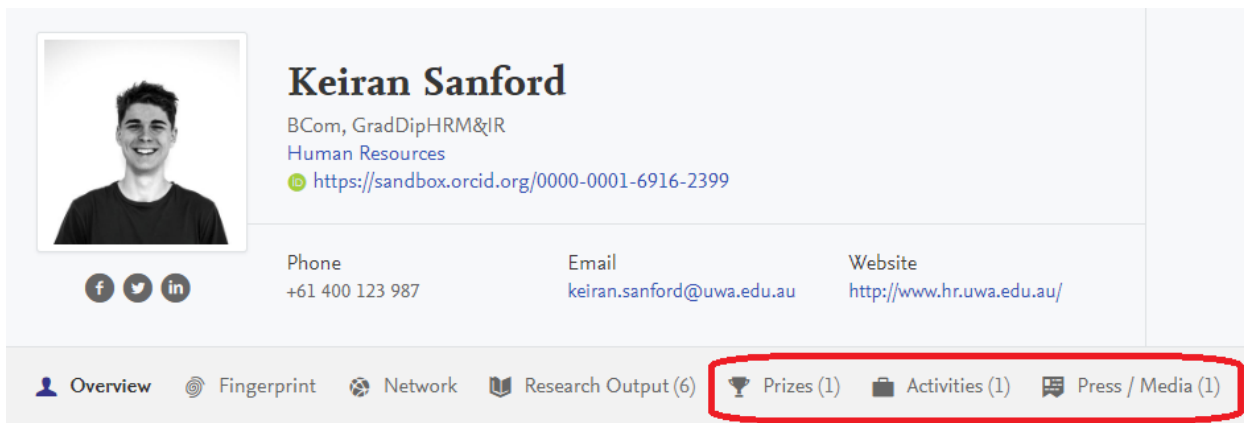


How do I add Activities, Prizes and Press/Media information to my profile?

Prizes, Activities or Press/Media you add to the **UWA Profiles and Research Repository** will display as separate tabs on your public profile.



These instructions describe the process of logging into the **UWA Profiles and Research Repository** and demonstrate how you can add **Prizes, Activities or Press/Media** to your profile. It also demonstrates how you can create links from those records to other related content in your profile.

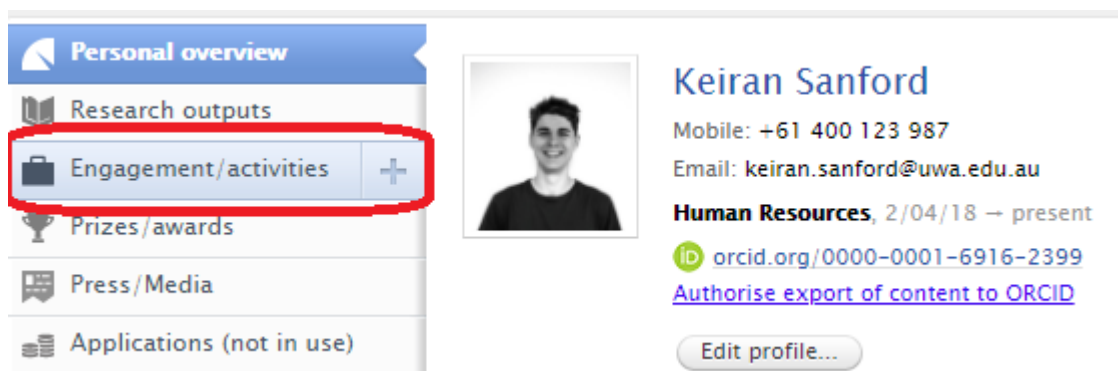
Login to start:

1. Go to the [UWA Profiles and Research Repository](#)
2. Click **UWA Profiles and Research Repository login**
3. Log in with your UWA login (Pheme) details

