

User Instructions for *Watershedwiser.org*

April 21, 2010

Go to <http://watershedwiser.org>

The WatershedWiser.org website is intended to share data monitoring results being collected at various locations and projects around the state of New Mexico. By uploading results from your project you help yourself and other organizations to compare riparian, water quality and watershed health data from river systems around the state. Uploading your results is a simple and straightforward process that should only take few minutes once you become familiar with website layout. Instructions of how to create a monitoring location and update your results are provided below. Please contact Rich@riversource.net if you encounter any issues or have any questions.

Your username, password

User name will be your first name, first letter lower case, such as vincent

Password will be your first name, all in lower case, such as vincent

If you are unsure what your password is you can request a new one.

Your data entry privileges

As a typical database user you'll have the ability to add and edit data, upload photos, and link to videos. Click on "My Account" for quick access to those projects you can add monitoring results (data).

Add monitoring results for your sites.

1. Add chemistry and benthic macroinvertebrate data
2. Add a photo of your site (remember that there is a 1 megabyte limit for the photos)
3. Add a video link from Youtube or other video sharing websites (go

<http://watershedwiser.org/cimarron-river-cimarron>

<http://watershedwiser.org/projects/santa-fe-river-restoration/santa-fe-river-frenchies-field>

to see examples of a videos)

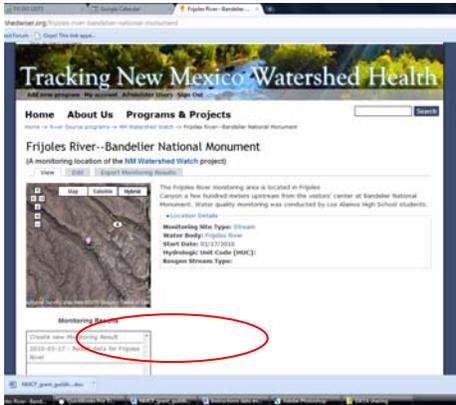
You may be assigned "staff" permission which gives you the ability to create projects and monitoring locations. Please contact Rich Schrader at Rich@riversource.net if you think you need the ability to create monitoring locations.

Create new Monitoring Result

After signing in, click on "My account" on the upper right side of the page (See red circle on image below). Go to a project under "Projects, locations and results assigned" to your account to select a location for which you want to add data.



You'll see a small map highlighting the site and a list (probably empty) of "Monitoring Results." Click on "*Create new Monitoring Result*" (see red circle on image below) to be directed to a new page to add your data.



Field by field guidance -

Date of Result Collection: Add the date and the start time of the monitoring event. *The best option is to click on the calendar icon and use the options there to make sure the date format is correct.* Make sure that the time field is correct (9:03am would read 09:03).

Sampling process/Results summary: Write a brief description of the sampling event or not.

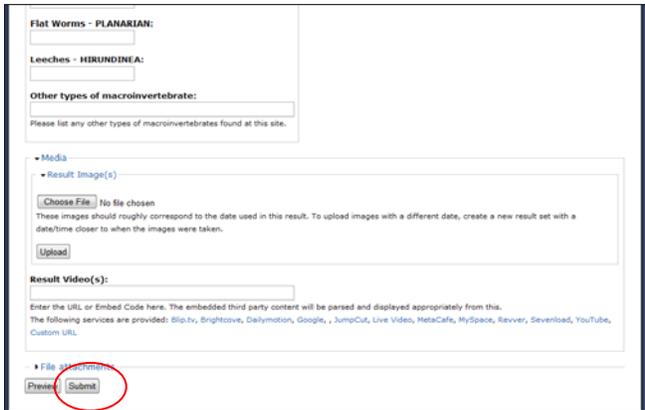
Water chemistry info and bug info (multiple fields): add all data in number format only. When providing macro-invertebrate results (i.e. number of each group found during sampling) please indicate in the "Sampling process/Results summary" if you found any other organisms that are not included on the list.

Result Images – If you have a photo of the monitoring event, simply browse your computer for photo file by clicking on "choose file," select file from its folder location, and click "upload" to post it. *Remember that there is a 1MB size limit.* If your file is larger than 1MB, try to make the size smaller than 1 MB.

Results video: This is where you add a link to a YouTube video. To add a video from You Tube, you must first upload the video to You Tube.

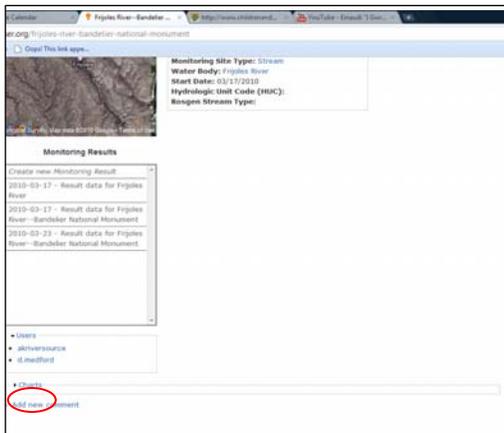
1. Go to www.youtube.com.
2. If you do not have a username and password for You Tube yet, use River Source's. The username is riversourcenet, password is peachynow.
3. Click on the Upload button. The site will walk you through a short description process, then you click Upload again.
4. Go to YouTube, select "Account, My Videos", find the video you want, and copy the URL address.
5. Then you need to open the existing monitoring result on the Tracking NM Health site with the photos and paste the web address into the "Results Videos".
6. The video will show up for the site location.

File attachments: You can attach multiple types of documents of past data for this site



*****Once you have filled in the data, be sure to click on “Submit” at the bottom of the page or your information will not be uploaded (see red circle on image below).**

Quality Assurance Check: Once you’ve entered your chemistry data for the school year, click on the project site under “Projects, locations and results...” on your account page. You should be directed to a page specific to the project site with a small map of the location in the upper left side of the screen. Click on the label that says “Charts” near the bottom of the page to view how the data collected at the site has changed over time (see red circle on image below).



In the event that data has been uploaded to the site location only one time (i.e. there was only one site visit), charts will appear to be outlined on the X and Y axis (see first image below). If data has been uploaded from multiple monitoring visits to the site however, changes in the item measured (e.g. pH) can be seen over time (see second image below).

