



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.

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 Taylor (taylor.tucker@floridadep.gov)
- 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, answer sheets 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 “FL.DEP” on any posts! Upload to Google Drive.

STEP 5: Follow-up

- Send “thank you” email to all participants and copy Taylor (taylor.tucker@floridadep.gov)
- Add all new observers into Google Drive and send an email to Taylor (taylor.tucker@floridadep.gov) or call 561 681-6631 with 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 Taylor (taylor.tucker@floridadep.gov)
- 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 then upload into Google Drive

STEP 5: Follow-up

- Send “thank you” email to all participants and copy Taylor (taylor.tucker@floridadep.gov)
- Add all new observers into Google Drive and send an email to Taylor (taylor.tucker@floridadep.gov) or call 561 681-6631 with a brief summary of the class including how many people attended, classroom participation, questions, etc.

CLASSROOM PACKING LIST

- ✓ Sign-In Sheet
- ✓ Giveaway Bags (1/person)
 - Flashdrives with Content
 - Dive Slate (if deemed appropriate)
 - SEAFAN Stickers
- ✓ Paul Humann’s Reef Coral ID Book
- ✓ Quiz Answer Sheet (1/person)
- ✓ Pens/pencils
- ✓ SEAFAN BleachWatch PowerPoint file
- ✓ HDMI cord (as backup)
- ✓ Laptop

IN-WATER PACKING LIST

- Sign-In Sheet
- 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)
- Dive labelling cards
- Extra pencils
- Flagging tape/labels
- Mesh bag