

Life History Calendar

User Guide

How do I log in to my calendar?

To access the Life History Calendar, please click on the following link (or copy and paste the link in your browser):

www.understandingsociety.ac.uk/lifehistory

To log in to your calendar, you will need to enter **your unique login code** and **password** which you will find in the letter/email we have sent you recently. After you've entered the details, press **Login**.



Understanding Society
THE UK HOUSEHOLD LONGITUDINAL STUDY

Welcome to Understanding Society's Life History Calendar. In order to access the survey, please enter your login details below. These were in the invitation letter. Thank you.

Login Code

dc20luQT

Password

•••••

LOGIN

You will then be asked to enter your date of birth. This is so we can check that the right person is completing the calendar.

After you have entered your date of birth, press **'Go on!'**

Welcome

We need to make sure we are surveying the correct person. Please can you tell us your date of birth.

Day 19

Month January

Year 1938

Go on!

If you have problems logging in, please contact us on contact@understandingsociety.ac.uk or call freephone 0800 252 853

Welcome

Thank you for taking part in Understanding Society. This important study is managed by the Institute for Social and Economic Research (ISER) at the University of Essex.

ISER is the data controller for the study. Everyone involved in this study will keep your data safe and secure. Identifiable data are stored on a separate secure server, with access limited only to those who require the information. Your personal details are only used so that we can send you information, and so that we can invite you to participate in the study. These details are never made available to researchers or to any other companies who might use them for marketing purposes.

Your responses are kept confidential and you have the right at any time to withdraw from the survey. If you contact us and ask that we remove your data, we can remove any data you have given us which has not yet been deposited with the UK Data Archive, but we are not able to remove data which has already been made available to researchers.

If you are happy to take part in this survey and for your data to be used in the way explained above, please tick the statement below.

☐ I agree and am willing to take part. ☐ I do not want to take part.

Submit

When you log in, you will be taken to the welcome screen which explains who conducts the study and how we use the information that you will provide here. If you agree and are happy to take part, please tick the statement and then press **'Submit'** to continue into the survey.

How do I complete my calendar?

After you have logged in, you will be asked to watch a short video with instructions on how to complete the calendar.

Press **>** in the middle of the page to watch the video.

Press **'Go on!'** to go to the next screen once you have finished watching the video.

Watch the video below to help you answer this survey. Please make sure your sound is on.



Go on!

After watching the video, you will be taken to the introductory screen which gives you more information about how to complete the calendar. Press **'Go on!'** to start the survey.

Your life history timeline - Instructions

The following pages will ask you questions about important events in your life. As you answer these, a timeline will begin to fill in these events at the top of the page. If you are using a mobile device, depending on the device, you may find the survey works better if you turn your device on its side lengthwise (landscape mode).

The questions or viewing the **timeline** may remind you of something else about your life, and the tabs at the bottom of the page allow you to jump back and forth to fill out these events in the right places whenever you remember them. Or you can click an entry in the timeline and you will go back to that section. For example, while entering information about your first partner, you might remember you met them when you began a new job.

This survey is designed with this kind of switching between themes in mind. After entering each section, there may be a short pause whilst the timeline updates.

To add **dates**, simply click the calendar icon to select the month and year. You can also type the date in the format mm/yyyy (e.g., 07/2023). Use the arrows to navigate between months, and click on the year at the top to select a different year. If you make a mistake, clear the field and try again.

Finally, when you add other people's **names** into the calendar you can use their real names, or you can use a nickname, first name only, or just initials - it's up to you. The names you add to your calendar will never be shared with anyone else. After you have finished your calendar, you will be asked a few additional questions about some of the things you have said.

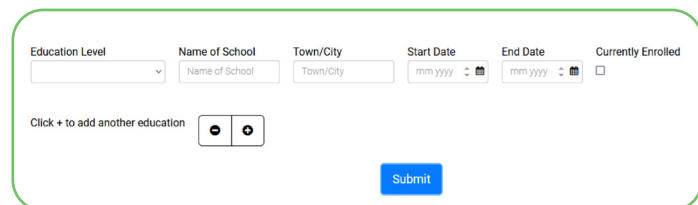
Go on!

