



NY ANNUAL COMMON LOON CENSUS SIGN-UP INSTRUCTIONS



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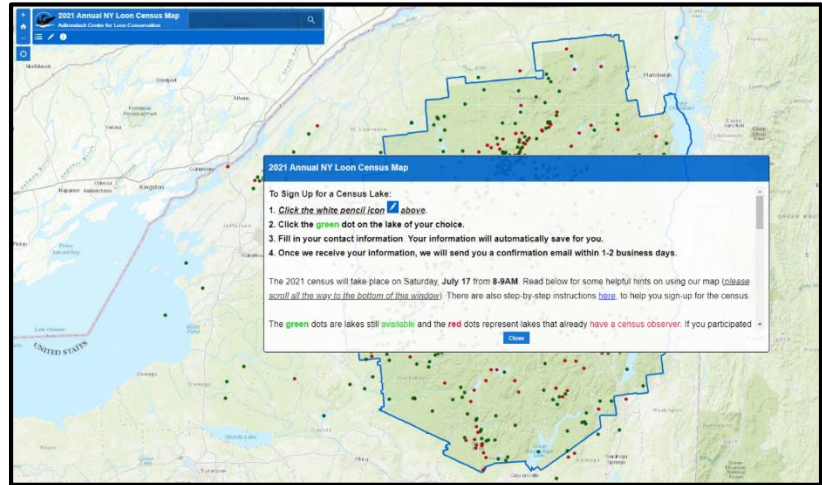
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HOW TO SIGN UP FOR A NY LOON CENSUS LAKE

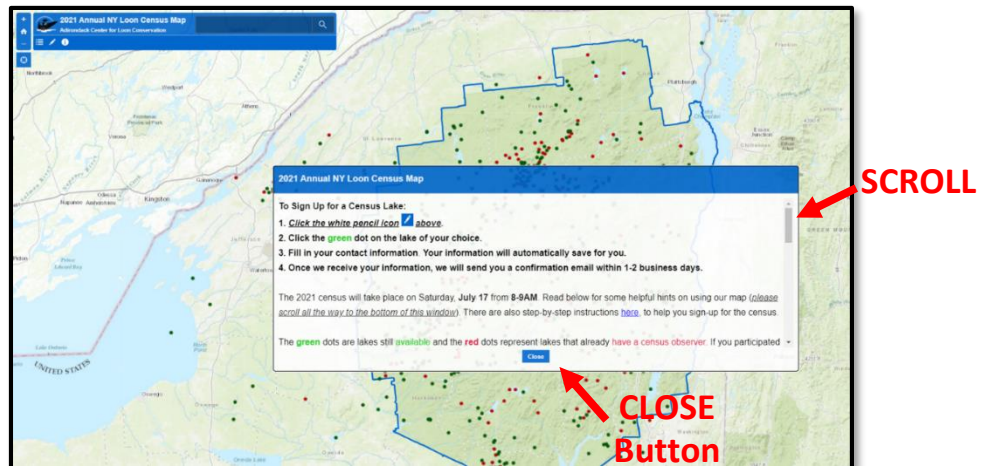
1. Click the button at www.adkloon.org/ny-loon-census.

This will take you to our virtual census map.

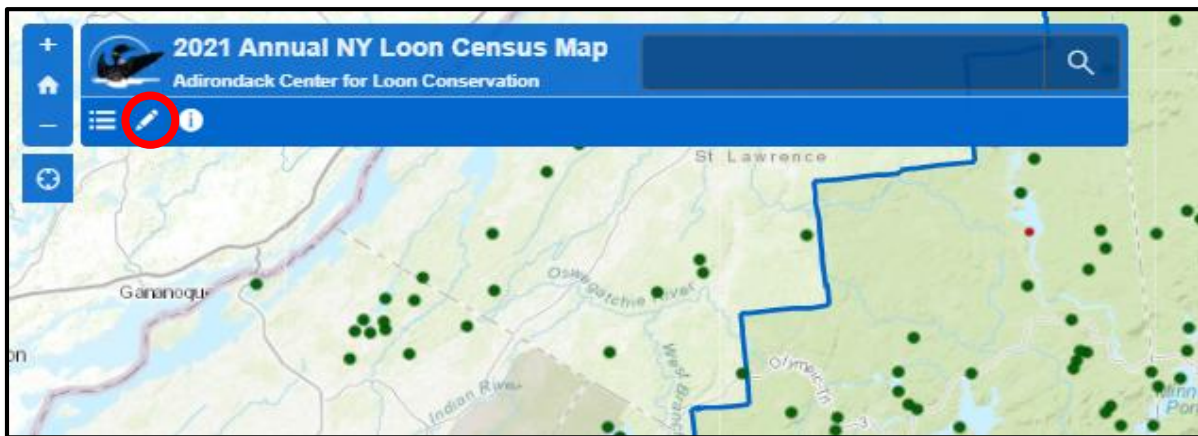
If you already have the census map open, skip to Step 2.



