

Lake Tahoe Ambassadors – Survey123 instructions

Optional step: **Create a free AGOL account****

1. Head to this link: [Sign In \(arcgis.com\)](https://arcgis.com)
2. Press “Create an account” at the bottom.
3. Click “Create an ArcGIS Public Account”
4. Enter your information.
5. Confirm your email address.
6. Create username and password.
7. Click “Create account”

Be sure to **always stay signed into your AGOL account if you create one. This eliminates the need to enter your email address every time you submit a survey. Your email is associated with your account and automatically collected. Recommendation: every day you start a shift, check that you are logged into your account through the Survey123 app.

Survey 1: Ambassador Activity Report – 2023

1. Download the Survey123 app using this link: [ArcGIS Survey123 Downloads \(esri.com\)](https://arcgis.com). Or by searching for it in your phone’s app store.
2. Log into your AGOL account that you created in the steps above.
 - a. Note: if you did **not** create an account, you may continue without signing in. **HOWEVER, every time you submit a survey you will need to enter your email address**; it will not automatically be collected.
3. Copy this web address in your phone (tip: copy and paste the web address in an email to yourself and open your email on your phone): [Ambassador Activity Report - 2023 - Overview \(arcgis.com\)](https://arcgis.com)
4. In the Survey123 app in your phone, press on the search bar at the top on the page and paste the link you copied in step 3.
5. The survey should automatically be added to your phone.
6. Press the “X” in the top left corner to exit the survey.
7. You should see the survey and Sierra Nevada Alliance’s logo in your survey home page with the text “Ambassador Activity Report – 2023”.

Survey 2: Ambassador Field Report – 2023

1. Download the Survey123 app using this link: [ArcGIS Survey123 Downloads \(esri.com\)](https://arcgis.com). Or by searching for it in your phone’s app store.
2. Log into your AGOL account that you created in the steps above.

- a. Note: if you did not create an account, you may continue without signing in. HOWEVER, every time you submit a survey you will need to enter your email address; it will not automatically be collected.
3. Copy this web address in your phone (tip: copy and paste the web address in an email to yourself and open your email on your phone): [Ambassador Field Report - 2023 - Overview \(arcgis.com\)](#)
4. In the Survey123 app in your phone, press on the search bar at the top on the page and paste the link you copied in step 3.
5. The survey should automatically be added to your phone.
6. Press the “X” in the top left corner to exit the survey.
7. You should see the survey and Sierra Nevada Alliance’s logo in your survey home page with the text “Ambassador Field Report – 2023”.

Notes:

Check your outbox in the Survey123 App on both surveys at the end of each shift once you are connected to Wi-Fi or have cell service. If there is a survey in the outbox, please submit the surveys that evening.

If you have any questions or issues with the surveys or creating an AGOL account, please contact Claire McHenry at cmchenry@ucdavis.edu.