

Contribute

PURPOSE

The purpose of this guide is to explain how you can contribute to Pae Korokī through adding items and recollections, suggesting edits and tagging images.

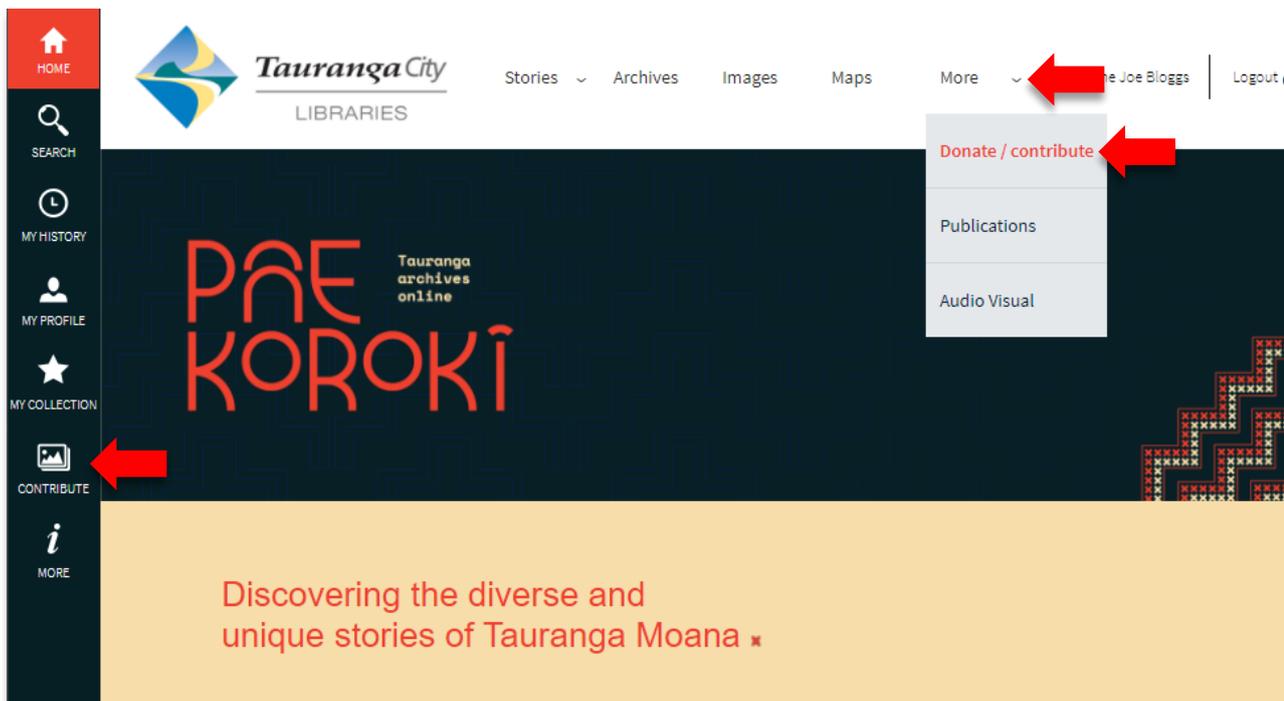
GENERAL CONSIDERATIONS



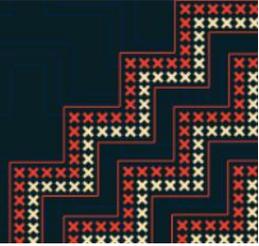
Pae Korokī works best in the Chrome browser.

CONTRIBUTE A STORY

You can access the contribution forms by either clicking on the **Contribute** button on the far left of your screen or on the **Donate/Contribute** option in the menu at the top of the page.



Use this section to **Tell Us** about a **Person, Place, Event** or **Organisation**. Each of these follow the same format for contributing information:



- **Title:** what are you telling us about? For example, 'Camping at Mount Maunganui in 1970'
- **Copyright:** in most cases you can leave the settings as they are.
- **Extra details:** click on this to contribute your story to Pae Korokī. Please fill out each section with as much information as you wish to share. When you've finished, click **Submit & Finish** on the bottom left of your screen.

Click here to read the guidelines for [making a contribution](#).

CONTRIBUTE AN IMAGE

To upload an image, click **Upload Images**. This is a similar process for adding a story above, but also includes uploading an image (located just under the title). Remember to click **Submit & Finish** when you're done.

