

## Quick Guide to Using the NBRC Website to Submit Biological Records

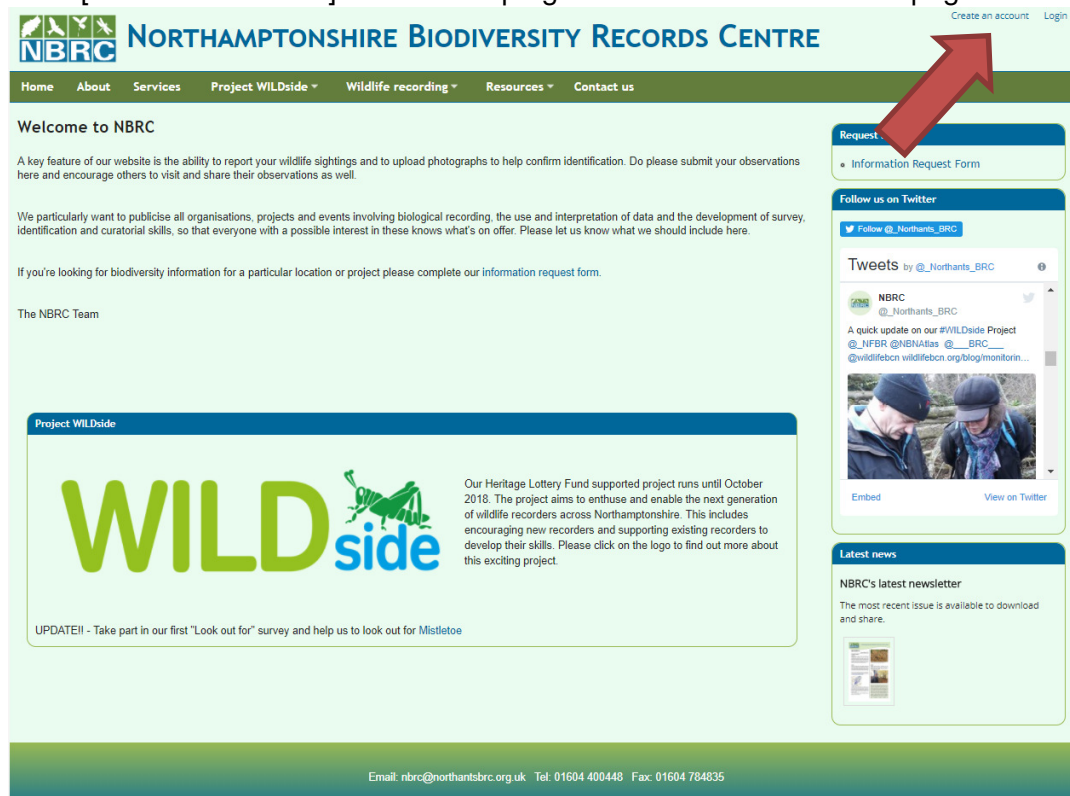
Ryan Clark – WILDside Project Coordinator

### Introduction

Biological records are essential to understanding and conserving the natural world around us, and tell us which species are found where. Our online recording system is a quick and easy way to get records to us, while keeping your own database of records. The records you enter on this website will feed into the NBRC database and the sightings will be visible to others via our website. This information is used to give an accurate picture of the status and locations of species for locally informed decision-making and to feed into national monitoring schemes.

