

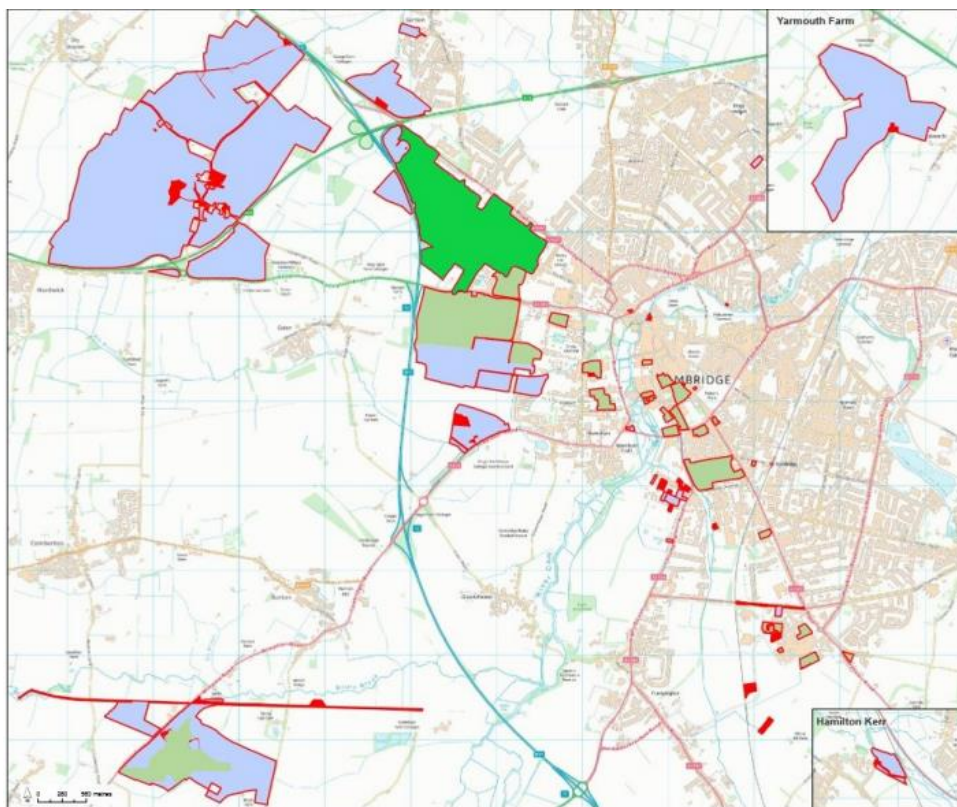
Wildlife Recording on the Cambridge University Estate Using iRecord

Introduction

In 2020, Cambridge University published its first Biodiversity Action Plan (BAP) (https://www.environment.admin.cam.ac.uk/files/uoc_biodiversityactionplan.pdf). One of the aspirations from that plan was to build on the baseline biodiversity surveys undertaken across the estate in 2018

(https://www.environment.admin.cam.ac.uk/files/biodiversity_summary_baseline14112019_report_0.pdf), by ongoing monitoring of wildlife to 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) to share their wildlife records to contribute to achieving the aims of the BAP.



Baseline surveys

- University of Cambridge Estate land
- North West Cambridge Development*

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

The chosen platform for collecting wildlife observations across the Estate is iRecord, a website that 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 CU 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, while at the same time ensuring that the records are available to the wider conservation community with no extra effort on our part. Anyone is welcome, if they prefer, to also submit wildlife records to us via email (biodiversity@admin.cam.ac.uk) 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 (<https://www.brc.ac.uk/irecord/join/cu-wildlife-recording>) 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 CU 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 the CU Wildlife Recording (<https://www.brc.ac.uk/irecord/join/cu-wildlife-recording>) so that all your records made on the University Estate (see Figure 1) are added to this activity. You can use the QR Code below to go directly there and register.

CU Wildlife Recording – iRecord Activity



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. Please use the link below.

