

# CHESAPEAKE BAY SAV WATCHERS

## Guide to Submitting Data and Observations

### Download the *ArcGIS Survey123* app to your smartphone

All *Chesapeake Bay SAV Watchers* volunteers will use the *ArcGIS Survey123* platform to submit data for the *Chesapeake Bay SAV Watchers* Program. Volunteers can collect and submit data in situ using a smartphone equipped with the *ArcGIS Survey123* app or by accessing the survey via the QR code. *SAV Watchers* may also collect data on the *SAV Watchers* datasheet and later enter the data into *ArcGIS Survey123* online on a PC. This document will review the steps involved in this process.

#### Android

1. Open the Google Play Store.
2. Type "*ArcGIS Survey123*" into the search bar to locate the app. A list of suggested results will appear as you type.
3. Select the *ArcGIS Survey123* 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 "*ArcGIS Survey123*" into the search bar to locate the app. A list of suggested results will appear as you type.
4. Select the *ArcGIS Survey123* 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.

### Download the *Chesapeake Bay SAV Watchers* survey

In order to contribute data to the *Chesapeake Bay SAV Watchers* Program, all observers will need access to the survey link or to have downloaded the survey. This can be done using the *ArcGIS Survey123* app on a smartphone or online at <https://arcg.is/11yWyX0>. This section will review the steps involved in this process.



## ArcGIS Survey123

*Chesapeake Bay SAV Watchers* volunteers should use the *ArcGIS Survey123* platform to submit *SAV* observations.

#### On a smartphone

1. Open the *ArcGIS Survey123* app and select "*While using the app*" to allow *ArcGIS Survey123* to take pictures and record video. Then select "*Allow*" for *ArcGIS Survey123* to send you notifications.
2. The app will take you to the home page. Select "*Continue without signing in*". Select "*While using the app*" to allow access to your device's location.

3. Select the mini QR Code symbol in the upper right corner of the search bar. This will open your camera.
4. Scan the following QR Code:



5. The QR Code should take you to a link that will prompt you to either select "Open in browser" or "Open in the Survey123 field app." Select "Open in the Survey123 field app." The link will then switch over to your app, download the survey, and then open the survey through the app.
6. You can exit the survey by pressing the "X" in the upper left corner and then select "Close and lose changes." It will take you back to your survey menu with the survey downloaded and easily accessible. **NOTE: Only smartphone users have the ability to save an observation as a draft and return to it.**

### On a computer

1. Navigate to the survey website at <https://arcg.is/11yWyX0>.
2. Select "Open in browser."
3. The page will refresh and redirect to the submission form.

## Submit an observation

Volunteers who participate in the *Chesapeake Bay SAV Watchers* Monitoring Program will be asked to submit the following data for each monitoring site: surveyor name, group ID, email, sampling date, general area description, tide information, site ID, GPS location, sampling time, water depth, secchi

depth, bottom sediment type, shoreline type, a list of the SAV species observed, in order from most abundant to least abundant, absence/presence of reproductive structures, presence of emergent plants, SAV cover, and presence of *Lyngbya* or macroalgae. 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 *ArcGIS Survey123 app*.

On the app, volunteers can submit data using a formatted data entry form (the survey). The data form is sent to the *Chesapeake Bay SAV Watchers* Monitoring Program coordinator and shared with SAV experts and managers and the Virginia Institute of Marine Science to contribute to ground-truthing efforts for the Bay-wide aerial SAV survey.

If a volunteer is uncomfortable using the *ArcGIS Survey123 app* on their smartphone on the water, they may rely on off-site reporting, or submitting SAV data collected on a datasheet after sampling by using the survey 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 SAV Watchers survey.

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.

