www.birdtrail.outdoornebraska.gov/birdingbowl

Step-by-step Instructions for Using eBird for the Nebraska Birding Bowl

To participate in the Nebraska Birding Bowl at least one member of a team must have an eBird account. This is a great way for teams to contribute data to this community science platform from the Cornell Lab of Ornithology.

I. Getting Started: Create an eBird account

On the eBird homepage: https://ebird.org/ , click on "Create account" if you do not already have a free account. If you do have an account click on "Sign in."
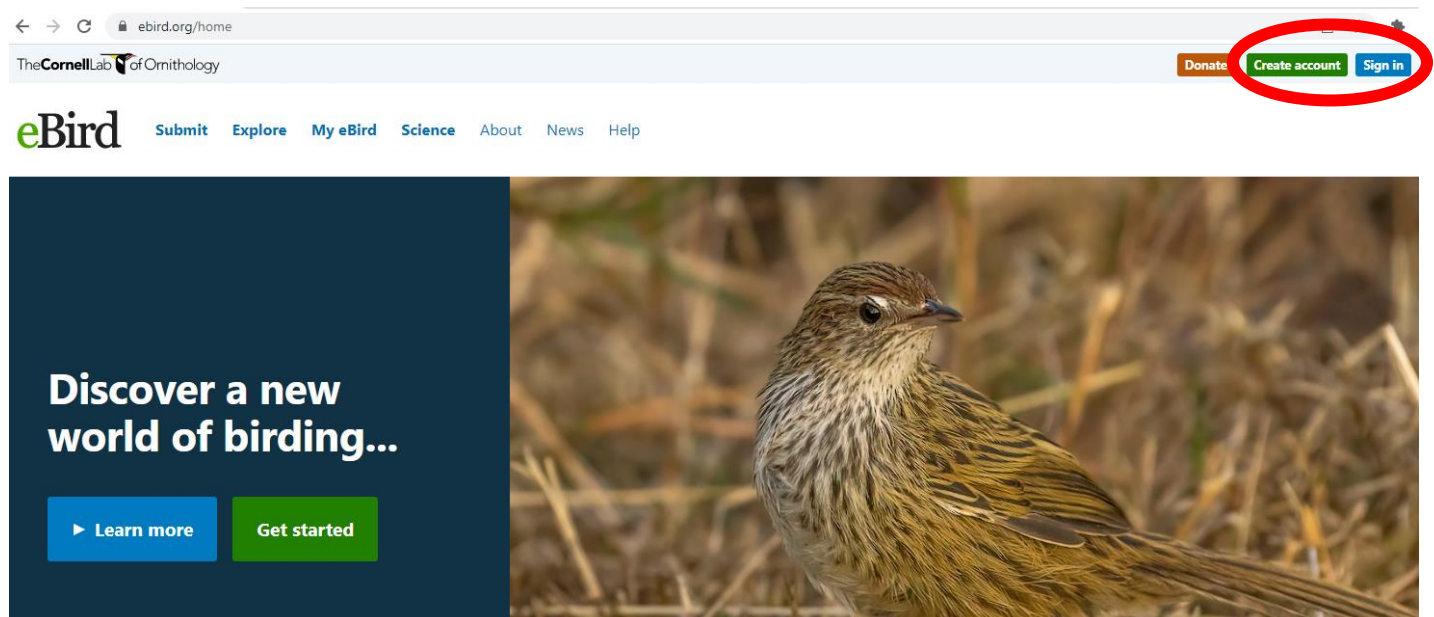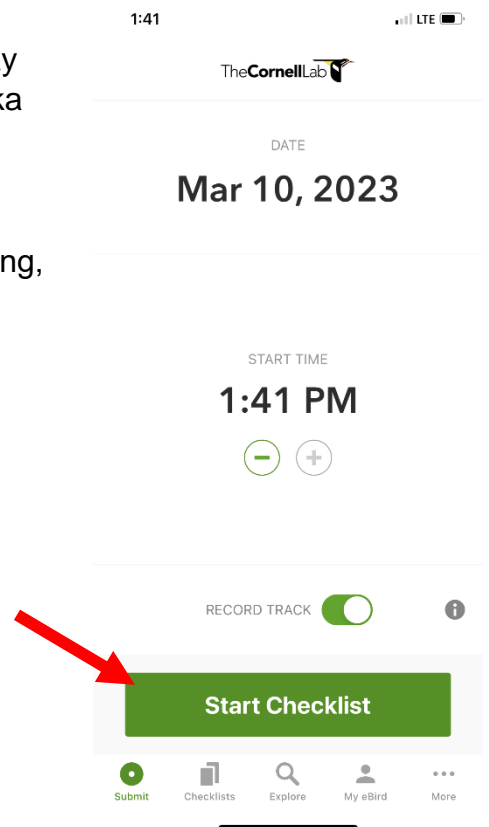
II. Submit birding checklists

