

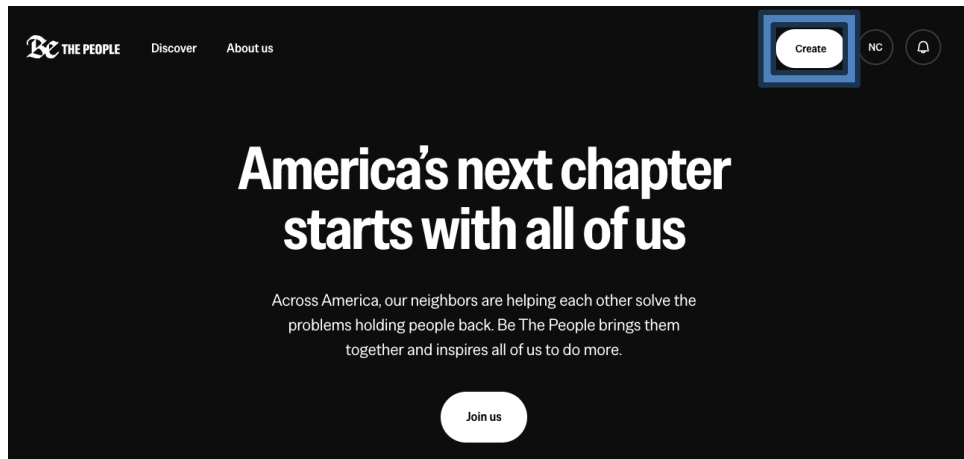
# How-To: Create a Project

A project is a specific, ongoing effort or initiative. It represents a focused body of work with a clear purpose, whether it's being carried out by an organization or an individual leader.

Follow the steps below to create a new project on the platform. Click [here](#) to watch a short tutorial for a step-by-step overview, and [here](#) for more guidance and additional resources.

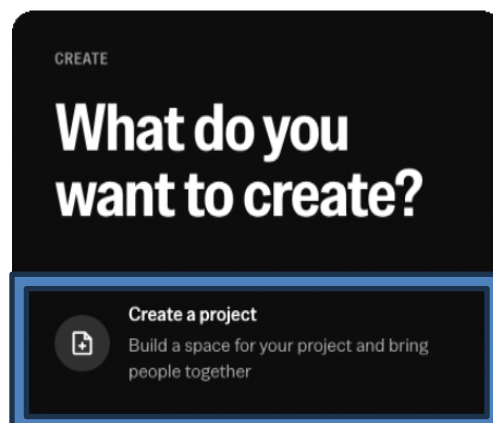
## 1 Navigate to Create

In the top right-hand corner of the home page, click on the 'Create' button to start a project.



## 2 Select 'Create a project'

Select 'Create a project' to build a space for your cause and bridge people together.



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## Fill in Project Details

Enter the following:

- project name
- a brief description describing your project's mission and goals
- an image of the project
- the project's location or where it will operate

\*If you are an **organization**, the project name will be your organization's name.

For example: Habitat for Humanity Atlanta

\*If you're working as an **individual**, use this project page to clearly describe a specific initiative you're leading or actively developing.

- Select Continue to go to the next page

The screenshot shows a dark-themed form with the following elements:

- Navigation tabs: Overview, Tags, Links, Preview
- Section header: "What's your project name?"
- Input field 1: "Enter project name" with a character count of 0/50.
- Input field 2: "Write a short bio" with instructions: "Describe your project's mission and goals in a few sentences. This bio appears on cards across the site, so keep it concise—avoid repeating your name or location." and a character count of 0/200.
- Image upload area: "Upload image" with an upload icon and a list of requirements:
  - Size should be a minimum 1200 x 1200 px
  - JPG, PNG, or WebP—max size 5 MB
  - Avoid uploading a logo or avatar
  - Select a photo that gets people excited about your project
- Bottom navigation: "Cancel" and "Continue" buttons, with "Continue" highlighted by a blue box.

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## Apply Tags

Select the appropriate tags relevant to your project from the preset categories.

