

# LAG Directory

## LAG Manager User Guide EU CAP Network

May 2025 - Ver. 1.0



Funded by  
the European Union

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## 1 Introduction

This guide provides step-by-step instructions for **Local Action Group (LAG) managers** on how to manage their LAG information and cooperation offers on the [LAG Directory](#). This Directory is an online platform intended to be used by LAGs as a tool for promoting their work, seek partners and share core information. The platform is hosted within the [EU CAP Network](#) website.

By joining your LAG profile, you will be able to provide additional details about your LAG, the LAG's territory and your LAG's Local Development Strategy. Additionally, you will be able to upload and update your transnational cooperation (TNC) offers. This information can help potential cooperation partners find your LAG and make an informed decision about cooperating with you. Please note that you need to complete all information in English.

In the sections below we explain in simple steps:

- How to create your EU Login account and associate it with your EU CAP Network account,
- How to login to your EU CAP Network account and access your LAG profile(s),
- How to access and navigate your management dashboard and enhance your LAG profile(s) with additional information<sup>1</sup>,
- How to create and manage cooperation offers and search for cooperation opportunities using the available filters and TNC cooperation features.

We hope you will find this User Guide useful, and we wish you a lot of success with contacting other Local Action Groups and managing your transnational cooperation activities with the help of [the EU CAP Network LAG Directory](#).

For feedback and questions about this User Guide, please contact us at [leader@eucapnetwork.eu](mailto:leader@eucapnetwork.eu).

For technical questions regarding the login process as well as the saving and publishing steps explained in this document please contact [communication@eucapnetwork.eu](mailto:communication@eucapnetwork.eu).

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<sup>1</sup> LAG profiles are pre-populated with basic details provided by the Managing Authority of each Member State. These details include the LAG code, LAG name, main fund and information about the population covered by the LAG, number of entities in LAG's decision-making body and municipalities covered by the LAG. The basic details cannot be changed or updated by LAG managers. To update the basic data please [contact your Managing Authority](#) and copy [leader@eucapnetwork.eu](mailto:leader@eucapnetwork.eu) in your communication so we are informed.



**Remember!:**

Providing additional information about your Local Action Group (LAG) and cooperation offers is fully optional. You are responsible for verifying the correctness of all the additional information provided in your LAG profile. Basic data already available in your LAG profile is not covered in this Guide and this is based on information received from Member State Managing Authorities.

This 'Guide for Local Action Groups' will be updated regularly. We kindly advise you to visit the relevant [webpage where this Guide can be found](#) regularly – to ensure you are using the latest version.

A 'Guide for External users' (users of the public version of the EU CAP Network LAG Directory) will be published in the [home page of the LAG Directory](#) in the EU CAP Network website. The 'Guide for External Users' will provide information on using the specific search functions related to finding LAGs and cooperation offers. It is under preparation as of June 2025 and will be available later on the [LAG Directory home page](#).

## 2 Take advantage of the LAG Directory and LEADER/CLLD Partner Search

The EU CAP Network provides advanced search capabilities to help LAGs and stakeholders find relevant cooperation offers, opportunities and potential partners.

As a LAG manager, you might use these functionalities to discover other LAGs that have active cooperation offers or to identify LAGs interested in the same themes as yours: keep your LAG profile and your cooperation offers up to date and with detailed information to maximise the chances to be found and reached to start new partnership and collaborations.

- [LAG Directory/Partner Search](#)
- [Cooperation Offers Search](#)

## 3 Email invitation / your first log in to the EU CAP Network LAG Directory

The Managing Authority of your Member State has provided us with your LAG manager's email address. As a LAG manager you have been sent an email with an invitation through which you will be able to create your login account and join a dedicated management dashboard through which you will be able to manage your LAG's details. Please make sure that you use the LAG manager email (this should be



the same email address as the one to which you have received the email invitation to join the LAG Directory) when you register or log in to your account. This dashboard is where you can edit your LAG's profile information and manage cooperation offers. To proceed, it is important to first create an EU Login account so please follow the steps explained in the section right below. If you have an EU Login account already, please skip to the section "*Logging in to the EU CAP Network LAG Directory (for returning users)*".

## 4 Create your EU Login account

First, you need to create your personal EU Login account. EU Login is the European Commission's user authentication service. It allows authorised users to access a wide range of Commission web services, using a single email address and password. In order to be granted access to your LAG profile and manage your information on the EU CAP Network website it is important to authenticate yourself through EU Login.

Remember!: Creating the EU Login account will only be successful if in the process you use **the same** email address as the one in which you received the email invitation notifying you about the opportunity to take control of your LAG profile. From thereafter you will need to use the same EU Login account to revisit your LAG Directory profile.

You can [create a new EU Login account](#) by following the steps explained below:

1. Fill in your data and check the Privacy Statement box to create your account. Please make sure that the email address is identical with the one on which you have received our email invitation.

**Important note:** If you use another email address you will not be able to connect to our platform.

You can click on the [Help for external users](#) link if you need more information.

2. The EU Login system will send an email to the address you will provide in the step above (please use the same email address as the one to which you have received the email invitation to join the LAG Directory).



## Create an account

Thank you for registering, you will receive an email allowing you to complete the registration process.

3. Check your mailbox and follow the instructions you will receive to **create your EU Login password**.

## New password

 Please choose your new password.

  
(External)

New password

Confirm new password

**Submit**

Passwords cannot include your username and must contain at least 10 characters chosen from at least three of the following four character groups (white space permitted):

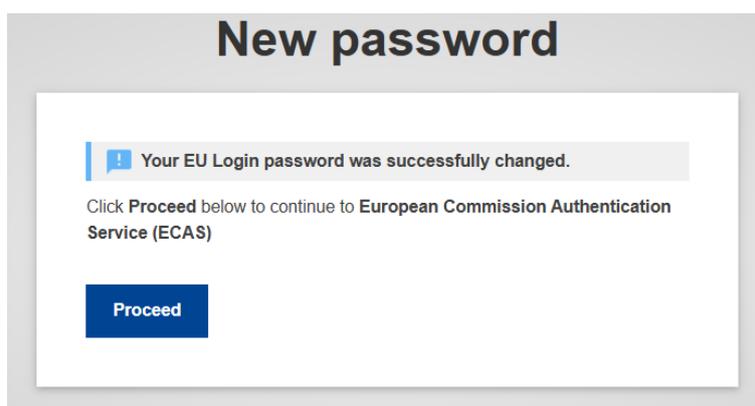
- Upper Case: A to Z
- Lower Case: a to z
- Numeric: 0 to 9
- Special Characters: !"#%&'()\*+,-./:;<=>?@[ ]^\_`{|}~

Examples: czBWJZNKt0 Spoh#oDv6g mZxKl,c5fl

[\[Generate other sample passwords\]](#)

4. Now you are ready, click on the button **Proceed** to finalise the creation of your EU Login account.



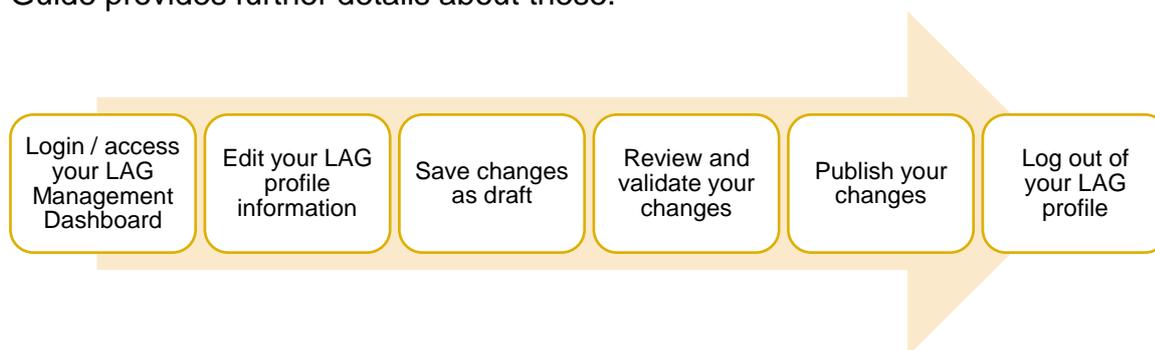


For further questions and technical support about EU Login, please visit: [https://trusted-digital-identity.europa.eu/index\\_en](https://trusted-digital-identity.europa.eu/index_en).

