

## Getting started with GBW Online

**If you are not already registered as an online user of BTO surveys** then you should click on the **REGISTER** link which will take you through to a new page where you will be asked to enter a few details. Please enter all the details as requested, including your Garden BirdWatch number and postcode. It is these details that will be used to match you to your existing Garden BirdWatch record and enable you to view any observations that you may have already submitted on paper. Once you have entered the requested details, please click on the **SUBMIT MY REGISTRATION** button.

On the page which opens next you will be able to modify or accept your username and add your own password. Please keep a note of these in a safe place. Click on the **SUBMIT USER REGISTRATION** button and you will be taken through to the BTO Online Surveys Homepage. From here you can access GBW Online by clicking on the large 'GO' button next to the project name. Please note: if you see a message next to the GBW project name that reads 'You are not a GBW member' then you have either entered an incorrect GBW number or postcode or we have not yet loaded your details onto the online system. It normally takes a week or so for new joiner information to be added to the online system after we send out your new joiner pack.

This will take you to the main login page.

on the green **LOGIN** button located towards the top left corner of the page.

You can access GBW Online from the GBW homepage ([www.bto.org/gbw](http://www.bto.org/gbw)) by clicking

when prompted.

able to gain access to GBW Online by entering your existing username and password system. If you are already registered with the BTO Online Surveys, then you should be able to gain access to GBW Online by entering your existing username and password

*valuable ways of sending in your observations.*

*GBW Online is a bit like having an online diary in which you can record your observations of birds and other wildlife. It also enables you to view all the records noted from your garden. Let us know if you find the online system preferable to submitting paper forms and we will update our records so that you do not receive unnecessary paperwork. You are free to switch between the paper and online systems at anytime (as long as you let us know), as both are equally*



# Garden BirdWatch

## Instructions: GBW Online



## Some common questions

**How often should I enter my counts?** We would like you to enter your counts regularly, ideally weekly. This allows us to incorporate your records into the analyses that happen each night, producing the latest figures in our results pages the next day.

**How can I update my email address?** You can do this by clicking on the MY DETAILS button on your GBW Data Home Page. Simply add your new email address in the box provided and click on the button to make the change. If it does not look as if it has been updated, click the refresh button (F5) on your keyboard.

**I made a mistake in one of my count weeks, how can I correct this?** GBW Online has a correction facility that allows you to correct mistakes on records entered within the last few weeks. From the GBW Data Home Page, use the VIEW MY COUNTS option to bring up the week you wish to correct. If it is recent enough for you to be allowed to correct it, you will find that the correction links appear below the table of observations. If there are no links then you will need to email [web.support@bto.org](mailto:web.support@bto.org), asking us to make the correction for you. There is also an option allowing you to delete an entire week.

**Why can I only correct data entered recently?** We have restricted the period over which records can be corrected to prevent any problems in the interpretation of historical data and to increase the speed of our overnight programs.

**Why is a whole quarter of my data missing from the system?** We know that paper count forms may sometimes go astray in the post on their way to us. If you have a copy of any missing data, this can be sent to us. We will then load it during one of our regular data loads.

**Why do I sometimes get asked for my Username and Password and not at other times?** If, when you first logged in, you ticked the 'remember my login on this machine' box, you will have enabled a small bit of code (called a 'cookie') to hold your login details. Each time you access the system, it checks for this cookie and, if present, it will take you straight in. If you did not set up this option, or you have cleared out your cookies, then you will be asked to login. The cookie only lasts for 12 months.

*Photographs: Dawn Balmer, John Harding, Paul Standliffe and Mike Toms*



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*Enter your username and password here if you are already registered as a user of BTO Online Surveys.*

*If you are new to BTO Online Surveys, click here to set up your username and password. You will need your GBW Number and postcode in order for us to match you up with your records.*





# Your Data Home Page explained

Once you have logged in you will be presented with your GBW Data Home. This is the page from which you can enter, view and amend your observations.

If you have received a renewal reminder from us then you can click on this link to access our secure online renewal system.

Click here to access other BTO Online Surveys.

Click here to log out of GBW Online. This will remove any cookies that you have set up to access BTO Online Surveys.

The screenshot shows the 'GBW Data Home' page. At the top is the BTO Garden BirdWatch logo. Below it is a navigation bar with links: About Garden BirdWatch, Information on Birds & Gardens, Results and Maps, Garden BirdWatch Participants, Join Garden BirdWatch, and BTO Homepage. The main content area is titled 'GBW Data Home' and includes a welcome message for 'MIKE TOMS'. It lists 'Your options' with icons and links: Enter my counts, View garden details, My garden species-list, View my counts, View a quarter, and Garden bird info. There are also links for 'Need to renew?', 'Survey Home', and 'Logout'. At the bottom, there is a footer with terms and conditions, contact information, and a registered charity number.

