

# The Complete iRecord Web Guide

iRecord can be accessed on the web at **irecord.org.uk**. It's probably worth bookmarking the page!

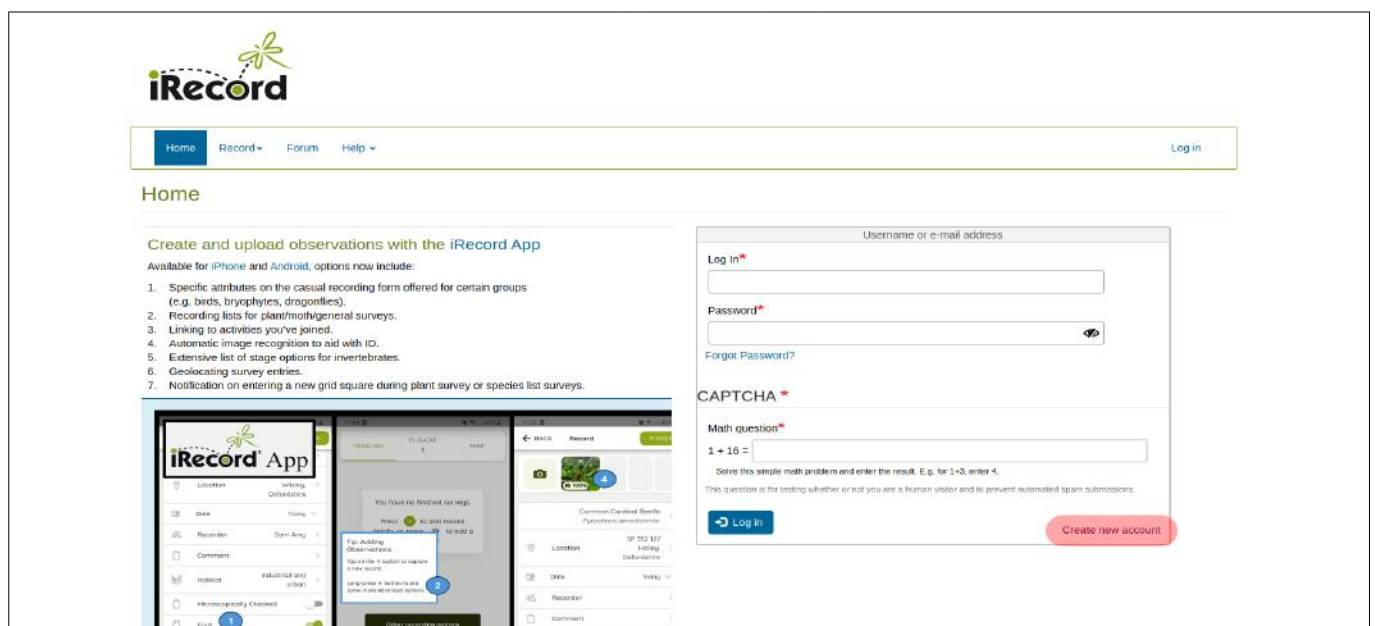
In this guide, parts of the webpage to fill in or click on are highlighted in pink.

## 1. Creating an Account

If you've already got an account, skip to [section 2](#).

### 1.1. Create new account

On the right of the iRecord homepage is a log-in box. In the bottom right of this box is blue text (highlighted here in pink) that reads **“Create new account”**. Click this.



The screenshot shows the iRecord homepage. At the top is the iRecord logo and a navigation bar with links: Home, Record, Forum, Help, and a Log in link. Below the navigation bar is a section titled 'Home' with a sub-header 'Create and upload observations with the iRecord App'. This section lists seven features of the app and includes three smartphone screenshots. To the right of this section is a login box. The login box has fields for 'Username or e-mail address' and 'Password', a 'Forgot Password?' link, and a CAPTCHA section with a math question '1 + 16 ='. At the bottom of the login box is a blue 'Log in' button and a pink 'Create new account' button.

### 1.2.

Now fill out the necessary form. Enter your name, the email you want to use for the account, and a secure password. Remember to write this down somewhere secret in case you forget! If you're someone who reads Ts&Cs, read through them; if you're someone who skims or skips, simply scroll down and tick the box. Complete the maths captcha to assure iRecord that you're not an AI infiltrater, and once you're happy, click **“Create new account”**.



The screenshot shows the 'Create new account' form on the iRecord website. The form is titled 'Create new account' and has a pink background. It contains three input fields: 'Email address', 'Username', and 'Password'. The 'Email address' field is pre-filled with 'irecordexample@gmail.com'. The 'Username' field is pre-filled with 'irecordexample'. The 'Password' field is empty. Below the 'Password' field is a checkbox labeled 'I agree to the Terms and Conditions'. At the bottom of the form is a pink 'Create new account' button.

**Password\***

Password strength: Strong

**Confirm password\***

Passwords match: yes

☒ Confirm that you are aged 13 or over\*

**First name\***

irecord

**Last name\***

example

Terms and Conditions of Use

**Website terms of use**

This website is operated by the Biological Records Centre (BRC) as part of the work of the UK Centre for Ecology & Hydrology (UKCEH). BRC, established in 1964, is a national focus in the UK for terrestrial and freshwater species recording. BRC works closely with the voluntary recording community, principally through support of National Recording Schemes and Societies (as listed on the BRC website). BRC is supported by the Joint Nature Conservation Committee (JNCC) and UKCEH (through National Capability funding via Natural Environment Research Council (NERC)).

UKCEH is an independent, not-for-profit research institute and is a registered Charity in England & Wales (number 1185618) and in Scotland (number SC049849), and a registered Company Limited by Guarantee in England & Wales (number 11314957). UKCEH is strategically funded by the Natural Environment Research Council, part of UK Research and innovation.

**Using the iRecord website**

The iRecord website is maintained for your personal use and viewing. The access and use of the website featuring these terms of use constitutes your acceptance of these terms of use. They take effect from the date on which you first use this website after these terms and conditions apply. We reserve the right to delete accounts of users who infringe these terms and conditions.

