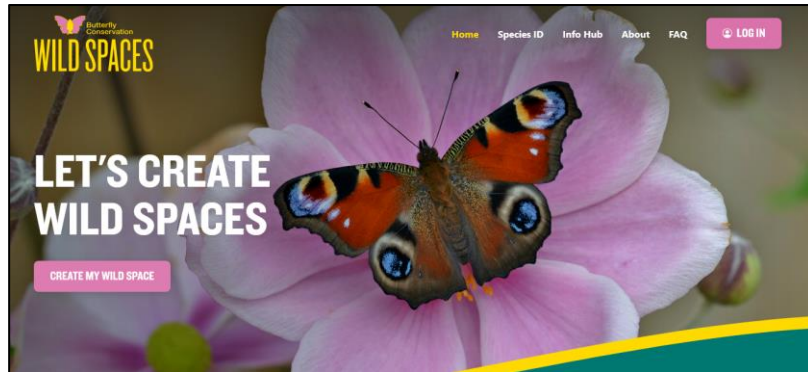


# A 'how to' guide to the Wild Spaces website



<https://wild-spaces.co.uk/>

- How to register your Wild Space in the right location
- How to add details about your Wild Space
- How to add photos to your Wild Space

**Note.** This guide is based on viewing the website on a PC. While graphics and layout might be slightly different on a mobile, icons denoting specific functions and processes will hopefully be the same.

# How to register your Wild Space in the right location

When you register a new Wild Space, it will first ask you what you would like to call your Wild Space.

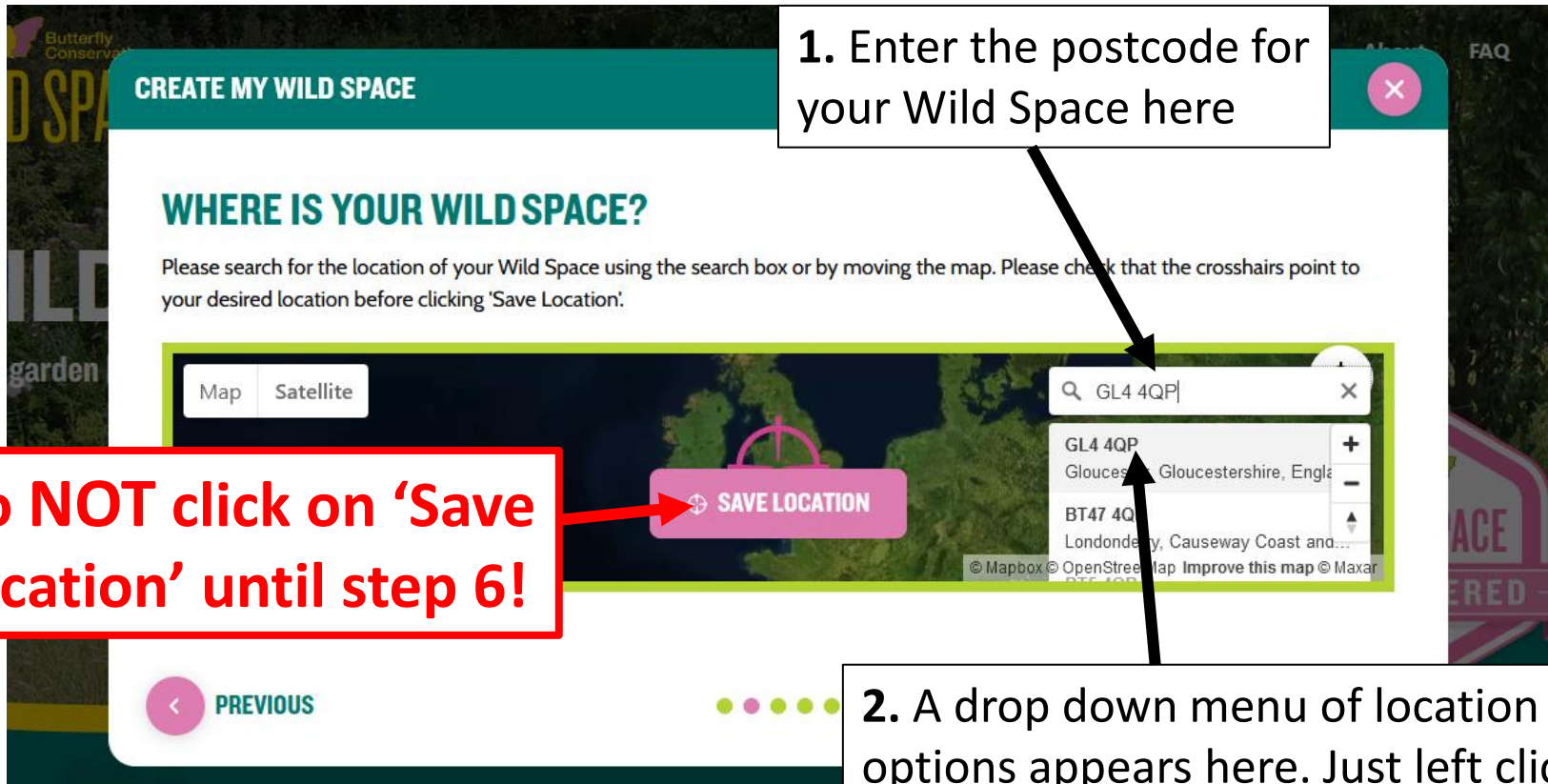
When you have done this and clicked on the 'next' arrow, a **new window will ask you where your Wild Space is.**

