



VOLUNTEER DATA SUBMISSION INSTRUCTIONS

1. Go to the following URL:
 - a. <http://www.misin.msu.edu>
2. In the top right hand corner (under the search box), click on **Register**.
3. Please choose a username and password while entering your first name, last name, zip code and e-mail address (these are required); you may fill out any other optional information.
4. You will be sent a confirming e-mail which will provide account activation instructions.
 - a. If you do not receive an e-mail please contact the MISIN Team at help@misin.msu.edu
5. Once you activate your account, return to the MISIN website and click on **Login** in the upper right hand corner under Search. Login using your new MISIN Username and Password.
6. Choose **Report Sightings** from the menu bar at the top of the screen.
7. On the MISIN website you will find species identification training modules. These modules are meant to inform reporters on the key physical traits of important species. If you are not sure about a species you are about to report, please check to see if there is a training module by clicking on **Step 2: Verify Species**. By using the training modules, you will be able to identify the species more confidently. Remember, that **Species Information** sheets are also available for all reportable species. Use these tools to verify your observation.
8. If you are confident in your identification you can skip Step 2 and proceed directly to **Step 3: Report Sighting**.
9. After selecting **Step 3** you will be taken to a web page with a Google map and text boxes asking you to provide information about the species you are reporting.
10. Once you click on a location in the Google map box, the longitude and latitude will be filled in for you and a pin marker (📍) will be placed where you clicked on the map. Click the map again to move the marker.
11. In order to report a sighting, you need to be at a Map Zoom of 15 or greater (indicated under the map).
12. After clicking on a location, please choose what type of data you are reporting (Detected or Not Detected), then fill in the Common/Latin Name, Date of observation, Area (estimation) and Density (estimation) and attach images of the specimen that you may have (encouraged).
13. Once you have completed filling out all the necessary information related to your sighting, please click on Submit. After clicking on Submit, your data will be validated and if successful you will be presented with a summary page which will indicate a "Successful Data Entry" and display the details of your sighting. This page can be printed for your records.