

User Guide to Submit Records

On the BRERC home page read the instructions to ‘submit a single sighting’ or ‘submit multiple records’. This guide will deal with submitting a single record and is devised for use on desktops, so behaviour on mobile devices may vary.

Entering data into the wrong fields will invalidate your record and result in it being removed from the system.

Go to Wildlife Recording > Submit a Sighting. On this page the fields with red stars are required, and those without are optional. You can click the lock symbol to lock this value when inputting multiple records.

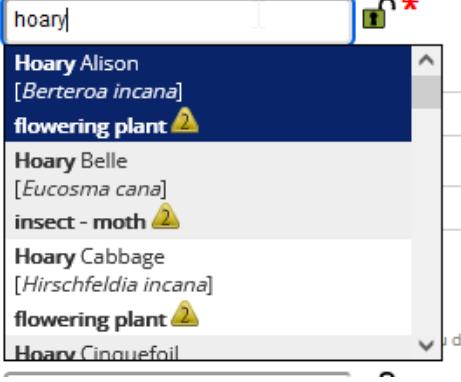
Date: Click into the box and use the drop down calendar to select the date of sighting, or use format 01/01/2021 to manually add the date.

Personal details: Enter your name(s) and email address (this will only be used to contact you if we require further information to verify the record). If you have a user account these fields will not be visible.

Recorder name: Enter the full name of the person who saw the species. If you have a user account this will be pre filled with your name.

Species: What did you see? Type the species name (English or Latin) and select the correct species from the drop-down list.

Species:	<input type="text" value="hoary"/>  *
Sex/Stage:	
Record Type:	
Abundance:	



The dropdown menu shows the following options:

- Hoary Alison [Berteroia incana]
- flowering plant
- Hoary Belle [Eucosma cana]
- insect - moth
- Hoary Cabbage [Hirschfeldia incana]
- flowering plant
- Hoary Cinquefoil

If a species has a triangle containing a number then it has notes on identification, you can read these by selecting the species and hovering over the triangle and they may help you rule out certain species.

Species:	<input type="text" value="Oak Hook-tip"/>  *
Sex/Stage:	<input type="text"/> Enter the species name and pick it from the list
Record Type:	<input type="text"/> If unsure, use Present as default

Can be confused with other species. Should not present any difficulty for experienced recorders; however, good quality photographs or a specimen will be required if the recorder is not familiar with the species, and experienced recorders may be expected to provide additional evidence if the species record is outside of the normal flight period or geographical range. Worn specimens (esp. micro-moths) are likely to be unidentifiable unless a specimen is retained for microscopic examination.

Sex/Stage, Record Type and Abundance: Click on the boxes and use the drop down lists to select the correct option. If unsure use the default option written in the text under each box.

Identified by: If the record was identified by an expert (other than yourself), use this field to enter their name. Otherwise leave this blank.

Photos: To add a photo you have taken of the species sighted click ‘Add a photo’ and select the image from your device.

Sensitivity: The following species are classed as sensitive: Badger setts, otter holts, raptor or owl nests, bat roosts and certain sensitive plant records determined by Natural England. To see the list and details on how these records are used please go to https://www.brerc.org/data_policy.htm

If your record corresponds to this list then tick the box 'Is this record sensitive' and under 'Blur record to', use the drop down list to select 'Blur to 1km'.

Location: In the Location box please type the name of the place where the record was seen. Do not include house names or numbers. If in doubt, use the nearest road name, e.g. 'Field off Church Road, Yatton'.

Grid Reference: You can work out the Grid Reference for your sighting by using the map (1) or enter the Grid Reference manually if you already know it(2).

1. To search using the map to the right, use your mouse or the arrows and zoom controls to move around the map. You can change the **Base Layer** (see screenshot below) between aerial and satellite using the plus symbol on the right hand side of the map.

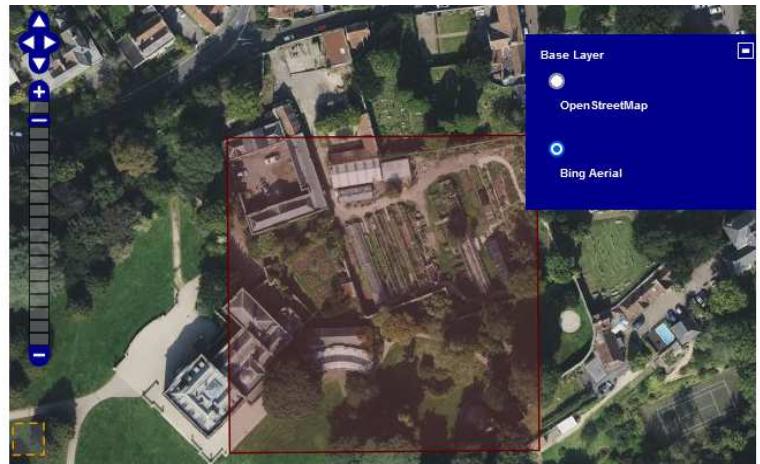
Once you have found the location of the sighting, click on the square and this will automatically enter the Grid Reference into the box to the left. A yellow message will appear to tell you what resolution you have selected.

Grid Reference:
ST562787  *

To enter your grid reference:
• Click on the record location on the map
• Or enter a grid reference below

Good. 100m square selected. We've switched to a satellite view to allow you to locate your position even better.

For more information on Wildlife Recording, visit the BRERC website at www.brerc.org.uk



If you have selected the incorrect square then use the minus button to zoom back out and you can move around the map and reselect.

2. If entering the grid reference manually then the map will adjust to show the location you have entered. The website will prompt you to check the map to ensure the correct location is shown. If the map does not match the location of the sighting then the grid reference is inaccurate, so please use the map to find the correct position. The grid reference for a given record must match the location you have entered.

For mobile devices only: To enter your current location from a mobile device, then you can use the location finder in the Grid Reference box (click on the symbol inside the box and if prompted then allow the page to use your devices location). This will automatically fill in your grid reference and select a square on the map.

Grid Reference:
ST562787  *

To enter your grid reference:
• Click on the record location on the map
• Or enter a grid reference below

Submitting and amending records: Press the submit button to finish.

If you have made a mistake and need to amend the record, go to Wildlife Recording > My Records and scroll to the list of your records below the map. Click the relevant record and then click the Edit This Record icon to the right hand side of the screen.

If you do not have a user account you will not be able to amend the record after you have submitted it.