



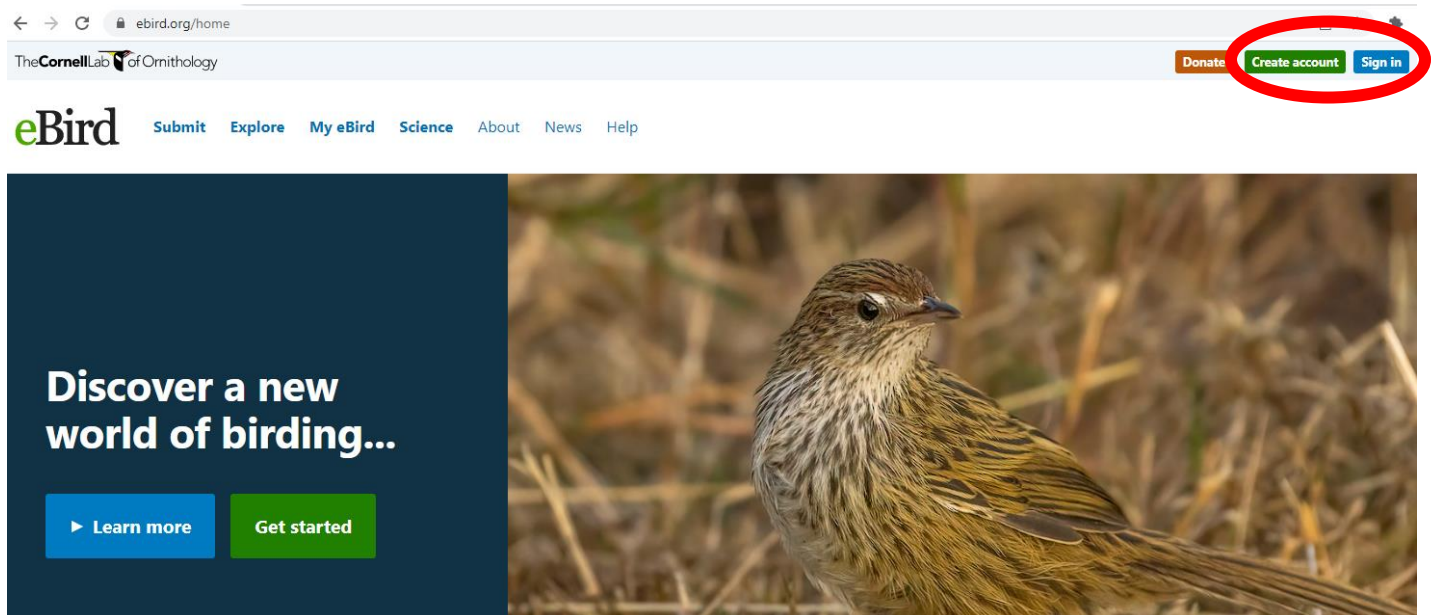
## Step-by-step Instructions for Using eBird for the Nebraska Birding Bowl

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.

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### 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.**

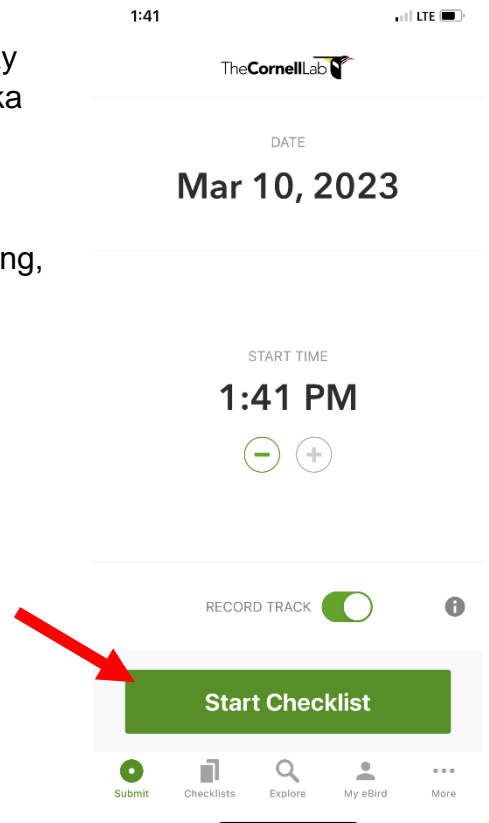
Only one person will submit an eBird checklist for a particular location and time (e.g., Platte River State Park from 7:00 – 11:00 am). They will share that checklist with others they are birding with. If you move to a new location (e.g., Schramm Park SRA 12:00 – 2:00 pm) then you will create a new checklist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

**Only add birds to your checklist that you can positively identify.** It is ok to leave off birds if you are unsure what species it is. If you know it is a specific type of bird, you can add just the type (e.g., shorebird sp., sparrow sp.).

### 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.

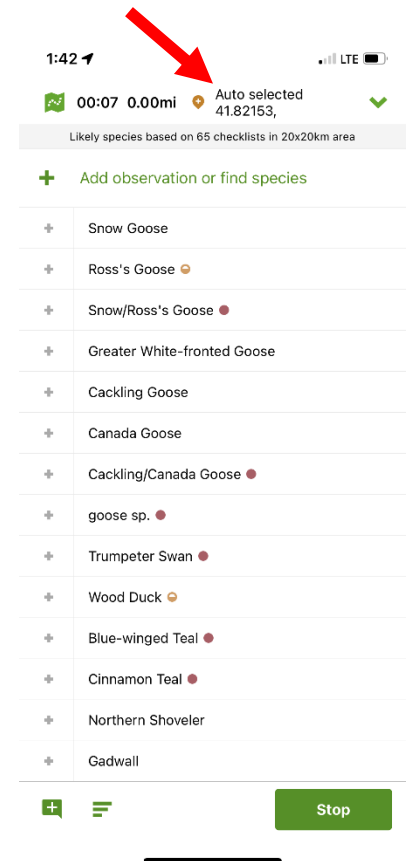
1. Click the green “Start Checklist” button. If the date or time is wrong, you can adjust those here.



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.

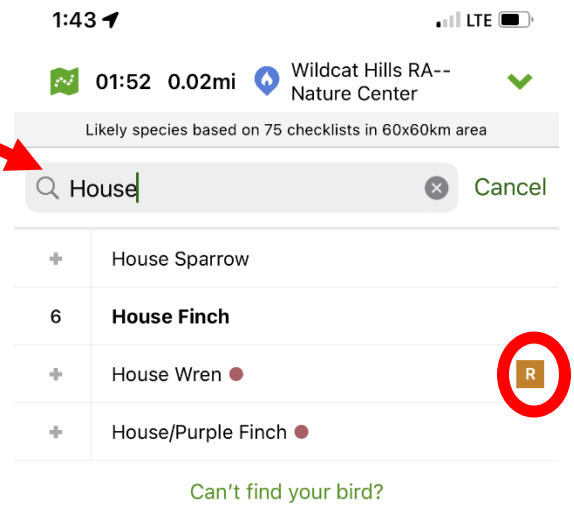
For example if this auto selected location is from your yard, you could name it “yard.”



