

OBFS “upload a field station” Form Tutorial

Updated 1/1/2024 by Sarah Oktay

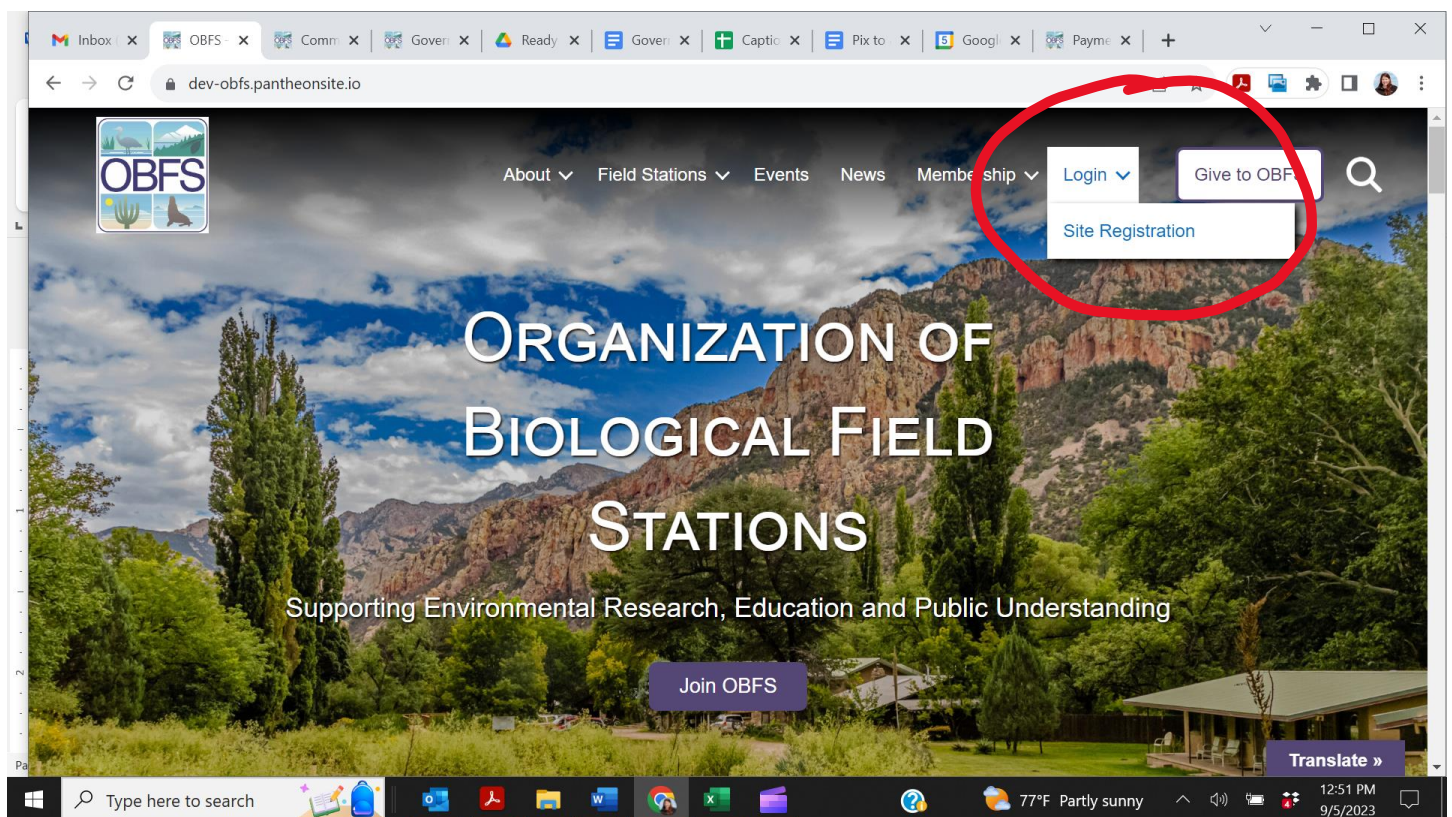
The first thing you need to do is go to the obfs.org the website and register.

Go to **obfs.org** and look in the upper right-hand corner for the log in and registration link. Once you have registered to use the site. Nizar or I will approve you. You will get 2-3 emails letting you know the approval process is happening. This should happen within 48 hours. Email web_admin@obfs.org with any questions.

Once you have set a password, log out and log back in and the site will give you an option to **create a field station or affiliate yourselves with one already created**. For those who do not have a field station you can affiliate yourself with one of these choices: **Board member** (for board members), **Individual membership**, **Student membership** or **Lifetime members**. Those are all listed as “Field Stations” and affiliation will allow you to post events, jobs, and news.

You can get to the “create a field Station” portal here: <https://obfs.org/create-field-station/>

Recall you must be logged on and registered to upload a field station.



