MammalWeb Trapper Guide

Welcome to MammalWeb! Thank you for helping us to catalogue our mammalian biodiversity. Your efforts are helping us to understand what species are around us, where they occur, and what aspects of the environment impact on their occurrence and activity.

We really appreciate your help and hope you have fun participating. If you ever have any questions, comments or problems, please do not hesitate to get in touch by emailing **info@mammalweb.org**. We'd love to hear about how you are getting on, and if you have any interesting photos or stories you would like to share we would love to see or hear those too.

You can find us on **Facebook** and **Twitter** (follow @MammalWeb). The **'News'** page on the MammalWeb website will also keep you up to date with MammalWeb's latest activities!

Getting started with your camera trap:

There are many different models of camera traps (or "trail cameras") available now and the settings for each one may differ slightly. If you are borrowing a camera trap from MammalWeb then it should already have the correct settings - but it is still important to check them before heading out into the field! If you are using your own camera trap then we'd advise you to set your camera to the settings listed below. Each camera may differ slightly in the settings options but all should be set to the following where possible.

Settings for camera traps:

- **Set to take images only.** Many cameras will take images and videos but, currently (owing to storage limitations), only images are typically used on MammalWeb. Some models of camera will take images and videos simultaneously in which case, if you prefer, you could set your camera to record both.
- **Time should be set to GMT (also known as UTC) all year round.** You should periodically check both the time and date on your camera. Also note that many cameras will show the date in the American format (i.e., month, day, year).
- **Set to take 3 pictures a time.** Many camera models will give the option to take multiple images every time the sensor is triggered. We recommend you set this to three to provide a balance between ensuring that you capture the animal and not wasting memory.
- **Set interval to around 1 minute.** This is the interval the camera will leave between taking photos (when triggered multiple times). Setting this to around the 1 minute mark will ensure animals are rarely missed but will avoid recapturing the same animal multiple times and wasting memory.

Please remember to switch the camera *off* before inserting or removing the memory card – failure to do so may corrupt valuable data!

When picking a location for your camera trap, please:

- Avoid places with lots of human activity – it might be stolen, and we don't want countless photos of people walking by!
- Ensure the camera's field of view is unobstructed, taking into account any *future* plant growth.

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- Make sure you can attach the camera to something substantial like a tree trunk or fence post that will not wave around in the wind.
- Set the camera to a sensible height above the ground – 20-50cm is usually sufficient to photograph animals of all sizes, but please make a judgement based on the specific circumstances of your location. *Carefully record the height of your camera*.
- Do not place the camera too close to a track, hole, or fence. It should be at least 2 to 3 metres away from where animals are likely to pass.
- Angle the camera down *very slightly* so that small animals can be photographed. You might need to wedge a stick or small stone behind the top of the camera.
- Do not angle the camera upwards! At the very least it should be parallel to the ground.
- Avoid pointing the camera directly east or west; the glare from the rising/setting sun is problematic and leads to many over-exposed images.
- Don't place the camera on the bank of a beck or river that is liable to flood. Most cameras are waterproof against rain but not against being submerged!

Once you have set up the camera, please check the following before you leave:

- Confirm the batteries are fully charged.
- Confirm the memory card is empty.
- Confirm the camera is active, not in motion test or walk test mode (although these are OK if you are using a camera that automatically arms itself after a period of inactivity).
- Make sure all fastenings are tightly closed so water doesn't get in.
- Ensure that the camera is fully secured/locked whenever possible.
- Carefully record the exact time and date when you deployed the camera. This *may not* be when the first photo gets taken. Remember to record the time in UTC all year round.

When you revisit to check your camera, please:

- If possible, take fully charged batteries and an empty memory card with you, so you can swap them on the spot, rather than making two trips.
- Double check that the time and date are still correctly set on the camera – remember the time and date format may vary depending on the camera model, so please be extra careful!
- Carefully record the exact time and date when you check your camera to replace batteries/memory card. This may not be when the last photo was taken. Again, remember to record the time in UTC all year round.

When downloading photos to your computer and uploading images to MammalWeb, please:
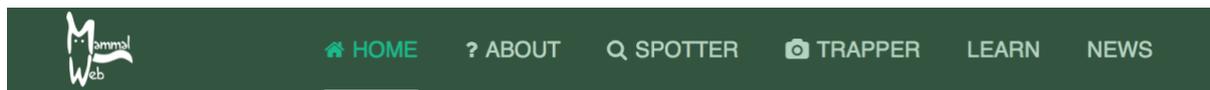
- Remember to delete photos from the memory card after they have been transferred to your computer.
- Format your memory card regularly, but make sure you get all the photos first!
- Upload a maximum of a couple of hundred photos at a time. You can upload more, but it might slow down your computer.
- If your network might struggle with large uploads, we advise starting with small uploads (a few images) and gradually increasing the size of the upload to avoid overloading your network initially.

