



Dear Beekeepers and Specialty Crop Producers:

Please find below a detailed “How To” for registering and entering site information for **first time users** of the FieldWatch online platforms (DriftWatch and BeeCheck). We hope you find the system to be user-friendly and a valuable communication and awareness tool.

To begin the registration process, please go to the FieldWatch ([www.fieldwatch.com](http://www.fieldwatch.com)) and click on your industry segment (Producer or Beekeeper). In this document you will find detailed instructions from that point forward.

Thank you to Paul Ovrom from the Iowa Department of Agriculture and Land Stewardship for developing this guide. My contact information is provided on this page as well as at the end of this document. Please contact me if you have any questions. Thank you for participating in FieldWatch!

Sincerely,

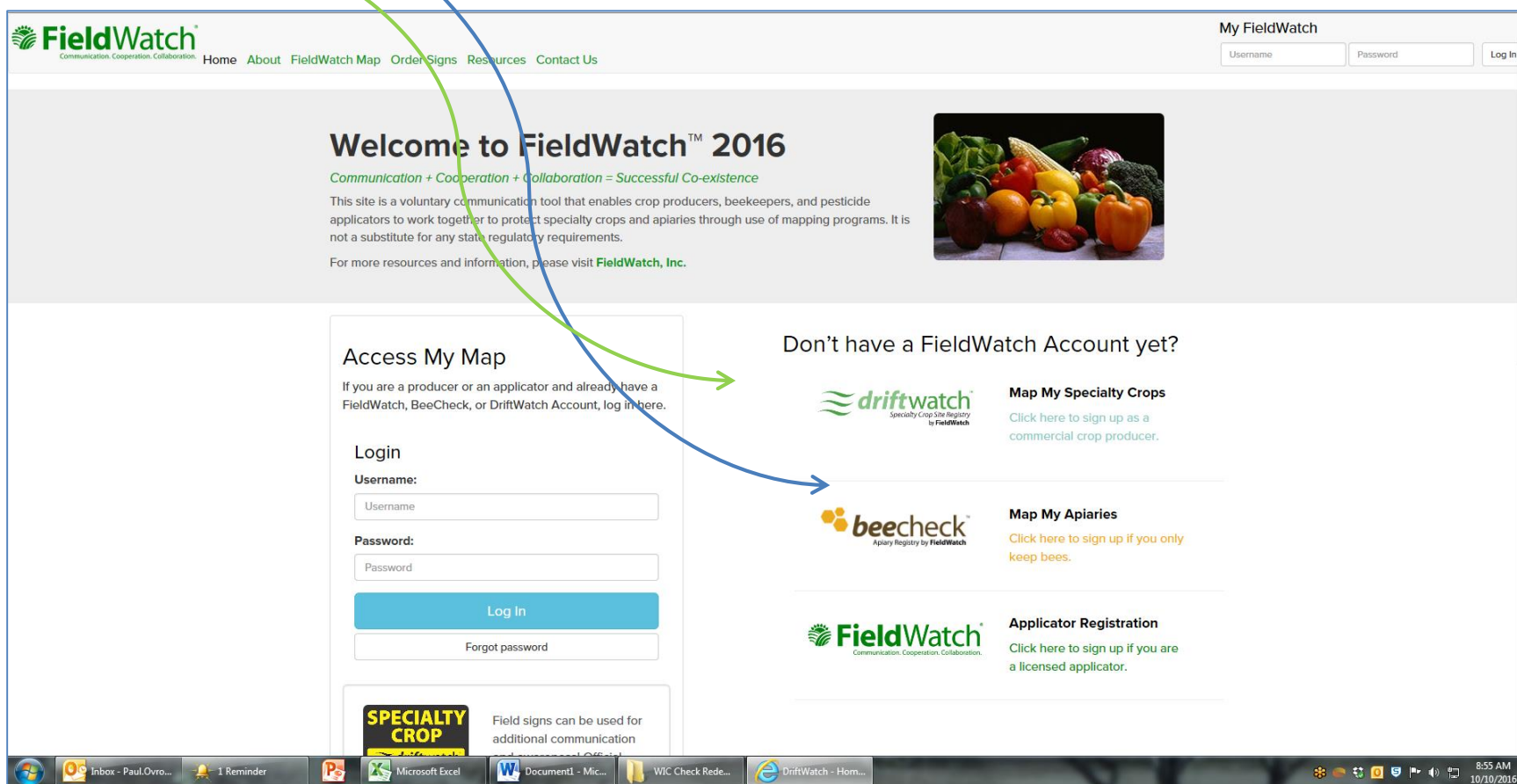
*Bob Walters*

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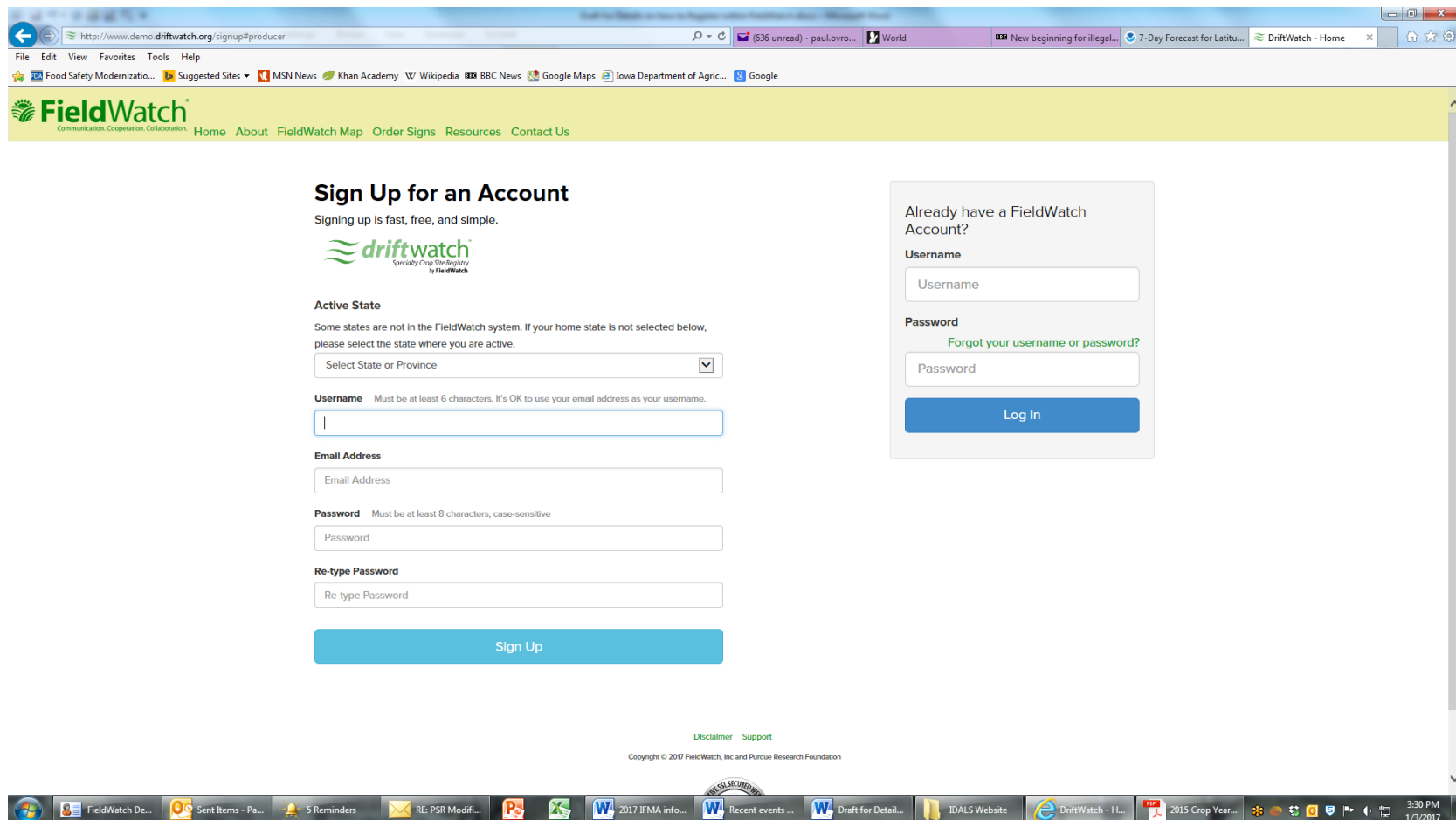
Below is an image of the FieldWatch homepage ([www.fieldwatch.com](http://www.fieldwatch.com)). Please click the panel and tool that represents your core industry.



For first time users: **Beekeepers** (that **do not** have commercial sensitive/specialty crops) please click the “BeeCheck” logo. Commercial sensitive/specialty **crop producers (with or without beehives)** please click the “DriftWatch” logo (the DriftWatch link allows crop producers to also enter beehive sites). Licensed pesticide applicators would click the “FieldWatch” logo.



After clicking the appropriate logo, an image like the one below will pop up. This page allows registration into the system using a username and password. You may use your email address as your user name. If you do not have an e-mail address, you must enter [no.email@driftwatch.org](mailto:no.email@driftwatch.org) as the e-mail address. **Write down and save your username and password for later use.** Click the “Sign Up” button when finished.



