## Entering your weekly condition monitoring reports

You will use the 'Condition Monitoring Report Form' on the CoCoRaHS website to enter your weekly condition monitoring report.

**Step 1:** Log into 'My Data' on the CoCoRaHS website.

**Step 2:** Select "Condition Monitoring Report" from the 'Enter My New Reports' panel in the left column.

**Step 3:** Enter the date you are submitting your report as the "Report Date".

**Step 4:** Select the level of wetness or dryness that best represents conditions in your area on the condition monitoring scale bar. Click on the hyperlink, "More information on the scale bar", for additional guidance on what conditions constitute different levels of wetness or dryness.

**Step 5:** Enter a detailed description of current conditions in your area.

**Step 6:** Select the categories that correspond to any items you will include in your report (e.g. water supply and quality, tourism and recreation). Click on the hyperlink, "More information on condition monitoring categories", to find more ideas of the types of information you might include in your report.

**Step 7:** Click 'Submit Report' in the bottom right corner of the screen.

