

# Steps to Participate in an



*The Alabama Outdoor Classroom Program is a partnership between:*



## Important Info to Review before You Get Started!

- You will need to establish a Gmail account and iNaturalist account for your school BEFORE you begin entering your BioBlitz observations.
- **Do NOT use your personal gmail or iNaturalist account** because you will have to share the username, email & password with your BioBlitz participants.
- Also, this will help you track the BioBlitz observations at your school from year to year no matter which teachers or classes are participating.

# Step 1: Review the free BioBlitz planning materials on the Alabama Wildlife Federation's website.

(<https://www.alabamawildlife.org/outdoor-classroom-bioblitz/>)

- **BioBlitz Flier** - Explains what a BioBlitz is and how to hold one at your school.
- **BioBlitz Supplies List** - Possible supplies you may need for a successful BioBlitz.
- **BioBlitz Tips & Suggestions** – To help with the organization of your BioBlitz.
- **Taxonomy Presentation for Students** - To teach about classification & taxonomy.
- **Taxonomy Tips & Terminology Handout for Students** - Provides tips for students as they fill out their observation data sheets.
- **Example BioBlitz Observation Data Sheets** - Students can record their observations on these data sheets and then enter this data on iNaturalist.
- **Example BioBlitz Participation Certificates** – To give out to students after the event.
- **Example Insect Trap** - Steps to construct a bug pitfall trap to help you collect specimens for the BioBlitz.

## Step 2: Contact your local Outdoor Classroom Consultant for technical assistance in setting up the BioBlitz for your students.

Your trained Outdoor Classroom (OC) Consultant can provide...

- free organizational assistance before the event,  
AND
- free technical assistance during your event.



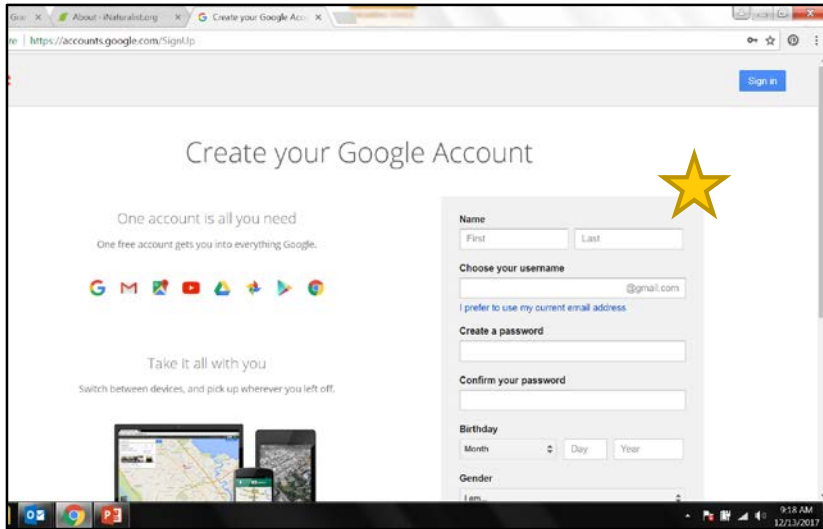
If you do not know your local OC Consultant, contact April Waltz at [aprilwaltz@alabamawildlife.org](mailto:aprilwaltz@alabamawildlife.org).

## **Step 3: Set a date for your school's BioBlitz event.**

- Set the date for your BioBlitz at least 4 weeks in advance to give you and your teachers time to prepare for the event so that the planning is fun and not stressful.
- Try to hold your BioBlitz by early May to give your students and volunteers enough time to enter their observations before school lets out for the summer.



# Step 4: Set up a Gmail account for your school.



Go to <https://accounts.google.com/SignUp> to create a new gmail account for your school including an email address and password that your BioBlitz participants can use to upload their observations to iNaturalist.

