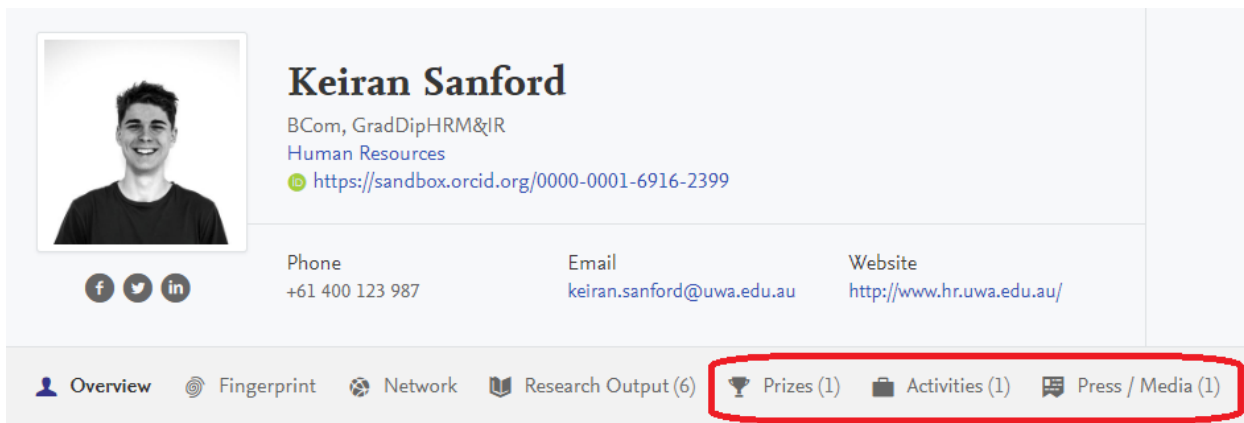


How do I add Activities, Prizes and Press/Media information to my profile?

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.

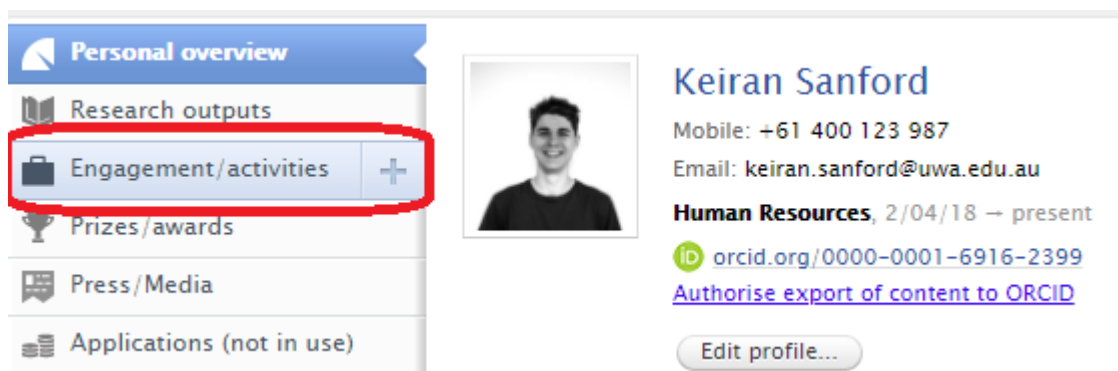
Login to start:

