

ELRC-SHARE Repository

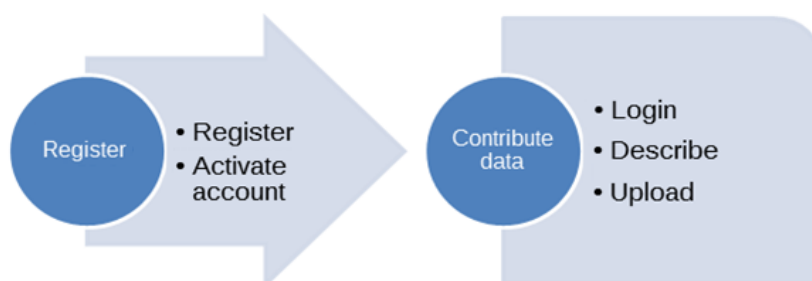
Walkthrough for Contributors

v2.1

This document is a simple step-by-step guide to contributing language resources for the purposes of CEF eTranslation through the ELRC-SHARE repository.

This is done in a simple two-step procedure:

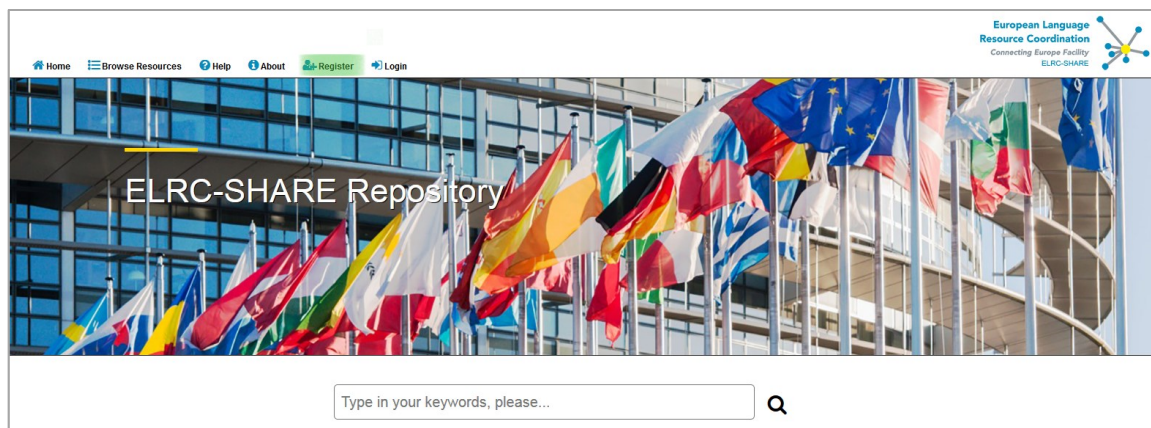
- user registration or, if the user is already registered, login
- description and uploading of the data with a simple form.



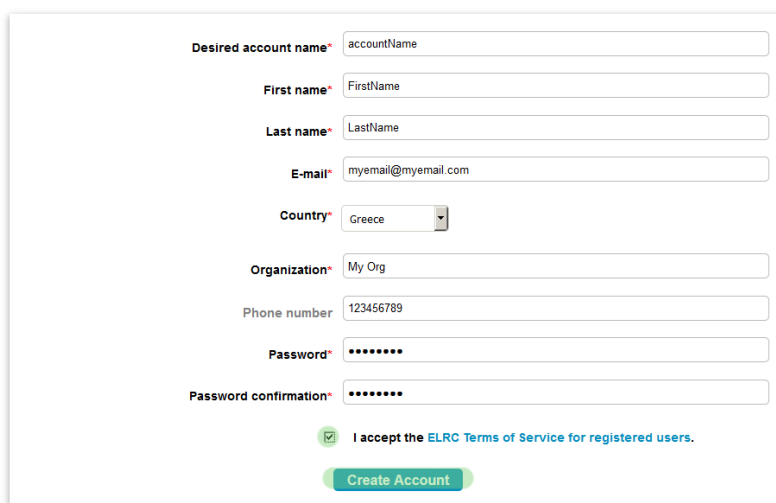
1 Registering and logging in

Only registered users can contribute resources.

To register, please go to the ELRC-SHARE repository (<https://elrc-share.eu>) and click on **Register** at the top menu.



On the registration page, fill in all the required information.