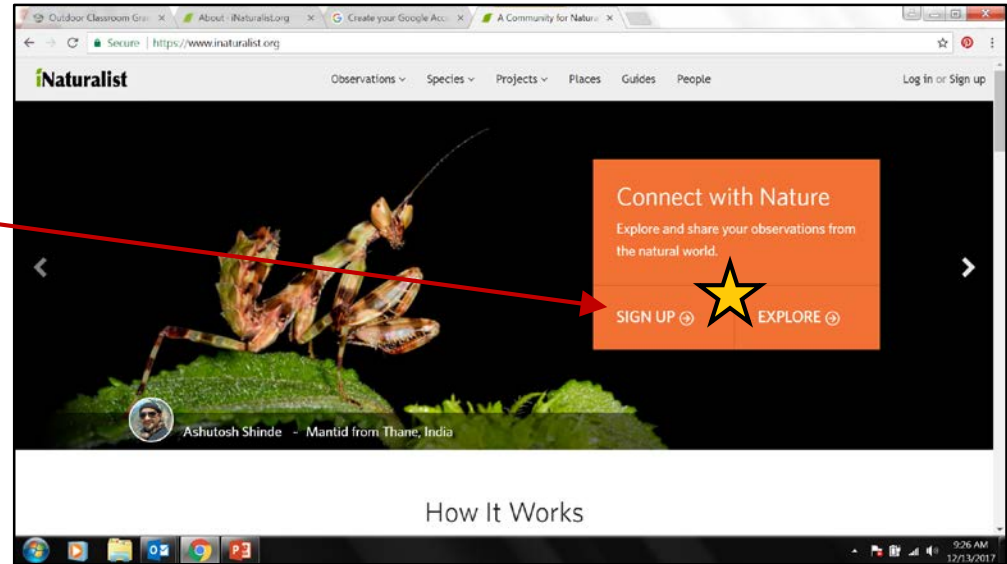
If you already have a gmail account, you can create a new one for your school. Sign out of your personal gmail account, and then click on **“Use another account.”** Then click on **“More Options”** & **“Create account”**.

Make sure you record the new gmail email address and password somewhere safe so that you can share it with your BioBlitz participants and access it when needed.



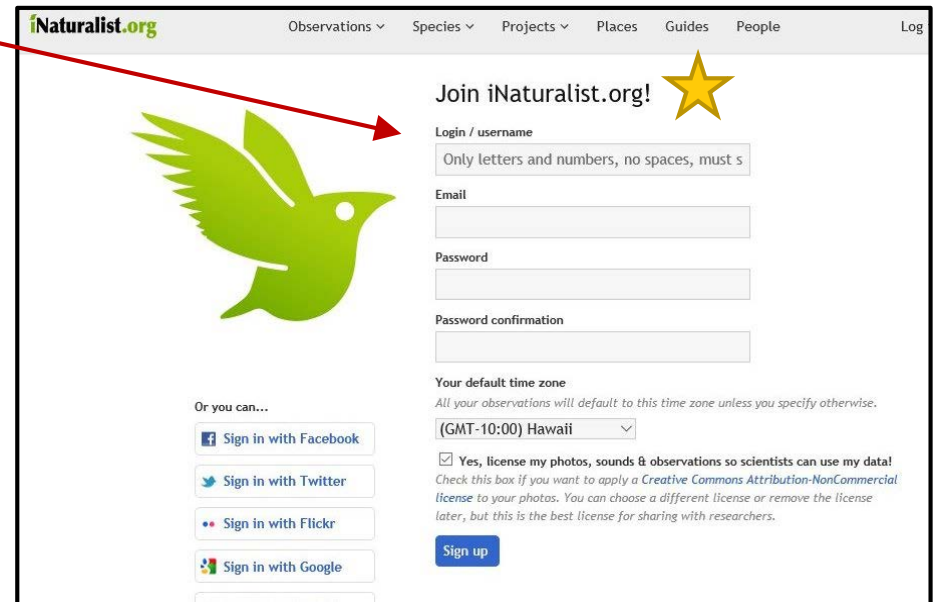
# Step 5: Set up an iNaturalist account for your school.

Go to <https://www.inaturalist.org/> and click on the **Sign Up** button.



