

Water Reporter Tutorial

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Step 1. Scan



Start by deleting the old Water Reporter app. You will have a new app on your home screen called Water Reporter! Not to worry, we have all of your old posts saved.

Instructions for downloading:

Scan this QR code with your phone or click this [link](#).

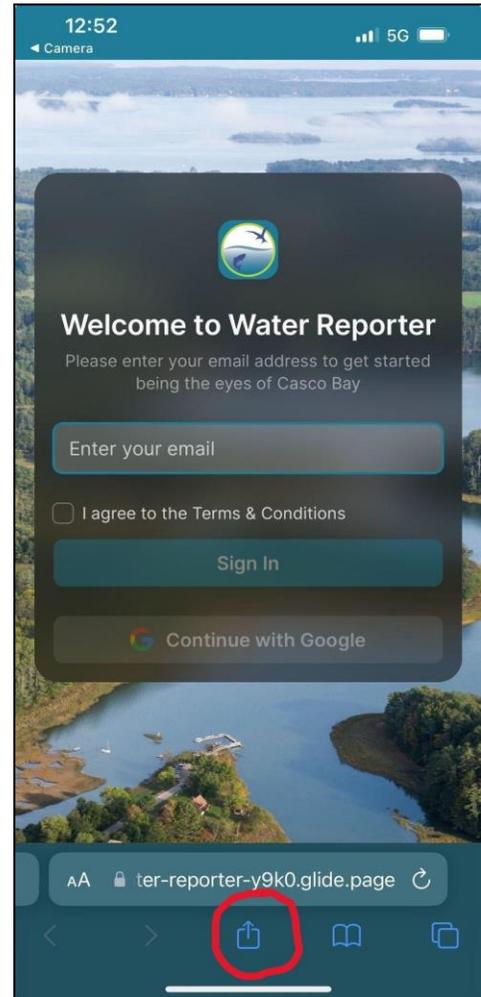
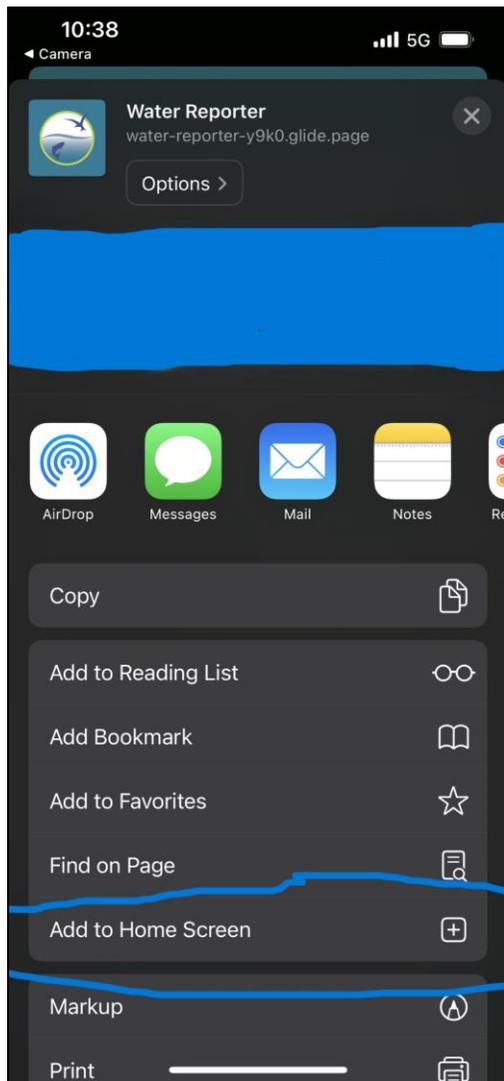
It will bring you to a website powered by a software called Glide. The URL you should see is <https://water-reporter-y9k0.glide.page/>

Step 2. Add to home screen/install the app

Next, the steps will differ slightly depending on if you have an iPhone, an iPad or an Android and whether you use Safari or Google Chrome on your device. If this process does not work for you, please reach out to Sara at sfreshley@cascobay.org

