




## CityWildlife 'How to' guides

### How to add a species record (with photo)


This CityWildlife 'how to' guide explains how to add your own species sightings to CityWildlife. It may look rather complicated at first, but once you've practised a few times, it takes only a minute or so to add a new record.

1. You need to be a registered naturewarden and have signed in to CityWildlife before you can add a species record. To do this, just click on the 'naturewardens' tab at the top of the page and follow the instructions under 'Do you qualify?'.
2. Once signed in, on the CityWildlife Homepage, click on the 'Special Species' box (top box on right hand column). This will take you to the 'Special Species' page.
3. At the top left of the 'Special Species' page, click on 'Add a record (any species)'. This will take you to the 'Add a Record page'.
4. In the 'Add a Record' page:
  - Look at the table on the right hand side. The 'record status' will say "New" and your name will have been filled in automatically under 'naturewarden name'.
  - The 'Date observation made' box will be today's date. Use the arrows to change this to the date when you made your species sighting.
  - Next, under 'Habitat type', choose from the drop-down list the type of habitat that best describes where you made your sighting.
  - The 'Is the record in a garden?' box is to protect private garden records from being displayed to everyone on CityWildlife. Choose one of the following three options:
    - If you choose 'Yes – my garden' the record will be added to your personal list of 'garden' records and will only be viewable by any one else on CityWildlife maps at 10, 15 or 20km scale. You can view all your records in this category under 'Special Places – Private Gardens'.
    - If you choose 'Yes – another garden', the record will go into the general CityWildlife database, but will only be viewable on the map at 10, 15 or 20km scale.
    - If you choose 'No', the record will go into the general CityWildlife database, and will be viewable on the map at all scales.
  - Next you need to identify where you made your sighting. Use the aerial photo of Brighton & Hove on the left of the page to do this. The photo starts at 20km scale (look above the orange buttons, directly underneath the photo), but you can zoom in and move around it to home in on the exact spot where you made your sighting. Here's how:

Click on  the symbol just above the aerial photo (it will change colour to blue), then click on the aerial photo at roughly the right spot. Now click on any of the orange scale buttons at the bottom of the photo and CityWildlife will zoom in to that scale, centred on the spot you selected.

Alternatively, click on the   symbols and then on the aerial photo to zoom in (+) or out (-) to a particular point, one scale increment at a time.

You can click on 'show map' at the top of the aerial photo to switch to a map, if you find that makes it easier to locate the position.

Once you have found the location where your sighting was made, click on the  symbol and then on the spot on the aerial photo/map to identify it to CityWildlife. A green 'blob' will appear on the aerial photo/map and the grid reference will be filled in automatically in the table on the right. If you make a mistake, just click again at the right spot – the blob will then move to it and the grid reference will update.

- Now scroll down to the bottom of the ['Add a Record'](#) page to see the rest of the form. Next click the ['Select a Species'](#) button to be transferred to the ['Add Species \(part 1 of 3\): Search Species'](#) page.
5. In the ['Add Species \(part 1 of 3\): Search Species'](#) page, type in the name, or part of a name, of the species you saw in the box. For example, if you saw a 14-spot ladybird, just type in 'ladybird' (in the next page, CityWildlife will give you a choice of ladybird species). The default setting is English names, but you can use scientific (Latin) names by selecting this option underneath the box. Then click on 'find' to go to the ['Add Species \(part 2 of 3\): Choose Species'](#) page.
  6. In the ['Add Species \(part 2 of 3\): Choose Species'](#) page, CityWildlife gives you a list of species with the word you typed in their names. e.g. typing in 'ladybird' gives you 17 options! Most species also have a general, 'unknown' option, e.g. to use if you saw a ladybird, but weren't sure what type it was. Click in the blue 'Select' box on the left of a species name, to choose the species you saw.

CityWildlife uses a database which has every species seen in Brighton & Hove – so far! You can ask for new species to be added to the database by choosing this option at the top of this page (you may have to wait a day or two before the species appears on CityWildlife).

Once you have chosen a species, you will be transferred to the ['Add Species \(part 3 of 3\): Choose Species Photo and/or Add To Species List'](#) page.

7. The ['Add Species \(part 3 of 3\) : Choose Species Photo and/or Add To Species List'](#) page lists the English and Latin names of the species you selected and then asks a couple of multiple choice questions about your species sighting:
  - “Was the species ‘at home’ (on a nest / in a sett / warren / burrow), or just ‘passing through’ (feeding / flying over)?” Choose one option. Always use the ‘at home’ option for plants (they rarely move!).
  - “Was the species dead when observed?” Easy for animals – for plants, be careful during winter when they may just be dormant.
  - “Please record the number of individuals of this species seen”. Choose the number option that best fits what you saw.

8. If you **do not** want to add a photograph of your sighting, click the 'Add to species list' button now. This will take you back to the 'Add a Record' page.

If you **do** want to add a photograph, scroll down to the bottom of the 'Add Species (part 3 of 3): Choose Species Photo and/or Add To Species List' page, to display the photo upload box (in green). Click on the Browse button, which will open a window allowing you to browse your computer's hard drive. In this window, click on the photo file you want and select 'open'. The window will disappear and the file name will appear in the white box next to the 'Browse' button. Type in a caption (optional) in the white box underneath and then click on the 'Upload and Preview Photo' button. A copy of the photo is displayed in the green box (be careful to follow the instructions about the photo file size – too large files will be rejected!). Now scroll back to the top of the page and click on the 'Add to species list' button. This will take you back to the 'Add a Record' page.

9. The 'Add a Record' page is now complete. If you scroll down to the bottom you will see the name of the species you saw (+ your photo, if you added one) in the 'Species Observed' box. You are now ready to either:

Complete the record, by clicking on the 'Save this Record' button, right at the bottom (CityWildlife then gives you the option of adding another record at a new location) or

Alternatively, click on 'Select a Species' to add another species sighting for the same location. This will take you to step 5 of this guide.

Well done!

*Please note that you can edit (or delete) your record at any time by selecting 'Naturewardens' and then 'Your records' from the drop-down menu at the top of every page. This displays a table with a complete list of all your records. Next to a record, click on 'Edit' in the right hand column and you will be taken back to step 4 of this guide.*