HLMN Volunteer Opportunity:
Great Texas Wildlife Trails (GTWT) – Adopt-A-Loop (AAL) Seasonal Field Surveys
iNaturalist Traditional Project Instructions

This document includes the following instructions for joining and adding observations to a "Traditional Project":
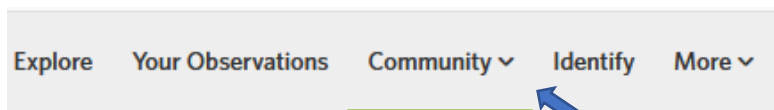
I.   Instruction on how to Join a "Traditional Project" in iNaturalist. You must join this project in order to have observations added to it.

For "Traditional Projects" you must add your observations to the project. It does not occur automatically as it does for "Collection Projects". There are multiple ways to add your observations to a "Traditional Project". Included are instructions on how to do it two different ways. Choose a method that is easiest for you.
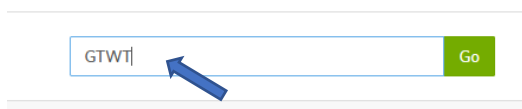
II.   Instructions on how to add your observations to the traditional project "GTWT Adopt-A-Loop" in iNaturalist from "Edit Observations" tab.

III.   Instructions on how to add your observations to the traditional project "GTWT Adopt-A-Loop" in iNaturalist from the "Observations" tab.

IV.   Instructions on how to view a "Traditional Project" in iNaturalist. You can view all observations within the project or just your observations in the project.

I.   **Instructions on how to Join a "Traditional Project" in iNaturalist.**
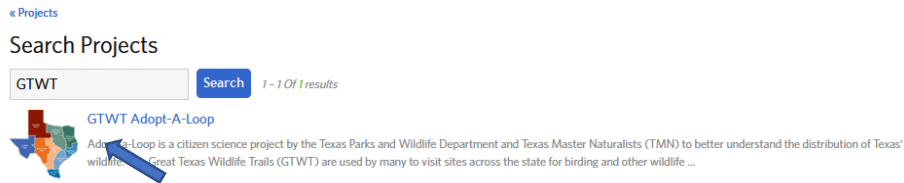
1. Create an iNaturalist account if you haven't already.

2. Log into your iNaturalist account.

3. Hover your mouse over "Community" on the menu near the top of the webpage.

4. From the drop-down list that appears click on "Projects".

5. In the search textbox on the center left of the webpage type "GTWT" and click on the "Go" button.

6. You will see a list of one or more projects that have GTWT in their name.

7. Click on "GTWT Adopt-A-Loop" title or the state of Texas icon.

8. NOTE: I have already joined the GTWT Adopt-A-Loop project, so I have chosen another project I plan to join shown here which should look similar to the GTWT Adopt-A-Loop project.
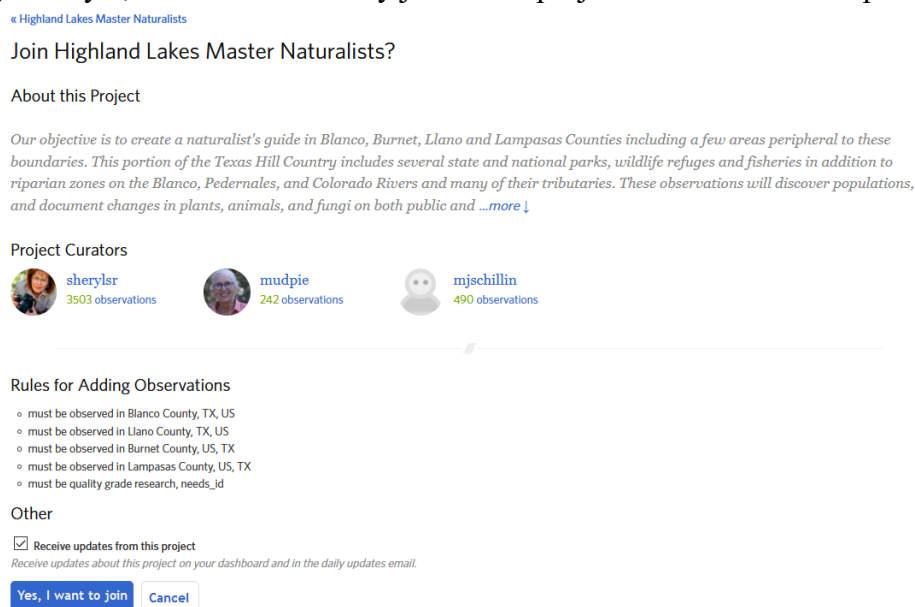
   You will see a banner with the project name with an area on the right describing the project with the word "Join" and the number of members.

