

Christmas Bird Count Data Entry Manual



Last updated: November, 2020

Birds Canada

P.O. Box 160, Port Rowan, ON, N0E 1M0

Email: cbc@birdscanada.org

Data Entry and Output website: www.christmasbirdcount.org

Compiler's web page: www.christmasbirdcount.org/compilers



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1. Computer Requirements for using the CBC data entry system and where to ask for help.

1.1 Computer Requirements

If you use a PC:

- Windows XP or Windows 7 operating system
- Internet Explorer 9.0 and higher, Google Chrome, Mozilla Firefox or recent version of Safari as your browser

If you use a Mac:

- OSX or higher operating system
- A recent version of Safari as your browser

Browser Settings

- Your browser should be set to allow "cookies".

1.2 How to Contact Us

By Email: cbc@birdscanada.org
Or cbcadmin@audubon.org

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

- Your computer operating system (e.g., Windows 7 or OS X).
- Your browser and version (e.g., Internet Explorer 9.0).
- 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.
- 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 "Print Screen" 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.

By Phone: Call Birds Canada first: 519-586-3531 ext. 198 or toll free at 1-888-448-2473

If necessary, call Audubon: 302-858-0724

Availability

Audubon support is provided during normal business hours (9AM – 4PM Eastern Standard Time, M-F, except during the holiday break). During the CBC Data entry period we receive a high volume of requests for help. We will do our best to address your questions in a timely manner. Thank you for your understanding.

By Surface mail: Send CBC correspondence to:

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


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

2. Getting started

2.1 How to log in

Open your browser and go to www.christmasbirdcount.org . That will take you to the CBC website. From any of the CBC webpages, click on the "Data Entry/Review" link on the right-hand side of the page. That will take you to the screen below. Enter your username and your password as indicated. Click on <Login>.

Welcome | [Please Login](#)

 **Audubon**

Application Portal

Welcome to the National Audubon Application Portal.
Please log in to begin your personalized experience.
Audubon Employees please use your network credentials.

Click here if you forget your Username or password

Username:

Password:

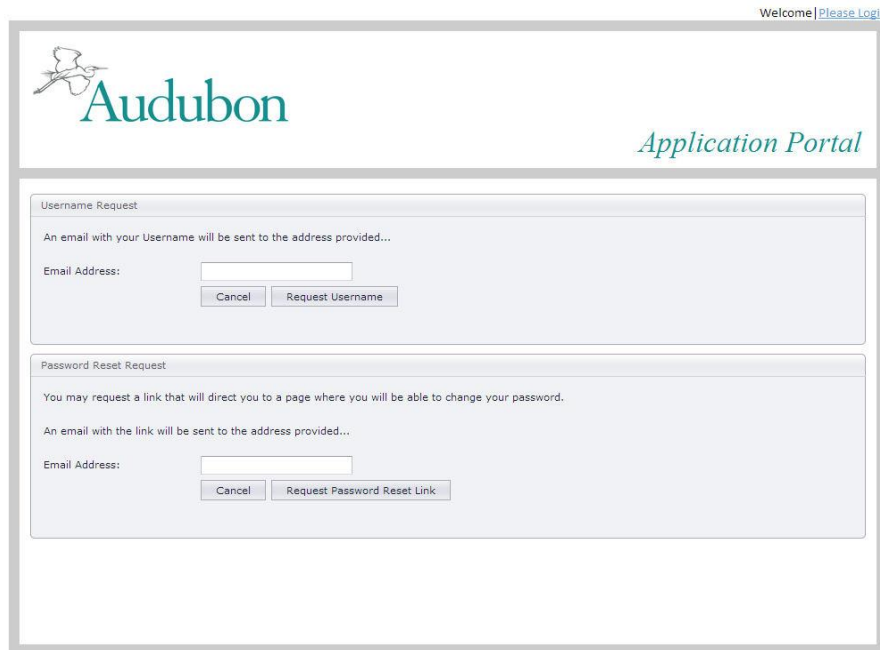
Login

I am on a public computer.

[Forgot my Username/Password](#)

If you have forgotten your username or password click on the link provided and follow the instructions on the next screen.

Welcome | [Please Login](#)



The image shows a screenshot of the Audubon Application Portal. At the top left is the Audubon logo, and at the top right is the text "Audubon Application Portal". Below this, there are two main sections: "Username Request" and "Password Reset Request".

Username Request: This section contains the text "An email with your Username will be sent to the address provided...". Below this is a label "Email Address:" followed by a text input field. Underneath the input field are two buttons: "Cancel" and "Request Username".

Password Reset Request: This section contains the text "You may request a link that will direct you to a page where you will be able to change your password." followed by "An email with the link will be sent to the address provided...". Below this is a label "Email Address:" followed by a text input field. Underneath the input field are two buttons: "Cancel" and "Request Password Reset Link".

Your username is your email address entered when you last updated your contact information in the database. To find out your Username, enter your e-mail address that you used last CBC season and you will receive an email *at that address* telling you what your user name is. Once you find out your username, click on <Login Screen> to return to the log in portal. If your email address has changed since last season, and you do not know your username, contact us so that we can change your email address in the system for you.

To find out your password, enter your e-mail address, then click submit. An email will be sent to the email address you have provided to reset your password. Follow the instructions emailed to you to reset your password.

If you are not already registered as a user on the Audubon 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 have a new account created on the system in order to do data entry for a CBC circle. To have an account set up, contact the CBC coordinator at cbc@birdscanada.org or cbcadmin@audubon.org. A new account will be set up for you and you will receive an email with a link to log on and to reset your password.

If you need to gain access to a different circle or an additional circle than previously, please contact us at cbcadmin@audubon.org to ask for assistance.

