Uploading a story

Sharing your story on 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
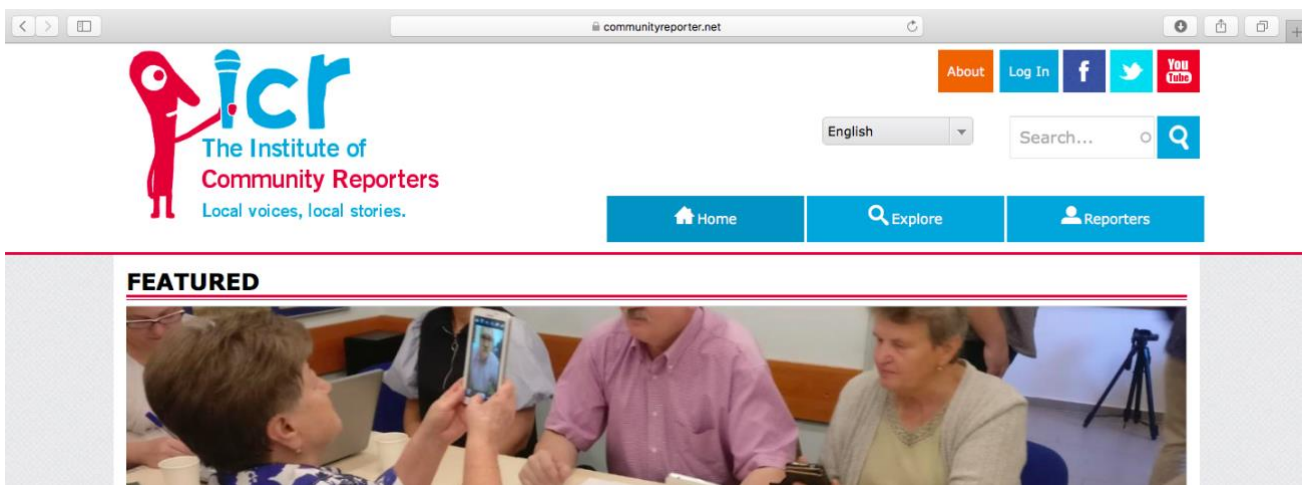
STEP TWO

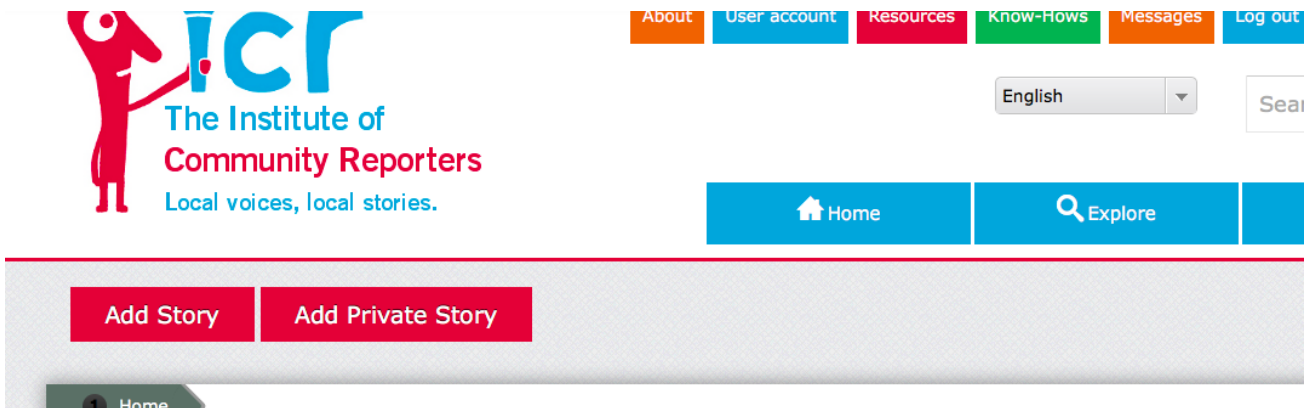Click on the 'Log In' button in the top menu bar, and enter your username or email, and your password. Click 'Log In'.

