



# Inner Forth Nature Counts

*A guide to using the Inner Forth Nature  
Counts records form and iRecord*





# Inner Forth Nature Counts

A guide to submitting biological records online using the Inner Forth Nature Counts records form and iRecord.

**Use this space to note your iRecord log in details.**

User Name:

Password:

[www.brc.ac.uk/irecord/enter-inner-forth-records](http://www.brc.ac.uk/irecord/enter-inner-forth-records)



## Photo Credits

Front cover: Looking for beasts (Scott Shanks/Buglife); Buff-tailed bumblebee (*Bombus terrestris*) (Steven Falk).

Inside front cover: Wildlife surveying at Cambus Pools LNR, Clackmannanshire. (Paul Barclay/IFLI).

Page 4: Peacock butterfly (*Aglais io*) on Sea aster (*Aster tripolium*) (RobertTrevis-Smith/IFLI); Redshank (*Tringa totanus*) (Andy Hay/RSPB).

Inside back cover: Birch polypore bracket fungi (*Piptoporus betulinus*) at Kinneil Woods, Falkirk (Paul Shave).

Back cover: Searching the trees (Paul Barclay/IFLI).



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# What is 'Forth Nature Counts' and what wildlife sightings and records can I submit?

Forth Nature Counts is a project within the Inner Forth Landscape Initiative (IFLI). It aims to promote, support and encourage wildlife recording of all sorts within the Inner Forth area from 2014 to 2018. As part of IFLI, Forth Nature Counts is supported by the National Lottery through the Heritage Lottery Fund and the IFLI partnership. Find out more at: [www.innerforthlandscape.co.uk](http://www.innerforthlandscape.co.uk)

There are thousands of species of wildlife within the UK. Help to build a picture of wildlife throughout the Inner Forth by recording species that **you** are interested in, or that you see in places you visit and look after. Here are a few suggestions to help get you started:

- Amphibians
- Birds
- Fish
- Fungi and Lichens
- Invertebrates, for example bees and wasps, beetles, snails, spiders, butterflies and moths, dragonflies and damselflies, grasshoppers.
- Mammals, for example bats, fox, badger, otter, pine marten, mice, squirrel, shrew, seals, dolphin and porpoise.
- Mosses and Liverworts
- Plants, for example in woodland, wetland, urban areas, meadows, the coast and agricultural areas.



**Unsure how to identify wildlife? Search the IFLI online events calendar for upcoming free workshops and events.**

# Using the online Inner Forth Nature Counts records form (without an iRecord account)

The screenshot shows a web browser window with the URL <http://www.brc.ac.uk/irecord/enter-inner-forth-records>. The page features the iRecord logo, the Inner Forth Landscape Initiative logo, and the Heritage Lottery Fund logo. A navigation bar includes links for Home, Record, Explore, Summarise, Forum, and How do I...?. The main heading is 'Inner Forth Nature Counts - enter a list of records (for a site on a date)'. Below this is a brief description of the initiative. The form is divided into three tabs: 'About You', 'What Did You See?', and 'Where Was It?'. The 'About You' tab is active, showing a 'Personal details' section with input fields for 'First name:', 'Last name:', and 'Email:'. Each field has a placeholder text: 'Please provide your first name', 'Please provide your surname', and 'Please provide your email. This will only be used to contact you if we require further information to verify the record.' respectively. At the bottom of the page, there are links for 'About', 'Terms & Conditions', and 'Powered by Indicia'.