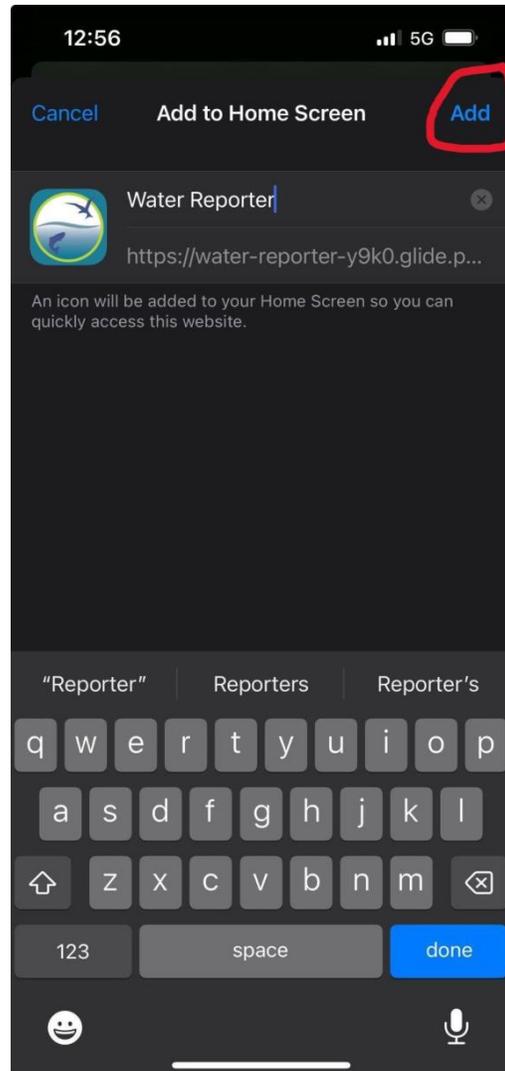
iPhone with Safari (this is the default browser that the iPhones come with)

Find and hit the square with the upward arrow in it (see red circle on photo to right) on the bottom toolbar.



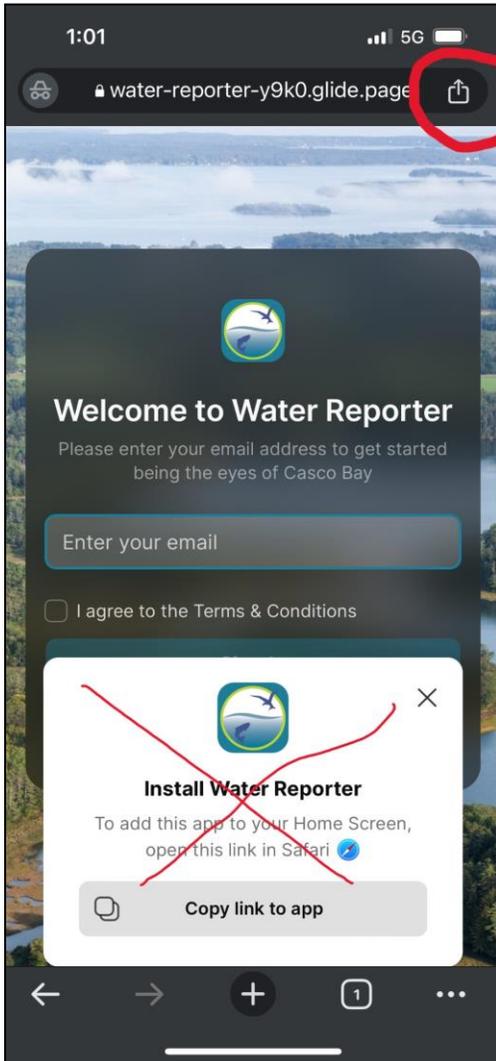
Then hit "add to home screen" (note: you may need to scroll down to find the add to home screen button)

This screen will pop up, now hit “add” on the top right corner. This will add the icon to your home screen on your iPhone.



