

## Handout

### Sharing Your Story

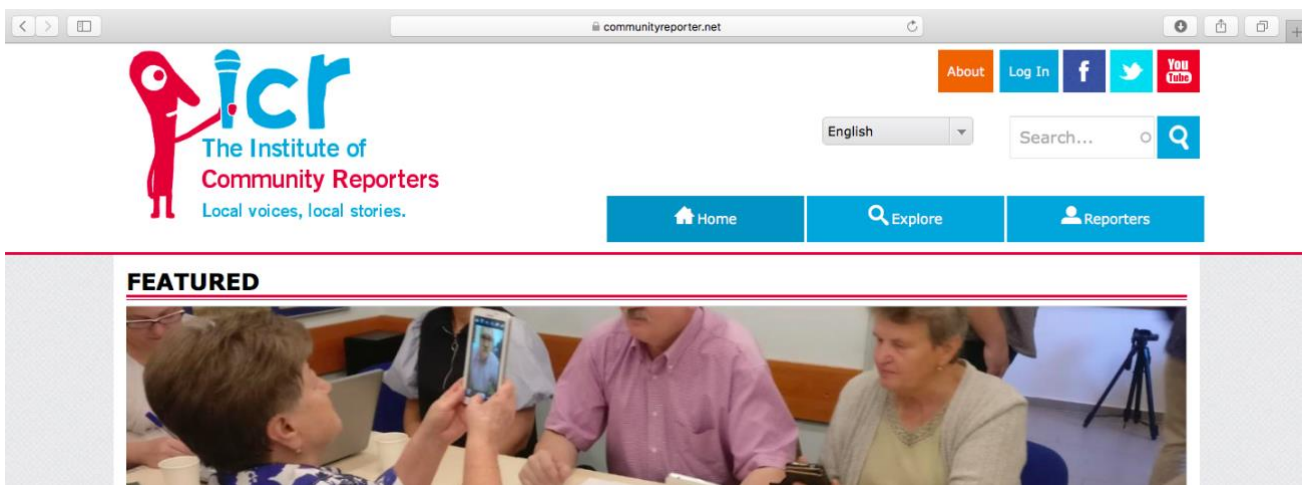
### Reporter Resource

## Uploading a story

Sharing your story on [communityreporter.net](http://communityreporter.net) is an important part of being a Community Reporter. It helps others to listen to your story and hear what you have to say. This step-by-step guide will show you how to do it.

### STEP ONE

Open up your web browser (e.g. Google Chrome, Safari, Internet Explorer) and go to [www.communityreporter.net](http://www.communityreporter.net)



### STEP TWO

Click on the 'Log In' button in the top menu bar, and enter your username or email, and your password. Click 'Log In'.

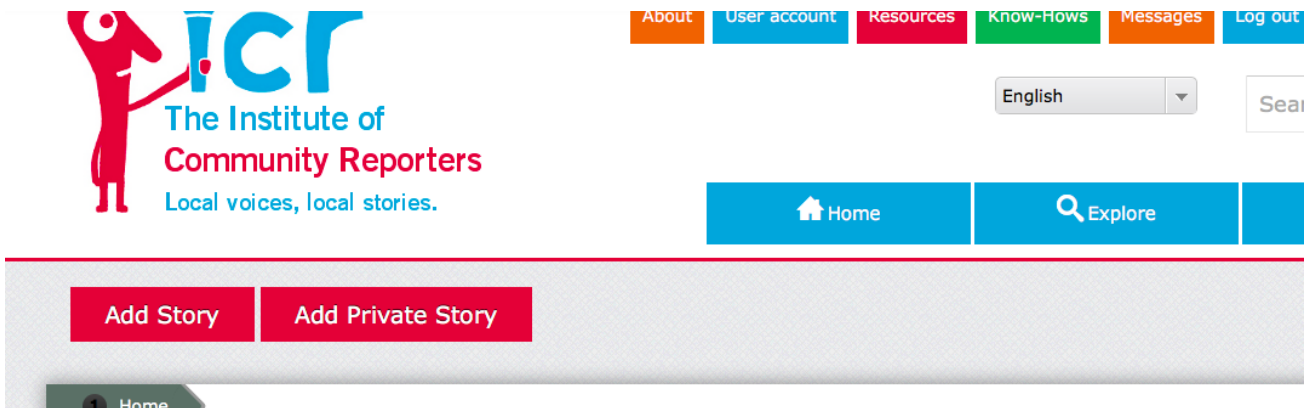
A screenshot of the 'Log in' form on the website. The form is titled 'Log in' and has two tabs: 'Log in' (selected) and 'Request new password'. Below the tabs are two input fields: 'Username or e-mail address \*' and 'Password \*'. A note below the first field states 'You may login with either your assigned username or your e-mail address.' Below the password field is a checkbox labeled 'Show password' with the text 'The password field is case sensitive.' at the bottom. A red 'Log in' button is located at the bottom of the form.