## 5 Logging in to the EU CAP Network LAG Directory (for returning users)

Visit the EU CAP Network website and log in with the unique LAG manager account credentials you received in our email. You can do this by clicking on the following link: <https://eu-cap-network.ec.europa.eu/user>. You must be logged in to access management features.

A typical workflow for every time you login to make changes to your LAG profile is shown in the diagram below. It is important that you go through each of the steps in the process every time you wish to make changes to your LAG profile. The rest of the Guide provides further details about these.



**Tip:** Please logout from your account as soon as you have finished updating or reviewing your profile. This will prevent unauthorised users from accessing your profile.

## 6 Accessing the LAG Management Dashboard

As a LAG manager, you have a dedicated management dashboard for your LAG. This dashboard is where you can edit your LAG's profile information and manage cooperation offers.



You will be granted access to the LAG management dashboard by accepting the invitation received via email.

Use the following steps to navigate to your LAG Management Dashboard.

## 7 Navigating the User Dashboard

The **User Dashboard** is your personal, private space on the EU CAP Network platform which allows you to manage the information of your LAG. It provides an overview of your account and quick access to all your LAG-related activities and other content. As a LAG manager, it is important to know how to navigate this dashboard to efficiently maintain your LAG profile details and the cooperation offers you have uploaded on the platform (active and expired). Below is an overview of the dashboard and how to use it:

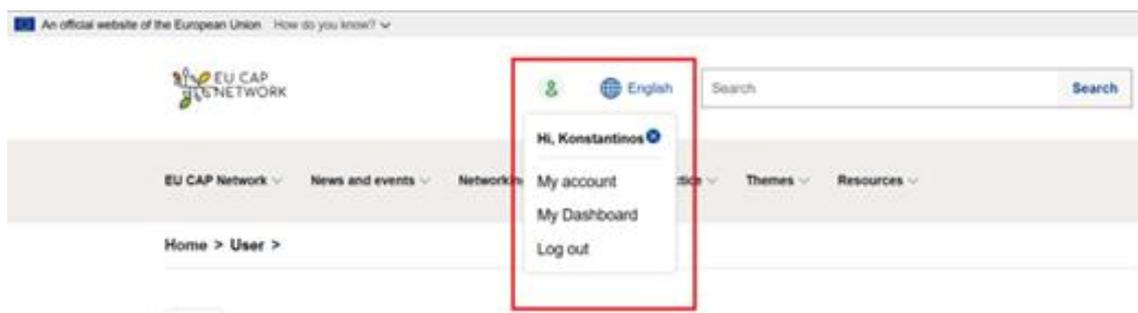
- **Accessing the Dashboard:** After logging in, you can reach your user dashboard by clicking on your user profile and selecting **My Dashboard**. This will open a page that summarises LAG information you will be able to review and update.
- **IMPORTANT NOTE:** If you are managing multiple LAGs under the same LAG manager email address, please make sure that you have selected the correct LAG when navigating the dashboard. This is to avoid editing the wrong group's information.

In summary, the user dashboard is your control centre on the EU CAP Network site. It consolidates all your LAG management links, content and account options in one place. By familiarising yourself with its layout and features, you can efficiently oversee your LAG's information and cooperation activities, ensuring you make the most of the EU CAP Network's tools for LEADER cooperation.

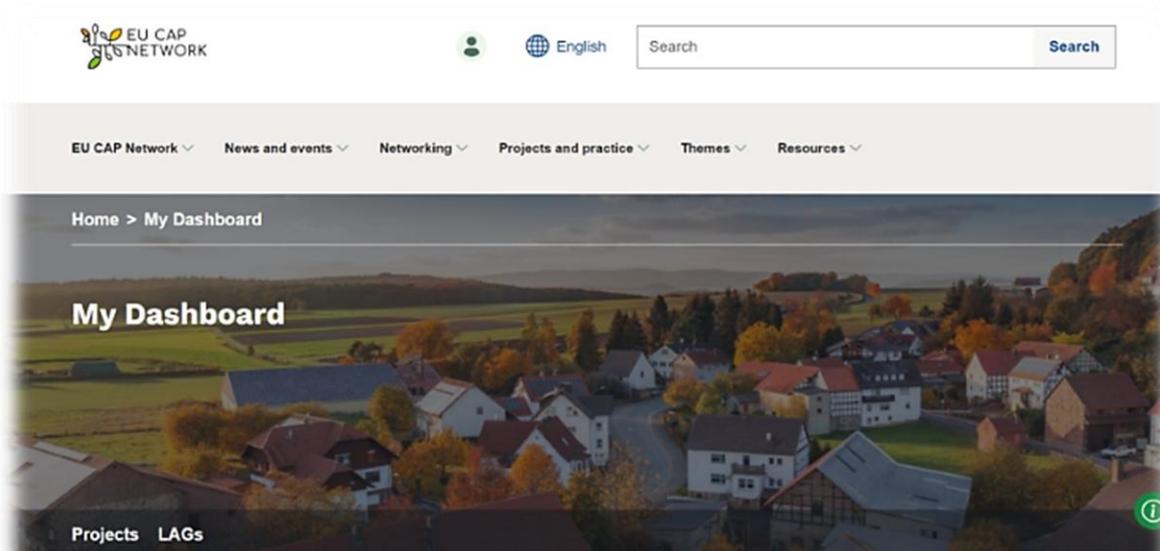
## 8 Quick Steps

1. **Log in to the EU CAP Network website:** Visit <https://eu-cap-network.ec.europa.eu/user> and log in with the EU Login credentials used to accept the invitation. You must be logged in to be able to access and manage your LAG profile's information.
2. **Go to your User Dashboard:** Once logged in, navigate to your user dashboard "**My Dashboard**". You can access it by clicking on your profile name or icon at the top of the page and selecting **My Dashboard** (see screenshot below).





3. **Find your LAG in the dashboard:** On your user dashboard, further below on the page, look for the section “**Your LAGs**” that lists the LAG(s) you manage. Your LAG’s name and basic details should be visible (see screenshot below with the example of Koillismaan LEADER’s **user dashboard**). If you manage multiple LAGs under the same LAG manager’s email<sup>2</sup>, then they will all be listed here.



### Your LAGs



<sup>2</sup> More than one LAGs will be visible in your dashboard only if you are registered as the LAG manager of more than one LAG using the same email address. If you are managing different Local Action Groups using different email addresses, then you will receive separate invitations for each LAG from our system. In this case you will have to access each LAG information with a different account.



4. **Open the LAG Management Dashboard:** Under the *Your LAGs* section, click on your LAG's name. This will direct you to the LAG Management Dashboard of your LAG where you can start reviewing and updating it with additional information.

