

SHOREBIRD SURVEY

CALIFORNIA AVIAN DATA CENTER DATA ENTRY PROTOCOL

This protocol includes 5 sections related to entering and proofing data in the California Avian Data Center (CADC):

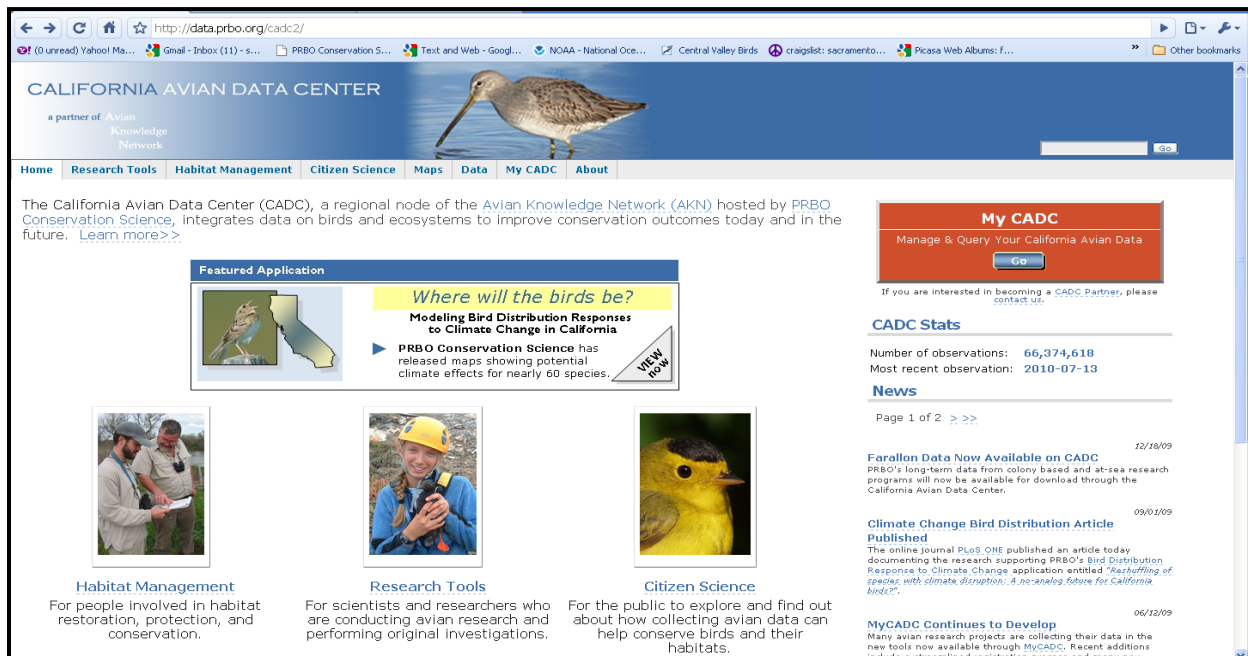
I. How to register for a CADC account	1
II. How to add a project to your existing CADC account	3
III. How to reset a password.....	3
IV. How to enter data	4
V. How to edit data.....	8

I. How to register for a CADC account

First time users must first register and create a user name and password. If you already have a CADC account **DO NOT** register again. See section II and III below on how to gain access to a new project and also how to reset your password if you have forgotten it.

A. TO REGISTER

1. Go to www.prbo.org/cadc
2. Click on the blue “Go” button in the red box in the upper right hand part of the page.



The screenshot shows the California Avian Data Center (CADC) website. The header includes the site name and a navigation menu with links: Home, Research Tools, Habitat Management, Citizen Science, Maps, Data, My CADC, and About. A featured application section titled "Where will the birds be?" highlights a modeling tool for bird distribution responses to climate change. The right sidebar contains a "My CADC" section with a "Go" button, "CADC Stats" showing 66,374,619 observations, and a "News" section with recent updates. The main content area at the bottom is divided into three columns: "Habitat Management" (with a photo of two people), "Research Tools" (with a photo of a person in a hard hat), and "Citizen Science" (with a photo of a yellow bird).

