



INTERNATIONAL NETWORK FOR THE  
CONSERVATION OF CONTEMPORARY ART

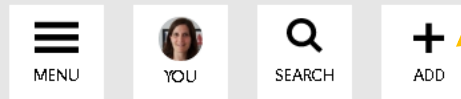
# How to enter a news item into INCCA.org

Examples of news items are: new (online) publications, jobs, internships, calls for papers, new projects and organisational changes.

# Step 1: Make sure you are logged in to your user account and click on ADD.



INTERNATIONAL NETWORK FOR THE  
CONSERVATION OF CONTEMPORARY ART



Home > Account

## Karen te Brake - Baldock

Coordinator (inter)national research networks and INCCA Coordinator

### Email

[k.te.brake@cultureelerfgoed.nl](mailto:k.te.brake@cultureelerfgoed.nl)

### Occupation

[other](#)

### Organisation

[Cultural Heritage Agency of the Netherlands RCE](#)

### Department

### Blog

[View recent blog entries](#)

### What is your education and/or training?

BA Arts and Media Management, MA Arts and Media Management in a European Context

### Expertise

[databases](#)

EDIT PROFILE

# Step 2: Under News & Events select Add news



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+ ADD

[Home](#) ✕

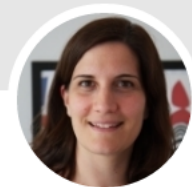
## NEWS & EVENTS

- › Add news
- › Add event
- › Add blog entry

## KNOWLEDGEBASE

- › Add article
- › Add member document [↗](#)
- › Add forum topic

Need help adding information?  
[Click here.](#)



[Home](#) › [Member overview](#) › [Karen te Brake - Baldock](#)

## Karen te Brake - Baldock

Coordinator (inter)national research networks and INCCA Coordinator

### Email

[k.te.brake@cultureelerfgoed.nl](mailto:k.te.brake@cultureelerfgoed.nl) [↗](#)

### Blog

[View recent blog entries](#)

Step 3: A Create News page will open.  
Information is organised in three sections.



Home

## Create News

CONTENT TYPE

NEWS

Basic information \*

References

Attachments, links and videos

TITEL \*

Date \*

DATE

04/03/2017



E.g., 04/04/2017

# Step 4: Fill in the basic information

Basic information \*

References

Attachments, links and videos

TITEL \*

This is the title of my news item

Date \*

DATE

04/03/2017

Su	Mo	Tu	We	Th	Fr	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

**Titel:** Keep the news item titel as short as possible.

**Date:** The date is standard on today's date. If you want the news item to have a different date you can change it by hand.

**Body:** Here you can write in as much text as needed to describe your event. Tip: Keep it short and simple!

**Tags:** Select a few tags from the list that best describe your event.

**TIP:** Add the TAG 'call for papers' or 'call for posters' so that your call shows up in the overview. **TIP:** Add the TAG 'opportunity' so that your job, internship or funding opportunity shows up in the overview.

# Step 5: Fill in the references

Basic Information \*

References

Attachments, Links and videos

**GROUPS**

INCCA F [GID: 16] x

If you want to link your post to one or more protected group, for example, will only t

**RELEVANT LINKS**

TITLE
+ RCE website

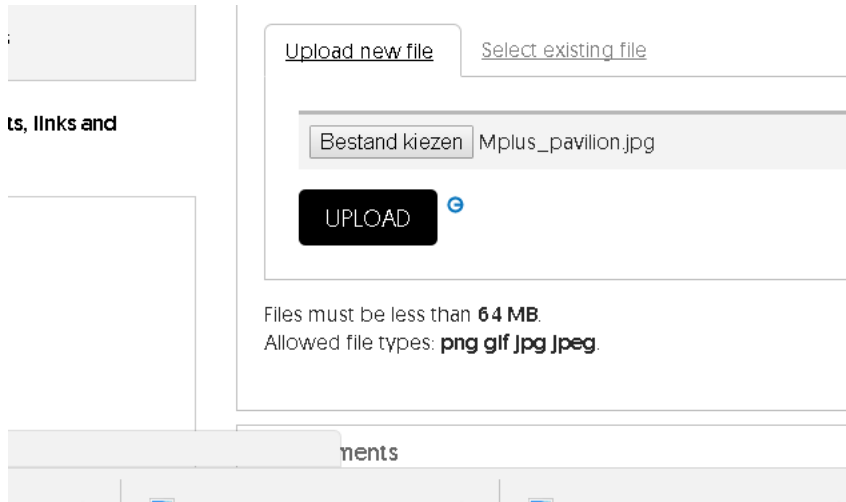
The link title is limited to 12

ADD ANOTHER ITEM

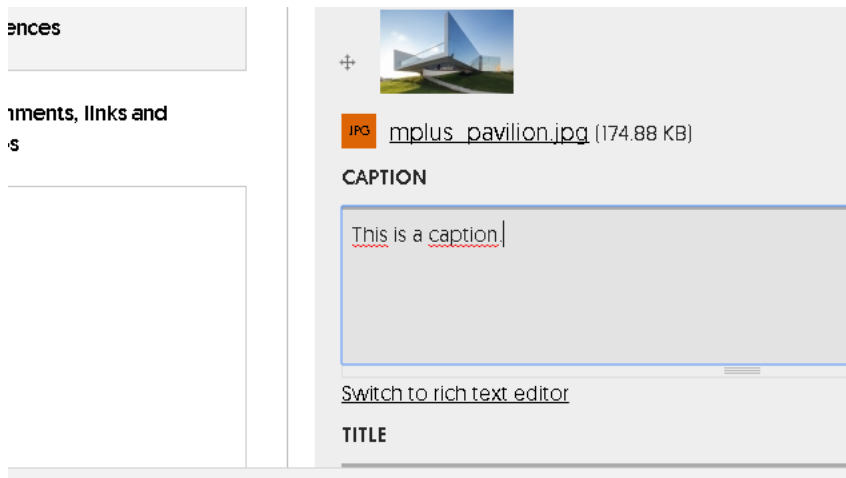
**Groups:** If the news is relevant to one of the INCCA groups, type in the name of the group.

