

**Volunteer Monitors' User Manual
for the Water Action Volunteers Online Database**

Registering, and Entering, Editing and/or Deleting Data
January 2008

TABLE OF CONTENTS

1 Introduction.....	1
2 Volunteer Registration.....	2
3 Enter, Edit and Delete Sample Data	8
3.1 Logging in.....	8
3.2 Request Access to an Existing Site.....	10
3.3 Make a New Site Request.....	11
3.4 Add Sample.....	12
3.5 Edit Sample.....	15
3.6 Delete Sample	18
4 Enter and Update GPS Coordinates for a Site	20
4.1 Enter GPS Coordinates	20
4.2 Update GPS Coordinates	22
5 Manage Personal Information.....	23
5.1 Change email Address	23
5.2 Change Password.....	24
5.3 Edit Personal Information.....	25

1 Introduction

Thanks for monitoring with Wisconsin's Water Action Volunteers (WAV) stream monitoring program. WAV's online database is available to be searched by anyone with web access. However, to ensure the integrity of data in the system, only registered volunteers and data coordinators may enter data to it.

This manual will guide you through the registration process with step-by-step directions (Section 2). You will receive email confirmation that you have been registered (Note: Registration is **not** an automated process, so please allow at least a week for your registration to be completed). At that time, you can use this manual once again to learn the procedures to enter, edit and/or delete data in the database (Section 3) or to enter or edit GPS (latitude and longitude) coordinates for a site (Section 4).

You may want to print this manual so you can have it alongside you as you register or enter/edit/delete data or GPS coordinates in the database. The manual contains images of what will appear on your computer screen as you work through the steps outlined in the manual, so sometimes it's confusing to look at the manual online at the same time you are using the web database.

If you have questions about the registration or data entry process, contact Kris Stepenuck, WAV Coordinator, at 608-265-3887 or kris.stepenuck@ces.uwex.edu.

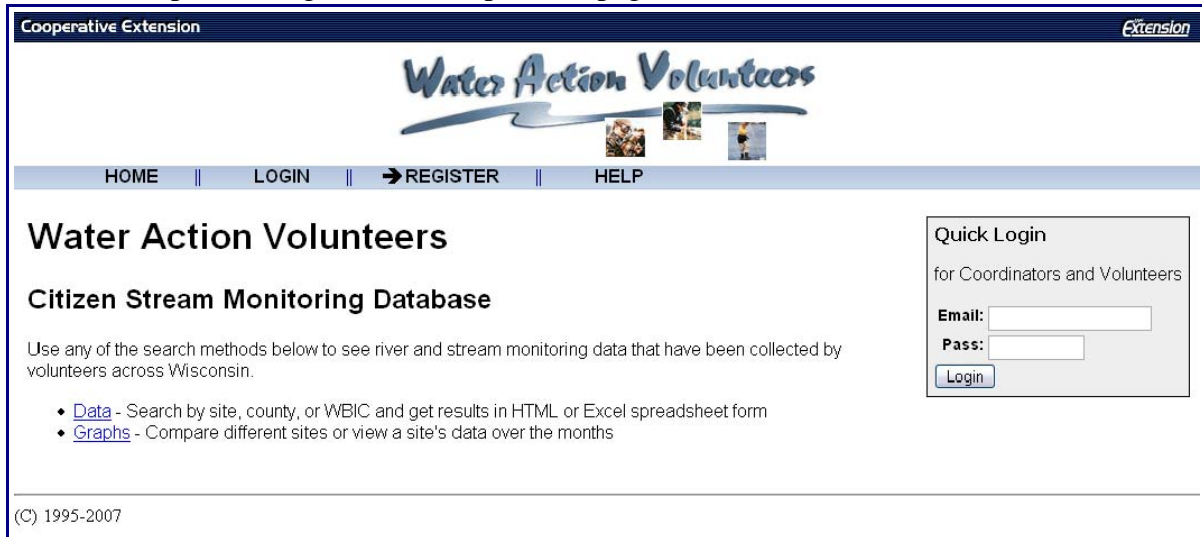
2 Volunteer Registration

Before you begin the registration process, you should confirm that the person who will be your coordinator has been confirmed as a coordinator in the WAV database. If they have not, you will not be able to complete your registration. Contact that individual or Kris Stepenuck (kris.stepenuck@ces.uwex.edu, 608-265-3887) to confirm they are registered before you start the registration process. Once you have confirmed they are registered follow these steps:

To start the registration process, go to: <http://www.uwex.edu/erc/wavdb/>

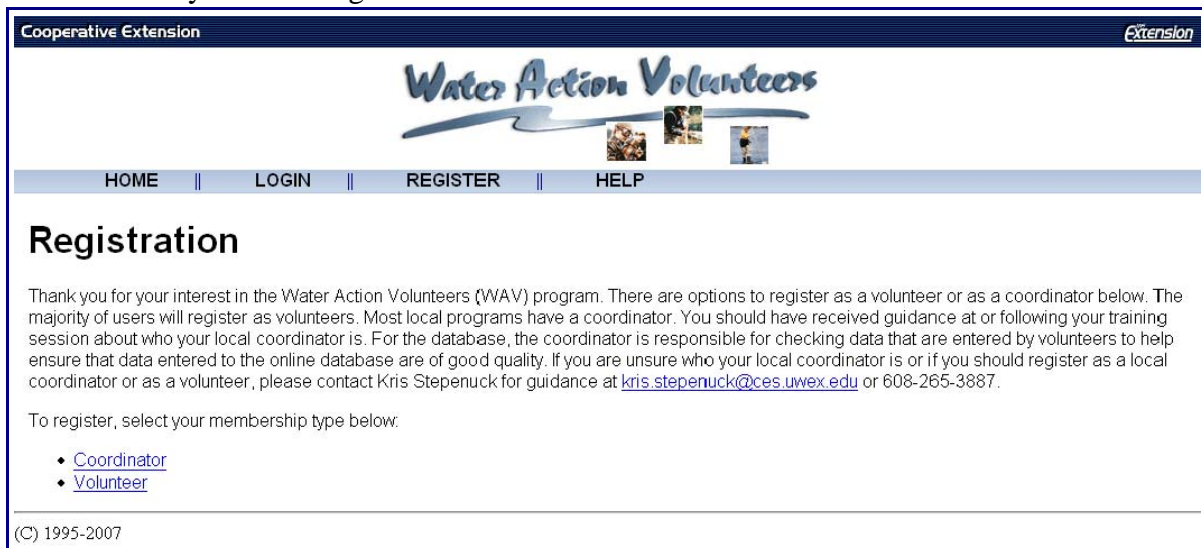
This will take you to the main page for the WAV database, which contains options to search data, to register, or to login to enter (or edit/delete) data. (Note: Additional information about the database is located at: <http://watermonitoring.uwex.edu/wav/monitoring/database.html>)

Choose the option to register at the top of this page:



The screenshot shows the homepage of the Water Action Volunteers website. At the top, there is a header with "Cooperative Extension" on the left and "Extension" on the right. The main title "Water Action Volunteers" is centered in a stylized font with a blue underline. Below the title are three small images. A navigation bar contains the links: HOME || LOGIN || → REGISTER || HELP. The main content area features the heading "Water Action Volunteers" and "Citizen Stream Monitoring Database". A paragraph explains that the database contains river and stream monitoring data collected by volunteers across Wisconsin. Below this are two bullet points: "Data" (search by site, county, or WBIC) and "Graphs" (compare sites or view data over months). On the right side, there is a "Quick Login" box for coordinators and volunteers, with fields for "Email:" and "Pass:" and a "Login" button. The footer contains the copyright notice "(C) 1995-2007".

This will take you to the registration screen:

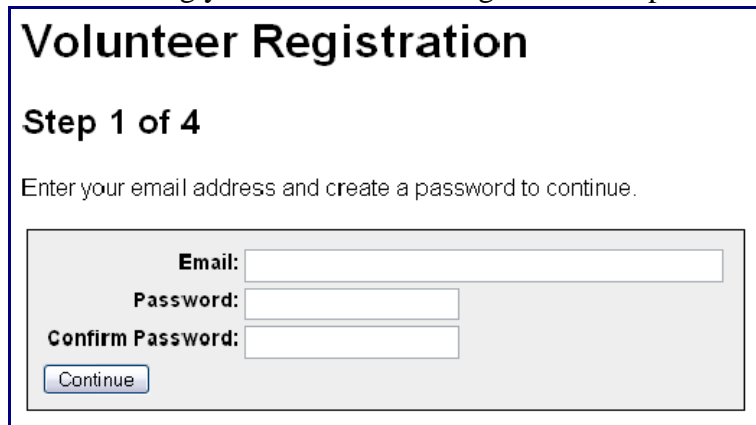


The screenshot shows the registration screen of the Water Action Volunteers website. The header and navigation bar are identical to the home page. The main heading is "Registration". A paragraph of text explains the registration options: users can register as a volunteer or a coordinator. It notes that most local programs have a coordinator and that coordinators are responsible for checking data quality. It provides contact information for Kris Stepenuck. Below the text, it says "To register, select your membership type below:" and lists two options: "Coordinator" and "Volunteer". The footer contains the copyright notice "(C) 1995-2007".

