Navigating Crowdsourcing Module of Pteridophyte Portal: pteridoportal.org
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1. Look onto the right-hand side of your screen. If you have an account, click on login and continue to the next step.

If you have NOT created an account before, click on **New Account**.
When clicking on **New Account** please fill out *Login*, *Password*, *Password Again*, *First Name*, *Last Name*, and *Email Address*. Check "I'm not a robot", and click **Create Login**.

2. Click on the **Crowdsourcing Data Entry** module as depicted below.

3. Please look for **Field Museum of Natural History Pteridophyte Collection (F)** from the list of collections and **click its corresponding number of Open Records.**

Collection	Specimen Count	Pending Points	Approved Points	Open Records
Field Museum of Natural History Pteridophyte Collection (F)	0	0	0	436
University and Jepson Herbaria (UC)	0	0	0	996

You will see a **Table** of all the Field Museum specimens that need data entry:

4. Click on the **Symbiota ID** number to gain access to the specimen record. (If you click the ID number, it will open the record in the same tab; if you click the small blue arrow next to the number, it will open the record in a new tab.)

When you open a specimen record, you will see the **editor module** and **images of the label :**

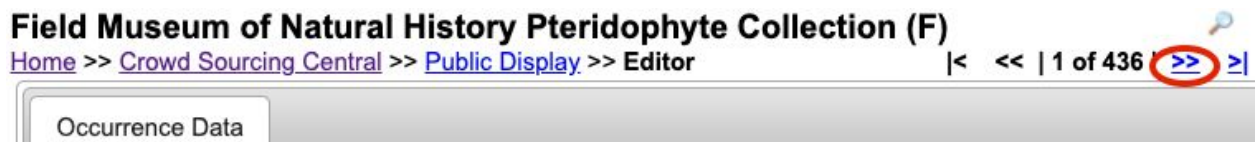5. **Click** Zoom? **above the photo to get instructions on how to get a close-up view of the label.**

6. We **STRONGLY REQUIRE** that you review this document, "[What's in a label](#)" in order to review the components of an accessioned plant specimen.

Once you have read "What's in a label", you may feel ready to enter plant data, but you will have to read the rules of data entry first.

7. We **STRONGLY REQUIRE** that you review, Transcription Rules for Crowdsourcing, to understand and know how to enter data to each corresponding field in the crowdsource module.

    Remember to read the last requirements (Status-Auto Set and Save Edits) in the Transcription Rules for Crowdsourcing!

8. To proceed to the next record, simply click the double arrow (**>>**) next to the record number as depicted in the image below.

9. If you wish to end your session, return to the home page by clicking on **Home** underneath **Field Museum of Natural History Pteridophyte Collection (F)** (circled in blue).

    Then click **Logout** located on the right-hand side of the screen.