



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

Thank you for your help in documenting the areas impacted through Project Wingspan's plant material awards and letter of commitment for pollinator habitat management activities. 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 planting. We require another entry if you have a larger area that you manage as habitat following BMPs that is different from your PW planting area. The ***first*** entry will outline the boundary of the project site that is actively being created/enhanced/restored this spring and where supplemental seed and/or plugs received from Project Wingspan will be applied. The ***second*** entry will outline the overall acreage that you agreed to manage with pollinator BMPs through your signed letter of agreement. If you do not have any habitat on your land other than that which you are planting with PW seed/plugs, then you do not need to fill out a second site report.

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 a few photos 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/1bObmn0> is the link to take you to the Pollinator Habitat Site Report Tool. It should bring you directly to the form with no login required.

The screenshot shows a web form titled "Project Wingspan: Pollinator Habitat Site Report Tool". The form includes the following fields and instructions:

- First Name***: A text input field.
- Last Name***: A text input field.
- Organization, Agency, or Business***: A text input field. Below the field, it says: "If your site is not affiliated with an organization, municipality, agency, or business please enter 'N/A'".
- Email Address***: A text input field with an email icon. Below the field, it says: "Please enter the best email address at which to reach you. We'll provide a copy of this submission via email and also follow up with additional information."



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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 also follow up with additional information.

For this next section, specify if the boundary for the site indicated is the area you are enhancing with the help of plugs/seed awarded by PW (Enhanced Area Boundary) or if it is the area for the overall habitat acreage you agree to manage with pollinator best management practices (Total Habitat Management Area).

The process for completing steps 4 and 5 for "Enhanced Area Boundary" and "Total Habitat Management Area" are the same, although not everyone will need to submit both.

Pollinator Habitat Boundary Submission*

Project Wingspan will generate a map of partner and award recipient sites (for internal grant reporting purposes only). For this submission, are you reporting either the boundary for the site to be enhanced with the help of a Project Wingspan plant award, or the boundary for the overall habitat acreage you agree to manage for pollinators?

Enhanced Area Boundary Total Habitat Management Area



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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"

State*

Please select the state 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, restore, or create pollinator habitat, please report the acreage for the entire area where the pollinator habitat project is taking place. Your map (entered below) will precisely report the project area.

Step 3

You will now need to select if you have additional acreage *outside of* your enhanced area that will be planted with PW seed/plugs this year ("Yes"), or whether your planting area encompasses all your land that you manage as habitat ("No"). If you select "Yes", the tool will remind you to submit an additional report to map out this larger habitat management area (see below).

In the letter of agreement, did you include any additional acreage that will be managed utilizing best management practices for pollinators?*

 Yes No

If "Yes", please remember to submit another map for your entire management area

Be sure to select the "**Habitat Management Area**" option (*above in this survey*) to indicate this additional habitat management area within your agreement. This separate area should be submitted separately to confirm our maps match the agreement you submitted.



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If you select “No”, the tool will say that you just need to submit this one report for your planting area.

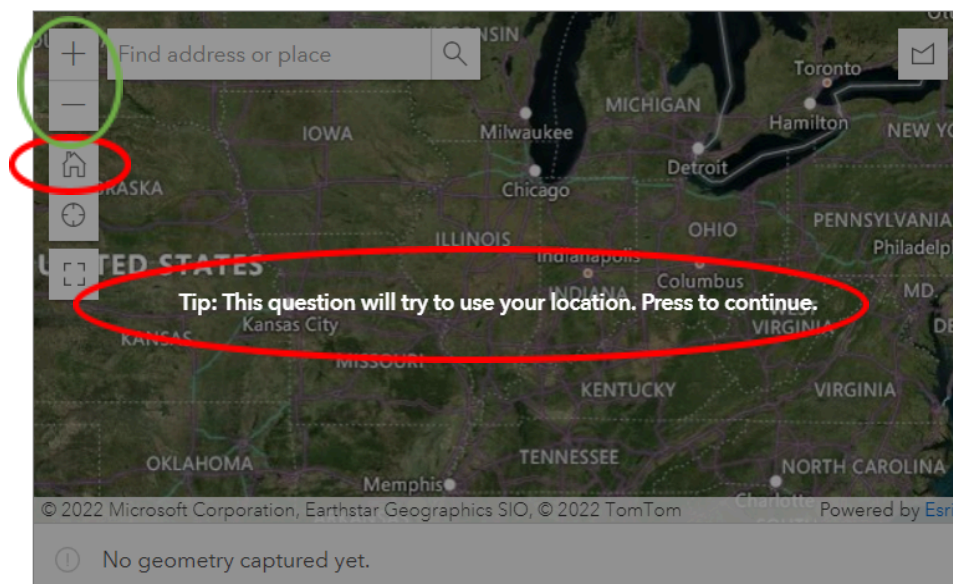
In the letter of agreement, did you include any additional acreage that will be managed utilizing best management practices for pollinators?*