Shorebird Survey
CADC Registration

3. Select the appropriate selection on the next screen (below). Most will select “New Registration: I want...” . However if you already have a MyCADC account you may join additional projects by selecting “I have a MyCADC account, but...”.



CALIFORNIA AVIAN DATA CENTER
a partner of Avian Knowledge Network

Home Research Tools Habitat Management Citizen Science Maps Data My CADC About

My CADC

Welcome to MyCADC, a place where you can contribute, store, manage, and analyze data for individual projects. Please choose from one of the options below.

I want to log into my MyCADC account

MyCADC provides many Online Data Entry and Analysis Tools. [Click here to access these tools](#)

New Registration: I want to join a project and I don't have a MyCADC account

Registering for an account with MyCADC will allow you to enter and access data for a specific project. The registration form will ask you to provide the 3-6 letter project code for the project you want to join. Please contact the project leader to get the 3-6 letter project code before you register. [Click here to register](#)

I have a MyCADC account, but I need to join another project

If you have already have a MyCADC account, but need to get access to another project, [click here to contact the project leader about joining their project](#). You will need to know the 3-6 letter code identifying the project you wish to join.

I'm interested in setting up a new project in MyCADC

Adding your project to MyCADC has many benefits, including online entry and management of data, analytical tools, and management of researcher access. If you would like to set up a new project within MyCADC or have questions about how MyCADC works, please contact us at directly at cadc_webmaster@prbo.org

If you've used PRBO's online data entry tools before 2009, [Click here to use the older online Data Entry Tools \(pre-2009\)](#).

NOTE: You can still download and query data entered in the old system, but you will have to use the new tools to enter new observations. To make use of the newer tools, please [register for a new account](#). All data entered in our old system have been migrated, but we apologize for being unable to migrate your user account.

If you have any problems or questions, please contact the CADC webteam at (cadc_webmaster@prbo.org).

4. Enter the information requested on the following page.

Note: In Step 5 of the registration process when asked “Please enter the project you would like to join”, enter – **See table below or contact your site coordinator if the project you wish to join is not listed here.**

Project Code	Project Name
BCSS	Bolsa Chica Shorebird Survey
BHSS	Bodega Harbor Shorebird Survey
BMSS	Bandon Marsh NWR Shorebird Survey
BWSS	Blanca Wetlands Shorebird Survey
CRDSS	Copper River Delta Shorebird Survey
CRPWS	Cosumnes River Preserve Waterbird Survey
CVSS	Central Valley Shorebird Survey
ESSS	Elkhorn Slough Shorebird Survey
GHSS	Grays Harbor Shorebird Survey

HBSS	Humboldt Bay Shorebird Survey
KRSS	Kern National Wildlife Refuge Shorebird Survey
LBSS	Los Banos Wildlife Area Complex Shorebird Survey
MBSS	Morro Bay Shorebird Survey
MLSS	Mugu Lagoon Shorebird Survey
MWAWS	Mendota Wildlife Area Waterbird Survey
SBRSS	Seal Beach National Wildlife Refuge Shorebird Survey
SBSS	Sacramento Regional County Sanitation District Bufferlands
SDSS	San Diego Bay Shorebird Survey
SFSS	San Francisco Bay Shorebird Survey
SLSS	Stone Lakes National Wildlife Refuge Shorebird Survey
SSSS	Salton Sea Shorebird Survey
SYSS	Santa Ynez Shorebird Survey
TBSS	Tomales Bay Shorebird Survey
UNBWS	Upper Newport Bay Shorebird Survey
UBBSS	Upper Butte Basin Shorebird Survey
YBSS	Yaquina Bay Shorebird Survey

After completing the registration page, an email from “no-reply@prbo.org” will be sent to the email account you entered. You need to click the link provided in the email in order to complete your registration. **The link will expire in 24 hours and you will have to re-register.** If you do not receive your confirmation email promptly, check your junk or spam folder. After checking your spam folder, if you still did not receive an email from no-reply@prbo.org please contact CADC help at cadc_webmaster@prbo.org with your name and email address used to register.

