

## Citizen Science Tahoe – Simple Instructions

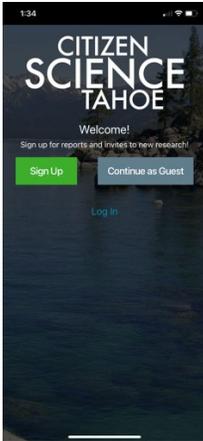
Read the brief or more in-depth instructions to start using the Citizen Science Tahoe app!



1. **Scan code to launch the app** using your phone camera.
2. **Sign up or continue as a guest and then save a profile** to access the surveys and start making observations.
3. **Load each of the Surveys to save for offline use** by clicking on them and clicking get started. To close out of the survey and load the next survey, click the X in the upper left-hand corner.
4. **Make observations and complete the applicable survey** while out and about in the Lake Tahoe area.
5. **Upload the report or save the report to be uploaded once you are back online.**
6. **Share the observation** on social media or using a link.
7. **Add app as a badge or icon to your home screen for easy access.** Optional, but requires Safari on iOS, Chrome on Android)

## Citizen Science Tahoe – Detailed Instructions

1. **Access the App:** Input [citizensciencetahoe.app](https://citizensciencetahoe.app) into your preferred browser or scan the QR code above. For iPhone we recommend Safari and Google Chrome for Android because you can add it as a badge to your home screen (see step 2). It will bring you to the app already open and logged in which looks like this:

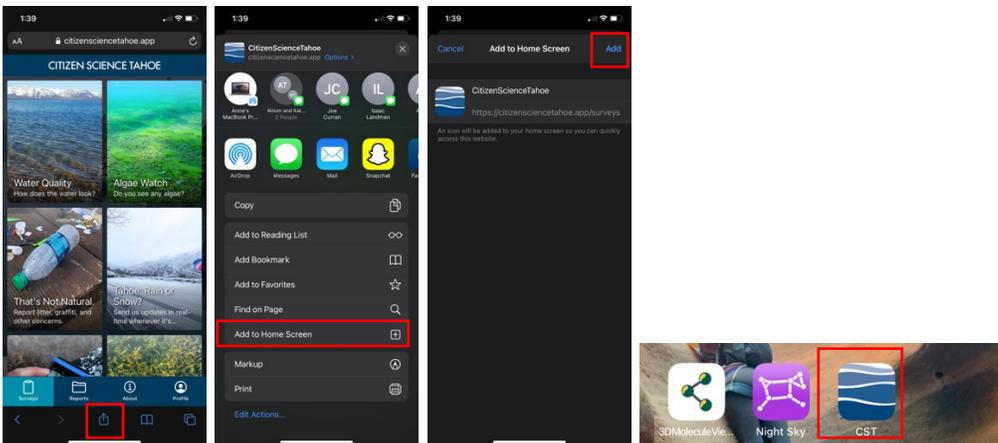


## 2. Add Web App to Home Screen:

### iPhone:

By adding the web app to your home screen you can access the app just like any app you would normally download. This can only be done in Safari on an iPhone.

- At the bottom of your web browser click the box with the up arrow.
- Scroll down until you see “Add to Home Screen”.
- Click add in the upper left-hand corner of the dialogue box.
- App will appear as a badge on your home screen.

