Step by Step Guide to the Integrated Monitoring Platform (IMP) for Project Developers

Covers all the steps to use the IMP
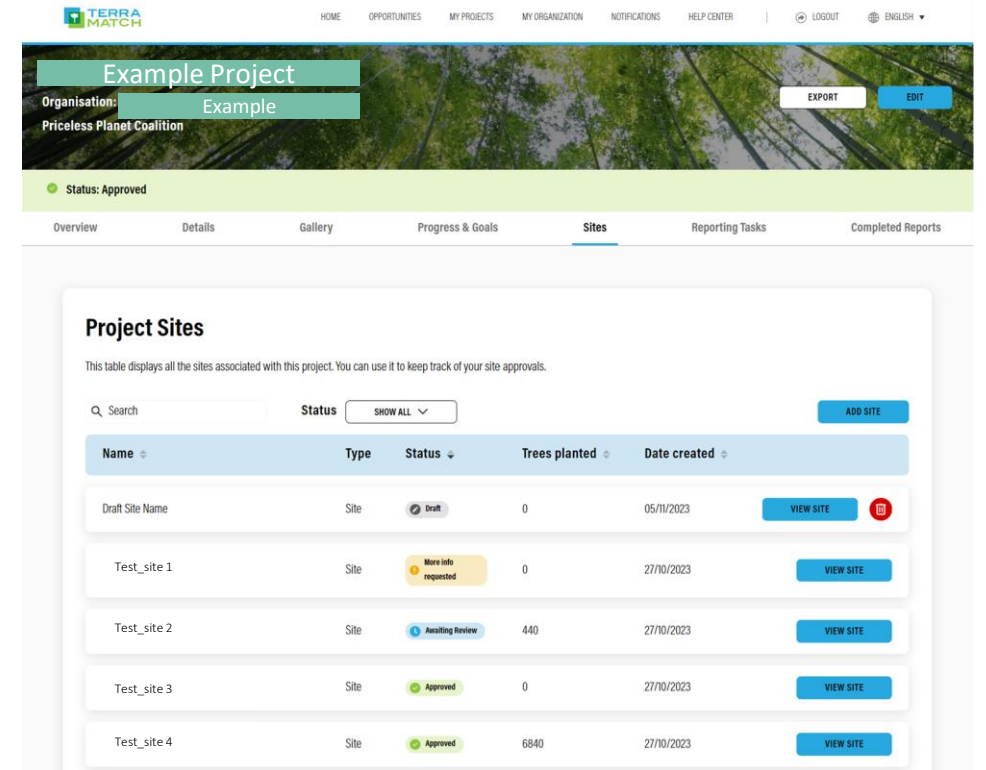
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What is the IMP?

IMP – Integrated Monitoring Platform

- Platform for PPC data collection, storage, and display

- The IMP is part of the larger platform called TerraMatch that is specific to PPC monitoring

- All PPC projects share their monitoring data through the platform, which is the primary data collection tool

- 'Integrated' = integration of data collected in the field and remote sensing data on the platform

Website: https://www.terramatch.org

Data Flows

Field

Project developers collect data in the field and upload to IMP

→

Quality control (QC) of data completed by monitoring coordinator or designated person

→

QC'd data is analyzed by the global monitoring team to calculate indicators

→

Results are shared back with project developers on IMP

- Data on certain indicators is shared with the PPC coalition in quarterly reports

Remote Sensing

Project developers provide site shapefiles

→

Remote sensing analyses are conducted by the global monitoring team using site shapefiles

→

Results are shared back with project developers on IMP

Quarterly Reporting

- Quarterly data is submitted on the **first Friday of the month following the end of the quarter**
  - Q1 = January to March (report due on first Friday of April)
  - Q2 = April to June (report due on first Friday of July)
  - Q3 = July to September (report due on first Friday of October)
  - Q4 = October to December (report due on Friday of January)

- Each quarter, some projects are "spotlighted" stories and pictures of those projects shared
- Workdays and trees planted for all projects shared every quarter
  - Trees planted include survival rates

Timelines for Each Step

1. Organization Set Up

As soon as your project is approved by PPC

2. Project Set Up

As soon as your project is approved by PPC

3. Site Establishment

Before site specific activities such as site preparation and planting begin

4. Quarterly Project Level Reporting

Each quarter after your project is set up for the duration of the project

5. Quarterly Site Level Reporting

Each quarter after your sites are established for the duration of the project

*Note: One report per site, meaning that 5 sites – 5 separate reports every quarter

Useful Features

1. **If you cannot complete a report in 1 session, the system will save your work, and you can continue your draft over as many sessions as needed until you complete and submit it.**

   - Once you submit a report, your project manager will review it and either request more information–allowing you to update any fields as needed–or approve it.

   - Once a report is approved, you can edit it if needed, but your edits will only be reflected in the IMP once your project manager reviews and approves them.
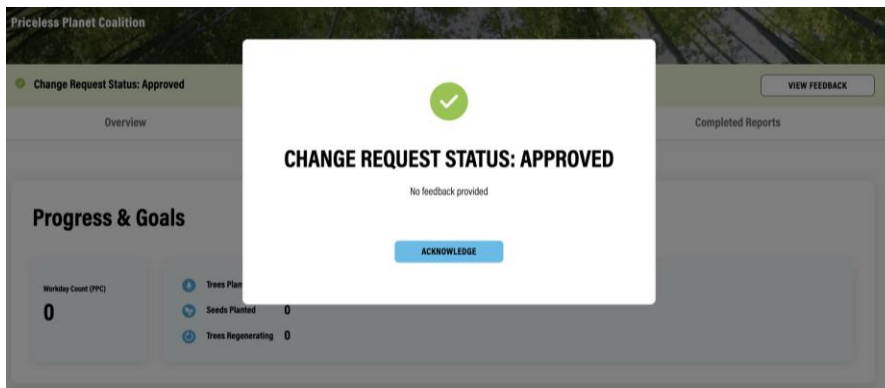
2. You can navigate away from report pages and return to your draft later. All your data should remain in your draft until you submit

3. Add as many team members (known as monitoring partners) as you'd like to your project. Everyone will be able to see the results and enter data

Get in Touch – Option 1

A Help Center was built for Project Developers to contact the TerraMatch team.

You can search for your question using the 'Search' tool and accessing the article available.

Get in Touch – Option 2
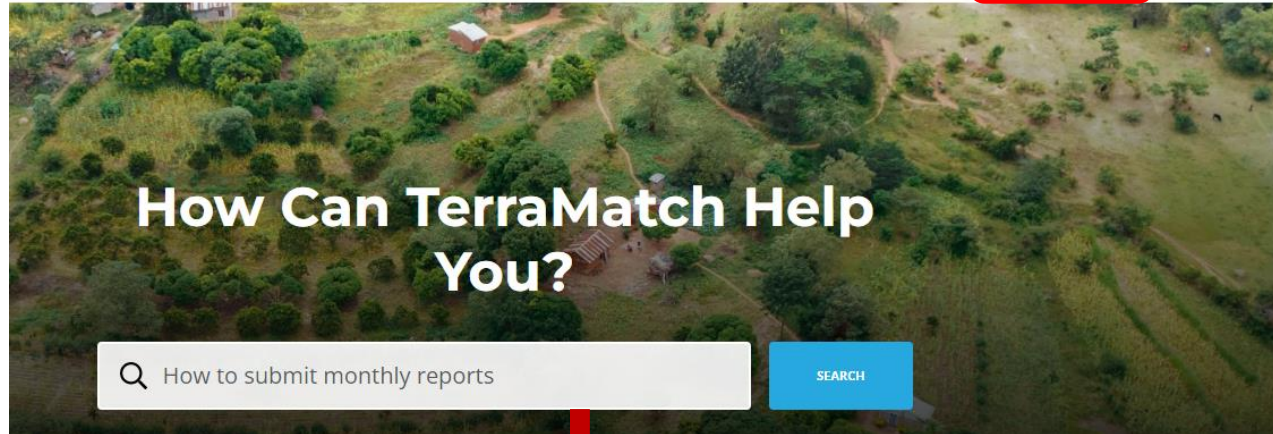
You can also reach out to our team to ask a question or submit a request directly from the Help Center page.

