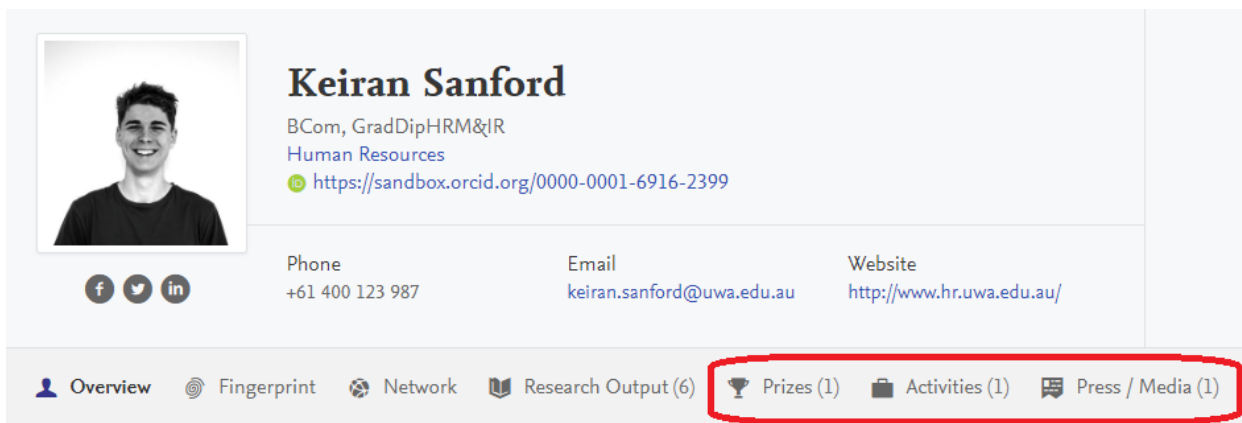


## How do I add Engagement/Activities, Prizes/Awards and Press/Media information to my profile?

## and Press/Media

**Engagement/Activities, Prizes/Awards 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 **Engagement/Activities, Prizes/Awards or Press/Media** to your profile. It also demonstrates how you can create links from those records to other related content in your profile.*

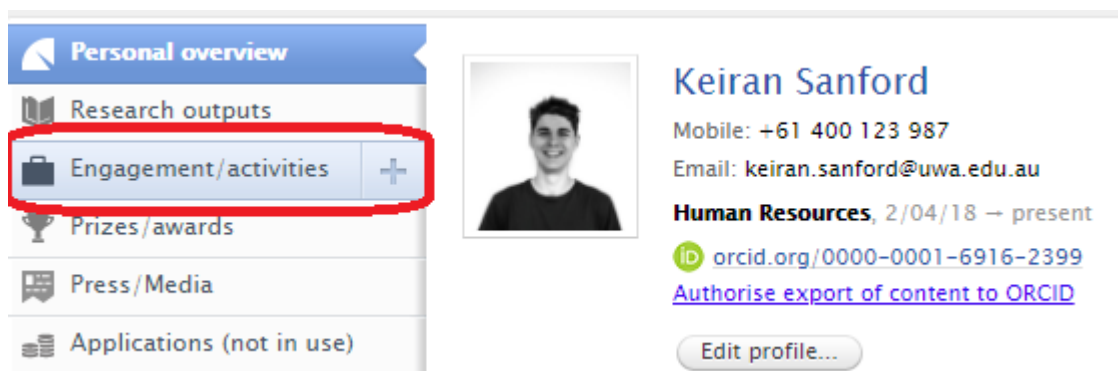
### Login to start:

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 an Engagement/Activity

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.





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  

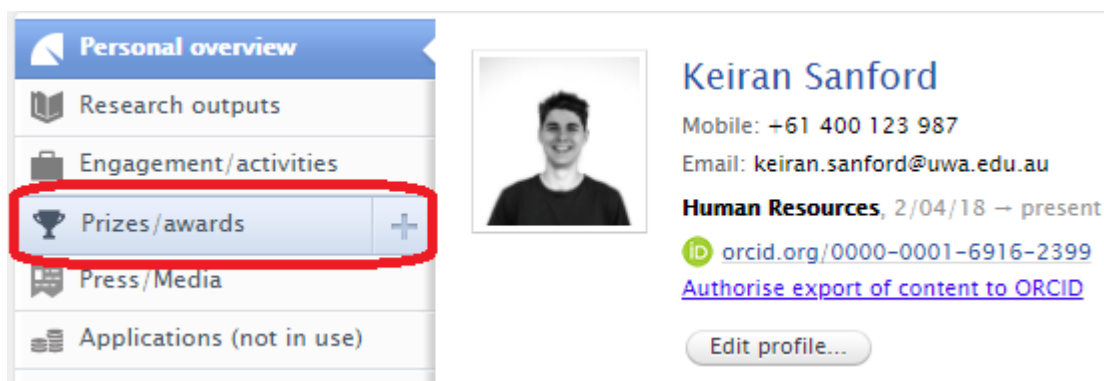

Press/Media  
 UWA Recognised for le

**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.

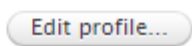


**Personal overview**

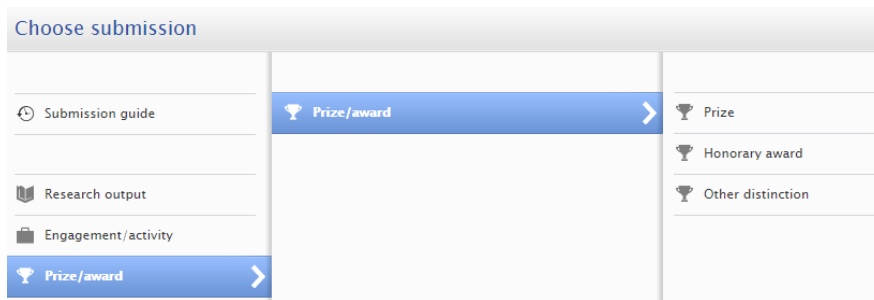
- Research outputs
- Engagement/activities
- Prizes/awards** 
- Press/Media
- Applications (not in use)

