



Premium Institution User Guide

Welcome to the redesigned home of Asia Research News!

Welcome to the redesigned home of Asia Research News! Over the last 15 years, our company has evolved to offer a comprehensive suite of communication services for our clients. We have developed this new website to better serve you and the research community in Asia. Besides a new URL and modern look, our new website offers an expanded array of features. We know it will take some time to adapt, but we hope this guide will help smooth the transition.

The guide is for Premium Institutions and has several sections

- **User types**
- **Accessing your Institution Account**
- **Add press releases**
- **Announcing Events**
- **Add press officer**
- **Invite researchers**
- **Advertise Jobs**
- **My Account**

Please email us if you run into any issues – we are here to help.
Email: info@researchsea.com

User types and registrations

The first item we would like to highlight to you is the different types of registrations available on this new website. See below for the 3 main registrations – Institutions, Researcher and Journalist.

Institutions	There are two types of Institution registrations, Premium and Basic. Premium Institutions pay an annual fee and have access the full features including the ability to post press releases to newsroom, add press officers, invite researchers, preferential listings and more. Basic institutions are limited to only 1 officer registration, and can post jobs and events only.
Researcher	Over the years, we received numerous expressions of interest from researchers, therefore we have created a new type of account for researchers to register themselves. Furthermore, many journalists are interested in research that was done by a researcher in the past. So, we now enable Institutions to tag/link a researcher to your press release.
Journalist	Registered journalists can receive embargoed press releases, contact experts, post jobs and events.

INSTITUTION

Institutions can create a profile page, post to newsroom, jobs, events, add press officers and invite researchers.

 JOIN as institution

RESEARCHER

Create your profile to explain your research, post jobs, events and connect with others in Asia Research News.

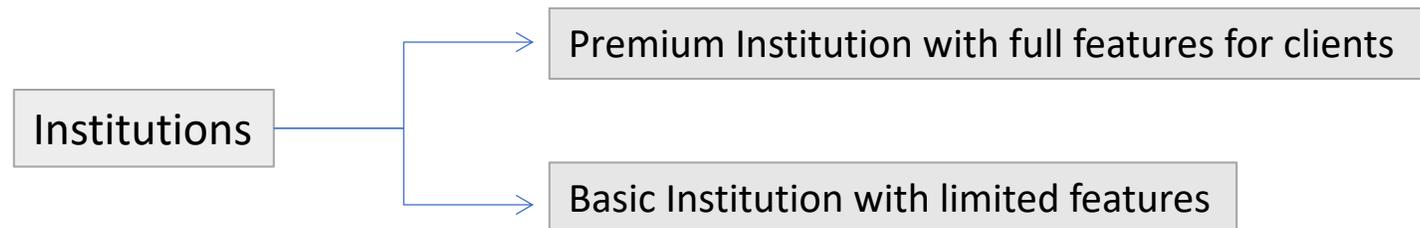
 JOIN as researcher

JOURNALIST

Register to receive embargoed press releases, reach experts, post jobs and events. Note: Credentials required.

 JOIN as journalist

Summary of New Features for Premium Institutions



Premium Institutions – some key features

Go live	Press releases go live within 1 hour. Embargoed press releases will go to registered journalists first.
Editing and tagging	You will be able to edit after it has been posted and tag press releases with academic disciplines, news topics, journal, researcher and more.
Researchers	Many journalists are interested in research that was done by a researcher in the past. So, we now enable Institutions to tag/link a researcher to your press release. <i>For security purposes, the researcher will need to register for an account themselves or can nominate a press officer to handle his/her account. You can send the researcher an invitation to register for a researcher account.</i>
Comments	Many researchers would like to hear feedback about their work, so you can opt to receive comments on your press releases from other registered users.
Jobs and events	You can post job vacancies and upcoming events at your Institution – preferential listing where possible
Logo and Images	Add your logo and image about your institution so journalists and other researchers will know more about your institution
Add Press Officers	Premium institutions can have more than 1 officer on your account

Accessing your Institution account

How to access your Institution account

1. Go to asiaresearchnews.com
2. Click **Login** on the top right of the page
3. For existing users - Enter your existing username or email, and password that you used on researchsea.com and click login. If you forgot your password, you can request a new password.
4. New users need to Join as Institution



User account

[Join as Researcher](#) [Join as Institution](#) [Join as Journalist](#) [Log in](#) [Request new password](#)

Username or e-mail address *

You may login with either your assigned username or your e-mail address.

Password *

The password field is case sensitive.

[Log in](#)

Admin dashboard

Once logged in, you should be taken to your admin dashboard. You can access your Admin dashboard at any time by clicking ADMIN at the top of the page.



Premium Institution Dashboard for the Primary Account holder

This is where you can add press releases, event and job vacancies.

You can tag registered researchers to their press releases. If they are not registered, you can [invite researchers](#) to sign up for a free account.

The primary account holder can [add press officers](#), so that your team members can also add/edit press releases, events and jobs for your Institution. Each press officer will have their own login. For security reasons, our editors will review the requests first prior to approval.

For added security, only the primary Institution account holder will have access to the [Institution page](#). If you had a profile page on our previous, researchsea.com website, it should be linked to this account. You can view and edit your institution page here.

You can make changes to your details e.g. new email or department from My account.

Add Press Release

Add Event

Add Job

Invite Researchers

Add Press Officer

Edit institution page

View institution page

My account

Our services >

Add Press Releases

Add a Press Release

To add a press release, go to your Admin dashboard and click **Add Press Release**.

