

ELRC-SHARE Repository

Walkthrough for

Contributors

V3.0

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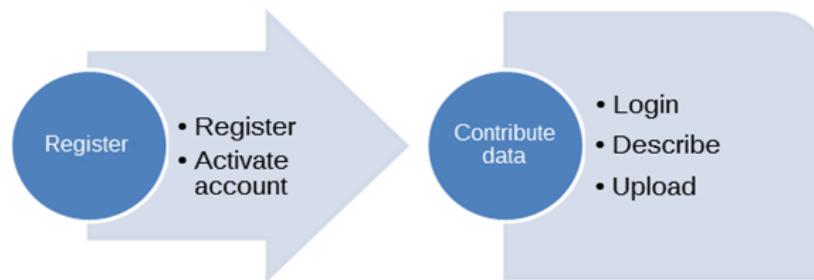
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1 Introduction

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:

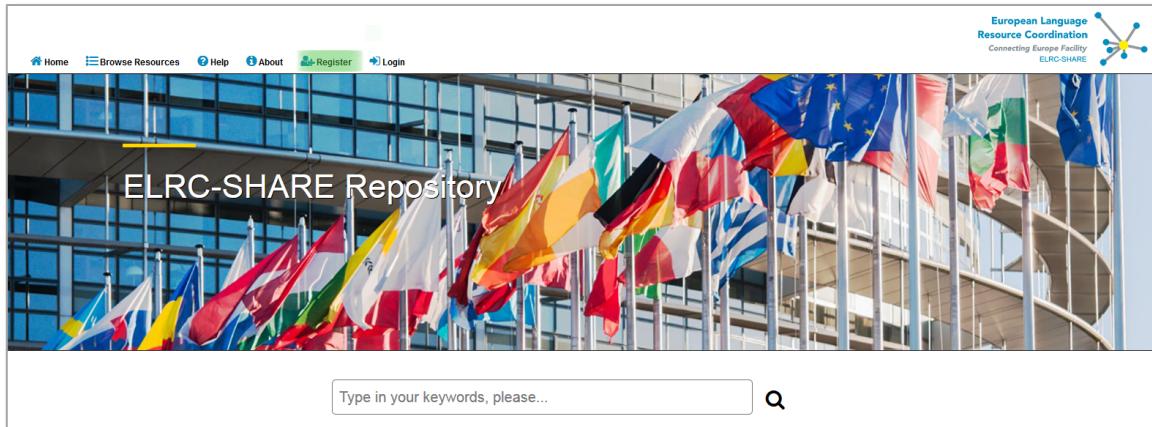
- user registration or, if the user is already registered, login
- description and uploading of the data with a simple form.



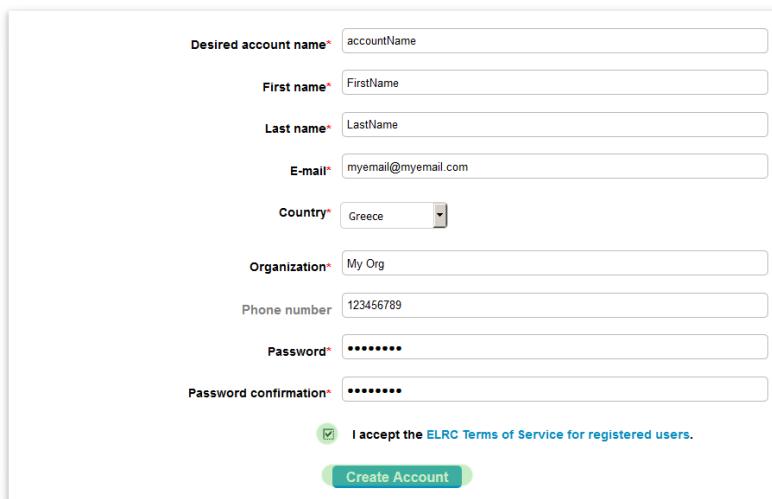
2 Registering and logging in

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.



Desired account name*	accountName
First name*	FirstName
Last name*	LastName
E-mail*	myemail@myemail.com
Country*	Greece
Organization*	My Org
Phone number	123456789
Password*	*****
Password confirmation*	*****
<input checked="" type="checkbox"/> I accept the ELRC Terms of Service for registered users .	
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.

