Census Lab Tablet Guide

2022 Census

Table of Contents

Overview

We will have six Fire HD tablets available for checking volunteers in, viewing and adjusting schedules, and facilitating interactions with participants. These tablets will *not* have access to the internet - just to specific tools that will help Census volunteers to complete a variety of tasks.

At all times, these tablets should *either* be locked in a secure location (access instructions will be given to authorized volunteers), or in the hands of a Shift Lead or a Lab Host. <u>They should never be left out anywhere.</u> They, and the interface they use, have been donated by volunteers. It would be very, very unfortunate to have them lost, stolen, or damaged.

<u>The only people using a tablet should be:</u> Census Leadership, a Gate, Data Entry, or Airport Sampling Shift Lead, a Lab Host, or a participant or Census volunteer assisted by a Lab Host.

Post-Arrival Updates

This page will have hand-written notes with information about any changes that have been made to the tablet system since arriving on-playa. *Check this section before every shift, as notes may be added at any time during the Burn.*

<u>Census volunteers who can help with troubleshooting:</u>

    Captain Mew, Cali Green, Sonder

Accessing the Interface

Unlock the tablet (swipe up from the bottom of the screen) and open the Firefox app. Type any URL in (www.google.com will work) and you will be redirected to the Census interface:

Sign volunteer(s) in for a current shift

Review past or upcoming shifts

Check or update a volunteer's schedule

Lookup up by shiftboard playa name, last name, email address, or phone number

[   ]

[Lookup]

Want to be reminded to fill out your online census form?

Playa name [   ]

Your email address [   ]

[Remind Me]

If something isn't working, check Post-Arrival Updates above to see who might be able to help you with troubleshooting.

Interacting with Census Volunteers

One of the primary purposes of the electronic Census interface is to assist with volunteer tracking and training.

Signing Volunteers In

Lab Host shifts are two-hour shifts with staggered start times. If you arrive at 10:00 AM, you will be checked in by the Lab Host who started at 9:00 AM. When the next Lab Host arrives at 11:00 AM, you will need to help check them in.

If a Gate or Airport sampling shift starts during your shift, a Shift Lead may ask for your help, or they may collect the tablets at the Lab to assist with volunteer sign-in.

To sign a volunteer in:

1. Press the link labeled "Signing volunteer(s) in for a current shift"
2. Select the appropriate shift from the list of shifts
3. Find the volunteer's name in the list of volunteers and press the "Check In" button on the left. Once a volunteer has been checked in, the yellow row will turn green:

	UnCheckIn	Lentil "Taylor Fitz-Gibbon"	Data Disseminator
CheckIn		DV8 "Dana DeVaul"	Data Disseminator
CheckIn		Chipper "Rachel McKay"	Data Disseminator

Signin for your Census shift — Refresh Page

Once the yellow row has turned green, that volunteer has been signed in!

If you make a mistake and select the wrong row, press the "UnCheckIn" button.

Always double-check the list to make sure you haven't accidentally selected any incorrect rows! Remember, this is how we're crediting volunteers for their work, so accuracy is important.

If a volunteer can't find their name on the list, scroll to the bottom and ask them to input their name and email address into the boxes after "Are you not on the list?"

In order for us to be able to find them in our online system when we get off-playa, they should be sure to use the email address they use for their Burner Profile.

Signin for your Census shift

Refresh Page

| CheckIn | Chipper "Rachel McKay" | Construction |

Are you not on the list?

Playa name `Liza`

Your email address `liz@email.com`

Submit

Remember to press the "Submit" button when they are done. Then, use the back arrow at the top left of the screen to complete the check-in for other people.

Note: Anyone checked in using this method will not be listed on any printed shift rosters. However, they will be added to the online schedule later so their hours can be tracked accurately.

Reviewing Past or Upcoming Shifts

Sometimes volunteers will want to know if there are openings in upcoming shifts, or Shift Leads/Census Leadership might want to know which volunteers are scheduled on an upcoming shift. To help them, press the link labeled "Review past or upcoming shifts" to view the shift list (see right):

Shifts for 2018

Day	Time	Shift Name	Openings
PreMon	12:00AM - 12:00AM	Construction	Filled

Day	Time	Shift Name	Openings
PreTue	12:00AM - 12:00AM	Construction	Filled
PreTue	2:30PM - 6:30PM	Gate Sampling	Filled

Day	Time	Shift Name	Openings
PreWed	12:00AM - 12:00AM	Construction	Filled
PreWed	11:30AM - 3:30PM	Gate Sampling	Filled

Day	Time	Shift Name	Openings
PreThur	12:00AM - 12:00AM	Construction	Filled
PreThur	2:30PM - 6:30PM	Gate Sampling	Filled

Day	Time	Shift Name	Openings
PreFri	11:00AM - 6:00PM	MANDATORY Sampling Lead Training	Filled
PreFri	11:00AM - 3:00PM	Construction	1 Open
PreFri	12:30PM - 4:30PM	Gate Sampling	Filled
PreFri	3:00PM - 7:00PM	Construction	6 Open

You can press the link under "Shift Name" to see more about current sign-ups and openings for the shift (see right):

If you're talking to someone who wants to fill an open position, *make a mental note of the date, time, and shift type at the top of the page*, then press one of the "Open" links under "Playa Name."

2018 Gate Sampling Shift --- Mon (Aug 27) 4:00AM - 8:00AM

Make note of shift dates and times! When you click "Open" to claim a shift, you'll need to tell us who you are and then find this shift in the list of available options.

Playa Name	Shift Role
Open	Gate Sampler
Open	Gate Sampler
Open	Gate Sampler
Alessandro	Fun Interactor
Berlynn	Gate Sampler
Bertram	Gate Sampler
Bubble Trouble	Gate Sampler
Cindiana Jones	Gate Sampler
Cinnamon	Gate Sampling Lead
Colours	Gate Sampling Lead
Crow	Census Wagon Driver
David	Gate Sampler

Remember, in this view the tablet doesn't have any way to know who wants to take the shift! When you press the "Open" link you will be prompted to look up the volunteer by name or playa name. Refer to *Checking and Updating a Volunteer's Schedule* (below) for instructions on how to look the volunteer up, then scroll through the list of openings to find and add the correct shift.

Checking and Updating a Volunteer's Schedule

During your shift, other Census volunteers may stop by the Lab to check or alter their shift schedule. To help them, type their playa name, last name, email address, or phone number into the textbox and press the "Lookup" button:

Check or update a volunteer's schedule

Lookup up by shiftboard playa name, Last Name, email address, or phone number

Chipper

Lookup

This will load a page listing the volunteer's future shifts, followed by a list of available shifts.

Viewing Schedules

If the volunteer simply needed to check their schedule, offer them a pencil and paper or suggest that they take a picture of the "Future Shifts" list with their phone. (Remember, the tablets aren't connected to the internet so there's no way for you to email the list!)

If the tablet interface isn't working, there will be a hard copy of every shift schedule stored in the Census Lab Binder, which can be found in the Data Entry Office. The volunteer will need to scan each page for their name - not as convenient as the interface, but workable!

Altering Schedules

If the volunteer wishes to cancel or add shifts, they will need to provide their secret code. This code can be found on the label they were given during training, which should be affixed to the back of their Census volunteer name badge.

If the volunteer doesn't know their secret code or something doesn't seem to be working, you can check *Post-Arrival Updates* above to see if someone is around who can help to troubleshoot. Otherwise, you can have them write a note with their request and hand that note off to a member of Census leadership.

Creating a Temporary Account for a New Volunteer

Sometimes, volunteers who stop by to pick up shifts won't be listed in our system. (They may be new to Census, or they may have forgotten their account details.)

To create a new account, you will need to start by searching for a user who does not exist. In the example below, we have searched for "gyz:"

Sorry no one found in census system matching 'gyz', please try again.

If you are sure 'gyz' is correct, please create a tempoary account. New Census Team Member

Click the "New Census Team Member" link to create a new temporary account, then ask the volunteer to input their data (see next page):

New member add

Submitted data will only be used to give you credit for the shifts you worked and remind you to connect to Census through shiftboard.

PlayaName	Fake
First Name	FakeData
Last Name	SorryMu
Best Email	nothing@something.com
Address	123 Main St
City	Centerville
State	CA
Country	USA
Zip	11111
Phone	111-111-1111

Create Account

At this point, you must remember to have the volunteer record their secret code somewhere that they will remember it! Otherwise, they will not be able to modify their shift schedule:

Fake "FakeData SorryMu" you can now add shifts with the secret '2203788'. Please make a note of it.

Now, you can return to the main page of the tablet interface and look up the volunteer. So long as they know their secret code, they can now add, remove, and view their shifts just like any other volunteer.

Reviewing Volunteer Documentation

The Census Team releases PDF documents and interactive eLearning websites before Burning Man with documentation to help Census volunteers understand their roles and responsibilities. Copies of all of these materials will be available through the tablet interface. Volunteers may stop by Census Lab to review training materials if they feel the need to brush up before a shift.

Most Lab Hosts will have been through on-playa training and reviewed the PDF and interactive webpage in advance. However, we will be allowing some drop-in volunteers this year. If a Lab Host checks in and lets you know they are a drop-in on their first shift, make sure they start by reviewing the Census Outreach Volunteer Guide.

Do not leave volunteers unsupervised to review materials! We trust our volunteers not to walk away with them, but if they set the tablet down while you are elsewhere it could easily wander off.

To review interactive eLearnings, press "Census Volunteer Documentation" at the bottom of the interface home screen. You can then select the appropriate guide from the list.

To review PDF documents:

1. Press the circle at the bottom of the tablet screen

2. Press "File Explorer:"
3. (If an ad pops up, press the 'x' in the upper right corner)
4. Press the icon at the top left corner of the screen
5. Press "Census Docs"
6. Press on the *title* of the document you wish to view - if you press the icon next to the title, it will select the document rather than opening it

Refer to Appendix A of this document for a full list of documents included on each tablet.

Interacting with Participants

In addition to the tools intended to facilitate Census team logistics, the tablet interface also includes several outreach tools for Lab Hosts to use while interacting with curious participants.

Online Survey Reminders

If a participant tells you they're on board with completing the online survey, but expresses concerns about remembering to do it, you can offer to help them! They (or you) can type their name or playa name, plus their email address, into the interface to receive a few reminders by email once we all get home. Ask them to double check their email address, as every year many email addresses are entered incorrectly.

Want to be reminded to fill out your online census form?

Playa name <mark>Giraffe</mark>

Your email address <mark>raffy@gmail.com</mark>

Remind Me

Press the "Remind Me" button to save their name and email address.

If for some reason the interface isn't working, there will be a hard copy list of names and email addresses in the Lab Host Binder, and you can add them to the list there. If you have to do this via hard copy, please ask them to write clearly!

Unanswered Questions

If a participant asks you a question and you don't know the answer, you may be able to ask around at Census Lab to find the answer. If you can't (or if the participant doesn't want to wait), you or the participant can type their name, email address, and question into the interface under the question "Did you stump a Lab Host with a question they couldn't answer?" We will download all of these questions when we return from Burning Man and reply to each participant via email.

If for some reason the interface isn't working, there will be an "Unanswered Questions" book in Census Lab and they can write their contact information and question there. If you have to do this via hard copy, please ask them to write clearly!

Burner Uniqueness Index

Volunteers often want to know how their data matches up with other Burners' data. This year, we can help to answer that question! There are two methods for this activity: hard-copy and electronic.

The hard-copy version is pretty self-explanatory. There are four laminated copies of this document, which should be stored in the back of the Lab Host binder when not in use. The hard-copy version is faster to use, but you can only look at one variable at a time. The electronic version tracks multiple variables at once, giving an overall uniqueness value at the end of the process.

Found 0 Matching Records
there were fewer than 5 burners that matched your answers in 2016. You are 99.9% Unique

22.4% of Burners had agegr3=_30_34

11.3% of Burners had timesincefirstburn2=_5to7years

12.6% of Burners had countriesvisited=_7to9

44.1% of Burners had artist=No_but_creative

To use the electronic Burner Uniqueness Index with a participant, click the "Burner Uniqueness Index" link from the interface home page and ask the participant to provide their relevant data from the lists. Press "FindTwin" at the bottom when done. The next page will display their answers, followed by a uniqueness report (see right):

2019 Census Report

Participants and volunteers both might have questions about results of past years' Census efforts. The 2019 report will be available in both hard-copy and electronic form.

This report includes data from 2013-2019, when possible, so these reports may be helpful for participants with questions about how Black Rock City has changed over the last few years. To view the report, click the "2019 Census Report" link at the bottom of the page. To navigate through the report press the "Report Menu" link at the top of the page. To return to the main interface, press the "Census Home" link at the top of the page.

Census Team Information

Sometimes, participants and volunteers will ask about how they can learn more once they get home from the playa. If the person in question has a camera or smartphone with them, press "Census Team Info" for a page with summary information on how to view past Census reports, how to sign up as a volunteer, or how to contact members of the Census team by email. Encourage the person to take a picture of that page, so they can learn more when they get home.

This document is a supplemental document to the Census Outreach Volunteer Guide, which is available on the Census [homepage](). Please refer to that guide for additional information about the Lab Host role, and for instructions on who to contact if you have questions about the material in this guide.

See the next page for:

Appendix A: Files Accessible via Census Tablet

Appendix A: Files Accessible via Census Tablet

This is a complete list of the files that you can access via a Census tablet. For instructions on how to access them, refer to the earlier sections of this document. *This list may well be out-of-date by the time you arrive on-playa! Expect to see additional documents on the tablets.*

Volunteer Documentation

1. Shift Lead - Airport
2. Shift Lead - ART of Radio
3. Shift Lead - Data Entry
4. Shift Lead - Gate
5. Shift Lead - Key Directory
6. Shift Lead - Radio Channels
7. Shift Lead - TWII
8. Volunteer - BxB (Burner Express)
9. Volunteer - Outreach (LH and DD)
10. Volunteer - Random Sampling
11. Volunteer - Tablet (LH and SL)