Title - Title of the press release.

Short description – standfirst/subhead that will appear under the headline. What journalists will read and decide if they want to keep on reading, so sum up the news and its significance clearly. Please avoid overhype!

Image – Add the lead image that will accompany your press release. Click choose file to select the image file from your computer. Then click upload. A thumbnail of the image will appear once the upload is successful.

Note: You can add additional images later in the process.

Caption and copyright - Add a caption and copyright information.

Content Block - To add the rest of the release, you need to first add a Content block. Click on a green button to add the type of Content block you want. For example, you can add text, if you only have text, or you can add text and a left image, which allows you to add an image that will appear on the left side of the text.



Create Press Release

Operating in maintenance mode.

Title *

Short description

Used as the standfirst and description in the listings page. Maximum 150 characters please.

Image

Browse...

No file selected.

Upload

Upload an image to go with this article. Preferably use a widescreen-style image.

Files must be less than 100 MB.

Allowed file types: png gif jpg jpeg

Caption

Copyright

Content

No Content blocks added yet. Select a Content block type and press a button below to add one.

Add content blocks as required.

+ Add text and left image

+ Add text

+ Add full width image

+ Add simple slideshow

+ Add video

+ Add document

+ Add quote

Add a Press Release – Content Blocks

Add text and a left image - allows you to add an image that will appear on the left side of the text.

Add text – if you have text only, then click on Add text which will give you the space to add text

Add full width image – will put an image across the full screen, breaking up the text.

Add video – use if you have a video to go with your press release. Will embed the video onto the page.

Add document – use if you have attachments, like a paper or report (if you have permission/open access) to provide to readers. (Don't forget you can also link to them inside content blocks.)

Add quote – use if you want to emphasize a great quote to catch attention with unique formatting. Will appear quite large on the screen.

Tip: You can add multiple content blocks.

Content

No Content blocks added yet. Select a Content block type and press a button below to add one.

Add content blocks as required.

+ Add text and left image

+ Add text

+ Add full width image

+ Add video

+ Add document

+ Add quote

Add a Press Release – Other information (Left column)

Next, you'll add information that appear with the press release. *Even if you have included this information in a Content block, it is important to do it here, because it will automatically tag and link your content across the website, making it easier to users to find content from your institution, researchers or subjects.*

Collaborators – if the work was done with other Institutions that are part of the ARN community, you can tag them.

Country – pick the country where your Institution is based.

Researchers – tag any researchers who were involved with the research featured in this release. If they are not registered with ARN, you can invite them to join and then link them later.

Websites – add websites related to this press release (lab website, project webpage, paper URL, etc.)

Title is the words you want to appear as the hyperlink. Include the actual web address in the URL box. If Title is left blank, then the full link will appear on the page. Add another website - To add more than one URL, click the green button and repeat the process.

Tip: You can change the order that the websites appear on the page, by clicking the arrow icon and dragging up or down.

The screenshot displays the 'Other information' section of a form, which is highlighted in a light yellow background. The section is divided into several fields:

- Collaborators:** A dropdown menu with the text 'Choose some options' and a plus sign icon. Below it, a small text note says 'Tag collaborating institutions here.'
- Country:** A dropdown menu with the text '- None -' and a downward arrow icon.
- Researchers:** A dropdown menu with the text 'Choose some options' and a plus sign icon. Below it, a small text note says 'Link to key researchers. If a researcher is not registered with us, please invite them to create a profile via the link in your Admin page.'
- Websites:** A table with two columns: 'Title' and 'URL'. Each column has an input box. Below the input boxes, a small text note says 'The link title is limited to 128 characters maximum.' A green button with a plus sign and the text '+ Add another website' is located below the table.

The right side of the form, which is dimmed, shows the following fields:

- Academic disciplines:** A dropdown menu with the text '- None -' and a plus sign icon. Below it, a green button with a plus sign and the text '+ Add another discipline' is visible.
- News topics *:** A dropdown menu with the text 'Choose some options' and a plus sign icon.
- Content type:** A dropdown menu with the text '- None -' and a plus sign icon.
- Meeting/event/conference:** A dropdown menu with the text '- None -' and a plus sign icon. Below it, a small text note says 'Add an event that relates to the article - it has to be on the site already, so you may need to come back to edit the article once you've added the event.'
- Journal title:** An input box with a refresh icon on the right.
- Reference:** A large text area with a plus sign icon in the bottom right corner.

Add a Press Release – Other information (Right column)

Collaborators

Choose some options

Tag collaborating institutions here.

Country

- None -

Researchers

Choose some options

Link to key researchers. If a researcher is not registered with us, please invite them to create a profile via the link in your Admin page.

Websites

Title	URL
<input type="text"/>	<input type="text"/>

The link title is limited to 128 characters maximum.

+ Add another website

Academic disciplines

+ - None -

+ Add another discipline

News topics *

Choose some options

Content type

- None -

Meeting/event/conference

- None -

Add an event that relates to the article - it has to be on the site already, so you may need to come back to edit the article once you've added the event.

Journal title

Reference

Tag your release with both disciplines and news topics, which ensures the release shows up when users search for that topic or discipline.

Academic disciplines – Select a discipline related to this press release from the menu – most top level menus have submenus if you would like to get more specific. If you want to include more than one, clicking Add another discipline.

