



How to submit records to the National Biodiversity Data Centre

All sightings of wildlife are of value, and submitting them to the National Biodiversity Data Centre means they are stored safely and can be used to help conservation. Submitting records are easy – just follow the 10 steps below.

Sightings can be submitted to the Data Centre through the on-line records submission from



Latest Sightings

Irish Hare - 10:16 - Monday
Balla to Kiltimagh road R324, Co. Mayo

Irish Hare - 10:13 - Monday
Duffys Farm, Co. Mayo

Indian Balsam - 10:06 - Monday
Castlebar River, Co. Mayo

Water Figwort - 9:39 - Monday
Minane Bridge, Co. Cork

Eurasian Pygmy Shrew - 9:16 - Monday
Monard, Co. Cork

Step 1: Click on the 'Record biodiversity' image





Step 2: Click on the 'Submit records' tab

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Record biodiversity

The National Biodiversity Data Centre provides access to all validated biodiversity data through *Biodiversity Maps*, the on-line biodiversity data portal. The Data Centre also provides an on-line system for recorders to submit and manage their species observations. These records, when validated, are added to the national biodiversity database and can be accessed through *Biodiversity Maps*.

The Data Centre also supports a number of recording initiatives and monitoring schemes, details of which can be accessed [here](#).



Step 3: Choose the taxonomic group of your record

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Species Forms



Site Based Forms

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[Vascular Plants\(Advanced\)](#)

[Vascular Plants\(Basic\)](#)

Record Statistics

Records from June 2012

117634

Record Statistics

Records by group

Group	Count
flowering plant	42348
bird	21511
insect - butterfly	12428
terrestrial mammal	12026
insect - hymenopteran	5478
insect - dragonfly (Odonata)	2938
insect - true fly (Diptera)	2933
insect - moth	2472

Step 4: Fill in the details of the sighting- the six items highlighted in red must be completed to generate a valid record. Filling in the other fields is optional.

Location name**Site grid reference**[Click to get grid reference](#)

County

Vice County

-- Select county first --

Name of observer**Email****Record date**

Habitat type

Comment

Record image(<500kb)

[Choose file](#) No file chosen

Life stage

No. seen

Species Selection

Species[Save Record](#)

Butterflies

Fields in bold are mandatory.

Location name

Keel, Achill Island

Site grid reference

[Click to get grid reference](#)

County

Mayo

Vice County

-- Select One --

Name of observer

John Murphy

Email

johnmurphy3@gmail.com

Record date

28-06-2015

Habitat type

Comment

Record image(<500kb)

