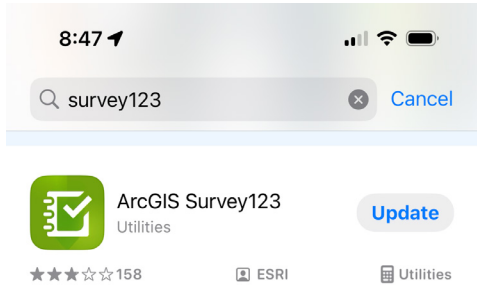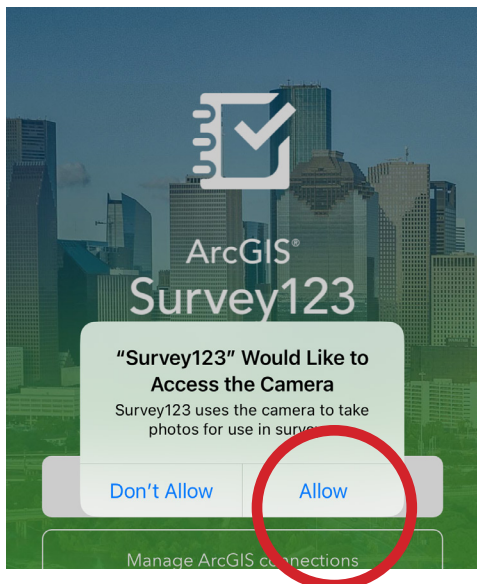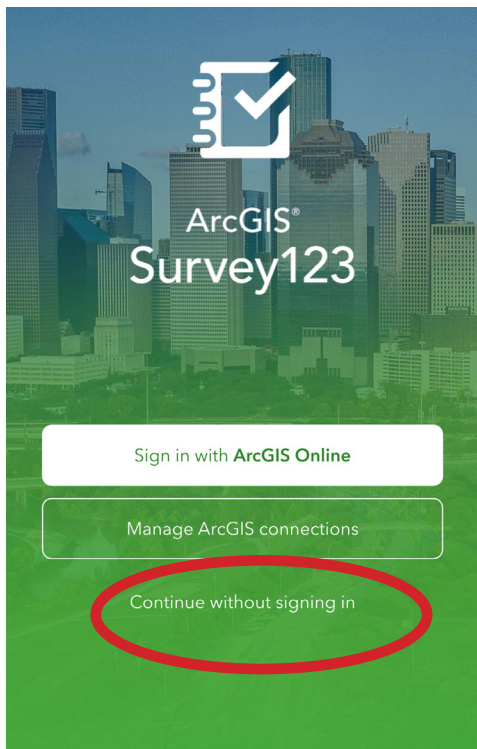# How to Download and Use Survey 123: a Step-by-Step Guide
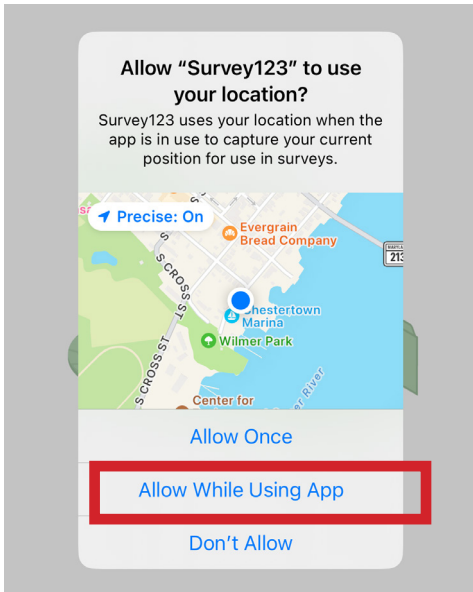

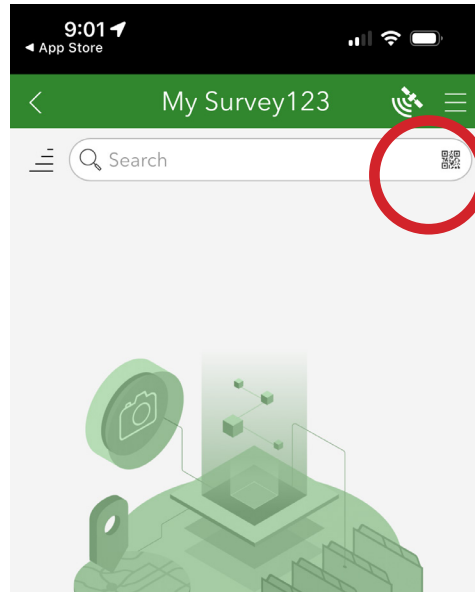Step 1: Download the ArcGIS Survey 123 App onto your phone

