CHESAPEAKE BAY
SAV WATCHERS

Guide to the Introductory Monitoring Program (Tier 1)

Download the *Water Reporter* app to your smartphone

All *Chesapeake Bay SAV Watchers* volunteers will use the *Water Reporter* platform to submit data for the Introductory Monitoring Program. It is recommended that volunteers collect and submit data using a smartphone equipped with the *Water Reporter* app. This section will review the steps involved in this process.

Android

1. Open the Google Play Store.

2. Type "The Water Reporter" into the search bar to locate the app. A list of suggested results will appear as you type.

3. Select the *Water Reporter* app from the list to open its Play Store page.

4. Tap the "Install" button to download the free app to your device and install it.

Apple

1. Open the App Store.

2. Tap the magnifying glass icon in the bottom right corner to open the search bar.

3. Type "The Water Reporter" into the search bar to locate the app. A list of suggested results will appear as you type.

4. Select the *Water Reporter* app from the list to open its App Store page.

5. Tap the "Get" button to download the free app to your device and install it.

Create your *Water Reporter* user account

In order to contribute data to the *Chesapeake Bay SAV Watchers* Introductory Monitoring Program, all observers will need to create a user account. This can be done using the *Water Reporter* app on a smartphone or online at https://www.waterreporter.org. This section will review the steps involved in this process.

Chesapeake Bay SAV Watchers *volunteers should use the* Water Reporter *platform to submit Tier 1 SAV observations.*

On a smartphone

1. Open the *Water Reporter* app and select "SIGN UP" to create a new account.

2. Enter your email address and a password. Use an address that you check regularly so that you receive an email notification when *Chesapeake Bay SAV Watchers* administrators or other users connect with you via the app.

3. Select the "SIGN UP" button. A confirmation email will be sent to the address provided.

4. In the future, select "LOG IN" on the opening screen to access your account.

On a computer

1. Navigate to the *Water Reporter* website at https://www.waterreporter.org.

2. Select "SIGN UP" at the top of the page to create a new account.

3. Type your first and last name in the spaces provided.

4. Type in your email address and a password. Use an email that you check regularly so that you receive an email notification when campaign administrators or other users connect with you via the app.

5. Select the "SIGN UP" button. A confirmation email will be sent to the address provided.

6. In the future, select "SIGN IN" on the opening screen to access your account.

Update your user profile

Once you create an account on the *Water Reporter* app or website, you will be prompted to complete your user profile. Participants in the *Chesapeake Bay SAV Watchers* Introductory Monitoring Program will be required to complete their user profile in order to contribute Tier 1 data. In cases where a participant is a member of an established volunteer monitoring group, the name of the monitoring group should be included in the user profile. This section will review how to complete a user profile on the *Water Reporter* platform.

1. Upload an image of yourself for your profile picture. *Water Reporter* is a community forum, and profile pictures help us get to know each other better.

| Cancel | **Edit Profile** | Done |

Change Profile Picture

First Name   Last Name

Title/Position

Organization Name

Public Email

Telephone

Bio

It is very important that all Chesapeake Bay SAV Watchers *volunteers completely fill out the profile information on the* Water Reporter *platform.*

2. Type your first and last name in the spaces provided.

3. Type your title or position. If you are affiliated with a monitoring group or environmental organization, provide your position within that group (e.g. Volunteer, Program Officer, Waterkeeper, etc.). If you are not a member of a monitoring group, provide your title within your place of employment (e.g. retired engineer, chef, teacher, etc.).

4. Enter the name of your organization. If you are affiliated with a monitoring group or environmental organization, provide the name of the group as your organization (e.g. Severn River Association, ShoreRivers, Virginia Institute of Marine Science, etc.). If you are not a member of a monitoring

group, provide the name of your place of employment (e.g. Annapolis High School, Cambridge Police Department, Giant Food, etc.).

5. (Optional) Type your public email and telephone number.

