This tutorial will teach users how to submit historic preservation Success Stories in PA-SHARE.

What is a Success Story?

A Success Story celebrates the people, places, programs, and projects that embody the spirit of Pennsylvania's statewide historic preservation plan, #PreservationHappensHere.

#PreservationHappensHere is the idea that great preservation activities are happening every day across Pennsylvania. These activities may or, may not be thought of as historic preservation, nevertheless, need to be discovered, shared, and celebrated.

A Preservation Success Story is an activity, event, person, organization, place – or something else! – that shines a spotlight on the good things people across the commonwealth are doing every day but never think of as preservation. It might be as subtle as shop owners moving into a vacant downtown storefront or as obvious as carpenters repairing an original wood porch. Preservation successes are not always called out with big signs or press releases, but they are happening every day, nonetheless.

It can be an everyday activity, a small "win," an important milestone, or major accomplishment. For example,

- Is there scaffolding up on a house to give it a fresh coat of paint?
- Has someone started caring for a vacant or poorly maintained local landmark?
- Is your organization part of a street fair that will showcase your community's downtown and personality?
- Did your municipality adopt plans or policies to help preserve existing buildings or neighborhood character?
- Is your business moving into an existing building?
- Is your community working to find the untold stories of underrepresented communities?

What are the benefits of submitting a Success Story?

Pennsylvanians who submit Success Stories through PA-SHARE are automatically considered for one of PA SHPO's Community Initiative Awards. These annual awards recognize organizations, municipalities, agencies, individuals, and others whose work embodies the theme of Pennsylvania's statewide historic preservation plan, #PreservationHappensHere.

Success stories also give Pennsylvanians the opportunity to share their historic preservation achievements and accomplishments. PA SHPO may also feature Success Stories in their weekly blog, pahistoricpreservation.com, reports and publications.
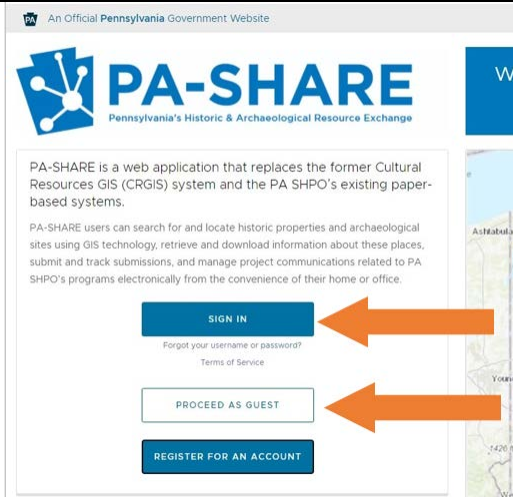
How is a Success Story submitted?

Any type of user in PA-SHARE can submit a Success Story. An account or paid subscription is not required. Follow the simple instructions on the following pages.
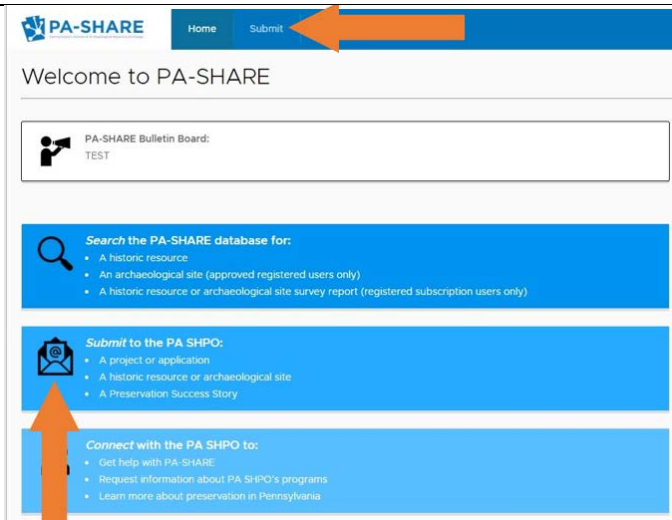
Submitting a Success Story