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

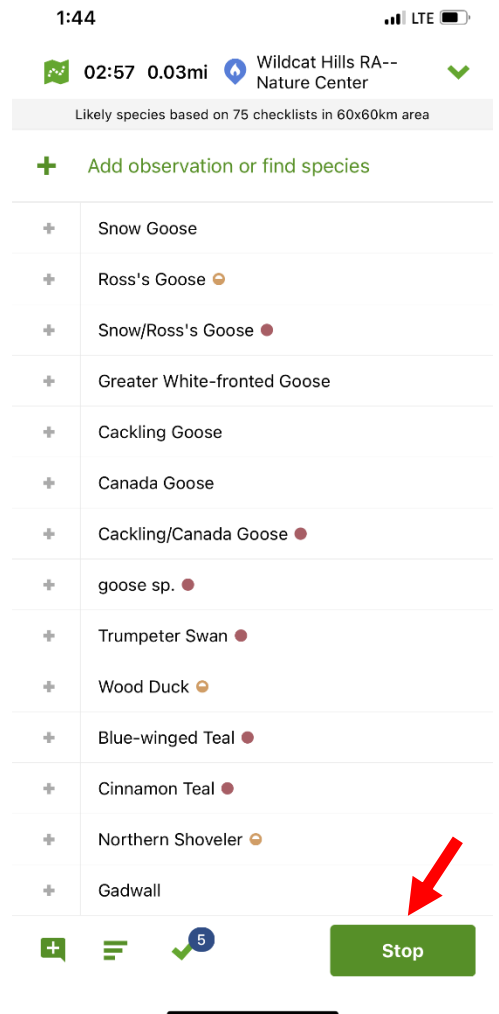
For example, you see six house finches, so type in the box house and all the birds it could be will show up.

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. **Please make sure before you submit any rare bird sighting that you are positive it is that species.** Refer to field guides, [All About Birds](#), etc. for tips on bird ids.



\* Note: if you are using Merlin Bird ID app, always double check the bird that it gives you as a possible species you are observing matches the actual bird you are seeing or hearing. Sometimes the bird it suggests is not correct. Take photos and sound recordings that you can refer back to as you look through field guides and other resources to match the species id.

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.

1:48

LTE

b. Check the location.

a. FRI 10 Mar 2023 01:42 PM



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).

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

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.



h.

Submit

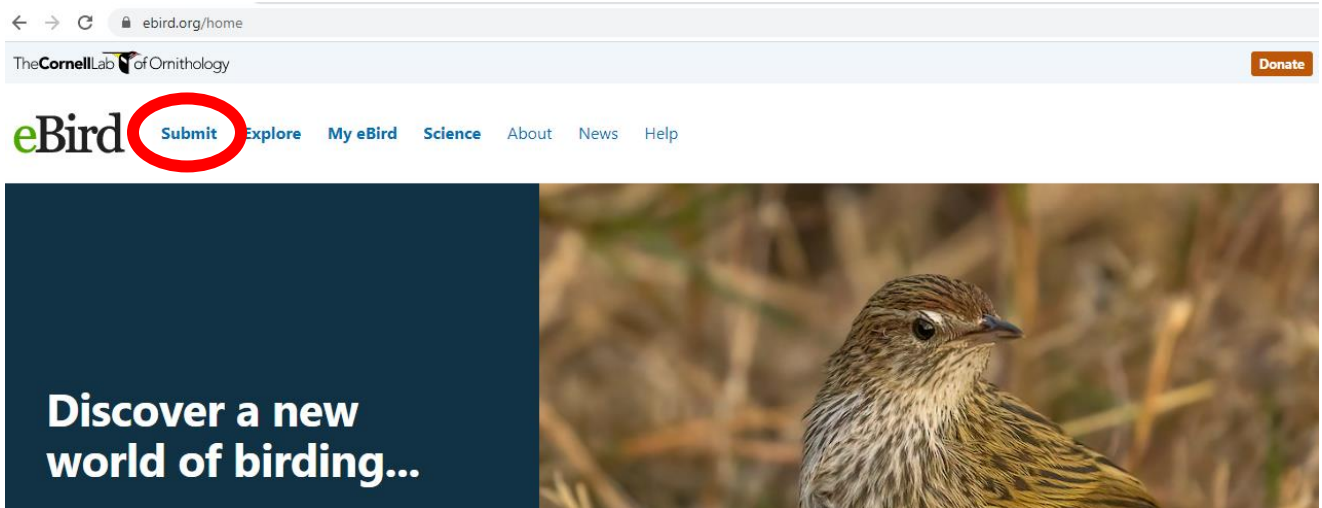
g. Check to see if all the birds you saw are on the list and the number of individuals is accurate.

h. Submit!

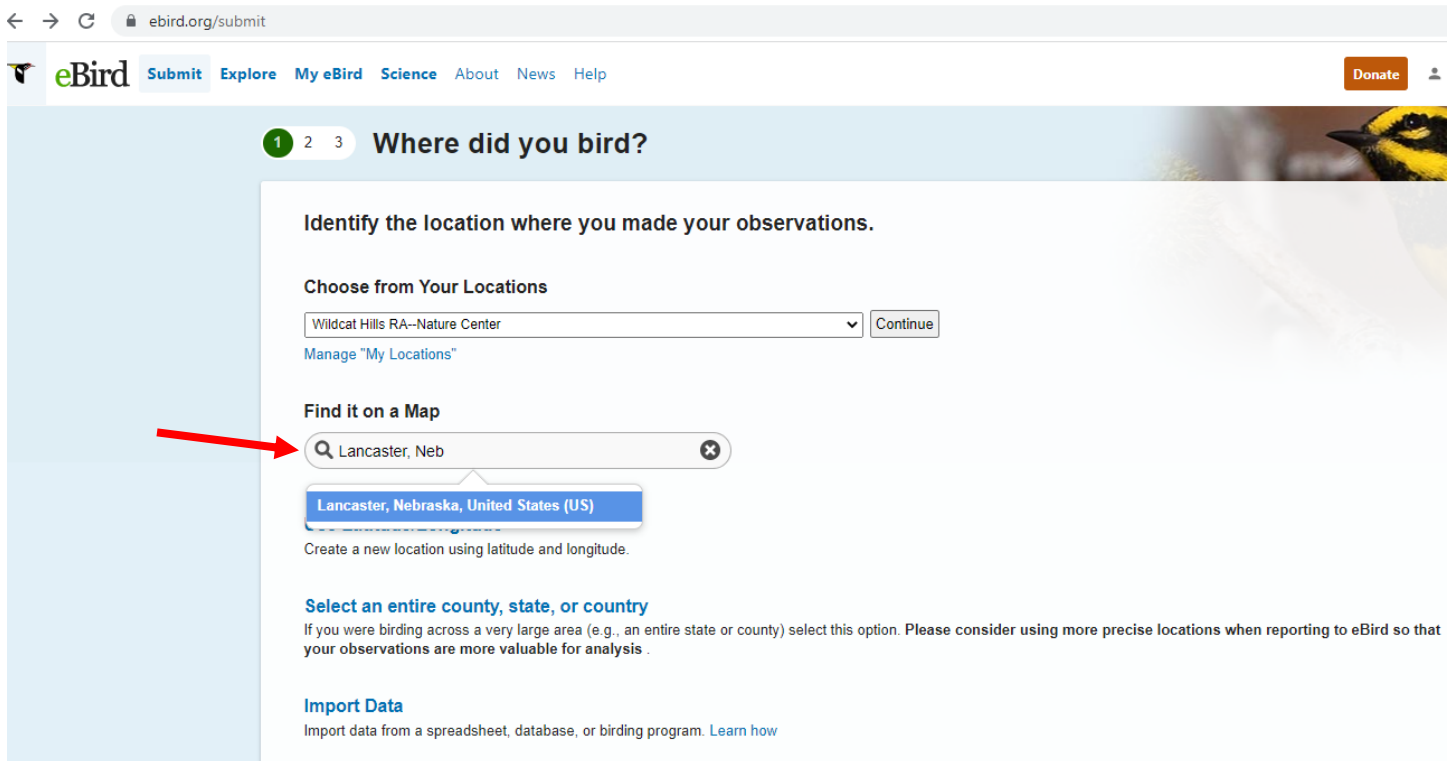
## B. Submitting a checklist through the eBird website (<https://ebird.org/home>)

