Entering information (conditions and birds) for each site on your trip

Once you have saved your trip information, you will find yourself looking at a table with each site on your route in a separate row.

Current Site: A1

(select a site to view or add observations)

	Visit	Site	Temp (F)	Wind Speed	Cloud Cover	Start Time	Comments
Edit Select	768	A1					
Edit Select	768	A2					
Edit Select	768	A3					
Edit Select	768	A4					
Edit Select	768	A5					
Edit Select	768	A6					

Current Site: A1

Add Observation Cancel	
Site	
Species	Add a Species ▲▼
1st 3min, 0-50m	
1st 3min, >50m	
Next 2min, 0-50m	
Next 2min, >50m	

Click **Edit** for the first site. You can use the tab key to move to the next box.

Temperature

Wind Speed

Cloud Cover (the percent sign will be added)

Start time

Comments specific to your visit to that site. The Comment box is optional. If you realize later that you should have added a comment/story to that box, you can go back and put it in.

When you have finished your entries for a site, click **Update** (look where the "Edit" was earlier) to finish entering the basic site information. (**Update** saves your work.)

You will find it is MUCH easier to enter the basic site information for ALL sites before entering any species data.

Adding Species Observed

To add species observations to a site, MAKE SURE the site you want is highlighted.

Click **Select** and CHECK AGAIN that your are on the proper site. (The Current Site will be highlighted and noted above the site listing. See arrows below.)

Current Site: LH1

(select a site to view or add observations)

		Visit	Site	Temp (F)	Wind Speed	Cloud Cover	Start Time	Comments
Edit	Select	763	LH1	51	5	0%	6/9/2017 5:26:00 AM	
Edit	Select	763	LH2	51	5	0%	6/9/2017 5:34:00 AM	

Current Site: LH1

Add Observation Cancel

Site	
Species	Add a Species
1st 3min, 0-50m	
1st 3min, >50m	
Next 2min, 0-50m	
Next 2min, >50m	

	Visit	Site	Species	1st 3min, 0-50m	1st 3min, >50m	Next 2min, 0-50m	Next 2min, >50m	Total
Delete	763	LH1	American Crow				1	1
Delete	763	LH1	Brown-headed Cowbird		1		1	2
Delete	763	LH1	Cedar Waxwing		1			1
Delete	763	LH1	Chimney Swift		2		2	4
Delete	763	LH1	Common Yellowthroat	1			1	2
Delete	763	LH1	Downy Woodpecker				1	1
Delete	763	LH1	European Starling		1			1

Use the dropdown menu to pick a species from **Add a Species** (Species are listed alphabetically by last name - Warbler, Yellow,)

Once you have selected a species, enter ALL the observations for that species in the appropriate boxes:

> 3 min, 50 meters or less when first observed
> 3 min, more that 50 meters when first observed
> last 2 min, 50 meters or less when first observed
> last 2 min, more that 50 meters when first observed

Check out the species list shown above to make sure you understand the "one line per species" rule.

You do not need to enter any 0's. A blank entry = 0

Check your work for that species (left-hand side of the screen) and then click **Add Observation** (top row next to the the alternative **Cancel**)

Check the entry (right-hand side of the screen). Each Species you have entered will appear on the list, this time in alphabetical order by first name (Yellow Warbler).

Note: once you have clicked **Add Observations**, you CANNOT EDIT your species entry.

     If you find a stray Yellow Warbler that needs to be added to the Yellow Warbler boxes, delete the entire entry for Yellow Warbler and enter the correct numbers in a new set of boxes.

          (If you forget to delete first, when you delete later, both of the Yellow Warbler entries will be deleted - and you will have to enter the species again.

     If you realize later that there are two sets of boxes for the same species, write down the correct totals, delete (one delete does both of them) and re-enter.

If you are unable to complete all species for all sites on your route at one time, you MUST CLICK **Update** to save your work.

     When you return, follow the directions for "Finishing work you started earlier" (document or **Help** menu).