News topics – tag the release with appropriate popular topics. *Tip: Topics are much more broad than specific disciplines and appeal to the media and public. You must select at least one news topic.*

Content type – select the type of content you are posting

Meeting/event/conference – you can link this press release to a specific event that is also listed on the ARN website. The event must already be added to the ARN calendar.

Journal – If this press release is about research published in an academic journal, type the name of the journal into the box. If it already in our system, the name will appear and you can select it from the list. If not in our system, make sure to type in the journal title correctly.

Reference – You can copy and paste, or type in the full journal reference (author, name of paper, journal title, year, DOI)

Add a Press Release – Embargo, contact information and comments

Publishing date/time - If the release is under embargo, then input the date and time that the embargo lifts *in your local time zone* – this will ensure the release is not posted publicly until this time. You can check your time zone in My Account page.)

If the release is not under embargo, leave these fields blank.

Select whose **contact details** you want to appear with the release – “My institution’s contact details” will be the same that appear on the Institution page. You can elect to show your own contact details, if they are different from the Institution, or to not show any contact details.

Decide if you want registered Asia Research News members, including journalists and other researchers, to be able to leave **comments** about the press release (open = they can comment; closed = no one can comment).

Embargo information

If you wish to embargo this article please add the date here, and add the time in increments of 30 minutes. The time will be set using your timezone, as set in your account settings.

Publish on

Date

E.g. 2019-06-05

Time

E.g. 14:00

The default time is 09:00. Leave the date blank for no scheduled publishing.

Contact details *

- Show my institution's contact details**
- Show my contact details**
- Don't show any contact details**

If you would like users to comment on this post, please choose Open.

Comments

- Open**

Users with the "Post comments" permission can post comments.

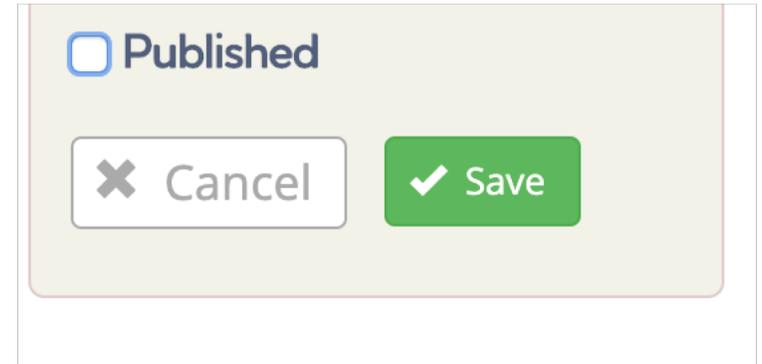
- Closed**

Users cannot post comments.

Add a Press Release – Save and publish or save for later

Save for later - If you want to save your work, but the release is not finished yet, make sure the box next to Published is unchecked and then click Save.

Publish now - When you are ready to publish the release, either publicly or under embargo (where credentialed journalists can read the release before the embargo lifts, as is allowed by scientific journalism standards), then click Published and click Save. As a Premium institution, your press release will go live immediate (if not under embargo). You can login to edit at any time.



The image shows a user interface element with a light beige background. At the top left, there is a blue square checkbox followed by the text "Published". Below this, there are two buttons: a white button with a grey border containing a grey "X" icon and the text "Cancel", and a solid green button containing a white checkmark icon and the text "Save".

Editing a Press Release

Editing a release – still in progress

You can easily access your releases that are still in progress from your Admin dashboard. *Unpublished* content will appear under the tab **Unpublished Content**. Click the title of the release to view it as it will appear on the website. Click **edit** to edit the release. Click Delete to delete the unpublished release.

Editing a release – after it is published

You can easily edit your releases even after you have published them from your Admin dashboard. *Published* releases will appear under the tab **Press releases**. Click the title of the release to view it as it appears on the website. Click **edit** to edit the release. Click Delete to delete the published release.

Admin

Add Press Release

Add Event

Add Job

Invite Researchers

Add Press Officer

Edit institution page

View institution page

My account

Our services >

Unpublished content

Events

Press releases

All institution content

Demo Press Release

Press release

Name of author

 edit

 delete

Announcing Events

Posting an Event

From your Admin dashboard, you can add events that your Institution is organizing, such as conferences, lectures, summer schools, open houses, etc. To get started, click [Add Event](#).



Admin

Add Press Release

Add Event

Add Job

Invite Researchers

Edit institution page

View institution page

My account

More research
communications
services >

Posting an Event – initial information

This takes you to the Event form which is very similar to the Press Release and Institution page forms.

Title - of the event

Logo – Will appear small in a sidebar on the righthand side of the page. You could, use your university logo, or the event specific logo. (Not required.)

Picture – Will appear large across the top of the page.

Short description – Will appear as a brief one line summary on the main Events page (if featured) and below the picture on the event page as a subhead.

The screenshot shows a form with the following sections:

- Title ***: A text input field.
- Logo**: A file upload field with a "Choose File" button, "No file chosen" text, and an "Upload" button. Below it, instructions state: "Please use an image sized to at least 750 x 450 pixels (aspect ration 1.6:1)", "Files must be less than 100 MB.", and "Allowed file types: png gif jpg jpeg."
- Picture**: A file upload field with a "Choose File" button, "No file chosen" text, and an "Upload" button. Below it, instructions state: "Files must be less than 100 MB." and "Allowed file types: png gif jpg jpeg."
- Short description**: A text input field.

Posting an Event – Details of event

Content blocks - Add additional text, images, video or registration forms by adding the appropriate Content block.

