DTP Project webpages –

User Manual

A stream of cooperation

Version May 2018 - New Developments explained in orange

Version August 2018 – New Developments explained in bronze

Version October 2018 – New Developments explained in red

Version January 2019 – New Developments explained in green

Table of content

Introduction

The Danube Transnational Programme website (www.interreg-danube.eu) includes and hosts one website per project, name as well webpage or webspace. The integrated system of programme and project websites facilitates the monitoring of project activities and it saves financial and human resources. No costs are needed for creating and maintaining the project websites since these services are offered by the programme free of charge.

The Joint Secretariat gives projects, once approved, access information and guidance on how to produce and upload content to their webpages. This User Manual will help projects in this task as well as the Communication training to be organised once the projects of each call are approved.

The project webpages have the same structure for all approved projects allowing some flexibility to create new sub-sections according to the projects' requests.

The micro-sites include:

➢ Pre-filled information fields with data from the application form and monitoring system (when available): main project data, project summary, partnership.

➢ Dynamic information to be filled in manually by projects: project results, news and events, online newsletters, etc.

Projects might still develop a separate website for tools or products with a life reaching beyond the project (i.e. an online platform) and being a project output itself and not a simple communication tool. The development of such a separate website will be subject to approval by the Joint Secretariat and a specific justification will be required. In the event that this separate website is approved, the project will be required to follow the [Visual Identity Manual for Projects](#).

Apart from the project's webpage, and according to regulations, **a short description of the operation, including its aims and results and highlighting the financial support from the European Union, must be included on each project partner's website,** where such a website exists.

Beyond the basic website, the programme encourages the projects to develop their presence online through social media and to use digital communication tools, when relevant to their communication objectives, target groups and the Communication Plan in general.

For any enquiry related to the project website, you can contact the Communication Officer in the Joint Secretariat (JS): Eloy Gómez (eloy.gomez@interreg-danube.eu ; Tel: 0036 1 795 1787).

Recommendations

All projects needs to make sure that their **project webpages are regularly updated** with content designed to attract new visitors during the whole project implementation. The news section needs to be updated at least once every two weeks. When there is no information to be included in an specific website section yet, do not forget to announce which type of content will include that section and when this content will be available (i.e. ''This section will present... This content is expected to be published by XXX'').

The Joint Secretariat will monitor the frequency of the project website updates as well as the quality and interest of the information included and the language used. Those DTP projects not updating regularly their websites will be officially warned by the JS.

The webpages should contain interesting project descriptions and news that would be meaningful to people unaware of Interreg, focusing, whenever possible, on the story, on the people and on the added value of the project actions. The contents included in the project websites need to be attractive to most of website visitors, using an easy-to-understand language.

The domain of each project's website is: www.interreg-danube.eu/projectacronym. We invite you to disseminate this domain in all your communication activities (documents, materials, events), since the project website is one of the main communication tools the project counts on.

More recommendations concerning the project webpages can be found in the DTP Communication Toolkit for projects.

Requirements and guidelines

The obligations of beneficiaries regarding information and communication measures for the public are included in: Annex XII, section 2.2 of EC Regulation 1303/2013 (http://eur-lex.europa.eu/LexUriServ/LexUriServ.do?uri=OJ:L:2013:347:0320:0469:EN:PDF).

All DTP project partners must follow the specifications included both in the Subsidy Contract and in the Partnership Agreement and they are required to follow the indications included in the following documents:

- Implementation manual (section concerning Communication)

- Visual identity guidelines for projects

- Communication Toolkit for DTP projects

- Communication Plan of the project (to be developed by each DTP project at the beginning of its implementation activities)
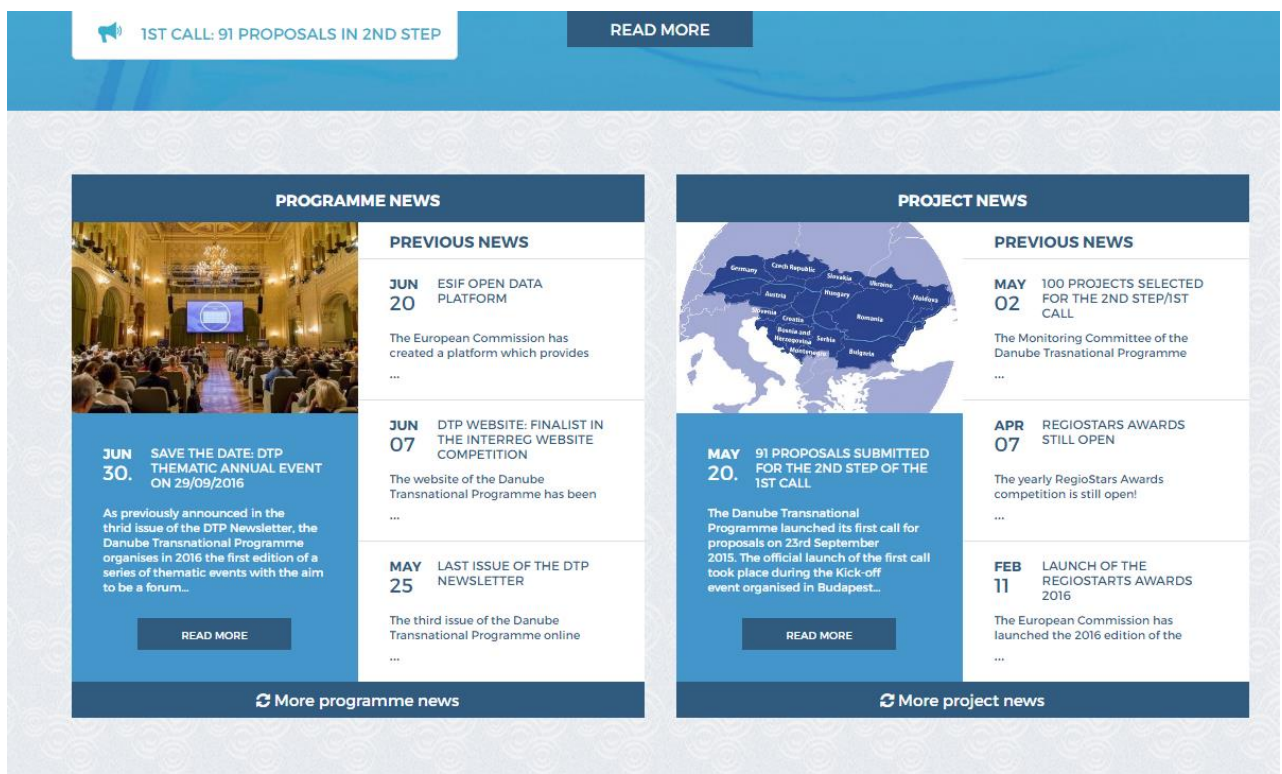
How to login

All approved projects will be added to the system by the administrators, and both the Lead Partner and the project partners will receive an email explaining how to access to the project website.

In order to access to their project website, all users need to be registered in the system.

In case they are not registered, a notification email on how to register will be sent to each Lead partner/Partner by the Joint Secretariat. In case they are already registered, they will receive another type of email from the Joint Secretariat.

To register to the system, please visit http://www.interreg-danube.eu/register or click on the "Registration" link in the footer menu at the bottom part of the homepage. On the registration page, the required information and a username and password must be provided. The email address and the institution will be already pre-filled by the system. This data can only be changed by the Joint Secretariat. The username must always be the email address.

After successfully filling out the form, a confirmation email will be sent to the chosen email address. Please click on the link in the email in order to verify your email address. After verifying the email address, the user will be able to log into the system and access to their project website.

After registration, the users can login to the system and can access different interfaces of the project website which are accessible depending on the user access level. **The Lead Partners after logging into the system will be able to edit their approved project/s website sections, add news, events, manage documents, send online newsletter and create subpages. The Partners will be only allowed to access the Document manager section.**

To login to the site, please visit the login page, by typing in the following URL to the browser: http://www.interreg-danube.eu/login, or by clicking on the "Member area" button in the top right corner of the DTP website.

