



Basic Institution User Guide

asiaresearchnews.com

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 Basic Institutions and has several sections

- **User types**
- **Accessing your account and My account**
- **Add press releases**
- **Announcing Events**
- **Advertise Jobs**
- **Premium Membership**

Please email us if you run into any issues – we are here to help.

Email: m.pokar@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 Premium Institutions to tag/link a researcher to press releases.
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.

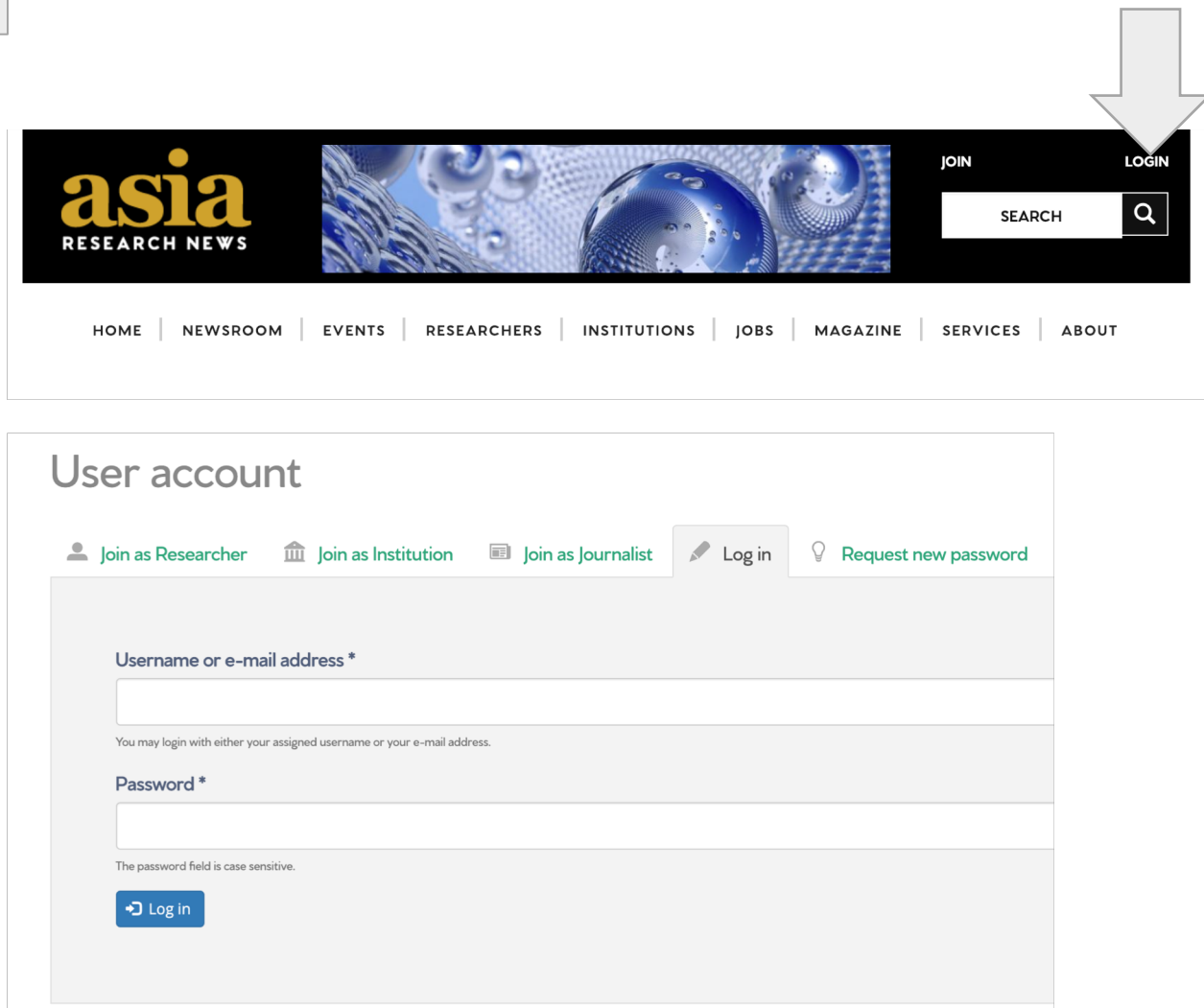
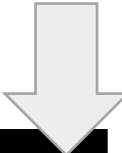


JOIN as journalist

If you already had an account on researchsea.com....

