Annex I

Access Instructions: International Cloud Atlas Image Submission Site

Registration and Login

Initial site login at http://wmoica.org/index.php/en/ requires that you first obtain personal credentials.

To do this, use the blue **Register** button (top right). You will need to fill in some information, and you will receive a confirmation email (please check your SPAM folder if not received).

Once registered, and when you have received the confirmation email, you may log in to the site using the blue **Log in** button (also top right).

If you have difficulty, please refer to the "ICA Registration Guide" document available in the Help pull-down menu for further explanation.

Help With Data Entry

Before proceeding, please read the **Read Me First** document, available on the home page. This includes basic information on what we are seeking. The document also includes the information (required and requested) needed with each submission. Finally, this document indicates the "Most Wanted" list. These are images or time-lapse sequences that are unusual and very much desired for inclusion in the ICA.

The **Help** pull-down menu on the home page has several important links.

One is a detailed *Image Submission Guide*. This shows step-by-step how to enter information and advance through the data entry screens.

Also you will find the *Image Description Guide*. This provides guidance for the Photo Description box, when you reach the tab to enter Supplementary Information.

Finally, this menu has a full *Example of Requested Information and Data Entry*. This document provides a detailed example of metadata for a sample image, and screen captures to illustrate the data entry process.