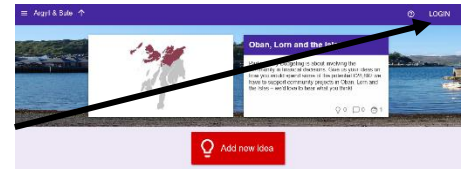


Supporting Communities Fund 2018/19

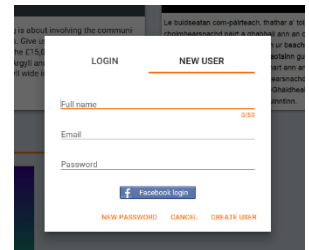
User Guide for Phase 1: Ideas Site

If you would like to submit an idea, or just have a look at what other people have said, visit www.abpb.co.uk and click on the area of the map where you live.

This will take you to the main page for your area. The first thing you will have to do is register or Log-in to the site by clicking on the “LOGIN” box in the top right hand corner.



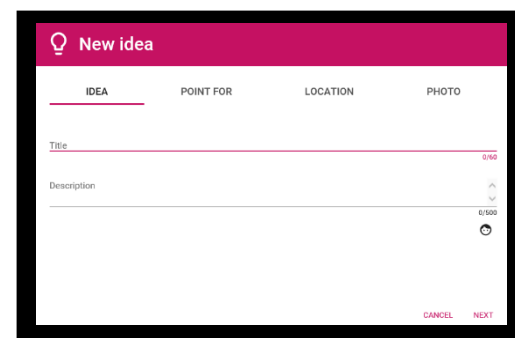
If you are registering for the first time click on “NEW USER” and then enter your Full name, E-mail Address and a Password. If you have registered before and can’t remember your password, click “NEW PASSWORD” and you will be sent a link to create a new one.



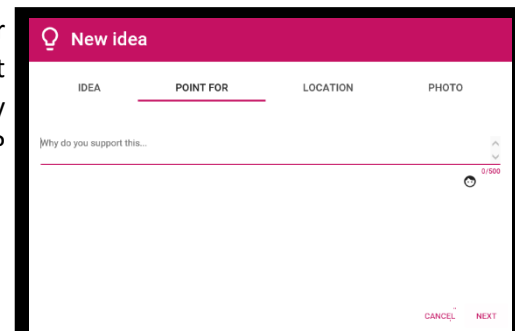
1. To submit an idea on the website, click on “Add new idea”



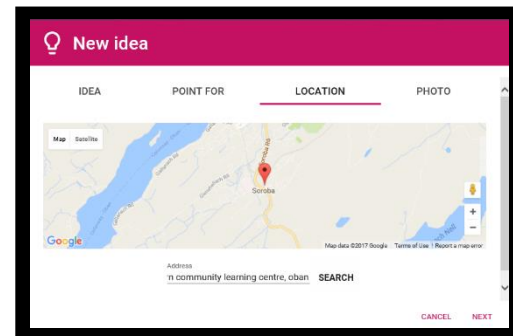
2. On the line “Title”, give your project a name. Then, under “Description”, describe what it is you would like to do. This is what people will initially see about your project. As you are limited to 500 characters, think about the best way to explain your idea. Check you’re happy with what you’ve written then click “NEXT”.



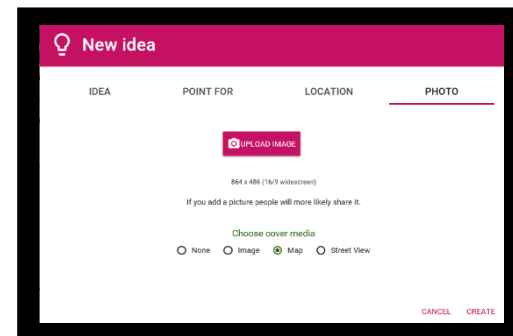
3. You now have 500 characters in “Write Point For” to say why your idea is a good one. In the first bit you explained what it is you want to do. Now you can tell people why they should support it – why this project should get its funding. What difference will it make? Check you’re happy with what you’ve written then click “NEXT”.



4. Now you can let everyone know where your project will take place. In the “Address” line, type the post code or address of a community building or the village / town where your project will take place. This line is optional so if your proposal is for something that will take place online then you can continue without entering a location. When you have entered the location, press “SEARCH” and the map will locate the address, marking it with a pin. Check you’re happy with the entry, then click “NEXT”.



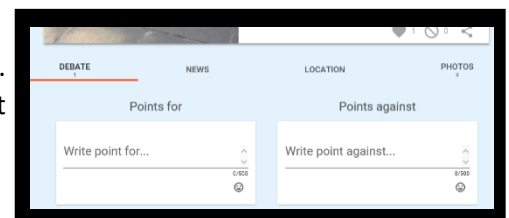
5. This page gives you the chance to upload a photo or image to accompany your suggestion. A photo can make your idea more eye-catching, and encourage people to share it. Click on “UPLOAD IMAGE” and select the photo you wish to upload. (Please note it may not be immediately visible). Check you are happy, then click “CREATE”.



6. Your idea will now be posted on the site – please note that some browsers won’t update automatically so if you don’t see your idea straight away, come out of the site and open it up again.

Don’t want to submit an idea? Why not let us know what you think about some of the ideas that have been posted?

Click on an idea and the details of it will appear on your screen, along with two boxes called “Write points for” and “Write points against”. You can submit your comments here or ask any questions you might have – you can use up to 500 characters.



If you have any problems using the site, you can email us at: communitydevelopment@argyll-bute.gov.uk