Quick Guide to
USING PBS’S “SHARE YOUR STORY”

This quick guide should be used in conjunction with the educast Share Your Story. These materials demonstrate how to use PBS’s National Parks uploading and geo-tagging site, Share Your Story. The Share Your Story tool is an easy way to browse for stories that others have uploaded and to submit your own. Share Your Story can be found on your local PBS station website or at www.pbs.org/nationalparks/share-your-story/

Step 1: Browse Stories by Search
1a) Click “Browse Stories” above map on the site’s main page
1b) Review search criteria, then choose any or all to narrow search by:
   ▪ National Park
   ▪ Local PBS Station
   ▪ Theme
   ▪ Era
   ▪ Keyword
Choose “All Stories” or “Highlights Only”
Choose “All Media,” “Text only” or “Video only”
1c) Click the green “Find Stories” button to populate map and page with stories
1d) Use pulldown menu to choose number of items to view per page
1e) Use pulldown menu to sort results by date submitted, story title or last name of author
1f) Click “Full Story” to see complete story
1g) To return to the main page, click “Browse Stories” or use back button

Step 2: Browse Stories by Map
2a) Use sliders on left to zoom in or double-click on specific area on the map
2b) Use hand tool to drag and reposition map as appropriate
2c) Choose most appropriate view: Map, Satellite or Terrain
2d) Click flag icon
2e) Click title link to load complete story
2f) To return to main page, click “Browse Stories” or use back button in browser
Step 3: Submitting Your Story
3a) Click “Submit a Story” above map on main page
3b) Fill out Background Information fields as required and select the national park your story is about, the theme of your story and when your story took place
3c) Add longitude and latitude data if you know them

Step 4: Geo-Tagging Your Story
4a) To have coordinates established automatically, click “Find the latitude…”
4b) Use zoom slider, panning joystick and hand tool to accurately position and reposition map
4c) Decide on appropriate view (map, satellite, terrain)
4d) Click and drag orange marker to position of “storied” location
4e) Use zoom slider, panning joystick and hand tool again to more accurately reposition map and orange marker; repeat as needed
4f) Click green “Upload Location” button to automatically populate longitude and latitude fields on “Submit a Story” page
4g) Fill out the Background Information title and story fields
4h) Optional: Under “Include an Image,” click “Browse” to find, select and open image file
4i) Under “Include a Video Clip,” click “Browse” to find, select and open video clip
4j) Tick “Privacy and Terms of Use Policy”
4k) Click green “Submit Story” button
4l) Patiently wait for the upload to finish

Note: Uploaded stories need to be reviewed and approved before they show up on the site and on the map. So check back often.

Step 5: Sharing and Publishing
5a) Click “Share” in top right corner
5b) Choose social network or bookmarking site
5c) Click “Email this page”
5d) Fill in email address(es)
5e) Write short message with info to help invitee find your story
5f) Click “Send Link”
5g) To return to main page, click “Share Your Story” under “Get Involved” in top navigation

http://www.pbs.org/nationalparks