Get in Touch – Option 3

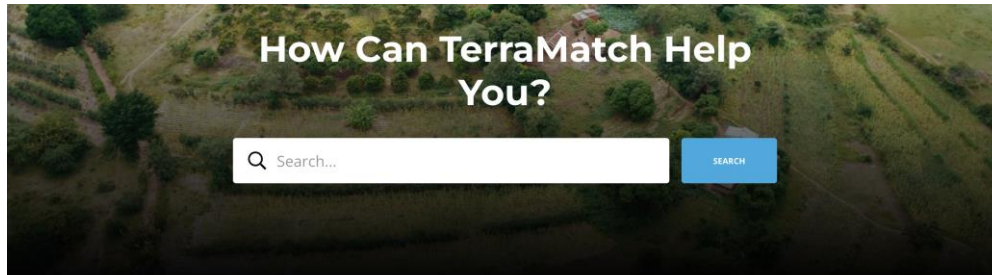- **FAQ about PPC and IMP**
- **You can also access with this link here**

- **If you have general feedback or questions, contact us by Email or WhatsApp:**

Navigating the IMP

Navigate to Resources and Change the Language

- **Click the TerraMatch icon to navigate to the home screen**

- **Click on 'My Projects' button to access the Priceless Planet Coalition Projects**

- **Switch to English, Spanish (Mexico), Portuguese (Brazil) and French on the upper right corner**

Find Your Project (after project is set up in platform)

- **Scroll down on the Reports section on the home page**

  OR

- **Click on the 'My Projects' tab on the top of the page and browse projects with more detailed information**

Find Your Site (after site is set up in platform)

- **Go to site directly from the 'My Project' page, where you can see all sites and status of all projects**

  OR

- **Click 'View Project' to go to the specific project page**

- **Then click 'Sites' to see site-level reports and status**

- **Click 'View Site' to go to the site profile**

Find Quarterly Report
--Completed reports

Project-level

- **Navigate to your project profile**
- **Click 'Completed Reports'**
- **Click 'View Report'**

Site-level

- **Navigate to your site profile**
- **Click 'Completed Reports'**
- **Click 'View Report'**

Find Quarterly Report
-- Pending reports

- Navigate to your project profile

- Click 'Reporting Tasks' to view reporting period with missing/incomplete reports

- Click 'View' to see all project and site-level reports from that quarter that need to be submitted/updated

Find information on Tree Monitoring

- **Navigate to the site profile page**
- **Go to the 'Overview' page**
- **You can find the 'Tree Monitoring' button at the bottom of the page, which leads you to the tree monitoring form in KoboToolbox**

1. Organization Set Up

Organization Set Up: Overview

Information you will need

- Organization name

- Description

- Location (city and country)

- Website and contact information

1.1 Create an account

- Go to https://www.terramatch.org or the home screen on the TerraMatch mobile app

- Click on 'Sign Up'

- Fill out the required details and click 'Sign Up'

- Once you receive a verification email, verify your account; then, proceed with 'Sign in'

- If you have any issues with sign-up or verification, please email info@terramatch.org and our support team will assist you
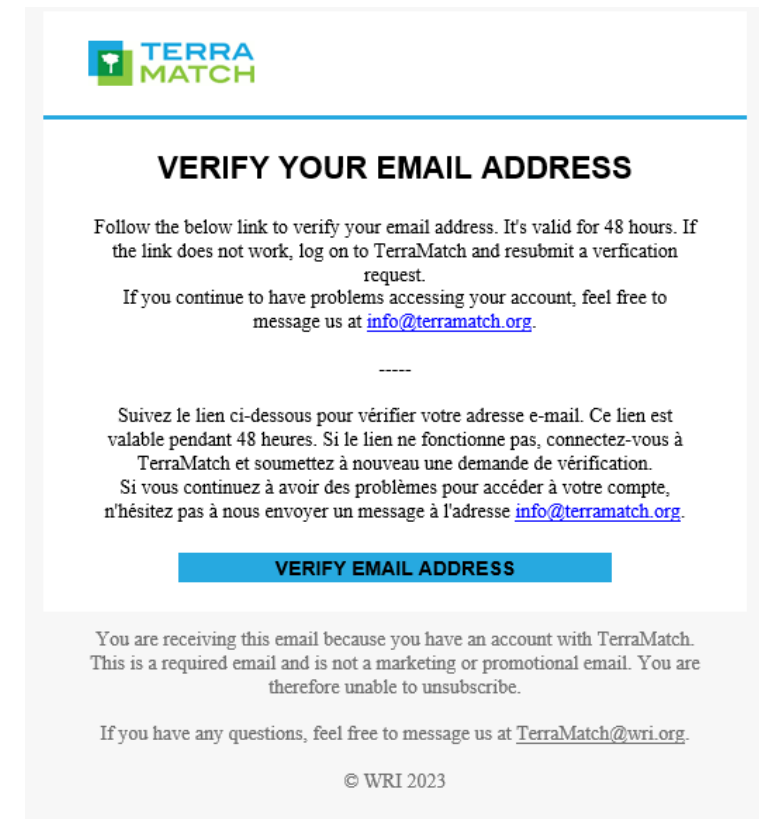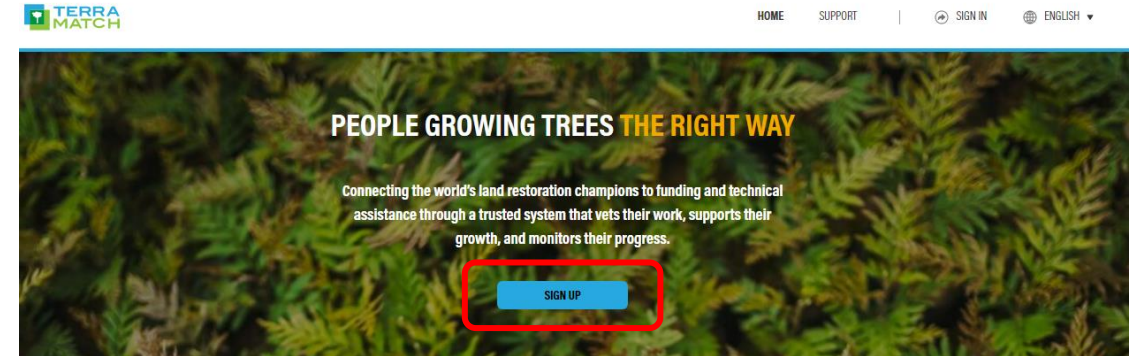
1.2 Join or create an organization

- After signed in, join an existing organization or create a new one.

