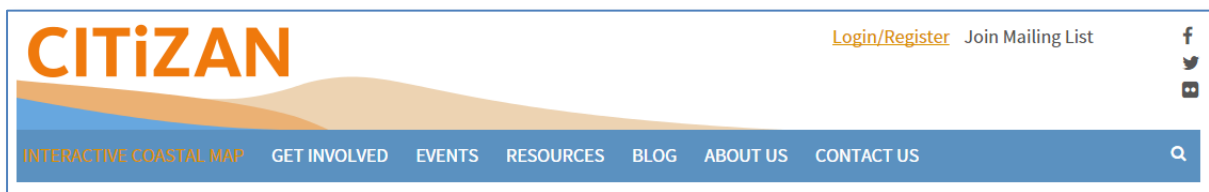


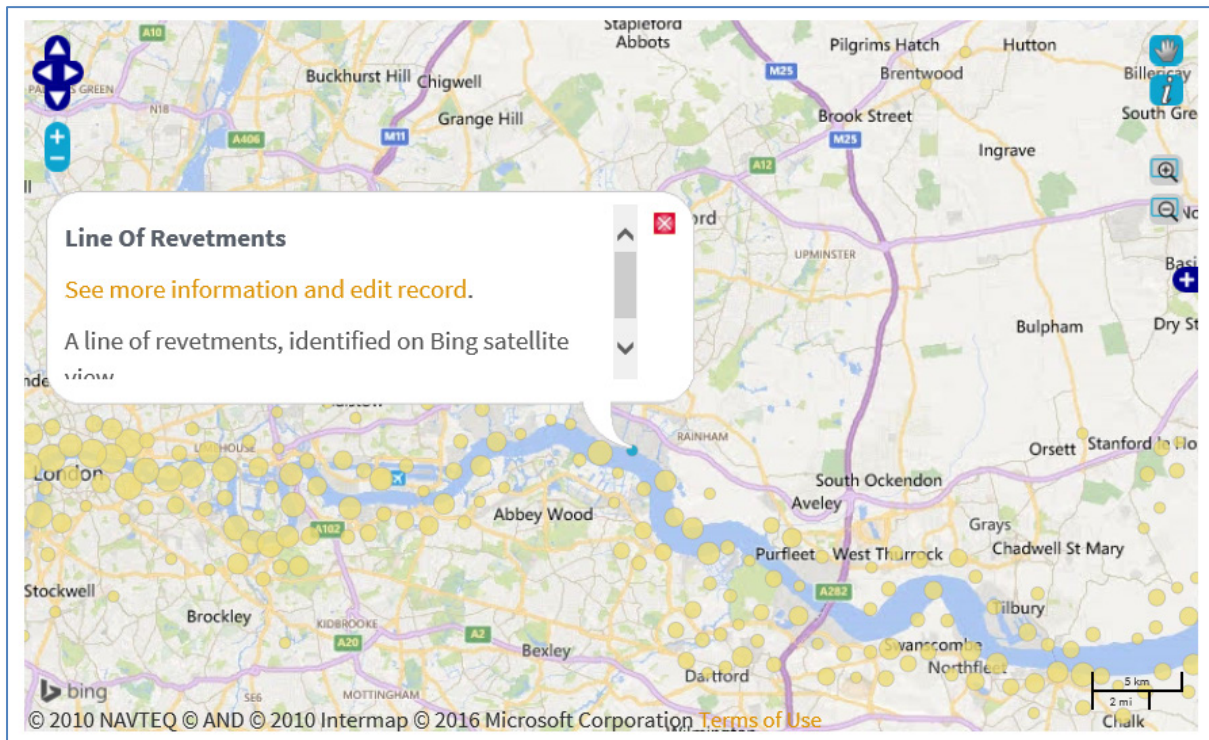
The CITiZAN baseline dataset on the interactive coastal map has come from a variety of sources and represents a snapshot in time of our coastal and intertidal heritage. As you explore the features on the map, you may notice errors or omissions in the data. Any CITiZAN surveyor can edit a feature record which will not only keep our database accurate for other CITiZANs but as it is deposited with various heritage repositories across the country will also contribute to valuable research nationwide.

### 1. **Login** to your CITiZAN Surveyor account.

The [Login link](#) can be found at the top right of the CITiZAN website menu.



### 2. **Navigate to a CITiZAN feature** on the [interactive coastal map](#) and select the feature you want to update.



Click on the orange link to “See more information and edit record” on the feature record page.

*DID YOU KNOW...* each CITIZAN feature has a **unique CITIZAN ID number**? Use this feature ID in the search box below the interactive coastal map to bring up a direct link to the feature record page in orange below the search box.


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3. **Check the CITIZAN feature record** to ensure it is accurate and all fields have data.

Make a note of any errors or omissions.

4. **Edit the original CITIZAN feature record** by selecting the orange link in the box at the bottom of the record page.

Over to you...

If you know there are errors in the original feature record above, you can [edit the original record](#) 

If you would like to visit the feature and carry out a 'Feature Update Survey', you can [prepare a 'Feature Update Survey' pack for this feature](#) (in PDF format)

If you have completed a 'Feature Update Survey' for this feature, you can [submit your 'Feature Update Survey'](#)

If you want to use your smart phone to carry out the 'Feature Update Survey', you can download the app\*

*\* app coming soon.*

This will allow you to add to or change any of the fields displayed in the feature record page. For guidance on how to fill in each field, consult section 3 in the PDF guide [How to add a new CITIZAN Feature](#).

5. **Save changes** to the CITIZAN feature by clicking the button at the bottom of the page.

Your edits and additions will now be submitted to our archaeologists for moderation.

Moderation is carried out on a bi-weekly basis. If you can't see your edits on the feature record page yet, check back in a day or two!

Once they have been signed off, your changes will be live on the CITIZAN interactive coastal map.

## WHAT NEXT?

CITIZAN Surveyors can add vital monitoring data of our coastal and intertidal heritage. [Navigate](#) to the record page of the feature you want to update; scroll to the bottom of the page to prepare a PDF Feature Update Survey pack for this feature and upload survey data by [submitting a Feature Update Survey](#). Download printable PDF copies of the Feature Update Survey forms of features you are likely to encounter before visiting the coast or foreshore.