



UNIVERSITY OF
CAMBRIDGE



THE UNIVERSITY OF CAMBRIDGE

iRecord USER GUIDE

WILDLIFE RECORDING ACROSS THE UNIVERSITY ESTATE

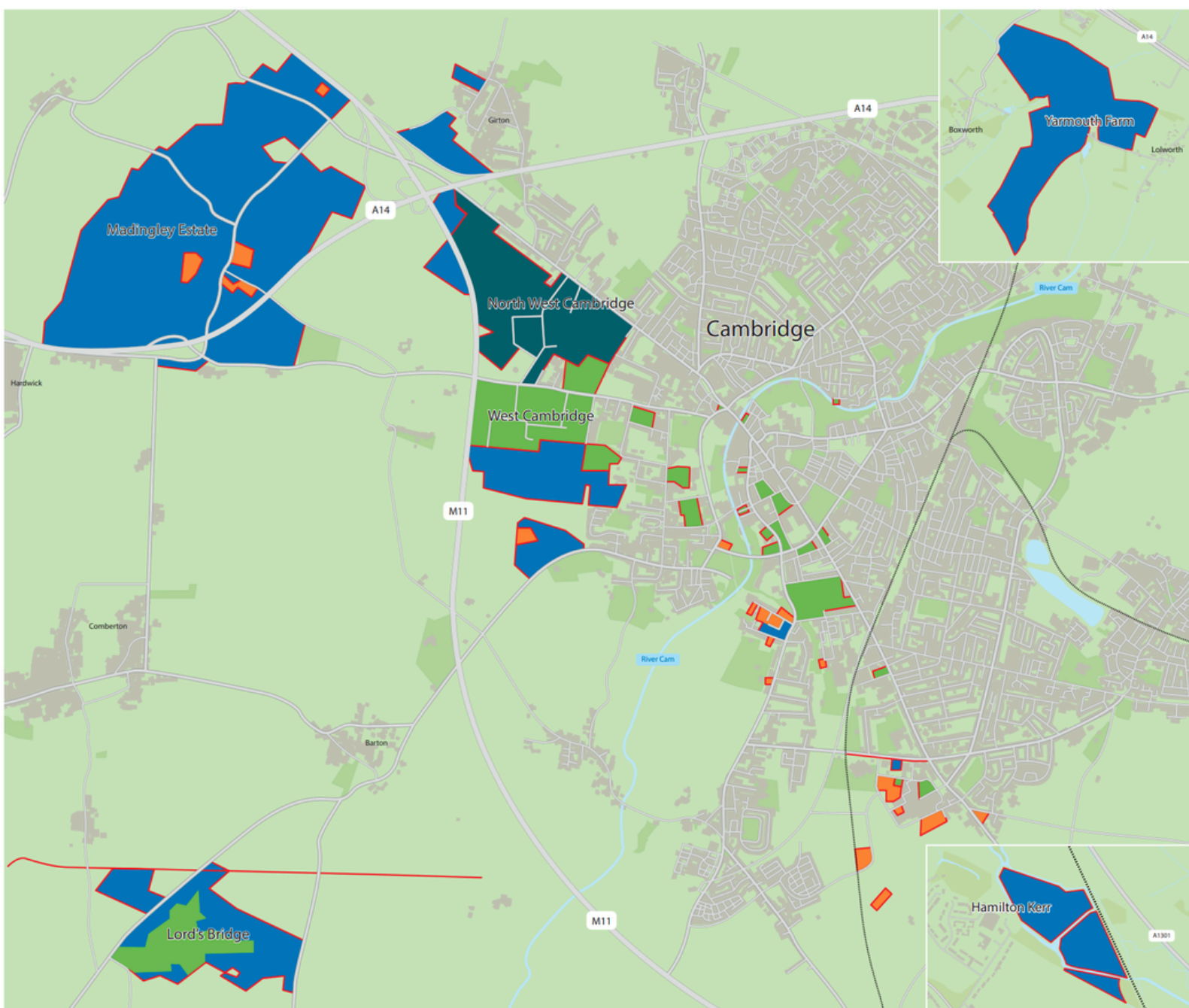


Introduction

In 2020, Cambridge University published its first [Biodiversity Action Plan](#) (BAP). One of the aspirations from that plan was to build on the baseline biodiversity surveys undertaken across the estate in 2018, the baseline summary report can be viewed [here](#). Ongoing monitoring of wildlife will ensure we understand which species are using the estate and how this changes over time.

