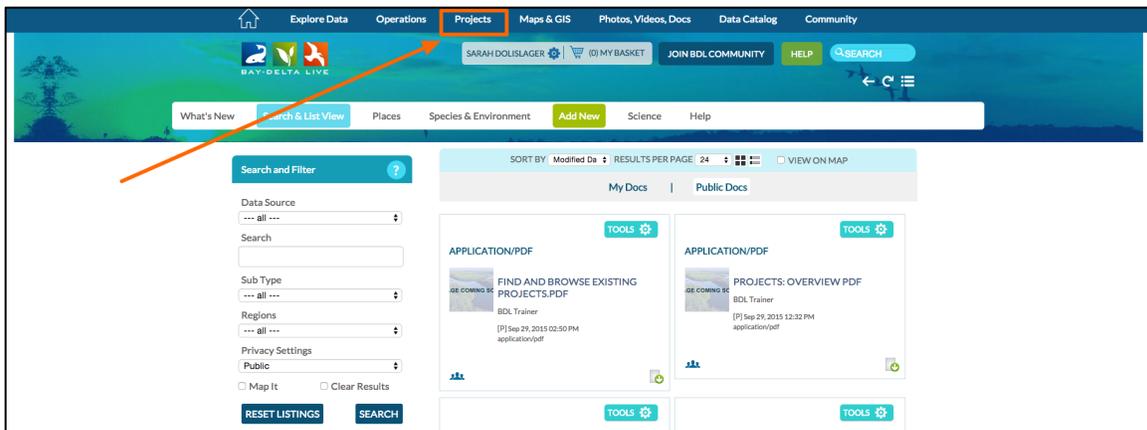
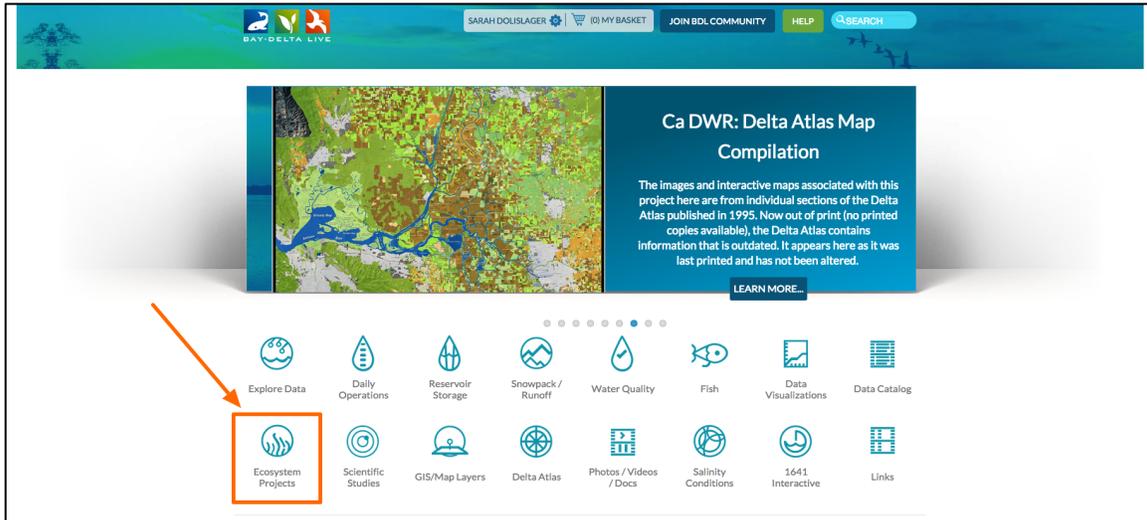