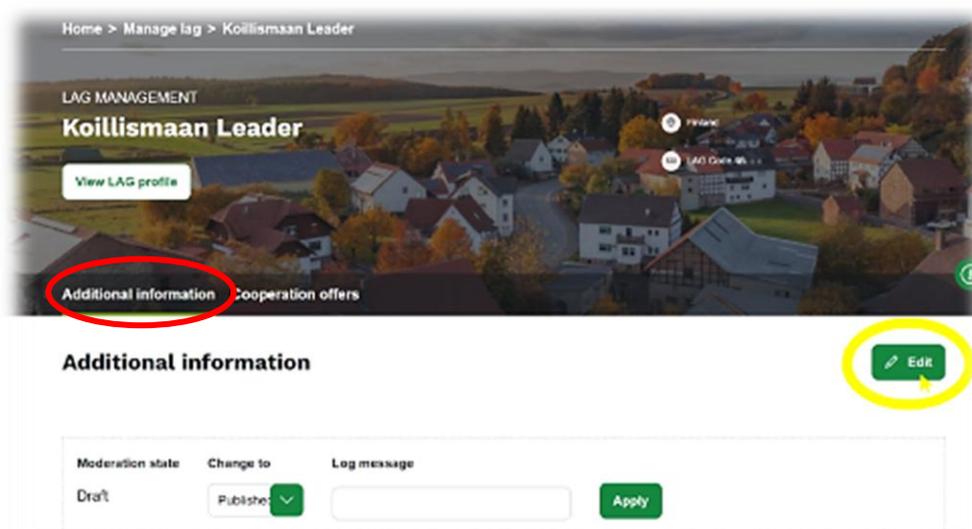
## 9 Editing Additional Information

Each LAG has an **Additional Information** section that contains extra details about the LAG beyond the basic profile (e.g. cooperation interests, strategy details, contact information, etc.). LAG managers can update this information to keep their LAG profile up to date.

**Remember!** Please note that your basic contact details cannot be changed. If there are any changes relating to the LAG email, LAG website, LAG address, social media, phone number, or LAG manager contact details, please inform your [Managing Authority](#), copying in our email address [leader@eucapnetwork.eu](mailto:leader@eucapnetwork.eu).

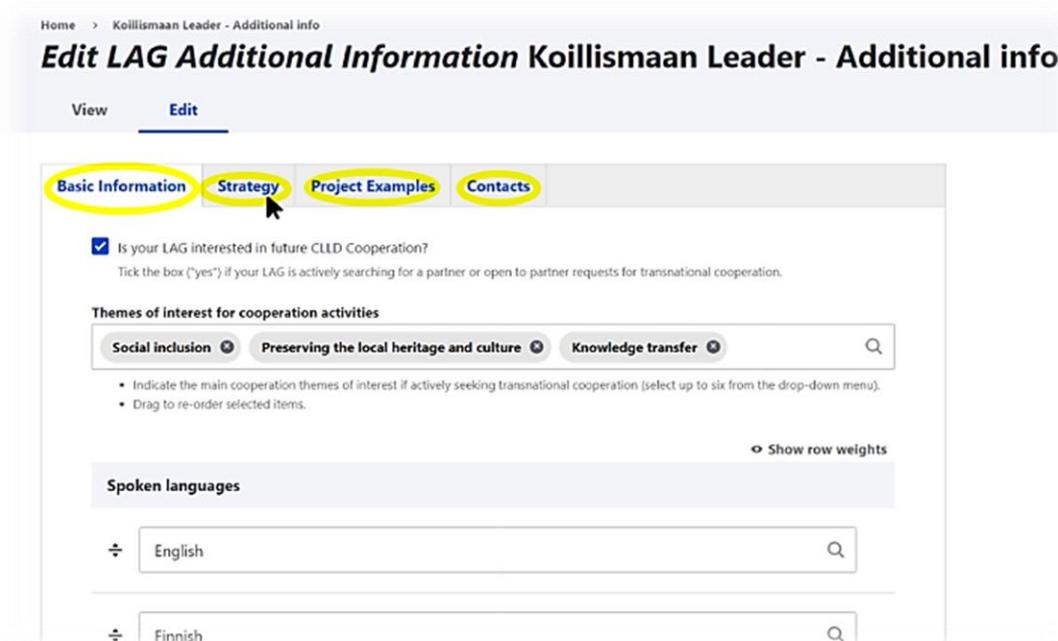
To add and/or edit your LAG's additional information, follow these steps:

1. **Navigate to the Additional Information section:** On your LAG Management Dashboard, locate the **Additional Information** tab. This section shows supplementary details about your LAG. For example, it might include text fields like a description of your LAG's strategy or checkboxes indicating if your LAG is interested in future cooperation. The page is initially empty with placeholders indicating that there is no content yet for the section.
2. **Click the Edit button:** Within the Additional Information section, click on the **Edit** green button on the top right corner of the page (see screenshot below). This action will open an editing interface where you can modify the fields.



3. **Update the available fields:** In the edit form, you can update various details about your LAG. These are available in four tabs/sections:

- Basic information
- Strategy
- Project examples
- Contacts



### 3.1 Basic information tab

In the first tab named “Basic Information” you will be able to provide additional information about your LAG such as:

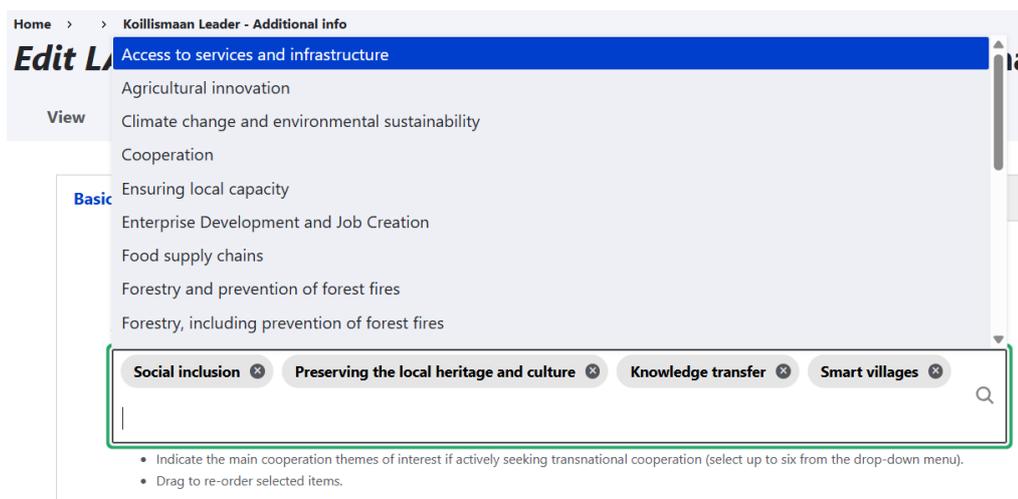
#### **Is your LAG Interested in future CLLD cooperation?**

Indicate if your LAG is interested in future LEADER/CLLD cooperation. Please check this box if you want others to know that your LAG is interested. This is important as when users are filtering the LAG Directory for potential partners your LAG will appear in results.

#### **Themes of interest for cooperation activities**

Indicate the main cooperation themes of interest if actively seeking transnational cooperation (*select up to six from the dropdown menu*)





## Spoken languages

Add all spoken languages, including the primary language of your LAG.

**Spoken languages**

÷ English

÷ Finnish

÷

## Number of LAG staff

Enter the number of LAG staff as full-time equivalents (e.g., 2.5 = two and a half).

### Number of LAG staff

Enter the number of LAG staff as full-time equivalents (e.g., 2.5 = two and a half).

