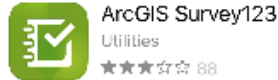# Chaffee Rec Collector App – Towns & Trails Surveys Instructions

Installation of Apps:

Step 1: In the app store, download **ArcGIS Survey123**

Step 2: Launch the app and **Continue without Signing In**

Step 3: Using the **QR Code Reader** in the search bar in Survey123, scan these three QR Codes (*close and lose changes* after each one launches to return to the main screen)

Parks and Open Space	Trails	Trailheads
To be used by all users including agencies and volunteers to record parks and open space conditions and actions.	To be used by all users including agencies and volunteers to record trail conditions and actions.	To be used by all users including agencies and volunteers to record trailhead conditions and actions.

Step 4. Open each survey and click on the 3 bars in the top right of the survey's homepage to select **Offline Maps**. Click the download cloud button next to where it says RC Offline Map to download the map.

Step 5: In the app store, download **ArcGIS FieldMaps**

Step 6: Launch app and Skip Sign In

Step 7: Use your mobile device camera (or QR code reader) to scan the QR code to automatically download the map, or search for **Rec Collector Towns and Trails**

Step 8: Click on the download icon to download the map to your device.

Step 8.1: If you have an Android Device, you may need to download "Offline Areas" by selecting the "…" next to the map and select "Add Offline Area." Zoom into the area you'd like to monitor or download the entire map.
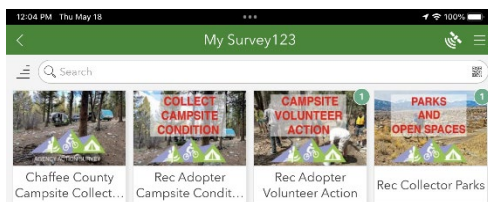
Performing a Survey:

Step 1: Before going out to your location, launch the two apps

Step 2: At your desired location, launch FieldMaps and open the Towns and Trails map. The blue location dot will pinpoint your location. Select the shape (polygon, TH icon, trail) and then click the appropriate survey link. Clicking the link will take you to Survy123 and load the survey.

Step 2. Fill in the Survey – questions are based on if you are a general volunteer/staff and if you are doing a condition, action or both. Fill in the UserName as one word (ie JessDowning).

Step 3: When the survey is complete, hit the Check Mark. If you are out of range, save in Outbox. Quit the app.

Step 4: Submit the Survey: When arriving home (or in wifi), relaunch Survey123, click on the survey icon (you'll see a number). Select Outbox, and Click Send (in the lower right corner).

Additional Questions? Contact Jessica Downing, landvolunteers@garna.org.