

## Instructions for CBC data entry in eBird

Starting with the 2023 CBC (the 78<sup>th</sup> edition for the Ann Arbor CBC), eBird ([www.ebird.org](http://www.ebird.org)) will be used as the primary tool for entering and collating the details of our bird observations. For CBC volunteers it is therefore important to look over the instructions below to help facilitate data entry and the subsequent compilation of that data by the area leaders and the count compiler.

Observers will enter eBird checklists for each of the sites they visit and once they are done, share that checklist with the area's eBird account. This can be done either by taking detailed notes in the field and later entering that information into the eBird website or by using the eBird app on your smartphone. If an observer is unable to use either of these tools, that observer can email their data to the area leader for the area leader to enter the data into eBird and incorporate it into our count totals. Below are basic instructions for the use of eBird:

### **Using the eBird app on your smartphone**

- If the eBird app is not already installed on your smartphone, you can download it for free from the Apple Store or the Google Play Store. It may also be helpful to download the Merlin app, which has greatly improved its accuracy over the past years and can be very helpful identifying birds, both by sight and sound.
- To use the eBird app, make sure that the location on your phone is turned on. This will help the app determine your location and keep track of the distance your party travelled.  
\*\*\*Please note that only one person in each party should submit a checklist; that checklist can then be shared with the other members of the party (optional) and with the area's account (required)\*\*\*
- When starting a checklist, make sure to set the "Record Track" slide to "on" – this allows the app to record the distance travelled for each site visited, which is necessary for the data compilation later on.
- When you are done at a given site:
  - Hit the "Stop" button and select "Stop Track".
  - In the summary screen for the checklist, select the location that most closely matches where you counted. You can either let the app auto-select the location or pick a nearby location suggested by the app.
  - Make sure the "Observation Type" is set to "Traveling", which will ensure that the distance is captured appropriately. Of course, if you birded from a set location, for example as a feeder watcher, the observation type should be "Stationary"; for birds seen when driving from one site to another, you can use the "Incidental" setting.
  - Even if you are birding by yourself, set the number of observers to 2, so that the checklist can be shared with the CBC area's eBird account directly from the app. If you don't take this step, you will need to log in to the eBird website later and share the checklist from there. If other people in your party also have an eBird account, you can share the checklist with them, as well. The eBird accounts for the eight count areas and feeder watch are:

A2CBCArea1A

A2CBCArea4D

A2CBCArea7G

A2CBCArea2B

A2CBCArea5E

A2CBCArea8H

A2CBCArea3C

A2CBCArea6F

A2CBCFeeders

- In the “Comments” section, enter the following information (also see below):
  - The names of all observers in your party.
  - Whether your party traveled by car or on foot.
  - Optionally, you can include some notes about the weather conditions and snow or ice cover.
  - \*\*\* Note that all of the eBird accounts associated with the Ann Arbor CBC have been set up to hide these checklist comments from public output, so as to protect the privacy of participants\*\*\*
- Hit the “Continue” button and select “Submit”.
- Repeat the above for all subsequent checklists and make sure to share them with the area leader account. **For each new checklist, please make sure to note any changes to your party’s composition and continue to note whether you travelled on foot or by car.**

### **Using the eBird website for your data entry**

If you prefer to not use the eBird app for your data entry, you can keep track of your observations differently and later enter them through the eBird website ([ebird.org](http://ebird.org)).

- On the site’s main page, click “Submit” – if you have an eBird account, log in and start the data entry (see below). If not, you can set one up by clicking on the “Create Account” button and filling out all the relevant fields:

The screenshot shows a web browser window with the URL `secure.birds.cornell.edu/casso/account/create?service=https%3A%2F%2Febird.org%2Flogin%2Fcas%3Fportal%3Debird&locale=en_US`. The page title is "Create a Cornell Lab account". On the left, under "Your account lets you access any of these projects", there is a list of projects: Bird Academy, Birds of the World, Celebrate Urban Birds, eBird, Great Backyard Bird Count, Macaulay Library, NestWatch, and Project FeederWatch. Below this list, it says "If you've already registered with any of these projects, you don't need a new account. [Sign in](#)". The main form has the following fields: "First name" and "Last name" (two input boxes), "Choose a username" (one input box), "Choose a password" (one input box with the text "Enter at least 8 characters" below it), and "Email address" (one input box). At the bottom of the form is a large blue button labeled "Create account". Below the form, it says "Already have an account? [Sign in](#)".

- Navigate to the location of your observations, either by selecting it from your existing list of birding locations or by locating it on a map.
- Next, fill out all of the details of your observation, which should include all of the information listed above:

ebird.org/submit/effort?locID=L1137181

1 2 3 **Date and Effort** Home/The neighborhood, Washtenaw County, Michiga... Change

\* **Observation Date:** Dec 16 2023 \* = Required

\* **Observation Type:**

- Traveling** You traveled a specific distance — walking a trail, driving a refuge loop, field birding. [More Info](#)
- Stationary** You stayed at a fixed location — watching from a window, hawkwatching, seawatching. [More Info](#)
- Historical** Birding was your *primary purpose*, but you cannot estimate start time, duration, and distance; use Traveling or Stationary if you can estimate these. [More Info](#)
- Incidental** Birding was not your *primary purpose* — noting a bird while driving or gardening. [More Info](#)
- Other**

\* **Start Time (AM/PM):** 8 : 15 AM [Use 24-hour Clock](#)

\* **Duration:** hrs. 25 min.

\* **Distance:** .75 miles

\* **Party Size:** 2 Enter the total number of people in your birding party

Checklist Comments:

- Enter the bird data (species and numbers), including observation details for unusual species (eBird will flag these automatically); for rarities, make sure to enter as many details as possible and include a photo or recording if available. On rare occasions, the area leader or compiler may ask you to provide more information.
- After clicking the “Submit” button, review the data you just entered – edit the checklist if necessary or add media files (photos or sound files).
- Share the checklist by clicking on the “Share” button and adding the area’s eBird account, as well as the usernames (or email addresses) for any of the other observers.
- Repeat the above for all subsequent checklists and make sure to share them with the area’s account.