- When you <u>request to join</u> an existing organization, you need someone in your organization to approve it.

- When you <u>create a new</u> organization and someone on your team requests to join your organization, you will receive an email with the request.

1.3 How to approve someone to join your organization

- **If you are already part of an organization:**
  - To accept the new join request, you must login and navigate the to ' My Organization' and 'Meet the Team' tab on your organizational profile.

- **Simply accept or reject the request and your teammate will be notified via email.**

2. Project Set Up

Project Set Up: Overview

Information you will need

- Project Name

- Expected end date

- Location (continent and country)

- Trees

- Project level targets

- Additional documentation

How to create a new project?

Navigation in the IMP

- Go to 'My Projects' from the top of the IMP page

- Click 'Create Project'

How to create a new project?

Navigation in the IMP

- **A screen will appear asking for an invite code**
- **Enter the code: PPC**

- **Click 'Continue'**
- **In the next page, click 'Continue' again**

How to create a new project?

Step 1 of 4: Project Overview

- Fill in the four required answers: Project Name, Expected End Date*, Continent, Country

- Click 'Save and Continue'

- If you are unsure about any steps and need to exit the page, click 'Close and Continue Later' on the top of the page

* The expected end date refers to when the entire project will end, and should be 5 years after the start

How to create a new project?

Step 2 of 4: Project Targets

- Add tree species you plan to use in your project

  - Use scientific names

- Upload optional additional information (e.g. csv file with extra information about the trees)

- Add other required information: targets for the number of trees restored, hectares restored, survival rate, and canopy cover you are **expecting in your project at year 5.**

- Click 'Save and Next'

How to create a new project?

Step 3 of 4: Additional Information

- Add additional information if you have any.
  - Such as maps of the area, historical photos or information on the landscape.

- After uploading the file, you can select to mark it as public or private as you want

- Click 'Save and Next'

How to create a new project?

Step 4 of 4: Review Details

- Review your information by clicking the dropdown arrows for each category

- Click 'Edit' to navigate to that section if you want to make changes

- Click 'Submit' and you are now done with the project set up!
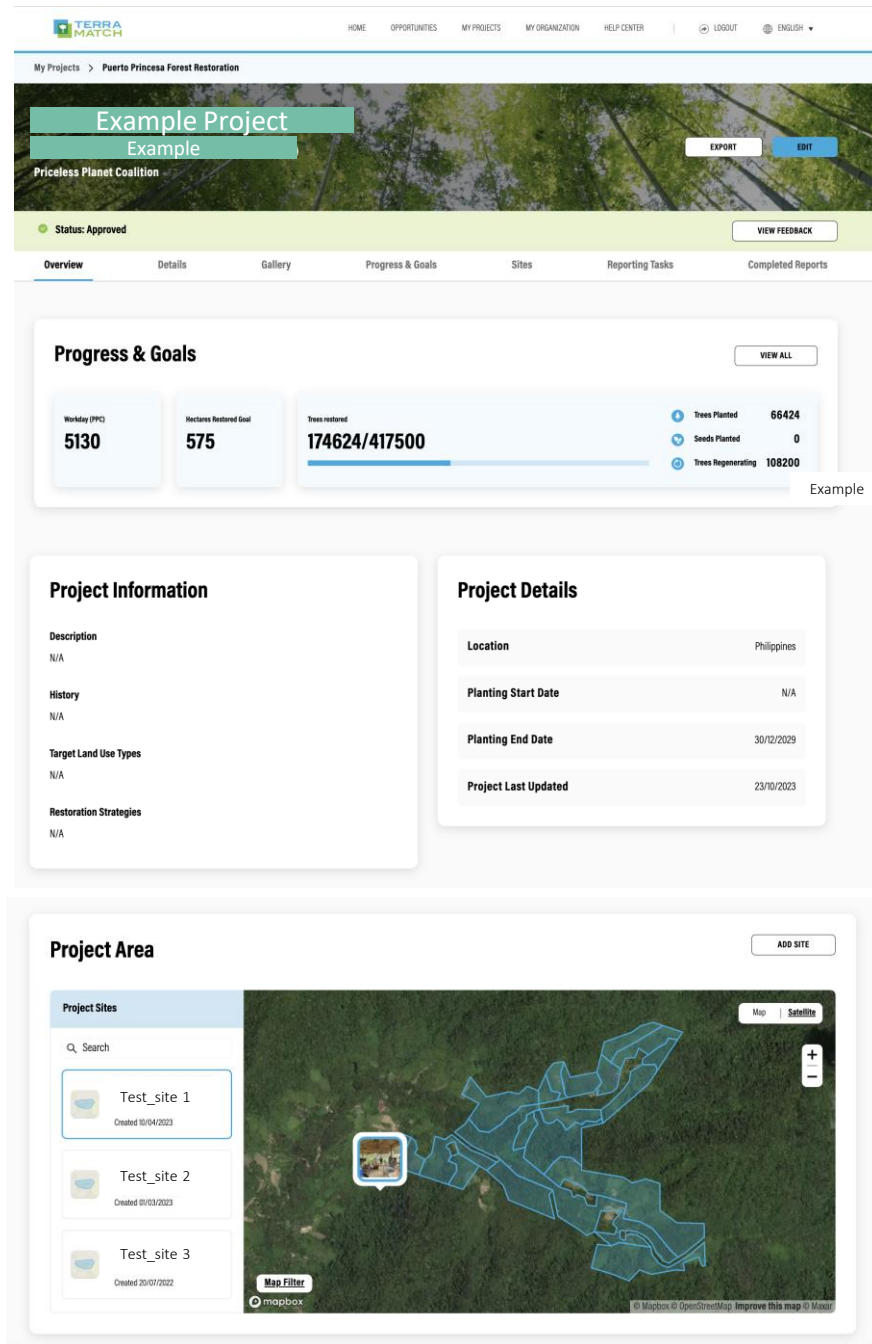
Your project home page: how it looks

- **Progress and Goals**

- **Project information and details**

- Targets, Strategies, Start and end date, etc.

- **Map showing Project Area**

- **Project Area - Sites**

- Click to zoom in

Add Monitoring partners to the project

Who is a monitoring partner?

- Someone who is added to your PPC project on the IMP

- This person has access to the project and site profiles, can complete reports, and see all information on the IMP

Monitoring Partners(25)