You can follow the above steps for contributing an **Archive, Audio, Publication** and **Map**.

Note: Your contribution will be reviewed by Admin before appearing on Pae Korokī and you will be notified via email.

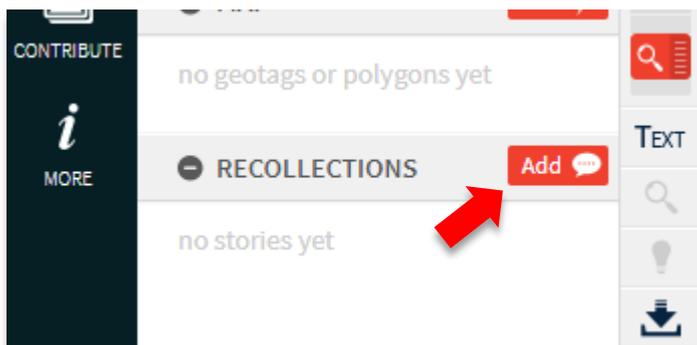
Click here to read the guidelines for [making a contribution](#).

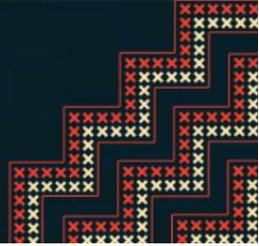
ADD A RECOLLECTION

You can add and share your memories about items on Pae Korokī by creating a **Recollection** (comment).

Click on the item you wish to add a comment to – for example a photograph.

Then click on the **Add** icon on the left side of your screen.





Fill in the box that appears with your recollection, memory or comment and click on **Add my story** when you've finished.

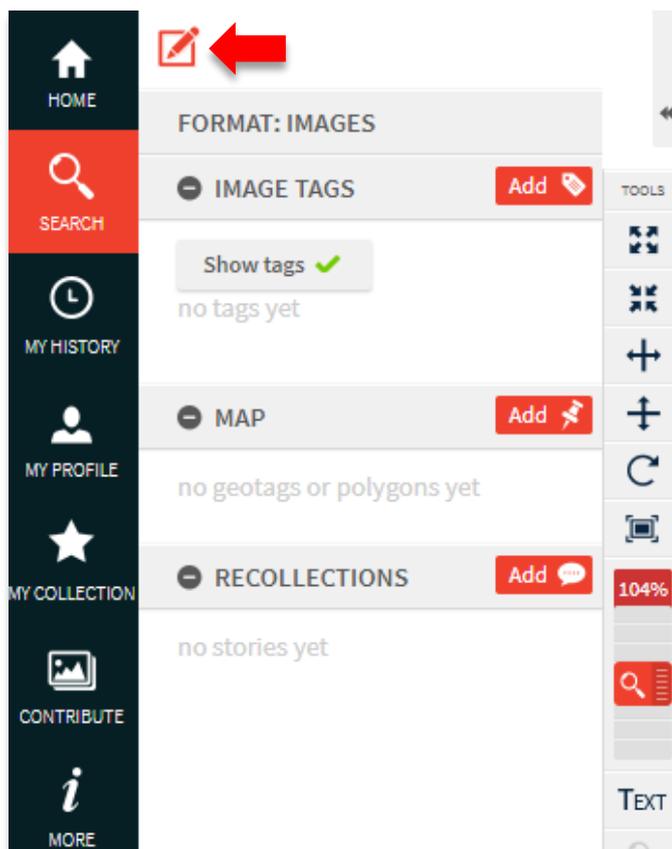
Your recollection will be reviewed by Admin before appearing on Pae Korokī. Once it has been approved, you will see your comment under **Recollections** on the left side panel of your screen.

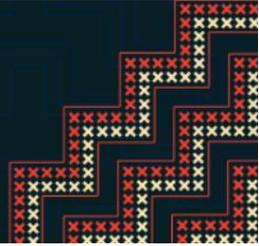
SUGGESTING AN EDIT

You are welcome to suggest that an item be edited. While we try to be accurate, we are working with thousands of lines of metadata and appreciate your help. Corrections to fields such as names and dates help us to build a genuine record of our community.

Open the item you wish to **Edit** – for example, an early photograph of Tauranga.

Then click on the **Edit** icon at the top left side of your screen in the images toolbar to the left of the image.





This will take you to a page of information about this item. You can then type your changes into the different boxes displayed. At the bottom, in the **Additional comments** box, you can tell us more about why you think this information needs to be changed or added.

