Citizens Restoring American Chestnuts Citizen Science Research Project
Instructions for Adding Your Chestnut Data to FieldScope

Use these instructions to enter chestnut data from your datasheets to a custom FieldScope map. Contact Cassie Doty with any questions (cdoty@umces.edu or 301.689.7134).

CREATE A CHESTNUTS FIELDSCOPE ACCOUNT (if you've already done this in the old FieldScope Chestnuts project, skip this and go to the next section)
1. Go to http://chestnuts2.fieldscope.org/v3.
2. Click on **Login** at the top right corner of the map.
3. In the "Log In to FieldScope" pop up window that opens, click the blue text at the top that reads "New To FieldScope? Click Here to Register."
4. In the "Citizens Restoring American Chestnuts User Signup" pop up window that opens, complete the form and click the **Register** button. Close FieldScope.
5. Watch your email (Inbox and Junk folder) for an email from FieldScope or BSCS confirming your account, and follow the instructions to finish setting up your account.

LOG INTO THE NEW FIELDSCOPE INTERFACE AND REGISTER TO PARTICIPATE (if you've already done this, skip this and go to the next section)
1. Go to http://chestnuts2.fieldscope.org/v3. Click on **Login** at the top right corner of the map. Enter the *Email Address* (username) and *Password* you used with the old FieldScope interface, and then click the **Log In** button.

2. The first time you log into this interface, you may need to request permission to participate in the Citizens Restoring American Chestnuts project in order to enter your data.

- IF that is the case, you will see a "Register" box at the right of your screen.
- Click the **Participate** button. This will send a message to the FieldScope administrators.
- Allow four business days for your request to be processed.
- Repeat Step 1. If your request has been processed, the "Register" box will be gone and you can proceed to the next step. If your request to participate has not yet been processed, contact Cassie Doty at cdoty@umces.edu or 301-689-7134 for assistance.
3. **Sign Out** and close FieldScope, or go to Step 2 in the next section.

CONFIRM YOU HAVE ADOBE FLASH PLAYER INSTALLED AND ENABLED (if you've already done this, skip this and go to the next section)
1. If you're not already logged in, go to http://chestnuts2.fieldscope.org/v3 and log in.

2. Click the "Enter Data" tab at the top of the page. If you do NOT have Adobe Flash player installed and enabled in your browser, you will be directed to a page that says "Please Install and Enable Flash." Follow the instructions on the page to install and enable Flash.

3. NOTE: Flash does not work on iPhones or iPads unless you use a third-party browser like Puffin; therefore, FieldScope will not work on your iPhone or iPad without a third-party browser like Puffin.

4. **Sign Out** and close FieldScope, or go to Step 2 in the next section.

Citizens Restoring American Chestnuts Citizen Science Research Project

ADD YOUR OBSERVTION STATION TO THE CHESTNUTS MAP (if you've already done this in either the old or new Chestnuts FieldScope project, skip this and go to the next section)

1. If you're not already logged in, go to http://chestnuts2.fieldscope.org/v3 and log in.

2. Click the "Enter Data" tab at the top of the page. A "Learn to Enter Data" pop-up window will open. You may click the **Show Me How** button view a general video about entering data in FieldScope; or you may simply close the window to go on to the next step. To view the video later, click the "Enter Data" tab again to open the "Learn to Enter Data" pop-up window.

