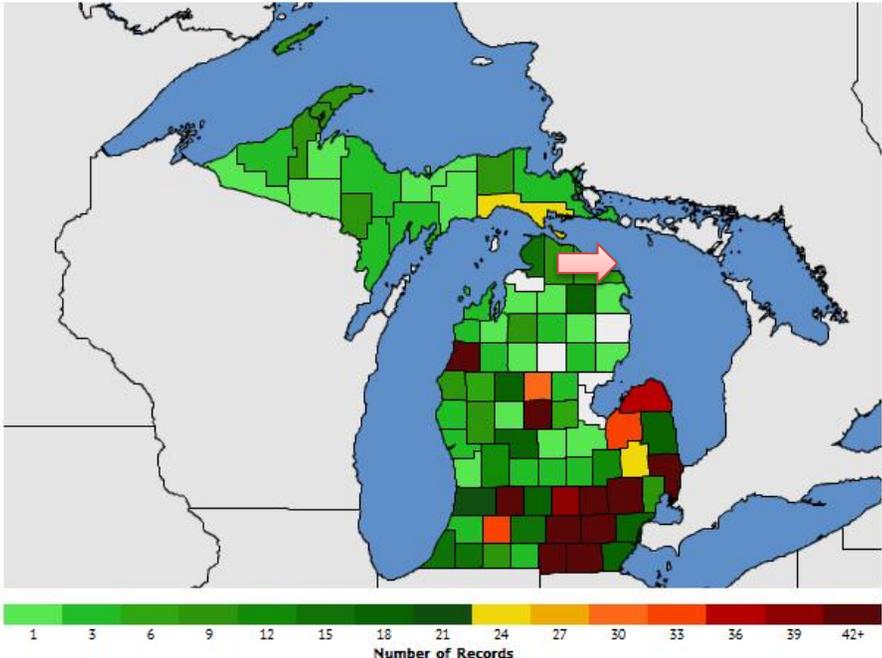Once you've registered and signed in to the Michigan Herp Atlas site, click on Add Record (detailed) on the Homepage to enter your observation.

This will direct you to the New Record form, where you can enter all of the data related to your observation. Fields marked with a red asterisk (*) are required. The more data the better, but only enter what information you can with confidence. Each species observed at each locality should be entered in a different record, however you can list multiple individuals of one species (include the number observed in "Quantity") within the same record. If you observe the same species at multiple different localities, please enter these separately as well.

All data are kept secure, though if you feel extra protection is warranted or when in doubt, please choose "Sensitive" under Security Level.

Locality is required for use of records. This can either be in the "Township/Range/Section" fields or in the "Latitude" and "Longitude" fields (instructions to follow). Many fill-in fields, such as "Locale," are supplemented with instructions and examples. See the bottom left of the page for this information within a yellow pop-up.

Age:	Sex:	Quantity:	Body Temperature:
Metamorph	Unknown	2	F

Time and Location

* ¹ Security Level:	Date:	Time:
Sensitive	May 14 2012	6 : 00 : PM

County:	Township/Range/Section:	Locale:
Barry County	T: 7S R: 1W S: 15	My backyard pond

Method:	Elevation (feet):	Habitat Type:

Latitude:	Longitude:	Coord Method:	Datum:
		----------	----------

Weather and Sky Conditions

Air Temperature:	Ground Temperature:	Humidity Level (%):
F	F	

Sky Conditions:	Moon Phase:	Barometric Pressure:
----------	----------	mmHg

Search Time and Observers

Search Time:	Other Observers:
-- : --	

Additional Information

Notes:

Locale

examples: Snake Road, White Water, The pond in mill park

Vouchers

If you are unsure of the Township/Range/Section but could pinpoint the location of your observation on a map (preferred option), click the magnifying glass icon to the right of "Latitude" and a Google Earth image of Michigan will pop-up. You can then zoom and double click on the location of the herp observation you are entering. When the red map marker is in the correct location, click on the 'X' at the upper right corner of the map. This will populate lat/long coordinates and fill in the remainder of the coordinate fields.

When you can, be sure to enter search time (the time in hours and minutes it took to find the herp) and other observers. Additional information can be provided in the notes section, including diagnostic characteristics used to identify the species, behavior observed, evidence of reproduction, signs of threats to the habitat or species, etc. Upload photos of the herp(s) you observed under "Vouchers." Click submit to finish your record!

This will bring you to a summary page where you can review the information you entered. If you need to make changes to the record, click the edit icon on the top right. You can also edit the record at a later time if needed by signing in and clicking "View My Records" on the left sidebar.

Thank you for entering data in the Michigan Herp Atlas!