1: Register

Visit the following link, and enter your email address
http://www.adu.org.za/register.php?project=vmus

Enter you details and click "register me" at the bottom of the page.

2: Login to the Virtual museum by visiting this link and clicking "login":
http://vmus.adu.org.za/?vm=OrchidMAP

3: Submitting one or more records

Click on the "Data upload" link on the menu panel:

4: The upload procedure includes two pages. On the first page you enter the details of observer (default just you, but you can add other people), date (the default is today) and locality (the place where the photograph was taken and there are many options).

5: The date entry defaults to "today", set the correct date for the date the observations were made using the drop down menus:

Detailed locality information (entered below) can be saved to your personal gazetteer. This is useful if you frequently visit the same locality. You can select the saved locality from the drop down menu, click save and you are ready to go to page 2 and upload images.

6: Enter the details of the site with as much detail as possible.

7: Enter coordinates (or skip to 8 and use Google Earth). If you have GPS coordinates you can enter them in any one of three formats. It is very important, though, that you enter them correctly based on the format you recorded the coordinates in.   There are three options decimal degrees, degrees, minutes and seconds and degrees and decimal minutes. Converting between formats is possible but requires a few calculations. For example you can't just use the second and third pair of numbers from coordinates in decimal degrees format as minutes and seconds! You also need to indicate the source of the coordinates. Finally you can save the information to you personal gazetteer (see star under point 5 above).

| Altitude:	Give the altitudinal range in meters, if known.
	minimum: 572 maximum: [ ]
Coordinates:	**If you do not have coordinates for this locality, please use the Google map below.**
	Additional information on coordinates available here.
*Latitude:	Enter coordinates in either decimal degrees; degrees, minutes and seconds; or in degrees and decimal minutes.
	NB. decimal minutes must should be in the range 0 to <60.
	Decimal degrees -33.314518 **Negative** for southern hemisphere
	Degrees 33 Minutes 18 Seconds 52.26 South ▾
	Degrees 33 Decimal minutes 18.871 South ▾
*Longitude:	Enter coordinates in either decimal degrees; degrees, minutes and seconds; or in degrees and decimal minutes.
	NB. decimal minutes must should be in the range 0 to <60.
	Decimal degrees 26.519773 **Negative** for western hemisphere
	Degrees 26 Minutes 31 Seconds 11.18 East ▾
	Degrees 26 Decimal minutes 31.186 East ▾
*Source:	◉ GPS; ○ Google Earth; ○ Google Map; ○ 1:50 000 Map; ○ 1:250 000 Map
Accuracy:	Give the accuracy, in meters, of the coordinates, ie. the error or radius of area searched around the point locality.
	100m
Gazetteer locality name:	You can save this locality into your personal gazetteer for later use, to do this just provide a name in the space below. This name will be used in the Gazetter pull-down menu.
	A gazetteer is basically a list of place-names together with their locations in latitude and longitude and additional descriptive information.
	Maximum 50 characters.
	Grahamstown, Department of Botany

8: Alternatively for those without a GPS or who like me find Google Earth easier and quicker, you can use the built-in Google Earth module to find the exact point very quickly. I recommend using the default "map" view (arrow) to find the general vicinity in relation to the nearest town, road or other landmark…

