

# Migratory Bird Conservation Partnership

## Fallow Field Shorebird Survey - Data Entry Protocol 2011

This protocol contains 4 sections:

- I. [How to register for CADC account](#)
- II. [How to add a project to your CADC account](#)
- III. [How to enter data](#)
- IV. [How to edit data](#)

### I. TO REGISTER:

First time users must first register and create a user name and password.

- Go to [www.prbo.org/cadc](http://www.prbo.org/cadc)
- Click on the blue “Go” button in the red box in the upper right corner of the page.

The screenshot shows the California Avian Data Center (CADC) website. The header includes the title "CALIFORNIA AVIAN DATA CENTER" and a navigation menu with links: Home, Research Tools, Habitat Management, Citizen Science, Maps, Data, My CADC, and About. Below the header, there is a "Featured Application" section titled "Where will the birds be? Modeling Bird Distribution Responses to Climate Change in California". To the right, there is a "My CADC" section with a "Go" button and a "CADC Stats" section showing "Number of observations: 66,374,618" and "Most recent observation: 2010-07-13". Below the featured application, there are three columns: "Habitat Management", "Research Tools", and "Citizen Science", each with a small image and a brief description.

- Then, click on the link that says [New Registration: I want to join a project and I don't have a MyCADC account.](#)
- Enter the information requested on the following page.

**\*\*\*\*Note:** In Step 5 of the registration process when asked “Please enter the project you would like to join”, enter **FFSS**.

- After completing the registration page, an email will be sent to the email account you entered. Click the link provided in the email within 24 hours to complete your registration. If you do not receive your confirmation email promptly, check your junk or spam folder. As a last resort, send an email to [cadc\\_webmaster@prbo.org](mailto:cadc_webmaster@prbo.org).

**II. TO ADD A PROJECT:**

If you already have a CADC account from a previous project but need to add the FFSS

- Click [I have a MyCADC account, but I need to join another project](#)

**III. TO ENTER DATA:**

- Go to <http://data.prbo.org/apps/citizenscientists/index.php>
- Enter your log in credentials

You should see a similar screen to the one below:

The screenshot shows the 'Citizen Scientists' data entry application. At the top, there is a navigation bar with the PRBO logo and the text 'Citizen Scientists'. Below this, a 'Home' link is visible. The main content area is titled 'Welcome to Citizen Science Data Entry application' and includes a 'log out' button for the user 'ksatum@prbo.org'. A section titled 'Fallow Field Shorebird Surveys (FFSS)' features an 'Add a new visit' button. Below this, statistics show 'Total Birds Counted For Project: 631' and 'Total Birds You've Counted: 12 (1.902%)'. There is a 'Field Data Forms for Fallow Field Shorebird Surveys (FFSS)' section with links for 'Cosumnes' and 'Yolo'. At the bottom, a table titled 'My Visits to Fallow Field Shorebird Surveys (FFSS)' displays a single visit record.

Date	Location	Count	Start Time	End Time	Status
2010-07-14	Cosumnes Paddy 1 East Point 330C (330C)	12	10:00:00	10:05:00	RAW

- To access **datasheets, protocols** and **maps** click on either the [Cosumnes](#) or [Yolo](#) under **Field Data forms for Fallow Field Shorebird Surveys (FFSS)**
- **My Visits to Fallow Field Shorebird Surveys (FFSS)** shows the data you have entered from previous surveys and keeps a list of all the species you have seen. You can also edit previous visits from this page (see below).



- To enter new data click on the **Add a new visit** button  
Each survey point is a new visit and should be entered separately.

First, enter general information about your survey visit.

- **Data form used** is the site you visited
- **Location** is the survey point
- **Date of Visit** can be entered in several formats. Depending on how you enter the data, CADC may reformat it and cause an unwanted change in date. Make sure the date is correct before moving to the next page.
- **Primary Observer** is the person who counted the birds
- **Other Observers** include the data recorder and any other people that are *not counting birds*
- **Visit Notes** use this to enter information about the visit i.e. hidden or unreadable depth stakes

After entering the information click “Next”

The screenshot shows a web browser window with the URL <http://data.prbo.org/apps/citizenscientists/index.php?page=add-1&protocolname=AreaSearch>. The page title is "Citizen Scientists" and the PRBO logo is visible. The user is logged in as [ketruss@prbo.org](mailto:ketruss@prbo.org) with a "log out" button and a "Give Us Your Feedback" link.

The main heading is "Add a New Visit". Below it, the project is identified as "Fallow Field Shorebird Surveys (FFSS)". The instructions read: "First, which data form did you use? What location did you visit? When were you there?" and "Enter the following information about your visit. Any field preceded by an asterisk (\*) is required to be entered. Click on the question mark icon (?) next to each field for specific help on what to enter."

