



Powered by Elebase

# A Guide for Contributors

## Create a New Entry

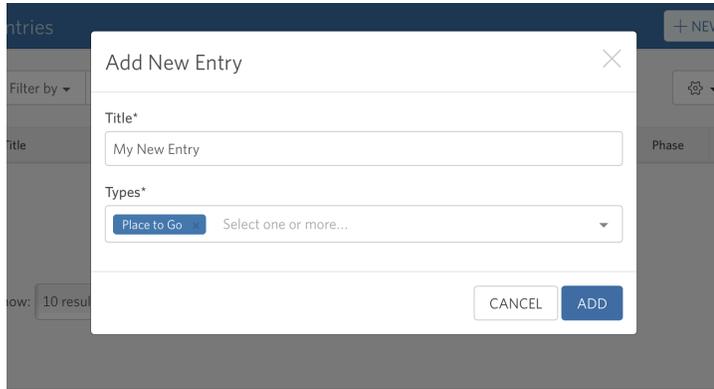
Select '+ NEW' to start a new entry.

The screenshot displays the Elebase interface. On the left is a dark sidebar with navigation options: 'Project Name', 'Entries', 'Files', 'Contacts', and 'Settings'. The main content area is titled 'Entries' and features a search bar with a 'Filter by' dropdown and a search icon. Below the search bar is a table header with columns: 'Title', 'Types', 'Created', 'Last edited', and 'Phase'. The table body is empty, displaying the message 'No results were found.' At the bottom left of the main area, there is a 'Show: 10 results' dropdown menu. In the top right corner of the 'Entries' header, a blue button labeled '+ NEW' is highlighted with a red rectangular box.

# Create a New Entry

## How to Add Entries

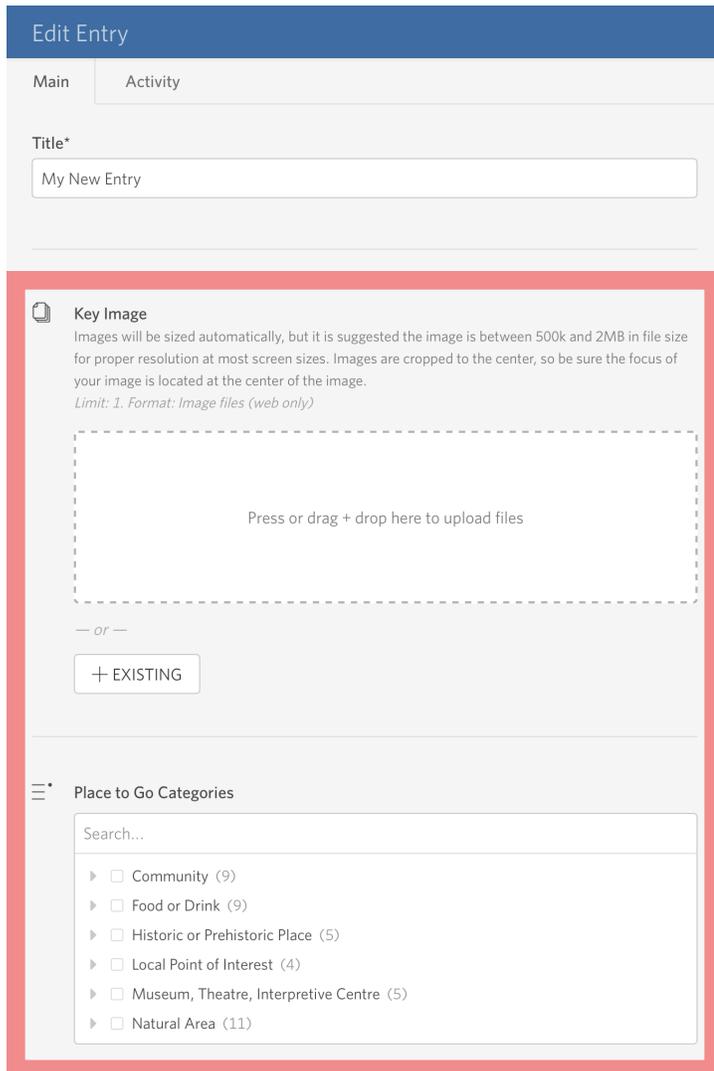
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The screenshot shows a modal window titled "Add New Entry" with a close button (X) in the top right corner. It contains two main input fields: "Title\*" with the text "My New Entry" and "Types\*" which is a dropdown menu currently showing "Place to Go" and "Select one or more...". At the bottom of the modal are two buttons: "CANCEL" and "ADD".

