

# **BEACH RECORDS USER GUIDE**

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## 1. INTRODUCTION

### What is the Beach Records Platform?

The Beach Records Platform is an open-access tool, available on laptops, tablets, and mobile phones, where individuals and groups involved in Sandwatch can record and share:

- (i) **General information** about their Sandwatch beach including its location, description, and photos. (Beach and Group Records Form Part 1: About your beach).
- (ii) **Beach measurements** based on the measurement protocols used in the Sandwatch methodology and photos taken at different times of the year. (Beach and Group Records Form Part 2: Monitoring).
- (iii) **Action** taken to enhance the beach environment, and/or address issues observed at the beach, and/or build resilience to climate change. (Beach and Group Records Form: Part 3: Action).

### Development of the Beach Records Platform

Version 1 of the Beach Records Platform was developed by the Sandwatch Foundation<sup>1</sup> in 2021. The tool was reviewed in 2022 by Sandwatch practitioners and tested by active Sandwatch groups in Trinidad and Tobago. Version 2 was launched in January 2023. The Beach Records Platform is maintained by the Sandwatch Foundation.

### Where is the Beach Records Platform located?

The Beach Records Platform is located on the Sandwatch Foundation website.

Go to [www.sandwatchfoundation.org](http://www.sandwatchfoundation.org) and select “Beach Records” from the main menu bar at the top of the screen. Here you can:

- find the **link to get started**,
- view Parts 1, 2, and 3 of the Beach and Group Records Form,
- see example completed forms and how the forms are displayed on the website.

Once a beach record form is submitted it goes through a conversion programme. **This process will normally be completed in 48 hours.** It is then available for viewing on the Sandwatch website at [www.sandwatchfoundation.org](http://www.sandwatchfoundation.org), select “Countries with beach records” from the “Beach Records” dropdown menu.

### Why have a Beach Records Platform?

The Beach Records Platform:

- Shows how youth and adults are putting Education for Sustainable Development (ESD) into action and contributing to the Sustainable Development Goals.
- Represents a user-friendly way to share information and experiences with others.
- Provides for the storage of information about beaches and their changes over time, thereby contributing to the knowledge base on environmental change.
- Demonstrates positive action to adapt to climate change and address environmental issues.

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<sup>1</sup> The Sandwatch Foundation is a registered 501(c)(3) organization, in Washington State, USA. (The Sandwatch Foundation is not involved in public grant making).

## What is Sandwatch?

Sandwatch is a volunteer-based programme, that started in 1999 and seeks to modify the lifestyle and habits of children, youth and adults on a community-wide basis and to develop an awareness of the fragile nature of the marine and coastal environment and the need to use it wisely.

It is an educational programme through which school students and community members learn and work together to:

- (i) **Scientifically monitor changes in the beach environment** using a defined methodology and analyse the results.
- (ii) **Share the findings** with coastal communities and other partners.
- (iii) **Take action** to address beach-related issues, enhance the beach environment and build resilience to climate change.

There is more information about the Sandwatch programme on the website:

[www.sandwatchfoundation.org](http://www.sandwatchfoundation.org)

## Development of the Sandwatch programme

With the support of the United Nations Educational, Scientific and Cultural Organization (UNESCO) Sandwatch was launched in the Caribbean region in 2001 and has expanded to the Pacific, Indian Ocean, and African regions. Since then, UNESCO has continued to provide support to the programme, along with other organisations such as the University of Puerto Rico Sea Grant College Program, the Sandwatch Foundation, and many other partners.

Sandwatch is a volunteer network of schools (students, teachers, and principals), youth groups, non-governmental and community-based organizations working together to monitor and enhance their beach environments.

## What is Education for Sustainable Development?

Education for Sustainable Development (ESD) is an approach to teaching and learning that seeks to empower people of all ages to assume responsibility for creating and enjoying a sustainable future.

In 2014, at the end of the United Nations Decade of Education for Sustainable Development, Sandwatch was nominated as one of 25 successful ESD projects from around the world and was represented at the World Conference on Education for Sustainable Development in Japan in 2014.

## Where to find the Sandwatch methodology and the protocols for beach measurements?

The Sandwatch methodology consists of four main steps: **M**onitoring beach changes, **A**nalysing the results, **S**haring the findings, and **T**aking action (MAST).

The specific protocols for measuring changes in beach characteristics are described in detail in the Sandwatch Manual: Adapting to Climate Change and Educating for Sustainable Development. These manuals are available in English, French, Portuguese, and Spanish and can be downloaded from: <https://www.sandwatchfoundation.org/the-sandwatch-manuals.html>

The “Beach and Group Records Form Part 2: Monitoring” is based on these protocols.

## 2. GETTING STARTED WITH BEACH RECORDS

### How is the Beach Records Platform organised?

The Platform consists of a Beach and Groups Record Form with three parts:

(i) **Part 1: About your beach** – this is where you enter some information about your Sandwatch group, the location and general characteristics of your beach, and up to three photos. The Part 1 Form only has to be completed **once**, after the first visit to the beach, unless any information has changed.

(ii) **Part 2: Monitoring** – this is where you enter the beach observations, measurements, and up to three photos taken on the date they were collected. The Part 2 Form is completed and submitted after every visit to the beach. The measurements are based on the protocols used in the Sandwatch methodology: [www.sandwatchfoundation.org/the-sandwatch-manuals.htm](http://www.sandwatchfoundation.org/the-sandwatch-manuals.htm).

(iii) **Part 3: Action** – this is where you describe any action or project taken to enhance the beach environment and its resilience to climate change and/or address issues observed at the beach.

### Using the Beach and Group Records form

- Completing any part of the form (part 1, part 2, or part 3) has to be done in **one sitting** – there is no opportunity to save any part and come back to it later. Annex 1 shows how the form appears online.
- Users have the option to enter their data online or to manually record the data at the beach and enter it online back in their school or office. For those who wish to manually record their data, Annex 2 shows the Beach Records Form which can also be downloaded from the website: [www.sandwatchfoundation.org/beach-records-manual-form.html](http://www.sandwatchfoundation.org/beach-records-manual-form.html)
- Several fields on the forms are marked with a red asterisk – this indicates a required field that must be completed.
- Some fields have two slanting bars in the bottom right-hand corner:



Left-clicking on these bars allows the expansion of these fields.