II. How to add a project to your existing CADC account

If you already have a CADC account from a previous project but need to add a new project, click [I have a MyCADC account, but I need to join another project](#)

III. How to reset a password

After you have entered your email address, you are asked for your password and given a link for “Forgot your password”



After clicking the link you are given the following message:

“Your request to reset your password has been processed. We will be sending you an email with a link to complete the process. Please check your email promptly as this link will only be valid for today.”

Then you will get an email with a link that you click....and you can reset your password.

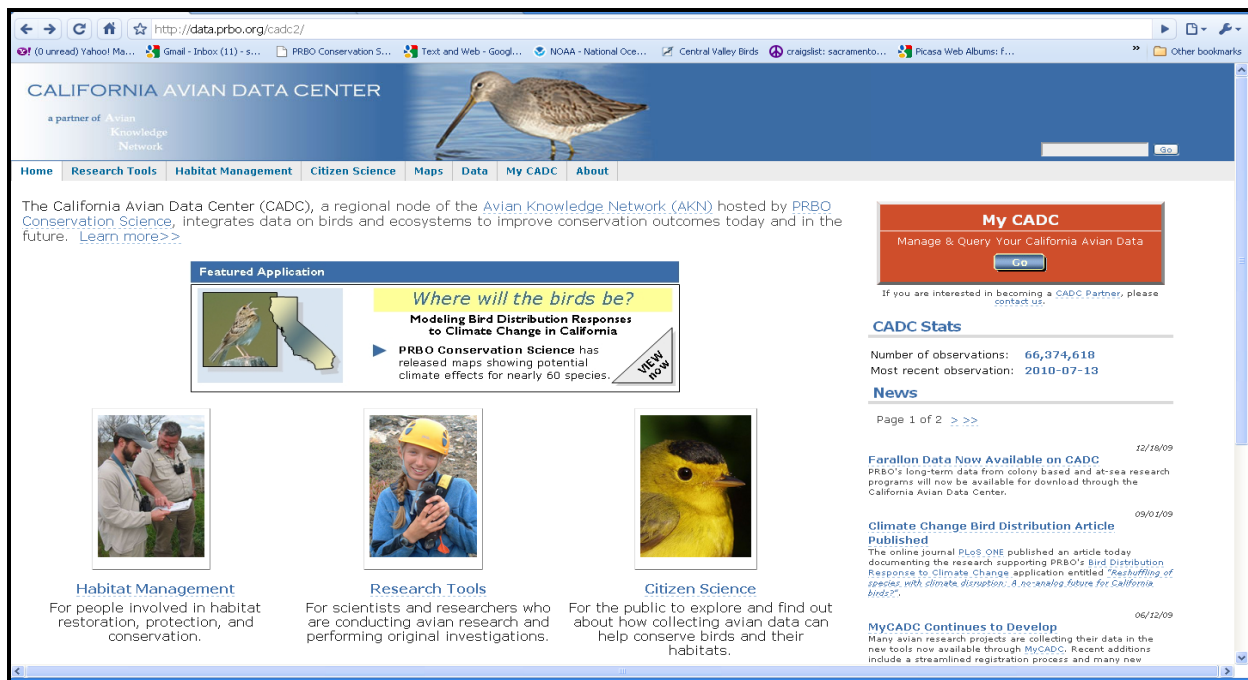
Shorebird Survey CADC Registration



IV. How to enter data

A. Log-In

1. Go to www.prbo.org/cadc
2. Click on the blue “Go” button in the red box in the upper right hand part of the page (see below).

