



[www.bto.org/bbs](http://www.bto.org/bbs)



Goldfinch, by Edmund Fellowes

## GUIDANCE FOR VOLUNTEERS – v3.0

# BBS Online

## For BBS & WBBS



# BBS ONLINE

## WELCOME

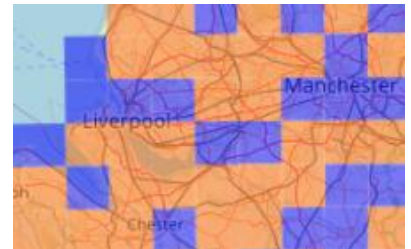
Over 95% of Breeding Bird Survey (BBS) squares are entered online and the figure is similar for the Waterways Breeding Bird Survey (WBBS). This system allows prompt data entry when data is fresh in the mind and easy to translate from field records into the database. The system also checks all the required data are entered and that those records go through an automatic validation system, flagging anything unusual in the data as it is entered. From here, BTO Regional Organisers (who do a fantastic job managing the survey on a local basis) can see the data entered for 'their' region/s. Once input, these data are ready to be used in the annual calculation of Population Trends and research.

## FIRST STEPS

In order to take part in the BBS or WBBS, you will need to be able to identify the birds you are likely to encounter on a given square – and given sufficient views and/or vocalisations – by both *sight and sound*.

With these skills, it is time to speak to the local BTO Regional Organiser (RO) to find a suitable survey site from the pool of randomly selected sample of sites. This is to avoid bias in coverage introduced when sites are chosen by observers. Visit [www.bto.org/bbs](http://www.bto.org/bbs) or [www.bto.org/wbbs](http://www.bto.org/wbbs) for guidance on finding a site and contact details, or visit the 'request a square' map, where you can highlight the area you are interested in – your request will end up in the hands of a BBS RO.

- [app.bto.org/bbs/public/request-square.jsp](http://app.bto.org/bbs/public/request-square.jsp) or
- [app.bto.org/bbs/public/request-square.jsp?s=WBBS](http://app.bto.org/bbs/public/request-square.jsp?s=WBBS)



## SURVEY SITE ALLOCATED

Once you are allocated a BBS or WBBS site, it is time to login to BBS Online using your BTO username and password. This is the same login details for all surveys where the data is entered via the BTO data entry systems e.g. BBS, WBBS, BirdTrack, WeBS, GBW etc.

Go to the BBS Online login page at [app.bto.org/bbs](http://app.bto.org/bbs), via the survey homepages (see links above) or 'My BTO'.

Don't have a BTO username? Register for a free account - <https://www.bto.org/user/register>.

## Lets get started...

### CONTENTS:

LOGIN	<a href="#">pg.3</a>
HOME PAGE	<a href="#">pg.4</a>
DATA ENTRY HOMEPAGE	<a href="#">pg.5</a>
EDITING DATA	<a href="#">pg.8</a>
VIEWING ROUTES	<a href="#">pg.9</a>
ADD / EDIT A ROUTE	<a href="#">pg.11</a>
VIEW SITE DATA	<a href="#">pg.14</a>
YOUR PREFERENCES	<a href="#">pg.16</a>

# LOGIN TO BBS ONLINE / SET UP

## LOGIN

Sign in using your BTO login details, [app.bto.org/bbs](http://app.bto.org/bbs)

**NOTE 1:** option to Reset Password which will send a reset email to the email address associated with your username. Follow the instructions in the email to reset password. If you are not receiving your reset-password email, then please check the following:

- That it hasn't been filtered into a 'spam' folder by your email provider.
- That the email that you are using is the same as the one you have registered with BTO. If the two differ, please ensure the two are the same.

**BBS**  
Breeding Bird Survey  
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Home BBS ▾ WBBS ▾ BirdTrends Partners ▾

[BBS Online](#) / [BBS Request Square](#) / [WBBS Request Stretch](#)

### Login to BBS Online

**Username**

**Password**

Login

Reset password <sup>1</sup>

Breeding Bird Survey and  
Waterways Breeding Bird  
Survey

Log-in to My BTO or register an  
account to sign-up for these surveys.

