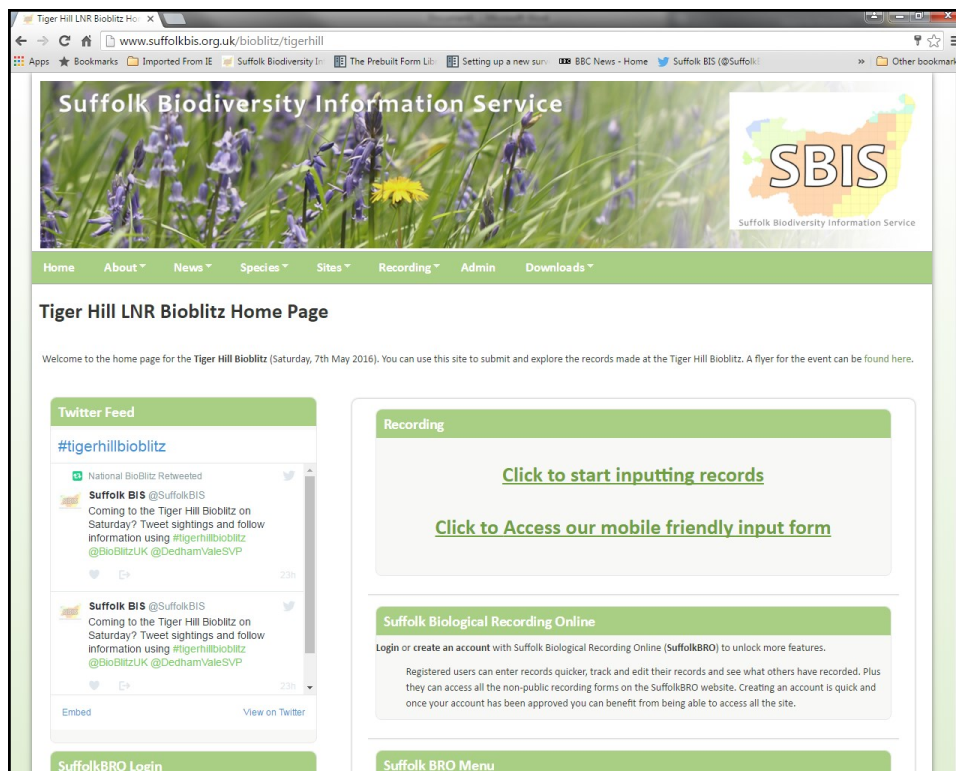


# How to submit your Bioblitz records to SBIS in 10 Steps

A 10 step guide on how to submit **reliable** and **accurate** records at or following a **'Bioblitz'** using Suffolk Biological Recording Online. Creating a **'good'** record will give it a better chance of becoming **verified** and therefore being of use for future study.

## Step 1: Locate the Bioblitz home page

A link to this will be provided on the day and will also be available on the recording section of the Suffolk Biodiversity Information Service webpage – [www.suffolkbis.org.uk/suffolkbro](http://www.suffolkbis.org.uk/suffolkbro). The homepage will look something like this (see below) and will give you options to **view the results** and **submit** your own sightings. **It is important that you enter the records on the bioblitz page** as this enables us to provide rapid feedback from the event.



## Step 2: Load an inputting form

Click on the link to start inputting records.

The inputting form is designed to enable you to **enter multiple species observed at the same point**. In this way you can either enter a list of species for the whole site or for example you could enter all the records that you surveyed at a pond on the site (and give an accurate grid reference).

Also provided is a link to a mobile friendly recording form. Designed to work with **mobiles and tablets** with small screens, this cut down version of the recording form should display better on smaller devices but only allows you to enter a **singles species at a time**.

