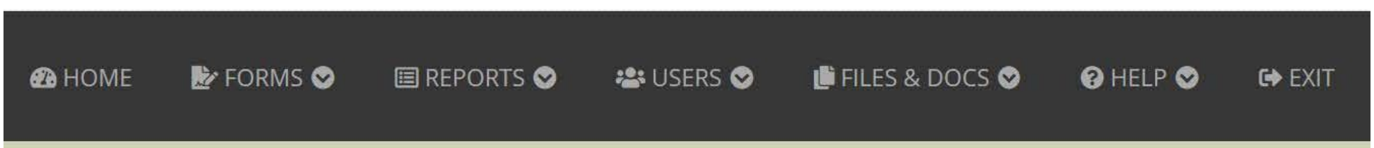
WSA Database Tutorial For Staff

This tutorial takes you through each tab and tab-dropdown(s) starting at the left on the menu bar with the Home Page and moving across each tab and sub-menu item, ending with the Exit Tab. You will see which forms are available and the information required that you would need to gather before entering and submitting a form. There are also Reports that can be customized and displayed in various ways.



7/2023

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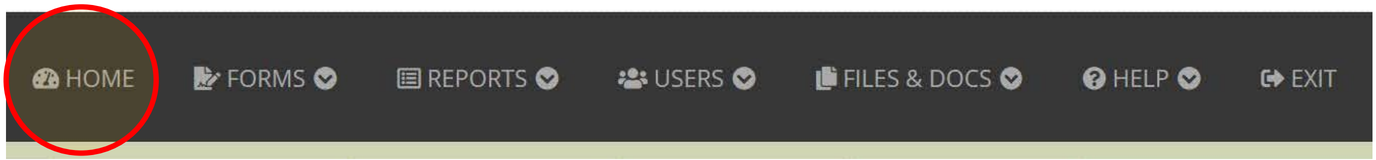
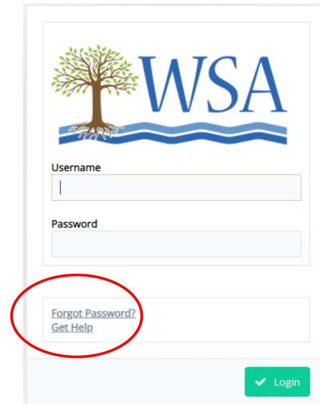


LOGGING IN AND THE HOME PAGE



To log in, click on:
https://wsa.umd.edu/system/sec_Login/sec_Login.php
You will want to bookmark this address for future logins.

From the login page, enter your Username and Password, next, click on 'Login'.

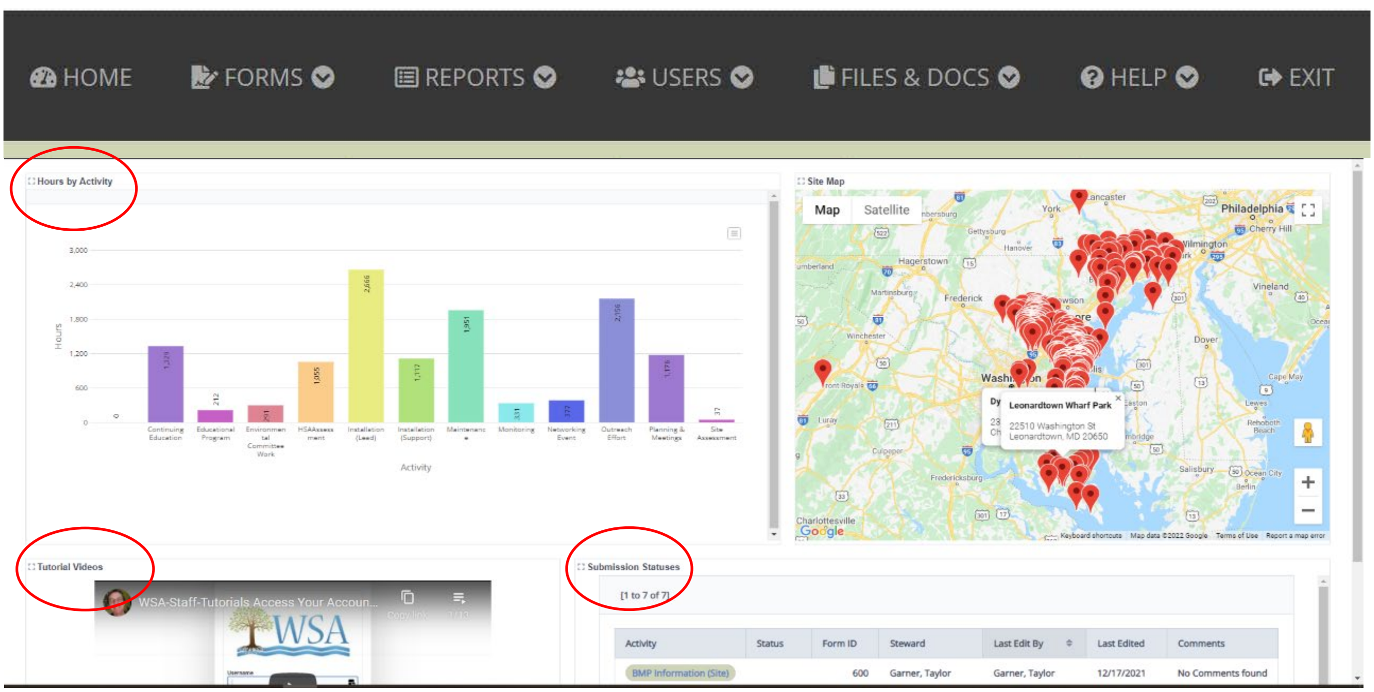
Should you experience problems logging in:

To Retrieve User Credentials Submit the email address associated with your WSA account to receive your username and password. Remember to check your junk and spam folders if they do not arrive in your inbox in a few minutes.

https://wsa.umd.edu/system/sec_retrieve_creds/

Should you need further assistance with the database or experience issues logging in, you can request help by clicking on *Help* - *Forgot Password* or *Get Help*, as shown on the right.

Once you are logged in and on the Home Page, you will see the Hours by Activity chart on the top left; a site map of our BMP locations on the top right; Submission Statuses of forms submitted/approved is shown on the bottom right. On the bottom left corner there are 13 different YouTube tutorials you are encourage to watch. See the following page for a list of the tutorials and their YouTube links.



Tutorial Videos found on the Home Page of the database, or, you can find these at:
https://youtu.be/fy0T7L50kXc?list=PLtL0NOPb7XuYLNlmqtqz3Jks_VoB1p-6m

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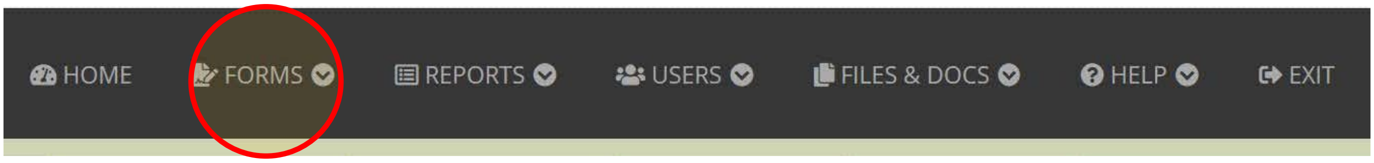
These videos are best watched at FULL SCREEN, 1080p RESOLUTION. The CHROME browser is preferred but not absolutely necessary.

PLEASE READ

- You ***cannot save as you go***, so please be prepared with all the information you will need before beginning to fill out any FORMS.
- When entering data and moving between the database and a separate internet tab, the text in the database may disappear. The database forms use pop-ups and ***may not operate fully if pop-ups are not allowed***. To correct this, check your pop-up window settings.
- All Stewards involved in the same project should ***use the same project name***. You can search the project site address or zoom into the map to see if a project name has already been entered into the database.
- On the 'Engagement' portions of the forms, data should only be entered by one Steward (i.e. if three Stewards work on the same project for 5 hours and interacted with the same 10 people, each Steward would enter their 5 volunteer hours, but ***only one person would enter the 10 people in the 'engagement' field on the form***. We recommend that Stewards utilize the comment box, for example, "I worked with Steward John on the project and he is going to enter the engagement data".



