INSTRUCTIONS TO REGISTER AND USE
THE MDOT SHA CEMETERY INVENTORY

1) Click on this link: https://mdot-sha-cemetery-inventory-maryland.hub.arcgis.com/
2) You are now looking at the MDOT SHA Cemetery Inventory homepage. Click on the red button in the middle of the screen that says "Join/Sign-in Cemetery Inventory Team"
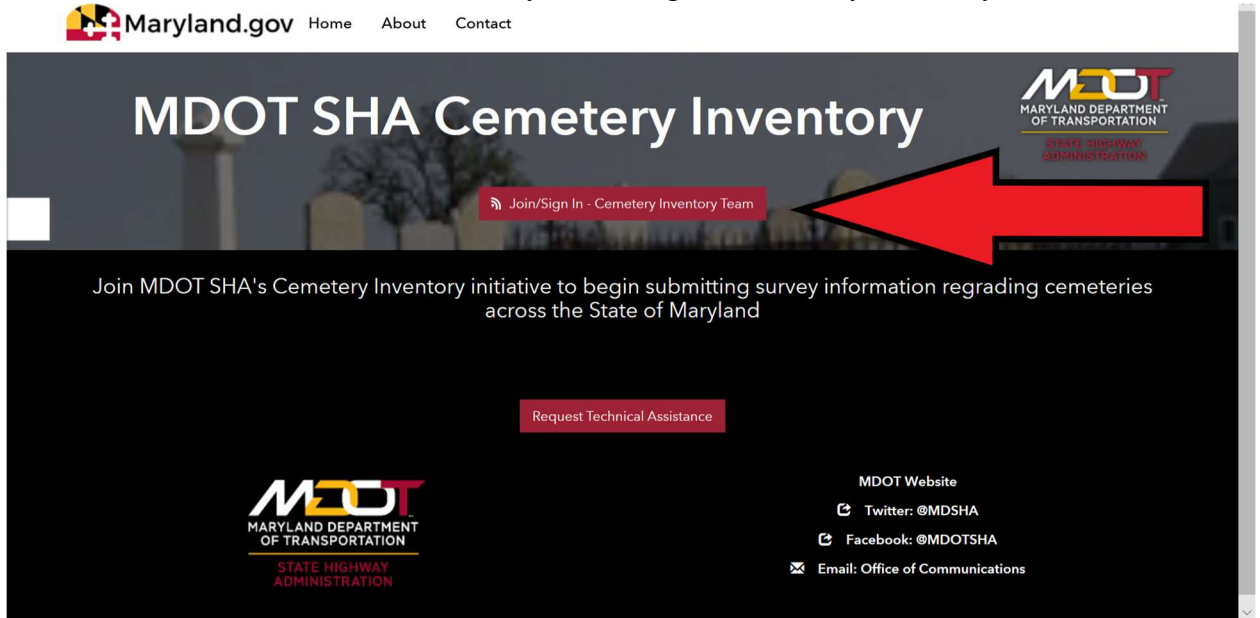
3) There are multiple options to sign up for the Cemetery Inventory App: use your Facebook, Google, Github, or Apple account, or create a new ArcGIS Hub Community Account
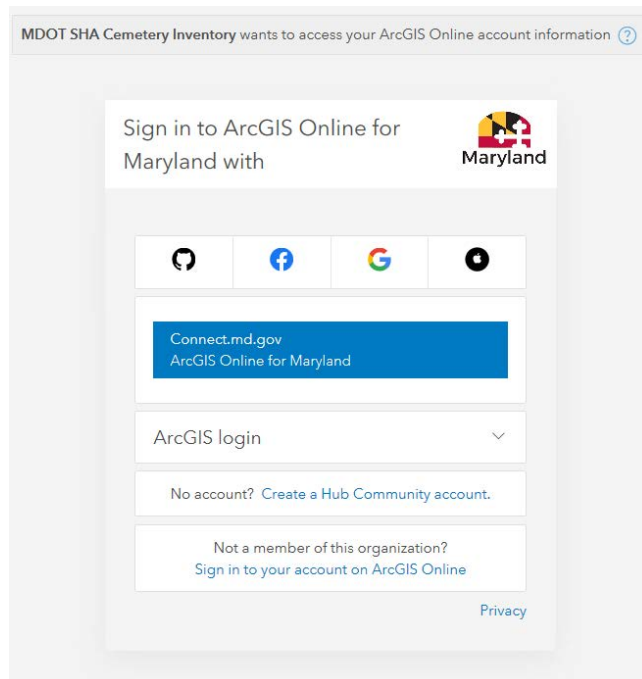
If you choose the Create a Hub Community account option, you will be sent an email and asked to verify you account by clicking the link in that email.
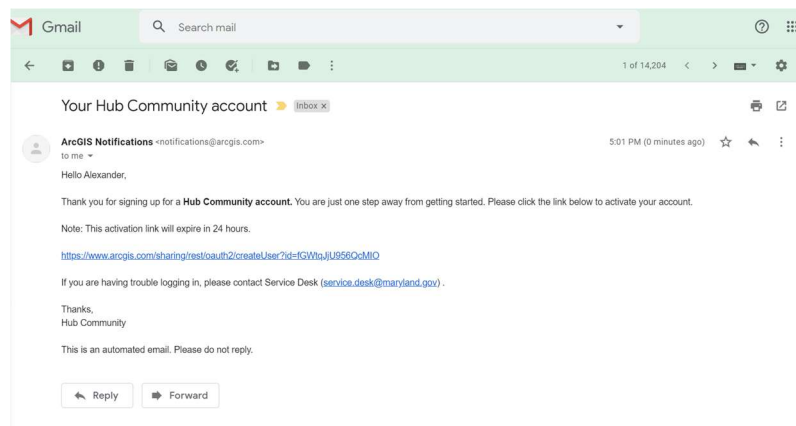
When you create an account, it will open a new window and ask you to create a username, password, and security question

