

Adding your Archive to the Hampshire Archives Trust website



A Guide to Adding or Editing your Archive to the Archives Directory

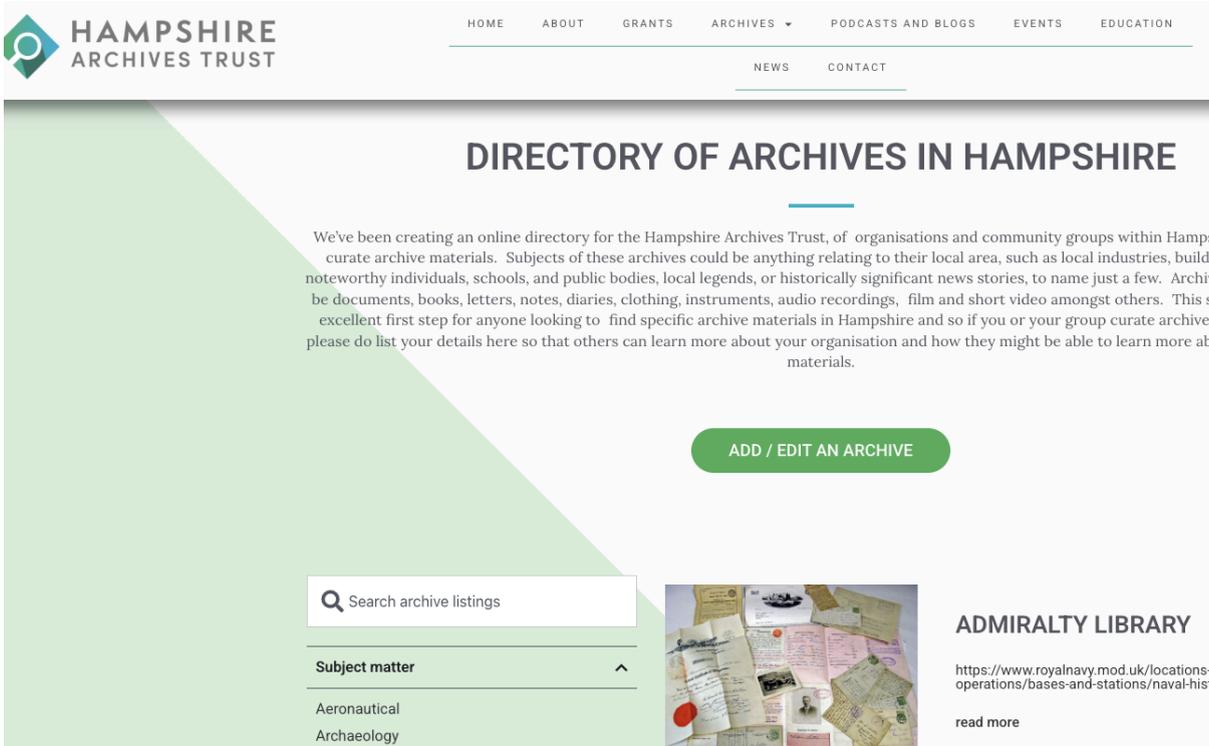
The Hampshire Archives Trust website has a directory of archives which is meant to serve as a single point of reference for those interested in and looking for archive materials in Hampshire. There are so many archives which are lovingly maintained and preserved for future generations, mostly by volunteers across Hampshire. By recording your archive on the Hampshire Archives Trust website, you help share these records, which are so important in deepening our understanding of Hampshire's history and culture.

This guide takes you through each step of adding your archive. You do not need to be a member of the Hampshire Archives Trust in order to register your archive on the website.

There's a video guide and written instructions below.



If you would like to add or edit a listing, then visit our Archives Directory page, where you will find a button to do this.

A screenshot of the Hampshire Archives Trust website's Archives Directory page. The page features a navigation menu at the top with links for HOME, ABOUT, GRANTS, ARCHIVES (with a dropdown arrow), PODCASTS AND BLOGS, EVENTS, and EDUCATION. Below the navigation is a sub-menu with NEWS and CONTACT. The main heading is "DIRECTORY OF ARCHIVES IN HAMPSHIRE". Below the heading is a paragraph of text explaining the directory's purpose. A prominent green button labeled "ADD / EDIT AN ARCHIVE" is centered on the page. At the bottom left, there is a search bar with the placeholder text "Search archive listings" and a dropdown menu for "Subject matter" with options for "Aeronautical" and "Archaeology". At the bottom right, there is a featured archive listing for "ADMIRALTY LIBRARY" with a thumbnail image of historical documents and a "read more" link.

