Add a Work

1. Log in if you already have a Seelio account. If you don’t have an account, create one easily at www.seelio.com.

2. Click on the + Add Work button on the top navigation bar of your Seelio account. This will display a drop down menu that allows you to add a work to a particular group. Or you can simply choose to “+ Add New Work.”

3. On the first screen, add:
   - **A Title**: This should be something that describes the project or experience you plan to add. It can be very straightforward or it can be creative. Examples others have used include:
     - Study abroad in South Africa
     - Costa Rica: No Corner of the World is Too Far to Reach
     - Becoming an Intercultural Learner
     - Maternal Health Work in Detroit
     - Bilingual Education Student Presentation
     - My Internship at Boeing
   - **Attachments**: Attach assignments, photos, videos, etc. You can pull these from your computer or from many Internet sources. Don’t worry about order; you can rearrange or add more later. Click on the pencil icon to edit the attachment or to make it the cover photo for your work.

4. Click **Next** at the bottom to move to the second screen. You can always click **1. Attachments** at the top to return to the first screen. On the second screen, you can add:
   - **A Description**: This should be a succinct paragraph that summarizes the purpose of this collection of work, and invites viewers to delve deeper. Think about your intended audience(s) as you write this. The tone should be adjusted accordingly.
   - **Categories**: You can select up to three categories to apply to your work. Categories enhance the visibility of your work on Seelio.
   - **Tags**: Choose from tags recommended for your group, or think of the key words you want to add as your own tags. These make your work more searchable.
   - **My Role**: This field is appropriate when you have a particular role or title that corresponds with your work. For example, “Author” would be appropriate for an article you are posting. If you leave it blank, it will not appear on your final work.
   - **My Contribution**: Use this space to highlight your skills and accomplishments that relate to this work. This is especially important for group works but is also a helpful overview for your individual works. If you leave it blank, it will not appear on your final work.
   - **Collaborators**: If you had teammates or others who helped with your work, add them as collaborators so that they can share the work with you on Seelio.
5. Click the grey gear icon at the top of the screen next to **Visibility & Settings**.
   - **Visible To**: Select who should be able to see this work:
     - *Everyone* means anyone, with or without a Seelio account
     - *Only My Groups* means only members of any group(s) you elect
     - *Only Me + Specific People* means only you unless you click *Give Others Access* add their name. Then that work will be visible to you and those specific people.

   **Note**: Once a work has been made, you can tell if it is public, shared, or private by the grey icon on the top of the work. A globe will appear if the work is public, or there will be a lock icon that you can scroll over to see who is able to see the work.

   - **Groups**: In addition to privacy, you can control where your work appears on Seelio. By checking the box next to any of your groups here, it will add the work to that group’s Activity Feed and the Gallery Showcase. Despite where the work appears, it can only be seen by those which whom you have selected in the **Visible To** section.

   - **Dates**: Optionally, you can enter the date range of your experience. This is not mandatory.

   Click **Save** to preserve your visibility & settings.

6. Edit! Rearrange photos and works! Have fun! Click “Finish” when you’re ready to complete your work and view your work page.

Still have questions? Please contact **support@seelio.com** for assistance!