

## How to Enter Breeding Survey Data on the Pigeon Guillemot Website

### **Setting up an account:**

- 1). First, you will need to tell Terence Lee what email address that you would like to use for your login information for the database. He will verify your email address and add you to the system.
- 2). From here, go to the database website: <http://pigeonguillemotdata.org/southsound/2020> and click "login" in the upper right hand corner.  
Type in your email address you previously gave to Terence. 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 input 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)*.

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### **Zzz - Sample Colony for testing - 2020 - Cumulative Survey View**

*No data recorded yet for this Colony for 2020*

- [add NEW survey for Zzz - Sample Colony for testing](#)

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

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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.

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### Add new 2020 survey date

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

Date of visit

Enter data

May 2020						
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
31						

## Entering data: Day Summary

7). To enter data, click on the enter/update button. That will open a blue data entry box.

### 2020-05-18 Survey @ Zzz - Sample Colony for testing

#### Colony Wide Data for 2020-05-18 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:

Please fill out this form and Save

Survey Date

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

Observer/s

highest PG count today (before 9:00)

PG count @start of survey

PG count @middle of survey

PG count @end of survey

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

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, ...)

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.

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. Record the total 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.

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* or add information to a previously active burrow by clicking the number of the burrow in the burrows section. Always use numerical values when assigning an ID to a new burrow; alphabetical values are reserved as site identifiers.

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.

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. Feel free to include any other notes regarding the burrow in the space provided. Make sure you click “save” after entering burrow information.

#### **Burrows @ Zzz - Sample Colony for testing**

- Burrows defined for this Colony for 2020  
1 [\[add NEW burrow visited during this survey\]](#)
- Burrow visits noted on 2020-05-18

[1] ...

Enter 2020-05-18 info for burrow 1, then SAVE

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

NO prey	6:30	[?]
sculpin	6:40	[?]
gunnels	6:48, 6:58, 6:58	[?]
other prey		[?]

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

Save Cancel

### **Entering data: Disturbances**

12). If there were any disturbances noted, you can add them by clicking the *Add new disturbance note* link.

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

Disturbances noted on 2020-05-18 ... [\[add new disturbance\]](#)

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

Enter info for this 2020-05-18 disturbance, then SAVE

Cause

Started @  [\[?\]](#)

Impact

Other notes?

14). Note the time the disturbance began, any impacts noticed, 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 notes. To add notes to your report, click the *Add new note* link. 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 06-21 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 Raelinda, Marcus, Anne, or Terence for help!

Raelinda Boughton, [raelinda.boughton@gmail.com](mailto:raelinda.boughton@gmail.com), 360-270-3080

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