

National 4-H Youth Favorite Places

Data Definitions and Registration and Data Entry Processes



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National 4-H GIS GPS Leadership Team

<http://www.youthfavoriteplaces.org>

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User Types & Responsibilities

4-H Youth Member: A youth who is a member of a 4-H group. Collects and uploads YFP information to the on-line website. May edit his/her user information on the web site and edit YFP information that he/she uploaded. The Adult Group Leader will verify the 4-H Youth Member registration.

Adult Member: An adult who is interested in YFP but not related to a particular 4-H group. Collects and uploads YFP information to the on-line website. May edit his/her user information on the web site and edit YFP information that he/she uploaded. The State Leader will verify the Adult Member registration.

Adult Group Leader: The designated adult staff or volunteer leader of a 4-H group and registrar of the group on the YFP web site. Responsible for verifying individual youth members of his/her group and ensuring uploaded YFP information is accurate and appropriate for the YFP web site. May edit own user information and YFP sites uploaded as well as the user information and YFP sites of all members of his/her group.

State Leader: Person designated as responsible for verifying the 4-H adult group leaders in his/her state; is not necessarily the state 4-H program leader. Spot checks YFP sites uploaded from groups in state for accuracy and appropriateness. Assists adult group leaders with uploading, appropriateness, and other questions related to YFP. May edit own user information and YFP sites as well as the user information and YFP sites submitted by members of his/her state.

GIS Administrator: National role. Has overall responsibility for managing the YFP site. Makes programming changes as needed. Assists YFP users in accessing and uploading to the site.

Registering Yourself and Your Group on the YFP Site

Before members of a 4-H group may register, their designated 4-H Adult Group Leader must register him-/herself as well as the group. Once the group is established as participating in YFP, others may register as part of that group.

Steps for Adult Leader & Group Registration:

1. Click the Adult Leaders "Register" link from the YFP home page.
2. Complete the form with your information. Choose Adult Leader if you are a leader of a 4-H group. Click "Sign-Up" to submit the form.
3. If you selected Adult Leader, the Group Registration form will be displayed. Complete this form with all the information requested. Click "Sign-Up" to submit this form.
4. Once the form is submitted an email will be sent to the designated YFP State Leader to verify the registration. The State Leader will login to the YFP site and verify the Adult Group Leader.
5. The Adult Group Leader will then receive an email notification of the verification. At this point the Leader may have his/her Youth register and enter their favorite places in the database.

Steps for Youth Registration

1. Click the "Join Now" link on the YFP home page.
2. Select the state where you live.
3. Select the Adult Leader of the group to which you belong. If you do not see your Adult Group Leader you will not be able to register with the site. Notify your Adult Group Leader and have him/her register the group.
4. Complete all the information on the registration page. Remember to record your user name and password in a safe place. When finished click Sign Up. This will forward an email to your Adult Group Leader asking him/her to verify your registration.
5. Once verified you may start entering your favorite places.
6. Note: information collected on youth members is not shared and will remain confidential.

Steps for Adult Member Registration

1. Click the Adult Leaders "Register" link from the YFP home page.
2. Complete the form with your information. Choose "Adult Member" Registration Type from the pull down list if you are not a leader of a 4-H group. Click "Sign-Up" to submit the form.

3. Once the form is submitted an email will be sent to the designated YFP State Leader to verify the registration. The State Leader will login to the YFP site and verify the Adult Member.

Data Definitions

Note: each data field has a maximum number of characters. This maximum number is listed in brackets at the end of the definition (for example: [22]). Your entry can contain fewer characters, but it cannot exceed this number. If your entry exceeds the number, any extra characters will be cut off. Remember that the space between words and punctuation also count as characters.

Youth Name: name of 4-H member submitting the favorite place. Should match registration. First Name [40] Last Name [40]

Youth Email: complete email address of 4-H member submitting the favorite place. Must match registration (be consistent in use of nicknames, spelling, etc.). [40]

Adult Name: name of adult assisting the youth submitting the favorite place. Should match registration (be consistent in use of nicknames, spelling, etc.). May be an Adult Member or Adult Leader. First Name [40] Last Name [40]

Adult Email: complete email address of adult assisting the youth submitting the favorite place. Must match registration. May be an Adult Member or Adult Leader. [40]

Approval: must be signed by the Adult Group Leader or State Leader.

