

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.

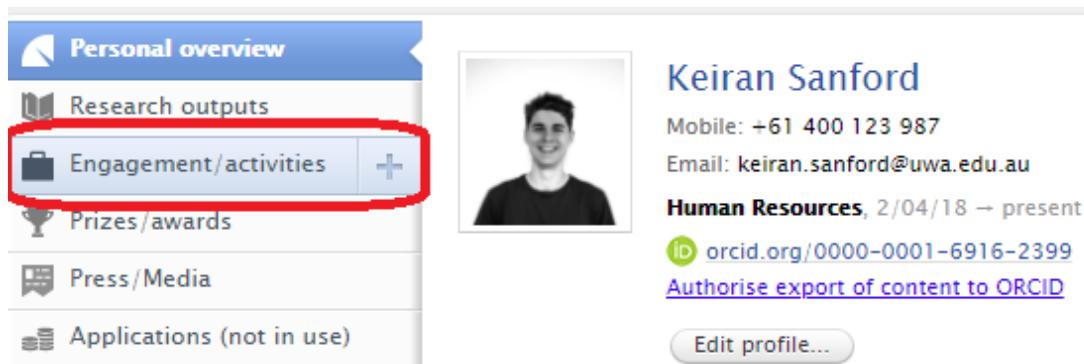
Login to start:

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

Choose submission

Submission guide	Teaching and learning	Membership of professional association
Research output	Editorial work or peer review of publications	Membership of board/school board or association
Engagement/activity	Service and engagement	Membership of committee
Prize/award	Conferences and workshops	Membership of council
Press/Media	Consultancy/industry and government engagement	Membership of network
Teaching unit (UWA)	Memberships	HEA Fellowship
Impact	External visits	
Dataset	Hosting a visitor	
	HDR students	

3. 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	Activity information
Metadata	<p>Member of *</p> <p><input type="radio"/> Event <input type="radio"/> Organisational unit <input checked="" type="radio"/> External organisation</p> <p>► Australian HR Institute</p> <p>Change external organisation</p> <p>Description</p> <p>Peak Australian Institute for Human Resource Professionals. Active member since May 2016.</p> <p>Period *</p> <p><input type="radio"/> Specific date</p> <p><input checked="" type="radio"/> Period of time</p> <p>Year * Month Day</p> <p>2015 5 5</p> <p>– Year Month Day</p> <p>Degree of recognition</p> <p>No value ▾</p>
OVERVIEW	
Relations	
Display	
HISTORY AND COMMENTS	
History and comments	
	Persons/organisations
	<p>Persons *</p> <p><input type="radio"/> Keiran Sanford</p> <p>Chair</p> <p><input type="radio"/> Human Resources</p> <p>Organisational unit: Other</p> <p>Add person... Add organisational unit...</p>

- 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 leadership in employee relations 

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)

- 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

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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...](#)

- 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
- Press/Media
- Application
- Award
- Project
- Teaching unit (UWA)
- Impact
- Dataset
- Facility/Equipment
- Curriculum Vitae

Prize format types

- 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 ***** Month Day
2020

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 

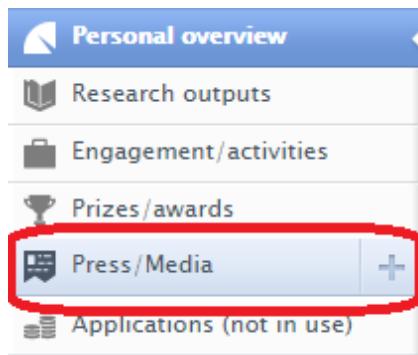
Australian HR Institute (External organisation)
Sanford, K. (Chair)
5 May 2015 – ...
Engagement/activity: Membership > Membership of professional association

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 save the record and edit it once that content item becomes available, it will be search for it. In this instance,

Adding Press and Media

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

[Edit profile...](#)

- 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

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 [i](#)

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...](#)

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Press/Media: Press / Media

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Title of theme/story *
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Description

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Details of Media contribution and Media coverage

Media contribution and media coverage *

MEDIA CONTRIBUTIONS

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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...](#)

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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).

 Save