6. (Optional, but encouraged) Tell us about yourself! Type a few sentences to describe yourself. How did you become interested in SAV? What areas of the Chesapeake Bay do you frequent most often? How long have you been monitoring?

Note: In the future, update your user profile by following these steps:

On a smartphone

1. Select "Profile" by pressing the circular person icon on the bottom right side of the screen.

2. Tap the gear icon on the top right side of the screen and select "Edit Profile".

3. Make any desired changes and tap "Done" at the top of the screen when finished.
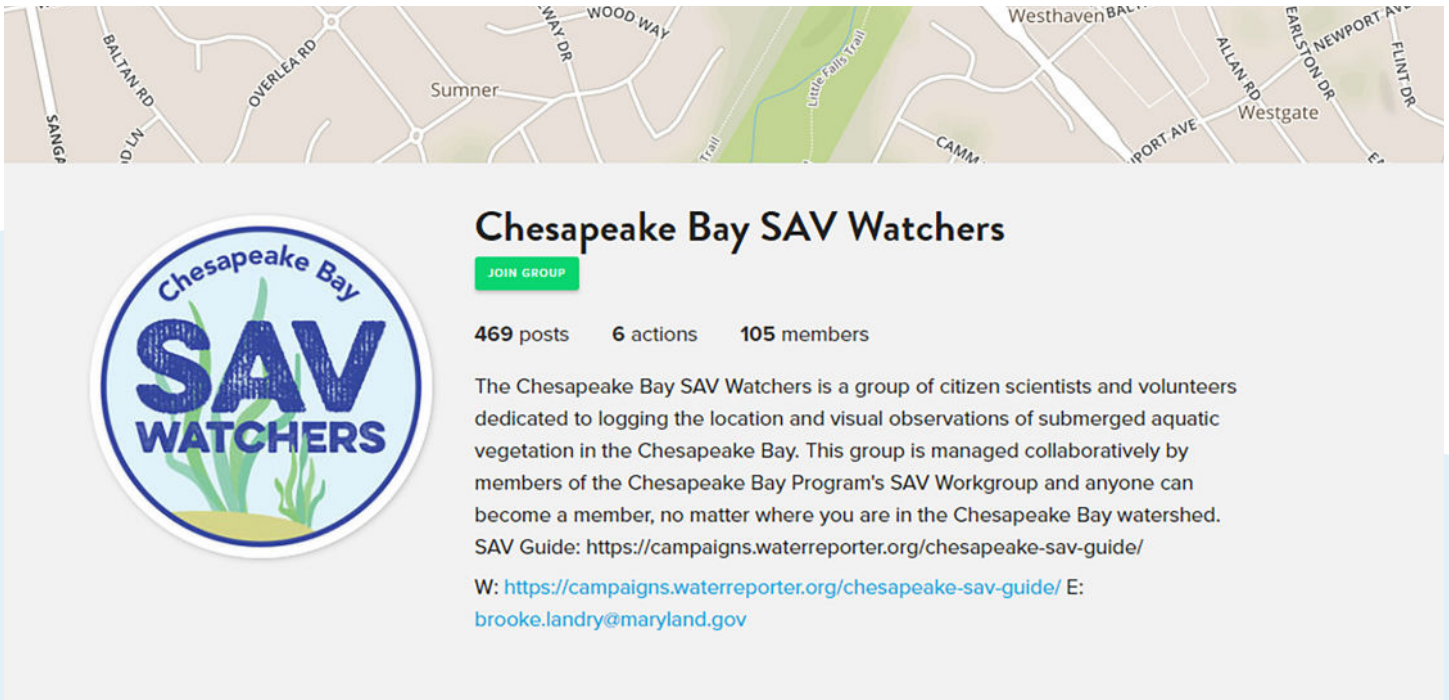
On a computer

1. Click you user photo in the top right corner of the screen.

2. Select Your "Profile" from the drop-down menu.

3. On your profile page, select "Edit Profile".

4. Make any desired changes and click "Save" at the bottom of the page when finished.

Join the Chesapeake Bay SAV Watchers group

In order to contribute data to the *Chesapeake Bay SAV Watchers* Introductory Monitoring Program, all observers will need to join the *Chesapeake Bay SAV Watchers* group on the *Water Reporter* platform. All Tier 1 data submitted as part of the Introductory Monitoring Program will appear on the group page. This section will review how to join the *Chesapeake Bay SAV Watchers* group.

