# Instructions for 'Actions for Pollinators'
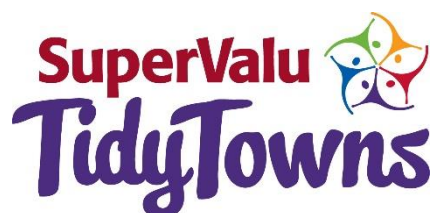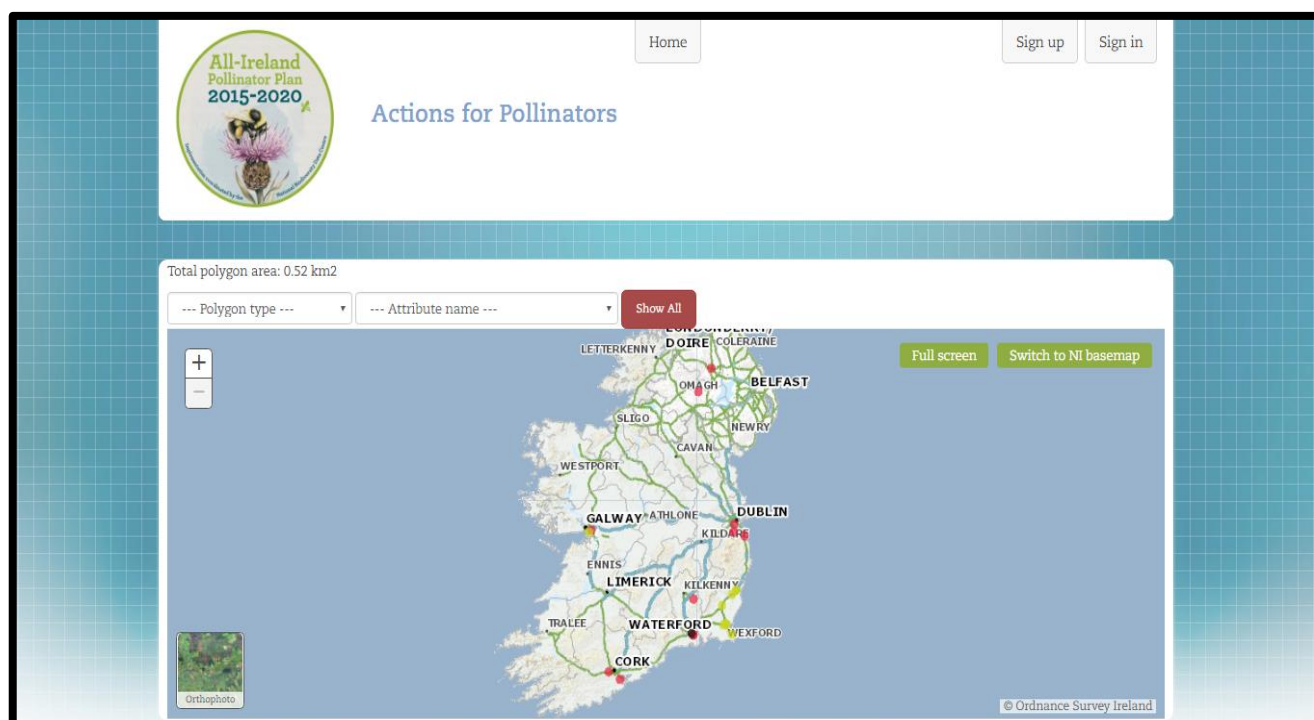
## Publically available, online mapping system

*Tracking the build-up of food & shelter for pollinators*

**National Biodiversity Data Centre**
Documenting Ireland's Wildlife

## Entering pollinator friendly Local Community sites/projects



**SuperValu TidyTowns**

Are you a Tidy Towns group, trying to track your actions for the Local Authority special pollinator award? This instruction manual tells you how!

https://pollinators.biodiversityireland.ie

# What is the All-Ireland Pollinator Plan?



The All-Ireland Pollinator Plan 2015-2020 is an island-wide attempt to help pollinators by creating a landscape where they can survive and thrive. By making small changes to the ways we manage our land we can ensure pollinators continue to provide us with their vital service. Everyone, from gardeners to local communities, businesses, Councils and farmers can help to achieve the goals of this shared plan of action.