You agree to use this site only for lawful purposes, and in a manner that does not infringe the rights of, or restrict or inhibit the use and enjoyment of this site by any third party. Such restriction or inhibition includes, without limitation, conduct which is unlawful, or which may harass or cause distress or inconvenience to any person, and the transmission of obscene or offensive content or disruption of normal flow of dialogue within this site.

If you do not agree, please do not use the site. Do not use this website if you are under 13 years of age.

You can request that your iRecord account is cancelled at any time by emailing [irecord@ceh.ac.uk](mailto:irecord@ceh.ac.uk). Any records you have submitted will be preserved as part of a long term scientific data set which will continue to contribute to our research and understanding, and be stored indefinitely. This includes the details of biological records you have submitted, the analytical information associated with them, and including your name as the recorder and an automatically generated code to uniquely identify individual users of iRecord. This data will continue to be maintained in accordance with the terms of use that you agreed to when signing up to iRecord. Your email address will be removed from the iRecord dataset and will no longer be associated with your records.

**Personal data**

The basis on which we process any personal data we collect from you, or that you provide to use, is covered by our [privacy notice](#).

**Non-personal data content**

When you use this website, you create and upload content - for instance, wildlife observations, photos of wildlife, your descriptions of it, and messages to the forums. By putting this information on the site, you are saying that:

1. the content is yours, or you have the permission of the owner to agree to this usage
2. you agree that the content can be used on this site
3. you agree that your wildlife observations (excluding photos) can be made publicly available for wider use and may be shared with other relevant data users (see below)

☒ Accept Terms & Conditions of Use\*

User Interface Options

**Data entry of vague dates**

☒ Use the default settings for each page

☐ Enable vague date entry

☐ Disable vague date entry

**CAPTCHA \***

**Math question\*** 8 + 6 =

14

Solve this simple math problem and enter the result. E.g. for 1+3, enter 4.

This question is for testing whether or not you are a human visitor and to prevent automated spam submissions.

[Create new account!](#)

[Go back to the login page.](#)

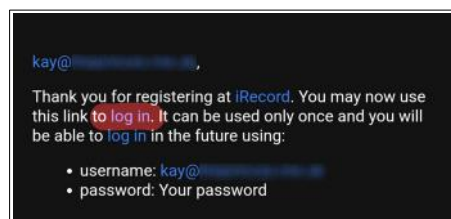
Don't worry about this one!  
You can leave it as is.

### 1.3. Verify email address

Check your inbox for the email you just entered to register. There should then be an email at the top from iRecord which has several links in it. Press the highlighted link here – the first “log in” in blue text. This will open a web page. Let it load, then close the web page.

You will then receive an email which confirms that your account has been activated. You don’t need to do anything with this – all it has are links to the log-in page on a web browser. You can delete this email.

Now reload the website. You’ll either already be logged in, or you’ll be able to log in now.



## 2. Log In

No need to do this if you've done section 1! Otherwise follow these instructions if you've already made an iRecord account on a different phone, tablet or computer.

When you arrive at the iRecord homepage, there is a box on the right hand side for logging in. Enter your login details – the email you used to sign up with, and your password – and complete the maths captcha. Then click **“Log in”**.

The screenshot shows the iRecord homepage. At the top is a navigation bar with links: Home, Record, Forum, Help, and a Log in link on the right. Below the navigation bar is a section titled "Home" with a heading "Create and upload observations with the iRecord App". It lists seven features of the app, such as specific attributes for certain groups, recording lists, linking to activities, automatic image recognition, and geolocating survey entries. Below the list are three mobile app screenshots. To the right is a login form with fields for "Username or e-mail address" (containing "kay@"), "Password" (masked with dots), and a "CAPTCHA" section with a math question "1 + 16 = 17". There are links for "Forgot Password?" and "Create new account", and a "Log in" button.

You may have a message at the top of the iRecord homepage now asking you to **specify a media licence**. This just means they want you to tell them how other people can use any photos you upload.

The screenshot shows the iRecord homepage after logging in. At the top is a navigation bar with links: Home, Record, Explore, Summarise, Activities, Forum, Help, My account, and Log out. Below the navigation bar is a green notification bar that says: "You have not yet specified a media licence. This limits the usefulness of your images. To set a licence, edit your profile page and select an option." Below this is a "Home" section with a welcome message "Welcome back kay@" and a small map of Bergen at the bottom right.

To specify a licence, click on **“My account”** on the right end of the navigation bar. Then click on the **“Edit”** tab above the information that appears below, and scroll down.

Under **“Licence for your photos and other media”**, select the option you want. There are lots of fancy terms here, so simply put:

- **“No rights reserved”** means that anyone can use your pictures for any reason without mentioning or paying you
- **“Creative Commons Attribution-NonCommercial”** means that people can use and adapt your pictures, but not for commercial purposes, and they have to credit you when they do
- **“All rights reserved”** means that nobody can do anything with your pictures.

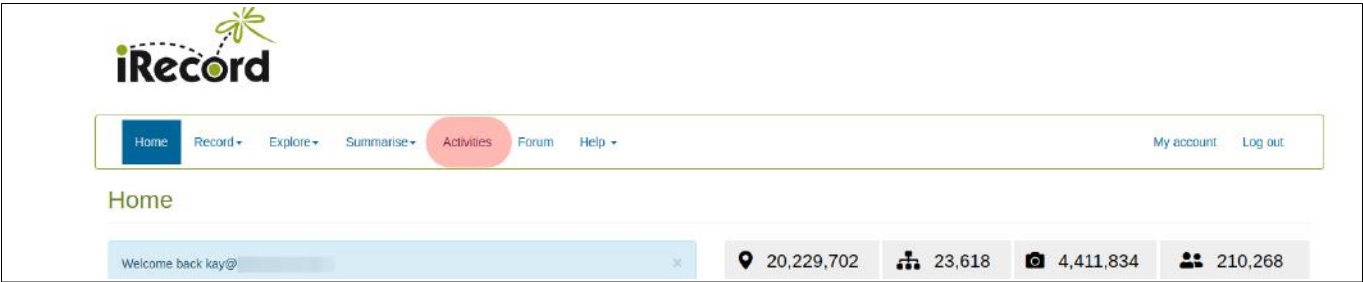
# 3. Joining the SOW Activity

You can upload records on your own – but to get involved with Sustainable Oakington and Westwick and view what everyone else has been doing, you need to join an “activity”.

