



This tutorial will teach users how to enter a [new](#) National Register (NR) Project.

Review the complete tutorial or navigate to a specific section by hovering over an entry in the Table of Contents and following the instructions.

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PA-SHARE Tutorial: SUBMITTING A NEW REQUEST FOR A NATIONAL REGISTER PROJECT

Overview

The National Register of Historic Places was established by the National Historic Preservation Act of 1966 and is maintained by the National Park Service (NPS). In Pennsylvania, the Pennsylvania State Historic Preservation Office (PA SHPO) manages the National Register program. PA SHPO manages the process of reviewing and processing nominations to the National Register of Historic Places through PA-SHARE.

PA-SHARE does not replace the need for the traditional nomination form. Using PA-SHARE to manage the National Register review *process* provides streamlined submission, tracking, and communication between the nominator and PA SHPO.

Users will begin the National Register nomination process through the “National Register Nomination” wizard on the PA-SHARE submit page. This creates a **new** National Register nomination “project” in PA-SHARE. This wizard is to request that a National Register nomination be reviewed for listing. Users will be given the chance to update resource information we already have on file and will be asked to upload the [most recent version of the National Register nomination form](#) through this wizard.

Please note: a nomination project can only be started if the resource you are interested in nominating has already been [determined eligible for listing](#) in the National Register within the last five years. For more information about requesting a Determination of Eligibility, see [Submitting a New Request for a DOE Project in PA-SHARE](#).

Before beginning your submission, it is important to understand that the information requested is important to PA SHPO’s review and incomplete information may lead to delays. Please respond as completely as possible. We recommend that you review this tutorial before beginning your submission.

This is what the National Register Nomination Initial Submission screen will look like when it opens in PA-SHARE.

The screenshot shows the 'National Register Nomination Initial Submission' page. At the top is a blue navigation bar with 'Home', 'Submit', and 'Search' links. Below the title, a note states: 'All fields with a red asterisk * are required.' The 'Contact Information' section features a table with columns for Email, First Name, Last Name, Title, Organization, Phone, and Primary. A blue button above the table reads 'ADD YOUR PRIMARY CONTACT TO BEGIN'. Below the table, it says 'No records have been added.' and 'Contacts: 0'. The 'Project Information' section has a text input field for 'Project Name *' with a placeholder 'e.g. Springfield Municipal Center' and a character count of '255 characters remaining'.



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This screen includes five sections:


- Contact Information,
- Project Information,
- Nomination Overview,
- Updated Resource Information, and
- Documents.

Please note the following tools for completing your submission:

Contact Information Help

Please enter the contact information for the primary contact person for this project, as well as any other persons who should receive further communications about the project. The accuracy of this information is extremely important as all communication and correspondence regarding the review of this project will be sent to this person.

There is on-screen help for each of these sections on the right side of the screen.

 All fields with a red asterisk * are required.

Project Name: *



Those fields required to save a project are marked by a red asterisk.

VIEW DELETE

Project Resources Help

Please click the "add resource" button to add a resource to be evaluated. You will be guided through the process of entering the location, information, photos, and other relevant documentation for the resource. You will attach a narrative, statement of significance, photographs, and other attachments to the resource screen.

 SAVE AND CONTINUE

 FINISH LATER

 SUBMIT TO SHPO

Three actions buttons will always be visible at the lower right corner of your screen. They will be anchored here even as you scroll down the screen.

They will be grey and inactive (meaning gray not blue) until a Project Contact is entered.

Once a Contact is entered, the buttons will be blue and active:

- Save and Continue allows you to save your work as you go along. NOTE: Your session will timeout after several minutes of inactivity and any unsaved changes will be discarded. Save the information you enter after completion of each section.
- Finish later allows you to save your work and return to PA-SHARE to finish up later.
- Submit to SHPO should be used when you are finished entering your project.