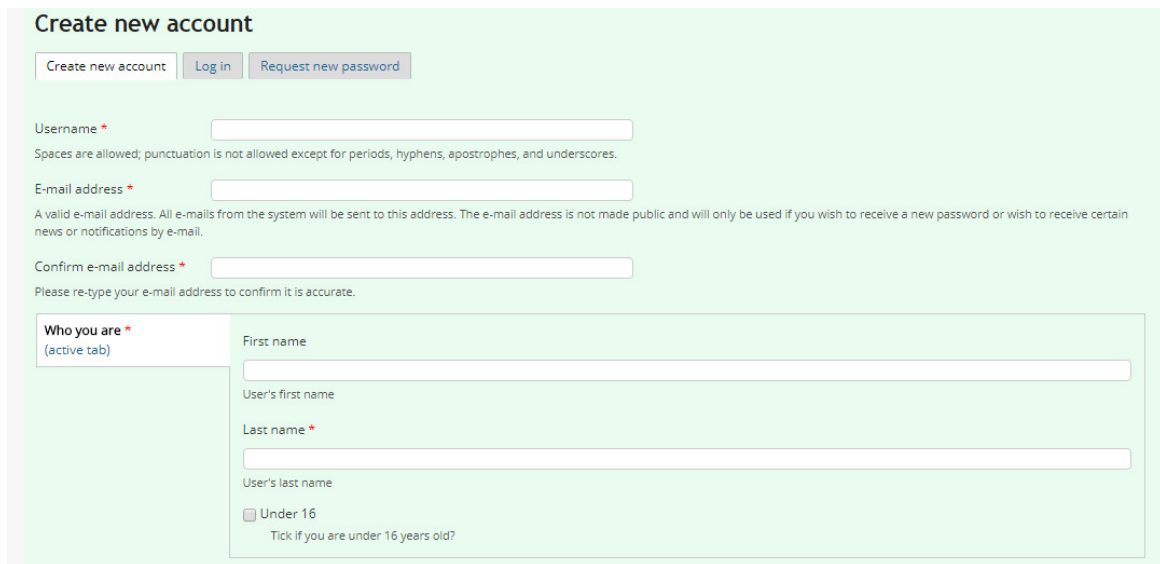
### Creating an Account

1. Click [Create an account] link in the top right hand corner of the homepage



The screenshot shows the NBRC homepage. The header includes the NBRC logo and the text 'NORTHAMPTONSHIRE BIODIVERSITY RECORDS CENTRE'. In the top right corner, there are links for 'Create an account' and 'Login'. A red arrow points to the 'Create an account' link. Below the header is a navigation bar with links: Home, About, Services, Project WILDside, Wildlife recording, Resources, and Contact us. The main content area has a 'Welcome to NBRC' section with text about reporting sightings and uploading photos. Below this is a 'Project WILDside' section featuring a large 'WILDside' logo and text about a Heritage Lottery Fund project. On the right side, there is a 'Request' section with a link to the 'Information Request Form', a 'Follow us on Twitter' section with a 'Follow @\_Northants\_BRC' button, and a 'Latest news' section with a link to the 'NBRC's latest newsletter'.

## 2. Fill in the form



**Create new account**

[Create new account](#) [Log in](#) [Request new password](#)

Username \*   
Spaces are allowed; punctuation is not allowed except for periods, hyphens, apostrophes, and underscores.

E-mail address \*   
A valid e-mail address. All e-mails from the system will be sent to this address. The e-mail address is not made public and will only be used if you wish to receive a new password or wish to receive certain news or notifications by e-mail.

Confirm e-mail address \*   
Please re-type your e-mail address to confirm it is accurate.

**Who you are \***  
(active tab)

First name   
User's first name

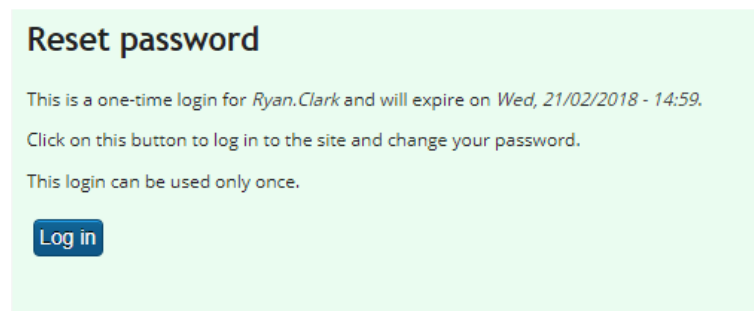
Last name \*   
User's last name

☐ Under 16  
Tick if you are under 16 years old?

