An Introduction to iRecord

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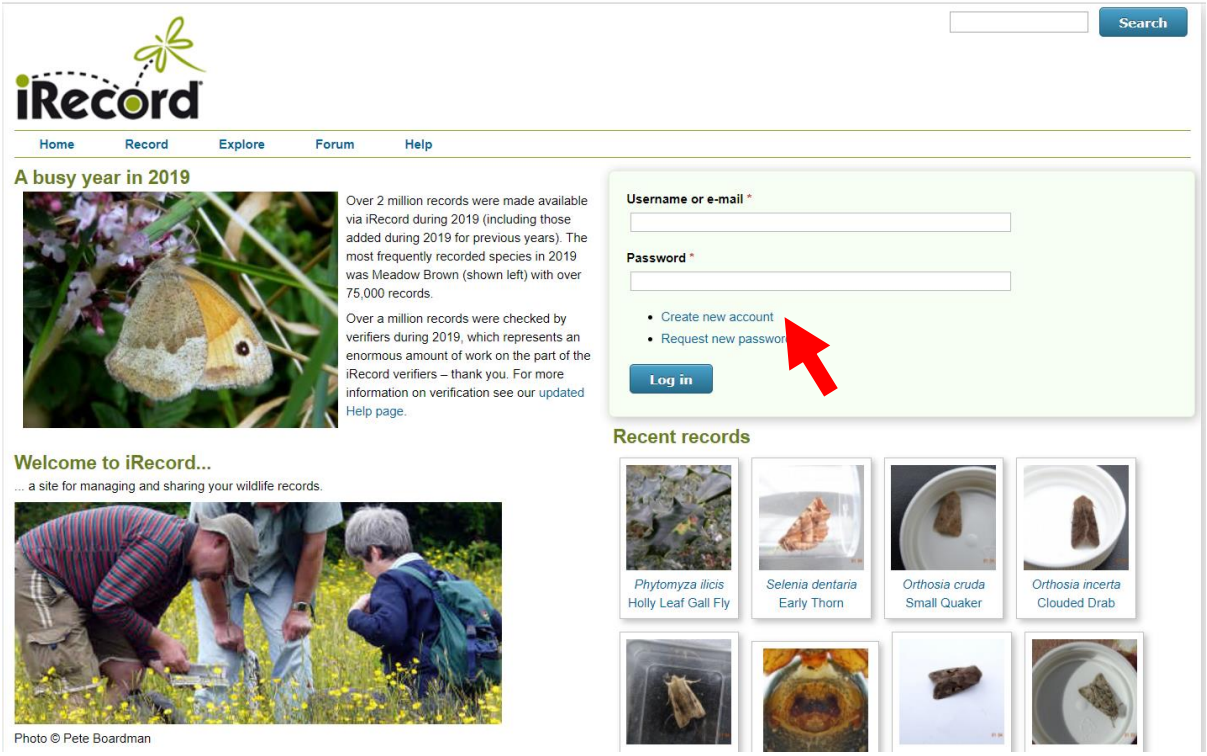
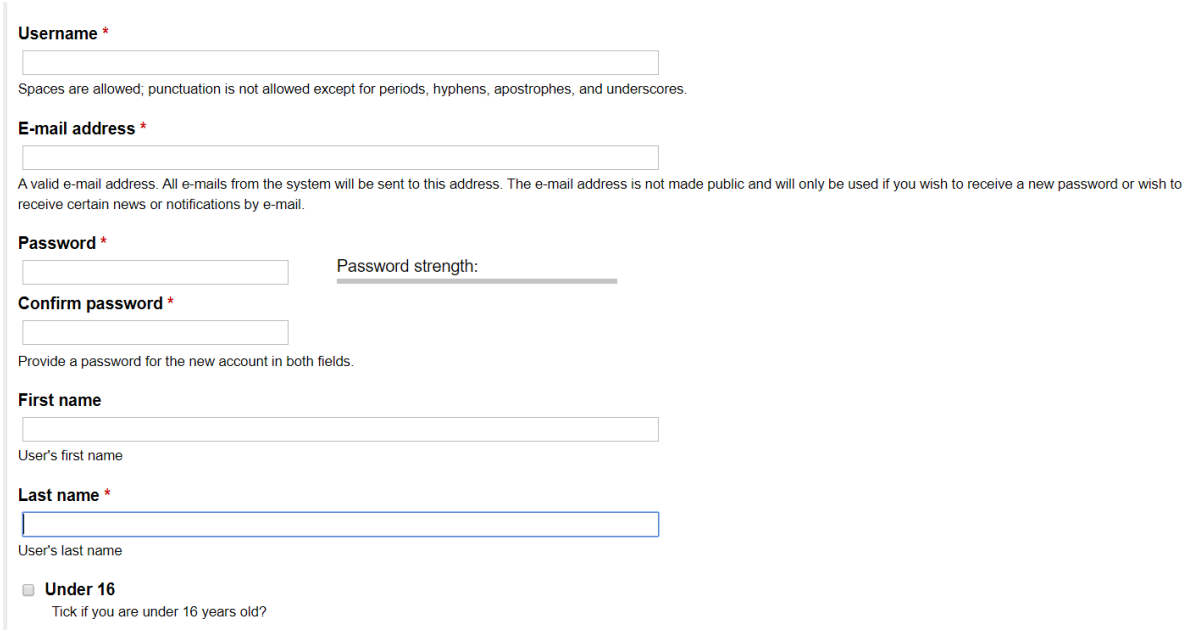
Creating an account

