HOW TO UPLOAD DATA

**①** You may upload data if you have registered for an account, and if you have been granted either Editor or Admin Role for your Organization.
To Log in, click on the "Upload Data" icon in the "How it works" section.

OR, use the "Log in" link in the upper right-hand corner on the top of any page.

② Once you Log in, you will see your Dashboard page, which contains information on your Organizations, Groups, and Datasets. To upload a dataset click on "My Datasets" tab on your Dashboard.
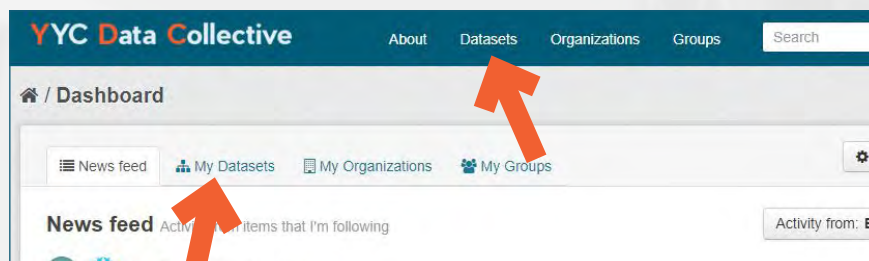
OR, select the "Datasets" link on the top of any page.

③ Whether you end up on My Datasets page or Datasets page, you will see "Add Dataset" button. Click to add desired data.
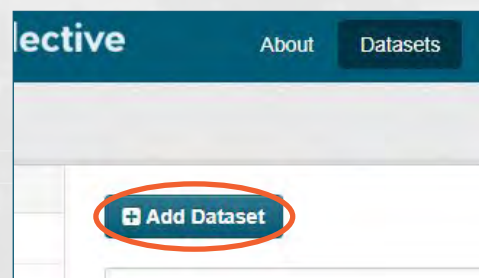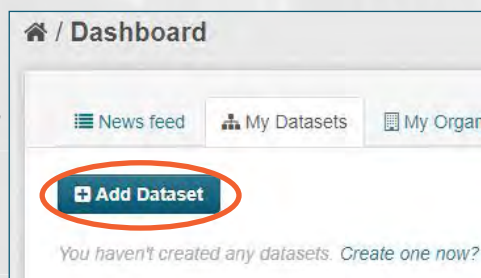
(4) The first step is to provide some information about the dataset.

Title – this title should be brief but specific.

Description – You can add a longer description of the dataset here, including information such as where the data is from and any information that people will need to know when using the data.

Tags – here you may add tags that will help people find the data and link it with other related data.

License – it is important to include license information so that people know how they can use the data. This field is a drop-down box.

Organization - If you are a member of any organizations, this drop-down will enable you to choose which one should own the dataset. Ensure the default chosen is the correct one before you proceed. (Probably most users will be in only one organization. If this is you, your organization will show up by default.)

Visibility – a Public dataset is public and can be seen by any user of the site. A Private dataset can only be seen by members of the organization owning the dataset and will not show up in searches by other users.

Author – The name of the person or organization responsible for producing the data.

Author e-mail – an e-mail address for the author, to which queries about the data should be sent.

Maintainer / maintainer e-mail – If necessary, details for a second person responsible for the data.

⑤ Now you can add the dataset by clicking on the "Next: Add Data" button on the bottom of the form.

You will arrive at the "Add data" screen.

This is where you will add one or more "resources" which contain the data for this dataset. Choose a file or link for your data resource and select the appropriate choice at the top of the screen:

+If you are giving a link to the data, like http://example.com/mydata.csv, then select "Link"

+If the data to be added is in a file on your computer, select "Upload"

Name – a name for this resource. Different resources in the dataset should have different names.

Description – a short description of the resource.

Format – the file format of the resource, e.g. CSV (comma-separated values), XLS, JSON, PDF, etc.

If you have more resources (files or links) to add to the dataset, select the "Save & add another" button.

⑥ Select the 'Finish' button. Created dataset will be displayed. You have finished!

You should be able to find your dataset by typing the title, or some relevant words from the description, into the search box on any page on YDC website.