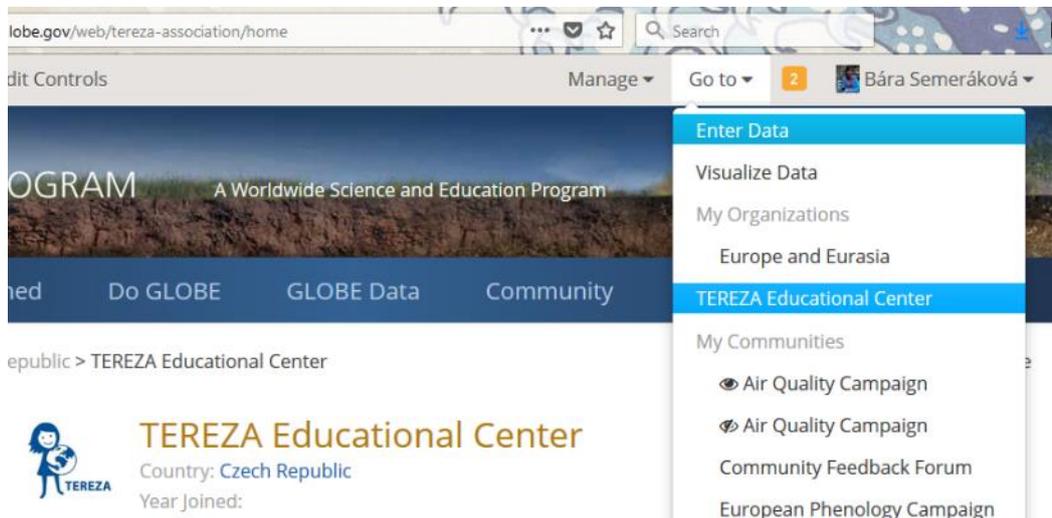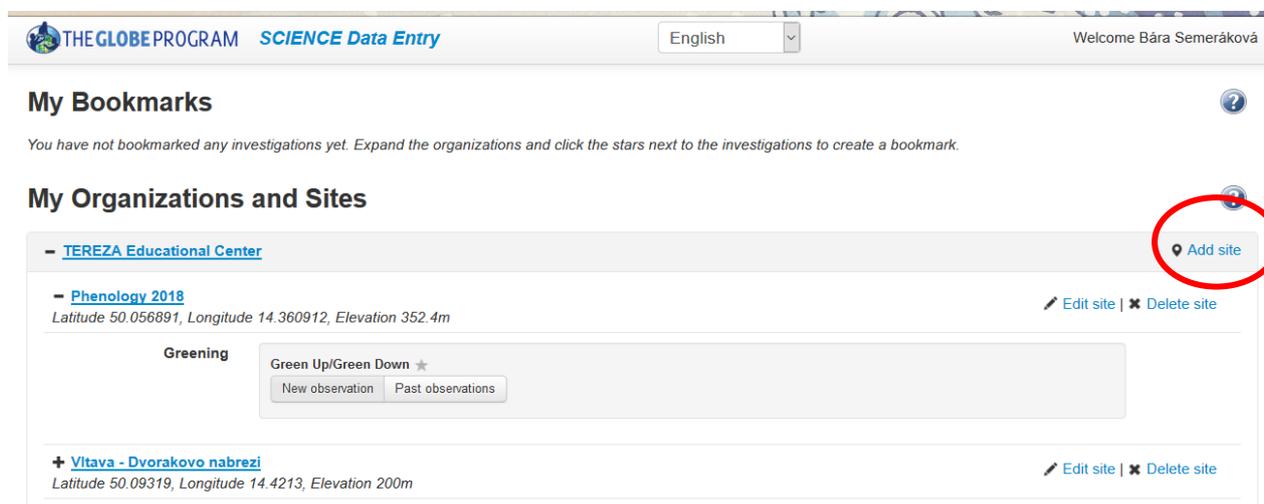# Guide – How to upload Green Down data on globe.gov

Login to globe.gov with your account

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

This will take you to the 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.

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:

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:
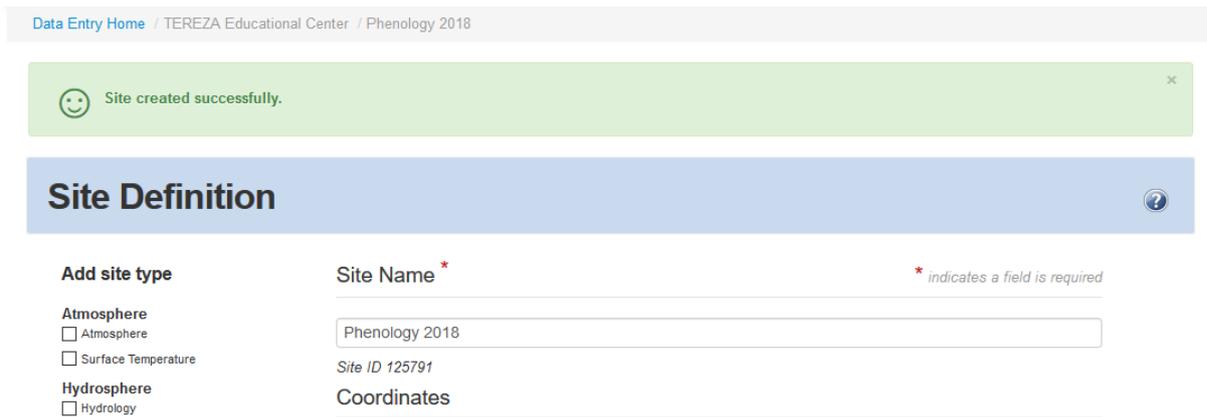

Fill in the **Vegetation Type** (tree), **Genus** (write in latin), **Species** (choose name in latin). Then **label** your tree according to how you call your tree. If you observe more than one tree at the same site, then click on green button **Add Plant** and do the same for your second tree.
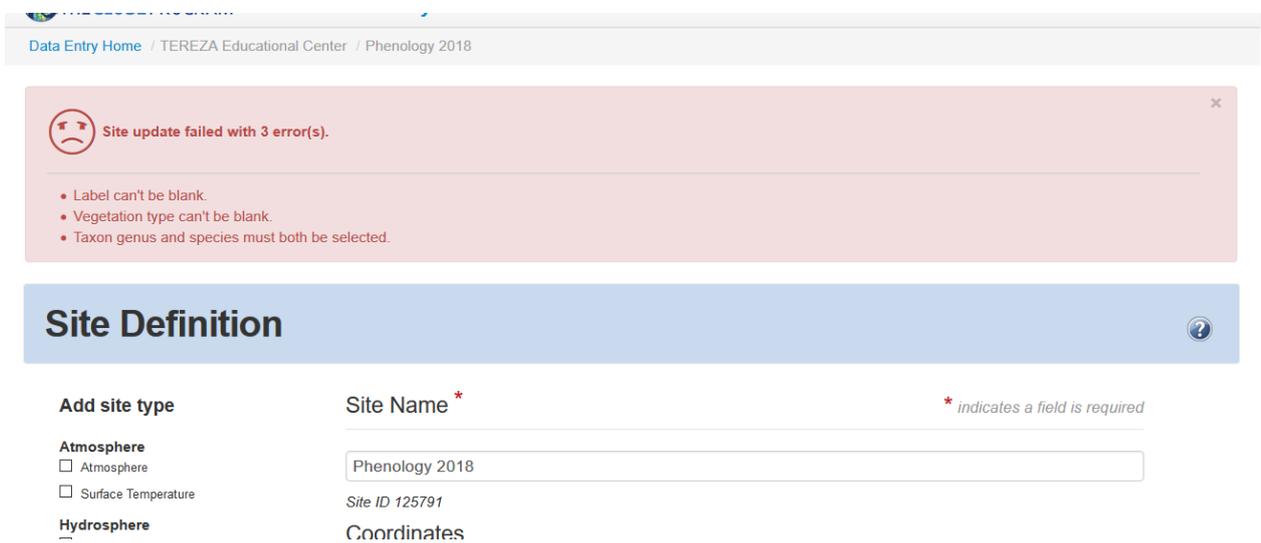
After you finish this, click on blue button **Create Site.**

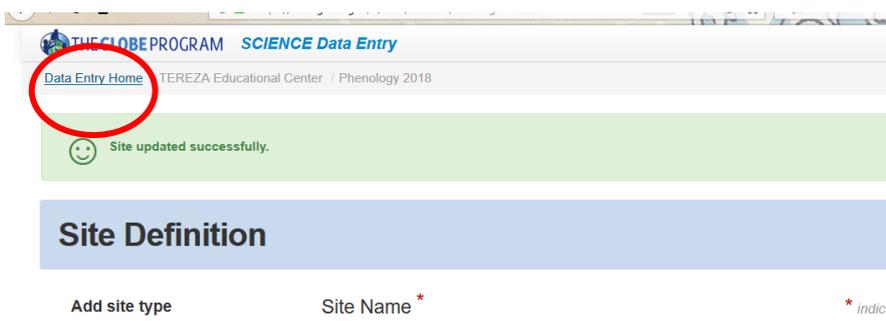You will see green smiley if you are successful:

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

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

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.

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

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:

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.

To view the data you entered click on **View 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 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:

If you need more help on data entry in general, please watch the video guides here:

https://www.globe.gov/get-trained/using-the-globe-website/entering-measurement-data

https://www.globe.gov/get-trained/using-the-globe-website/setting-up-your-data-site