Yes No

If "No", you're all set! Simply submit one report for your planting area

Step 4: Mapping Site or Management Area

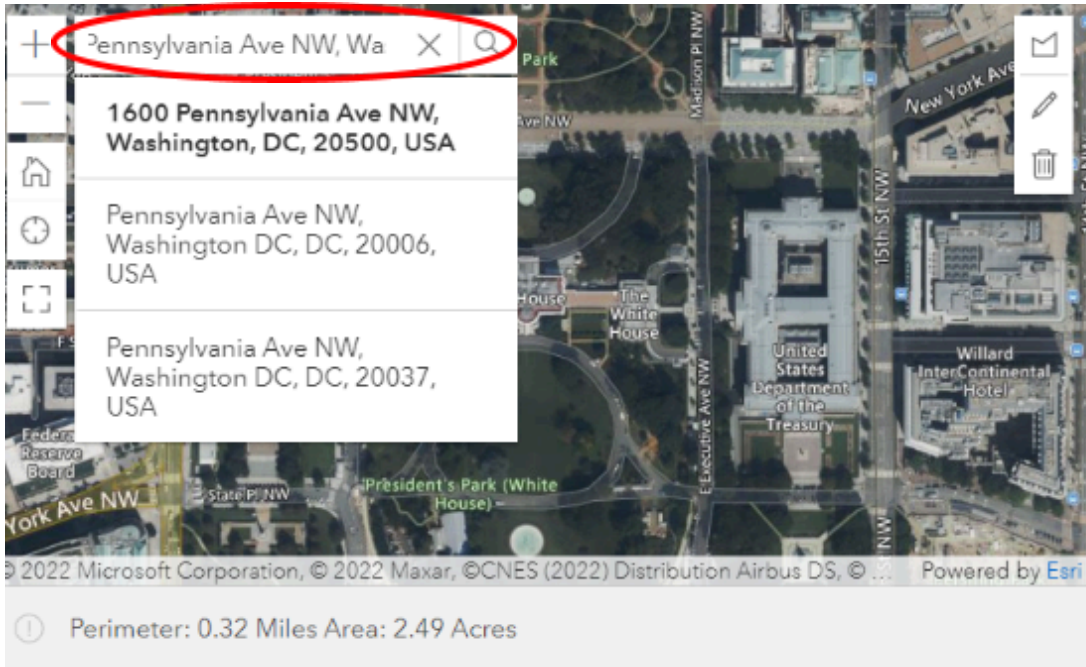
Next, you will move on to the actual mapping of your site. There are several ways to find your site on the map tool. The first way is to use the location setting on the map. When you scroll to the map it will ask for access to your location. If you are located near your site, enable your location services 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).



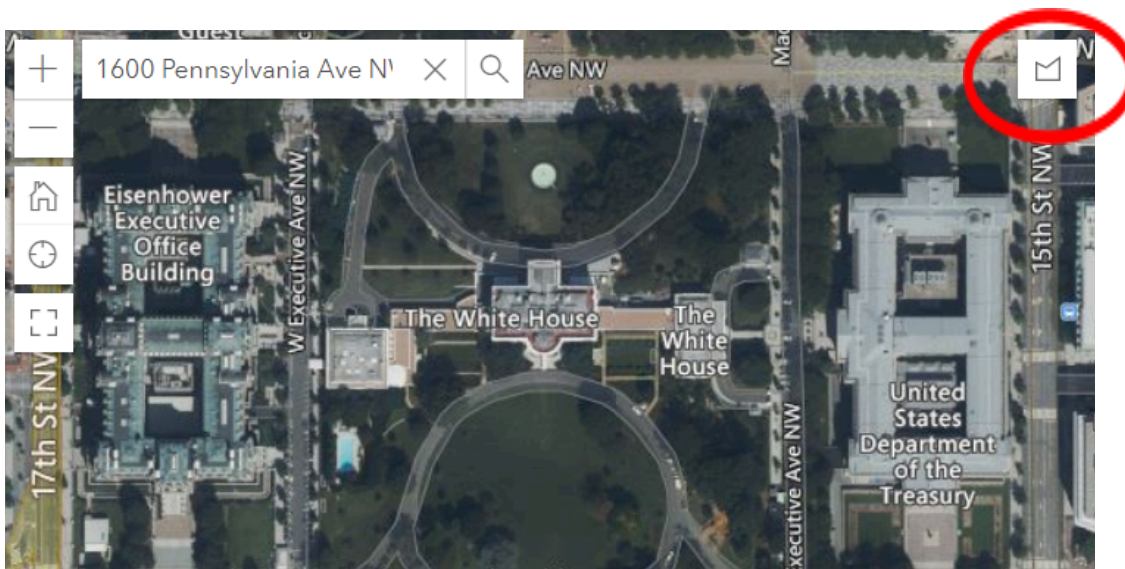


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If you are not located near the site, enter the address of the site in the search bar and the site will be brought up on the map. If the site does not have an address, then you may enter in a name or address of a place nearby and maneuver the map manually to display the site.



