

## Getting started with iRecord

Firstly, you need to open the **Tackley Heath** site home page by clicking on the following link:

<https://irecord.org.uk/join/tackley-heath---oxfordshire-local-wildlife-site-42q01>

1. Click on [create new account](#) on the home page.
2. Enter a username, your e-mail address and your name.
3. Read and accept the [Terms and Conditions](#).
4. You will be sent a verification e-mail. Follow the link to set up your account and become a member.

You will need a password to set up your account. It needs to be at least 8 characters with upper- and lower-case letters, numbers, and a special symbol.

You will need to Log in to carry out any activities on the site. Once you have logged in, it is worth bookmarking that page.

When you have followed the above procedure, if you are using the same device, it will recognise you when you next log in and open a page in your own name. It is very satisfying!

### **Submitting a Wildlife sighting**

Start by clicking the “RECORD” button. You then have the option of entering a “casual” record, or a “list” of records. The former is for a single record and the latter where you have more than one record to enter at the same time. The advantage of this the latter option is that you can lock certain features which will be common to the records you are about to enter, eg your name as recorder and date, so that these will have been entered on each form you are going to fill in. You lock the information by clicking on the padlock beside the information box. Remember to make sure these are unlocked if you go to a new set of submissions because, if you don't and you then want to change something after you have submitted it, it will change all the entries that were entered at the same time.

Note you will need to show that you wish your record to be entered onto the **Tackley Heath** site. This is important because it will come up showing the “No” button highlighted, so you need to click on the “Yes” button.

1. Select 'Enter a casual record' from the 'Record' tab.
2. Type in the common or scientific name of your species and select the correct one from the dropdown options.
3. You will be invited to click on a box to indicate how certain you are of your identification. You will have the opportunity to choose between Certain, likely, and uncertain. This will help the verifiers to understand how closely they need to look at your record.
4. Click 'upload photo' to add one or more photographs of your wildlife sighting. You do not have to upload a photo, but I cannot emphasise enough how valuable this will be in helping to verify the accuracy of your record.
5. Complete all the boxes you can, including “Habitat” – I fill in “Heath, scrubland and hedges” from the drop-down menu – and you can fill in a comment if you wish, for example, if I add a moth entry I note if I have caught it in my moth trap.
6. Left click on the map to show where you made your wildlife sighting you will find that if you hover over the map, it will change between an ordnance survey map of the area and a google maps image of the Heath so you can orientate yourself, for example, by finding

the entrance to Little Heath Farm. I find this easier to follow than the O.S map personally. If you find this difficult, and it can be, instead of using the map click on the "Enter a spatial reference", which is the National Grid Reference, SP 46798 21078. This is the centre of the Heath. You don't need to enter a grid reference and click on the map. If you do use the map, you will find it automatically fills in the exact grid reference for the location you have identified.

7. Click 'submit' in the bottom left-hand corner.

### **Submit a list of records made in the same place on the same date.**

1. Select 'Enter a list of records' from the 'Record' tab.
2. Enter the species you saw, any information about them and photos, if possible, on the 'what did you see' tab. As said above, it cannot be emphasised enough how valuable a photograph would be.
3. Click on the 'when and where was it' tab to enter the date and location of your records to enter the location, tap on the map. It will bring up a message congratulating you on successfully selecting a location or enter a grid reference as outlined above.
4. Add an overall comment if you wish and click 'submit'.
5. You can now go to the next form to fill in and you will see that the information you have locked will already be completed.

### **Verifying your records**

It is obviously important that the records on the site are accurate. This shouldn't overly concern you and should certainly not stop you adding any records you are unsure of. The site has a built-in safety mechanism in that records are checked by a group of expert verifiers who look at all records to ensure they are accurate. To aid this process, as outlined before, it would be enormously helpful to have photos of the subject of your record and for you to choose "uncertain" in the appropriate box if you are in any doubt. If the site administrators want an entry checked, you will be emailed with a notification letting you know and a follow up email when they have looked at it. If this happens, once you have been notified that your record has been verified, you can go on your own records (see below) and you will find the name of the verifier will be added to your entry.

### **Viewing records**

To view records, click on "Explore".

To view you own records, click on "My records" and scroll below the map.

To view all records on the site, click on "All records", click on "Create a filter", click on "Where", in the box "Search for site names containing" type Tackley Heath, scroll down below the map and click "Apply" and scroll down below the map to see all records submitted for the Tackley Heath site. You can click on "Save filter" and next time you want to explore all records for the site, after you have clicked on "All records" you can click on a box "Stored filters" and that will bring down a box with "Tackley Heath" at the top.

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