# What is 'Actions for Pollinators?'

'Actions for Pollinators' (pollinators.biodiversityireland.ie) is a publically available, online mapping system. It allows everyone that has taken pollinator friendly actions to log their location and the action(s) taken.

The actions that this website tracks align with our series of pollinator friendly guidelines. For example, our guideline document for Local Communities suggests 24 possible actions that Tidy Towns groups, Keep Northern Ireland Beautiful groups, historic graveyard groups or residents associations can take. You can download the Local Community guidelines from the Pollinator Plan website: www.biodiversityireland.ie/pollinator-plan



If you are part of a local community group that has taken pollinator friendly actions, please add your sites to 'Actions for Pollinators.' Receive recognition and help us track the build up of resources for pollinators in the landscape.

# How is the information from this site used?

Each year in November we report on the Pollinator Plan's progress to-date. As more and more people take pollinator friendly actions each year, 'Actions for Pollinators' will help in this annual reporting by tracking the build-up of food and shelter for pollinators throughout the landscape. Enter your pollinator friendly sites and actions to make sure your efforts are included. Then in subsequent years all you have to do is update your site each autumn.

# Who should use Actions for Pollinators?

We hope everyone will use Actions for Pollinators so that the public can see the efforts being taken across all sectors. **This guide explains how to use the system and enter your own pollinator friendly sites in just 3 simple steps.**

**Tidy Towns groups will receive extra points on their Local Authority Pollinator Award application if the actions taken for pollinators are logged on this site!**

# 'Actions for Pollinators': here's what it does

If you visit the 'Actions for Pollinators' homepage (pollinators.biodiversityireland.ie), you can view existing pollinator friendly sites throughout the island of Ireland.

Total polygon area: 0.66 km2

This shows the total area on the island under pollinator friendly management

--- Polygon type ---
--- Polygon type ---
Councils-Actions
Councils-Policy changes
Gardens
Local Communities (Tidy Towns)

--- Attribute name ---   Show All

Full screen   Switch to NI basemap

You can search for specific sectors (polygon types)

Each coloured dot on the map represents a site where pollinator friendly actions have been taken

Different colours stand for different sectors
**PURPLE = Local community sites**

Orthophoto

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Total polygon area: 0.66 km2

--- Polygon type ---   --- Attribute name ---   Show All

--- Attribute name ---
A. Protect existing pollinator habitats
B. Reduce mowing
C. Pollinator friendly planting
D. Provide nesting habitats
E. Reduce pesticide use
F. Raising awareness of pollinators

You can also search by the type of pollinator friendly actions taken (attributes)

Click on a dot to get more information about that site. Clicking 'View Detail' tells you what action has taken place on this site. **This is all publicly available information.**

Test Tidy Towns site

Date: 28/03/2017
Site Name: Test Tidy Towns site
Type: Local Communities (Tidy Towns)
View Detail
Zoom to

© Ordnance Survey Ireland

---

Manage my sites

Total polygon area

--- Polygon type ---

## Site Details

| | |
|---|---|
| Site Name | Test Tidy Towns site |
| Date | 28/03/2017 |
| Type | Local Communities (Tidy Towns) |
| Recorder Name | Una FitzPatrick |
| Area | 0.08 km2 |
| A. Protect existing pollinator habitats | Length of existing flowering hedgerow<br>Area of existing earth banks protected<br>Length of existing dry stone walls prot<br>Other pollinator friendly habitats prot |
| B. Reduce mowing | Area managed as long-flowering mead<br>Area mown every 6 weeks to allow Clo<br>Area where Dandelions are allowed to<br>60 |
| C. Pollinator friendly planting | SPRING-flowering pollinator friendly p<br>SUMMER-flowering pollinator friendly<br>AUTUMN-flowering pollinator friendly<br>Area planted with Clover sward (m2) -<br>Number of pollinator friendly urban p<br>Number of pollinator friendly roundab<br>Area of native wildflower meadow pla |
| D. Provide nesting habitats | Length of native hedgerow planted/ma<br>Area of earth banks or bare soil create<br>Number of holes drilled in wood - 4 |

