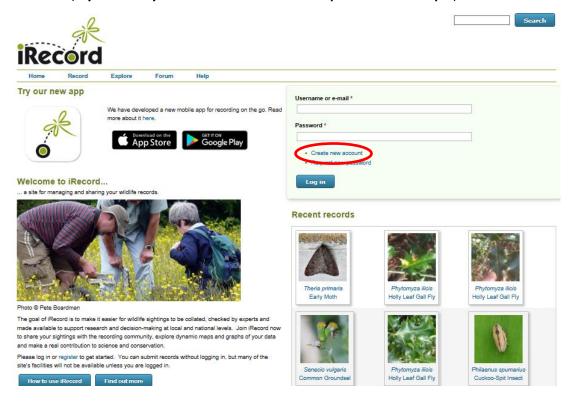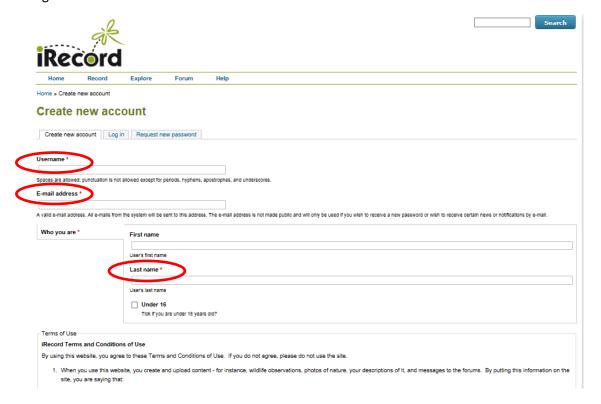# Appendix 3 – Submitting bumblebee survey results on iRecord

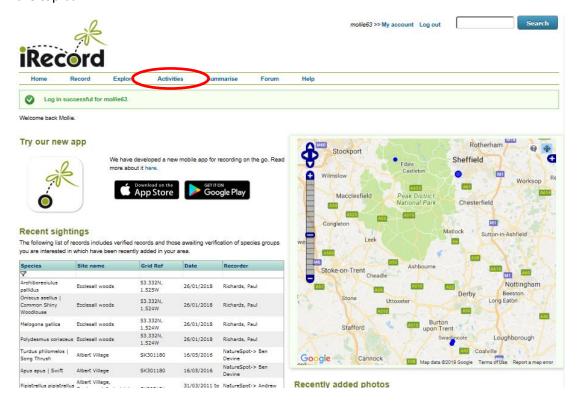1. Navigate to the iRecord webpage (https://www.brc.ac.uk/irecord/) and click 'Create new account'. (**If you already have an iRecord account skip forwards to step 4**).
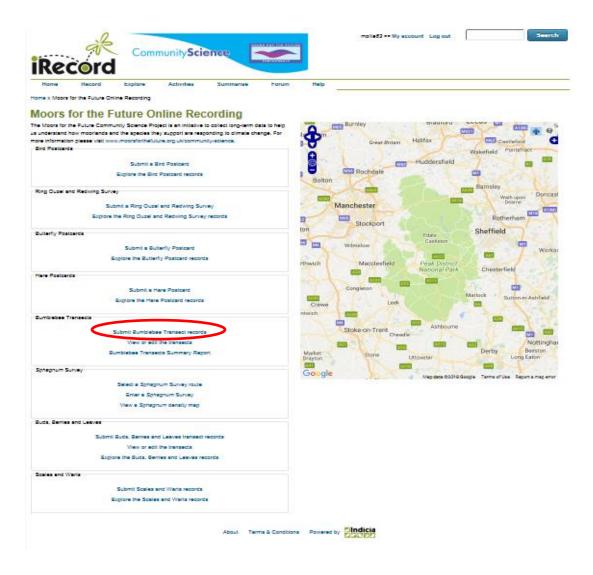

2. Enter a username, a password and your last name, then scroll down the page and tick the box 'I agree with these terms'. Click the 'Create new account' button.

