Adding a Subcollection

You can add a subcollection to an existing asset if the following criteria are true:

- You have a MoDaC user account with upload permission.
- You are member of a group that has permission to edit that asset (or if you created that asset).

When you create a collection, you become the owner of that collection. (Ownership cannot be changed.)

1. Log in, as described in Logging In.
2. Click **Upload** in the header. The upload page appears.
3. Click **Select Program**. Select an existing program from the program list.
4. Click **Select Study**. Select an existing study from the study list.
5. Click **Select Asset**. Select an existing asset from the asset list.
6. Click **Register Asset Subcollection**. The Register Asset Subcollection page appears.
7. Specify information for the new collection:

    - To add a metadata attribute, click **Add Metadata**. A blank attribute row appears. Specify a unique attribute name. (Repeat for additional attributes. To delete an attribute, click the X.)
    - Specify a value for each required metadata attribute. Keep in mind the following points:
        - The character limit for each metadata value is 2700.
        - Once you register the collection, the identifier is permanent.
        - If an attribute value begins with http or https, MoDaC displays it as a hyperlink in read-only fields.
        - For additional guidance on each attribute, hover over the icon.
8. When you have finished specifying information for the new collection, click **Register Asset Subcollection**. A message appears, confirming the collection creation.

To return to the upload page, click **Back to Upload Tab**.