**Entrepreneurship Guideline**

How to upload your entrepreneurship project on the Fontys website portal?

**Table of Contents:**

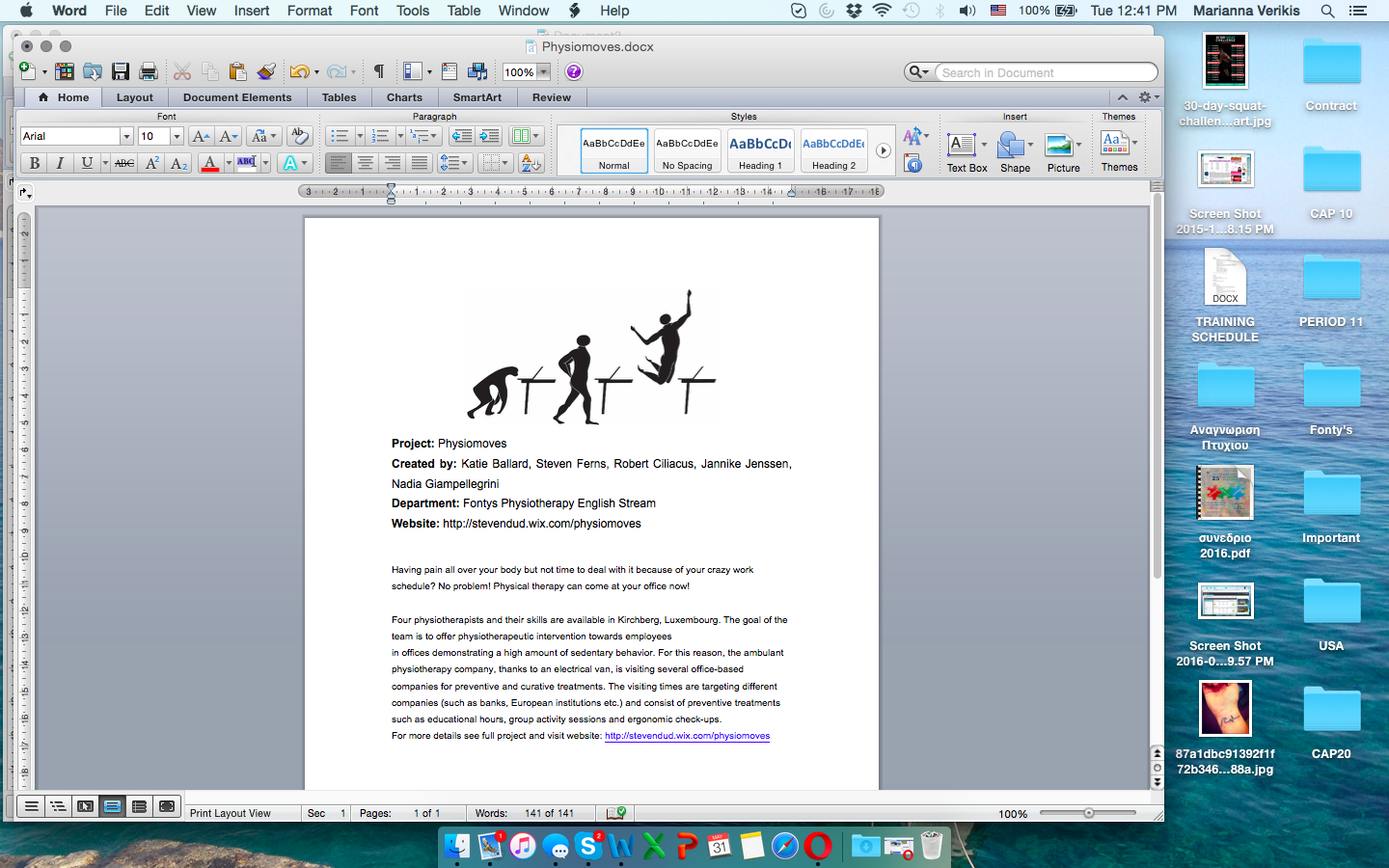
1. Study guide…………………………………………………..………..3
2. Method………………………………………………………………3-4
3. Upload your project ……………………………………………….4-5

**1. Guideline**

1. Read all the information provided to you in the Study Guide. Every student has access to previous entrepreneurship projects, which you can use as an example to guide you through your project and to motivate you.
2. Once the written part of your project is done and has been graded, it should be part of the collection on the Fontys webisite. For this reason, each group has to upload it along with an abstract and a picture and send both the files to M. Haagsman: e-mail [m.haagsman@fontys.nl](mailto:m.haagsman@fontys.nl).
3. **Method**

We will guide you through the steps:

1. Write an abstract that gives the idea of your concept. It should be short (not more than 200 words) and it should be accompanied by a picture that matches your project – in case you have a logo, use this.
2. This is an example of how it should look like:



**Note:**

**🡪 Picture:**

Width of 10 cm,

Height 5,5 cm,

Color or in black and white,

Positioned in the middle and above the text.

**🡪 Project data:**

Use Arial 12,

The subtitles “project”, “created by”, “department”, website” must be in bold.

**🡪 Description description:**

Use Arial 10,

1,5 line spacing between each line,

Allowed to use motivational quote.

200 words max

**🡪 Be aware of:**

Spelling mistakes and language errors,

The whole abstract should give the envy to the reader to read your entire project,

Save you project in PDF.

1. **Upload your project**

Now upload the full project in PDF by following these steps:

-create an abstract with a well-designed picture in PDF

-upload it together with the full project (PDF) on the fontys entrepreneurship website (www.entportal.jouweb.nl)

-To login to the website you need to use the email provided to you. Password will be provided from the responsible teachers (see Contact information on website)

email: fontysent@gmail.com