



Completing your *RHS Plant Finder* return

Quick Start Guide
September 2025



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Note that the layout of screens in the RHS Plant Finder nursery app may vary slightly from user to user, depending on your browser settings.

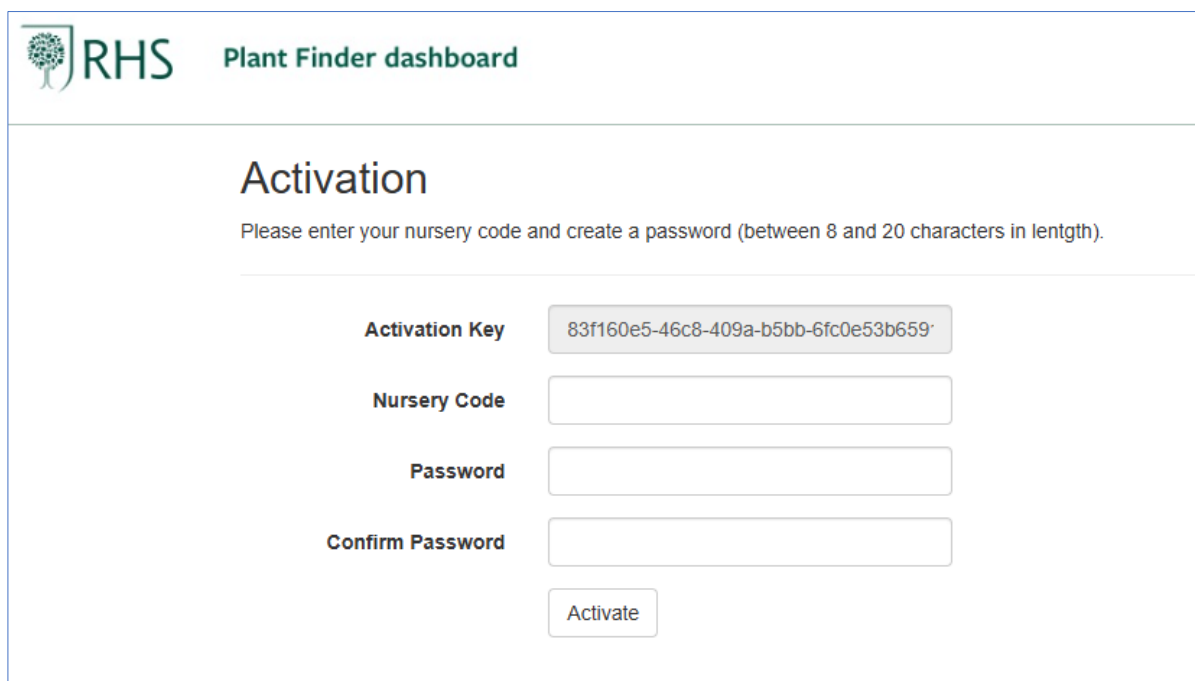
Getting started

Activating your account

1. Click on the **secure activation link** in your email from the RHS Plant Finder Compiler (plantfinder@rhs.org.uk), or paste it into your browser. You should now see the screen in **Figure 1**.
2. Enter your nursery code and create / confirm your new password. Make sure this is memorable, as you will need it for future visits. NB. Passwords from previous years will no longer work, unless you set up the same password again.
3. Confirm your password and click **Activate**.

Note that the activation link can be used only once. If you don't succeed in registering after clicking on it, contact the Compiler on the email address above.

Figure 1. The Activation screen.



The screenshot shows the 'Activation' screen of the RHS Plant Finder dashboard. At the top, the RHS logo and 'Plant Finder dashboard' are visible. The main heading is 'Activation', followed by the instruction: 'Please enter your nursery code and create a password (between 8 and 20 characters in length)'. Below this, there are four input fields: 'Activation Key' (pre-filled with '83f160e5-46c8-409a-b5bb-6fc0e53b659'), 'Nursery Code', 'Password', and 'Confirm Password'. An 'Activate' button is located at the bottom right of the form area.

