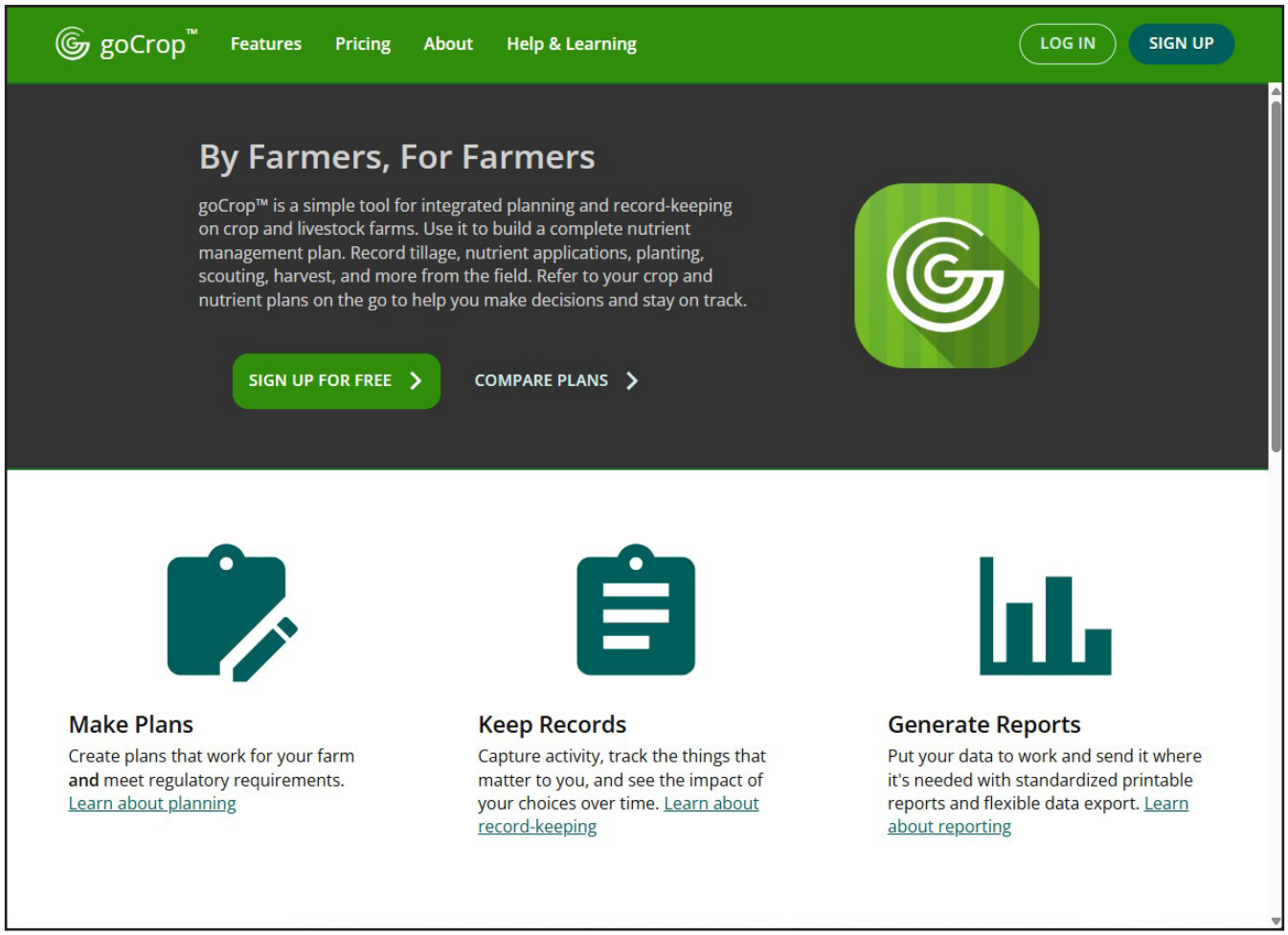
goCrop User Manual

Version 4.0



Welcome to goCrop!

goCrop is a simple tool for integrated planning and record-keeping on crop and livestock farms. Use it to build a complete nutrient management plan (NMP). Record tillage, nutrient applications, planting, harvest, and more. Refer to your crop and nutrient plans on the go to help you make decisions and stay on track. See the impact of your choices over time. Put your data to work and send it where it's needed with standardized printable reports and (coming soon) flexible data export.

Created by Farmers for Farmers

The University of Vermont Extension created goCrop more than a decade ago in collaboration with farmers, conservation districts, and other stakeholders. State environmental law requires that most farmers write, update, and submit annual NMPs. Other farmers use them to support organic certification. goCrop helps farmers create NMPs in accordance with the Vermont Agency of Agriculture, Food & Markets (VAAFM)'s Required Agricultural Practices.

goCrop version 4 (the latest) is more streamlined, meets Americans with Disabilities Act (ADA) web accessibility requirements, and is more similar across devices (computers and tablets).

goCrop was made possible in part by grants from VAAFM, the U.S. Department of Agriculture (USDA) Natural Resources Conservation Service (NRCS), the USDA National Institute of Food and Agriculture (NIFA), and the Conservation Innovation Grant program in Vermont (VT-CIG).

Take a Nutrient Management Planning Course

UVM Extension's Northwest Crops and Soils Program (https://www.uvm.edu/extension/nwcrops) offers an annual winter course on how to create an NMP using goCrop, starting in January. Staff are available to provide individual support to users. To contact staff or register for the NMP course, contact Susan Brouillette at susan.brouillette@uvm.edu, 802-656-7611.

Watch past classes on how to create an NMP and tutorials on how to use goCrop on the UVM Extension Nutrient Management Planning webpage (https://www.uvm.edu/extension/nwcrops/nutrient-management-planning).

Questions? Comments?

See the FAQs in this manual or contact goCrop Support at 802-656-7611 or goCrop@uvm.edu.

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1. How To Use this Manual

This manual describes how to use goCrop, not all aspects of creating a nutrient management plan (NMP). We encourage you to contact your technical assistance provider* with questions beyond what the manual covers.

If you're new to goCrop...

We recommend reading the manual in chapter order. It will walk you through the steps of creating an NMP (also called an "annual plan" or "plan" in goCrop). You may stop mid-step and come back to your plan later, just be sure to select Save or a similar command whenever it's available to save your work.

If you're rusty using goCrop...

We recommend refreshing your memory by reviewing chapters 2, 3, and 4. Version 4 of goCrop is slightly different from version 3. It is more streamlined, meets Americans with Disabilities Act (ADA) web accessibility requirements, and is more similar across devices (computers and tablets).

If you're a goCrop pro...

We recommend reviewing "Chapter 3: Navigation, Basic Features, and Shortcuts" to see what may have changed. Version 4 of goCrop is slightly different from version 3. It is more streamlined, meets Americans with Disabilities Act (ADA) web accessibility requirements, and is more similar across devices (computers and tablets).

Questions? Comments? See the FAQs or contact goCrop Support at goCrop@uvm.edu or 802-656-7611.

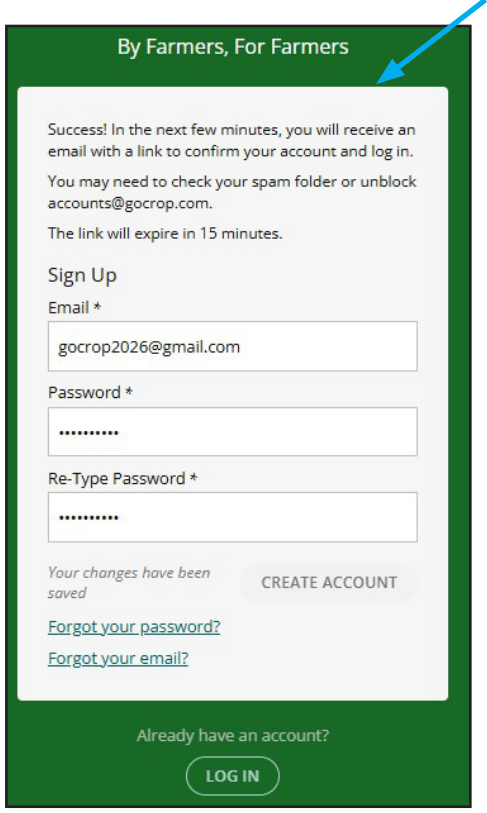
* A technical assistance provider is trained to help farmers create and update NMPs. You may already be working with a technical assistance provider from USDA NRCS, UVM Extension, or NRCD. If you do not have a technical assistance provider and would like help with your NMP, contact Susan Brouillette at susan.brouillette@uvm.edu or 802-656-7611.

2. Account Setup

2.1 Create an Account

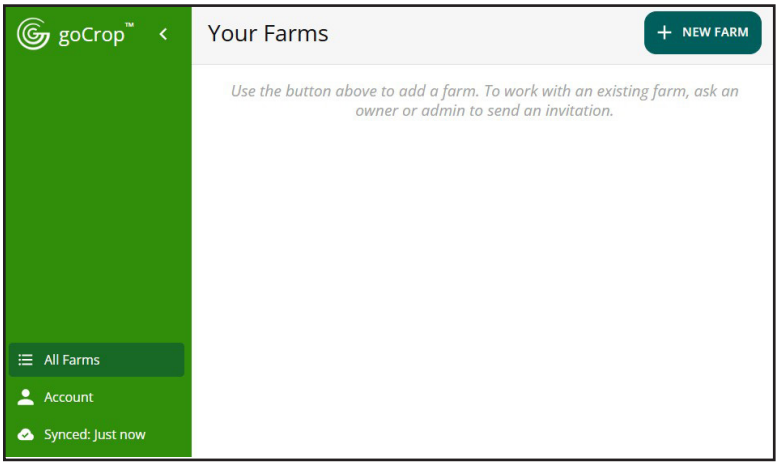
TIP: *Asterisks indicate information you must enter in order to save a goCrop form.

1. Go to www.new.gocrop.com.
- Note: goCrop works best in the internet browser Chrome. It works fairly well in Firefox. It does not work in Microsoft Edge.
2. Select **Sign Up** in the upper right corner.
3. Enter your information, following these guidelines.
- Email Address: This is the account you'll use to log in and to receive goCrop updates and billing information. Use an email account with longevity: It should belong to someone who will be part of the farm and keep an active email account for years. Create a free email account (e.g., with Google) if you don't have one.
- Password: Before you enter it in the form, write down your password in a place you'll remember. Make it simple, or use only lower-case letters and no numbers or characters.
4. Select Create Account. You will see this screen. You'll have 15 minutes to confirm the email.

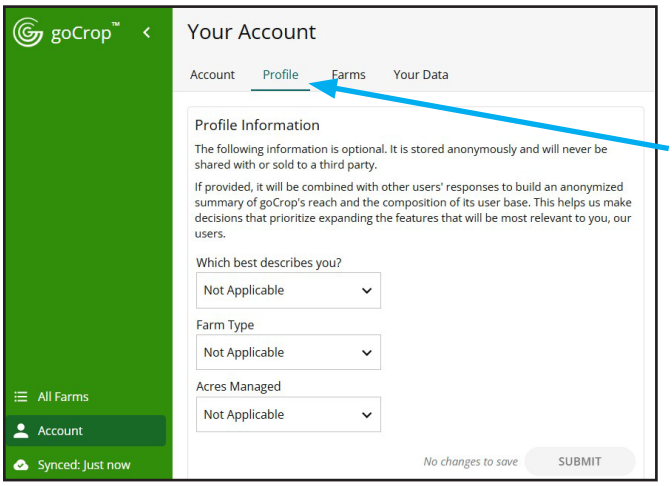


5. Go to the email account you entered and look for the **Welcome to goCrop** email.
6. Select **Log In to goCrop** in the email. That will bring you back to goCrop, where the message "Your email address has been confirmed" will appear briefly on the screen below. (It disappeared before this screen shot was made.)

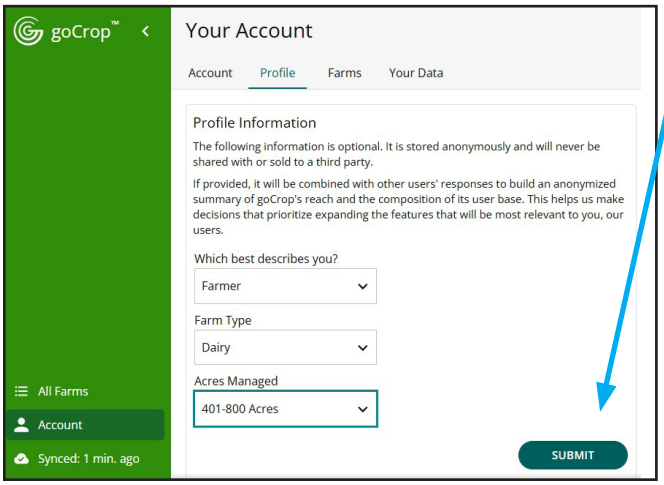
TIP: Check multiple folders for the email, including your junk folder.



2.2 Create a Profile



1. Select **Account** in the lower left corner of the green sidebar menu. This brings you to your Account page. (Ignore it for now, but in the future you can change your password, email, and other things here.)
2. Select the **Profile** tab near the top.
3. Select your information from the drop-down menus. The **Submit** button at the bottom right will turn dark green when you begin making selections.



4. Select **Submit** when you've selected your information.

2.3 Your Data

1. Select the **Your Data** tab near the top.
2. Read the message and select the **Privacy Policy** link to read about how goCrop stores, protects, and uses your information. You may download or print this PDF for your records.
3. Select the Back arrow on your browser (usually in the upper left corner) to return to goCrop.

2.4 How to Log In

When you've left goCrop and want to return to it...

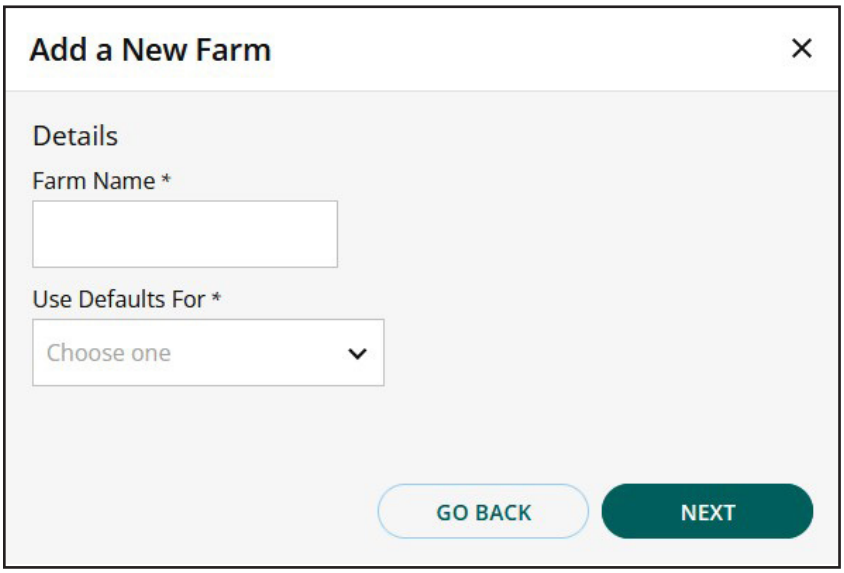
1. Select **Log In**.
2. Enter your email and password.

TIPS:

- When logging in, select "Remember me" if you'll be using goCrop on the same computer or tablet in the future. This setting will shorten your login process.
- Bookmark this address for easy access in the future: https://new.gocrop.com/log-in.
- Forgot your password or email? Access them from the login page: https://www.new.gocrop.com/log-in.

2.5 Add Farms

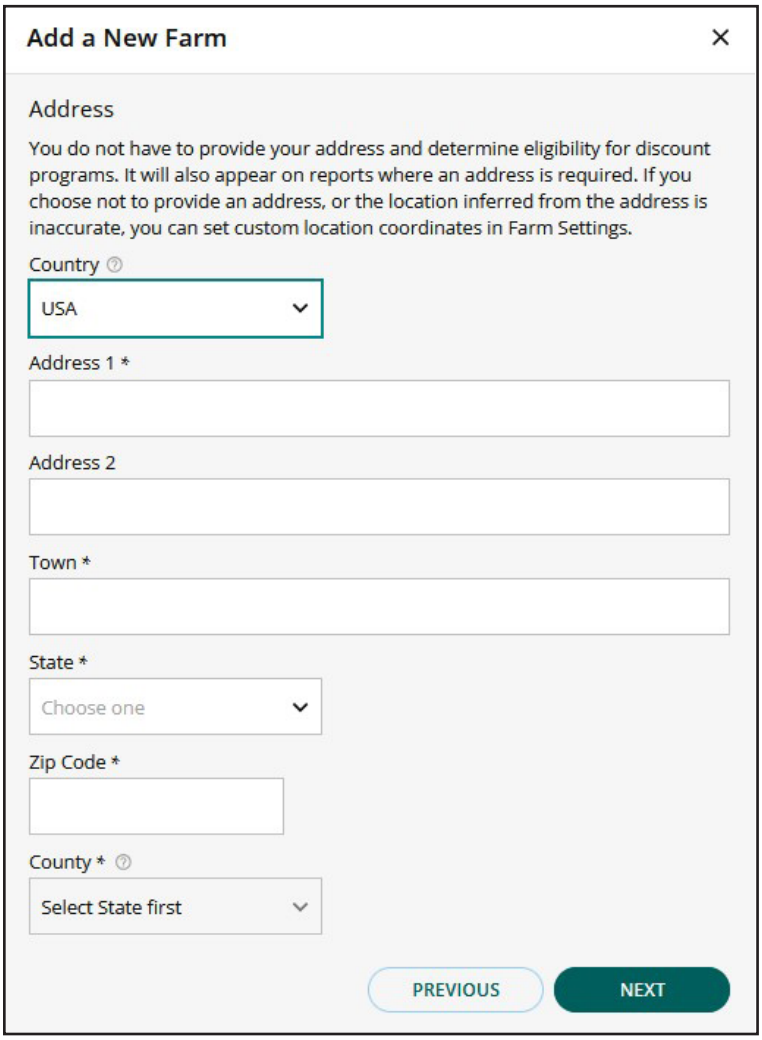
1. Select **All Farms** in the lower part of the green sidebar menu.
2. Select **+ New Farm**. A form titled Add a New Farm will appear, shown here.



- Farm Name: Enter the name.
- Use Defaults For: Select the one that applies to you. If you have questions, consult with your technical assistance provider.

3. Select **Next**.

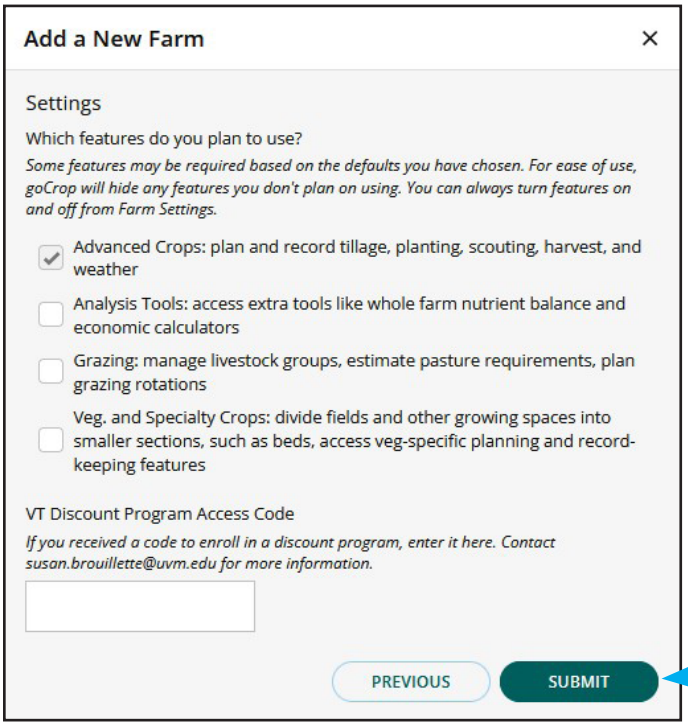
TIP: In case you're wondering, in this form and others you'll re-enter information you've already entered elsewhere in goCrop. That's OK, and nothing has been lost. The duplication is necessary, given how goCrop stores information.



A second form, also titled Add a New Farm, appears, as shown here.

- Country: Select your country.
- Address: Enter the farm address, town, state, and zip code.
- County: Select the county where most of your fields are located, which may be different from the county of your farm address. goCrop asks for the county so it can pull soil data from the Soil Survey Geographical Database (SSURGO), which is required to complete a Vermont NMP. You can adjust an individual field's county in field soil forms that you'll see in future steps.

4. Select **Next**.



A third form, also titled Add a New Farm, will appear, shown here.

- Settings. Select which goCrop features you plan to use. If you're in Vermont, "Advanced Crops" will already be checked when you open the form because it's required for a Vermont NMP. If you are new to goCrop, start with Advanced Crops only. As you become more familiar with the software, you can check more options.
- VT Discount Program Access Code: Ignore this for now.

5. Select Submit in the lower right corner. You'll be taken to the Your Farms page, where you can see all the farms you've entered. (Typically, you will see just one farm, your farm.)

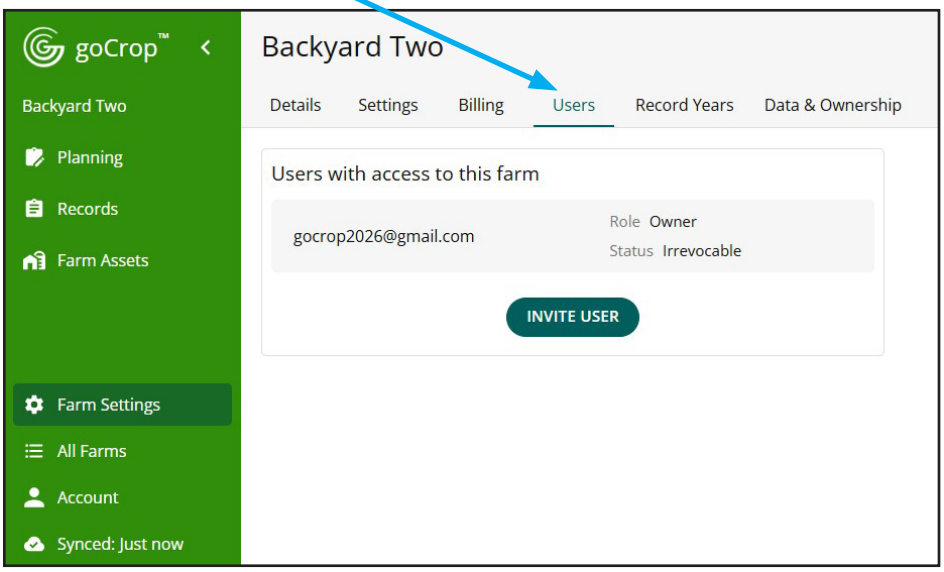
TIP: Every time you complete a form in goCrop, select **Save** or **Submit**, usually at the bottom right. Otherwise, your work will be lost!