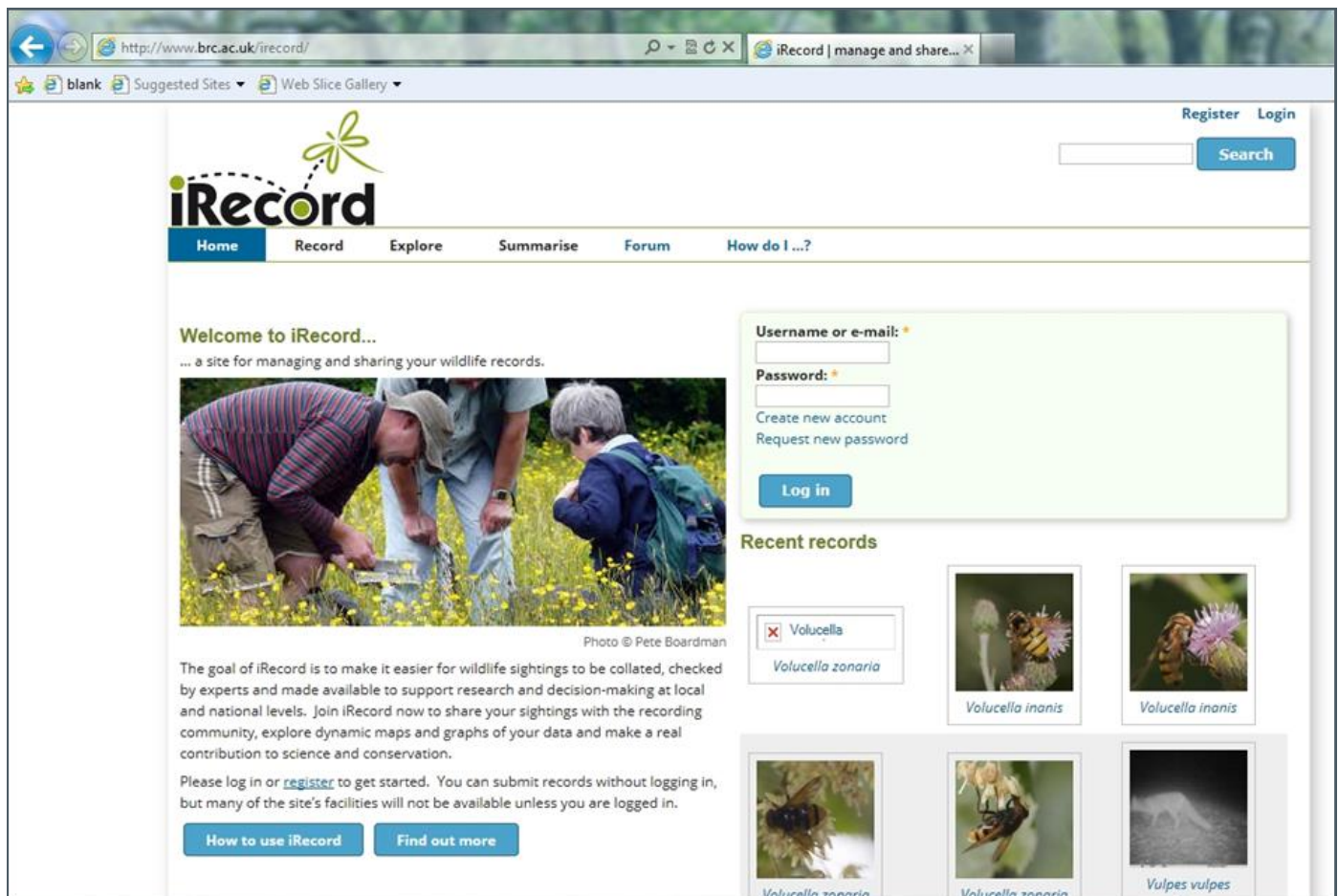
Using the online Inner Forth Nature Counts records form you can record sightings and upload photos of any species that you see. To submit a record:

- Go to [www.brc.ac.uk/irecord/enter-inner-forth-records](http://www.brc.ac.uk/irecord/enter-inner-forth-records)
- First tell us your name and contact details.
- Then click on the 'What Did You see?' tab to add a list of species and photographs of what you have seen.
- Finally, click on the 'Where Was It?' tab to add location details using an interactive map, and submit your record. Easy!

If you already have an iRecord account, records submitted through the Inner Forth Nature Counts records form will be added to your other records on iRecord.



