



# The European Spa

## Database Crowd Sourcing Tutorial (EN)

### The European Spa Crowd Sourcing project

The European Spa as a Transnational Public Space and Social Metaphor (2019-2022) is part of the HERA (Humanities in the European Research Area) funding initiative of the European Union devoted to the topic “Public Spaces: Culture and Integration in Europe”. Within this framework, the project sets out to rethink the spa as a core concept and object of European debate. It investigates how the European spa, with its characteristic institutions such as the Kurpark, sanatorium, grand hotel and casino, developed into a transnational public space and functioned as a stage for the negotiation of political, social and cultural issues of European relevance.

The European Spa database serves (1) as a data archive within the project (repository) and (2) as a tool for analyzing European entanglements. While there is a rich historiography for the history of spas and spa culture on the local and national levels, we aspire to map the development of spas and spa institutions over several centuries and across Europe. We have started to collect this data from literature, but we hope that involving more specialists from the field like you will help us to achieve a really broad and representative collection of data. Thank you for agreeing to join us in the endeavour – in turn we hope that you will profit from the data collection and from the visualization technologies of the database for your own work, too.

### Getting Started

#### Your account

To create your account, send an email to [info@theeuropeanspa.eu](mailto:info@theeuropeanspa.eu). You will receive your account details by email. The email you receive contains a link with which you can set a password. Please set your password immediately after clicking this link, as the link expires after it has been visited once.

## Log In

Go to <https://nodegoat.uva.nl/login/login> to access the European Spa Database. Your username is the email address you provided.

## Data Entry Rules

With the European Spa Crowd Sourcing project, you can enter data *either* related to (1) a **spa town** or (2) a **spa institution**.

Each section is separated in to an **Object**-section (on top) and a **Sub-Object**-section (below). This separation is purely technical, but please make sure that you fill out the obligatory fields in both sections.

Please follow the instruction below carefully. While entering data, you can also access important information about the fields by hovering with the cursor over the little **black information buttons** (i). Mandatory fields are marked with an (\*) in the title.

This is how your start screen should look like:

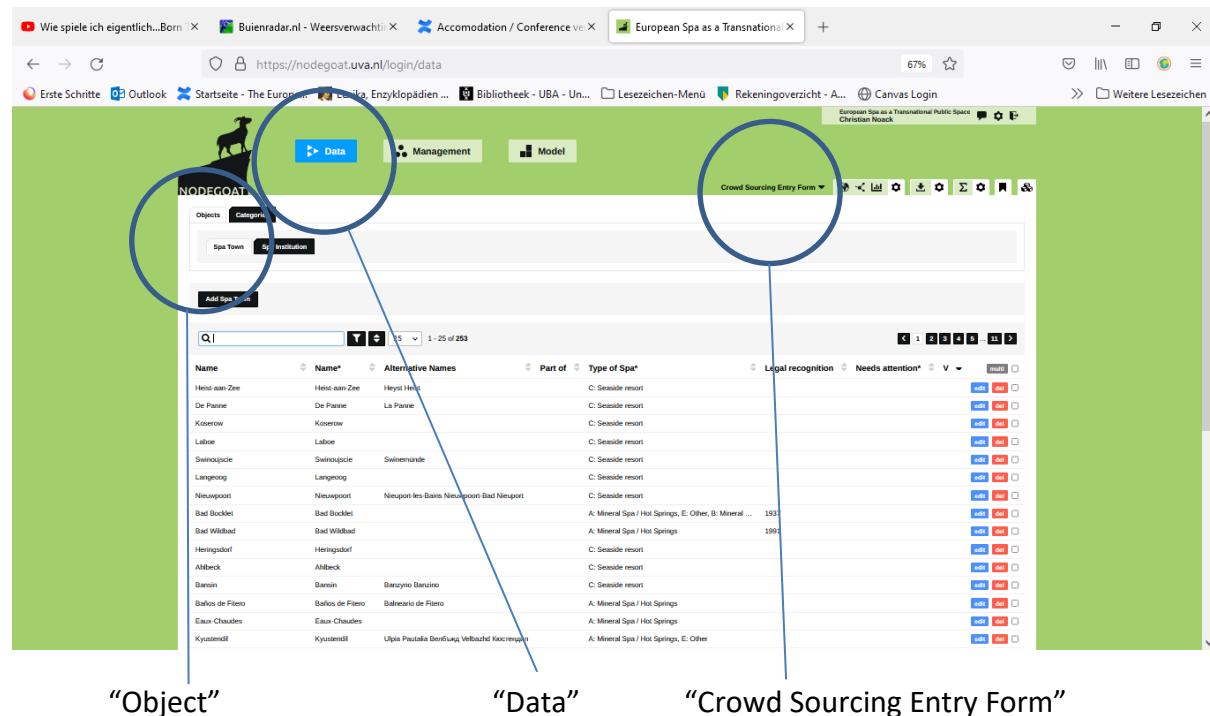


Figure 1- Starting screen of the project 'Crowd Sourcing Entry form'.

## 1/ Spa Town

Start your data entry by clicking on 'Add Spa Town' then enter information on the following:



Figure 2- Entry screen for 'Spa town'. Mandatory files are encircled: "Name", "Type of Spa", "Bibliographical reference", "Needs attention / community data", "Location".

### (1) Object

**Name [mandatory]:** Enter the name of the spa town (Spa, Vichy, Bath, ...). Use the common English name if it exists, the original name otherwise.

**Alternative names [optional]:** Enter alternative names, for example historic names or names in other languages. TRANSLITERATION: For the Cyrillic spellings, transliteration should follow Library of Congress Transliteration without special characters ('ALA LC'). Other Slavic languages: Polish, Czech, which are not written in Cyrillic follow the original spelling.

**Type of Spa [mandatory]:** Indicate the main healing resources here. Select *one or several* of the preconfigured categories, namely:

- A- Mineral Spa/ Hot Springs
- B- Mineral Spa/ Cold Springs (including Salt, Brine, and Kneipp)
- C- Seaside resort
- D- Climatic resort
- E- Other

Multiple entries are possible, for example for a mineral spa which is at the same time a seaside resort as, for example, Izola in Slovenia. Please do not enter 'new types'!

Figure 3- Type of Spa: Drop-down menu. More than one category can be chosen.

**Description [optional]:** You can enter here information about the spa by typing or copying texts.

**Legal recognition [optional]:** If known, enter the date of the legal recognition of the spa/ health resort by national legislation.

**Bibliographical reference [mandatory]:** Enter bibliographical references. Use either references to printed matter, copy/paste URL from the Internet, or note 'personal information' and add you *first and last name*.

**Needs attention [mandatory]:** Please tick 'yes' here, as it will help us to identify new entries quickly.

**Community data [mandatory]:** Please tick 'Yes' here, as we will have to validate the data for the use in the database.

## (2) Sub object: Location & Media

Figure 4- Entry screen for the sub-objects. The sub-object 'Location' appears immediately, for entering one or more media, click on the plus sign on the right of 'Media'.

(a) **Location [mandatory]:** This is very important information. Data without the entry of a starting / ending date or a geographical location cannot be visualized by the database.

**Period:** Enter the date or year in which the resort was created (or the town or village attained the status of a spa). Enter also the date or year in which the resort ceased to function. If the spa/ resort is still functioning, tick the box 'infinite/ no ending date' situated on the right.

**Location:** Enter here the geographical location of the spa/ resort. Use the default format 'Reference'/ 'City' and choose a place name from the list (by typing in full name or parts thereof). If, however, the name does not appear on the list, this means that the location is not currently in the database. You should thus leave the location field blank. Instead, leave us a note in the description box and provide us the name of the town and/or its GPS coordinates, so that we can address the issue and add the missing town to the database.

(b) **Media [optional]:** Here you can upload or reference media (for example visuals).