FORMS TAB

Once a Steward submits form an email is sent to Academy Staff who checks them. The form is either approved or returned to the Steward. If returned, the Steward corrects and re-submits. An email is then sent to Academy Staff and if the information is now correct, the Staff will approve.

The list of available forms with descriptions is shown below, or see the flow chart on the next page:

Outreach

- **Community Outreach** - to record outreach efforts such as hosting WSA events, creating written communications, providing educational presentations to the community, or speaking at meetings. Also to record your Capstone Project.
- **Education (K-12)** - to record information about educational efforts on behalf of school-aged children. Activities with an Environmental Literacy focus that have been designed to engage students, grades K-12, and which are tied to specific schools or youth groups should be recorded here.
- **Environmental Committee** - to record volunteer work conducted on behalf of a specific WSA committee or for a watershed-related organization (in the role of a Master Watershed Steward).
- **Site Assessment** - to record information about site assessments performed for residential sites, churches, schools, neighborhoods, and communities.

Projects

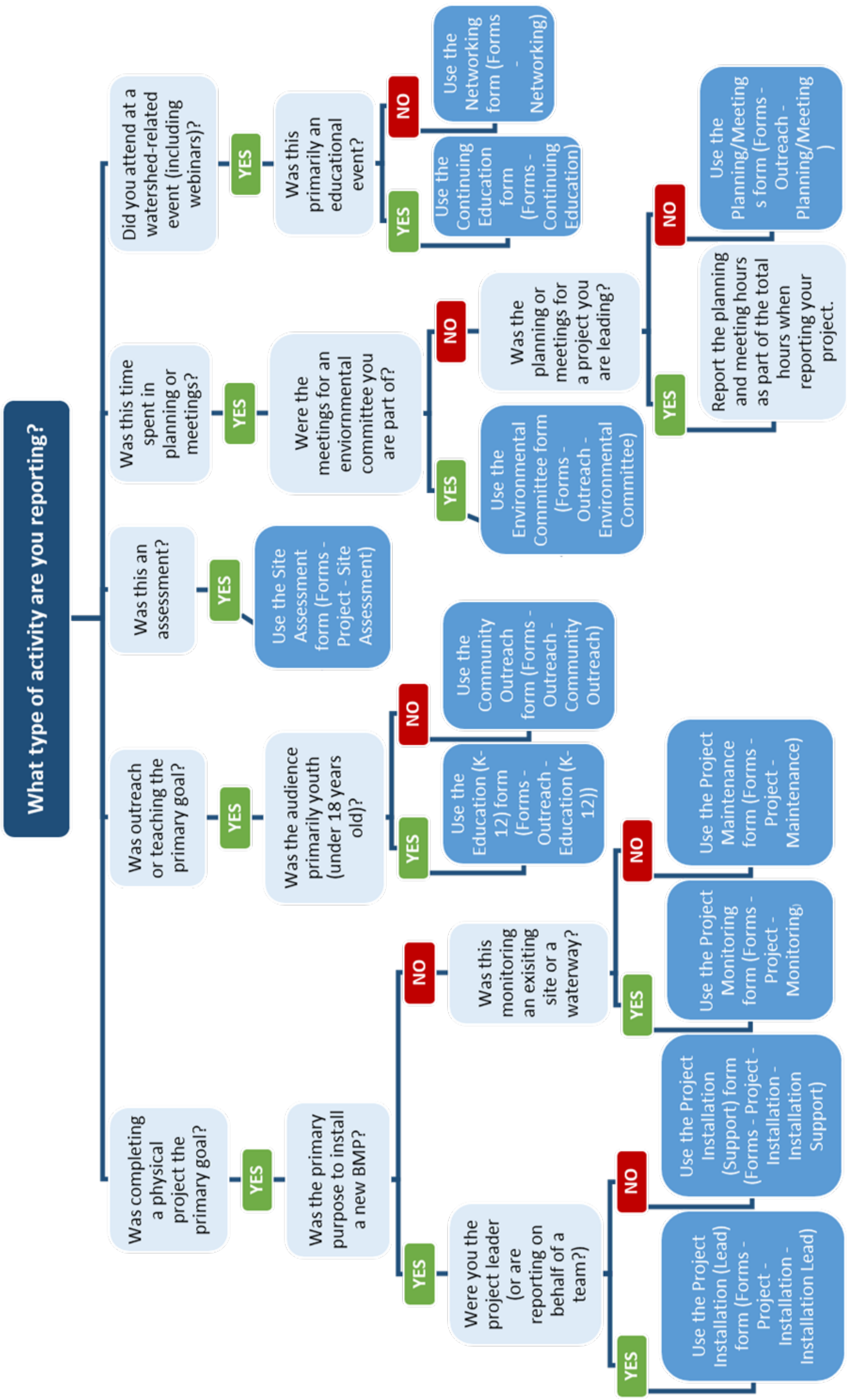
- **Installation Lead** - to record information if you led the installation of a new project. Complete what information you can. Enter a '0' or 'N/A' to the fields that do not apply to your project. If multiple Stewards worked together on this project, select one Steward to report using this form. All other Stewards on the team should complete the Installation Support form. Also to record your Capstone Project.
- **Installation Support** – to record if you supported another Steward's installation of a new project, or took part as a Master Watershed Steward in another organization's installation project. If you were the lead organizer or project manager on a restoration project installation, you will need to use the Installation Lead form to enter your project's data.
- **Maintenance -** to report your maintenance work at an existing Best Management Practice (BMP) project or a site of litter or invasive removal.
- **Monitoring -** to report your monitoring of a Best Management Practice (BMP) project or site.
- **Planning / Meetings -** to record information about meetings or time spent in planning.
- **Add New Site** - to enter new site information. You will need to enter this information first before completing a project form. Be sure to check first if the site has already been listed to avoid duplicate records.

Continuing Education

- **Continuing Education-** to record your participation as a Master Watershed Steward in a continuing education event.Activities considered 'during class' should be recorded here.

Networking

- **Networking -** to record your participation as a Master Watershed Steward in a networking event.


What type of activity are you reporting?
Was completing a phyical project the primary goal?
YES
Was the primary purpose to install a new BMP?
YES
Were you the project leader (or are reporting on behalf of a team?)
YES
Use the Project Installation (Lead) form (Forms - Project - Installation - Installation Lead)
NO
Use the Project Installation (Support) form (Forms - Project - Installation - Installation Support)
NO
Was this monitoring an exisiting site or a waterway?
YES
Use the Project Monitoring form (Forms - Project - Monitoring)
NO
Use the Project Maintenance form (Forms - Project - Maintenance)
Was outreach or teaching the primary goal?
YES
Was the audience primarily youth (under 18 years old)?
YES
Use the Education (K-12) form (Forms - Outreach - Education (K-12))
NO
Use the Community Outreach form (Forms - Outreach - Community Outreach)
Was this an assessment?
YES
Use the Site Assessment form (Forms - Project - Site Assessment)
Was this time spent in planning or meetings?
YES
Were the meetings for an enviornmental committee you are part of?
YES
Use the Environmental Committee form (Forms - Outreach - Environmental Committee)
NO
Was the planning or meetings for a project you are leading?
YES
Report the planning and meeting hours as part of the total hours when reporting your project.
NO
Use the Planning/Meetings form (Forms - Outreach - Planning/Meeting)
Did you attend at a watershed-related event (including webinars)?
YES
Was this primarily an educational event?
YES
Use the Continuing Education form (Forms - Continuing Education)
NO
Use the Networking form (Forms - Networking)

Community Outreach Form

Please use this form to record outreach efforts such as hosting WSA events, creating written communications, providing educational presentations to the community, or speaking at meetings.

Fields marked with a red asterisk * are required. If there is no value for a required field, put a 0 or N/A, but ***do not leave blank***.

Submission Status

SELECT ▼

Submitted
Approved
Returned
Resubmitted

Comments

Steward SELECT ▼

Type * SELECT ▼

Advocacy (AA only)
Event
Lecture, Presentation or Discussion
Written Communication
Other

Select the option that best describes your outreach activity. Written communication can include email, as well as the distribution of printed materials like door hangers, pamphlets, etc.

Name * Provide the name of the outreach activity/event.

If materials or handouts were distributed, please provide a brief description and estimated number of how many were distributed.

Material or Handout Description

How many were distributed?

