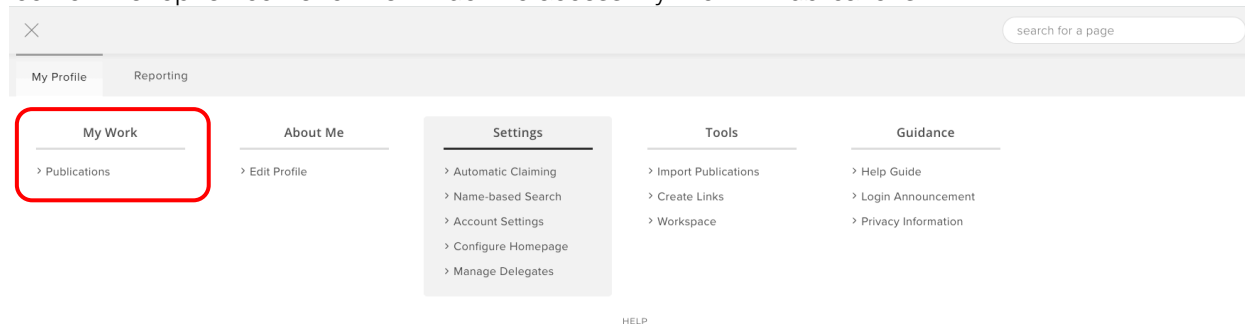


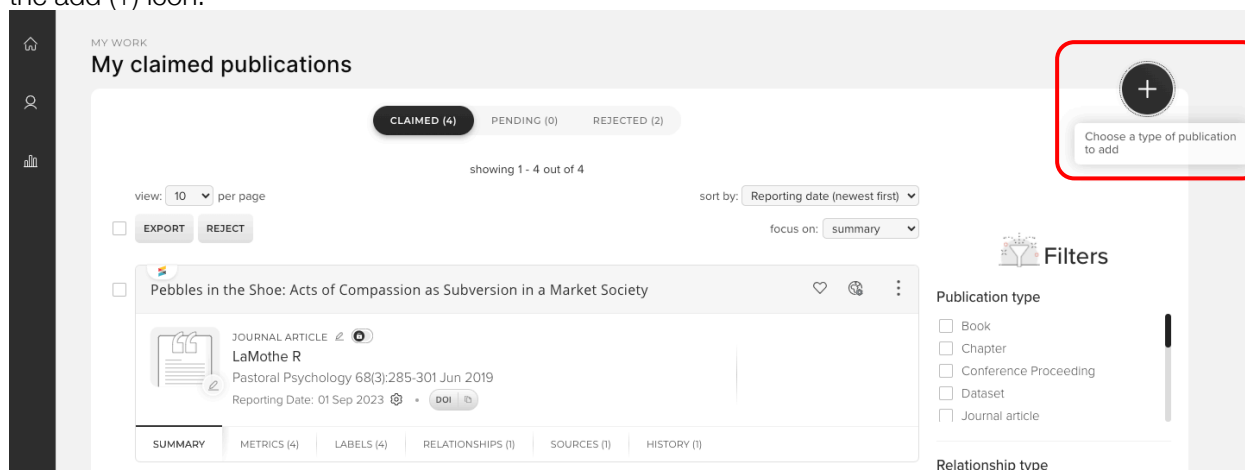
## Quick Start Guide: Adding Plays, Poems or Fiction Works in Elements

Note: The following instructions apply only to creative works. **Novels, poetry books, or plays published in book format should be added as a “Book” in CU Boulder Elements (CUBE).**

