Participant Guidance for Data Submission (v1.2)

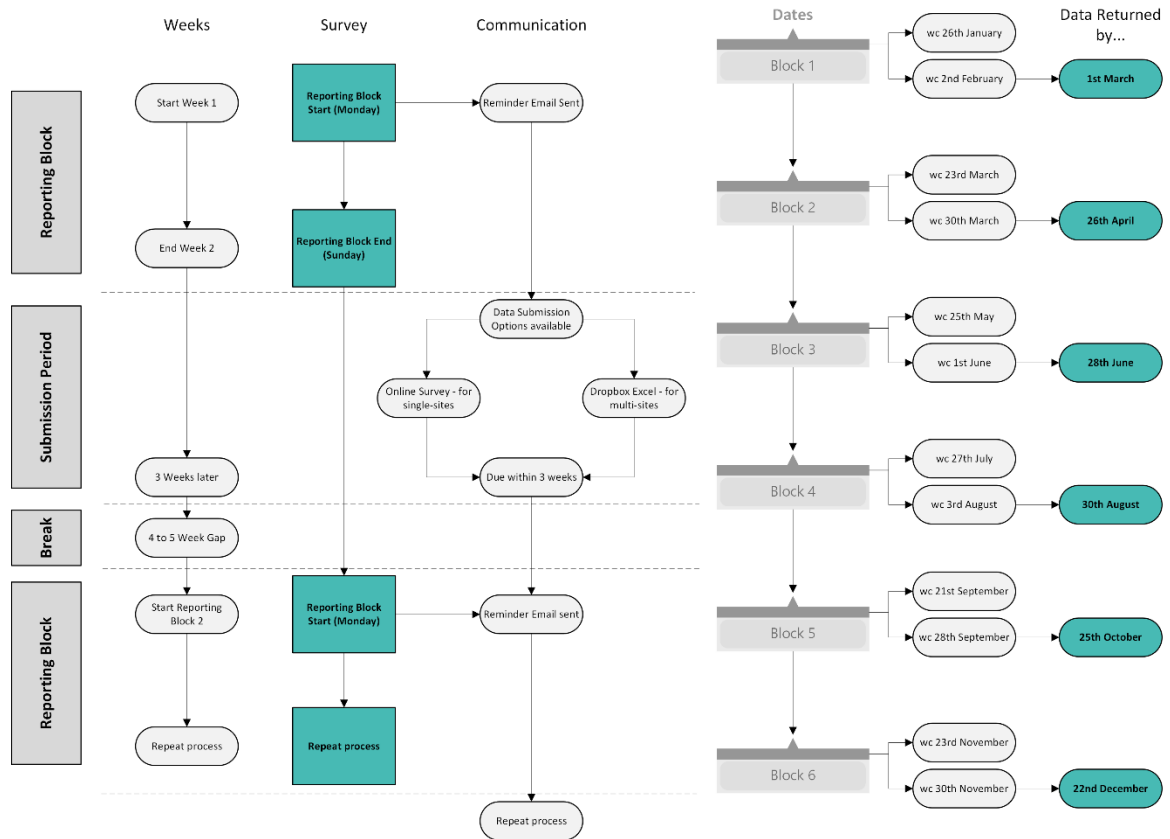This guidance has practical details regarding how to submit the Snapshot Survey data.

Contents

Are you submitting data via Online Surveys, or UHI Dropbox?

The submission of data through Online Surveys is our default submission method. It is the advertised way, and involves submitting all your data into an online form. This method is best for single site organisations, or where there is a specific individual submitting data for a single site.

The submission of data through UHI Dropbox, is designed to allow the single submission of data from multiple sites across one organisational participant. This is through completing two Excel documents, one for Incidents and the other for Participation.

Flow Chart

Data Submission Flow Chart

Weeks	Survey	Communication		Dates		Data Returned by...

Reporting Block

- Start Week 1
- End Week 2

Reporting Block Start (Monday) → Reminder Email Sent

Reporting Block End (Sunday)

Submission Period

- 3 Weeks later

Data Submission Options available
- Online Survey - for single-sites
- Dropbox Excel - for multi-sites
- Due within 3 weeks

Break

- 4 to 5 Week Gap

Reporting Block

- Start Reporting Block 2
- Repeat process

Reporting Block Start (Monday) → Reminder Email sent

Repeat process

Repeat process

Dates column:

- Block 1 — wc 26th January / wc 2nd February → 1st March
- Block 2 — wc 23rd March / wc 30th March → 26th April
- Block 3 — wc 25th May / wc 1st June → 28th June
- Block 4 — wc 27th July / wc 3rd August → 30th August
- Block 5 — wc 21st September / wc 28th September → 25th October
- Block 6 — wc 23rd November / wc 30th November → 22nd December

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Dates for Data Collection

2-Week Block	Week	Week Commencing	Week Concluding	Data ideally returned by (3 weeks later)
1	1	26th January	1st February	1st March
	2	2nd February	8th February	
2	3	23rd March	29th March	26th April
	4	30th March	5th April	
3	5	25th May	31st May	28th June
	6	1st June	7th June	
4	7	27th July	2nd August	30th August
	8	3rd August	9th August	
5	9	21st September	27th September	25th October
	10	28th September	4th October	
6	11	23rd November	29th November	22nd December (2.5 weeks ideally)
	12	30th November	6th December	

General Guidance to Completing the Data

- You will be sent a generic email reminder from peter.white@uhi.ac.uk at the start of the 2-week reporting block.