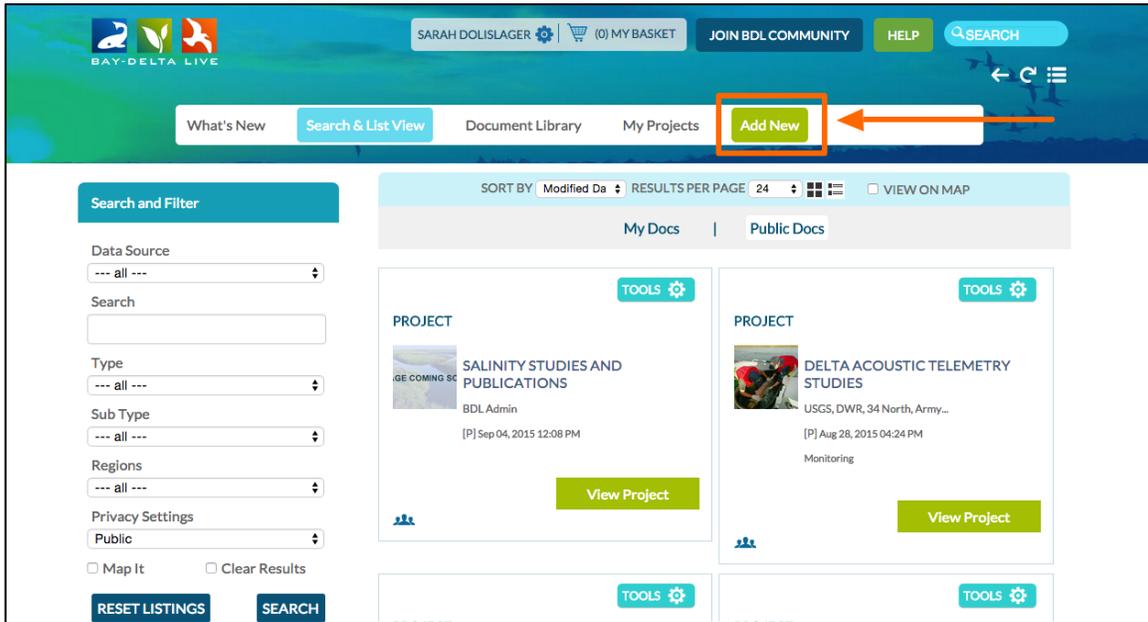
# www.baydeltaalive.com Tutorials

## ADD A NEW PROJECT

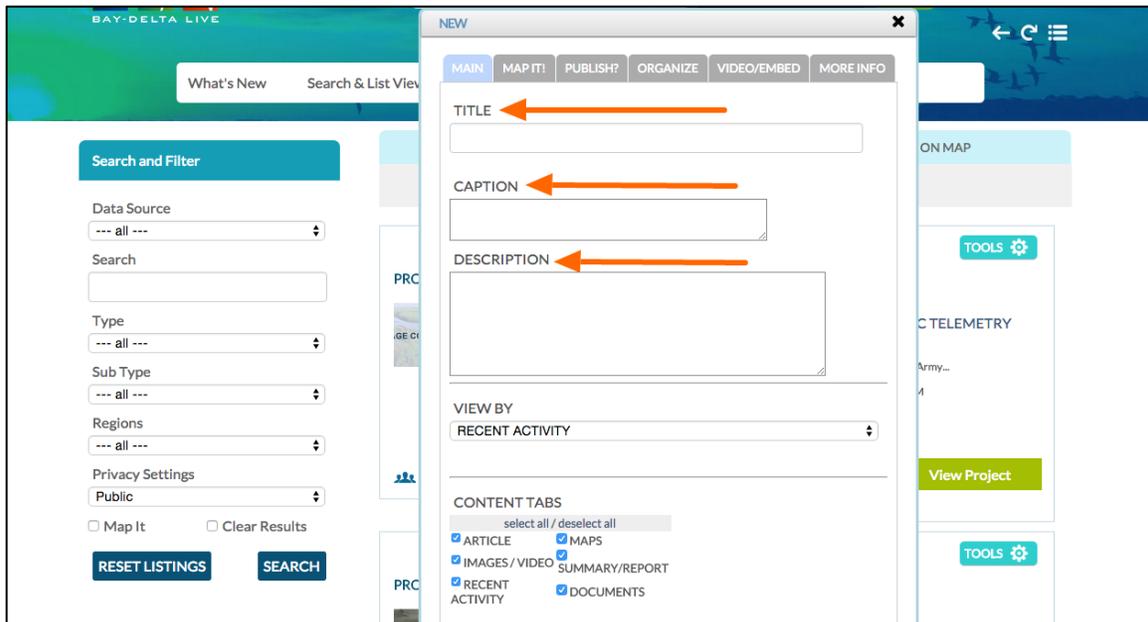
Click on “Ecosystem Projects” from the homepage, or “Projects” in the top bar of any other page.