1. Go to https://www.brc.ac.uk/irecord/
2. Select ‘Create new account’



3. Fill in your details

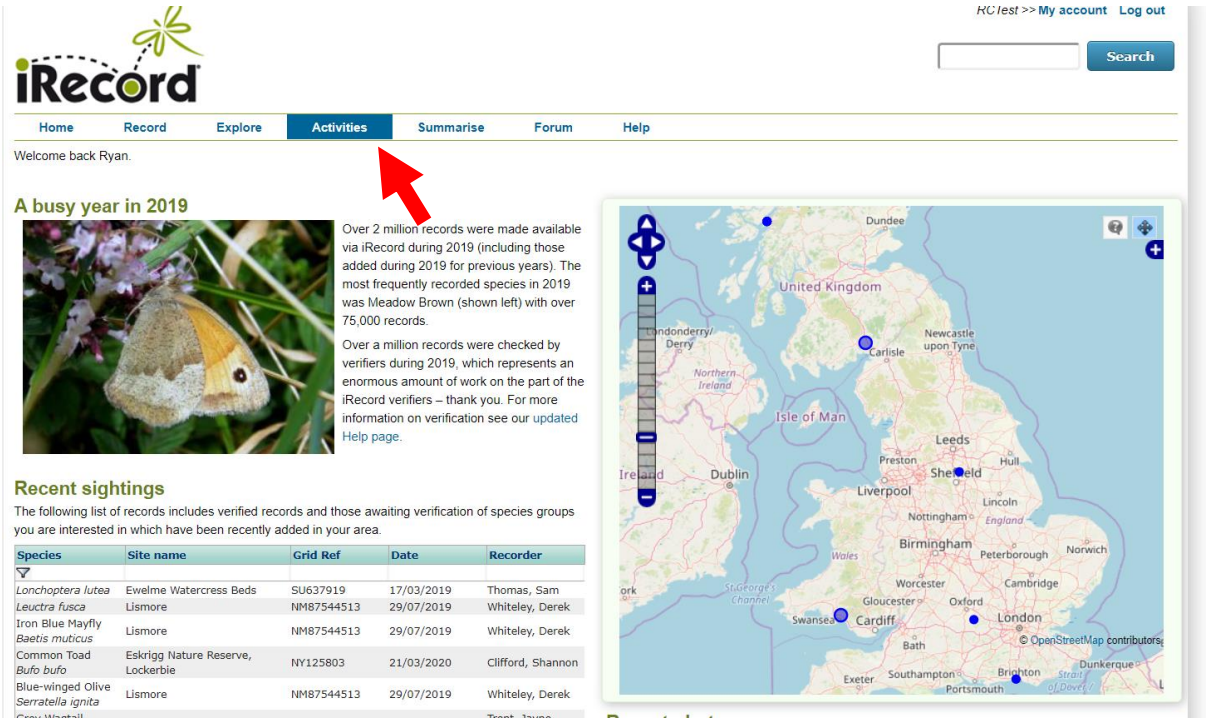


4. Check your emails and find the confirmation link, this sometimes end up in your junk folder
5. Your account should now be set up!

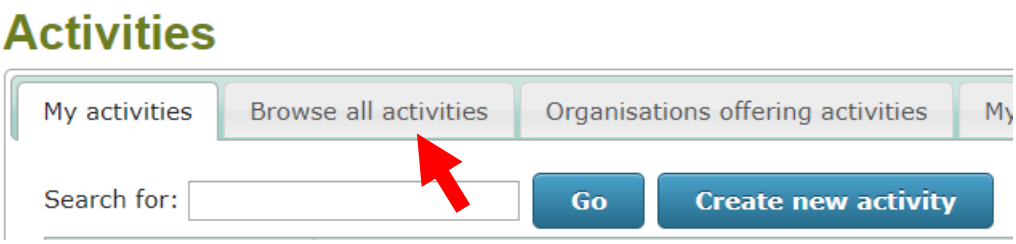
Joining ‘Wildlife from Home’

We would love it if you would join our ‘Wildlife from Home’ activity on iRecord. This means that we can keep a track of how many species between us we are finding in our gardens during the Covid-19 outbreak. It is simple to do this.

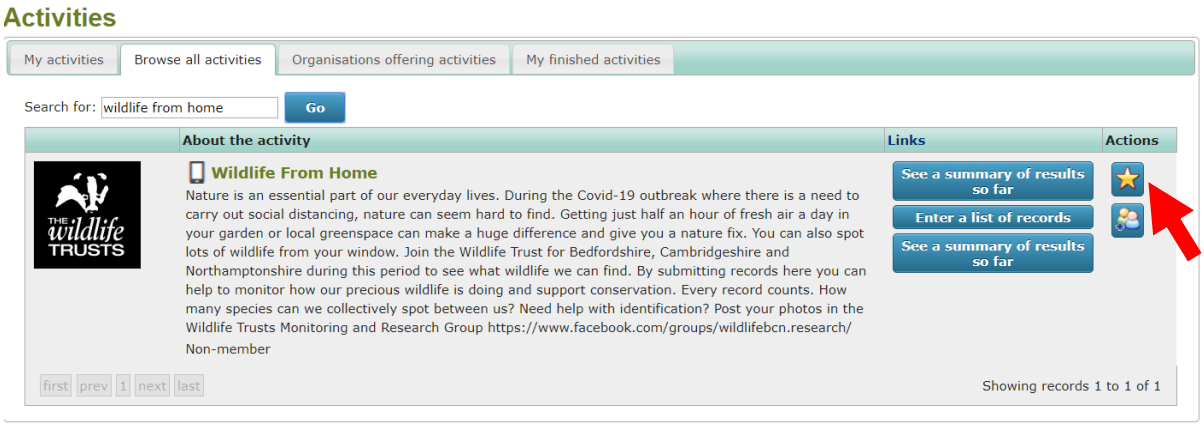
1. Click ‘Activities’ on the top bar.



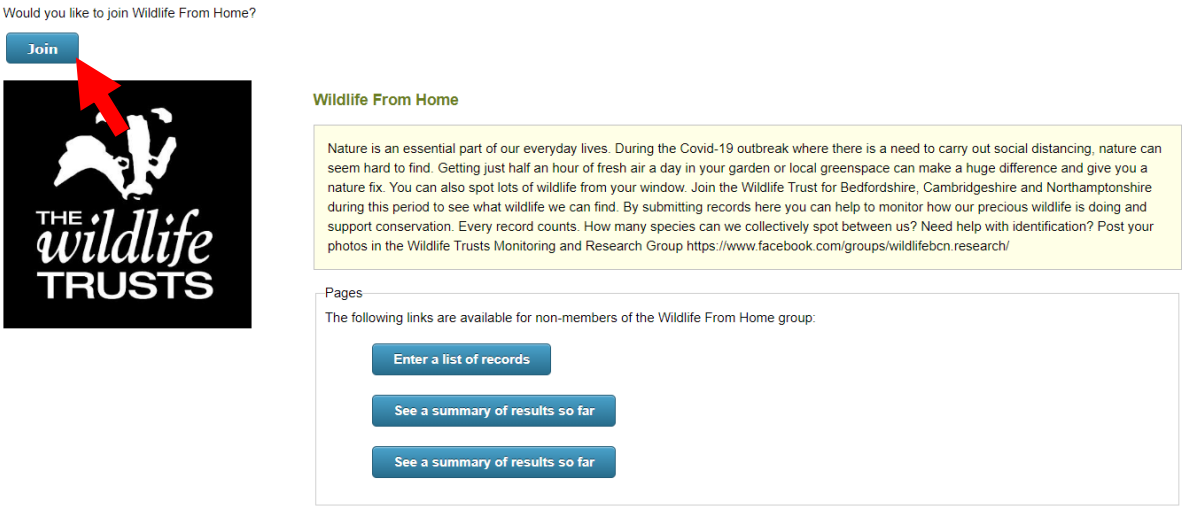
2. Click on the ‘Browse all activities’ tab



