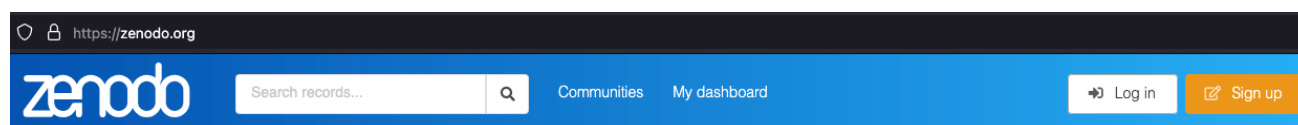


# How to upload supporting files for the M6 deliverable to Zenodo

We recommend reading the [“About records”](#) section in the Zenodo documentation before you start.

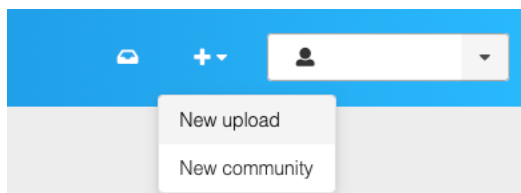
## 1. Log in

- Go to <https://zenodo.org>.
- Create an account with the [“Sign up”](#) button in the top right if you don’t already have one.
- Log in to your account with the [“Log in”](#) button in the top right.



## 2. Start a new record

- Use the “+” menu next to your email address in the top right and select [“New upload”](#).



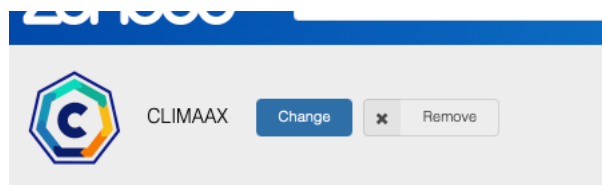
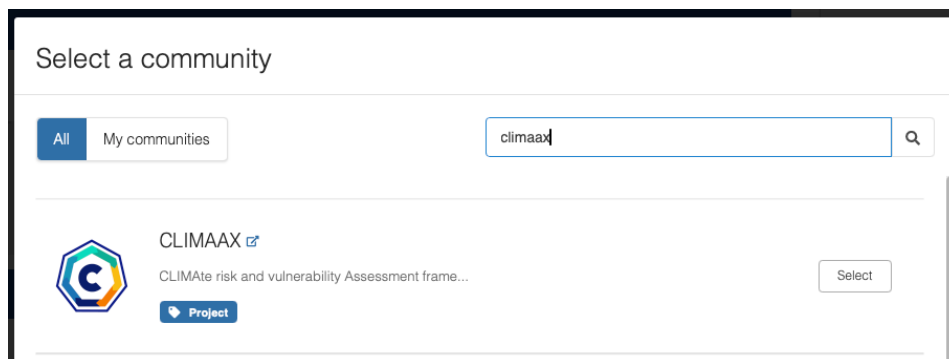
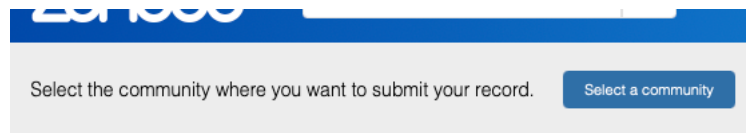
## 3. Add your record to the CLIMAAX community

- Click on “Select a community” (at the top above the “Files” section).
- Search for “climaax” and click “Select” next to the entry of CLIMAAX community.
- Make sure CLIMAAX is now shown at the top where the “Select a community” button was.



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## 4. Upload your files

- In the files section, upload the files you want to associate with your record using the “Upload files” button or via drag-and-drop. The included files should be relevant to your local CRA. See the deliverable template for what to include. Please do not upload general input files, e.g., CORDEX data downloaded directly from the CDS or land cover data from the JRC website.
- If you find the 100 files limit too restrictive or want to organize your files in a folder structure, [upload a zip archive](#) of your files instead. Please use the zip format only (no rar, 7z, ...). E.g., you could consider creating a zip file per workflow or hazard.
- **Important:** while most of the metadata (steps 5 and 6) of your record can still be edited after creation, you cannot edit files once the record is published. You can upload revised files to create a new version of the record, but all older versions remain archived.

## 5. Fill in the “Basic information”

- **Digital Object Identifier (DOI):** choose “No, I need one”.
- **Resource Type:** choose “Other” or whichever entry fits the content of your files best.

- **Title:** put “CLIMAAX M6 deliverable: <name of your project>”.
- **Publication date:** keep the default date or match the date on your deliverable document.
- **Creators:** Add at least one person or organization as creator, but feel free to add multiple. Note that you have the option to distinguish between “creators” and “contributors” (in the “Recommended Information” section). How you attribute your work is up to you.
- **Description:** you are free to add any additional text. Note that this description will be public even if you select for the record to have restricted visibility later.
- **Licenses:** You are free to remove the default CC BY 4.0 license and/or add others as required.

## 6. Optional: fill in other information

- You have the option to add more metadata to the record you are creating in the fields of the remaining sections after “Basic information”. It is up to you which of these fields you want to fill out and submit with the record.

## 7. Publish your record

- Your record is ready to be published.
- **Visibility:** choose according to your requirements and preferences. If your files contain data that must not be shared publicly (e.g. due to licensing restrictions or because they contain sensitive information), choose “restricted”. When in doubt, choose “Restricted”.
  - **Public:** both files and metadata are publicly accessible via the Zenodo website.
  - **Restricted:** the metadata (steps 5 and 6) are public, but files (step 4) can only be accessed by authorized persons. By including your record in the CLIMAAX community (step 3), all members of this community (i.e., the CLIMAAX team) can view your files.
- Click “Publish” in the right column and confirm the “Are you sure” dialogue to create a permanent record from the entered information and files.

## 8. Cite your record in your deliverable report

- Use the DOI generated by Zenodo and displayed on the record’s page to cite your record in your deliverable document.