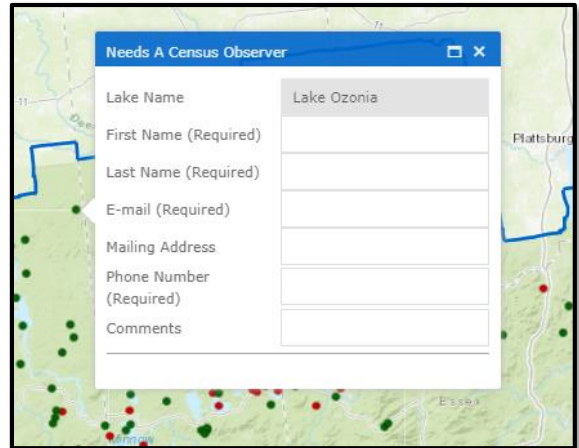
2. Please read through the directions on the center pop-up screen. Scroll down for the entire set of directions and click the 'Close' button when you are finished.



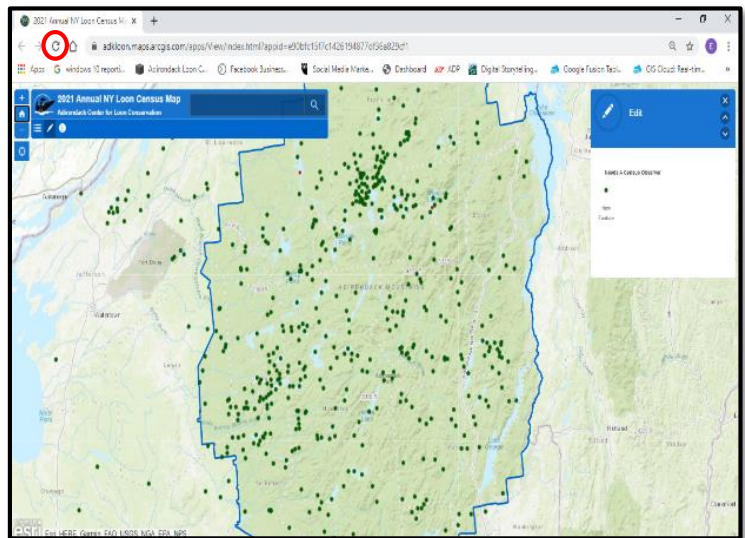
3. Click on the pencil icon in the task bar. An 'Edit' box will appear in the upper right corner. *Please ignore this box.*



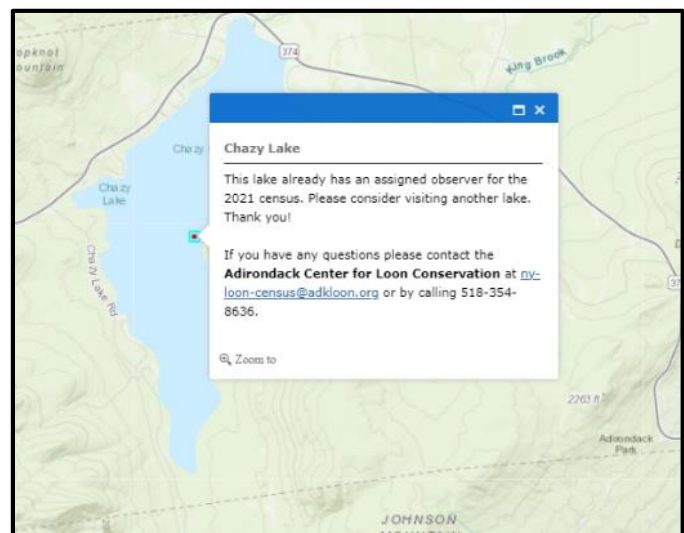
4. Click on the green dot located on the lake of your choice. A box will appear. Fill out all of the information. Your edits will save automatically for you. Once you have filled in all of the information, click the 'X' at the top of the box.



