How do I fix my apiary GPS coordinates?

Hi, welcome to HiveHub!

Here's how to correct your apiary coordinates on HiveHub. If your apiaries are not where they should be, this is the perfect time to quickly and easily relocate them to their actual location.

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

To edit the location of one or more of your apiaries, you simply need to submit a request for an Apiary Coordinator to unlock these apiaries for editing. We're here to help.

At the top right of the HiveHub menu, click on the **More** tab. Then select **My Queries** from the drop-down.

Click the orange **Contact Support** button. Complete the Contact Support form on the **My Queries** page.

New Query

Subject

Type

Apiary Registration ▾

Description

Confirm

Complete the **Subject line** by stating that you wish to correct an apiary location.

Then select **Apiary Registration** from the **Type** drop-down menu.

In the **Description** area, enter the MAF IDs for the apiary locations you wish to correct. Click **Confirm.**

Your request has now been forwarded to The Management Agency for processing.

Once processed, you'll receive an email notifying you that your apiaries have been unlocked for editing. At this point, the **Actions That Require My Attention** section on the **Home Page** will populate with a list of Apiaries available for editing. You can process these apiaries from the Home Page. Click done.

Alternatively, you can process your actions from the **More** dropdown. Click **Review Requests** where you will see the **Actions that Require My Attention** section.

Select **Review** for each apiary and open the **Apiary Registration Form** and make the required edits.

Apiary Registration Form

How To Complete This Form

- Please fill in the land owner/occupier details and then click + add to identify each site on that property.
- You can add multiple sites per property if needed. Once all details have been entered for that address click submit.

My Details

Requested By	Email Address	Registration Number
Sachin Sharma	sachin.sharma@smartapps.co.nz	L4121

Land Owner / Occupier Details

Land Owner/Occupier Name	Land Owner/Occupier Phone Number
sam	888888888

List of Apiaries added

+ Add

Submit   Cancel

Add all the required details for the apiary. You can then search for the location of your apiary in two ways.

The first is to **Enter your Apiary Location on the Map.** Use this option if you prefer to locate your apiary by map. Zoom in on the correct apiary location and click on the map. This will provide the site's coordinates and automatically provide the nearest address to that location.

Alternatively, **Enter your Apiary Location by Address.** Use this option if you prefer to type in the street address of your location. All addresses are cross-checked against the New Zealand Post database. Once selected, the coordinates of the address are automatically provided.

Once you've entered all your correct apiary details, click **Submit**. Then click **Done**.

An Apiary Coordinator will process your changes and be in touch with any questions.

Watch the demo video for this user guide here
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.