Figure 5- Entry screen for 'Media'.

**Title:** Enter here the title of the media.

**Author:** Enter the name of the author or unknown if the information is missing.

**Date:** Enter the date of the publication / of the media.

**Media file:** You can link the media either by copying a URL link or/and by uploading the media file from your computer to the database (click on the box 'File'). If possible, upload the media so it will directly appear in the database.

**Description:** You can enter information about a media item here.

**Full source reference:** Please enter full references here if you upload media. This information is crucial to be able to use the media in any further publication and/or exhibition.

**License:** If known, please enter the license or copyright applying to the media, for example "Public Domain".

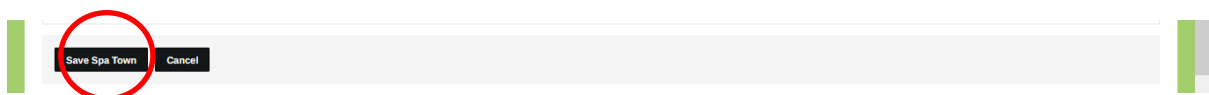
**Media Type:** Select one of the following preconfigured categories. This will help users of the database retrieve the type of media they are interested in (this entry can be left unfilled).

- Advertisement (text and image, including poster)

- Autobiography, memoir, diary
- Correspondence (letter, postcard)
- Essay
- Film (feature film, documentary film, literary adaptation, TV series)
- Historical Map
- Journal Article
- Novel
- Painting
- Photograph
- Play
- Poem
- Sculpture
- Spa Guide
- Story
- Travel account

***Allowed for exhibition:*** Tick either 'Yes', 'No' or 'None'.

**End the entry by clicking on 'Save Spa Town' as shown in Figure 6. Otherwise data you have entered will be lost!**



*Figure 6- Saving button located at the end of the 'Spa Town' data entry form.*

## 2/ Spa Institution

Start your data entry by clicking on 'Add Spa Institution' then enter the following information:

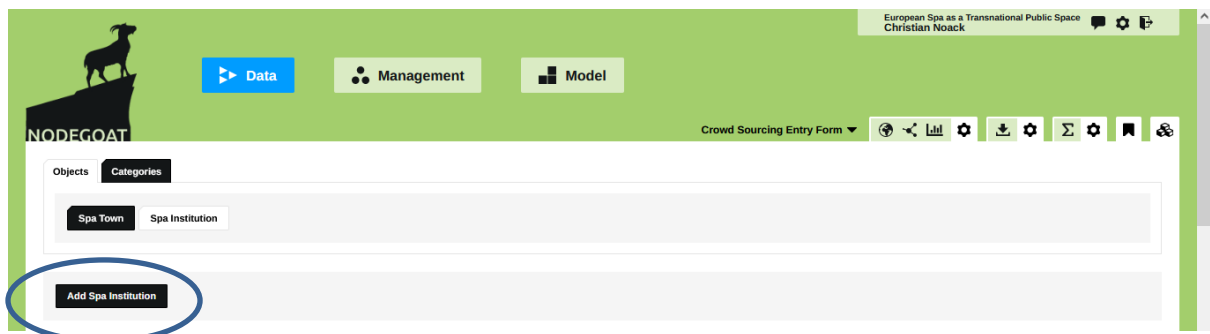


Figure 7- Starting button 'Add Spa Institution'.

### (1) Object

**Part of Spa town:** Indicate in which spa town/ seaside resort/ climatic spa the facility is located. If it is an independent facility outside of spa or resorts towns, leave this field open.

**Important:** you can only link an institution to a spa/ resort if the spa resort already exists in the database. In the case that it does not exist yet, create a new 'spa town' first.

**Name [mandatory]:** Enter the name of the spa institution. Use the common English name if known, the original name otherwise.

**Alternative names [optional]:** Indicate alternative names in other languages if commonly used. Certain facilities such as bath houses might be referenced under different names, i.e. 'Woldermarbad' or 'Badehaus I'.