Following the steps below will ensure you site your Wild Space accurately on the map.

**Whatever you do, do NOT click on "SAVE LOCATION" until you are sure the crosshairs/save location icon is centred over your Wild Space!**



# How to put your Wild Space on the map



1. Enter the postcode for your Wild Space here

Do NOT click on 'Save Location' until step 6!

2. A drop down menu of location options appears here. Just left click on the option that's the same postcode you'd already entered in the search box!

3. The map then automatically centres itself over the **centre** of that postcode – see next slide

4. You can now put your cursor anywhere on the visible map, hold left click down on your mouse and move the map ....

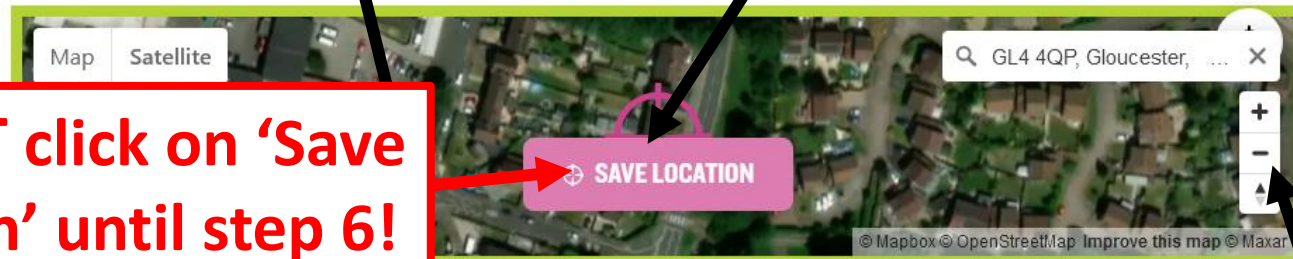
5. ... so that the precise location of your Wild Space appears in the middle of the 'crosshairs'

