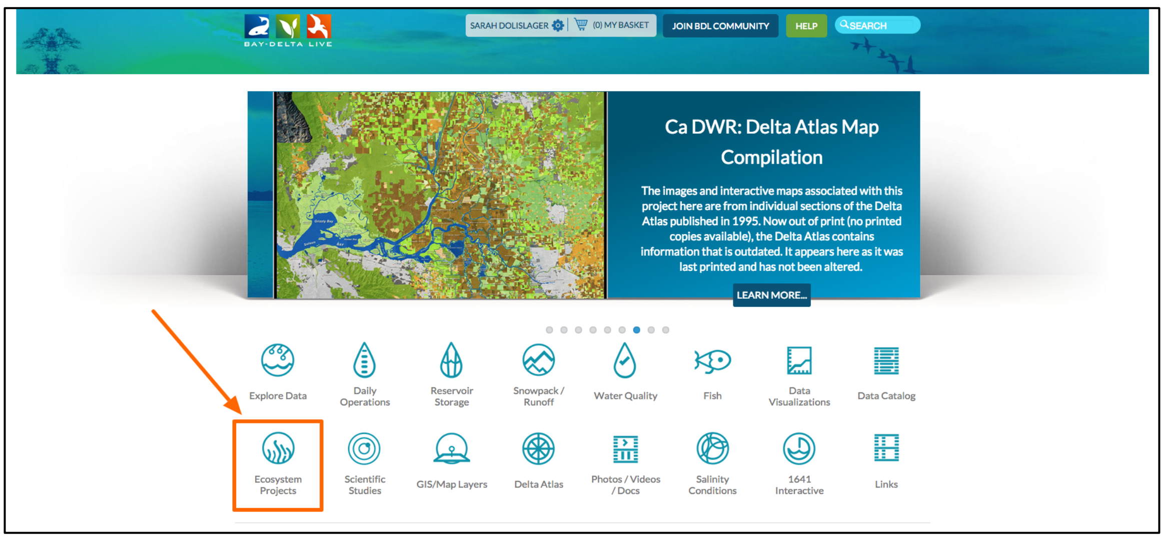
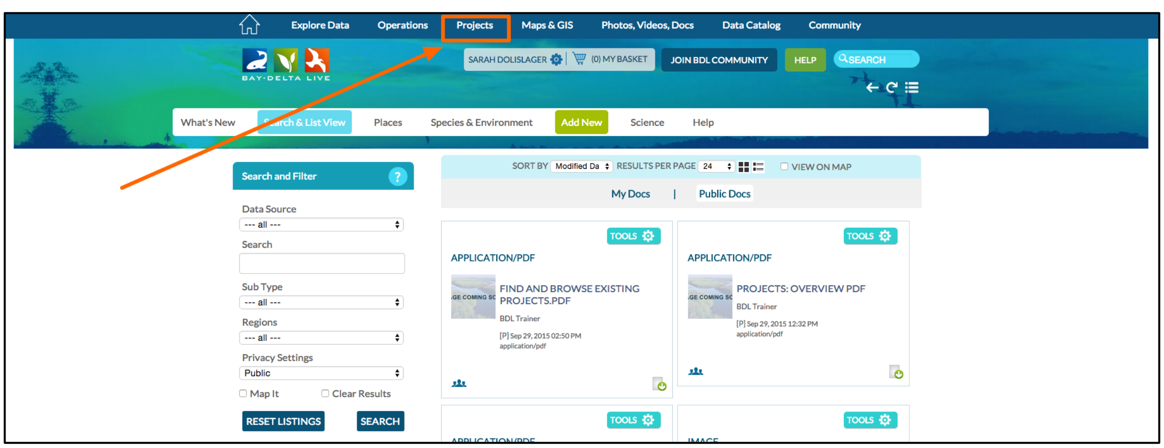
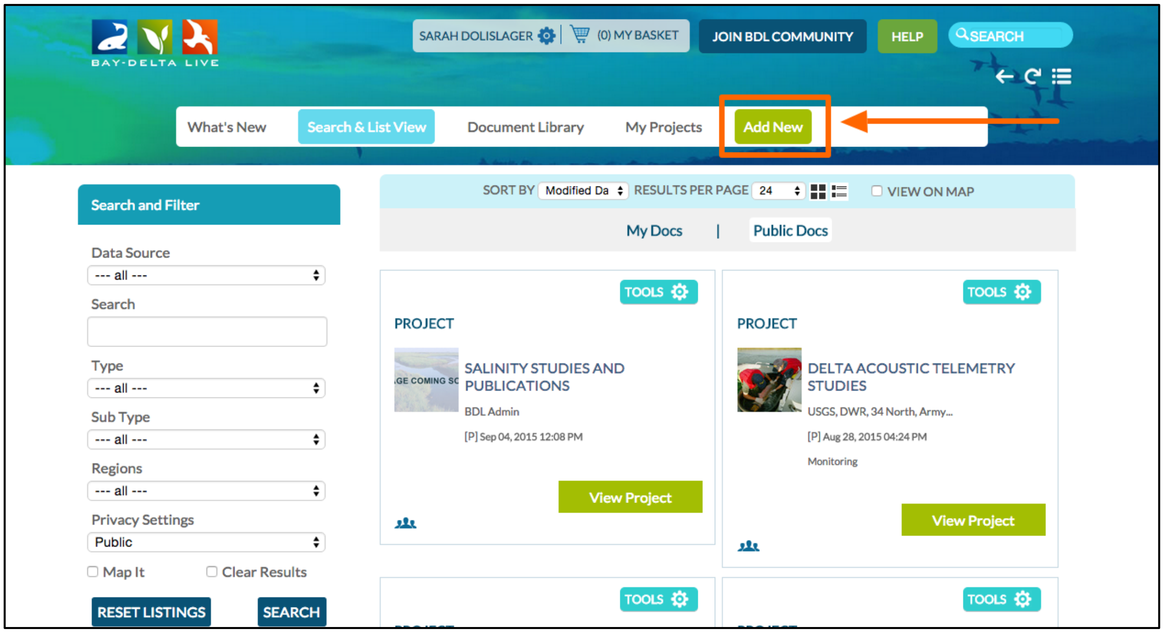
ADD A NEW PROJECT

