


Chichester Natural History Society – How to use iRecord.

iRecord.org.uk

iRecord has detailed help and instructions under the help tab, at <https://irecord.org.uk/how-do-i>

Create your Account

1. Create your personal account, with your username, email, password, on a PC or laptop, or webpage on a tablet.
2. Go to the **Activities** tab, and search for Chichester Natural History Society. Click on the **Star** button  to ask to join our activity. Linda Smith and Helen Dignum will approve all applications by members.
3. Try downloading the iRecord app on your smartphone and use the same account details to log in. This automatically links your phone and online details, so any records you make on your phone can be seen on your iRecord account online.
4. On the App, choose **Activities** – you should be able to see Chichester Natural History Society as an option once you have joined on your computer.

Top Tip: you can use your account in training mode to try out features without actually submitting any real records. Go to “My Account” and search for the Checkbox “Training mode” about half way down the page on the left. Don’t forget to uncheck once you are entering records for real!

Submit a Record online

1. Go to **Activities** heading, choose Chichester Natural History Society.
2. Choose one of the blue bar options on the right-hand side.
 - a. Enter a Casual (one-off) Record.
 - b. Enter a list of records (eg from a field meeting or survey)
 - c. Enter a dragonfly list
 - d. Enter a grasshopper list.
3. Work through the data boxes. Adding photos is optional. Use a location as named on an Ordnance Survey map, +/- postcode or Grid Reference. You can also zoom in on the map in map or satellite mode to find your site. Press Submit.
4. You can edit or delete your record later, or may be asked to edit the record by a verifier.

Submit a record on the Smartphone App

1. Open the app.
2. Tap **Activities** to check that Chichester Natural History Society is checked.
3. Press the **Green +** button in the bottom of the page to add a record.
4. Start typing in the name (common or scientific) and choose from the options.
5. Tap on location to complete the Location name
6. Fill in the other details.
7. You can add an optional photo (or two) by tapping on the photo sign at the bottom, and either taking a photo directly using **Camera**, or adding a photo you have already taken, from **Gallery**.

8. When you have finished, you can either submit immediately by pressing the submit button on top right, or wait until later, or at home by pressing the back button on the top left.
9. Look at Home to see what you have saved on your phone.
10. You can delete a record by swiping left, and choosing the **Delete** option.
11. Don't forget to press the submit button later to send your record. Once you have sent the record, you can't edit on your phone app, but you can still edit or delete it, or add photos on the iRecord website.

Verification Messages

After you have submitted one or more records, you may receive an email from a volunteer verifier, either confirming the record, or asking for more information. Plant records in particular are verified by members of Sussex Botanical Recording Society, and send a long standard comment for each record.

Look at CNHS records

1. Go to Activities/Chichester Natural History Society
 - a. Choose Activity Summary for a totals list of submissions
 - b. Choose Explore activity records for a list of records which you can search and download.

Look at your own records

1. On the iRecord homepage, choose the **Explore** Tab.
2. Choose My records to see what you have submitted.

You can also look for any species you wish, by filtering species, county, date etc.