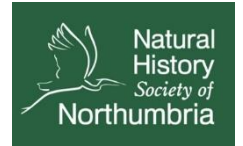


Using iRecord



What is iRecord?

iRecord is an online recording website and App to share and collate your wildlife records. Through iRecord, your records are shared with those who need them to inform monitoring and conservation efforts, both locally and nationally.

NHSN's **citizen science projects** use designated iRecord projects that allow you to submit your records via the relevant project forms. You can access the relevant recording forms via the NHSN citizen science project webpage or via your iRecord account.

While you do not need an iRecord account, it is recommended to create an account as it allows you to collate, edit and download your own records. It also enables you to join the NHSN citizen science projects and access the project forms via your account.

Explore this short guide

[NHSN citizen science projects](#)

[Joining the projects](#)

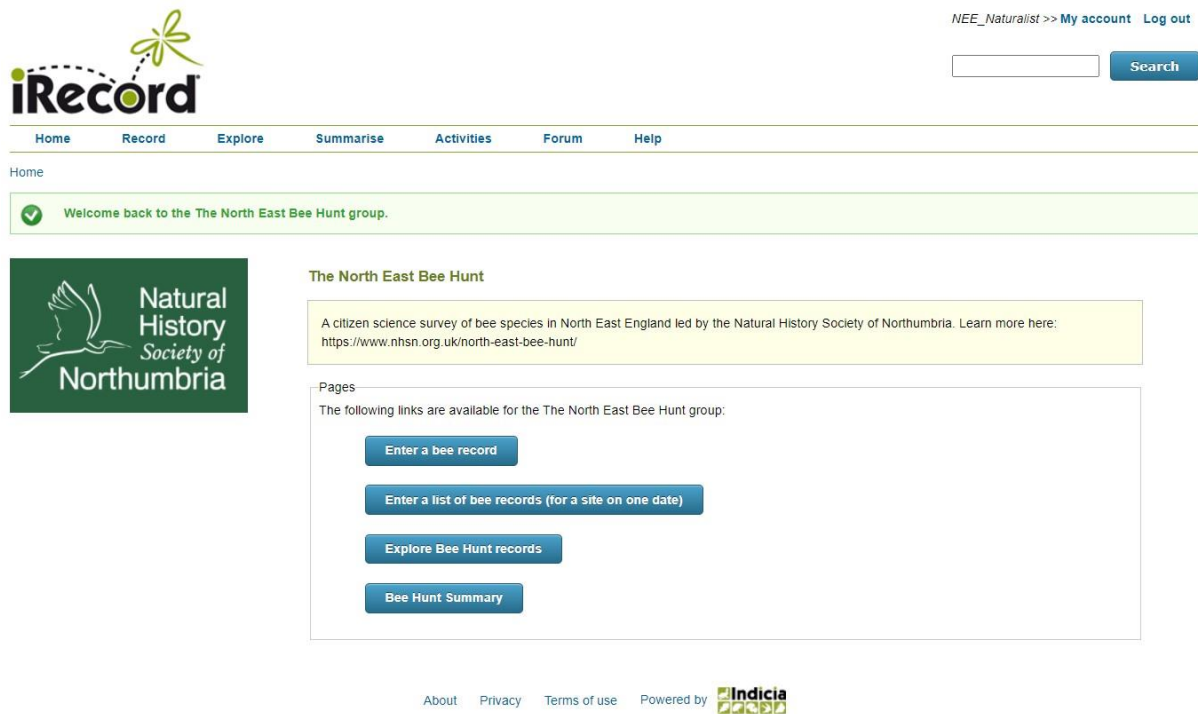
[Using the iRecord form](#)

[Getting a grid reference](#)

[Using the iRecord App](#)

NHSN citizen science projects

You can access the NHSN citizen science projects on iRecord, such as the **Bee Hunt** and **Ladybird Spot**, via the NHSN **citizen science project webpages**.



