



WEB APP USER GUIDE

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INTRODUCTION

WeedScan is an Australia-wide priority-weed identification, recording and alert system that connects people managing weeds in their local area. WeedScan is free and available as a web app or mobile app (Android and iOS).

The information provided in this guide is specific to public users (anonymous or registered) when using the **WeedScan web app**. For further assistance on using WeedScan, watch the training video at: <https://vimeo.com/883103595?share=copy>.

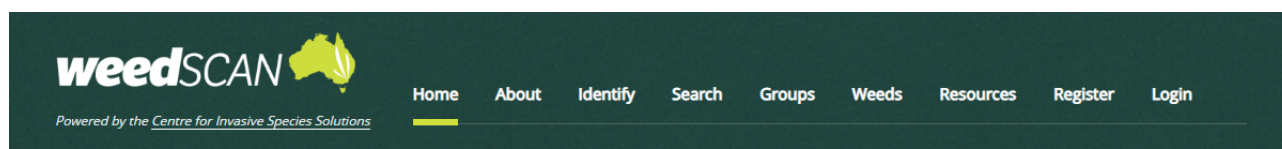
GETTING STARTED

ACCESS THE WEEDSCAN WEB APP

The WeedScan web app is available online at <https://weedscan.org.au/> and is best suited for use on a desktop computer.

The WeedScan web app is not optimised for viewing on mobile devices. For a mobile-friendly version, download the free WeedScan mobile app from the Android or Apple app store.

THE WEEDSCAN INTERFACE

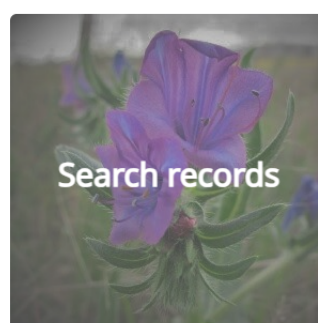
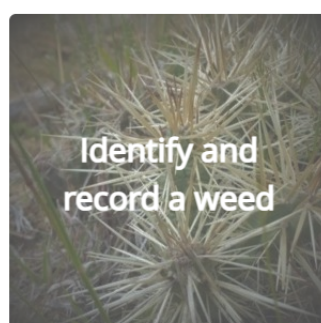


Record priority weeds in your local area to protect the environment, farms and communities

WeedScan is a free community priority weed identification, alert, recording and communication system that supports cooperative weeds action Australia-wide. WeedScan uses artificial intelligence to identify priority weeds. Users can create, view and share records through groups to improve weed control. WeedScan links users to weed biology and management information relevant to their location and allows them to notify state and local government of new weed incursions.

You have reached WeedScan during the Beta Testing period. Please explore the app and try out its capability to use AI to recognise some of Australia's most significant weeds. The WeedScan website and smartphone app will be officially launched in the second half of 2023.

If you would like to share any comments, please contact our National Coordinator via weeds@invasives.com.au.



PRIVACY POLICY AND TERMS & CONDITIONS

A link to the Privacy Policy and Terms & Conditions is located at bottom of every page.

REGISTER AN ACCOUNT

To register for a WeedScan account:

1. Go to the WeedScan web app at <https://weedscan.org.au/>
2. Click **Register** on the top right of the page.
3. Enter the requested information (email, name, phone number, state, and password). Your password must have at least 8 characters and include at least one upper-case letter and one number.
4. Read and accept the Privacy Policy and Terms & Conditions.
5. Click the green **Register** button.

LOG IN

To log in to your WeedScan account:

1. Go to the WeedScan web app at <https://weedscan.org.au/>
2. Click **Login** on the top right of the page.
3. Enter the email and password for your WeedScan account.
4. Click the green **Log in** button. Your name should now appear at the top right of the page.

LOG OUT

To log out of your WeedScan account, click **Logout** on the top right of the page. The message 'You have successfully logged out of the application' should be displayed.

MANAGE YOUR ACCOUNT

To manage your WeedScan account:

1. Go to <https://weedscan.org.au/>
2. Log in to your WeedScan account
3. Click on your name at the top right of the page to open the manage account portal. From here you can change your profile, email and password settings.

