Congratulations newly certified Adopt-A-Stream volunteers!

Thank you for attending the \_\_\_\_\_\_\_ QA/QC workshop at \_\_\_\_\_\_\_\_ on \_\_\_\_\_\_\_\_. You are now officially certified as a Georgia Adopt-A-Stream QA/QC volunteer! You can submit data to the Georgia Adopt-A-Stream online database for the next twelve months.

If you are brand new to Adopt-A-Stream, welcome! Below you will find the information you need to get started. **Firstly,** **you will need to login to the** [**AAS database**](https://aas.gaepd.org/Login.aspx) **and create a new password.** Please see the “Log in” and “Create a new password” instructions at the end of this email.

**Next, you should register your monitoring group and site(s) on the database.** It is possible to monitor alone, but we highly encourage volunteers to form groups! If you have not yet selected a site to adopt, we can help you select a site. If you already have a group and site you would like to monitor, please see the “Registering a Group” and “Registering a Site” instructions below.

**After registering your group and site, you should obtain monitoring equipment.** Monitoring equipment is typically available for loan. Please reach out to your local community coordinator, you can find their contact information on the [Find your Local AAS Coordinator page](https://aas.gaepd.org/SiteCoordinatorepd.aspx), organized by region. If they do not have equipment available for loan, please contact state staff at [aas@dnr.ga.gov](mailto:aas@dnr.ga.gov) and they will happily assist you.

**Finally, start monitoring, enter and explore your data!** Once you are all set, you can start collecting data from your site using the printable [AAS datasheets](https://adoptastream.georgia.gov/data-forms-old/data-forms), and enter in into the database. You can then review and analyze your monitoring data, as well as compare data from other sites. When you’re ready, detailed instructions for data entry and how to view data can be found in the [Database FAQs](https://adoptastream.georgia.gov/how-do-i-get-started-adopt-stream/volunteer-faqs).

We encourage you to set up a monitoring schedule so that consistent data will be gathered. It is also helpful to conduct a visual or watershed survey to increase your understanding of the waterway, instructions for which can be found in the [Adopt-A-Stream monitoring manuals](https://adoptastream.georgia.gov/manuals). There are many resources available on the AAS website, including the [workshop presentation](https://adoptastream.georgia.gov/workshop-presentations) and [field monitoring directions](https://adoptastream.georgia.gov/monitoring-resources) for your reference.

If you need assistance at any time, please feel free to reach out to me, or to the state office at [aas@dnr.ga.gov](mailto:aas@dnr.ga.gov).

We hope you enjoy monitoring with the Adopt-A-Stream program.

All the best,

\_\_\_\_\_\_\_\_\_

**Log in:**

1. Go to <https://www.adoptastream.georgia.gov/>.

2. Click on the “Data Entry” tab.

3. Enter Username: Your username is the email address you signed in with at the workshop.

4. Click "E-mail my password." A temporary password will be emailed to you.

5. Using the temporary password, login to the database.

**Create a new password:**

1. Hover your mouse over the My Profile tab in the top tool bar.

2. Click “Change Password.”

**Register a group:**

1. Once logged into the database, go to the ‘Citizen Monitoring’ tab and click on ‘Groups.’
2. Type in desired group name to check if there is already an existing group with your chosen name. If not, click ‘Add New Group.’
3. Type in your desired group name and click “Save.”
4. Now you can search for your newly saved group (via step 1) and view your group page by clicking on your group name.

**Register a site:**

1. After logging into the database, go to the ‘Citizen Monitoring’ tab and click on ‘Groups’ to search for your group name. Enter and click on your group name.

2. From your group page, click the ‘Add New Site’ button.

3. Enter your Site Information - waterbody type and waterbody name.

4. Locate your site on the map (you can enter a nearby address in the search field and click ‘Get Coordinates’ to quickly locate an area near your site).

5. Zoom in to your accurate site location on the map. Right-click to mark your sampling location, this will automatically fill in your latitude/longitude.

6. Enter site description and any special information about your site.

7. Click ‘Save to Database’ at the top of the page.