



European Network of  
**INNOVATION  
FOR INCLUSION**

# **Users' handbook**

**USEFUL TIPS FOR THE NETWORK'S PLATFORM**

## **INDEX**

INTRODUCTION .....	2
FIRST STEPS .....	3
PUBLISHING AN ACTIVITY .....	4
PUBLISHING A PROJECT FOR PARTNERS SEARCHES.....	7

## INTRODUCTION

The aim of this document is to help users making the most out of the platform in order to promote and broadcast its entity and the network 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 user 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](mailto:eunetforinclusion@accioncontraelhambre.org)

Phone (+34) 91 758 11 77

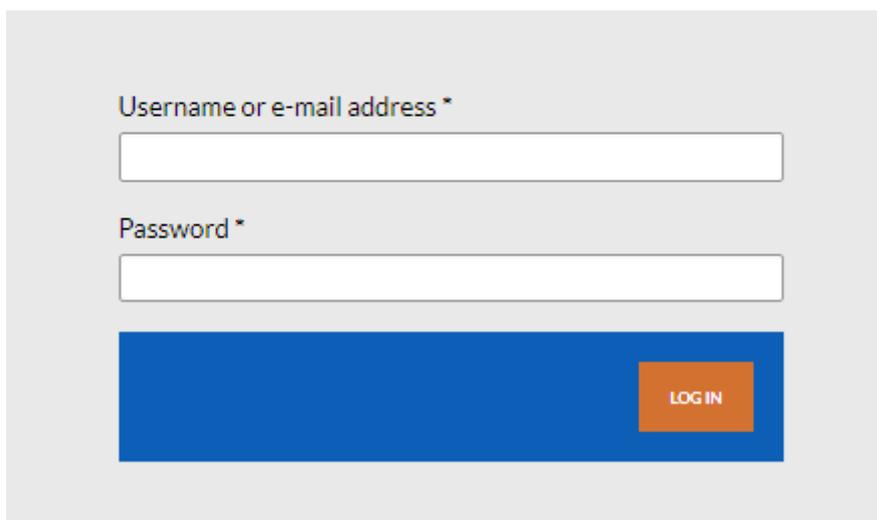
## FIRST STEPS

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



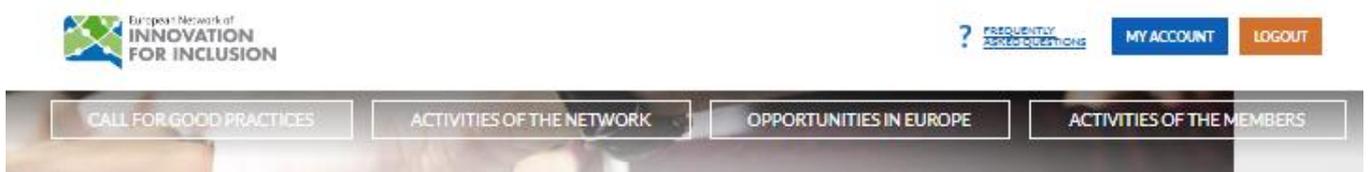
Username or e-mail address \*

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.



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

## PUBLISHING AN ACTIVITY

We believe that letting the users of the network know about your projects would help you broadcasting your entity. For that reason, we have opened the section [Activities of the Members](#) 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 of thematic areas below.

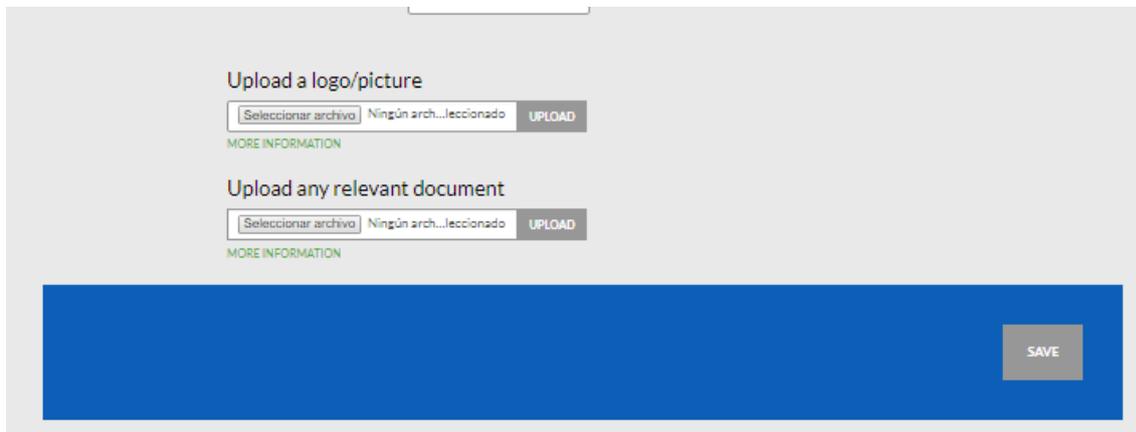
1. **SOCIO - LABOUR INCLUSION:** Career guidance / employment services.
2. **INCLUSIVE ENTREPRENEURSHIP:** Advice / counselling to entrepreneurs, Business incubator, Social entrepreneurship.
3. **RESEARCH AND INNOVATION:** Research and innovation on employment, Research and innovation on entrepreneurship, 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!



### 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.



The screenshot shows a web form with two main sections for file uploads. The first section is titled "Upload a logo/picture" and contains a file selection button labeled "Seleccionar archivo", a status indicator "Ningún arch...leccionado", and an "UPLOAD" button. Below this is a link for "MORE INFORMATION". The second section is titled "Upload any relevant document" and has an identical layout with a "Seleccionar archivo" button, "Ningún arch...leccionado" status, and an "UPLOAD" button, also followed by a "MORE INFORMATION" link. At the bottom of the form is a large blue rectangular area with a "SAVE" button on the right side.

