Appendix 3 – Submitting a Bird Survey Postcard 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 ‘Bird Postcards’ select ‘Submit a Bird Postcard’.
9. Make sure you have read and understood the text in the yellow box beneath ‘Which species did you see?’

10. Enter the number of individuals of each species seen in the ‘How many’ box and use the ‘Add images’ button if you have photos to attach to the record. **Do not enter zeros for species not seen, leave the boxes blank.**
11. Add the date of the sighting in the ‘Date’ box.

12. Add a named location of the sighting in the ‘Location’ box. This should be a geographical location name that can be cross-referenced with a grid reference such as a town or village name, not something impossible to verify such as ‘my garden’.

13. Enter a grid reference if you recorded one at the time of your sighting in the ‘Enter a spatial reference’ box. Alternatively you can use the map to select a grid square of where the sighting took place. By zooming in and out of the map you can select a smaller or larger grid square depending on how accurately you know the location of your sighting. The small, white plus arrow in the top corner of the map can be used to switch to a satellite image view. This is very helpful when trying to determine the location of your record.

14. In the ‘Overall comment’ box, add any notes that are relevant to your record such as interesting behaviour.

15. Once you are happy that all the information recorded is correct, click the ‘Submit’ button.