

## Get Started

Log in with your GCSAA credentials at <https://facilitybmp.gcsaa.org/>.

*Note: You will only have access to the site if your state (the state where your facility resides) has a published guide.*



The screenshot shows a login form titled "Login". It contains two input fields: "Web Login" and "Password". Both fields are marked as "Required" in red text. Below the password field is a blue "Login" button. At the bottom of the form, it says "©2019 © GCSAA - Version 1.1.0".

*Note: Your Facility's BMP will only be accessible by employees of your facility who are members of GCSAA.*

Create your guide by clicking on "Create Guide" on the homepage.



Give your guide a name and choose an image for your guide shortcut if you like.

- These will only be visible to people who use the online Facility BMP Planning Guide and the image will not appear in any export of your guide.

Select whether you would like to clone the National Template or your state template.

- It's highly recommended that you choose your state template as it has been adapted to address agronomic, environmental, and regulatory issues specific to your state.

Click “Create Guide”.



You will then return to your “My Guides” homepage where you can see any guides you’ve created. You can view and edit, export copies of your guide, or change its status to ‘locked’ or ‘published’ from this page. To review what all the buttons do, click on the “Help” button at the top.

## Guide Overview [Help](#) ←

### For Facility Users

**Delete** in the corner of a guide will delete that guide. Do not delete a guide unless you are sure you will not need it again.

**View** will open your guide so you can use the planning tools and edit the content of the guide.

**Preview** will allow you to see a preview of the guide content.

**Lock** will put the guide in the “locked” position which signals to you and other editors that this guide is finished being edited. When viewing a locked guide, you will not be able to edit the content of the guide. The Lock button will only become enabled once you have completed every section of your guide. If you don’t plan to use the documentation tools, you must still open that step and select “complete” before moving on before you will be able to Lock and subsequently Publish your guide.

When a guide is Locked, you will be given additional options to **Unlock** or **Publish** your guide.

**Unlock** will reopen the guide, allowing for edits and removing the option to Publish.

**Publish** will immediately make your guide live, but it will still only be visible to users at your own facility.

**Word** will export a word document of your guide. There may be formatting differences when exporting to word, so this format will be best used to distribute your guide for content edits.

**PDF** will export a PDF version of your guide. This version should be suitable for distribution as a finished product. Though you may wish to incorporate additional design features to the PDF outside of the system, be sure to make all content edits in the online guide so that other editors at your facility can see the most accurate version at all times.

Click “View” to begin editing your BMP Guide.



### General Navigation

Click on a step to go to that step. “Guide Menu” will take you back, or click on “Next” at the bottom to continue to the next step.

To change the progress indicator on a step, click on that step and click “Complete” at the top of the page. To change the status back to “In Progress” click “Re-Open”.



### Step 1

Step 1 provides you with a short overview of the Online Facility BMP Planning Guide and how to get started with your guide.

### Step 2

Step 2 contains all of the agronomic and environmental BMPs. This is the most important part of your guide.

All of the categories start in the “Not Started” column. You can edit, delete, or add any categories. Once you begin to edit a category it will automatically move to the “In Progress” column. After you mark all of the subcategories within a category “Complete”, the category will move to the complete column.



You can also rearrange all the categories and subcategories through drag-and-drop functionality within each column.

For guidance on creating, deleting, and editing categories, click on “Help”.

*Note: Don't forget to click save every time you make changes in the editing block.*

## Select BMP Categories [Help](#)

[Add New Category](#)

Your guide is your own, you can add or edit as much or as little as works for your facility. If the guide works for you as is, simply go through and open each category and subcategory and click “Complete”, and you could have Step 2 done very quickly.

At the end of Step 2 there is a place to upload related files. This is to help you build and track the creation of your guide. These documents will only be visible to people who use the online guide and will not be part of any export of your guide.

### Step 3

Step 3 gives you the opportunity to create a custom cover, or add other custom pages to the front or back of your guide. The basic functionality of the content in Step 3 is the same as Step 2 including the ability to rearrange the sections and the editing tools. The top of the page features a tool to make a cover page for your guide, or you can upload your own completed cover in the editor box. For more information about adding, editing, deleting, and the non-editable sections, click on the “Help” button.

## Complete the BMP manual cover, introduction and references [Help](#)

At the end of Step 3 there is another place to upload related files just like in Step 2. These documents will only be visible to people who use the online Facility BMP Planning Guide and will not be part of any export of your guide.

### Documentation Tools Step 1

This Step can help you track the development of your manual. You may wish to divide sections or duties with your staff or give a copy to your greens committee for review and you can track all that here. You can also schedule periodic check-ins to review and update your guide every few years. You can then export all of those entries to an excel document to review outside the online Facility BMP Planning Guide if needed. At the end of this step there is another place to upload related files just like in Steps 2 and 3. Nothing from this page will appear in an exported version of your guide. This is just for your planning.

## Documentation Tools

Step 1		Solicit and record stakeholder feedback	<b>In Progress</b>
		<b>Start Date:</b> None	<b>Due Date:</b> None