2.6 Add Users to Your Account

To allow others (e.g., farm staff and technical assistance providers) to have access to your account, they must have their own goCrop account, which they can create for free. You can invite up to four people without extra cost to you.

1. Select **Farm Settings** in the green sidebar menu.
2. Select the **Users** tab.

TIP: Add farm staff and technical assistance providers as users on your goCrop account. Don't give them your email and password.

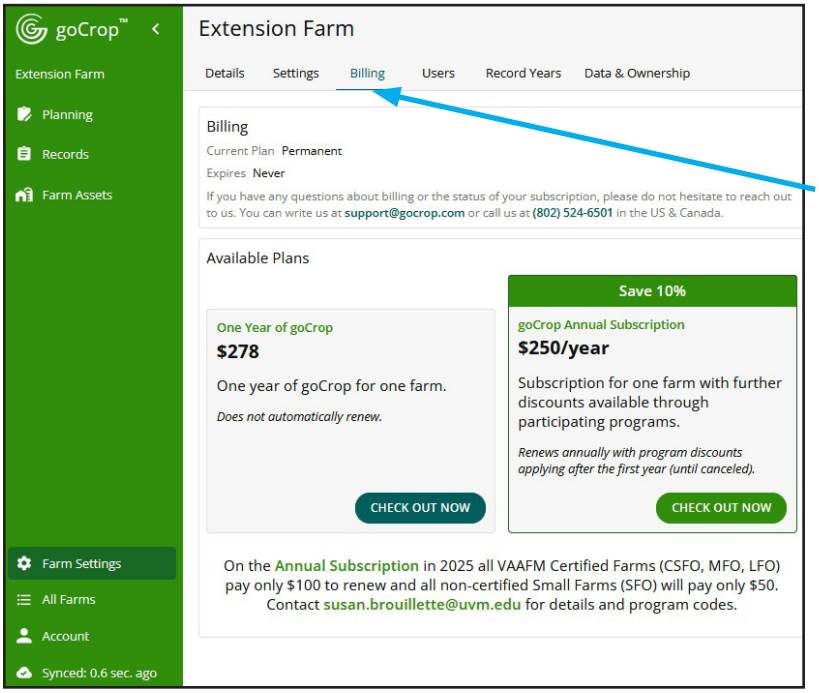


3. Select **Invite User**.
4. Enter the person's email and choose their role.
5. Select **Save**. This will send an email to the person you invited with the subject "You've been invited to work with ___ [farm name] on goCrop." They should log in to their goCrop account, open the email, select **Go to My Farms List**, and accept the invitation (if they wish).

2.7 Choose a Subscription

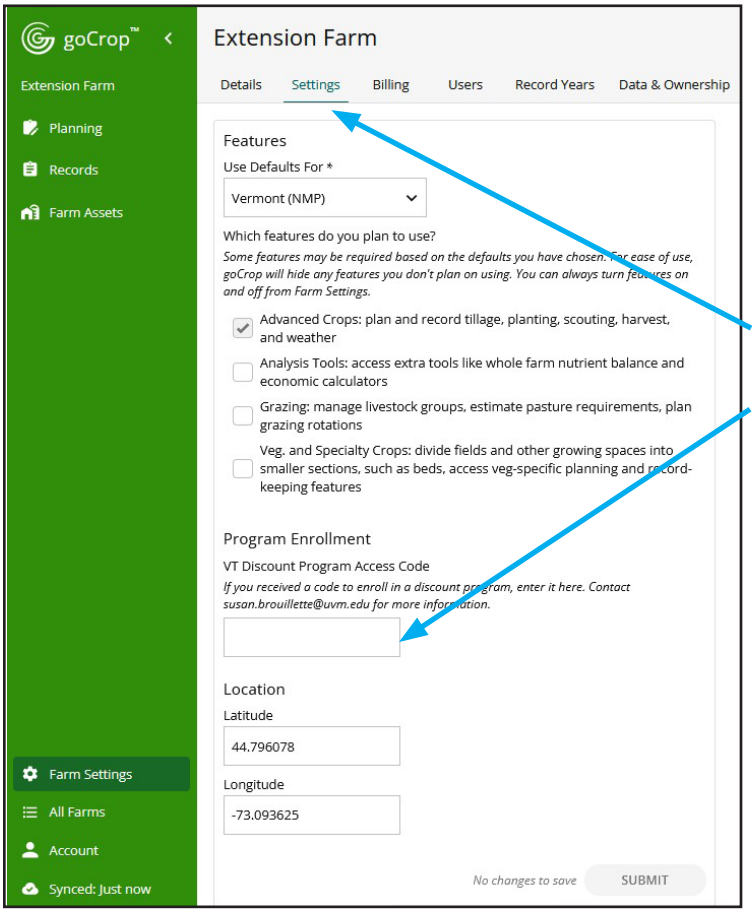
Each farm requires a paid subscription. If you have multiple farms, you'll need a subscription for each one.

If your farm(s) are in Vermont, you may be eligible for a discount: a Promotion Code or a VT Discount Program Access Code. Contact Susan Brouillette for details and codes at susan.brouillette@uvm.edu or 802-656-7611.



1. Select the farm for which you want to purchase a subscription.
2. Select **Farm Settings** in the green sidebar menu.
3. Select **Billing** at the top of the page. You will see two Available Plans:
   - One Year of goCrop, which does not automatically renew.
   - goCrop Annual Subscription, which renews annually with program discounts applying after the first year (until canceled).
4. Select **Check Out Now** for the subscription you wish to purchase. You will be taken to a payment page where you can enter credit card information and add a Promotion Code if applicable.

TIP: If you can't pay for your subscription online with a credit card OR if you have questions about a Promotion Code or the VT Discount Program Access Code, contact Susan Brouillette at susan.brouillette@uvm.edu or 802-656-7611.



5. To enter a VT Discount Program Access Code select **Farm Settings** and then **Settings**.
6. Enter your code under Program Enrollment.
7. Select **Submit**.

3. Navigation, Basic Features, and Shortcuts

After setting up an account, you will encounter many of the same navigation, basic features, and shortcuts in numerous Plan Steps.

If you're new to goCrop, refer back to this chapter often as you work through the Plan Steps. (Some things described here won't make sense until you've completed some Plan Steps.)

If you have experience with goCrop, reviewing this chapter may make it easier to use goCrop.

- Sections 3.1 through 3.6 explain how to navigate goCrop based on where buttons and icons appear on your screen.
- Section 3.7 describes basic features: add, omit, re-add, select, edit, and delete (trash).
- Section 3.8 explains how to use shortcuts: filter, search, sort, bulk edit, copy, and duplicate.

3.1 How To Use Buttons and Icons

TIPS:
- "Annual plan" and "plan" mean "nutrient management plan" or NMP in goCrop.
- **Bolded words** in this manual indicate buttons and tabs that you can select.

3.1.1 Internet Browser

- goCrop works best in Chrome. It works fairly well in Firefox. It does not work in Microsoft Edge.
- The forward and back arrows of your browser will work in goCrop as they do in other websites.

3.1.2 Text Size

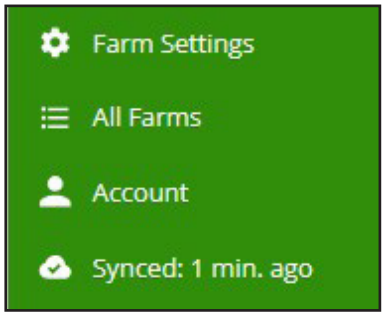
- Windows: Select Ctrl - (minus) or Ctrl + (plus) on your keyboard to decrease or increase text size on any goCrop page.
- Mac: Select Command - (minus) or Command + (plus) on your keyboard to decrease or increase text size on any goCrop page.

3.1.3 Green Sidebar Menu

When you first log in to goCrop, there's a green sidebar menu on the left.

Collapse and Expand Green Sidebar Menu

Collapse the green sidebar menu at any time to view other parts of the page more easily. Select the < symbol next to the goCrop logo to collapse the green sidebar menu. Select > to open it again.



Lower Portion of Green Sidebar Menu

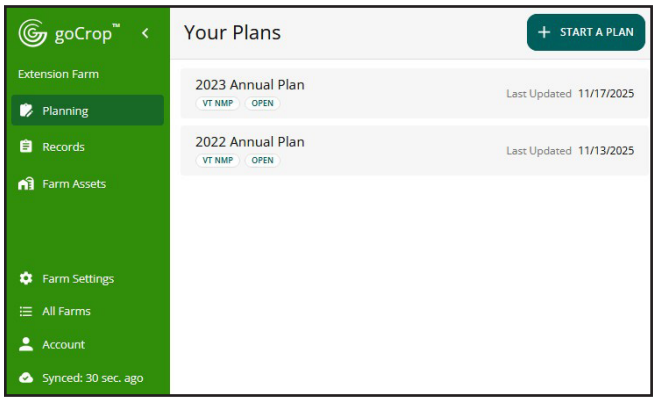
When you've signed into your account and selected a farm, four menu options appear at the bottom of the green sidebar menu.

- **Farm Settings** appears once you have entered at least one farm. This page allows you to view and change Details, Settings, Billing, Users, Record Years, and Data & Ownership.
- **All Farms** shows the farms you've entered.
- **Account** allows you to view and change your account settings (email and password) and basic profile information.
- "Synced: __ min. ago" tells you when information that you have entered (or that someone else has entered) has synced to the cloud (i.e., been saved). This feature is particularly helpful if you are entering information from multiple devices (computers and tablets).

A darker green color indicates the page you are viewing. For example, if **All Farms** is darker, you have selected that button and are seeing Your Farms.

Upper Portion of Green Sidebar Menu

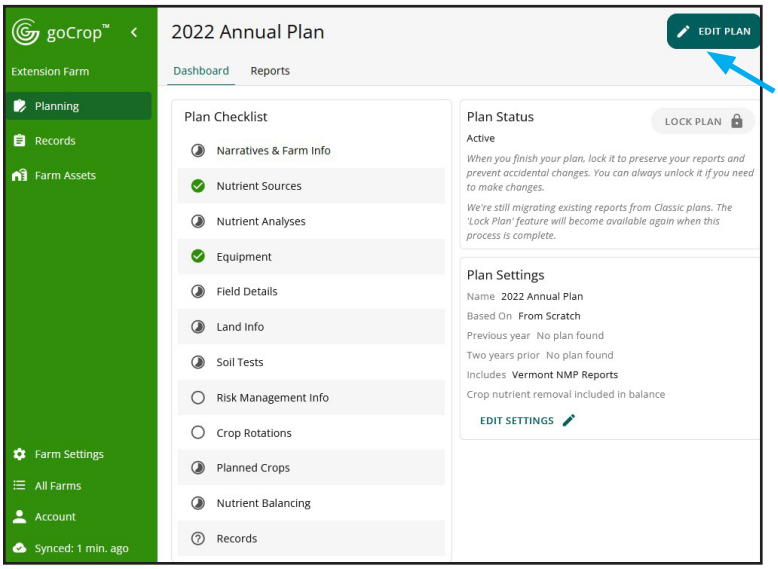
When you select a farm, you're taken to Your Plans, and new buttons appear in the green sidebar menu. (You will have entered a farm or farms before your screen will show the upper menu.)



- **Planning** allows you to create, update, and view annual plans from current and past years.
- **Records** allows you to enter and view information in your plan (e.g. soil, manure, fertilizer analyses) and field records (e.g., harvest, manure applications, fertilizer applications).
- **Farm Assets** allows you to add and view your fields, manure sources, fertilizers, and other assets.

3.2 Dashboard and Reports

When you've created a farm, created an Annual Plan, and opened an Annual Plan, goCrop takes you to the **Dashboard**, shown here. The Plan Checklist shows the steps for creating your plan. (This page will make more sense when you've created an Annual Plan [Chapter 4]. Refer back to this page when you've done so.)



The **Edit Plan** button takes you to the step you were last working on.

3.2.1 Dashboard: Plan Steps, Plan Status, Plan Settings

Select a step in the Plan Checklist to open and work on it.

Plan Status shows whether the plan you are in is active. The Lock Plan feature isn't fully functional. Existing plans were locked when goCrop updated in May 2025 to preserve data and reports. You can unlock plans to make changes but you cannot lock plans at this time.

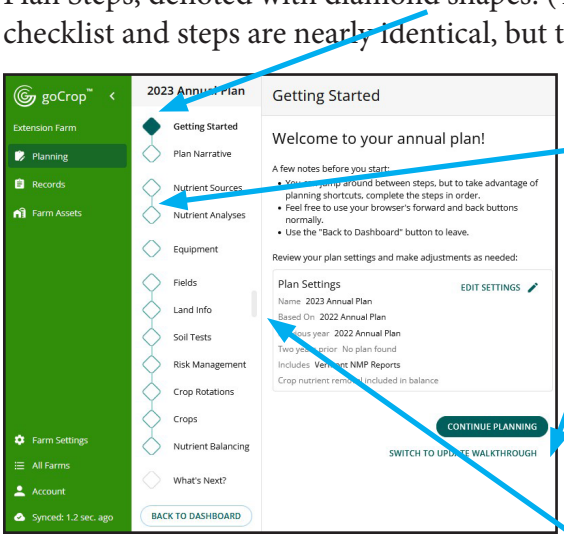
Plan Settings shows the information you entered immediately after selecting + **Start a Plan**. Select **Edit Settings** if you wish to change them.

3.2.2 Reports

Next to the **Dashboard** tab is the **Reports** tab. This is where you can access, customize, and print Individual Farm Reports, Individual Field Reports, and Field Record Logs. For guidance, see Chapter 15: Reports.

3.3 Middle Column: Plan Checklist or Plan Steps

The **Dashboard** shows the Plan Checklist in the middle column with circles and check marks. Once you select any step in the Plan Checklist, the goCrop layout changes. The term "Plan Checklist" disappears, and you see Plan Steps, denoted with diamond shapes. (The term "Plan Steps" is not visible; it's just what we call it.) The checklist and steps are nearly identical, but the way they look has changed. The bolded step is what you're working on. Here, it's **Getting Started**.



Vertical lines that connect some Plan Steps indicate you must start or complete the first step before starting the next. For example, **Nutrient Sources** must be completed prior to **Nutrient Analyses**, but **Equipment** may be completed anytime.

If you created at least one plan in a previous year, you may see **Switch to Update Walkthrough**. This time-saver walks you through updating steps to create a new plan; you don't have to start a new plan from scratch.

3.3.1 Collapse or Expand the Plan Steps

There is a horizontal light gray bar about halfway down the right edge of the Plan Steps. Select it to collapse (hide) Plan Steps. The other elements on the page will expand so you can see them more easily. Select the bar again to expand Plan Steps.

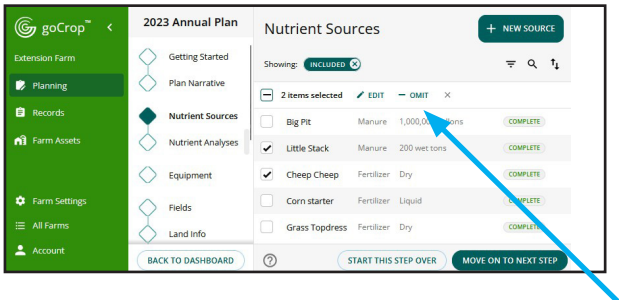
3.4 Upper Menus

3.4.1 Add Items

In most of the Plan Steps, select the large green button in the upper right corner to add something. It will say "**+ New Source**" or "**+ New Equipment**" or something similar.

In a few steps, such as the Plan Narrative, select something in the list (e.g., **Planner Details**, **Farm**, or **Manure**) to open a form, where you can add information.

After you've entered at least one item in a step, selecting that step in Plan Steps will show your list of items, such as in the example here, which shows five items in the **Nutrient Sources** list.



3.4.2 Omit and Include Items

Omitting an item (e.g., a **Nutrient Source**, **Equipment**, or **Field**) from a list does not delete it from your account; it just omits it from the plan you are working on. You may include it (re-add) it or use it in a future plan.

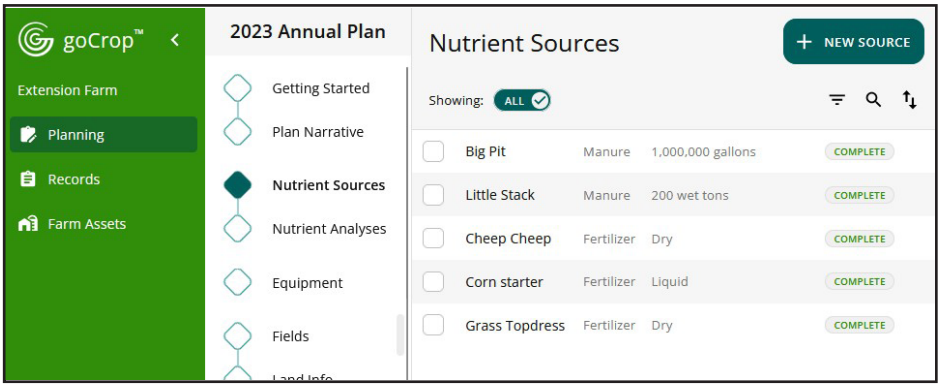
There are two ways to omit an item from your current plan. When viewing your list of items, such as **Nutrient Sources** in the example shown here,

- Check the box next to the item, and then select **Omit** located above the list. OR
- Hover your cursor over the far right end of the item's row and select the small "-" negative symbol (not shown here).

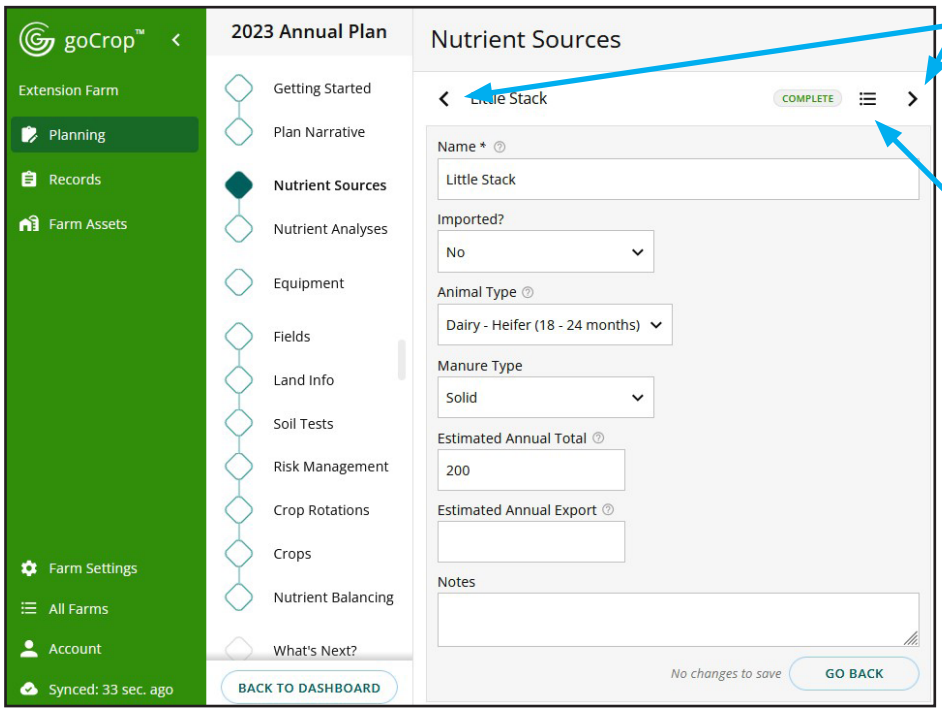
Once you omit an item, it will disappear from the list, and a new option will appear above the list: **Deselect Hidden Items**. Select **Deselect Hidden Items** to include your item in the list. (Image not shown.)

3.4.3 Scroll Arrows and List Icon

When viewing a list of items, such as the one below, click on an item to see it in detail or to make changes.



When you select an item in a list, goCrop opens a page showing the information you have entered for that item, such as in the example below.

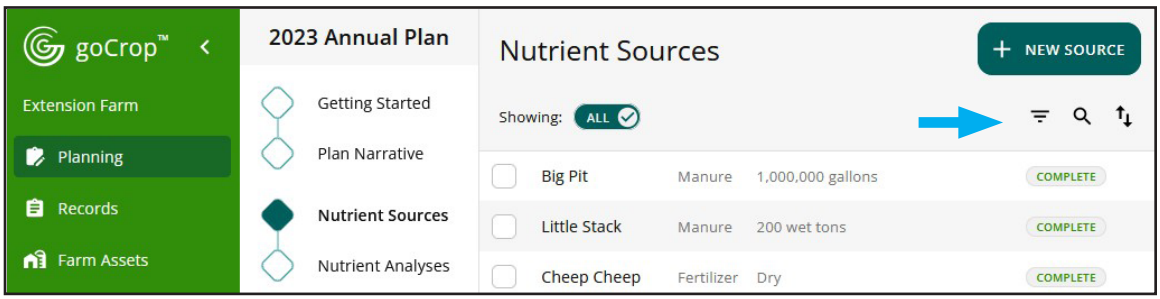


Select the **Left** and **Right Arrows** at the top of the list to scroll through the list of items.

