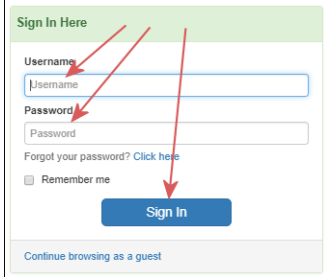


How to Add Metadata about Your Audio Resources

1. Sign in to the database at <http://soundtheology.org/submit>. Use the Username and Password we send you. You will see and edit only your own records.

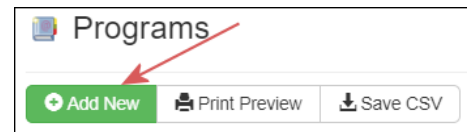


A screenshot of a 'Sign In Here' form. It features a green header with the text 'Sign In Here'. Below the header are two input fields: 'Username' and 'Password'. A blue 'Sign In' button is positioned below the password field. To the left of the password field is a 'Remember me' checkbox. Below the password field is a link that says 'Forgot your password? Click here'. At the bottom of the form, there is a link that says 'Continue browsing as a guest'. Red arrows point to the 'Username' and 'Password' fields, and the 'Sign In' button.

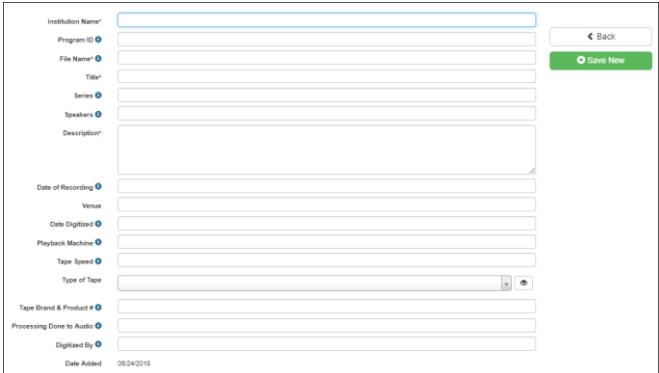
2. You'll see buttons for the tables you have access to – which is just one table, called "Programs." Click on that button.



3. You are now in the Programs entry area. Click on "Add New" to add a new resource record.

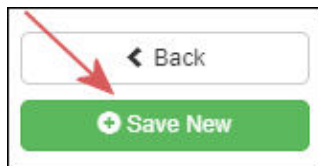


4. Now you see all the fields. The ones with an asterisk are required. Please fill in all the fields you can.

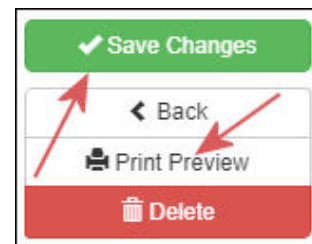


A screenshot of the 'Programs' entry form. It features a white background with a green header. The form contains several input fields with labels: 'Institution Name*', 'Program ID', 'File Name*', 'Title*', 'Series', 'Speakers', 'Description', 'Date of Recording', 'Venue', 'Date Digitized', 'Playback Machine', 'Tape Speed', 'Type of Tape', 'Tape Brand & Product #', 'Processing Done to Audio', 'Digitized By', and 'Date Added'. A green 'Save New' button is located in the top right corner. A red arrow points to the 'Save New' button.

5. When ready, click on the "Save New" button. Your record is saved. You can always go back and make changes to the record, then you click on "Save Changes" to update the record.



6. You can also use the "Print Preview" button to launch a nice preview screen of that record that can be printed.



You can return to the system whenever you want to edit any of your records. Click on any of the fields on the record you want, and all the fields of that record will appear. Work on the record and save the changes again. When you're done, we'll pull those records to put into the permanent system.