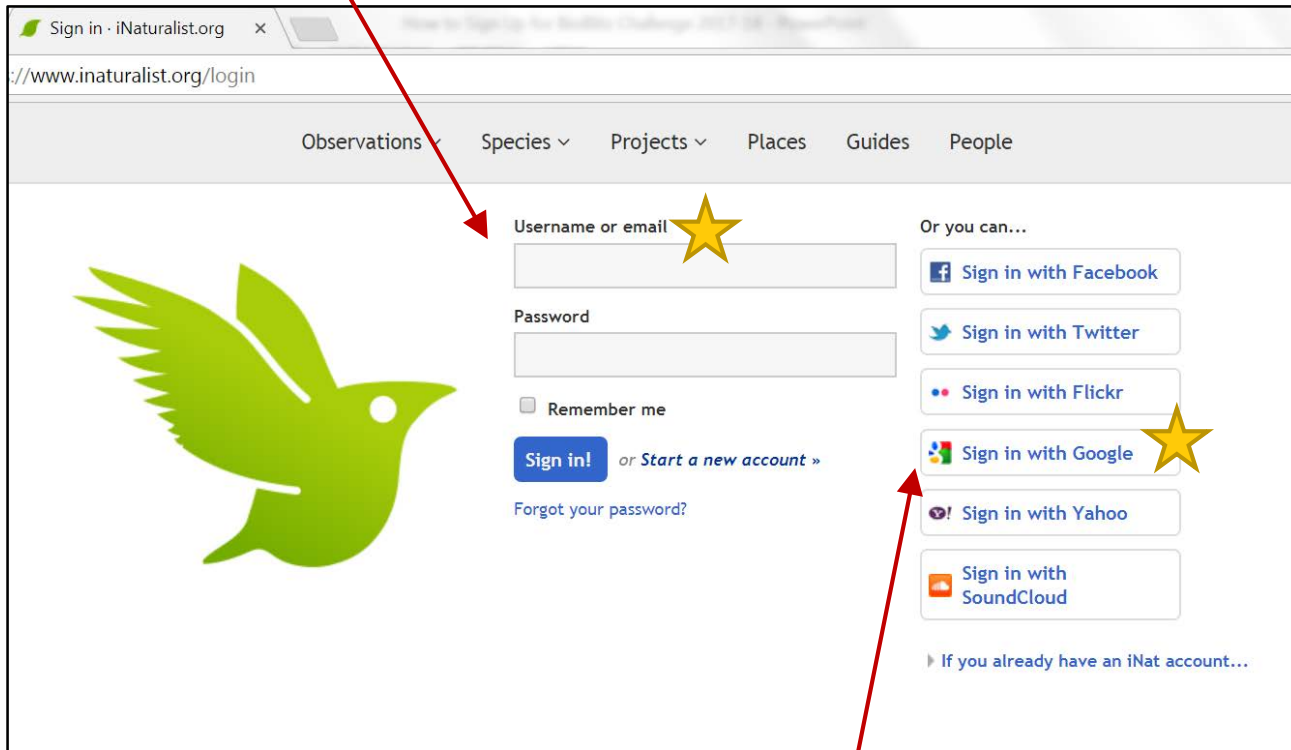
Fill out the Sign Up form:

- Use your school's name as the Username.
- Use your school's new gmail email address and password.
- Use "GMT-06:00 Central Time (US & Canada)" as your default time zone.
- Click the blue "Sign up" button.



## Step 6: Share your iNaturalist account with participants.

Once your school's iNaturalist account is set up, **share the school's iNaturalist username, email & password** with your school's BioBlitz participants so that they can Sign In under the school's iNaturalist account to enter their observations.



