



Pre-HW: Getting Set Up (Before the Training)

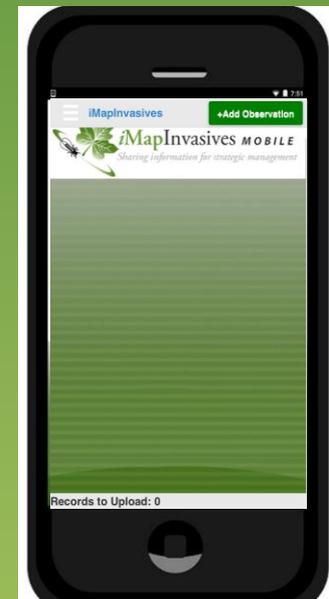
To get set up in iMapInvasives, you'll first need to **create an account in the web-based platform**. This is the larger database which compiles all of the data that's been collected. *Note* This requires internet connection.

In contrast, the app is what will be used to collect data in the field. You'll learn more about how to do this later.

Web

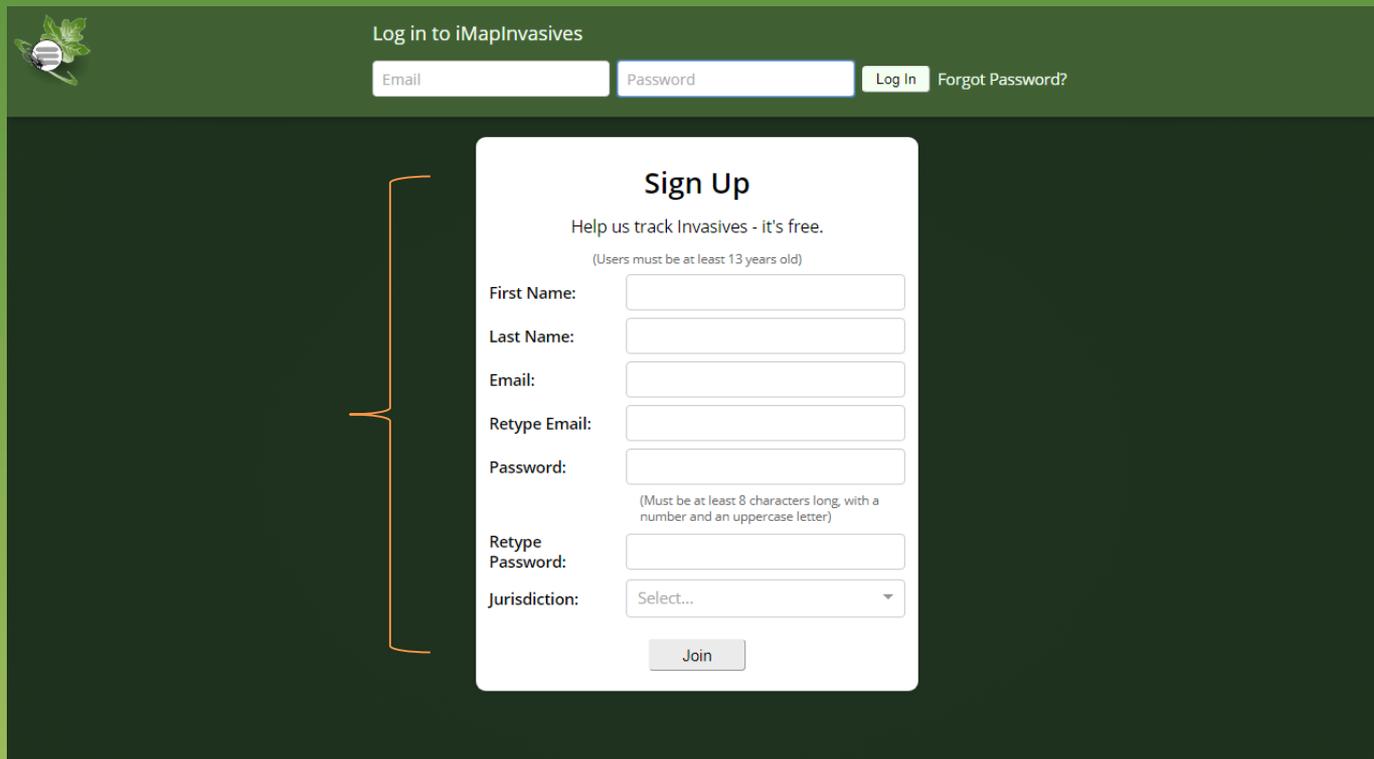


App



Creating an iMap Account

- 1) Go to www.imapinvasives.org and click “Login” in the top right corner.
- 2) Once you do so, you will see the screen below.
- 3) Fill in your information where it says “Sign Up”. (Jurisdiction refers to the primary state in which you will be collecting data.)



