CONTRIBUTION MODULE

VITA 6.1

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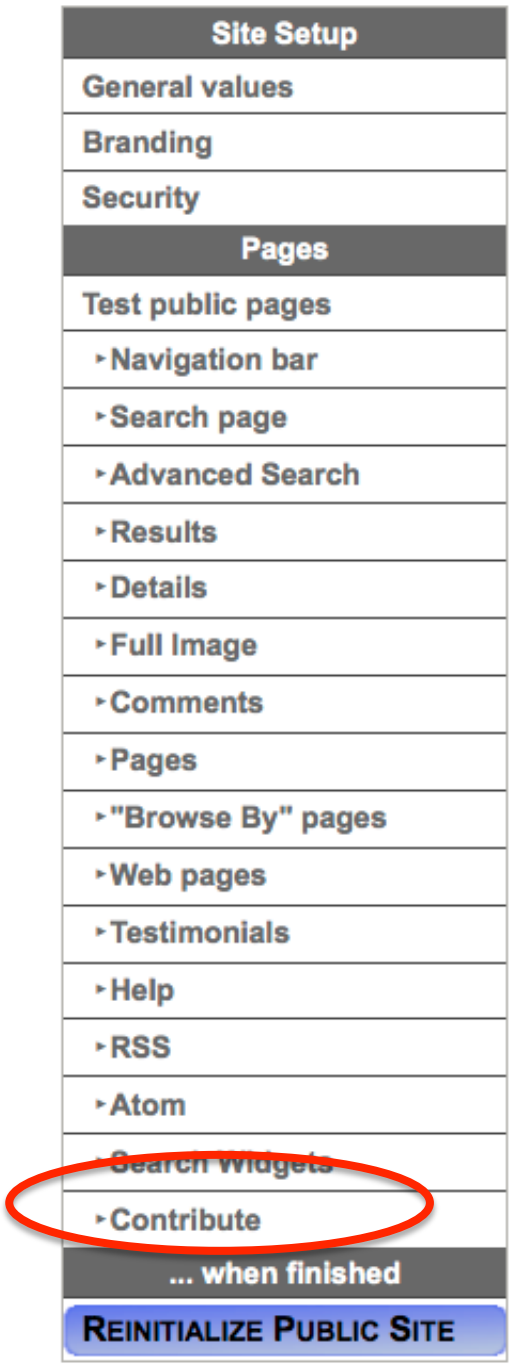
INTRODUCTION

The Contribution module allows any member of the public to submit image files with descriptions and/or stories to add to your collection. Depending on your settings, these contributions will appear on your site as part of a "User contributions: [Your site name]" group. This allows the publicly submitted material to be included or excluded in search results and can be treated like any other group, i.e. used for slideshows, featured, included in advanced search drop downs, etc.

COMMUNITY CONTRIBUTION MODULE SETTINGS



To set up your Contribution module go to:

Site Management>Pages>Contribute

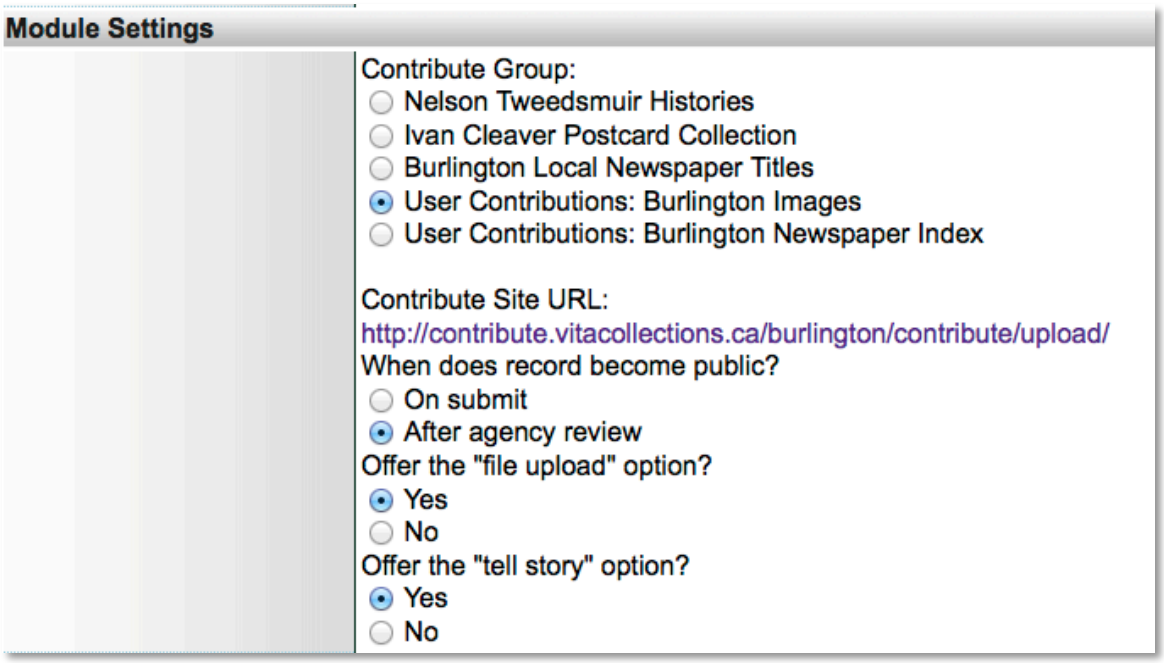
For more information about monitoring and displaying the contributed records, see below.

First, customize your site labels and settings for the public module.

