

MANUAL *DESCRIBED.*



KOËRS
MUSEUM VAN DE WIELERSPORT



INTRODUCTION

Thank you for describing our riders' photos and cards from the Charles Aerts collection. Your input ensures that these photos will eventually be available on servicekoers.be. This way, everyone can enjoy a unique insight into more than a century of cycling.

Below is explained how you can register on DOEDAT.BE. We also give some guidelines on how to describe and fill in the fields. Have fun and enjoy!

PART 1: REGISTRATION

STEP 1

Visit www.DoeDat.be

STEP 2

You can now make an account

- Complete the required fields
- Click on 'Make an account'

STEP 3

Check your inbox

- You will receive an email from 'Botanic Garden Meise' inviting you to activate your account and complete the registration process.
- If you don't receive an email, please check your SPAM folder.
- Click on the link in the email.
- You will see a confirmation screen 'Congratulations! You have successfully created your account'.
- Close this webpage and leave your mailbox.

STEP 4

Your registration is complete.

- Proceed to part 2.

PART 2: GETTING STARTED WITH DESCRIPTIONS

STEP 1

Visit www.DoeDat.be

- Click on 'sign in' at the top right and enter your e-mail address and password and click 'sign in'.
(If necessary, click 'Stay logged in' if you are still logged in.)
- Click on the green 'Get involved' button
- Click on the project described. - Aerts (I)
- Click on the orange 'START' button.

STEP 2

Select an image to describe and click on 'TRANSCRIBE'.

STEP 3

Complete the fields using the input guidelines

SEE ADDITIONAL PAGE FOR INPUT GUIDELINES

STEP 4

Have you completed all the fields?

YES

- Click on the orange button SAVE
- You will see the following screen 'Thank you! Your input has been saved'
- You can now do one of the following things:
 - Perform another task (= describe another image)
 - Return to the saved task
 - Go to the project's home page
 - View my contributions (including all saved tasks)

NO

- Would you like to reflect upon the image and finish the description later?
Click on 'Save unfinished task'

I HAVE ANOTHER QUESTION

- Do you have a question about the image? Submit it to your fellow volunteers via the 'Create Forum Topic' button.



TIPS FOR LOOKING AT THE IMAGES IN MORE DETAIL

Adjust the image:

- To move the image: click on the image, hold and move the mouse
- To resize the image: stand on the image with your mouse and scroll

With the symbols on the left you can

- make the image bigger or smaller
- move the image up, down, left or right

NEED ASSISTANCE?

Unable to register? Unable to log in?

Other queries? Contact us via niels.missiaen@roeselare.be or 051 26 24 00

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BESCHREVEN. IS A PROJECT BY KOERS. MUSEUM OF CYCLE RACING (ROESELARE) IN COLLABORATION WITH MEEMOO AND WITH THE SUPPORT FROM THE FLEMISH GOVERNMENT. WITH SPECIAL THANKS TO OUR COLLEAGUES AT THE BOTANIC GARDEN IN MEISE FOR SHARING THE DOEDAT PLATFORM.



INPUT GUIDELINES

1

Description: Give a visual description of what you see on the image

Use the object name, the name of the rider and what is happening or being shown in the image. Distinguish between the front (left) and back (right) sides of the image.

The object name is in Dutch by default and you may just translate it.

- Example 1: Collection card of Eddy Merckx, showing him posing in a Molteni cycling jersey. At the bottom is his name. The reverse contains his palmares and mention of various sponsors.
- Example 2: Photo of Eddy Merckx riding his bicycle with sea flowers in his left hand. Written on the back is the rider's name, country of origin and his date of birth.
- Example 3: Print card of Eddy Merckx. The front depicts Eddy Merckx during the race. With his name at the bottom and the mention of the cycling race, specifically the 1971 Tour de France. On the back, an addressee is entered.

If it is a team photo: replace the rider name with the team name.

