UNDERSTANDING THE PENNSYLVANIA AMPHIBIAN AND REPTILE DATABASE. A QUICK GUIDE TO GETTING STARTED AND FINDING HELPFUL INFORMATION ON SOME OF THE FEATURES.
CONTENTS

Getting Started
02 Site Overview
03 Registering
04 Species List and Taxonomy

User Panels
05 Settings
06 Profile Page
07 Adding a Record
08 Editing a Record
09 Viewing Your Records
10 Importing/Exporting Records
11 Use of Locations
12 Other Resources
13 Timesheet Management
14 Volunteering
15 Coordinators by Region
16 Get in Touch
SITE INTRODUCTION

Welcome to PA Amphibian and Reptile Survey (PARS). This user manual will provide an introduction to PARS online resources and guide you through getting started.

The Pennsylvania Amphibian and Reptile Survey (PARS) is an important state-sponsored atlas project launching in 2013. PARS will determine the distribution and status of all amphibians and reptiles throughout Pennsylvania, building upon previous atlas efforts and combining modern technology with an army of citizen scientists known as “herpers” (herpetology is the study of amphibians and reptiles, and herps is slang for amphibians and reptiles). The project is a joint venture between the PA Fish & Boat Commission (PFBC) and the Mid-Atlantic Center for Herpetology and Conservation (MACHAC), funded by the PFBC (via the US Fish & Wildlife Service’s State Wildlife Grants Program), the PA Department of Conservation and Natural Resources (Wildlife Resources Conservation Program), and MACHAC.

MACHAC is a nonprofit organization dedicated to the conservation and study of amphibians and reptiles through advocacy, education, and execution of research by professional herpetologists and ecologists in the Mid-Atlantic and Northeastern United States. Major partners and funding sources for programs include the Pennsylvania Fish & Boat Commission, Pennsylvania Department of Conservation and Natural Resources, Natural Resources Conservation Service (US Department of Agriculture), United States Fish & Wildlife Service, and National Fish and Wildlife Foundation. Major MACHAC projects also include the study and recovery of state and federally-listed amphibians and reptiles, notably important initiatives centered on the Bog Turtle and Eastern Massasauga.
To use PARS online resources and have the ability to submit data you need to create an account. From the home page, click “sign up”. First, agree to the terms of usage for the database, from there you will enter your contact information and a valid email address.

Once you have registered, you will receive a confirmation email. You must click the link provided to activate your account. Once your account is active, you may start to enter records.

*Note – If you have registered and did not receive an activation email after 24 hours, check your spam folder. If you need further assistance contact us at info@machac.org.
A list of Pennsylvania species can be found under the “Species” link in the navigation bar. Species are alphabetized by scientific names. Click on a species name to see records submitted and a current range map for that species.

Tracked species (Species with a rating of S3 to S5) have their current status in Pennsylvania beside their name.
To edit your account settings click the “Account” tab in the navigation menu and the “Edit Settings” tab in the drop down. In the “Edit Settings” page you will be able to edit your account preferences such as your address, phone number and other account settings. Here you will also find some of the volunteer options like the Timesheet Manager, Events and Coordinator Contacts.

Check here for news, fun herping events, and get in touch with coordinators. Citizen scientists not only contribute herp observations to PARS but also help us meet our match requirements for continued funding.
Each user can choose if they would like to have a public profile page. To edit your profile or to hide your profile you can go to the “Edit Profile” tab under the “Account” menu. In your profile account you can add your photo, a small bio, and your social media links.

Public profile where other users can view your bio, social links, records, and counties for which you have submitted data.
Adding a Record

To add a new species account you can click the “Add Record” button located on the main menu.

Enter as much information as you can about the species. The most important fields are highlighted in red and are required fields. The other fields are not required, but will be helpful. **Please submit your best guess for any fields about which you are unsure.**

When selecting the animal fields, if you are uncertain of the scientific name you can refer to the species list. If you do not know the identification of the species you are entering please email us a photo before entering the information. All records will go through a verification process to catch and correct errors.

When entering location, the map tool will obtain the data you need to fill in. You can use the search field on the map to quickly locate a city, street, or address. To use the map tool simply zoom and pan to the area where the species was encountered and click the map one time. The latitude, longitude, quad and block will automatically be filled in. You can also choose to enter this information manually. Locale and habitat type need to be entered manually.

Additional information can be added to the text area provided. If the species is in a museum or institution collection you can use the "Scientific Collection" box to enter the location and ID # associated with the specimen. If an institution is not listed, please contact us to add it to the list.

Vouchers can be added at the bottom of the page. A voucher is a photo or audio file in MP3 format that can verify your sighting.

**If you need to format audio to MP3 format you may try a program such as Audacity. Vouchers are always helpful, and required for tracked species to be confirmed.**

**If you entered a species incorrectly we will change the species ID when the reviewers confirm identifications.**
EDITING A RECORD

Records can be edited by viewing the record while you are logged in. In the upper right hand corner there are an edit and delete button. Edits can be used to correct any information you may have entered incorrectly. All records will go through a verification process.

