FOMU foto museum

INSTRUCTIONS: IEDEREEN BENOEMD/T FOR FOMU

1. Welcome!

First and foremost, we at the FOMU would like to welcome you and thank you for your interest in our crowd-sourcing initiative. This is the museum's first experience using this format and we are looking forward to seeing the results.

Our collection staff are already grateful for your help. Not only are you making their work easier, which is helpful for the museum and its employees, but you are also contributing to the cultural sector in general by helping make these images more accessible!

All the information you need to start is shown below.

2. How to register

Step 1

- Go to https://fomu.be/kalender/iedereen-benoemd-t.
- Click on 'Doe mee'.
- Fill in the form to create an account.
- Click on 'Create account'.

Step 2

- Check your mailbox.
- You should receive an e-mail from 'Botanic Garden Meise' to activate your account.
- If you do not see the e-mail, try checking your spam folder.
- Click on the link in the mail; you will receive a welcome message.

3. Get started writing descriptions

Step 1

- Go to https://www.doedat.be/project/index/10096963
- Click on 'Start'.
- Look carefully at the images from our collection.
- Do you know something about an image? If so, fill in the relevant fields in the form.
- If you have no information to fill in, or if the information you have does not correspond to any of the fields, click on 'Skip' to move on to the next image.

Step 2

- You can find instructions for filling in the form at doedat
- Remember: you can always refer back to the instructions for a field by clicking on the question mark above it.
- Please follow the instructions as closely as possible.

Step 3

Filled in all the fields?

YES

- Click on the orange SAVE button.
- You will see a page that says 'Thanks! Your input is being saved'.
- Now choose one of the following steps:
  - New task (to describe another image)
  - Back to saved task
  - Go to project start page
  - See my contributions (including all saved tasks).

NO

- If you want to finish describing the image later, click on 'Save unfinished task'.

If you have a question about an image, use the button 'Create forum topic' to ask your fellow volunteers.

4. Tips for looking at images in more detail

Symbols on the <u>right</u> enable you to

- open an image in a new window, and
- pin an image in your browser screen.

Symbols on the <u>left</u> enable you to

- enlarge or shrink an image, and
- move an image up, down, left and right.

5. Questions/comments/suggestions?

Please let us know via iedereenbenoemd-t@fomu.be