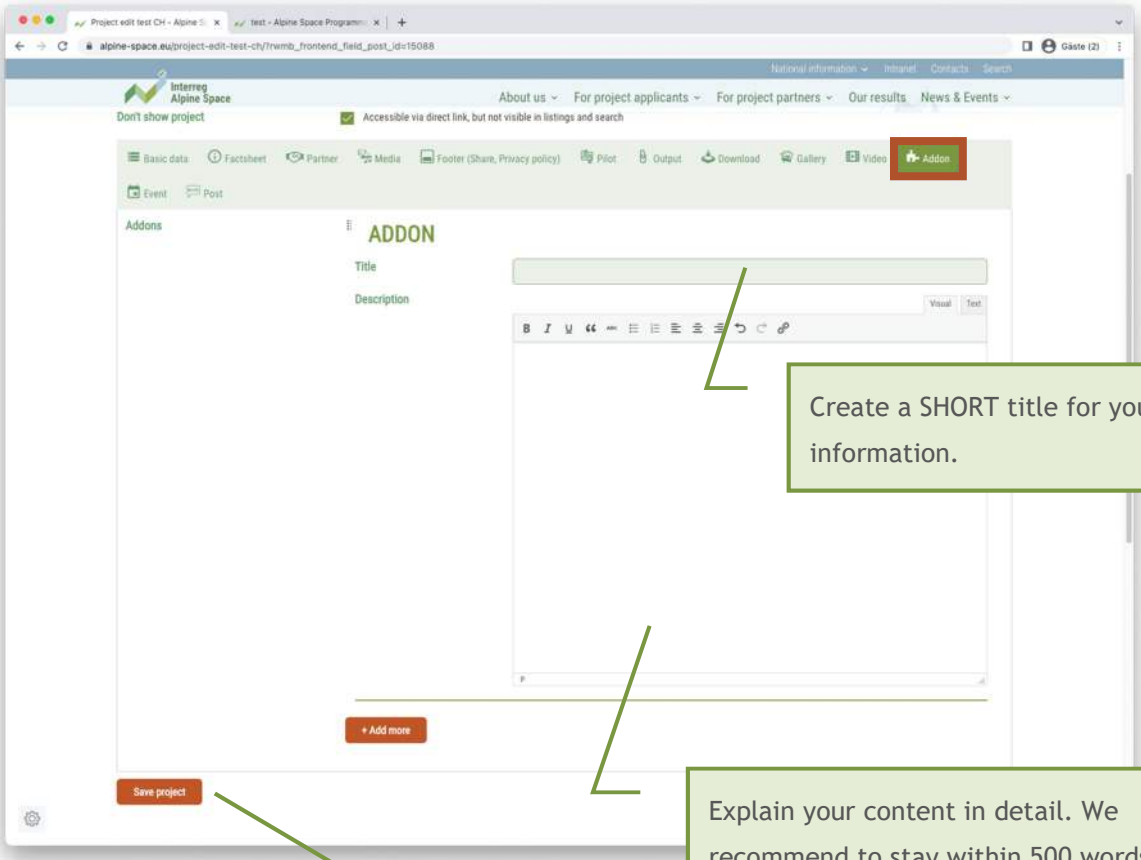
Set the location of your venue (IF physical meeting) on the map. Start typing the address and choose from the provided preview possibilities.

Use the Venue section to include all information about the venue. Use this section mainly IF you are arranging a physical meeting. Fill in as much information as possible.


Use the Contacts section to include all information about the contact person. Fill in as much information as possible.
Do you have an online-form with which users can register for your event? Please include it here.
About us
For project applicants
For project partners
Our results
News & Events
State
Event country
Select an entry
CONTACTS
Contacts
Name of Contactperson
Phone
format: +43 1 123 456 78
Mobile
format: +43 667 123 456 78
Email
Website
REGISTER
Website