The screenshot shows the iNaturalist login page at [www.inaturalist.org/login](http://www.inaturalist.org/login). The page features a navigation bar with links for Observations, Species, Projects, Places, Guides, and People. On the left is a large green bird logo. The main content area includes a login form with the following elements:

- A "Username or email" input field, marked with a yellow star and a red arrow pointing to it.
- A "Password" input field.
- A "Remember me" checkbox.
- A "Sign in!" button, with a link "or Start a new account »" next to it.
- A "Forgot your password?" link.
- A section titled "Or you can..." with several social login options: "Sign in with Facebook", "Sign in with Twitter", "Sign in with Flickr", "Sign in with Google" (marked with a yellow star and a red arrow), "Sign in with Yahoo", and "Sign in with SoundCloud".
- A link at the bottom: "If you already have an iNat account..."

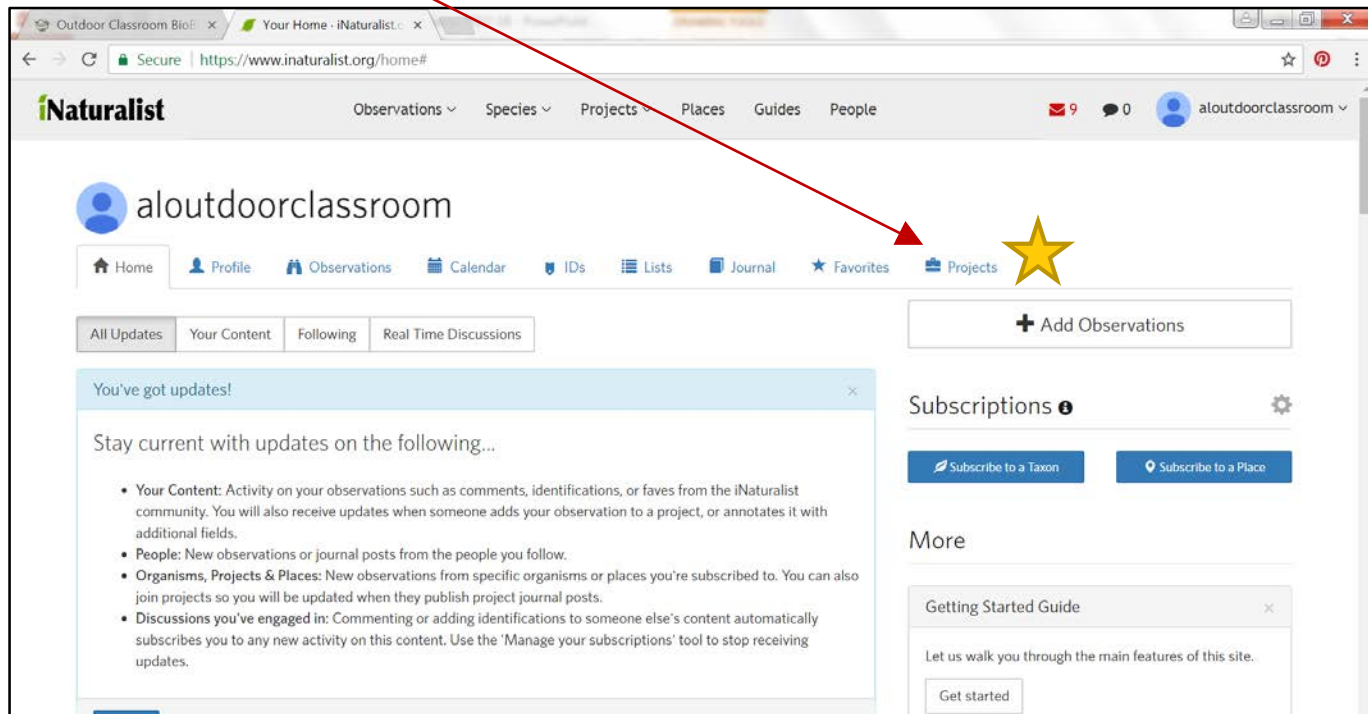
You and your BioBlitz team can also **Sign In through Google**...just remind everyone to use your school's gmail account and NOT their personal accounts when they sign in to enter observations in the Outdoor Classroom BioBlitz.

*Step 5 completed*



# Step 7: Create your school's BioBlitz Project.

- Once you have signed in to your school's iNaturalist account, click on the blue **Projects** link.



