

International Shorebird Survey (ISS)
Online Data Entry Protocol for ISS eBird
Version 4



Photography by Ian Davies



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Data Entry Protocol for ISS eBird

Introduction

The following guide is intended to be a step-by-step guide to entering data online into ISS eBird. It covers both the direct submission of data on to the ISS eBird site as well as the formatting and importing of data spreadsheets into the database.

This guide to data entry generally follows the eBird data entry tutorial, <http://ebird.org/content/ebird/about/tutorial>, but includes specifics pertaining to ISS eBird surveys and useful tips for formatting data. Please contact Stephanie sschmidt @manomet.org if you need additional help.

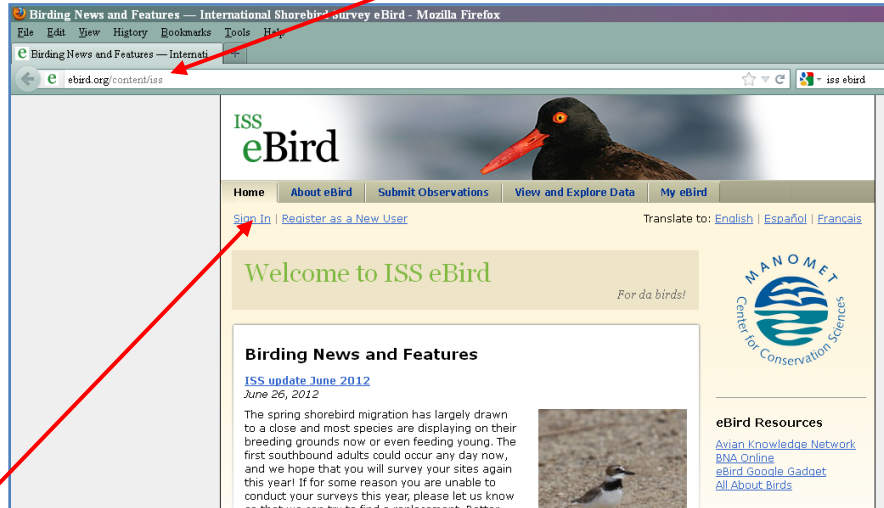
Table of Contents	
Accessing ISS eBird - webpage and login information	1
How to know you are in ISS eBird – making sure you are in the right place	1
Tab Overview – overview of navigation options	2
Submitting data	3
Direct data submission: Option for few surveys to enter.	3
Step 1: Where did you bird? – Identify your birding observation location.	3
Step 2: Date and Effort – Indicate observation date, effort type, and water level/tide/disturbance.	4
Step 3: What did you see or hear? – Enter observations.	5
A. Entering # of birds, comments regarding the quality of your count, and bird age.	5
B. How to add species not on the list including “peeps”.	5
Importing Data: An option to enter batches of surveys such as a survey season or historic data	6
Step 1: Formatting your data – proper configuration of data	6
A. Checklist method	6
B. Record method	8
Step 2: Uploading your data	9
A. Double check your data - most common upload errors	9
B. Upload file	9
C. Correct upload message	9
D. Fixing species name or site location information	9
Appendix A – Observation Effort Type Protocols	A-1
Appendix B – ISS Data Entry Protocols for Disturbance, Tide, Water Level	B-1
Appendix C – Species Names for ISS eBird	C-1
Appendix D – Excel Formatting Tips	D-1
A. CONCATENATE to condense data into Comments column	D-1
B. Determination of Duration in minutes	D-2
Appendix E – Setting up accounts for shorebird survey projects	E-1
Rational	E-1
A. Setting –up Accounts	E-1
B. Sharing Data	E-2
Appendix F – eBird Data Entry Tutorial links	F-1

Accessing ISS eBird and How to Know You Are There

1. Accessing ISS eBird

Data for the International Shorebird Survey must be entered via the ISS eBird portal in order for the observations to be tagged correctly as ISS surveys. Your ISS data will be integrated with your regular eBird data.

a. Access the ISS eBird portal at <http://ebird.org/content/iss>.



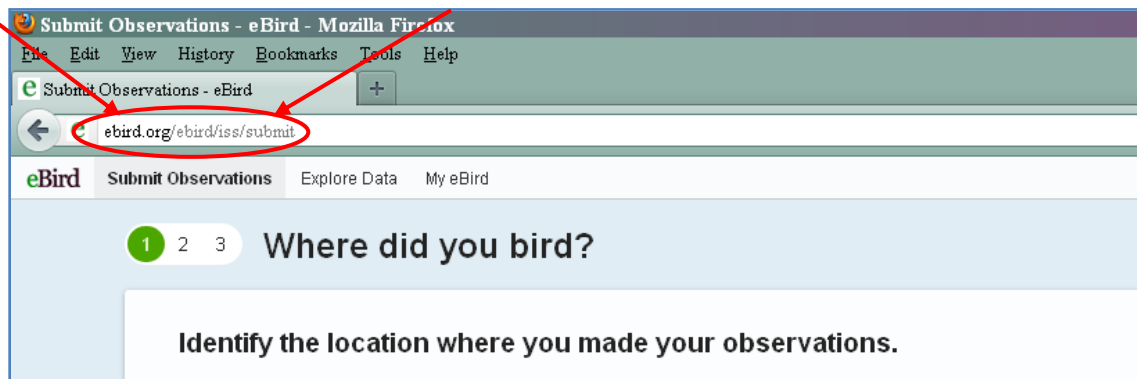
b. Log on:

- 1) If you already have an ISS eBird or a general eBird User (or if you participate in any other Cornell Lab of Ornithology Projects such as Project Feederwatch, YardMap, NestWatch), **sign in** with your existing username. If you are unsure, we recommend requesting your username by clicking the “Forgot Username?” link under the sign in boxes. Your ISS eBird observations will be linked to your general eBird account so that you do not have to enter data twice.
- 2) If you are new to ISS eBird, then **register as a new user**. Also, send us an email if you are new to ISS ([Stephanie](#) or [Brad](#)). This helps us to keep track of surveyed sites.

2. How to know you are in ISS eBird

Once you sign in, the program should take you to the “Submit Observations” page.

- It is not always intuitive that you are still in the ISS eBird system as the title and tabs indicate “eBird”.
- Be sure to look at the URL; it should have ISS in the address (ebird.org/ebird/iss/submit). If your page URL does NOT have ISS in the address, then sign in again.
- ***Every page within ISS eBird should have “/iss” as part of its address. If not, you will need to log out and sign in again through the ISS eBird portal (<http://ebird.org/content/iss>)***



3. Tab Overview

At the top of the page under the address bar are navigation tabs that allow you to do the following:

- a. Submit Observations: direct online data submission and importation form;
- b. Explore Data: site- or species-based data exploration tools to investigate phenology, species occurrence, species arrivals and departures, plus other options; and
- c. My eBird: exploration and management of your own survey data. Your eBird data will be displayed even when in ISS eBird mode.

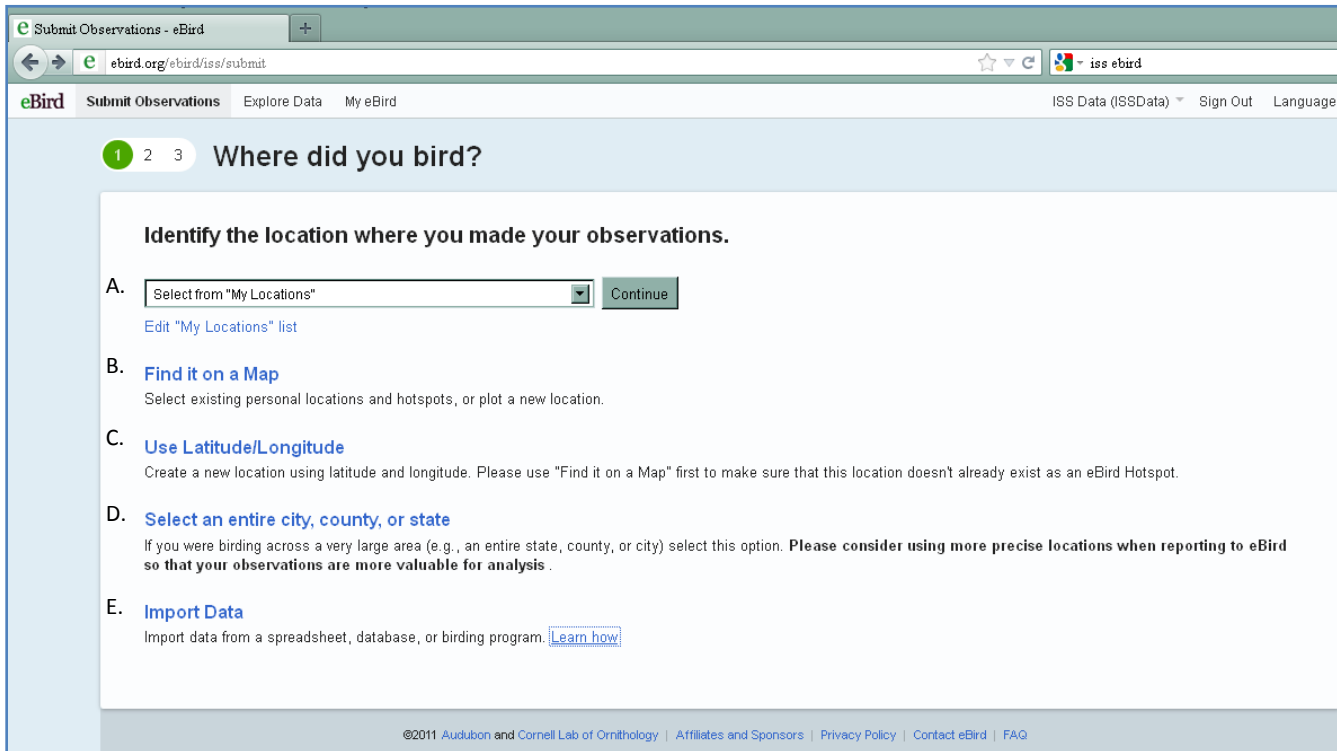
Submitting Data to ISS eBird

Observation data may be entered directly into ISS eBird or formatted in a spreadsheet and uploaded. We recommend submitting directly whenever possible.