- Example 4: Collection card of the 1975 Molteni cycling team, showing 18 riders posing in 3 rows. On the reverse, their names are listed alongside a sketch of the image on the front.

2

Transcription: Is there text on the image? Then type this verbatim.

- First determine whether a text is printed or handwritten.
- Copy the text verbatim in the transcription field.
- Keep in mind the sentence and paragraph structure. Also start a new text on a new line by using the 'enter key'.
- If part of the text is not readable, replace it with [...]
- If only 1 letter is not legible, replace that letter with [?]
- Object numbers are NOT replicated. Example: AC 11257

- **Example 1:** a new handwritten text on a new line

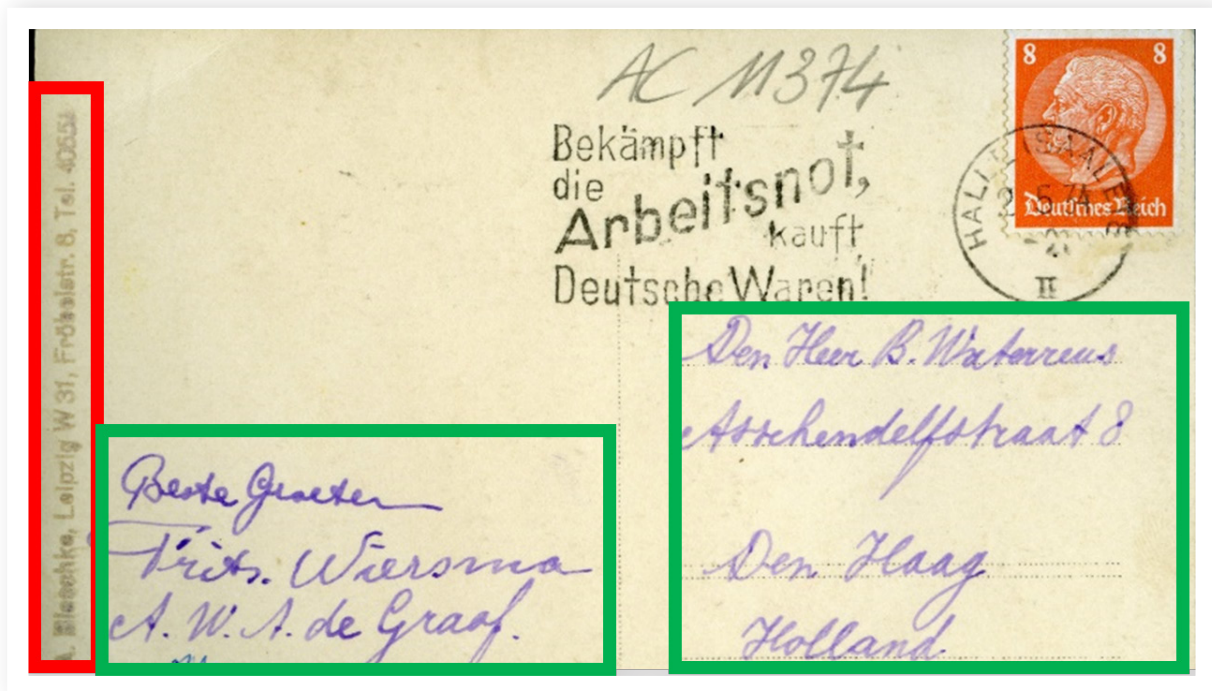
- **Printed:**

A. Blaschke, Leipzig W 31, Fröbelstr. 8, Tel. 40651

- **Handwritten:**

Beste groeten Térésè Wiersma. A.W.A. de Graaf

Den Heer B. Waterreus Asschendelfstraat 8 Den Haag Holland



- **Example 2:** each new printed text on a new line

- **Printed:**

Studio Harcourt

HUGO KOBLET

AMBERG Diese Marke sichert die grössten Erfolge

Erfolge von Hugo Koblet auf AMBERG-RAD 1945 Schweizerischer Verfolgungsmeister 1946 Erfolgreichster schweiz. Omniumfahrer im In- und Ausland 5 km-Bahnrekord am 3. August 1946 in Oerlikon 1947 Sieger der intern. Americaine 19. Jan.