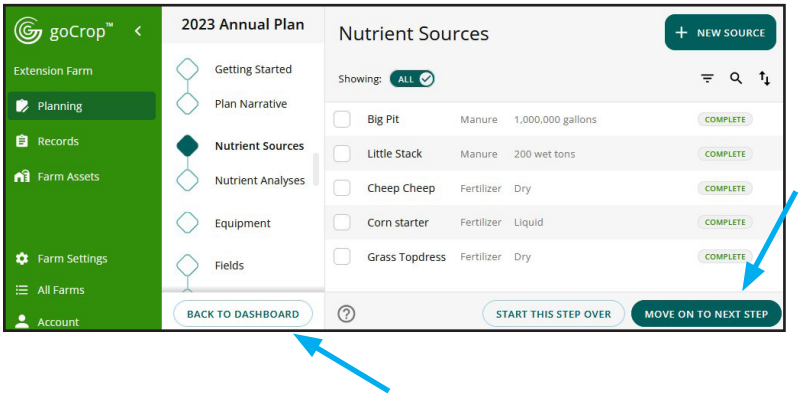
Select the **List Icon** to see the entire list of items again.

3.4.4 Filter, Search, and Sort

When you are viewing a list, **Filter**, **Search**, and **Sort** icons are in the upper right corner. Hover your cursor over each one for a hint regarding what it does. See 3.8.1 Filter, Search, and Sort to learn how to use them.

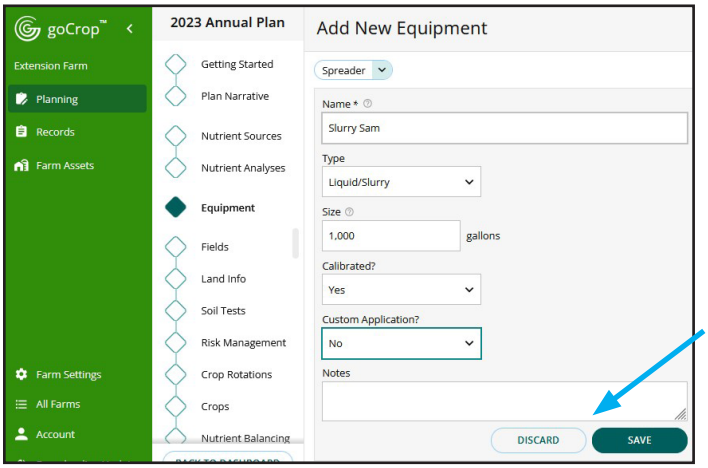


3.5 Lower Buttons



On the lower right are **Save**, **Continue**, **Move on to Next Step**, and similar buttons. Be sure to select these, especially Save, when prompted or when you want to leave a step to work on another one.

Under Plan Steps is the **Back to Dashboard** button. Select it to return to the **Dashboard** from any step in the checklist.

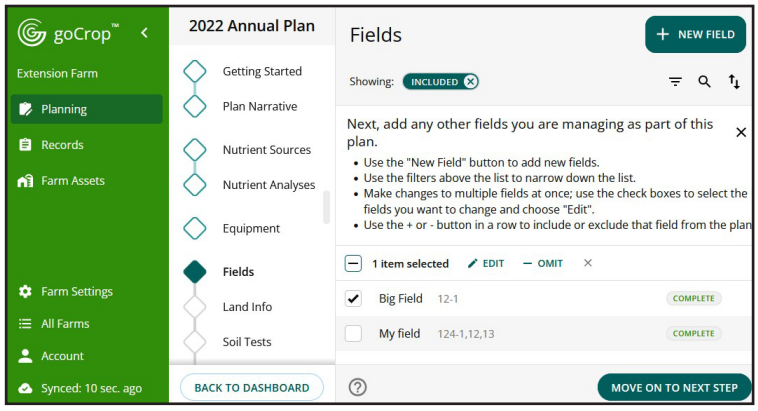


When you're adding a new item, such as new equipment in the example shown here, a form appears. Buttons in the lower right say **Save**, **Go Back**, **Discard Changes**, or **Apply from Plan Year Onward**.

3.6 Help Messages

3.6.1 Help Messages in Steps

When you select a step in the Plan Steps for the first time, a help message appears near the top of the page, shown in the example below.

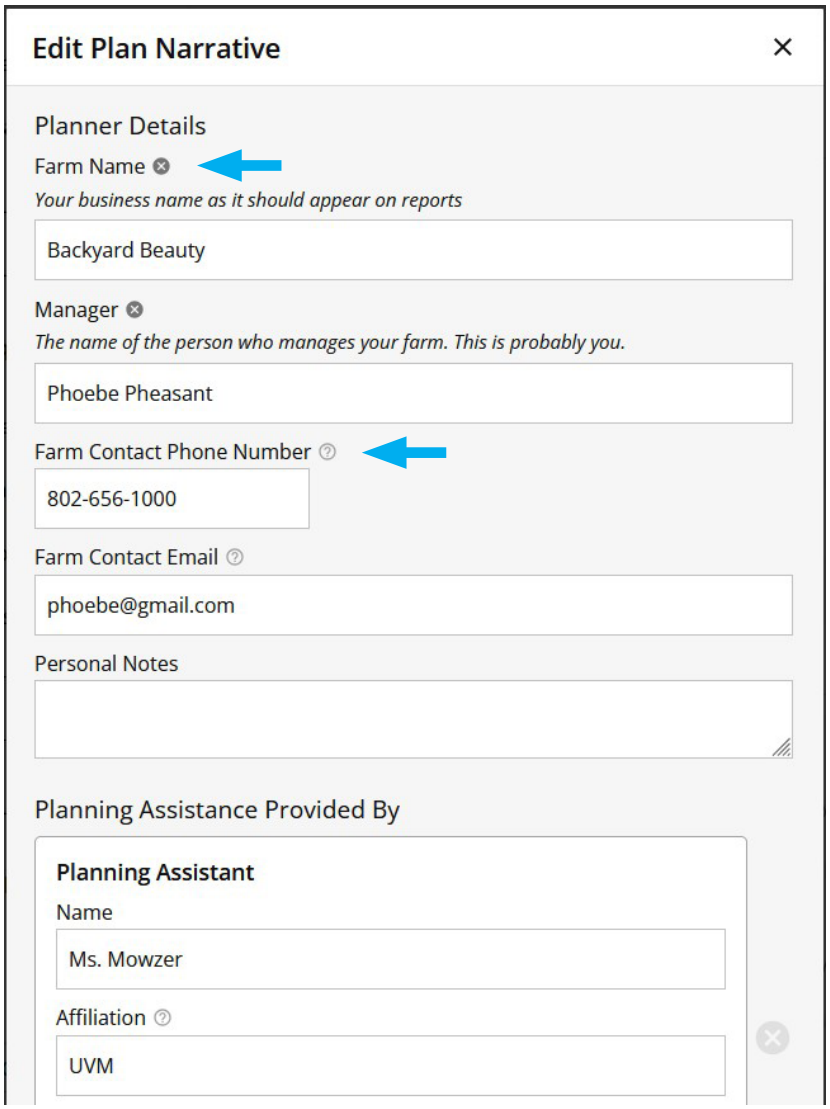


Select the **X** in the upper right corner of the message to hide it. To see the message again, select the symbol at the bottom next to **Back to Dashboard**. A pop-up will appear showing the help message. Select the **X** in the upper right corner to re-hide it.

3.6.2 Help Messages in Forms

The symbol appears on many goCrop forms. Select it for help messages. We recommend doing so every time you see a form with which you're not familiar. The symbol changes to an **X** when the help message is visible. Select the **X** symbol to hide the message.

In the below portion of the **Edit Plan Narrative** form, the first two symbols were selected, next to Farm Name and Manager, so the form shows their help messages (in italics). The remaining symbols have not been selected, so no help messages appear.

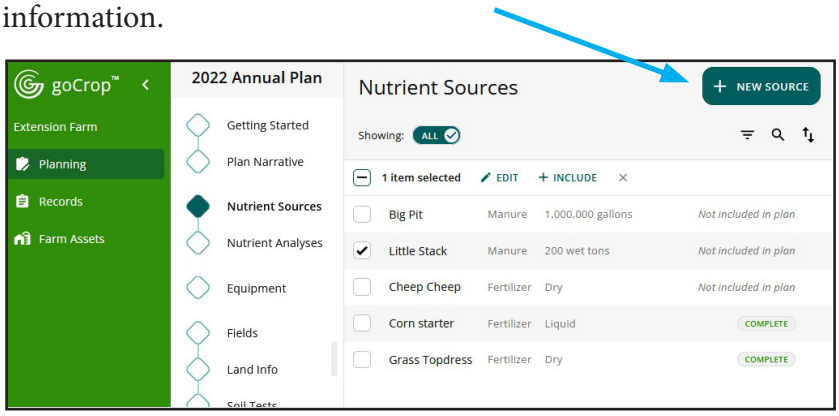


3.7 Basic Features

Note: Some of this information is a verbatim repeat of information in Section 3.1 Navigation above. Redundancies ensure that, no matter how you read this chapter, you can find the information you seek.

3.7.1 Adding

In some Plan Steps, add information by selecting the large green button in the upper right corner. It will be "**+ New Source**" or "**+ New Equipment**" or something similar. A form will open where you can enter your information.



Select the large green add button as many times as is appropriate for your plan.

In other steps, you will select one item from your list in order to enter information. For example, you will select a **Nutrient Source** in order to enter its **Nutrient Analysis**.

After you've entered items in a step, selecting that step in Plan Steps will show your list of items, as shown above for **Nutrient Sources**.

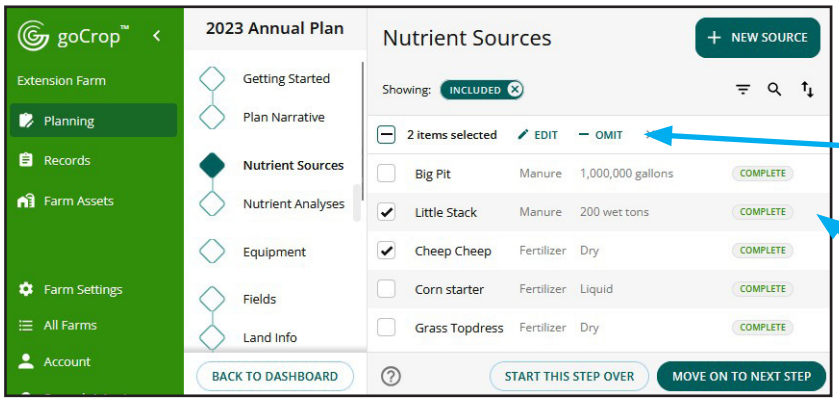
3.7.2 Selecting Items in a List

To see more information about one item in your list or to make changes, click anywhere on the item. This opens a detailed page showing what you entered and/or, in some cases, what goCrop automatically entered.

To select more than one item, select the boxes next to them.

3.7.3 Omitting and Including (Re-adding)

Omitting an item (e.g., a **Nutrient Source**, some **Equipment**, or a **Field**) from your plan does not delete it from your account; it just omits it from the plan you are working on. You may include (re-add) it or use it in a future plan.



When viewing your list of items, there are two ways to omit one from your current plan:

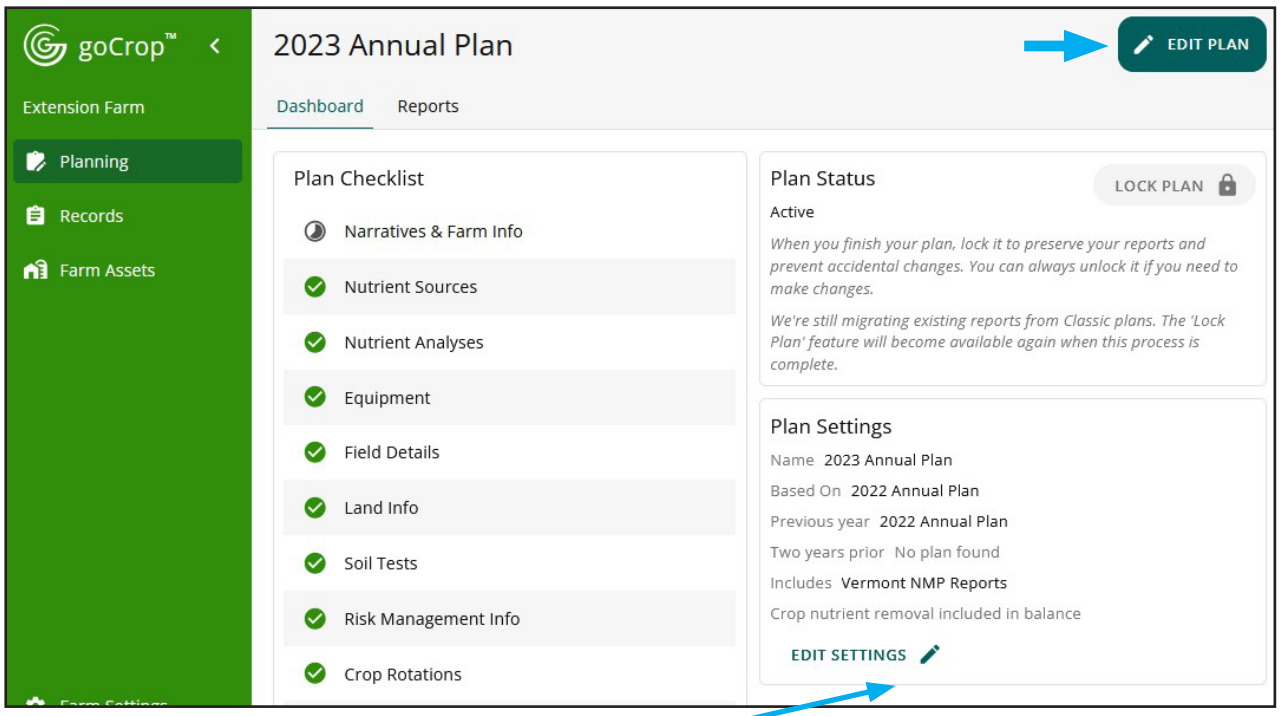
- Check the box next to the item, and then select Omit located above the list, OR
- Hover your cursor over the far right end of the item's row and select the small "-" negative symbol (not shown here).

Once you omit an item, it will disappear from the list, and a new option will appear above the list: **Deselect Hidden Items** (not shown here). Select **Deselect Hidden Items** to include (re-add) your item to the list.

3.7.4 Editing

In every goCrop step, you can edit (change) information you entered or that goCrop automatically entered.

Sometimes you will see a large green button in the upper right corner, such as in the below image. When you select **Edit Plan**, goCrop will always take you to the last step you were working on.



Sometimes there is a green pencil icon , as shown above. Select the pencil to make changes. Be sure to select **Save** or a similar button near the bottom to save your changes.

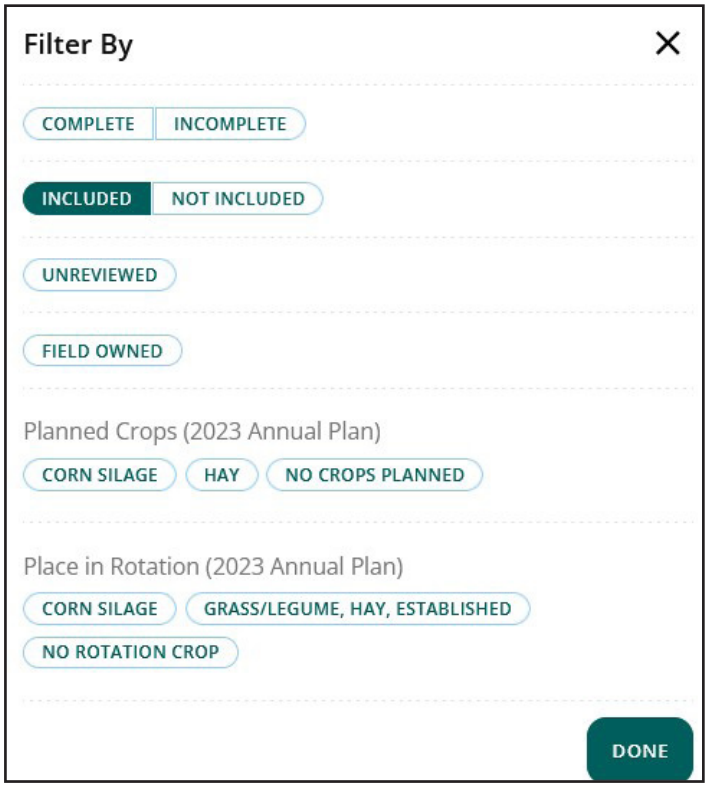
3.7.5 Trashing (Deleting)

Some information can be trashed (deleted), which means it is removed from your goCrop account for good. For example, you can add **Nutrient Analyses**, **Soil Tests**, and **Records** while working through the Plan Steps, but you can only delete them when you're in **Records**. Ask your technical assistance provider for clarity on what should be omitted (i.e., not included in your current plan but available for future plans) versus trashed (i.e., never available again).

3.8 Shortcuts: How To Save Time

3.8.1 Filter, Search, and Sort

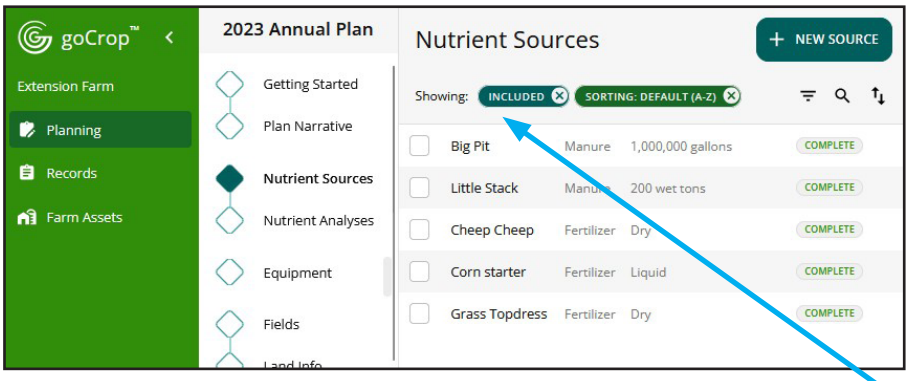
The more information you enter, the more helpful the **Filter**, **Search**, and **Sort** options become. They allow you to find information quickly and easily. They're located in the upper right corner of any list of items, such as **Nutrient Sources**, **Equipment**, or **Fields**. Hover your cursor over each icon for a reminder of what it does.



Select the **Filter** icon to choose what information goCrop displays. Selecting the icon opens a form titled Filter By, shown here, where you can select descriptors. Select a button once to turn on that filter (it turns green). Select it again to turn it off (it turns white). Select **Done** to save your selections and return to your list with the new filters applied. In the example here, only "Included" is selected, so goCrop will only show items included in the plan. Select the **X** in the upper right corner to close the Filter By form.

Select the **Search** icon (the spyglass) and enter words in the search bar to find what you want. Select the **X** on the right of the search bar to clear the words. Select the **Search** icon again to close the search bar.

Select the **Sort** icon (up and down arrows) to change the way items are sorted, as in the below example. The **Default** setting is alphabetical **Ascending A to Z**, but you may change it to **Descending Z to A** by selecting the arrow next to that option. Select the arrow next to **Default** to see other sorting options. Select the **Sort** icon again to close the sorting menu.

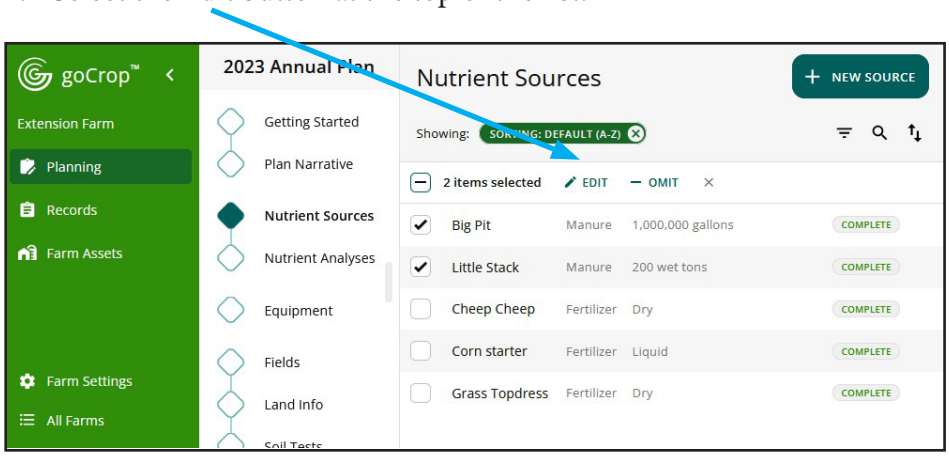


IMPORTANT: **Filter**, **Search**, and **Sort** selections you make in one step will remain active from step to step until you turn them off. Above any list, the boxes next to "Showing:" indicate the selections that are active. Select the **X** next to the selections you want to turn off. In the example here, selecting the **X** next to **Included** would turn off the **Included** filter so that the list would show all sources that were N**ot Included** as well as those that were **Included** in the plan.

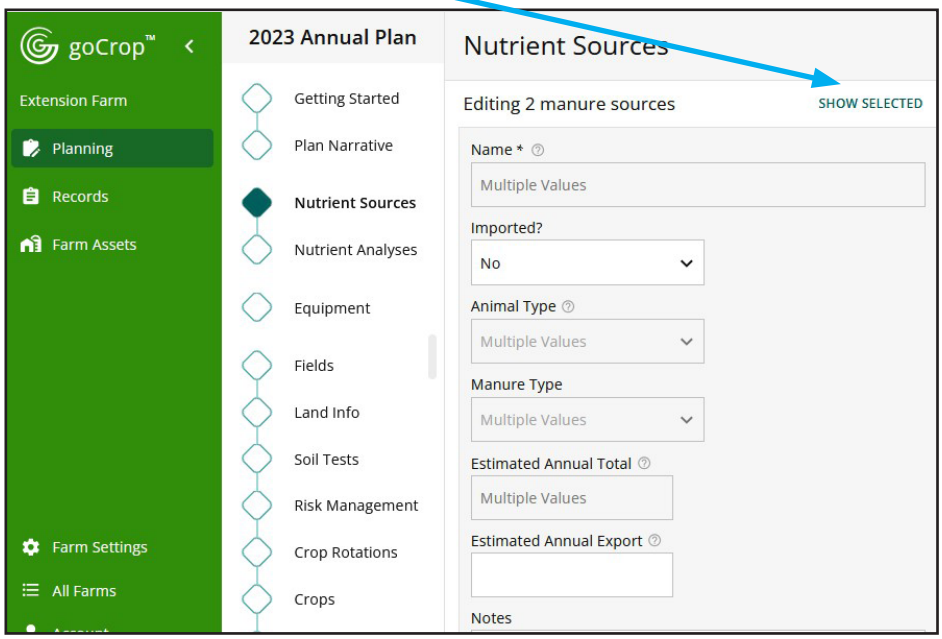
3.8.2 Bulk Edit

This feature allows you to enter the same information for many items at once. goCrop usually requires multiple pieces of information, so be sure to enter only new information that is the same for all items when bulk editing. Do not change information that you want to remain different among the items. Any value you enter will overwrite existing information in all the items you are bulk editing. Bulk **Edit** is available in most steps.

