



Christmas Bird Count Compiler's Data Entry Manual:

Instructions on how to enter data for your CBC circle

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1. General Tips for working with the CBC Compiler database and how to resolve problems.

1.1 Supported Browsers

PC Platforms:

- Internet Explorer 5.5 and higher
- Netscape 6.2 or higher (or equivalent Mozilla-based browser)

Mac Platforms:

- Internet Explorer 5.2 or higher
- Netscape 6.2 or higher (or equivalent Mozilla-based browser)

Browser Settings

- Make sure that you have Javascript or "active scripting" enabled for the cbc.audubon.org web site.
- You will also need to have "cookies" enabled for the CBC site to correctly display your current status. Make sure that your browser is set to receive cookies from cbc.audubon.org.
- You should also disable any popup blocking software that you have installed for the cbc.audubon.org site. Most popup blocking software allows blocking to be disabled for specific sites, but the details of doing so vary according to the software.

1.2 General tips

- If you are a **PC User**: we recommend using a currently supported version of Windows (such as 2000, ME, NT, or XP). While Windows 95 can be used, it is no longer supported by Microsoft, so updates and patches to correct errors or bugs are no longer available. Therefore some issues may not be resolvable. Windows 98 may also be used, but very limited system updates are available.
- If you are a **Mac User**: we recommend using OSX (OS 10). Previous versions of MacOS are no longer supported by Apple, making it difficult to resolve issues.
- **Internet Connection**: a 56K phone connection is the minimum recommended link to the Internet when using this application. As with all other web sites, a faster Internet connection will result in a better experience. The response time of the application is directly related to the speed of the connection.
- **Preparing for your data entry session**: Make sure that you have your CBC data ready to enter when you log into the system. Don't spend your online time resolving calculations or preparing your data for entry – the system will "time-out" and you will lose connection to the database. If you must take a phone call, walk away from your computer, or work on a calculation, make sure you save your work before exiting the system and log back in later when you are ready to enter more data. In the event of a timeout, any data not saved must be re-entered.
- **Please be aware that in order for us to communicate with you by email** you may need to "unblock" emails coming from the email address dickcannings@shaw.ca. Many internet services automatically block emails unless the user specifically requests an address. Please check with your internet provider if you are not able to use the password reminder or if you have not yet received any emails about compiler activities from dickcannings@shaw.ca.

Common Problems and Answers

Q: I click on a button/menu and nothing happens.

A: You must have Javascript or "active scripting" enabled for the CBC web site in your browser. For Internet Explorer go to tools - internet options - security - internet - custom level - active scripting.

Q: My changes are not displaying.

A: try clearing out the "cached" files in your browser. To do this in Internet Explorer go to Tools/Internet Options/Delete Temporary Internet Files. To do this in Netscape 6.x go to Edit/Preferences/ click on the Advanced item to expand it, highlight "cache" and click on "clear disk cache."

Q: I get the message "Connection Refused" or "Access Denied" when trying to connect to the CBC web site.

A: Your firewall may be set to restrict interaction with the CBC server. If so, the firewall has to be set to allow access to "cbc.audubon.org". Some of the newer versions of Norton Anti-virus and McAfee anti-virus also sometimes act similar to firewalls. You may need to re-adjust settings in these programs to gain access to the CBC database. If you are behind a corporate or 3rd party firewall, check with your network administrator to ensure that you can access our site.

Q: I entered my start/end times and saved them, but I do not see them when I went in to review the data. What happened?

Formatted: Bullets and Numbering

A: Some users of Netscape 7.x, and users of Windows XP/Netscape 6.x, or some Mac users may experience problems completing start/end times, weather or effort. If you are not able to save, please contact us by email (see section 1.3 below) with the details of what you need to have completed, along with your circle code and circle name, and we will complete the data entry for you.

Q: I am a Mac user and do not see the weather option I need to enter. What do I do?

A: Mac OSX/IE 5.x users cannot see all options in the dropdowns of effort and weather. In addition, these users may not be able to save start/end times. If you do not see the option you want, or cannot save your selections on that page, contact us by email (see section 1.3 below) and provide the details of what you would like to save, including your circle code and circle name, and we will complete the data entry for you.

1.3 How to Contact us for help

By Email

dickcannings@shaw.ca

If you are experiencing technical issues, please email us with the following information:

- Address your e-mail to CBAdmin@audubon.org
- Include your 4-digit CBC Circle code in the subject line of the email.
- Reference your count name in the body of the email.
- Please make sure any email-blocking software on your system is set to accept email from the "Audubon.org" extension, otherwise our response will not get through.
- Your computer type and operating system (e.g., PC, Windows 2000; Mac, OS X).
- Your browser and version (e.g., Internet Explorer 5.5, Netscape Navigator 6.2).
- A complete description of the problem or error message. Please be as precise as possible. Include the text of any error message, and a description of what you were doing, or trying to do, when you received the message.
- A phone number and the best time to reach you.
- If possible, a screen capture showing the problem. In Microsoft Windows, a screen capture can be obtained by holding down the "Alt" key, and pressing "Prnt Scrn" key. Then open up MS Word, or MS Paint and select from the menus, "Edit"->"Paste". You should see the screen capture inserted into your document. Save the document and attach it to your email message.

Availability

Support is provided during normal business hours (9AM – 5PM Eastern Standard Time). During the CBC Data entry period we receive a high volume requests for help by email and phone. We will do our best to address your questions in a timely manner. Thank you for your understanding.

By Surface mail

General Information, new or changed counts, etc.:

Dick Cannings
Christmas Bird Count Coordinator
Bird Studies Canada
S.11, C.96, RR1
Naramata, BC V0H 1N0

Participation fee payment and participant contact information:

Christmas Bird Count
Bird Studies Canada
P.O. Box 160
Port Rowan, ON, N0E 1M0

Rare bird sighting information should be sent directly to your regional editor.

Please make sure to include your circle code and circle name on all correspondence.