Branding: the public view of your Contribution screens uses the same banner as your Site. If this banner is disproportionate, please ensure your site banner is 100px high and 1600 px wide.

MODULE SETTINGS

In this section, determine what kinds of records you want users to contribute and how you manage those submissions.



CONTRIBUTE GROUP

During site set up, a generic non-public Group is set up to gather your user-contributed records (called User contributions: [Your Site Name]).

If you plan to do targeted gathering, you might want to create a new event or theme-specific Group for new user materials to flow in conjunction with records from your organization, e.g. "Stories from the 2013 Ice Storm." **Remember** you can always add a contributed record to another group individually as well.

CONTRIBUTE SITE URL

The Contribute module is on a different platform from VITA. This means it needs a separate, pre-determined domain. During site set up, that URL is established and will be exposed here so you have an easy way to copy and point to it in any HTML field within VITA (e.g. your sidebars, site footer or web pages!) or other external page where you want people to find it. The basic URL will be: http://contribute.vitacollections.ca/yoursitename.

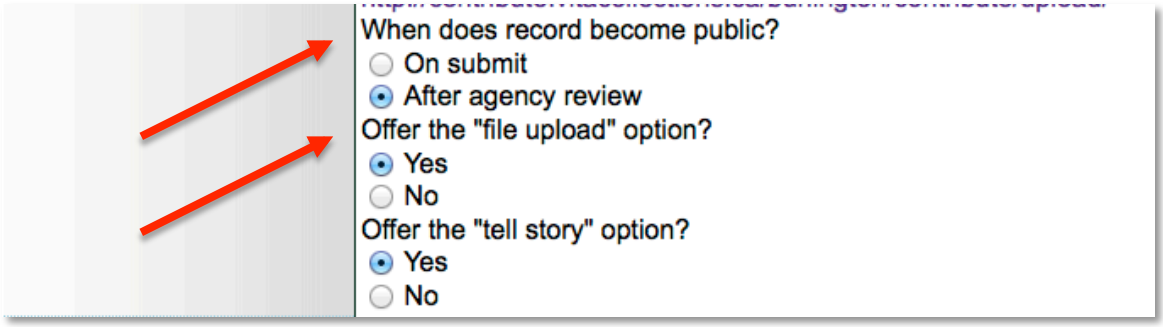
MAKING RECORDS PUBLIC

Choose whether your agency wants to automatically include new contributions in the public site, i.e. "On submit", or after the contribution has been reviewed. See the Managing User Contributions manual for a quick workflow overview for reviewing Contirbutions.

Note: In any case, when a user submits a new record, an email will be sent to the Agency Feedback address as you have determined in Agency Management > Labels & Addresses

FILE UPLOAD OR TELL STORY OPTIONS

Choose Yes or No depending on whether you want users to be able to upload files and describe them and/or tell their story in writing without a file.



CUSTOMIZING SUBMISSION SCREENS

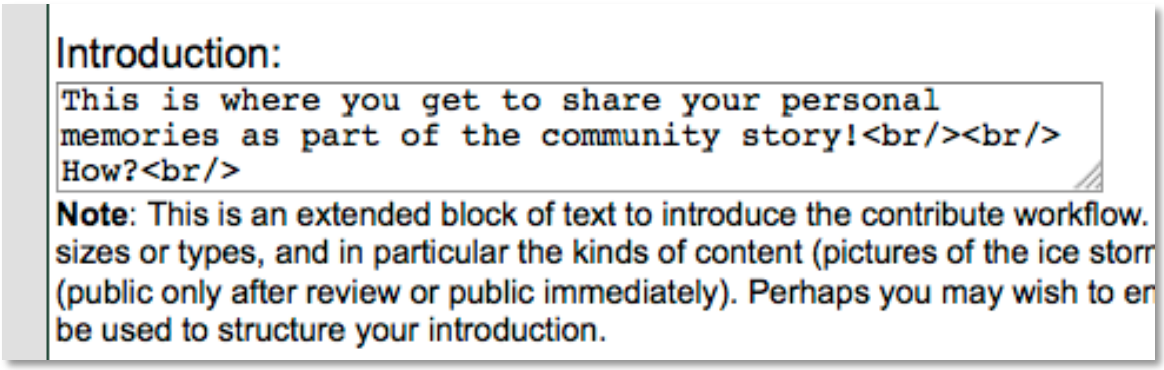
The following options are for customizing the fields and information on the public submission screens. The options are broken down screen by screen.

CUSTOMIZE PAGE TITLE

Change label for Page Title (default is "Contribute")

INTRODUCTION

This is an unstructured text field that will accommodate simple HTML formatting so you can introduce the contribution options, why you're gathering new material from the public, and invite people to share.