The screenshot shows a web browser window with the URL <http://www.demo.driftwatch.org/signup#producer>. The page features a green header with the "FieldWatch" logo and navigation links: Home, About, FieldWatch Map, Order Signs, Resources, and Contact Us. The main content area is titled "Sign Up for an Account" with the subtext "Signing up is fast, free, and simple." Below this is the "driftwatch" logo and the text "Specialty Crop Site Registry by FieldWatch".

The registration form includes the following fields and instructions:

- Active State:** A dropdown menu labeled "Select State or Province" with a downward arrow. Text below reads: "Some states are not in the FieldWatch system. If your home state is not selected below, please select the state where you are active."
- Username:** A text input field. Text below reads: "Must be at least 6 characters. It's OK to use your email address as your username."
- Email Address:** A text input field.
- Password:** A text input field. Text below reads: "Must be at least 8 characters, case-sensitive".
- Re-type Password:** A text input field.

A large blue "Sign Up" button is positioned below the form fields. To the right of the main form is a separate box titled "Already have a FieldWatch Account?" containing fields for "Username" and "Password", a link "Forgot your username or password?", and a blue "Log In" button.

At the bottom of the page, there are links for "Disclaimer" and "Support", and a copyright notice: "Copyright © 2017 FieldWatch, Inc and Purdue Research Foundation". The Windows taskbar at the bottom shows several open applications, including "FieldWatch De...", "Sent Items - Pa...", "5 Reminders", "RE: PSR Modifi...", "2017 IFMA info...", "Recent events ...", "Draft for Detail...", "IDALS Website", "DriftWatch - H...", and "2015 Crop Year...". The system clock shows 3:30 PM on 1/3/2017.

The next screen to pop up looks like the one below. Please complete the contact information that is requested and when finished click on “Create Account.”