Tip: Before adding details about date, time and location into a content block, please note you will add this info into specific fields provided.

Websites - add websites related to this press release (lab website, project webpage, paper URL, etc.)

Title is the words you want to appear as the hyperlink. Include the actual web address in the URL box. If Title is left blank, then the full link will appear on the page.

To add more than one URL, click the green Add another website button and repeat the process.

Content

No Content blocks added yet. Select a Content block type and press a button below to add one.

[+ Add text and left image](#) [+ Add text](#) [+ Add full width image](#) [+ Add video](#) [+ Add document](#)

[+ Add quote](#)

Websites

+	Title	URL
	<input type="text"/>	<input type="text"/>

The link title is limited to 128 characters maximum.

[+ Add another link](#)

Posting an Event – Key details

Location: (city, university)

Country: Select from the menu

Venue: Type in the venue

Event Organisers

Select an Institution from the list if appropriate.

Type in contact details for the event organisers

If appropriate, select Collaborators (Institutions) and Researchers involved with the event from the menus – must already be registered with ARN for this feature to work.

Other information

Select broad news topics (required) and specific academic disciplines related to the event from the menus. You can pick more than one. This will make it easier for users to find the event if they search the website for topics or disciplines they are interested in.

Where will this event take place?

Location

Country

Venue

Details of event organisers

Institution

Contact details

Collaborators

Researchers

(if applicable)

Other information about the event

News topics *

Academic disciplines

+ Add another discipline

Important dates about the event

Event dates

E.g., 21 Jun 2019

to:

E.g., 21 Jun 2019

Early bird registration deadline

E.g., 21 Jun 19

Final date to register

E.g., 21 Jun 19

Call for papers deadline

E.g., 21 Jun 19

Dates

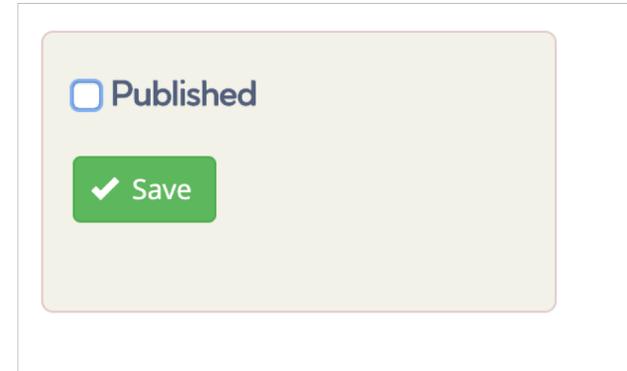
Input key dates for the event, as applicable:

- Event date – you can tick the box to Show End Date, and then add the End Date
- Early bird registration deadline
- Final date to register
- Call for paper papers deadline

No need to include a date if it does not apply to your event (i.e. call for papers deadline).

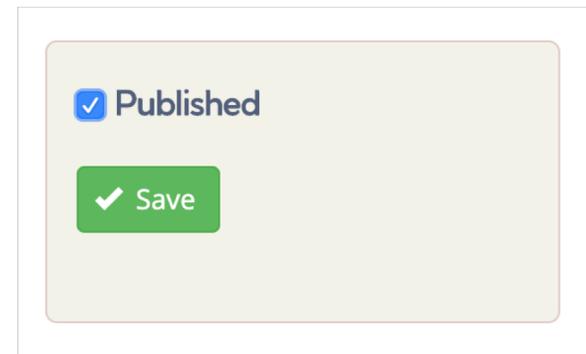
Posting an Event – Save

If you want to pause and finish the event information later, make sure to untick the Published box and click Save.



A screenshot of a light beige rounded rectangular form. At the top left, there is a blue square checkbox that is not checked, followed by the text "Published". Below this, there is a green rounded rectangular button with a white checkmark icon and the text "Save".

If you are ready to post the event to the ARN events page/calendar, then click Published and Save.

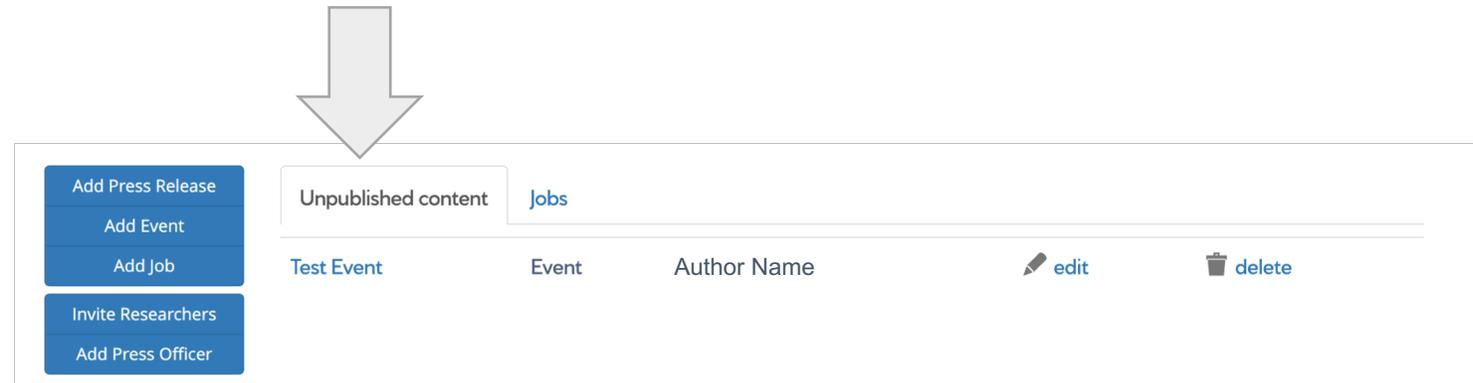


A screenshot of a light beige rounded rectangular form. At the top left, there is a blue square checkbox that is checked, followed by the text "Published". Below this, there is a green rounded rectangular button with a white checkmark icon and the text "Save".