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Uploading your images to Mammal Web:

If you have not already done so, before you can upload images to the Mammal Web website (www.mammalweb.org) you will need to register. You can do this via the **"Trapper"** or **"Spotter"** page at the top of the website and then clicking on the "**Don't have an account?**" link, highlighted below.

This will take you through to the registration page. Fill in the details required and click on "**Register**".

Once you have registered and logged in via the 'Trapper' page you will be directed to the upload page which looks like this:

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The first thing you'll need to do is add a new site by clicking the button highlighted above. You will need to add a new site every time your camera is in a new location If you are using more than one camera, each camera must have its own site (even if the details are the same).

You will need to add in some details about your site and the camera model, by answering the questions posed, and filling in the following details:

- Site name – Choose a name to recognise this site by. This should be unique, so that you can differentiate sites next time you come to upload data. If you have two cameras deployed at the same location, you can differentiate them using camera numbers (e.g., "Home Farm – camera 7" and "Home Farm – camera 8", etc.).
- Location – you can enter this as Latitude and Longitude or, in the UK, as an OS grid reference (in the form NZ 27623 41214; please ensure that you enter at least 8 digits after the 2 letters at the start). Additionally, you can drag the red pin on the map (and use the other map tools, such as pan and zoom) to identify the location.
- Habitat – A drop down box will show habitat options. Choose the one which best describes the *immediate* surroundings (within *c*. 10m) of where your camera is located.
- Can you or the camera see water? – Choose an option from the drop down box.
- Purpose of Study – A drop down box will show available options; if you are not part of a larger study, and are deploying the camera for your own interest and contribution, choose 'Private Use'.
- Camera Type – A drop down box will show camera models; please choose the model you are using. If your model is not on the list, please get in contact to let us know and we can add it.
- Camera Height – Please record, in centimetres, the height of your camera from the ground.
- Notes – Any notes you want to leave about this particular camera site. If you borrowed a camera trap from MammalWeb, you can enter the camera trap number here.
- Projects – If you are part of a camera trapping project (e.g., within a school or organisation), then select that project here, by clicking the dropdown box. If no project is selected, your images will automatically be uploaded to 'MammalWeb UK'.

Before you upload images from a site, you can edit the site's details by clicking on the "Edit" button (see red arrow A in the screenshot below). Most of the fields (apart from Site Name, Notes and Projects to which the site is attached) cannot be altered once you have uploaded photos from that site. If any of the site's properties have been entered incorrectly, you can let us know (at info@mammalweb.org) and we will make the corrections.

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Once you have entered your information click on **Upload** (red arrow B above) and you will go to the page shown below where you enter the dates that your images cover. This is the date/time you set the camera up and the date/time you removed the SD card. Notice that times are given to the nearest 15 minutes. Once you have entered the dates and times, click on **Upload** and a screen will appear, inviting you either to drag and drop the images to the box or, by clicking on the **Upload** button, to browse to the folder on your computer where you have stored the images.

Once you have done this you can go and have a cup of tea while the pictures upload. Uploading can take some time depending on the speed of your internet connection. Once the upload has completed,

please check that all the images have uploaded correctly. Once the upload is complete, a list of the files that have successfully uploaded is displayed – but you will also be notified if there have been any errors.

Please upload all the images you obtained to MammalWeb and let the **Spotters** classify them all! At present, we don't advise that you omit photos with humans in (because human use of an area might be an interesting driver of other species' presence and absence) or that you think are blank (because sometimes other people spot something that you can miss). We are working on methods to automate dealing with humans or nothing of interest, which will allow us to make use of this data, without burdening Spotters with an excess of uninteresting images. The exception to uploading all images obtained is where you believe that your camera has been erroneously triggered by waving vegetation or by other apparent non-animal activity. Large numbers of images of waving vegetation are never popular, so please do omit those if you believe they could be a problem in your data!

Once all your photos have been uploaded, clear your memory card. You will then be ready to redeploy your camera!

If you have any questions or suggestions, please contact us at info@mammalweb.org. Otherwise, thanks again – and happy Trapping!

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