To login to the system the username (email address) and password - provided upon registration – must be typed into the corresponding fields of the login page.

After logging in, the previous "Member area" button will change into a dropdown button. Different actions are available after clicking on it:

➢ **My projects:**

If you are the Lead Partner or a Partner of any of the approved projects added to the system, the list of these projects will be available here.

➢ **My profile:**

You can change your personal details on this page. You can also change your password on this page.

➢ **Logout:**

To sign out from the website, choose this option.

Resetting forgotten password

If you don't remember your password, please visit the login page by typing in the following URL to the browser: http://www.interreg-danube.eu/login, or by clicking on the "Member area" button in the top right corner of the website.

On this page you must click on the "Forgotten password?" link, and on the opening page you must provide either your username or the email that is associated with your account.

An email containing a link will be sent to your email address. By clicking on the link, you will be able to change your password. After having successfully changed the password, you will be logged in by the system, and in the future, you have to use this newly provided password to log in.

How to edit the website sections

Once logged in, visit "My projects" page and select one of the projects in which your role is "Lead partner".

All general content on the website is editable. On the main page of a project website an "Edit" button displays on the right corner. If you would like to edit a section, you need to enter into the specific section that needs to be edited and click on ''Edit''.

After clicking on '''Edit'', you will be able to edit the already existing content of several pages such as Home, News and Events or new sections created. To publish the changes, you need to click on ''Save''.

The first image added to the section Gallery is automatically displayed on the homepage as the main image of the project, so this first image must be the project logo provided by the Joint Secretariat (with a size of 270x180 pixels to fit correctly in the given space). The JS has already included this image/logo for all the approved projects in their webpages. See below the indications on how to upload other photos in the Gallery.

The section Partners is linked with the programme monitoring system or created automatically by the website system, thus in order to update this section you need to modify the data concerning the project partners in the monitoring system (when available) or contact the Joint Secretariat. Please, make sure that any change in the project through the monitoring system (when available), such as the budget or the names of the partners, is quickly updated in the project website.

Some useful buttons that you can find on the top part of the body text of the News and Events, Newsletters and new sections are:

1) The **font** is included by default. In case the font is wrongly changed, select the text and click on the following button. In this way, the font will become the correct one.
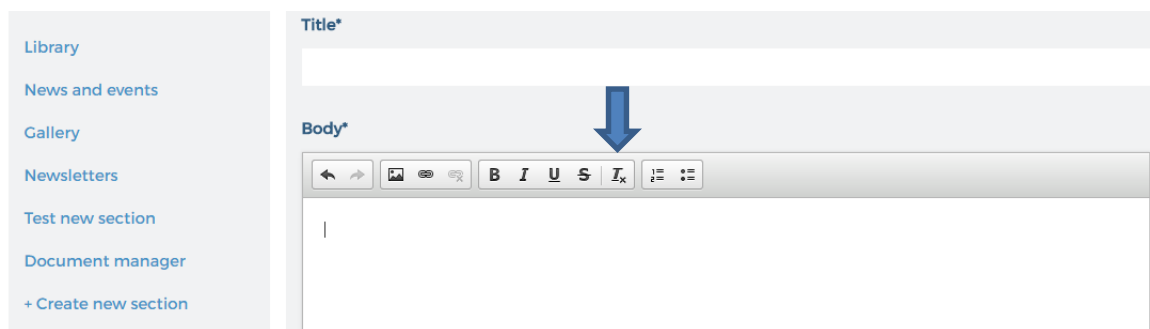
2) **To insert a picture in the body text**, click on the button below. First, the required picture should have been uploaded previously in the Document manager as a Public document (see below ''How to manage the Document manager, Library and Gallery sections''). In the new window after clicking in the button, choose "Browse server", then you will be able to choose the picture from the already existing ones.

You can modify the width and height of the picture, including the wished measure in the 'Image info' tab. Check the 'padlock' is locked in order to balance the Width and Height of the photo according to the original size, avoiding lack of proportion.
After seeing the link of the file (i.e. media/download/22) just click on OK.
Consider the copyrights of all inserted photos.
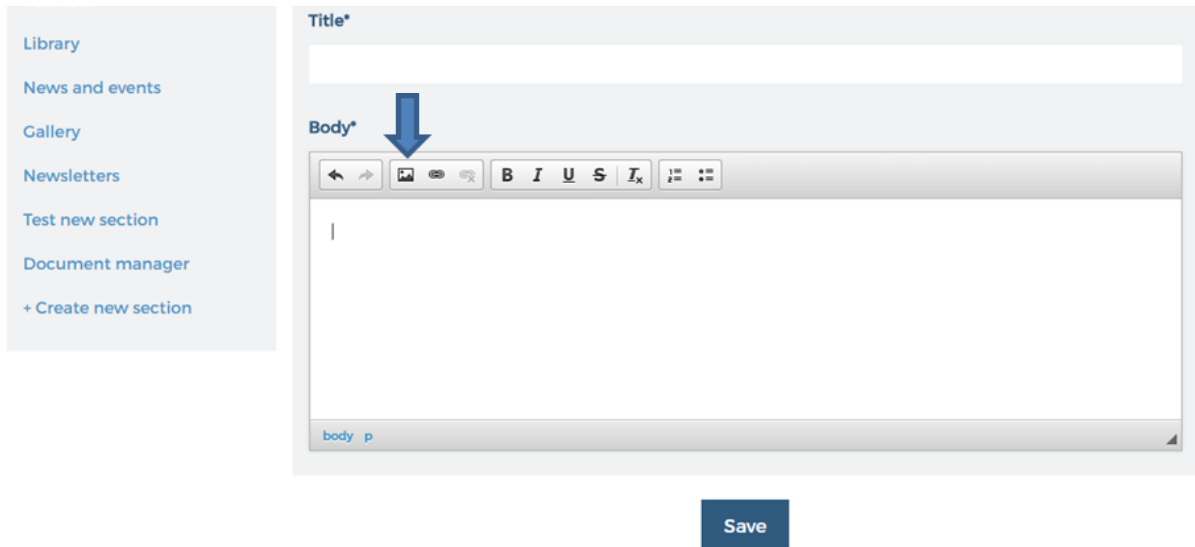
Once you save the content, the inserted pictures can be enlarged by simply clicking on them once (they are in a so-called "fancybox"). It is recommended to avoid extremely high resolution pictures, as when enlarged, they can appear oversized on the screen.

3) You can **add documents to be downloaded or website links** to the text. First, in the content edit box you need to select the word/s to which the documents or website links will be linked and then click on the 'paperclip' button:
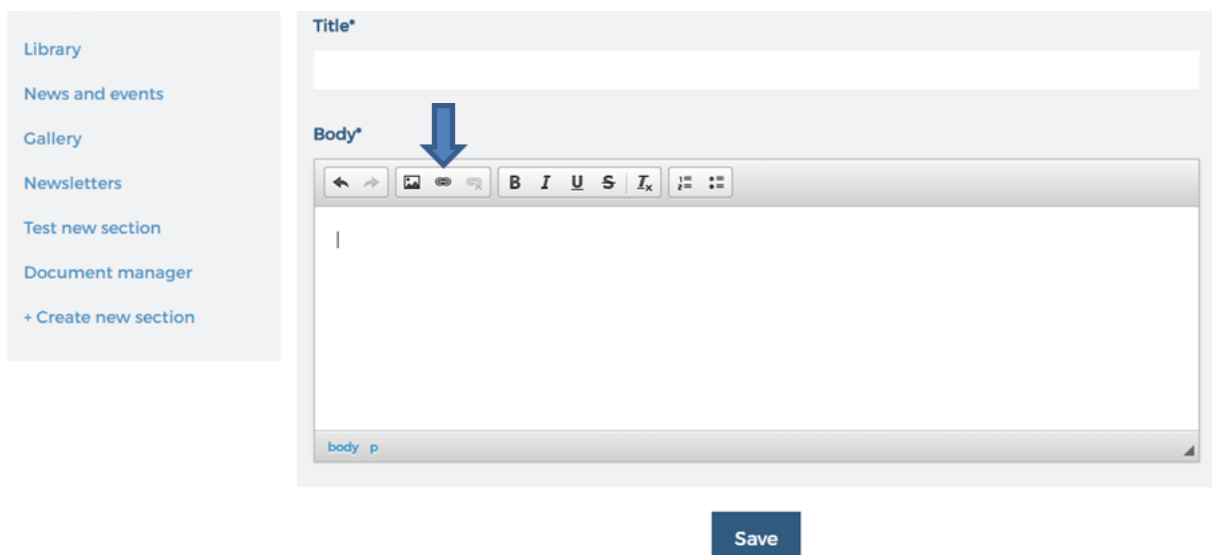
The document you would like to link must have been already uploaded (as Public document in the Document manager section) previously. In this way, you can click on "Browse server", then you will be able to choose the file from the already existing ones. After seeing the link of the file (i.e. media/download/22) just click on OK.