Direct Submission

The following steps are for entering your data directly into ISS eBird. This is a good option when you only have a few surveys to enter (<http://ebird.org/ebird/iss/submit>).

Step 1: Where did you bird? Identify your survey location. You can answer 5 ways but we strongly suggest that you identify the location by A, B, or E.

The screenshot shows the 'Submit Observations - eBird' web page. The browser address bar shows 'ebird.org/ebird/iss/submit'. The page has a navigation bar with 'Submit Observations', 'Explore Data', and 'My eBird'. The main heading is 'Where did you bird?' with sub-headings 1, 2, and 3. Below the heading is a section titled 'Identify the location where you made your observations.' with five options: A. Select from 'My Locations' (with a dropdown menu and a 'Continue' button), B. Find it on a Map, C. Use Latitude/Longitude, D. Select an entire city, county, or state, and E. Import Data. Each option has a brief description. At the bottom, there is a footer with copyright information and links to 'Affiliates and Sponsors', 'Privacy Policy', 'Contact eBird', and 'FAQ'.

- A. My Locations - If the data you are entering is from a site where you have previously entered data, then choose the corresponding location from a drop-down list of all your locations. Only use this if you are familiar with what the chosen site name represents.
- B. Find it on a Map – Use to locate your site on a map. Select from your personal hotspots (blue balloons) or ISS eBird and eBird hotspots (orange balloons). If there are no balloons where you did your survey, add a new location at the correct spot on the map. Be sure to zoom in as close as you can to be sure the location is mapped accurately. Use established hotspot markers when possible to reduce marker redundancy.
- C & D. Latitude/Longitude and Select a City/State/Region – It is best to use options 1 or 2 for ISS.
- E. Import Data- Great for entering bulk data. Data must be arranged into either a *checklist* or *record* format as described in “Using the Data Import Tool” in this guide or the eBird Import Tool Tutorial ([Appendix F](#)).

Step 2: Date and Effort. The Observation Date and Observation Type are *required* fields (See [Appendix A - Observation Type Protocols](#) for more information).

******Use the **Comments** section on this page to enter Water Level/Tide/Disturbance information according to the ISS protocol. Unfortunately this will require some typing on your part as there are no drop-down lists for these variables (See [Appendix B](#) for the ISS protocol regarding these variables). ******

The screenshot displays the eBird 'Date and Effort' submission page. The page has a navigation bar at the top with links for 'Submit Observations', 'Explore Data', and 'My eBird'. The main heading is 'Date and Effort' for the location 'Acadia NP--Thompson Island, Hancock County, Maine...'. The page is divided into several sections:

- Observation Date:** A date picker showing 'Sep 1, 2012'.
- Observation Type:** A section with four radio button options: 'Traveling', 'Stationary', 'Incidental', and 'Other'. Each option has a description and a 'More Info...' link. The 'Other' option is selected, and a dropdown menu shows 'Area'.
- Start Time:** A time picker showing '12:00'.
- Duration:** A section with 'hrs.' and 'min.' dropdowns.
- Area:** A dropdown menu showing 'acres'.
- Party Size:** A text input field with the placeholder 'Enter the total number of people in your birding party'.
- Comments:** A text input field containing the text 'Water level = 15 cm; Disturbance = A'.

Step 3: What did you see or hear? Enter your observations.

The screenshot shows the eBird interface for entering observations. The top navigation bar includes 'eBird', 'Submit Observations', 'Explore Data', and 'My eBird'. The location is 'Acton Lake, Butler County, Ohio, US' and the date/time is 'Sat Sep 01, 2012 12:00 PM'. The main heading is 'What did you see or hear?'. The 'SHOREBIRDS' section is active, displaying a list of species. 'Black-bellied Plover' is selected with a count of 100. The 'Comments' field contains 'estimate' and the 'Age & Sex' tab is selected. On the right, the '+ Add Species' button is circled in red. Below the species list, there are checkboxes for 'Show Rarities', 'Show Subspecies', and 'Group by Most Likely'. At the bottom right, there is a question 'Are you submitting a complete checklist of the birds you were able to identify?' with 'Yes', 'No', and '?' radio buttons, and a green 'Submit' button.

A. Enter the # of birds you observed next to the appropriate species.

- It is best to give an estimate or “guesstimate”
- You can enter a “x” to indicate “presence” instead of a number however we do recommend you do the best you can to estimate the number of birds present.
- Once you enter a number (or “x”) next to species, you have to option to click on a “Details” dialog box.
 - 1) Here you can enter **Comments** specific to the species such as whether your count is a true count, estimate, or guesstimate according to ISS protocol. You must type this information in.
 - 2) If it is a fall migration survey and you are confident of bird’s age, click on Age & Sex to enter that information. This can be useful for recording the fall arrival of juvenile shorebirds.

B. If the species is not present on the shown list, click “+Add Species”. Here you can enter rare species or the codes for difficult to identify species according to the ISS protocol in [Appendix C - Species Names in ISS eBird](#) (e.g. plover sp., peep sp., large shorebird sp.).

