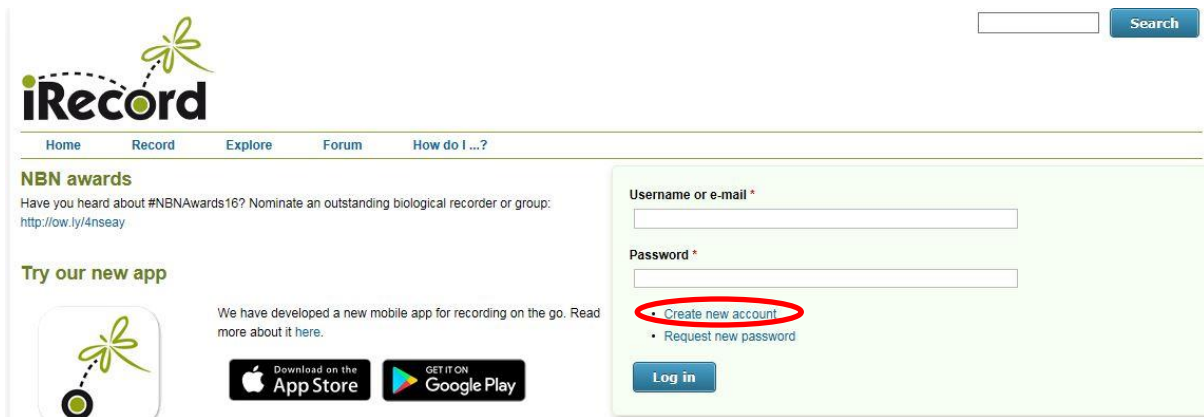


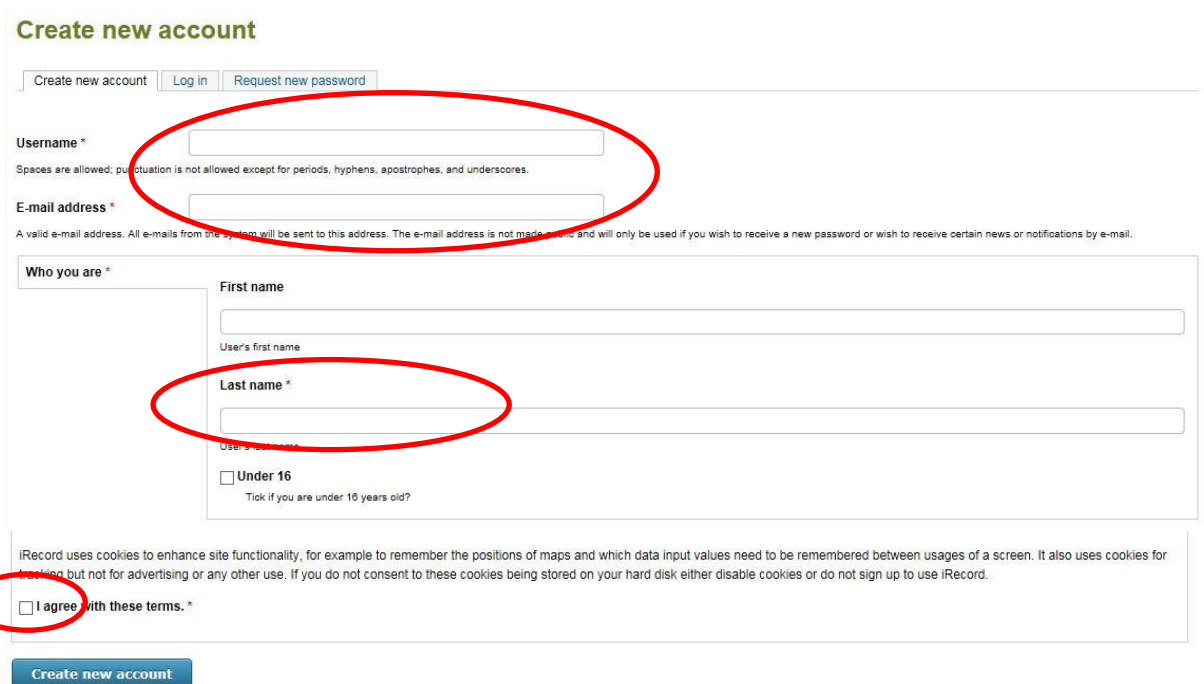
Submit your Bumblebee results online

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



The screenshot shows the iRecord homepage. At the top right is a search bar. Below the iRecord logo is a navigation menu with 'Home', 'Record', 'Explore', 'Forum', and 'How do I...?'. The main content area features a 'NBN awards' section, a 'Try our new app' section with App Store and Google Play download buttons, and a login/register form on the right. The form has fields for 'Username or e-mail' and 'Password', and two buttons: 'Log in' and 'Create new account'. The 'Create new account' button is circled in red.

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'.

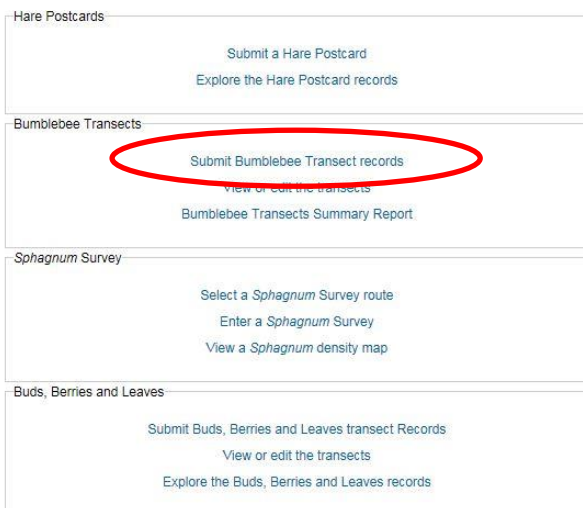


The screenshot shows the 'Create new account' form. At the top are links for 'Create new account', 'Log in', and 'Request new password'. The form has several fields: 'Username *', 'E-mail address *', 'First name', and 'Last name *'. The 'Username *' and 'E-mail address *' fields are circled in red. Below the 'Last name *' field is a checkbox for 'Under 16' with the text 'Tick if you are under 16 years old?'. At the bottom of the form is a checkbox for 'I agree with these terms.' which is also circled in red. A 'Create new account' button is at the bottom left.

3. You will receive an email asking you to verify your account – click the link in the e-mail.
4. Open the page <http://www.brc.ac.uk/irecord/> and then login using your username and password.
5. Open the page <http://www.brc.ac.uk/irecord/moors-for-the-future>
6. Alternatively, to easily access all the Community Science survey buttons in future, you can add Moors for the Future as a favourite activity. Make sure you are logged into iRecord. Click 'Record' then 'Activities' from the drop-down menu.



- In the 'Search for' box, type 'Moors for the future' and then press 'Go'. When 'Moors for the Future Online Recording' appears in the 'About the activity' box below, press the yellow star button to save it as a favourite. In future this link to the Community Science page will remain as a favourite 'activity' in this location. To access it, simply click *Record>Activities* and you will find it.
- Once you have navigated to the Moors for the Future page on iRecord, click 'Submit Bumblebee Transect Records'.



- Click on the green symbol in the box that corresponds with the date you performed your survey (example below shows where to click for a walk on 11th April 2016).