Edit an Event

To edit an event – in progress

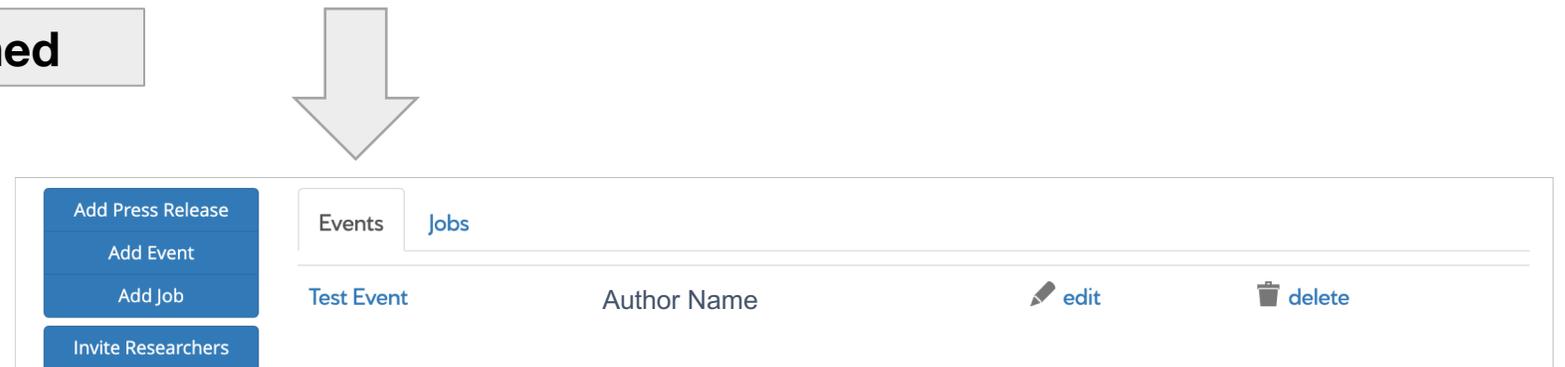
Just like for press releases, unpublished events will appear under the Unpublished content tab on your Admin dashboard. Click the title of the event to see how it will appear on the website. Click edit to edit. Click delete to delete.



A screenshot of the Admin dashboard interface. On the left, there is a vertical sidebar with five blue buttons: 'Add Press Release', 'Add Event', 'Add Job', 'Invite Researchers', and 'Add Press Officer'. The main content area has two tabs: 'Unpublished content' (active) and 'Jobs'. Below the tabs is a table with one row. The table has columns for 'Test Event', 'Event', and 'Author Name'. To the right of the 'Test Event' cell are two icons: a pencil icon labeled 'edit' and a trash can icon labeled 'delete'. A large grey arrow points down from the top of the page to the 'Unpublished content' tab.

Editing an event – after it is published

Published events will appear under the Events tab on your Admin Dashboard. Click on the Event name to see how it appears on the website. Click edit to edit. Click delete to delete.



A screenshot of the Admin dashboard interface. On the left, there is a vertical sidebar with four blue buttons: 'Add Press Release', 'Add Event', 'Add Job', and 'Invite Researchers'. The main content area has two tabs: 'Events' (active) and 'Jobs'. Below the tabs is a table with one row. The table has columns for 'Test Event' and 'Author Name'. To the right of the 'Test Event' cell are two icons: a pencil icon labeled 'edit' and a trash can icon labeled 'delete'. A large grey arrow points down from the top of the page to the 'Events' tab.

Add Press Officer

Add press officer – First Step

As a premium Institution member, you can have more than one press officer posting content for your Institution. Press Officers have their own username and password, but will be able to access the shared Institution dashboard, so they can edit/post press releases, jobs and events for your Institution. *Note: At this time, press officers will be able to edit content they have posted only, not content posted by colleagues.*

For security reasons, additional press officers are not able to register themselves. Only the primary Institution account holder can add a press officer from his/her dashboard. To add, click Add Press Officer.

Note: if only one person is posting for your Institution, even if your title is “press officer”, you don’t need a separate press officer account.



Add Press Release

Add Event

Add Job

Invite Researchers

Add Press Officer

Edit institution page

View institution page

My account

Our services >

Add press officer – Next Step

This takes you to the [Request new press officer account form](#). Complete the form and click [submit](#).

NOTE – For security reasons, our team will then set up an account for the new press officer, and they will receive an email with login instructions.

Request new press officer account

New press officer – Dashboard

Once our team has approved the new press officer's account, he/she can login and their dashboard looks like this:

They can add press releases, events, jobs, and invite researchers.

However, they cannot edit the Institution page. For security reasons, only the Primary account holder can edit the Institution page.

Add Press Release

Add Event

Add Job

Invite Researchers

Add Press Officer

My account

Our services >

Invite Researchers

Invite researchers – First Step

If you would like to tag or link to a researcher in a press release or an event, or highlight them as an Institution expert, then they must first be registered with ARN (which is free for researchers). We have provided a quick way for you to invite them to register.