No file chosen

Life stage

No. seen

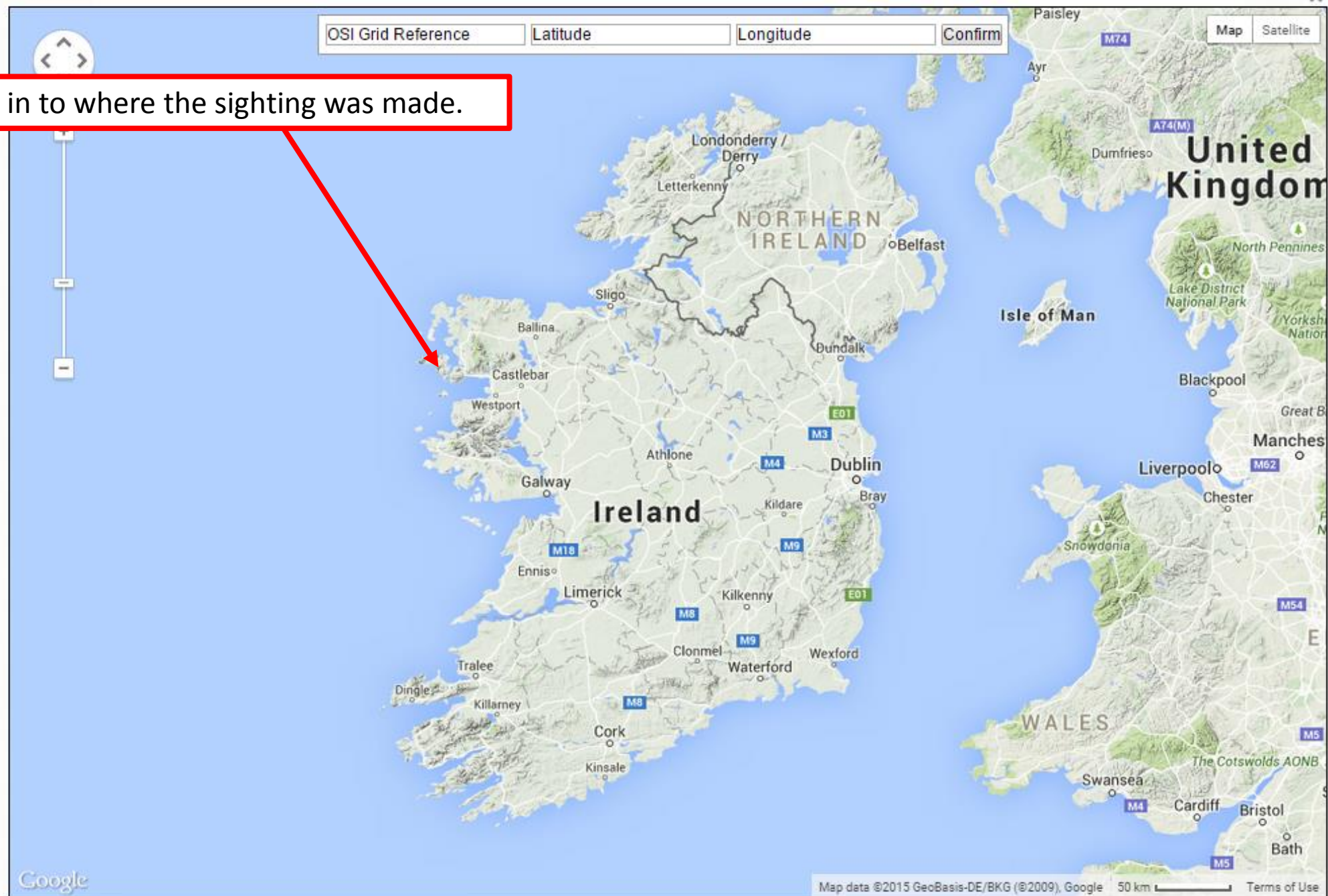
Species Selection

Species

[Save Record](#)

