



User Instructions

User types

Farmer

Any farmer who owns property and would like to be informed of, and connected with, beekeepers near to their farm will find BeeConnected a valuable tool. After registering as a user, farmers can register the location of their property. If a beekeeper registers the location of their beehives within 5km of a farmer's property, both parties will be notified and will be able to discuss their activities further using the secure messaging service.

If they wish, farmers may also register the time and specific location of crop protection activities they are planning, such as the spray application of pesticides. Farmers can find their field by exploring near their current location, exploring near a registered property, or searching GoogleMaps. Switching between street and satellite view makes it easier to find specific fields using nearby roads and geographical features.

If a farmer registers an activity within 5km of registered beehives, they will be notified, as will the beekeeper. The two parties can then exchange any further details using the secure messaging system.

Beekeeper

Any beekeeper who would like to be connected with farmers near their beehives, or would like to be informed of crop protection activities near their beehives, will find BeeConnected a valuable tool. After registering as a user, beekeepers may register the current location, or intended future location, of their beehives. If their beehives are registered within 5km of a farmer's property, or a registered crop protection product activity, they will be notified, as will the farmer, and the two parties will be able to exchange further details using the secure messaging system.

It is anticipated that beekeepers may wish to register the future location of their hives in advance of moving them, to have discussions with nearby farmers ahead of time. BeeConnected allows for this to happen. Beekeeper activities can be registered for anytime in the future, in blocks of up to two months at a time. If beekeepers wish to keep bees in one location for longer than two months, then that time can be extended prior to the expiry of the activity for up to a further two months.

Contractor

Any contractor whose services include the application of crop protection products and would like to be informed of, and connected with, beekeepers nearby their activities will find BeeConnected to be a valuable tool.

Contractors can use BeeConnected to register the time and location of crop protection activities they are planning, such as the spray application of pesticides. Contractors can find their field, by exploring nearby their current location or searching on GoogleMaps. Switching between street and satellite view makes it easier to find specific fields using nearby roads and geographical features.

If a contractor registers an activity within 5km of registered beehives, they will be notified, as will the beekeeper. The two parties can then exchange further details using the secure messaging system.

It is recommended that contractors consult with the landowner before using BeeConnected.

Installation

YOU MUST ALLOW BEECONNECTED TO SEND YOU PUSH NOTIFICATIONS

The first time you open BeeConnected, you will be asked whether you give permission for BeeConnected to send you push notifications. Push notifications enable the instant notification system to work.

Registration

Simply fill out your personal details, select the type of user you are and accept the terms and conditions to register. The only details that will be publically available are your user type (i.e. farmer, beekeeper or contractor) and your username.

Your email address is required so that BeeConnected can send you an automated email message letting you know when there are new user activities nearby or new messages.

The [Instructions and Resources](#) link will take you to CropLife Canada's BeeConnected webpage, where you can find information about CropLife Canada's commitment to pollinator health.

Tap on the links below to go directly to the instructions you are looking for:

[Farmer](#)

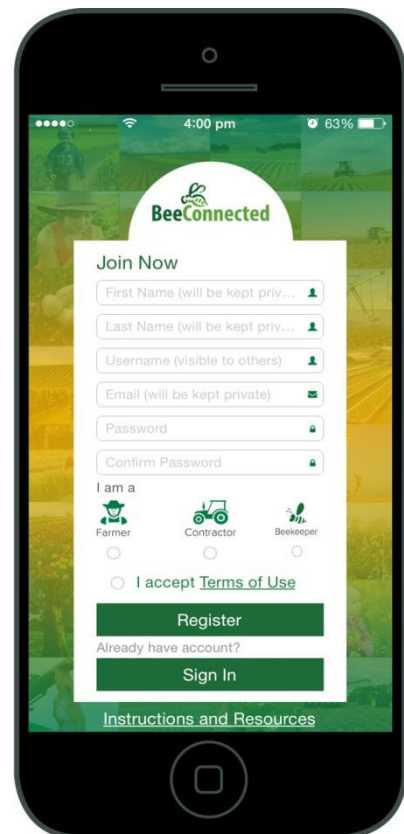
- [Adding Properties](#)
- [Adding Activities](#)
- [Sending messages](#)
- [Broadcast message](#)
- [Notifications](#)

[Beekeeper](#)

- [Adding Activities](#)
- [Sending messages](#)
- [Broadcast message](#)
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- [Broadcast message](#)
- [Notifications](#)



Farmer

Adding Properties

As a farmer, you will be notified of beekeepers who register within 5km of your property, and be able to communicate with them using the secure messaging system. Properties are registered as a single point on the map. Therefore, it is recommended that you try to register that point close to the geographical centre of the property. Multiple properties can be registered by one user.

