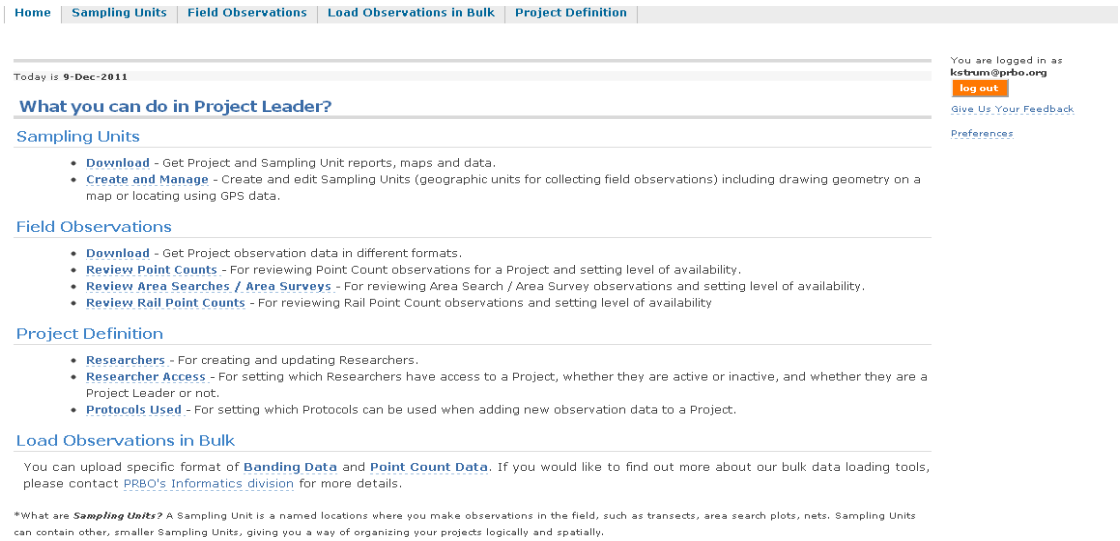
CALIFORNIA AVIAN DATA CENTER

Point Blue Conservation Science

PROJECT LEADER TIP #8
HOW TO CUSTOMIZE THE FOCUS SPECIES LIST

When entering data through the Citizen Scientist portal, a table will appear with a set of species for which you will enter counts. You can also search for species that are not in this list while entering data (see the CADC data entry protocol). To make data entry most efficient it is helpful to customize this list for your project, listing only those species that you are likely to see at your site(s). Follow the instructions below to customize your species list for data entry.

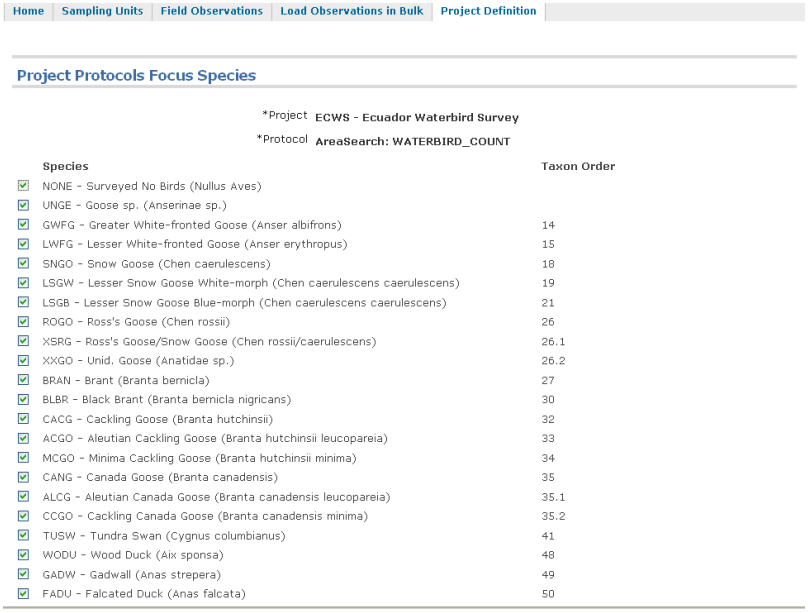
1. Log-in to CADC and choose the Project Leaders application
2. Under Project Definition, select "Protocols Used"



3. On the following screen, choose your project of interest and click enter. Only projects where you are designated a Project Leader will appear here.

4. On the project protocol page you will see a table of Protocol Focus Species for Project. Click on the small pencil icon to the right of focus species.

5. You will now see a list if species. Species that have a checked box on the left will appear in the data entry table.
    a. *To remove a species*, click on the checked box and the green check with disappear.
    b. *To add a species*, click on an unchecked box and the green check with appear.



6. Once you completed all changes *scroll to the very bottom* of the species list and click on the "save" button.

7. You will be brought back to the protocol page.

8. Log-out as a Project Leader and re-log-in as a Citizen Scientist and enter data to see changes to the species list.