OPTIONAL

### Apply tags

Applied (based on your bio)

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Tags are only visible to you and help people discover your project. Select up to 5:

- Agriculture, Fishing and Forestry
- Arts and Culture
- Community and Economic Development
- Education
- Environment
- Environmental Sustainability and Climate Resilience
- Health

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## Add Links to your Project

To maximize visibility and engagement, add links to all relevant touchpoints such as social media profiles, your website, and other related pages.

OPTIONAL

### Add links to your project

How should visitors connect with your project? Add up to 5 that apply:

**To visit**

- Enter Website URL

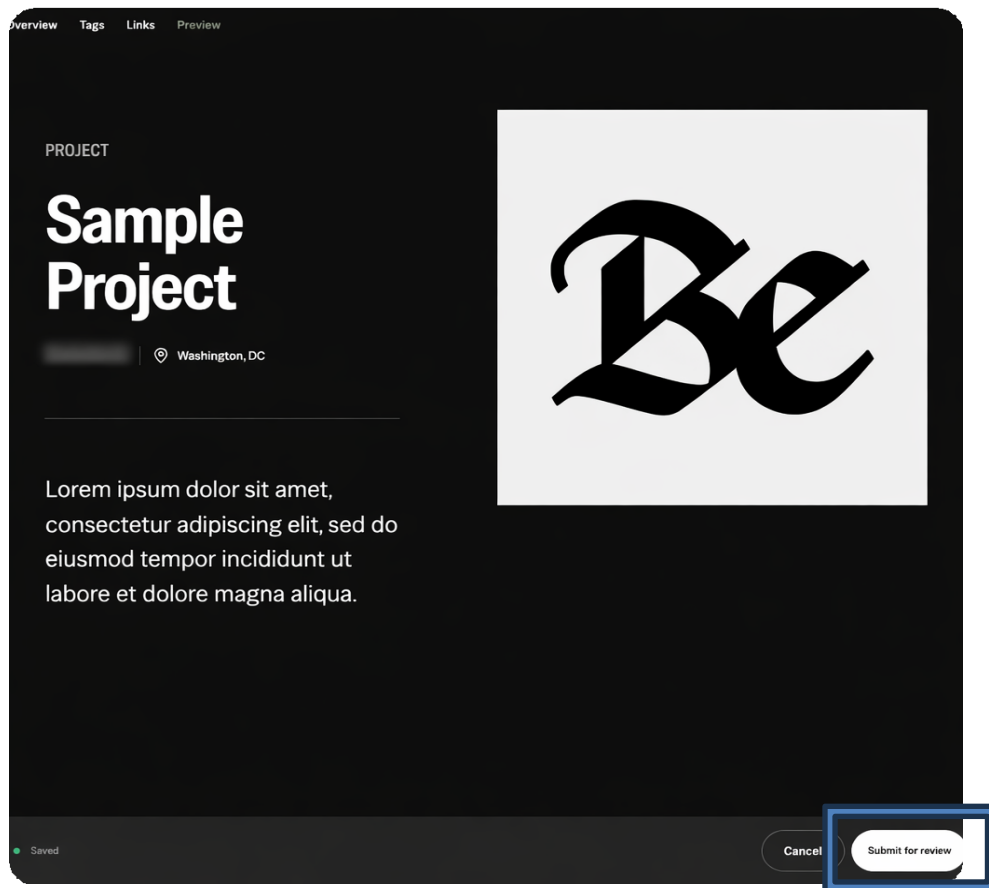
**To follow**

- Enter Instagram URL
- Enter Facebook URL
- Enter LinkedIn URL
- Enter TikTok URL
- Enter X/Twitter URL

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## Preview the Project

Preview the project page created and verify all details are accurate and ready for publication.



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## Submit

Submit the project for review by the Be The People platform's admin team. You will receive an email with a status update shortly.

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## On the Horizon

Options to create **opportunities** and **stories** will be available soon!

- An **opportunity** is a specific, time-bound way for people to get involved such as volunteering, attending an event, or contributing to a project.
- A **story** is a short piece of content that highlights impact, including what happened, who it helped, and why it matters, often supported by photos or video.