RIPARIAN WEB PORTAL How to Upload Projects

www.riparian.info

This info sheet explains how to share & upload on-the-ground projects.



Project managers who work with landowners can access more datasets and showcase their projects.



Share examples of on-the-ground projects being completed by landowners and conservation groups. Be inspired by others' projects.

Steps to Upload Your Project

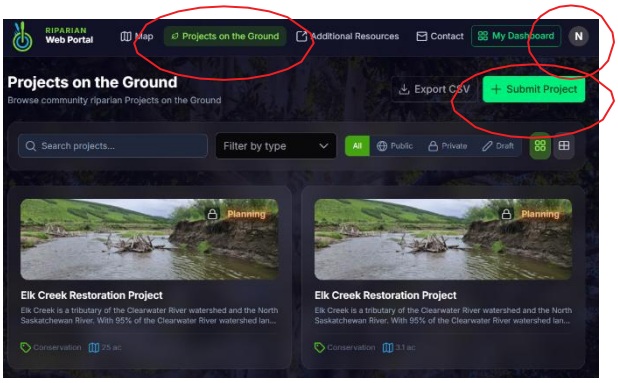
1



Click "Sign In" and then enter your Username and Password.

If you're a project manager, you can gain login access by taking the "Riparian 102" training session.

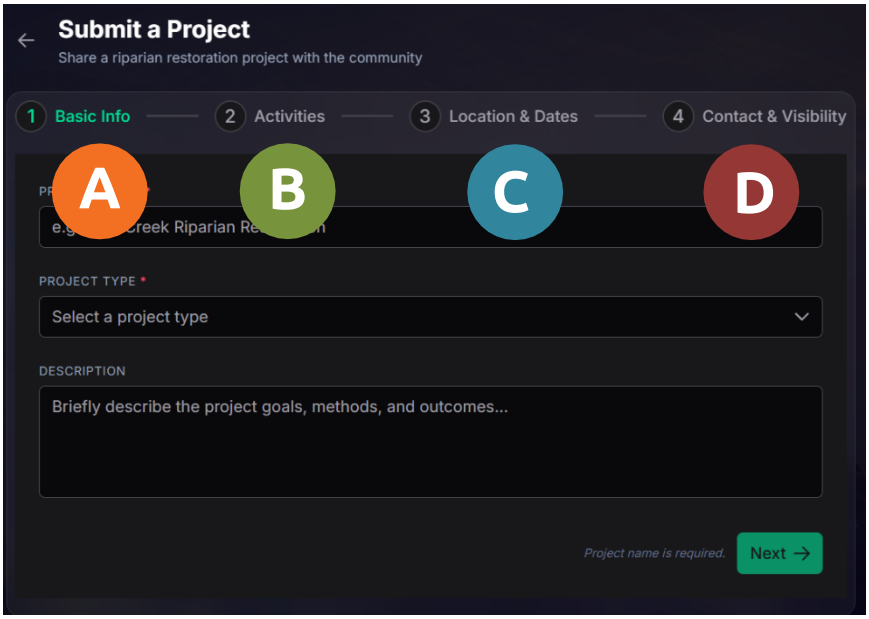
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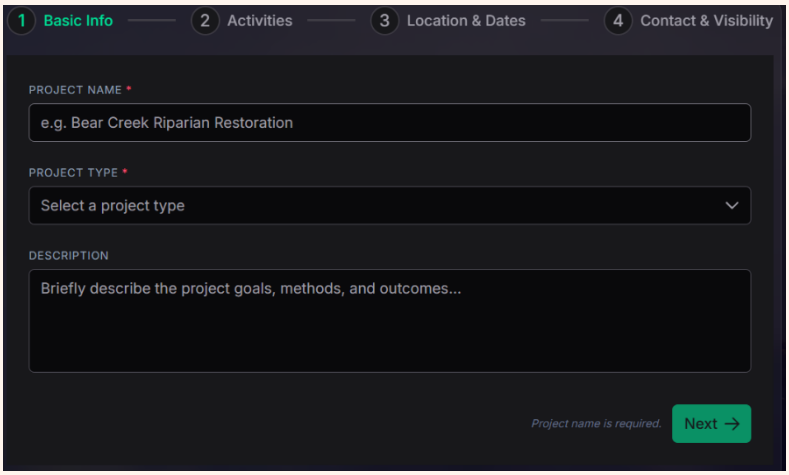
Click "Projects on the Ground", then select "Submit Project"

You can also view your projects already uploaded by clicking on your account icon and selecting "My Projects"

3 The "Submit a Project" box will pop up. There are multiple stages



A Basic Info



Project Name: Create a title for your project

Title your project, using 5 words or less, based on:

- Type of project or activity
- Location and/or water body
- Use numbers to differentiate similar projects
- Make it catchy!