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Supporting Materials

In addition to this tutorial, users may need to consult these instructional materials:

- [Searching for Resources and Other Information in PA-SHARE](#)
- [Submitting a New Request for a DOE Project in PA-SHARE](#)
- [Adding an Above Ground Resource to PA-SHARE](#)



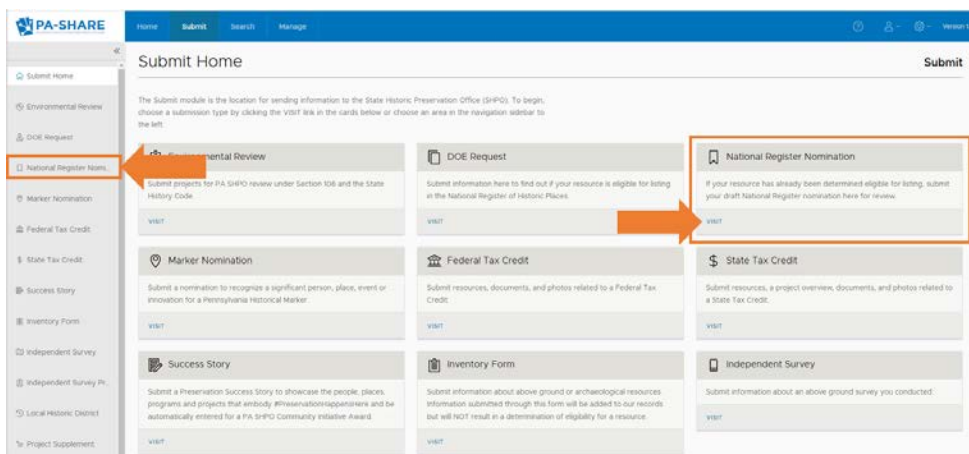
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Navigating to the National Register Nomination Initial Submission Screen

This section will outline the steps needed to enter a **new** National Register Nomination project.



From the Home Screen, click on the Submit button at the top of the screen or on the submit icon in the “Submit to the PA SHPO” blue tile.



Once the Submit page opens, navigate to the National Register Nomination wizard.

This screen can be accessed from the navigation bar on the left (National Register Nomination is 3rd from the top) OR by clicking “VISIT” on the National Register Nomination card.



Contact Information

When you click on “Contact Information” to begin the National Register Nomination project wizard, a pop-up box titled “A Resource Must Exist in PA-SHARE.” The box alerts you that a resource must exist in PA-SHARE before you can proceed with entering contact and other information.

A Resource Must Exist in PA-SHARE

An eligible resource must exist in PASHARE. To submit a draft National Register nomination, the resource must have been found eligible for listing within the last 5 years. Please click the "SEARCH" button to perform a search and confirm before continuing. If your resource has not been determined eligible for listing in the past 5 years, please return to the Determination of Eligibility request screen to submit your information, or contact PASHPO National Register staff.

If you select “Search”

If you click the Search button, the PA-SHARE search screen will open to the “Resources” search tab. Search for the resource for which you are submitting the National Register nomination by criteria search, which is at the left side of the screen.

For the criteria search, enter the resource name (full or partial), PA-SHARE resource number, other resource number (the former Key number) or other criteria and click “Search Resources.” The Master Eligibility status is set to its default status of “Eligible.” All results that match your criteria will show in the results grid at the bottom of the screen. For information on how to search for a resource in PA-SHARE, see the [Searching for Resources and Other Information in PA-SHARE](#) tutorial.

In the below example, the criteria search is for eligible buildings in Columbia County with “General Store” in the resource name. The results returned the Shumans General Store and Post Office in Beaver Township. The resources grid will populate on the “All Results” tab and the “Resources” tab, which provides more information than the “All Results” tab.



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The screenshot shows the PA-SHARE interface with search filters on the left and a map on the right. The filters include: County (Columbia), Resource Type (Above Ground), Resource Classification (Building), Resource Name (General Store), and Master Eligibility (Eligible). The map shows a resource highlighted in cyan. Below the map is a table with the following data:

Go ...	View	Zoo...	Resource ...	Type	Name	Eligibility Status
			2018RE02249	Above Ground	Shumans General Sto...	Eligible

Finding Determination of Eligibility Status:

To find the Determination of Eligibility (DOE) status, click on the “Resource” tab of the results grid. The status is noted in the “Eligibility Status” column (see above).