- On the next webpage, it will list “Your Projects”. Under the “Projects you admin” section, click on the blue “**Start a project**” button.

Start a project

- On the “New Project” webpage, give your BioBlitz project a **title** incorporating your school’s name.

## New Project

Title \*

School's Name Bioblitz

Project type

*Assessments and bioblitzes are special types of projects. Assessments are for collaborating on a set of species assessments, usually to gauge conservation importance. Bioblitzes are events that have a specified beginning and end.*

bioblitz

- Under “Project type,” click on “**bioblitz**” in the drop down list.

Preferred membership model

*Is your project open to everyone or only to people you invite?*

open  invite-only

- Choose “**invite-only**” under the “Preferred membership model”.

Description

*Describe the purpose of this project.*

Our school is conducting this bioblitz in conjunction with the AOC BioBlitz Challenge.

- Under the “**Description**,” write a sentence that explains the purpose of your school’s BioBlitz.

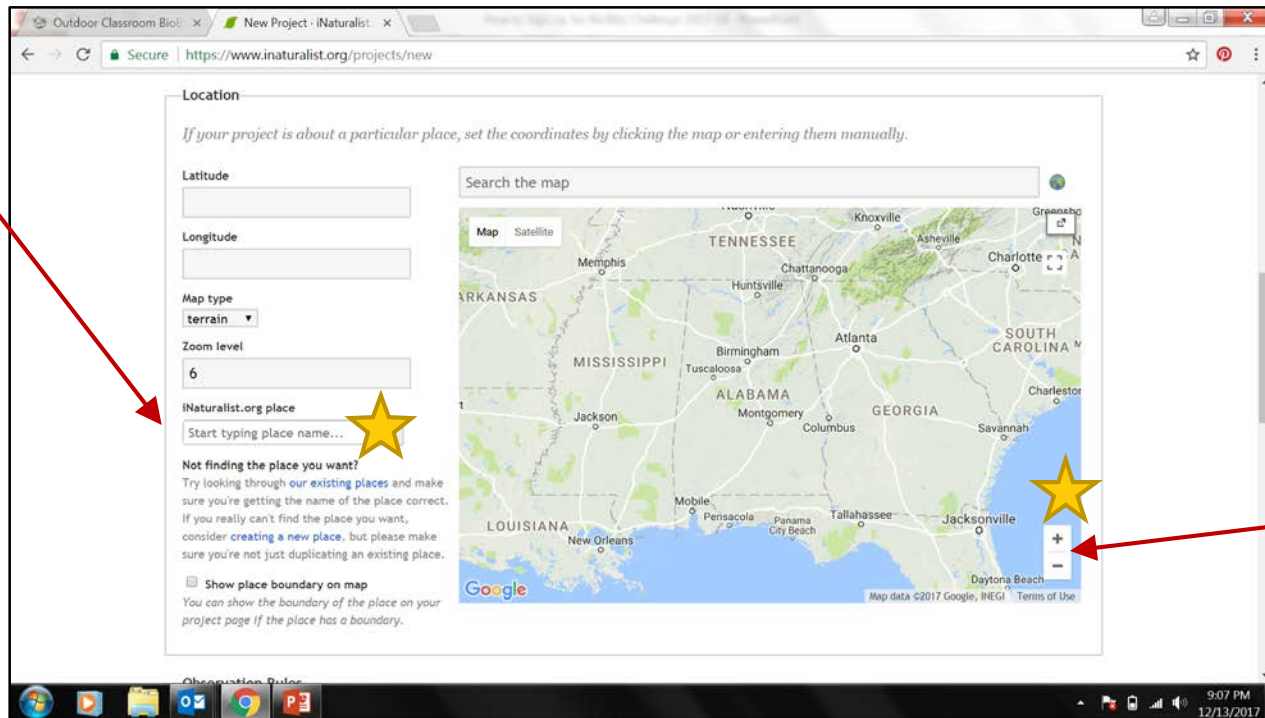
Preferred submission model

*Who can add observations to your project?*

anyone  project curators

- If you want your BioBlitz participants to be able to enter observations, then you need click on “**anyone**” under the “Preferred submission model.”

