

Guidelines for Using the WSA Database

Types of Forms

Click on the name of the form to jump to a full guide on how to complete that form.

Project Forms

[New Project Installation \(Lead\)](#)

This form is used if you led the installation of a new project. If multiple Stewards worked together on this project, one Steward should use this form to report the project details. All other Stewards on the team should record their hours using the Project Support form to avoid double counting.

[New Project Installation \(Support\)](#)

This form is used if you supported another Steward's installation of a new project, or took part as a Steward in another organization's installation project (one that you did not organize or manage).

[Project Maintenance](#)

This form is used to report your maintenance work at an existing project or to report hours spent on litter removal or invasive removal.

[Project Monitoring](#)

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

[Site Assessment](#)

This form is used to record information about site assessments you performed, whether for a residential site, a neighborhood, an informal consultation, or for a special program such as Howard County's Rain Gardens for Clean Water.

[Site Information](#)

The Site Information form is a companion form for the other forms under the Project section. Once a new Site Information form has been submitted, it can be associated with multiple projects. For instance, if you created a new Site Information record when reporting the installation of a rain garden at a high school, another Steward could then use that Site Information record to report installing a rain barrel at that high school. The benefit of this is that if we run a report on a site, we would see all the projects that have occurred there. To avoid creating duplicate records, always search the existing sites first. You can search for a site in the Site field of any of the Project forms by typing in its name or zip code into the menu field.

Outreach Forms

Community Outreach Form

This form is used to record outreach efforts such as tabling for WSA at community events, providing educational presentations to the community, creating written communications, or other general outreach efforts.

Education (K-12)

This form is used to record information about educational efforts on behalf of youth (under the age of 18 years old). Activities that have been designed to engage children, such as school classes or youth groups, should be recorded here.

Environmental Committee Work Form

This form is used to record volunteer work conducted on behalf of a specific WSA committee or for a watershed-related organization that you are a part of (in the role of a Steward).

Planning/Meetings Form

This form is used to record time spent in planning or meetings for WSA-related projects that has not been recording elsewhere. If you are planning for a project installation or outreach event that has not occurred by the time of reporting, you should enter the hours spent so far in this form and note what project you are working toward. If you were planning for a project installation or outreach event that could not be completed for whatever reason, you can report the hours spent in preparation here.

Continuing Education form

Continuing Education

This form is used to record your participation as a Steward in a continuing education event.

Networking form

Networking

This form is used to record your participation as a Steward in a networking event.

Adding Project Service Hours

New Project Installation (Lead)

The Project Installation Lead form asks for a large amount of data. Complete what information you can. If there are fields that do not apply to your project, skip those.

Overview

1. **Steward.** This field defaults to your name and cannot be changed.
2. **Site.** This field provides a dropdown menu of sites in your county. If the site has been reported previously, it will be listed. You can search for a site by typing its name or zip code into the menu field. If the site you are reporting on is not listed, click the “Add New” button. This will open a new window for the Site Information form. Submit the new site, click Exit to leave the Site Information form, and return to this dropdown menu to find your site.
3. **Project Name.** Complete this field if more than one Steward will be reporting on this project (for example, Arlington Echo rain garden) or if you were assisting with a project run by another organization (for example, Project Clean Stream).
4. **Practices.** Check the boxes for all of the practices you used in this project. See the document *WSA Database Types of Practice* for a delineation of each practice type.
5. **Capstone Project.** Check Yes if this is your capstone project.

Project Information

6. **Project Information.** Use these fields to give information about the project. Only the measures related to the practices you checked off in the Practices section will be open for you to fill.

Dates and Hours

7. **Date of Installation.** When entering hours spent on the project, give the date on which you last worked on the project. DO NOT ENTER hours in advance of the work being performed. If service hours are entered in advance (in other words, the event has not yet taken place), the entry will be returned to you for resubmission later. You may only enter Hours once the event has been worked.
8. **Date of Approval.** Complete this field only if your project required approval of an installation plan.
9. **Hours.** Enter the number of hours of service. The number of hours of service does not include travel time to or from the project.

Volunteer Hours

10. **Number of Adult Volunteers.** Volunteers include anyone who assisted with the project, other than fellow Stewards. Any Stewards assisting with this project should submit a form for themselves.
11. **Number of Youth Volunteers.** Youth volunteers include anyone under the age of 18. Students who assist with a project as part of educational programming for their class should not be counted here but under “Youth Engaged” for tracking purposes.
12. **Number of Total Volunteer Hours.** This total should equal the total number of volunteers times the hours those volunteers assisted with the project. If you had 4 volunteers help for 3 hours,

the total volunteer hours would be 12. If you had 4 volunteers help for 3 hours and 6 volunteers for 1 hour, the total volunteer hours would be 18.

