Thank you for volunteering with the Amphibian Migrations and Road Crossings (AM&RC) Project! This document provides step-by-step instructions for using the Survey123 online data entry form, available on the project [web page](https://arcg.is/1S5m9i). Steps and instructions have been highlighted with red outlines.

**Important reminders before you start:**

- Print a [paper data form](https://arcg.is/1S5m9i) to use during the migration.
- Survey123 functions best when using the **most updated version** of the following browsers:
  - Chrome
  - Firefox
  - Safari
  - Edge
  - Internet Explorer
- **When you are ready to enter your data**: make sure you are connected to WiFi or have a good 4G connection. (This will help to prevent problems during online data entry due to internet connectivity issues.)
- **During the survey**: be sure to click the “Next” button at the bottom of each page to advance through the form. You can click the “Back” button at any time if you need to make a change (it will not ruin any progress you have made.)

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**Time to get started!** Click on the survey link: [https://arcg.is/1S5m9i](https://arcg.is/1S5m9i). You will be on the first page of the survey. Read through carefully and click the next button.
The first box under “When did you start surveying the road crossing?” has a calendar pop-up (shown below). Make sure the year is current and select the correct date and time. You will repeat this step for “When did you stop surveying the road crossing?”.

You have completed the Date & Time section! Weather Conditions & Traffic is next.
Fill out the required information.

You have completed the Weather Conditions and Traffic section! Crossing location info is next.
Crossing Location Information

First choose the county where you surveyed. The town, village, and city options for that county will automatically appear below the county list (scroll down to view all municipalities in list).

1. County:*
   - [ ] Albany
   - [ ] Columbia
   - [ ] Dutchess
   - [ ] Greene
   - [ ] Orange
   - [ ] Putnam
   - [ ] Renesselaer
   - [ ] Rockland
   - [ ] Ulster
   - [ ] Westchester
   - [ ] Other

2. Town, Village, or City:*
   - [ ] Danning
   - [ ] Esopus
   - [ ] Gardiner
   - [ ] Hardenburgh
   - [ ] Hurley
   - [ ] Kingston
   - [ ] Lloyd
   - [ ] Marlboro
   - [ ] Marlborough
   - [ ] New Paltz
   - [ ] Oliva
   - [ ] Platekill

Enter the remaining crossing location information.

3. Road name:*

4. Have you surveyed this road before?*
   - [ ] yes
   - [ ] no

5. Approximate length of road stretch you surveyed (in miles):*
   
   Remember, 1 mile = 5280 feet, if you need to make a conversion!

6. Nearest crossroad:* 
   
   Forgot to look? Check a map to find the nearest road that connects to your survey road.
The next question requires you to pinpoint the migration crossing location on a map. If you are using a mobile device, click on the map to expand the view. If you are using a monitor or a laptop you can click to expand the view. First you will enter the address of the location.

Location of crossing:

Use the + and - buttons to zoom into and out of the map. Drag the map and click to set the pin to the exact location where you observed the migration crossing. Please be as accurate as possible.

This may appear on some computers, depending on your location settings. To ensure the map is positioned in your geographic area (not Australia, for example), select “use current location.”

After you start entering an address in the search box, various related options will appear; select the correct one.
Drag your mouse to move the map then click to place the pin at the crossing location.

Use the + and – buttons to zoom in and out for better accuracy. Once the pin is in the correct location you can move to the question that asks for “Additional comments on crossing location.” Depending on what device you are using, you may have to click an “OK” button or a ✓ “ icon to exit the map.

That’s the end of the Crossing Location Information section.
Volunteer Information

Fill out the required information. (This section should be very straightforward.)

1. Is this your first time submitting data for the 2020 migration?*
   - Yes
   - No

   If you choose “yes,” questions 1-9 will show. If you have already submitted data through Survey123 for the 2020 migration we will only be asking you to fill out questions 1-3.

