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# Source      Guide how to upload

**Easy to read**

Version 01 – 06/2020



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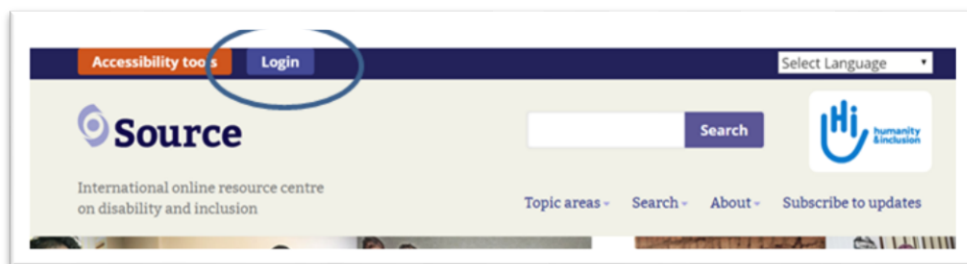
Source is a website.

Source has information on disability and inclusion.

You can upload new resources to Source.

You can add your organisation information to the website.

To upload a resource or organisation, you first have to login to your profile. This is at the top of every page, see picture below;



To register for a profile, go to [register profile](#).

To login to your profile, go to [login to profile](#).

On the homepage you can then click on 'Add Resource' or 'Add an organisation', circled in the picture below.

The screenshot shows the Source website homepage. At the top, there is a navigation bar with 'Accessibility tools' and 'My account' links, a 'Select Language' dropdown, and the Source logo. Below the logo is the tagline 'International online resource centre on disability and inclusion'. A search bar with a 'Search' button is located in the top right. Below the search bar are links for 'Topic areas', 'Search', 'About', and 'Subscribe to updates'. The main content area features two large images: one of a woman and a child walking, and another of a person using a metal detector. Below these images are four buttons: 'View', 'Edit', 'Outline', and 'Devel'. The 'Latest Resources' section lists several articles, including 'Disability-inclusive Social Protection response to COVID-19 crisis', 'Ensuring disability rights and inclusion in the response to COVID-19. SDD Policy Brief', 'COVID-19 response and the rights of persons with disabilities', and 'Annotated Bibliography: Disability and Gender in Low- and Middle-income Countries (LMICs)'. To the right of the 'Latest Resources' section is a 'Coronavirus disease (COVID-19)' section with a gear icon. Below this is a 'Search for a resource' section with a search bar and a 'Search' button. A red circle highlights the 'Add a resource' button below the search bar. Below the 'Search for a resource' section is a 'Find an organisation' section with a search bar and a 'Search' button. A red circle highlights the 'Add an organisation' button below the search bar.

**Source**  
International online resource centre on disability and inclusion

Search

Topic areas Search About Subscribe to updates

View Edit Outline Devel

**Latest Resources**

[Disability-inclusive Social Protection response to COVID-19 crisis](#)  
The COVID-19 pandemic and its related socioeconomic consequences magnify obstacles and inequalities. Persons with disabilities are in many ways more exposed to the crisis. Social protection, which,...

[Ensuring disability rights and inclusion in the response to COVID-19. SDD Policy Brief](#)  
In the wake of the COVID-19 outbreak, governments have the responsibility to mainstream disability inclusion into pandemic responses to ensure that the rights and wellbeing of persons with...

[COVID-19 response and the rights of persons with disabilities](#)  
Links to general resources, GLAD members resources and other joint statements and agreements relating to COVID-19 are provided.

[Annotated Bibliography: Disability and Gender in Low- and Middle-income Countries \(LMICs\)](#)

**Inclusive Futures**  
Promoting disability inclusion

**Coronavirus disease (COVID-19)**

**Search for a resource**

Search

**Add a resource**

**Find an organisation**

Search

**Add an organisation**

## HOW TO UPLOAD RESOURCES

To add a resource follow the step-by-step below, it describes what information to add in at each different section.

The screenshot shows the 'Create Resource' form. At the top, there's a 'My account' header and a 'Select Language' dropdown. The main heading is 'Create Resource'. Below it is a 'Title' field with a red asterisk. Underneath is a large text area labeled 'View webpage for full text'. A note below the text area says: 'Please add the weblink (url internet address) for the resource you are adding to Source in the box above. You can add additional weblinks if the resource is available in languages other than English.' There's a link 'Show row weights' to the right. Below this is an 'Author' section with a light blue background and a text input field. At the bottom left is a button 'Add another item'. At the bottom right is a dropdown menu labeled 'Eds et al' with 'None' selected.