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 county 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.

The screenshot shows the ebird.org/submit/map web interface. At the top, there is a search bar labeled "Zoom to:" with the placeholder text "Enter place name, address, or lat/long coordinates...". A red arrow points to this search bar. Below the search bar is a map of Lincoln, Nebraska, showing various birding locations marked with red and blue pins. The map includes labels for cities like Lincoln, Emerald, and Walton, and highways like I-80 and I-480. On the right side of the map, there is a panel with instructions and a "Continue" button. The "Continue" button is highlighted with a red circle. The panel also shows the "Chosen Location: Branched Oak SRA".

Zoom to:

Map Satellite

Use the "zoom to" box to zoom to a place name, address, or coordinates in decimal degrees (e.g., 42.4792, -76.45138). You can also click "+" markers to zoom in on groups of birding hotspots or personal locations.

To choose an existing location, click on its marker.

For new locations, zoom in as far as possible and click on the map to place a green marker. This marks your new location. To reposition the marker, click anywhere on the map.

Chosen Location:  
**Branched Oak SRA**

Continue

Key  
GROUP SINGLE  
Birding Hotspot  
Personal Location

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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

→ ebird.org/submit/effort?locID=L325696

eBird [Submit](#) [Explore](#) [My eBird](#) [Science](#) [About](#) [News](#) [Help](#) [Donate](#) [Oliver](#)

1 2 3 **Date and Effort** Branched Oak SRA, Lancaster County, Nebraska, US [Change](#)

\* **Observation Date:** May 11 2022 [Calendar](#) \* = Required

\* **Observation Type:**

- Traveling** You traveled a specific distance — walking a trail, driving a refuge loop, field birding. [More Info...](#)
- Stationary** You stayed at a fixed location — watching from a window, hawkwatching, seawatching. [More Info...](#)
- Historical** Birding was your **primary purpose**, but you cannot estimate start time, duration, and distance; use Traveling or Stationary if you can estimate these. [More Info...](#)
- Incidental** Birding was not your **primary purpose** — noting a bird while driving or gardening. [More Info...](#)
- Other**

\* **Start Time (24-hour):** 7 : 00 [Use 12-hour Clock](#)

\* **Duration:** 1 hrs. 15 min.

\* **Distance:** 0.5 miles

\* **Party Size:** 2 Enter the total number of people in your birding party

Checklist Comments:

[Previous](#) [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

The screenshot shows a web interface for a bird checklist. At the top, it says "What did you see or hear?" and "Branched Oak SRA, Lancaster County, Nebraska, US". Below this is a list of bird species with checkboxes and counts. On the right, there is a search bar labeled "Jump to Species...", a "Submit" button, and a question: "Are you submitting a complete checklist of the birds you were able to identify?".

**Species List:**

Count	Species	Action
	Snow Goose	
8	Canada Goose	Add Details
	Wood Duck	
2	Blue-winged Teal	Add Details
	Northern Shoveler	
	Gadwall	
5	Mallard	Add Details
	Lesser Scaup	
	Ruddy Duck	
	Northern Bobwhite	
	Wild Turkey	
	Ring-necked Pheasant	
	Pied-billed Grebe	
	Eared Grebe	
	Eurasian Collared-Dove	
1	Mourning Dove	Add Details
	American Coot	
	American Avocet	
	Semipalmated Plover	
2	Killdeer	Add Details
	Hudsonian Godwit	
	Stilt Sandpiper	
	Sanderling	
	Dunlin	
	Baird's Sandpiper	
	Least Sandpiper	
	White-rumped Sandpiper	

**Right Panel:**

- Search bar:
- Buttons: + Add Species, ↓ Alphabetic
- Checkboxes:  Show Rarities,  Show Subspecies,  Group by Most Likely
- Shortcuts and Preferences icons
- Question: "Are you submitting a complete checklist of the birds you were able to identify?"
- Radio buttons:  Yes,  No
- Submit button

**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.

ebird.org/ebird/submit/checklist

1 2 3 **What did you see or hear?** Branched Oak SRA, Lancaster County, Nebraska, US [Change](#)  
Wed May 11, 2022 7:00 AM [Change](#)

GROUPS BASED ON 113 COMPLETE CHECKLISTS FOR BRANCHED OAK SRA

Please fix the items below

**Need Details** 1 Eastern Whip-poor-will **RARE** [Change Species](#)

Details: Heard the distinct whip-poor-will call in the wooded trail area on the south side of the lake. The sound recording of the bird will be uploaded today. [X](#)

Media: To add media, first save this checklist then go to [Add media](#) on the next page. [Learn more](#) [X](#)

Add data... [Age & Sex](#) [Breeding Code](#) [Oiled Birds](#) [Media](#) [Details](#)

This bird is rare for this date & location: please add comments, check 'Complete', and add any photos or sounds after submitting and saving the checklist. [Why?](#) [Complete](#)

FREQUENT (10% OR MORE)