This is what comes up when you click 'View Detail' for a specific site

✓ Gives a summary of the pollinator friendly actions taken at each site
✓ The total site area and the area of each action taken is listed- if a site is less than 1 square kilometre the area will display as zero, but the site's actual area **IS** being captured
✓ Photos included by the recorder are displayed

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# Step 1-Creating an account

Once you've seen the actions others have taken for pollinators, the next step is to create an account. **We recommend ONLY ONE ACCOUNT is created for each local community group (e.g. one account per Tidy Towns group).** This will allow you to enter ALL of your pollinator friendly sites into the site.

Signing up for Actions for Pollinators is very simple:

On the homepage click 'Sign up'
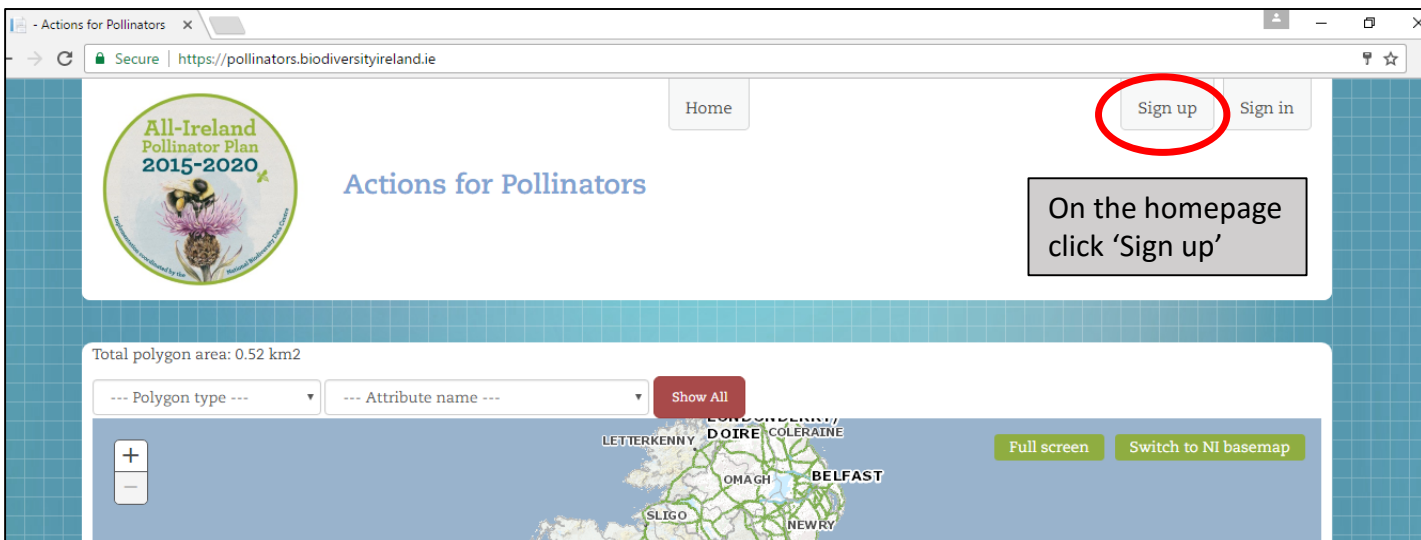
You will be bought to this page. Fill out the form, and remember to write down the username and password you choose.

Be sure to tell us why you want to sign up. For example, "to log the pollinator friendly actions of my Tidy Towns group."

To finish, click 'Create New Account'

Once you've completed the form we have to approve your account. Then you get a confirmation email and can log in to the site. This might take a day or so, but we try to process these requests as quickly as possible.

After you receive your confirmation email, sign into Actions for Pollinators as a user.



The homepage looks the same, except now there are two green buttons. To add a site for your Local Community group, click 'Manage my sites.'





