

## Notes on Entering Casual Records

The following fields **must** be filled in:

**Species**  
**Site**  
**Grid Ref.**  
**Recorder**  
**Date**  
**Quantity**

**Species** - Please use the vernacular or common names e.g. Red Admiral, Small Tortoiseshell etc. Only use the scientific taxon if it is a rare or unusual butterfly or aberation.

**Site:** - Please enter the site name where ever possible. Should you not know the name of the area this can be left blank.

**Grid Ref.** - Preferably 6 digit grid reference e.g. ST018230, otherwise use the 4 digit reference for the 1km square. Must not be left blank.

**VC** - Please only enter this Vice county number if you are sure of it.

**Recorder** - Recorder's name. Please use surname followed by first name format.

**Determiner** - Leave blank unless someone has had to confirm the identification of the species for you. Format as per Recorder's name.

**Date** - Date seen in dd/mm/yyyy format. E.g. 22/04/2011.

**Quantity** - Number seen. Actual number or use one of these codes:  
A: 1, B: 2-9, C: 10-29, D: 30-99, E: 100 or more

**Method** - Leave blank.

**Sex** - Leave blank if unknown or enter m – male, f - female, u – unknown.

**Stage** - Leave blank for adult or enter Egg, Larval, Pupal or Adult

**Status** - Leave blank

**Comments** - Enter a comment if applicable