Project Type: Select your primary focus

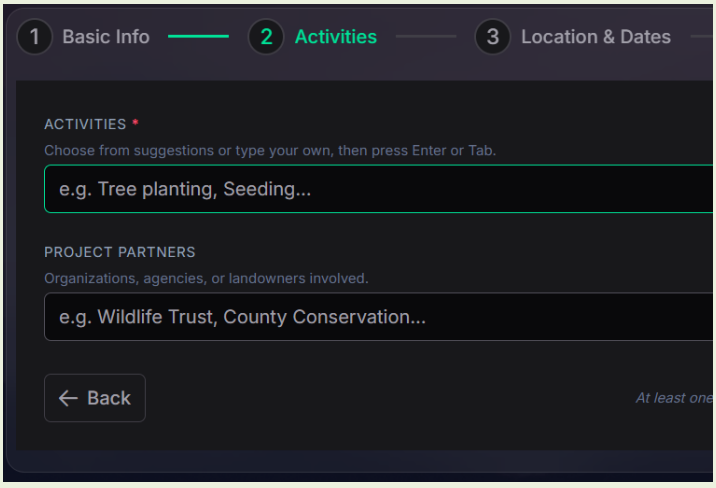
Choose the option that describes the main focus of your activity or project, based on the descriptions below. If your project has multiple types of work, you can either:

- Pick the type that represents the majority of your project, and include additional type of work in the description OR
- Create a separate Project Upload to capture the work, as you can have multiple projects in one area.

Description: Create a catchy summary that's easy to read

- Explain the WHO, WHAT, WHEN, WHERE & WHY of your project
- Stay within the word limit and don't use acronyms.
- Please also specify if this took place on public, private, or Indigenous land, so that other landowners with similar

B Activities



Activities: List the types of activities done for this project

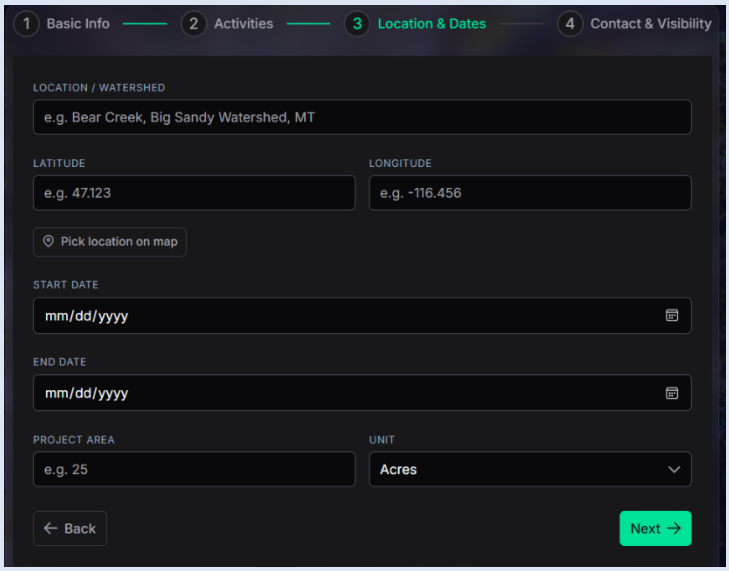
Include all activities undertaken for this project. Some activities include:

- Tree planting
- Shrub planting
- Fence installation
- Off-stream watering
- Grazing management
- Invasive removal
- Log placement
- Soil bioengineering
- Erosion control
- Seeding
- Grazing management
- Monitoring (i.e. Photo)
- If other activities have taken place, include a 1–2-word naming for it

Project Partners: Name collaborators and funders

Include yourself and all partners (funders, key supporters, and organizations). Make sure to spell out full names; don't use acronyms.

C Location & Dates



Location: Choose an address, lat/long, or pin on map

A reminder the Public view has limited zoom function, so projects that have been marked as publicly viewable will not be able to be able to zoom in up close.