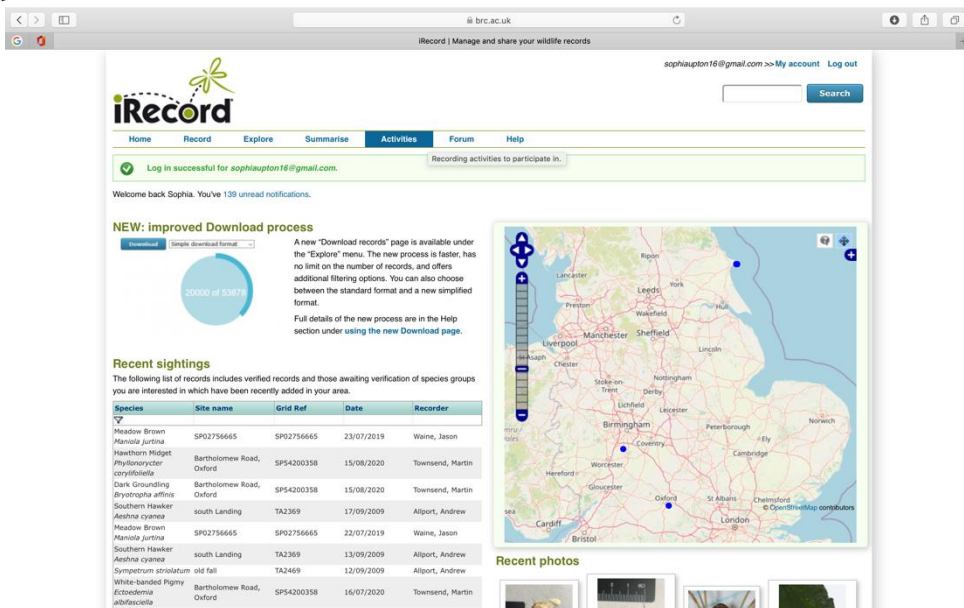
<https://www.brc.ac.uk/irecord/user/register>

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 <https://www.brc.ac.uk/irecord/join/cu-wildlife-recording> to get to it directly (if you use the link or QR Code go to step 5)

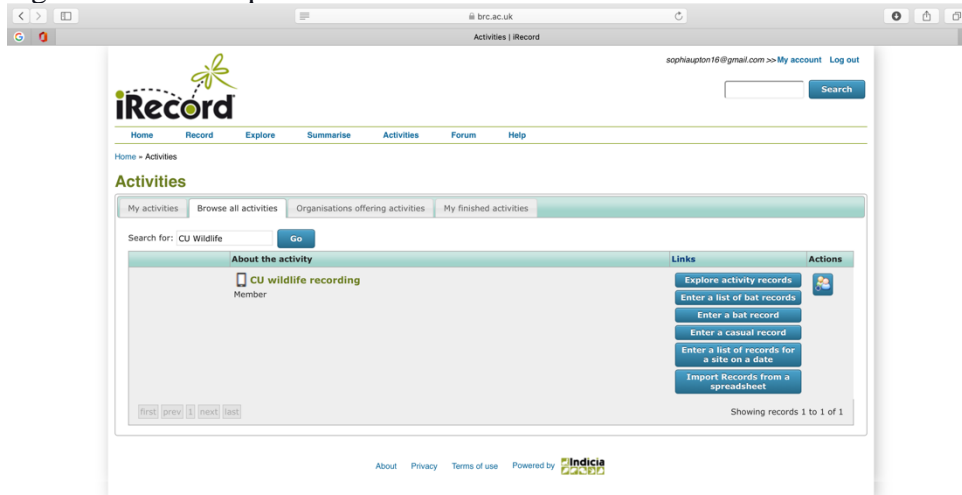
1. Login to iRecord: <https://www.brc.ac.uk/irecord/>
2. On the navigation bar find and click 'Activities'
 - a. Sometimes you need to click 'main menu' and look for 'Activities' on the dropdown menu



The screenshot shows the iRecord website interface. At the top, there is a navigation bar with links for Home, Record, Explore, Summarise, Activities, Forum, and Help. A search bar is located on the right. Below the navigation bar, there is a message: "Log in successful for sophiaupton19@gmail.com." and a notification: "Welcome back Sophia. You've 139 unread notifications." A section titled "NEW: improved Download process" features a circular progress indicator showing "20000 of 52819" and a "Download" button. Below this is a "Recent sightings" table with columns for Species, Site name, Grid Ref, Date, and Recorder. To the right of the table is a map of the United Kingdom with a blue dot indicating a location in the south. Below the map is a "Recent photos" section with several small image thumbnails.

Species	Site name	Grid Ref	Date	Recorder
Meadow Brown		SPO2756665	23/07/2019	Waite, Jason
Mantodea Jurina		SPO2756665		
Hemiteles Helictus	Bartholomew Road, Oxford	SFS4200358	15/08/2020	Toivonen, Martin
Phylloscopus collybita				
Dark Groundling	Bartholomew Road, Oxford	SFS4200358	15/08/2020	Toivonen, Martin
Bryotropha affinis				
Southern Hawker	south Landing	TA2369	17/09/2009	Allport, Andrew
Aeshna cyanea				
Meadow Brown		SPO2756665	22/07/2019	Waite, Jason
Mantodea Jurina				
Southern Hawker	south Landing	TA2369	13/09/2009	Allport, Andrew
Aeshna cyanea				
Symptetrus striolatus	old fall	TA2469	12/09/2009	Allport, Andrew
White-banded Pigmy				
Ectophasia	Bartholomew Road, Oxford	SFS4200358	16/07/2020	Toivonen, Martin
abMaeccella				

- Click 'Browse all activities' and type in CU Wildlife. Then click 'go'. 'CU Wildlife Recording' should come up. Click on the Star button.



