

Smart phones and tablets are powerful archaeological recording tools: with a camera and GPS facilities they are perfect for locating and recording new archaeological features. We already carry this tool around wherever we go so it is ideal for long-term monitoring of archaeological features at risk on England's coastlines and estuaries.

1. **Be prepared** before you visit the foreshore or coastline.

Check the interactive map before you are out and about and download forms in advance.

Be safe! Never put yourself or others at risk when recording and monitoring for CITiZAN. If you are unsure or feel that the situation is unsafe for any reason, do not continue. For more information, please read our [safety guidance](#), our [volunteer code of conduct](#) and our [FAQs](#).

2. **Download and open the app** CITiZAN Coastal Archaeology for your Android or Apple smart phone or tablet.

It is free to download from the [Apple App store](#) and [Google Play](#).

It should install and save a shortcut on your device. Open the app by tapping the CITiZAN icon.



3. **Login** using your CITiZAN Surveyor account.

You need to [register](#) as a full CITiZAN surveyor, a three-step process!

If you have already registered as a CITiZAN surveyor for the interactive coastal map on our website, you can use the same login details.

Tap login to go to the main menu screen. You will need to have internet access in order to login.

NO MOBILE COVERAGE? NO PROBLEM!

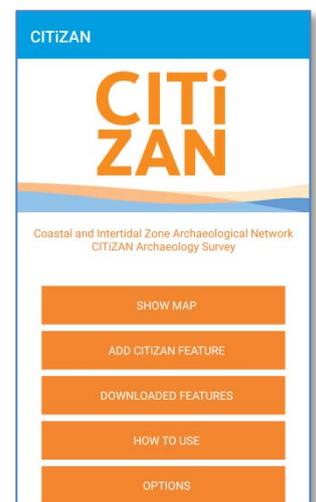
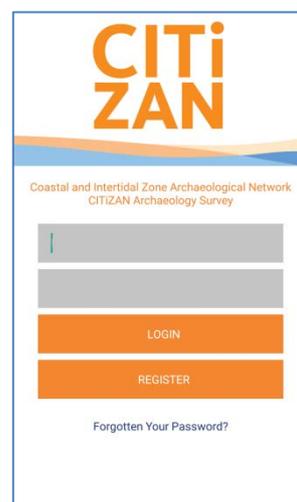
DID YOU KNOW... the app is designed to **work offline**, as mobile coverage can be patchy in places along our coastlines? However, our app does require an internet connection in order to first log in and later upload survey forms.

We recommend that you only upload forms over a Wi-Fi connection, especially if your mobile data plan is limited.

WHY WI-FI?

Please be aware that if you do not download and upload forms using Wi-Fi, you will be relying on your mobile data. This will affect your data usage and may result in incurring additional charges on your bill.

*CITiZAN smartphone app
login screen and main menu*



NAVIGATING THE APP IS EASY!

DID YOU KNOW... the app's navigation is intuitive and works much like the website's interactive coastal map?

- Tap the button or text box that you would like to select.
- Tap drop down menus to open them and then scroll up or down and tap an option to make your selection.
- If at any time you wish to navigate back to the previous menu or main menu, tap the ← back arrow or < symbol in the top left corner of the screen.



*Show map: Android devices can toggle between satellite view and normal view
The blue dot shows your location.*

4. **Explore the map** by selecting the “Show Map” button in the main menu.

Zoom in on the map and the clusters of yellow feature points will separate. You may have to zoom in quite close to reveal all the features in the area. Points may take a while to display, depending on the speed of your internet connection.

Tap a point on the map to access a description of the feature.

For Android only: you can toggle between the base map and a satellite layer by tapping the “Satellite view” button.

To search for specific features, tap the magnifying glass icon at the top left of the map and enter the feature's CITIZAN ID number.

5. **Find features near you** by tapping the crosshairs in the top left corner of the map screen to automatically locate yourself on the map while out monitoring.

Your location will be shown as a blue dot.

Make sure you have turned your device's GPS on (consult your phone guidance for details on how to do this).

The GPS function will still work even if your phone is not connected to a mobile network.

Downloaded Feature Forms will display as purple points on the map so you can quickly see the features you have saved.