1. From your list of items, check the boxes next to each item for which you will enter information.
2. Select the Edit button at the top of the list.



3. Select **Show Selected** at the top right to see the names of the items you selected to be sure they're the ones you want to bulk edit. Select **Hide Selected** to hide the field names again.



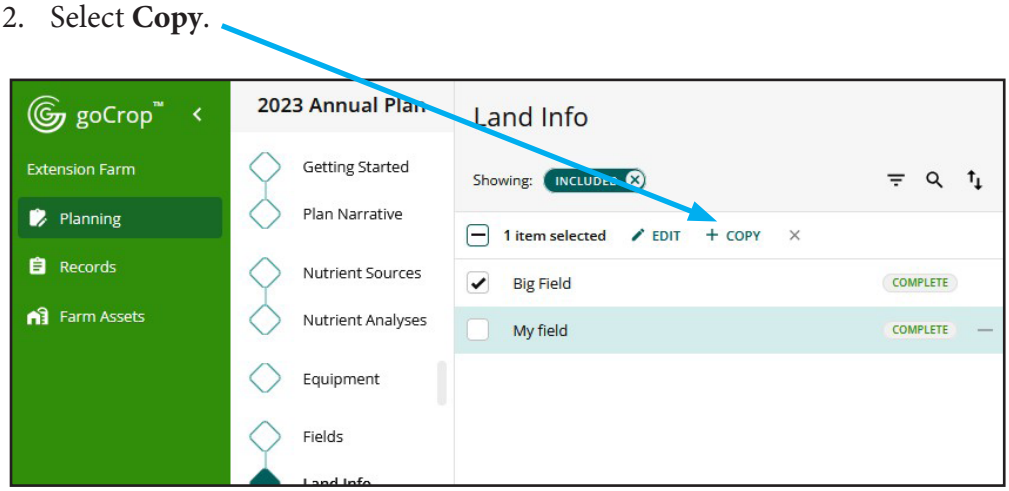
- If you select items that already have information entered, you will see the message "Multiple Values." You can still enter information, and what you enter will override what is already there. (If you select fields that have no information entered, you won't see the message.)
- You may further edit a specific item after the Bulk **Edit** by selecting only that item from the list.

4. Complete the form with information that applies to all of the selected fields. Afterward, you can select individual items to edit further.
5. Select **Save**.

3.8.3 Copy

When two items are very similar, such as two fields on your farm, save time by copying information from one item to another. This feature is available in **Land Info**, **Risk Management**, **Crop Rotations**, and **Crops** steps.

1. Check the boxes next to the items you want to copy information ***to***.
2. Select **Copy**.

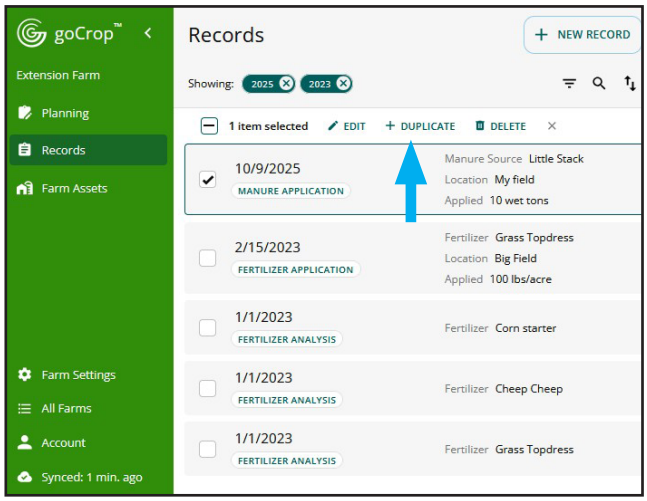


3. In the form that appears, use the drop-down menu to select the item ***from which*** you want to copy information. The example below shows the Copy Soil Information form, and the user is copying information to the field named Big Field from the field named My Field.

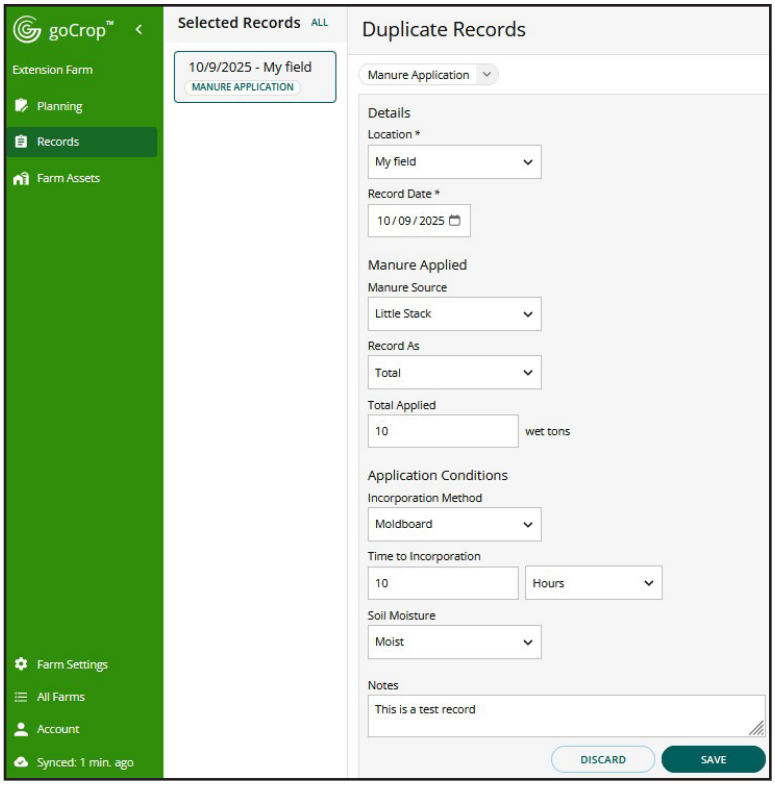
4. Select **Copy Now**.

3.8.4 Duplicate

Duplicate is available only in **Records** and only for: a) manure and fertilizer applications, and b) soil tests. It allows you to add a record that is identical or similar to a previous one without re-entering all the information. For example, it is very useful if you're applying a similar rate of manure or fertilizer on multiple fields. It is also extremely helpful for record keeping throughout the year.



1. Select **Records** in the green sidebar menu.
2. Select the item you want to duplicate.
3. Select **Duplicate**.



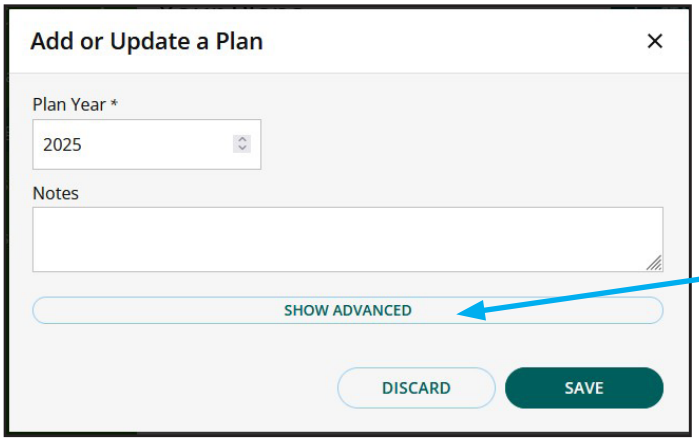
- Information from the existing record opens, as shown in the example here.
- Adjust the information as needed.

4. Select **Save** to save the new record.

4. Creating an Annual Plan (aka nutrient management plan or NMP)

When you first log in, **All Farms** is the default view. Notice that **All Farms** is darker in the green sidebar menu. The part of goCrop you're using will always be a darker green.

1. Select the farm for which you're creating an annual plan. This takes you to Your Plans.
2. Select **+ Start a Plan** in the upper right corner. This opens the form Add or Update a Plan, as shown here.

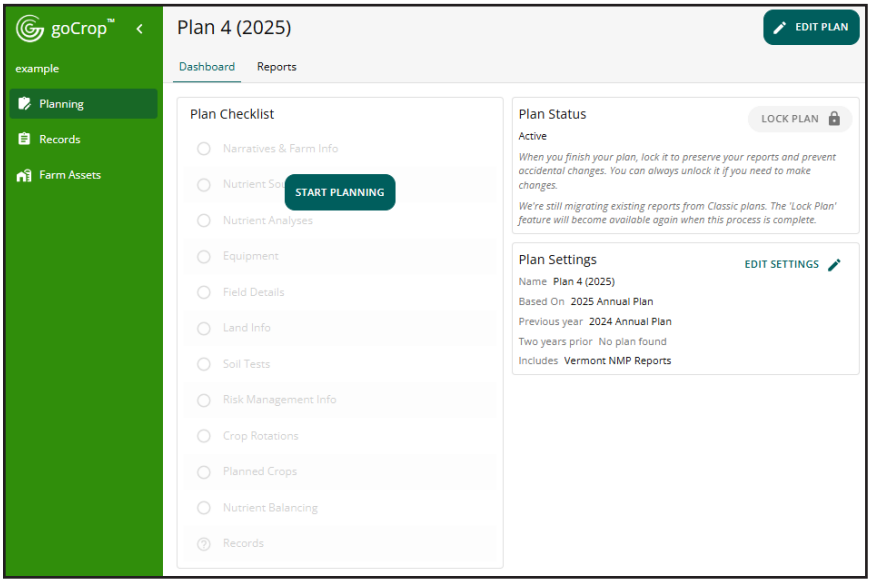


- Select the year and enter Notes for yourself about this NMP if you wish.

> TIP: Notes do not show in the final report. They are useful for the farmer and technical assistance provider.

- Optional: Select **Show Advanced** to enter Plan Configuration (Custom Plan Label, Custom Plan Date, and what the plan should include) and Nutrient Management Options. This option can be helpful if you need to create a contingent or alternative plan. But the default Advanced Settings are what most farmers use. You can change these options at any time. Select **Hide Advanced** to revert back to the shorter form.

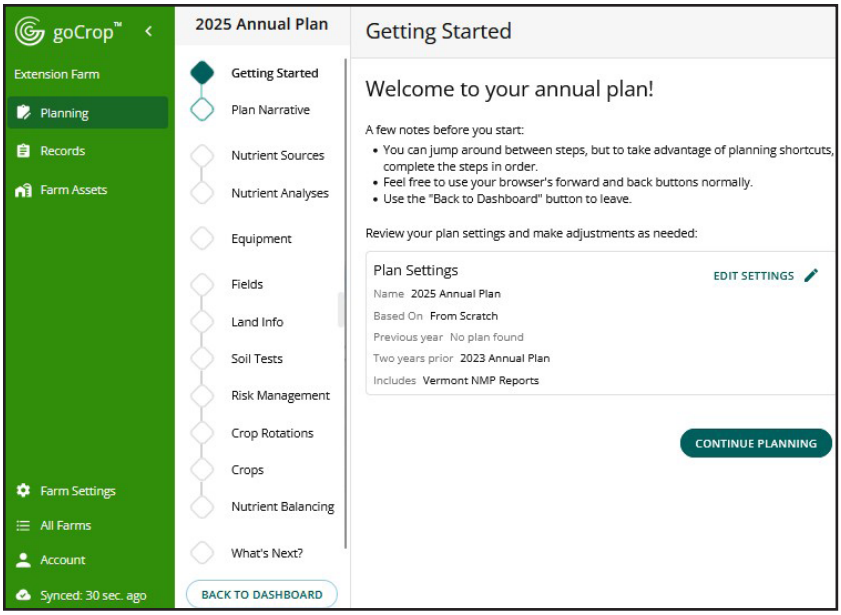
3. Select **Save**, which brings you to your Annual Plan and defaults to the **Dashboard**, shown here.



> TIP: If you're new to goCrop or haven't used it in a while, review Chapter 3: Navigation, Basic Features, and Shortcuts. Knowing these basics will improve your experience. If you run into trouble, contact goCrop Support at 802-656-7611 or goCrop@uvm.edu.

4. From the **Dashboard**, select **Start Planning**.

- This takes you to the Getting Started page, which provides additional goCrop navigation instructions and the option to edit Plan Settings. Select **Edit Settings** if you wish to change them.
- Notice that when you selected Edit Plan, the page layout changed. (Select the Back arrow on your browser to see how the previous screen looked. Select the Forward arrow to return to Getting Started.) The term "Plan Checklist" disappeared, and instead you see the list of Plan Steps, denoted with diamond shapes, as shown here. The checklist and steps are nearly identical, but the design has changed: Items linked by gray bars (such as **Getting Started** and **Plan Narrative**) should be completed sequentially, top to bottom. (See Section 3.3 Middle Column: Plan Checklist and Plan Steps for more information about the Plan Steps page design.)
- Notice that **Getting Started** in the Plan Steps is dark green because it's the step you're working on.



TIPS:

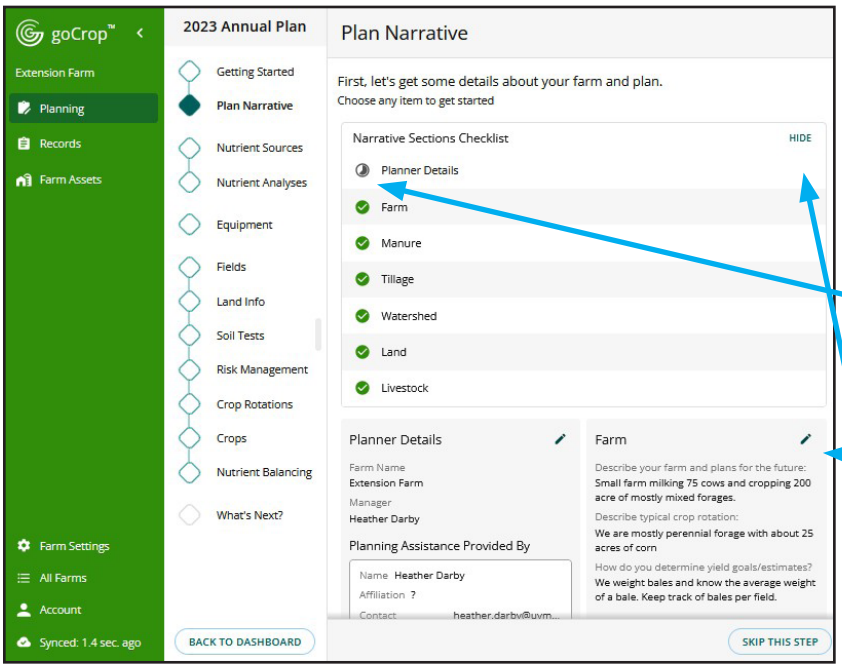
- From here on, when you log out of goCrop and log back in, the + **Edit Plan** button will always take you to the last section you were working on.
- goCrop uses the terms "annual plan" and "plan" to mean "nutrient management plan" or NMP.

5. Select **Get Started** or **Continue Planning**.

5. Plan Narrative

If you are continuing to work in goCrop from the directions on the previous page of this manual, goCrop has taken you to **Plan Narrative**, shown here.

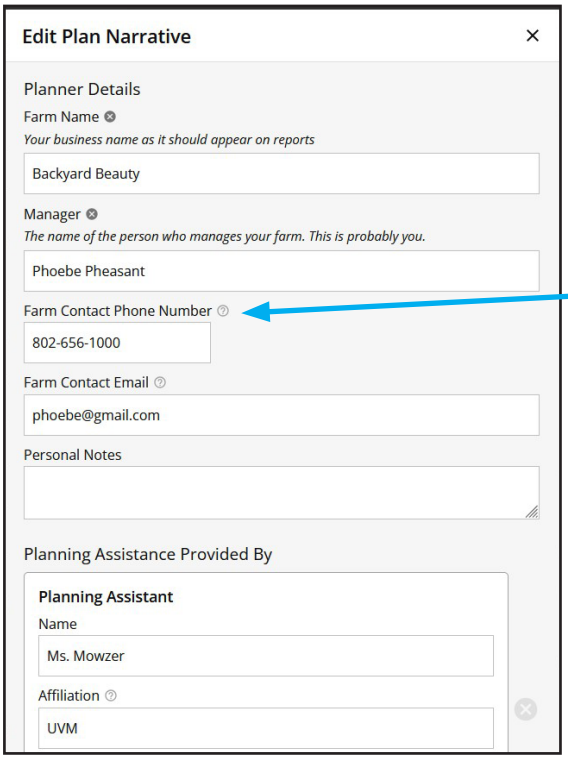
If you have just logged in to goCrop, select **Plan Narrative** to begin working on it.



- You may complete the items in the Narrative Sections Checklist (**Planner Details**, **Farm**, **Manure**, etc.) in any order.
- As you complete sections of the **Plan Narrative**, goCrop checks them off in the checklist. If you only get partway through a section, goCrop shows a partially filled circle.
- What you've entered appears in boxes below or next to the checklist. You can edit any information by selecting it in the checklist or by selecting the **pencil icon** in the upper right corner of a summary box.
- Select **Hide** in the upper right corner to hide the checklist and see just the summary boxes. Select **Unhide** to see the checklist again.

5.1 Plan Narrative: Planner Details

Here, you'll enter the name and contact information of the person planning, typically the farmer, as well as the names and contact information of Planning Assistant(s)—people providing support, such as UVM Extension or NRCD personnel. These details can come in handy as staff come and go.



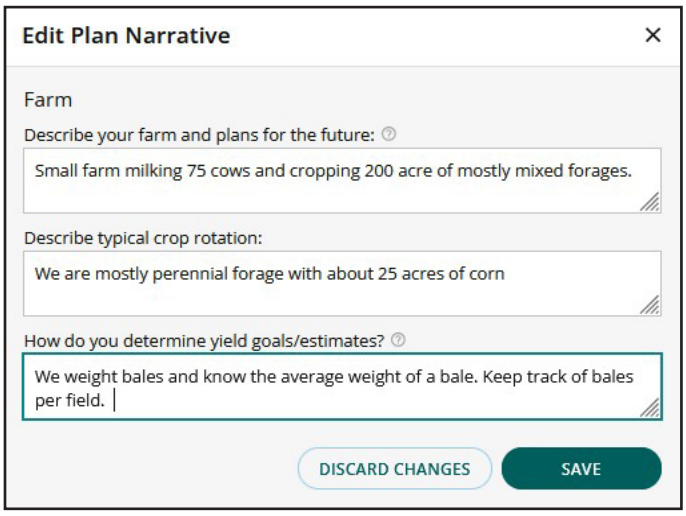
1. Select **Planner Details** in the Narrative Sections Checklist of your Plan Narrative.
2. Enter your information.
   - Planning Assistant: One is fine, and we recommend no more than three. Select **+ Add Another** to add more. Select the **X** to delete a Planning Assistant.
3. Select **Save** (not shown here).

TIPS:

- In this form and others, you may need to enter information you've already entered elsewhere. That's OK; nothing is lost. It's due to how goCrop stores information.
- The ⓘ symbol appears on many goCrop forms. Select it for more information. Select the **X** symbol in the same spot to hide the information. The screen shot here shows the italicized information that appeared when the first two ⓘ symbols were selected.

5.2 Plan Narrative: Farm

Here, you'll enter descriptions of your farm, plans for the future, typical crop rotations, and how you determine yield goals/estimates. These don't have to be long descriptions, just make them as complete as possible to help someone unfamiliar with your farm understand the context in which the plan is written. If you don't intend to make any management changes, you may indicate that here by writing "permanent hay," "3 years corn and 4 years hay," or "permanent pasture," for example.

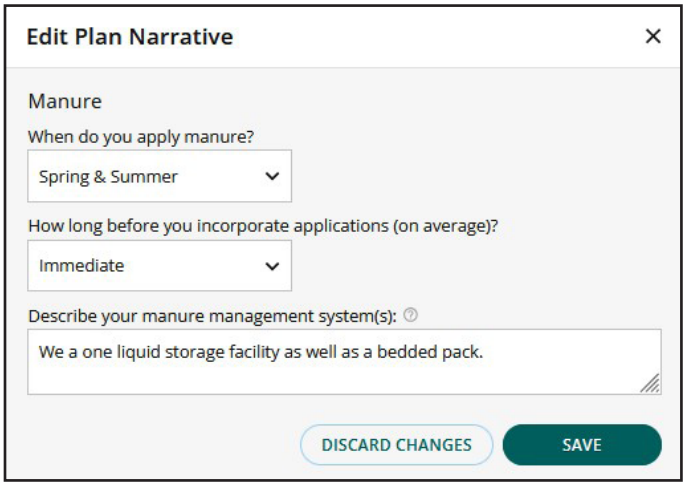


1. Select **Farm** in the Narrative Sections Checklist of your Plan Narrative.
2. Answer the questions.
- How do you determine yield goals/estimates? Describe how you measure yields, which typically means describing pasture, your yield measurement methodology, or counting the number of loads or bales and knowing the average weight.
3. Select **Save**.

TIP: goCrop checks for completeness, not accuracy. When entering and reviewing your information, make sure it is accurate.

