



Coordinator's Guide

1 Introduction

Thanks for your interest in being a data coordinator for a local citizen stream monitoring program for Wisconsin's Water Action Volunteers (WAV). Each of WAV's local monitoring programs has a designated data coordinator who is responsible for relaying information collected by citizen stream monitors to the world through the WAV database.

As a coordinator, it is your job to enter data from monitors' data sheets accurately and to feel comfortable assessing if the data monitors' have reported on paper data sheets make sense based on the methods used, the area sampled, and scientifically. Some checkpoints have been programmed into the WAV database to help you with this process, and assistance is always available to you from the WAV Coordinator if you have questions about any data you are entering into the database. Call Kris Stepenuck at 608-264-8948 or email her at kris.stepenuck@ces.uwex.edu for assistance.

The following information provides you with step-by-step directions to register to be a data coordinator (Section 2). This is followed by directions for how to enter, edit, and delete site information and monitoring data in the WAV database (Section 3). Screen-captures from the web-based database are used to help lead you through the processes.

2 Register to be a Coordinator

To start the registration process, click on the link to register to become a coordinator.

[Coordinators Page \(password required\)](#)
[Register to become a Coordinator](#)



This will take you to the registration screen.



Coordinator Registration

Use the "TAB" key to move from one box to the next. Press the "Continue" button at the bottom of the page after you have completed this form.

First Name:	<input type="text"/>
Last Name:	<input type="text"/>
Desired Username:	<input type="text"/>
Password:	<input type="password"/>
Retype Password:	<input type="password"/>
E-mail Address:	<input type="text"/>
Phone Number:	<input type="text"/>
Street Address:	<input type="text"/>
Address 2:	<input type="text"/>
City:	<input type="text"/>
State:	<input type="text" value="WI"/>
Zip:	<input type="text"/>
No. of sites to coordinate:	<input type="text" value="1"/>
<input type="button" value="Continue"/>	

Fill in the appropriate information in the form and click on the Continue button.

Note: Remember to keep a record of your username and password, as they will be required for you to use when entering data into the database.

The next step in the process, defining the sites you coordinate, will require that you do some work ahead of time. If you do not have all the information at this time you may still register and add your sites later.

For each site that you want to coordinate you must have a site name/description that you will use to identify the location. You should include the county name, stream name, names of adjacent roads, and site number along the length of the stream—with upstream sites having lowest numbers. If the stream is located within a park or other named area, you may wish to include this information as well.

You must also have the following legal description information that relates to the **mouth of the stream** on which the site is located (Therefore, if you have several sites along one stream, this information may be duplicated):

- The Quarter, Quarter
- The Quarter
- Township
- Range
- Section
- USGS 7.5 minute quad map name

For each site enter this information that's required in the form and click the Continue button.

Site 1

QQ: Q: Section: Township: Range:

USGS 7.5 Minute Quad Name:

You will receive an e-mail confirmation when the site(s) have been activated.

Remember, if you do not have this information, click on the Continue button and provide this information later.

An email message will be sent to Kris Stepenuck. Kris will validate your registration. Upon validation of your request to become a coordinator you will receive an email informing you that you are validated. You may now use your username and password to log into the Coordinator's Menu.

You may not log on to enter, edit, or delete data until you receive the email validation.

3 The Coordinator's Menu

To log into the coordinator's menu, click on the link

[Coordinators Page \(password required\)](#)
[Register to become a Coordinator](#)

This will take you to the Coordinator's Menu login screen. Type your username and password.

Coordinators Login Screen

Please enter the username and password you selected when you registered to be a coordinator.

Username:

Password:

You will now come to the Local Coordinator's Home Page.



Local Coordinator's Home Page

Please choose from options below:

Data Management

- [Enter data](#)
- [Edit data](#)
- [Delete data](#)

Site Management

- [Enter/Change GPS Latitude and Longitude coordinates for a site](#)
- Add sites to coordinate

*Note: Anytime you see this button you may click on it for help.

3.1 Enter Data

To enter data for a site, start by clicking on the Enter Data link, found on the Local Coordinator's Home Page.

- [Enter data](#)
- [Edit data](#)
- [Delete data](#)

Fill in as much information as you have and click on the Submit Sample Data button.

Site Data Entry

Please enter all of the information you have for the sample below and press the "Submit Site Data" button below.

Volunteer Collecting Sample

First Name: Last Name:

Site Information

Site:

Collection Date: (m/d/yyyy)
(You must use 4 digits for the year e.g. 1999)

Collection Time: (1:30 pm)

Habitat - Rocky Bottom Score:

Habitat - Soft Bottom Score:

Biotic Index:

Water Temperature: (Degrees Celsius) Fahrenheit to Celsius

Air Temperature: (Degrees Celsius) →

Dissolved Oxygen: (mg per liter)

Dissolved Oxygen % Saturation: %

Turbidity tube reading: (average inches above target)

Turbidity: (?) (Turbidity Units)

Water Flow: (cubic feet/second)

Inches Precipitation: (?)