Field	Value
Activation Key	83f160e5-46c8-409a-b5bb-6fc0e53b659
Nursery Code	
Password	
Confirm Password	

Activate

The above steps will take you to the screen in **Figure 2**. You can now update your listing by clicking on the **Nursery Data** link, if you're already familiar with the RHS Plant Finder process, but we recommend that you first click on the **Home** link at the top left of the page first, which leads to **Figure 3**.

Figure 2. Account confirmation.

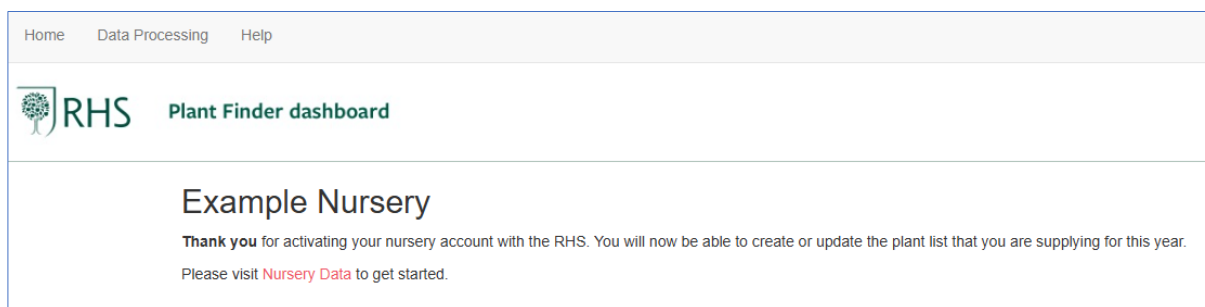
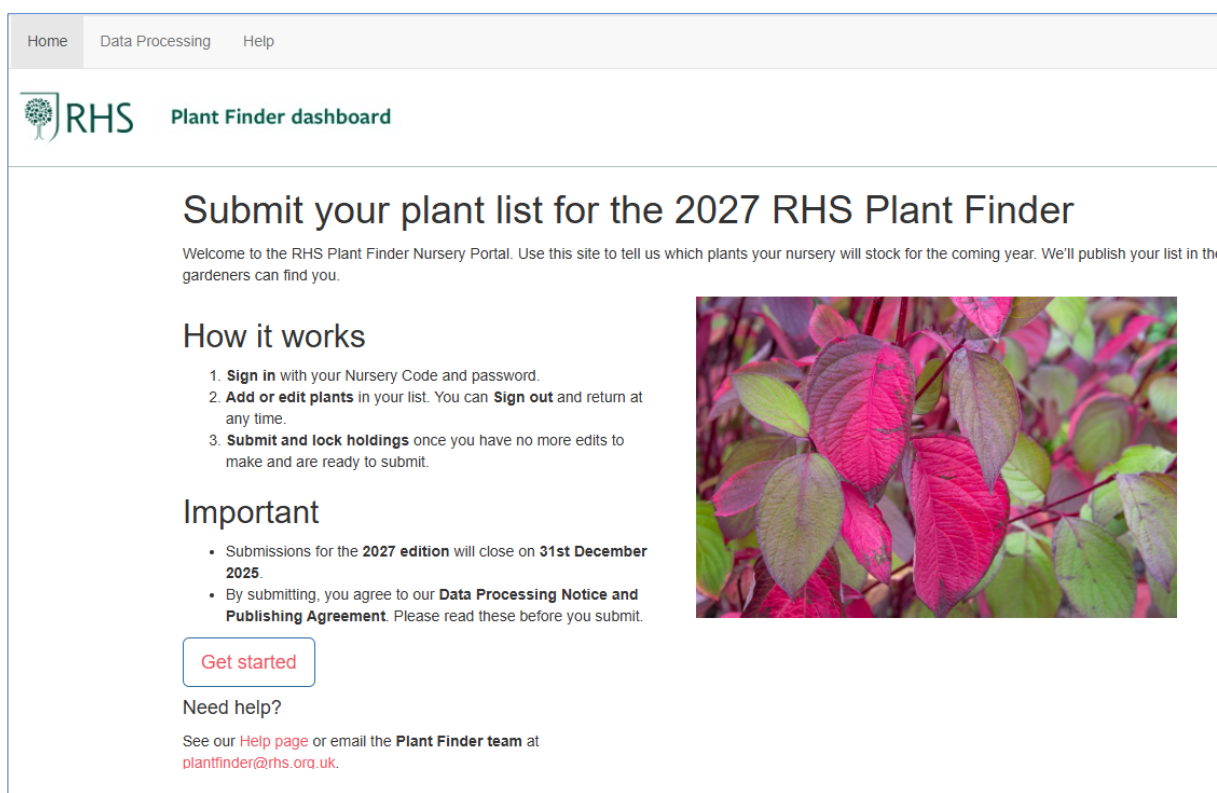