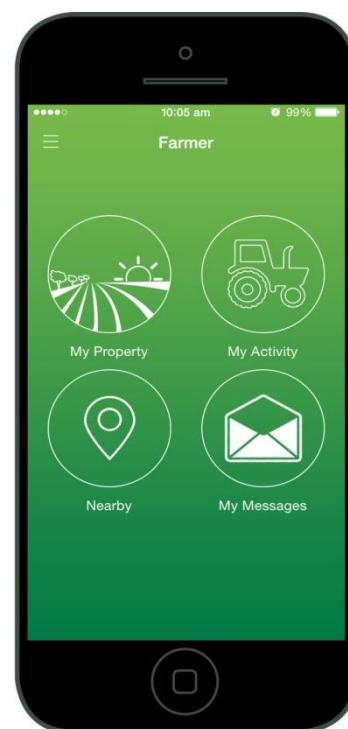
Steps:

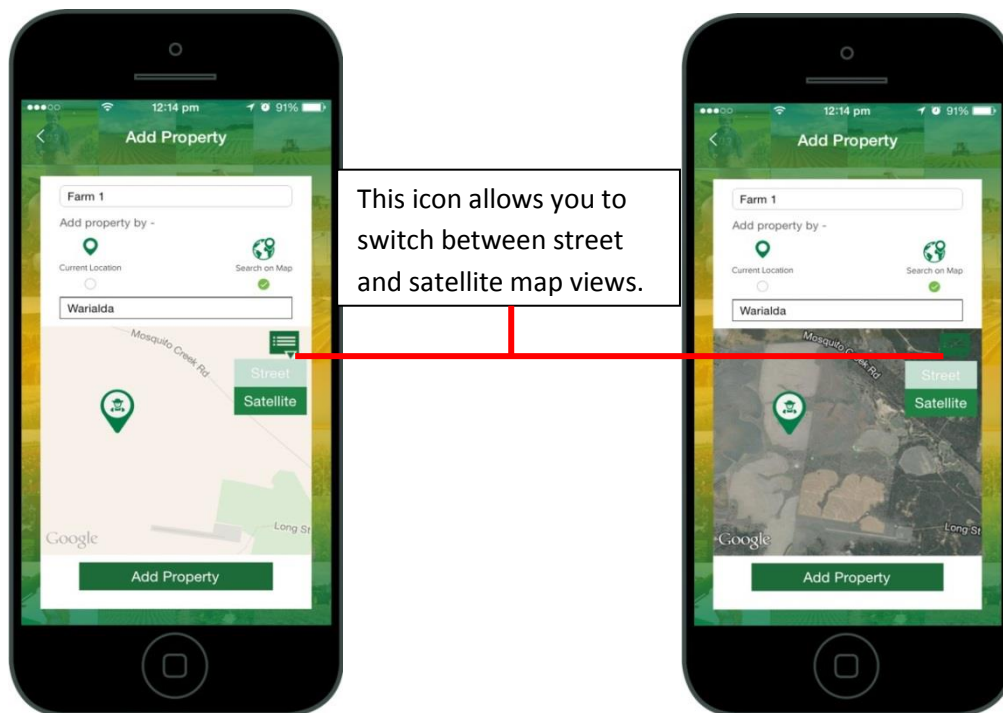
1. From the Dashboard, tap “My Property”.
2. From the My Property List, tap the “+” sign to add a new property.
3. Enter the name of the Property in the box at the top of the screen.
 - a. If you are at the location you wish to register the property, tap “Add Property” to finish registering the property.
 - b. If you are not at the property you wish to register, but are nearby, simply scroll around the map until you find the right location, tap on the screen on the right location to move the Farmer icon, and tap “Add Property”.

Tip: To zoom out, place two fingers together on the screen and move them apart. To zoom in, place two fingers apart on the screen and bring them together.

- c. If you wish to add a property not near your current location select “Search on Map” and enter the nearest town or street address to where your property is located. Scroll through the map until you find the right location, tap on the screen to move the farmer icon and tap “Add Property”.

Tip: If you type the town and state into the search bar it is more accurate than typing just the town, especially for smaller places.





