



**Eagle Summit Wilderness Alliance**  
**Submitting Fallen Trees or Other Trail Issues Using COTREX (Colorado Trail Explorer)**

**Note:** For 2024 we are using this primarily for trees that are blocking the trail. Please only log trees that are blocking the trail. Do not record leaning trees that are more than 6 feet off the trail because we will typically leave these trees until they fall on the trail.

Please follow these steps to submit a tree blocking the trail. This must be done **at the location of the hazard**, not after the hike as COTREX geotags the location of your photo. This information allows the USFS and ESWA's Sawyers to see where the most critical issues are on the trail system. Trail closure or trail construction notices will be on COTREX this year as well.

**Instructions for use:**

1. Download the COTREX App via your app store (Apple or Google).
  - a. Open your App store on your phone (Apple or Google).
  - b. Click on the Search icon (magnifying glass).
  - c. Type in COTREX. One of the options should say "Colorado Trail Explorer" with an icon like the image at the top of this page.
  - d. Proceed to download the app.
2. Once the app is downloaded, open it on your phone.
3. Allow COTREX to use your location. (select "Allow While Using App")
4. Accept the terms of service & privacy policy ("Agree & Continue" on each)
5. Go through the tutorial or exit out of it.
6. Click on the profile icon at the bottom of the screen (looks like a person).
7. Login to your personal account. If you don't have an account, create one as follows:
  - a. Select "Create Account (Free)"
  - b. Enter a username unique to you
  - c. Enter a password unique to you
  - d. Enter your email address
  - e. Hit "REGISTER"
  - f. Select "ALLOW" for notifications.

- g. You can either choose to Save the Password or not. If you save it, it will make it easier to login next time.
8. If you are hiking where you don't get good cell reception, you can download maps for use in offline mode.
  - a. Select the "down" arrow on the menu at the bottom of the screen.
  - b. Select either "Topo" or "Satellite".
  - c. Zoom into the area using two fingers on the map. You don't need to zoom in very far since the blocks you will select are very large.
  - d. Select the blocks of the map you want to download.
  - e. When you select the blocks, they will begin downloading immediately. This may take a few minutes. Don't leave this screen until the downloading message disappears.
  - f. You can now travel off the grid and all the maps will still be available offline!!!!
9. While on your hike, if you come across trees down, broken bridges, or other significant trail hazards, open the app at the location of the hazard.
10. Make sure you are on the map page by clicking on the "flag" symbol on the far left of the menu at the bottom of the screen.
11. Press the large "plus" sign button on the right-hand side of the screen that is about 1/6<sup>th</sup> from the bottom.
12. Select "Field Note".
13. Select "Obstacles"
14. Select type of obstacle (i.e., Tree Deadfall).
15. Select "**Land Manager**" Visibility
16. Add description i.e., size of tree.
17. Attach at least one photo. If there is a good photo, you don't need to put many words.
18. Click "Create Note".
19. Continue with your patrol hike.
20. Once you are home, you can double check that your uploads have synchronized. You will need to do this if you are out of service during your hike at any time. To synchronize:
  - a. Hit the profile icon on the bottom menu (looks like head & shoulders of a person)
  - b. Hit the "SYNC" row toward the top of the screen.
  - c. Hit the "UPLOAD PHOTOS" row under SYNC if it shows up.