Once logged into the system, if you change your email address under your profile information, then your new email address **WILL BECOME YOUR NEW USERNAME.**

PLEASE NOTE: There are also training videos on the compiler website in the FAQ section, located at:

www.christmasbirdcount.org/compilers

These cover the following topics:

1. Logging in to the Data Entry Application (including forgetting your Username & Password)
2. How to Post your Count Date
3. Working on the Bird Checklist Data Entry
4. Managing your Participant's List

3. The Christmas Bird Count Information Page

Info Compiler ▶ Select Circle ▶ JOE.COMPILER@GMAIL.COM ▶

Audubon *Christmas Bird Count*

Overview & Announcements

(use menu above for data entry)

[Consider donating to support the Christmas Bird Count](#)

You are logged in as:
JOE.COMPILER@GMAIL.COM

Browsers We Recommend You Use...

[Internet Explorer 9.x or higher](#)
[Google Chrome](#)
[Apple Safari](#)
[Mozilla FireFox](#)

Deadlines

2/28 Entry of all data **MUST** be completed.
1/6 to 4/15 Regional Editing Process.

Go to www.christmasbirdcount.org/compilers to find resources on running your count, data entry instructions, instructional videos, sample documents, media advisory, rare bird forms, and answers to questions on restarting or setting up a new circle.

How to contact us

U.S. & Non-Canadian Counts

Christmas Bird Count
Audubon Science Office
2300 Computer Avenue, #I-49
Willow Grove, PA 19090
cbcadmin@audubon.org
www.christmasbirdcount.org
Office: 302-858-0724 EST
Fax: 626-739-7577

Canadian Counts Only

Christmas Bird Count Bird Studies Canada
P.O. Box 160
Port Rowan, ON N0E1M0
dcannings@birdscanada.org
www.birdscanada.org/volunteer/cbc/
250-493-3393 (PST)

Once you are logged you will see the Christmas Bird Count Information screen.

The info screen contains:

Contact information for the US and Canadian offices of the CBC.

Links to the Compilers resources webpage that contains the compiler's manuals, sample documents, rare bird forms, answers to questions, and other details.

Data entry deadlines

Recommended browsers

While logged in you can always return to this screen at any time by clicking on "Info" in the upper left part of your screen.

3.1 Selecting your CBC Circle

Next, you will need to "Select Circle", if you move your cursor to the "Select Circle" portion at the top of the screen you will see listed any circles to which you are assigned. To access a particular circle, click on the circle name you wish to access:

Info Compiler ▶ **Select Circle** ▶ JOE.COMPILER@GMAIL.COM ▶

Curtin(PACT)
West Chester(PAWC)

Hover over Select Circle and then Click here to access this CBC Circle

Audubon Christmas Bird Count

Overview & Announcements

(use menu above for data entry)

[Consider donating to support the Christmas Bird Count](#)

You are logged in as:
JOE.COMPILER@GMAIL.COM

Browsers We Recommend You Use...

[Internet Explorer 9.x or higher](#)
[Google Chrome](#)
[Apple Safari](#)
[Mozilla FireFox](#)

Deadlines

2/28 Entry of all data **MUST** be completed.
1/6 to 4/15 Regional Editing Process.

Go to www.christmasbirdcount.org/compiler to find resources on running your count, data entry instructions, instructional videos, sample documents, media advisory, rare bird forms, and answers to questions on restarting or setting up a new circle.

How to contact us

U.S. & Non-Canadian Counts

Christmas Bird Count
Audubon Science Office
2300 Computer Avenue, #1-49
Willow Grove, PA 19090
cbcadmin@audubon.org
www.christmasbirdcount.org
Office: 302-858-0724 EST
Fax: 626-739-7577


Canadian Counts Only

Christmas Bird Count Bird Studies Canada
P.O. Box 160
Port Rowan, ON N0E1M0
dcannings@birdscanada.org
www.birdscanada.org/volunteer/cbc/
250-493-3393 (PST)

This will take you to the Circle Information page. Your active circle will be listed in green as below.

Info Compiler ▶ Select Circle ▶ JOE.COMPILER@GMAIL.COM ▶ Circle: PAWC

The active circle that you are currently working on will be listed here




Circle Information

Circle: West Chester (PAWC)

[Consider donating to support the Christmas Bird Count](#)

Count Number: 112 (2011)
Primary Compiler: Joe Compiler
Region: Pennsylvania
Count Date: 12/25/2011
Latitude/Longitude: 39.9667000000 , -75.6000000000



Help Button for each page

PLEASE NOTE: On all pages there is a (?) question mark in the upper right corner of the page. If you click on this item, a pop-up will display that gives help instructions for that page.

4. Updating your contact information in the system –Compiler’s Profile

Info Compiler ▶ Select Circle ▶ [JOE.COMPILER@GMAIL.COM](#) ▶ Circle: PAWC

Logout
My Profile


Audubon Christmas Bird Count

Circle Information

Circle: West Chester (PAWC)

[Consider donating to support the Christmas Bird Count](#)

Count Number: 113 (2012-2013)
 Primary Compiler: Barry Blust
 Region: Pennsylvania
 Count Date: 12/15/2012
 Latitude/Longitude: 39.9667310000 , -75.6000010000



Hover your cursor here to see these options, then click on My Profile

This is where you can change any of your personal information. Any changes you make here will be reflected anywhere you are listed in the system – as compiler or participant.

Info Compiler ▶ Select Circle ▶ [JOE.COMPILER@GMAIL.COM](#) ▶

Audubon Christmas Bird Count

113

My Profile

*First Name:

*Last Name:

*Email:

Address:

Address2:

Country:

State/Province:

City:

Postal Code:

Phone:

[SAVE](#)

PLEASE NOTE: if you edit or change your email address THIS WILL NOW BECOME YOUR USERNAME for all future access into the system.

5. Working with the menus once you are inside your Circle Pages.

Note: before December 14th, only the Reports, Post Count Date, Compilers and Participants sections are available. All other items on the Compiler menu become available December 14th.

