

Managing your profile page and updating your activities

The main sections you will want to update over the course of your project are:

- **Volunteering opportunities/upcoming events:** Grow Wild is eager to help promote your project, so when you have new opportunities or upcoming events please let me know and we may be share it through our local social media channels.
- **Project slideshow:** Please share exciting and interesting images of your project! These should be *landscape format* and optimised for use on a website. One of the easiest ways to do this is by pasting your image into a PowerPoint slide, clicking on 'Compress image' and choosing the 'Web' option. You can then right click to 'Save as picture' and upload it to the site.
NB. If your photo is too large or in the wrong format, we may delete it from your profile page and ask you to re-upload one in the right format.

IMPORTANT NOTE ABOUT IMAGES OF PEOPLE: YOU MUST GET THEIR CONSENT!

If you have people in your photos, you will need to ensure you have their consent to use their image and should keep all consent forms on file. This is particularly important due to stricter data protection regulations coming in during 2018. Grow Wild may request copies of consent forms.

Consent forms are available in the [Community Project toolkit](#), along with guidance on how to manage photography at events to ensure you do have consent.

- **Tell us what you have achieved (the button under 'What we have been up to'):** This is where you can share the activities you've done as part of your funding from Grow Wild. We use this information as part of our monitoring. It also provides you with a public record of your achievements to share with others.
 - **What we did:** Give a short description of the activity and the impact that it had.
 - **How many people took part:** If you took a count then brilliant; otherwise an estimation will be fine.
 - **Who was there:** Please choose the descriptor that most reflects the majority age of the people that took part in this activity.
Please note that the three descriptors:
 - Mostly adults (25+)
 - Mostly young people (12-25)
 - Mostly families or children (under 12)

Please update your profile page on a regular basis; at least monthly while the project is running.

Always remember to hit 'Save' when you have filled in any new fields.