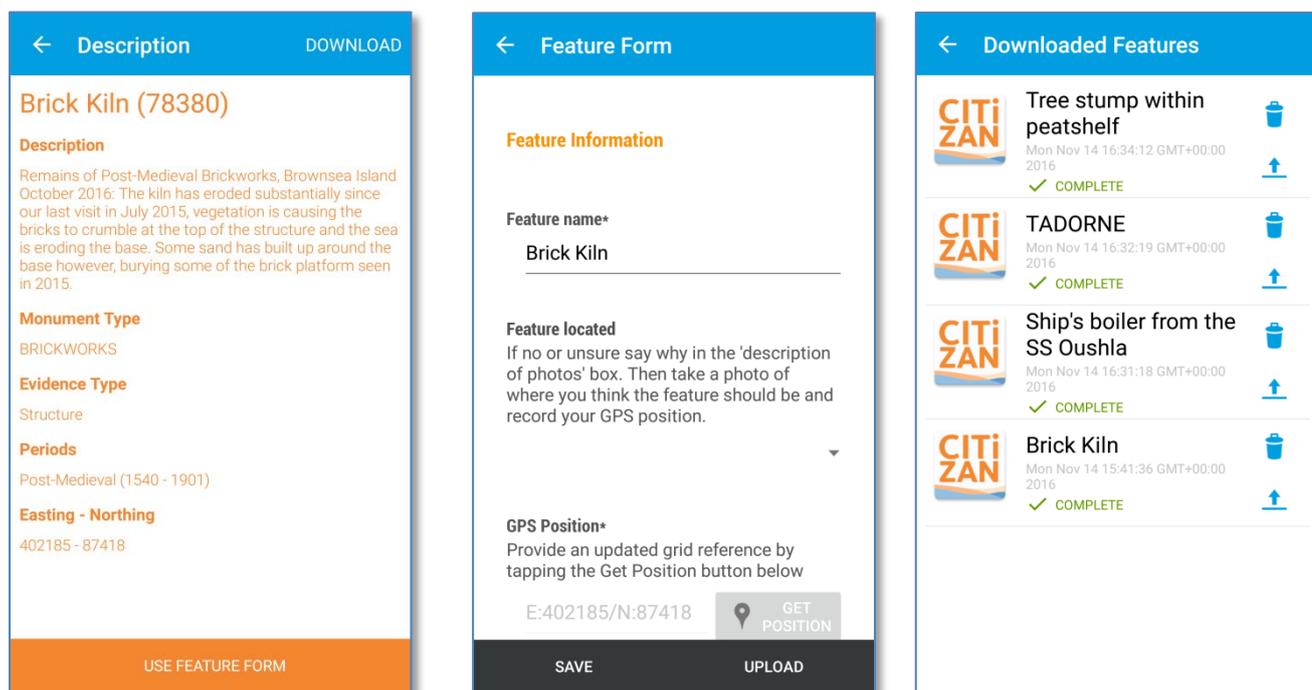
To search for specific features, tap the magnifying glass icon at the top left of the map and enter the feature's CITIZAN ID number.

- Download feature forms** before you go out, using Wi-Fi. This will save copies of the feature forms and map tiles to your device which you can access offline.

Tap a yellow point on the map of the feature you wish to download. This will reveal the feature Description page.

Save the form for later by tapping “Download” in the top corner or open the form to use now by tapping “Use feature form” at the bottom.

You can access your saved forms by tapping “Downloaded features” button on the main menu.



Download forms: You can access a list of your downloaded feature forms from the main menu

- Update a feature** from the map. You can edit existing feature information and submit new update surveys.

SAVE IT FOR A RAINY DAY

DID YOU KNOW... as long as you complete the four required fields while you are out monitoring, you can save and fill out the rest of the form later?

So if it is cold and rainy on site, finish your update survey from the comfort of your front room!

Tap a purple downloaded point on the map point of the feature you wish to update, revealing the feature description page and tapping “Use feature form.” Tapping a yellow point will download a feature form.

The feature form will be populated with known data taken from the CITIZAN database. If you find typos, or a lack of information, e.g. where a site name or description does not match what you observe, you can update these to make the record more useful.

Below is a list of the fields you will need to provide data for. For help on any of these fields please visit the CITIZAN website and click on the resources page.

Those fields marked with an asterisk (*) are required.

- ***Feature name:** Short descriptive name of the feature (e.g. Chalk barge bed; possible jetty; Coonatto (wreck); etc.)
- **Feature located:** Yes/No/Uncertain. Not every feature will be located on a monitoring visit. This could be due to a number of reasons including the destruction or removal of the feature by erosion or human intervention, the feature being hidden by a covering of shifting sand or shingle, or simply that the location of the feature is inaccurate.
- ***GPS location:** The recorded location of the feature. If you think the feature has moved, tap “update location”. You must be standing on or very near to the feature for this to be accurate as the device will merely record your location.
- ***Description:** a short summary of the feature, including historical information. Please provide a physical description of the feature first, including estimated or measured dimensions – length width and height, what material it is made from, its orientation, and any other useful information. Then attempt to provide interpretative description. *For example: Two parallel lines of upright timber posts (c. L 20 x W 20 x H 50 cm each) running east-west. Each linear alignment contains 5 posts, separated at 1m intervals. Thought to be the remains of a jetty.*
- **Take photo:** you can upload up to 4 photos of a feature. Try to take several angles of the feature. Be sure to include an appropriate scale and describe the scale in the caption. (i.e. for large features, use a large scale such as your walking partner and describe your companion’s height in the caption; for smaller features you can use a coin or credit card).
- **Description of photos:** include a brief caption for each photo. Mention the size of the scale used in the photos. Please mention which direction (e.g. facing North, or facing SSW) you are facing whilst taking each photograph. All photograph captions go into the same text box so please distinguish which caption goes with which photo by numbering them (see figure).