The screenshot shows the iMapInvasives website interface. At the top, there is a navigation bar with the text "Log in to iMapInvasives" and a logo on the left. Below this, there are input fields for "Email" and "Password", a "Log In" button, and a link for "Forgot Password?". The main content area features a "Sign Up" form. The form is titled "Sign Up" and includes the text "Help us track Invasives - it's free." and a note "(Users must be at least 13 years old)". The form contains several input fields: "First Name:", "Last Name:", "Email:", "Retype Email:", "Password:", "Retype Password:", and "Jurisdiction:" (a dropdown menu). A "Join" button is located at the bottom of the form. A large orange bracket on the left side of the form highlights the "Sign Up" section.

Log in to iMapInvasives

Email Password Log In Forgot Password?

Sign Up

Help us track Invasives - it's free.
(Users must be at least 13 years old)

First Name:

Last Name:

Email:

Retype Email:

Password:

(Must be at least 8 characters long, with a number and an uppercase letter)

Retype Password:

Jurisdiction:

Join



- 4) When you submit your information, you'll receive an email to verify.
**** Make sure to check your spam folder if you don't see an email.*
- 5) Click on the hyperlink (“click here”) within the email, and it will take you to the screen below.



User Agreement

Read and accept the agreement at the bottom to activate your account.

The iMapInvasives website ("website") is owned and copyrighted by [NatureServe](#). By using iMapInvasives, you not only signify your agreement to these specific terms and conditions for iMapInvasives, but also [NatureServe's Terms and Conditions](#), which, along with its [Privacy Policy](#), govern your use of NatureServe's websites.

iMapInvasives Terms of Use and Privacy

Users of iMapInvasives agree to the terms and conditions set forth below. NatureServe may revise this Agreement at any time by posting the amended Terms of Use on this website, and you agree that you will be bound by any changes to the Terms of Use. NatureServe may make changes in the services described on iMapInvasives at any time. You understand that NatureServe may discontinue iMapInvasives and/or NatureServe may restrict your use of this website for any reason.

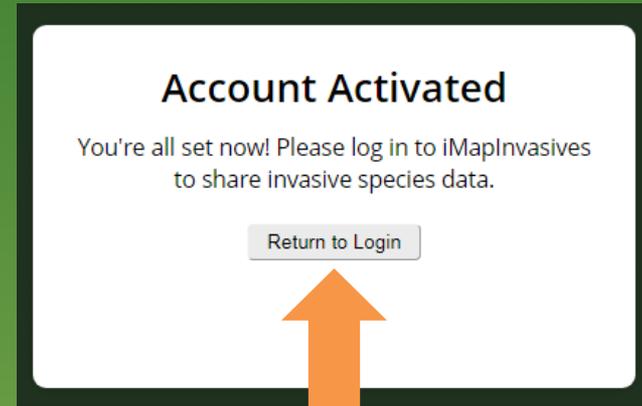
Definitions: For purposes of the iMapInvasives Terms of Use, "Users" include anyone using the site with or without a registered user account to the website; "Contributors" are Users who provide Content to the site; "Content" is any material submitted or entered on the site by Contributors.