Um Erfolge zu haben kann man nicht irgend ein Velo fahren, auch die ganze Rennfahrer-Spezialausrüstung hat grösste Bedeutung, ob man es von einem Kenner kauft oder nicht. Hugo Koblet weiss warum er das AMBERG-RAD fährt. Genau so gut, wie die Rennfahrer, werden alle andern Kunden bedient. Sportvelos, Tourenvelos, Militärräder, Mietvelos, Miet-Tandems, Reparaturen, Revisionen, Emaillieren, Bestandteile alles bei LEO AMBERG, VELOS, ZÜRICH 3 Zweierstrasse 99



- **Example 3:** each new printed or handwritten text on a new line

- **Printed:**

BANANIA présente LES GEANTS DU TOUR DE FRANCE 1947-1980

Ferdi Kubler 1er tour de France 1950

68e TOUR DE FRANCE Jeudi 25 Juin Dimanche 19 Juillet 1981

BANANIA PRIX DE LA COMBATIVITÉ

- **Handwritten:**

Pellos

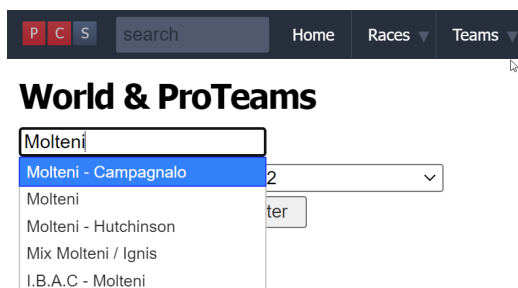
[?]ousseau



3

Date: Can you date the image?

- For this applies the date on which the original photograph was taken.
- The dating should be as exact as possible, according to the following structure:
YYYY-MM-DD
Example: 1975-03-02
- In most cases, only a year can be filled in
Example: 1975
- If the team name can be seen on the picture, you can thus also determine the period in which the picture was taken. Look up the rider or team via [Mémoire du cyclisme](#): or [ProCyclingStats](#): first click on 'Teams' and then search for the team name:



You will then see one of the overviews below:

Example: 1971/1975 (= period when Merckx rode for Molteni)

The screenshot shows the profile of Eddy Merckx on the Mémoire du cyclisme website. The page title is 'MERCKX Eddy (Edouard Louis Joseph)'. The profile includes personal information: Nationaliteit: België, Geboorte: 17/06/1945 Meenseel-Kiezegem, and a link to 'Bekijk zijn lijst met winnaars'. Below this is a table of his career highlights, showing the year, team, and event.

| | |
|------|---|
| 1962 | Jong - beginner |
| 1963 | amateur |
| 1964 | amateur |
| 1964 | België (Bel) (op de Olympische Spelen) - lijn |
| 1965 | amateur - 19 26 april |
| 1965 | Solo - Superia (Bel) - ac 27 april |
| 1965 | België (Bel) (op het WK) - lijn |
| 1966 | Peugeot - BP - Michelin (Fra) |
| 1966 | Belgium (Bel) (op het WK) - lijn |
| 1967 | Peugeot - BP - Michelin (Fra) |
| 1967 | Belgium (Bel) (op het WK) - lijn |
| 1968 | Faema (Ita) |
| 1968 | België (Bel) (op het WK) - lijn |
| 1968 | Faema (Bel) |
| 1968 | België (Bel) (op het WK) - lijn |
| 1970 | Faemino - Faema (Bel) |
| 1970 | België (Bel) (op het WK) - lijn |
| 1971 | Molteni (Bel) |
| 1971 | België (Bel) (op het WK) - lijn |

- Other dates, such as birth dates, can be noted in the transcription field.

