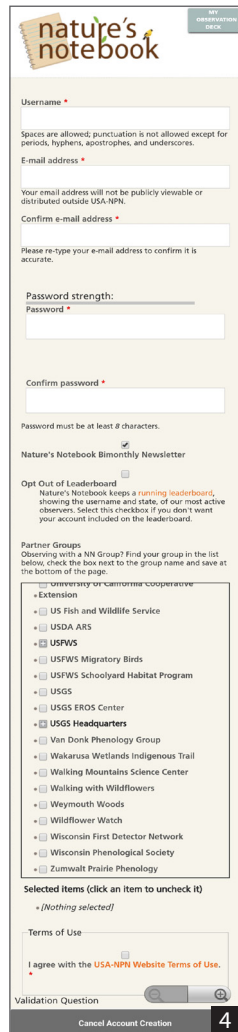
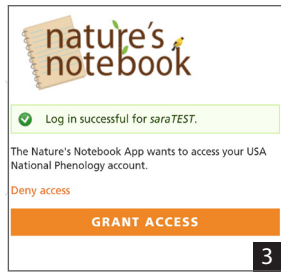
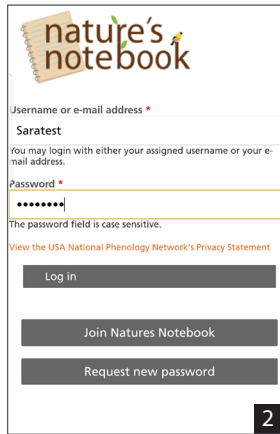
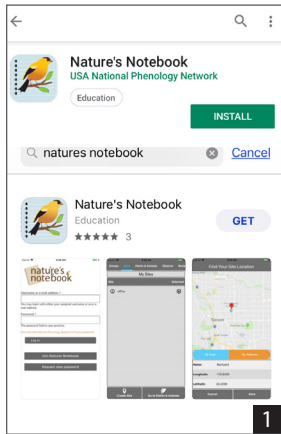


nature's notebook

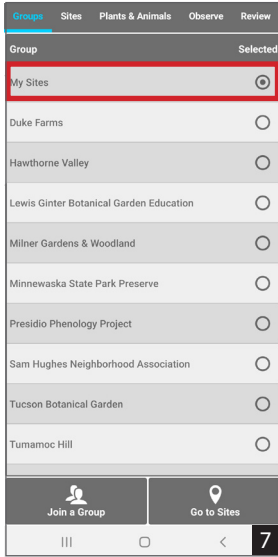
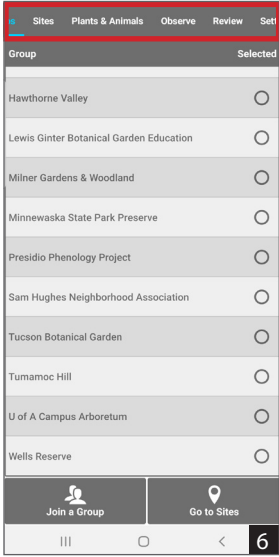
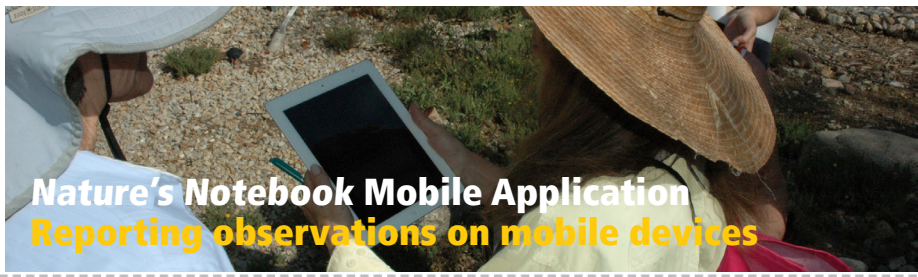


Install and Login: Download the *Nature's Notebook (NN)* app from the Google Play Store or Apple App Store⁽¹⁾.

Install and open the app, and if you have a *NN* account, log in using your account credentials⁽²⁾. Agree to the permissions to grant the app access to your online account⁽³⁾. If you are a new observer to *Nature's Notebook*, follow the prompts to make a new account⁽⁴⁾.

