

Projects

This section is where you can set up your project on Landcarer, invite other people to collaborate on it, and keep documents, photos, videos, and updates in one place.

Main menu

Once you log into Landcarer, and go to **Projects** on the top menu, you will see a dropdown menu of the following items:

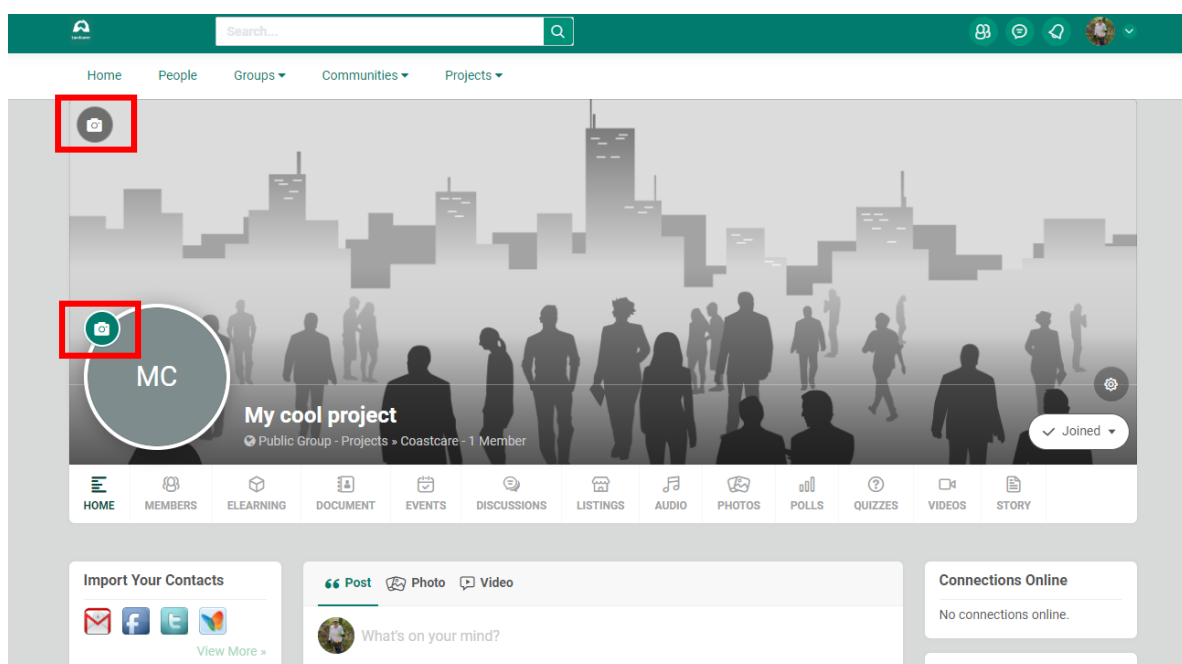
- All projects: By clicking on this you will see a list of all projects that are visible to the Landcarer user community. You can search for a project using a keyword in the search bar on the top of the page.
- My projects: This is a list of the projects you've set up or joined.
- Connections projects: These are the projects people you're connected to on Landcarer have set up or joined.

Starting a project

To start a project, click on the big green **Create Project** button that sits on the right side of the page in the projects section.

You can select the category that best suits your project if you'd like to. If the exact category isn't there, you can select **other**, and please let us know if we need to add more categories. You'll then need to add your group name to create your group, and get started.

To add a profile photo and cover photo to your project, you can click on the camera icon in the top left of the spaces where these photos will appear (see fig. 1 below). The profile photo is the small, circular photo, and the cover photo is the rectangular banner image on the top of the page. The profile photo area measures 300 x 300 pixels, and most logos would fit there. The dimensions for the cover photo are 1168 x 400 pixels. You should be able to position your photo when you upload it to avoid it being cropped in the wrong place.