The screenshot shows the iRecord website interface. At the top right, there is a user profile 'NEE_Naturalist >> My account Log out' and a search bar. The navigation menu includes Home, Record, Explore, Summarise, Activities, Forum, and Help. A green banner displays a welcome message: 'Welcome back to the The North East Bee Hunt group.' Below this is the project logo for the Natural History Society of Northumbria. The main content area is titled 'The North East Bee Hunt' and contains a description: 'A citizen science survey of bee species in North East England led by the Natural History Society of Northumbria. Learn more here: https://www.nhsn.org.uk/north-east-bee-hunt/'. Underneath, a 'Pages' section lists four available links: 'Enter a bee record', 'Enter a list of bee records (for a site on one date)', 'Explore Bee Hunt records', and 'Bee Hunt Summary'. At the bottom, there are links for 'About', 'Privacy', 'Terms of use', and 'Powered by Indicia'.

The North East Bee Hunt project portal on iRecord to share and view each other's records

Enter a record

Use this form to share one sighting.

Enter a list of records

Use this form to share multiple sightings from the same site and date.

Summary

A summary of the records and species shared with the project.

Explore records

Explore the records that have been shared with the project using an interactive map.

Joining the projects

Only records submitted through the designated forms will be shared with the citizen science projects. You can access the relevant projects forms via the NHSN **citizen science project webpages**.

If you have an iRecord account, you can also join the citizen science projects on iRecord. This then allows you to access the project forms via your iRecord account, either by the **Activities** tab, or through your normal recording form by selecting the project from the **record destination** box.

Follow the links below and click on the blue **Join** button.

[The North East Bee Hunt](#)

[The North East Ladybird Spot](#)

[GNR iRecord Group](#)

The iRecord form

At first glance, the iRecord form can be daunting as there are a number of boxes to fill in about your sighting. Think about the **four essential parts** of your sighting: what species, where, when and who. While additional information is useful, the other boxes are optional. There is also the option to upload image(s) of your sighting to help confirm your record.

Enter a casual record

Species group forms: the recording form below allows you to record any species, but note that some species groups have their own custom recording forms that allow you to record extra information relevant to that species group. There are forms for bats, bryophytes, dragonflies, moths and others. See the full list in the "Record" menu, under "Species group forms".

The records you enter using this form will be added to the **The North East Bee Hunt** group.

The screenshot shows the iRecord form with several fields and annotations. The fields are: Date (dd/mm/yyyy), Recorder Name (Rankin, Charlotte), Species (empty), Certainty (Certain), Sex (not recorded), Identified By (empty), Quantity (empty), and Stage (not recorded). There is also a Photos section with an 'Add photo' button and a file upload area. Annotations in green boxes with arrows point to the Date, Recorder Name, Species, Stage, and Photos sections, providing instructions for each.

Date: dd/mm/yyyy. Select the date of the record. **Enter the date you found the species**

Recorder Name: Rankin, Charlotte. Please add the recorder's name, if it is not already shown, using the format: surname, first name. **Enter your name (surname, first name)**

Species: [Empty]. Enter the species name using the drop down menu that appears. **Enter the species and choose from drop down menu that appears**

Certainty: Certain. How certain of this identification are you?

Sex: not recorded. Please indicate the sex of the organism, if recorded.

Identified By: [Empty]. If anyone helped with the identification please enter their name here.

Quantity: [Empty]. Provide an indication of the abundance.

Stage: not recorded. Please indicate the life stage of the organism, if recorded. **Specify a life stage (e.g adult or larva)**

Photos: Add photo. Upload photo(s) of the species if you can.

The first half of the form focuses on the what, who and when

Date

The when. Click on the calendar symbol and select the date you observed the species.

Recorder name

The who. Enter your name using the format: surname, first name. If you are logged in, your name will already be shown.

Species

The what. Type in the species you have observed. Select the correct species from the drop down list that appears as you type in your species. You will also be prompted to specify the life stage of the species (e.g adult or larvae, flowering or fruiting).

Location and enter a spatial reference

The where. In the **location** box, enter the site name e.g Saltwell Park, Gateshead. Be as specific as you can but don't enter your postal address.

In the enter a spatial reference box, type in the grid reference, or use the righthand side map to generate it.

Sensitivity

Is the record sensitive?

Blur record to:

This is the precision that the record will be shown at for public viewing

Location:

Provide the name of the site, ideally using one that is recognisable from an OS map. Do not enter a postal address as the information you provide will be visible to others.

Enter a spatial reference:

Or search for a place on the map:

Or simply click on your rough position on the map.

