Pure

Add new Activity – Participating in or organising an event
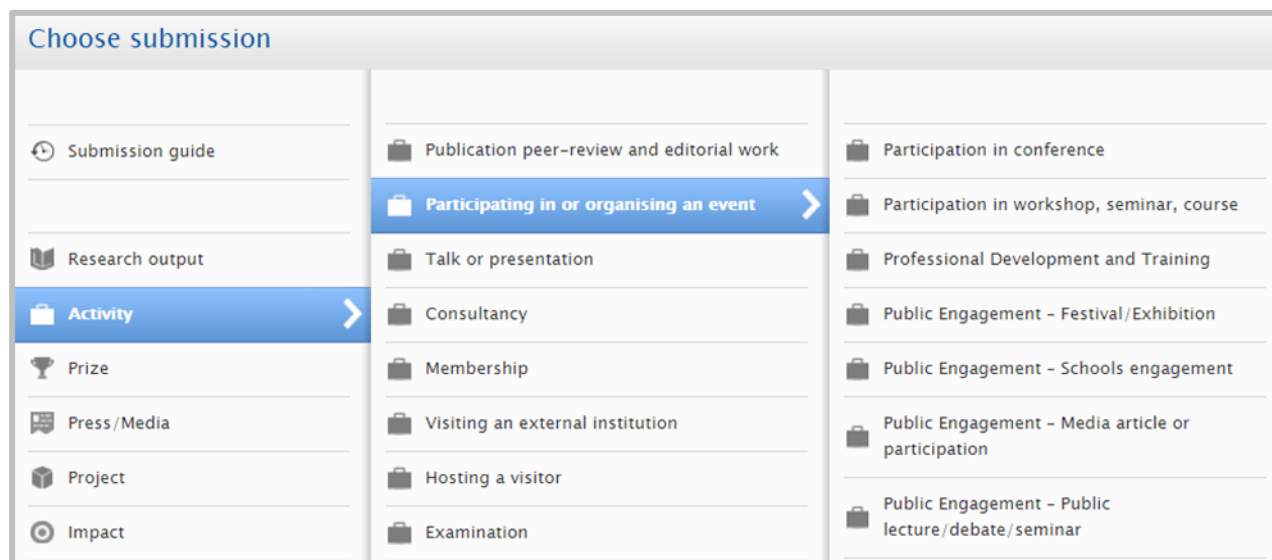
1. Log in to Pure with your University Login (formerly EASE) at https://www.pure.ed.ac.uk

Personal ▼					
📖 **Research outputs**	💼 **Activities**	🏆 **Prizes**	💬 **Press/Media**	**Applications**	🏅 **Awards**
My research output	Editable	Editable	Editable	Editable	Editable
➕ New	My activities	My prizes	My press/media	My applications	My awards
	➕ New	➕ New	➕ New		
📦 **Projects**	◎ **Impacts**	**Datasets**	🎓 **Student theses**	◯ **Facilities/Equipment**	**Curricula Vitae**
Editable	Editable	My datasets	Editable	Editable	My curricula vitae
My projects	My Impacts	➕ New	My student theses	My facilities/equipment	➕ New
➕ New	➕ New		➕ New		

2. Click on the Personal drop down menu at the top left of the screen.

Click on the **+ New** button under **Activities**. This will open the submission window.

3. Select **Participating in or organising an event**. Then select the sub-type that best describes the activity.

Note. Fields marked with asterisks are mandatory. The record cannot be saved unless these fields are completed.

Choose submission

🕐 Submission guide	💼 Publication peer-review and editorial work	💼 Participation in conference
	💼 **Participating in or organising an event** >	💼 Participation in workshop, seminar, course
📖 Research output	💼 Talk or presentation	💼 Professional Development and Training
💼 **Activity** >	💼 Consultancy	💼 Public Engagement – Festival/Exhibition
🏆 Prize	💼 Membership	💼 Public Engagement – Schools engagement
💬 Press/Media	💼 Visiting an external institution	💼 Public Engagement – Media article or participation
📦 Project	💼 Hosting a visitor	💼 Public Engagement – Public lecture/debate/seminar
◎ Impact	💼 Examination	

Activity information

Attending event *
Add event...