Managing your project

Once your project is set up, you can edit the information, privacy settings, and details. To **manage** your project, click on the settings wheel on the right side of your project's home page to reveal a dropdown menu. Click on **manage** to access this section, where you can edit the following:

1. **Details:** Here you can edit your project name and category.
2. **Info:** Here you can write a description of your project. This will appear in the info panel on the left side of your project's home page.
3. **Permissions:** This section is really important as it relates to privacy. In this section you can set the level of privacy for your project by choosing out of the three options.
 - a. **Public:** Anyone can see the project, who its members are, and their posts.
 - b. **Closed:** Anyone can see the project in the 'all projects' listings page, and see who the members are. Only members can see what is posted in the project.
 - c. **Secret:** People won't be able to see the project listed in the 'all projects' page. Only members will be able to see the project, access it, and see the content posted within it.

You can also choose whether anyone on Landcarer or admins of your project can view and interact with information posted in your project, including photos, stories, discussions, and documents. It's important to set these permissions, but they are easy to edit later.

4. **Invite:** Invite people to join your project through this section, either by searching for them on Landcarer or inserting their email addresses, and clicking on the green button to **Send invitations**. Please let people know that emails may go into their junk folder, so to search there if they don't see an invitation from you.
5. **URL:** This allows you to create a specific website address/URL for your project. If you decide not to choose a URL, you can use the default URL created by the platform. Your URL will begin with <https://www.landcarer.com.au/>, and you choose what comes after that, e.g. <https://www.landcarer.com.au/myproject>. You need to write your project name or whatever you would like your URL to be in the box, and click to **check url**. You'll get a message pop-up to say whether your URL is available or not.
6. **Admins:** You can appoint admins in this section, by searching for who you would like to appoint an admin, select them, and click to update. They will be notified that they have been made an admin. Please note that they will need to be registered on Landcarer to be appointed an admin.

What to do once your project is up and running

Once your project has been set up and you've invited people to join it, you can start making use of the features available to you. This section gives an overview of each of the features you will see in the menu across the bottom of your project's cover photo. In each section there is a green circle with a plus sign on the right side of the page, and you can get started in each section by clicking this. Also remember that you can select who can view or interact with anything you create in the **permissions** section mentioned above in **managing your project**.

- **Home:** This simply brings you to your project's homepage
- **Members:** Here you will see a list of everyone who is a member of your project, and who are the admins.
- **eLearning:** You can create courses within your project. You can create a text-based course, upload PDFs, videos or photos. Click the green circle with the plus sign on it in the eLearning section to add a course.

- **Documents:** Here you can upload documents related to your projects. When creating a new document you give it a title, describe what's in it, and you can choose a photo to illustrate it. The maximum size of document you can upload is 10mb, and the maximum size of photo to illustrate the document is 500mb. You can upload PDFs, Word or Powerpoint documents, Excel spreadsheets, and more. If the file type you'd like to upload isn't supported, please let us know. You can also select here whether a member of your project is allowed to download the document and email it as an attachment. Finally, you choose the privacy level for your document.
- **Events:** Use this section to add events related to your project. Include the description, title, photos, date and time, location, and invite guests to RSVP to your listing.
- **Discussions:** You can start discussions here for people involved in your project. You post what you'd like to discuss and people can post replied in the discussion thread. You can manage your notifications in your account settings to specify whether you want to receive emails when someone replies to your discussion. You can also close the thread when you don't want to accept any more replies.
- **Audio:** If there are any audio tracks related to your project, you can post them here. Maybe you have bird or frog calls, an interview with someone, or a song! You can sort your tracks into albums. The file size limit for one track is 30 Mb.
- **Photos:** Add your project photos here. You can create albums to file them according to photo point location or date.
- **Polls:** If a decision needs to be made about your project and you'd like to give members the opportunity to vote, you can set up a poll. Ask a question and set your multiple choice answers. You can allow people to vote for one or more options.
- **Quizzes:** You could set up a fun quiz about your project, or a quiz for new members. This feature is similar to polls, but with the ability to have multiple questions.
- **Videos:** You can add video files to this section in the same way you add photos or audio files.
- **Stories:** This is a great place to share stories about your project. You can write regular updates, and add photos to them. You can then share them with other Landcarer users or on your social media profiles.

What's next?

We're working on a really simple and effective way to monitor project outcomes, which we're hoping to release very soon. This will be compatible with our brand, new mobile app, so you can monitor your project anywhere, any time.

We'd love to hear any other features that you'd like to see, or any other feedback about Landcarer.

Please get in touch with us through our feedback form [here](#).

Also, please check out support.landcarer.com.au for more how-to guides, our Landcarer blog, and support video library.