Importing Data

The Import Data tool allows you to import spreadsheets directly into ISS eBird. This is the easiest option when you have several surveys worth of data. Learning how to format your data properly may take some time therefore we have included a few general guidelines and spreadsheet formula tips to help you with the importing process.

Step 1: Formatting your data - Your spreadsheet will need to be configured properly in order for acceptance into ISS eBird therefore it pays to look at the formatting options *before* you start entering your data into a spreadsheet. There are two formatting options, the “checklist” format or the “record” format.

A. Checklist – The checklist format is for adding totals to a pre-existing species list. A template for your use can be found within the eBird Import Tool Tutorial ([Appendix F](#)).

	A	B	C	D	E
1			Location Name	Location Name	Location Name
2			Latitude	Latitude	Latitude
3			Longitude	Longitude	Longitude
4			Date	Date	Date
5			Start Time	Start Time	Start Time
6			State	State	State
7			Country	Country	Country
8			Protocol	Protocol	Protocol
9			Num Observers	Num Observers	Num Observers
10			Duration (min)	Duration (min)	Duration (min)
11			All Obs Reported (Y/N)	All Obs Reported (Y/N)	All Obs Reported (Y/N)
12			Dist Traveled (Miles)	Dist Traveled (Miles)	Dist Traveled (Miles)
13			Area Covered (Acres)	Area Covered (Acres)	Area Covered (Acres)
14			Notes	Notes	Notes
15	SPECIES COMMON NAME	OPTIONAL SCIENTIFIC NAME	COUNT	COUNT	COUNT
16	SPECIES COMMON NAME	OPTIONAL SCIENTIFIC NAME	COUNT	COUNT	COUNT
17	SPECIES COMMON NAME	OPTIONAL SCIENTIFIC NAME	COUNT	COUNT	COUNT
18	SPECIES COMMON NAME	OPTIONAL SCIENTIFIC NAME	COUNT	COUNT	COUNT
19	SPECIES COMMON NAME	OPTIONAL SCIENTIFIC NAME	COUNT	COUNT	COUNT
20	SPECIES COMMON NAME	OPTIONAL SCIENTIFIC NAME	COUNT	COUNT	COUNT

Checklist formatting for ISS

Column Heading	Description
Location Name	ISS Site Name
Latitude	decimal degrees; <i>not required</i> – <i>will be able to indicate location after imported</i>
Longitude	decimal degrees; <i>not required</i> – <i>will be able to indicate location after imported</i>
Date	mm/dd/yyyy
Start Time	hh:mm AM/PM or 24-hour time with colon (hh:mm)
State	Two letter code
Country	Two letter code
Protocol	Stationary, Traveling, Casual, or Area. See Appendix A - Observation Effort Type Protocol .
Num Observers	# people conducting survey
Duration	Convert to minutes
All Obs Reported	Y = reported all birds seen; N = did not report all (e.g. only reported shorebirds)
Distance Travelled	In miles; <i>required for Traveling protocol</i>
Area Covered	In acres; <i>required for Area protocol</i>
Notes	Add water level, disturbance, & tide data here (e.g. Water level = xx; Disturbance = xx; Tide = xx); other comments (<i>no quotation marks allowed</i>); separate comments with a semi-colon (;) . See Appendix B - ISS Data Entry Protocol for Disturbance, Tide and Water Level and Appendix D - Excel Formatting Tips and Formula .
Species Name	Common or scientific name. See Appendix C - Species Names for ISS eBird .
Count	# birds observed or X (X=present); include species comments by adding a “pipe” () followed by your comments (e.g., 200 estimated)

****When you have completed your observation entries, save as a .csv file with the first cell blank (remove “Location Name”). Excel or other file formats will not upload.****