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.

New users will need to click “Join” to begin the registration process (next section).



The screenshot shows the top navigation bar of the Asia Research News website. On the left is the logo 'asia RESEARCH NEWS'. In the center is a decorative image of blue spheres. On the right are links for 'JOIN' and 'LOGIN', a search bar with the text 'SEARCH' and a magnifying glass icon, and a horizontal menu with links: HOME, NEWSROOM, EVENTS, RESEARCHERS, INSTITUTIONS, JOBS, MAGAZINE, SERVICES, and ABOUT.

Below the header is the 'User account' section. It features a row of links: 'Join as Researcher' (with a person icon), 'Join as Institution' (with a building icon), 'Join as Journalist' (with a camera icon), 'Log in' (with a pencil icon), and 'Request new password' (with a lightbulb icon). The 'Log in' link is highlighted with a blue background.

The login form consists of two input fields: 'Username or e-mail address *' and 'Password *'. Below the first field is a note: 'You may login with either your assigned username or your e-mail address.' Below the second field is a note: 'The password field is case sensitive.' At the bottom of the form is a blue button with a right-pointing arrow and the text 'Log in'.

Registration

New Users – First Step

1. Click “Join”, then “Join as Institution”
2. Check to make sure your Institution is not already registered with us by using the drop down menu. If your Institution is on the list, please contact us at info@researchsea.com.
3. If your Institution is **not** on the list, please proceed to register (see next slide).



User account

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

Why register

Institutions can create an institution profile page, announce job vacancies and upcoming event (free). Only one person – the institution director, head of department or press officer – can register for the Institution (basic) free account. After registration, the institution has the option to upgrade to a Premium membership. [Premium institutions](#) (paid) have the additional benefits of posting press releases to newsroom, connecting experts with journalists and priority listings of jobs, events and researchers.

Before registering, please check if your Institution is already registered using the dropdown menu below. If you are a researcher, please register for a [Researcher account](#).

Institution checklist

- None -

Type the name of your Institution into this field to see if it is already registered on Asia Research News. If your institution is already registered, please contact the [institution](#) for more details or [contact us](#). If you are a researcher, please register for a [Researcher account](#).

New Institution Registration

The registration form is shown on the right. Before you can register your institution, you will need to register yourself first as you will be the Administrator of your Institution’s account. Please check if your institution is already registered.

Your Full name: Type in your full name

Your Title: Type in your academic title

Institution you are registering for: Name of the Institution

Your country: Add your country from the drop down menu

Username: Choose a username. Note that for added security, we will send you and email with a link to set your password.

E-mail address: Type in your email address. The link for your password set up will be sent to this email

Confirm e-mail address: Type in your email address again

Time zone: Please choose your appropriate time zone

Terms and conditions: Please read and tick if you agree

Subscriptions: Please tick if you would like to receive

- Daily
- Weekly updates
- Monthly Editor’s Choice

Math question: This is a security question, please answer.

The click on the green button “**Create new account**”. You will then receive an email with a link to set up your password. Please follow the instructions in the email to complete your registration.

Why register

Institutions can create an institution profile page, announce job vacancies and upcoming event (free). Only one person - the institution director, head of department or press officer - can register for the Institution (basic) free account. After registration, the institution has the option to upgrade to a Premium membership. Premium institutions (paid) have the additional benefits of posting press releases to newsroom, connecting experts with journalists and priority listings of jobs, events and researchers.

Before registering, please check if your Institution is already registered using the dropdown menu below. If you are a researcher, please register for a [Researcher account](#).

Institution checklist

- None -

Type the name of your Institution into this field to see if it is already registered on Asia Research News. If your institution is already registered, please contact the [institution](#) for more details or [contact us](#). If you are a researcher, please register for a [Researcher account](#).

Your full name

Your title

Institution you are registering for

Your country

- None -

Username *

Spaces are allowed, punctuation is not allowed except for periods, hyphens, apostrophes, and underscores.