Start by clicking **Invite Researchers** on the Admin dashboard.



Admin

- Add Press Release
- Add Event
- Add Job
- Invite Researchers**
- Edit institution page
- View institution page
- My account
- More research communications services >

Invite researchers – Step 2

This will take you to the Invite a researcher form.

Type in the Researcher's name as you would like it to appear in the e-mail, and their e-mail.

Then click Send invitation.

An automatic e-mail is then sent to the researcher, explaining that you are inviting them to join Asia Research News, and the benefits of joining.

Invite a researcher

Researcher name

Researcher email

Send invitation

Once they have registered, you can, if you want, add them to your list of Institution Experts that appear on your Institution page, as well as tag them in press releases that highlight their research, or events they are organizing.

Tip: While any researcher (professor, lecturer, tech, post doc, student, etc) can create an ARN researcher account, only you decide who appears an “Institution Expert”, which gives you more control of who is presented to media as your Institution’s leading researchers.

Advertise Jobs

Posting a job – Step 1

You can advertise job openings at your Institution. Start by going to your Admin dashboard and clicking Add Job.



Admin

Add Press Release

Add Event

Add Job

Invite Researchers

Edit institution page

View institution page

My account

More research
communications
services >

Posting a job – The Steps

This will take you to the Create Job form.

Title – Title of the position

Summary – Short description that will appear next to the title in a list

Long description – Where you can put more information about the job

Specific fields are provided for:

Responsibilities – what the position will be asked to do

Requirements – skills, experience, degrees, etc required for the job

Create Job

Title *

Summary

Long description

Responsibilities

Requirements

Posting a job – The Steps

Disciplines - Select Disciplines from the menu if applicable. Remember that most disciplines have submenus with more specific options. You can add more than one discipline by clicking [Add another item](#).

Country - Select the Country where the job is based from the menu.

City - Type in the City.

Application deadline - Type in or select the Date and Time, or leave blank if there is no deadline.

Input **Start date** for the position if known

Salary (optional)

Bonuses (optional)

Type of position – for example, Contract, Interim, Internship, Permanent, Postdoctoral opportunity, Studentship

Hours – pick one or leave blank

Length of contract (optional, but helpful information if applicable)

The screenshot shows a section of the job posting form with a light beige background. On the left, under the heading "Disciplines", there is a dropdown menu with a plus sign on the left and "- None -" in the center. Below it is a blue button with a plus sign and the text "Add another item". On the right, under the heading "Country", there is a dropdown menu with "- None -" and a downward arrow. Below that is a text input field for "City". Under the heading "Application deadline", there are two input fields: "Date" and "Time". Below the "Date" field is the example "E.g., 13 Feb 2019". Below the "Time" field is the example "E.g., 11:30". At the bottom of this section, there is a note: "Leave blank if there is no deadline. Use your local time."

The screenshot shows another section of the job posting form with a light beige background. On the left, under the heading "Start date", there is a text input field with the example "E.g., 02/13/2019" below it. Below that is a text input field for "Salary". At the bottom left is a text input field for "Bonuses". On the right, under the heading "Type of position", there is a dropdown menu with "- None -" and a downward arrow. Below that are three radio button options for "Hours": "N/A", "Full time", and "Part time". At the bottom right is a text input field for "Length of contract".

Posting a job – The Steps

Recruiter – Pick an Institution name from the menu.

Or, if the Institution is not registered with ARN, you can type in a name for the recruiting institution (in Title) and link to their website (in URL). You should be affiliated with that institution to be posting a position for them.

Logo - you can upload a logo file for the institution or company.

Recruiter

Institution registered with ARN

Institution

- None -

OR other Institution

Name and website

Title	URL
<input type="text"/>	<input type="text"/>

The link title is limited to 128 characters maximum.

Logo

Choose File No file chosen Upload

Files must be less than 100 MB.
Allowed file types: png gif jpeg.

How to apply

Ref number

Supporting documents

Add a new file

Choose Files No file chosen Upload

Files must be less than 100 MB.
Allowed file types: txt pdf doc docx rtf.

Further info website

How to apply – provide instructions for what materials are requested as part of an application package and how to submit them.

Ref number – provide if applicable/relates to a reference number on your Institution website.

Supporting documents – You can upload documents such as an application form that you want applicants to complete.

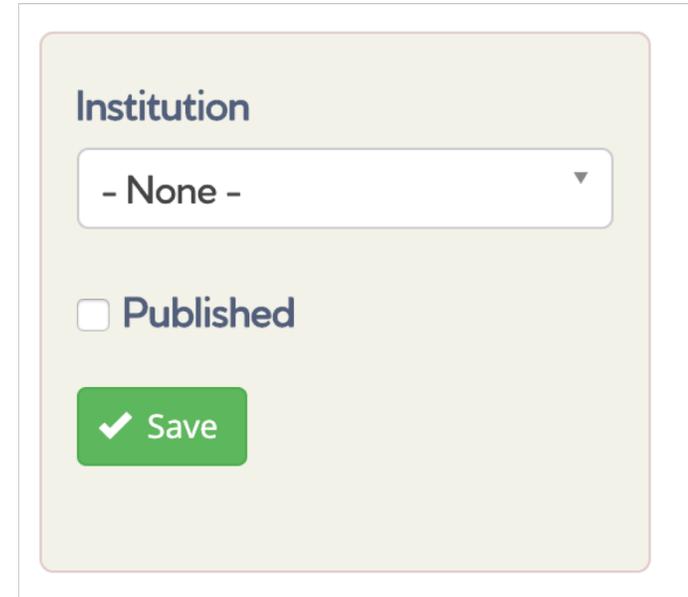
Further info website – provide the URL for where interested applicants can find out more about the job.