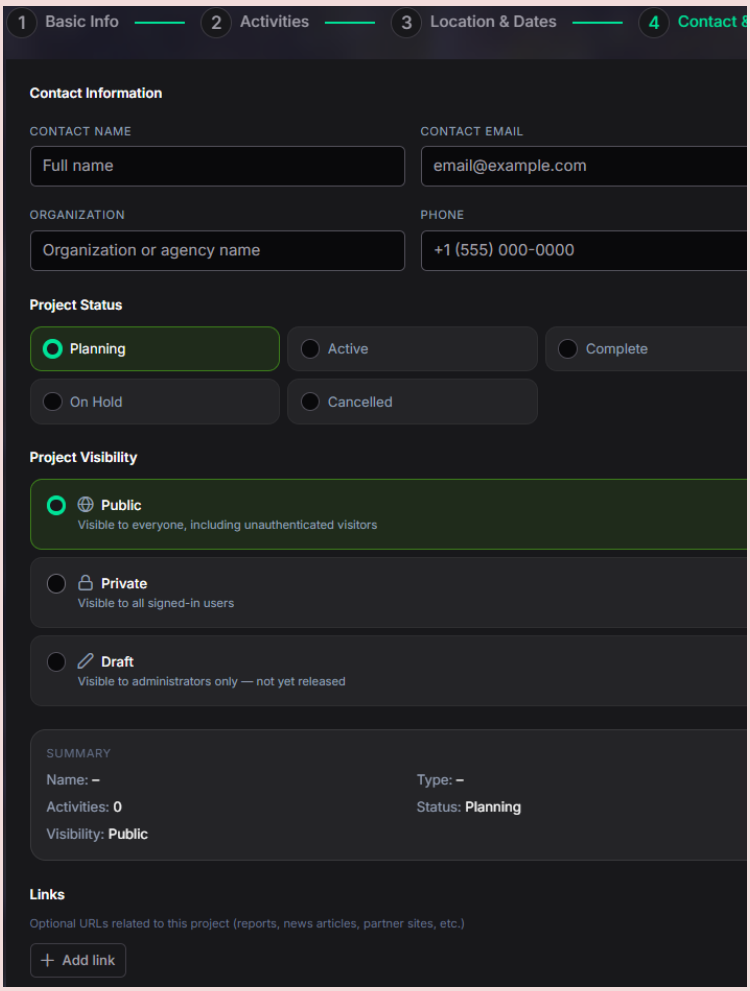
Start & End Date

Start date is normally considered to be when boots on the ground activities commence.
If the project is not yet complete, remember to update the end date on your project later on.

Project Area

This can be an approximate size. This is key information for tracking the amount of land area in riparian zones being conserved, monitored, restored and educated about.

D Contact & Visibility



Contact Information

Include a point of contact person for this project that a person from the public or another organization could reach out. This is an element that may need updating over the years.
This is different than the login user information connected to the account so can be different than the login user's name.

Project Status

Easily show which stage the project is currently in. This is another element that may need updating over the years.

Project Visibility

Choose who you want to view the project:

- **Public** means anyone, even those without login access, can see the project. Public view does have limited zoom though to protect privacy. Landowner consent forms are available on the web portal resources website but are not required to upload to this site; it's only for the organization uploading the project.
- **Private** means that only those with login access, so others working with riparian management, can view the project. They will have more zoom access. This means that the public won't be able to see the project.
- **Draft** means that just you and Admin for the portal can view the project. Be sure to move this to either Public or Private when complete to add your project pin to the map.

A

Project Name: Create a title for your project.

Title your project, using 5 words or less, based on:

- Type of project or activity
- Location and/or water body
- Use numbers to differentiate similar projects
- Make it catchy!

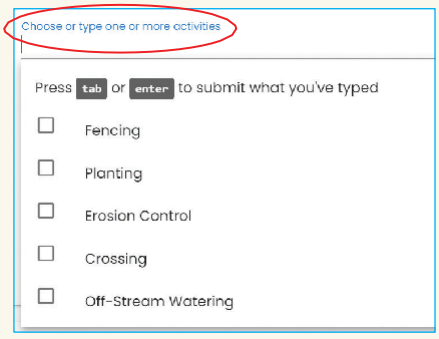
Project Type: Select your primary focus.

Choose the option that describes the main focus of your activity or project, based on the descriptions below. (You can add additional activities in Box B.)