Figure 3. Home screen.



The Home screen

This page gives you the closing date for submissions, and also the Compiler's email address, in case you need further advice. There are links top left to the **Data Processing** and **Help** pages. The Help page has a link to video guidance.

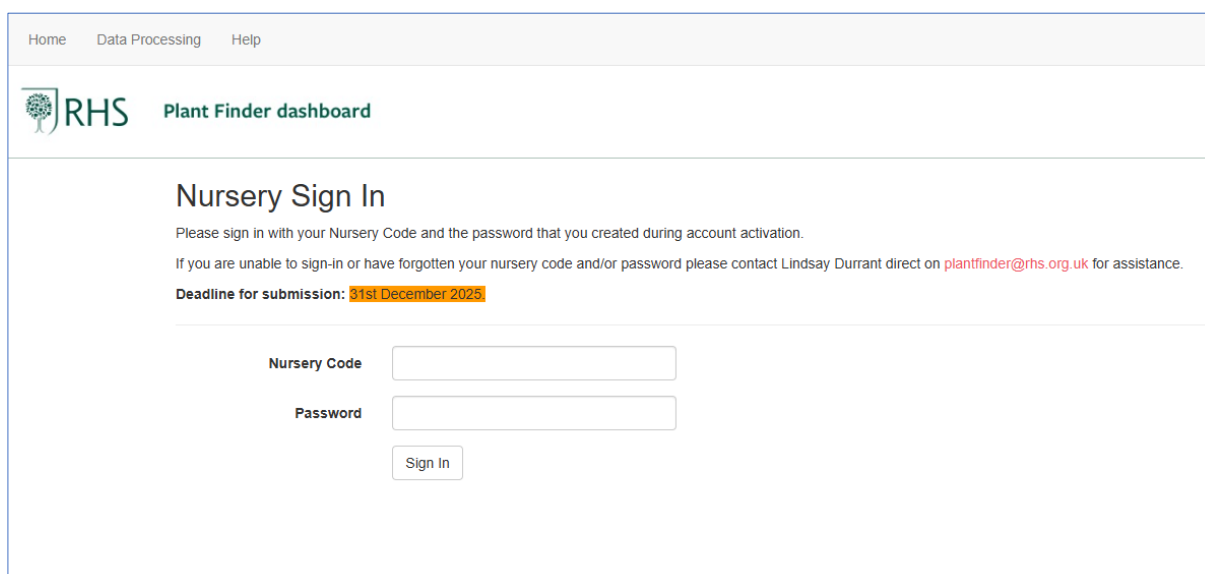
Data Processing Notice

After reading through the Home page, click on **Get Started**. This will take you to the **Data Processing Notice and Publishing Agreement**. Please read this carefully, since by continuing the log-in process you are agreeing to these uses of your data by the RHS for the specific purposes stated. This page also includes a link to the **RHS Privacy Policy** (bottom right).

After reading this agreement, please click on **Start Adding Plants**. You can now log in (**Figure 4**) and make changes to your listing.

NB. If you have forgotten your password, please email the Compiler at plantfinder@rhs.org.uk and ask for a new activation link. This will be sent to you by email – please check your spam box, if you don't receive a reply.

Figure 4. Log in screen.



