Introduction to the ICCA Registry Questionnaire

This document is intended to provide a brief introduction to the ICCA Registry Questionnaire for new users.

Questions can be completed in any order and you may return at any time to alter your answers or provide further information.
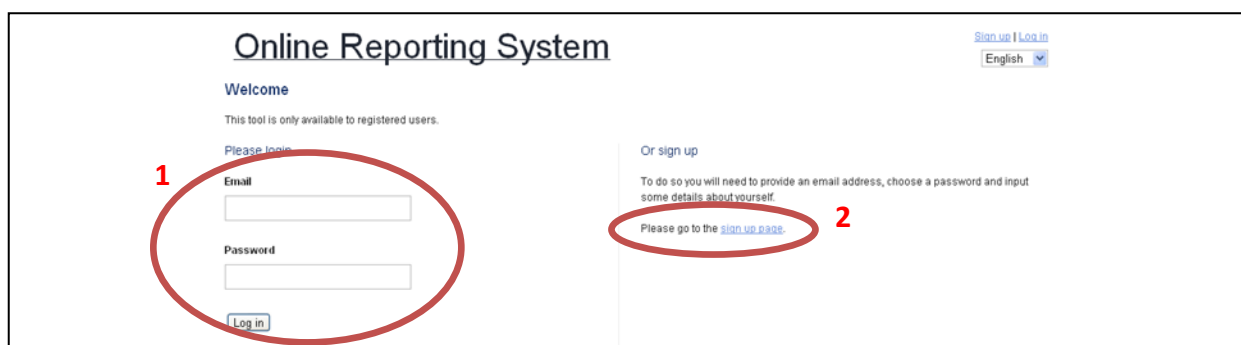
If you have any queries about the questionnaire, please contact us on iccaregistry@unep-wcmc.org and we will be happy to help.

Step 1: Log in

To begin, go to http://onlinert.demoapps.unep-wcmc.org/.

If you have been given login details, enter your E**mail** address and P**assword** and click **Log in** (see image **1** below).
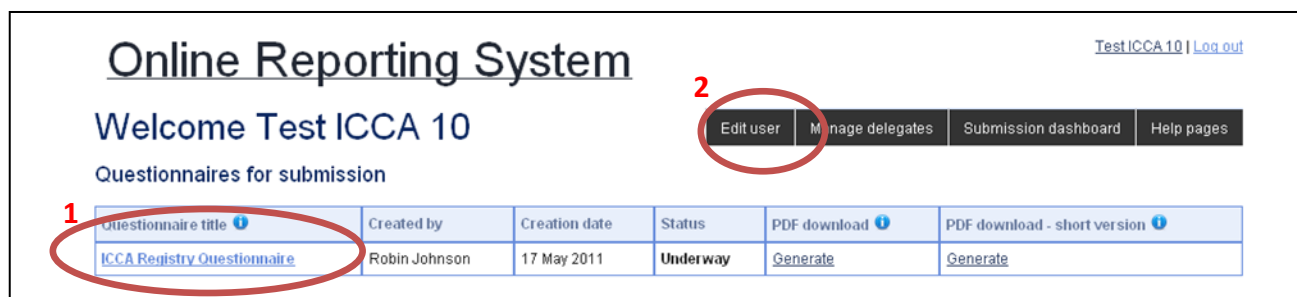If not, click on **sign up page** to create a new account (**2**).

Step 2: Accessing the Questionnaire

After you have logged in, you will be taken to the welcome page where your name will be displayed.