## Step 3: Your details

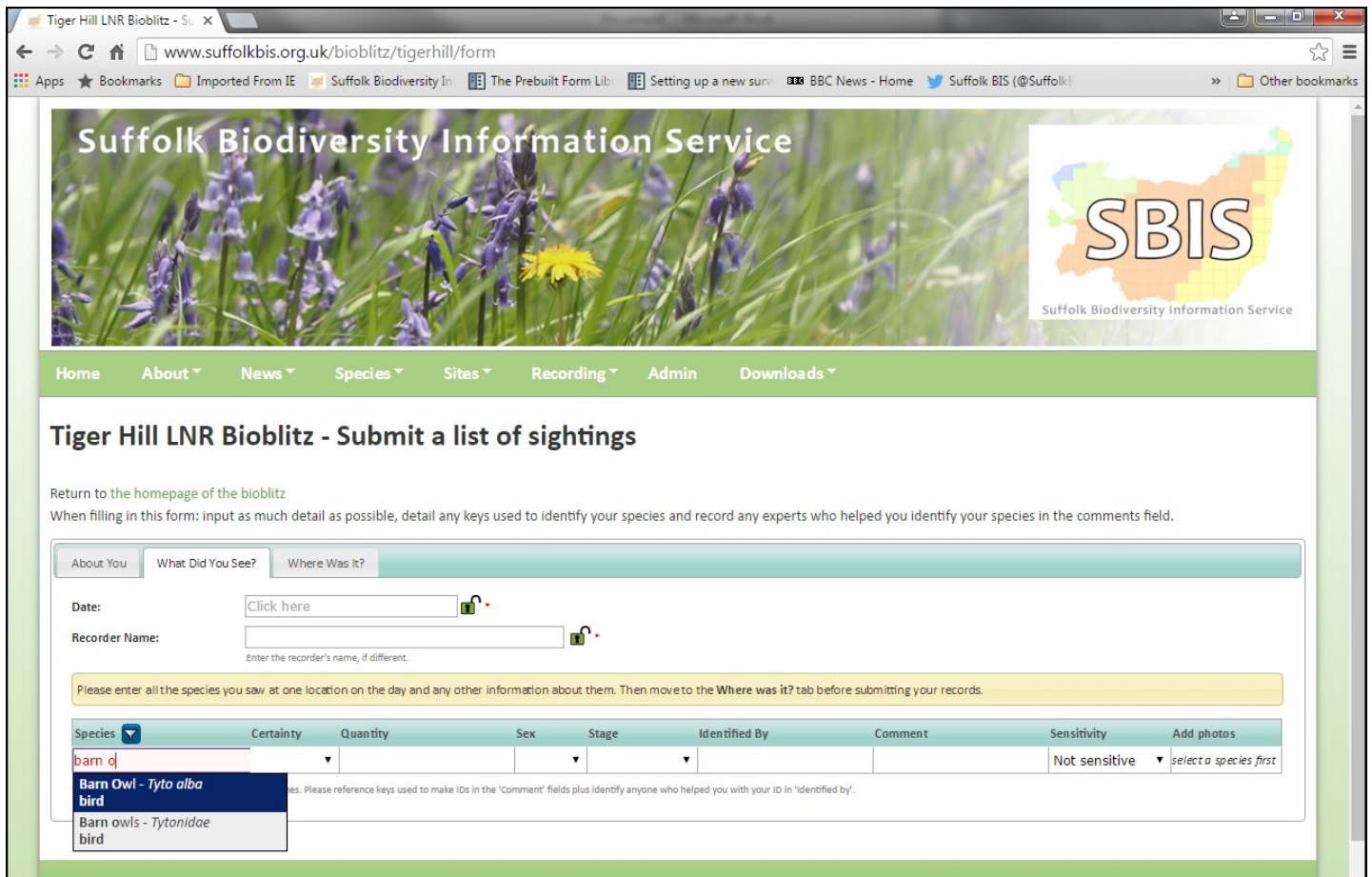
One of the most frequently overlooked components of a record is the **'who'** section. For records to be verified **we need to know who created the record**. On the first part of the recording form we ask for a **name and an email address**. This allows experts to get in contact if they need to ask you more about your sighting. Alternatively, if you **create a SuffolkBRO account** you will automatically miss out this step (and these details will be filled in for you).

## Step 4: Date

**‘When?’** This part is fairly self-explanatory and a date can be simply selected by clicking on the box and using the interactive **calendar**.

## Step 5: Species Entry

**‘What’ did you see? (see image below)** As you start typing a species name **either in Latin or English** an auto-complete **species dictionary** will start offering you suggestions. When you see the species you want to input; **click the species**. Don’t just type in a species name and press enter! There are many similar names that could be selected in error if you do this.