<input type="checkbox"/>	Snow Goose	<a href="#">Change Species</a>
<input checked="" type="checkbox"/>	8 Canada Goose <a href="#">Add Details</a>	<a href="#">Change Species</a>
<input type="checkbox"/>	Wood Duck	<a href="#">Change Species</a>
<input checked="" type="checkbox"/>	2 Blue-winged Teal <a href="#">Add Details</a>	<a href="#">Change Species</a>
<input type="checkbox"/>	Northern Shoveler	<a href="#">Change Species</a>
<input type="checkbox"/>	Gadwall	<a href="#">Change Species</a>
<input checked="" type="checkbox"/>	5 Mallard <a href="#">Add Details</a>	<a href="#">Change Species</a>
<input type="checkbox"/>	Lesser Scaup	<a href="#">Change Species</a>
<input type="checkbox"/>	Ruddy Duck	<a href="#">Change Species</a>
<input type="checkbox"/>	Northern Bobwhite	<a href="#">Change Species</a>
<input type="checkbox"/>	Wild Turkey	<a href="#">Change Species</a>
<input type="checkbox"/>	Ring-necked Pheasant	<a href="#">Change Species</a>
<input checked="" type="checkbox"/>	1 Pied-billed Grebe <a href="#">Add Details</a>	<a href="#">Change Species</a>

[+](#) Add Species  
[↓](#) Alphabetic  
 Show Rarities  
 Show Subspecies  
 Group by Most Likely [?](#)  
[Shortcuts](#) [Preferences](#)

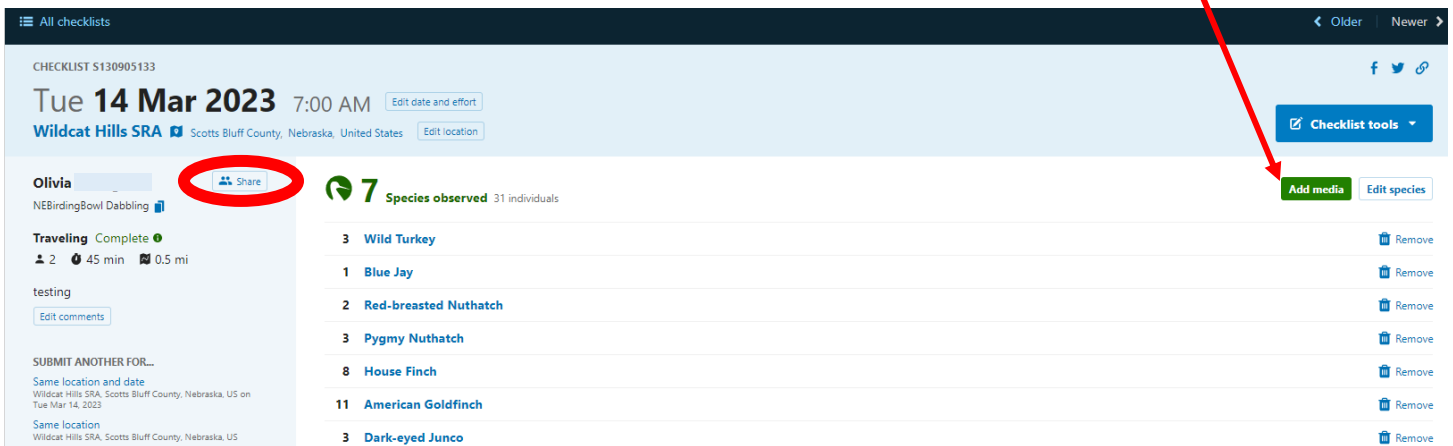
Are you submitting a complete checklist of the birds you were able to identify?  
 Yes  No [?](#)

[←](#) [Submit](#) [→](#)

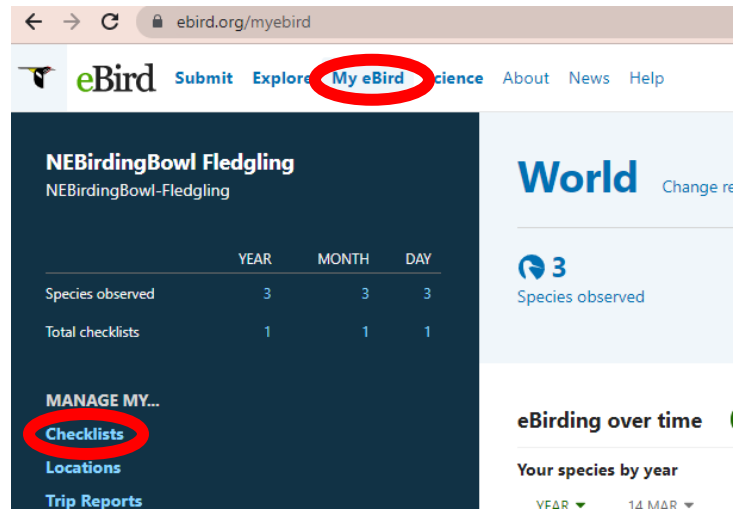
6. Share checklist with others on your team and the birding bowl account. Once you submit your data through the website, then you can share the checklist with others in your party by clicking the “Share” button on the left side of your screen by your name.

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).

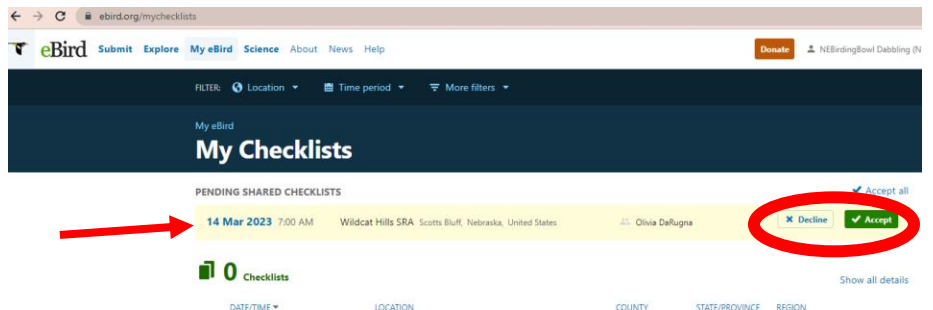
You can also add photos and sound recordings from here by clicking “Add media” green button on the right side of the screen.



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.