**Do NOT click on 'Save Location' until step 6!**

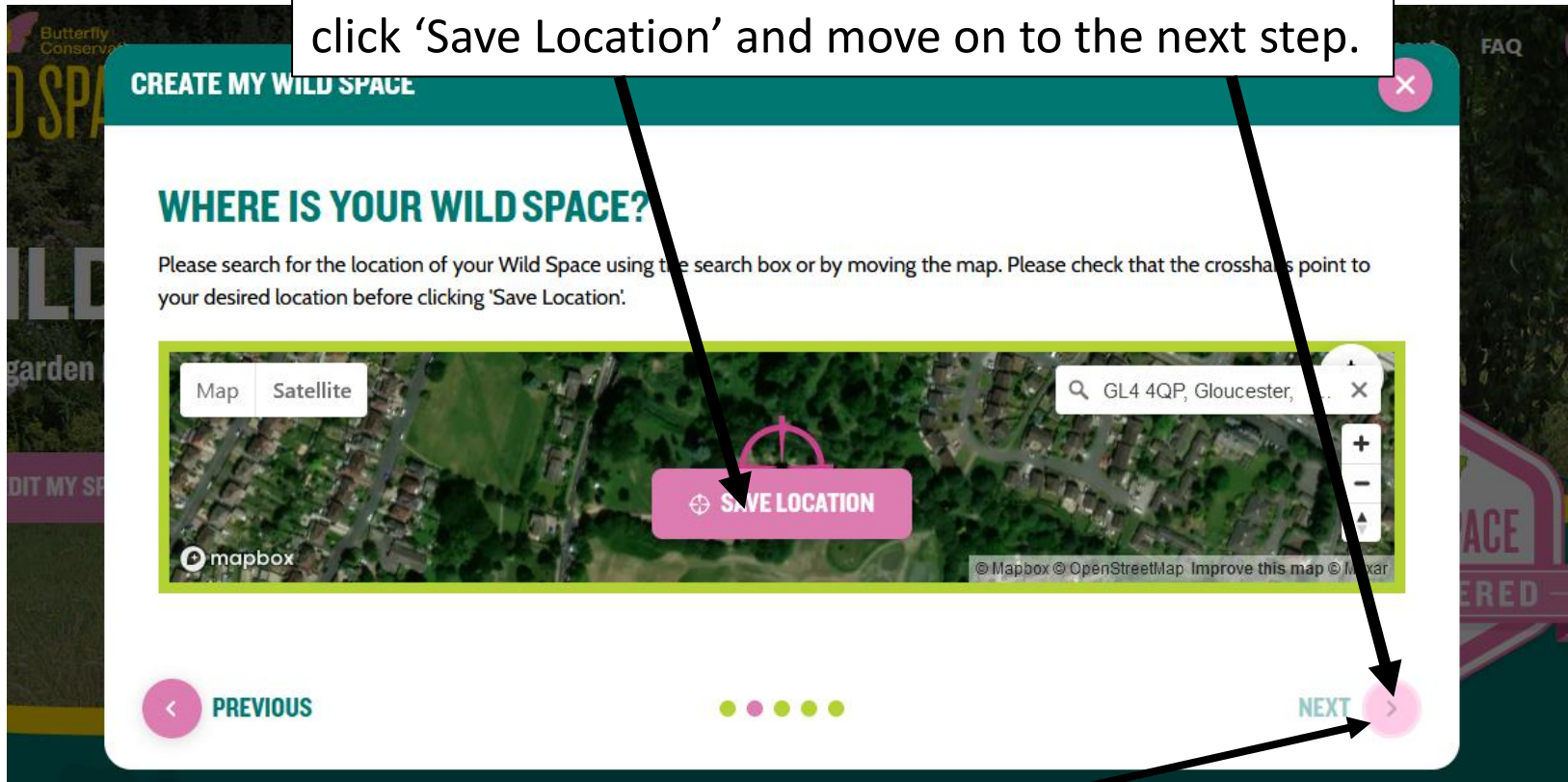
Use the + and - buttons to zoom in and out if necessary

## WHERE IS YOUR WILD SPACE?

Please search for the location of your Wild Space using the search box or by moving the map. Please check that the crosshairs point to your desired location before clicking 'Save Location'.



