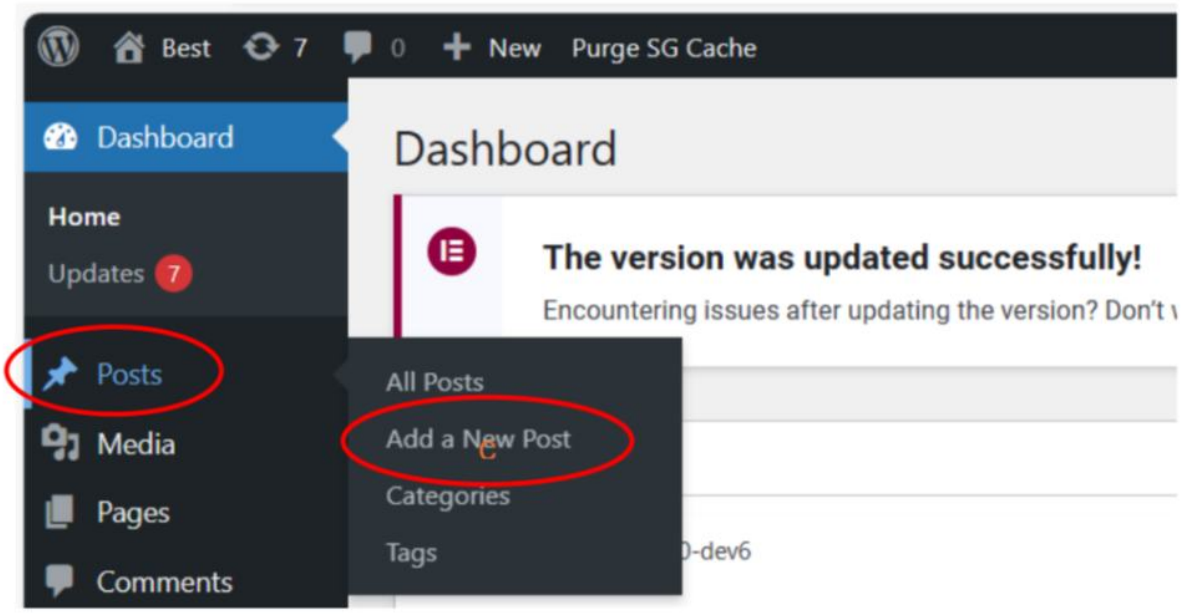
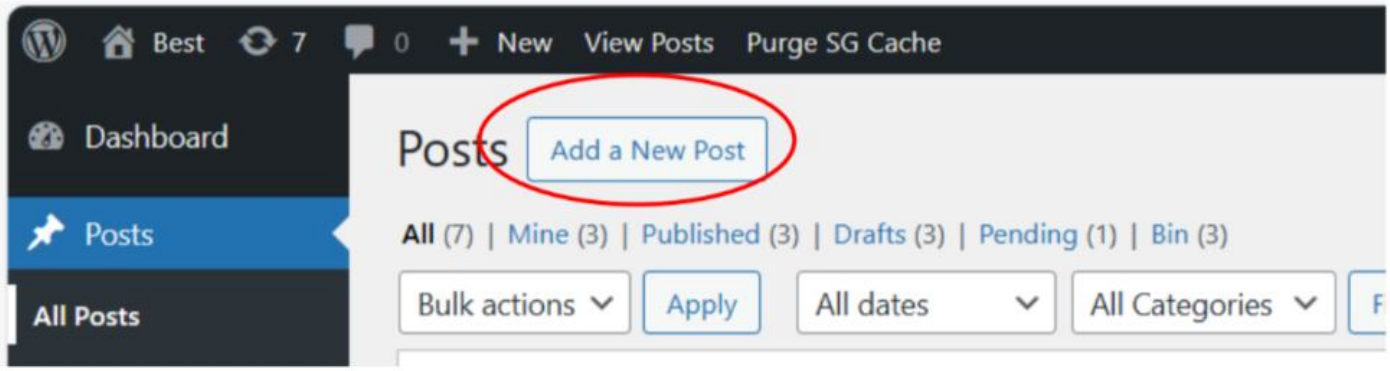
1. Access to the platform using the link provided by email at the moment of registration.
2. Select **“Posts” > “Add a New Post”** from the menu on the left