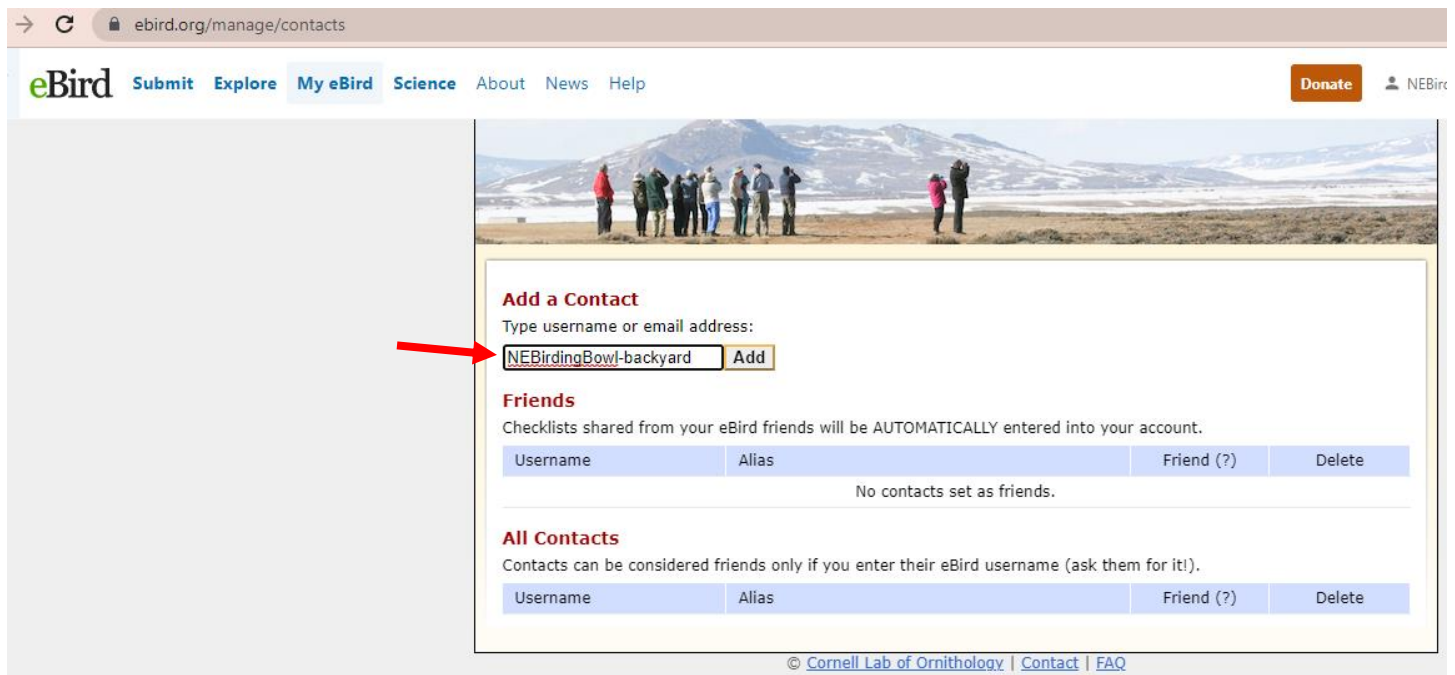
### III. Optional: Add your teammates and the category accounts to your contacts.

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

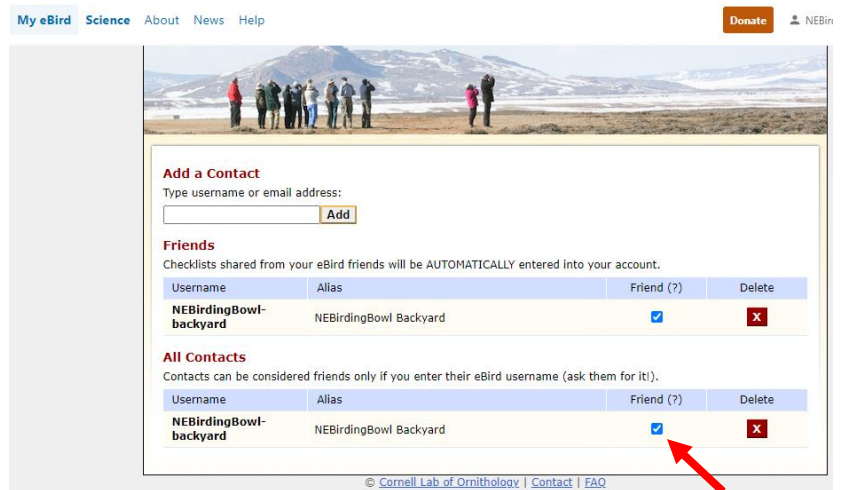
A. Go to “My eBird” and under “MANAGE MY...” on the left side of the screen Click on “Contacts.”

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.*

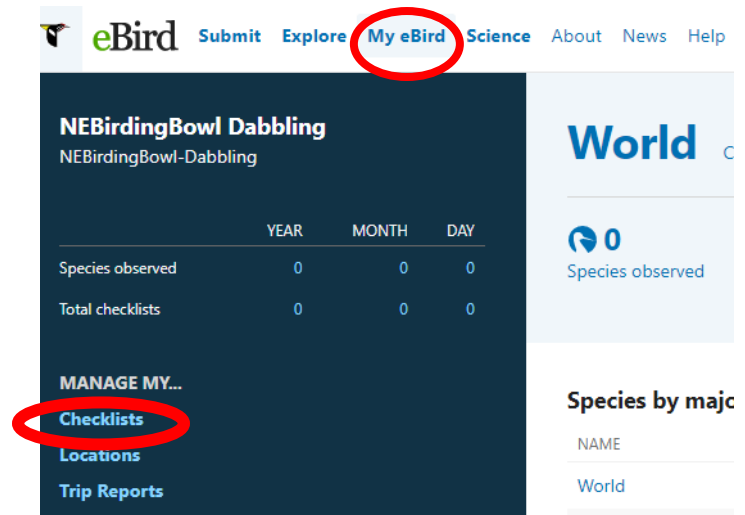


## IV. Edit Checklists

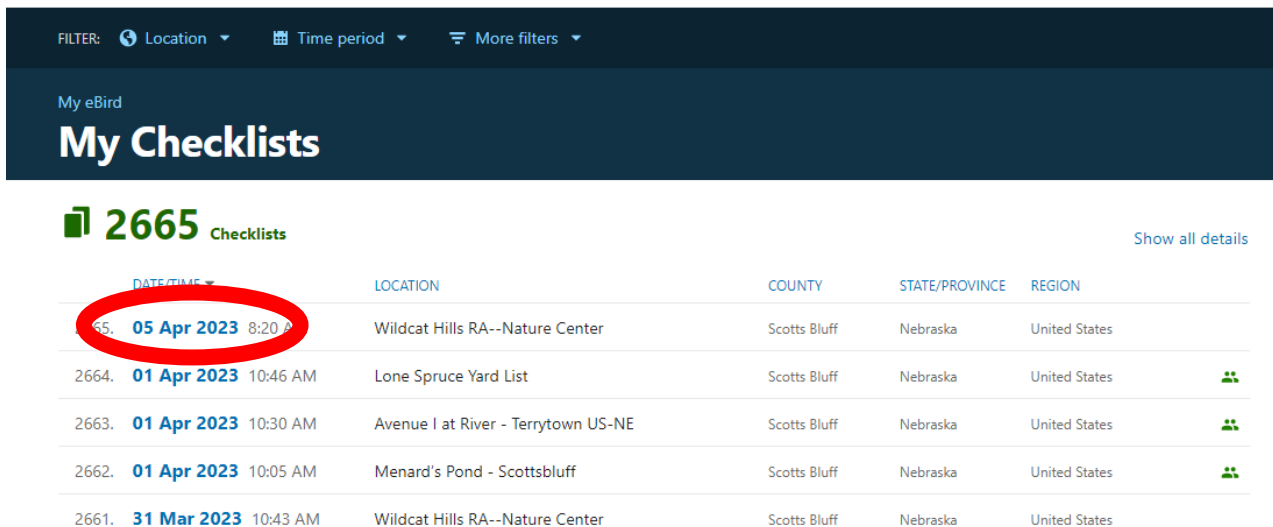
If you forgot to add something to your checklist or need to make any changes to a checklist this is how you will make those edits. Changes may include: add media (pictures, sounds recordings), add your team name, share checklists with teammates or the birding bowl account, add or remove species, etc.

