

How do I log in to my BeeBase Account?

On the front page of the National Bee Unit's website: www.nationalbeeunit.com, click 'Log in to BeeBase' (Figure 1) at the top right hand side of the page. Enter your unique username (this is automatically generated by BeeBase, it is not your email address or BBKA number) and then enter your password. Click 'Enter' and you will be logged in to your own personal beekeeper account.

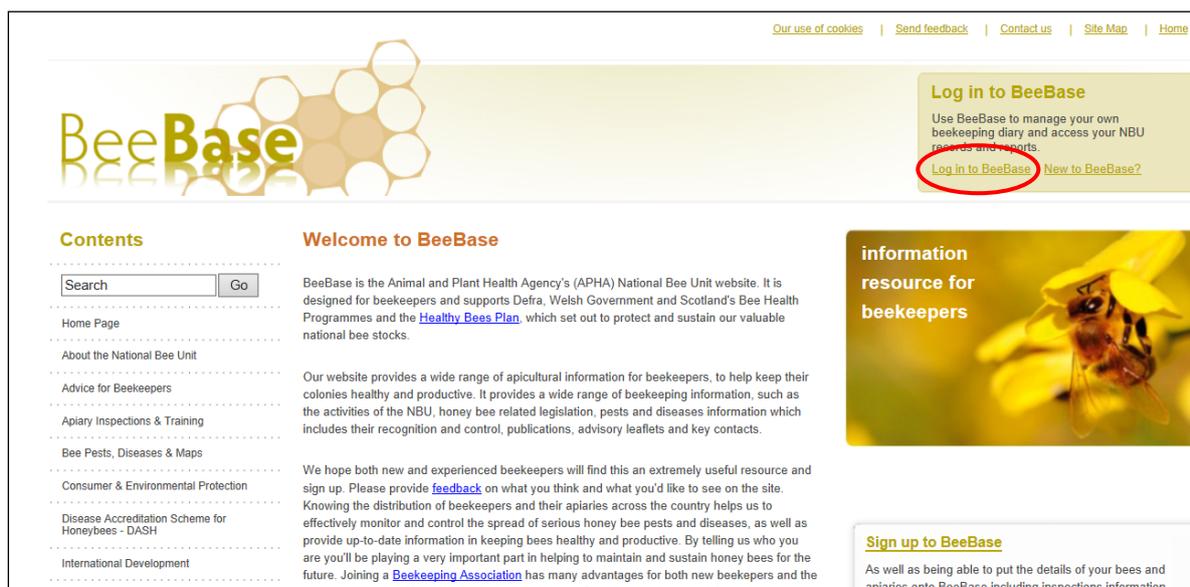


Figure 1

I have had an inspection but do not have login details for BeeBase, what do I do?

Even if you have never logged onto BeeBase, your details may still be present due to an inspection you've had in the past by one of the NBU Appointed Bee Inspectors. In order to access your account you will need to request login details by registering on BeeBase as a 'new' beekeeper. Once your details have been processed, we will then provide you with login details for your existing account by email. If you have changed address since you were last inspected by a Bee Inspector, please contact the NBU Office. BeeBase will not recognise that you are already registered based on the new details you provide against the existing details and will erroneously create a new duplicate ID.

How do I register on BeeBase?

To register on BeeBase, go to www.nationalbeeunit.com

National Bee Unit

APHA, National Agri-Food Innovation Campus, Sand Hutton, York. YO41 1LZ

Telephone: 03003030094 email: nbuoffice@apha.gsi.gov.uk

NBU Website: www.nationalbeeunit.com

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On the front page, there are two ways to register. Either click the link in the brown 'Log into BeeBase' box which is titled 'New to BeeBase?' or click the 'Sign up to BeeBase' link on the right hand side of the front page (Figure 2).

