

# Clean Swell Mobile Application Instructions

Cleanup volunteers are encouraged to work in small teams of two or more. Encourage at least one person per small cleanup group to download and install the mobile application. They will be responsible for data collection.

## For Coordinators

1. Create a Group Name that will uniquely identify your cleanup in the Ocean Conservancy database. The name should start with **“MA-CZM”** followed by your last name and the beach/site (for example, **MA-CZM-Smith-Nauset**). *(Please be sure to include your Group Name in the Cleanup Report you submit to CZM.)*
2. Prominently post the Clean Swell Poster (included with your supplies) at the cleanup. Clearly write the Group Name on the poster, and also provide the Group Name to volunteers with your cleanup instructions.
3. When giving cleanup instructions, also suggest that cleanup volunteers work in small teams of two or more, with one team member downloading the app and collecting data.

## For Volunteers

To get the app, search for **“Clean Swell”** in the Apple App Store or on Google Play. After installing the app:

1. Open the app and create an account by entering your email address and password. You can also login using your social media account login credentials.
2. Open the app and choose “Allow Locations Services” so that your location can be accessed when entering data at your cleanup location. Then select “Allow While Using App” If these location options do not pop up, please check the location settings for the Clean Swell app using details below for Apple and Android phones:

### Apple Phones

- a. Go to Settings => Privacy & Security => Location Services
- b. Scroll down to Clean Swell. It should display “While Using.”
- c. If not, tap on “Clean Swell” and check “While Using the App.”

### Android Phones

- a. Go to Settings => Location => App Permissions or App Access to Location.
  - b. Scroll down to Clean Swell. It should display “Allowed only while in use.”
  - c. If not, tap on “Clean Swell” and select “Allow only while using the app.”
3. Select “Allow Notifications” if you like. This will provide app updates and reminders to submit data.
  4. Select “Allow Camera & Photos” if you would like to add cleanup photos to your cleanup data.
  5. Once the account is created and you are logged in, select “Start” on the “Start a New Cleanup” page.
  6. Fill in the requested cleanup information:
    - a. Enter the number of people on your team.
    - b. Under “Group,” fill in the Group Name that begins with “MA-CZM” provided by your Cleanup Coordinator.
    - c. Select the “Cleanup type” (either land, underwater, or watercraft).
    - d. Select the “Type of environment” (either saltwater, freshwater, or inland)
    - e. Confirm location is correct. If not, recheck Location Services settings (See Volunteer Step #2 above)
  7. Once the cleanup information is completed, click “Start a new cleanup.”
  8. Items are listed by category. Add items collected by tapping once on the correct icon (you will see the number in upper right corner of the icon change with each click). You can add or subtract a bulk number of items to any entry by holding the icon until the orange circle closes and a new page appears. You can enter an additional bulk amount here and select “Add amount” or “Subtract amount.”
  9. When the cleanup is completed, scroll down and add photos if you would like. You can take new photos or add them from your camera roll.
  10. Once finished, scroll down further, and select “Finish this cleanup,” then confirm you want to finish. Please review your cleanup information (especially be sure you have the correct Group Name). You can change any entry by selecting the “Edit” button.
  11. Once everything is correct, scroll down and select an image background and color, share the summary image if you’d like, and click “Save & Return to Home.” When submission is complete, it will return to the “Start a new cleanup” page. You will then receive an email with all your cleanup data.

**PLEASE NOTE: To ensure cleanup location is properly saved in the application, please enter all data at cleanup site. If this is not possible, you can select “Record a past cleanup” from the app home page (scroll right). On the first screen you can enter the actual location details.**

For more details, see this 6-minute video on using the app: Scan QR Code with camera to open link:



Also, the Clean Swell Poster, included with your supplies, can be posted at cleanups for general instructions and to provide the Group Name for the cleanup.