Another aspiration was to engage the University community in biological recording. Biological recording simply involves providing information on when and where a particular species was found. Biological records can be added to national and international datasets, used for research or conservation and help inform planning and development, as well as wildlife legislation.

This document serves to detail the process by which we hope to achieve the BAP aspirations outlined above, making it possible for everyone spotting wildlife on the University Estate (Figure 1 below) to share their wildlife records to contribute to achieving the aims of the BAP.



The BAP Area

Figure 1

*Excluded from this action plan but subject to a separate biodiversity plan.

Note that there are a number of additional sites not shown in the map, including the University Library Remote Storage Facility at Ely.

How to submit wildlife records to achieve the aims of the BAP

The chosen platform for collecting wildlife observations across the Estate is iRecord. This website allows for the management and sharing of wildlife observations. Records submitted to the website are checked by wildlife experts and if found to be accurate, verified on the system.

By creating a Cambridge University wildlife recording iRecord activity, we will be able to manage and download the records that are submitted to the site and add them to our own databases. In addition we can ensure that the records are available to the wider conservation community. Anyone is welcome, if they prefer, to also submit wildlife records to us via [email](#) ensuring to include the date, a detailed location and the species, as well as who spotted it.

Many local wildlife experts already use iRecord, but anyone over the age of 13 can register for an iRecord account, it is relatively easy and free to use. Once you have an account and are logged in, you can register for the [Cambridge University Wildlife Recording](#) activity to ensure that your records made on the University Estate can be used to achieve the aims of the BAP.

This guide covers the basics of using iRecord and our new Cambridge University Wildlife recording activity so that you can submit wildlife sightings on the Cambridge University Estate to the most appropriate location.

If you already have an iRecord account and know how to use it, please register with [CU Wildlife Recording](#) so that all your records made on the University Estate (see Figure 1 above) are added to this activity. You can use the QR Code below to go directly there and register.



