

Shared Sites Primer

A 'shared site' is one that many individual users can log into and see in their *Nature's Notebook* interface. There are two kinds of 'shared sites', a Public Site, to which any registered *Nature's Notebook* observer can submit observations, and a Group Site, which can only be seen by and to which observations can only be submitted by members of a limited group.

Public Sites:

Any site can be designated public (even if it is already a Group Site). Simply create the site and inform the NCO of the site name and the creator's username so that one of our administrators can set its status to "public".

When an observer wishes to add an existing Public Site to their *Nature's Notebook* account, they go to the Add Sites page and click the link to "Add a Public Site", which brings them to a map of all of the public sites available. On this page they click on a site to add it. They will then see the public site in their "My Sites" list – the site name is followed by a (P) to denote that it is a Public Site.

Group Sites:

To create a Group within *Nature's Notebook*, please email groups@usanpn.org, with the Group's name as you wish it to appear throughout our website. You may also associate species with your Group, which will appear when your Group is selected from the Partner dropdown on the Species Search page. One of our staff will then add your group to our Partner Organization list, and associate any species you specify. Each Group will have one or more Group Admins and multiple Group Members.

Group Admins manage group sites for their group. They can create sites, add or remove plants and animals from the site, view all Group Members who are observing as part of the group, remove Group Members from a group, download data from other Group Members and designate other Group Members as Admins. To become a Group Admin, join the appropriate group (see below). Then, let us know that you would like to be an Admin by emailing groups@usanpn.org. Please include your username in the email. If you are a new user, make sure you have been into your *Nature's Notebook* observation deck at least once, so you are active in the system and can be designated an Admin.

Group Members can enter and delete their own observations about plants and animals. They cannot add sites, or add or edit plants or animals.

Group Members join the group by following the instructions below. Admin approval is not needed for them to be accepted in the group, however, Admins can remove users from the group if they see fit.

Data Entry Technicians can be designated by any Admin for any Group Member. Data Entry Techs can add data on behalf of any other group member, under the name of that group member, and edit existing data belonging to any group member.

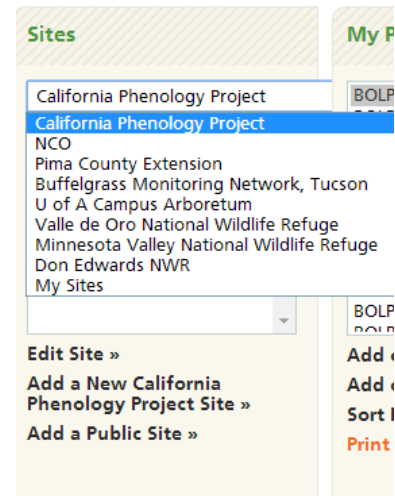
How to Join the Appropriate Group:

1. When you first sign up, select the correct group name under Partner Organization.
2. If you have already signed up, go to your “My Account” page using the link on the left hand side of any interior web page on www.usanpn.org, also located at www.usanpn.org/user. Click edit underneath your username, and check the box next to your group from the list under Partner Group. Don’t forget to hit save at the bottom of the page to save the changes to your account.

You may belong to more than one Partner Organization/Group.

Making observations at Group Sites: Observers should look for the drop down in their Nature’s Notebook home, where they can toggle between their personal sites “My Sites” and the Group Sites (named by the name of the group; see image).

For the California Phenology Project, observers generally only observe at one site, but will see many Group Sites shared by the members of the California Phenology Project group. An observer can select the single site for which they wish to submit observations, and continue from there as usual.



Note: Not all Groups/Partner Organizations share sites. Some Groups have many affiliated observers who trained together, support each other etc., but make their observations by themselves in their yards and parks.

Other groups have a mix of shared and personal sites.

In either one of these cases, the observers are affiliated with their Group. If called for, all observations made at personal and shared sites can still be ‘counted’ towards the Group’s contribution to the database. These data can be downloaded separately, and viewed in the visualization tool, as well. In some cases, this is not appropriate (the personal sites are truly personal and not part of the group; in this case the database is queried differently and personal data is not lumped into the group’s contribution).