



Peatland Programme

Peatland Project Map

A User Guide

Version 1.0

Supported by:



Contents

Setting up a user profile.....	1
Logging in	1
Managing an existing project/ site entry	2
Main details:	2
Description:.....	3
Grid Ref Location:	4
Image Slideshow:	4
File attachments:	4
Publishing:.....	5
Creating a new project/ site entry	5
Queries, questions and reporting issues.....	5
Conditions of use	6

Setting up a user profile

Please complete this [registration form](#) to receive a user profile and become a project contributor.

From the drop down list select the organisation that you work for. If your organisation is not listed, please contact the IUCN UK PP team before proceeding any further either by using the contact page or emailing info@iucn.org.uk. The team will be able to arrange to have your organisation listed.

On completion of the registration form you will receive an email confirming your request. Once your registration is approved you will receive a further confirmation email after which your account is active.

If for any reason your registration is not accepted a member of the IUCN UK PP team will be in touch.

Logging in

First navigate to the [Peatland Programme website](#), then click on the log in link in the top right corner. Enter your username and password as required.

Then navigate to the [Projects Map](#). This page can also be found along the main menu.

On logging in you will be able to edit projects/ case studies linked to your organisation and add new projects.

Managing an existing project/ site entry

To edit a project click on the 'Edit Project' button situated next to the project you wish to edit (NB: this will only be available on project listings for which your organisation is listed as the lead partner; if a junior partner on a project you will not have access so will need to ask the lead partner or IUCN UK PP to change the details for you).

From the edit page you can navigate to all the required fields from the right hand side 'Details Menu'.

The following fields are available, with guidance on what to include. All compulsory fields are marked with an asterix (*):

Main details:

Project name*: Ideally use the site name here (rather than programme name), particularly if a large programme working on multiple sites (use programme name in lead partner field e.g. Moors for the Future). If your project is known by several different names, please put that by which you are most commonly known. If a research or engagement project, use the title of this here.

Organisation/ lead partner*: The name of the organisation or programme that you work for. If you are only a junior partner, please do not add a case study, but ask IUCN UK PP or the lead partner to add the project – this will help us avoid duplication.

Project address: Please add nearest settlement and county here e.g. Nidderdale, Yorkshire.

Contact email: If you have a general email that is regularly monitored e.g. info@xxx.org then use this, otherwise use the email of the most appropriate person. Should this person move on, please be sure to update this field.

Approximate area covered by the project?*: Please enter the area (or best estimate) in hectares.

What is your site's current conservation status?: Please tick all boxes that apply.

Website: If your project has its own website or webpage, please enter this URL, otherwise link to the homepage of your organisation.

Useful links: Add URLs to any useful reports or webpages, please also include a descriptive title so that the web user can clearly work out what the link is to.

Is your site predominantly upland or lowland?*: Please select the relevant field from the dropdown box.

Peat habitats: Please select all the tick boxes that apply.

Year project began: Please select from the drop down box (if a site indicate when work on that site began).

Project end date: Please select the relevant year from the drop down box. If the project is still ongoing leave blank.

Project type: Please select all the tick boxes that apply.

For the next section please navigate to 'Description' on the Details Menu on the right side of the page.

Description:

This section provides an opportunity for you to share details of your project in more detail. Text boxes have no word limit, although we ask that you limit sections to approximately 400 words each for usability. Longer reports or more information can be linked to using the 'useful links' section.

Basic tools are available to allow you to format this text:

- Bold text
- Italic text
- Numbered list
- Bulleted list
- Globe and chain = insert URL to link to another webpage (ensure the link is added to 'Link Info'; no other information is required although can be added if desired)
- Globe and broken chain = break URL
- Superscript
- Subscript.

Map teaser text: Please use this space to introduce your project – summarise what you are trying to achieve (or have achieved if completed), where the project is, who is involved and refer to any relevant timescales. NB: This information will be displayed in the pop-up that comes up when someone clicks on your project pin on the map.

Introduction: Please provide a brief introduction to the project – when and why it started.

Description of site: Please provide information about the specific site – is it degraded, what is the level of damage, information on the habitat and biodiversity/wildlife.

Restoration aims: Please state what you aim to achieve through your project – use bullet points if several aims.

Restoration delivered so far: If your project has been running for some time, please use this space to share achievements to date. If your project (or work on the site that this entry is for) has been completed please use this space to share what the project achieved overall. Also, reflect on whether it met the original project aims where timescales allow.

Example of restoration and/or management activity: Use this space to provide any specific examples of techniques that will help explain your work e.g. ditch blocking. This is an opportunity to provide a bit more detail.

Open text boxes: You are able to create as many text boxes as you like – these will appear underneath the boxes above when saved. Content you might like to create a new text box includes list of partner organisations or funders; details on monitoring on site; information on wildlife or biodiversity etc. Please create a new text box for each topic and provide a title.

