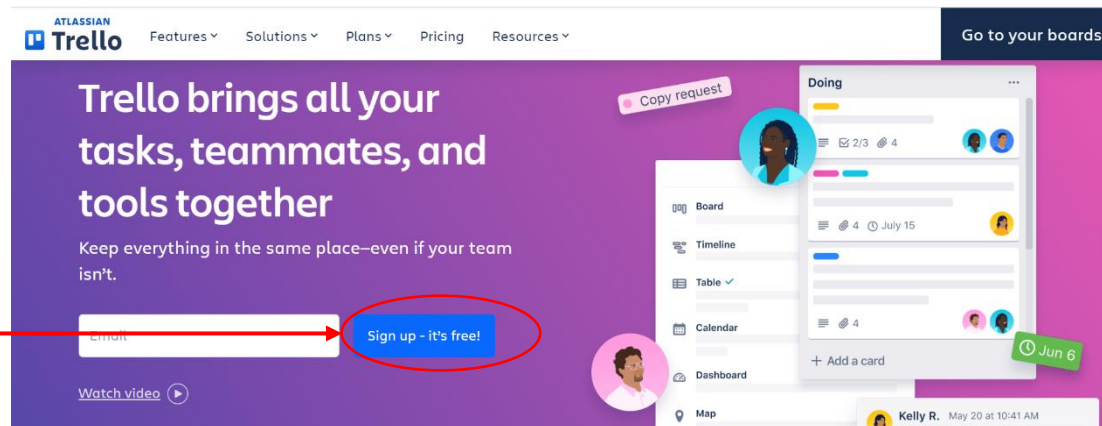


Trello – what are the first steps?

Registration

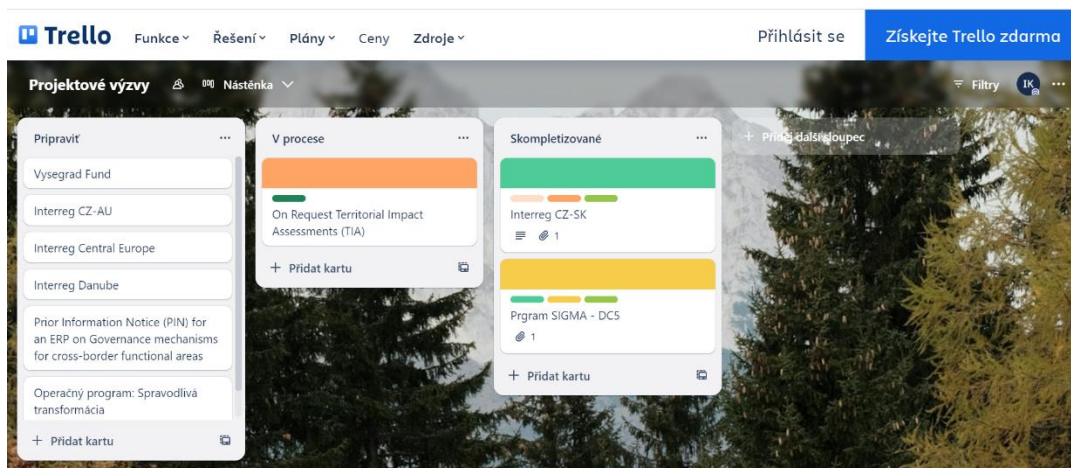
1. First, go to www.trello.com. You will see the following environment as shown in the picture, for the successful use of **Trello** in project management, registration on the given portal is required (notifications regarding newly added overviews of project calls will be sent to the provided email address). Start **your registration** by clicking on *Sign up – it's free.*



2. Registration can be done by entering **any email address** or by using an **existing** Google, Microsoft, Apple or Slack **account**. Afterwards, you only need to complete the few steps and log in to your Trello. In case that after logging in, Trello will require you to create a new project, where you will ignore these steps and skip them, since you will not be creating a new project, but you connect to an existing project that has already been created. As soon as you have your account on Trello, you can follow the available open calls, where the administrator receives the email with which you signed up to Trello. Please, send your mail to Ing. Dávid Kampo at david.kampo@mendelu.cz.

Get to know Trello!