## 3.1. Activities tab

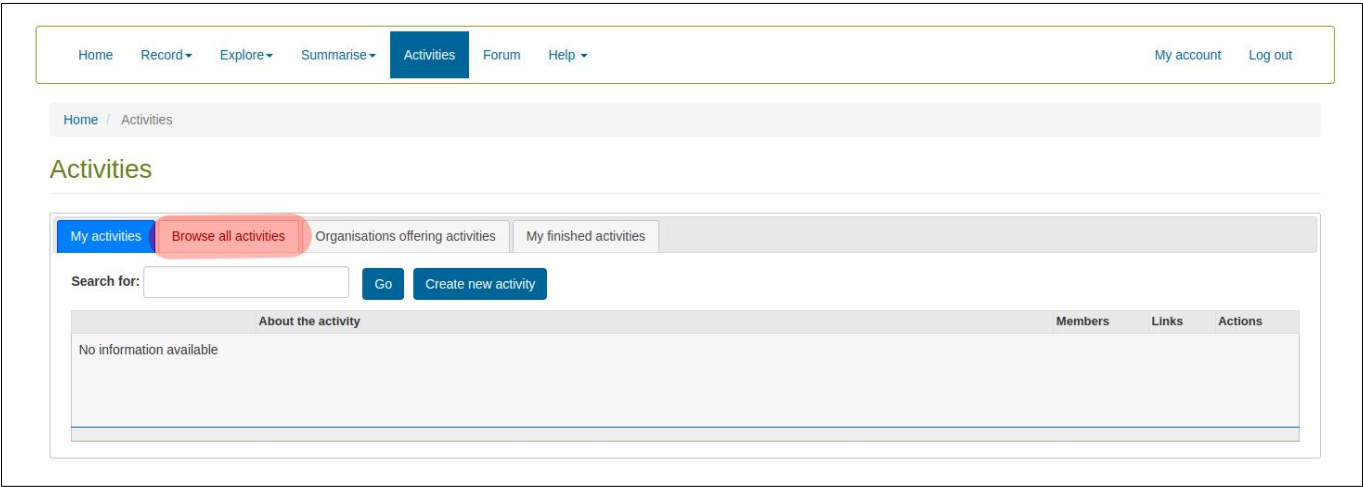
Make sure you’re logged in on the iRecord website. You’ll know you are when there’s some text in the top right of the page that reads “Login as >> (your email)”.

Along the top of the page, below the logo, there’s a navigation bar. In this, click “Activities”.

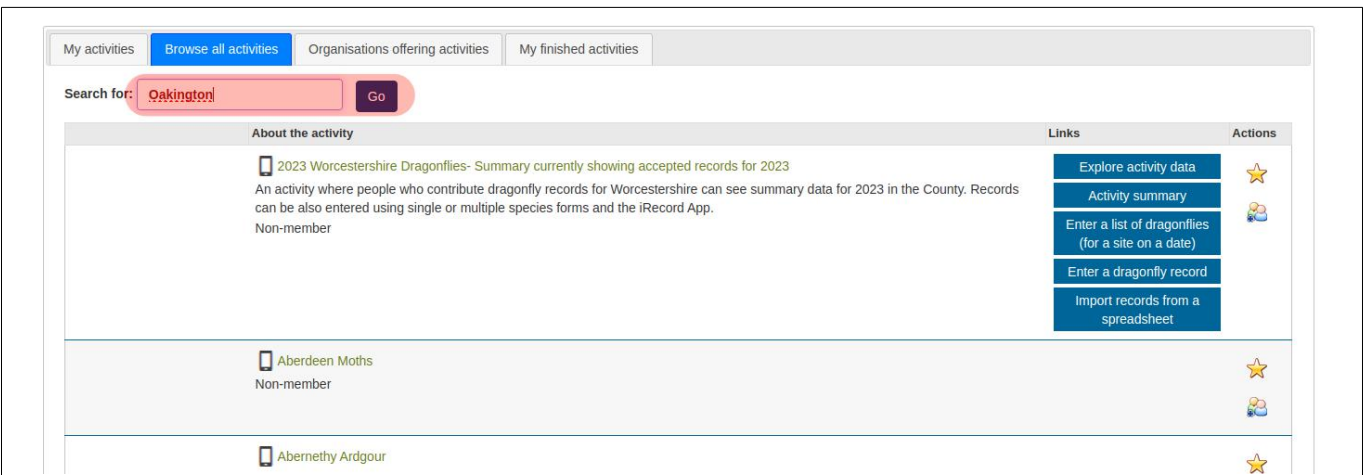


## 3.2. Browse activities

On the page that now appears, click the second tab in the horizontal bar: “Browse all activities”.



Then click into the search bar that appears below it, type “Oakington” and press enter (or click the “Go” button).



The first option that comes up will be the “Oakington & Westwick Nature Recovery Project” – that’s the one you want! On the far right of this is a column titled “Actions”. Under this there are two symbols: two people together, and a star. Click the **star**.

The screenshot shows the iRecord search results page. At the top, there are tabs for 'My activities', 'Browse all activities' (selected), 'Organisations offering activities', and 'My finished activities'. Below the tabs is a search bar with 'Oakington' entered and a 'Go' button. The main content area is divided into three columns: 'About the activity', 'Links', and 'Actions'. The 'About the activity' column features the 'Sustainable SOW' logo and a description of the project. The 'Links' column contains buttons for 'Explore Nature Recovery Project records', 'Nature Recovery Project record summary', 'Enter a record', and 'Enter a list of records'. The 'Actions' column shows a star icon and a group of people icon. At the bottom, there is a pagination bar with 'first', 'prev', '1', 'next', and 'last' buttons, and a message 'Showing records 1 to 1 of 1'.

### 3.3. Join activity

This will take you to a page asking you if you would like to join the activity. Press “Join”.