Posting a job – The Steps

Institution – If your Institution name is not already displayed, select it from the list to ensure the job post appears on your Institution dashboard.

If you want to pause and finish the job post later, make sure to untick the Published box and click Save.

If you are ready to post the job to the ARN jobs page, then click Published and Save.

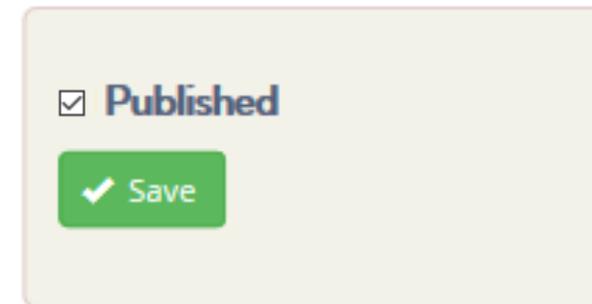


Institution

- None -

Published

✓ Save



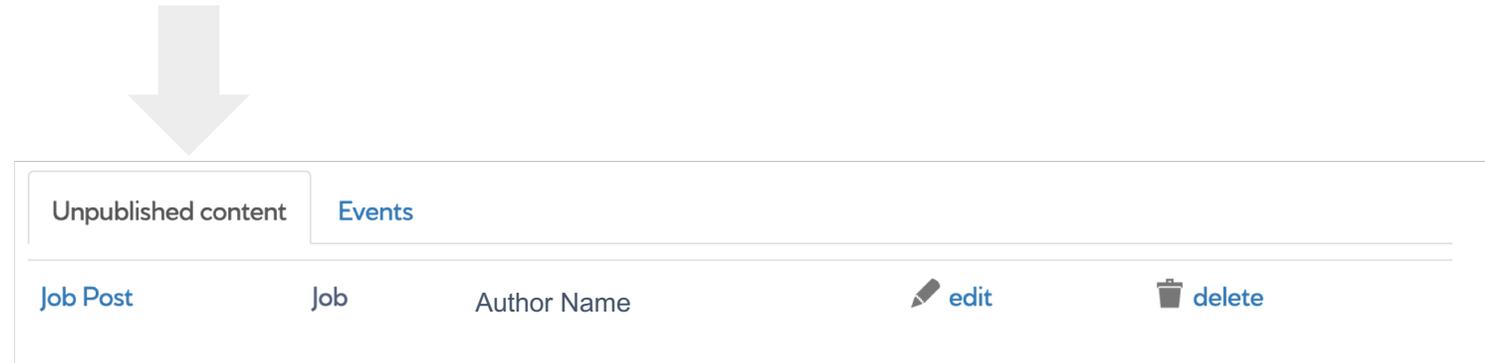
Published

✓ Save

Edit a Job

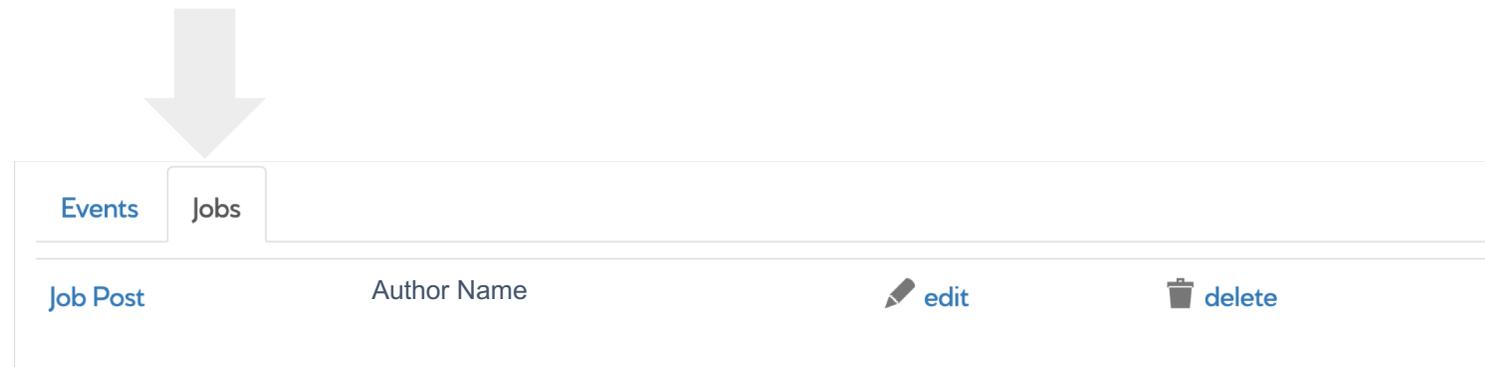
To edit a job – in progress

Unpublished jobs will appear under the Unpublished content tab on your Admin dashboard. Click the title of the event to see how it will appear on the website. Click edit to edit. Click delete to delete.



Editing a job – after it is published

Published jobs will appear under the Jobs tab on your Admin Dashboard. Click on the Event name to see how it appears on the website. Click edit to edit. Click delete to delete.



