

### Logging In

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

### Logging a Survey

1. Click on **Log a Survey** under Volunteer Functions.
2. Click on the gray box under **Date** and click on the date you conducted your survey.
3. Open the drop down menu under **Location** and select the transect you completed.
4. Click on **Start**.

### Time, Place, and Observers

5. Confirm that your **name**, **survey location**, and the **date** are correct. If you completed the survey with other people you may enter their names at this step.
6. Enter the **Start Time** and **Ending Time** (in 24 hour time) of your survey, *rounding to the nearest 5 min.*
7. Confirm **Survey Type** is listed as **Shore**.

### Conditions

8. Click on the blue bar that says **Conditions**.
9. Open the drop down menu under **Beach Status** and select the appropriate status.
10. Click on **Fetch weather conditions**. When the dialogue box opens, click **OK**.
11. Click on **Load tide conditions**. When the dialogue box opens, click **OK**.
12. Fill in any of the empty fields with the information from your datasheet.



Steps 13 and 14 will autofill some of the data. Fetch weather and tide data before entering your own.

### Activity Tallies

13. Enter your activity data in the appropriate rows using either the **+** and **-** buttons, or by entering your counts directly into the white **Count** box. Any activities that you did not observe should be left as a count of 0.
14. Only select **Blank** if you were *unable* to observe the activity (i.e. it was too foggy to see if there were any boats present).
15. For **Shore-based recreation** select the **Est.** box (stands for "estimate") *only* if there were too many people to count and your data is just an estimate.

## Boat Observations

16. Leave this section blank.

## Other Activities

17. Click on the blue bar that says **Other Activities**.

18. Select **Yes** if you witnessed the activity during your survey or **No** if you did not witness the activity during your survey for **Scientific Research, Education, Beach Closure, Large Gatherings, and Enforcement Activity**.

## Potential Violations

19. Click on the blue bar that says **Potential Violations**.

20. Select **No** if you did not report a potential violation or **Yes** if you did report a potential violation. Note, only select yes if you actually *reported* a potential violation, not just if you saw one but did not report it.

21. If you select yes, enter the number of potential violations you reported, who you reported to, and which method(s) you used to report the potential violations.

## Other Comments

22. Use this space to enter any **other comments** you may have that were not already captured on the datasheet. For example, activities you did not know how to classify, type of fishing gear observed (if not already included in Activity Tallies), unusual activity, animal tallies (if requested), etc.

## Photos/Document Upload

*Please upload a copy of the datasheet for the survey you are submitting.*



*You may also upload any pictures you would like to share.*

23. Click on the blue bar that says **Photos/Document Upload**.

24. Click on **Upload a photo or document for this Survey**.

25. Enter a **title or description** for the photo or document you are uploading, i.e. data sheet, picture of boat, etc. *Note: You must enter the title before clicking on Choose File or the upload will fail.*



26. Click on **Choose File** and select the appropriate file from your computer.

27. Click **Upload**.

## Submitting Survey

28. Click on the blue bar that says **Submit This Survey?**

29. From the drop down menu select **In Progress** to save and complete later or **Submitted** to send to the data manager.

30. Click on **Save Changes**.

31. Confirm your submission by clicking **Close** on the dialogue box and then **Save Changes**.