

# How to use Cartographer

## How to register

- 1) Email us at [citizenscience@surreywt.org.uk](mailto:citizenscience@surreywt.org.uk) to request an account. Please include your full name in the email.
- 2) Once you are registered, you will receive a welcome email from Cartographer. Check your spam/junk folders in case it ends up in there.
- 3) Click the first link in the email. You will be taken to the Cartographer website where you will be prompted to set a password for your account. Note: the link will expire after 7 days. Email us again to request another link if you miss it.
- 4) You will then be taken to the Cartographer website. You will need your email address and password each time you log in.
- 5) You will receive a separate email from Surrey Wildlife Trust 'Citizen Science' with further information about the surveys etc.

## How to enter surveys

You can either fill in a paper form for upload to the website later, or if your phone has a data connection, you can enter the data directly onto the website.

- 1) Click '*Surveys*' at the top of the page
- 2) Click '*Add survey*' on the top right of the page
- 3) Now you can enter the information you recorded on your paper form. The online form should closely match your paper form.
- 4) Once you have finished adding your information, click '*Save changes*'.

You can either save the survey as **draft** if you would like to return to it later, or as **complete**. We will then check the surveys and save as **approved**. You will then be able to see your surveys on the map and our website.



## Privacy

Please only enter data you are happy to be shared publicly, including photos. Our terms and conditions can be found on our policy page

(<https://www.surreywildlifetrust.org/citizen-science-project-policies>)

**Please remember that you should first agree to adhere to our terms and conditions and health and safety procedures before you undertake a survey.**

## Location

You can either enter the grid reference you have taken from your grid reference finder app, or you can zoom into the survey location on the map and click the map to drop your marker.



You are able to switch between satellite and map view by clicking the *globe* symbol



Re-centre on your dropped pin by clicking the pin symbol

## Photographs

Photos are very useful for our records. Take photos of features of interest, one that summarises the condition of the hedge, species you spot, or species you need help identifying. You are able to upload 8 photos per survey. If you have more, please email them to [citizenscience@surreywt.org.uk](mailto:citizenscience@surreywt.org.uk) with the location and time of the survey, reference: 'RiverSearch'.

## Exploring the map

You are able to explore other data that has been entered by others by clicking 'Map' at the top of the page. Click 'Photographs' to explore photos of the area. Click a point on the graph to see individual results. You can also filter surveys by time under 'Map options'.