There are two ways to submit your bird observations with eBird: through the eBird website or with the free eBird mobile app. The mobile app is a convenient way to keep track of birds as you observe them in real time. **Only select one submission method: website or mobile app.**

Only one member of your team will submit an eBird checklist for a particular location and time (e.g., Platte River State Park from 7:00 – 11:00 am). They will share that checklist with others on their team. If you move to a new location (e.g., Schramm Park SRA 12:00 – 2:00 pm) then you will create a new checklist for that location even if it is in the same day.
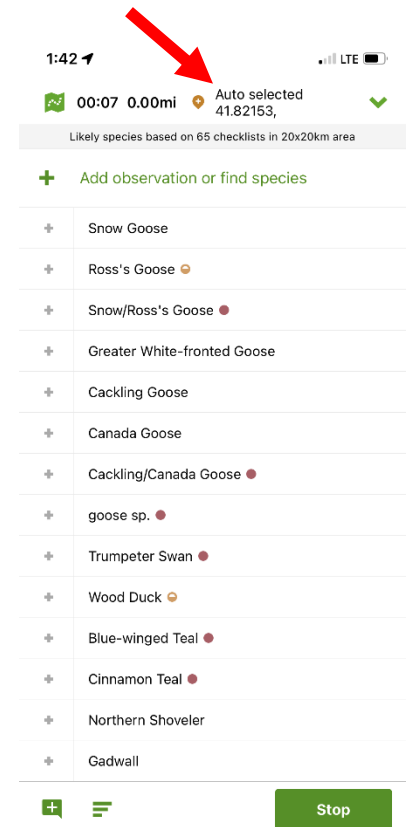
A. Mobile app:

Download the free mobile app and sign in to your account. You may also have to download the Nebraska pack, which includes Nebraska specific species.

**1**. Click the green "Start Checklist" button. If the date or time is wrong, you can adjust those here.

2. You can change the location to a nearby birding spot by clicking on the "Auto selected…" location at the top.

If you are at a location with no nearby birding spots you can keep this as auto selected or name it something else.

For example if this auto selected location is from your yard, you could name it "yard."

3. Now you can select the birds you are observing and type in the number of each species you see or hear.

> For example, you see six house finches, so type in the box house and all the birds it could be will show up.
>
> If a bird is considered rare, an "R" in an orange box will appear next to its name, like the House Wren shown here. Rare birds require additional documentation such as a written description, photo or sound recording.
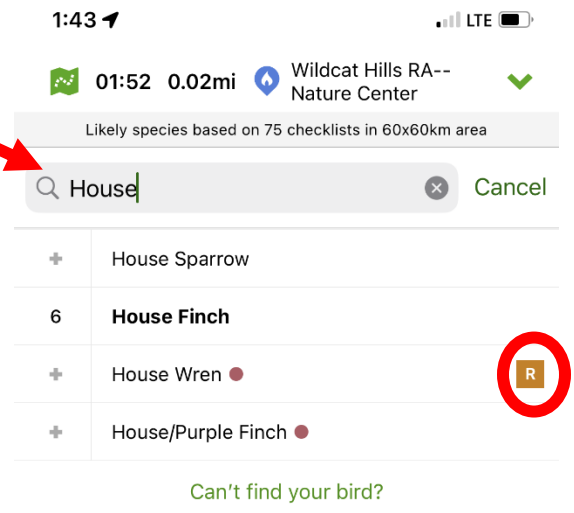
4. Once you are done birding and have entered in all the birds your team observed in this bird outing, click the green "Stop" button at the bottom.
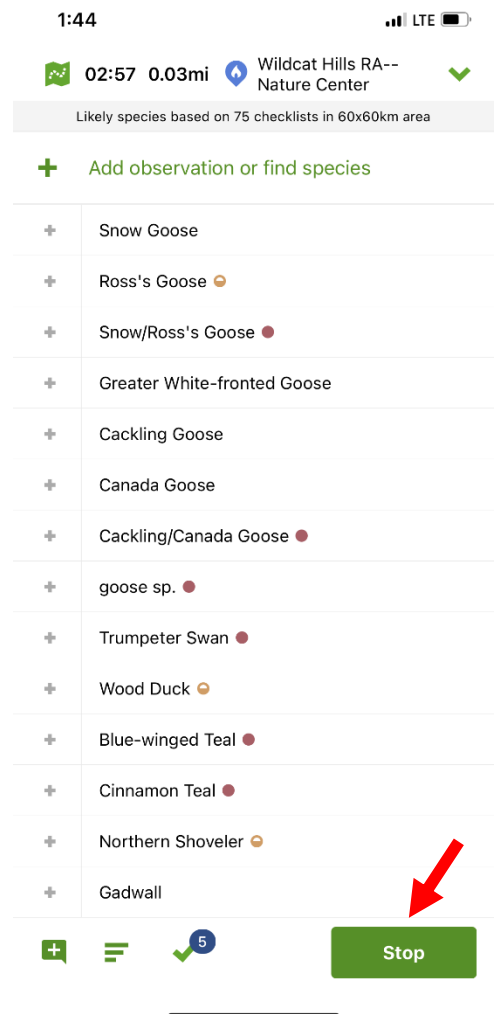
5. a. Make sure the date and time are correct.

