

# Create Your First Project

## Summary

This tutorial guides you through the process of creating your first project in BuilderPal, allowing you to organize work, assign team members, and set visibility options for collaboration.

## How-To Video

<https://www.youtube.com/embed/M9XmrA31P7w?si=RUFxM6t1daantX25>

## Prerequisites

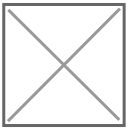
- An active BuilderPal account with Admin or equivalent permissions.
- Project details such as name, description, and address ready.

## Steps

1. **Navigate to <https://app.builderpal.com/notifications>.**



2. **Click "Projects".**



3. **Click "Get started by creating a new project".**



4. **Enter your project name, fill in the "Description / Project Notes" field, and add participants if needed.**



5. **Decide if your project is internal or accessible to hired trades, then click "Next".**



6. **Enter the project address, then click "Create".**



## Confirmation

Your new project has been created successfully, and you will be redirected to the project dashboard where you can begin adding actions, schedules, or more details.

## FAQ

### **Can I add participants after creating the project?**

Yes, you can manage participants at any time from the project settings or participants section.

### **What does "internal or accessible to hired trades" mean?**

Internal projects are visible only to your team; accessible projects allow invited subcontractors or trades to view and collaborate on relevant details.

### **Is the project address required?**

Yes, it helps with geo-features like mapping and clock-in validation, but you can edit it later if needed.

### **What if I don't have participants to add yet?**

Adding participants is optional during creation; you can skip and invite them later via the project dashboard.

### **Can I create multiple projects at once?**

No, projects are created one at a time, but you can quickly repeat the process for additional ones.

## Related Articles

- [Edit Projects](#)
- [Manage Project Participants](#)
- [Switch Between Projects](#)
- [Get Started with Scheduling & Calendars](#)
- [Create & Assign Actions](#)

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