As the webpage indicates, there are options to register as a volunteer or as a coordinator on the registration page. The majority of users will register as volunteers, though each will be associated with a coordinator. Coordinators are responsible to check the data entered by volunteers to ensure the accuracy of that information. Thus, data entered by volunteers are placed in a temporary storage location until they are confirmed by the local coordinator, at which point they will be stored in the database.

Choose the option to register as a volunteer. (Note: If you are a coordinator, you **do not** need to register as a volunteer.)

This will bring you to “Volunteer Registration Step 1 of 4”:



The screenshot shows a web form titled "Volunteer Registration" with the subtitle "Step 1 of 4". Below the title, there is a instruction: "Enter your email address and create a password to continue." The form contains three input fields: "Email:", "Password:", and "Confirm Password:". Each field is followed by a text input box. At the bottom left of the form area, there is a "Continue" button.

Enter your email address and choose a password. Enter this into the form.

Re-enter your password to confirm you typed it correctly initially.

Then click on the Continue button.

Note: Although you can have the database send you a reminder regarding your password, it's best to keep a record of it, as it is required for you to use when entering data into the database.

This will bring you to “Volunteer Registration Step 2 of 4”:

Volunteer Registration

Step 2 of 4

Please enter the following information so we can contact you if necessary.

First Name:	<input type="text"/>	*
Last Name:	<input type="text"/>	*
Address 1:	<input type="text"/>	*
Address 2:	<input type="text"/>	
City:	<input type="text"/>	*
State:	Wisconsin <input type="button" value="v"/>	
Zip Code:	<input type="text"/>	*
Phone:	<input type="text"/>	
Extension:	<input type="text"/>	
Coordinator:	- Select a Coordinator - <input type="button" value="v"/>	*

Fill in your contact information into the form. Items with asterisks are required.

Then choose a coordinator from the list of available coordinators. If you do not have a coordinator, choose Kris Stepenuck. If you have a coordinator, but they are not listed, stop the registration process at this point and contact your coordinator to find out the status of their registration. Once you have confirmation that they have registered, begin the registration process again.

Once you have chosen a coordinator, click on the Continue button.

This will bring you to “Volunteer Registration Step 3 of 4”:

Volunteer Registration

Step 3 of 4

Select the existing sites you wish you be associated with from the list below.

- Ahnapee River at Hwy H
- Alcohol Creek 200 ft. upstream from the Balsam Row Bridge
- Allen Creek at Briar Lane
- Allen Creek, south of Evansville
- Allen Creek, where it crosses the bike path

If you are going to monitor a site(s) that is already registered in the database, choose that site(s) from the available list by marking the box to the left of the site name.

Then click on the Continue button.

If you are monitoring at a previously unregistered location, click the Continue button without checking any sites.

The next step in the process, defining the site(s) you will monitor, will require that you have some specific information about the stream(s) and the site(s) you will monitor. If you do not have the information (to be explained on page 6) you may still register and add site(s) later.

This will bring you to “Volunteer Registration Step 4 of 4”:

Volunteer Registration

Step 4 of 4

If you would like to request a new site, complete this form and click 'Request This Site.'

If not, click [here](#) to complete your registration.

Site Description:

County: - Select a County -

Township:

Range:

Range Direction: —

Section:

Q: —

QQ: —

USGS 7.5 Minute Quad Name:

For each new site that you want to enter data for you must have a site description that you will use to identify the location. In this site description, include the stream name, nearby road crossings, and/or other characteristics that will allow someone else to find the site using the written description. If the stream is located within a park or other named area, you may wish to include this information as well. An example is: Yahara River, just upstream of East Washington St. bridge at Burr Jones Park in Madison.

Choose which county your site is located in from the dropdown menu.