iRecord detailed user guide specific to the CU Wildlife Recording Activity

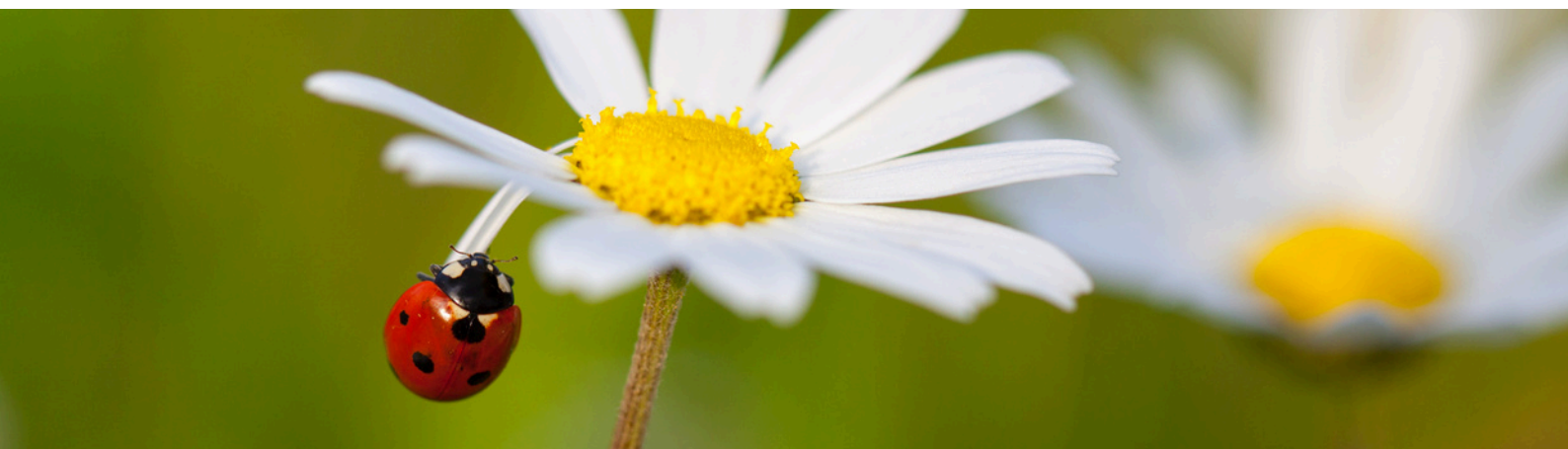
1. Registering for an iRecord account

You can sign up using any internet browser on your phone or computer, [here](#). Fill in all the required fields (anything with a red asterisk). Then click 'create new account'. You will receive a confirmation email containing a link to activate your account and confirm the details you gave were correct.

2. Joining the CU Wildlife Recording iRecord activity

In order to ensure that we are able to fully access and download any wildlife recordings made on the University Estate, we have created the CU Wildlife Recording. You can follow the steps below to find CU Wildlife Recording, or use the QR Code above or this [link](#) to get to it directly (if using the link or QR Code go to step 5).

- i. Login to [iRecord](#).
- ii. On the navigation bar find and click 'Activities'. Sometimes you need to click 'main menu' and look for 'Activities' on the dropdown menu.
- iii. Click 'Browse all activities' and type in CU Wildlife. Then click 'go'. 'CU Wildlife Recording' should come up. Click on the Star button.
- iv. This will direct you to a new page, click the 'Join' button. CU Wildlife Recording will now be added to your activities.
- v. Now when you login to iRecord and click on 'Activities'. 'CU Wildlife Recording' will be listed on 'My activities'



3. Upload a Biological Records (Internet browser)

Here we shall show you how to upload a record to CU Wildlife Recording. The best way to start recordings is to take photographs of the species you have seen. Including photographs with your wildlife records makes it much easier for your records to be verified by experts.

- i. Login to your account, click on 'Activities' and find 'CU Wildlife Recording' in 'My activities'.
- ii. The two key ways to submit to CU Wildlife Recording is using; 'Enter casual record' or 'Enter a list of records for a site on a date'.
 - a. The main difference is if you want to submit more than one species or not. A casual record is for a single species on the same day at a single location. A list of recordings is for multiple species recorded on the same day and at the same location.
 - b. For casual records, all the places to submit data is on a single page. For a list of records, the data is spread over two tabs 'What Did You See?', which is where you input the list of species, and 'Where Was It?', which is where you input location data.
- iii. For both the minimum required information is the date, recorder name, species, location, and a spatial reference.
 - a. 'Date' means inputting the date the species was spotted.
 - b. 'Recorder name' should autofill with the information used when creating the account.
 - c. For 'Species' you can enter the common or Latin species name then select from the dropdown menu. If you are uncertain of the specific species you can write a more general identifier like 'beetle' or 'insect'. Ensure to include a photograph, if you use this option, so the expert verifying your record can try and identify it.
 - d. 'Location' means inputting the name of the site (do not use private information like private/personal addresses).
 - e. 'Spatial reference' can be added using the map provided on the submission page. Where you will be able to click on the location generating a British National Grid (BNG) of that location. Keep clicking till you reach the survey site. Alternately, you also can type in the BNG if you already know it. Try to use as detailed a location as possible.



iv. There is also additional information that can be submitted, which includes; certainty, quantity, sex, stage, add photo, habitat and comment. The more details you add to the record the more valuable it will be.

a. 'Certainty' is regarding how sure you are that your identification is correct. If you are not sure make sure to select that you are 'uncertain' on the dropdown menu.

b. 'Quantity' is regarding the number of individuals of each species. It is always best practice to record the maximum number of individuals seen together at one time.

c. 'Sex' is regarding if you were able to sex any of the individuals. When submitting the sex of an individual you need to submit them separately (female, male or mixed). You can also choose 'not recorded'.

d. 'Stage' is regarding its life stage for example adult or juvenile. When submitting the life stage of an individual you need to submit them separately (adult, pre-adult or other). You can also choose 'not recorded'.

e. 'Add photo/Add image' is regarding submitting evidence alongside your record. This can be done by clicking on the 'Add photo' button (for a casual record) or the 'Add image' button (for a list of records).

f. 'Habitat' is regarding what the surveyed area would be described as. Pick from the dropdown menu.

g. 'Comment' is to write any extra information that is not listed above, for example, unusual colouration, or condition.

v. Once you have filled in the information click 'Submit'.



