



## How to add a new expert

- Step 1** Go to [www.expertguide.com.au](http://www.expertguide.com.au)
- Step 2** Click 'Become an expert' in the top menu bar and then 'Sign up now' on the next page
- Step 3** Select your university from the drop-down menu and hit 'Add me'
- Step 4** Fill out your expert listing information, select that you have understood the terms and conditions and hit 'Add'.
- Step 5** Your profile will only go live and be accessible once your university administrator has approved your listing. This may take some time, however please contact your administrator if it's been more than a week and you haven't received your login information.

## Tips for filling out your listing

- In the 'Primary Areas of Expertise' drop-down selection – you cannot enter the same primary area of expertise for both general areas. For example if you try to select both Education → Curriculum and Education → Secondary, you will come up with an error page when you try to submit your profile.
- In 'Expertise Topics' enter as many key words and phrases you feel are appropriate to your expertise, separated by a semi-colon. For example: education; school; primary school; curriculum; learning; child psychology; pedagogy; Australian education system. Make sure you use words and phrases that people would be likely to search for, so that you can maximise your chances of appearing in a keyword search.
- Upload a professional, recent photo of yourself to your profile. Profiles without an image appear further down in search results and cannot be featured on our homepage, so make sure you add one to maximise your profile's appeal and potential.



## Expert profile fields

### ■ Expert Details:

Name

Title	First name *	Surname *
<input type="text"/>	<input type="text"/>	<input type="text"/>

Position  \*

Department/Division

State

Work Phone  \*

Fax

Mobile  ☐ Keep private

After Hours Phone  ☐ Keep private

Email  \*

Personal Website

Twitter name

	General Area		Specialisation
Primary Areas of Expertise	1. <input type="text" value="none"/>	-->	<input type="text"/>
	2. <input type="text"/>	-->	<input type="text"/>

Expertise Topics These are the words users will search. Please list meaningful keywords that represent subjects and issues on which you can offer expertise. Separate words with semi-colons.

Notes Please provide any extra information about yourself (eg. awards, achievements, memberships, affiliations)



## Publications

Please provide a reference list of your published work, if applicable.

Please select what media interviews you are willing to do:

- ☒ Radio (pre-recorded) ☒ Print/Online ☒ TV (live)  
☒ Radio (live) ☒ TV (pre-recorded)

Please select which of the following activities you are interested in and qualified for :

- ☐ Research collaboration ☐ Consulting work  
☐ Expert witness work ☐ Board/committee positions  
☐ Conference presentations ☐ Other speaking engagements

Do you wish to receive email enquiries from journalists?

- ☒ Yes ☐ No

Please choose the subject areas on which you wish to receive enquiries.

Select a primary area and a specialisation, then click the 'Add >' button to add it to your list.

Primary area:

Please select ▼

Add >

Specialisation:

▼

< Remove

Selected areas:

## Your photo:

Your photo:

No file chosen

We accept jpg, jpeg, gif or png files. Photos are resized to a max size of 170 px(W) x 400 px(H).

## Terms and Conditions

- ☐ I have read and understood the Terms and Conditions of contact listed on the [Consent and Acknowledgement Page](#)