The screenshot shows the iRecord 'Join activity' page. At the top, there is a navigation bar with links for 'Home', 'Record', 'Explore', 'Summarise', 'Activities', 'Forum', and 'Help'. On the right side of the navigation bar are links for 'My account' and 'Log out'. Below the navigation bar, there is a section titled 'Would you like to join Oakington & Westwick Nature Recovery Project?' with a 'Join' button. To the left of the 'Join' button is the 'Sustainable SOW' logo. To the right of the 'Join' button is a description of the project. Below the description, there is a section titled 'Pages' with a list of links: 'Explore Nature Recovery Project records', 'Enter a record', 'Nature Recovery Project record summary', and 'Enter a list of records'.

You’ll now get a message welcoming you to the activity. Congratulations, you’ve joined!

The screenshot shows the iRecord 'Welcome' page. At the top, there is a navigation bar with links for 'Home', 'Record', 'Explore', 'Summarise', 'Activities', 'Forum', and 'Help'. On the right side of the navigation bar are links for 'My account' and 'Log out'. Below the navigation bar, there is a green banner with the message 'Welcome, you are now a member of Oakington & Westwick Nature Recovery Project group!'. Below the banner, there is a section titled 'Home' with the 'Sustainable SOW' logo. To the right of the logo is a description of the project. Below the description, there is a section titled 'Pages' with a list of links: 'Explore Nature Recovery Project records', 'Enter a record', 'Nature Recovery Project record summary', and 'Enter a list of records'.



## 4. Uploading a Record

### 4.1.

Make sure you're logged in on the iRecord website. You'll know you are when there's some text in the top right of the page that reads "Login as >> [your email]".

Along the top of the page, below the logo, there's a navigation bar. In this, hover your cursor over "**Record**". This produces a drop-down menu with various kinds of record. You want to click on "**Enter a casual record**".



### 4.2. Section 1

Enter all the necessary details – those that are required are marked with a red star (and I've highlighted those that are optional in yellow).

You can **enter a date** either by clicking on the field and typing, or by clicking the little calendar icon next to it and clicking the day on a visual calendar.

For the **species**, if you type in either the common name or the scientific name of the species you saw, the site will recommend some species based on this. Click on the right option.

The rest of the fields in section 1 are optional, and if you don't have many details, you don't need to fill any of these out. However, if you do have information, like sex or quantity, it's useful to add them in!

The image shows the 'Enter a casual record' form on the iRecord website. The form has several fields: 'Date' (31/07/2024), 'Recorder Name' (Prince, Kay), 'Species' (Gatekeeper), 'Certainty' (Certain), 'Quantity' (4), 'Sex' (not recorded), 'Stage' (adult), and 'Identified By'. Each field has a red star icon indicating it is required. The 'Date' field has a calendar icon. The 'Recorder Name' field has a hint: 'Please add the recorder's name, if it is not already shown, using the format "Surname, First name"'. The 'Species' field has a hint: 'Enter the species name using \* as a wildcard'. The 'Certainty' field has a hint: 'How certain of this identification are you?'. The 'Quantity' field has a hint: 'Provide an indication of the abundance'. The 'Sex' field has a hint: 'Please indicate the sex of the organism, if recorded'. The 'Stage' field has a hint: 'Please indicate the life stage of the invertebrate, if recorded'. The 'Identified By' field has a hint: 'If anyone helped with the identification please enter their name here'.

**Level of certainty** is also a very useful field the website has which the app doesn't – if you're not totally sure what species you saw, you can record this by choosing "Likely" or "Uncertain".

## 4.3. Upload a photo

If you have a picture of the species that you took that you want to add to the record, you'll need to have it to hand. It needs to either be downloaded onto your computer, or open in another tab on your browser.



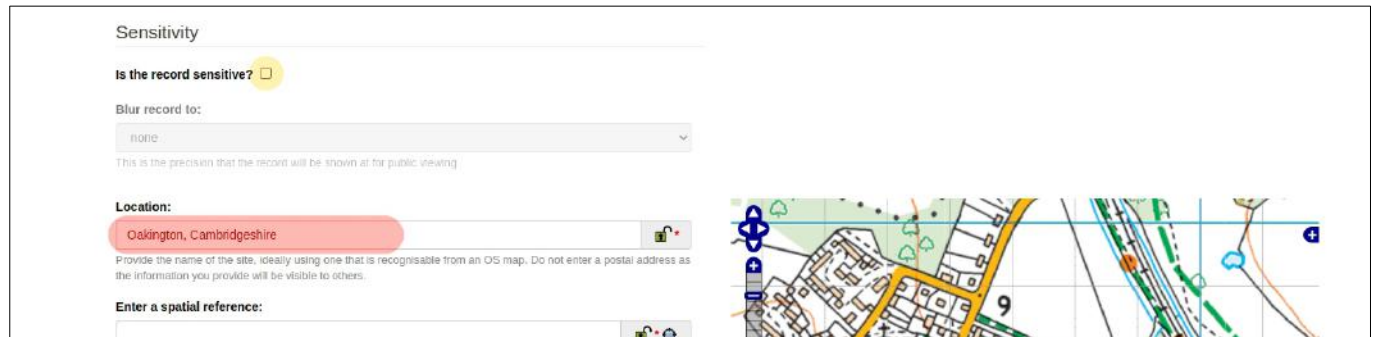
To upload a picture that is on your computer drive, click “Add photo” under the “Photos” section. Now you can **browse** your device’s storage to find the picture you want. You can add multiple pictures if you have them. You can also add a caption to your pictures once they’ve uploaded if you like.

If you’ve got your photo open in another tab, go to that tab first. **Click and drag** on the picture up to the top of the screen where your tabs are shown, along to the tab which has your iRecord record open in it, and down to the box with a dashed border in the Photos section. This should upload the picture. If it doesn’t work, you can download the photo from its tab and upload it as above.