Step 2: Open the App. It will ask if it can access your camera: click "Allow"
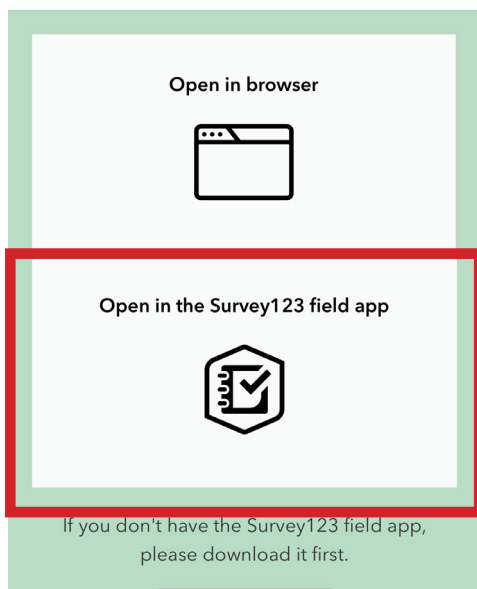

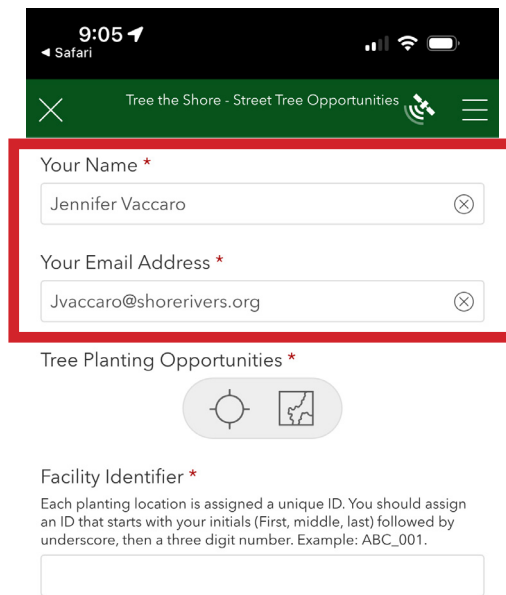Step 3: Choose "Continue without signing in"

Step 4: The app will ask to use your location. Choose "Allow While Using App"

Step 5: Click the QR Code symbol in the search bar and scan this QR code to load the Tree Opportunity Survey.
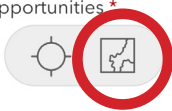

Step 6: Choose Open in the Survey 123 Field App

Step 7: Enter your first planting site!
Start by entering YOUR name and email address

Tree Planting Opportunities *

Facility Identifier *

Each planting location is assigned a unique ID. You should assign an ID that starts with your initials (First, middle, last) followed by underscore, then a three digit number. Example: ABC_001.

Step 8: While standing near a potential planting site, mark the location of a tree planting opportunity.
First, click the small map icon to enter the map. (shown at left)

Once the map opens, click the + sign on the right side (fig.1) until the map zooms in to your exact location, indicated by a blue arrow. (see center of fig.2)

You may see some red points on the map, indicating tree planting locations that have already been identified. If you are standing at a location that has already been identified, there is no need to add a pin at that location.

The blue tag symbol indicates where you are locating your tree planting opportunity. You can drag the map around with one finger to change the position of the tag. To move the tag to your exact location click the target symbol on the right side of the screen.

