

Login at <https://soundmap.sites.pomona.edu/wp-login.php>

You will enter your post in two stages.

1. **The marker stage.** In the front page of the new [soundmap](#), click the + sign on the upper right corner of the map, and a dialog will pop up.
2. **The finish-and-edit stage.** In the Wordpress Dashboard, after you have completed the map stage, select [OUM Locations](#), find the right post, and select Edit.

What	Notes	Where it goes	Soundscape	Acoustic Space	Bird
Audio recording, original		Keep it.			
Audio recording, edited	Maximum 4 MB. Need a compressed format – mp3 works; you could test m4a.	Upload during marker stage (music-note icon).	20 seconds to 2 minutes	Start a second or so before pop. End about 3 seconds after reverb becomes totally inaudible	Maximum 2 minutes
Visual depiction of the sound		Finish-and-edit stage > Upload image. (You can also upload it to Media Library first.)			
Date and time recorded		Marker stage			
Optional photo (not too large)		Marker stage			
Optional other photo(s)		Finish-and-edit stage >			
Title of post – keep it descriptive		Marker stage			
Brief written description		Marker stage			

Insert shortcodes in the single-page post.	<pre>[open-user-map-location value="audio" post_id="<id_of_post"]</pre> <pre>[open-user-map-location value="image" post_id="<id_of_post"]</pre> <pre>[open-user-map-location value="map" post_id="<id_of_post"]</pre> To find the post id, look in the address bar in the browser; part of it says “post-id=id_of_post&action” If you have trouble with this, we can help.	Finish-and-edit stage, at the start of the top text box. For it to work, you have to set the window’s Visual/Text tab to Text.			
Writeup.	I would like the posts to be <i>fairly</i> standard (although it’s OK to depart from the standards if doing that makes sense) so please organize the writing of your post with these headings.	Finish-and-edit stage, in the top text box.	About the location. A short paragraph. About the soundscape. Describe and discuss the soundscape. Keywords. Offer a few keywords referring to sounds heard in the recording. For example, fountain, garden, ball bouncing, crowd noise. Recording equipment. Identify the microphone. Describe other equipment, the recording setup, or recording methods if it seems significant.	About the location. A short paragraph. Reverberation characteristics. List as many of the following durations as you can: decay of 30dB, decay of 50dB, decay of 60dB, decay to background level, decay to minimum. If particular frequency bands are emphasized or attenuated in the acoustic space, give the frequency bands. Leave blank if this is not a balloon-pop recording. About the acoustic. Describe qualitatively and discuss the acoustic characteristics of the space. Recording equipment. Identify the microphone. Describe other equipment, the recording setup, or recording methods if it seems significant.	About the location. A short paragraph. About the soundscape. Describe and discuss the birdcalls heard. If relevant, say something about the soundscape. Identifications. List species heard (common and/or scientific names) Recording equipment. Identify the microphone. Describe other equipment, the recording setup, or recording methods if it seems significant.