First, make sure you're using the correct basemap. If your site is in the Republic of Ireland you don't have to do anything. If it's in Northern Ireland, click 'Switch to NI basemaps"

Second, find your site on the map.

✓ Use the zoom buttons or the scroll wheel on your mouse to zoom to your site
✓ Switching to orthomaps will help you find the exact location of your site more easily

## Manage my sites

**+ Add Site**

Show 10 entries    Search:

| Date | Name | Type | Area | Actions |
|------|------|------|------|---------|
| No data available in table | | | | |

Showing 0 to 0 of 0 entries    Previous  Next

Cancel  Confirm

Swords
aynooth DU
Celbridge
Map

© Ordnance Survey Ireland

Once you've located your site, click 'Add Site.' Put the cursor on the map and click to begin drawling a polygon around your site. Don't worry about being too exact- you can edit the polygon later. When you've finished click 'Confirm,' or double click. To start over click 'Cancel,' then try again.

## Add site

**IMPORTANT! All information is publically available- DO NOT PUT ANY PERSONAL INFORMATION IN THESE FIELDS**
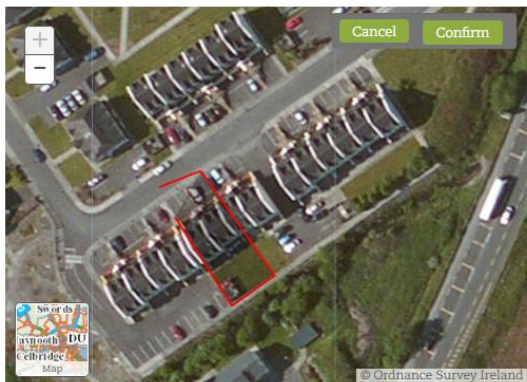
e Information

Site Name

Type    --- Select a Ty
--- Select a Type --
Councils-Actions
Councils-Policy changes
Gardens
Local Communities (Tidy Towns)

Date

dd image

Cancel

The 'Add site' screen pops up. Enter a site name. **Because your Local Community Group may have more than one pollinator friendly site, we recommend including your group's name in all site names. For example, "Birr Tidy Towns-Hay Meadow."** **To view an example of what a complete Tidy Towns entry would look like, see the FAQ section below!**

Under the 'Type' drop down menu, choose 'Local Communities (Tidy Towns).' The date will autofill.

The 'Add site' screen now shows all the actions you can take as a Local Community. Tick the relevant boxes for your site, and fill out any corresponding text boxes. You can even add some images of your site.

Lastly, click 'Save' to finish adding your site

| C. Pollinator friendly planting | SPRING-flowering pollinator friendly plants/trees/shrubs ☑ main species | Crocus |
| | SUMMER-flowering pollinator friendly plants/trees/shrubs ☑ main species | Lavender, Thyme, Salvia, Cr |
| | AUTUMN-flowering pollinator friendly plants/trees/shrubs ☐ main species | |
| D. Provide nesting habitats | Area of earth bank or bare soil created for mining bees (m2) ☐ | |
| | Plant stems left standing (type) ☐ | |
| | Number of holes drilled in wood ☐ | |
| | Number of bee hotels installed ☑ | 1 |
| | Length of fencing replaced with flowering hedgerows (m) ☐ | |
| E. Reduce pesticide use | insecticide use eliminated ☑ Herbicide use eliminated ☑ | |
| F. Raising awareness of pollinators | Junior Pollinator Plan promoted (number of children reached) ☑ | >5 |
| | Pollinator friendly plants shared ☐ main species | |
| | Printable pollinator friendly sheet given to property manager ☑ | |
| G. Tracking progress | Garden pollinator records submitted to data centre ☐ | |
| H. Other | | |
| Image 1 | Choose File  image2.JPG | |

Add image

**IMPORTANT! Images MUST be smaller than 5 MB.**

**If the form will not allow you to save, it's likely that the image is too big. Reduce the size, choose the reduced photo, and try saving again.**

Save  Cancel

Now you've uploaded a site to Actions for Pollinators. Add as many sites as necessary to capture your groups work. And remember, you can always edit the area or the actions of any site (see Step 3 below).

