

### Logging In

1. Go to [mpawatch.org](http://mpawatch.org) in your web browser.
2. Click on **Log In** in the upper right hand corner.
3. Enter your e-mail and password.

**IMS** stands for Information Management System. This is where you may log surveys, access site information and documents, and download data. To gain access to the IMS contact your local manager.

### Log a Survey

This is where you enter your data. See additional instruction sheet titled "Entering Data in the IMS."

### Volunteer for a Survey

*Note:* Not all programs use this feature. Check with your local manager for more instructions.

This area will let you volunteer to join a survey or event scheduled by someone else, or create an upcoming event or survey.

1. Click on **Volunteer for a Survey** or **Upcoming Events & Surveys** (they go to the same place).
2. To join an event or survey click on the event or survey.
3. To schedule your own event or survey click on **Schedule an Event** in the upper right corner.
  - a. Select **Event** or **Survey** from the drop down box under **Category**.
  - b. Enter the date in the box under **Date**.
  - c. Select the survey site from the drop down box under **Location**.
  - d. Click **Create**.

### Complete a Survey in Progress

This option will only be visible if you have a survey marked "In Progress." From here you may view and submit saved surveys.

### Completed Surveys

This will allow you to see surveys you have already completed.

### Survey Sites & Maps

This area allows you to view or download auto-generated maps and information sheets for available survey sites. Click on the **name of the survey site** to view or **Site Info PDF** to download.

### Upcoming Events & Surveys

Same as **Volunteer for a Survey**.

## Document Library

Any documents (datasheets, site info, permits, brochures, etc.) shared by your local manager may be downloaded here. Ask your local manager for more information.

## Download Data

Volunteers may download submitted data from all volunteers for their program or all volunteers throughout the state, shapefiles of survey sites from their program or from all programs throughout the state, and shapefiles for all marine protected areas and control sites used by MPA Watch volunteers statewide.

## For Your Program

1. Click on the blue bar that says **Download Surveys for [your program name]**.
2. If you would like to download data only for certain MPAs click the box next to **Filter by MPA** and select which MPA(s).
3. Click on **Download Survey/Boat Data**.
4. Wait a few seconds. A link will appear that says **Download Ready. Click Here**.
5. Click on **Download Ready. Click Here**. A CSV file will automatically download to wherever downloads are set to go on your computer.

## For All Programs

1. Click on the blue bar that says **Download Surveys for All Programs**.
2. Follow steps 2-5 from Download Data- For Your Program.

## Download Survey Sites

1. Click on the blue bar that says **Download Survey Sites**.
2. Select if you would like to download the shapefiles for your program or All Programs from the drop down box.
3. Click on **Download Survey Sites Shapefile**.
4. Wait a few seconds. A link will appear that says **Download Ready. Click Here**.
5. Click on **Download Ready. Click Here**. A Zip file will automatically download to wherever downloads are set to go on your computer.

## MPAs and Control Sites

1. Click on the blue bar that says **Download MPAs and Control Sites**.
2. Click on **Download MPAs and Control Sites Shapefile**.
3. Wait a few seconds. A link will appear that says **Download Ready. Click Here**.
4. Click on **Download Ready. Click Here**. A Zip file will automatically download to wherever downloads are set to go on your computer.