b. Check the location.

c. Choose if you were "Stationary" (stayed at a fixed location like watching from a window), "Traveling" (traveled a specific distance like walking a trail or driving a park loop), or "Incidental" (birding was not your primary purpose like saw a bird while driving).

d. Type in the number of observers. Once you type 2 or more observers, click "Share checklist with…" and type in your team members' user names or emails and the category account which you are participating in:

> NEBirdingBowl-fledgling
>
> NEBirdingBowl-backyard
>
> NEBirdingBowl-dabbling
>
> NEBirdingBowl-competitive

e. Click "Yes" if this list includes all birds you were able to identify. If this was an incidental checklist, then it will automatically be No.

f. Add your **team name** in the Checklist Comments.

g. Check to see if all the birds you saw are on the list and the number of individuals is accurate.

h. Submit!

1:48   .ıl LTE 🔋

a   FRI 10 Mar 2023 01:42 PM   ✖

b   **Wildcat Hills RA--Nature Center**

c.   STATIONARY ▼   ⓘ

Observers	Minutes	Miles
d 2 👤	6 ⏱	🗺

👥 Share checklist with...

Is this a complete checklist of the birds you were able to identify?

e. | Yes | No |

f.   ADD CHECKLIST COMMENTS

g.   **5 Species**   ✚

4	**Wild Turkey**
2	**Black-capped Chickadee**
1	**Pygmy Nuthatch** ⊖
6	**House Finch**

<   **h.** | **Submit** |

B. Submitting a checklist through the eBird website (https://ebird.org/home)

This section is for those who prefer to submit eBird Checklists through the website instead of the eBird mobile app. Only use one checklist submission method: website or mobile app.

1. Click on "Submit" at the top of the eBird homepage
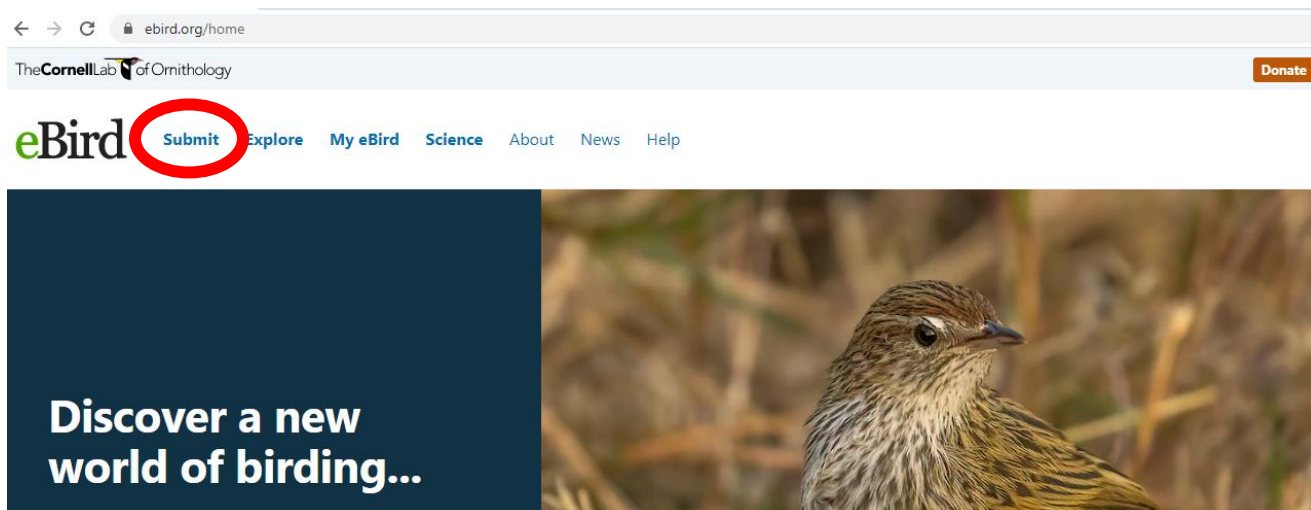
2. Choose a location on the map by typing in the <u>county</u> where you birded. You can also select a place you have already submitted an eBird checklists from under the "Your Locations". If you select from "Your Locations" then you can skip step 3.

