

2nd Pennsylvania Breeding Bird Atlas: Website 101

by Mike Lanzone and Robert Mulvihill

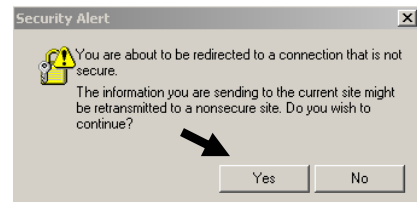
We hope that this tutorial will address some of the common questions that we have been getting about the atlas website since its launch in the beginning of June. For those of you who have not yet tried entering Atlas data on the website, the following provides step-by-step instructions that should help you get started and avoid some of the pitfalls the rest of us have fallen into while learning how to use the site! This article is not meant to replace any of the handbook, and, indeed many of the questions we get daily have already been addressed there. So, if you haven't read the Handbook yet, please do so!!

In our next Handbook release, a section similar to this website tutorial will be included. Until then, we hope this helps.

Registering as a new user

Before you can start entering data for the atlas you will need to register as an atlas volunteer. Registering enables us to not only track the number of volunteers and hours that are logged for this project, but also allows us to attribute records to an individual and contact a volunteer if needed. To register simply click on the "click here" link in the top right hand corner of the website. This will go to a new screen asking you to pick a user name and password and e-mail address.

After you have entered this information and indicated whether or not you want the site to remember you when you come back (so you won't have to re-enter your password each time you come to the site) press "Submit". On the next page enter your name, address and phone number and press continue. When a prompt opens telling you that you are about to be redirected to a connection that is not secure, don't worry, just click "Yes." Now you are signed in and ready to go!



Signing up for a block and printing maps

The 2nd Pennsylvania Breeding Bird Atlas (2nd PBBA) is using the Delorme Atlas as a basis for the block ID's for this atlas. Please refer to the handbook or refer to <http://www.pabirdatlas.org> and click on "**Atlassing Basics**" for more information on this. To see a map of regions and the regional coordinators please refer to "**Contact US**" on the same site and then click on [Pennsylvania Delorme Atlas](#). Note- There has been some confusion about the websites- there are two 2nd PBBA websites, one that houses all of our information and materials and the other that is for data entry and registration, however both can be accessed through www.pabirdatlas.org.

To start enter the Delorme page number (region) in "Region ID" or "Block ID" in the proper format (i.e. 73C56) in the space provided near each. If you enter simply the region you will be redirected to the "**Region Profile**" page which shows the owned, unowned, and completed blocks, as well as the name(s) of the Regional Coordinator(s). The map is "clickable" and by clicking on the map you can zoom to the "**Block Profile**" page. If you knew your block ID and entered it you will be redirected to a page showing or the Block Profile. On the "**Block Profile**" page you will see general information about that block including the status, owner, and Regional Coordinator for the region the block is in. By clicking on the tabs along the top of the active box you can view results from the previous atlas, the current atlas tally, and get your block maps. On either the region overview page or the Block Profile page you have the option to contact the Regional Coordinator(s).

Jump To:

| | |
|----------------------|--|
| <input type="text"/> | <input type="button" value="Block ID"/> |
| <input type="text"/> | <input type="button" value="Region ID"/> |

To sign up for an unowned block click on “Request to own this block” on the block profile page. If you don’t see this option it is because the block is already owned. If you don’t care which block you are assigned or would like multiple block you can click on “Request available block(s) be assigned to you” from the **Region Profile** page. You can then enter the number of block you would like and add notes if you have a preference for where in the region you would like to work (i.e. I would like to own blocks near Bellefonte area). It is also a good idea if you don’t know the Regional Coordinator to let them know a little about yourself, more specifically your birding ability, in the notes (i.e. I have been birding for about 5 years, I know most species by sight and sound in my area, and could spend about 20 hours in the block over the next 2 years).

- [Request to own this block](#)
- [View Region 73](#)
- [Enter Observations](#)
- [View My Observations](#)

To get your block maps click on the tab, and then click on the aerial thumbnail or topo thumbnail and a new page will open with your map. If you would like to save the map on your computer, right mouse click and than click “Save Target As..” and a new window will open allowing you to name the file and pick where on your computer you would like to save it. This is the fastest way to get your block maps and have them to access when you need them. You will need to have Adobe Acrobat Reader installed on your computer to view these files. It is a free download; just follow the link from the block map page to download a copy.



