Mushroom Observer Guide for EOL Participants
Adding, Editing, and Reviewing Content

Setting Up Your Account

1. Use the 'Create Account' link on the left menu to go to
   http://www.mushroomobserver.org/account/signup.
2. Fill in the username, password, email, and name information in the appropriate fields.
3. An email will be sent to the address that you provide in order to verify your account.
   You will need to go to the link provided in the email before you can add new content to
   the site.

Projects

Projects provide a way for your class to work together to create a set of descriptions and
observations that are not viewable by the public until they are ready for publishing.
Currently the primary focus of projects is creating draft description pages for fungal
species. While you can create a new project, there is an existing EOL project that has
been setup already for EOL contributors entitled EOL University Species Pages
Initiative. Each professor has been given administrator level access to this project.

1. Working with the EOL project
   - Click on 'List Projects' in the left-handle panel and then click 'EOL University
     Species Pages Initiative' in the list of projects.
   - To access functions like adding new descriptions and observations or adding
     new members, make sure that you are logged into your account.

2. Creating draft species descriptions
   - Note that you must be a member of a project and logged in to create a draft
     description for that project
   - Create a new draft by going to the current description page for a species (see
     Editing Description Pages below) and clicking the appropriate project under
     'Create New Draft for'.
   - When you have completed a draft you can publish it by clicking 'Publish Draft'
     on the 'Show Draft' page.
   - To remove a draft from a project, click 'Destroy Draft'.
   - At the moment (Oct. 2008) only one draft can exist for a given species. This
     limitation is expected to go away by the end of Oct. 2008.

3. Adding members to the project
   - Any project administrator can add new members by clicking the 'Add
     Members' link at the top of a project's 'Show Project' page.
   - Administrators can also make other users administrators for the project by
     going to one of the 'Change Status' links available on the 'Show Project' or
     'Add Members' pages.

4. Sending admin requests to join a project
- Users can send a request to join a project by clicking on the 'Admin Request' link at the top of the project page.
- An email is sent to all the administrators of the project with a link that enables them to change the status of the user.

5. Create a project (not required at this stage)
- Click on 'List Projects' in the left-handle panel and then click 'Add Project' at the top.
- Enter a title and summary to describe the purpose of the project.
- You can edit the project title or description after it is created by clicking on the 'Edit Project' link in the top menu.

Editing Description Pages

Description Pages consist of several fields that detail the natural history of each fungus. These include General Description, Diagnostic Description, Distribution, Habitat, Look Alikes, Uses, and Notes. Many taxon names already exist on the site but have not yet been described. New taxon names can also be added. We use the general term taxon here since species, genus, and higher level taxon names can be added to the system.

To edit a description page the first step is to determine whether the taxon name exists on the site. If the name of the taxon that you want to edit does not exist on the site, you can add a new name as outlined below:

1. Determine if a taxon name exists on the site
- Use the Index A->Z link in the left menu to see a list of all names on the site OR use the Find box and the Names button at the top of the page to search for the name.
- If the name is not found, you can use the Add Name link below the Find box to add a new name.

2. Editing a description page
- Make sure that you are logged in to your account before starting.
- Once you are on the page, create a draft version by clicking on the 'EOL University Species Pages Initiative' link displayed on the left side of the page under 'Create New Draft for' heading. This will create a draft version that will not be visible publicly until it is published.
- Enter information in the appropriate fields (see Amanita calyptroderma to see a completed example).

3. Editing Guidelines
- To promote a level of consistency between entries, we suggest the following guidelines:
- General Description: This should provide a general description of the taxon as you might find in a field guide. Ideally it should be 200 words or more. It should include important macroscopic, microscopic, and chemical features of the taxon. Life history features like seasonality of fruiting may also be mentioned here.

