



# Project Wingspan: Pollinator Habitat Site Report Tool Step-by-Step Tutorial

Thank you for your help in documenting the areas impacted through Project Wingspan's plant material awards. Project Wingspan is required to map and report these efforts to the grant funder who helped make this effort possible. We greatly appreciate your partnership in enhancing the landscape for pollinators and other wildlife.

**When filling out the habitat site report, all sites will require a submission for the area you will be enhancing.** This will outline the boundary of the project site or property that is actively being created, enhanced, or restored this fall/winter. If you have multiple sites, you will need to submit multiple form entries, as each map entered can only feature one project area.

You can complete this form using your computer or the internet browser on your mobile device. Please note before you get started that you will need at least one photo of your site(s) to complete the report. If you don't already have these on hand, you'll want to capture those photos before starting.

## Step 1: Access the Form

Here <https://arcg.is/1uKy5r4> is the link to take you to the Pollinator Habitat Mapping Tool. It should bring you directly to the form with no login required.

### Project Wingspan: Pollinator Habitat Mapping Tool

Please use this survey to provide us with additional information about your project site. If you have any questions about this form, please consult the Polygon Tool Tutorial or reach out to Project Wingspan staff (James Hart - [james@pollinator.org](mailto:james@pollinator.org) or Adelaide Ergastolo - [aergastolo@pollinator.org](mailto:aergastolo@pollinator.org)). You can access the Polygon Tool Tutorial by clicking [here](#).

This project is made possible through a grant from the National Fish and Wildlife Foundation.

**First Name\***

  
**Last Name\***  
**Organization, Agency, or Business\***  
If your site is not affiliated with an organization, municipality, agency, or business please enter "N/A"  
**Email Address\***  
Please enter the best email address at which to reach you. We'll provide a copy of this submission via email and follow up with additional information as needed.



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## Step 2: Data Entry

Fill in each field with the appropriate information for your name, affiliation (if applicable), and email address.

**First Name\***

**Last Name\***

**Organization, Agency, or Business\***

If your site is not affiliated with an organization, municipality, agency, or business please enter "N/A"

**Email Address\***

Please enter the best email address at which to reach you. We'll provide a copy of this submission via email and follow up with additional information as needed.



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Select and enter the appropriate information for the following sections.

## Site Name\*

E.g., Smith Woods Nature Preserve or Oakwood Community Garden. If your site is unnamed, please enter "N/A"

## County\*

Please select the county where your site is located

## Land ownership type\*

## How large (in acres) is your habitat creation/enhancement project?\*

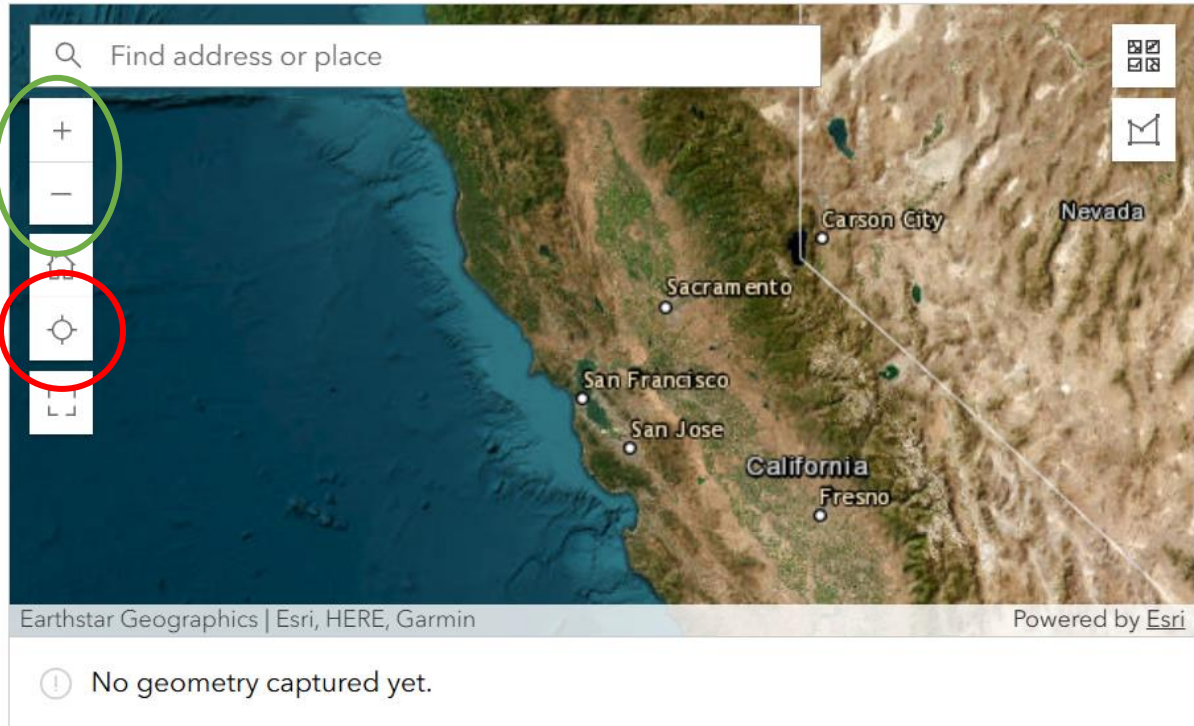
For sites where Project Wingspan plant/seed awards will be combined with other seeds, plugs, or management activities to enhance or create pollinator habitat, please report the acreage for the entire area where the pollinator habitat project is taking place this year. Your map (entered below) will precisely report the project area.