COPYING A RECORD

Records can be duplicated by clicking the Copy button to add a new species for the same area or day to save you from reentering all the information. From the copy you can edit the species, date, vouchers and other fields.

DELETE A RECORD

For mistakes, duplicates or incorrect data you can also delete the record from your account using the delete button.
To view your records you can go to the “View My Records” tab under the account menu. Here you can view all of your records or search for a specific species and county.

<table>
<thead>
<tr>
<th>Taxon</th>
<th>Date</th>
<th>County</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Anaxyrus fowleri</td>
<td>2013-05-23</td>
<td>Allegheny County</td>
</tr>
<tr>
<td>Fowler’s Toad</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2. Anaxyrus fowleri</td>
<td>2013-05-23</td>
<td>Allegheny County</td>
</tr>
<tr>
<td>Fowler’s Toad</td>
<td></td>
<td></td>
</tr>
<tr>
<td>3. Anaxyrus americanus</td>
<td>2013-05-17</td>
<td>Allegheny County</td>
</tr>
<tr>
<td>American Toad</td>
<td></td>
<td></td>
</tr>
<tr>
<td>4. Gyrinophilus porphyriticus</td>
<td>2011-09-24</td>
<td>Allegheny County</td>
</tr>
<tr>
<td>Spring Salamander</td>
<td></td>
<td></td>
</tr>
<tr>
<td>5. Gyrinophilus porphyriticus</td>
<td>2011-09-24</td>
<td>Allegheny County</td>
</tr>
<tr>
<td>Spring Salamander</td>
<td></td>
<td></td>
</tr>
<tr>
<td>6. Ambystoma maculatum</td>
<td>2011-03-04</td>
<td>Allegheny County</td>
</tr>
<tr>
<td>Spotted Salamander</td>
<td></td>
<td></td>
</tr>
<tr>
<td>7. Ambystoma maculatum</td>
<td>2011-02-04</td>
<td>Allegheny County</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
10  EXPORTING AND IMPORTING RECORDS

EXPORT RECORDS

The export app will allow you to export your records as a CSV, KML or GPX for your own personal records. You can also export your images by saving images to a zip file. You will need a program such as winzip or winrar to extract the compressed image files.

IMPORT RECORDS

Importing records is for users who also have a NAHERP account and would like to import their records to PARS. To do so please contact us for instructions on this process.
The "Manage Locations" setting is used to save locations of coordinates you use frequently. You can set a location with a name (Ex. "Miller Swamp"). When adding a record from that area, you can select the location from the "Locations" drop down menu. Edit the map point according to the species' exact location if needed.

Editing and deleting locations can be found at the bottom of the Locations page.
OTHER RESOURCES

You can find the Quad/Block KML files, Offline Datasheets, Video Walk-Through, and other resources under the “More+” tab on the main menu. If you would like to Promote PARS you can find printable flyers and other information under the “Downloadable Resources” tab under the “More+” tab on the main menu.
TIMESHEET MANAGEMENT

Citizen scientists not only contribute herp observations to PARS, but also help us meet our match requirements for continued funding. Please take the time to fill your time sheets out each month so we can keep track of the time spent on this worthy endeavor.

We ask you to fill in the Date, Block and Quad, and the Total Time spend in that area. Your total time is the total amount of time for: preparation, travel, time in field and the time of adding records to PARS.

If you are not aware of the Quad/Block you were in you can download our kml files for Google Earth or click on the Quad Finder link to pull up an interactive map.
VOLUNTEERING

PARS needs volunteers, from skilled professional scientists to the most amateur naturalist, to create an army of citizen scientists to help tell us about the status and locations of Pennsylvania’s herps. Please visit our website for more info and sign-up to volunteer today.

1. **To Become a Volunteer**
   Register for an account at the “Sign up” Tab on the site to get started.

2. **Volunteers Help PARS**
   We ask volunteers to fill out a timesheet for your time in the field. Volunteer’s time helps us have match for grants to continue PARS.

3. **Events and Activities**
   PARS will have many events for volunteers and members such as annual meetings, picnics, invites to bioblitzes throughout the state and joining like minded individuals all over the state to help conserve species.

4. **Closely work with coordinators**
   to help fill in gaps in public areas throughout the state to have a better understanding of the range and distributions of many species in areas that have little or no data.

The Herps need your help!
REGIONAL COORDINATORS

PARS has a group of regional coordinators to help you with questions and concerns or to help with organizing events in your area. Feel free to contact your Regional Coordinator at any time.

** These are the initial temporary coordinators. We are looking for regional and potentially county coordinators to step up and help the cause. Please email us if interested.

**NORTH EAST & SOUTH EAST**
Marlin Corn
Email: mcorn@machac.org

**NORTH CENTRAL & SOUTH CENTRAL**
Brandon Ruhe
Email: bruhe@machac.org

**NORTH WEST & SOUTH WEST**
Jason Poston
Email: jposton@machac.org
GET IN TOUCH

HAVE QUESTIONS CONTACT US ANYTIME.

i  www.paherpsurvey.org
e  info@machac.org