



Sharing Information

Everyone who attends a Clean Boats, Clean Waters training is entered into the watercraft inspector database. Each participant's name, address, and contact information is collected during the workshop and reported. This helps us keep track of the inspection efforts that are going on around the state.

Obtain a SWIMS User ID & Password

Ready to enter your inspection data? Watercraft inspectors must obtain a user ID and password before they can enter any information into the SWIMS online database. Here's how:

1. Go to: <https://on.wisconsin.gov>.
2. Click on the link labeled "Self-Registration".
3. Scroll all the way down to the bottom of the page and click "Accept".
4. Fill in your name and e-mail address. (Note: Only fields with a red asterik* next to them need to be filled out. Leave the postal address field blank. Addresses for inspectors are kept in a separate database.)
5. Choose a User ID, password, and a secret question (used in case you forget your account information.)
6. Click "Submit". Now check your e-mail account. You should have an e-mail from "wisconsin.gov". Open the e-mail and **click on the link in the e-mail**. Log in with your new User ID and password.
7. You're almost done! **The final step is to e-mail your user ID to the SWIMS Help Team at DNRSWIMS@wisconsin.gov**. In the e-mail, be sure to state that you are a part of Clean Boats, Clean Waters and share:
 - ✓ where you are going to be inspecting (i.e. Big Lake in Shawano County).
 - ✓ what lake group or organization you're working with.
 - ✓ whether your CBCW efforts are **grant-funded or volunteer**.

Within a couple of business days, your User ID will be entered into the SWIMS database, and you will be sent an e-mail letting you know that you're all set up to enter data.

Common Questions/Issues & Tips:

- ⇒ **When I open the e-mail to click the link, the link doesn't work.** If the link in the e-mail wraps to the second line and if you click and don't get a log in page, try copying and pasting the part that wrapped around onto the end of the URL.
- ⇒ **I don't know what to put for the Secret Question.** The secret question should be something you can easily remember that doesn't change. You want to pick something where there aren't too many ways to type the answer. For example, name of first pet, color of first



car you owned. The secret question has nothing to do with your password, but if you forget your password, it's a way for the computer to tell that it's really you.

- ⇒ **I don't have an e-mail address.** If you don't have an email address, there are many places on the Web where you can get a free email account from Google, Hotmail (MSN), Yahoo!, etc.
- ⇒ **When I try to fill in my information (name, address, etc.), it doesn't accept it.** There is a bug with entering postal addresses, so leave the address blank. Also note: even if you don't fill in the address, addresses for inspectors are kept in a separate database system, so we will still have your address if you have already given it to us.
- ⇒ **I got a user id and password, but when I try to log into SWIMS, but it won't recognize me.** Be sure to e-mail your user ID to DNRSWIMS@wisconsin.gov. (see step 7)

Entering Your Data Into SWIMS

After you receive your user ID and password, you will be able to enter the information you have collected during the watercraft inspections. Online data entry involves entering the numbers in the "Totals" row located at the bottom of your report form. Here are step-by-step instructions on how to enter your inspection data into SWIMS:

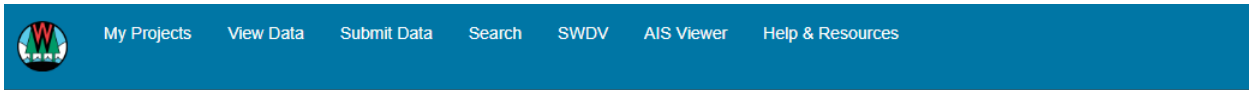
1. Go to: <https://apps.dnr.wi.gov/swims> (this web address is also listed on the Watercraft Inspection Report form).
2. **Log in with your user ID and password.** Make sure to select the box labeled "External Users and Volunteers", then click "Log in". If you forget your password, just click on "Forgot Your Password?".

3. To enter data, select "Submit Data" at the top of the page. Then select the "Submit Data" link that's listed again under the "Monitoring Data" header. You've now reached the "Create Monitoring Data" form where you can begin entering your data. Ensure the correct project is listed by using the dropdown menu.
 - ◆ You can view your active CBCW projects by clicking the "My Projects" link in the top left corner. Projects are specific to a grant and year (for groups that receive grants) or the lake being inspected (for those who are volunteers). If you do not have the correct



Section 3: How do inspectors share their inspection data?

project(s) listed or if you are missing projects, please contact the Statewide CBCW Educator or email DNRSWIMS@wisconsin.gov.



