

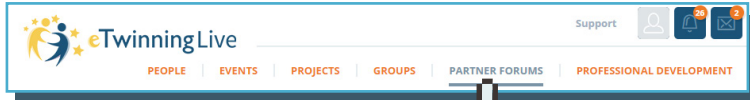
# 8 easy steps to set up a project!



1



**REGISTER!**  
on eTwinning!

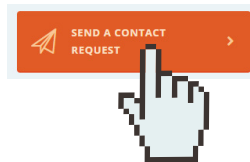


Go to **eTwinning Live**, especially the **PARTNER FORUMS** where you can check the ideas proposed by other teachers and answer their posts. Or be proactive and **post your own ideas** on the suitable forum.

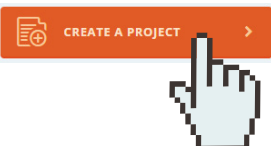
2

3 **Contact teachers first** to check their availability, and interest in working with you. *Make sure you are available for an eTwinning Plus project.*

Once you find a colleague, look for them in **PEOPLE** and send them a **CONTACT REQUEST**.



5 When they accept your request, you are **ready to set up the project**. Decide which one of you is going to register the project - **only one can do it!** Go to **PROJECTS** and click on **CREATE A PROJECT**:



A.

**Carefully select the name of the school**

B.

**Invite your colleague to the project**

C.

**Complete the form with all the details**

D.

**Use in the description a language that your colleague can understand** when they read the application

*Don't forget to enable access to your project for eTwinning Plus countries*

After you submit your project, your colleague will receive a notification in their eTwinning Live to **accept it**. Once they accept the project invitation, **the project will have to be approved by the National Support Services of both countries.**

7 Once the project is approved you can find it in the section **PROJECTS** and you automatically have **your own private TWinspace workspace**.

8

You can now go to **PROJECTS** → **YOUR PROJECT** → **ADD NEW PARTNER(S)**: other colleagues who want to work in your project or colleagues from your school that you will collaborate with.

