



# ALLIANCE *for the* GREAT LAKES

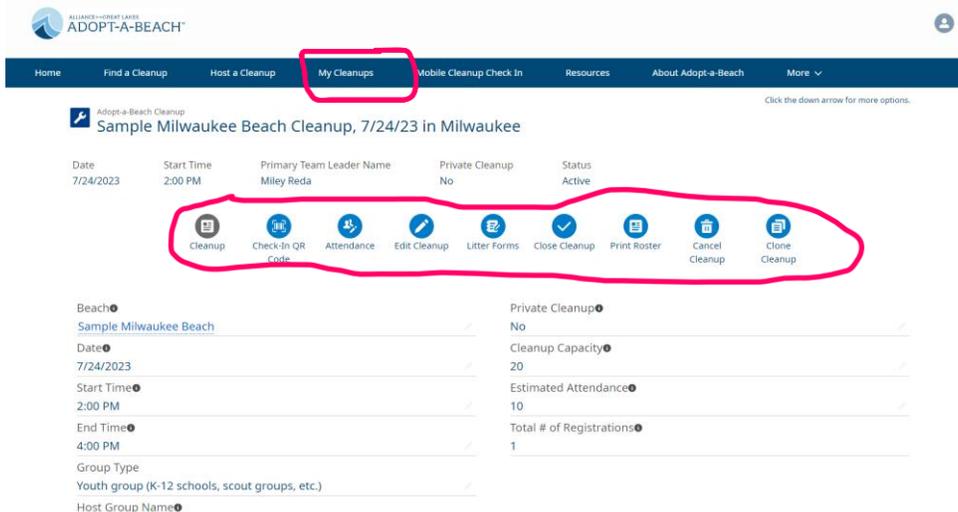
## How to Submit Your Adopt-a-Beach Cleanup Data

1. **Log in to your Team Leader account:** Visit [adopt.greatlakes.org](https://adopt.greatlakes.org) and log in to your Team Leader account using the blue button in the upper-right corner (marked in pink below).



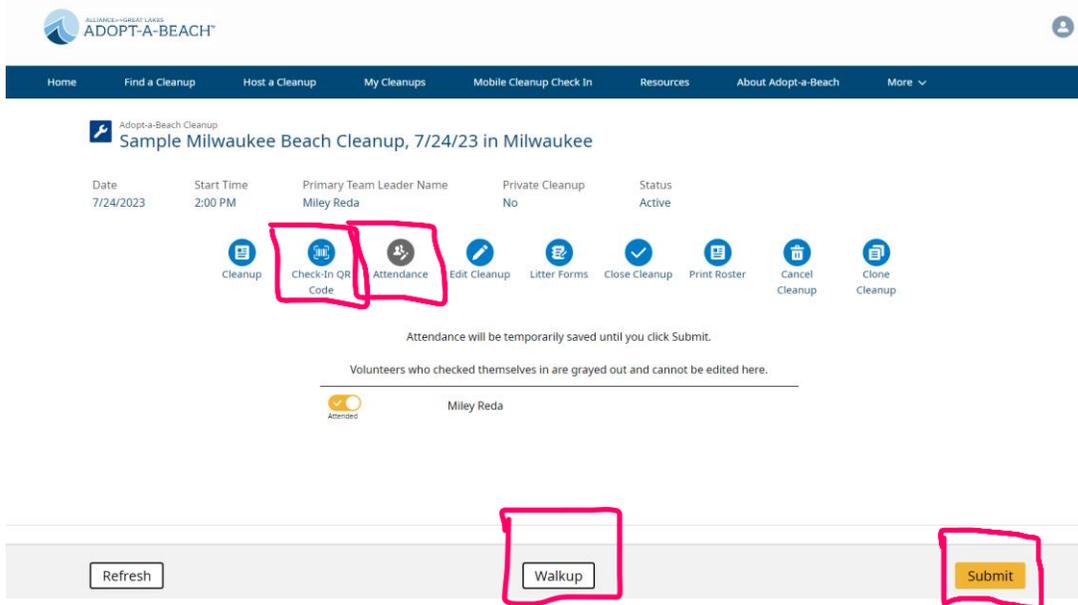
Welcome to the Adopt-a-Beach website!