The form fields are:

- \*Data Form Used: A dropdown menu with "Select a location..." as the current selection.
- \*Location: A dropdown menu with "Select a location..." as the current selection.
- \*Date of Visit: A text input field.
- \*Start Time: A text input field.
- \*End Time: A text input field.
- Other observers: "How many?" with a numeric input field containing "0", and "Who?" with a text input field.
- Visit notes: A large text area.

A "next" button is located below the "Visit notes" field. At the bottom right, it says "Hosted by PRBO, Conservation Science".

## FFSS CADC Protocol

Second, enter the site conditions for the survey.

- Weather Variables: **Temp, Wind, Cloud (Sky), Precip**
- *You can ignore Wind Direction*
- Habitat Variables
  - **% dry, moist and flooded**
  - **Vegetation and height**
  - **Water depth**

When finished click “Next”.

The screenshot shows a web browser window with the URL <http://data.prbo.org/apps/citizenscientists/index.php?page=add-2>. The page header includes the PRBO logo and the text "Citizen Scientists". A navigation bar contains a "Home" link. The main content area is titled "Add a New Visit" and displays the following information: Project **Fallow Field Shorebird Surveys (FFSS)**, Form **Yolo**, Location **Yolo Paddy 5 South 410Y (410Y)**, Date **2010-07-15**, and Time **09:00 to 09:07**. On the right side, it indicates the user is logged in as **kstrum@prbo.org** with a "log out" button and a "Give Us Your Feedback" link. Below this, a section titled "Next, what were the conditions at your site?" instructs the user to enter general site conditions. The form is divided into several sections: "Weather" with input fields for Temp (F), Wind (0-6), Direction, Sky (0-3), and Precip (0-4); "Habitat" with input fields for Dry, Moist, and Flooded percentages; "Vegetation" with input fields for Emergent and Height (0-6); and "Water Depth" with input fields for 100m and 200m depths in inches. A "next" button is located at the bottom of the form.

Third, enter species observations

- Use the **Focus Species** tab for most species encountered during surveys
- Other species can be entered by searching the **All Species** tab
- Enter the total number of individuals seen once for each survey location under **Count**.
- **Observ. Comments** use this to record infoamtion about your observation i.e. birds were flushed

http://data.prbo.org/apps/citizenscientists/index.php?page=add-3-ajax

**Citizen Scientists**

Home

You are logged in as **kstrum@prbo.org**  
[log out](#)  
[Give Us Your Feedback](#)

**Add a New Visit**

Project **Fallow Field Shorebird Surveys (FFSS)**  
 Form **Yolo**  
 Location **Yolo Paddy 5 South 410Y (410Y)**  
 Date **2010-07-15** Time **09:00 to 09:07**

Finally, what species did you see at your site?

**Focus Species** | **All Species**

**Focus Species**

Enter your observation information for the focus species you observed. If you did not record information for a species, leave the field empty. If you saw a species that is not listed below, switch to the [All Species](#) section to enter those observations. Click on "Save & proof this visit" to save and review your entries. Click on "Save & start a new visit" to save and immediately start entering a new visit, proofing entries later.

Common Name	Code	Count	Observ. Comments
Black-bellied Plover	BBPL	<input type="text"/>	<input type="text"/>
Blue-winged Teal	BWTE	<input type="text"/>	<input type="text"/>
Caspian Tern	CATE	<input type="text"/>	<input type="text"/>
Cinnamon Teal	CITE	<input type="text"/>	<input type="text"/>
Dunlin	DUNL	<input type="text"/>	<input type="text"/>
Forster's Tern	FOTE	<input type="text"/>	<input type="text"/>
Great Blue Heron	GBHE	<input type="text"/>	<input type="text"/>
Great Egret	GREG	<input type="text"/>	<input type="text"/>

**\*\*\*Note:**

- In the **Focus Species** tab you can enter all of your detections then click **“Save and Proof this Visit”**
- In the **All Species** tab you must click **“next”** after entering each species and *then* click **“Save and Proof this Visit”** when you are finished entering all detections.