For added security, we will send you an email with a link to set your password. Please lookout for this email to complete your registration.

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.

Confirm e-mail address *

Please re-type your e-mail address to confirm it is accurate.

Remember to click on the link in the email to complete your registration.

Time zone

UTC: Saturday, July 13, 2019 - 08:02 +0000

Select the desired local time and time zone. Dates and times throughout this site will be displayed using this time zone.

☒ I agree to the terms of service. *

Please read through the [terms of service agreement](#).

Subscribe to get research news directly from the source

Subscriptions

☐ Daily Updates

☒ Weekly Updates

☐ Monthly Editor's Choice

Math question * 9 + 1 =

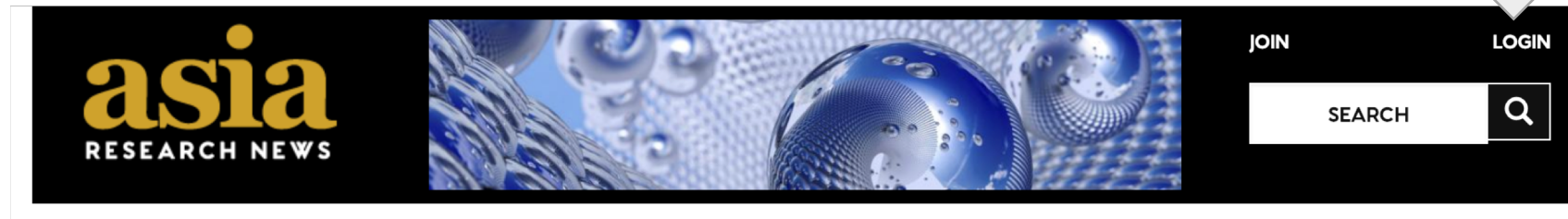
Solve this simple math problem and enter the result. E.g. for 1+3, enter 4.

Please look out for the email with a link to create your Institution profile

Create new account

Accessing your account

Logging in once you are registered:



1. Go to asiaresearchnews.com
2. Click **LOGIN** in the upper right corner
3. Type in your username or e-mail address used to create the account
4. Type in your password
5. Click Log in

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

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:



Basic Institution Dashboard – New Users

Note for New Users: When you first register, your Admin Dashboard will look like this.

1. To get started, click Add your Institution page
2. Once you complete your Institution page (see next section), our team will review it within 1-2 business days. This is for security purposes. When it is live on the website, you will receive an email notification. At that time, you will be able to post events and jobs. (next slide)



Admin

Add your institution page

My account

Upgrade to Premium

More research
communications
services ➤

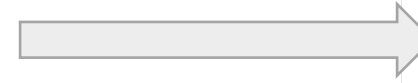
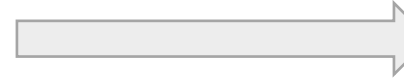
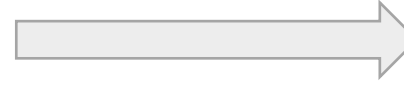
Basic Institution Dashboard

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](#).

You can advertise job openings at your Institution. Start by going to your Admin dashboard and clicking [Add Job](#).

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. New users will see these options once they have completed their Institution page.

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



Add Event

Add Job

Edit institution page

View institution page

My account

Upgrade to Premium

Our services >

Add/Edit Institution page

Create/Edit your institution page

(Note: 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

Name of Institution *

Short description

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

Websites

+ Title URL

The link title is limited to 128 characters maximum.

+ Add another website

Image

Browse... No file selected.

Upload

Use a landscape-format image for the top of the page.
Files must be less than 100 MB.
Allowed file types: png gif jpg jpeg

Country

- None -

Address

Logo

Browse... No file selected.

Upload

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

Timezone

- None -

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.

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.

Save: When you are done inputting information, make sure to save your work! 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.

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

If you 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.

