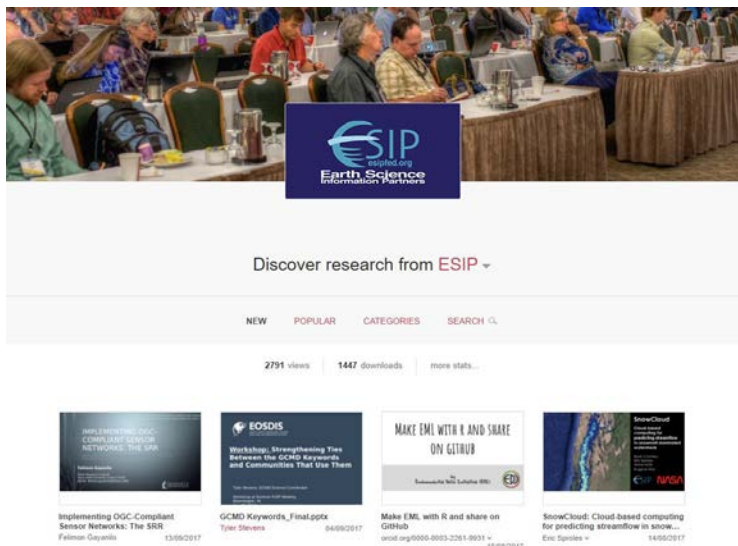


Instructions for adding your 2017 AGU Help Desk / Workshop content to the ESIP Figshare Portal & to the Data Management Training Clearinghouse



STEP 1: Uploading into the ESIP Figshare Portal using 1 of 2 options:

1. If you do not have a Figshare account, you can still upload to the ESIP Portal by going [HERE](http://esip.figshare.com/submit#/), (to <http://esip.figshare.com/submit#/>):
 - **START** by uploading the first object/file/fileset. (See NOTE 1 regarding fileset.)
 - To make your content more findable as ESIP content, please add this phrase to the end of the **TITLE** of all your submissions: ***Presented at the AGU Annual Conference 2017 Data Help Desk.***
 - **IMPORTANT:** When adding metadata about the document, **ADD THIS KEYWORD PHRASE:** “AGU Data Help Desk 2017” **without the quotes** to the object/file/fileset. This will connect your work to the AGU Data Help Desk 2017 collection in the portal (See example illustration below).
 - **NOTE:** your content will be reviewed before it becomes public. Be Patient.

Add Key info to Title & Keyword(s)

Title

Data Management Training (DMT) Clearinghouse Presented a the [AGU](#) Annual Conference 2017 Data Help Desk

Authors

× Nancy Hoebel@eintrich

Add co-authors by name, full email or ORCID. Hit enter after each

Categories

4 selected

Item type (what's this?)

Presentation

Keyword(s)

AGU Data Help Desk 2017, research data management education, learnin

2. If you want to upload content to your own Figshare account and link this to the ESIP Portal:

- **Login to your Figshare account** and go to ["Create a new item under My data"](#) at <https://figshare.com/account/home#/data>.
- To make your content more findable as ESIP content, please add this phrase to the end of the **TITLE** of all your submissions: ***Presented at the AGU Annual Conference 2017 Data Help Desk***.
- **IMPORTANT: ADD THIS KEYWORD PHRASE:** "AGU Help Desk 2017" **without the quotes** to the object object/file/fileset. (See NOTE 1 regarding fileset.) This will connect your work to the AGU Data Help Desk 2017 collection in the portal.
- **Print or copy the Figshare DOI** that has been assigned to your Figshare data for submission into the Data Management Training (DMT) Clearinghouse. You will also need the **TITLE** that you used.

NOTES:

1. If you are contributing multiple files for a workshop/breakout session, you can create a single "fileset" for all your session ppts, etc.. This will have a single DOI and each contributor will be a co-author. Just open a new "create new item", give your session its title and upload all the files before publishing. Upload this to your account with the above keyword.
2. When you Publish to Figshare you are making a public document with its own DOI. Be very sure that you are uploading the right content/versions, and that you take some care with the metadata. IF you need to update this later, it will cause another DOI to be generated.
3. Your content will **NOT** be added immediately to the portal (this is a batch job that happens once a month). ESIP is an *early adopter*, so Figshare will be associating tagged content from your Figshare account to the ESIP Portal on a **ONCE-A-WEEK** schedule. Do not be worried if your content does not show up immediately in the ESIP portal
4. For more information, see the Figshare FAQ <https://support.figshare.com/support/home>

STEP 2: Submitting your workshop materials to the Data Management Training (DMT) Clearinghouse:

1. Before leaving Figshare, copy or print the Figshare DOI and the TITLE you used for your data.
2. Go to the **DMT Clearinghouse** at: <http://dmtclearinghouse@esipfed.org>, and click the **SUBMIT** either at the top of the page or the bottom right of the home page.
3. Enter the Title of your presentation and the Figshare DOI into the proper fields.
4. Assuming that your data will be made free of charge, leave the Access Cost question as its default (No fee).
5. Add your name and email address so that you can be contacted about your data, if necessary.
6. Check the CAPTCHA button and hit the Save button.

NOTE: Your learning resource suggestion will not be published until the information is reviewed for quality control.

