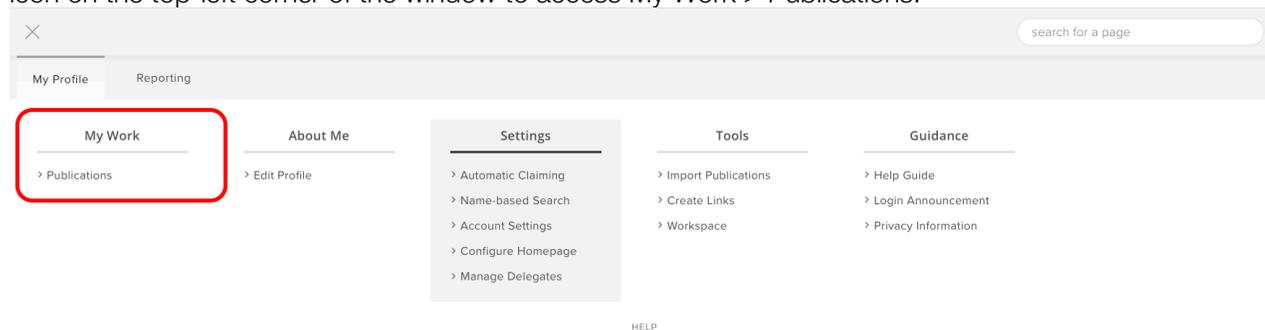
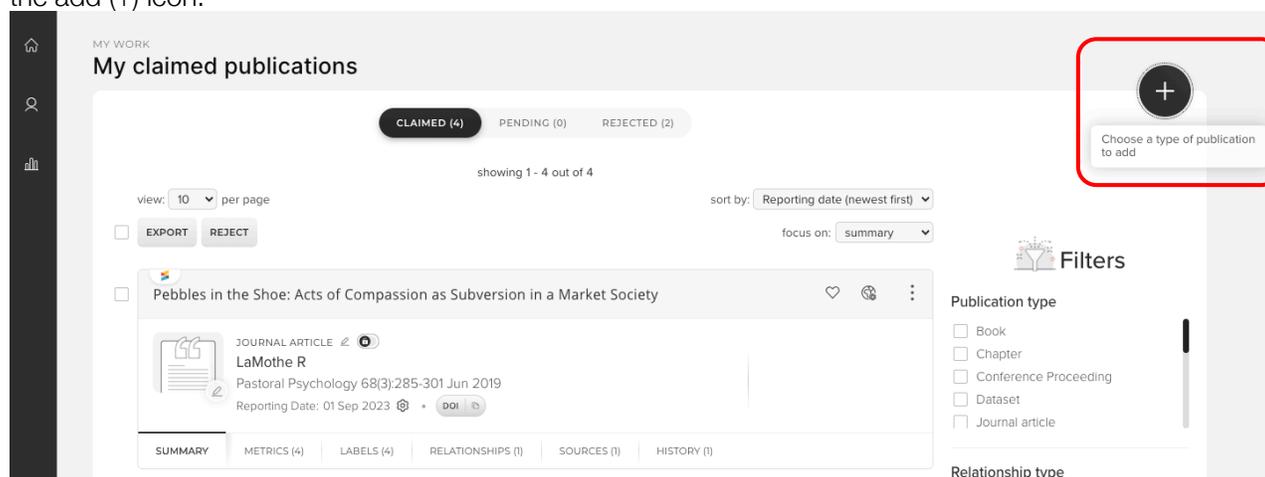