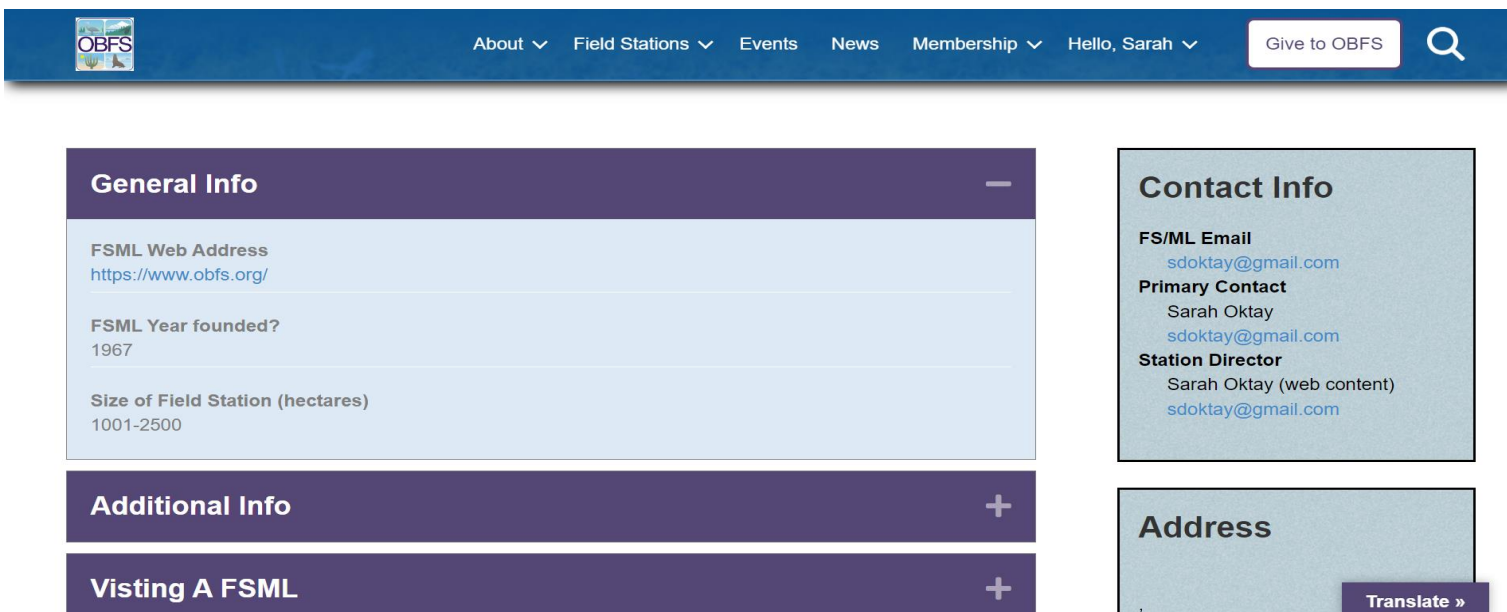
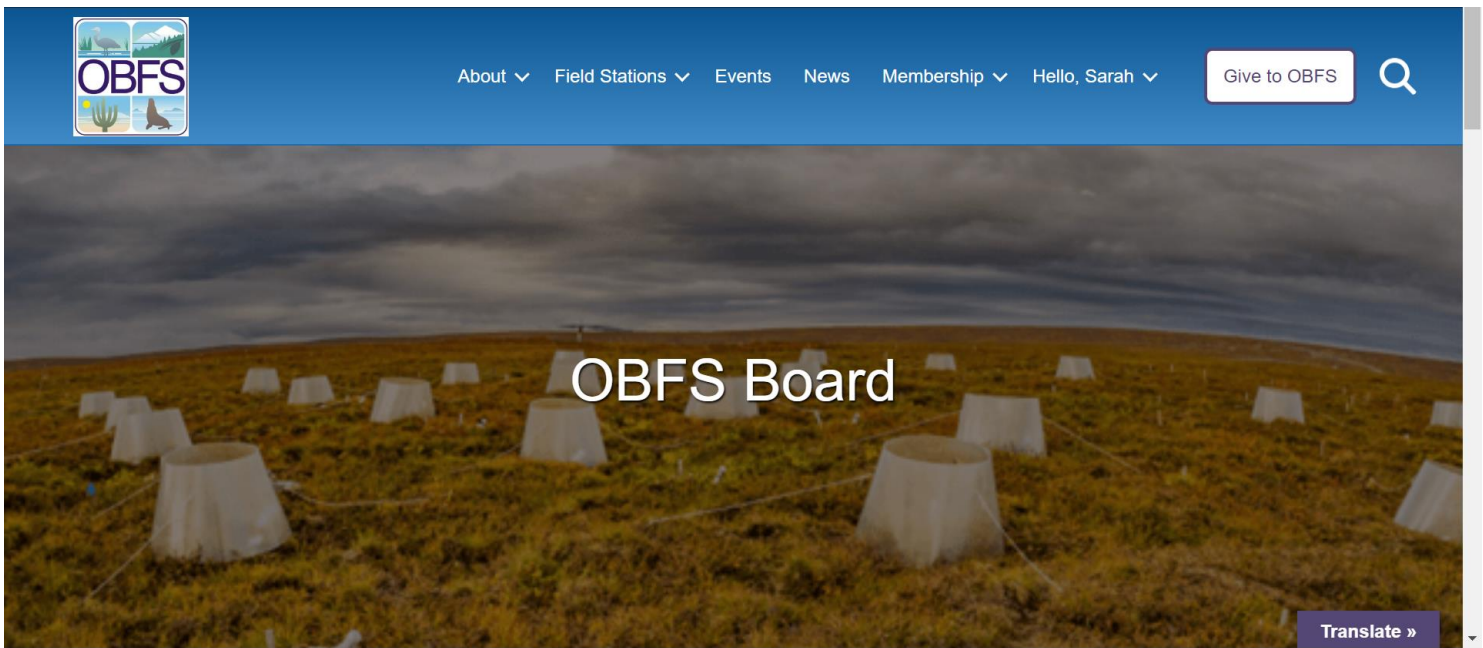
Prepare all your info: you will need: your logo, your latitude and longitude in decimal degrees, a brief description about your FSML, a background photo, your address, contact emails and phone numbers, an idea of the size of your field station, elevation, budget, number of staff, biomes, etc.