Under the “**Location**” section, use the +/- on the map to find your school’s location by zooming in until you locate it. If you live in a large city, it may come up if you type it into the “iNat.org place” box.



The screenshot shows the 'New Project' page on iNaturalist.org. The 'Location' section is highlighted with a red arrow pointing to the 'iNaturalist.org place' input field, which contains a yellow star icon. Another red arrow points to the zoom controls on the map, which also has a yellow star icon. The map shows the southeastern United States, including Tennessee, Mississippi, Alabama, Georgia, and South Carolina. The 'iNaturalist.org place' section includes a search bar with the text 'Start typing place name...' and a list of instructions for finding or creating a place. The 'Map type' is set to 'terrain' and the 'Zoom level' is set to '6'. The browser's address bar shows 'https://www.inaturalist.org/projects/new' and the system tray at the bottom indicates the time is 9:07 PM on 12/13/2017.

This completes the sections of the form that must be filled out to create a new BioBlitz project. Once these sections are completed, scroll to the bottom of the form and click on the “**Create**” button.

*Step 8 completed*

# Step 8: Post your BioBlitz Observations on iNaturalist.

- Go to “Getting Started” at <https://www.inaturalist.org/pages/getting+started> (or scroll to the bottom of any iNaturalist webpage, click “About” and then click on the “Getting Started” link) to learn how to post observations using different electronic devices including an iPhone, an Android, or a laptop.
- Review these steps with your BioBlitz participants before you begin posting your observations in your school’s iNaturalist account.

The screenshot shows a web browser window displaying the iNaturalist website's 'Getting Started' page for iPhone observations. The page title is 'How to Make an Observation with your iPhone' and it features a yellow star icon. The page is divided into two main sections: a list of six numbered steps on the left and a series of app interface screenshots on the right. The steps are: 1. Tap observe; 2. Add one or more photos as evidence; 3. Enter what you saw or leave this blank; 4. When you saw it should be added automatically; 5. Where you saw it should be added automatically, if not check Privacy in the Settings app; 6. Save your observation. The screenshots on the right show the iNaturalist app's 'Observe' screen with a search bar containing 'Frog', a 'Details' section with a 'What did you see?' field set to 'Unknown', and an 'Edit Location' map. Red callout boxes with arrows point from the text to specific elements in the app screenshots, such as the search bar, the 'Unknown' field, and the location map. The browser's address bar shows the URL 'https://www.inaturalist.org/pages/getting+started'. The Windows taskbar at the bottom shows the time as 10:13 AM on 12/13/2017.