On a smartphone

1. After completing your profile on the app, you will be automatically prompted to join a group.

Chesapeake Bay SAV Watchers

JOIN GROUP

469 posts **6** actions **105** members

The Chesapeake Bay SAV Watchers is a group of citizen scientists and volunteers dedicated to logging the location and visual observations of submerged aquatic vegetation in the Chesapeake Bay. This group is managed collaboratively by members of the Chesapeake Bay Program's SAV Workgroup and anyone can become a member, no matter where you are in the Chesapeake Bay watershed. SAV Guide: https://campaigns.waterreporter.org/chesapeake-sav-guide/

W: https://campaigns.waterreporter.org/chesapeake-sav-guide/ E: brooke.landry@maryland.gov

Volunteer monitors should join the Chesapeake Bay SAV Watchers group page on the Water Reporter *platform.*

2. Type "Chesapeake Bay SAV Watchers" in the search bar at the top of the screen.

3. Find the group when it appears in the listed options and press the "JOIN" button on the right side of the screen. The group coordinator will receive a notification when you join.

4. Select "Done".

Note: In the future, navigate to the group page by following these steps:

1. Select "Search" by pressing the magnifying glass icon on the bottom right side of the screen.

2. Immediately beneath the search bar, select "Groups".

3. Type "Chesapeake Bay SAV Watchers" into the search field.

4. Select the group when it appears in the listed options. This will direct you to the *Chesapeake Bay SAV Watchers* home page.

On a computer

1. Navigate to the *Chesapeake Bay SAV Watchers* group page by typing "Chesapeake Bay SAV Watchers" into the search bar and clicking on the group when it appears in the listed options.

2. On the group home page, select "JOIN GROUP". The group coordinator will receive a notification when you join.
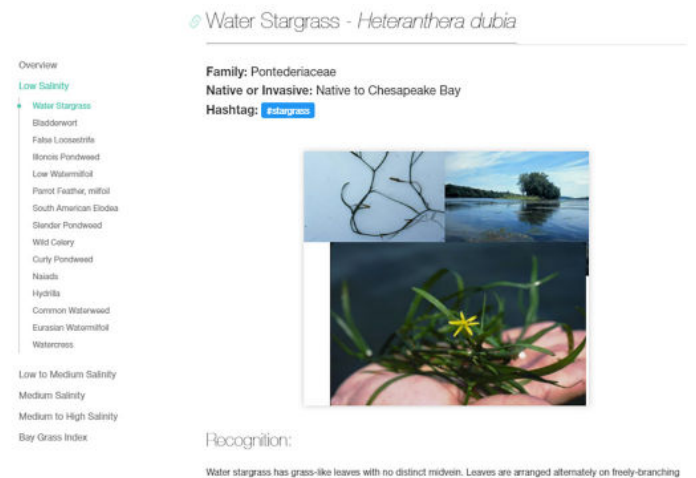
Navigate to the Bay Grass Identification guide

The Bay Grass Identification Guide on *Water Reporter* contains helpful information about many SAV species present in the Chesapeake Bay, including detailed pictures, key characteristics for identification, and facts about species distribution and ecological significance. The Identification Guide also specifies a hashtag for each species, which can be used to tag SAV observations when posting Tier 1 data.

This section will review how to access the Bay Grass Identification Guide on Water Reporter.

On a smartphone

There is currently no way to access the Bay Grass Identification Guide using the *Water Reporter* app. When monitoring SAV data using a smartphone, open a separate web browsing app, such as Apple Safari or Google Chrome. You can view the Identification Guide at https://campaigns.waterreporter.org/chesapeake-sav-guide/.

