

ELRC-SHARE Repository

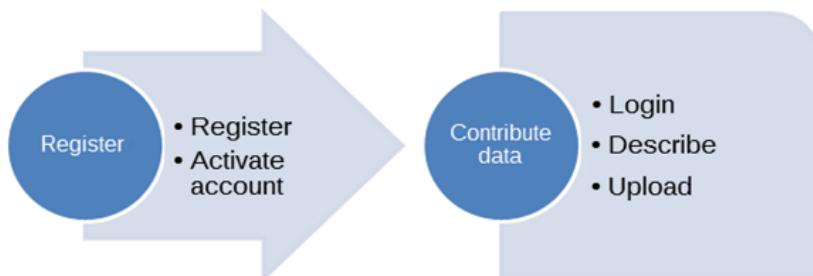
Walkthrough for Contributors

v1.0

The following walkthrough describes the process through which data contributors can upload data to the ELRC-SHARE repository.

This is done in a simple two-step procedure:

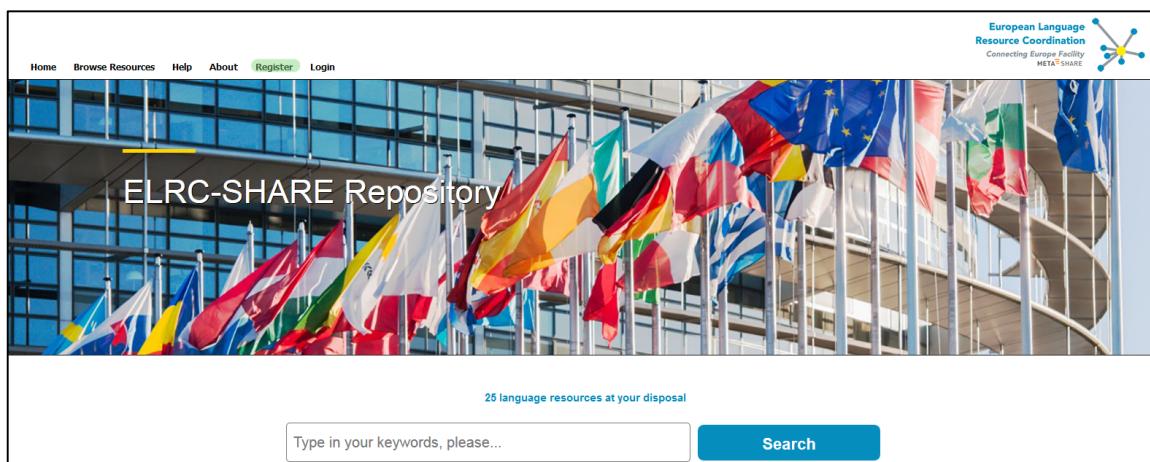
- user registration or, if the user is already registered, login
- description and uploading of the data with a simple form.



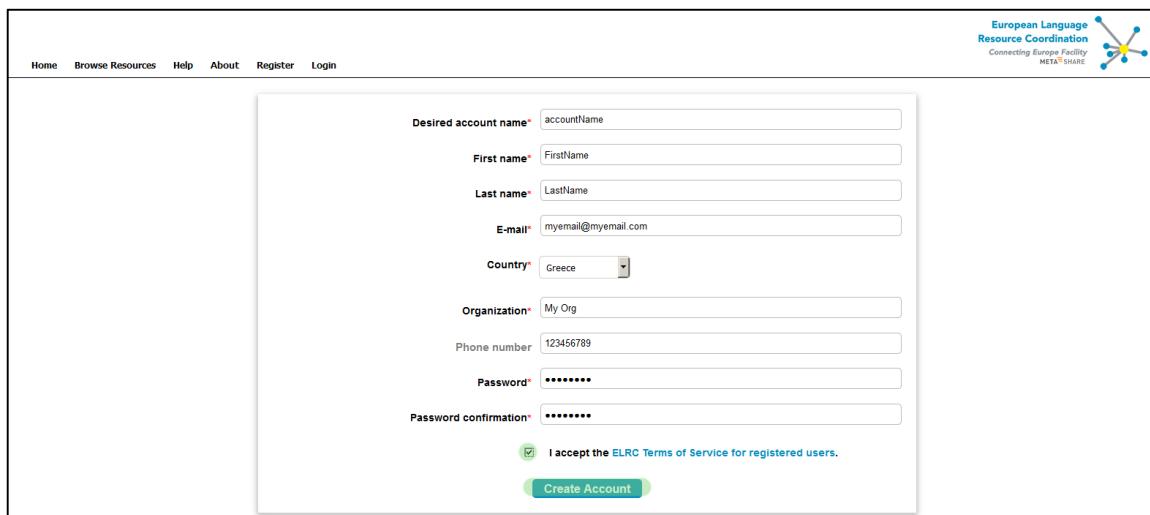
1 Registering on the ELRC-SHARE repository

Only registered users can contribute resources.

To register, please go to the ELRC-SHARE repository: elrc-share.ilsp.gr and click **Register**.



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



The registration form fields are as follows:

- 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*: *****

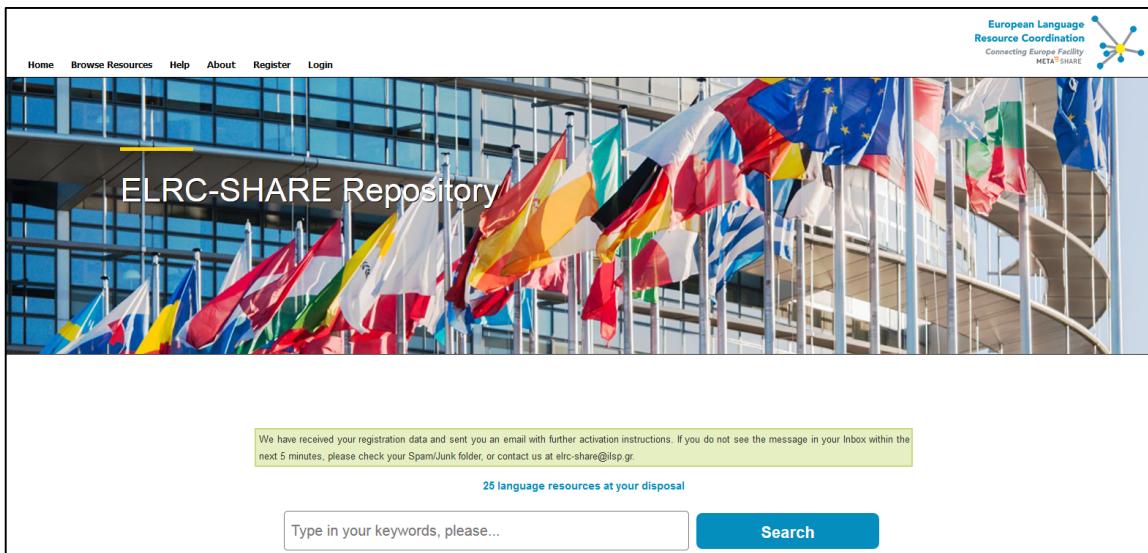
A checkbox labeled "I accept the ELRC Terms of Service for registered users." is checked. A "Create Account" button is at the bottom.

Click on **ELRC Terms of Service for registered users** to read the terms of use for registered users.

If you accept the terms of use, check the checkbox next to **I accept the ELRC Terms of Service for registered users**.

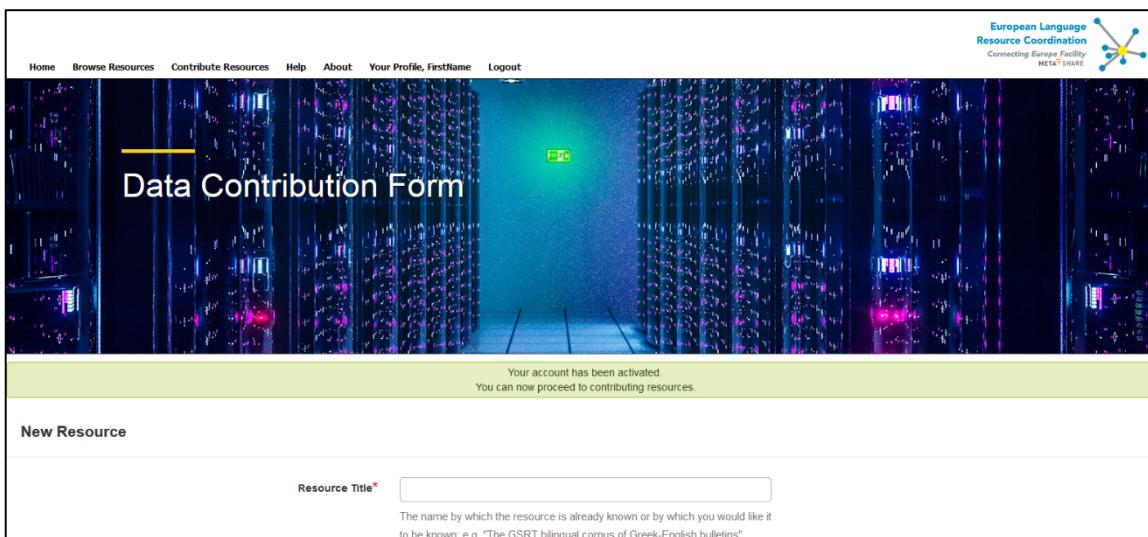
Click the **Create Account** button.

A notification message appears that acknowledges receipt of the request and informs you that a confirmation email has been sent to the email address you have filled in at the registration form.



The screenshot shows the ELRC-SHARE Repository homepage. At the top, there is a navigation bar with links: Home, Browse Resources, Help, About, Register, and Login. The main header "ELRC-SHARE Repository" is displayed over a background image of many European flags. Below the header, a message box contains the text: "We have received your registration data and sent you an email with further activation instructions. If you do not see the message in your Inbox within the next 5 minutes, please check your Spam/Junk folder, or contact us at elrc-share@lsp.gr." A banner below the message box states "25 language resources at your disposal". At the bottom, there is a search bar with the placeholder "Type in your keywords, please..." and a blue "Search" button.

Check your email account and click the activation link that is included in the email message.
Your account will be activated and you will be directed to the **Data contribution form**.



The screenshot shows the Data Contribution Form page. The top navigation bar includes links: Home, Browse Resources, Contribute Resources, Help, About, Your Profile, FirstName, and Logout. The main title "Data Contribution Form" is centered over a background image of server racks. A green message bar at the top states: "Your account has been activated. You can now proceed to contributing resources." Below this, a section titled "New Resource" contains a "Resource Title*" input field and a descriptive text: "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"".

2 Contributing Data

To upload and describe resources, 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 **Contribute Resources** from the top menu.



New Resource

Resource Title*

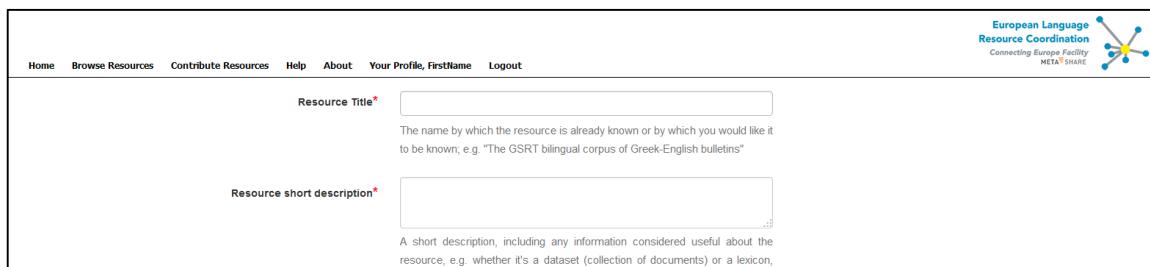
The name by which the resource is already known or by which you would like it to be known; e.g. "The GSRT bilingual corpus of Greek-English bulletins"

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,

The form includes fields to be filled in with information describing the resource and an **Upload** button for uploading the resource itself. Fields with a red asterisk (*) are mandatory.

Fill in the appropriate information.



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*

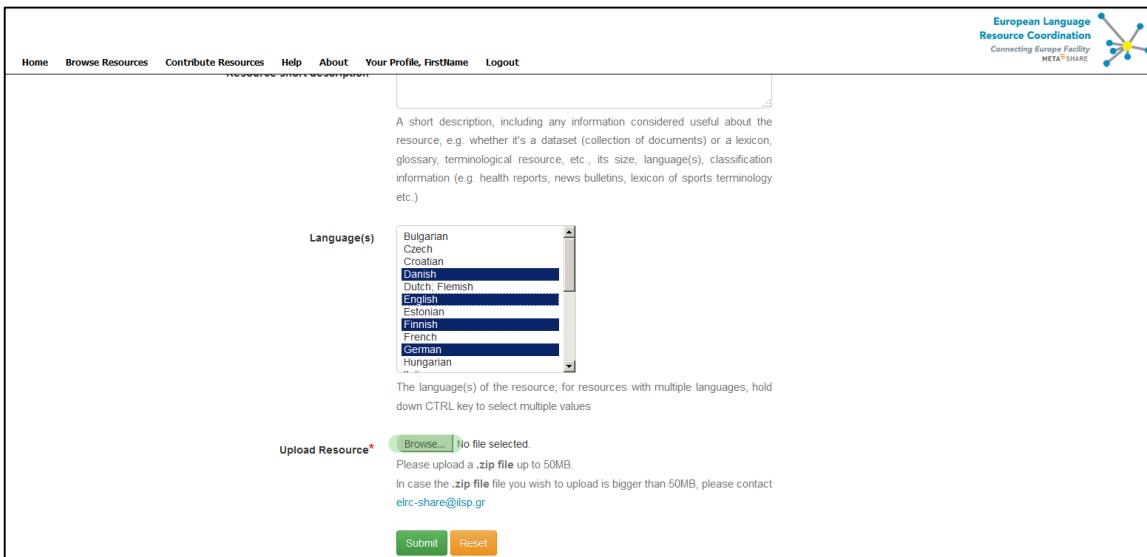
A short description, including any information considered useful about the resource, e.g. whether it's a dataset (collection of documents) or a lexicon, glossary, terminological resource, etc., its size, language(s), classification information (e.g. health reports, news bulletins, lexicon of sports terminology etc.)

Language(s)

Bulgarian
Czech
Croatian
Danish
Dutch: Flemish
English
Estonian
Finnish
French
German
Hungarian

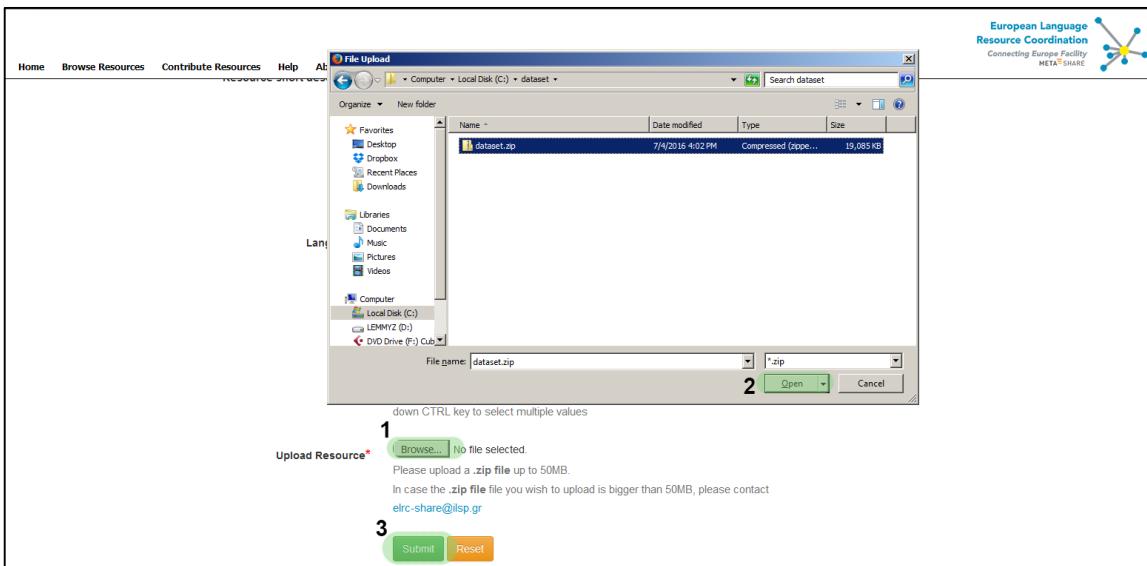
The language(s) of the resource; for resources with multiple languages, hold down CTRL key to select multiple values

To upload the resource click **Browse**.



The screenshot shows the 'Contribute Resources' page. At the top, there's a navigation bar with links for Home, Browse Resources, Contribute Resources, Help, About, Your Profile, FirstName, and Logout. On the right, there's a logo for 'European Language Resource Coordination' and 'Connecting Europe Facility META-SHARE'. Below the navigation, there's a text input field for a short description of the resource. Under 'Language(s)', a dropdown menu lists several languages, with 'Danish' selected. There's a note below the dropdown stating: 'The language(s) of the resource, for resources with multiple languages, hold down CTRL key to select multiple values'. Below this, there's a 'Upload Resource*' field with a 'Browse...' button. A note says: 'Please upload a .zip file up to 50MB. In case the .zip file you wish to upload is bigger than 50MB, please contact elrc-share@ilsp.gr'. At the bottom are 'Submit' and 'Reset' buttons.

In the window that opens, browse the folders of **your computer** for the respective zipped file (**.zip**) containing the data you want to contribute, select it and click **Submit**.



Only zipped files up to 50 MB are allowed; if the file you try to upload exceeds this size, a warning message appears ("The file you are trying to upload is larger than the maximum upload file size (50mb)".

Contribute Resources Help About Your Profile, FirstName Logout

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.)

The file you are trying to upload is larger than the maximum upload file size (50mb)

OK

Language(s)

Polish
Portuguese
Romanian; Moldavian; Moldovan
Slovak
Slovenian
Spanish; Castilian
Swedish

The language(s) of the resource, for resources with multiple languages, hold down CTRL key to select multiple values

Upload Resource* big_file.zip
Please upload a zip file up to 50MB

During the uploading process, you can see its progress.

Contribute Resources Help About Your Profile, mil Logout

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)

Esperanto
Finnish
French
German
Hungarian
Italian

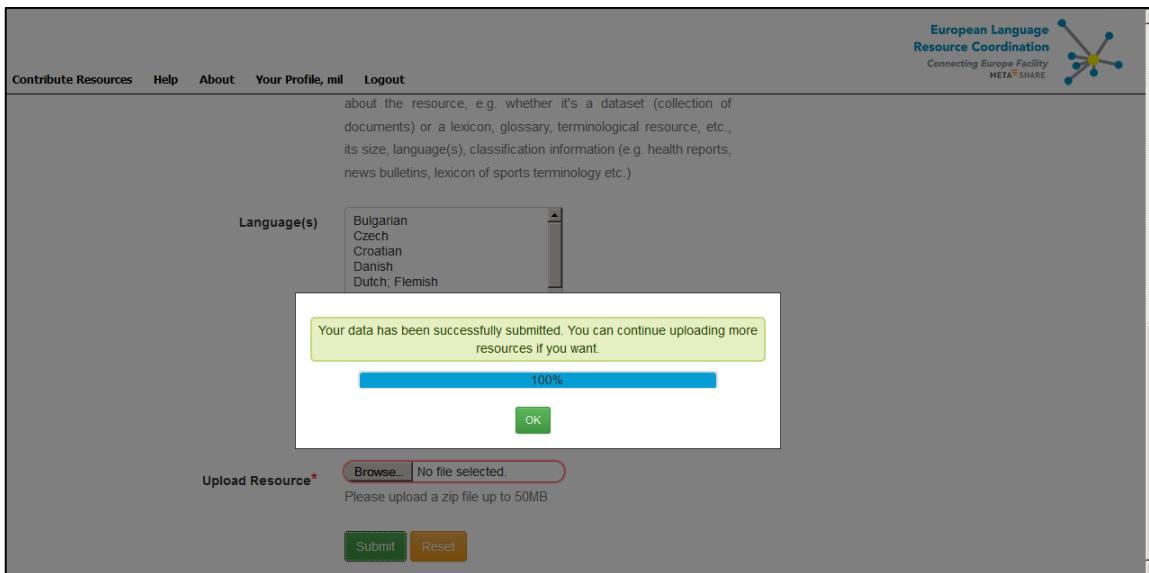
Uploading file: "DATA.zip". Please wait...