To add a new project, click “Add New” in the sub-navigation.

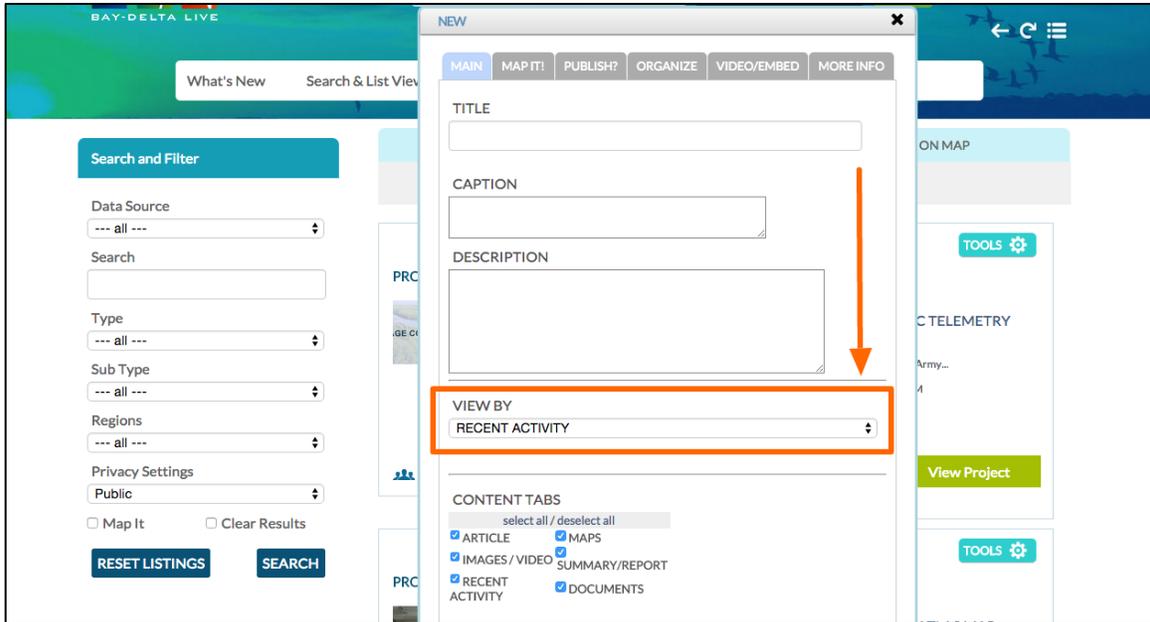


A new form will appear that you can fill out with the project’s specific information, such as the title, caption, and the description.



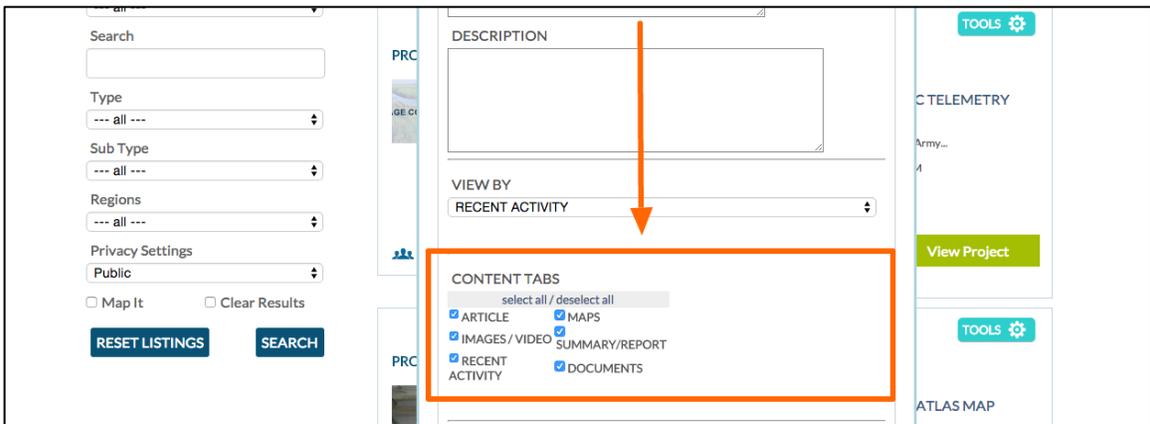
We'll title this one, "test project."

