



## Taste of IRES

Here are some helpful hints on submitting your recipes for inclusion in the Taste of IRES cookbook.

If you have any questions about the cookbook or how to submit your favorite recipes, please contact Holly Blanchard at [holly.blanchard@nebraska.gov](mailto:holly.blanchard@nebraska.gov) or 402-471-4742. You may also contact Marty Hazen at [mjhazen@ksinsurance.org](mailto:mjhazen@ksinsurance.org).

### Submitting Your Recipes

1. Visit the publisher's cookbook page at [www.typensave.com](http://www.typensave.com) and click on the login button appearing at either the top navigation bar or on the center right side of the page.
2. Log in by entering your name (exactly as you would like it to appear in the cookbook) in the Contributor box on the log in page. You will also need to enter the Group Login and Password for this project. If you didn't get the e-mail that contained this information, you can find it by login into the Members Area or by requesting it from [Holly Blanchard](#) or [Marty Hazen](#).
3. After you input the login information and click on the Submit button, you should see the Insurance Regulatory Examiners Society welcome page. To enter a recipe, click on the Add Recipe link appearing on the navigation bar on the left-hand side of the screen. The option to add a recipe also appears in the third blue box toward the bottom of the screen.
4. Your name will automatically be entered as the contributor. On the first line below your name, enter your affiliation. For example, you might enter Nebraska if you are employed by the department or enter the name of your employer.
5. Continue completing the form by entering the recipe title, the ingredients, and the recipe instructions.
6. Once you are finished entering your recipe, check the spelling by clicking on the Check Spelling button at the bottom of the form.
7. Next preview your recipe by clicking on the Preview Recipe button, also at the bottom of the form. Edit the recipe as needed using the Edit button at the bottom of the preview page.
8. Once you are satisfied the recipe is ready to be submitted, simply click on the Save button at the bottom of the preview page.
9. The recipe as submitted will be displayed. You can now add another recipe using the 'add new recipe' button at the top of the page or close the window using the link toward the bottom of the page.
10. If after you hit save, you find an error, please email [Holly Blanchard](#) or [Marty Hazen](#). They will be happy to edit the recipe on your behalf. Be sure your e-mail includes your name, the recipe name and exactly what needs to be corrected in the recipe.
11. Don't forget to log out of the application when you are done. You can always go back in and add a new recipe anytime before the submission deadline.

## Recipe Submission Tips

1. Avoid duplicates: You can review the recipes already submitted to see if someone sent a recipe substantially similar to one you are going to provide. To check, you can log into the [publisher's website](#) (directions above) and click on the List All Recipes option on the navigation bar on the left hand of the screen or clicking on the List By Category Option that appears in the third blue box toward the bottom of the welcome screen.
2. Review your recipe before you begin entering the information so that you are familiar with the ingredients and directions.
3. List all ingredients in order of use.
4. Include container sizes, e.g., 16-oz. pkg., 24-oz. can. The ingredient columns have most of the common sizes. Explore what's in the columns before you start adding ingredients.
5. Keep the directions in paragraph format - not in steps.
6. In the directions, use the names of ingredients in the directions, e.g., "Combine flour and sugar." Try not to use statements like, "Combine first three ingredients."
7. Include temperatures and cooking, chilling, baking, and/or freezing times.
8. Anything not part of the recipe (ingredients, directions, contributor name, serving size or recipe title) will not be included.
9. If you enter more than one recipe in different sessions, be consistent with the spelling of your name for each recipe you contribute.
10. Your recipes should fit into the following categories:
  - Appetizers & Beverages
  - Soups & Salads
  - Vegetables & Side Dishes
  - Main Dishes
  - Breads & Rolls
  - Desserts
  - Cookies & Candy
  - This & That
11. The standard for ingredients for our cookbook include:

Abbreviation	Meaning
pt.	Pint
qt.	Quart
pkg.	Package
env.	Envelope
c.	Cup
tsp.	Teaspoon
T.	Tablespoon
oz.	Ounce

Abbreviation	Meaning
lb.	Pound
gal.	Gallon
doz.	Dozen
sm.	Small
med.	Medium
lg.	Large