3. After you type in and select the county, a map will pull up of the birding locations in that county. Select the location where you birded or type in the name or address in the "Zoom to" box. Once a location is selected (e.g., Branched Oak SRA), click the green "Continue" button on the right.

Note: The most helpful location to select is a "Birding Hotspot" indicated on the map in red. If you did not bird at one of the hotspots, then select a "Personal Location" either a new location or one that you have already birded at and is marked on the map in blue.

4. Choose the date you observed the birds and the observation type. For the Birding Bowl, you should only select from Traveling, Stationary, or Incidental.

Then type in the remaining required information.

Type in your Team Name in the "Checklist Comments".

Click Continue

5. Choose the birds you observed and how many individuals. You can type in the species on the left "Jump to Species." Then click "yes" if this checklist included all the birds you were able to identify. Click Submit

Note: If you observed a bird that is considered rare it will appear as "Need Details" and additional documentation is required. Add a description of the bird in the details box. Then click on the green "Complete" box. You can also add photos or sound recordings of the bird after you submit the checklist.

6. Share checklist with others on your team and the birding bowl account. Once you submit your data through the website, then you can share the checklist with others in your party by clicking the "Share" button on the left side of your screen by your name.

Then a popup box will show up where you can type in your team members' emails or eBird usernames and click "Share Checklist". You must share your checklists with the corresponding category account (NEBirdingBowl-Fledgling, NEBirdingBowl-Backyard, NEBirdingBowl-Dabbling, or NEBirdingBowl-Competitive).