- ***Restoration/Enhancement:*** Physical changes to a site (e.g. tree planting, fencing)
- ***Conservation:*** A change in style of land management (eg. by a land trust)
- ***Education:*** Raising awareness through an event or signage (e.g. canoe trip to raise awareness about riparian areas)

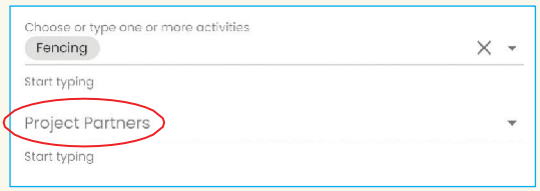
B

Choose or type one or more activities: Create tags for your project.



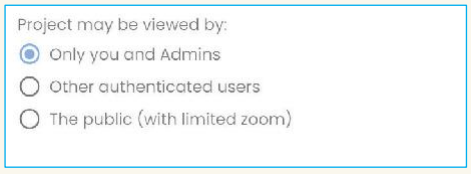
Add tags based on primary & additional activities. These can be selected from the drop-down menu or typed in.

Project Partners: Name collaborators & funders.



Include yourself and all partners (funders, key supporters, and organizations). Make sure to spell out full names; don't use acronyms.

Project may be viewed by: Choose your mode.



The 3 viewing options are:

Only you (draft mode): Add, edit, and ensure you have permission from the landowner.

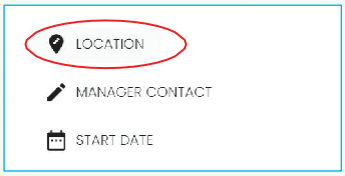
Other authenticated users: Others with login access can view the project.

The public (published mode): You're ready to publish and have permission to share the project publicly.

Landowner permission forms are available on the Resources page (riparianresourcesab.info/resources)

C

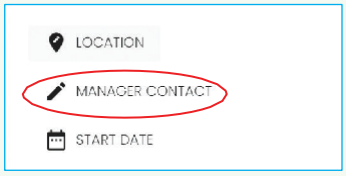
Location: Put your project on the map.



Select your project location by clicking on the map or manually enter the coordinates. Click "submit" once the location is selected.

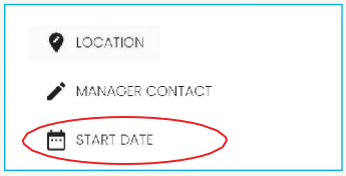
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Manager Contact: Name Project Manager.



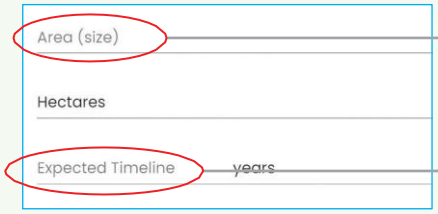
Enter the contact info for the project coordinator or media contact. Don't enter the landowner's contact info.

Start date: When did it all begin?



Choose a meaningful start date (e.g. the day that shovels hit the ground).

Area & Expected Timeline



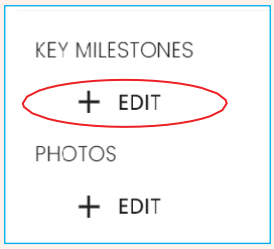
Area: Use tools available in Google Earth to measure the area of your project in hectares, acres or quarter sections.

Expected Timeline: Approximate length of project, from start to finish.

D

Key Milestones:

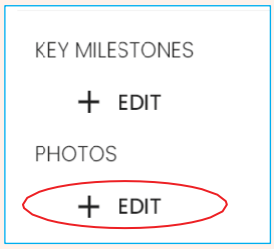
List meaningful project moments.



Add dates and descriptions of important events or key project successes.

Photos:

Upload project photos.



Select photos of your project, then click "Add Photos" below the box. Click "Comment" to label photos with a description, e.g., before and after photos.



Click on this icon to select the cover photo.

E

Description:

Create a catchy summary that's easy to read.



- Explain the WHO, WHAT, WHEN, WHERE & WHY of your project
- Stay within the word limit (1,000 characters) and don't use acronyms.
- Please also specify if this took place on public, private, or Indigenous land, so that other landowners with similar projects can see what others are doing.

