Starting at the top of the page:

1. Include the long title of your project and a link to your VPS (link to VPS may need to happen retroactively if it has not yet been uploaded to YouTube).
2. Project Details
   1. ID can be left blank
   2. Fill in: **(1)** Node(s) section and make sure it is linking to the nodes page. **(2)** Term of the project from drop down. **(3)** Primary Geographic Focus area, which, generally is the beginning of your projects short title. If the short title is Bolsa Chica Ecological Forecasting, this section would be Bolsa Chica. **(4)** Add the application area(s). Using the same example, this project would put Ecological Forecasting here. **(5)** List the states/ countries impacted using the official postal abbreviations. Using the same example, this project would write, CA here. **(6)** Continuing project is a yes/no section. If this is the 2nd or 3rd term of the project, write yes here. Otherwise, write no. **(7)** If you answered yes to 6, include the past terms here in the same format as the ‘Terms’ section in 2.
3. Upload your Project Proposal FD as a Microsoft Word document
4. Free-Text Section
   1. Copy and paste from your Project Summary FD the following sections--at the minimum: Study Area & Period, Abstract, Community Concerns, and Current Management Practices & Policies.
      1. Note: for bulleted lists, the syntax in DEVELOPedia is an asterisk (\*). So begin each bulleted line with \*
5. People
   1. Node leadership should already be filled in. If not, please fill it in. Make sure names and node’s link to their respective pages.
   2. Team members: fill this section in for the team lead and team members. All participants should have a page linked with their name. If not, please create one for them. This is required and easy to do.
   3. Partners: List your Partner organizations here. If they are both an end-user/ collaborator AND a boundary org, please list them as both by creating two separate rows for them. The Organization section will be drop down so find your org using the list. Add the POC for the org and create a page for the POC if one does not already exist. If you can’t find your partner’s organization in the drop-down list, contact the Project Coordination team.
   4. Mentors: list your mentors here as either a science advisor or mentor/ advisor. Science advisors are affiliated with DEVELOP whereas the mentor/ advisor is affiliated with a partner org. Include their name and organization. If they do not have pages listed for them, create one for both the mentor and the organization. Make sure the organization you list in this section is the same, respectively, as the one you created in the partners section above.
6. Data, Models, Software
   1. Use the drop-boxes to fill this section out. Real-time is either yes/ no. If you don’t see your mission/ instrument, dataset & provider, model, or software in the list, please contact the PC team and provide them with that info.
7. End products and Deliverables
   1. Please list your projects end products here.
   2. No need to worry about anything regarding your deliverables as they are already uploaded to DEVELOPedia and attached to your projects page.