

Neighborhood Bird Project Website Data Entry Instructions

Thank you so much for taking part in the Neighborhood Bird Project and contributing to years of collecting data to learn about our urban bird populations in Seattle’s city parks. Below you will find instructions on how to access your data entry portal and enter your data according to your NBP data sheets.

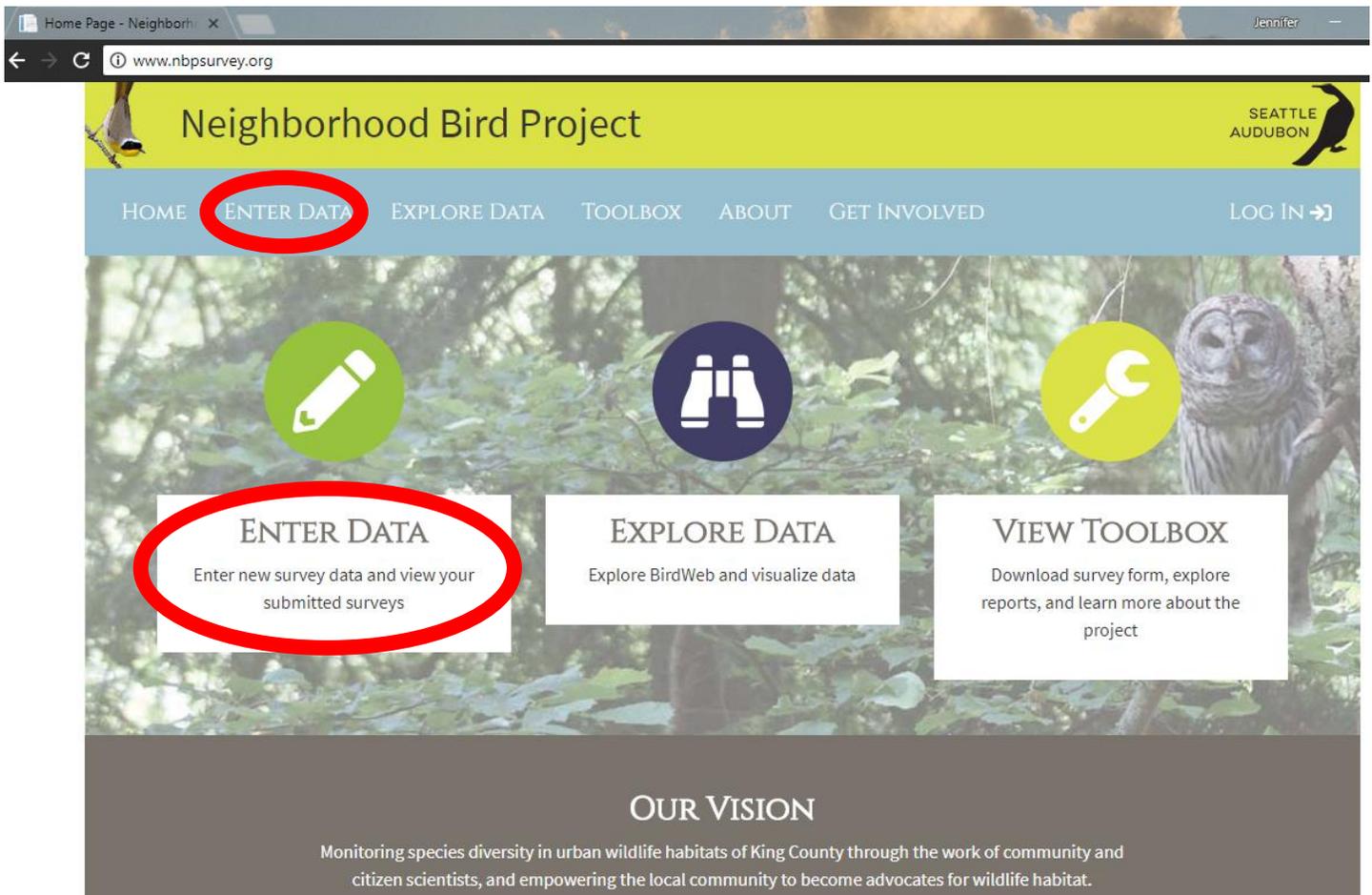
This website is still new so **please let us know if you find any issues or have constructive feedback** for us to improve the functionality by filling out this form:

[Data Entry Issues](https://goo.gl/forms/5K3OJ88EqWpkleoM2) (URL: <https://goo.gl/forms/5K3OJ88EqWpkleoM2>)

1. The website: www.nbpsurvey.org

Below is a screenshot of the homepage for our new website. Here you can enter your data entry portal, explore data summaries across parks and years or by month, learn about each park, check out our resources, and find information about the program and getting involved.