Capstone Was this your Capstone project? **Yes** **No**

Date * Submit the date your outreach activity occurred, or began if it was a recurring activity.

Date End Optional: If this was a recurring activity, enter the date this activity took place.

Hours * Estimate the total number of hours you spent on this outreach activity. Include your time spent planning and organizing.

Only one Steward from the project should enter the information in this field so that individuals engaged are not doubled or tripled, etc.

Adults Engaged * Provide your best estimate of the number of individual adults you engaged through your outreach.

Youth Engaged * Provide your best estimate of the number of individual youths you engaged through your outreach.

General Comments Include any helpful information here.

Instructions
If your program or project had a budget and cost, fill out the fields below and put values wherever fields become enabled. If there is no value for an enabled field, put a 0 but do not leave blank. Non-numerical fields can be submitted with N/A there if no value for the field.

Community Outreach Project Budget * Enter your total project budget.

Community Outreach Project Cost * Enter the total actual cost of your project.

Community Outreach Project Fund Sources What were the funding sources for your project? Please check all that apply.

- ☐ Grant Funds
- ☐ School Funds
- ☐ WSA Funds
- ☐ In-Kind Donations
- ☐ Homeowners Associations or Community Associations
- ☐ PTA Funds
- ☐ Cash Donations
- ☐ Other

Grant Funds * Enter the total amount of grant funds that you received for your project.

Grant Fund Sources * List the organizations that contributed grant funds to your project.

Donations from Homeowners Associations or Community Associations * Enter the total amount of donations from any HOAs or cash that you received for your project.

Homeowners Associations or Community Associations Sources * List any HOAs or CAs that have donated to your project.

School Funds * Enter the total amount you received from a K-12 school for your project.

School Sources * List any K-12 schools that contributed funds to your project.

PTA Funds * Enter the total dollar amount of funds from Parent Teacher Associations that you received for your project.

PTA Sources * List and Parent Teacher Associations that contributed funds to your project.

WSA Funds * Enter the total amount of WSA funds that you received for your project.

Cash Donations * Enter the total amount of cash donations that you received for your project.

Cash Donation Sources * List the sources of cash donations to your project.

In-Kind Donations * Enter the total amount you received of in-kind donations for your project.

In-Kind Donation Sources * List the in-kind goods and/or services that were donated to your project. (Ex. snacks and drinks for 20 people.)

Other Funding Amount * Enter the total amount of other funding received for your project.

Other Funding Sources * List the sources of other funding for your project.

Once the form is complete, click on **+ ADD**

Education (K-12)

Please use this form to record information about educational efforts on behalf of school-aged children. Activities with an Environmental Literacy focus that have been designed to engage students, grades K-12, and which are tied to specific schools or youth groups should be recorded here.

Fields marked with a red asterisk * are required. If there is no value for a required field, put a 0 or N/A, but ***do not leave blank***.

Submission Status

SELECT ▼

Submitted
Approved
Returned
Resubmitted

Comments

Steward SELECT ▼

Program Type * SELECT ▼

Select the option that best describes your educational program.

Elementary School Program
Middle School Program
High School Program
Youth Group Program

Organization Name * Provide the name of the school or organization you worked with.

Program Name Optional. Provide the name of the educational program.

Capstone Was this your Capstone project? **Yes** **No**

Date * Select the date your educational program occurred.

Date End Optional: If applicable, please enter the final date of your educational program.

Hours * Estimate the total number of hours you spent on this entire educational program. Include your time spent planning and organizing.

Only one Steward from the project should enter the information in this field so that individuals engaged are not doubled or tripled, etc.

Adults Engaged * Record the number of adults you engaged, or your best estimate.

Youth Engaged * Record the number of youth you engaged, or your best estimate.

Number of Sessions * Provide the total number of sessions you held.

General Comments Include any helpful information here.

Instructions
If your program or project had a budget and cost, fill out the fields below and put values wherever fields become enabled. If there is no value for an enabled field, put a 0 but do not leave blank. Non-numerical fields can be submitted with N/A there if no value for the field.

Project Budget * [ ] Enter your total project budget.

Project Cost * [ ] Enter the total actual cost of your project.

Project Fund Sources What were the funding sources for your project? Please check all that apply.

- ☐ Grant Funds
- ☐ School Funds
- ☐ WSA Funds
- ☐ In-Kind Donations
- ☐ Homeowners Associations or Community Associations
- ☐ PTA Funds
- ☐ Cash Donations
- ☐ Other

Grant Funds * [ ] Enter the total amount of grant funds that you received for your project.

Grant Fund Sources * [ ] List the organizations that contributed grant funds to your project.

Donations from Homeowners Associations or Community Associations * [ ] Enter the total amount of donations from any HOAs or cash that you received for your project.

Homeowners Associations or Community Associations Sources * [ ] List any HOAs or CAs that have donated to your project.

School Funds * [ ] Enter the total amount you received from a K-12 school for your project.

School Fund Sources * [ ] List any K-12 schools that contributed funds to your project.

PTA Funds * [ ] Enter the total dollar amount of funds from Parent Teacher Associations that you received for your project.

PTA Fund Sources * [ ] List and Parent Teacher Associations that contributed funds to your project.

WSA Funds * [ ] Enter the total amount of WSA funds that you received for your project.

Cash Donations * [ ] Enter the total amount of cash donations that you received for your project.

Cash Donation Sources * [ ] List the sources of cash donations to your project.

In-Kind Donations * [ ] Enter the total amount you received of in-kind donations for your project.

In-Kind Donation Sources * [ ] List the in-kind goods and/or services that were donated to your project. (Ex. snacks and drinks for 20 people.)

Other Funding Amount * [ ] Enter the total amount of other funding received for your project.

Other Funding Sources * [ ] List the sources of other funding for your project.

Once the form is complete, click on **+ ADD**

Environmental Committee Work

Please use this form to record volunteer work conducted on behalf of a specific WSA committee or for a watershed-related organization (in the role of a Master Watershed Steward).

Fields marked with a red asterisk * are required. If there is no value for a required field, put a 0 or N/A, but ***do not leave blank***.

Submission Status

SELECT ▼

Submitted
Approved
Returned
Resubmitted

Comments

Steward SELECT ▼

Committee Name * Provide the name of the Environmental Committee you are serving on or have done service for.

Organization Name * Provide the name of the organization that hosts this committee.

Description Briefly describe the work that you did for this committee.

Date * Select the date your committee work occurred.

Date End Optional: If applicable, please enter the final date of your committee work.

Hours * Estimate the total number of hours you spent volunteering for this committee. Include your time spent planning and organizing.

Number of Adult Volunteers Not counting yourself or other Stewards reporting their own hours, list the number of adult volunteers who helped with this project.

Number of Youth Volunteers List the number of youth volunteers who helped with this project.

Total Volunteer Hours Estimate the total number of hours that volunteers, other than yourself or other Stewards reporting their own hours, spent working on the project.

General Comments Include any helpful information here.

Once the form is complete, click on **+ ADD**

Forms – Outreach – Site Assessment

Site Assessment

Please use this form to record information about site assessments performed for residential sites, churches, schools, neighborhoods, and communities.

Fields marked with a red asterisk * are required. If there is no value for a required field, put a 0 or N/A, but ***do not leave blank***.

Submission Status

SELECT ▼

Submitted
Approved
Returned
Resubmitted

Comments

Steward SELECT ▼

Type *

Site Assessment
Neighborhood Assessment
Rain Gardens for Clean Water Assessments
Informal Site Visit

Site The Site is not a required field and it is not necessary to create a new Site for this assessment. If a Site does exist, you may select it. Otherwise, use the Site Address field below to identify this assessment location.

Site Address, Location or Identifier How do you want to identify this assessment? Use this field to save the address or location where the assessment is being done. This is for your records, to maintain a reference for the hours you submit for this assessment over a period of time. You can save the address or use some other convention to reference the assessment.

Date * Select the date you performed the site visit.

Hours * Estimate the number of hours you spent on this assessment. Include your time spent planning and following up with the property owner.

Number of Adult Volunteers * Not counting yourself or other Stewards reporting their own hours, list the number of adult volunteers who helped with this project, whether during the planning, design, or installation phases of the project.

Number of Youth Volunteers * List the number of youth volunteers who helped with this project, whether in the planning, design, or installation phases of the project. If this project took place at a school, students who assisted as part of educational programming for a class should not be counted here but counted in “Number of Youth Engaged”.