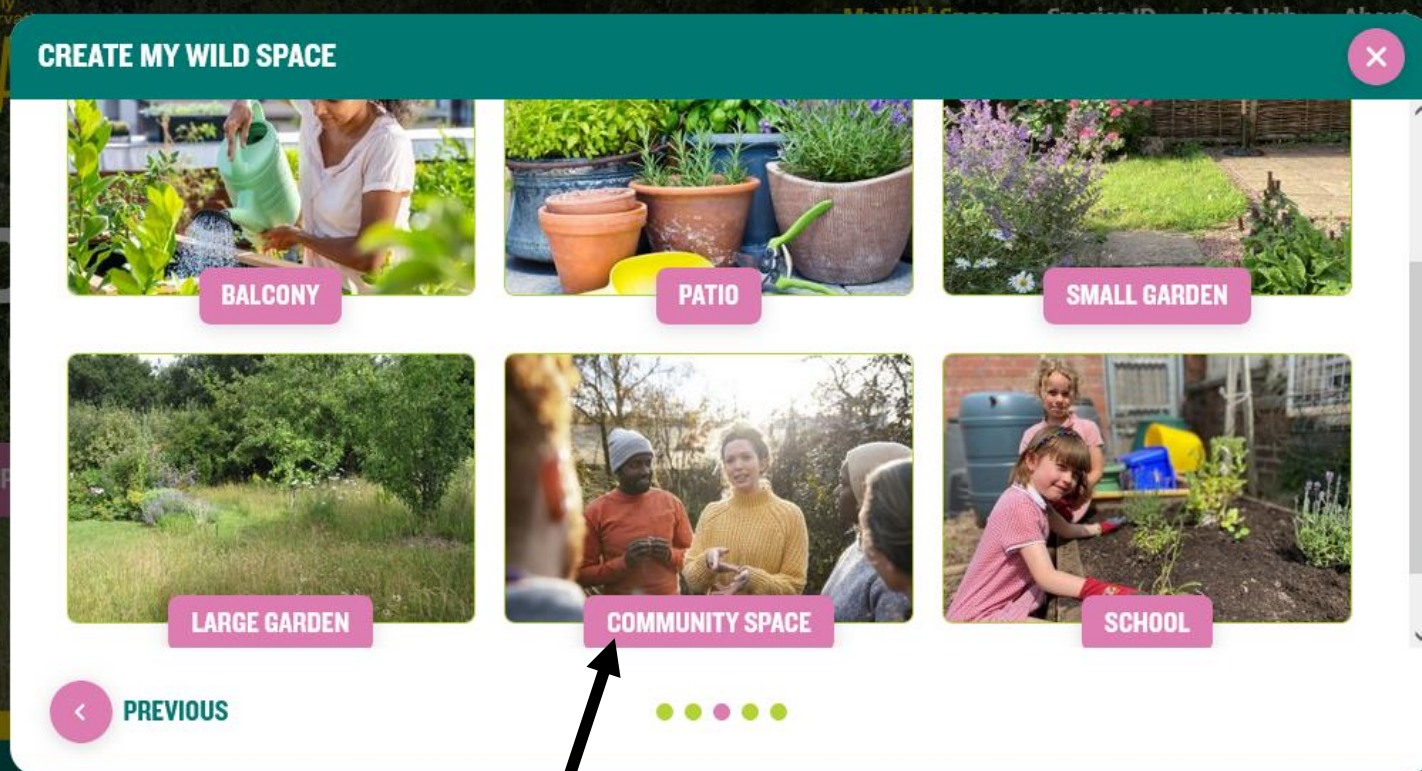
6. Now you've got your precise location centred, click 'Save Location' and move on to the next step.



Clicking on the 'next' arrow will bring up a new window asking you what sort of Wild Space it is. Select one of the options. See next slide.

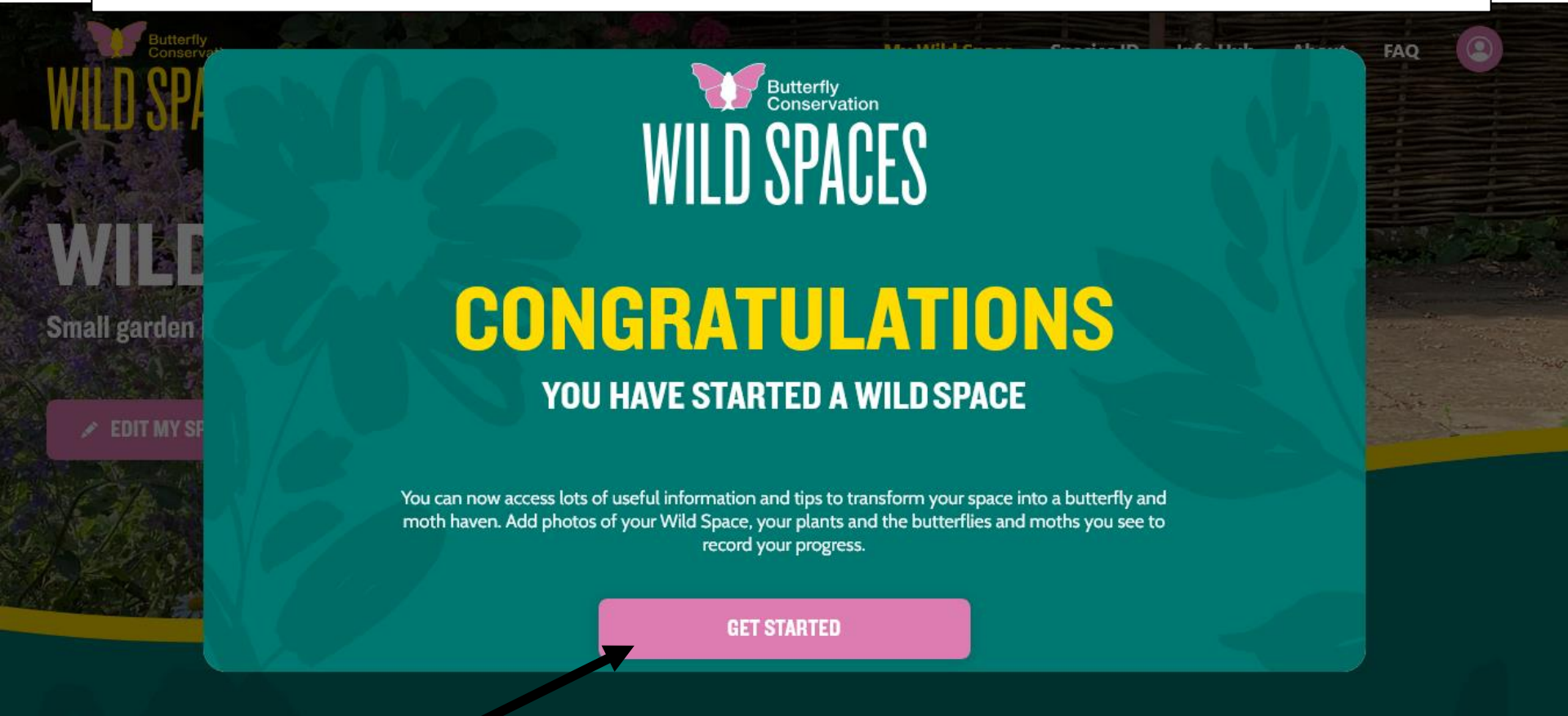
# How to add details about your Wild Space