- *If you located the resource and its Determination of Eligibility (DOE) is less than 5 years old:* Return to the “Submit” page and open the “National Register Nomination” wizard again. Click “Add Your Primary Contact to Begin” and, when prompted, click “I’m sure it exists.” See next steps below.
- *If you located the resource but it’s Determination of Eligibility (DOE) is older than 5 years:* You will need to request an updated Determination of Eligibility (DOE) through PA-SHARE. Return to the “Submit” page and open the “DOE Request” wizard. [Follow these instructions](#) to use the “DOE Request” wizard in PA-SHARE, specifically the “Updating a Previously-Identified Resource” section.

If you cannot locate the resource:

If you cannot locate the resource using the Search function, you will need to request a **new** Determination of Eligibility through PA-SHARE.

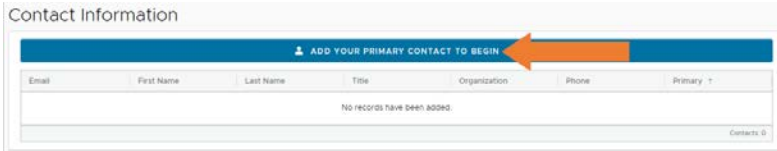
Return to the “Submit” page and open the “DOE Request” wizard. [Follow these instructions](#) to use the “DOE Request” wizard in PA-SHARE, specifically the “Adding a New Resource to PA-SHARE” section.

If you select “I’m Sure It Exists”

If you click the “I’m Sure It Exists” button, you can proceed with entering your contact information. At least one contact is required to begin your submission. Additional contacts may also be added.



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Click on the blue “Add Your Primary Contact To Begin” button.

Add Contact Information

Do you want to use your organization's address book?

Email *
 e.g. jane.doe@gmail.com
 This field is required

First Name *
 e.g. Jane
 This field is required

Last Name *
 e.g. Doe
 This field is required

Title
 e.g. Director
 100 characters remaining

The “Add Your Contact” screen will appear.

Use this screen to enter the information for the primary contact person for the project. This is the individual that will receive all communication regarding the review of this project via email.

Required fields on the Add Contact Information screen include Email, First, and Last Name, Address, City and Zip Code.

NOTE: If you have completed your User Profile, the Contact Information fields will automatically populate with your information. If you have a Pro or Business account, you can choose to use saved contact information from your Address Book.

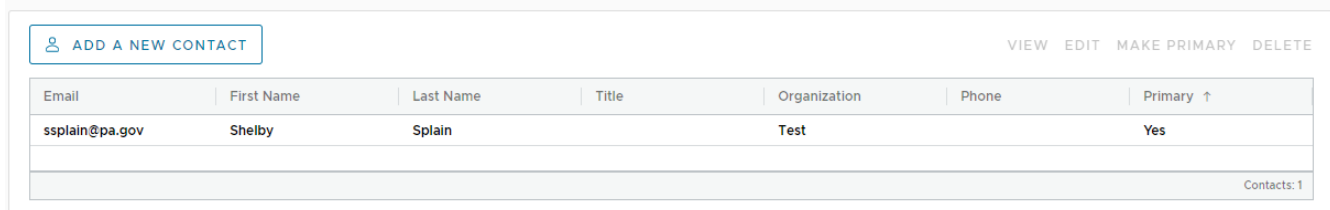


When you are finished data entering the primary contact information, click “Save”.

The Save and Cancel buttons will always be in the bottom right corner of your screen.

When you return to the main data entry screen, your contact information will appear:

Contact Information





Contact Information

 ADD A NEW CONTACT

If you would like to add additional contacts to the project, click on the Add a New Contact button and follow the same process.

The additional contacts will also receive email communication regarding the review of the project from PA-SHARE.

If you are submitting on behalf of a client, municipality, or other group, this is where you may want to include their contact information, if known.

VIEW EDIT MAKE PRIMARY DELETE

Phone	Primary ↑
	Yes
	No
Contacts: 2	

You can view, edit, or delete a contact using the button at the upper right corner of the Contact Information section.

To change the Primary Contact, click on the person's name (the line will turn blue) and click "Make Primary. One person must be the primary contact.

Project Information

The Project Information section is where you will enter basic information about the nomination *project* you are submitting.