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

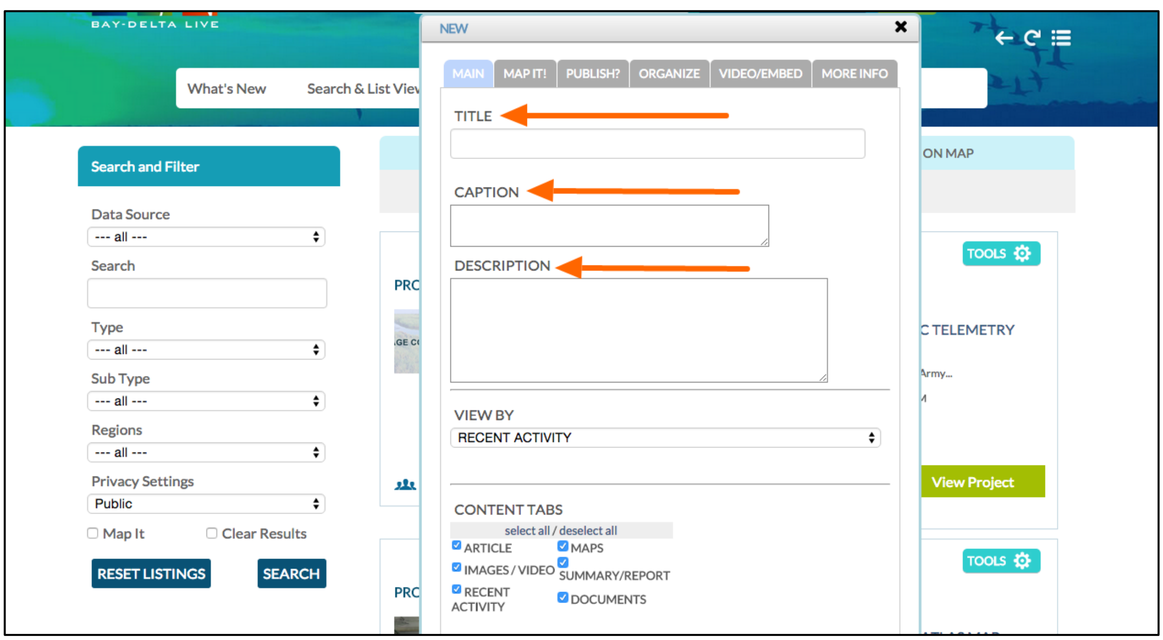




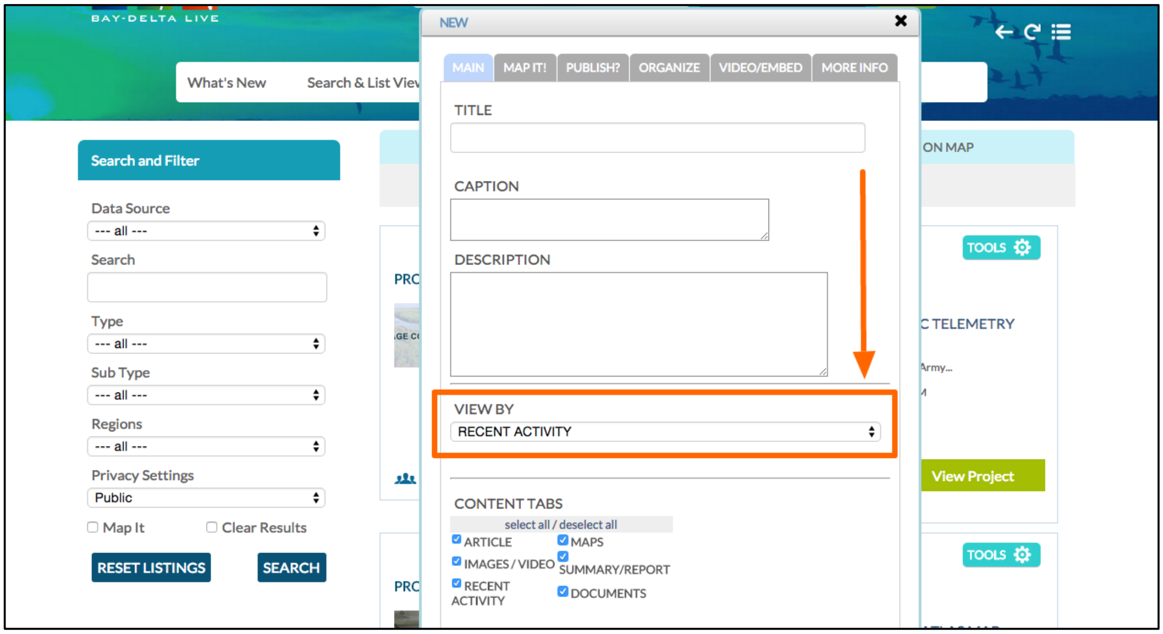
To add a new project, click “Add New” in the sub-navigation.



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