Entering Data

To enter data click on “Enter Observations” from the **Region Profile** page. On the next page you will see two options for entering data, “Highest Breeding Codes” and “All Breeding Observations”. On each of these pages there will be a list of species expected in the block on the left side of the screen. There is will also be an option to add a species you may have found in the block that isn’t listed by entering all or part of the common name of the species in the space provided on the page and pressing “search”. Also the species names are all formatted to match their statewide or regional status. Species that have no formatting are common or widespread, regional rarities have an asterisk, species of special concern are bolded, and conservation interest species are italicized.

Please note that that for statewide rarities or species of special concern you will need to either directly enter the GPS coordinates in the space provided, or plot the location of your observation on a map of your block using the plot tool (see below) and provide detailed notes. For regional rarities you will need to provide detailed notes to help your regional coordinator review or follow up on your observation e.g. what did you see or hear and driving directions to the location. We would also like you to plot the location of regional rarities on a map, but this is not required. For conservation interest species, we strongly encourage plotting of your observations, especially for breeding confirmations of those species.

Latitude and Longitude (Decimal Degrees)

Lat: Long: [Plot](#)

Remember all GPS coordinates entered directly into the boxes shown above need to be in Decimal Degrees using NAD 83 Datum and the longitude be preceded with a negative sign.

Latitude: 40.1441032221723
Longitude: -79.28677314805516

Note: If you do not have the required location information or details for statewide or regional rarities handy, you can always enter the other species and come back and enter data for those records requiring the additional information when you have it on hand. Importantly, **DO NOT** exit out of the second data entry screen if you have inadvertently entered one of these species and don’t have

...omea and useul if you care to provide



[Edit](#) [Submit](#)

...de (Decimal Degrees)

ong: [Plot](#)

the information needed handy. If you do, your data entry session will not be completed and you will lose everything you have entered. To avoid this, press the “Edit” button and you will be taken back to the first data entry screen where you can remove the species whose required information you do not have on hand.

Occasionally you may be asked to confirm one or more of your records to make sure you didn't inadvertently enter incorrect information. If this happens simply double check your entries (date and/or species) that are near the icon (below) and, if everything is correct, click in the yellow “Confirm” box, and press the “Submit” button again.

| Species (SafeDates) | O | X | T | P | C | U | A | CN | PE | NB | FL | DD | CF | FY | NE | ON | NY |
|---|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|---|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|
| Common Loon 01 Jun - 31 Jul Please edit or confirm this entry. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Confirm <input checked="" type="checkbox"/>  | | | | | | | | 3  | | | | | | | | | |

The “Highest Breeding Codes” option is for one or multiple days. Use “Single Day” if you are only going to enter one record per species per field day in a block. Use “Multiple Days” if you have only the highest breeding code and date for each species for the season in a block. For the single day entry method simply fill in the date on the top left of the screen and then go to each species you observed that day and just to the right of the safe dates scroll to the correct breeding code that you observed. The procedure for Multiple Days is exactly the same as entering Single Days, with the exception of the date—you will have to enter the date for each observation. Note: if a drop down lists like the one shown to the right does not show up on your computer, then try entering your data using the “All Breeding Observations” described below.

| Species | Safe Dates | Code | St |
|----------------------|-----------------|------|----|
| Common Loon | 01 Jun - 31 Jul | - | Gr |
| Green Heron | 01 Jun - 15 Jul | X | Tl |
| Canada Goose | 01 May - 31 Jul | - | Mt |
| Wood Duck | 01 May - 31 Jul | - | M |
| Blue-winged Teal* | 01 Jun - 31 Jul | X | Ni |
| Sharp-shinned Hawk* | 01 Jun - 31 Jul | T | Ct |
| Red-shouldered Hawk* | 01 May - 15 Aug | P | Br |
| Red-tailed Hawk | 01 May - 15 Jul | C | Ar |
| Ring-necked Pheasant | 15 Apr - 31 Jul | U | Rt |
| Wild Turkey | 15 Apr - 31 Jul | A | Ni |
| Virginia Rail* | 15 May - 15 Aug | CN | St |
| Common Moorhen | 15 May - 31 Aug | PE | Ki |
| | | NB | |