Volunteers can use the Bay Grass Identification Guide to identify SAV species in the Chesapeake Bay. *Other SAV species identification guides can also be used.*

On a computer

1. Navigate to the *Chesapeake Bay SAV Watchers* group page by typing the group name in the search bar at the top of the web page and clicking on the group when it appears in the listed options.

2. On the group home page, click on the link posted underneath the group description. The "Bay Grass Identification Guide" will open in a new browser tab.

Submit an observation

Volunteers who participate in the *Chesapeake Bay SAV Watchers* Introductory Monitoring Program will be asked to submit the following data for each monitoring site: GPS location, sampling date, sampling time, and a list of

the SAV species observed, in order from most abundant to least abundant. Photos of the observed SAV species must also be submitted as part of any observation.
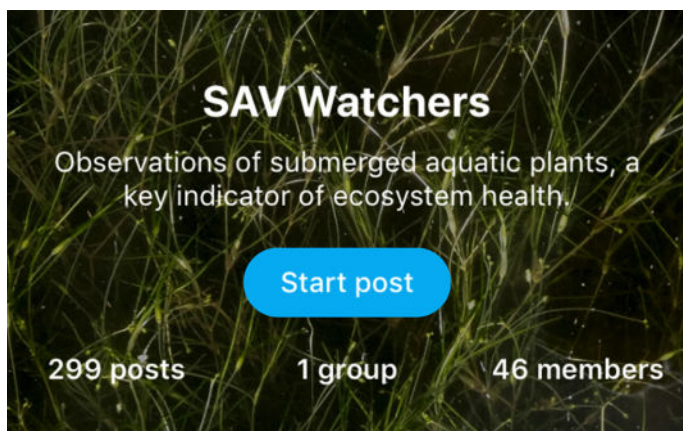
The most straightforward and reliable approach is on-site reporting, or submitting observations at the monitoring site using a smartphone equipped with the *Water Reporter* app. On the app, volunteers can submit data using a formatted data entry form. The data form is sent to the *Chesapeake Bay SAV Watchers* Monitoring Program coordinator and shared with SAV experts and the Virginia Institute of Marine Science.

If a volunteer is uncomfortable using the *Water Reporter* app, they may rely on off-site reporting, or submitting SAV data after sampling by using the *Water Reporter* website. It is very important that you follow these steps exactly in order to make sure the you complete the correct data entry form and post your observation on the correct group page.

When monitoring SAV species, record the observed SAV species in order from most to least abundant. Use an SAV guide (such as the *Chesapeake Bay SAV Watchers* pocket sampling guide) to identify which species of SAV are present at your site. If you cannot identify the plant to the species level, identify the genus (e.g. Unknown pondweed) and make sure to take a good, clear picture so that the species can be identified by other volunteers or SAV experts. This section will review how to submit an observation on *Water Reporter*.
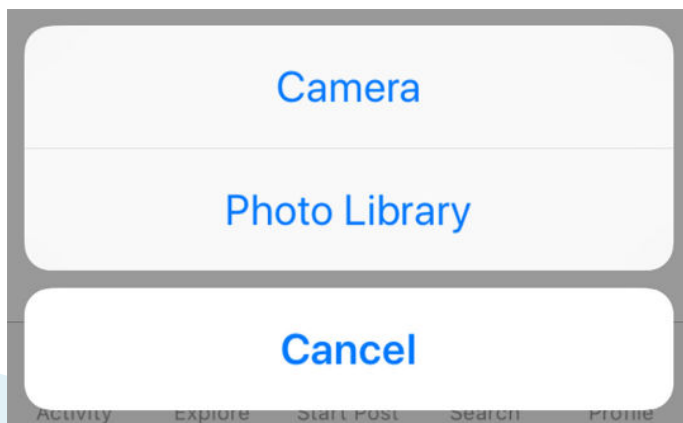
On a smartphone

