Using the online portal to submit nominations to the Anadromous Waters Catalog.

All nominations information (Guidelines, Instructions, Search Existing Nominations and New Submissions) can be found on the following link (menu links in blue on left side of page).

https://www.adfg.alaska.gov/sf/SARR/AWC/index.cfm?ADFG=noms.home

1) Select **Submit New (login)** from the left side menu under Nominations.

This is a unique account, not your state ID. If you don't remember if you have registered before, feel free to reach out to me and I can let you know & reset manually (or just use the Forgot Password button). Any problems with logging-in just contact me directly and I tend to be able to fix it quickly.

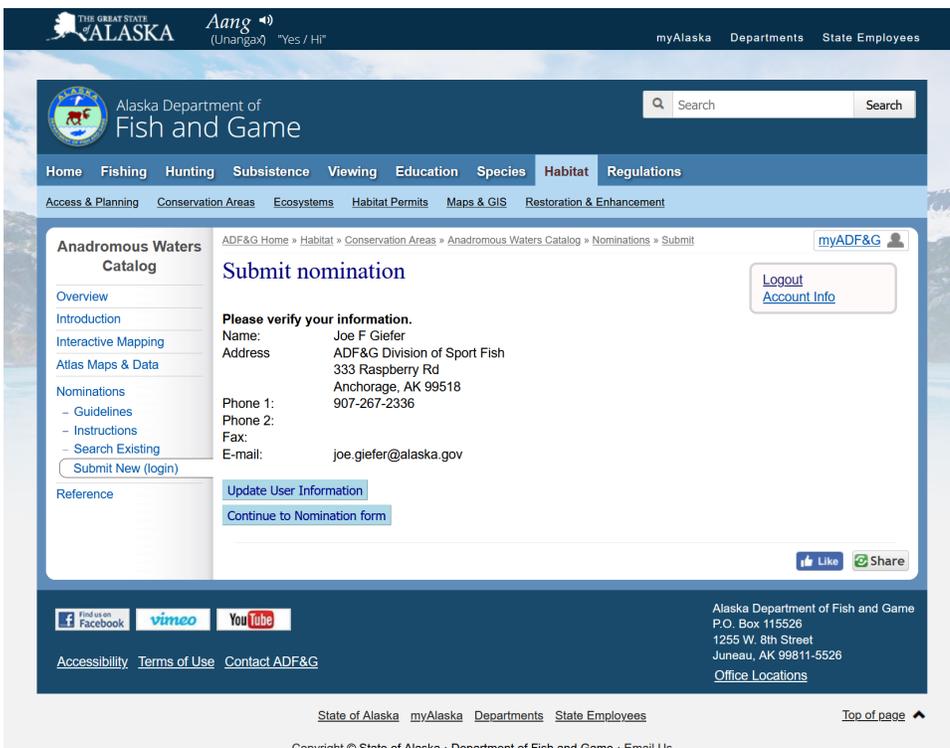2) Once Logged in you will be able to select one of two options:
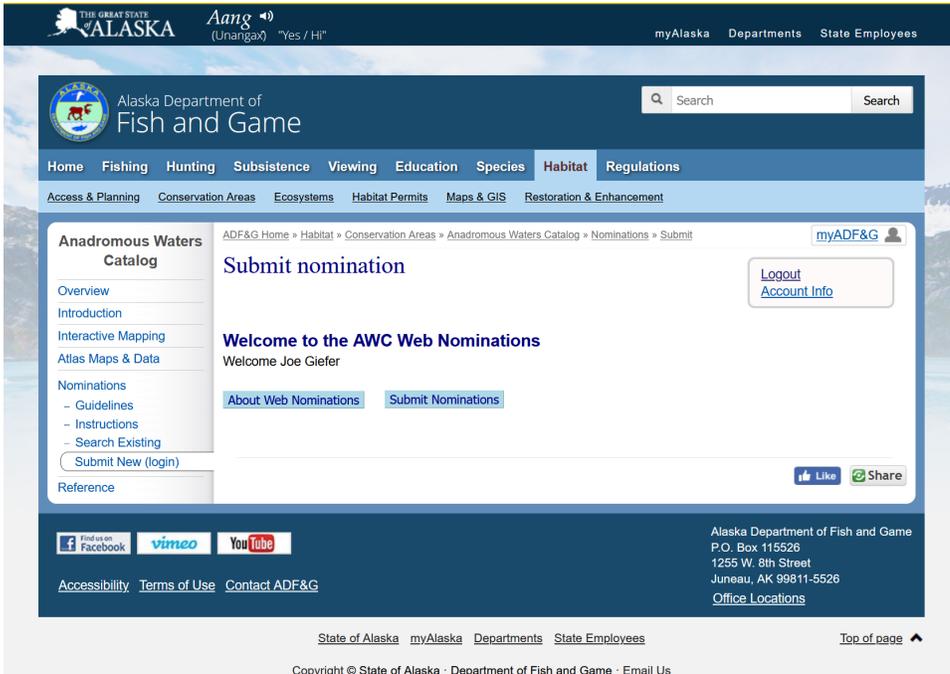
The **About Web Nominations** button opens a new page with some additional Background, Process and Nomination Form Instructions.

