

CatchIT • Entering Trap Data

- Log in to catchit.co.nz using the username and password in your email.
 - You may change your password if you wish, using the Personal Options tab.
Please don't use a sensitive password, such as your bank password.
CatchIT passwords are encrypted, but it is always better to be safe.
- To enter your trapline check, use the **Enter Data** tab. This should be set to load up with your usual Area and your preferred Line. If you wish to change the Line you see when you first log in, you can do so on the Personal Options tab.
- Choose the correct **Date** on which the check was made: you'll see a table appear.
- Make sure the right **Person** is specified as the trapper. If you are entering the data for someone else, untick the "Check made by me" box above the table, and start typing the name of the trapper in the box that appears. A short list of people will appear. Select the right person by clicking the mouse on their name. If the right person does not appear, please contact us and we will add them to the database.
- **If a trap has made a catch**, select the species from the drop-down menu in the "Catch" column. Just leave Sex and Age blank, unless you know them.
- **If a trap was triggered without catch**, tick the Triggered box but leave "Catch" blank.
- The **Bait** columns on your form should be ticked with your usual baits. If not, tick and untick the different baits as needed, and contact us so we can reset the defaults. If too many baits are ticked, the line setup might not be complete: contact us to fix this.
 - Baits should be ticked if they are **available to make catches** in the next session. For example, Egg should be ticked if there was an egg in the trap when you left it, regardless of whether the egg was placed that day or on an earlier occasion.
- If you wish, or if your project requires it, enter the **Time Taken** on your check. Otherwise, just leave this section blank.
- Type a **Message** if you wish. This is to keep in touch with your fellow trappers, report any maintenance issues, or just for your own interest.
- When you are ready, click **Submit** to finish. Check all the details in the **pop-up summary**, and click Confirm if everything is correct. If there are any errors, click Cancel to go back and edit your form.
- If you made **no catches**, leave the Catch column blank, but still click Submit. CatchIT will then record that the traps were checked and no catches were made.
- If you have any questions or problems, please contact Rachel Fewster at r.fewster@auckland.ac.nz, and one of the team will be in touch as soon as possible.