### Community Reporter Programme Resources

This material is © to People's Voice Media. For use of licensee holder/trainer only.

## STEP THREE

Click on the 'Add Story' button.



## STEP FOUR

Add the following details to your story:

- Type a title (e.g. Walking in the Countryside)
- Select a category (e.g. Health and Wellbeing)
- Select a location – This is the place your story is from/recorded. (e.g. Wales)
- Type 3 tags – These are key words that relate to your story (e.g. home, rural, life)
- Select an ICR network – Generally this is set to Community Reporter, but you may be involved in a specific project or piece of work that is listed here. (e.g. COVID Conversations)

Then click  
'Next'.

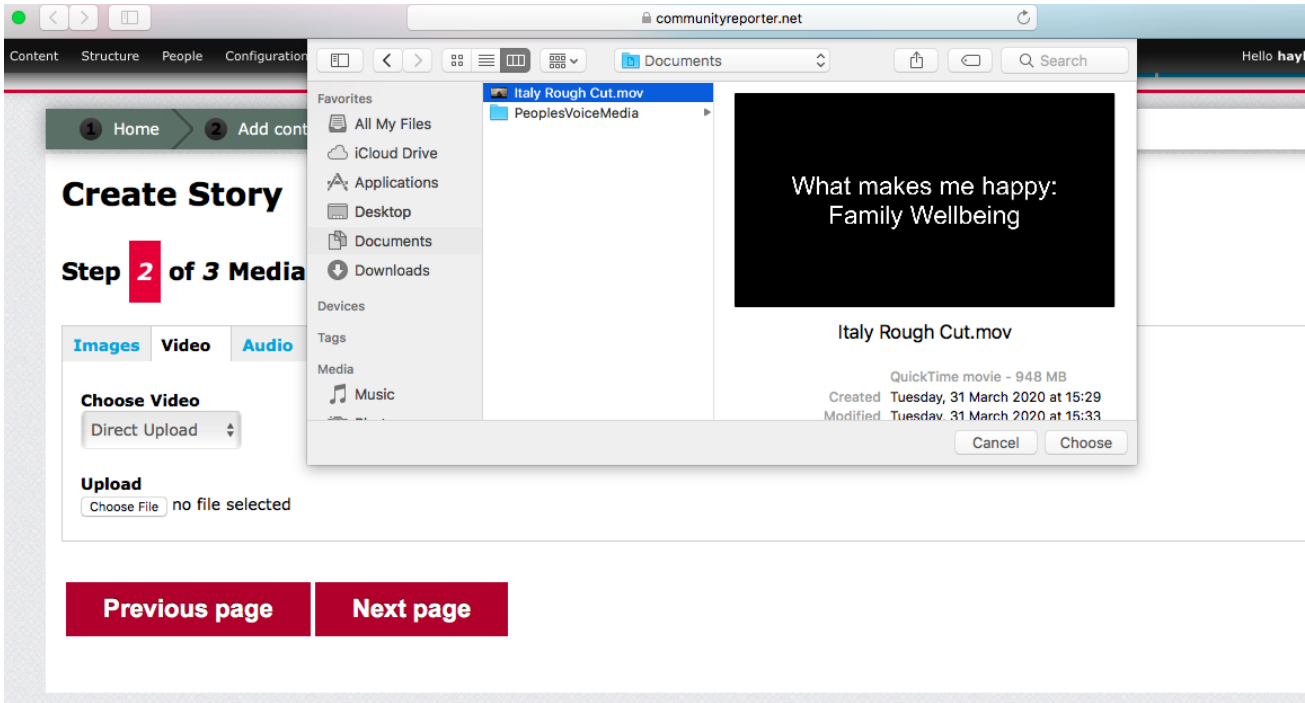
The image shows a screenshot of the ICR story creation form. The form is titled 'Step 4 of 5: Details'. It contains several fields: 'Title \*' with the text 'Walking in the countryside'; 'Category \*' with a dropdown menu showing 'Health and Wellbeing x'; a prompt 'Please select up to two categories'; 'Location \*' with two dropdown menus showing 'United Kingdom (3630)' and 'Wales (54)'; a note 'If your location is not currently listed please contact us at [contentmanager@peoplesvoicemedia.co.uk](mailto:contentmanager@peoplesvoicemedia.co.uk)'; 'Tags' with a text input field containing 'life x', 'rural x', and 'home x'; and 'ICR Network \*' with a dropdown menu showing 'Community Reporter x' and a list of other networks including 'A4A', 'Addaction', 'Care Experiences', 'Community Reporter', 'Cosie', and 'COVID Conversations'.

