



HOW TO SUBMIT A RESOURCE

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RESOURCES SUBMISSION GUIDE

Go to **www.matecnetworks.org** and log in to the NetWorks Digital Library. If you are not already a user, click on the Request Account link in the top right-hand corner of the screen. Fill out the brief form, then log in with your new credentials.

Before submitting a resource, it is important to make sure the resource is not already in the library. To check, click the Advanced Search link near the user login. Set the Field to URL, in the Search Terms paste the resource URL, and click the Search button.

If the resource is not already in the collection, click on the arrow next to your name in the upper right-hand corner and choose Add Resource from the drop down menu. Complete the following areas of the Add New Resource form:

Title: Name of resource

URL: List the full address (including http://) where the resource is located

Description:

What type of information does the resource contain

Give suggestions for using the resource

Keywords: List keywords you might use if you were looking for this resource (words that were not included in the description, e.g., if the resource is photovoltaic – keywords could be PV, photovoltaics, solar, green, renewable energy, etc.)

Contributor: Enter your full name for recognition
Publisher of Resource – if known
Creator of Resource – if known

Audience: Choose audiences that the resource is geared towards. To select multiple audiences, press and hold the Ctrl key and left click with the mouse.

Resource Type and Format are optional.

Thank you for your contribution!

Contact us with any questions at 480-731-8050.