## Adding a New Entry

1. Give your Entry a Title.
2. Select the Type of Entry you would like to create.

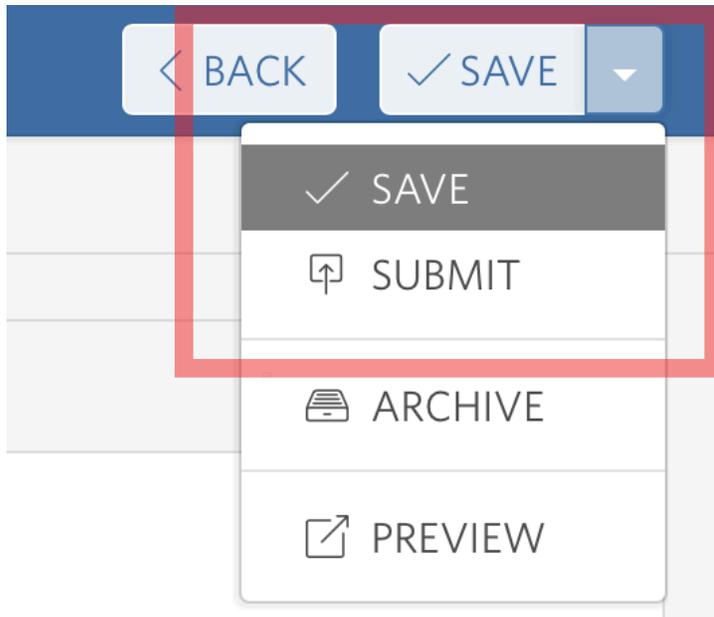


The screenshot shows the "Edit Entry" form. At the top, there are two tabs: "Main" and "Activity". Below the tabs is a "Title\*" field containing "My New Entry". A red border highlights the "Key Image" section, which includes instructions on image sizing and a dashed box for file upload with the text "Press or drag + drop here to upload files". Below this is a "+ EXISTING" button. At the bottom, there is a "Place to Go Categories" section with a search bar and a list of categories: "Community (9)", "Food or Drink (9)", "Historic or Prehistoric Place (5)", "Local Point of Interest (4)", "Museum, Theatre, Interpretive Centre (5)", and "Natural Area (11)".

3. Complete information for the specific Elements (fields) that are available for the type of Entry.

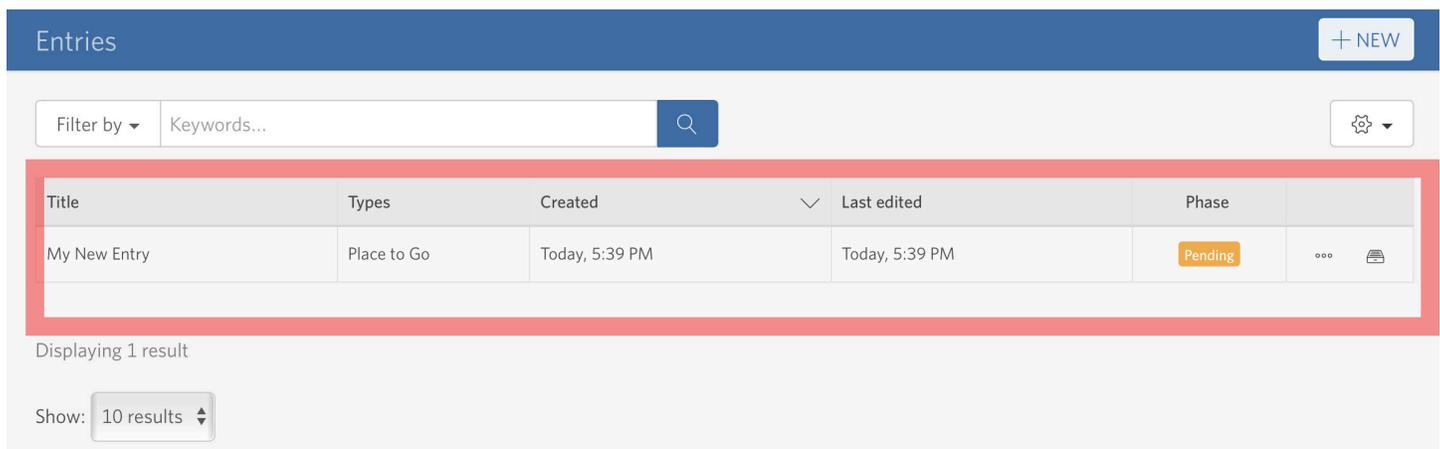
# Create a New Entry

How to Add New Entries (continued...)



## Select SAVE

4. Select SAVE at the top right to save your information.
5. Select 'SUBMIT' when your Entry is ready for review by an Editor, and you would like it to be published.



## Return to Your Entries at Any Time

6. You can access any of your Entries at any time to update when you select the 'Entries' link on the left side navigation.