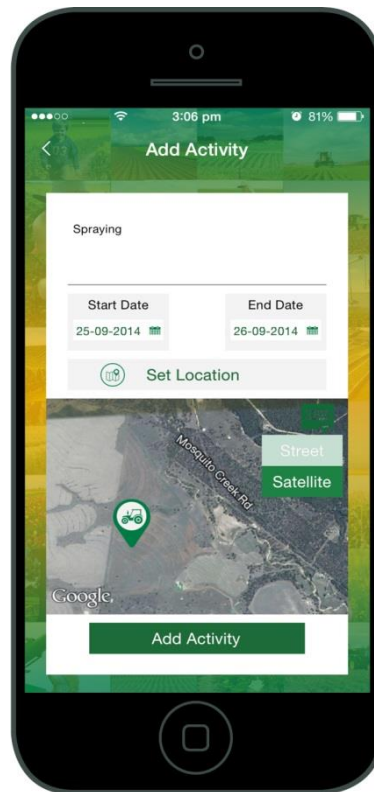
Adding Activities

You can choose to register crop protection product activities at a specific date and location. For example, you may choose to register a spray application in a specific field ahead of time, in order to be connected with any beekeepers in the area. Once connected, you can exchange any necessary information about the activity with the beekeeper before it occurs.

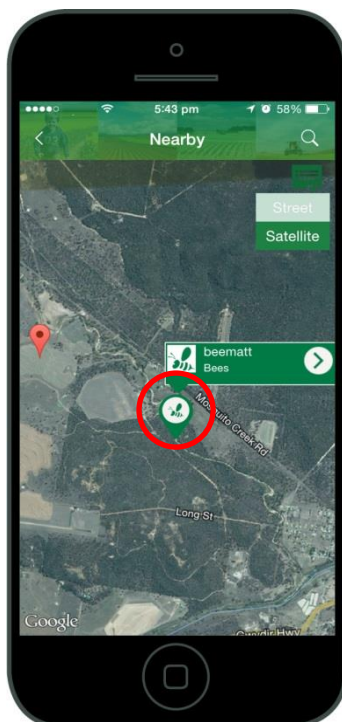
Steps:

1. From the Dashboard, tap “My Activity”.
2. From the My Activity List, tap the “+” sign to add a new activity.
3. Enter any notes or a name for the activity. You don’t need to provide details here - that can be done privately using secure messaging later.
4. Tap on the calendar icons to enter a date range for which the information will be relevant.
5. Tap “Set Location” to register the location for the activity.
 - a. If you are at the location you wish to register the activity, tap “Add Activity” to finish registering the activity. If you are nearby, scroll around the map until you find the right field.
 - b. If you wish to register an activity on a registered property, tap “My Property”, select the relevant property and scroll around the map to find the specific field. Tap in the field to drop the tractor icon in the right field.
 - c. If you wish to register an activity that is not near your current location or a registered property, select “Search on Map” and enter the nearest town or street address to the location of the activity. Scroll through the map until you find the right location, tap on the screen to move the tractor icon and tap “Set Location” and then “Add Activity”.

Tip: Switching to satellite view may help make this step much easier.



Sending messages



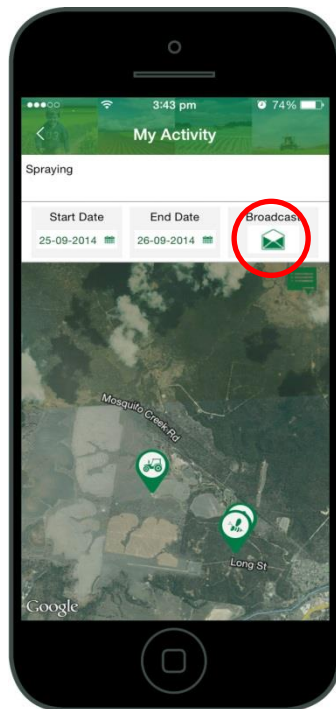
To see beekeepers in your area, tap “Nearby” on the Dashboard. This will show you beekeepers near your current location. You can also tap the magnifying glass in the top right-hand corner to search for beekeepers near your property, near your activities or you can search for a different location on the map.

When you press on a Beekeeper icon, a box will pop up displaying the Beekeeper’s username and the name they have given their activity. If you tap on the arrow on the right hand side of the pop-up box, you will be taken to their user profile.

From the user profile, you will be able to view their current, future and past activities. You can tap on each activity to take you to further details of the specific activity.