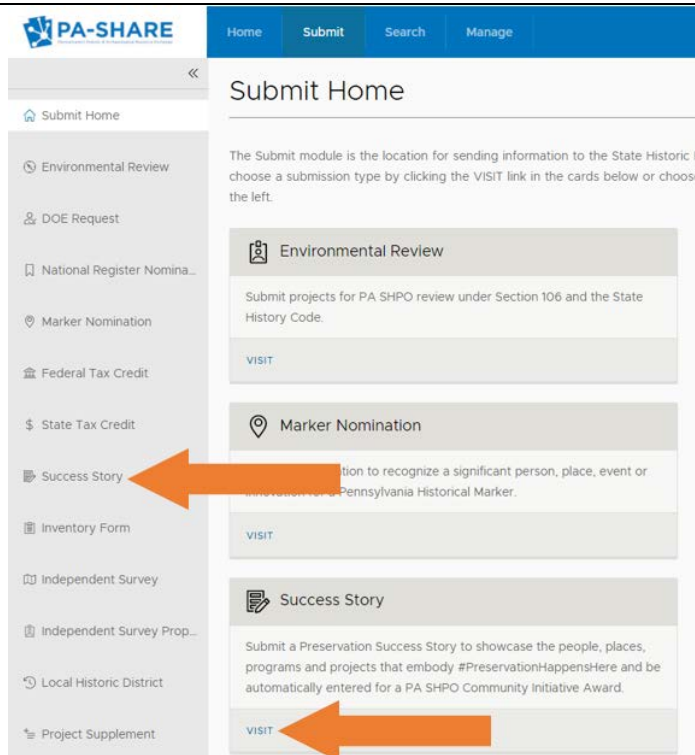Begin by logging in to PA-SHARE as a registered or Guest user.

For help signing in to PA-SHARE, review the Signing In and Subscribing to PA-SHARE tutorial.

Once you have signed in, navigate to the Submit page.

Once on the Submit screen, access the Success Story wizard by clicking "Success Story" from the options on the left side of the screen or "Visit" in the Success Story card.

The following steps help direct you through the submission screen. NOTE: All fields marked with a red asterisk (*****) are required to submit. If you do not complete all the required fields, you will not be able to submit your story.

Story Information

Story Name: Provide a name for your Success Story. The name should be descriptive and reflect the story being submitted.
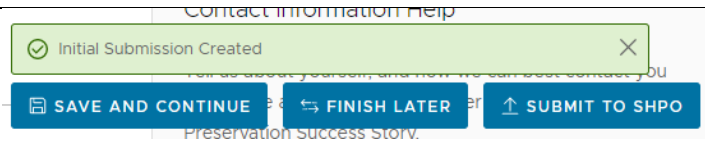
Success Story: Provide a summary of your preservation Success Story. This summary should include some basic "who, what, where, and when" information. Be concise and be sure to state what the success is you're sharing.

Story Category: Choose what category the Success Story belongs to. Is it about an event/activity, organization, person, or place? If it doesn't relate to one of those categories, select "Other."

	*County/*Municipality: Choose the county and then municipality where the Success Story is located.
Contact Information Help	As soon as you enter a Story Name, you will see this green alert box appear at the bottom right corner of the screen. This lets you know that a submission has been created in PA-SHARE.
✓ Initial Submission Created ✕	
💾 SAVE AND CONTINUE ⇆ FINISH LATER ⬆ SUBMIT TO SHPO	You will also receive an email letting you know the submission has been started and given an alphanumeric "token" and instructions for accessing your submission in PA-SHARE.
	Contact Information
Contact Information	*First Name/Last Name*: Please enter your first and last names.
First Name * Shelby 43 characters remaining	*Email*: Provide your email address.
Last Name * Splain 44 characters remaining	***For Guest users, please be sure to enter your first name, last name, and email address.*** PA-SHARE automatically defaults to the system settings and you need to change these fields. If you do not, we have no way of knowing your name to follow up.
Email * ssplain@pa.gov 86 characters remaining	For Basic, Pro and Business users, your contact information will automatically populate with what is in your PA-SHARE user profile. You have the option to change this information if you prefer.
Phone # * xxx-xxx-xxxx 50 characters remaining	*Phone #*: Please enter a phone number.
Who Am I * Select Select a value	*Who Am I*: Select the option that best reflects your relationship to the Success Story. For example, are you submitting this as the property owner or are you a local elected official?
Best Reached * Select ⌄ Select a value	*Best Reached*: Select one to tell us how you'd like us to contact you with questions.

Add a Photo

At least one photograph that represents the Success Story is required.

Click "Add A Photo(s)" and a new window will open on your screen.

All the fields on the Photo Detail screen are required.

Direction for uploading photos is provided in the help on the right side of the screen.

You can upload .bmp, .gif, .jpe, .jpg, .jpeg, and .png files. The maximum file size is 70MB.

Select the Photo source.

Please choose "File from Local Disk" to upload a file from your computer (or shared network like SharePoint or common server).

Do not choose "Insert a URL or Remote File".

Photo Information

All the photo information fields are required. Provide as much information as you can.