In the case of website links, in ''Link Info'' tab, you just need to add in the field URL the whole and correct website address to be linked and click on OK.
To be sure that the new linked website or document open in a new window when the user clicks on the link (and not in the same window as the project website), go to ''Target'', select ''New window (_blank)'' and click on Ok.
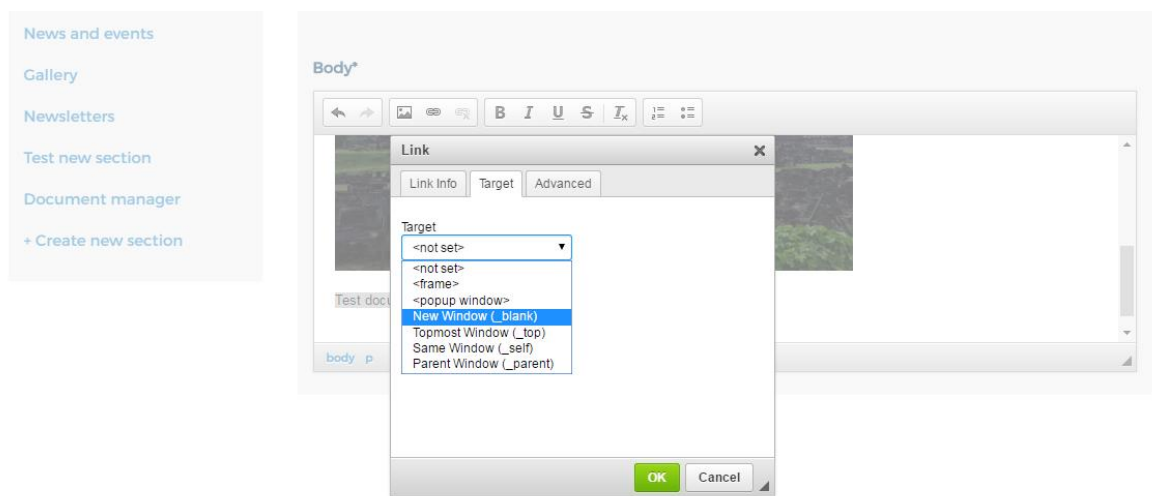

4) To **paste a copied text**: after having copied the text, you just need to place the cursor where the text should be copied, click on the right button on your mouse and then click on paste. A new small screen will appear and you need to paste in text in the same way and then click on 'Ok'.
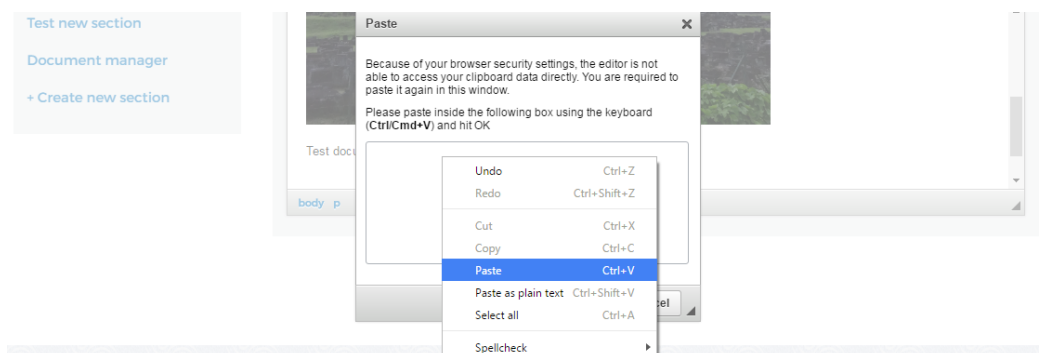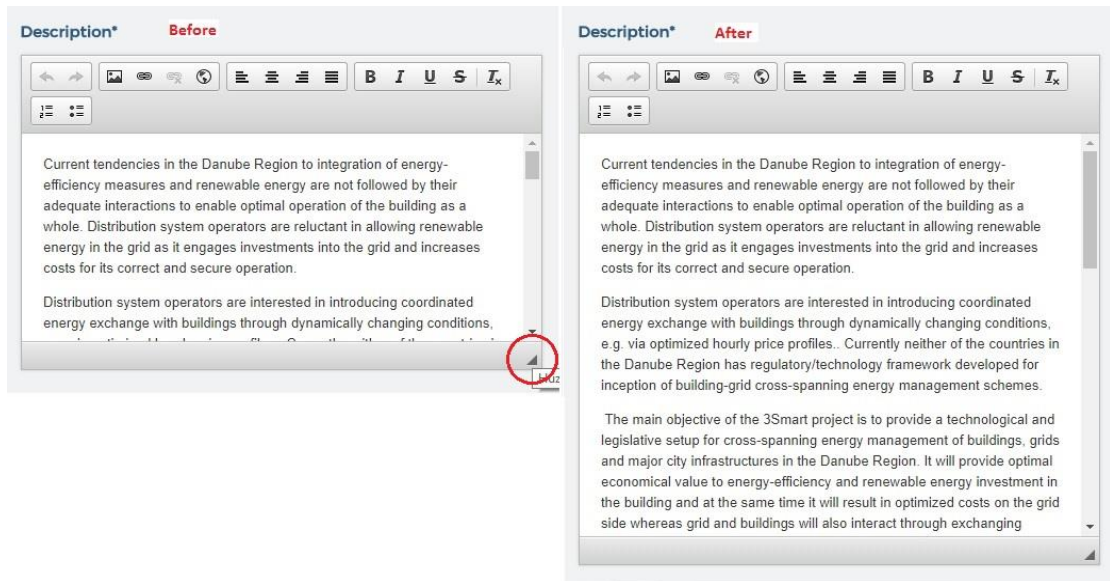
As soon as you finish the editing of the text, you need to click on ''Save'' to save the changes and make the page to be published (or ''Send now'' in the case of the Newsletter).
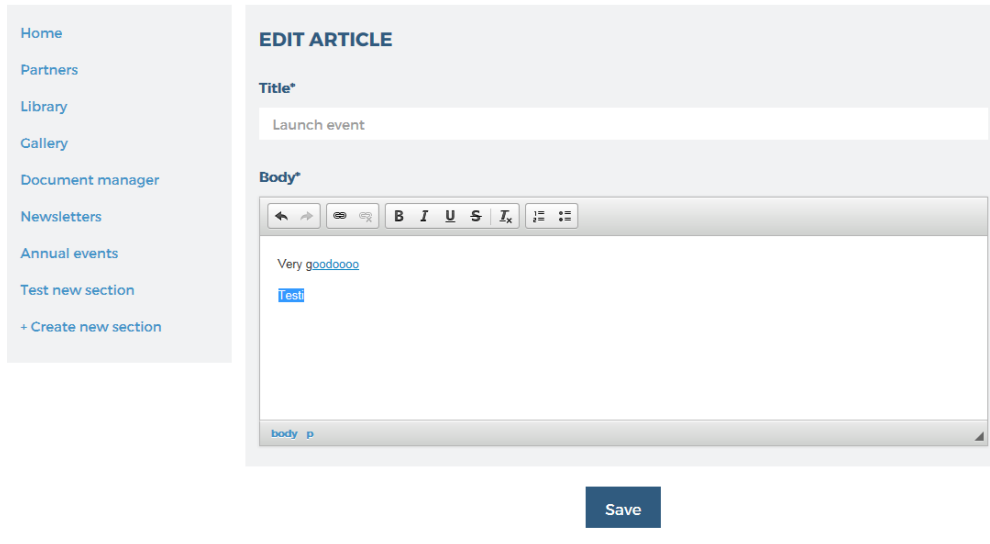
5) To **justify or align text and photos left, right or middle**, use the buttons below.
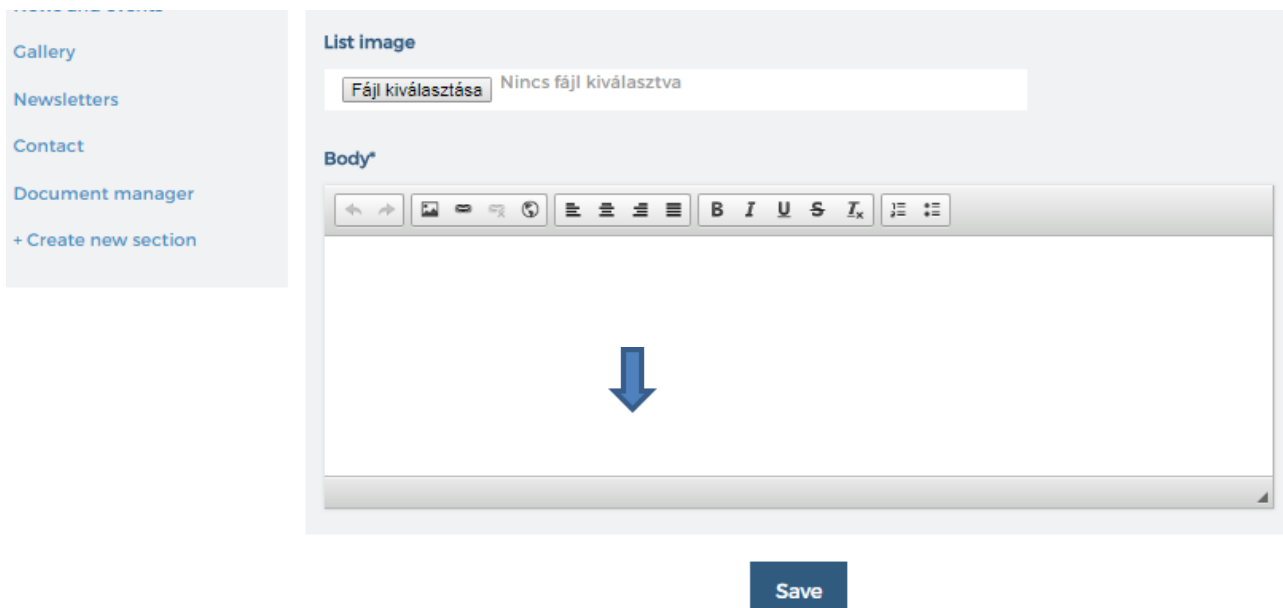
6) To **enlarge the editing window to a medium size,** click on the right bottom corner of the window and drag it bigger.

