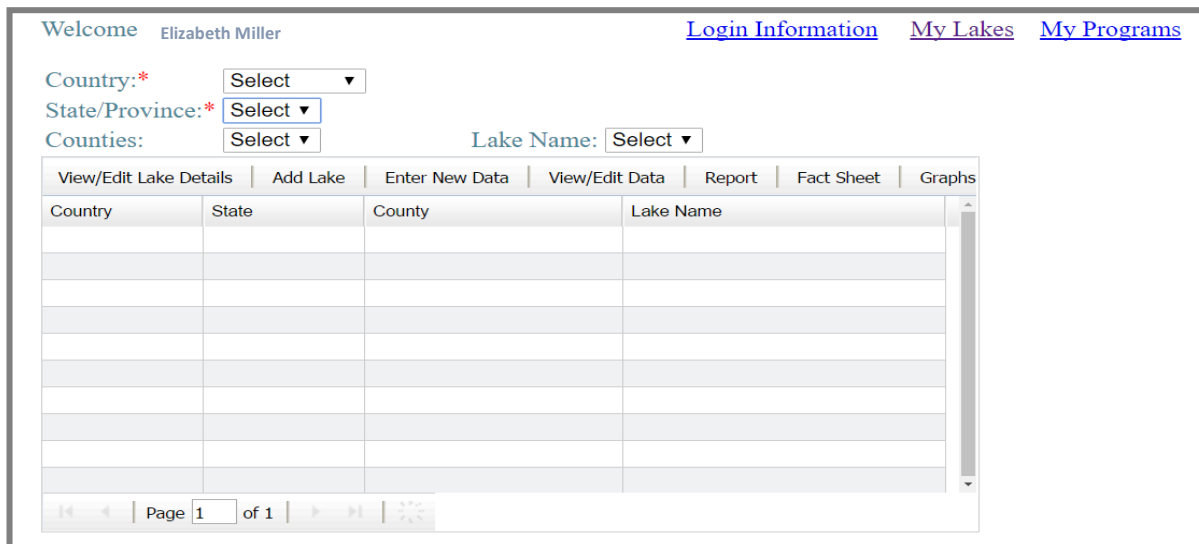


Secchi Dip-In Data Entry FAQ

1. Go to the [Secchi Dip-In website](#).
2. Select [View / Enter Data](#) from the main menu.
3. If you have not already, please **REGISTER** via "[Create New Account](#)".
4. [Log in](#) to your account. If you forget your password, please select the [link](#) provided on the log-in page.

After logging into your registered account, you should see:



The screenshot displays the user interface for the Secchi Dip-In Data Entry website. At the top, it shows a welcome message for "Elizabeth Miller" and navigation links for "Login Information", "My Lakes", and "My Programs". Below this, there are four dropdown menus for "Country:*", "State/Province:*", "Counties:", and "Lake Name:", each with a "Select" option. A horizontal menu bar contains "View/Edit Lake Details", "Add Lake", "Enter New Data", "View/Edit Data", "Report", "Fact Sheet", and "Graphs". The main content area is a table with four columns: "Country", "State", "County", and "Lake Name". The table is currently empty. At the bottom, there is a pagination control showing "Page 1 of 1" and navigation icons.

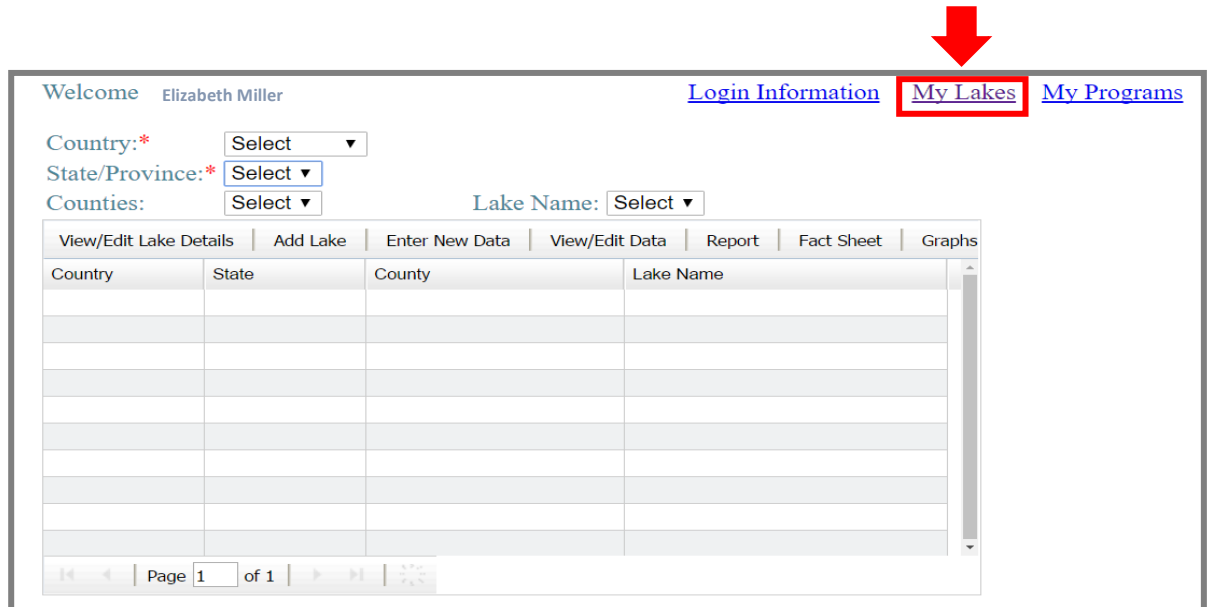
(Instructions continued on next page)

5. **ADD A LAKE** associated with your data.