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

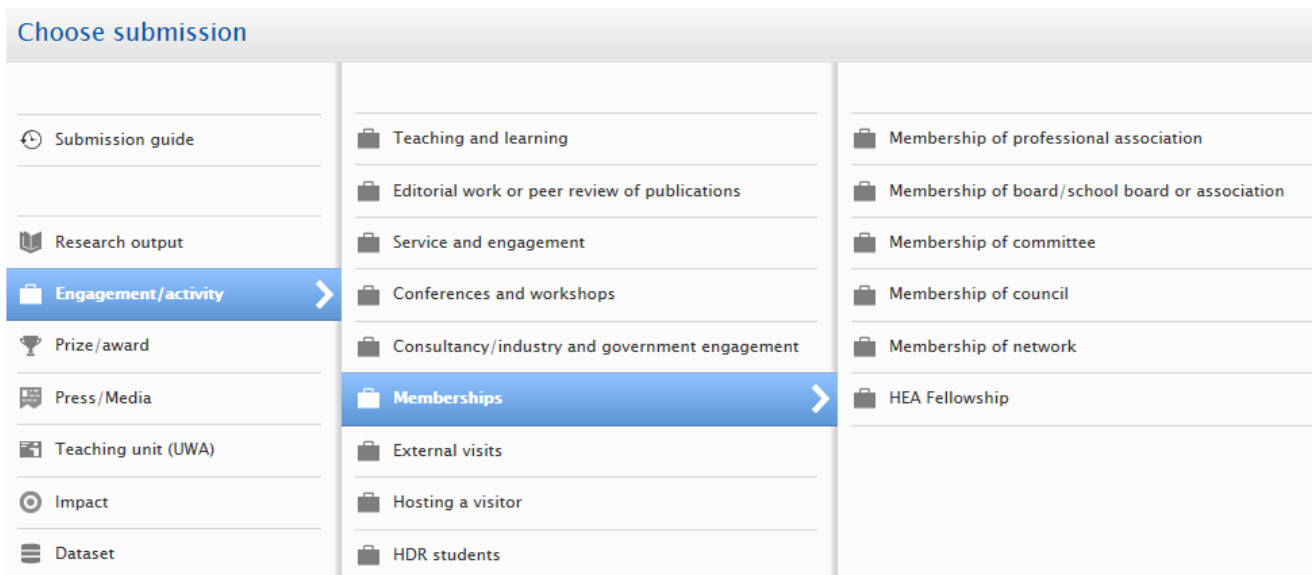


Adding Engagement/Activities

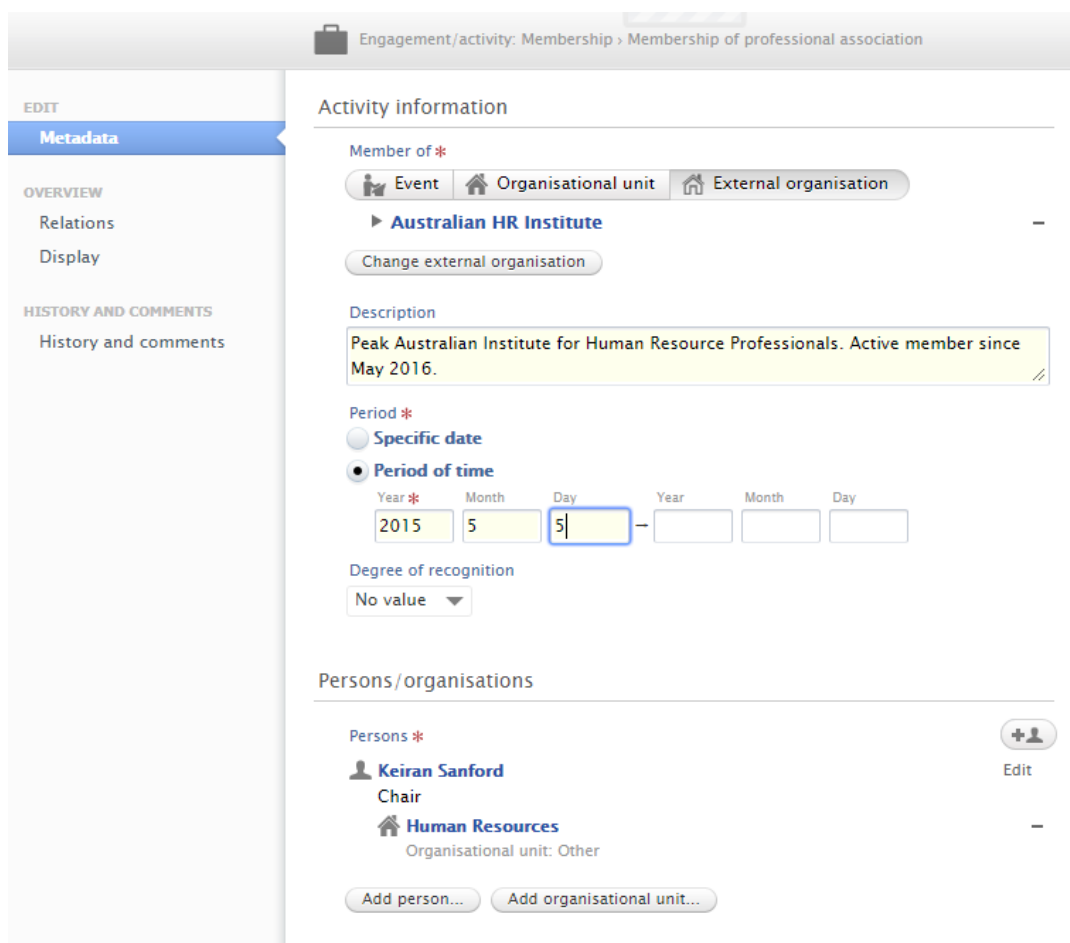
1. Once logged into **the UWA Profiles and Research Repository**, hover over the **Engagement/activities** content type to reveal the + symbol, then click on the symbol to add a new record.



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



- Add your **Engagement** 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.