iPhone with Google Chrome

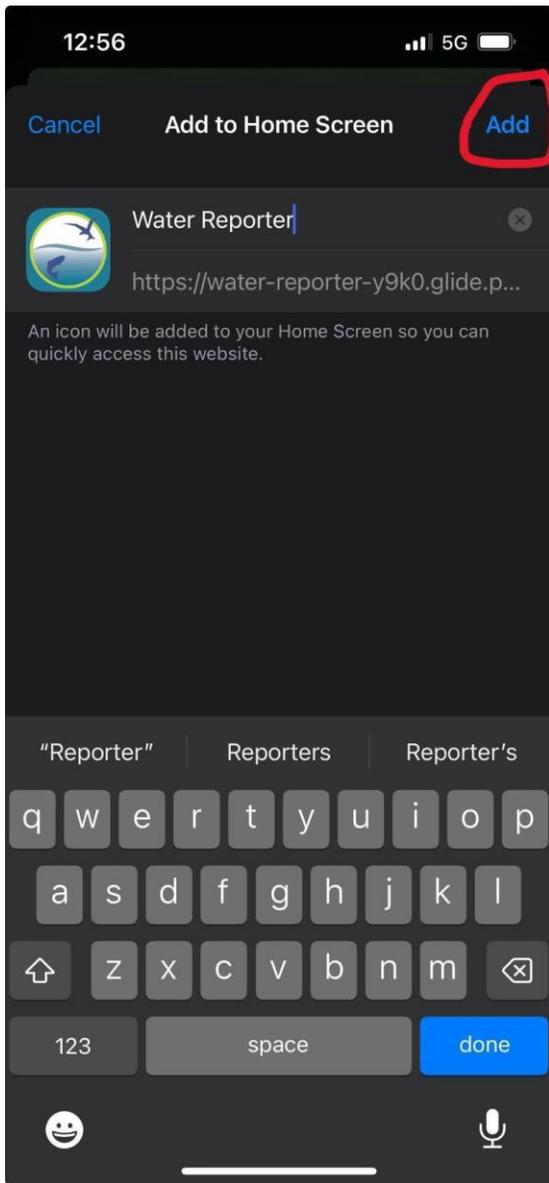
iPad with Safari or Google Chrome



Find and hit the square with the upward arrow in it on the top toolbar (see red circle to left). **ignore** the “install water reporter” pop-up if there is one.



Then hit "add to home screen" (note: you may need to scroll down to find the add to home screen button)

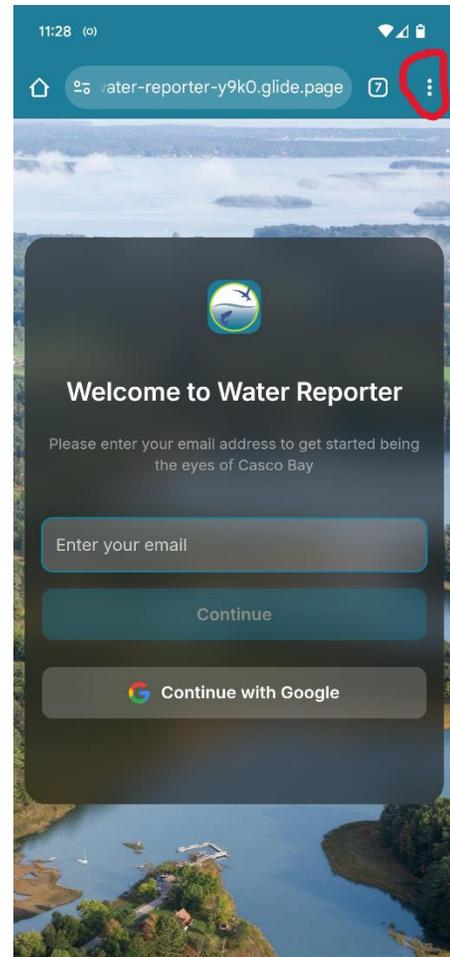
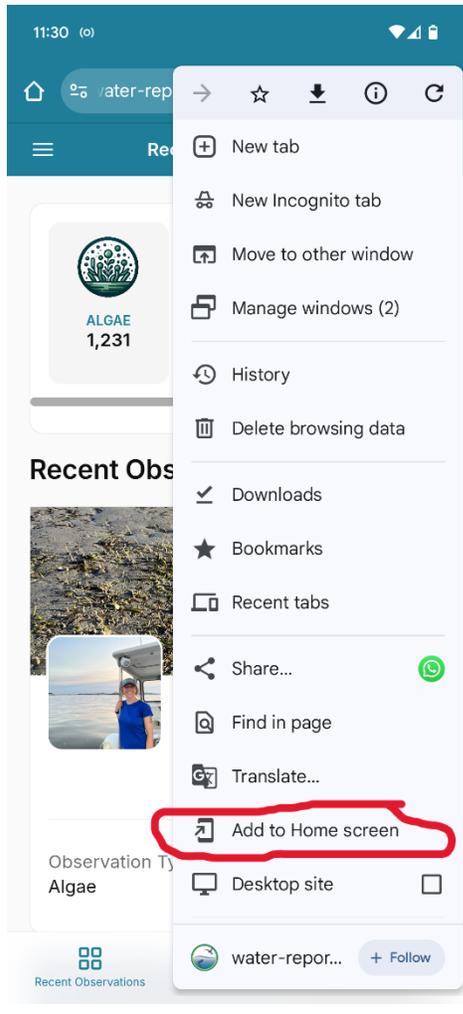