Name/Title: Provide a general descriptive name for the photo indicating what is shown, such as Smith House, Exterior.

Description: Provide a more detailed description of what is shown in the photo, such as south elevation.

Photo Date: Provide the date the photo was taken. If the exact date is not known, provide an approximate date. Provide only the year if the month or date are not known.

Once the last field is completed, the Select Files button at the bottom of the Photo Detail window will be activated.

Click the Select Files button to select the location of the file to be uploaded from your computer.

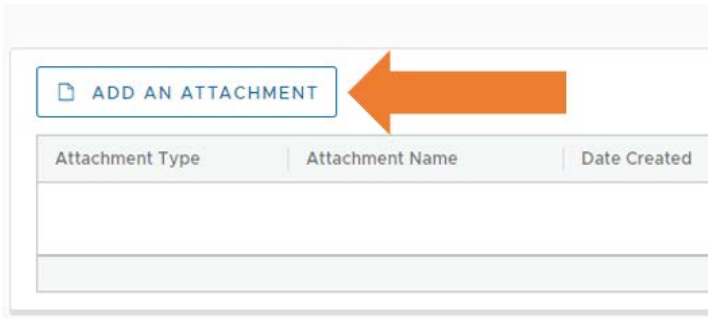Once the photo has been selected, the photo name and size will show in the space below.

Once a photo is uploaded, it will appear as a thumbnail with the name, date of the photo, date the record was created, and description of the photo.

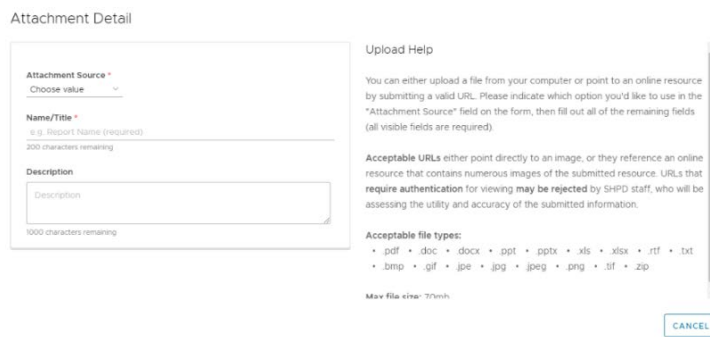Repeat the same process to add additional photos.

Add an Attachment

You can share additional information about the Success Story with us by uploading one or more attachments. Attachments are not required.

Click "Add An Attachment" and a new window will open on your screen.

The Attachment Detail window will open.

Complete each of the required fields on the Attachment Detail screen.

Direction for uploading attachments is provided in the help on the right side of the screen.

NOTE: The maximum file size is 70MB.

Select the attachment Source.

Please choose "File from Local Disk" to upload a file from your computer (or shared network like SharePoint or common server).

Please do not choose "Insert a URL or Remote File".

Attachment Information

Name/Title: Provide a descriptive name for the file such as Project Description, Photos and Site Plan.

Select an Attachment Type: Choose "Document" from the list of choices.

Description: A description is not required but you can provide more information about the attachment.

Once the last required field is completed, the Select Files button at the bottom of the window will be activated.

Click the Select Files button to select the location of the file to be uploaded from your computer. Click the red Upload button.

Once the attachment has been selected, the name and size will show in the space below.

Acceptable file types and maximum file size are provided in the Attachment Detail Help.

Once an attachment is uploaded, it will appear in the table with the type, name, date, and description.

Repeat the same process to add additional attachments.

Once you have completed the form, click "Submit to SHPO". This button is in the bottom right corner of the screen.

Disclaimer

Please acknowledge that you have read and agree to the following statement by checking this box. If you do not check this box, we are unable to use your submission.

Please Note:

By submitting materials with respect to state or federal historic preservation programs administered by the Pennsylvania Historical and Museum Commission (PHMC), you grant to the PHMC the rights to:

- Use the materials for education and promotional purposes and to promote the mission of the PHMC;
- Publish the materials on the PHMC web site and social media accounts.
- Make the materials available to researchers and scholars.

☑ Yes, I have read and agree to the statement regarding my submission
○ No, I do not wish for my submission to be used an PHMC's web site or social media accounts.

[CANCEL] [SUBMIT]

A pop-up window will appear and ask you to acknowledge that you are submitting materials to us that we may use.

Click "Yes" and then click "Submit" to proceed.

Thank you for your Submission

Submission Token: ########

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.

You will see one final window with your submission token number and additional information.

This same information will also be sent to you via an email from PA-SHARE.