1. Go to [www.eBird.org](http://www.eBird.org) and sign in to your account. Then click on “My eBird” at the top of the screen.

2. Click on “Checklists” on the left side of the screen.



3. Find the checklist you want to edit and click on the blue bold date.



4. You can see all the checklist details and edit and add things here.

- A. Share checklist
- B. Add team name(s) and other checklist comments.
- C. Add photos or sound recordings.
- D. Add Species
- E. Remove species

The screenshot shows an eBird checklist page for 'Wed 5 Apr 2023 8:20 AM' at 'Wildcat Hills RA--Nature Center'. The checklist is by 'Olivia DaRugna' and is 'Stationary Complete'. It lists 6 species observed: Eurasian Collared-Dove, Black-capped Chickadee, House Finch, American Goldfinch, American Tree Sparrow, and Dark-eyed Junco (with several subspecies). Annotations are placed on the page:

- A.** Points to the 'Share' button in the top left.
- B.** Points to the 'Edit comments' button below the checklist details.
- C.** Points to the 'Add media' button in the top right.
- D.** Points to the 'Edit species' button in the top right.
- E.** Points to a vertical column of 'Remove' buttons on the right side of the species list.



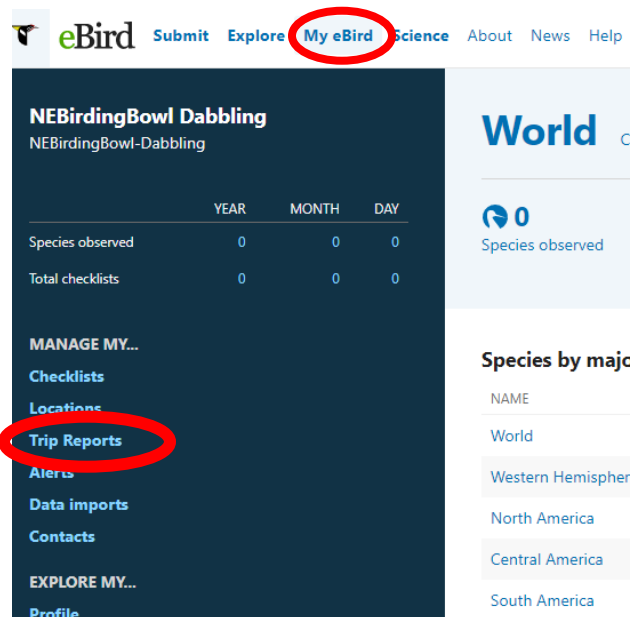
The following instructions are for after your team submits their last checklist for the Nebraska Birding Bowl. For instructions on how to use eBird to submit checklists, see the “Instructions for Using eBird for the Nebraska Birding Bowl” document.

## V. Creating a Trip Report

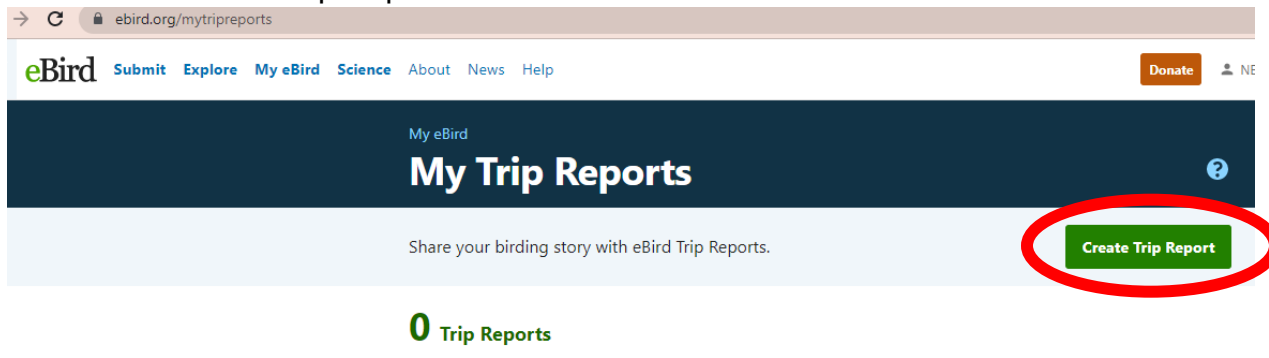
After your team submits their **last checklist** for the Nebraska Birding Bowl, only **one team member will compile an eBird Trip Report** that includes all of their team’s checklists for the Birding Bowl. The Trip Reports for your team are **due by June 6** for a chance at prizes.

*Note: the Fledgling Flock category does not need to create a trip report.*

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, 2024.
- 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

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.



**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:

- Backyard Birder category: only select the checklists from your yard in May.
- Dabbling or Competitive Birder category: 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, 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.

### Birding Bowl 2023 - Nuts for Nuthatches 1 – 31 May 2022 (31 days) [Link-only](#)

#### Manage checklists

Add and remove checklists to select the checklists included in your view of this Trip Report. New checklists during this time period will be automatically added unless removed individually.