### Size of territory (km<sup>2</sup>)

Enter the size of your LAG territory in square kilometres. Use only whole numbers (e.g., 1260 for 1260 km<sup>2</sup>).



## Physical & demographic characteristics of LAG area / Assets & land use of the LAG area

When providing additional details describing the LAG territory you may use one of the following methods to describe, for instance, the LAG assets and land use (*below we provide examples which can help you fill in the relevant fields; you can use different keywords and characteristics to describe your territory if you prefer*):

### Physical & demographic characteristics of LAG area

↩ ↪ | **B** *I* U ~~S~~ *I*<sub>x</sub> | @ := ;= ∨

Provide a short description (up to 1000 characters, including spaces) of the main characteristics of your LAG territory.

Content limited to 1000 characters, remaining: **1000**

- a) Keywords to describe the ‘Assets and land use of the LAG territory’:  
Cropland, Forest, Presence of relevant cultural sites, Protected areas.
- b) Narrative to describe the ‘Assets and land use of the LAG territory’: The LAG territory is characterised by several high nature value areas (some of these parts of national parks, e.g. ....), surrounded by arable land (mainly wheat and corn). In the northern part of the LAG there is considerable mountainous area with low levels of economic activity (small villages with some pastures for grazing in two valleys).

### Assets & land use of the LAG area

↩ ↪ | **B** *I* U ~~S~~ *I*<sub>x</sub> | @ := ;= ∨

Enter details about the specific assets and land use in your LAG territory (up to 1000 characters, including spaces).

Content limited to 1000 characters, remaining: **1000**

## 3.2 Strategy tab

### Key Themes of LAG Strategy

Provide additional details about the themes of your LAG Strategy. These can be the same or similar themes with the ones provided in the dropdown list of the basic information section (see 3.1)



### Additional information on the strategy

Update any narrative description or summary about your LAG’s activities or strategy. You can provide further information about your strategy in this free text field. If you have videos and audiovisual material linked to your strategy you can also add them here in the form of URLs, linking to your website or YouTube channel.

Basic Information	Strategy	Project Examples	Contacts
<p><b>Key Themes of LAG Strategy</b></p> <div style="border: 1px solid #ccc; padding: 5px;"> <p>← →   <b>B</b> <i>I</i> <u>U</u> <del>S</del> <i>T</i><sub>x</sub>   @ := ;= ∨</p> </div> <p>Provide additional details about the themes of your LAG Strategy (up to 1000 characters, including spaces). Content limited to 1000 characters, remaining: <b>1000</b></p>			
<p><b>Additional information on the strategy</b></p> <div style="border: 1px solid #ccc; padding: 5px;"> <p>← →   <b>B</b> <i>I</i> <u>U</u> <del>S</del> <i>T</i><sub>x</sub>   @ := ;= ∨</p> </div> <p>Provide additional details for your LAG Strategy (up to 1000 characters, including spaces). Content limited to 1000 characters, remaining: <b>1000</b></p>			

### 3.3 Project examples tab

#### LAG project examples

In this section you can add projects and good practices implemented by your LAG. You can add the description of each project or good practice accompanied by a URL (This must be an external URL such as *https://example.com*) linking to the website, database or resource where the information is currently hosted. It is also possible to add here a URL from our [Good Practice Database](#) if some of your projects are hosted there (please follow the same rule for the format of the link: *https://example.com*).



Basic Information	Strategy	Project Examples	Contacts
◊ Show row weights			
<b>LAG project examples</b>			
Title/Description			
<input type="text"/>			
÷ URL			
<input type="text"/>			
<small>This must be an external URL such as <a href="https://example.com">https://example.com</a>.</small>			
<hr/>			
Title/Description			
<input type="text"/>			
÷ URL			
<input type="text"/>			
<small>This must be an external URL such as <a href="https://example.com">https://example.com</a>.</small>			

### 3.4 Contacts tab

Specify in the dedicated fields the name and email of the contact person for cooperation (if applicable), so that LAGs interested in your Cooperation Offer can reach you. Other additional contacts can be specified as well. Please note that these are additional contacts to the basic LAG contacts already available in your basic LAG profile. You can add any type of contact depending on the function it covers. By default, the system suggests adding a contact relevant for TNC cooperation, but you can disregard it and create another type of contact.



View Edit

Basic Information
Strategy
Project Examples
Contacts

**Contact name for cooperation**

Provide the name of the contact person for cooperation projects (if applicable).

**Contact email for cooperation**

Provide the email address of the contact person for cooperation projects (if applicable).

Show row weights

**Additional Contacts** ⋮

Secondary contact ... Collapse ⋮

**Contact description**

Describe additional contacts within your LAG (e.g., a second LAG office).

**Email**

✚  Remove

**Add another item**

^ **Address**

**Country**

- None -
v

**Phone number**

✚  Remove

**Add another item**

Add Secondary contact information to *Additional Contacts*

4. **Save and review your changes:** After updating the information, please review it to ensure all updates are accurate. Then you can save the updated information by clicking the “**Save**” button at the bottom of the form. Your edits will be saved by default as a draft (not yet published on the website) – this allows you to edit and review the information before publishing it, meaning making it publicly available on the EU CAP Network website. The LAG management platform allows you to publish the additional information by choosing one of the two methods explained below:

- **Method 1:** After reviewing and validating your updates, select “Published” from the dropdown menu which is located right on top of the “Save” button



in the edit form

Current state: Draft

Change to: Draft ▾

Published

Draft

Archived

Save

- **Method 2:** At the top of the Additional information form please locate the **moderation state** panel. In the **Change to** dropdown menu, select the option **“Published”** and click **Apply**.

Additional information
Cooperation offers

### Additional information Edit >

Moderation state	Change to	Log message	
Draft	<span style="border: 1px solid gray; padding: 2px;">Published ▾</span>	<input style="width: 100%;" type="text"/>	<span style="background-color: #008000; color: white; padding: 5px 10px; border-radius: 3px;">Apply</span>

## Details

**Important notes:** 1) Please avoid choosing the option **Archived** in any of the methods explained above unless you have made a mistake and want to delete the draft you have created. 2) The moderation state panel is visible only after you have updated the fields in the Additional information page, and you create a new draft version. 3) The **Log message** field must not be filled in. It will be removed from your dashboard soon, following the next technical update of the platform.

5. **Confirm your updates are visible on your LAG profile:** Once saved, check your LAG’s public profile page to verify that the new information appears correctly. You can do this by selecting the “View LAG profile” option at the top of the LAG Management page, or by opening your LAG profile page in a new tab from the [LAG Directory](#). The updated Additional Information should now be publicly visible to all website visitors.
6. **Log out of your LAG profile:** **It is important to log out of your LAG profile after you have finished working with your LAG profile. Please make sure that you have verified the changes you have made and successfully published them in your LAG profile before logging out.**



**Remember!** By keeping the Additional Information up –to date, you ensure that other stakeholders can view accurate and detailed information about your LAG. This is particularly helpful when other LAGs or partners are looking for cooperation opportunities and want to understand your LAG’s background and interests.

## 10 Creating and Managing Cooperation Offers

One of the key features of the LAG management system is the ability to create and manage **Cooperation Offers**. Cooperation offers allow LAGs to propose ideas for transnational cooperation (TNC) projects and find partners. You may find the country specific [TNC Factsheets](#) available on the EU CAP Network website of help. You can also browse through our [LEADER Transnational Cooperation section](#) for more information.

