Members' handbook

USEFUL TIPS FOR THE NETWORK'S PLATFORM

INDEX

INTRODUCTION

The aim of this document is to help members making the most out of the platform in order to promote and broadcast its entity at European level.

In this handbook we will explore two uses of the platform: Publishing an Activity and Publishing a Project.

Publishing information in the network's website is something that will always add value to your entity when promoting its projects, since it would make them visible for other organizations in Europe.

Please keep in mind that all the information edited and published by any member needs to be approved by the European Network of Innovation for Inclusion team before being promoted to the platforms' front page. Therefore, its publication might not be immediate.

If you have any doubt or enquiries during these processes do not hesitate and get in contact with us:

E-mail address: eunetforinclusion@accioncontraelhambre.org
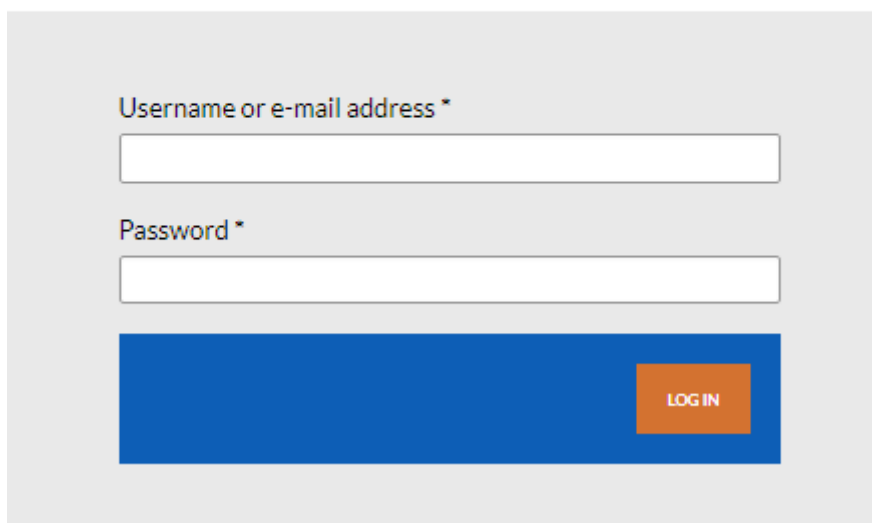
Phone (+34) 91 758 11 77

FIRST STEPS

Before starting publishing information, we should have a look at some basic aspects.

Firstly, you should log-in, secondly, go to the Menu bar and click on the Content option:

1st step

LOG-IN

Username or e-mail address *

Password *

LOG IN

2nd step

You can choose among the many content options that the menu offers, in this document, we will be focusing on the before mentioned.

CALL FOR GOOD PRACTICES | ACTIVITIES OF THE NETWORK | OPPORTUNITIES IN EUROPE | ACTIVITIES OF THE MEMBERS

With no further due, let's have a look at them!

PUBLISHING AN ACTIVITY

We believe that letting the members of the network know about your projects would help you broadcasting your entity. For that reason, we have opened a *Members Activities section* where you can publish information about your entity, events, projects and activities that you carry out.
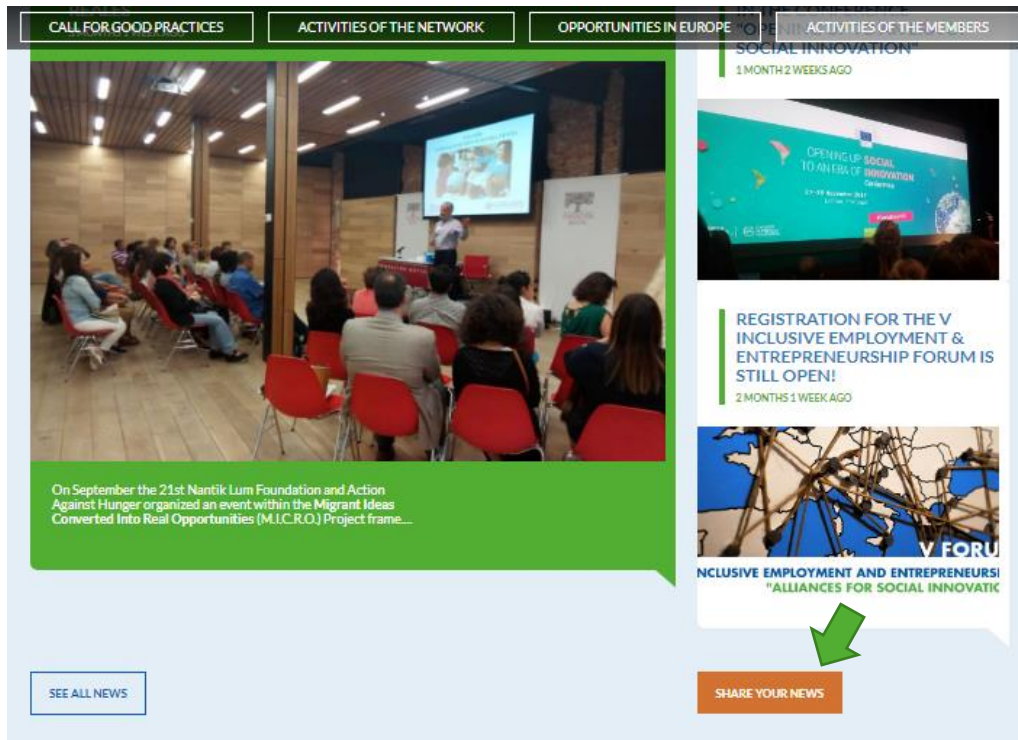
Moreover, you can publish information about your entity's researches, surveys and many other activities related to the network's thematic areas. For further information, you can check the list below.

