



How to Add Your Knit and Crochet Items to CKC's Community Collection

1. Who Can Add?

Anyone can add their knit and crochet items to CKC's Community Collection. By adding your items and stories to this digital collection, you will help to create a more complete and inclusive history of these crafts for current and future generations of crafters. It's FREE and open to CKC Members and the public to use and add items.

- a. If you are a Member, CKC's digital collections are not affiliated with your membership account. Therefore, you will need to set up a separate account to access and manage your contributions to the CKC Community Collection. See Item 6, below, for more information.

2. Getting Started

- a. Click "[Help](#)" to learn what to expect during the process, or
- b. Use the linked resources on our CKC Community Collection webpage to easily navigate to and download pertinent information, including –
 - i. What Should I Add to CKC's Community Collection?
 - ii. Editable WORKSHEET to record details about each item you want to add in one place.
 - iii. Photography Tips
 - iv. How To Edit Items You Have Added
- c. Read [CKC Community Collection Content Provider Licensing Agreement](#).

3. To **ADD ITEMS** follow the menu from the centerforknitandcrochet.org website as follows:

- a. >>> Select – "Collections and Exhibitions"
- b. >>>> Select – "CKC Digital Repository" (digital.centerforknitandcrochet.org)
- c. >>>>> Select – "Community Collection"

- d. >>>>> Select – “Contribute” – an automated form will open and walk you through the process of adding your item, and setting up a user account.
- e. >>>>>> Before you SUBMIT your item –
 - i. Confirm that you are not a robot.
 - ii. Click “Publish my contribution on the web.”
 - iii. If you wish to remain anonymous, click “Keep identity private.”
 1. Please note: All the names that appear in the fields you fill in will appear publicly, including your own name, if you fill in the field labeled “Contributed By.”
 - iv. Click to agree to the Terms & Conditions, which link to our [CKC Community Collection Content Provider Licensing Agreement](#);
 - v. Follow the prompt to set up a user account using your preferred email address. See Section 4, below, for more information about why this is useful.
 - vi. After you click to SUBMIT an item to the [CKC Community Collection](#), we will be notified via email.
 1. We typically respond within 24 hours to make any new items public.

4. Setting Up a User Account is Optional, but Recommended

- a. You do not have to set up a user account to add to the CKC Community Collection.
- b. Having an account allows you to:
 - i. Sign in
 - ii. Add more items
 - iii. Edit, add to, or delete any items you have previously added.
- c. You can set up a user account at any time by visiting [this page](#). Here you can establish a username and password, as well as specify a display name.
 - i. You may wish to review [CKC’s Privacy Policy](#). We do not share or sell your personal information.
 1. Your username and email will never appear publicly.
 2. Your display name, if you specify one, will appear publicly, unless you click “Keep my identity private.”
- d. If you do not set up a user account, you will not have access to edit or remove your previous submissions; you will have to contact us for assistance.
 - i. However, each time you add a new item using the same email, you will be prompted to set up an account.

5. Questions? Need assistance?

Please contact us at collections@centerforknitandcrochet.org.

6. Share Your Feedback!

Please fill out our [anonymous survey](#). Your feedback and suggestions are very important to us, and will be used to improve CKC's digital collections and resources. Thank you!

7. Support CKC! [Join CKC](#) or [Donate](#).

8. Stay in Touch! [Subscribe to receive email updates from CKC](#).

Thank You!