

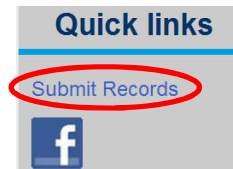
HOW TO...add a new site



You might have found your site in a variety of different ways. You may have noticed it during a field trip or site visit, you might already know about it. This tutorial will guide you through the process of adding a new site once you've found it.

For this exercise, we'll add where you are right now

- Log in or Register
- Click on the 'submit records' link under Quick links.
- Click on the 'add a new site' link.
- Give your site a name. Use an accurate place-name followed by the broad site type, e.g. **St Andrews Tidal Swimming Pool**.
- If you have a grid reference, type it in.



Tip: If your grid reference starts with letters it must be converted to a 12 figure numeric grid reference. E.g. the OS national grid reference for St Andrews Tidal Swimming Pool is **NO** 51330 16870. You need to replace the **NO** with a **3** for the easting and a **7** for the northing. The resulting numeric grid reference is **351330 716870**.

http://www.le.ac.uk/ar/arcgis/OS_coords.html is a useful website to help you convert your OS national grid references into numeric grid references

- Or if you can identify your site on the map, you can generate an accurate grid reference by following the instructions below.
- Navigate to your current location on the inset map (your home, office, wherever).
- Zoom in and switch to Google, or Bing, Hybrid view for a clear view of your site.
- Select the crosshair icon on the map.
- Click on your site on the map, using the crosshair tool. It will automatically update the Easting and Northing.



- Add a short site description.
- Click on the 'Submit Record' tab at the bottom of the page.
- This automatically generates a new site record.
- You can submit extra information and photographs immediately by clicking on [Submit your ShoreUPDATE record here](#) in the Over to you... box.

Tip: Before you add a new site check if it has been recorded already on your local Historic Environment Record (HER) office or on the Royal Commission of Ancient and Historical Monuments of Scotland (RCAHMS) online database called 'Canmore'. (<http://www.rcahms.gov.uk/>)

- There is an online tutorial on how to use the [Add a new site](#) function on our GUIDANCE page under Training videos