The “All Breeding Observations” is used to enter multiple records for one or more species in your block (i.e. you saw 3 pairs of Golden-winged Warblers in your block and would like to enter all three); one form is used for each date you have observations in your block. When you select this option a new screen will open up with a list of all expected species in the block and little boxes below the breeding codes going from left to right across your screen. Simply enter the number of observations in these boxes, i.e. three Golden-winged Warblers one nest building and two had a

| Species (SafeDates) | O | X | T | P | C | U | A | CN | PE | NB | FL | DD | CF | FY | NE | ON | NY |
|--|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|----|--------------------------|--------------------------|--------------------------|--------------------------|----|--------------------------|--------------------------|
| Golden-winged Warbler 25 May - 15 Jul | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 1 | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 2 | <input type="checkbox"/> | <input type="checkbox"/> |

nest with eggs, you would put a 1 in the NB column and a 2 in the NE column. Once you have entered all of your information press “Submit” and a new page will come up giving you the option to enter coordinates or plot the location of the sighting and enter notes about the sighting. If you have entered multiple records for a single species there will be the same number of spaces on the second data entry screen to enter notes and locations, see below.

| Species | Code and Date | Latitude and Longitude (Decimal Degrees) |
|-----------------------|-----------------------------|---|
| Golden-winged Warbler | NB - 06/03/2004 | Lat: <input type="text"/> Long: <input type="text"/> Plot |
| | Notes: <input type="text"/> | |
| Golden-winged Warbler | NE - 06/03/2004 | Lat: <input type="text"/> Long: <input type="text"/> Plot |
| | Notes: <input type="text"/> | |
| Golden-winged Warbler | NE - 06/03/2004 | Lat: <input type="text"/> Long: <input type="text"/> Plot |
| | Notes: <input type="text"/> | |

When entering the date into the box at top of the first data entry screen make sure the date is in the proper format with the year written out fully, i.e. 06/03/2004.

Date: ex. MM/DD/YYYY

Important—if you are entering data press submit, and get an error message saying your session has expired, press the back button of your browser and press submit again. The general rule of thumb is **NOT**

to spend longer than 60 minutes on the data entry screen, or it may time out. Try entering your data in smaller quantities if you think the amount you have for one day will take longer than that to enter.

My Home Enter Observations Enter Effort View Regions & Blocks View Results

Your session has expired because it was inactive for too long. If you were in the middle of a task, you will have to begin again.

Habitat Data

For now, the habitat data from the field cards should be entered into the notes section for the record. The format is the habitat code preceded by a # sign, i.e. #H1. Type any relevant comments followed by the habitat code in the format described above.

Golden-winged Warbler NE - 06/03/2004 Lat: Long: Plot

Notes:

Plotting your sighting

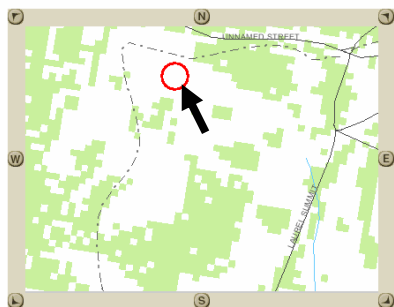
If you do not have access to a GPS unit you can easily plot the location of your bird sightings provided you remember where you made the observation. The easiest way to do this, as mentioned in the Handbook, is to carry a printed block map in the field and mark locations on it. To access the plot feature click on “plot” on the data entry review page. You will be taken to a

| Species | Code and Date | Latitude and Longitude (Decimal Degrees) |
|----------------------------|---|---|
| Northern Harrier X | ON - 06/03/2004 | Lat: <input type="text" value="40.159951612"/> Long: <input type="text" value="-79.15993067"/> plot |
| | Notes: <input type="text" value="In old field. Take Laurel Mountain Rd to Dirt track 1.7 miles from 381 on Right, co"/> | |
| Blue-winged Teal* X | CN - 06/03/2004 | Lat: <input type="text"/> Long: <input type="text"/> plot |
| | Notes: <input type="text"/> | |
| | CN - 06/03/2004 | Lat: <input type="text"/> Long: <input type="text"/> plot |

new window where you will be able to zoom in and plot your location. First pick which type of map you would like to use to find your location from the top of the screen. The choices are Street Map (the default), Aerial Photo, or Topo Map. Click on the map to zoom in or re-center. By zooming in fully you will achieve the most precise plotting. At maximum zoom the tool automatically selects