Jane Doe

Conservation International
Jdoe@email.com

Jack White

Conservation International
jc@email.com

Brad Smith

World Resources Institute
bsmith@email.com

Mark T

World Resources Institute
mt@email.com

Grace P

Conservation International
gp@email.com

Juan Carlos

Conservation International
jcarlos@email.com

How to add a monitoring partner?
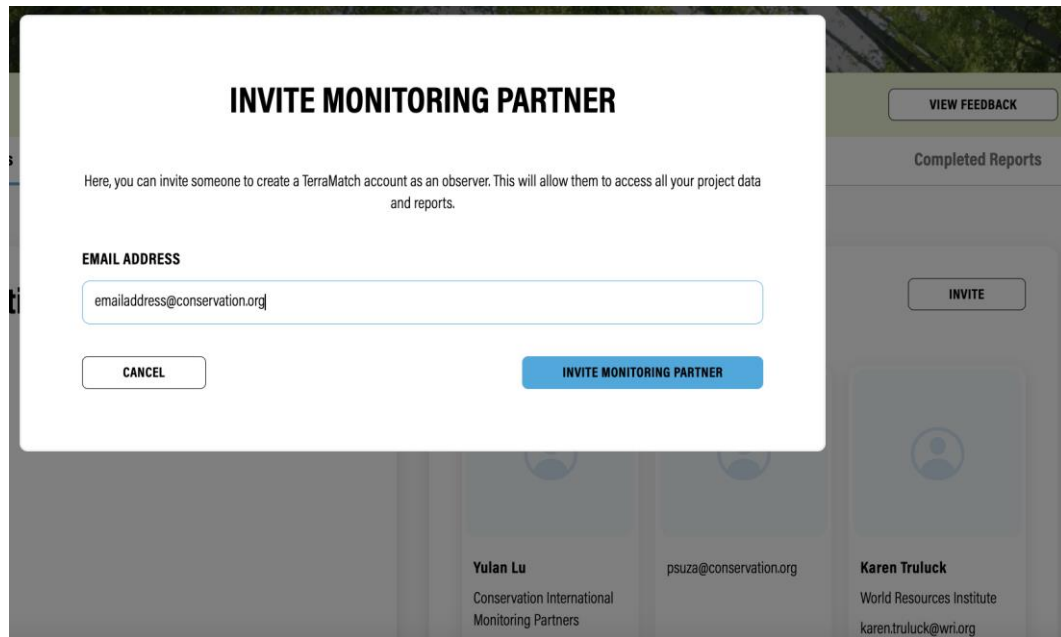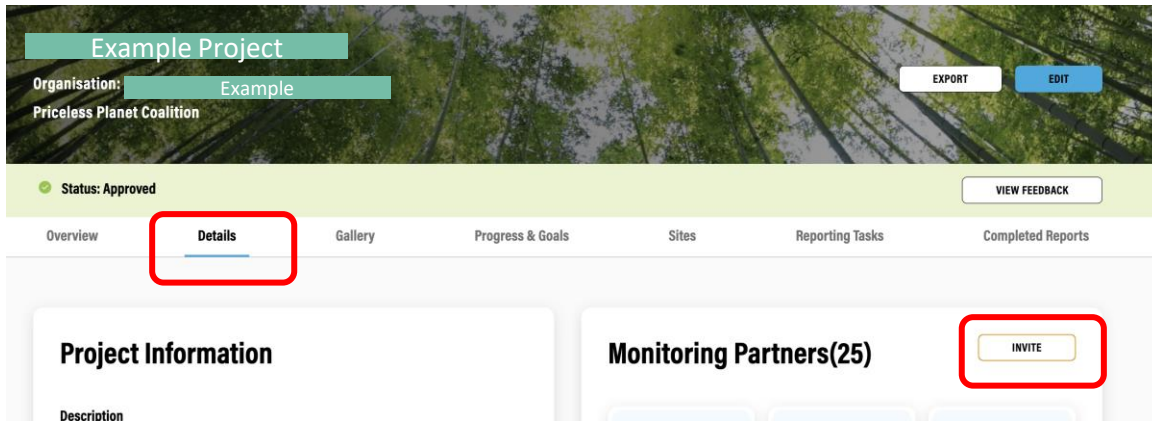
- Navigate to your project profile page
- Click 'Details' on the project menu bar, where you can see all existing monitoring partners
- Click 'Invite' to enter the email of the new monitoring partner and submit
- If the monitoring partner already has an account on TerraMatch, they'll be added to your project right away. If they don't have an account, they'll be prompted to create one, and then will be added to your organization and your project.

3. Site Establishment

Site Establishment: Overview

Information is collected on EACH site within the restoration project

- Site name

- Description and history

- Boundary

- Restoration method(s)

- Land tenure

- Targets

- Site details (soil condition, planting pattern, strata)

- Invasives

Site Establishment: Overview

- A site is a **contiguous** area of land that is undergoing restoration

- If an area is **non-contiguous** then it is automatically **more than 1 site**

- Exception: if multiple areas are owned by the same landowner, have the same landscape characteristics (slope, soil condition, etc) and are within 100m of each other, they can be grouped into a single site
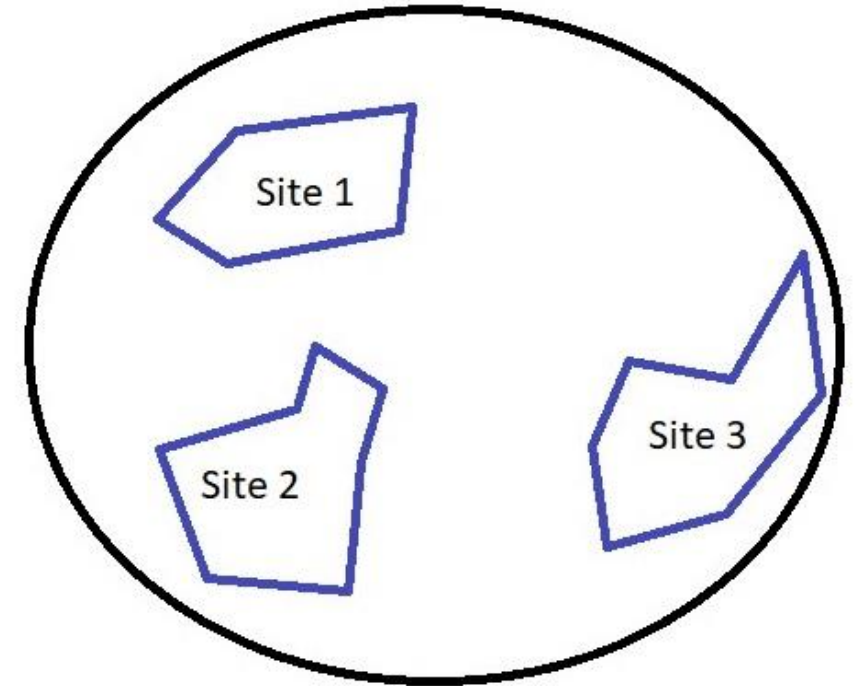
How to establish a site?

Navigation in the IMP

- There are two ways to do that
  1. Directly from the 'My Project' page where all projects are listed
  2. The 'Sites' page in the specific project profile
- In either of these pages, click 'Add Site' to start the process
- Click 'Continue' in the next page

How to establish a site?

Step 1 of 8: Site Overview

1.1 General information

Fill in required information as suggested on the page, including site name, description, establishment and end dates.

How to establish a site?

Step 1 of 8: Site Overview

1.2 Site Boundary

- Upload a .kml/kmz or .shp file or draw the polygons directly using the tools bar on the right

- Before uploading to the IMP, check that your shapefile has the right characteristics:
  - It should have a projection
  - It should have the right attributes (shown in the table below)
  - The polygon should be divided by strata, if applicable (see next page).