This screen will pop up, now hit “add” on the top right corner. This will add the icon to your home screen on your iPhone.

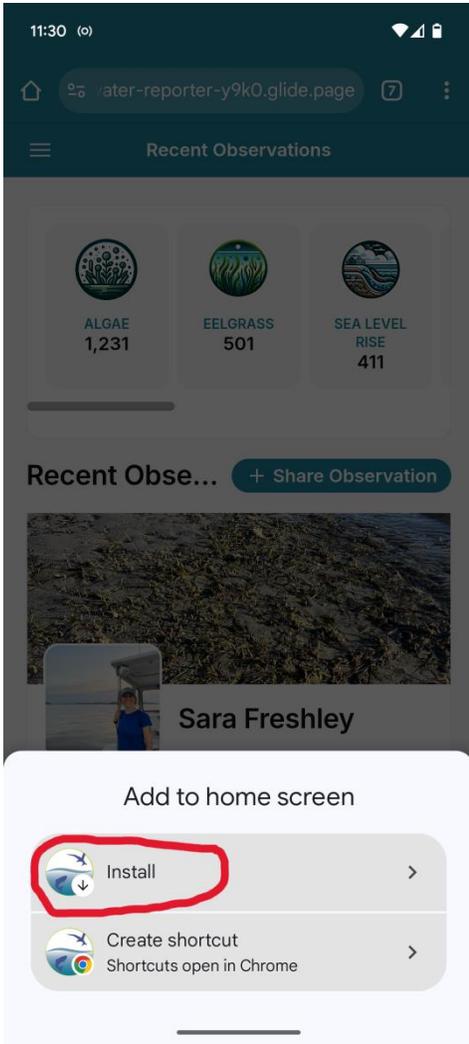
Android with Google Chrome

Find and hit the three vertical dots on the top toolbar (see red circle to right).

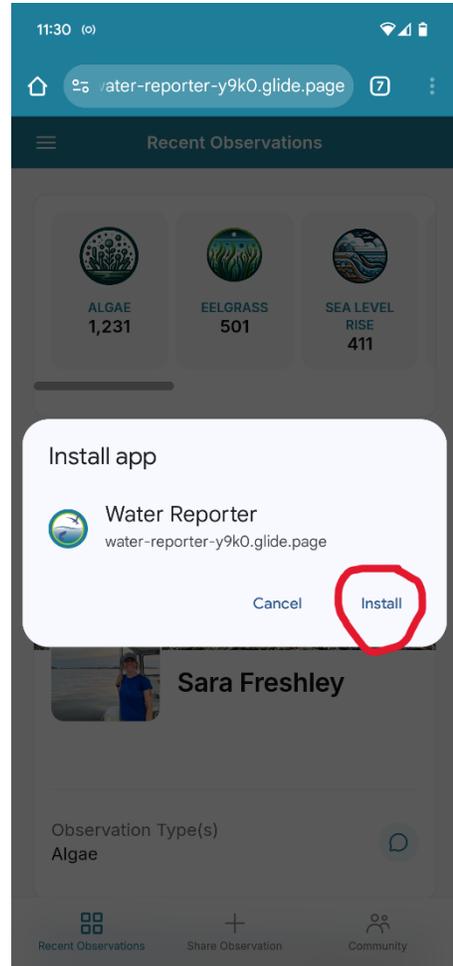
Ignore the “install water reporter” pop-up if there is one.