Weather Description:

Comments:

You will then come to the data confirmation screen. Make sure the data you have entered are correct.

Data Confirmation

Please verify all data below is correct. If the data is correct press the "Put data in database" button below. If the data is not correct, press the "Back" button in your browser and make the needed corrections.

First Name:	B
Last Name:	Johll
Site ID:	63
Site Description:	Johll Creek
Collection Date:	4/1/2002
Collection Time:	02:15 PM
Rocky Bottom Score:	16
Soft Bottom Score:	
Biotic Index:	2
Water Temperature:	9
Air Temperature:	12
Dissolved Oxygen:	11 mg/l
Dissolved Oxygen % Saturation:	98
Average Inches Above Target:	6
Turbidity Units	65
Water Flow:	22
Inches Precipitation:	
Weather:	
Comments:	<div style="border: 1px solid black; height: 40px;"></div>

Put data in database

If the information is correct, click on the Put data in database button.

If the information is not correct, click on the Back button in your browser and make the appropriate changes. Then resubmit the data by clicking the Submit Sample Data button and recheck data in the Data Confirmation screen to be sure you've made the changes that are necessary. If the information is correct, click on the Put data in database button.

At this point you may enter another sample or return to the coordinator's menu by clicking on the appropriate link.

Sample Data Entered Into Database

The data has been entered into the database. Please follow one of the links below:

- [Enter another sample](#)
- [Go to Coordinator's Menu](#)

3.2 Edit Data

To edit a sample that you have already entered into the system click on the Edit Data link on the Local Coordinator's Home Page.

- [Enter data](#)
- [Edit data](#)
- [Delete data](#)

Next, click on the radio button next to the site where the sample was taken. Click on the Continue button.

Select Site

Please check the site you want to use and press the "Continue" button.

Johll Creek

The list of all samples taken at this site will appear. Click the radio button next to the sample you wish to edit.

Edit Sample

Please select a sample from the list below and press the "edit" button below.

	First Name	Last Name	Date and Time	Rocky	Soft	Biotic Index	Turbidity Tube Reading	Turbidity	Water Flow	Water Temp	Dissolved O ₂ (mg/l)	% O ₂ Saturation	Weather	Air Temp	Inches Precipitation
<input checked="" type="radio"/>	B	Johll	04/01/2002 02:15 PM	16		2	6	65	22	9	11	98.0%		12	

Click on the edit button.

You will now come to the screen that lists all the parameters for the sample that was taken. The data you entered will appear in the input boxes. You may make any edits to the data that you wish. The original value that you entered will be displayed to the right of the data input box.

Edit Sample Data

You may change any of the data below and press the "Submit Changes" button below. If you need to know what the original data was, it is displayed to the right of the input box or it is the first selection in the pull-down select boxes.

First Name:	<input type="text" value="B"/>	B
Last Name:	<input type="text" value="Johll"/>	Johll
Site Description:	<input type="text" value="Johll Creek"/>	Johll Creek
Collection Date:	<input type="text" value="04/01/2002"/>	04/01/2002
Collection Time:	<input type="text" value="02:15 PM"/>	02:15 PM
Habitat - Rocky Bottom Score:	<input type="text" value="16"/>	16
Habitat - Soft Bottom Score:	<input type="text"/>	
Biotic Index:	<input type="text" value="2"/>	2
Water Temperature:	<input type="text" value="9"/>	9 Degrees Celsius
Air Temperature:	<input type="text" value="12"/>	12 Degrees Celsius
Dissolved Oxygen:	<input type="text" value="11"/>	11 mg/l
Dissolved Oxygen % Saturation:	<input type="text" value="98.0"/>	98.0%
Turbidity tube reading:	<input type="text" value="6"/>	6 Avg. Inches above target
Turbidity:	<input type="text" value="65"/>	65 Turbidity Units
Water Flow:	<input type="text" value="22"/>	22 cfs
Inches Precipitation:	<input type="text"/>	
Weather:	<input type="text"/>	
Comments:	<input type="text"/>	

Make your changes and click on the Submit Changes button. This will take you to the data confirmation screen.

Data Confirmation

Please verify all data below is correct. If the data is correct press the "Put data in database" button below. If the data is not correct, press the "Back" button in your browser and make the needed corrections.

First Name:	B
Last Name:	Johll
Site ID:	63
Site Description:	Johll Creek
Collection Date:	4/1/2002
Collection Time:	02:15 PM
Rocky Bottom Score:	16
Soft Bottom Score:	
Biotic Index:	2
Water Temperature:	9
Air Temperature:	12
Dissolved Oxygen:	11 mg/l
Dissolved Oxygen % Saturation:	98
Average Inches Above Target:	6
Turbidity Units	65
Water Flow:	22
Inches Precipitation:	
Weather:	
Comments:	<div style="border: 1px solid black; height: 40px;"></div>

Put data in database

If the information is correct, click on the Put in database button. If it is not correct, click on the Back button in your browser and make the appropriate changes.

