

Add a Blank Entry

You can create an entry in a collection without adding a video or audio file right away. If you want to add media, see [Upload an Audio File](#) or [Upload a Video File](#).

1. Click the **Main Menu** icon
 - [The Main Menu](#) icon has four horizontal lines and is at the top right of the page
 - A drop-down menu will unfold
2. Click **My Content**
 - A drop-down menu will unfold
3. Click **My Memberships**
 - The "My Memberships" page will open
4. Click on the collection for which you want to add the new entry
 - The page will reload, showing the media contained in the collection you chose
5. On the right menu bar, click **Add Audio** or **Add Video**
 - The "Create Audio" or "Create Video" page will open
6. Click **Title & Description**
 - The "Title & Description" section will expand
7. Enter a title for your entry
8. Expand the different sections to add more data to the entry
 - You can use the **Workflow** section to flag the entry; see [Track Workflow](#) for help
9. Click **Save**
 - The page will reload and confirm your new entry
 - Your entry will now appear in the collection