3. Click the **Create New Station** tab.

4. Create a new station.
   - In the box next to **Name:**, type a descriptive name for this station (e.g., UMCES AL, Doty Farm).
   - Select your choice for "How would you like to place the station?" and place the station as described below.
     - Option 1: Click on a point in the map to the right.
       - ➢ To find the desired location, move the map at the right by clicking on it, holding down your mouse button, and dragging your mouse in the desired direction. Zoom in or out on your map using "+" or "-" in the lower right corner of the map.
       - ➢ You may also choose to find the desired location by searching for the nearest address. To do this, click on the magnifying glass in the lower right corner of the map, enter the address in the search bar, and then select the desired address from the list of results in the pop-up window. A red dot will appear on the map marking the address. Zoom in on that location as described in the previous bullet.
       - ➢ Once you've found your desired location on the map, click on it. A black dot will appear, and the latitude and longitude for that location will now be listed at the left of the map.
     - Option 2 – Enter GPS Coordinates.
       - ➢ If you know the exact latitude and longitude for your station, enter them in the appropriate text boxes.
   - If desired, add a photo(s) of the station.
     - Click **Add Photo…** button.
     - Navigate to the desired photo, click on its filename, and click **Open**.
     - In the pop up window, enter a *Photo Title* and *Photo Description* in the appropriate text boxes, and then click **Save**.

5. Next, enter the site properties (you may need to click on the orange "**>**" to view the list). Type in the text boxes and use the pull-down menus to respond to questions about the site properties.

6. When finished, click the **Save Station** button to save this station. A "Data Saved" pop up will notify you that you have successfully saved your data to FieldScope and give you the option to save an image of the data for your own files.

7. If immediately proceeding to enter data, click the **Next** button and go to step 4 in the next section. Otherwise, **Sign Out** and close FieldScope.

Citizens Restoring American Chestnuts Citizen Science Research Project

ADD DATA TO AN EXISTING SITE
1. Go to http://chestnuts2.fieldscope.org/v3 and log in.

2. Click the "Enter Data" tab at the top of the page. A "Learn to Enter Data" pop-up window will open. You may click the **Show Me How** button view a general video about entering data in FieldScope; or you may simply close the window to go on to the next step. To view the video later, click the "Enter Data" tab again to open the "Learn to Enter Data" pop-up window.

3. Select and review existing station.
    *   Click the **Select Existing Station** tab.
    *   Select your station. The simplest way is to use "Select from a list of my stations."
    *   Zoom in to your site using "+" or "-" in the lower right corner of the map. Click on the orange dot and confirm the "Station Name" listed at the left is the desired station.
    *   Review station details, update if necessary, and select **Save Station**. A "Data Saved" pop up will notify you that you have successfully saved your data to FieldScope and give you the option to save an image of the data for your own files. Make your desired choice.
    *   Click the **Next** button.

4. Enter <u>new</u> observation data for your chestnut tree(s).
    *   If the observation data (i.e., Tree ID, Leaf Phase, etc.) is not blank, click **+New Observation**.
    *   If the default "Observation Date" is not the date you made the actual observation, click on the calendar icon to the right of it and select the actual date the observation was made.
    *   If desired, click **Add Photo.** to upload a picture of the tree for which you are entering data.
    *   Under *Observation* (you may need to click on the orange "**>**" to view the list), type in the text boxes and use the pull-down menus to enter the data from your *Spring/Fall Tree Datasheet* for one chestnut tree.
    *   Click the **Save** button. Again, a "Data Saved" pop up will notify you that you have successfully saved your data to FieldScope and give you the option to save an image of the data for your own files. Make your desired choice.
    *   The observation you just entered is now added to your list of observations at the right.
    *   To enter another observation (e.g., data for another tree or data for the same tree collected on a different day), click **+New Observation**, and then repeat Step 4 in this section until you have entered and saved all of your data for all of your trees.
    *   If you need to edit data, proceed to the next step. Otherwise, **Sign Out** and close FieldScope.

5. If necessary, you can <u>edit</u> or <u>delete</u> observation data you have entered for your chestnut tree(s).
    *   If you are not already on the "Enter Observations" screen, repeat Steps 1 through three above.
    *   Select the observation you wish to edit or delete by clicking on the observations listed at the right until the details for the desired observation (i.e. desired observation date and tree ID) are listed at the left.
    *   Edit as desired and **Save** the changes.
    *   To delete a selected observation, click in the "Flag" box to the right of it in the observation list. In the "Flag Data For Review" pop up window, type an explanation for why the entry needs to be deleted, and then click **Save**. A message will be sent to the administrator who will delete the flagged site.
    *   When finished, **Sign Out** and close FieldScope.