3. You will receive an email asking you to verify your account – click the link in the e-mail.

4. Open the iRecord webpage (https://www.brc.ac.uk/irecord/) and login using your username and password.

5. Once logged in, open the page http://www.brc.ac.uk/irecord/moors-for-the-future

6. Alternatively, to easily access all the Community Science surveys in future, you can add Moors for the Future as a favourite activity. Make sure you are logged into iRecord and then click 'Activities' on the top bar.
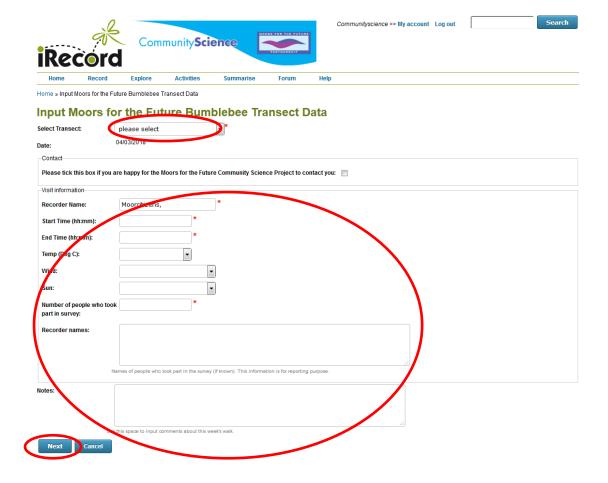

7. In the 'Search for' box, type 'Moors for the future' and then press 'Go'. 'Moors for the Future Online Recording' will appear in the 'About the activity' box below, press the yellow star button below 'Actions' to save it as a favourite. You can then click on the 'Moors for the Future Online Recording' button to reach the Community Science survey portal. In future, this link to the Community Science page will remain as a favourite 'activity' in this location. To access it, simply click 'Activities' and you will find it.

8. Once you have navigated to the Moors for the Future page on iRecord, under 'Bumblebee Transects' select 'Submit Bumblebee Transect records'.

9. On the 'My Moors for the Future Bumblebee Transect Walks' page; click on the green plus sign next to the date when you carried out your survey.

10. This will open the first 'Input' page, where you transfer the information from your paper form on to iRecord. First, choose the name of the transect you walked from the drop-down list.
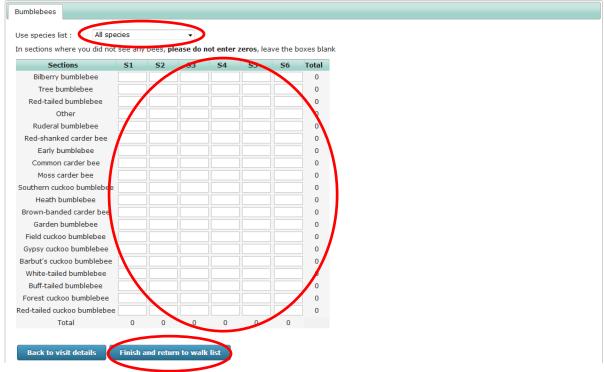
Search

iRecord CommunityScience

Home   Record   Explore   Activities   Summarise   Forum   Help

Input Moors for the Future Bumblebee Transect Data

Select Transect: please select *

Date: 04/03/2018

Contact

Please tick this box if you are happy for the Moors for the Future Community Science Project to contact you: ☐

Visit information

Recorder Name: Moorcitizens, *

Start Time (hh:mm): *

End Time (hh:mm): *

Temp (Deg C):

Wind:

Sun:

Number of people who took part in survey: *

Recorder names:

Names of people who took part in the survey (if known). This information is for reporting purpose.

Notes:

this space to input comments about this week's walk.

Next Cancel

11. In the 'Visit Information' section, add the times your started and finished walking the transect in 24 hour format. E.g. 1 pm would be 13:00.

12. Add the weather conditions (temperature, wind, sun) by choosing the relevant options from the drop-down menus.

13. Add the total number of people who took part in the survey, and then write in 'Recorder names' box the names of anyone (apart from you) who took part.

14. If you made any notes during the survey, you can add them here in the 'Notes' box.

15. Click 'Next'.

16. Choose which species list you'd like to use. You can choose from the drop-down menu at the top to use the 'all species' list as shown below, or alternatively narrow down the list to just our three target species.

17. Enter the numbers of each species you saw in the relevant box for the transect section you saw them in. If you weren't able to identify the bumblebee to species level, put the numbers in the 'other' box. If you didn't see any bumblebees in a particular section **DO NOT ENTER ZEROS** – just leave the boxes empty.

18. When you've finished entering your numbers, please click 'Finish and return to walk list'.