Global (over)Tourism Index Data Entry Protocol (March 2025)

These are instructions for data entry for the GOTIndex. Please ensure that these are followed as closely as possible to ensure accuracy in reporting and in the consistency of data entry practices.

1. Ensure that you are in possession of the correct database. Each database should be hyperlinked at the top of the data sheet. If there is confusion about which data sheet to use, refer to the Methodological Notes. This methodological notes will be the master document that identifies the databases and indices used in the GOTIndex.

2. Make sure that the index is organized alphabetically to facilitate data entry.

3. Enter the data, copying and pasting whenever possible. Please ensure that the data is copied exactly, including decimal places. Formatting should be numerical.

4. For missing entries, please highlight the empty cell in yellow. These will be calculated as regional averages.

5. Once the column has been completed, conduct a spot check, looking at every 10 entries to ensure accuracy.

6. Enter your initials and date in the rows above the column.

7. Contact a team member to conduct a spot check.

8. Once a team member has signed off, indicate on the master assignment sheet that the entry has been completed.