You must also have the following legal description information that relates to the **mouth of the stream** on which the site is located:

- Township
- Range
- Range Direction (East or West)
- Section
- The Quarter Section (Q)
- The Quarter, Quarter Section (QQ)
- USGS 7.5 minute quad map name

Note that this information is used to obtain a WDNR-assigned waterbody identification code. Thus, the **information is needed for the mouth of the stream**, not for the spot where the site is located along the length of the stream. This also means that if you have several sites along one stream, this information will be duplicated for each of those sites.

If you do not know how to determine this legal description information contact WAV Coordinator, Kris Stepenuck, at kris.stepenuck@ces.uwex.edu or 608-265-3887.

Once you have entered the site description, county, and legal description information, click on the Request This Site button to continue.

If you do not have new sites to register or do not have the legal description information, click in the area provided near the top of the screen to skip this step.

An email message will be sent to your coordinator requesting that you be validated as a volunteer and permitted to enter data for previously registered sites. Once your coordinator has validated your registration, an email message will be sent to the WAV coordinator requesting that you be permitted to enter data for any unregistered site(s) you requested. The WAV coordinator will then register the site(s). Please allow at least 1-2 weeks for this step to be completed; and more time during the spring training season as both your coordinator and the WAV coordinator are required to complete the registration process.

Upon validation of your request to become a volunteer by your coordinator, you will receive an email informing you that “you have been approved as a volunteer for the Water Action Volunteers' online database and that you should now be able to enter data for existing sites.” The email will also note that “if you requested any new sites, the site administrator has been notified of those requests at this time.” Once the WAV coordinator has registered those sites, you will receive a second email indicating that “a site you requested has been created in the Water Action Volunteers' online database.” A link will be provided to the database and the site that was registered will be noted.

Note: You cannot log in to the database to enter, edit, or delete data until you receive the email validation that your registration has been processed. Please allow 1-2 weeks for this process to be completed, as it is not an automated process.

3 Enter, Edit, and Delete Data

3.1 Logging in

Once you receive email confirmation(s) that you and your site(s) have been registered in the WAV online database, return to: <http://www.uwex.edu/erc/wavdb/>

To login, you can either use the Quick Login located on the right side of the main screen or click on the Login button at the top of the WAV Citizen Stream Monitoring Database home page:

Cooperative Extension Extension

Water Action Volunteers

HOME || → LOGIN || REGISTER || HELP

Water Action Volunteers

Citizen Stream Monitoring Database

Use any of the search methods below to see river and stream monitoring data that have been collected by volunteers across Wisconsin.

- [Data](#) - Search by site, county, or WBIC and get results in HTML or Excel spreadsheet form
- [Graphs](#) - Compare different sites or view a site's data over the months

Quick Login
for Coordinators and Volunteers

Email:

Pass:

(C) 1995-2007

Enter your email address and password that you chose when you registered.

If you forgot your password, enter your email address and click the Login button and an email will be sent to you with your password included in it.

Once you successfully login this will bring you to “Volunteer Options”:

Volunteer Options

- [Add sample](#)
- [Edit sample](#)
- [Delete sample](#)

- [Request access to an existing site](#)
- [Request a new site](#)
- [Update GPS coordinates for a site](#)

- [Change email address](#)
- [Change password](#)
- [Edit personal information](#)

If you have previously requested site access and received an email indicating that your registration is complete, when you login the Volunteer Options screen will include options to Add Sample, Edit Sample or Delete Sample.

If you did not previously request site access or register a new site you will not have all of these options and need to request site access or register a new site using sections 3.2 and/or 3.3.

If you did register sites and have no others to request access to or register, go to section 3.4.

3.2 Request Access to an Existing Site

If you did not previously request site access, you will have fewer options available to you at the “Volunteer Options” page:

Volunteer Options

You are not authorized for any sites at this time.

- [Request access to an existing site](#)
- [Request a new site](#)
- [Update GPS coordinates for a site](#)

- [Change email address](#)
- [Change password](#)
- [Edit personal information](#)

If you have not requested access to any sites, you have the option to request access to an existing site, request a new site, or change your personal information from this screen.

To request access to an existing site, choose that link and this will bring you to “Request Site Access”:

Request Site Access

Select the sites you'd like to request access to from the list below.

As a volunteer, you are only allowed to request access to sites your coordinator monitors. If you'd like to add samples for a site not listed below, [contact your coordinator](#) about getting access to that site.

<input type="checkbox"/>	Ahnapee River at Hwy H
<input type="checkbox"/>	Ahnapee River at Hwy J bridge
<input type="checkbox"/>	Ahnapee River at Hwy X
<input type="checkbox"/>	Ahnapee River at Mill Pond

Choose the site(s) from the available list by marking the box to the left of the site name. (Note: If you already have access to a site, it will not appear on the list of available sites.)