Sign-up for BBS

Sign-up for WBBS

Email us if you need further  
assistance.

Throughout: highlighted  
areas relate to 'NOTE' in  
main text.

# LOGIN TO BBS ONLINE / SET UP

## HOME PAGE

- Once logged in, you will see the BBS Online homepage. This is almost identical for BBS and WBBS volunteers. Depending on whether you are taking part or have taken part in BBS, WBBS or both, the relevant information and options will appear.
- When first logging in, check that 'My Details and Settings' (pg. [16](#)) are complete and up to date. Check the sites (BBS square / WBBS stretch) currently allocated to you are correct, see 'BBS/WBBS sites currently allocated to you'.

**BBS**  
Breeding Bird Survey  
Incorporating WBBS

Home BBS WBBS BirdTrends Partners



Logout

BBS Online / Data Home

## Data Home

Welcome to BBS Online! From here you can submit your survey data, view details of your squares and explore your historic records.

If you have any questions about entering and viewing BBS/WBBS records, please see the [BBS Online instructions](#).

### Winter Bird Survey (WINBS) - Data Entry Now Open!

Data Entry and Route Mapping for the Winter Bird Survey is now open. Your allocated squares are displayed in the data entry and mapping pages as survey WINBS.



Enter / Edit Data  
2023



View Route



Your Data /  
Historic Data



Data Downloads

### OBSERVER STATS - thank you

Total bird survey visits across BBS squares: **35**

Total years contributing to BBS: **18**

Total bird survey visits across WBBS squares: **18**

Total years contributing to WBBS: **10**

### HELP AND VIDEO TUTORIALS

BBS Survey Methods

WBBS Survey Methods

Data Entry Help & Video Tutorials

### User ID: RPOPLE

My Details and Settings **4**

My BTO

Regional Organiser Tools

All sites currently allocated to you [Show average visit dates](#)

Route	Grid Ref	Site nickname <b>2</b>	Last data entered <b>4</b>	Survey	Regional Organiser	WCBS <b>4</b>
<a href="#">Map</a> <b>1</b>	TL2655	Add		BBS	Ms Breeding Bird Survey <b>3</b>	
<a href="#">Map</a>	TL4963	Clayhithe to Baits Bite <a href="#">Change</a>	2023 <b>E✓ L✓</b>	WBBS	Ms Waterways Breeding Bird Survey <b>4</b>	

You have 2 allocated sites

[Show all sites you've entered data for](#)

**NOTE 1:** Check sites allocated are correct and the routes are mapped.

**NOTE 2:** Function to add a 'nickname' to the Grid Reference to reduce confusion when entering data if you have more than one site. *Only you will see this nickname, it is deleted when the square is allocated to someone else.*

**NOTE 3:** Regional Organisers per site are listed. Click on the **4** for contact details.

**NOTE 4:** Check 'My Details & Settings' (pg. [16](#)) are up to date. If a red bell appears (see image on right), information is missing: e.g. paper preferences, BBS report requests, email address, Data Entry page options etc. Please complete any fields.

User ID: NACALBRADE1

My Details and Settings **4**

My BTO



# DATA ENTRY / EDIT



















































## DATA ENTRY HOMEPAGE

[Data Home](#) / [Data Entry](#)




### Data Entry - 2023 field season

The table below shows the sites you have been allocated to enter data for the 2023 field season. To enter data for a previous year, please fill in a set of paper forms for [BBS](#) or [WBBS](#) and send them to your Regional Organiser. To enter your **Wider Countryside Butterfly Survey** data, go to the [WCBS website](#).

Click on the  icons to enter data for the relevant transect section. If you have not surveyed a given section, leave it blank. Once you have entered your data a green tick  will be shown for that transect visit. If you cannot see your site in the list below, contact your Regional Organiser ([see BBS Online homepage](#)) for assistance.

