

When sending in your biological records there are ***four*** pieces of essential information that need to be sent in:

1. Who?

The ***full*** name of the person who spotted the species. This gives a record its validity and allows others to link *your* records to *you*. Please keep in mind that records lacking the recorder's name will be disregarded!

2. What?

The name of the species being recorded. Don't worry if you are unsure on the *scientific names* of species, as this skill comes with practice!

3. When?

The date the species was recorded (DD/MM/YYYY). This allows records to be used in a number of ways *i.e.* map species distribution over time.

4. Where?

The location the species was recorded. This is ideally a *6-figure grid reference* with a *brief written description i.e.* SJ417903, Entrance to Court Hey Park, Huyton.