3. Search for ‘Wildlife from Home’ using the search box. Click on the star on the right hand side of the page

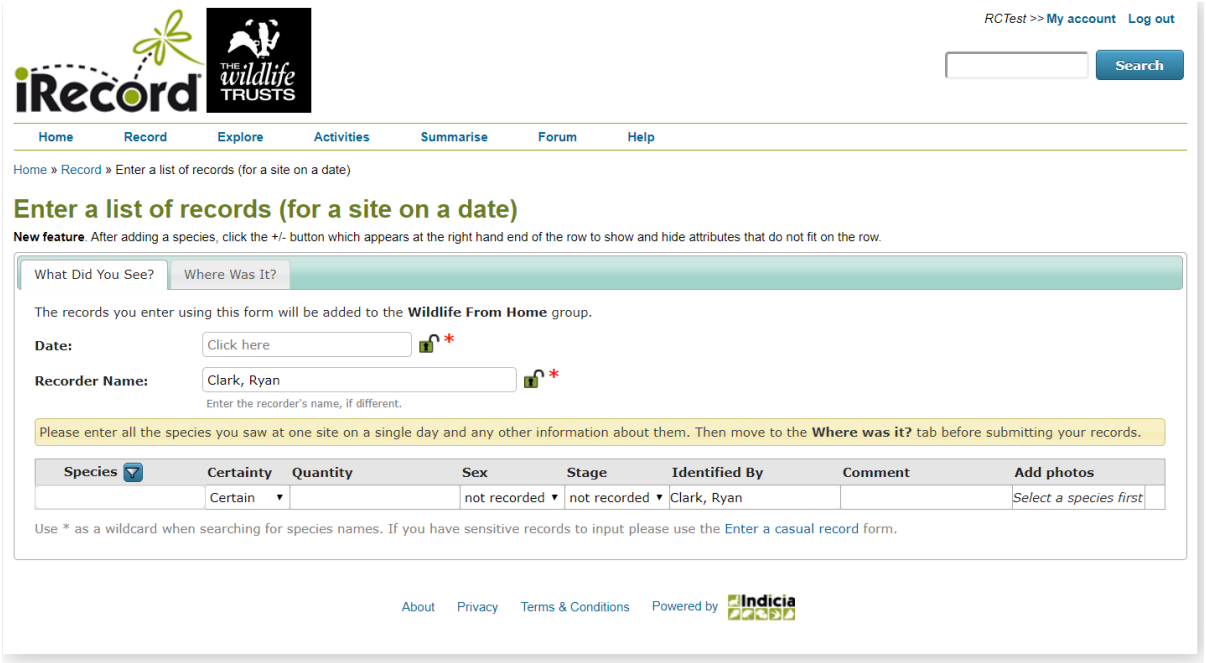


4. Click Join



5. Click on this button

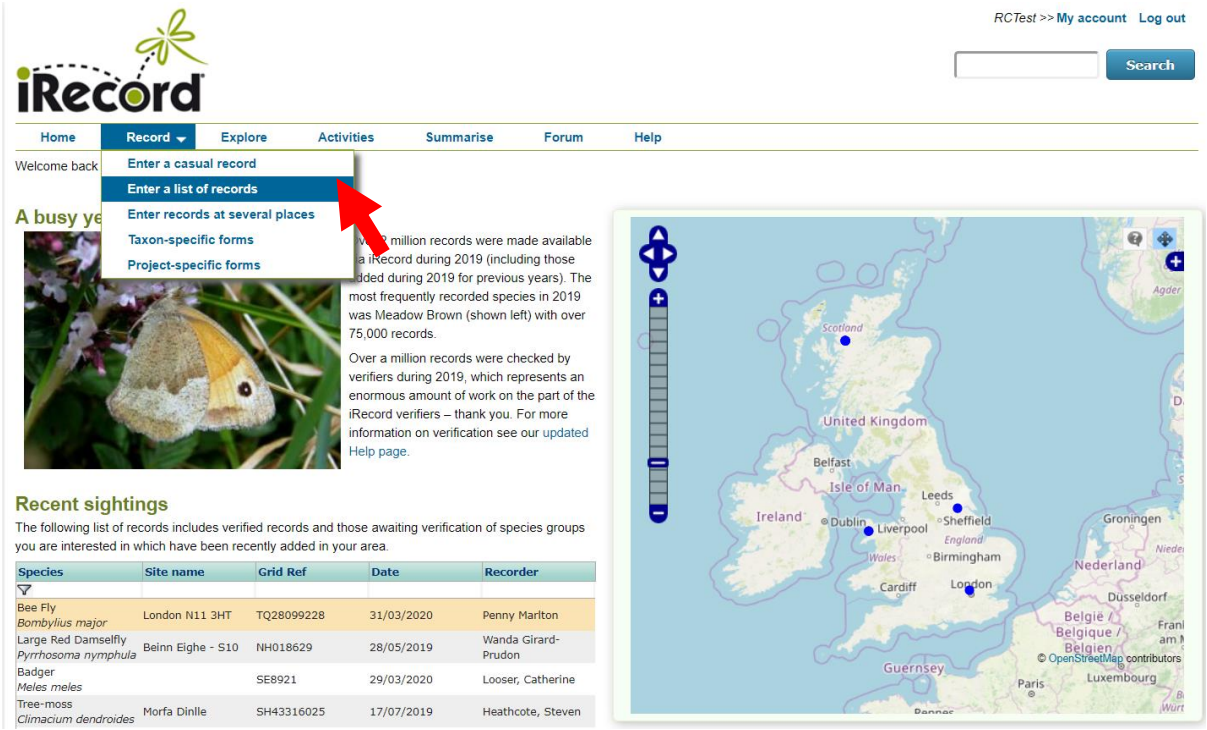
6. This will bring up this page. Please follow the instructions below which guide you through entering your records