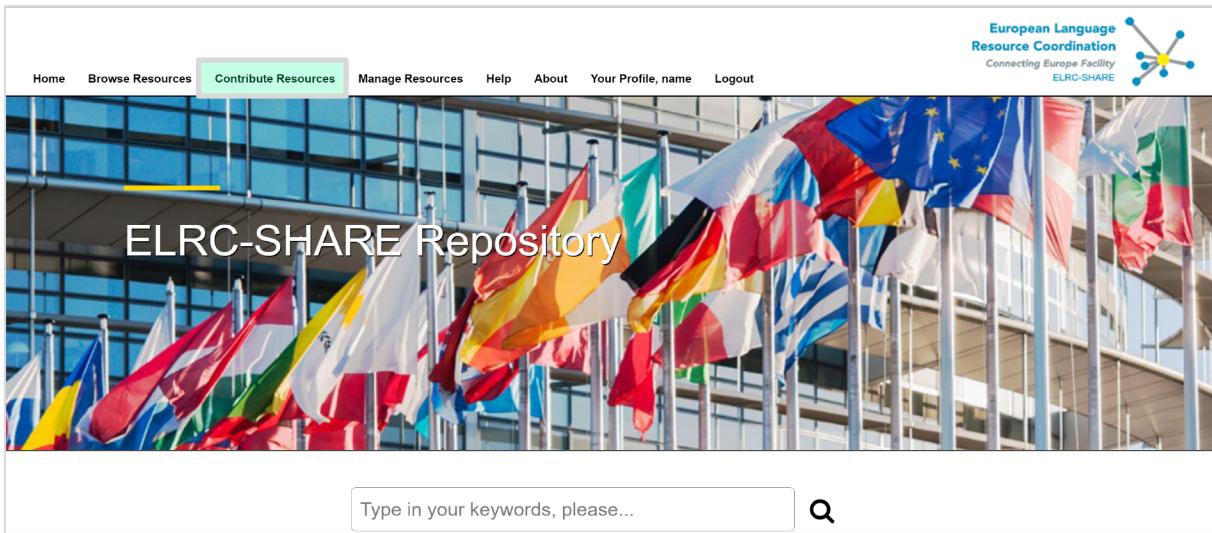
A notification message appears that acknowledges receipt of the request and informs you that further instructions have been sent to your email address.

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 3).

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.

3 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.

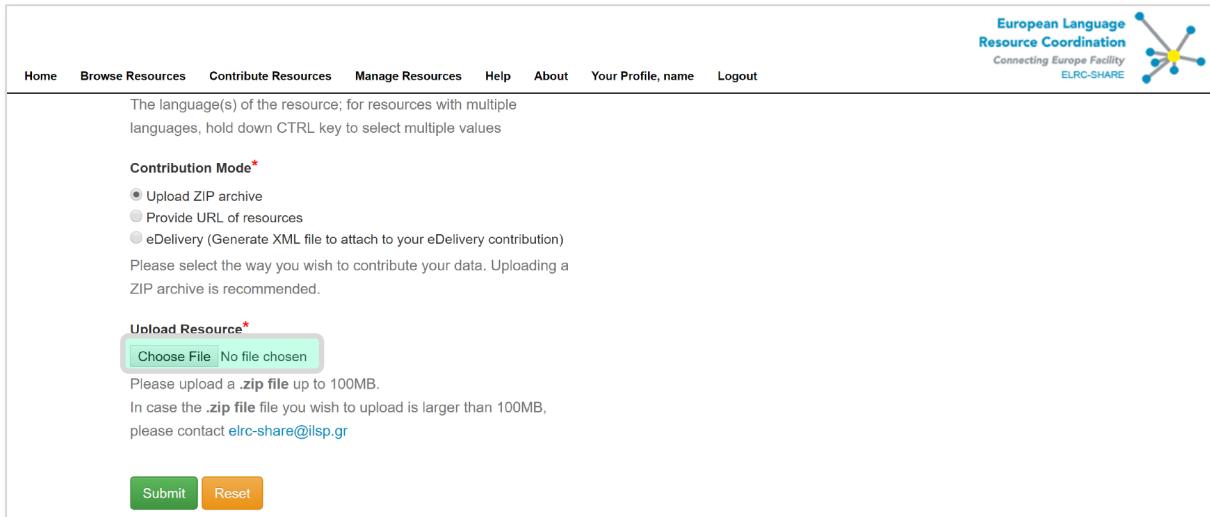


Using the Data Contribution Form you can describe and share your resource(s). All fields are mandatory (marked with a red asterisk *). Fill them in as appropriate:

- **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 three available options:
 1. Upload zip archive (recommended), or
 2. Provide a URL
 3. eDelivery