4) One you have created an account, it will return you to the MDOT SHA Cemetery Inventory homepage. Click on "Join/Sign in" button again. It will ask you to sign in with your username and password. Do so, and the text on the red button will change from "Join/Sign in" to "Leave/Sign out"
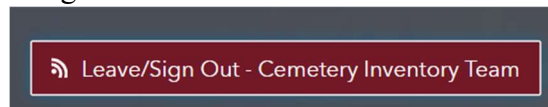

5) Depending on your device, you should now either see
    a. A button on the text bar at the top of your screen that says "Collect Cemetery Data"
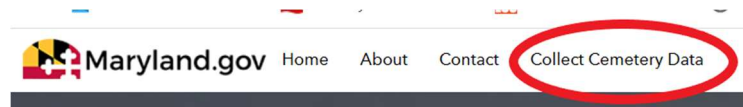
    b. A small triangle shape " ▼ " next to the words "Maryland.gov" at the top of the screen.
        i. If you see the triangle next to "Maryland.gov", click on the triangle. This should load a drop-down menu with the words "Collect Cemetery Data" at the bottom of the menu.

    c. A red button on the center of the screen that says "Collect Cemetery Data"

6) Click on "Collect Cemetery Data"

7) You should now be on the Cemetery Inventory survey participant page, accessible only by people who have signed up for the app. Down the page is a red button that says "Take Cemetery Inventory Survey". Click on this button.
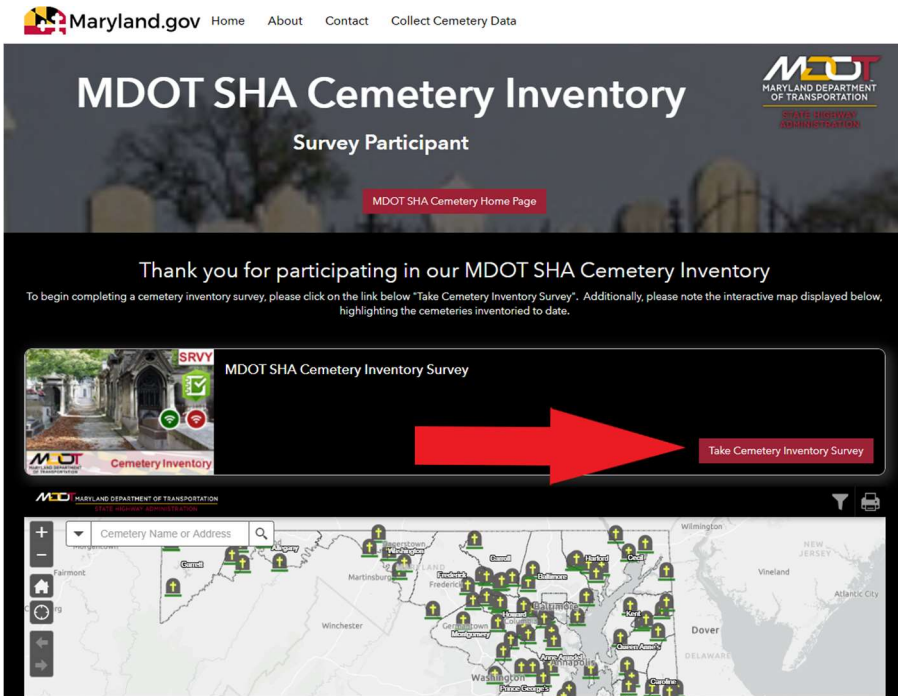
8) The cemetery inventory form should load unto your device. Fields marked with a red asterisk are necessary to submit the survey. When you have completed the survey click on the "Submit" button on the bottom of the inventory.

You will notice Maryland dotted with gravestones on the Cemetery Inventory survey participant webpage. Users of the Inventory app, and not the public, with have access to a GIS map layer showing the names and general locations of the cemeteries that have been surveyed. This should help reduce the number of duplicate surveys, and also give you all an idea of how much progress you are making.