1.4 CBC Participant Fees policy

- There is a \$5.00 fee (Canadian) per field participant per count.
- Feeder watchers, all observers 18 and under, and Bird Studies Canada members may count for free.
- The primary compiler (only) is exempt from paying the count fee.
- Secondary compilers must pay the count fee if they participate as FIELD OBSERVERS. If secondary compilers are helpers only they do not have to pay.
- All types of compilers get a copy of *American Birds* regardless of payment status.
- Preregistration for Christmas Bird Count participants is available only for US counts.
- All paying participants, participants 18 and under, and compilers will receive a copy of *American Birds: Summary of the CBC*.
- Participants have the opportunity to opt-out of receiving this publication (it will also be available on-line through the Audubon website).

2. Getting started.

2.1 How to log in

Audubon CITIZEN SCIENCE PORTAL

The Audubon Citizen Science Portal is your gateway to participating in the Christmas Bird Count, a citizen science project of over 100 years.

- If you are a new visitor, click on [Register Here](#) and enter your information only once.
- If you have previously signed up for a project through the Audubon Citizen Science Portal you can gain access to your projects by entering your user login and password into the **Registered User Login** box to the right.
- We now take VISA/MC/AMEX for those who wish to register in advance for participation in the Christmas Bird Count.

[Back to CBC Home Page](#)

Registered User Login

Username:

Enter Password:

[New User Registration](#) | [Forgot Password?](#)

Click here if you wish to register.

Click here if you forget your password.

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Open your browser and go to www.audubon.org/bird/cbc. That will take you to the CBC website. From any of the CBC webpages, click on the "Data Entry/Review" link on the left-hand side of the page. That will take you to the screen above.

Enter your username and your password as indicated. Click on .

If you have forgotten your password, click on [Forgot Password?](#). It will prompt you to enter your email address, then click . An email will be delivered to you containing your password.

If you are not already registered as a user on the Citizen Science portal (and have never done data entry on a circle before as a compiler or have never pre-registered as a CBC participant) you will need to create a new account to get access to the system. Instructions for that are in section 2.2.

Please **do not register a new account** if you have previously used the system – it ends up creating duplicates. If you need to gain access to a different circle or an additional circle than previously, please contact Dick Cannings dickcannings@shaw.ca to ask for assistance.

2.2 Registering for access to the Citizen Science portal or updating your information

The screenshot shows the Audubon Citizen Science Portal registration page. At the top left is the Audubon logo, and at the top right is the text 'CITIZEN SCIENCE PORTAL'. Below this is a yellow header with the word 'Registration'. A paragraph of instructions follows: 'Please enter in the information requested below. You will use this information to access Audubon's Citizen Science Portal each time. Capitalization matters for your password! Items marked * are required.' The form contains several fields: '*First Name:' and '*Last Name:' (text boxes); '*Street Address:' and 'Address Line 2:' (text boxes); '*City:' (text box); '*State/Province:' (dropdown menu with '[Select]' and 'USA/Canada/Mexico' options); '*Zip/Postal Code:' (text box); '*Country:' (dropdown menu with '[Select]' option); '*Email Address:' (text box); 'Home Phone #:' (text box with '(xxx-xxx-xxxx)' placeholder); '*Enter Password:' (text box with 'Must be six characters or more' note below it); and '*Re-enter Password:' (text box). At the bottom left is a checkbox for receiving more information via email, with a note: 'Your privacy is important to us. Your email address will NOT be given or sold to any third party vendors.' At the bottom right are 'Save' and 'Cancel' buttons, and a link to 'NAS Privacy Policy'.

To register as a new compiler (do not do this if you are already in the system as a compiler!!):

- Click on [New User Registration](#) on the Citizen Science Portal (below the password box). You will come to the screen above.
- Complete all fields that are marked with a "*".
- Be aware that the case of each letter matters. If you wish your login to be in lower case, make sure to enter your email and your password all in lower case.
- Make sure to complete the email address field with a valid email as this is what is used for CBC correspondence and announcements. The email address you use cannot be in use by another compiler in the system.
- Enter a password of 6 characters or more. Re-enter it to make sure it is saved correctly.
- Click on <Save> when you are finished.
- This is the first step in the process of gaining access to a CBC circle as a compiler. The second step is to contact Dick Cannings to arrange for him to connect you to your CBC circle in the database. Dick can be contacted at dickcannings@shaw.ca.

Compilers are responsible for updating their own addresses, emails or other contact information.

To edit existing information:

- Once you have logged into the Citizen Science portal, click on "My Account" at the top of the screen.
- You will come to the screen above.
- Make any edits you wish including updating your mailing address or email if they have changed.
- Click on <save> on bottom of the screen to save any changes.

3. My Projects Page

The screenshot shows the Audubon Citizen Science Portal interface. At the top left is the Audubon logo. At the top right, it says 'CITIZEN SCIENCE PORTAL' with navigation links for 'My Projects', 'My Account', and 'Logout'. The main content area is titled 'My Projects:' and contains a table with two columns: 'Project' and 'Description'. The table lists one project: 'CBC' (Christmas Bird Count), which is held from Dec 14-Jan 5 each year. To the right of the table is a 'Welcome Geoff LeBaron' message box. This box contains instructions to select a project, a link to log out if not Geoff, a link to update the profile if the email address has changed, and contact information for technical problems: 'cbcadmin@audubon.org'.

Project	Description
CBC	Christmas Bird Count held Dec 14-Jan 5 each year

Welcome Geoff LeBaron

To continue, select a project by clicking on it.

If you're not Geoff, click [here](#).

Has your email address changed? Have you moved? Click [here](#) to update your account profile.

Technical problems? General questions? Contact cbcadmin@audubon.org.

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After you log into the Citizen Science portal, you are first presented with the "My Projects" screen. This will give you access to the CBC project as well as any other projects that Audubon has created and which may be available for participation.

Click on <[CBC](#)> to gain access to your compiler data entry.

