# Calendar for ELSO Registry Changes

** The following is for informational purposes and reflects the current timeline for any changes and/or updates made to the ELSO registry during the calendar year. This also applies to the creation, modification, and/or updating of addenda. This outline has been agreed upon and reflects the work of the ELSO registry Development Steering Committee effective 7/15/2020

**December 20 (4.5 months prior to biannual Registry update):**

- All technical changes need to be completed so that documentation can be done

**January 10:**

- Deadline to submit data for inclusion in upcoming Registry Freeze

**January 15:**

- Registry Closes
- Registry is frozen for use in data requests and outcome reporter

**February 1 (2.5 months prior to Registry update):**

- Change Document is finalized including:
    - Cover page explaining rationale behind changes and directing user to where the changes can be found in Database Definitions, Instructions Document & Registry Forms
    - Table highlighting changes including a) New fields, b) Altered fields and c) Retired fields
    - Preface that defines what a new tab, new subject category or sub-category data field
- XML Schema and XSD with Updated XML Upload Instructions to be Posted
- Database Definitions, Instructions, and Form updates are completed and posted
- Communication with ECLS community via email directing attention to the updated documentation which will be posted

**April 10:**

- Deadline to submit data for inclusion in annual reports

**April 15:**

- Registry Closes
- Finalize any updates to Instructions Documents & Registry Forms
- Go-live of Registry updates
- Go-live of changes to XML files
- Freeze Database
- Generate Once Annual Reports (only through end of last year)

**June 1 (4.5 months prior to biannual Registry update):**

- All technical changes need to be completed so that documentation can be done

**July 10:**

- Deadline to submit data for inclusion in upcoming Registry Freeze

**July 15:**

- Registry Closes
- Registry is frozen for use in data requests and outcome reporter

**August 1 (2.5 months prior to Registry update):**

- Change Document is finalized including;
  - Cover page explaining rationale behind changes and directing user to where the changes can be found in Database Definitions, Instructions Document & Registry Forms
  - Table highlighting changes including a) New fields, b) Altered fields and c) Retired fields
  - Preface that defines what a new tab, new subject category or sub-category data field
- XML Schema and XSD with Updated XML Upload Instructions to be Posted
- Database Definitions, Instructions, and Form updates are completed and posted
- Communication with ECLS community via email directing attention to the updated documentation which will be posted

**October 10:**

- Deadline to submit data for inclusion in upcoming Registry Freeze

**October 15:**

- Registry Closes
- Finalize any updates to Instructions Documents & Registry Forms
- Go-live of Registry updates
- Go-live of changes to XML files
- Update/Refresh Reports (only through end of last year)

**Last updated: January 14, 2021**