Add/Edit Institution page

Create/Edit your institution page

(Note: Only the Primary Account holder can edit the Institution page.
Also, if editing, it will still say “create” at the top, but the fields will already contain information.)

Name: Type the Name of your Institution as you want it to appear across the entire website.

Short description: The description will appear on the main “Institution” page as a brief summary next to or under the Institution name.

Websites: Add web addresses for your Institution. Title is the words you want to appear as the hyperlink. Include the actual web address in the URL box. If Title is left blank, then the full link will appear on the page. If you want to add more than one web address, then click the green button and repeat the process

Image: Upload an image of your Institution – This image will appear at the top of your Institution page. Horizontal images will work better than vertical. After you choose a file, make sure to click upload.

Logo: Upload an image of your Institution logo – This will appear as a square next to your Institution name in a list on the “Institutions” page, as well as on your Institution profile page on the right side. Again, don’t forget to click upload.

Country: Please choose your Institution’s country from the dropdown menu

Time zone: Please choose the appropriate time zone for where your institution is based

Address: Please input your Institution’s address

Create your institution’s profile

The screenshot shows a web form for creating an institution's profile. The form is divided into several sections:

- Name of Institution ***: A text input field.
- Short description**: A text area with a character count of 30 words or so.
- Websites**: A table with columns for Title and URL. A green button labeled '+ Add another website' is below the table. A note states 'The link title is limited to 128 characters maximum.'
- Image**: A file upload section with a 'Browse...' button, 'No file selected.' text, and an 'Upload' button. Instructions specify a landscape-format image, less than 100 MB, with allowed file types: png, gif, jpg, jpeg.
- Logo**: A file upload section with a 'Browse...' button, 'No file selected.' text, and an 'Upload' button. Instructions specify files must be less than 100 MB, with allowed file types: png, gif, jpg, jpeg.
- Country**: A dropdown menu currently showing '- None -'.
- Timezone**: A dropdown menu currently showing '- None -'.
- Address**: A text area for the institution's address.

Create/Edit your institution page

Contact person: Add information about the contact person for your Institution, most likely a press officer/public information officer. This information will appear on the Institution page.

You can add more than one contact person.

Body: Here is where you will include a longer description about your Institution. Probably you will use text already on your Institution's website. We'd recommend providing some key highlights, such as research mission/focus, but no need for it to be too long or include everything – readers can always click on the links to your Institution's webpage to learn more.

Experts: Here you can list researchers who are experts affiliated with your institution. Their names will appear on your Institution page, and then link to their profile page on Asia Research News. It allows journalists and others (potential collaborators/students/investors) to easily find out more about your Institution and your experts.

Tip: For security and privacy reasons, the researchers must first be registered with Asia Research News for this feature to work. (See Invite Researchers section)

Contact details – will appear on the Institution page.

Contact person	Department	Role
<input type="text"/>	<input type="text"/>	<input type="text"/>
Email	Mobile	Phone
<input type="text"/>	<input type="text"/>	<input type="text"/>
	<small>Please include your country's international code.</small>	<small>Please include your country's international code.</small>
Add another contact person		
+	Contact person	Department
	<input type="text"/>	<input type="text"/>
	Email	Mobile
	<input type="text"/>	<input type="text"/>
		Telephone
		<input type="text"/>
	<input type="button" value="Remove"/>	
<input type="button" value="+ Add another contact person"/>		

Add more detailed information about your Institution

Body



Words: 0

List your Institution's Experts

Experts

If the expert is not yet registered on Asia Research News, please invite them to join using the link on your admin page. Once they have joined, you can come back here to add them to your Institution page.

Create/Edit your institution page

When you are done inputting information, make sure to save your work! Scroll back up to the top of the page. If you are not ready for the profile to be published yet, click in progress and then click Save. When you are ready to publish, click ready to publish and then click Save.

Create your institution's profile

Name of Institution *

Short description

In 30 words or so, please tell us about your Institution

Website



Authoring status *

- in progress
- ready to publish

✕ Cancel

✓ Save

If you are an Institution member with an existing Institution page that you are just editing, then it should update immediately when you click save.

If you are not a Premium member and are creating an Institution page for the very first time, we must review it before it goes live on the website. This is for security purposes and takes 1-2 business days at the most. You will receive an email when the page is live. You'll be able to edit the page at any time.

My account

My Account

If you need to change any of your personal/registration details, you can access My Account from your admin dashboard

Click “My account” to access your account information, including updating your password, changing your address, subscription preferences, time zone, etc.



Add Event

Add Job

Edit institution page

View institution page

My account

Upgrade to Premium

Our services >

My Account page

Here, you can update your details for logging in, password, and email subscription preferences.

This information is not published unless you select “show my contact details” on individual press releases (in contrast to the information provide on the Institution page, which is public.)

You can also access your Admin dashboard by clicking on the blue button here:

 Edit

Contact details

(not visible to the public)

Full name

Title

Institution

Work address

Your country

Telephone

[Access your Admin dashboard here](#)

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Edit your account details

You can reset your username, change your password or update your mail preferences here.

E-mail address *

A valid e-mail address. All e-mails from the system will be sent to this address. The e-mail address is not made public and will only be used if you wish to receive a new password or wish to receive certain news or notifications by e-mail.

Change your password

Password

Confirm password

To change the current user password, enter the new password in both fields.



Premium Institution User Guide

asiaresearchnews.com

We hope this guide has been useful.
Please email us if you run into any issues – we are here to help.

Email: info@researchsea.com