5. Once you have filled in your information and exited the box, you are done! To confirm that you have signed-up, click the refresh button on your browser.



6. The dot on the lake you signed up for should now be red. You will receive a confirmation email from us in 1-2 business days.

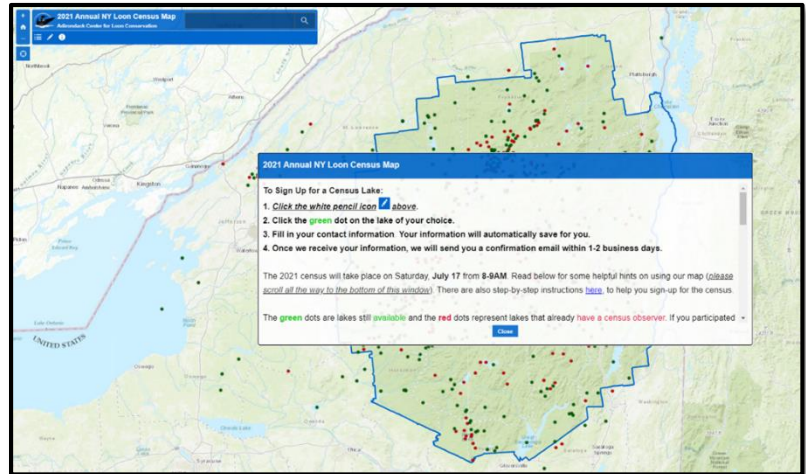


HOW TO SIGN UP FOR A NEW LAKE

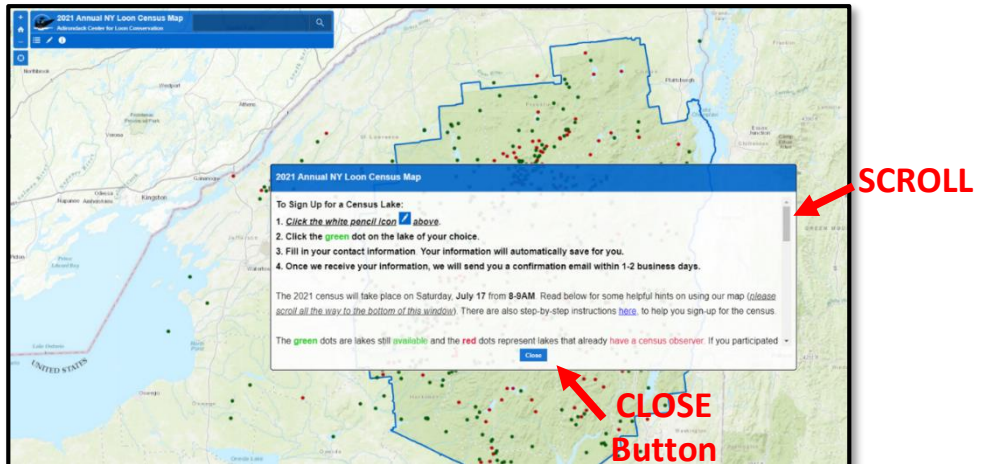
1. Click the button at www.adkloon.org/ny-loon-census.

This will take you to our virtual census map.

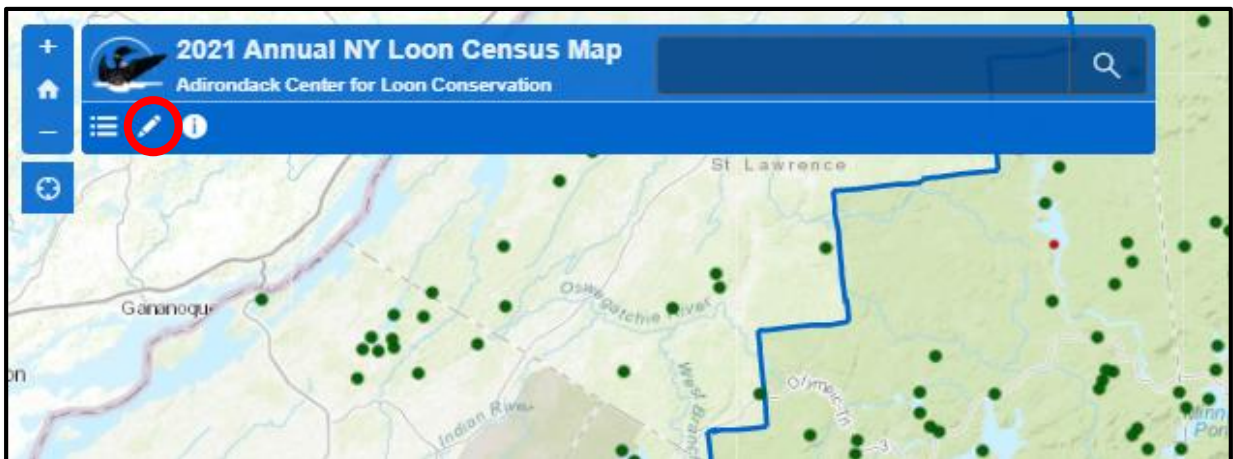
If you already have the census map open, skip to Step 2.