You can also add photos and sound recordings from here by clicking "Add media" green button on the right side of the screen.
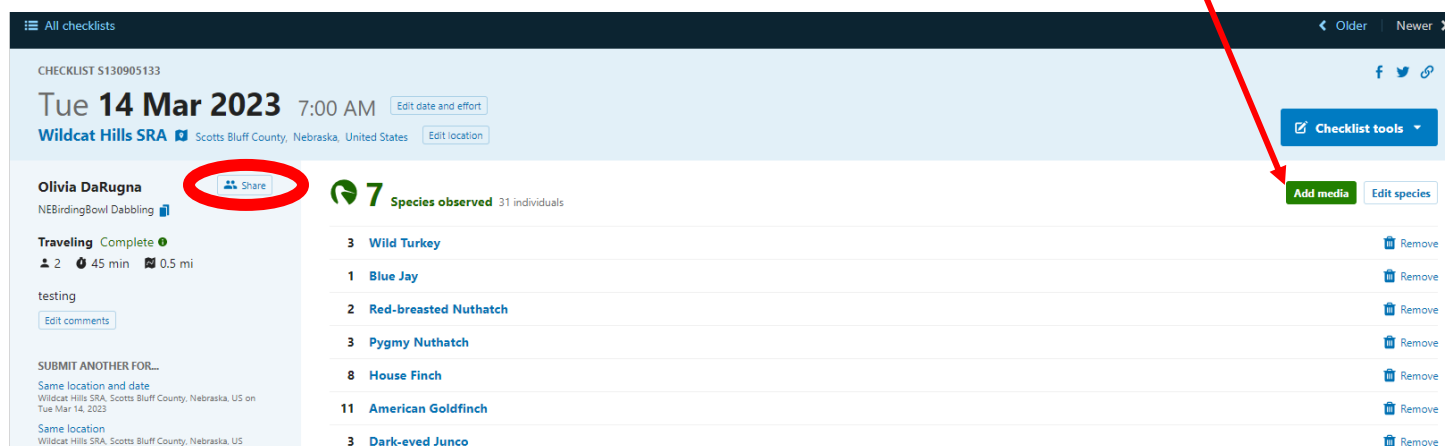
7. Your teammate or the category account may have to accept your shared checklist. To accept a shared checklist click on "My eBird" then "Checklists" on the left side of the screen.
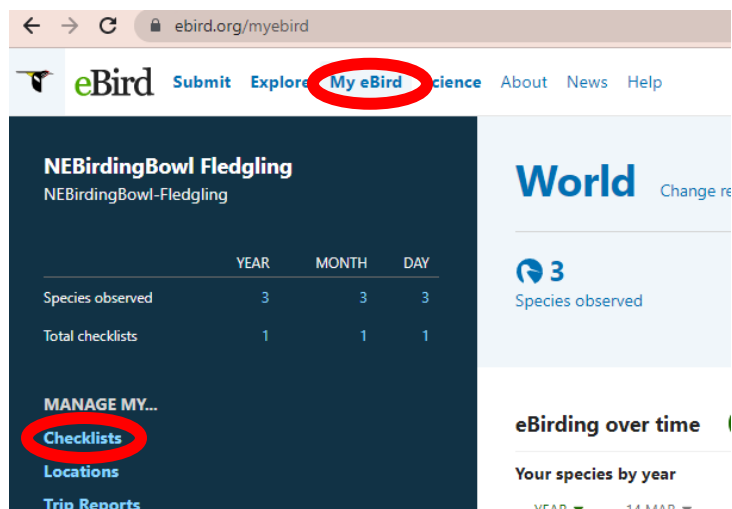
The next screen should show any checklists shared with you that you can accept.
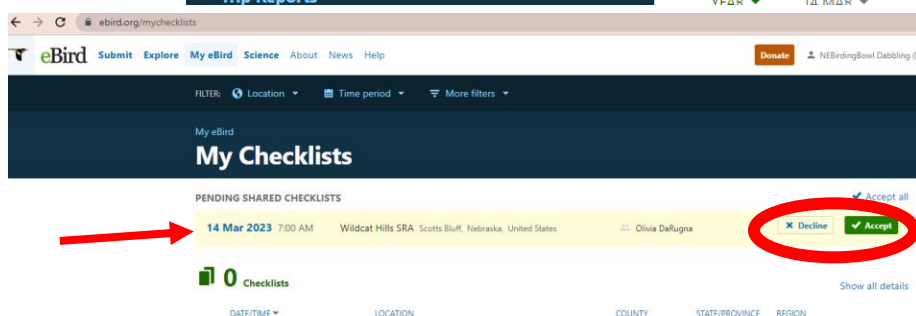
To look at the checklist details click on the checklist's date in blue, bold text.
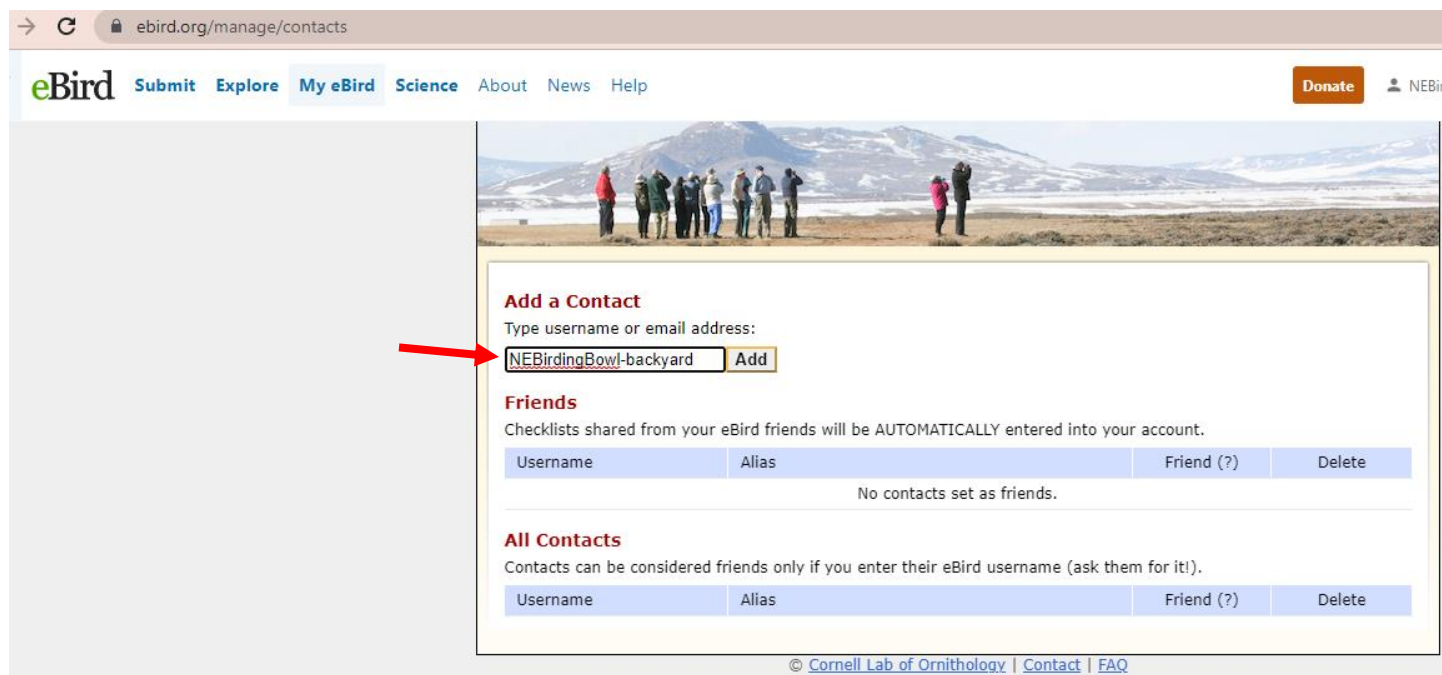
III. Optional: Add your teammates and the category accounts to your contacts.