7) To **enlarge the editing window to a maximum (to fit the screen)**, click on the maximize button. To reduce the page after editing your text and photos in the body text, click back on it to minimize.
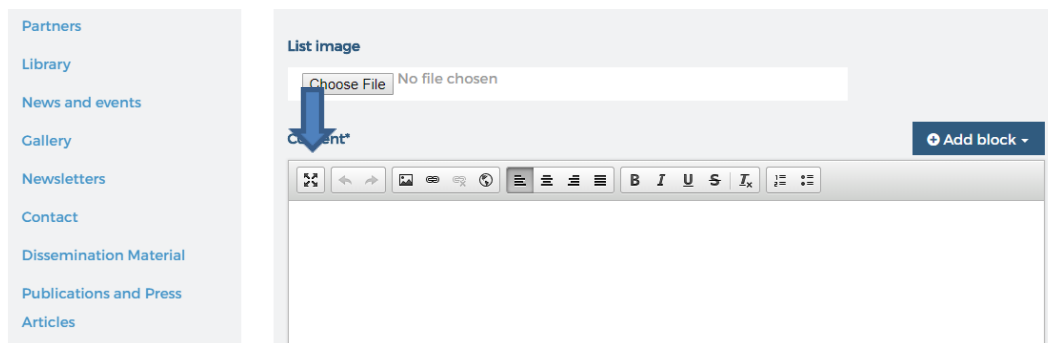
8) When uploading a document or a photo, you are able to **filter** them easily **by name** to identify the ones you want to upload. In order to do it, **click on image** and then go to **browse server**. From there, use the **search box to search by name**. Please remember that only the photos previously uploaded as 'Public document' will be shown in the list.

9) You can select blocks of text with images to facilitate your editing process (optional).

DTP Project webpages menu

- ➢ Home: Description of the project and its main data, including the type of Fund and amount of EU contribution received.

- ➢ Partners: List of the partner organisations and its contact details automatically included by system (For any change, please refer the DTP JS).
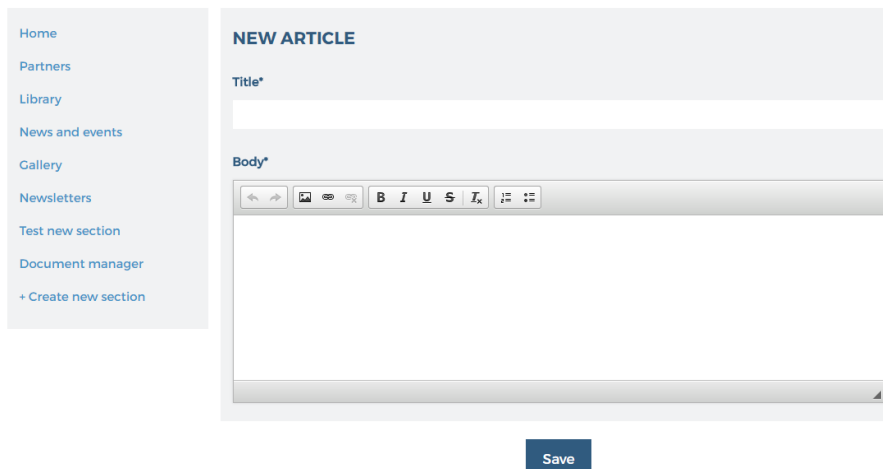
> ➢ Library: List of outputs produced by the project.
>
> ➢ News and events: Update on the progress, project activities, kick-off and closure events, relevant news. Every news/events published by a DTP project in its webpage will be automatically published as well in the programme main page and in the section Project news and events.
>
> ➢ Gallery: Display of photos and videos related to the project implementation.
>
> ➢ Newsletters: List of published online newsletters.
>
> ➢ Contact: Contact details of the project coordinator/communication manager (person/people who should be contacted for more info on the project)
>
> ➢ Other sections: Each partner can decide to add other relevant sections or the same sections in other partnership languages. For instance: A section of Useful links: To partner organisations' websites and other useful external links.

How to publish News and Events

Once logged in, on the project main page, a sidebar is displayed on the left side including all website sections. This part contains a link to "News and Events". After clicking on it, a subpage will appear with all the existing news.