Selecting one of these options (Balcony, Patio, Small garden etc\*) will bring up a new window inviting you to “Get Started”. See next slide.



\*If you select “Community Space”, it will first ask you to define the Community Space before taking you to the “Get Started” window.

Eureka! You've now registered your Wild Space. But it's only job half done. **Now add a header image, a description of the Wild Space and a few photos.** The next few slides tell you how.



Click here to start adding a **header image** and a **description of your Wild Space**, as well as **other photos**.

# How to add details about your Wild Space



Clicking here opens a new window, which enables you to add/change the **header image\*** for your Wild Spaces page, as well as a **brief description** of the Wild Space. See next two slides.

\* When you first register, the default Butterfly Conservation header image for that type of Wild Space is displayed. It is advisable to change the header image using your own photo. It's **your** Wild Space after all.



Clicking here closes this window without any changes being made.

EDIT MY WILD SPACE



ADD A NEW HEADER IMAGE

Click here to edit/include your **own header image**. (This will bring up a window from your computer, showing your files, from which you can select and upload a photo as your **header image**).

SAVE & CLOSE

Next scroll down here to reveal a box in which you can now write/edit a **description of your Wild Space** using up to 600 characters. Next slide.

Write or edit your description here. Max 600 characters

Clicking here closes this window without any changes being made.

The screenshot shows a web form titled "EDIT MY WILD SPACE" with a teal header. The form contains the following elements:

- Name of space:** A text input field containing "Wild front garden" with a character count of "17/50".
- Description of space:** A larger text area with the placeholder text: "Please tell us about your Wild Space, the ideas you have carried out and your future plans. We would love to know how you use and enjoy your space and how it makes you feel." and a character count of "0/600".
- Close button:** A pink circular button with a white 'X' icon in the top right corner of the form.
- Delete button:** A red circular button with a white trash can icon and the text "Delete this Wild Space". Below it, a warning message reads: "All information about your Wild Spaces will be erased. Once erased the information will not be recoverable."
- Save & Close button:** A pink rectangular button with the text "SAVE & CLOSE".