Name: name of the favorite place. It may be an official name (e.g., Split Rock County Park) or an unofficial name (e.g., Scenic Overlook in Split Rock Park, or Soccer Field in Split Rock Park). [128]

Street 1: the actual street address or location of the place, not its mailing address. Do not use PO Box #; you may use a rural route. This is to help other people find the place. [128]

Street 2: optional; use for long addresses. [128]

City: Enter the city or town in which the place is located. If it is outside of the city or town limits, use the city the place uses for a mailing address. [40]

State: use the 2 letter state abbreviation. [2]

Zipcode: use the 5 or 9 digit zip code for the place. [10]

Phone: include the 3 digit Area Code as well as the 7 digit phone number. If there is an extension, include that as well. This number should be one people can call to get more information about the place. It may actually 'ring' at another location. For example, some parks may not be staffed, but there is a regional park office phone located downtown where someone could answer my questions. If there is no phone number, leave blank. [13]

Email: complete email address for the place, if available. Again, this may be a general email (for example, for the parks department serving all parks within your county). If there is no email address, leave blank. [40]

Web Address: complete URL for the place, if available. If the place's website is part of a larger site and doesn't have a specific, easy or constant URL, list the overall address and indicate how to find the specific address. (For example, www.countyparks.org and click on "Split Rock"). [128]

Location Coordinates: latitude and longitude, sometimes shortened to "lat & lon" (pronounced long). Your GPS unit may offer different methods of recording location; use decimal degrees. Shown as "DD.ddd". If your GPS is accurate to 4 or more decimal points, round off to 3 places (the .ddd). (For example, in the MO example dataform, the 37.6317 / -89.5147 would be rounded off and entered as 37.632 /-89.515.)

Description: include information about what you can do and see here, why other youth would want to visit this place too. Include as much information as you like. You can write in words or phrases rather than sentences if you prefer. Continue your description on the back of the form if needed. (For example: You are on top of bluffs looking down on a river. Hiking, biking trails. Skateboarding. Swimming.) [Text Box - No Limit]

Age Group: put an X in the box of the group you think would like this site best. The numbers refer to years of age. [Select One]

Keywords: These are words that others might use to search on to find things they would really like to see. [128]

Why: include what about this place you really like, what makes it a favorite place for you to be. Include as many reasons as you like. You can write in words or phrases rather than sentences if you prefer. Continue your description on the back of the form if

needed. (For example: Cool view. Great skateboarding paths. Good place to sit and think.)
[Text Box - No Limit]

Photo: The photo should illustrate your description and why it is a favorite place. This should be a photo you took of the place, not a professional / commercial photo (do not scan in photo from a brochure or book!). Take the photo of the place, not your group or other people (though sometimes you want to include people for scale.) You may edit the photo. Resize the photo to 800 x 600 pixels and be sure it is saved as a JPG file. Please name the photo file using the name of your place (for example, splitrock.jpg).

Photo Caption: this is a phrase that will identify or explain the photo. For example, "View from the top of Split Rock Bluffs". [128]

Collecting, Entering and Uploading Data

1. Visit your favorite place.
2. Collect the information about your favorite place that is listed on the data collection form. (See data definitions above for assistance.)
3. Take a digital photograph of the place.
4. Edit the photo to 800 x 600 pixels in size.
5. Login to the Youth Favorite Places web site with the username and password you selected when registering. (<http://www.youthfavoriteplaces.org>)
6. Enter the information you collected in the form on the site and choose your picture.
7. Click "Upload Data" when you have finished entering the data.
8. Your Group Leader will be notified by email that you have posted a favorite place and request that he/she verify the place. Once your Group Leader verifies the place, it will be displayable from the YFP database.
9. Periodically, the national GIS administrator will take the data from the YFP database and import it into the GIS map. The map will display points where YFPs have been identified and will be linked back to the YFP database for display. In the future this process will be streamlined so that once a YFP is verified it will be automatically posted to the national map.

Updates and Further Information

This manual is posted on the YFP website with the data collection form and other resources to support your implementation of the YFP. If you have resources or suggestions for YFP, email them to gglead@lists.umn.edu, the National 4-H GIS GPS Leadership Team. Check www.4-h.org/gisgps or join the 4HGISGPS@lists.umn.edu listserv for information about other 4-H GIS and GPS activities and resources,