Over time you may want to edit your sites. Perhaps in subsequent years you take additional pollinator friendly actions at a site and you want to record these. Or maybe you'll need to occasionally delete a site. You can edit any of the sites you enter, just see the instructions below.

You can easily edit the area of your site by clicking the second button under 'Actions.' Adjust the area of your polygon with your cursor, and click 'Confirm' to finish.

**If you have an awkwardly-shaped site, it is easier to be precise when editing the area.**

You can delete the site completely by clicking the X.

Finally, you can edit the actions for each site by clicking the pencil symbol.

Add or change whatever fields you want on the tick-box screen, fill in any relevant text boxes and/or change the photographs you have uploaded. When you're done just click 'Save.'

**We hope Actions for Pollinator users will log into the site and update their pollinator friendly sites each autumn.** We will send out annual email reminders at the end of the pollinator season. That way we can ensure all of the information displayed on the website is as up-to-date as possible.

# Managing your account

If you need to manage your account-change your password, the name associated with the account, your email address- it's very simple.



Click where it says 'Hello (your name).' This will take you to the account management page
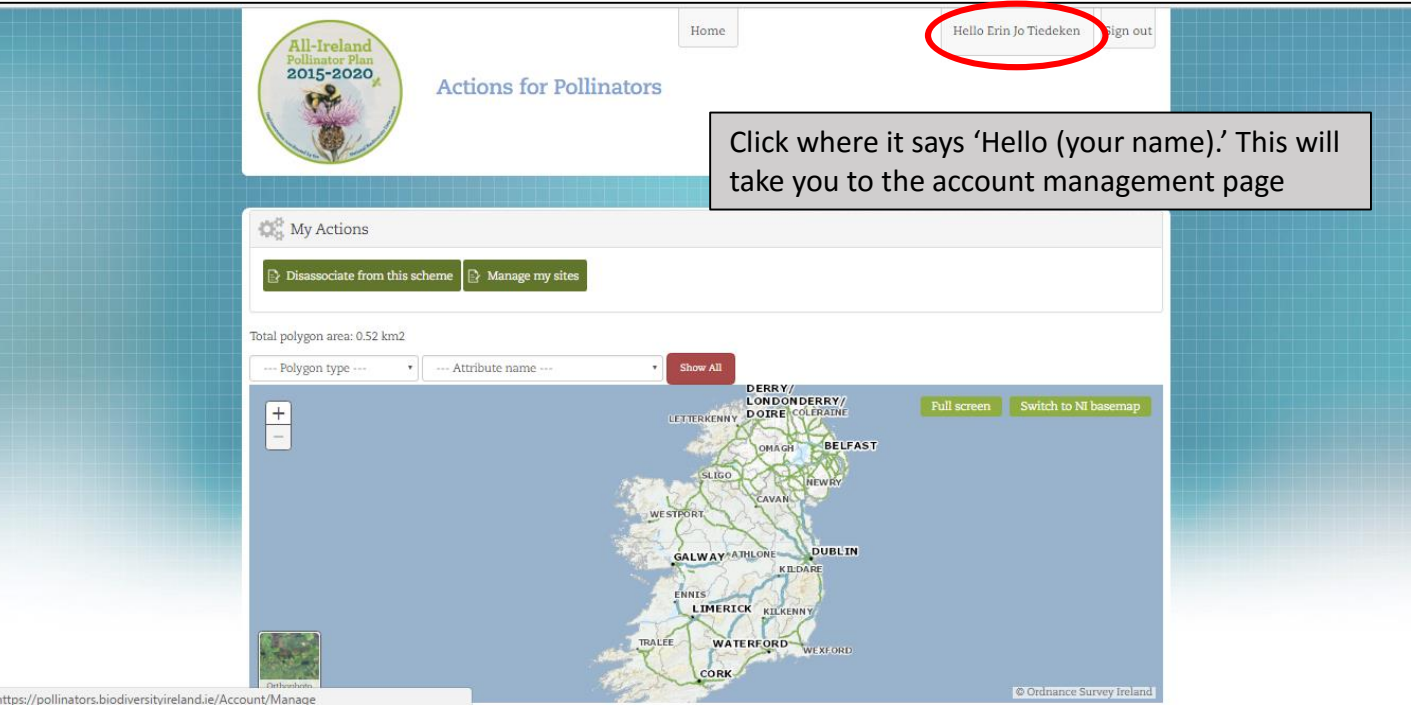
You can update your user details on the page below, or click 'Change Password.' Your username is also displayed on this screen.



