

HOW TO RECORD AN INTERVIEW USING STORYCORPS CONNECT:

1. To use StoryCorps Connect, you must first register with StoryCorps to and join the East Marion Stories Community.
 - a. Go to archive.storycorps.org
 - b. Click on LOG IN at the top right in the red menu banner
 - c. Click Get Started
 - d. Fill in the form, click CREATE ACCOUNT and don't forget to record your username and password
 - e. Click LOG IN, the SIGN IN, and enter your username and password. (You may want to click the "Remember Me" box so you don't have to remember your password.)
 - f. Click on COMMUNITIES in the red menu banner.
 - g. Enter "East Marion Stories" in the search box
 - h. When you see the East Marion Stories community listing, click JOIN. You will receive an email to let you know that you have been accepted as a member of the community. Meanwhile, browse some of the other communities to get an idea of what other people have done.

2. Recording an Interview:
 - a. Go to the East Marion Stories Community and look at the suggested questions
 - b. Prepare for the interview: Have a conversation with the person you are going to interview get to know a little about them and learn to determine what sort of stories they might tell. Discuss the question (s) you may ask.
 - c. Determine that the interviewee has access to a computer or other internet-connected device and if they will need help using it to connect.
 - d. Agree on the time and date for the interview where each of you will have access to a computer.
 - e. Go to Archive.StoryCorps.org
 - f. Log In and/or click on the profile picture on right side of the red menu bar.
 - g. Click on "Record with StoryCorps Connect." You'll see a screen with a link at the top and your own picture in a small box at the upper right of a larger box.
 - h. Click OK to grant permission to access your microphone and camera [PLEASE REMEMBER THAT STORYCORPS WILL TAKE PHOTOS OF YOU AND YOUR INTERVIEWEE DURING THE INTERVIEW]
 - i. Enter the interviewee's email address in the box under the interview link and click "Send Invitation."
 - j. The interviewee must also be registered with StoryCorp and logged in at the time of the interview. If they are not, they will be prompted to create an account when they click the interview link.
 - k. When the interviewee clicks on the link in their email their image will appear in the large box next to yours.
 - l. Talk for a few minutes with the interviewee so that you both feel comfortable before you begin. When you are ready, click "Start Recording Audio"

- m. The interviewer introduces himself/herself and the interviewee and poses the initial question to the interviewee.
- n. After you have completed the interview click on "Save Interview to Archive."
- o. Complete the interview by adding the name of the parties, add a title, description and keywords
- p. Keywords should always include East Marion Stories and any other words that describe the topics covered in the interview, for example:
 - Property History
 - Vacations
 - Farming
- q. Check the box for East Marion Stories Community to make sure the interview is added to the community
- r. The community administrator will receive a notice of the new interview and add it to the community. Once the interview completed and uploaded, you can edit the information about the interview or choose the photos to be displayed.