

Directions for Management Activities Database- soon to be called “My Woods Work”

1. Navigate to www.vermontreefarm.org
2. Click on button for Tree Farm Map and Management Activities Database
 - a. If you do not see this link, then either refresh your page, or take a minute and clear your cookies!
3. Select Tree Farm Map and Management Activities database.
4. Scroll down page and click on the red words “Click here to add your management activities to the database. This should open in a new tab on your browser.
5. This is really just a questionnaire, and you may either type in information or select from multiple choice questions. Let’s go through the form and fill it out!
6. You may add photos to showcase your work on the property. Remember that these will be viewable by the public.
7. When finished answering questions, submit, or if you think you need to start over, clear the form and begin again.
8. Once you have submitted your work, it is automatically entered into the database.
9. To view whatever is happening on Tree Farms across Vermont, go back to the home page, where you chose to fill out the farm.
10. At the bottom of the page, select “Click here to review the entries in our Management Activities database.”
 - a. This also opens directly in a new tab in your browser.
11. The information you entered, generates a Google analytics spreadsheet including all of the information you just entered. You may scroll through there to view your activities and those of other Tree Farmers.
12. Column M populates the photos uploaded from Tree Farmers, However, you will need to go back to the Tree Farm Map and Management Activities database page, which opened from the main Tree Farm page.
13. Once you are finished viewing the spreadsheet, you may print all or a portion.
 - a. In the upper left corner is the printer icon. Select and print using your preferences.
14. When you are finished viewing the spreadsheet, you can just select the back arrow on your browser bar to go back to the page with the link to the photos.
 - a. To view photos, click on the link at the bottom of the page.
 - b. This will reopen in a Google Drive.
 - c. Each photo is listed, and all you need to do is double click to view. You do have the ability to print or download these pictures.

If you have any questions, please feel free to contact us at vermontreefarm@vermontwoodlands.org .