



Enriching the List

Contributor User Guide

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Before adding content to the National Heritage List's (NHLE) List Entries, you must first create a *Heritage Passport* account at the following URL:

https://services.historicengland.org.uk/passportserver/registration.aspx?app_id=1f8fb93f-56a7-4c10-91e4-6e9d04cbf7aa

If you already have a *Heritage Passport* account, you can go straight to the *National Heritage List for England* site to complete your profile and submit contributions.

Note: Certain features of Enriching the List are not compatible with Internet Explorer 9, so please use an up-to-date version of IE or a different browser (Firefox or Chrome). If using an unsupported browser, you will be able to view contributions but not upload them.

Please note that if uploading images from an iPhone, you may experience a slight delay before the images are viewable whilst the system's software checks and amends images to the correct aspect.

Creating a Heritage Passport account



Historic England



[cancel](#)

New account details

If you register, you'll have a **Heritage Passport**, giving you **bonus features** on this and other Historic England websites.
(Fields marked * are mandatory)

Title:

First name: *

Last name: *

Country: *

Postcode: *

E-mail address: *

Confirm e-mail address: *

Password: *
Your password should be at least 7 characters long.

Re-enter password: *

Memorable data question: *
e.g. pet's name. You will be asked for this information if you forget your password.

Memorable data answer: *

[Help](#) | [Privacy](#) © Historic England 2015 - All Rights Reserved

- Enter your details (all fields, except *Title*, are mandatory) and select the **Next** button.

A second details form, *About You*, will open.



Historic England



[cancel](#)

About You

Please complete the details requested below. Providing this information helps us understand our audience better and how best to develop our websites in the future to meet your needs.
(Fields marked * are mandatory)

Year of birth:

Gender:

Area of primary interest: *

How did you find out about this website?: *

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- Enter your details and select the **Next** button.

A form containing options regarding further communications will open.

terms and conditions.' At the bottom of the form, there are two buttons: 'Previous' and 'REGISTER'. At the very bottom, there is a footer with 'Help | [Privacy](#)' and '© Historic England 2015 - All Rights Reserved'." data-bbox="208 167 792 425"/>

Historic England
HERITAGE PASSPORT

[cancel](#)

Can we contact you?

From time to time, we may wish to contact e-mail with information about English Heritage. If you DO wish to receive this information, please tick this box:

We may also wish to give your name and details to carefully selected organisations that we believe may be of interest to you, and may wish to contact you via telephone, e-mail or letter. If you DO wish us to do so, please tick this box:

When you click on 'Register', you will automatically be agreeing to our [terms and conditions](#).

[Previous](#) [REGISTER](#)

Help | [Privacy](#) © Historic England 2015 - All Rights Reserved

- Populate the appropriate tick boxes and select **Register**.

A form will open acknowledging that you have completed the Heritage Passport account process.

Privacy' and '© Historic England 2015 - All Rights Reserved'." data-bbox="202 558 828 739"/>

Historic England
HERITAGE PASSPORT

[cancel](#)

Complete

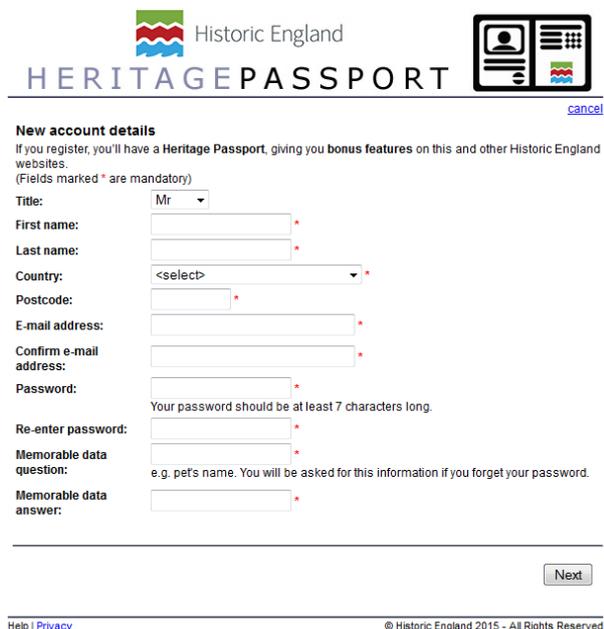
You now have a Heritage Passport, giving you bonus features on Historic England websites.

