

This guide is designed to help you join and get started entering records on Living Record, for more detailed guidance see the ‘Living Record: An Introduction’ notes available on the [WSBRC website](#).

Joining Living Record

Living Record for Wiltshire & Swindon Biological Records Centre
Online environmental recording

Join LivingRecord.net

Note that your name is an essential part of your records and will be stored by the local record centre. Your email address is only used in connection with your records. The person responsible for verifying your records may need to contact you by email to ask for further details about your sightings. Your post code is used to centre the map and is not retained.

Join: **Wiltshire Recorders - all welcome** *
 Wiltshire Botanical Society
 Wiltshire Dragonfly Group
 Wiltshire Mammal Group
 Wiltshire Moth Group
 Wiltshire Recorders - all welcome

you are amongst others who share your interest. Automatically add the subjects that you need. Your choice of team does not impose any limits on you are welcome to join any of these teams.

Your Name: Forename* Initials Surname*
 This is the name that will be submitted with all your records. Please include any extra initials that distinguish you from other recorders.

Post code:

email: *

confirm email: *

If you are not an adult, please ask an adult for permission to enter their email address. Your user name and password details will be emailed to them.

Your user name and password will be emailed soon after registration.
 If the email does not appear within a few minutes, please let us know using the [Contact us link](#) on the home page.

* required entries

Why do I need to join?
 Living Record provides you with your own personal records system. You can go back through your records at any time. You can even download them for further analysis. Many things are private to you, including your records and the subjects that you choose to record. You need to log in each time you use Living Record to identify yourself. When you join, a user name and password are created for your personal use.

- Unless you wish to join through a particular recording group choose the **‘Wiltshire Recorders – all welcome’** option in the drop down menu. Fill in the rest of the required details, taking note of the advice below each box, and click **‘Join’**.
- A box will pop up on screen as a prompt to check that you are satisfied with the details that you have entered. If you are then click **‘OK’**.

- The next screen will display your ‘User name’ and ‘Password’. **Take a careful note of these as you will need these to log in for the first time** (after which you can change your password to something more memorable).
- **If you happen to lose this password then please get in touch with WSBRC so that we can reset your password.** Don’t sign up more than once as this will create multiple user names against your email address.

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Welcome to Living Record.

Your new user name and password are as follows.

User name:

Password:

Please make a careful note of these.

Next, log in and enter your first records. The password is case-sensitive.

If the email does not appear, please let us know using the [Contact us link](#) on the home page.

Changing your password:

When you log into Living record for the first time you should change your password to something more memorable.

- Click on the **‘Options’** button at the top of the screen and then click on the **‘Password’** button on the left of the screen. A new screen will appear asking you to type and confirm your new password.

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User: **Wiltshire Recorders - all welcome**

Enter Records Review Records Distribution Maps Excel Download Options Help

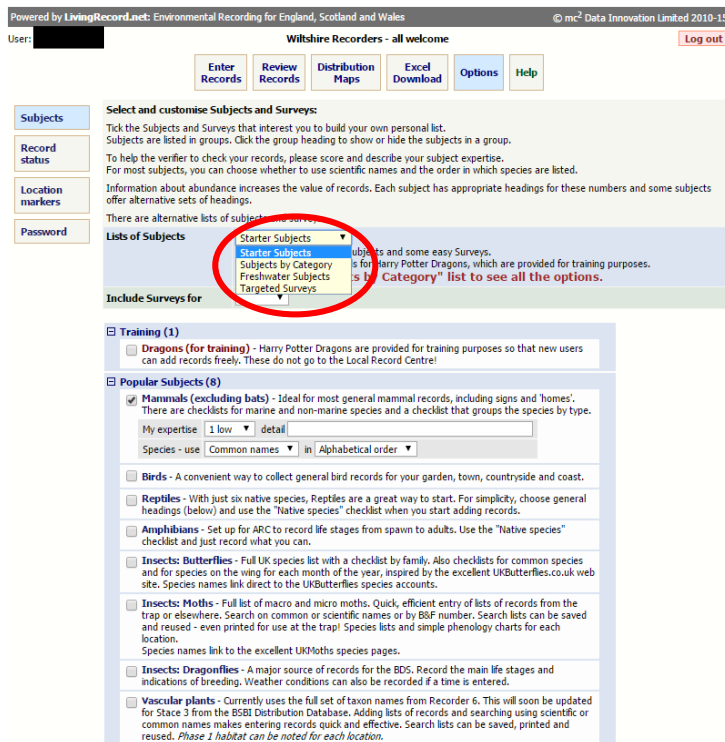
Set new Password:
 The password is case-sensitive. Make sure that you can remember your new password as you will need it when you next log on.