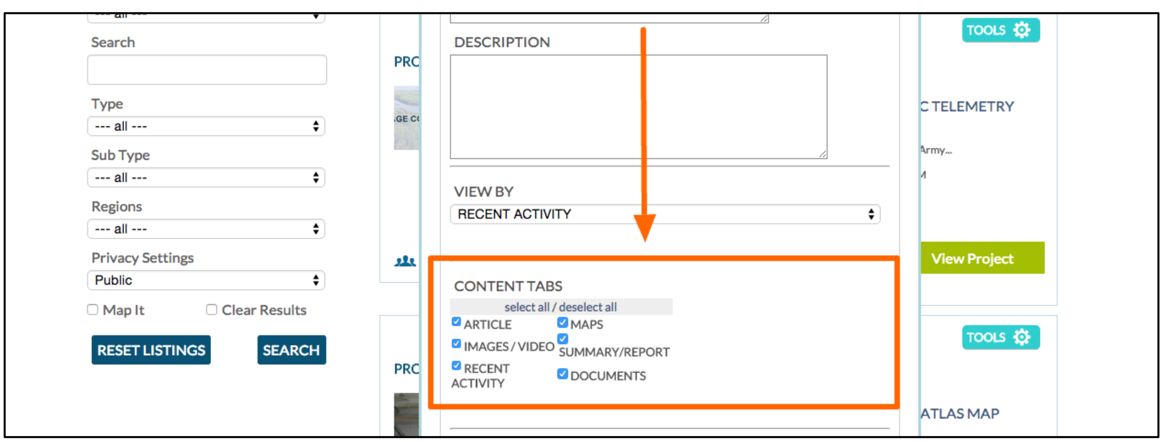


We'll title this one, "test project."
The "View By" drop-down menu decides the page people will first see when they open up your project. Essentially, this menu decides what your project's homepage is.