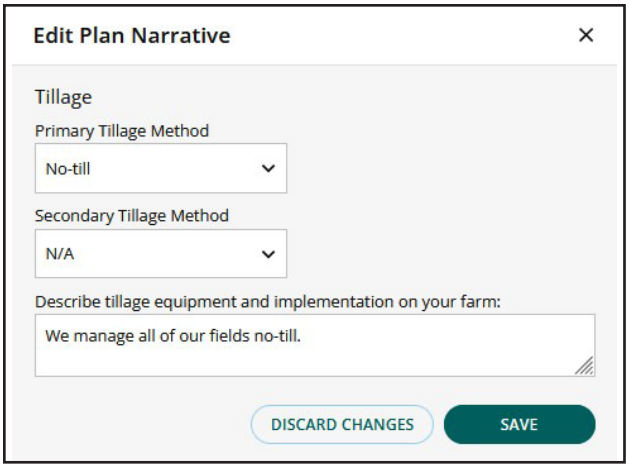
5.3 Plan Narrative: Manure

1. Select **Manure** in the Narrative Sections Checklist of your Plan Narrative.
2. Enter when you apply manure and how long before you incorporate applications (on average). Then describe your manure management system(s).



- When do you apply manure? Even if you just apply manure in spring and fall, select Spring, Summer, & Fall to cover your bases. Explain in more detail in the third box.
- How long before you incorporate applications (on average)? Base your response on what you do for most fields.
- Describe your manure management system(s): Describe your practices further. For example, "I inject on corn fields in spring and broadcast on hay fields in summer and fall."

3. Select **Save**.

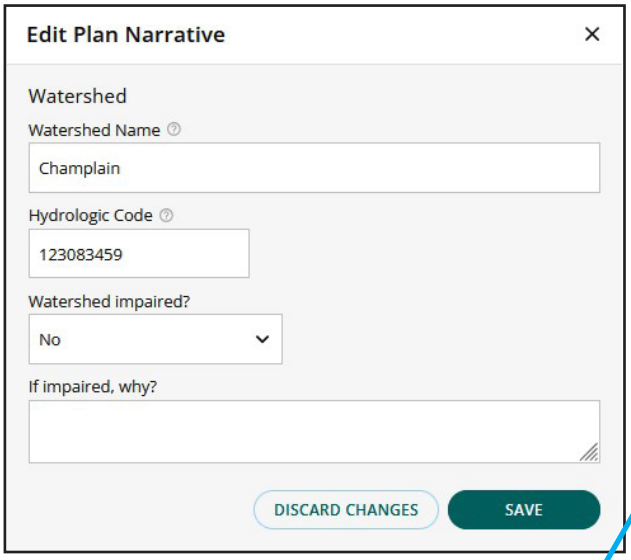


5.4 Plan Narrative: Tillage

1. Select **Tillage** in the Narrative Sections Checklist of your Plan Narrative.
2. Enter your primary and secondary tillage methods.

- Describe tillage equipment and implementation on your farm: Be as complete and thorough as possible, using full sentences.

3. Select **Save**.

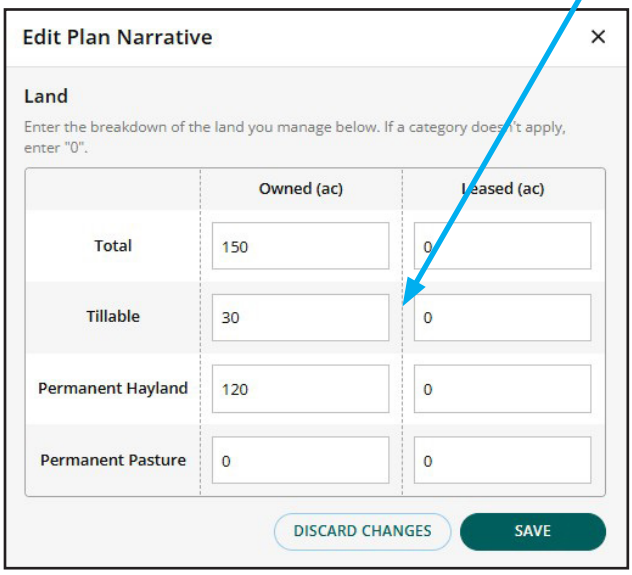


5.5 Plan Narrative: Watershed

1. Select **Watershed** in the Narrative Sections Checklist of your Plan Narrative.
2. Enter your information.

- Enter the watershed where the farm is located. Contact your technical assistance provider for the watershed name, hydrologic code, and impaired status and reasoning.

3. Select **Save**.



5.6 Plan Narrative: Land

1. Select **Land** in the Narrative Sections Checklist of your Plan Narrative.
2. Enter your information in the lower boxes first, then add them to get the totals. (Note: goCrop does not total the numbers for you.) This number should match the number from your Field Inventory Report. If you manage more acres than you have in your plan, describe them in Plan Narrative: Farm.

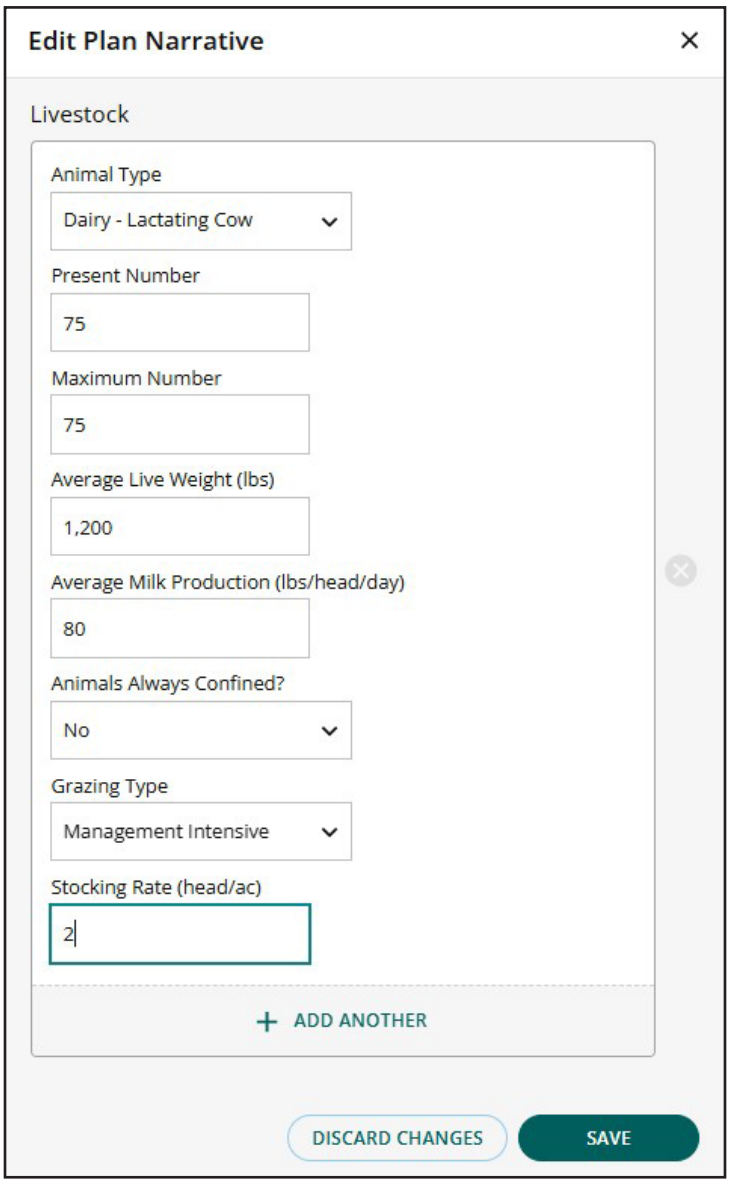
- "Tillable" refers to any land you typically till, including acres in continuous annual crops or in a rotation with perennial crops. Permanent Hayland and Permanent Pasture are those that are never rotated. Put each acre in one category only; do not double count.
- You must enter 0 in boxes that aren't applicable to your farm for goCrop to show that this step is complete.

3. Select **Save**.

TIP: Make sure the total number of acres in your Land Inventory report matches the total in here. goCrop does not automatically sum up field acres. If you have more acres than are in your plan, explain that in your **Farm** narrative. For example, "We operate 600 acres, 400 of which are in this plan because the other 200 do not receive fertility."

5.7 Plan Narrative: Livestock

1. Select **Livestock** in the Narrative Sections Checklist of your Plan Narrative.
2. Enter your information.



- If the farm has no livestock, check the box at the top of the form.
- If the farm has livestock, complete the form for every animal type. Select + **Add Another** at the bottom of the form to add another animal Type.
- Animal Type: If you do not see your animal type listed or your livestock is multi-purpose, choose the type that is most applicable to this plan.
- Present Number means the average number of this category of livestock that the farm has in a calendar year.
- If a box doesn't apply, leave it blank.

3. Select **Save** when you've completed all fields.
4. Select + **Add Another** if applicable.

TIP: Learn how to modify and manage your goCrop information in Chapter 3: Navigation, Basic Features, and Shortcuts.

Questions? Comments? Contact goCrop Support at 802-656-7611 or goCrop@uvm.edu.

6. Nutrient Sources

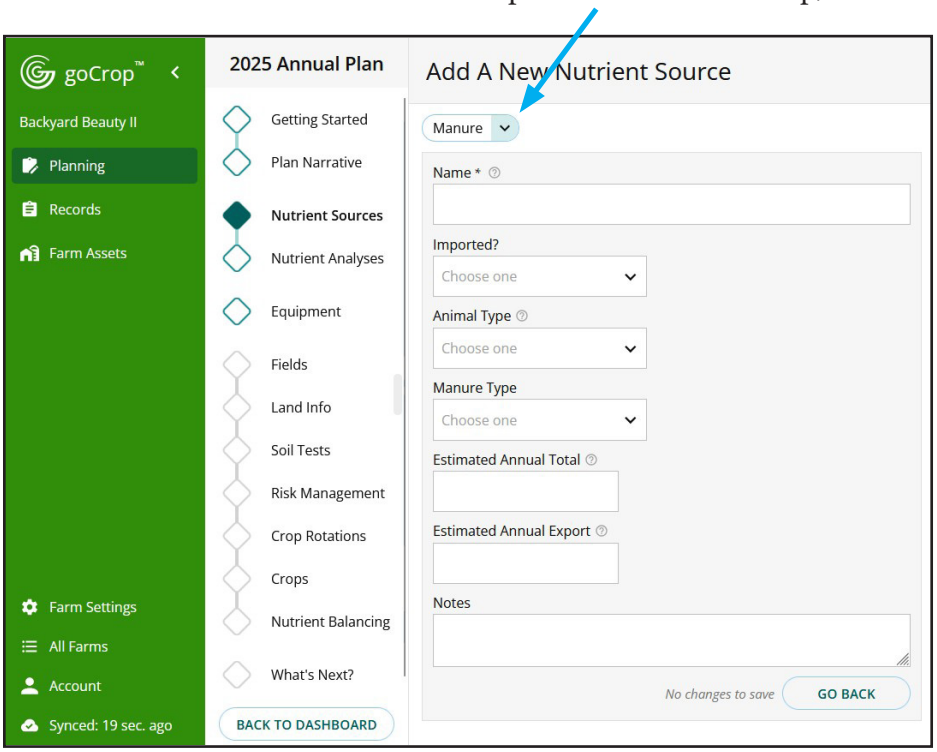
This is where you'll enter information about your fertilizers and manure sources. It's OK to start filling out the form even if you aren't sure of your sources or don't have all the details. You can add sources and details at any time.

1. Select **Nutrient Sources** in the Plan Steps. (If you have already entered some nutrient sources, select **+ New Source**.)
- The form defaults to **Manure**.

TIP: If you import or export manure an Export/ Import Agreement is required in Vermont, as well as a nutrient analysis of the manure. Contact your technical assistance provider with any questions.

6.1 Add a Manure Source

1. Be sure **Manure** is selected in the drop-down menu at the top, and then complete the form.

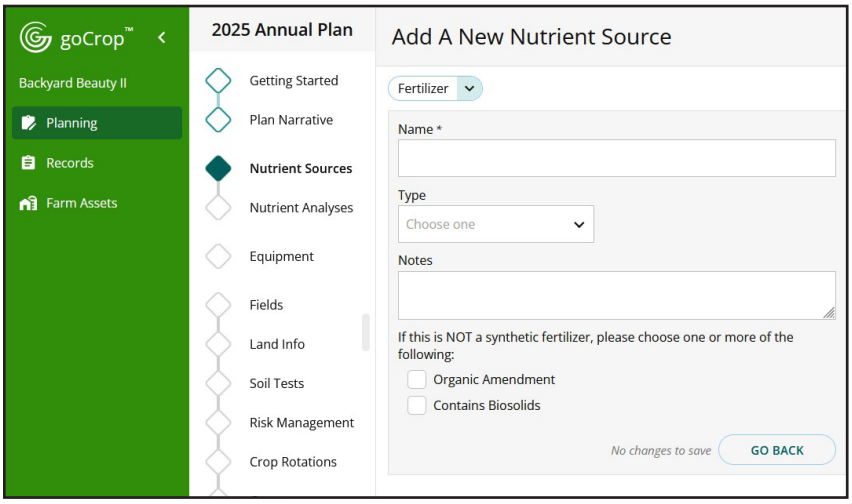


- Name: Give the source a name that you'll remember and that is unique–it should be distinct from your other sources. Examples: Pit1 or Big Pit Out Back.
- Imported? Select **Yes** if it will come from off your farm. Select **No** if it is produced on your farm.
- Animal Type: Choose the type most relevant to the source. Choose the dominant type if it's manure from multiple animal types.
- Manure Type: This identifies how you think about and spread the manure. Do you think of it in terms of gallons or tons?
- Estimated Annual Total: This is the total amount of manure from this source in a calendar year. The number could be based on the estimated manure-generated spreadsheet or on your records. Consult with your technical assistance provider for help determining the total.
- Estimated Annual Export: This is the total amount of manure exported off the farm from this source in a calendar year. Enter 0 if you do not export manure from this source.
- Notes: Describe how manure estimates were generated (e.g., with the estimated manure-generated spreadsheet), and make any other notes that would be helpful to you as things change over time and you need to make updates. They will not be included in the printed reports.

2. Select **Save**, which brings you to your list of **Nutrient Sources**.
3. Select **+ New Source** to add more manure sources if applicable.

6.2 Add a Fertilizer Source

1. Select **Nutrient Sources** in the Plan Steps.
2. Select **+ New Source**. The form defaults to **Manure**, so select **Fertilizer** in the drop-down menu at the top.



- Name: Give the source a name that you'll remember and that is unique–it should be distinct from your other sources. Examples: Fertilizer 1 or Nitrogen.
- Type: Indicate whether it is liquid, gas, or dry.
- Notes: Enter if you wish.
- If this is NOT a synthetic fertilizer, please choose one or more of the following: "Organic Amendment" means not a synthetic fertilizer. Select Organic Amendment if your fertilizer source will mineralize nitrogen overtime. Organic Amendment does not mean that it is a certifiable organic product, rather that it is made of organic material.

3. Select **Save**.
4. Select **+ New Source** to add more fertilizer sources if applicable.

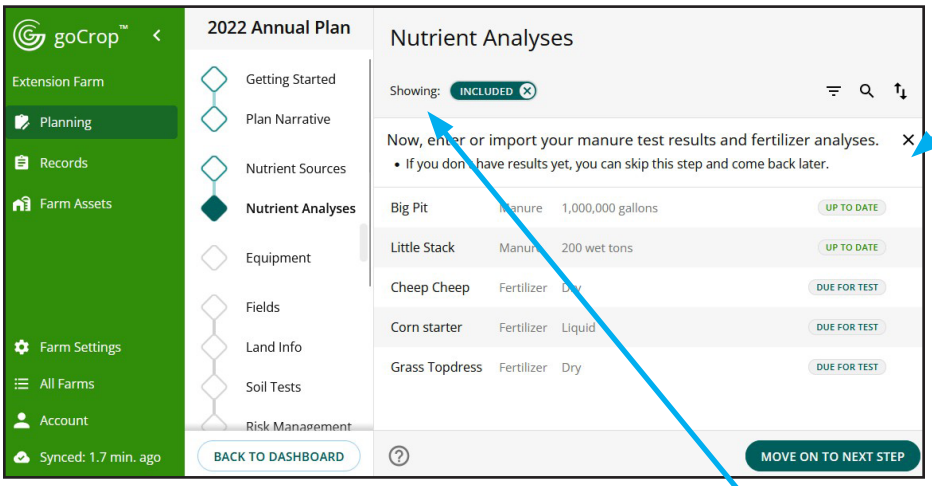
TIP: goCrop checks for completeness, not accuracy. When entering and reviewing your information, make sure it is accurate.

7. Nutrient Analyses

This section allows you to enter or update your manure test results and fertilizer analyses. If you don't have this information yet, you can skip this step and come back later.

1. Select **Nutrient Analyses** in the Plan Steps.

- goCrop indicates whether your nutrient sources need a nutrient analysis by showing "Up to Date" or "Due for Test," as in the example below.

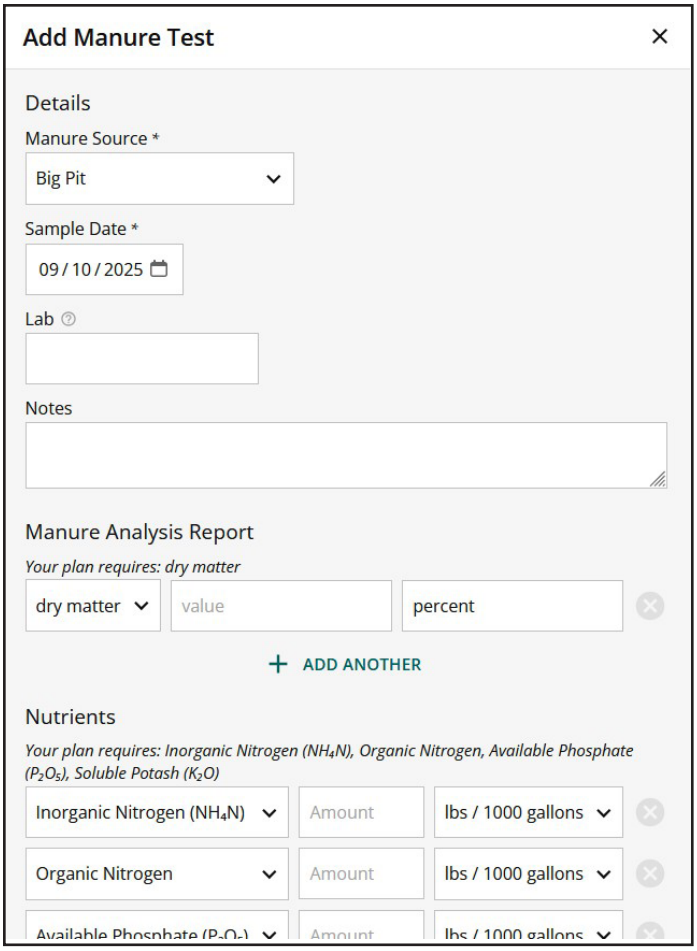


TIPS:

- The first time you select a Plan Step, a help message appears at the top of the page. Select the X in the upper right corner to hide it. To view it again, select the ⓘ symbol at the bottom of the screen, which opens a Help & Tips window.
- Filters you set in previous Plan Steps will remain active as you move among steps. When filters are on, you may not be able to see all the items in your list, and you won't be able to click the left and right arrows to scroll through items. To clear filters, select **Clear Filters** OR select the **X**s in the green filter buttons next to "Showing" above your list OR click on the **Filter** icon and select the toggle buttons to turn them on (dark color) or off (light color). Learn more about filters in Section 3.8.1 Filter, Search, and Sort.

7.1 Add a Manure Nutrient Analysis

1. Select a manure source you want to update.
2. Select **+ Add a Manure Test**.
3. Enter the information.



TIP: Never revise a manure test from a previous year. Always add a new test. Previous years' plans pull data from the most recent test data, so if you update test data from a past year, that year's plan will no longer be accurate.

- Sample Date: Enter when the source was sampled, not when the lab did the testing.
- Lab: Enter the lab name, or "book values."
- Notes: Enter "using book values" here if that's the case, or any other notes of importance.
- Manure Analysis Report: Enter your dry matter test results.
- Nutrients: goCrop defaults to the nutrients required to meet state agency reporting requirements: inorganic nitrogen, organic nitrogen, available phosphate and soluble potash, and potassium. We recommend entering only what goCrop is requesting, not all the info you may have in the manure test results. If other nutrients are listed on your test results, enter them only if you want them to show up in your **Nutrient Balancing** table (discussed in Chapter 14: Nutrient Balancing). Select **+ Add Another** to add a nutrient if you wish.
- Select the **X** next to a nutrient to delete it.

