

Create an Entry

You can think of Library Entries as containers for individual files; you can upload multiple files to a Library Entry.

There are multiple ways to get to the Share a File page:

- On the myAMATYC home page Navigation bar choose Participate and then Share a File
- On a Community page Navigation bar choose Participate and then Share a File
- On a Community page in the box entitled Recent Shared Files click the Add button
- If you are viewing library content click the Create New Library Entry button

Step 1 - Describe & choose Entry Type

To begin, describe and configure your Entry using the available options:

Add to a Library

The screenshot shows a form titled "Add to a Library" with the following fields and options:

- Title***: A text input field containing "Example Entry".
- Description**: A large, empty text area for describing the entry.
- Library***: A dropdown menu with "EC - West Coast Chapter" selected.
- Folder**: A dropdown menu with "Meeting Minutes" selected.
- Entry Type***: A dropdown menu with "Standard File Upload" selected. Below the dropdown is the text: "Select the type of library entry you will create".
- Owner**: A text input field with a green "Lookup" button to its right.

At the bottom of the form are two buttons: "Next" (dark grey) and "Cancel" (light grey). Below these buttons is the text: "(Next up: Upload Your Files)".

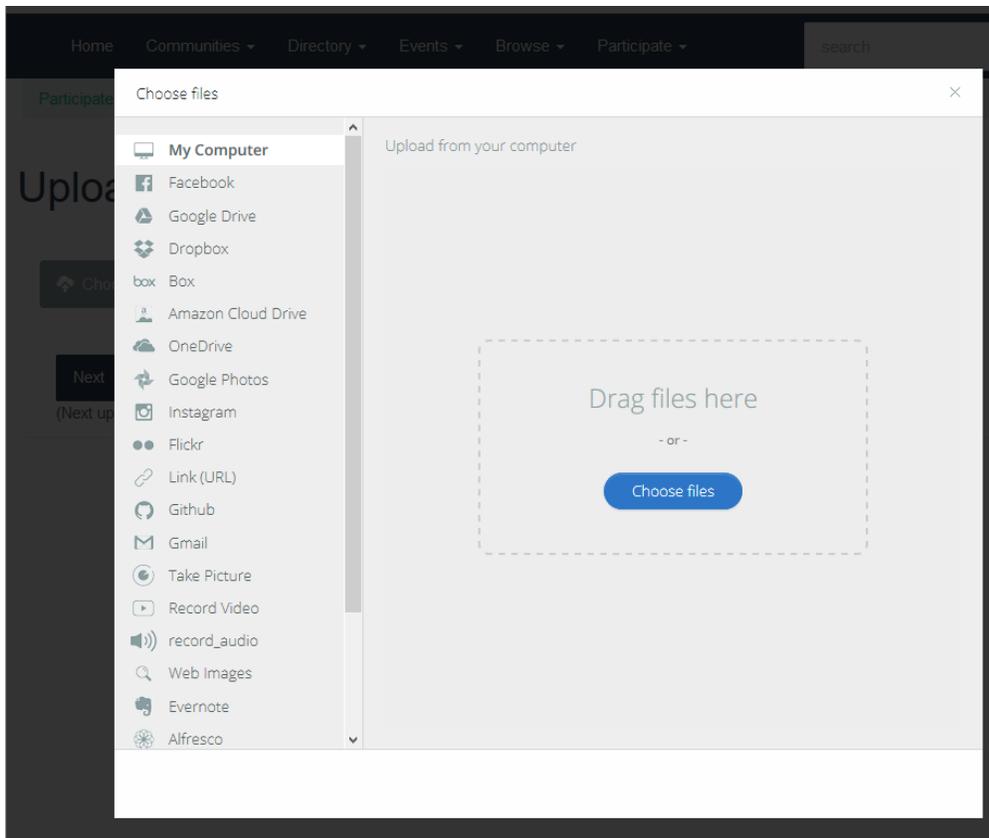
Field	Description
Title	Give your Entry a descriptive title making its purpose clear.
Description	If desired, describe your Entry here to give users any helpful or useful information about it.
Library	The community you're uploading a file to will already be selected here, but if you'd like to upload the file to a different community's Library, you can select any communities you belong to from this menu. If you want everyone to have access please choose the All Access Public Library.
Folder	If the selected community Library has additional content folders created for it, you can select which one to upload your file to here.
Entry Type	This is where you select which type of Entry to create. You can learn more about each type in their associated section of Step 2.
Owner	An Entry's owner has management rights to it, and enables them to edit its details and files, moderate comments, etc. When initially creating an Entry, you can leave this blank to default yourself as the owner (i.e., creator) or enter someone's email address and click <i>Lookup</i> to assign them as the owner. You can update an Entry's owner at any time in the future, if the need ever arises.

Step 2 - Configure your selected Entry Type

Each Entry Type is described in more detail below.

Standard/Copyright Files

These two Entries are similar, except Copyright Entries require an additional step to choose your copyright license for the file(s) you plan to upload. For these two types, you can upload one or more files types, including multimedia, using the various options on the left or by dragging-and-dropping files or choosing them from your computer or network.



Hyperlink

With this Entry, you aren't sharing files but are instead providing a link to the desired internal page (e.g., a page on your site) or external page (e.g., your organization's website). You can also enter customize your link's text so something other than its URL is displayed. This link is displayed to users on a standard Library Entry page.

Add Hyperlink

Link URL

Link text

[Next](#) [Finish](#) [Previous](#) [Cancel](#)

(Next up: Add Tags and Keywords)

Webinar

This Entry provides an embedded video on a standard Library Entry page, linked from a third-party provider like Adobe Connect. These Entry Types are meant for the display of completed webinars, not for the streaming of live webinars.

