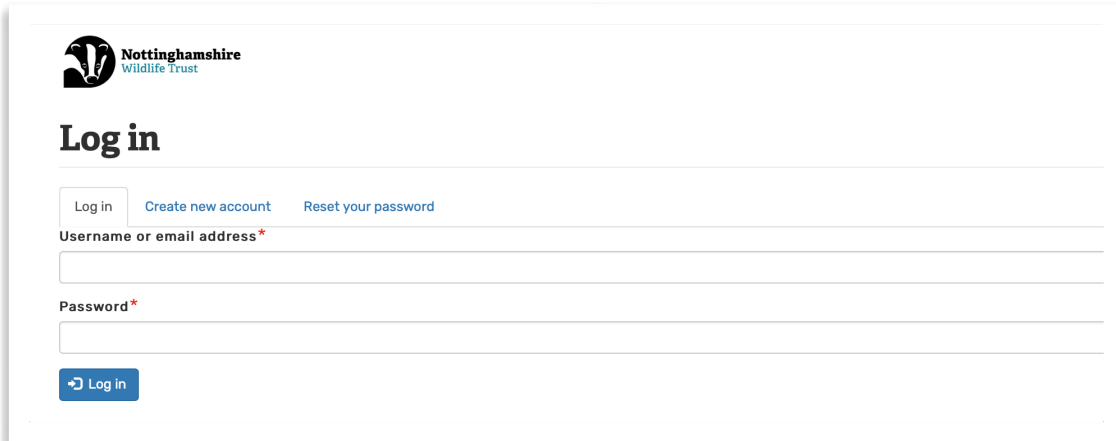


Stage 1 - Create an account

Visit <https://record.nottinghamshirewildlife.org/user/login>

Click on Create new account



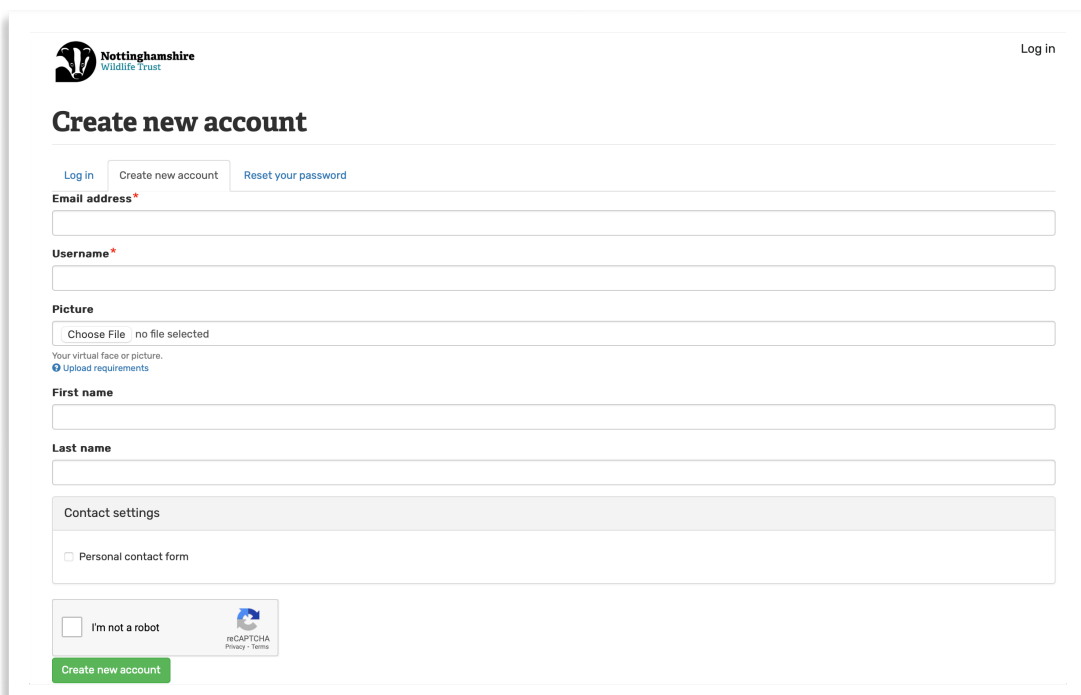
The screenshot shows the login page for Nottinghamshire Wildlife Trust. At the top left is the logo with the text "Nottinghamshire Wildlife Trust". Below the logo is the heading "Log in". There are three links: "Log in", "Create new account", and "Reset your password". The "Create new account" link is highlighted. Below the links are two input fields: "Username or email address*" and "Password*". At the bottom left is a blue "Log in" button.