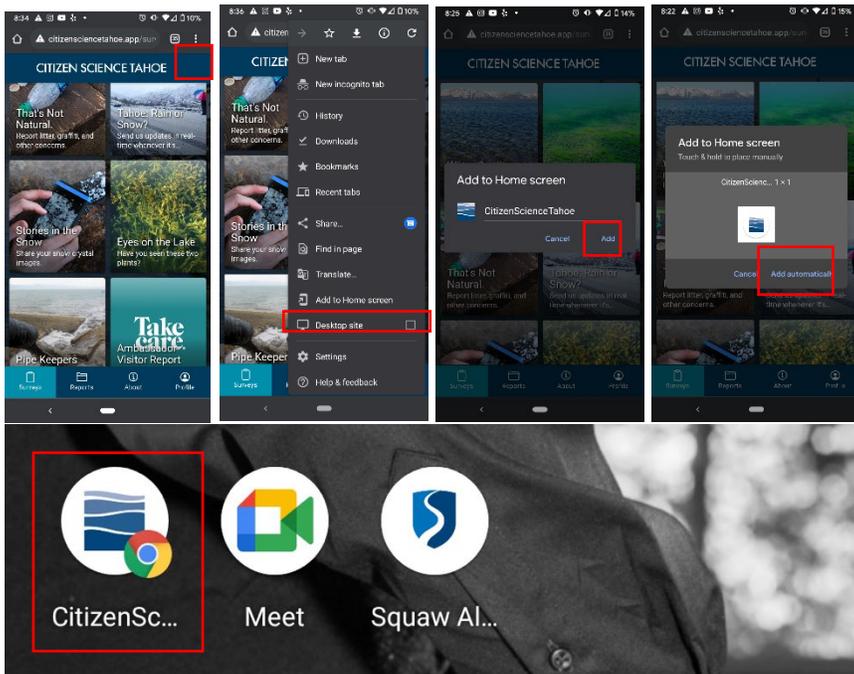


### Android:

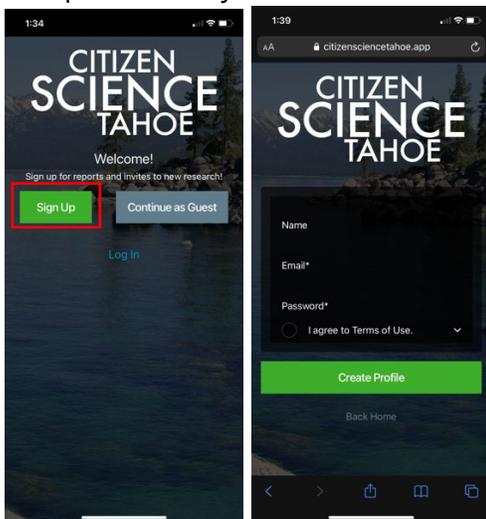
**Add web app to home screen:** By adding the web app to your home screen you can access the app just like any app you would normally download.

- At the top right of your web browser click the three dots.
- Click on “Add to Home Screen”.
- Click “Add” when prompted.
- You have the option to touch and hold the icon to drag it to wherever you want on your home screen or just add automatically and it will appear in a logical location amongst your often used apps.

e. App will appear as an icon on your home screen.



3. **Sign up to make observations:** Open the app through the new badge/icon on your home screen and click “Sign Up.” Enter your full name, email address, password, and agree to the terms of service to create a profile. You will only need to do this step once unless you log out. By setting up your profile, each survey you submit will be linked to your username. You can also continue as a Guest to complete surveys.

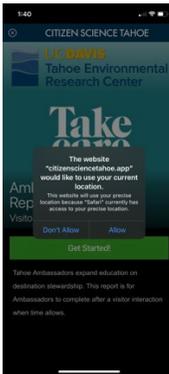


4. **Open and load each survey to cache them onto your device:** This is highly important if you will be making observations out of cellular service or Wi-Fi signal,

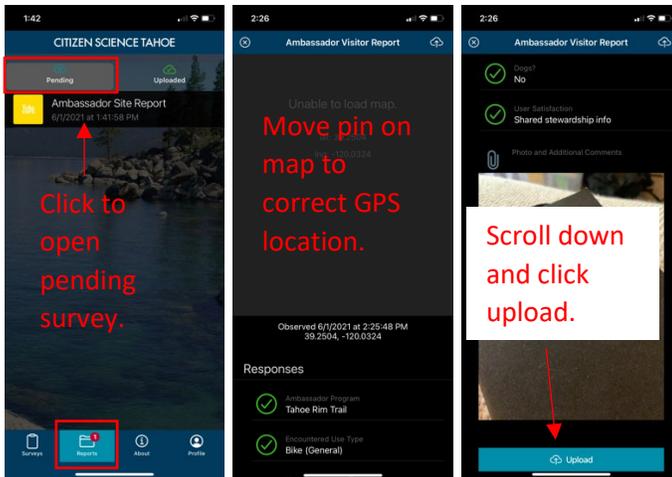
and will also help the surveys load faster in the future. Click each survey and the green “Get Started” button to load the survey. If you are making an observation, complete the survey. If you are just loading the survey for offline use, click the X in the upper left-hand corner. When you open a survey it will look like this:



5. **Allow app to use your location:** On the very first use of the app, you will be asked to “Allow” your current location. You must click on “Allow” so that the surveys can function and use your GPS location for each submission. The data we collect relies on location coordinates in order for observations to be useful for our researchers and staff.



6. **Complete surveys and upload on- or off-line:** Surveys completed and uploaded while online will go directly to your “Uploaded” list in the “Reports” tab. Reports completed offline or if you have connectivity issues will show up in the “Pending” list on the “Reports” tab. Once you have cellular or Wi-Fi signal, you will need to verify that the location where the survey was completed is accurate and then manually upload the survey from your pending list. Once the survey has successfully uploaded it will move from the Pending to the Uploaded list. Pictures below show how to verify the correct GPS location where the observation was made and upload the pending report:



- 7. Share to social media or with friends:** Once you upload your survey observations while online, you will be prompted if you would like to share your observations. Click share to share to social media or to get a shareable link. If you would like to share previous observations, navigate to your “Uploaded” surveys list, click the observation you would like to share, scroll to the bottom of the observation summary, and click share to get the shareable link.