The "View By" drop-down menu decides the page people will first see when they open up your project. Essentially, this menu decides what your project's homepage is.

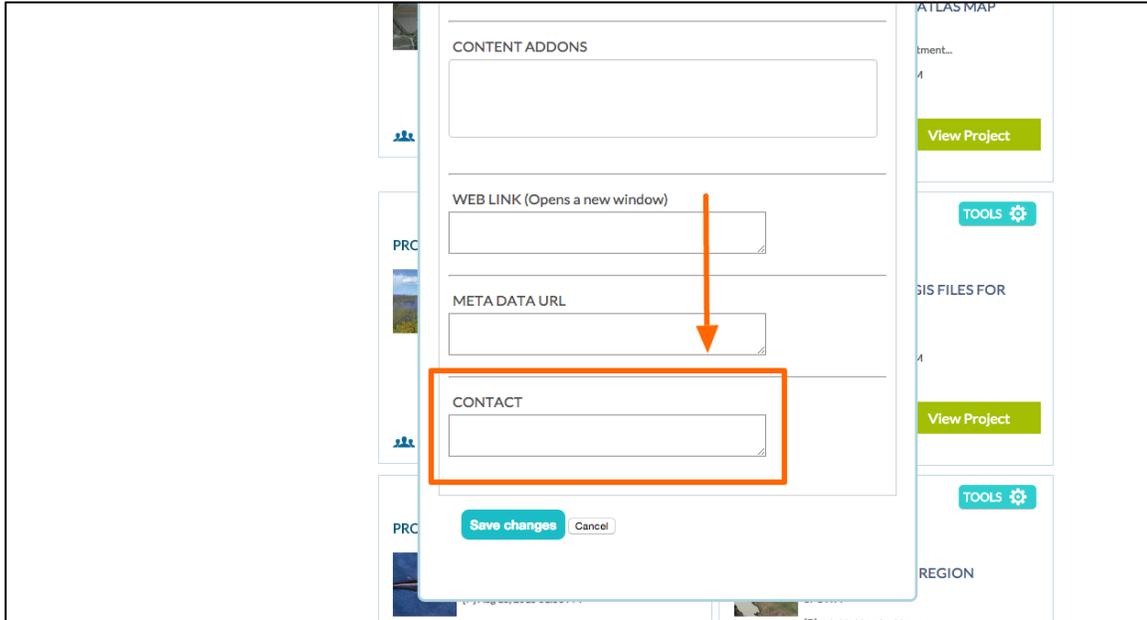


"Article" is a good option because that page is customizable. You can create an engaging informational page to summarize your project. I'll show you how to do that later in this tutorial.

The "Content Tabs" are the different pages of the project. If you're not sure which ones you want, leave them all checked and you can come back and edit it later.



You can then enter any contacts of the project in the designated slot.



Then go to the “Publish?” tab.



Under the “Who May Access” drop-down menu, there are two options. “Me” and “Public/Everyone.”

If you want to keep the project private until you’re done editing, then select, “Me.”



Next, fill out Author/Source accordingly, along with any necessary copyrights.

