



What needs to be submitted to Seagrass-Watch HQ after each monitoring event:

The following should now be submitted to Seagrass-Watch HQ:
<http://www.seagrasswatch.org/faq.html#Q11>

- Original datasheets
 - (we recommend you make a copy for yourself before posting)
- CD containing:
 - completed MS excel spread sheet
 - Available for download at http://www.seagrasswatch.org/data_entry.html
 - quadrat photos (highest quality possible for camera. Do not resize)
 - site & people photos (highest quality possible for camera. Do not resize)
- Photo permission form (a requirement for schools)
 - We require a photo permissions form be submitted with people images from schools (if not photographs cannot be used in Seagrass-Watch extension material and on the web)
- voucher press specimens if collected (if id required).
 - For more information on herbarium press and voucher specimens <http://www.seagrasswatch.org/herbarium.html>

Data can be posted via regular mail to :

*Seagrass-Watch HQ
Northern Fisheries Centre
PO Box 5396
Cairns Qld 4870
AUSTRALIA*

Seagrass-Watch HQ QAQC

Once all the information:

- original field datasheets
- original quadrat/misc photos
 - Photo permission form (requirement for schools)
- excel spreadsheet

has been received, your data will be placed in a queue to be entered into the main database.

As part of Seagrass-Watch Quality Assurance Quality Control (QAQC), Seagrass-Watch HQ also performs a quality check on all long-term monitoring data submitted.

If we have any questions regarding your submitted data, we may contact you for assistance or clarification as it is important that the information derived from Seagrass-Watch be of the highest quality.

Archive:

Once all the data has been entered into the main database and has passed QAQC, the data (original datasheets/quadrat photos/misc photos etc) is then filed/archived securely at QPIF Cairns, for future and historical reference. This ensures that the original data collected is not lost, and can be accessed in the future, should questions/requests arise for particular sites, both in Australia and globally.