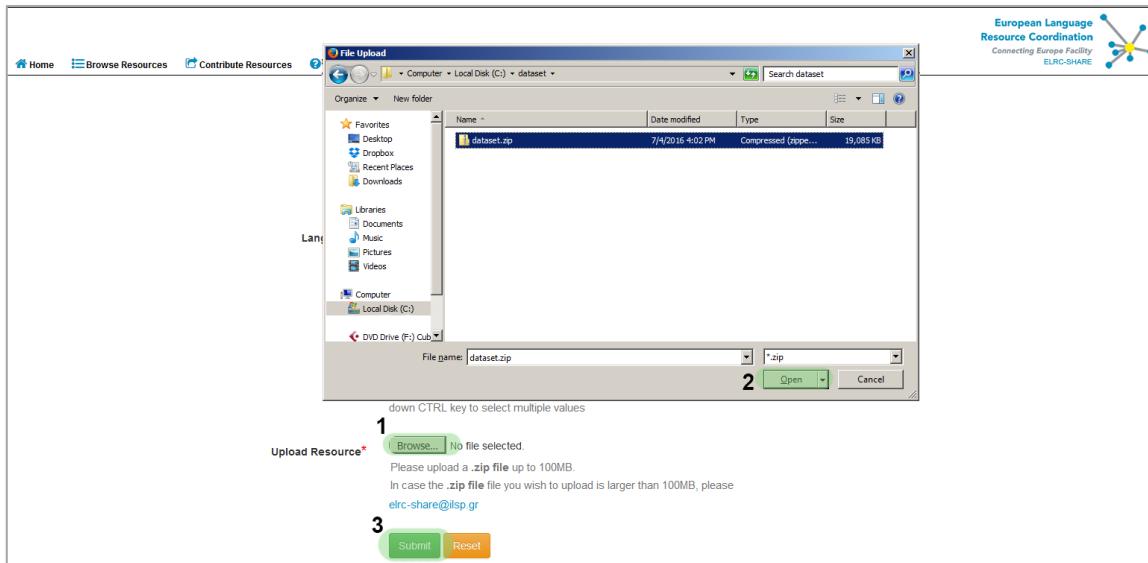
3.1 Upload a .zip file

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, Manage Resources, Help, About, Your Profile, name, and Logout. In the top right corner, the European Language Resource Coordination logo is displayed. The main content area has a heading 'The language(s) of the resource; for resources with multiple languages, hold down CTRL key to select multiple values'. Below this is a section titled 'Contribution Mode*' with three radio button options: 'Upload ZIP archive' (selected), 'Provide URL of resources', and 'eDelivery (Generate XML file to attach to your eDelivery contribution)'. A note below says 'Please select the way you wish to contribute your data. Uploading a ZIP archive is recommended.' The next section is 'Upload Resource*' with a 'Choose File' button. A tooltip above it says 'No file chosen'. Below the button is a note: '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@ilsp.gr'. At the bottom are two buttons: 'Submit' (green) and 'Reset' (orange).

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**.

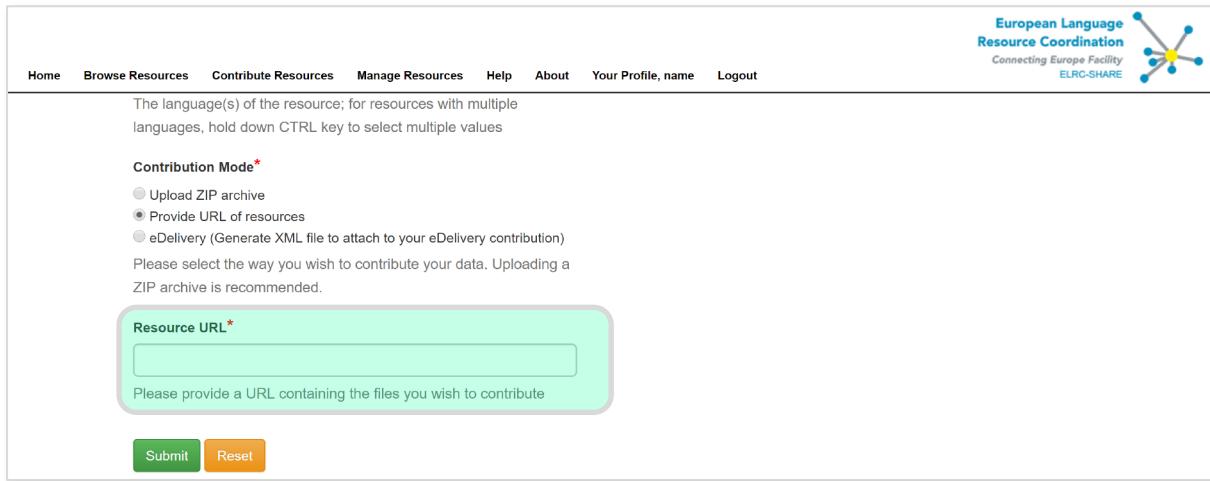


Important notice: Only zipped files up to 100 MB are allowed; if a different file format is selected or if the .zip file you are trying to upload exceeds 100 MB, a warning message appears and uploading fails.