Once you are satisfied with your position, mark your location by clicking the check mark on the bottom right in the green bar. (see bottom of fig.2)

The map with your blue tag will then load into the survey beneath your name and email address. (fig.3)
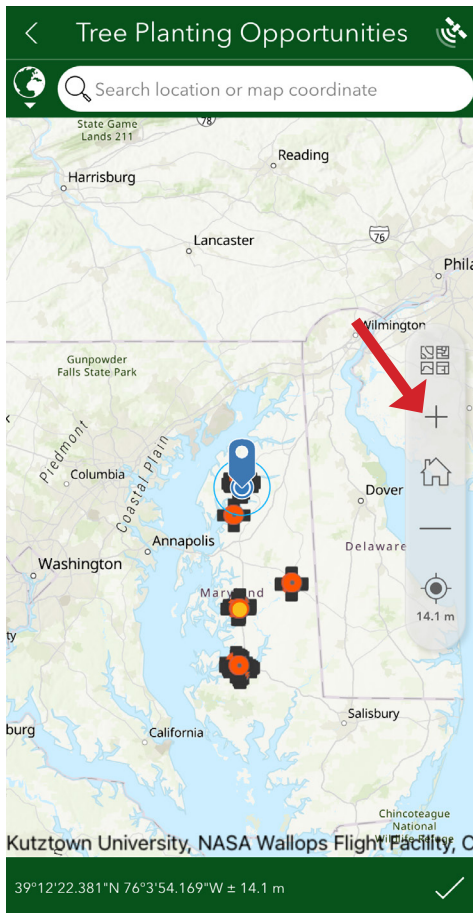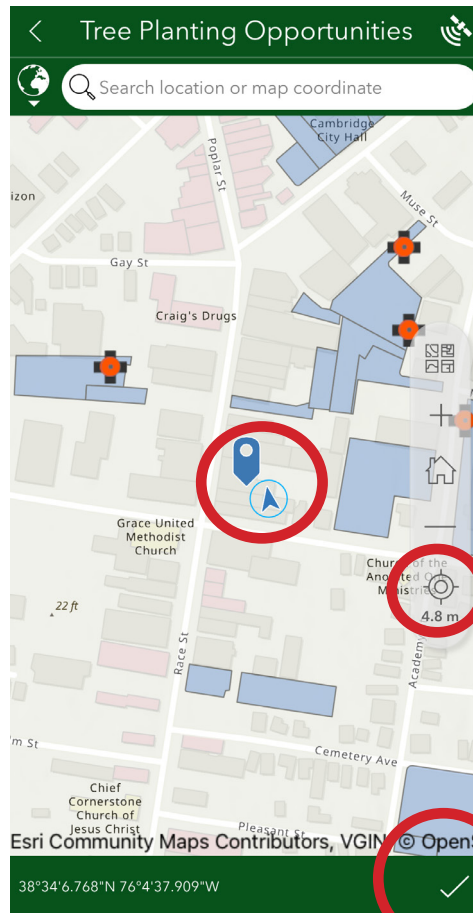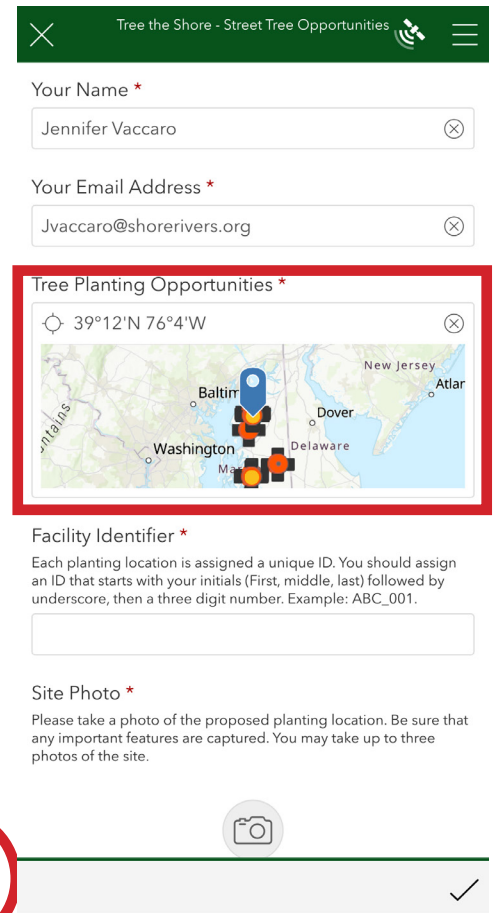

Figure 1

Figure 2

Figure 3

Your Name *

Jennifer Vaccaro

Your Email Address *

Jvaccaro@shorerivers.org

Tree Planting Opportunities *

39°12'N 76°4'W

Facility Identifier *

Each planting location is assigned a unique ID. You should assign an ID that starts with your initials (First, middle, last) followed by underscore, then a three digit number. Example: ABC_001.