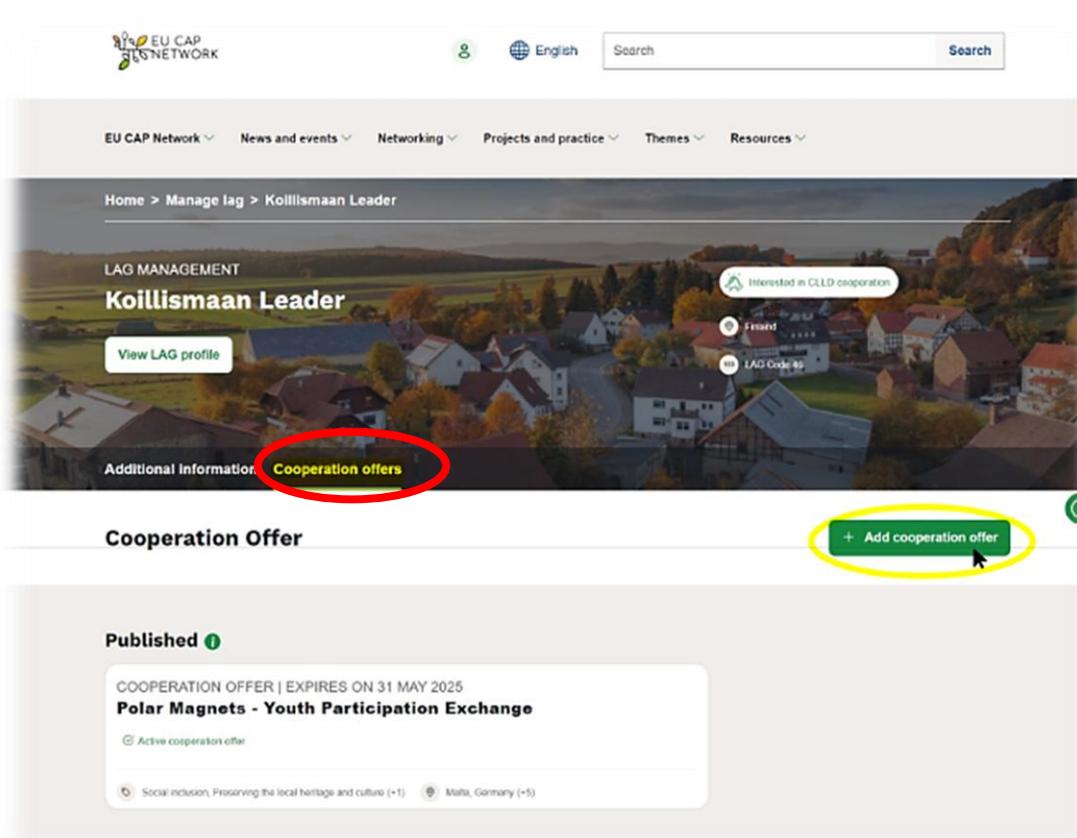
As a LAG manager, you can create new offers and edit existing ones. You can also archive offers that were created by mistake or are not valid. Please be aware that, when archived, a cooperation offer will be completely removed from public view. It is suggested to avoid archiving, unless you want to remove an offer or record created by mistake. Thus, users will still be able to browse the expired cooperation offers, although their status will be changed from active to inactive, via your LAG profile and the dedicated cooperation offers search page.

Follow the steps below to create and manage cooperation offers for your LAG:

### 10.1 Creating a new Cooperation Offer

1. **Go to the Cooperation Offers section:** On your LAG Management Dashboard, find the **Cooperation Offers** area. This is the second tab and shows a list of your LAG’s offers (if any have been created) or an empty state with a button to add an offer. The screenshot below highlights where the “Add Cooperation Offer” button is located on the LAG dashboard.





2. **Click “Add Cooperation Offer”:** Click on the **Add Cooperation Offer** button to begin creating a new offer. This will open the Cooperation Offer creation form.
3. **Fill out the cooperation offer form:** Complete the form with the details of your cooperation project idea. The form will include several fields:

In the new cooperation offer form (name of the form: Add Group node (Cooperation offer)), you can include various details and criteria about your LAG’s cooperation offer(s). These can be provided in four tabs/sections:

- Basic information
- External links
- Videos
- Images and infographics



Home > Koillismaan Leader > Add new content

## Add Group node (Cooperation offer)

**Basic information** | External links | Videos | Images and infographics

**Cooperation Offer Name \***

**Start and expiry date \***

**Start date \***

This field is automatically updated with the current date when published for the first time, and cannot be changed manually.

**Expiry Date \***

Enter the expiration date of the cooperation offer (the deadline for accepting contacts from potential partners).

**Short summary \***

← → | **B** *I* U ~~S~~ *T*\* | @ | := | := v

Provide a short summary of your cooperation offer ideas (in English, up to 1000 characters, including spaces). Do not copy and paste full document texts. Content limited to 1000 characters, remaining: **1000**

- **Cooperation Offer Name:** Provide a clear title for the cooperation offer (e.g., “Rural Tourism Development Partnership”).
- **Start and End Date (Validity):** Set the **expiry date** (when the offer becomes “expired”). The start date is always the publication date on the website, and it cannot be set manually. The offer will be considered “active” between these dates. After the expiry date, it will be automatically marked as expired.
- **Short Summary:** Write a brief summary of the cooperation idea or project. This should outline what the project is about in a few sentences (main objectives, short background about why the project is important for your LAG territory). If you wish to add a contact person (different from the official LAG contact) representing a local stakeholder for the specific project, you can add it here (please make sure to receive their explicit consent to publishing their contact details before doing this).



**Type of Partner**

Describe the type(s) of partner(s) you are looking for (in English, up to 1000 characters, including spaces).  
Content limited to 1000 characters, remaining: **1000**

**Country of Partner Description**

Briefly describe the types of countries from which you are seeking partners (in English, e.g., "EU countries only," "EU and third countries," "non-EU countries," "Baltic region," etc).

[Show row weights](#)

**Country of Partner**

÷

List the names of the countries from which you are seeking partners (in English).

**Key themes of interest\***

- Select the key themes of interest for this cooperation offer from the drop-down list.
- Drag to re-order selected items.

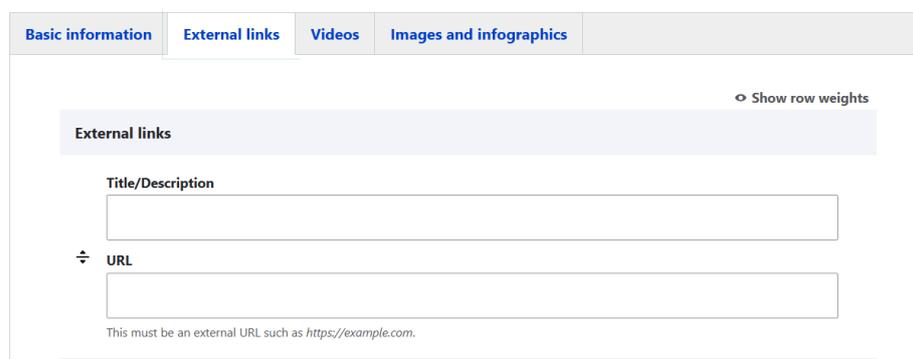
- **Type of Partner:** Specify the type of partner(s) you are looking for. For example, you might indicate you seek other rural LAGs, urban LAGs, organisations with a certain focus, or specific expertise.
- **Country of Partner / Country of Partner Description:** If you have preferences or requirements for partner LAGs from certain countries, list them. The form allows you to include multiple countries (e.g., you are open to partners from France, Spain, and Italy). Additionally, you can briefly describe the types of countries from which you are seeking partners (e.g., "EU countries only," "EU and third countries," "non-EU countries," "Baltic region," etc.).
- **Key themes of Interest:** Select relevant thematic areas for this cooperation project. These are drawn from a predefined list of themes (please see the list of themes below). Choose themes that align with your project idea.
  - Knowledge transfer
  - Innovative approaches to agriculture
  - Food supply chains
  - Renewable energy
  - Social inclusion
  - Rural tourism
  - Rural innovation (non-agricultural)