Upon putting the data in the database, you will have the opportunity to edit another sample or return to the Coordinator's Menu by clicking on the appropriate link.

Sample updated

The sample data has been updated. Please choose from one of the links below.

- [Edit another sample](#)
- [Coordinator's Home Page](#)

3.3 Delete Data

To delete a sample that you have already entered into the system, click on the Delete Data link on the Local Coordinator's Home Page.

- [Enter data](#)
- [Edit data](#)
- [Delete data](#)

Next, click on the radio button next to the site where the sample was taken. Click on the Continue button.

Select Site

Please check the site you want to use and press the "Continue" button.



The list of all samples taken at this site will appear. Click the check box next to the sample you wish to delete. You may select more than one sample to delete by clicking on the check box for each sample you want to delete.

Delete Sample

Please select a sample from the list below and press the "delete" button below.



	First Name	Last Name	Date and Time	Rocky	Soft	Biotic Index	Turbidity Tube Reading	Turbidity	Water Flow	Water Temp	Dissolved O ₂ (mg/l)	% O ₂ Saturation	Weather	Air Temp	Inches Precipitation
<input checked="" type="checkbox"/>	B	Johll	04/01/2002 02:15 PM	16		2	6	65	22	9	11	98.0%		12	

Click on the Delete button. A list of the samples you wish to delete will appear. Confirm these are the correct samples to delete and then click on the Delete button.

Confirm Delete

By pressing the "Delete" button below, you will **delete** the samples below from the database.

If you do not want to delete this sample, click here to [go back to Coordinator's Menu](#).

Sample(s) to delete:

First Name	Last Name	Date and Time	Rocky	Soft	Biotic Index	Turbidity Tube Reading	Turbidity	Water Flow	Water Temp	Dissolved O ₂ (mg/l)	Weather	Air Temp	Inches Precipitation
B	Johll	04/01/2002 02:15 PM	16		2	6	65	9	11	1	12		



If this list is incorrect, click on the Back button in your browser to go back and make the appropriate corrections and continue with the delete process.

Once the sample(s) is deleted, you may delete other samples or go back to the Coordinator's menu by click on the appropriate link.

The sample(s) has been deleted. Please choose from the list below.

- [Coordinators Home Page](#)
- [Delete another sample](#)

3.4 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 on the Local Coordinator's Home Page labeled Enter/Change GPS Longitude and Latitude coordinates for a site.

- [Enter/Change GPS Latitude and Longitude coordinates for a site](#)

Next, click on the radio button next to the site where the GPS coordinates were taken. Click on the Continue button.

Select Site

Please check the site you want to use and press the "Continue" button.



This will take you to the screen where you can enter the GPS coordinates.

GPS Coordinates

Johll Creek

Enter the Latitude and Longitude information below and press the "Submit GPS Data" button below.

GPS Latitude

Degree: Minute: Second:

GPS Longitude

Degree: Minute: Second:

GPS Collection Method

[See the description of each method](#)

Enter the GPS coordinate information and select the collection method from the pull-down menu. If you are unsure of the collection method 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 to see the description of each method.

Click on the Submit GPS Data button. This will save the information in the database.

If you have already entered GPS coordinates for a site but would like to change them, follow this same procedure. The values you previously entered will appear in the boxes. Make your appropriate changes and click on the Submit GPS data button.

Once you have submitted the GPS data you may enter data for another site or return to Coordinator's Home Page by clicking on the appropriate link.

GPS Coordinates Updated

Please choose from the following links:

- [Enter other GPS coordinates for a site](#)
- [Coordinator's Home Page](#)

3.5 Add Additional Sites to Coordinate

To add one or more sites to coordinate go to the Local Coordinator's Home Page and start by filling in the number of sites in the box and clicking on the Add Sites button.

- Add sites to coordinate

For each site that you want to coordinate you must have a site name/description that you will use to identify the location. You should include the county name, stream name, names of adjacent roads, and site number along the length of the stream—with upstream sites having lowest numbers. If the stream is located within a park or other named area, you may wish to include this information as well.

You must also have the following legal description information that relates to the **mouth of the stream** on which the site is located (Therefore, if you have several sites along one stream, this information may be duplicated):

- The Quarter, Quarter
- The Quarter
- Township
- Range
- Section
- USGS 7.5 minute quad map name

For each site enter this information that's required in the form and click the Continue button.

Site 1

QQ: Q: Section: Township: Range:

USGS 7.5 Minute Quad Name:

You will receive an e-mail confirmation when the site(s) have been activated.

An email message will be sent to Kris Stepenuck. Kris will validate your sites. Upon validation of your request, you will receive an email informing you are validated. You may now use your username and password to log into the Coordinator's Menu and add samples to the new site.