F

Description:

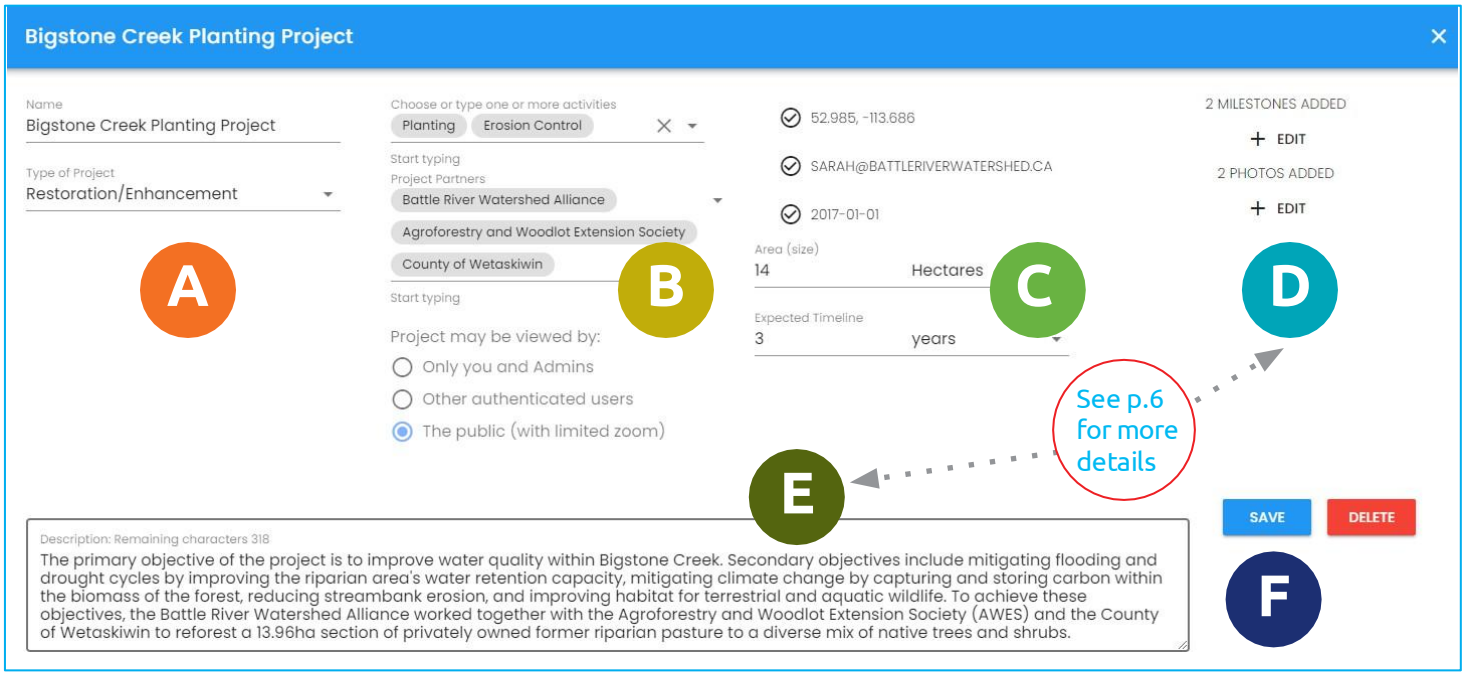
Save before exiting.