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 more detailed information about your Institution

Body

Paragraph

Words:0

Authoring status *

- ☒ in progress
- ☐ ready to publish

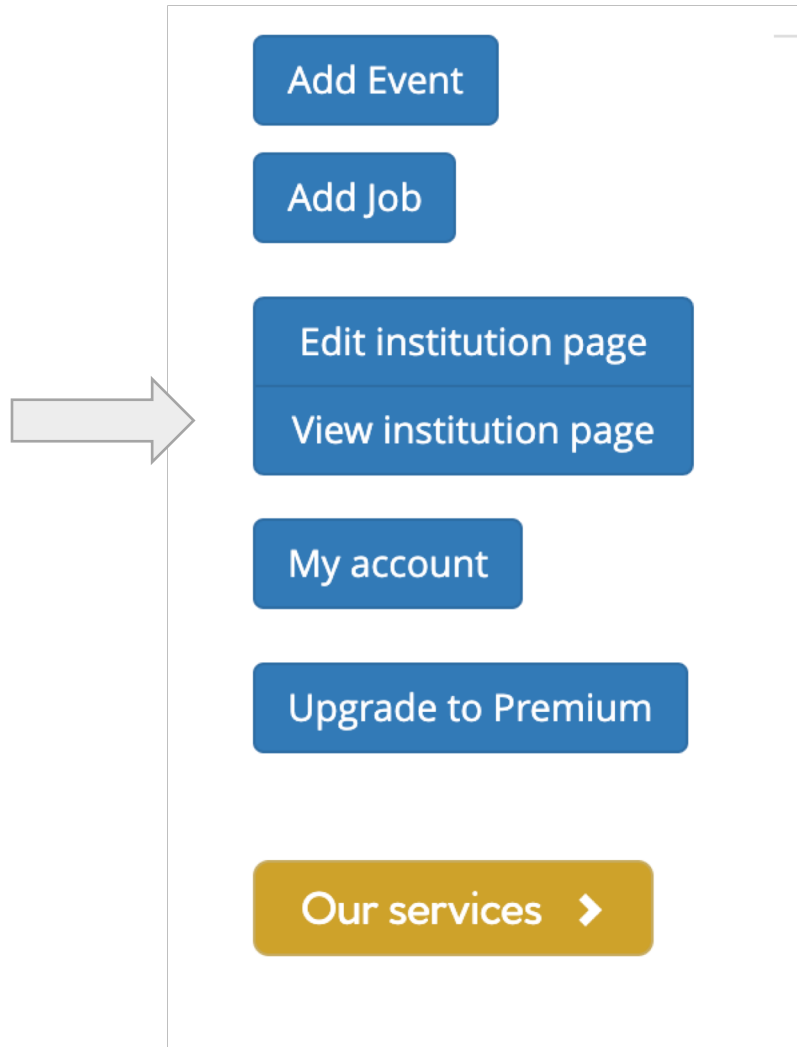
✕ Cancel

✓ Save

How to edit my Institution page

You can edit your Institution page any time by going to your Admin dashboard, and clicking [Edit institution page](#). (Either while it is still in progress or after it has be published on the website.)

If you want to see how your Institution page will appear/appears on the website, click [View institution page](#).



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](#).



Add Event

Add Job

Edit institution page

View institution page

My account

Upgrade to Premium

Our services >

Posting an Event – initial information

This takes you to the Event form which is very similar to the 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 web form for posting an event. It has a light beige background and a thin border. The form is divided into four main sections, each with a label in blue text:

- Title ***: A large, empty white text input field.
- Logo**: A file upload section. It includes a white button labeled "Choose File", a text area showing "No file chosen", and a blue "Upload" button with a circular arrow icon. Below this, small text reads: "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**: Another file upload section, identical in layout to the Logo section, with a "Choose File" button, "No file chosen" text, and an "Upload" button. It also includes the same size and file type instructions.
- Short description**: A large, empty white text input field with a horizontal scrollbar at the bottom.

