



## Data Entry Guidance

No more spreadsheets or end-of-year submissions! Please enter River Watch data on-site during sampling on your smartphone or back at school upon completion of the route.

### **Account Setup**

- Point your browser to "river.watch"
- Select "Red River River Watch"
- Click "Log In" near the top right corner of the page
- Select one of the user account options; **"Google" is recommended**
  - Selecting one of these options will link the associated account with your river.watch account so there will be no password to remember
  - Alternatively, log in with a unique username and password by clicking "Use riverwatch.umn.edu account" at the bottom of the page
- Once the account is created, you will not have any permissions
  - Email [andy@iwinst.org](mailto:andy@iwinst.org) with the email address used to create your account and the school you represent
  - Upon first signing in after being assigned a sampler code, you may need to refresh your page during data entry to ensure the code appears. Refreshing the page will often solve issues on this site.

### **Submit Data**

- Click "Submit Data Online"
- Select your school from the "Sampler Code" drop down menu (refresh if unable)
- Select the site for which you are entering data
- Keep the default selection of "Routine Sample/Observation"
- Continue to enter data for each text box or drop down menu
  - Be sure to check the units of your entered data match those listed with the parameter
  - Enter only one reading for tape down OR wire weight gage (use wire weight gage if your site is equipped)
- Until further notice, **do not attach a photo** during upload
- Click "Save Changes" to submit the data
  - On the ensuing page, double check the data is accurate before clicking "Verify"
- Navigate back to the home page then "Submit Data Online" to repeat the process