Update your profile

To update your name, phone number or home state:

1. Open the manage account portal.
2. Select **Profile** on the left of the page.
3. Edit the name, phone number or home state and click the **Save** button.

Manage your account

Change your account settings

Profile

Email

Password

Profile

Username

andrew@weedscan.org.au

First name

andrew

Last name

scott

Phone number

0800 1234 567

Home state

Australian Capital Territory

Manage my notifications

Save

Update email address

To update the email address for your WeedScan account:

1. Open the manage account portal.
2. Select **Email** on the left of the page.
3. Enter your preferred email address in the **New email** field and click the **Change email** button.
4. The email fields will display your old email until the new email address is confirmed. WeedScan sends a confirmation link to the new email address. Check your email and click the link to confirm the email change. Your email will now be updated.

Manage your account

Change your account settings

Profile

Email

Password

Manage Email

Email

andrew@weedscan.org.au

Send verification

New email

andrew@weedscan.org.au

Change email

Update password

To update the password for your WeedScan account:

1. Open the manage account portal.
2. Select **Password** on the left of the page.
3. Complete the **Current password**, **New password**, and **Confirm new password** fields, then click the **Update** button.
4. The message 'Your password has been changed.' should appear.

Forgotten password

To reset your password if you have forgotten the password for your WeedScan account:

1. Click **Login** at the top right of the page.
2. Click **Forgot your password?**
3. Enter your WeedScan account email and click **Submit**.
4. Check your email for instructions to reset your password.
5. Follow the instructions in the email to reset your password.
6. Provide your WeedScan email and new password then click **Reset**. Your password must have at least 8 characters and include at least one upper-case letter and one number.
7. Your password is now reset. Please log in with your updated password.

Manage your account

Change your account settings

Profile

Email

Password

Change password

Your account password must meet the following requirements:

- At least 8 characters
- At least one uppercase letter
- At least one numeral

Current password

New password

Confirm new password

Update

USE WEEDSCAN ANONYMOUSLY

Users can choose to use WeedScan anonymously by either not registering for an account or not logging in to their account.

When WeedScan is operating in anonymous mode, you can still use the plant identification and recording functions.

However, using WeedScan in anonymous mode limits the functionality available to users. For example:

1. Users who record a weed species cannot suggest an alternative to the AI-generated plant identification
2. Users cannot view any weed records they may have submitted when logged in as a registered user
3. Users cannot create or join a WeedScan group
4. Users cannot share weed records with members of a WeedScan group
5. Users cannot view weed records made by members of a WeedScan group.

IDENTIFY A PLANT YOU SUSPECT MAY BE A WEED

WeedScan enables you to upload images of suspected weeds for automatic identification using an artificial intelligence weed-identification model. This functionality is available to both registered and anonymous users.

To identify a suspected weed while logged in or anonymous:

1. Go to the WeedScan web application (<https://weedscan.org.au/>)
2. Choose to log in to your account or be anonymous.
3. Click **Identify** in the top navigation or the **Identify and record a weed** button.
4. Upload an image from your computer of a plant you suspect may be a weed.

To upload an image, click **Choose file**, select the file that you want you want to upload and click **Open**. Ensure the correct file has been uploaded (the filename appears next to the **Choose file** button) and click **Upload**.

Upload a clear photo of your weed

The weed matching algorithm has been trained to recognise approximately 300 priority weeds across Australia.

PLEASE NOTE: the CSIRO weed matching algorithm is still in development.

No file chosen

5. Review the results and weed information.

WeedScan will produce a list of weed suggestions based on your image. For each suggested weed species, WeedScan provides example photos, a description of the weed, links to relevant weed information and the AI algorithm confidence value.

It is important that you review these resources to ensure that WeedScan has correctly identified your suspected weed. If WeedScan cannot generate a match with a priority weed species, it will generate a message 'Unknown plant or not included in WeedScan'.

Results



Before recording your weed observation, check the information below to confirm correct identification.