1. Open the *Water Reporter* app and check to make sure you are logged in to your account.

2. Select "Explore" by pressing the compass icon at the bottom of the screen.

3. Scroll down and press the SAV Watchers campaign picture.

Volunteers who submit SAV data using the Water Reporter *app should always start their post by first navigating to the SAV Watchers campaign.*

4. Press the "Start post" button to start a new data entry.

5. Select the camera icon to upload a photo of the observed SAV species. Include all of the species observed at the monitoring site in the photo. If you are unable to include all of the observed SAV species in one photo, upload any additional photos as comments to your original post (see page 8 of this guide for instructions on how to comment on a post).

When adding a photo to a post, volunteers can either take a new picture or select an image from their photo library.

6. Select the map pin icon to view your GPS location on a map. Manually adjust the location pinpoint if necessary, and press "Set" to confirm your location.

7. In the text box, type a short and informative caption that describes your monitoring observations and experience. Make sure to include the following three items:

- General description of the monitoring site location (e.g. mouth of Severn)

- The hashtag #SAVWatchers

- The name of your monitoring group if you are collecting data as part of a monitoring group (e.g. ShoreRivers).

Create Post   **Save**

To get started, tap on the camera icon to add a photo. After that, write a comment or paste a link to content you'd like to share.

Nice clear day for some kayaking and SAV monitoring! We saw more grasses in Broad Creek today than in past years! #SAVWatchers

Each post on the Chesapeake Bay SAV Watchers page should include a photo of SAV, an accurate map location, and an informative description.

8. Press "Save" in the top right corner of the screen.

Chesapeake Bay SAV Watchers is gathering additional information as part of this campaign. Would you like to contribute?

No thanks   **Yes**

Data for the Chesapeake Bay SAV Watchers Introductory Monitoring Program are collected using a data entry form.

9. Select "Yes" when you are asked whether or not you would like to contribute more information for the *Chesapeake Bay SAV Watchers* Introductory Monitoring Program.

10. In the Field Book data entry form, enter the Sampling date (mm/dd/yy) and Sampling time (00:00 am/pm) using the specified formats.

11. Use the drop-down menu to record up to three SAV species observed at the monitoring location, in order from most to least abundant.

Field Book   **Save**

Sampling date
Enter a date in the format month/day/year.

06/01/18

Sampling time
Enter a time in the format 00:00 am/pm.

10:35 am

Most abundant species
Select the most abundant species at this site.

Widgeongrass

Second-most abundant species

Water stargrass
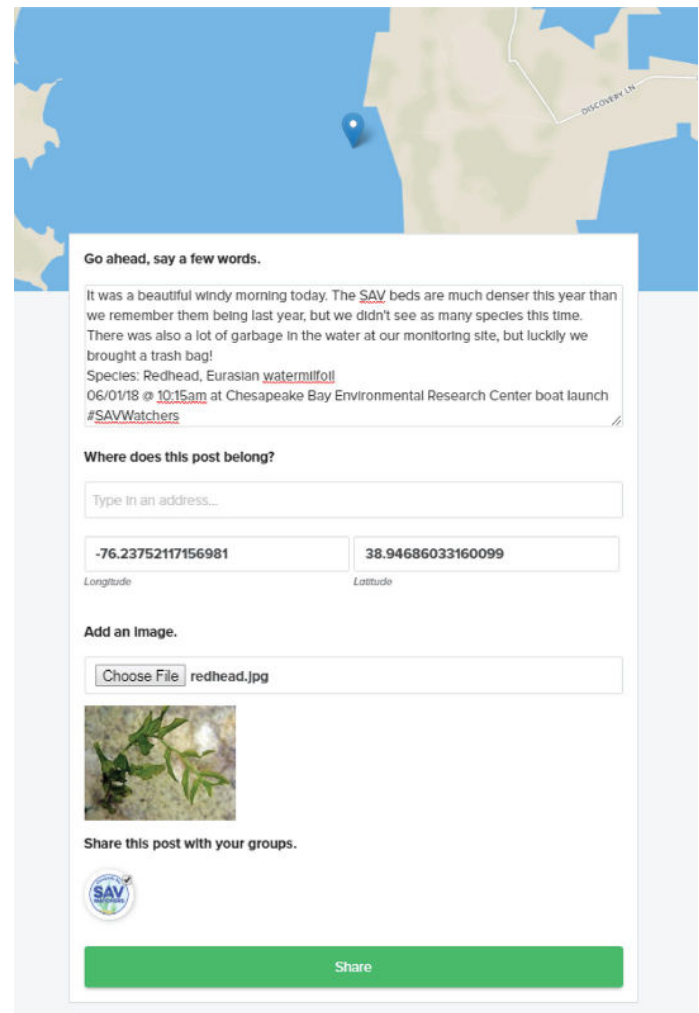Water starwort
Western waterweed
Widgeongrass
Wild celery