# Creating your own iRecord account online

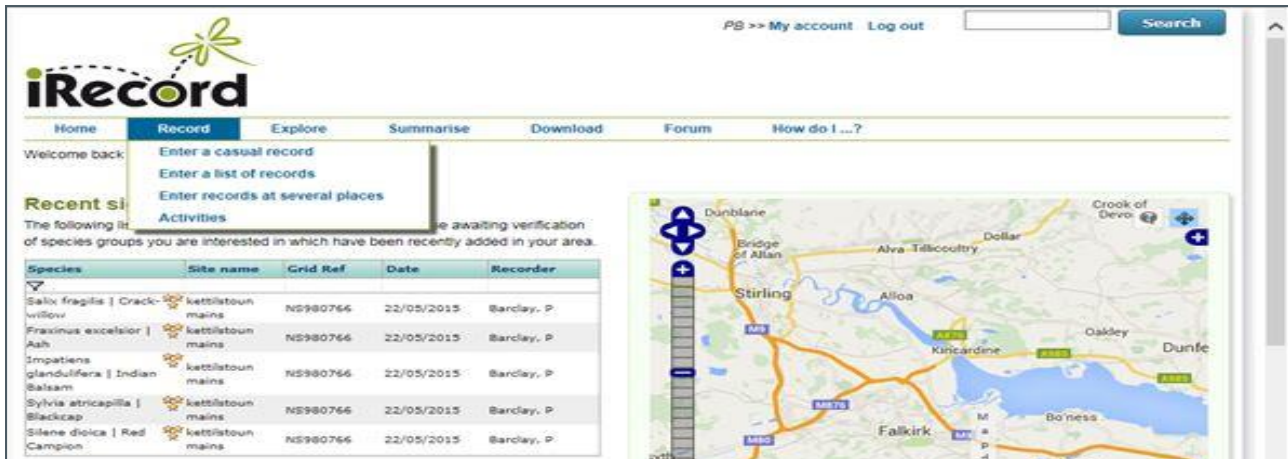


Go to <http://www.brc.ac.uk/irecord/>

- Click on 'Register' on the home page.
- Enter a user name, your e-mail address and your name. There is space to note these log in details on the back of this booklet.
- Read and accept the Terms and Conditions.
- You will be sent a verification e-mail to your e-mail address. Follow the link within the email to complete the set up of your account.
- You can change your account details and edit your recording preferences at any time by clicking 'My Account' in the top right corner and selecting the 'Edit' tab.

# Selecting the Inner Forth Nature Counts records form to use with your own iRecord account

Once registered, log in to your account. There is space to note your username and password within the front cover of this booklet.



- Choose 'Activities' from the 'Record' drop down menu



- Click the 'Browse all activities' tab then browse until you find the 'Inner Forth Nature Counts' form. Click on the gold star next to it to add it as a favourite.
- The Inner Forth Nature Counts records form will now be available for you to use in the 'Activities' list from the 'Record' drop-down menu.

# Submitting a record using the online Inner Forth Nature Counts records form

Select the Inner Forth Nature Counts form from the 'My forms' list in the 'Record' drop-down menu.

The screenshot shows the iRecord website interface. At the top right, it says "Logged in as ScottShanks >>My Account Logout". Below the iRecord logo is a navigation bar with links: Home, Record, Explore, Summarise, Verify, Download, Forum, and How do I...?. The "Record" dropdown menu is open, showing three options: "Enter a casual record", "Enter a list of records", and "Enter records at several places". The "My forms" link is highlighted, and a sub-menu is displayed with the option "Inner Forth Nature Counts - enter a list of records (for a site on a date)". A search bar is visible on the right with a "Search" button. A "Find other forms" button is also present.

- Enter the date for the records and begin to add species to the form. Common or scientific names can be used.

The screenshot shows the "Inner Forth Nature Counts - enter a list of records (for a site on a date)" form. The form includes a header with the iRecord logo and logos for the Inner Forth Landscape Initiative and the Heritage Lottery Fund. The navigation bar is the same as in the previous screenshot. The form content includes a "What Did You See?" tab and a "Where Was It?" tab. Below these are fields for "Date:" and "Recorder Name:" (pre-filled with "Shanks, Scott"). A yellow box contains instructions: "Please enter all the species you saw at one site on a single day and any other information about them. Then move to the Where was it? tab before submitting your records." Below this is a table with columns: Species, Certainty, Quantity, Sex, Stage, Identified By, Comment, and Add photos. The "Species" column has a dropdown menu. The "Certainty" column has a dropdown menu with "Certain" selected. The "Quantity" column has a text input field. The "Sex" column has a dropdown menu with "not recorded" selected. The "Stage" column has a dropdown menu with "not recorded" selected. The "Identified By" column has a dropdown menu with "Shanks, Scott" selected. The "Comment" column has a text input field. The "Add photos" column has a button labeled "select a species first". At the bottom, there is a note: "Use \* as a wildcard when searching for species names. If you have sensitive records to input please use the Enter a casual record form."



# Submitting a record using the Inner Forth Nature Counts records form: uploading a photograph

You can enter records of different groups such as plants, fungi, birds and invertebrates on the same form.

**Inner Forth Nature Counts - enter a list of records (for a site on a date)**  
Record form for the Inner Forth Landscape Initiative. We are working with recorders to build our understanding of the diversity, abundance and spread of species that are found within the landscape. For more info see our [website](#).

What Did You See? Where Was It?

Date:

Recorder Name:

Please enter all the species you saw at one site on a single day and any other information about them. Then move to the **Where was it?** tab before submitting your records.