1. SOCIO - LABOUR INCLUSION: Career guidance / employment services.
2. INCLUSIVE ENTREPRENEURSHIP: Advice / counselling to entrepreneurs, Business incubator, Social entrepreneurship.
3. RESEARCH AND INNOVATION: Research and innovation on employment, Research and innovation on entrepreneurship, Social innovation, Research and innovation on social issues.
4. EDUCATION AND TRAINING: Entrepreneurial education and/or learning, Lifelong learning, Adult education, Vocational training, Recognition of non-formal and informal qualifications, Development of innovative educational methods.
5. TRANSNATIONAL COOPERATION: Transnational cooperation/development cooperation, European projects.
6. SOCIO- ECONOMIC DEVELOPMENT: Local development, Rural development, Urban development.
7. EQUAL OPPORTUNITIES: Gender equality, Equal opportunities for disadvantaged groups, Youth unemployment.

Let's get started!

1. Log in and go to "Member Activities"

At the bottom of the page you would see a bottom named "SHARED YOUR NEWS".

2. Share your ideas!

Write and edit content about your projects and the activities that your entity is developing. The content should be appealing and comprehensible to other members; we would recommend writing around 300 words.
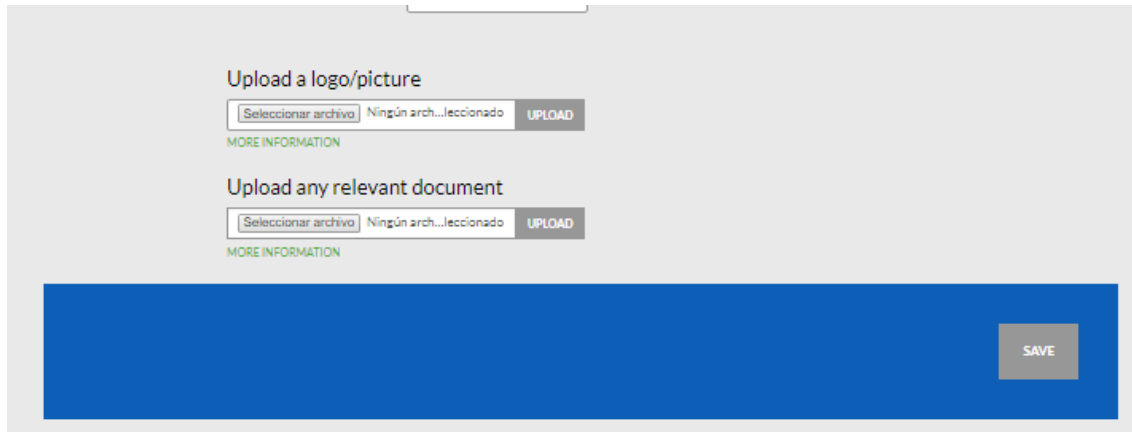
ADD ACTIVITY

3. Add some extra information

You can always add a picture and upload a document that would complement the description of the activity to make it more appealing.

Once you have finished writing your ideas and uploading interesting information, don't forget to SAVE.

There you have it!

Once the European Network of Innovation for Inclusion has revised your content your activity would be promoted to the front page of the website.

PUBLISHING A PROJECT FOR PARTNERS SEARCHES

When looking for partners for a call, you can always take advantage of the *Partner search section,* since:

First of all, sharing your idea and relevant information about your project will let other entities know about it, the work you carry out and what you are looking for.

You should keep in mind that partnership tend to be better valued if its members have a common element, like belonging to a network.

Not to speak about the fact that you already have common interests and goals with the member entities, such as inclusive employment and entrepreneurship.

Moreover, the network's team may also let you participate in the working group in order to prepare the proposal with other members of the network.

Furthermore, if you are need of more partners for your project, you would also have the possibility of finding them among the members of the working groups.