4. My Roles Page

My Projects > CBC > My Roles

My Roles:

Participant

- ▶ Circle Information & Registration
- ▶ GA0N
- ▶ NE04
- ▶ NJZZ
- ▶ NYIT
- ▶ NYZZ
- ▶ SCSC

Compiler

- ▶ [GA0N sherwood-birdsong plantations](#) [2003-12-21](#) **Status:** Data Entry Begun
- ▶ [KS0Z chenev reservoir](#) [2003-12-15](#) **Status:** Data Entry Not Begun
- ▶ [NE04 northeastern antelope county](#) [2003-12-15](#) **Status:** Data Entry Not Begun
- ▶ [NJZZ TEST](#) [2004-01-03](#) **Status:** Data Entry Not Begun
- ▶ [NYZZ ny test site](#) [2004-01-05](#) **Status:** Data Entry Begun

Regional Editor

- ▶ [New York](#) **Status:** Review Begun

Administrator

- ▶ You do not have admin role for CBC.

Welcome Alethea Pratt

To continue, select desired action from the list provided.

If you're not Alethea, click [here](#).

Has your email address changed? Have you moved? Click [here](#) to update your account profile.

Technical problems? General questions? Contact cbcadmin@audubon.org.

The "My Roles" screen is for the purpose of presenting to you all of the ways you might participate in a CBC – i.e. as a compiler, as a pre-registered participant (U.S. counts only), and as a regional editor. If you are a compiler but not a regional editor, you may only see a highlighted link to your circle under "Compiler".

To post your count date or to do data entry on your circle, click on the link to your circle code or the name of the circle (both will take you to the same place).

Be aware that the **Status:** indicator will only say "Data Entry begun" when you have completed the date and time portions of your data entry.

5. Circle Status page

The screenshot shows the Audubon Christmas Bird Count website. At the top left is the Audubon logo. To its right is a bird in flight and the text 'CHRISTMAS BIRD COUNT'. Further right are links for 'My Roles', 'My Account', and 'Exit'. Below this is a header for 'TEST' with compiler 'Alethea Pratt'. It lists 'Region: Amazonian South America', 'Circle: TEST', '2004-01-03', 'Count#: 104', 'ID: NJZZ', and 'Lat/Long: 200 100'. A left-hand navigation menu contains links such as 'Post the Count Date', 'Edit Participants List', 'Enter/Edit Secondary Compiler', 'Enter/Edit Count Data', 'Circle Status', 'Start and End Times', 'Effort', 'Weather', 'Bird Checklist', 'Add Species to Checklist', 'Add Total Species', 'Special Aspects', and 'Count Reports'. The main content area is titled 'Circle Status' and includes a 'HELP' link. A red heading reads 'BEFORE BEGINNING - POST YOUR COUNT DATE, PLEASE'. Below this, it states 'When Count Records have been tagged as completed. Please print a copy of your submitted data to serve as a backup.' A table titled 'Entry Begun CBC Form' shows a list of items with checkmarks: 'Post the Count Date', 'Start and End Times', 'Effort', 'Weather', and 'Bird Checklist'. Below the table, it notes that observations may not be accepted unless a 'Rare Bird Report' is submitted. It lists 'Unusual Species: Gila Woodpecker (Melanerpes uropygialis)'. It also lists 'Secondary Compiler(s):' (none), 'Sponsors:' (none), and provides contact information for remittance forms and fees for both US and Canadian circles.

Your circle code, circle name, date of the count, and the lat/long will appear here.

Use these links to go back to My Roles, edit your account, or logout of the system.

TEST
Compiler: Alethea Pratt

Region: Amazonian South America 2004-01-03 ID: NJZZ
Circle: TEST Count#: 104 Lat/Long: 200 100

[Post the Count Date](#)
[Edit Participants List](#)
[Enter/Edit Secondary Compiler](#)
Enter/Edit Count Data
Circle Status ▾
[Start and End Times](#)
[Effort](#)
[Weather](#)
[Bird Checklist](#)
[Add Species to Checklist](#)
[Add Total Species](#)
[Special Aspects](#)
[Count Reports](#)

Circle Status [? HELP](#)

BEFORE BEGINNING - POST YOUR COUNT DATE, PLEASE

When Count Records have been tagged as **completed**.
Please print a copy of your submitted data to serve as a backup.

Entry Begun	CBC Form
✓	Post the Count Date
✓	Start and End Times
✓	Effort
✓	Weather
✓	Bird Checklist

Please note that the following observations may not be accepted unless you submit a [Rare Bird Report](#).

Unusual Species:
Gila Woodpecker (*Melanerpes uropygialis*)

[Add Total Species](#)
[Special Aspects](#)

Secondary Compiler(s):
This circle has no secondary compilers.

Sponsors:
This circle has no sponsors.

Circle remittance forms and fees payment by check or wire transfer (US funds only), for U.S. count circles, should be sent by February 15 to:

Christmas Bird Count
Audubon Science Office
545 Almshouse Road
Ivyland PA 18974

Count remittance forms and fees payment by cheque or credit card for Canadian circles (fees in Canadian funds) should be sent by February 15 to:

Christmas Bird Count
Bird Studies Canada
P.O. Box 160
Port Rowan, ON N0E1M0

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The Circle Status page will display your data entry progress with checkmarks next to items that have been started. In addition, you have access to the rare bird report form, a listing of your unusual species, a list of your secondary compilers and sponsors.