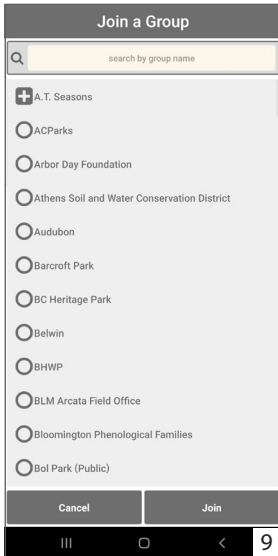
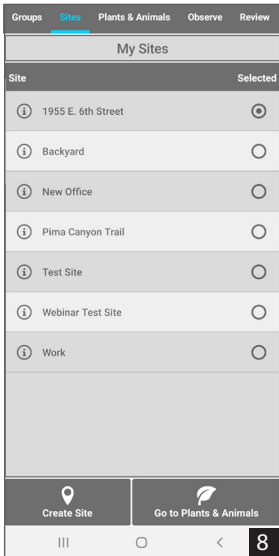
Your account will be synced on login. Depending on the size of your account, the app may take a few moments to sync. Progress can be seen by following along with the blue bar⁽⁵⁾.

Navigation: The *NN* app has a navigation menu of categories appearing at the top of each screen. They include: **Groups**—if you are observing with an Local Phenology Program (LPP); **Sites**—for observation locations; **Plants & Animals** —for reviewing



species you will observe; **Observe**—for entering observational data; **Review**—for reviewing the data you have submitted; and **Settings**—for managing Wi-Fi upload and account information⁽⁶⁾.

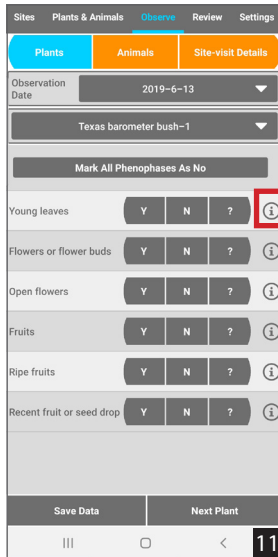
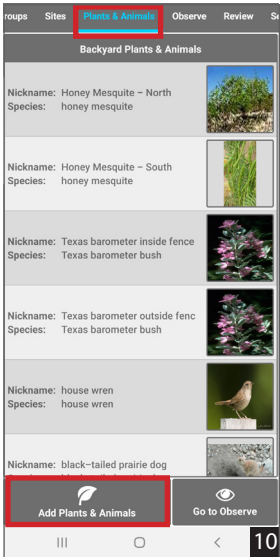
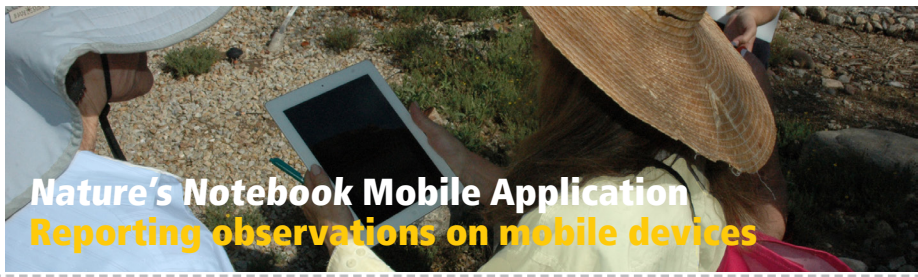
You can toggle between the categories at any time.



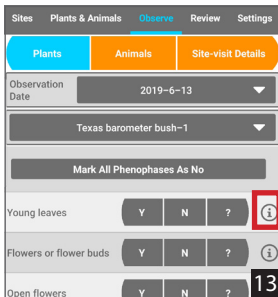
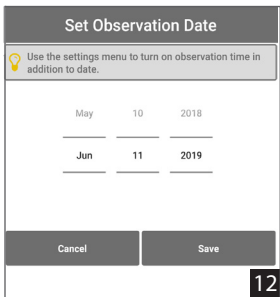
Select Your Observation Site: From the list, select either your personal sites(s) or your LPP to begin observing⁽⁷⁾. Personal sites will be revealed when you select **My Sites** from the pick list. All of your personal sites will be displayed on screen⁽⁸⁾.

If you are observing with an LPP, select the program from the list of groups. Or click the **Join a Group** button at the bottom of the screen⁽⁹⁾.