The **Submit Nomination** button starts the online nomination form process.

3) The next page allows you to update user information if necessary.

4) Select **Continue to Nomination Form** when ready.

You will see one more page reminding you the submission is two parts. The basic nomination form outline (similar to the paper form) which will then be followed by an option to attach additional documents such as Excel, Work, PDF's or Photos. You can include as many attachments as you like, however there is a maximum file size limit of 10mb per attachment.
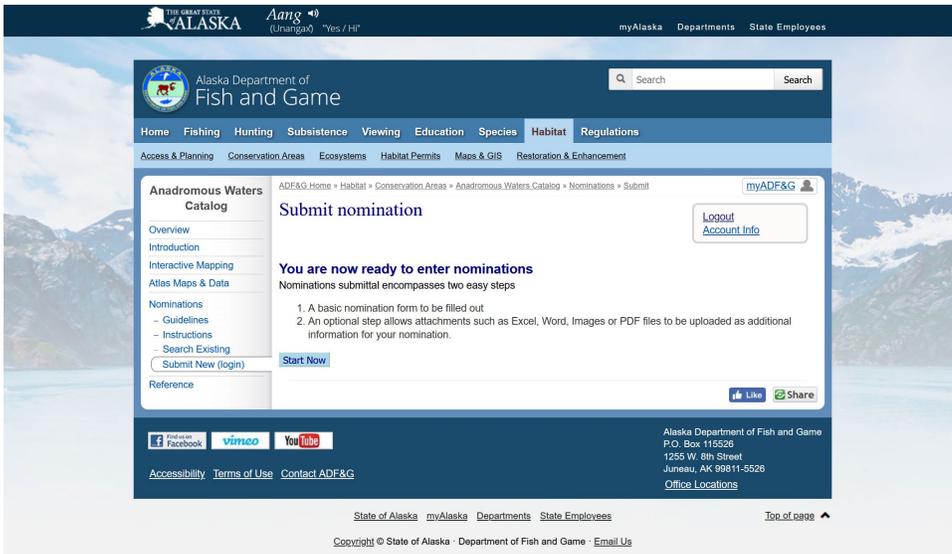
5) Select **Start Now**
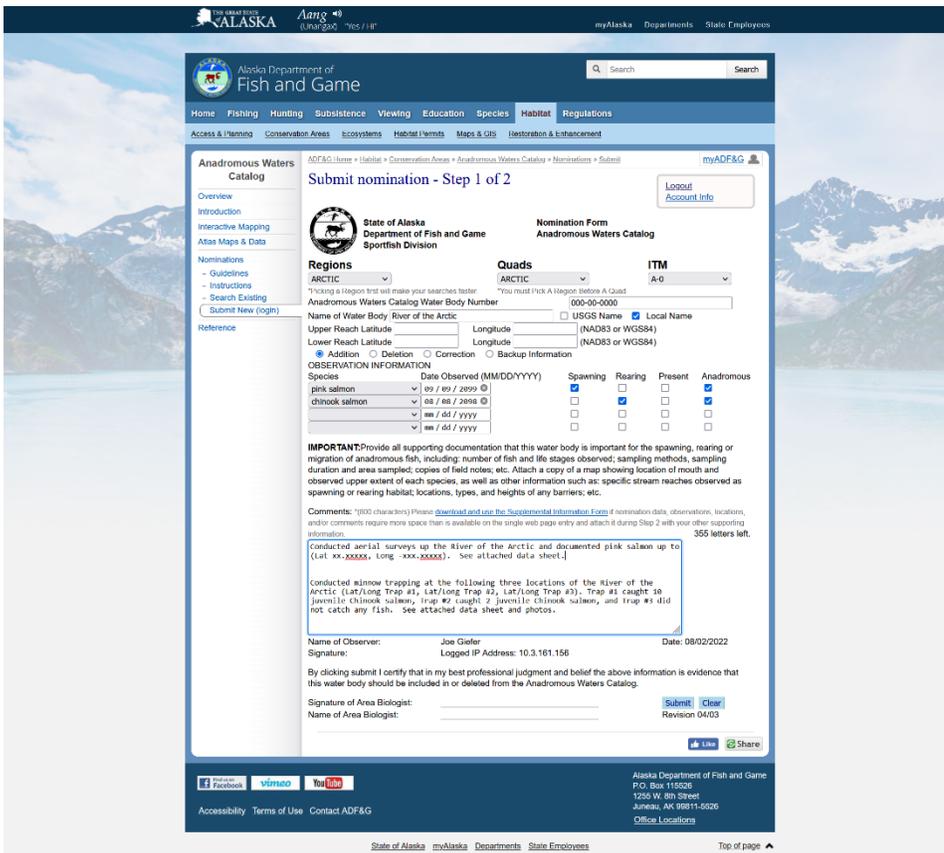
Step 1 of 2 = Nomination Form

