## Online Data Submission for Mountain Birdwatch

Mountain Birdwatch requires both online submission of data and hard copy data sheets. The online data entry site is accessed at:

https://www.quebecoiseaux.org/mbw/

<u>Create an Account</u>- If you have not created an account in a previous year, please create a data submission account. At the initial screen, click "Create an Account" and fill out the required information. Once you create an account, it may take up to 48 hours for your account to be activated; check your email spam folder if you do not receive a confirmation. Please contact Judith Scarl if your account is not activated within this period.

Log in to your Account: At the sign-in screen, enter your username and password to log in.

Note: If you created an account in a previous year but cannot access your account in 2014, please do NOT create a second account- contact Judith Scarl to resolve this issue.

Create new form: Upon logging in, you will be directed to a screen that lists all of the data forms you have submitted in the past. If this is your first time with MBW, this screen will not list any data forms. To create a new form to enter this year's data, select "Submit Observations" under the Forms menu at the top left of the page. A blank form will appear.

Submit observations: Submit one online form for each point. Enter data as it appears on your hard copy data sheets. In the "station" section, a drop-down menu for "route" will appear once you select the state/province in which you surveyed a route. Several routes have similar names to another route (for example, Bolton Mountain, Bolton Southeast, and Bolton Southwest)- please ensure you select the correct route. Enter all bird count data in the Bird Count Grid. Note that you must enter Bicknell's Thrush data for the first 10 minutes of the count in the bottom grid.

<u>Bicknell's Thrush instructions</u>: Bicknell's Thrush data for the first 10 minutes of each count is submitted in the bottom grid. Each BITH row represents an individual bird (BITH-1 is the first BITH detected, BITH-2 the second, and so on). Columns are divided into minutes. For each time interval in which you detected a BITH, enter the **distance class** at which you observed that BITH under H (if you heard the bird) or S (if you saw it).

Repeat for each additional point surveyed: Each point will have its own online form. When

you have entered all of your survey points, your "home" screen should list each point with the correct route name and survey date.

**Mail hard copy data sheets**: Please photocopy your data sheets for your records and mail the hard copy data sheets to Judith Scarl at Vermont Center for Ecostudies, PO Box 420, Norwich, VT 05055.

Please submit ALL data NO LATER THAN 15 July so that we can begin analysis!