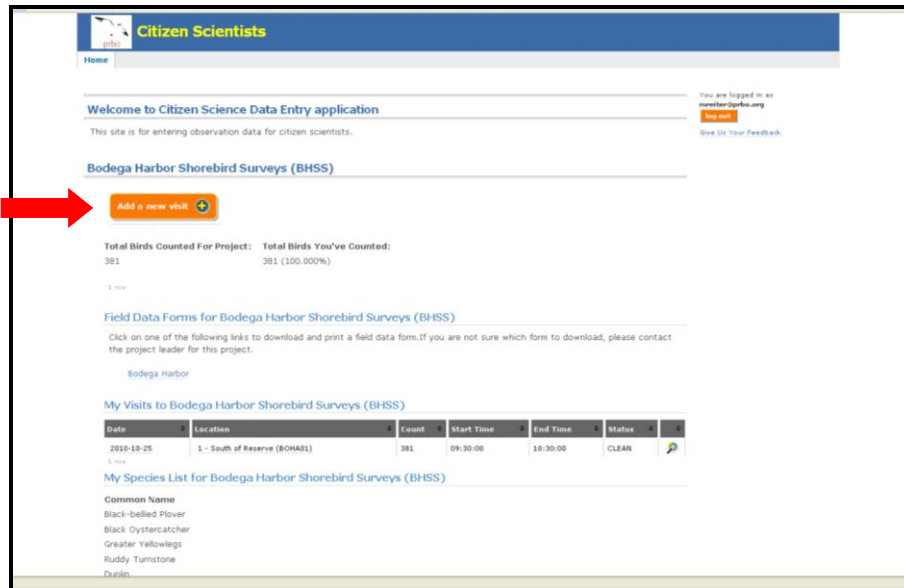


3. Next page, click on the link that says [I want to log into MyCADC account](#)
4. Next page, click on the link that says [Citizen Scientists](#)
5. Next page, enter email address and press [enter](#)
6. Next page, enter your password and press [Log On](#)

B. Select Project

Once you are logged-on, all the projects that you are associated with will show-up on the screen (see below.)

Shorebird Survey CADC Registration



The screenshot shows the 'Citizen Scientists' website interface. At the top, there's a blue header with the 'Citizen Scientists' logo. Below it, a 'Home' link is visible. The main content area is titled 'Welcome to Citizen Science Data Entry application'. A red arrow points to an orange button labeled 'Add a new visit' with a plus icon. Below this button, there's a summary of the project: 'Total Birds Counted For Project: 381' and 'Total Birds You've Counted: 381 (100.000%)'. Further down, there's a section for 'Field Data Forms for Bodega Harbor Shorebird Surveys (BHSS)' with a link to download forms. Below that is a table titled 'My Visits to Bodega Harbor Shorebird Surveys (BHSS)' with columns for Date, Location, Count, Start Time, End Time, Status, and a link icon. The table shows one visit on 2010-10-25 at '1 - South of Reserve (BOHAB1)' with a count of 381, starting at 09:30:00 and ending at 10:30:00, with a status of 'CLEAN'. At the bottom, there's a 'My Species List for Bodega Harbor Shorebird Surveys (BHSS)' section with a list of common names: Black-bellied Plover, Black Oystercatcher, Greater Yellowlegs, Ruddy Turnstone, and Dunlin.