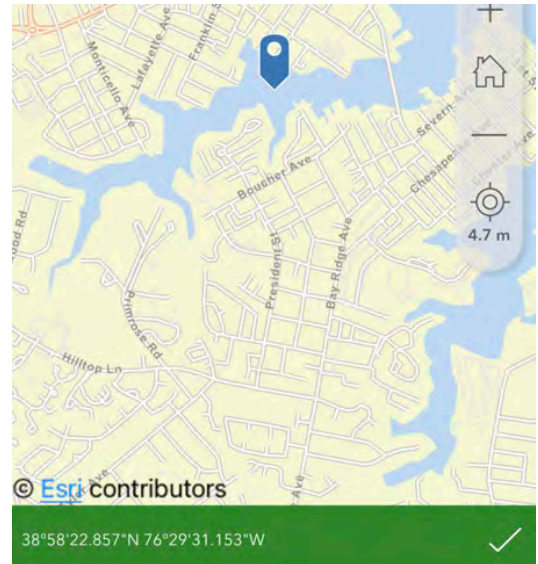
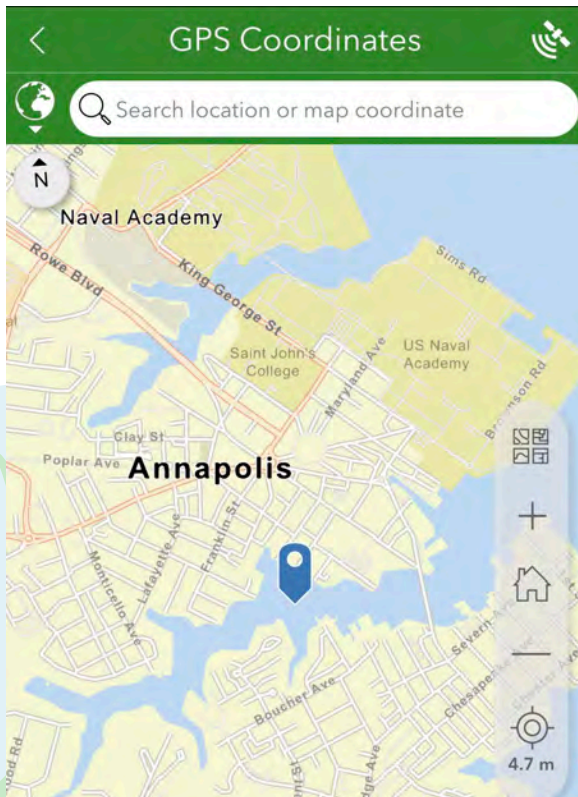
This section will review how to submit an observation on *ArcGIS Survey123*. For more detailed instructions on data collection, see the main SAV Watchers manual.

## On a smartphone

1. Open the ArcGIS Survey123 app and select "Continue without signing in"
2. Select the downloaded survey titled "Chesapeake Bay SAV Watchers Submission Form"
3. Select the folder on the bottom of the screen titled "Collect"
4. Before selecting the exact GPS coordinates, be sure this symbol is in the upper right corner of the screen in order to get the most accurate coordinates.

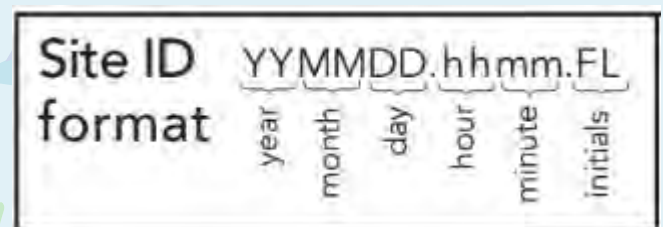


5. First tap the map that appears under GPS Coordinates. Either select GPS coordinates for your observation or select the circle on the right menu to estimate your current location based on your phone's internal geo-locator.



Tap the check mark in the lower right corner to return to the form after selecting the coordinates on a map.

6. You will be prompted to enter the following information in separate boxes:
  - Your first and last name, followed by a number indicating your certification level (1 - not certified, 2 - certified volunteer, 3 - certified trainer).
  - The name of your monitoring group (if applicable, e.g., ShoreRivers). Type "IND" if you are not affiliated with a group.
  - Your email.
  - The sampling date will be automatically selected.
  - Provide a general description of the monitoring site location (e.g., mouth of Severn).
  - The times of high and low tide for your location.
  - The Site ID following the specified format.





## User Insight



To save time in the future, save your response after Step 6.

Tap the three lines in the upper right corner and select 'Set as favorite answers.'

