## Ireland's **CONTENT** POOL

**Uploading Imagery via Ireland's Content Pool** 

## URL: https://www.irelandscontentpool.com/

- 1. Login or register.
- 2. Scroll to the bottom of the main page "Request and Upload"

Ireland's CONTENT POOL	Media Assets Collections Featured Collections
View 1 of Ben Bulben, BEN009.mov 田上 BEN007.mov 田上	4 5 6 7 8 9 10
~~ 1 2 3	4 2 0 / 0 3 10 2 22
	Request an Terms & Upload Conditions

3. This brings you to a new page where you will need to login or register to the new Upload site.



Once you login you will be brought into a new page. Follow the instructions below to upload imagery (you can select multiple images to upload). You can also download the required agreement form on this page.
 <u>(Remember to upload your signed Agreement with your imagery)</u>



Once you have chosen your images/video you come to the page below.
 <u>Here is where you upload your imagery (and the signed Agreement).</u> Add the photographer's name and any relevant information.

Please include a specific location and county in each file name

CONTENT POOL	UPLOAD IMAGERY HERE     CANCEL       Upload imagery here     Value	
+ Upload F My Uploads	FILES Include the specific location and county in the file name for each image example, Cliffs of Moher, Co Clare. Photographer Name(s)	
Profile	Additional Information	
→ Logout	I confirm that I completed, signed and uploaded the Copyright and Data Protection Agreement for Contributed Imagery Form ★ FORGOT TO DOWNLOAD THE AGREEMENT FORM? DOWNLOAD HERE	

6. When you have uploaded your imagery successfully you will get this message

Ireland's CONTENT POOL	
_	FILES
^ +	Photographer Name(s) Brenda Harris
Upload	Additional Information
My Uploads	I confirm that I completed, signed and uploaded the Copyright and Data Protection Agreement for Contributed Imagery Form
Profile	
	More Imagery to add? Click here
→ Logout	Druminet Upload successful! Our Content Pool team will review and if they have queries they will contact vou.

- 7. The Content Pool team will review the imagery and copyright and protection agreement. They will add the metadata and publish to Ireland's Content Pool. If they have any questions, they will reach out to the user/uploader via email.
- 8. You can see all your imagery you have uploaded in the "My Uploads" widget.