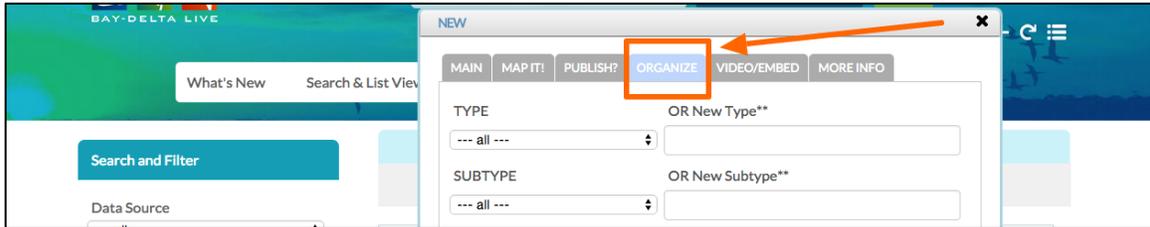
The screenshot shows the 'NEW' form in the BAY-DELTA LIVE system. The form is divided into several sections: 'WHO MAY ACCESS' (dropdown menu set to 'Me'), 'AUTHOR/SOURCE' (text input field), 'COPYRIGHT' (text input field), 'PUBLICATION DATE' (text input field with a calendar icon), 'HOMEPAGE VIEWER / MORE URL' (text input field with a 'Learn More URL' link), and 'PROMOTE' (dropdown menu set to 'No'). The 'AUTHOR/SOURCE' and 'COPYRIGHT' fields are highlighted with an orange box. An orange arrow points to the 'WHO MAY ACCESS' dropdown menu. The background shows a search and filter sidebar on the left and a map on the right.

If you would like to specify a publication date, click on the calendar icon and choose a date.

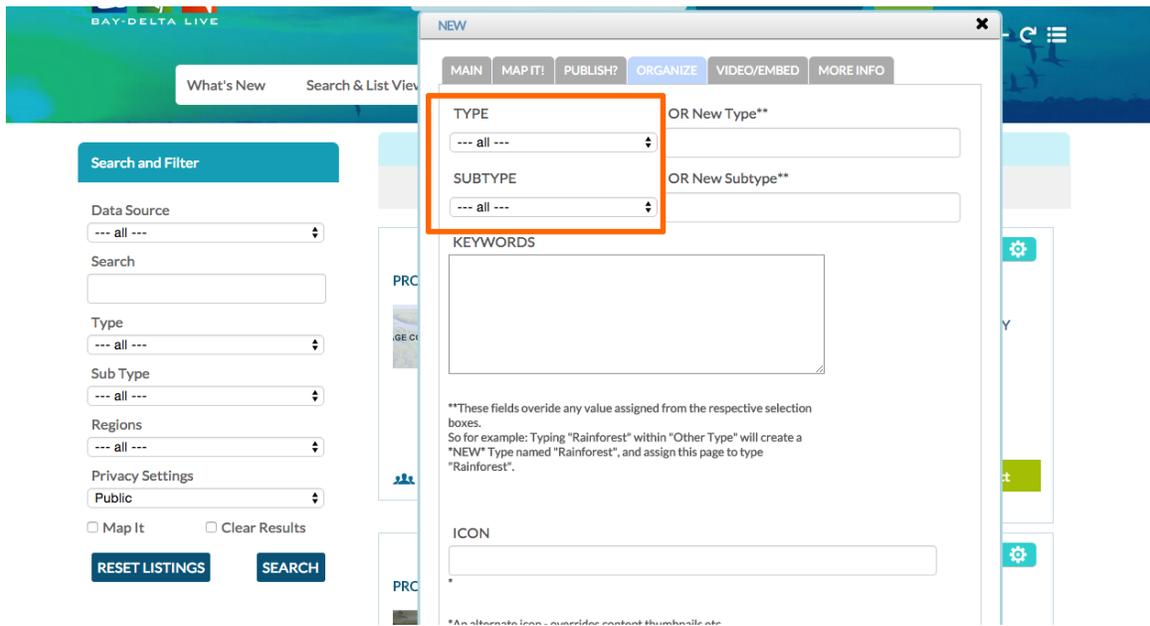
The screenshot shows the 'NEW' form in the BAY-DELTA LIVE system. The form is divided into several sections: 'WHO MAY ACCESS' (dropdown menu set to 'Me'), 'AUTHOR/SOURCE' (text input field), 'COPYRIGHT' (text input field), 'PUBLICATION DATE' (text input field with a calendar icon), 'HOMEPAGE VIEWER / MORE URL' (text input field with a 'Learn More URL' link), and 'PROMOTE' (dropdown menu set to 'No'). The 'PUBLICATION DATE' field is highlighted with an orange box. An orange arrow points to the calendar icon next to the field. The background shows a search and filter sidebar on the left and a map on the right.

You can choose how and where to promote your project, but if you chose to keep it private, you can come back and edit this section when you make it public.