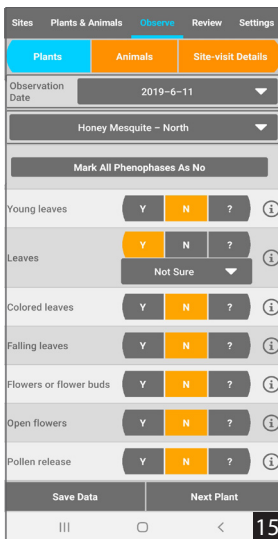
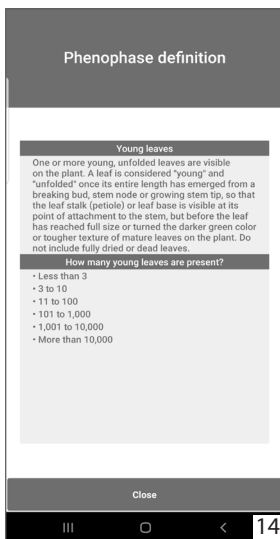
Entering Observations: Click the **Plants & Animals** category in the main navigation menu for the selected site's species list.



Each species will be displayed with a photo and a link to the species profile⁽¹⁰⁾. If you'd like to add new species to observe, click the **Add Plants & Animals** button at the bottom. Clicking the **Go to Observe** button at the bottom of the screen will bring you to the phenophase data entry screen for the species at your site⁽¹¹⁾.



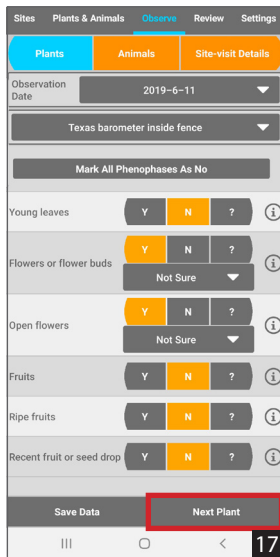
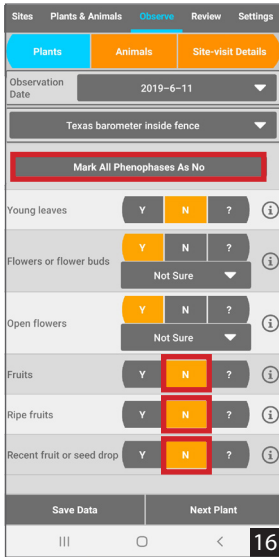
The date and time will be automatically populated. You can also manually select and change the date if needed, by clicking on the dropdown for the date field and editing it in the pop-up that appears⁽¹²⁾.



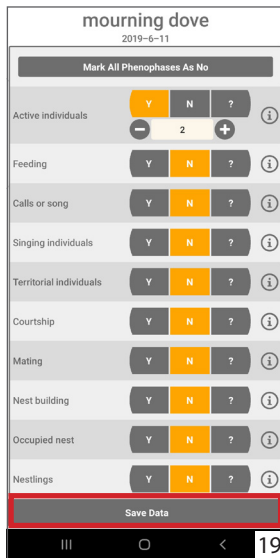
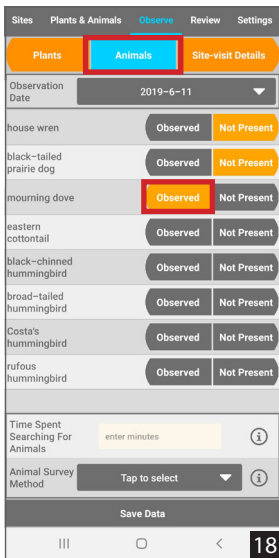
Clicking on the (i) next to the phenophase⁽¹³⁾ displays the phenophase definitions⁽¹⁴⁾.

Enter a **Y**, **N** or **?** response for the corresponding phenophase⁽¹⁵⁾.

If you feel uncomfortable or unsure responding to any phenophase, select **?** for "not sure" to be as accurate as possible.



