

## Returning Your Data -- NY-NJ Trail Conference Invasives Strike Force

### Submitting your Data in an Excel Spreadsheet via Email

This is the preferred method to submit your data. If you do not have Microsoft Excel software or are unable to type up your data, see the next section.

1. Download the Excel spreadsheet form from the website at <http://nynjtc.org/invasives> select the "Return your Data" link from the menu on the left hand side. Or, send email to Linda Rohleder (Irohleder@nynjtc.org) and ask her to email you the spreadsheet.
2. Type in the information from your data sheets.

The **Species**, **Abundance**, **Distance**, and **Habitat** fields are all set up as drop-down lists to ensure that you only enter valid codes, if you type in a code that is not valid, you will get a warning message.

*If you are using a GPS unit borrowed from the Trail Conference ...*

You are not required to type the GPS coordinates (Longitude\_N, Latitude\_W) in the spreadsheet, you only need to include the **GPS Point #**. Simply return the GPS unit to Jeremy Apgar at the Trail Conference office and email your spreadsheet to Linda.

If you wish to submit your data before returning your GPS unit (for example, submitting data for your first assignment, then continuing on to start a second trail assignment), you should type in the coordinates (**Latitude\_N, Longitude\_W**).

*If you are using your own GPS unit ...*

If you are able to extract an electronic file of the waypoints (preferably into GPX format), you just need to include the **GPS Point #** on the spreadsheet, and email your electronic GPS file(s) along with the spreadsheet when you send it in. You can leave the Latitude\_N, Longitude\_W fields blank. If you are unsure how to extract the data from your unit to GPX format, contact Jeremy Apgar ([apgar@nynjtc.org](mailto:apgar@nynjtc.org), 201-512-9348 x15) for assistance.

If you are not able to extract an electronic file of the waypoints, you must type in the GPS coordinates (**Latitude\_N, Longitude\_W**) in the spreadsheet.

3. Double check your data in the spreadsheet against the data you wrote on your data sheets.
4. Email your files to Linda Rohleder (Irohleder@nynjtc.org)

### Submitting your Data the Old Fashioned Way

Return your GPS unit and paper datasheets to Jeremy Apgar at the Trail Conference office in Mahwah, NJ. This is the easiest way to submit your data; however it is the most work for us, since we have to type in all your data from your datasheets.