



Sharing Information

Everyone who attends a “Clean Boats, Clean Waters” training workshop is entered into the volunteer database. Each participants name, address, and contact information is collected during the workshop and used in the volunteer database. To view the volunteer database, visit the “Clean Boats, Clean Waters” Web site: <http://www.uwsp.edu/cnr/uwexlakes/CBCW/volunteers.asp>. Volunteers must obtain a user ID and password before they can enter any information into the SWIMS online database.

Use these instructions to receive your user ID and password:

1. To register, go to: <https://www.wisconsin.gov>.
2. Click on the link labeled “Get Your... Wisconsin User ID”.
3. Click on the link labeled “Self-Registration”.
4. Scroll down the page and click “Accept”.
5. Fill in your name and e-mail. (Note: Fields with a red asterik* next to them must be filled out. You do not need to fill in your postal address. Addresses for volunteers are kept in a separate database.)
6. Choose a User ID, password, and a secret question (used in case you forget your account information.)
7. Click “Submit”. Now check your e-mail account. You should have an e-mail from “wisconsin.gov”. Open the e-mail and click on the link in the e-mail. Log in with your new User ID and password.
8. You’re almost done! The final step is to e-mail your User ID to invasive.species@wisconsin.gov. In the e-mail, state that you are a part of Clean Boats, Clean Waters and where you are volunteering (i.e. Big Lake in Shawano County). Within a couple of business days, your User ID will be entered into the SWIMS database, and you will be sent an e-mail letting you know that you’re all set up to enter data.

Use these instructions to enter watercraft inspection information:

1. Go to: <http://dnr.wi.gov/lakes/cbcw-data>.
2. Log in with your user ID and password. If you forget your password, just click on “Forgot Your Password?”
3. Click on the “Submit Data” tab and click “Add New” .
4. Select the project from the dropdown menu. Projects are usually broken down by county. (For example, if you inspected a landing in Bayfield County, choose Clean Boats, Clean Waters - Bayfield County.)
5. Then, select the monitoring station (landing) and data collectors. If there are additional boat inspectors not listed, feel free to list them in the comments area.
6. Enter the Start date and time (when you started working at the landing that day). End date and time are optional.
7. Down below, enter your written observations in the comment box (i.e. weather, wildlife).
8. Click “Next” and fill in your results. The data you enter will be the Totals found at the bottom of your report form.
9. When you’ve filled in your results, click “Save and Add Another Date”, or if you’re finished, “Save and Return to List”. If you click “Save and Return to List” (or if you click “View List” from the “Submit Data” tab), you will see the data you recently entered.



Section 7: How can volunteers share their information?

After you receive your user ID and password, you will be able to enter the information you have collected during the watercraft inspections. Online entry will involve entering the numbers from the “Total” row at the bottom of your report form. When you enter your information online, the computer will automatically assign the water body code (WBIC) for your lake or river. There will be a place for you to enter your landing description if you want to track specific landings. When the data is entered, the computer will automatically tally the number of boats on your diary.

How to Edit Existing Data:

You can edit data you’ve entered during the current season. Here’s how:

1. Log into SWIMS at:
<http://dnr.wi.gov/lakes/cbcw-data>.
2. Click the “Submit Data” tab. Click “View

List”. Click the pencil icon for the date you want to edit.

