



BAILIWICK BAT SURVEY

Quick Start Guide – for volunteers that have already taken part in the survey



Please survey your chosen 500-m square on two occasions a year. A first early visit between April and mid-July, and a second late visit between mid-July and the end of October.

If you are surveying the same square as in previous years, we would encourage you to survey the same site within your square. If you can't place your detector in its previous location, please choose a suitable spot as close to the centre of your square as possible, or in habitat typical of the square you have chosen.

To support you with the choice of exactly where to survey in your square, we have high-resolution maps that you can download to help you choose a survey site in your square. These can be found in the acceptance email, or in the 'Manage my Bookings' area on the booking website.

1. Insert the batteries and SD card:

- Take the batteries out the detector and put them on charge for the next person. Insert the charged set of batteries. A single set of batteries can be used for **all nights of recording** at a location.
- Push the SD card into SD card slot. Make sure you feel/hear it click into place.
- Slide the white power switch on the Song Meter Mini bat detector up to **ON**.
- The detector is now ready, take the bat kit box and your **smart phone** or **tablet** to your chosen location within your square.

2. Place your bat detector in your booked square:

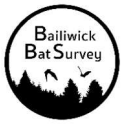
- Choose somewhere as close as possible to the centre of your square to survey. Place the detector at least 5 feet (1.5m) in any direction from vegetation, flat surfaces, or other obstructions.
- Hammer the metal stake into the ground with the mallet provided. Then push/hammer the bottom spiked section of the pole into the ground, slotted alongside the inside of the stake, and attach together with the reusable cable ties.
- Connect the other three pole sections together and then mount the detector horizontally to the top of the pole using the re-usable cable ties, with the microphone pointing to the side as shown in Image 1.



Image 1: Correct placement of the bat detector

3. Pair the detector with your phone to transfer the location:

- Take the lid off the detector and make sure it's turned on.
- Turn on Bluetooth on your mobile device and launch the Song Meter Mini Configurator app. The detector will appear on the screen in the app on your device.
- While keeping the app open, press and hold the **Pair button** inside the detector for 3 seconds. The Bluetooth LED on the bat detector will blink green, indicating it is ready to pair.
- In the app, tap the **Pair button** when it appears on the screen. The detector's details will turn green, indicating success pairing. **IMPORTANTLY, do this step at the location where you have deployed the detector, (and NOT before so that the location pairing is accurate).**
- A pop-up on your device's screen will ask if you want to set the recorder's location to your mobile device's location. Tap OK. All recordings will now carry the location (latitude and longitude) of the detector.
- Now tap the **Unpair button** on your device's screen. Keep the detector switch ON.



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4. The bat detector is now ready to survey!

- Remember to replace the detector lid.
- Attach the three-section pole to the bottom spiked section already in the ground. The detector should be at the very top of the pole.
- If you have placed the detector in a public area, attach the laminated red project information label with a cable tie.

5. Collect your bat detector after 4 nights of surveying:

- At the end of your four nights recordings, lower the pole, remove the lid of the detector & slide the white power switch to **OFF** to power down the detector.
- Remove the SD card and keep safe until you upload the recordings.

6. Upload your recordings for processing:

- Insert the SD card into your computer. Use the SD card reader provided if necessary.
- Click on the '**BTO Acoustic Pipeline**' icon on your desktop computer to open the '**Desktop Upload Client**' that you installed previously. If you haven't installed this, please see full instructions. When requested, enter your username and password to login.
- Click on '**Start New Upload**' button.
- Next to '**Choose files for upload**', click on '**Select Files**' button.
- Select the folder than contains the recordings that you want to process.
IMPORTANT - you are not able to select individual wav files within a folder so just select the folder. **Please note .wav files in the folder are not shown by the Windows version of the App. This is not a problem – the recordings are in the folder you just cannot see them in the app.**
- Next to '**Add Survey Metadata**', click on '**Enter Data**' button.
- Create an **Upload Name** for your results.
- Assign the recordings to the **Bailiwick Bat Survey** '**Project**' to ensure that your recordings are assigned to the correct project.
- **Ensure the location attached to the recordings is correct by checking the blue location pin on the map facility provided.**
- If the location is not correct, or you did not pair the detector with your device, **you will need to input the Latitude and Longitude.** To do this, click on the button with the three white dots on the first recording row (to the right of the longitude box). Click 'Select a lat/long using the map', and using your mouse, click on the correct location on the map to update the latitude and longitude. To copy this correct location to the rest of the recordings, click on the 3 dots button again and select 'Copy to subsequent files'.
- Once you have completed the Survey Metadata, click on '**Save Data**'.
- Now click on '**Prepare Recordings**'. You are also now given the option to '**Create personal copy of recordings (optional)**' if you wish to save a copy.
- **Once the above is all complete, click on 'Start Upload' in the right-hand corner of the app to start the upload process.**



7. Return your kit to the Bat Centre:

- Once the upload process has started, a backup copy has been saved to the app so you don't need to wait until upload has completed.
- **Delete any files or folders on the SD card** (for use by the next person) and safely eject the SD card. Pack up the kit remembering the SD card, charged batteries, pole and stake.

8. Access your results on the Web Portal

- Once the recordings have finished processing, you will be emailed to let you know that your results are ready. To view your results, follow the link in the email, or go to <https://app.bto.org/acoustic-pipeline/data-home/data-home.jsp> and click on '**My Uploads**'.