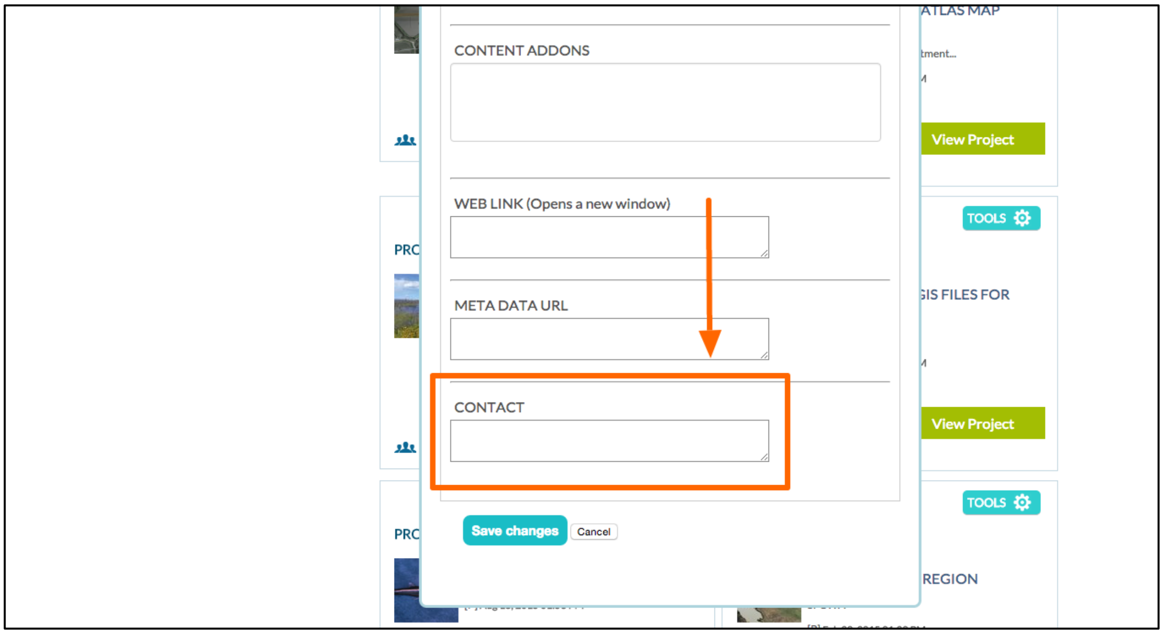


"Article" is a good option because that page is customizable. You can create an engaging informational page to summarize your project. I'll show you how to do that later in this tutorial.

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.

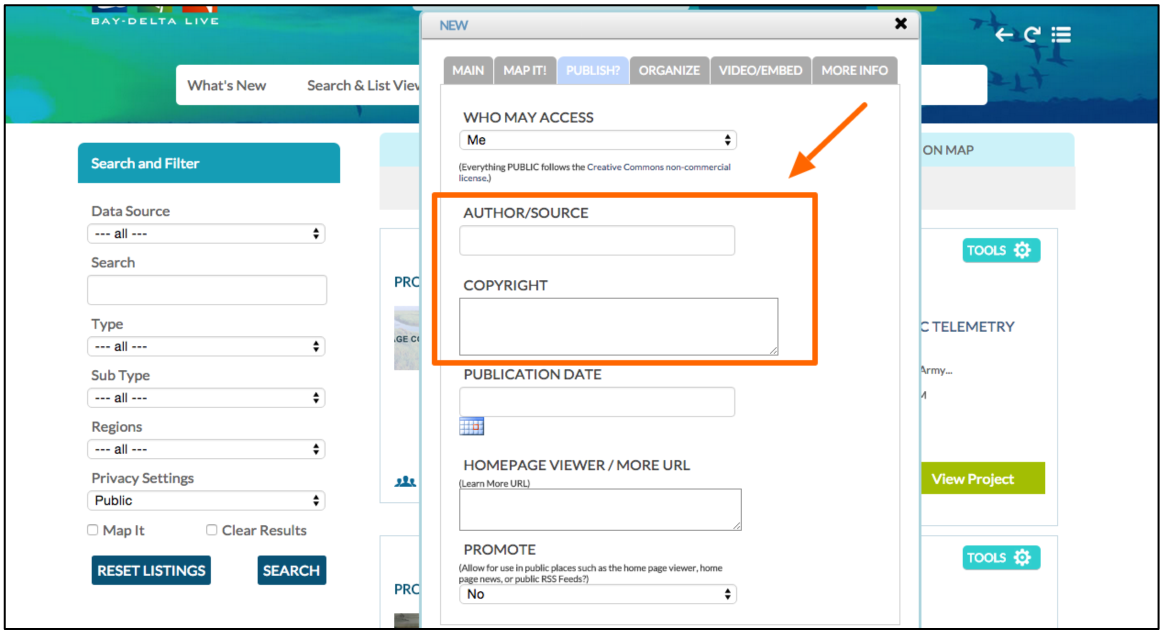


Then go to the “Publish?” tab.