[Return to complete your profile](#)

Help | [Privacy](#) © Historic England 2015 - All Rights Reserved

- Select **Return to complete your profile**

The form will close and you will be returned to the Heritage Passport *New account details* form.



The screenshot shows the 'New account details' registration form for the Historic England Heritage Passport. At the top, there is the Historic England logo and the text 'HERITAGEPASSPORT' in a stylized font. To the right of the text is a small icon of a passport. Below the title, there is a 'cancel' link. The form itself contains several fields: 'Title' (a dropdown menu with 'Mr' selected), 'First name', 'Last name', 'Country' (a dropdown menu with '<select>' selected), 'Postcode', 'E-mail address', 'Confirm e-mail address', 'Password' (with a note: 'Your password should be at least 7 characters long.'), 'Re-enter password', 'Memorable data question' (with a note: 'e.g. pet's name. You will be asked for this information if you forget your password.'), and 'Memorable data answer'. Each field has a red asterisk indicating it is mandatory. At the bottom right of the form is a 'Next' button. Below the form, there is a footer with 'Help | Privacy' and '© Historic England 2015 - All Rights Reserved'.

Note: Should you be intending to create an account and submit contributions on behalf of an organisation, follow the instructions above, creating the Heritage Passport account in your own name. Follow the instructions for completing your profile and then email the Historic England contact address given to inform us that you would like to register on behalf of your organisation.

- Exit the *Heritage Passport* site and go to the **National Heritage List for England**.

<https://www.historicengland.org.uk/listing/the-list>

Comments and images relating to a specific *National Heritage List for England* List Entry can be submitted by first accessing the relevant List Entry Summary, where you will be prompted to finish the registration process by completing your *Enriching the List* profile.

Completing your profile

- Retrieve an NHLE List Entry you would like to comment on and open its List Entry Summary.

Grade:II
Location:
NUMBER 9 WITH ATTACHED MEETING HALL, 9, MAIN STREET,
MECHANICS INSTITUTE, MAIN STREET, Wentworth, Rotherham

THE MECHANICS INSTITUTE

Heritage Category:Listing
Grade:II*
Location:
THE MECHANICS INSTITUTE, EMLYN SQUARE, SWINDON, Swindon