The Lead partner may edit any of the existing articles (News and events) by clicking on the ''Edit'' button on each article.
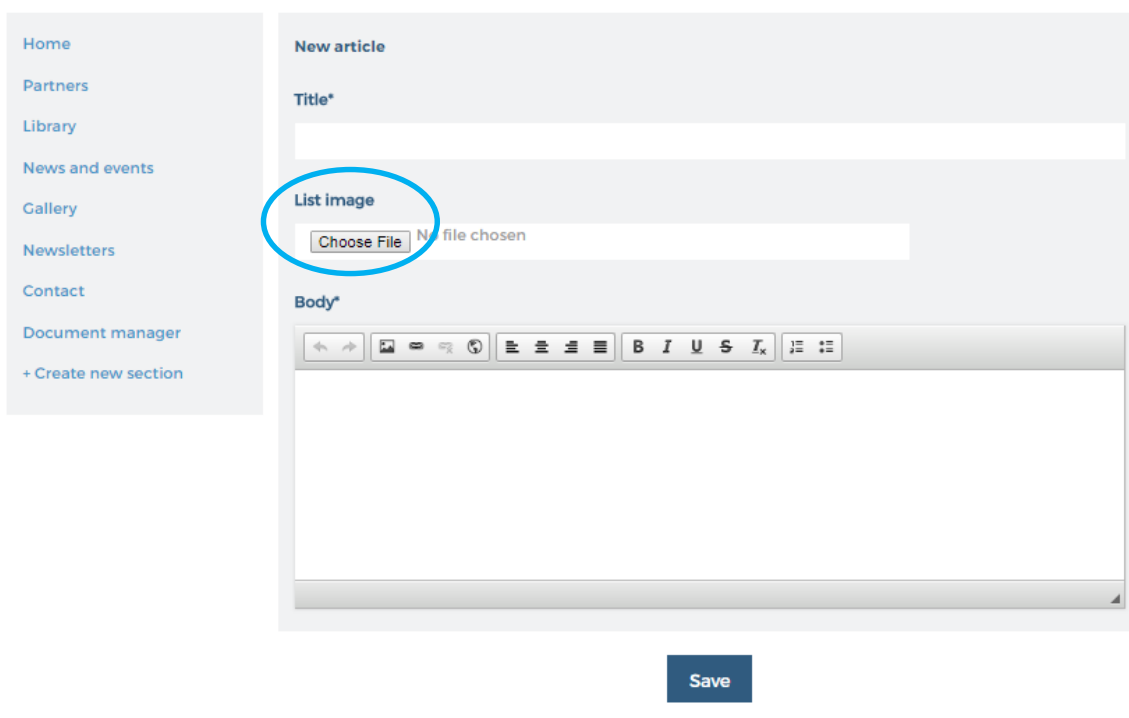
Adding news can be done by clicking on the ''+Add'' button in the top right corner. A form will appear which must be filled out and save in order to create an article (both a title and some text

is required). After saving the article, it will be automatically published and visible for every visitor of the website.

The published news will not just appear on the project site, but also on the Project news section of the Danube Transnational Programme website and on the programme homepage with an automatic reference to the project acronym.

You have the *option* of **adding a thumbnail picture to your news**, which will appear on the project webpage in the news feed, next to the intro of the article (replacing the newspaper icon).

To add a picture, look for the "List image" line when adding news, and click on "Choose file". Select the picture you would like to display, edit the text and title of the news and once everything is done, click on "Save".

The thumbnail picture will appear next your news like this:

Please note that the pictures will appear in your project webpage news feed and on the "Project news and events" page of the DTP website. However, on the DTP *homepage* in the project news feed, **project logos** will continue to be automatically displayed whenever you post a new article.

If you want to remove a news that you've published, you can do so by deleting it with our new "Delete button" which is placed next to the update buttons. The development of this button occurred in the last week of October 2018.

How to manage the Document manager, Library and Gallery sections

The Document manager section of the project websites is the only section **available for both Lead Partners and Partners. <u>The Lead Partner must inform its project partners about this website section, its functionalities and how to use it during the project implementation.</u>**

The users of this section will have the possibility to add documents in different formats, as well as pictures and videos or to download private and public ones. It can be accessed from the sidebar mentioned above once logged in (Document manager), where a search function is available to look for any document according to its name or the type of document. Each document in the list of uploaded ones can be edited, removed or re-uploaded.

The documents you have uploaded can also be put in your wished order (not only chronological) by drag and drop with your mouse.

When logged in, you will be able to see in 'Document Manager' all documents/photos/videos uploaded to the system, while for public visitors, the Library section will list only the ''Output documents''.

In order to upload a document, you need to click on ''Add document or media'' on the top right side. It allows managing the following 5 types of documents. The user can decide for each document which one can be of public access in the website or just upload it for internal use of the project partners.

TEST » DOCUMENTS

Add document or media

- Home
- Partners
- Library
- News and events
- Gallery
- Newsletters
- Test new section
- Document manager
- + Create new section

Filter by name

Search

Category	Filename	Date of upload	Is public	Actions
Public document	Photo example	09-08-2016 13:47:19	public	✎ Edit ✖ Remove
Public document	test image	14-07-2016 14:58:23	public	✎ Edit ✖ Remove
Photo	logo	30-06-2016 16:38:24	public	✎ Edit ✖ Remove
Output document	Test3	30-06-2016 16:19:04	public	✎ Edit ✖ Remove
Photo	Photo example	29-06-2016 10:45:06	public	✎ Edit ✖ Remove
Photo	Logo2	22-06-2016 16:00:40	public	✎ Edit ✖ Remove
Photo	Testlogo	22-06-2016 15:59:13	public	✎ Edit ✖ Remove
Photo	Testlogo	22-06-2016 15:57:51	public	✎ Edit ✖ Remove
Output document	Subtest	22-06-2016 15:52:57	public	✎ Edit ✖ Remove
Photo	Photo1	22-06-2016 15:43:51	public	✎ Edit

We advise you to name related documents in a similar way, so that when filtering them by name, only those related documents will be shown. Another way to group documents, is to zip them before uploading (only for *Output, Public and Private documents*).

➢ **Output documents:**

These are the documents which are listed in the Output library of the website, and available for any user (public access for anyone visiting the website). To add documents in the Library section of the website, you just need to upload the relevant document as ''Output document''. **Only the outputs produced by the projects must be uploaded as 'Output document', and not any type of document related to the project implementation (event agendas, internal documents, etc.)**

To do that, you need first to give the document a clear name, browse it from your computer, decide to select it or not as ''Important'' (in this case it will be highlighted with a star in the list of documents of the Library) and choose or not a ''Parent'' for it. ''Parent'' means that you can group several documents of the same content/nature together, making them appear in the Library with a *heading* document first and other secondary document/s below. If you don't want to create a group of documents but just to upload one separate document, you don't need to select anything

in ''Parent''. Otherwise, you need to give a name to the *heading* document and then for other documents of the group, to select the main document name which the new document should belong to and appear below it. Zip documents and documents in .docx format can also be uploaded.

TEST » ADD DOCUMENT

Home	○ Output document	**Custom name**
Partners	● Public document	Custom document name
Library	● Private document	**File***
Gallery	● Photo	Browse...
Document manager	● Video	■ Important
Newsletters	Next	**Parent**
Annual events		
Test new section		Back Upload
+ Create new section		

TEST » LIBRARY   Add document

	Filename		Date of upload
Home	Test3	★	30-06-2016 16:19:04
Partners	Test2 output document	★	22-06-2016 11:42:30
Library	> Subtest		22-06-2016 15:52:57
Gallery			
Document manager			
Newsletters			
Annual events			
Test new section			
+ Create new section			

➢ **Public documents:**

By default, these are not displayed anywhere in the public pages of the website, but they are available for anyone with the link (URL address in which the document is visible) or once logged in, it also appears in the list of documents of the ''Document manager'' section. Zip and .docx documents can also be uploaded.