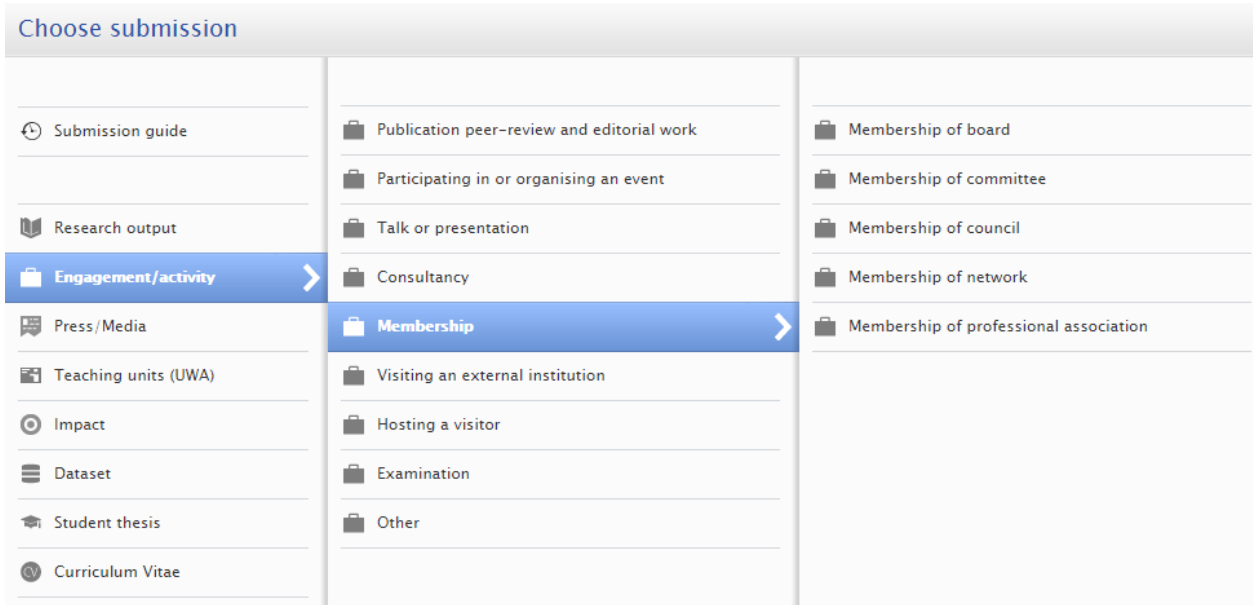


Adding Engagement/Activities

1. Once logged into **the UWA Profiles and Research Repository**, hover over the **Engagement/activities** content type to reveal the + symbol, then click on the symbol to add a new record.



- From the **Choose submission** page, select the most appropriate engagement type template