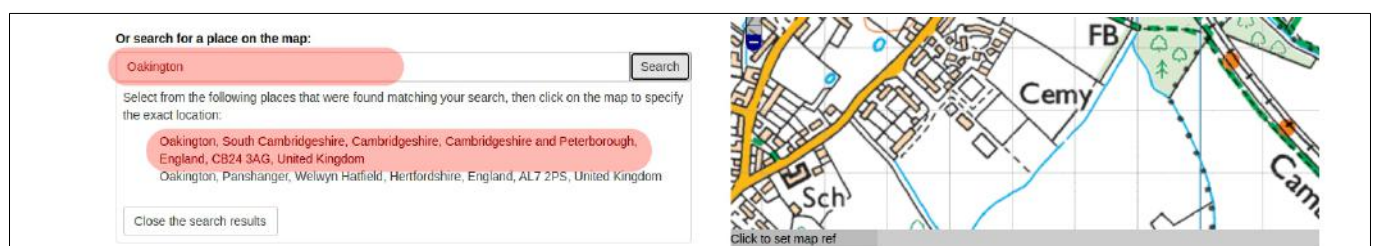
## 4.4. Section 2

This section is for location. At the top, there is an option for **sensitivity** – if you’re concerned about people using knowledge of the species’ location for ill (such as destroying bird of prey nests), you can check this box and blur the location to a chosen extent to help protect the species you saw.

Secondly, you need to **name** your location. You can give it a specific name, such as “Manor Farm Close”, or a general one, like “**Oakington, Cambridge**”.



You then need to **choose a location from the map**. To make this easier, use the **search bar** – for example, you can search “Oakington” and choose the first option, and the map will automatically zoom into the village.



From there, you can move around and zoom on the map using the tools along the map's sides. Doing this is a bit finicky though, so it might take a bit to get used to it. Once you've found your area, tap on the square that covers the rough area you saw the species. The square will highlight in red once selected. You can select a larger square by not zooming in so far, or a smaller square by zooming in further if you want to be more specific.

**Location:**

Provide the name of the site, ideally using one that is recognisable from an OS map. Do not enter a postal address as the information you provide will be visible to others.

**Enter a spatial reference:**

**Or search for a place on the map:**

**Or simply click on your rough position on the map.**

**Habitat:**

**Comment:**



**Location:**

Remember site

Provide the name of the site, ideally using one that is recognisable from an OS map. Do not enter a postal address as the information you provide will be visible to others.

**Enter a spatial reference:**

**Or search for a place on the map:**


 

**Or simply click on your rough position on the map.**

**Good. 100m square selected.**

**Habitat:**

**Comment:**



You can also add the habitat you were in, and a comment, if you want.

**Habitat:**

**Comment:**

## 4.5. Finishing

All done! Check your information is all correct, and then you can press **“Save”**. All the details you've put into the record boxes will disappear – don't worry! Your record will now be uploaded, and you'll receive a little message in a green box at the top of the page confirming this.

[Home](#)
[Record](#)
[Explore](#)
[Summarise](#)
[Activities](#)
[Forum](#)
[Help](#)

[My account](#)
[Log out](#)

Thank you for submitting your record to iRecord.

[Home](#) / [Enter a casual record](#)

**Enter a casual record**

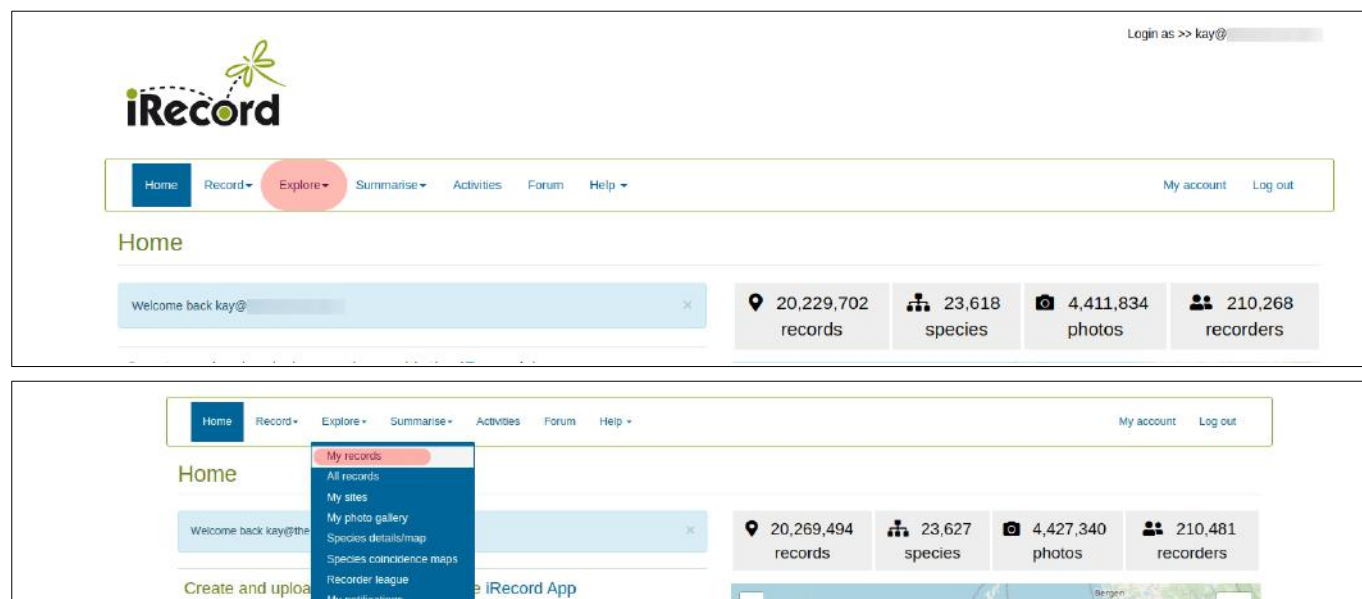
**Date:**

Select the date of the record.

