

BleachWatch Instructor Guide

Please use this as a guide when scheduling your own classroom and in-water trainings. The packing lists on the back will help you prepare for the events. For any questions, email: Kristi.Kerrigan@FloridaDEP.gov

CLASSROOM

STEP 1: Scheduling

- It is recommended that you schedule the class at least three weeks in advance
- Week-day evenings have shown to have the highest attendance (starting 6pm)
- When securing a location, ensure there is a screen and projector available including all necessary cables for laptop hookup (e.g. HDMI cable)

STEP 2: Advertising

- Once the date, location and time are confirmed, fill out and email the “BleachWatch Class Request Form” to Kristi (Kristi.Kerrigan@FloridaDEP.gov) and indicate whether you would like a flyer to be made
- There are two flyer options:
 1. Full version – ideal for printing, email attachments, etc.
 2. Small version – ideal for social media
- Create a Facebook event to help boost advertising – tag “Friends of Our Florida Reefs”
- Use other social media outlets to help advertise (e.g. twitter, Instagram, etc.)
- DEP’s Coral Reef Conservation Program and Friends of Our Florida Reefs can help you advertise by sharing the information through our email list-serves. Just ask!

STEP 3: Preparation

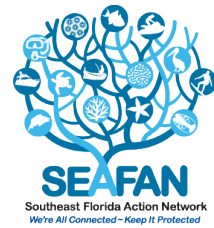
- Prepare PowerPoint file:
 1. Update title slide with appropriate logos, etc.
 2. Add any upcoming events at the end of the slideshow that you want mention
- Be sure to print all necessary documents including sign-in sheets, release forms, etc.
- Use the packing list on the next page to make sure you packed everything

STEP 4: Day of Event

- Pickup any food or refreshments in advance
- Arrive at least 30 minutes in advance to ensure all technology is functioning properly
- Set up table with sign-in sheets, kits, and release forms
- Take pictures and share on facebook! Tag “Florida’s Coral Program” on any posts!

STEP 5: Follow-up

- Send “thank you” email to all participants and copy Kristi (Kristi.Kerrigan@FloridaDEP.gov)
- Scan copy of sign-in sheet and email to Kristi – include a brief summary of the class including how many people attended, classroom participation, questions, etc.



IN-WATER

STEP 1: Scheduling

- Identify a dive charter company to host the in-water training – they will assume liability for the divers (not you) and discuss the costs for divers
- Schedule the class at least three weeks in advance – weekends are recommended
- The meet time for participants should be at least one hour from departure time
- Have a back-up day in case of poor weather

STEP 2: Advertising

- Once the date, location and time are confirmed, email the “BleachWatch Training Request Form” to Kristi (Kristi.Kerrigan@FloridaDEP.gov) and indicate if you would like a flyer
- See “Step 2: Advertising” above for more information about advertising

STEP 3: Preparation

- Be sure to print all documents including sign-in sheets, release forms, answer sheets, etc.
- Use the packing list below to ensure all materials are packed
- Continue to monitor the weather leading up to the event
- Update the “Dive Safety Briefing” accordingly

STEP 4: Day of Event

- Pickup any food or refreshments you may want on the boat – or coordinate with the charter
- Arrive early and make sure release forms are signed and everyone has appropriate gear
- Give the “Dive Safety Briefing”
- Take a group photo at the end and any underwater photos

STEP 5: Follow-up

- Send “thank you” email to all participants and copy Kristi
- Scan copy of sign-in sheet and email to Kristi – include a summary of the class

CLASSROOM PACKING LIST

- ✓ Sign-In Sheets
- ✓ Release Forms (if necessary)
- ✓ Flashdrives with Content (1/person)
- ✓ Dive Slate (1/person)
- ✓ Paul Humann’s Reef Coral ID Book
- ✓ Quiz Answer Sheet (1/person)
- ✓ Pens/pencils
- ✓ SEAFAN Stickers (1/person)
- ✓ SEAFAN BleachWatch PowerPoint file
- ✓ HDMI cord (as backup)
- ✓ Laptop
- ✓ Flash drive w/ BW PowerPoint (as backup)

IN-WATER PACKING LIST

- ✓ Sign-In Sheets
- ✓ Release Forms (if necessary)
- ✓ Dive Safety Briefing
- ✓ Dive Slate
- ✓ Paul Humann’s Reef Coral ID Book
- ✓ Coral Type Cheat Sheet - *waterproof paper* (1/person)
- ✓ Underwater answer sheets – *waterproof paper* (1/person)
- ✓ BCD Tags – *giveaway* (1/person)
- ✓ Dive labelling cards
- ✓ Extra pencils
- ✓ Flagging tape/labels
- ✓ Mesh bag
- ✓ Clear Clipboards (1/person)
- ✓ *Optional:* Underwater camera