So you have found a new archaeological site....

First Step: You must send in a USGS Quad map with your new site location clearly marked on it to:

WHSASI_GIS_Submittal@wisconsinhistory.org

Once your map has been received and reviewed, you will be notified that your WHPD account is open for new data entry.

Even with a WHPD license, you will not always have data entry access. Your existing license will be given a certain window of time for entry depending on the number of new sites that you need to enter.
Preparing for New Site Entry

You should be prepared to enter all of the new site data before you begin.

There are a number of required fields that you must fill in.

NO ONE will ONLY fill out the required fields, these are merely the bare minimum.

We will be monitoring all new site entry to insure data quality, so incomplete entry will result in us contacting you.
Website Address: www.wisahrd.org
After editing rights are granted this “Add Site” button will appear when you log on.
Start with the Basic Information

<table>
<thead>
<tr>
<th>Basic Information</th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>State Site #</td>
<td>(generated after save)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Name</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Field #</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Other Name</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Name is highly recommended
Add Field # and/or Other Name if applicable
Click on your County so it’s Highlighted

Next click on this button to add the County

County is a required field, you cannot receive a site number without filling in this field.
Once your County is selected, the applicable Municipalities and Civil Towns will appear. Select either a Municipality or a Civil Town and add it the same way you selected your County. Next type in your verbal Location Description. This is important for future site relocation – See online Guide for help.
Town – Range – Direction - Section all have pull down choices. Select the appropriate number values and East/West Range

<table>
<thead>
<tr>
<th>Township</th>
<th>Range</th>
<th>Direction</th>
<th>Section</th>
<th>QSection</th>
<th>Grid Alignment</th>
<th>French Lot</th>
<th>Gov. Lot</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td></td>
<td>E</td>
<td>0</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>UTM Zone</th>
<th>Easting</th>
<th>Northing</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Town – Range – Direction – Section – Q Section are required fields
Grid Alignment refers to the corner and section line used to line up a PLSS template (Example, W Edge, SW Corner).

Type in the Q Sections using the format: SW, SE, NW, NE

Fill in Lot numbers if applicable

Town – Range – Direction – Section – Q Section are required fields
Finally, when all your PLSS info is entered, YOU MUST CLICK THE GREEN PLUS BUTTON TO SAVE!!!!!

After you have pushed the Green Plus Button, another line for PLSS entry will appear for you to use if necessary – just remember to click the Green Plus Button again after additional info is entered.
First use the pull down to indicate how you determined the UTMs.

Next enter the Zone (15 or 16).

Easting is a six digit #  Northing is a seven digit #

Again, when all UTM info is entered, YOU MUST CLICK THE GREEN PLUS BUTTON TO SAVE!!!!!
**USGS Quad Name is a required field**

This is a pull down menu, but typing in the Quad name will advance you through the long list for quicker selection.

Type in a Parcel ID if it is available. Be sure to click the GREEN PLUS BUTTON to save the ID number.

You may select more than one Quad Name by simply clicking on the field again and making another selection from the pull down menu.
Type in your verbal Site Description. A brief summary of the nature of the site and what work was completed – See online Guide for help

Enter the Site Dimensions in the appropriate box (feet or meters) Example Format: 10 X 10

Site Area can be entered in acres or hectares
Site Type is a required field

Site Type is a pull down menu, but typing in the site type will help you advance through the long list for quicker selection.

You may select more than one site type by simply clicking on the field again and making another selection from the pull down menu.
Culture is a pull down menu

This pull down asks you to define how certain you are about assigning this site’s culture (Definite, Probable, Possible)

You MUST CLICK THE GREEN PLUS BUTTON TO SAVE!!

Once the Green Plus Button is pushed, another line will appear to enter additional cultures if needed – just remember to click the Green Plus Button after each entry.
Investigation Type is a required field

Investigation Type is a pull down menu

You may select more than one investigation type by simply clicking on the field again and making another selection from the pull down menu
These fields are both pull down menus. Please use these fields if cultural affiliation is known.

These fields are blocked.
Modern Landuse, Degree of Disturbance, and Impacts to Sites are all required fields.

Modern Landuse is a pull down menu – more than one option can be selected by simply clicking on the field again.

Impacts to Sites is a pull down menu – more than one option can be selected by simply clicking on the field again.

Degree of Disturbance is a pull down menu – choose one.
Once all of your data has been entered, YOU MUST CLICK THE “SAVE” BUTTON.

If all of the required fields are properly filled out on this page, the information will be saved. If you have missed any required fields you will be notified by a warning at the top of the webpage.
Once your Primary Info has saved, click on the National Register/Burial Tab.
If the new site you are entering is a burial site, you are only able to fill in these fields.

Entering a new burial site will always require you to contact the OSA Office. The OSA will assign the Burial Site Numbers. If you are entering a modern cemetery, further consultation is required.
To enter Ownership Info click on the “Add” button
Owner’s name is entered here

Choose whether this is current owner or not

<table>
<thead>
<tr>
<th>Owner</th>
<th>Address 2</th>
<th>Address 1</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Chronology

Ownership Type

Year Determined

Address 1

Address 2

City

State
Choose the Ownership Type
Year Determined is the year you determined the ownership (Example: you found the site in 2015, so enter 2015)

The rest of the fields are for the owner’s address – fill in as appropriate

Click the “Save” button to save your data
Once your Ownership Info is saved, click on the Documentation Tab
You must first click the “Edit” button to start adding information to this tab.
Enter location where artifacts are being stored – MUST CLICK GREEN PLUS BUTTON TO SAVE!!!

This is a pull down – choose more than one option by clicking the field again.

Enter date range of site if known.

Artificial List is a description of the artifacts found – See online Guide for help.

Dating Method is a pull down – choose more than one option by clicking on the field again.
Investigator – Organization – Date are required fields

Type in the name of the ONE Primary Investigator

Find the name of your Organization in the pull down menu
You can use the small black arrows on the top or click the month, year at the top to navigate to the correct date.

Clicking on the Date field will bring up a calendar.

Investigator – Organization – Date are required fields.
Choose a recommendation from the pull down menu.

After the Investigator Info is entered, you MUST CLICK THE GREEN PLUS BUTTON TO SAVE.
Site Reporter – Organization – Date are required fields

Type in the Site Reporter – the ONE person who should be contacted for questions about the site

Find your Organization in the pull down menu
Clicking on the Date Reported field will again bring up a calendar – you can navigate it just like the one above.

Enter the titles of all reports, articles, maps, personal letters, etc. that give relevant information on the site.
These fields are all blocked.

Once all of your data is entered for this tab you must click the “Save” button at the bottom of the page.
You have now successfully entered a new archaeological site into the database

Now you should....

1. Make note of the site number that was assigned to your new site

2. Double check your entry for spelling and other errors

3. If you have a new burial site, contact Amy Rosebrough at this time to get a burial site number
   Email: amy.rosebrough@wisconsinhistory.org
   Phone: (608) 264-6494

QUESTIONS?
Guidelines for use of Abbreviations

Please limit the use of abbreviations in the descriptions.

Some Acceptable Abbreviations:

- CTH – County Highway
- STH – State Highway
- USH – United States Highway
- I – Interstate Highway
- Rd – Road
- St – Street
- Ave – Avenue
- APE – Area of Potential Effect
- A.D.
- B.C.
- B.P.
- cm – centimeters
- m – meters

NOT Acceptable:

- ca – approximately
- ac – acres
- c. – circa
- E – east
- W – west
- N – north
- S – south
- SE, SW, NE, NW, etc.