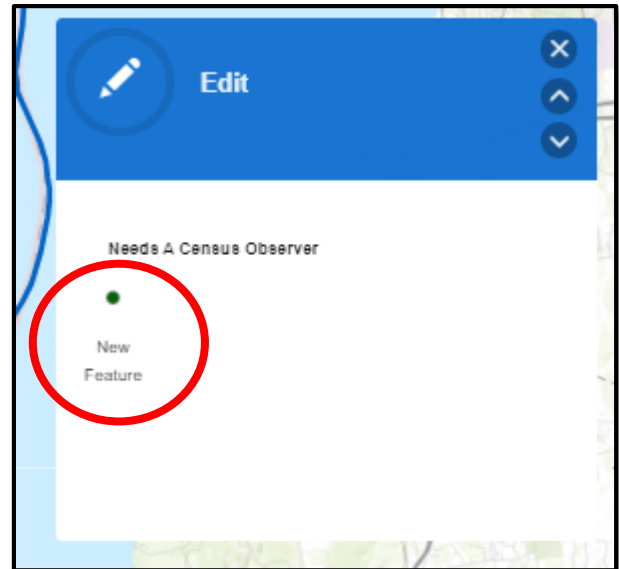
2. Please read through the directions on the center pop-up screen. Scroll down for the entire set of directions and click the 'Close' button when you are finished.



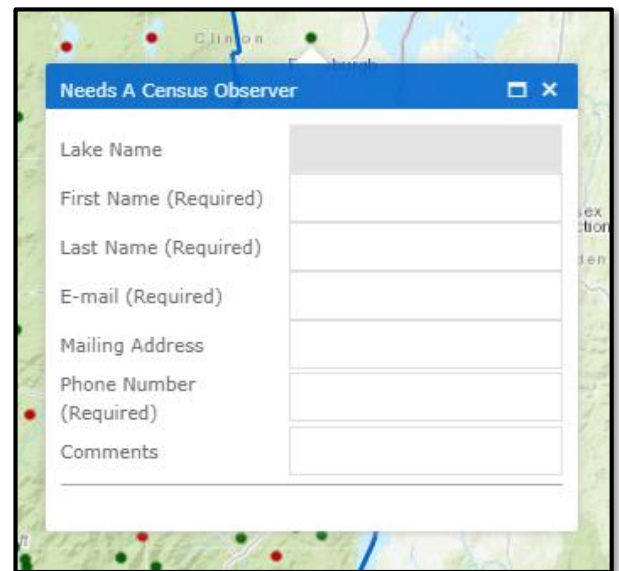
3. Click on the pencil icon in the task bar. An 'Edit' box will appear in the upper right corner.



