



There are several areas in the VBA where you are asked to enter a descriptive name. To enable others to understand the context and where you undertook your sightings please follow these simple rules below.

### 1. Project Name

If you have a specific project title that explains the purpose of the project, use that as the VBA Project Name. Otherwise use the following naming protocol:

Name the target taxon or taxon type - this will allow a search for survey effort in the reporting fields, e.g. Malleefowl or Microptera

Name the point of interest (such as a town or park), region or State depending on the scale of your project e.g. Seymour area or Victoria

Brief scope, this could also include the organisation(s) and year e.g. monitoring, vegetation modelling surveys, public participation project etc.

Example: La Trobe University Malleefowl surveys of the Murray Sunset NP 2010.

### 2. Survey Name

If you have a specific name as part of your work such as a quadrat ID or particular component of a survey such as camera trapping use this in the Survey Name field. If not use the following protocol:

Survey technique, point of interest, year, target species

If there are multiple records of the same surveys at different sites and or locations use your site name protocol in the survey name:

Examples:           Electrofishing, Barwon River 2011  
                          Dunnart surveys, Site 4a Cathedral Ranges NP 2011

### 3. Site name

If you are not re-using an existing site then you must give a name, locality description and accuracy of your new site. This information is used by the Expert Reviewers to check records and for other users to locate the site for future survey, so it is important to give clear information.

If you have been undertaking an extensive survey using a series of sites then use that in the Site Name field eg. Site 1a – MM4h, BUT ensure the locality information gives a clear indication of the site location

Alternatively use the Site Name to pinpoint where on a track, in a park, on a river etc. you made your observation e.g. Junction of Snobs Creek Rd & No. 6 Track. The Site Location can then be the nearest town or park, e.g. Lake Eildon NP.

#### Related Quick Help Guides:

- [Contribute – Create a Project](#)
- [Contribute - Add a Survey and Species Records to a Project](#)
- [Contribute – Add a Breeding Record](#)
- [Contribute – Add a Specimen Record](#)

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