Survey	Grid	Map	Recce Data	Visit	Transect Sections										Colonies
					1	2	3	4	5	6	7	8	9	10	
BBS	TL2655	 	 1	Early											
				Late											
WBBS	TL4963 Clayhithe to Baits Bite	 		Early											
				Late											2 

From here, you can:

- **Enter new data** for the year by selecting the  symbol. Each transect section counts as a separate 'submission'. As well as the standard bird, habitat and (optional) mammal data, in the first section that you enter any data for (no matter which) you will provide the survey dates, times and the weather.
- **Edit an existing submission**, by selecting the  symbol.
- **Notify the reviewer** that you weren't able to complete a transection by selecting .
- **View, print and edit** (to edit, check with RO first) route maps.
- **Enter Recce visit data** e.g. Habitat data or any mammal sightings ahead of entering data for the Early Visit. The Habitat Data will then pre-populate in the Early Visit Data Entry form.
- **Colony Data** can be entered prior to, at the same time as, or after official visit data. Please note; *adult birds of colony species need to be counted as normal along transect routes during the official count visits (Early/Late), as well as counting Apparently Occupied Nest in the Colony section.*

**NOTE 1:** Recce Visit data e.g. habitat data or any mammal sightings.

Select the blue cross for the sector you want to enter data for and this takes you to the main Data Entry form.

**NOTE 2:** A completed visit data entry table will appear either as a row of green  and/or red 

# DATA ENTRY / EDIT

## DATA ENTRY

- Similar data entry themes are throughout Recce Visit, official (Early/Late) visit and Colonies data entry. It is quicker to 'tab' through the various cells within the data entry forms than to click with the computer mouse.
- To do this, use the Tab button on your keyboard to move from one cell to the next, typing once at each cell and for cells with dropdown options, use the associated letter or number to select what you need from the dropdown e.g. 1, 2 or 3 for Distance Band options or C, S or V for Call, Song or Visual for Detection Type.
- You can change the order that species appear once entered, how many rows appear in the Data Entry form when it is first opened and whether or not you are recording Detection Type via 'Details and Settings' (pg. [16](#)) on the BBS Online homepage.

**NOTE 1:** Open and collapse each section of the Data Entry form by clicking on the arrow to the left of the 'section header bar'.

**NOTE 2:** Specify if Detection Type was recorded or Mammals were looked for or not at the start of the bird and mammal sections respectively. Note that you won't be able to reverse this once you submit your first section.

**NOTE 3:** You can copy the species down from the row above using the 'copy' button on the left of each row.

[Data Home](#) / [Data Entry](#) / [Transect Recording Form](#)

## BBS Recording Form - TL2655, Transect Section 1, Early Visit, 2023

1

Visit Date: 15/04/2023

Start Time

End Time

First half: 06:00

07:00

Second half: 07:10

08:00

Weather details:

Cloud: 1: 0-33%

Rain: 1: None


Wind: 2: Light



Visibility: 1: Good

2

3

Record Detection Type? Yes No 2

Please use the form below to enter your adult bird counts, as you recorded them in the field. The form automatically adds up any multiple counts of the same species when the data are submitted. The default number of rows shown below can be set in [My Details & Settings](#). The  box copies the species name down from the row above. The quickest method of data entry is to use the Tab button on your keyboard to move from one cell to the next, using the associated letters and numbers to populate the cells.

Row	Two letter code	Species Name	Distance Band	Detection Type	Count
1	B.	Blackbird	1: <25m	S: Song	2
2			1, 2, 3 or F	V, S or C	
3			1, 2, 3 or F	V, S or C	

# DATA ENTRY / EDIT

## CONFIRMING YOUR SUBMISSION

- Once you have entered your data from a transect section, you will be asked to confirm what you have entered.
- Some of your records might be flagged in yellow. These records are picked up by BTO's Verification System. There are three main reasons why species submissions might be flagged.
  - If your counts are higher than is typical for the wider geographical area that your squares resides.
  - A species is 'out of season' (e.g., a Swift on 01 April).
  - Your species is rare or un-recorded for your area (e.g., Red Grouse in Suffolk).
- You may not necessarily agree with the automatic assessments; in many cases the rules behind these are quite conservative. However, you have the opportunity either to edit your submission or annotate your observations.

**NOTE 1:** If you spot a mistake, you can return to edit your data.

**NOTE 2:** Please annotate flagged comments. This will be seen by a reviewer and will make the verification process much more efficient and reduces the need for additional, often unnecessary liaison between you and the reviewer (typically a Regional Organiser).

