



## GUIDELINES FOR UPLOADING YOUR PROJECTS

Here are some guidelines for using the GEN Community website which allows you to upload your project and then to share it with our community of 1,000+ media innovators from around the world. It is accessible here: [community.globaleditorsnetwork.org](http://community.globaleditorsnetwork.org)

### 1. Register as a member of the GEN Community

Firstly, all hackdays participants need to join the GEN Community: don't worry, it's free! To do so, click on the link on the top right corner [Home Page](#) (see the Join box) or click [here](#). Then, fill in the form with the info required (Name, Password, Job Title, etc.) and add a profile picture.

### 2. Submit your Project

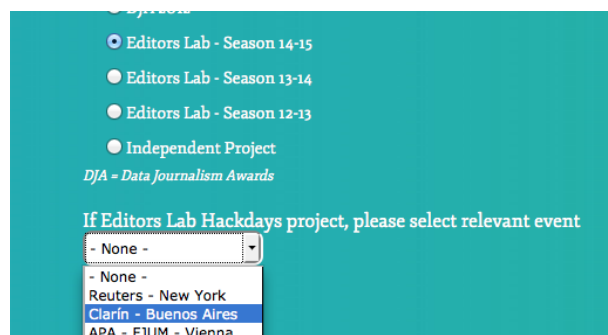
When you are a member, you can submit your project by clicking on the box on the right side of the screen, or in the drop-down menu in the Projects tab. You can also use [this link](#).



One team member submits the project, he or she will link the other team members to the project during the submission process.

### 3. Choose the relevant category

- The first step is choosing the Category, which is: *Editors Lab - Season 14-15*
- Then, in the dropdown menu below, select: BBC - London



#### 4. Fill in the form with data and images

Continue filling the form, don't forget to add an image so there is a visual component to the project. The image should be 660x260 to look its best.

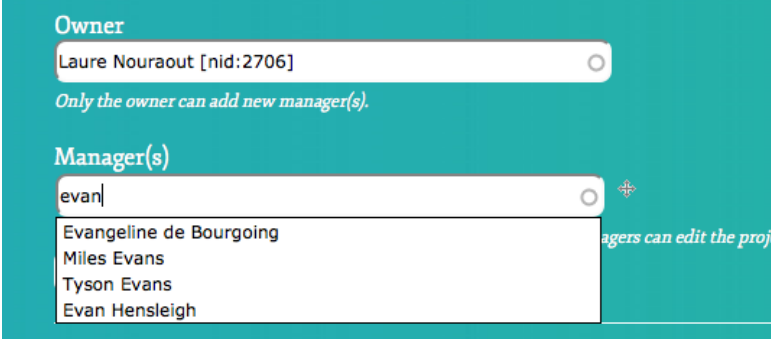
The rest of the fields are for presentations, URLs, etc.

#### 5. Select relevant themes

You can choose different themes, depending on the project (Election, Data...). Better to select three or four themes for people searching a project. If your project doesn't fit a theme, please choose 'Other'.

#### 6. Define the owner of the project and the other project managers

- The 'Owner' field is prefilled with the name of the person in charge of the project.
- The second field is for other project managers. You can then add the other team members by typing the first letters of their names.



The screenshot shows a form with two main sections. The first section is titled 'Owner' and contains a text input field with the value 'Laure Nouraout [nid:2706]' and a small circular icon to its right. Below this field is a note: 'Only the owner can add new manager(s)'. The second section is titled 'Manager(s)' and contains a text input field with the value 'evan|' and a small circular icon to its right. Below this field is a dropdown menu with the following options: 'Evangeline de Bourgoing', 'Miles Evans', 'Tyson Evans', and 'Evan Hensleigh'. To the right of the dropdown menu, there is a small red icon and a note: 'Managers can edit the project'.

#### 7. End of the submission process

- Just click 'Submit' and it is done! If a team needs to edit it, no problem: they can do so by searching for the project and click 'Edit' on the left corner.
- After that, the project is queued for approval by our back-end administrator and will be published very shortly: you will just have to wait a bit! Following approval, the Jury will have access to all the projects.

**Good luck and work hard!**

**Best wishes,**

Karen Burke, GEN Communication Director

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PS: If at any time you wish to be removed from the GEN Community, just ask me. Here are our [Terms and Conditions](#).