☒



Blackberry (*Rubus fruticosus* species aggregate)
Plant Form: Scrambling shrub. Size: Large dense thickets. Stem: Up to 7 m long, covered in spines, green to purplish red. Leaves: Compound with 3-5 leaflets, dark green above and lighter green below. Flowers: White or pink with 5 petals, 2-3 cm in diameter. Fruit and Seeds: Red to black cluster of berries, containing up to 40 seeds each. Habitat: Gullies, riparian areas, paddocks, forests. Distinguishing Features: Larger leaves with deeper green undersides than Native raspberry (*Rubus parvifolius*).
NSW WeedWise
Weeds Australia
This is a priority weed in your state or territory
The WeedScan AI algorithm has a confidence of 80%

☐



Elmleaf blackberry (*Rubus ulmifolius*)
PlantNET
This is a priority weed in your state or territory
The WeedScan AI algorithm has a confidence of 19%

☐

I disagree with the suggestion above. I think my weed is:

Cancel

Record

WEEDS THAT WEEDSCAN CAN IDENTIFY

A list of the priority weed species that WeedScan has been trained to identify is available at <https://weedscan.org.au/Weeds> or by clicking **Weeds** at the top of the WeedScan homepage.

RECORD YOUR WEED SIGHTING

Once WeedScan has identified your suspected weed as a priority weed, you can record the sighting in the web application.

All weed records are visible to the relevant weed authorities, but you have the choice to make the record publicly visible or not.


Sometimes WeedScan may suggest incorrect identifications. If you think your suspected weed has been misidentified and you are confident in your identification skills, you can nominate an alternative weed. You must be logged in to a WeedScan account to do this and you can only nominate one of the weeds that WeedScan has been trained to identify. If you are using the web app anonymously, WeedScan only allows you to record the weed that the AI model has determined to be the closest match.

To create a record of your weed sighting:



1. After identifying a plant you suspect may be a weed, review the weed information and confirm if WeedScan has correctly identified your suspected weed.
2. By default, the top AI match (this is the species with the highest confidence interval) is automatically selected. If this suggestion is correct, click **Record** to create a record of your weed observation. If not, and you are logged in, you may nominate an alternative priority weed species.



Before recording your weed observation, check the information below to confirm correct identification.



Blackberry (*Rubus fruticosus* species aggregate)
Plant Form: Scrambling shrub. **Size:** Large dense thickets. **Stem:** Up to 7 m long, covered in spines, green to purplish red. **Leaves:** Compound with 3-5 leaflets, dark green above and lighter green below. **Flowers:** White or pink with 5 petals, 2-3 cm in diameter. **Fruit and Seeds:** Red to black cluster of berries, containing up to 40 seeds each. **Habitat:** Gullies, riparian areas, paddocks, forests. **Distinguishing Features:** Larger leaves with deeper green undersides than Native raspberry (*Rubus parvifolius*).

 NSW WeedWise
 Weeds Australia

The WeedScan AI algorithm has a confidence of 98%

☐ I disagree with the suggestion above. I think my weed is:

Choose a weed

Cancel

Record

To nominate an alternative weed:

- a. If the weed you want is listed in the results, select the radio button next to the correct species and then click **Record** to create a record of your observation.
 - b. If the species you want to nominate is not listed, click the radio button next to 'I disagree with the suggestion above. I think my weed is:'. Then select the appropriate weed species from the drop-down list and click **Record** to create a record of your observation.
3. Provide details about your weed sighting, nominate if you want to hide this observation from public WeedScan users and any WeedScan groups you are a member of, and click **Save**.

Congratulations – you have now submitted a record of your weed sighting to the WeedScan database!

Extra images may now be attached to the weed record if desired. These additional images are not analysed by the WeedScan AI algorithm; however, they may assist weed authorities to verify your weed sighting or provide some useful information such as the size of the infestation, neighbouring plant species or nearby landmarks to help locate the weed.

To attach an additional image, click **Choose file**, select the image you want to upload, click **Open** and then **Upload**. The new image will appear near the top of the page. To delete the image, click **Remove** underneath the image.