Find your Blue-winged Teal observation on the map:

MAP OPTIONS: [Street Map](#) | [Aerial Photo](#) | [Topo Map](#)



Use the map to plot your location

1. Zoom to find your location.
2. Plot your location by select "Plot my location" option (t map) and clicking on the m circle will appear indicating new location.
3. Click "Continue".

You've selected

Latitude: -79.15855032365624
Longitude: 40.15978133218272

[Cancel](#) [Continue](#)

Photos and Topos courtesy of the and TerraServer

“Plot my Location,” but if you are not fully zoomed after you find your location click “Plot my Location” under the map and then click your spot. A red confirmation circle will appear when you have selected your location. If the circle marks the correct spot click “Continue;” if not, then re-plot your sighting using the controls as before. If you zoom in too far you can always reset the map to full size by clicking the map reset button below the map.

[Reset to full block view](#)

Click on map to: Zoom In | Re-center | Plot my location

Entering Effort

After you have submitted your records you are given an opportunity to enter effort for that day. Simply press "Enter Effort" Once you are there simply mark the time(s) of day/night you your effort fell within and the time spent in block and press "save".

Important- if you wait and enter effort for multiple days at the same time these entries will have to be saved individually. If you go ahead and fill in all at the same time and press "save" on the bottom one only, then only that last effort information will be saved. We are trying to incorporate a "save all" button, but do not have this functionality yet. If you decide to come back later to enter your effort just click the "Enter Effort" tab on data entry website.

| Date ▼ | Block | Time Periods | Help with Time Periods? | Time in Block | |
|------------|-------|--|---|---|-------------------------------------|
| 06/03/2004 | 73C56 | <input checked="" type="checkbox"/> Dawn <input type="checkbox"/> Afternoon | <input checked="" type="checkbox"/> Morning <input checked="" type="checkbox"/> Dusk | <input type="checkbox"/> Mid Day <input type="checkbox"/> Dark | 8 hrs. 15 min. save |

My Home Enter Observations Enter Effort View Regions & Blocks View Results

Thank you: your observations have been sent.

If you haven't already, please update your time spent and distance traveled for these observations.

[Enter Effort ▶](#)

Adding effort

If you need to add non-birding related effort (i.e. data entry) or effort in which no birds were found (i.e. owling) you will need to click the "Add New Effort" button after clicking the "Enter Effort" tab on the website. The "Add New Effort" button is located on the top right of the effort screen. Simply click the button and proceed to enter all of the required information under "Block Effort" or "Other Effort."

My Home Enter Observations Enter Effort View Results

Enter Block Effort

[Block Effort](#) [Other Effort](#)

[Add New Effort](#)

Incomplete

Please enter one effort at a time. "Save" will on

| Date ▼ | Block | Time Periods | Help with T |
|------------|-------|---|-------------|
| 06/03/2004 | 73C46 | <input type="checkbox"/> Dawn <input type="checkbox"/> Mornin | |

Editing Observations

All records you submit are editable for up to 6 months. To edit your records click on the "Enter Observations" tab. On the page that opens up click on "Edit my existing observations" at the end of the first paragraph. Then click on the edit or delete link (shown below). A new page then comes up either asking you to confirm the deletion or giving you the opportunity to edit your record. If you find errors or modifications after six months please contact your RC or the main office.

| | | | | |
|-------------------|------------|-------|----------------|-------------------------------|
| Common Loon | 06/03/2004 | 73C56 | Confirmed (PE) | edit / delete |
| Mute Swan | 06/03/2004 | 73C56 | Confirmed (CN) | edit / delete |
| Blue-winged Teal* | 06/03/2004 | 73C56 | Confirmed (CN) | edit / delete |

