GNM Hancock and MammalWeb: instructions for participants

A. Registering for MammalWeb

1. Go to www.mammalweb.org.
2. Click "Spotter" or "Trapper" on the menu bar.
3. Choose "Don't have an account?" and fill in the required information.
4. It might be best to register using a general school email address, to ensure continuity over time. Of course, there's no reason not to register yourself on the site as well!
5. You will receive a verification email with a link you need to click to verify your account. If you do not receive this email, be sure to check your junk/spam folder.
6. Send an email to info@mammalweb.org to let us know your school, the email address with which you registered, and a one-sentence description of your school. We'll set up your school as a project under the Hancock umbrella project. We'll also make that short description of your school available via our site's Project pages, so that site visitors will know that you're involved in the Dippy on Tour project.

B. Setting up your camera trap

Please see the photo guide on pages 4 and 5 for detailed instructions on how to set up your camera trap.

C. Deploying your camera trap

1. Decide where you are going to position your camera trap. There are three broad options for this, each associated with some considerations:
   On school grounds: In an area where the children have limited access, and where children/other people are not going to continuously trigger the camera. This might be the most secure and easily-managed option, and leaving your camera in one location over a long period will allow you to track seasonal changes at your site.
   In the local area: This could be a local nature reserve or park. If it is going to be in an area where security is an issue (note that camera traps do often get stolen, even in areas you may consider to be safe), then consider securing the camera with a cable lock through the back of the camera, and/or a small padlock through the hole in the catch on the bottom right of the camera.
   In pupils' gardens: You can send the camera home with children to deploy in their gardens. Parents are likely to have to assist with setting up cameras, so you will need to think about: a) getting permission from parents to have a camera in their garden; b) giving parents information about how to set up the camera; and c) how you will get the required information about deployment (e.g., OS grid references, date and time of deployment/collection, etc.).
2. Secure your camera to something sturdy that will not blow in the wind. You can secure the camera by passing the strap (that came in the camera box), through the back section of the camera.
3. Check that your camera is not pointing directly towards the sunrise/sunset.
4. Check that there is no vegetation in front of the camera (including any vegetation to the side of the camera which could blow in front of the camera in the wind). Also beware of any future plant growth.
5. Double check that the date/time are correct on your camera.

6. Double check your camera is in 'camera' mode (set to take photos only).
7. Switch your camera to 'on' (not 'test').
8. Record the date/time when you deploy the camera, and also when you come to collect the camera.
9. Leave the camera out for at least one week at a time. Note that, with fully-charged batteries, cameras can be left out for 4 to 6 weeks without further attention. This means that you can leave cameras out over school holidays to determine whether different species appear when the area is quieter.

D. Screening and uploading images

1. After retrieving your camera's SD card, check your images quickly to remove (a) photos of individually-identifiable people and children; and (b) multiple entire sequences in quick succession that suggest that the setup resulted in many false triggers (e.g., as a consequence of moving vegetation). Remember that sequences that appear, at first glance, to be devoid of wildlife can often turn out to have small or distant animals in them.
2. Log in as a Trapper.
3. Create a new site by filling in the required fields, as follows:

   Site name: Choose a name by which to recognise this site.
   OS grid reference: If you click on the marker, it will take you through to Google Maps. You can then either enter the grid reference in the box at the bottom if you already know it, or you can mark the location with the marker by zooming in and moving it to the correct spot. Grid references are in the form 'NZ 27623 41214'. If you are entering a grid reference directly (rather than from the map), please ensure that you enter at least 8 digits after the 2 letters at the start (i.e., 4 of the first group of 5 numbers, and 4 from the second group). There are many smartphone apps that will give you an OS grid reference for your current location (e.g., https://itunes.apple.com/gb/app/gps-os-grid-reference/id993436655?mt=8), and there are also websites where you can convert postcodes into OS grid references (e.g. https://gridreferencefinder.com/).
   Habitat: A drop down box will show habitat options. Choose the one which best describes the immediate surroundings (say, within 10m or so) of where your camera is located. Note that this *may* be different to the broader habitat category to which your school has been allocated.
   Purpose of study: A drop down box will show different options. For this project we would like you to select 'Part of scientific study – random'.
   Camera type: A drop down box will show different camera models. The camera you are using is the 'Ltl-Acorn 5310'.
   Can you/the camera see water: Choose option from drop down box.
   Camera height: Please estimate in centimetres the height of your camera above the ground.
   Notes: Any notes you want to leave about this particular camera site.
   Projects: Please select the Hancock project to which your school belongs. This will be the broad habitat to which your school has been allocated (either Upland, Lowlands, Woodlands, Seas and Coasts, or Urban).