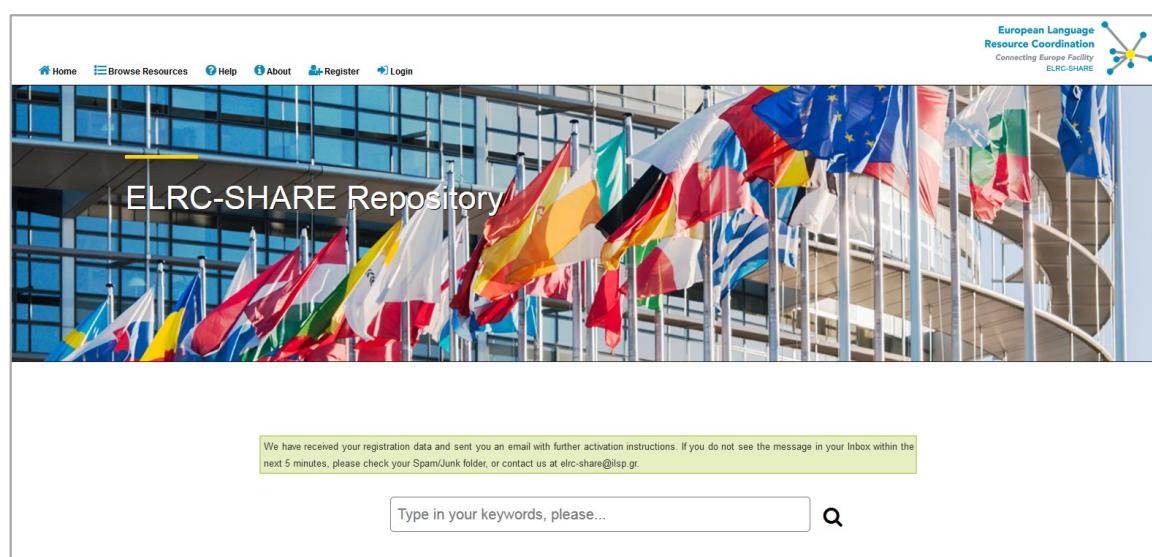
The registration form is displayed on a light gray background. It contains the following fields and elements:

- Desired account name***: Text input field with placeholder 'accountName'.
- First name***: Text input field with placeholder 'FirstName'.
- Last name***: Text input field with placeholder 'LastName'.
- E-mail***: Text input field with placeholder 'myemail@myemail.com'.
- Country***: Dropdown menu with 'Greece' selected.
- Organization***: Text input field with placeholder 'My Org'.
- Phone number**: Text input field with placeholder '123456789'.
- Password***: Password input field with masked characters '*****'.
- Password confirmation***: Password input field with masked characters '*****'.
- A checkbox with a green checkmark and the text 'I accept the [ELRC Terms of Service for registered users.](#)'.
- A green button labeled 'Create Account'.

Click on the **ELRC Terms of Service for registered users** link to read the terms of use. If you accept the terms of use, check the relevant checkbox.

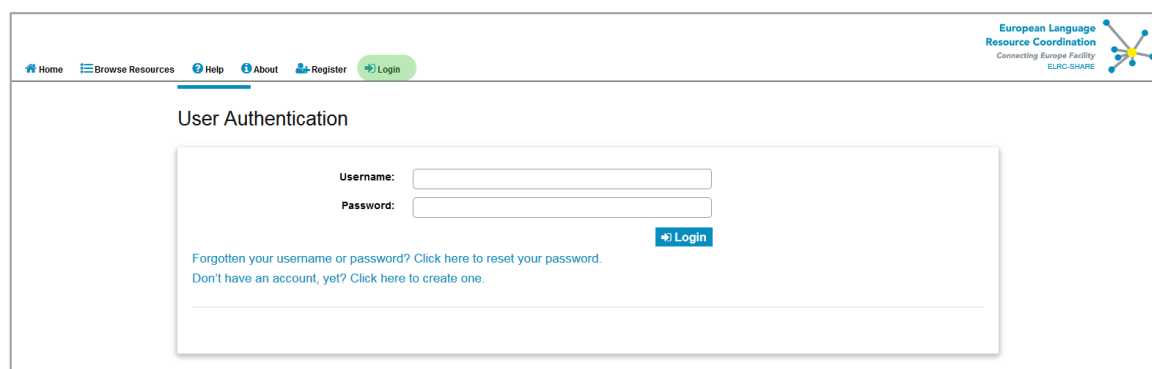
Click on the **Create Account** button.

A notification message appears that acknowledges receipt of the request and informs you that further instructions have been sent to your email address.



