

How to upload to Voice

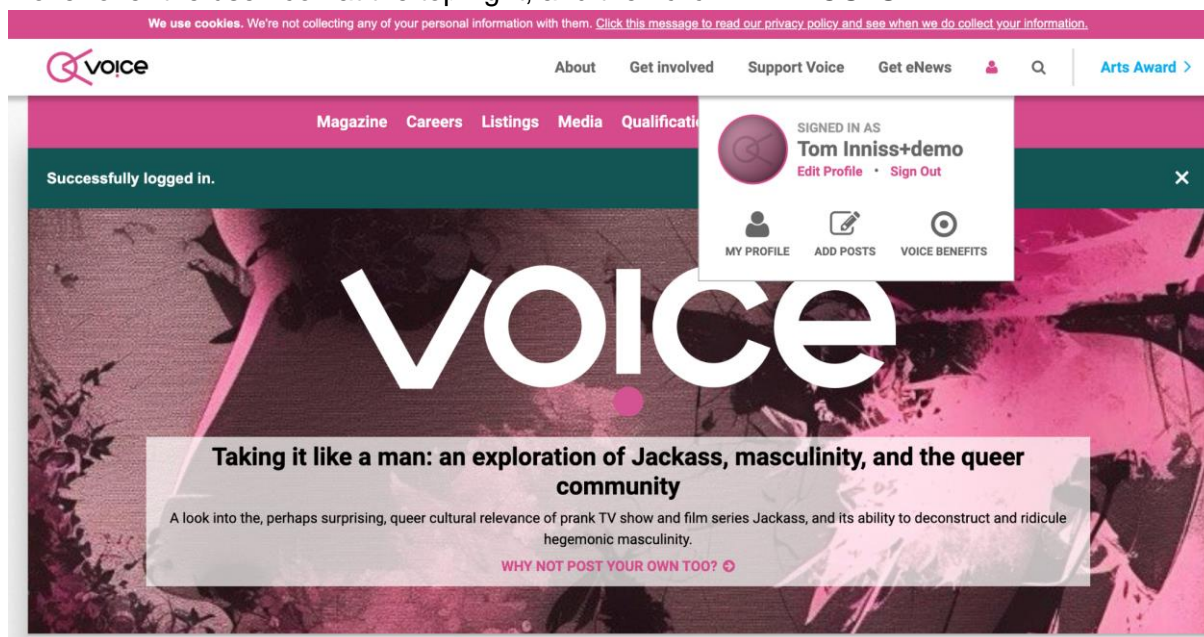
We love hearing from our community, and actively encourage our users to post content onto Voice. It's really easy to do!

The first thing you need to do is visit voicemag.uk and [register for an account](#). Fill in your details and **make sure you click the activation email we will send you**. Top tip: if you haven't received your activation email, check your spam folder.

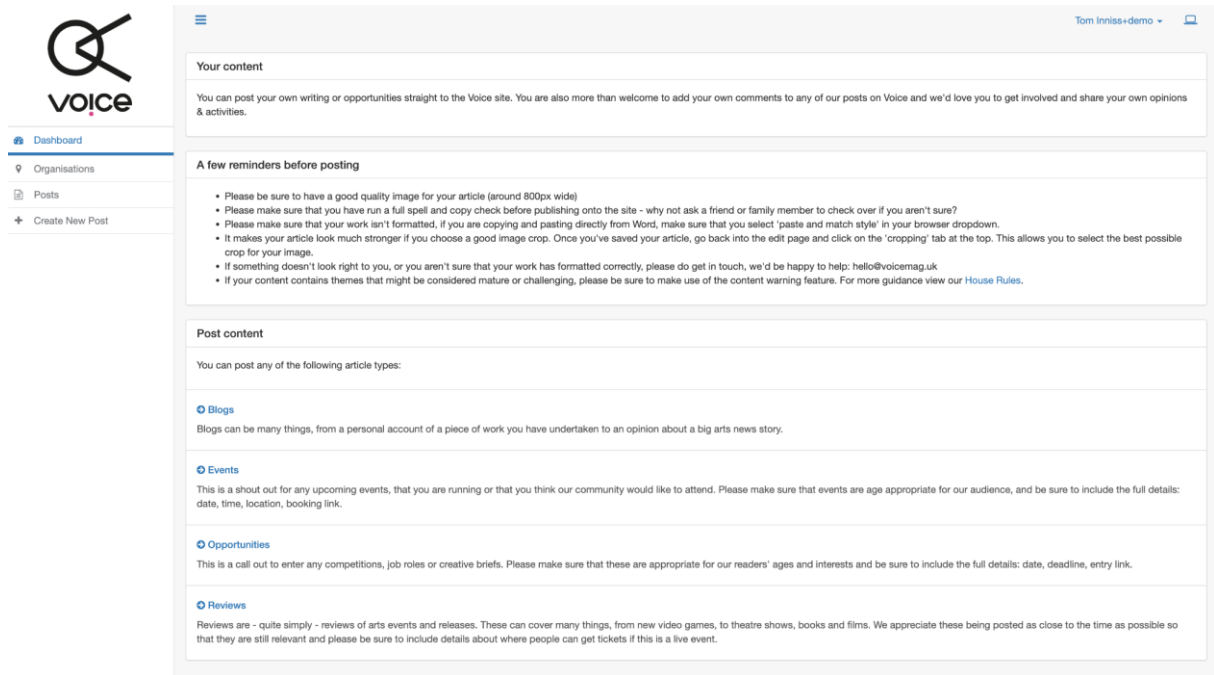
You will only have to register once. Once your account is set you, you can just visit voicemag.uk

Uploading

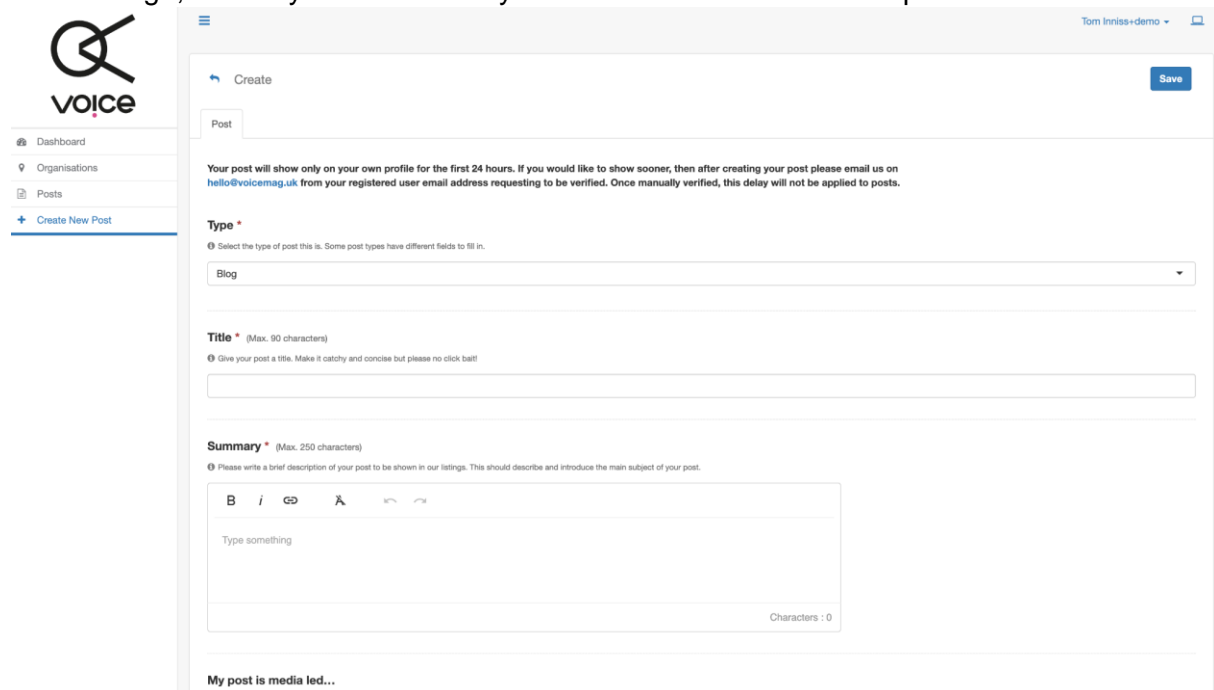
The first step is to visit voicemag.uk, where you will be taken to the homepage. Once you have logged in via the button at the top, your site will look like the image below. Hover over the user icon at the top right, and then click ADD POSTS.



You will then be presented with the screen below. Select whichever content type you want to upload – it's most likely you will be publishing a review.



Once you've selected what type of content you want to upload, you will then be taken to the editing area where you can start to add your piece to the website. The page will look like the below image, and as you scroll down you will see more areas to complete.



First, if you accidentally chose the wrong content type and want to change it, the dropdown box will let you pick another option.

Your **title** should be less than 90 characters, but also make clear and obvious what the piece is about. For example you could go with a simple 'Review: Othello at the Globe Theatre', or something more editorialised like 'Othello at the Globe Theatre is a must watch for Shakespeare fans and critics alike'. The choice is entirely up to you.

Your **summary** needs to be no more than 200 characters, and should be used to add some more context for your review, summarising your thoughts about the piece, or just offering a flavour of what is to come for a reader.

The **content** is where the actual review itself gets added. For detail on what makes a good review, please refer to our ['How to review' area on Voice](#).