The benefit is their shared checklists are automatically added to your account, so you can skip step 7.

A. Go to "My eBird" and under "MANAGE MY…" on the left side of the screen Click on "Contacts."

B. A webpage will pop up like this one. Type in the eBird username or emails of your teammates and the username for the category you are competing in and then click "Add."

NEBirdingBowl-fledgling, NEBirdingBowl-backyard, NEBirdingBowl-dabbling, or

NEBirdingBowl-competitive
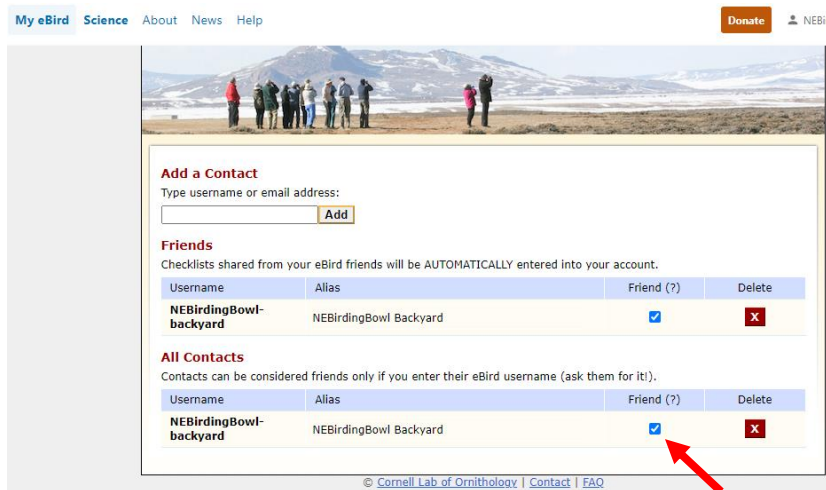
Then click the box "Friend." *Note if you do not see their account pull up then check the spelling or try their email instead.*

The following instructions are for after your team submits their last checklist for the Nebraska Birding Bowl. For instructions on how to use eBird to submit checklists, see the "Instructions for Using eBird for the Nebraska Birding Bowl" document.

IV. Creating a Trip Report

After your team submits their **last checklist** for the Nebraska Birding Bowl, only **one team member will compile an eBird Trip Report** that includes all of their team's checklists for the Birding Bowl. The Trip Reports for your team are **due by June 6** for a chance at prizes.
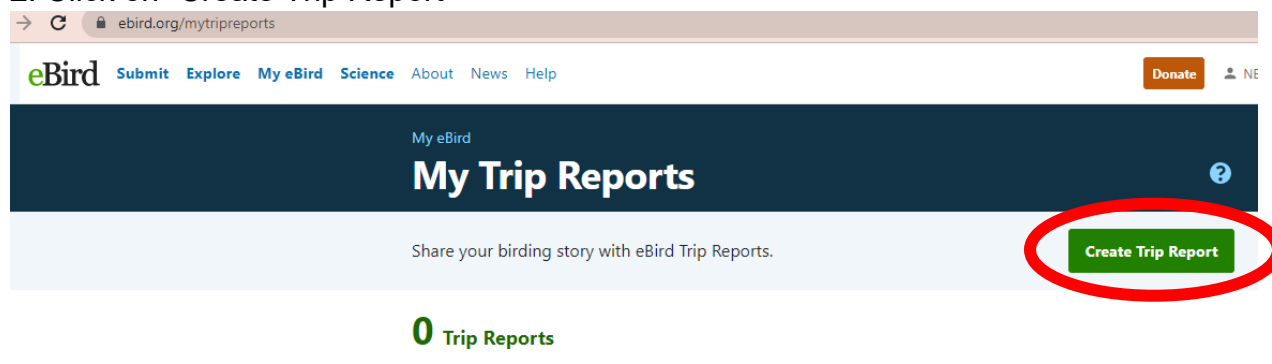
* If you are participating on more than one team, you must have a different Trip Report for each team.

Note: the Fledgling Flock category will not create a trip report for their one submitted checklist.