Total Volunteer Hours * Estimate the total number of hours that all volunteers--other than yourself or other Stewards reporting their own hours--spent working on the project. Include adult and youth volunteer help with the planning, design, installation, and project management.

Adults Engaged * Provide your best estimate of the number of adult individuals you engaged through your assessment.

Youth Engaged * Provide your best estimate of the number of youth individuals you engaged through your assessment.

General Comments Include any helpful information here.

Was a release of liability form signed by the property owner?

Yes ☐ No ☐

If 'Yes' is selected -
Upload Release of Liability Form
If you are able to scan a copy of the Release of Liability form, upload a copy here. JPG, PNG, Word, PDF and Excel Documents accepted.

Select File...or Drag a file to upload

Once the form is complete, click on + ADD

Forms – Project –Installation Lead

Installation (Lead)

Please use this form to record information if you led the installation of a new project. Complete what information you can. If there are fields that do not apply to your project, skip those.

If multiple Stewards worked together on this project, select one Steward to report using this form. All other Stewards on the team should complete the **Project Support** form.

Fields marked with a red asterisk * are required. If there is no value for a required field, put a 0 or N/A, but ***do not leave blank***.

Submission Status

SELECT ▼

Submitted
Approved
Returned
Resubmitted

Comments [ ]

Steward SELECT ▼

Site* Is the project site not listed? Click the Add New button below before starting this form to complete a New Project Site form. SELECT ▼ Add New

Project Name [ ]

Practices Installed * Select all that apply.

- ☐ Bioretention Area
- ☐ Conservation Landscape
- ☐ Downspout Redirection
- ☐ Invasive Plant Removal
- ☐ Litter Removal
- ☐ Living Shoreline Restoration
- ☐ Oyster Planting
- ☐ Permeable Surface Replacement
- ☐ Other (Describe Below)
- ☐ Pet Waste Station
- ☐ Rain Barrel/Cistern
- ☐ Rain Garden
- ☐ Riparian Buffer Planting
- ☐ Storm Drain Stenciling
- ☐ Stormwater Planter
- ☐ Tree Planting
- ☐ Wetland Restoration

Description of "Other" or Additional Comments [ ]

Capstone Was this your Capstone project? **Yes** ☐ **No** ☐

Project Information

Please fill out the fields below with what information you know about your project. Only the measures related to the practices you checked off in the Practices Installed section will be open to fill.

Project Area in square feet * Enter a whole number to indicate the size of your project in square feet. For example, if you installed a 250 square foot rain garden, enter 250; if your project was 1.5 acres, enter 65,340. (1 acre = 43,560 square feet)

Treatment/Drainage Area in square feet * For projects where it is applicable, provide the drainage area of the project in square feet. The drainage area total should include both pervious and impervious surface area (i.e., the total surface area of both lawn and driveway draining into a rain garden would be counted).

Target Rainfall * Enter the target rainfall, also known as storm depth in inches (typically 1 inch).

Ponding Depth * Enter the ponding depth, also known as storage depth in inches.

Number of Perennials Planted * Enter the number of native perennials that were planted.

Number of Grasses Planted * Enter the number of grasses that were planted.

Number of Shrubs Planted * Enter the number of shrubs that were planted.

Number of Trees Planted * Enter the number of trees that were planted.

Species and Size of Trees Planted * List the species planted and their general size (sapling, 1" caliper, etc.)

Number of Rain Barrels * Enter the number of rain barrels installed.

Number of Cisterns * Enter the number of cisterns installed.

Number of Rain Gardens * Enter the number of rain gardens installed.

Total Capacity of All Barrels/Cisterns in Gallons * For example, a standard residential rain barrel is 50 gallons.

Trash Removal in Pounds * Enter the total number of lbs of trash removed from the project site. We recognize that weights of individual bags may vary considerably and encourage Stewards to provide their best estimate. (The average 30-gallon bag of trash can hold between 25-40 lbs of waste material.)

Invasives Removal in Sq. Ft. * Enter a whole number to indicate the extent of your invasives removal in square feet. For example, if you removed a 250 square foot area, enter 250; if your removal covered 1.5 acres, enter 65,340. (1 acre = 43,560 square feet)

Drains to Yard? *

Drains to Garden/Flowerbeds? *

Area in Sq. Ft. that the Downspout is Draining To *

Located Within 35 Feet of a Waterway? *

Length of Living Shoreline *

Type of Living Shoreline *

Number of Oysters Planted *

Number of Pet Waste Stations Installed *

Number of Storm Drains Stenciled *

Date of Installation * Enter the date the project was installed. If the project was installed over a series of days or weeks, please enter the final day of installation.

Date of Approval If this project required approval from the county, enter the date the plan was approved.

Hours * Estimate the total number of hours that you, the Master Watershed Steward project leader, spent planning, organizing, and executing this restoration effort. Include preparation time along with the actual duration of the project installation.

Only one Steward from the project should enter the information in this field so that individuals engaged are not doubled or tripled, etc.

Number of Adult Volunteers * Not counting yourself or other Stewards reporting their own hours, list the number of adult volunteers who helped with this project, whether during the planning, design, or installation phases of the project.

Number of Youth Volunteers * List the number of youth volunteers who helped with this project, whether in the planning, design, or installation phases of the project. If this project took place at a school, students who assisted as part of educational programming for a class should not be counted here but counted in "Number of Youth Engaged".

Number of Total Volunteer Hours * Estimate the total number of hours that all volunteers--other than yourself or other Stewards reporting their own hours--spent working on the project. Include adult and youth volunteer help with the planning, design, installation, and project management.

Number of Adults Engaged * Provide your best estimate of the number of adult individuals you engaged through your project.

Number of Youth Engaged * Provide your best estimate of the number of youth individuals you engaged through your project. If this project took place at a school, this number includes students who assisted as part of educational programming for a class.

Instructions
If your program or project had a budget and cost, fill out the fields below and put values wherever fields become enabled. If there is no value for an enabled field, put a 0 but do not leave blank. Non-numerical fields can be submitted with N/A there if no value for the field.

Project Budget * Enter your total project budget.

Project Cost * Enter the total actual cost of your project.

Project Fund Sources What were the funding sources for your project?
Please check all that apply:

- ☐ Grant Funds
- ☐ School Funds
- ☐ WSA Funds
- ☐ In-Kind Donations
- ☐ Homeowners Associations or Community Associations
- ☐ PTA Funds
- ☐ Cash Donations
- ☐ Other

Grant Funds * Enter the total dollar amount of grant funds that you received for your project.

Grant Fund Sources * List the organizations that contributed grant funds to your project.

Donations from Homeowners Associations or Community * Enter the total amount of donations from any HOAs or Cash that you received for your project.

Homeowners Associations or Community Associations Sources * List any HOAs or CAs that made donations to your project.

School Funds * Enter the total amount of funds from a K-12 school that you received for your project.

School Sources * List any K-12 schools that contributed funds to your project.

PTA Funds * Enter the total amount of funds from Parent Teacher Associations that you received for your project.

PTA Sources * List any Parent Teacher Associations that contributed funds to your project.

WSA Funds * Enter the total amount of WSA funds that you received for your project.

Cash Donations * Enter the total amount of cash donations that you received for your project.

Cash Donation Sources * List the sources of cash donations to your project.

In-Kind Donations * Enter the total amount of in-kind donations that you received for your project.

In-Kind Donation Sources * List the in-kind goods and/or services that were donated to your project. (Ex. snacks and drinks for 20 people.)

Other Funding Amount * Enter the total amount of other funding received for your project.

Other Funding Sources * List the sources of other funding for your project.

Permit Requirement Was a permit required for your project?

Yes ☐ No ☐

Was a release of liability form signed by the property owner?

Yes ☐ No ☐

If 'Yes' is selected -
Upload Release of Liability Form
If you are able to scan a copy of the Release of Liability form, upload a copy here. JPG, PNG, Word, PDF and Excel Documents accepted.

Select File...or Drag a file to upload

Once the form is complete, click on + ADD

Forms – Project –Installation Support

Installation (Support)

Please use this form if you supported another Steward's installation of a new project, or took part as a Master Watershed Steward in another organization's installation project.

If you were the lead organizer or project manager on a restoration project installation, you will need to use the Installation Lead form to enter your project's data.