STEP THREE

Click on the 'Add Story' button.

STEP FOUR

Add the following details to your story:

o Type a title (e.g. Walking in the Countryside)

o Select a category (e.g. Health and Wellbeing)

o Select a location – This is the place your story is from/recorded. (e.g. Wales)

o Type 3 tags – These are key words that relate to your story (e.g. home, rural, life)

o 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)
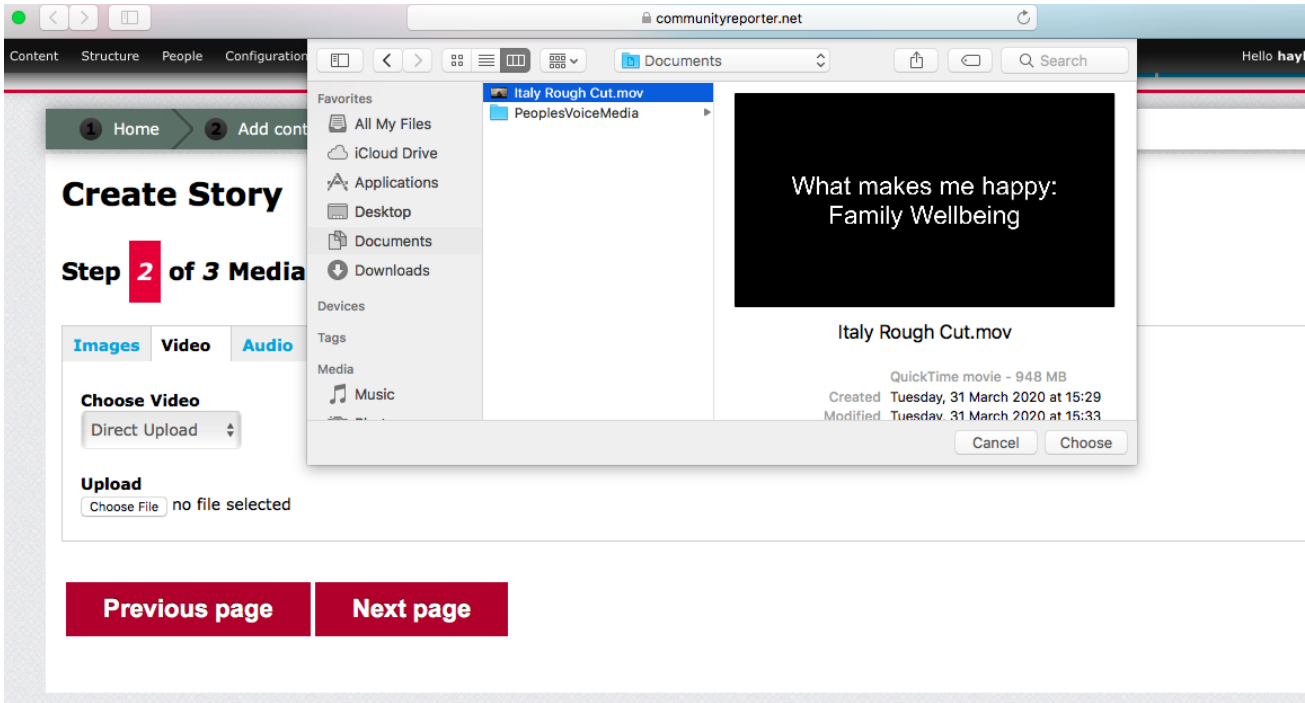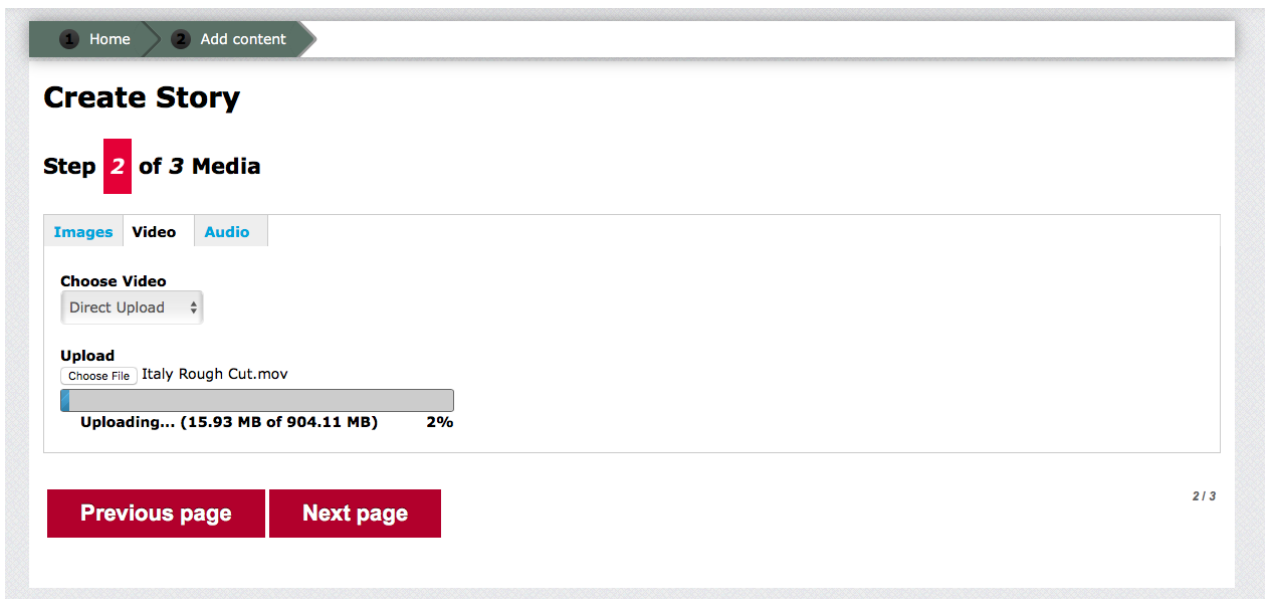
Then click 'Next'.