### Step 3: Mapping Site or Management Area

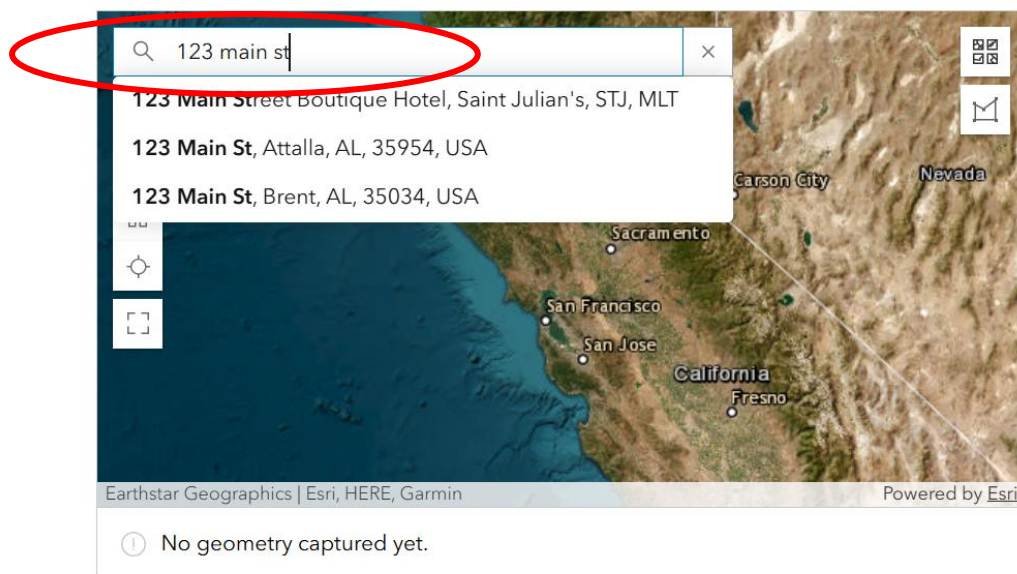
Next, you will move on to the actual mapping of your site. There are several ways to find your site on the map tool. The first way is to use the location setting on the map. When you scroll to the map and select the crosshairs button (circled in red below), the map will zoom to your current location. If you are located near your site, enable your location services and scroll through the map to find your site. You can zoom in/out by using the +/- icons on the map (circled in green) or by pinching the screen or track pad of your computer (depending on your device's settings and capabilities).