Then click on the Make Request button.

An email message will be sent to your coordinator requesting that you be permitted to enter data for the site(s) you requested. Your coordinator will validate your request (please allow at least 1 week for this step to be completed; and more time during the spring training season).

3.3 Make a New Site Request

To request access to a new site, choose that option from the Volunteer Options page. This will bring you to “New Site Request”:

New Site Request

Enter the site information for the new site. You will be notified when the site has been approved by an administrator.

Site Description:	<input type="text"/>
County:	- Select a County - <input type="button" value="v"/>
Township:	<input type="text"/>
Range:	<input type="text"/>
Range Direction:	- <input type="button" value="v"/>
Section:	<input type="text"/>
Q:	- <input type="button" value="v"/>
QQ:	- <input type="button" value="v"/>
USGS 7.5 Minute Quad Name:	<input type="text"/>

Follow directions on page 6 of this manual to request a new site.

Then click the Continue button.

An email message will be sent to the WAV coordinator requesting that you be permitted to enter data for the site(s) you requested. The WAV coordinator will validate your registration (please allow at least 1 week for this step to be completed; and more time during the spring training season).

Upon validation by your coordinator of your request to become a volunteer, you will receive an email informing you that “you have been approved as a volunteer for the Water Action Volunteers' online database and that you should now be able to enter data for existing sites.” The email will also note that “if you requested any new sites, the site administrator has been notified of those requests at this time.” Once the WAV coordinator has registered those sites, you will receive a second email indicating that “a site you requested has been created in the Water Action Volunteers' online database.” A link will be provided to the database and the site that was registered will be noted.

3.4 Add Sample

To enter data for a site, start by clicking on the Add Sample link.

Volunteer Options

- ♦ [Add sample](#)
- ♦ [Edit sample](#)
- ♦ [Delete sample](#)

- ♦ [Request access to an existing site](#)
- ♦ [Request a new site](#)
- ♦ [Update GPS coordinates for a site](#)

- ♦ [Change email address](#)
- ♦ [Change password](#)
- ♦ [Edit personal information](#)

Fill in as much information as you have from your monitoring visit.


Add Sample

Enter your sample information below. Here are some tools you might find helpful.

- ♦ [Temperature Converter](#)
- ♦ [cm/Inch Converter](#)

Collected By:

Site: - Select a Site -

Sample Date:  (mm/dd/yyyy)

Sample Time: -- : -- (24 hour time. i.e. 2:30 pm = 14:30)

DO (mg/L): (mg/L)

Transparency (inches above target): (inches above target)

Tube Length: (inches)

Water Temperature: (degrees Celsius)

Air Temperature: (degrees Celsius)


Weather: Not recorded

Stream Flow: (cubic feet/second)

There are multiple options on the Add Sample page to provide you with information that can help you fill in the fields properly. First, because you are required to enter temperature in degrees Celsius, there is a temperature converter that allows conversion from Fahrenheit to Celsius for those using thermometers graduated in Fahrenheit. Second, because you are required to enter transparency in inches, there is a centimeter to inch converter for those using transparency tubes graduated in centimeters.

There are also calculators for both Biotic Index and Habitat available on the Add Sample page. Please use these and fill in the detailed information about each of these parameters from your paper data sheets. The database is designed to automatically calculate your Biotic Index and Habitat assessment scores after you enter the detailed information about your observations.

The screenshot shows a web form with the following fields and options:

- Habitat:** Radio buttons for Rocky and SoL.
- Habitat Score:** A text input field followed by a blue link [Enter Habitat Details](#).
- Biotic Index:** A text input field followed by a blue link [Show/Hide Calculator](#).
- FBI:** A text input field.
- Conductivity:** A text input field with the unit (μ S/cm).
- Precipitation:** A text input field with the unit (inches) and an information icon .
- E. coli:** A text input field with the unit (CFU/100 mL).
- E. coli Method:** A dropdown menu with the selected option "No: Applicable".
- pH:** A text input field.
- pH Method:** A dropdown menu with the selected option "No: Applicable".
- Comments:** A large text area for entering notes.
- Continue:** A button at the bottom left of the form.