Posting an Event – Details of event

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

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

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

- None -

Venue

Details of event organisers

Institution

- None -

Contact details

Collaborators

Choose some options

Researchers

Choose some options

(if applicable)

Other information about the event

News topics *

Choose some options

Academic disciplines

+

- None -

+ 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

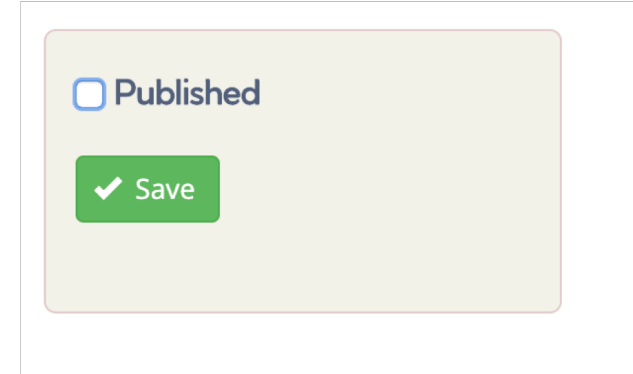
Input key dates for the event, as applicable:

- 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

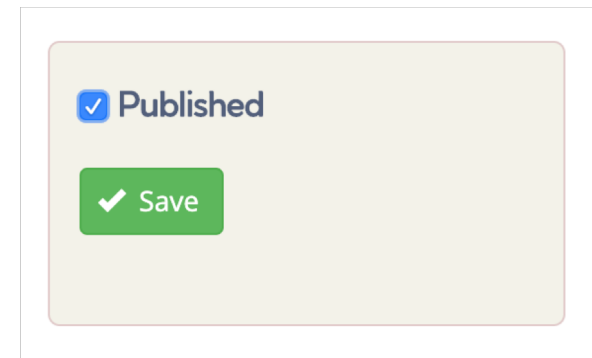
No need to include a date if it does not apply to your event (i.e. call for papers deadline).

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 web form section. It features a light beige rounded rectangle containing a blue square checkbox that is currently unchecked, followed by the text 'Published'. Below this, there is a green rectangular button with a white checkmark icon and the text 'Save'.

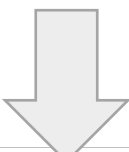
If you are ready to post the event to the ARN events page/calendar, then click Published and Save.

A screenshot of a web form section, similar to the one above. It features a light beige rounded rectangle containing a blue square checkbox that is currently checked, followed by the text 'Published'. Below this, there is a green 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.

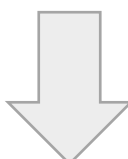


The screenshot shows the Admin dashboard with a sidebar on the left containing five blue buttons: 'Add Press Release', 'Add Event', 'Add Job', 'Invite Researchers', and 'Add Press Officer'. The main content area has two tabs: 'Unpublished content' (active) and 'Jobs'. Below the tabs is a table with the following structure:



Test Event	Event	Author Name	 edit	 delete

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.



The screenshot shows the Admin dashboard with the same sidebar as above. The main content area has two tabs: 'Events' (active) and 'Jobs'. Below the tabs is a table with the following structure:

Test Event	Author Name	 edit	 delete	

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.



- Add Event
- Add Job
- Edit institution page
- View institution page
- My account
- Upgrade to Premium
- Our 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)

Disciplines	Country
<div><div>+</div><div>- None -</div><div></div></div>	<div>- None -</div>
<div>+ Add another item</div>	City <div></div>
	Application deadline
	<div><div>Date<div></div><div>E.g., 13 Feb 2019</div></div><div>Time<div></div><div>E.g., 11:30</div></div></div>
	<div>Leave blank if there is no deadline. Use your local time.</div>

Start date <div></div> <div>E.g., 02/13/2019</div>	Type of position <div>- None -</div>
Salary <div></div>	Hours <div><div>N/A</div><div>Full time</div><div>Part time</div></div>
Bonuses <div></div>	Length of contract <div></div>

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 jpg 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

Edit an 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.





Unpublished content				
Events				
Job Post	Job	Author Name	 edit	 delete

Editing a job – after it is published

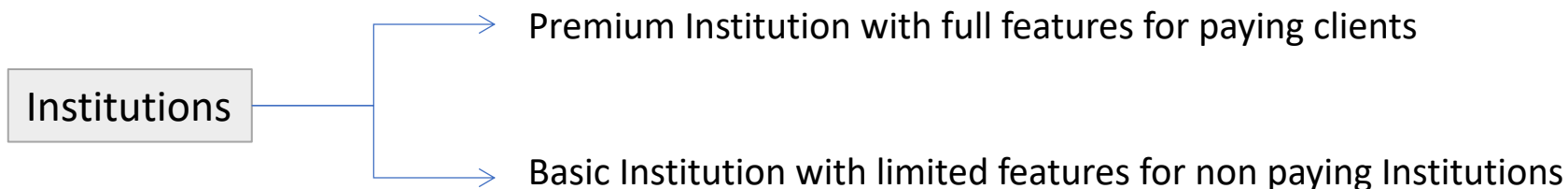
Published jobs will appear under the Jobs tab on your Admin Dashboard. Click on the Event name to see how it appears on the website. Click edit to edit. Click delete to delete.



