



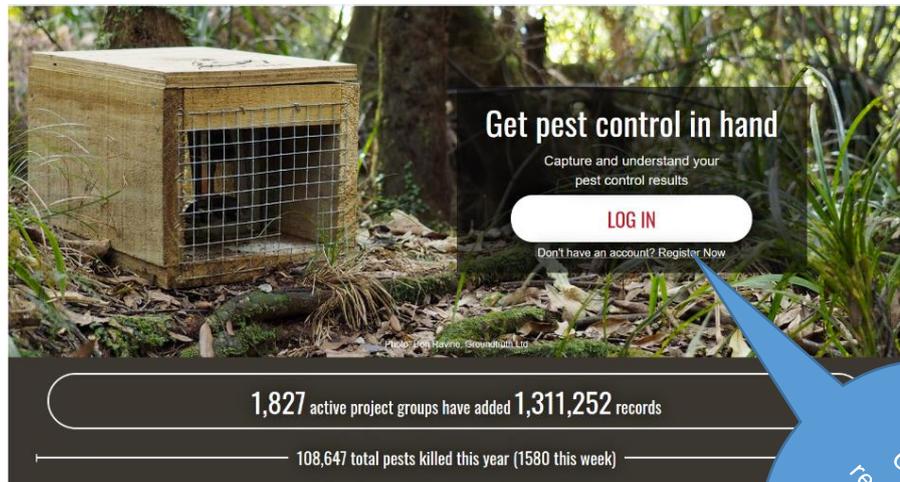
PFUHB
Urban Action for Biodiversity

HOW TO JOIN

The Predator Free Urban Hawke's Bay project and record your catch using **Trap.NZ**

TRAP.NZ is a tool that allows you to keep online records of traps' catches.

It is available either online or as a downloadable app.



STEP 1: Register

Registration on Trap.NZ is free. To get started, go online to: <https://trap.nz/>

To create a new account, press the REGISTER NOW button below the LOG IN bar. Enter your details - required fields are indicated by an *

You will be sent a confirmation email as part of the registration process. Click the link in the email you receive

To activate your membership. You may also log in using your existing Google, OpenID or Facebook account if you have one.



STEP 2: Join a project

After logging in, click the green **Find a project to join button**, or click the Find Projects tab on the menu bar at the top of the page. If you know the name of the project you want to join (e.g. Predator Free Urban Hawke's Bay), type it into the appropriate box.

Alternatively, you can select 'Hawke's Bay' in the region pulldown box and all Hawke's Bay projects will be shown. Zoom into your local area and click on the project you want to join.

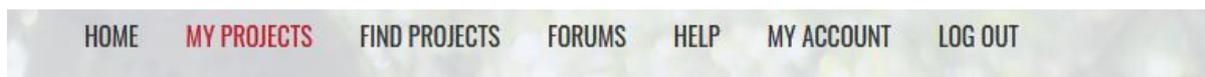
Once you have selected the project you want to join, a request will be sent for approval to the community administrator responsible for that project. Please include your name and address in your request so the administrator knows where you are located and can assign you to a "line" or community. This information remains confidential to the administrator.

STEP 3: Add your trap(s) to a project

When your request to join a project has been accepted (where we have posted your email from Trap.NZ you are automatically accepted) you can now add your trap(s) to the project.

To do this:

1. Click on the My Projects tab on the menu bar at the top of the page. This will bring you to a page displaying the project you are a member of in red.
2. Click on the project name Predator Free Urban Hawke's Bay, then on the second Bar click on Traps



3. On next bar down click on Add a new trap.



Fill in the details of the trap(s). Most urban trappers will only need to add the trap number/code - a name or number you will create to identify your trap; e.g. "The Shining" ;) and trap type as indicated by the asterisk*. The Notes field is a good place to details of a trap location if it's in a reserve or large area.

If adding your trap to the map manually, zoom into the map using the + icon, then use the 'Draw a Point' button and click on your house. This a bit tricky as the map doesn't show street names but give it your best shot! You can also add a trap location by entering GPS coordinates in the Manual Coordinates field.



When you have entered all the trap location data and put your trap on the map – scroll to the bottom of the page and click the Save button.

STEP 4: Add a catch (new trap record)

To add a catch, click on Traps as above and now on the next line down – Add catches - find your trap(s) – you have to have one assigned to 'find it' - and click on the trap that you have caught something in. On the right-hand side click the button called Add a new trap record and fill in the details of your catch.

When using the phone app, just zoom in and tap on your trap location on the map and enter your catch, then save the data. You will then need to sync catch data to update your records. To do this press the sync icon when you have a wifi connection.

Joining a new project, adding new traps and adding catches can be done online or through Trap.NZ's mobile app available for free in the AppStore.