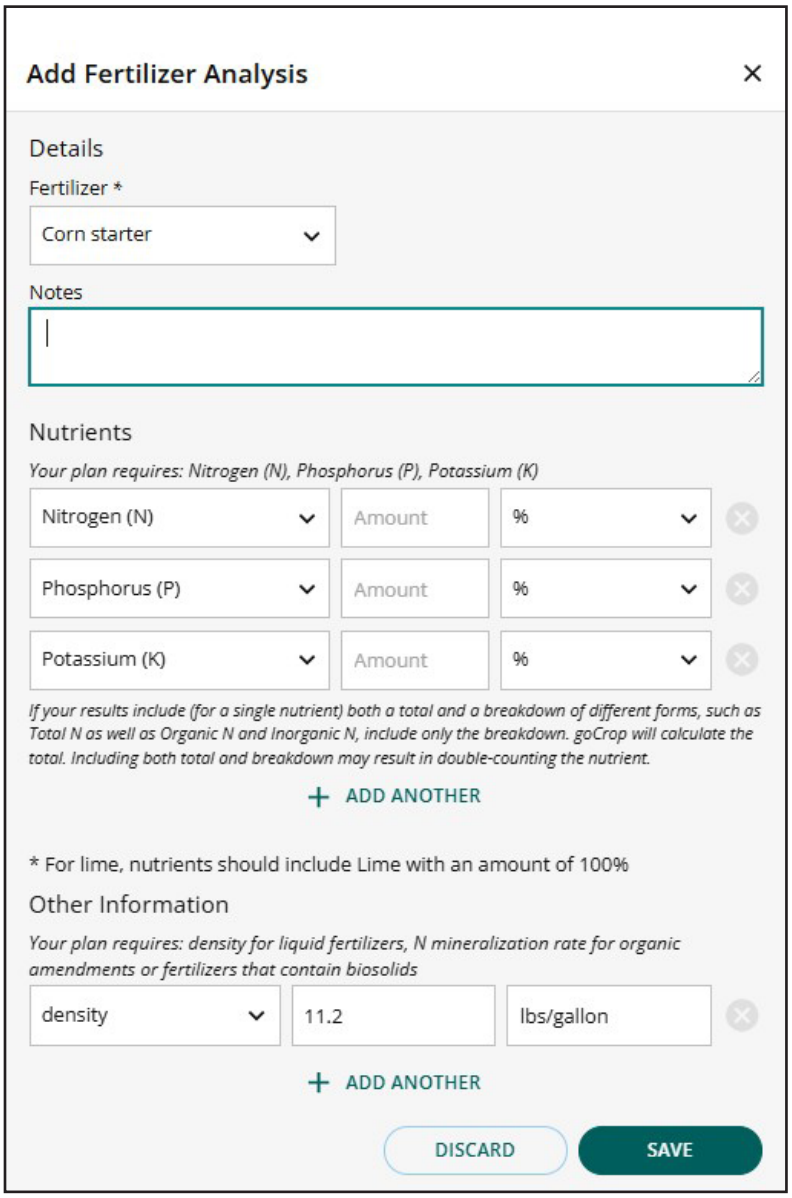
3. Select **Save**.
4. Select the list icon in the upper right corner to return to your list of **Nutrient Sources**. Repeat the above steps for manure sources that are Due for Test.

TIPS:

- Do not change the units for the manure test nutrients (lbs/1000 gal or lbs/wet ton). They are set based on the type of manure (liquid, solid, semi-solid) you indicated when you entered the nutrient type. If you need to change them, close out of the Add Manure Test form (by clicking the **X** in upper right corner), go to **Nutrient Sources**, and change the units there. Then return to this form.
- Although your manure test may show total nitrogen, do not change the default to total nitrogen or add that result. goCrop will calculate the total from your inorganic and organic nitrogen values. (If you enter total nitrogen, goCrop will count your nitrogen sources twice in **Nutrient Balancing** and in manure application records.)

7.2 Add a Fertilizer Nutrient Analysis

1. Select the fertilizer source you want to update.
2. Select + **Add a Fertilizer Analysis**.
3. Enter the information.



- Fertilizer: Select the correct one from the drop-down menu.
- Nutrients: Enter the nutrient values listed on the tag or invoice slip. goCrop defaults to the nutrients required to meet state agency reporting requirements: nitrogen, phosphorous, and potassium.
- Other Information: Depending on your source, you may need to enter density or nitrogen mineralization. If you're using a liquid or organic fertilizer, goCrop will insert density or mineralization rate information here. These are default values that can be edited based on the product used.

3. Select **Save**, which may bring you to another view. If using a liquid or organic fertilizer, density or mineralization rate information will appear here. These are default values that you can edit based on the product used.
4. Select the list icon in the upper right corner to return to your list of **Nutrient Sources**. Repeat the above steps for fertilizer sources that are Due for Test.

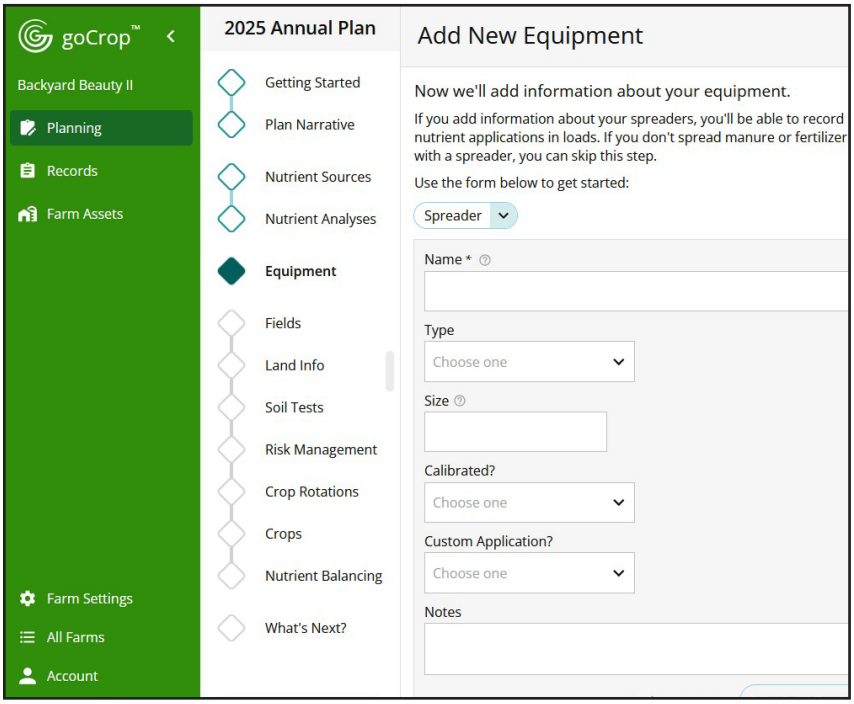
TIP: If you add another nutrient (such as sulfur), be sure to use the same unit that goCrop used for the other nutrients. In other words, if goCrop defaulted to percentages, use percentages for the nutrient you are adding.

8. Equipment

Here, you'll enter information about your spreader equipment. It's OK if don't have all the details. You can return to this page and add them at any time.

TIP: goCrop uses the terms "annual plan" and "plan" to mean "nutrient management plan" or NMP.

1. Select **Equipment** in the Plan Steps. (If you have already entered some equipment, select **+ New Equipment**.)
2. Enter your information.



- "Spreader" will be your only option (near the top in the drop down).
- Name: Enter what you (the farmer) call it--a name you will recognize later. In goCrop record keeping, if you track manure applications as loads, you will need to select a spreader by name.
- Type: Indicate whether the equipment spreads liquids, semi-solids, or solids.
- Size: This number should reflect how many gallons or tons a load typically has (not how many the tank holds). goCrop will use this number when balancing nutrients in **Planning** and **Records**.
- Calibrated: Spreaders must be calibrated for your plan to meet state requirements. Consult with your technical assistance provider about calibration methods.
- Custom Application: If you are doing it yourself, answer **No**. If you're paying someone else to do it, answer **Yes**.

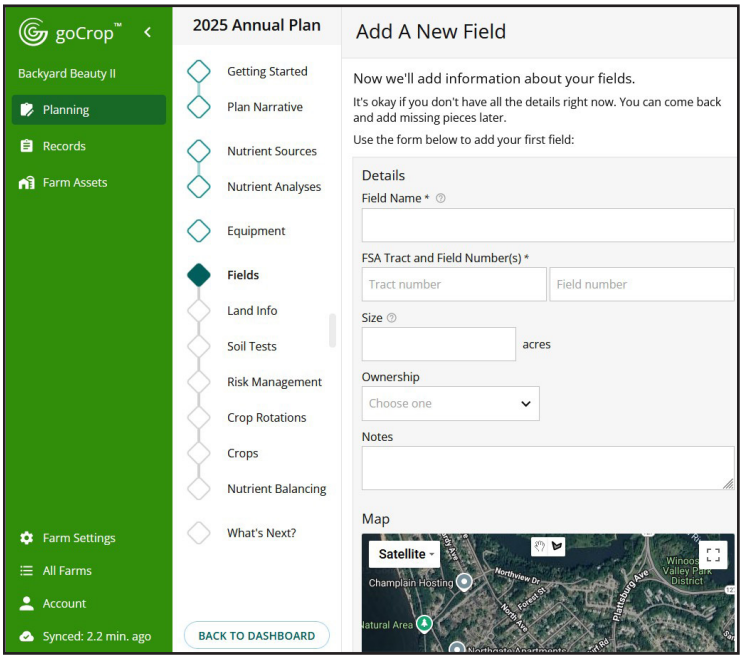
4. Select **Save**, which brings you to your equipment list.
5. Select **+ New Equipment** to add more equipment if applicable.

TIP: If you're working with a custom applicator, enter their equipment, too. It will be helpful in goCrop reports.

9. Fields

This is where you'll enter information about your fields.

1. Select **Fields** in the Plan Steps.
2. Select **+ New Field**, which opens the page shown (in part) below.



- Field Name: Enter a name you already use or one you will remember--to distinguish this field from others.
- FSA Tract and Field Number(s): You can enter multiple tract and field numbers. Consult with your technical assistance provider to ensure that groupings follow standard practice.
- Size: Enter the acreage. goCrop does not automatically enter it based on the tract and field number or the map.
- Ownership: Your options are owned or leased (e.g., rented).
- Map: See 9.1 Field Map Tools below for useful info. A map is not required but it's helpful because:
  - it's a good visual guide to clarify which field you're referring to;
  - it can help other users (e.g., employees and technical assistance providers) confirm field identity; and
  - it will help goCrop automatically fill in soil information so you don't have to enter it.

3. To add another field, select **+ New Field** in the upper right corner. Zoom out in the map to draw a new field outline. When you already have one field on the map and add another, the yellow outline shows the first field. The red outline shows the field you're adding and working on.
4. Select **Save**.
5. Return to your field list by clicking the **list icon** in the upper right corner.
6. Select **+ New Field** to add another field if applicable.

> TIP: Enter all the fields for your plan in this step, which will allow you to use the Bulk Edit feature to save time in subsequent steps. See Section 3.8.2 Bulk Edit.

9.1 Field Map Tools

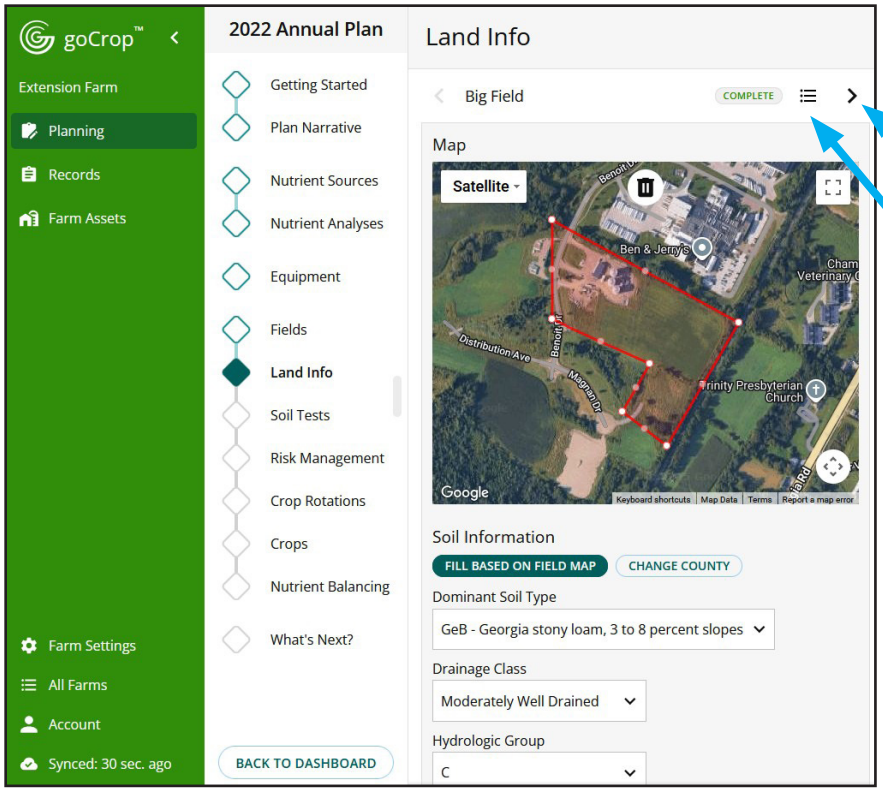
- Select the box icon at the top right to see the map on your whole screen. Select it again to return to the smaller view.
- Use your mouse scroll button to zoom in and out.
- Move the map by holding down your mouse button and moving the mouse or by selecting the **hand** icon.
- Use the drop-down menu in the upper left corner to switch between **Satellite** and **Map** views.

- Select the **polygon icon** at the top to draw your field outline. Click your mouse on the field corners. Re-click on the first corner to complete your field outline. Each field must have three corners minimum, and we recommend five or six maximum, though you may select more.
- Drag the **white dots** to change the field outline. A fairly accurate map helps goCrop calculate the soil type.
- Delete a shape by selecting it and then selecting the **trash can** at the top of the map. (The **trash can** only appears when you've drawn a shape.)
- Select **Save** when you're done with a field.

10. Land Info

Here, you will enter soil type, drainage class, flood potential, and more. If you have mapped your field, goCrop will pull SSURGO data for you, usually for the first five items in the form. You may edit anything that is incorrect or add anything that's missing. If items are blank, you can find the info on your Soil Series fact sheet or by visiting Web Soil Survey (https://websoilsurvey.nrcs.usda.gov/app/).

1. Select **Land Info** in the Plan Steps.
2. Select the field for which you wish to enter information. That will bring you to a page like the one shown (in part) below.



TIPS:

- If your Land Info is the same or similar for several fields, see Section 3.8.2 Bulk Edit for time-saving features.
- Select the Left and Right Arrows at the top to scroll through your fields. Select the List Icon to see your list of fields. Learn more in Section 3.4.3 Scroll Arrows and List Icon.

- Soil Information: If you mapped your field, goCrop will automatically fill in Soil Information.
- There are three ways to add or edit information for the boxes Dominant Soil Type through Depth of Bedrock.
  - Option 1: If you mapped your field, select **Fill Based on Field Map**. Fix any incorrect information and enter anything that's missing.
  - Option 2: Choose your soil type from the **Dominant Soil Type** drop-down menu. Fix any incorrect information and enter anything that's missing. If your dominant soil type isn't in the drop-down menu, the field may not be associated with the correct county. To change it, select **Change County**.
  - Option 3: Manually enter or edit your information.
- Nitrogen Leaching Index: This measures risk of nitrogen loss through the soil to groundwater. Contact your technical assistance provider for this information.
- Tolerable Soil Loss is a measure of erosion potential and is inherent to the soil type. Management practices do not impact this value. Contact your technical assistance provider for this information.
- Setting–Elevation and Distance to Stream: This information is necessary because a lot of it feeds into the Vermont Phosphorous Index. Contact your technical assistance provider for this information.

3. Select **Save** or **Apply from __ [year] Onwards**.
4. Select the **list icon** in the upper right corner to return to your field list.
5. Repeat steps 2 through 4 for other fields.

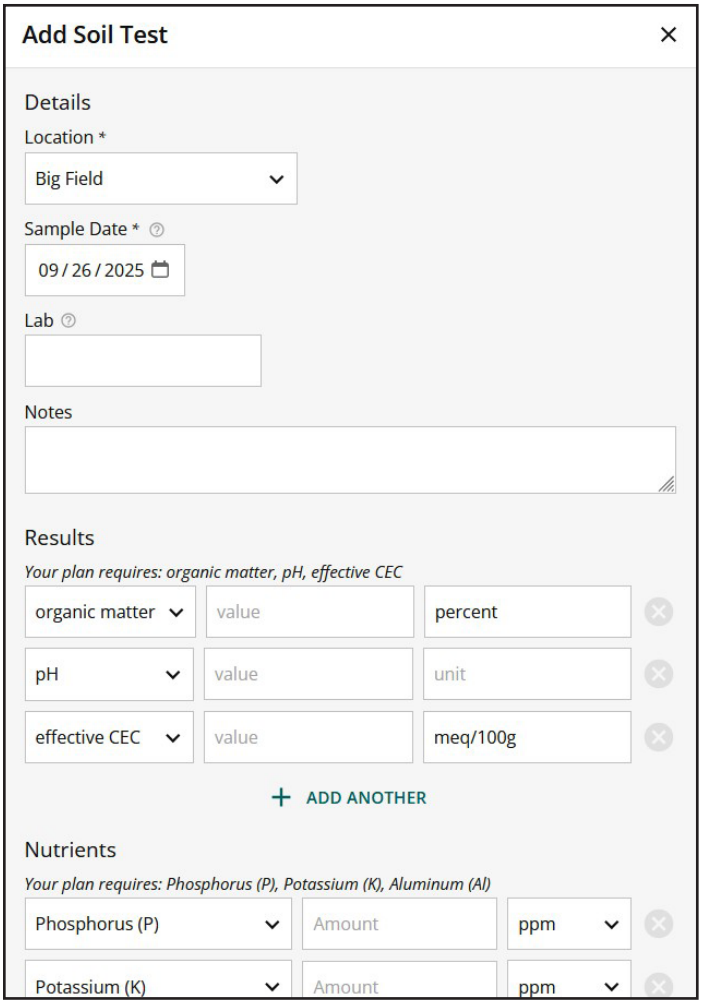
TIP: When working on a step, it's OK if you don't have all the information at first. After you save your work, you can return to the step anytime to add more information. But all steps will eventually need to be complete to create a plan.

11. Soil Tests

Here, enter your soil test results.

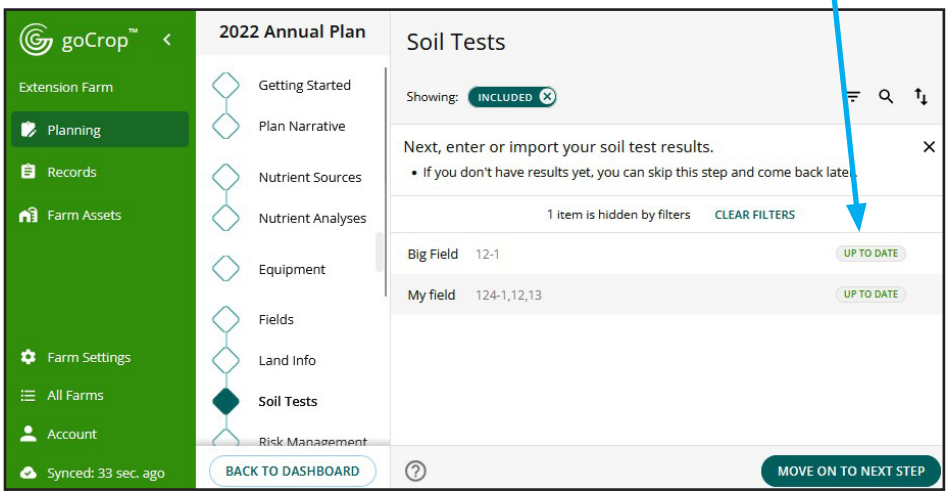
1. Select **Soil Tests** in the Plan Steps.
2. Select the field for which you will enter test results.
3. Select + **Add a Soil Test**, which will open the window shown in part below.

TIP: Returning to goCrop after logging out? Access any of the Plan Steps by selecting **Planning** in the green sidebar menu, then your plan, then the step you want to work on.



- Sample Date: Enter only when the soil sample was taken. You or your technical assistance provider will have that date. DO NOT use other dates on the soil test results (received, reported, etc.).
- Lab: Entering this information is optional.
- Notes: Entering notes is always optional.
- Results and Nutrients: goCrop defaults to the results (pH, organic matter, and effective CEC) and nutrients (aluminum, phosphorus, and potassium) required to meet state agency reporting requirements. We recommend entering only what goCrop is requesting, not all the info you may have in your soil test results. If other results or nutrients are listed on your test results, enter them only if you want them to show up in your **Nutrient Balancing** table (discussed in Chapter 15 Nutrient Balancing). Select + **Add Another** if you wish.

4. To delete an entry, select the **X** next to the far right end of the item.
5. Select **Save**. Your list of fields appears after you've entered at least one soil test. Each field will indicate "Up to Date," "Due for Test," or "Test Incomplete." The message "Due for Text" indicates that the field's soil test is more than three years old.
6. Repeat steps 2 through 6 for other fields as needed.

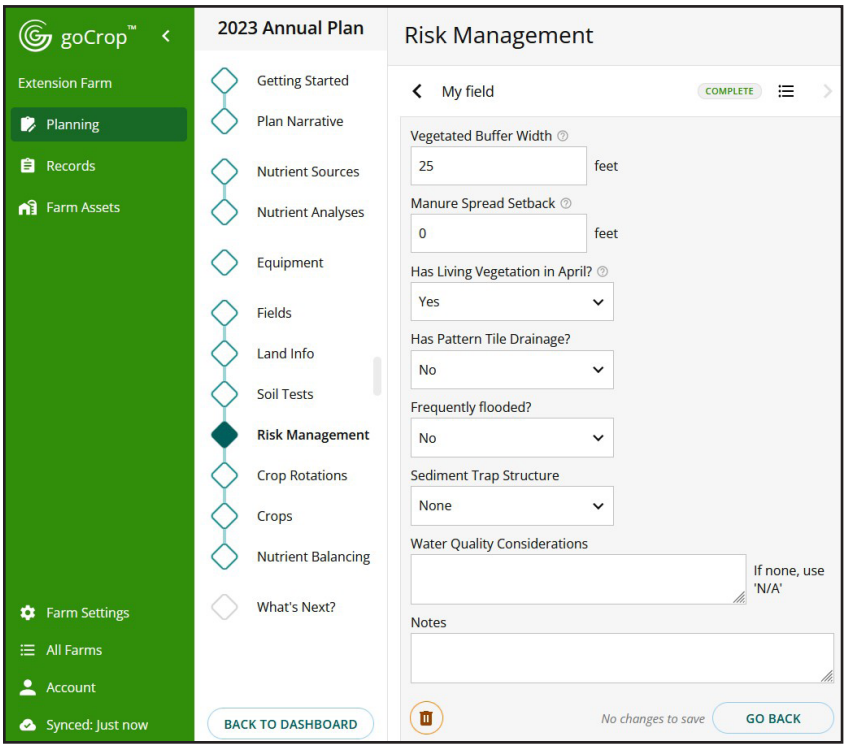


12. Risk Management

Here, you will enter information about your field(s), including vegetated buffer width, manure spread setback, and flooding frequency.