5. Collection locality, finding coordinates:

- Please zoom in to the locality as much as possible as this improves the accuracy of the coordinates
- To zoom in, click on the ⊞ icon. Alternatively, click on the ⟦⟧ icon located at the top of the map controls, then click and drag a box around the locality on the map. The boxed area will be zoomed in.
- When you have zoomed in far enough to your locality, click on the locality to set the marker on the map (the coordinates will then be automatically selected). To move the marker simply click on the map again.
- To zoom out, click on the ⊟ icon at the bottom of the map controls.
- The map is viewable in four different formats as given on the top right of the map (map, satellite, hybrid, terrain).
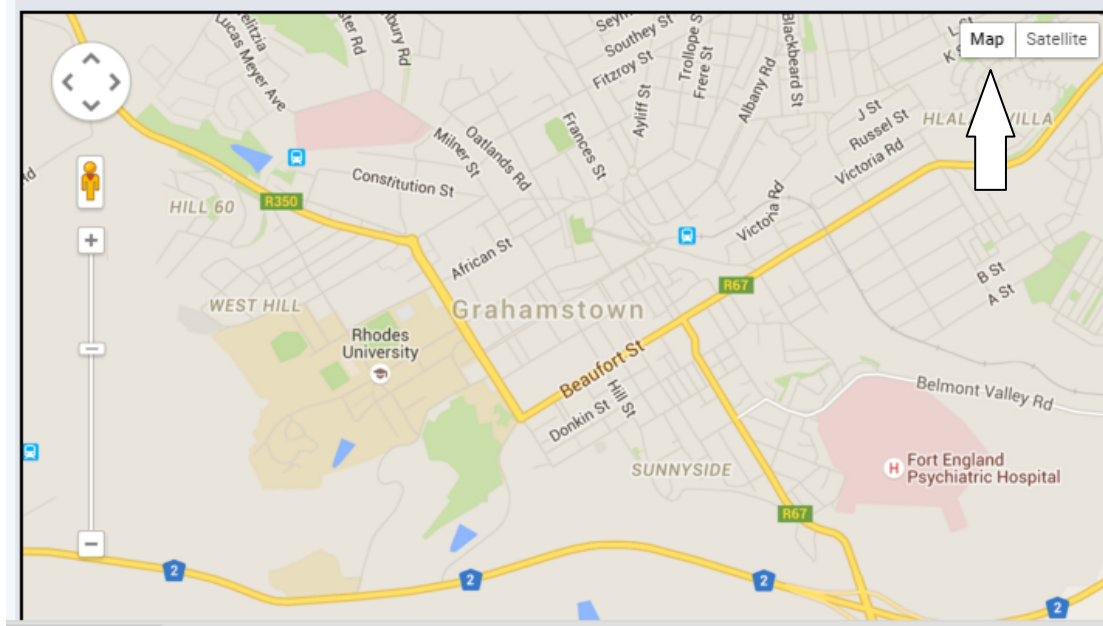
9: … before switching to the more detailed "satellite" view (arrow) to zoom in to the exact point of the observation. Once you can see the exact location click on that point on the map and a red pin marker will appear as will the detailed coordinates in the coordinate bar below the map (arrow). Click save at the bottom of the page (arrow) to go to upload page two and add the images for each record.
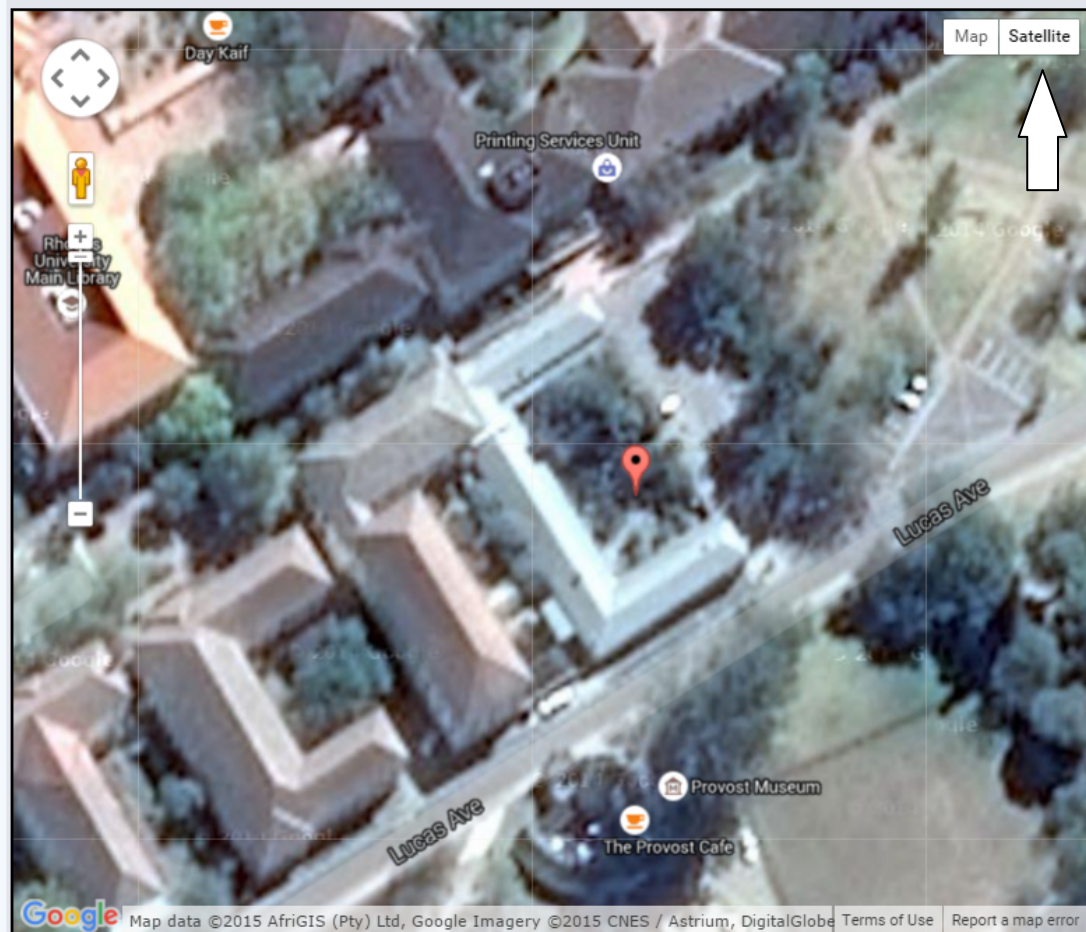
Please note that you **do not** need to copy the coordinate down here into the coordinates section above, the processing software will do this for you.