The screenshot shows a web browser window with the URL <http://www.demodriftwatch.org/signup#producer>. The browser's address bar and tabs are visible at the top. Below the browser window is the FieldWatch website header, which includes the logo and navigation links: Home, About, FieldWatch Map, Order Signs, Resources, and Contact Us. The main content area is titled "Contact Information" and contains a form with the following fields:

- First Name:** A text input field.
- Last Name:** A text input field with the placeholder text "Last".
- Organization (Optional):** A text input field with the placeholder text "Organization".
- Web Site (Optional):** A text input field with the placeholder text "http://".
- Street:** A text input field with the placeholder text "Street".
- Apt (optional):** A text input field with the placeholder text "Apt".
- City:** A text input field with the placeholder text "City".
- State / Province:** A dropdown menu with the text "Select State or P" and a downward arrow.
- Zip or Postal Code:** A text input field with the placeholder text "Zip".
- Phone:** A text input field with the placeholder text "(xxx) xxx-xxxx".
- Active State:** A dropdown menu with the text "Iowa" and a downward arrow. Below this dropdown is a note: "Some states are not in the FieldWatch system. If your home state is not selected below, please select the state where you are active."

At the bottom of the form is a large blue button labeled "Create Account". Below the form, there are links for "Disclaimer" and "Support", and a copyright notice: "Copyright © 2017 FieldWatch, Inc and Purdue Research Foundation". The Windows taskbar is visible at the bottom of the screen, showing various open applications and the system clock.

A “disclaimer box” will appear next. If you agree to the terms, check the box by the sentence that begins, “By checking this box...” and then click the “Create Account” button.

If you have signed up with BeeCheck, you will be given a disclosure choice for your hives. This option does not apply in Iowa. It is recommended that beekeepers allow their hives to be displayed on the public map so all applicators will be able to see their locations. If you do have a concern about being on a public map, you may mark your hives to be displayed only to applicators registered with FieldWatch.

## Site Location Disclosure

**Crop fields:** All crop field locations are shown on the public map and available for viewing by anyone, including applicators whether they are registered in DriftWatch or not.

**Beehives:** (Skip this step if you do not have beehives to map and go to Contact Information below.) If you have beehives that you are mapping and don't want them on the public map, the beehive location and your contact information can be selectively displayed on the DriftWatch Map based on your preferences as follows:

**Display My Beehive Locations To:**

- ☒ Everyone viewing the DriftWatch Map.
- ☐ Registered FieldWatch applicators only. (Not all applicators who use DriftWatch are signed-up on the website).

## Contact Information

For all crop sites, your basic contact information is requested to facilitate communication between producers and applicators and also allows us to increase the accuracy of the DriftWatch Map. You can choose who can see your information by selecting from the options below:

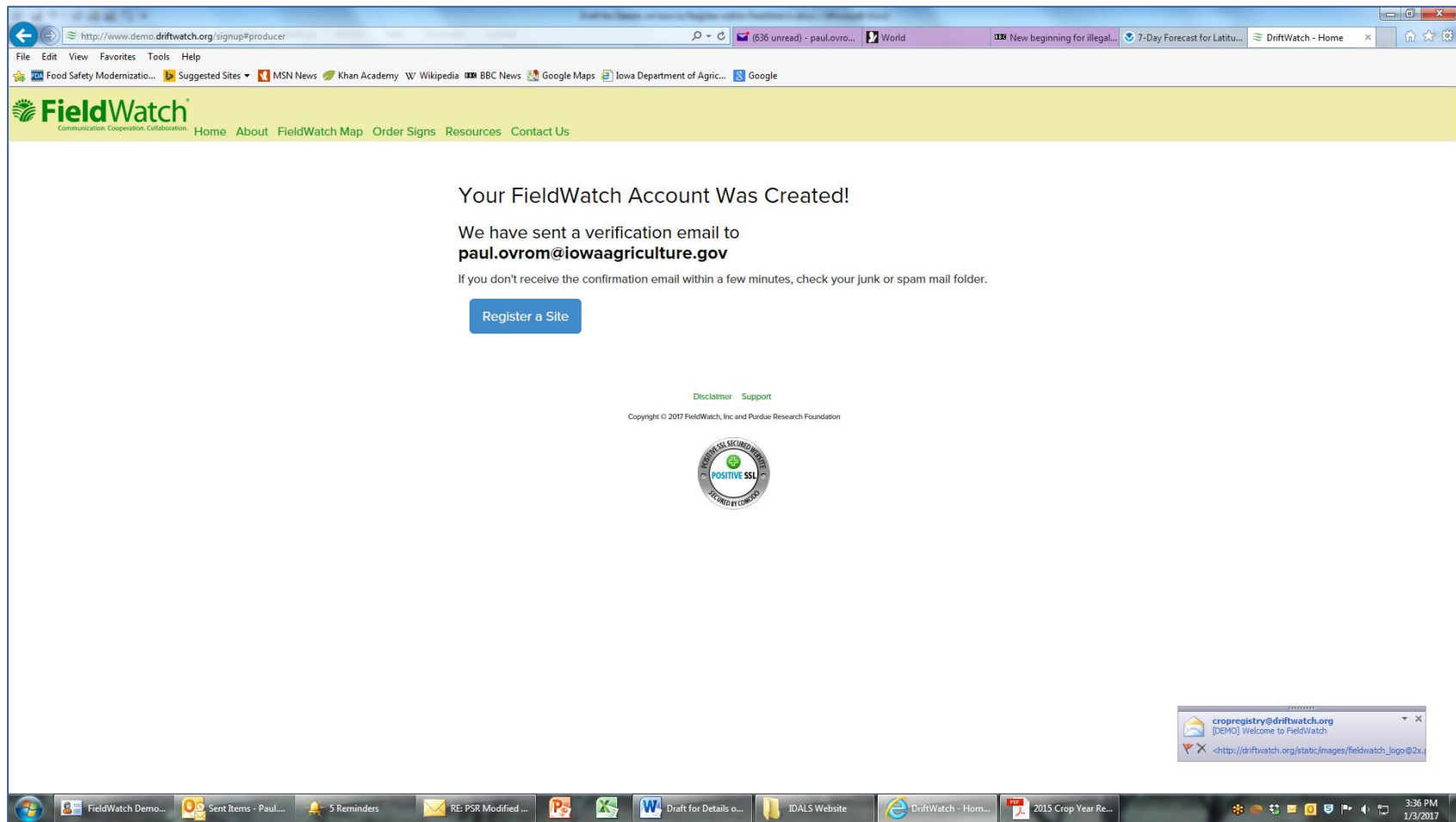
**Display My Contact Information To:**

- ☒ Everyone viewing the DriftWatch Map.
- ☐ Registered DriftWatch Producers and Applicators only.
- ☐ Registered FieldWatch Applicators only. (Not all applicators who use DriftWatch are signed-up on the website).

**First Name:**

**Last Name:**

The next screen will be a confirmation that you are registered and **you should receive an e-mail** to that effect if you have e-mail. Click on the “Register a Site” button on the FieldWatch confirmation screen (see the image below).





Next you should now see an image on your computer screen like the one below (if your screen does not show the white “Submit New Specialty Site” or “Submit New Hive” box, click on the green “Submit New Site” or green “Add Hive” button in the near upper left of the screen).

The map shown on this page has filters that are controlled on the left by checked boxes (I’ve circled the area in red below). For all intents and purposes, you can ignore those checked boxes on the left hand of the screen unless you want to see, say, only “beehive” sites in Iowa, or only “grape” sites in Iowa.

driftwatch IOWA SPECIALTY CROP SITE REGISTRY

Home About DriftWatch Map Order Signs Resources

SUBMIT NEW SITE Go To My Location

**Growing Conditions**

- ☒ All
- ☒ Conventionally Grown
- ☒ Organically Grown (in states permitted)
- ☒ Certified Organic

**Crop Types** ALL STATES IA

- ☒ All
- ☒ Grapes
- ☒ Non-specialty Certified Organic
- ☒ Non-specialty Transition to Certified Organic
- ☒ Nursery Crops
- ☒ Orchard (Nuts, Fruit, Trees)
- ☒ Pumpkins or Melons
- ☒ Vegetables
- ☒ Other

**Map Overlays**

- ☒ State Apiary Distance
- ☐ County Lines
- ☐ Commercial Wind Farms

**Submit New Specialty Site**

Step 1 Enter Basic Site Information

- ☒ **Select the Crop Year for this Site** 2017
- ☒ **Select Your Site's State or Province** Iowa
- ☒ **Specialty Crop Type** (Select Specialty Crop Type)
- ☒ **Growing Conditions**
  - ☐ Conventionally Grown
  - ☐ Certified Organic
- ☒ **Active Dates**
  - ☐ Site will be registered as soon as it is approved.
  - ☐ Date your site will appear on the DriftWatch map: mm/dd/yyyy
  - ☐ Keep site through year end for renewal.
  - ☐ Date site will expire from the DriftWatch map: mm/dd/yyyy

Cancel Next



**For crop producers:** In the white “Submit New Specialty Site” box click on the rectangular box just under “Specialty Crop Type” and select from the options presented that best fit your crop (see the image on the previous page). Those options are shown below.

If you’re a producer of a commercial garden with both fruits and vegetables, I’d suggest selecting “vegetables” as the crop type. Or if you grow primarily fruits, select the “fruits” option. Another option for many producers: if your crops are in adjoining fields that can be easily separated by crop types (for example your pumpkin field is just north of your strawberries and those are just east of your orchard), you can create one site for a particular crop and another site for an adjoining crop, etc.

The specialty crop type “Non-specialty Certified Organic” refers to growers of organically grown conventional row crops like corn and soybeans, or small grains, or pastures. **For all other organic crops**, select the crop type that best fits your crop and you’ll be able to designate it as organic in the next box on the screen (see the image on the next page).



The image shows a web form titled "Specialty Crop Type" with a help icon (question mark) in the top right corner. Below the title is a dropdown menu with the following options: "(Select Specialty Crop Type)", "Beehives", "Berries", "Evergreen/Christmas Trees", "Fruits", "Grapes", "Non-specialty Certified Organic", "Non-specialty Transition to Certified Organic", "Nursery Crops", "Orchard", "Pumpkins or Melons", "Vegetables", and "Other". Below the dropdown menu is a radio button followed by the text "Site will be registered as soon as it is approved."

**For Beekeepers:** Click on the green “Add Hive” button in the upper left and a “Step 1” box will appear (see below). Within the Step 1 box, select the appropriate answer to the “Purpose of Bees” and “Active Dates” options using the dropdown menus. Once you have answered the “Purpose of Bees” option, a question will appear asking you how many hives are at this location. Please type in the number of hives in the box provided. Complete this Step 1 box by answering the “Active Dates” questions. Click on the “Next” button and you will be taken to a “Step 2” box (see the image on page 12).

The screenshot shows the BeeCheck IA website interface. A modal window titled "Submit New Hive" is open, displaying "Step 1: Enter Basic Site Information". The background shows a map of Lake Meyer County Park with a satellite view selected. The modal form includes the following sections:

- Select Your Site's State or Province:** A dropdown menu with "Iowa" selected.
- Purpose of Bees:** A dropdown menu with "(Select Purpose)" selected. The dropdown list shows options: "(Select Purpose)", "Commercial Honey Producing Bees", "Commercial Managed Pollinators", and "Hobbyist".
- Active Dates:** Two radio button options:
  - ☐ Site will be registered as soon as it is approved.
  - ☐ Date site will appear on the BeeCheck map:  (calendar icon)
  - ☐ Keep site through year end for renewal.
  - ☐ Date site will expire from the BeeCheck map:  (calendar icon)

At the bottom of the modal are "Cancel" and "Next" buttons.