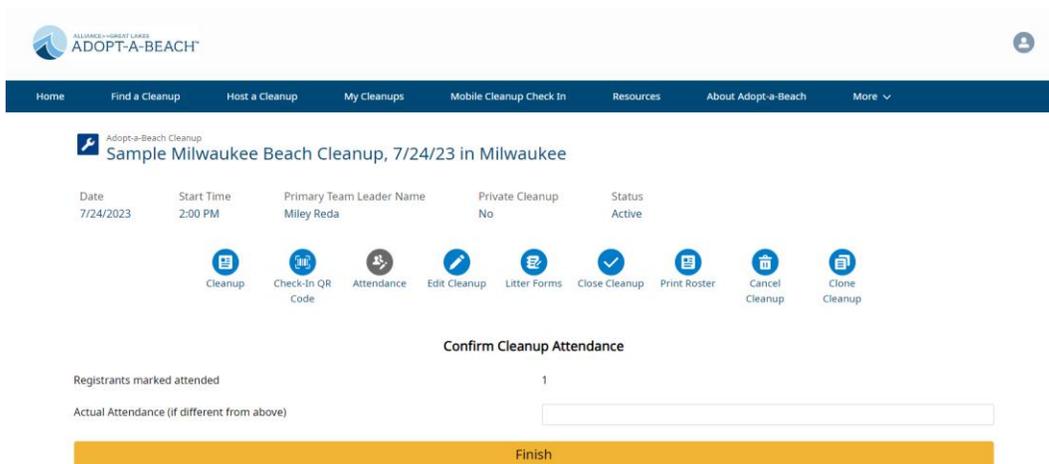
2. **Navigate to your cleanup:** You can access your cleanup page from the “My Cleanups” tab (marked in pink below) in the blue navigation bar when you are logged in.
3. **Cleanup Details page:** Once you are on your cleanup details page, you will see various small blue icons labeled with cleanup functions (Print Roster, Attendance, Clone Cleanup, etc.). Feel free to look through the various functions and to click through the tabs.



4. **Enter Attendance Data:** To enter attendance data for your cleanup, navigate to the blue "Attendance" icon on your Cleanup Details page (marked in pink below). Once you are on that tab, you will be able to take attendance for your cleanup with three easy steps:

- Once you are on the Attendance page, you can indicate who attended your cleanup from the list of registrants with the available toggles.
- Enter information for anyone who attends your cleanup as a walkup attendee (they did not register beforehand). You can either have them sign a paper waiver and use the "Walkup" button (marked in pink below) on the Attendance page to add them (and any accompanying minors) or you can use the "Check-In QR Code" (marked in pink below) to allow them to register for the cleanup and sign off on the waiver using their mobile device.
- Once you are done marking attendance, you will then be able to confirm the total participant count before submitting your final attendance number by selecting the yellow "Submit" button on the bottom right of the Attendance page (marked in pink below). If the number on this confirmation page differs from the actual attendance count, fill in the box with the correct number. To submit your final attendance, select the yellow "Finish" button on the bottom of the page (displayed in the second photo below). Your attendance is now complete!





5. **Enter Litter Data:** Team Leaders now have the option to have volunteers collect litter data with a paper form or on their mobile device!

**If you would like to have volunteers use their mobile devices to collect litter data** for your cleanup, click “My Cleanups” on the blue navigation bar at the top of the home page. Click on the cleanup for which you would like to collect litter data. Then, click on the blue “Check-In QR Code” icon (marked in pink below) under your cleanup details. You can either print this QR code for your cleanup or pull it up on your mobile device. At your cleanup, volunteers can use this QR code to check themselves in or register for the cleanup and to then collect litter data on their mobile device. Litter data submitted by volunteers using their mobile devices will automatically be added to our database for your cleanup.

**If any of your volunteers use paper forms to collect litter data**, you can enter those forms on our website by logging into your Team Leader account and navigating to the “My Cleanups” tab on the blue navigation bar at the top of the home page. Click on the cleanup for which you would like to enter litter data. Then, select the blue “Litter Forms” icon (marked in pink below) under the cleanup details. You can then enter litter totals for each category and select the yellow “Submit” button on the bottom of the page. You can either enter each paper form separately and select “Submit and Add Another” until you have entered them all or you can add up the totals from all of your paper forms and submit them as one entry.

Adopt-a-Beach Cleanup  
Sample Milwaukee Beach Cleanup, 7/24/23 in Milwaukee

Date: 7/24/2023 Start Time: 2:00 PM Primary Team Leader Name: Miley Reda Private Cleanup: No Status: Active

Cleanup
 Check-In QR Code
 Attendance
 Edit Cleanup
 Litter Forms
 Close Cleanup
 Print Roster
 Cancel Cleanup
 Clone Cleanup

Paper Litter Monitoring Form Entry

Use this form to enter any paper Litter Monitoring Forms you have collected. You can enter them one at a time or enter the totals for all paper Litter Monitoring Forms at once.

Number of submitted paper litter forms: 0

FOOD AND DRINK	TOTAL COUNT
6-pack holders	<input type="text"/>
Beverage Bottles (glass)	<input type="text"/>
Beverage Bottles/Pouches (Plastic)	<input type="text"/>
Beverage Cans	<input type="text"/>

- Closeout your cleanup:** Once you have entered your attendance and litter data, you can select the icon “Close Cleanup” (marked in pink below). You can read through the first page to make sure everything has been submitted. Step 2 (after you select the yellow “Next” button, 2<sup>nd</sup> photo below) will allow you to enter the total litter weight removed at your cleanup. Step 3 will allow you to add an optional thank-you message that will be sent to your participants (3<sup>rd</sup> photo below). You will then be able to complete the final step of your cleanup by selecting the yellow “Close Cleanup” button at the bottom of the page (4<sup>th</sup> photo below). Your cleanup is now complete!