1. Use Of Materials on iMapInvasives

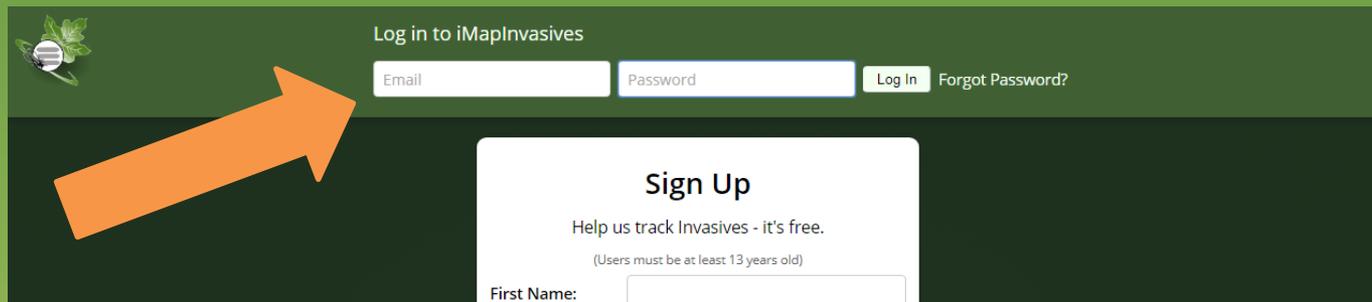
NatureServe grants permission to Users to use, copy and distribute Content on the iMapInvasives website pursuant to this Terms of Use Agreement and under the following conditions:

- The copyright notice, © [year] NatureServe, and any other

- 6) After reading the User Agreement, click  at the bottom of the page.
- 7) When you do so, you'll see a new screen indicating that the account has been activated.
- 8) Click "Return to Login", and you will be taken back to the initial screen where you entered your information.



- 9) This time, fill in your email and password at the top and click "Log In".



10) You'll see the screen below (it may take a few moments to load). We encourage users to leave "Do not show in the future" UNCHECKED, because this is where highlights will be displayed when updates occur. Then click "OK".

The screenshot displays the iMapInvasives 3.0 web application. At the top, there is a navigation bar with buttons for '+ Create Record', 'Find Record', 'Filter Records', 'Identify/Measure', 'Export', and 'Close Layers'. A central dialog box titled 'Welcome to iMapInvasives 3.0' contains the following text:

iMapInvasives was updated on 10/28/19. If this is your first time logging into iMapInvasives since then, you should clear your cache prior to using iMap to ensure you have the most recent updates.

To do this, select Ctl-Shift-Del (for most browsers) on your keyboard with your browser window open, and select "Cached images and files" and then restart your browser. Then log in to iMapInvasives.

For more information about the iMapInvasives project see: <https://www.imapinvasives.org/>

At the bottom of the dialog box, there are two buttons: an unchecked checkbox labeled 'Do not show in the future' and a checked button labeled 'OK'. Two orange arrows point to these buttons from the left and bottom respectively.

On the right side of the screen, there is a 'Show Legend' panel titled 'Present Species Records'. It includes a 'Count' legend with five categories represented by circles of varying sizes and colors (orange and yellow):

- > 10,000
- <= 10,000
- <= 1,000
- <= 100
- <= 10

The background is a map of North America showing various regions like 'ROCKY MOUNTAINS', 'GREAT PLAINS', and 'APPALACHIAN MOUNTAINS'. Major cities and geographical features are labeled. At the bottom left, there is a scale bar for 1000 km / 600 mi and a scale of 1:36,978,595. The bottom right corner indicates 'Powered by Esri'.

**You have now successfully
created an account for the
online/web-based platform**



Jurisdictions, Organizations, and Projects in *iMap*

Jurisdiction

Primary state where you will be collecting data - New York

Organization

Are you entering data as a member of an organization?

- Your employer, volunteer group, land trust, etc.

Project

Are you entering data as a part of specific project, for example:

- all records representing work done with funds attained by a certain grant
- Volunteer lake monitoring program
- Invasive species survey of a certain nature preserve

Joining an Organization



- 1) If you would like to be part of an existing organization within the iMap system, click on the symbol in the top left corner of the screen.
- 2) When the drop-down list appears, select “Organization”.
- 3) A listing of the organizations within your jurisdiction* (state or region) will appear. An example is shown below.