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 users 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 user 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 users 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 users 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](mailto:eunetforinclusion@accioncontraelhambre.org)

So let's jump right in!

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 \*

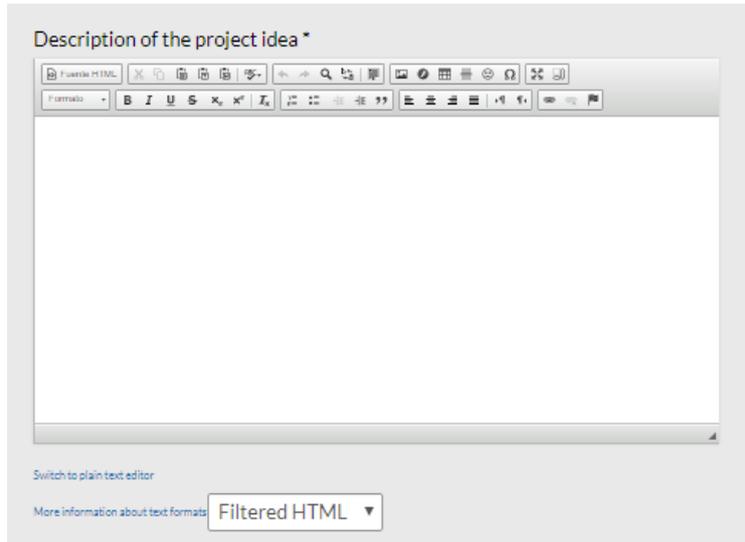
Link to the call \*

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 user's eye.

We would not recommend exceeding 400 words.

Description of the project idea \*



Switch to plain text editor

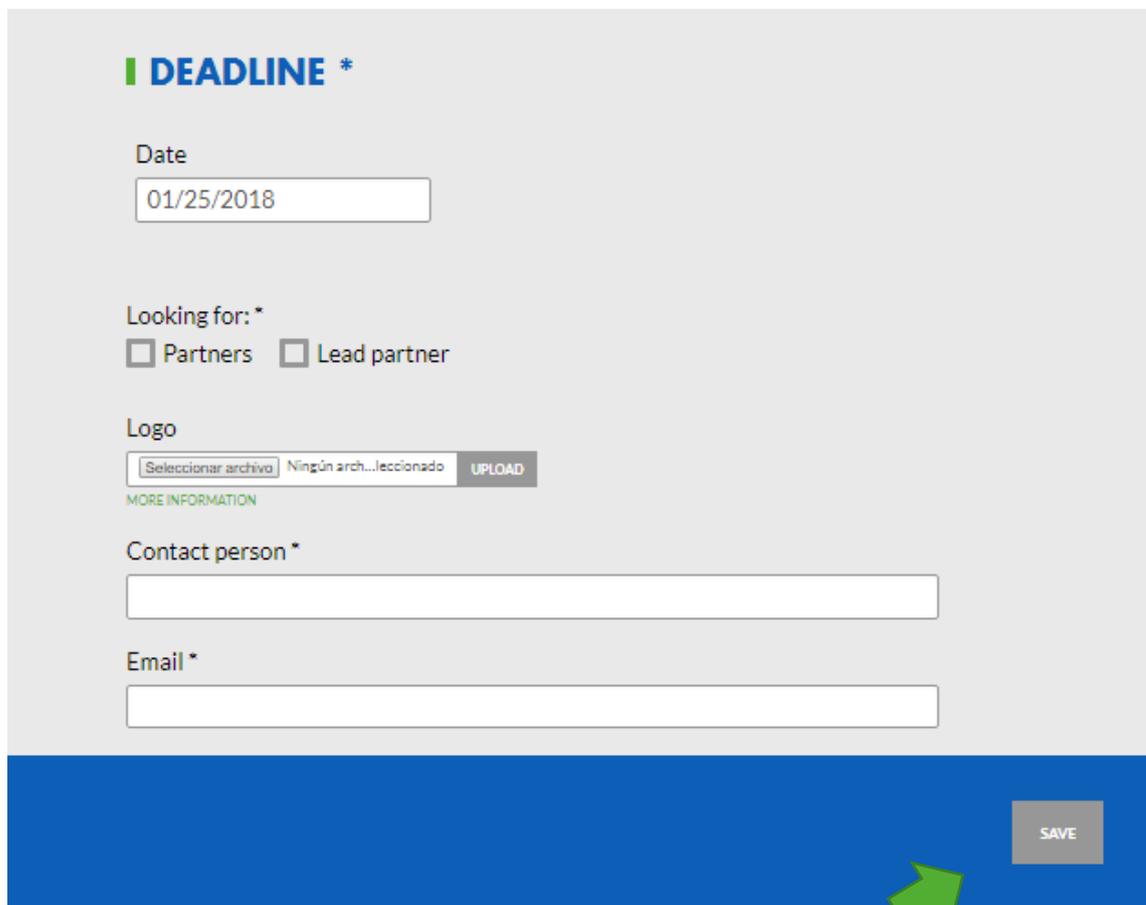
More information about text formats Filtered HTML ▼

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

**Deadline:** it will help other users 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.



**DEADLINE \***

Date  
01/25/2018

Looking for: \*  
 Partners  Lead partner

Logo  
Seleccionar archivo Ningún arch...leccionado **UPLOAD**

MORE INFORMATION

Contact person \*  
[Empty text input field]

Email \*  
[Empty text input field]

**SAVE**

Always **SAVE** before leaving!

That's 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.