

Climate
Springboard

TRACE

Carbon footprinting tool:

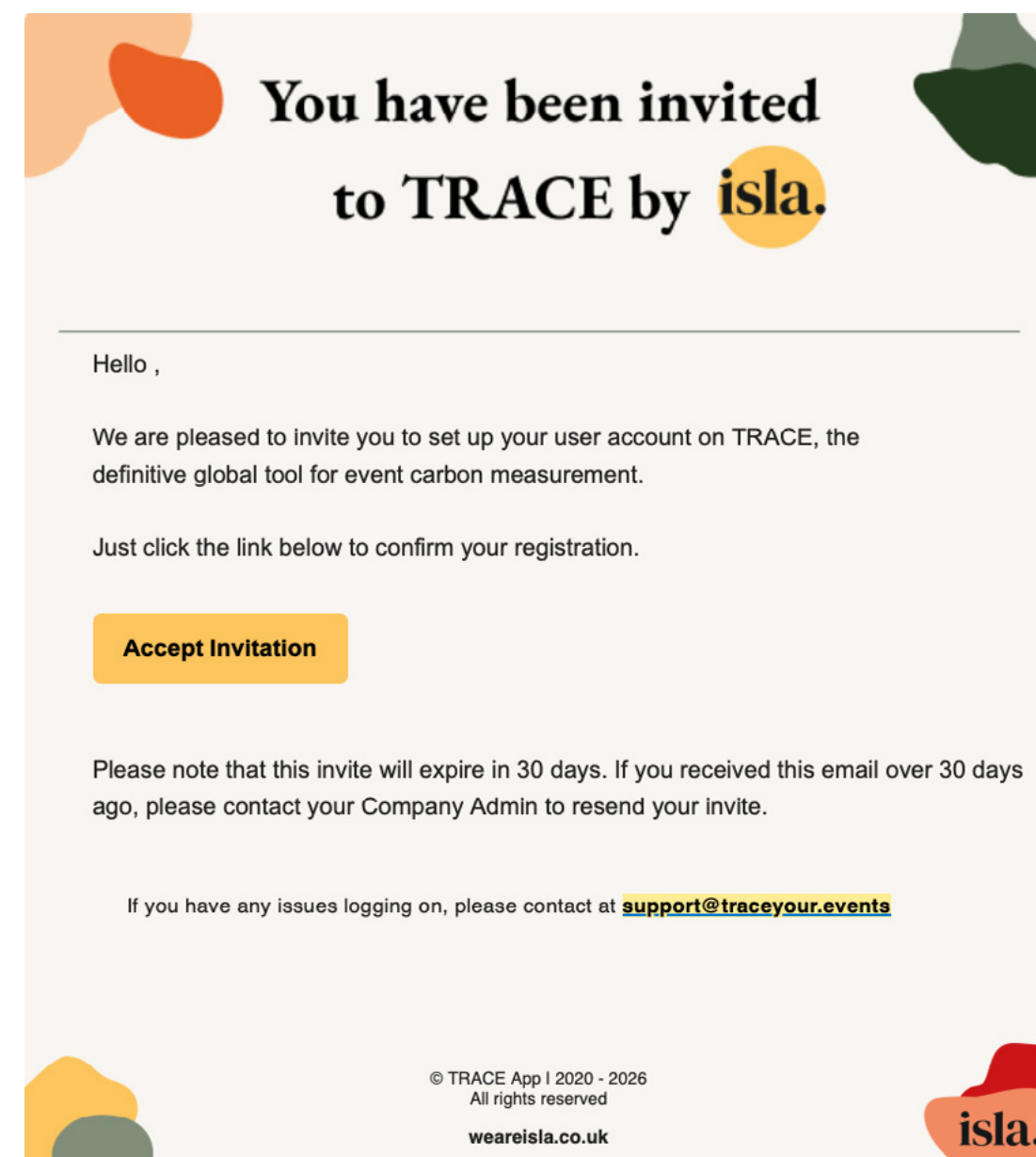
Set up guide

Follow these steps to register. It should take around 5-10 minutes!

1

Open email invite

After creating a VisitScotland account, you will receive an email from 'TRACE by Isla' in your inbox, inviting you to sign up. It should look like this.



2

Set password

Accepting the invitation will open a window in your browser, asking you to choose a password and login details.

A screenshot of a web browser window showing the 'isla.' logo at the top. Below the logo, it says 'Welcome to TRACE'. Underneath, it prompts the user to 'Please enter new password'. There are two input fields: 'Enter New Password' and 'Confirm New Password', each with a small eye icon to toggle visibility. Below these fields is a grey 'Submit' button. At the bottom, there is a link that says 'Back to Log in'.

3

Company configuration

Once you have set your password you will be directed automatically to this Company Configuration page

1 Company

2 Locations

Tell us about your company

For help and guidance, visit our [Knowledge Base](#). You can edit this information at any time. For help and guidance, visit our [Knowledge Base](#). You can edit this information at any time.