4. Add Event. Search for the event. If not listed, create new event.

Description

5. Describe the activity. This description will be displayed on the Edinburgh Research Explorer.
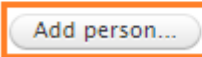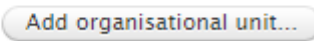
Period *
◯ Specific date
◯ Period of time

6. Enter either a specific date or period of time for the activity.

Degree of recognition
No value ▼

No value
International
National
Regional
Local

7. Select the degree of recognition that is most appropriate for this activity.

Persons/organisations

Persons ✱

👤 **A. Researcher (Abel Researcher)**   Edit   —
   Advisor
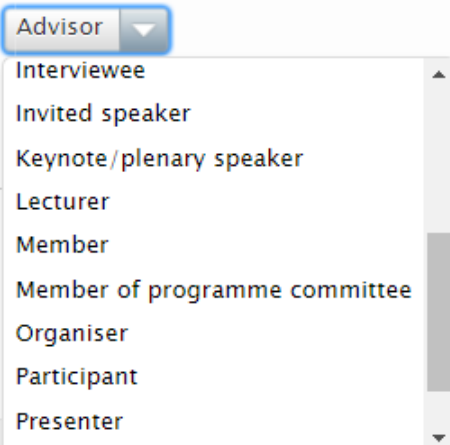   🏠 **Royal (Dick) School of Veterinary Studies**   —
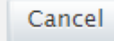   Organisational unit: School

[Add person...]   [Add organisational unit...]

8. Click on **Edit** to change your Role and/or your organisational affiliation.

9. Add the Internal or External Persons who participated in the activity.

Edit person

👤 **A. Researcher** (Abel Researcher)   *Change person* ▼
   Internal person

Name and role on the activity

First name   Last name ✱
[A.   ]   [Researcher   ]

Role ✱
[Advisor   ▼]

| Interviewee |
| Invited speaker |
| Keynote/plenary speaker |
| Lecturer |
| Member |
| Member of programme committee |
| Organiser |
| Participant |
| Presenter |

...udies (1/01/13 → present)

[Cancel]   [**Update**]

10. Leave Managing organisational unit at the College or Deanery level.

Activity managed by

Managing organisational unit ✳
🏠 **Royal (Dick) School of Veterinary Studies**
Organisational unit: School

(Change organisational unit...)

Documents and links ℹ️

Documents
(Add document...)

Links
(Add link...)

11. Attach documents or links to the record.

It is possible to attach many different types of files, e.g. PDF, WMV, PNG, in the Documents section. Please make sure that you are authorised to upload these files.

Set **Visibility** to **Backend – Restricted to Pure users** if these files are not to be made publicly accessible on the Edinburgh Research Explorer.

Please make sure that any web links that have been added have been archived.

Add document

Filename

☁️⬆️ Drag file or **browse** your computer.

File title

Visibility
Backend – Restricted to Pure users ▼

Public – No restriction
N/A – Not Used
Backend – Restricted to Pure users

(Cancel) (Create)

Relations ⓘ

Activities
[+💼]

Research outputs
[+📖]

Prizes
[+🏆]

Press/Media
[+🗞]

Projects
[+📦]

Impacts
[+◎]

Datasets
[+☰]

Facilities/Equipment
[+○]

12. Link the Activity to other content types in order to show the full network of relationships between the different aspects of your research.

13. Set **Visibility** to **Public – No restriction** for the Activity to be displayed on Edinburgh Research Explorer.

Visibility ⓘ

Visibility
Public – No restriction ▼

14. Remember to click on **Save** when you have added all information to the record. If not, all changes will be lost.

[Save]