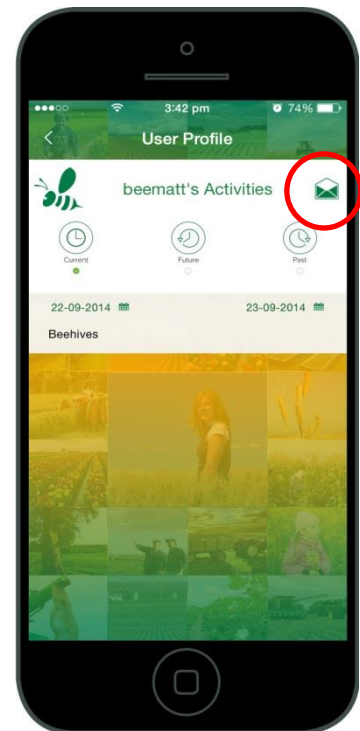
To send the beekeeper a message, tap on the envelope on the right-hand side. Once you have messaged a user, the message will appear in your inbox, which you access by selecting “My Messages” from the Dashboard.

Broadcast message

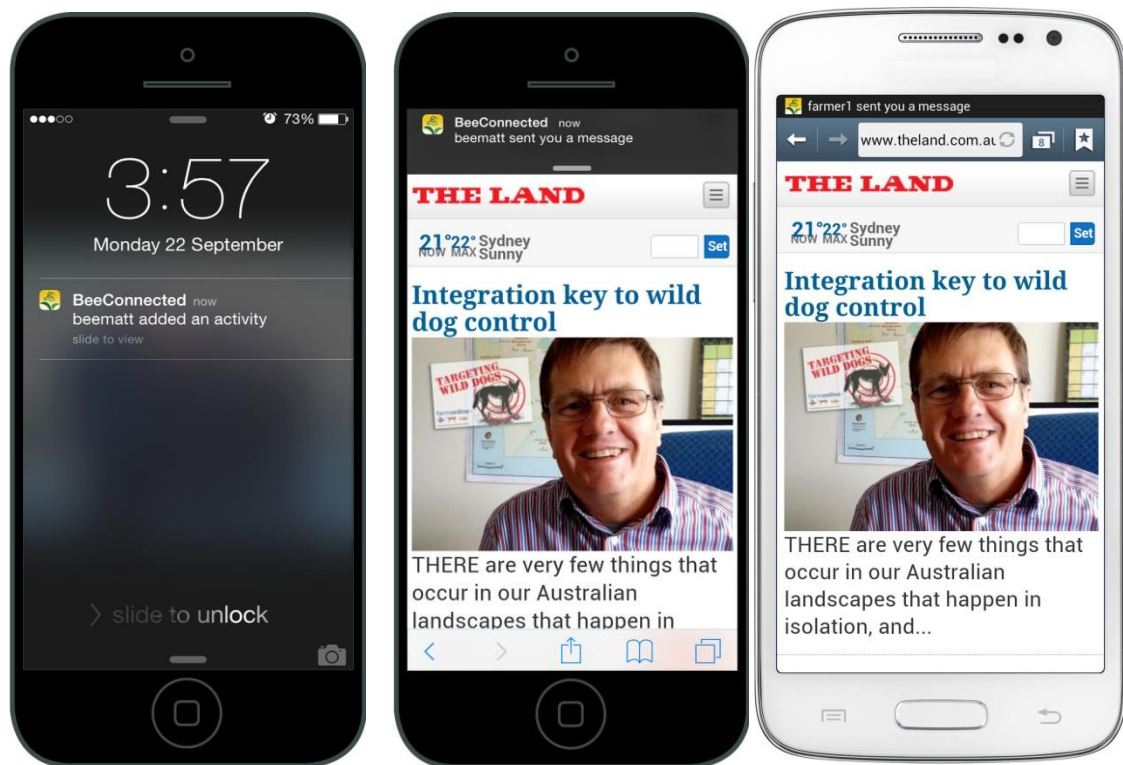


The “Broadcast” feature allows you to message all beekeepers who have registered activities within 5km of where you are planning an activity. You may wish to use this feature to share information with all nearby beekeepers. A broadcast message is not sent to other farmers or contractors.

To send a Broadcast message, select “My Activity” from the Dashboard, and select the relevant activity. Then tap on the envelope on the right hand side. This will bring up a box in which you can write your message. You will also be informed as to how many beekeeper users your message is being sent.



Notifications



YOU MUST ALLOW BEECONNECTED TO SEND YOU PUSH NOTIFICATIONS – The first time you open BeeConnected, you will be asked whether you give permission for BeeConnected to send you push notifications.

