How do I log in to my BeeBase Account?

On the front page of the National Bee Unit's website: <u>www.nationalbeeunit.com</u>, 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.

Pac	Our use of co	Log in to BeeBase Use BeeBase to manage your own beekeeping diary and access your NBU
Contents	Welcome to BeeBase	Log in to BeeBase? New to BeeBase?
Search Go Home Page About the National Bee Unit	BeeBase is the Animal and Plant Health Agency's (APHA) National Bee Unit website. It is designed for beekeepers and supports Defra, Welsh Government and Scotland's Bee Health Programmes and the <u>Healthy Bees Plan</u> , which set out to protect and sustain our valuable national bee stocks.	resource for beekeepers
Advice for Beekeepers Apiary Inspections & Training Bee Pests: Diseases & Mans	Our website provides a wide range of apicultural information for beekeepers, to help keep their colonies healthy and productive. It provides a wide range of beekeeping information, such as the activities of the NBU, honey bee related legislation, pests and diseases information which includes their recognition and control, publications, advisory leaflets and key contacts.	
Consumer & Environmental Protection Disease Accreditation Scheme for Honeybees - DASH International Development	We hope both new and experienced beekeepers will find this an extremely useful resource and sign up. Please provide <u>feedback</u> on what you think and what you'd like to see on the site. Knowing the distribution of beekeepers and their apaires across the country helps us to effectively monitor and control the spread of serious honey bee pests and diseases, as well as provide up-to-date information in keeping bees healthy and productive. By telling us who you are you'll be playing a very important part in helping to maintain and sustain honey bees for the future. Joining a <u>Beekeeping Association</u> has many advantages for both new beekpers and the	Sign up to BeeBase As well as being able to put the details of your bees and aplaries onto BeeBase including inspections information.

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: <u>nbuoffice@apha.gsi.gov.uk</u> NBU Website: <u>www.nationalbeeunit.com</u> May 2018 example This term and the term of the term of the term.

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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 *	Please choose V 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 *	
Commit Enter	
Preferred method of contact by the NBU (It may not be possible to use your preferred method of contact every time)	O Email C Telephone
Email Notification of Laboratory Results	Yes 💿 No 🔿 This will replace a paper copy
Do you sell bees?	Yes O No 🖲
Do you import bees?	Yes O No 🖲
Member of a Beekeeping Association?	Yes O 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
	Submit

National Bee Unit

APHA, National Agri-Food Innovation Campus, Sand Hutton, York. YO41 1LZ Telephone: 03003030094 email: <u>nbuoffice@apha.gsi.gov.uk</u> NBU Website: <u>www.nationalbeeunit.com</u> May 2018 ©Crown copyright. This sheet, excluding the logo, may be reproduced free of charge pro

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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.

BeeBase
Dear Mr Bee Keeper.
Welcome and many thanks for signing up to BeeBase, you are now a registered beekeeper. As well as carrying out a Pest & Disease Inspection Programme, the National Bee Unit also provides help and advice for all beekeepers, both new and established.
Using the login details below you will be able to access the secure pages of BeeBase to view your own apiary, inspection and diagnostic history. (Until you have an official inspection your history will be empty.)
Your NBU id number is: 55840 Your username for the website is: bkeeper Your password for the website is: 7y5m8412
This password is only valid for your first visit to BeeBase. On login you will be prompted to create a new password for future visits.
Your details are kept securely and are not available to third parties. The way we use and store data from the Statutory Inspections Programme is covered by the ' <u>Public Service Guarantee on</u> Data Handling'. You can also read our FAQ concerning <u>confidentiality</u> .
Your Regional Bee Inspector is Andrew Pote
If you have any queries regarding the services we offer or our key contacts, please either refer to BeeBase here, or contact the National Bee Unit office on Tel: 01904 462510.
We thank you once again for taking the time to register.
Kind regards,
National Bee Unit

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).

Bee Base	
Contents	You are here: Secure login
Search Go	Username: bkeeper
Home Page	
Advice for New Beekeepers	Password:
Advisory Leaflets & Training Manuals	
Beekeeping Basics	ENTER
Beekeeping FAQs Beekeeping News	Forgotten your password?

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

National Bee Unit

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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.

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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).