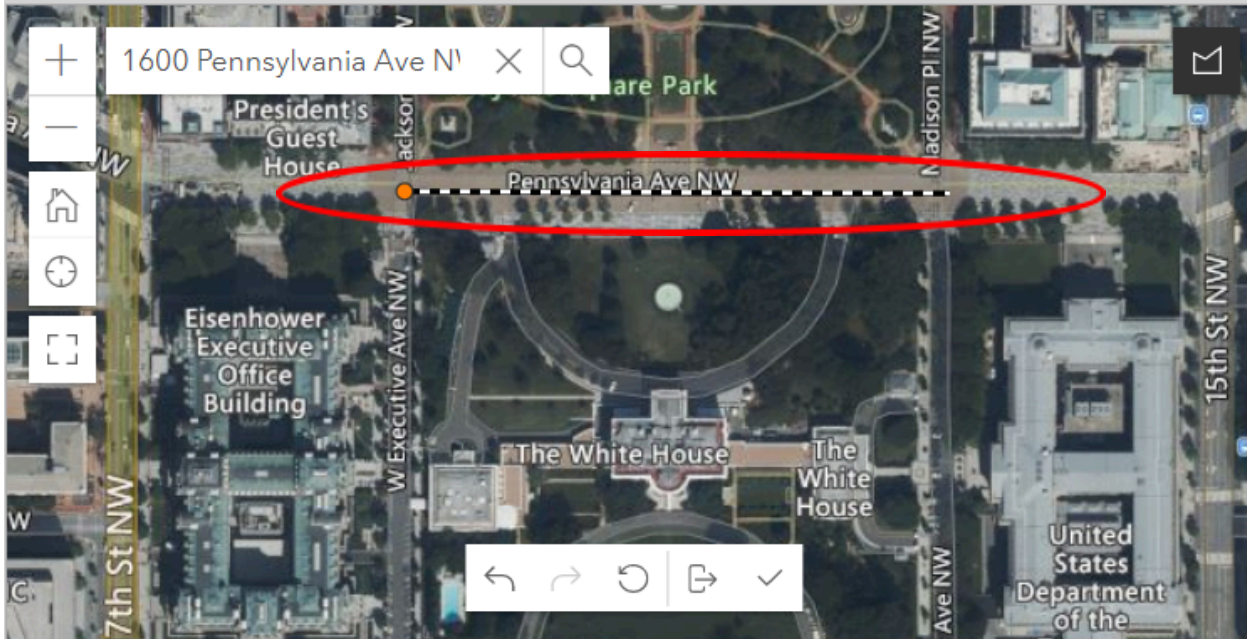
Once you have located your site on the map, use the polygon tool to outline the entire project site that is actively being created/enhanced/restored this spring and will receive supplemental seed and/or plugs from Project Wingspan or the total area you agree to manage with pollinator BPMs (depending on the option you have selected on the previous question). To use the polygon tool, select the box circled in the image below.