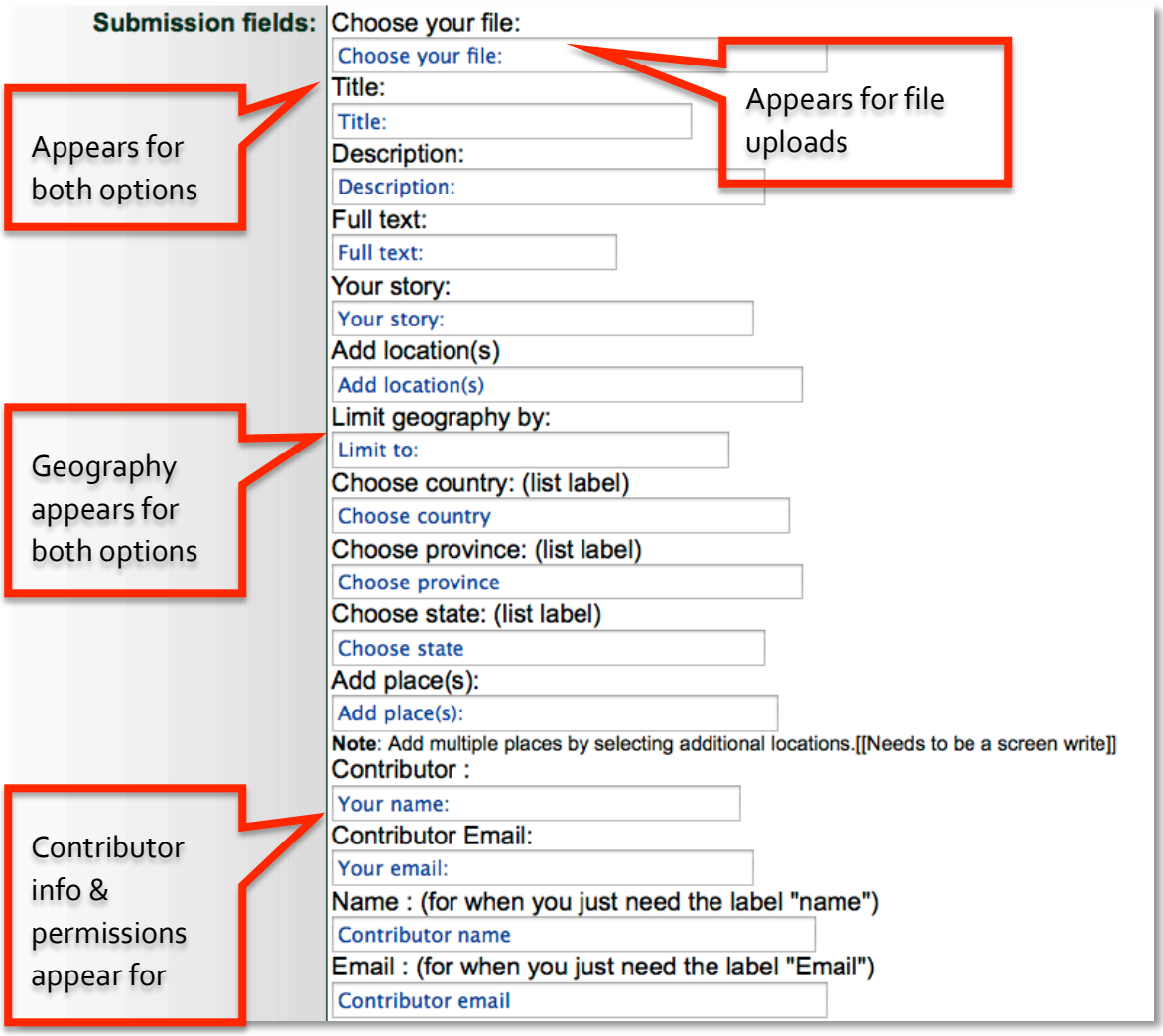
LINK LABELS

You can also customize the link labels for the upload file/ add story choices, e.g. **Upload a file:** Change the **button label** for people who want to contribute an image or scanned document file.

Write a story: Change the **button label** for people who want to contribute their personal memories or other stories in a text field.

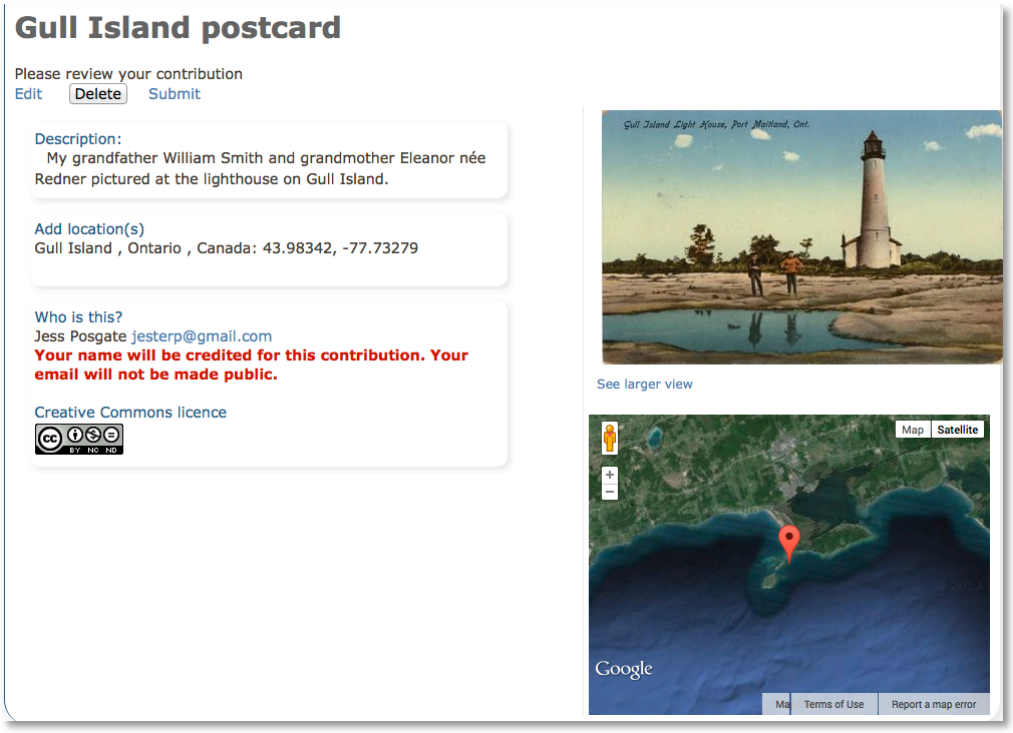
SUBMISSION FIELDS

The following fields and button or link labels appear as the user steps through their chosen path (upload file or tell a story) and depend on that path (see some examples highlighted below). You have the option to change or customize the default language in the writable fields below. The default label and punctuation appears above the input box.



