

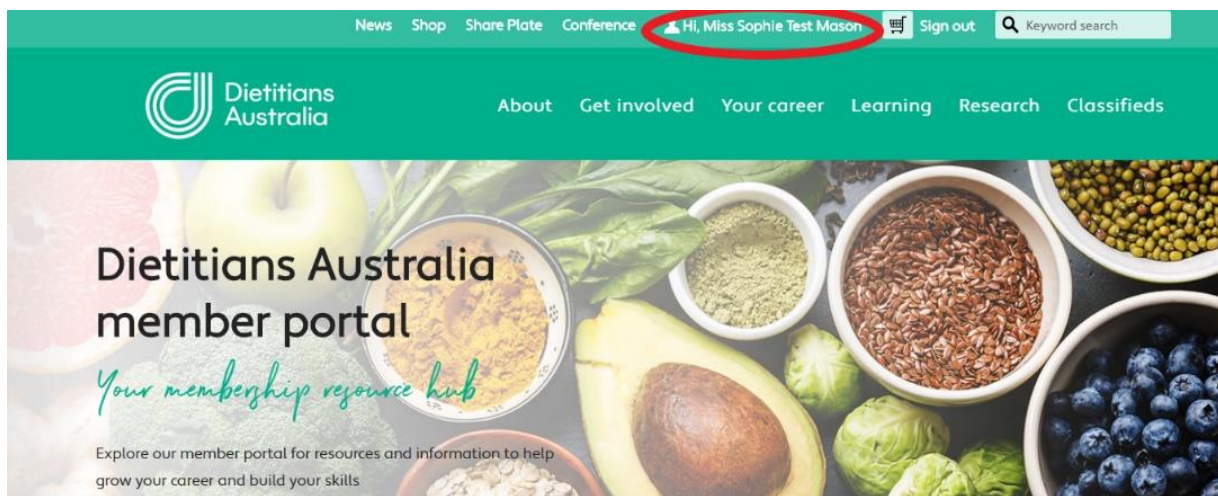
How to add a resource to the Resource Library

Add your own resources to our online nutrition resource database (formerly known as DINER and PIP)

Step 1: Read the Resource Library Policy

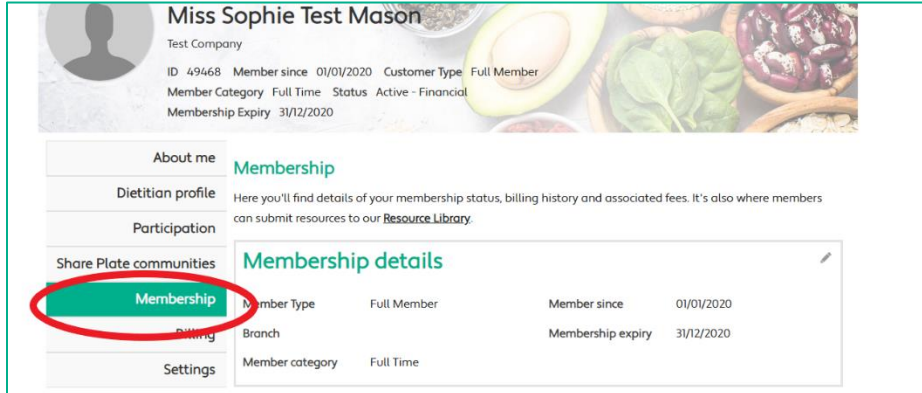
You can find the [Resource Library Policy](#) on the [Resource Library page of our Member Portal](#). This policy outlines who can submit a resource, the types of resources accepted, resource requirements and more.

Step 2: Sign into the Member Portal and click on your name



This will take you to your member profile. You can also get there by typing the following URL directly into your browser: <https://member.dietitiansaustralia.org.au/profile>

Step 3: Click on the 'membership' tab



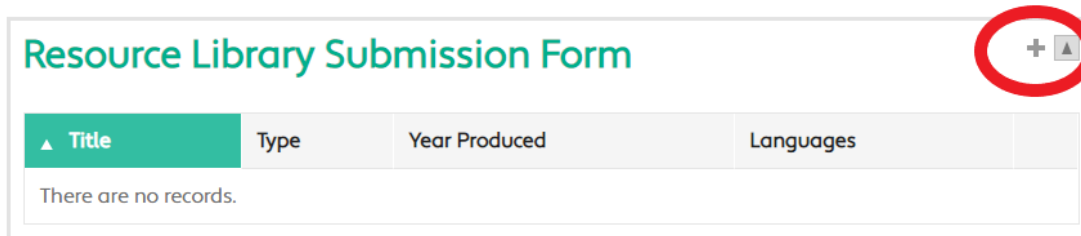
Miss Sophie Test Mason
Test Company
ID 49468 Member since 01/01/2020 Customer Type Full Member
Member Category Full Time Status Active - Financial
Membership Expiry 31/12/2020

About me **Membership**
Dietitian profile Here you'll find details of your membership status, billing history and associated fees. It's also where members can submit resources to our [Resource Library](#).
Participation
Share Plate communities
Membership
Billing
Settings

Membership details

Member Type	Full Member	Member since	01/01/2020
Branch		Membership expiry	31/12/2020
Member category	Full Time		

Step 4: Scroll down to 'Resource Library Submission Form' and click the grey cross.



Resource Library Submission Form

Title	Type	Year Produced	Languages
There are no records.			

Step 5: Fill in the details of your resource

Note the compulsory fields including Title, Author, Format, Cost, Content Description, Contact Name, Resource Type, Target Audience, Year and Contact Email (see screenshot overleaf).

You will also need to indicate that the resource is original and does not infringe copyright, and that permission is granted to DA to post the resource on the DA website.

Click 'save and close' when complete.

Add

*Title

*Author

*Format

*Cost

*Content Description

*Contact Name

*Resource Type

Upload File

- Allowed file formats are .PDF, .ZIP
- The maximum file size allowed is 109.77 MB

*Type

Organisation

*Target Audience

*Year Produced

Content URL

*Contact Email

Languages

*This resource is original and does not infringe copyright. Permission is granted to Dietitians Australia to post the resource on the DA website. I declare the information in this form is true and correct.

Yes No

Your resource will then be available to search in the Resource Library.