

A Step by Step Guide to Creating Your New Project Listing

1. Choose a photo and resize it to be 2MB or slightly less (go to <https://www.picsize.com> if you need help with this).
2. Log in to your account on our [website](#) (if you have problems logging in contact our [web team](#)). You can only add a project listing if you are a current Permaculture Association member and you are signed into your account.
3. If you wish to cut and paste from a previous project listing, go to the members area and scroll down the page to '**my content**'. Your old project listing will appear under the heading '**project**'. This will still be visible to you in the members area, but will no longer be visible to others on our website.
4. To start creating your new project profile, go to '**my content**' and click the '**add new**' button. Scroll down to '**project 2**'. Alternatively click this link to bring up the new project form. <https://www.permaculture.org.uk/node/add/project2>. There are fields asking for information about your project. All fields that are marked with a * are essential (including adding a photo). You will not be able to save your listing until all of these are completed.
5. If you wish to add a video, it must be saved to a platform that gives you a weblink for it (YouTube, Vimeo etc). Cut and paste your video URL into the form .
6. Save when done. You can go back and edit your information any time by logging into your account, heading to the members area, selecting '**project2**' in 'my content' and clicking on the edit tab at the top of the page.
7. If you have a group membership, only one person from each group has web permissions to edit your project listing. This will now be you. If you wish to transfer this permission to someone else please email us.
8. If you have any questions or need help, contact kathryn@permaculture.org.uk