**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](https://orcid.org/0000-0001-6916-2399)  
[Authorise export of content to ORCID](#)

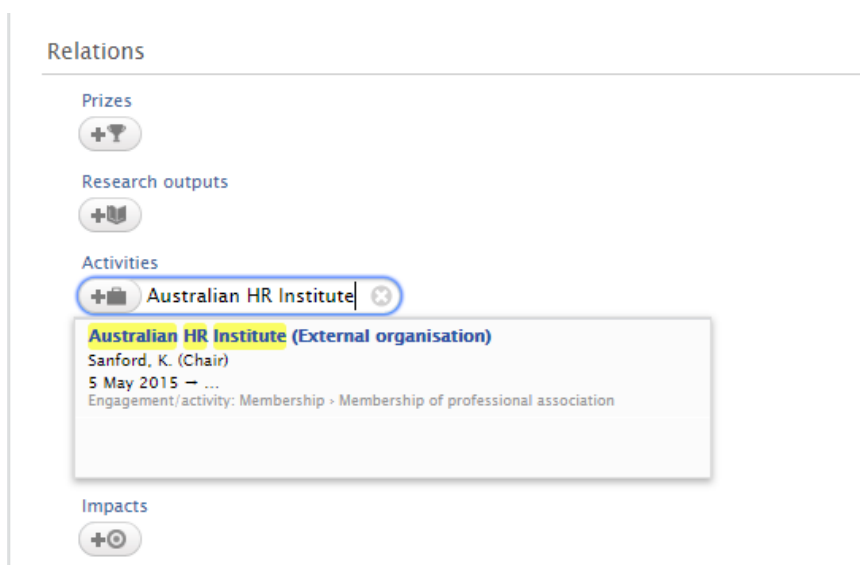




2. From the **Choose submission** page, select the most appropriate **Prize** or **Award** template from the list provided.



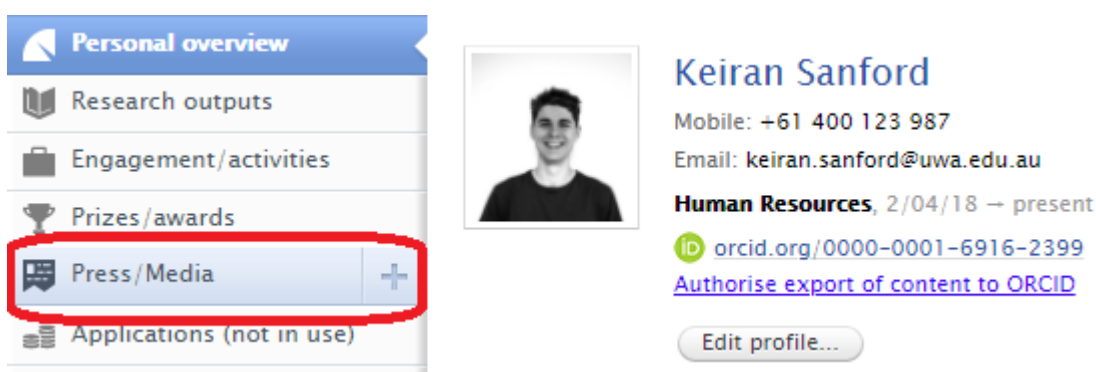
3. Add your **Prize** details to the record, ensuring that all fields marked with a red asterisk are completed.
4. To add a link to a related content, select the type you wish to relate your content to under **Relations**, then begin typing the name of the content. Select the related content from the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



- From the **Choose submission** page, select the most appropriate **Prize** or **Award** template from the list provided.
- Add your **Press** or **Media** details to the record, ensuring that all fields marked with a red asterisk are completed.

**UWA Recognised for leadership in employee relations**  
Press/Media: Press / Media

### Description

Title of theme/story \*

UWA Recognised for leadership in employee relations

Description

**B** *I* U ABC | [List icons] | Paragraph | Font Size

A feature article in the West Australian on employment practices which highlights the undertakings with HR at UWA and aligns this with employee satisfaction.

### Details of Media contribution and Media coverage ?

Media contribution and media coverage \*

MEDIA CONTRIBUTIONS

▶ **Stories of the past found in our present cityscape** Edit -

24/05/18

The West Australian , Australia

<https://thewest.com.au/business/commercial-property/stories-of-the-past-found-in-our-present-cityscape-ng-b8883705z>

Add media contribution or media coverage...

- 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

Press/Media  
+ [icon]

Research outputs  
+ [icon]

Activities  
+ Australian HR Institute

**Australian HR Institute (External organisation)**  
Sanford, K. (Chair)  
5 May 2015 - ...  
Engagement/activity: Membership · Membership of professional association

Impact  
+ [icon]

**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).