### Community Reporter Programme Resources

This material is © to People's Voice Media. For use of licensee holder/trainer only.

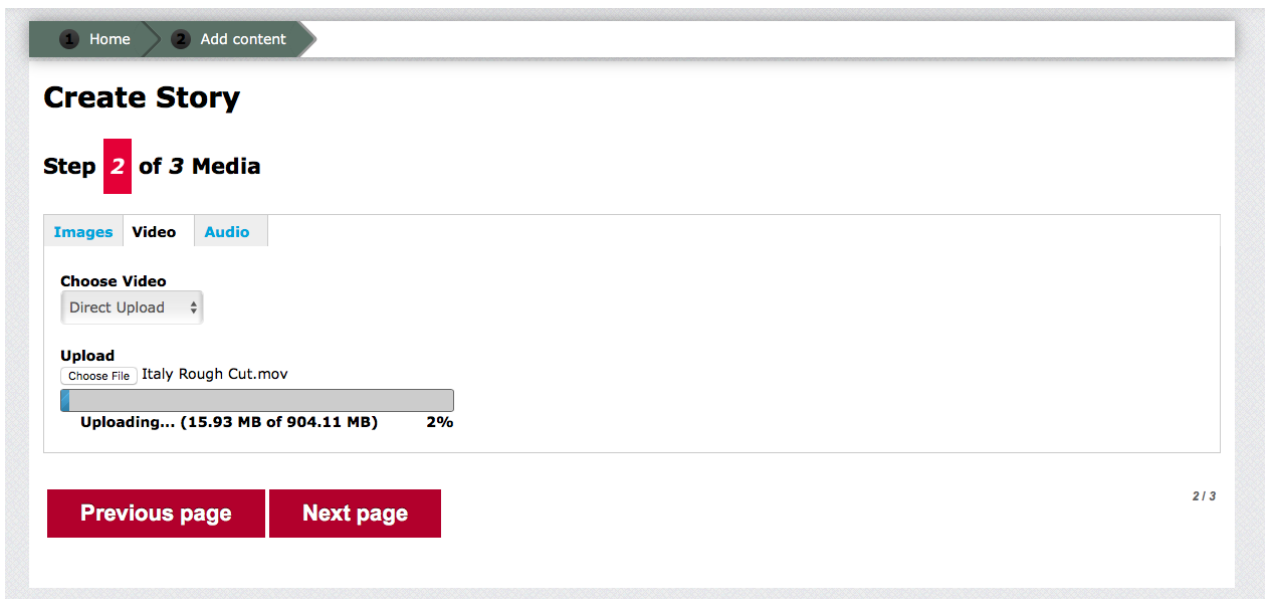
## STEP FIVE

Click on the Images, Video or Audio tabs to select the medium of your story and then click on 'Choose File' to find where your story is stored on your computer, phone or



tablet.