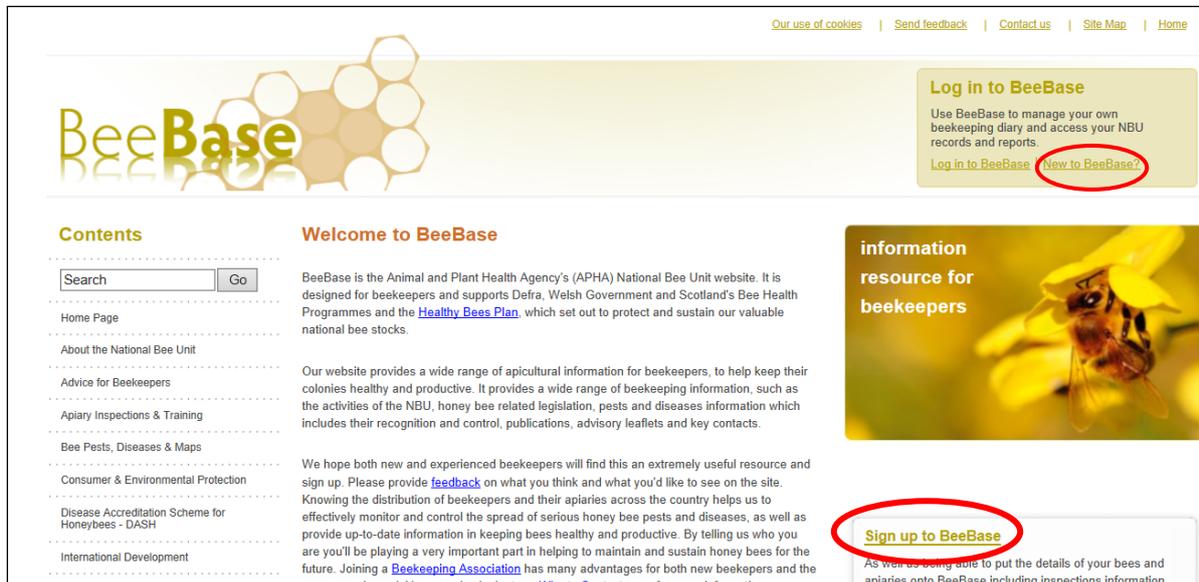


Figure 2

From both of these links you can complete an online form (Figure 3). Please ensure any field which is marked by a red asterisk is completed. If you do not supply all of the asterisked information, you will not be able to proceed with your registration.

Fields marked * MUST be completed.

Title *

Forename *

Initials (including forename) *

Surname *

Address Line 1 *

Address Line 2 *

Address Line 3

Address Line 4

County * *Only Beekeepers in England, Scotland and Wales can register*

Postcode *

Total number of colonies you own *

Telephone - Landline *

Mobile (no spaces please)

Email *

Confirm Email *

Preferred method of contact by the NBU Email Telephone
(It may not be possible to use your preferred method of contact every time)

Email Notification of Laboratory Results Yes No *This will replace a paper copy*

Do you sell bees? Yes No

Do you import bees? Yes No

Member of a Beekeeping Association? Yes No

Member of the Bee Farmers' Association? Yes No

New to beekeeping at registration? Yes No

Please send me periodic updates by email. (e.g. newsletters and research results) Yes No *You can unsubscribe at any time*

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Figure 3

Once you have filled in the relevant information, press the submit button. Once your registration has been processed, you will be sent a username and password by email. You will need this username and password (circled, Fig 4) to log in.

