

Step 1: Solidify Trip Date(s) with The Freshwater Trust

Sign up for a trip with The Freshwater Trust's local education staff. [Click here for contact information.](#) Returning teachers get first choice on availability of field trips. Because of Salmon Watch's popularity, most new teachers will likely be put on a waiting list and notified when available trips or cancellations come up in the future.

Step 2: Fill Out Online Form

New Teacher? [Click here and fill out this form.](#) **Returning Teacher?** [Click here and fill out this form.](#)

Step 3: Account Registration

Teacher accounts are added by The Freshwater Trust education staff. You will soon, or may have already, received a registration email with a login and a password for your new Salmon Watch Online Account. Have the registration email/account log in you received ready for the next step.

Step 4: Log In/Familiarize Self with Home Page & Profile

Log in using the right sidebar log in field on any of the Salmon Watch pages: www.thefreshwatertrust.org/education/salmon-watch. Logging in will take you directly to your home page. A helpful menu will appear in the right sidebar, where you logged in.

What's in my right sidebar navigation?

- *My Home Page* — This link returns you to your home page wherever you are on the site.
- *Edit Account/Contact Info* — This allows you to edit your profile. On the "Account" page you can change your password, username and email address. If you click "Contact Information" (next to Account), you can edit your name and phone number. Be sure to click save near the bottom, or these changes will be lost when you navigate away.
- *Log Me Out* — Logs you out of the system.
- *Field Trip Calendar* — Takes you to a calendar with all Salmon Watch Field Trips for the 2010 season.
- *Curriculum Guide* — Need to download the Curriculum Guide or reference a section? This takes you to the Curriculum Guide section of the website, click on the Salmon Watch – Teacher Guide and fill out a short form about how you use the guide.

What's on my home page?

Once The Freshwater Trust education staff have populated the online calendar with all the field trips for this season, your trip(s) will show up on your home page underneath the welcome statement. As volunteers sign up, the sign ups will populate on your home page. You will have access to their contact information including their name, email and phone number and the ability to email your volunteers.

Step 5: Once a Trip is Full of Volunteers, Notify them of Your Trip Information

You will receive an automatic email each time one of your field trips fills up with volunteers. The email will instruct you to sign back into the online system and email your volunteers. In order to email all the volunteers for each individual trip, just click the link next to the appropriate trip that says "Email Field Trip Volunteers". Your email browser will open up and automatically insert the emails into your TO: field.

What to include in my email to volunteers?

1. Agenda
2. Site Directions
3. Specific field trip expectations
4. Requests to help with equipment pick up/drop off
5. Field trip data forms and/or field journal

Note: Keep in mind, for every trip you sign up for, you will need to email your volunteers for that trip at least once before.

Step 6: Your Field Trip

Be sure to make arrangements with The Freshwater Trust's local education staff to pick up field trip equipment prior to your trip and return it afterward.

Enjoy the field trip with your class! Make sure to arrive on time and that all your volunteers are prepared ahead of time for the day. At the end, gather all the data sheets your students filled out during the field trip.

Step 7: Upload Data to StreamWebs

Using the data sheets filled out at the field trip site, have your students create accounts in StreamWebs and upload their data. Any data sheet that has this graphic in the upper right corner, is also available in StreamWebs. Go to www.streamwebs.org and start dynamically tracking and sharing all your student's watershed projects, including Salmon Watch data.



Now you can share your Salmon Watch® data quickly and easily using StreamWebs™. You can graph your water quality data, compare your macroinvertebrate count with other schools, and learn more about your home watershed. To find out more, visit: www.streamwebs.org

Step 8: Evaluation and Reimbursement

You will receive an automatic email one day after your field trip. In this email, there will be a link to fill out an evaluation. This evaluation is required along with the following in order to receive reimbursement for buses or substitutes.

Required for reimbursement?

1. Your field trip evaluation
2. Your student's field trip evaluations
3. Reimbursement form

[Click here to fill out your online field trip evaluation](#)

[Click here to download the student evaluation for print](#)

[Click here to download the reimbursement form for print](#)

Step 9: Come Back Next Year!

Save your username and login information and wait for The Freshwater Trust education staff to contact you again next year to register for a field trip.