You can use this type of document, for instance, to upload pictures that can be inserted into the content (body text) of the sections (news, newsletters, etc.) but not to be visible in the Gallery

section; to make links in the body text of some sections (news, newsletters) to downloadable documents not included in the Library; or to share documents in private with particular recipients, providing the link to the document to them. To include links with photos and documents in the website sections, please refer to ''How to edit website sections'' in this Manual, however the main steps are the following:

1. First upload the document as 'Public'; 2. Go to the section in which you would like to insert the document; 3. Select the word/s to link the document and put the cursor when the photo should be inserted; 4. Click on the *clipboard* symbol or the *photo* symbol; 5. Select the previously-uploaded document/photo in the "browse server" button.
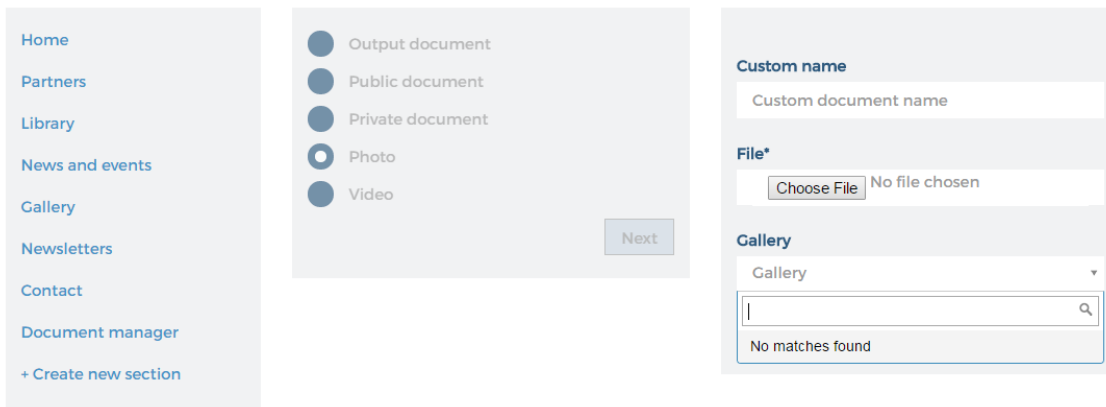
➢ **Private documents:**

Not available and listed publicly. It is only available for the Lead Partners and Partners once logged in. It helps them to exchange documents between each other. Zip and .docx documents can also be uploaded.

➢ **Photos:**

The photos uploaded here will be displayed in the Gallery section (visible to all website visitors) and only photo formats (.png, jpg) are accepted in this case. Consider the copyright of all uploaded photos. The first image added to the Gallery is automatically displayed on the homepage as the main image of the project, so this first image must be the project logo provided by the Joint Secretariat. IMPORTANT NOTE: The size of this first image must be 270x180 pixels in order to fit perfectly both in the project homepage and in the programme main page. The JS has already included this first image/logo for all the approved projects in their webpages, so please don't remove it.
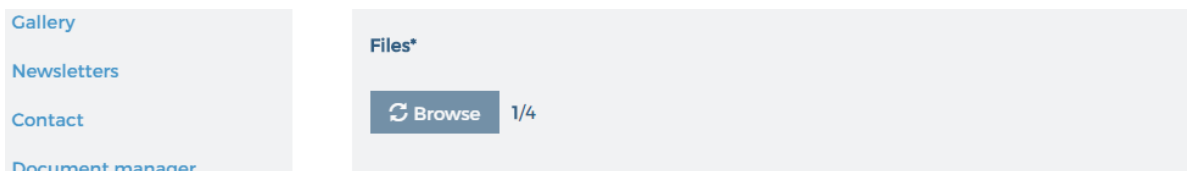
The default listing order of the document manager is "most recent at top", thus chronologically descending. This way, the image uploaded at first is at the bottom of the list. (the logo) Although this can be changed via drag and drop. To replace the logo, the new logo has to be uploaded and put onto the end of the list.

In the ''Gallery'' tab you can select *Gallery* to make the photo appears individually in the **Gallery section**, or you can give a name to the photo and like this, a group of photos is created to be displayed as a group in the Gallery section. All the names of the created groups of photos will be displayed in this dropdown button from that moment on, to be able to select one of them in case a new uploaded photo needs to be part of a previously-created group of photos.

You can upload more photos at the same time, by clicking in the Document manager on "Add document or media" or in the Gallery on "Add media" >Photo > Next > +Browse > selecting in the new tab the picture(s) you would like to upload. Wait for the pictures to be uploaded – you can check the progress next to the Browse button, indicating the uploaded pictures/selected pictures.

After all the selected pictures are uploaded, don't forget to select the target folder in the dropdown menu, then click on Save. Your pictures will be saved in the Document Manager and the selected folder of the Gallery as well.
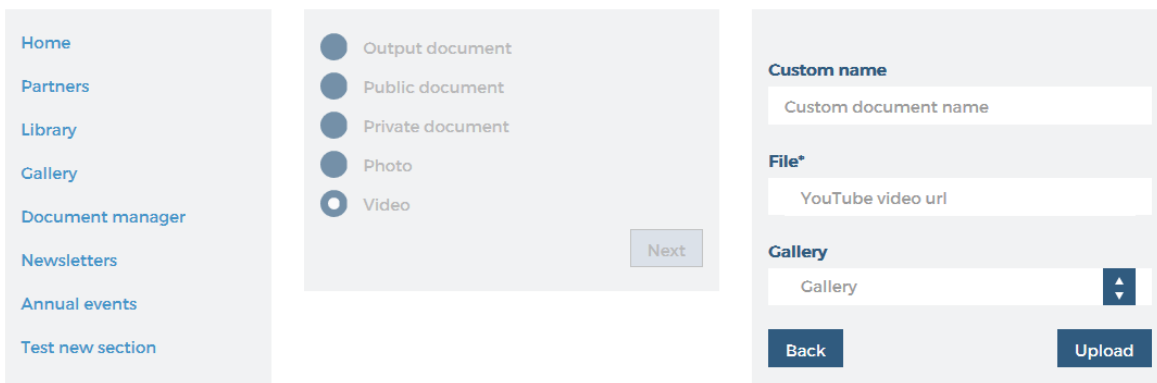
Output documents in the Library and Photos in the Gallery can be grouped: one related document after another in Library or one folder of related photos in Gallery. The other uploaded Public and Private documents can be looked up in the 'Document manager' section using filters (document name or type); we therefore recommend you to name the related documents in a similar way to be easily filtered.

➢ **Videos:**

All the videos included here will be displayed in the Gallery section alone or in a group of videos in the same way than the Photos. To insert a video, the instructions including in ''Photos'' need to be followed. Considering the size of the videos, you cannot browse a video from your computer

but you need to upload first your video to Youtube and then to insert the Youtube URL (or any URL address) in this section.
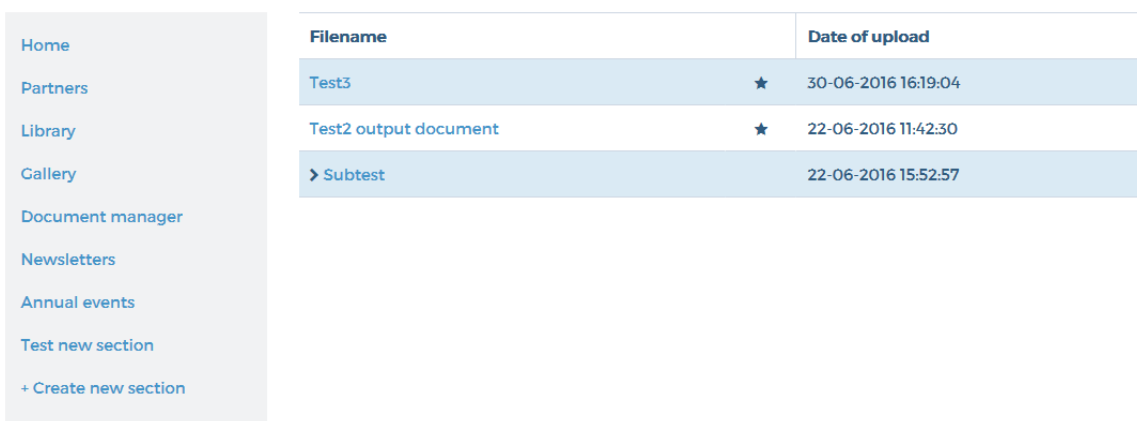
From the Gallery section, you can also add photos and videos by clicking on ''Add media'' and select ''Photo'' or ''Video'' in the same way that mentioned before. Once uploaded, you will be able to pause and enlarge the video once started, by clicking on the respective buttons on the bottom toolbar of the play window.