4 Cycling race: Was this photo taken during a cycling race? If so, please specify which race this was.

- Do NOT mention editions, i.e. not Tour de France 1975. Vermeld GEEN edities
Correct example: Tour de France

5 Location: If this photo was taken during a cycling race, what was the race location?

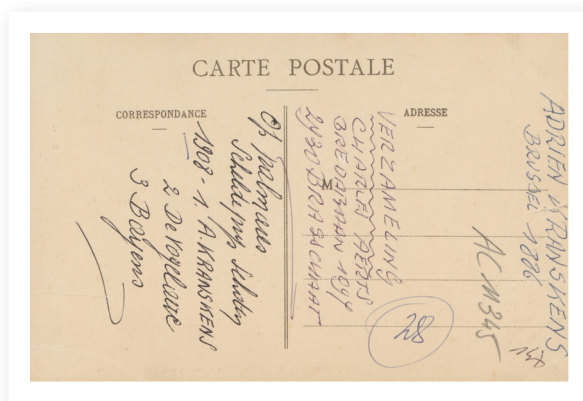
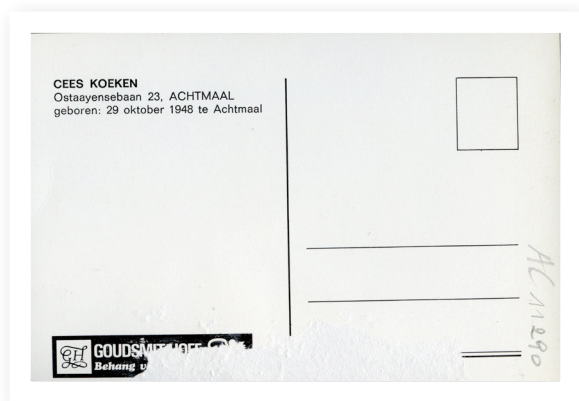
- Example: Paris

6 Is there a postage stamp present?

- Is there a postage stamp present?
- Check this box if a postage stamp is present.
- This can occur on both the front and back sides.

7 Does the photo contain a postcard layout WITHOUT a postage stamp?

- Check this box if this is a postcard WITHOUT a postage stamp.
 - The postcard can be blank, written or printed, but must not contain a postage stamp.
- Examples:



8 Is there a stamp present?

- Check this box if a stamp is present.
- Example stamp:



9

Personal names: Which people can you still identify?

- Use a separate field for the first name and a separate field for the surname
- For a field already filled in, you may still need to add a first or last name.
- Follow the notation given at [Mémoire du cyclisme](#) or [ProCyclingStats](#):

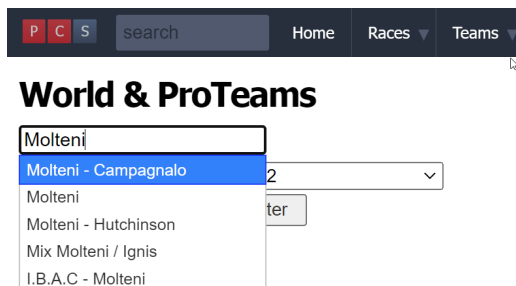


- Tip: Look up using (the first letters of) the family name

10

Team name: Which team name can you identify?

- Enter here the name of the team the rider was riding for, if it can be seen on the image.
- Follow the notation as given at [Mémoire du cyclisme](#) or [ProCyclingStats](#): First click on 'Teams' and then search for the team name:



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- Note: do not use spaces before and after the hyphen
Example: Molteni-Campagnalo and NOT Molteni - Campagnalo
- Tip: You can search by the (first letters of the) family name of the rider (e.g. Merckx) or by the team name (to adopt the correct spelling)

Notes: Do you have any comments or additions to this image? Would you like to share another interesting story something about this picture or rider with us? Then do so here.