



## Simple steps to follow for uploading your scenario in GEOTHINK

Let's assume you have already created your scenario and you have saved it in word doc and that you have gathered the material, e.g. a presentation- which you are going to use.

- 📍 Visit [www.geothink-portal.eu](http://www.geothink-portal.eu), where you have already created an account.
- 📍 If you are participating in the Contest, you also have to join the sub-community of the contest
- 📍 Choose "Resources" below on your left hand
- 📍 Choose «Create new educational resources in the Community»
- 📍 Now select in Step 1 «Learning Pathway» and in Step 2 «Create new»
- 📍 Select «Pre-structured visit» and «Continue»
- 📍 You are at an area with empty boxes where you will add your text.
- 📍 You are at the *Pre-Visit* phase, you can know by checking the tabs above.
- 📍 Add the title of your scenario.
- 📍 Copy your text and click on the 11<sup>th</sup> button from the Toolbar 
- 📍 A new box-window will appear, where you have to paste **again**. Click OK for your text to be added including the styling you have already set.
- 📍 Continue in the same way in the next phases (*Visit* και *Post-Visit*).
- 📍 If you are interested to enrich your text with hyperlinks, you can select the word you want to be hyperlinked.

- 📍 By clicking on the hyperlink button another box will open where you have to enter the hyperlink 
- 📍 Click on the second tab and select «New window»
- 📍 If you'd like to make a hyperlink that will direct to an educational object you first have to upload it by clicking “Attach” on the left part of the box.
- 📍 Select “Upload Files», «Choose File” and once you have selected the object from your device click “Upload”
- 📍 Once you close the box your object will be appearing on the low left part of the box.
- 📍 Pass over your mouse and right click on “Copy Link Address”
- 📍 Select the word or the phrase you want to hyperlink and click on the hyperlink button. 
- 📍 Another box will open where you should paste the hyperlink Click on the second tab and select “New window”.
- 📍 Once you have completed all boxes select the “Metadata” tab
- 📍 It is mandatory to complete all the information asked in the first tab, but ideally you should answer all questions.
- 📍 Once you have complete the whole process and you are ready to publicize your scenario, you must change the status to final, up on the right part pf the page.



*Tip: Μην ξεχνάτε να κάνετε «Save» συχνά!*