	\frown	Our use of cookies Send feedback Contact us Site N
BeeBase	8	Welcome Name: DD: Change vour password Log out Change vour password
My records	You are here: <u>Secure Pages</u> » <u>My Beekeeping Records</u> Welcome Page	
Search Go My Personal Details My Apiaries Import notifications	Welcome Welcome will be able to view your insp apiary records as well as update your personal details. For your records, your assigned National Bee Thank you. The way we use and store data collected through these pages is covered by the <u>Personal Information</u>	action history and the apiary details that are held on our national database. You will be able to mans Unit (NBU) Identification number is section It will help us if you use this when contacting us at the line of the terminant of the section of
Add new Import eLearning « Back to public pages	New for 2015 – eLearning for beekeepers! We are excited to announce the introduction of a new eLearning programme for beekeepers. Our first module 'Honey Bee Pests, Diseases and Virruses' covers six main topics; Exotic Threats, Foul brood, Varroa, Adult Bee Diseases and Viruses, Other Brood Disorders and Other Pests. We would encourage all beekeepers to use this tool to aid their own personal development and as always, would welcome any feedback users may have. To access the eLearning, please use the navigation index on the left- hand side of this page.	
	I want to STOP receiving NBU updates by email.	

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 <u>Grid</u> <u>Reference Finder</u>. Don't forget to click 'Save apiary details' before exiting the page.

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Edit apiary details

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

Delete this aplary. 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).

		Our use of cookies	Send feedback Contact us Site Map Home
	8		Welcome
Bee Base			Access level: Beekeeper
My records	You are here: <u>Secure Pages</u> » <u>My Beekeeping Records</u> Welcome Page		
Search Go My Personal Details	Welcome Western with the secure area of Beebase. Here, you will be apiary records as well as update your personal details. For your records, you Thank you.	e able to view your inspection history and the apiary details that are held on our r assigned National Bee Unit (NBU) Identification number is the will help u	nstional database. You will be able to manage your us if you use this when contacting us at the NBU.
My Apiaries Import notifications	The way we use and store data collected through these pages is covered by	the Personal Information Charter. You can also read our FAQ concerning confid	<u>lentiality</u> .
Add new Import eLearning « Back to public pages RSS	New for 2015 - eLearning for beekeepers! We are excited to announce the introduction of a new eLearning programme for beekeepers. Our first module 'Honey Bee Pests, Diseases and Viruses' covers six main topics; Exotic Threats, Foul brood, Varroa, Adult Bee Diseases and Viruses, Other Brood Disorders and Other Pests. We would encourage all beekeepers to use this tool to aid their own personal development and as always, would welcome any feedback users may have. To access the eLearning, please use the navigation index on the left- hand side of this page.		
	I want 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.

BeeBase			Welcome Name: Bee Keeper ID: 55840 Access levet: Beekeeper Log out Change your password
My records	You are here: <u>Secure Pages</u> » <u>My Beekeeping Rec</u> My Personal Details	<u>cords</u>	
Search Go	My id number 55840	details	
My Apiaries	Current Beekceper?	Yee	
eLearning	Title	Mr	
« Back to public pages	Firstname	Bee	
RSS	Initials (including firstname)	В	
	Surname	Keeper	
	Address line 1	National Bee Unit	
	Address line 2	Sand Hutton	
	Address line 3		
	Address line 4		
	Postcode	YO41 1LZ	
	County	North Yorkshire	
	Telephone	0300 3030094	
	Mobile		
	Email	nbuoffice@apha.gsi.gov.uk	
	Email notification of results?	No	
	Do you sell bees?	No	
	Do you import bees?	No	
	Member of a beekeeping association?	No	

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

Edit apiary details

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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Current?	Yes 🖸 No 💭 (Mandatory field)	
No of your colonies in apiary	1 (Mandatory field) If you have experienced severe losses please contact advise. Contact advise	<u>your Bee Inspector</u> to
Asian Hornet monitoring	Killing traps 🛈	
	New trap installed:	Use calendar × 31
	Monitoring traps 🛈	
	New trap installed:	Use calendar × 31
Notes		
Save apiary details		

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:

	auviot.							
Asian Hornet monitoring	Killing traps 🛈							
	New trap installed:	Use calendar »	31					
	Monitoring traps 🛈							
	New trap installed:	Use calendar ×	31 ?	\sum	May, 20	018		×
Notes			« "	۲.	Today	y I	٠. ب	»
			Mon	Tue W	ed Thu	Fri	Sat :	Sun
			7	8	9 10	11	12	13
			14	15	16 17	18	19	20
			21	22	23 24	25	26	27
			28	29	30 31	1	2	з
Save apiary details			4	5	6 7	8	9	10
					Tue, Ma	y i		

Figure 13

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

Asian Hornet monitoring	Killing traps 🛈	
	New trap installed:	Use calendar » 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):

Save apiary details

My Apiaries



Figure 15