Note for users of the previous version of the WAV database (2002-2007):

In the last version of the WAV online database if your transparency reading was 21.6 inches or greater, you were asked to indicate in the comments section that transparency was <10 NTUs. In this version of the database, an automated conversion is done within the database for transparency measurements greater than 21.5 inches, thus, you do not need to indicate that NTUs were <10 in the comments section any longer (though you may still do so if you wish).

Once you have filled in the information in the fields provided, click on the Continue button at the bottom of the page.

You will then come to the Sample Confirmation screen:

Sample Confirm

Please review and confirm the information below before committing it to the database.

Collected By:	Kris Stepenuck
Site:	Ahrapaes River at Hwy H
Sample Date:	09/05/2007
Sample Time:	11:30
DO (mg/L):	12.00
DO (% saturation):	119.8
Transparency (inches above target):	24
Transparency (NTUs):	9
Tube Length (inches):	24
Water Temperature (Celsius):	14
Air Temperature (Celsius):	23
Weather:	Partly Sunny
Stream Flow:	65.0
Habitat:	Rocky
Habitat Score:	38
Biotic Index:	2.4
Conductivity:	45
Inches Precipitation:	6
E. coli:	
E. coli Method:	
pH:	6.4
pH Method:	Test Strips
FBI:	
Comments:	Saw two adult dragonflies at the site.

← OR →

Make sure the data you have entered are correct.

If the information is correct, click on the Confirm Sample button at the bottom of the screen.

If the information is not correct, click on the Modify Sample button and make the appropriate changes. Then resubmit the data by clicking the Continue button and recheck data in the Sample Confirm screen to be sure you've made the changes that are necessary. If the information is correct, click on the Confirm Sample button.

Once you have confirmed the sample data are correct, you are returned to the Volunteer Options menu.

3.5 Edit Sample

To edit a sample that you have already entered into the system click on the Edit Sample link.

Volunteer Options

- [Add sample](#)
- [Edit sample](#)
- [Delete sample](#)

- [Request access to an existing site](#)
- [Request a new site](#)
- [Update GPS coordinates for a site](#)

- [Change email address](#)
- [Change password](#)
- [Edit personal information](#)

Next, click on the site name for which you want to edit the data.

Edit Sample

Select the site that you'd like to edit data for.

- [Ahnapee River at Hwy H](#)
- [Ahnapee River at Hwy J bridge](#)
- [Ahnapee River at Hwy X](#)
- [Ahnapee River at Mill Pond](#)

The list of all samples taken at this site will appear. Click Edit on the left side of the sample you wish to edit.

Edit Sample

Ahnapee River at Hwy H

Click 'EDIT' to edit the desired sample, or select a [different site](#).


Edit	Date	Time	D.O. mg/L	D.O. % sat.	Water Temp.	Air Temp.	Weather	Stream Flow	Habitat	Biotic Index	pH	pH Method
EDIT	09/05/2007	11:30 AM	12	119.8	14	23	Not recorded	65	38	2.4	6.4	Test Strips

You will now come to a screen that lists all the collected data for that sample. You may make any edits to the data that you wish.

Edit Sample

Enter your sample information below. Here are some tools you might find helpful.

- [Temperature Converter](#)
- [cm/Inch Converter](#)

Collected By:	<input type="text" value="Kris Stepenuck"/>
Site:	<input type="text" value="Ahnapee River at Hwy H"/> ▼
Sample Date:	<input type="text" value="09/05/2007"/>  (mm/dd/yyyy)
Sample Time:	<input type="text" value="11"/> : <input type="text" value="30"/> (24 hour time. i.e. 2:30 pm = 14:30)
DO (mg/L):	<input type="text" value="12"/> (mg/L)
Transparency (inches above target):	<input type="text" value="15"/> (inches above target)
Tube Length:	<input type="text" value="24"/> (inches)
Water Temperature:	<input type="text" value="14"/> (degrees Celsius)
Air Temperature:	<input type="text" value="23"/> (degrees Celsius)

Make your changes and click on the Continue button at the bottom.

Conductivity:	<input type="text" value="45"/> (µS/cm)
Precipitation:	<input type="text" value="12"/> (inches) ⓘ
E. coli:	<input type="text"/> (CFU/100 mL)
E. coli Method:	<input type="text" value="Not Applicable"/> ▼
pH:	<input type="text" value="6.4"/>
pH Method:	<input type="text" value="Test Strips"/> ▼
Comments:	<input type="text" value="Two adult dragonflies were seen at site."/>

This will take you to the Sample Confirm screen:

Sample Confirm

Please review and confirm the information below before committing it to the database.