Hover over the Compiler heading and you will see your menu choices. Click on the links to open these particular sections

The screenshot shows the user interface of the Christmas Bird Count website. At the top, there is a navigation bar with 'Info', 'Compiler', 'Select Circle', 'JOE.COMPILER@GMAIL.COM', and 'Circle: PACB'. A dropdown menu is open under 'Compiler', listing options: 'Circle home', 'Reports', 'Post Count Date', 'Compilers', 'Participants', 'Start/End Time', 'Effort', 'Weather', 'Bird Checklist/Add', 'Total Species', and 'Special Aspects'. The main content area is titled 'Circle Information' for 'Central Bucks County (PACB)'. It displays the count number '113 (2012-2013)', the primary compiler 'joe compiler', the region 'Pennsylvania', the count date '12/30/2012', and the latitude/longitude '40.3667000000 , -75.0833000000'. A map of the region is shown below the text, with a green pin marking the location. A dashed box highlights a link: 'Consider donating to support the Christmas Bird Count'.

The items listed in the Compiler Menu include:

Circle Home

Reports- Download Blank Field form (spreadsheet format file), participants list, count summary (PDF printable format file)

Post the Count Date

Compilers List

Participants List

Start/End time

Effort

Weather

Bird Checklist
Total Species
Special Aspects

Working in the data entry system will involve opening each page to make additions or edits.

Be aware that a Green Check Mark will appear next to the section name ONLY when you have gone into each section and starting entering data. The green checkmark does NOT necessarily indicate that the section entries are complete, but indicates progress on that section. Eight green checkmarks listed with your menu items are required in order to display your data to the public system for the year by checking the **RED** "Count Complete" box. When you click the "Count Complete" box, this will then turn from **RED** to **GREEN** and it will allow your results to be viewed by the public on the "Current Year's Results" reports, and will also indicate to your regional editor that your count is ready for review.

Info Compiler ▶ Select Circle ▶ JOE.COMPILER@GMAIL.COM ▶ Circle: PAWC

?
113
Count Completed

Circle Information

Info Compiler ▶ Select Circle ▶ JOE.COMPILER@GMAIL.COM ▶ Circle: PACT


?
113
Count Completed

Circle Information

6. Posting your count date for the upcoming season

From the Compiler menu, click on Post Count Date to open this screen below.

Info Compiler ▶ Select Circle ▶ JOE.COMPILER@GMAIL.COM ▶ Circle: PAWC



Post Count Date

Count Date:
12/22/2012

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 (this option not available for Canadian counts).
 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.

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).

Birders of all experience levels are welcome. Area section leaders will be assigned and provided with count materials. They will contact members assigned to their teams to work out meeting times and places.

3705 characters left

Sponsoring Organizations: (Separate multiple sponsors by a comma (,))
West Chester Bird Club

278 characters left

Select your count date using the calendar tool that pops up when you click on the down-arrow. Reminder: CBC count days are **December 14 to January 5**, inclusive, each season, and counts must be conducted within one midnight-to-midnight calendar day.

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, the count date is required before you can enter your bird checklist.

This page is also where you set up your online registration settings for your circle. The three choices that appear on this screen are described below. You can decide to:

- 1) Yes, allow new participants to register online without any contact with compiler in advance. Compilers do get an email notice when people register.

- 2) Yes, allow new participants in the circle, but do not allow them to automatically sign-up online, and ask them to first contact compiler through email.
- 3) No, do not allow any new participants to volunteer for your circle count.


In the "Compiler's Comments" section please enter any information about your count that you want displayed to the public in advance of your chosen CBC day. Contact information for you, meeting spots, info about the day, or notes about any post-CBC compilation gathering can be useful to the public.

You can also list any sponsoring organizations that help with your count.

As you make these additions and/or changes, your entries will automatically be saved in the system and a RED **Saved** will appear for each section either added or changed.

7. Updating the Compilers for the Circle

Info Compiler ▶ Select Circle ▶ JOE.COMPILER@GMAIL.COM ▶ Circle: NYZZ



113

Compilers List

[Add Compiler](#)


| # | First Name | Last Name | Email | Residence | Primary |
|---|------------|-----------|------------------------|-------------|-------------------------------------|
| | | | | | |
| Edit Delete | Joe | Compiler | joe.compiler@gmail.com | US-PA | <input type="checkbox"/> |
| View Delete | Kathy | Dale | kdale@audubon.org | Ivyland, PA | <input checked="" type="checkbox"/> |
| View Delete | Donald | Ekstrom | dekstrom@audubon.org | Ivyland, PA | <input type="checkbox"/> |

The Compilers List page is for the purpose of recording the historical primary and secondary compilers for the count in the database and for displaying the primary compilers name and email on the public web site as contact for the circle. This information should be reviewed and updated each year.

The person who is the primary compiler should be flagged under "Primary". Only one name can be flagged as primary. Any other names on this list are secondary compilers. If compilers also participated in the field on count day they should also be listed on the participant list.

To mark the primary compiler, you can click in the "Primary" box across from the name in the right-hand column or you can click the blue **Edit** link to the left of the person's name. That will open the record for editing (below). Check the **Primary** box and then click on **Save/Update** to save your changes.

Info Compiler ▶ Select Circle ▶ JOE.COMPILER@GMAIL.COM ▶ Circle: NYZZ


113

Compilers List

| # | First Name | Last Name | Email | Residence | Primary |
|---|------------|-----------|------------------------|-----------|--------------------------|
| | Joe | Compiler | joe.compiler@gmail.com | US-PA | <input type="checkbox"/> |

First Name: **Last Name:** **Email:**

Primary:

Address: **Address2:**

Country: **State/Province:**

City: **Postal Code:**

Phone:

[Save/Update](#) [Cancel](#)

| | | | | | |
|---|--------|---------|----------------------|-------------|-------------------------------------|
| View Delete | Kathy | Dale | kdale@audubon.org | Ivyland, PA | <input checked="" type="checkbox"/> |
| View Delete | Donald | Ekstrom | dekstrom@audubon.org | Ivyland, PA | <input type="checkbox"/> |

Check the Primary box by clicking in it.