HOME

SEARCH

MY HISTORY

MY PROFILE

MY COLLECTION

CONTRIBUTE

MORE

Tauranga City
LIBRARIES

More

Welcome Joe Bloggs | Logout

Suggest changes to: The Strand c1930

Suggest a new title:

[METADATA]

Date:
Date From: Date To: YYYY-MM-DD

Description:

Format:

Physical Description:

Source of Acquisition:

Photographer/Creator:

Sources:

Title	Full URL or citation string
<input type="text"/>	<input type="text"/>

WHAKAPAPA

Tangata:

Maunga:

When complete, click **Save**.

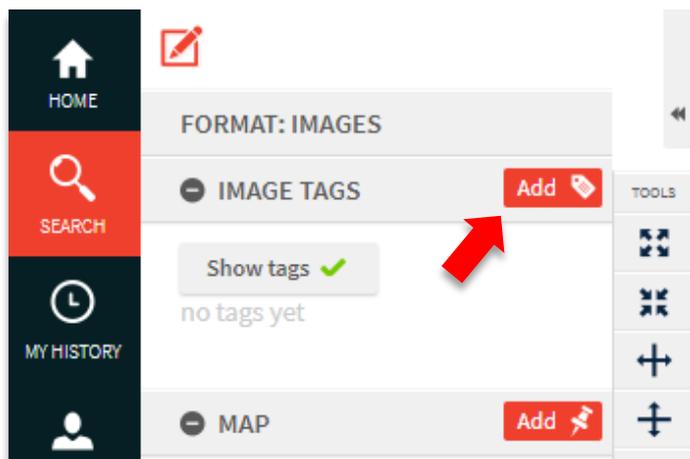
Your suggestion will be reviewed by Admin before appearing on Pae Korokī and you will be notified by email.

TAGGING AN IMAGE

You can add names to people or things in photographs and publications on Pae Korokī by using the **Tag** function.

Open the item you wish to tag – for example, a group photograph.

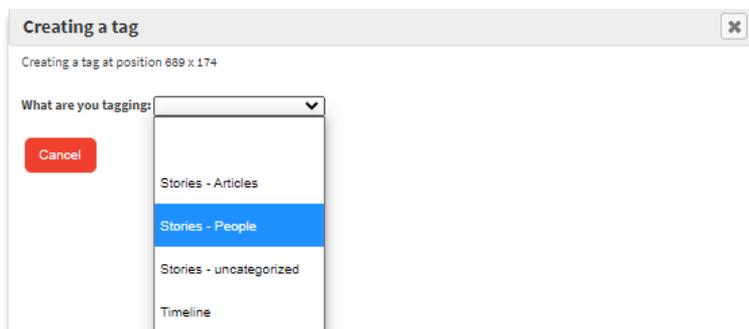
Then in the left-hand panel, next to the **Image Tags** header, click on the **Add** icon.



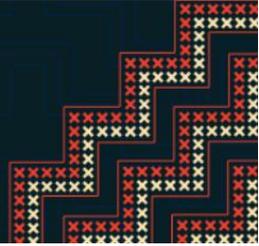
You will see that your cursor turns into a cross when hovered over the image. Click into the part of the image you wish to tag by left-clicking your mouse.



When the window opens, make your selection from the drop-down box (under **What are you tagging**) – a person, for example.



In the second box that appears, type in the person's name (or the name of the building, group, etc., that you are tagging). Pae Korokī will present autocomplete options based on what you are typing. If it already exists in the database, you can select the match or continue typing to complete your tag.



Creating a tag ✕

Creating a tag at position 689 x 174

What are you tagging:

Begin typing in the box below to locate a known Stories - People

Stories - People:

- Alfred John Samuel Harris (1888-1917)
- Alfred John Stackhouse (1896-1942)
- Alfred Joseph Swindells (1893-1978)
- Alice Joyce Hamilton (nee Leigh) (1923-1975)
- Ani Te Maki Kuka (nee Johnson) (1840-1942)
- Canon Jordan Statue

When complete, click **Save**. Your tag will be reviewed by Admin before appearing on Pae Korokī.

FURTHER ASSISTANCE

If you require assistance, please check the other online guides on Pae Korokī or contact Te Ao Mārama ki Te Papa Tauranga City Library:

Email: Research@tauranga.govt.nz

Phone: 07 577 7177