5.11 ADD-Ons

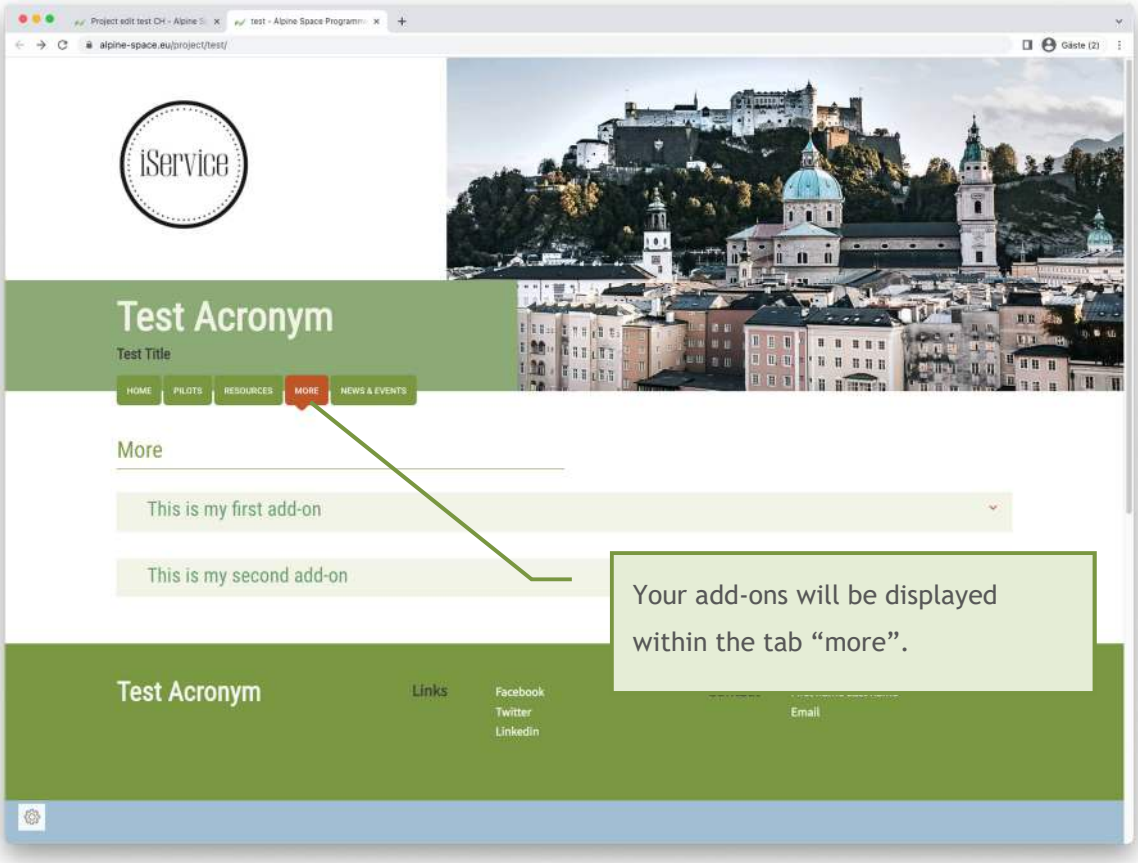
More to say about your project or information that does not fit elsewhere? Use the add-on section!



Create a SHORT title for your information.

Explain your content in detail. We recommend to stay within 500 words.

If you want to add more add-ons, please click on “add more” and follow the above-described procedure.


alpine-space.eu/project/test/
iService
Test Acronym
Test Title
HOME
PILOTS
RESOURCES
MORE
NEWS & EVENTS
More
This is my first add-on
This is my second add-on
Your add-ons will be displayed within the tab “more”.
Test Acronym
Links
Facebook
Twitter
Linkedin
Email

6 Tips for a good project website

6.1 Homepage: catch your visitor's attention

Raising the interest of your website visitors starts already from the homepage. Make sure to present clearly the purpose of your website, e.g. by including short and reader-friendly descriptions of your project. Select a telling title picture to illustrate your project topic. If relevant, keep the news and events widgets up-to-date with the latest activities of your project.

6.2 Outcomes: promote your results

All your project outputs should be available on your project website. You should publish them under a clear and self-explanatory title, so that visitors unfamiliar with the project and/or the Interreg Alpine Space programme can understand what it is about. In addition, you should include a reader-friendly description of the document (output, deliverable, video etc.) to encourage your visitors to consult it. Limit your use of project management terms and acronyms: your website is first an important communication tool to reach your target groups.

Outputs uploaded here are displayed automatically in the programme project and output library for more visibility.

6.3 Pilots: promote your local activities (optional)

If your project has pilot activities, you can describe each pilot site in this optional tab. Besides a short text about their specific activities, you can add related documents, pictures, videos etc. We advise you to use this tab only if it is relevant, i.e. if you have pilot activities and enough to say about them.

6.4 Resources: share further documents and visuals

You can upload here any documents, deliverables or other promotion material that are not part of the project outputs. Three sections are available depending on the nature of the items to share: documents (for deliverables or other documents in Word, Excel, PDF formats or a zip), pictures or videos.

6.5 More: a free space to tailor to your project needs (optional)

There is more you would like to share, that does not fit in any other tab of the project website? You can use this free space to describe your project activities or present your results. You can add texts, pictures, links etc. We advise to keep this tab light and most importantly, structured to make it reader-friendly and useful to your website visitors.

6.6 News & Events: your project makes the headlines

Write short and informative articles about your latest achievements or promote your project upcoming activities. You can share the link on social media or in a newsletter to encourage more people to visit your project website. If you use it, make sure to keep this tab up-to-date to show that your project is active.

6.7 Further useful tips

- ✓ Keep your website up-to-date and feed it regularly with new contents.
- ✓ Keep it simple. Too much information is confusing for the reader.
- ✓ Be personal. Use photographs of people and testimonials from target groups to build trust.
- ✓ Link your website to your social media accounts to encourage your audience to follow your activities.