

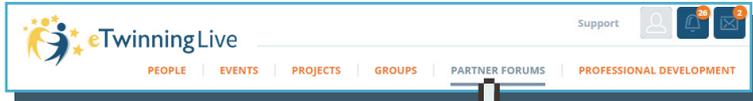
8 easy steps to set up a project!



1



REGISTER!
on eTwinning!

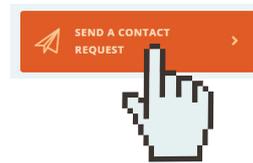


Go to **eTwinning Live**, especially the **PARTNER FORUMS** where you can check the ideas proposed by other teachers and answer their posts. Or be proactive and **post your own ideas** on the suitable forum.

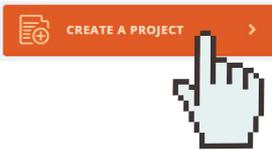
2

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.