On the left-hand side, you have links that will take you to all of the count forms:

Start and end times
Effort

Weather
Bird checklist
Add species to checklist
Total species
Special Aspects

Posting the count date (where you can also enter the sponsor of your count)

Participant entry/edit (which contains the link to pay fees online by credit card)

Entry of Secondary compilers

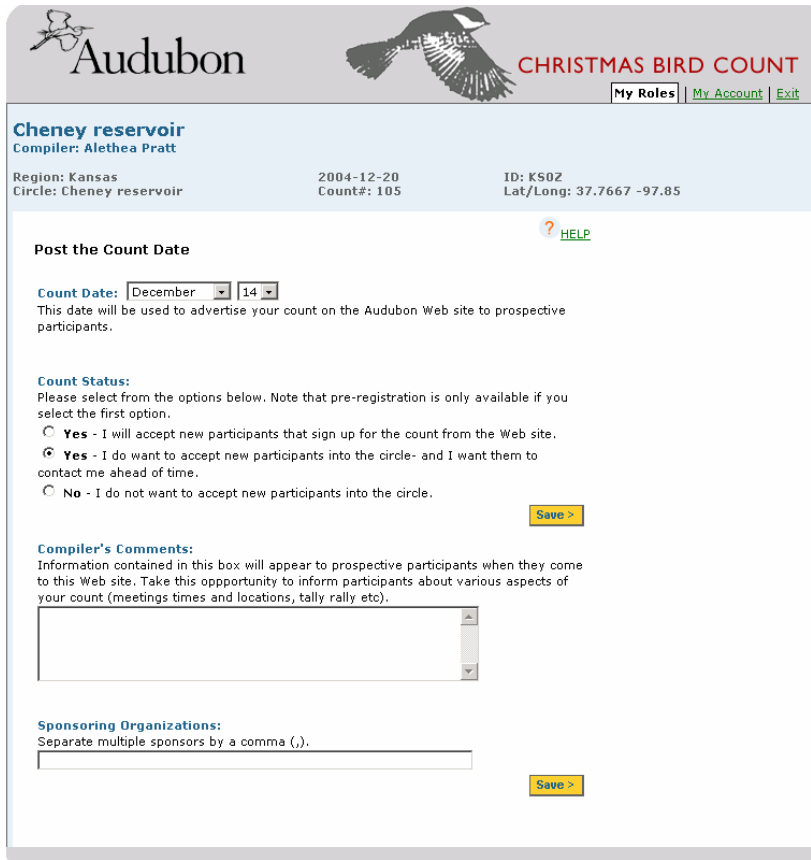
Count Reports

The Circle Status page is basically your "home base".

After data entry has begun in Date, Time, Effort, Weather, Checklist a "data entry complete" checkbox will appear below the Sponsors section on the Circle Status page. At that point you will be able to indicate that your data entry is complete by checking that box and by clicking on <Save> at the bottom of the page.

If you need to go back and edit you data once you have checked the "data entry complete" box, simply return to the circle status page, click in the "data entry complete" box to uncheck it, click on <Save> at the bottom of the page. Your data forms will again be available for editing. Once you are finished, make sure to check the "data entry complete" box and <Save> again.

6. Posting your count date for the upcoming season



Audubon CHRISTMAS BIRD COUNT

[My Roles](#) | [My Account](#) | [Exit](#)

Cheney reservoir
Compiler: Alethea Pratt

Region: Kansas 2004-12-20 ID: KS0Z
Circle: Cheney reservoir Count#: 105 Lat/Long: 37.7667 -97.85

Post the Count Date [HELP](#)

Count Date: December 14
This date will be used to advertise your count on the Audubon Web site to prospective participants.

Count Status:
Please select from the options below. Note that pre-registration is only available if you select the first option.

- Yes - I will accept new participants that sign up for the count from the Web site.
- Yes - I do want to accept new participants into the circle- and I want them to contact me ahead of time.
- No - I do not want to accept new participants into the circle.

[Save >](#)

Compiler's Comments:
Information contained in this box will appear to prospective participants when they come to this Web site. Take this opportunity to inform participants about various aspects of your count (meetings times and locations, tally rally etc).

Sponsoring Organizations:
Separate multiple sponsors by a comma (,).

[Save >](#)

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CBC count days are Dec 14-Jan 5, inclusive, each season.

Posting the date of your count is an important first step. By posting the date, it is available on the website for any interested CBC participants to view. If the date is not posted, the circle is not "advertised" on the web.

In addition, on this page, compilers of U.S. counts have the option of allowing online registration for their circles. Canadian compilers should leave this setting at the default "allow new participants but ask them to first contact you through email".

If your count is sponsored by a club or other group, please enter the name in the final box.

For more details on the CBC participant fees policy, please refer to section 1.4.

7. Entering Count Data
7.1 Start and End Times for Count Circle

The screenshot shows the Audubon Christmas Bird Count website interface. At the top left is the Audubon logo, and at the top right is the Christmas Bird Count logo with navigation links for 'My Roles', 'My Account', and 'Exit'. The main content area is titled 'TEST' and includes metadata: 'Compiler: Alethea Pratt', 'Region: Amazonian South America', 'Circle: TEST', '2004-01-03', 'Count#: 104', 'ID: NJZZ', and 'Lat/Long: 200 100'. A left sidebar contains various menu items such as 'Post the Count Date', 'Edit Participants List', 'Enter/Edit Secondary Compiler', 'Enter/Edit Count Data', 'Circle Status', 'Start and End Times', 'Effort', 'Weather', 'Bird Checklist', 'Add Species to Checklist', 'Special Aspects', and 'Count Reports'. The main section is titled 'Start and End Times for Count Circle' and includes a 'HELP' link. It contains instructions: 'You must specify **at least** one start time and one end time. If your count times are discontinuous, specify additional times by using the additional rows of inputs.' Below this are four rows of input boxes for 'Start Time' and 'End Time', each with a 'to' separator. A 'Save >' button is located at the bottom right of the form area.

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Specify a start or end time by using the pull-down menus to select an hour, quarter-hour, and am/pm. You must specify at least one start time and one end time. If your count times are discontinuous, specify additional times by using additional rows of inputs. For example: If your nighttime and daytime hours are discontinuous, give both sets.

First row of entry boxes:
1:15 a.m. to 3:00 a.m.
Second row of entry boxes:
8:00 a.m. to 4:30 p.m

Click on <Save> when you are finished editing.