Checklist Example

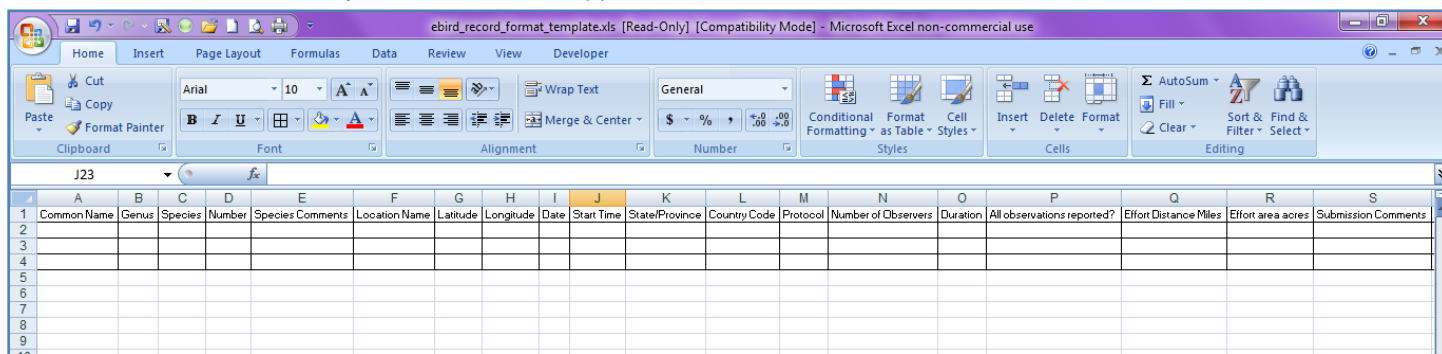
First cell must be blank to import

	A	B	C	D
		Nahant--Short Beach	Weskeag Marsh	
2	Latitude	42.4321994		
3	Longitude	-70.9320259		
4	Date	10/1/2012	6/10/1999	
5	Start Time	4:00 PM	16:00	
6	State	MA	ME	
7	Country	US	US	
8	Protocol	stationary	traveling	
9	Num Observers	1	1	
10	Duration (min)	90	120	
11	All Obs Reported (Y/N)	N	N	
12	Dist Traveled (Miles)		1.3	
13	Area Covered (Acres)			
14	Notes	disturbance = C; dog chasing birds		
15	Purple Sandpiper	16		
16	Greater/Lesser Yellowlegs		200 estimate	
17				
18				

Water level,
disturbance, & tide
data need to go in the
Notes section along
with any other
comments

- Water level, disturbance, and tide data must be entered under the Notes heading along with any other comments about the survey. If you have originally entered these variables under their own column headings, have no fear! You can use a formula in Excel to quickly combine text from multiple columns into a single column (See *Concatenate* in [Appendix D – Excel Formatting Tips](#))

B. Record – Use record format when each row is a complete record. A template for your use can be found within the eBird Import Tool Tutorial ([Appendix F](#)).



Record formatting for ISS	
Common Name	Common name. See Appendix C - Species Names for ISS eBird .
Genus	Only required if not using Common Name
Species	Only required if not using Common Name
Number	# birds observed or X (X=present); include species comments by adding a “pipe” () (e.g. “ 200 estimated”)
Location Name	ISS Site Name
Latitude	decimal degrees; <i>not required – will be able to indicate location after imported</i>
Longitude	decimal degrees; <i>not required – will be able to indicate location after imported</i>
Date	mm/dd/yyyy
Start Time	hh:mm AM/PM or 24-hour time with colon (hh:mm)
State/Province	Two letter code (e.g., NY, MA, TX)
Country Code	Two letter code (e.g., US, CA, MX)
Protocol	Stationary, Traveling, Casual, or Area. See Appendix A - Observation Effort Type Protocol .
Number of Observers	# people conducting survey
Duration	Convert to minutes
All Observations Reported?	Y = reported all birds seen; N = did not report all (e.g. only reported shorebirds)
Effort Distance Miles	In miles; <i>required for Traveling protocol</i>
Effort Area Acres	In acres; <i>required for Area protocol</i>
Submission Comments	Add water level, disturbance, & tide data here (e.g. Water level = xxx; Disturbance = xx; Tide = xx); other comments (<i>no quotation marks allowed</i>); separate comments with a semi-colon (;) . See Appendix B - ISS Data Entry Protocol for Disturbance, Tide and Water Level and Appendix D - Excel Formatting Tips and Formula .

****When done entering records, remove the column titles row and save as a .csv file. Excel or other file formats will not upload.****

Delete title line to import

Record Example

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R
	Common Name	Genus	Species	Number	Location Name	Latitude	Longitude	Date	Start Time	State/Province	Country Code	Protocol	Number of Observers	Duration	All observations reported?	Effort Distance Miles	Effort Area Acres	Submission Comments
1	Purple Sandpiper			16	Nahant-Short Beach	42.4322	-70.9320	10/1/2012	4:00 PM	MA	US	stationary	1	90	N			disturbance = C; dog chasing birds
2	Greater/Lesser Yellowlegs			200 estimate	Weskeag Marsh			6/10/1999	16:00	ME	US	traveling	1	120	N	1.3		

Step 2: Uploading your data - In ISS eBird, click on the “Submit your data” tab then click on “Import Data”.

A. Double check your data for these most common upload errors

- Save your data as a .csv file; Excel or other formats will not be uploaded.
- File size must be ≤ 1 MB. Split your files and save separately if file is too large. Be sure to save each one as a .csv file.
- No quotation marks allowed in any field except comments.
- Delete the contents of the first cell in a Checklist Format or remove the title line in a Record Format before saving as a .csv file.

B. Upload the correct file from your computer and check Checklist or Record.

C. If your file uploads correctly you will get a message to that effect. Hurray!

D. If you need to fix species names or location, you will get a message to that effect. To fix these errors, go to the “My eBird” Tab, choose “Manage Imported Data” and follow the instructions. If you have persistent issues, email Marshall Iliff at mji26@cornell.edu for troubleshooting.

My eBird

Manage your personal lists, observations, locations, and account settings.

Your Life List: 95 Species

Last updated 1 sec ago.

Your Stats

	Life	Year	Month
Total Species	95	0	0
Total Checklists	78005	0	0
ABA Area Total Ticks	1666	0	0

Your Lists

Major Region Country State/Province County

	Life	Year	Total County Ticks
Maine	75	0	366
Minnesota	63	0	268
Virginia	40	0	185
Tennessee	40	0	337
Michigan	39	0	310
New Jersey	39	0	213
Kansas	39	0	376
Oklahoma	39	0	441
Pennsylvania	39	0	138
Florida	39	0	787
Massachusetts	39	0	356

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My Observations

[Summarize My Observations](#)
Create frequency, abundance, and other tables of my observations.