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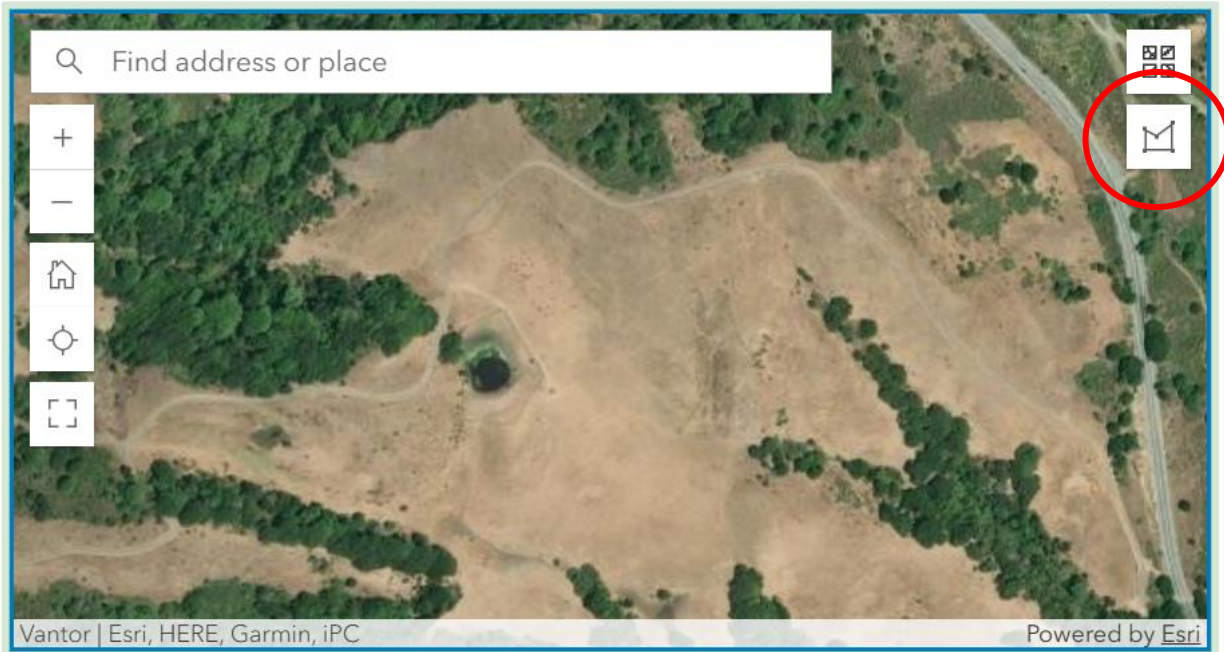
If you are not located near the site, enter the address of the site in the search bar and the site will be brought up on the map. If the site does not have an address, then you may enter in a name or address of a place nearby and maneuver the map manually to display the site. Alternatively, you can simply scroll manually around the map to locate your site, if that is easiest.





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Once you have located your site on the map, use the polygon tool to outline the entire project site that is actively being created/enhanced/restored this year. To use the polygon tool, select the box circled in the image below.



Once the box is selected, double click to start the boundary of the site. When you move your mouse a black and white dotted line should appear. To create a new point, single click your mouse along the boundary making as many points as you need to get an accurate shape.





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Note: The tool only draws straight lines. If your site has rounded boundaries, it may take several points to get an accurate shape.



To finalize the boundary, end your outline by clicking the first point created. This will create a blue shaded shape (as seen in the image below).



While the outline doesn't need to be *perfect*, it should be as close to accurate as you can manage. After reviewing your polygon, you may realize that one of your points was a little off. To adjust any points that don't seem quite right, select the pencil icon (circled in green above) and that will allow you to edit the shape. To finalize your edit, simply click the pencil icon again.



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If you'd rather start over, select the trashcan icon (circled in blue above) and you can then select the polygon icon to start over.


## Step 5: Photos

We require 1-4 photos of your project site(s). Photos can be uploaded from your computer or mobile device by clicking on the box circled below and selecting the photo that you would like to upload. Once the photos are successfully uploaded, they will appear on the sheet.