1. Go to "My eBird" at the top of the screen. Then click on "Trip Reports" under the "MANAGE MY…" section on the left side.
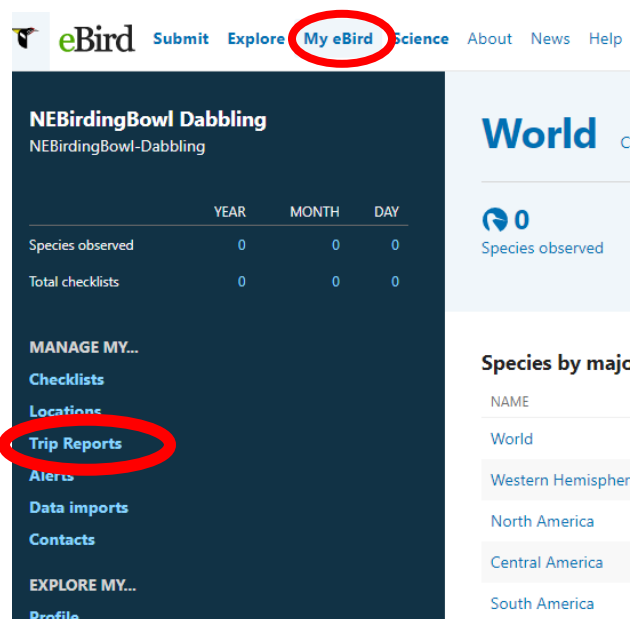
2. Click on "Create Trip Report"

3.   **a**. The name of the Trip Report must include your team name (e.g., Nuts for Nuthatches).

b. Select the date range you birded for the competition. The dates should only include days from May 1-31, 2023.

c. Choose a visibility, any option works. I usually select Link-only.

d. Click the green "Create Trip Report" at the bottom right.

Create Trip Report

Name
Name of Trip Report

Birding Bowl 2023 - Nuts for Nuthatches

Maximum length of 256 characters

Dates

Start date	Start time	End date	End time
1 May 2023	12:00 AM	31 May 2023	11:59 PM

Maximum duration of 31 days

Visibility

○ Limited
   The Trip Report is visible only to you and the people you invite to join. To view the Trip Report, you must be logged in to your eBird account.

● **Link-only**
   The Trip Report will not appear on any future outputs on public eBird pages or in search results, and the Trip Report is visible to anyone who visits the link.

○ Public
   The Trip Report may appear on public eBird pages (regions, hotspots, your profile) and in search results.

Cancel   **Create Trip Report**

4. **This step is very important.** **Only select the checklists that are for your Nebraska Birding Bowl team** (i.e., when you were birding with your entire team and only in Nebraska). This page will show all checklists you submitted for the entire date range you selected. **You must unselect any checklists that are not for your Birding Bowl team** (e.g., birding in a different state, birding without your teammates).

   For example, if you are participating in the Backyard Birder category then only select the checklists from your yard. If you are participating in the Dabbling or Competitive Birder category then only select the checklists where you were birding with your entire team in Nebraska.

   After carefully selecting the appropriate checklists, click "Save and view Trip Report."

   If you are unsure if a checklist should be included, you can click on the checklist (bold, blue date) and the details of that checklist will pull up including the comment notes where you wrote your team name.

5. On the Trip Report you just created, click the "Edit" button on the left side.

   a. Click "Edit narrative" and type in your team name and names of team members.

   b. Click "Add people" and then type in the user names or emails of your team members and the competition category account. If you do not share your trip report with the competition account, then your team will not qualify for the prizes.

   c. If you need to add or remove a checklist from your team's Trip Report, click on the "Manage checklists."

6. Double check your Trip Report is shared and includes all of your team's checklists for the Nebraska Birding Bowl. You are done!

The Trip Report will show:

     a. Trip Report details (name, dates, counties your team birded in for the competition, names of team members you share the report with, narrative)

     b. total species your team observed for the Birding Bowl

     c. total checklists

     d. any photos your team added to checklists

     e. List of all species observed and the total checklists that included that species.

     f. Click "Show all details" to see the date and location where your team observed each species.