Project Name: *

e.g. Springfield Municipal Center

255 characters remaining

Add the project name. The project name should be the name of the resource being nominated with "NR Nomination" added to the end.

For example: "Shuman General Store and Post Office NR Nomination."

Project Description: *

e.g. Rehabilitation of the basement and attic spaces

1000 characters remaining

In the Project Description, provide a general description of the resource being nominated for listing.

For example: "This nomination is for Shumans General Store and Post Office, which is a late 19th century general store and post office in Beaver Township, Columbia County."



Nomination Overview

The Nomination Overview section is where you will associate this National Register nomination with an existing resource in PA-SHARE. Begin by clicking on the blue “ASSOCIATE” button at the right side of the section.

Nomination Overview

Resource Being Evaluated *

Resource Type: No data Resource Number: No data Resource Name: No data

UNASSOCIATE **ASSOCIATE** VIEW GO TO

The “Resource Association Search” window will open. Select the appropriate resource type from the dropdown list and enter either the resource or PASS number (RE) and/or the full or partial resource name.

Click “Search Resources.” In this example, the search is based on the partial resource name, “Shumans.” The search results that meet your search criteria will appear in the grid below. Select the correct resource from the results grid by clicking in the row and click “SAVE.”

Resource Association Search

Resource Association Search

Resource Type: Above Ground (Select a type)

Resource Num: Resource Num (255 characters remaining)

PASS Number: PASS Number (8 characters remaining)

Resource Name: Shumans (248 characters remaining)

SEARCH RESOURCES RESET

Search results

Type	Number	Name	Address	NR Eligibility
Above Ground	2018RE02249	Shumans General Store and Po...	738 State Road, PA 17815	Eligible

Resources: 1

SAVE

Building Resource Details screen

A new window will open for the “Building Resource Details.”



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Building Resource Details 

Ⓜ All fields are **REQUIRED** unless specified as optional. You must complete the required fields before continuing.

Identification: Enter this information to create or update resource information.

Mapping

Can you identify the location using an address?

Location Description

The resource is located northwest of the SR 339 bridge over Beaver Run

930 characters remaining

EDIT MAKE PRIMARY DELETE

Address	City	Zip Code	Primary
No records have been added.			
Address: 0			

Address	City	Zip Code	Primary
738 State Road		17815	No
Address: 1			

Resource Boundary *

Please select and delete the existing resource boundary prior to drawing a new boundary.

Find address or place

As part of the National Register nomination project submission, you will be asked to update resource information in PA-SHARE, map the National Register boundary, provide a photograph, and enter recorder information.

Because you are working with a previously identified resource, some fields may already be filled in. Please review each field and enter new information where needed and update existing information if needed. Fields with a red asterisk are required.

NOTE: For step-by-step instructions about *updating* resource information in a Resource Details screen, including the Evaluation/Significance section, refer to the [“Adding an Above Ground Resource to PA-SHARE” tutorial](#). Instructions for updating an existing resource record begin on page 25.

PA SHPO’s current guidance for updating resources focuses on buildings; however, the process and steps are the same for other types of above ground resources, archaeological resources, and districts, with the primary difference being specific fields and dropdown menu options.

Below are specific instructions for updating the following fields for a National Register project:

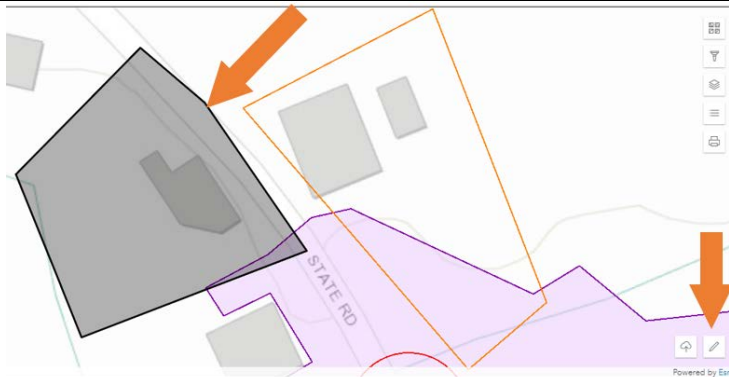
Mapping

Please update the map to match the boundary you propose in your National Register nomination. Because you are updating an existing resource, a resource boundary will already be shown on the map.