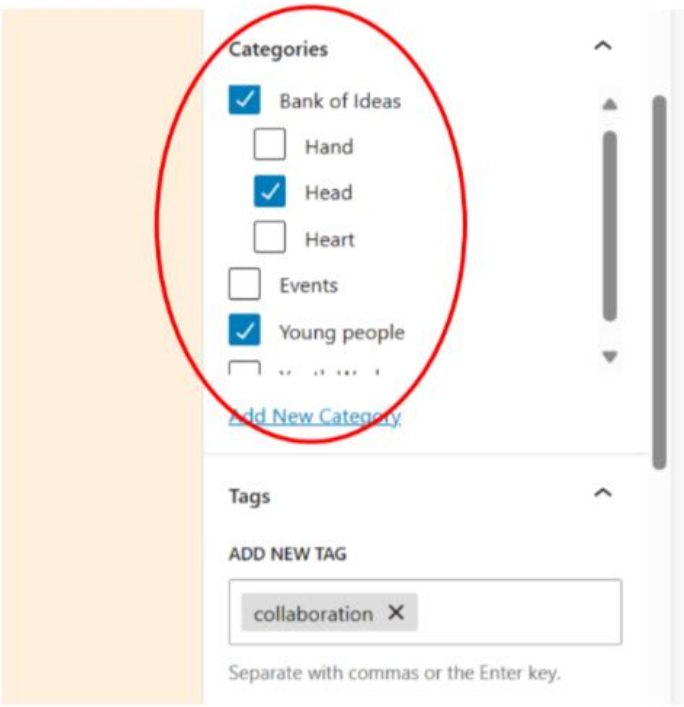


3. Click on **“Add a New Post”**

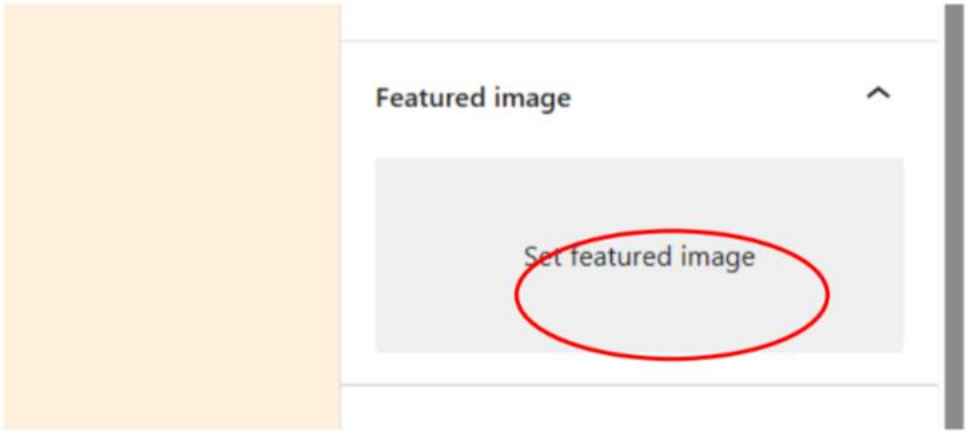
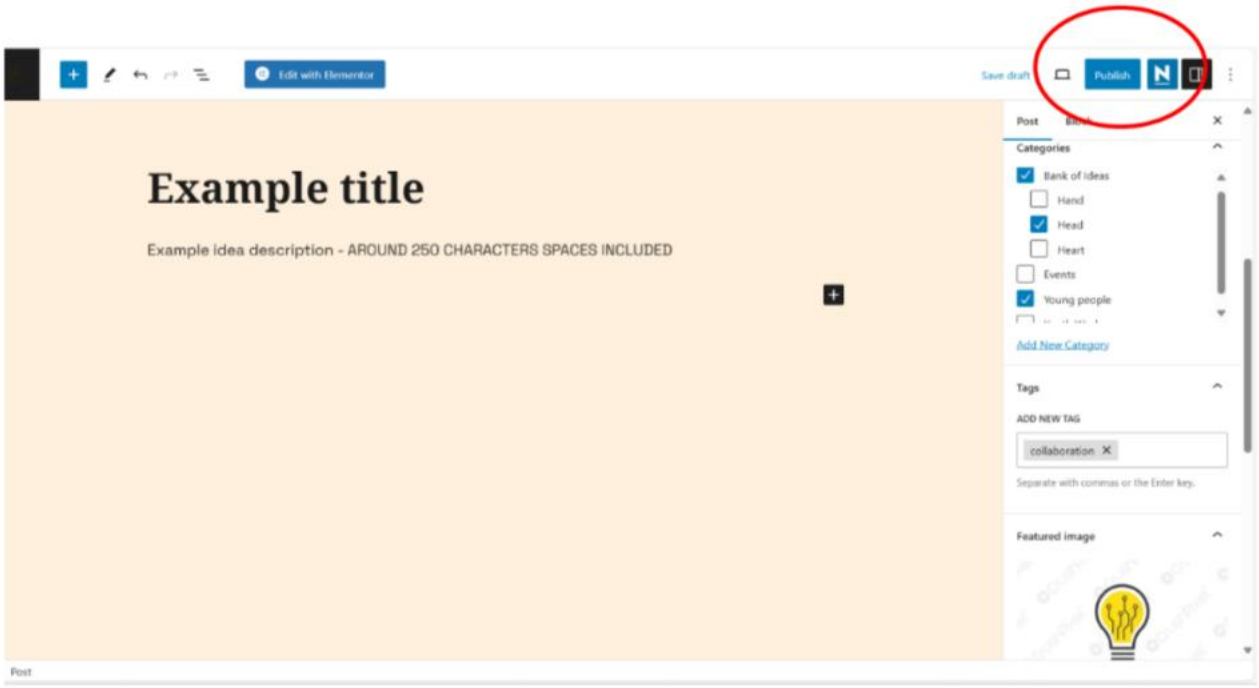


4. Insert the **title and content** of your idea in the related fields

5. On the menu on the right, select ALWAYS “**Bank of Ideas**”
   + **category** (Head, Hands, Heart)
   + **target group** (young people or Youth workers).
   If you want, you can add specific **tags** in the related field.



6. On the menu on the left, click on **“Set featured image”** and select the image you want to insert. Click on “Set featured image” to confirm.



7. Click on **“Publish”** on the top right of the screen.
   The idea will be available both in the Blog and the Bank of Sustainable Ideas on thr website.