Engagement

13. **Number of Adults Engaged.** Engagement includes anyone stopping by your project who you shared information with, tours for neighbors, etc. Anyone you have counted as a volunteer should not be counted again here.
14. **Number of Youth Engaged.** Engagement of anyone under the age of 18. This includes students who assist with a project as part of educational programming for their class. Anyone you have counted as a volunteer should not be counted again here.

Funding

If your project had no costs associated with it, skip this section.

15. **Project Budget.** Please provide the total budget you started your project with. If this was a small project and did not have a budget written up, provide an approximation.
16. **Project Cost.** Provide the total actual cost of your project. This number could be the same as your budget, or higher or lower depending on changes in your plan (for example, more mulch was required than anticipated).
17. **Project Installation Fund Sources.** Check the boxes for the funding sources this project had. Only the fields related to the funding sources you check off will be open for you to fill.
 - a. **Grant Funds.** For example, funding from Chesapeake Bay Trust or Unity Gardens.
 - b. **Homeowners Associations or Community Associations.**
 - c. **School Funds.**
 - d. **PTA Funds.**
 - e. **WSA Funds.**
 - f. **Cash Donations.** This could include both cash and gift cards donated.
 - g. **In-Kind Donations.** This can include direct donations of items, such as food, or of professional services, such as the creation of a landscape plan.
 - h. **Other**
 - i. **Not Applicable**

Permits

If your project had no permits associated with it, skip this section.

18. **Permit Requirement.** Check Yes only if your project required permits. After you submit the form, you will be asked to provide more information on what kind of permits were needed.
 - a. **Permit Type.** Check all the options that apply.
 - b. **Permit Number**
 - c. **Permit Approval date**

Attachments

19. **Release Form.** Check Yes only if you had a Release of Liability Form signed by the property owner. If you are able to scan a copy of the form, you can upload a copy here. File types accepted are PDF, Excel, Word, JPG, or PNG.

20. **Site Plan.** If your project required a site plan, upload a copy here. File types accepted are PDF, Excel, Word, JPG, or PNG.
21. **Add Photos.** Check Yes if you took photos of your project that you would like to upload.
22. **Media Release Form.** If there are people in your photos, check Yes to confirm that you have permission from participants in your project to have photos of themselves shared. If you are able to scan a copy of the form, upload a copy here. File types accepted are PDF, Excel, Word, JPG, or PNG.
23. **Upload Photos.** A field should also appear for uploading photos. Any number of photos can be uploaded. The file size limitation is 2 MB. File types accepted are JPG, PNG, and GIF.

New Project Installation (Support)

Overview

1. **Steward.** This field defaults to your name and cannot be changed.
2. **Site.** This field provides a dropdown menu of sites in your county. If the site has been reported previously, it will be listed. You can search for a site by typing its name or zip code into the menu field. If the site you are reporting on is not listed, click the “Add New” button. This will open a new window for the Site Information form. Submit the new site, click Exit to leave the Site Information form, and return to this dropdown menu to find your site.
3. **Project Name.** Complete this field if more than one Steward will be reporting on this project (for example, Happyville High School Rain Gardens) or if you were assisting with a project run by another organization (for example, Project Clean Stream).
4. **Practices.** Check the boxes for all of the practices you used in this project. See the document *WSA Database Types of Practice* for a delineation of each practice type.
5. **Capstone Project.** Check Yes if this is your capstone project.

Dates and Hours

6. **Date of Installation.** When entering hours spent on the project, give the date on which you last worked on the project. DO NOT ENTER hours in advance of the work being performed. If service hours are entered in advance (in other words, the event has not yet taken place), the entry will be returned to you for resubmission later. You may only enter Hours once the event has been worked.
7. **Hours.** Enter the number of hours of service. The number of hours of service does not include travel time to or from the project.

Engagement

8. **Number of Adults Engaged.** Engagement includes anyone stopping by your project who you shared information with, tours for neighbors, etc. Anyone you have counted as a volunteer should not be counted again here.
9. **Number of Youth Engaged.** Engagement of anyone under the age of 18. This includes students who assist with a project as part of educational programming for their class. Anyone you have counted as a volunteer should not be counted again here.

