

How to join and network through the ENRD LAG database?

Guide for Local Action Groups (LAGs)

A. Create your account

1. Find your invitation email for the LAG database from the European Network for Rural Development (ENRD) and **click on the acceptance link** (only valid for 30 days).
2. You will be automatically directed to a page where you can create your account.
3. Complete your personal details.

! Make sure you use your LAG email address - the one on which you received the invitation to join the ENRD LAG database.
4. You will receive an email confirmation and a link to enable you to create your password. **Click on this link.**
5. You will have a **maximum of 24 hours** to create your password, starting from the time the confirmation email was sent.
6. Choose your password and confirm it.
7. Your account is ready!
8. You will be automatically directed to a web page from which you can update your LAG's profile and create cooperation offers.

B. Update your LAG's online profile

After creating and logging in to your account, you will be automatically directed to a page from which you can update your LAG's profile and create cooperation offers.

1. Click on **manage**.

My LAGs

LAG code	LAG name	LAG profile	Manage profile & Cooperation offers
BE-102	My LAG's name	view	manage

2. Click on **view** to see your LAG's profile that is currently online.
3. Click on **create new update draft** to update your LAG's profile.

Manage my LAG My LAG's name

LAG profile
Cooperation offers
Replies to my Cooperation offers
Contacts

LAG PROFILE CURRENTLY ONLINE

LAG name	Published on	Published by	Operations
My LAG's name	01/03/2017 - 15:02		view create new update draft

4. Click on the different **tabs** to add the following to your LAG's profile:
- contact details;
 - information on the LAG area, strategy and funding;
 - potential interest in CLLD cooperation;
 - any additional projects and documents of your LAG that you would like to share.

Edit LAG

Currently online | Update LAG profile | Manage my LAG

Basic LAG info

- Additional LAG info
- LAG funding
- Cooperation details
- LAG projects and documents

▼ **LAG contacts**

Phone

LAG website

Please enter a complete link, beginning with "http(s)://".

LinkedIn

Please enter a complete link, beginning with "http(s)://".

Facebook

Please enter a complete link, beginning with "http(s)://".

Twitter

Please enter a complete link, beginning with "http(s)://".

Save | Preview | View changes

5. When you have finished updating your LAG's profile, click on **Save**.

6. Clicking on **Save** will take you to the page below where you can:

- See the update that you just made by clicking on **View update**
- Make additional changes to your LAG's profile by clicking **Edit**
- See all previous updates of your LAG's profile by clicking **See history of updates**
- If you have finished making changes to your LAG's profile, click **Ask for publishing** and the webmaster will put your updated LAG profile online.
! Note that your update will not be put online unless you click on the **Ask for publishing** button.

* You can also see the version of **your LAG's profile that is currently online** by clicking on **View** in the green box on the bottom of your screen.

✓ Your changes for LAG GAL Pays des tiges et chavées have been saved. Ask the webmaster to publish them online.

Manage my LAG: My LAG's name

LAG profile Cooperation offers Replies to my Cooperation offers Contacts ↗

LAG PROFILE UPDATE

LAG name	Update date	Update author	Operations	Status
My LAG's name	22/01/2018 - 15:14	lag2_man_user	view update edit see history of updates	The current state is <i>Draft</i> . Ask for publishing

LAG PROFILE CURRENTLY ONLINE

LAG name	Published on	Published by	Operations
My LAG's name	01/03/2017 - 15:02	lag2_man_user	view