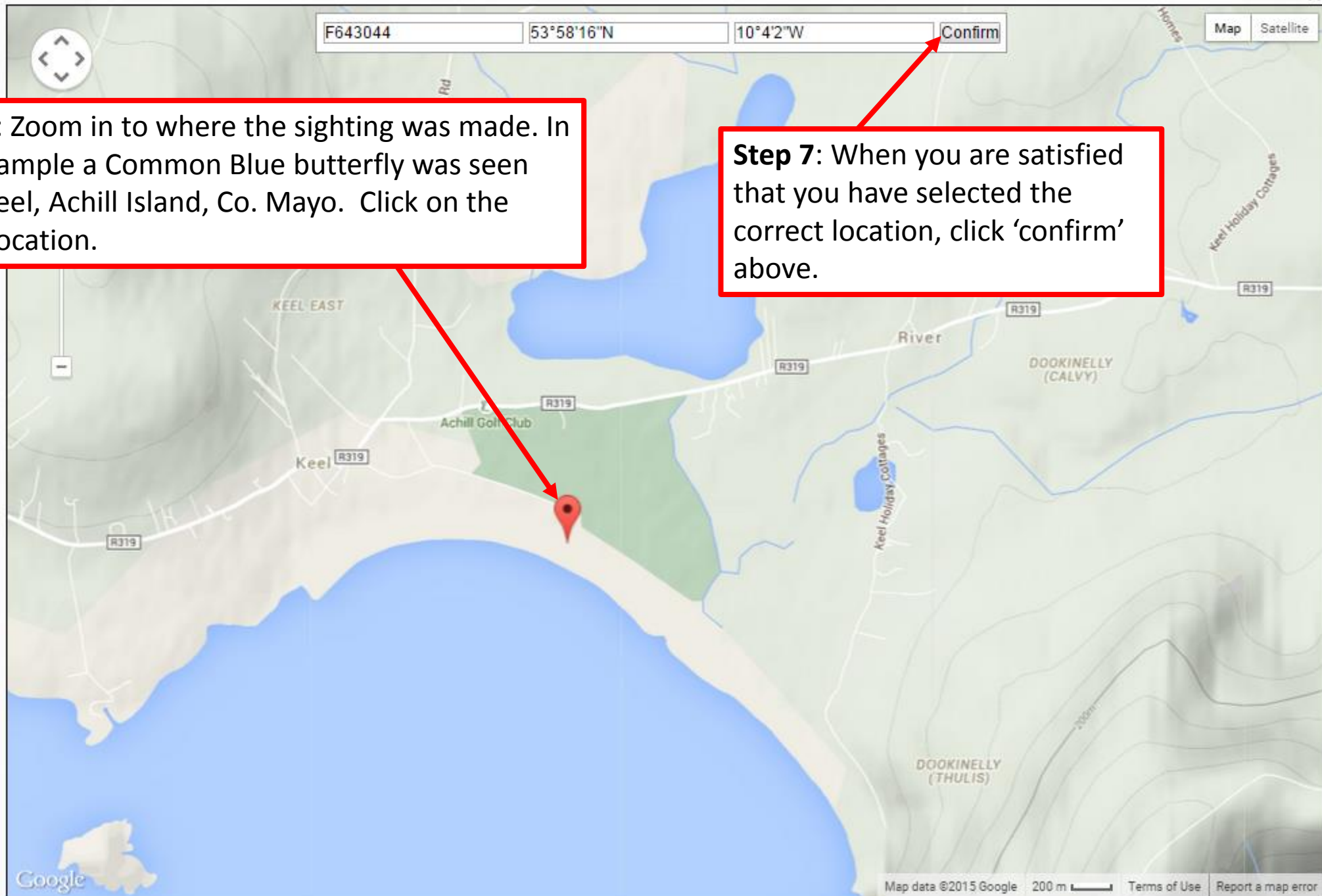
Step 5: A grid reference for the sighting can be generated by clicking on the blue 'Click to get a grid reference' text.

Step 6: Zoom in to where the sighting was made.



Step 6: Zoom in to where the sighting was made. In this example a Common Blue butterfly was seen near Keel, Achill Island, Co. Mayo. Click on the exact location.

Step 7: When you are satisfied that you have selected the correct location, click 'confirm' above.



Butterflies

Fields in bold are mandatory.

Location name	<input type="text" value="Keel, Achill Island"/>
Site grid reference	<input type="text" value="F643044"/> Click to get grid reference
County	<input type="text" value="Mayo"/>
Vice County	<input type="text" value="-- Select One --"/>
Name of observer	<input type="text" value="John Murphy"/>
Email	<input type="text" value="johnmurphy3@gmail.com"/>
Record date	<input type="text" value="28-06-2015"/>
Habitat type	<input type="text"/>
Comment	<input type="text"/>
Record image(<500kb)	<input type="button" value="Choose file"/> No file chosen
Life stage	<input type="text"/>
No. seen	<input type="text"/>

Species Selection

Species

Comma (Comma)

Common Blue (Common Blue)

[Save Record](#)

Step 8: Begin typing the name of the species you saw, and predictive spelling will shorten the list of options available as you type

Butterflies

Fields in bold are mandatory.

Location name

Site grid reference

[Click to get grid reference](#)

County

Vice County

Name of observer

Email

Record date

Habitat type

Comment

Record image(<500kb) No file chosen

Step 9: Select the species you saw by clicking on the correct name.

Species Selection

Species

Comma (Comma)
Common Blue (Common Blue)

Step 10: When you are sure all details are correct, click 'Save Record' button to save your record details.

[Save Record](#)