# Managing Christmas Bird Counts



#### Contents

Account Login	2
Count Circle Information	2
Count Date	2
Add New Date	2
Edit Date	3
Update Map	3
Enter Data	3
Weather/Effort	4
Species	4
Count Week Species	5
Review Entries	5
Note to Compiler	6

https://iowabirds.org/Connections/CBC.aspx

lowa has a long history of documenting the state's Christmas Bird Counts. Since 1937 the IOU has compiled and published the summary of each year's data in *Iowa Bird Life*. This requires the help and cooperation of many different compilers across the state. In recent years this process has moved from publishing large, and difficult to read, spreadsheets of information to storing the data in a database and generating reports from that. This document should provide guidance to compilers to enter their information.

# **Account Login**

All count compilers/contacts must have a login on the IOU website. If you do not yet have one, it is easy to create one by selecting "Login" and then the "Create Account" button.

### Count Circle Information

There are currently 59 counts in the database, both current and historical. These are mapped and have a count circle map included. You may view them on the CBC page by clicking on the Map of Counts.

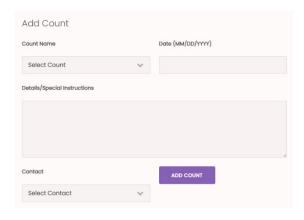
**If you want to create a new count**, work with the Iowa compiler and enter the information into the database using the available forms on "Create New Count".

## **Count Date**

Each year you need to add your count to the calendar. You must be logged in to make this function available.

#### Add New Date

- 1. Select your count name
- 2. Enter the date
- 3. Type in any special instructions such as a meting place or plans for dinner and compilation
- Select a contact. This must be someone with a website account so that an email address is available. Generally it will be you.



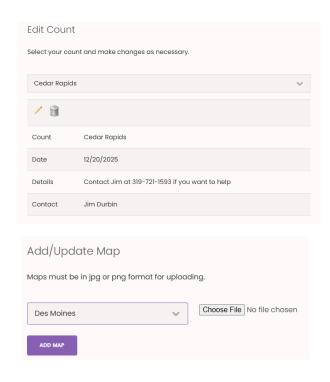
#### **Edit Date**

Sometimes weather requires postponing your planned count. Edit the date or any other information to keep the calendar (and data) accurate.

- 1. Click the pencil icon to edit.
- 2. Click the green checkmark to save changes.

### **Update Map**

You may also upload an updated map from this form if you wish.

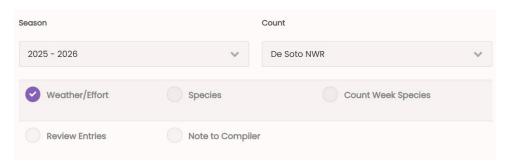


## **Enter Data**

Once you have gathered all the information from your field parties, you are ready to compile it and enter the data into the IOU site as well as the National Audubon site if you have registered your count there.



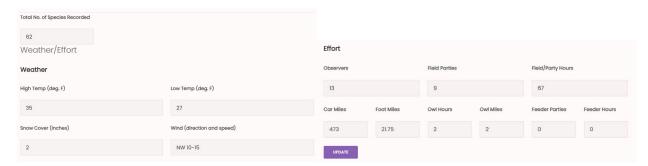
Begin by selecting the season and your count. You may return to any of these sections to edit up until it has been reviewed and approved by the state compiler.



#### Weather/Effort

Weather and effort data is straightforward. Total all the party hours and miles and get the weather readings from the day. Click the Update button to save.

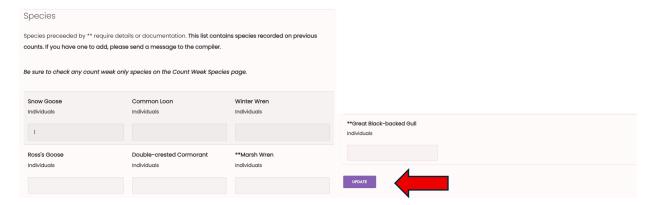
The Total No. of Species Recorded field allows compilers to add a taxa to their totals in the event unidentified species were recorded. For instance, if your count had no identified Western or Eastern Meadowlarks seen, but did have 15 meadowlark sp., you may want to add those to your total species.



### **Species**

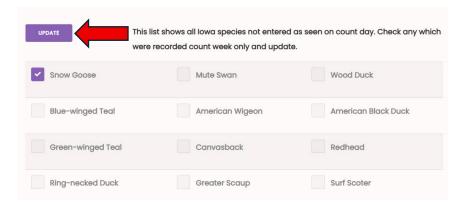
The species list consists of only species seen in recent years on Iowa CBCs. The state compiler can add a rarity for you if needed to complete the form. Contact through email or by using the Note to Compiler form.

Scroll through the list and add a number to any species recorded on count day. Click the Update button to save. Note any species preceded by \*\* that require details or documentation be sent to the state compiler.



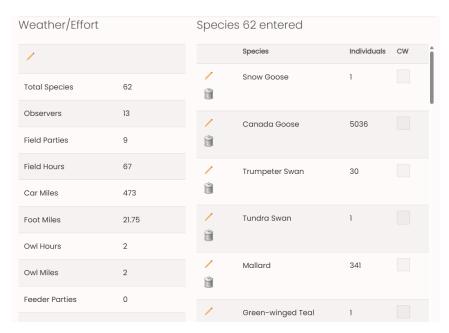
## **Count Week Species**

Once you have saved your species, go to the Count Week Species list and check the ones which are count week only. Update when finished.



#### **Review Entries**

Once the three sections are complete, you may review your entries for accuracy and make any edits as needed.



# Note to Compiler

This is used to send a request for a species addition or anything else you wish.