Your username
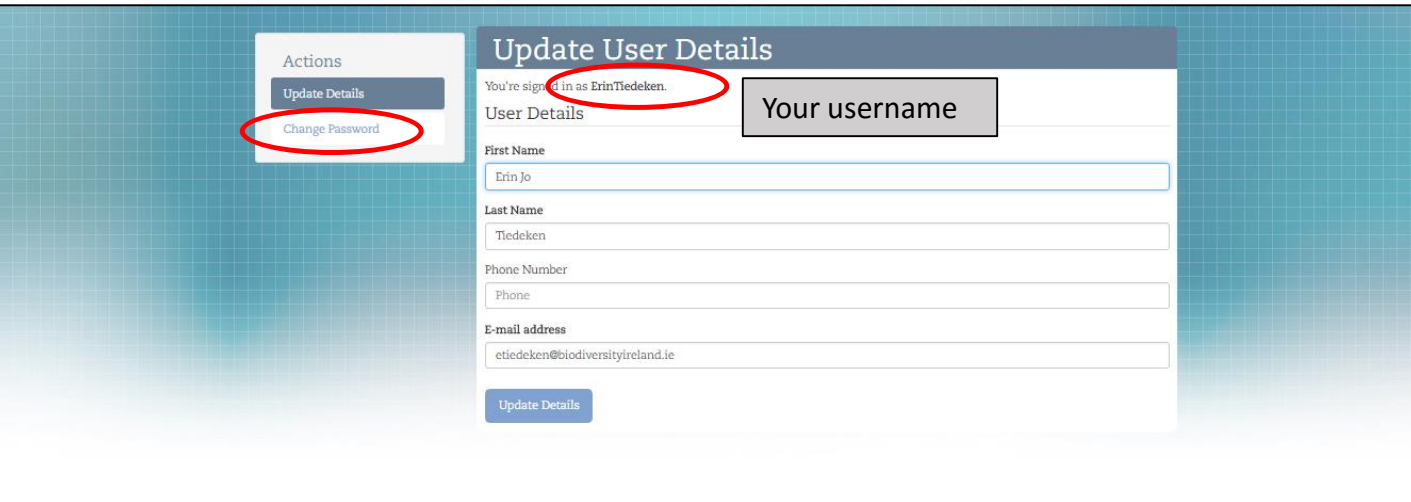
If you have any difficultly using the online system you can contact the Pollinator Plan project officer at pollinators@biodiversityireland.ie.

**1. Where can I find ideas for how to make my local community more pollinator friendly? What about suggestions/lists of pollinator friendly plants?**

**Answer:** You can find 24 suggested pollinator friendly actions in our Local Community Guidelines, 'Local Communities: Actions for Pollinators.' There are options to suit every space, as well as ways to help raise awareness and track changes. Pollinator friendly planting suggestions are also included.  If you are part of a Tidy Towns group, these guidelines are directly used to score the special Pollinator Award applications.
The Local Community Guidelines can be downloaded from our website:
http://www.biodiversityireland.ie/wordpress/wp-content/uploads/Local%20communities_actions%20to%20help%20pollinators_April%202016.pdf

**2. My group has taken actions for pollinators on a few different sites...should I enter each site individually, or draw one big polygon around the whole town?**

