

**Please read the terms and conditions below before proceeding with data preparation:**

By sharing your data with FBIS, you consent to your data being made publicly available and accessible to all users on the platform. Full provenance will be retained, and appropriate attribution of ownership will be provided in all occurrence data downloads, including authors, collectors, organisations or institutions, and data-sharing licences.

Please note that data uploaded to FBIS may be published to the Global Biodiversity Information Facility (GBIF) at regular intervals, in accordance with the dataset source reference title. Only occurrence-level records will be shared with GBIF under the Freshwater Biodiversity Information System (FBIS) publisher. Attribution to the data provider will be included in the GBIF dataset citation and in all occurrence record downloads.

Data providers are not obligated to publish their datasets to GBIF via FBIS. Consent for publication can be indicated via the checkbox in the upload submission form.

## Preparing occurrence data for uploading

A standardised **Data Upload Template** has been produced for uploading occurrence data. Please follow these steps to prepare your data. Please only add one dataset per data file.

1. Open the Generic Data Upload Template.xlsx
2. Read the Explanation Tab.
3. Open the Occurrence Data tab.
4. Rename the file reflecting the dataset details, e.g. Shelton Fish SAJS 2025.

### **Mandatory data fields**

5. Add Latitude and Longitude (as Decimal degrees).
6. Add Sampling date (yyyy/mm/dd).
7. Add Taxon (e.g. *Pseudobarbus afer*, *Lestagella penicillata*, etc.). This is the level data were collected at – it can be species, genus, family, order, etc.)
8. Select Reference Category (using dropdown: Peer-reviewed scientific article, Database, Published book or report, Thesis, Unpublished data).
9. Add Data Licence (CC0, CC BY, CC BY-NC)
10. Add Ecosystem type (River, Wetland, Open waterbody, Unspecified).

### **Optional data fields** (can be left blank if unknown)

11. Add User River or Wetland Name (NB for unnamed rivers and streams).
12. Add Embargo period (if relevant to allow for publication before data are openly accessible).
13. Add User Site Code (extracted from the article, report, thesis, etc.).
14. Add Site description (very useful if available).
15. For River Sites: Add User Geomorphological Zone (if known, otherwise leave blank).
16. For Wetland Sites: Add User Hydrogeomorphic Type (if known, otherwise leave blank).
17. Add additional data on sampling, abundance, biotopes and physico-chemistry if available (e.g. Sampling method, Sampling effort measure, Sampling effort value, Abundance measure, Abundance value, Record type, Broad biotope/habitat, Specific biotope/habitat, Substratum, Water Level, Hydroperiod, Water Turbidity, Embeddedness, Depth, Discharge, Near Bed Velocity, conductivity, pH, dissolve oxygen, temperature, and any other physico-chemical variables).
18. Add additional details specific to algal dataset if relevant.
19. Save the data file as a excel file.

### **Once completed upload:**

1. Completed dataset (as above) saved as an excel file.
2. Provide a copy of scientific article, report or thesis associated with this data.

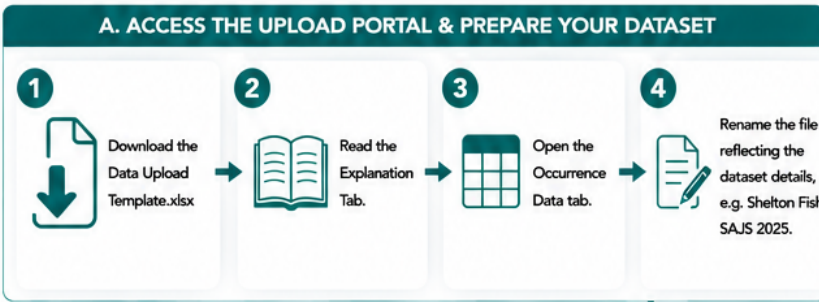
The datafile will be checked by Admin who will be in contact if anything requires clarification or further details are needed. Once data have been checked, they will be uploaded to FBIS and the url shared with you.

# PREPARING OCCURRENCE DATA FOR UPLOADING

A standardised Data Upload Template has been produced for uploading occurrence data.

Please follow these steps to prepare your data.

Please only add one dataset per data file.



**Start here**  
Log in to FBIS and click **UPLOAD** to access the upload portal.

<https://freshwaterbiodiversity.org>