Point coordinates: (-33.314538608978616, 26.519801786857897   Zoom level: 19

6. Save and continue to record upload:

Save   Clear

10: Saving takes you to page 2 of 2 to upload photographs and assign them to a project (OrchidMAP in this case). The top of the page gives a summary of the details entered on the previous page…

11: … and below these details, you will find the section to enter specific details for each record (group of images) you wish to submit. Choose the project (OrchidMAP in this case), check the date (from the previous page, but you can modify it here if necessary) and select up to three images to be uploaded:

Record 1:

*Project:	Please select the project that this record should be added to:
	○ BirdPIX (Bird pictures)
	○ BOP (Birds with odd plumages)
	○ EchinoMAP (Echinoderma)
	○ FishMAP (freshwater fish)
	○ FrogMAP (Frogs)
	○ LacewingMAP (Neuroptera: Lacewings)
	○ LepiMAP (Butterflies & Moths)
	○ MammalMAP (Mammals)
	○ MushroomMAP (Mushrooms)
	○ OdonataMAP (Dragonflies & Damselflies)
	● OrchidMAP (Orchids)
	○ PHOWN (Weaver nests)
	○ ReptileMAP (Reptiles)
	○ ScorpionMAP (Scorpions)
	○ SpiderMAP (Spiders)
	○ TreeMAP (Tree Atlas)
Collection date:	*Year: 2015 *Month: October ▼ *Day: 29 ▼
*Photos:	At least one photo per record is required.
	Maximum size: 1 Mb. JPEG format only!
	photo 1: [Choose File] DSC_2658.JPG
	photo 2: [Choose File] DSC_2653.JPG
	photo 3: [Choose File] DSC_2649.JPG
Sound bite:	For frogs only, upload a sound recording in MP3 format.
	[Choose File] No file chosen
Identity:	What species do you think this is?
	(common or scientific name - your best guess).
	Acrolophia cochlearis
Notes:	Record additional notes and observations for this record in particular:
	Most plants in full flower. A few plants with capsules developing. Flowers with no obvious scent.

☆ Choose your best, most representative image for photo 1 as this becomes the thumbnail for the record and is the image other people see when browsing the database. Try and give a few images that represent the plant. One image of the whole inflorescence, a close up of a single flower and perhaps the whole plant. Images can be up to about 2 Mb and larger files may be useful for the expert panel to zoom in to see details. If you have multiple images of a single individual please combine as a single record rather than spreadin a single image over multiple records.

✦ You do not need to enter a name here. If you do not know what the plant is, you can leave this blank. If you do have some idea, it is worth entering it as it gives the expert panel something to work with if it is an obscure species.

✧ Additional observations not visible in the photo are particularly useful. Details such as number of plants seen, presence of fruit, pollinators, scent or nectar all may add to the worth of the record.

12: You can upload images for three records at a sitting. Below record one you will find the same options for records two and three. If you have more than three records of different species from the same site, you can click "add more" and submit. If you are only uploading one image, click submit and the images and data will be uploaded.

6. Save and continue to record upload:

☑ add more
Check this box to continue adding more records with the same collection information

[Submit]   [Clear]

NOTE: Please click the submit button once.
Depending on the speed of your internet connection, it may take a few minutes
to upload the data and attached files.