Collected By:	Kris Stepenuck
Site:	Ahnapee River at Hwy H
Sample Date:	09/05/2007
Sample Time:	11:30
DO (mg/L):	12.00
DO (% saturation):	119.8
Transparency (inches above target):	24
Transparency (NTUs):	9
Tube Length (inches):	24
Water Temperature (Celsius):	14
Air Temperature (Celsius):	23
Weather:	Partly Sunny
Stream Flow:	65.0
Habitat:	Rocky
Habitat Score:	38
Biotic Index:	2.4
Conductivity:	45
Inches Precipitation:	6
E. coli:	
E. coli Method:	
pH:	6.4
pH Method:	Test Strips
FBI:	
Comments:	Saw two adult dragonflies at the site.

← OR →

If the information you edited is correct, click on the Confirm Sample button.

If it is not correct, click on the Modify Sample button and make the appropriate changes, then click the Continue button, and finally the Confirm Sample button to make the changes.

Upon Confirming the Sample, you will be returned to the Volunteer Options screen.

3.6 Delete Sample

To delete a sample that you have already entered into the system, click on the Delete Sample link on the Volunteer Options screen:

Volunteer Options

- [Add sample](#)
- [Edit sample](#)
- [Delete sample](#)

- [Request access to an existing site](#)
- [Request a new site](#)
- [Update GPS coordinates for a site](#)

- [Change email address](#)
- [Change password](#)
- [Edit personal information](#)

Next, click on the site name where the sample you wish to delete was collected.

Delete Sample

Select the site for which you'd like to delete a sample.

- [Ahnapee River at Hwy H](#)
- [Ahnapee River at Hwy J bridge](#)
- [Ahnapee River at Hwy X](#)
- [Ahnapee River at Mill Pond](#)
- [Ahnapee River at Olson Park](#)

The list of all samples taken at this site will appear. Click the “X” next to the sample you wish to delete.

Delete Sample

Ahnapee River at Hwy H

Select the sample you'd like to delete, or select a [different site](#).

Delete	Date	Time	D.O. mg/L	D.O. % sat.	Water Temp.	Air Temp.	Weather	Stream Flow	Habitat	Biotic Index	pH	pH Method
<input checked="" type="checkbox"/>	09/05/2007	11:30 AM	12	119.8	14	23	Not recorded	65	38	2.4	6.4	Test Strips

Confirm this is the correct sample to delete by choosing the option “Yes, delete this sample”. If it is not the sample you wish to delete, choose to “No, select a different sample” or “No, do not delete any samples” from the list of options at the bottom of the webpage.

Do you really want to delete this sample?

Collected By:	Kris Stepenuck
Site:	Ahnapee River at Hwy H
Sample Date:	09/05/2007
Sample Time:	11:30
DO (mg/L):	12
DO (% saturation):	119.8
Transparency (inches above target):	15
Transparency (NTUs):	17
Tube Length (inches):	24
Water Temperature (Celsius):	14
Air Temperature (Celsius):	23
Weather:	Not recorded
Stream Flow:	65
Habitat:	Rocky
Habitat Score:	38
Biotic Index:	2.4
Conductivity:	45
Inches Precipitation:	12
E. coli:	
E. coli Method:	
pH:	6.4
pH Method:	Test Strips
FBI:	
Comments:	Two adult dragonflies were seen at site.

- [Yes, delete this sample](#)
- [No, select a different sample](#)
- [No, do not delete any samples](#)

Once the sample is deleted, you will be returned to the Volunteer Options page.

4 Enter and Update GPS Coordinates for a Site

4.1 Enter GPS Coordinates for a Site

To enter or change the geographic positioning system (GPS) Longitude and Latitude coordinates for a site, start by clicking on the link to “Update GPS coordinates for a site” on the Volunteer Options page:

Volunteer Options

- ♦ [Add sample](#)
- ♦ [Edit sample](#)
- ♦ [Delete sample](#)

- ♦ [Request access to an existing site](#)
- ♦ [Request a new site](#)
- ♦ [Update GPS coordinates for a site](#)

- ♦ [Change email address](#)
- ♦ [Change password](#)
- ♦ [Edit personal information](#)

Next, click on the site name for which you wish to enter or update the GPS coordinates.

Update GPS Coordinates

Select the site you'd like to update the GPS coordinates of. You can use your browser's Find feature (Ctrl-F) to locate it quickly.