Fields marked with a red asterisk * are required. If there is no value for a required field, put a 0 or N/A, but ***do not leave blank***.

Submission Status

SELECT ▼

Submitted
Approved
Returned
Resubmitted

Comments

Steward SELECT ▼

Site* Is the project site not listed? Click the Add New button below before starting this form to complete a New Project Site form. SELECT ▼ Add New

Project Name If you supported another Steward's project, be sure to use the same name as them in this field.

Practices Installed * Select all that apply.

- ☐ Bioretention Area
- ☐ Conservation Landscape
- ☐ Downspout Redirection
- ☐ Invasive Plant Removal
- ☐ Litter Removal
- ☐ Living Shoreline Restoration
- ☐ Oyster Planting
- ☐ Permeable Surface Replacement
- ☐ Other (Describe Below)
- ☐ Pet Waste Station
- ☐ Rain Barrel/Cistern
- ☐ Rain Garden
- ☐ Riparian Buffer Planting
- ☐ Storm Drain Stenciling
- ☐ Stormwater Planter
- ☐ Tree Planting
- ☐ Wetland Restoration

Description of "Other" or Additional Comments

Date of Installation * Select the date you supported this project installation.

Hours * Estimate the number of hours you spent helping to install this project. Include any time you may have spent supporting grant writing and planning, in addition to the hours you spent supporting the actual in-ground installation.

Only one Steward from the project should enter the information in this field so that individuals engaged are not doubled or tripled, etc.

Adults Engaged * Provide your best estimate of the number of adult individuals you engaged through your support. If this was a group project, do not include numbers reported in the Project Lead form.

Youth Engaged * Provide your best estimate of the number of youth individuals you engaged through your support. If this was a group project, do not include numbers reported in the Project Lead form.

Once the form is complete, click on **+ ADD**

Project Maintenance

Please use this form to report your maintenance work at an existing Best Management Practice (BMP) project or a site of litter or invasive removal.

Fields marked with a red asterisk * are required. If there is no value for a required field, put a 0 or N/A, but ***do not leave blank***.

Submission Status

SELECT ▼

Submitted
Approved
Returned
Resubmitted

Comments

Steward SELECT ▼

Site* SELECT ▼

Is the project site not listed? Click the Add New button below before starting this form to complete a New Project Site form. Add New

Practices Maintained * Select all that apply.

- ☐ Bioretention Area
- ☐ Conservation Landscape
- ☐ Invasive Plant Removal
- ☐ Other (Describe Below)
- ☐ Litter Removal
- ☐ Rain Barrel/Cistern
- ☐ Rain Garden

Description of "Other" or Additional Comments

Date * Select the date you performed maintenance work on this practice. If your maintenance work happened over an extended period of time, please select the date when you started to perform maintenance work at this site.

Date End Optional: If applicable, please enter the final date when you performed maintenance work on this practice.

Hours * Estimate the total number of hours you spent maintaining this practice.

Number of Adult Volunteers * Not counting yourself or other Stewards reporting their own hours, list the number of adult volunteers who helped with this project.

Number of Youth Volunteers * List the number of youth volunteers who helped with this project. If this project took place at a school, students who assisted as part of educational programming for a class should be counted in "Number of Youth Engaged".

Number of Total Volunteer Hours * Estimate the total number of hours that volunteers, other than yourself or other Stewards reporting their own hours, spent working on the project.

Only one Steward from the project should enter the information in this field so that individuals engaged are not doubled or tripled, etc.

Adults Engaged * Provide your best estimate of the number of adult individuals you engaged through your maintenance.

Youth Engaged * Provide your best estimate of the number of youth individuals you engaged through your maintenance. If this project took place at a school, this number includes students who assisted as part of educational programming for a class.

Number of Perennials and Shrubs Replaced *

Invasives Removal in Sq. Ft. * Enter a whole number to indicate the extent of your invasives removal in square feet. For example, if you removed a 250 square foot area, enter 250; if your removal covered 1.5 acres, enter 65,340. (1 acre = 43,560 square feet)

Trash Removal in pounds * Enter the total number of pounds of trash removed from the project site. We recognize that weights of individual bags may vary considerably and encourage Stewards to provide their best estimate. (The average 30-gallon bag of trash can hold between 25-40 lbs of waste material.)

Instructions
If your program or project had a budget and cost, fill out the fields below and put values wherever fields become enabled. If there is no value for an enabled field, put a 0 but do not leave blank. Non-numerical fields can be submitted with N/A there if no value for the field.

Project Budget * Enter your total project budget.

Project Cost * Enter the total actual cost of your project.

Project Fund Sources What were the funding sources for your project?
Please check all that apply:

- ☐ Grant Funds
- ☐ School Funds
- ☐ WSA Funds
- ☐ In-Kind Donations
- ☐ Homeowners Associations or Community Associations
- ☐ PTA Funds
- ☐ Cash Donations
- ☐ Other

Grant Funds * Enter the total dollar amount of grant funds that you received for your project.

Grant Fund Sources * List the organizations that contributed grant funds to your project.

Donations from Homeowners Associations or Community * Enter the total amount of donations from any HOAs or Cash that you received for your project.

Homeowners Associations or Community Associations Sources * List any HOAs or CAs that made donations to your project.

School Funds * Enter the total amount of funds from a K-12 school that you received for your project.

School Sources * List any K-12 schools that contributed funds to your project.

PTA Funds * Enter the total amount of funds from Parent Teacher Associations that you received for your project.

PTA Sources * List any Parent Teacher Associations that contributed funds to your project.

WSA Funds * Enter the total amount of WSA funds that you received for your project.

Cash Donations * Enter the total amount of cash donations that you received for your project.

Cash Donation Sources * List the sources of cash donations to your project.

In-Kind Donations * Enter the total amount of in-kind donations that you received for your project.

In-Kind Donation Sources * List the in-kind goods and/or services that were donated to your project. (Ex. snacks and drinks for 20 people.)

Other Funding Amount * Enter the total amount of other funding received for your project.

Other Funding Sources * List the sources of other funding for your project.

Was a release of liability form signed by the property owner?

Yes ☐ No ☐

Once the form is complete, click on + ADD

Project Monitoring

Please use this form to report your monitoring of a Best Management Practice (BMP) project or site.

Fields marked with a red asterisk * are required. If there is no value for a required field, put a 0 or N/A, but ***do not leave blank***.

Submission Status

SELECT ▼

Submitted
Approved
Returned
Resubmitted

Comments

Steward SELECT ▼

Site SELECT ▼

Is the project site not listed? Click the Add New button below before starting this form to complete a New Project Site form. Add New

Practices Monitored * Select all that apply.

- ☐ Bioretention Area
- ☐ Litter Removal
- ☐ Site with Invasives
- ☐ Storm Drain
- ☐ Other (Describe Below)
- ☐ Conservation Landscape
- ☐ Rain Barrel/Cistern
- ☐ Rain Garden
- ☐ Waterway

Description of "Other" or Additional Comments

Date * Select the date you performed monitoring work on this installation. If your monitoring work happened over an extended period of time, please select the date when you started to perform monitoring work at this site.

Date End Optional: If applicable, please enter the final date when you performed monitoring work on this installation.

Hours * Estimate the total number of hours you spent monitoring this installation.

Only one Steward from the project should enter the information in this field so that individuals engaged are not doubled or tripled, etc.

Adult Volunteers * Not counting yourself or other Stewards reporting their own hours, list the number of adult volunteers who helped with this project.

Youth Volunteers * List the number of youth volunteers who helped with this project.

Total Volunteer Hours * Estimate the total number of hours that volunteers--other than yourself or other Stewards reporting their own hours--spent working on the project.

Adults Engaged * Provide your best estimate of the number of adult individuals you engaged through your monitoring.

Youth Engaged * Provide your best estimate of the number of youth individuals you engaged through your monitoring.

Once the form is complete, click on + ADD

Planning / Meetings

Please use this form to record information about meetings or time spent in planning.

Fields marked with a red asterisk * are required. If there is no value for a required field, put a 0 or N/A, but ***do not leave blank***.

Submission Status

SELECT ▼

Submitted
Approved
Returned
Resubmitted

Comments

Steward SELECT ▼

Site* SELECT ▼

Is the project site not listed? Click the Add New button below before starting this form to complete a New Project Site form. Add New

Comments

Date * Select the date of the planning or meeting. If the planning or meeting took place over an extended period of time, enter the date it started here.