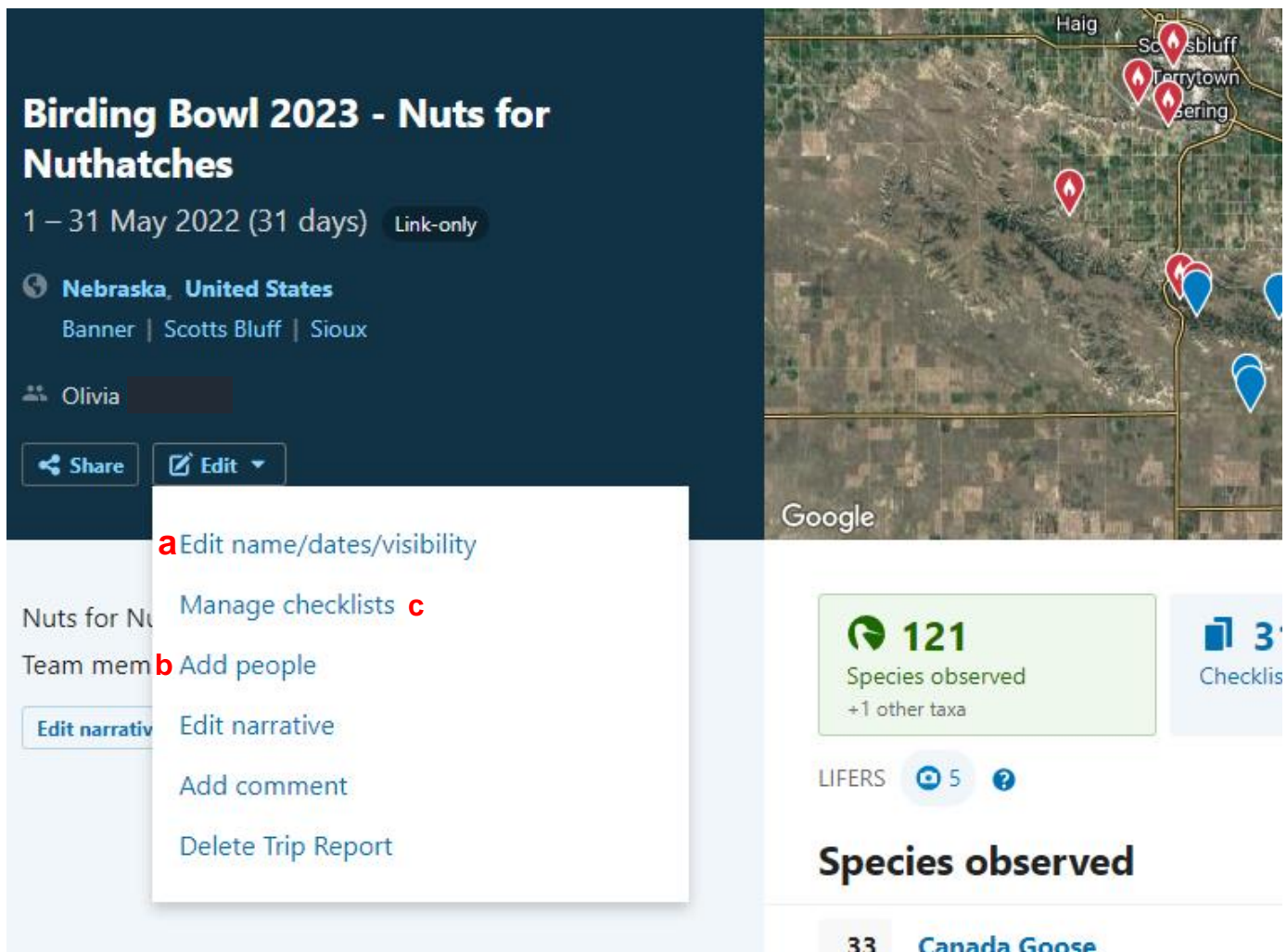
▼ **Personal dates**

 **60** Checklists All checklists

<b>30 May 2022</b> 10:16 Wildcat Hills RA--Nature Center, Scotts Bluff, Nebraska, US	<input checked="" type="checkbox"/>
<b>29 May 2022</b> 10:43 Buffalo Creek WMA, Scotts Bluff, Nebraska, US	<input checked="" type="checkbox"/>
<b>29 May 2022</b> 07:12 Lone Spruce Yard List, Scotts Bluff, Nebraska, US	<input type="checkbox"/>
<b>28 May 2022</b> 16:18 Lone Spruce Yard List, Scotts Bluff, Nebraska, US	<input type="checkbox"/>
<b>28 May 2022</b> 11:18 Hwy 29 Historical Marker, Sioux, Nebraska, US	<input checked="" type="checkbox"/>
<b>28 May 2022</b> 10:55 Pants Butte Rd, Harrison US-NE 42.73550, -103.81106, Sioux, Nebraska, US	<input checked="" type="checkbox"/>

[Back](#) [Save and view Trip Report](#)

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. Optional share with your team members: “Add people” and then type in the user names or emails of your team members.
  - 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. 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.

**a**

The screenshot shows a trip report interface. On the left, a dark blue sidebar contains the title 'Birding Bowl 2023 - Nuts for Nuthatches', dates '1 - 31 May 2022 (31 days)', location 'Nebraska, United States', and team members 'Olivia DaRugna'. Below this is a light blue section with the title 'Nuts for Nuthatches' and team members 'Olivia DaRugna, Jane Doe, John Smith'. The main content area features a map of Nebraska with several red location pins. Below the map are three summary cards: '121 Species observed (+1 other taxa)', '31 Checklists', and '6 Species with photos'. At the bottom, a table titled 'Species observed' lists species and their associated checklist counts. A 'Show all details' link is visible in the top right of the table.

Count	Species	Checklists
33	Canada Goose	5
4	Wood Duck	3
22	Blue-winged Teal	3
8	Gadwall	1
23	Mallard	6
14	Green-winged Teal	1

7. Email the link to your trip report to [ngpc.birdingbowl@nebraska.gov](mailto:ngpc.birdingbowl@nebraska.gov). If you do not share your trip report, then your team will not qualify for the prizes.

**You are done!**

We will announce the winners in June.