We should also highlight that if you need to justify that your projects have been advertised in the network's website and/or you need further information on the impact of broadcasting your projects in the networks platform, you can always get in contact with its team at: eunetforinclusion@accioncontraelhambre.org

<div align="center">So let's jump right in!</div>

1. First, log in & go to "PARTNER SEACRH", which is in "Opportunities in Europe"
2. Then click on "REGISTER YOUR IDEA!"

3. Make sure you give all the information about the project you are looking partners for properly.
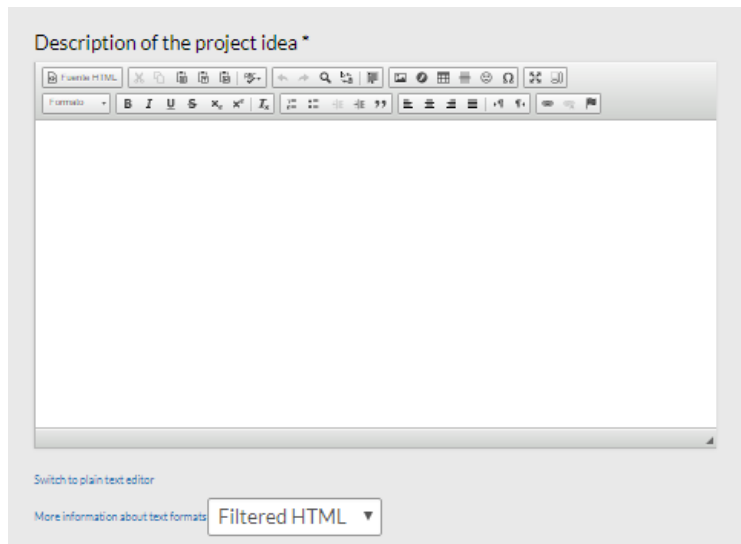
ADD PROJECT

Project title *

Donor *

Link to the call *

3. Now you can edit and share information about your entity's idea

You should make the most out of this part in order to catch other member's eye.

We would not recommend exceeding 400 words.

Description of the project idea *
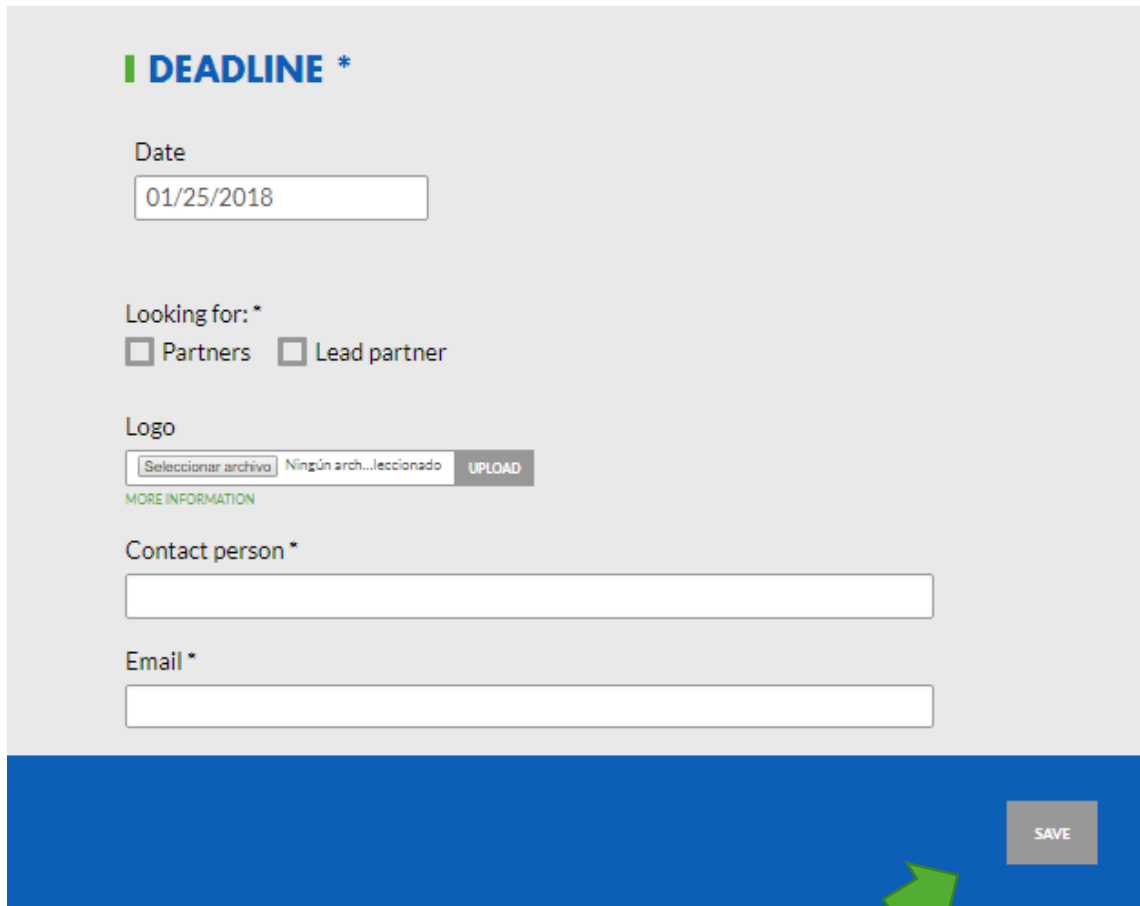
Switch to plain text editor

More information about text formats   Filtered HTML ▼

4. When finishing you should make sure that you add correctly the following information:

Deadline: it will help other members taking the opportunity under consideration.

Since you might be looking either for partners or leading partners, you should tick the corresponding box for each project you publish.

Make sure to fill in well all the information about your entity: its name, a person of contact and your logo.

Always SAVE before leaving!

That's it!

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