Habitat:

Comment:

Click to submit your record

Enter the location name

Enter the grid reference

Or use the map

EDINBURGH

Isle of Man

SEA

About Privacy Terms of use Powered by Indicia

The second half of the form focuses on the where

Getting a grid reference

The iRecord form use grids references to pinpoint your sighting to an exact location. There are a number of ways to generate a grid reference for your sighting. If you visit the same sites, it can be useful to note down the site grid references for future reference.

Interactive map on the form

Using the **Search for a place on the map** box, type in a postcode or location. The map will zoom into the general area and you can select a specific area on the map by zooming in/out and clicking on the map.

Location:

Provide the name of the site, ideally using one that is recognisable from an OS map. Do not enter a postal address as the information you provide will be visible to others.

Enter a spatial reference:

Or search for a place on the map:

Or simply click on your rough position on the map.

Good, 100m square selected.

Habitat:

Comment:



Apps

While on the go, there are a number of free Apps to use such as **OS Locate**. When you spot a species you would like to record, open the App and note down the grid reference given. The iRecord App can also automatically generate the location for you (see Using the iRecord App).

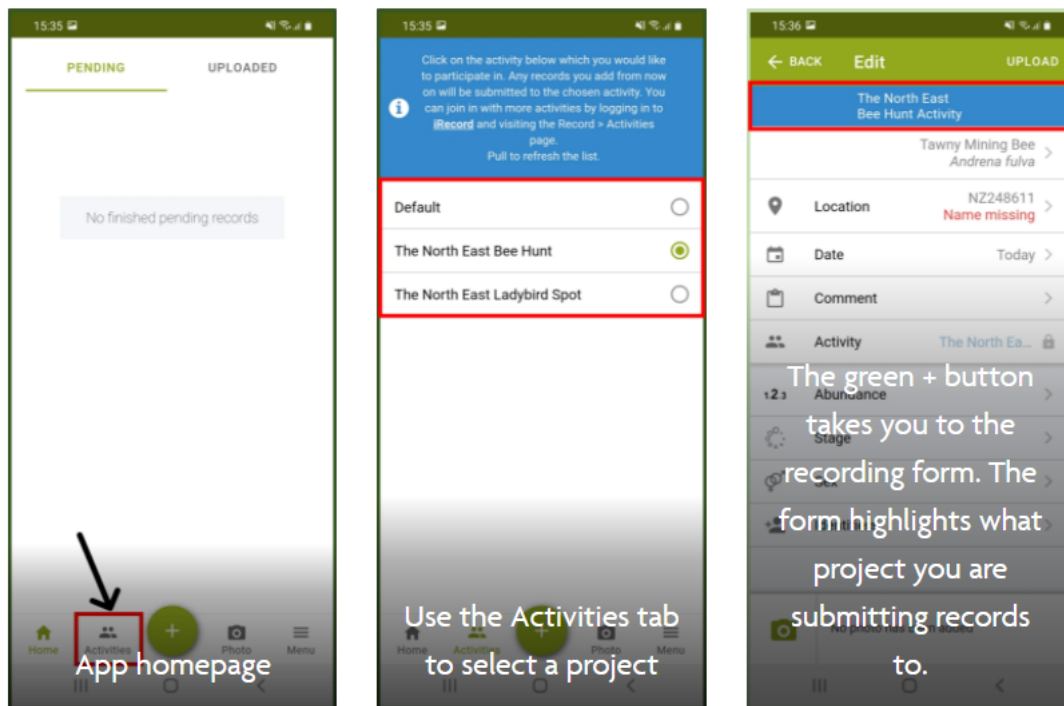
Websites

Back home, you can also use websites such as **Grab a Grid Reference**.

Using the iRecord App

To record while on the go, the **iRecord App** can be downloaded on both Apple and Android phones. Please note that you need to have an iRecord account to use the App. The website and App form ask for the same information about your sighting.

To upload your sightings via the NHSN citizen science projects, you need to first join the activities via the iRecord website. You can select the relevant project via the Activities tab on the App. When enabled, the App will automatically generate the location for you. Remember to click 'upload' to submit your sightings!



Using the App to submit your sightings to NHSN's citizen science projects

Have a go!

Practice using the form and finding grid references. Don't worry about making a mistake as details aren't shared until you click submit and can be edited after submission via your **Explore my records** page.

If you would like to explore iRecord more, iRecord have also put together a **comprehensive user guide**.