1. Select **Risk Management** in the Plan Steps.
2. Select the field for which you will enter information.

> TIP: If your risk management information is the same for several fields, see Section 3.8.2 Bulk Edit for time-saving features.



- Vegetated Buffer Width: Enter your vegetated buffer width.
- Manure Spread Setback is in addition to the Vegetated Buffer Width.
- Has Living Vegetation in April? Select **Yes** if it is perennial pasture or hayland or if it has a cover crop likely to survive the winter and live in the spring (e.g., cereal rye). Note: This information may change over the years and rotations.
- Has Pattern Tile Drainage? Select **Yes** if it has pattern-tile drainage every 10, 15, or 20 feet, for example. Select **No** if it has no tile draining or one or two pieces of tile drainage for low spots.
- Frequently Flooded? See the map you receive with your Land Treatment Plan. Contact the Agency of Agriculture, Food & Markets if you feel the map is incorrect. You can access a form to request a change under the Variances and Exemptions section at https://agriculture.vermont.gov/rap. Contact your technical assistance provider with any questions.
- Sediment Trap Structure. This designation is a throwback from early goCrop versions. **Select** None.
- Water Quality Considerations. Use this if you want to explain a well and the setbacks, for example. Note: This will show up on your reports.

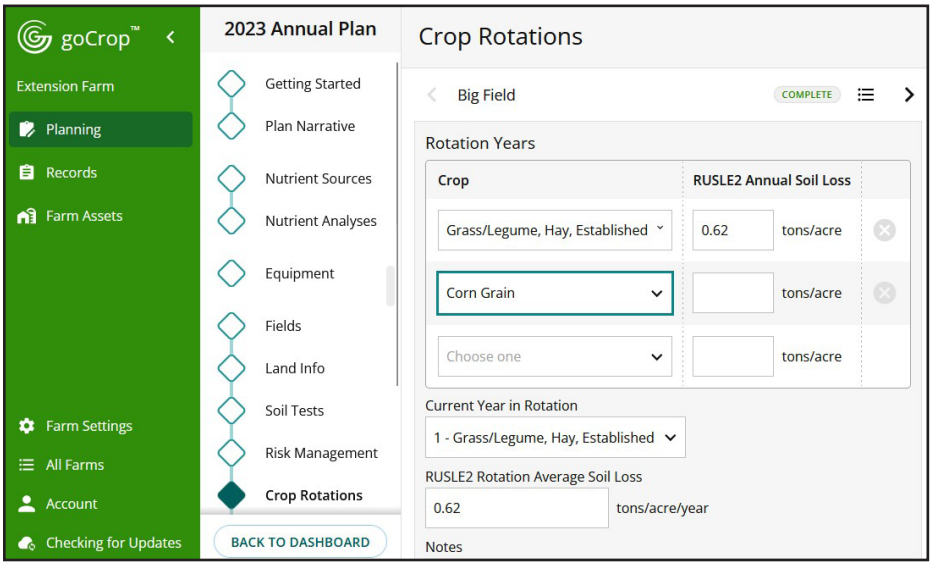
3. Select **Save**. (Not shown here, but in lower right as usual.)
4. Select **Done**. Not shown here, but in lower right as usual.)
5. Select the **list icon** in the upper right corner to return to your field list.
6. Repeat steps 2 through 5 for other fields as needed.

> TIP: When working on a step, it's OK if you don't have all the information at first. After you save your work, you can return to a step anytime to add more information. But all steps will eventually need to be complete to create a plan.

13. Crop Rotations

This is where you will describe your crop rotations.

1. Select **Crop Rotations** in the Plan Steps.
2. Select the field for which you will enter information, and select **Edit**.



TIPS:

- If your rotations are the same for several fields, see Section 3.8.2 Bulk Edit for time-saving features.
- You can copy rotations from other fields or other years' plans. See section 3.8.3 Copy for details.

- Crop: Choose the option that best describes your crop. After you add a crop, another row appears in the table. Add as many crops as are in your rotation. Leave the last row blank. Select the **X** next to a crop to delete it.
- RUSLE2 Annual Soil Loss: Enter the RUSLE2 Annual Soil Loss value. It's OK to leave this blank if you don't have it. Contact your technical assistance provider with any questions about this step.
- Current Year in Rotation: The drop-down menu lists the crops you entered here. Choose the rotation year that describes your current plan.
- RUSLE2 Rotation Average Soil Loss: Enter the average soil loss for the crop rotation you chose.

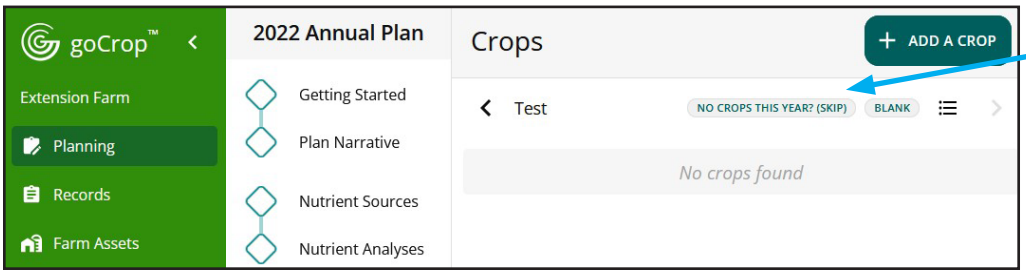
4. Select **Done**, which will bring you to your field list.
5. Repeat steps 2 through 5 for other fields as needed.

14. Planned Crops

Here, you will enter crop information.

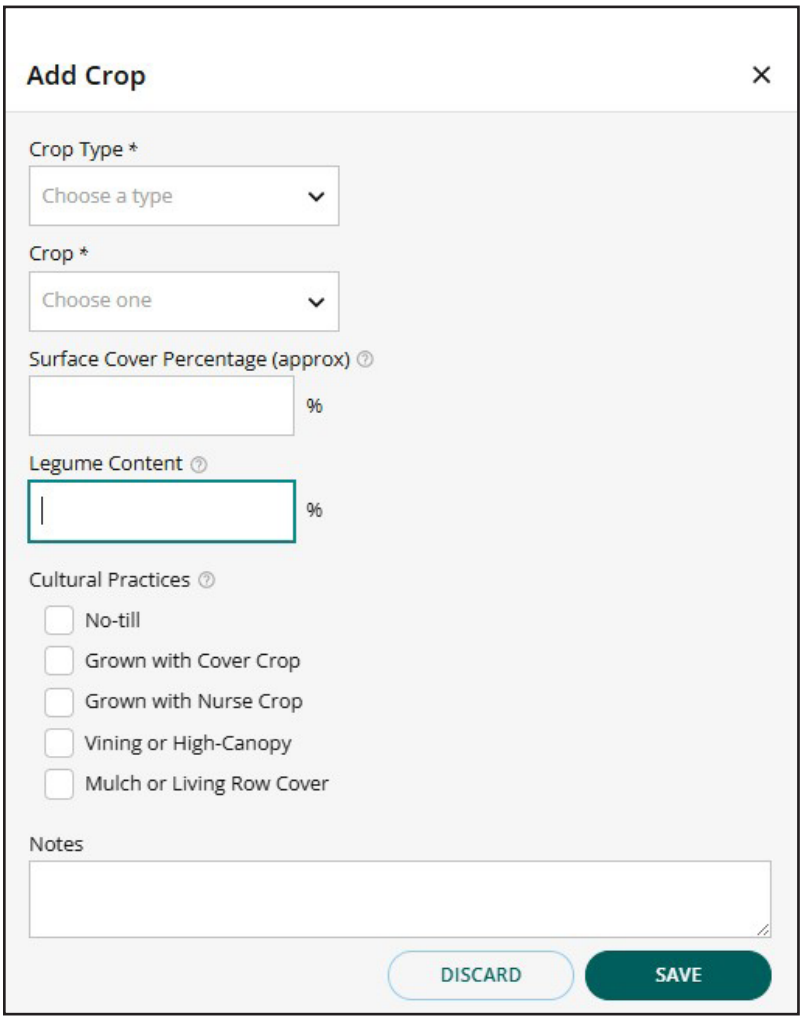
1. Select **Crops** in the Plan Steps.
2. Select the field for which you will enter crop information.
3. Select + **Add a Crop**.

TIP: If your planned crops are the same for several fields, see Section 3.8.2 Bulk Edit for time-saving features.



- **No Crops This Year? (Skip)**: Select this if you want to skip this step for a field—that is, if you are not planning on managing crops on the field.

4. Enter your information.

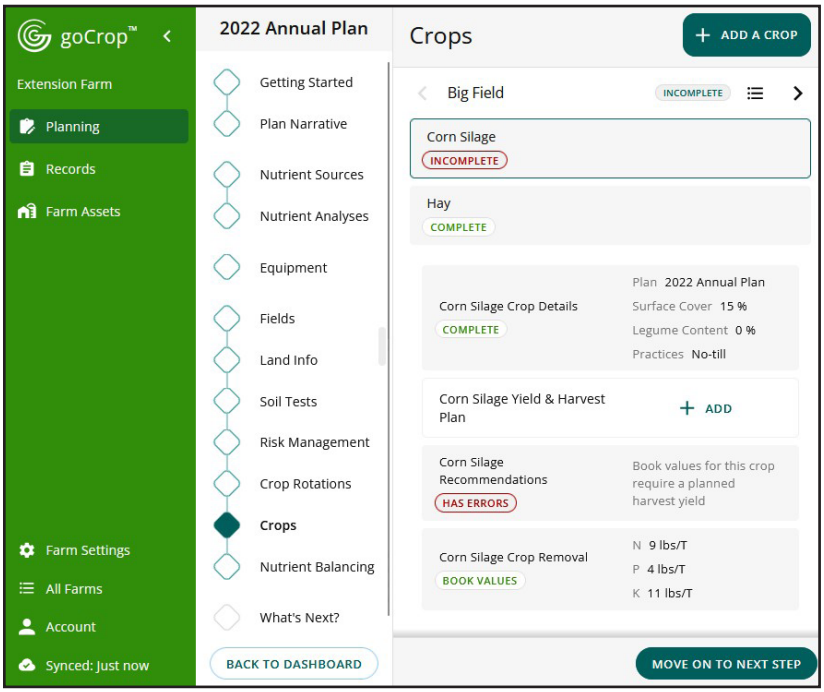


- Crop Type: Choose annual or perennial.
- Crop: Choose the option that best describes your crop.
- Surface Cover Percentage: It's usually about 15 for corn and 80-85 for hay.
- Legume Content: Legume content (e.g., alfalfa, clover, etc.) is required for hay and pasture crops. Enter 0 if there are no legumes.
- Cultural Practices: Check all that apply. This information will be included in goCrop reports.
- Check all that apply: Make your selections and provide additional information if goCrop opens more boxes below.

5. Select **Save**, which brings you to a new screen showing what information is complete and missing for this field.

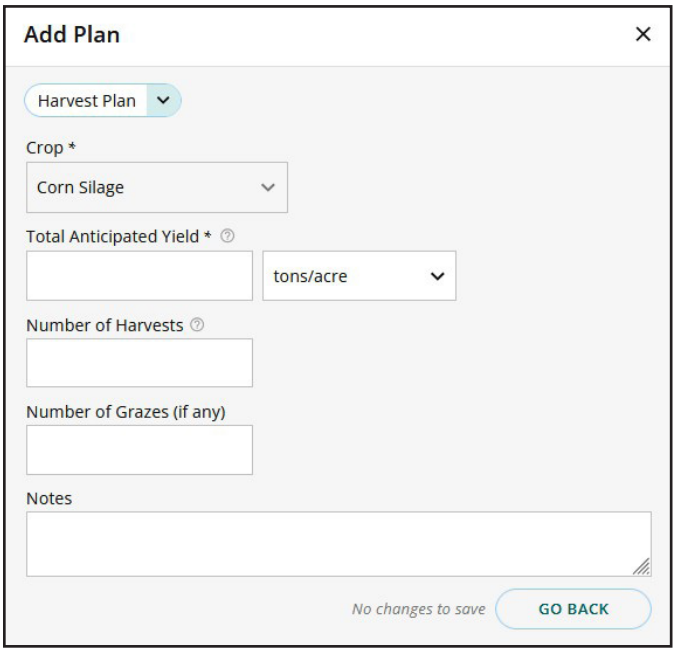
TIP: Make sure the crops listed in your Crop Rotations match those listed in Planned Crops.

- The example below shows the status of crops in Big Field with terms indicating how far along the farmer is in entering the required information. Corn Silage is "Incomplete," Corn Silage Yield & Harvest Plan needs to be added, and Corn Silage Recommendations "Has Errors" due to missing yield information. (Once you add yield and harvest information, goCrop automatically generates Recommendations based on book values. You can manually override them by selecting the box.) Information is complete for the other crops shown in this example.



TIP: If you grow a cover crop, the best place to indicate that is in Crops under Cultural Practices. (See previous page.) Add a cover crop in Crops only if you plan to *manage* it as a crop. Questions? Ask your technical assistance provider.

6. Select + **Add** next to ___[crop name] Yield & Harvest Plan (likely in the middle of the page), which opens the form shown here.



7. Complete the form.
   - Total Anticipated Yield: Enter what you expect in a typical year.
   - Number of Harvests: For single-harvest crops, leave this blank or enter 1. For crops that are harvested multiple times such as hay, enter the expected number of harvests/cuts in a typical year.
   - Number of Grazes (if any): Enter the expected number of times the field will be grazed in a typical year.
8. Select **Save**.
9. Select other crops for which you have additional information, if any.

TIP: Enter Total Anticipated Yield in dry matter tons/acre.

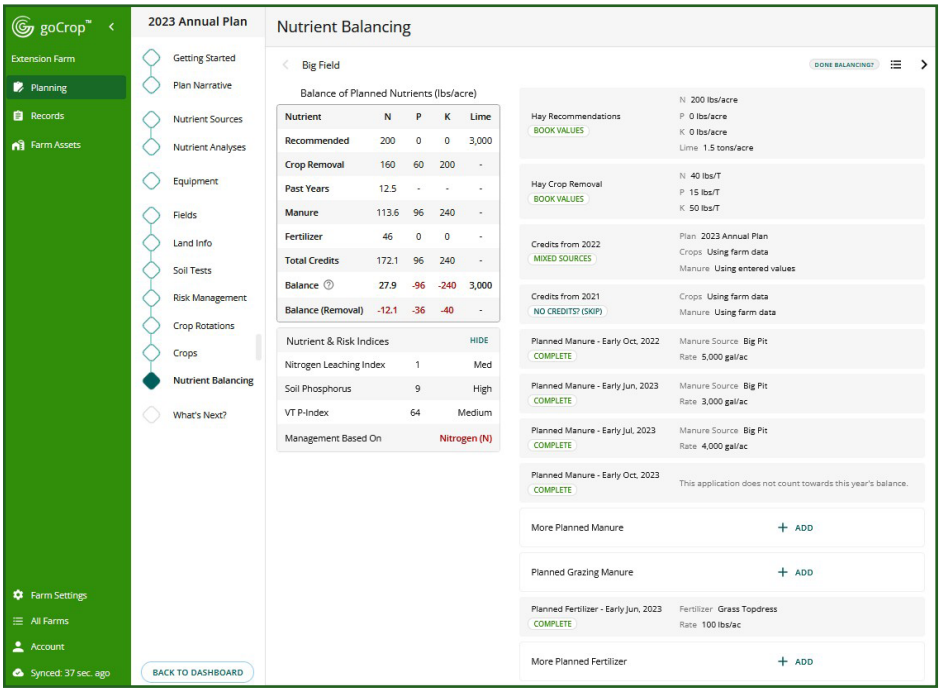
15. Nutrient Balancing

This is where you will balance crop needs with soil nutrients. It is the most dynamic step of creating an annual plan. We encourage you to work with your technical assistance provider.

> TIP: goCrop checks for completeness, not accuracy. When entering and reviewing your information, make sure it is accurate.

1. Select **Nutrient Balancing** in the Plan Steps.
2. Select the field for which you want to balance nutrients.

- As in the example below, this page displays your Balance of Planned Nutrients, Nutrient & Risk Indices, and details for each row of your nutrient balance table (recommendations, crop removal, past year nutrient credits, planned manure, and fertilizer applications).

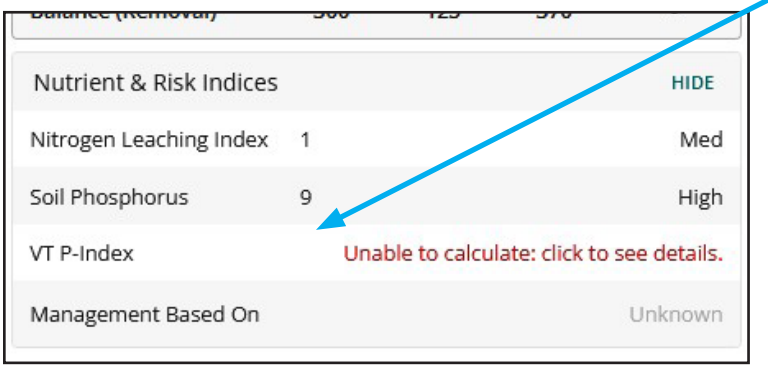


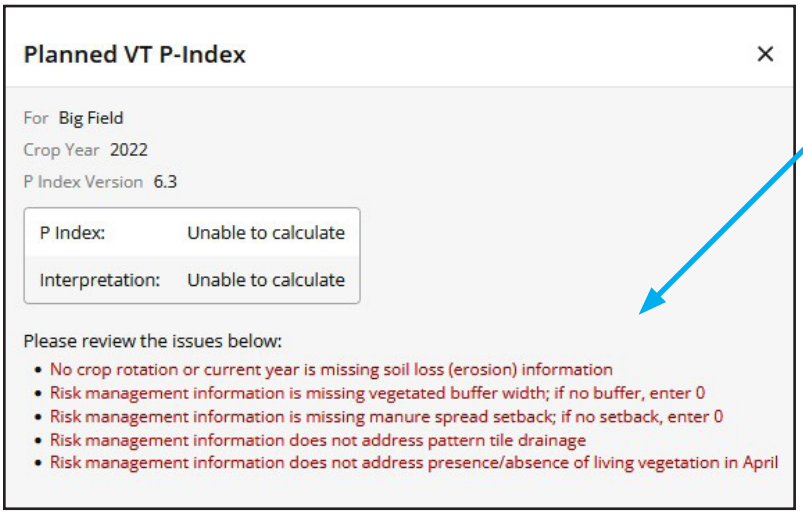
> TIP: Collapse the green sidebar menu and Plan Steps to see **Nutrient Balancing** larger, with components on the right (as shown here) instead of below the table. Select the < symbol next to the goCrop logo to collapse the green sidebar menu. Select > to open it again. See Section 3.3.1 Collapse or Expand the Plan Steps for how to collapse those, as well.

In the upper part of the Balance of Planned Nutrients table, select any row to see your row details filtered by that choice; select the row again to see everything again. (When you select a row, the components that help define that value will appear.) For example, if you select **Crop Removal**, goCrop shows on the far right only crop details, yield and harvest plan, and removal. Select any item to edit it.

- Recommended is based on your soil test results, crop chosen, and crop planned yield.
- Crop Removal is based on your chosen crop, planned yield, and crop removal book values.
- Past Years: Only nitrogen from the past two years carries over from manure applications, rotations out of hay, and legume crops. If you have records of the previous two years of manure applications, they should show up here. To edit or add nitrogen credits, select the row and select the year for which you will add credits.
- Manure shows your entries for planned manure applications. Select + **Add** to add a manure application. Add as many as you plan to apply. Or you can select **None: Skip this Year**, a helpful reminder that no manure applications are planned for this year. Or you can change nothing.
- Fertilizer shows your entries for planned fertilizer applications. Select + **Add** to add a fertilizer application. Add as many as you plan to apply. Or you can select **None: Skip this Year**, a helpful reminder that no fertilizer applications are planned for this year. Or you can change nothing.
- Total Credits shows the sum of nutrients from past years' credits and planned manure and fertilizer applications.
- Balance shows your total credits subtracted from those recommended (first row). Negative balances indicate an excess of the nutrient. Positive balances indicate that some nutrient crop requirements remain unmet.

The lower portion of the table shows your Nutrient & Risk Indices. Only one row--VT P-Index--can be selected for more information.





- Nitrogen Leaching Index estimates the risk of nitrate from fertilizers or manure moving below your crop's root zone into groundwater. You entered this value in the **Risk Management** step.
- Soil Phosphorus is the soil test phosphorus result and its interpretation.
- VT P-Index is your field's risk of phosphorus (P) runoff into water bodies. The value and its interpretation are based on information you entered and on the Vermont P-Index. Select the row to see the full summary, including what's missing and where, as shown in the example here. Consult with your technical assistance provider to achieve a balance that meets your goals and state guidelines. For more information on the Vermont P-Index visit https://www.uvm.edu/extension/vermont-phosphorus-index.
- Management Based On indicates the priority nutrient to manage (nitrogen or phosphorus), based on interpretation of the P-Index.

3. When you have finished balancing a field, you have the option to select "Done Balancing?" (note the question mark) at the top right. If you select it, it will change to "Done Balancing" (no question mark). When it says "Done Balancing" without the question mark, you can no longer see options to change the balance (neither the credits nor planned applications). If you intend to work on balancing some fields over multiple days, do not select "Done Balancing?"

- Note that this feature allows you to filter by field balance status. A question mark indicates that balancing is Not Started or In Progress. No questions mark indicates you are Done Balancing.

Upon completing this portion of your plan, you will be able to generate reports. To do so, select **What's Next** in the Plan Steps, and then **See Plan Reports**.