Back to Video Instructions

The survey starts by asking about the countries you have lived in. You will then be asked questions about education, jobs, marriages and civil partnerships, children, mental health history and physical health history.

You'll be asked for the start and end dates, where applicable, of each event. You only need to enter the month and year. You can enter the dates using the pop-up calendar or by typing them in the format 'mm/yyyy'. If you can't remember dates, your best guess is fine, you can always come back and fix it.

Every screen allows you to add multiple events or spells by pressing on '+' at the bottom of the screen, next to 'Would you like to add an education/ job/country/ etc'. To go to the next section of the survey, press **'Submit'**:



Once you've entered events the information will show in the timeline at the top of the page, Grey bars show past events and colour bars show current ones:



Every screen contains questions on a different area of your life (residences, education, jobs etc) and becomes a separate tab of the calendar which you can see and access any time by pressing on the tab at the bottom of the page:

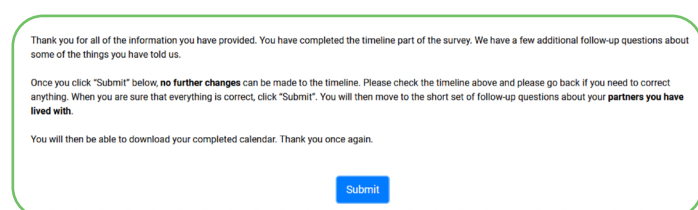


You can also click on an entry in the timeline at the top of the screen and you will go back to that section.

You can move between the tabs by adding and editing information that you enter until you complete all the sections. You should then check each section/tab to make sure that the information is correct.

How do I submit my calendar?

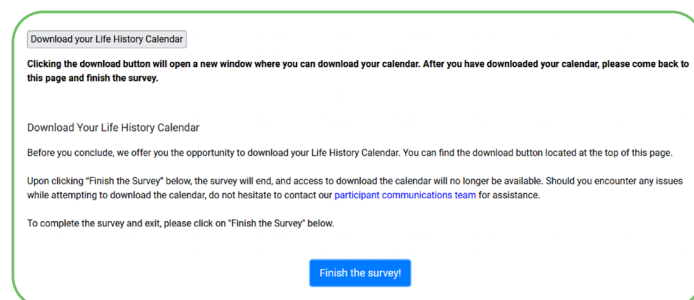
When you are happy with the information that you have entered, press **'Submit'** which submits your calendar information.



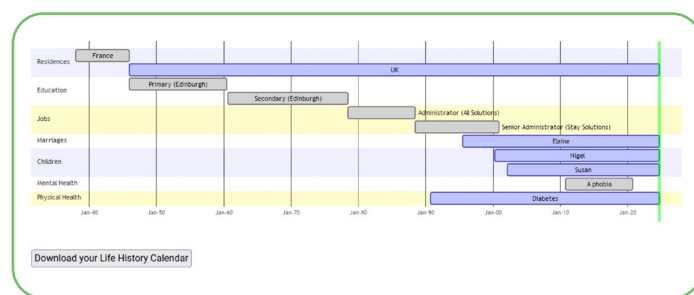
After you have submitted your calendar, you will be asked a few more questions about your employment history, children (their other parent, etc), marriages and civil partnerships (e.g. whether you lived together, whether your partner had children for whom you weren't the natural/adoptive parent), and partners you have lived with for more than 3 months, where applicable.

How do I download my calendar?

At the end of your calendar, click on the **'Download your Life History Calendar'** button:



This will open a new window containing your calendar. Click the **'Download image'** button at the bottom of the screen. This will download your calendar as a 'JPG' file for you to keep.



After you have downloaded your calendar, please go back to the survey page and click the **'Finish the survey!'** button at the bottom of the screen.

The last screen of the survey thanks you for your participation, at which point all of your answers have been submitted.

Thank you!