You will notice that the box for adding your content has a formatting bar across the top. This allows you to change the format of your content, add links, images, videos, or embed other types of content. Hovering over each icon will tell you what each one does.

Content * (Min. 300 characters)

ⓘ This is the main body of your post. Use the toolbar to format and enhance your post with additional media.



The far right button is for embedding other types of content. This could be a tweet, an Instagram post, or something from SoundCloud. For a full list of content you can embed onto the website via that button, visit <https://embed.ly/>

Does this post contain content that might be unsuitable for under-16s, or cover challenging themes?

ⓘ If so, we'll warn the reader before showing them the whole post.

Yes, this post contains sensitive content

Scrolling down you will see the above box asking if the post contains content only suitable for over-16s, or discusses challenging themes. A list of what is defined as a 'challenging theme' can be found on our [House Rules](#).

Image

ⓘ Please provide an image conveying the subject matter of your post. Once uploaded you can crop the image to be displayed in various places on the site.

Drag & drop image here
or

Maximum file size: 4MB

Image Credit Name

ⓘ If required, please provide credit to the owner of this image.

Image Credit URL

ⓘ Enter a URL here to link the image credit name to.

Show Banner Image

ⓘ Selecting this will show your uploaded image between the summary and content of your post.

Show my uploaded image on my post

We find that posts look better with an image at the top. The box above will allow you to add one. Please make sure that you have permission from the copyright holder, or that you took the picture yourself. Very often the venue will have an image of the act that can be used for reviews, so it never hurts to ask them.

Please make sure that you add the credit name, and website if necessary via the right-hand boxes.

If you plan to upload a video/audio review that you're going to embed at the top of your review, you can turn the banner image off via the 'Show Banner Image' button. The image will still show up on the website in places where your post shows, for example on the [all posts page](#).

Gallery

Upload images here to add a gallery to the top of your post.

Select an image to add to the gallery No file chosen

The gallery function is for if you would like to include a photo gallery in your article. We find it best to only use this functionality if you have more than 3 photos you would like to display at the top of the page. Otherwise, it is best to just add the images directly into the content box.

Related Interests

Select any interest areas which are relevant to this content.

Tags

Create or select any tags which are relevant to this post.

Arts Award Levels

If this is for your Arts Award, please select the level.

Trinity Subject Area

If your post relates to a Trinity Subject Area please select it here

Voiceboxes

Select the Voiceboxes for this post to appear in.

The next section will allow you to add some metadata to the website to make it easier to find. In **related interests** you can pick some categories that are relevant to your piece, for example Theatre & Performance, Technology, or Visual Arts.

Tags are important to ensure that your review shows up in your specific local reviewer area. Your tag is the following:

- Shropshire Young Reviewers

If you are doing an Arts Award, select the level you are doing via the **Arts Award Levels** dropdown.

It's quite unlikely that it will be relevant, but if your piece relates to a Trinity College London Qualification or a particular Voicebox then select the relevant ones via the dropdown menu which displays some more options for you to complete.

Publishing

The post will only appear on the site if the check box is ticked and the date entered has passed. Enter a future date and tick the check box to publish this post automatically at a certain time.

Published

Organisation

If this post relates to an organisation, please select them from this list.

Profile Only

Only show this post on your public user profile (and in your portfolio, if selected)?

Only show on my profile & portfolio

Portfolio

Show this post in the portfolio section of your public user profile?

Add this post to my portfolio

Comment Notifications

Selecting this will send notifications of new comments to your email address.

Send me email notifications of new comments

The last section on the uploading page will look like the above.

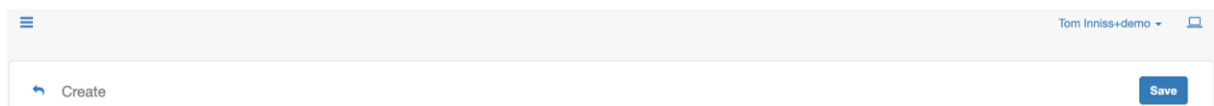
Here you can select whether you want your piece to be published or not by ticking or unticking the **Publishing** checkbox. **For your first review please select to not publish**

it so one of the team can have a look and offer feedback before you publish it. You can also schedule it to go live at another time by using the date and time picker. **Please note that your review might not appear on the website for 24 hours after publication for moderation purposes.**

If your article relates to one of our registered organisations you can select them from the **Organisations dropdown.**

If you don't want your post to show up on the main site – and only be visible via your profile – then tick the box that says **Profile only.** You can also add your post to your portfolio area, which can be used to highlight your best work. To add the piece to your portfolio collection, just tick the **Portfolio** box.

If you want to be emailed when people comment on your work, then tick the **Comment notifications** box.



Once all of that is done, just scroll back up to the top of the page and press the **Save** button.

Your post will then be saved to the website.