Attachments

10. **Add Photos.** Check Yes if you took photos of your project that you would like to upload.
11. **Media Release Form.** If there are people in your photos, check Yes to confirm that you have permission from participants in your project to have photos of themselves shared. If you are able to scan a copy of the form, upload a copy here. File types accepted are PDF, Excel, Word, JPG, or PNG.
12. **Upload Photos.** A field should also appear for uploading photos. Any number of photos can be uploaded. The file size limitation is 2 MB. File types accepted are JPG, PNG, and GIF.

Project Maintenance

Overview

1. **Steward.** This field defaults to your name and cannot be changed.
2. **Site.** This field provides a dropdown menu of sites in your county. If the site has been reported previously, it will be listed. You can search for a site by typing its name or zip code into the menu field. If the site you are reporting on is not listed, click the “Add New” button. This will open a new window for the Site Information form. Submit the new site, click Exit to leave the Site Information form, and return to this dropdown menu to find your site.
3. **Practices.** Check the boxes for all of the practices you maintained in this project. See the document *WSA Database Types of Practice* for a delineation of each practice type.
4. **Comments.** Use this field to share information such as the pounds of litter removed or square footage of the area that had invasive plants removed.

Dates and Hours

5. **Date.** When entering hours spent on the project, give the date on which you worked on the project. If your maintenance work happened over an extended period of time, select the date when you started to perform maintenance work at this site and then the end date of work.
6. **Hours.** Enter the number of hours of service. The number of hours of service does not include travel time to or from the project.

Volunteer Hours

7. **Number of Adult Volunteers.** Volunteers include anyone who assisted with the project, other than fellow Stewards. Any Stewards assisting with this project should submit a form for themselves.
8. **Number of Youth Volunteers.** Youth volunteers include anyone under the age of 18. Students who assist with a project as part of educational programming for their class should not be counted here but under “Youth Engaged” for tracking purposes.
9. **Number of Total Volunteer Hours.** This total should equal the total number of volunteers times the hours those volunteers assisted with the project. If you had 4 volunteers help for 3 hours, the total volunteer hours would be 12. If you had 4 volunteers help for 3 hours and 6 volunteers for 1 hour, the total would be 18.

Engagement

10. **Number of Adults Engaged.** Engagement includes anyone stopping by your project who you shared information with, tours for neighbors, etc. Anyone you have counted as a volunteer should not be counted again here.
11. **Number of Youth Engaged.** Engagement of anyone under the age of 18. This includes students who assist with a project as part of educational programming for their class. Anyone you have counted as a volunteer should not be counted again here.
12. **Number of perennials and shrubs replaced.** If your maintenance project involved adding or replacing plants, list the number of new plants added here.

Funding

If your project had no costs associated with it, skip this section.

13. **Project Budget.** Please provide the total budget you started your project with. If this was a small project and did not have a budget written up, provide an approximation.
14. **Project Cost.** Provide the total actual cost of your project. This number could be the same as your budget, or higher or lower depending on changes in your plan (for example, more mulch was required than anticipated).
15. **Project Fund Sources.** Check the boxes for the funding sources this project had. Only the fields related to the funding sources you check off will be open for you to fill.
 - a. **Grant Funds.** For example, funding from Chesapeake Bay Trust or Unity Gardens.
 - b. **Homeowners Associations or Community Associations.**
 - c. **School Funds.**
 - d. **PTA Funds.**
 - e. **WSA Funds.**
 - f. **Cash Donations.** This could include both cash and gift cards donated.
 - g. **In-Kind Donations.** This can include direct donations of items, such as food, or of professional services, such as the creation of a landscape plan.
 - h. **Other**
 - i. **Not Applicable**

Attachments

16. **Add Photos.** Check Yes if you took photos of your project that you would like to upload.
17. **Media Release Form.** If there are people in your photos, check Yes to confirm that you have permission from participants in your project to have photos of themselves shared. If you are able to scan a copy of the form, upload a copy here. File types accepted are PDF, Excel, Word, JPG, or PNG.
18. **Upload Photos.** A field should also appear for uploading photos. Any number of photos can be uploaded. The file size limitation is 2 MB. File types accepted are JPG, PNG, and GIF.

Project Monitoring

Overview

1. **Steward.** This field defaults to your name and cannot be changed.
2. **Site.** This field provides a dropdown menu of sites in your county. If the site has been reported previously, it will be listed. You can search for a site by typing its name or zip code into the menu field. If the site you are reporting on is not listed, click the “Add New” button. This will open a new window for the Site Information form. Submit the new site, click Exit to leave the Site Information form, and return to this dropdown menu to find your site.
3. **Practices Monitored.** Check the boxes for all of the practices or waterways you monitored. See the document *WSA Database Types of Practice* for a delineation of each practice type.