NOTE: Currently, **.wmv** files are not supported for playback in webinars.

Webinar Details

Details

Link to Webinar: Enter the web link/url to the webinar

Running Time: Please enter the running time of the webinar in a format like "MM:SS minutes". Example: 20:30 minutes

Presenters: Please enter the full name of up to 5 presenters. If you have a link to the presenter's profile, enter it in the second column (optional)

Presenter Name

Link to Profile

Link to Survey: Enter the web link/url to the survey (optional)

Next

Previous

Cancel

(Next up: Categorize Your Webinar)

YouTube

Use these Entries to embed a YouTube video that is displayed in the multimedia player of a standard Library Entry page. Instructions for acquiring the necessary YouTube information to embed your video are provided on the page.

Add a YouTube Video



YouTube link

Next

Finish

Previous

Cancel

(Next up: Add Tags and Keywords)

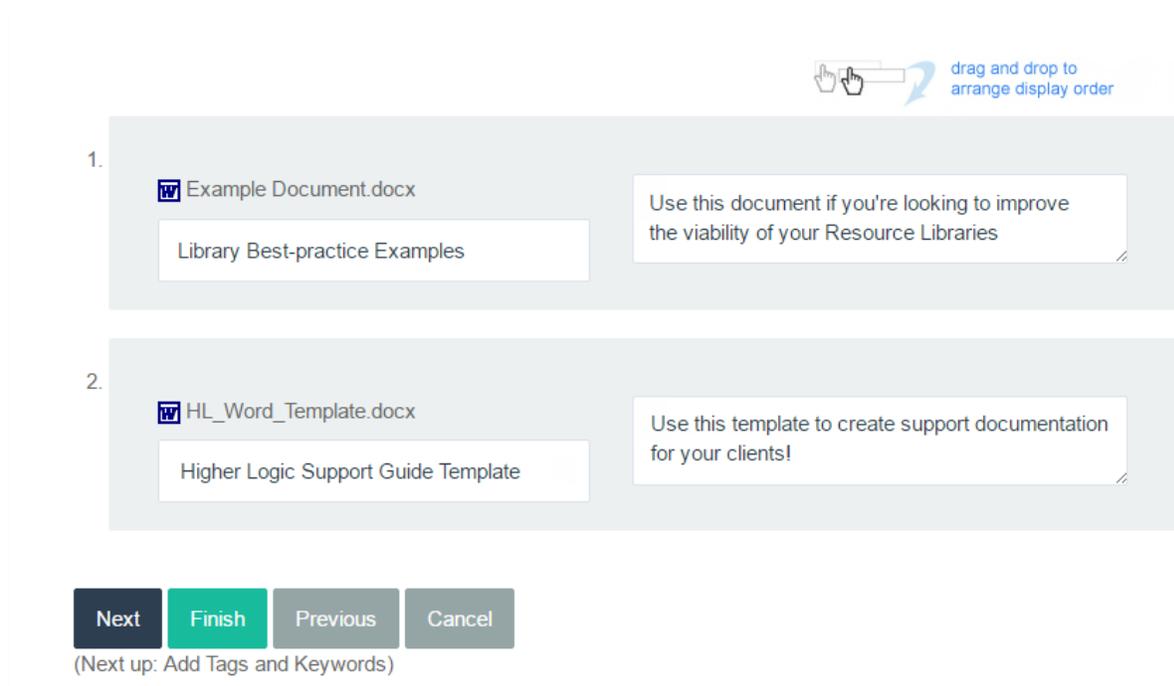
Step 3 - Describe your files

If you're uploading files via a Standard or Copyright File upload Entry, this optional step allows you to change the title of each file on the left and provide a description for each file on the right, helping explain the purpose of your file(s) to other users.

NOTE: If you don't provide a title for a file on the left, its file name is what will be displayed on the Library Entry page. In the example below, for example, I don't want

"Higher Logic_Word_Template" displayed, so I changed its title to "Higher Logic Support Guide Template," as this will make more sense to other users.

Describe Your Files



The screenshot shows a user interface for describing files. At the top right, there is a drag-and-drop icon with the text "drag and drop to arrange display order". Below this, there are two numbered entries:

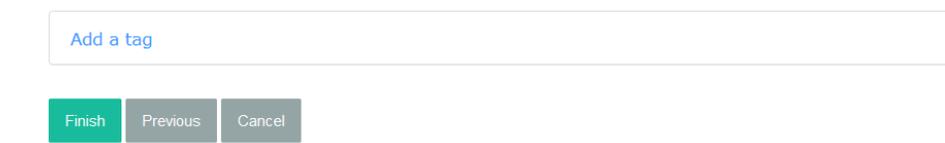
1. **Example Document.docx**
Library Best-practice Examples
Use this document if you're looking to improve the viability of your Resource Libraries
2. **HL_Word_Template.docx**
Higher Logic Support Guide Template
Use this template to create support documentation for your clients!

At the bottom, there are four buttons: "Next", "Finish", "Previous", and "Cancel". Below the buttons, it says "(Next up: Add Tags and Keywords)".

Step 4 - Tag your Entry (optional)

The last step in the process is to optionally apply and available/desired tags to your Entry. While not required, applying tags is a best-practice to not only make it easier for other users to find your Entry but also for you to find the files shared by others.

Tag Your Entry



The screenshot shows a text input field with the placeholder text "Add a tag". Below the input field, there are three buttons: "Finish", "Previous", and "Cancel".