To enter your data entry portal, select “Enter data”:



- You will be brought to the page below to log in. Both your **username** and **password** will be your first name and first letter of your last name, all lowercase with no spaces. The username and password are exactly the same.

For example: Jenn Lang would have a username of jennl and password of jennl. Your first name may be a shortened nickname instead of your full first name. Please email Jenn at jenniferl@seattleaudubon.org if you cannot sign in.

The screenshot shows a web browser window with the URL www.nbpsurvey.org/Account/Login?ReturnUrl=%2Fsurvey%2Fstart. The page header features the "Neighborhood Bird Project" title and the "SEATTLE AUDUBON" logo. A navigation menu includes links for HOME, ENTER DATA, EXPLORE DATA, TOOLBOX, ABOUT, GET INVOLVED, and LOG IN. The main content area is titled "VOLUNTEER LOG IN" and contains a login form with fields for Username (containing "janb") and Password (containing "...."). A "Log In" button is positioned below the password field. The footer includes social media icons for Facebook, Twitter, and Instagram, along with copyright information: "© Copyright 2018 by Seattle Audubon Society. Seattle Audubon is a nonprofit, tax exempt 501(c)(3) organization."

3. After logging in, you will be prompted to enter your data in the order that you collect them. Provide the date of the survey, survey times, the park and loop. Start and end time is recorded with the 12hr clock. If you did not conduct a loop survey at any time, please still enter the date that it should have been conducted and select **“No Survey Conducted.”**

NEIGHBORHOOD BIRD PROJECT

Date

05/07/2018



Start Time

08:00 AM

End Time

10:30 AM

Park

Magnuson

Loop

Main Drag Loop

No Survey Conducted

Next

4. Move on to entering your species data in the order you collected it in the field. If you encountered any **rare species** or **species that the system doesn't recognize (example below)**, enter them in the Rare or Unusual Sighting section after all stations with a full description of where and when you saw that rare species. Be sure to delete any unrecognized species before moving onto the next station, or the system will not allow you to continue.

STATION 1 MAIN DRAG LOOP

Start Time*

Pishing Yes No

No Birds Recorded

Species	<i>seen</i>	<i>heard</i>	<i>fly</i>
American Bittern		1	



These name(s) are invalid: American Bittern.

Previous

Next

Please check "No Birds Recorded" before continuing if you do not have any species listed in the rows before clicking "Next".

5. At the end of all stations, record any additional species that were recorded between stops in the “Additional Species List”, and rare species in the “Rare or Unusual Sighting” section. If the species is still unrecognized under the rare species list, please provide the species name and description in the “Notes and comments” section on the next page.

ADDITIONAL SPECIES LIST

Record any species you saw or heard between stops or outside of survey time.

Species	Notes



RARE OR UNUSUAL SIGHTING

Record any rare or unusual species you saw or heard during the survey. Please be as descriptive as possible so we can verify your data!

Species	Notes*



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Next

6. At the end of your survey, be sure to include all volunteers for that loop (if a volunteer is not recognized, enter their name in “notes and comments”), survey conditions, and human activity. If you have any unrecognized species, also include the species name and details about where you observed it in the “notes and comments.”

Volunteers*	<i>notes and comments</i>
Chris Lang	Chris Lang joined this survey

+

These names are invalid: Chris Lang.

Again, be sure to delete the unrecognized name to be able to continue to submit the survey.

7. Be sure to include the “Survey Conditions” describing the conditions experienced for the majority of your survey. Without this information, you cannot submit your data.

Human activity: Provide the total number of each category. “Other” only accepts an integer, meant for counting any other sources of disturbance that may have influenced your ability to see or hear birds during the survey. If you would like to specify what the source of disturbance was, include it in the notes for the survey.

Survey Conditions*	Human Activity
<p>Weather</p> <p><input type="radio"/> Clear <input type="radio"/> Partly-cloudy <input type="radio"/> Overcast <input type="radio"/> Fog</p> <p>Precipitation</p> <p><input type="radio"/> None <input type="radio"/> Light rain <input type="radio"/> Rain <input type="radio"/> Sleet <input type="radio"/> Snow</p> <p>Wind</p> <p><input type="radio"/> None <input type="radio"/> Low <input type="radio"/> Medium <input type="radio"/> High</p>	<p>Walkers <input type="text"/></p> <p>Dogs <input type="text"/></p> <p>Off-leash Dogs <input type="text"/></p> <p>Other <input type="text"/></p>

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Next

Thank you! And if you have any questions, email Jenn at jenniferl@seattleaudubon.org. Encounter any issues? Please log them in our Issues Form:

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