

Guide to Submitting Records to Odonata Central

www.odonatacentral.org

Registered users of Odonata Central (OC) may submit records of damselflies and dragonflies from the Western Hemisphere, with location data, to the OC database. These records are reviewed by one or more vetters (reviewers) and either confirmed or unconfirmed based on the information the submitter provides. *Note: OC does not accept records that lack a photograph or a preserved specimen housed in an identified collection (personal collection, research museum, etc.). Records based only on observations will not be confirmed.*

To submit a record, log in to OC and on the home page click on the **Records** tab, then click on the **Submit Record** tab. This will open the **New Record Batch Submit** form, which has the following data fields that must be filled in:

Date Collected – Using the dropdown menu in this data field, select the date and year you photographed or collected your specimen(s).

Select a Favorite – If your collecting site is one you visit often, you may want to make it a Favorite Location (see below for how to do that). This allows you to easily select the site from a dropdown menu of your various sites and automatically inserts the state and county (or province), latitude-longitude coordinates, and a location description. If your site is not a Favorite, then use the following data field.

Search for a Jurisdiction – Use this data field if you do not have this site as a Favorite. If your collecting site is in the U.S., start typing in the county; if it is in Canada, start typing in the province. Select the appropriate county or province from the dropdown menu.

Latitude and Longitude – All records on OC *must* have latitude-longitude coordinates and these must be in Decimal Degrees, not in Degrees-Minutes-Seconds. If you have obtained your coordinates with a GPS unit, make sure they are in Decimal Degrees or convert them to this system. Most users will click on the **Look Up Latitude/Longitude** button in the submission form which will take you to a Google Earth Map georeferencing tool where you can zoom in on your collecting site. Click the cursor on your site and then click the **Accept Coordinates** button. *Note: If your record is in North America the latitude should be North and the longitude should be West.*

Location Description – It is required that you include in this field a brief description of the location (e.g., “Fishing pond in Smith Park, Anytown”). Location notes help the reviewer and users to check the accuracy of the coordinates. If you use a Favorite, you can add a location description to that when you set it up and it will be automatically inserted when you submit a record. We encourage you to also include notes on habitat, elevation above sea level, etc.

Record(s) 1 through 10 – You can submit up to 10 records at a time for a particular date and location. Make sure each of the following data fields are filled in for each submitted record.

Collector – Make sure you have selected your name if you are the collector (or photographer), otherwise click on **Other** and add the name of the person to be credited.

Species – Using either the scientific or common name, start typing in the name and then select the species from the dropdown menu. If you don't know the species, you can type in *Unknown Damselfly* or *Unknown Dragonfly*. However, we recommend you consult with an odonate expert to obtain a species identification before submitting your record.

Specimen Notes – In this data field you should add notes about the photographed/collected specimen (male, female, teneral, etc.), significance of the record (e.g., a first county record), anything unusual about the specimen, observed behaviors, numbers of this species seen at the site, etc. If the specimen was collected and preserved, note where the specimen is housed (your private collection, a research museum, etc.) and if it has a catalog number.

Photo – You can submit up to 3 photos per record; each must be less than 1 MB in size. Use the **Choose File** buttons to select the photo(s) from your computer. Note that a tightly cropped photo, clearly showing the subject odonate, is best for ID purposes.

When you are done, scroll to the bottom of the page and click on **Submit Records**.

Please review your record online after you've submitted it to make sure the coordinates are correct and that all data fields are properly filled-in. To edit your own submitted records while they are in Pending status, log in and view the page on which your record occurs; then click on the Edit icon under the column Actions. Once the record has been confirmed or unconfirmed by a reviewer (vetter), the submitter cannot alter it.

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How to Set Up a Favorite Location for Submitting Your Records

Starting from the OC home page, log in and then click on the tab **My OC** and then click on the tab **My Locations**. Click on **Add a Favorite Location**. In the box labeled Search (under **Choose a Location**), start typing in a county name (if in the U.S.) or a province name (if in Canada) and select the appropriate one from the dropdown menu. Next, type in a name for this location; this name will appear in the Favorite field in your records. Use the **Look Up Latitude/Longitude** georeferencing tool to zoom into your location on the map and click on it, then hit Accept Coordinates. The **Description** box allows you to add a location description (which is required for OC records) and this information will be automatically inserted in your record when you submit it.

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