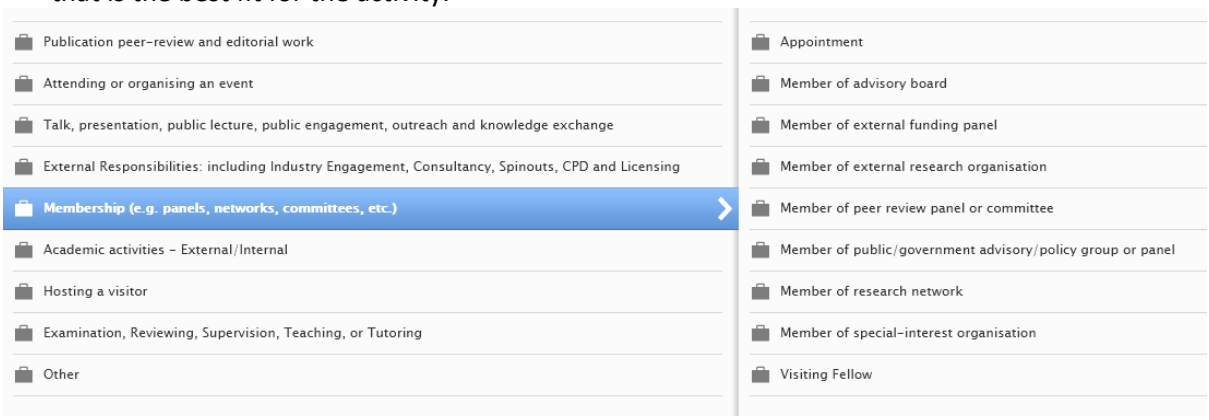
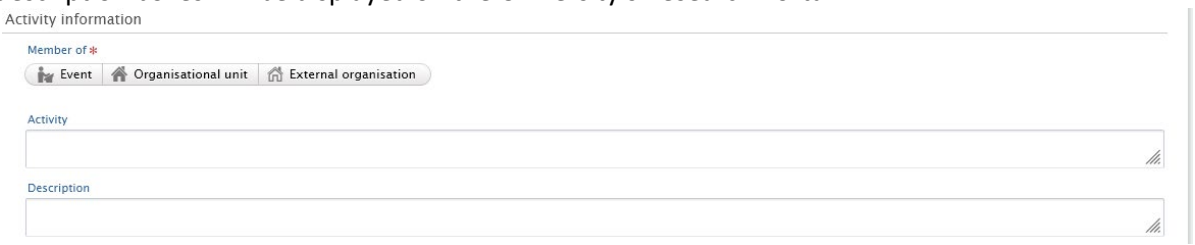
Adding Activities – Membership

1. Log into Pure with your University of Aberdeen Login at https://pure.abdn.ac.uk/admin/login.xhtml
2. Click on the add content button and then select activities, then membership and choose the sub-type that is the best fit for the activity.

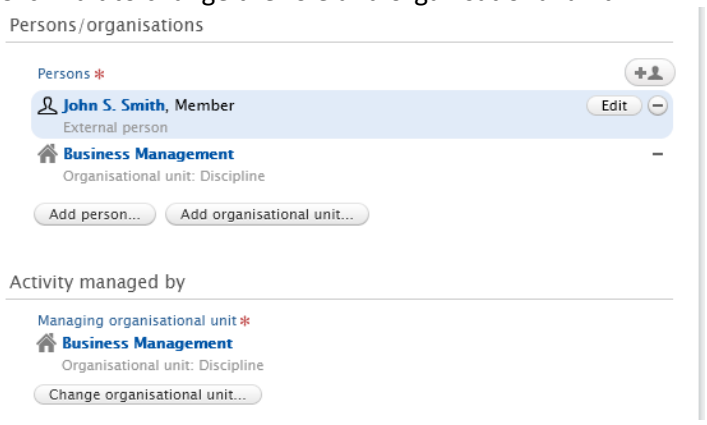


3. Add the Event or Organisational unit (within the University of Aberdeen) or External organisation. Search for these and if not listed, create a new one.
4. Use the activity box to provide a title or short summary of the activity, then use the description box to describe your contribution to the activity – if the record is set to public, content added to the activity or description boxes will be displayed on the University's Research Portal.

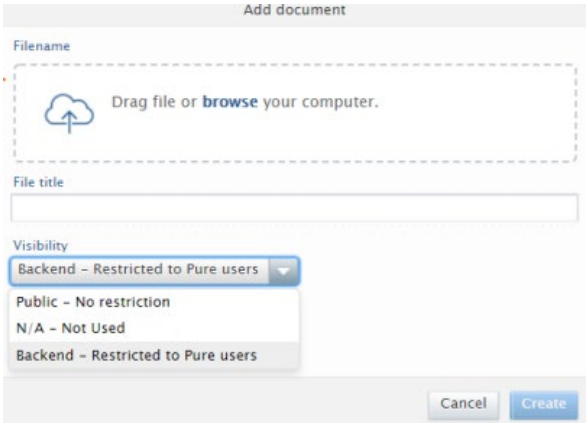


5. Enter the date or time period for the activity.
6. Select the degree of recognition most suitable for the activity.

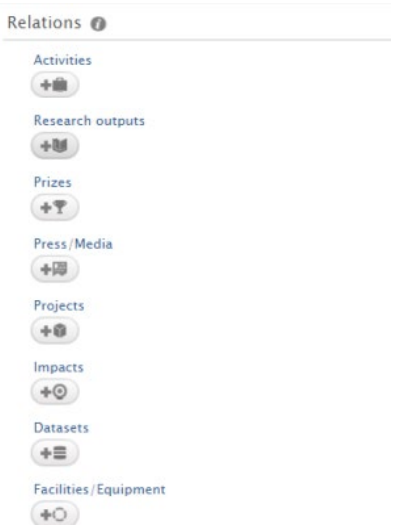
7. Add internal or external members or people who took part in the activity
8. Click Edit to change the role and organisational unit.



9. Add documents or links to the record. You can attach multiple file types such as PDF or PNG in the documents section. Ensure you are authorised to upload these files. Set the visibility to **backend – restricted to Pure users** if the files are not to be seen by the public on the Research Portal. Please note that the main record can be public even if added files are restricted. Ensure that any links you have added are active and archived.



10. Relate the activity to other content types such as a journal article to showcase the different parts of your research and network.



11. Choose the option '**public – no restriction'** for the visibility if you want the record to be displayed on the Research Portal.

12. Ensure you click on **Save** when you have added all the information to the record. Any changes or updates made will be lost if you do not use the save button.