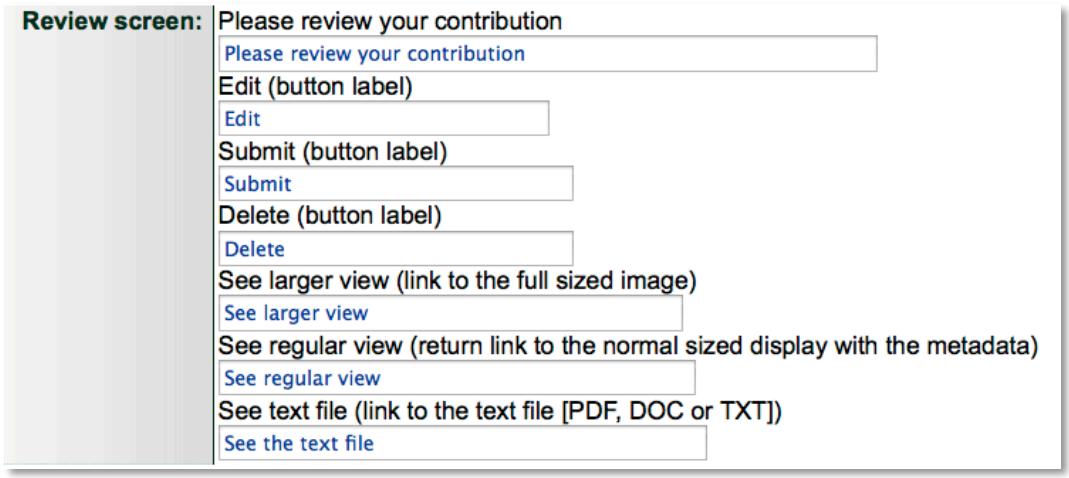
REVIEW SCREEN

After someone creates a new record, they are presented with a preview screen for their review. From that screen they can take action to submit it, return to the edit screens or delete it before sending.



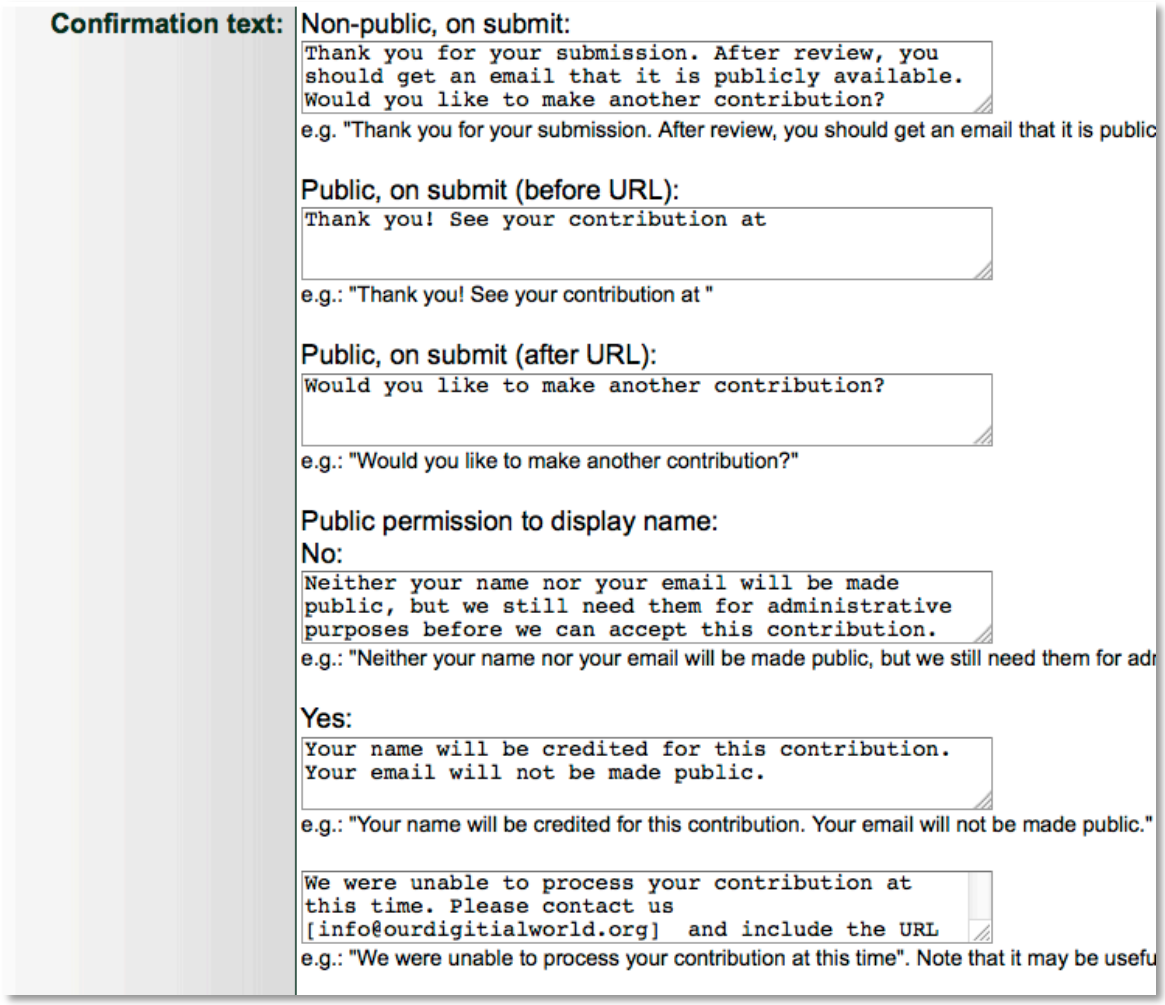
Depending on the file type they have uploaded, they will also be able to see the optional views as if they were viewing it in the public collection.

