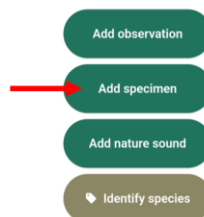
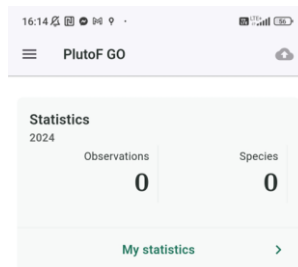
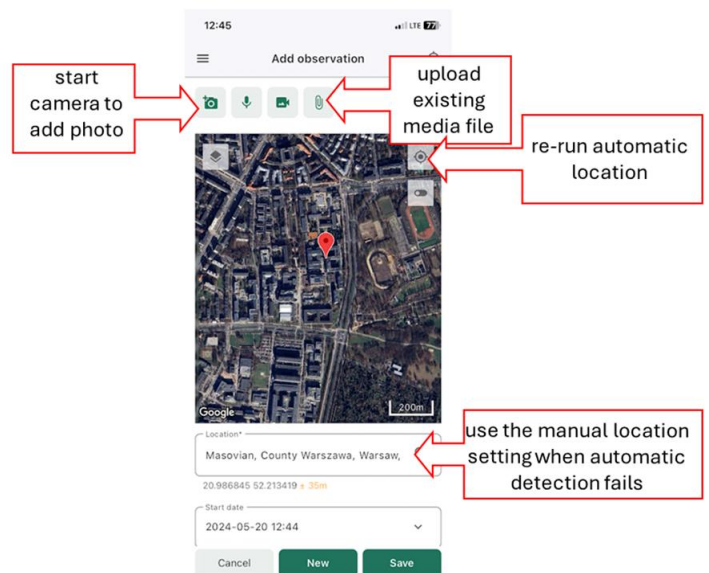


How to register a specimen?

- Open the PlutoF GO app and sign in.
- Click: “Add specimen” button.



- Complete the “add specimen” form:
 - **Photos:** To add photos of the specimen click either: 1) the camera icon to add a photo, or 2) the paper clip icon to upload a set of already taken photos from your gallery. To catch all important characteristics of the specimen, it is better to upload more than one photo of it. You can read more in the section *How to make informative photos?* on the [FunDive website](#).
 - **Location:** To automatically add coordinates of your finding, click on the GPS icon. When automatic detection fails or if you are trying to register your specimen staying in a different location than the one where you had found the specimen, use the manual location setting (click the search icon below the map).



Remember that the automatically generated coordinates are being taken from your current location, always set the location manually if you are registering a specimen after you have moved from the location of the finding.

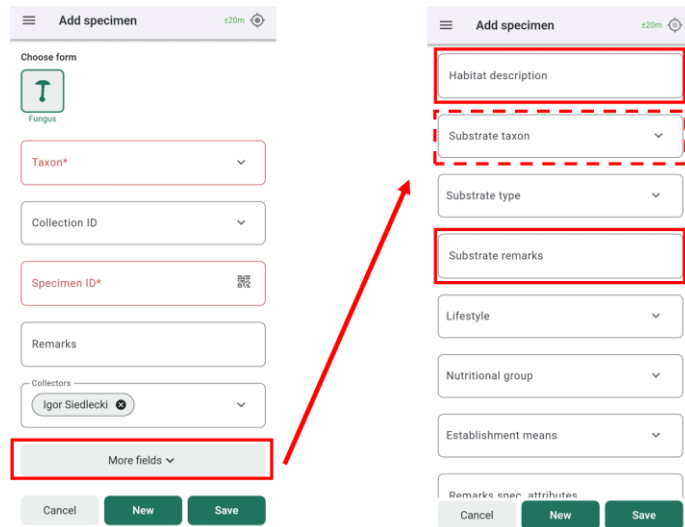
- **Date:** If you are registering the specimen on the same day that you have found it, the proper date will be automatically added in the “Start date” field. If you are registering your specimen later, adjust the date in the field accordingly.
- **Project:** Make sure that the project “Citizens for FunDive” is chosen in the “Project” field.
- **Taxon:** Complete the “Taxon” field by writing the latin name of your specimen. If your species-level identification is uncertain, you can use only the genus name or higher taxonomic rank. If you need help with the preliminary identification you can use the PlutoGo app (check *How to identify your specimen?* section on [FunDive website](#)). If you find some errors or missing species, contact [PlutoF support](#).

- **Specimen ID:** Set the unique specimen ID number for each specimen. As you are not the only member of the project, it is better to avoid just subsequent numbers. We suggest creating your specimen ID as follows: first 3 letters of your name, followed by first 3 letters of your surname, day and month of your birth, underscore and the number of the collected specimen. For example, when Michal Kowalski born on the 2nd of April would want to collect his first specimen in the project he would write “MICKOW0204_1” as the specimen ID. For the 15th specimen, the specimen ID would be “MICKOW0204_15”. **Remember to put the same specimen ID as in the app on each specimen collected in the field.** You can note the ID on the waxed bag containing the specimen or you can add a piece of paper with the written/printed ID into such a bag (check *How to collect a specimen and prepare it for transfer?* section on [FunDive website](#)).



