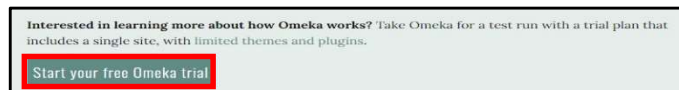# Joining the COVID Community Archives Omeka.net Project

For libraries that have indicated interest in the COVID Community Archives project, here are the instructions you need to follow to successfully join and receive a Omeka.net subdomain for your library.

1) Make some decisions about the project.
   a. Your library project will need a unique name that will be the subdomain, or lead portion of its web address in the project (*.omeka.net, where "*" is whatever you decide for a subdomain. You can't duplicate an existing subdomain name, so test by going to *.omeka.net. If the site doesn't exist, your chosen name will work).
   b. The library project will need a project lead, who will be given administrative privileges on the subdomain, and will either own or have access to the email address used to register an account at omeka.net.
   c. The library project will need a website name and description. This is for visitors to the site to identify what the site is, and the description to be used by search engines.

2) The project lead should go to https://www.omeka.net/signup and click on "Start your free Omeka trial."

Interested in learning more about how Omeka works? Take Omeka for a test run with a trial plan that includes a single site, with limited themes and plugins.

Start your free Omeka trial

3) Complete the form with a username (will need to be unique to the site), password (six or more characters long), the full name of the project lead, and the email address being used to register with Omeka.

   Also, check the boxes labeled "I agree to the Terms of Service" and the captcha "I'm not a robot".

   Review all information in the form for accuracy, then click "Sign Up" to continue.

Username *
Password *
Confirm Password *
Full Name *
Email *
Confirm Email *
I agree to the Terms of Service
I'm not a robot
reCAPTCHA
Sign Up

4) You will be sent to a site that thanks you for signing up, then informs you that a confirmation email has been sent to you, and that you should check your email to activate your account.

Thanks for signing up!

Please check your email for a link to activate your new account.

5) Open the confirmation email and click on the link to activate your account.

6) You will be forwarded to the Omeka.net dashboard, where you will be informed that your account was activated successfully. If you need to return to this site, you can do so by going to https://www.omeka.net/dashboard and signing in with your username and password.

7) Now that you have registered your email with Omeka.net, you can have Jared Leadbetter create your subdomain for you under the Maine State Library account. Email jared.leadbetter@maine.gov with the subject heading "Omeka.net project account", and the following information:

   a. Name of the project lead
   b. Email address used to register with Omeka.net
   c. Name chosen for subdomain

8) After sending this email, the subdomain will be created and you will be sent an invitation to join. Before clicking on the invitation link, you must be currently logged into Omeka.net or the process *will not work*.

9) You will then be forwarded to the Omeka.net site, where you will read that the site invitation has been confirmed. From there, you can proceed to the dashboard by clicking the link "Go to your dashboard".

10) Upon arriving at the dashboard, you should see your site listed under "Others' Sites". Click "Manage Site" to begin using your project's dashboard.

11) Finished! Now, you can begin to add content and additional users on your own!

Questions about this process? Please contact jared.leadbetter@maine.gov for further assistance.