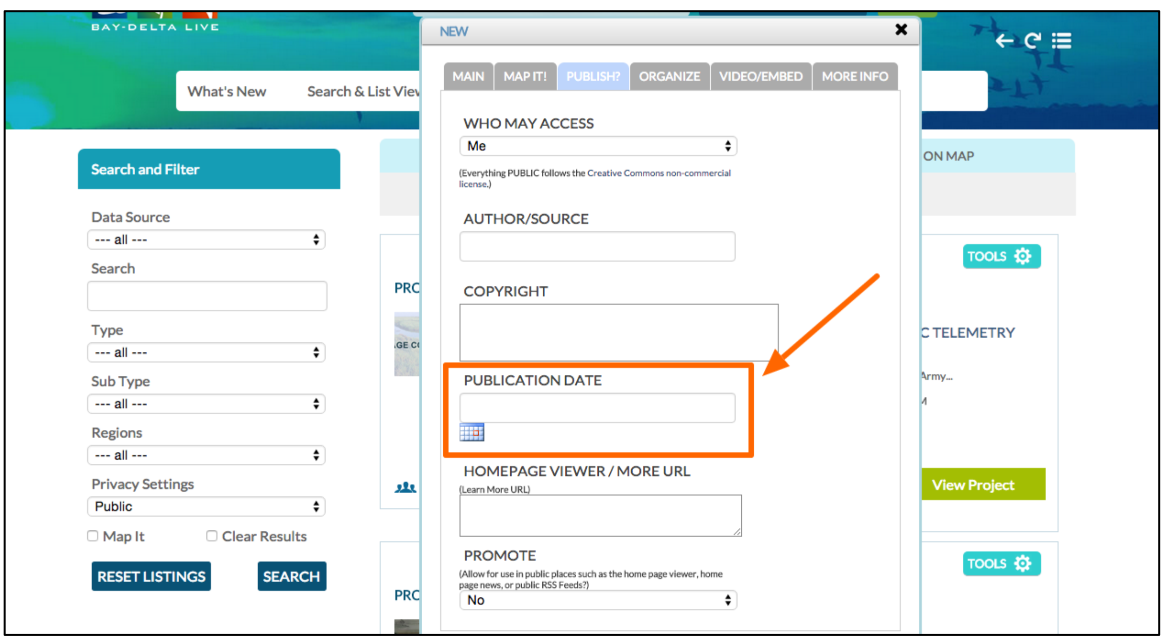
Under the “Who May Access” drop-down menu, there are two options. “Me” and “Public/Everyone.”

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.

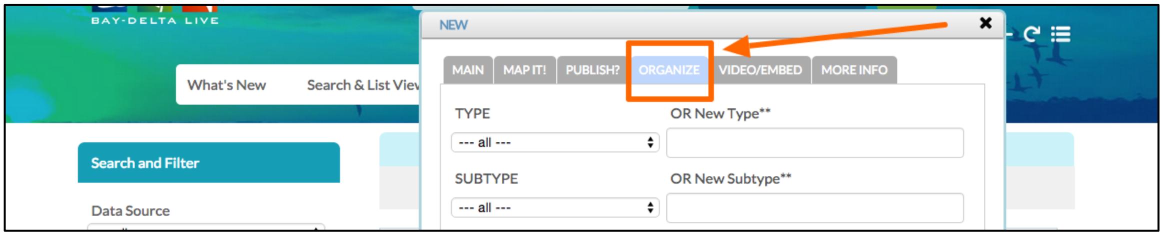


If you would like to specify a publication date, click on the calendar icon and choose a date.

