



SHARE YOUR OBSERVATIONS USING DROPBOX



<https://www.dropbox.com>



What is Dropbox and why is it relevant to me?

Dropbox is a secure online file storing and sharing facility. Anything you add to the folder will show up on your phone, computer and on the Dropbox website. You can store your own private files, or you can invite other Dropbox users to view, edit and add new files. Dropbox is therefore a great way to share observations about the Red Burn catchment and view data shared by other people in the community. It means that any evidence collected can be stored and viewed in one place by everyone.



What is the shared 'Red Burn Citizen Science' Dropbox folder?

Although you can create your own folders and files in Dropbox (private or shared), a folder has already been created called 'Red Burn Citizen Science' which people in the community already have access to. If you are a flood warden or have signed up to be a citizen scientist then you can join our 'Dropbox folder'.



How do I access the shared Dropbox folder?

Please contact Action4Acomb or email redburnacomb@hotmail.com to request access. You will then receive an 'invite' to your email account which you will need to accept. This email will come from Dropbox which will provide further instructions.



Should I use Dropbox on my smartphone or desktop computer?

Dropbox can work on your mobile phone and/or on your computer, providing they can connect to the internet. Use both devices or just one (depending on which you prefer). The shared Dropbox folder will also automatically update (sync) to each device which you use Dropbox on, as soon as you connect to the internet.



I'm in the shared 'Red Burn Citizen Science' Dropbox folder, where do I put my observations or where can I find other people's observations?

You can add files by dragging and dropping them into the folder, just like you can on any computer. See back of this page to find out where to drop your observations.



I don't want to use Dropbox – can I still share my observations? If so, How?

You can use the submission form on the A4A website instead (<http://bit.do/redburn-submit>). This method will automatically save your observations into the shared Dropbox folder. The A4A submission page is easier and quicker if you do not want to use Dropbox, or it can be used by anyone who does not have access to Dropbox.

- For more information about Dropbox visit: <https://www.dropbox.com/tour/> and also http://tic-recherche.crifpe.ca/docs/guides/en/Dropbox_guide.pdf
- Please contact Action4Acomb or email redburnacomb@hotmail.com if you would like to join the shared 'Red Burn Citizen Science' Dropbox folder





SHARE YOUR OBSERVATIONS USING DROPBOX



Using Dropbox to share your citizen science and/or flood observations - steps to take:

- A. Get Dropbox -> request access -> accept your invite to the shared folder via your email account
- B. Sign in to your Dropbox account on your phone and/or computer by visiting: <https://www.dropbox.com>
- C. Access the 'Red Burn Citizen Science' folder. Read Item 1 (read me) and 2 (getting started) first.
- D. Within the shared Dropbox folder, the following folder structure has been used:
 - 1) 'READ ME.TXT' (Please read this document fully before using Dropbox)
 - 2) 'Getting started.pdf' (a generic document to help you get started with Dropbox)
 - 3) 'Training' (training resources - identical to those listed on the A4A website)
<http://www.action4acomb.co.uk/action4acomb/environment/citizen-science/training/>
 - 4) 'SHARE OBSERVATIONS' (a folder where you can save your observations under the correct parameter sub-folder e.g. 'Rainfall' or 'River Level').
THIS IS WHERE YOU NEED TO DRAG AND DROP YOUR OBSERVATIONS.
 - 5) 'View observations' (play around with the data/observations. Save your findings or outputs e.g. graphs in this folder.)
 - 6) 'Photos' (relating to the project e.g. a photo of your rain gauge)

Have a good look round each folder to see what they are and what they already contain.

Ethical considerations / privacy: Please remember that any data, including videos and photographs, are being shared with those involved or participating in the project whom also have access to this folder.



Action4Acomb