Make sure you come back to this activity everytime you wish to add records to the ‘Wildlife from Home’ activity

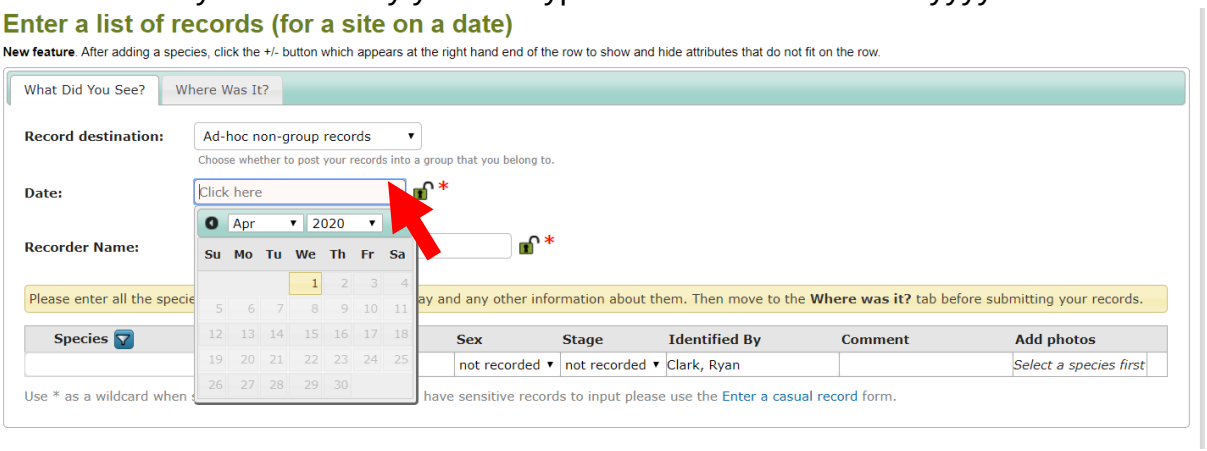
Submitting Your First Record

1. Click on ‘Record’ from the top bar. Select ‘Enter a list of records’ (this is the most helpful form and the one I will focus on for this tutorial).

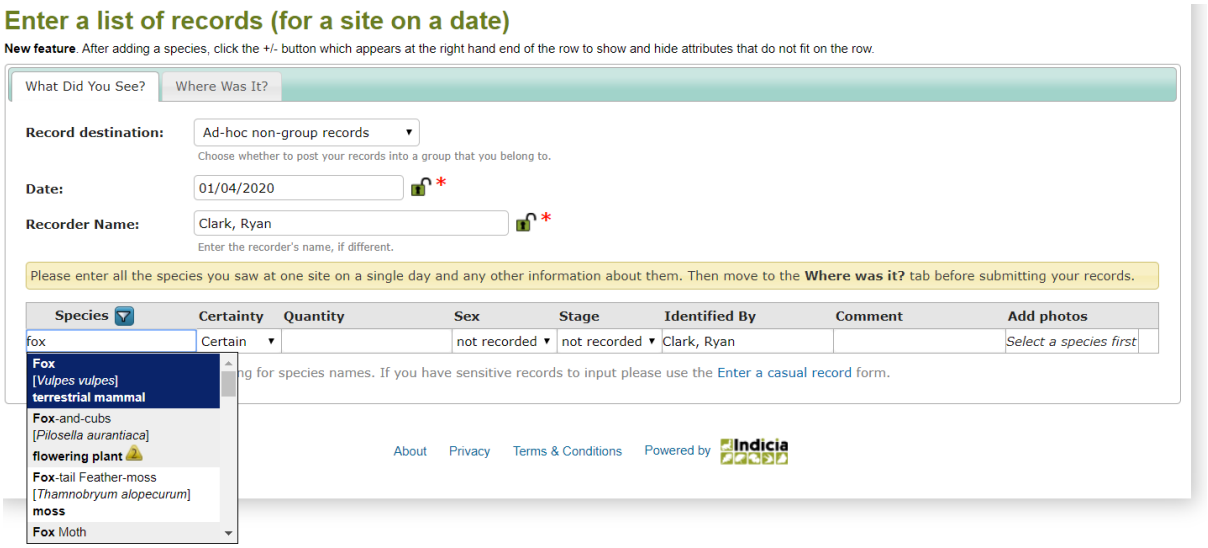


2. This form will open. You use this form to enter a list of sightings that you recorded at the same place, on the same date.

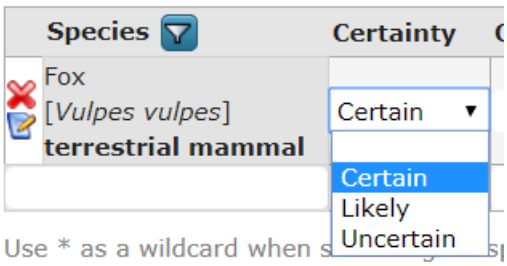
3. First click in the 'Date:' box. This will bring up a calendar and allow you select a date this way. Alternatively you can type in a date in the dd/mm/yyyy format.



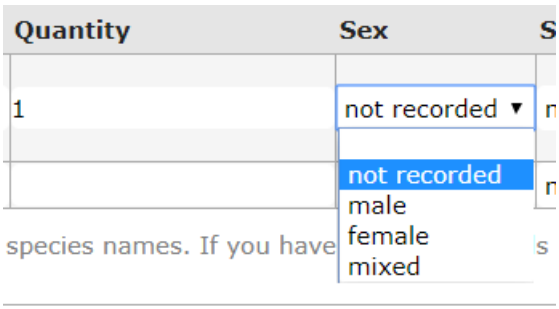
4. Next check the recorder name. As you have an account this will default to your name. The recorder is the person who saw the species. This is written in Surname, First name format. Change if necessary.
5. Click in the species box of the table and start typing the name of the species that you saw. You can type in a common name or a scientific name. The website will bring up a range of options. Select the option that best fits your species.



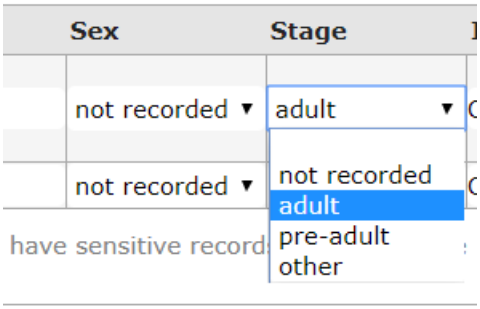
6. How certain are you of your identification? Use the dropdown to select ‘Certain’, ‘Likely’ or ‘Uncertain’. If you are uncertain of your identification, then it is best to ask for help.