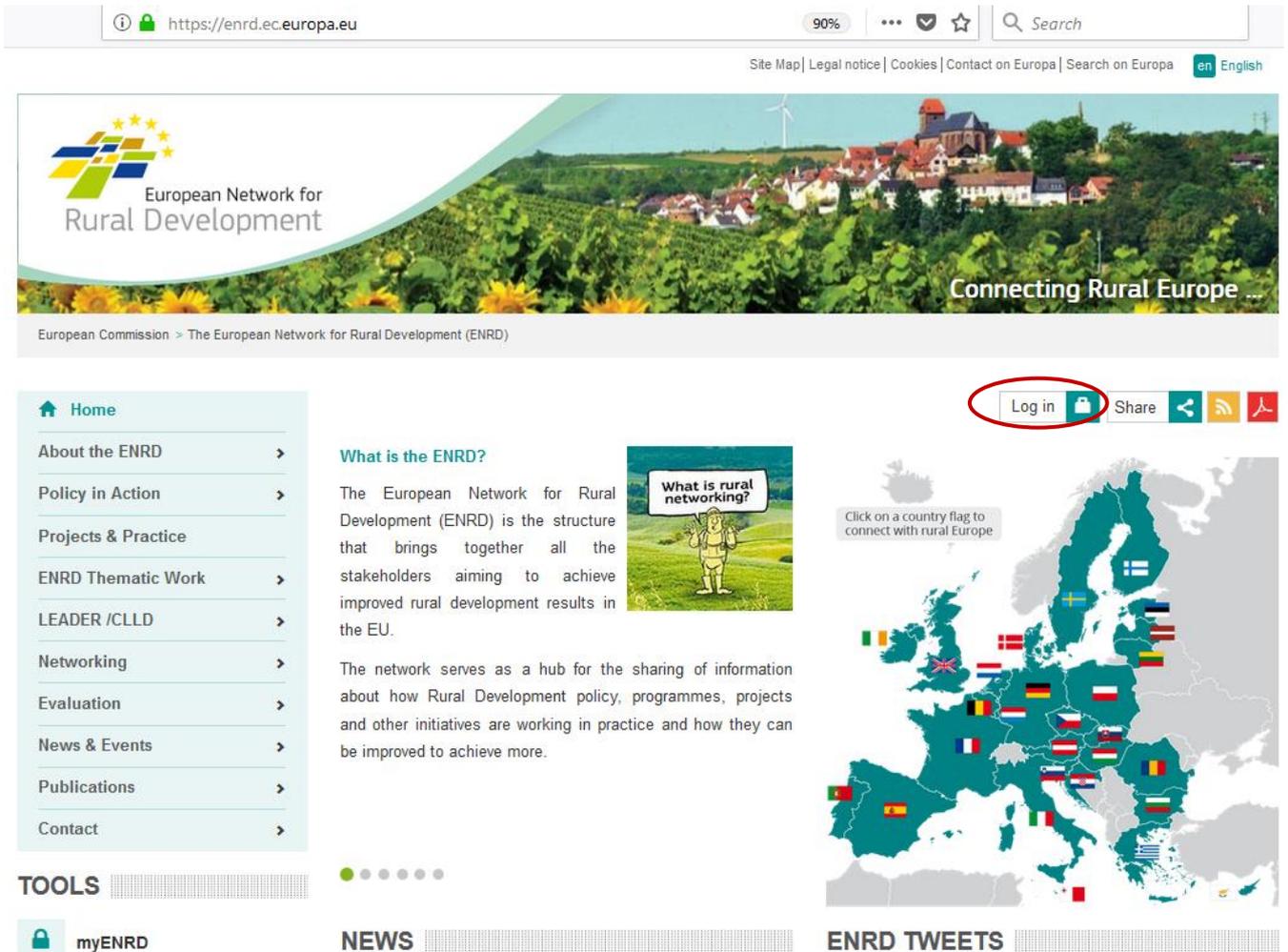
7. You will receive an email notification when your LAG's profile update has been put online by the webmaster.

If you have any questions, contact the webmaster by writing to:

LAG-database-webmaster@enrd.eu.

8. You can always go back to your LAG's profile and make further changes, if necessary, by clicking **Log in** on the homepage of the ENRD website at:

www.enrd.ec.europa.eu



The screenshot shows the homepage of the European Network for Rural Development (ENRD) website. At the top, there is a navigation bar with a search box and links for Site Map, Legal notice, Cookies, Contact on Europa, and Search on Europa. The main header features the ENRD logo and the tagline "Connecting Rural Europe". Below the header, there is a navigation menu on the left with options like Home, About the ENRD, Policy in Action, Projects & Practice, ENRD Thematic Work, LEADER /CLLD, Networking, Evaluation, News & Events, Publications, and Contact. The main content area includes a section titled "What is the ENRD?" with a cartoon character asking "What is rural networking?". To the right, there is a map of Europe with country flags, and a "Log in" button is circled in red. Below the map, there are sections for "NEWS" and "ENRD TWEETS".

C. Create a CLLD cooperation offer for your LAG

After creating and logging in to your account, you will be automatically directed to a page from which you can update your LAG's profile and create cooperation offers.

