

Checklist for Login Users Using the Riparian Web Portal



For Project Uploads

- ✓ **Fill out all elements of the form:** The portal has been updated so that the upload is in stages and feels more like filling out an online form.
- ✓ **Include links:** If there are reports, blogs, videos, or supporting resources that the public or partner organizations would find helpful, please input.
- ✓ **Include attachments:** If there are PDF reports, infographics, or manuals that describe the work, please input.
- ✓ **Upload photos:** Before and after photos, ones with people working, and zoom in vs aerial shots are all helpful to inspire people and showcase the project in the best way possible.
- ✓ **Public vs Login User vs You Only:**
 - View only for you is great for Draft mode.
 - The view for Login Users is for when there is no landowner consent and is only shown to those with Login access (i.e. others who work with riparian areas)
 - The public view is for publicly accessible lands or private lands where landowners have given consent. This is ideal as it means the hard work done at the site can be showcased to the most amount of people and could be Featured on the web portal website and in the newsletter.
 - Landowner consent forms can be found here: [PDF Consent Form](#)
- ✓ **Share about the Project using the link:** Showcase the project upload to the Riparian Web Portal using the unique link for your project.
 - If you are looking for other communication tools or swag items to advertise about the web portal, please contact the Riparian Web Portal Coordinator, Michelle Harris at michelle.harris@nswa.ab.ca
- ✓ **Missing any elements?** You can edit your project at any time. We recommend setting up reminders so this doesn't slip through the cracks OR joining a Worker Bee Call so you can add it to your calendar while getting support from the Riparian Web Portal Coordinator. These calls will take place throughout the colder/non-field work heavy months and will be advertised on the RWP website and newsletters.

For Project Edits/Updates

- ✓ **Update Milestones & Project Stage:** Add any project updates such as volunteer or staff stewardship activities/event days, project start and completion, annual check-in etc. For project stage, make sure this is up to date (i.e. many marked as “Planning” may now be complete).
- ✓ **Update photos:** Add any photos from the site such as unique or concerning species found, before and after photos, pictures of people doing stewardship or education work etc.
- ✓ **Change view access if possible:** There are 3 views available: Viewable to just you and admin (Draft mode), viewable to other login users, viewable to all. We would love to have more projects to be publicly viewable, and there is a landowner consent form on the web portal resources if you seek consent before changing it over. Consent forms don’t need to be uploaded to the project; they are simply between the organization and the landowner to have.
- ✓ **Confirm contact information (email and name):** Ensure that the contact information on the project is correct. If the account linked to the project needs to be changed, please reach out to the Riparian Web Portal Coordinator to confirm the changeover.
- ✓ **Update Project Description & Type of Project:** if your project has evolved or perhaps you could do with a bit more information about the project. There are also more types of Project types to choose from, so see if there is a better option to label the project.
- ✓ ***NEW SECTIONS* Links and Attachments:** Add in any PDF’s that relate to the project, which can include publicly viewable reports and educational resources. You can also add links if you want to share information such as a blog or media posts, information about the grant/project type, hiking trail maps etc.