You only need to tick the [Under 16] box and enter your date of birth if you are under 16.

3. Wait for the email to arrive in your inbox; *don't forget to check your junk mail*. Click on the link or copy and paste the link into your browser.

4. Click [Log in]



**Reset password**

This is a one-time login for *Ryan.Clark* and will expire on *Wed, 21/02/2018 - 14:59*.

Click on this button to log in to the site and change your password.

This login can be used only once.

[Log in](#)

5. Enter a password.



**Ryan.Clark**

[View](#) [Edit](#) [Track](#)

E-mail address \*   
A valid e-mail address. All e-mails from the system will be sent to this address. The e-mail address is not made public and will only be used if you wish to receive a new password or wish to receive certain news or notifications by e-mail.

Password  Password strength: **Weak**

Confirm password

To make your password stronger:

- Make it at least 6 characters
- Add lowercase letters
- Add uppercase letters
- Add numbers
- Add punctuation

To change the current user password, enter the new password in both fields.

▼ **Locale settings**

Time zone   
Select the desired local time and time zone. Dates and times throughout this site will be displayed using this time zone.

6. Click [OK]. You now have an account, follow the instructions below to submit your first record.

## Entering Records

1. Go to <http://www.northantsbrc.org.uk/>
2. Click [Login] link in the top right hand corner of the homepage, if you have not already signed up for an account then please see the 'Creating an Account' section of this document above.

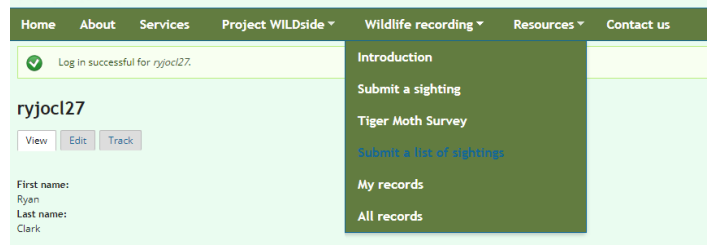
Although you don't have to have an account to submit a record to us, there are many benefits:

- Quicker to enter records
- See your own records
- Edit your own records
- Explore other people's records

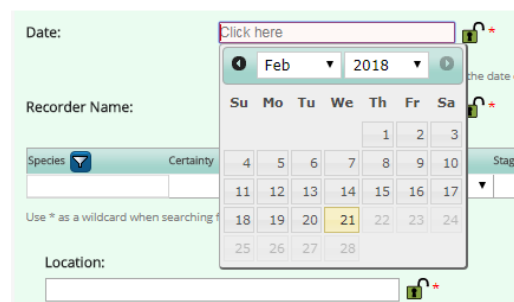


3. Enter your login details and click [Login]

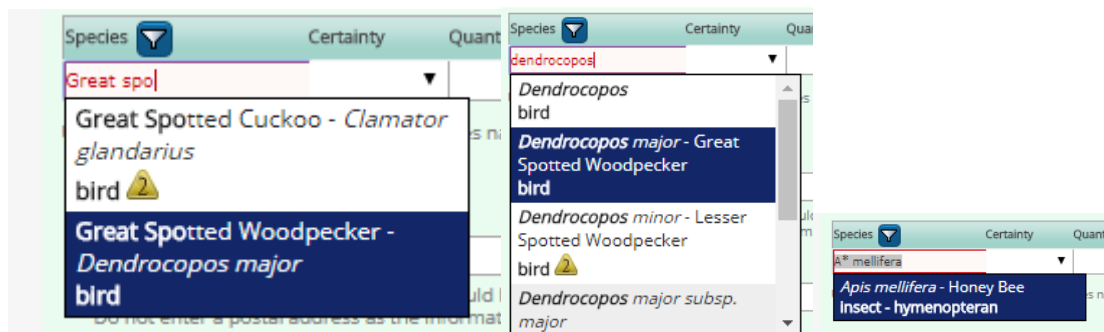
4. Hover over [Wildlife recording] and click on [Submit a list of sightings], you use this form to submit a list of sightings from a single site, on a single day



5. Enter the date that you saw the species, you can either type this or select it from the calendar



6. Type the name of the species you saw in the species box, you can either enter the common name or the scientific name, the system will suggest options, and click on the one that best matches the species.