7.2 Effort Form

TEST
Compiler: Alethea Pratt

Region: Amazonian South America
Circle: TEST

2004-01-03
Count#: 104

ID: NJZZ
Lat/Long: 200 100

[Post the Count Date](#)
[Edit Participants List](#)
[Enter/Edit Secondary Compiler](#)
▶ [Enter/Edit Count Data](#)
[Circle Status](#)
[Start and End Times](#)
Effort ◄
[Weather](#)
[Bird Checklist](#)
[Add Species to Checklist](#)
[Add Total Species](#)
[Special Aspects](#)
[Count Reports](#)

Effort for Count Circle ? HELP

Observers

In Field: Total Number:
 Minimum Number of Parties (daylight):
 Maximum Number of Parties(daylight):

At Feeders: Total Number:

**Party Hours and Distance
(excludes viewing at feeders and nocturnal birding)**

All distances are in
 miles
 km

By Foot : Hours: Distance:
By Car : Hours: Distance:

By Other Transportation: (optional)
Complete only as many rows as needed (leave others blank):

Hours: <input type="text" value="0"/>	Distance: <input type="text" value="0"/>	By: <input type="text" value="None"/>	
Hours: <input type="text" value="0"/>	Distance: <input type="text" value="0"/>	By: <input type="text" value="None"/>	
Hours: <input type="text" value="0"/>	Distance: <input type="text" value="0"/>	By: <input type="text" value="None"/>	
Hours: <input type="text" value="0"/>	Distance: <input type="text" value="0"/>	By: <input type="text" value="None"/>	

Other Time and Distance

At Feeders: Hours:

Nocturnal Birding: Hours: Distance:

**Totals
(Will be calculated automatically. DO NOT enter totals in the boxes below.)**

Total Party : Hours: Distance:

[Save >](#)

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Complete all effort details that apply to your count. If you need a definition for an item on the page, click on the link to read a description, or browse through the Help link. Make sure to click on [Save](#).

What are the guidelines for entering the number of observers and/or parties?

- **Observers** in the field during daylight are counted separately from nocturnal birders and those observing at feeders. When reporting the minimum and maximum number of parties, remember these include only parties in the field during daylight hours.
- **In Field- Total Number and Minimum/Maximum Number of Parties:** To determine the number of daylight parties, use the number of parties that you began the day with as your basic number. If parties further split up during the day, the maximum number in the field at any given time of the day should be reported, and the basic number becomes the minimum.

- Example: Count Frozentoos, Yukon starts the day with 3 parties. Later, two of these split into two parties each. The compiler records this as Minimum Number of Parties (daylight) = 3 and Maximum Number of Parties (daylight) = 5.
- Frozentoos, Yukon also had a group of counters out owling from 4:45 a.m. to 6 a.m., but this party is not included in the Minimum/Maximum Number of Parties.
- **Observers At Feeder-Total Number:** Individuals feeder-watching during the day would be entered here, and NOT recorded in the daylight party number.

Q. What are the guidelines for recording party hours and distance?

Hours and distance - Total Party, By Foot, By Car, and By Other Transportation are reported excluding feeder hours and nocturnal birding hours and distance. Please round all hours to the nearest quarter-hour, and all distances to the nearest quarter-mile or quarter-kilometre. Take into account that for a party on foot, it is stretching reality to have traveled--and birded--much more than 1 or 1.5 miles per hour. Compilers should make sure to get the breakdown of hours and distance covered by car, foot, and other means of transportation (boat, bicycle, skis, etc.) from the party leaders.

For party hours and distance By Other Transportation, you are given a limited choice of methods of transportation. If the exact method is not listed, please select the best approximation.

At Feeders: The number of hours is obtained by totaling the hours spent at feeders by feeder-watchers taking part in your count. Time spent observing feeders by parties afield should not be included here--they should be included in your field party totals. Hours should be rounded to the nearest quarter hour.

Nocturnal Birding ("owling"): For nocturnal birding, report the number of hours spent by all parties in the field during non-daylight hours, rounded to the nearest quarter-hour and for the distance, total up the distance (by foot, car, or other transportation) traveled by those parties, and round to the nearest quarter-mile or quarter-kilometre.

Total Party Hours: Totals for Party Hours are calculated automatically by the website. You will not need to enter these numbers, but they will appear in the appropriate locations on the data entry pages.

It would be unrealistic to report any more Total Party Hours than the Maximum Number of Parties (daylight) times 12, since 12 is the approximate maximum number of daylight hours in December and January.

Distance Values: If appropriate, enter a 0 for distance. For example, an owling party may spend 1/2 hour in one spot--resulting in 1/2 hour and 0 miles owling.

Helpful Effort Terms

Observers:

- Observers in the field are counted separately from nocturnal birders and those observing at feeders.
- When reporting the minimum and maximum number of parties, remember these include only parties in the field during daylight hours.
- To determine the number of daylight parties, use the number of parties that you began the day with as your basic number. If parties further split up during the day, the maximum number in the field at any given time of the day should be reported, and the basic number becomes the minimum.
Example: Count Frozentoos, Yukon starts the day with 3 parties. Later, two of these split into two parties each. The compiler records this as Minimum Number of Parties (daylight) = 3 and Maximum Number of Parties (daylight) = 5.
- Frozentoos, Yukon also had a group of counters out owling from 4:45 a.m. to 6 a.m., but this party is not included in the Minimum/Maximum Number of Parties. There were 4 people feeder-watching for several hours during the day as well, but again, this is not recorded in the daylight party number (it is recorded as observers At Feeders, Total Number).

Party Hours and Distance:

- The form requires you to enter a value for all hours and distance fields except for those associated with By Other Transportation. If appropriate, enter a 0.