**NOTE 3:** Warnings are flagged in yellow, with new species for the square highlighted in green.

✓ Transect Section Submitted

Thank you for entering your transect section data, a summary of the species submitted is shown below.

ⓘ Your submission has triggered validation warnings for some species, which are shown highlighted in the summary below. If you think the counts are correct, please use the buttons to annotate the record with any additional information that may assist in it's validation. If you'd like to update your counts, click 'View/Edit this Count' below.

View/Edit this Submission 1

Summary Ordering: As Entered Taxonomic Alphabetic

Bird Species Records

Bird Species	Detection Method	Distance Band				Validation Warning ⓘ 1 View/Edit this Submission	Observer Comments
		1: <25m	2: 25-100m	3: >100m	F: Flight only		
Wren	S: Song	1					
Blackbird	S: Song	2					
Robin 3	S: Song	3	2			The count is higher than usual for this area. Please check the count you have entered, and the species.	This is typical for this wood - several territorial birds 2
	V: Visual	1					
Siskin	C: Call		10			New species for this square!	A small flock on alder. Confirmed by sight.

Species: 4, Individuals: 19

Mammal Records

Mammal Species	Evidence/Detection Method	Count	Validation Warning ⓘ	Observer Comments
No Mammal species recorded				

Save Comments and Return to Data Entry



# DATA ENTRY / EDIT

## EDITING DATA

- From the Data Entry homepage, select ✓ for the section and visit that you wish to edit. The Data Entry form will open.

**NOTE 1:** Select 'Edit Transect Section Data' and the page will unlock for edits. This can only be done for the current survey period. After this period, please email any edits you wish to make to [bbs@bto.org](mailto:bbs@bto.org) / [wbbs@bto.org](mailto:wbbs@bto.org)

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Home BBS WBBS BirdTrends Partners

Peter Wilson Logout

Data Home / Data Entry / Recce Visit Recording Form / Transect Recording Form

### BBS Recording Form - TL6795 (Fens), Transect Section 2, Early Visit, 2018

**Delete Transect Section Data** 2 **Edit Transect Section Data** 1

1. Visit details 07/05/2018 07:30 - 08:00, 08:15 - 08:45 Cloud: 1, Rain: 1, Wind: 1, Visibility: 1

2. Habitat details

Please select at least the Level 1 and Level 2 habitat types from each of the main options. Levels 3 & 4 are optional. Sub-levels will appear on selection. ?

**Primary habitat**

Level 1: E: Farmland  
Level 2: 4: Tilled Land  
Level 3a: 1: Hedgerow with trees  
Level 3b: Select a level 3 habitat type  
Level 4a: 7: Autumn cereal  
Level 4b: Select a level 4 habitat type

**Secondary habitat**

Level 1: Select a level 1 habitat type

**NOTE 2:** To delete an entire transect, select the red 'Delete Transect Section Data' button on the top left.

**NOTE 3:** To delete just a single row of data, clear the species fields and count fields, and make sure the categorical fields (distance and detection) are set to the default or null value at the top of lists.

37 [icon] [field] 1, 2, 3 o S: Song 3

38 [icon] GO Goldfinch 2: 25-10 V, S or C 2

+ Add another 5 rows

4. Mammal Records You looked at this visit

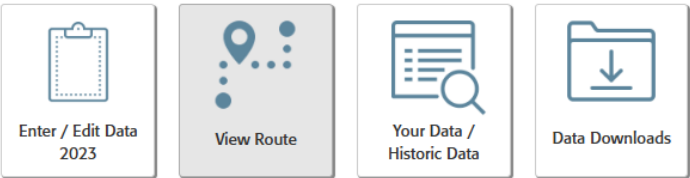
Dropdown menu options: V: Visual, S: Song, C: Call



# VIEWING / MAPPING A ROUTE

## VIEWING THE MAP

- If a route has been mapped on the system, there are three ways to view the map. From the Homepage via the 'View Route' button in the middle of the screen or via the bottom left with the list of allocated sites and from the Data Entry homepage.

