

Regional Admin Add Colony Form

The Regional Admin Add Colony Form is used to:

- Assign or unassign the colony to the Survey Form Colony picklist.
- Add notes about the colony.
- Link to the Colony Description form that allows uploading colony maps.

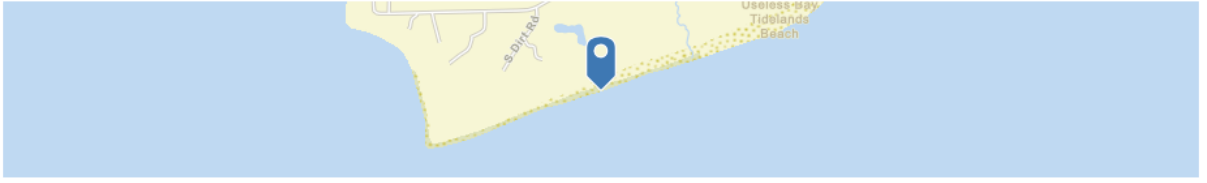
Perform any of the actions above by accessing existing colonies through the Inbox.

× **PIGU Add COLONY Whidbey** 📶 ☰

Region
whidbey

Colony Name
Double Bluff North

Location
📍 47.970°N 122.535°W



Location Note

Other Note
needs five regular people ×

ShowInPicklist *
This field determines whether this site will show up in peoples picklists.

Yes No

LinkToDescriptionForm
Link to Colony Description form.
[Colony Description](#)

✓

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Region: Region is not modifiable through the Regional Admin Add Colony Form.

Colony Name: The colony name is not modifiable through the Regional Admin Add Colony Form. Contact a Super Admin account holder if you need to add a colony. [Changing a colony name is not advised. It will essentially put two colonies in the same location. You won't get a single historical record of the colony.]

Location: The location is not modifiable through the Regional Admin Add Colony Form. Notify a Super Admin account holder if the location is not correct, and provide them Lat/Long information to five decimal places.

A note about changing the colony location: Surveys that were submitted for a colony at its old location will retain the old location. **So, it's important we have all the locations correct before we start the survey. It would be good to get a thumbs up from all the Region Leads on this.**

Location Note and **Other Note:** Add any notes you may want to have. [We do not have a notes policy yet. Currently both Notes fields are restricted from public view. We should not put any Personally Identifiable Information (PII) in these fields, like names of property owners to contact for access ... that sort of thing.]

Show in Picklist: If the colony is going to be surveyed in the current season then the answer is "Yes". If it is an old colony in the archive that is no longer surveyed or an existing colony but not staffed for the current season, select "No". This selection controls what colonies are shown in the Colony picklist on the Survey Form.

LinkToDescriptionForm: The "Colony Description" link opens the Colony Description form which is where we can upload colony maps.

LinkToDescriptionForm

Link to Colony Description form. Passing name, region, legacy_siteld, GUID.

[Colony Description](#)

Submitting form changes: When you are done making changes, click the checkmark in the bottom right of the page to submit your changes.