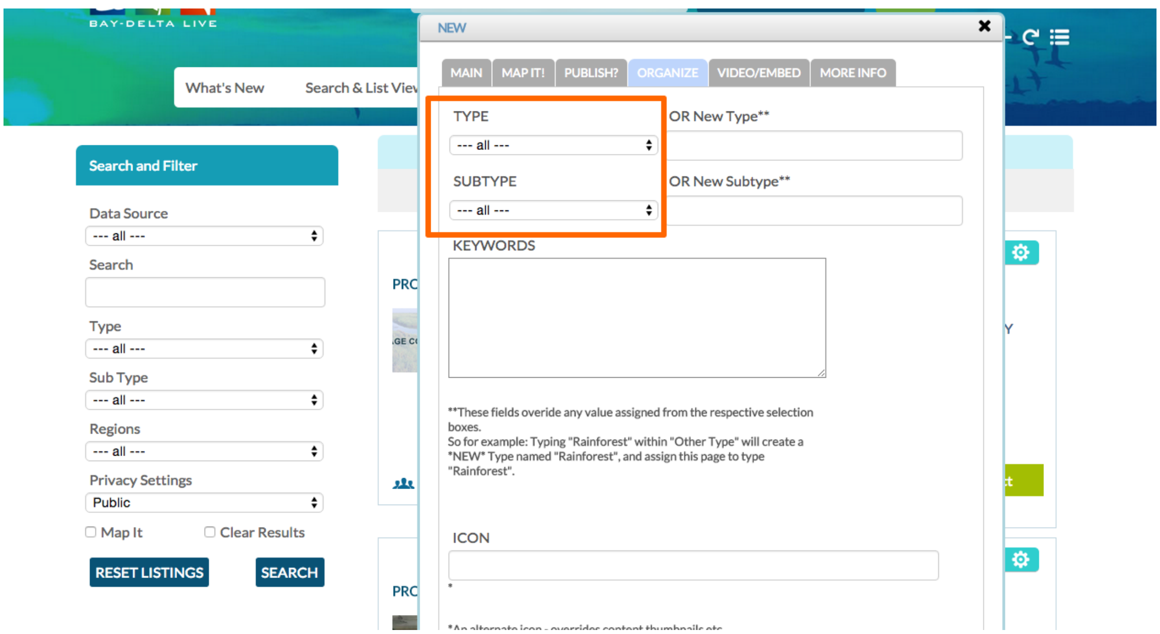


You can choose how and where to promote your project, but if you chose to keep it private, you can come back and edit this section when you make it public.

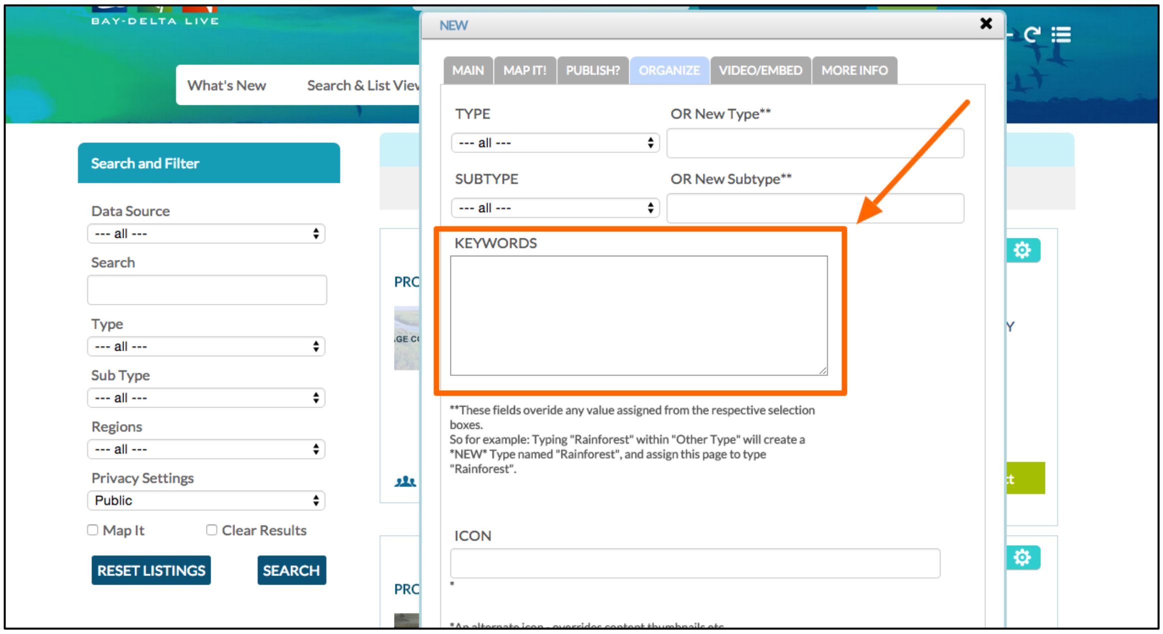
Then go to the “Organize” tab.