1. After logging in and being successfully added to main project board, you will see the following working environment. The environment shown below may change over time, in order to facilitate and improve clarity, but in principle it will remain the same. In Trello you can see 4 columns - **Suggested open calls, due to be prepared** (calls that will be processed), **In the process of preparation** (calls that are being processed and their overview will be available soon, depending on the scope of the topic and the project documentation), **Completed open calls** (calls which are prepared and include an attached documentation that contains an overview of the given call with all relevant and basic conditions) and **Overdue open calls** (calls with passed deadlines for the submission of the project application. Some project calls may be opened to submission of an application more than once or are periodic within the certain programs, therefore they are archived in this column). **Individual columns/sections can be edited**, and therefore if you come across any open call, or if you have experience with a regularly announced open call, you can add it to the **Suggested open calls, due to be prepared** section (At the bottom of the column there is a plus symbol (+) with the text add a card, by clicking on it add your suggested open call -> more information at the end of the document). In the columns **Suggested open calls, due to be prepared** and **In the process of preparation**, often when clicking on the call folders, there will not be much information attached to the given call (just basic information or links to open calls), and **these sections are thus more or less indicative**. For more detailed information about upcoming open calls, please wait until an open call will be available in **Completed open calls** section.



2. **Moving individual folders/cards** between columns is easy, you just need to move the mouse to the given folder/card, click on it, and by holding down the mouse button, move this box to the corresponding column, where by enabling the click, this folder/card will remain there. **However, you will not use this function in the main board of project calls**, as they are prepared by the main administrator. On the other hand, in the event that we decide to use **Trello** in the implementation of the project, as a response to one of the calls,

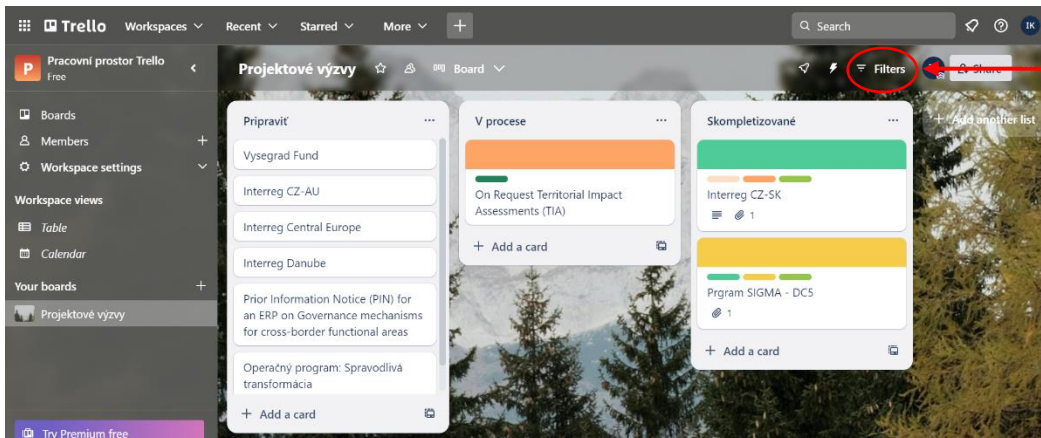
this function can be useful when working on sub-tasks in the preparation of the project application or its implementation.

3. After clicking on the open call card/folder in the **Completed open calls** section, the entire folder of the given call will be opened, with more detailed information. Each call has its own **Labels** that describe its specifics (open/closed call, type of financing, cooperation with SMEs, or others), these labels can be used in the **filter** when searching for a specific call directly based on your requirements and needs, including the possibility of searching for the calls based on their names. In short, at the beginning, **the given labels** briefly describe the given type of call (the picture shows a call with a funding system in the form of refunds, it is a closed call and cooperation with SMEs is necessary).

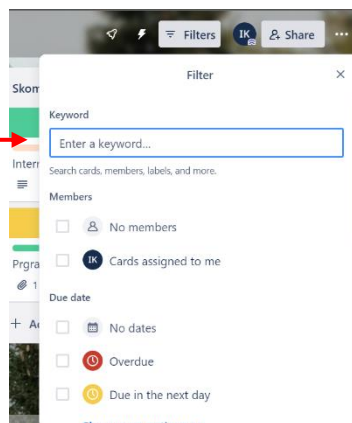


In the **Description** you will find brief information, most often it is the name of the call or program type, a specific full overview of the given call can be found in the **Attachments**, which you can download after clicking on it. If you are missing any information, you can **add a comment** regarding the missing information or anything else you can think of and is relevant to the given call. Your comment will be seen by everyone, and those who will **follow the project/call** will be notified of the comment and will be able to respond to it immediately. To make sure that you don't miss any changes, added comments or anything else in the given call, you can activate the notifications by clicking on **Watch**, which will ensure that you follow the given call and receive notifications about all changes in it.

