



## SeagrassNet Data Entry Information

When ready to submit your data to <http://www.SeagrassNet.org>, you need to use a username and password. Please contact Fred Short for this information ([fred.short@unh.edu](mailto:fred.short@unh.edu)). To obtain the correct data sheet for your site, go to **Download Field Data Entry Forms** and select your site from the drop-down menu. A pdf of the data entry form will come up on your screen (or into your download folder) with **Location, Country and Transect code & no.** already entered.

It's important to fill out the complete data entry form and there are some required fields, indicated with red boxes on the data sheet. All entries will correspond to the hand-written field data sheet you created during sampling. Check that you have the form for the correct location. Then, begin by entering the "**Researchers.**" Throughout the process, using the tab key will take you to the next data entry field.

**Researchers:** select from drop down menu or add names under "Additional collectors" as needed.

**Date:** use drop down menu. **Time:** use drop down menu.

**Station:** use drop down menu - A, B, C. Corresponding **Random Quadrat Numbers** will be entered.

**Comments:** add all text from the field data sheet.

**Photographs** and **Voucher Specimens:** click on box for check mark, if corresponding box is checked on the field data sheet.

**All Species Total % Cover:** this field is calculated and entered automatically from the "% Cover" entries, below. Compare the Total % Cover written on your field data sheet with this number after all the % Covers have been entered. You do not have to enter any data into this field.

**Species:** for small, or average-sized, seagrass species select from drop down menu to indicate seagrass species found at the station. (See species code at bottom of the page.) For large seagrass species, enter the species code on the fifth Species entry line, with %Cover/Density.

**% Cover:** for each species. Enter under each quadrat number (not to exceed 100% cover individually or when totaled.)

**Density:** for large seagrass species, enter the density (shoot count in a 25x25 cm quadrat area) as a whole number next to each quadrat's % cover.

**Canopy Height:** enter a whole number.

**Grazing evidence:** select yes or no.

**Species \_\_ Flower/Fruit:** enter the species code for any seagrasses having flowers or fruits, followed by the number of flowering or fruiting units observed in the quadrat.

**GPS: Latitude:** entered automatically; verify.

**Distance to edge:** enter a whole number in meters.

**Longitude:** entered automatically; verify.

**Distance to the last shoot:** enter a whole number in meters.

**Water depth (m) at time (hhmm):** enter whole number for depth in meters, then time from the drop down menu.

**Surface sediment observation/sample:** select sediment type from drop down menu and click on box to signify “yes” for sample.

**Light:** enter day in – day out using indicated format.

**Water temp. logger:** enter day out using indicated format.

**Salinity (ppt):** enter number to one decimal place.

**Tidal stage:** enter high or low and then enter spring or neap.

**Biomass samples collected?:** enter yes or no from drop down menu.

Click **File>Export>Form Data** to save the data you have just entered. Save this file in a place you will be able to find it again and name with site code, transect, and sampling period (for example: NH9.2\_A\_Jan2010\_field.fdf)

Click on **Print Form** button to print hard copy of data entered. Compare to your original field data sheet to check for accuracy and revise if needed. Save printed copy for your records.

Click on **Submit Data** button when ready to submit your data to the SeagrassNet database. Enter your user id and password.

Click on **Reset Form** after you have saved your data and are ready to enter the next set of data.