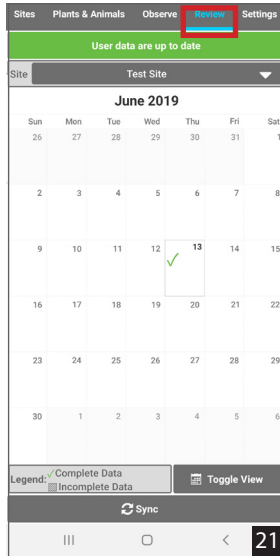
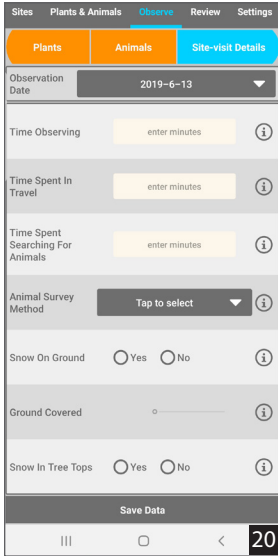
When answering **Y**, a window will pop up with an intensity question. If you are unsure about intensity then click **Not Sure**. If the phenophase is not occurring, select **N**⁽¹⁶⁾. You have the option for **Mark All Phenophases As No** if they were not present.



Entering a **Y**, **N** or **?** for each species ensures your observations are complete. Click the **Save Data** button at the bottom of the screen and when you are ready to move on, click **Next Plant**⁽¹⁷⁾.

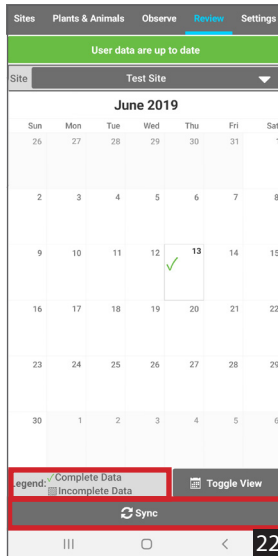
If you are observing animals, click the button labeled **Animals** to reveal your animal list⁽¹⁸⁾. Click **Observed** if you saw the animal, or **Not Present** if you did not.

Clicking the **Observed** button will reveal the animal species phenophase questions. Again, click the **Y**, **N** or **?** for the corresponding phenophase⁽¹⁹⁾.



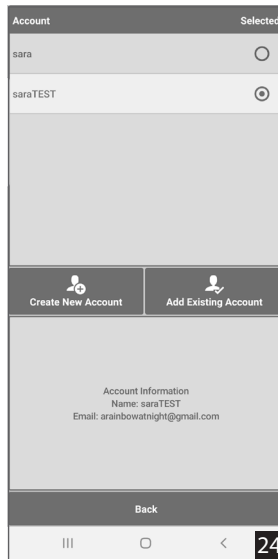
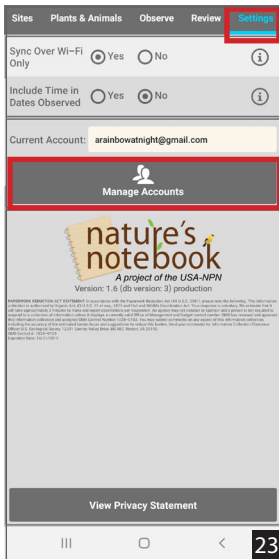
As with plants, when you click a **Y**, the option to answer a numeric intensity question will be revealed. If you are unsure, do not enter a number. After completing animal observations click the **Save Data** button at the bottom of the screen.

Click the button to enter **Site-visit Details**⁽²⁰⁾.



Reviewing Data: Data can be reviewed by clicking the **Review** category on the main navigation menu. If you've entered a **Y**, **N** or **?** observation for each phenophase for each species, you will see a ✓ **complete data** on the calendar⁽²¹⁾. Skipped phenophases, with no entry will be logged as incomplete data.

To ensure your observations have been uploaded, sync your data by clicking the **Sync** button at the bottom of the screen⁽²²⁾.



Settings: From the **Settings** category on the main navigation menu, you can change your app's Wi-Fi settings, time settings, and add or switch between multiple *NN* accounts⁽²³⁾.

By clicking **Manage Accounts** you can add multiple observer accounts to a single device. Click **Add Existing Account** to add a current *NN* user, or click **Create New Account** to create a new observer profile.

When adding an existing user, you will need to log in again, agree to the permissions, and the app will perform initial syncing.

You can switch between users at any time by returning to the **Settings** category on the main navigation menu, clicking **Manage Accounts**, and choosing the proper *NN* observer account from the toggle list⁽²⁴⁾.

Happy Observing!