- Some fields have a small information circle by the descriptor - clicking on this descriptor will provide further information about the field.

### Getting started

- Go to [www.sandwatchfoundation.org](http://www.sandwatchfoundation.org) and select “Beach Records” from the main menu bar at the top of the screen.
- Click on Beach and Group Records Form near the middle of the page: [www.sandwatchfoundation.org/beach-records-form-v2.html](http://www.sandwatchfoundation.org/beach-records-form-v2.html)
- This takes you to a page titled:

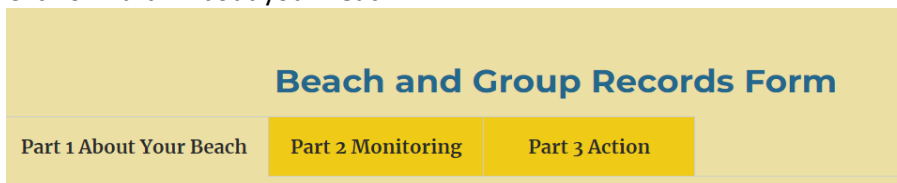


- For help or assistance with completing the form email [SandwatchFoundation@gmail.com](mailto:SandwatchFoundation@gmail.com)

### 3. COMPLETING PART 1 OF THE BEACH AND GROUP RECORDS FORM

#### Getting started and important notes

- Go to [www.sandwatchfoundation.org](http://www.sandwatchfoundation.org) and select “Beach Records” from the main menu bar at the top of the screen.
- Click on “Click here to go to the Beach and Group Records Form” near the middle of the page [www.sandwatchfoundation.org/beach-records-form-v2.html](http://www.sandwatchfoundation.org/beach-records-form-v2.html) .
- Click on Part 1 About your Beach



- **Important Note #1:** It is only necessary to complete part 1 **ONCE** after the first visit to the beach. (The only exception is if important information such as the name of the Sandwatch group changes).
- **Important Note #2:** Completing part 1 of the Beach and Group Records Form (as with parts 2 and 3) has to be done in **one sitting** – there is no opportunity to save any part and come back to it later.

#### Entering details about the Sandwatch group

- The first seven fields are **required fields** where the following information is entered:
  - Country
  - Name of beach
  - Name of Sandwatch group
  - Name of school/organization
  - Address
  - Name of the contact person
  - Email address of contact person (Note the email address will be kept private and not shared on the website).

#### Entering the location of the beach

- Many beaches are known only by local names, which are difficult to identify on a map. It is very important to accurately locate the beach in the Beach Records Platform using latitude and longitude.
- There are three options to do this and only **one** of the three options needs to be selected:
  - The **first option** is used when the latitude and longitude of the beach is known (and it is quite easy to find this information on Google Maps [www.googlemaps.com](http://www.googlemaps.com)) then it is entered in the first field:

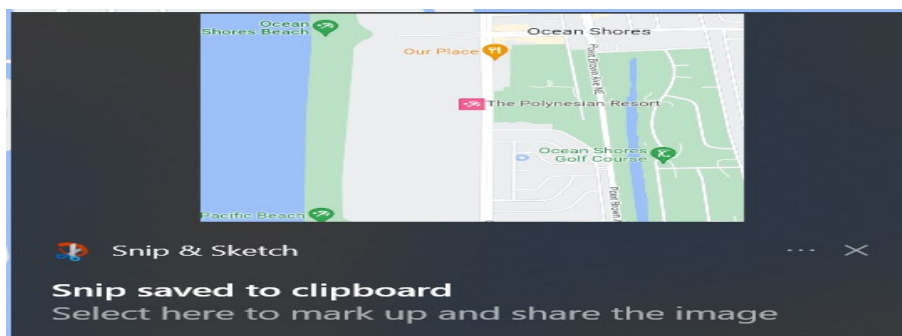
1. Insert the latitude and longitude, OR

- The **second option** is to identify a named feature near the beach on Google Maps and describe how to walk to the beach from the named feature.

- Go to [www.googlemaps.com](http://www.googlemaps.com) and locate your country and beach on the world map using the enlarge (+) feature.
- Identify a named feature (landmark), e.g. a hotel, a park, or a church, on the map near the beach. Describe in the box shown below how you would walk from the feature (landmark) to your beach.

2. Find your beach on Google Maps, and identify a nearby landmark on Google Maps, and describe how to walk from the landmark to your beach. OR

- The **third option** requires using a computer and inserting an image from Google Maps showing the location of the beach.
- Go to [www.googlemaps.com](http://www.googlemaps.com) and locate your country and beach on the world map using the enlarge (+) feature.
- Using the “Snip & Sketch” tool (available on Windows 10) draw a rectangle around the beach – ensure to include some named features (landmarks) in the rectangle.
- Save the image – select the second option “Select here to mark up and share the image” in the screenshot shown below. Save your screenshot.



- Click on “Choose file” as shown in the screenshot below and select the saved image.

3. Insert an image taken from Google Maps

 No file chosen  
JPG, PNG or GIF, 2-3 MB adequate

### Inserting a sketch map of the beach

- Having the group prepare a sketch map of the beach is a useful tool to select the characteristics to measure and identify any problems or issues at the beach. (For more information see Chapter 4, Activity 4.1 in the Sandwatch Manual: Adapting to Climate Change and Educating for Sustainable Development at: [www.sandwatchfoundation.org/the-sandwatch-manuals.html](http://www.sandwatchfoundation.org/the-sandwatch-manuals.html))
- Once the sketch map is completed, take a photo and save it as a JPG, PNG, or GIF image.
- Click on “Choose file” as shown in the screenshot below and select the saved image of the sketch map

Sketch map of beach:

No file chosen  
JPG, PNG or GIF, 2-3 MB adequate

Entering beach length, features behind the beach, presence of a river/stream

- Enter the length of the beach selected for monitoring in metres.

Length of beach monitored by Sandwatch group (metres):

- Click on the relevant answer as to whether this is the entire length of the beach or just part of a longer beach.

Is this the entire length of the beach?  
 Yes  
 No

- Identify what is behind the beach. (Required field).
- Tick the relevant box(es) indicating what is behind the beach, and if there are other features – describe them in the “Other” field.

What is behind the beach: \* ⓘ

Wetland/mangroves/swamps  
 Low land with trees/shrubs/plants  
 Sand dunes  
 Cliffs  
 Buildings/roads  
 Walls/seawall  
 Car park  
 Picnic area  
 Other

If other, describe:

- Select whether a river or stream is flowing across the beach. (Required field).