Data entered into the Field Book can be downloaded from the Chesapeake Bay SAV Watchers page and shared with researchers at the Virginia Institute of Marine Science.

12. Include any additional observations or details in the Notes section. If more than three species were present at the monitoring site, make sure to record any additional species in the Notes field.

13. Press "Save" at the top right of the screen.

14. Press "OK" when the confirmation screen appears.

On a computer

1. Visit the *Water Reporter* website at www.waterreporter.org and check to make sure you are logged in to your account.

2. Navigate to the *Chesapeake Bay SAV Watchers* group page by typing the group name into the search bar at the top of the page.

3. Scroll down the page and click "Share a post" (green button) to start a new data entry.

4. In the text box, type a short caption that describes your monitoring observations and experience. In your text, make sure to include the following in your text description:

   • Sampling date (mm/dd/yy)

   • Sampling time (00:00 am/pm)

   • General description of the monitoring site location (e.g. mouth of Severn)

   • List of all observed SAV species, in order from most to least abundant

   • The hashtag #SAVWatchers

   • Also include the name of your monitoring group if you are collecting data as part of a monitoring group (e.g. ShoreRivers).

5. Enter an address or general location in the text box below the section title, "Where does this post belong?". The map at the top of the page will adjust to show the location you entered. Use the map to confirm that your monitoring site location is accurate, and adjust as necessary. This process will generate your monitoring site GPS coordinates.

6. Click "Choose file" and upload a photo of the observed SAV species. Include all of the species observed at the monitoring site in the photo.

7. Click the *Chesapeake Bay SAV Watchers* group icon to share post with the group.

8. Click "Share" (green button) to submit observation, and double-check that it successfully saved to the *Chesapeake Bay SAV Watchers* group page.

Remember to check the box next to the Chesapeake Bay SAV Watchers *logo so that your post is shared to the group page.*
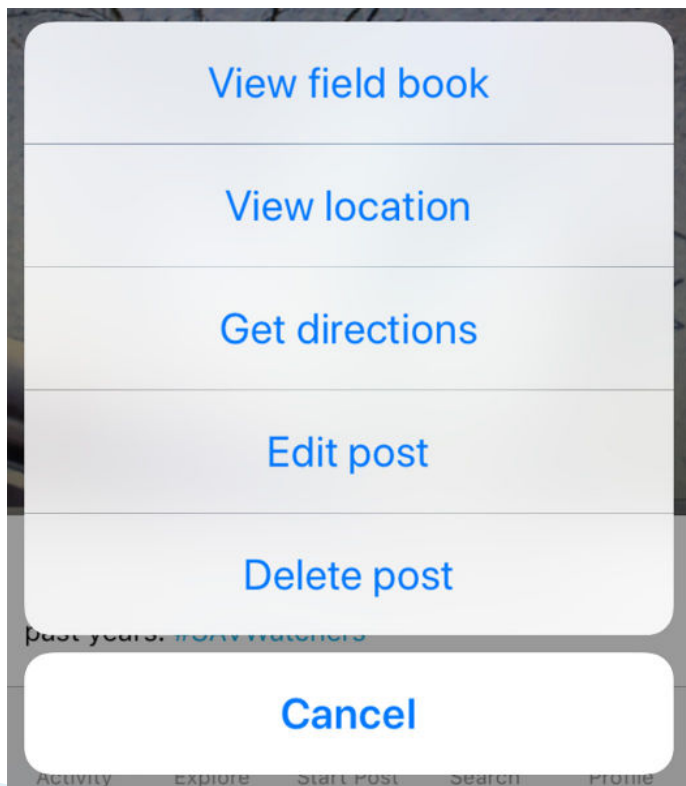
Edit or delete an observation

