

Entering information about your trip

Click **Log in**. If problems, see "Getting access to the database" (document or **Help** menu).

Click the **Data Entry** tab at the top of the page. The first screen asks for general information about your visit:

Route name (chose from dropdown list)

Name of the observer

If you are not sure exactly how your name is entered in the database, go back to the previous screen, select **My Data** and look at the dropdown menu to see the database version of the observer names.

Date of the visit (chose from dropdown calendar)

Comments

This field is optional and is intended for general comments about the visit overall (the weather, the fact that you did the sites in reverse order, anything unusual about the route that should be noted).

Check your entries - this is the **ONLY** page in the database that you **CANNOT EDIT** later. If you realize later that you have made a mistake (in the date, for example), **Contact** the Town of Amherst BBS Support Coordinator who can make the correction.

When you have completed the boxes, **click Save** so that you can go on to enter the site information and species detected for each site on your route.

If you cannot finish your data entry right now, follow the directions for "Finishing your work" (document or **Help Menu**)