

HOW TO REGISTER FOR INDEX HERBARIORUM

New Herbaria can self-register for Index Herbariorum. The recommended procedure for doing so is as follows:

1. Select a code for your herbarium that is six or fewer letters – no numbers or other symbols. Test to be sure your code is not already in use by searching for it in the Index.
2. Download the [registration form](#) document and the [Index Herbariorum Registration Form Example](#). Gather all the data you will need to complete the form online – we recommend that you put the data in the form and circulate to other staff to obtain all needed updates at one time.
3. Once the registration form document is complete, transfer this information to the online registration form:

Register a New Herbarium: <http://sweetgum.nybg.org/science/ih/ihh-create-new.php>

Register a New Staff Member: <http://sweetgum.nybg.org/science/ih/ihp-create-new.php>

All updates and new registrations will be provisional until reviewed and accepted by the Editor, and will not appear online until accepted.