← Feature Form

Feature Information

Feature name*
Brick Kiln

Feature located
If no or unsure say why in the 'description of photos' box. Then take a photo of where you think the feature should be and record your GPS position.

Yes
No
Unsure

SAVE UPLOAD

← Feature Form

Take photo
Take a photo of the feature, around the feature and the coast edge. Please use a scale in your photos.

CHOOSE IMAGE TAKE PHOTO

Description of photos
Include a brief description for each photo. Mention the size of the scale in the captions below.

1. view of brick kiln, facing W, scale 1m

SAVE UPLOAD

Feature recording: You must complete fields marked with an asterisk () but be sure to complete as many fields as you can and attach photos and captions!*

- ***Periods:** Please select time period (s) that the feature was in use or reuse if known.
- **Period comments:** provide any additional information on why the period(s) are assigned to the feature; if you are uncertain; or if you have more specific dating information (e.g. Mesolithic).
- **Specific date range:** if earliest and latest construction/use dates are known, please enter them here as a year.
- **Feature types:** This feature may be a man-made feature (“Monument”), a type of evidence (“Evidence”) an object or artefact (“Object”) or a combination of any of these. Please select at least one “type” from the drop downs. These types are taken from [Historic England’s Forum on Information Standards in Heritage \(FISH\) thesauri](#). If you cannot find the appropriate type of feature, mention this in the comments section at the end of the form. Please consult the guidance [“How to add a CITIZAN feature”](#) for a list of all feature types available.
- **Height:** this is the height of the feature relative to Ordnance Datum as metres above ordnance datum (MOD) if known. This is NOT the height or thickness of the feature itself.
- **How accessible is the feature?:** tick as appropriate.
- **Accessibility comments:** add any additional comments which will be useful for another user to relocate the feature and note any access issues.
- **State of the tide:** select as appropriate.
- **Proximity to coastal edge:** select where the feature lies. Note: “intertidal” implies that the feature is covered (partially or fully) with water at high tide and exposed at low tide. “Coast edge” designates features which are found above high water and are exposed at high and low tide.
- **Coastal processes:** select any changes that are taking place to the feature: destructive (erosion), stable (not eroding), or if it is being actively covered (accreting).
- **Is there a coastal defence?:** Select as appropriate. Defences may include sea (or river) walls, flood barriers, salt marshes, groynes, rock or boulder barriers, etc.
- **Other threats:** select as appropriate to alert users to risks to the feature.
- **How visible are the remains above ground?:** Select as appropriate if the feature is upstanding out of the ground.
- **How visible are the remains in section?:** Select as appropriate if the feature is eroding from a cliff, ridge or dune and can be seen in profile.
- Tick if the feature is well-known, well-studied or well visited.
- **Recommendations:** Please provide any further recommendations on additional site visits or if there is a need for rapid recording. Mention any particular risks or threats to the feature, such as the suspected rate of erosion.
- **Comments:** any additional comments, including the type of feature if this could not be found in the drop down thesaurus.

Tap **Save** (not upload) to save the updated form to the device for later use.

You can revisit saved forms in your “Downloaded forms” section from the main menu. You can edit these records as many times as you want before you upload them to our moderators.

9. **Add a new feature** to the map if you notice something new on your monitoring visit which is not on the map.

Tap “Add CITiZAN Feature” on the main menu. This will open a new feature form.

The form will be blank but will contain all of the same fields as outlined in step 7 above.

If you know that the feature is on the HER or other databases, please add any identifying numbers into the description field.

10. **Upload feature forms** to submit your surveys to our moderators. These will be published to the CITiZAN app and interactive coastal map.

From the main menu, tap “Downloaded Forms” to access your saved records.

On Apple devices:

Tap the arrow next to the record you want to upload.

Tap “Upload All” in the top right corner to upload all saved forms to the CITiZAN database.

If you have an individual form already open, tap Upload to upload the form.

On Android devices:

Tap the arrow  next to the record you want to upload.

If you have an individual form already open, tap Upload to upload the form.

This may take a few minutes, depending on the size and number of photographs attached to each form and the speed of your internet connection. **Remember its best to do this with an active Wi-Fi connection, not via mobile data.**

This will send the data to the CITiZAN team for quality assurance moderation and then be added to the CITiZAN app and interactive map. You will be able to see when your record has been moderated and published by checking your account via the CITiZAN website.

11. **Delete saved feature forms** to clear the clutter from your “Downloaded forms.”

From the main menu, tap “Downloaded Forms” to access your saved records.

For Android: tap the rubbish bin icon  next to the record you want to delete.

For Apple: tap Delete and select the record you want to delete.

Confirm that you would like to delete the forms.

Accidentally deleted forms cannot be retrieved! Do not delete forms unless you are sure you will not want to submit them.

WHAT NEXT?

All features will appear on the [interactive coastal map](#) and app and can be edited by CITiZAN Surveyors. Update surveys can also be provided to add to the vital monitoring data of our coastal and intertidal heritage. You can submit multiple update surveys for the same feature and help record coastal change over time!