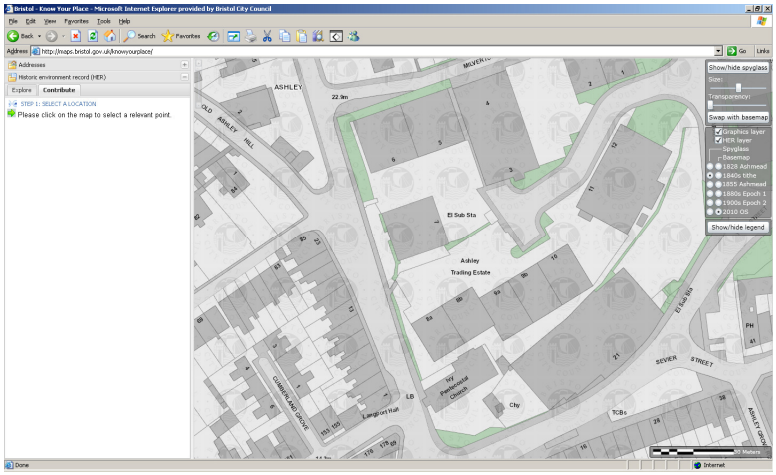


How do I upload information to Know Your Place?

Uploading or contributing information to Know Your Place requires a simple series of steps.

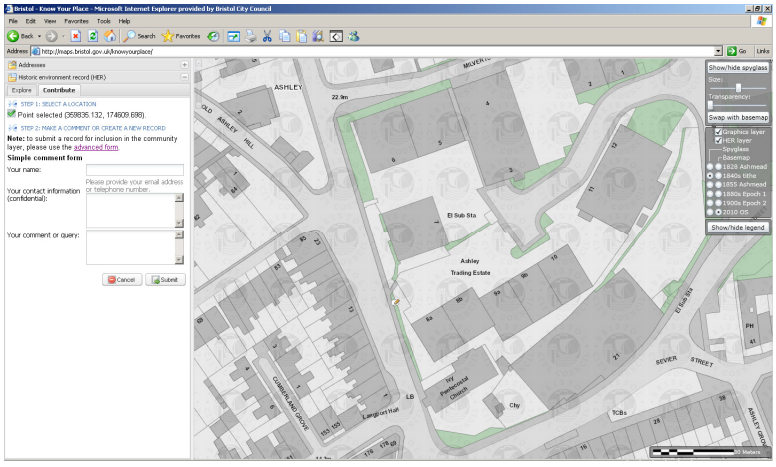
Step 1 Select the ‘Contribute’ tab on the left hand menu panel.



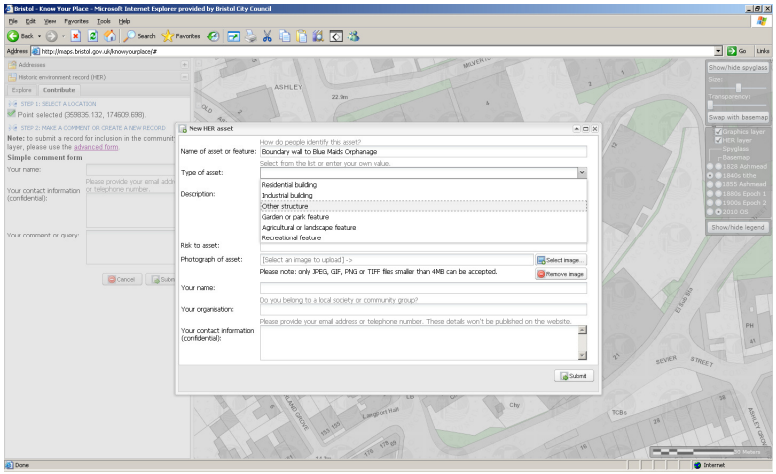
Prompts are displayed in this left hand panel starting with ‘Select a location’ which you do by clicking the relevant point on the map associated with the image or information you want to submit. This can be done on any of the maps historic or modern.

Step 2 ‘Make a comment or create a new record’. On the left hand panel you can submit a brief comment or question to the HER. This will not be displayed on Know Your Place, but can be used to add some information to an existing record.

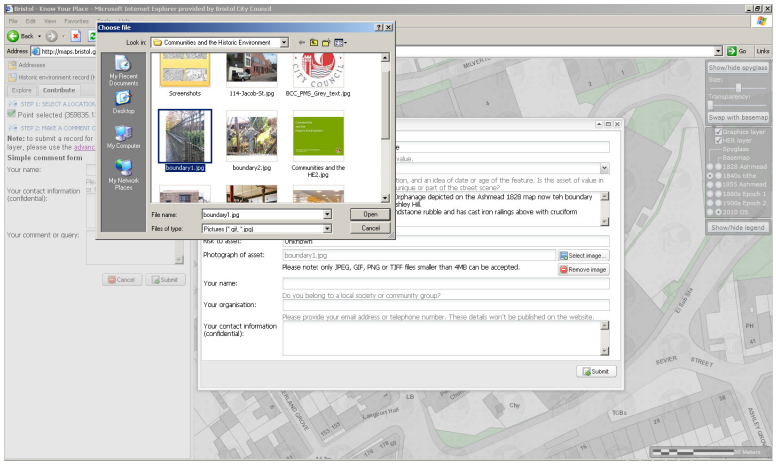
If a more detailed record needs top be made or you have a photograph that you would like to contribute to the site click the advanced form link.



Step 3 The advance form is displayed which has a series of fields to be completed. None of them are mandatory, but please provide enough information as possible. The type of asset field has a drop down list to help, although you can add your own text in here.

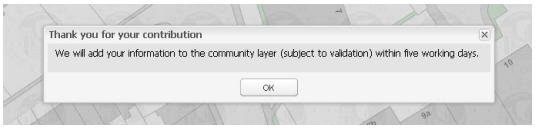


Step 4 To upload an image click the select image button and you will be prompted to browse to the location where your image is saved on your computer, camera or external drive. Select the image and click open.



Step 5 Although, you don't have to enter any personal data it would be useful if you enter a contact email address to that we can get back to you if there are any issues with what you have submitted. We shall only use this email to contact you about the submitted record and your contact details will not be published on the site.

Once you have entered all the information click the submit button and the message below is displayed.



You can add as many records as you wish by returning to Step 1 and selecting a new point on the map.

The information you submit goes into the HER database where it will be checked and validated before being published to the site.

We aim to complete this process within five working days of the information being submitted.

We will not email you unless there is a problem with the data, but if you have subscribed to Know Your Place the RSS feed will be updated whenever new data is added. When you next visit the site you will be able to view your record in the Community Layer. Clicking the relevant green diamond will display your image and information.