As long as you remain logged in to BeeConnected, you will receive notifications to tell you if a beekeeper has registered a new activity within 5km of one of your properties or activities, or if you have received a new message.

Beekeeper

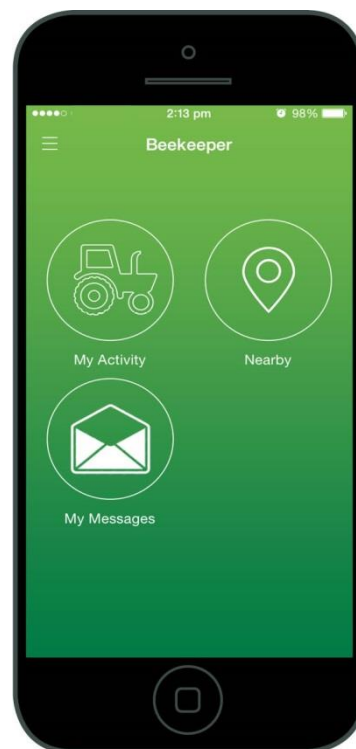
Adding Activities

As a beekeeper, you can register the location of your hives as “Activities”. You will be able to see the properties of registered farmers nearby, as well as crop protection activities that have been entered by farmers or contractors. You can chat to nearby farmers and contractors using the secure messaging system.

Steps:

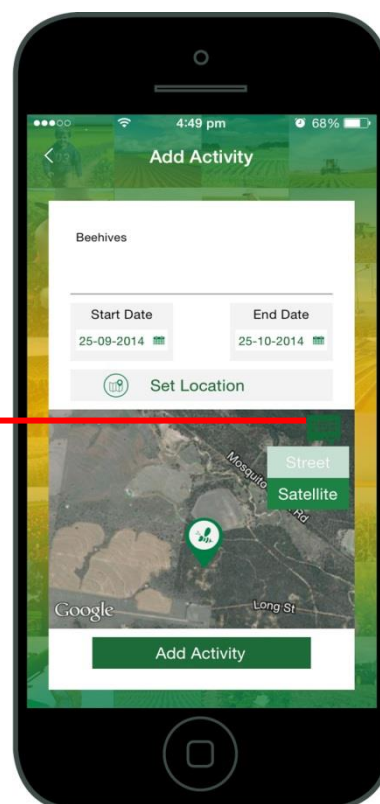
1. From the Dashboard, tap “My Activity”.
2. From the My Activity List, tap the + sign to add a new activity.
3. Enter notes or a name for the activity. You don’t need to provide details here — that can be done privately using secure messaging later.
4. Tap on the calendar icons to enter a date range for which the information will be relevant. You can select a date range of up to two months. If you need to extend this later on, you can edit the activity, but you cannot enter a date range of longer than two months at one time.
5. Tap the “Set Location” button to register the location for the activity.
 - a. If you are at the location you wish to register the activity, tap “Add Activity” to finish registering the activity.
 - b. If you wish to register an activity that is not near your current location select “Search on Map” and enter the nearest town or street address to the location of the activity. Scroll through the map until you find the right location, tap on the screen to move the bee icon and tap “Set Location” and then “Add Activity”.

Tip: If you type the town and state into the search bar it is more accurate than typing just the town, especially for smaller places.

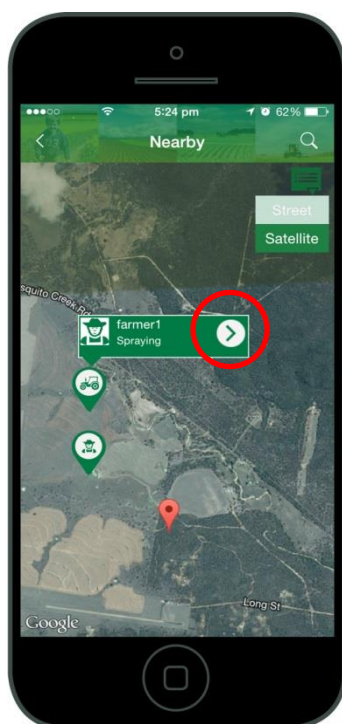


Tip: To zoom out, place two fingers together on the screen and move them apart. To zoom in, place two fingers apart on the screen and bring them together.

This icon allows you to switch between street and satellite map views.



