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.

> **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

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 Survey**.

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 each category and select the appropriate status.
10. Ignore **"Weather Station"**

Activity Tallies

11. 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.
12. 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).
13. 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

14. If you observed a boat and had a clear view of their activities + boat type: add observations here. If you were not able to gather this information, leave it blank.

Other Activities

15. 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

16. 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.

17. 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

18. 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 Upload

- You must upload a photo of your datasheet for the survey you are submitting
- You may also upload any pictures that you would like to share (nature shots, boating activity, etc).

19. Click on Upload a photo or document for this Survey.

20. 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.

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

22. Click Upload.

Submitting the Survey

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

24. Click on **Save Changes**.

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

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.

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.

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.

For Your Program

1. Click on the blue bar that says **Download Surveys for WILDCOAST**
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 Data.** A link will appear that says **Download Ready. Click Here**.
5. A CSV file will automatically download to wherever downloads are set to go on your computer.

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 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.