Date End Optional: If you need to indicate a date range, please enter the date planning or meetings ended.

Hours * Estimate the number of hours you spent on planning or in meeting.

Only one Steward from the project should enter the information in this field so that individuals engaged are not doubled or tripled, etc.

Adults Engaged * Provide your best estimate of the number of adult individuals you engaged through your planning or meeting.

Youth Engaged * Provide your best estimate of the number of youth individuals you engaged through your planning or meeting.

Once the form is complete, click on + ADD

Forms – Project – Add New Site

Add New Site

If you have a project at a new site, please use this form to enter the site information. You will need to enter this information first before completing a project form. Be sure to check first if the site is already listed to avoid duplicate records.

Fields marked with a red asterisk * are required. If there is no value for a required field, put a 0 or N/A, but ***do not leave blank***.

Submission Status

SELECT ▼

Submitted
Approved
Returned
Resubmitted

Comments

Steward SELECT ▼

County * SELECT ▼

What Type of Site is this? * SELECT ▼

Business
Neighborhood
Other Open Space
Organization
Park
Place of Worship
Residence
School

Name *

Example: Arlington Echo Rain Garden

Select Location From Map

Click on the button CHOOSE LOCATION and a map will appear for you to zoom in on to select the site. Once you have pinned the location, hit ESC on your keyboard to complete the form. This action will automatically fill in the Longitude and Latitude fields below.

Street Address * Provide the project's street address, giving number and name of street. (Ex. 975 Indian Landing Road.) If the project has no street address, enter the nearest cross streets or information to help determine its location for future maintenance and monitoring.

City * Provide the name of the city where the project is located.

State MD

Zip * Provide the zip code for the project's address.

X:Longitude

Y:Latitude

Watershed Number Please enter the 12-Digit Watershed number for this project/site according to the:

Maryland Map of Watersheds Click on to select the Watershed number of the project.

Owner Please enter the name of the person or organization who owns the site.

Email Enter a valid e-mail address for the person or organization who owns the site.

Phone Enter a valid phone number with area code for the person or organization who owns the site.

Once the form is complete, click on 

Continuing Education

Please use this form to record your participation as a Master Watershed Steward in a continuing education event.

Fields marked with a red asterisk * are required. If there is no value for a required field, put a 0 or N/A, but ***do not leave blank***.

Submission Status

SELECT ▼

Submitted
Approved
Returned
Resubmitted

Comments

Steward SELECT ▼

Name * Enter the name of the program you attended.

Would you recommend this event/topic to other Stewards?

Yes ☐ No ☐

Date * Enter the date the continuing education program occurred. If your continuing education program took place over an extended length of time, please select the date that the program started.

Date End Optional: if applicable, please enter the final date of the program.

Hours * Enter the total number of hours you spent attending this continuing education program.

Number of Adult Volunteers Not counting yourself or other Stewards reporting their own hours, list the number of adult volunteers who helped with this project.

Number of Youth Volunteers List the number of youth volunteers who helped with this project.

Total Volunteer Hours Estimate the total number of hours that volunteers, other than yourself or other Stewards reporting their own hours, spent working on the project.

General Comments Add any pertinent information here which would be helpful.

Once the form is complete, click on + ADD

Networking

Please use this form to record your participation as a Master Watershed Steward in a networking event.

Fields marked with a red asterisk * are required. If there is no value for a required field, put a 0 or N/A, but ***do not leave blank***.

Submission Status

SELECT ▼

Submitted
Approved
Returned
Resubmitted

Comments

Steward SELECT ▼

Hosting Organization *

Name Enter the name of the networking event.

Date * Enter the date the networking event occurred. If your networking event took place over an extended length of time, please select the date that the event started.

Date End Optional: if applicable, please enter the final date of the event.

Networking Hours * Enter the total number of hours you spent on or attended this networking event.

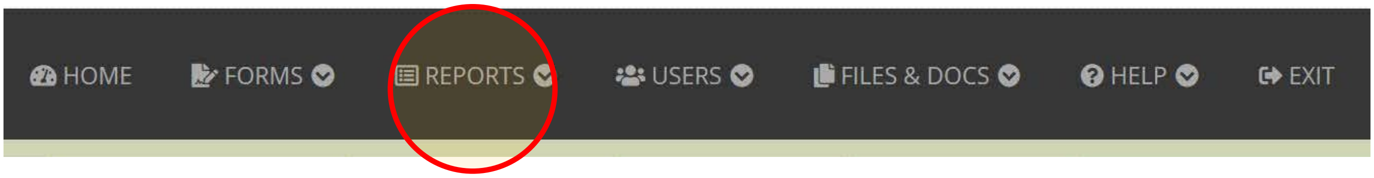
Number of Adult Volunteers Not counting yourself or other Stewards reporting their own hours, list the number of adult volunteers who helped with this project.

Number of Youth Volunteers List the number of youth volunteers who helped with this project.

Total Volunteer Hours Estimate the total number of hours that volunteers, other than yourself or other Stewards reporting their own hours, spent working on the project.

General Comments Add any pertinent information here which would be helpful.

Once the form is complete, click on + ADD



Reports Tab

List of Reports Available

Summary Reports

- Volunteer List
- Volunteer Summary
- Hours Summary
- Engagement Summary
- Student Engagement Summary
- Funding Source Summary

Charts & Graphs

- Hours by Activity
- Funding Sources
- Engagements
- Student Engagements

Outreach

- Community Outreach
- Education (K-12)
- Environmental Committee
- Site Assessment

Project

- Installation
- Maintenance
- Monitoring
- Planning/Meetings
- Sites

Continuing Education

Networking

PLEASE READ

- **When *Sorting / Custom* or *Advanced Sorting***, each item can be dragged back and forth from the *Available Sorting* and *Selected Sorting* boxes. To build a report, select only the items you want to view and drag them into the *Selected Sorting* box in the order you would like to see listed on your report. Some columns can be displayed in ascending (ASC) or descending (DESC) order.

- The **pins in column headings** allow you to “freeze” the report at the column pinned and scroll sideways, still seeing the pinned columns.

- You have the **option to Drill Down** by clicking a bar, pie or line to see a breakdown of the information that makes up the number behind that symbol.

- For more detailed information on **Grids, Charts and Graphs**, see the video tutorials on page 5 of this document, or see the home page, bottom left corner.

Summary Reports

There are six Summary Reports to select from:

- Volunteer List
- Volunteer Summary
- Hours Summary
- Engagement Summary
- Student Engagement Summary
- Funding Source Summary

Volunteer List lets you select options from Date, Activity and Academy
Volunteer Summary shows you Academy, Year, Number of Adult and Youth Volunteers, Total Volunteers/Hours
Hours Summary lets you select options from Year, Activity and Academy
Engagement Summary lets you select options from Activity, Academy and Year
Student Engagement Summary lets you select options from Year and Academy
Funding Source Summary lets you select options from Year, Activity and Academy
Click on *OK* to save your selections

By clicking on the underlined year on the report, it will give you a break-down report of that year.

Volunteer List

On the left, Volunteer List can be sorted by Date, Activity or Academy.

Search lets you search by Date, Activity, Academy and Steward

Options - Group By – Columns, Sorting and **Save** gives you a selection of options to sort by so you can build a custom report. Each item can be dragged back and forth from the Available Sorting and Selected Sorting boxes. To build your report, select only the items you want to view and drag them into the Selected Sorting box in the order you would like to see listed on your report.

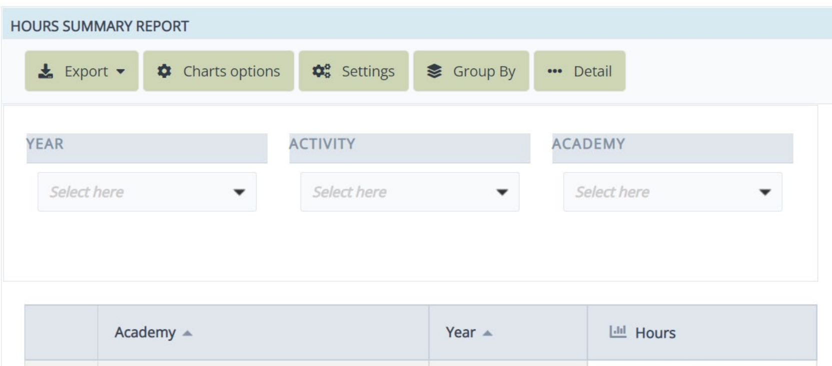
Export
To save/view your report, click on Export where you will have the option to export and view your report to a PDF, Excel, CSV or to print.

