



A Guide to Live Projects

Live Projects is a site created by The Mighty Creatives to provide a platform for you to share what has been happening in your creative project.

We want to hear what you and other young people have been doing, what you'll be doing next in your project. This is where through blogs, videos or photos you can show off all the hard work you have been putting in and describe what benefits this has had for you and others.

Adding a post is simple; follow this step by step guide to help you get started.

Step 1: Login

You will have received a username and password from The Mighty Creatives.

- Follow this link to access the Live Projects site page;
<http://www.themightycreativesliveprojects.com/admin>
- Type in your username and password in the relevant boxes

Step 2: 'My Entries' and 'My Profile'

You will come to a page that shows two tabs; 'My Entries' and 'My Profile'

- The 'My Profile' tab will have been completed by The Mighty Creatives; we had to do this so you could have a username and password.
- The 'My Entries' tab will allow you to make your first entry
 1. Simply click '+ 'Add an Entry'
 2. Write a title for your page
 3. Add the date
 4. Add the story of your project, for tips on how to help you write an entry see step 3
 5. Click save

Step 3: 'My Entries' and 'My Profile'

This section gives you the opportunity to tell us what your project is about, who is involved and where it is happening. Here are some ideas to help you get started:

- What is your project about?
- Why did you get involved in your project?
- What's good about your project? Why?
- How have you been involved in your project and what kind of activities did you do?
- What new skills or knowledge have you developed through taking part in the project?
- What have other people said about your project? For example, the local community, through social media or even the press?
- What will you do next?

Give your post a beginning, middle and end – make it a story. You don't have to write it all at once, you can build what you want to say over the period of the project.

If possible, do add a video or photograph with a few descriptions to tell your story- it really helps to get your story across if we can see what you've been doing.

Step 4: Adding photos and videos

Once you save your entry the site will take you back to 'My Entries' page.

1. Find your entry
2. In the far right of your entry you will see a picture of a camera, click this
3. You can add a photo directly from a saved folder on your computer
4. You can add a YouTube video
5. Once uploaded, click go back
6. You will notice a number on the picture of the camera, this tells you how many pictures or videos have been uploaded

By uploading your photos and videos you are adhering to our [data protection policy](#) and our [safeguarding policy](#) and have obtained all relevant permissions for all people featured in your photos and videos.

Step 5: Uploading your entry

Once you have finished adding your entry, click request approval.

Your post has been sent to The Mighty Creatives for moderation. We will not make any significant changes to your post. However, we might make some minor edits to make your post clearer for the reader – remember, children and young people as young as 8 years old will be reading or watching this.

As soon as this is done it will go live and we will send you an email to confirm this.

You can check out your post here; <http://www.themightycreativesliveprojects.com>

Thank you very much for adding an entry. It's really important that we can share the work you've been doing on your project.