**Crop producers:** After selecting the crop type, under “Growing Conditions” you must select whether the crop is grown conventionally or as certified organic (see below). If organic, you must include the name of the certifying company and the organic certification number. Complete the “Active Dates” portion of the site information screen and when finished click “next” in the blue box in the lower right.

The screenshot shows the Iowa Specialty Crop Site Registry website. The main navigation bar includes links for Home, About, DriftWatch Map, Order Signs, and Resources. A sidebar on the left contains filters for Growing Conditions and Crop Types. The main content area displays a map of Iowa with a satellite view. Overlaid on the map is a form titled 'Submit New Specialty Site' with the following sections:

- Step 1: Enter Basic Site Information**
- Select the Crop Year for this Site:** 2017
- Select Your Site's State or Province:** Iowa
- Specialty Crop Type:** Vegetables
- Growing Conditions:** Certified Organic (selected). Fields for 'Certified By:' and 'Certification Number:' are present.
- Active Dates:** Two options are shown: 'Site will be registered as soon as it is approved.' and 'Date your site will appear on the DriftWatch map:'. The second option has a date input field set to 'mm/dd/yyyy'.

At the bottom right of the form are 'Cancel' and 'Next' buttons.

A “Step 2” screen will pop up (see below):

The screenshot displays the DriftWatch website interface. On the left, there are filters for 'Growing Conditions' and 'Crop Types'. The main area shows a map of Iowa with a satellite view. A modal window titled 'Submit New Specialty Site' is open, showing 'Step 2: Enter Additional Notes'. The modal contains three optional fields, each with a checkmark icon and a question mark icon:

- Optional Site Nickname**: A text input field.
- Optional Comments for Public Registry**: A text input field.
- Optional Comments for the State Data Steward**: A text input field.

At the bottom of the modal, there are three buttons: 'Cancel', 'Go Back', and 'Next'.

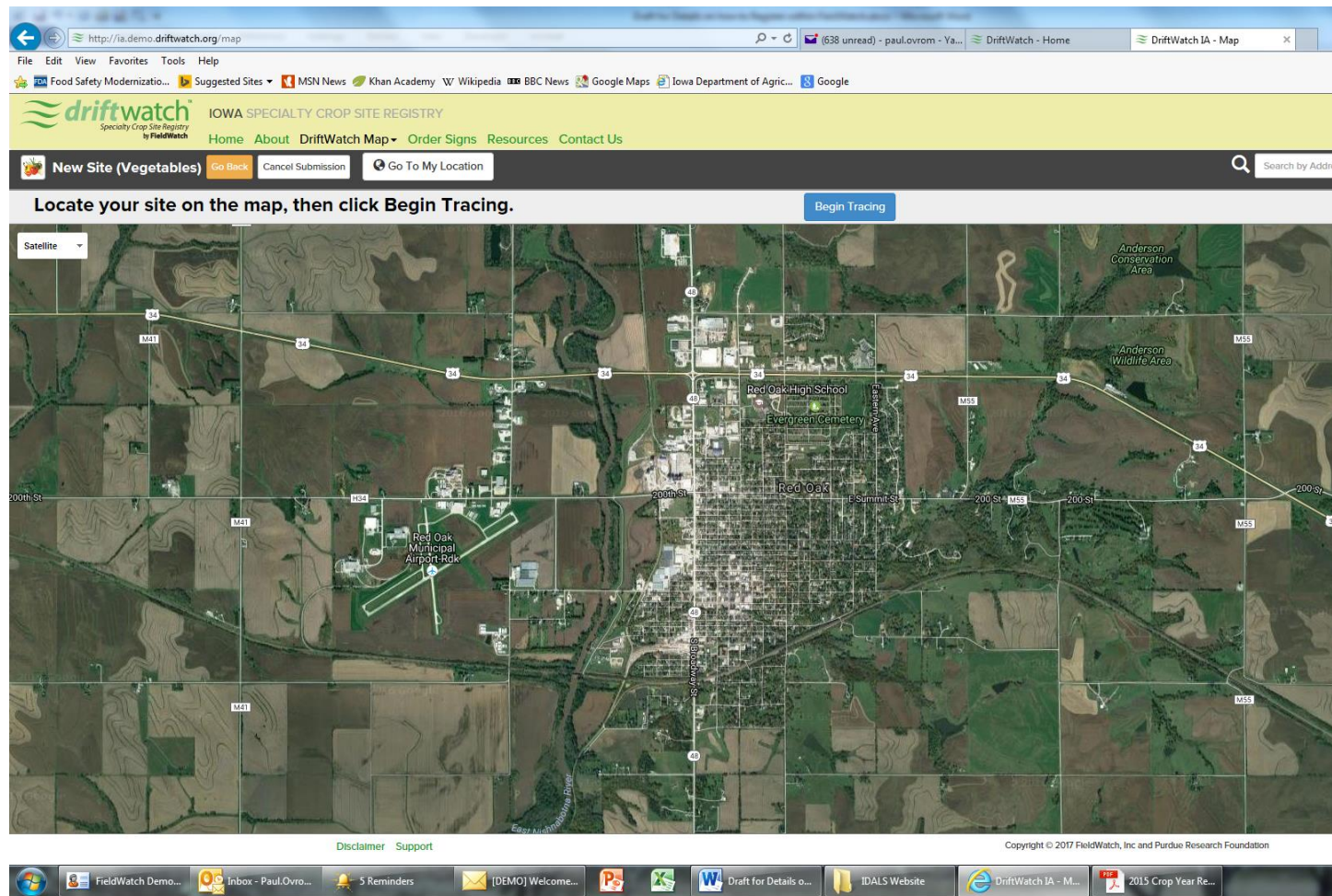
On this screen you may give your site a nickname, place comments for viewing on the public site, and leave a message for your State Data Steward. This information is all optional. **If you have more than one site, we suggest giving each site a nickname.** You may leave this screen blank if you wish. When finished, click on “Next” in the lower right of this “Step 2” box.