New Password: (between 8 and 12 characters)

Confirmation:

Click the Accept button to update the password...

Logging in to Living Record for the first time



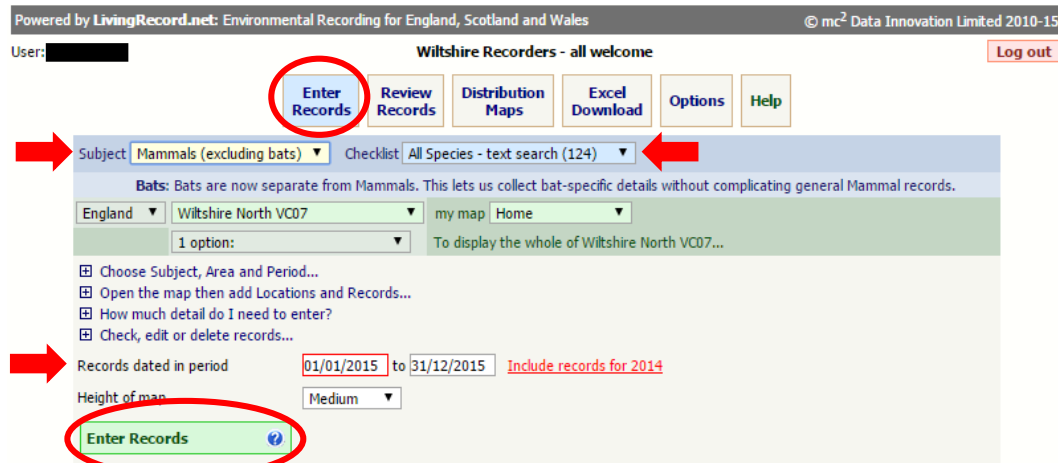
Choosing which subjects to record:

When logging in for the first time you will be confronted with the 'Options' screen.

- Tick the subjects that you are interested in recording, rate your expertise for your chosen subject and chose how the species names are displayed.
- The default list is 'Starter Subjects' but if you can't find the subject you are interested in try selecting the 'Subjects by Category' option in the drop down list.
- If you choose to start recording a new species you can return to the 'Options' page at any time to add more subjects.

Entering your first record

Click the 'Enter Records' button at the top of the page and the following screen will appear:




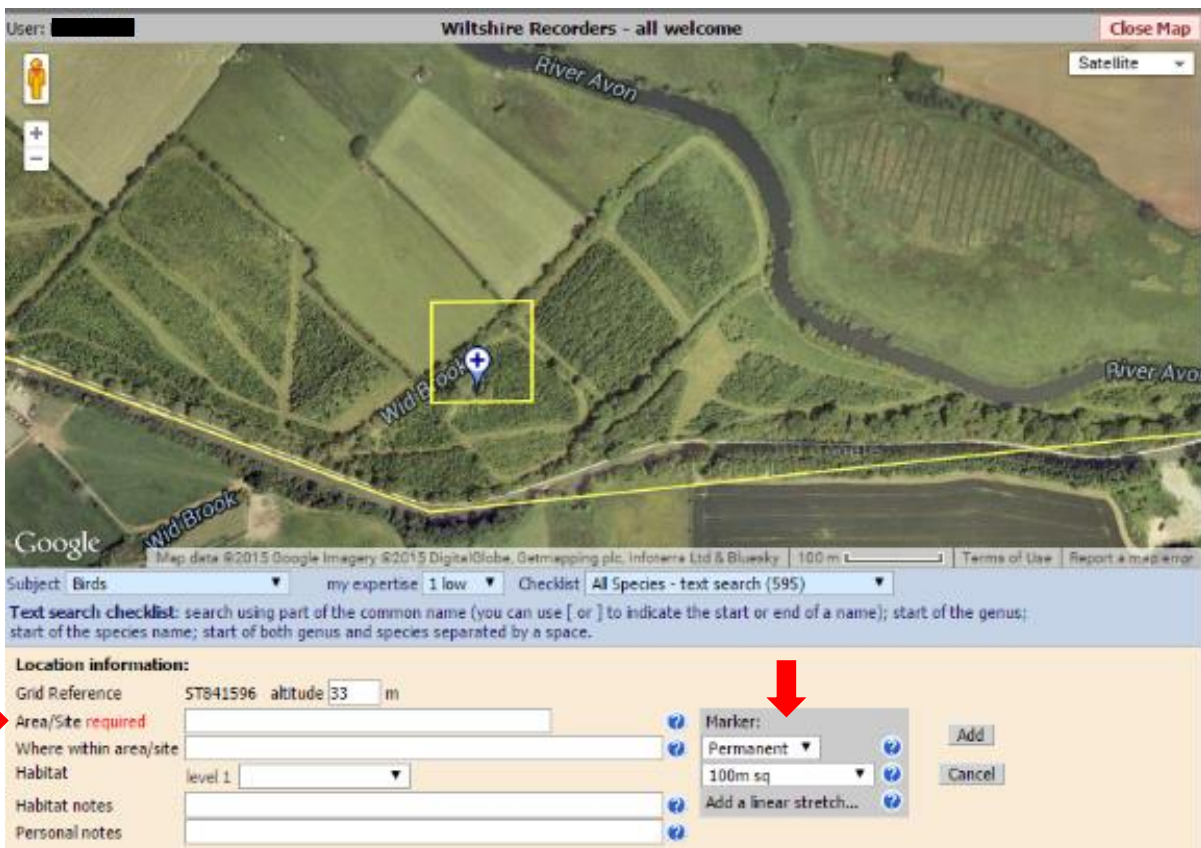
- Select the 'Subject' you wish to record from the dropdown menu
- Check the date range is appropriate (it will usually default to the current year but you can choose to include records for the previous year)
- Next click the green 'Enter Records' button and the Google map will open.