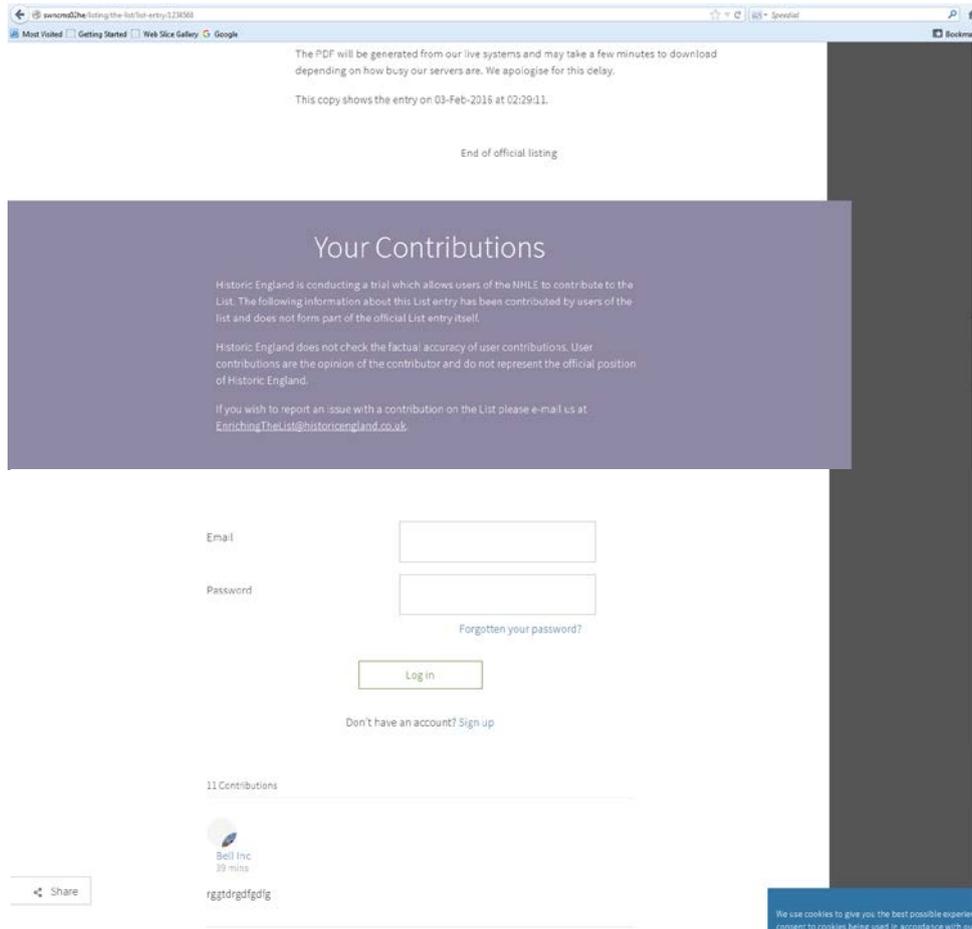
THE MECHANICS INSTITUTE

Heritage Category:Listing
Grade:II
Location:

The screenshot shows the Historic England website interface. At the top left is the Historic England logo. To its right is a search bar. Below the logo is a breadcrumb trail: Home > Listing > Search the List > List Entry. On the left side, there are links for 'Minor Amendments', 'Download Designation Data', and 'Non-Listed Sites'. The main content area features the title 'THE MECHANICS INSTITUTE' and a 'List Entry Summary' section. The summary text states: 'This building is listed under the Planning (Listed Buildings and Conservation Areas) Act 1990 as amended for its special architectural or historic interest.' Below this, it lists 'Name: THE MECHANICS INSTITUTE' and 'List entry Number: 1198947'. The 'Location' section is partially visible. On the right side, there is a dark grey menu with a 'Menu X' icon and several dropdown items: 'Listing', 'Advice', 'Research', 'Images & Books', 'Services & Skills', 'Get Involved', and 'News & Features'. A red arrow points to the 'THE MECHANICS INSTITUTE' title, and another red arrow points to the bottom of the page.

- Scroll down the page to the bottom of the List Entry Summary until you reach the heading, *Your Contributions*.

Note: Existing contributions are viewable by continuing to scroll down the page.



- Enter your email address and *Heritage Passport* password and select **Log in**.

The *Complete Your Profile* form will appear. This must be completed if you wish to continue and leave contributions.

Home > Listing > Search the List > Profile

Complete your profile

Avatar 

First name

Last name

Profile name*

About you

I accept the Terms & conditions*

- Add an image, if you wish, as an Avatar. This will accompany your contributions when viewed on the NHLE. **Note: Should you be creating an account on behalf of your organisation, the official logo should be used as an Avatar.**
- Add a profile name. This will be a unique identifier and, should you enter a profile name already present on the system, you will be prompted to enter a different one.
- Add some text to the *About you* box describing your knowledge of, and interest in, the historic environment. This field can contain a maximum of 1,000 characters.
- Once you have read the Terms and Conditions (viewed by opening the link), populate the tick box to confirm you accept and will abide by them.

It is important that you read these as they define what is deemed acceptable, and unacceptable, content and behaviour in the use of this facility.

Complete your profile

Avatar	 <input type="button" value="Add image"/>
First name	<input type="text" value="Kieran"/>
Last name	<input type="text" value="Byrne"/>
Profile name*	<input type="text" value="kmbyrne"/>
About you	<input type="text" value="I'm a heritage professional with a special interest in maritime sites and industrial archaeology."/>
<input checked="" type="checkbox"/> I accept the Terms & conditions*	
<input type="button" value="Submit"/>	

- When your profile is complete, select the **Submit** button.