Sending messages

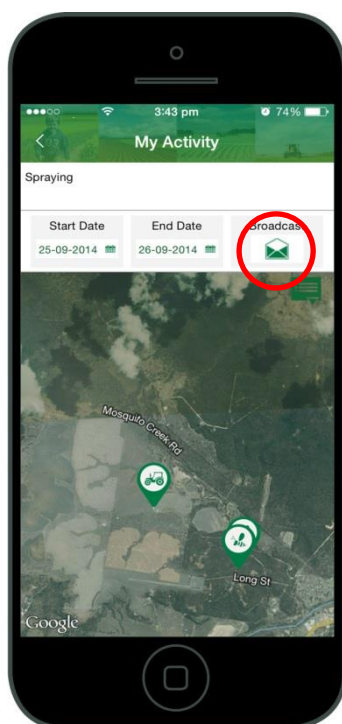
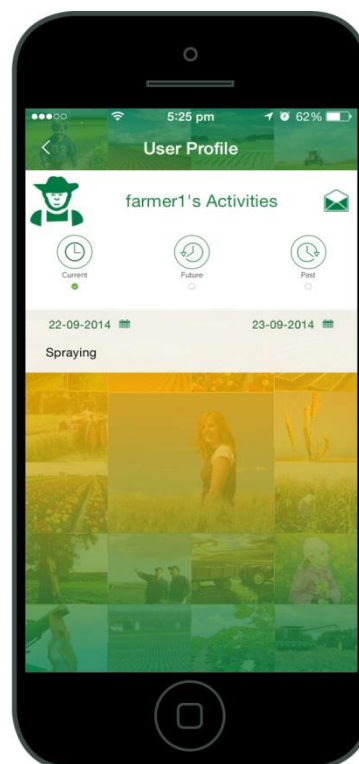


To see farmers and contractors near your current location, select “Nearby” from the Dashboard. To search elsewhere, tap the magnifying glass on the top right-hand corner. You can then search near your registered activities, or by searching another location on the map.

When you tap a farmer icon (farmer’s property) or tractor icon (farmer or contractor activity), a box will pop up displaying the farmer’s or contractor’s username and the notes they have written about their activity. If you tap on the arrow on the right hand side of the pop-up box, you will be taken to their user profile.

From the user profile, you will be able to view their current, future and past activities. You can tap on each activity to take you to further details of the specific activity.

To send the farmer or contractor a message, tap on the envelope on the right-hand side. Once you have messaged a user, the message will appear in your inbox, which you access by selecting “My Messages” from the Dashboard.

