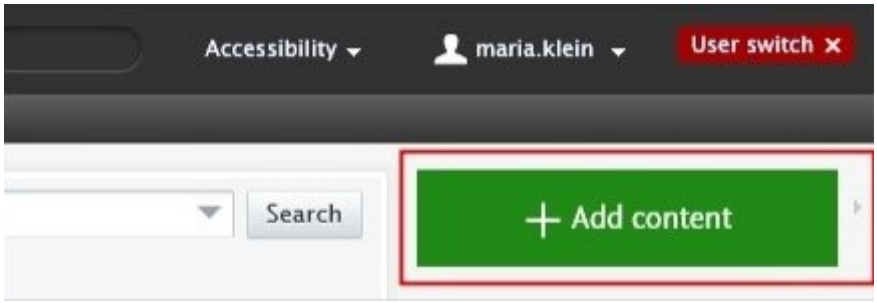
Creating Prizes

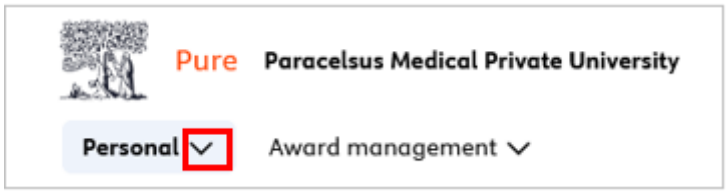
You can add a prize (honour) to your Pure profile.

To add a new prize, you will be provided with:

1. Click on *Add content* button:



Or click on the triangle next to *Personal* in the header, select *Activities,* and then click on the + New button:



2. Click on *Prizes* in the left pane, then select the type of Prize.
3. In the Prize *editor* window, you need to enter all available information about the item. The required fields (listed above) are marked with a red star and filling them in is mandatory. Filling in the other fields is optional.

    1. **Type:**
       The default type is prize, use to dropdown menu if you need to choose another type.

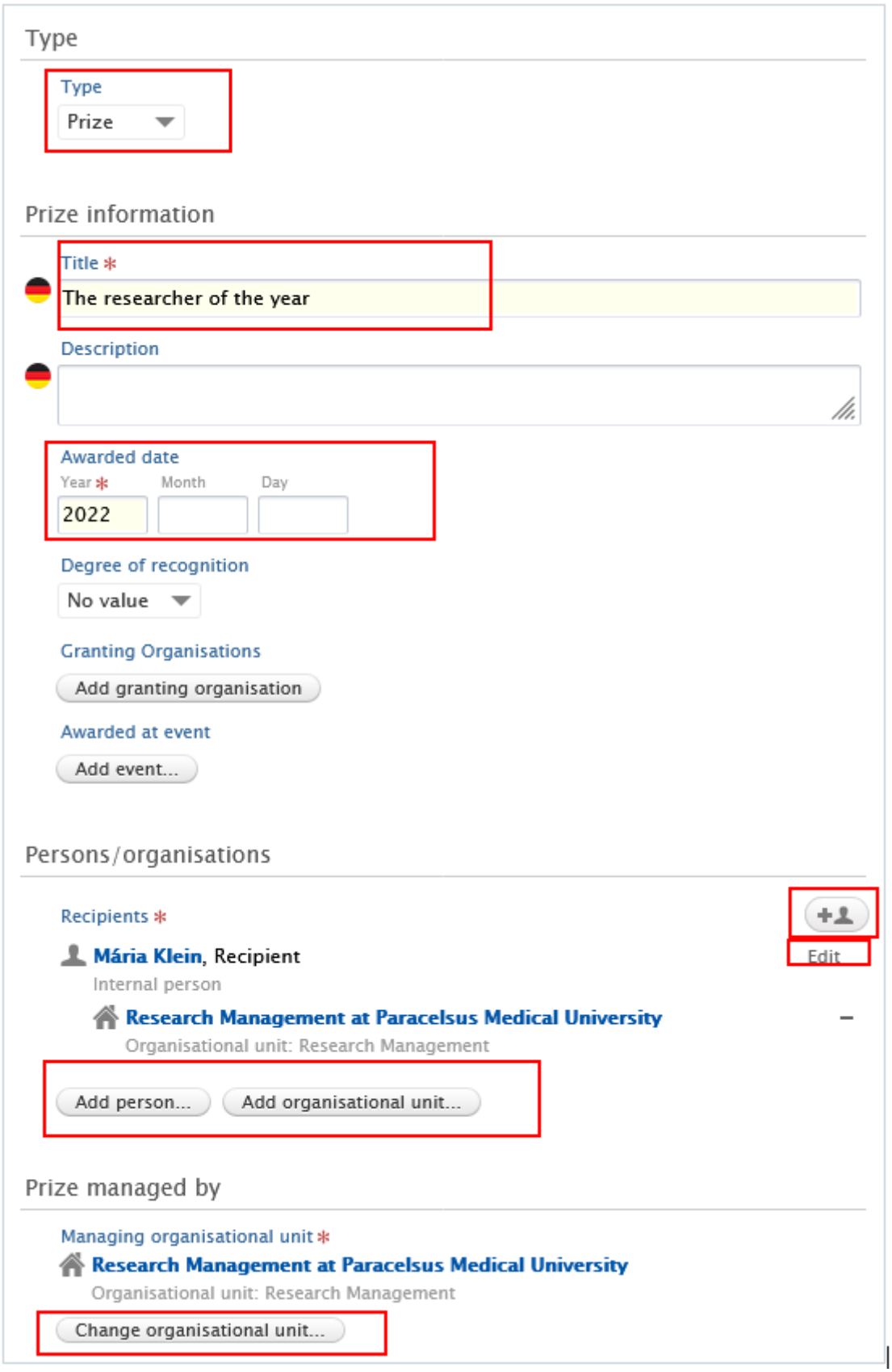
    2. **Title:**
       Fill in the title of the prize.

    3. **Awarded date:**
       Fill in the title and awarded date of the prize.

    4. **Recipients:**
       Pure automatically adds the content creator with the *Recipient* role, along with their organisational unit, to this field. Click on Edit on the right side if you wish to change your role or your organisational unit. By clicking on the *Add person* button (left corner) or the add person icon (right corner) you can add other persons who are related to this

activity. Click on *Add organisational unit* if you wish to register additional organisations.

5. **Managing organisational unit:**
   Pure automatically adds the internal organisational unit of the content creator to this field. Click on *Change organisational unit* if you want to change the current organisational unit for another intern organisation.



6. ***Optional*: Relations:**
   Other content from Pure can be linked to the content you want to submit. Add relations, for example Research outputs to content that is relevant here.

4. Click on *Save*.

Revision #1
Created 2025-10-20 13:49:52 UTC by maria.guetler
Updated 2025-10-20 13:54:19 UTC by maria.guetler