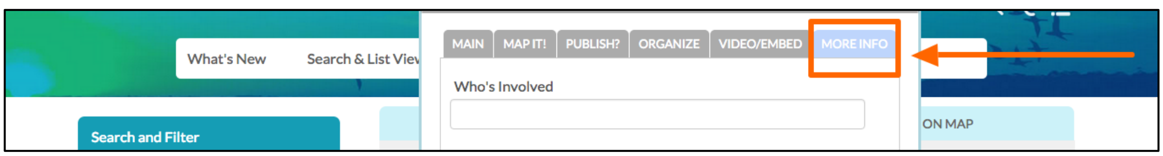
This is where you can specify a type and subtype, so that when people use the search function, they can find your project.

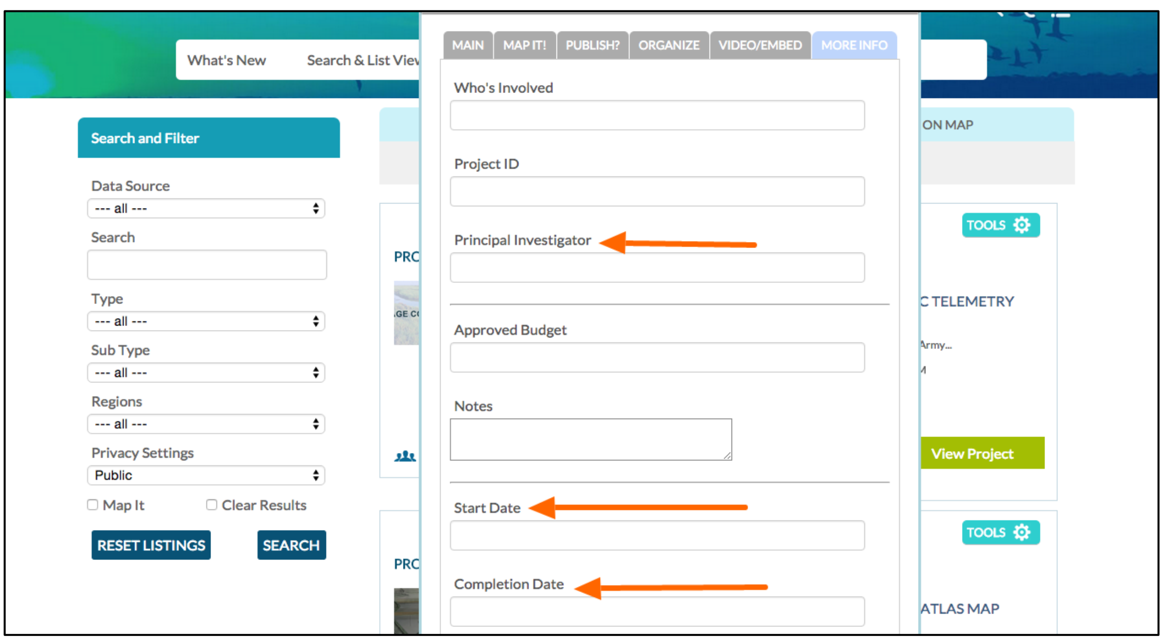


You can also make a list of keywords for this same purpose.