It is now time to map your site using the mapping features provided by FieldWatch (“Step 3” below). The FieldWatch system allows you to type in an address – or even just a town and state, and then click the “Draw Site on Map” button. Or, if the map behind the white “Step 3” box is near where your hive or crop site is located, you can opt for the second bullet on the screen next to “I already have the map near my site’s location.” A third option is the last bullet next to “Center the map using my current location.” Selecting this option will take the map to the address that you entered in your contact information when you first registered (typically your mailing address).

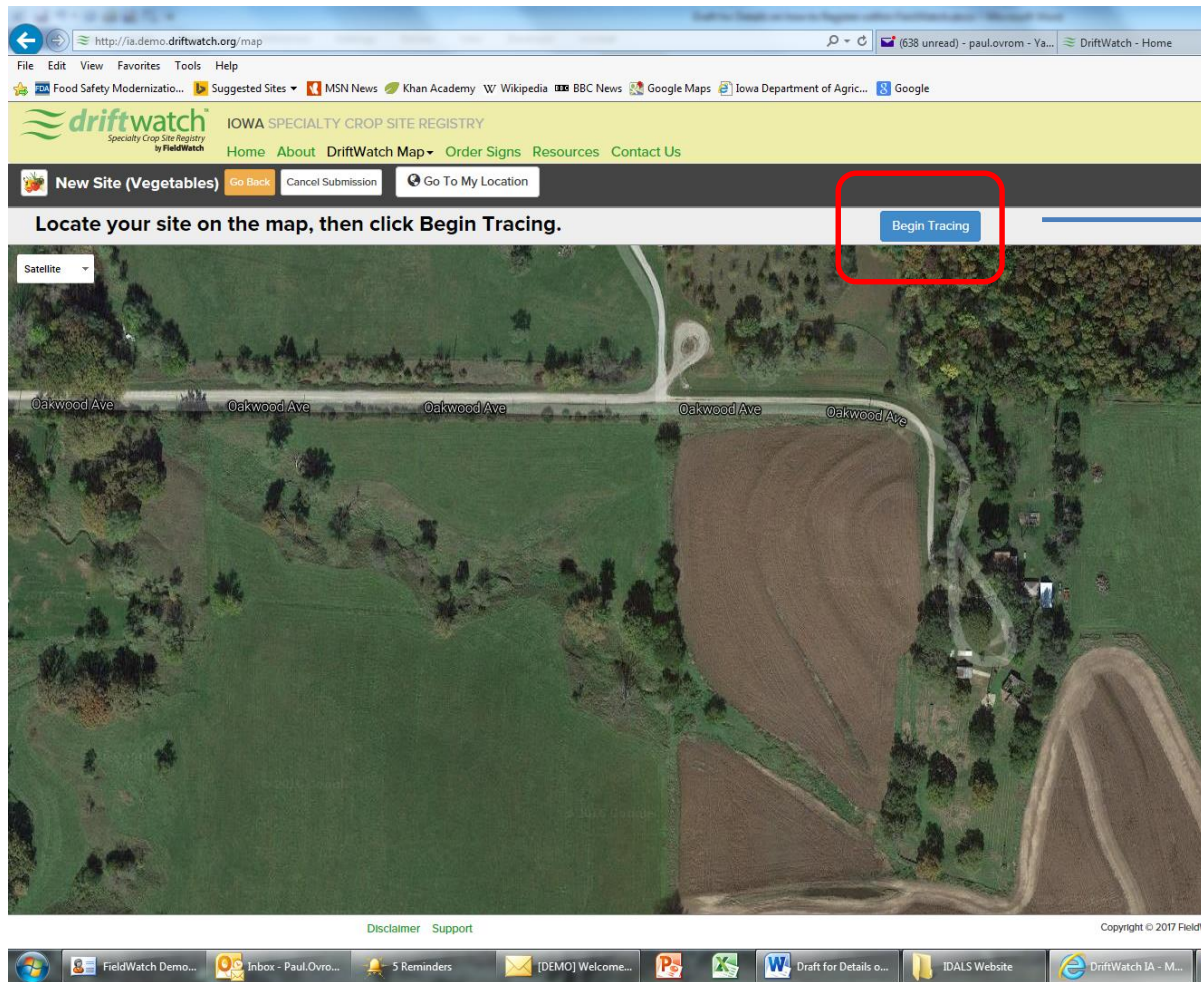
The screenshot displays the Iowa Specialty Crop Site Registry website. The main interface includes a sidebar with filters for Growing Conditions (All, Conventionally Grown, Organically Grown, Certified Organic) and Crop Types (All, Beehives, Berries, Evergreen/Christmas Trees, Fruits, Grapes, Non-specialty Certified Organic, Non-specialty Transition to Certified Organic, Nursery Crops, Orchard (Nuts, Fruit, Trees), Pumpkins or Melons, Vegetables, Other). The main map area shows a satellite view of Iowa and surrounding states (South Dakota, Nebraska). A modal window titled "Submit New Specialty Site" is open, showing "Step 3 Map Your Site". The modal contains a "Lookup Site On Map" section with a search bar and three radio button options: "Center the map on the following address, postal code, or lat/lon pair:" (selected), "I already have the map near my site's location", and "Center the map using my current location". The modal also includes "Cancel", "Go Back", and "Draw Site on Map" buttons.

