

# 2025 Data Reporting Guide

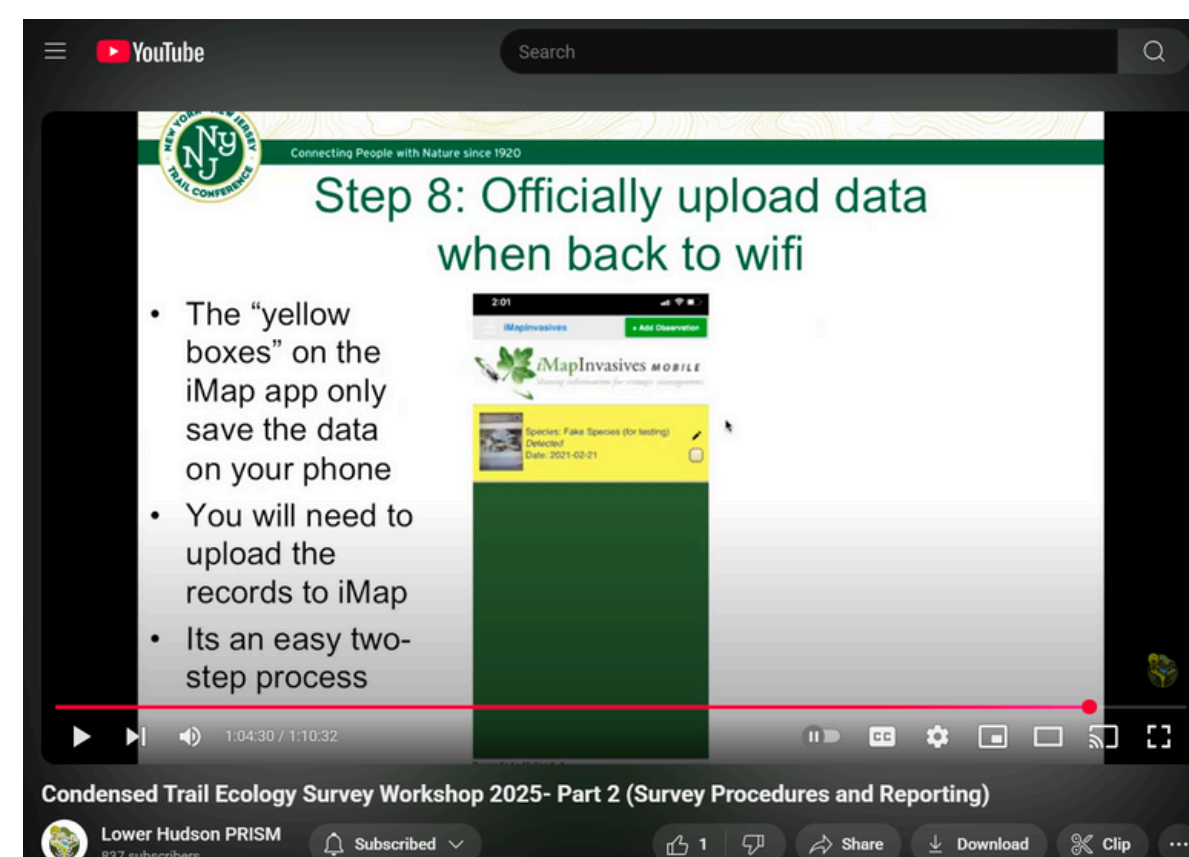
## Trail Ecology Survey Program: 3 Steps for Returning Data



INVASIVE SPECIES  
MANAGEMENT  
LOWER HUDSON

### 1. Follow the Video Instructions Provided

Make sure you complete **STEP 8** of the **Condensed Trail Ecology Survey Workshop 2025- Part 2 (Survey Procedures and Reporting)** video to upload all the “yellow boxes” to iMap once you are back in wifi range. You can find this instruction starting at minute **1:04:30** of the linked training video to the right. Your field iMap data points *can't* be viewed by us until they are uploaded in the manner referred to above! It sometimes takes a while/takes a few attempts to upload these results even at home so be patient. We recommend uploading 5 yellow boxes at a time! They tick off/get processed one at a time which looks like it keeps “thinking” but it is actually processing (just slowly).

