Introduction to Bee Check

1. **Setup Your Account**
   a. Open your internet browser and go to www.driftwatch.org. Then click on the "beecheck Apiary Registry" logo or the text that reads "Click here to sign up if you only keep bees".

   b. You will now be asked to sign up for an account. You will need to create a username and enter an email address and password. Then click on "Sign Up".

      Once you are a member, you will be able to use the login portal on the right to access your account in the future.

   c. You will then be asked to enter your site location disclosure and contact information. You will need to click "Create Account" once all information has been entered.

   d. A box that reads "BeeCheck North Carolina Site Disclaimer" will appear. You will need to read and check the disclaimer box. Once you have done this, click "Create Account" to finalize your registration.

   e. A confirmation screen will appear confirming that your account was created. You will also receive a verification e-mail confirming that your account has been created. You will need to click "Add your first hive" to begin submitting your hive locations on the map.

2. **Submitting a New Hive**
   a. Once you click "Add your first hive", you will be taken to a screen with a map. Click the green "Add Hive" button and a box will appear asking you some information about your hives. Once you have filled in the information, click "Next" to continue.

b. You will then be asked for some optional information about the hives. You will need to click "next" to continue.

c. Next, a box will appear asking you about the location of your hives. You may type in the address (or closest known address) where your hives are located or find their location on the map manually. Once you have made your selection, click "Place Hive on Map".

d. Once you have entered the address or manually entered the location, you will see a satellite image of the area you entered. Click on the blue button at the top of the screen that says "Place Hives".

e. If placing your hives manually, you may do so by clicking on the area of the map where you want them to appear. A yellow icon representing your hives will appear.

f. You can now zoom in and see the area where your hives are located. You may click and drag the icon to move it on the map if needed. If you are satisfied with the location(s) of your hives, click on the blue button that says "Done Placing Hives".

g. Click "Submit Hives" for data steward approval.

h. A box with BeeCheck terms will appear. You will need to read this and click "I agree" to complete the process.

i. Once you have submitted your hives, your submission will be sent to the State Data Steward for approval. If there are no problems with your submission the data steward will approve your submission, and your hives will then show on the map for applicators to see.

You have now completed submitting your hives.