Uploading Water Bug results to the NSW Waterwatch ALA Online Database !!

TO ENSURE YOU CAN VIEW THE NEW ALA DATABASE FORMAT CORRECTLY, PLEASE USE GOOGLE CHROME OR MOZILLA FIREFOX AS AN INTERNET SEARCH PROGRAM – YOU CAN DOWNLOAD THESE FREE FROM:
Google Chrome: https://support.google.com/chrome/answer/95346?hl=en
Mozilla Firefox: http://www.mozilla.org/en-US/firefox/new/

STEP 1: Log onto the Waterwatch website at **http://root.ala.org.au/bdrs-core/nswww/home.htm**

STEP 2: Click on **ADD RECORDS**, then click on **SIGN IN**.

Add this page to your FAVOURITES on your internet browser, so you can come back easily.

STEP 3: Then enter your Username and Password (P@ssw0rd), and click **Sign In**
* PLEASE NOTE THAT USERNAMES & PASSWORDS ARE CASE SENSITIVE!

Note: If you forget your password, click on the link at the bottom, which will send you an automatically generated email with a new password to login with. You can then go to your Profile and change it.

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Step 4: Go to **ADD RECORDS**, and click on the **Water Bug Survey** option for your region.

If you monitor for water quality, this will appear here also – if not, just ask your coordinator to add water quality for your group if you have water testing data to upload.

STEP 5: Click in the SAMPLE GROUP NAME field box, and find you Waterwatch Group Name in the list & select it. *You can type the first letter of your Group name in to find it faster!*

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STEP 6:   Fill in boxes for:
- **Number in sampler group** - No. of volunteers/people in your group.
- **Survey Date** – use the calendar to select the date
- **Survey Time** – use the slide tools to select the correct time you started sampling, or type it in.
- **Survey Season** – select if it's *Autumn, Winter, Spring or Summer.*
- **Survey duration (hrs)** – how long it took to do sampling & identification.

Next, click in the LOCATION box, and find your site and click to select.
If you need help with selecting the correct site, please contact your Coordinator.

When you select the Location, the map will zoom to your site, and the longitude and latitude will autofill.
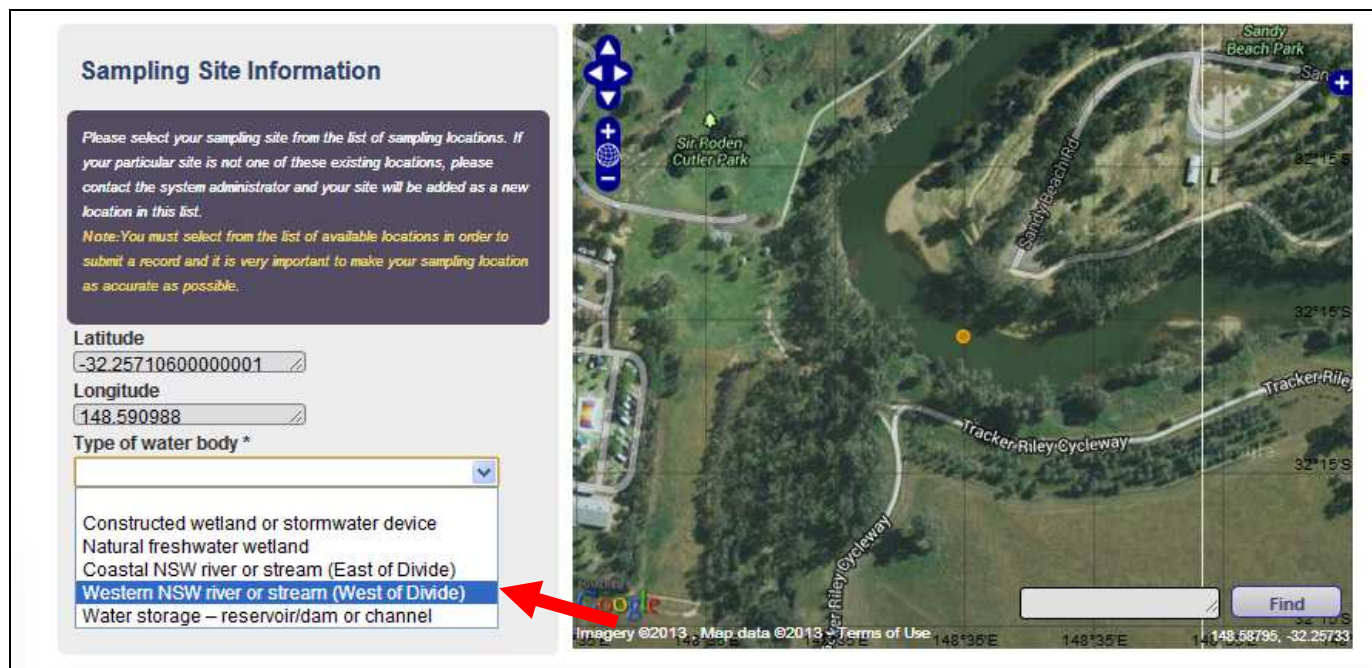*- If your site marker (orange circle) is slightly off where it should be, contact your Coordinator to correct it.*