Please navigate to 'Grid Ref Location' in the Details Menu.

Grid Ref Location:

Grid reference and location: This is a free text box – please enter the co-ordinates of the project. Preferably use the centre point of your site e.g. SK 692837

Location*: Please enter the nearest postcode to your site. This will determine where the pin is dropped on the map for your site. If you have a grid reference, but do not know the postcode, use this [website](#) to determine the closest – results are displayed under the map.

Please navigate to 'Image Slideshow' in the Details Menu.

Image Slideshow:

This section allows you to add photographs to your entry (and remove previously uploaded photos). Please upload photo files with one of the following extensions: png, gif, jpg or jpeg. Images uploaded should be under 512 MB in size and should each be given a descriptive caption. In addition, a photographer credit should be included, to do this please follow this format: *[Photo title] – Credit [Photographer/ Organisation Name]*.

There is no limit to the number of photos you can upload, although be mindful that users are only likely to view the first few, so order appropriately.

Ideally all photos will be landscape and fit the following dimensions: 1030 x 640 px at 72 dpi. It is advised that at least one photo is added to every entry. Following these guidelines will allow for optimal viewing by the users.

Please navigate to 'File attachments' in the Details Menu.

File attachments:

To add any downloadable attachments e.g. project leaflets, maps and reports, please use this section.

First click on 'File attachments' under the project title. This should bring up some text and a button under the heading 'Attach new file'.

Click on the grey 'Choose file' button, which will open up your computer files and navigate to where the file you want to save it uploaded. Double click on the file name and press open. This should close the navigation window and return you to the webpage. Once here click 'Attach'. You will then be asked to wait as the file uploads. Depending on the size of the file and speed of your internet, this process might take a couple of minutes. Once the file is uploaded you should see an editable box with the file name in. Please replace this with the title of the document.

If adding more than one file you can order them using the grey cross on the left side of the file title bar. Click on this and drag up or down. To delete a document, use the delete tickbox then press 'Save' at the bottom of the page.

We advise contributors to preferentially upload PDF and JPEG documents, as this will enable the majority of users to access the files. All uploaded documents must not exceed 8 MB – if your document does exceed this, the site will not allow you to upload it.

Please navigate to ‘Publishing options’ in the Details Menu.

Publishing:

It is possible to publish and unpublish your project by using the ‘Published’ tick box. Use this option when making changes to your entry and publish when completed.

As a default the project will always be published, so if you are adding a project and have not finished, then remember to untick the publish box before saving. To find the page again when unpublished you will need to use the page URL, which will follow this format:

www.iucn-uk-peatlandprogramme.org/projects/project-name

E.g. for the Astley and Bedford Moss entry, the URL is: www.iucn-uk-peatlandprogramme.org/projects/astley-and-bedford-moss. It is therefore important to remember exactly what the title of your project is to return to it. If you have any problems please contact the [IUCN UK PP](#) who will provide you with this URL.

Once you have made all the edits you need, please remember to press ‘Save’ at the bottom of the page, otherwise your changes will be lost. It is important to save ever so often, in case you lose internet connection or browser crashes, as otherwise you risk losing some of your hard work.

Creating a new project/ site entry

Once set up with a log in all users can create new entries for the organisation they are registered under. Please only create new entries for projects/ sites where your organisation is the lead partner. Where another organisation is the lead partner please find out whether they are able to add the project/ site or seek advice from us (info@iucn.org.uk).

To add a new entry please navigate to the [Projects Map](#). Click the ‘Add project’ button, which can be found next to the project search box in the gold bar. This will open up a blank form with the same boxes as described above for you to complete.

NB: Before adding a project or site entry please use the search function to ensure it has not been added previously by a member of your organisation (or indeed transferred across from earlier websites).

Queries, questions and reporting issues

If you require any advice or have any questions about using the site please do not hesitate to get in touch.

The Peatland Project Map has been newly developed based on ideas from earlier websites. Whilst vigorous testing has taken place, it might be that some bugs still exist. Should you come across an issue e.g. a section not saving or viewing correctly, please report it to us by emailing

info@iucn.org.uk. In the subject line of the email please enter 'Project Map Error – [Organisation Name]' and include a screenshot/photo of the issue in the email body. We will aim to resolve any bugs as soon as possible. For other issues that are related to how the site functions we will keep a register and consider changes and upgrades as and when budget is available and where agreement with the steering group.

Conditions of use

Please note any content added deemed inappropriate by the IUCN UK Peatland Programme or wider steering group will be removed by the administrators. In cases where false or deliberately misleading information has been uploaded the IUCN UK Peatland Programme reserve the right to remove the user from the system.

In some cases the administrator may suggest or carry out formatting changes to entries to ensure all entries are as consistent with one another as possible, to help users easily navigate between them. Where possible users will be notified of changes made.

Thank you for your entry.