This is essentially the same as the paper nomination form, the image above is partially filled out with example information.
- o If you know the Quad & ITM of your nomination location, you can include them but its not required information.
- o If the water body is an existing AWC stream and you know the AWC # you may include but it's also not required. If you know the official USGS name or a local name, you can include it but it's not required.

o If you documented a species over a length of stream instead of a single point location, please provide a latitude & longitude of the upper most & lower most sampling location (*please enter Lat/Long as Decimal Degree's, and at least 5 decimal places if possible*).
o Select if this nomination is for an Addition, Deletion, Correction, or Backup Information.
o Select species from the drop-down menu, date observed, and applicable life stage categories.
o Please provide summary comments describing the nature of the sampling, what species were observed, sampling methods, and any other relevant information about the fish or location(s) that may have been observed that may be of interest or concern for anyone reviewing or using the AWC data.
o If you are a biologist or FWT for the Department of Fish & Game, it's not required to obtain the Signature of the Area Biologist yourself. If there are any questions about the nomination(s), AWC project staff will seek out comments and include the Area Biological staff as part of the required internal review process.

You can clear the form entirely with the button in the lower right corner.

6) Otherwise, once this page is filled out with the relevant information, hit the **Submit** button. You will still have the opportunity to attached related documents after hitting submit.

The next page allows you to **Add Files** or **Submit Nomination** without files.
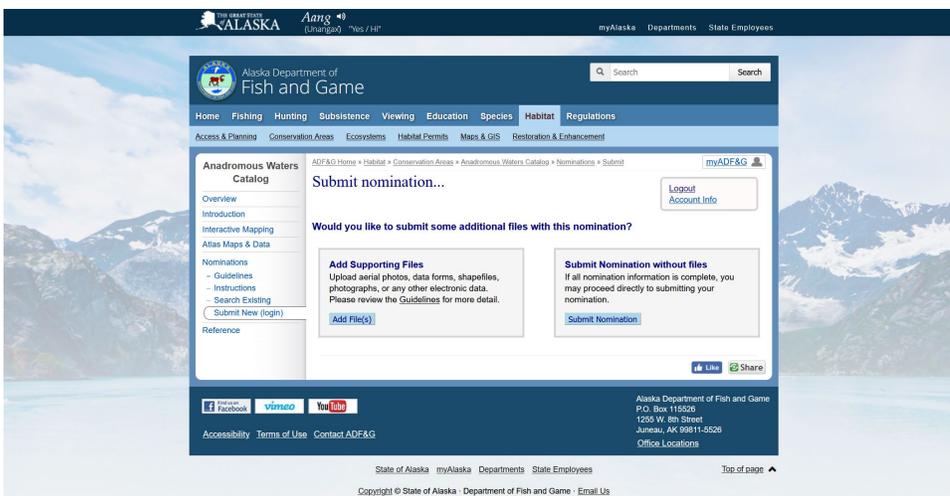
7) Select **Add Files** to include any supporting information such as field data sheets, field notes, photographs, GPS or ArcMap spatial data files, etc. You will have to browse to and select each file separately if you want to attach multiple files.
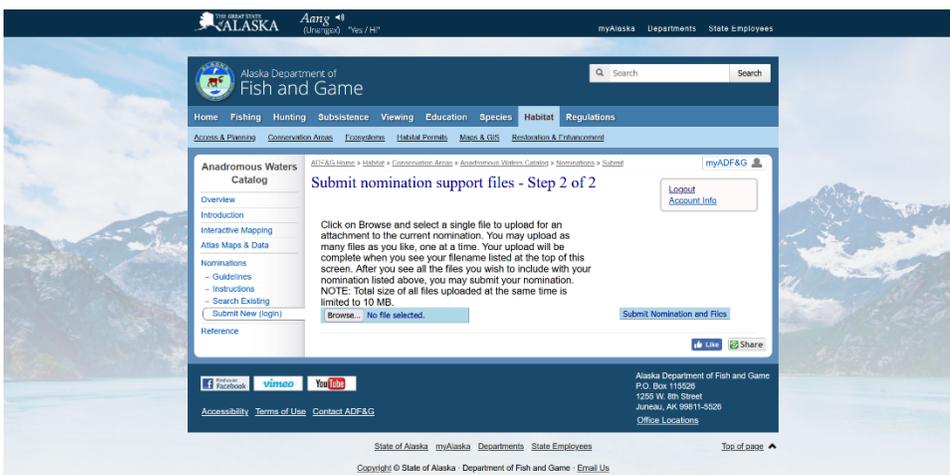
Successfully uploaded attachments will be listed on the page as they are received (see example page below)
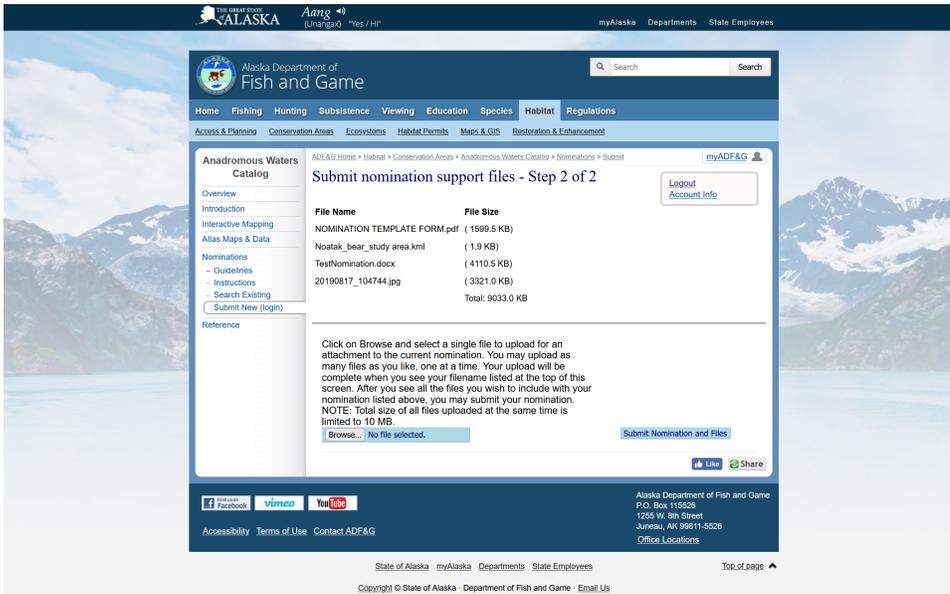
8) When you are done attaching supporting documents and pictures, select the **Submit Nomination and Files** button.