- 1 Use the MY DETAILS link to set up your preferences and to update your email address should you change your internet provider.
- 2 Click on ENTER MY COUNTS to enter your weekly observations of birds and other garden wildlife. One week is entered at a time.
- 3 Hit VIEW GARDEN DETAILS to view your garden details. If you have yet to register your garden then this link will say REGISTER MY GARDEN.
- 4 Clicking this button will generate a list of all of the species that you have recorded in your garden through Garden BirdWatch.
- 5 Use the VIEW MY COUNTS to call up your observations from a particular week. If the week in question was entered within the last few weeks, you will also be able to add to, correct or delete individual observations.
- 6 Click on VIEW A QUARTER to call up a summary of the species recorded during a particular quarter of the year.

If you have more than one Garden BirdWatch site (perhaps because you have moved house) then you can use the MY OTHER GARDENS button to switch between your different gardens. This button only appears on Data Home if you have more than one garden listed. You will only be able to enter observations for your active garden but you will be able to view your own records from other gardens at which you have recorded observations.

GBW Number	Garden Postcode	Active/Inactive
50811	NE3 2BD	A
81164	NE23 7HU	I

## Entering your observations

Click on ENTER MY COUNTS to enter your weekly records. Unlike the paper system, the online pages allow you to enter absolute counts for every species (including additional species not on the standard paper forms). The best way to use online recording is to keep paper notes throughout the week and then transfer these onto the online system after the week has ended.

Start by clicking on the calendar to select the date required. If you select a date that is in the future or for which you have already entered observations, a warning message is displayed. You cannot enter the records for a given week until that week is finished.

The entry system is spread over a number of tabs, one for each of the major animal groups. Don't forget to enter details of any food provided on the final tab. Enter counts for each of the different species, either by using the tick box to denote that a species was present or by entering a count of the maximum number of individuals seen at any one time within your garden recording area.

Each tab contains a list of the most commonly encountered species nationally. Less common species can be entered by using the boxes below the named species. If, for example, you see a Grey Heron in your garden, you can record it on the bird tab by entering the words 'Grey Heron' into one of the blank boxes. As soon as you have typed 'Gre..' you will be offered a list of those bird species containing the letters 'Gre' in their name. You can then select 'Grey Heron' from this list and enter a count. Please note, we do not record every species.

Below the tabbed sections is a box into which you can enter any comments. These comments are for your use only. We do not routinely view these comments.

Once you are happy that you have entered everything for the week, please click on the **ENTER COUNTS FROM ALL TABS** button to submit them to our database. Our software will then check your records, highlighting any counts that are unusual, and list back everything you have entered. We do this to help you spot typing errors. For example, if you enter 11 Green Woodpeckers when you only meant to enter one, the system will report back that '11' is a rather high count for this species and will provide the opportunity for you to make a correction. If you are happy that the figure you entered is correct, even if flagged by the system, then you can disregard the message and accept the figure.

The observations you have entered are the presented back to you in a series of tables, below which are three buttons.

- **BACK TO SPECIES PAGE** allows you to go back to the previous page and correct any typing errors.
- **ABANDON COUNTS** allows you to abandon data entry altogether and return to GBW Data Home. The
- **CONFIRM YOUR COUNTS** option is the one you need to press to accept your counts and commit them to the database. Once you have done this you will be presented with a new page offering you the choice to enter more counts or return to Data Home.

It is essential that you DO NOT use your browser's BACK button to move between the data entry pages because this causes major problems and may corrupt your data. If you experience any problems during this process please contact us.

The screenshot shows the 'Species count form' for the week of 27th July 2010. It includes a calendar at the top right showing the selected date. Below the calendar is a section for 'Species groups' with tabs for Birds, Butterflies, Dragonflies, Mammals, Reptiles/Amphibians, Other Insects, and Food. The 'Birds' tab is selected, showing a list of species with checkboxes for 'Present' and input fields for 'Count'. The species listed include Sparrowhawk, Herring Gull, Woodpigeon, Tawny Owl, House Martin, Dunnock, Fieldfare, Mistle Thrush, Goldcrest, Blue Tit, Willow Tit, Nuthatch, Magpie, Carrion Crow, Tree Sparrow, Greenfinch, Bullfinch, Moorhen, Feral Pigeon, Collared Dove, Great Spotted Woodpecker, Pied White Wagtail, Robin, Song Thrush, Blackcap, Spotted Flycatcher, Great Tit, Marsh Tit, Treecreeper, Jackdaw, Starling, Chaffinch, Goldfinch, and Yellowhammer. At the bottom, there is a 'Weekly comment (optional)' section with a text area and a character count of 800. Navigation buttons at the bottom include 'GBW Data Home', 'Reset form', and 'Enter counts from all tabs'.