Site Photo *

Please take a photo of the proposed planting location. Be sure that any important features are captured. You may take up to three photos of the site.

Step 9: Give your site a unique Facility ID.
Click in the box to bring up your keyboard. Name the facility using your three-digit initials, followed by an underscore and a three-digit number. For example: JKV_001.
You do not need to provide a number for each tree, just each site. For example, if there is room for three trees in front of 600 Locust street, you will drop one point on the map, give it a facility ID and then indicate in the survey that three trees are possible.

Step 10: Take a photo of the site. Click the photo icon (shown left.)
Your camera will load: take a photo and it will automatically populate into the survey.
If you would like an additional photo(s) simply click the photo icon underneath of the photo and take additional photos.

Step 11: Enter the street address. If you don't know the address, use the closest intersection or other identifying information.

Step 12: Select the appropriate tree size for the location.
If the tree will be situated under power lines, choose small.
Otherwise, evaluate what size tree will fit in the location. Always choose the largest tree that will fit, unless the property owner has indicated that they would like a specific tree size.

Step 13: Indicate if power lines are located near the proposed location.

Step 14: choose the property type

Step 15: Fill in the property owner name and contact information, if you have it.

Street Address *

Please provide the address. If unavailable, provide the nearest intersection or location name.

City *

Zip Code

Appropriate Tree Size *

Select the tree size that the site can accommodate. If under power lines or very close to a building please select small.

Are power lines above the proposed location? *

Property Type *

Property Owner

If you know the owner of the property, please enter their name.

Step 16: Indicate the site status.

If the property owner is present and is requesting a tree, choose "owner approved."

If the property owner is present and is declining your offer of a tree, choose "owner declined." This will prevent future volunteers from canvassing the site.

If no owner is present, but you have identified the site as a good place for a tree, choose "Proposed".

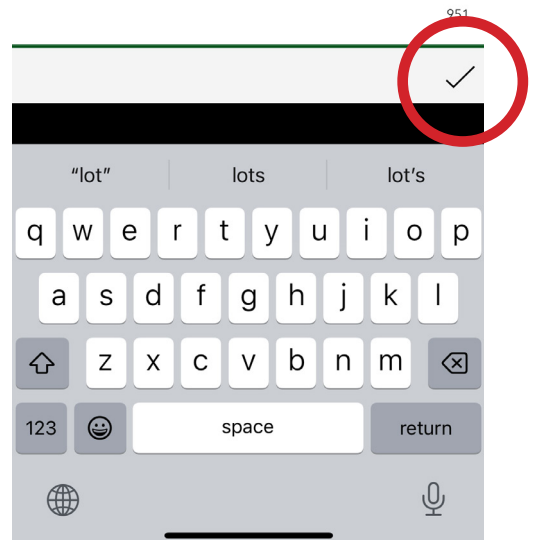**Step 17:** Indicate the number of trees that can be planted at this location.

Step 18: Today's date (should auto populate)

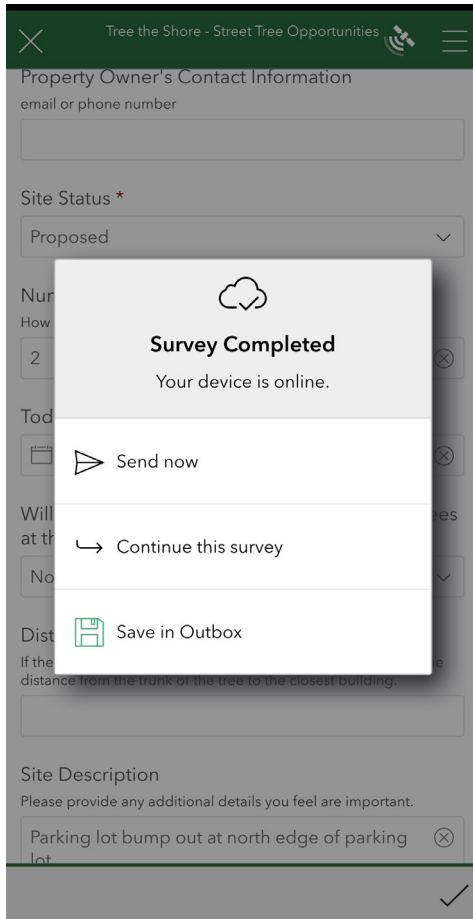**Step 19:** Indicate if pavement will need to be removed in order to plant the trees.