- Party hours and distance (Total Party, By Foot, By Car, and By Other Transportation) are reported excluding feeder hours and nocturnal birding hours and distance. Please round all hours to the nearest quarter-hour, and all distances to the nearest quarter-mile or quarter-kilometre.
- To calculate Total Party Hours, ascertain how many hours each party spent in the field and add those numbers.
- The same procedure is followed to arrive at the Total Party Distance. Make every effort possible to be accurate with these numbers.
- For party hours and distance By Other Transportation, you are given a limited choice of methods of transportation. If the exact method is not listed, please select the best approximation.
- It would be unrealistic to report any more Total Party Hours than the Maximum Number of Parties (daylight) times 12, since 12 is the approximate number of daylight hours in December and January.
- Compilers should make sure to get the breakdown of hours and distance covered by car, foot, and other means of transportation (boat, bicycle, skis, etc.) from the party leaders.
- Take into account that for a party on foot, it is stretching reality to have traveled much more than 1 or 1.5 miles per hour.

7.3 Weather Form

TEST
Compiler: Alethea Pratt

Region: Amazonian South America 2004-01-03 ID: NJZZ
Circle: TEST Count#: 104 Lat/Long: 200 100

[Post the Count Date](#)
[Edit Participants List](#)
▶ Enter/Edit Count Data
[Circle Status](#)
[Start and End Times](#)
[Effort](#)
Weather ◄
[Bird Checklist](#)
[Add Species to Checklist](#)
[Add Total Species](#)
[Special Aspects](#)
[Count Reports](#)

Weather for Count Circle [HELP](#)

Weather

Temperature Minimum Maximum F° C°

Wind Direction

Wind Velocity Minimum Maximum mph kph

Snow Depth Minimum Maximum in. cm.

Still Water

Moving Water

AM and PM Conditions

Cloud Cover AM PM

Select all conditions existing during the morning

AM Rain None Light Heavy Unknown

AM Snow None Light Heavy Unknown

Select all conditions existing during the afternoon

PM Rain None Light Heavy Unknown

PM Snow None Light Heavy Unknown

Complete all weather details that apply to your count. If you need a definition, click on the link to read a description, or browse through the Help link. Click on <Save>.

Weather FAQ

Q. What if the wind direction and/or velocity was variable on count day?

A. If there is little to no wind, select Calm for Wind Direction. In case of fluctuating wind patterns, select Variable. For Wind Velocity, report representative values rather than rare extremes. You will need to use your best judgment as to what is representative. For example, if wind velocity was generally in the 5 to 15 mph range but very infrequent gusts of 30 kph occurred, report Wind Velocity, Minimum as 5 kph and Wind Velocity, Maximum as 15 kph.

Q. What are the guidelines for entering rain conditions?

A. For a.m./p.m. Rain check all conditions that were true. For example, if the morning started with drizzle that developed into heavy rain, the "Rain" boxes should have both "light" and "heavy" checked for the a.m.

Q. What if the snow depth was variable?

A. Minimum and Maximum should be reported to the nearest quarter-inch. Both should be reported as 0 if there was no snow. Report representative values rather than rare extremes. For example, if snow depth was typically between 4 and 8 cm with occasional 3-foot snow drifts in gullies and bare spots on ridge tops, report Snow Depth, Minimum as 4 cm and Snow Depth, Maximum as 8 cm. If snow depth increases with elevation, report the representative minimum depth at low elevation and the representative maximum depth at high elevation. If snow depth decreases with elevation, do the reverse.

Q. What are the guidelines for entering still or moving water?

A. *Still* and *Moving Water* should be set by these guidelines:

**Open = 100% water
Partly Frozen = more water than ice
Partly Open = more ice than water
Frozen = 100% ice.**

Q. What are the guidelines for entering cloud cover?

A. For *Cloud Cover*, *a.m.* or *p.m.*, select the condition that was true most of the time. Local Fog means that only portions of the count circle had fog for most of the period, while Foggy means the entire circle had fog.

**Clear = 0-15% clouds
Partly Cloudy = 15-33% clouds
Partly Clear = 33-66% clouds
Cloudy = 66-100% clouds.**

7.4 Bird Checklist Entry

Ithaca
Compiler: Alethea Pratt

Region: New York 2004-12-24 ID: NYIT
Circle: Ithaca Count#: 105 Lat/Long: 42.45 -76.45

[Post the Count Date](#)
[Edit Participants List / Pay Fees](#)
[Enter/Edit Secondary Compiler](#)
[Enter/Edit Count Data](#)
[Circle Status](#)
[Start and End Times](#)
[Effort](#)
[Weather](#)
Bird Checklist ▾
[Add Species to Checklist](#)
[Add Total Species](#)
[Special Aspects](#)
[Count Reports](#)

[Back To Region](#) [HELP](#)

Bird Checklist for Count Circle

Information on Count Week and US/HC/LC is available in the [HELP](#) section.

1. Select a Species

- Red-throated Loon
- Common Loon
- Pied-billed Grebe
- Horned Grebe
- Red-necked Grebe
- Double-crested Cormorant
- Great Blue Heron (Blue form)
- Greater White-fronted Goose
- Snow Goose
- Snow Goose (white form)
- Canada Goose

Species Quick Locator

Type Species Name

[Jump to Next Species >](#)

[Add to List >](#)

[Show Scientific Names](#)
[Show Common Names](#)
[Show French Names](#)

[Sort by Name](#)
[Sort by Taxonomy](#)

2. Review Your List

[Save >](#)

Species	# or cw	US	HC	LC	max #	count total	Delete
Common Loon	<input type="text" value="700"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	750 in 102	22	<input type="checkbox"/>
Double-crested Cormorant	<input type="text" value="2"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	3 in 103	6	<input type="checkbox"/>
Great Blue Heron (Blue form)	<input type="text" value="20"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	20 in 100	23	<input type="checkbox"/>
Snow Goose	<input type="text" value="2"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	3 in 99	4	<input type="checkbox"/>
Canada Goose	<input type="text" value="5000"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	10387 in 101	24	<input type="checkbox"/>

[Save >](#)

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The list of available species in step #1 is comprised of all species ever seen in your circle's reported data. The checklist is in AOU taxonomic order (note: the new AOU order is quite different from the old order, especially in the first sections). The "Select a Species" box at the top of the page contains all species ever observed in your circle. You can select a species by clicking on it once and then enter either the number seen, or "cw," (for count-week birds) in the number box to the right. You can also flag US, HC or LC and then click on <ADD> to place the species and its associated data in the completed checklist under "Review your Checklist" at the bottom of the page. Notice that as you add species to the list below, they are added at the top of the list. Once you click on <SAVE> at the bottom of the page, the "Review your Checklist" section will resort in taxonomic order.