Presence of a river or stream: \*  
 Yes  
 No

Insert up to three photos of the beach

- Only **three** photos can be inserted in the part 1 Form.
- Click on “Choose File” and select the photo.
- Insert a caption describing the photo.
- Insert the date using the dropdown arrows in the fields by year/month/day.

Photo 1: <input type="button" value="Choose file"/> No file chosen JPG, PNG or GIF, 2-3 MB adequate	Photo 2: <input type="button" value="Choose file"/> No file chosen JPG, PNG or GIF, 2-3 MB adequate	Photo 3: <input type="button" value="Choose file"/> No file chosen JPG, PNG or GIF, 2-3 MB adequate						
Caption 1: <input type="text"/>	Caption 2: <input type="text"/>	Caption 3: <input type="text"/>						
Year 1 <input type="text" value="2022"/>	Month 1 <input type="text" value="1"/>	Day 1 <input type="text" value="1"/>	Year 2 <input type="text" value="2022"/>	Month 2 <input type="text" value="1"/>	Day 2 <input type="text" value="1"/>	Year 3 <input type="text" value="2022"/>	Month 3 <input type="text" value="1"/>	Day 3 <input type="text" value="1"/>

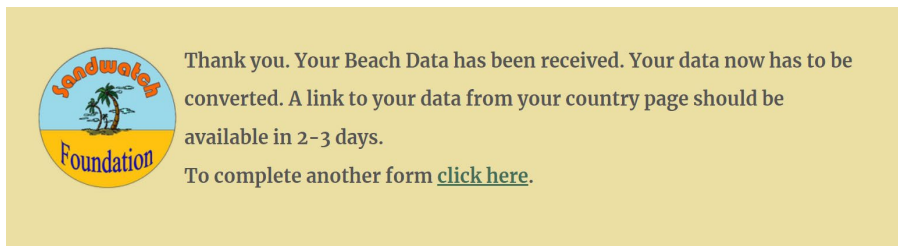


## Submit the Part 1 form

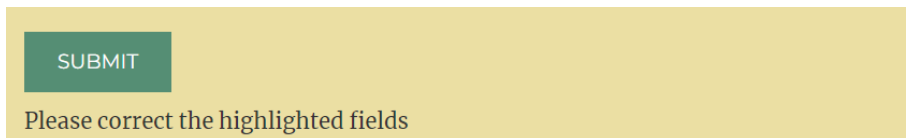
- Review the form and ensure all the required fields have been completed.
- Click on the “Submit” button at the bottom of the page.



- You will receive the following message.



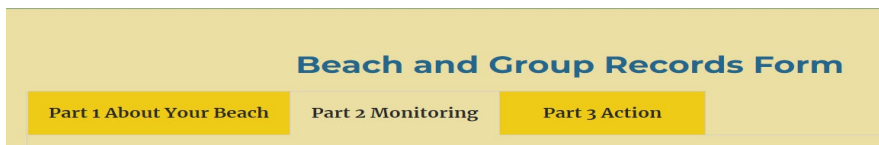
- If, however, you see a message appear under the “Submit” button “Please correct the highlighted fields”, then check the form again, make the corrections and click on the “Submit” button again.



## 4. COMPLETING PART 2 OF THE BEACH AND GROUP RECORDS FORM

### Getting started and important notes

- Go to [www.sandwatchfoundation.org](http://www.sandwatchfoundation.org) and select “Beach Records” from the main menu bar at the top of the screen.
- Click on “Click here to go to the Beach and Group Records Form” near the middle of the page [www.sandwatchfoundation.org/beach-records-form-v2.html](http://www.sandwatchfoundation.org/beach-records-form-v2.html) .
- Click on part 2 Monitoring.



- **Important Note #3:** Completing part 2 of the Beach and Group Records Form (as with parts 1 and 3) has to be done in **one sitting** – there is no opportunity to save any part and come back to it later.
- **Important Note #4:** It is not necessary to measure and record **every** beach characteristic if the group wishes to measure just one or two characteristics that is acceptable.

### Entering the country, beach name, Sandwatch group name, and date of monitoring

- The first four fields are **required fields** where the following information is entered:
  - Country – use the same information as in part 1 of the form.
  - Name of beach - use the same information as in part 1 of the form.
  - Name of Sandwatch group - use the same information as in part 1 of the form.
  - Date of monitoring – use the dropdown arrows in the fields by year/month/day.

The image shows a form section with a yellow background. At the top left, it says "\* Indicates required field". There are three input fields: "Country: \*" (with an asterisk), "Name of beach: \*" (with an asterisk), and "Name of Sandwatch group: \*" (with an asterisk). Below these is a "Date of monitoring:" section with three dropdown menus: "Year \*" (set to 2022), "Month \*" (set to 1), and "Day \*" (set to 1).

### Entering general observations of the beach on arrival and recording visible changes since the last visit

- These two fields are **required fields** and provide an opportunity for the Sandwatch group to record their visual observations about the beach and to note any changes since their last visit.
- Note the fields can be expanded by left-clicking on the slanting bars at the bottom right of these two fields.

The image shows two text input fields on a yellow background. The first field is labeled "What were your main observations of the beach on arrival? \*" (with an asterisk). The second field is labeled "Are there any changes since your last visit? \*" (with an asterisk). Both fields have a slanting bar at the bottom right corner, indicating they can be expanded.

## Entering the measurements from this visit

- Enter the measurement(s) of the beach characteristics that were completed during this visit. It is not necessary to measure all the beach characteristics rather groups can select the characteristics they wish to measure regularly.
- The specific protocols for measuring beach characteristics are described in detail in the Sandwatch Manual: Adapting to Climate Change and Educating for Sustainable Development. This manual can be downloaded from:  
[www.sandwatchfoundation.org/the-sandwatch-manuals.html](http://www.sandwatchfoundation.org/the-sandwatch-manuals.html)
- It is recommended to measure characteristics 1 – 5 at more than one observation point on the beach – these are labeled point A, B, and C on the form. It is important that for subsequent visits you return to the same observation points, so write down a description of each observation point and take a photo.

### Beach width measurement

- Enter the beach width in metres for observation points A, B, and C. (If the measurement has only been made at one observation point, enter the data under point A).