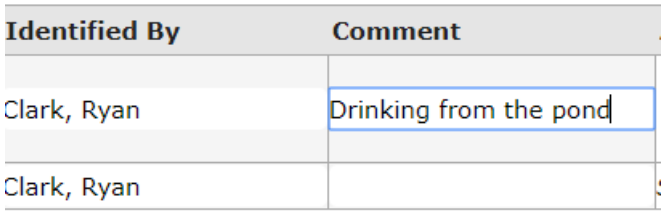
7. Type in a quantity in the ‘Quantity’ box. This the number of individuals you saw. This box accepts any text so you can put anything you like it in. E.g. many, lots, 1, around 12.
8. Select the sex of your species. The options here are only relevant if you are recording sexually dimorphic animals. The default ‘not recorded’ is used if you don’t know or if this question is not relevant



9. Select the stage of your species. Again, this is currently biased towards animals. So often ‘non recorded’ is the acceptable option.

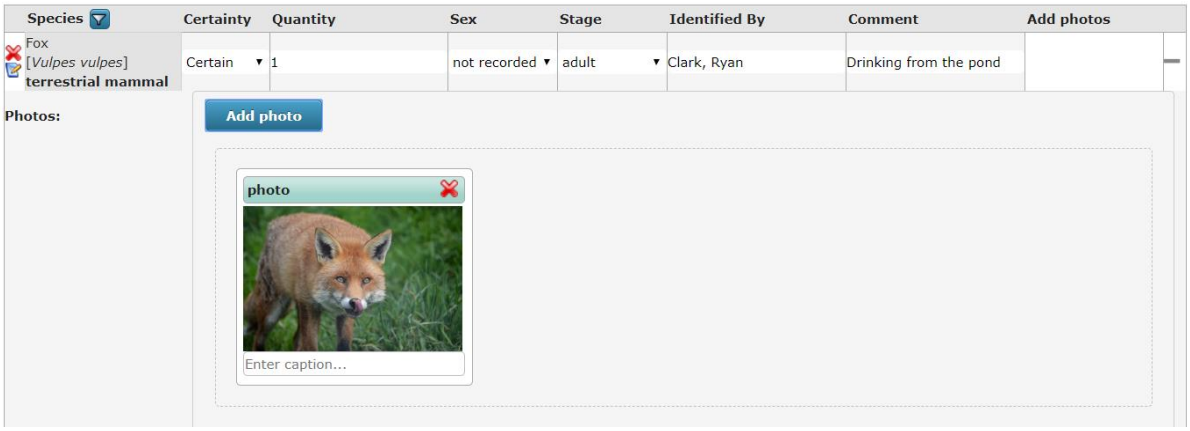


10. Who identified the species for you? Usually this will be you, but sometimes someone else could have identified the species for you. They are called the determiner and are listed in the ‘Identified by’ column, using the surname, first name format.
11. Add in any comments that you may have. Remember that the more information you enter with your records, the better they are! This is the place to mention what the species was doing, how you identified it, if it was in a moth trap etc.



12. If you have a photo of the species, then select this button

. Navigate to where the photo is on your computer or drag and drop the image. Photos help the experts verify your records.