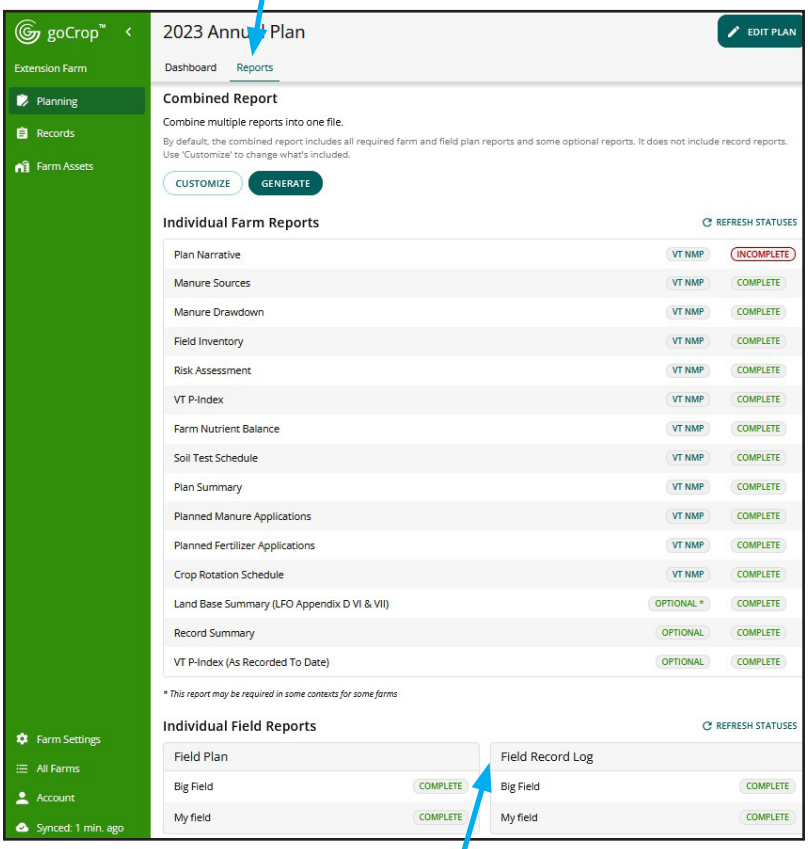
Questions? Comments? Contact goCrop Support at gocrop@uvm.edu, 802-656-7611.

16. Reports

Here, you can access plan reports from the current year and record reports from previous years.

16.1 Access Plan Reports

1. Select **Back to Dashboard** below the Plan Steps.
2. Select the **Reports** tab. Here, you can access Individual Farm Reports, Individual Field Reports, and Field Record Logs.



- goCrop indicates whether or not your individual reports are complete. To view an individual report, click on it. (Use the Back arrow on your browser to return to the Reports list.) You can download or print an individual report. If information is missing, goCrop will provide a list of missing information.

4. Select **Generate** to create a plan report that includes all VT NMP Individual Farm and all planned Individual Field Reports.
5. Select **Customize** to create more specific reports. Check the boxes of the items for which you want a report, then select **Generate Custom**.

TIPS:

- There are two ways to generate records, in different formats. For a summary of your records showing multiple fields on the same page, go to Reports, Individual Farm Reports, Record Summary. To access your field-by-field record log, generate them individually as shown here in Section 16.2, step 7.
- Once you generate a report, you may print it or download it as a PDF. Use the icons at the top. Be sure to save it for your files.

16.2 Access Record Reports

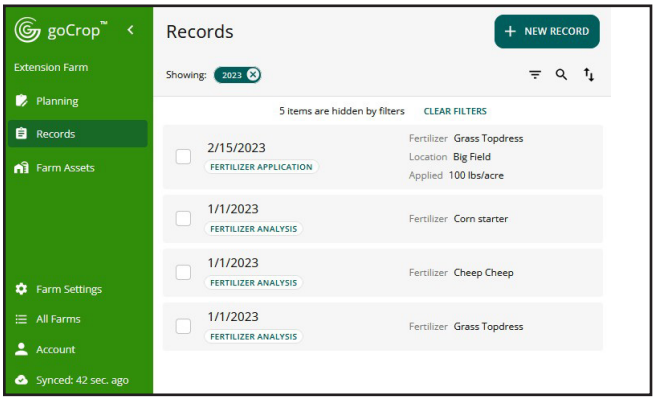
1. Select **Planning** from the green sidebar menu.
2. Select the year for which you want to generate reports. For example, you may have just finished your 2026 plan but want to download 2025 reports.
3. Select **Reports**, and then select **Customize**. To generate only record reports, remove checks from reports you do not want.
4. To select Field Record Log reports, scroll down to Field Record Log and select the boxes of individual record reports you want to generate. (Remove checks from reports you do not want to generate in Individual Farm or Individual Field Reports). Scroll to the top and select **Generate Custom**.
5. To return to the default report screen, select **Use Default**.
6. You can also select a row to access a summary of your records, showing multiple fields on the same page: reports, individual farm reports, record summary.
7. To access field-by-field record logs, select **Customize**, check off your selections in Individual Field Reports, and select **Generate Custom**.

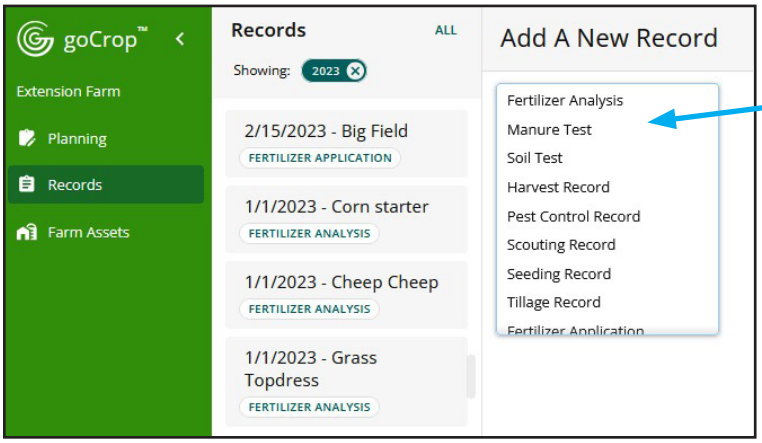
17. Records

This is where you can add, view, and edit your records for all years. Records can be fertilizer analyses, manure and soil tests, harvest records, seeding records, fertilizer applications, weather records, and more. This is the only place where you can delete them. If you want to add records by field, see Chapter 18 Farm Assets.

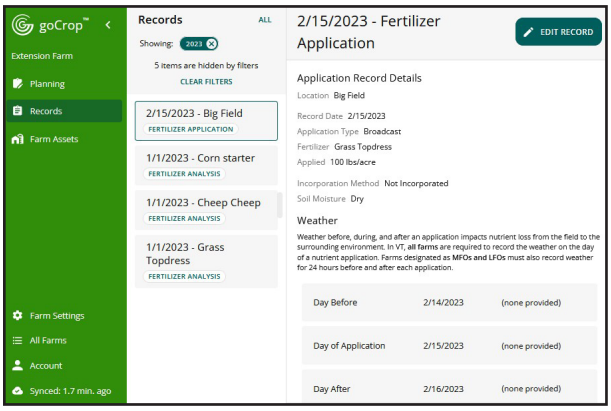
1. Select the farm for which you will add records.
2. Select **Records** in the green sidebar menu.
3. Select + **New Record**.

TIP: goCrop checks for completeness, not accuracy. When entering and reviewing your information, make sure it is accurate.





4. Select a type of record from the drop-down menu, shown in part here.
5. Complete the form.
6. Select **Save**.



7. Select a record to view its details and edit it.

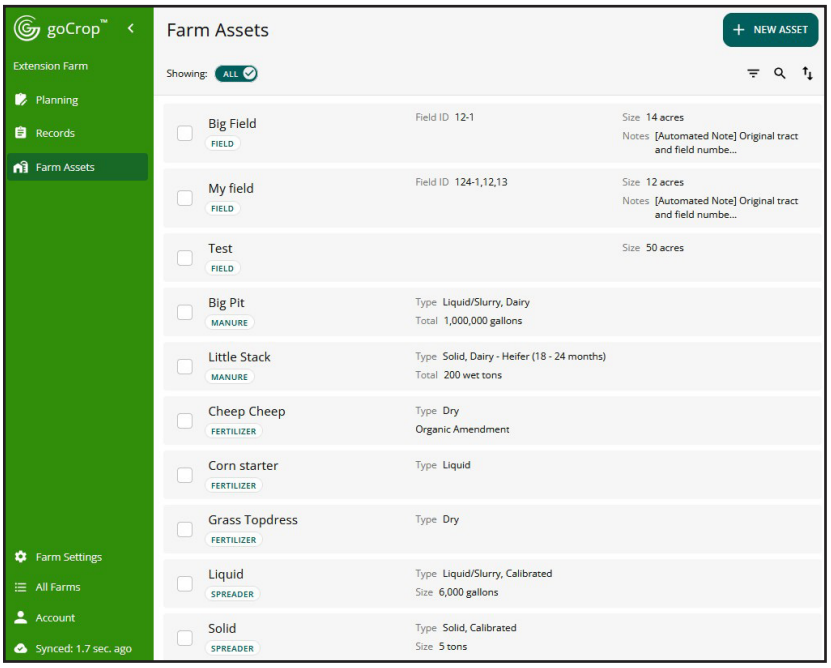
TIP: Use the **Filter**, **Search**, and **Sort** tools to tailor which records you see. For example, you can filter by record type (e.g., soil test, manure application, etc.) or filter by **Incomplete** to see what information is still missing. Doing so helps you tidy up your plan. See Section 3.4.4 Filter, Search, and Sort.

18. Farm Assets

This page shows all your farm assets for all years: fields, manure sources, fertilizers, and equipment.

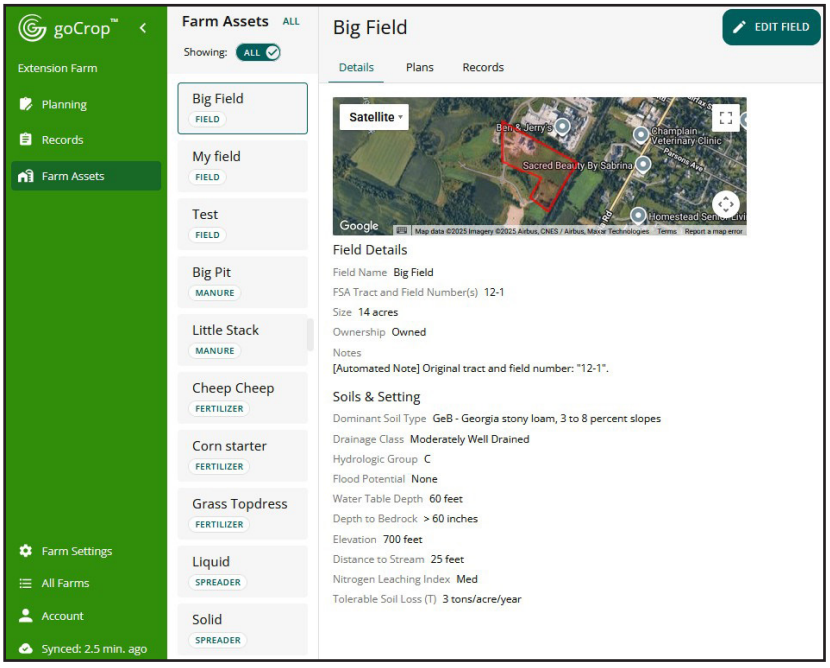
1. Select **Farm Assets**.
2. Select an asset.

- goCrop defaults to the Details tab for that asset, shown here.

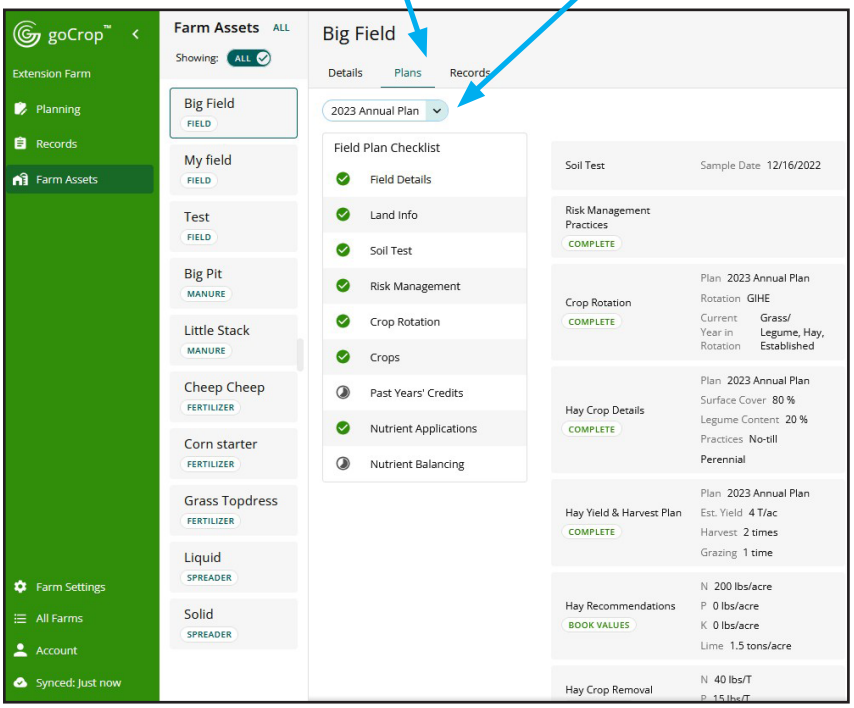


TIP: Use **Filter** to narrow what is shown so it's less overwhelming. For example, you may only want to see assets for a particular year or you may only want to see fields. Learn more in Section 3.4.4 Filter, Search, and Sort.

The below example shows Details for Big Field. Select any asset from the middle column to see its Details.



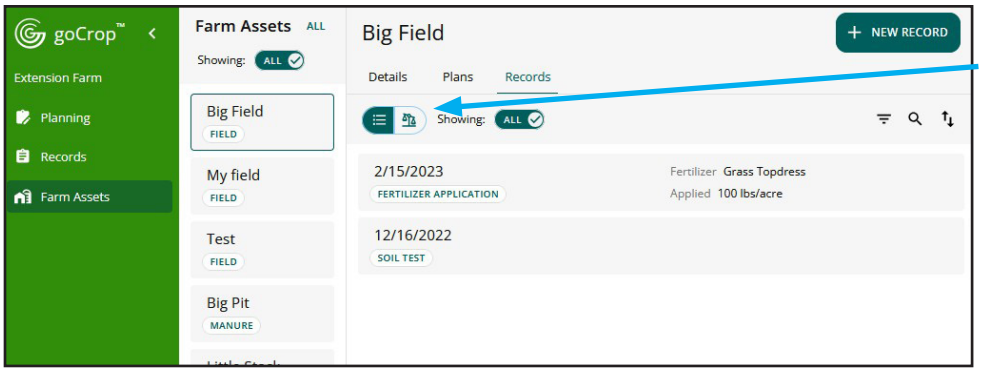
You may also select the **Plans** and **Records** tabs to see more information about an asset. Below is the **Plans** information for Big Field. Use the drop-down menu to change the plan and record year you are viewing.



TIP: Returning to goCrop after logging out? Access any Plan Step from the Dashboard by selecting Planning in the green sidebar menu, then your plan, then the step you want to work on.

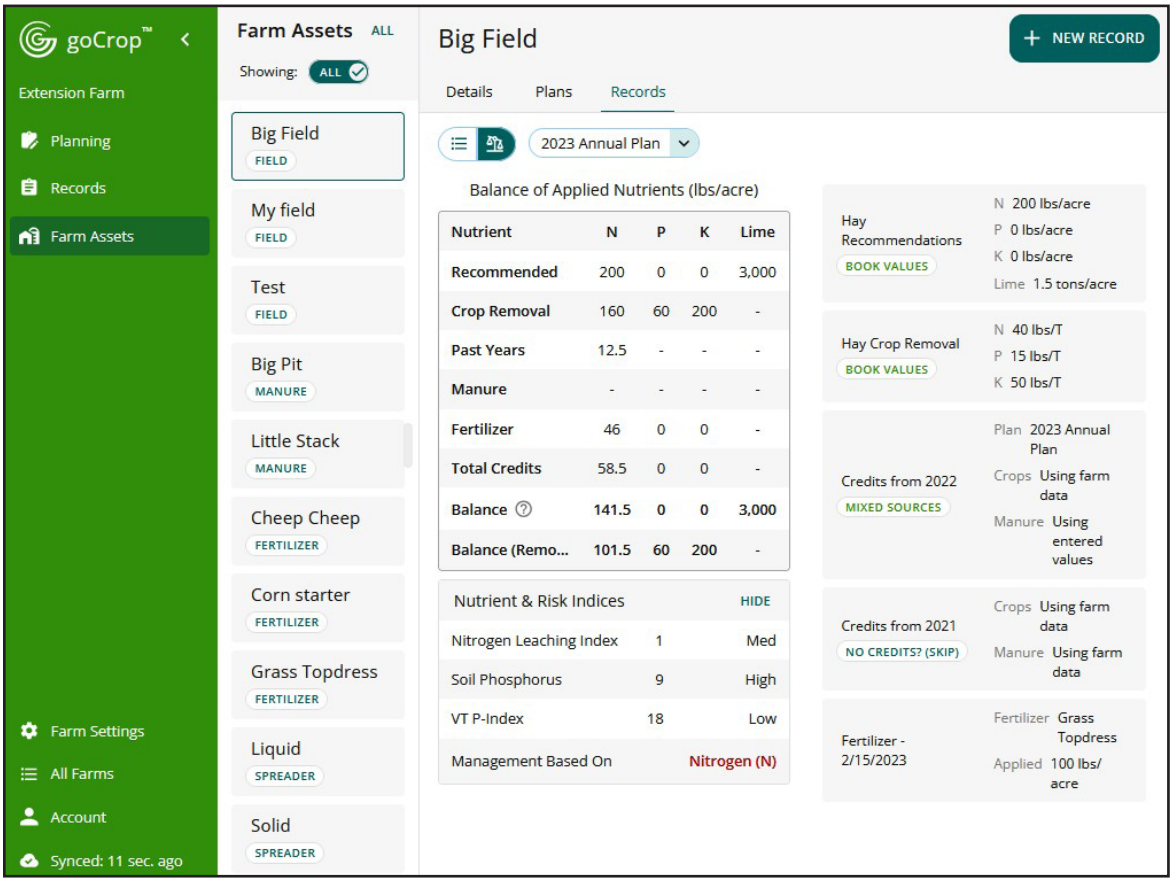
Below is the Records information for Big Field.

3. Select + **New Record** to add a record.



Note the two icons near the top: one is **List**; the other is **Balance**, depicted with a scale. goCrop defaults to **List**, which shows you a list of all your records for that field for all years, as shown here.

Select **Balance** to see the balance of nutrients according to your nutrient application records, as in the example below. To view your planned applications, either return to the **Plans** tab in Farm Assets or to the **Planning** tab in the green sidebar menu.



Congratulations!! You have learned how to use goCrop!

Be sure to review your information to make sure it is accurate and complete.
Contact your technical assistance provider for next steps in submitting your nutrient management plan (NMP).
Throughout the year, use goCrop to record and update your information.

FAQs

Do I need an account to use goCrop?

Yes, you need an account. Create one by following the directions in Section 2: Account Setup.

> **TIP**: goCrop works best in the internet browser Chrome. It works fairly well in Firefox. It does not work in Microsoft Edge.

Do I need a paid goCrop subscription for every farm?

Yes. If you have multiple farms on one account, you need a separate subscription for each farm. Learn more in Section 2.7 Choose a Subscription.

What is the goCrop subscription fee?

It is $278 per year for a subscription that does not automatically renew. It is $250 per year (save 10%) for a subscription that automatically renews annually with program discounts applying after the first year (until canceled).

If you are in Vermont, you may be eligible for a discount. Contact Susan Brouillette to find out at susan.brouillette@uvm.edu or 802-656-7611.

Tell me about the Nutrient Management Planning (NMP) course offered by UVM Extension.

The course meets weekly for six consecutive weeks starting in mid-January each year. Hours are generally from 10:30 am to 2 pm and include lecture and NMP work time in goCrop. Attendees should plan to attend all six sessions in person or virtually. In-person sessions are held at various locations throughout the state. Recordings are available on Nutrient Management Planning page of the UVM Extension Northwest Crops and Soils Program (NWCS) website: https://www.uvm.edu/extension/nwcrops/nutrient-management-planning. .

The course fee may vary. Some financial assistance may be available from your local conservation district office or USDA Natural Resources Conservation Service (NRCS) office. The course fee includes the first year's foCrop subscription (a $278 value).

To register and for questions about the fee, contact Susan Brouillette at susan.brouillette@uvm.edu or 802-656-7611, or contact your local Conservation District office at your earliest convenience because pre-course work is required.

What other resources are available?

Visit the Nutrient Management Planning page of the UVM Extension Northwest Crops and Soils Program (NWCS) website: https://www.uvm.edu/extension/nwcrops/nutrient-management-planning. Learn how to write and fund your nutrient management plan (NMP), watch a tutorial on using goCrop Version 4, learn about upcoming classes, and find links to numerous resources.

Whom do I contact regarding goCrop questions, comments, or troubleshooting?

Contact goCrop Support at goCrop@uvm.edu or 802-656-7611. We are constantly adding and refining goCrop features, so your feedback is always helpful!

What changed when goCrop went from Version 3 to Version 4?

Version 4 is more streamlined, meets Americans with Disabilities Act (ADA) web accessibility requirements, and is more similar across devices (computers and tablets).

goCrop Icons Quick Guide

This checklist step has not been started.

This checklist step is complete.

This checklist step is incomplete.

Edit this information.

< Go to previous item in list. (Exception: Next to the goCrop logo, it means collapse this column.)

> Go to next item in list. (Exception: Next to the goCrop logo, it means expand this column.)

Filter your items by criteria you select.

Search your items by terms you type in.

Sort your items' names in ascending or descending order by criteria you select.

Get more information.

\+ Add an item.

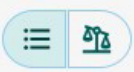
\- Omit this item from the plan year you are working on.

You have selected this item (to edit, omit, etc.).

Showing: The words that follow this icon indicate the filters that are currently applied. See Section 3.8.1 Filter for more information.

A filled diamond indicates the step you are in. The bar between diamonds indicates that these Plan Steps should be completed in order: the top one first, then the one below it, and so on.

X Close this form or information box.



In Farm Assets, when you select a field, these icons appear near the top. Select the left icon to view your list. Select the right icon (the scale) to view your balance.

Trash (delete) this.