SEARCH PUBLIC WEED RECORDS

If you want to know where a particular priority weed species has been recorded, or what priority weeds have been recorded in a specific location, you can explore the WeedScan records.

All personal information attached to an individual record is hidden, location data is generalised and records that users have marked as **Keep record private** will not be visible.

To explore the WeedScan public weed records:

1. Click **Search** at the top of the page or the **Search records** button on the WeedScan homepage.
2. Apply your search preferences and click the **Search** button.

Weed records can be filtered by priority weed species, state or territory, local government area or date range. At least one search filter must be applied.

Registered users can also display only their own records or records from their WeedScan group.

Result can be displayed as a map, table or both a map and table.

3. Explore the search results in the map or table.
4. To open a record and view more information, click on a **map pin** (map display) or a **record number #** (table display).

Search weed records

Priority weed:

State or territory:

Local government area:

Date observed from:

Only records from this group:

Include only my records: ☐

Advanced search options

Privacy type: ☐ Public records only ☐ Private records only ☒ All records

Identifications (must indicate weed): ☐ AI identification only ☐ User identification only ☒ All identifications

User types: ☐ Anonymous users only ☐ Registered users only ☒ All users

Comments keyword:

Displays results as: ☒ Map only ☐ Table only ☐ Both map and table

Search weed records

Priority weed:

State or territory:

Local government area:

Date observed from:

Only records from this group:

Include only my records: ☒

Advanced search options

Privacy type: ☐ Public records only ☐ Private records only ☒ All records

Identifications (must indicate weed): ☐ AI identification only ☐ User identification only ☒ All identifications

User types: ☐ Anonymous users only ☐ Registered users only ☒ All users

Comments keyword:

Displays results as: ☒ Map only ☐ Table only ☐ Both map and table

1 observation/s returned.



VIEW YOUR RECORDS

You can view all the records that you have created while logged in as a registered user, including those marked as private. Any records you created anonymously (while not logged in) will not be visible because they are not linked to your WeedScan account.

To view your own WeedScan records:

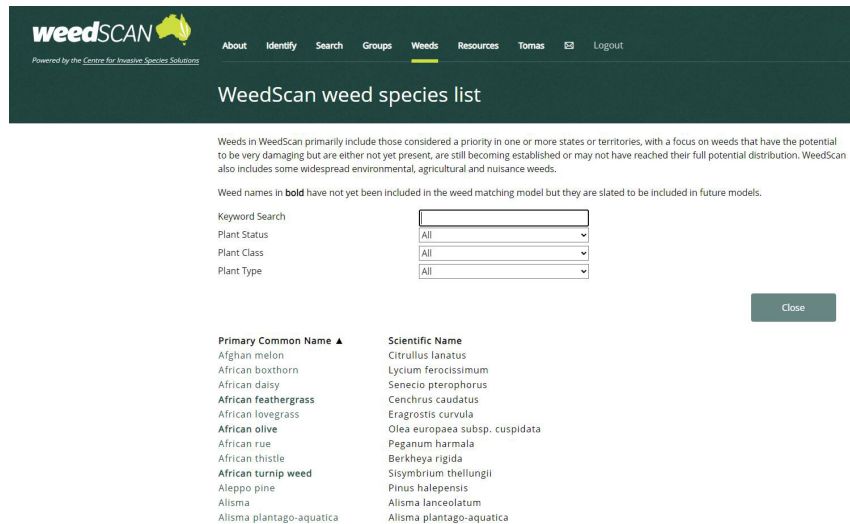
1. Log in to your WeedScan account.
2. Click **Search** at the top of the page or the **Search records** button on the WeedScan homepage.
3. Tick the **Include only my own records** check box, apply any search filters and click the **Search** button. (To display all of your records, do not apply any search filters.)
4. To open a record and view more information about the weed observation, click on a **map pin** (map display) or a **record number #** (table display).
5. The complete weed record (including links to weed information, non-generalised weed location, comments, and contributors details) is provided. To view a map of the weed's location, click the **Click here to see the location on Google maps** link. Click the **Close** button to return to the previous page

SEARCH WEED INFORMATION

The 'Weeds' tab provides the complete list of species in WeedScan. These include both AI identifiable and non-identifiable weeds with profiles in WeedScan. Each profile has a description of the weed, as well as profile images, weed class, weed status, and links to state specific information.