Relations



Activities

Research outputs

Prizes

Press/Media

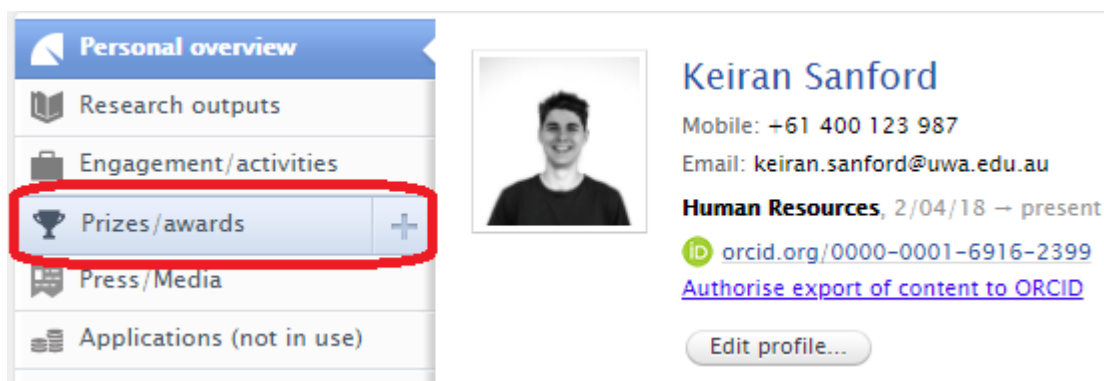
UWA Recognised for le

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 +

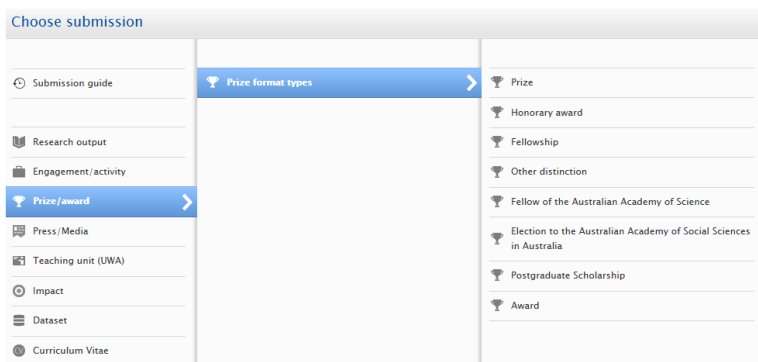
Press/Media

Applications (not in use)

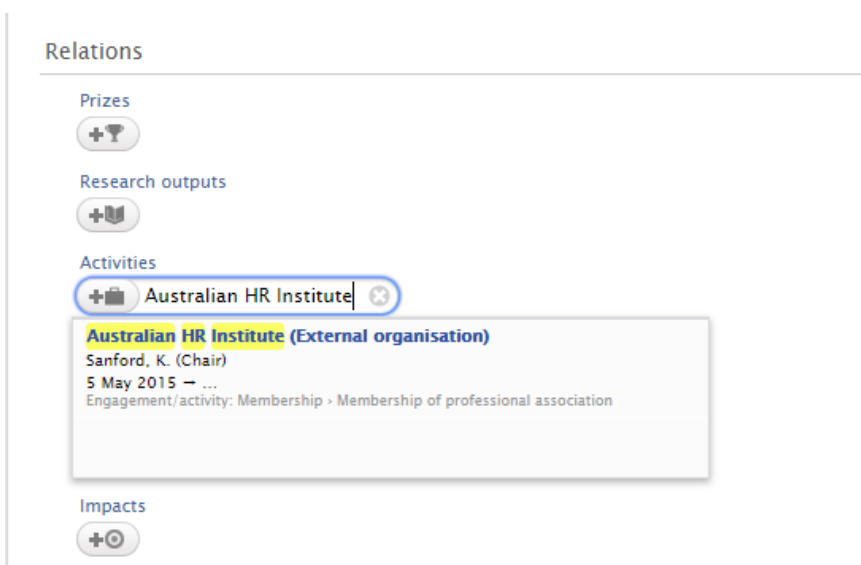
Keiran Sanford
Mobile: +61 400 123 987
Email: keiran.sanford@uwa.edu.au
Human Resources, 2/04/18 → present
 orcid.org/0000-0001-6916-2399
[Authorise export of content to ORCID](#)

Edit profile...

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



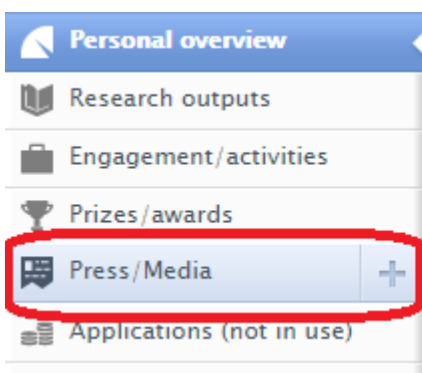
3. Add your **Prize** details to the record, ensuring that all fields marked with a red asterisk are completed.
4. To add a link to a related content, select the type you wish to relate your content to under **Relations**, then begin typing the name of the content. Select the related content from the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

2. 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 *

Description

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

[Image icons]

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...

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

Press/Media

Research outputs

Activities Australian HR Institute

Australian HR Institute (External organisation)

Sanford, K. (Chair)

5 May 2015 - ...

Engagement/activity: Membership · Membership of professional association

Impact

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).