Characteristic	Point A	Point B	Point C
1.0 Beach width (m)	1.0 A <input type="text"/>	1.0 B <input type="text"/>	1.0 C <input type="text"/>

- Information on this measurement protocol is available in Chapter 5, Activity 5.1 of the Sandwatch Manual.

### Wave measurements

- Enter the measurements for wave height (in metres), wave period (in seconds), and wave direction (in degrees or a written form e.g. northeast) at observation points A, B, and C. (If the measurement has only been made at one observation point, enter the data under point A).

2.0 Wave height (m)	2.0 A <input type="text"/>	2.0 B <input type="text"/>	2.0 C <input type="text"/>
2.1 Wave period (interval)	2.1 A <input type="text"/>	2.1 B <input type="text"/>	2.1 C <input type="text"/>
2.2 Wave direction	2.2 A <input type="text"/>	2.2 B <input type="text"/>	2.2 C <input type="text"/>

- Information on this measurement protocol is available in Chapter 10, Activity 10.1 of the Sandwatch Manual.

### Longshore current measurements

- Enter the measurements for the direction of the longshore current in words. Current direction is recorded as the direction in which the current is going, e.g. east to west, at

observation points A, B, and C. (If the measurement has only been made at one observation point, enter the data under point A).

- Enter the speed of the longshore current in metres/second at observation points A, B, and C. (If the measurement has only been made at one observation point, enter the data under point A).

3.0 Direction of longshore current	3.0 A	3.0 B	3.0 C
	<input type="text"/>	<input type="text"/>	<input type="text"/>
3.1 Speed of longshore current (m/sec)	3.1 A	3.1 B	3.1 C
	<input type="text"/>	<input type="text"/>	<input type="text"/>

- Information on this measurement protocol is available in Chapter 11, Activity 11.1 of the Sandwatch Manual.

### Sand size, shape, and colour measurements

- Enter the sand measurements at observation points A, B, and C, for sand size (in millimetres), for sand shape (use the dropdown box options of very angular/sub-angular/sub-rounded/well-rounded) – see Figure 11, Chapter 11 of the Sandwatch Manual. Record the colour in words. (If the measurement has only been made at one observation point, enter the data under point A).

4.0 Sand size (mm)	4.0 A	4.0 B	4.0 C
	<input type="text"/>	<input type="text"/>	<input type="text"/>
4.1 Sand shape	4.1 A	4.1 B	4.1 C
	<input type="text" value="Not observed"/>	<input type="text" value="Not observed"/>	<input type="text" value="Not observed"/>
4.2 Sand colour	4.2 A	4.2 B	4.2 C
	<input type="text"/>	<input type="text"/>	<input type="text"/>

- Information on this measurement protocol is available in Chapter 6, Activity 6.4 of the Sandwatch Manual.

### Measurement of litter on the beach

- Enter the number of pieces of litter collected within 2 metres on either side of the beach transect line at observation points A, B, and C. (If the measurement has only been made at one observation point, enter the data under point A).
- Enter the weight of the litter in kg collected within 2 metres on either side of the beach transect line at observation points A, B, and C. (If the measurement has only been made at one observation point, enter the data under point A).

5.0 Number of pieces of litter collected within 2m either side of the beach width transect line	5.0 A	5.0 B	5.0 C
	<input type="text"/>	<input type="text"/>	<input type="text"/>
5.1 Weight of litter collected within 2m either side of the beach width transect line (kg)	5.1 A	5.1 B	5.1 C
	<input type="text"/>	<input type="text"/>	<input type="text"/>

- Information on this measurement protocol is available in Chapter 8, Activity 8.1 of the Sandwatch Manual. (Note the description in Activity 8.1 includes sorting the litter into different categories. This is a useful activity but it is not entered in the Beach Record).

### Measurement of the number of people using the beach

- Count or estimate the number of people using the beach and select from the dropdown menu.
- Select the activity(s) being carried out by beach users. More than one activity can be selected.
- This measurement is completed once for the whole beach and not at each observation point.

6.0 Number of people using the beach

Not observed ▼

6.1 Activities being carried out

Relaxation

Exercise

Sport

Fishing

Tourism related activities

- There is more background information about people’s use of the beach in Chapter 7 of the Sandwatch Manual.

### Measurement of Sargassum seaweed or other types of seaweed on the beach

- In some parts of the world, large amounts of seaweed are washed ashore covering the surface of the beach.
- Using the dropdown arrow, select the % area of the beach covered by seaweed.
- This measurement is completed once for the whole beach and not at each observation point.

7.0 Presence of Sargassum seaweed or other types of seaweed

Not observed ▼

### Recording the type of vegetation behind the beach

- Select one or more choices from the categories listed.
- This measurement is completed once for the whole beach and not at each observation point.

8.0 Presence of vegetation behind the beach

None

Grasses and vines

Shrubs

Trees

### Recording the presence of animals on the beach, in the sea, and in the air

- Select one or more choices from the categories listed. If no animals are observed do not make a selection.

- This measurement is completed once for the whole beach and not at each observation point.

9.0 Presence of animals on the beach and in the sea, in the air

- Animals on the beach
- Animals in the sea
- Birds

### Measurement of water quality characteristics

- These measurements are made once for the whole beach and not at each observation point.
- The first measurement is an observation, enter a description of the smell, colour, and clarity of the water.

10.0 Observations e.g. smell, colour of water

- The temperature, salinity, turbidity, fecal coliform, nitrate and phosphate measurements all require a water quality kit.
- Information on this measurement protocol is available in Chapter 9, Activity 9.1 of the Sandwatch Manual.

### Describing issues about the beach and what can be done to improve the beach

- These two fields are **required fields** and provide a space for the Sandwatch group to record their assessment of issues at the beach and to identify actions that could be undertaken to improve the beach.
- Note the fields can be expanded by left-clicking on the slanting bars at the bottom right of these two fields.