You can alter the labels for any or all of these options in the following fields.



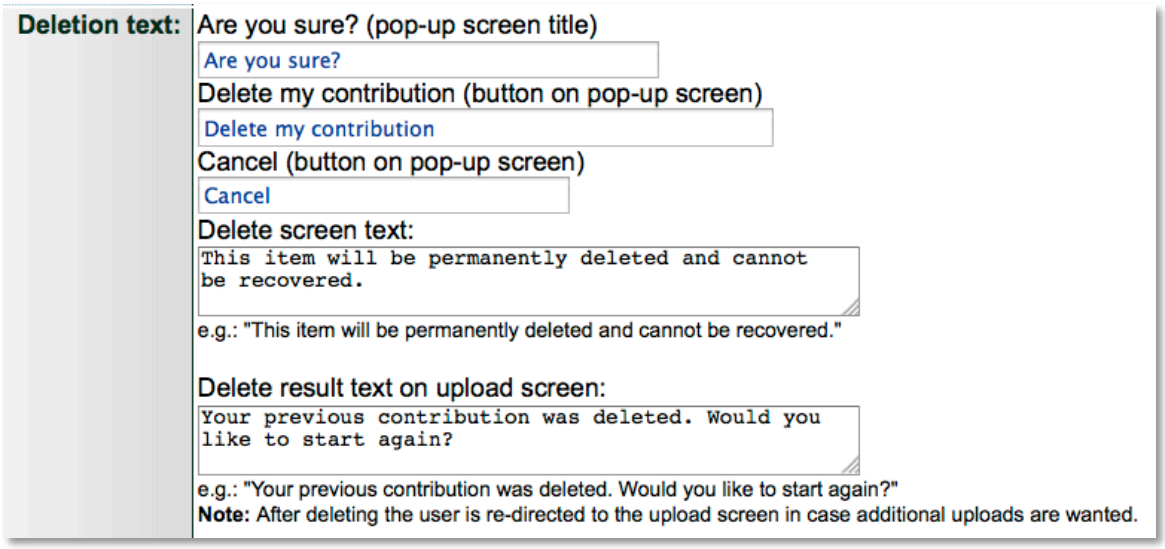
CONFIRMATION TEXT

After clicking "Submit", the contributor will receive a series of messages with non-public URLs to preview their contribution and an email (assuming they provide a valid email address). You can change those screen messages here.



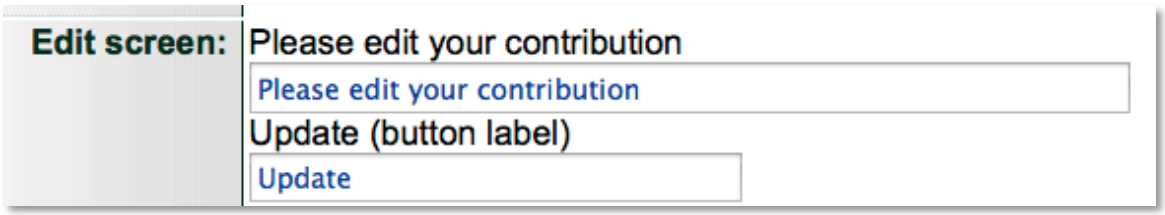
DELETION TEXT

After clicking the "delete" button on the review screen, the contributor will see some "are you sure" messaging and opportunities to return and start again. You can alter those messages here.



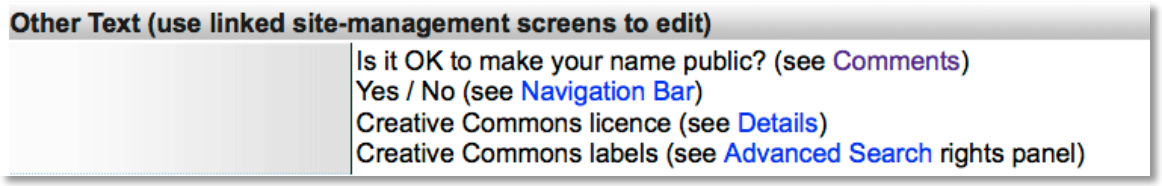
EDIT SCREEN

After clicking "Edit" on the review screen, the user will see their record with editable fields on a labeled page with an Update button for committing changes. You can modify the text for the page label and button label here.



OTHER TEXT

In some cases, the text and labeling you've used in other spaces or interactive modules is adopted by the Contribution module. To alter that text, follow the links provided in this section and navigate to the specific fields you want to modify.