Look for the option “add to home screen” on the drop-down menu. If you don't see it, scroll farther down. Click “add to home screen”.



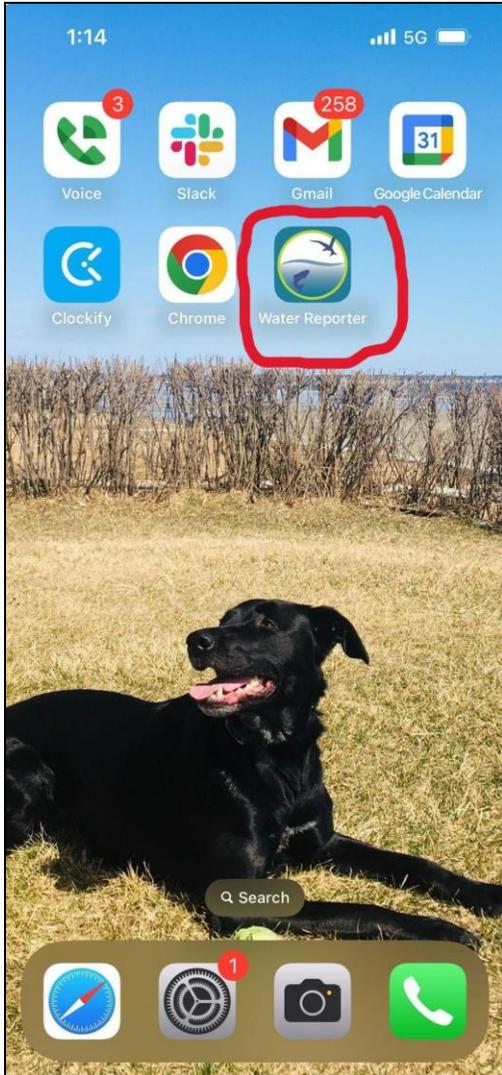
A pop will appear. Hit "Install."



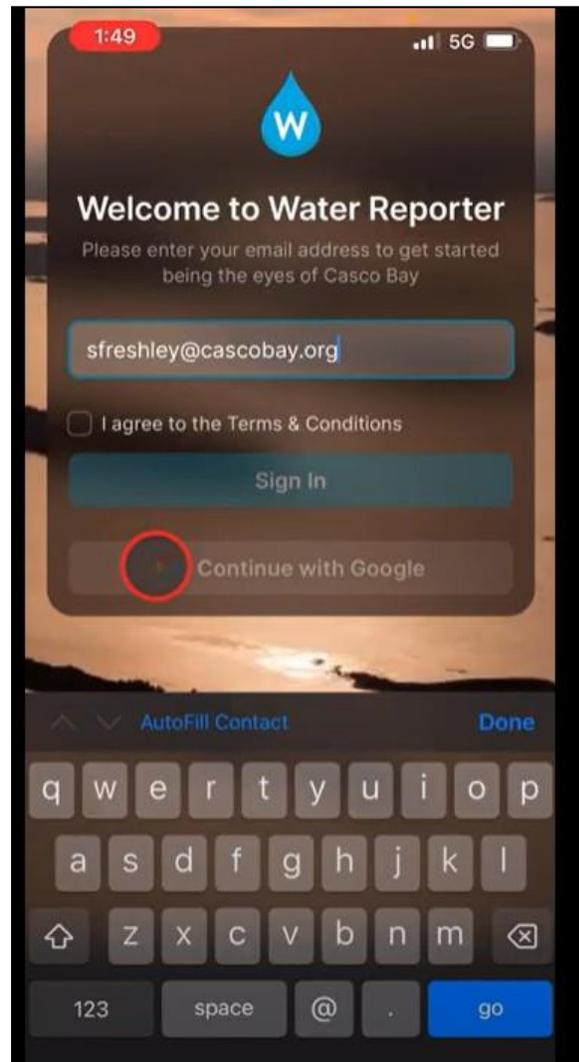
One more step! Hit "install" once again.

Step 3. Logging into the app

From here on out, it should not matter what type of phone or browser you are using!



