River Monitor: coordinator onboarding guide

For partner and NGO team coordinators. Print this and keep it with your field kit.

Your role

- As a team coordinator you can submit field reports, see your whole team's report list on the team dashboard (/teams/<team id>), and help volunteers who forget their PIN.
- Reporters can submit field reports; viewers can only see the team page. Reporters and viewers see team totals plus only their own reports.

Joining your team

- The site admin gives you an invite link. Open it and join. Links are shown once, are never emailed, expire, and can be revoked.
- If a link says it is invalid, expired or used up, ask the admin for a new one.

Bringing in volunteers (no email needed)

- The admin creates a volunteer code for your team. Hand it over in person or by your usual channel; the app sends nothing.
- The volunteer opens /volunteer, enters the code, picks a display handle and a 6-digit PIN, and becomes a reporter in your team.
- Five wrong PINs lock a handle for 15 minutes.

When a volunteer forgets their PIN

- On your team dashboard, use Reset PIN next to the volunteer. You get a one-time temporary PIN, valid 72 hours, shown once.
- Give it to the volunteer yourself. At next log-in they must choose a new PIN. Every reset is logged.

How reports are counted

- Each report counts for one team only: the team its author most recently joined (as coordinator or reporter) before submitting it. Viewers never get credit.
- The dashboard shows no GPS coordinates, photos or reviewer notes.

Using the town pages with your community

- /towns lists the 10 towns. Each town page shows the latest Mekong River Commission gauge level, whether it is low or high for the time of year, a one-sentence summary and a printable notice.
- Thai, Lao, Khmer and Vietnamese text is machine translation, pending native review. Please tell the admin about wording that is wrong or unclear.
- Some towns have no gauge of their own; the page then shows the nearest gauge and says so.

7-day rise outlook (beta)

- Where it passed a pre-registered test against two simple baselines, a town page links to a 7-day rise outlook. It is background information, not a flood warning.
- Tan Chau uses a tide-adjusted version (15-day average level). The scoreboard (/scoreboard) shows how every forecast performed.

Slow or expensive connection

- Use /lite for plain-text pages with no maps or images, or switch at /low-data.

Safety

- River Monitor is not an official warning service. Always follow your national agency, local authorities and the MRC.
- Never share another person's PIN, invite link or volunteer code in a public place.

Data: Mekong River Commission (MRC) PMFM public dashboard; NASA IMERG rain. Checklist: [ ] joined team [ ] made first report [ ] know how to reset a PIN [ ] printed a town notice