Save your changes by clicking on **Save/Update**


To add a compiler to your count, please see the instruction section 8.2 in the Participant List section.

To delete a compiler, click the "delete" button in front of the name. They will be removed only from the Compilers List for your count, but not removed from the database.

8. Participants List

By clicking on the Participants item on the compiler's menu you will get a display of all of the participants previously associated with your circle. They will appear in Alphabetical order, by Last Name. As you can see from this example, this circle has 2 pages of participants. See 8.1 for an easy way to find the person you are looking for. You can re-sort this list on any of the first four column headers by simply clicking on the column header title.

Info Compiler ▶ Select Circle ▶ JOE.COMPILER@GMAIL.COM ▶ Circle: NYZZ



Participants List

Add Participant
Available ▾

| | First Name | Last Name | Email | Residence | Pre. | Inc. | Rem. |
|----------------------|------------|-----------|------------------------|-------------|--------------------------|-------------------------------------|--------------------------|
| Edit | Anne | Birder | | , | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| Edit | Beth | Birder | | , | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Edit | Catherine | Birder | | , | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| Edit | Steve | Birder | | , | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| Edit | Joe | Compiler | joe.compiler@gmail.com | , | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| Edit | Sally | Counter | | , | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| Edit | Sam | Counter | | , | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| Edit | Shirley | Counter | | , | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| View | Kathy | Dale | kdale@audubon.org | Ivyland, PA | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| View | Donald | Ekstrom | dekstrom@audubon.org | Ivyland, PA | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Edit | Ratty | Fink | Ratty.Fink@gmail.com | , | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| Edit | Mickey | Mouse | | , | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Edit | Minnie | Mouse | | , | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Edit | Bill | Tester | | , | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| Edit | Rob | Tester | | , | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

Page 1 of 2 (16 items)

<
[1]2
>

8.1 Searching the Participants List

If your circle has a lot of participants, you can search for them by first name, last name, email or residence by entering as much information as you have. The results of your search will show immediately.



Audubon Christmas Bird Count

Participants List

[Add Participant](#) Available ▾

| | First Name | Last Name | Email | Residence | Pre. | Inc. | Rem. |
|----------------------|------------|-----------|------------------------|-----------|--------------------------|-------------------------------------|--------------------------|
| | Anne | Birder | | , | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| | th | Birder | | , | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| | | Birder | | , | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| | | Birder | | , | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| | | Compiler | joe.compiler@gmail.com | , | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| | | Counter | | , | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| Edit | Sam | Counter | | , | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| Edit | Shirley | Counter | | , | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| View | Kathy | Dale | | , | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| View | Donald | | | , | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Edit | Ratty | Fink | Ratty.Fink@gmail.com | , | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| Edit | Mickey | Mouse | | , | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Edit | Minnie | Mouse | | , | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Edit | Bill | Tester | | , | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| Edit | Rob | Tester | | , | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

Page 1 of 2 (16 items)

< [1] 2 >

To add a new participant, click here and then see section 8.2 for instructions

To edit the listed name click here and make the changes on the listed form and click **Update**

8.2 Adding a new name to your Compiler or Participant List

For the Compiler list or the Participant list, you can add a name using the following steps.

1. Click on the blue **Add Participant** in the top grey bar
2. A search window will appear
3. Enter the first name, last name and/or e-mail address into the boxes, try to be as specific as possible so that you can find the person if they are already in the database
4. Click on Search. The system will search for a match. If a match is found you can select it from the drop-down box. Once you've selected the match, press "**Update**" to insert it into your list.
5. If no match is found, you can complete the rest of the form and then click **Update** to insert it into your list.

Audubon Christmas Bird Count

Participants List

Add Participant Available

Source:
 First Name: Rat Last Name: Fink Email:

Address: Address2:
 Country: State/Province:
 City: Postal Code:
 Phone:

Include: Remove:

[Search](#) [Clear](#) [Update](#) [Cancel](#)

| | First Name | Last Name | Email | Residence | Pre. | Inc. | Rem. |
|----------------------|------------|-----------|------------------------|------------|--------------------------|-------------------------------------|--------------------------|
| Edit | Anne | Birder | | , | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| Edit | Beth | Birder | | , | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| Edit | Catherine | Birder | | , | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| Edit | Steve | Birder | | , | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| Edit | Joe | Compiler | joe.compiler@gmail.com | , | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| Edit | Sally | Counter | | , | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| Edit | Sam | Counter | | , | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| Edit | Shirley | Counter | | , | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| View | Kathy | Dale | kdale@audubon.org | Ivylnd, PA | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| View | Donald | Ekstrom | dekstrom@audubon.org | Ivylnd, PA | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Edit | Ratty | Fink | Ratty.Fink@gmail.com | , | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| Edit | Mickey | Mouse | | , | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Edit | Minnie | Mouse | | , | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Edit | Bill | Tester | | , | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| Edit | Rob | Tester | | , | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

Page 1 of 2 (16 items)

[1] 2

Then click **Search**

Audubon Christmas Bird Count

Participants List

Add Participant Available

Source:
 First Name: Rat Last Name: Fink Email:

Address: Address2:
 Country: State/Province:
 City: Postal Code:
 Phone:

Include: Remove:

[Search](#) [Clear](#) [Update](#) [Cancel](#)

| First Name | Last Name | Email | Source |
|------------|-----------|----------------------|--------|
| Rat | Fink | | CBC |
| Rat | Fink | rf@gmail.com | CBC |
| Rat | Fink | Ratty.Fink@gmail.com | CBC |

| | First Name | Last Name | Email | Residence | Pre. | Inc. | Rem. |
|----------------------|------------|-----------|-----------------|-----------|--------------------------|-------------------------------------|--------------------------|
| Edit | Samantha | Adams | | N | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Edit | Olivier | Barden | | US-IL | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Edit | Beth | Birder | | , | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| Edit | Catherine | Birder | | , | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| Edit | Steve | Birder | | , | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| Edit | Joe | Compiler | joe.compiler@gm | , | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| Edit | Sally | Counter | | , | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| Edit | Sam | Counter | | , | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| View | Kathy | Dale | kdale@audi | PA | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| View | Donald | Ekstrom | dekstrom | PA | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

If a match was found, then you just click on the listing and all of the data will fill into the all of the fields, then click **Update** and the person will be added to your list

Page 1 of 2 (16 items)

[1] 2

8.3 Edit Participants list

You can filter your participant list in three ways. To do so in the drop-down box at the upper right—select participants who are “available” to your list, participants who you have checked as “remove” in the past, or “all” participants to show those still available to the list or previously removed.