**Relevant links:** Is there more information to be found on another website? Give the link a name and copy and paste the URL. You can add as many links as you need by clicking on Add another item.

# Step 6a: Fill in attachments, links and videos



**Image:** Start by adding an image for your news item. You can add more images if necessary. They will then be shown on the website in a carousel that the user can click through.



Browse your computer choose the image and then click UPLOAD. Once it is uploaded you can add a caption and title to your image.

# Step 6b: Fill in attachments, links and videos

## Attachments

### ADD A NEW FILE

Upload new file [Select existing file](#)

Bestand kiezen  Geen bestand gekozen

**UPLOAD**

Files must be less than **64 MB**  
Allowed file types: [ppt](#) [pptx](#) [xls](#) [xlsx](#) [doc](#) [docx](#) [odt](#) [pdf](#) [txt](#) [csv](#) [odg](#) [s](#)

## Video

### VIDEO URL

### DESCRIPTION

The description which m

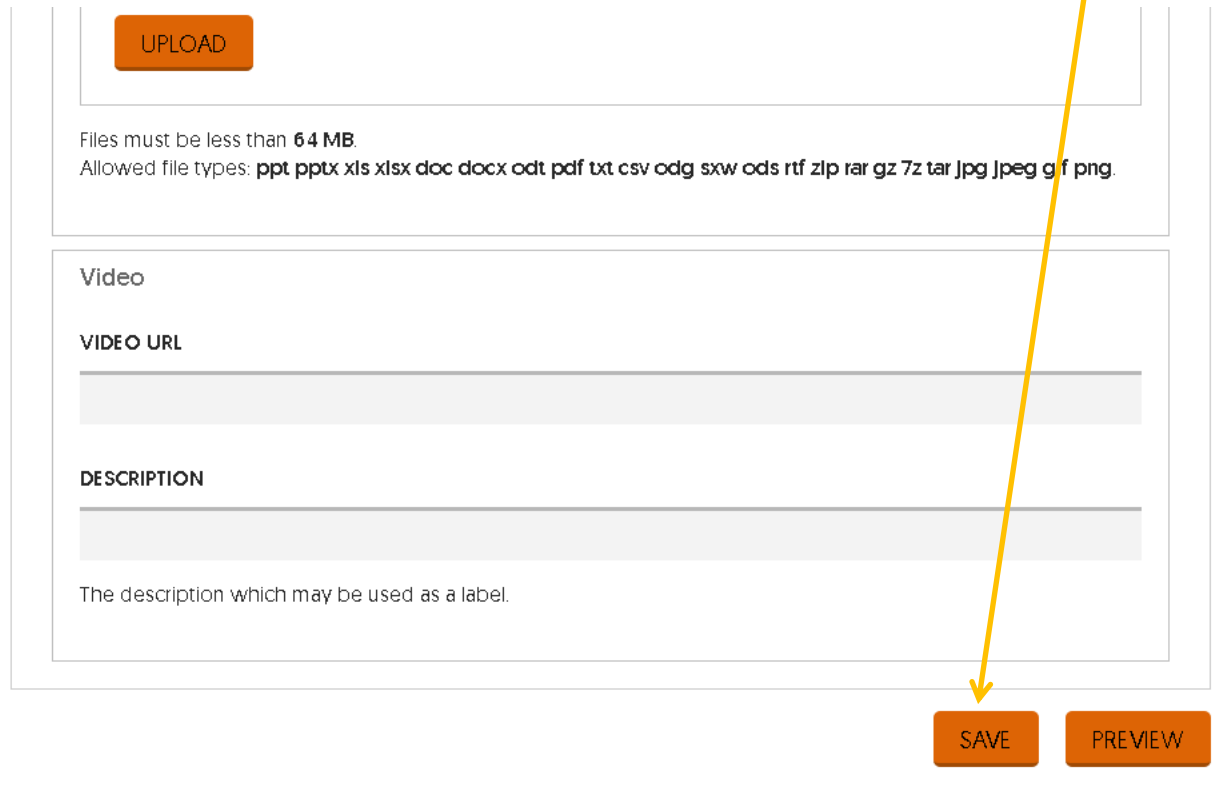
**Attachments:** Here you can add documents like PDFs or Excels as attachments to your news item. Browse your computer choose the image and then click **UPLOAD**.

**Video:** It is also possible to embed videos from You Tube and Vimeo. Copy and past the URL and give your video a description.

Please note: Any attachments to a news item (such as a PDF) can only be accessed by INCCA members. Other information, photos, embedded videos and relevant links can be seen by all visitors to incca.org.



# Step 7: Scroll down and click on save to publish your news item.



UPLOAD

Files must be less than **64 MB**.  
Allowed file types: **ppt pptx xls xlsx doc docx odt pdf txt csv odg sxd ods rtf zip rar gz 7z tar jpeg jpg gif png**.

Video

VIDEO URL

DESCRIPTION

The description which may be used as a label.

SAVE PREVIEW

A yellow arrow points from the top right towards the SAVE button.



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If you have questions  
please contact:

[info@incca.org](mailto:info@incca.org)