What are the issues at the beach? \*

What could be done to improve it? \*

### Insert up to three photos of the beach

- Only **three** photos can be inserted.
- Click on “Choose File” and select the photo.
- Insert a caption describing the photo.
- Insert the date using the dropdown arrows in the fields by year/month/day

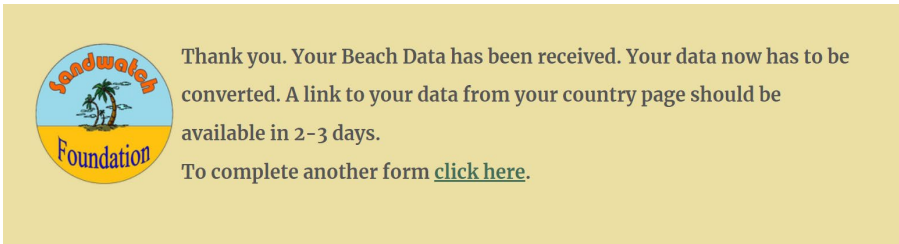
Photo 1:			Photo 2:			Photo 3:		
<input type="button" value="Choose file"/> No file chosen			<input type="button" value="Choose file"/> No file chosen			<input type="button" value="Choose file"/> No file chosen		
<small>JPG, PNG or GIF, 2-3 MB adequate</small>			<small>JPG, PNG or GIF, 2-3 MB adequate</small>			<small>JPG, PNG or GIF, 2-3 MB adequate</small>		
Caption 1:			Caption 2:			Caption 3:		
<input type="text"/>			<input type="text"/>			<input type="text"/>		
Year 1	Month 1	Day 1	Year 2	Month 2	Day 2	Year 3	Month 3	Day 3
2022 ▾	1 ▾	1 ▾	2022 ▾	1 ▾	1 ▾	2022 ▾	1 ▾	1 ▾

### Submit the Part 2 form

- Review the form and ensure all the required fields have been completed.
- Click on the “Submit” button at the bottom of the page.



- You will receive the following message.



- If, however, you see the following message appear under the “Submit” button “Please correct the highlighted fields”, then check the form again, make the corrections, and click on the “Submit” button again.



## 5. COMPLETING PART 3 OF THE BEACH AND GROUP RECORDS FORM

### Getting started and important notes

- Go to [www.sandwatchfoundation.org](http://www.sandwatchfoundation.org) and select “Beach Records” from the main menu bar at the top of the screen.
- Click on “Click here to go to the Beach and Group Records Form” near the middle of the page [www.sandwatchfoundation.org/beach-records-form-v2.html](http://www.sandwatchfoundation.org/beach-records-form-v2.html) .
- Click on Part 3 Action.



The screenshot shows a navigation bar for the "Beach and Group Records Form". The title "Beach and Group Records Form" is centered at the top. Below the title are four tabs: "Part 1 About Your Beach", "Part 2 Monitoring", "Part 3 Action", and a fourth tab that is partially obscured. The "Part 3 Action" tab is highlighted in yellow, indicating it is the current active section.

- Part 3 of the form is where the Sandwatch group can document the results of their project to enhance the beach, build resilience to climate change and address particular issues at the beach. Projects usually take several weeks or months to complete. More information about projects and action is in Chapter 14 of the Sandwatch Manual.
- **Important Note #3:** Completing part 3 of the Beach and Group Records Form (as with parts 1 and 2) has to be done in **one sitting** – there is no opportunity to save any part and come back to it later.

### Entering the country, beach name, and Sandwatch group name

- The first three fields are **required fields** where the following information is entered:
  - Country – use the same information as in part 1 of the form.
  - Name of beach - use the same information as in part 1 of the form.
  - Name of Sandwatch group - use the same information as in part 1 of the form.



The screenshot shows three input fields on a light yellow background. The first field is labeled "Country: \*" and is empty. The second field is labeled "Name of beach: \*" and is empty. The third field is labeled "Name of Sandwatch group: \*" and is empty.

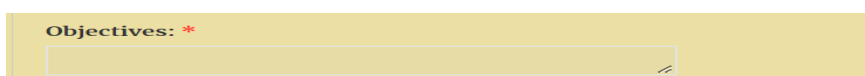
### Entering general information about the project or action: title, objectives, date started and finished

- All these fields are **required fields** where the following information is entered:
  - Title of the project or action.



The screenshot shows a single input field on a light yellow background. The label "Title of our project/action: \*" is positioned above the field, which is currently empty.

- Objectives or goals.
- Note this field can be expanded by left-clicking on the slanting bars at the bottom right of these two fields.



The screenshot shows a single input field on a light yellow background. The label "Objectives: \*" is positioned above the field, which is currently empty. There are small slanting bars at the bottom right of the field, indicating it can be expanded.

- Reason for selecting this project.



- Note this field can be expanded by left-clicking on the slanting bars at the bottom right of these two fields.

Why did you select this project? \*

- Date the action or project was started and when it finished.
- Insert the date using the dropdown arrows in the fields for year/month/day

Date action started:                      Date action finished:

Year started *	Month started *	Day started *	Year finished *	Month finished *	Day finished *
2022 ▾	1 ▾	1 ▾	2022 ▾	1 ▾	1 ▾

### Entering a description of the action or project, the methodology, activities, and results

- This is a **required field** where the methodology, the activities undertaken and the results are described.
- The field can be expanded to provide more detail by left-clicking on the slanting bars at the bottom right of the field.

Description of the project/action: \*

### Assessment and entering the achievements and what was learnt

- This is a **required field** where the achievements are described as well as what was learnt by the Sandwatch group.
- The field can be expanded to provide more detail by left-clicking on the slanting bars at the bottom right of the field.

What did we achieve and what did we learn? \*

### Insert up to five photos showing the project including “before” and “after” photos

- **Five** photos can be inserted.
- This is an opportunity to include one photo of the site **before** the project was started and one photo taken **after** the project was completed.
- Click on “Choose File” and select the photo.
- Insert a caption describing the photo.
- Insert the date using the dropdown arrows in the fields by year/month/day.

