

There are over 80,000 known features on the CITiZAN interactive coastal map, a number which keeps growing as we add to the database. Due to the threat from natural and human influence, these features can change at a moment's notice. Feature update surveys are undertaken to monitor change over time, to keep the database up to date and to recommend when urgent action should be taken to record our island heritage for future generations.

PREPARE FOR YOUR FORESHORE VISIT

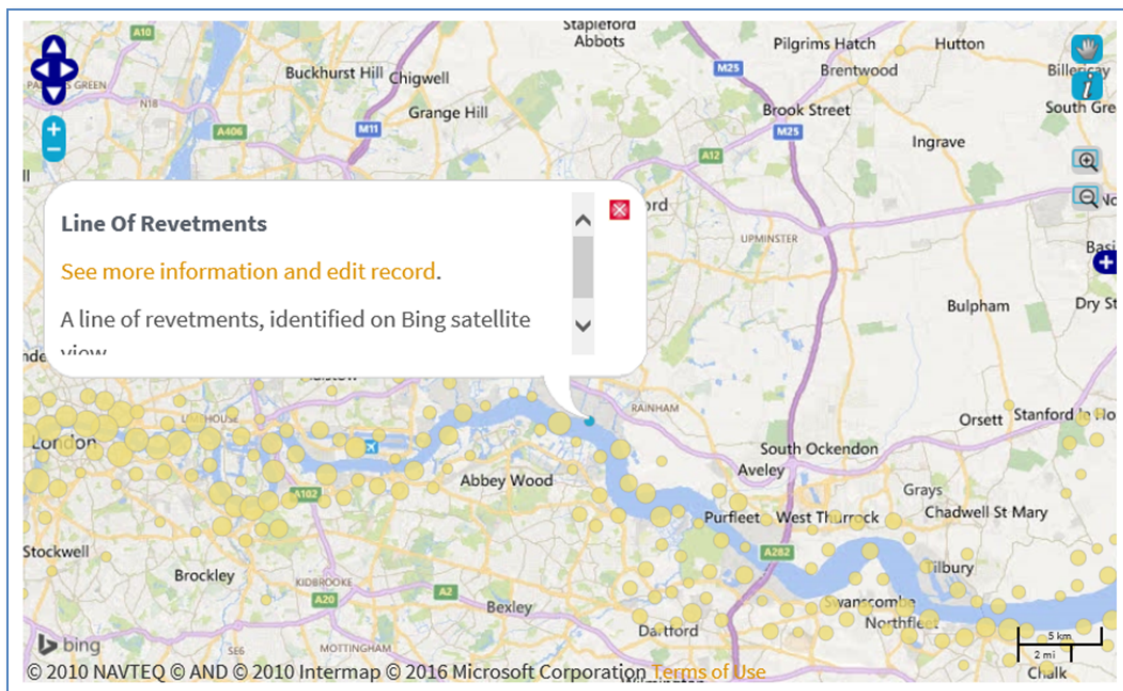
DID YOU KNOW... you can download PDFs of survey update forms? Print out forms for features you are likely to encounter before you leave to aid monitoring.

1. **Login** to your CITiZAN Surveyor account.

The [Login link](#) can be found at the top right of the CITiZAN website menu.



2. **Navigate to a CITiZAN feature** on the [interactive coastal map](#) and select the feature you want to update with survey information.



Click on the orange link to “See more information and edit record” on the feature record page. Here you can see core feature information, any previous update surveys and survey photos.

DID YOU KNOW... each CITIZAN feature has a unique CITIZAN ID number? Use this feature ID in the search box below the interactive coastal map to bring up a direct link to the feature record page in orange below the search box.

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- Prepare a feature update survey** as a downloadable PDF by selecting the orange link in the box at the bottom of the record page.

Over to you...

If you know there are errors in the original feature record above, you can [edit the original record](#)

If you would like to visit the feature and carry out a 'Feature Update Survey', you can [prepare a 'Feature Update Survey' pack for this feature](#) (in PDF format) ←

If you have completed a 'Feature Update Survey' for this feature, you can [submit your 'Feature Update Survey'](#)

If you want to use your smart phone to carry out the 'Feature Update Survey', you can download the app*

** app coming soon.*

- Submit a feature update survey** directly onto the CITIZAN database by selecting the orange link in the box at the bottom of the record page.