Clicking **ICCA Registry Questionnaire** (**1**) will take you to the Questionnaire. You can change your user details (**including your name or password**) by clicking **Edit user** (**2**).
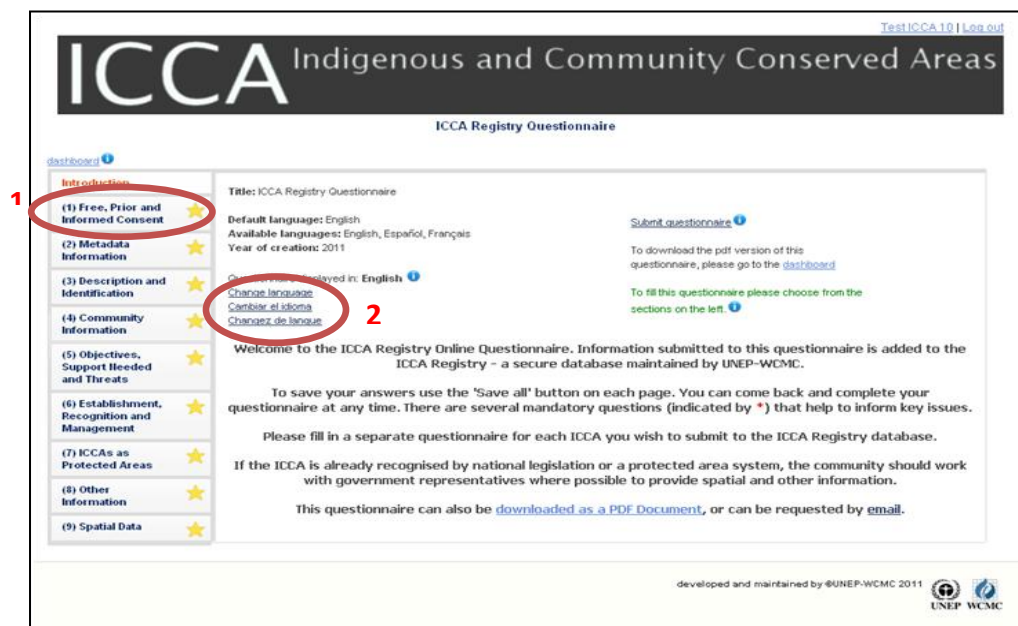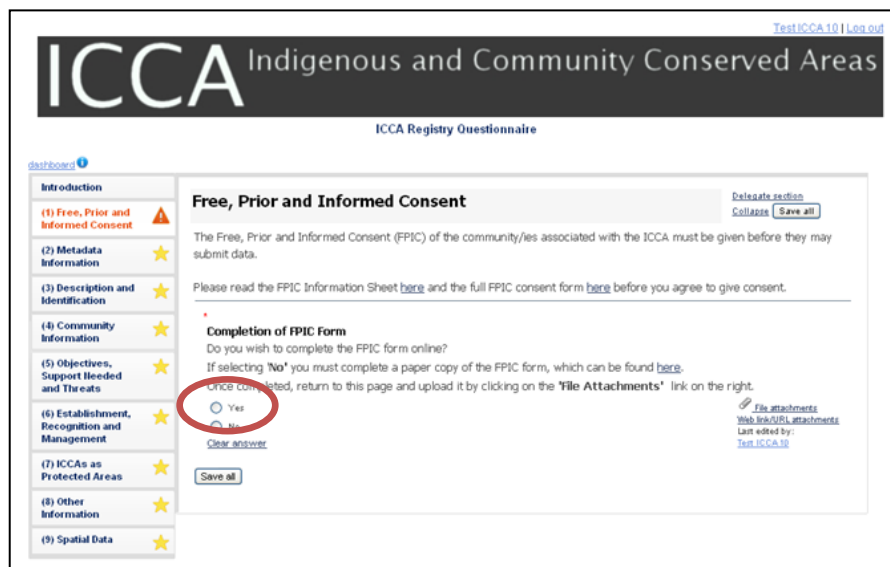
Step 3: Starting the Questionnaire

The Questionnaire is divided into sections: you can move freely between these by clicking on the tabs on the left. For example, clicking on **Free, Prior and Informed Consent** (**1**) will take you into that section of the questionnaire.

The questionnaire is also available in **French** and **Spanish.** You can select the language from this screen (**2**).

There are 9 sections with a total of 65 questions. It takes about an hour and a half to complete the questionnaire. To complete just the 18 mandatory questions takes around 20 minutes.

In the **Free, Prior and Informed Consent** section, you must answer **Yes** to the first question if you if you want to give your consent on-line. This will expand the questionnaire . . . .

To show the next question . . . .

