

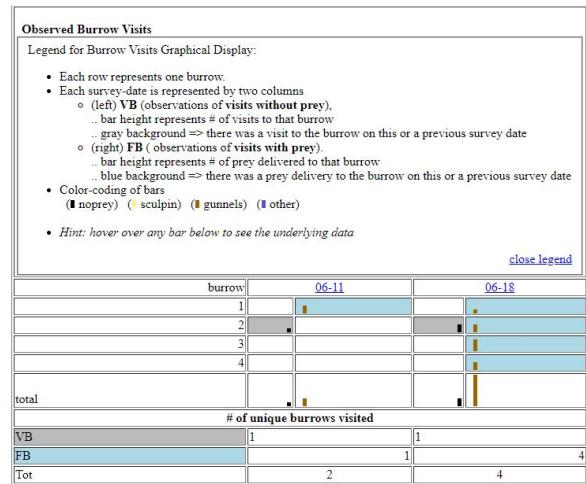
How to Enter Breeding Survey Data on the Pigeon Guillemot Website

Setting up an account:

- 1). First, you will need to tell your point of contact what email address that you would like to use as your login for the database. Shannon, Kyle or Terence will verify your email address and add you to the system.
- 2). Next, go to the database website: <http://www.pigeonguillemotdata.org/southsound/2019> and click "login" in the upper right hand corner. Type in your email address you previously gave to Terence, Kyle, or Shannon. Then click "send me a new password".
- 3). Follow the instructions in the email to create your password.

Entering data: adding a new survey

- 4.) Once you're all set up and logged into the database, you can begin to enter data. Start by clicking your site name from the list of sites.
- 5). Scroll down slightly. The first time you enter data, click the link at the bullet, [add NEW survey for _____ \(site name\)](#).



For survey notes below, show: [entire note content](#) OR [just note title](#)

2019-06-11 @ Burfoot Park [[edit Survey \(#1379\)](#)]

Survey start time: 7:45, Observers: *Bert Stevens, Wendy Lippmann, Garry Squires, Cindy Coble, Cathy Tarabulski*
highest PG count today (before 9:00): 7
PG count @start of survey: 7
PG count @middle of survey: 4
PG count @end of survey: 5
Starting Tide: -3.5 feet, direction: O
Total volunteer hours: 13

burrow	noprey	sculpin	gunnels	other
1	1	1	1	2
total	4	2	1	4

6). After you have entered data from at least one survey, you will find the *add NEW survey* link under the table that includes “observed burrow visits” information, Click this link to add your new survey data.

Click in the blank space next to “Date of visit” and you will get a pop-up for a calendar date picker. Select the date of your survey. Then click on “Enter data for this visit (summer 2019)”.

Add new 2019 survey date

Specify new survey date for Zzz - Sample Colony for testing:

Date of visit

June 2019

Su	Mo	Tu	We	Th	Fr	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

Entering data: Day Summary

7). Click on [[enter/update](#)].

Colony Wide Data for 2019-06-22 Survey

[[enter/update](#)]

Survey start time:

Observers:

highest PG count today (before 9:00):

PG count @start of survey:

PG count @middle of survey:

PG count @end of survey:

Starting Tide : *feet* and direction: ?

Total volunteer hours:

This will open up the day summary on a page that looks like this:

Please fill out this form and Save

Survey Date 2019-06-22

Start Time 7:45 (7:00, 7:10, 7:33, 8:00)

Observer/s Shannon Boldt, Kyle Selstead

10 highest PG count today (before 9:00)

5 PG count @start of survey

7 PG count @middle of survey

6 PG count @end of survey

+7.5 Starting Tide (*in feet: -3.5, -1.0, +0.1*) outgoing

5.0 Total volunteer hours (*including travel, survey, and data entry*)
(use decimal notation - 2 hours 15 minutes is 2.25, 2 hours 20 minutes is 2.33, ...)

Save Cancel

8). Enter the start time (the time after the settle time, when the one hour clock begins).

For example, if you arrive at the survey site at 07:45 AM, your official start time is 08:00. Enter 08:00 as the start time.

Highest PG count should reflect the highest bird count for the entire survey time. This may or may not be the same number as your start, middle, or end counts. The number will always be equal to or greater than these counts.

Enter tide level corresponding with the start time of your survey (needs to be entered using a + or -), and direction of tide flow. We like using the website www.deepzoom.com for finding out the tide at a specific time.

Please include full names and total volunteer hours for all who participated at your site. If more than one person participated in the survey, tally the time for all volunteers (including volunteer boat captains). Record the total time. This is from the time you leave your house to when you get back and it also includes time spent entering data and mailing/emailing the data.

Make sure to click save before you move on to the next section.

Entering data: Burrow Activity

9). For burrow specific data, you will have the option to create a new burrow by clicking the [add NEW burrow visited during this survey] or add information to a previously active burrow by clicking the number of the burrow in the burrows section. Note: Only use numbers!

Burrows @ Zzz - Sample Colony for testing

- Burrows defined for this Colony for 2019
[1, 2, 3](#) [[add NEW burrow visited during this survey](#)]
 - Burrow visits noted on 2019-06-22
-

10). After either adding a new burrow or clicking the number of a previously active one, the following dialog box will appear and you will be able to record the times of burrow visits with or without prey.

Burrows @ Zzz - Sample Colony for testing

- Burrows defined for this Colony for 2019
[1, 2, 3](#) [[add NEW burrow visited during this survey](#)]
- Burrow visits noted on 2019-06-22

[1] ...

Enter 2019-06-22 info for burrow 1, then SAVE

Burrow 1 [admin-edit](#) enter times of visits ...

NO prey	7:02, 7:02	[?]
sculpin	7:11, 7:26	[?]
gunnels	7:37, 7:56	[?]
other prey		[?]

Any other notes re this burrow (*free-form text*)

Flushed one PIGU from burrow upon arrival at site.

11). Make sure you write the times of each visit, and separate each time with a comma. If there were no visits and/or fish deliveries, simply leave the proper row blank. If you observed a simultaneous burrow visit by two birds, simply record the same time twice in the appropriate category(ies). Feel free to include any other notes regarding the burrow in the space provided. Make sure you click "save" after entering burrow information.

Entering data: Disturbances

12). If there were any disturbances noted, you can add them by clicking the [add new disturbance].

Disturbances noted on 2019-06-22 ... [\[add new disturbance\]](#)

13). You will then be able to enter information about the disturbance on the following dialog box:

[\[h:mm \(\) Please select cause of disturbance \]](#)

Enter info for this **2019-06-22** disturbance, then SAVE

Cause ?

Started @ ?

Impact ?

Other notes?

Save Cancel

14). Note the cause of disturbance, time the disturbance began, the impact code (corresponds to length of impact), and record any notes you may have taken regarding the disturbance here. Make sure to click “save” when you’ve recorded all the information.

Entering data: Notes

15). The final section of the database entry is for general notes. To add notes to your report, click the [\[add new note\]](#) link.

Misc Notes re this 2019-06-22 Survey ... [\[add new note\]](#)

You will be prompted to enter a short title for the new note. Make your title something concise and related to what you will be discussing in the notes. Then click “OK”. This screen will appear:

[PIGU activity]

Enter info for this **06-22** note, then **SAVE**

Short Title - what's the note about

Full Text of Note

16). Type in your notes in the space provided entitled “Full Text of Note”, then click save. Record pre/post survey flushes here along with flybys, escorts, burrow activity observed for other sites.

17). You can now review your report to make sure it is complete and accurate. Then you’re done!

18). Feel free to contact Shannon, Kyle, or Terence for help!

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