

Adding Sample Information to the *Barcode Sample Database* (for *Barcode Long Island* and *Urban Barcode Project* Student Teams)

1. When a team's proposal is accepted, an email is generated and sent to the team's mentor with the team members' usernames and passwords, to be distributed to the students by the mentor. Access the *Barcode Sample Database* at

<http://sampledb.dnalc.org/barcoding/>

Students who have participated in the program in past years can log in with their previously assigned username and password. Students may recover lost passwords by clicking "Forgot Password?" under the login (note that both the username AND password are case-sensitive).

2. A new barcoding project is automatically created for teams with accepted proposals on the *Barcode Sample Database*, under the team's project title. Once logged-in, the new project will appear under the "My Projects" tab. Each project is assigned a three-letter code unique to that project; the code is visible on the project page next to "Project Name/Description" and should be used to label all uploaded samples. When students click on the project, they will have the ability to add samples and upload pictures.
3. To add a sample to the project, click the "Samples" tab followed by "Add a new sample" above the map. Students should fill out comprehensive information about the sample to the best of their ability; students should pay special attention to the taxonomy section, as well as accurately inputting the latitude and longitude for the GPS coordinates. Importantly, the "Sample ID" section is where students tag each sample with an ID that will track the sample throughout the entire DNA barcoding process. The sample ID starts with the assigned 3-letter code (ex: "ABC") followed by a 3-digit number that students choose to assign to the sample. For example, the first sample added to the project would be *ABC-001*, followed by *ABC-002*, etc. Students **MUST** label the sample in this format or they will receive an error when they try to submit. When students fill out all of the necessary sample information, click "Add new sample" at the bottom of the page. This will officially upload that sample information to the sample database.
4. Once the sample is uploaded, students can click on the newly created sample and will now see the option to upload a picture for that sample. Pictures can only be uploaded once a sample is submitted. Further, any uploading or editing of samples on the *Barcode Sample Database* will be visible to all members of the project, including the project mentor.