   Most of the fields (apart from Site Name, Notes and Projects to which the site is attached) cannot be altered once you have uploaded photos from that site. If any of the site's properties have been entered incorrectly, you can let us know (at info@mammalweb.org) and we will make the corrections. You will need to make a new site and fill out the required fields every time you move the camera to a new location.

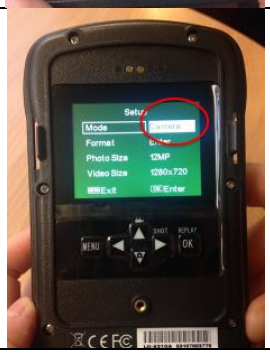
4. Upload your images by clicking 'upload'. Enter the deployment and collection dates and times (using GMT for the time; i.e., if the current time zone is BST, you will need to subtract 1 hour). Click 'upload' again and select the photos you wish to upload. Note that if your internet connection is poor then uploading photos could take some time.

E. Classifying images

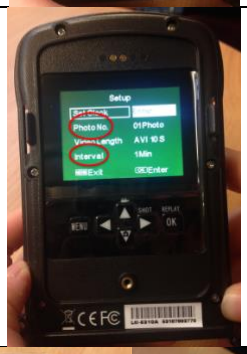
1. Log in as a Spotter.
2. Select photos you want to classify (only those uploaded by the account holder, all those for your school, all those for your habitat type, or all Hancock photos). Note that, if you want to classify the photos for just your school, and if your school has more than one photo uploader, you will need to navigate to your school via the Hancock Museum project on the project listings page. If you are the sole uploader, you will be able to select "Classify My Images Only".
3. Classify the species appearing in the images, being sure to look through the whole sequence before submitting your classification.
4. Use the "Like" button to highlight particularly good or interesting photos.

F. Other information and communications

More detail on Spotting and Trapping can be found on our Learn pages. If you have further questions, please do not hesitate to get in touch by emailing **info@mammalweb.org.** Note that you can also keep up to date with MammalWeb by finding us on Facebook and Twitter (follow @MammalWeb). The **'**News**'** page on the MammalWeb website will also keep you up to date with MammalWeb's latest activities!

	**Getting started with your camera trap**
 Battery compartment 1	• Undo the clips on the side to separate the two halves of your camera trap, allowing access to battery compartment 1 and the settings buttons
 'On', 'Off', 'Test' switch SD Card Turn catch to open and close Battery compartment 2	• Turn the small catch at the bottom of the camera to release the door • To check and adjust the settings on your camera slide the switch across to 'Test'
	• This screen will show a camera or video symbol in the top left corner indicating which mode the camera is in; please check it is in camera mode (this can be changed in the settings or by using the up and down keys as a shortcut) • You will also see a battery symbol (at bottom left) with bars indicating how much battery life is remaining • To adjust other settings, press the menu button
	• Once in the menu, you can change the mode. If it is not on 'camera' use the left and right arrows to change it, then press the 'OK' button to confirm your selection • Use the up and down arrows to scroll through the rest of the settings

	• To make sure the time and date are set correctly, scroll down to 'Set Clock' and press 'OK' • Use the arrow keys to change the time and date, press 'OK', then 'Menu' to exit this screen • Be aware that many cameras use the American date format (Month/Day/Year) • **Please remember to set the time to GMT/UTC (In summer this will mean setting the time an hour early)**

	• Other important settings to check are that:
	  ○ Photo No. is set to take 3 photos
	  ○ Interval is set to 1min
	• Use the up and down arrow keys to move through the menu and the left and right arrows to change settings. After changing a setting, press the 'OK' button to confirm your selection

	• Exit settings by pressing 'Menu' • Test your camera by pressing 'shot' to take a photo (this can help when choosing where to place your camera; try holding it in the spot you aim to place the camera and taking a test photo from that position) • View your photo by pressing 'OK/Replay'
	• You can delete your test photo by pressing 'Menu' then 'OK' • When you have finished, slide the switch at the bottom back to 'Off' until you are ready to deploy your camera in the field
	• Now you're ready to deploy your camera! • Make sure it is fastened in place securely • Consider using a padlock to secure front and back sections together and/or a python cable lock • Avoid aiming it at areas with high human activity • Make sure there is no vegetation that will obstruct the view of the camera or cause false triggers • Record the time and date you deploy and collect the camera • Make sure to turn it on before you leave!