When you click the button, unless you are already logged in, you will be taken to a login page.

Log in to manage archives

Username or Email Address

Password

Remember Me

Log In

[Lost your password?](#)

Don't have an account yet? Please [register here](#)

If you already have login details, you can log in here. Otherwise, you should click on the “Register here” link below the login fields in order to register.

Registering

You need to be a member of a Hampshire organisation and acting on behalf of that organisation in order to be eligible to register your archive. To register you will be invited to complete some information, such as your name, email and organisation - see below. This will generate an email to the Trustee here who manages approvals and they will review your information and approve or deny your request. We will aim to do this within 24 hours of receipt. Naturally, this is simply to ensure we approve real people (not bots) who are interested in listing their archive.



Register For This Site

After you register, your request will be sent to the site administrator for approval. You will then receive an email with further instructions.

Username

Email

About you

Your full name

Organisation

Which organisation do you represent?

Your role

Why are you registering?

- I'd like to edit an existing archive
 I'd like to add a new archive

Registration confirmation will be emailed to you.

Once your registration has been reviewed and approved, you will receive an email confirming this and a link to set a password. Once you have done this, you will be able to revisit the Directory page and click the Add/Edit an Archive button, which will take you back to the login page to add or edit an archive listing. If you log in here, you will be taken to the page where you can begin to either edit an existing archive or add a new one.

If you are also a paid-up Hampshire Archives Trust Member (which isn't essential for this), once logged in, you will be able to access the same page for adding or editing an archive listing from your Members Dashboard (it's a menu item on the right-hand side) too.

Members Dashboard

Welcome to your Hampshire Archives Trust members dashboard. The tabs below enable you to manage member that manages this offline), check your payments and view and even add events (for those that note that the heart symbol indicates a HAT organised event as opposed to an externally organised event).

[Home](#) [Subscriptions](#) [Payments](#) [Events](#) [Add/Edit Archive listing](#) [Logout](#)

You should be able to check and update your profile details below as necessary.

First Name:*

Adding an Archive

The first step in adding an Archive is to choose the listing category that best reflects the archive that you hold. This will help visitors to the website in searching for archives that are of particular interest to them.

Manage existing listings

You do not currently have any listings in the directory.

[Return to directory](#)

Add a new archive listing



Listing Category*

– Choose One –

Archive Listing
Free

Thank you for beginning the listing of your local archive. The more information that you can provide the better. It would be really helpful if you could include a suitable image that in some way helps to reflect your group or archive. Square shaped images or the standard horizontally orientated image are best.

Never Expires

Next

Once you've chosen the listing category then click on the "Next" button.

You will then be invited to provide a set of information relating to you and your archive, including a title, a description, contact details for the contact person (which may or may not be yourself), a web address, and information about viewing the archive eg "our archive can be viewed on our website".

Please note that we publish the contact name and telephone number if you supply one. We also provide a map that identifies the archive's location postcode, but we do not publish the email or postal address. If site visitors wish to contact the "contact person" by email, then they will complete the contact form at the bottom of the listing page, and this will be forwarded to the contact person.

You will also be invited to upload an image.

Archive viewing

Archive materials are kept in the village hall and viewing is our website.

Upload image in jpg format, landscape-oriented

Once picked, wait until your image appears before continuing

No file chosen

This is an important part of making your listing easy to spot and distinctive so please do add one. The ideal image would be a standard landscape-shaped image rather than a portrait-oriented one. It will also need to be less than 8MB in size.



Correct



Not right

Add a new archive listing



CATEGORY SELECTION



LISTING INFORMATION

Listing Title*

Description*

0 / 600

Website

URL

Link Text (optional)

Contact person

Phone

Email

Please note that once you have picked the image, you will need to wait a little while the image to upload. It may seem like nothing is happening for a few seconds, so please be patient and wait until the image you picked appears as a thumbnail and do not hit the

“complete listing” button until this has happened; otherwise, your image will fail to appear with your listing. Once you see the thumbnail image appear you will also see that you can add a caption.

Once you have added all of your information, you can click on the “complete listing” button at the bottom of the page.

Your listing is now complete.

Encountering Problems?

If you still experience any problems adding your listing, please use the contact form on the Hampshire Archives Trust website's contact page (<https://hampshirearchivestrust.co.uk/contact>), selecting the option for encountering difficulties when submitting an archive.