Once an observation is submitted, it is saved to the *Water Reporter* platform and publicly available to all users. Sometimes it may be necessary to make changes to an original post, or example if you forget to include important data in your post, or if you need to alter species identification details. This section will review how to edit or delete a post on *Water Reporter*.

On a smartphone

Note: It is currently not possible to edit or delete a post directly from the *Chesapeake Bay SAV Watchers* page.

1. Navigate to your profile page by selecting "Profile" on the bottom right side of the screen. Your most recent posts will appear on this page.

2. Scroll to the post of interest and tap the "..." icon at the top right of the post.

3. To edit the photo, caption, or location, press "Edit post". Make any desired changes and press "Save" at the top right of the screen when finished.

4. To edit the data entry form, press "View field book". Make any desired changes and press "Save" at the top right of the screen when finished.

5. To delete the post, press "Delete post" and then press "Yes, delete this post". This will remove the post from your profile page and from the *Chesapeake Bay SAV Watchers* page.

This menu allows volunteers to view and edit their posts after they have already been published on the group page.

On a computer

1. Navigate to your profile page by clicking on your profile picture on the top right side of the screen and selecting "Your profile". Your most recent posts will appear on this page.

2. Click the image associated with the post of interest to open the post page.

3. To edit the post, click "Edit" below the post photo. Make any desired changes and press "SAVE CHANGES" at the bottom of the page when finished.

4. To delete the post, click "Delete" below the post photo. Select "YES" to confirm.

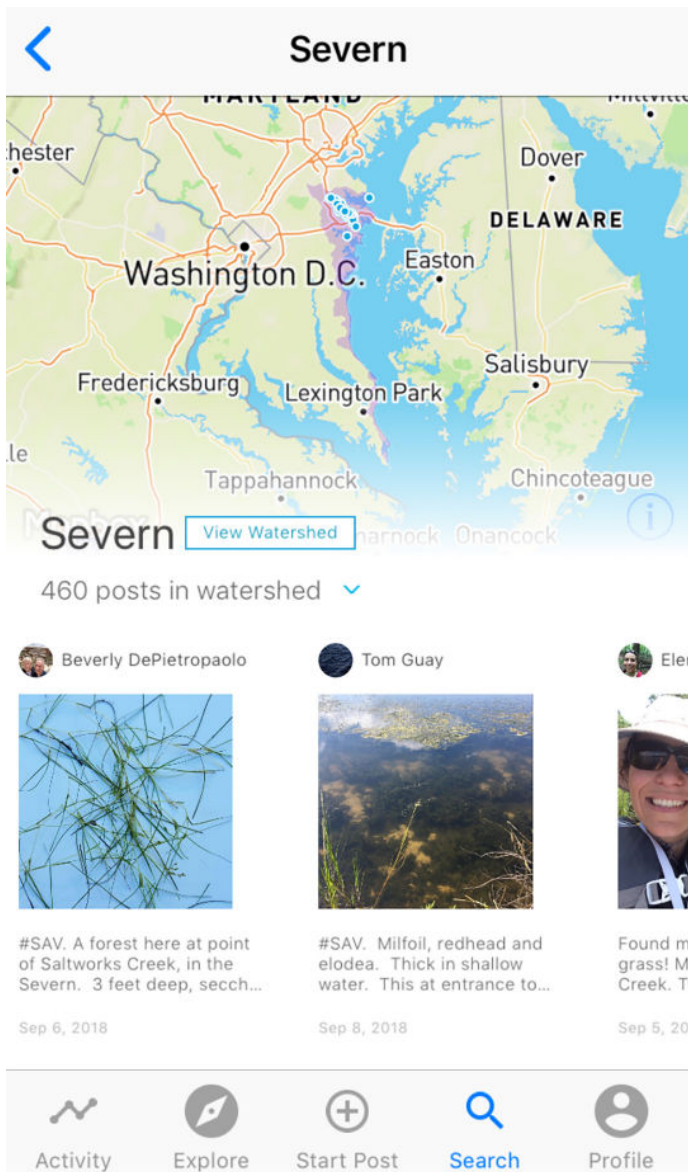## Engage with other *Chesapeake Bay SAV Watchers* members and posts