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

3.2 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.



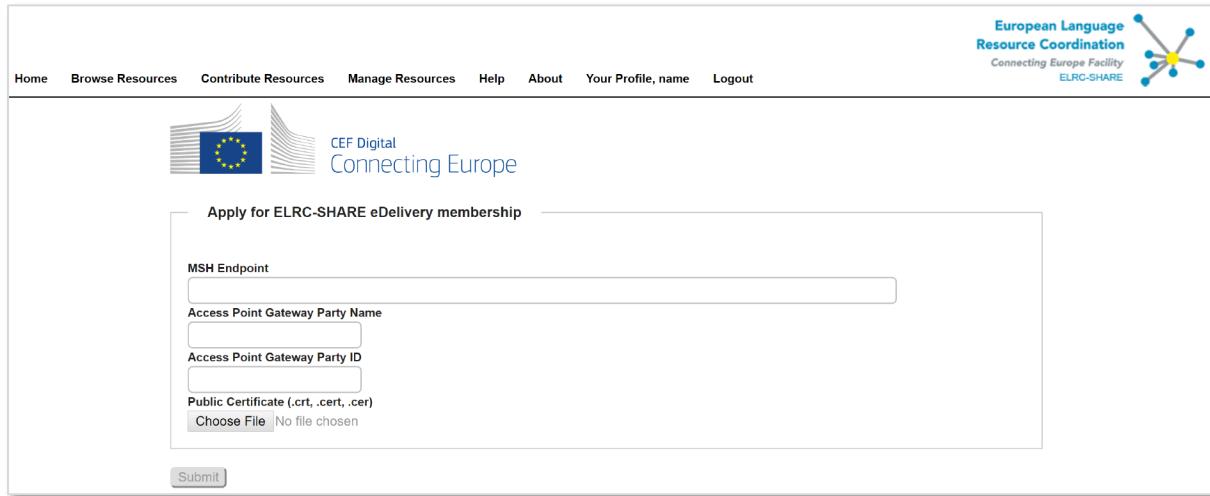
The screenshot shows the 'Contribute Resources' section of the ELRC-SHARE website. At the top, there is a navigation bar with links for Home, Browse Resources, Contribute Resources (which is the active tab), Manage Resources, Help, About, Your Profile, name, and Logout. The main content area has a heading 'The language(s) of the resource; for resources with multiple languages, hold down CTRL key to select multiple values'. Below this is a 'Contribution Mode*' section with three radio button options: 'Upload ZIP archive' (unchecked), 'Provide URL of resources' (checked), and 'eDelivery (Generate XML file to attach to your eDelivery contribution)' (unchecked). A note below says 'Please select the way you wish to contribute your data. Uploading a ZIP archive is recommended.' A green rounded rectangle highlights the 'Resource URL*' input field, which contains 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.

3.3 eDelivery

Use this option in case your organization has deployed and uses a [CEF eDelivery Access Point](#) for secure transfer of datasets up to 400 MB.

To join the ELRC-SHARE eDelivery Network of trusted parties, fill in the online application available here https://elrc-share.eu/accounts/edelivery_membership_application/.



The following information should be provided through the form:

MSH Endpoint	The endpoint of your Access Point
Gateway Party Name	The name of your Access Point's Gateway
Gateway Party ID	The identifier of your Access Point's Gateway
Public Certificate	Your Access Point's X.509 public certificate (.crt, .cert, .cer)

Once your application to join the ELRC-SHARE eDelivery trusted network is approved, the required ELRC-SHARE Access Point information will be emailed to you. Include this information in your Access Point configuration and complete the process of trust establishment. From this point onwards, you can send your data to the ELRC-SHARE Access Point using your implementation specific software.

The ELRC-SHARE Access Point accepts messages containing two files as attachments:

1. an xml description of your dataset*
2. the actual dataset in zip format, up to 400MB

*The xml file is automatically generated and downloaded on your computer, once you fill in the required fields on the contribution form and select the eDelivery contribution mode.

4 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.

5 Data contribution by CEF-funded projects (generic services projects)

In case you represent a CEF-funded project, please follow the steps described above for registering to ELRC-SHARE as contributor (section 2). Subsequently, contribute your datasets choosing any of the options described in section 3.

Important note: The responsibility to upload, appropriately describe the datasets with metadata and make them available as public metadata records that can be browsed through the ELRC-SHARE public inventory lies with CEF-funded project itself.

ELRC will by no means edit or otherwise manipulate an external project's datasets and/or metadata hosted in ELRC-SHARE.

To fully describe your contributed datasets with metadata through the ELRC-SHARE LRs documentation environment, please request Editor's access rights on ELRC-SHARE. Read more in the [ELRC-SHARE Walkthrough for Editors](#).