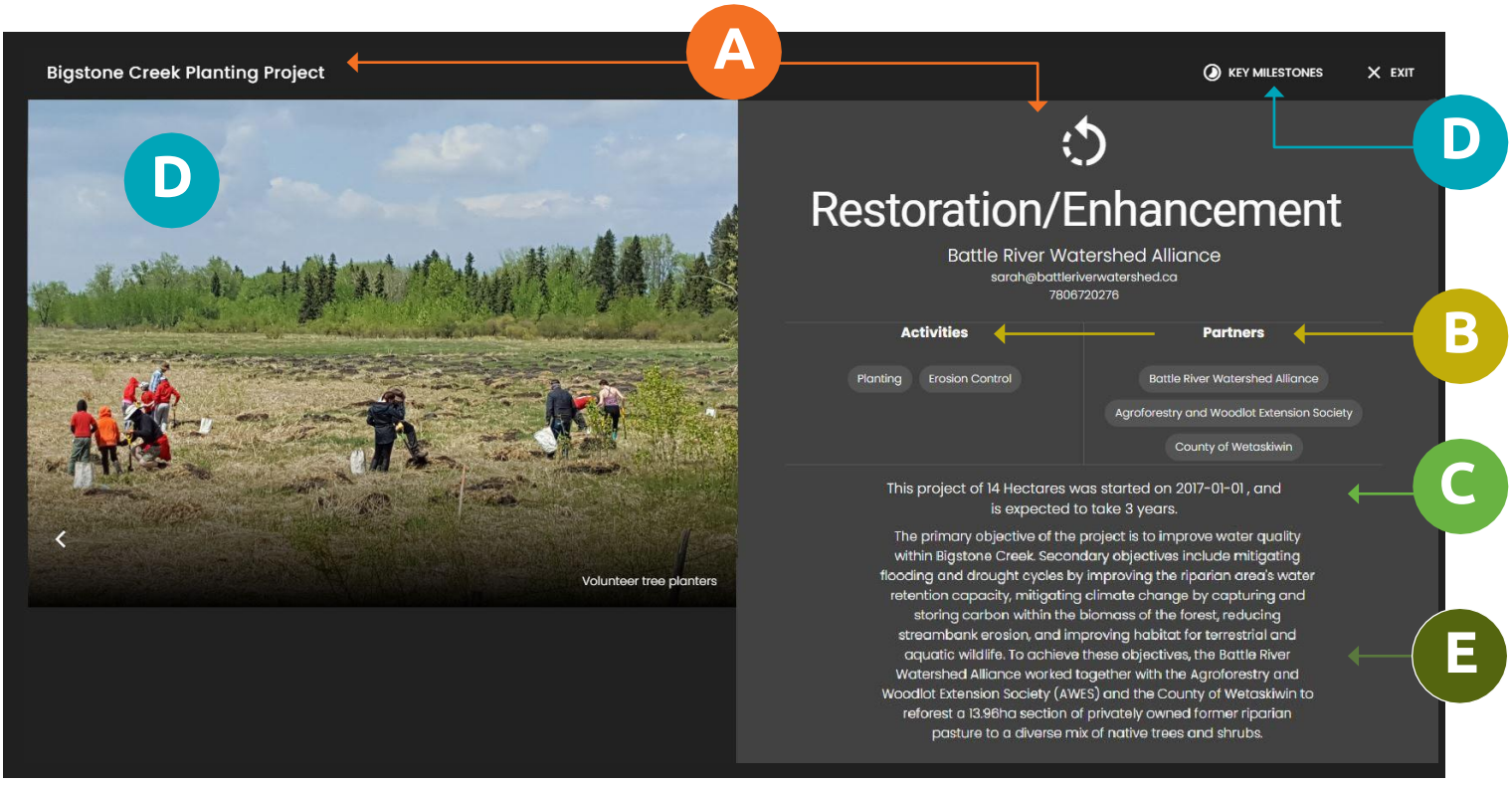
Edits can be made after saving the project. Congratulations, you've successfully created a project! High fives all around.

Project Example #1: Bigstone Creek Planting Project

This is an example of the editing mode where you can input your description of the project. Remember to save before exiting.



This is an example of the published mode which the public views on the map page of the Riparian Web Portal.



For more details about sections D & E, please refer to pa

Tips for Key Milestones

Key Milestones

Choose an approximate date for key events and milestones

- Describe the original condition of the property before the project began
- Share when and how the project started; include the partners involved
- Add any critical turning points, changes or accomplishments

Editing mode



Published mode



Tips for Adding Photos





"Before and after" photos that show how a riparian area changed over time are a good way to demonstrate a project's effectiveness.

Photos: ALUS Parkland.





The best photos showcase:

- The project beginning, e.g. when shovels hit the ground
- Installing infrastructure
- A group touring the project location

Photos with people, plants and animals connect viewers to your process and demonstrable results.

Sample Description

WHO
WHERE
WHAT & WHY
WHAT & WHY details
WHEN

The Battle River Watershed Alliance and Camrose County partnered with the owners of this property near Bashaw to implement a conservation easement to protect the forest and wetland habitats. No forest clearing, hunting, or development of any more buildings or roads will be permitted, in order to keep the natural habitat intact for the native plant and animal species. The owners continue to enjoy their time at the cabin and use the property to involve others in conservation. They host a Christmas Bird Count, lead nature walks, plant trees, and put up tree swallow houses and duck nestboxes. This project has resulted in a 25-year conservation commitment.