Organizations

Select Jurisdiction:

1109 Organizations in New York

All Orgs / Your Orgs: Showing All Organizations

Sort By:

(1 - 15 of 1109)

4-H	Active
Academy for Environmental Leadership, Brooklyn	Active
Adirondack Council	Active
Adirondack Daily Enterprise	Active
Adirondack Ecological Center	Active
Adirondack Ecologists	Active
Adirondack Lakes Alliance	Active
Adirondack Landowners Association	Active
Adirondack League Club (ALC)	Active
Adirondack Mountain Club (ADK)	Active
Adirondack Mountain Club (Algonquin Chapter)	Active
Adirondack Mountain Garden Club	Active

< Prev 1 2 3 4 5 6 7 Next >



Organizations

Select Jurisdiction: New York

1109 Organizations in New York

All Organizations: Showing All Organizations

Search Organizations

Sort By: Select...

(1 - 15 of 1109)

- 4) To find a particular organization, type a name in the box where it says “Search Organizations”.
- 5) If, for example, I wanted to join the Cooperative Invasive Species Management Association (or CISMA), I could type this (or part of this) into the search bar, as shown below.

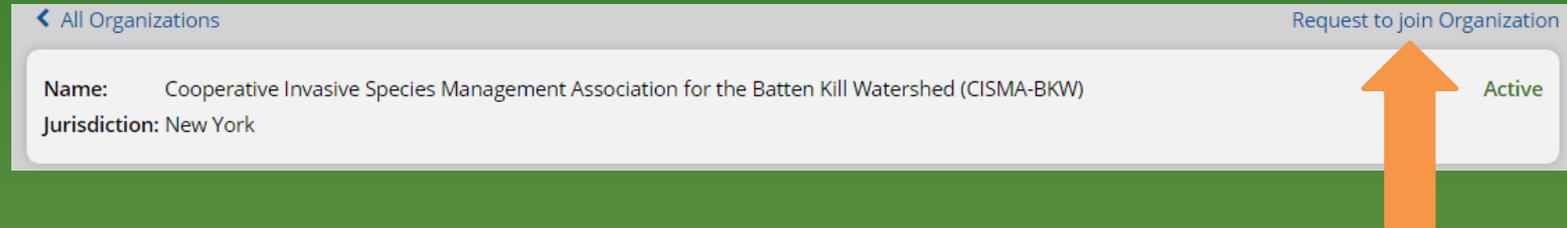
Search: Cooperative Invasive | x Sort By: Select...

Cooperative Invasive Species Management Association for the Batten Kill Watershed (CISMA-BKW)

- 6) On the right-hand side, you will see whether the organization is “active”. If so, you can click on the desired organization.

You will then be taken to the organization’s page within the iMap database. There, you can see who the members are.

- 7) To request to join this organization, click “Request to Join Organization” in the upper right corner.



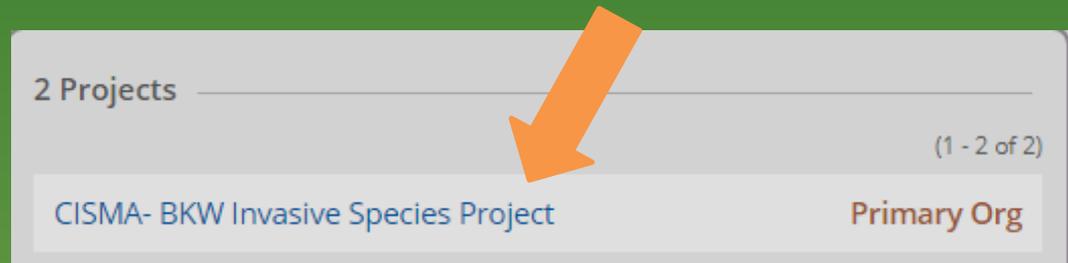
- 8) Once you do so, the text will change to **Request Sent** and you will be listed as a **Pending** member.
- 9) An admin within the organization will have to approve your request. If/when you are approved, your status will change to **Member**

As a “member” of the organization, you will have access to the data collected by the group, and also have the ability to contribute new findings to their organization’s records.

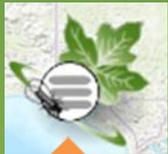
If you’d like to also be part of a “Project” or particular filing system within the database, proceed to slide 12. If not, continue on to slide 13 to learn how to set up the mobile app.

