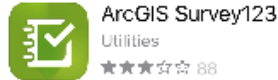




Chaffee Rec Collector App – Rapid Volunteer Action Survey Instructions

Installation of App:

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 this QR Codes



Rapid Volunteer Action Survey

To be used by all users including agencies and volunteers to record actions.

- Click the X and *close and lose changes* to return to the main screen

Step 4. On the main page on Survey123, select the Rapid Volunteer Action 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 Rec Adopter Offline Map to download the map. (This allows you do be off line to take the survey)

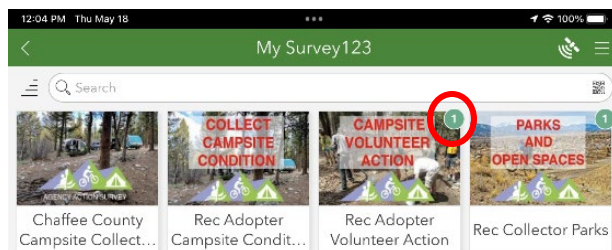
Performing a Survey:

Step 1: Before going out to your location, launch Survey123 and check for any survey updates.

Step 2. Fill in the Survey. 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 cell range, save in Outbox. Quit Survey123. (Note: Survey123 is a battery hog – quit the app when not using it.)

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



If there is an orange number, that means it is a draft survey. You can finish a survey at home or delete if it was a mistake.

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