- **Remarks:** We strongly encourage you to provide additional characteristics of your specimen, such as odor, taste, mucus presence/absence, or spores color. You do not need to add all remarks instantly in the field, after saving the record you can edit it later.

- **Additional metadata:** We encourage you to add as much metadata as possible for your specimen. To do that click the “More fields” button. A list of additional fields will appear, which will allow you to add all important notes about your finding. Focus on the fields: “Habitat description” and “Substrate remarks”.



- “Habitat description” - write the habitat type as precisely as you know it. We recommend to use simplified and emended from [the EUNIS classification](#):

- Coastal and inland dunes
- Coastal shingles
- Coastal saltmarsh
- Inland salt steppe
- Wetlands (bogs and mires)
- Grasslands
- Tundra
- Temperate heathland
- Scrubland
- Marquis & Garrique
- Broadleaved forest
- Coniferous forest
- Mixed forest
- Semi-open woodlands (including alvars and dehesas)
- Arable fields and vegetable gardens
- Improved grasslands and lawns
- Hedgerows
- Orchards
- Other habitats

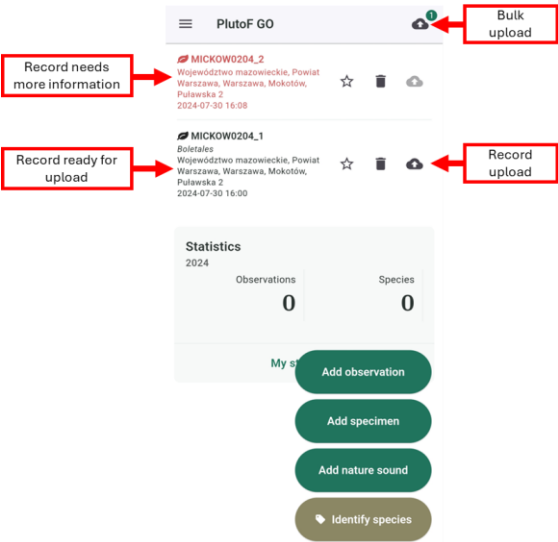
- “Substrate remarks” - describe substrate from which you recorded your specimen. We recommend to use emended list of substrates from the [Danish Fungal Atlas](#):

- Soil and humus
- Leaf and needle litter
- Dead wood
- Dead part of living trees
- Living bark
- Living green parts of plants (leaves and stems)
- Dead herbs (leaves and stems)
- Flowers, including catkins
- Fruits
- Sphagnum mosses
- Mosses
- Liverworts
- Lichens
- Fungal sporocarps
- Myxomycetes
- Insects
- Spiders
- Other invertebrates
- Remnants of vertebrates (hair, feathers, bones etc.)
- Dung
- Natural stones
- Concrete and other building stones
- Burnt soil

Remember, the more metadata, the more valuable your finding is!
 The better metadata provided, the bigger is the chance that we will include your specimen in the DNA barcoding.

- Click the “Save” button to save information about your specimen as a registered record.

- After clicking the “Save” button you will see a main PlutoF Go page again with your saved specimen on a list of records. If the text of your record is black it means that all mandatory fields (see: 3a. to 3.f) are filled, and the record is ready to be uploaded (see point 6). If the text of your record is red, it means that there are mandatory fields that need to be filled. Open the record by clicking on it and correct the missing fields.



- All registered specimens are not automatically sent to the project database after the record is saved. They are stored on your mobile and must be uploaded to the project database. It is recommended to upload your records when having a good online connection. Press the “cloud” icon in your record field to upload your record. If you have many, yet not uploaded, records on the list, you can use a bulk upload by clicking the “cloud” icon in the right upper corner of the app.
- As long as your saved specimen is not uploaded (it means you can see it on the list of records in PlutofGo app) you can still edit information about it on your mobile. To do so, click on the specimen record and the editable form with the saved data about your specimen will appear. After the upload of your record further edits will be possible only via [PlutoF workbench](#).
- After you upload the record to the PlutoF database you will be able to follow the status of your specimen in the [FunDive records](#)!

IMPORTANT NOTE 1

You can register a specimen in the app while staying offline. Internet connection is needed only while you are uploading your registered specimen to the project database. As uploading photos can use a substantial amount of your data transfer plan, we encourage you to upload registered specimens while being connected through the wi-fi network.

IMPORTANT NOTE 2

During the uploading of your records, the app could show that your chosen specimen ID is not unique and thus cannot be accepted. If such a situation happens, add a letter of your choice after the initial part of the record. For a second Michal Kowalski born on the 2nd of April who joined FunDive, the repetitive part of the specimen IDs could be "MICKOW0204B_" and then number of collected specimen will follow, for the 5th specimen it would be "MICKOW0204B_5". If it happens, please remember to also update the specimen ID on your collection bag!