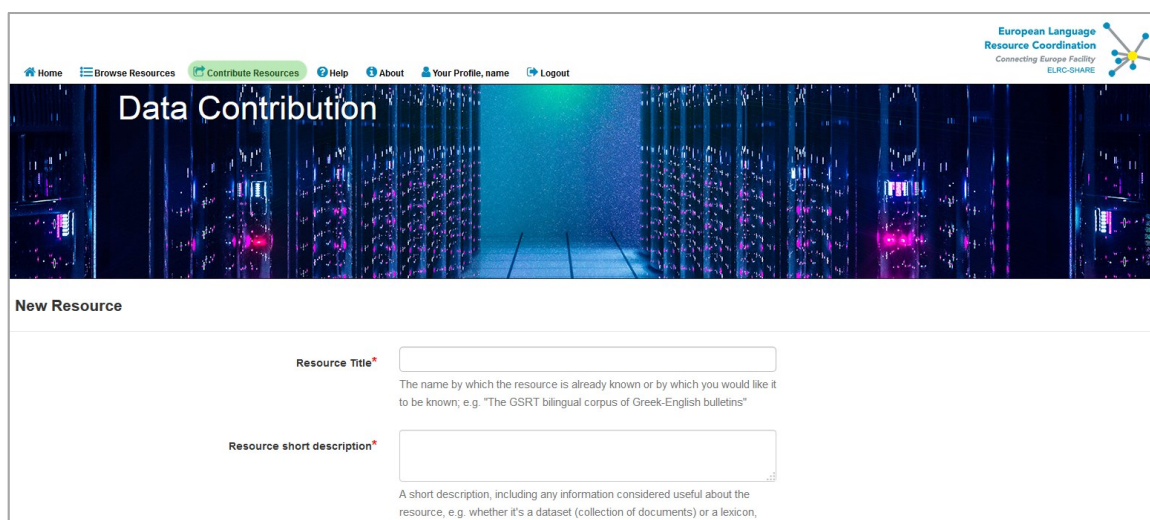
Check your email account and click on the activation link indicated in the email message. Your account will be activated and you will be directed to the **Data Contribution Form** (see section 2).

Once registered, you can log in anytime and contribute data; simply click on **Login** at the top menu and fill in your username and password, as set during registration.



2 Contributing Data

To share resources with the European Language Resource Coordination, you can use the **Data Contribution Form**. This is the form that appears when your account is activated for the first time. You can also access it, once you are logged in, by clicking on **Contribute Resources** from the top menu.



The screenshot shows the 'Data Contribution' page of the ELRC-SHARE repository. The page has a header with navigation links: Home, Browse Resources, Contribute Resources (highlighted), Help, About, Your Profile, name, and Logout. The main heading is 'Data Contribution' over a background image of server racks. Below the heading is a section titled 'New Resource' containing two mandatory input fields: 'Resource Title*' and 'Resource short description*'. Each field has a text box and a detailed instruction below it. The 'Resource Title*' instruction says: 'The name by which the resource is already known or by which you would like it to be known; e.g. "The GSRT bilingual corpus of Greek-English bulletins"'. The 'Resource short description*' instruction says: 'A short description, including any information considered useful about the resource, e.g. whether it's a dataset (collection of documents) or a lexicon,'.

Using the Data Contribution Form you can describe and share your resource(s). All fields are mandatory (marked with a red asterisk *). Fill them in as appropriate:

- **Resource title:** The name by which the resource is already known or by which you would like it to be known; e.g. "The GSRT bilingual corpus of Greek-English bulletins"
- **Resource short description:** A short description, including any information considered useful about the resource, e.g. whether it's a dataset (collection of documents) or a lexicon, glossary, terminological resource, etc., its size, language(s), classification information (e.g. health reports, news bulletins, lexicon of sports terminology etc.)
- **Language(s):** The language(s) of the resource (to select multiple languages, click and press the CTRL button)
- **Contribution mode:** Select the respective radio button, to choose one of the two available options:
 1. Upload zip archive (recommended), or
 2. Provide a URL

2.1 Upload a .zip file

This is the recommended contribution mode.

The screenshot shows the 'Contribute Resources' page. At the top, there is a navigation bar with links: Home, Browse Resources, Contribute Resources, Help, About, Your Profile, name, and Logout. The main content area has a 'Language(s)*' dropdown menu with a list of languages: English, Estonian, Finnish, French, German, Hungarian, Icelandic, Irish, Italian, Latvian, Lithuanian, and Maltese. Below this, there is a 'Contribution Mode*' section with two radio buttons: 'Upload ZIP archive' (selected) and 'Provide URL of resources'. A note states: 'Please select the way you wish to contribute your data. Uploading a ZIP archive is recommended.' The 'Upload Resource*' section has a 'Browse...' button and the text 'No file selected'. Below this, it says: 'Please upload a .zip file up to 100MB. In case the .zip file you wish to upload is larger than 100MB, please contact elrc-share@isp.gr'. At the bottom, there are 'Submit' and 'Reset' buttons.

In the **Upload Resource** field click on **Browse / Choose file** (naming depends on your browser). In the appearing window, browse your local folders for the intended zipped archive (**.zip**), select it and click on **Submit**.