Species	Certainty	Quantity	Sex	Stage	Identified By	Comment	Add photos
7-spot Ladybird - <i>Coccinella septempunctata</i> insect - beetle (Coleoptera)	Certain	2	not recorded	adult	Shanks, Scott		<a href="#">add images</a>
Ruby Tiger - <i>Phragmatobia fuliginosa</i> insect - moth	Certain	1	not recorded	other	Shanks, Scott	caterpillar- pale form	<a href="#">add images</a>
Robin - <i>Erithacus rubecula</i> bird	Certain	1	not recorded	adult	Shanks, Scott		<a href="#">add images</a>


Adding a photograph is easy and can make verification of records much easier. See page 12 for details of how records are verified.

Species	Certainty	Quantity	Sex	Stage	Identified By	Comment	Add photos
7-spot Ladybird - <i>Coccinella septempunctata</i> insect - beetle (Coleoptera)	Certain	2	not recorded	adult	Shanks, Scott		<a href="#">add images</a>
Ruby Tiger - <i>Phragmatobia fuliginosa</i> insect - moth	Certain	1	not recorded	other	Shanks, Scott	caterpillar- pale form	

Files

[Add photo](#)

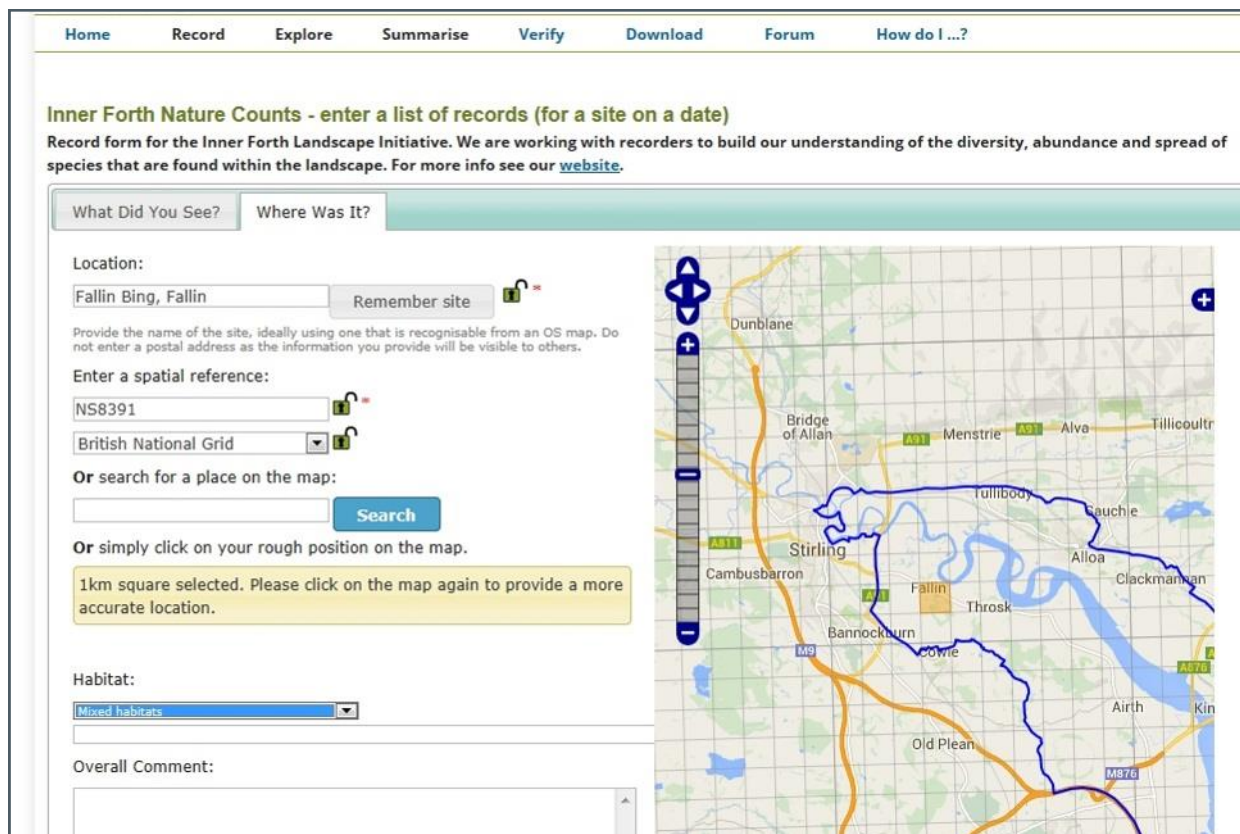
photo

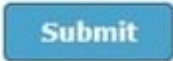


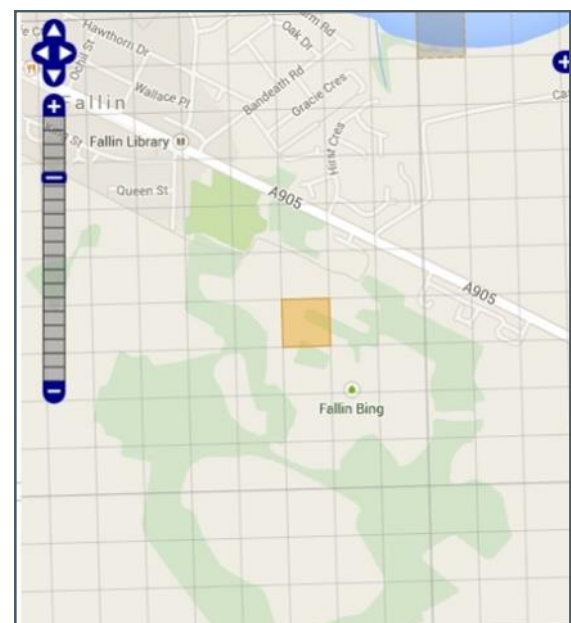
Caption:

# Submitting a record using the Inner Forth Nature Counts records form: adding the location

Once you have added all the records for a single location on that date, select the 'Where Was It?' tab to enter a name for the site, then click the on the map to pinpoint the location.

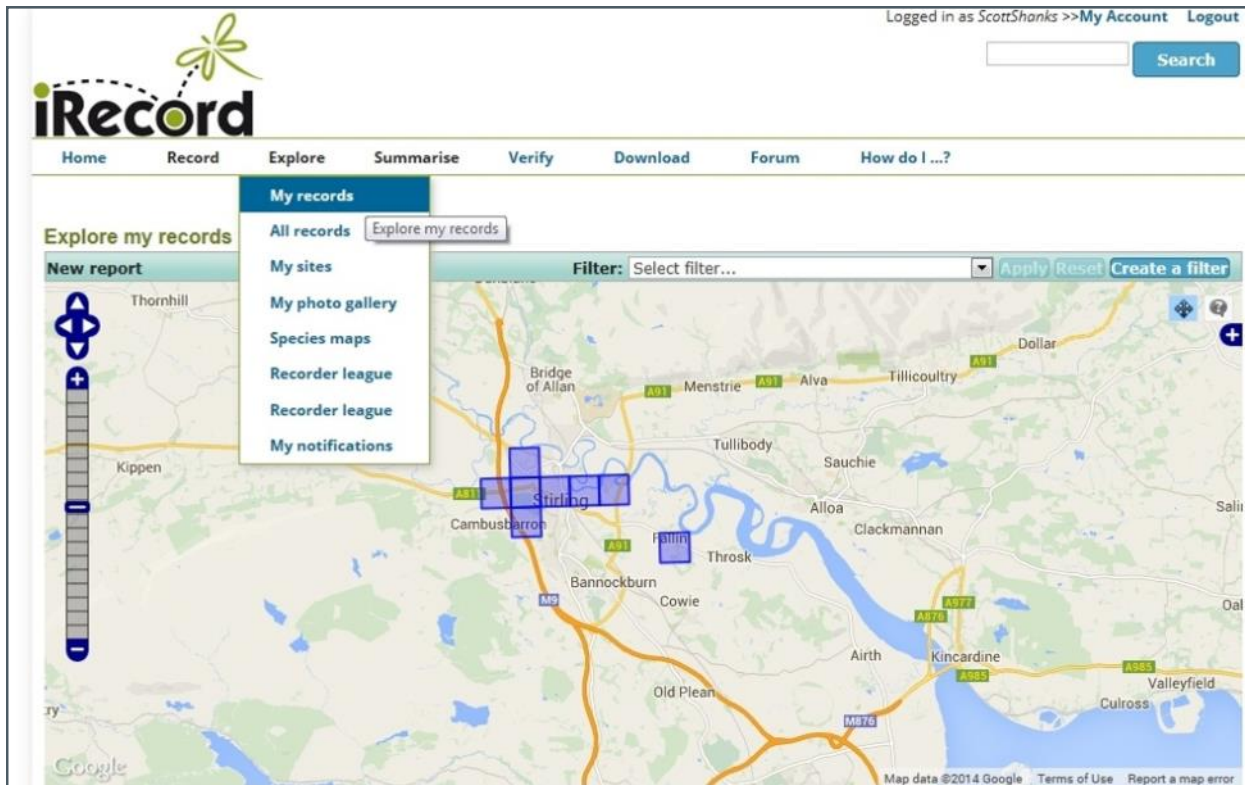


- Zoom in or keep clicking to get a higher resolution OS grid reference for your records.
- Then click the  button at the bottom of the page to upload your records.