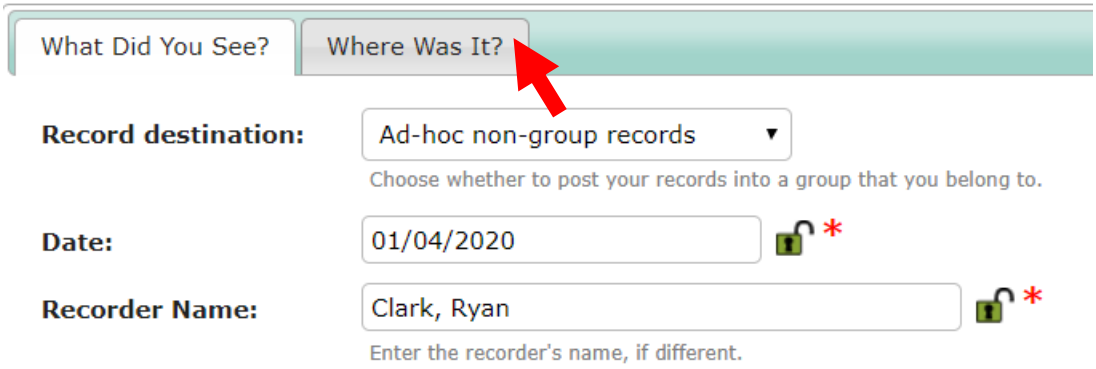


13. You can now repeat this process to enter other species that you saw on the same date in the same place.

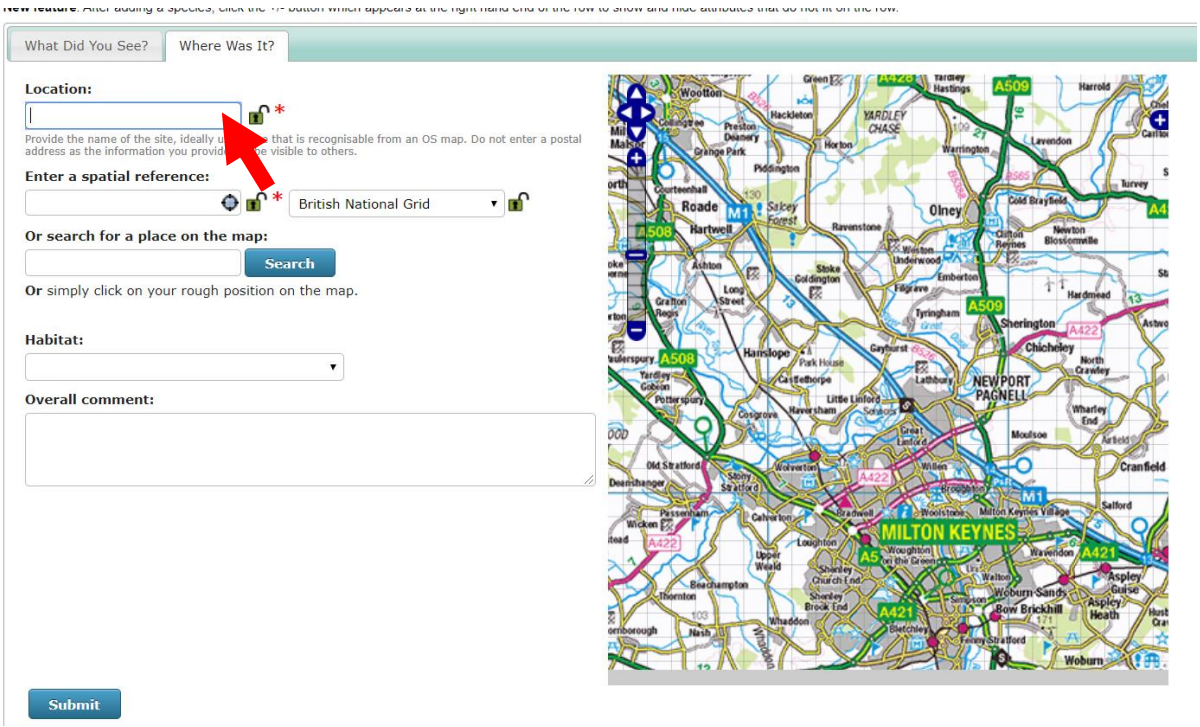
Species	Certainty	Quantity	Sex	Stage	Identified By	Comment	Add photos
Fox [*Vulpes vulpes*] **terrestrial mammal**	Certain	1	not recordec	adult	Clark, Ryan	Drinking from the pond	
Wood Pidgeon [*Columba palumbus*] **bird**	Certain		not recordec	adult	Clark, Ryan		Add images
Common Nettle [*Urtica dioica*] **flowering plant**	Certain		not recordec	not recordec	Clark, Ryan		Add images
Bombus terrestris Buff-tailed Bumblebee **insect - hymenopteran**	Certain	1	female	adult	Clark, Ryan	Queen on snowdrops	Add images
Anthophora plumipes Hairy Footed Flower Bee **insect - hymenopteran**	Certain	1	male	adult	Clark, Ryan	Visiting pulmonia	Add images
Lesser Celandine [*Ranunculus ficaria*] **flowering plant**	Certain	Frequent	not recordec	not recordec	Clark, Ryan		Add images
	Certain		not recordec	not recordec	Clark, Ryan		*Select a species first*

Use * as a wildcard when searching for species names. If you have sensitive records to input please use the Enter a casual record form.

14. Now click on the ‘Where Was It?’ tab towards the top of the page



15. In the ‘Location’ box enter the name of where you saw the species. This will be publicly accessible so please don’t use names such as ‘My Home’, this is not very useful and highlights your home address.



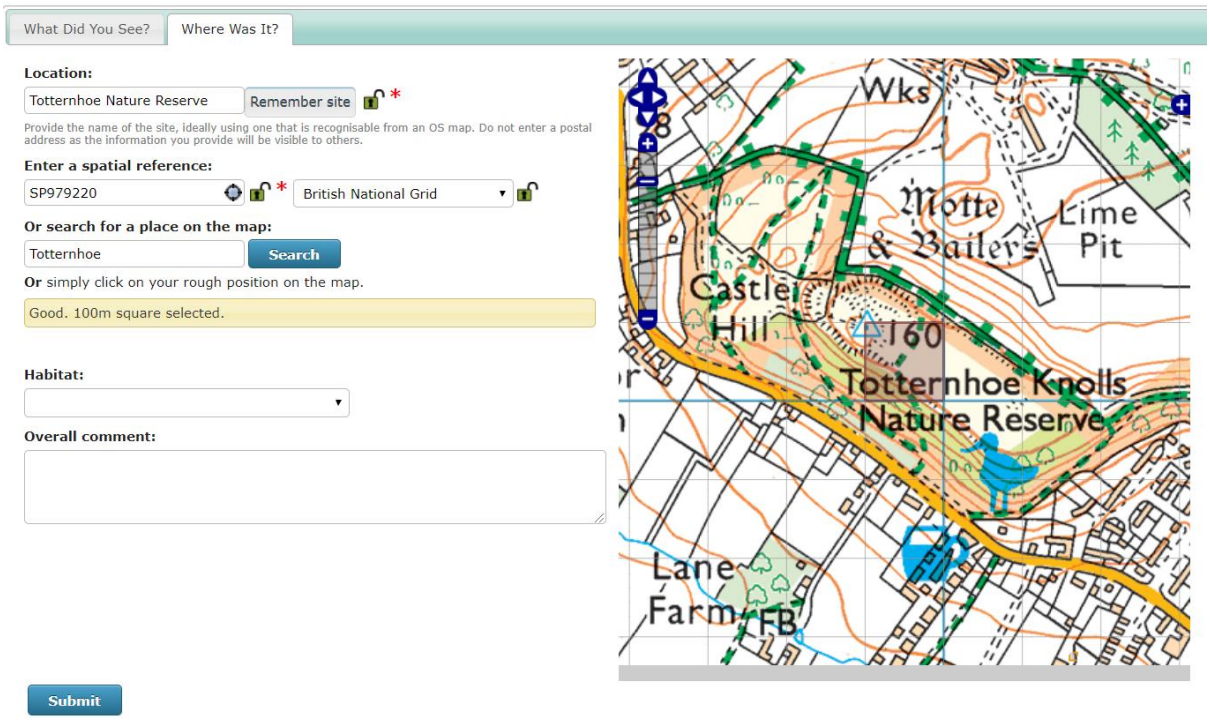
16. Next. we want to pinpoint on a map where we saw the species. There are multiple ways to do this.

Option 1: If you know the grid reference, you can enter a grid reference in the 'Enter a spatial reference' box. The map will then zoom in on that area

Option 2: If you don't know the grid reference, then you can use this box to search for a location.

This will bring up a list of options for you to select from, you can also search for postcodes. Select the most relevant option to you.