Dates and Hours

4. **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 and then the end date of work.
5. **Hours.** Enter the number of hours of service. The number of hours of service does not include travel time to or from the project.

Volunteer Hours

6. **Number of Adult Volunteers.** Volunteers include anyone who assisted with the project, other than fellow Stewards. Any Stewards assisting with this project should submit a form for themselves.
7. **Number of Youth Volunteers.** Youth volunteers include anyone under the age of 18. Students who assist with a project as part of educational programming for their class should not be counted here but under “Youth Engaged” for tracking purposes.
8. **Number of Total Volunteer Hours.** This total should equal the total number of volunteers times the hours those volunteers assisted with the project. If you have 4 volunteers help for 3 hours, the total volunteer hours would be 12. If you had 4 volunteers help for 3 hours and 6 volunteers for 1 hour, the total would be 18.

Engagement

9. **Number of Adults Engaged.** Engagement includes anyone stopping by your project who you shared information with, tours for neighbors, etc. Anyone you have counted as a volunteer should not be counted again here.
10. **Number of Youth Engaged.** Engagement of anyone under the age of 18. This includes students who assist with a project as part of educational programming for their class. Anyone you have counted as a volunteer should not be counted again here.

Attachments

11. **Add Photos.** Check Yes if you took photos of your project that you would like to upload.
12. **Media Release Form.** If there are people in your photos, check Yes to confirm that you have permission from participants in your project to have photos of themselves shared. If you are

able to scan a copy of the form, upload a copy here. File types accepted are PDF, Excel, Word, JPG, or PNG.

13. **Upload Photos.** A field should also appear for uploading photos. Any number of photos can be uploaded. The file size limitation is 2 MB. File types accepted are JPG, PNG, and GIF.

Site Assessment

Overview

1. **Steward.** This field defaults to your name and cannot be changed.
2. **Type.** Select whether this was a formal site or neighborhood assessment, an informal consultation, or an assessment for Howard County's program Rain Gardens for Clean Water.
3. **Site.** This field provides a dropdown menu of sites in your county. If the site has been reported previously, it will be listed. You can search for a site by typing its name or zip code into the menu field. If the site you are reporting on is not listed, click the "Add New" button. This will open a new window for the Site Information form. Submit the new site, click Exit to leave the Site Information form, and return to this dropdown menu to find your site.

Dates and Hours

4. **Date.** Select the date you performed the site assessment.
5. **Hours.** Enter the number of hours of service. Include your time spent planning and following up with the property owner.

Engagement

6. **Number of Adults Engaged.** Engagement includes anyone stopping by your project who you shared information with, tours for neighbors, etc. Anyone you have counted as a volunteer should not be counted again here.
7. **Number of Youth Engaged.** Engagement of anyone under the age of 18. This includes students who assist with a project as part of educational programming for their class. Anyone you have counted as a volunteer should not be counted again here.

Attachments

8. **Release Form.** Check Yes only if you had a Release of Liability Form signed by the property owner. If you are able to scan a copy of the form, you can upload a copy here. File types accepted are PDF, Excel, Word, JPG, or PNG.
9. **Add Photos.** Check Yes if you took photos of your project that you would like to upload.
10. **Media Release Form.** If there are people in your photos, check Yes to confirm that you have permission from participants in your project to have photos of themselves shared. If you are able to scan a copy of the form, upload a copy here. File types accepted are PDF, Excel, Word, JPG, or PNG.
11. **Upload Photos.** A field should also appear for uploading photos. Any number of photos can be uploaded. The file size limitation is 2 MB. File types accepted are JPG, PNG, and GIF.

Site Information

Overview

1. **County.** This is set by which Academy you are affiliated with. To set a site outside of your county, please talk to a database administrator.
2. **What type of site is this?** Enter the type of site this is.
3. **Name.** Give the site a name. This name should be easily recognizable by any other Steward searching for this site. If it has an official name already, use that (Example: Arlington Echo). For private residences, use the street address as the name.