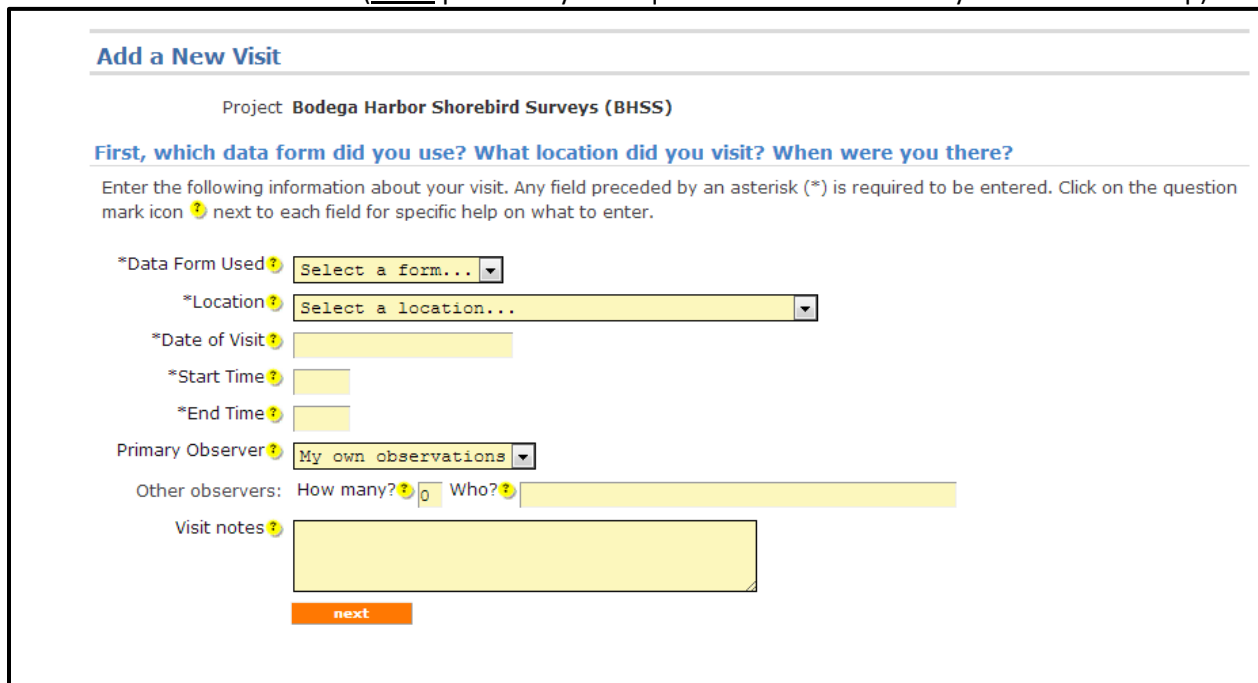
To enter new data click on the **“Add a new visit”** button (in orange above) that is associated with the project for which you want to enter data.

Note: Each survey point or survey area should be recorded on a separate data sheet and should be entered separately as a new visit.

C. Enter Data

There are 3 data entry screens for getting PFSS data into CADC.

1. “Where did you survey? When did you survey? Who did the survey?” screen. The fields on this screen should match the fields on your data form. After filling in the fields press **“next”** at the bottom of the screen (**note:** press the yellow question marks next to any field to obtain help).



The screenshot shows the 'Add a New Visit' data entry screen. At the top, the project is identified as 'Bodega Harbor Shorebird Surveys (BHSS)'. Below this, a heading asks: 'First, which data form did you use? What location did you visit? When were you there?'. A note instructs the user to enter information about their visit, noting that fields with an asterisk (*) are required and that question mark icons provide help. The form contains several fields: '*Data Form Used' (a dropdown menu showing 'Select a form...'), '*Location' (a dropdown menu showing 'Select a location...'), '*Date of Visit' (a text input field), '*Start Time' (a text input field), '*End Time' (a text input field), 'Primary Observer' (a dropdown menu showing 'My own observations'), 'Other observers: How many?' (a text input field with '0' entered) and 'Who?' (a text input field), and 'Visit notes' (a large text area). At the bottom, there is an orange 'next' button.

Shorebird Survey
CADC Registration

2. “What were the conditions at your site?” screen (below). The fields on this screen should match the fields on your data form and be described in the survey protocol. After filling in the fields press “next” at the bottom of the screen (**note:** fields may differ than the example below depending on your project and protocol.).

Citizen Scientists

Home

Add a New Visit

You are logged in as [kstrum@prbo.org](#)
[log out](#)
[Give Us Your Feedback](#)
[Preferences](#)

Project **Bodega Harbor Shorebird Surveys (BHSS)**
Form **Bodega Harbor**
Location **1 - South of Reserve (BOHA01)**
Date **2006-05-06** Time **11:11 to 11:12**
Primary Observer **My own observations**

Next, what were the conditions at your survey area?
Enter the following information the general conditions of the survey area during your visit. If you did not collect information for a specific field, leave it blank. Click on the question mark icon (?) next to each field for specific help on what to enter.