Quick Start Guide: Adding Performances or Productions in Elements

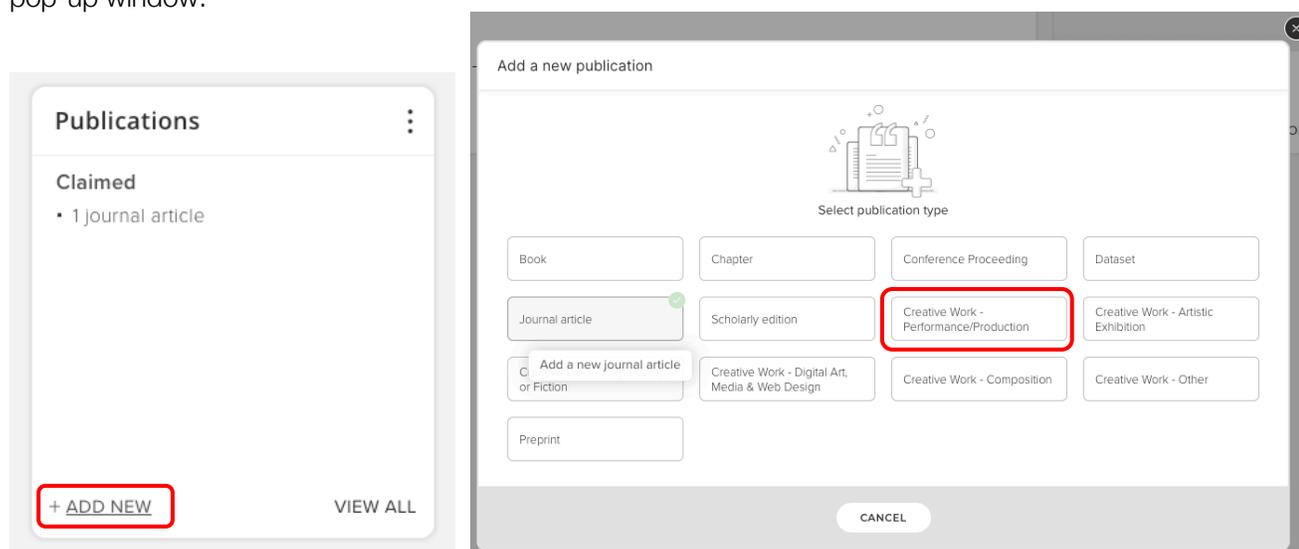
Navigate to the Publications page by clicking on the “Publications” tile on the home page, or by clicking on the tribar (≡) icon on the top-left corner of the window to access My Work > Publications:



You will be automatically re-directed to the “Claimed” publications page. On the top-right corner of the screen, click on the add (+) icon:



Alternatively, on the Publications tile on the home page, click “+ Add New” and select the publication type from the pop-up window.



On the next screen, click “Skip” to start adding your creative work.

On the next screen, add information about your creative work, including relationship (Author, contributor, etc.), sub-type, description, start date, number of performances, venue name, venue city, and type of venue. Items with the red asterisk (*) are required fields. Click on the question mark (?) icon for help with individual editable fields:

All other fields without the red asterisk (*) are voluntary, but users should consider adding information in the fields that may be useful for the user's subject and discipline. Users may also expand on the "Additional Information" section, and include other relevant detail:

The screenshot shows a web form with a dark sidebar on the left containing icons for home, profile, and a list. The main form area has the following sections:

- Label or Studio name (if recorded):** A text input field with a character count of "50 characters remaining." and a question mark icon to its right.
- Related URL:** A text input field with a character count of "150 characters remaining." and a question mark icon to its right.
- Additional Information:** A section header with "3 additional fields" and an expand/collapse arrow.
- Keywords:** A section with a dashed border containing the text "No Keywords - please add...". Below this is a grey box titled "Label scheme without a vocabulary: to add a keyword, type the value and click Add or press enter." It includes an "Unclassified" label, a text input field, and an "Add" button with a plus icon.
- DOI:** A text input field with a question mark icon to its right.
- Notes:** A large text area with a question mark icon to its right.

At the bottom right of the form, there are two buttons: "CANCEL" and "SAVE". The "SAVE" button is highlighted with a red rectangular border.

Click "Save" at the bottom of the page to apply your edits/changes and add your creative work.