

# How to share my work on the ARISE website?

Latest update: January 11, 2024

### **Overview**

Thank you for sharing with the community. We welcome submissions of news stories, events, voluntary commitments, etc. from ARISE members. Please save your document to your computer and review this instruction before preparing to submit.

#### There are 4 steps in order to make a submission on the <u>platform</u>:

- 1. Rights and Permissions
- 2. Company Information
- 3. Main Content
- 4. Your Details

You can access the <u>submission platform</u> in the <u>"Learn"</u> section of the ARISE website.

You can follow this guide to make a submission.

The entire submission process will take 5 to 10 minutes.



### **Step 1: Rights and Permissions**

Show all steps at once

#### **Submission steps**

**Rights and permissions** 

Company information

Main content

Your details

# **Rights and permissions**

Are you a	current	member	of I	ARISE?
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○ Yes ○ No ○ Not sure

#### Do you have permission to publish this submission?

☐ I certify that the submission below is entirely my work and I have the rights and clearances to publish it on the ARISE website.

Please ensure that you have the permission to publish it on the ARISE website

Next

Reset



### **Step 2: Company Information**

#### **Submission steps**

Rights and permissions

#### **Company information**

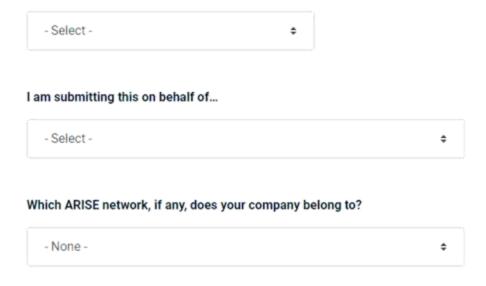
Main content

Your details

## **Company information**

Please select the region where your organization is located or legally registered.

#### Select your region



If your organization is an ARISE member, please select the name of your organization.

Show all steps at once

 If your organization is **not** an ARISE member, please select the name of the ARISE member that you collaborated with.





### **Step 3: Main Content**

#### Submission steps

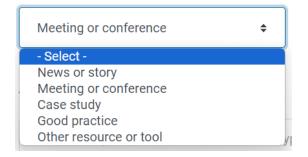
Rights and permissions

Company information

#### **Main content**

Your details

This article falls into the category of ...

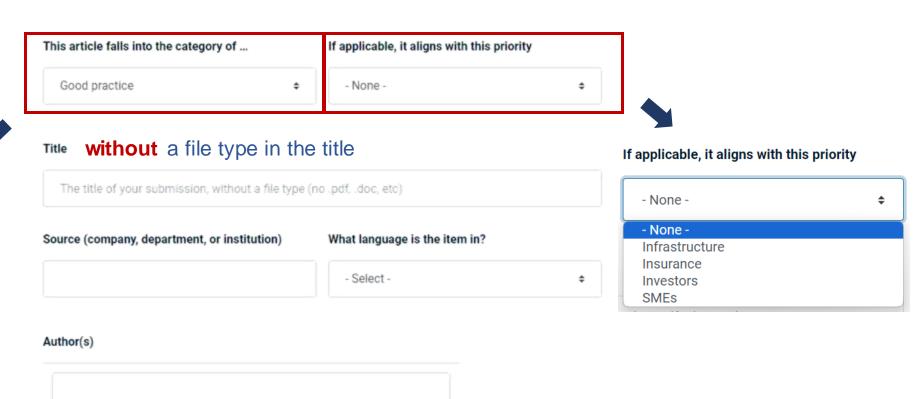


### Main content

Add another author

If you are not sure about the answers of these two questions, you could refer to our **previous shared storeis**.

Show all steps at once



### **Step 3: Main Content**

#### Add resource file

Find the file on this device

One file only.

Allowed types: txt, rtf, pdf, doc, docx, odt, ppt, pptx, odp, xls, xlsx, ods.

Resource website

One file only, 20 MB limit

http://www...

#### Add tags to your submission

Make your contribution easier for other ARISE members and private sector workers to find by selecting up to 8 tags below.

Avalanche   Cold Wave   Cyclone   Drought   Earthquake
Epidemic & Pandemic
Land Slide 🔲 NBC - Nuclear, Biological, Chemical 🗆 Storm Surge
Technical Disaster □ Tornado □ Tsunami □ Volcano □ Wild Fi

Add a photo (optional)

Find the file on this device

One file only.

10 MB limit.

Allowed types: gif, jpg, jpeg, png, tiff, bmp.

One file only, 10 MB limit

Photo source (company, department, or institution)

Enter full name of source (no acronyms)

#### Photographer

Enter full name of photographer



### **Step 4: Your Details & Final Submission**

### Your details

Full name				
Your first and last name				
Preferred method of contact				
• Email O Phone				
Email address				

Please provide only **one** name and **one** email address.



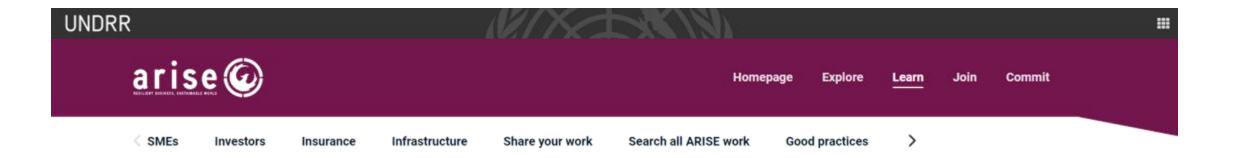
After you click this button, you will be informed which part(s) is (are) missing or incorret.

Previous Complete submission Reset

Please ensure that you are submitting the latest version



### **Congratulations!**



# Work submitted successfully.

Thank you for submitting your good practice, tools and stories; you don't need to do anything else at this stage. Someone from our team will review your submission. We may get back to you if we need more information.

You will see this page if your work is submitted successfully.

#### What happens now?

- Someone from the team will review your documents.
- We may get back to you if we need more information.

The entire process normally takes a **minimum** of **2 weeks**.



### Any further questions

Application steps

Message details

Your details

### Message details

For any further questions, please go to our <u>FAQ</u> or contact us through this <u>contact form</u>.

Show all steps at once

Are you a current member of ARISE?

O Yes O No O Not sure

Who do you want to contact?

O ARISE staff member O A specific ARISE region

Message

300 word(s) remaining

Purpose of your message in brief

10 word(s) remaining