To adjust a resource boundary, the existing boundary in PA-SHARE needs to be deleted and a new boundary added:



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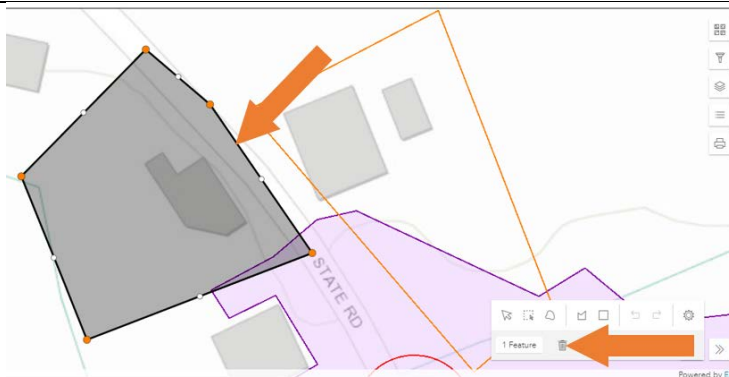
In the map screen, the existing boundary for the resource will be outlined in black and shaded.

Click on the pencil icon in the lower right corner to open the menu of options to begin.



Make sure the arrow icon is selected.

Click on the resource boundary that needs to be adjusted. When the boundary is selected, you will see orange and white dots around the perimeter.



Click on the trash can icon in the lower right corner of the screen. This will remove the shading but leave the original boundary outline.



Select the “Draw a polygon” tool. To draw the boundary, click on the map to place the first point. Each additional time you click on the map will create a new point and connecting line. Double click on the last point to close the polygon.

When finished the boundary will again appear as a black-shaded box.

NOTE: Changing the base map to the Imagery Hybrid layer and turning off any other visible



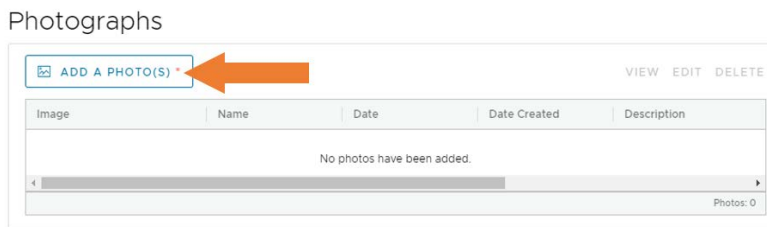
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layers can make it easier to draw the boundary as streets, rooflines, property lines, landscaping/ vegetation, and other features and structures are easier to see. Click the icon in the upper left corner to change basemaps.

Photographs

You are required to upload one photograph of the resource being nominated, even if there are photographs shown in the “Original Resource – Photos” box, to save any changes to this screen.

You will have the opportunity to add the entire set of National Register nomination photographs when you return to the National Register Nomination project screen.



To add a new photograph, click “Add A Photo(s)” and follow the instructions.

Photos must be less than one year old and reflect the current condition of the resource. Do NOT submit TIF images with an initial submission.

Municipalities Containing the Resources

The “Municipalities Containing the Resource” section is auto populated from the map. If the resource spans multiple municipalities and/or counties, all will be shown.

A boundary description and justification should be added as noted below:

Boundary Description

Describe the boundary of resource on the landscape

1000 characters remaining

Add a Boundary Description, which is a written description of the extent of the resource boundary. Include street names and delineating landscape features (tree lines, bodies of water, etc.) as necessary. This description can be a summary but must be consistent with that included in the National Register nomination form.

Information can be copied and pasted from a Word document using the Ctrl+C and Ctrl+V functions.



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Boundary Justification

Reasoning for the delineation of the Resource boundary

1000 characters remaining

Add a Boundary Justification, which is commonly used for explaining the extent of the boundary that was mapped and how a boundary decision was made.

This justification can be a summary but must be consistent with that included in the National Register nomination form. Historic mapping, deeds, etc. can be referenced.

Information can be copied and pasted from a Word document using the Ctrl+C and Ctrl+V functions.

Significance

If you are National Register nomination project, all the fields in this section are required.