Joining a Project

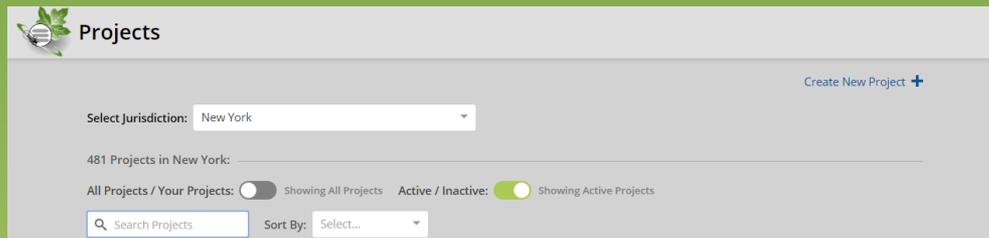
If you're still on the previous page, and want to join a project with that organization, simply click on the project you want to join (as shown to the right).



Then click [Request to join Project](#) and the text will change to [Request Sent](#)



- 1) To join a different organization's project from the main map page, click on the symbol in the top left corner, then click "Projects".
- 2) You can select a jurisdiction and then select a project to join.



- 3) Once you've found the project you'd like to join, click on the name of the project, then "Request to Join Project".

Setting Up the Mobile App

You'll need a device such as a smart phone for this portion.

Web

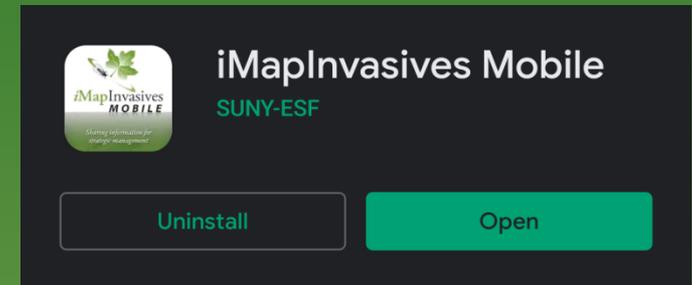


App



1) In the App Store or Google Play Store, look for the iMapInvasives App by SUNY-ESF.

2) Click “Install”, then “Open”.



Preferences

Welcome to the new version of the iMapInvasives Mobile App, now compatible with iMap3.

Uploading data to iMap3 requires the following:

- An active iMap3 account
[\(To create/manage your account, visit iMap3 online\)](#)
- Jurisdiction Species List selected below
- Your active iMap3 Username and Password entered below

Jurisdiction Species List:
(Select the jurisdiction in which you will collect data)

iMapInvasives Username (Your Email Address):
(Enter the email address associated with your iMapInvasives account)

iMapInvasives Password:
(Must match your iMapInvasives password)

3) When the app opens, you will see a list of preferences from which to select.

4) Select the Jurisdiction Species List based on what you chose in the web version. (See the next slide for an example.)

5) Likewise, enter the username (email) and password used for the web version.

New York

Pro

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Up

Juri
(Sele

Ne

iMa
(Ente

iMa
(Mus

Kentucky

Maine

New Hampshire

New York

Oregon

Pennsylvania

Saskatchewan

Virginia

Vermont

West Virginia

Preferences

Welcome to the new version of the iMapInvasives Mobile App, now compatible with iMap3.

Uploading data to iMap3 requires the following:

- An active iMap3 account
[\(To create/manage your account, visit iMap3 online\)](#)
- Jurisdiction Species List selected below
- Your active iMap3 Username and Password entered below

Jurisdiction Species List:

(Select the jurisdiction in which you will collect data)

New York

iMapInvasives Username (Your Email Address):

(Enter the email address associated with your iMapInvasives account)

iMapInvasives Password:

(Must match your iMapInvasives password)