Volunteer Summary

Export
To save/view your report, click on Export where you will have the option to export and view your report to a PDF, Excel, CSV or to print.

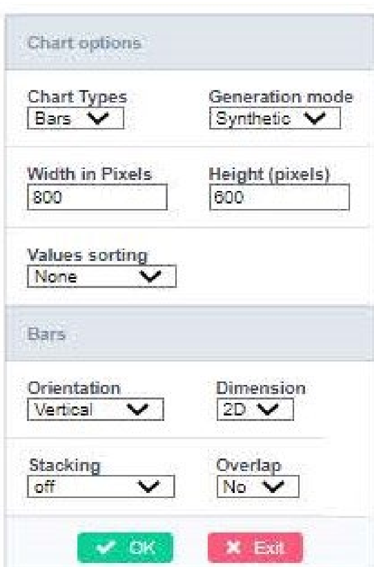
Group By gives you a selection of options to sort by so you can build a custom report. Each item can be dragged back and forth from the Available Fields and Selected Field boxes. To build your report, select only the items you want to view and drag them into the Selected Field box in the order you would like to see listed on your report.

Hours Summary
Engagement Summary
Student Engagement Summary
Funding Source Summary



Export
To save/view your report, click on Export where you will have the option to export and view your report to a PDF, Excel, CSV or to print.

Chart Options gives you the options of:
Chart Types: Pie, Bars, Lines or Area
Generation Mode: Synthetic or Analytical
Width and/or Height in pixels



Pie gives you the options of:
Shape: Pie or Donut
Dimension: 2D or 3D
Values Sorting: Ascending or Descending

Bars give you the options of:
Orientation: Horizontal or Vertical
Dimension: 2D or 3D
Stacking: On or Off
Overlap: Yes or No

Lines give you the options of:
Shape: Line, Spline or Line Step
Series Group: Set or By Series

Area gives you the options of:
Shape: Area or Spline
Stacking: On, Off or Percentage
Series Group: Set or By Series

Click on *OK* to save your selections

Settings gives you the options of Year or By Value

Group By and Totalization gives you a number of options to select to build your chart or graph. Each item can be dragged back and forth from the Available Fields and Selected Field boxes. To build your report, select only the items you want to view and drag them into the Selected Field box in the order you would like to see listed on your report.

Click on *Apply* to save your selections

Detail gives you a full report of all categories.

Also in Detail, you can click on the symbols in some of the categories to view your report from there.

For **Funding Source Summary**, by clicking on the tool symbol next to *budget*, it will give you a snapshot of where you are with the budget. At the top of the page, you can choose to view the chart with different Chart Types, Generation Modes, Pixels and Values.

Click on *OK* to save your selections

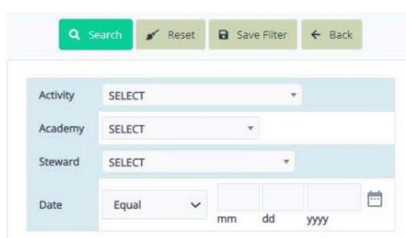
Charts & Graphs

There are four Charts & Graphs reports to select from:

- Hours by Activity
- Funding Sources
- Engagements by Activity
- Student Engagements

Search lets you search by:

- Activity
- Academy
- Steward
- Date/Range



Save Filter lets you name and save your search.

Summary gives you a quick summary of the information.

Sorting, depending on the report, lets you sort by Adults, Budget, Cost, Dimension, Hours, Original, Students, Total and Youth (Asc or Desc)

Custom – To build a custom chart or graph, start here. Each type of report will give you slightly different sub-menus to select from. See below.

Hours by Activity - lets you select options from Activity, Academy, Steward, Date Range and Year
Funding Sources - lets you select options from Activity, Sources, Academy and Steward
Engagement by Activity - lets you select options from Activity, Academy, Steward and Year
Student Engagements - lets you select options from Academy, Steward, Date Range and Year
Click on *OK* to save your selections and scroll down to view your chart or graph.

To change the layout, click on ***Chart Types***. You can go back and forth from the chart displayed to the sub-menu, the Dimensions and Metrics, and the ***Chart Types*** tab to find the best view to display all the information you are looking to highlight.

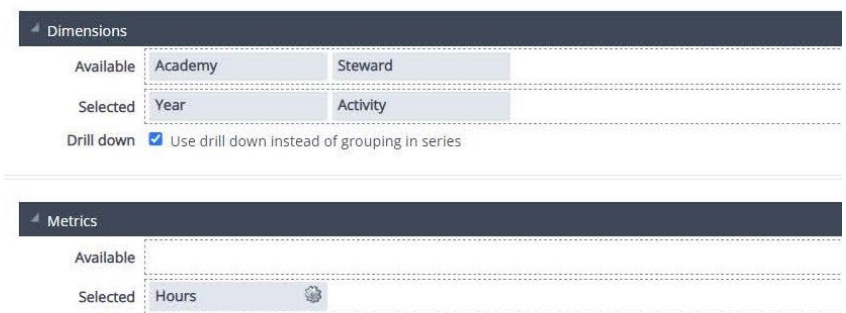


Chart Types gives you options to view your report by:

- Bar
- Line
- Area
- Pie
- Stacked
- Combination
- Gauge
- Others

Each item in Dimensions and Metrics can be dragged back and forth from the Available and Selected boxes. To build your chart, select only the items you want to view and drag them into the Selected Sorting box. You may want to play around with this to find the layout that works best with the information you want to highlight.

You also have the option to Drill Down by clicking a bar, pie or line to see a breakdown of the information that makes up the number behind that symbol.

Export gives you the options to export your report to a PDF, Excel, CSV or to print.

To better understand the many options of Charts and Graphs, watch these videos from the web designer:

Video 8 – Reports & Graphs Video 10 – Review Charts Video 11 – Charts & Graphs

Outreach

There are four Outreach reports to select from:

- Community Outreach
- Education (K-12)
- Environmental Committee
- Site Assessment

Approve and Return lets you approve or return projects by clicking on the box to the left of each line, or click on the ID and you can view the whole report and approve or return from there.

Search lets you search by a few key elements of the type of report you are searching.

Options - Group By – Columns, Sorting and **Save** gives you a selection of options to sort by so you can build a custom report. Each item can be dragged back and forth from the Available Sorting and Selected Sorting boxes. To build your report, select only the items you want to view and drag them into the Selected Sorting box in the order you would like to see listed on your report. Save lets you filter, title and save your reports. My Saves the current application state

Click on *Apply* to save your selections

Export gives you the options to export your report to a PDF, Excel, CSV or to print.

Project

There are sfive Project Reports to select:

- Installation
    - Installation Lead
    - Installation Support
- Maintenance
- Monitoring
- Planning / Meetings

Approve and Return lets you approve or return projects by clicking on the box to the left of each line, or click on the ID and you can view the whole report and approve or return from there.

Search lets you search by a few key elements of the type of report you are searching.

Save Filter lets you save your search.

Options - Group By – Columns, Sorting and **Save** gives you a selection of options to sort by so you can build a custom report. Each item can be dragged back and forth from the Available Sorting and Selected Sorting boxes. To build your report, select only the items you want to view and drag them into the Selected Sorting box in the order you would like to see listed on your report. Save lets you filter, title and save your reports. My Saves the current application state

Click on *Apply* to save your selections

Export gives you the options to export your report to a PDF, Excel, CSV or to print.

Continuing Education

Approve and Return lets you approve or return projects by clicking on the box to the left of each line, or click on the ID and you can view the whole report and approve or return from there.

Search lets you search for reports by:

- Academy
- Steward
- CE Name
- Submission Status
- Date / Range

Save Filter lets you save your search.

Options - Group By – Columns, Sorting and **Save** gives you a selection of options to sort by so you can build a custom report. Each item can be dragged back and forth from the Available Sorting and Selected Sorting boxes. To build your report, select only the items you want to view and drag them into the Selected Sorting box in the order you would like to see listed on your report. Save lets you filter, title and save your reports. My Saves the current application state

Click on *Apply* to save your selections

Export gives you the options to export your report to a PDF, Excel, CSV or to print.