To use the search functions:

1. Go to 'Weeds' tab in the bar at the top of the page.
2. Keyword search: Type the common or scientific name of the species, results will narrow down automatically. Words used in the description (for example, 'Spiny') will also provide relevant results.
3. Plant Status: Filter for priority and non-priority weeds.
4. Plant Class: Filter for environmental, agricultural, invasive garden plant, nuisance weed, or native lookalikes.
5. Plant Type: Filter for aquatic, grassy, herbaceous, cacti/succulents, woody, or vine plant types.
6. Sort by common or scientific name.



The screenshot shows the WeedScan web application interface. At the top is a navigation bar with the WeedScan logo and links for About, Identify, Search, Groups, Weeds (highlighted), Resources, Tomas, E3, and Logout. Below the navigation bar is a section titled 'WeedScan weed species list'. This section contains a paragraph explaining that weeds in WeedScan are primarily those considered a priority in one or more states or territories, with a focus on weeds that have the potential to be very damaging but are either not yet present, are still becoming established or may not have reached their full potential distribution. It also mentions that WeedScan includes some widespread environmental, agricultural and nuisance weeds. Below this paragraph is a filter section with a 'Keyword Search' input field and three dropdown menus for 'Plant Status', 'Plant Class', and 'Plant Type', all currently set to 'All'. To the right of the filter section is a 'Close' button. Below the filter section is a table with two columns: 'Primary Common Name' and 'Scientific Name'. The table lists various weed species, including Afghan melon, African boxthorn, African daisy, African feathergrass, African lovegrass, African olive, African rue, African thistle, African turnip weed, Aleppo pine, Alisma, Alisma plantago-aquatica, Citrullus lanatus, Lycium ferocissimum, Senecio pterophorus, Cenchrus caudatus, Eragrostis curvula, Olea europaea subsp. cuspidata, Peganum harmala, Berkhaya rigida, Sisymbrium thellungii, Pinus halepensis, Alisma lanceolatum, and Alisma plantago-aquatica.

Primary Common Name ▲	Scientific Name
Afghan melon	Citrullus lanatus
African boxthorn	Lycium ferocissimum
African daisy	Senecio pterophorus
African feathergrass	Cenchrus caudatus
African lovegrass	Eragrostis curvula
African olive	Olea europaea subsp. cuspidata
African rue	Peganum harmala
African thistle	Berkhaya rigida
African turnip weed	Sisymbrium thellungii
Aleppo pine	Pinus halepensis
Alisma	Alisma lanceolatum
Alisma plantago-aquatica	Alisma plantago-aquatica

WEEDSCAN GROUPS

ABOUT WEEDSCAN GROUPS

WeedScan groups allows you to create a private group with other registered WeedScan users and to share your weed observations. This feature is designed to enable Landcare, community, producer or Natural Resource Management groups to take coordinated action to record, monitor and manage weeds listed in WeedScan.

When joining a group, you give permission for other members of the group to access your non-generalised records. This means that your contact information (name, email and phone number), record comments and the exact location of your weed sighting will be shared.

During the record-creation process (in both web and mobile apps), you have the option to choose if you want to share the weed observation with your group or not.

Each group must have a moderator. The moderator is responsible for various administration tasks including inviting and approving new members, removing members and managing the group profile.

ACCESS WEEDSCAN GROUPS

WeedScan groups are accessible only via the WeedScan web app (not via the mobile app). You must have a WeedScan account to become a member of a group.

To access WeedScan groups:

1. Go to the WeedScan web app at <https://weedscan.org.au/>
2. Log in to your WeedScan account or register an account if you do not have one already.
3. Click **Groups** at the top of the page.