For anyone on your list who participated this season, all you need to do is check the “include” box to the right of their residence column. That check-mark will auto-save and is how to ensure the names of participants are recorded in the historic database and made available in public reports.

All participant contact information that was previously entered for your count circle is brought forward for the current year for you to update and mark as include as appropriate. In addition, you have a link to enter any new participants for your circle. **Note** that any participants that choose to pre-register for your circle (if you set your circle to allow this) will automatically get inserted alphabetically on your participant list.

To edit a participant record, click on the blue **Edit** link just to the left of the first name. This will open the screen to edit the record. Make sure to click on **Update** in the bottom right of the participants record to save your changes. **Note** that you cannot edit the records for any pre-registered participants, though if they cannot attend the “include” box can be un-checked.

Primary and secondary compilers should be included in the participant’s list.

9. Reports: a Blank Field Form, Participants List or Count Summary

Info Compiler Select Circle JOE.COMPILER@GMAIL.COM Circle: PACB

- Circle home
- Reports
 - Blank Field Form
 - Participants List
 - Count Summary
- Post Count Date
- Compilers
- Participants
- Start/End Time
- Effort
- Weather
- Bird Checklist/Add
- Total Species
- Special Aspects

Blank Field Form, Participants List & Count Summary reports are here.

Circle Information

Circle: Central Bucks County (PACB)

[Consider donating to support the Christmas Bird Count](#)


Number: 113 (2012-2013)

Primary Compiler: joe compiler

Region: Pennsylvania

Count Date: 12/30/2012


Latitude/Longitude: 40.3667000000 , -75.0833000000



Map data ©2012 Google

The downloadable blank field form is for your use in providing a customized checklist and field form for participants to note species, weather conditions and effort while they are out in the field. This form will not replace the current data entry methods for the circle, but is to be used offline. Currently there isn't the capability to upload circle data using a spreadsheet.

To download the form, hover over the Reports link and then click on the link [Blank Field Form](#).


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Circle Information

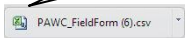
Circle: West Chester (PAWC)

[Consider donating to support the Christmas Bird Count](#)

Count Number: 113 (2012-2013)
Primary Compiler: Joe Compiler
Region: Pennsylvania
Count Date: 12/29/2012
Latitude/Longitude: 39.9667000000 , -75.6000000000



Depending on the browser your Blank Field form download may show here or may pop-up on your screen
You **MUST** click here to open it and then save this file to your computer.



Once the file has been saved, you can open this file with Excel or other spreadsheet program that can read *.CSV formatted files.

Once you open the file, it will look something like the sample on the next page, with a list of the species seen on your circle within the last 50 years, in taxonomic order. Also included will be areas to complete the effort, time and weather information. You will need to format the document for your individual printer.

The Participants List and the Count Summary reports are generated in the same way and show up in the same lower left location except as Adobe PDF documents which you must open and then save on your computer. Examples of each are below.

| | A | B | C | D | E | F | G | H | I | J | K |
|----|---|---------------------|-------------------------|----------------------------|-------------|--------|-------|-----------|---|---|---|
| 1 | Region: NJ | Count Date: | | | | | | | | | |
| 2 | Circle: TE | Count Code: NJZZ | | | | | | | | | |
| 3 | | | | | | | | | | | |
| 4 | Species | # or cw | US | HC | LC | | | | | | |
| 5 | Common Loon | | | | | | | | | | |
| 6 | Gila Woodpecker | | | | | | | | | | |
| 7 | | | | | | | | | | | |
| 8 | Weather | | | | | | | | | | |
| 9 | Temperature | | | | | | | | | | |
| 10 | Minimum | Maximum | F or C (circle one) | | | | | | | | |
| 11 | | | | | | | | | | | |
| 12 | Wind | | | | | | | | | | |
| 13 | Direction | Minimum | Maximum | MPH or KPH (circle one) | | | | | | | |
| 14 | | | | | | | | | | | |
| 15 | Snow Depth | | | | | | | | | | |
| 16 | Minimum | Maximum | in. or cm. (circle one) | | | | | | | | |
| 17 | | | | | | | | | | | |
| 18 | | | | | | | | | | | |
| 19 | Water Type | Unknown | Open | Partly Froz | Partly Ope | Frozen | | | | | |
| 20 | Still Water (check one) | | | | | | | | | | |
| 21 | Moving Water (check one) | | | | | | | | | | |
| 22 | | | | | | | | | | | |
| 23 | Cloud Cover | Unknown | Clear | Partly Clou | Partly Clea | Cloudy | Foggy | Local Fog | | | |
| 24 | AM (check one) | | | | | | | | | | |
| 25 | PM (check one) | | | | | | | | | | |
| 26 | | | | | | | | | | | |
| 27 | Precipitation | None | Light | Heavy | Unknown | | | | | | |
| 28 | AM Rain (check one) | | | | | | | | | | |
| 29 | PM Rain (check one) | | | | | | | | | | |
| 30 | AM Snow (check one) | | | | | | | | | | |
| 31 | PM Snow (check one) | | | | | | | | | | |
| 32 | | | | | | | | | | | |
| 33 | Effort | | | | | | | | | | |
| 34 | Total Obs | Minimum | Maximum | Total Observers at Feeders | | | | | | | |
| 35 | | | | | | | | | | | |
| 36 | Party Hours and Distances | | | | | | | | | | |
| 37 | (excludes viewing at feeders and nocturnal birding) | | | | | | | | | | |
| 38 | All Distanc | Miles or Kilometers | | | | | | | | | |
| 39 | | | | | | | | | | | |
| 40 | Mode of Tr | Hours | Distance | | | | | | | | |
| 41 | By Foot | | | | | | | | | | |
| 42 | By Car | | | | | | | | | | |
| 43 | Add Other Modes here | | | | | | | | | | |
| 44 | | | | | | | | | | | |
| 45 | | | | | | | | | | | |
| 46 | | | | | | | | | | | |
| 47 | | | | | | | | | | | |
| 48 | | | | | | | | | | | |
| 49 | Hours at Feeder | | | | | | | | | | |
| 50 | Hours at Nocturnal Birding | | | | | | | | | | |
| 51 | Distance Nocturnal Birding | | | | | | | | | | |
| 52 | | | | | | | | | | | |
| 53 | Observer N | Observer Addresses | | | | | | | | | |
| 54 | | | | | | | | | | | |

Sample of a Blank Field Form

Participants List Report

| | | | |
|-------------------|----------------------------|----------------|------------------------|
| Count Name: | NY Test site -- do not use | Count Code: | NYZZ |
| Count Year: | 113 | Count Date: | 12/29/2012 12:00:00 AM |
| Primary Compiler: | Kathy Dale | Printout Date: | 11/6/2013 12:29:40 PM |

| Name | Address | Email | Phone | Included | Pre-Registered |
|-------------------|---|------------------------|--------------------|----------|----------------|
| Birder, Beth | , | | | Y | N |
| Birder, Catherine | , | | | Y | N |
| Birder, Steve | , | | | Y | N |
| Compiler, Joe | , | joe.compiler@gmail.com | | Y | N |
| Ekstrom, Donald | 545 Almshouse Rd. Ivlyland, PA 18974 | dekstrom@audubon.org | (215) 355-9588 x11 | Y | N |
| Mouse, Mickey | , US-NY 9i9 r4t US | | | Y | N |
| Mouse, Minnie | , US | | | Y | N |
| Tester, Rob | , | | | Y | N |
| Tester, Sally | , | | | Y | N |

| | |
|-----------------------------|---|
| Total Included Participants | 9 |
|-----------------------------|---|

Sample Participants List Report (in .pdf format)

Count Summary Report

Printout Date: 11/6/2013

| | | |
|---|--------------------------------|--|
| Count Name: NY Test site -- do not use | Count Code: NYZZ | Count Date: 12/29/2012 |
| Organizations & Sponsors: | # of Party Hours: 37.00 | Species reported on count date: |

Compiler(s)

| First Name | Last Name | Email | Is Primary Compiler |
|------------|-----------|------------------------|---------------------|
| Joe | Compiler | joe.compiler@gmail.com | No |
| Kathy | Dale | kdale@audubon.org | Yes |
| Donald | Ekstrom | dekstrom@audubon.org | No |

Start & End Times

| Start time | End time |
|------------|----------|
| 06:00 AM | 05:30 PM |


Effort

| Observers | | | |
|--|-------|----------|---|
| In Field | | | Total Number: 9 |
| | | | Minimum Number of Parties (daylight): 3 |
| | | | Maximum Number of Parties (daylight): 6 |
| At Feeders | | | Total Number: |
| Party Hours and Distance (excludes viewing at feeders and nocturnal birding) | | | |
| By | Hours | Distance | Units |
| Foot | 25.00 | 100.00 | Miles |
| Car | 10.00 | 50.00 | Miles |
| Air | | | |
| All-Terrain Vehicle | | | |
| Bicycle | 2.00 | 5.00 | Miles |
| Dog Sled | | | |
| Golfcart | | | |
| Horseback | | | |
| Motorized Boat | | | |
| Non-Motorized Boat | | | |
| Skis/Xc-Skis | | | |
| Snowmachine | | | |
| Snowshoe | | | |
| Wheelchair | | | |
| Other Time and Distance | | | |

Sample Count Summary Report (in .pdf format)

10. Working on the Bird Checklist

The bird checklist contains a grid that lists all of the birds reported in your count circle's history displayed in taxonomic order.



Bird Checklist

| Add Species | Common | Scientific | #/cw | Max/Yr | Min/Yr | # Occ. | High | Low | Unus. |
|-------------|----------------------------|---------------------|-----------------------------------|----------|---------|--------|--------------------------|-------------------------------------|--------------------------|
| | Snow Goose | Chen caerulescens | <input type="text"/> | 1/99 | 1/99 | 1 | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| | Canada Goose | Branta canadensis | <input type="text" value="1401"/> | 1401/113 | 24/109 | 18 | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| | Mute Swan | Cygnus olor | <input type="text"/> | 8/107 | 2/105 | 6 | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| | Tundra Swan | Cygnus columbianus | <input type="text"/> | 105/100 | 2/105 | 6 | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| | Wood Duck | Aix sponsa | <input type="text"/> | 2/106 | 1/111 | 4 | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| | Gadwall | Anas strepera | <input type="text"/> | 4/99 | 2/100 | 2 | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| | American Wigeon | Anas americana | <input type="text"/> | 0/100 | 0/100 | 1 | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| | American Black Duck | Anas rubripes | <input type="text" value="8"/> | 246/96 | 8/113 | 18 | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| | Mallard | Anas platyrhynchos | <input type="text" value="209"/> | 864/99 | 155/112 | 18 | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| | Northern Pintail | Anas acuta | <input type="text"/> | 7/105 | 1/108 | 3 | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| | American Green-winged Teal | Anas crecca | <input type="text" value="2"/> | 2/113 | 1/96 | 2 | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| | Canvasback | Aythya vallisineria | <input type="text"/> | 1/109 | 1/109 | 1 | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| | Redhead | Aythya americana | <input type="text"/> | 0/96 | 0/96 | 1 | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| | Ring-necked Duck | Aythya collaris | <input type="text"/> | 15/102 | 1/109 | 4 | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| | Greater Scaup | Aythya marila | <input type="text"/> | 9/102 | 1/111 | 2 | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

Page 1 of 9 (130 items)

[1]
23456789

To complete your checklist, enter the number observed into the **#/cw** box next to the scientific name and any flag information that is relevant for all of the species seen on your count. If you saw your bird "count week" only, you enter **cw** into the **#/cw** box, with no number. You can sort your checklist by Common name, Scientific name or by # Occurrences. To resort by the default, taxonomic order, click on the **Taxonomic sort order** on the top right-hand side. You can either scroll through the pages of your checklist, or you can search for species by entering the name into the white box in the gray area, searching by common name or by scientific name. To get back to the full list, click the blue **Clear** on the left, next to the search name.



Enter bird name to search on here

Bird Checklist

[Add Species](#) Taxonomic sort order

| | Common | Scientific | #/cw | Max/Yr | Min/Yr | # Occ. | High | Low | Unus. |
|------------------------------------|--------------------------------|------------------------|----------------------|--------|--------|--------|--------------------------|--------------------------|--------------------------|
| <input type="text" value="warbl"/> | | | | | | | | | |
| | Black-throated Blue Warbler | Dendroica caerulescens | <input type="text"/> | 1/105 | 1/105 | 1 | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| | Yellow-rumped (Myrtle) Warbler | Dendroica coronata | <input type="text"/> | 40/98 | 2/111 | 14 | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

The count numbers will save automatically when you hit enter or move to another species on your checklist. If you need to make any edits or corrections to your data, just find the line item and change the entry as needed.

To add a NEW species to your checklist, click on the word **Add Species** in the top grey bar, this will bring up a search box and enter the specific bird's name (such as "blackpoll" instead of just "warbler") and then choose your species from the dropdown list. You will need to add the count and flag information here on this screen and click **Update** or the new information will NOT be saved.

Bird Checklist

Enter relatively specific bird name to add new species

Choose from dropdown list

[Species](#) Taxonomic sort order

| Common | Scientific | #/cw | Max/Yr | Min/Yr | # Occ. | High | Low | Unus. |
|--|----------------------|------|--------|--------|--------|------|-----|-------|
| <input type="text" value="blackpoll"/> | <input type="text"/> | | | | | | | |
| Common Name: blackpoll | Scientific Name: | | | | | | | |
| COM_NAME | SCI_NAME | | | | | | | |
| Blackpoll Warbler | Dendroica striata | | | | | | | |
| Bay-breasted Warbler/Blackpoll | Dendroica | | | | | | | |
| Snow Goose | caerulescens | | | | | | | |
| Branta | | | | | | | | |

Bird Checklist

[Add Species](#) Taxonomic sort order

| Common | Scientific | #/cw | Max/Yr | Min/Yr | # Occ. | High | Low | Unus. |
|--|--|----------|--------|--------|--------------------------|------|--------------------------|---------------------------------|
| <input type="text" value="Blackpoll Warbler"/> | <input type="text" value="Dendroica striata"/> | | | | | | | |
| Common Name: Blackpoll Warbler | Scientific Name: Dendroica striata | | | | | | | |
| | | # or CW: | | High: | <input type="checkbox"/> | Low: | <input type="checkbox"/> | Unus.: <input type="checkbox"/> |
| Update Cancel | | | | | | | | |

11. Start/End Times, Effort, Weather forms



113

Start/End Time

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.


Start Time: AM PM

| | Start Time | End Time |
|------------------------|------------|----------|
| Delete | 05:30 AM | 06:30 AM |
| Delete | 07:00 AM | 05:30 PM |

Start/End Times: You can enter one or more start and end time periods within your count day by selecting the values and clicking on ADD button. Click on the delete button to remove the time from the listing. Note that the total amount of time you enter on this screen will affect the effort information you enter as the total number of hours times the maximum number of parties will give you the highest value you can enter for total number of party hours.

Effort: Please ensure that you have entered the Start/End times section before moving on to this section. On this page, complete the Observers Section first; list the number of Field Observers and Field Parties and those counting at Feeders. These will auto save as they are entered. Then complete the Party-Hours and Distance section, entering your total hours, total distances and the units (km or miles). These will also auto save and a RED **SAVED** will stay on each line to let you know that you have entered data and it has saved properly. If you only enter the hours, it will prompt you to enter the distance information too. Then complete the Other Time and Distance Section if this applies to your circle, which will also auto save. Note that the total amount of time you entered on the Start/End times screen will affect the effort information you enter as the total number of hours times the maximum number of parties will give you the highest value you can enter for total number of party hours.

Info Compiler Select Circle JOE.COMPILER@GMAIL.COM Circle: PAWC

 **Audubon** *Christmas Bird Count* 113
Count Completed

Effort

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)

| Transportation | Hours | Distance | Units | |
|---|------------------------------------|-------------------------------------|-------|--------|
| Foot | <input type="text" value="80.91"/> | <input type="text" value="65.90"/> | Miles | Delete |
| Car | <input type="text" value="43.42"/> | <input type="text" value="354.70"/> | Miles | Delete |
| Air | <input type="text"/> | <input type="text"/> | Miles | Delete |
| All-Terrain Vehicle | <input type="text"/> | <input type="text"/> | Miles | Delete |
| Bicycle Distance, Hours, and Units are required. | <input type="text" value="2"/> | <input type="text"/> | Miles | Delete |
| Dog Sled | <input type="text"/> | <input type="text"/> | Miles | Delete |
| | <input type="text"/> | <input type="text"/> | Miles | Delete |
| | <input type="text"/> | <input type="text"/> | Miles | Delete |
| | <input type="text"/> | <input type="text"/> | Miles | Delete |
| Boat | <input type="text"/> | <input type="text"/> | Miles | Delete |
| | <input type="text"/> | <input type="text"/> | Miles | Delete |
| | <input type="text"/> | <input type="text"/> | Miles | Delete |
| Snowshoe | <input type="text"/> | <input type="text"/> | Miles | Delete |
| Wheelchair | <input type="text"/> | <input type="text"/> | Miles | Delete |

Total Party: Hours: 124.33 Distance in miles: 420.60 (676.89 km)

Other Time and Distance

At Feeders

Hours:

Nocturnal Birding

Hours: Distance: Units: Miles

Delete


Click on the Help button for any questions about this section

It will prompt you if you need to add additional information, (i.e. distance and units)

Reminder: On all pages there is a (?) question mark in the upper right corner of the page. If you click on this item, a pop-up will display that gives help instructions for that page.