Participants of the *Chesapeake Bay SAV Watchers* Introductory Monitoring Program are encouraged to interact with other volunteers on the *Water Reporter* platform. Users can "like" each other's posts or leave comments to ask the poster clarifying questions, confirm species identifications, remark on a particularly interesting observation, and more. Users can also explore nearby activity in specific watersheds of interest. This section will review how to interact with other observers on the *Water Reporter* platform.

On a smartphone

1. Scroll to the bottom of the post of interest.

2. To "like" the post, tap the heart icon. The icon will change from gray to red once you have "liked" the post.

3. To comment on the post, tap the speech bubble icon. Tapping this icon will open a page of all the comments that have already been made on the post of interest. Add a comment by typing text into the field at the bottom of the screen. You can also add a photo as a comment by selecting the camera icon. Click "Submit" when your comment is ready to be posted.

4. To view other data entries in the same geographic vicinity as the post of interest,

tap the name of the watershed, area, or body of water posted at the bottom of the post of interest. Tap the map to zoom in and observe individual posts.
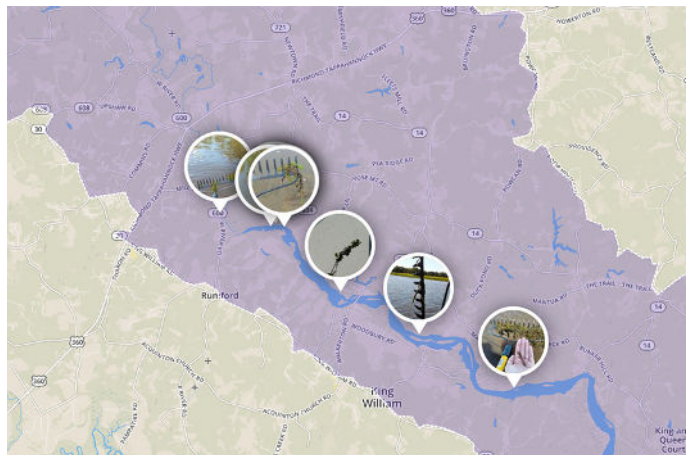

Volunteers can select a watershed of interest and view all SAV observations that have been submitted in that region.

On a computer

1. Navigate to the post of interest and click on the uploaded photo. This will open a page of all the comments that have already been made on the post of interest.

2. Add a comment by typing text into the field at the bottom of the page. You can also add a photo as a comment by clicking the "Add image" text below the comment box and choosing a file from your computer. Click "Comment" when your post is ready.

3. To view other data entries in the same geographic vicinity as the post of interest, tap the name of the watershed, area, or body of water posted at the bottom of the post of interest on the *Chesapeake Bay SAV Watchers* group page. You can also access this from the post's comment page. Click on the map to zoom in and observe individual posts.

A view of all the SAV observations in the Mattaponi Watershed.

For more information about *Chesapeake Bay SAV Watchers...*

To learn more about *Chesapeake Bay SAV Watchers*, please visit the program website at www.chesapeakebaysavwatchers.com.