Over to you...

If you know there are errors in the original feature record above, you can [edit the original record](#)

If you would like to visit the feature and carry out a 'Feature Update Survey', you can [prepare a 'Feature Update Survey' pack for this feature](#) (in PDF format)

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- Fill in the form** with as much detail as you can. Some of the form will already be filled out for you, taken from the already existing feature information.

Those fields marked with an asterisk (*) are required.

A feature update has 2 sections. The first is Feature Information: this is the core feature data which you can edit if needed. Please refer to [How to edit a Feature](#) and [How to add a feature](#) for guidance on how to edit these fields. If you have no edits to make to the core feature information, scroll down to Survey Information.

Survey Information: this is the new updated survey information from your visit to the foreshore. You can submit multiple update surveys for each visit you make to a feature. Over time this will represent a large body of data monitoring long-term change. If you need clarification of what information should go in each field, consult the list below:

CITIZAN DATA QUALITY CHECKS

DID YOU KNOW... data moderation is carried out on a bi-weekly basis? If you can't see your update or photos on the feature form yet, check back in a day or two!

CAN'T FIND A FEATURE DURING YOUR SURVEY? THAT'S IMPORTANT TOO!

DID YOU KNOW... not being able to locate a mapped feature during your foreshore survey is important to record. This could signal that a feature has moved locations through drift or slippage, has been destroyed by erosion or covered through accretion of foreshore deposits. Please also record those features you can't find!

- a. ***Date of survey:** the date of your visit to the foreshore. It will default to today's date, but if you are providing information from a previous survey you can manually enter this.
 - b. ***State of the tide:** select the height of tide when feature was located. Provide more detailed tide information, such as the height in metres in the Comments field.
 - c. ***Feature located?:** select yes, no or unsure. If no or unsure, explain in the Comments field (see blue box above for why it's important to record when we cannot locate a feature).
 - d. **Proximity to coast edge:** the general location of the feature. Estimate from part of feature closest to coast.
 - e. **Coastal processes:** tick any processes affecting the feature at the time of survey (change observed since the last survey).
 - f. **Is there a coastal defence?:** select yes if there is some kind of coastal or river defence near the feature and please take a photo.
 - g. **Other threats?:** Tick any other human or natural actions affecting the feature. If you select other, please specify this other threat (s) in the box below.
 - h. **How visible are the remains?:** Select an option that best represents how visible are the remains that are seen sticking out of the ground.
 - i. **How visible are the remains in the face of the cliff, ridge or dune?:** Select an option that best represents how visible are the remains that are seen in cross-section of a cliff or dune.
 - j. **Do you know if the feature is?:** tick any options which represent how well-known the feature already is to the local community.
 - k. **What actions, if any, would you recommend for this feature?** Provide any recommendations of further work, especially for continued monitoring, alerting local authorities, or whether the feature has been destroyed.
 - l. **Comments:** any additional information which is not represented in the other fields (references to other research, web links, etc.) Here you can write any information you would like the moderator to know.
6. **Upload your photos** of the feature and the area around it, up to a max of 4 images.

Click on the button to Choose a File and select a photo and enter more details about it:

- a. Title: a descriptive title or caption for your photo
- b. Photograph of: select an option from the dropdown box which your photo represents
- c. Direction camera facing: enter a cardinal direction (North, SSW, etc.)
- d. Comments: any other comments about the photo, including why it was taken, what scale was used, or how it may relate to the other photos uploaded with your survey.

Repeat for as many photos as you want to upload with your survey, up to a maximum of 4.

7. **Submit your record** by clicking the button at the bottom of the form.

Your new feature will now be submitted to our archaeologists for moderation.

Once it has been signed off, it will be live on the CITIZAN website, at the bottom of the feature record page.

WHAT NEXT?

You can submit more update surveys for the same CITIZAN Feature which will help CITIZANs monitor how the feature changes over time. The CITIZAN app (available on Android and Apple smart phones) makes monitoring fragile heritage quick and easy.