Step 1. Find the Water Reporter app on your phone and open it. It looks like this:

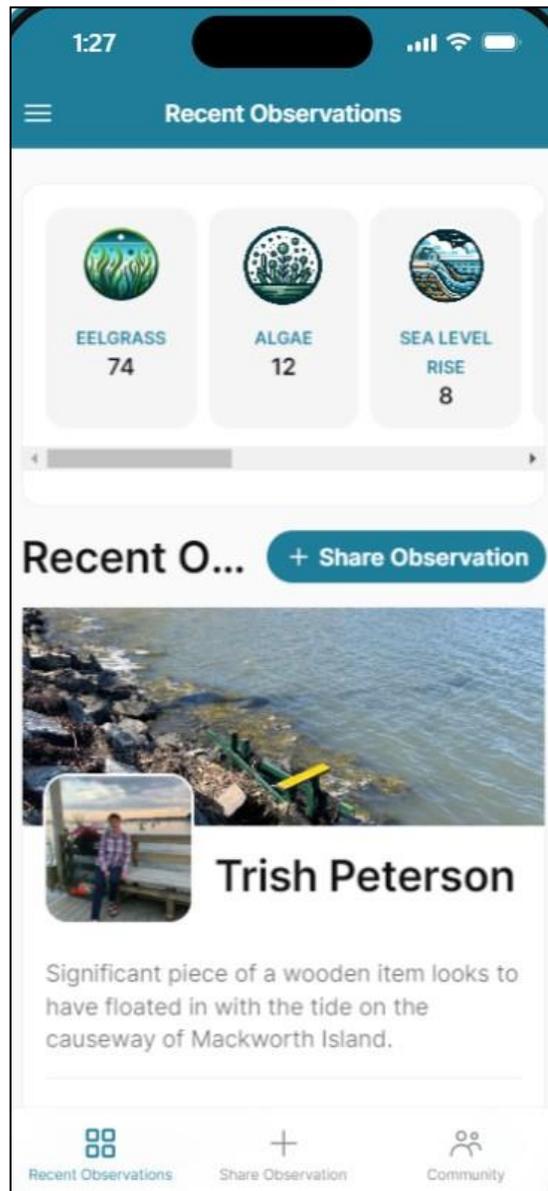


Step 2. Enter your preferred email address, check the terms and conditions box, and click "sign in".

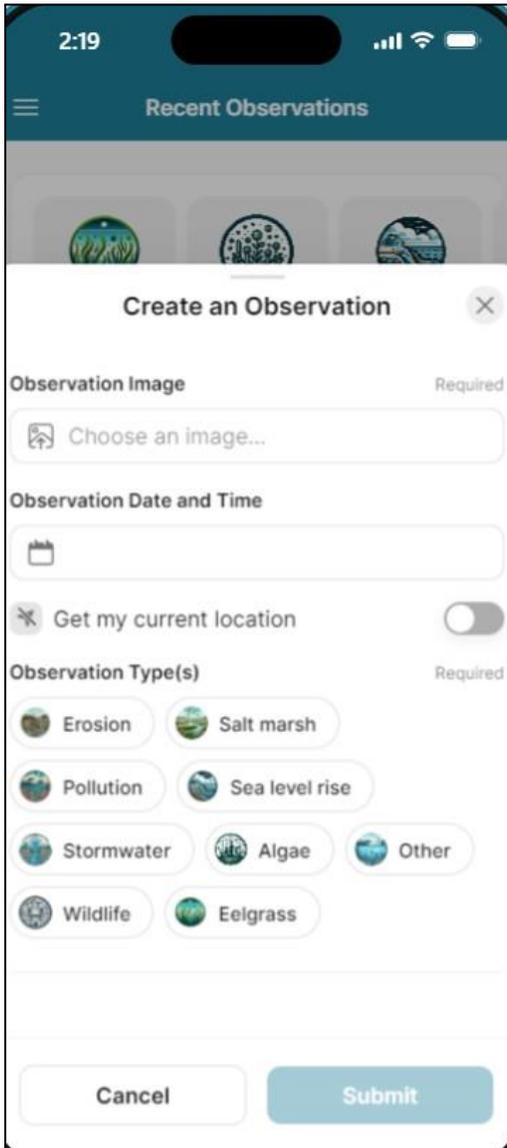
Step 3. Check your email. You should receive a “pin” from Water Reporter, a five-digit code. **Please note:** if you do not receive it, within a minute, check your junk email.