9. Click on "Join".

10. You will then see a page describing the project and the rules for adding. You may wish to read these. Click the "Yes, I want to join" button on the bottom left. Again, my example is for a project I have not joined yet, since I have already joined the project. The GTWT Adopt-A-Loop page will look similar.

11. After joining the GTWT Adopt-A-Loop traditional project, you should now see the project name appear in the drop-down list from "Community" along with any other project names you have joined. It will be in the list also when you click on "Projects" from the Dashboard. You may have to add your first observation for the project to show up.

II.   Instructions on how to add your observations to the traditional project "GTWT Adopt-A-Loop" in iNaturalist from "Edit Observations" tab.

There is more than one way to do this.

I am going to assume you have your observation(s) already in iNaturalist as I am going to do this from my computer and not phone.

I am going to edit one observation at a time in this example.

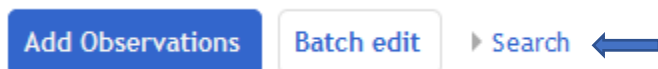Note: Batch editing at this point did not work since you cannot add the Site Number to the batch.

1. You need to know the Site Number on the GTWT maps before adding your observation to the GTWT Adopt-A-Loop project.

2. Click on Edit Observations tab in dashboard view.

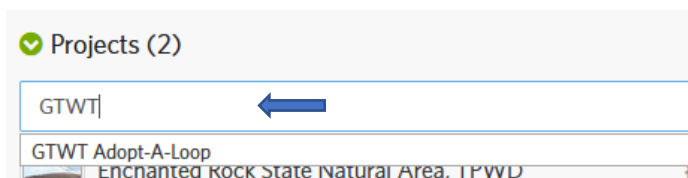3. You should see a running list of all your observations.

4. It may make it easier to sort by date in descending order to allow you to work on the latest photos. Click on the down arrow next to date to toggle from ascending and descending.

5. Or you may want to use a filter to work on specific photos.
   Steps 6-8 are only if you wish to filter your observations.

6. Click on the Search button to the right of Batch edit.

7. In this example I decided to work with only those observations I knew were at "Enchanted Rock State Natural Area" which was typed in the "Place" textbox.
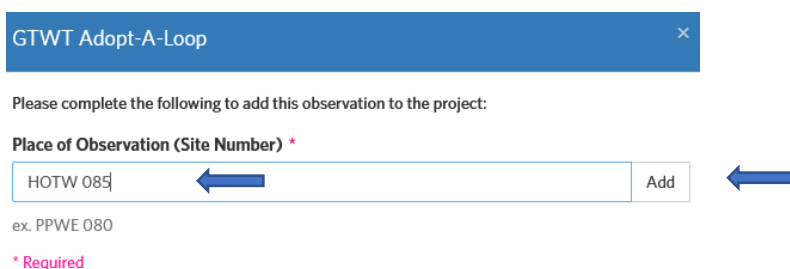
8. After clicking on Search the list will adjust to only those fitting all criteria entered.

