Appendix 4: How to Report Data Online

Citizen Lake Monitoring
How to Report Data

To get started, you will need a user id and password

- Go to www.on.wisconsin.gov. Click on **Get Your Wisconsin User ID**.
- Click **Self Registration**. Scroll down and hit **Accept**.
- Fill in your information. If you have a problem with it not accepting your mailing address, just leave the whole address blank (there is a bug that causes it to not accept some addresses). Only fields with a * are required. Before hitting Submit, print the page and jot down your password. Save in a safe place.
- Open your email account and look for an email from Wisconsin.gov. Click on the link in the email and log in.
- Now, there is only one more step: **Email us your user id** (Jacob.Dickmann@wisconsin.gov). Include what counties you are volunteering in. You'll get a reply within a couple of business days saying you're all set up to enter CLMN data.

To enter data

- Log in at: www.dnr.wi.gov/lakes/clmn-data
- Click on **Submit Data** tab and click **Add New**
- Select the project from the dropdown. Projects are broken down – and for water quality (including Secchi, etc.) monitoring, one for AIS, etc.
- Then select the monitoring station and data collectors. If there are additional data collectors not listed, feel free to list them in the comments area.
- Enter the Start date and time (when you started monitoring that day). End date and time are optional.
- Down below, enter your written observations in the comment box (i.e. weather, wildlife).
- Click **Next** and fill in your results.
- When finished, click **Save and Add Another Date, Enter Temperature/D.O. profile**, or if you're finished: **Save and Return to List**. If you click **Save and Return to List** (or if you click **View List** from the Submit Data tab), you will see the data you recently entered.

How to edit existing data

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

- Log into SWIMS at www.dnr.wi.gov/lakes/clmn-data
- Click the **Submit Data** tab. Click **View List**. Click the pencil icon for the date you want to edit.
- 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.