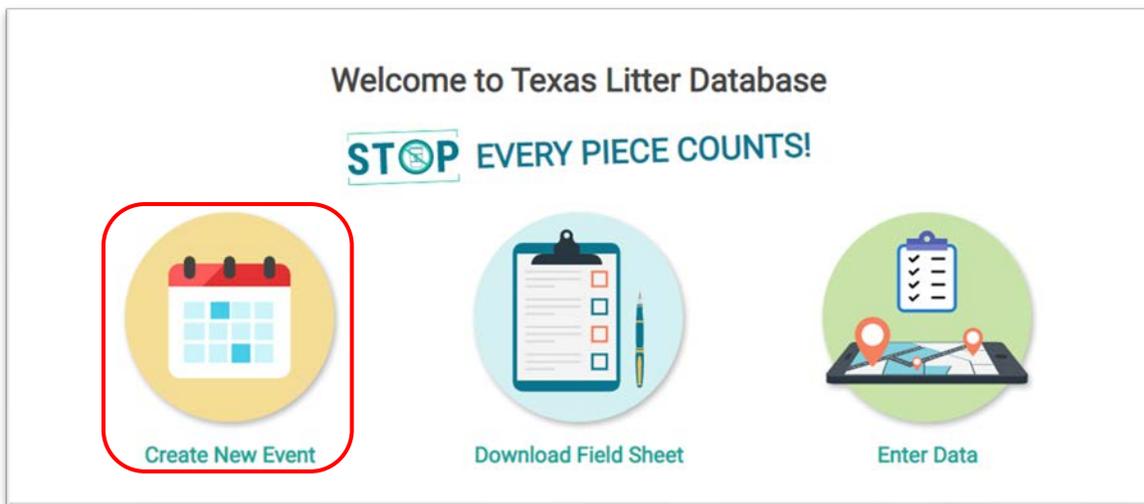


# Quick Guide for Using the Texas Litter Database

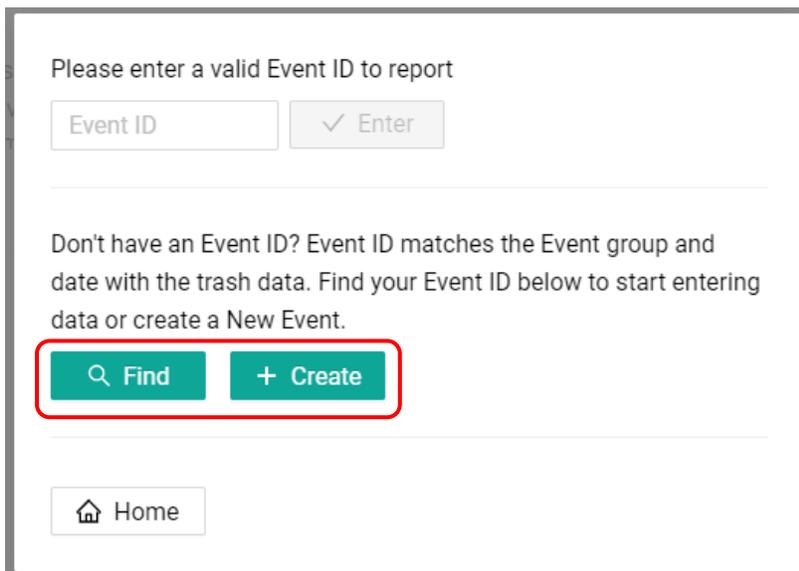
Below is a quick guide for entering your Cleanup Challenge data in the [Texas Litter Database](#). For more detailed guides and information, please check out the User Guide and Loom video resources on the Texas Litter Database [website](#). To report any problems with the website, please email [txlitter@ktb.org](mailto:txlitter@ktb.org).

**Step 1:** Create a Login, or Log into your account.

**Step 2:** Click on Create an Event.



At this step, you can create a **new** litter cleanup event **or** find one that already exists by clicking on the corresponding buttons (see image below).



If you create a **new** event, you will fill in the basic event information on the next screen (see image below).

### New Event

\* Event Name:

\* Start Date:  

End Date:  

Organization:

\* Lead Person Name:

Lead Person Email:

Lead Person Phone:   
XXX-XXX-XXXX

Notes:   
 0 / 500

By clicking Submit, I certify that the above data are accurate to the best of my knowledge and I release these data for use by the Texas Litter Database and all registered users for research and/or education purposes.

Once you submit your event information, a new screen will appear and auto generate an **Event ID** for you. You can share the Event ID via the (1) ID name, (2) weblink, or (3) via QR code with anyone who will be entering data for your event (see image on next page).

## Event - NCTCOG Test Event

Share The Event

**1** Event ID: **E-Bp**

*Click to copy the link or share it using QR code*

**2** <https://txlitter.org/report/new?e=E-Bp>

**3**  Show QR Code

### Event Info

\* Event Name:

\* Start Date:  

End Date:  

Organization:

\* Lead Person Name:

Lead Person Email:

Lead Person Phone:   
XXX-XXX-XXXX

Notes:   
0 / 500

 Edit

 Delete

### Related Trash Data

There are current **0** trash data related to this event.

 Add New

 View List

**Step 3:** To enter data for your event, click on the **+ Add New** button. This will create a New Trash Report (see image on next page). Enter the data for your event in all relevant fields. In the External ID field enter **CCC22** to link your data to the 2022 North Texas Community Cleanup Challenge and submit your completed report.

## New Trash Report

### Related Event

ID: E-Bp  
Name: NCTCOG Test Event  
Start Date: 02-08-2022  
Organization: NCTCOG

 Update

### Cleanup Summary

Trash Picked Up (lbs):  ⓘ

Small Bags of Trash:   
0 - 9 Gallons

Medium Bags of Trash:   
10 - 29 Gallons

Large Bags of Trash:   
30 plus Gallons

Notes:

0 / 500

Volunteers used in Trash Cleanup?:  ⓘ

### Other Site Descriptors

Data Collection Method:  ⓘ

TXDOT Road Cleaned (Miles):

Waterway Cleaned (Miles):

Area Cleaned (Acres):

External IDs:  ⓘ  
0 / 50

Enter up to 4 external IDs, one per line

Illegal Dumping:  Is this an illegal dump site?

Recyclables Separated:  Please still count and report recyclables

Detailed Trash Classification/Audit:  ⓘ