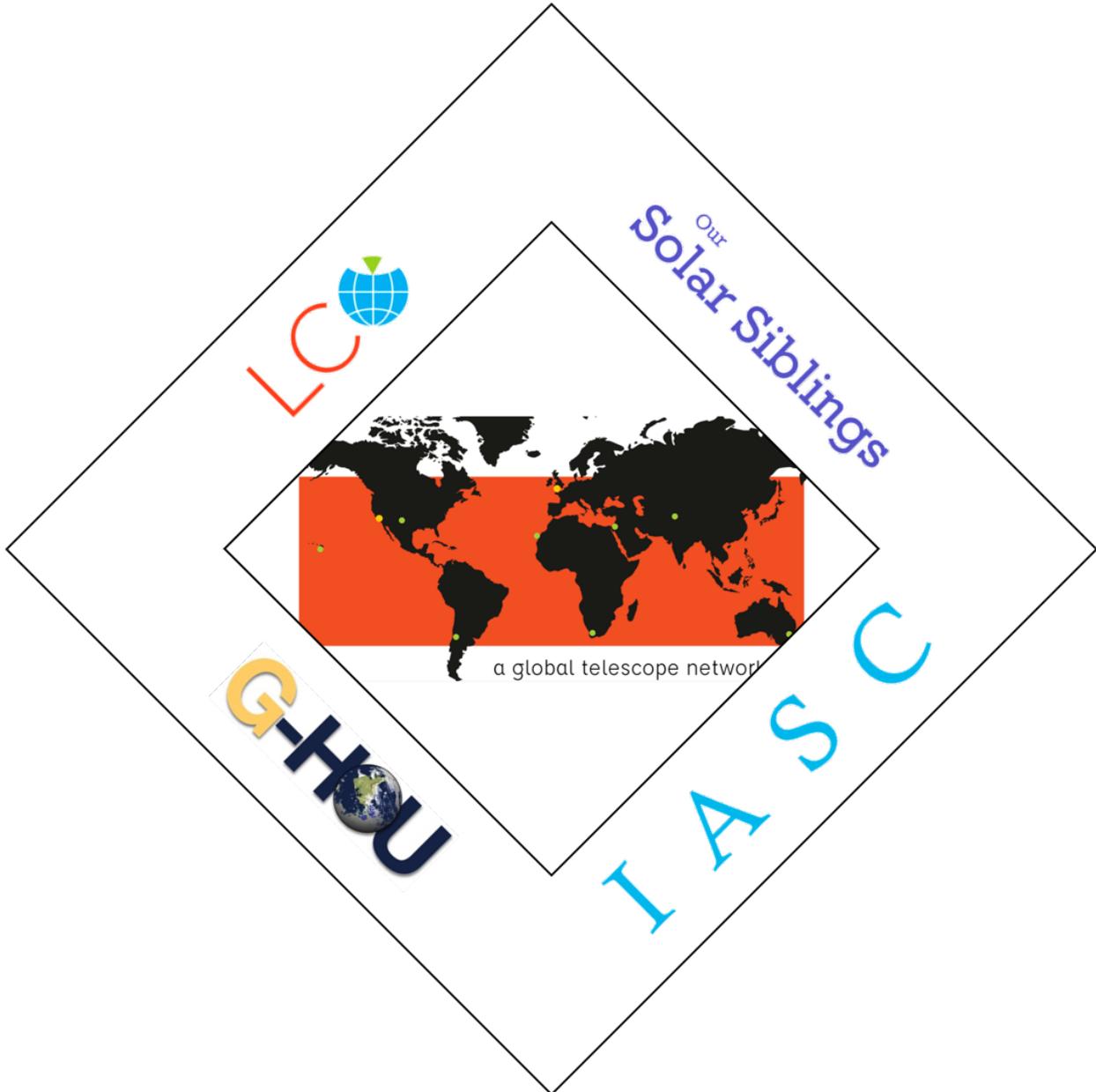


How to Take an Image Through LCO



Take Images

1. Navigate to the LCO website at <https://lco.global/> and login if necessary.
2. After you login, you should see a page similar to the one pictured below.

Observation Portal basic mode

Home **Submit Observation** Manage Proposals Planning Tools Help

Submitted Observation Requests

User Info	State Info	# Requests / Pending / Failed / Complete			
QuickSubmit_m97 pmiller LCOEPO2019A-005	COMPLETED 2019-06-23 21:31:06	1	0	0	1
Jupiter 2 pmiller LCOEPO2019A-005	COMPLETED 2019-06-19 08:09:23	1	0	0	1
Jupiter pmiller LCOEPO2019A-005	COMPLETED 2019-06-18 01:46:52	1	0	0	1
QuickSubmit_m57 pmiller LCOEPO2019A-005	COMPLETED 2019-06-15 22:35:22	1	0	0	1
QuickSubmit_pluto pmiller LCOEPO2019A-005	COMPLETED 2019-06-24 13:08:42	1	0	0	1
QuickSubmit_ic5146 pmiller LCOEPO2019A-005	COMPLETED 2019-06-11 01:29:52	1	0	0	1
M40 pmiller LCOEPO2019A-005	COMPLETED 2019-06-10 06:06:52	1	0	0	1
Delta Cephei pmiller LCOEPO2019A-005	COMPLETED 2019-06-10 05:13:17	1	0	0	1
Rasalgethi pmiller LCOEPO2019A-005	COMPLETED 2019-06-09 20:08:32	1	0	0	1

Quick Navigation

- Submit Observation
- Manage Proposals

Need more information?
Check out the [help page](#).