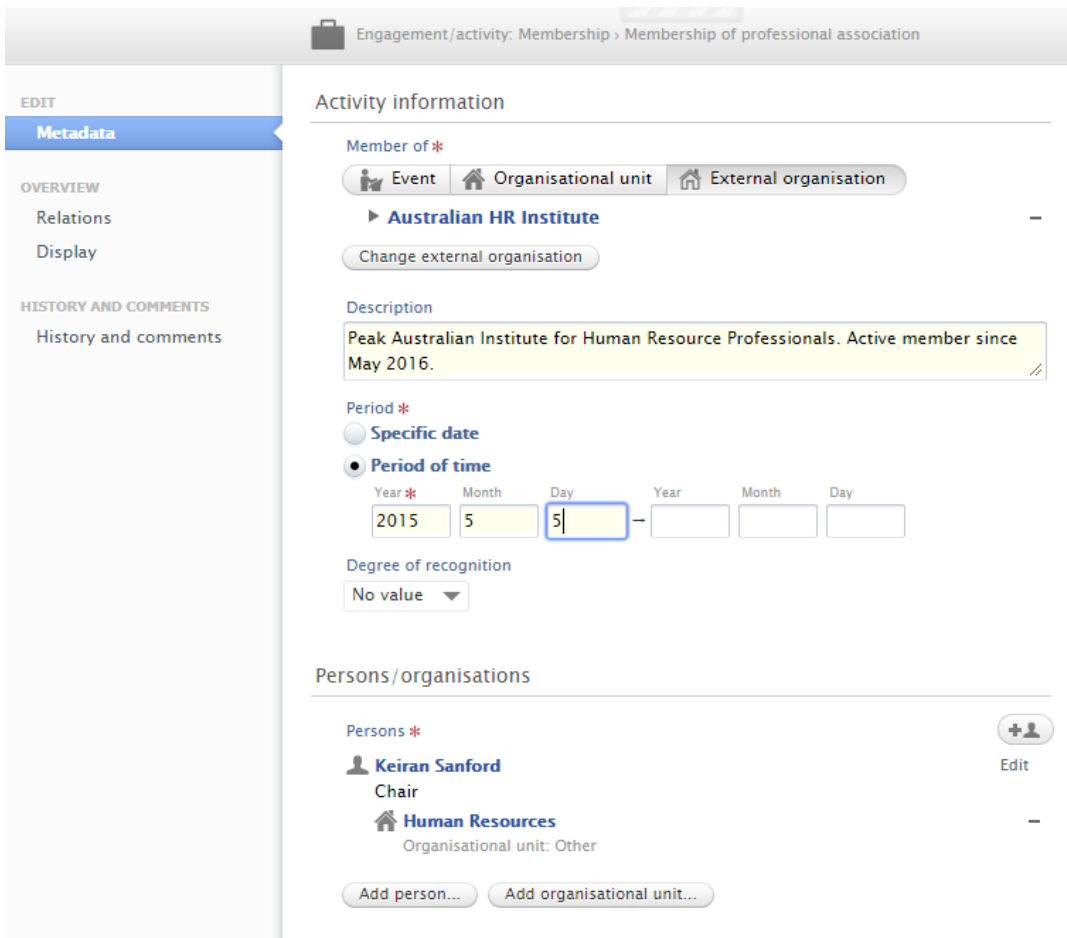
Choose submission

- Submission guide
- Research output
- Engagement/activity**
- Press/Media
- Teaching units (UWA)
- Impact
- Dataset
- Student thesis
- Curriculum Vitae

- Publication peer-review and editorial work
- Participating in or organising an event
- Talk or presentation
- Consultancy
- Membership**
- Visiting an external institution
- Hosting a visitor
- Examination
- Other

- Membership of board
- Membership of committee
- Membership of council
- Membership of network
- Membership of professional association

- Add your **Engagement** details to the record, ensuring that all fields marked with a red asterisk are completed.



Engagement/activity: Membership > Membership of professional association

EDIT

- Metadata**
- OVERVIEW
 - Relations
 - Display
- HISTORY AND COMMENTS
 - History and comments

Activity information

Member of *

Event Organisational unit External organisation

Australian HR Institute

Change external organisation

Description

Peak Australian Institute for Human Resource Professionals. Active member since May 2016.

Period *

Specific date

Period of time

Year * Month Day Year Month Day

2015 5 5

Degree of recognition

No value

Persons/organisations

Persons *

Keiran Sanford Edit

Chair

Human Resources

Organisational unit: Other

Add person... Add organisational unit...

4. To add a link to a related content, select the type you wish to relate your content to under **Relations**, then begin typing the name of the content. Select the related content from the drop-down menu.

Relations ?

Activities



Research outputs



Prizes



Press/Media



UWA Recognised for le

UWA Recognised for leadership in employee relations

Keiran Sanford

24/05/18

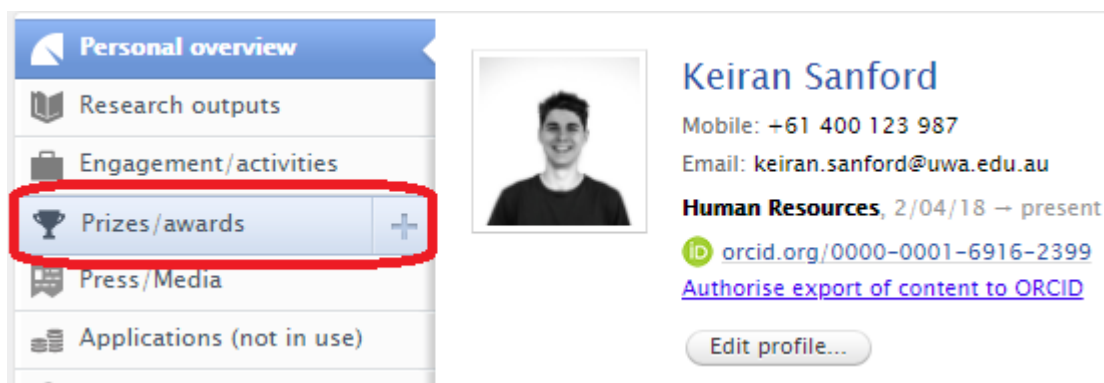
1 media contribution

Press/Media: Press / Media

Note: The related content must already be entered into the UWA Profiles and Research Repository. If you have just added the related content item, it may not yet be viewable when you search for it. In this instance, **Save** the record and edit it once that content item becomes available.

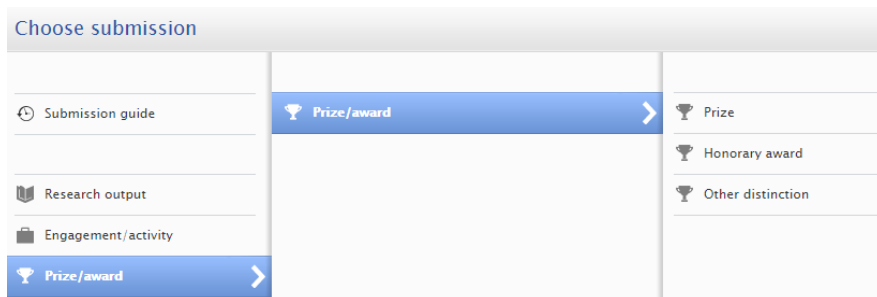
Adding Prizes and Awards

1. Once logged into the **UWA Profiles and Research Repository**, hover over the **Prizes/awards** content type to reveal the + symbol, then click on the symbol to add a record.