Fill in your information. You can limit this to your email address and user name as they are the only required fields. You can of course also complete the rest of the form.

You can add a photo of yourself if you want to. This is restricted to:

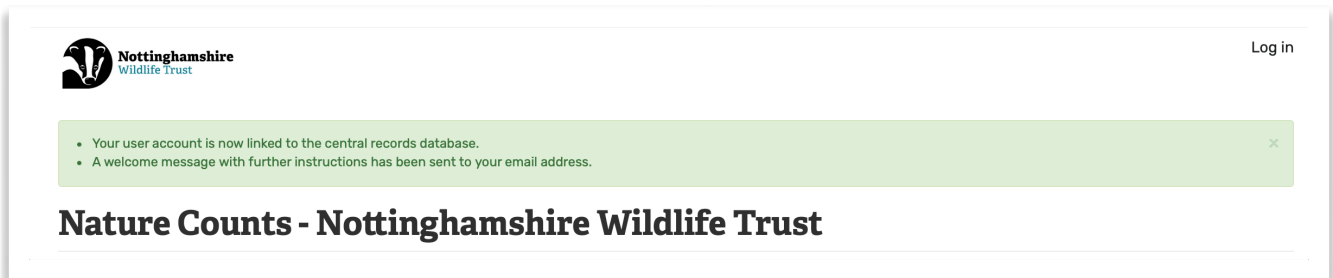
- One file only.
- 60 MB limit.
- Allowed types: **png, gif, jpg, jpeg.**

The personal contact forms tick box allows other members to send you a message through an online form without revealing your email address to them.



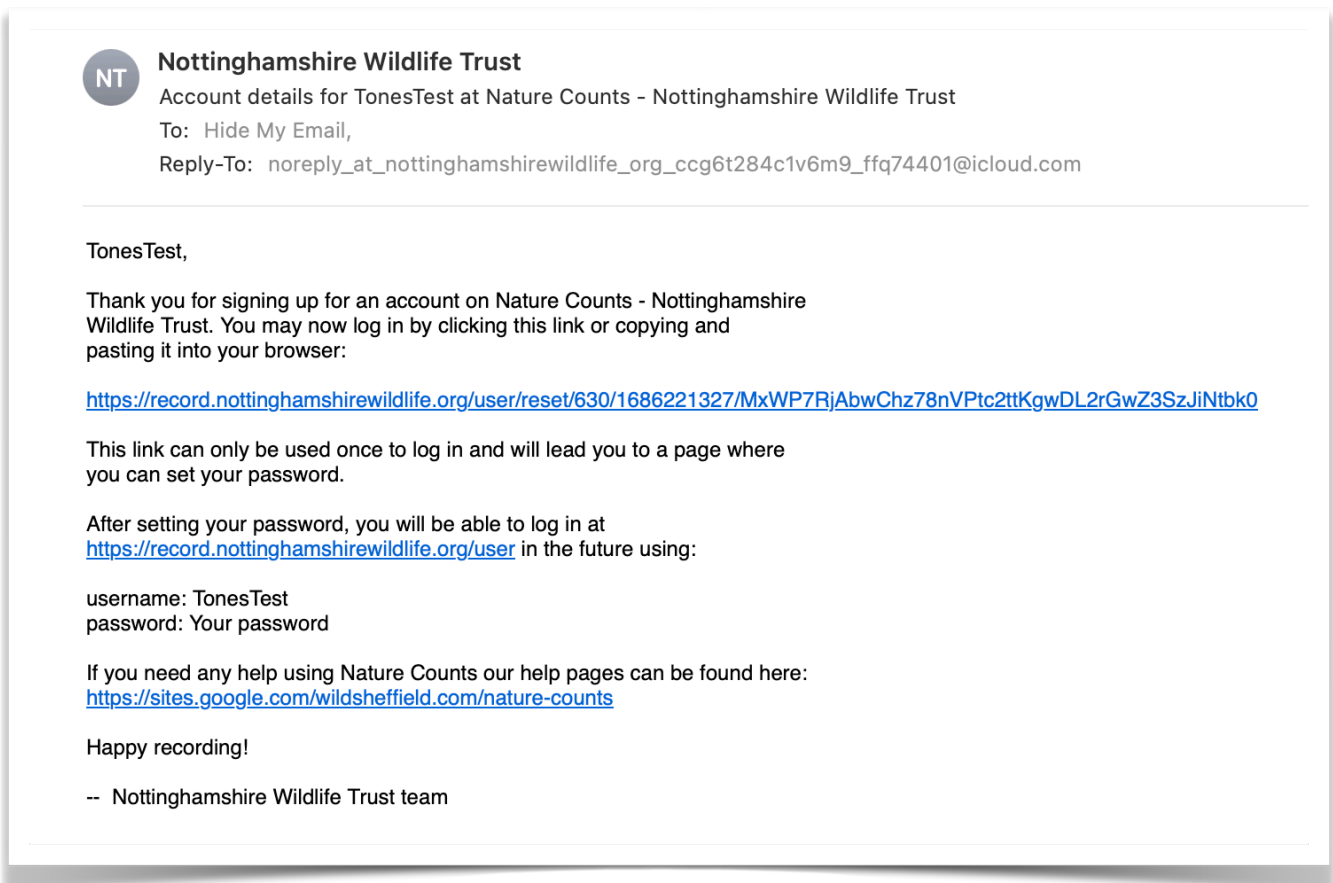
The screenshot shows the "Create new account" page for Nottinghamshire Wildlife Trust. At the top left is the logo with the text "Nottinghamshire Wildlife Trust". At the top right is a "Log in" link. Below the logo is the heading "Create new account". There are three links: "Log in", "Create new account", and "Reset your password". The "Create new account" link is highlighted. Below the links are several input fields: "Email address*", "Username*", "Picture" (with a "Choose File" button and "no file selected" text), "First name", and "Last name". Below these is a "Contact settings" section with a checkbox for "Personal contact form". At the bottom left is a checkbox for "I'm not a robot" and a reCAPTCHA logo. At the bottom center is a green "Create new account" button.