The screenshot shows the SBIS website interface. At the top, there's a navigation menu with links like Home, About, News, Species, Sites, Recording, Admin, and Downloads. The main heading is 'Tiger Hill LNR Bioblitz - Submit a list of sightings'. Below this, there are tabs for 'About You', 'What Did You See?', and 'Where Was It?'. The 'What Did You See?' tab is active, showing a form with fields for 'Date' (with a calendar icon) and 'Recorder Name'. Below these fields is a yellow instruction box: 'Please enter all the species you saw at one location on the day and any other information about them. Then move to the Where was it? tab before submitting your records.' The main part of the form is a table with columns: Species, Certainty, Quantity, Sex, Stage, Identified By, Comment, Sensitivity, and Add photos. The 'Species' column has a dropdown menu open, showing suggestions: 'Barn Owl - Tyto alba bird', 'Barn owls - Tytonidae bird', and 'bird'. The 'Sensitivity' column has a dropdown menu with 'Not sensitive' selected and a note 'select a species first'.

If you have not managed to identify your specimen to **species level** it is quite acceptable to record it at the level of confidence you have achieved. The form will accept just **genus** and **family** names. If you are entering a genus or family name it is best to **enter the recognised Latin/scientific name** for this group rather than a common name e.g. ruby tailed wasp (as this may select a specific species associated with this name rather than the genus or family).

## Step 6: Observation details

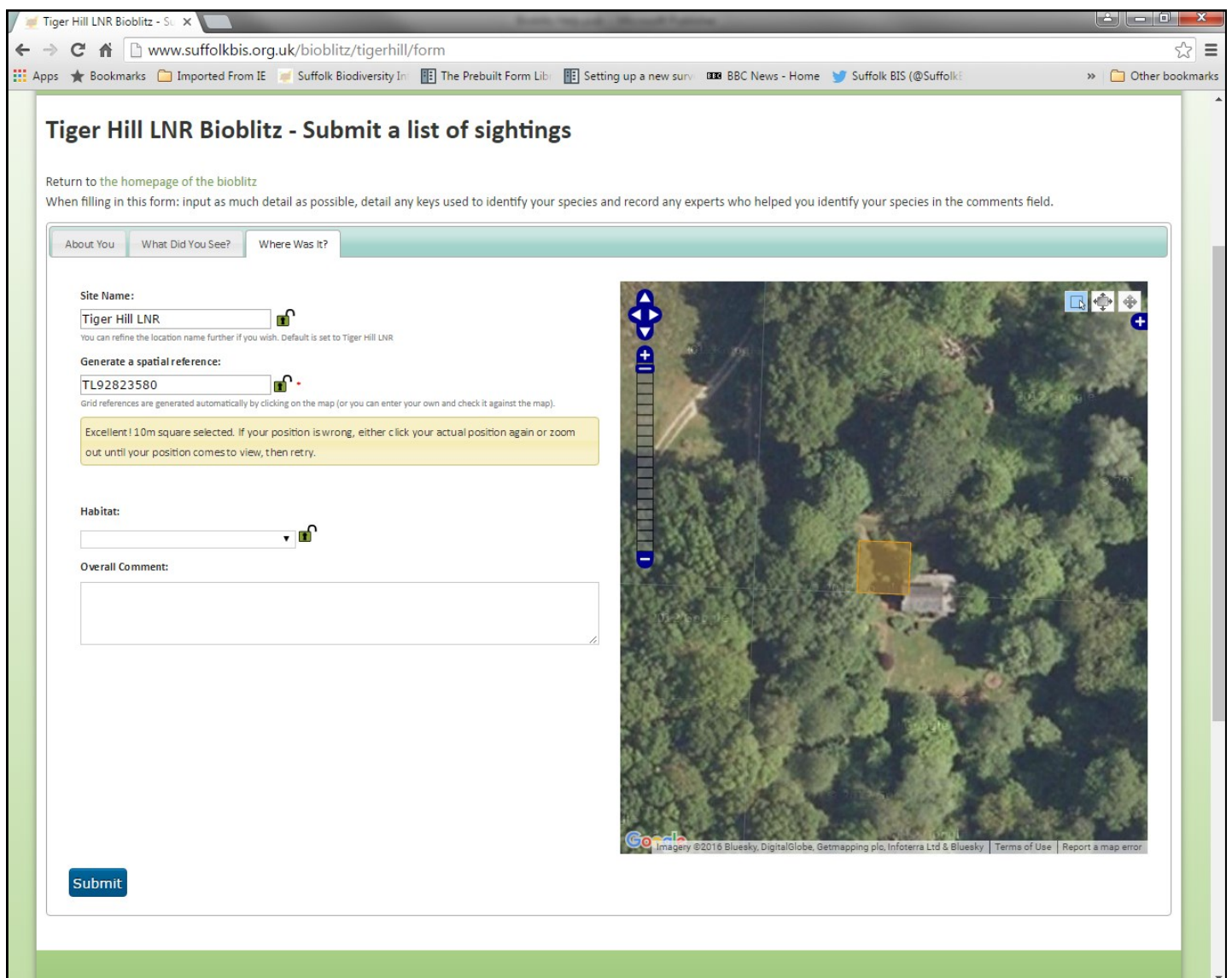
Work your way along the row **filling out and selecting as much information** as you can. Of particular importance are the **‘Identified By’** & **‘Comment’** field. As there are often experts present on the day it is **good to name drop!** If an expert helped you make your ID then it is important to put their name in here. This adds extra confidence to your record and will help it become verified. Also very important is the **‘Comment’** field. Use this field to firstly **add contextual information to your sighting** i.e. observed behaviour or location details, but secondly use this field to **detail any keys or guides you used to reach your ID**. This particularly helps verification on difficult to ID species where experts need to know how you came to your conclusion.

