

# Getting started

Learn the basics of using Trap.NZ

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# Creating a new account

To use Trap.NZ you must first create an account. You can do this on our website by following these steps:

1. Enter your details in the [Create a new account](#) form.
2. Click the green "Create new account" button at the bottom of the form.
3. Check your email for an email verification message from Trap.NZ. If it doesn't show up within a few minutes, please check your Spam/Junk folder.
4. Open the email and click the green "Verify your Trap.NZ account" button.
5. You will be logged in to your Trap.NZ account as a verified member, where you will be able to [join an existing project](#), or [create you own project](#).



[Find projects](#) [Forums](#) [Help](#) [Log in](#)

## Create new account

[Create new account](#)

[Log in](#)

[Request new password](#)

Full Name \*

Username \*

E-mail address \*

Password \*

Confirm password \*

[Create new account](#)

For video help click the you tube link here <https://www.youtube.com/watch?v=wsIsQpLdKgM>

# Joining or starting a project

In order to start adding traps and recording catches, you need to be part of a project. Projects allow people to collaborate on predator management projects in specific geographical regions. A project can range from being small (just you in your own backyard) to large (a suburb, a farm, a region etc). You can look for an existing project in your area to join, or you can create your own.

# Joining an existing project

Hopefully, there is an existing project close to the area you are interested in trapping. In this case, we recommend that you contact the project administrator(s) to see if you can get involved.

1. Go to the "**Find projects**" page, accessible from the "Find projects" link on the menu bar along the top of the site.
2. If you already know the name of the project you want to join you can use the "Find project by name" text box to search specifically for it.
3. Use the map controls to zoom into your desired project area
  - The +/- icons in the top left corner of the map can be used to zoom
  - You can pan around the map by clicking and dragging anywhere on the map
  - The <-> icon in the top right of the map can be used to make the map full screen
    - You can escape fullscreen mode by pressing the X icon in the top right of the map
4. If you find a blue marker close to your project location
  1. Click on the marker and a popup with the name of the project will appear
  2. Click on the name of the project to see details about the project
5. If it looks like the project is close to the area you are interested in, you can click "Request to join the project" to contact the project administrator(s).
6. Type a few words about your interest in the project and why you would like to join, then click the "Send Request" button.
7. If a project administrator approves your request, you will receive an email welcoming you to the project, and the project will appear in your "**My projects**" list.

For video help, click the youtube link here <https://youtu.be/CxH3axNkr78>

# Creating a new project

(See also: [Project Administration](#))

If there isn't a [nearby project for you to join](#), or you'd like to create your one, you can create a new Trap.NZ project.

1. Go to "[My Projects](#)" and click the "[Create a new project](#)" button near the bottom of the page.
2. Fill out the form with the details for your project (only fields marked with an asterisk\* are required):
  - Listing your project publicly and providing as much information as possible will make it easier for others to find your project and request to join in.
  - Sharing summary data allows information from your project (eg. trap numbers, catch counts, baits used, etc.) to be used by other websites. Making summary data available contributes to the national dataset and is invaluable for research into predator control in NZ. You can see an example of how this information is used at [Predator Free Wellington](#). Personal details are not shared and individual trap locations are aggregated at a 200m (4 hectare) square grid level.

1. Use the map controls to zoom into your desired project area
  - The +/- icons in the top left corner of the map can be used to zoom
  - You can pan around the map by clicking and dragging anywhere on the map
  - The <-> icon in the top right of the map can be used to make the map full screen
    - You can escape fullscreen mode by pressing the X icon in the top right of the map
2. Draw the area of your project on the map
  - Make sure that the area you want your project is completely visible within the map view before you begin
  - Click the polygon tool (the pentagon icon at the bottom of the map) then draw on the map to define the area you want to manage.
  - There are detailed instructions available on [how to use the map drawing tool](#).
  - If you have WKT format data from a GIS system (eg. ArcGIS or Quantum) you can cut and paste the WKT into the Data box beneath the map instead of manually drawing a map.

Note: the [CRS is ESPG:4326](#)

3. Fill out any parts of the "Contact details" section that you wish to (you can edit this later)
4. Click the "Save" button at the bottom of the page

Once you've created your project you can start [adding lines, traps and bait stations](#), monitoring stations, and points of interest, and you can [invite others to join your project](#).