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.

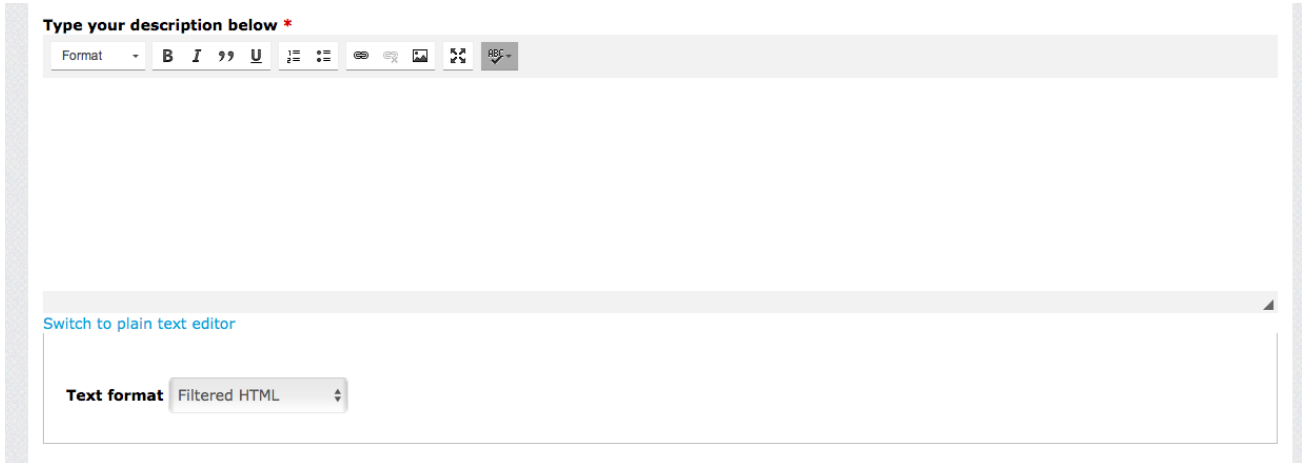When your file has finished uploading, click 'Next Page'.

STEP SIX

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

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.

STEP EIGHT

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

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

contentmanager@peoplesvoicemedia.co.uk