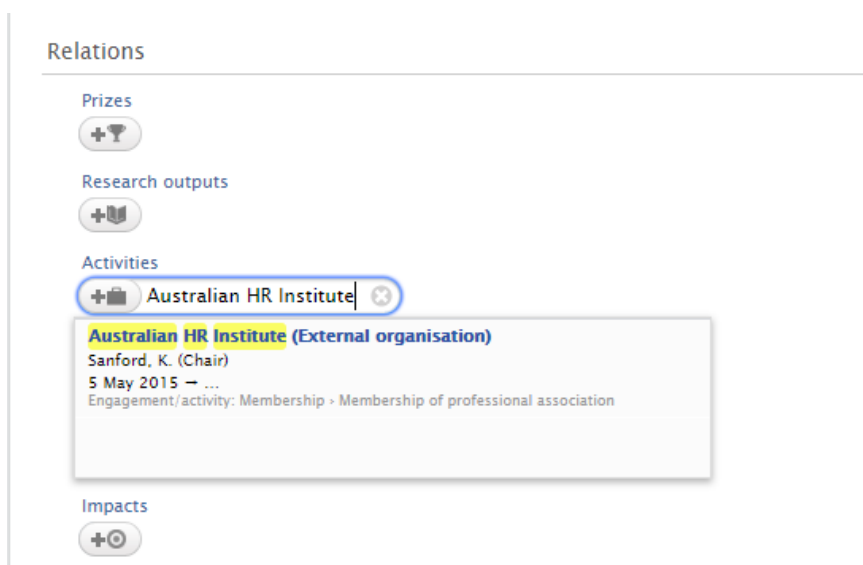


The screenshot shows a user profile for Keiran Sanford. On the left is a navigation menu with the following items: Personal overview, Research outputs, Engagement/activities, Prizes/awards (highlighted with a red box and a plus sign), Press/Media, and Applications (not in use). The main profile area displays the user's name, contact information (Mobile: +61 400 123 987, Email: keiran.sanford@uwa.edu.au), current position (Human Resources, 2/04/18 - present), ORCID ID (orcid.org/0000-0001-6916-2399), and a link to authorise content export to ORCID. An 'Edit profile...' button is located at the bottom right of the profile area.

2. From the **Choose submission** page, select the most appropriate **Prize** or **Award** template from the list provided.



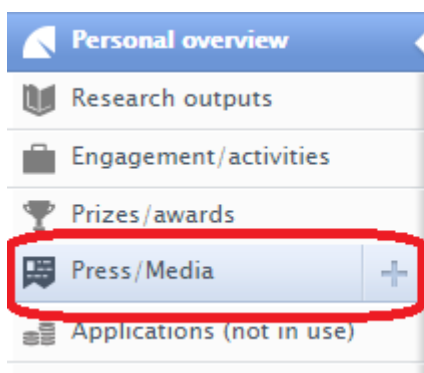
3. Add your **Prize** details to the record, ensuring that all fields marked with a red asterisk are completed.
4. To add a link to a related content, select the type you wish to relate your content to under **Relations**, then begin typing the name of the content. Select the related content from the drop-down menu.



Note: The related content must already be entered into the UWA Profiles and Research Repository. If you have just added the related content item, it may not yet be viewable when you search for it. In this instance, **Save** the record and edit it once that content item becomes available.

Adding Press and Media

1. Once logged into the **UWA Profiles and Research Repository**, hover over the **Press/Media** content type to reveal the + symbol, then click on the symbol to add a record.




Keiran Sanford

Mobile: +61 400 123 987

Email: keiran.sanford@uwa.edu.au

Human Resources, 2/04/18 → present

 orcid.org/0000-0001-6916-2399

[Authorise export of content to ORCID](#)

[Edit profile...](#)

Note: The related content must already be entered into the UWA Profiles and Research Repository. If you have just added the related content item, it may not yet be viewable when you search for it. In this instance, **Save** the record and edit it once that content item becomes available.

Remember: When updating fields in your profile, the **Create** or **Update** button will apply your changes, but you will still need to press the blue **Save** button to retain any changes (this is always located at the bottom of the record window).