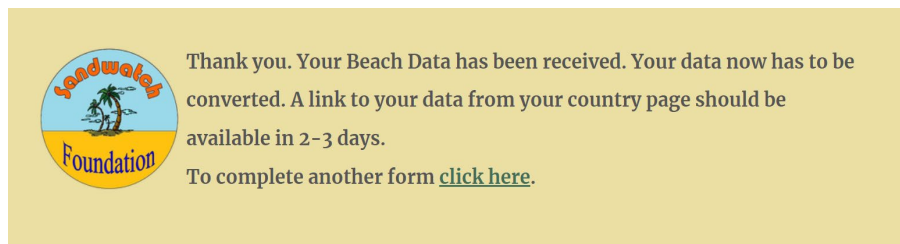
<b>Photo 1:</b> <input type="button" value="Choose file"/> No file chosen <small>JPG, PNG or GIF, 2-3 MB adequate</small>	<b>Photo 2:</b> <input type="button" value="Choose file"/> No file chosen <small>JPG, PNG or GIF, 2-3 MB adequate</small>	<b>Photo 3:</b> <input type="button" value="Choose file"/> No file chosen <small>JPG, PNG or GIF, 2-3 MB adequate</small>
<b>Caption 1:</b> <input type="text"/>	<b>Caption 2:</b> <input type="text"/>	<b>Caption 3:</b> <input type="text"/>
<b>Year 1</b> <b>Month 1</b> <b>Day 1</b> 2022    1    1	<b>Year 2</b> <b>Month 2</b> <b>Day 2</b> 2022    1    1	<b>Year 3</b> <b>Month 3</b> <b>Day 3</b> 2022    1    1
<b>Photo 4:</b> <input type="button" value="Choose file"/> No file chosen <small>JPG, PNG or GIF, 2-3 MB adequate</small>	<b>Photo 5:</b> <input type="button" value="Choose file"/> No file chosen <small>JPG, PNG or GIF, 2-3 MB adequate</small>	
<b>Caption 4:</b> <input type="text"/>	<b>Caption 5:</b> <input type="text"/>	
<b>Year 4</b> <b>Month 4</b> <b>Day 4</b> 2022    1    1	<b>Year 5</b> <b>Month 5</b> <b>Day 5</b> 2022    1    1	

### Submit the Part 3 form

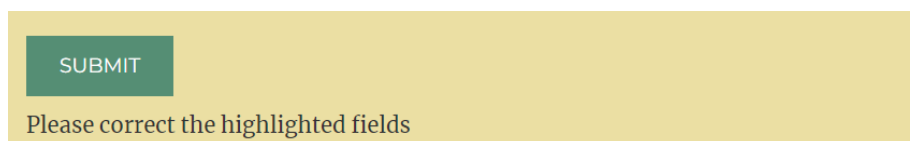
- Review the form and ensure all the required fields have been completed.
- Click on the “Submit” button at the bottom of the page



- You will receive the following message



- If, however, you see a message appear under the “Submit” button “Please correct the highlighted fields” – check the form again, make the corrections and click on the “Submit” button again.



## 5. FREQUENTLY ASKED QUESTIONS

- *Where do I save my draft form before submitting it?*

**Answer:** Completing part 1, 2, or 3 of the form needs to be done in one sitting. There is no opportunity to save a form and return to it later.

- *After completing the form and receiving an acknowledgement, why does the data not appear on the country page?*

**Answer:** Once the form is submitted it goes through a conversion programme. This process will normally be completed in 48 hours. It is then available for viewing on the country page at <https://www.sandwatchfoundation.org/countries-with-beach-records.html>

- *Where can I insert additional photos?*

**Answer:** Beach Records allows for three photos to be inserted in the part 1 form, three photos in the part 2 form, and up to five photos in the part 3 form. If you have additional photos they can be added to the country page on the website – please contact [SandwatchFoundation@gmail.com](mailto:SandwatchFoundation@gmail.com)

- *How many times does each form have to be submitted?*

**Answer:**

Part 1 form only needs to be submitted once, unless critical information such as the name of your Sandwatch group is changed.

Part 2 form is completed after each visit to the beach and monitoring data are collected.

Part 3 form is completed after a specific action or project is completed. (A project may take several weeks or months to implement). More than one project can be undertaken and a separate form submitted for each project.

**For help and assistance with completing the form, email**

**[SandwatchFoundation@gmail.com](mailto:SandwatchFoundation@gmail.com)**

## Annex 1 Beach and Group Records Form Online Version

### Part 1 About your beach

## Beach and Group Records Form

Part 1 About Your BeachPart 2 MonitoringPart 3 Action

Complete Part 1 only once, after the first visit to the beach, unless any information has changed.

*\* Indicates required field*

Country: \*  Name of beach: \*  Name of Sandwatch group: \*

Name of school/organization: \*

Address: \*

Name of contact person: \*

Email address of contact: \*

Location of Beach - complete ONE of the following 3 fields:

1. Insert the latitude and longitude, OR
2. Find your beach on Google Maps, and identify a nearby landmark on Google Maps, and describe how to walk from the landmark to your beach. OR
3. Insert an image taken from Google Maps  
 No file chosen  
JPG, PNG or GIF, 2-3 MB adequate


Sketch map of beach:

No file chosen  
JPG, PNG or GIF, 2-3 MB adequate

Length of beach monitored by Sandwatch group (metres):

Is this the entire length of the beach?

- Yes  
 No

What is behind the beach: \* 

- Wetland/mangroves/swamps  
 Low land with trees/shrubs/plants  
 Sand dunes  
 Cliffs  
 Buildings/roads  
 Walls/seawall  
 Car park  
 Picnic area  
 Other

If other, describe:

Presence of a river or stream: \*

- Yes  
 No

Include up to 3 photos of the beach (with caption and date taken):

Photo 1:

No file chosen  
JPG, PNG or GIF, 2-3 MB adequate

Caption 1:

Year 1

Month 1

Day 1

Photo 2:

No file chosen  
JPG, PNG or GIF, 2-3 MB adequate

Caption 2:

Year 2

Month 2

Day 2

Photo 3:

No file chosen  
JPG, PNG or GIF, 2-3 MB adequate

Caption 3:

Year 3

Month 3

Day 3

SUBMIT

## Part 2 Monitoring

### Beach and Group Records Form

Part 1 About Your Beach
Part 2 Monitoring
Part 3 Action

*\* Indicates required field*

Country: \*       Name of beach: \*       Name of Sandwatch group: \*

Date of monitoring:

Year \*       Month \*       Day \*

What were your main observations of the beach on arrival? \*

Are there any changes since your last visit? \*

Complete the items measured at this visit:  
- 1-5 by observation point

Characteristic	Point A	Point B	Point C
1.0 Beach width (m)	1.0 A <input type="text"/>	1.0 B <input type="text"/>	1.0 C <input type="text"/>
2.0 Wave height (m)	2.0 A <input type="text"/>	2.0 B <input type="text"/>	2.0 C <input type="text"/>
2.1 Wave period (interval)	2.1 A <input type="text"/>	2.1 B <input type="text"/>	2.1 C <input type="text"/>
2.2 Wave direction	2.2 A <input type="text"/>	2.2 B <input type="text"/>	2.2 C <input type="text"/>

