




## How to upload to the Scottsdale Citizen Tree Inventory

1. Obtain a tape measurer (that measures in inches) and any field guides you plan to use to identify the tree you want to inventory. Here are links to the [AZUTM Southwest Desert Field Guide](#) and a list with pictures of the most [Common Trees in Scottsdale](#).
2. If you have a privacy setting that restricts location access by websites – you will need to temporarily change the setting if you want to use your cell phone to locate your tree (see an alternative to this approach under ‘tree location’ below).
3. Use your cell phone to navigate to the City of Scottsdale’s [Arc GIS Survey 123 collection form](#) on your cell phone’s web browser.
4. Input the attributes of your tree into the collection form using the directions on the form. There are only four fields that are required: the tree location, the scientific/common name of the tree, the description of tree trunk, and the calculated diameter at breast height (DBH) of the tree. However, please provide as much information as possible to promote future evaluation of Scottsdale’s urban forest. Most of the tree attributes are self-explanatory but here is additional guidance on a few:
  - a. **Tree Location** - You have two options to locate your tree: (1) use the graphical tools on the map in the collection form to navigate to your tree on the map and select your tree by touching your screen (phone) or using your cursor (on a computer); alternatively, (2) go to the tree you want to inventory (as close as you can) and select the ‘find my location’  button on the map to use your phone’s GPS capabilities to enter the location of the phone as the location of the tree. The coordinates will correspond to the blue location identifier  that appears when a location is selected. If the blue location identifier appears and is not correct, you can discard the coordinates by clicking the ‘trash’  button on the map and try again.
  - b. **Scientific/common name of tree** – Identifying your tree is the fun part! The Field Guide is a great reference but feel free to use whatever resources you like (‘call a friend’ is always an option). You can enter a partial name of a tree in the drop-down list on the collection form and it will limit the list to tree names with that word (try ‘palo’ and you will get all the palo verde variants as well as palo brea, palo blanco, and palo barracho). The Field Guide has an index if you think you know the name of your tree but just need to confirm with a picture. For select types of trees, there is an option to select a genus and ‘spp’ which implies ‘multiple or various species’ (e.g., mesquite spp or citrus spp). If the species cannot be identified but the genus is known, please use this option rather than ‘unknown’.
  - c. **Calculated Diameter at Breast Height (DBH)** – Taking a measurement puts the science in Citizen Science! DBH is the most common tree measurement included in tree inventories and is a useful indicator of the size/age of a tree. For additional tips for measuring DBH, see page 3 of the Field Guide (e.g., what to do if the tree leans or forks below or above 4.5 feet). After you identify whether you have a standard (i.e., single) or multiple trunk tree, another dialog box will appear asking you to input the measured circumference of the tree trunk in inches at 4.5 feet (54 inches) off the ground. Once inputted, the collection form will then calculate the DBH (for a single trunk tree the diameter is just the circumference divided by  $\pi$ ). For a multiple trunk tree, a dialog box will appear that asks you to input how many trunks are present. You must then input a measured circumference for each trunk by clicking the number in the circle under ‘Multiple Trunks’ corresponding to the tree trunk you are measuring. The collection form will calculate the DBH as you enter information.

**Thank you for participating in the Scottsdale citizen tree inventory project.**

**Now that you’ve entered data, please provide feedback on your experience by answering a few questions here:**

**[Scottsdale Citizen Tree and Biodiversity Inventory Feedback](#)**