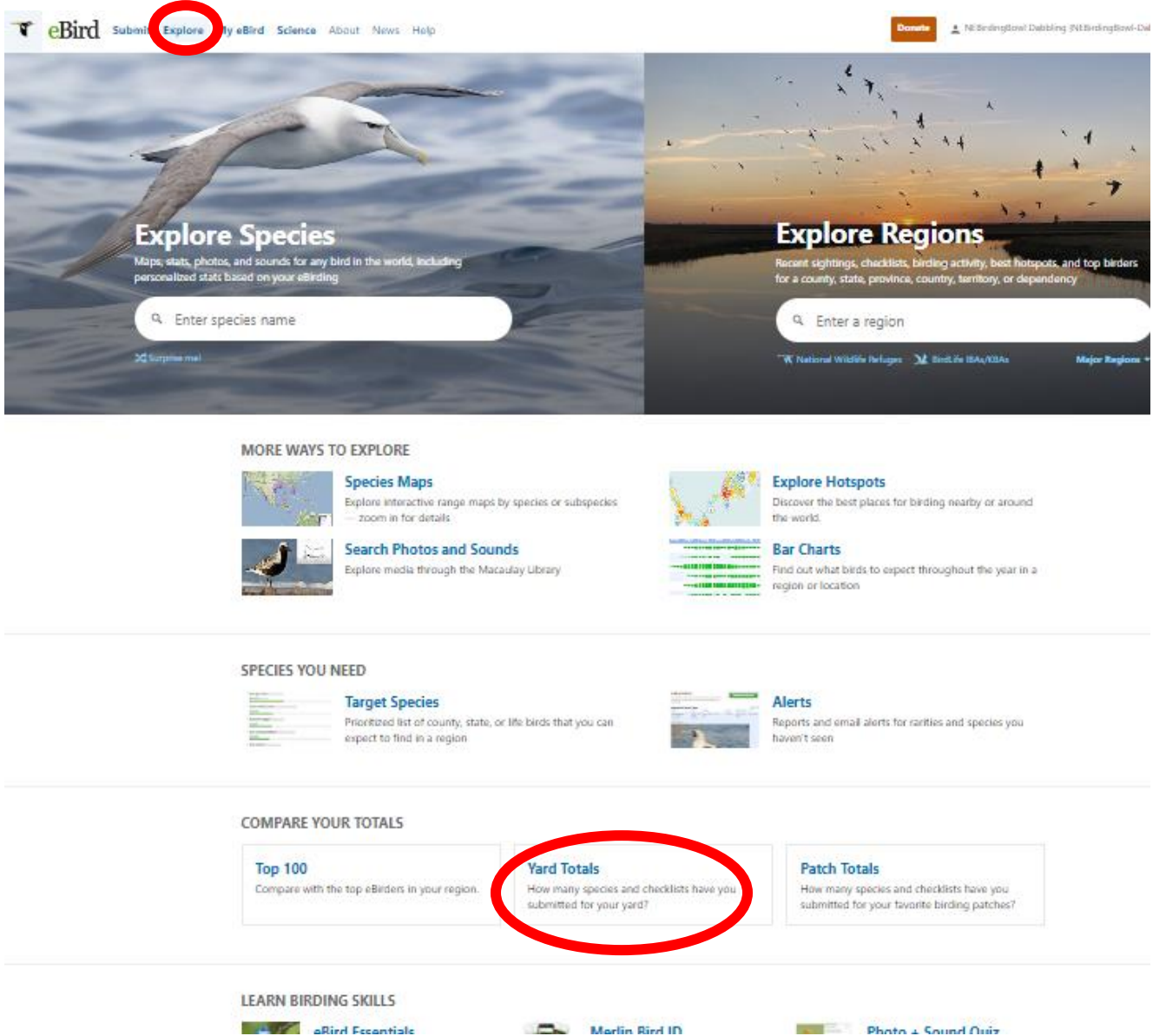


This section is optional.

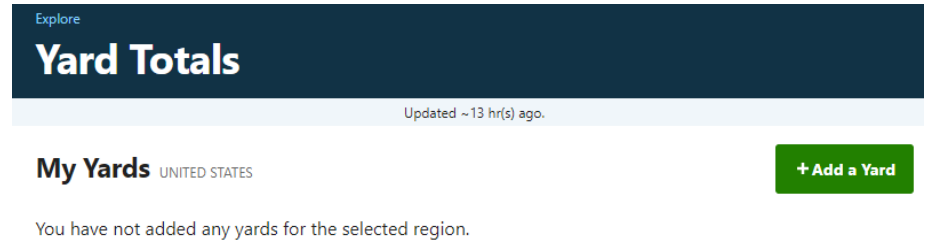
## V. Creating a Yard Location

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.

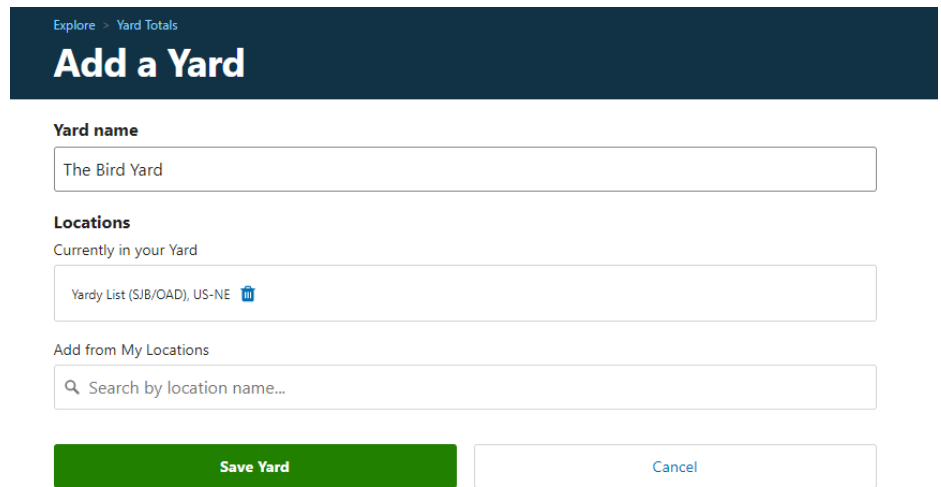
**My Yards** UNITED STATES + Add a Yard

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**

**Locations**

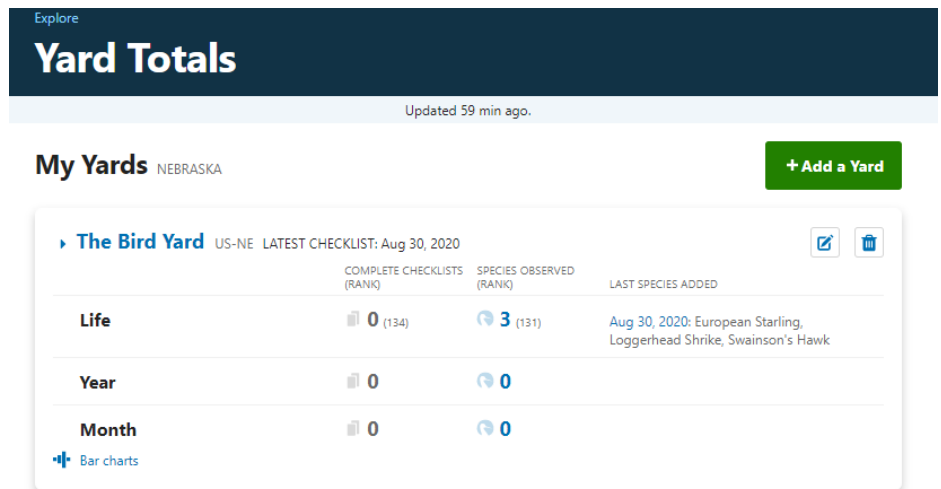
Currently in your Yard

Yardy List (SJB/OAD), US-NE

Add from My Locations

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.

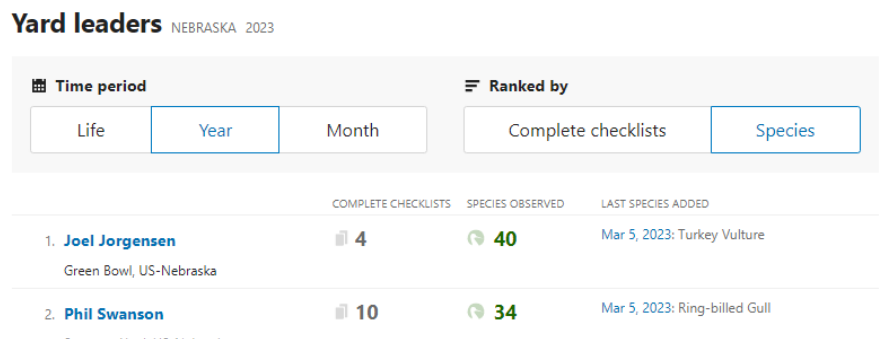
**My Yards** NEBRASKA + Add a Yard

▶ **The Bird Yard** US-NE LATEST CHECKLIST: Aug 30, 2020

	COMPLETE CHECKLISTS (RANK)	SPECIES OBSERVED (RANK)	LAST SPECIES ADDED
<b>Life</b>	0 (134)	3 (131)	Aug 30, 2020: European Starling, Loggerhead Shrike, Swainson's Hawk
<b>Year</b>	0	0	
<b>Month</b>	0	0	

Bar charts

You can also see who is leading in yard lists.



### Yard leaders

NEBRASKA 2023

**Time period**

Life
Year
Month

**Ranked by**

Complete checklists
Species

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