



Sharing Information

Everyone who attends a “Clean Boats, Clean Waters” training workshop is entered into the watercraft inspector database. Each participant’s name, address, and contact information is collected during the workshop and reported in the inspector database. This helps us keep track of the inspection efforts that are going on around the state.

Obtain a SWIMS User ID & Password

Ready to enter your inspection data? Watercraft inspectors must obtain a user ID and password before they can enter any information into the SWIMS online database. Here’s how:

1. Go to: <https://on.wisconsin.gov>.
2. Click on the link labeled “Self-Registration”.
3. Scroll all the way down to the bottom of the page and click “Accept”.
4. Fill in your name and e-mail address. (Note: Only fields with a red asterik* next to them need to be filled out. Leave the postal address field blank. Addresses for inspectors are kept in a separate database.)
5. Choose a User ID, password, and a secret question (used in case you forget your account information.)
6. Click “Submit”. Now check your e-mail account. You should have an e-mail from “wisconsin.gov”. Open the e-mail and **click on the link in the e-mail**. Log in with your new User ID and password.
7. You’re almost done! **The final step is to e-mail your User ID to the SWIMS Help Team at dnrlakeb@wisconsin.gov**. In the e-mail, **state that you are a part of Clean Boats, Clean Waters and say where you are going to be inspecting** (i.e. Big Lake in Shawano County). Also, **mention if your inspection efforts are part of a DNR lake or AIS grant**. Within a couple of business days, your User ID will be entered into the SWIMS database, and you will be sent an e-mail letting you know that you’re all set up to enter data.

Common Questions/Issues & Tips:

- ⇒ *When I open the e-mail to click the link, the link doesn’t work.* If the link in the e-mail wraps to the second line and if you click and don’t get a log in page, try copying and pasting the part that wrapped around onto the end of the URL.
- ⇒ *I don’t know what to put for the Secret Question.* The secret question should be something you can easily remember that doesn’t change. You want to pick something where there aren’t too many ways to type the answer. For example, name of first pet, color of first car you owned. The secret question has nothing to do with your password, but if you forget your password, it’s a way for the computer to tell that it’s really you.
- ⇒ *I don’t have an e-mail address.* If you don’t have an email address, there are many places on the Web where you can get a free email account from Google, Hotmail (MSN), Yahoo!, etc.



- ⇒ *When I try to fill in my information (name, address, etc.), it doesn't accept it.* There is a bug with entering postal addresses, so leave the address blank. Also note: even if you don't fill in the address, addresses for inspectors are kept in a separate database system, so we will still have your address if you have already given it to us.
- ⇒ *I got a user id and password, but when I try to log into SWIMS, but it won't recognize me.* Be sure to e-mail your user ID to dnrlakeb@wisconsin.gov. (see step 8).

Entering Your Data Into SWIMS

After you receive your user ID and password, you will be able to enter the information you have collected during the watercraft inspections. Online data entry involves entering the numbers in the "Totals" row located at the bottom of your report form. Here are step-by-step instructions on how to enter your inspection data into SWIMS:

1. Go to: <http://dnr.wi.gov/lakes/cbcw-data> (this web address is also listed on the Watercraft Inspection Report form).
2. **Log in with your user ID and password.** If you forget your password, just click on "Forgot Your Password?"
3. Your "My Projects" page will list your active CBCW projects. Projects are often specific to the lake being inspected (example: Clean Boats, Clean Waters - Long Lake). If you are inspecting many waterbodies in a county, your project may be broken down by county and year (example: Clean Boats, Clean Waters - Oneida County). Click "Enter Data".
4. Ensure the correct project is listed by using the dropdown menu. Then, **select the data collectors and station (boat landing)**. If there are additional data collectors that you'd like to add but they're not listed in the dropdown menu, send dnrlakeb@wisconsin.gov a list of names, and the names will be added to your dropdown box. Alternatively, inspector names can be listed in the "Comments" field.