- Diagnostic Description: This should describe the feature or features that distinguish this taxon from its closest relatives. It may discuss the close look alikes referenced in the 'Look Alikes' section, but this is not necessary.
- Distribution: Where has this taxon been found and where would it be expected to be found? At minimum, it should list states and/or countries where it has been found. Ideally it would get down to the level of counties in the US or similar sized areas within other countries. Even more specific areas can be listed if the taxon has an extremely specific distribution.
- Habitat: What are the primary features of the areas where this taxon occurs? Soil types, precipitation levels, seasonality, etc. are all helpful when available. Are there known specific symbionts or hosts that must be present? Are there species that are reasonably consistently present and may be candidates for symbionts or hosts? When possible both the common name and the scientific name of these other organisms should be provided.
- Look Alikes: What other taxa are easily confused with this taxon? These may be close relatives or distant relatives that are easily confused with this one. This is particularly important in the case of taxa that are of significance to people and have look alikes with significantly different properties. For example, poisonous look alikes for edible species, or non-pathogenic look alikes for pathogenic species.
- Uses: How do people use or interact with this taxon? Is it edible or toxic? Is it a commercial crop? Does it damage other commercial crops? Is it useful for dying fabric or making paper? Has it been used for bioremediation?
- Notes: Any additional information that is not covered by the above. This could include discussions of nomenclatural issues, really technical details, or even speculation about the taxon. Note that this information will not be sent to EOL.

Adding Observations and Images

Observations can be made for any taxon. Note that an Observation is simply a record of a mushroom at a particular time and place seen by a particular person. They typically include location information, images, and notes.

1. Click on the Create Observation link in the left menu.
2. Complete the fields as appropriate. There are notes on the edit page that provide some guidelines.
3. Add one or more images by clicking the Upload Images field at the bottom of the page.
4. When your changes are done, click on one of the Create buttons to save the entry.

Reviewing Description Pages

Reviewers have three components to review:

1. Review of Descriptions
   - Go to any name page.
   - Near the top of the page there is a Content Status label with 3 choices below: Reviewed, Approved, and Inaccurate.
   - Click on one of the 3 links to set the status:
     - Select Reviewed if you don't see any obvious errors but you aren't familiar enough with the taxon to be confident in what you've read.
     - Select Approved if you are familiar with the taxon and all the text information looks accurate.
     - Select Inaccurate if you see any errors or if important information is missing.
   - Only Reviewed or Approved descriptions will be sent to EOL.
   - EOL is particularly interested in the General Description field, but is also interested in the other fields. The field called "Notes" will not be sent to EOL.

2. Image Quality Review
   - Go to an Observation for a mushroom and click on any image that is displayed.
   - To the right of the image is a Quality label with 3 levels below: Low, Good, and Excellent.
   - Clicking on one of the right side links (+ Next) applies the quality level to the current image and then shows you the next image in the current sequence.
   - Set the quality of the image by clicking on the appropriate link.
   - Note that images set to Good or Excellent will be included for use on the EOL site.
   - Image Rating Guidelines:
     - Low - An image of particularly low quality because it is blurry, poorly or deceptively lit, poorly composed, low resolution, etc. These images will not be sent to EOL.
     - Excellent - Either a really good image (near field guide quality) or it shows something especially unusual or interesting. These images will be sent to EOL.
     - Good - Everything else. These images will be sent to EOL, but might get trimmed in the future if the volume of images is higher than EOL wants.

3. Voting on Observations
   - Go to any observation page.
   - Beside each name listed (there may be more than one proposed name), use the pulldown menu to vote on the name.
   - Your vote expresses the degree of confidence or agreement you have with placing that name on that observation.
   - "Could Be" and above is considered a positive vote, "Not Likely" and below negative.
   - Choose "No Opinion" to tell it to delete your vote altogether.
   - When you've changed all the votes you want to, be sure to click on 'Update Votes' to record your votes.

- Images are sent to EOL only when they are associated with a Reviewed or Approved description in an observation that has received a positive vote by a reviewer.

The EOL Preview Page (http://mushroomobserver.org/name/eol_preview)

This preview page lists description pages that will be sent to the EOL site. To show up on this page, a description must be Reviewed or Approved.
Images only show if they are marked as Good or Excellent and are associated with a Reviewed or Approved description through an
observation that has received a positive reviewer vote. If an image still doesn't show up, then some other reviewer has actually voted against this id. Right now there's no way through the web interface to tell who that voter is. If you run into this case, drop Nathan a note and we'll figure out how to resolve it. He can be reached at: nathan@collectivesource.com.