

Guide – How to upload data to the GLOBE Database

There are three options for entering data into the GLOBE database. You can choose one option or try different ones and choose the one that suits you best. The data will always be uploaded to the same database and will be available for your further research.

1. New desktop forms (recommended)

A new way of entering data from a computer. A user-friendly approach similar to the one that you may know from the GLOBE Observer App. This data entry method is well documented in the online tutorials.

2. Mobile app – GLOBE Observer (recommended)

An easy way to enter greenings and tree height data from your mobile phone. You can download the app and find detailed instructions here: <https://observer.globe.gov/>. You will also find detailed video tutorials here: <https://www.globe.gov/get-trained/tutorial-center/data-entry>

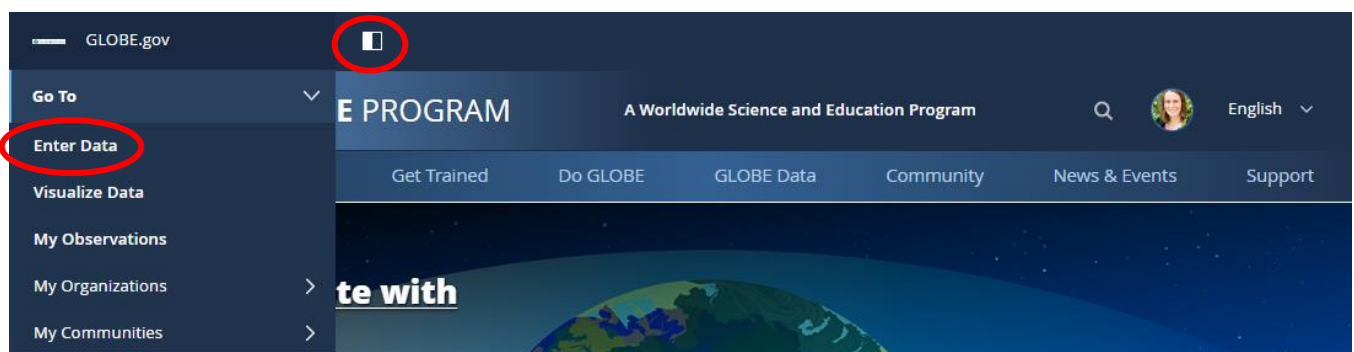
3. Old desktop forms

This is the traditional way of entering data from a computer. You may be familiar with this way of entering data from earlier work with GLOBE data. Below you will find detailed instructions.

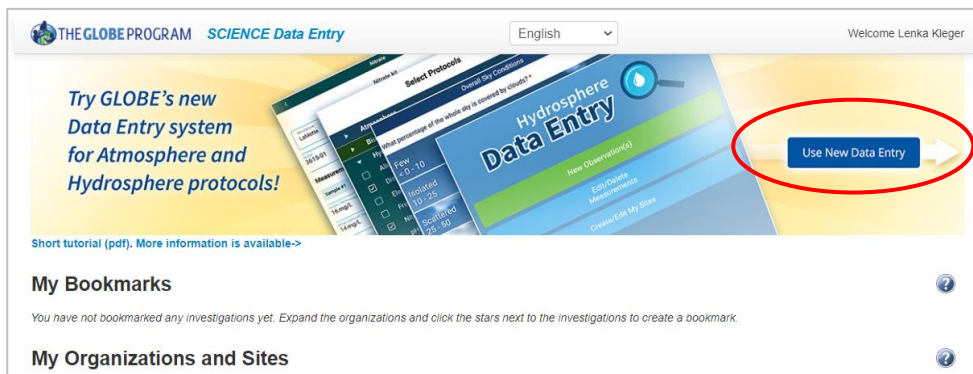
Entering data - desktop forms

Login to globe.gov with your account.

Click on the little arrow next to **Go to** and then select **Enter Data**.



This will automatically take you to the “Old desktop forms” interface. To switch to “New desktop forms” click on the arrow “Use New Data Entry”.