Step 20: If the tree will be planted in close proximity to a building, indicate the approximate distance. Otherwise, this field can be left blank.

Step 21: Provide a brief description of the planting location, or any other relevant information that you feel is important.
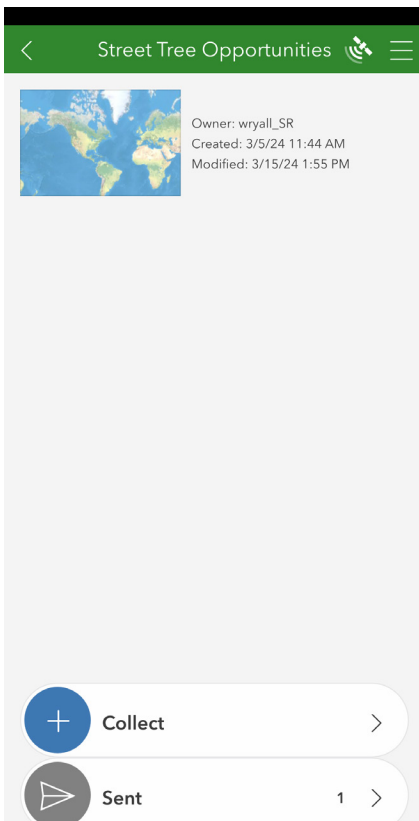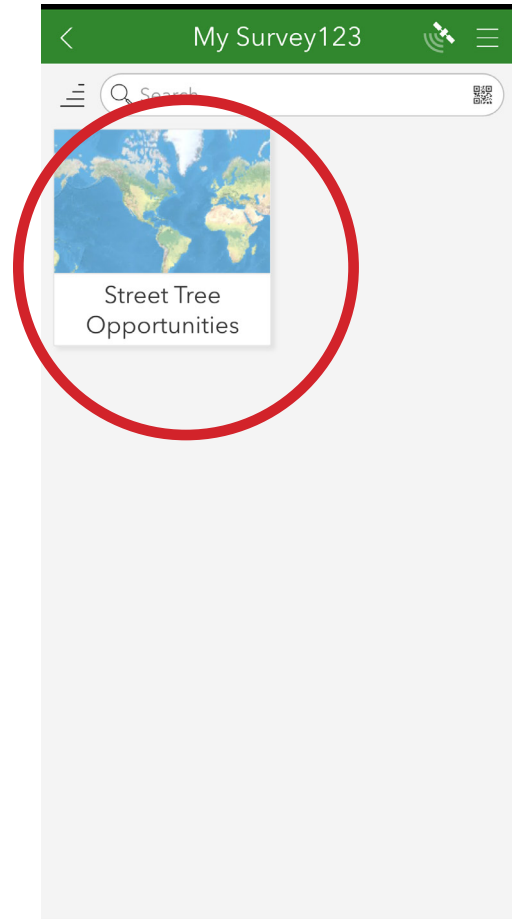
Step 22: Click the check mark above the keyboard to enter your survey data