- Climate change and environmental sustainability
- Job creation
- Support to rural businesses
- Smart villages
- Access to services and infrastructure
- Ensuring local capacity
- Rural-urban linkages
- Cooperation
- Preserving the local heritage and culture
- Forestry and prevention of forest fires

- **External Links:** You can add website links to documents (e.g. online PDF of a detailed project plan or supporting documents, presentations, etc.), images, or other types of links, relevant to your cooperation offer, from external sources (e.g., your LAG’s website). *See screenshot below with the available fields of this section.*

### Add Group node (Cooperation offer)



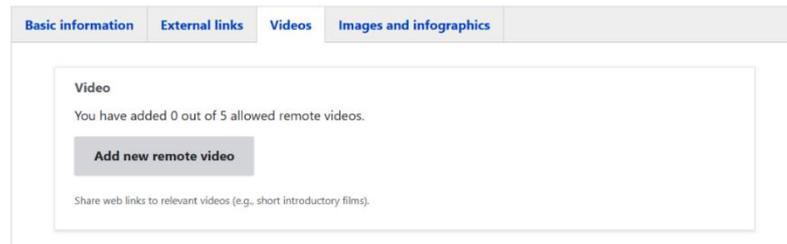
The screenshot shows a web interface with a tabbed menu at the top containing 'Basic information', 'External links', 'Videos', and 'Images and infographics'. The 'External links' tab is active. In the top right corner of the form area, there is a link that says 'Show row weights'. Below this, the section is titled 'External links'. There are two input fields: the first is labeled 'Title/Description' and the second is labeled 'URL' with a small icon to its left. Below the 'URL' field, there is a note: 'This must be an external URL such as <https://example.com>'.



○ **Videos**

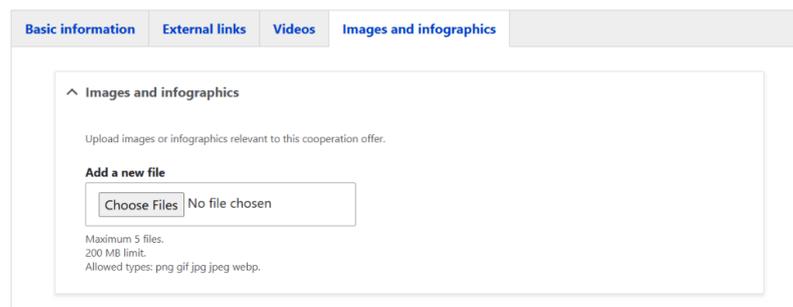
You can add URLs of YouTube and Vimeo videos (other sources are prohibited due to security restrictions)

**Add Group node (Cooperation offer)**



○ **Images and infographics**

**Add Group node (Cooperation offer)**




4. **SAVE/Submit/Publish the offer:** After filling in all required fields and reviewing your information, you must complete a “Captcha” antispam security feature which appears at the bottom of your screen.



Save as:

**Save**

You can save the cooperation offer by completing the “CAPTCHA” antispam security feature (see previous screen), and then by clicking on the **“Save”** button right below.

Current state: Draft

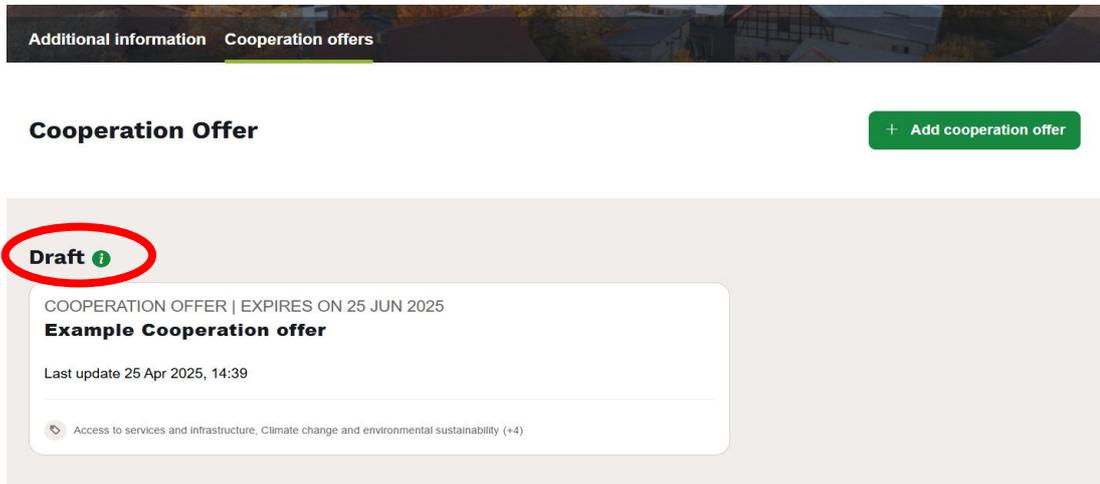
Change to:

- Published
- Draft**
- Archived

**Save**

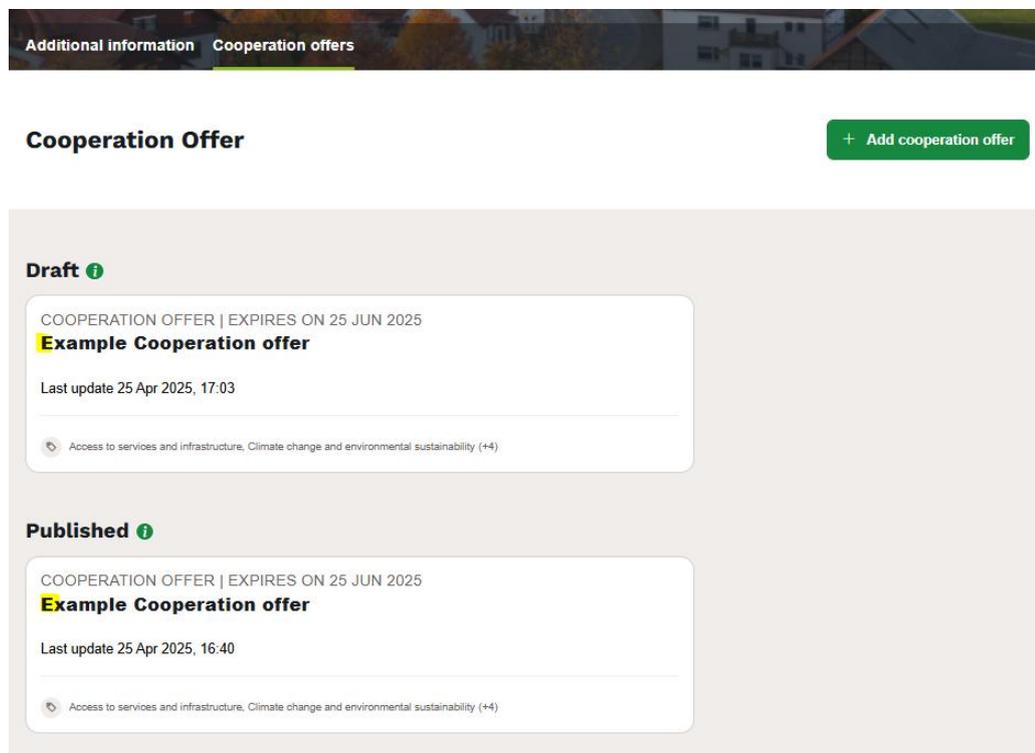


By default the cooperation offer is saved as a DRAFT (not yet published into the website) to allow you to edit and review your offer before publishing it onto the website.