Weather: Complete all items, using the drop-downs to make your selections, or entering your numerical values. Make sure your units are set correctly. **Make sure you SAVE** at the bottom of each of the sections for your information to save. If you have questions as to which terms to use, please check the ? button at the top right, where these are all explained.

Info Compiler ▶ Select Circle ▶ JOE.COMPIILER@GMAIL.COM ▶ Circle: PACB

113 ?

Temperature: Minimum Maximum Units

Wind Direction:

Wind Velocity: Minimum Maximum Units

Snow Depth: Minimum Maximum Units

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

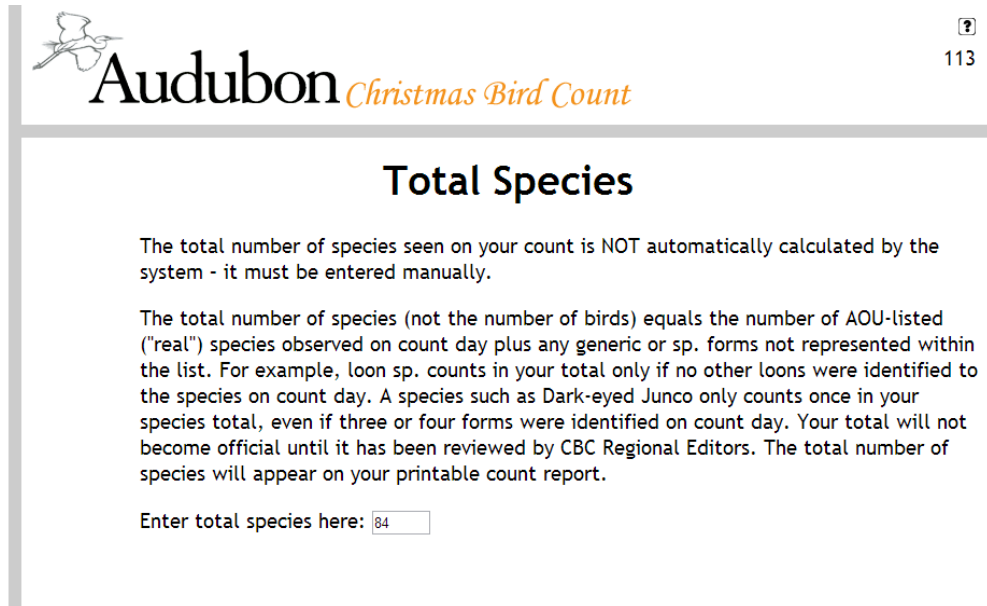
PM Rain: None Light Heavy Unknown


PM Snow: None Light Heavy Unknown

Click on Help button for listing of terms and definitions to use for this section

12. Add Total Species, Special Aspects

The system does NOT automatically calculate the total number of species seen on your count. Please read the definition of how to calculate a species on the **Total Species** page and then enter the total number. Please remember that birds seen during count week only (cw) do not count toward your species total. Your entry will auto save once you type it in.



 **Audubon** *Christmas Bird Count* 113

Total Species

The total number of species seen on your count is NOT automatically calculated by the system - it must be entered manually.

The total number of species (not the number of birds) equals the number of AOU-listed ("real") species observed on count day plus any generic or sp. forms not represented within the list. For example, loon sp. counts in your total only if no other loons were identified to the species on count day. A species such as Dark-eyed Junco only counts once in your species total, even if three or four forms were identified on count day. Your total will not become official until it has been reviewed by CBC Regional Editors. The total number of species will appear on your printable count report.

Enter total species here:

The **Special Aspects** form is for the purpose of relating special aspects of this count – historical or current. Information in this field is not displayed publically but allows you to comment to regional editors about the season's report and becomes part of the official historical record of the count. This field should not to be used to ask questions – email should be used for that. You have a limit of 4000 characters and you typing will auto save. This section is totally optional and not required for data completion.

13. Marking your circle as completed and submitting your data for the year

Once you have saved any data into each of the forms, you will see a green checkmark for that section under the compiler heading. Having a green checkmark however, does not indicate that you have completed that section, only that you have entered some data there. Once you have green checkmarks for all 8 sections (the Special Aspects section is optional and not required for completion). You will see a RED **Count Completed** box appear in the upper header of every form. Check this box when you have COMPLETED all of your data entry. Once you have marked your circle as Completed, **your data will display to the public through the Results: Current Year reports, your access to data entry is completed, and your regional editor will be able to start the review of your count for the season.** If you find that you need to make any corrections after you check the "Count Completed" box or your count has been reviewed, please contact your Regional Editor or the CBC Administrator. Your Regional Editor must approve any edits after you have marked your circle as complete.

NOTE: Examples shown on page 11 of these instructions

14. The CBC relies 100% on donations

The Christmas Bird Count now relies 100% on donations to provide support to compilers and volunteers on count day, to manage the historic database, and to fund the technology to make historic data available to researchers. Please share this link with your volunteers and consider donating to ensure the future of this very important citizen science program:

Please consider going to the Christmas Bird Count donation page at:

<http://www.birdscanada.org/support/>

Make out donation cheques to Birds Canada and mail to:

Christmas Bird Count

Birds Canada
P.O. Box 160
Port Rowan, ON N0E 1M0

Thank you in advance for considering a donation to support the Christmas Bird Count.