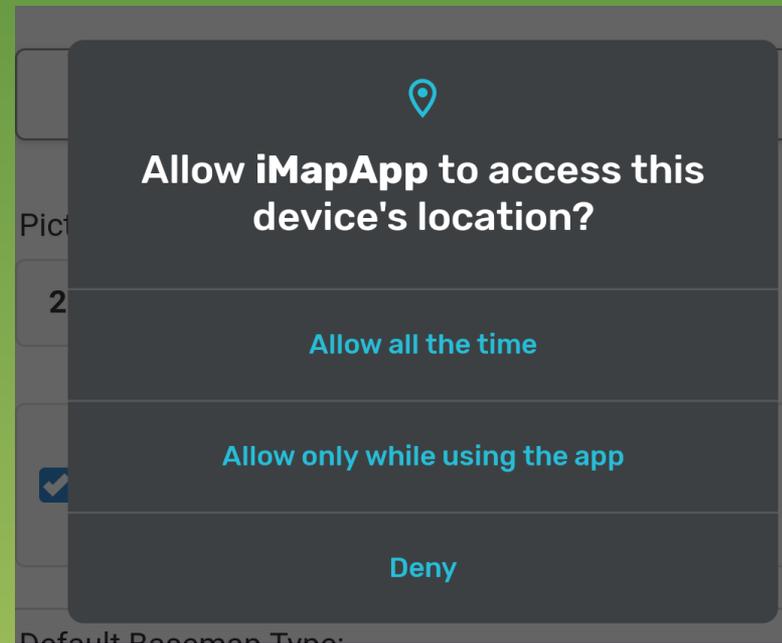
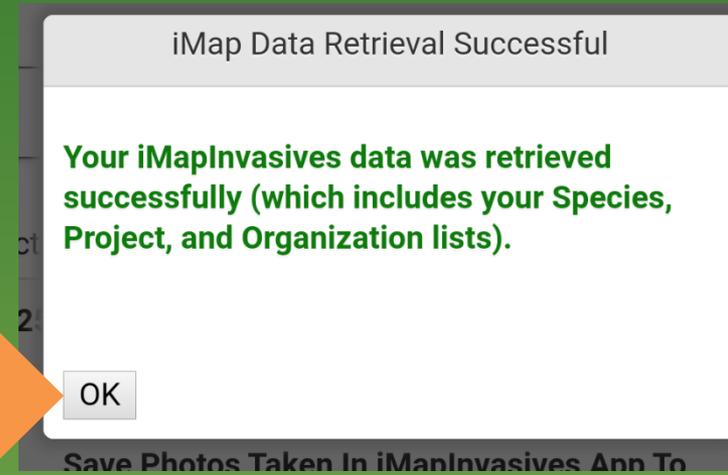
6) Click the **Retrieve iMap Lists** button.

7) You should receive the following message.
If you don't, try again or contact the trainer.

*TIP: If you get an error message, this is usually due to a typo; test logging in online; if that works carefully retype username and password, and make sure the phone does not add a space at the end

Click "OK".

8) You will be asked if you allow the iMapApp to access your device's location. Giving permission will enable the app to provide GPS coordinates when collecting data. (Otherwise you will have to manually enter the location.)