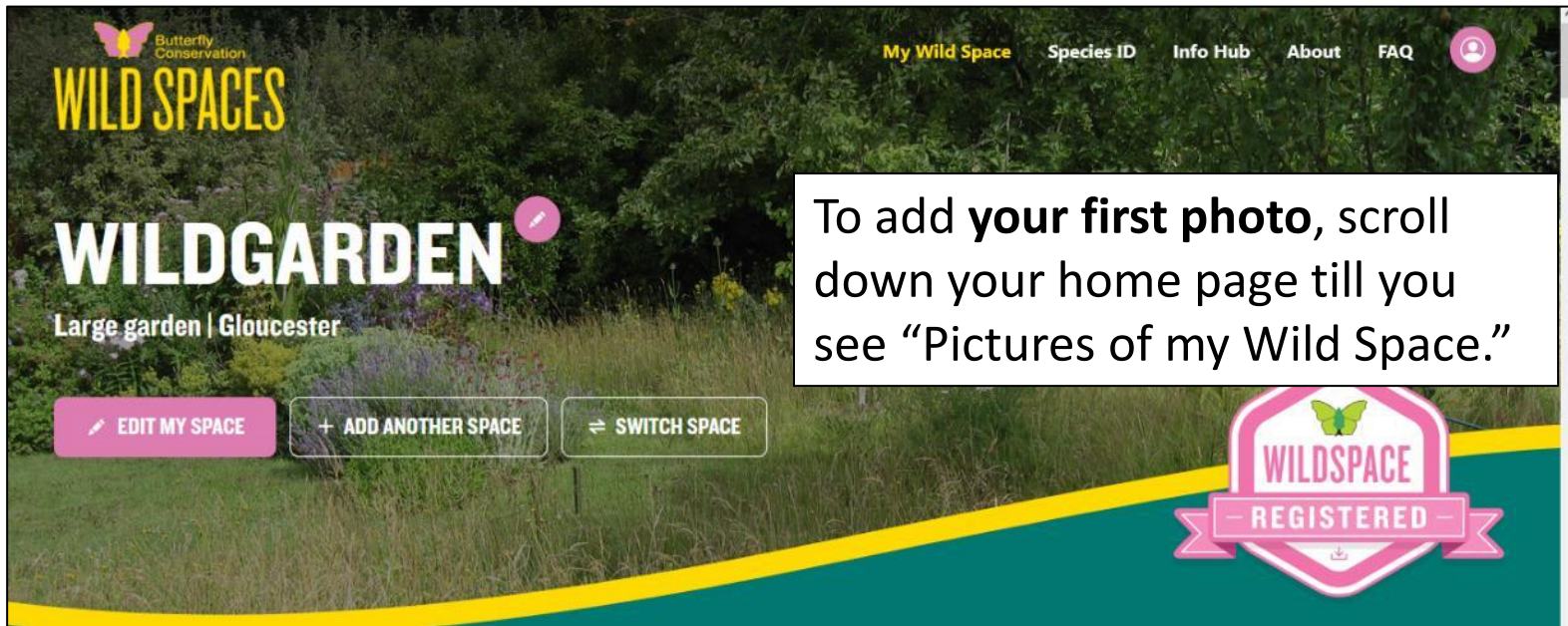
Annotations with arrows point to the description field, the close button, the delete button, and the save & close button.

Click here to save any changes. This window will then disappear and return you to your home page.

If all goes pear-shaped and you want to start the registration process all over again, you can always press the self-destruct button!!

You will need to do this anyway if you find your Wild Space has been sited in the wrong location on the map. There is no way of editing this aspect.

# How to add photos to your Wild Space



Clicking here will take you to folders and files on your computer.

## PICTURES OF MY WILD SPACE

Show off your plants, your layout and the butterflies, moths and caterpillars you've seen



Add your first image

Choose the photo you want to upload.

# How to add photos to your Wild Space

Once you've added your first photo, 2 icons will appear to the right of the wording "Pictures of My Wild Space".

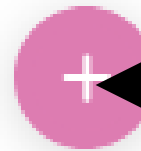
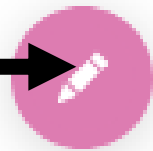
## PICTURES OF MY WILDSPACE

Show off your plants, your layout and the butterflies, moths and caterpillars you've seen



Clicking on this one brings up a command: "Delete selected" photos.

You can select individual photos by clicking on the little circle that appears in the top left corner of each photo.



Clicking on this one allows you to add more photos

# Notes about using the map

Map Satellite

Click here for an aerial view

Search for Wild Spaces near you by entering a postcode

Hold left click down on your mouse anywhere on the map to move it around.

Clicking on these numbers zooms you in on that area. Keep clicking to bring up individual Wild Spaces.

Use + or - to zoom in or out.

Type city, town or postcode...

Small garden, Large garden, Patio

Mapbox © OpenStreetMap © Mapbox © OpenStreetMap Improve this map

It's fun to click on individual Wild Spaces dots to see what other people are up to. To protect people's privacy, exact locations are not shown.

**When using the map on your own home page "Wild Spaces Near Me", you will not see your own Wild Space on the map. To see your Wild Space as others do, you need to log out of your account, then view the map on the website.**