4. Downloading and using the iRecord phone app

You can only use the app once you have registered for an account (see above) on a web browser. Here we shall show you how to use the app to upload a record to CU Wildlife Recording. The best way to start taking recordings is to take photographs of the species you have seen. These photos allow for your records to be verified by experts.

i. Download the iRecord app from the 'Google Play App Store' on Android devices or the 'App Store' on Apple devices.

ii. Open the app, click the menu button in the bottom right corner and enter your username and password.

iii. Join 'CU Wildlife Recording' using the instructions above (see 2).

iv. On the navigation bar find and click 'Activities'. This will show all the activities you have joined.

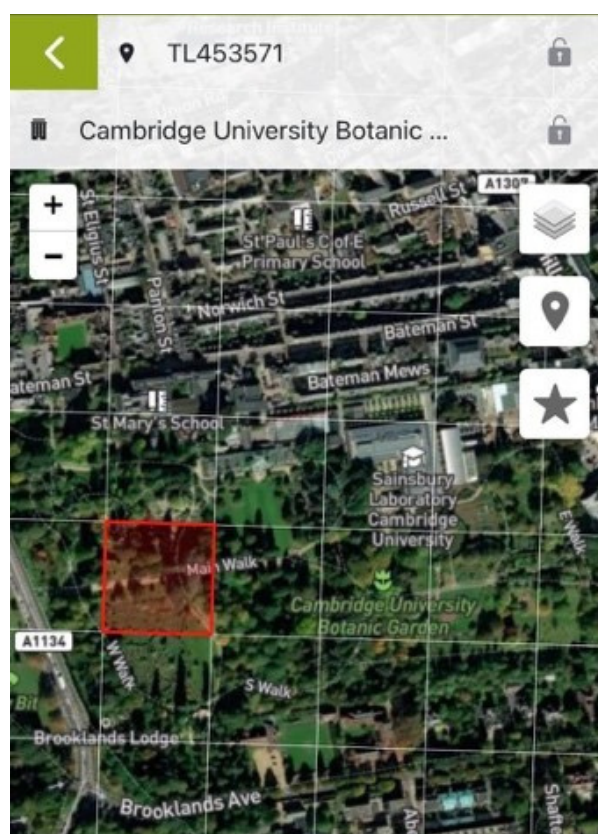
v. Click on 'CU Wildlife Recording' a tick should appear next to it. Any recordings you make will now be added to this event.

vi. Make sure the app has access to your phone's location so that your records can be mapped accurately.

vii. When adding a new record click on the green plus button at the bottom of the app's homepage.

viii. When typing in the species name it will autocomplete with options for you to select (you can use both common and Latin names). Use general identifiers if you do not know its higher classification like, 'beetle' or 'insect'.

ix. A draft record entry will be created and added to your 'pending' tab at the





top of the homepage. You can click on the draft record and add the rest of the data.

x. If the app has access to your location some of the information will autocomplete. Click on 'location' and this will allow you to fill in the rest of the information. Similar to the browser version you can select the location by selecting manually on the map or typing in the British National Grid (BNG) reference. Click the green arrow in the top left corner of the screen. It will take you back to the rest of your record.

5. View the 'CU Wildlife Recording' records on iRecord

View what others have sent into CU Wildlife Recording!

i. Login to iRecord.

ii. Go to 'My activities'. CU Wildlife Recording should be listed if you joined.

iii. Click on 'Explore activity data' a map should appear showing the locations of all the records taken along with a list with all the record information below it.

**For more information on how to use iRecord please check
out their guide on getting started:**

<https://www.brc.ac.uk/irecord/how-do-i>

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