Events				
Jobs				
Job Post	Author Name		 edit	 delete

Upgrading to Premium

Summary of New Features for Institutions



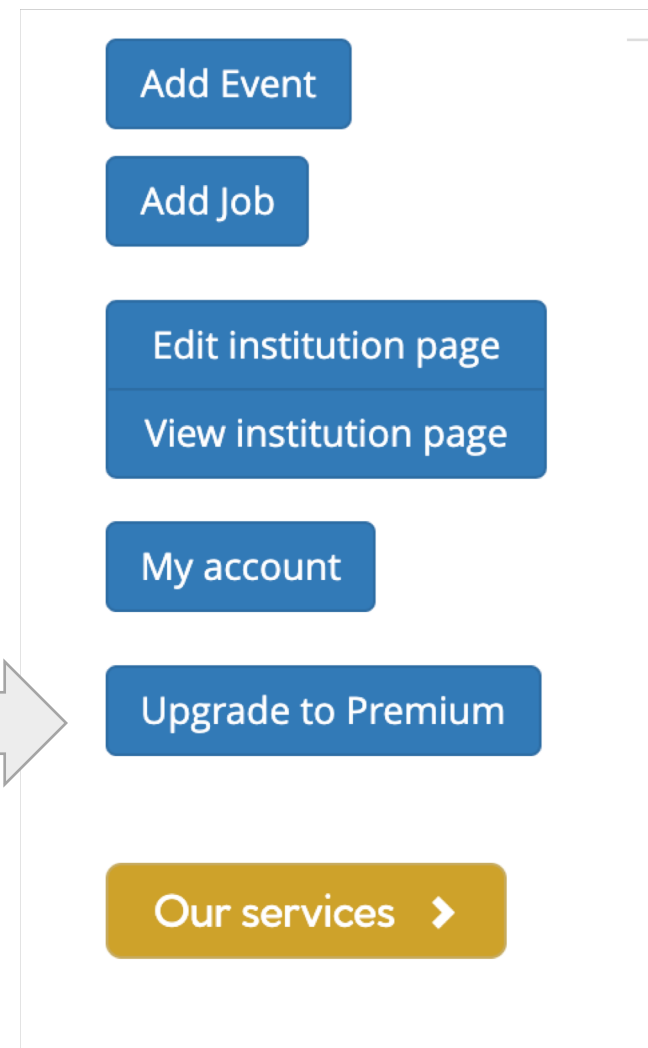
	Premium Institutions	Basic Institutions
Post Press releases	Only Premium institutions can add press releases	
Content go live	Press releases go live without needing editorial approval. Embargoed press releases will go to registered journalists first.	
Researchers	Many journalists are interested in research that was done by a researcher in the past. So, we now enable Premium Institutions to tag/link a researcher to your press release.	
Add Press Officers	Premium institutions can have more than 1 officer on your account	
Institution page	Premium and basic institutions can create an Institution page	
Jobs and events	Premium and basic institutions can post job vacancies and upcoming events at your Institution	

Upgrading to Premium

If you are not yet a Premium member, and would like upgrade, then please complete the payment process using the PayPal link provided.

Annual subscriptions for Premium cost GBP 295.

Please ask about annual packages that offer substantial savings if you purchase multiple services such as press release writing, custom or wire distribution, and monitoring. Email us at info@researchsea.com



Premium features

Once you have upgraded to premium, you will have access to additional features via your Admin dashboard.

- **Add Press Release**
- **Invite Researchers**
- **Add Press Officer**

Add Press Release

Add Event

Add Job

Invite Researchers

Add Press Officer

Edit institution page

View institution page

My account

Our services >



Basic 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