**Title:** Copy the exact title on the resource you want uploaded.

**Webpage:** Copy and paste web link in to box.

**Author:** Type in author's name (LAST NAME, First name e.g. THATCHER, Ben).

The screenshot shows two selection interfaces. The first is for 'Language', with 'Available Options' (Afrikaans, Akan, Albanian, Amharic, Arabic, Armenian, Ashanti, Assamese, Bahasa Malaysia, Baluchi) and 'Selected Options' (empty). The second is for 'Type of material', with 'Available Options' (audio, infographic, multimedia, online tools, repositories, text, video) and 'Selected Options' (empty). Both interfaces have a green plus icon to move items to the selected list and a red minus icon to move items back.

**Language:** Select the language(s) of the resources you upload.

**Material:** Choose from list.

**Content type**  
 technical ▼ ▼ Add

All selections  
 Nothing has been selected.

**Accessibility:**  
 Available Options:  
 braille  
 DAISY  
 easy-to-read  
 large print  
 plain language  
 screen reader friendly  
 sign language  
 speech  
 subtitles

assessment  
 convention  
 impact evaluation  
 monitoring and evaluation  
 operational strategy of programme (STRATOP)  
 policy document  
 position paper  
 press release  
 recommendation  
 resolution  
 situational analysis (SITANS)  
 software/ app  
 statement  
 strategy paper  
 technical papers  
 treaty

**Publication Date**

**Date**  
 05/2020  
 E.g., 06/2020

Select the publication date above using the calendar provided. Please note month and year can be selected to be displayed, or, alternatively, if only a publication year is provided, you can tick 'Year only' box below. If a resource does not have a publication date or the resource is a website, please leave blank.

**Content type:** Choose from list (category and sub-category available).

**Accessibility:** Choose from list.

**Date:** Input month and year of publication.

**Collation**  
 Please include page numbers or length of video (hours:min) or number of slides in this box

**Regional Focus:**  
 Available Options:  
 Africa (AFRO)  
 Eastern Mediterranean (E)  
 Europe (EURO)  
 Pan American (PAHO)  
 South East Asia (SEARO)  
 Western Pacific (WPRO)  
 Worldwide

**Country focus:**  
 Available Options:  
 Afghanistan  
 Albania  
 Algeria  
 Angola  
 Anguilla  
 Antigua and Barbuda  
 Argentina  
 Armenia  
 Australia  
 Austria

**Collation:** Number of pages in the document, minutes in a video etc.

**Regional focus:** Choose from list.

**Country focus:** Choose from list.

**CRPD:**

Available Options:

- article 05: equality and non-discrimination
- article 06: women with disabilities
- article 07: children with disabilities
- article 08: awareness-raising
- article 09: accessibility
- article 10: right to life
- article 11: situations of risk
- article 12: equal recognition before the law
- article 13: access to justice
- article 14: liberty and security of person

Selected Options:

**Keywords**

<none> **Add**

All selections

Nothing has been selected.

**Covid-19:**

Available Options:

- adapting the response
- barriers to access
- burden of care
- contraindications
- critical care (COVID-19)
- food and drink safety
- historical pandemics
- palliative care
- personal protection equipment

Selected Options:

**CRPD:** Choose from list.

**Keywords:** Choose between 5-10 keywords from the list.

**Covid-19:** If a resource is COVID-19 related, choose from list. Otherwise ignore.

**Summary** ([Edit summary](#))

ISSN

ISBN

**Summary:** Add as summary about the document for people to review before opening.

**ISSN:** Add number or leave blank.

**ISBN:** Add number or leave blank.

**Publisher**

Sight

Sight and Life - [68801] - Typ

Sightsavers International - [44

**Add another item**

**Publisher:** Add from preselected list.

Upload file

If your resource is not published or available online, you can put the resource on the Source website by uploading your resource below. Please read through these terms carefully and tick the box "I agree" if you agree to abide by these terms.

I confirm that I hold the copyright for this document and I give my permission for it to be reproduced and made publicly available on the Source website.

Disclaimer: The Source partnership accepts no liability to the extent permitted by law including any implied terms. English law and jurisdiction applies with respect to contents of this database and website. All users acknowledge and accept the above disclaimers in order to participate in this database and gain access to this site.