Required Attributes for all Sites/Strata

Country	Org_Name	Site_Name	Practice	Target_Sysystem	Distribution
Country1	Organization 1	Site 1	Assisted natural regeneration, Tree Planting	Natural forest	Full Coverage, Full Coverage
Country1	Organization 1	Site 1	Tree planting	Natural forest	Single Line (Living Fence)
Country 1	Organization 1	Site 2	Direct Seeding	Agroforest	Partial Coverage (Applied Nucleation)

How to establish a site? - Strata
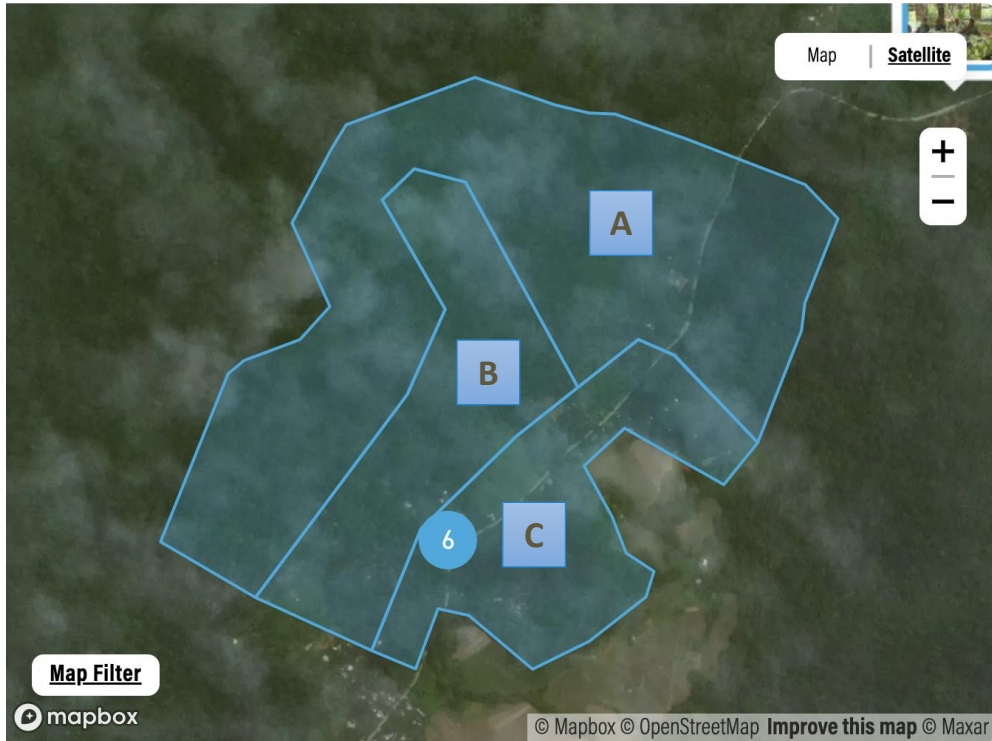
Examples of Stratas:
- Strata A: 0-15% vegetation coverage
- Strata B: 15-25% vegetation coverage
- Strata C: >25% vegetation coverage

- **What is considered a Strata for PPC?**
  - Strata are differences in conditions across a site.
  - For example, if the restored area has significant diversity of topography, vegetation, land use history, disturbance etc., that may significantly impact the restoration success, the implementors should stratify the site to represent and capture these differences.

- **Within your site shapefile, you MUST include stratification by restoration practice, target land use, and distribution** (Annex 3, sub-protocol 14)

- **If other types of strata exist on your site, you are encouraged to include them in your site shapefiles, but it is not required. You can also provide information on other types of strata in the site establishment form** (Page 46)

*Good strata information can help us reduce the number of tree monitoring plots – talk to the global monitoring team about how!

How to establish a site?

Step 1 of 8: Site Overview

1.3 Restoration Practices and Target Systems

- Select the restoration practices and target land use types the site is using
  - See more details in the next page
- Click 'Save and Continue'

How to establish a site?

Before
-practices, land types mixed together

Restoration Strategies
- Agroforestry
- Applied Nucleation/Tree Islands
- Assisted Natural Regeneration
- Enrichment Planting
- Mangrove Tree Restoration
- Peatland Restoration
- Seed Dispersal/ Direct Seeding
- Silvopasture
- Wetland/Riparian Area

Now
-More specific classifications

Restoration Practices
- Assisted Natural Regeneration
- Direct Seeding
- Tree Planting

Target Land Uses
- Agroforest
- Mangrove
- Natural Forest
- Peatland
- Riparian Area/Wetland
- Silvopasture
- Urban Forest

Step 1 of 8: Site Overview

1.3 Restoration Practices and Target Systems

- We updated the system of Restoration Intervention Types
- Specify all that apply for the site
- Applies to all NEW sites
- We will update existing sites for you
- For details, refer to Annex 3 in the Monitoring Framework

How to establish a site?

Step 2 of 8: Land Tenure

- **Select the land tenure types**

- **Click 'Save and Continue'**

How to establish a site?

Site Targets

TARGET % SURVIVAL RATE OF PLANTED TREES AT YEAR 5 *

By year 5, what percentage of planted trees do you expect to have survived? This field is only applicable if you are planting trees. It is not applicable for direct seeding and natural regeneration.

TARGET % CROWN COVER BY YEAR 5 *

By year 5, what portion of land do you expect to have covered by the crown or canopy of trees, expressed as a percentage. This relates to the size and density of trees in an area.

TARGET % SURVIVAL RATE OF DIRECT SEEDING

The target survival rate of seeds planted by year 5. Only provide this target if direct seeding is a restoration methodology used at this site.

ANR: TREES PER HECTARE

Specify the number of trees per hectare you are expecting to have in this site for natural regeneration. Only provide this target if natural regeneration is a restoration methodology used at this site.

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ANR: HECTARES FOR NATURAL REGENERATION *

Number of hectares you are expecting to have in this site for natural regeneration.

3

Step 1 Site Overview ✓
Step 2 Land Tenure ✓
Step 3 Site Targets
Step 4 Site Details
Step 5 Tree Species
Step 6 Photos and Videos
Step 7 Additional Documentation
Step 8 Review Details

BACK   SAVE AND CONTINUE

Step 3 of 8: Site Targets

- **Provide site specific targets for survival and natural regeneration, as applicable**

ANR

- **Provide the number of trees per HA and total HAs where ANR is the restoration practice in the site**
- **After ANR activities are submitted through quarterly reports (page 73), the IMP will calculate the total number of trees: ANR = no. of trees per HA x no. of HA in ANR**

- **Click 'Save and Continue'**

How to establish a site?

Step 4 of 8: Site Details

- **Add the number of mature trees on the site (if any), soil condition, and planting pattern**

- **Upload documentation on stratification not already captured in the shapefile, if applicable**

- **Click 'Save and Continue'**

How to establish a site?

- **Stratification by restoration practice, target land use, and distribution are already required in your shapefile. You can input information on additional strata here, if applicable**
    - o **For example: If 30% of the site area has no vegetation and 70% has some degree of secondary growth, we can divide them into two strata**

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How to establish a site?

5.1 Required Information

- Add the list of tree species that you plan to use in your restoration site:
  - Use scientific names

- Upload extra documentation on the tree species, if applicable (e.g. list of species planted on the site + quantity).

How to establish a site?

ARE THERE ANY INVASIVES IN THIS SITE?

List invasive plant species observed, if any, and their prevalence on the site. Details on how these will be managed should be included in the technical report

- ● Yes
- ○ No

LIST INVASIVE PLANT SPECIES OBSERVED, IF ANY, AND THEIR PREVALENCE ON THE SITE

Details on how these will be managed should be included in the technical report

+ ADD INVASIVE

Add invasive ✕

PLANT SPECIES *

Pteridium aquilinum

TYPE *

Common ⌄

SAVE

Step 5 of 8: Tree Species

5.2 Invasive Species

- **If your site has invasive species observed, select "Yes". If not, select "No"**
    - **If "Yes":**
    - **Click in "+ ADD INVASIVE":**

    - **Add the invasive species name**
    - **Add the type (Dominant, Common, Uncommon).**

- **Click 'Save and Continue'**

How to establish a site?