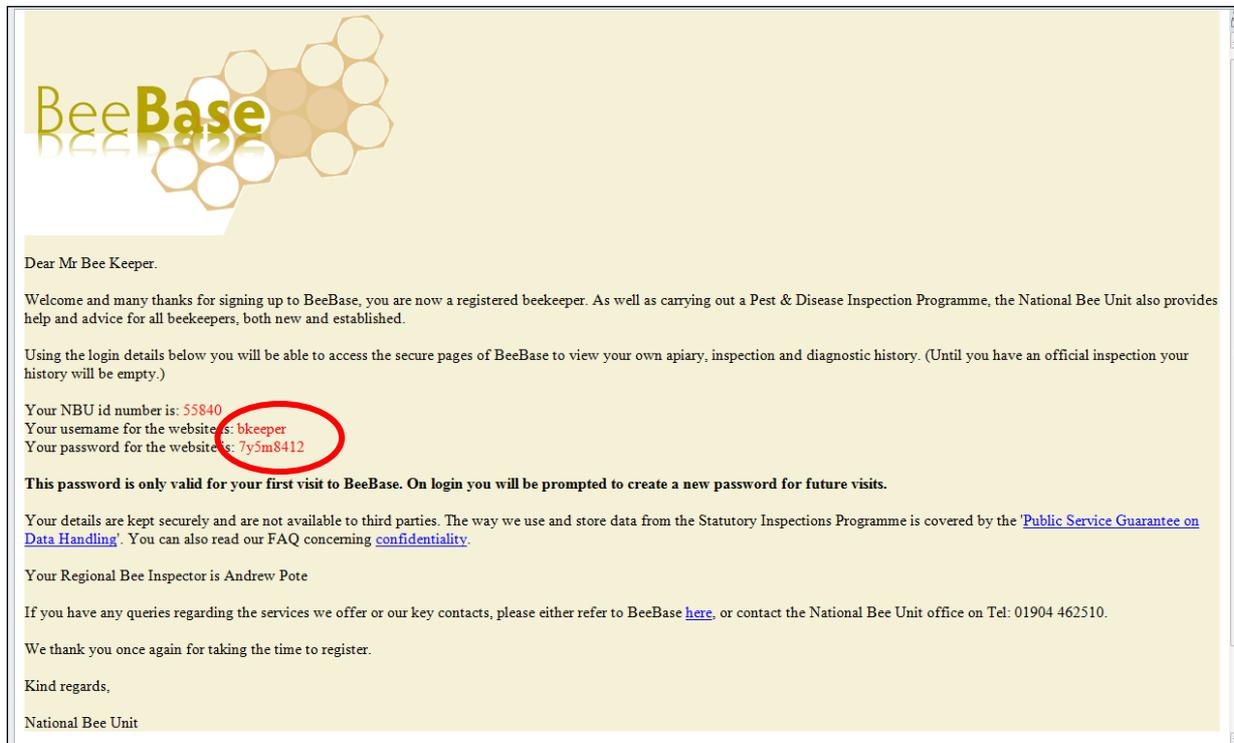


Figure 4

NB. The NBU ID number cannot be used to log in. It is a unique number assigned to your account and can be used when ringing up the office for support.

Once logged in, you will be asked to change your password to something more memorable. Please ensure you do this as the password sent by email is only temporary.

*** It is important that you copy the password from the email exactly, any additional spaces or figures will result in a 'Log in failed' message and you will have to retry ***

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I've forgotten my login details, what do I do?

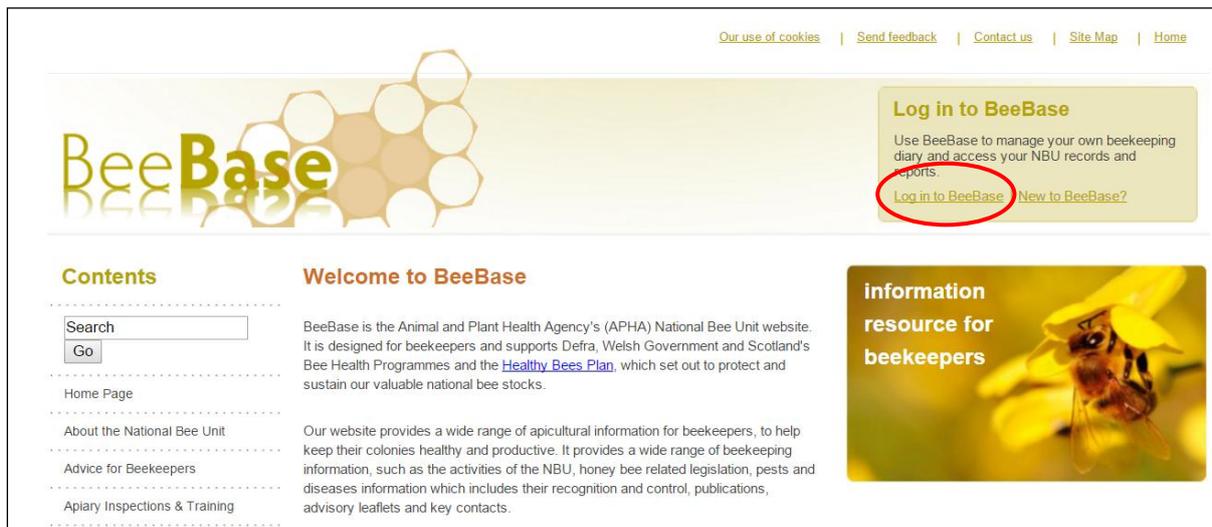


Figure 5

If you have forgotten your login username and/or password and would like to request a new one, click on the 'Log in to BeeBase' link in the top right hand corner of the home page (Figure 5).