- The Online Survey and link to UHI Dropbox will be sent on the Monday morning after the 2-week reporting block.

- You must keep a record of your assigned **Participant or Site ID** and then assign this to the data that you submit. Your ID does not change over the 12 months.

- There are some screen recordings available HERE to guide you through how to complete the forms (online survey or excel).

- There are the following files to help you complete the survey;

  - *PAD_Working_Out_Sheet* – excel workbook, that is just a useful tool to help keep a track of your participation over the two weeks and calculate your final participation numbers for the online survey.

  - *Incident_Report_Form* – excel workbook, to be used by participants who are uploading data through UHI Dropbox.

  - *PAD_Report_Form* – excel workbook, to be used by participants who are uploading data through UHI Dropbox. If using this, then the *PAD_Working_Out_Sheet* is not required.

- These resources and more are available on following link

  https://www.outdoor-learning.org/standards/safety/collective-knowledge-project/participant-resources.html

  This webpage is only available directly through the above URL – it is not navigable through the rest of the website.

Online Survey Submissions

This option is the default submission method, but has the following limitations;

- Can only submit data for **one** site/centre (per survey form)
- Incident Report form has a maximum number of **50 incidents**

This process below allows us to share your confidential data securely, in line with the UHI Research Data Management Policy.

You will receive an email from **Peter White** (no-reply@app.onlinesurveys.jisc.ac.uk) with a subject line of **CK Snapshot Survey Incident Block 1** or **CK Snapshot Survey Participation Block 1**

You are unable to reply directly to this email. It does give you the option further down to unsubscribe from this – if you do, then you will no longer be involved in the survey. Below is a screenshot from an example, taken from opening the email on a phone.
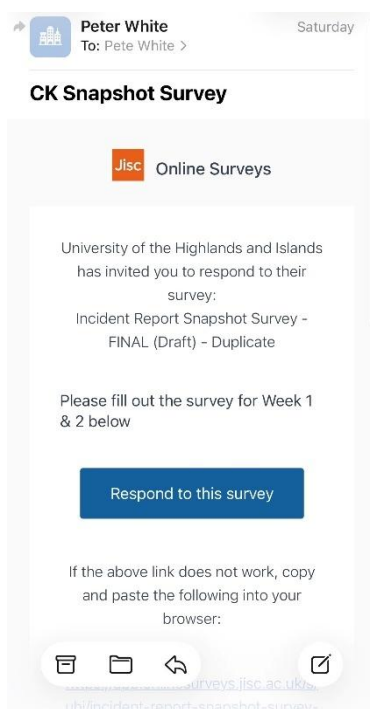
To complete the survey, you will need to click on the blue box titled 'Respond to this survey'.

You will receive automatic reminders to complete the survey every 7 days. This will cease once you have completed the survey.

UHI Dropbox / Excel Spreadsheet Submissions

This option is primarily for organisational participants who are submitting with the following conditions;

- Submitting data for **multiple** sites/centres
- For greater than **50 incidents** in the two-week period
- For **bulk submitting** (multiple reporting blocks in one go, only by prior agreement)

This process below allows us to share your confidential data securely, in line with the UHI Research Data Management Policy.

You will receive an email from **ZendTo** (zendto@uhi.ac.uk) with a subject line of **[ZendTo] CK Snapshot Survey Block 1** (see example screenshot below).

If you choose to reply to this email, then it will go straight to peter.white@uhi.ac.uk

This email is a request to drop off the relevant files (see example screenshot below).

You will need to click on the link in the email (circled in red).

This will take you a separate webpage that will start with **zendto.uhi.ac.uk** and follow the instructions on the page. You should just have to click to add the appropriate files (both Participation and Incident Data), and then select the **Drop-off Files** button at the bottom (see example screenshot below).

PLEASE NOTE

Files uploaded to ZendTo are scanned for viruses. But still exercise the same degree of caution as you would with any other file you download. Users are also **strongly encouraged** to encrypt every file if any contain sensitive information (e.g. personal private information)!

Use this form to drop-off (upload) one or more files for anyone (either a UHI user or others). The recipient will receive an automated email containing the information you enter below and instructions for downloading the file. Your IP address will also be logged and sent to the recipient for identity confirmation purposes.

From:

To:

Peter White <peter.white@uhi.ac.uk> ⊖ ⊕

Subject:

Re: CK Snapshot Survey

Short note to the Recipients:

Hi,
Please use this link to send your completed Participation & Incident Data for the first block.
Thanks,
Pete

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☐ **Encrypt every file**
☑ **Calculate SHA-256 checksum of each file**
☑ **Send me an email when each recipient picks up the files**
☑ **Send email message to recipients**
☑ **which includes Passcode as well as Claim ID**
☐ **Allow only 1 download**

21 days until drop-off expires at 2026-02-02 11:13

Click to Add Files or Drag Them Here

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