Records under review

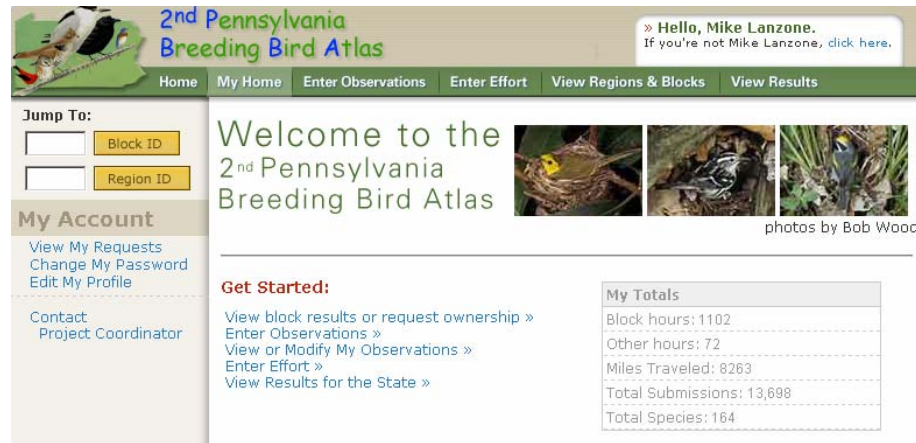
Many of you may have noticed the flag () symbol next to records in your or others blocks. These simply mean that the records need to be reviewed by the Atlas Records Committee before they are incorporated into final atlas data, but are shown until they are either accepted or rejected.

Your stats

From time to time you may wonder how many species you have logged for the atlas, how many miles or hours, or how many total records you have submitted. You can access all of these stats from the My Home Tab along the top bar.

Statewide statistics are also accessible by clicking on the

View Results for the State or simply clicking "View Results" tab on top.



The screenshot shows the website interface for the 2nd Pennsylvania Breeding Bird Atlas. At the top, there is a navigation bar with tabs: Home, My Home, Enter Observations, Enter Effort, View Regions & Blocks, and View Results. A user greeting says "Hello, Mike Lanzone. If you're not Mike Lanzone, click here." Below the navigation bar, there is a "Jump To:" section with input fields for "Block ID" and "Region ID". To the left is a "My Account" section with links for "View My Requests", "Change My Password", "Edit My Profile", and "Contact Project Coordinator". The main content area features a large heading "Welcome to the 2nd Pennsylvania Breeding Bird Atlas" with three small images of birds. Below this is a "Get Started:" section with links: "View block results or request ownership", "Enter Observations", "View or Modify My Observations", "Enter Effort", and "View Results for the State". On the right is a "My Totals" table.

| My Totals |
|---------------------------|
| Block hours: 1102 |
| Other hours: 72 |
| Miles Traveled: 8263 |
| Total Submissions: 13,698 |
| Total Species: 164 |

Bob and I hope that you find this article useful. This was our first stab at trying to get together a formal web tutorial "under the gun" to get it Margaret in time to go press. If any of you would like us to address anything you don't see here in the next PSO newsletter be sure send us a quick e-mail at coordinators@pabirdatlas.org. As always, if any of you have questions feel free to contact us by phone at the Atlas Headquarters (724) 593-6022.

We also now have a 2nd PBBA volunteer list serve thanks to Carmen Santasania at Pennsylvania Audubon. Please feel free to start signing up and use this as a place to discuss general announcements, specific questions on procedures, processes, counts and data submission regarding the 2nd PBBA. Questions on bird identification are best addressed on the list, PABIRDS.

Here are the instructions from Carmen for subscribing:

To subscribe to this discussion list, send an email message to: LISTSERV@LIST.AUDUBON.ORG with only the following text as your message (the message topic or subject does not matter nor do capital/lower case letters):

SUBSCRIBE PA-BREEDING-BIRD-ATLAS YOURFIRSTNAME YOURLASTNAME

VERY IMPORTANT!! After typing the above, hit the ENTER key two times to be sure your email software sees your subscribe command.

Your email address, from which you sent the above message, will then be placed on the PA-BREEDING-BIRD-ATLAS subscription list. Any message sent to the following list address: PA-BREEDING-BIRD-ATLAS @LIST.AUDUBON.ORG is sent to all subscribers of this list.

The result is a fast and simple way to reach many birders working on the 2nd PBBA through email by sending only one message!