WordPress training

30th April 2024
Online

Agenda

14h00 – 14h10	Meeting objectives and proceedings
14h10 – 16h00	Navigation menu
	Pages
	Forms
	Events & News

Objectives and proceeding

Your project website

- Website URL

- Login + Password to WordPress

➡️ **15th March**

How to get your website online?

- Fulfill all minimum requirements of the **checklist**

- Website **ready**: ask the JS (programme@interreg-euro-med.eu)
Deadline: 15th June

- JS gives **feedback** to implement corrections (if needed)

Who can manage the website?

An email has been sent to the **Lead partner** & the **Communication officer** of the project.

- **Other accesses** can be add if necessary:

    1 **Create** your own **account** [on the Programme website](#)

    2 The Lead Partner or Communication officer sends an **email to the JS** to ask for an extra access
    > programme@interreg-euro-med.eu

Interreg Euro-MED

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Where to find help?

→ https://interreg-euro-med.eu/en/documents-tools/

WEBSITE

To prepare at best your project website, we prepare some documents to help you go through this important activity:

⚙ WordPress User Manual

⚙ Checklist

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The Euro-MED Communication Officers Network

Your Basecamp account

- Single online collaborative tool

- Files sharing and storage

- Easy to use

Euro-MED Communication Officers Network

A space for exchange and discussion and to optimise the communication of the projects and the of the programme aswell.

Set up people   AC   AV   AS AFB AV AA AO CI   CK CP CL DM DD DDZ DM EI EB ES EYK

Information & ideas

Post announcements, pitch ideas, and gather feedback while keeping discussions organized and on-topic.

Branding

Post announcements, pitch ideas, and gather feedback while keeping discussions organized and on-topic.
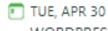
Website and basecamp

Post announcements, pitch ideas, and gather feedback while keeping discussions organized and on-topic.

Docs & Files

Strategy   Website

Schedule

TUE, APR 30
WORDPRESS TRAINING

Your Basecamp account

How to add new contacts to basecamp?

https://interreg-euro-med.eu/en/basecamp-account-creation/

How to add new contacts to communication officers basecamp?

https://interreg-euro-med.eu/en/interreg-euro-med-communication-officers-network/

Getting help on Basecamp

Guidelines in the **Documents & Tools** section:

BASECAMP

All projects partners received an access to Basecamp, the collaborative project management tool. Here below you will find a user manual to guide you using this tool:

☁ Basecamp User Manual

☁ Tutorial for file management

Thank you!