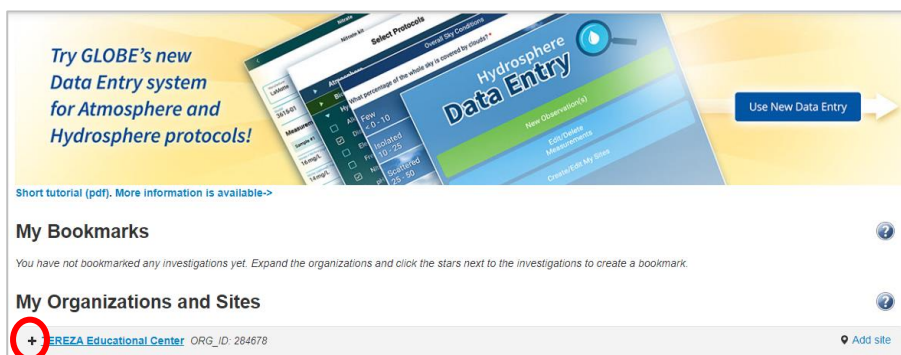
To continue with “New desktop forms”

After choosing the “New desktop forms” option, you will be redirected to the screen below. Follow the New Data Entry Forms Tutorials that are available here: <https://www.globe.gov/get-trained/tutorial-center/data-entry>



To continue with “Old desktop forms”

You will continue working on the initial data entry page. There you will see a list of your data sites (if you do not see any sites, click on the + next to the name of your school organization, the sites will unfold down).



As you can see, at my organization, I have already a site called “Phenology 2018”. This is a site where I have 2 trees.

My Bookmarks

You have not bookmarked any investigations yet. Expand the organizations and click the stars next to the investigations to create a bookmark.

My Organizations and Sites

[- TEREZA Educational Center](#) [Add site](#)

[- Phenology 2018](#) [Edit site](#) [Delete site](#)
Latitude 50.056891, Longitude 14.360912, Elevation 352.4m

Greening
Green Up/Green Down ★
[New observation](#) [Past observations](#)

[+ Vltava - Dvorakovo nabrezi](#) [Edit site](#) [Delete site](#)
Latitude 50.09319, Longitude 14.4213, Elevation 200m

NOW:

A) If you never uploaded data for your tree in past, you first need to **create a new site**. Continue to next page.

B) If you uploaded data for the same tree in past, you most likely know what to do: you select the site from your list and start **entering data**.

1. How to create a new site

In your Data Entry menu, click on **Add site** on the right from your school name. You will define your site now:

Site Definition

Add site type
Atmosphere
☐ Atmosphere
☐ Surface Temperature
Hydrosphere
☐ Hydrology
Biosphere
☐ Land Cover
☐ Greening
☐ Phenological Gardens
☐ Lilacs
Pedosphere
☐ Frost Tube
☐ Soil Characterization
☐ Soil Moisture and Temperature
Photos →

Site Name * * indicates a field is required

Coordinates
Latitude * ° ☐ North ☐ South
Longitude * ° ☐ East ☐ West
Elevation * m
Source of Coordinates Data *
☐ GPS ☐ Other

Map Satellite

Fill in the **Site Name** and the **Coordinates**. The easy way is to use the map: zoom in and scroll until you find the site where your tree grows. Then move the red dot to that place, you already see that the coordinates got filled automatically. Elevation will be filled automatically as well if you click on Set elevation.

Then you have to choose from the menu on the left **Biosphere – Greening**, which means that this site can be used for recording data on Green Up and Green Down protocol. This will pop up:

The screenshot shows the 'Greening' site type selection form. On the left, under 'Add site type', the 'Biosphere' category is selected, and 'Greening' is checked under it. The 'Plants' section shows 'Tree' as the vegetation type, 'Tilia' as the genus, and 'cordata' as the species. The label is 'School Tree 1'. The 'Create Site' button is circled in red.

Fill in the **Vegetation Type** (tree), **Genus** (write in latin), **Species** (choose name in latin). Then **label** your tree according to how you call your tree. If you observe more than one tree at the same site, then click on green button **Add Plant** and do the same for your second tree.

After you finish this, click on blue button **Create Site**.

You will see green smiley if you are successful:

The screenshot shows the 'Site Definition' page. At the top, a green message box says 'Site created successfully.' with a green smiley icon. Below this, the 'Site Name' field is filled with 'Phenology 2018', and the 'Site ID' is '125791'. The 'Coordinates' field is empty.

If something went wrong, you get this one. You have to add missing information (scroll down to find the place) and again confirm it.

Data Entry Home / TEREZA Educational Center / Phenology 2018

Site update failed with 3 error(s).

- Label can't be blank.
- Vegetation type can't be blank.
- Taxon genus and species must both be selected.

