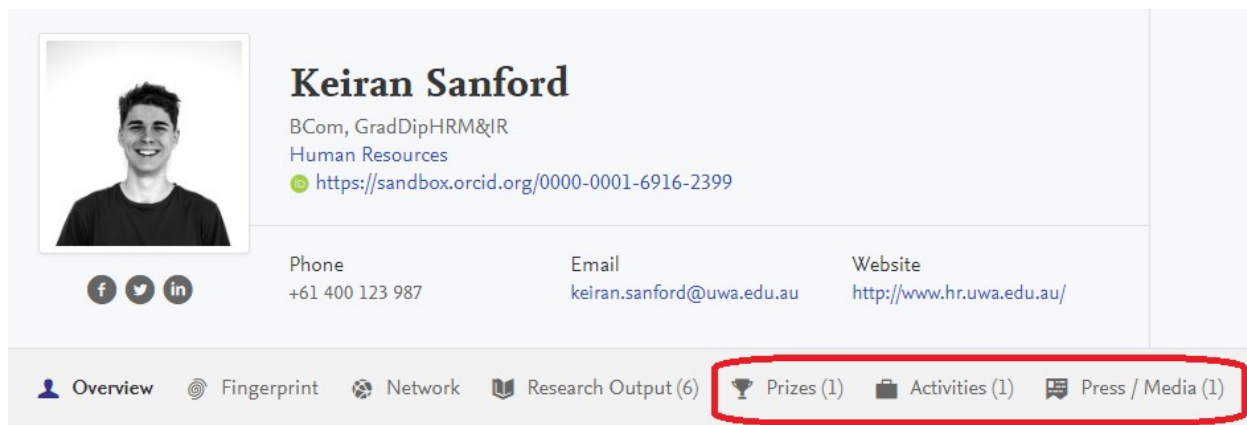


How do I add Activities, Prizes/Awards (including in-kind awards) and Press/Media information to my profile?

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.

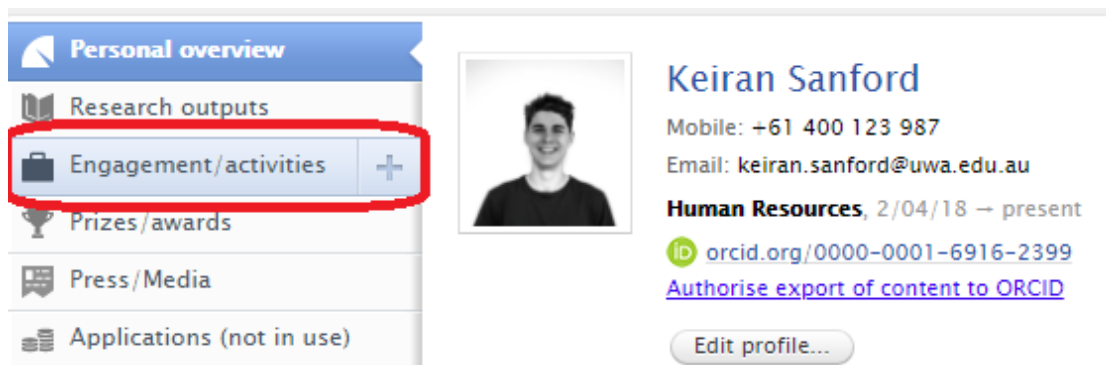
Login to start:

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

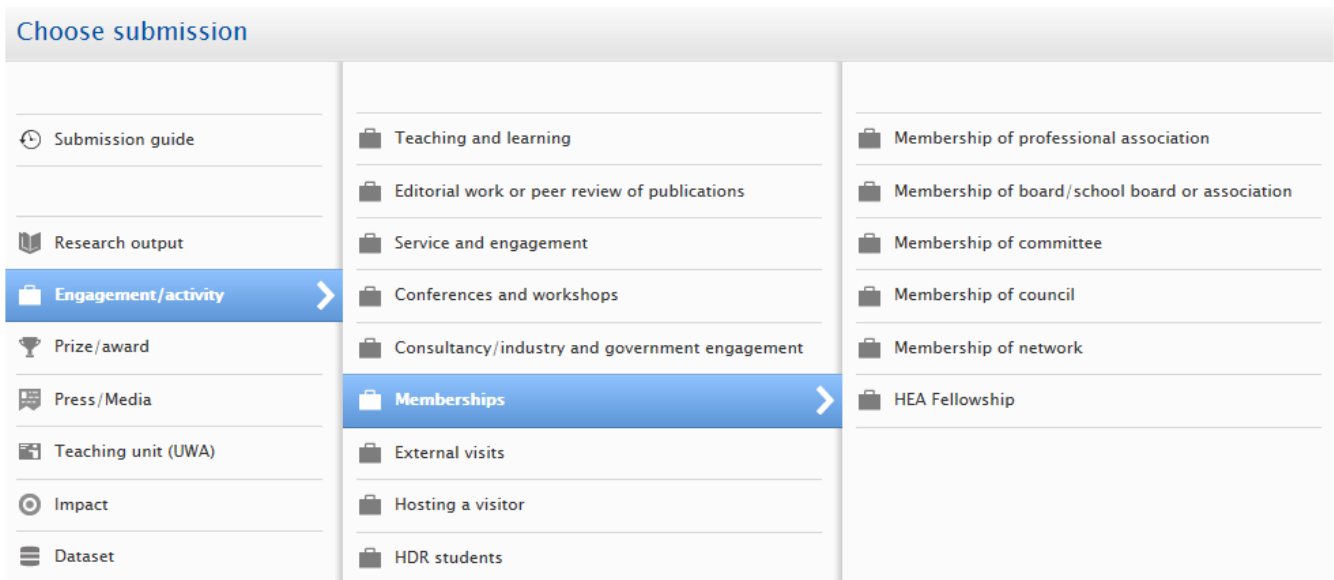


Adding Engagement/Activities

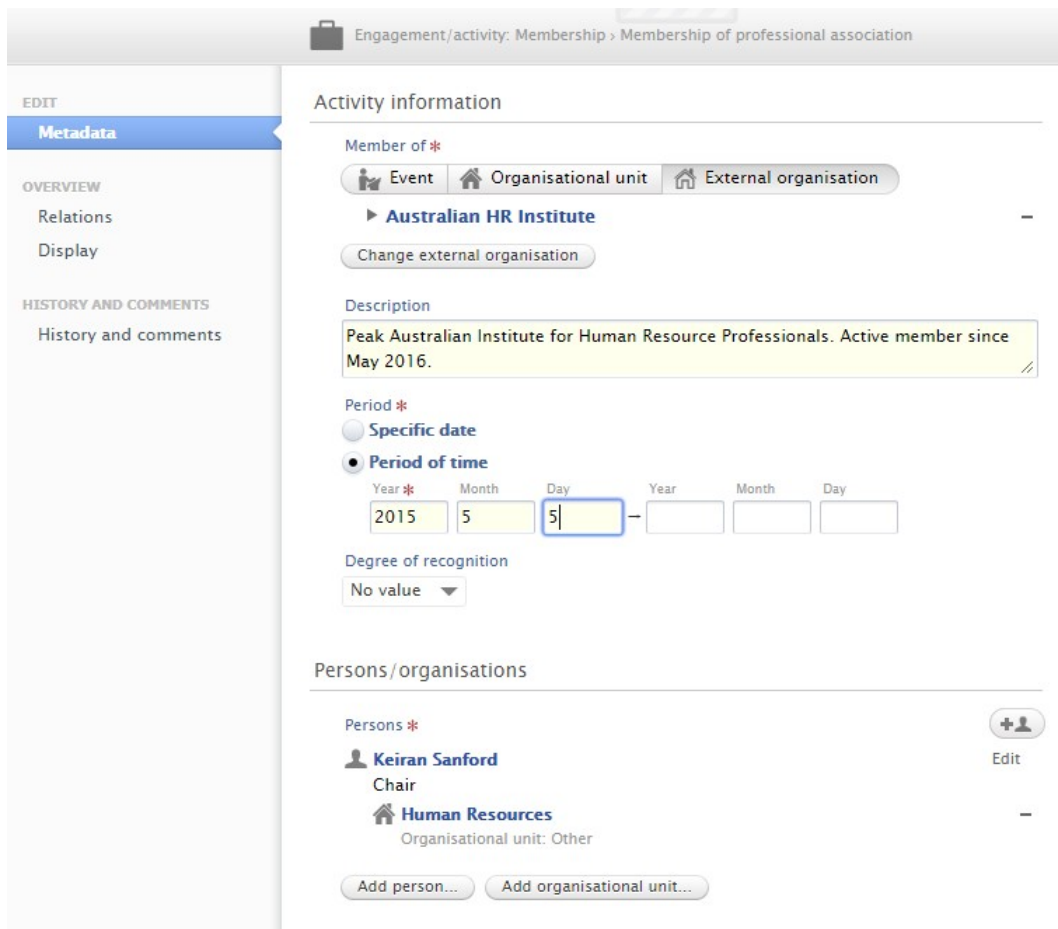
1. Once logged into **the UWA Profiles and Research Repository**, hover over the **Engagement/activities** content type to reveal the + symbol, then click on the symbol to add a new record.