In the Library section, the uploaded documents and sub-documents will appear in chronological order with the date and time when they were uploaded. You can also upload a document to this section by clicking on ''Add document'' and selecting Output document.

➢ **Recap:**

Output document

Public document

Private document

Photo

Video

Next
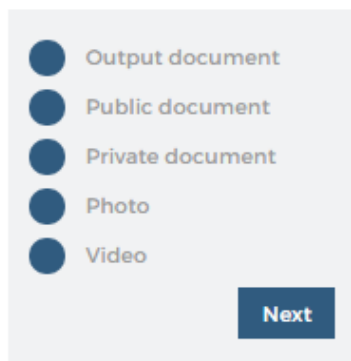
○ **Photos** for **Gallery** -> click on **Photo**!
○ **Photos** to be inserted in **bodytexts** / **Documents** to be inserted with a link in **bodytexts** -> click on **Public document**!
○ **Documents** to be **shared** among **logged in partners** only -> click on **Private document**!
○ **Concrete results** / **tangible outputs** of your project -> click on **Output documents**!

How to create new sections

If the predefined subpages are not enough for the project website, there is a possibility to add additional subpages/sections.

This can be done by clicking on "+ Create new section" on the sidebar once logged in. A form similar to the one of other sections such as News and Events or Newsletters will appear which allows adding a new subpage to the project website.

You need to include a title and some text in the ''Body'' part. You may decide to include some links to documents or to a website address in the text or maybe some photo/s in the middle of the ''Body'' text as well (see ''Add documents to be downloaded or website links'' and ''Insert a picture in the body text'' in the section ''How to edit the website sections'' of this manual).

After saving the new subpage, it will be automatically published and visible for every visitor of the site and a new section will be included as well in the sidebar after logging in.

For those projects which would like to have its website in different partnership languages, the new sections can also be used to translate some contents into other languages (i.e. Home-EN, Home-DE, Home-HU, etc.). However, only some of the sections in English will take automatically the updated data from the programme monitoring system. The rest of sections needs to be updated manually. For some sections, such as Library or Newsletter, the contents can be translated into the desired languages in the same section, just one text in one language after the other.

How to create and send online newsletters

The project websites allow Lead Partners to send online newsletters to inform about the development and results of the project activities. To keep informed to your target groups about the project is an essential communication objective.

A newsletter subscription form is included both at the bottom of each approved project homepage and in the Newsletter section of the website (''Subscribe to project newsletter''). This part can be used by any website visitor to subscribe to the mailing list and receive the online newsletters of the project whenever they are sent. In this way, each approved project will count on its own mailing list that the Lead Partners can use to send newsletters.

If you have got already a list of recipients to whom you would like to send the newsletter, you can manually insert the contacts one by one in the ''Subscribe to project newsletter'' form. If the list of potential recipients is long, please contact the Joint Secretariat in due time to be able to upload the whole list at once (please consider that the process might take several days, so don't leave it for the last second as we might not be able to have the new subscribers added immediately).

576 EOI RECEIVED IN THE 1ST CALL

Home

Partners

Library

News and events

Gallery

Newsletters

Test new section

Document manager

+ Create new section

See all

PROJECT PARTNERS

Name	Type	Email	Address
DTP	Lead partner	eloy.giron.gomez@ngm.gov.hu	test
Instituto prueba	Associated partner	prueba@test.es	Prueba sin numero

See all

PROJECT NEWS

TEST - LAUNCH EVENT - 22-06-2016   ✎ Edit

Very goodoooo   **Read more**

See all

SUBSCRIBE TO PROJECT NEWSLETTER

Name*

E-mail*

Subscribe

Once there are subscribers on the project mailing list, the Lead partner can send the online newsletter by clicking on "Newsletter" in the sidebar once logged in and then on ''+ Send new campaign''.

TEST

Home

Partners

Library

News and events

Gallery

Newsletters

Test new section

Document manager

+ Create new section

There are currently 1 subscribers on the list.   **+ Send new campaign**

TEST - 05-07-2016

test content   **Read more**

The subject and the content of the email must be filled in. Note that the subject will be prefixed with the project acronym and you can add the title of the newsletter after the acronym (i.e. ''Online Newsletter 1).

The header and footer of the newsletters are fixed according to the programme visual identity. In 'Template' you can choose instead of 'Default', 'Winter Default' for a specific heading for Christmas season greetings.

The body text is pre-set with blocks of texts and photos in which to insert the news. You can decide how many news will be included in each newsletter and the type of pre-set block for each of them. We strongly recommend you to respect the blocks in order to have a harmonised format of the DTP project newsletters and to avoid problems with the format in which the newsletter is received by email. There are three types of blocks that can be added to the template:

➢ **Main news with big image** – having a big, landscape image and text below it
➢ **Main news with small image** – having small image and text next to it (this is the most common block to be used)
➢ **News with no image** – this can be used for other News which will only have their title and a very short text displayed at the end of a newsletter.

We invite you to include at the bottom of the newsletter (after the blocks of news) the logo of the project, to give more visibility to your project acronym.
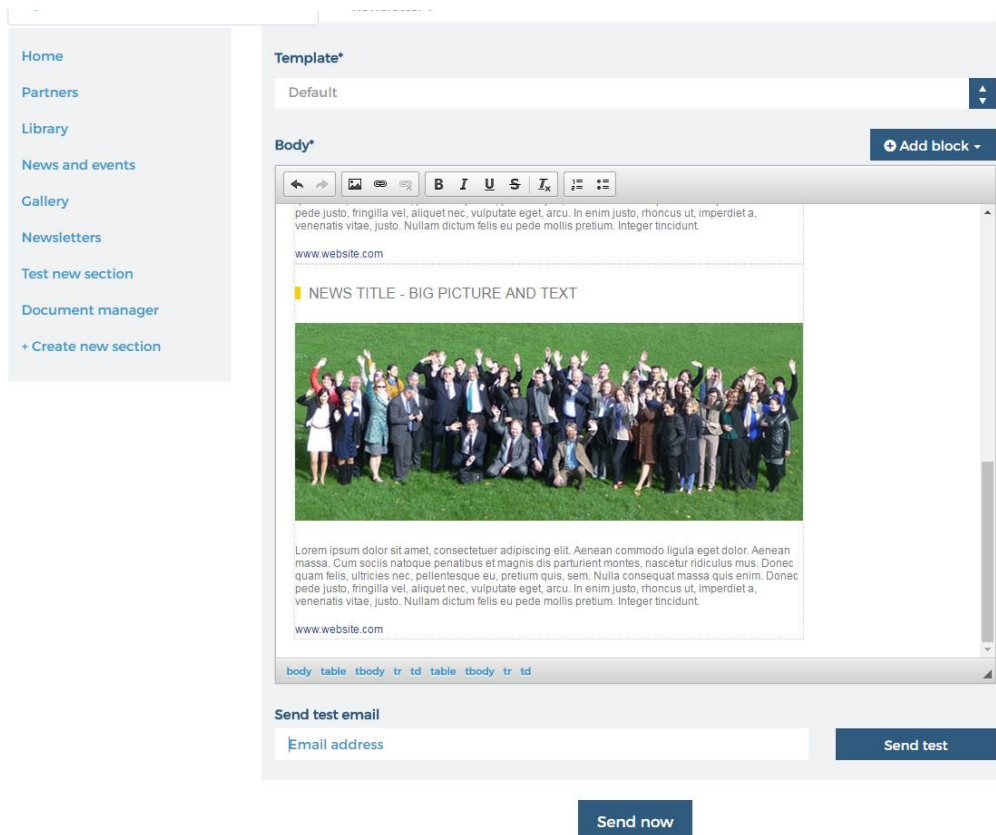
To change the photos of the blocks or to link some words of the text to documents or any website address, please proceed like in the section ''How to edit the website sections'' of this manual (''Insert a picture in the body text'' and ''Add documents to be downloaded or website links''). Please, make sure that the size of the new photo fits to the dimension of the blocks, it's locked (closed padlock) and the block format is kept. Be careful with photo copyrights and author's permissions and always mention the source.