We know there are a lot of fields to fill out on this form. It is designed to help us on reports, shows collaborations, help researchers know what to expect regarding facilities and the environment, allow people to filter FSMLs based on options like housing and conference facilities, and provide basic geographic information.

It will take about 30 minutes to provide the answers. Several categories allow you to choose zero (like # of staff). This allows us to generate reports and graphs. Try to do it in one sitting if you can, we have enabled a “return to form” button that *technically* will let you come back to finish it. **You can edit it after you submit it.** Once you have established your field station you can post events, news, and jobs. This [excel file](#) shows the questions and dropdowns we require:

Below are a set of screen shots that I filled in for the OBFS general “FSML” showing you what the form looks like filled in and what to expect. The last screen shot shows a post I did for the news uploads. Once you have created a field station or affiliated yourself with one you can upload, news, events, and job postings. It is very helpful to view Shane’s successful upload of Jepson Prairie which you can find here: <https://obfs.org/jepson-prairie-reserve/>

If you have already paid dues contact Sarah Oktay at sdoktay@gmail.com for the code. We will be emailing the discount code to all the FSMLs who are paid for 2024.





Additional Info

Private nonprofit organization?

No

Names of Universities affiliated

0

Federal, state, or local governmental partners?

LTER

Name of partner

many

Tribal partners/users

No

MSI/HBCU users

No

Address

North America

Latitude

41.110585500000

Longitude

-81.481049400000



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MSI/HBCU users
No

Community College users
No

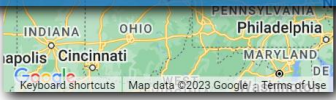
Member of the Virtual Field
No

Visting A FSML

Open to the Public
No

Year round staff
3-5

Seasonal staff
1-2



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OBFS Customize 18 0 + New Edit Field Station Beaver Builder FWP WPForms 4 Events Howdy, Sarah Oktay

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Environmental information

Biomes
Temperate Forest

Minimum Elevation
0-100 meters

Maximum Elevation
751-1500 meters

Köppen climate classification
C (temperate)

Freshwater habitats
No

Urban or rural
Urban

Agricultural fields

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Seasonal staff
1-2

Overnight housing facilities/# of beds
0

Distance to emergency services
0-20 minutes

Library
No

Hiking trails
No

Internship employment
No

Environmental Information [Translate »](#)