My Moors for the Future Bumblebee Transect Walks

Week Number		2016						
		Fri	Sat	Sun	Mon	Tue	Wed	Thu
-3	Mar	4	5	6	7	8	9	10
-2	Mar	11	12	13	14	15	16	17
-1	Mar	18	19	20	21	22	23	24
0	Mar	25	26	27	28	29	30	31
1	Apr	1	2	3	4	5	6	7
2	Apr	8	9	10	11	12	13	14
3	Apr	15	16 Longshaw T1	17	18	19	20 Edale T2	21
							Edale T1	

10. Choose the transect you walked from the drop-down menu 'Select Transect'. (If you have created your own transect you need to contact the Community Science team so we can help you add it to iRecord). Enter your start and finish times using the format HH:MM in 24 hour clock – for example 14:05.

Enter the weather conditions using the 'Temp', 'Wind' and 'Sun' drop-down menus and enter the number of surveyors who took part, and their names. In the notes box, transfer over any notes from your recording form. Now click 'Next'.

Input Moors for the Future Bumblebee Transect Data

Select Transect:

Date: 16/05/2016

Visit information

Recorder Name:

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.

Contact

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

Notes:

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

11. The input screen for you chosen transect will now load. Simply copy over the results from your recording form, entering the number of bees of each species in each section into the corresponding box. The default list that you see will include all bumblebee species as well as a row for 'Other'. If you have only recorded the three target species and others then you can simplify the view by clicking on the 'Use species list' drop-down menu and selecting 'Target species'.

Input Moors for the Future Bumblebee Transect Data

Holmfirth T1 on 2016-05-16

Bumblebees

Use species list:

In sections where you did not see any bees, please do not enter zeros, leave the boxes blank

Sections	S1	S2	S3	S4	Total
Bilberry bumblebee					0
Tree bumblebee					0
Red-tailed bumblebee					0
Other					0
Red-shanked carder bee					0
Ruderal bumblebee					0
Brown-banded carder bee					0
Buff-tailed bumblebee					0
Moss carder bee					0
White-tailed bumblebee					0
Common carder bee					0
Early bumblebee					0
Barbut's cuckoo bumblebee					0
Southern cuckoo bumblebee					0
Red-tailed cuckoo bumblebee					0
Forest cuckoo bumblebee					0
Field cuckoo bumblebee					0
Gypsy cuckoo bumblebee					0
Garden bumblebee					0
Heath bumblebee					0
Total	0	0	0	0	0

12. Work through each species and section. If a species was not seen at all in a section, then leave the corresponding box blank. **PLEASE DO NOT ENTER ZEROS**. Your final form should look like the example below:

Input Moors for the Future Bumblebee Transect Data

Holmfirth T1 on 2016-05-16

Bumblebees

Use species list : All species ▼

In sections where you did not see any bees, **please do not enter zeros**, leave the boxes blank

Sections	S1	S2	S3	S4	Total
Bilberry bumblebee	2		1		3
Tree bumblebee	1	4		6	11
Red-tailed bumblebee		1			1
Other	6		2	6	14
Red-shanked carder bee					0
Ruderal bumblebee					0
Brown-banded carder bee					0
Buff-tailed bumblebee			2		2
Moss carder bee					0
White-tailed bumblebee		1	2		3
Common carder bee	2		2		4
Early bumblebee	1	2		3	6
Barbut's cuckoo bumblebee					0
Southern cuckoo bumblebee					0
Red-tailed cuckoo bumblebee					0
Forest cuckoo bumblebee					0
Field cuckoo bumblebee					0
Gypsy cuckoo bumblebee					0
Garden bumblebee					0
Heath bumblebee	2		3	1	6
Total	14	8	12	16	

Back to visit details
Finish and return to walk list

IMPORTANT

When you add a number to a box, and then make your next mouse click, a small spinning 'wheel' will appear showing that the previous value is loading. You must ensure that all values have fully loaded before you finish, so after making your last choice, click on a blank part of the page to make sure the final value starts to load and its 'wheel' appears and then finishes spinning.

If any 'wheels' seem to be stuck, return to the relevant box, re-enter the number and then click on a blank part of the page.

Once all 'wheels' have stopped spinning, click 'Finish and return to walk list'.