

Monteverde-Arenal Bioregion Database (MABD)

How to Upload a Project

What is MABD? The MABD is a database that serves as a central hub for scientific, educational, and community resources for the Monteverde-Arenal region. There are many different people and organizations in the region that are conducting research, environmental education efforts, and community activities. MABD provides a central, online resource base that facilitates interdisciplinary collaboration.

How can I use MABD? You can browse different projects that are going on in the Monteverde-Arenal region – these include past, current, and future (planning phase) projects. Researchers and students can look at similar or complementary research projects and potential collaborators. Educators can use the lesson plans and resources to explore environmental issues in the bioregion. Community members can stay informed about the different kinds of activities and projects that are happening in the region. And... YOU can contribute to MABD as well and share about what you are up to!

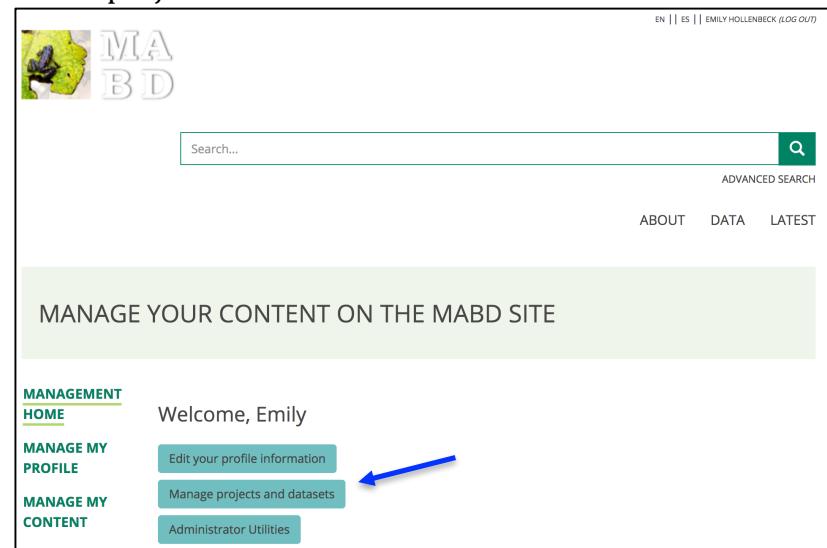
How can I add to MABD? To add your own projects and resources follow this manual. For more information on general site navigation see the manual labeled “Navigation User Manual”

To access the MABD, go to:

<https://bellbird.w3.uvm.edu/monteverde>

This is a living database where people can continue to add projects that they are working on or planning to do. You can help and contribute by sharing about what you are working on! Once you have created an account you can start adding your own projects.

- 1) Click on “Management Home” and select “Manage projects and datasets”



- 2) To add a new project, select “Add a new project”

MANAGE PROJECTS, DATASETS AND DOCUMENTS/IMAGES

MANAGEMENT HOME

Welcome Emily
From here, you can manage the projects, datasets and documents/images you own

- Jump to Projects
- Jump to Datasets
- Jump to Documents/Images

Add or edit database people
Add or edit organizations

Your Projects
A "project" is the highest level of organization – it groups together people, datasets, organizations, documents and images

Add a new project

- 3) Under “Create a new project”, you can fill in the required sections such as project name, URL, status, start date, description etc. *If you can, include your project name, description, and objectives in both English and Spanish so that your general project information is available in both languages. (Use google translate or contact a friend who might be able to help!)*

CREATE A NEW PROJECT

MANAGEMENT HOME

Use the form below to create a project. After creating the project, you will be able to add other details, people, files and data to your project.

Project Name *
The name of the project

Project URL *
Preferred URL

<https://bellbird.w3.uvm.edu/monteverde/en/data/archive/project/>

Project Status *
Choose one...

Project Type *
Choose one...

Project Start Date *
YYYY-MM-DD

Project End Date *
YYYY-MM-DD

Project Description *
Description of the project

- 4) To make the project public, select “Publish”. You can edit any of the content inserted above after the project is already created.
- 5) Or, if you want to store your project on the database for personal use without publishing it for others to see, you can select “Do not publish” and then select “Create project.”

Project Description ● *
Description of the project

Objectives ●
Objectives for the project

Project Citation ●
How you want others to cite your project

Make this project public ● *

Publish Do Not Publish

Create Project

- After the project has been created, you can add more information under “Manage project information.” Here you can add a logo/feature image, tags, themes, project links (i.e. other websites and video links) and a project location. Themes, sub-themes, and tags allow users to search for projects based on topic. See appendix for more information about themes.

If you are creating an educational resource, select “education” as a theme. More than one theme may be selected.