After clicking the “Draw Site on Map” (or “Place Hive on Map”) button, you will be taken to a map near to or over your site. The image below was produced when “Red Oak, IA” was typed into the “Lookup Site on Map” box (screen shot above).



Feel free to play around with the map presented on your computer screen. You can click on the map and drag it up, down, left, right. You can also zoom in on a location (or zoom out) using the “+” and “-” symbols in the bottom right of the screen. This was done to produce the screen image below. You must click “begin tracing” to create your map.



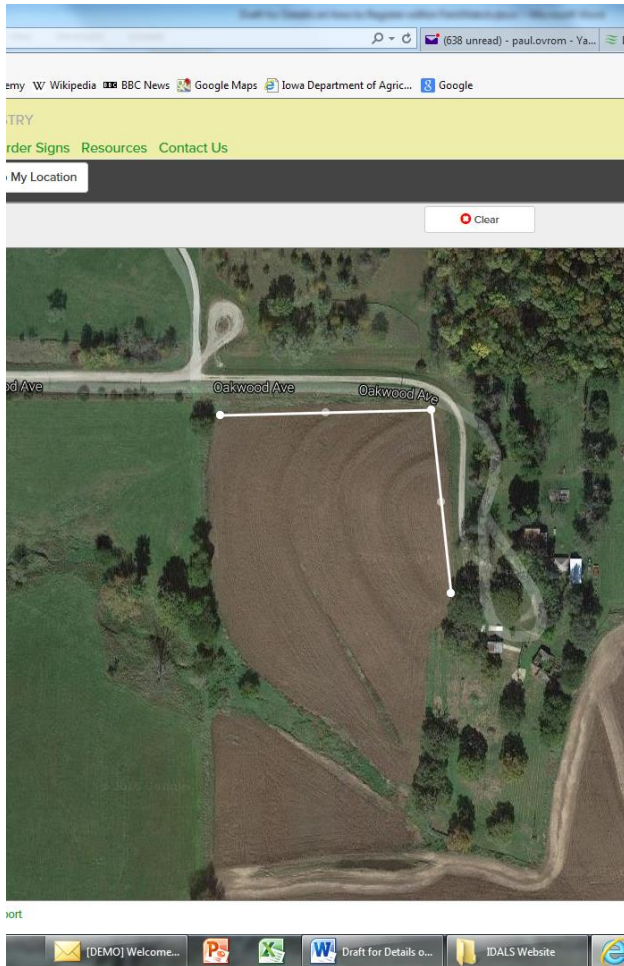


For hive sites,  
this will read “Place Hives”  
For crop sites,  
this will read “Begin Tracing”

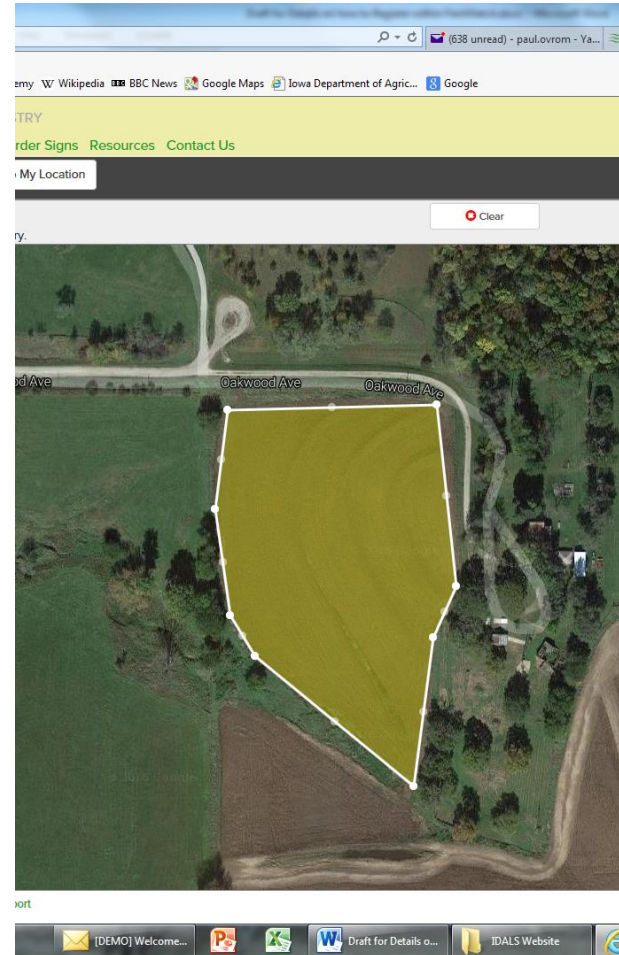
**For beehives:** Click the “Place Hives” button in the upper right. Choose the “Place Manually” option and you are allowed to place your cursor on a particular location on the map, click, and the apiary site location will appear on the map. Click the blue “Done Placing Hives” button in the near upper right to affix the location of the hive or hives. Finally, click the blue “Submit Hives” button in the upper right corner.

**For crop sites:** The mapping feature allows you to trace the outlines of your field using the “Begin Tracing” button in the top center of the screen (see above circled in red).

