# Adding a new activity – Participating in or Organising an Event

NB This template should be used to record where you have attended a conference, workshop, seminar, festival etc. as a delegate/attendee, or where your only role was as organiser.
For conferences, workshops etc where you have participated as speaker, presenter, session chair etc, you should use the Template: Talk, presentation, public lecture, public engagement, outreach and knowledge exchange and select the appropriate category.

1. Log into Pure with your University of Aberdeen Login at https://pure.abdn.ac.uk/admin/login.xhtml
2. Click on the add content button and then activity, choose the attending or organising an event and then the associated sub-type that best suits the activity.
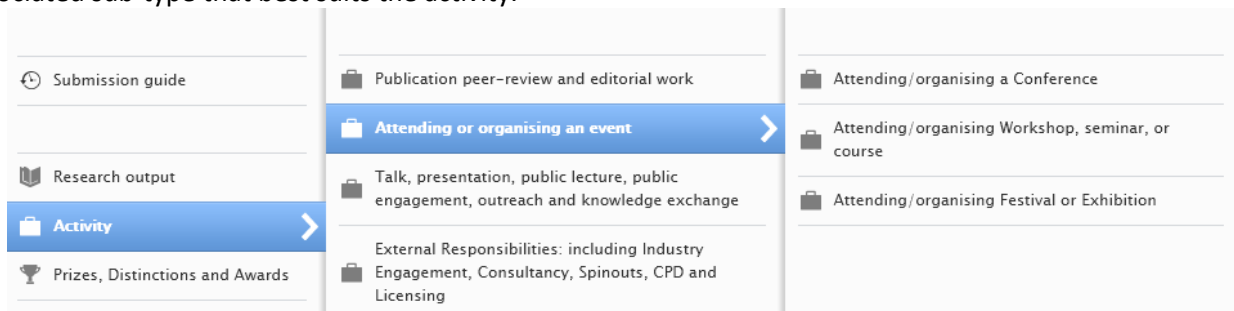
3. Add the event by searching and if it is not listed, create a new event.
4. Use the activity box to provide a title or short summary, then use the description box to describe your contribution to the activity – content added to these boxes will be displayed on the University's Research Portal, if the record is set to public.

5. Enter the date or time period for the activity.
6. Select the degree of recognition most appropriate for the activity.

7. Add internal or external individuals who participated in the activity.
8. Click on Edit and change the role and organisational unit to the required option.

9. Attach documents or web links. You can add different file types such as PDF and PNG. Ensure that you are authorised to upload these files. Put the visibility as **backend – restricted to Pure users** if the files should not be seen by the public on the University's Research Portal. Please note that the main record can be public even if added files are restricted.
   Ensure any web links added are archived and active.

10. Link this activity to other content types (e.g., journal article) to show the relationship network between different research aspects.
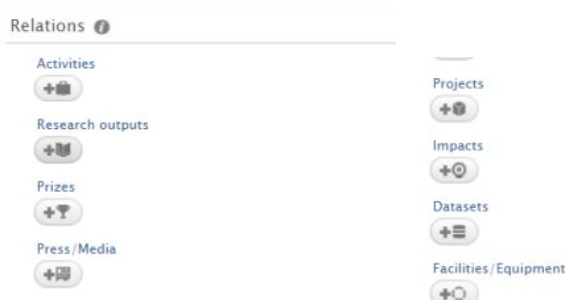
11. If you want the record to be displayed on the University's Research Portal, set the **visibility** to **Public – No restriction.**

12. Ensure you click on **Save** when you have added all the information to the record. Any changes or updates made will be lost if you do not use the save button.