[Manage My Observations](#)
View, edit, print, share or download my observations.

[My Shared Observations](#)
Checklists that other eBird users have shared with me

[Manage My Locations](#)
Edit existing locations

[Import Data](#)
Import data from a spreadsheet, database, or birding program.

[Manage Imported Data](#)
View, fix, and submit your imported data

[Download my Data](#)
Download and save your data on your computer

[Manage My Alerts](#)
Modify or view your eBird Alerts

Appendix A - Observation Effort Type Protocols

The following survey protocol descriptions are adapted from eBird Observation Type Protocol document (See [Appendix F](#)). For ISS surveys we highly suggest using the Traveling, Stationary, or Area protocols as these give us the most useful information.

Protocol Name	Definition	Required Variables
Traveling	Observations made over a known period of time while traveling a known distance. These can be walking, driving, or boating surveys. An estimate of the distance traveled in miles is required.	Date, Start Time, Duration, Distance traveled (in miles)
Stationary	Observations made from a fixed location. Should remain in an approximately 30m (~30 yards) area to conduct survey.	Date, Start Time, Duration
Other - Area	Thorough observations of a location or area. An estimate of the area (in acres) surveyed is required.	Date, Start Time, Duration, Area Covered (in acres)
Incidental/Casual	Opportunistic observations with no associated effort data. Also can be used if entering historic data that does not have associated effort data.	Date

Appendix B – ISS Data Entry Protocol for Disturbance, Tide and Water Level

These definitions are from the ISS survey protocol and ISS survey data sheet. See [Appendix D](#) for tips on using CONCATENATE to condense this data into the Notes/Comments columns for data import.

ISS Protocols for Disturbance, Tide, and Water Level	
Disturbance	During this survey, shorebirds were: A=undisturbed, B=disturbed 1-2 times, C=3-4 times, D=5-10 times, E=>10 times, X= unknown
Tide (coastal sites)	At start of survey the tide was: 1=high, 2=near high & rising, 3=near high & falling, 4=half & rising, 5=half & falling, 6=near low & rising, 7=near low & falling, 8=low, 9=unknown
Water Level (non-tidal sites)	N=normal, H=higher than normal, L=lower than normal, X=not observed, or water depth (indicate if inches or centimeters)

Appendix C - Species Names for ISS eBird

Species names should be spelled out according the following list. If you are unsure of the species, try get as close as you can by using the definitions for “peep sp.”, “large shorebird”, “small plover sp.” rather than lump everything in “shorebird sp”.

Entry Name in ISS eBird	Definition/Scientific Name
Black-bellied Plover	<i>Pluvialis squatarola</i>
American Golden-Plover	<i>Pluvialis dominica</i>
Pacific Golden-Plover	<i>Pluvialis fulva</i>
Snowy Plover	<i>Charadrius alexandrinus</i>
Wilson’s Plover	<i>Charadrius wilsonia</i>
Semipalmated Plover	<i>Charadrius semipalmatus</i>
Piping Plover	<i>Charadrius melodus</i>
Killdeer	<i>Charadrius vociferus</i>
small plover sp.	= <i>Charadrius</i> sp (Wilson’s/Killdeer/Semipalmated/Piping/Snowy)
Golden-plover sp.	<i>Pluvialis dominica/fulva</i>
plover sp.	= <i>Charadriida</i> sp (small and large plover)
American Oystercatcher	<i>Haematopus palliatus</i>
Black-necked Stilt	<i>Himantopus mexicanus</i>
American Avocet	<i>Recurvirostra americana</i>
Greater Yellowlegs	<i>Tringa melanoleuca</i>
Lesser Yellowlegs	<i>Tringa flavipes</i>
Greater/Lesser Yellowlegs	<i>Tringa melanoleuca/flavipes</i>
Solitary Sandpiper	<i>Tringa solitaria</i>
Willet	<i>Tringa semipalmata</i>
Willet (Eastern)	<i>Tringa semipalmata semipalmata</i>
Willet (Western)	<i>Tringa semipalmata inornata</i>
Spotted Sandpiper	<i>Actitis macularius</i>
Upland Sandpiper	<i>Bartramia longicauda</i>
Whimbrel	<i>Numenius phaeopus</i>
Long-billed Curlew	<i>Numenius americanus</i>
Hudsonian Godwit	<i>Limosa haemastica</i>
Marbled Godwit	<i>Limosa fedoa</i>
Ruddy Turnstone	<i>Arenaria interpres</i>
Black Turnstone	<i>Arenaria melanocephala</i>
Surfbird	<i>Aphriza virgata</i>
Red Knot	<i>Calidris canutus</i>
Sanderling	<i>Calidris alba</i>
Semipalmated Sandpiper	<i>Calidris pusilla</i>
Western Sandpiper	<i>Calidris mauri</i>
Least Sandpiper	<i>Calidris minutilla</i>
White-rumped Sandpiper	<i>Calidris fuscicollis</i>
Baird's Sandpiper	<i>Calidris bairdii</i>
Pectoral Sandpiper	<i>Calidris melanotos</i>
Dunlin	<i>Calidris alpina</i>