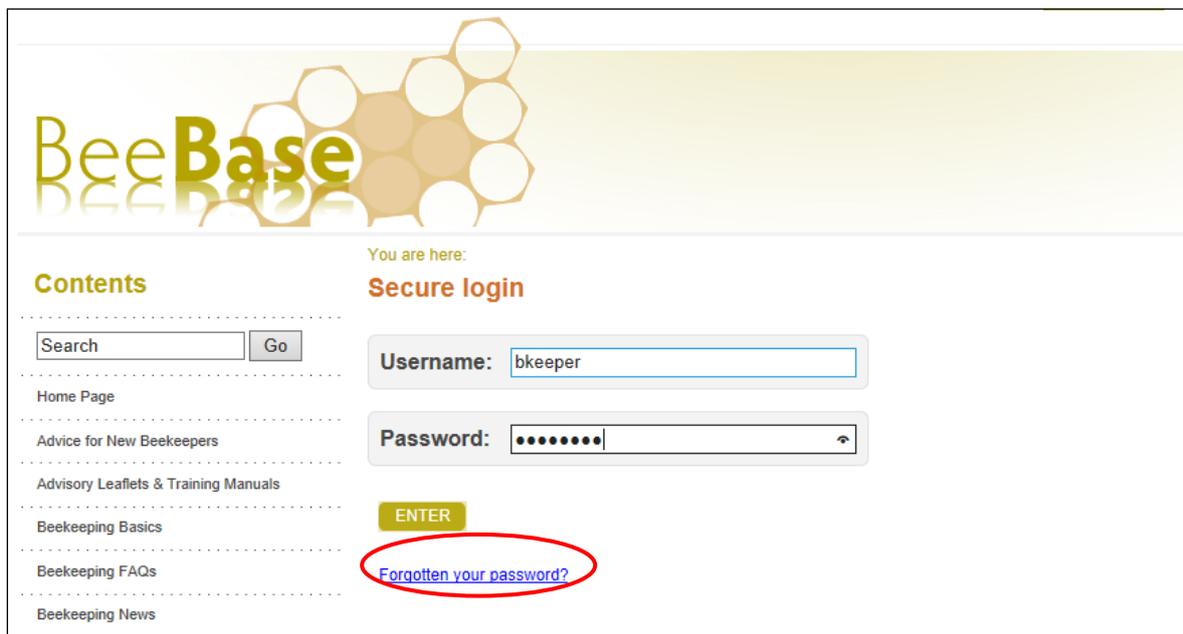


Figure 6

When on the login page, please click on 'Forgotten your password?' (Figure 6). You will then be asked to supply your beekeeper ID number (please note that this is not

your BBKA membership number), name, email address, postcode and a contact number. The more information you can supply, the quicker it will be to process your new password. Your new login details will be emailed to you automatically.

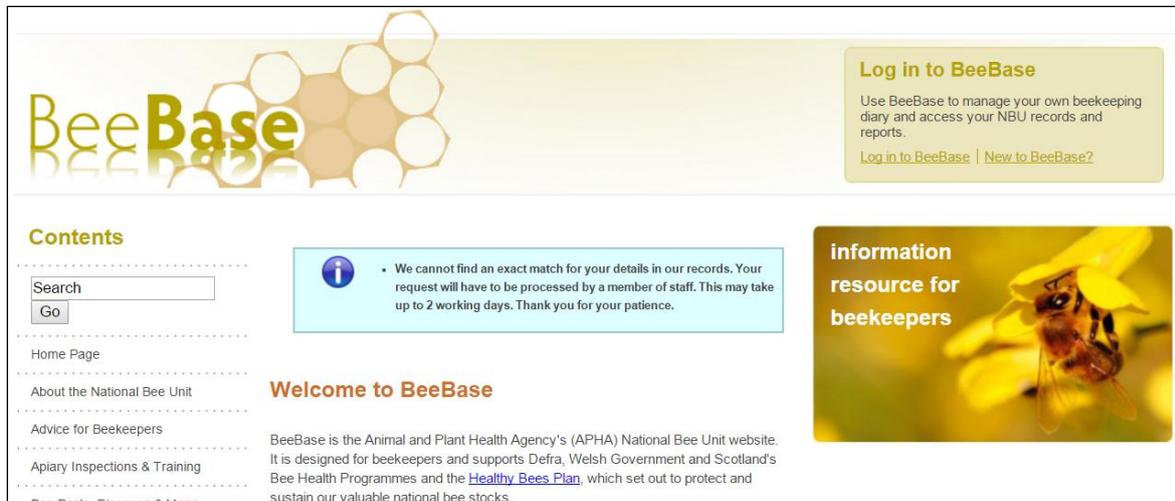


Figure 7

If we cannot find an exact match (Figure 7) from the details which you have provided you will be informed by email and a member of staff will process your request manually. We aim to deal with these requests promptly, however, it may take longer, during busy periods such as the peak of the beekeeping season or during a contingency outbreak.

In order to request your login name you will need to call or email the NBU Office team.

How do I update my apiary records?

You can access your apiary records once you have logged into BeeBase by clicking on the 'My Apiaries' button from the left hand menu (Figure 8).

