Help: Adding a Meeting Session [1]

Log-in to the user account from the home page http://commons.esipfed.org [2]

1. Using the black menu bar above the header select the item Add content

![Add content](http://commons.esipfed.org)

*NOTE: if you have NOT yet received and returned the validation email for your account, You will NOT see the above menu.*

2. Add content will return a list of available content types. Click "Meeting Session".
3. Meeting Session will open a new meeting session form. Fill in all applicable blanks
   1. Event is autoselected to the upcoming meeting.
   2. Keywords - used the common to separate
   3. Collaboration Areas - holding down the alt/option key allows you to select more than one item.
   4. Author field - If your name isn't on the list, click red add new and a form will pop-up to add a new author/Institution.
   5. DOI or EZ ID- leave blank
   6. Choosing Creative Commons- three different options, or none.
4. At this point you can preview your entry. By scrolling down I could edit the entry without having to select an edit function.
5. Save and then submit.
6. You can go to the Meetings [3] site, click on the Sessions menu and see your session posted there.

Tags: Help [4]

Source URL: http://commons.esipfed.org/node/658

Links: