

NATIONAL TURFGRASS EVALUATION PROGRAM

Guidelines for Data Entry and Submission

Coding and submission of data

1. Please code data according to the Excel spreadsheet format we have developed. If possible, please use only whole numbers when coding. With the number of variables involved, we do not have additional space to include numbers with decimal places. Also, if possible, please use the NTEP scale for each characteristic (usually 1-9, 9=best). If the data is in another format, please inform us of the scale used so we can reformat the data to our scale.
2. Please submit raw data only - we cannot utilize averaged data to perform our data analysis and compilation. I believe the problems arise with column 18 - "Replications" on the NTEP coding sheet. In this column, please code the replication number associated with the entry number and data in that horizontal row - not the number of replications in the study.
3. Please code the data in the spreadsheet in the following order:

Column 15-17 (Entry #)	18 (Replication)
001	1
001	2
001	3
002	1
002	2
002	3
etc.	

This is important as we will be using a new statistical procedure for some trials starting this year and the data formatting is critical for this work. Also, if there is no data for a plot (the plot has died), please leave the entry number and rep, while leaving the data columns blank.

4. Any data you collect that is not assigned a column on the NTEP code sheet should be placed in columns 90 and above in the Excel spreadsheet, with an explanation of the nature of the data, collection date, scale used, etc. Please check the rating scale used for any conventional data submitted (data that is listed on the NTEP code sheet) and make sure it conforms to the 1-9 scale with 9=best.
5. We would appreciate any additional information you can supply concerning any data you collect, particularly the specific disease or insect species involved (if known) and the date of data collection for each character.
6. If you are submitting data for any of the bentgrass or on-site tests, please indicate any additional maintenance practices used such as fungicide applications (date of applications and fungicide used) and also traffic levels and type if present.
7. It would be helpful if as much information concerning site descriptions (soil texture, pH, phosphorus, and potassium; shade) and maintenance practices (nitrogen applied, mowing height, irrigation level) could be completed for columns 6-14.
8. To send data via the Internet, please send the Excel spreadsheet as an attachment to Kevin Morris (kmorris@ntep.org) or Guangling Gao (ggao@ntep.org).