TERMS OF AGREEMENT

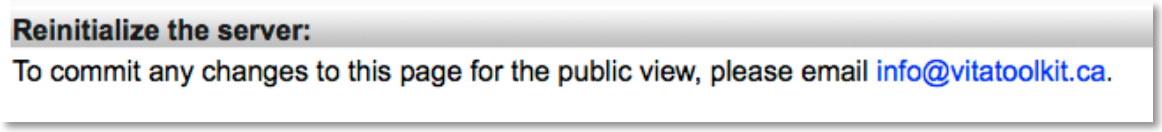
The terms of agreement is presently a generic set of terms and assignment of a Creative Commons BY-NC-SA license that the user agrees to before they submit any material. This term will be customizable in the future.

COMMITTING YOUR CHANGES

After customizing the settings or language and text on your Contribute screens, you must request a "reinitialization" to the server where the module is hosted.

First, click the "Update" button.

Next, at the bottom of the screen, you'll see a message to contact us to reinitialize your contribution module.



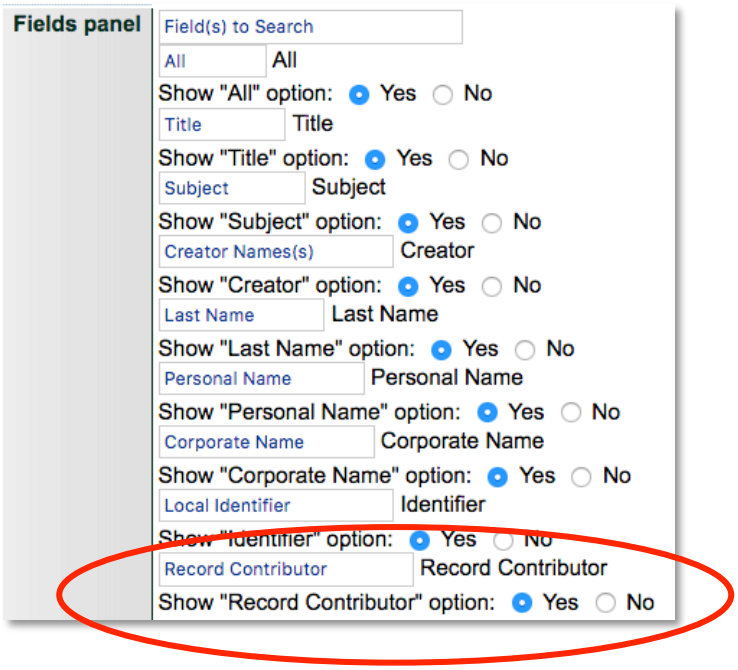
SHOWCASING CONTRIBUTORS

Community contributors' names are searchable and are treated like links and keywords.

MAKE CONTRIBUTOR NAMES SEARCHABLE ON ADVANCED SEARCH

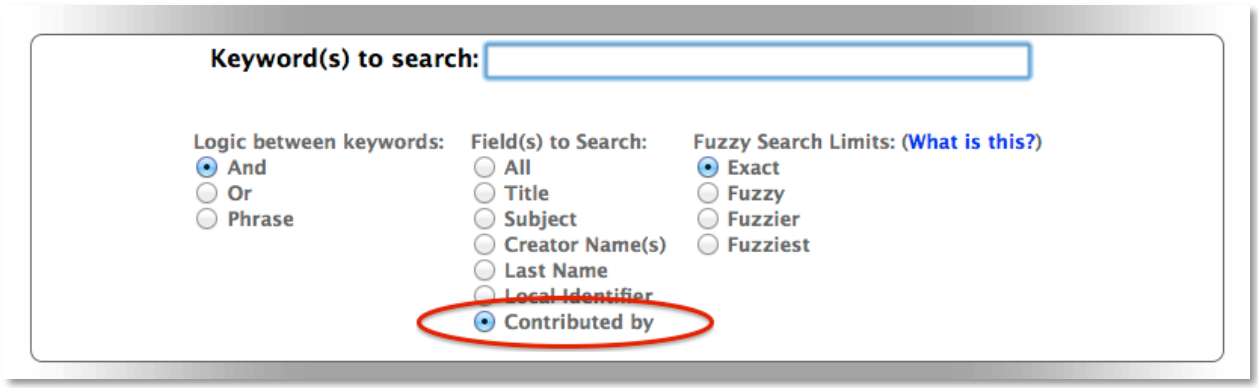
Add "Record Contributor" a searchable field on the Advanced Search screen, so users can search the Contributor name field and scope to items that have been contributed.

In Site management > Advanced Search, say "Yes" to Record Contributor (you can also customize the label)



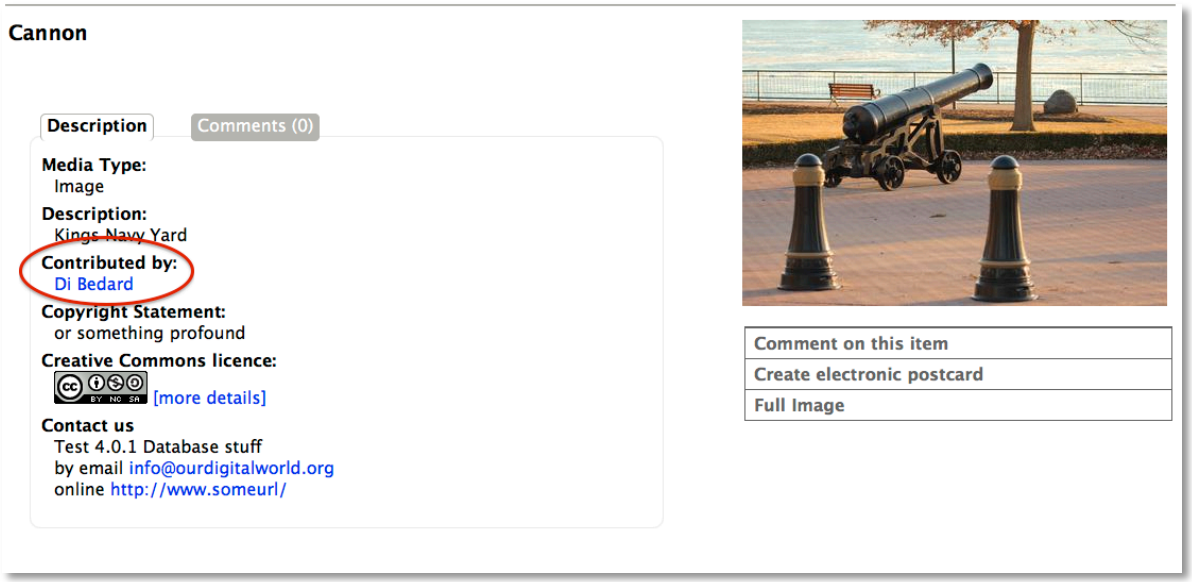
Click update & Reinitialize Public Site.

