Dear collaborator,

Thank you so much for your interest in the EJatlas! We recently launched the new website with new features and material. As you know, the EJOLT mapping of environmental conflicts is a collaborative project and relies on the contributions of people on the ground and researchers working in different areas and on different topics. Please check the [FAQ](http://ejatlas.org/faq) for further details of the data collection process.

If you are interested to add cases on the map, please click on[**GET INVOLVED**](http://ejatlas.org/) **and register here**! As we have many collaborators from all over the world, we need to know what cases of conflict you are familiar with and want to add into the database. Please check carefully if those cases are not yet on the map and send us a list of the cases you plan to enter per email.  This is very important in order to avoid duplications.

All case sheets can feature Comments at the bottom, so please feel free to comment and add missing information as well as photos, etc… you might have to existing cases.

Please  fill in the form with all data requested. Please note that these data will per default NOT be public, but only made available to the EJatlas editors for ensuring quality and efficient coordination of the overall mapping process. If you are fine with making them available to EJatlas users and general public please click on Yes.

Note that for every entry you make, you'll be later allowed to enter your name and contact data as you want it to appear on the map.

**Entering new cases:**

After logging in with your own account, click on your name and on "New Conflict" from the dropdown.

Now you are ready for entering your case. **Here some important instructions:**

1. **Coordinates**: Please insert Google coordinates to locate the point (How to do it: find the point on google maps. When you have located it, left click and choose "what is here". You'll then get the coordinates in this format: 38.624501,-97.65625. Copy them in the corresponding fields above the map). You can also manually move the red point on the map itself and place it in the right spot.
2. The **“Description”** field should be around 500 words and include all basic data regarding the case. Please explain the conflict and the mobilization and the current status. If you mention specific action forms or outcomes such as blockades, activists being persecuted, court cases, corruption, etc. please explain it here as well. We also recommend to put direct references to sources using brackets and numbered like so [1] throughout the text to the references or links section. We recommend directly quoting press or other sources particularly if the information may be controversial.
3. For the fields with **check boxes** pick "other" and a free text box will open where you can add an option not displayed, or some relevant detail. For example under outcomes: "activists criminalized/deaths, etc.” you can put the name of the activist or specify who was killed. You can also put the reference in brackets [2] to the source listed in the reference section.

Please fill in all the fields in each tab, after looking carefully at the short instructions in the form itself.  You can move to the next tabs by clicking on the tab title or on Next.

**You can save the form any moment and get back to it later by clicking on Save.**

Please include also at least one or more **photos**.

**Once your case is ready** to be displayed into the map, you can move to the “Meta” tab and mark the case as “**Queued**”. You can leave us private comments or questions in the corresponding “Notes to moderator:” box (this will NOT be displayed to the public). When we moderate the case we will put our names (and also some questions perhaps) also in this box so you can see who has reviewed the case.

Finally please **enter your name, organization and contact email if you like**, as you want it to appear to the users (this data will be public for all cases. If you don’t want any information about you to be displayed, leave it blank).

If the case is not yet finished and you want to come back on it later, mark it as **Draft** and we’ll not moderate it.

Please note that all cases have a **Comment** function on the bottom of the page once published. You might want to check it from time to time if you get any comments.

**Please, also consider updating the case when relevant developments occur.**

Please also share the case on your webpage/blog and pls invite your colleagues to “like” us on [facebook](https://www.facebook.com/ejolt?fref=ts) or sign up to our [newsletter](http://anped.us2.list-manage.com/subscribe?u=19d3da1852472c315fcece5dd&id=458e018126) to stay updated.

Thanks again for your very valuable contribution, we hope to hear back from you very soon.

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