- The PPC program has committed to not planting any invasive species

- We identified some non-native species planted or recorded in project sites, some of which need to be taken in caution.

- Therefore, if you identify any invasive/introduced species in the field, please report to the global monitoring team and together we will decide what actions to take
  - such as remove the tree, keep it if it doesn't impose threats to other trees, or other options).

Step 5 of 8: Tree Species

5.2 More on invasive species

How to establish a site?

SEEDS DETAILS

If you are doing direct seeding on this site, please add each species or seed mix you plan to use. For each species or mix added, the form will ask for the number of seeds in a sample and the weight of the sample to calculate the seeds per kg. When reporting you will indicate the total weight of seeds you have planted each month and we will use this table to calculate the total number of seeds planted.

+ ADD SPECIES OR MIX

BACK   **SAVE AND CONTINUE**

Add Species or mix   ⊗

SEED SPECIES OR MIX *

Mix

NUMBER OF SEEDS IN SAMPLE *

1000

WEIGHT OF SAMPLE IN KG *

1

SAVE

#	Species	Seeds Per Sample	Sample Weight(Kg)	Seeds Per Kg	
1	Mix	1000	1	1000.00	🗑

5.3 Seeds Details

- **If you are doing direct seeding in your site**

- **Add information for each specie or mix of seeds:**
    - **Use scientific names'**
    - **Or select: Mix**

- **Add the approximately number of seeds in a sample (Kg)**

How to establish a site?

Step 6 of 8: Photos and Videos

- **Upload media and set visibility status to public or private**

- **Click 'Save and Continue'**

How to establish a site?

Additional Documentation

IF YOU HAVE ANY ADDITIONAL DOCUMENTATION ON YOUR SITE YOU WOULD LIKE TO SHARE, PLEASE ADD IT BELOW.

Additional document submission should be complementary information to information provided in the site report. Some examples: geotagged photos of areas of disturbance, vegetation status, planting methodologies, and additional attribute table information for shapefile submissions. Valid formats. .png, .jpg, .doc, .pdf

Upload File
Drag and drop or browse your device

Plot_11_Northeast
788 kB • Document Uploaded
☐ Check this box to mark the file as private

BACK   SAVE AND CONTINUE

Step 1 — Site Overview ☑
Step 2 — Land Tenure ☑
Step 3 — Site Targets ☑
Step 4 — Site Details ☑
Step 5 — Tree Species ☑
Step 6 — Photos and Videos ☑
Step 7 — Additional Documentation
Step 8 — Review Details

Step 7 of 8: Additional Information

- **Upload additional information, if applicable**
  - **E.g. geotagged photos of areas of disturbance, vegetation status, planting methodologies, and additional attribute table information for shapefile submissions**
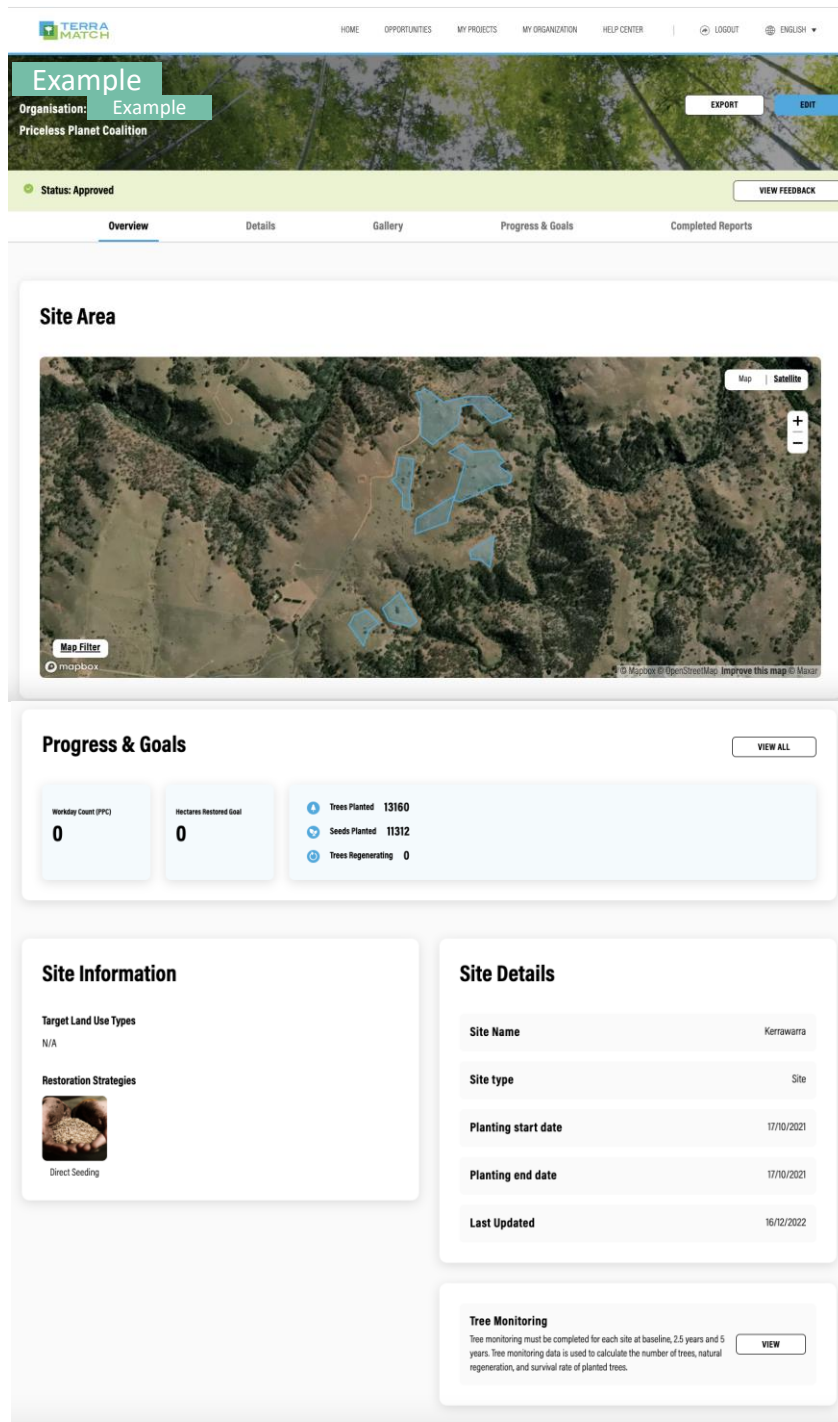
- **Click 'Save and Continue'**

How to establish a site?

Step 8 of 8: Review Details

- Review your information by clicking the dropdown arrows for each category

- Click 'Edit' to navigate to that section if you want to make changes

- Click 'Submit' and you are now done with the site establishment!

Your site home page: how it looks

Map showing site area

Site Progress and Goals

- Workdays count, Tress planted, etc.

Site Information and Site Details

- Practices, Target systems, Start and end date

Tree Monitoring

- Jump to the Kobo form

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4. Quarterly Reporting – PROJECT Level

PROJECT Level Quarterly Reporting: Overview

Collect and upload information for EACH Project

Report **every quarter** for the 5-year period:

- Technical and public narratives

- Trees grown in nurseries (optional)

- Workdays at project level (project management and nursery activities, refer to the "Socioeconomic Impacts Workdays Quantification" guide)

- * If no activities occurred within your project in a given quarter, you must still add the information in the quarterly report to confirm that no activities took place.