Stilt Sandpiper	<i>Calidris himantopus</i>
Buff-breasted Sandpiper	<i>Tryngites subruficollis</i>
Short-billed Dowitcher	<i>Limnodromus griseus</i>
Long-billed Dowitcher	<i>Limnodromus scolopaceus</i>
Short-billed/Long-billed Dowitcher	<i>Limnodromus griseus/scolopaceus</i>
peep sp.	= the 5 small <i>Calidris</i> shorebirds (Semipalmated/Western/Least/White-rumped/Baird's)
large shorebird sp.	= Scolopacidae sp. (larger shorebirds birds such as Willet//Dowitchers/Godwit/Curlew/Whimbrel/etc.)
shorebird sp.	= all Charadriiformes sp.
Wilson's Snipe	<i>Gallinago delicata</i>
American Woodcock	<i>Scolopax minor</i>
Wilson's Phalarope	<i>Phalaropus tricolor</i>
Red-necked Phalarope	<i>Phalaropus lobatus</i>
Red Phalarope	<i>Phalaropus fulicarius</i>
phalarope sp.	<i>Phalaropus sp.</i>
Purple Sandpiper	<i>Calidris maritima</i>

Appendix D – Excel Formatting Tips

eBird provides a general Excel formatting tutorial (See [Appendix F](#)). In this appendix are formulas to create the Submission Comments/Notes fields in the Record or Checklist Import formats and to help determine Duration and Please contact [Stephanie](#) if you need additional help.

A. Using the CONCATENATE Function – If you have entered your data into a spreadsheet with columns for each variable, you will have to condense the water level/disturbance/tide data and count accuracy data so that it will fit into the Comments sections. ISS eBird does not have separate columns for these variables at this time. We apologize for this inconvenience.

The easiest way to condense several columns into one column and to add text is to use the CONCATENATE function in Excel. Below is an example formula.

Example of the CONCATENATE function using the ISS survey form.

	A	B	C	D	E	F	G	H	I
58	Red-necked Phalarope								
59	Red Phalarope								
60	add others below								
61									
62									
63	Count type								
64	Miles								
65	Census Start Time								
66	Census End Time								
67	Disturbance	A							
68	Tide	4							
69	Water Level		15						
70	Formula	=CONCATENATE("Disturbance = ", B67, ", "; Tide = ", B68)		=CONCATENATE("Water Level = ", C69, "cm")					
71	Submission Comments	Disturbance = A; Tide = 4		Water Level = 15cm					
72									
73	KEY: Count Type: Stationary= from single point, movement <30m; Traveling=over known time and known distance; Area=over a known area Disturbance: During this survey, shorebirds were: A=undisturbed, B=disturbed 1-2 times, C=3-4 times, D=5-10 times, E=>10 times Tide (coastal sites): 1=high, 2=near high&Rising, 3=near high&Falling, 4=half&Rising, 5=half&Falling, 6=near low&Rising, 7=near low&Falling, 8=low Water Level (non-tidal sites): N=normal, H=higher than normal, L=lower than normal, X=not observed or depth (in cm) Accuracy: Please indicate in each block whether your count is: * a true count, ** an extrapolated estimate, or *** a "guesstimate"								
74									
75									
76									
77									
78	Enjoy your shorebirding! If possible, please input your data thru ISS eBird (www.ebird.org/iss) or send your report to Manomet by the end of the year.								
79	Thank you.								
80									

Final formula results. "Copy" the information in B70/C70 and "Paste Special – Values" into B71/C71.

- 1) Insert a row (if using Checklist format) or column (if using Record format) into your data. Paste or write the appropriate formula into this row/column (change the column & row numbers to reflect your data):
 Disturbance, Water level, & Tide data: = CONCATENATE("Disturbance=", B67, ", "; Tide=" , B68, ", "; Water level=" , B69)
 Disturbance & Tide data: = CONCATENATE("Disturbance=", B67, ", "; Tide=" , B68)
 Disturbance & Water Level: = CONCATENATE("Disturbance=", B67, ", "; Water level=" , B69)
- 2) "Copy" the result from the formula row/column
- 3) "Paste Special-Values" into your final Notes/Comments column
- 4) Delete the formula row/column before uploading.

B. Determination of Duration in minutes

	A	B	C	D	E
61					
62					
63	Count type				
64	Miles				
65	Census Start Time	11:00 AM	11:00		
66	Census End Time	1:15 PM	13:15		
67	Disturbance				
68	Tide				
69	Water Level				
70					
71	Formula	= (B66-B65)*24*60	= (C66-C65)*24*60		
72	Duration (in Minutes)	135	135		
73					

- 1) Format your formula cell (B71/C71) as a number.
- 2) Apply same formula to AM/PM time or to 24-hour time.
- 3) “Copy” the results of the Formula and “Paste Special – Values” into your final row (B72/C72).

C. Splitting Text into Separate Columns

When you download your data, Notes/Comments column will contain a string of text consisting of the disturbance, tide, water level, and comments information. It is easy to split these comments fields so that each piece of information is in its own column as long as you remembered to separate comments by a semi-colon(;).