The screenshot shows the RHS Plant Finder dashboard. At the top, there are navigation links: Home, Data Processing, and Help. Below this is the RHS logo and the text 'Plant Finder dashboard'. The main heading is 'Nursery Sign In'. Below the heading, there is a paragraph: 'Please sign in with your Nursery Code and the password that you created during account activation.' followed by 'If you are unable to sign-in or have forgotten your nursery code and/or password please contact Lindsay Durrant direct on plantfinder@rhs.org.uk for assistance.' and 'Deadline for submission: 31st December 2025'. Below this text are two input fields: 'Nursery Code' and 'Password'. Below the 'Password' field is a 'Sign In' button.

Subsequent visits

On subsequent visits, go to <https://nursery.rhs.org.uk> instead of the activation link, which expires after one use. This URL will take you to the Home screen, from which you can log in again, using your nursery code and password. You can log in and out of your account as many times as you wish. Note that you will be automatically logged out if your account is inactive for a while.

Your contact details can't be changed via the online plant lists – please contact the Compiler on plantfinder@rhs.org.uk to update your details.

Viewing and amending your plant list

Layout of the plant list page

Figure 5. Your plant list.

The screenshot shows the RHS Plant Finder dashboard. At the top, there's a navigation bar with 'Home', 'Data Processing', and 'Help'. The user is logged in as 'Richard' and can 'Log off'. The dashboard header includes the RHS logo and 'Plant Finder dashboard'. The main content area has a search bar with 'Plant name starts with' and buttons for 'Search' and 'Clear'. To the right of the search bar, there's a 'Total Records: 3' indicator, a 'Submit and Lock Holdings' button, and an 'Add a New Record...' button. Below the search bar is a table of plant records. The table has columns for ID, Is New?, Genus, Plant Name, Collectors Code, Collectors No., PF 2025, Comments, RHS Code, RHS Preferred Name, Modified, Created, and Action. Three records are shown, all for the genus 'Abelia'. The first record is 'Abelia chinensis' with RHS Code 'E0000002'. The second is 'Abelia x grandiflora 'Prostrate White'' with RHS Code 'E0127262'. The third is 'Abelia x grandiflora 'White Marvel'' with RHS Code 'E0309411'. At the bottom of the table, there are numbered callouts 6 through 16 pointing to various elements: 6 points to the ID column, 7 to the Is New? column, 8 to the Genus column, 9 to the Plant Name column, 10 to the Collectors Code column, 11 to the Collectors No. column, 12 to the PF 2025 column, 13 to the Comments column, 14 to the RHS Code column, 15 to the RHS Preferred Name column, and 16 to the Action column.

ID	Is New?	Genus	Plant Name	Collectors Code	Collectors No.	PF 2025	Comments	RHS Code	RHS Preferred Name	Modified	Created	Action
467459	✓	Abelia	Abelia chinensis	RJS	172	✓	Collected in Guizhou province	E0000002	Abelia chinensis R. Br.	29/09/2025	28/09/2025	[Icon]
467457	✓	Abelia	Abelia x grandiflora 'Prostrate White'					E0127262	Abelia x grandiflora 'Prostrate White'	29/09/2025	26/09/2025	[Icon]
467458	✓	Abelia	Abelia x grandiflora 'White Marvel'			✓		E0309411	Abelia x grandiflora 'White Marvel'	26/09/2025	26/09/2025	[Icon]

If you are a new nursery, or re-entering RHS Plant Finder after several years, your plant list will have no entries. Otherwise, your plant list will reflect your previous year's submission. The columns and features are as follows:

1. **Your nursery name.** Use the **Sign out** link beside your nursery name to log out after every editing session.
2. **Total Records.** This shows the number of records in your plant list. Clicking the adjacent **Excel download button** will allow you to download your complete plant list at any time in Excel format.
3. **Submission button.** See below, under **Submitting your return**. **Only click this when you have finished your entry for the year.**
4. **Add a new record.** See below, under **Adding new plants**.
5. **Search box.** See below, under **Searching your list**.
6. **Unique ID** for the combination of nursery code + plant name (a "holding").
7. **Is New?** This field is automatically checked when you add a plant to your list. The field can't be edited. All "new" flags are cleared at the beginning of the next editing season.

