Once you have signed in, click on ‘FRM Suppliers’

Click on ‘Register your Collection’

Click on the little ‘filter’ icon – select ‘type is’ – seed source and then select the species from the ‘Species is’ drop down – I have selected seed source and Sorbus aucuparia
The list will now be filtered to show only seed source *Sorbus aucuparia*

You can scroll to select the Basic Material Ident for your collection site – you previously collected from sacRP103SI, so I’ll select that – CLICK ON REGISTER YOUR COLLECTION TO BE TAKEN TO THE SECOND SCREEN

This is the screen that you enter the collection details in. You can drop a pin on the map - if you know the exact location, or if you would prefer, you can do it this way using [www.gridreferencefinder.com](http://www.gridreferencefinder.com)

It will give you the lat/long (decimal) and lat/long (degs, mins,secs) when you enter the grid reference

Enter the lat/long (decimal) on the screen and it will put the pin on the map for you.
Enter the grid reference and click ‘Go’ – it will give you the Lat and long (decimal) – go back in to the location of seed collection screen and enter the lat and long – it will then put the pin on the map for the exact Grid reference.
Scroll down and enter the following fields

**Year in which the seed was collected**

123

**Date the seed collection was started**

This will be a predicted date where the supplier notifies prior to a collection, and an actual date when the supplier notifies after collection.

m/d/yyyy

**Date the seed collection ended**

This will be a predicted date where the supplier notifies prior to a collection, and an actual date when the supplier notifies after collection.

m/d/yyyy

**Ignore these fields**

**Is the seed being collected via an import?**

- [ ] Yes
- [ ] No

**Import Decision Number**


**Import Company**


Enter the ‘Location’ details, the ‘Grid Reference’, the ‘seed collector name’ and the ‘phone number of the seed collector’ then click on SUBMIT.

**Location Details**
Notes to help understand the details of the location

Grimersta Estate Uig, NB215302

**Grid Reference**
Please enter a valid OS Grid Reference in the format SO123456

NB215302

**Name of the seed collector**

**Phone number of the seed collector**

Submit