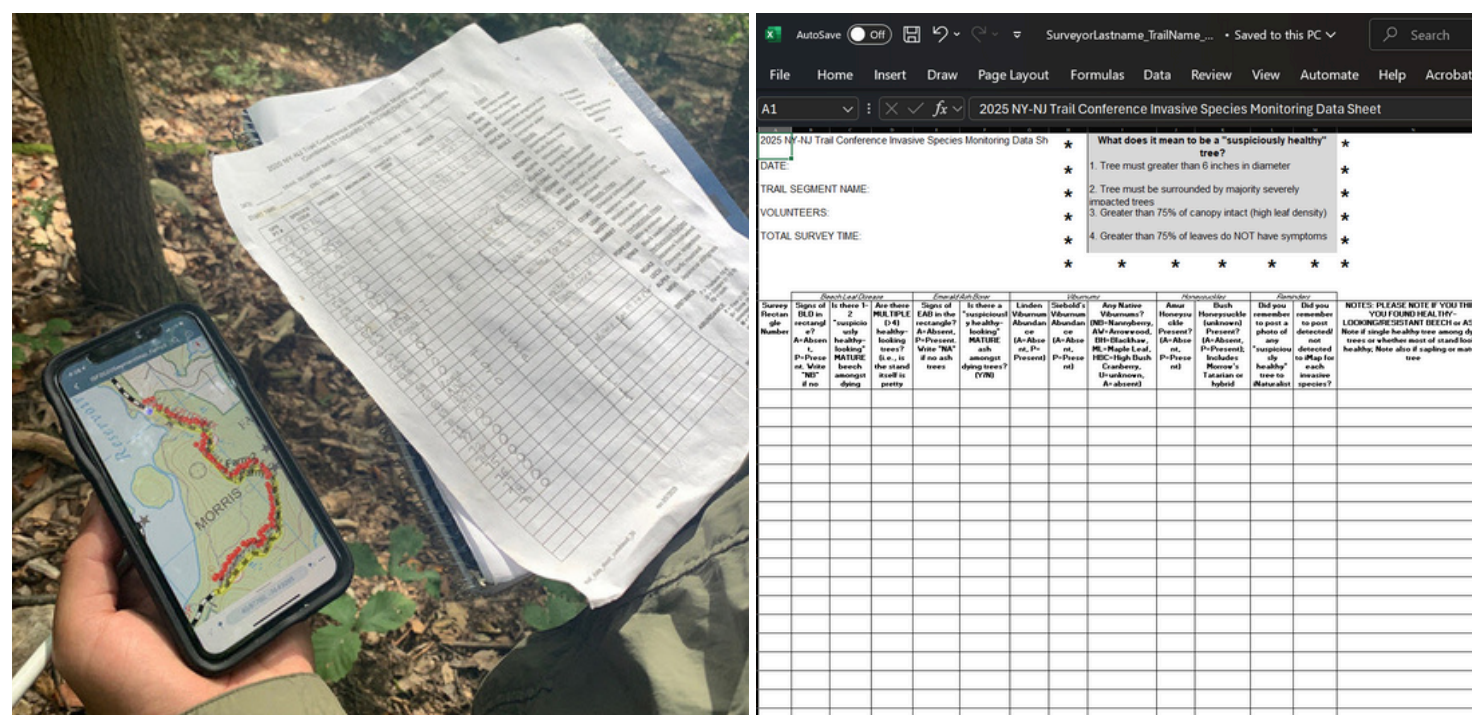


<https://youtu.be/S6KTd7fyE10>

You'll know everything went through successfully when all of the yellow boxes have disappeared (which means they uploaded properly and are no longer in the queue to be uploaded).

