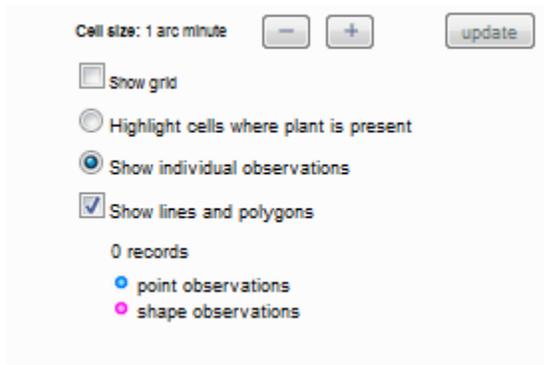


Instructions for how to enter **online** your region's priority invasive species occurrences to Calflora:

1. Open up two separate windows of a web browser. (This will make it easier to switch back and forth between views).
2. Your first step is to check to see whether the occurrence you know of is already there. If you know it's not, Skip to Step 3.

In Window 1:

- a. Log in to Calflora as yourself (make sure you're a contributor)
- b. Search for the species here: <http://www.calflora.org/> and go to the Taxon Report page for the species.
- c. Once there, click on "Interactive Distribution Map":
- d. Zoom to your region
- e. Turn on Satellite, see upper right corner of map
- f. Turn off grid and "Show individual observations" and "Show lines and polygons", like this:



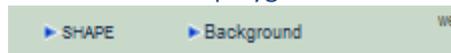
- g. Click on the pink or blue points in the map to see info on the occurrence. Zoom in and out as you need to in order to determine if your occurrence has already been mapped.
 - h. Is your occurrence there? If it is, great! If not, let's add it!
 - i. If it's not there, enter it in Window 2.
3. In Window 2:

- a. Open: <http://www.calflora.org/entry/wentry.html>
- b. Verify that you're logged in to Calflora
- c. Zoom to your region
- d. Turn on Satellite, see upper right corner of map
- e. Zoom in to where you know the occurrence is.

- f. Select New Record in the upper right



- g. To enter a point: Click on the map where the occurrence is. Alternatively, if you have the lat/long you may enter it in the upper left corner of the map and skip to Step j.
- h. To enter a line or polygon: hit the arrow next to shape.



- i. Choose polygon or line. Choose start drawing to start clicking on the map and stop drawing when done.
- j. Now that you have a location or shape, record the information about the occurrence. Please fill in, at least, all the fields in green.
- k. Choose save edit.

- I. You will get an observation number.
 - m. If you have more of that species to enter, choose the button that says: New Record, Same Plant
4. When you're all done, look at the observation hotline for your region and verify that your occurrences are there. You can get to your region's observation hotline by going to the regions page on CalWeedMapper: <http://calweedmapper.calflora.org/regions/> and clicking on your region. Under Respond! you can track new occurrences in your region.