Note: Should you be creating a profile to submit content on behalf of an organisation, email Historic England at the contact address given.

Upon selecting the *Submit* button, you will be sent an email containing a unique Verification code. The first time you log on to make a contribution, you will be prompted to enter your Verification Code.

Complete your profile

Sed ut perspiciatis unde omnis iste natus error sit voluptatem accusantium doloremque laudantium, totam rem aperiam, eaque ipsa quae ab illo inventore veritatis et quasi architecto beatae vitae dicta sunt explicabo.

Verification code

Submit

Note: Should you insert the code incorrectly, the box containing the characters will turn red and the *Submit* button will not function until the correct code is entered.

- Select the **Submit** button.

Note: Once your profile is submitted, you will not be able to revisit and edit it. Amendments, such as a change of email address or the deletion of your profile avatar (though not the replacement of an avatar), or the removal of your details from the site should you wish to discontinue contributing, can be made by request at the following email address: EnrichingTheList@historicengland.org.uk

The *Your Contributions* form will open, ready for you to add content.

Note: The *Complete your profile* process will only need to be completed once upon your first contribution to the NHLE site. Thereafter you simply log in using your email and password and then proceed to submit your contribution.

Adding a contribution

NOTE: Before you add a contribution, ask yourself:

- Are you suggesting a change to, or disputing the contents of, an NHLE List Entry? If so, there is a separate area and form on the NHLE site that you should use for submitting MINOR and MAJOR AMENDMENTS to List Entries.
- Does the entry tell us something useful about the listed heritage asset?
- If in response to an existing comment, does it add extra information to the post it is replying to?
- If in response to an existing comment, does it address a different topic relevant to the List Entry but not to the comment to which it responds? If so, post your comment as a new contribution to the List Entry rather than a response to someone else's comment.
- If images are attached, are they relevant to the associated List Entry (for example, does the image attached for a Listed house depict the building in question)?

Your Contributions

Historic England is conducting a trial which allows users of the NHLE to contribute to the List. The following information about this List entry has been contributed by users of the list and does not form part of the official List entry itself.

Historic England does not check the factual accuracy of user contributions. User contributions are the opinion of the contributor and do not represent the official position of Historic England.

If you wish to report an issue with a contribution on the List please e-mail us at EnrichingTheList@historicengland.co.uk.



Kieran Byrne

Write a contribution...

Add image

Post

- Add your comments (up to a maximum of 1000 characters). Keep in mind the terms and conditions you have agreed to abide by (see below) and:
 - **Be concise**
 - **Be relevant**
 - **Be friendly**
- Attach images (a maximum of four per contribution) using the *Add Image* button.

NOTE: Should you wish to include a link, using the full URL, to another textual online resource such as an article or HER record that will be of interest to other users, please insure you describe the site and content to which you are providing a link in your comments. Links included for commercial purposes will not be accepted.

NOTE: Should you wish to include an image that already appears in another online resource, rather than uploading a copy please include a link to the image in your comments, with a brief description of the referenced resource and relevant content.

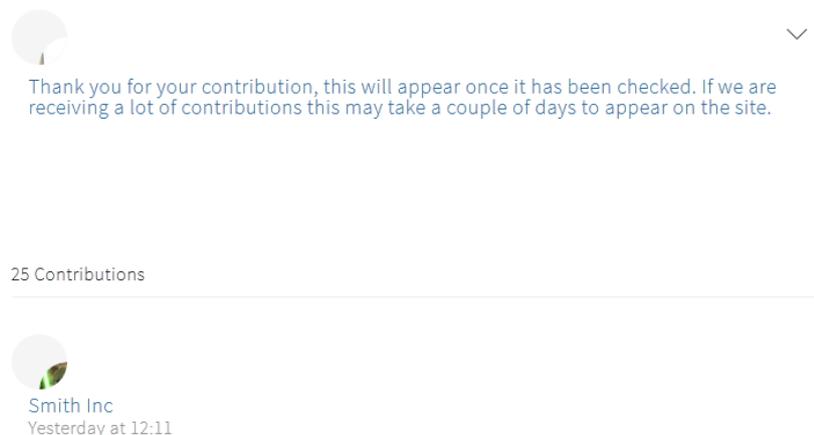
NOTE: Should an image happen to include a motor vehicle (whether on the property being photographed, parked nearby or passing by) it is vital that any number plates, if visible, be unreadable.