Adopt-a-Beach Cleanup  
Sample Milwaukee Beach Cleanup, 7/24/23 in Milwaukee

Date	Start Time	Primary Team Leader Name	Private Cleanup	Status
7/24/2023	2:00 PM	Miley Reda	No	Partially Complete

Cleanup	Check-In QR Code	Attendance	Edit Cleanup	Litter Forms	Close Cleanup	Print Roster	Cancel Cleanup	Clone Cleanup

Step 1/4

### Close Cleanup

Ready to close your cleanup?

Please check the following before proceeding:

#### 1) Attendance

- You have finished taking attendance and nothing needs to be adjusted.
- Every cleanup participant has checked in for the cleanup with you or checked in for the cleanup themselves via their mobile device.
- If you need to make any changes to Attendance, please tap the Attendance icon. Then, come back here when you have finished.

Current Headcount: 1

#### 2) Volunteer Litter Tallies

- All volunteers who tallied litter on their phones have finished doing so and have submitted their counts.
- The number of participants who have currently submitted their litter totals is below. If any volunteers are still working or have not yet submitted their data, please wait until they have done so before closing your cleanup.

Number of Submissions Received: 0

#### 3) Paper Litter Forms

- If any volunteers used paper Litter Monitoring Forms to record data for your cleanup, please make sure you have entered the data from those forms.
- If you have additional forms to enter, please tap the Litter Forms icon and submit the data there. Then, come back here when you are done.

Number of Submissions Received: 0

#### 4) Litter Weight

- You will be prompted to enter the total weight of litter that your group collected, so make sure you have completed weighing all litter before continuing below.

Once all of the above is complete, click Next below.

Next

Adopt-a-Beach Cleanup  
Sample Milwaukee Beach Cleanup, 7/24/23 in Milwaukee

Date	Start Time	Primary Team Leader Name	Private Cleanup	Status
7/24/2023	2:00 PM	Miley Reda	No	Partially Complete

Cleanup	Check-In QR Code	Attendance	Edit Cleanup	Litter Forms	Close Cleanup	Print Roster	Cancel Cleanup	Clone Cleanup

Step 2/4

### Report Litter Weight

Please enter the total weight of all litter collected.

Total Weight (in pounds)

Previous

Next

Adopt-a-Beach Cleanup  
Sample Milwaukee Beach Cleanup, 7/24/23 in Milwaukee

Date: 7/24/2023 | Start Time: 2:00 PM | Primary Team Leader Name: Miley Reda | Private Cleanup: No | Status: Partially Complete

- Cleanup
- Check-In QR Code
- Attendance
- Edit Cleanup
- Litter Forms
- Close Cleanup
- Print Roster
- Cancel Cleanup
- Clone Cleanup

Step 3/4

**Thank Your Volunteers (Optional)**

After the cleanup is closed, participants will be automatically emailed a summary of the litter that your cleanup collected. You can add a personal note here that will be included in the email.

Feel free to include thank-yous, links to photos, or other things you'd like to share with your participants.

Personal Note (255 chars max)

Previous Next

Adopt-a-Beach Cleanup  
Sample Milwaukee Beach Cleanup, 7/24/23 in Milwaukee

Date: 7/24/2023 | Start Time: 2:00 PM | Primary Team Leader Name: Miley Reda | Private Cleanup: No | Status: Partially Complete

- Cleanup
- Check-In QR Code
- Attendance
- Edit Cleanup
- Litter Forms
- Close Cleanup
- Print Roster
- Cancel Cleanup
- Clone Cleanup

Step 4/4

**Close Cleanup**

Click the Close Cleanup button below to finalize litter data & weight, stop further litter tallying, and view final results.

This will also trigger automatic thank-you emails to go out to all volunteers that have checked-in or been marked attended.

Previous Close Cleanup

Adopt-a-Beach Cleanup  
Sample Milwaukee Beach Cleanup, 7/24/23 in Milwaukee

Date: 7/24/2023 | Start Time: 2:00 PM | Primary Team Leader Name: Miley Reda | Private Cleanup: No | Status: Partially Complete

- Cleanup
- Check-In QR Code
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- Clone Cleanup

**Cleanup Closed!**

The cleanup has been closed, litter weight submitted, and volunteers will be receiving thank you emails.

If you need to enter more Paper Litter Forms you can still do so by tapping the Litter Forms icon.

Continue to Final Results