- This will direct you to a new page, click the 'Join' button. CU Wildlife Recording will now be added to your activities.
- 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 taking recordings is to take photographs of the species you have seen. Including photos with your wildlife records make it much easier for your records to be verified by experts.

- Login to your account, click on 'Activities' and find 'CU Wildlife Recording' in 'My activities'
- 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**'
 - 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.
 - 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.
- For both the **minimum required information** is the date, recorder name, species, location, and a spatial reference
 - 'Date' means inputting the date the species was spotted
 - 'Recorder name' should autofill with the information used when creating the account
 - 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'.
 - 'Location' means inputting the name of the site (Do not use private information like private/personal addresses)
 - '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.
4. There is also **additional information** that can be submitted, which are; 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 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’. For example, a female mallard.
 - 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’. For example, an adult butterfly.
 - 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 drop-down menu
 - g. ‘Comment’ This is to write any extra information that is not listed above, for example, unusual colouration, or condition.
 5. Once you have filled in the information click ‘Submit’

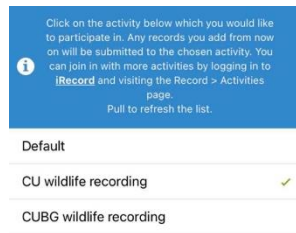
4. Downloading and using the iRecord phone app

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.

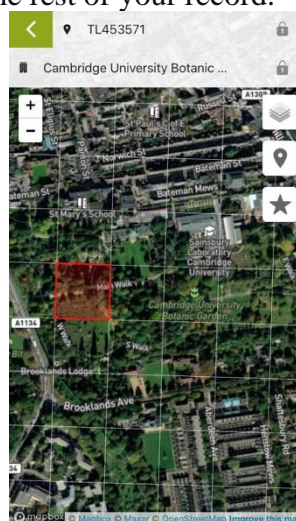
1. Download the iRecord app form the ‘Google Play App Store’ on Android devices or the ‘App Store’ on Apple devices.
2. Open the app, click the menu button in the bottom right corner and enter your username and password.

3. Join ‘CU Wildlife Recording’ using the instructions above (see 2).

4. On the navigation bar find and click 'Activities'. This will show all the activities you have joined.
5. Click on 'CU Wildlife Recording' a tick should appear next to it. Now any recordings you make will be added to this event

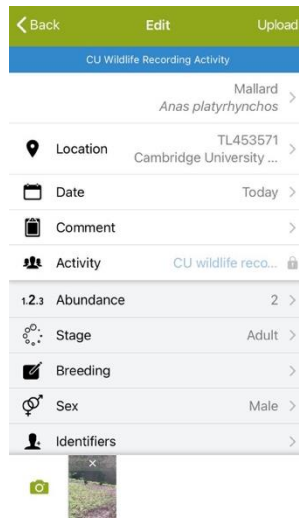


6. Make sure the app has access to your phone's location so that your records can be mapped
7. When adding a new record click on the green plus button at the bottom of the app's homepage
8. When typing in the species name it will autocomplete with options for you to select (you can use both common and Latin names). Use general identifiers if you do not know its higher classification like, 'beetle' or 'insect'
9. 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
10. 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 reference. Click the green arrow in the top left corner of the screen. It will take you back to the rest of your record.



11. Now you can fill in the rest of the data like 'date', 'comment', 'abundance', 'stage', 'sex', and 'identifiers'. 'Identifiers' is the name of the person that identified the species.
12. Click on the green camera icon at the bottom of the screen to upload any pictures of the species you recorded.

13. Go back to the overview of your record once you are happy and click the ‘upload’ button in the top right of the screen. Your records have now been added to the CU Wildlife Recording activity.



5. View the ‘CU Wildlife Recording’ records on iRecord

View what others have sent into CU Wildlife Recording!

1. Login to iRecord
2. Go to ‘My activities’. CU Wildlife Recording should be listed if you joined.
3. 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>

If you would prefer to try out iRecord in training mode before posting real records, please see below: <https://www.brc.ac.uk/irecord/training-mode>
<https://www.youtube.com/watch?v=buDJnPRAJOY>