Step 4. Go back to the Water Reporter app. Type in the code that you received.

Step 5. You are in Water Reporter! The screen should look something like the photo below. A different, more-recent observation will show on your screen.



Step 4. Using the app



Share Observation

To share an observation click “share observation.” There are two “share observation” buttons (use either one): the large blue button or the bottom one in the middle of the tool bar. The “create an observation” page will pop up.

Observation Image:

Upload a photo that you have already taken, or take a photo by clicking on the bar that says “choose an image.”

Observation Date and Time:

Click the small calendar icon under “Observation Date and Time” to choose the date. The current date and time will automatically be selected. If you took your photo at an earlier date and time, you can change this by clicking through the calendar and the clock. It is helpful if you are as accurate as possible.

Current location

If you would like Water Reporter to capture your current location, toggle on “get my current location.”

If you are uploading the image in a different place than where you took the image, you can edit the location. See the “edit a post” section of the tutorial.

If you want Water Reporter to capture your current location, but the toggle won’t toggle “on”, see “troubleshooting current location.”

Observation Types

Click the category that best describes your photo. **You can select more than one category.** If no category represents what is in your photo, simply click “other.”

Then, click submit.

Edit Observation

Additional Details

Depending on which categories you chose above, the form will ask you for more relevant details. In this example, algae is selected so the “Algae Details” window appears. “Salt marsh” is also selected, however, Water Reporter does not ask any additional questions about salt marshes in this case.

Cancel Edit Observation Submit

Additional Details

Check all that apply

Algae Eelgrass

Erosion Other

Pollution Salt marsh

Sea level rise Stormwater

Wildlife

Algae Details

How would describe the amount of algae at this site?

Small Medium Large

No Algae Other

What is the algae growing on? Choose all that apply

Go through the form and select the relevant answers. If none apply or you are not sure, click other.

Cancel Edit Observation Submit

Yes No Unsure

Other Comments

Please provide any additional comments you'd like us to know about

Observation Location Details

Observation Image

7tp18ubLCciQFJwqArJK.jpg

Observation Date and Time

5/15/2024, 2:28:00 PM

Edit Location

43.6535296,-70.270976

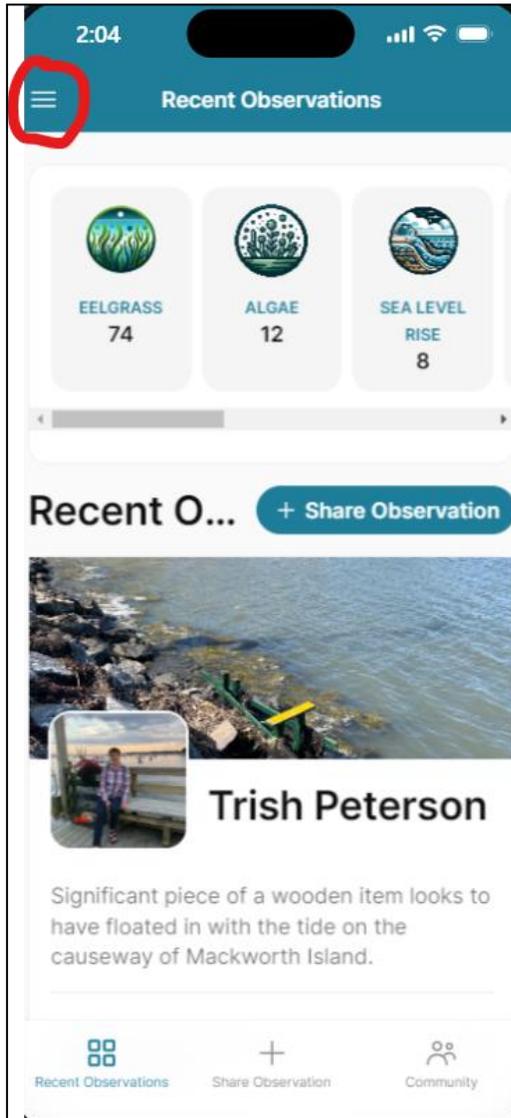
If you have additional observations or comments you can type them in the “Other Comments” box at the bottom of the page.