If successfully submit the final page will display number for your pending Nomination *(#22-638* in the example below). This link can be followed to view your nomination submission and track its status (it will remain pending until the next annual update to the AWC is completed and adopted into regulation annually in June of each year). You should also receive an email notification to your associated account email with the same information confirming your submission. If you don't receive an email for each nomination you submit please let me know at joe.giefer@alaska.gov.
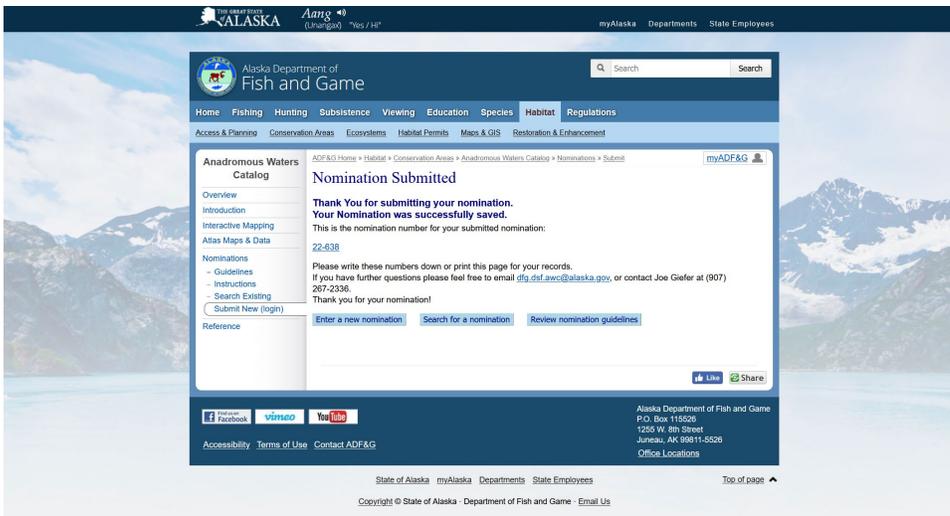
9) The final page also lets you stay logged into the system where you can enter a new nomination, search for existing nominations (including the one you just submitted) or return to the nomination guidelines.

If you have any problems or have any questions about the website, instructions, data, attachments or anything else related to the AWC data or online mapper, please reach out to me at the email above or at 907-267-2336.

Thanks for submitting data to the AWC!

Regards,

Joe Giefer, AWC project biologist