Groups awaiting approval

Name	State	Description
test group	NSW	test
Weed Wackers	NSW	Weed Wackers
test group	WA	test
Clarence Valley Council	NSW	Clarence Valley Council (Natural Resource Management) - Local Control Authority

My groups

You are a member of the following groups:

Name of group	Members
test group	2

Find groups

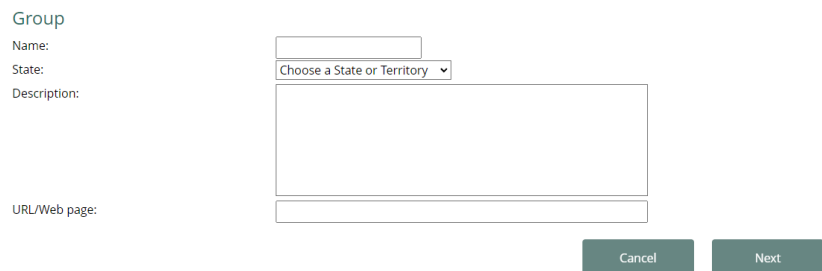
Group name: Group LGA:

Currently WeedScan groups is not supported by the WeedScan mobile app (Android and iOS) platform. However, any weed observations recorded using the WeedScan mobile app (when logged in) will be automatically shared with your WeedScan groups unless you elect to keep the record private.

CREATE A NEW WEEDSCAN GROUP

To create a new WeedScan group:

1. Access WeedScan groups on the web app.
2. Click the **New** button.
3. Set up your group profile. You need to provide a name, state and description for your group. You can also provide a URL link to your group's webpage or social media (optional) so that other WeedScan users can find out more about you. Once you have completed the group profile, click **Next**.
4. Assign at least one Local Government Area (LGA) to your group. Select a LGA from the drop-down list and click the **Assign** button. Repeat this for each LGA you want to add.
5. Click **Save** to submit your group for approval. Your group needs to be approved by a WeedScan State Coordinator before other users can join.
6. You will be notified by email when your group has been approved. Once approved, other users may join the group. The person who created the group is automatically assigned as the group Moderator.



Group

Name:

State:

Description:

URL/Web page:

REQUEST TO JOIN AN EXISTING WEEDSCAN GROUP

To join an existing WeedScan group:

1. Click on **Groups** at the top of the page on the WeedScan web app.
2. Search for a group that you are interested in joining. In the **Find groups** section, type a group name (if you know the name of a WeedScan group) or choose an LGA (Local Government Area), then click **Search**. To view all the groups in WeedScan, simply leave group name and LGA blank.
3. A list of available WeedScan groups is produced based on your search parameters. Click on the name of a group to view the group's profile page.
4. If you would like to join the group, Click the **Join** button to submit a request to become a member of the WeedScan group. A confirmation should appear, and the group name will be listed under **My groups**.
5. Your request to join the group will be sent to the group Moderator.
6. You will be notified by email when your request has been processed. Once approved, you will be able to share your weed observations with the group and access weed observations recorded by other members.

SHARE YOUR WEED OBSERVATIONS WITH YOUR WEEDSCAN GROUP

You have the option to share your weed observations with your WeedScan groups.

To share your weed observation with your WeedScan group/s:

1. Access the WeedScan web app and log in to your WeedScan account.
2. Identify your suspected weed.
3. Select the weed species that matches your suspected weed and click **Record**.
4. Complete the **record details** form. Decide if you want to share your weed observation with your WeedScan group/s. If you want to hide the record from your group, select the **Keep record private** check box. Otherwise, your record will be automatically shared with your group/s.
5. Click the **Save** button.