9. Click on the Observation you wish to add to the project.

10. Below is a sample page of a selected observation.

11. On the right-hand side, you will see Projects with a down arrow. Start typing "GTWT" and the "GTWT Adopt-A-Loop" project name should appear.

12. Select the "GTWT Adopt-A-Loop" so it fills the textbox.

13. A pop-up text box will appear **asking for the Site Number**, **not the Site Name**. This is a required field. Type the Site Number in like the example shown.

14. Click the "Add" button to the right of the Site Number you typed,

15. At the bottom of the pop-up click page click on the "Add to Project" button.

16. Now you should see the project added to the list for this observation with the Place of Observation (Site Number).

NOTE: You may get an error message that the observation does not meet the criteria, but it does add it to the project. This may be because the observation may not have been curated – 2 people have agreed on the identification.
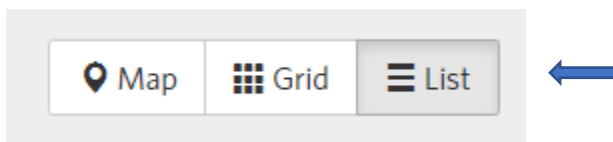
III. <u>Instructions on how to add your observations to the traditional project "GTWT Adopt-A-Loop" in iNaturalist from the "Observations" tab.</u>

1. You need to know the Site Number on the GTWT maps before adding your observation to the GTWT Adopt-A-Loop project.
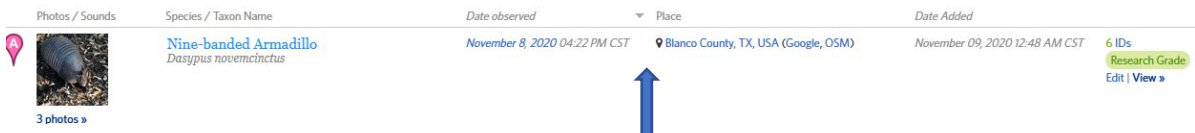
2. Click on Observations tab in dashboard view.

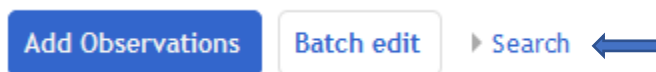3. Usually, it defaults to "Map" view. You may find it easier to work on from "List" view.

4. It may make it easier to sort by date in descending order to allow you to work on the latest photos. Click on the down arrow next to date to toggle from ascending and descending.

5. Or you may want to use a filter to work on specific photos.
   Steps 6-8 are only if you wish to filter your observations.

6. Click on the Search button to the right of Batch edit.

7. In this example I decided to work with only those observations I knew were at "Enchanted Rock State Natural Area" which was typed in the "Place" textbox.

8. After clicking on Search the list will adjust to only those fitting any and all criteria entered.

9. Click on View on the far left of the observation you have selected to add to the project.
10. Below is a sample page of a selected observation.

11. On the right-hand side, you will see Projects with a down arrow. Start typing "GTWT" and the "GTWT Adopt-A-Loop" project name should appear.

12. Select the "GTWT Adopt-A-Loop" so it fills the textbox.

13. A pop-up text box will appear asking for the Site Number, **not** the Site Name. This is a required field. Type the Site Number in like the example shown.

