



FEDERATION *of* AUSTRALIAN HISTORICAL SOCIETIES

How to join the Local History Backup

Bushfires and other natural disasters have threatened and in some cases destroyed Australia's cultural history collections. In rural and regional areas in particular, the history of the local area is often collected by historical societies. The Federation of Australian Historical Societies has created the [Time Capsule Project] as a way of local historical societies preserving a likeness of their key collection objects, and to promote the incredible collections held all over Australia.

This initiative is in support of Blue Shield Australia's *May Day*.

Historical societies can either create a classic time capsule or contribute to the Digital Time Capsule.

Create a time capsule

1. We recommend choosing five to ten objects, photographs, or documents that together tell the story of the local area.
2. Take photographs of the objects and/or scan the images and documents. Print the resulting images on acid-free paper.
3. Write descriptions of the objects and print on acid-free paper.
4. Hold an event for the sealing and burial of the time capsule on or around May Day (1st May). Remember to take photos of the event!
5. Send a list of the contents of your time capsule and photos of the burial event to:

admin@history.org.au; OR

Federation of Australian Historical Societies
GPO Box 1440
Canberra
ACT 2601

Contribute to the Digital Time Capsule

Step 1: Sign up to eHive

1. Go to www.ehive.com.
2. Click the Sign Up button in the top right corner of the eHive home page.
3. Enter your details in the Sign Up form:

eHive ID – This is your unique and private user name. Please choose it wisely as it cannot be changed later. Your eHive ID is used to log in to your eHive account, it will not be visible to public eHive users.

Your eHive ID is case sensitive. It must start with a number or letter and be between 6-20 characters. You cannot use spaces. You can use letters, numbers, underscores, dots, hyphens and the @ sign.

Your Name – Enter your name. This will not be displayed anywhere on the site either. The name of your organisation will be entered later, when you are setting up your public profile.

Preferred Name – This is the version of your name that will be displayed if you comment on any records on eHive while logged in.

Email Address – This is the address that eHive notifications are sent to. If you forget your login details you will need to use this email for password retrieval so it is important to ensure that this address is kept up to date.

Password – Enter a password. Your password is case sensitive. It must be at least 6 characters long and include at least 1 number. You will use this password, along with your eHive ID, to log in to your account.

4. Click the checkbox to confirm you are not a robot. If a green tick appears you can continue to the next step. If you are presented with a puzzle, follow the on-screen instructions to solve this before continuing to Step 4.
5. Please read our Terms and Conditions and indicate that you agree with these by ticking the checkbox.
6. Click the blue Sign Up button:



7. eHive will send a verification email to the address you've provided. Open the email and click on the link it contains to activate your account.
8. Click the Sign In button (next to the yellow Sign Up button) and use your new eHive ID and password to sign in.
9. In the *My Account* menu on the right, click *Account Settings*.

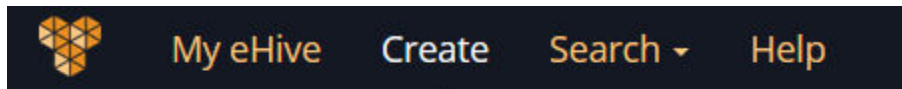
10. Add your historical society logo by clicking *Edit* next to *Account Profile Images*.
11. Add your historical society's details by clicking *Edit* next to *Account profile details*. Here you should change the Public Profile Name to the name of your historical society. Fill in as many or as few other details as you would like. Click *Save*.
12. Click *View my Public Profile* to see your changes.

Step 2: Join the Community

1. Sign in to eHive.
2. Go to <https://ehive.com/communities/1173/local-history-backup>.
3. On the Local History Backup Community page, click *Join*.
4. Your request will be sent to the Outreach Officer, who will approve it and notify you.

Step 3: Add your objects

1. Sign in to eHive.
2. Click the Create link in the tool bar.



3. Select the type of record you would like to create. You will then be taken to a cataloguing screen (Create Screen) with fields to suit that type of object's data.

| Object catalogue types | |
|----------------------------|--|
| Archives | |
| Archaeology | |
| Art | |
| History | |
| Library | |
| Natural Science | |
| Photography and Multimedia | |

4. For objects, select History. You will choose the object catalogue type for each catalogue record you create.

5. Clicking on one of these record types will take you to the cataloguing screen. There are several tabs here; simply use the Public Fields tab to enter basic information and a description of the object. Once you're more familiar with eHive you might like to start using the fields in the other tabs.
6. Click Save. A pop-up box will ask if you would like to publish the item record and add it to Local History Backup. Check both the boxes.
7. Repeat this process for the remainder of your objects. Now your objects will be part of the Local History Backup.

For more detailed instructions from eHive, go to <https://info.ehive.com/help/>.

For assistance, contact OutreachOfficer@history.org.au.