

# North Somerset Bat Survey

## Detector Hosting Centres- What to do

### Start of survey season

UWE staff will drop off:

- Bat detector kits
- Spare SD cards in small box
- Signing in/out sheets

### After detector kit has been booked

- You will receive an email containing information on who has booked it and for when.
- Based on the instructions you have provided the volunteer may be in contact to arrange the collection.
  - You will also receive a reminder email a couple of days before the collection day.

### Volunteer not turned up?

Contact details for volunteers will be provided in the booking confirmation email, please call them to collect the kit on the agreed date.

If you are unable to contact them, email [northsomersetbats@uwe.ac.uk](mailto:northsomersetbats@uwe.ac.uk) to let us know.

### Kit collection

- Before the kit is collected, double check all the equipment is in the box.
- Ask for volunteer's name and check it with your booking confirmation email.
  - Give volunteer any box (kit no. doesn't matter)
- Staff and volunteer to complete the signing sheet (make sure all sections are completed)

### Kit return

- Check all equipment has been returned **before** the volunteer leaves.
- Staff and volunteer to complete the signing sheet. (Please keep all signing sheets)

### Equipment missing, broken/faulty (including posted SD cards)?

Email [northsomersetbats@uwe.ac.uk](mailto:northsomersetbats@uwe.ac.uk) and let us know what the problem is. We will arrange an equipment replacement. In the meantime, please provide volunteers with the other available kits.

Volunteers who are unable to upload their recordings themselves have been asked to post us their SD card at home. If the SD card is missing, check with the volunteer if this is why. If it is, replace the card with another one from the small spares box. Make a note of the new SD card number and which kit it is in and email us this information.

### End of survey season

UWE staff will collect:

- All bat detector kits and the
- Completed signing in/out sheets