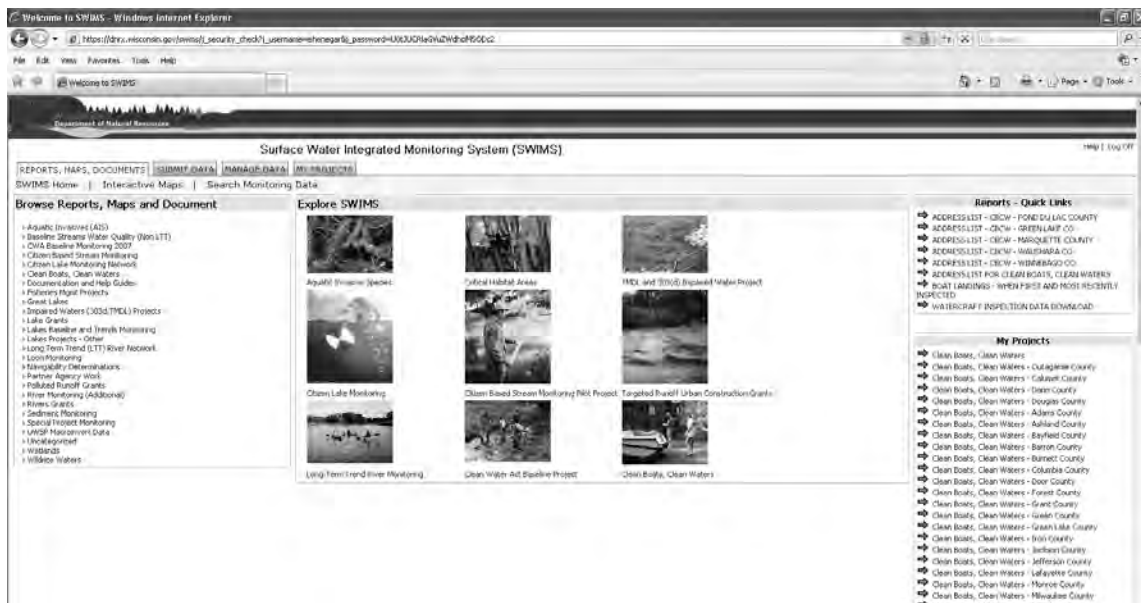
3. You can edit comments, etc. on the first page if necessary, and then click “Next”. You can now edit your results. If you hit “Save and Return to List”, your changes will save.

What if the landing I need isn’t listed? What if I’m not sure?

You can select a landing and click “Show Map” to see where it is located.

Otherwise, contact Jennifer at jennifer.filbert@wisconsin.gov to have a landing added or to suggest a better description for the landing.

If you need assistance with anything related to reporting your data, feel free to contact Jennifer at jennifer.filbert@wisconsin.gov.





How to Use the Watercraft Inspection Report

The report form is fairly straightforward, but here are a few guidelines to assist you in collecting and recording the correct information.

- ◆ In the “Boat Was...” section, note if the boat or trailer was entering the water or leaving the water. Most watercraft inspections take place when boaters are arriving at the landing because there is more time to talk with the boaters as they prepare their boats for the water. However, sometimes boaters aren’t encountered until they’re leaving the landing. Either time offers a good opportunity to share information.
- ◆ The “Questions to Ask Boater” section includes all of the items that you should talk about with the boater. Questions include:
 - Was the boat used during the past five days on a different water body? Answers to this question helps us learn more about the travel habits of boaters.
 - After the last use of your boat, did you take the following prevention steps: Inspect and remove plants, drain water, dispose of bait, ice (or kill) your catch, and wash your boat and equipment or dry it for five days? By stating each question, boaters are able to hear and understand the steps. The answers to these questions are very useful in understanding which steps boaters are aware of and consistently taking.
 - Are you aware of the AIS law? This refers to the state statute that forbids the entry of a boat into water with aquatic plants or animals attached. The intent of this question is not to bully the boater, but simply to see if word has gotten around about the existence of the law.
- ◆ The “Source of Information About Aquatic Invasive Species” question provides a better understanding of how boaters get their information. Simply ask boaters if they have heard of Eurasian water-milfoil or zebra mussels before and what the source was, marking the appropriate box.
- ◆ “Vegetation: Were Plants Present? Were Plants Removed?” gives us data on how many boaters are actually following the first prevention step, as does the question asking whether or not a “Violation” occurred.
- ◆ The “Number of People Contacted” question refers to the number of people who heard your message. This can include any children who were listening while their parents prepared to launch their boats or individuals who were simply visiting the landing.

Best of luck in your watercraft inspection program, and remember to make sure boaters know that they can make a difference!