You can also use wildcards by entering an asterix [\*], this will allow you to miss out sections of the species name. For example you can put [A\* mellifera] in and it will bring up an option for *Apis mellifera*, the honey bee

7. Select how certain you are about the identification from the drop down list
8. Enter a quantity, this can be a number or text e.g. 'Many', 'Few', 'Pair' 'Abundant' etc.
9. Select a gender and stage from the dropdown menus
10. In the [Identified by] field you can change the name to the person that identified the species, if it was not yourself.
11. In the [Location details] field you can enter more precise details about where the species was seen, e.g. by the path, in the flowerbed, etc.
12. You can add any additional comments about this record in the [Comments] field
13. Is your record sensitive? If so then you can choose to blur your record, which means that we still get the full resolution site details, but they are not shown publically
14. Add a photo to your record, this isn't compulsory but helps with verification and we love seeing your lovely photos!

15. Enter the location name into the location box. This could be the name of a village, town, parish, nature reserve, wood etc. Do not enter a postal address as the information you provide will be visible to others.
16. Enter the grid reference for your sighting, if you know it. Alternatively you can search for a place on the map by typing in a postcode, town etc. This will bring up a list of possible locations. Click on the one that matches best and the map on the right hand side will move to this location.

**Location:**

Please provide the location name. This could be the name of a village, town, parish, nature reserve, wood etc. 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:**

Select from the following places that were found matching your search, then click on the map to specify the exact location:

Northampton, UK

Or simply click on your rough position on the map.

**Overall Comment:**

17. Now choose your exact location by zooming in on the map and clicking on the relevant square, this will work out the grid reference for you and display it in the [Enter a spatial reference:] box. When you get closer in, the map should switch to satellite view which will allow you to more precisely work out your location. To change the resolution left click and hold down '+' and '-' keys .

**Location:**

Please provide the location name. This could be the name of a village, town, parish, nature reserve, wood etc. 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:**

Select from the following places that were found matching your search, then click on the map to specify the exact location:

Northampton, UK

Or simply click on your rough position on the map.

Good. 100m square selected.


**Overall Comment:**



18. Enter any other comments you may have and click submit. You have now entered your first record(s), well done!

## Viewing, Editing and Deleting Your Records

1. If you are logged in, you can access your records from any page by hovering over [Wildlife recording] and clicking [My records]
2. This displays your records, you can filter your records by any of the fields by typing in the white boxes above your records

Records											
ID	Source	Species	Common name	Taxon group	Site name	Grid ref	Date	Recorder	Images	Auto check	
6448518	NBRC   General records	Bombus (Bombus) terrestris	Buff-tailed Bumblebee	insect - hymenopteran	Lings Nature Reserve	SP80296384	08/02/2018	Clark, Ryan	 		
6294602	NBRC   General records	Corvus corone subsp. corone	Carrion Crow	bird	Lings Nature Reserve	SP80226383	21/12/2017	Clark, Ryan	 		

To look at an individual record you can click on the magnifying glass on the right hand side of that record