**Important:** Please link any object that you wish to enter in this section, to either of the two following categories, 'type of urban infrastructure' or to 'type of spa facility'. [Entering one of the two is thus required.] Then choose one of the sub-categories:

The screenshot shows the 'Spa Institution' entry form. It has tabs for 'Object' and 'Sources'. The 'Object' tab is active, showing fields for 'Part of Spa town', 'Name\*', 'Alternative names', 'Type of Spa facility(\*)', 'Type of urban infrastructure (\*)', and 'Description'. There are search bars and dropdown menus for each of these fields. Red text annotations are present: 'Please chose either' (note the typo), 'Type of Spa, or', 'Type of urban infrastructure', and 'and then use drop down menu.' Blue arrows point to the 'Type of Spa facility(\*)' and 'Type of urban infrastructure (\*)' fields.

Figure 8- Entry screen for Spa Institution.

**Type of Spa facilities:**

- A- Sources and baths
- B- Gambling, cultural and entertainment facilities
- C- Accommodation (hotels, villa, pensions, colonies)
- D- Sanatoria
- E- Other medical facilities (clinics, hospitals, rehabilitation units)
- F- Shaped landscape and promenades (walking sites and facilities)
- G- Bottling industries

***Type of urban infrastructure:***

- A- Communication (train station, piers, telegraph, telephone, ...)
- B- Networks (water supply, electricity, gas, sewage)
- C- Religious sites (churches, chapels, graveyards)
- D- (Outdoor) sport facilities (tennis, golf, hippodrome, hiking trails, shooting ranges, swimming pools, ski facilities)
- E- Other

Important: There will be borderline cases, for example theatres or libraries, that might, on the one hand, be part of a 'Kurhaus / Kursaal'. In this case, please use the 'type of spa facility'. Theatres and other cultural facilities in dedicated buildings should be entered in 'type of urban infrastructure'. Please do not enter 'new types'!

***Description [optional]:*** You can enter more detailed information on a certain spa facility here.

***Bibliographical reference [mandatory]:*** Indicate the source of the information on the spa facility or urban infrastructure. Alternatively note 'personal information' and indicate you *first and last name*.

***Successor to [optional]:*** You can note a change of names, as it frequently occurred with hotels, for example. In some cases, new spa facilities were erected in place of older ones, please note this as well. If the facility you entered was replacing an older one, enter it into the database as a separate entry.

***Needs attention [mandatory]:*** Please tick 'yes' here, as it will help us to identify new entries quickly.

***Community data [mandatory]:*** Please tick 'Yes' here, as we will have to validate the data for the use in the database.



Figure 9- Spa institutions – mandatory fields: “Name”, “Type of spa facility” or “Type of urban infrastructure”, “Bibliographical reference”, “Needs attention / community data”, “Location”

## (2) Sub object: Location and Media

(a) **Location [mandatory]:** Like for ‘Spa Town’, this is crucial information, as without start and ending dates the database cannot visualize entries.

**Period:** Please enter the date or year here, in which a spa institution was created. Also the date or year when a certain spa institution ceased to function. If the spa institution is still functioning, please tick box 'no end date'.

**Location:** You can either relate the facility to a city (i.e., one of the placenames suggested by the database) or enter the exact GPS date for the location of the facility. 'City' is the default setting, if you wish to enter GPS data you need to change ‘reference’ to ‘point’. Use the decimal format for entering GPS date, i.e., 43.696944°, 0.377222° instead of 43° 41’ 49” N, 0° 22’ 38” W. The latter is a prerequisite for the possibility of producing local maps of spa towns (otherwise all reference to one and the same spa town will show as one dot on the maps only). <https://www.gps-coordinates.net/>

**Is this date approximate? [optional]:** Indicate here approximate dates if exact information is not available. Note that data without the entry of a starting / ending date cannot be visualized by the database.

(b) **Media [optional]**: See media section in this tutorial page 5.

