**Part II**

1. Tilia
   1. Open Spicer example
   2. Walk through data and metadata tabs
   3. Add a false name (Vitaceaee)
   4. Validate Taxa Names (Variables/Validate Spreadsheet Taxa)
   5. Login as Steward
   6. Validate and Upload
      1. Taxa names
      2. Contacts
      3. Site name
         1. Checks metadata