

How to 'Contribute'

Click on the 'Contribute' button on the left of the homepage.



If you have not registered or you are not logged in, this will prompt you to make a membership account or login. If you are not yet a member, see our registration guide on how to sign up.

From here return to **'Contribute'**. Now that you are logged in this will take you to the **'Contribute Page'**.

[Read this important information about contributions](#)

Tell us

Oral History

Person

Place

Event

Organisation

Collection

Upload

Upload Image

Upload Map

Upload Publication

Upload Document

Upload Video

Upload Audio

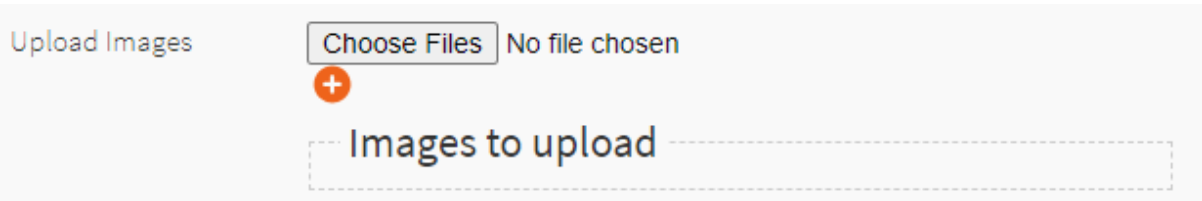
Here you can contribute stories in a variety of ways – uploading a photograph, person, place, event etc.

Select which category best suits what you wish to share and then enter the key information required.

This will include a 'Title' and any copyright information. If you are unsure about copyright, we have a simple guide to copyright

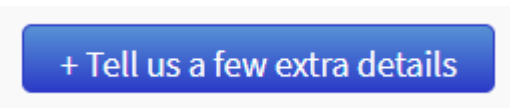
<https://heritage.cluthadc.govt.nz/pages/copyrightterms>

To attach an image to your record, click **'Choose Files'**.



This will open the pictures folder on your device. Simply double click on the image you wish to attach, and it will be uploaded to your record.


Once you have entered the **'Title'**, attached your image, and updated the **'Copyright'**, click **'Tell us a few extra details'**.



In the **'Description'** field you can enter the story.

Other information you can add includes the creator/photographer, date created, location, your name as the contributor and any other acknowledgement.

You can also add keywords which will help people searching to find your record. You can add subjects, people's names, place names, organisations, and events. If you wish to add more than one of each category, simply click the orange + symbol next to the category.

	Subjects	<input type="text"/>
	People	<input type="text"/>
	Place	<input type="text"/>
	Event	<input type="text"/>
	Organisation	<input type="text"/>
	Oral History	<input type="text"/>
	Collection	<input type="text"/>

You do not have to complete all fields. If you don't enter information in particular section, then this section will not be published to the public.

Once you have entered all the information you wish to share click the **'Submit and finish'** button. You can also click **'save progress'** if you wish to finish creating your record later.