

Quick Guide to Submit Spectroscopic Data into AVSpec

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1. Get an AAVSO observer code (Obscode) at <https://www.aavso.org/apps/member/>
2. In your account, register your observing site and equipment:
app.aavso.org/site equip/
Ensure your Site Name and Equipment Name matches exactly the corresponding FITS keywords (e.g., BSS_SITE, BSS_INS) in your image file as determined by your image acquisition software, otherwise your submission may be rejected. Set up your spectra acquisition software so that your Obscode appears in the image FITS header with the OBSERVER keyword.
3. Acquire one spectrum of one of the standard stars from the list.
aavso.org/apps/avspec/standardstars
4. Reduce your data to produce a 1-d wavelength calibrated and scaled spectrum. Submit the .fits file (we need the header):
aavso.org/apps/avspec/submit
If there is a problem, please check the generated log and correct any errors. Do not submit additional standard star or other spectra at this time.
6. If your submission is successful, you can self-check your observation, using the zoom in/out tool. Things to pay attention to:
 - Is your acquired spectrum similar to the template (i.e., are you observing the right star)?
 - Do you see the same strong absorption features (i.e., do you have enough S/N)?
 - Are all absorption features aligned (i.e., is your wavelength calibration accurate within error)?
 - Is your spectrum normalized (i.e., the continuum maximum on the vertical axis is around 1)?You have the option to delete your submission and try again.
7. Your spectrum will be validated by a moderator. The moderator will check the same items as step 6 and send you suggestions if there are issues with your spectrum. If everything checks out, the moderator will notify you that you are clear to submit spectra. You should submit spectra only on variable stars in VSX (and with an AUJD). AVSpec is not intended to be a repository for non-variable star spectra such as planetary nebula.
8. Once approved, you can start submitting your observations. If you need suggestions on which objects to observe, please go to our spectroscopic observing section page aavso.org/spectroscopy-observing-section for suggested projects.

Clear skies!