Tip: Look out for blue information boxes which contain useful hints and click on blue question marks for guidance on how to use a particular field.

Adding a location marker:

First you have to choose *where* you will be recording - it only takes a moment to add a location marker to the map and **'Permanent'** markers (see later) will be stored for future use.

- Use the zoom buttons (+/-) and/or click and hold to drag the map to your desired location. Then click on your location on the map and yellow square with a [+] marker appears (the OS grid reference for your square is displayed on the left below the map). 
- To get a standard six digit grid reference, make sure **100m sq** is selected in the drop-down list - most records should be added as 6 figure grid refs ("100m sq"), but for some species 4 figures ("1km sq") or 8 figures ("10m sq") may be more appropriate.



The screenshot shows the 'Living Record' web interface. At the top, it says 'Wiltshire Recorders - all welcome'. Below this is a map of a rural area with the River Avon and Wid Brook. A yellow square highlights a location marker on the map. Below the map, there is a form for 'Location information'. The form includes fields for 'Grid Reference' (ST841596), 'altitude' (33 m), 'Area/Site required', 'Where within area/site', 'Habitat' (level 1), 'Habitat notes', and 'Personal notes'. A red arrow points to the 'Area/Site required' field. Another red arrow points to the 'Marker' dropdown menu, which is currently set to 'Permanent' and '100m sq'. There are 'Add' and 'Cancel' buttons next to the marker selection.

Describing the location:

This is the final step to add a location marker to Living Record.

- Enter the **'Area/Site'** name – this is the only mandatory field.
- **'Where within area/site'** can be used to add additional information about the exact location (e.g. the west end of the pond).
- Habitat information is not compulsory but it can be helpful.
- Regularly recorded sites can be added as **'Permanent'** markers (casual records can be added as Temporary Markers, if you know you won't be recording there again).
- Click the **'Add'** button to create your location.


Entering your records:

- To select a location click on the location marker. It changes to a red and white target and you are ready to add records (to deselect a location click the red and white target or click anywhere on the map).
- Check that the correct **'Subject'** is selected in the pale blue band.
- Click the green **'Add New Records singly...'** link.



The **'Add Record:...'** window appears stating which **'Subject'** you are recording at which **'Area/Site'**. You can click and hold the heading bar to drag the window to a different position. (Note: this window will contain different fields depending on which subject you have chosen to record).

- In the **'Search for'** box type the name of the species you wish to record and then click on the drop down menu in the **'Species'** box to select the correct species.
- Enter the number seen (Adult unsexed etc.) and add any additional information as a **'Note'**.
- Check the date and amend it if necessary (format dd/mm/yyyy).
- The person who made the sighting is the **'Recorder'** and the person who made the identification is the **'Identifier'**. This is often the same person.
- The word **'me'** is automatically added in the **'Recorder'** and **'Identifier'** boxes – this is converted to the name of the person who logged in. If the observer of the record was not you, type in the correct name here, replacing **'me'**.
- It can be helpful to write a note in the **'How identified'** box and **'Evidence retained'** box (e.g. if you took a photograph).
- To submit the record, click the **'Add'** button. If the record is listed below the map, you can be sure that it is now safely in the database.

Note: any record can be edited  or deleted  using the icons to the right of the record.

Adding more records in the same place

Just click the existing location marker to select it and repeat the process from **'Entering your records'**. You can change which subject you are recording by selecting another in the **'Subject'** box.

Adding records in a new location

Just repeat from the **'Adding a location marker'** process above.

*Note: to return to the home screen at any time click the **'Close Map'** button at the top right corner of the screen.*