You also have another opportunity to change the image or date and time you selected. You can also edit the location by deleting what is already in the box (it may be empty) and either adding the coordinates, or an address.

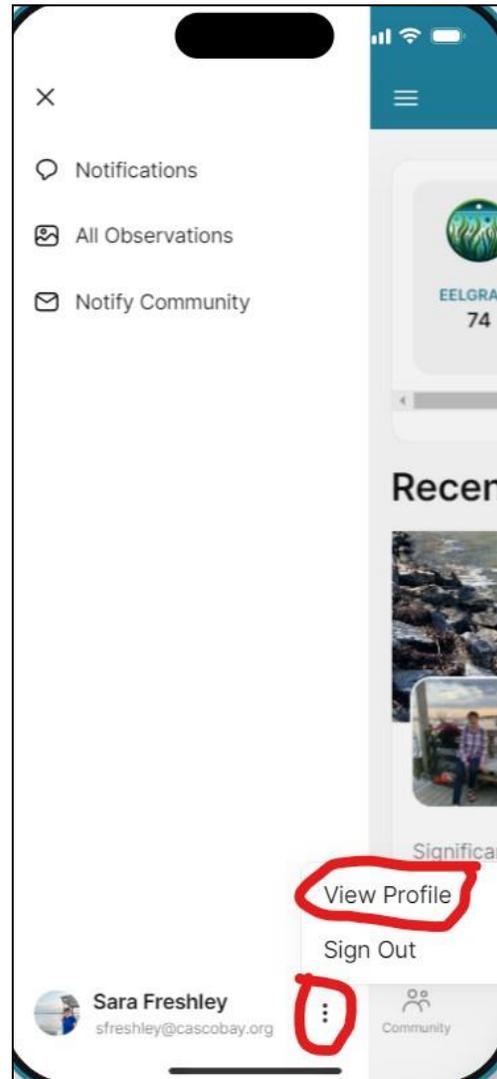
Submit your post

Click “submit” on the top right corner of the screen. It will then bring you back to the homescreen.

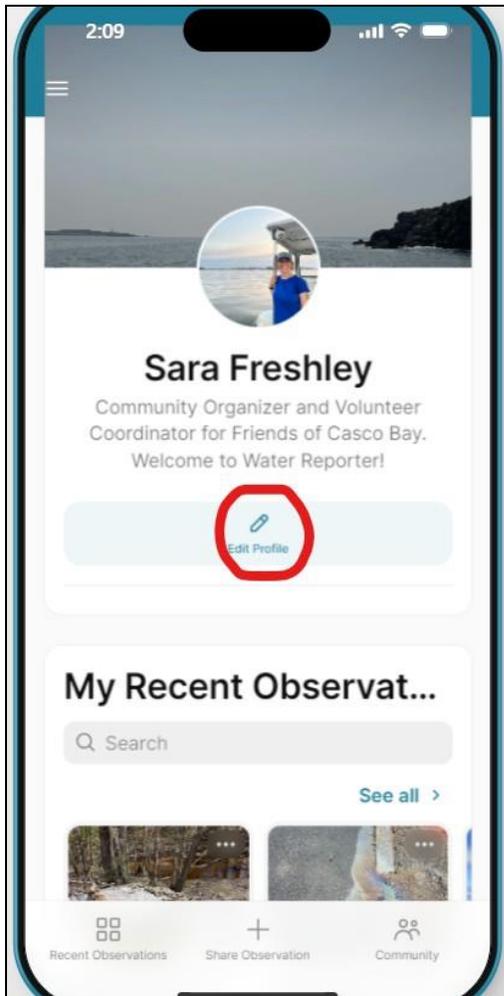
Editing your profile (add your name, a profile photo and/or bio)



On the home screen of Water Reporter, click the three lines (see red circle), which we call the hamburger menu



At the bottom of that menu, click the three dots. A menu will pop up. Click "view profile."



Click “edit profile” and you can add a profile image, a banner image, your first and last name, and your bio! Make sure to click “submit” on the top right-hand corner when you are done.

Cancel Edit My Profile Submit

Profile Image
attachment

Banner Image
attachment

Name
Sara Freshley

Bio
Community Organizer and Volunteer Coordinator for Friends of Casco Bay. Welcome to Water Reporter!
98/150

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sfreshley@cascobay.org

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