**Answer:** In order for this website to work best, **we're asking local community groups to enter each site individually.** For example, let's say Birr Tidy Towns carried out pollinator friendly planting in a local cemetery, let the grass in one of their parks grow long for pollinators, and planted pollinator friendly containers on main street.  We would ask the group to enter THREE DIFFERENT SITES. For example, the cemetery could be called "Clonoghill Cemetery-Birr Tidy Towns," **and only the pollinator friendly actions taken on that site would be included on THAT site form**. If one big polygon were drawn around Birr Town, it would be impossible to see all the other pollinator friendly sites in Birr (for example pollinator friendly gardens, or pollinator friendly Council sites). See the screen shot below for an example:
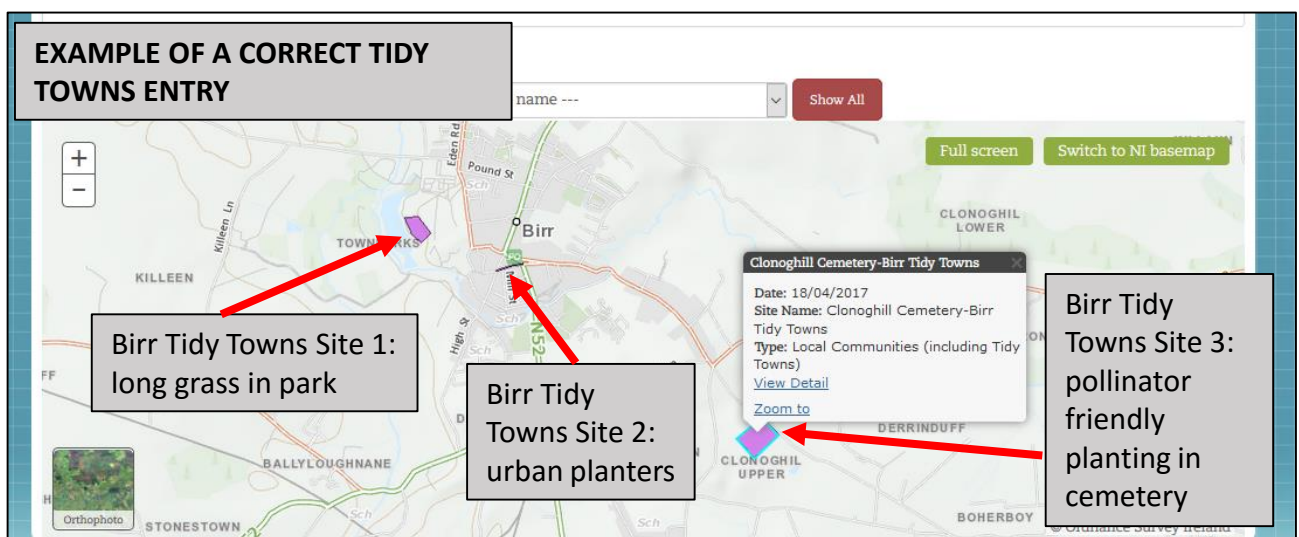


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**3.    Some of my Local Community Group's actions, especially the Awareness Raising actions, are hard to enter in one specific site. How do I capture them?**

**Answer:** Some actions, such as pollinator friendly planting, or reducing the use of pesticides, are very clearly done at a specific site. But others, like some of the awareness-raising actions (e.g. promote the Junior Pollinator Plan) are not. For example, what if your group raised awareness with 10 different local businesses, or carried out three pollinator workshops in different parts of the town? In these cases, the best way to capture your actions on the site is to tick the relevant boxes on one of your OTHER sites. If you have a hay meadow, just include the number of businesses reached, or the total number of workshops delivered. Alternatively, you can draw a very small polygon (for example around a school, or on the main street) and tick only the relevant awareness raising actions.

**4.    I'm having trouble estimating the area of my sites or pollinator friendly actions**

**Answer:** The area of your site will be calculated under the 'Manage my Sites' page. However if your site is less than 1 square kilometre, it will show up as 0. Don't worry- the area of your site is still being captured in our system and reporting!

When it comes to the area of each specific action, your answers don't have to be exact. If the text box next to an action you've taken asks for an area, just give a realistic best estimate.

**5.    Where can I get help with the website?**

**Answer:** If you have any difficulty using 'Actions for Pollinators' you can contact the Pollinator Plan project officer at pollinators@biodiversityireland.ie.

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