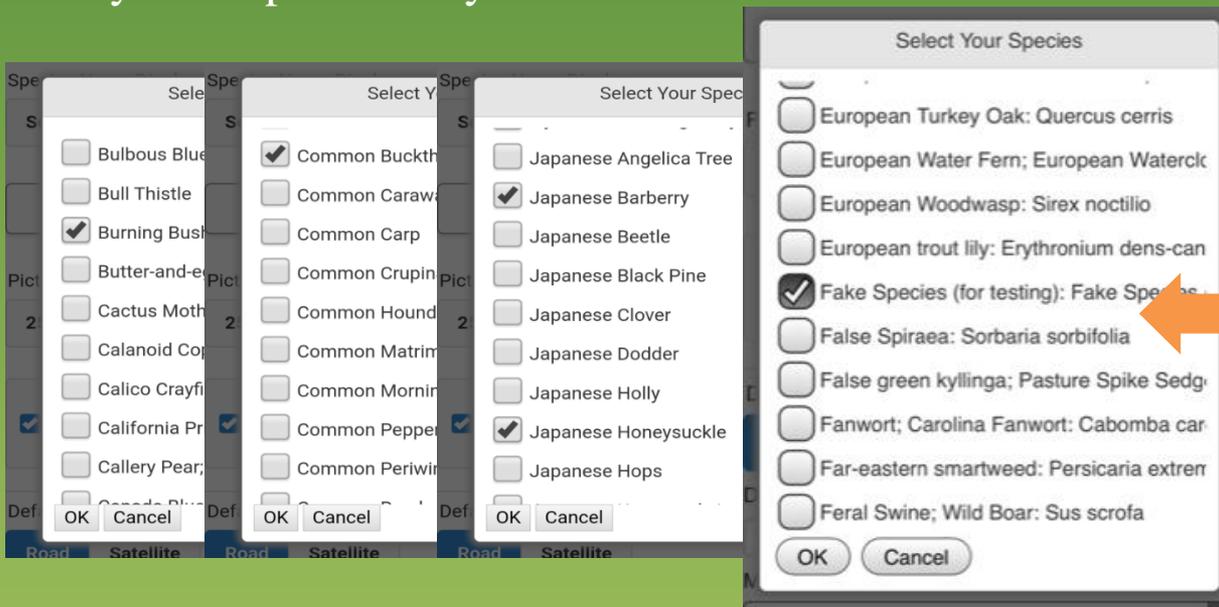


9) Below the “Retrieve iMap Lists” button, you will be able to choose how you want the app information to display, including species names and picture quality, which you can leave as the default values.

10) Click: **Customize Species List**

11) Then, check the names of the species you’ll be assessing for or managing, as shown below.

*Choose species you expect to be recording most frequently. This can include the species that the upcoming training is focusing on, species you are already familiar with, or species you are particularly interested in.



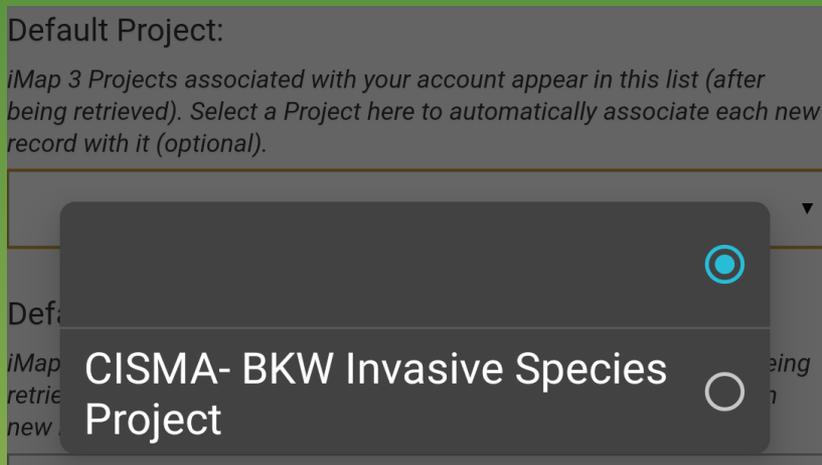
* Add “Fake species”- we may use this to practice!

* If you are not sure you got all the species you need, you will always be able to access the full list when you need it.

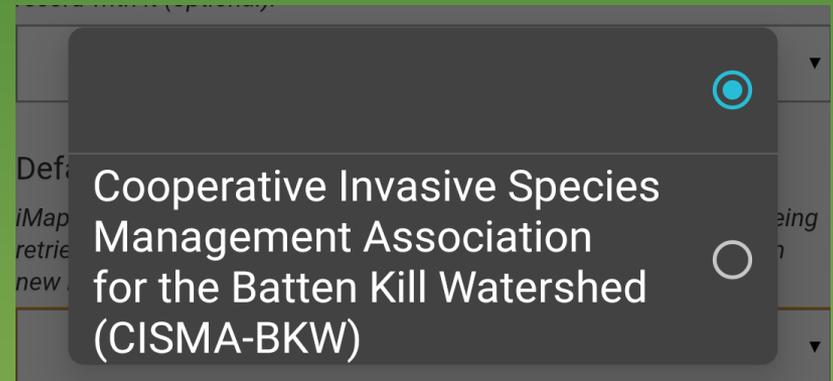
12) If you are only collecting invasive species data for a particular project, or organization, you can indicate that in the set up. An example is shown to the right.

(Be sure to select the organization and project for which *you* are collecting data.)

Project



Organization





Once you are set up, you will see the screen to the left.

At that point, you are ready for the training, in which you'll learn how to collect data.

Need Help?

iMap Network help documents
www.imapinvasives.org/help

New York iMap Resources
www.nyimapinvasives.org

New York iMap Helpdesk
imapinvasives@dec.ny.gov