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STEP 7: Select the TYPE OF WATER BODY from the drop down menu for your location.

Note: East or West of the Divide, asks you to select if your creek or river is east or west of the Great Dividing Range, which influences the direction in which waterways flow – To Pacific Ocean or Murray-Darling Basin.
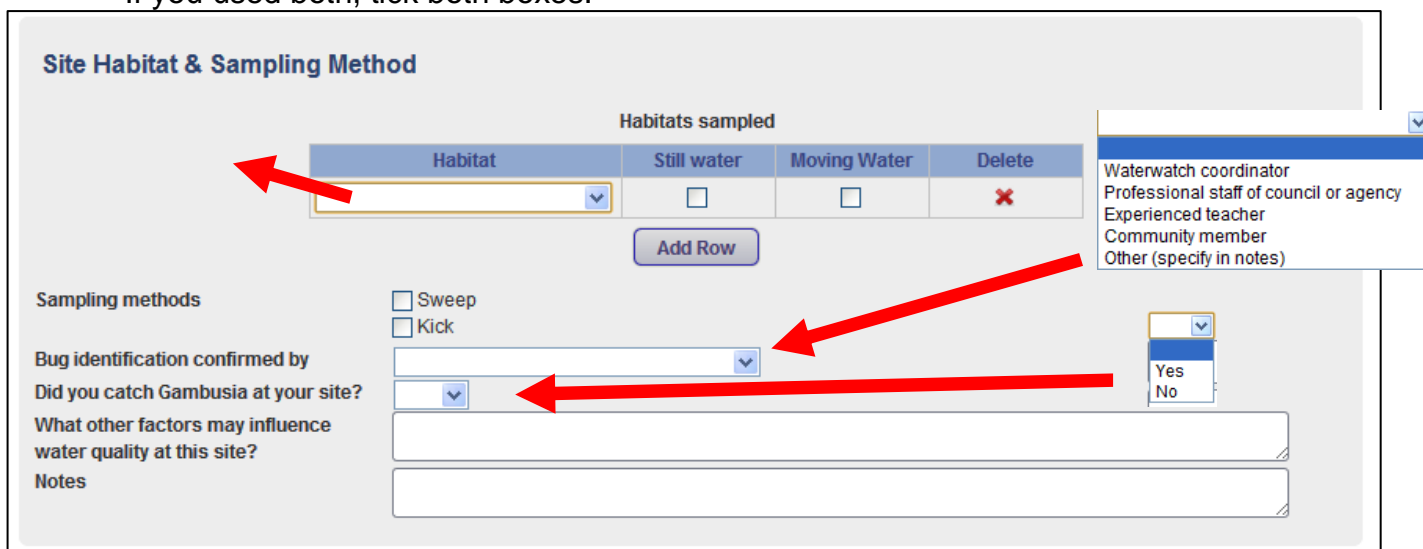

STEP 8: Next, complete the Habitat & Sampling information.

Step 8.1: Click on the drop down menu to select which **Habitat** type you are sampling in – silt & sand; stones, etc – then click if it was in **still or moving water** (tick box by mouse click on it). To add another Habitat type, click **ADD ROW** to and complete as you did for the first one.