8. **Genus and plant name.** These are recorded as you entered them, and can't be changed.
9. **Collectors' code.** In the case of plants collected in the wild, this identifies the expedition on which the material was collected. Please do not use this field for internal identifiers such as catalogue numbers.
10. **Collectors' number.** Only used with a collectors' code. This identifies the plant. Thus the code in the name *Aralia apioides* **EDHCH 9720** refers to a collection made by Eric D. Hammond in China, in 1997.
11. **PF2026.** Indicates whether you wish the plant to be included in your current submission. It's important to check all the plants on your previous year's list are still available – click directly on the tick to change the plant's status. The status carries over from year to year unless you change it.
12. **Comments.** For further information about new introductions, naming issues, etc. Please do not use this field for internal purposes.
13. **RHS Code.** This identifies the plant name we have matched against the plant name you entered when adding the plant. Please cite this code when contacting the Compiler about plant names. NB. The column will be blank if we have not yet matched the name you added.
14. **RHS Preferred Name.** This confirms the RHS preferred name for the plant you added.
15. **Modified and Created.** Identifies when you (or an RHS administrator) last modified the record, and when the record was created.
16. **Action.** Click the “pencil and paper” icon to edit the **Collectors' code / number** and **Comments** fields. Clicking the button will reveal additional **Save** and **Undo** buttons.

Note that column contents can be sorted by clicking on the column title. The first click sorts **A–Z**, the second **Z–A**, and third returns the grid to its original order.

Adding new plants, part 1: from the RHS database

Figure 6. The New Plant Record form.

RHS Plant Finder dashboard

New Plant Record

Please attempt to locate your plant using the wizard below.

1. Genus: enter 2 or more characters to locate and select a genus name (**required**)
2. Search: enter 1 or more partial or complete terms from the name you are looking for, then click 'Search' button to retrieve matching names
3. Plant Name: select a plant name from the search results list (**required**)
4. Submit stock information (optional), comments (optional) and collector data (w

If you are unable to find your plant name here, please use this form to add a new record.

Matched Plant Name	RHS Preferred Plant Name
Abelia x grandiflora 'Prostrate White'	Abelia x grandiflora 'Prostrate White'
Abelia x grandiflora 'White Marvel'	Abelia x grandiflora 'White Marvel'
Abelia chinensis 'White Surprise'	Abelia chinensis 'White Surprise'

Buttons: Cancel, Select

Form fields: Genus (Abelia), Search Term(s) (white), Plant Name, Collectors Code, Collectors Number, PF 2026 (checked), Comments, Create, Back to Holdings

1. Click the **Add a new record** button (top right) on the plant list page.
2. This will bring up the **New Plant Record** form (Figure 6, above).
3. Follow the instructions at the top of the page, and enter part or all of a genus name in the **Genus** field. Select the right genus from the list of matches in the dropdown. If you can't find your genus in the dropdown, go to **Adding new plants, part 2** below. NB. Omit the initial hybrid cross from a hybrid genus such as × *Graptoveria*.
4. Enter one or more significant words from the rest of the plant name in the **Search Terms(s)** field, as in Figure 6, and click **Search**.
5. This brings up a box with matches from the RHS Horticultural Database in the left column, and RHS preferred names for each of these on the right.
6. Press **Esc** at any point if you realise you have entered incorrect search terms. If you can't find the plant in the name selection box, go to **Adding new plants, part 2** below.
7. Click on the name you wish to add, and click **Select**. NB. If there are several possible matches, as with **Rosa + Happy Anniversary**, the RHS preferred

name may give a clue, e.g. through the associated cultivar or the classification code.

8. Add the collectors' details and comment as required (see above), make sure **PF 2026** is checked, if you wish the plant to appear in your current list, and click **Create**.
9. A pop-up will appear top right of the screen. Click **OK**, and either add another plant, or click **Back to Holdings** to return to your full list.
10. If you decide not to add the plant, don't click **Create** – simply begin your search again from the **Genus** field or click **Back to Holdings**.

Note that although the instructions at the top of the page offer an option to submit stock information, this feature is currently suspended.