14. Click the "Add" button to the right of the Site Number you typed,

15. At the bottom of the pop-up click page click on the "Add to Project" button.

17. Now you should see the project added to the list for this observation with the Place of Observation (Site Number).

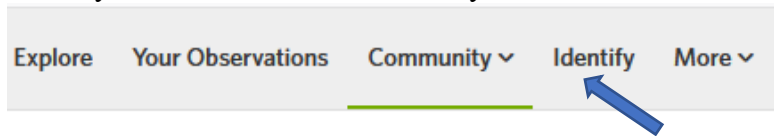**NOTE: You may get an error message that the observation does not meet the criteria, but it does add it to the project. This may be because the observation may not have been curated – 2 people have agreed on the identification.**
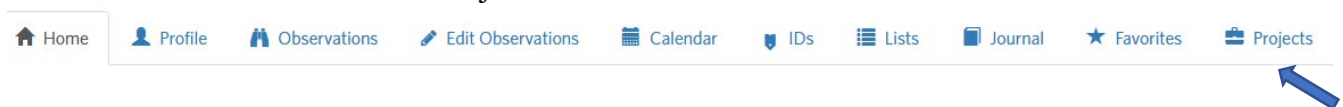
IV.   **Instructions on how to view a "Traditional Project" in iNaturalist.**

All three of the following methods will get you to the list of projects you have joined.
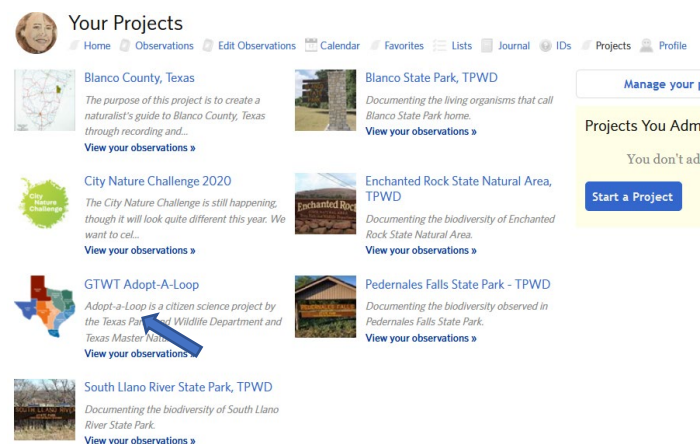
1. Log into your iNaturalist account if you have not already.

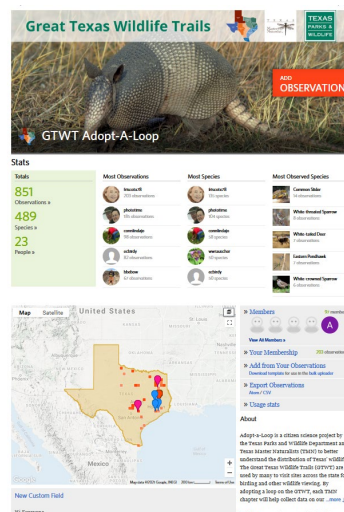2. Hover your mouse over "Community" on the menu list across the top of the page.

3. From the drop-down list that appears click on "GTWT Adopt-A-Loop".

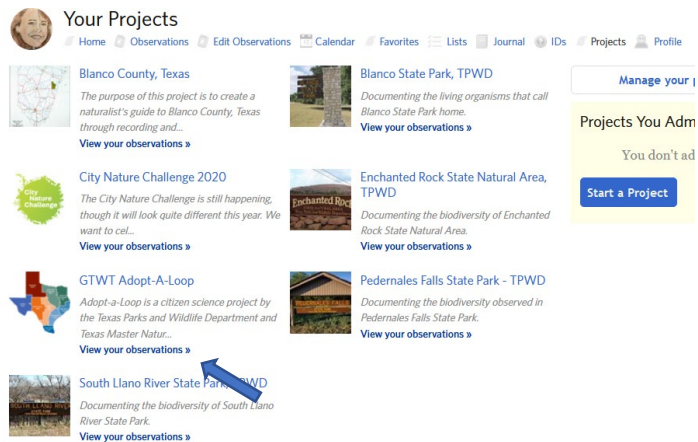4. Or from the Dashboard click on "Projects" tab.

5. Or click on the dropdown next to your personal icon and select projects.

6. Here is a list of all my current projects.

7. You can choose to look at all the observations by clicking the project name or Texas icon.

8. Or you can choose to look only at your observations submitted to the project by clicking on "View your observations"

9. Resulting in something like the example below in Grid view. You can switch to List or Map view.