## Step 7: Photos and Sensitivity

The best way to **add value to your record** is to **submit a photo** of the species in question. This will help experts confirm and verify your sighting. If you have multiple photos please upload the ones that **best help show the diagnostic features of your species** (e.g. the face or legs of a drone hoverfly). Consult your key and show photos of the features that helped you come up with your determination.

Records can also be **flagged as sensitive**. All records that are created on the website are **publicly viewable** and therefore for certain threatened/sensitive species you may deem it necessary to obscure the publically viewable resolution of the record (e.g. badger setts). Simply select from the drop down the amount you would like to blur your record by. If you are uncertain whether to obscure a record it is best to **ask an expert** from that field.

## Step 8: Location



**Tiger Hill LNR Bioblitz - Submit a list of sightings**

Return to the [homepage of the bioblitz](#)

When filling in this form: input as much detail as possible, detail any keys used to identify your species and record any experts who helped you identify your species in the comments field.

About You | What Did You See? | Where Was It?

Site Name:

You can refine the location name further if you wish. Default is set to Tiger Hill LNR

Generate a spatial reference:

Grid references are generated automatically by clicking on the map (or you can enter your own and check it against the map).

Excellent! 10m square selected. If your position is wrong, either click your actual position again or zoom out until your position comes to view, then retry.

Habitat:

Overall Comment:

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**‘Where’ was it? (see above)** On the next tab, the **‘Site Name’** field at bioblitz events is usually already filled in to save you time. The map is also centred on and displays the **boundary** in which the bioblitz has taken place. To **‘Generate a spatial reference’** simply **click on the google map** interface. As you click on the map a grid reference is selected (the maps can also be changed to show aerial photography) and a help dialog encourages you to **further refine your grid reference** by clicking on the map again. You can keep doing this until you have selected a 10m square.

You can of course record to whatever resolution you like or to the resolution that you feel is most appropriate for what you saw. For example birds flying overhead in the distance could be recorded at 100m resolution especially if you're not 100% sure of their exact location over the ground.

On the map you can take advantage of tools to **zoom** and **pan** the map (on the right hand side) but also on the left clicking the **plus sign** allows you to **select the backdrop map**. Also in the top left are tools to select a grid reference, go full screen and to drag the map.

## Step 9: Final record information

After defining a location you can add more contextual information to your record.