Adding new plants, part 2: names not in the RHS database

If you can't find a name in the results from the RHS database, please do as follows:

1. In the New Plant Record form, click on **please use this form**, under the instructions at the top. This will open a new version of the form which doesn't include any search features (**Figure 7**, below).
2. Complete the **Genus**, **Species** and **Cultivar** fields manually, and then click into the **Plant Name** field, where the form will present the full name as entered. **Please do not press Return to move between fields in this form.**
3. There is no need to add cultivar quotes in the **Cultivar** field. A hybrid cross, subsp. or var. can be included in the **Species** field, and a trade designation in **Cultivar**.
4. Add collectors' information and comments as above. Again, please do not add stock information, as this feature is suspended.
5. Click **Create** to add your name, and confirm the name creation pop-up (top right of screen).
6. After adding your non-RHS name(s), use the links in red (bottom left) to return to the standard name addition form or your full list.

Figure 7. The form for adding names not found in the RHS database.

Home Data Processing Help

RHS Plant Finder dashboard

New Plant Record

This form can be used to create a plant record with a name that cannot be located using our preferred [standard form](#).

1. Please enter the genus name (required)
2. Enter the species and/or cultivar names (where applicable)
3. Edit the full plant name as needed (i.e. insert subspecies (ssp.), variety (var.) or forma (f.) names and any other names you have available)

Please also indicate whether this plant is in stock and, if possible, the currently available stock level. The Collector code and number can also be provided here if known.

Genus

Species

Cultivar

Plant Name

Collectors Code

Collectors Number

PF 2026 ☒

Comments

[Cancel and Use the Standard Form](#) | [Cancel and Return to Holdings](#)

Create

Note that clicking the two red links at the bottom does not cancel a newly created name, if you have already clicked **Create** and confirmed the **OK** pop-up.

Any names created through this form will be verified by RHS taxonomists. If they can be matched to a name already on the RHS database, the **RHS Code** and **RHS Preferred Name** columns will update. If RHS taxonomists believe the name is new to the RHS database, the columns will again update, but the RHS Code will temporarily begin with **PF2026**. If the columns are still blank at the beginning of the next Plant Finder season, it probably means that the name has been rejected.

Deleting names from your list

Names cannot be deleted from your list. If you no longer supply a plant, either permanently or temporarily, please uncheck the **PF 2026** column. If you find you have added duplicate names, retain the name you added first, and uncheck any others.

Submitting your Plant Finder return

Figure 8. The Submit and Lock Holdings button.

The screenshot shows the RHS Plant Finder dashboard for 'Example Nursery'. At the top right, there is a 'Submit and Lock Holdings' button next to an Excel icon. Below the header, there is a search bar and a table of plant records.

ID	Is New?	Genus	Plant Name	Collectors Code	Collectors No.	PF 2026	Comments	RHS Code	RHS Preferred Name	Modified	Created	Action
467459	✓	Abelia	Abelia chinensis	RJS	172	✓	Collected in Guizhou province	E0000002	Abelia chinensis R. Br.	26/09/2025	26/09/2025	[Icon]
467457	✓	Abelia	Abelia x grandiflora 'Prostrate White'			✓		E0127262	Abelia x grandiflora 'Prostrate White'	26/09/2025	26/09/2025	[Icon]
467458	✓	Abelia	Abelia x grandiflora 'White Marvel'			✓		E0309411	Abelia x grandiflora 'White Marvel'	26/09/2025	26/09/2025	[Icon]

The **Submit and Lock Holdings** button can be found top right, next to the Excel icon. When you click the button, you will be asked to confirm that you wish to proceed. You can click **OK** to proceed or **Cancel** to return to your plant list.

NB. Only click this button when you are certain you have finished updating your plant list. Once your list is locked, you will no longer be able to make any further changes. You may find it useful to download a copy of your plant list in Excel before you submit.

If you lock your list in error, please contact the Compiler at plantfinder@rhs.org.uk

Searching

To search within your plant list, use the **Search box** under your nursery name. You can only search on the beginning of plant names. Thus searching on **Rosa** will bring up all *Rosa* names on your list, but not *Androsace* or *Drosanthemum*.

To begin another search, overwrite the contents of the Search box. To find the most recent additions to your plant list, click on the **Created** column. Clicking **Clear** will clear all sorting and return the list to its original order.

The page numbers and angle brackets at the bottom of the list will also help you navigate through your complete list or search results.