### Project Site Photo\*

At least one photo of your site is required

Drop image here or select image



## Step 6: (Optional) Note Any Issues Outlining Your Site Boundaries

The last step is to indicate any issues you may have encountered while using the Mapping Tool to delineate the boundary of the site. If you had any issues, please describe them here. If there were no issues you can leave this field blank.

### Habitat Site Documentation Notes

Feel free to describe the site or any issues you may have had while delineating the boundary of this habitat enhancement area

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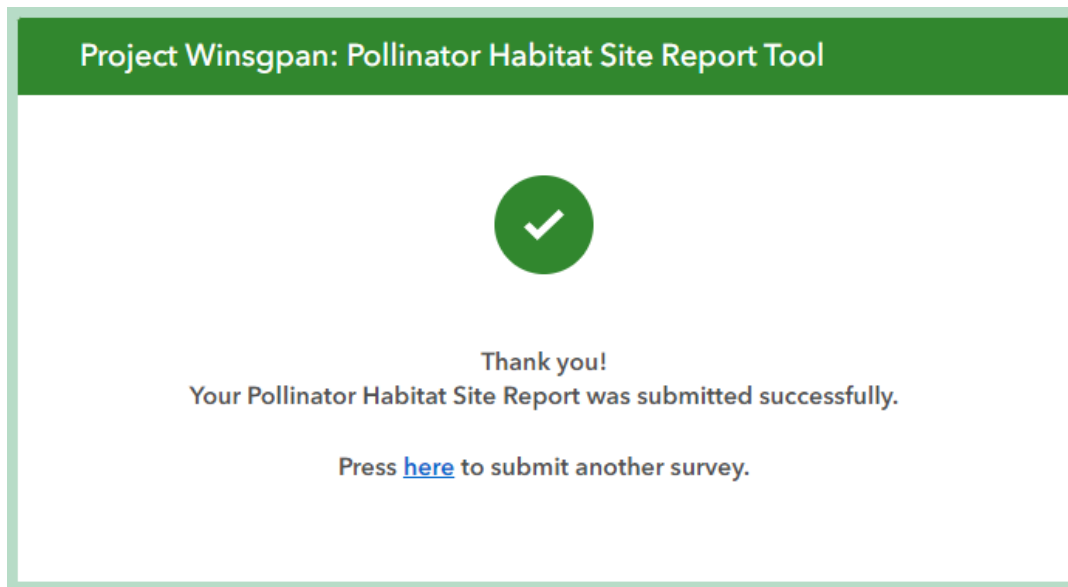
## Step 7: Submit the Report

Once you have completed all the fields and reviewed the document for accuracy, select the “Submit Project Site Report” button at the bottom of the page. You will receive an email receipt of your submission for your records.

Submit Project Site Report

## Step 8: Submit Additional Reports, If Needed

Once you have completed the report for your first site, *if you have any additional sites supported through Project Wingspan*, please return to the form and complete the form for each additional area. Many fields from your original submission will auto-fill to save you time. Then you’re all done. Thank you!



If you need any support or have any questions regarding the Mapping Tool, please contact James Hart at [james@pollinator.org](mailto:james@pollinator.org) or Adelaide Ergastolo at [aergastolo@pollinator.org](mailto:aergastolo@pollinator.org).



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## Troubleshooting Support:

**Question:** I have multiple unconnected areas that are being actively created/enhanced this year with support from Project Wingspan. How do I handle that?

**Answer:** The report form is only able to create one polygon at a time. If you have multiple active habitat sites that cannot be captured in one polygon but are receiving Project Wingspan materials, please submit a report for each area. Project Wingspan needs to be able to accurately document the on-the-ground habitat areas impacted through this effort to the foundation who funded this initiative.

**Question:** I don't want to share my location with the internet browser in order to complete this form. How do I proceed with creating the map?

**Answer:** No problem! Sharing your location with your internet browser only makes finding your site a little easier. It is not required. You will get red boxes that pop up letting you know the form cannot access your location. Just close those out by hitting the "X" and proceed with manually finding your project site on the map.

You can still locate your site by typing in the name or address of something nearby your site and then centering your site on the map from there.