For video help click the you tube link here <https://www.youtube.com/watch?v=ozNCAqJlfU>

# In the field

The trap.nz app is the field tool for managing installations and records. From single traps to complex lines, track recording, and remote sensor monitoring.

Common tasks are:

- [Installing the app \(iOS, or Android\)](#)
- [Adding installations on the app](#) (traps, bait stations, monitoring stations, sensors, etc)
- [Recording catches, bait station fills, monitoring station records.](#)
- [Moving installations.](#)

Full documentation including, installation and help videos can be found at [Trap.nz App Help](#)

# At my desk

The Trap.nz website is the control centre for your project(s). From adding single records to bulk adding thousands, managing project members, creating advanced lines, powerful reporting and much more.

Common tasks when starting out are:

- [Creating a project](#)
- [Adding my first installation](#) (generally easier on the [trap.nz app](#))
- [Recording my catch records](#) (generally easier on the [trap.nz app](#))
- [Running reports](#)
- [Adding members](#)

The website is a powerful tool with many features, all covered in the [Trap.NZ Comprehensive User Guide](#)

# Starting out with trap.nz

## a) Create a trap.nz account

<https://trap.nz/user/register>

(it's a good idea to note down your username and password on your phone or somewhere handy)

For video help click the you tube link here <https://www.youtube.com/watch?v=wsIsQpLdKgM>

b) Join an existing project

Hopefully, there is an existing project close to the area you are interested in trapping. In this case, we recommend that you contact the project administrator(s) to see if you can get involved.

Go to the "**Find projects**" page, accessible from the "Find projects" link on the menu bar at the top of the site.

For video help, click the youtube link here <https://youtu.be/CxH3axNkr78>

## c) Create a new project

If you'd like, you can create a new Trap.NZ project.

Go to "**My Projects**" and click the "**Create a new project**" button near the bottom of the page.

For video help click the you tube link here <https://www.youtube.com/watch?v=ozNCAaQJlfU>

## d) trap.nz Mobile phone app

Login to the app, select the project from the list then add your installations

For video help click the you tube link here <https://www.youtube.com/watch?v=gNuHsNTCHEQ&list=PLhb73jmTWJsnCLTq4CJXpkUmwHXpxBDAH&index=4>

## e) add catches using the trap.nz Mobile phone app

Add your catches to your project

For video help click the you tube link here <https://www.youtube.com/watch?v=WWlvEaAlyVE&list=PLhb73jmTWJsnCLTq4CJXpkUmwHXpxBDAH&index=6>

If you would like more comprehensive help <https://help.trap.nz/>



# Project permissions showing as “pending”

To join a project you must first create a [trap.nz personal account](#)

If you have applied to join a project, and when you attempt to access the chosen project it shows an error message “access denied.” This may be because your membership has not yet been approved by the project administrator.

1 Once you have found a project to join and requested to join

## Find projects

Find project by name

demo 2

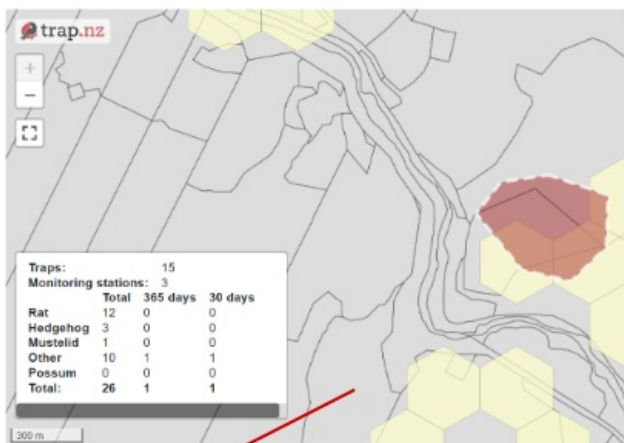
Apply

Reset



2 You will receive an email from trap.nz advising your membership in the project is pending

## demo 2



Request to join project

Are you sure you want to join *Private group*?

Add a message

hello i want to join your project

Join

Cancel

This post will be visible to the project administrator

powered by groundtruth

[About](#) [Contact us](#) [Privacy](#)

3. You will receive an email from trap.nz advising your membership in the project is pending

Kia ora

Your request to join [demo 2](#) is pending approval. You will be notified when your membership is approved.