NOTE: The use of the names, or identifiable images, of individuals should not be used unless of an historic nature or as part of a crowd scene.



A screenshot of a user submission form. At the top left is a circular profile picture placeholder and the name "Kieran Byrne". To the right is a downward-pointing chevron icon. Below the name is a text input field containing the text: "The stained glass windows in the eastern range were designed and installed by my grandfather, local craftsman John Bentley, in 1905." Below the text is a large image upload area with a small thumbnail image of a stone archway. At the bottom left of the form is a button labeled "Add image" and at the bottom right is a button labeled "Post".

- When complete, select the **Post** button.



An acknowledgement will appear informing you that the content of your submission will be checked and will appear on the live site shortly. When it is accepted for inclusion on the site, you will receive a notification by email. However, should your contribution be deemed unsuitable for inclusion, perhaps conflicting with the stated terms and conditions or not relevant to the List Entry to which it is attached, you will receive an email explaining why it will not appear on the NHLE with advice on how to draft a successful contribution.

Responding to a contribution

Occasionally you may wish to respond to a comment submitted by another user, perhaps to confirm or expand upon details contained in their submission.

- To respond to an existing Contribution, select the *Respond* link at the bottom of the posting or, should there already be a sequence of responses, the link stating the total number of responses posted so far.

3 Contributions

 Martin Newman
18 March 2016 at 10:05

The list description mentions that the lake is partly surrounded by a walk, since the time of writing a new section path has been created to the south linking up the paths on either side so it is now possible to walk all the way round the lake.

[Respond](#)

 Vincent Powell
22 February 2016 at 19:07

[1 Response](#)

There aren't any more contributions



This will open a text box (max. 1,000 characters) in which to enter your response (a figure in the bottom-right corner of the text box tells you how many characters you have remaining).

Note: Before responding, be certain that your contribution is relevant and adds extra information to the details raised in the original comment. Should you be addressing a different aspect of the List Entry's history (for example, describing an historic event that occurred at the site described in the List Entry, where the original contribution was describing specific architectural details) then you should submit a new contribution rather than a response.



3 Contributions



Martin Newman
18 March 2016 at 10:05

The list description mentions that the lake is partly surrounded by a walk, since the time of writing a new section path has been created to the south linking up the paths on either side so it is now possible to walk all the way round the lake.



The restored walk was re-opened to the public in June 2011.

932

Post

- Select the **Post** button

Terms and Conditions:

These terms set out the basis on which you may post a Contribution to the National Heritage List for England.

Please read these terms carefully.

Words used in these Terms and Conditions

In these Contribution Terms and Conditions, the following definitions apply:

Contribution	means a written comment and/or photographs submitted for publication on the Website;
List	means the National Heritage List for England available in electronic form on the Website at historicengland.org.uk/listing/the-list ;
Privacy Policy	means the privacy policy set out at historicengland.org.uk/terms/privacy-cookies ;
Registration	means the Historic England Heritage Passport registration process that you must complete to upload your Contribution to the List;
Terms	means the terms and conditions set out in this document;

Username	the unique identifier assigned to you upon Registration;
"We", "us" or "our"	means Historic England, The Historic Buildings and Monuments Commission for England whose principal office is at 1 Waterhouse Square, 138-142 Holborn, London EC1N 2ST;
Website	means the website historicengland.org.uk (or such other URL as we may specify from time to time); and
Website Terms of Use	means the website terms of use set out at historicengland.org.uk/terms/website-terms-conditions .

Headings shall not affect the interpretation of these Terms.

Words in the singular shall include the plural and vice versa.