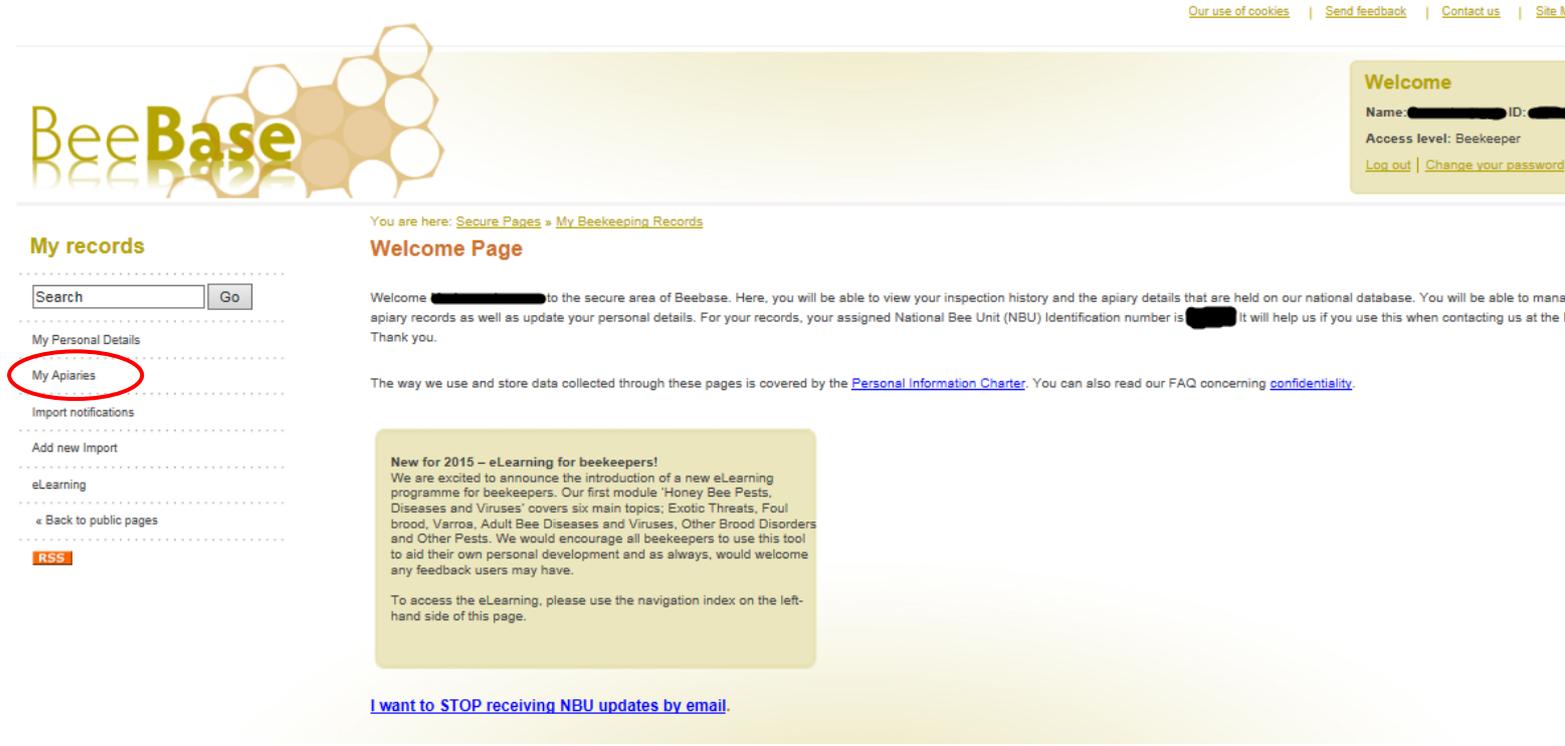


Figure 8

Once in the 'My Apiaries' page you will be able to 'Add a new apiary' (Figure 9) and will need to provide the apiary name, address and map reference. As default, the field will be pre-filled with your home address map reference. However, if you wish to change the apiary location, you can find out the correct map reference by using [Grid Reference Finder](#). Don't forget to click 'Save apiary details' before exiting the page.