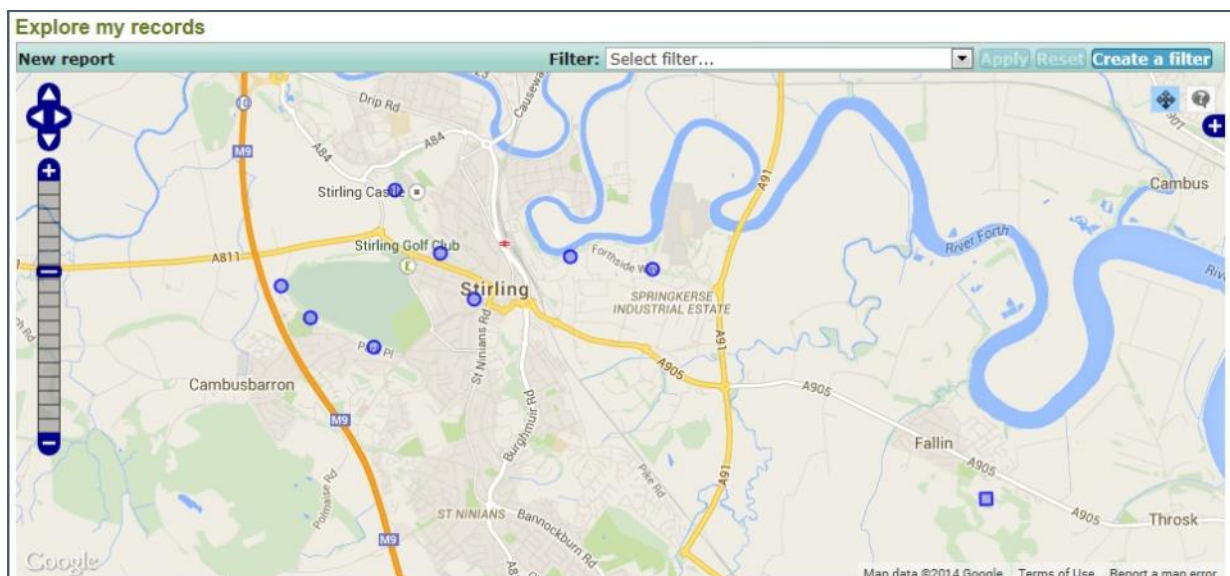


# Viewing your submitted records

To view a map of all your records choose 'My Records' from the 'Explore' drop-down menu.



Your records will be visible as either blue boxes (before being verified) or blue circles (after being verified).





## What happens once I have submitted a record?

*Thank you for taking the time to record wildlife within the Inner Forth and submitting your records as part of Forth Nature Counts.*

Once you have submitted a record to iRecord using the Inner Forth Nature Counts records form, it undergoes a number of automated checks that have been developed by national recording schemes for NBN Record Cleaner.

The automatic verification process highlights records outside the known places or times of year when the species is usually seen, and flags up species that are rare or difficult to identify.

If your record is highlighted by the Record Cleaner you will receive a message on the home page when you log in with the option of editing the record or simply removing the message if you believe the details are correct. **Please note that records highlighted by the automated verification rules are not necessarily incorrect!**

Your record will then be verified by an expert from the appropriate recording scheme. If there is no photograph with your record, the expert verifier may contact you to ask for more information before confirming the sighting. This is likely if the record is of a difficult to identify group or species.

Once submitted and verified, all records will be added to the National Biodiversity Network (NBN) database. <https://data.nbn.org.uk/>.

**All** iRecord users will be able to see records submitted through the Inner Forth Nature Counts records form, with the exclusion of records of certain protected species.









**Help to increase knowledge of wildlife around the Inner Forth by volunteering to record species in your area.**

Looking to improve or refresh your nature ID skills? A number of free workshops, walks and events will be held from 2015 -2018 through the Inner Forth Landscape Initiative. Full details can be found on our website.

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*The IFLI partnership is working with others to deliver projects throughout the landscape:*



**LOTTERY FUNDED**