1. Insert extra columns besides the Notes/Comments field.
2. Highlight the Notes/Comments field.
3. Apply “Text to Columns” in the Data tab.
4. Choose “Delimited” by a *semi-colon (;)*.

Ta Da! You now have your data in neat columns.

Appendix E – Setting up accounts for shorebird survey projects

Several survey sites (or site) have more than one person conducting the surveys or are part of a larger project. We would like surveyors and organizations to follow this protocol for setting up project accounts in ISS eBird.

A Project Account is set-up by the project leaders. No data is entered into this account; rather each surveyor will enter data *through their own account* and then “Share” the data with the Project Account by using the project’s username. Sharing to the Project Account allows the project leader to view all the data from the project but maintains the contact information of the individual surveyors.

Setting up large projects in this manner is important for the eBird QA/QC process. ISS eBird data goes through a QA/QC process. If a question arises about a survey, the eBird QA/QC person need to directly contact the surveyor who conducted the survey. If all data was entered under one account, for instance the Project Account, questions pertaining to a particular survey would have to go through the contact of the project account who would then have to determine who conducted the survey and track them down in order to answer the question posed by the QA/QC volunteer. This circuitous route takes much more time for the eBird QA/QC volunteers who need to process huge amounts of data.

Step 1: Project Leader should register for a project account in ISS eBird.

A. Go to “Register as a New User”

- 1) Designate a username. Choose a name your surveyors will remember (6-12 characters),
- 2) Password (your choice), and
- 3) Email (project leader or project email). Click “Continue”.

B. Fill out Profile information.

- 1) Use “First Name” for your project’s name.
- 2) Put the word **Data** for the “Last Name”. Click “Continue” and “Submit”.

The screenshot shows the 'Registration - Profile Information' form in the ISS eBird system. The form is titled 'Registration - Profile Information' and includes a progress indicator 'Step: [1] [2] [3]' where [2] is highlighted. A note states '* indicates a required field'. The form contains the following fields and values:

- *First Name:** Manomet Shorebird Project
- *Last Name:** Data
- Organization/Company:** Manomet Center for Conservation
- Street 1:** (empty)
- Street 2:** (empty)
- City:** (empty)
- State/Province:** (empty)
- Zip/Postal Code:** (empty)
- *Country:** United States (dropdown menu)
- Phone Number:** (123) 456-7890

A 'Continue' button is located at the bottom right of the form. At the bottom of the page, there is a footer with copyright information: '©2011 Audubon and Cornell Lab of Ornithology | Affiliates and Sponsors | Privacy Policy | Contact | FAQ'.

C. Give your surveyors the username for this account.

Step 2: Surveyors enter data.

- A. Each surveyor will create or use their own eBird account and enter the project's shorebird data through the ISS eBird portal (IMPORTANT!).
- B. Enter data according to the protocol in the body of this document. One caveat: Enter your name in the Comments section on the first page if entering each survey through the online system. If uploading your data, enter your name in the Remarks column.
- B. Once a survey is entered, the surveyor can then "Share" the data with the Project account.
 - 1) Go to "My eBird"
 - 2) Click on "Manage Observations" and locate the surveys associated with the project.
 - 3) Click the "Share" button and enter the Project Username. Sharing will allow the Project Leader to view all project surveys through the Project Account.

Step 3: Review data.

- A. Project leaders will get a notice that a survey has been shared with them. It will appear at the top of the page when logged into the Project account. Allow the survey to be shared.
- B. Go to Download My Data. This will send a notice to Cornell and your data will be sent to the email listed in the Project account. This data will be all the shared surveys. Surveyors' names will be located in the Remarks column.

We value your time and data and do not wish to create more work for you. However, the QA/QC process is a valuable service eBird provides for your data. Therefore, we would like you to try this method we are proposing for setting up shorebird survey projects. We are very interested in how it works for you and appreciate any comments you may have so that we can make the ISS online data system even better.

Appendix F – Useful eBird Links

eBird Data Entry Tutorial - <http://ebird.org/content/ebird/about/tutorial>

Import Tool Tutorial - <http://ebird.org/content/ebird/about/using-the-ebird-data-import-tool> . Checklist and record format Excel templates can be found within this tutorial.

Import Process Information - <http://ebird.org/content/ebird/about/using-the-ebird-data-import-tool/#ebird-import-process> . Tips on formatting your data to avoid common errors that prevent upload.

Checklist Format Tutorial and Spreadsheet - <http://ebird.org/content/ebird/about/using-the-ebird-data-import-tool/#ebird-checklist-format>

Record Format Tutorial and Spreadsheet - <http://ebird.org/content/ebird/about/using-the-ebird-data-import-tool/#ebird-record-format> .

Excel Data Formatting Tutorial - http://ebird.org/content/ebird/about/using-the-ebird-data-import-tool/excel_data_formatting_tips.pdf . Tips for using Excel to reformat your data.

Observation Type Protocols - http://ebird.org/content/ebird/about/using-the-ebird-data-import-tool/eBird_Protocol_Descriptions2.pdf . Definitions of effort protocol types.

Species Names in ISS eBird - <http://ebird.org/content/ebird/about/ebird-taxonomy>. Complete list of birds and their scientific names.