A reference to us or you shall include that party's personal representatives, successors or permitted assigns.

A reference to a statute, statutory provision or subordinated legislation is a reference to it as it is in force from time to time, taking account of any amendment or re-enactment and includes any statute, statutory provision or subordinate legislation which it amends or re-enacts.

A reference to writing or written includes faxes and e-mail.

References to clauses are to the clauses of these Terms.

Any phrase introduced by the terms including, include, in particular or any similar expression shall be construed as illustrative and shall not limit the sense of the words preceding those terms.

Terms and Conditions

These Terms set out the basis and process for submitting your Contribution for publication on the List. By completing the Registration process you agree that your participation in and any Contribution you make to the List will be subject to these Terms, the Website Terms of Use and Privacy Policy.

You confirm that you are at least 16 years old.

Content of your Contribution

Your Contributions must:

- relate only to a particular entry on the List;;
- not be defamatory offensive, vexatious or unlawful;
- not infringe anyone else's rights (including intellectual and privacy rights);
- not include personal information about any living third party; and
- not promote or further any business activities or with a view to commercial and/or personal gain.

Photography

It is your responsibility to ensure that any photographs submitted as part of your Contribution have been taken with the written consent of anyone who is identifiable from your photograph.

You must obtain the consent of any identifiable individual (or parent / guardian if the individual is under 18) to their image being used in connection with your Contribution and you must advise

them that their photograph may be published as part of your Contribution in accordance with these Terms.

You must also obtain consent for any brand names, logos, signs, or car registration plates that appear prominently in your photograph. You must retain a physical and/or electronic copy of any such consent.

When taking photographs for your Contribution you must:

not trespass on private property. Should you wish to gain access to private property in order to take a photograph you must always obtain prior consent from the owner of the property;

immediately stop if the property owner communicates to you that they do not want you to photograph the property and not submit any Contribution containing the photographs taken by yourself at the property in question;

carry a form of personal identification (for example your driving licence) at all times in the event that you are asked to identify yourself and/or explain your presence when taking photographs to submit as part of your Contribution; and

not take any unnecessary risks or break any laws when taking your photographs or obtaining any material required for your Contribution.

Images submitted within your Contribution must comply with the Contribution guidance provided on the Website.

We have no responsibility for injury or death incurred by you or third party claims arising from your Contribution.

Ownership of your Contribution

You confirm that your Contribution is made in your personal (rather than business) capacity or in your capacity as an authorised representative of a business or public authority and that such Contribution does not actively promote or further any business activities and has not been contributed for or with a view to commercial and/or personal gain.

We reserve the right to publish, edit, crop, adjust or add our logo responsibly and fairly to your Contribution (at our sole direction) without notifying you and you agree to waive any and all rights to object to such actions undertaken by us in respect of your Contribution.

By submitting your Contribution (which for the avoidance of doubt includes photographs submitted by you) you grant to Historic England a non-exclusive, royalty free, perpetual, irrevocable world-wide licence together with the right to grant sub-licences, to publish and use your Contribution (or any part of it) on or in connection with the List, the Website, and on or in other Historic England websites and publications, in any media, in any context and at any time for commercial gain or otherwise.

You (or the copyright owner) remain the owner of copyright in your Contribution but in addition to clause 5.3 you agree that users of the Website may copy, modify, edit, reproduce, display, publish or otherwise make use of all or part of your Contribution on a royalty free basis.

Review and publication of your Contribution

We will review your Contribution before it is published on the List and we reserve the right at our sole discretion to withhold publication, refuse publication or edit any Contribution that you submit.

In the event that your Contribution breaches the requirements of clause 3 your Contribution will not be published on the Website. The decision as to whether or not your Contribution breaches the requirements of clause 3 will be at our sole discretion.

In appropriate circumstances and at our sole discretion, if your Contribution is withheld under these Terms you may be given the opportunity to resubmit a suitably amended valid Contribution. In

such cases you will be contacted using the email address provided during the Registration process.

Unless we invite you to resubmit a Contribution, a declined Contribution may not be resubmitted.