### 2. Transfer to Excel Format

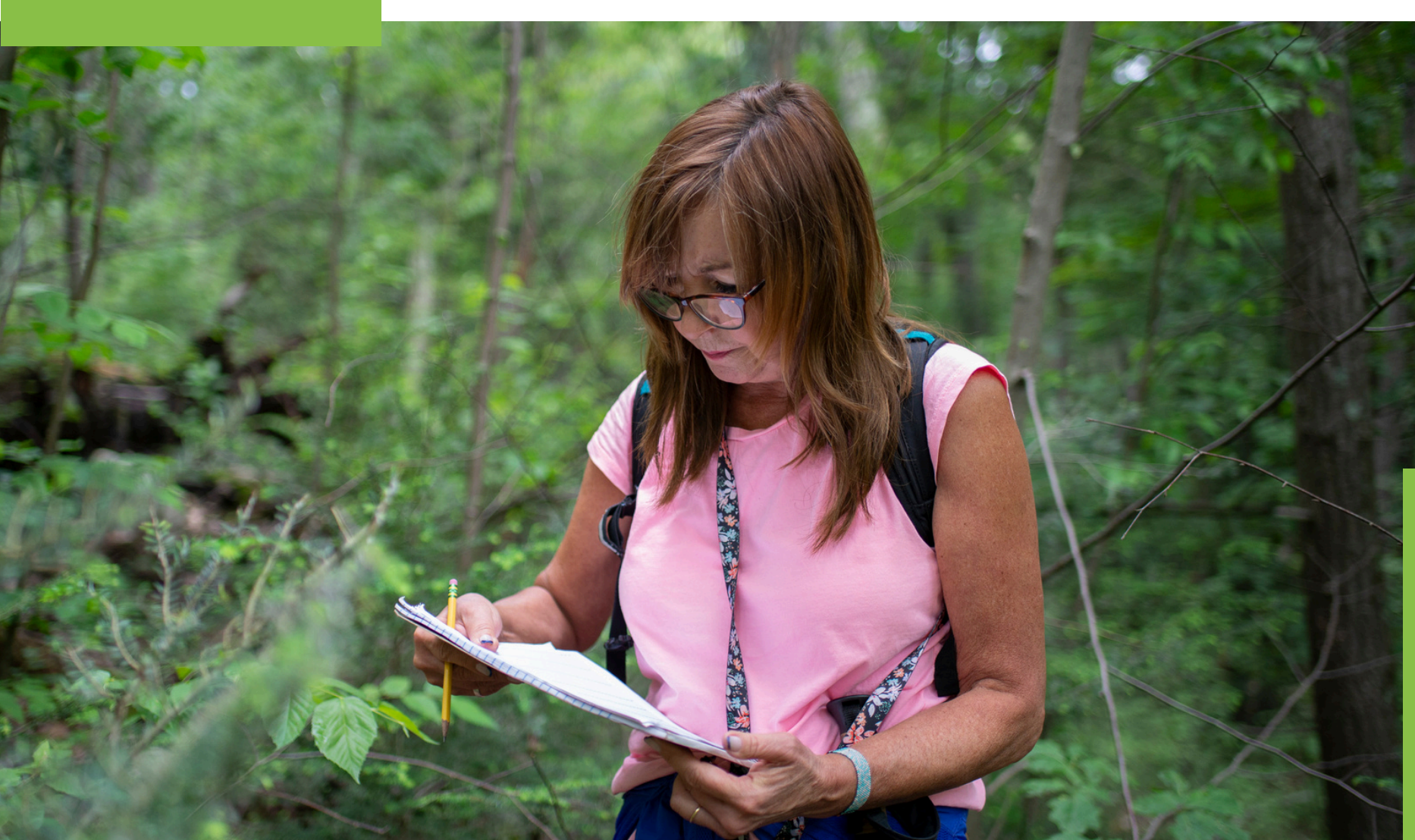
We would appreciate everyone taking time out to transfer their written field data into Excel format. Through [this weblink here](#) you can download and fill out a spreadsheet that you will use to transfer over your handwritten field data into Excel format. Remember to count your travel to and from your survey site as part of your volunteer hours as well as count the time you spent inputting data and record the grand total when entering total survey time. You can also access the download through the Required Resources section of the Trail Ecology survey hub webpage.



Save the file in the format of **SurveyorLastname\_TrailName\_2025**. If we didn't give you an actual trail name in the assignment, just name it after the park and some other signifier such as blaze color or trail section name (e.g., FahnestockBlue or SouthMtnHemlockFallsTrail). We have records of what everyone did so it's easy for us to know exactly where you were.

### 3. Email Us Once You Are Done!

Once the Excel spreadsheet is filled in, please email us at [invasives@nynjtc.org](mailto:invasives@nynjtc.org) to say you are done and have completed the above two steps with the Excel spreadsheet attached!



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opportunities?

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