In order to prevent double work in case you **lose the connection** or **the screen refreshes automatically**, we advise you to write the news to be included in the newsletter in **a Word document beforehand**. Then, you just need to copy and paste the text in the news blocks of the newsletters and add the images and headings. Please make sure that after pasting the text in the template, you clear the formatting by selecting the whole text and clicking on the T_x button – this will make sure your articles will appear in the default font, colour and size.

While checking the draft newsletter sent to your mailbox after clicking on ''Send test email'', **please do not close the project website** (newsletter section in the screen), otherwise you will lose all the information included in the newsletter and you will need to re-start again. You just need to keep this website section open, check the newsletter sent to your mailbox and then come back to the newsletter section and click on ''Send now'' for sending it to all project mailing contacts.

The new Development from Aug-Sep introduces "Save as Draft" button for the newsletters to avoid the process above explained. Whenever you decide to publish the news later on or feels like it is missing something so you give it some time to come back later to edit, this is a great option for you.

> Project website > Newsletter > Send new campaign > "Save as draft" button found next to "Send now" button.

Send test email

| Email address | | Send test |

Save as draft   Send now

DRAFTS

No results found
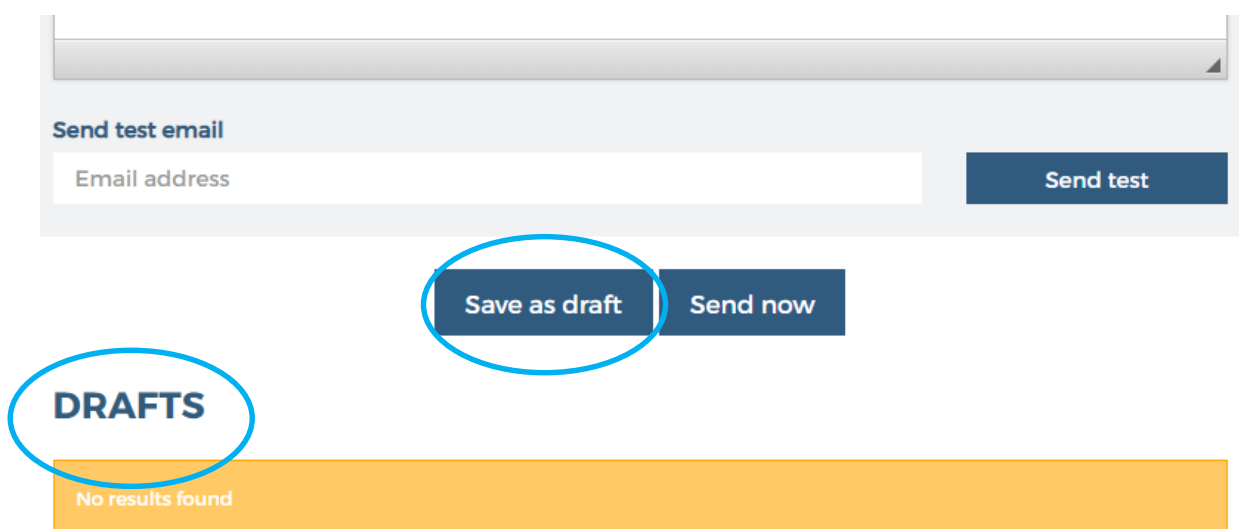
By clicking on "Save as draft", the newsletter gets saved under the "Drafts" title. You can open your drafts from where you first saved them (Project website > Newsletter > Send new campaign > use a saved draft from the list)

Once the appropriate texts/news are included in the template, you can check how it looks like in an email format by clicking on ''Send test email''. In this way, the online newsletter will be sent to address email that you include there for testing (only 1 email address is possible each time; and please check the Junk/Spam inbox in your email account in case the email arrives there). If the online newsletter has been received correctly and its content is correct, the "Send now" button needs to be clicked in order to send it to all the email addresses included until that moment in the project mailing list (those people who subscribed to the project newsletter from the homepage). Before sending the newsletter, a confirmation window will pop up, that must be accepted.

All the previously sent newsletters will be automatically listed on the "Newsletter" section of the website and visible to all project website visitors.

Unsubscribe

If some recipient is not interested in continuing receiving the online newsletter, they may unsubscribe anytime by clicking on the unsubscribe link in the online newsletter received by email.
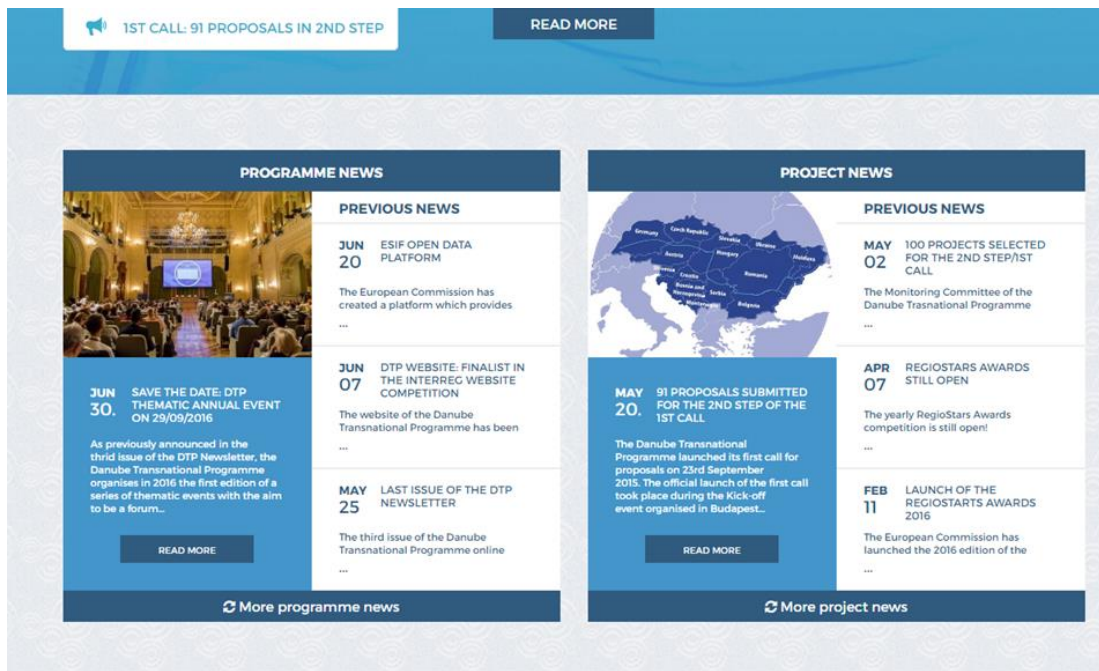
Forum

The programme website contains a Forum publicly visible to any visitor. However, only registered users can comment to them (to register to the system, please visit http://www.interreg-danube.eu/register or click on the "Registration" link in the footer menu at the bottom of the programme homepage). The link to the Forum can be found in the same footer menu of the website.

There are two levels of topics in the forum:

> ➢ Main categories: each category contains topics

> ➢ Topics: each topic contains comments of the visitors

Comments are moderated by the administrator of the programme website. If the administrator of the page deletes/archives your comment, you get an email notification.

We invite projects to use the Forum to communicate with other projects and capitalise results. Any Lead Partner can propose the Joint Secretariat to create a specific topic in the Forum which may be interesting for discussion among DTP projects.

However, this Forum is not addressed for specific discussion among project partners. For that, we advise you to use free platforms such as www.basecamp.com.