Whilst we aim to publish valid Contributions on the List within 48 working hours, there may be instances where it could take longer. You will not receive a notification of publication.

By submitting your Contribution you do so at your own risk. We will not anonymise any Contribution that you make and you understand and acknowledge that individuals, businesses and public authorities will be able to access your Contribution and to associate it with you (including but not limited to your name, profile picture and photographs).

Your Contribution will be made publicly available on the Website and you will be identified as the author of it.

We will not be responsible for any adverse attention that you may receive as a result of your Contribution.

Removal of your Contribution

Contributions will remain published on the Website for as long as they are considered by us to remain relevant.

We reserve the right to remove your Contribution without notice.

You can request for your Contribution to be removed or amended by contacting EnrichingTheList@historicengland.org.uk. In order to verify your identity you may be required to confirm your name, Username and the email address provided at the time of Registration.

Suspension and Blocking

If you repeatedly attempt to submit Contributions in breach of these Terms or if you repeatedly breach these Terms we may (in our sole discretion) suspend or permanently block your ability to submit a Contribution.

The decision as to whether you have persistently breached the requirements of these Terms will be at our sole discretion.

Your liability

If you submit a Contribution in breach of the publishing criteria set out in clause 3 above, these Terms and/or the applicable provisions of our Website Terms of Use, whether or not your Contribution is published you will be responsible for any losses, expenses or other costs incurred by us as a result of any claims brought by a third party against us arising out of or in connection with the content of your Contribution.

No Reliance on information

Contributions displayed on our Website do not represent the official position of Historic England and do not form part of the official List.

Publication of your Contribution on the Website is not an endorsement of your Contribution by Historic England.

Any Contribution is not intended to amount to a representation, advice or authority on which reliance should be placed. We make no promise and give no assurance that any information displayed on the Website is accurate, complete or up to date.

Our Liability

Nothing in these Terms excludes or limits our liability for death or personal injury arising from our negligence, or our fraud or fraudulent misrepresentation, or any other liability that cannot be excluded or limited by English law.

We will not be liable to any user of the List or the Website for any loss or damage, whether in contract, tort (including negligence), breach of statutory duty, or otherwise, even if foreseeable, arising under or in connection with:

use of, or inability to use, the List or the Website; or

use of or reliance on any content, including any Contribution displayed on the List or the Website.

Privacy

We will use personal information provided by you in connection with your Registration and Contribution. Please note that our privacy policy is set out in the Historic England Privacy Policy a copy of which is available at <https://www.historicengland.org.uk/terms/privacy-cookies/>.

Freedom of Information

You acknowledge that we are subject to the requirements of the Code of Practice on Government Information and the Freedom of Information Act 2000 (FOIA). Further details of how to make a FOIA request of Historic England are available at <http://www.historicengland.org.uk/about/what-we-do/access-to-information/placing-a-request/>.

Updates to these Terms

We reserve the right to change these Terms from time to time without prior notice by changing them on the Website. The Terms applicable to the submission of your Contribution will be those in force at the time you submit your Contribution.

Additional terms

In the event of a conflict between these Terms and the Website Terms of Use these Terms shall prevail.

We may sub-license, assign or otherwise dispose of our rights under these Terms in whatever way to any other legal or natural person on whatever terms we deem appropriate in our sole discretion.

Each of the paragraphs of these Terms operates separately. If any court or relevant authority decides that any of them are unlawful, the remaining paragraphs will remain in full force and effect.

If we fail to insist that you perform any obligation under these Terms, or if we do not enforce rights against you, or if we delay in doing so, that will not mean that we have waived our rights against you and will not mean that you do not have to comply with those obligations. If we waive a default by you, we will only do so in writing, and that will not mean that we will automatically waive any later default by you.

Nothing in these Terms and no action taken by us or you under these Terms shall create, or be deemed to create a partnership, joint venture or establish a relationship of principal and agent.

The Terms shall be governed by the law of England and Wales and the parties agree to submit to the exclusive jurisdiction of the Courts of England and Wales.

These Terms were last updated on **03 June 2016**.