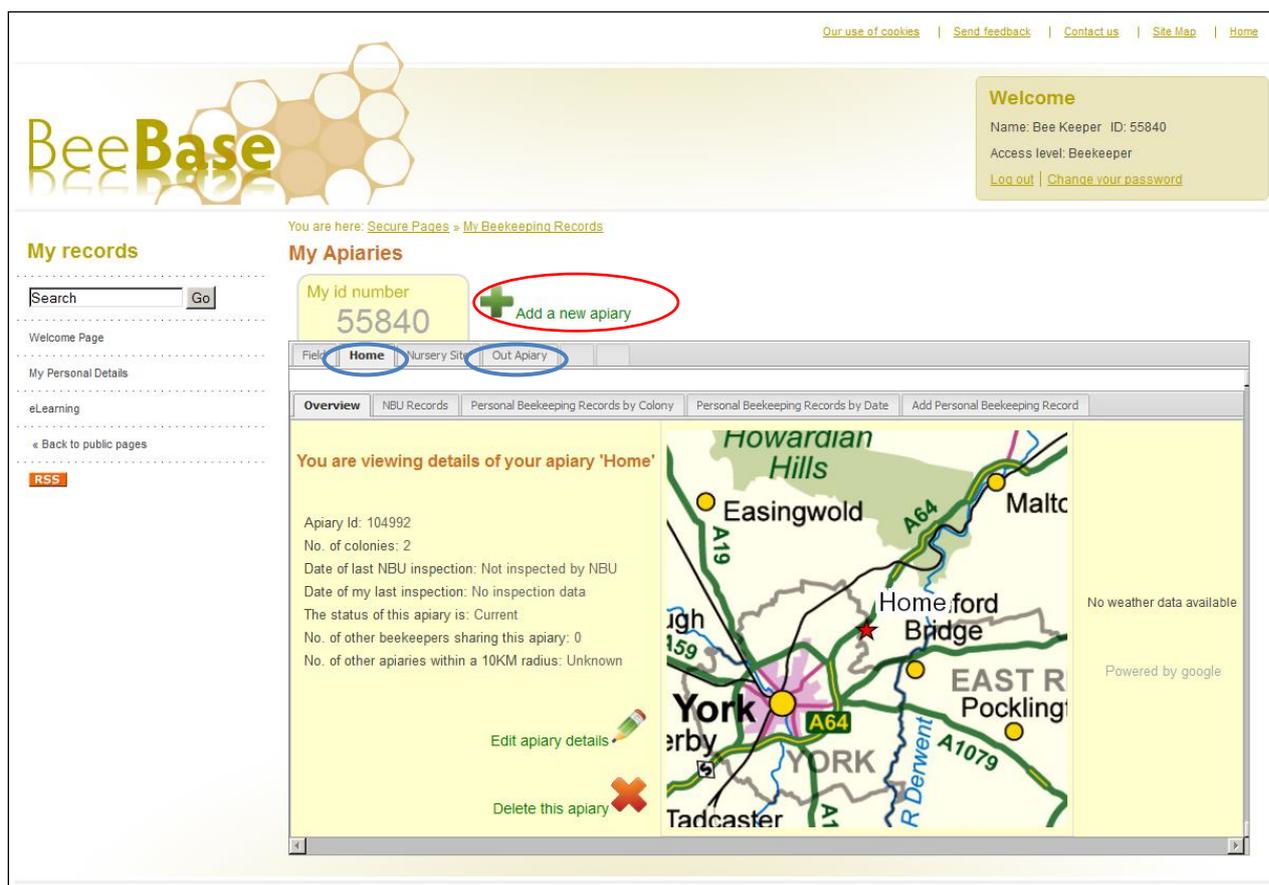


Figure 9

You can also edit existing apiaries by using the Edit apiary details function



found in each apiary tab. In the Edit apiary details page you will be able to edit the apiary name, address, map reference, the amount of colonies in the apiary and mark it non current if it is no longer used by you. To access a different apiary click on the relevant tab located below your BeeBase ID number (circled in blue above).

Additionally, you will notice that you may be able to delete some apiaries



. This function is only available if the apiary has **not** been inspected by a Bee Inspector. This is because apiaries with an inspection history will have inspection data attached to them and deleting the apiary will also delete those records. Therefore this function is not available for inspected apiaries.

How do I update my personal details?

If you are aware of any changes that should be made to your personal details on BeeBase, whilst logged in, you can edit these details. To do this, click on the 'My Personal Details' tab on the left hand side of the page (Figure 10).

The screenshot shows the BeeBase website interface. At the top right, there are links for 'Our use of cookies', 'Send feedback', 'Contact us', 'Site Map', and 'Home'. The main header features the 'BeeBase' logo on the left and a 'Welcome' box on the right containing the user's name, ID, access level ('Beekeeper'), and links for 'Log out' and 'Change your password'. Below the header, a breadcrumb trail reads 'You are here: Secure Pages » My Beekeeping Records'. The 'My records' sidebar on the left includes a search bar, a 'Go' button, and several menu items: 'My Personal Details' (circled in red), 'My Apiaries', 'Import notifications', 'Add new Import', 'eLearning', and '« Back to public pages'. At the bottom of the sidebar is an 'RSS' button. The main content area is titled 'Welcome Page' and contains a welcome message, a link to the 'Personal Information Charter', and a section for 'New for 2015 - eLearning for beekeepers!' with details about a new program and a link to 'STOP receiving NBU updates by email'.

Figure 10

You will then need to click on the 'Edit your details' link (Figure 11). Ensure that you save any changes made before exiting.