Step 8.2 – Click if you did the **SWEEP** and/or **KICK** method.
- Sweep method: Moving or 'sweeping' the net through the water.
- Kick method: Usually done in rocky streams where you kick the rocks & substrate whilst moving upstream with your net.
- If you used both, tick both boxes.

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Step 8.3 – **Bug identification confirmed by** – Select if the bug identification was confirmed by a person in the drop down list. If not, just leave blank or put information in NOTES.

Step 8.4 – **Did you catch Gambusia at your site** – Select YES or NO from the drop down list.

Step 8.5 – **Other factors** – Type in here any observations about your site during the bug survey which may affect water quality – recent rains, flooding, drought, upstream erosion issues, algae etc. This is optional to complete.

Step 8.6 – **Notes** – Add in any other additional information you wish to record about your bug survey. Note: This is optional to complete.

Example of completed Step 8 (all):

Site Habitat & Sampling Method

Habitats sampled

Habitat	Still water	Moving Water	Delete
Silt and sand	☐	☑	✖
Water plants	☐	☑	✖

Add Row

Sampling methods	☑ Sweep ☐ Kick
Bug identification confirmed by	Waterwatch coordinator
Did you catch Gambusia at your site?	Yes
What other factors may influence water quality at this site?	Slow flow due to recent dry period. Water fairly clear. Water plants along edge of bank - reeds and floating.
Notes	

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STEP 9: Enter the water bugs that you found during your bug survey.

Step 9.1 - Click on **ADD SIGHTING** to add a row for the type of bug you found. Then start **typing in the water bug's name** and a drop down list will appear. Select the corresponding one to your result sheet.

Step 9.2 – Enter the **NUMBER OF BUGS** you found into the cell in that column.

Step 9.3 – **To add your next bug, click ADD SIGHTING** and continue steps 9.1-9.3 until you add in all the bugs your identified in your bug survey.

You will notice that as you enter each BUG TYPE, the Taxa Richness (No. of bug types), Stream Pollution Index (SPI) and Stream Quality Rating are calculated for you automatically.

Example of completed Step 9 (all):

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STEP 10: Finally, click **SUBMIT** to upload your data. If you have another data set to upload for another site or time, click SUBMIT and ADD ANOTHER.

You'll then be taken to a screen, confirming you have **UPLOADED SUCCEFULLY!**

If you wish to edit anything, click on the UNLOCK FORM FOR EDITING lock, and edit & re-submit.
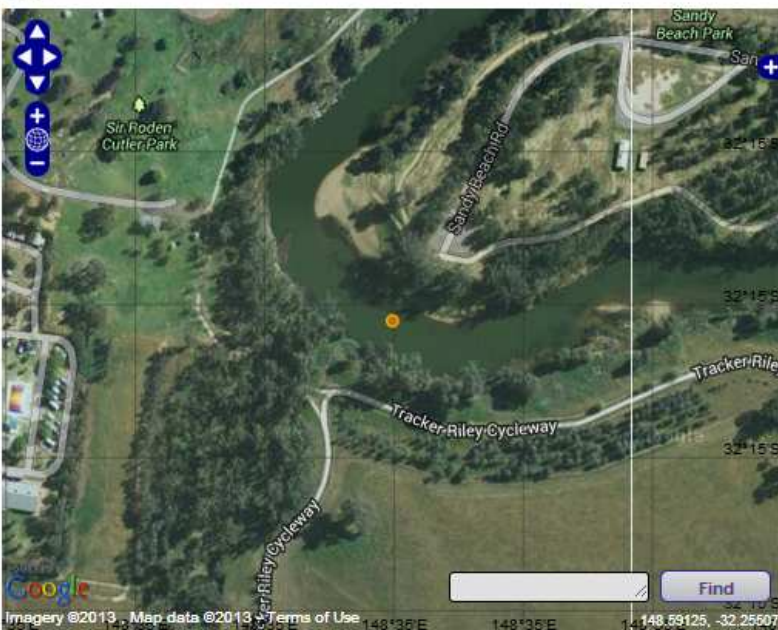
STEP 11: Then, you can **LOG OUT** if you have completed you data uploads.

Thank you for your participation and ongoing monitoring through NSW Waterwatch in your local area.