

Welcome to our site! To submit a post, comment on other posts, or contact other posters, you must create an account.

CREATE A PROFILE:

- 1) On the home page of the site, there is a Login/Register link. To create a new profile, please click **register** at the bottom of that dropdown.
- 2) Complete the form on the registration screen. We strongly encourage using your work email, to further our message that this site is a resource library for professionals.
- 3) After filling out the fields, click **complete sign up** on the bottom right corner of the screen.

Thank you for creating a profile! Please allow up to 12 hours for account approval.

HOW TO SUBMIT A POST:

We suggest searching through our library to ensure the resource you are uploading has not already been added, and to get used to the format we encourage. Using the keyword search option might be helpful.

HOW TO SUBMIT A POST:

- 1) Login to your account
- 2) Click on **submit a post** (located on the top right of the website)
 - a. Enter the **post title**. (name of the article, program guide, etc. Make sure appropriate punctuation is used)
 - b. **Post content** is where you will enter the content of the submission. If you are submitting an organization, copy the mission statement or first paragraph from their about us page into this field. *For an article, use the first 2 opening paragraphs. Videos usually have a blurb; and educational pieces have an explanation. All of these are acceptable content to copy. In the event of needing to write your own explanation, please make sure to proofread carefully before submitting.*
 - i. Then, at the bottom, after the content which explains the post, enter the text, *"Click here to view this site."*
 - ii. Highlight that text.
 - iii. With the text highlighted, click on the **hyperlink icon**. This is the icon on the top of that field, second from the right, that looks like a chain link.
 - iv. Once you've clicked that icon, a small box will appear. Enter the link to the organization's website, or article/video url there.
 - v. In this pop-up you will see two buttons. One appears to be a gear. Click the gear.
 - vi. Check off the box that says **open link in a new tab** then click **update** at the bottom.
 - c. Next, **select an image for your post**. This can be the image already accompanying the resource. For example, use the company logo, person's headshot, or article image. Simply download to your computer and upload the file.
 - d. **Select a category**. Use the dropdown to choose where this resource belongs: is it a Personal Perspective? Educational resource? Organization? *Jewish Learning could be a text-based resource, or any Jewish content related to diversity and inclusion.*
 - e. **Tags**. These are crucial, as they allow your submission to be viewed easily. Use as many keyword terms as possible. *Let's use Eishel as an example. Eishel is an Orthodox support group for LGBTQ Jews. So, it might make sense to use the following terms: orthodox, LGBTQ, queer, gay and lesbian, inclusion resources, organization, website. Think of what a person might use to search for this organization and add it in.*
Look at the resource text for ideas.
Use a comma to separate the terms.
 - f. **Click the reCAPTCHA**
 - g. **Click SUBMIT**