If you prefer, a second method of entry is to go through the list in step #1 and insert each species into the working checklist at the bottom of the page first by clicking on <ADD> for each one or by selecting more than one with Shift-down-arrow and then clicking on <ADD>. Then you must enter the numbers observed, "cw", and any flags in the bottom section before clicking on <SAVE>.

The most efficient method of creating a list for some compilers would be to click on the first species in the list, then scroll down and click on the last species while holding down the Shift key. This selects all the species on your count list, so when you click on <ADD> you will have a complete list to work with. As above, you then must enter the numbers observed, "cw", and any flags in the bottom section before clicking on <SAVE>.

Only enter data for birds seen on count day or as count-week species; do not enter zeros for species not seen. Enter the numeric amounts with no commas or decimal points.

Please be aware that until you click the <SAVE> button at the bottom of the page, your data are not saved into the database. It's safest to "save" regularly to make sure your checklist data are saved into the database. Once you click on <SAVE> your list at the bottom will re-sort in taxonomic order and any rows of species that have nothing entered into the number field will disappear from the current season's list.

7.5 Add-a-Species to the checklist

Step 1 – Click on “Add Species to Checklist”.

Step 2 – Enter the common or scientific name of the bird and click on <Search>



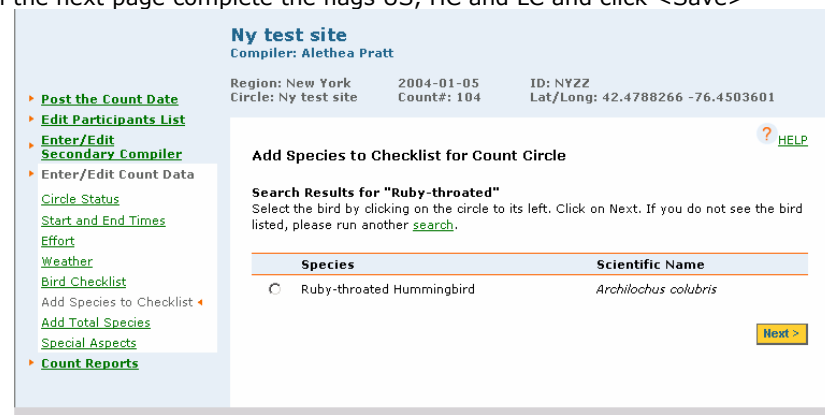
The screenshot shows the Audubon Christmas Bird Count website. At the top left is the Audubon logo, and at the top right is the Christmas Bird Count logo with a bird illustration. Below the logos are links for 'My Roles', 'My Account', and 'Exit'. The main content area is titled 'Ny test site' and includes a compiler name 'Alethea Pratt'. It displays site information: Region: New York, Date: 2004-01-05, ID: NYZZ, Circle: Ny test site, Count#: 104, and Lat/Long: 42.4788266 -76.4503601. A left sidebar contains a menu with options like 'Post the Count Date', 'Edit Participants List', 'Enter/Edit Secondary Compiler', and 'Add Species to Checklist'. The main area is titled 'Add Species to Checklist for Count Circle' and contains a text input field for the bird name and a 'Search >' button. A note below the form states: '*Please note that in addition to flagging unusual species online, you need to complete a rare bird report and submit directly to your regional editor.'

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Step 3 – Click the bullet next to the species that you wish to select.

Step 4 – Click <Next>

Step 5 – On the next page complete the flags US, HC and LC and click <Save>



This screenshot shows the search results page on the Audubon Christmas Bird Count website. The page title is 'Ny test site' and the compiler is 'Alethea Pratt'. It displays the same site information as the previous screenshot. The left sidebar menu is identical. The main area is titled 'Add Species to Checklist for Count Circle' and shows 'Search Results for "Ruby-throated"'. It includes instructions: 'Select the bird by clicking on the circle to its left. Click on Next. If you do not see the bird listed, please run another search.' Below this is a table with two columns: 'Species' and 'Scientific Name'. A single row is shown with a radio button next to 'Ruby-throated Hummingbird' and the scientific name 'Archilochus colubris'. A 'Next >' button is located at the bottom right of the table.

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7.6 Special Aspects

**CHRISTMAS BIRD COUNT**
My Roles | My Account | Exit

Ny test site

Compiler: Alethea Pratt

Region: New York	2004-01-05	ID: NYZZ
Circle: Ny test site	Count#: 104	Lat/Long: 42.4788266 -76.4503601

- [Post the Count Date](#)
- [Edit Participants List](#)
- [Enter/Edit Secondary Compiler](#)
- ▶ [Enter/Edit Count Data](#)
- [Circle Status](#)
- [Start and End Times](#)
- [Effort](#)
- [Weather](#)
- [Bird Checklist](#)
- [Add Species to Checklist](#)
- [Special Aspects](#) ◀
- [Count Reports](#)

Special Aspects for Count Circle

? [HELP](#)

We have provided the space below for compilers so inclined to relate special aspects of this count -- historical or current.

Comments (4000 characters max):

Had typical weather for this count. Total species was higher this year than last 5 years.

of Characters remaining

[Save >](#)

Fill out any special aspects about your count for this year. There is a limit of 4000 characters to record this information. Details about unusual species seen can be included in this text box for viewing by the regional editor. When finished click <[Save](#)>.