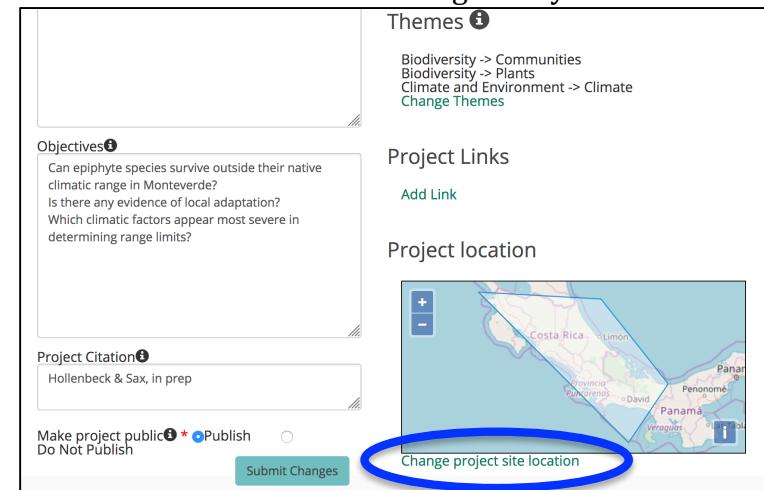
MANAGE PROJECT INFORMATION

PROJECT: EPIPHYTE TRANSPLANTS (ID=1023) [View this project](#)

MANAGEMENT HOME	Project Name *	Epiphyte transplants	Logo/Feature Image
MANAGE MY PROFILE	Project Status *	Active	
MANAGE MY CONTENT	Project Type *	Research project	
Project Management Home Project Information Project Datasets People Organizations Documents / Images	Project Start Date *	2014-07-01	
	Project End Date	2017-09-15	
	Project Description *	Reciprocal transplants of epiphytes measure survival and fitness outside the native range.	
		Add tags	Add

- To add a new project location, select, “Change project site location,” select “New Site,” and enter a list name. Select “Draw on map” or “Upload file” if you have an

existing shapefile you wish to use. If drawing on map, select “Add new” before zooming in on your location.



Here you can draw a point, line, or even a polygon to select a larger region for your project.

Project Site Location Management

[Draw on a Map](#) [Upload File](#)

Code *
All_Mountains

Name *
All Mountains

Description
Polygon covering mountains of Costa Rica and Western Panama

[Submit](#) [Cancel](#)

PROJECT MANAGEMENT

PROJECT: EPIPHYTE TRANSPLANTS [View this project on](#)

MANAGEMENT HOME

- [Edit Project Information](#) Edit basic info, project location, tags, themes and logos
- [Manage Datasets](#) Upload new data and manage existing data

MANAGE MY PROFILE

- [Edit Project People](#) Manage people associated with your project

MANAGE MY CONTENT

- [Edit Project Organizations](#) Manage organizations associated with your project
- [Edit Project Documents/Images](#) Manage documents and images associated with your project

Project Management Home
Project Information
Project Datasets
People
Organizations
Documents / Images

- 8) To add datasets, associated people or organizations, or files/images to your project, select your project under “Manage content” and you will be brought to a “Project management” page. Associated people can also be given access to edit the project if you set them as “Project manager.” Under “Manage content” you can also add more information such as a new file.
- 9) To add a new document, select “Edit Project Documents/Images,” then “Upload a new file to this project.” Here you can choose the file, file title, description etc.
- 10) To make the file public, select “Public” and select the corresponding project you wish to add it to. If you want to save the file to your project but do not

wish for it to be publicly available, select “Private.” Then select “Submit”.

UPLOAD A NEW FILE

Use this form to upload a file to the database. Below, select which project(s) you want to add the file to.

File (16MB max) *
 No file selected.

File title *
Title of the file

Description *
Description of the file

Creator
Creator of the file

Creation Date
YYYY-MM-DD

Make this file public Public Private

Add To The Following Projects

Select at least one project to add this file to.

Enter text to filter projects

Add	Relation to Project	Project
<input type="checkbox"/>	Report	ID 1050 (Adopt A Garden Environmental Education Lesson)
		ID 1044 (Biodiversity)

- | | | |
|--|---|---|
| <ul style="list-style-type: none">• Communities• Plants• Animals• Human impacts | <ul style="list-style-type: none">• Economics• Sustainability• Health• Food production• Infrastructure• Education* | <ul style="list-style-type: none">• Climate• Water• Air• Soils |
|--|---|---|

*Educational resources that have been uploaded have been listed under the theme “Education.” You can also search resources based on specific topics as well by navigating through the other themes and subthemes.

Appendix

Organization of Themes and Subthemes

Biodiversity	Society	Climate and Environment
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