Your map will then zoom in on that area. Click on the map and zoom in on the area in which you saw the species. Click on the square which encompasses where you saw the species. If you have zoomed in too far then you can zoom out again. This will fill in the spatial reference for you

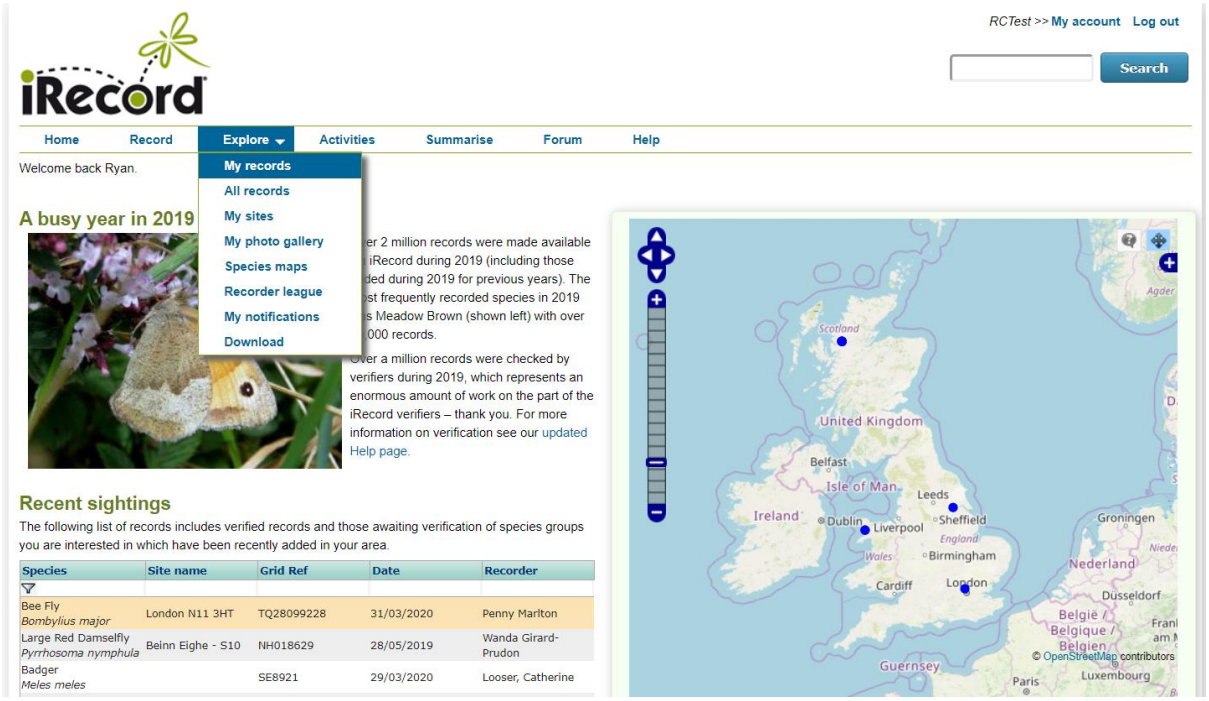


17. Click the Submit button at the bottom of the page. Well done, you have now entered your first records!

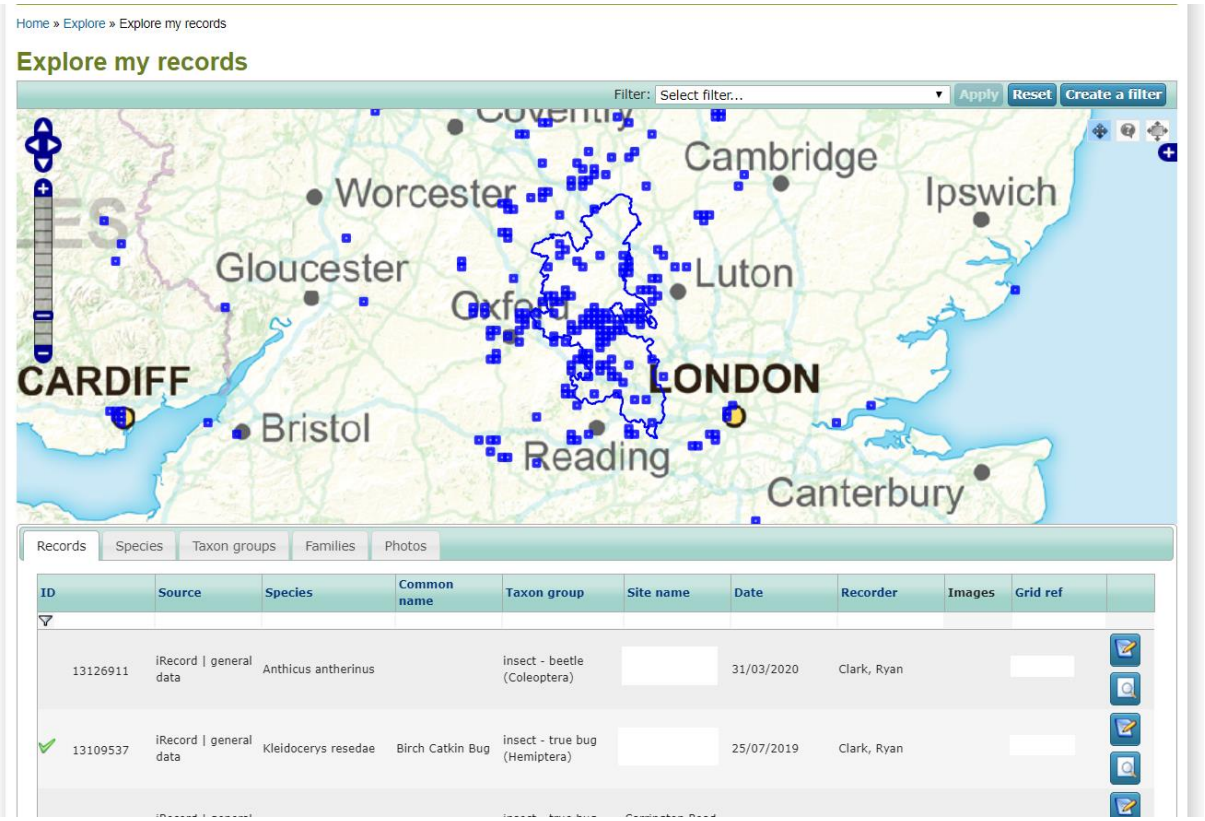
Viewing Your Own Records

One of the main benefits of using iRecord is that you can view all of your own records and do searches on them.

1. On the top bar, click on ‘Explore’ and then ‘My Records’



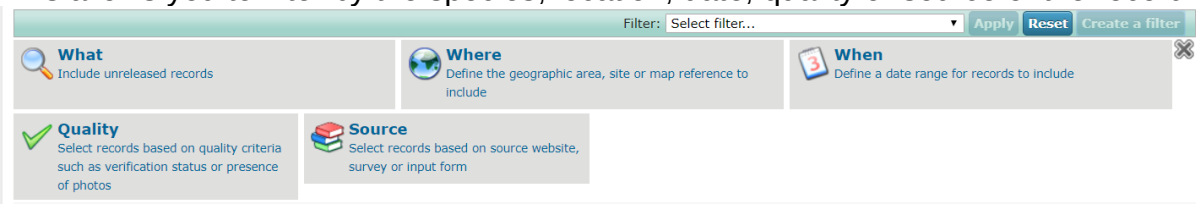
2. This will bring up all the records that you have entered, along with a map of where they all were.