4. Click on the 'New Feature' button in the Edit box in the upper right corner.



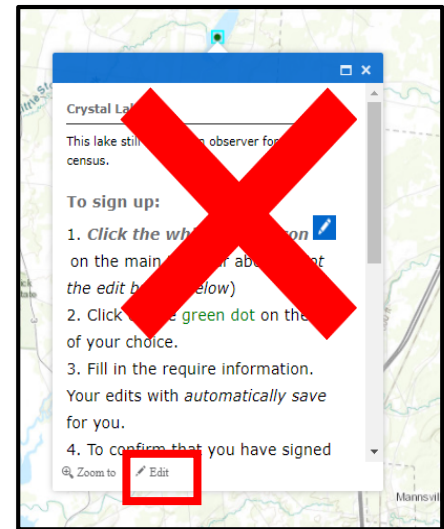
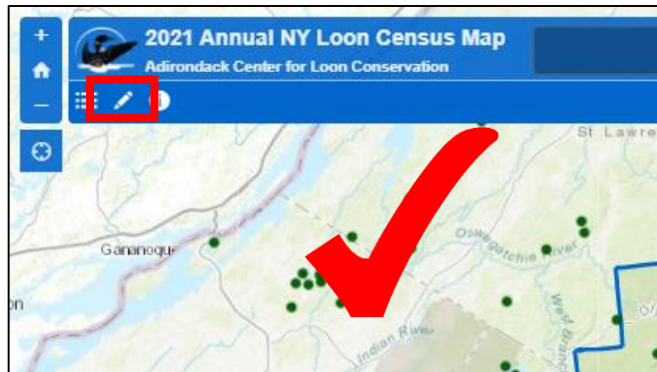
5. Use your computer mouse to click on the lake of your choice. A green dot will appear with a pop-up window. Fill in all of the information and *include the lake name in the comments section*. Your edits will save automatically.



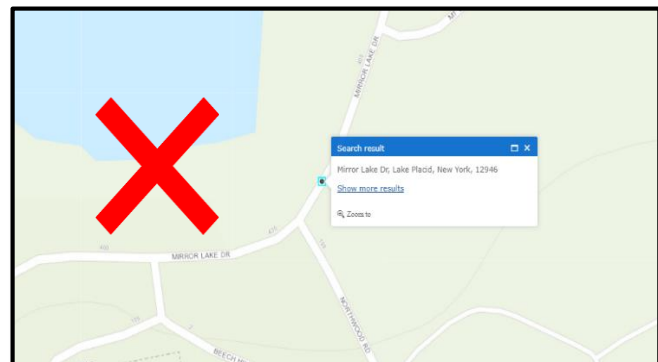
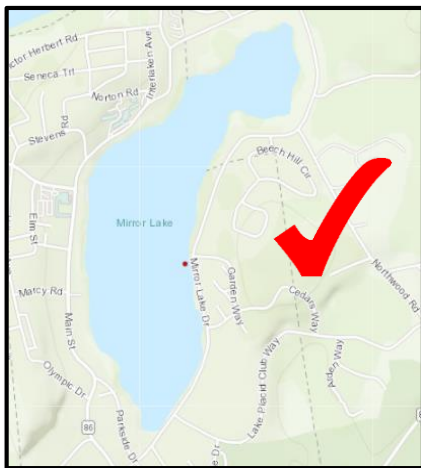
6. Once you have filled in your information, click the 'X' to exit the pop-up and you are done! You will receive a confirmation email from us in 1-2 business days.

FREQUENTLY ASKED QUESTIONS AND HINTS

1. Do not edit your information using the small edit button at the bottom of the pop-up window. You must click the pencil icon in the task bar, then click on the green dot.



2. When looking for your lake using the search bar, make sure to zoom out so you can see the whole lake. This will make it easier to find the green dot.



3. *The lake I want is already assigned, can I still sign up?* If it is a larger lake such as Lake George or Cranberry Lake, feel free to sign up multiple observers. Please do that by following the instructions for “*How to Sign Up for a New Lake.*”
 - a. However, if it is a small lake that only has space for one observer and it is already assigned, then you will need to choose a different lake. *Thank you for your understanding so we don't receive duplicate observations for a Census lake.*

4. *I have not received my confirmation email, what do I do?* As people sign up for census lakes, we must go through each entry and confirm the submission. This may take us some time. We aim to reply to each person within 1-2 business days. ***If you do not hear from us within a week, please email us at ny-loon-census@adkloon.org or call the Adirondack Loon Center at 518-354-8636.***

5. *I signed up for a census lake, now what?* Once you have received your confirmation email, you are all set until Census day.
 - a. Download the NY Loon Census form from www.adkloon.org/ny-loon-census.

 - b. On the day of the Census, **record your observations on the NY Loon Census Form**

 - c. **Please Submit Your Results by August 1st:**
 - i. E-mail your Census Form to ny-loon-census@adkloon.org or Mail it to:
Adirondack Center for Loon Conservation
PO Box 195
Ray Brook, NY 12977

More Questions?

Please email us at ny-loon-census@adkloon.org or call the Adirondack Loon Center at 518-354-8636.

Thank You Very Much!