

A quick How-To guide for entering pesticide-sensitive locations. You may wish to print this guide for reference during the process.

- 1) After signing in, go to the **Producer Details** page
- 2) Click the '**Add a new record**' button
- 3) On the form that appears, select the **Type** of location you wish to create (apiary, aquaculture, other a crop)
- 4) Select the **County** the location is in
- 5) Select the **Township** (*preferred*) or the **Zip Code** the location is in
- 6) (*Optional*) Enter a **description of the location** or crop being grown. Contact information can also be provided here
- 7) Click the state of Ohio icon
- 8) Move around the map until you find the exact location you need. Note that there are several background images to use (e.g., an **Aerial** map), and several tools to help navigate (e.g., an **Address Locator** tool)
- 9) Click the **Pencil icon** to draw an outline of your location (click **Help**  for details); click the '**Save**' button when finished
- 10) **Close** the Map View window to return to the **Location List**
- 11) Click the '**Update**' button on the record form
- 12) Click the '**Submit**' button to enter the record into the Sensitive Crop Registry.

\* Note that depending on demand, it may take up to 2 business days for sites to be approved, since each will need to be verified individually.

\* Only one outline can be drawn per record; you may create as many records as needed to outline and submit all of your locations.