**Record details**

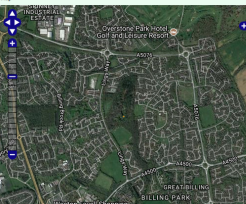
Species: Bombus (Bombus) terrestris  
Preferred species name: Bombus (Bombus) terrestris  
Taxonomy: Animalia > Hymenoptera > Apidae  
Survey: General records  
Recorder: Clark, Ryan  
Record status: Accepted as considered correct  
Verified by: Smith, Matt  
Date: 08/02/2018  
Grid ref: SP80296384  
Record comment: Worker found dead by Rachel Tate.  
Site name: Lings Nature Reserve  
Submission date: Entered on 8th February 2018 at 15:39 and last updated on 18th February 2018 at 23:21

Recorder Name: Clark, Ryan  
Last name: Clark  
Identified By: Clark, Ryan  
Sex: female  
Certainty: Certain  
First name: Ryan  
Quantity: 1  
Stage: adult  
Location details: On grass

**Photos and media**

No photos or media files available

**Map**




**Comments**


Smith, Matt 3 days ago  
Accepted as considered correct

Add new comment


3. To edit a record click the pencil and notepad icon instead of the magnifying glass. You will now be able to edit the record

Please enter all the species you saw at one site on a single day and any other information about them.

Date:  


Recorder Name:  

Please change the recorder's name, if different


Species	Certainty	Quantity	Sex	Stage	Identified By	Location details	Comment	Sensitivity	Add photos
Bombus (Bombus) terrestris - Buff-tailed Bumblebee	Certain	1	female	adult	Clark, Ryan	On grass	Worker found dead by Rachel Tate	Not sensitive	

Use \* as a wildcard when searching for species names.

You are editing a single record that is part of a larger sample, so any changes to the sample's information such as edits to the date or map reference will affect the whole sample. View all the records in this sample or add more records.

Location:  


Please provide the location name. This could be the name of a village, town, parish, nature reserve, wood etc. Do not enter a postal address as the information you provide will be visible to others.

Enter a spatial reference:  

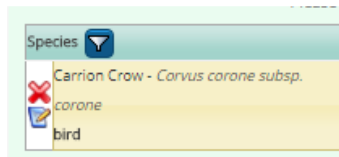
Or search for a place on the map:

Or simply click on your rough position on the map.

Overall Comment:



To change the species name, you click the notepad and pencil symbol by the species name. To delete your record you click the red X



4. Click [Submit] to save changes.

## Viewing Other Peoples Records

1. To view other people's records, hover over [Wildlife recording] and click [All records]
2. If you click create a filter in the top right hand side of the map, you can create bespoke filters in order to filter records

ID	Source	Species	Common name	Taxon group	Site name	Date	Recorder	Images	Grid ref	Actions
6485884	NBRC   General records	Turdus iliacus	Redwing	bird	Summer Leys Nature Reserve	04/02/2018	Abram, Rosemary		SP88986383	
6485878	NBRC   General records	Tyto alba	Barn Owl	bird	Thrapston	19/02/2018	Abram, Rosemary		SP98548012	
6476133	NBRC   General records	Meles meles	Eurasian Badger	terrestrial mammal	A45 South West of Wellingborough	16/02/2018	Hueber, Nathalie		SP877655	
6474466	NBRC   General records	Buteo buteo	Buzzard	bird	Irthlingborough Lakes and Meadows Nature Reserve	18/02/2018	Atkinson, Ben		SP952699	
6474465	NBRC   General records	Milvus milvus	Red Kite	bird	Irthlingborough Lakes and Meadows Nature Reserve	18/02/2018	Atkinson, Ben		SP952699	

## Contacting Us

If you have any questions or suggestions, then please get in touch via our email at [nbrc@northantsbrc.org.uk](mailto:nbrc@northantsbrc.org.uk) or give us a ring on 01604 400448. Your name will be kept permanently as part of the biological records submitted. Please see our Privacy Policy for details on how we store and use your personal data.

## This guide was produced as part of our WILDside Project

Our Heritage Lottery Funded WILDside Project provides support and guidance to biological recorders, enabling them to submit records via our online recording systems. We aim leave a legacy of newly engaged, resourced and trained recorders across the county of Northamptonshire.