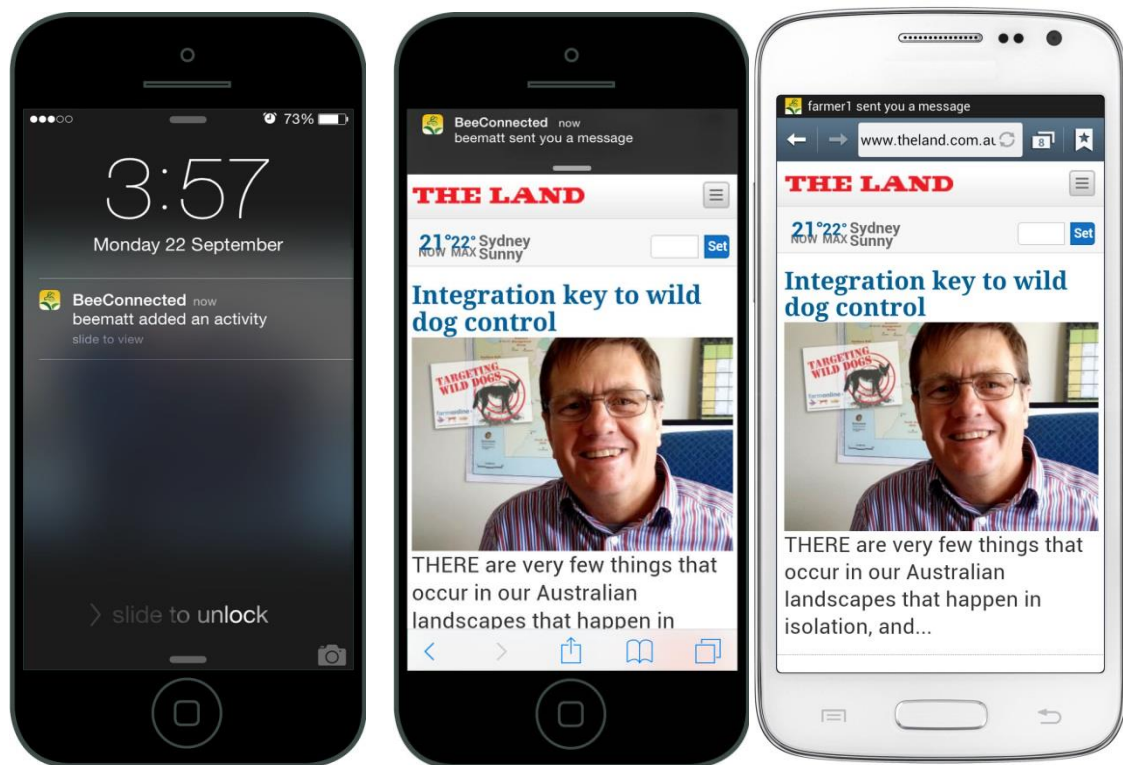


Broadcast message

The “Broadcast” feature allows you to message all farmers and contractors who have registered properties or activities within 5km of where you have registered a beekeeping activity. You may wish to use this feature to share information with nearby farmers and contractors. A broadcast message is not sent to other beekeepers.

To send a Broadcast message, select “My Activity” from the Dashboard, and select the relevant activity. Then tap on the envelope on the right hand side. This will bring up a box in which you can write your message. You will also be informed as to how many farmer/contractor users your message is being sent.

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Contractor

Adding Activities

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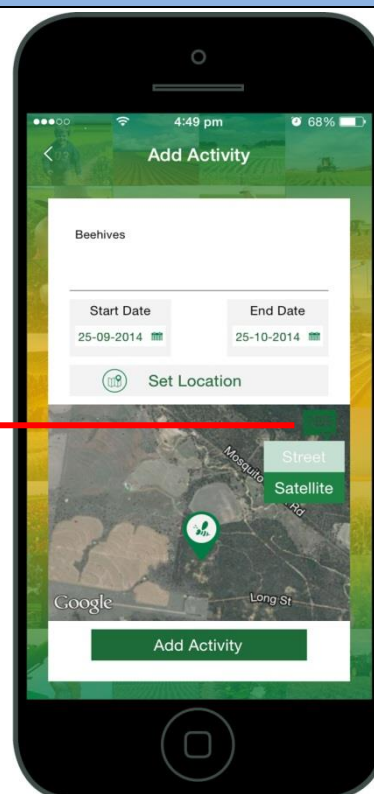
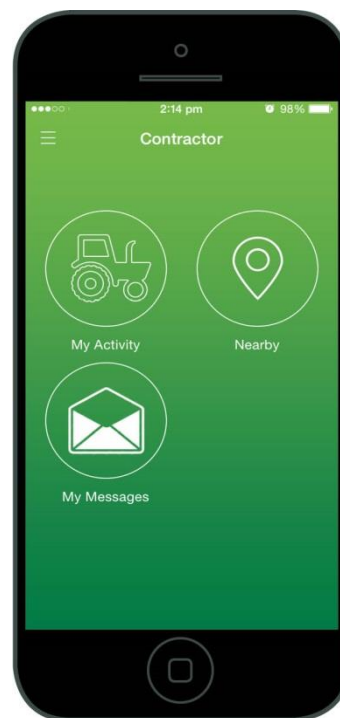
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- b. If you wish to register an activity that is not near your current location select “Search on Map” and enter the nearest town or street address to the location of the activity. Scroll through the map until you find the right location, tap on the screen to move the tractor icon and tap “Set Location” and then “Add Activity”.

