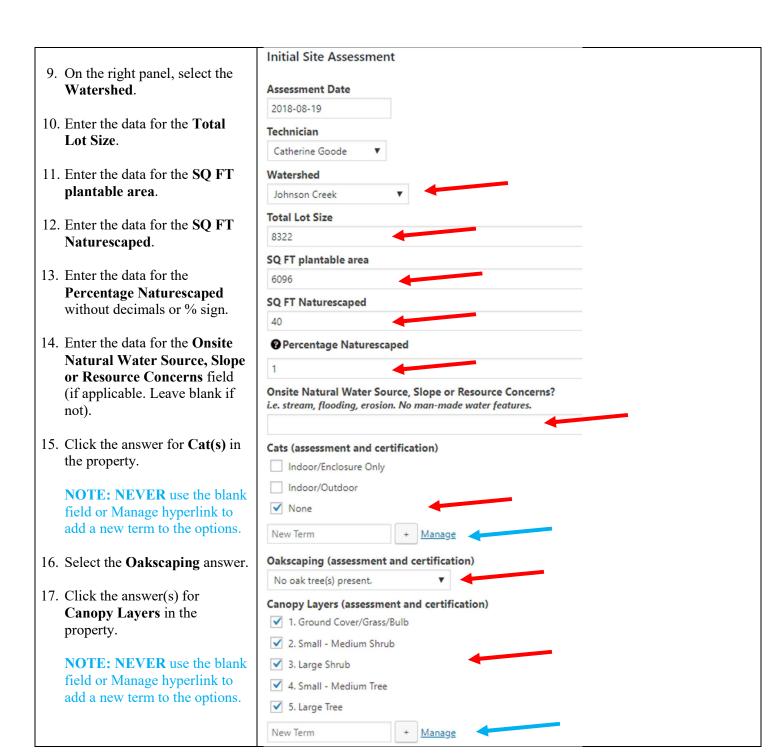
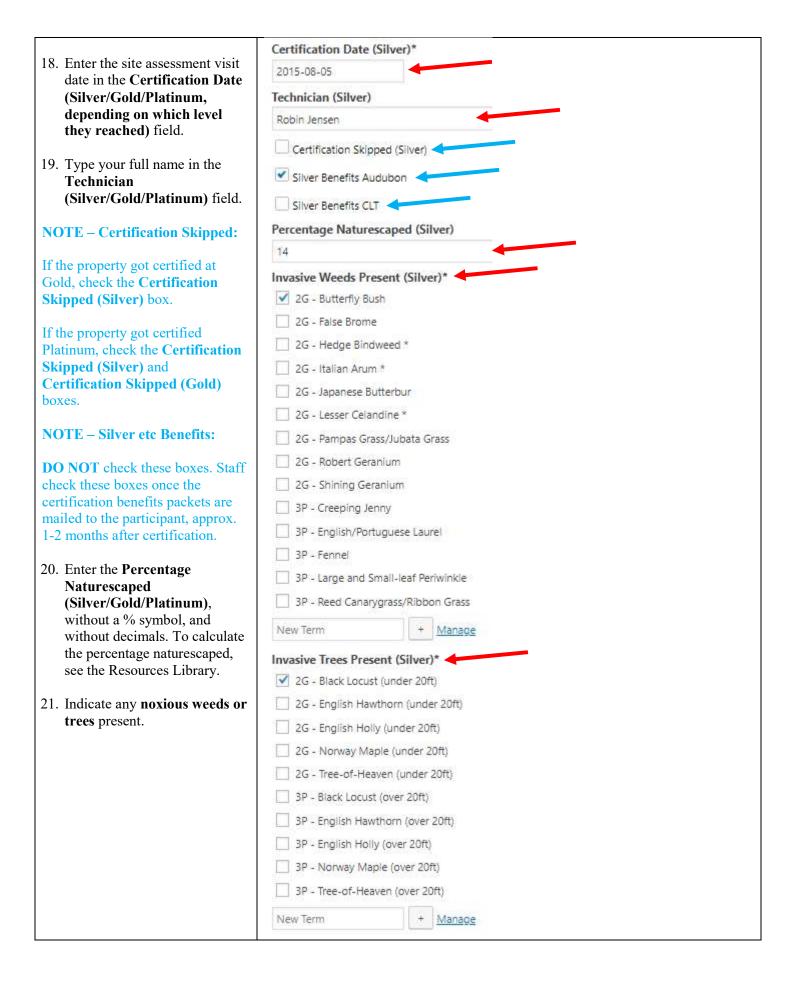
## DATA ENTRY FOR CERTIFICATIONS

When a property gets certified during their initial site assessment visit, these are the fields you should verify/change/type when doing the data entry:

Site Record On the profile page of the property assessed: What is the address of your Backyard Habitat? \* 1. Select the **Property Type**. 9333 N Bristol Ave 2. Is this an exceptional naturescaped property that **Property Type** would be worthy of being in an open garden tour? If so, Single-Family Residential ▼ check the box. Lake Oswego Demo Site? 3. Check that the **neighborhood** and **county** fields are not blank Outstanding Example - Garden or Yard Tour Worthy? or misspelled. **Property Neighborhood** 4. Change Site Status to Certified. St Johns 5. Select the Certification Level **Property County** achieved. Multnomah 6. Select Renewal for the **Next** Follow-up field. Outside Program Area 7. Change the **Next Follow-up** ✓ 1 Acre or Smaller Year field to blank (first option on the drop down list). Site Status 8. Erase any text from the **Next** Certified Follow-up Assigned To field. **Certification Visit Assigned To** @ Certification Level Gold Next Follow-up Renewal Next Follow-up Year Next Follow-up Assigned To





- 22. If certified Silver, skip down past GOLD and PLATINUM Certification Assessment sections, as well as Renewal section until you get to Certification Wildlife Stewardship (Certification).
- 23. Check the Wildlife
  Stewardship (Certification),
  Stormwater Management
  (Certification), and Pesticide
  Use (Certification) items. It
  should be identical to those
  sections in the assessment
  section.
- 24. Check any Education and Volunteerism (Certification) items that you have learned while talking to the program participant. DO NOT ENTER ANYTHING INTO "NEW TERM" FIELD.
- 25. Enter the number of TOTAL Native Trees and TOTAL Native Shrubs Planted.

For zero, enter 0.0 (system glitch).

## **NOTE:**

Leave the **Certification Expiration Date** field blank.
Presspoint calculates and adds it automatically using information provided above.

- 26. **SAVE** your data entry.
- 27. Follow the steps of the guide "Uploading Facebook Picture and Text to Presspoint" to finalize the process.

## **IMPORTANT:**

Send an email to JP with the link to the participant's profile (copy the URL (the web address from your internet browser)) and the participant's name so that JP knows it's ready to post on Facebook.