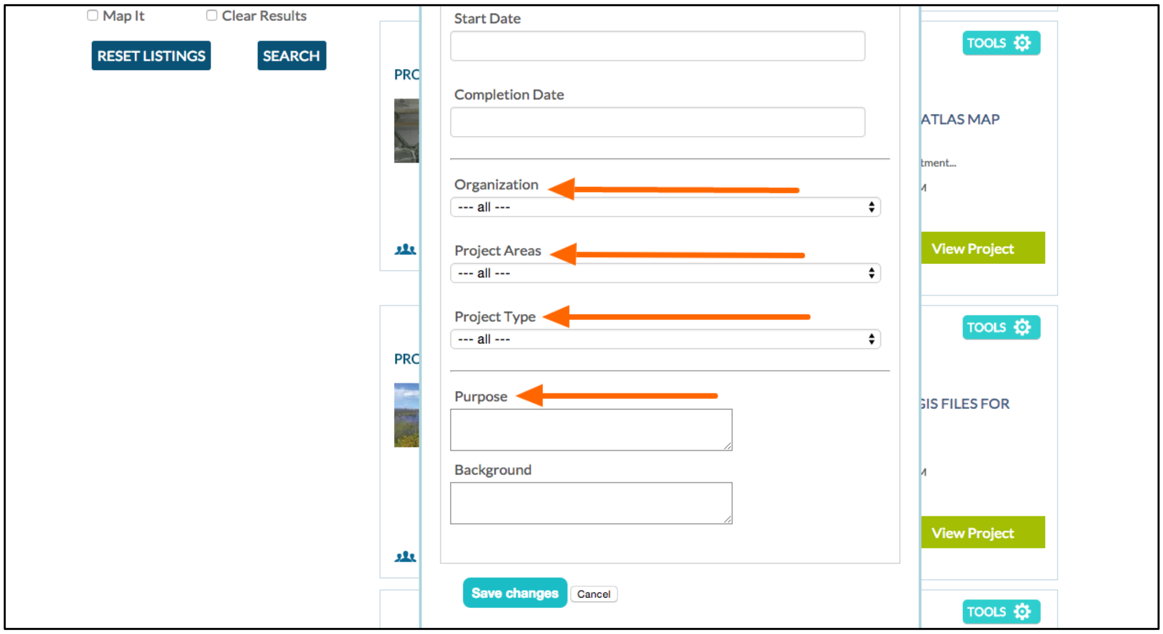


Then go to the “More Info” tab. You can enter more detailed information here such as who is involved, the project ID, and a start and completion date.

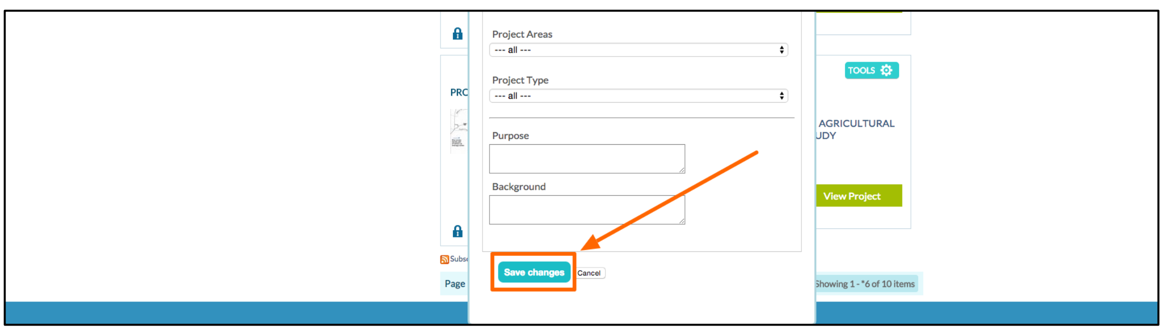




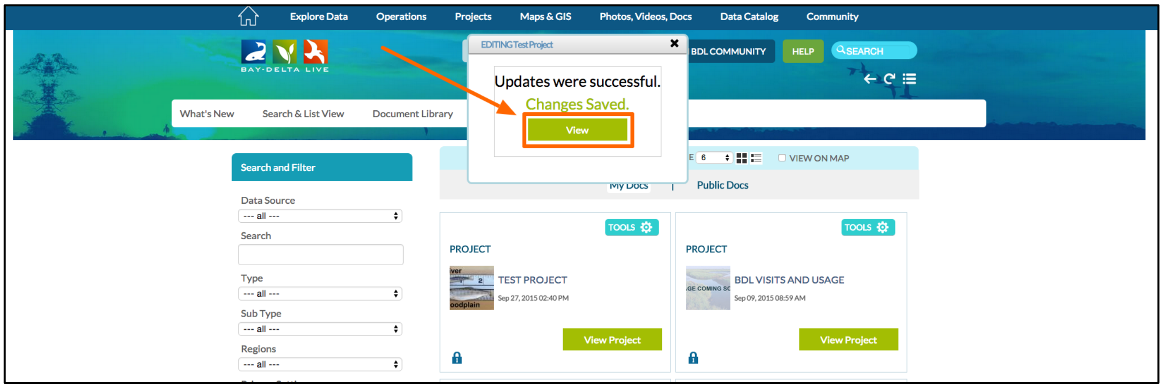
If your organization is in the "organization" drop-down menu, select it.
You can select a region or project type under these drop-down menus and fill out the "Purpose" and "Background" section if you wish.



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



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.