Telescope availability history

This chart shows the percent of operational science time for each telescope over the last 4 days. View the [detailed operational status](#).

Telescope	-3 days	-2 days	-1 day	Today
Sliding Spring 0.4m A	86	54	92	
Sliding Spring 0.4m B	87	54	92	
Sliding Spring 2m	84	52	39	
Sliding Spring 1m 1	93	63	91	
Sliding Spring 1m 2	93	63	92	
Sutherland 0.4m A 1	89	77	0	
Sutherland 1m 1	89	78	0	
Sutherland 1m 3	89	78	0	
McDonald 0.4m A 1	85	96	94	26
McDonald 1m 1	86	96	48	23

3. Near the top of the page, click on Submit Observation.

Observation Portal basic mode

Home **Submit Observation** Manage Proposals Planning Tools Help

Submitted Observation Requests

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Rasalgethi pmiller LCOEPO2019A-005	COMPLETED 2019-06-09 20:08:32	1	0	0	1

Quick Navigation

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- Manage Proposals

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McDonald 1m 1	86	96	48	23

4. This should bring you to the Observation Creation Screen.

The screenshot shows the LCO Observation Portal interface. The main content area is divided into several sections:

- General Information:** Contains a 'Duration of Observation Request' field (0 hrs 0 min 0 sec) and a 'Title' input field (a). Below it is a 'Proposal' dropdown menu (b).
- Request:** Contains an 'Instrument' dropdown menu (c) set to '1.0 meter Sinistro'.
- Configuration:** Contains an 'Instrument Configuration' section with an 'Exposure Count' input field (d) set to '1', an 'Exposure Time' input field (e) with a red error message 'A valid number is required.', and a 'Filter' dropdown menu (f) set to 'Blue'. A red circle (j) is placed over the 'Save Draft' button in the top right corner of this section.
- Target:** Contains a 'Name' input field (g), a 'Right Ascension' input field (h) with a red error message 'A valid number is required.', and a 'Declination' input field (i) with a red error message 'A valid number is required.'.
- Window:** Contains 'Start' and 'End' time input fields.

At the bottom of the page, there is a copyright notice: Copyright © 2019 Las Cumbres Observatory. All rights reserved. Links for Terms of Service, Privacy Policy, and View on Github are also present.

- a) Title: Give your observation a title. It is best to use the name of the object.
- b) Proposal: Use the dropdown menu and select the 100 Hours for 100 School.
- c) Instrument: Use the dropdown menu and select the 0.4 meter SBIG.
- d) Exposure Count: Enter the number of images.

- e) Exposure Time: Enter the number of seconds.
 - f) Filter: Use the dropdown menu and select either Blue, Green or Red.
 - g) Name: Enter the name of the object to image.
 - h) Right Ascension: If the object is recognized, the Right Ascension will autofill. If the object is not recognized, you will have to manually enter the Right Ascension in decimal format.
 - i) Declination: If the object is recognized, the Declination will autofill. If the object is not recognized, you will have to manually enter the Declination in decimal format.
 - j) Click on the Copy Icon and repeat steps d – f for the next two filters.
5. Make sure that everything has a green check mark on the right side of your screen.

The screenshot shows the LCO Observation Portal interface. At the top, there is a navigation bar with links for Home, Submit Observation, Manage Proposals, Planning Tools, and Help. Below this is a sub-navigation bar with tabs for Form, API View, Drafts, and a help link. The main content area is divided into several sections, each with a green checkmark icon in the top left corner:

- General Information:** Contains fields for Title (M5), Proposal (100 Hours for 100 Schools (LCOEPO)), and Duration of Observation Request (0 hrs 12 min 6 sec).
- Request:** Contains a field for Instrument (0.4 meter SBIG).
- Configuration:** Contains a link to "More information about LCO instruments."
- Instrument Configuration:** Contains fields for Exposure Count (1), Exposure Time (240), and Filter (Blue).
- Target:** (Partially visible at the bottom).

On the right side, there is a sidebar with a checklist and action buttons:

- Buttons: Clear Form (X), Save Draft (lock icon), Submit Request (checkmark), Toggle Navigation (arrow).
- Checklist:
 - ✓ General Information
 - ✓ Request #1

Red arrows point from the text in step 5 to the green checkmarks in the sidebar and from the text in step 6 to the Submit Request button.

6. Scroll all the way to the top of the page and click the green Submit button. A pop-up window will ask you to confirm your observation. Verify that everything is correct and hit OK.

Go Discover

