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. Steps and instructions have been highlighted with red outlines.

Important reminders before you start:

- Print a paper data form to use during the migration.
- **When you are ready to submit:** 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.)

Time to get started! Click on the survey link: [https://arcg.is/ePb4j](https://arcg.is/ePb4j). You will be on the first page of the survey. Read through carefully and click the next button.
Date & Time

The first box under “Date of Migration” has a calendar pop-up (shown below). Make sure the year is current and select the correct date.

For start and end time, the form may default to military time. Conversion instructions are provided in the online form. (Hint: To go to PM times, click the down arrow as shown below.)
This is the end of the Date & Time section; you’re now ready to move on to the next section.

Weather Conditions and Traffic

Fill out the required information.

1. Precipitation conditions during the migration:
   Choose the most appropriate condition.
   - no rain
   - light rain
   - rain
   - heavy rain
   - downpour

2. Did you observe any of the following conditions during the migration?
   Choose any that apply.
   - fog
   - light breeze
   - windy

3. Weather conditions in the past 24 hours:
   Choose all that apply.
   - no rain
   - rain
   - snow
You have completed the **Weather Conditions and Traffic** section! Crossing location info is next.

### Crossing Location Information

Select the county where you monitored the migration. If you do not see your county listed, click “Other” and enter it in manually.
Enter the crossing location

2.

Town, Village, or City:*  
We're interested in the official municipality; i.e., not hamlet names.

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.

After you start entering an address in the search box, various related options will appear; select the correct one.

Hint: If the address bar keeps expanding while you are dragging your mouse to move the map, push the “Esc” key on your keyboard.

Drag your mouse to move the map until the pin aligns with 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.” If you are using a mobile device, you will have to click the “OK” button in the top right hand corner to exit the map.

Note: The latitude and longitude will fill automatically.

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

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

1. Total number of volunteers in group (including you):*

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

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.

4. Phone number of key contact:*

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

**Amphibian Information**

*Please read the text at the beginning of this section before entering your observations.*

If you saw amphibians during the migration, please enter the data below, one species at a time. First, choose from the options "salamander" or "frog/toad," and then select the species in the dropdown menu. You’ll then indicate the number of live and dead individuals. If you saw more than one species, use the black "+" button at the bottom of the page to repeat the steps. (The number in the upper right corner of the form will change from "1" to "2," indicating you’re on your second species, then "3" and so forth.) If you need to return to a previous species entry box, use the "Back" button.
Start by choosing salamander or frog/toad.

**If you didn’t see any amphibians, click “none” and then the “Next” button at the bottom of the page.**

Next, click in the “species:” box and a dropdown menu will appear. Select the species you observed. (If you are on a mobile device, you will have to start typing the species name to see the dropdown menu.)

If the species you observed is not listed, click “Other” and enter it manually.

**IMPORTANT: Don’t forget to select the species!**

After choosing a species, enter the corresponding number of live and dead individuals you counted.

If you have **additional species to enter**, click the + button to repeat the steps. When you have no more species to enter, click the “Next” button. Pay attention to the number in the upper right corner of the page – it indicates how many species you’ve entered. (See next page.)
If you saw amphibians during the migration, please enter the data below, one species at a time. First, choose from the options "salamander" or "frog/toad," and then select the species in the dropdown menu. You’ll then indicate the number of live and dead individuals. If you saw more than one species, use the black "+" button at the bottom of the page to repeat the steps. (The number in the upper right corner of the form will change from "1" indicating you’re on your second species, then "3" and so on.)

Choose one:*

- salamander
- frog/toad
- none

species:

- spotted salamander

number of live individuals:

$1 \times 10^3$ 12

number of dead individuals:

$1 \times 10^2$ 0

Important: This number allows you to keep track of how many species you have entered.

The − button will delete entries.

If you have additional species to enter, click this + button.

When you have entered all species and numbers of individuals observed, you have completed the Amphibian Information section.
Amphibian Crossing Information

1. If you're able, please indicate the general compass direction the amphibians were moving.
   - north
   - northeast
   - east
   - southeast
   - south
   - southwest
   - west
   - northwest
   - variable

2. You're an amphibian crossing guard! Approximately how many live amphibians did you or your group help to cross the road?*
   \[ \frac{1}{2} \]  

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

You have completed the Amphibian Crossing Information section.
Important!

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 are uncertain 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 and amphibians! If you have more than five photos to send, you can email them to us at woodlandpool@dec.ny.gov.

Please label any photo files that you submit with your name, the date, and the general location; for example: AEinstein_23Mar19_PutnamValley.jpg.

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.

For your first “Upload,” click in the box that states “Press here to choose image file.”
Make sure you have the photo labeled with your name, date, and the general location; for example, JSnow_20Mar19_NewPaltz.jpg. If your upload is successful, it will look like the following screenshot.

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!
Great! You have now completed entering your data. Make sure to hit the “Submit” button! If you need to enter another data form, exit the survey (after submitting) and click the Survey Link ([https://arcg.is/ePb4j](https://arcg.is/ePb4j)) to start from the beginning. If you have any other questions, please email woodlandpool@dec.ny.gov.

Thank you!

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