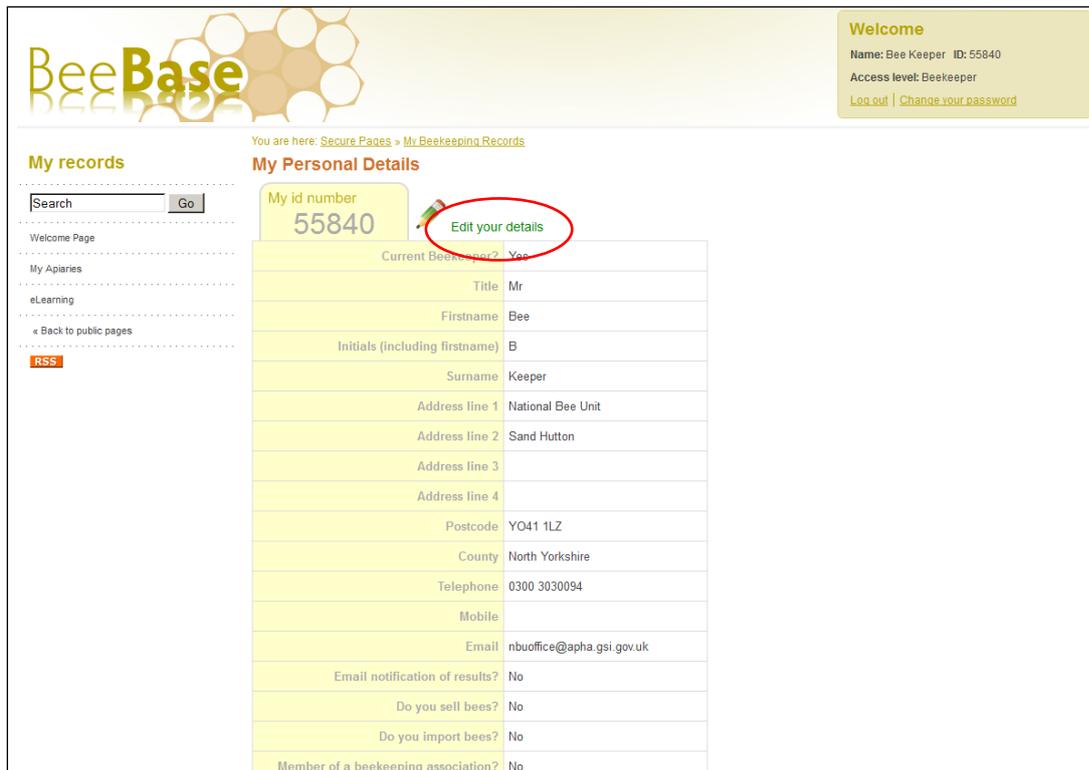


Figure 11

How do I edit the details of Shared Apiaries?

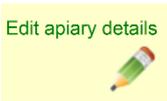
If you share an apiary with another beekeeper and you would like the apiary details amending, you will need to contact the National Bee Unit office by phone or email:

Telephone: 0300 3030094

Email: nbuoffice@apha.gsi.gov.uk

How do I add details of hornet traps in my apiary?

Once you are logged in to the beekeeper pages you can edit your apiaries to add details of any Killing or Monitoring Traps you have in place. Click the 'My Apiaries' button from the left hand menu (Figure 8). Once in the 'My Apiaries' page you will be

able to click the 'Edit apiary details' button  found in each apiary tab. At the bottom of the 'Edit my Apiary' page you will find the 'Asian Hornet monitoring' section (Figure 12):

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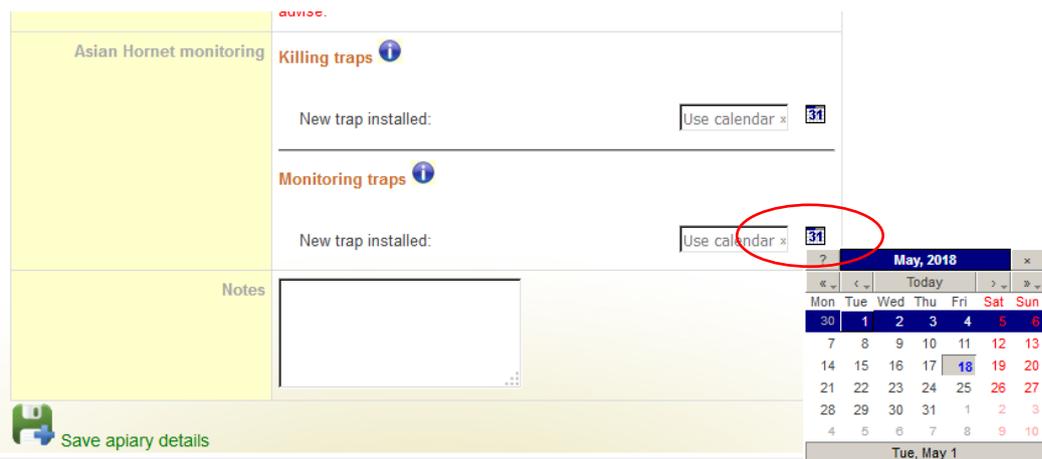
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Current?	Yes <input type="radio"/> No <input type="radio"/> (Mandatory field)
No of your colonies in apiary	<input type="text" value="1"/> (Mandatory field) If you have experienced severe losses please contact your Bee Inspector to advise.
Asian Hornet monitoring	Killing traps ⓘ New trap installed: <input type="text"/> Use calendar x <input type="text" value="31"/>
	Monitoring traps ⓘ New trap installed: <input type="text"/> Use calendar x <input type="text" value="31"/>
Notes	<input type="text"/>