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REU host station
No

Dry lab space
No

Wet Lab space
No

Research vessels available
No

GIS capacity on site
No

Long term data sets
No

On site herbarium or voucher species
No

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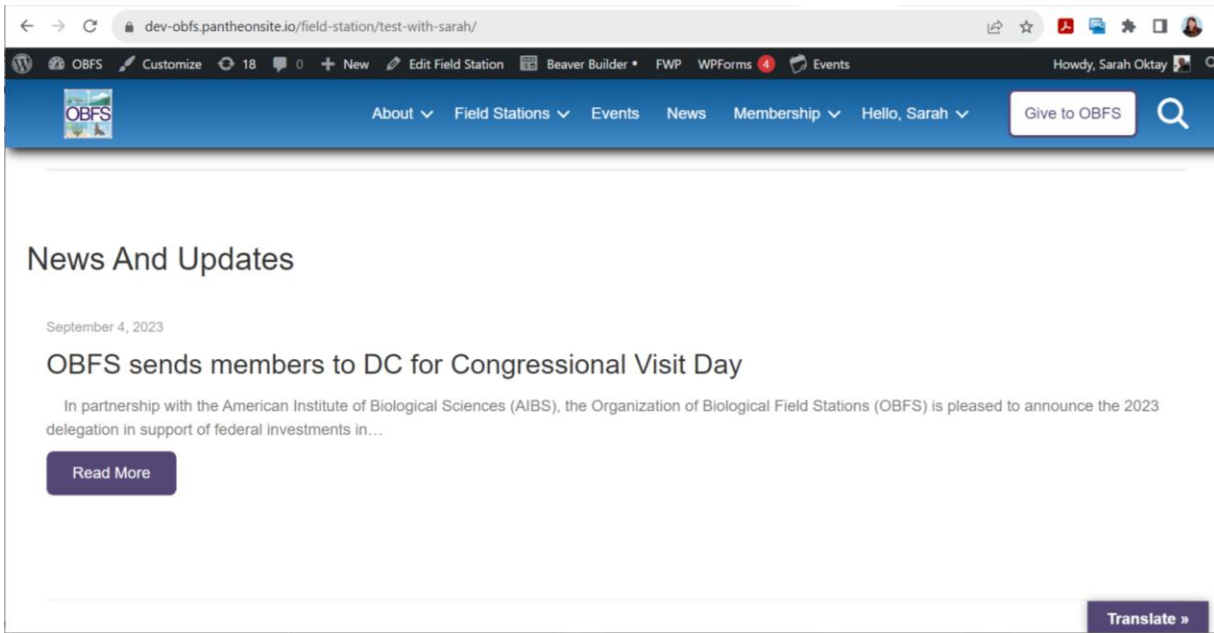
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No

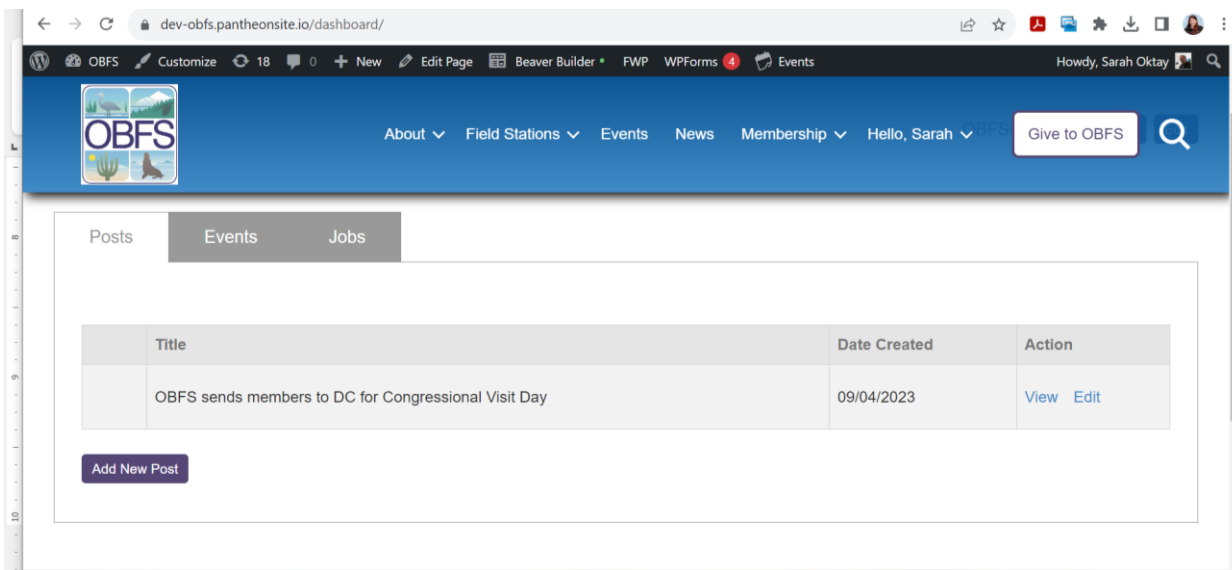
Formal Data Management Plan
No

Mesocosms, plots, stream diversions, or other sets ups for outdoor manipulative experiments
No

Date Joined OBFS
September 4, 2023



This is what your dashboard will look like:



Credit card number you can use to “pay” for your membership for 2023. You will be billed in January for 2024

Visa 4242 4242 4242 4242

Use any three numbers or 999 for the CVD and any date in the future should work for the expiration.

<https://www.memberstack.com/blog/stripe-test-cards>

<https://www.web-payment-software.com/test-credit-card-numbers/>