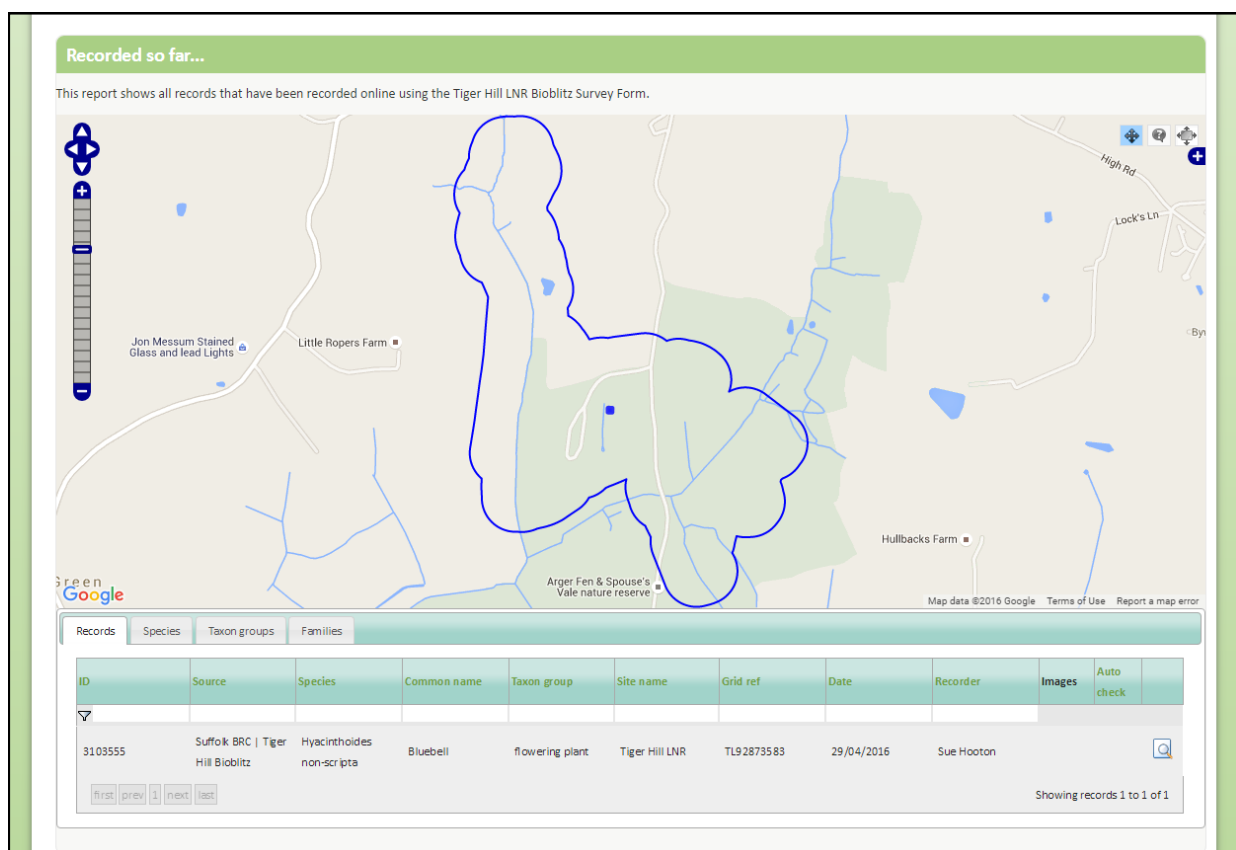
First you will find a **'Habitat'** selection field. This is not compulsory, but allows you to define firstly a **broad habitat type** and then a **fine grain habitat type** e.g. Grassland > Dry grasslands including chalk grassland. This helps our understanding of your records - are species occurring in expected habitat types?

Secondly you can add a final **'Overall Comment'** to your record. This comment corresponds **to all the records you are submitting for this location** and therefore could include more information about the place you made these sightings in. e.g. found in marginal vegetation next to pond.

## Step 10: Press Submit

When you are **happy** with your record(s) and you are **confident** that you have supplied all the information you can **press submit** and your records will be **added to the bioblitz survey** and you will be able to **explore** (see below) them on the **bioblitz homepage**.

If you created the records as a **registered user** you can also **go back** and **make changes** to your records at a later date and **add further information or extra photos** etc...



The screenshot displays the 'Recorded so far...' section of the Tiger Hill LNR Bioblitz Survey Form. It features a map of the area with a blue outline indicating the survey site. Below the map is a table of recorded species.

This report shows all records that have been recorded online using the Tiger Hill LNR Bioblitz Survey Form.

ID	Source	Species	Common name	Taxon group	Site name	Grid ref	Date	Recorder	Images	Auto check
3103555	Suffolk BRC   Tiger Hill Bioblitz	Hyacinthoides non-scripta	Bluebell	flowering plant	Tiger Hill LNR	TL92873583	29/04/2016	Sue Hooton		

Showing records 1 to 1 of 1