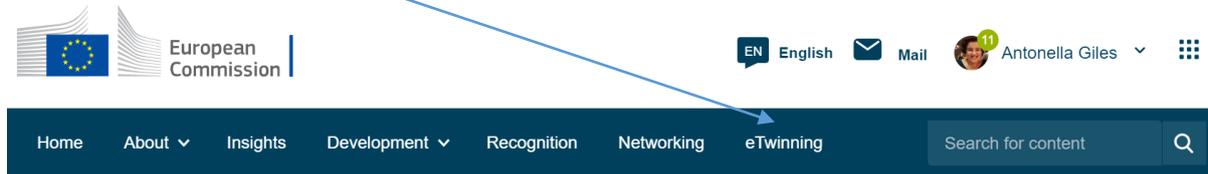


Creating and registering a project in eTwinning

1. Log onto <https://school-education.ec.europa.eu/en>
2. Go to **eTwinning**



3. Go to the **MY PROJECTS** tab and then click on **CREATE PROJECT**



4. Select the **SCHOOL** and then Select a **PARTNER** who is already in your contacts.

IMP: If the partner school selected is from the same country, the project will be National and you will not be able to apply for the National Quality Label.

5. Next, fill in the **Project Description**. It is advisable to save a word document with the information below before entering the information online and submitting.

This includes:

- **Title** of Project. This may be changed once the project has started
 - A **Short Description** of Project
 - **Languages** used
 - **Age** range of pupils and approximate **number** of pupils participating in Project
 - **Subjects related to the project**
 - **Key competences** that define this project
 - **Aims** of project. Try to be specific, particularly in terms of competences and skills you hope your pupils will gain through this project
 - **Work Process**. State how you intend to work with your partner schools and how responsibilities are shared.
 - **Expected Results**. Indicate here if you are planning a final product such a public Twinspace or other resources.
 - Click **PREVIEW**, check that the information inputted is correct, and click **CREATE**
6. Once the application is submitted, **your partner needs to accept** the Project invitation (by checking Notification area).
 7. The last step will be the **approval of the project by your National Support Service**.