GardenSearch FAQs

1. How do I access my garden's profile in GardenSearch?

To login and access your garden's GardenSearch profile, you must be affiliated with the garden either via automatic matching of your institutional email, through your institutional BGCI Membership, or by the creation of a connection (affiliation) to a garden.

2. What email shall I use to login to GardenSearch?

Please use the email of your BGCI SheepApp account. To connect you to your garden efficiently please use your work email, and avoid using personal or shared email addresses.

3. My organisation doesn't have 'work' emails, can I still login?

Yes, but if you are not already affiliated with a garden in the system you will need to fill out the Request for Garden Affiliation form, to demonstrate your formal affiliation with (e.g., you work for) the garden in question. BGCI will contact you when your request has been reviewed.

4. What types of gardens are allowed in GardenSearch?

Institutions that hold permanent collections (living plants, seed banks, and tissue culture) can be listed in GardenSearch.

5. How do I add my institution to GardenSearch?

If your garden is not yet listed in GardenSearch please fill out the New Garden Request Form.

6. The name of my garden is incorrect, how do I change it?

If the name of your garden is incorrect in GardenSearch please email us at gardensearch@bgci.org.

7. Is it free to access and contribute to GardenSearch?

Yes! BGCI welcomes and encourages garden staff to register as an Editor to maintain and update their institution's GardenSearch profile.

8. Can more than one person in my garden edit my garden's profile?

Yes! More than one staff member per institution can register as an Editor and update their institution's information.

9. How often and why should my institution update our GardenSearch profile?

We recommend that Editors review their institution's GardenSearch profile on an annual basis. As GardenSearch includes several different sections, this may involve input from a number of different staff members or departments within an institution.

10. How is my institution's GardenSearch information used?

By contributing data to GardenSearch, you are providing important information that allows BGCI to prepare summarised information, and report on the activities of the botanic garden community at global, regional and national level, as well as tracking botanic garden contributions towards international environmental agreements, including the implementation of the Global Strategy for Plant Conservation. contributing data to GardenSearch, you are reporting important information that allows BGCI to track botanic garden contributions towards the Global Strategy for Plant Conservation.

11. How can my garden benefit by contributing to GardenSearch?

Gardens contributing to GardenSearch benefit by increasing their online visibility as part of the global botanic garden community, getting a step closer to achieving BGCI accreditation, and allowing potential collaborators to learn about your unique features, facilities, and programmes.

12. Will any individual be able to download information from GardenSearch?

In a later phase of re-launching GardenSearch, Editors affiliated with an institution listed in GardenSearch will have the ability to download GardenSearch data.