Site Definition ?

Add site type

Atmosphere

☐ Atmosphere

☐ Surface Temperature

Hydrosphere

Site Name * * indicates a field is required

Phenology 2018

Site ID 125791

Coordinates

Congratulations, your site is ready now and you can start to enter the data!

THE GLOBE PROGRAM **SCIENCE Data Entry**

Data Entry Home / TEREZA Educational Center / Phenology 2018

Site updated successfully.

Site Definition

Add site type

Site Name * * indicates a field is required

The shortest way to data entry page is to click on the **Data Entry Home** in the left upper corner.

You can as well go back to globe.gov and again use that **Go to – Enter Data** shortcut.

2.How to enter data to my site

Once you are back in data entry, click on your phenology (Greening) site. Click on **+** if you can't see it.

THE GLOBE PROGRAM **SCIENCE Data Entry** English Welcome Bára Semeráková

My Bookmarks

You have not bookmarked any investigations yet. Expand the organizations and click the stars next to the investigations to create a bookmark.

My Organizations and Sites

TEREZA Educational Center Add site

Phenology 2018 Edit site | Delete site

Latitude 50.056891, Longitude 14.360912, Elevation 352.4m

Greening

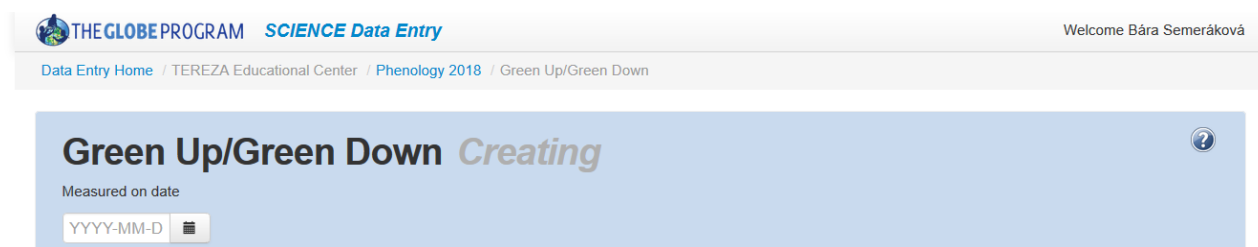
Green Up/Green Down ★

New observation Past observations

+ Vitava - Dvorakovo nabrezi Edit site | Delete site

Latitude 50.09319, Longitude 14.4213, Elevation 200m

Two options will pop up: New observation or Past Observations. Click on **New Observation**.



THE GLOBE PROGRAM SCIENCE Data Entry

Welcome Bára Semeráková

Data Entry Home / TEREZA Educational Center / Phenology 2018 / Green Up/Green Down