After clicking “Save and Proof this Visit” you should be taken to the following screen:

**Your Visit**

Project **Fellow Field Shorebird Surveys (FFSS)**

Location **Yolo Paddy 5 South 410Y (410Y)** [move location](#) [edit visit](#) **Proofing completed**

Date **2010-07-28** Time **12:00 to 12:20**

Status **RAW**

0 Other Observer(s)

Visit Notes

Observations at this location on 2010-07-28 at 12:00

[Edit your observations](#)

Bird	Common Name	Total	Tally of Individ	Forage	Flock	Copulate	Display	Pair	Material	Food	Nest	Fledge	Comment
FOTE	Forster's Tern	1	1										100R
LEYE	Lesser Yellowlegs	5	5										100R
UNDU	Unidentified Duck	30	30										100R

**Species list for this visit**

Species	Count	Common Name	Scientific Name	Taxon Order	Occurrence
UNDU	30	Unidentified Duck	Anatidae (gen, sp)	98	no match
LEYE	5	Lesser Yellowlegs	Tringa flavipes	449	no match
FOTE	1	Forster's Tern	Sterna forsteri	559	no match

**\*\*You must proof the data you enter in order for it to become part of the database\*\***

- Look carefully through the data you entered and compare it to the data on your datasheet.
- If you see an error in *Species Detections*, click “**Edit your observations**”. Click on the data that needs to be changed and you will be able to edit it.
- If you see an error in *Site Conditions* click “**Edit**” next to the data.


When you are finished proofing make sure to click on “**Proofing completed**” at the top of the page.

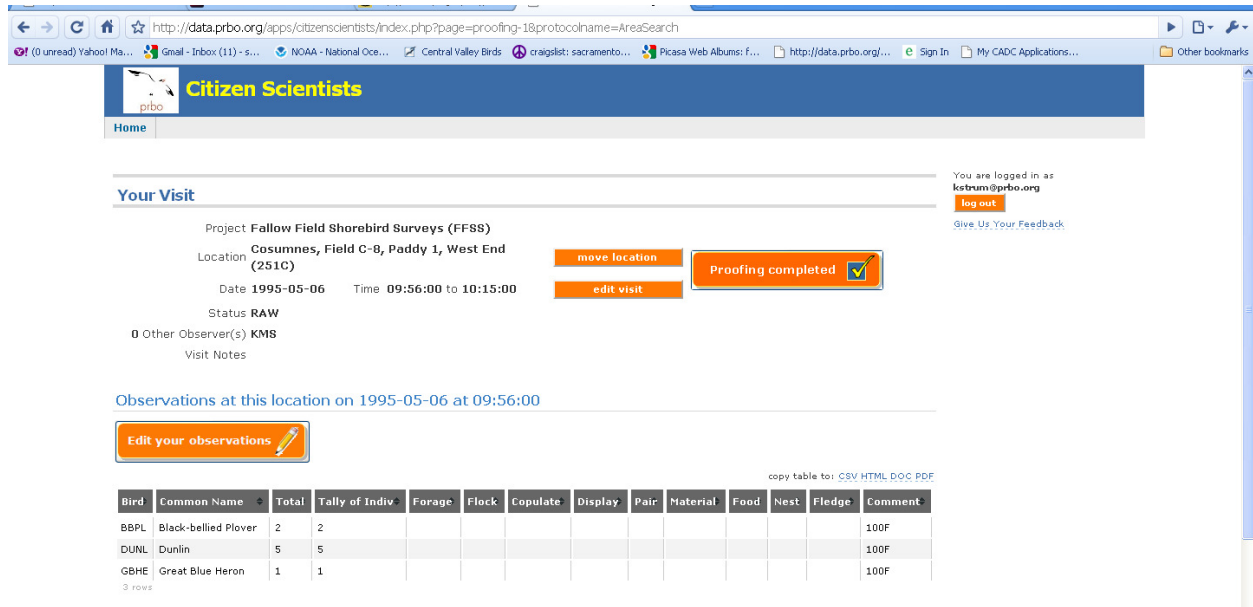
Go back and follow each step to enter data for the rest of the survey points.

**IV. TO EDIT YOUR DATA:**

After you entered your data you may be asked to make corrections or you may realize you have entered something incorrectly.

To edit your data, log on to the Citizen Scientist Application in CADC (<http://data.prbo.org/apps/citizenscientists/index.php>).

Click the magnifying glass  next to the observation that you would like to edit and you should be taken to the following screen:



- To edit the **Location** click **“Edit Location”**. Choose the correct location for the list and then click **“Move”**. This moves only the Detection data, not the Site Condition data. At this time Site Conditions cannot be moved. They must be deleted and re-entered for the corrected point.
- To edit the **Visit Information** (Date, Start Time, End Time, Observers, Visit Notes) click **“Edit Visit”**.
- To edit your Detection **Observations** (Species, Number, Comments, Add new species) click **“Edit your Observations”**. On the following screen, click anywhere on the data to activate the table and edit your data. To add an additional species, enter it in a blank field and click **“Next”**.
- Make sure to click **“Save & Proof this Data”** when you are finished editing your data.
- To Edit **Site Conditions** (Weather, Habitat, Vegetation, Water Depth) click **“Edit Site Conditions”**.
- Make sure to click **“Save”** when you are finished editing your data.

*When you are finished editing your data click **“Proofing Completed”***