The screenshot shows the 'Enter Your Data Into SWIMS' web form. The form is titled 'Enter Your Data Into SWIMS' and is part of the 'Wisconsin Department of Natural Resources' system. It includes the following fields and options:

- Project ***: A dropdown menu with 'Clean Boats, Clean Waters' selected.
- Data Collectors ***: A dropdown menu with 'Erin McFarlane' selected.
- Station ***: A dropdown menu with a 'Map' button next to it.
- Start Date ***: A date selection field with a 'Select Date' button.
- Time**: Three dropdown menus for selecting the time.
- Form ***: A dropdown menu.

Below the main form fields is a green 'Next' button. At the bottom of the form is an 'Optional Fields' section with an 'End Date' field and a 'Select Date' button. On the right side of the form, there is a sidebar with the following sections:

- Lakes**: A section with a dropdown menu.
- SWIMS / Enter Your Data**: A section with links for 'My Projects', 'My Recent Data', 'Help', and 'Log Out'.
- Tips**: A section with a tip: 'Fields with a * are required.'



5. Select the Start date and time (when you started working at the landing that day). End date and time are optional.
6. Under Form, ensure the **Watercraft Inspection Report (Revised 2/2018)** is selected.
7. Down below, you have the option of entering the End Date and Time, as well as your written observations in the **comments** box (i.e. weather, wildlife).
8. Click “Next” to begin filling in your totals. The data you enter will be in the “Totals” row found at the bottom of your report form.
9. When you’ve filled in the totals, click “Next” and you can enter any waterbody names that boaters reportedly visited during the past five days.
10. Then, click “Next Date” to continue entering data for another day, or click “Next Station” to enter data collected at another boat landing. If you’re finished with data entry, click “Done”. When you click “Done”, you will see the data you recently entered.

Editing Existing Data

You can edit data you’ve entered during the current inspection season. Here’s how:

1. Log into SWIMS at: <http://dnr.wi.gov/lakes/cbcw-data>.
2. Click “Edit Data” listed under your CBCW project. Click the pencil icon for the date you want to edit.
3. You can edit comments, etc. on the first page if necessary, and then click “Next”. You can now edit your results. If you hit “Save and Return to List”, your changes will save, and you’ll return to the list of data entries.

The screenshot shows the 'View/Edit Data' page in the SWIMS system. It features a table titled 'Monitoring Data You Recently Entered' with columns for Start Date, Project, Data Collectors, Station ID, Station, and Last Updated. A pencil icon in the first row is highlighted by a black arrow. To the right, there is a sidebar with 'Aquatic Invasive Species' and 'SWIMS / Enter Your Data' sections containing links for 'My Projects', 'Enter Data', 'Help', and 'Log Out'.

Start Date	Project	Data Collectors	Station ID	Station	Last Updated
04/02/2014	Clean Boats, Clean Waters - Okauchee Lake	Archie Patterson	683456	Okauchee Lake -- Boat Landing At End Of Kosanke Ln Near Lake Drive	04/16/2014
05/04/2013	Clean Boats, Clean Waters - Okauchee Lake	Sargeant Johnson	683456	Okauchee Lake -- Boat Landing At End Of Kosanke Ln Near Lake Drive	07/02/2013

