

Landscape Database How To 2023



LEGACY
Land Conservancy

*Protecting and Preserving
Southern Michigan*

1. Go to: <https://landscape.landconservationsoftware.com/#/> & Log in using the information below:

Email address: monitors@legacylandconservancy.org
Password: Protect!Land!50

This will take you directly to the STEWARDSHIP PORTAL

Choose your property from the list of INCOMPLETE SITE VISITS to open and edit the monitoring form.

2. Enter data for the following: (entries are automatically saved)
 - **Status:** the default should be set as “Property Visited”
 - **Date:** This should automatically show the date when you actually did the monitoring. The start and end times will also be shown.
 - **Method(s):** Enter how you got around on the property, typically on foot.
 - **Summary:** Ramblings about the visit go here including any notes about missed photo points, challenges, interesting wildlife, etc.
 - **Personnel:** Document who was on the visit, their roles and total time devoted to the visit. Click the plus sign next to PERSONNEL to add a person. Then check the box and start typing the monitor’s name. When the name pops up select it from the list. Select Type of Volunteer (unless you are staff). Enter the hours devoted to the **entire** visit, including travel, background data gathering, conversations with the landowners, questions to Clint and reporting. Delete entries for personnel who were not on your monitoring visit by clicking on the box next to the name and clicking the trash icon above.
 - **Notes:** Document every time you contact the landowner, noting the date, the method (phone or email), and the reason why (scheduling site visit, answering monitoring form questions, following up on ____, etc.)
3. Scroll down to FORM QUESTIONS. Select yes or no for each question and provide detail for any “yes” response.
 - **Copy of Monitoring Report:** Does the landowner want Legacy to send them a copy of their monitoring report?
 - **Alterations/concerns:** Does anything look significantly different from last year, or look like it has recently changed? Is there anything concerning about this property, the landowner, the neighbors etc.?
 - **Landowner Plans:** Does the landowner have any plans for the coming year concerning conservation, construction or forestry?
 - **Property Ownership:** Does the landowner have any plans to sell or otherwise transfer ownership of their property?
 - **Follow Up:** Does Legacy need to contact the landowner to answer a question, go check out an issue etc.?
 - **Landowner Questions:** Does the landowner need resources concerning conservation issues such as managing invasive species or controlled burns?
 - **Notes About Visit:** This is a catch-all for everything that is not captured by the previous questions – please note anything that should be reviewed by Legacy staff not mentioned elsewhere on the form.
4. Send Clint an email (cmcgill@legacylandconservancy.org) to let him know you completed your visit. Please include any concerns about the property.

FINISHED!!!