8. Entering/Editing participant information

8.1 Entering New Participants for your circle

Canadian compilers must enter participant information through the Bird Studies Canada website: <http://www.bsc-eoc.org/cbc/entry.jsp>

Addresses are optional and should be entered for those participants who wish to receive a tax receipt and/or a summary report of the count. Do not enter names and addresses of feeder-watchers unless they wish to pay the \$5 fee.

8.2 Submitting your CBC circle fees

Circle participation fees are handled through the BSC data entry website <http://www.bsc-eoc.org/cbc/entry.jsp> after you have completed the entry of participant names and addresses. There are two ways to submit the participation fees for your circle. You can submit the circle fees by credit card online or you can print out a remittance form and mail a cheque made out to Bird Studies Canada. If submitting fees payment by cheque, make sure to include your 4-digit circle code on all your remittance, including the cheque. Please DO NOT SEND CASH. If another entity (like your sponsor) is paying the fees, please ask them to include the 4-digit code on their cheque. All remittance should be sent to Bird Studies Canada, P.O. Box 160, Port Rowan, ON, N0E 1M0.

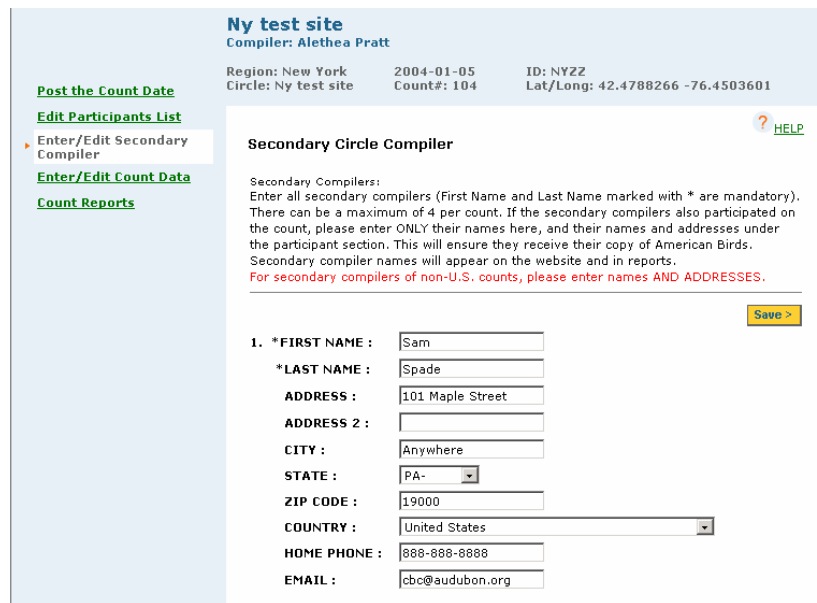
For more details on the CBC participant fees policy, refer to section 1.4.

9. Enter/Edit Secondary Compiler information

Click on "Enter/Edit Secondary Compiler" on the left hand menu to get the following form:

You can maintain information for up to four secondary compilers. The first and last names are

required, but all other fields are optional.



Ny test site
Compiler: Alethea Pratt

Region: New York 2004-01-05 ID: NYZZ
Circle: Ny test site Count#: 104 Lat/Long: 42.4788266 -76.4503601

[Post the Count Date](#)
[Edit Participants List](#)
[Enter/Edit Secondary Compiler](#)
[Enter/Edit Count Data](#)
[Count Reports](#)

Secondary Circle Compiler [? HELP](#)

Secondary Compilers:
Enter all secondary compilers (First Name and Last Name marked with * are mandatory). There can be a maximum of 4 per count. If the secondary compilers also participated on the count, please enter ONLY their names here, and their names and addresses under the participant section. This will ensure they receive their copy of American Birds. Secondary compiler names will appear on the website and in reports.
For secondary compilers of non-U.S. counts, please enter names AND ADDRESSES.

[Save >](#)

1. *FIRST NAME :
*LAST NAME :
ADDRESS :
ADDRESS 2 :
CITY :
STATE :
ZIP CODE :
COUNTRY :
HOME PHONE :
EMAIL :

When you are finished, click on the <Save> button at the top or the bottom of the screen.

10. Count Reports

Compilers can run a printable participant report (also covered in section 8.3) and a printable full report of all count data.

To run the printable report of your count data, click on "Count Summary" on the "Count Reports" screen. Note that Participant Names will not be included on Canadian count reports until data has been transferred between Bird Studies Canada and Audubon.

Audubon CHRISTMAS BIRD COUNT
My Roles | My Account | Exit

Ny test site
Compiler: Alethea Pratt

Region: New York 2004-01-05 ID: NYZZ
Circle: Ny test site Count#: 104 Lat/Long: 42.4788266 -76.4503601

▶ [Post the Count Date](#)
▶ [Edit Participants List](#)
▶ [Enter/Edit Count Data](#)
▶ **Count Reports**

Count Reports [HELP](#)

Count Reports are preliminary until the Regional Editor review process is complete. The following are available as printer-friendly pages.

- [Participant Report](#)
- [Count Summary](#)

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Click on your browser's [print](#) icon to get a printout of this report.
Then click on [back](#) to return to the Count Reports page.

COUNT SUMMARY	
Count Name: Ny test site	
Count Date: 2004-01-05	
Compiler: Alethea Pratt	
Number of Party Hours: 60.0	
Species reported on count date: 225	
Date of Printout: September 14, 2004	
Effort	
Observers	
In Field:	Total Number: 21
	Minimum Number of Parties (daylight): 5
	Maximum Number of Parties (daylight): 5
At Feeders:	Total Number: 0
Start and End Times	
Start Time	End Time
1 1:00 AM	4:30 PM
2 4:00 PM	7:00 PM
3 null	null
4 null	null

Once the report displays on your screen, you can use your browser's print icon to send the page to your printer. Once complete, click on the "back" link to return to the menu.

11. What Happens next?

When compilers complete their data entry and click the "data entry complete" box on the circle status page, the final data is made available on the public website. The general public can then view and query on the data.

Also at the same time, the data is then made available to the regional editors for their review process to begin.