 Save apiary details

Figure 12

If you have either a Killing or Monitoring Trap in your apiary, enter the date the trap was installed to register a trap in your apiary. To enter the date click the calendar icon to the right of the trap name (Figure 13). This will pop up to show the current month, use the arrows by the word 'Today' to locate the right month and click the date the trap was installed:



Asian Hornet monitoring	Killing traps ⓘ New trap installed: <input type="text"/> Use calendar x <input type="text" value="31"/>
	Monitoring traps ⓘ New trap installed: <input type="text"/> Use calendar x <input type="text" value="31"/>
Notes	<input type="text"/>

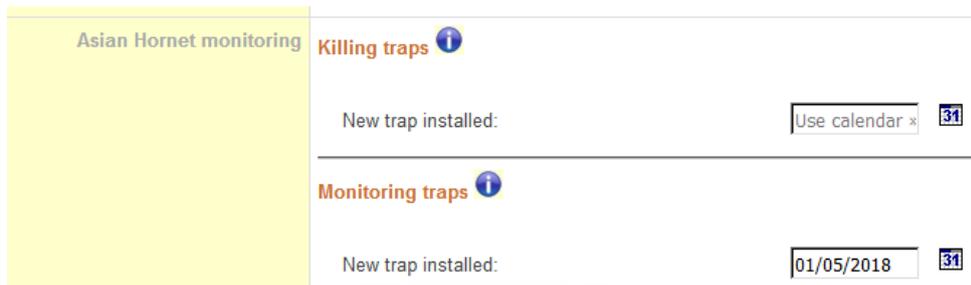
 Save apiary details

May, 2018

←	Today	→	x
Mon	Tue	Wed	Thu
30	1	2	3
7	8	9	10
14	15	16	17
21	22	23	24
28	29	30	31
4	5	6	7
Tue, May 1			

Figure 13

The date you click on will populate in the box (Figure 14):



Asian Hornet monitoring

Killing traps ⓘ

New trap installed: Use calendar x 31

Monitoring traps ⓘ

New trap installed: 01/05/2018 31

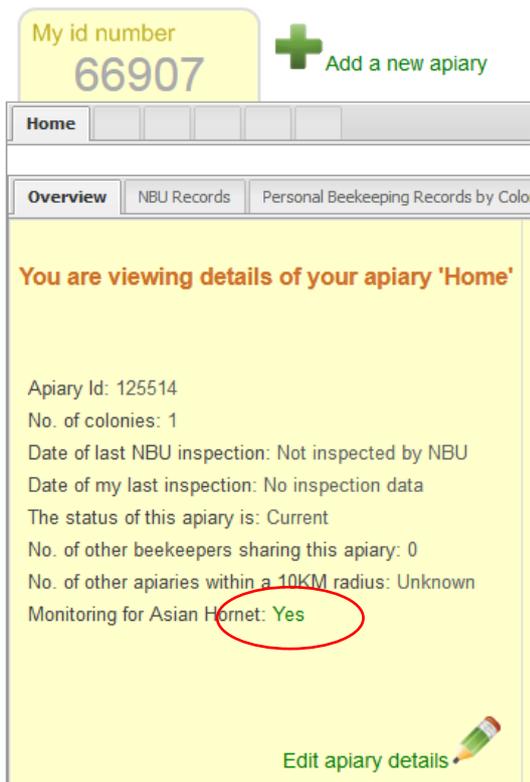
Figure 14

Then click 'Save Apiary Details' at the bottom of the page:



This will then change your apiary details to show you as monitoring for Asian Hornet (Figure 15):

My Apiaries



My id number
66907

+ Add a new apiary

Home

Overview NBU Records Personal Beekeeping Records by Color

You are viewing details of your apiary 'Home'

Apiary Id: 125514
No. of colonies: 1
Date of last NBU inspection: Not inspected by NBU
Date of my last inspection: No inspection data
The status of this apiary is: Current
No. of other beekeepers sharing this apiary: 0
No. of other apiaries within a 10KM radius: Unknown
Monitoring for Asian Hornet: Yes

Edit apiary details

Figure 15