You are done!
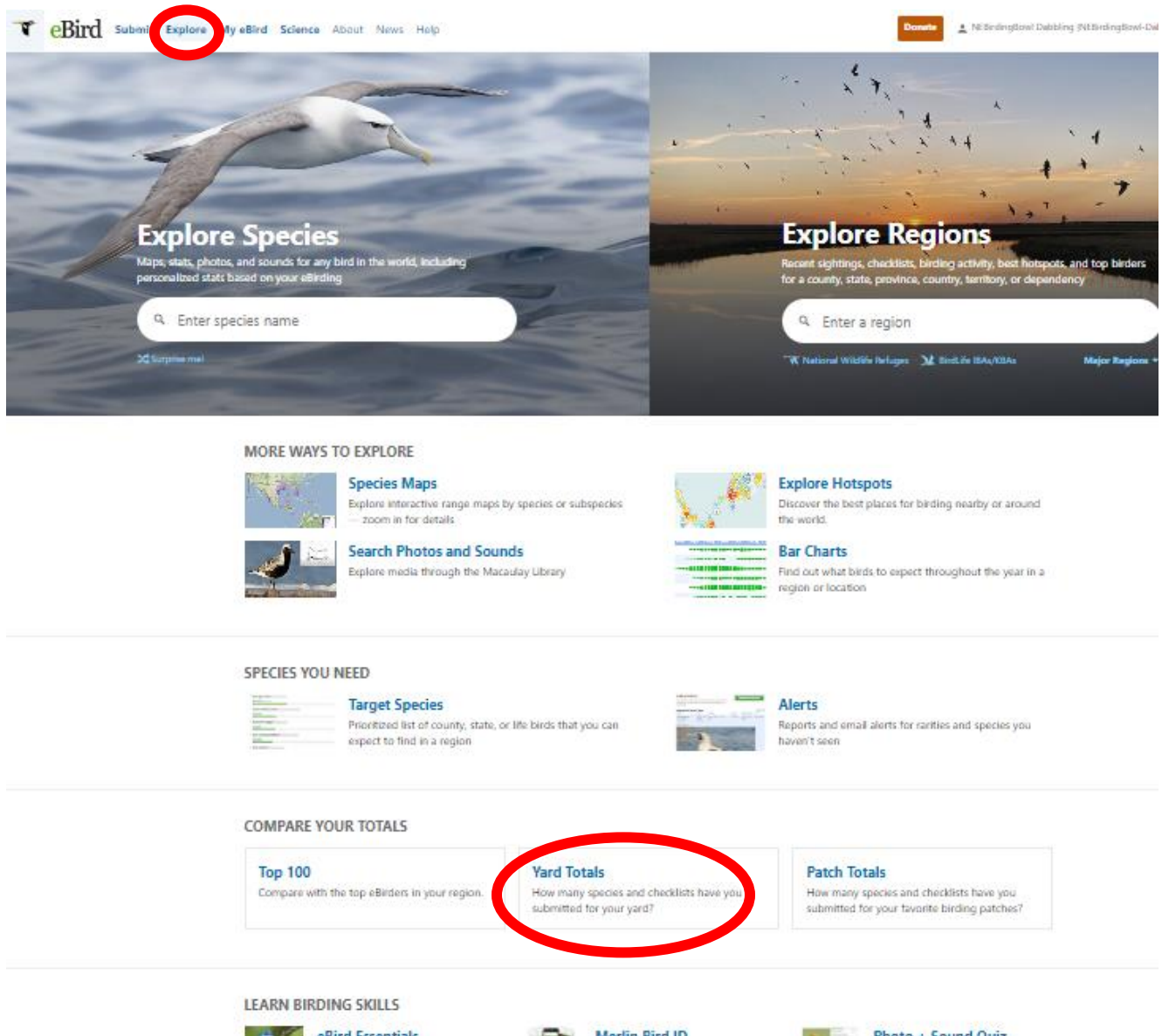
We will announce the winners in June.

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This section is optional.

V. Creating a Yard Location

Creating a yard location is a fun way to organize and track the birds in your yard for the Birding Bowl and beyond. This is especially helpful for any teams participating in the Backyard Birder category.

1. Submit an eBird checklist from your yard. Take note of the location (e.g., auto selected GPS points, or name the location yard) of this checklist. See page 3, step 2.

2. Click on "Explore" at the top of the home screen. Then click on "Yard Totals."

3. Click the green button "+ Add a Yard."

Explore
Yard Totals

Updated ~13 hr(s) ago.

My Yards UNITED STATES

+ Add a Yard

You have not added any yards for the selected region.

4. Create a name for your yard. Choose the location of the checklist you created from your yard (e.g., Auto selected…, yard).

Then click Save Yard.

Your Yard Location is complete!

Explore > Yard Totals
Add a Yard

Yard name

The Bird Yard

Locations
Currently in your Yard

Yardy List (SJB/OAD), US-NE 🗑

Add from My Locations

🔍 Search by location name...

Save Yard   **Cancel**

Now, whenever you submit a checklist from your yard, eBird will track it and show you the total species you have observed from your yard.

Explore
Yard Totals

Updated 59 min ago.

My Yards NEBRASKA

+ Add a Yard

▸ The Bird Yard US-NE LATEST CHECKLIST: Aug 30, 2020	COMPLETE CHECKLISTS (RANK)	SPECIES OBSERVED (RANK)	LAST SPECIES ADDED	✎ 🗑
Life	0 (134)	3 (131)	Aug 30, 2020: European Starling, Loggerhead Shrike, Swainson's Hawk	
Year	0	0		
Month	0	0		

⋯ Bar charts

You can also see who is leading in yard lists.

Yard leaders NEBRASKA 2023

📅 Time period			≡ Ranked by	
Life	Year	Month	Complete checklists	Species

	COMPLETE CHECKLISTS	SPECIES OBSERVED	LAST SPECIES ADDED
1. **Joel Jorgensen** Green Bowl, US-Nebraska	4	40	Mar 5, 2023: Turkey Vulture
2. **Phil Swanson**	10	34	Mar 5, 2023: Ring-billed Gull

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