



Checklist

For project's leaders and partners

Project website: best practices

This document aims at giving some guidelines on how make the best use of the project websites. All Interreg Alpine Space projects receive WordPress credentials to edit their project page. If you need guidance on how to edit your website, please refer to the [ASP Project website User Manual](#) or the [Website Training Video Tutorial](#).

This document gives you an overview on the different sections of your project page and the most important information to keep in mind. If you are looking for an example of page using the main available features, we advise you to visit the [BeyondSnow](#) project page.

Header and footer

- Header
 - Add your project logo.
 - Add a title image: format 16/9, without logos nor text. We advise you to use single image (not mosaics), this will make the project page more attractive in the project preview.
- Footer
 - Add your social media and other links.
 - Add the main contact point.

Home

- Overview (*elevator pitch* in the backend)
 - We will prefill the elevator pitch information here, which aims to make your project accessible to the broader audience.
 - If you want to give more details, put it in “Description” (see below).
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- Factsheet
 - This is the main information on your project, partly transferred from Jems.
 - For the rest, such as the starting and ending date, don't forget to update it.
 - Add EUSALP participation and target groups.
 - Add keywords to better reference your page.
- Description (*list description* in the backend)
 - Add more information on your project, as [ADAPTNOW](#) did.
- Partners
 - The information comes from JEMS.
 - If needed, you can update the localisation of a partner through the field "pin".

Outcomes

- The information is transferred from JEMS. We will soon add the functionality to edit the output titles and descriptions. That way you can present the outcomes more communication-friendly.
- Upload your outputs as soon as they are available!

Pilots

- If you have some pilot initiative, add them here with a short description. The emphasis on the website is on the location and the picture, so select a meaningful picture to illustrate your pilot.

Ressources

- You can add resources in this section.
- This could be images, videos or documents to download.

News and events

- All the news and events posted will also appear on the main programme page (www.alpine-space.eu). We invite you to use this opportunity to promote your project!
- Choose carefully the title of the news and be concise.
- For events, add all the practical information.