

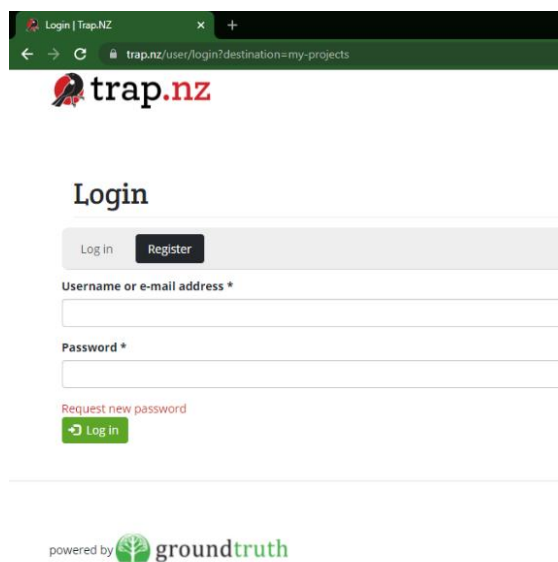
## TrapNZ – A user guide for Halo Project trappers.

Recording trapping data is an essential part of the Halo Project’s Predator Free initiative. Trap.NZ is used nationally as a central data collection point for predator control and biodiversity monitoring. This guide provides some basic information on how to get started using Trap.NZ. It is important that **ALL** trap checks are recorded, whether it be rebaiting, clearing a catch or undertaking trap maintenance. This means even if you find no animal in the trap, we want to see that check recorded! If you experience any issues with the website or app, please contact one of our Halo Project Predator Free Coordinators.

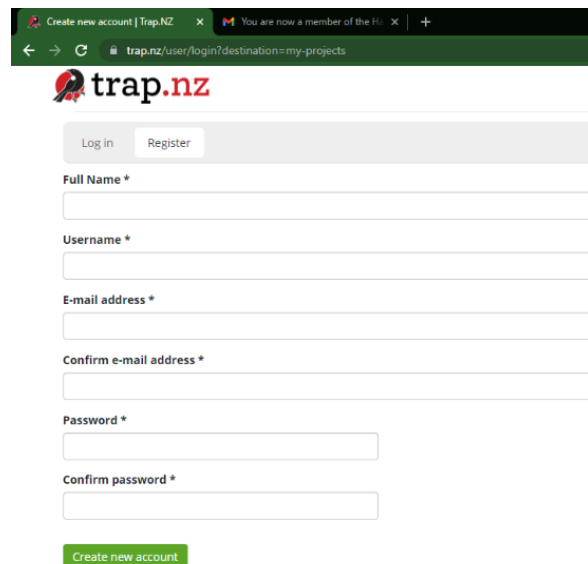
### Step 1: Registering (creating your own personal account) on TrapNZ.

A project coordinator will create an account using your email address, or you can create one yourself by registering on the Trap.NZ website, via the ‘Log in’ button in the top right corner.

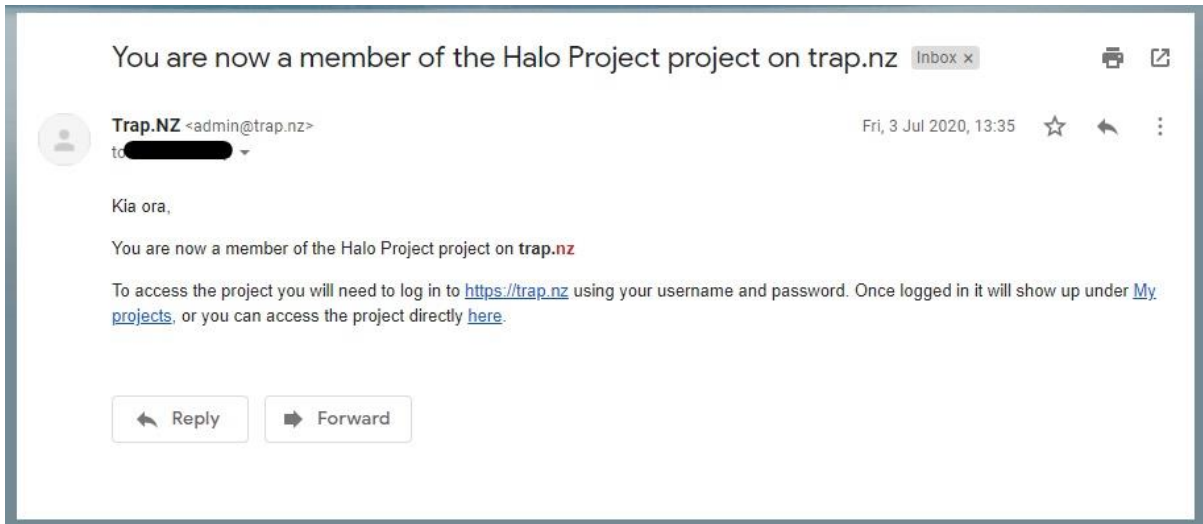
1)



2) Trap.NZ will then ask you to fill in your details:



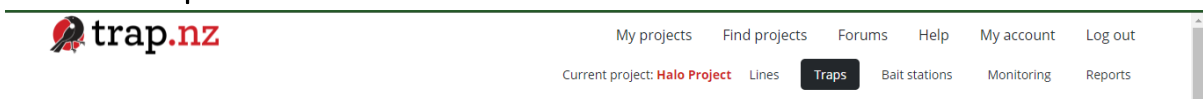
Once you have completed this step, the Halo Project team will receive an email asking to activate your account. When your account has been activated, you will receive a confirmation email:



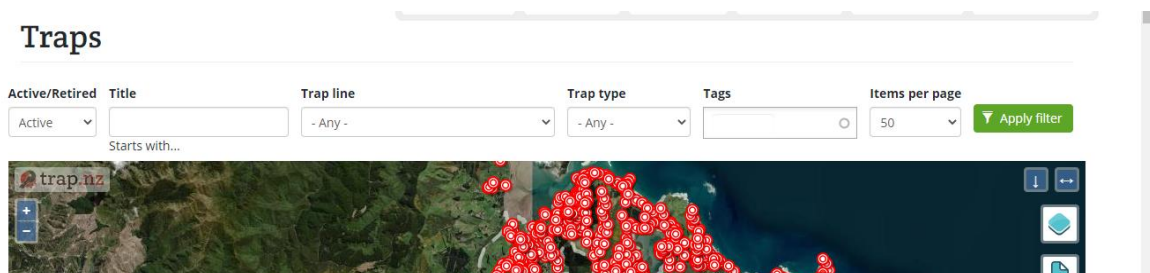
You are now a member of the Halo Project on Trap.NZ! Once the project coordinator has assigned your traps, you will be able to upload your trap check data.

### Step 2: Finding your trap.

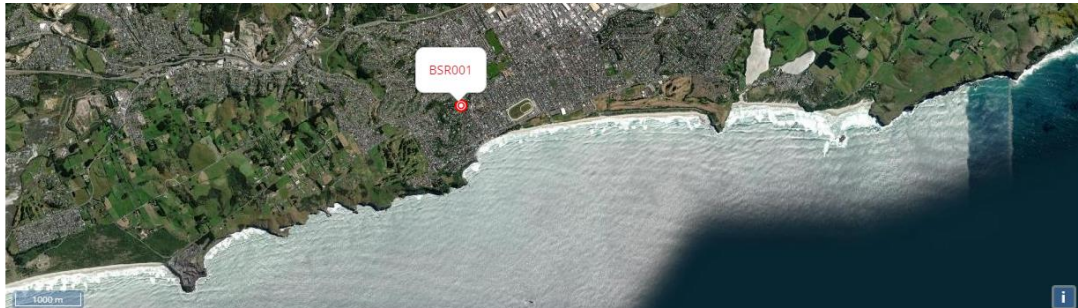
When you login to TrapNZ you will be taken straight to the Halo Project homepage. (If this doesn't appear click on "My Projects" and then click on "Halo Project".) From here, the simplest way to record your trap check data is to first click on 'Traps':



Next, you can either zoom into the location (of the trap/s you are entering data for) and click on the red dot representing your trap, or enter the trap code (e.g. BCP001, BAR123) into the 'Title' section before hitting 'Apply filter':



Click on the red dot that represents your trap on the map (and then click again on the code that pops up in a bubble), or scroll down and click on the name of your trap in the list below the map:



Note that you need to show all traps in the table if you want to set their sort order. You can click the table column names to quickly sort alphabetically. Click "Show/hide row weights" to switch between drag & drop or manual sort numbering.

Number/Code	Type	Line	Installed	Tags	Last record
+ BSR001	D-Rat		23 Aug 2021		

[Show row weights](#)

### Step 3: Entering your trap check data.

Once you are on the page of your trap, you will need to click the green button labelled '**Add a new trap record**' on the right-hand side of the map.

You will then need to fill in the details of your trap check – the date and time, whether or not your trap caught anything (i.e. was 'sprung'), whether the trap was still set, whether the bait was okay and, if you rebaited it, what the bait was.

If you are able to accurately determine the sex or the age of the animal, you can enter this data under the '**Sex**' and '**Maturity**' drop-down menus respectively. Add a photo of the animal you have trapped if you can, and upload using the '**Images**' section of the page:

Create trap record for trap: BSR001

<p>Date *</p> <p>23 Aug 2020 13:29</p>	<p>Status</p> <p>Status *</p> <p>Sprung</p>
<p>Recorded by</p> <p>( your full name )</p>	<p>Strikes *</p> <p>1</p>
<p>Catch</p> <p>Species caught *</p> <p>-Rat - Ship</p>	<p>Trap condition *</p> <p>OK</p>
<p>Sex</p> <p>Male</p>	<p>Bait</p> <p>Rebaited *</p> <p><input checked="" type="radio"/> Yes</p> <p><input type="radio"/> No</p>
<p>Maturity</p> <p>Adult</p>	<p>Bait type *</p> <p>Poosum Dough</p>
<p>Notes</p>	

Once you have completed these fields, click '**Apply**'.

(Note: If the trap is missing from its spot, is removed for other purposes, or has been interfered with by stock, please select the relevant option from the **'Status'** drop-down menu. If the trap requires maintenance, please select that from the **'Trap condition'** menu and contact a Halo Project coordinator.)

You can then click **'Save'** – the data entry is complete. Repeat steps 2 and 3 for any other traps you need to upload data for. If you would like further information on how to enter data for an entire line or more at once, talk to a Halo Project coordinator.

**Optional:** If at any time you want to view your trap catch data or check out any of the other trap records in the Halo Project just click on the **'Reports'** link and you will be able to easily generate and explore a whole range of Trap Reports. We hope many of our members will enjoy using this feature, in addition to regularly recording their own trap checking efforts.

*If you have any queries or need help understanding the website/app, please do not hesitate to contact our relevant Halo Coordinators or refer to the [Trap.NZ User Guide](#).*

[info@haloproject.org.nz](mailto:info@haloproject.org.nz)