- 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

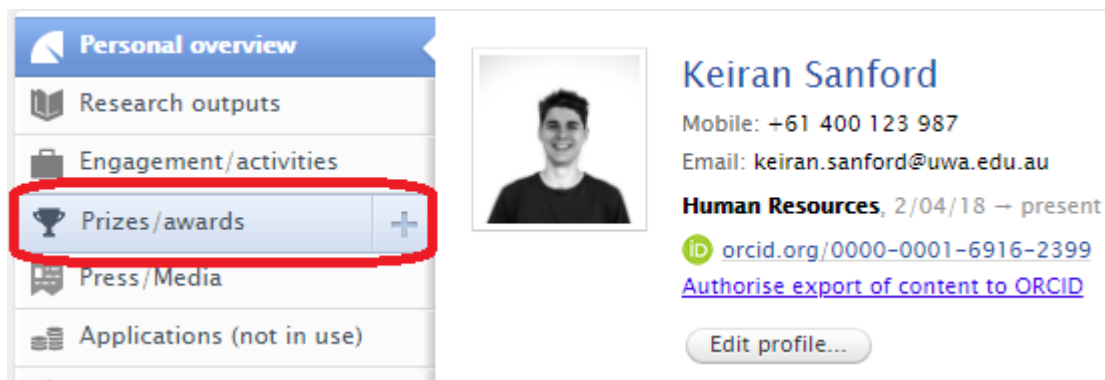
1 media contribution

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 (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.



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). To the right of the menu is the user's profile information, including a photo, name, mobile number, email, current position (Human Resources), and ORCID ID.

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

Choose submission

- Submission guide
- Research output
- Engagement / activity
- Prize/award**
- Prize format types
- Press / Media
- Application
- Award
- Project
- Teaching unit (UWA)
- Impact
- Dataset
- Facility/Equipment
- Curriculum Vitae

- Prize
- Award
- Honorary award
- Fellowship
- Other distinction
- Fellow of the Australian Academy of Science
- Election to the Australian Academy of Social Sciences in Australia
- Fellow of the Australian Academy of Law
- Fellow of the Australian Academy of Health and Medical Sciences
- Fellow of the Australian Academy of the Humanities
- Fellow of Australian Academy of Technological Sciences and Engineering
- Postgraduate Scholarship
- In-kind Award

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)

Prize/award: In-kind Award

Type

Type
In-kind Award

Prize information

Title *
Excellence in research prize, University of Test

Description
Monetary value A\$20,000

Awarded date

Year *
2020

Month
[]

Day
[]

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

Prizes
+

Research outputs
+

Activities
+ Australian HR Institute

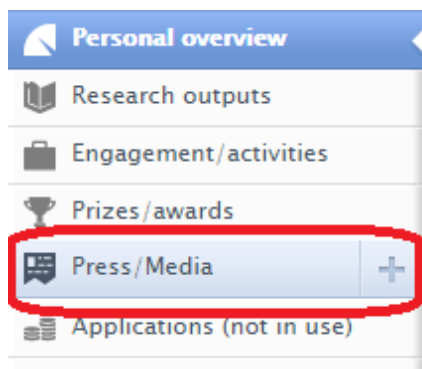
Australian HR Institute (External organisation)
Sanford, K. (Chair)
5 May 2015 - ...
Engagement/activity: Membership - Membership of professional association

Impacts
+

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. If you when you **Save** the record and edit it once that content item becomes available 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.




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 | [Reset icon]

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-b88837055z>

[Add media contribution or media coverage...](#)

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-b88837055z>

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

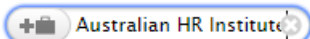
Press/Media



Research outputs



Activities



Australian HR Institute (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).

