

Manual city data submission

As city expert: Submit new data

1. Open <https://tool.eta-day.eu/city/data>
2. Enter a city name (choose a city from suggestions if possible)
3. Enter your mail address
4. Click on *Next*
5. Now, the system sends an e-mail to the provided mail address with a link.
6. In the received mail, click on the link.
7. With the link from the mail, a new form appears, where the city's basic data, like population and coordinates and the climate performance assessment data, are to be completed.
8. Submit all data by clicking on *Save*
9. The ETAD staff will be notified and review the submitted data

As ETAD staff: Review submitted data

1. Open <https://tool.eta-day.eu/city/admin>
 - a. Use these credentials to login, if asked by the browser
2. In the list of submitted data, click on the *Edit* link in the data row of the item you want to review.
3. After clicking on *Edit* all submitted data is visible. Check if any obvious mistakes are visible or the data seems valid. If everything seems to be valid, choose the option *approved* from the dropdown at the bottom and click on *Save*. Otherwise, choose *rejected* and click on *Save*.

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