Ngā mihi,  
The Trap.NZ Team

4. Once you have completed the joining form, you will now be able to access your trap.nz homepage and see the project under “My Projects” you will show as a trapper, however, until the administrator approves your membership you still will not be able to access the project and you will see the message “access denied”


### My projects

#### My Projects

Title	Area (ha)	Members	Your role	Membership
demo 2		2	Trapper	<a href="#">Leave project</a>

[Create a new project](#) [Find a project to join](#)

5. The administrator of the project will be advised via email of your request to join the project.



Trap.NZ <no-reply@trap.nz>

to me

16:16 (6 minutes ago) ☆ ↶

Kia ora Joe Blogg

Joe Blogg (username: JB ) has requested to become a member of your project [demo 2](#).

You have been sent this email because you are an administrator for this project. You can activate this membership request via the [demo 2](#) members tab.

Note: New members will only be able to add data to traps and stations that they create, or ones that have been assigned to them. Read more about [managing the members](#) of your project.

Message from Joe Blogg (optional):  
hello I want to help in your project

Ngā mihi,  
The Trap.NZ Team

6. They can then access their project membership page and change you from pending to active

### Members admin

[View](#) [Edit](#) [Members](#) [Email invites](#) [Signup form](#)

If someone already has a Trap.NZ account, you can invite them to join this project by sending them this link:  
<https://trap.nz/project/13621398/join>

Or you can use their email address to either invite them to join in the [Email invites](#) section, or add them using the [Signup form](#).

#### Member list

Members of this project are listed below (including pending members).

Filter member list

Manage members

Execute

<input type="checkbox"/>	Name ^	Role(s)	Joined	Installations assigned	State	Actions
<input type="checkbox"/>	Joe Bloggs JB <a href="mailto:joe.blogg@nowhere.com">joe.blogg@nowhere.com</a>	Trapper	26 Feb 2024 - 16:16		Pending	<a href="#">Edit</a> <a href="#">Activate</a> <a href="#">Revoke</a>
<input type="checkbox"/>	Administrator Admin <a href="mailto:support@trap.nz">support@trap.nz</a>	Administrator	5 Jul 2022 - 14:21		Active	<a href="#">Edit</a>

[Download CSV](#) [Download XLS](#)

Members granted access by Organisation

7. Once the administrator has activated your membership, you will receive an email from trap.nz notifying you of your acceptance and outlining your next steps

Kia ora JB

You are now a member of **demo 2** on Trap.NZ.

Once you're logged in, you can find demo 2 at [demo 2](#) or listed under [My Projects](#)

You can edit your details, change your password and set your preferences at <https://trap.nz/user/123/edit>.

If you don't know your password or you've forgotten it, you can [reset it here](#).

Ngā mihi,

The Trap.NZ Team

# Handout for trap.nz - starting out

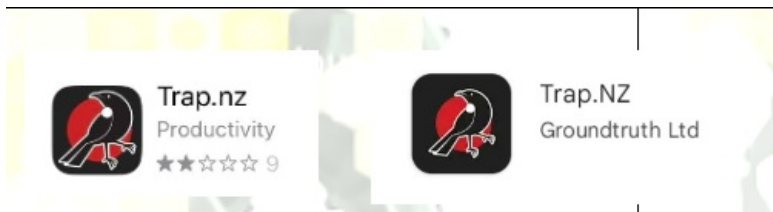
Aotearoa is working towards our native species being safe from extinction and thriving alongside us – and everyone has a role to play.

- Create an account on trap.nz
- Find or create a project



If you need help with anything, Handout for starting out please contact [support@trap.nz](mailto:support@trap.nz) and let us know what you are needing help with

Install the trap.nz app on your phone from the app store

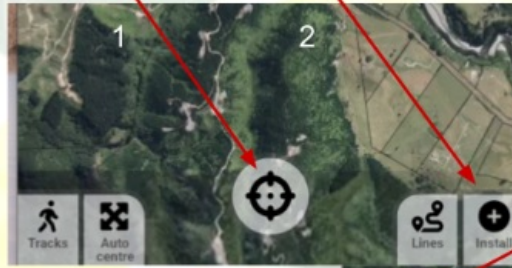


Add installations

Log in to the app, and select the project from the menu list.

Press and hold centre to zoom

Press to add a new installation



Drag to position of new installation

3



Confirm

4

Select the type, then enter details  
Only the code and type are required  
Example. Rata 001

5

**New Trap** ▶ 19/04/2023 10:05

Code *	
Type *	Select ▼
Description	

6

Press and hold the SAVE button