**For crop sites, continued:** Click on the “Begin Tracing” button and then move your cursor to a corner of your field. Click your mouse or tap your touch pad and then release (don’t hold down on your mouse). Move the cursor to the next field corner and click again. A solid white line will appear between the two points. Continue to click and release to create an outline of your field (see the images below). Once outlined, the field will turn a shade of green or yellow. In the upper right hand corner of the screen, the acreage of the site will be provided. If you’re satisfied with the field outline, click on the “Submit Site” button near the upper right hand corner. **If you wish to start over, click the “Clear” button.**



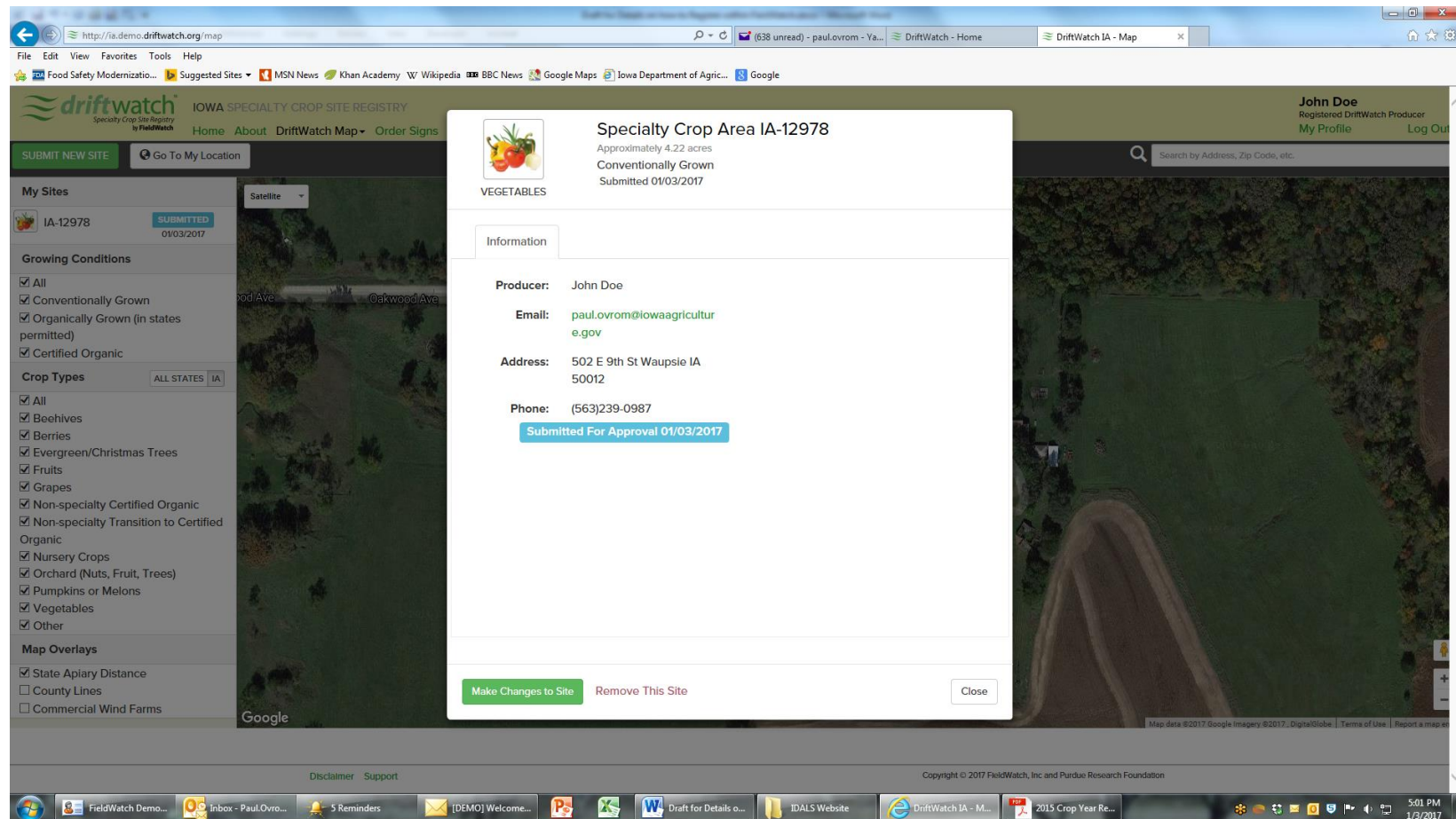
For crop sites





After submitting the site, an “I agree” window will appear asking you to agree to the presented statement. By clicking the “I Agree” button, another pop-up box will appear informing you that the site information has been sent to the State Data Steward for approval. At that time, the data steward will receive an e-mail with information on the site you have just submitted. State Data Steward Contacts can be found [here](#).

At this time, a marker will appear in the center of your field or the location of your hive. You may click on that marker and a pop up window will appear with the information you provided. If you wish to edit this information, click on the green “Make Changes to Site” button.



**You will receive an e-mail** notifying you that the site information you provided has been sent to your State Data Steward for review and inclusion on the FieldWatch database. When your site is approved, you will receive another e-mail to that effect. The site information will then be available for viewing through the FieldWatch system by pesticide applicators.

**If you wish to add another site, click on the green “Submit New Site” or “Add Hive” button in the upper left of the screen and repeat the entry process for another site or hive.**

**At any time during the year, you may log in and edit site information, delete a site, or add a new site.** Once logged in, your sites will be listed on the left hand side of the screen under the heading “My Sites.” Click on any of the sites listed and a pop up box like the one in the image above will appear. Use the options “Make Changes to Site” or “Remove this Site” to edit or delete the site. Use the “Submit New Site” button in the upper left of the screen to add a new site.

**Staff at FieldWatch will send out renewal e-mails within the first two weeks of any given year.** The e-mail will have a link and ask you to login and re-save your sites (and edit if necessary). The sites must be renewed annually to ensure the system doesn’t get cluttered with unreliable information. Having said that, any sites entered after July 1<sup>st</sup>, 2017, will automatically remain on the maps through 2018.

Questions?

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*Thank you for participating in FieldWatch!*