



## VOLUNTEER DATA SUBMISSION INSTRUCTIONS

1. Go to the following URL:
  - a. <https://www.misin.msu.edu>
2. In the right hand corner of the blue toolbar, click on **My MISIN**.
3. Under Create an Account, click on **Register Now**.
4. Fill in all the required information on the Registration form, indicated by the red asterisk. There will also be additional fields that you may fill in that are not required (i.e. Affiliation, Address).
5. You will be sent a welcome/confirmation e-mail after completing the registration.
6. Return to the MISIN website and click on **My MISIN** in the toolbar. Login using your new MISIN Username and Password.
7. Click on **Report** from the toolbar at the top of the screen.
8. Select the species you would like to report from the list provided. You can narrow your search by clicking the options in the blue-green toolbar. (\* If you have not logged in prior to starting the reporting process, you will be prompted to log in after selecting a species)
9. Once you select the species you are reporting, you will be brought to the **Report an Observation** page.
10. You may either type in an address, coordinates or even crossroads into the search bar at the top of the map (to the right of **Reset Map**. Click on **Locate** once you have typed in a location. The pin marker (📍) will automatically be placed at the entered location.
11. You may also manually place the pin marker on the map by clicking anywhere on the map. The pin marker will automatically zoom in to the required level. To move the pin, simply click, hold and drag the marker to the desired location.
12. After placing a marker in the proper location, scroll down to fill out in the remaining information. Tool tips can be found by hovering over the (?) symbol. The Latitude and Longitude will be automatically populated based on where the marker is located on the map.
13. Once you have completed the observation form and included 2 photographs, if available, please click **Submit Report**. 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.