VIEW YOUR WEEDSCAN GROUP'S WEED OBSERVATIONS

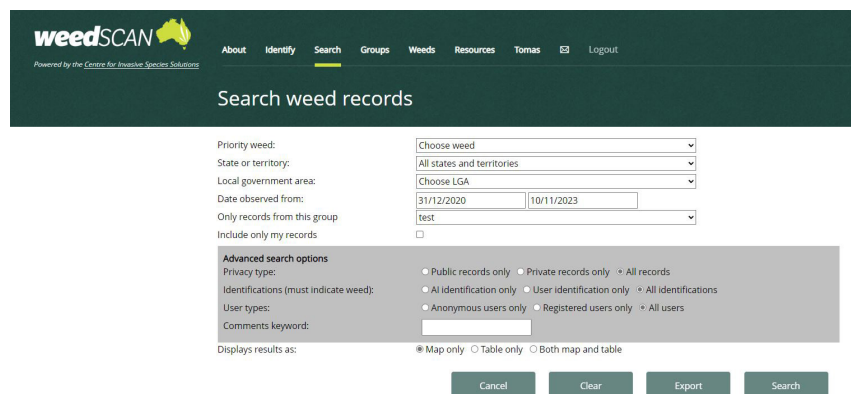
To view weed observations that have been shared to your group:


1. Log in to your WeedScan account
2. Click **Search** at the top of the page or the **Search records** button on the WeedScan homepage.
3. Select the group you want from the drop-down list next to **Only records from this group**. Apply any other desired search options, select how you want the results displayed (map, table or both) and then click the **Search** button.
4. To open a record and view more information about the weed observation, click on a **map pin** (map display) or a **record number #** (table display).
5. The complete weed record (including links to weed information, non-generalised weed location, comments, and the submitter's details) is provided. To view a map of the weed's location, click the **Click here to see the location on Google maps** link. Click the **Close** button to return to the search page.

EXPORTING OBSERVATIONS

Group moderators are able to export observations into a .csv file.

1. Select 'Group' at the top of the website.
2. Select group which you are the moderator of.
3. Select "Show Group Map".
4. Apply relevant filters (Weed, state/territory/ date observed from, and advanced search options).
5. Press "Export" to download the .csv file containing record data for filtered observations.



weedSCAN 
Powered by the Centre for Invasive Species Solutions

About Identify **Search** Groups Weeds Resources Tomas Logout

Search weed records

Priority weed: Choose weed
State or territory: All states and territories
Local government area: Choose LGA
Date observed from: 31/12/2020 10/11/2023
Only records from this group: test
Include only my records: ☐

Advanced search options
Privacy type: ☐ Public records only ☐ Private records only ☐ All records
Identifications (must indicate weed): ☐ AI identification only ☐ User identification only ☐ All identifications
User types: ☐ Anonymous users only ☐ Registered users only ☐ All users
Comments keyword:

Displays results as: ☒ Map only ☐ Table only ☐ Both map and table

Groups

Groups awaiting approval

Name	State	Description
test group	WA	cafcvea
Wagga	NSW	Sticky nightshade

My groups

You are a member of the following groups:

Name of group	Members
test	1

Find groups

Group name:

Group LGA:

[Close](#)[New](#)[Search](#)

Group

You have been invited to this group by the Moderator. Click Join if you would like to join, or Leave if you would like to decline the invitation.

Name: test
State: ACT
Description: test
URL/Web page:

[Close](#)[Show Group Map](#)[Disapprove](#)[Delete](#)[Edit](#)

Search weed records

Priority weed:

State or territory:

Local government area:

Date observed from:

Only records from this group:

Include only my records: ☐

Advanced search options

Privacy type: ☐ Public records only ☐ Private records only ☒ All records

Identifications (must indicate weed): ☐ AI identification only ☐ User identification only ☒ All identifications

User types: ☐ Anonymous users only ☐ Registered users only ☒ All users

Comments keyword:

Displays results as: ☒ Map only ☐ Table only ☐ Both map and table

[Cancel](#)[Clear](#)[Export](#)[Search](#)

ACCESS YOUR WEEDSCAN GROUP'S PROFILE PAGE

The profile page for a WeedScan group displays a summary of the group and lists the group membership and email contact. From this page you can leave the group, edit the group (Moderator only) and invite new members to join by email (Moderator only).

To open a group's profile page:

1. Access the WeedScan web app and log in to your WeedScan account.
2. Click **Groups** at the top of the page.
3. Under the **My groups** section, click the name of your group. This will open the group's profile page.

Your group needs to have at least one local government areas assigned. Click the Manage LGAs to assign an LGA

Group

This group has not yet been approved. Click the **approve** button below if you would like to approve this group.

