
GUIDELINES FOR SUBMITTING DATA

So you've finished a session of beach profiling data collection—great! The last step is to submit your data and photographs. We use Google Drive for all volunteer entry of data and photographs. This is an easy way for us to keep all data in one place. And because your whole team has access to your folder, it means you can always go back to look at your photos and data from past profiling sessions!

To access the online Google Drive data entry system:

1. Using the link that has been emailed to you, open the Google Drive folder for your team's profile transect.
2. Open the folder for the correct month/profiling session.

To submit your data through Google Drive:

1. Open the "Beach Profile Data Sheet" located within the folder of the correct month. This is a digital copy of the data sheet that you filled out while profiling.
2. Copy all information from your paper data sheet into the online data sheet. Boxes that require you to enter information are highlighted in light grey. Feel free to add extra notes in blank spaces if needed.
3. **You must also submit a scan or photo of the original data sheet.** Either upload it to Google Drive along with your beach profiling photos (see below) or email it to the program coordinator.

To submit your photos through Google Drive:

1. Open the "Photos" folder located within the folder of the correct month/profiling session.
2. There are two ways to upload photos:
 - a. Options 1: You can drag-and-drop photos from your computer into the open Photos folder, and they will upload automatically.
 - b. Option 2: Click the blue "New" button at the top-left corner of Google Drive, then select "Upload File," then select the photos you wish to upload.
3. It is a good idea to annotate your photos in some way. There are two good ways to do this:
 - a. Give your photos meaningful names. Before you upload them, you can right-click the file name of each photo on your computer, hit "Rename," and then give the photos descriptive names (something like "Panorama_From_Seawall_1," for example).
 - b. If you want to add a longer annotation, you can add a description within Google Drive. Simply select the "details" tab in your Photo folder (looks like a lower-case "i" at the top-right corner of the screen), then select the photo you'd like to comment on, then select the "Add a description" link at the bottom-right side of the screen.

To send in your hard copy data sheets:

We ask that you also mail us your hard copy data sheets—this helps with good record-keeping and serves as a back-up copy of all the beach profile data. Because you have already sent us a photo/scan of the data sheet, you can save up a few months' worth of data sheets before submitting them. Or if it's easier to get them off your hands right away each month, sending them one at a time is fine too. Please send data sheets to our office at the address below, or you can drop them off in person:

NH Sea Grant
122 Mast Rd.
Lee, NH 03857

Frequently Asked Questions

1. Why do I have to enter my data digitally when you already have the hard copy?

Two reasons. First, this is a form of quality control for the data—you are the best person to interpret your own handwriting! And second, as we expand the Volunteer Beach Profiling Program, the time commitment involved in digitizing the data grows tremendously. It's more efficient to have each team spend the time to enter one data sheet than for the project team to enter many, many data sheets.

2. The formatting on Google Drive looks kind of bad. Can I make it easier to read?

If you haven't used Google Drive before, when you click on the emailed link to your Google Drive folder, you will probably start out in Grid View (each folder will appear as a little box oriented in a grid on your screen, and the folder names will be truncated to fit in the boxes). Click the little icon with three lines in the top right corner to change to List View. This will make your folders appear in a vertical list and you'll be able to read the full name of each folder.

3. I can submit my data, but not photos...what's going on?

This is probably because you don't have a Google account. If you don't have a Google account, then you are able to edit the data sheets in your folder but you cannot upload photos. You can solve this problem by creating a Google account (or signing in, if you already have one but are signed out). Click the blue "Sign In" button that appears in the middle of your photo folder. You'll be taken to a sign-in page, and you should click "More Options" then "Create Account." Just follow the directions from there. Creating a Google account does *not* mean that you need to start using Gmail, Google, or change anything else about how you use the internet—you can even stay logged out most of the time and only sign in to upload photos each month.

If you run into any other questions or difficulties, the project team is always available to help!

We can even have you stop by the office so we can work through all the steps of submitting data in person, if that would be helpful. Just email or call with your questions.