

## **Instructions for Field Form Submission Via the Conservation Website**

- 1) Log on to the NEWFS Conservation Website: <http://conservation.newfs.org>  
Please contact me if you do not remember your log-in information.
- 2) Once you have logged-on, select “**groups**” from the left hand navigation bar.
- 3) From your list of groups, select “**Rhode Island PCV workspace.**”
- 4) The bottom folder in this workspace should be “**Field Form Submission Folder: Upload your field forms to this folder.**” Select this folder.
- 5) Once you have selected this folder, you should see a green bar that has “contents” and “view” tabs. Toward the right hand end of this green bar, select “**add new item**” and then select “**field form**” from this list. This will bring up the form to submit your field form, topographic map showing where you found the plant population (or where you searched), digital photos, and other materials you would like to submit.
- 6) The form that comes up is a cover sheet that you will attach your field form and other materials to. This cover sheet requires you to enter some basic information about the site you surveyed. The items with red squares next to them are required- you must fill in this information; any items without red squares are optional- you can leave these blank. The first box is “short name.” It is not necessary to fill in this box unless you would like to, the computer will create a default.
- 7) The next box is “**Species name**” – this box is mandatory. Please enter the scientific name (genus followed by species).
- 8) You can skip the next box – “Description” – unless you would like to leave a visible note for yourself that will be visible in the “view” of your field forms file.
- 9) Next is “**EO number.**” This box is also mandatory. If your site does not have an EO number, or you do not know it, use the site name. If you do not have a site name, use some sort of descriptor such as the town name, or create a site name.
- 10) Select the state where the plant population is located.
- 11) Type in the town where the plant population is located.
- 12) The next box – “notes” is not mandatory, but please add any notes here that will clarify your field form information for us.
- 13) The final section will allow you to attach your field form and other information. Select “browse” to browse your computer to attach the field form, or other documents, maps, or images. To add another attachment, select “Add file” next to the paper clip above the browse box.

14) Once you have finished attaching your field form, map, photos, etc, **Select “Save”** at the bottom of the page. You may have to re-enter information if you navigate away from this page without selecting “save.”

After you have saved your information, you will be able to see the information you have entered. If you would like to change your information at any time, if you realize that you have made an error, or would like to add information, select the “field forms” file from the left hand navigation bar. Select the plant file you would like to edit. The green bar at the top of the file will now have an “edit” tab in addition to “contents” and “view.” Select the “edit” tab, and make changes to your information as necessary. **Remember to click “save” when you are done!**

A few additional notes:

a) If you do not have your maps, photos, or other information in electronic form, please mail them to us as you have done in the past. (Send to PCV Coordinator at NEWFS). Maps are very important, and sketches of the site can also be quite helpful. If you mail anything in, please make sure that it is labeled with the species, site name or EO number, town, state, date of visit, and your name.

b) The Rhode Island field form is available as an MS Word document in the “Rhode Island PCV Workspace” folder. You can type save this form onto your computer, and type into it.

c) With each rare plant survey assignment put in your folder on the website, there is a blank topographic map of your survey area. This is an image file and you can use Microsoft Word, Paint, or a similar computer graphic program to draw your survey information on the map. Please note where you found the population, or where you searched. It can also be helpful to note where you parked, and the approximate route you followed to access the population.

As always, please contact me with any questions or comments on the website and this new submission system!

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