



## Inputting your data

Upload your data here:

[http://therockpoolproject.shinyapps.io/public\\_upload\\_app](http://therockpoolproject.shinyapps.io/public_upload_app)



- It is best to use a computer to upload your data. The system has not been designed for other devices.
- Before you start, get the images from your survey on your computer and remember where you save them. You only need one image for each species that you found. You will also need a 'cover' image for your report, this might be a selfie but you can also use one of the species images.
- Only one person needs to upload the data for each survey. This person will need the RPP user codes for everyone who took part.

When you are ready start filling in the details of your survey, use these tips if you get stuck:

### Date of survey

Self-explanatory really.

### Survey site

Your survey site should be listed. If not, stop now and send a moderately abusive email to the Rock Pool Project immediately and demand that they sort this out.

### Type of survey

What kind of survey did you do?

### Weather

Choose whichever of the four categories comes closest

### Data recording device

Unless you used one of the Rock Pool Project's devices, select "Personal device".

### Verified by?

Unless a Rock Pool Project staff member or volunteer verified your survey with you at the site, select "Not verified".

### Survey start time

Hopefully, you remembered to note this down. If not look at the times on your survey images, they will help you work it out.

### Low tide height & height

Go back to <http://www.tides4fishing.com/> to get this information.

### Surveyor ID code

Enter the codes for yourself and anyone else who took part. If you are uploading any type of biodiversity survey then you must

### Upload images

You can select them all and upload in one go. Remember, you only need one per species.

## Once the images are uploaded

- For each species image, search for the species name in the 'Species?' search box. Once you have found it, click submit. Most of the common species have common names as well as scientific names (but a few do only have the scientific names). We are gradually updating these.
- If there is more than one species in your photo, you can tag them all.
- To remove all species tagged in an image clicked submit when the 'Species?' input is empty.
- Once you have finished with the first species image, click 'Next' and move on to the following image. Continue until all images are done.
- Make sure that you select one of your images (probably your selfie, from the beach) as the 'Cover' image for your report!
- Click 'Submit Survey' and wait for the data to be processed.
- When the system has finished processing your data, your survey details and records will be displayed. If all looks good, click 'Confirm submission'. If not, go back and make any alterations, then click 'Submit Survey' again.
- It may well take a while for the submission to be confirmed. Once it has, you will see links to your survey reports, one for you and one for your survey partner. Click on the links to open them - you should be able to download them. They will open in any web browser and most browsers should allow you to 'print as pdf'. The reports will also be emailed to your registered address.

## Specific details for Biodiversity surveys

### *For Mini-Biodiversity surveys:*

- If the species you selected is in the group that you surveyed, then the 'Biodiv Survey?' button will pop up. Click this if the species was found during your 20-minute survey.
- You can also enter other species and/or your target species that you found outside of the 20-minute survey (don't click 'Biodiv Survey?' with these). These records will show as additional species in your survey report.

### *For Crustacean Biodiversity surveys:*

- Once you select this type of survey, only crustacean species will be available for tags. You will have found other species and you are welcome to submit these separately as a Mini-BioBlitz.

### *For all types of Biodiversity surveys:*

- These types of survey must be completed by two people, no more no less. If you didn't complete the survey in this way then please enter it as a Mini-BioBlitz instead. Your survey partner doesn't have to be registered and be added as an unregistered rock pooler instead.