

# Using the Beautiful Burial Ground Recording Form

## Introduction

The Beautiful Burial Ground project is working in partnership with the National Biodiversity Network (NBN) Atlas to provide a portal for all the burial ground data gathered during the duration of the project, *and* historic records. All data gathered through the project, including the records you submit, will be available via the NBN Atlas, free and available to all. Privacy and GDPR guidance are both available from us; just let us know if you would like to view these documents.

If you already have a iRecord account, you should login. Do this using another tab within your browser. Once you are logged in, refresh the Caring for God's Acre page and the recording form will have altered.

It is important you do not refresh the page or use the back/forwards buttons within your browser as when you return to the page, the records will have gone. Try to enter the records in one sitting.

## The following three green headings

There are three green headings below, these relate to the three tabs or headings that appear on the grey/mint green bar below the heading 'Enter a list of records (for a site on a date)'. The three headings are: **About You**, **What Did You See?** and **Where Was It?**

## About You

### First Name

Type your last name in to this box, this will be used as part of the identification of your records.

### Last Name

Type your last name in to this box, this will be used as part of the identification of your records.

### Email

In this box you should enter your email address. We will use this email address to contact you if there is any further information we require in regards to the data submitted. Your email address will not be shared publicly.

# Using the Beautiful Burial Ground Recording Form

## What Did You See?

### Date

Click the box with the text 'Click here' and select the date you made the records by using the drop down boxes for month and year, and clicking the day. To contribute records for multiple dates, you will need to submit these separately. This is also the case for records from different locations.

### Recorder name

Type your name in the box, if you are logged in to iRecord already, this should appear automatically and you do not need to make any changes.

### Species

Under the yellow box you are presented with several different boxes to complete:

- **Species** - type the common or scientific name in the box, you will automatically be presented with options to select. 99/100 the suggestions will be an appropriate match, but occasionally you might find you have typed the name incorrectly, the accepted scientific name has changed, or a different common name is used. In this case you might need to use google to research the currently accepted scientific name.
- **Certainty** - this is automatically populated with 'Certain', you can change this by clicking on the box and selecting another option from the drop down box.
- **Quantity** - optional. You may wish to provide a rough estimate of the quantity. For example; 1, 1-10, 25-50, 50+.
- **Sex** - optional. Only relevant to some species groups.
- **Stage** - optional. Options only relevant to some species groups.
- **Identified By** - Enter your name if not automatically entered; all subsequent records will use this name, you can change it if you have records identified by other people.
- **Add photos** - optional. Add a photo if you have one. This is particularly useful where you are not entirely certain of the identification.

# Using the Beautiful Burial Ground Recording Form

## Where Was It?

### Location

Type the name of the burial ground you visited. If this is a C of E Church, you can find the legal name on Church Heritage Record <https://facultyonline.churchofengland.org/churches>

### Enter a spatial reference

You can type the grid reference in this box if you already know it, for example 'SO27129400'. Otherwise, you can select the grid using the map on the right hand side of the page. To navigate using this map you can use the search box below, and the scroll wheel on your mouse to zoom in and out, or alternatively click the + and - button. Try to select or zoom in close enough to select an 8-figure grid reference. The grid/box that is highlighted should fit wholly in the boundary of the churchyard. Click the highlighted grid box to confirm your selection.

### Habitat

Choose 'Arable land, gardens or parks' from the drop-down box. Another box will appear to the right hand side of this, choose 'Gardens and parks' from the second drop-down box.

### Overall comment

If you have any additional information, please enter it here. For example, if the survey is part of a larger set of surveys, the time spent surveying, or a title for the records. **Click submit to finish.**

**Thank you for your support**