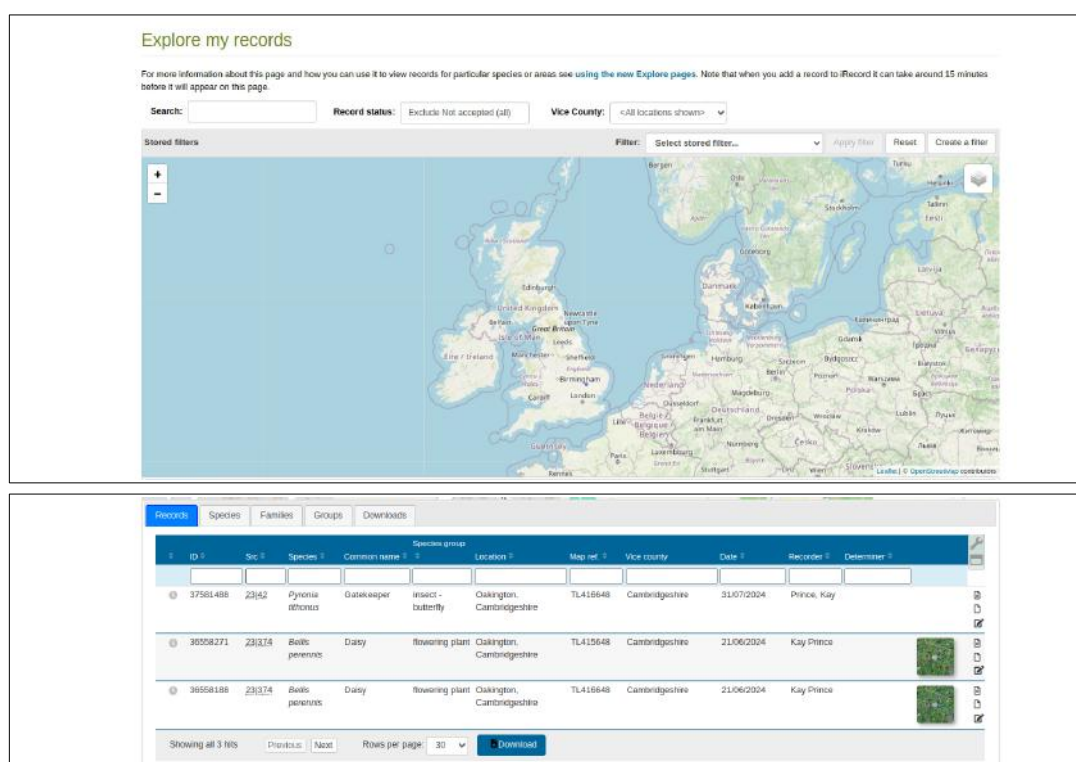


## 4.6. Viewing your records

If you want to see the records you've uploaded, you can do this too. Start by putting your cursor on the **“Explore”** tab in the navigation bar near the top of the page. The top option in the dropdown menu that appears reads **“My records”** – click on this.



This takes you to a page where you can view the records you've made on a map, and see each record with information on the species and record details in a table. To zoom in on the map, put your cursor over the map and scroll with your mouse or mousepad. Click and drag to move around.



In the records table, you can click on the different headings to refine what you're seeing. For example, if you want to know where you saw a fox you remember recording several weeks ago, you can click on the **“Species”** tab, click into the **“Common name”** search box, type **“fox”** and press enter. This will show you all records of foxes you have made. You can also use the search box above the map to do this.

## 5. Exploring the Project

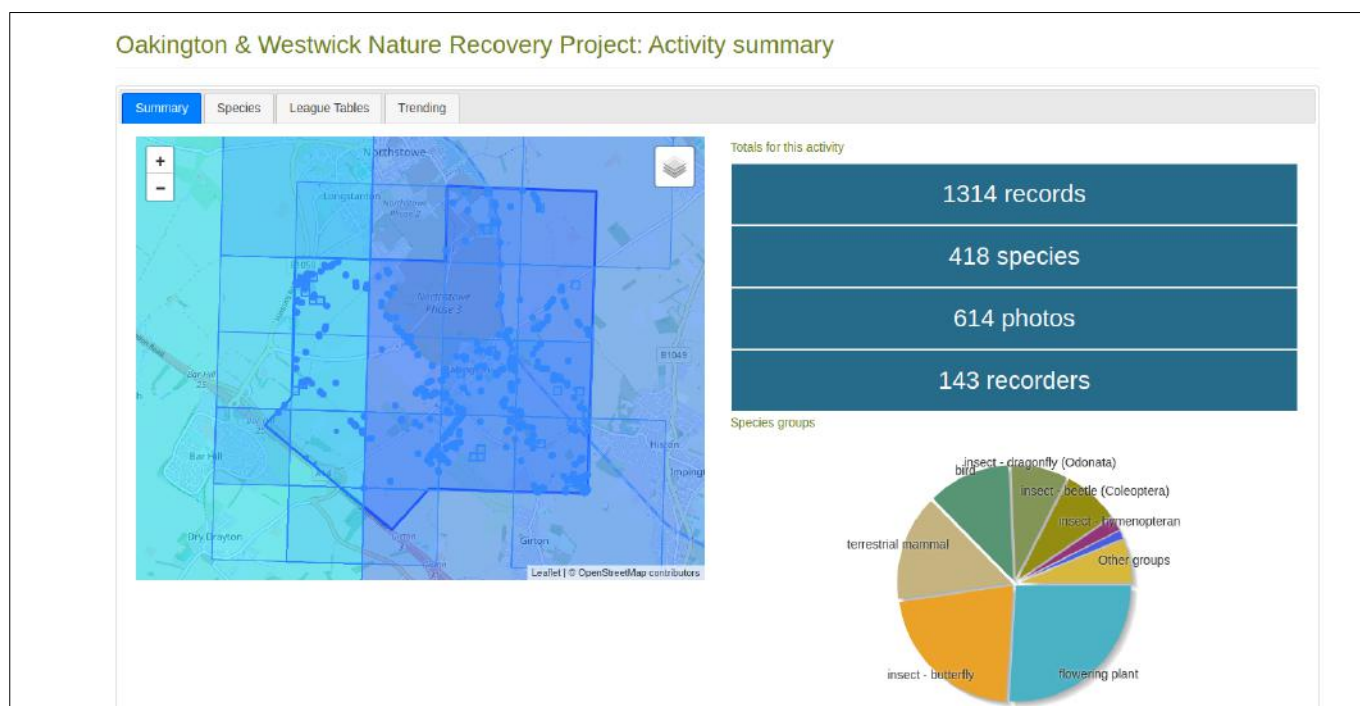
One of the main benefits of joining the SOW Nature Recovery Project activity on iRecord is that you can see what everyone else has been recording. There are a variety of fun ways to do this!