Weather (wind, cloud, and precip)
Wind (0-6) (?) Precipitation (0-3) (?) Cloud Cover (?) (%)

Habitat -- Cover Type
Dominant Cover Type (1-22 or 99) (?) Additional Cover Type (1-22 or 99) (?)

Tide
Tide (1-9) (?)

Visible Area
Percent of the survey area you could see and subsequently count. (0-100 or U) (?)

Visible Area: The sum of the following three entries must be less than or equal to 100
Percent of visible area with open standing water (?) % Percent of visible area with dirt or mud (?) % Percent of visible area with vegetation (?) %

Vegetation Height
(0-5) (?)

[next](#)

- 3.
4. “Finally, what species did you see at your site?” screen (below).
 - a. The “**Focus Species**” table contains the large majority of species that you will see on your surveys.
 - b. Enter the “Count” for each species from your data sheet.
 - c. You do NOT need to enter “0” for species you did not see.
 - d. If you saw no birds at a survey site scroll to the bottom of the species table and press the orange “**No species observed Save & proof this visit**” button.

Citizen Scientists

Home

Add a New Visit

You are logged in as [kstrum@prbo.org](#)
[log out](#)
[Give Us Your Feedback](#)

Project **Fallow Field Shorebird Surveys (FFSS)**
Form **Yolo**
Location **Yolo Paddy S South 410Y (410Y)**
Date **2010-07-15** Time **09:00 to 09:07**

Finally, what species did you see at your site?

Focus Species [All Species](#)

Focus Species
Enter your observation information for the focus species you observed. If you did not record information for a species, leave the field empty. If you saw a species that is not listed below, switch to the [All Species](#) section to enter those observations. Click on “Save & proof this visit” to save and review your entries. Click on “Save & start a new visit” to save and immediately start entering a new visit, proofing entries later.

Common Name	Code	Count (?)	Observ. Comments (?)
Black-bellied Plover	BBPL	<input type="text"/>	<input type="text"/>
Blue-winged Teal	BWTE	<input type="text"/>	<input type="text"/>
Caspian Tern	CATE	<input type="text"/>	<input type="text"/>
Cinnamon Teal	CITE	<input type="text"/>	<input type="text"/>
Dunlin	DUNL	<input type="text"/>	<input type="text"/>
Forster's Tern	FOTE	<input type="text"/>	<input type="text"/>
Great Blue Heron	GBHE	<input type="text"/>	<input type="text"/>
Great Egret	GREG	<input type="text"/>	<input type="text"/>

Shorebird Survey
CADC Registration

- e. If a species does not appear in the Focus Species table, use the **“All Species”** tab to enter data for species not listed in the table.
 - a. Enter the name of the species in the provided space.
 - b. Select the correct four-letter code from those listed and that match those in Species List at the end of the survey protocol
 - c. Enter the **“Count”** for each species
 - d. Press **“next”** before moving on the next species OR before switching back to the **“Focus Species”** table
- f. You can use the Focus Species and All Species tables interchangeably to enter data. However, please only enter data for species within the guilds listed in the project protocol and the project species list (i.e. do not enter gulls or terns.)
- g. Once you have entered all the species detection data press **“Save and Proof this Visit”**

D. Proof Data

After clicking **“Save and Proof this Visit”** you should be taken to the following screen:

Your Visit

Project: Fallow Field Shorebird Surveys (FRSS)
 Location: Yolo Paddy 5 South 410Y (410Y)
 Date: 2010-07-28 Time: 12:00 to 12:20
 Status: RAW
 0 Other Observer(s)
 Visit Notes

Observations at this location on 2010-07-28 at 12:00

Bird	Common Name	Total	Tally of Indiv	Forage	Flock	Copulate	Display	Pair	Material	Food	Nest	Fledge	Comment
FOTE	Forster's Tern	1	1										100R
LEVE	Lesser Yellowlegs	5	5										100R
UNDU	Unidentified Duck	30	30										100R