Ahnapee River at Hwy H
Ahnapee River at Hwy J bridge
Ahnapee River at Hwy X
Ahnapee River at Mill Pond

This will take you “Update GPS coordinates”:

Update GPS Coordinates

Ahnapee River at Hwy H


Enter the GPS information for the site below:

Degrees Minutes Seconds

Latitude: ° ' "

Longitude: ° ' "

GPS Collection Method: [View Methods](#)

GPS Collection Date:  (mm/dd/yyyy)

Enter the GPS coordinate information in degrees, minutes and seconds. If your data are not in degrees, minutes and seconds, contact the WAV coordinator (kris.stepenuck@ces.uwex.edu or 608-265-3887).

Then select the GPS Collection Method from the pull down menu. If you are unsure of the collection method used leave the default selection of GPS006. This is the default of most hand held GPS units. If you want to see a description of the different methods, click on the link called “View Methods” to see the description of each method.

Enter the date that the GPS coordinates were collected.

Click on the Continue button. This will save the information in the database.

4.2 Update GPS Coordinates for a Site

If you have already entered GPS coordinates for a site but would like to change them, follow the same procedure as listed in 4.1. The latitude and longitude values you previously entered will appear in the degrees, minutes and seconds boxes on the “Update GPS Coordinates” screen.


Update GPS Coordinates

Ahnapee River at Hwy H

Enter the GPS information for the site below:

	Degrees	Minutes	Seconds
Latitude:	<input type="text" value="44"/>	° <input type="text" value="44"/>	' <input type="text" value="52"/> "
Longitude:	<input type="text" value="87"/>	° <input type="text" value="32"/>	' <input type="text" value="12"/> "

GPS Collection Method: [View Methods](#)

GPS Collection Date:  (mm/dd/yyyy)

Make your appropriate changes and click on the Continue button.

Once you have submitted the GPS data you will be returned to the Volunteer Options page.

5 Manage Personal Information

You can also edit your personal information in the database, including your email address, password and personal contact information.

5.1 Change email Address

To change your email address, start at the Volunteer Options page:

Volunteer Options

- ◆ [Add sample](#)
- ◆ [Edit sample](#)
- ◆ [Delete sample](#)

- ◆ [Request access to an existing site](#)
- ◆ [Request a new site](#)
- ◆ [Update GPS coordinates for a site](#)

- ◆ [Change email address](#)
- ◆ [Change password](#)
- ◆ [Edit personal information](#)

- ◆ [Restore a Removed Volunteer](#)

Choose the link to change email address and change your email address as you wish.

Update Email

Enter your new email address below.

Email:	<input type="text" value="kris.stepenuck@ces.uwex.edu"/>
Confirm Email:	<input type="text"/>

[cancel](#)

5.2 Change Password

To change your password, start at the Volunteer Options page:

Volunteer Options

- [Add sample](#)
- [Edit sample](#)
- [Delete sample](#)

- [Request access to an existing site](#)
- [Request a new site](#)
- [Update GPS coordinates for a site](#)

- [Change email address](#)
- [Change password](#)
- [Edit personal information](#)

- [Restore a Removed Volunteer](#)

Enter your existing and new password and confirm your new password.

Then click the Continue button.

Change Password

Current Password:

New Password:

Confirm New Password:

[cancel](#)

5.3 Edit Personal Information

To edit your personal information such as your address, start at the Volunteer Options page:

Volunteer Options

- [Add sample](#)
- [Edit sample](#)
- [Delete sample](#)

- [Request access to an existing site](#)
- [Request a new site](#)
- [Update GPS coordinates for a site](#)

- [Change email address](#)
- [Change password](#)
- [Edit personal information](#)

- [Restore a Removed Volunteer](#)

Click on the link to Edit Personal Information and edit your information as desired.

Update Personal Information

Update your personal information below.

First Name:	<input type="text" value="Kris"/>	*
Last Name:	<input type="text" value="Stepenuck"/>	*
Address 1:	<input type="text" value="210 Hiram Smith Hall"/>	*
Address 2:	<input type="text" value="1545 Observatory Drive"/>	
City:	<input type="text" value="Madison"/>	*
State:	<input type="text" value="Wisconsin"/> <input type="button" value="v"/>	
Zip Code:	<input type="text" value="53706-1289"/>	*
Phone:	<input type="text" value="(608) 265-3887"/>	
Extension:	<input type="text"/>	

[Cancel](#)

Then click the Update Information button.