On your public site it will appear as a field scope for keyword searching

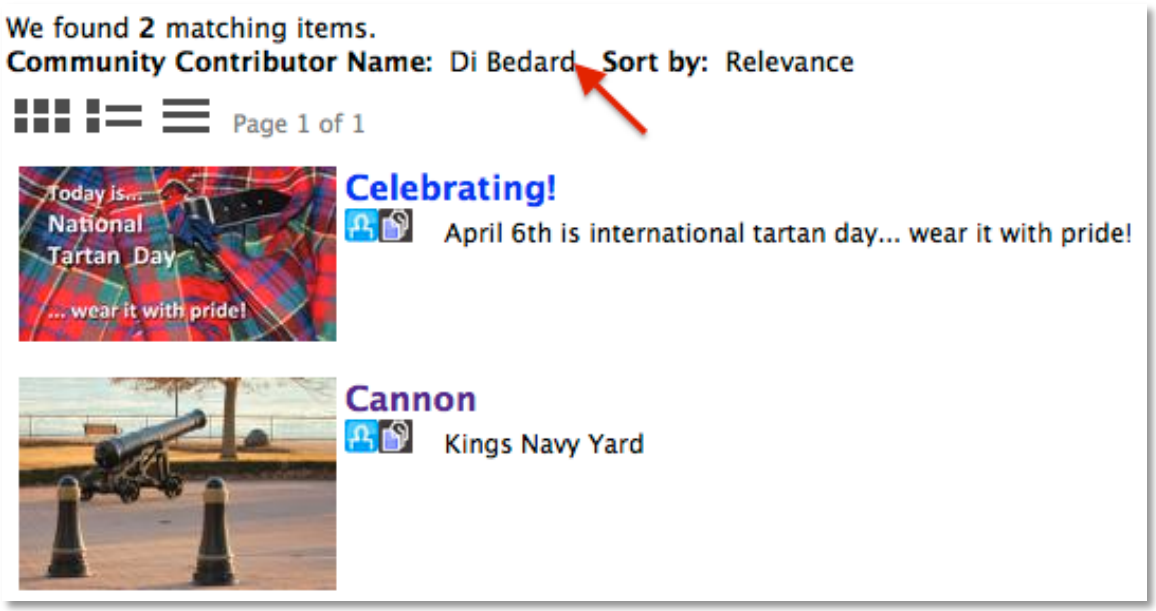


CONTRIBUTOR NAMES AS LINKS

On contributed records, public donor names like Personal Names are also linked

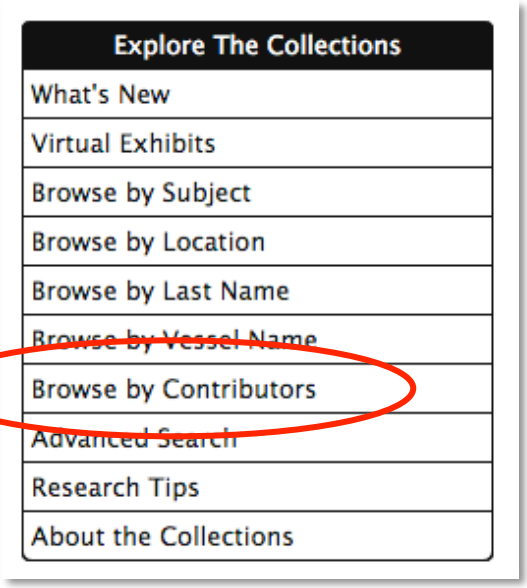


Clicking on this name returns any items wherein that person is the name donor of an item.



BROWSE BY CONTRIBUTORS

Agencies with lots of user-contributed material can add a "browse-by" option to their home site for listing the contributors by name.



Add the "Browse by Contributor" to your home screen, in Site management > Search page

Choose which sidebar you'd like to add it to (right or left)

Copy and paste the link information to add the Browse by Contributors option

You can use this link anywhere HTML can be included.

Click update and reinitialize your site

Remember, you can also add the Browse by Contributors screen a "featured link" on your home search screen.

Note: All variations of a person's name will be considered unique and display separately. The agency has the power to normalize names in those records if they so choose.

SHOWCASING CONTRIBUTIONS

ADD A FEATURED GROUP OR COLLECTION

In Site Management>Search page>Featured Groups

Choose to add your User Contributions Group to the home screen and label it how you like!

