



## Volunteering with Montgomery Parks through Montgomery FrogWatch

### Welcome

**Welcome Volunteer!** We are so pleased to have you onboard as a Montgomery Parks volunteer through Montgomery FrogWatch, a local chapter of FrogWatch USA. But first, there are a few things we need from you to get started so that you can contribute to monitoring the calls of frogs and toads at aquatic habitats on Maryland-National Capital Park and Planning Commission (M-NCPPC), Montgomery Parks property (Parkland) after dusk.

### Registration

**Volunteer registration** is a multi-step process that ensures you understand your role within Montgomery Parks and your responsibilities as a FrogWatch USA volunteer.

### Volunteer Application & Placement

**Registering as a volunteer** with Montgomery Parks' Volunteer Services Office (VSO) is an important part of gaining access to assigned locations within the park system after hours. The Montgomery FrogWatch Coordinators use this information to coordinate with individual Park Managers and Park Police and to maintain communication with individuals and our overall volunteer cohort. Note that only **volunteers aged 18 and up can register**, but registered volunteers can have family members/friends accompany them during monitoring visits so long as it is safe to do so, and not a distraction from the task at hand.

Any **new volunteers** can register by visiting the [link to become a FrogWatch Community Scientist for Parks](#).

**Returning volunteers** should email [frogwatch@montgomeryparks.org](mailto:frogwatch@montgomeryparks.org) to confirm participation, monitoring site(s), and that their database information is up to date.

If you have not received a message from a Montgomery FrogWatch coordinator within one week of submitting your application/registering as a volunteer, please send a follow up email and we will investigate. Likewise, if there are questions at any time during the registration process, please do not hesitate to reach out for support.

### Registering to Enter FrogWatch Site & Observation Data

The following steps register you as a volunteer for the [national FrogWatch USA program](#) and permit you to enter and explore data in the [FrogWatch-FieldScope online database](#).

#### To create an account in FrogWatch-FieldScope:

1. Navigate to [frogwatch.fieldscope.org/](https://frogwatch.fieldscope.org/) and click **Log in** in the upper righthand corner.
2. Within the Sign-in window, click the **Create an account** button.

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3. Enter all required fields, noting the following:
  - a. **Email** – We recommend using the same email address you used when registering with the Montgomery Parks Volunteer Services Office (using the steps above).
  - b. **School/Organization** – Enter “M-NCPPC Montgomery Parks”
  - c. **Chapter** – Select “Montgomery County FrogWatch (MD)” from the drop-down
  - d. **State** – Enter the state in which you reside. Meaning, you can live in the District of Columbia or Virginia but still monitor as part of the Montgomery FrogWatch Chapter and on behalf of Montgomery Parks.
4. Check your email (including the junk/spam folder) and click the link to activate your account.

### Participation

**Volunteer participation** through Montgomery Parks involves both logging your time and activities while on parkland and entering your observation data into the national database.

### Logging Your Time

We want you to get credit for all of your hard work! Additionally, seeing your time entries serves as an important cross-reference when examining entries to the national FrogWatch USA database.

### To report your hours:

1. **Navigate to [www.ParksVolunteers.org](http://www.ParksVolunteers.org)**. You can bookmark this in your web browser for ease of access.
2. **Click on LOG IN NOW** under Volunteer Login in the righthand panel.
3. **Enter the username and password** you created when originally registering as a Montgomery Parks Volunteer.
4. After completing a site or monitoring visit, click **Report My Service** to submit volunteer hours.
5. Make sure that “**FrogWatch Community Scientist: FrogWatcher’s Logbook Report**” appears in the dropdown under **Please select from the following survey(s)**.
  - a. This is particularly important if you participate in more than one Montgomery Parks volunteer opportunity (e.g., Weed Warriors).
6. **Select the Park Name** where you collected data from the drop-down list.
  - a. If you do not see your park listed here, please contact [frogwatch@montgomeryparks.org](mailto:frogwatch@montgomeryparks.org) ASAP and we will work with the VSO to create that entry.
7. **Enter the date** you visited the site, followed by the **arrival time and departure time**.
  - a. The times should be different than what you entered on your datasheet and will be submitting to the national FrogWatch USA database which should only reflect your three-minute listening interval.
  - b. For the Volunteer Services database, you should enter the time it takes you to commute to the site, collect data, return home, and enter data.
  - c. The database calculates your total hours spent volunteering using the arrival/departure times entered.
8. Indicate whether you have **submitted your observation data** to the national FrogWatch USA online database, [FrogWatch-FieldScope](#). If you have not yet, you can click the link to open a new browser tab to do so and then verify that, yes, data have been submitted. Or, if you plan to enter it later, click ‘No’.
  - a. We recommend that you do all of your data entry at once to make sure nothing gets lost!

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9. You may also enter any **additional notes** that you would like to keep track of in your logbook. If you wish to bring anything to the attention of the Montgomery FrogWatch Coordinator and/or VSO, please follow up directly by emailing [frogwatch@montgomeryparks.org](mailto:frogwatch@montgomeryparks.org) to make sure the message is seen in a timely manner.
  - a. This is different than the notes submitted to the national database about site conditions or that add context to your observations. Rather, here is where you can maintain separate volunteer notes, mention locked gates, that you spoke to Park Police about something, etc.
10. Close the browser or click the **Make another entry** button and repeat the steps outlined above.

### Logging Your Monitoring Observations

The most important part of Montgomery FrogWatch – besides you and your safety – is accurately identifying frogs and toads by call and submitting your data to the national FrogWatch USA online database, [FrogWatch-FieldScope](https://frogwatch-fieldscope.org).

#### To enter your monitoring observations:

1. Navigate to [frogwatch.fieldscope.org](https://frogwatch.fieldscope.org) and click **Log in** in the upper righthand corner. We recommend bookmarking this in your web browser for ease of access!
2. Enter the username and password you created when originally registering and click **Sign in**.
3. Once signed in, click the **+ Add Data** button in the upper right-hand corner of the screen.
  - a. This button will only be visible when logged in.
4. Locate your assigned site in the dropdown list of **All Stations**.
  - a. After entering an observation to the site, it will appear in your list of **Previously used stations**.
  - b. You can type any part of the name to shorten the dropdown list and narrow down your selection.
5. Enter all monitoring observation data as it appears on the screen. Avoid leaving any fields blank.
  - a. Make sure to select degF if you wish to report your temperature in Fahrenheit.
  - b. **Frog & Toad Observation** is used for any species you can confidently identify within the three-minute listening period.
    - i. Select “No Species Heard” under **Species** and “0 – No frogs or toads can be heard calling” under **Call Intensity** to indicate species absence.
    - ii. Hit the “**+ Add Frog & Toad Observation**” button when logging more than one species with its call intensity.
  - c. Use the **Notes** field to denote any species heard outside of the three-minute listening period, to note any species where you were unsure, and to describe any other site conditions or incidental observations that would add context or provide supplemental information for your monitoring visit.
  - d. OPTIONAL: You can upload files such as photos, audio, video, or copies of your datasheet under **Documents**, if you wish.
  - e. **Note:** FrogWatch Coordinators do not receive notifications of these submissions, so you should follow up with [frogwatch@montgomeryparks.org](mailto:frogwatch@montgomeryparks.org) directly if you want to share something particularly noteworthy.