3.0 Direction of longshore current	3.0 A	3.0 B	3.0 C
	<input type="text"/>	<input type="text"/>	<input type="text"/>
3.1 Speed of longshore current (m/sec)	3.1 A	3.1 B	3.1 C
	<input type="text"/>	<input type="text"/>	<input type="text"/>
4.0 Sand size (mm)	4.0 A	4.0 B	4.0 C
	<input type="text"/>	<input type="text"/>	<input type="text"/>
4.1 Sand shape	4.1 A	4.1 B	4.1 C
	<input type="text" value="Not observed"/>	<input type="text" value="Not observed"/>	<input type="text" value="Not observed"/>
4.2 Sand colour	4.2 A	4.2 B	4.2 C
	<input type="text"/>	<input type="text"/>	<input type="text"/>
5.0 Number of pieces of litter collected within 2m either side of the beach width transect line	5.0 A	5.0 B	5.0 C
	<input type="text"/>	<input type="text"/>	<input type="text"/>
5.1 Weight of litter collected within 2m either side of the beach width transect line (kg)	5.1 A	5.1 B	5.1 C
	<input type="text"/>	<input type="text"/>	<input type="text"/>
- 6-10 for whole beach			
6.0 Number of people using the beach			
<input type="text" value="Not observed"/>			
6.1 Activities being carried out			
<input type="checkbox"/> Relaxation			
<input type="checkbox"/> Exercise			
<input type="checkbox"/> Sport			
<input type="checkbox"/> Fishing			
<input type="checkbox"/> Tourism related activities			

7.0 Presence of Sargassum seaweed or other types of seaweed

Not observed ▼

8.0 Presence of vegetation behind the beach

- None
- Grasses and vines
- Shrubs
- Trees

9.0 Presence of animals on the beach and in the sea, in the air

- Animals on the beach
- Animals in the sea
- Birds

10 Water quality characteristics

10.0 Observations e.g. smell, colour of water

10.1 Temperature (°C)

10.2 Salinity (ppt)

10.3 Turbidity (JTU)

10.4 Fecal coliform

Not observed ▼

10.5 Nitrate (ppm)

10.6 Phosphate (ppm)



What are the issues at the beach? \*

What could be done to improve it? \*

Include up to 3 photos of the beach (with caption and date taken):

Photo 1:

 No file chosen  
JPG, PNG or GIF, 2-3 MB adequate

Photo 2:

 No file chosen  
JPG, PNG or GIF, 2-3 MB adequate

Photo 3:

 No file chosen  
JPG, PNG or GIF, 2-3 MB adequate

Caption 1:

Caption 2:

Caption 3:

Year 1

Month 1

Day 1

Year 2

Month 2

Day 2

Year 3

Month 3

Day 3

SUBMIT

## Part 3 Action

### Beach and Group Records Form

Part 1 About Your BeachPart 2 MonitoringPart 3 Action

*\* Indicates required field*

Country: \*  Name of beach: \*  Name of Sandwatch group: \*

Title of our project/action: \*

Objectives: \*

Why did you select this project? \*

Date action started:   
Year started \*  Month started \*  Day started \*

Date action finished:   
Year finished \*  Month finished \*  Day finished \*

Description of the project/action: \*

What did we achieve and what did we learn? \*

Include up to 5 photos showing the project “before” and “after” the action (with caption and date taken):