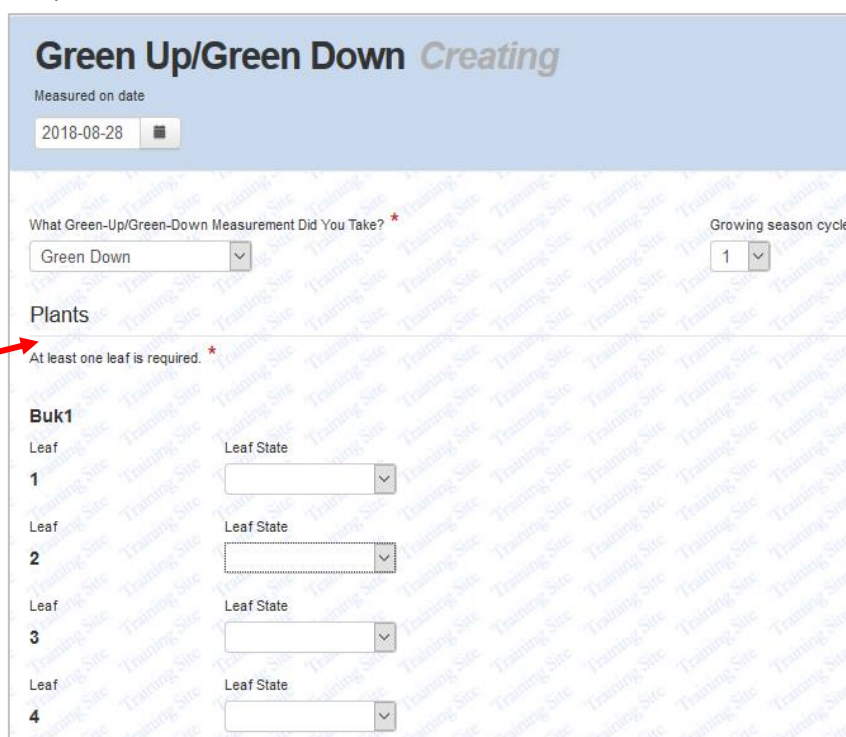
Green Up/Green Down *Creating*

Measured on date

YYYY-MM-DD

The first thing you have to do is to select a date. Pick the earliest date when you started to observe the leaf. After selecting the date, more fields will come: Select **Green Down** and fill in **Growing season cycle** (this will be mostly 1 for European region).

After filling this, the fields pop up for you to fill in data for each leaf. Under the heading Plants you see the name of your tree and four rows, each for one leaf:



Green Up/Green Down *Creating*

Measured on date

2018-08-28

What Green-Up/Green-Down Measurement Did You Take? *

Green Down

Growing season cycle

1

Plants

At least one leaf is required. *

Buk1

Leaf	Leaf State
1	
Leaf	Leaf State
2	
Leaf	Leaf State
3	
Leaf	Leaf State
4	

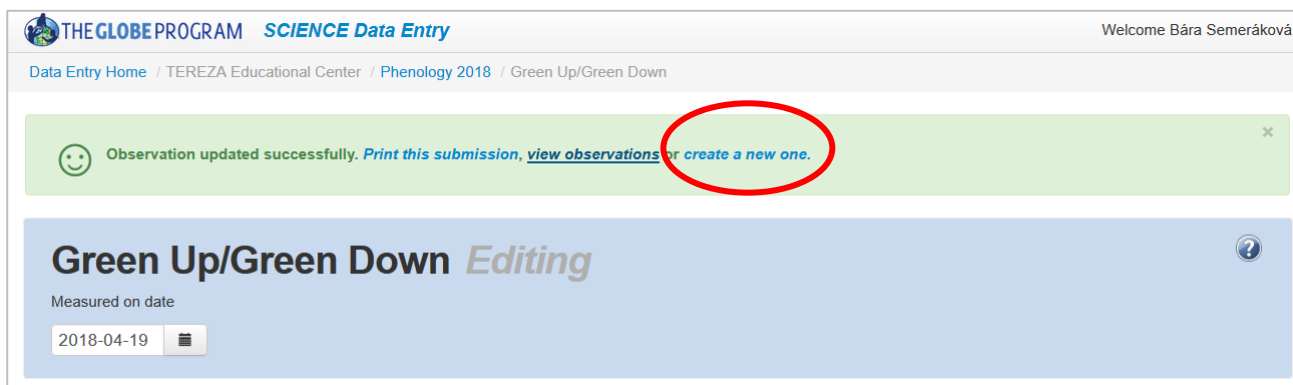
Select **Leaf State** from drop down menu for each leaf.

Repeat for all your trees.

Confirm by clicking on the blue button **Send Data**

You will again see green smiley if you are successful.

To enter data for a **next date**, click on the blue link **Create a new one**. Then you repeat the steps.



THE GLOBE PROGRAM SCIENCE Data Entry

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Data Entry Home / TEREZA Educational Center / Phenology 2018 / Green Up/Green Down

😊 Observation updated successfully. [Print this submission](#), [view observations](#) or [create a new one](#).

Green Up/Green Down *Editing*

Measured on date

2018-04-19

To view the data you entered, click on **Past Observations**. You will see the list of your observations according to dates. Here you can correct the data (click on the date) or delete the record.


THE GLOBE PROGRAM
SCIENCE Data Entry

Welcome Bára Semeráková

[Data Entry Home](#) /
 [TEREZA Educational Center](#) /
 [Phenology 2018](#) /
 Green Up/Green Down

Past Observations for Green Up/Green Down

From 
 To 

Measured at time in UTC

1	2018-04-19 00:00 UTC	 Delete
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The data entered you can see also on your **school page** under the heading Most Recent Measurements. You again go to globe.gov, then in **Go to** click on your school. This will bring you to your school page, then scroll down to see this:

MOST RECENT MEASUREMENTS

☒ Include citizen science sites

Site Name	Protocol	Protocol Set	Date
Phenology 2018	Greening	Green Up/Green Down	04/19/2018