**Important: Save the entered data by clicking on “Save Spa Institution”!**

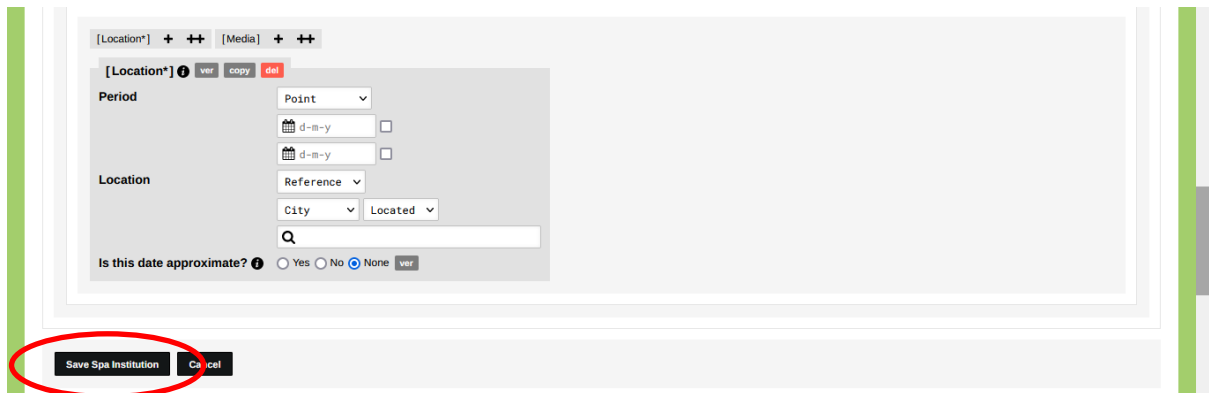
The screenshot shows a web form for saving spa institution data. At the top, there are tabs for '[Location\*]' and '[Media]'. The main form area contains several input fields: a 'Period' section with a 'Point' dropdown and two 'd-m-y' date pickers; a 'Location' section with a 'Reference' dropdown, a 'City' dropdown, and a 'Located' dropdown; and a search bar with a magnifying glass icon. Below these fields is a question 'Is this date approximate?' with radio buttons for 'Yes', 'No', and 'None', and a 'ver' checkbox. At the bottom of the form, there are two buttons: 'Save Spa Institution' and 'Cancel'. The 'Save Spa Institution' button is circled in red.

Figure 10- Saving button located at the end of the ‘Spa Institution’ data entry form.

## Log out

After finishing your work, do not forget to **log out** at the top right corner. You need to confirm you log out by choosing “Yes”.

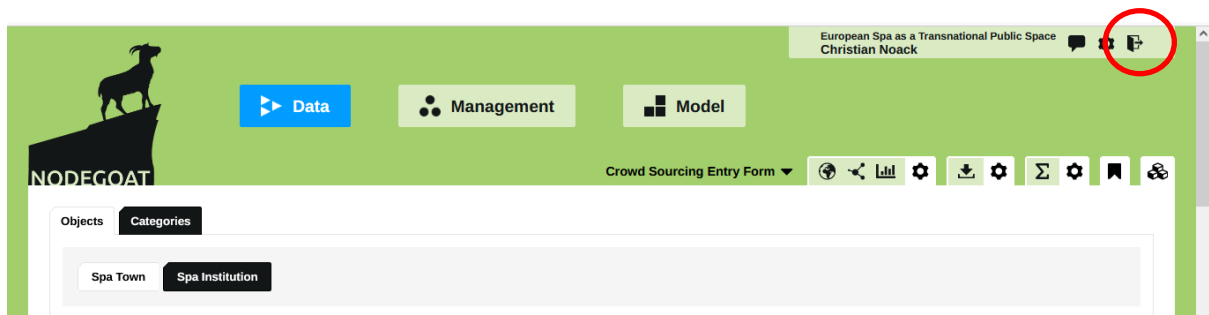


Figure 11- Logging out from nodegoat.