**Photo 1:**

No file chosen  
JPG, PNG or GIF, 2-3 MB adequate

**Caption 1:**

**Year 1**

2022 ▾

**Month 1**

1 ▾

**Day 1**

1 ▾

**Photo 4:**

No file chosen  
JPG, PNG or GIF, 2-3 MB adequate

**Caption 4:**

**Year 4**

2022 ▾

**Month 4**

1 ▾

**Day 4**

1 ▾

**Photo 2:**

No file chosen  
JPG, PNG or GIF, 2-3 MB adequate

**Caption 2:**

**Year 2**

2022 ▾

**Month 2**

1 ▾

**Day 2**

1 ▾

**Photo 5:**

No file chosen  
JPG, PNG or GIF, 2-3 MB adequate

**Caption 5:**

**Year 5**

2022 ▾

**Month 5**

1 ▾

**Day 5**

1 ▾

**Photo 3:**

No file chosen  
JPG, PNG or GIF, 2-3 MB adequate

**Caption 3:**

**Year 3**

2022 ▾

**Month 3**

1 ▾

**Day 3**

1 ▾

SUBMIT

**Annex 2 Beach and Group Records Form for manual use at the beach  
before entering the data online later**

**BEACH AND GROUP RECORDS FORM**

**Part 1 About your beach**

**Part 2 Monitoring**

**Part 3 Action**

**Country:**

**Name of beach:**

**Name of Sandwatch group:**

**Name of school/organization:**

**Address:**

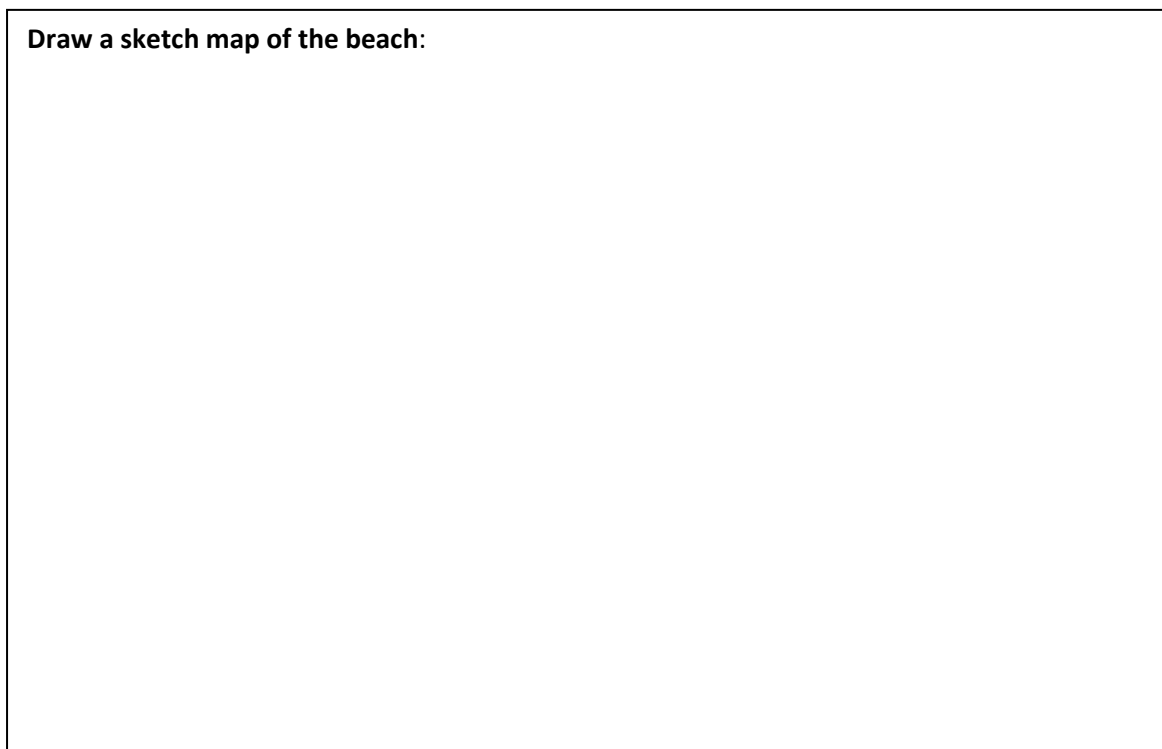
**Name of contact person:**

**Email of contact person:**

**Location of beach** – complete **ONE** of the following

1. Insert the latitude and longitude, OR
2. Find your beach on Google Maps, and identify a nearby landmark on Google Maps, and describe how to walk from the landmark to your beach.
3. Insert an image taken from Google Maps (This option is only for when you are completing and submitting the form online)

**Draw a sketch map of the beach:**



**Length of beach monitored by Sandwatch group (metres):**

Is this the entire length of the beach:

Yes

No

**What is behind the beach?**

Wetland/mangroves/swamps

Low land with trees/shrubs/plants

Sand dunes

Cliffs

Buildings/roads

Walls/seawall

Carpark

Picnic area

Other: Describe:

**Presence of a river or stream:**

Yes

No

**Take photos of the beach.**

**BEACH AND GROUP RECORDS FORM**

**Part 1 About your beach**

**Part 2 Monitoring**

**Part 3 Action**

**Country:**

**Name of beach:**

**Name of Sandwatch group:**

**Date of monitoring:**

<b>Year</b>	<b>Month</b>	<b>Day</b>

**What were your main observations of the beach on arrival?**

**Are there any changes since your last visit?**

**Complete the items measured at this visit at each observation point.**

(It is recommended to complete these measurements at 3 permanent observation points on the beach, however, if only one measurement is made, then enter the data under Point A).

Characteristic	Point A	Point B	Point C
1.0 Beach width (m)			
2.0 Wave height (m)			
2.1 Wave period (interval)			
2.2 Wave direction			
3.0 Direction of longshore current			
3.1 Speed of longshore current (m/sec)			
4.0 Sand size (mm)			
4.1 Sand shape	<input type="checkbox"/> Very angular	<input type="checkbox"/> Very angular	<input type="checkbox"/> Very angular
	<input type="checkbox"/> Sub-angular	<input type="checkbox"/> Sub-angular	<input type="checkbox"/> Sub-angular
	<input type="checkbox"/> Sub-rounded	<input type="checkbox"/> Sub-rounded	<input type="checkbox"/> Sub-rounded
	<input type="checkbox"/> Very rounded	<input type="checkbox"/> Very rounded	<input type="checkbox"/> Very rounded
4.2 Sand colour			
5.0 Number of pieces of litter collected within 2m either side of the beach width transect line			
5.1 Weight of litter collected within 2m either side of the beach width transect line (kg)			

**Complete the items measured at this visit – one measurement per beach**

Characteristic	Observation
<p><b>6.0 Number of people using the beach</b></p>	<p><input type="checkbox"/> 0 -20</p> <p><input type="checkbox"/> 21 - 100</p> <p><input type="checkbox"/> More than 100</p>
<p><b>6.1 Activities being carried out</b></p>	<p><input type="checkbox"/> Relaxation</p> <p><input type="checkbox"/> Exercise</p> <p><input type="checkbox"/> Sport</p> <p><input type="checkbox"/> Fishing</p> <p><input type="checkbox"/> Tourism related activities</p>
<p><b>7.0 Presence of Sargassum seaweed or other types of seaweed</b></p>	<p><input type="checkbox"/> No seaweed present</p> <p><input type="checkbox"/> Covers 0 – 50% of beach area</p> <p><input type="checkbox"/> Covers more than 50% of beach area</p>



Characteristic	Observation
8.0 Presence of vegetation behind the beach	<input type="checkbox"/> None  <input type="checkbox"/> Grasses and vines  <input type="checkbox"/> Shrubs  <input type="checkbox"/> Trees
9.0 Presence of animals on the beach and in the sea and in the air	<input type="checkbox"/> Animals on the beach  <input type="checkbox"/> Animals in the sea  <input type="checkbox"/> Birds
<b>10 Water quality characteristics</b>	
10.0 Observations e.g. smell, colour of water	
10.1 Temperature °C	
10.2 Salinity (ppt)	
10.3 Turbidity (JTU)	
10.4 Fecal coliform	<input type="checkbox"/> Less than 20  <input type="checkbox"/> More than 20
10.5 Nitrate (ppm)	
10.6 Phosphate (ppm)	

**What are the issues at the beach?**

**What can be done to improve the beach?**

**Take photos of the beach**

**BEACH AND GROUP RECORDS FORM**

**Part 1 About your beach**

**Part 2 Monitoring**

**Part 3 Action**

**Country:**

**Name of beach:**

**Name of Sandwatch group:**

**Title of our project/action:**

**Objectives:**

**Why did you select this project?**

**Date of action started:**

<b>Year</b>	<b>Month</b>	<b>Day</b>

**Date action finished:**

<b>Year</b>	<b>Month</b>	<b>Day</b>

**Description of the project/action:**

**What did we achieve and what did we learn?**

**Take photos before you start the project, during the project and after the project is completed.**