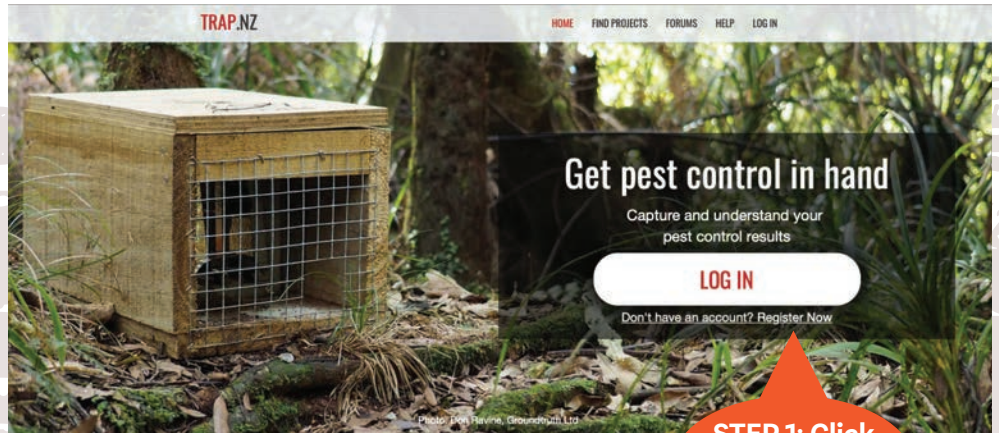




# HOW TO JOIN

## the Tiakina Whangarei pest control project and record your trap catch using **TRAP.NZ**

**TRAP.NZ** is a tool that allows you to keep online records of traps' catches. It is available either online or as a downloadable app.



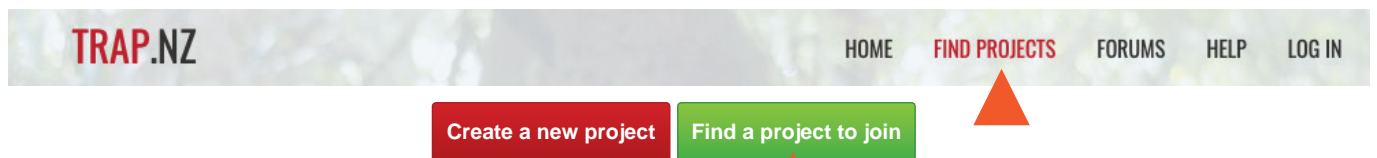
**STEP 1: Click REGISTER NOW to register!**

### STEP 1: Register

Registration on Trap.NZ is free. To get started, go online to: <https://trap.nz/>

To create a new account, press the **REGISTER NOW** button below the LOG IN bar. Enter your details. Required fields are indicated by \*.

You will be sent a confirmation email as part of the registration process. Click the link in the email to activate your membership. You may also log in using your existing Google, OpenID or Facebook account if you have one.



### STEP 2: Join a project

After logging in, click the green **Find a project to join button**, or click the **Find Projects** tab on the menu bar at the top of the page. If you know the name of the project you want to join (e.g. 'Tiakina Whangarei'), type it into the appropriate box. Alternatively, you can select 'Northland' in the region pulldown box and all Northland projects will be shown. Zoom into Whangarei and click on the project you want to join.

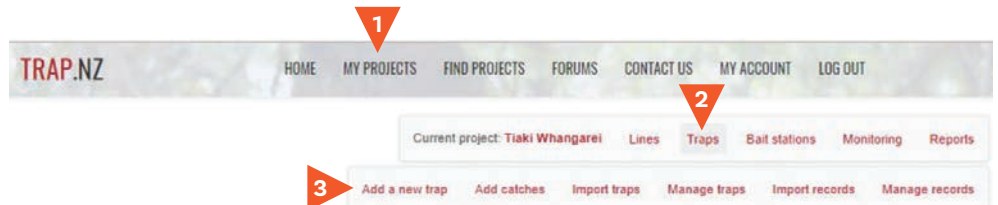
Once you have selected the project you want to join, a request will be sent for approval to the community administrator responsible for that project. Please include your name and address in your request so the administrator knows where you are located. This information will remain confidential.



### STEP 3: Add your trap(s) to a project

When your request to join a project has been accepted you can now add your trap(s) to the project. To do this:

1. Click on the **My Projects** tab on the menu bar at the top of the page. This will bring you to a page displaying the project you are a member of in red.
2. Click on the project name (e.g. 'Tiakina Whangarei'). Then go to the bar at the top and click **Traps**.
3. On the dropdown bar click on **Add a new trap**.



Fill in the details of the trap(s). Most urban trappers will only need to add the trap number/code (a random name or number you will create to identify your trap; e.g. Peter's trap #1) and trap type as indicated by the asterisk\*. The Notes field is a good place to add your address and trap location details.

If adding your trap to the map manually, zoom into the map using the + icon, then use the 'Draw a Point' button and click on your house. This a bit tricky as the map doesn't show street names but give it your best shot! You can also add a trap location by entering GPS coordinates in the Manual Coordinates field.


When you have entered all the trap location data and put your trap on the map - scroll to the bottom of the page and click the Save button.

### STEP 4: Add a catch (new trap record)

To add a catch, click on **Traps** and scroll down to the bottom of the project map to find your trap(s) and click on the trap that you have caught something in. On the right-hand side click the button called **Add a new trap record** and fill in the details of your catch.

Add a new trap record



When using the phone app, just zoom in and tap on your trap location on the map and enter your catch, then save the data. You will then need to sync catch data to update your records. To do this press the sync icon  when you have a wifi connection.

Joining a new project, adding new traps and adding catches can be done online or through Trap.NZ's mobile app available for free in the AppStore.

Thank you for being involved in  
**TIAKINA WHANGAREI!**

If you have any questions please email:  
[info@tiakinawhangarei.co.nz](mailto:info@tiakinawhangarei.co.nz)