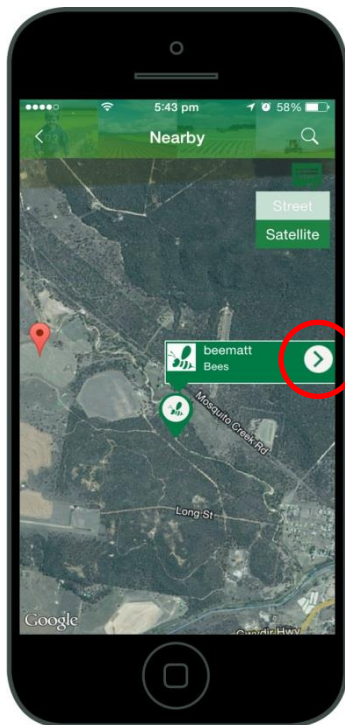
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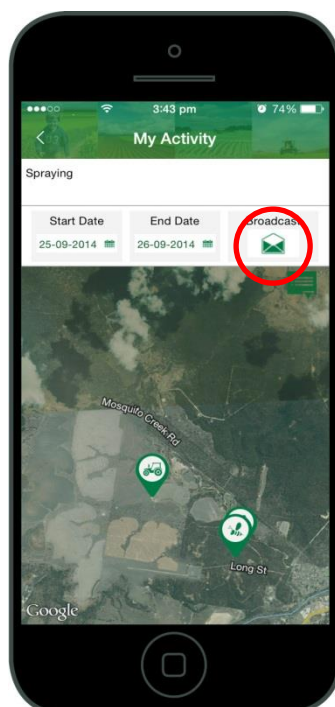
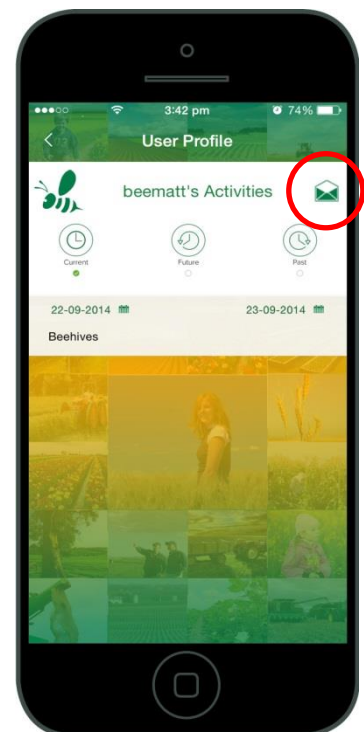


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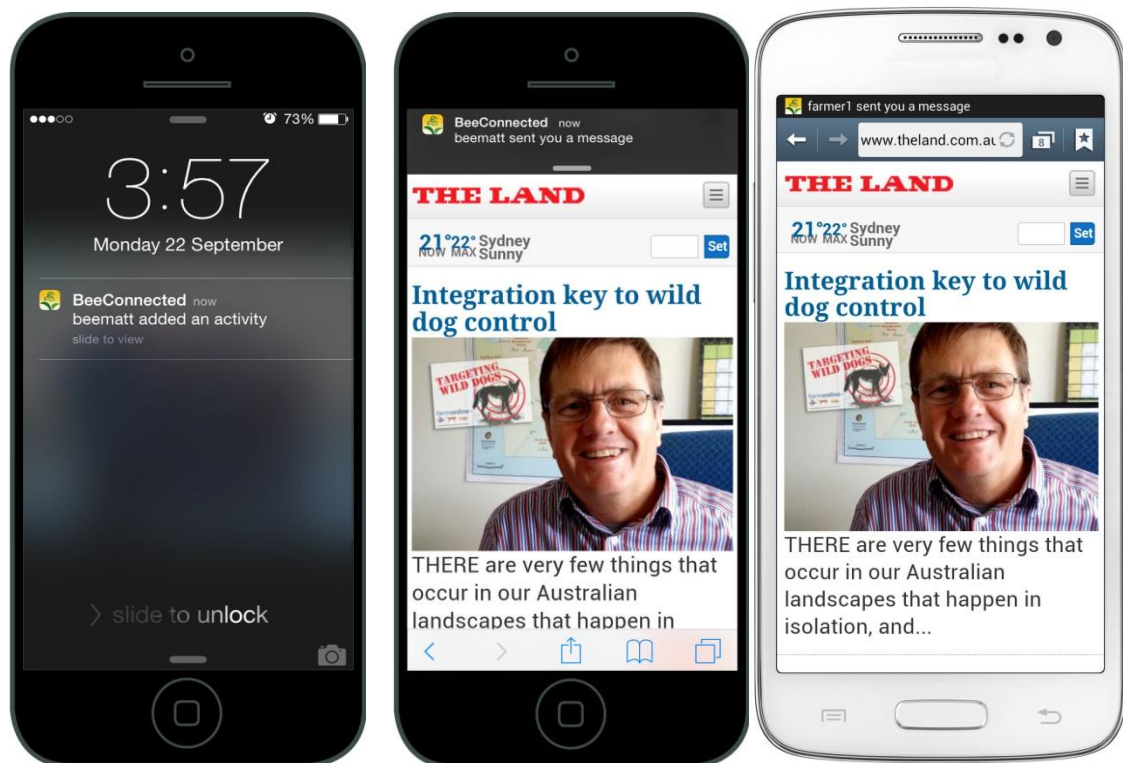


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