# **BioBlitz Challenge**

## **Photo and Observation Requirements**

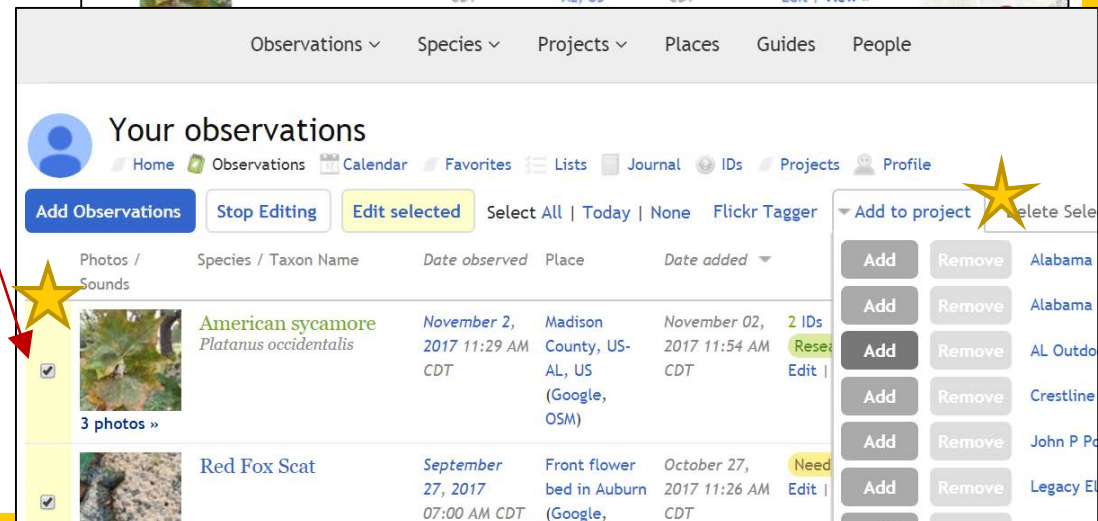
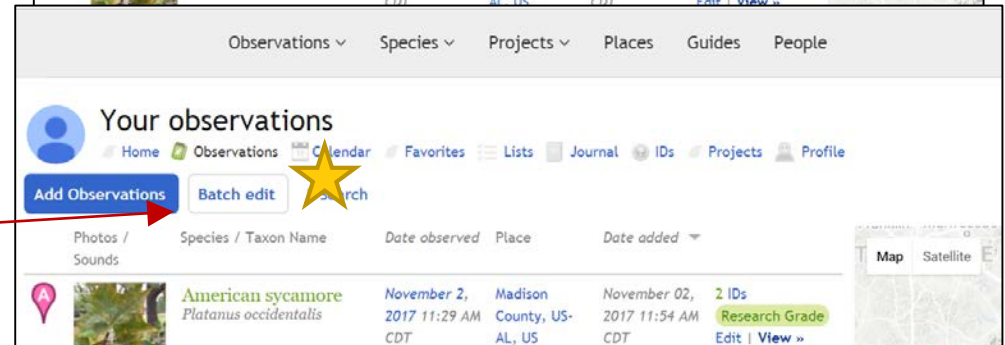
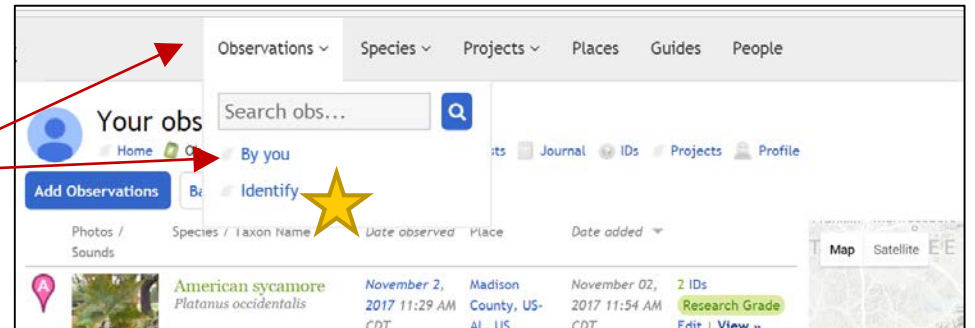
- All observations submitted to the BioBlitz Project will require a photo.
- Students should take photo(s) of the specimen, when possible, to allow students to look closer at the specimen as they use field guides and websites to identify the species.
- If you cannot take/submit an original photo of your specimen/observation, do NOT use an unknown source as the photo may be copyrighted. If you must, use public domain photos. Examples can be found on the following websites:

**USDA Plant ID** - <https://plants.usda.gov/>

**US Fish & Wildlife Service National Digital Library** –  
<https://digitalmedia.fws.gov/cdm/landingpage/collection/natdiglib>

# Step 9: Add your Observations to your school's project.

- Go to the “**Observations**” link at the top of the page and then click on the “**By you**” link in the dropdown list. This will list all of your school's observations with the most recent observations listed first at the top of the list.
- Click on the “**Batch edit**” button.
- Click/check the **small boxes** to the left of the photos and specimens that you want to add to this year's project(s).





**Outdoor Classroom**  
**BioBlitz**  
**Challenge**



We hope this step-by-step instructional guide is helpful. Be sure to use the free planning materials on AWF's website! We look forward to working with you on your BioBlitz!! 😊

If you have any questions, contact:

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or

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