Company Display Name

Reporting Year

If you're not sure, match your financial reporting year

Country

United Kingdom

Employee Count

Annual Turnover

Currency

GBP (£)

Distance units

☒ Miles ☐ Kilometres

Weight Units

☒ kilograms (kgs) ☐ Pounds (lbs)

< Back

Next >

Start filling in your business' details. Set a reporting year that matches the data that you have to hand. Normally, this would be the last full calendar or financial year.

For the Coorie Inn, we were able to gather information from last financial year 2025/26.

If for whatever reason you don't have all the information to hand, feel free to fill boxes with whatever number you like, as you can come back to this page later to edit.

4

Locations

If you operate across multiple sites, then click on 'Locations' and add details for each one.

1 Company

2 Locations

Manage Locations

Enter your buildings and manage spaces. Estimate the floor space if you do not have exact measurements.

+ Add location

Location Name	Country	Number of Spaces	Manage Spaces	Edit	Delete
Coorie Inn HQ	United Kingdom	0	+ Spaces		
Cosy Nook	United Kingdom	0	+ Spaces		

< Back

Finish >

If you do, you'll be able to record data separately for each location. However, this is entirely optional. For a basic footprint, we recommend leaving this blank.

For the Coorie Inn, we've set two locations: one for the Main Hotel and another for the Cosy Nook cottage also owned by the business.

Once you have filled in the relevant information, click 'Finish' and you'll be sent back to the Business Operations page.

5

Add your colleagues

With any luck, you're not working on this alone.

To give your colleagues access to TRACE, click on 'User Management' in the top bar next to Business Operations

Then select 'Invite user'.

You will need their email address.



User Management

The Coorie Inn Co - Testing

Licences

Total Licences: 5

Remaining Licences: 0

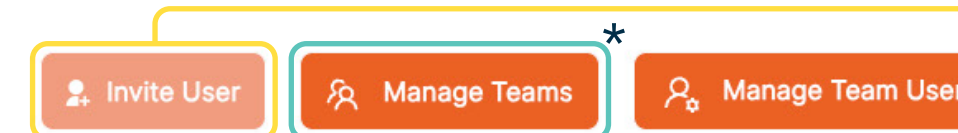
Teams

Teams Created: 0

Remaining Teams: 5

Name ▾	User Status	Contact Info	User Type ▾	Event Teams	Business Operations	Joined on	Invitation Status ▾	Options
Collin Smith	☒	SmithC@coorieinn.co.uk	Company Admin	All		22 Jul 2026	● Accepted	▼
Connie Stirling	☒	StirlingC@coorieinn.co.uk	Company Admin ▾	All		22 Jul 2026	● Accepted	▼
Carmen Saunders	☒	SaundersC@coorieinn.co.uk	Company Admin ▾	All		20 Jul 2026	● Accepted	▼
Clive Stone	☒	StoneC@coorieinn.co.uk	Company Admin ▾	All		03 Jul 2026	● Accepted	▼

*Don't worry about the teams option when adding users.
(This allows for events to be allocated to relevant teams so that all users don't see everything, eg. US/UK team)



Invite new user

Invite with email

You can invite multiple users at once. All of them will have the same role and they will be assigned to the same teams. You will be able to change it later.

SolomonC@coorieinn.co.uk

+ Add another email

Select user role

Company admin ▾

Add the user to a team

There is no limit to the number of teams a user can be added to and user permissions can be edited at a later date. Users will be able to view all event data for events created under the Team(s) they are added to.

Select Team ▾

Invite User

Users will need to be added as a company admin in order to view business operations

Now you're all set up and ready to start calculating your emissions!

Entering your data

As we work through the Climate Springboard programme, you will start entering the data you have collected.

