

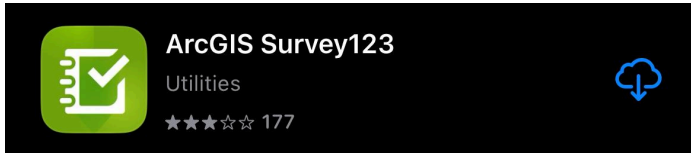


# NEWFOUND LAKE WEED WATCHERS

## SURVEY123 GUIDE

### GETTING STARTED

**Step 1. Download or open ArcGIS Survey123 field app**



**Step 2. Select “Continue without signing in”**

\*Allow location and camera services while using app\*


**Step 3. Scan the QR code to download the survey.** →

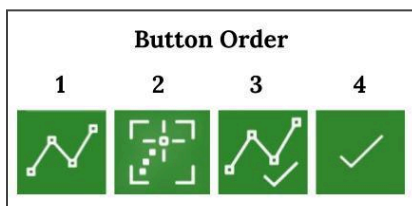
Select the QR code scanner on the top right. Scan the QR code and select “Open in the Survey123 field app.”





### RECORDING A SURVEY

**Step 1. Tracking your paddle with GPS**



To begin tracking your paddle, select the map icon  under the “Paddle Route” question.



Select the “vertice” button  (1), then the “follow” button  (2). The map will now automatically track your movement.

Keep this map open as you paddle. You can not switch questions while tracking.

**Step 2. Saving your GPS track**

When you’re done paddling, select the vertice check mark  (3), then the check mark  (4) to save your track. *\*Once you save and leave the GPS tracking question, you’ll be unable to resume your track\**

**Step 3. If you’ve found a suspicious plant, refer to the “How to Submit a Finding” section.**

**Step 4. Fill out any remaining questions in the survey. Submit your survey by selecting the check mark (4) and selecting “send now.”**

If you are in an area that does not have service, you may choose to submit the survey later by selecting “**save in outbox.**”

Once you have phone service again, you can submit this survey by clicking “**outbox**” and the “**send**” button





# HOW TO SUBMIT A FINDING

## Step 1. Please leave the plant in the water

Breaking off invasive plant pieces encourages growth and may lead to further spread.

## Step 2. Save your GPS track

Select the vertex check mark  (3), then the check mark  (4) to save your track.

## Step 3. Submit a picture of the plant

You can submit a location and picture of a suspicious plant by answering “yes” to the invasive species question.

Tap the “+” button and then tap the map to mark the location. Tap the **check mark** in the map to save this spot. Select the **camera icon** or file icon to submit a picture.

## Step 4. Adding another sighting

Select the + icon in the bottom right corner of the question (*see image on right*). This will bring you to a second submission spot so that you can add a picture of another plant species or from another location.

## Step 5. Fill out any remaining questions in the survey. Submit your survey by selecting the check mark (4) and selecting “send now.”

If you are in an area that does not have service, you may choose to submit the survey later by selecting “**save in outbox.**”

Once you have phone service again, you can submit this survey by clicking “**outbox**” and the “**send**” button



## Step 6. Continuing the paddle

To track the rest of your paddle, you'll have to start a new survey. To do so, follow the instructions under the “**Recording a Survey**” section.