2. Name of key contact:*
   We may need to contact you if we have questions about the data.
   [Field for name]

3. Names of other volunteers in group:
   If your group members want to receive future project updates and materials, list their email and mailing addresses below.
   [Field for names]

4. Phone number of key contact:
   [Field for phone number]

5. E-mail address of key contact:*
   [Field for e-mail address]
Now that the Volunteer section is done, you’re ready to enter Amphibian Information!

If you click “yes,” a list of AM&RC partners will appear for you to choose from.
Amphibian Information

Fill out the required information. (This section should be very straightforward.)

1. Did you see amphibians on the road you surveyed?*
   - [ ] yes
   - [ ] no

   If you chose “yes” you will see a list appear. **Only enter the amounts of amphibians you observed at that crossing location; leave the value as “0” if you did not see it.**

2. Salamanders
   - spotted salamander - # of live:
     - [ ] 2
   - spotted salamander - # of dead:
     - [ ] 0
   - Jefferson/blue-spotted salamander complex - # of live:
     - [ ] 0
   - Jefferson/blue-spotted salamander complex - # of dead:
     - [ ] 0

2. Frogs and Toads
   - wood frog - # of live:
     - [ ] 0
   - wood frog - # of dead:
     - [ ] 0
   - northern spring peeper - # of live:
     - [ ] 0
   - northern spring peeper - # of dead:
     - [ ] 0

When you have entered all species and numbers of individuals observed, you have completed the Amphibian Information section.
If you're able, please indicate the general compass direction the amphibians were moving.

- north
- northeast
- east
- southeast
- south
- southwest
- west
- northwest
- variable

You're an amphibian crossing guard! Approximately how many live amphibians did you or your group help to cross the road? *

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If you have any additional comments, please add them here.

You have completed the Amphibian Crossing Information section.
If you have photos to share, start by reading the directions at the top of the page. If you don’t have photos to share, click the “Next” button.

Upload Photos

If you have any uncertainty about the identification of a live or dead amphibian that you observed, upload photos here and we will try to make a determination. (It will help if you take photos at multiple angles.) We’re also happy to receive great pictures of volunteers (in safety gear) and amphibians! If you have more than five photos to send, you can email them to us at woodlandpool@dec.ny.gov.

Please label photo files in this format: AElstein_23Mar19_PutnamValley.jpg (i.e., your name, date, and general location).

Important!

NOTE: By uploading photos to this page, we’re assuming we have your permission to use them in program materials. We will give photo credit, so make sure to either name the file according to the directions above, or include your name, the date, and location in the photo comment box.

After indicating how many photos you wish to upload, you can click in the box or boxes that state “Press here to choose image file” to actually upload the file(s).

How many photos do you want to upload?*

[ ] 0  [ ] 1  [ ] 2  [ ] 3  [ ] 4  [ ] 5

Upload 1.

Photo

Press here to choose image file. (<10MB)

If you have comments or questions about this photo, write them in the space below.
Make sure you have the photo labeled with your name, date, and the general location; for example, JSnow_20Mar19_NewPaltz.jpg. If you need to edit the photo name, hover over the box (see below) and a button will appear that will allow you to change the photo name.

There is a space to add comments or questions about each uploaded photo. If you have any other photos to upload, proceed to “Upload 2” and repeat the steps, and so on.

Once all photos are uploaded, the Upload Photos section is complete!
Submit Page

Great! You have now completed entering your data. **Make sure to hit the “Submit” button!**

Thank you!

The Amphibian Migrations & Road Crossings Project is part of a larger Hudson River Estuary Program and Cornell University effort to partner with local communities to conserve the diversity of plants, animals, and habitats that sustain the health and resiliency of the entire estuary watershed.

We greatly appreciate your participation and contribution to the project.

Don’t forget!

If you need to enter another data form, you will see a link that will bring you to the beginning of the survey (after submitting).

Great! Your data was sent successfully. Thanks.

Press here to submit another survey.

Thank you!

If you have any questions, contact us at woodlandpool@dec.ny.gov.