When your file has finished uploading, click 'Next Page'.

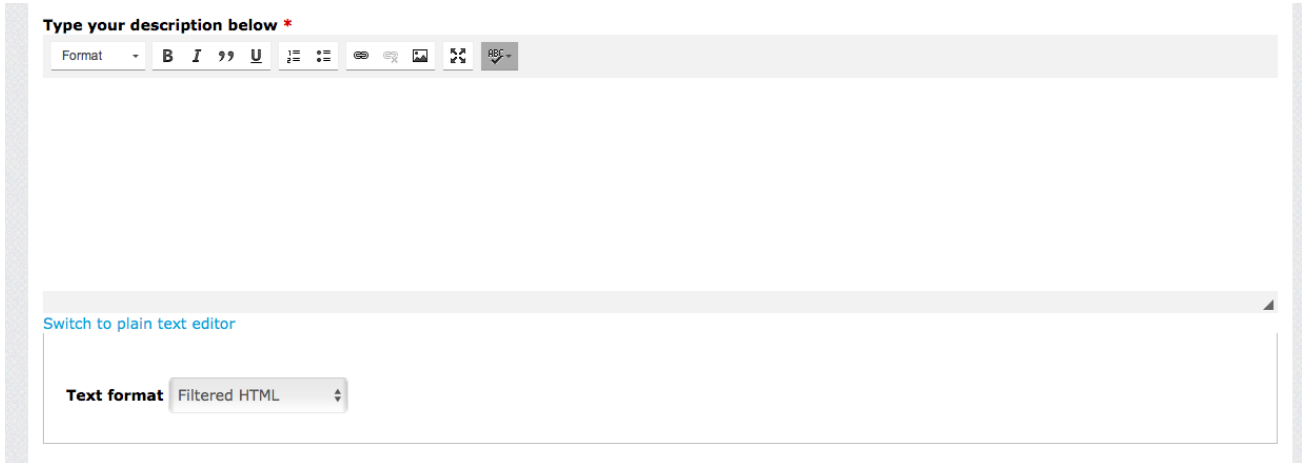


### Community Reporter Programme Resources

This material is © to People's Voice Media. For use of licensee holder/trainer only.

## STEP SIX

Type a short description to go with your story – or if you are doing a written story, type out your story here.



The screenshot shows a text editor interface. At the top, there is a header that says "Type your description below \*". Below this is a rich text editor toolbar with various icons for text formatting (bold, italic, underline, link, unlink, list, indent, outdent), image insertion, and other functions. The main area of the editor is empty. At the bottom of the editor, there is a "Text format" dropdown menu currently set to "Filtered HTML". A link "Switch to plain text editor" is visible in the top right corner of the editor area.

## STEP SEVEN

Make sure you have got the consent of anyone in your story. You can complete a physical consent form by downloading a paper version here or complete an online consent form by clicking here.

Yes \*

Tick here to confirm that you have explicit consent from the person(s) in this story to share it on [communityreporter.net](https://communityreporter.net) (for more information on Community Reporting and the General Data Protection Regulation [Click Here](#)).

## STEP EIGHT

Scroll down and click 'Share' when you are ready to make your story public!



The screenshot shows a horizontal navigation bar with four buttons. The first button is blue and labeled "SHARE". The other three buttons are red and labeled "Save as draft", "Preview", and "Previous page".

If you have any difficulties, please get in touch via email on:

[contentmanager@peoplesvoicemedia.co.uk](mailto:contentmanager@peoplesvoicemedia.co.uk)

### Community Reporter Programme Resources

This material is © to People's Voice Media. For use of licensee holder/trainer only.