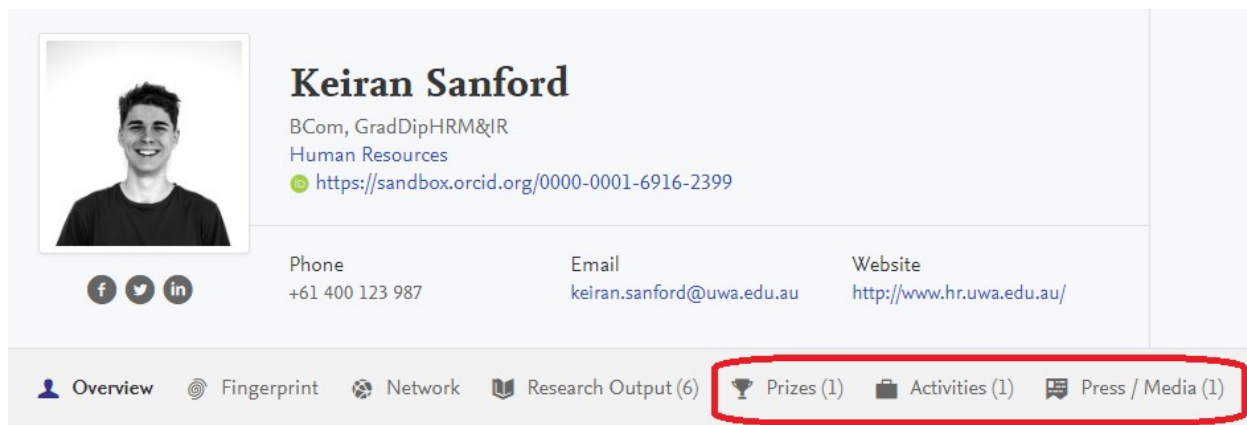# UWA Profiles and Research Repository

## How do I add Activities, Prizes/Awards (including in-kind awards) 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.*
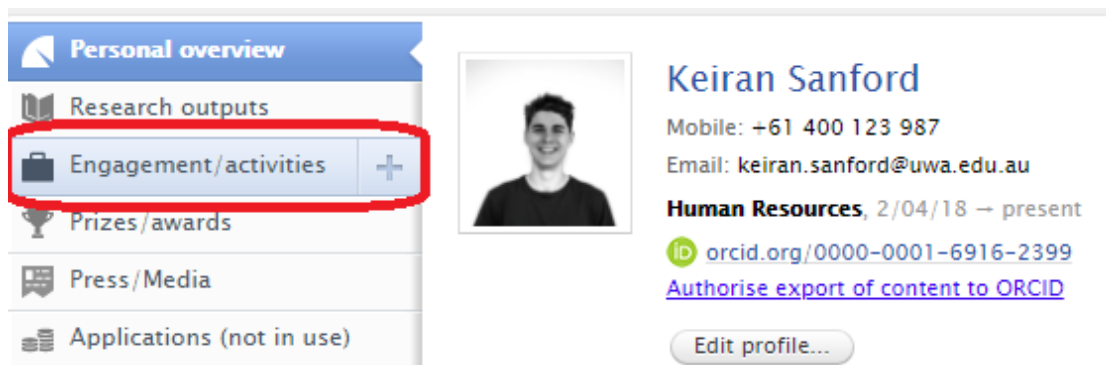
### Login to start:

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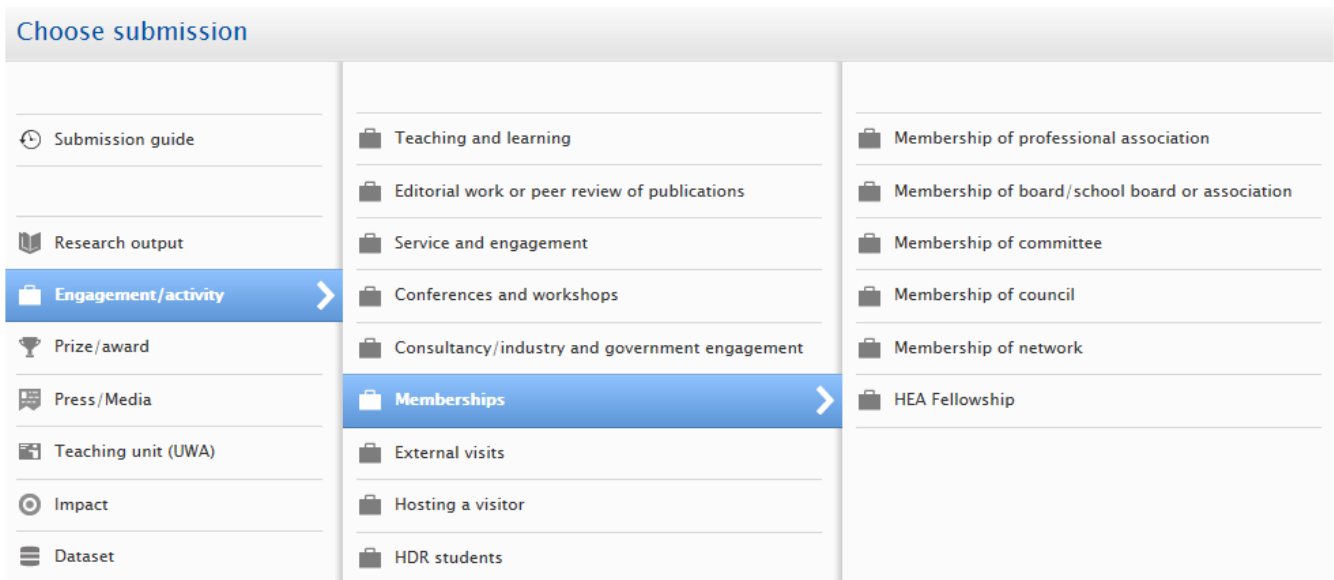3. Log in with your UWA login (Pheme) details
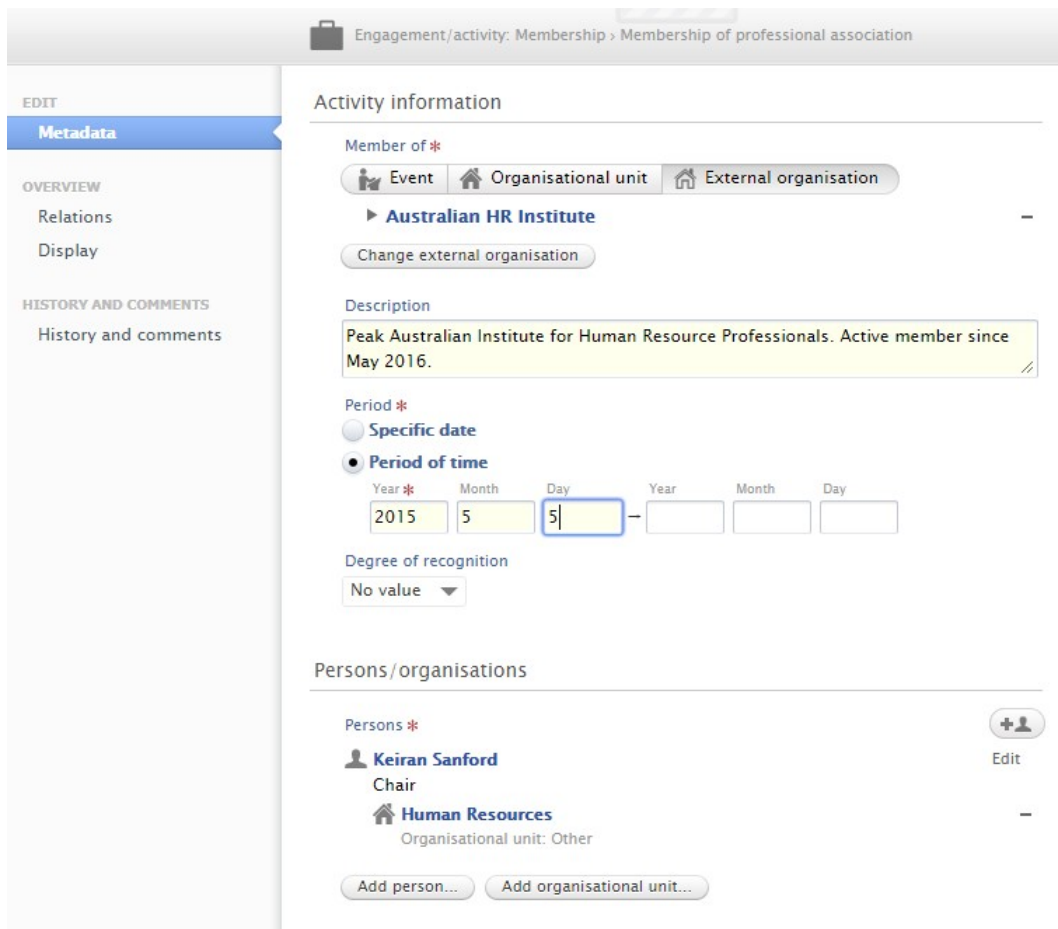


### Adding Engagement/Activities

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.

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



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

# UWA Profiles and Research Repository

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 Prizes and Awards (including in-kind 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.



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

# UWA Profiles and Research Repository



3.  Add your **Prize** details to the record, ensuring that all fields marked with a red asterisk are completed. Please use the description field to record the details of a prize/award (for example specifics of or monetary value for an in-kind award)



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.

# UWA Profiles and Research Repository

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

**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.
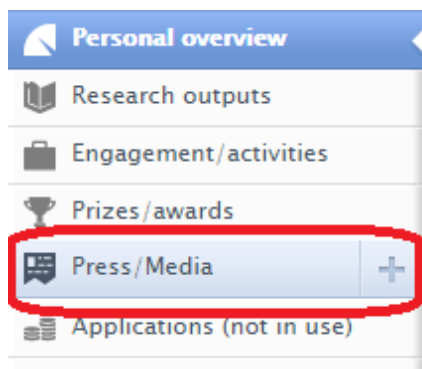


2. Add your **Press** or **Media** details to the record, ensuring that all fields marked with a red asterisk are completed.

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.
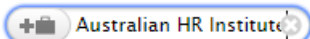
# UWA Profiles and Research Repository

**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).