Once created, you will receive confirmation at the top of the page



The screenshot shows the top of the Nottinghamshire Wildlife Trust website. On the left is the logo, which consists of a stylized 'V' with a bird silhouette inside, followed by the text 'Nottinghamshire Wildlife Trust'. On the right is a 'Log in' link. Below the header is a green notification box with two bullet points: 'Your user account is now linked to the central records database.' and 'A welcome message with further instructions has been sent to your email address.' Below the notification box is the main heading 'Nature Counts - Nottinghamshire Wildlife Trust'.

You will receive an email with a link in it that will allow you to set up a password and log on to the Nature Counts site



The screenshot shows an email from Nottinghamshire Wildlife Trust. The sender is 'NT Nottinghamshire Wildlife Trust'. The subject is 'Account details for TonesTest at Nature Counts - Nottinghamshire Wildlife Trust'. The 'To' field is 'Hide My Email,' and the 'Reply-To' field is 'noreply_at_nottinghamshirewildlife_org_ccg6t284c1v6m9_ffq74401@icloud.com'. The email body starts with 'TonesTest,' followed by a thank you message for signing up. It provides a link to reset the password: <https://record.nottinghamshirewildlife.org/user/reset/630/1686221327/MxWP7RjAbwChz78nVPtc2ttKgwDL2rGwZ3SzJiNtbk0>. It explains that this link can only be used once to set a password. After setting the password, it provides the login URL: <https://record.nottinghamshirewildlife.org/user>. It also lists the username as 'TonesTest' and the password as 'Your password'. A link to help pages is provided: <https://sites.google.com/wildsheffield.com/nature-counts>. The email ends with 'Happy recording!' and a signature from the Nottinghamshire Wildlife Trust team.

Once you have done this and are set up, we then have to add you to The Park - Nature counts section of the site so you can log what you have seen.

To do this send an email confirming that you are signed up and the email address you have used so we can get you added.

ahagues75@icloud.com
mh@cockburnlucas.co.uk