How to Use iRecord Guide

In this guide we will take you through the steps of registering for an account, taking part in a specific iRecord event and uploading your wildlife sightings.

Sign up for an account using an internet browser on your phone or computer.

- Follow the link: https://www.brc.ac.uk/irecord/user/register
- Put in your details (username, email, password, confirm password, first name, last name and tick agree with terms) and then click 'create new account'.
- If you are under 16 years old, you can still create an account. Just be sure to tick the 'Under 16' box when signing up.
- A confirmation email will be sent to you to activate your account. Access the email and follow the link within to confirm the details you gave were correct.

Join an iRecord event to start adding your wildlife sightings to it.

- Login to iRecord: https://www.brc.ac.uk/irecord/
- On the homepage look for the menu option called 'Activities'. This will either be visible at the top of the page or you will have to click on 'main menu' to see a drop-down list and then select it.
- Click 'Browse all activities' and type in part of the name of the activity you want to join. Then click the 'go' button.
- You should see that different available activities comes up, which match your search. To the right there is a column called 'Actions', which contains a button with a star on it. Click the star of your chosen activity.
- This will take you to a new page where it will ask if you want to join the event. Click the button 'join'. The event should now be added to your activities.
- Any time you login to iRecord you can click the 'Activities' tab on the homepage and view events that you are signed up to listed under 'My activities'.

Alternatively, once you have created an iRecord account, you can follow an event link to take you to its homepage. This is the link for the Cambridge Festival 2021 Citizen Science Event: www.brc.ac.uk/irecord/join/cambridge-festival-2021-citizen-science

Click the 'join' button to add the event to your activities and feel free to share the link with others.

Upload a wildlife recording using an internet browser.

The best way to start is to take a photograph of the species you have seen. You can then upload them with your records and people can verify your sightings.

- Go to 'My activities' on iRecord. If you have joined an event you will see it listed here.
- Under the 'links' column, click on the button 'Submit your own records'.

Please note that if you have multiple wildlife records from different locations or different days you will need to fill in multiple upload forms.

- This will take you to the 'what did you see' tab. First, enter the date of the recording and the name of the recorder.
- Then for each species you have seen you can add a separate entry. In the first column 'species', you can start typing in either the English or Latin species name. A drop-down list of close matches appears, and you can choose from these options to select the right species. This can be helpful if you only know the common name.
- If you **are not** sure which species you have found you can enter your best guess and then in the 'certainty' column change the dropdown menu to 'uncertain'. If you **are** sure about your species id then keep this listed as 'certain'.
- If you do not know the specific species but do know a higher classification, like 'butterfly' or 'insect', you can write these more general identifiers in the 'species' column instead.
- In the column 'quantity' you can write how many of each species you have seen. If you know it, you can also record the sex and life stage of the species by filling in the columns 'sex' and 'stage'. For example, you may know that you have found an adult, female butterfly.
- If you have any extra information you can add this in the column 'comments'.
- Finally, you can click the 'add images' button to browse for and upload the specimen images you have taken.
- If you would like to add records for more species, a new row will have appeared. Simply repeat the process until you have added all your records.
- Now click the 'Where was it' tab.
- This allows you to record where you found the species. First, under 'location' you can write where the species was spotted. For example, you may write: Sheep's Green, Cambridge.
- Then you need to enter a 'spatial reference', which will allow your records to be displayed on a map.
- If you already know a spatial reference for your record location (such as a British National Grid square) then you can enter this information under 'Enter a spatial reference'.
- Alternatively, you can search for the name of a location and choose from a list. Under the heading called 'Or search for a place on the map' type in the location, click the 'search' button and select the correct location from the list.

- The third and final method is to use the map on the right of the screen to manually select the record location. Use the plus and minus arrows, highlighted here, to zoom in and out and the arrows at the top left of the map to move around. Then, when you are happy you have found the right spot, click on that location on the map. The square area you have selected should be highlighted red.
- Finally, under the 'Habitat' and 'Overall comment' headings you can select the type of habitat your species was found in from a drop-down list and add any final notes.
- Click 'submit' and your record will be added to your selected event.

Remember, if you have records from different locations or different days you will need to fill in multiple upload forms.

Upload a wildlife recording using the iRecord phone app.

The best way to start is to take a photograph of the species you have seen. You can then upload them with your records and people can verify your sightings.

- You can download the iRecord app for free from the 'Google Play App Store' on Android devices or the 'App Store' on Apple devices.
- Once you have registered your account (see above for instructions on how to do this) you can then open the app and login by entering your username and password.
- Select the 'Activities' tab at the bottom of the screen and a list of the activities you have joined should be displayed. (Please see above for instructions on how to join an event using an internet browser). Click your chosen activity and a tick should appear next to it. Any recordings you make will now be added to this event.
- Make sure the app can access your phone's location so that your species records can be added to a map.
- To add a new record, click the green plus button at the bottom of the app's homepage.
- Start typing in the species name and it will autocomplete with options for you to select. You can type in the English or Latin names. If you do not know the specific species but do know a higher classification, like 'butterfly' or 'insect', you can write these more general identifiers here instead.
- When you have done this, a draft record entry will then be added to your 'pending' tab at the top of the homepage.
- You can click on a draft record to add in the rest of its data.
- If you have allowed iRecord to use your phone's location, some data will already be filled in. If you click on 'location' you can then fill in the rest of the information. First, write the name of the record location at the top of the page. For example, you may write: Sheep's Green, Cambridge.
- If the rest of the record location has not been filled in automatically you can select it on the map manually. You can move around the map in different directions by swiping with your finger and zoom in and out using the plus and minus buttons. When you are happy you have found the right spot, click the grid square closest to where you found your species and it should highlight red. You can click the green arrow in the top left of the screen to get back to the rest of your record's data.

- You can then select the 'date' the recording was made and add a 'comment' if you have some other useful information to include.
- Your chosen event should already be listed under 'Activity'.
- Extra details can then be added, if they are known, under 'abundance', 'stage', 'sex' and 'identifiers'. For example, these categories could record that 2 specimens of a species were seen, that both were adult males and that they were identified by John Smith.
- Finally, at the bottom of the screen you can click the green camera icon to search through your phone and upload any pictures you take of the species you see.
- When you are happy, go back to the overview of your record and click the 'upload' button in the top right of the screen.
- Your record will now have been added to your chosen event

Following an event and viewing uploaded records.

- Login to iRecord on an internet browser.
- Go to 'My activities'. If you have joined an event you will see it listed here.
- Under the 'links' column, click on the button 'View all submitted records'.
- This will take you through to a map, where you can see the locations of all the species that have been recorded as part of the event. If you have uploaded any records these will be displayed here too.
- Beneath the map there is a 'Records' tab. This will display all the information for the species that have been uploaded, including their name, where they were seen and who recorded them. This will allow you to find your own records and see what everyone else has found. If you click on a record in the table it will be highlighted on the map.
- The tabs, 'Species', 'Taxon Groups' and 'Families' give a full list of all the species and higher classification groups (insects, amphibians, mammals etc.) that have been recorded as part of the event.
- You can also view an overall summary of what has been found during the event.
- Under the 'links' column, click on the button 'event summary'.
- This will show another map of where species have been spotted during the event but also provides a breakdown of how many records, species and photos have been uploaded as well as how many recorders have taken part.
- The tabs at the top of the page provide further information, including a league table to keep track of who has submitted the most records.

You should now be able to sign up for an account on iRecord, join a specific event, upload wildlife recordings and view an event summary, showing all of the species that have been found.

We hope you enjoy using iRecord and sharing your wildlife sightings with others.