## CSH Networks: signing up, posting, and searching



## 1. Signing up to CSH Networks

Sign up is free of charge and at top right of the Networks homepage. It can take a while for your account to go live.

- Adding your photo is very much welcomed!
- You can join as many of the networks as feel relevant to your field or range of interests.
- There are options to receive email alerts when new posts are added to your networks, and to sign up to the CSH newsletter.

## 2. Creating posts, resources, and events

As a member, you can create posts, add resources, and add events into your networks. To do this:

- Log in at the <u>homepage</u> (top right of the screen). Your password can be saved.
- Navigate to the relevant network using the dropdown (screenshot below):



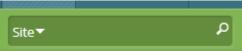
• Choose to create a post, a resource, or an event (see screenshot below). All posts / resources / events will appear in the network thread.



- Posts: when creating a post, consider a short snappy title. Choose the 'Body (edit summary)' option to add a max 40-word summary – this will appear in the Network thread. Add more content in the 'Body' section – this content will appear when readers click the post.
- Resources: can include case studies, journal articles, how to guides, URLs and more. When you
  create a resource, it will automatically be saved to the Networks resources library.
- o **Events:** follow the webpage instructions and you can add an event URL.
- Save: When you have created the content, don't forget to click save at the bottom of the screen. You only need to press save once, and it can take a minute for the resource to post.

## 3. Three ways to search for content

• To search the CSH Networks site, type search terms in the search bar (towards the top right of the <a href="https://homepage">homepage</a>). This will bring up all related posts / events / resources.



• To find content in a named network, navigate to the relevant network and click the options as below:



• **To search across all resources**, click on the 'Resources' box (top right of the <u>Networks homepage</u>), type search terms into the search bar, and use the search filters on the right side of the screen.