- * Please keep track of your data for the quarter, as you will need to report it when your quarterly report is due.

Report **every year** for the 5-year period

- Socioeconomic restoration partners (delivered in Q4 report window - due in January - and refers to the whole previous year)

How to do PROJECT level quarterly reporting?

Project level

Project Report

Report	Status	Completion	Last Update	
Test_project	Not started	0%	N/A	WRITE REPORT

Site level

Additional Reports

Report Status: SHOW ALL

Report	Status	Completion	Last Update		
Test_site 1	Started	83%	05/12/2023	NOTHING TO REPORT	CONTINUE REPORT
Test_site 2	Not started	0%	N/A	NOTHING TO REPORT	WRITE REPORT

- Go to the project profile page you are monitoring

- Click 'Reporting Tasks' to view all reporting periods that have not been completed (see page 16)

- Click 'View' to see all project and site-level reports from that quarter that need to be submitted/updated

- Click 'Write Report' to begin editing or 'Continue Report' if you already started.

How to do PROJECT level quarterly reporting?

- Before you begin, make sure you have all your information ready

- Click 'Start'

How to do PROJECT level quarterly reporting?

Step 1 of 5: General Information

- Add a report title
  - Helpful to include the quarter or date in the title
- Add a technical and public narrative
  - The technical narrative will remain internal and should contain information about the technical implementation of your project over the quarter. The public narrative is information that can be shared publicly (with Mastercard, donors, blogs, or social media).
- Click 'Save and Continue'

How to do PROJECT level quarterly reporting?

Step 2 of 5: Trees Grown in Nurseries (optional)

- Specify if any trees reached viability in your nurseries this quarter
  - If 'No', click 'Save and Continue'
  - If 'Yes', add species and numbers using scientific names, upload additional documentation if applicable and click 'Save and Continue'

How to do PROJECT level quarterly reporting?

Step 3 of 5: Workdays

3.1 General Information

- **Specify how many paid and volunteer workdays were done in the previous quarter**

- **Provide the sum of workdays of all project-level activities here**
  - Including Project management, Nursery operations (considers Seed Collection), or specify other activities with workdays counted in the last quarter for the project

- Please, be sure you are not double-counting the workdays for project and site-level reports since we consider different activities/roles for both.

How to do PROJECT level quarterly reporting?

Step 3 of 5: Workdays

3.2 Disaggregated information

- For EACH project-level activity, specify if any workdays were done

- If 'No', go to the next section

- If 'Yes', click "Add workdays' for paid and/or volunteer workdays and provide more demographic details (Gender, Age, Ethnicity)

*This information used to be uploaded with Excel files. We have upgraded the system and will no longer use Excel files for Quarterly reports.

See the "Socioeconomic Impacts Workdays Quantification" guide for more details.

How to do PROJECT level quarterly reporting?

Step 3 of 5: Workdays

3.3 Socioeconomic Restoration Partners

- If it is the month of January, submit the socioeconomic restoration partners spreadsheet for the previous year
  - Each section (gender, age and ethnicity) must add to the same number
  - The ethnicities must be specified

*This step is the same as before. We are still using the Excel file (for SRP only)

See the "Socioeconomic Restoration Partners" guide for more details.

How to do PROJECT level quarterly reporting?

Photos + Documents

PLEASE ADD ANY IMAGES OR VIDEOS OF THE PROJECT

Upload File
Drag and drop or browse your device

E
360 kB · Document Uploaded
☑ Check this box to mark the file as private

ADDITIONAL DOCUMENTATION

If you have any additional documentation on you would like to share, please add it below. Additional document submission should be complementary information to information provided in the project report. Some examples: complementary reports created for other purposes or information pertaining to your nurseries. Valid formats: .png, .jpg, .doc, .pdf

Upload File
Drag and drop or browse your device

BACK   SAVE AND CONTINUE

Step 1
General Information ☑

Step 2
Trees Grown in Nurseries ☑

Step 3
Workdays ☑

Step 4
Photos + Documents

Step 5
Review Details

Step 4 of 5: Photos + Documents

- **Upload images, videos, or additional documents, if applicable**

- **Set visibility status to public or private**

- **Click 'Save and Continue'**

How to do PROJECT level quarterly reporting?

Step 5 of 5: Review Details

- Review your information by clicking the drop down arrows for each category

- Once verified, click 'Submit'

5. Quarterly Reporting – Site Level

SITE Level Quarterly Reporting: Overview

Collect and upload information for EACH Site

Report every quarter for the 5-year period:

- Trees planted

- Seeds planted (if applicable)

- Disturbances

- Work days (site establishment, planting, monitoring, maintenance)

- Additional photos and documentation

- * If no activities occurred within your project in a given quarter, you must still add the information in the quarterly report to confirm that no activities took place.

- * Please keep track of your data for the quarter, as you will need to report it when your quarterly report is due.

How to do SITE level quarterly reporting?

- Go to the project profile page you are monitoring

- Click 'Reporting Tasks' to view all reporting periods that have not been completed (see page 16)

- Click 'View' to see all project and site-level reports from that quarter that need to be submitted/updated

- Click 'Write Report' to begin editing or 'Continue Report' if you already started

- If no update for that site/quarter, click 'Nothing to Report'

How to do SITE level quarterly reporting?

- Before you begin, make sure you have all your information ready

- Click 'Start'

How to do SITE level quarterly reporting?

Step 1 of 6: Report Overview

- **Add a technical and public narrative**
  - The technical narrative will remain internal, and should contain information about the technical implementation of your site over the quarters

- **Add a public narrative**

- **Click 'Save and Continue'**

How to do SITE level quarterly reporting?

Step 2 of 6: Trees

2.1 Three categories

- Provide information on tree planting, direct seeding, or ANR activities, if any

How to do SITE level quarterly reporting?

DID YOU PLANT ANY TREES THIS QUARTER? *

- ● Yes
- ○ No

ADD TREE SPECIES

Please provide the species and count of trees you have planted on this site in the last 3 months. You can find the species you identified at the start of the site below. If you have additional species to add, you can either search for species scientific name or manually add new ones to the table.

TREE SPECIES (26)	TOTAL COUNT: (10000)	
Acacia verticillata	600	⊖
Bedfordia arborescens	40	⊖
Bursaria spinosa	120	⊖
Cassinia aculeata	600	⊖
Cassinia trinerva	800	⊖
Coprosma quadrifida	400	⊖
Eucalyptus cypellocarpa	380	⊖

+ ADD ANOTHER SPECIES

ADDITIONAL INFORMATION (OPTIONAL)

📄 **Upload File**
Drag and drop or browse your device

Step 2 of 6: Trees

2.2 Tree Planting

- **If there was tree planted, add species (scientific names) and the total count of trees planted.**

- **Upload additional documentation if applicable.**

How to do SITE level quarterly reporting?

DID YOU DO DIRECT SEEDING THIS QUARTER? *

- ● Yes
- ○ No

HOW MANY SEEDS WERE PLANTED?

Please provide the species and count of seeds you have planted on this site in the last 3 months. You can find the species you identified at the start of the site below. If you have additional species to add, you can either search for species scientific name or manually add new ones to the table.