The screenshot shows the 'Cooperation Offer' tab in the LAG Manager. At the top, there are two tabs: 'Additional information' and 'Cooperation offers', with the latter being active. Below the tabs, there is a header 'Cooperation Offer' and a green button labeled '+ Add cooperation offer'. The main content area displays a single offer card. The card is titled 'Draft' with an information icon. The offer details include: 'COOPERATION OFFER | EXPIRES ON 25 JUN 2025', 'Example Cooperation offer', 'Last update 25 Apr 2025, 14:39', and a category 'Access to services and infrastructure, Climate change and environmental sustainability (+4)'. The 'Draft' label is circled in red.

The Cooperation offer(s) you have created, either saved as Draft or Published, is/are listed in the Cooperation offers tab of your LAG management page.

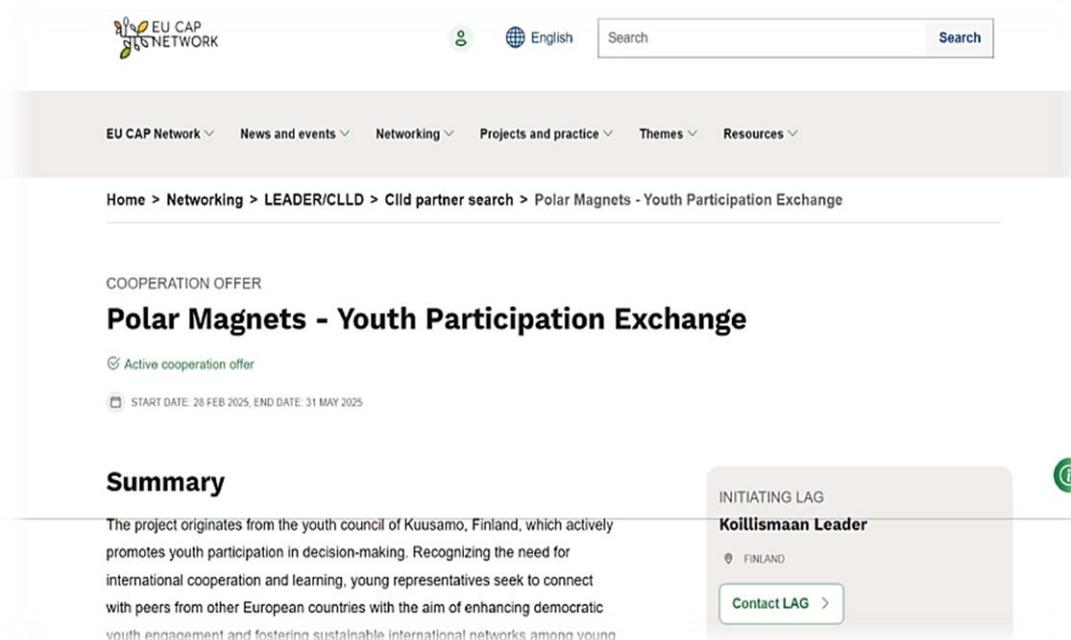


This screenshot shows the 'Cooperation Offer' tab with two offer cards. The top card is a 'Draft' offer, identical to the one in the previous screenshot, with the 'Draft' label circled in red. Below it is a 'Published' offer, also titled 'Example Cooperation offer', with a last update time of '25 Apr 2025, 16:40'. Both offers have the same category: 'Access to services and infrastructure, Climate change and environmental sustainability (+4)'. The interface elements (tabs, header, and button) are consistent with the previous screenshot.



- Review the published offer:** Published offers are listed under the Cooperation Offers section of your LAG Management Dashboard. You can access any of your published cooperation offers from your Dashboard by clicking on it.

*The screenshot below shows an example of how a published Cooperation Offer is displayed. This page includes all the information entered and indicates that the offer is active.*



The screenshot shows a web page for a published cooperation offer. At the top, there is a navigation bar with the EU CAP Network logo, a user profile icon, a language selector set to 'English', and a search bar. Below the navigation bar, there are several menu items: 'EU CAP Network', 'News and events', 'Networking', 'Projects and practice', 'Themes', and 'Resources'. The breadcrumb trail reads: 'Home > Networking > LEADER/CLLD > Cild partner search > Polar Magnets - Youth Participation Exchange'. The main content area is titled 'COOPERATION OFFER' and features the heading 'Polar Magnets - Youth Participation Exchange'. Below the heading, there is a green checkmark icon and the text 'Active cooperation offer'. A date range is shown: 'START DATE: 26 FEB 2025, END DATE: 31 MAY 2025'. A 'Summary' section begins with the text: 'The project originates from the youth council of Kuusamo, Finland, which actively promotes youth participation in decision-making. Recognizing the need for international cooperation and learning, young representatives seek to connect with peers from other European countries with the aim of enhancing democratic youth engagement and fostering sustainable international networks among young'. To the right of the summary, there is a box for the 'INITIATING LAG' which identifies 'Koillismaan Leader' in Finland, with a 'Contact LAG >' button. An information icon is visible in the top right corner of the summary box.

- Public visibility and search results:** Your active cooperation offer will be visible on your LAG’s public profile page in the section listing “Active Cooperation Offer(s)”, where an active offer is shown alongside the LAG’s additional information. In parallel your LAG will be tagged/highlighted accordingly so users of the LAG directory can identify your LAG in the list of LAGs which have active offers and are currently looking for partners. Relevant filters will ensure that your LAG appears in the results page accordingly (see screenshot below).



LAG | FINLAND

## Koillismaan Leader (Koillismaan Leader)

 Interested in CLLD cooperation

CAP Implementation >

Official Website 

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### Details

**National LAG Code**  
46

**Spoken languages**  
English, Finnish

**Main Fund**  
European Agricultural Fund for Rural Development

**Main Programme**  
CAP Strategic Plan - Finland

**Number of LAG staff**  
4.0

### Active cooperation offers

 EXPIRES ON 31 MAY 2025

[Polar Magnets - Youth Participation Exchange](#)

This allows other LAG managers or stakeholders to know that your LAG is actively looking for project partners.

### Filter results

Filter by

✔ Active cooperation offers (1) 

Free text search

Apply

Country of LAG ✔

---

Country of Partner ✔

---

Themes ✔

### Transnational Cooperation Offers Search

**1 result**

COOPERATION OFFER | EXPIRES ON 31 MAY 2025

#### Polar Magnets - Youth Participation Exchange

Koillismaan Leader, Finland

✔ Active cooperation offer

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 Social inclusion, Preserving the local heritage and culture (+1)  Malta, Germany (+5)