Location

4. **Street Address.** Provide the project's street address, giving number and name of the 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.
5. **City.** Provide the name of the city where the project is located.
6. **State.** MD
7. **Zip.** Provide the zip code for the project's address.
8. **X: Longitude.** This will be filled out automatically once you enter the address and zip code.
9. **Y: Latitude.** This will be filled out automatically once you enter the address and zip code.
10. **Watershed Number.** Enter the 12-Digit Watershed number for this site according to the Maryland Map of Watersheds. To look up the Watershed number, click on the link, enter the address of the site in the Maryland Map of Watersheds, and click on the location on the map to bring up the Watershed number.

Owner

11. **Owner.** If there is an owner of the site, enter their name.
12. **Email.** If there is an owner of the site, enter their e-mail address.
13. **Phone.** If there is an owner of the site, enter their phone number.

Community Outreach Form

Overview

1. **Steward.** This field defaults to your name and cannot be changed.
2. **Type.** Select the option which best describes your outreach activity. Written communication can include email, as well as the distribution of printed materials like door hangers, pamphlets, etc.
3. **Name.** Provide the name of the outreach activity/event (Example: County Fair), including what community it was meant to reach.
4. **Material or Handout Description.** If materials or handouts were distributed, provide a brief description and estimated number of how many were distributed.
5. **How many were distributed?** If materials or handouts were distributed, enter approximately how many were distributed.
6. **Capstone Project.** Check Yes if this is your capstone project.

Dates and Hours

7. **Date.** Submit the date your outreach activity occurred. If your outreach work happened over an extended period of time, select the date when you started to perform the outreach work and then the end date of work.
8. **Hours.** Estimate the total number of hours you spent on this outreach activity. Include your time spent planning and organizing.

Engagement

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

Funding

If your project had no costs associated with it, skip this section.

11. **Project Budget.** Please provide the total budget you started your project with. If this was a small project and did not have a budget written up, provide an approximation.
12. **Project Cost.** Provide the total actual cost of your project. This number could be the same as your budget, or higher or lower depending on changes in your plan.
13. **Project Fund Sources.** Check the boxes for the funding sources this project had. Only the fields related to the funding sources you check off will be open for you to fill.
 - j. **Grant Funds.** For example, funding from Chesapeake Bay Trust or Unity Gardens.
 - k. **Homeowners Associations or Community Associations.**
 - l. **School Funds.**
 - m. **PTA Funds.**
 - n. **WSA Funds.**
 - o. **Cash Donations.** This could include both cash and gift cards donated.
 - p. **In-Kind Donations.** This can include direct donations of items, such as food, or of professional services, such as the creation of a landscape plan.

- q. **Other**
- r. **Not Applicable**

Photos

14. **Add Photos.** Check Yes if you took photos of your project that you would like to upload.
15. **Media Release Form.** If there are people in your photos, check Yes to confirm that you have permission from participants in your project to have photos of themselves shared. If you are able to scan a copy of the form, upload a copy here. File types accepted are PDF, Excel, Word, JPG, or PNG.
16. **Upload Photos.** A field should also appear for uploading photos. Any number of photos can be uploaded. The file size limitation is 2 MB. File types accepted are JPG, PNG, and GIF.

Education (K-12)

Overview

1. **Steward.** This field defaults to your name and cannot be changed.
2. **Program Type.** Select the option which best describes your educational program.
3. **Organization Name.** Provide the name of the school or organization you worked with.
4. **Program Name.** Optional: provide the name of the educational program.
5. **Capstone Project.** Check Yes if this is your capstone project.

Dates and Hours

6. **Date.** Submit the date your educational program occurred. If your educational program happened over an extended period of time, select the date when you started the educational program and then the end date of work.
7. **Hours.** Estimate the total number of hours you spent on this outreach activity. Include your time spent planning and organizing.

Engagement

8. **Number of Students Engaged.** Record the number of students you engaged. If you do not have an exact number, please provide your best estimate.
9. **Number of Sessions.** Provide the total number of sessions you held.

Funding

If your project had no costs associated with it, skip this section.

10. **Project Budget.** Please provide the total budget you started your project with. If this was a small project and did not have a budget written up, provide an approximation.
11. **Project Cost.** Provide the total actual cost of your project. This number could be the same as your budget, or higher or lower depending on changes in your plan.
12. **Project Fund Sources.** Check the boxes for the funding sources this project had. Only the fields related to the funding sources you check off will be open for you to fill.
 - s. **Grant Funds.** For example, funding from Chesapeake Bay Trust or Unity Gardens.
 - t. **Homeowners Associations or Community Associations.**
 - u. **School Funds.**
 - v. **PTA Funds.**
 - w. **WSA Funds.**
 - x. **Cash Donations.** This could include both cash and gift cards donated.
 - y. **In-Kind Donations.** This can include direct donations of items, such as food, or of professional services, such as the creation of a landscape plan.
 - z. **Other**
 - aa. **Not Applicable**

Photos

13. **Add Photos.** Check Yes if you took photos of your project that you would like to upload.

