

# User Guides



## How Do I Register An Apiary?

Hi, welcome to HiveHub!

Here's an overview of how to register an apiary on HiveHub from the My Map tab and the My Apiaries tab.

Make sure you're logged in and we'll get started.

To register a new apiary through My Map, click on the My Map tab at the top of your screen. Then click on the Add Apiary button at the top right-hand side of the screen.

Now zoom in on the map and click on the location where you want to register the new apiary. You can click the + and - buttons on the map, zoom with your fingers on a touchscreen, or hold CTRL as you scroll your mouse to zoom.

When you click on the location, the latitude and longitude will pop up. Use these to ensure that the location is correct. Click on the Add Apiary Details button to confirm. Fill in the required details and click Submit. Your new apiary details will be sent to The Management Agency for verification.

To register a new apiary from the My Apiaries tab, click on the My Apiaries tab. Now click on the Register Apiaries button at the top of the page.

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Tip: Go to an apiary detail page to report AFB

Register Apiaries De-Register Apiaries Transfer Apiaries

### Registered Apiaries

2 Item(s) • Sorted by Name • Filtered by All apiaries - Status

Search this list...

BK ID	Site Name	MAF ID	Apiary Type	Status	No of Colonies	Owner Occupier	AFB 20-21	AFB 19 -20	AFB 18 -19	Actions
1 0000	Lavender Field	1	Permanent	Registered	2	Demo	0	0	0	<a href="#">View</a>
2 0000	River North	2	Permanent	Register Pending	2	Demo	0	0	0	<a href="#">View</a>

### Deregistered Apiaries

Please contact an Apiary Coordinator if you wish to re-register any of these apiaries.

No scheduled, deregister pending, or deregistered apiaries found on your account.

### High Risk Apiaries

Sites located within 2km of AFB in the last 6 months

Once the apiary registration form has loaded, fill in the Landowner/Owner Occupier Details section.

You only need to do this once, then you can register multiple apiaries against the same landowner/owner-occupier. Once complete, click the Add button.



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If you would like to register multiple apiaries that have different landowner or occupier details, you'll need to follow the same process for each apiary.

A new form will open where you can add all the required details for the new apiary.

You can search for the location of your apiary by **Entering your Apiary Location on the Map**. Zoom in on your apiary location and click on the map. This will record the site's coordinates.

You will then need to enter the apiary address and also add the location of your hives on the property.

The screenshot shows the 'Enter Apiary Address By' form in the HiveHub application. The form has two radio buttons: 'Map' (selected) and 'Address'. Below these are two input fields for 'Latitude' and 'Longitude'. A satellite map is displayed below the form, showing a coastal region. The map has 'Map' and 'Satellite' tabs, a person icon, and zoom controls. The Google logo is visible in the bottom left of the map, and 'Imagery ©2021 TerraMetrics Terms of Use' is in the bottom right.

Once you've entered all the details for your new apiary, click Save.

Watch the demo video for this user guide here [afb.org.nz/hivehub/video-and-user-guides/#video](https://afb.org.nz/hivehub/video-and-user-guides/#video)

If you have any questions, we're here to help. Visit <https://afb.org.nz/hivehub/> for more information.