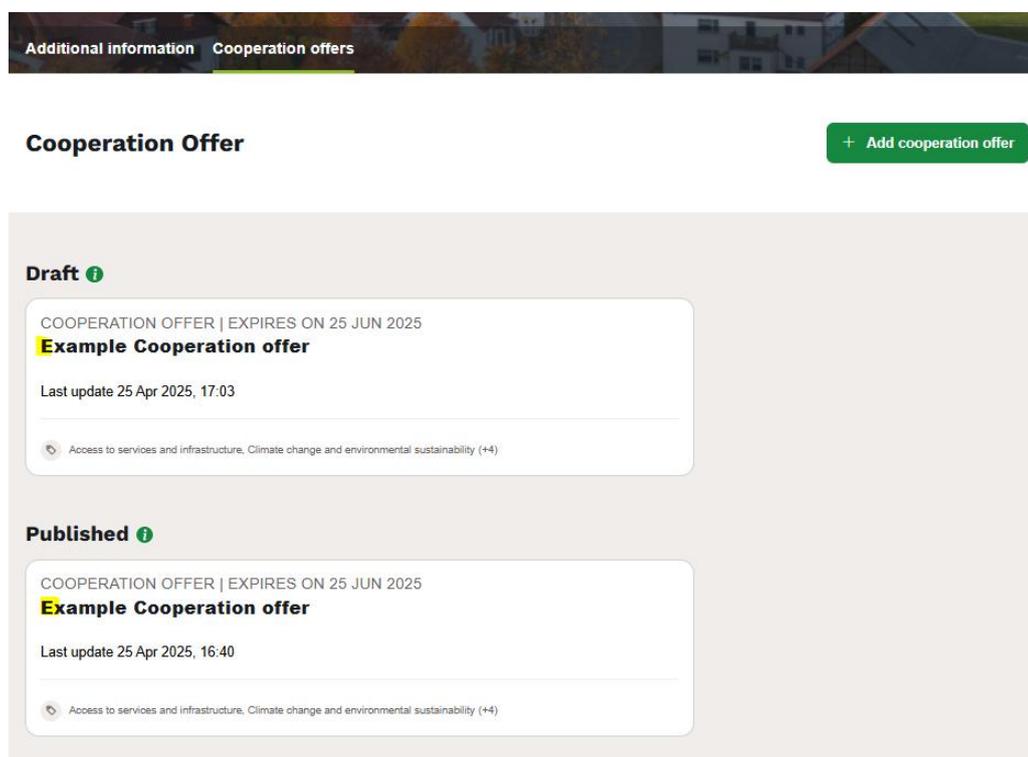
**Important note:** After you publish your cooperation offer, there might be a delay of approximately one hour until the LAG Directory's search results are updated with the new information you have just published.



- Log out of your LAG profile: **It is important to log out of your LAG profile after you have verified the changes you have made and successfully published them in your LAG profile.**

## 10.2 Editing an Existing Cooperation Offer

- Locate the offer to edit:** On your LAG Management Dashboard under **Cooperation Offers**, find the offer you want to modify. You should see a list of your offers (published or draft).



The screenshot shows the 'Cooperation offers' tab selected. At the top right, there is a green button labeled '+ Add cooperation offer'. Below this, there are two sections: 'Draft' and 'Published'. Each section contains a card for a cooperation offer. The 'Draft' offer has the title 'Example Cooperation offer', expires on 25 JUN 2025, and was last updated on 25 Apr 2025 at 17:03. The 'Published' offer also has the title 'Example Cooperation offer', expires on 25 JUN 2025, and was last updated on 25 Apr 2025 at 16:40. Both offers have a tag: 'Access to services and infrastructure, Climate change and environmental sustainability (+4)'.

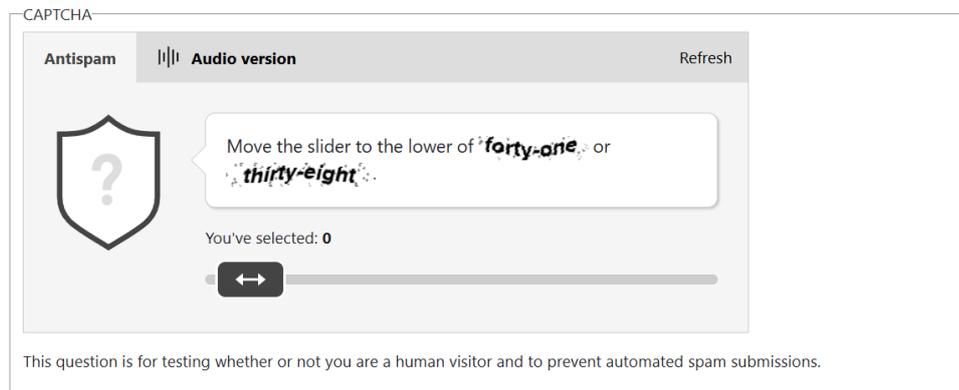
- Select the Edit option:** Click the **Edit** link under the “pencil” dropdown menu associated with that cooperation offer or, in case of a draft, click on the title. This will reopen the offer form, allowing you to change the content.



The screenshot shows a 'Published' offer card. The title is 'Polar Magnets - Youth Participation Exchange', the expiration date is 31 MAY 2025, and the last update was on 10 Mar 2025 at 10:52. The tags are 'Social inclusion, Preserving the local heritage and culture (+1)' and 'Malta, Germany (+5)'. A red arrow points to the 'Edit' button, which is a pencil icon in a dropdown menu.



3. **Modify your LAG’s information:** The ‘edit’ form is the same as the form used for creating a cooperation offer. Update any information as needed – for example, you might refine the project description, adjust the partner criteria, or extend the expiry date if you want the offer to remain active longer.
4. **Save the changes in draft and publish:** After editing, complete the CAPTCHA (see screenshot below) and click **Save** to apply the changes. The cooperation offer’s published details will not be updated immediately. If the offer was published, your changes will go into a draft state for your review and publication.



Save as:

**Save**

Now in your Cooperation offers tab you will see two different versions.

- The draft version you have just created, and
- The published version which is currently online.

*Please note: the draft version of your cooperation offer will replace the version that is currently published once you will select “Published” from the workflow dropdown in the edit form.*

*This workflow process ensures that you are allowed to work and review your cooperation offers. Meanwhile, the previously published version is kept available on the website.*

To publish your DRAFT cooperation offer:

1. access the edit form as described above
2. complete the CAPTCHA
3. select Published from the workflow dropdown
4. click on the Save button



5. **Review the published offer:** published cooperation offers are listed under the Cooperation Offers section of your LAG Management Dashboard. You can access any of your published cooperation offers from your Dashboard by clicking on the card.
6. Log out of your LAG profile: **It is important to log out of your LAG profile after you have verified the changes you have made and successfully published them in your LAG profile.**

### 10.3 Archiving (or Deactivating) a Cooperation Offer

1. **When to archive:** Archive a cooperation offer when it is no longer relevant, or the idea is withdrawn, and you don't want it to be visible on the EU CAP Network website. Archiving keeps the offer on record but removes it from active listings.
2. **Choose the offer to archive:** On the LAG Management Dashboard, identify the cooperation offer you wish to archive (it should be listed as active).
3. **Click the edit button:** The archiving process is the same as editing a published cooperation offer.

To publish your DRAFT cooperation offer:

1. access the edit form as described above
  2. complete the CAPTCHA
  3. select **Archived** from the workflow dropdown
  4. click on the Save button
4. **Result of archiving:** Once archived, the offer's status will change. It will no longer be listed as an active cooperation offer on your LAG profile or be available in the public search. The offer is moved to an "Archived" list in your dashboard for your reference. *Please note: Archived offers are not publicly visible on the website for other users.*
  5. Log out of your LAG profile: **It is important to log out of your LAG profile after you have verified the changes you have made and successfully published them in your LAG profile.**

We would like to thank Koillismaan LEADER (Finland), LAG regio<sup>3</sup> Bezirk Kitzbühel (Austria), and Felső Homokhátság Local Action Group (Hungary) for their valuable support and contributions to the process of preparing this Guide. Special thanks to Koillismaan LEADER for their permission to use screenshots of their LAG dashboard and profile for the purposes of this User Guide



