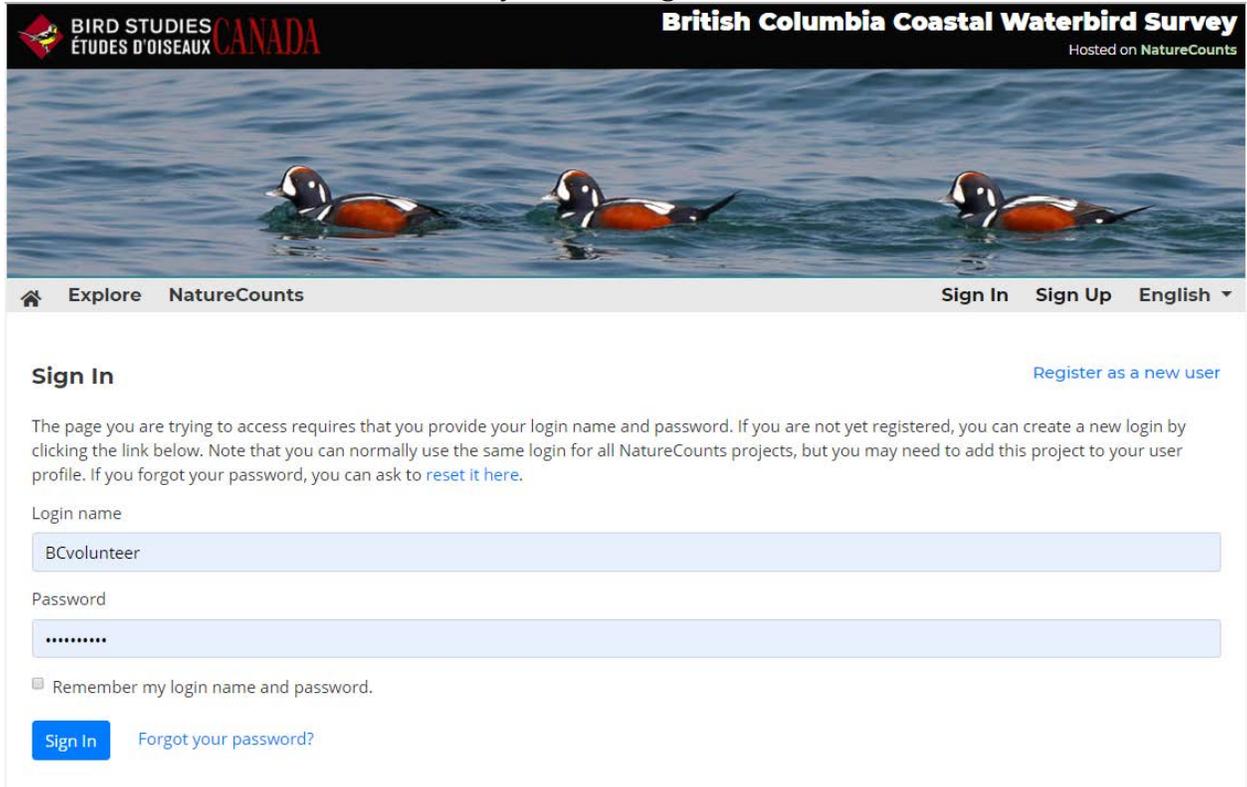


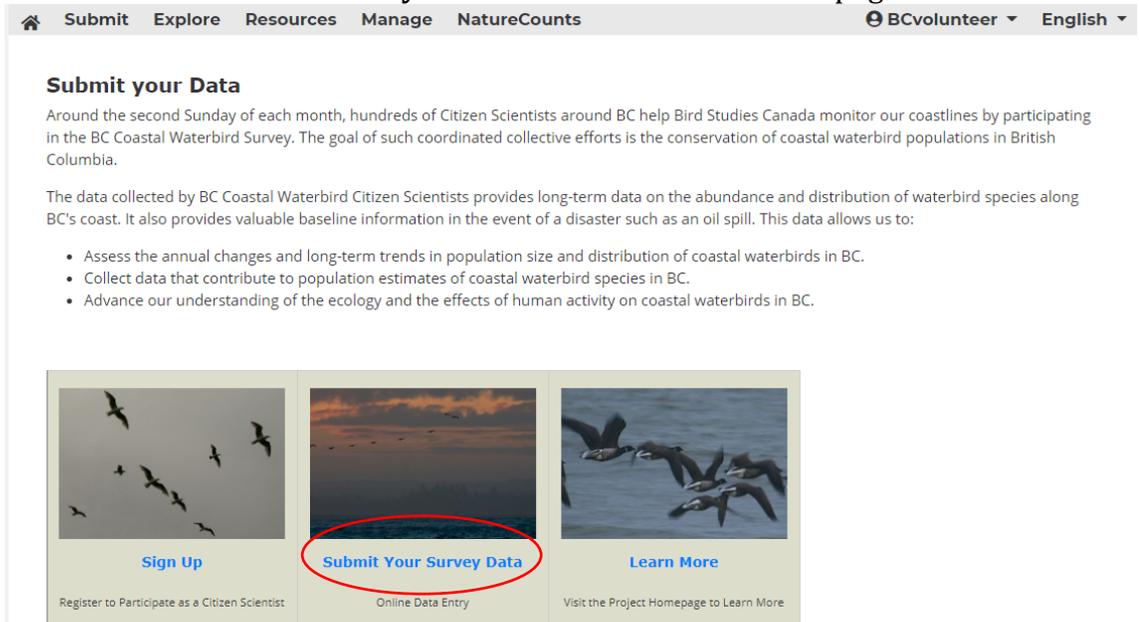
BC Coastal Waterbird Survey Data Entry Instructions

Section 1: To Enter Your Data

1. Visit the BC Coastal Waterbird Survey site and sign in.



2. Click the **Submit Your Survey Data** link at the bottom of the page.



3. A new page opens showing a list of sites. Please select the site by starting to type the name of your site and then selecting it from the drop down menu, and then click continue. You can also zoom to your site on the map, click the pin, and then click continue. If your site is not on the list please let the Project Coordinator know.

Submit Explore Resources Manage NatureCounts SORGRA1 English

Submit Data
Please select a site where you made your observations. You may use the drop down list or the map below to find your site.

If you are unable to find your site below a new site may need to be created for you. Please contact the project coordinator with your site details [here](#).

Select from Project Locations

Find it on a map: Start by zooming in to your area until markers start to appear. To choose an existing site, click on one of the red markers (project locations) blue markers (saved locations).

No site currently selected

4. A new page opens with the blank Field Data Sheet. Complete the form by filling in all the blank fields. If you do not see a species on the list, click “Expand Checklist” at the top of the species list.
5. When you have completed the form click **Finish Form**.

Project name: British Columbia Coastal Waterbird Survey
 Protocol: B.C. Coastal Waterbird Survey
 Current site: #117192 1001 Steps - 131st Street to 20 Ave.
 Route: 1001 Steps - 131st Street to 20 Ave
 Current page: Form header