### 5.1. Record summary

Go to the Activities tab the same way as when you joined the SOW activity. Since you've joined the activity, you'll see it under the "My Activities" tab. On the right hand side, in the second-to-last column, are four options.

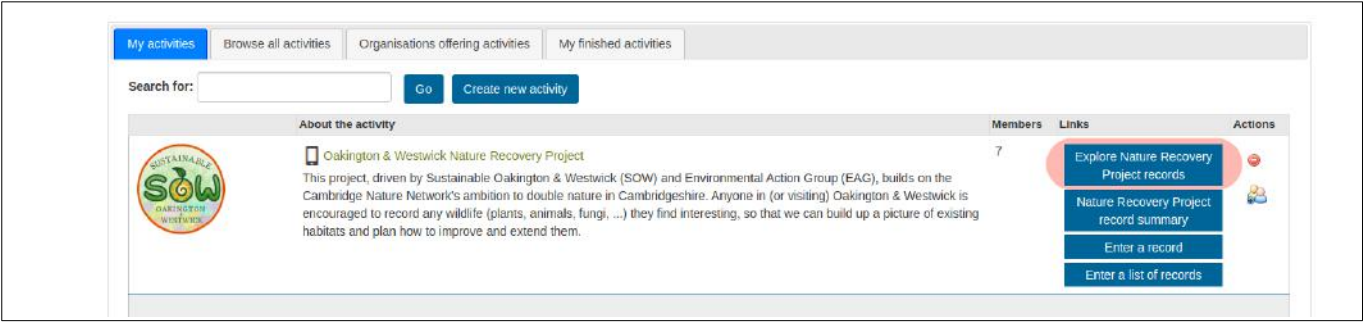
The screenshot shows the iRecord 'Activities' page. At the top is a navigation bar with links: Home, Record, Explore, Summarise, **Activities**, Forum, and Help. On the right of this bar are links for 'My account' and 'Log out'. Below the navigation bar is a breadcrumb trail: Home / Activities. The main heading is 'Activities'. Below this is a sub-navigation bar with tabs: 'My activities' (selected), 'Browse all activities', 'Organisations offering activities', and 'My finished activities'. There is a search bar with a 'Go' button and a 'Create new activity' button. The main content area is titled 'About the activity' and features the SOW logo, a description of the project, and a table with columns: 'Members' (showing 7), 'Links', and 'Actions'. The 'Links' column contains four buttons: 'Explore Nature Recovery Project records', 'Nature Recovery Project record summary' (highlighted with a red circle), 'Enter a record', and 'Enter a list of records'. At the bottom of the page, there are pagination links (first, prev, 1, next, last) and a status message: 'Showing records 1 to 1 of 1'.

If you just want a quick overview, click **"Nature Recovery Project record summary"**. This will take you to the following page, which shows a map, some statistics, and a pie chart. For some more detail, click the **"Species"** tab above the map to see what species have been recorded recently – and for some more fun, you can see who is setting the record-uploading record at the moment under **"League tables"**! By clicking the **"Trending"** tab, you can see pictures people have uploaded, too.