When you are happy with your answers on any page, click **Save all** to save your answers.
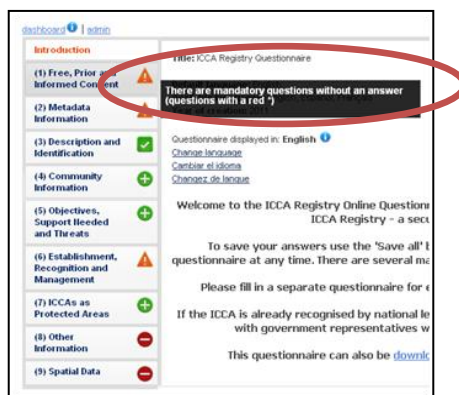

If you see '**nothing to save**' appear on the screen, then the system has already automatically saved your responses.
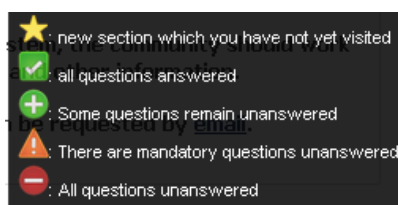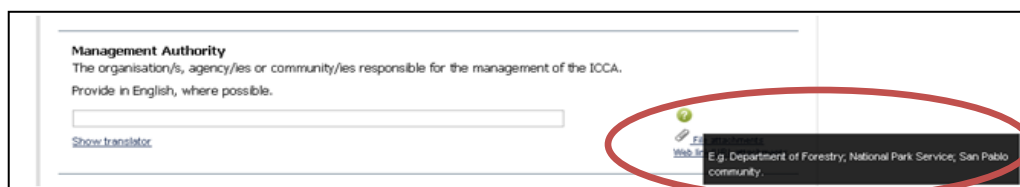
Step 4: Finishing the Questionnaire

You can keep track of your progress by looking at the icons next to the section titles.
Placing the cursor over an icon will show you what it means.

Icons include:

If you see this icon: it means that a help message is available. Place the cursor over the icon to see it.
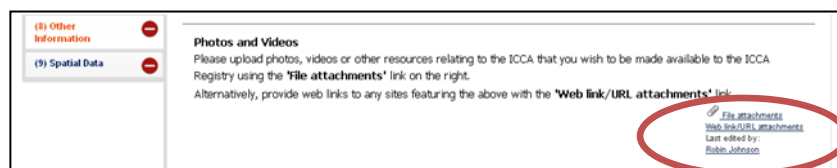

If you see it means that there are mandatory questions still to be answered. These questions are indicated with a red asterisk (*)
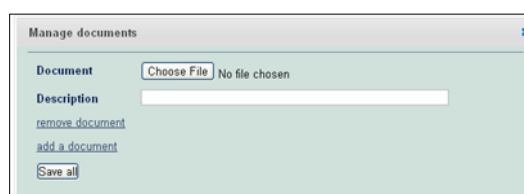
Step 5: Uploading Files

You can **directly upload spatial data, management plans, documents, photos or videos**, or **add links** to relevant websites.

For example, the **Photos and Videos** question in the **Other Information** section asks you to upload supplementary materials and web addresses using the **File Attachments** or **Web link/ URL Attachments** links.
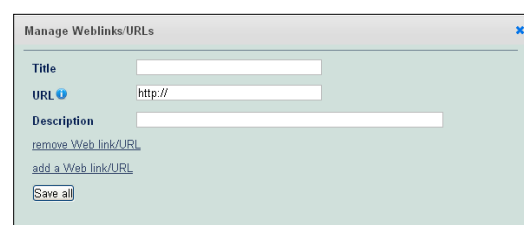

Clicking **File Attachments** (above) opens the following window.

Click **Choose File** to browse your computer for a file to upload; add a **Description** and click **Save all**.
To upload more files, repeat the above.

To share links to websites containing relevant content, click **Web link/ URL Attachments**, add a **Title**, the **URL** and a **Description,** then click **Save all**.

Step 6: Contact

We hope that you find the questionnaire easy to use, but if you have any queries at all or would like any further assistance, please email us and we will be happy to help.

Finally, if you would like to offer any feedback about the questionnaire, we would be very interested to hear from you.

The ICCA Registry Team
iccaregistry@unep-wcmc.org
+44 (0)1223 277314

United Nations Environment Programme
World Conservation Monitoring Centre
219 Huntingdon Road
Cambridge, UK
CB3 0DL