We'll begin with consumption figures for



electricity



gas/heating



fuel

Utilities

Electricity 

0 tCO₂e

Operational emissions

Last update: 25/08/2026

Gas/Heating 

0 tCO₂e

Operational emissions

Last update: 25/08/2026

Water 

0 m³

Operational usage

Last update: 25/08/2026

Waste 

0 tonnes

Operational usage

Last update: 12/08/2026

Staff & Transportation

Travel 

0 tCO₂e

Operational emissions

Last update: never

Homeworking 

0 tCO₂e

Operational emissions

Last update: never

Transport 

0 tCO₂e

Operational emissions

Last update: never

Fuel 

0 tCO₂e

Operational emissions

Last update: 25/08/2026

Goods and Services ● spend-based

Purchased Goods 

0 tCO₂e

Operational emissions

Last update: never

Services 

0 tCO₂e

Operational emissions

Last update: never

Capital Goods 

0 tCO₂e

Operational emissions

Last update: never



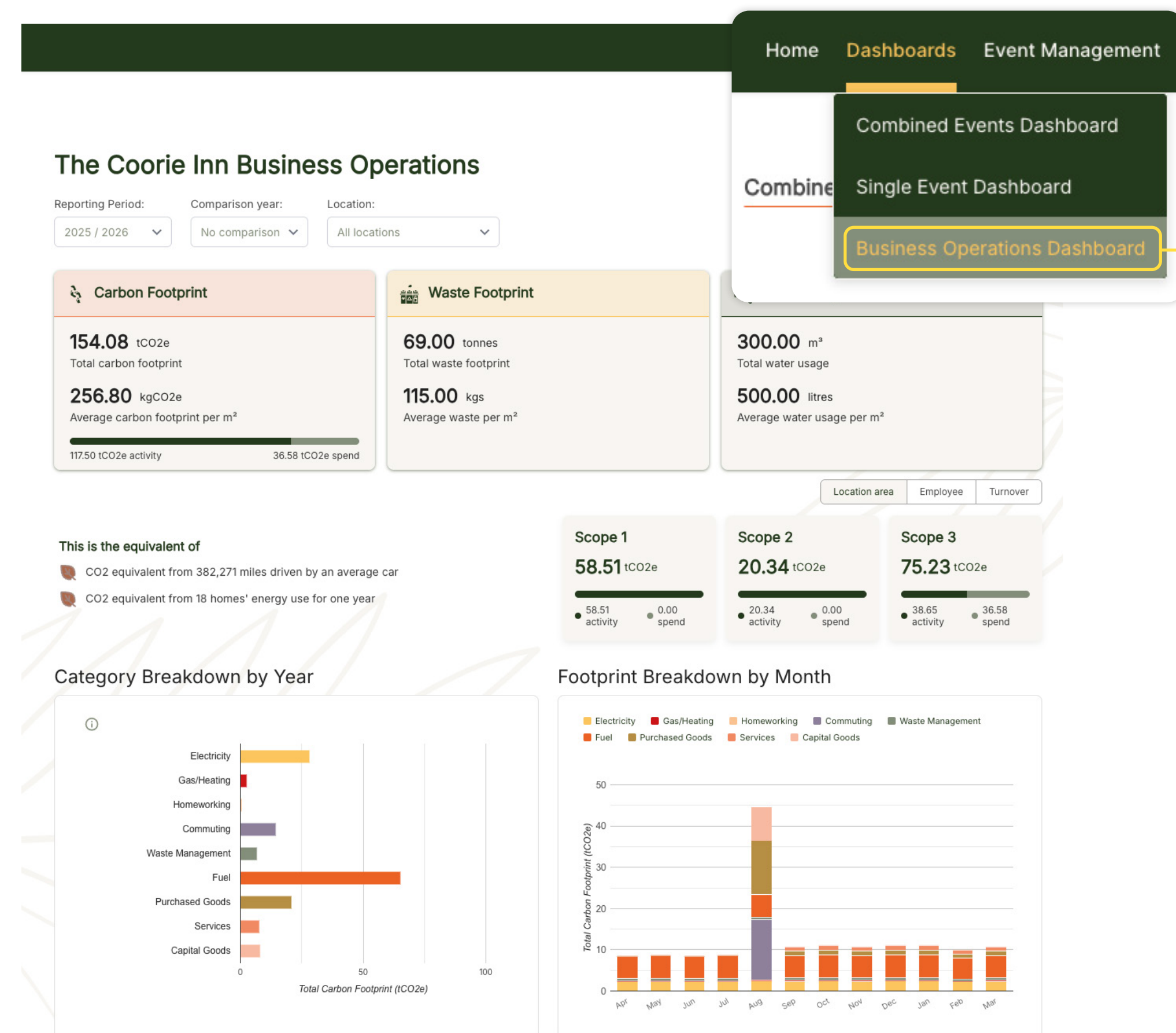
If you are having any issues whatsoever inputting your data, feel free to [get in touch](#) with the Climate Springboard team. We can work with you 1-to-1 to fix any issues and put you on the right track.

Click on each activity tile to record one month or one year's worth of data. The TRACE tool will automatically calculate the emissions from each activity.

For the Coorie Inn, we started with 2025/26 electricity, gas and fuel information. We then shared a screenshot of the tool with the [Climate Springboard team](#) to confirm everything was looking as it should.

Once you've completed workshop one, you should have all the information you need to fill in the rest of the elements relating to your businesses

Your emissions dashboard



Once you have entered all the information needed for your carbon footprint, you can click on 'Dashboards' in the top menu and select 'Business Operations Dashboard' to get a full overview of your organisational carbon footprint.

From here you'll be able to see where your carbon hotspots lie across all your locations and activity categories.

[Email here](#) if you run events as part of your organisation, and want more information about how you can capture this in your footprint.

Need help?

At any time, feel free to reach out to the Springboard team at climate.springboard@ed.ac.uk

Useful Links

- Climate Sprinboard: [Support building your climate action plan](#)
- Visit Scotland: [Hear more about the resources available to you](#)
- TRACE Support: [Questions about TRACE or measurement](#)