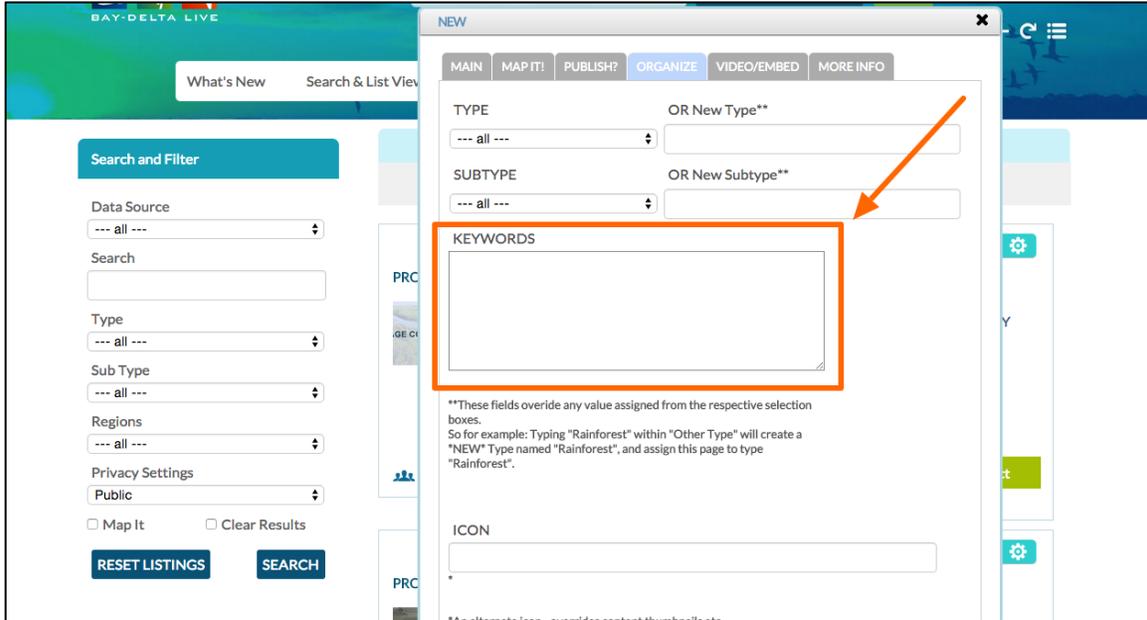
Then go to the “Organize” tab.



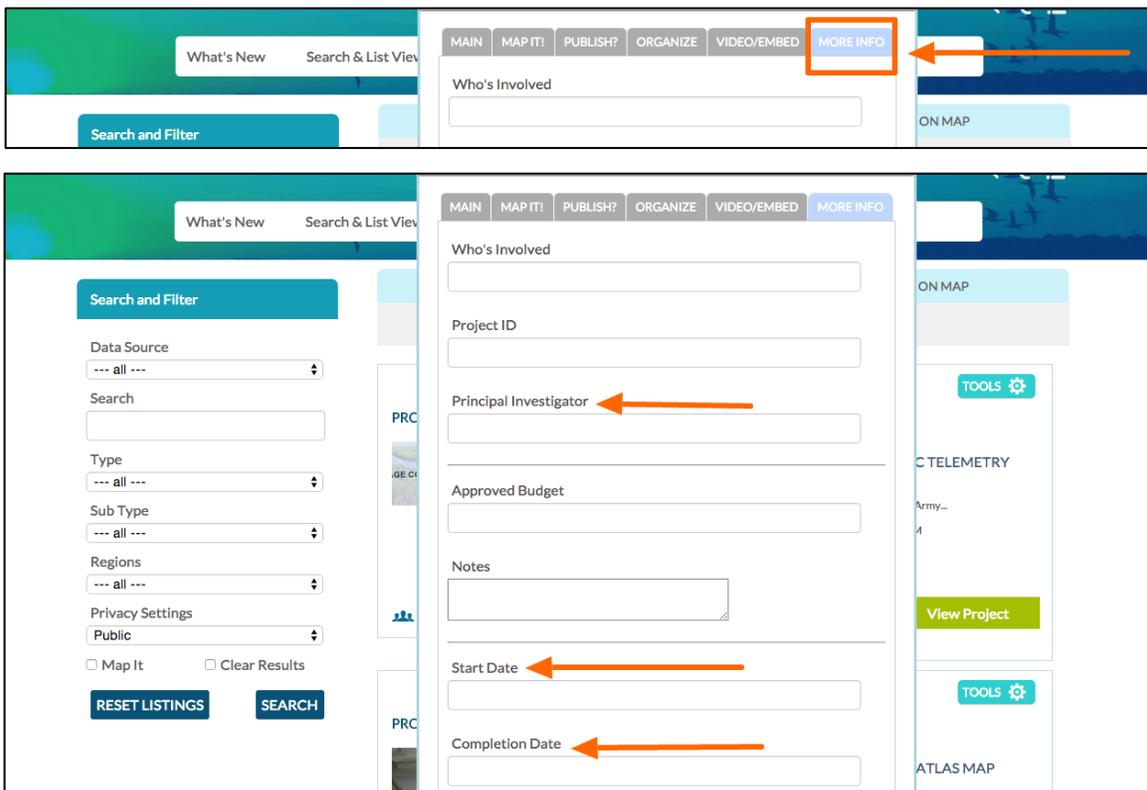
This is where you can specify a type and subtype, so that when people use the search function, they can find your project.