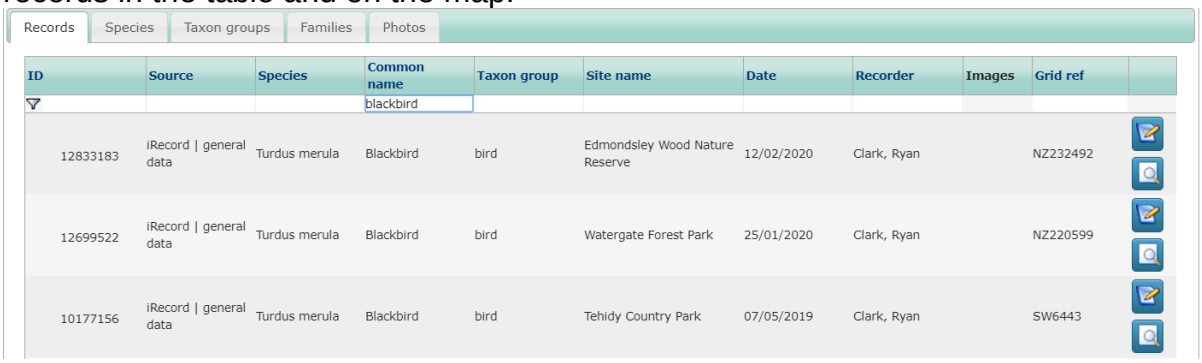
3. Explore the tabs along the top of the table of records. These list the species you have record, your photos etc. This provides some nice summaries.
4. Try filtering your records. You can do this in two ways:

Option 1: Select

from the top right corner of the map.
This allows you to filter by the species, location, date, quality or source of the record.



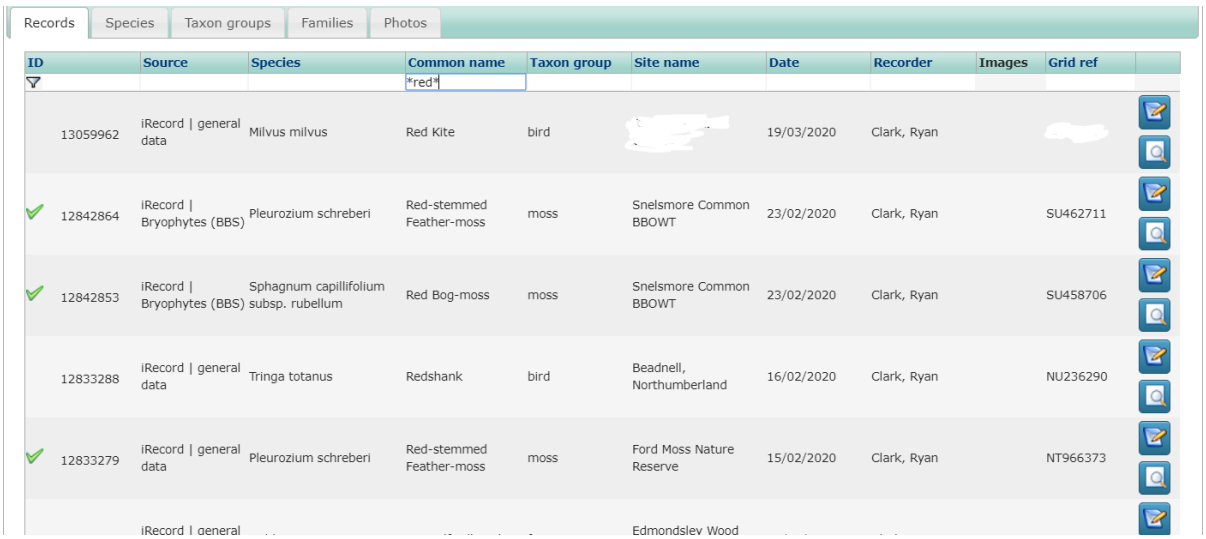
Option 2: Use the top row of the table to filter your records. For example if I put blackbird in the top row of the common name column, it brings up all my blackbird records in the table and on the map.



Records | Species | Taxon groups | Families | Photos

ID	Source	Species	Common name	Taxon group	Site name	Date	Recorder	Images	Grid ref
			blackbird						
12833183	iRecord | general data	Turdus merula	Blackbird	bird	Edmondsley Wood Nature Reserve	12/02/2020	Clark, Ryan		NZ232492
12699522	iRecord | general data	Turdus merula	Blackbird	bird	Watergate Forest Park	25/01/2020	Clark, Ryan		NZ220599
10177156	iRecord | general data	Turdus merula	Blackbird	bird	Tehidy Country Park	07/05/2019	Clark, Ryan		SW6443

Tip: Use the asterisk symbol (*) as a wildcard. What this means is that you can put them around the word you are searching for, and it will include any species name with that word in the name, at any point in the name. E.g. *red* searches for anything with red in the name



Records | Species | Taxon groups | Families | Photos

ID	Source	Species	Common name	Taxon group	Site name	Date	Recorder	Images	Grid ref
			red						
13059962	iRecord | general data	Milvus milvus	Red Kite	bird		19/03/2020	Clark, Ryan		
12842864	iRecord | Bryophytes (BBS)	Pleurozium schreberi	Red-stemmed Feather-moss	moss	Snelsmore Common BBOWT	23/02/2020	Clark, Ryan		SU462711
12842853	iRecord | Bryophytes (BBS)	Sphagnum capillifolium subsp. rubellum	Red Bog-moss	moss	Snelsmore Common BBOWT	23/02/2020	Clark, Ryan		SU458706
12833288	iRecord | general data	Tringa totanus	Redshank	bird	Beadnell, Northumberland	16/02/2020	Clark, Ryan		NU236290
12833279	iRecord | general data	Pleurozium schreberi	Red-stemmed Feather-moss	moss	Ford Moss Nature Reserve	15/02/2020	Clark, Ryan		NT966373
	iRecord | general				Edmondsley Wood				

You can filter by any of the fields in the table