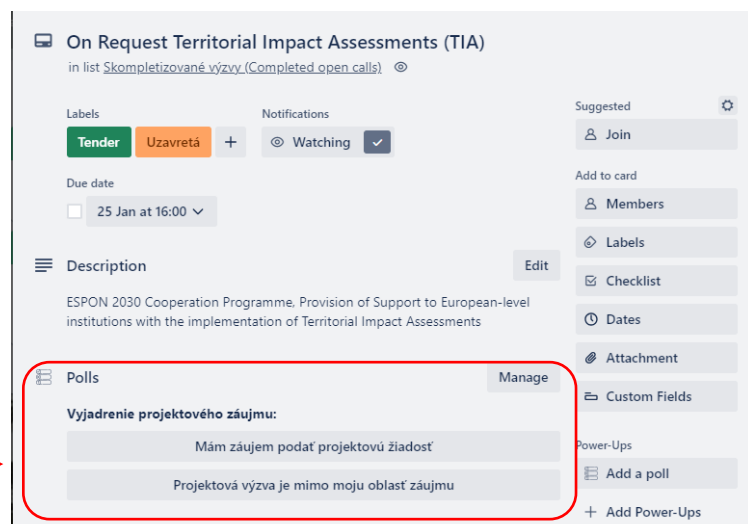
4. If there are more project calls, **the filter** may come as a useful tool.



After clicking on the **Filters** button, the search is intuitive, individual calls can be searched for by their **name**, if the call has set deadlines, calls can also be selected based on entering dates, after scrolling down, it is possible to select (already above) mentioned **labels** or other parameters.



You can express your interest in the project directly in Trello, each card of the project challenge contains a section where you can express your interest, or send an email to the project office. You will then be contacted about any further information.

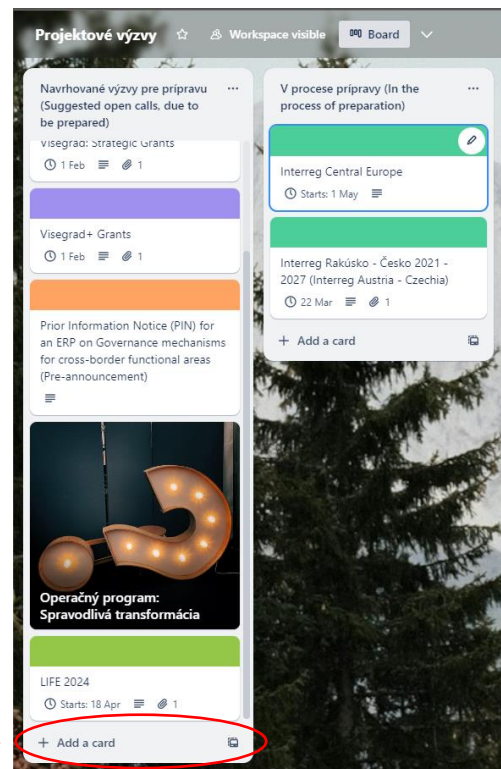


Adding proposals for project open calls

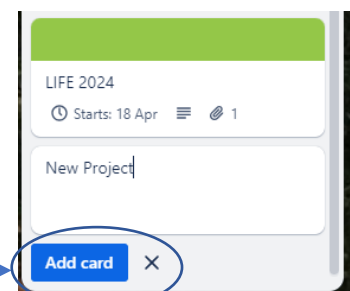
As already mentioned in the introduction of this document, individual project calls can be proposed and added in the **Suggested open calls, due to be prepared** section. Neither you do not see the name of a call that would be of your interest within the given section, nor in any other, do not miss a deadline and add it to the list of **Suggested open calls, due to be prepared**.

Step-by-step guide:

1. Click on the button **+ Add a card**.



2. Enter the name of an open call/project program and click on the button **Add card**.



3. If you can provide some more information, you will find the card you added in the **Suggested open calls, due to be prepared** section and then click on it, the window that you can see in the picture (below) will be opened. **You will definitely want to be informed of the process the challenge goes through** until you have it ready in the **Completed open calls** section, this can be done by clicking on the **Watch** button as described above. You can also add a **short description** of the call (or, for example, some of your specific comments/requirements regarding the call) and if you can add a link to the call, you can insert it into the call description or as **an attachment**.