SEED SPECIES OR MIX (1)   **TOTAL COUNT: (500)**

Acacia mearnsii   500   ⊖

    + ADD ANOTHER SPECIES OR MIX

DID YOU COMPLETE ANY ANR ACTIVITIES THIS QUARTER?

- ● Yes
- ○ No

PLEASE UPLOAD EVIDENCE OF ANR ACTIVITIES

📄 **Upload File**
Drag and drop or browse your device

BACK   **SAVE AND CONTINUE**

Step 2 of 6: Trees

2.3 Direct Seeding

- **If there was direct seeding, add species (scientific names) and total number of seeds planted**

2.4 ANR Activities

- **If there were ANR (assisted natural regeneration), select 'Yes' and upload the two required documents**
  - **1. evidence of the 'assist' (Ex: building fences, invasive species removal, etc)**
  - **2. justification for the number of trees per HA (Ex: scientific articles, studies in the region, etc)**

- **Click 'Save and Continue'**

How to do SITE level quarterly reporting?

Step 3 of 6: Workdays

3.1 General Information

- **Specify how many paid and volunteer workdays were done this quarter**

- **Provide the sum of workdays of all site-level activities here**
  - Including Planting, Monitoring, Maintenance, or other activities that occurred only in the restoration site.

How to do SITE level quarterly reporting?

Step 3 of 6: Workdays

3.2 Disaggregated information

- For EACH site-level activity, specify if any workdays were done

- If 'No', go to the next section

- If 'Yes', click "Add workdays' for paid and/or volunteer workdays and provide more demographic details (Gender, Age, Ethnicity)

- Click 'Save and Continue'

*This information used to be uploaded with Excel files. We have upgraded the system and will no longer use Excel files for Quarterly reports.

See the "Socioeconomic Impacts Workdays Quantification" guide for more details.

How to do SITE level quarterly reporting?

Step 4 of 6: Major Disturbances

- **Specify if there were any disturbances on this site during this quarter**
  - **Including Ecological, Climatic, and Man-made**

- **Add disturbance details including disturbance type, intensity, extent and description**

- **Click 'Save and Continue'**

How to do SITE level quarterly reporting?

Step 5 of 6: Photos + Videos

- **Upload images, videos, or additional documents, if applicable**

- **Set visibility status to public or private**

- **Click 'Save and Continue'**

How to do SITE level quarterly reporting?

Step 6 of 6: Review Details

- Review your information by clicking the drop down arrows for each category

- Once verified, click 'Submit'

Additional Features

Nov 2023 Release

Manage Draft Reports

- You can easily manage the draft reports from the main 'My Project' page or 'Sites' page in each project profile

- You can delete the report if created by mistakes

Bulk-upload pictures

- **You can now upload multiple photos at once**

- **You can select privacy setting after upload**

Gallery

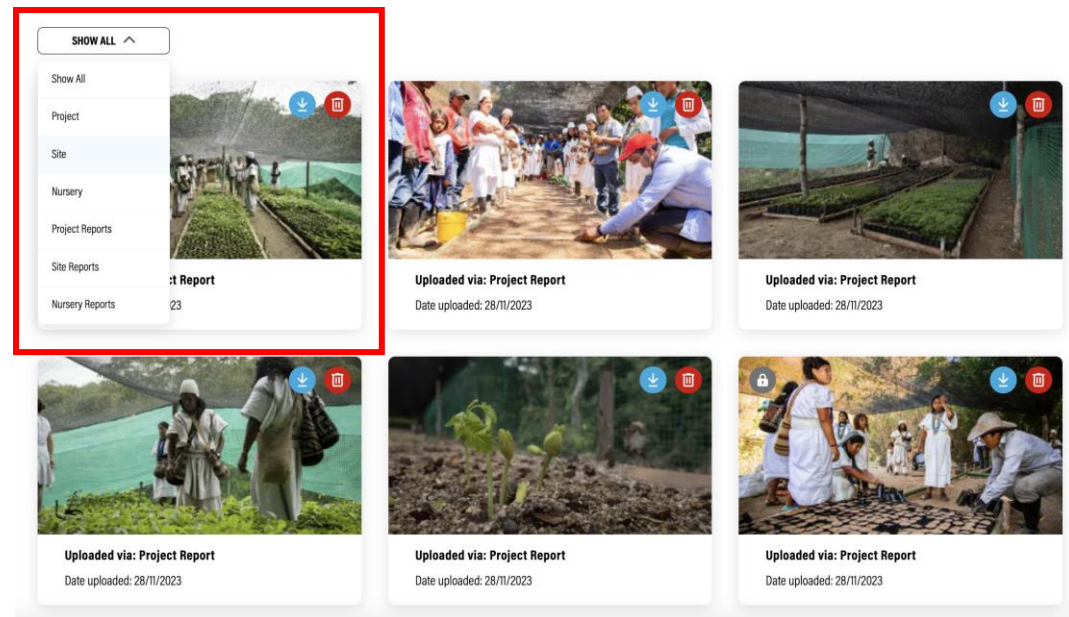- You can view all of the pictures and videos in the 'Gallery' tab in the project profile

- You can easily filter and manage pictures
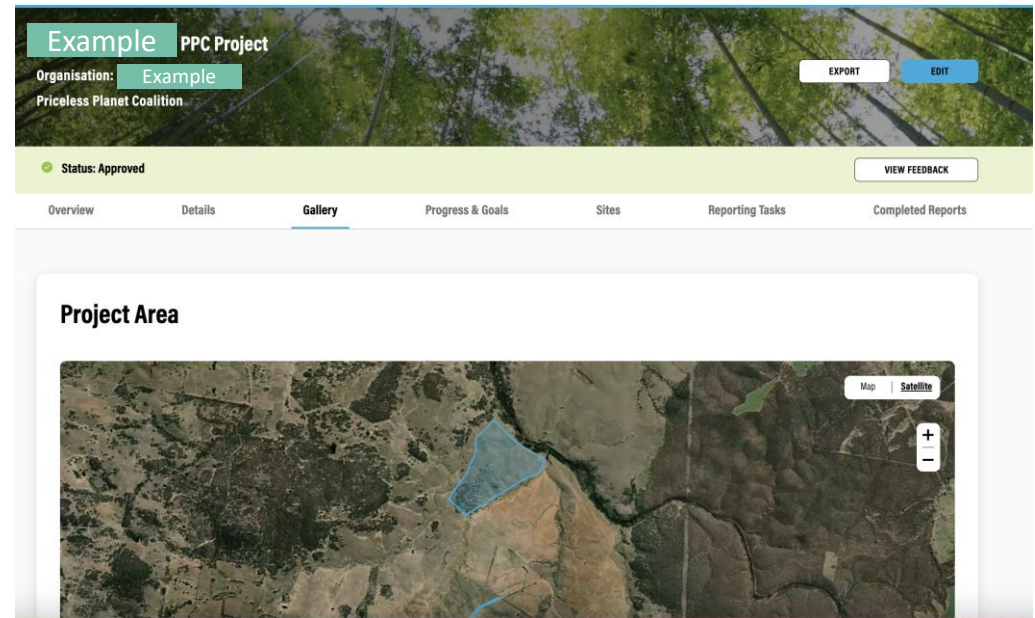
To find out more about updates in our Nov 2023 release, go to this slideshow:

'IMP Update'

Updates to TerraMatch
What's changing + how interact with new IMP