14. **Media Release Form.** If there are people in your photos, check Yes to confirm that you have permission from participants in your project to have photos of themselves shared. If you are able to scan a copy of the form, upload a copy here. File types accepted are PDF, Excel, Word, JPG, or PNG.
15. **Upload Photos.** A field should also appear for uploading photos. Any number of photos can be uploaded. The file size limitation is 2 MB. File types accepted are JPG, PNG, and GIF.

Environmental Committee Work Form

Overview

1. **Steward.** This field defaults to your name and cannot be changed.
2. **Committee Type.** Provide the name of the Environmental Committee you are serving on or have done service for.
3. **Organization Name.** If applicable, provide the name of the organization that hosts this committee.
4. **Description.** Please briefly describe the work that you did for this committee.

Dates and Hours

5. **Date.** Select the date that your committee work occurred. If your committee work happened over an extended period of time, select the date when you started the committee work and then the end date of work.
6. **Hours.** Estimate the total number of hours you spent on this outreach activity. Include your time spent planning and organizing.

Photos

7. **Add Photos.** Check Yes if you took photos of your project that you would like to upload.
8. **Media Release Form.** If there are people in your photos, check Yes to confirm that you have permission from participants in your project to have photos of themselves shared. If you are able to scan a copy of the form, upload a copy here. File types accepted are PDF, Excel, Word, JPG, or PNG.
9. **Upload Photos.** A field should also appear for uploading photos. Any number of photos can be uploaded. The file size limitation is 2 MB. File types accepted are JPG, PNG, and GIF.

Planning/Meetings Form

Overview

1. **Steward.** This field defaults to your name and cannot be changed.
2. **Comments.** Use this field to describe the nature of the meetings or planning, along with what group or location it concerns.

Dates and Hours

3. **Date.** Select the date that the planning or meeting occurred. If it happened over an extended period of time, select the date when you started the work and then the end date of work.
4. **Hours.** Estimate the total number of hours you spent on the planning or meetings.

Engagement

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

Photos

7. **Add Photos.** Check Yes if you took photos of your project that you would like to upload.
8. **Media Release Form.** If there are people in your photos, check Yes to confirm that you have permission from participants in your project to have photos of themselves shared. If you are able to scan a copy of the form, upload a copy here. File types accepted are PDF, Excel, Word, JPG, or PNG.
9. **Upload Photos.** A field should also appear for uploading photos. Any number of photos can be uploaded. The file size limitation is 2 MB. File types accepted are JPG, PNG, and GIF.

Continuing Education

Overview

1. **Steward.** This field defaults to your name and cannot be changed.
2. **Name.** Enter the name of the program you attended.
3. **Would you recommend this event/topic to other Stewards?** Mark Yes or No.

Dates and Hours

4. **Date.** Enter the date the continuing education program occurred.
5. **Hours.** Enter the total number of hours you spent attending this continuing education program.

Photos

6. **Add Photos.** Check Yes if you took photos of your project that you would like to upload.
7. **Media Release Form.** If there are people in your photos, check Yes to confirm that you have permission from participants in your project to have photos of themselves shared. If you are able to scan a copy of the form, upload a copy here. File types accepted are PDF, Excel, Word, JPG, or PNG.
8. **Upload Photos.** A field should also appear for uploading photos. Any number of photos can be uploaded. The file size limitation is 2 MB. File types accepted are JPG, PNG, and GIF.

Networking

Overview

1. **Steward.** This field defaults to your name and cannot be changed.
2. **Name.** Enter the name of the networking event.

Dates and Hours

3. **Date.** Enter the date the networking event occurred.
4. **Hours.** Enter the total number of hours you spent on or attended this networking event.

Photos

5. **Add Photos.** Check Yes if you took photos of your project that you would like to upload.
6. **Media Release Form.** If there are people in your photos, check Yes to confirm that you have permission from participants in your project to have photos of themselves shared. If you are able to scan a copy of the form, upload a copy here. File types accepted are PDF, Excel, Word, JPG, or PNG.
7. **Upload Photos.** A field should also appear for uploading photos. Any number of photos can be uploaded. The file size limitation is 2 MB. File types accepted are JPG, PNG, and GIF.