***NOTE:** If you have already done this, skip to the “Adding Data for a Lake” section on page 4. *You will not be able to add data for a lake unless you add the associated lake to your profile!*

To add a lake to your registered profile or to the Secchi Dip-In database:

- Select **My Lakes**.



Welcome Elizabeth Miller [Login Information](#) **[My Lakes](#)** [My Programs](#)

Country:*
 State/Province:*
 Counties: Lake Name:

View/Edit Lake Details | Add Lake | Enter New Data | View/Edit Data | Report | Fact Sheet | Graphs

Country	State	County	Lake Name

Page 1 of 1

- **Use the menu options to**
 - Add a new lake to your profile.
 - Remove a lake from your profile.
 - Add a lake to the Secchi Dip-In database list of lakes.

At this stage you will need to select the Lake(s) that you will be collecting data for. It is important to note that you will not be able to add data to any lake other than the ones that you select. You will be able to edit your profile and select more lakes if needed.

If you can not find your lake, please create the lake.

Important: Please check the lake details of any lake that you have selected to make sure it is your lake. Some counties or states have different lakes with the same name.

View Lake Details	Add Lake to Profile	Remove Lake from Profile	Add New Lake to System
Country	State	County	Lake Name
USA	IN	Monroe	Griffy Lake
USA	IN	Monroe	Lemon
USA	IN	Monroe	Monroe
USA	IN	Monroe	University Lake

Page 1 of 1

Cancel Submit

- **Scroll to the bottom of the page and press Submit.**

6. ADD A PROGRAM associated with your data.

To add a program to your registered profile or to the Secchi Dip-In database:

- Select **My Programs**.

Welcome Elizabeth Miller [Login Information](#) [My Lakes](#) [My Programs](#)

Country:* State/Province:* Counties: Lake Name:

View/Edit Lake Details | Add Lake | Enter New Data | View/Edit Data | Report | Fact Sheet | Graphs

Country	State	County	Lake Name

Page 1 of 1

- Use the menu options to
 - Add a new monitoring program to your profile.
 - Remove a monitoring program from your profile.
 - Add a monitoring program to the Secchi Dip-In database list of monitoring programs.

If you are part of a program that collects lake data you will need to add those programs to your list of programs.

View Program Details | Add Program to List | Remove Program from List | Add New Program to System

Program	Phone	Email	Home Page	Coordinator
Hoosier Riverwatch	317-541-0617	hoosierriverwatch@	www.Riverwatch.in.gov	false
Indiana Clean Lakes Program	812-855-4556	JonesWI@Indiana.i	http://www.spea.indiana.edu/c	false

Page 1 of 1

Back Submit

- Scroll to the bottom of the page and press **Submit**.

(Instructions continued on next page.)

Adding Data for a Lake

*Lake must already be added to your profile.

Welcome Elizabeth Miller Manage Profile

Country:*
 State/Province:*
 Counties: Lake Name:

View/Edit Lake Details | Add Lake | Enter New Data | View/Edit Data | Report | Fact Sheet | Graphs

Country	State	County	Lake Name
USA	IN	Monroe	Griffy Lake

Lake: Griffy Lake
 Country: USA
 State: IN
 County: Monroe
 Lake Type: Reservoir
 Lake Size: 100-500 acres

Page 1 of 1

To add data for a lake (must already be added to your profile):

1. Choose the **Country** in which your lake is located from the drop-down menu.
2. Choose the **State/Province** in which your lake is located from the drop-down menu.
3. Choose a **County** in which your lake is located from the drop-down menu.
4. Select the appropriate **Lake Name** from the drop-down menu.
5. **Highlight** the appropriate lake name of the appropriate lake and press **Enter New Data**.
6. **Complete** all entry fields in all tabs. Be sure to include correct units of measure!
7. **Within the "Efforts and Submit" tab, you must press the "Submit Data" button in order for your data to be saved and submitted to the SDI database.**

Add New Sample

Dip-In Instructions

Please fill in the information on the tabs as completely as possible. Incomplete information may mean that the data will have to be discarded. We do not pass this information to anyone.
 When you have finished the form, **check it carefully** and then press the **Submit Data** button at the bottom of the page.

Volunteer | Site | Reading | Informati... | Water Quality | Negative Factors | **Efforts and Subm..**

If you have not filled out this portion in other years, or have started new efforts, please describe what efforts are being taken to protect or improve water quality?

Submit Data Cancel

Please let us know if you find problems.

Please review your answers and then **Submit Your Data**

Thanks for helping us out this year. Please come back again next year. You can start a trend in your waterbody.

Last Updated 5/24/2016

Please contact us at secchidipin@nalms.org if you have any questions