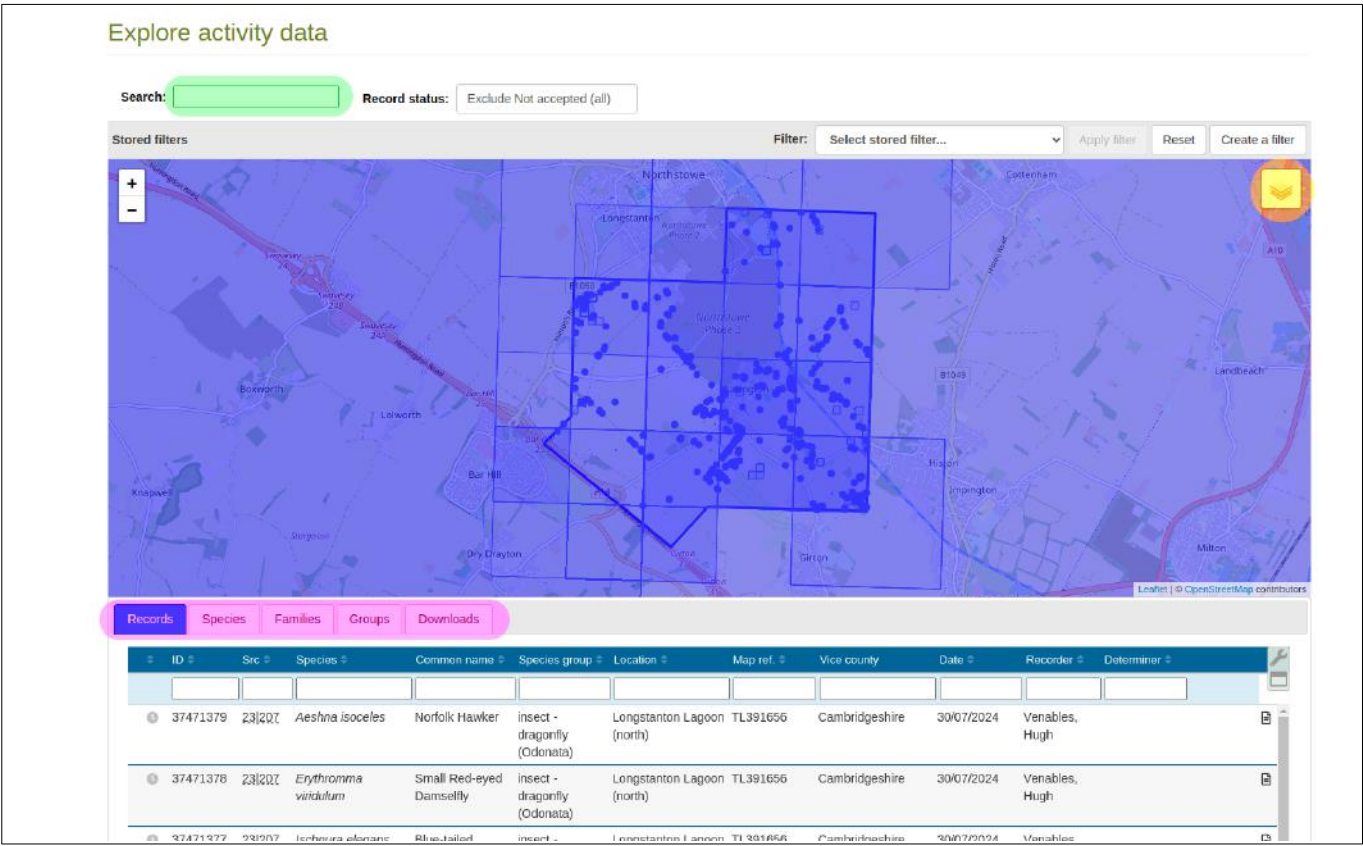


## 5.2. Explore records

However, you can explore the project in more depth by clicking “Explore Nature Recovery Project Records”.

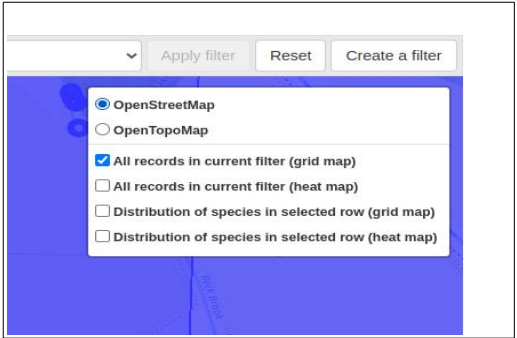


This takes you to a page which has a larger map with a table below it. There are three things you can do with this page: **search using the map** (highlighted in green), **search using the table** (highlighted in pink), and **change what the map looks like** (highlighted in yellow).



The map is set by default to show records as dots on a street map. However, by clicking on the **layers icon** in the top right corner (shown in yellow), you can change the map type to “Topo” which shows elements in higher contrast. This doesn’t work well when you’re zoomed in, though, so if you’re looking in detail it might be best to stick to the **street map**.

You can also change the record presentation from dots to a **heat map**, by un-ticking the row that says “All records in current filter (grid map)” and ticking the next one. This could make it easier to see places where more records have been made, for example, to identify somewhere to go to see wildlife.





As for searching, doing so with either the box above the map or the table below it will show the results both on the map and in the table. The difference is just that searching in the table can be more accurately refined. If you simply want to know where butterflies have been seen, the search box above the map will do just fine.

Search:

Record status:

Stored filters

Filter: 

Select stored filter...

Apply filter

Reset

Create a filter

Records

Species

Families

Groups

Downloads

| Kingdom  | Order       | Family      | No. of records | No. of species | First record | Last record |
|----------|-------------|-------------|----------------|----------------|--------------|-------------|
| Animalia | Lepidoptera | Nymphalidae | 130            | 11             | 25/07/2009   | 29/07/2024  |
| Animalia | Lepidoptera | Pieridae    | 123            | 6              | 25/07/2009   | 29/07/2024  |

On the other hand, if you want to see all the records that have been made of, for example, species in a particular scientific family, you can use the table.

Records

Species

Families

Groups

Downloads

| Accepted name                | Common name       | Group                        | Kingdom  | Order        | Family      | No. of records | First record | Last record |
|------------------------------|-------------------|------------------------------|----------|--------------|-------------|----------------|--------------|-------------|
| <i>Pieris rapae</i>          | Small White       | insect - butterfly           | Animalia | Lepidoptera  | Pieridae    | 62             | 25/07/2009   | 29/07/2024  |
| <i>Meles meles</i>           | Eurasian Badger   | terrestrial mammal           | Animalia | Carnivora    | Mustelidae  | 45             | 06/03/2013   | 18/07/2024  |
| <i>Lepus europaeus</i>       | Brown Hare        | terrestrial mammal           | Animalia | Lagomorpha   | Leporidae   | 33             | 17/06/2011   | 22/03/2024  |
| <i>Pieris brassicae</i>      | Large White       | insect - butterfly           | Animalia | Lepidoptera  | Pieridae    | 27             | 25/07/2009   | 19/10/2023  |
| <i>Vulpes vulpes</i>         | Red Fox           | terrestrial mammal           | Animalia | Carnivora    | Canidae     | 25             | 23/08/2015   | 26/06/2024  |
| <i>Aglais io</i>             | Peacock           | insect - butterfly           | Animalia | Lepidoptera  | Nymphalidae | 22             | 16/07/2014   | 29/07/2024  |
| <i>Oryctolagus cuniculus</i> | European Rabbit   | terrestrial mammal           | Animalia | Lagomorpha   | Leporidae   | 20             | 29/05/2018   | 11/07/2024  |
| <i>Maniola jurtina</i>       | Meadow Brown      | insect - butterfly           | Animalia | Lepidoptera  | Nymphalidae | 20             | 25/07/2010   | 29/07/2024  |
| <i>Pyronia tithonus</i>      | Gatekeeper        | insect - butterfly           | Animalia | Lepidoptera  | Nymphalidae | 20             | 25/07/2009   | 29/07/2024  |
| <i>Capreolus capreolus</i>   | Roe Deer          | terrestrial mammal           | Animalia | Artiodactyla | Cervidae    | 19             | 28/03/2019   | 31/03/2024  |
| <i>Anax imperator</i>        | Emperor Dragonfly | insect - dragonfly (Odonata) | Animalia | Odonata      | Aeshnidae   | 13             | 03/07/2015   | 30/07/2024  |

There are a few more features you can dig into if you're really keen, but that's all of the basics. Congratulations, you're now a qualified user of iRecord!