Provide information for fields that were not previously completed or update fields that are incorrect or for which additional information applies (for example, adding a second or third Area of Significance).

Summary of Significance

Summary of Significance

1000 characters remaining

Enter a Summary of Significance statement into the text box. This statement can be a summary but must be consistent with that included in the National Register nomination form.

Information can be copied and pasted from a Word document using the Ctrl+C and Ctrl+V functions.

Attachments

Do not upload any attachments to this section of the Building Resource Details screen. You will have the opportunity to attach the complete draft National Register nomination when you return to the National Register Nomination Initial Submission screen.

Bibliographical References

Do not upload any bibliographic references to this section of the Building Resource Details screen. You will have the opportunity to attach the complete draft National Register nomination when you return to the National Register Nomination Initial Submission screen.

Returning to the National Register Nomination Initial Submission screen

When you have finished entering the requested and required information on the Building Resource Details screen, click "Save and Close" at the lower right corner of the screen. This will close the details window and return you to the National Register Nomination Initial Submission screen.



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The “Nomination Overview” section will now be automatically updated with the resource number and name of the resource you associated with the project.

If you associated the wrong resource, click “Unassociate.” Add other relevant information about the nomination that is not captured elsewhere in the “Additional Information” field.

Nomination Overview

Resource Being Evaluated *

Resource Type: Above Ground Resource Number: 2018RE02249 Resource Name: Shumans General Store and Post Office

ⓘ A Resource must be selected.

Additional Information About this Nomination
Describe any other relevant information about this nomination.
1000 characters remaining

Buttons: UNASSOCIATE, ASSOCIATE, VIEW Q, GO TO ↗

Updated Resource Information

This section will also be automatically updated with information about the resource associated in the “Nomination Overview” section. To edit or view the record, select the resource, and click “Edit” to change any information or “View” to review what was entered.

Updated Resource Information

	Type	Subtype	Resource Name	Address	Status	
<input checked="" type="checkbox"/>	Above Ground	Building	Shumans General Store and Post...	Unknown Address	Unreconciled	EDIT VIEW

Resources: 1

Documents

Attach the draft National Register Nomination and the photographs that accompany that nomination in this section.

Add an Attachment

Attach a Microsoft Word version of your National Register nomination. Please use the [most recent version of the National Register nomination form](#). You may embed the images within the document OR you may upload a separate PDF of the images.



Documents

To add an attachment, click “Add an Attachment” and follow the instructions.

More than one attachment may be added by repeating the process.

Attachment Source: Always choose “File from Local Disk” to upload a file from your computer (or shared network like SharePoint or common server).

Name/Title: Add the document name.

Select An Attachment Type: Select “National Register Nomination Form” from the dropdown list. *If you do not select this attachment type, your project will be rejected by the system. Do not select any other type of attachment.*

Description: Provide a more detailed description of what is included in the attachment or what information the attachment provides.

Add a Photo(s)

You may attach individual jpegs of the photographs included in the draft National Register nomination or you may embed them in the document or upload them as a separate PDF in the Attachment section.



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Image	Name	Date

To add a new photograph, click “Add A Photo(s)” and follow the instructions. Repeat the same steps to add additional photographs.

Photos must be less than one year old and reflect the current condition of the resource.

Do NOT submit TIF images with an initial submission.

Submit Your Project to the SHPO

Once you have completed each section, send your submission to the PA SHPO.

Click the Submit to SHPO button.

If required fields were not completed, a red box identifying which fields are outstanding will appear above the buttons.

Close the red box by clicking the X in the upper right corner.

Using the

You will need to return to and complete the listed fields before saving.

Scroll to the top of the submission screen to find the sections with missing information.

They will be highlighted with a red box and a red exclamation point. These will disappear as you enter the information.



Thank you for your Submission

Submission Token: 2LRTP6AOGXOF

Information about your Submission has been transmitted by email to the Contacts you listed on the previous screen.

Please monitor your email and PA-SHARE for further actions required of you. For more information about what comes next and how to monitor the status of your Submission please review information in the [Help](#) documentation.

When your submission is complete, a window will appear with your submission token number.

This token number will also be sent to the primary contact on the project.