**Add a new file**

No file chosen

Files must be less than **16 MB**.  
Allowed file types: **txt doc pdf ods odt docx rtf xls**.

☐ Copyright for uploaded files  
I confirm that I hold the copyright for this document and I give my permission for it to be reproduced and made publicly available on the Source website.

**Footnote**

**Uploading:** Ignore if you have added website link already.

If not linked you can upload a resource directly to Source (fewer than 16MB). Please grant permission for us to upload.

**Footnote:** Add any relevant footnotes or leave blank.

**Save:** When complete then press save.

Then Source team will check

## HOW TO UPLOAD ORGANISATIONS

To add a new organisation follow the step-by-step below, it describes what information to add in at each different section.

The screenshot shows the 'Create Organisation' form. At the top, there's a 'My account' tab and a 'Select Language' dropdown. The main heading is 'Create Organisation'. Below it, there's a section for 'Organisation' with a text input field. This is followed by an 'Address' section with a larger text area. A note states: 'Please enter the address of the organisation you are adding to Source on separate lines in the box above and select the country from the options in the box below.' Below the note is a 'Country:' section. It features two columns: 'Available Options' (listing countries like Afghanistan, Albania, Algeria, etc.) and 'Selected Options' (an empty list with a plus icon to add items).

**Name of organisation:** Type in exact name of organisation.

**Address:** Type in main HQ address.

**Country:** Select countries the organisation has an operating office in.

The screenshot shows the second part of the 'Create Organisation' form. It starts with a 'Region Located:' section, similar to the one above, with 'Available Options' (listing regions like Africa (AFRO), Eastern Mediterranean (EMRO), etc.) and 'Selected Options'. Below this is the 'Organisation website' section with a text input field. This is followed by 'Email' and 'Telephone' sections, each with a text input field. A label 'Organisation Email address' is positioned below the email input field.

**Regions:** Select which regions the organisation has an office in.

**Website link:** Copy and paste main website link.

**Website email:** Type in primary email contact.

**Website contact number:** Office number.

The screenshot shows the third part of the 'Create Organisation' form. It begins with a 'Languages:' section, featuring 'Available Options' (listing languages like Afrikaans, Albanian, Amharic, etc.) and 'Selected Options'. Below this is the 'About the organisation' section, which contains a large text area for providing a brief overview of the organisation's mission.

**Languages:** If contacted what languages are spoken.

**About the organisation:** A brief overview about organisation's mission.



**Organisation Type:**  
Available Options:  
academic, research and ec  
business  
civil society organisation (C  
disabled people organisati  
government  
health  
inter-governmental agenc  
media  
multilateral organisation  
non-governmental organis  
Selected Options:  
  
Add  
Organisation Activities  
<none>  
All selections  
Nothing has been selected.

**Organisation type:** Select from list the type of organisation.

**Organisational activates:** Select from list the type of work the organisation focus on.

**Target Group:**  
Available Options:  
business  
children parents/families  
civil society organisation (C  
communities: rural  
communities: urban  
disabled people organisati  
education stakeholders  
functional limitation: beha  
functional limitation: cogn  
functional limitation: comr  
Selected Options:  
  
Add  
Organisation Activities  
<none>  
All selections  
Nothing has been selected.

**Target group:** Select from list the main people the organisation aim to work with

**Regional Focus:**  
Available Options:  
Africa (AFRO)  
Eastern Mediterranean (E  
Europe (EURO)  
Pan American (PAHO)  
South East Asia (SEARO)  
Western Pacific (WPRO)  
Worldwide  
Selected Options:  
  
Add  
  
**Country Focus:**  
Available Options:  
Afghanistan  
Albania  
Algeria  
Angola  
Anguilla  
Antigua and Barbuda  
Argentina  
Armenia  
Australia  
Austria  
Selected Options:  
  
Add  
Organisation Activities  
<none>  
All selections  
Nothing has been selected.

**Regional focus:** Select from list the regions organisation does work in.

**Country focus:** Select from list the countries the organisation does work in.

Last updated  
Date  
05/21/2020  
E.g., 06/21/2020  
Save Preview  
PRINTER-FRIENDLY VERSION SEND BY EMAIL

**Save:** After complete, check the selection before pressing save. This will then be put in a list for the administrators to check the relevance (quality control)

If accepted the organisation will then be searchable from the repository using the process in section 2a.