ADD TO HOME SCREEN SIDEBAR

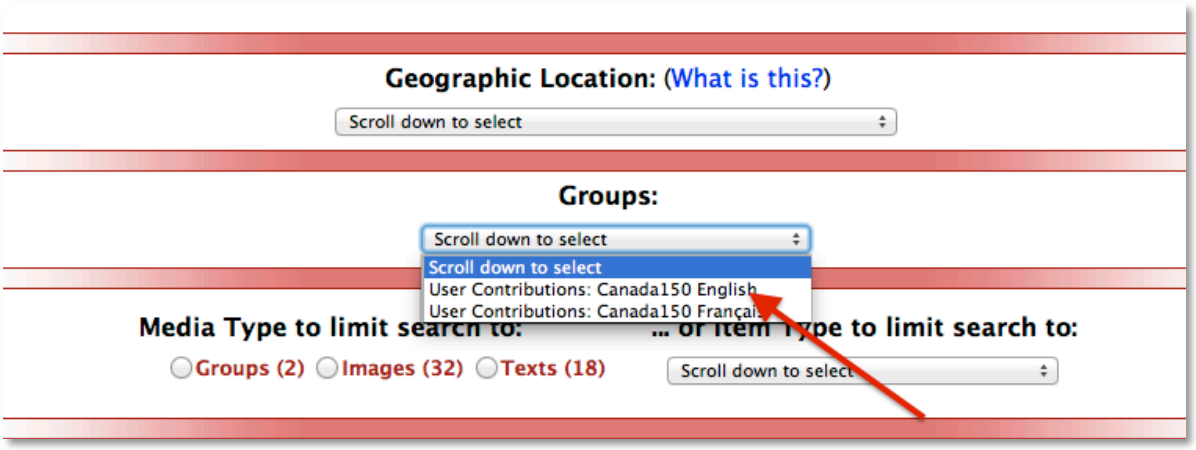
Go to Site Management>Search page>Sidebar (left or right)

Add an HTML link that looks like this (below) but with the specific URL for your contributed materials group and choose your own label:

Our Stories

FINDING YOUR USER CONTRIBUTED GROUP URL

Go to Advanced Search and select the User contributions group.

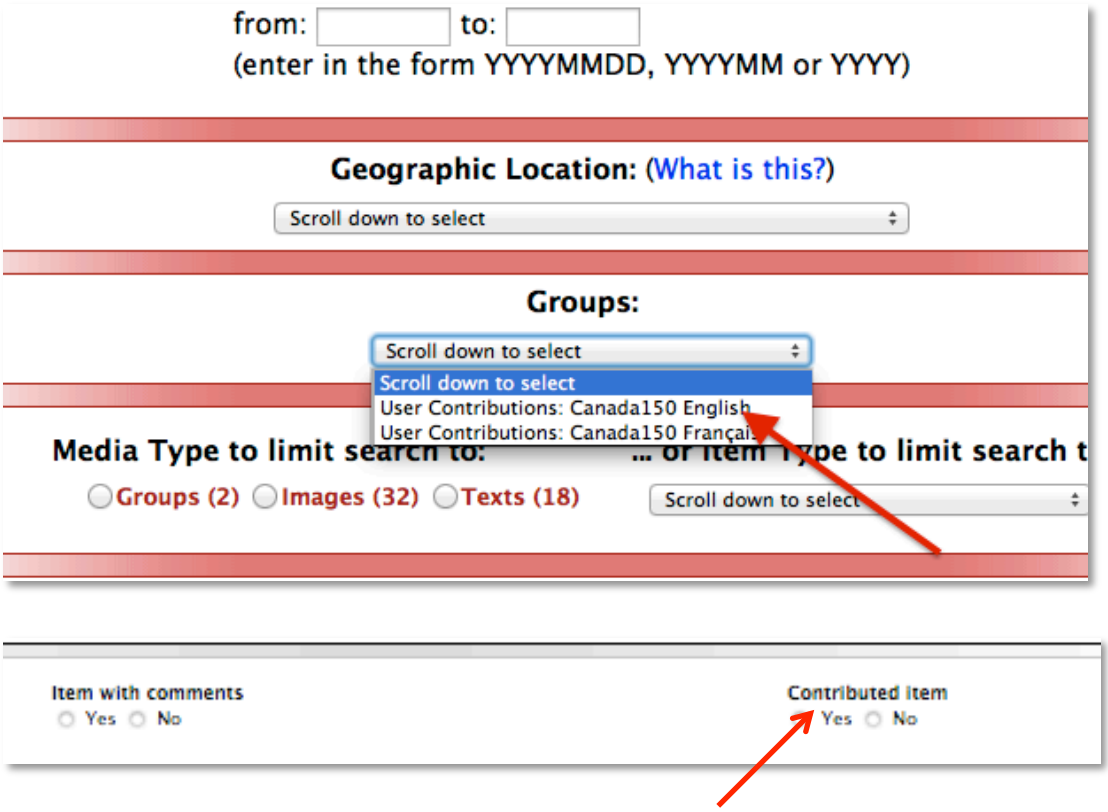


On the public view of group contents, copy and paste the group web address or URL

CONTRIBUTIONS ON ADVANCED SEARCH

Once contributions start flowing into your collection, the public can find that content through the Advanced Search screen either as a Group or a feature.

E.g.



CONTRIBUTIONS ON RESULTS SCREEN

Like Mysteries and Comments, Contributed items will appear on the results screen as a facet for more specific searching.

CONTRIBUTIONS SCOPED SITE

For subscribers with more than one display site available to them, you could even configure a standalone site to display just your Group of user-contributed material.

Talk to us about setting up your User Contributions Site.