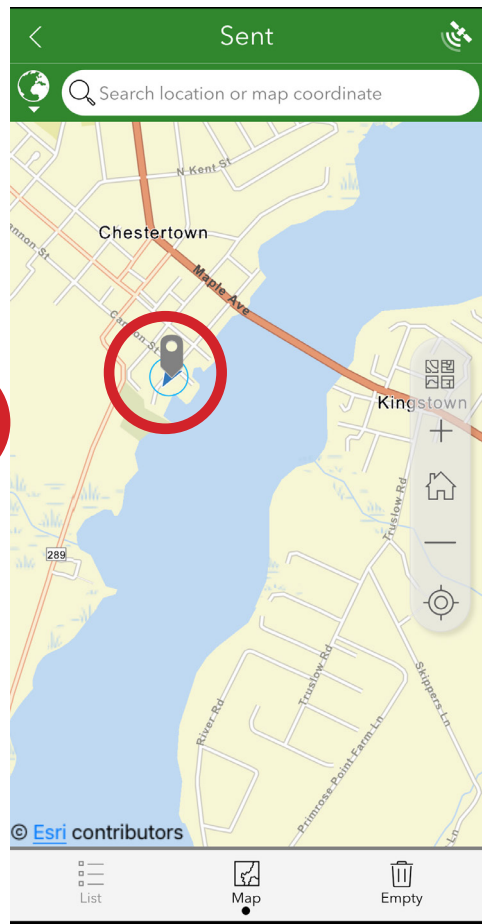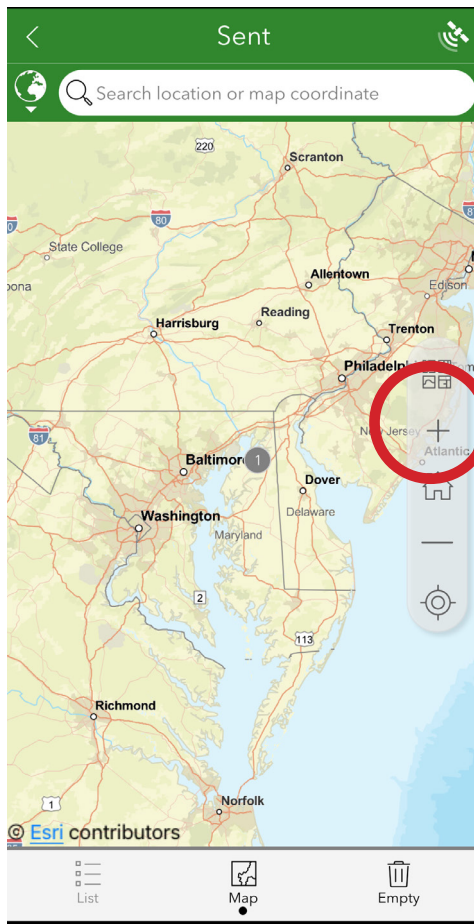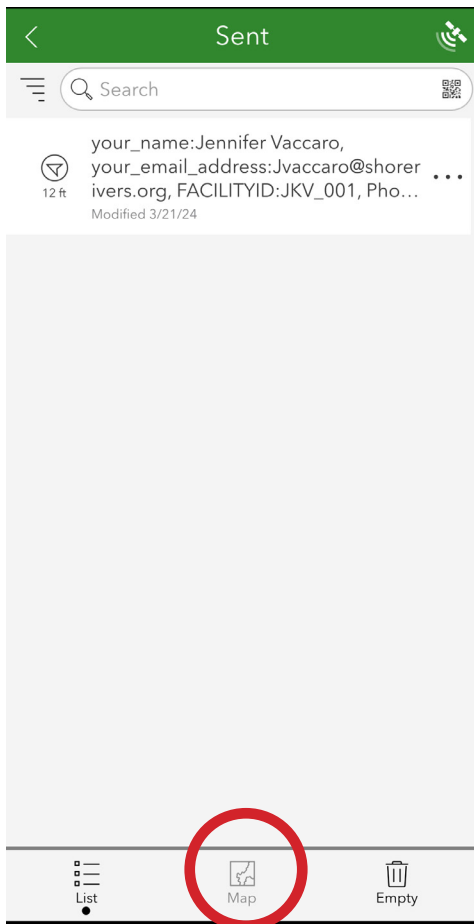**Step 23: Choose "Send Now" to enter your survey data!**

To view data or add more points, click the survey

To collect another point, click the collect button. The survey will re-load.

To view the data that you have already sent, click the sent button

If you clicked the "sent" button, a list of your points will load. You can choose one to view, or you can click the "map" icon to view the points on the map. Click the + icon on the right side to zoom in to view the points.

If you have any questions about using Survey 123, or recording tree planting locations, please contact Jennifer Vaccaro at ShoreRivers: jvaccaro@shorerivers.org