41%

The language(s) of the resource, for resources with multiple languages, hold down CTRL key to select multiple values

Upload Resource* DATA.zip
Please upload a zip file up to 50MB

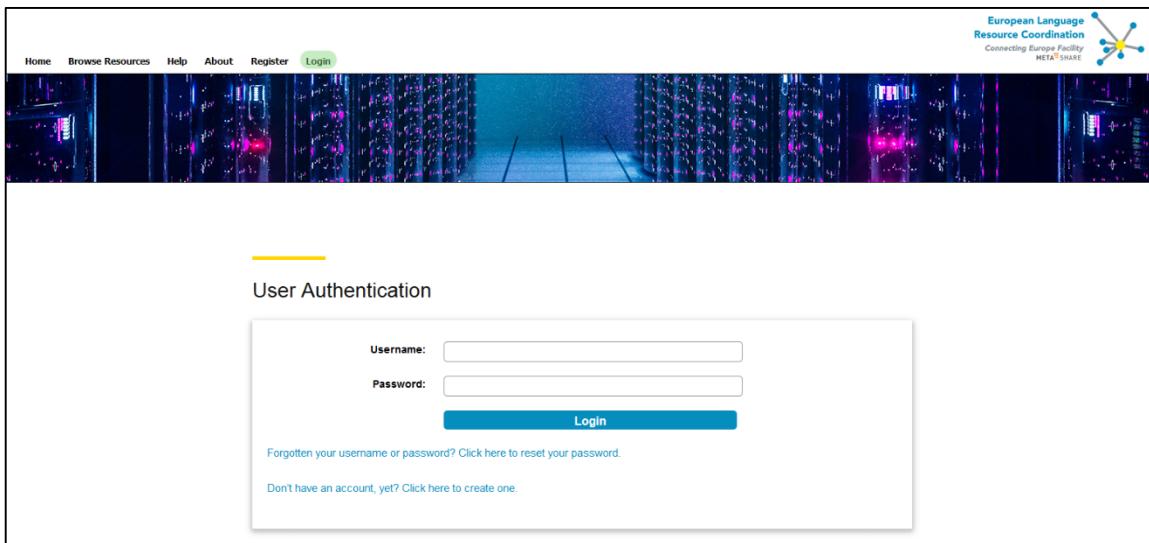
When the uploading is finished, a message appears and you are prompted to contribute another resource if you want.



The screenshot shows the 'Contribute Resources' page. At the top, there are links for 'Contribute Resources', 'Help', 'About', 'Your Profile, mil', and 'Logout'. A sidebar on the right contains the 'European Language Resource Coordination' logo and the text 'Connecting Europe Facility METAS-HARE'. The main area has a text input field for resource details, a dropdown menu for 'Language(s)' containing Bulgarian, Czech, Croatian, Danish, and Dutch/Flemish, and a success message box stating 'Your data has been successfully submitted. You can continue uploading more resources if you want.' with an 'OK' button. Below this, there's a 'Upload Resource*' section with a 'Browse...' button, a note 'No file selected.', and instructions 'Please upload a zip file up to 50MB'. At the bottom are 'Submit' and 'Reset' buttons.

When you have finished, click **logout** on the top menu to leave the repository.

You can always come back to the repository and contribute more data; simply click **login** to log in and click **Contribute resources** to enter the Data contribution form.



The screenshot shows the 'User Authentication' page. At the top, there are links for 'Home', 'Browse Resources', 'Help', 'About', 'Register', and 'Login'. A sidebar on the right contains the 'European Language Resource Coordination' logo and the text 'Connecting Europe Facility METAS-HARE'. The main area features a 'User Authentication' heading, two input fields for 'Username' and 'Password', a 'Login' button, and links for password reset and account creation.