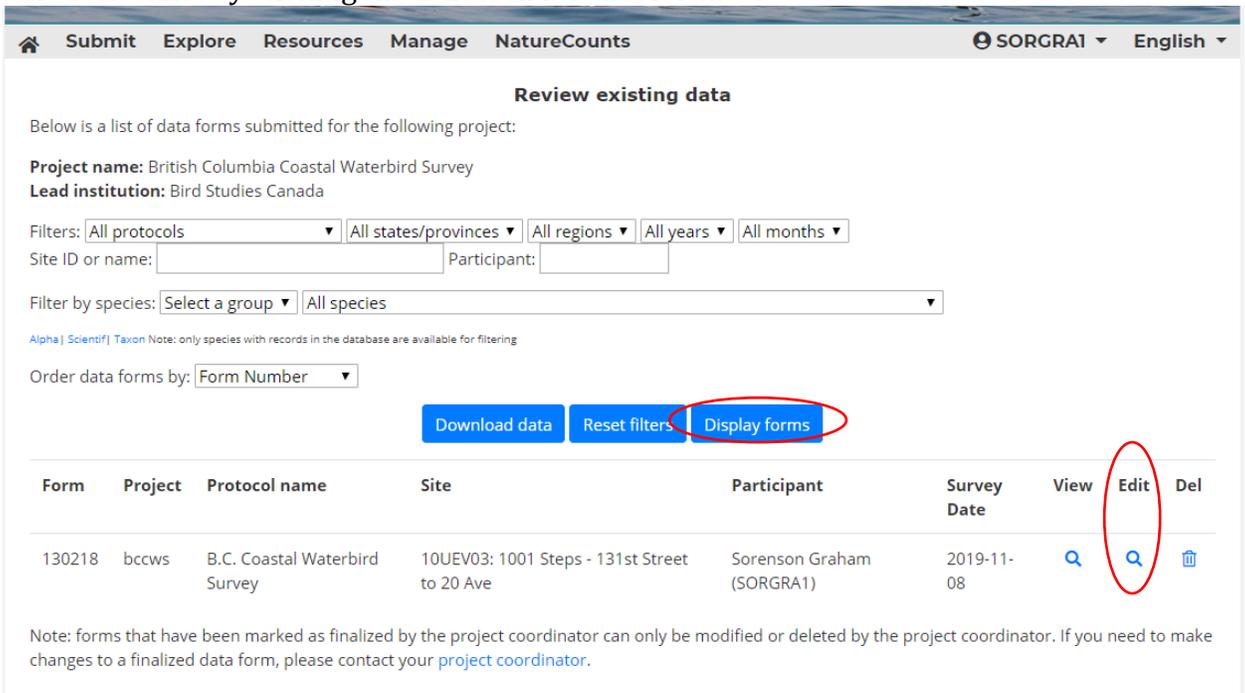
Save Cancel
 Finish form Delete form

Section 2: To Review or Update Your Data

1. Visit the Coastal Waterbird Survey Project main page and click the **View data forms** link in the **Explore** drop down menu.



2. A new page opens. Data you have submitted will be displayed. You can search for surveys by date or species and then click **Display Forms** to view them. You can also edit a checklist by clicking the Edit icon for that form.



3. A new page opens with the submitted Field Datasheet when you click Edit. Once you have made changes and reviewed the data, click on the **Finish form** button.

NOTE: forms that have been marked as finalized by the Project Coordinator can only be modified or deleted by the Project Coordinator. If you need to make changes to a finalized data form, please contact your Project Coordinator (bcvolunteer@birdscanada.org).

Section 3: Changing Your Password

If you would like to change your login and password information, follow these steps

1. Go to www.birdscanada.org/birdmon/bccws/login.jsp
2. Enter the login name and password and click **Log in**
3. Click on **Your Profile**, on the top right side of the page in the dropdown menu with your login name.

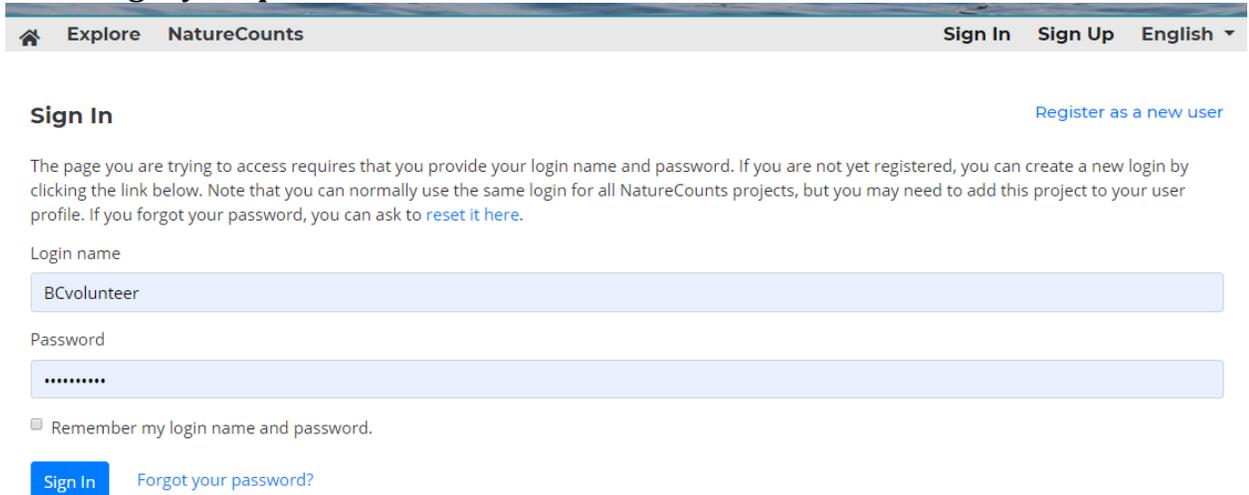


4. Edit your login name and password or any other information here and then click **Save**.
5. Use this same menu to access the **Log out** button.

Section 4: Forgot Your Password

If you can't remember your password information, follow these steps.

1. Go to www.birdscanada.org/birdmon/bccws/login.jsp
2. Click **Forgot your password?**



3. Enter your login name or email address and click **Reset Password**.