Create Monitoring Data

← Back Save Next

Project*: Clean Boats, Clean Waters - Okauch... Find Project

Data Collectors*: Erin McFarlane Find Data Collector

Station*: 10017617 - Okauchee Lake -- Access Find Station

Start Date*:

Start Time (HH:MM AM/PM)*: : :

Form*: Watercraft Inspection Report (Revised 3/2023) Find Form

- Then, select the data collectors and station (boat landing). If there are additional data collectors (a.k.a. inspectors) that you'd like to add but they're not listed in the dropdown menu, send DNRSWIMS@wisconsin.gov a list of names, and the names will be added to your dropdown box. Alternatively, inspector names can be listed in the "Comments" field.
- Select the Start date and Time (when you started working at the landing that day).
- Under Form, ensure the Watercraft Inspection Report (Revised 3/2023) is selected.
- Below, enter the End Date and Time. Any written observations from the data sheet can be entered in the Fieldwork Comment box (i.e. weather, landing traffic, wildlife).

Fields denoted with an asterisk (*) are REQUIRED.
Fieldwork event data can be corrected later after submitting parameter results below.

You Are Entering Data For:

Project: Clean Boats, Clean Waters - Okauchee Lake

Start Date Time: 05/01/2023

Station: Okauchee Lake -- Access Nr End Of Road T

Form Code: WATERCRAFT_2018

	Parameter	Result
Time Spent	Time Spent by Paid Inspectors (Hours)	<input type="text"/>
Time Spent	Time Spent by Volunteer Inspectors (Hours)	<input type="text"/>
Boat was...	Entering (# Boats)	<input type="text"/>
Boat was...	Leaving (# Boats)	<input type="text"/>
Boat was...	N/A	<input type="text"/>
Contacted this season?	Contacted - Yes	<input type="text"/>
Contacted this season?	Contacted - No	<input type="text"/>
Willing to answer?	Willing - Yes	<input type="text"/>
Willing to answer?	Willing - No	<input type="text"/>
Used Different Water	Used past 5 days?-Yes	<input type="text"/>
Used Different Water	Used past 5 days?-No	<input type="text"/>
Used Different Water	Used past 5 days?-Don't Know	<input type="text"/>
People Contacted	Number of People Contacted	<input type="text"/>

Save Save and Return Next >> Lakes and Rivers Last Visited



8. Click “Next” to begin filling in your totals in the Result column. The data you enter will be in the Totals row found at the bottom of your report form.
9. When you’ve filled in the totals, click “Next” and you can enter any waterbody names that boaters reportedly visited during the past five days.
10. Then, click “Save and Return” to save your data go to a page that shows the data you’ve entered or “Save” to save your data and stay on that same data entry page.

Editing Existing Data

You can edit data you’ve entered during the current inspection season. Here’s how:

1. Log into SWIMS at: <https://apps.dnr.wi.gov/swims>.
2. Click “View Data” listed at the top of the page. This will allow you to view all of the data you’ve entered into SWIMS. Click the pencil icon for the data entry you want to edit.

Monitoring Data you recently updated, or helped collect						
Monitoring Data you recently updated						
Show 10 entries						
Edit	Delete	Fieldwork Seq No	Fieldwork Start	Project	Data Collectors	Status
		317798808	7/24/2022 12:00:00 AM	THREE LAKES WATERFRONT ASSOCIATION: Three Lakes Waterfront Association 2022 CBCW	Traeton Fogerty	COMPLI
		342734299	3/27/2023 1:00:00 PM	ASHLAND COUNTY: 2023 Ashland LMPN - Citizen Training	Erin McFarlane	COMPLI
		342730798	3/25/2023 9:00:00 AM	Citizen Training and Workshops	Erin McFarlane	COMPLI
		317798509	7/21/2022 8:00:00 AM	THREE LAKES WATERFRONT ASSOCIATION: Three Lakes	Traeton Fogerty	COMPLI

3. You can edit your entry on the first page if necessary and then click “Next”. You can now edit the totals entered and the names of lakes and rivers, if needed. Select “Save and Return” to save your changes, and you’ll return to the list of data entries.

Common Question:

⇒ *What if the landing I need isn’t listed? What if I’m not sure?* You can select a landing and click “Show Map” to see where it is located. Otherwise, contact the SWIMS Help Team at DNRSWIMS@wisconsin.gov to have a landing added or to suggest a better description for the landing.

If you need assistance with anything related to reporting your data, contact the SWIMS Help Team at DNRSWIMS@wisconsin.gov.