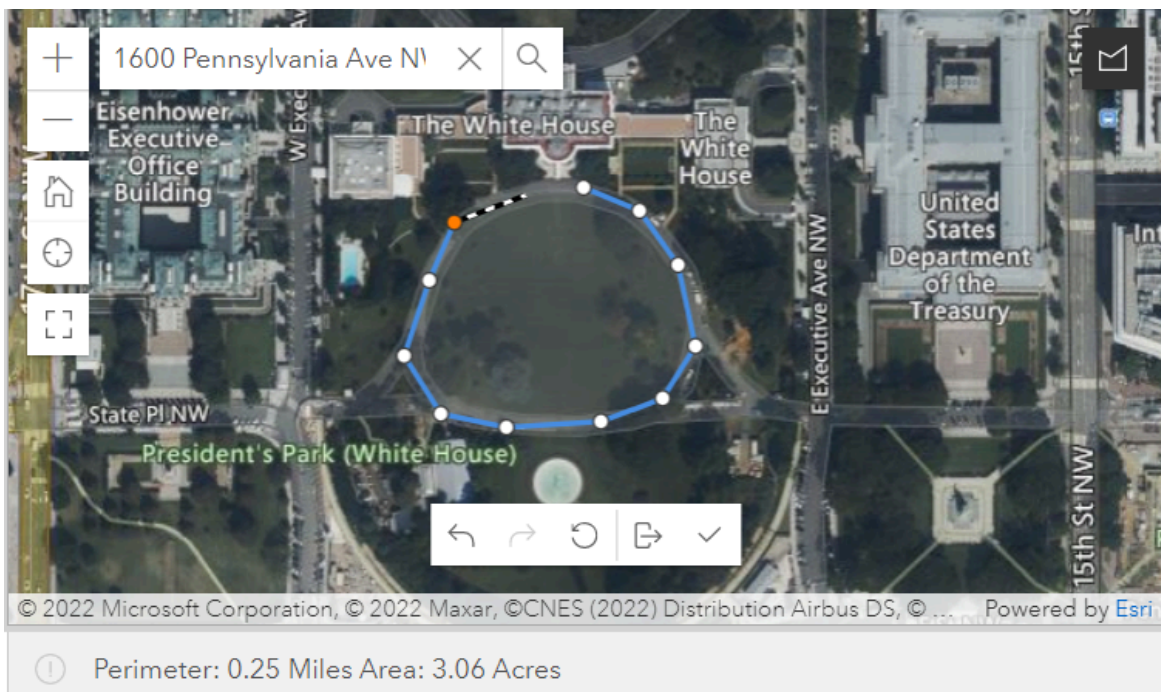


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Once the box is selected, double click to start the boundary of the site. When you move your mouse a black and white dotted line should appear. To create a new point single click your mouse along the boundary making as many points as you need to get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



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





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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 below) and that will allow you to edit the shape. To finalize your edit, simply click the pencil icon again.

If you'd rather start over, select the trashcan icon (circled in blue below) and you can then select the polygon icon (circled in red below) and 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 saying "Select image file" and then selecting the photo that you would like to upload. Once the photos are successfully uploaded, they will appear on the sheet.



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Project Site Photos - at least one is required




Please share one or up to four photos of your project site.


1 Select image file (maximum number of files allowed: 4) 



Project Site Photos - at least one is required

Please share one or up to four photos of your project site.

 bee photo.jpg 79.3KB  

2 Select image file (maximum number of files allowed: 4) 

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 Polygon Tool to delineate the boundary of the site. If you had any issues, please describe them here or 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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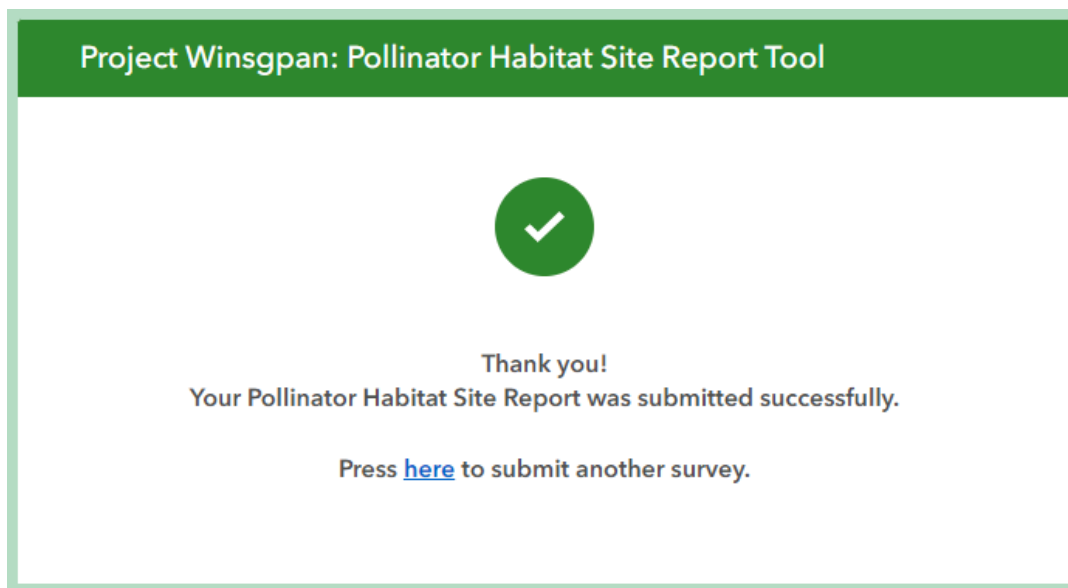
Step 7: Submit the Report

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 Your Second Report

Once you have completed the report for the active project site, *if you have a larger habitat management area*, please return to the form and complete the form for the area under pollinator habitat management BMPs. 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 polygon tool or other sections of the Pollinator Habitat Project Site Report, please contact James Hart at james@pollinator.org



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Troubleshooting Support:

Question: I have multiple unconnected areas that are either being actively created/enhanced this spring or I have agreed to manage with pollinator BMPs through my signed letter of agreement through 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 or that will be managed with Pollinator BMPs, 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. 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.

