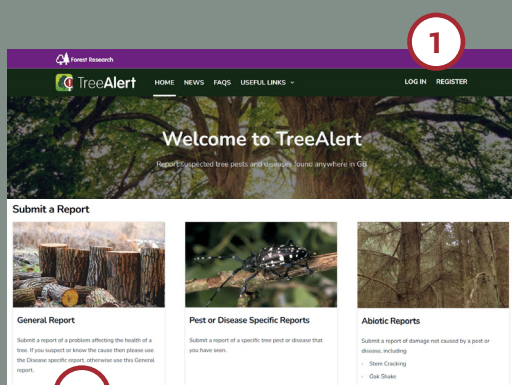


How to navigate TreeAlert



1 **Login** if you already have an account, or register for a new account.

! You **do not** have to create an account to submit a report. If you do create an account, the site will save your contact details for when you submit future reports. You will also be able to save draft reports, view your previous submissions, report healthy trees, and view a data report dashboard.



2 Click the box for **Submit General Report**.

3 Enter **Contact Details** if not registered or logged in, and check the box **if** you would prefer not to be contacted further.'

! First name, last name, and email address are required fields and you will not be able to proceed without providing these details.



4 Select your level of **knowledge and experience**. If applicable, specify your **client affiliation** and **project**.

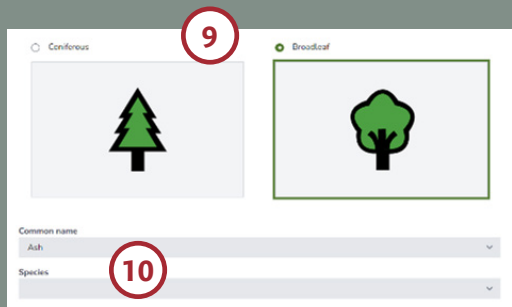
5 Provide the **landowner details** if known.

6 Select the **date** that you made the observation and **where** the observation was. Select whether it was in England/Scotland/Wales or in another country.

7 On the **location** page, enter a **grid reference**, click a **point on the map**, or enter a **postcode**. Any **additional details** are useful and can be provided at the bottom of the page.

! A **10 figure** grid reference is preferred, but the system will accept an 8 or 6 figure grid reference.

! To place a point on the map, zoom in on the map and click to place the point. You can move the point by clicking on another area of the map. You can also select 'Use my location' which will use your **GPS location** if enabled on your device.



8 Select whether you are reporting a **pest/disease on a tree**.

! If you select 'Yes' you will be asked additional questions, if you select 'No' you will be directed to a simplified version of Step 12.

9 Provide details about the **host tree**.

10 Select the **host type** and **species** if known.

11 Select all the **symptoms** and where on the tree you noticed them. There is a **comments box** to provide additional information.

12 Upload at least two good quality **photographs**, preferably three, of the affected tree.



Photo 1:
tree in context

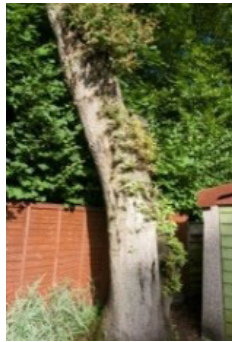


Photo 2:
symptoms in context



Photo 3:
close up of symptom(s)

! We ideally require one photo of the **tree in context**, one of the **symptom(s) in context**, and a clear **close up of the symptom(s)**.


! Larger photos may take longer to upload. For the best experience, make sure your internet connection is stable. You can provide a URL to additional photos if applicable. If you have **additional photos** not available to view online, please make a comment and, if necessary, we will contact you to obtain the photographs.

13 Tick the check box to indicate that you agree to the specified **Terms and Conditions**. You will then be able to submit your report.

! The screen will display a **unique reference code** for your report. You will receive an **email confirmation** with this reference code and details of your report.


11

Please select the areas of the tree which are affected


 Crown


What did you observe on the tree's Crown?

 Leaves - Defoliation
 Leaves - Chewed
 Leaves - Wilted
 Leaves - Discoloured


 Stem

What did you observe on the tree's Stem?

 Stem - Bark Loss
 Stem - Stripped Bark
 Stem - Teeth Marks
 Stem - Exit Holes


 Base


What did you observe on the tree's Base?

 Base - Bark Loss
 Base - Stripped Bark
 Base - Teeth Marks
 Base - Exit Holes

12

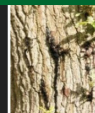
Please upload a photo that shows the symptoms / damage / insect in context on the affected tree. So, where symptoms / damage / insect is on the tree.

Upload symptom in context.jpg (44 KB) Upload complete. Tap to review.



If you have a photo that shows the detail of the symptoms / damage / insect, please upload that too.

Upload symptom in detail.jpg (51 KB) Upload complete. Tap to review.



If you experience issues submitting a report, please follow the 'Contact us' link at the bottom of the TreeAlert website.

TreeAlert website: <https://treealert.forestryresearch.gov.uk/> or use the QR code.