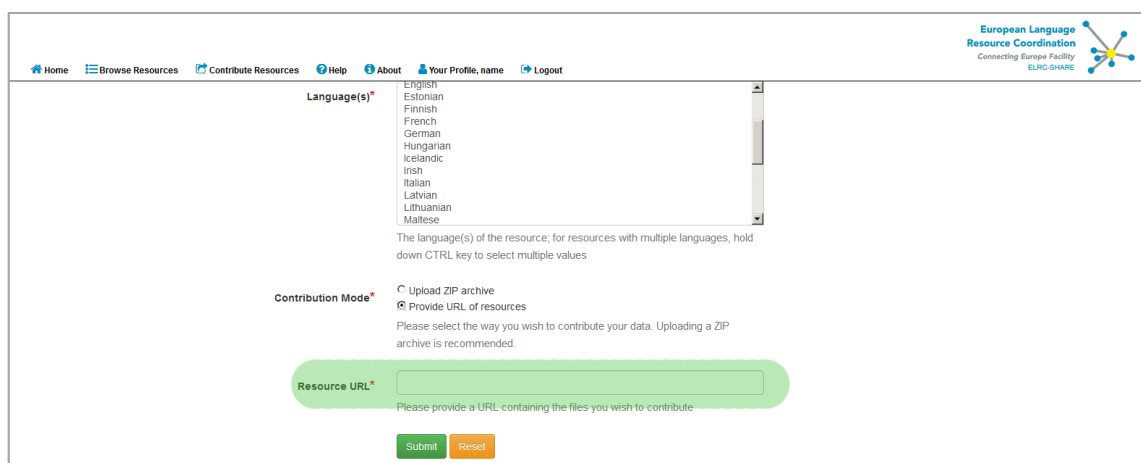
This screenshot shows the same 'Contribute Resources' page as before, but with a 'File Upload' dialog box open. The dialog box shows the 'Computer' view of 'Local Disk (C:)' with a folder named 'dataset'. Inside the 'dataset' folder, there is a file named 'dataset.zip' with a size of 19,085 KB. The 'File name' field in the dialog box contains 'dataset.zip' and the file type is set to '*.zip'. The 'Open' button is highlighted. Below the dialog box, the 'Upload Resource*' section on the page is visible, with a '1' next to the 'Browse...' button. A '3' is next to the 'Submit' button. The 'Contribution Mode*' section is also visible, with the 'Upload ZIP archive' radio button selected.

Important notice: Only zipped files up to 100 MB are allowed; if a different file format is selected or if the .zip file you are trying to upload exceeds 100 MB, a warning message appears and uploading fails.

When uploading is completed, a message appears and you are prompted to contribute another resource if you want.

2.2 Provide a URL

Use this option in case the zipped file you would like to contribute exceeds 100 MB in size. Please note that the URL or FTP link you indicate in this field should be a directory listing of the files you intend to share and should be freely accessible. In case credentials are required to access the directory listing, please make sure you contact us at elrc-share@ilsp.gr to provide us with the required details for accessing your files.



The screenshot shows the 'Contribute Resources' form in the ELRC-SHARE repository. At the top, there is a navigation bar with links: Home, Browse Resources, Contribute Resources (active), Help, About, Your Profile, name, and Logout. The main form area has a 'Language(s)*' dropdown menu with a list of languages: English, Estonian, Finnish, French, German, Hungarian, Icelandic, Irish, Italian, Latvian, Lithuanian, and Maltese. Below the dropdown, a note states: 'The language(s) of the resource; for resources with multiple languages, hold down CTRL key to select multiple values'. The 'Contribution Mode*' section has two radio buttons: 'Upload ZIP archive' (unselected) and 'Provide URL of resources' (selected). Below this, a note says: 'Please select the way you wish to contribute your data. Uploading a ZIP archive is recommended.' The 'Resource URL*' field is a large green rounded rectangle with a placeholder text: 'Please provide a URL containing the files you wish to contribute'. At the bottom of the form are two buttons: 'Submit' (green) and 'Reset' (orange).

Finally, click on the **Submit** button.

Logout on the top menu to leave the ELRC-SHARE repository, when all your resources have been contributed.

3 Viewing and accessing your contributed data

Once a resource is contributed to ELRC-SHARE, it has to be imported to the repository database. This process is performed by the ELRC-SHARE technical team, usually within the working day of the contribution. In case the contribution is made during non-working hours, it may be possible that the contributed resource will be imported during the next working day.

In any case, please note that a contributed resource will be available for browsing and viewing in the public section of the repository (<https://www.elrc-share.eu/repository/search/>), only after it is fully documented by the ELRC-SHARE editors.