Next time you fill out the form, choose 'Paste answers from favorite' to autofill your responses quickly.



Set as favorite answers

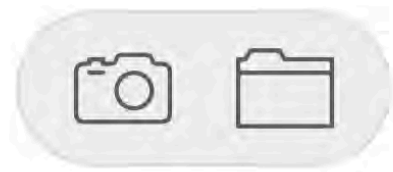


Paste answers from favorite

7. Proceed to fill in the following information:

- The sampling time will be automatically selected.
- Measure and enter the secchi depth in centimeters.
- Measure and enter the water depth in centimeters.
- Choose the bottom sediment that most accurately represents the site from the options provided.
- Select up to three shoreline types that most accurately represent the site from the options provided.

8. Proceed to identify up to five SAV species present at the site. There are helpful links to SAV Guides available at this portion of the form. Once identified, select species in order of abundance, from most to least, from the drop-down menu by their SAV species abbreviation.
9. Indicate whether seeds or flowers were present or absent for each species observed.
10. Press the camera icon on the left to take a photo with your camera. Alternatively, you can upload existing images for each sample identified at the site by selecting the folder icon on the right.



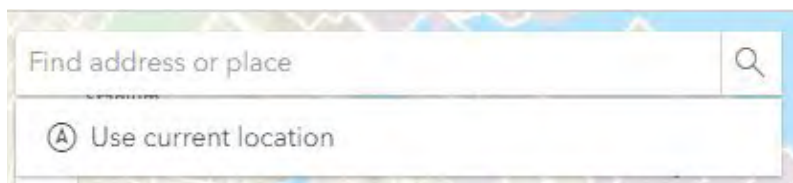
Proceed to filling in the following information:

- Specify if SAV was absent or present at the surface and whether epiphytes were absent or present.
- Specify if erosion, human impact, water chestnut, and/or lily pads were present at the site.
- Upload images of emergent plants.
- Estimate percent cover of total SAV at the site location.
- Estimate percent cover of Lyngbya at the site location if present.
- Upload images of Lyngbya and/or macroalgae if present.
- Estimate percent cover of macroalgae at the site location if present.
- Specify the type(s) of macroalgae present.
- Mark any noteworthy extra information in the notes section. (For example, if there were more than five species of SAV.)

11. Tap the check mark in the lower right corner to submit your observation.

### On a computer

1. Navigate to the survey website at <https://arccg.is/11yWyX0>.
2. Select "Open in browser."
3. Fill in the same information as you would from a smartphone. The only noteworthy differences between using a computer and smartphone impact GPS Coordinates and Image Uploads.
4. Select GPS Coordinates by clicking on the map. It will automatically select your current location. To adjust coordinates, select the trash icon in the right corner to "Delete," then select the proper site location on the map or manually enter in the search bar.



5. Upload images by clicking on the "Drop image here..." Select the files from their appropriate folders. Alternatively, files can be dragged and dropped.
6. Finish your form by pressing the green "Submit" button at the end of the survey.

### Edit or delete an observation submission or draft

Once an observation is submitted, it is saved to the ArcGIS Survey123 platform and the ArcGIS Online database. It is publicly available to all users. Sometimes it may be necessary to make changes to an original post, for 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 ArcGIS Survey123. **NOTE: This section only applies to smartphone users.**

1. Open the ArcGIS Survey123 app and select "Continue without signing in"
2. Select the downloaded survey titled "Chesapeake Bay SAV Watchers Submission Form"
3. Select the folder on the bottom of the screen titled "Sent"
4. Scroll to the observation you would like to adjust and tap on it.
5. Select "Edit and resend"
6. Make changes as needed, then tap the check mark in the lower right corner to re-submit.
7. To delete the entry, tap the "..." on the right side of the observation.
8. Tap the trash icon. Select "Delete"
9. Follow the same procedure for drafts. Select the folder on the bottom of the screen titled "Drafts" instead of "Sent"

### 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](http://www.chesapeakebaysavwatchers.com) or the Chesapeake Bay Program's SAV monitoring web pages at <https://www.chesapeakebay.net/what/programs/monitoring/sav-monitoring-program>



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