Networking

Approve and Return lets you approve or return projects by clicking on the box to the left of each line, or click on the ID and you can view the whole report and approve or return from there.

Search lets you search for reports by:

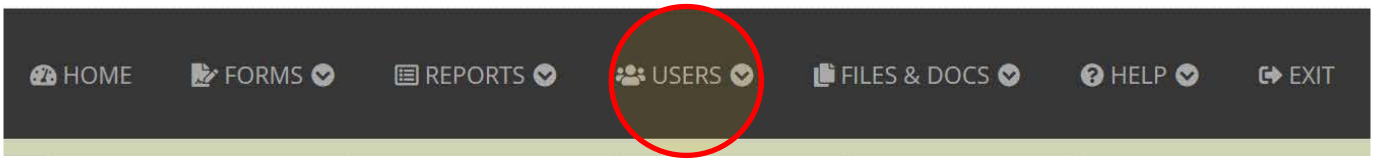
- Academy
- CE Name
- Submission Status
- Date / Range

Save Filter lets you save your search.

Options - Group By – Columns, Sorting and **Save** gives you a selection of options to sort by so you can build a custom report. Each item can be dragged back and forth from the Available Sorting and Selected Sorting boxes. To build your report, select only the items you want to view and drag them into the Selected Sorting box in the order you would like to see listed on your report. Save lets you filter, title and save your reports. My Saves the current application state

Click on *Apply* to save your selections

Export gives you the options to export your report to a PDF, Excel, CSV or to print.



Users Tab

There are five options to select:

- Steward Directory
- Staff Directory
- Add Users Profile
  - Add Steward
  - Add Staff
- My Profile

Steward and Staff Directory:

Steward and Staff Directories shows you:

- Steward ID
- Academy
- Last Name
- First Name
- Email
- Phonelternate Phone
- Address
- City
- State Zip
- Class Year
- Program Relationship Status
- Program Activity State
- Capstone Completed?
- Updated

Search lets you search for reports by:

- Steward ID
- Academy
- Class Year
- Permissions
- Program Relationship Status
- Program Activity State
- Capstone Completed?
- Photo Release?
- Directory Release?

Save lets you filter, title and save your reports

Options - Group By, Columns, Sorting and Save gives you a selection of options to sort by to build a custom report. Each item can be dragged back and forth from the Available Sorting and Selected Sorting boxes. To build your report, select only the items you want to view and drag them into the Selected Sorting box in the order you would like to see listed on your report. Save lets you filter, title and save your reports. My Saves the current application state

Click on *Apply* to save your selections

Export gives you the options to export your report to a PDF, Excel, CSV or to print.

Add Users Profile : Steward

New Stewards can be added here, or you can reset their passwords from this screen. It is best to email the steward with a temporary password and ask them to change it and update any other information, once they are in the database.

User - Email*
- Username*
- Password/Confirm Password
- Photo Release
- Directory Release
- Click on *Add*

Contact - First and Last Name*
- Phone / Alternate Phone
- Address

Photo - Stewards can upload their photos here

Program - Academy*
- County
- Class Year*
- Role*
  - Candidate-In-Training
  - Master Watershed Steward
  - Environmental Literacy Master Watershed Steward
  - Congregational Steward
  - RiverWise Congregation Master Watershed Steward
  - Community Steward
  - General Volunteer
- Activity Status*
  - Active
  - Inactive
  - On Hiatus
  - Ineligible
- Capstone Completed?

Admin - Permission Level - Determines access to the system*
- Personal – Stewards or Candidates-In-Training in good standing
- Academy - County WSA Leadership
- State – State WSA Admins

No Access – When a user no longer requires access to the system
These records can also be deleted

Add Users Profile : Staff

New Staff can be added here, or you can reset your passwords from this screen. It is best to email new staff with a temporary password and ask them to change it and update any other information, once they are in the database.

User - Email*
Username*
Password/Confirm Password

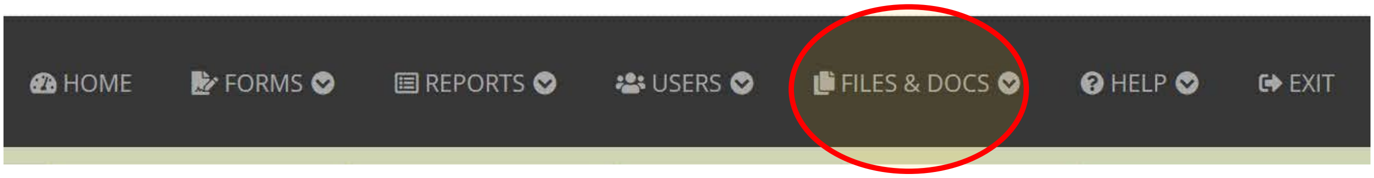
Contact - First and Last Name*
Phone / Alternate Phone
Address

Photo - Staff can upload their photos here

Admin- Academy*
County
Staff County Area
Permission Level - Determines access to the system*
Academy - County WSA Leadership
State – State WSA Admins
No Access – When a user no longer requires access to the system
Activity Status*
Active
Inactive
On Hiatus
Ineligible
Account Enabled?*

My Profile

This tab lets you change your Email, User Name, Phone Number or Address
You can also upload a photo or review your Admin rights to the system



Files & Docs Tab

There are six options to select:

- Files
- Add a File
- Media Releases
- Liability Releases
- Site Plans
- Permits

Files

WSA Release of Liability for Property Owner - PDF
WSA Media Release Form Multiple - PDF
WSA Release Form Individual – PDF

By clicking on Export, you have the options to export your report to a PDF, Excel, CSV or to print.

Add a File

Files can be added here.

Media & Liability Releases and Site Plans

Shows you a list of forms uploaded by Stewards that can be sorted by ID, Activity Type, Steward or DOC from the Options sub-tab.

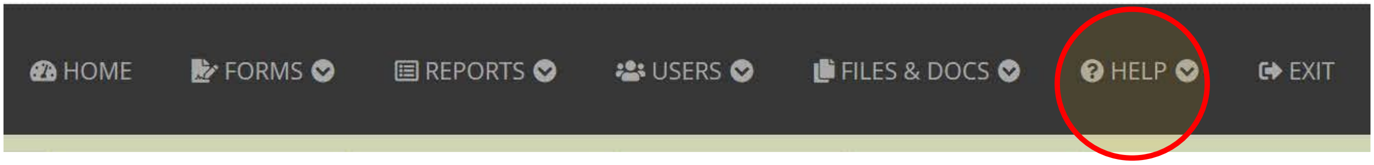
Options - Group By, Columns, Sorting and Save gives you a selection of options to sort by to build a custom report. Each item can be dragged back and forth from the Available Sorting and Selected Sorting boxes. To build your report, select only the items you want to view and drag them into the Selected Sorting box in the order you would like to see listed on your report. Save lets you filter, title and save your reports. My Saves the current application state

Click on *Apply* to save your selections

Export gives you the options to export your report to a PDF, Excel, CSV or to print.

Permits

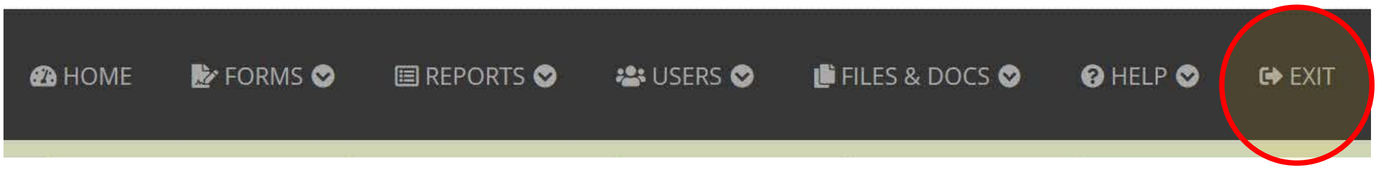
Lets you search for permits by Installation ID, Type and Permit Number



Help Tab

Get Help Form - Need help or do you have an error message that popped up? Send us a message through this tab and we will get back to you during normal business hours.

Tutorial Videos - Videos are located here, or on the Home Page, bottom left corner.



Exit Tab

Logout of the database here.