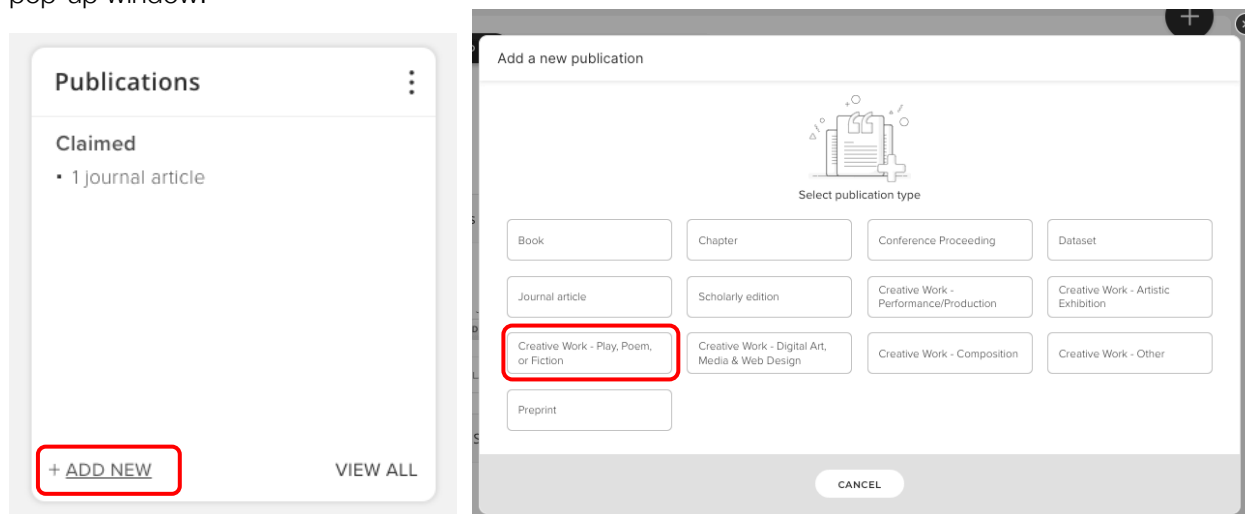
Navigate to the Publications page by clicking on the “Publications” tile on the home page, or by clicking on the tribar (≡) icon on the top-left corner of the window to access My Work > Publications:



You will be automatically re-directed to the “Claimed” publications page. On the top-right corner of the screen, click on the add (+) icon:



Alternatively, on the Publications tile on the home page, click “+ Add New” and select the publication type from the pop-up window.



On the next screen, click “Skip” to start adding your creative work.

**Add creative work - play, poem, or fiction**

Let's get started | Tell us more | Link to funding

**i** Enter your creative work - play, poem, or fiction title

Your creative work - play, poem, or fiction may already exist in CUBE, so to save time you can search for it here and claim it. Titles returned may contain any of your search words.

Title **For Creative Works, skip this page. Search does not apply.**

Search **Skip**

Cancel

On the next screen, add information about your creative work, including relationship (Author, contributor, etc.), description, and date. Items with the red asterisk (\*) are required fields. Click on the question mark (?) icon for help with individual editable fields:

**Add creative work - play, poem, or fiction**

Let's get started | Tell us more | Link to funding

**What do I need to do?**  
Enter information on your written Creative Work (play, poem, or work of fiction). Hover over the question marks for additional information.  
Items with the Red Asterisk are required fields.  
  
The Relationship type in the first box below is required in Elements, but has no bearing on your FRPA activity description.  
Choose the relationship that makes the most sense for this work.

**Publication privacy**

PRIVATE INTERNAL PUBLIC

This publication may be displayed publicly by CU-Boulder.

**\* What is your relationship with this creative work - play, poem, or fiction?**

Author of  Editor of  
 Translator of  Contributor to

**Relationship privacy**

PRIVATE INTERNAL PUBLIC

This publication may be displayed publicly by CU-Boulder. Its relationship to you will be visible to other users of CUBE but should not be displayed publicly.

**Essential Information**

**\* Description**

1300 characters remaining.

**?**

All other fields without the red asterisk (\*) are voluntary, but users should consider adding information in the fields that may be useful for the user's subject and discipline. Users may also expand on the "Additional Information" section, and include other relevant detail. Adding information like the DOI or ISBN will make it easier for groups on campus like the University Libraries to track and potentially purchase your creative work.

Click "Save" at the bottom of the page to apply your edits/changes and add your creative work.