1. Click on **manage**.

My LAGs			
LAG code	LAG name	LAG profile	Manage profile & Cooperation offers
BE-102	My LAG's name	view	manage

2. Click on the **Cooperation offers** tab on your screen.
3. Click on **Create a new Cooperation offer**.

Manage my LAG: My LAG's name

LAG profile **Cooperation offers** Replies to my Cooperation offers Contacts

+ Create a new Cooperation Offer

COOPERATION OFFERS CURRENTLY ONLINE

There are no published cooperation offers.
Create a new update and ask the webmaster to publish it online.

4. You will be asked to go through **four steps** and fill in the necessary information.
5. **Step 1** is already completed for you, indicating your LAG's name and country.

Click on **Next page**.

Create Cooperation Offer

New content: *Your draft will be placed in moderation.*

Step 1 of 4 My LAG

Country *

Poland

Select a Country to retrieve all related LAGs.

Offering LAG *

Lokalna Grupa Działania "Lid..."

Type the name of a LAG to display all available options.

Next page

6. In **Step 2** you will be asked to fill in the main details of your Cooperation offer, including:

- Name and expiry date
- Project type and topic
- Context, summary of the project idea, and objectives

! Note that fields marked with * are obligatory.

Click on **Next page** after you have finished completing the fields.

Create Cooperation Offer

New content: Your draft will be placed in moderation.

Step 2 of 4 Project idea

Offer name *

Please type the project title in English.

Expiry date *

Date

E.g., 22/01/2018

This offer will be automatically archived at the specified date.

Project type *

Add another item

Project topic *

7. In **Step 3** you will be asked to provide details on the project partner that you are looking to cooperate with.

Click on **Next page** after you have finished completing the fields or go back to the **Previous page** to make additional changes in Step 2.

Step 3 of 4 Looking for

Type of partner

Country(ies)

Region

Type of area

Assets of the area

Previous page

Next page

8. Finally, in **Step 4** you will be asked to provide a **contact email address** that will receive messages related to your LAG's cooperation offer.
9. Click on **Previous page** to make additional changes to your cooperation offer.
10. If you have finished making changes, click on **Save**.

Step 4 of 4 Contact information

LAG email *

John.Smith@LAGemail.com

Please specify the email address that will receive the messages sent via the Cooperation offer contact form.

Previous page

SAVE

11. Clicking on **Save** will take you to the page below where you can:
 - See the cooperation offer that you just created by clicking on **View**
 - Make additional changes to your cooperation offer by clicking **Edit**
 - If you have finished making changes to your cooperation offer, click **Ask for publishing** and the webmaster will put it online.
! Note that your offer will not be put online unless you click on the **Ask for publishing** button.

✓ Your changes for Cooperation Offer *Test cooperation offer* have been saved. Ask the webmaster to publish them online.

Manage my LAG: My LAG's name

LAG profile Cooperation offers Replies to my Cooperation offers Contacts 

+ Create a new Cooperation Offer

COOPERATION OFFERS UPDATE

Operations

Delete update Ask for publication

Offer name	Update date	Update author	Expiry date	Status	Operations
Test cooperation offer	22/01/2018	Lag2 Manager	25/03/2020	Draft	> view > edit

12. You will receive an email notification when your LAG's cooperation offer is put online by the webmaster.

13. Remember that you can always modify your existing offers by:

- Logging in to your account from the **Log in** button on the ENRD website: www.enrd.ec.europa.eu
- Clicking on **Manage**, going to the **Cooperation offers tab** of your screen and by clicking on edit.

* You can even extend or shorten the expiration date of your offers.

Manage my LAG: | My LAG's name

LAG profile | **Cooperation offers** | Replies to my Cooperation offers | Contacts | 

[+ Create a new Cooperation Offer](#)

COOPERATION OFFERS CURRENTLY ONLINE

Offer name	Update date ▾	Update author	Expiry date	Status	Operations
TEST 3 - GAL 100 Villages	12/01/2018	Veneta PANEVA	01/01/2019	Published	> view > edit
TEST 2 - GAL 100 Villages	11/01/2018	Veneta PANEVA	01/01/2019	Published	> view > edit
Test 1: GAL 100 Villages (BE-001)	10/01/2018	user_administrator	09/01/2018 ⚠	Published	> view > edit

If you have any questions, contact the webmaster by writing to:
LAG-database-webmaster@enrd.eu.