You can also make a list of keywords for this same purpose.



Then go to the "More Info" tab. You can enter more detailed information here such as who is involved, the project ID, and a start and completion date.



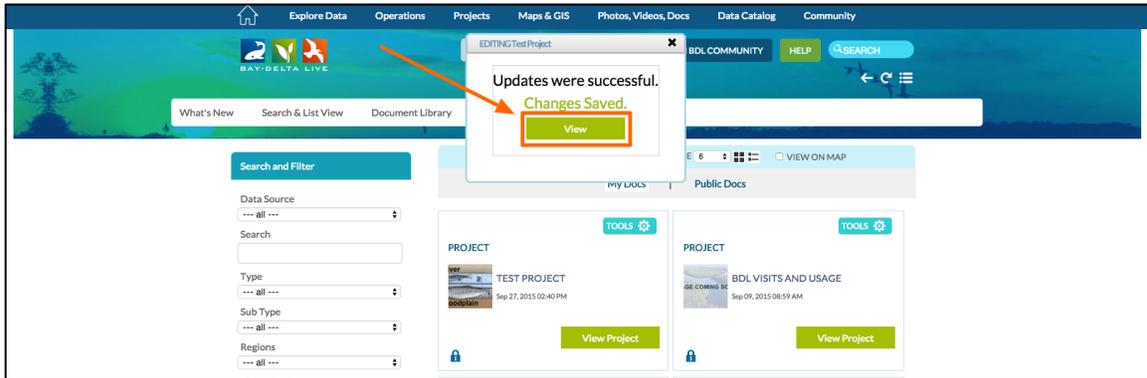
If your organization is in the “organization” drop-down menu, select it. You can select a region or project type under these drop-down menus and fill out the “Purpose” and “Background” section if you wish.

The screenshot shows a web application interface with a search filter panel on the left and a project details panel on the right. The search filter panel includes a "Map It" checkbox, a "Clear Results" checkbox, and buttons for "RESET LISTINGS" and "SEARCH". The project details panel includes fields for "Start Date" and "Completion Date", and three drop-down menus: "Organization", "Project Areas", and "Project Type", each with an orange arrow pointing to it. Below these are text input fields for "Purpose" and "Background", also with orange arrows. At the bottom of the panel are "Save changes" and "Cancel" buttons. The right sidebar contains "TOOLS" icons and "View Project" buttons.

**Remember, all of this can be edited later.**  
When you are done, click, “Save Changes.”

This is a close-up screenshot of the "Save changes" button in the project details panel. The button is highlighted with a red box, and an orange arrow points to it from the right. The "Cancel" button is visible next to it. The background shows the "Project Areas", "Project Type", "Purpose", and "Background" fields.

A box will appear after you save your changes with an option to view your new project. Click, “View.”



Since you chose “Article” from the “View By” drop-down menu, it opens up to that page.

You’ve successfully created a new project.

Check out the [“Edit the Project Article Page” tutorial](#) to learn how to do more with your new project page.