Showing 1 to 2 of 2 entries
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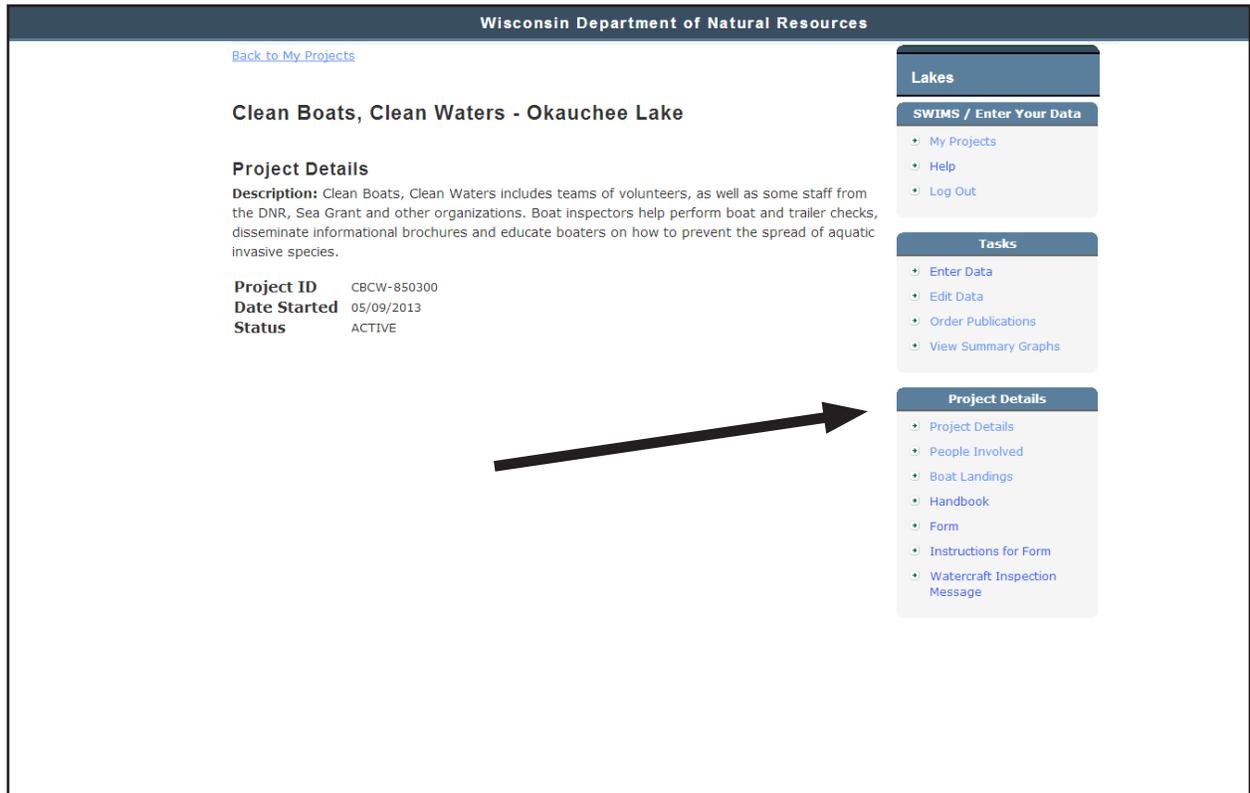
Common Question:

⇒ *What if the landing I need isn't listed? What if I'm not sure?* You can select a landing and click "Show Map" to see where it is located. Otherwise, contact the SWIMS Help Team at dnrlakeb@wisconsin.gov to have a landing added or to suggest a better description for the landing.

If you need assistance with anything related to reporting your data, to contact the SWIMS Help Team at dnrlakeb@wisconsin.gov.

Project Details

After logging into SWIMS, you will see your "My Projects" page that lists all of the projects you are associated with. By clicking "More" under a specific project, you can view the details of that project. You can also access a variety of project details and resources located in the tool bar on the right-hand side of the page. This includes information like: a list of the landings associated with the project, a list of inspectors involved in the project, data download and summary graphs of the project data, and links to the CBCW manual, Watercraft Inspection Report form, and more.



Wisconsin Department of Natural Resources

[Back to My Projects](#)

Clean Boats, Clean Waters - Okauchee Lake

Project Details
Description: Clean Boats, Clean Waters includes teams of volunteers, as well as some staff from the DNR, Sea Grant and other organizations. Boat inspectors help perform boat and trailer checks, disseminate informational brochures and educate boaters on how to prevent the spread of aquatic invasive species.

Project ID CBCW-850300
Date Started 05/09/2013
Status ACTIVE

Lakes

SWIMS / Enter Your Data

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Tasks

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Project Details

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