Species list for this visit

Species	Count	Common Name	Scientific Name	Taxon Order	Occurrence
UNDU	30	Unidentified Duck	Anatidae (gen, sp)	98	no match
LEVE	5	Lesser Yellowlegs	Tringa flavipes	449	no match
FOTE	1	Forster's Tern	Sterna forsteri	559	no match

You must proof the data you entered in order for it to become part of the database. Look carefully through the data you entered and compare it to the data on your datasheet. If you note inconsistencies between your datasheet and what appears on the screen, follow the steps beginning with Step 1 below in the **“Editing Data”** section.

Observations at this location on 2010-07-28 at 12:00:00

Edit your observations

Bird	Common Name	Total	Tally of Indiv	Forage	Flock	Copulate	Display	Pair	Material	Food	Nest	Fledge	Comment
FOTE	Forster's Tern	1	1										100R
LEVE	Lesser Yellowlegs	5	5										100R
UNDU	Unidentified Duck	30	30										100R

Species list for this visit

Species	Count	Common Name	Scientific Name	Taxon Order	Occurrence
UNDU	30	Unidentified Duck	Anatidae (gen, sp)	98	no match
LEVE	5	Lesser Yellowlegs	Tringa flavipes	449	no match
FOTE	1	Forster's Tern	Sterna forsteri	559	no match

Site Conditions at this location on 2010-07-28 at 12:00:00


Values	
Temp (F): 65	
Wind (0-6): 0	
Direction: 0	
Sky (0-3): 0	
Presip (0-4): 0	
Dry: 0 %	
Moist: 0 %	
Flooded: 100 %	
Emergent: 20 %	
Height (0-6): 2	
100m: 2 (in)	
200m: 2 (in)	

edit

When you are finished proofing make sure to click on “**Proofing completed**” at the top of the page. Go back and follow each step to enter data for the rest of the survey points or areas.

V. How to edit data

After you enter your data you may be asked to make corrections or you may realize you have entered something incorrectly. Each section of data (site conditions, detections, etc.) has a unique place for editing data.

1. To edit your data, log on into CADC (see **A. Log In** above).
2. Click the magnifying glass  next to the observation in the project that you would like to edit and you should be taken to the following screen:



Citizen Scientists

Home

Your Visit

Project Fallow Field Shorebird Surveys (FFSS)

Location Cosumnes, Field C-8, Paddy 1, West End (251C) [move location](#)

Date 1995-05-06 Time 09:56:00 to 10:15:00 [edit visit](#)

Status RAW [Proofing completed](#)

0 Other Observer(s) KMS

Visit Notes

Observations at this location on 1995-05-06 at 09:56:00

[Edit your observations](#)

copy table to: CSV HTML DOC PDF

Bird	Common Name	Total	Tally of Indiv	Forage	Flock	Copulate	Display	Pair	Material	Food	Nest	Fledge	Comment
BBPL	Black-bellied Plover	2	2										100F
DUNL	Dunlin	5	5										100F
GBHE	Great Blue Heron	1	1										100F

3 rows

[Species list for this visit](#)

3. To edit the **Location** click “**Move Location**”. Choose the correct location for the observations and then click “**Move**”.
4. To edit the **Visit Information** (Date, Start Time, End Time, Observers, Visit Notes) click “**Edit Visit**”. Make sure to click “**Save**” when you are finished editing your data.
5. To edit your **Observations** (Species, Number, Comments, Add new species) click “**Edit your Observations**”. On the following screen, click on the data to activate the table. If you want to add an additional species, enter data in a blank field and click “**Next**”. Make sure to click “**Save & Proof this Data**” when you are finished editing your data.
6. To Edit **Site Conditions** (e.g. Weather) click “**Edit Site Conditions**”. Make sure to click “**Save**” when you are finished editing your data.
7. Finally, when you are finished editing your data click “**Proofing Completed**”