Name:

Murray Bridge

State:

New South Wales

Description:

URL/Web page:

Local Government Areas

This group applies to the following Local Government Areas (LGAs):

Manage LGAs

Local Government Area

There are no LGAs yet associated to this Group

Users in this group

WeedScan user email address

Invite

Name

Andrew Mitchell

Email

andrew.mitchell@invasives.com.au

Moderator

Cancel

Leave

New

Approve

Delete

Save

LEAVE A WEEDSCAN GROUP

You can decide to leave a WeedScan group at any time. After you leave, your records will no longer be visible to the group.

To leave a WeedScan group:

1. Access the WeedScan web app and log in to your WeedScan account.
2. Open the profile page of the group you want to leave.
3. Click the **Leave** button near the bottom of the page. If you are the group Moderator, you will need to assign a new moderator before leaving the group.
4. A confirmation message will be displayed at the top of the page and the group is no longer listed under **My groups**.

VIEW A GROUP'S MEMBERSHIP

To view the members of your group and their roles:

1. Access the WeedScan web app and log in to your WeedScan account.
2. Open the profile page of the relevant group.
3. The members of the group, their email and role title is listed in the **Users in this group** section. (This information is hidden from non-members and unapproved members.)

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ACTIVITIES FOR MODERATORS ONLY

Only the group's Moderator can perform the following activities.

Edit a WeedScan group's profile

To edit the information in a group profile (name, state, description or URL link):

1. Access the WeedScan web app and log in to your WeedScan account.
2. Open the relevant WeedScan group profile page.
3. Click the **Edit** button at the bottom of the page.
4. Update the group name, state, description or URL as required.
5. Click **Save**.

Edit Local Government Areas

To add or remove Local Government Areas (LGAs) from your group:

1. Access the WeedScan web app and log in to your WeedScan account.
2. Open the relevant WeedScan group profile page.
3. Click the **Edit** button at the bottom of the page.
4. To remove an LGA, click **remove** next to the LGA you want to remove.
5. To add a new LGA, select it from the drop-down list and click **Assign**.
6. Click **Save**.

Invite a new member by email

The moderator can directly invite someone to join their WeedScan group. To do this, you must know the email of the person you wish to invite.

To invite a new member to the group:

1. Access the WeedScan web app and log in to your WeedScan account.
2. Open the relevant WeedScan group profile page.
3. Click the **Edit** button at the bottom of the page.
4. Under the **Users in this group** section, in the WeedScan user email address test box, enter the email address of the person you want to invite and click **Invite**. WeedScan will notify the invitee by email.
5. The invitee will appear in the member list as an Uncommitted member until they accept or decline the invitation.

Approve a new member

The group Moderator will be notified by email when someone requests to join their WeedScan group.

To respond to a new member request:

1. Access the WeedScan web app and log in to your WeedScan account.
2. Open the relevant WeedScan group profile page.
3. Click the **Edit** button at the bottom of the page.
4. Under the **Users in this group** section, look for any names marked with 'Unapproved member'. Unapproved members are people who have requested to join your group.
5. Decide if you want to approve the new member or not. To approve, click on **approve**. If not, click **remove**.
6. WeedScan lets the person know via email if they were approved to join the group or not.

Remove a group member

To remove a member from the group:

1. Access the WeedScan web app and log in to your WeedScan account.
2. Open the relevant WeedScan group profile page.
3. Click the **Edit** button at the bottom of the page.
4. Go to the **Users in this group** section. Identify the member you want to remove and click **remove**. The removed member's name will disappear from the member list. The removed member will no longer have access to the group's weed observations, and the group will no longer have access to the removed member's weed observations.

Assign a new Moderator

If you no longer want to be the Moderator, you can assign another member of the group as the Moderator.

To make another group member the Moderator:

1. Access the WeedScan web app and log in to your WeedScan account.
2. Open the relevant WeedScan group profile page.
3. Click the **Edit** button at the bottom of the page.
4. Go to the **Users in this group** section. Identify the member you want to assign as the Moderator, then click **make moderator** next to the member's name.
5. You should now be listed as a member (and not as Moderator).