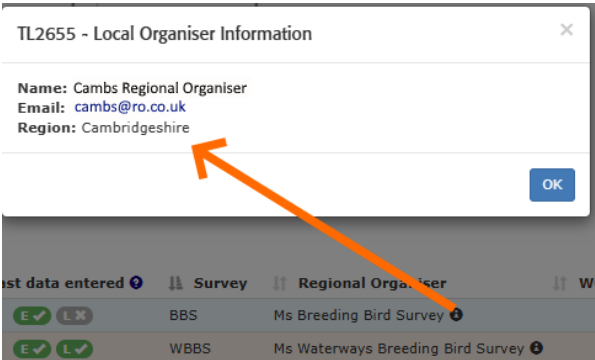


All sites currently allocated to you [Show average visit dates](#)

Route	Grid Ref	Site nickname	Last data entered	Survey
<a href="#">Map</a>	TL2655	<a href="#">Add</a>	2023 <span>E✓</span> <span>L✗</span>	BBS
<a href="#">Map</a>	TL4963	Clayhithe to Baits Bite <a href="#">Change</a>	2023 <span>E✓</span> <span>L✓</span>	WBBS

*Existing routes should not be changed without prior approval from your BTO Regional  
Organiser or the BBS / WBBS National Organiser at BTO HQ.*

- Changing a previously surveyed route means that data collected from the same site are less comparable to previous years. However, we do understand there are circumstances where a route must be changed, and we will work through changes with you. The email address of your Regional Organiser/s, and first point of contact, are available on the BBS Online homepage and the National Organiser can be contacted at [bbs@bto.org](mailto:bbs@bto.org) / [wbbs@bto.org](mailto:wbbs@bto.org) depending on the survey.



## PRINTING THE ROUTE

- To view or print an existing map, click on the 'View Route' button on the BBS Online Homepage and see the sites allocated to you. For the site required, select View/Print.

### View Route

The table below shows the sites you have been allocated for the 2023 field season. From here you can add/edit your transect routes, add notes, and print survey maps.

All sites currently allocated to you

Grid Ref	Site nickname	Survey	Region	Regional Organiser	
TL2655		BBS	Cambridgeshire	Ms Breeding Bird Survey ( <a href="mailto:bbs@bto.org">bbs@bto.org</a> )	<a href="#">View/Print</a> <a href="#">Edit Map</a>

# VIEWING / MAPPING A ROUTE

- Once 'View/Print Route' is open, there are a few things you can do to personalise the map before printing. Once this is done, select 'Print/Save' map and print as normal.

**NOTE 1:** Map Settings – allows you to change the colours of the graphics on the map and change the transparency of the background map to make it easier to see the route.



BBS  
Incorporating WBBS

Data Home / View Route / BBS Printable Transect Map (TF4117)

Map Settings 1



Distance Bands: 25m 100m 2

Satellite Map Both OS Map 3

Print/Save Exit

Site Notes:

Transect Notes:

Download gridrefs (.csv) 4 Hide gridrefs

#1:	TL6741096000 - TL6735395808
#2:	TL6735395808 - TL6729595615
#3:	TL6729595615 - TL6723895423



Site Notes:

Transect Notes:

Download gridrefs (.csv) Hide gridrefs

#1:	TL6741096000 - TL6735395808
#2:	TL6735395808 - TL6729595615
#3:	TL6729595615 - TL6723895423


**NOTE 2:** Toggle on/off Distance Bands.

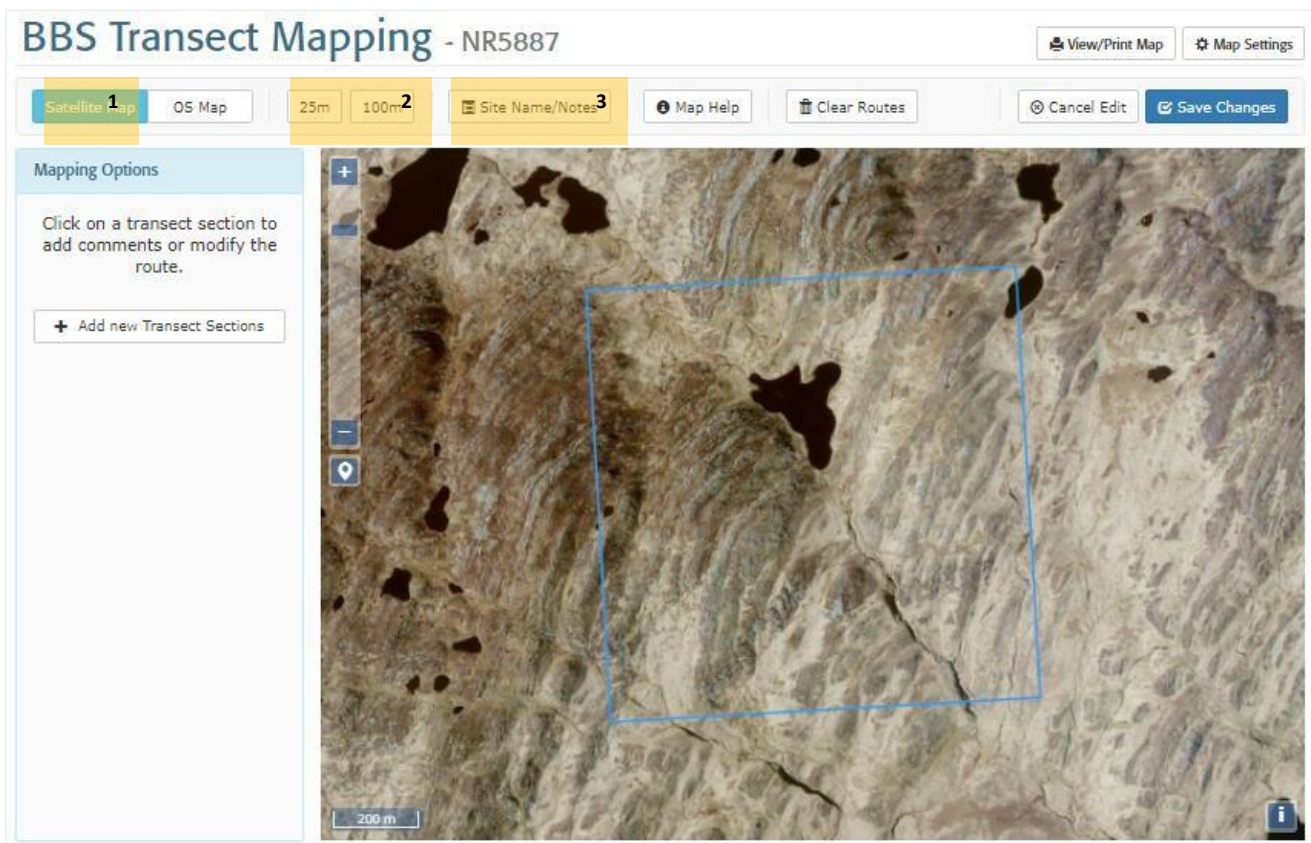
**NOTE 3:** Toggle on/off different background layers. More than one layer can be viewed side by side.

**NOTE 4:** Grid References – allows you to either show or hide the Grid References in the Transect Notes, or to download them in a csv (Excel) file.

# VIEWING / MAPPING A ROUTE

## ADDING A ROUTE: 1

- It is important that previously uncovered and/or new squares are mapped after a recce visit in order to keep the route consistent for future surveys. Go to 'View Route' from the BBS Online homepage. Select 'Add Map' for the site to be mapped: . Some squares may have a 'provisional' route drawn by a BTO member of staff or Regional Organiser. This will be explained in the notes; whilst these routes represent an ideal, they still need ground-truthing.
- Read the 'Transect Mapping Help' message fully and click 'OK'. This opens the mapping system.



**NOTE 1:** Change view from Satellite to OS.

**NOTE 2:** It is advised the Distance Bands (100-m at least) are turned on to check the routes once drawn to avoid overlap of transects in BBS.

**NOTE 3:** Site Name/Notes can be added e.g. place to park or transect sector end 'landmarks' etc.

A detailed video tutorial for how to draw, edit and annotate routes is available on the BBS project website:

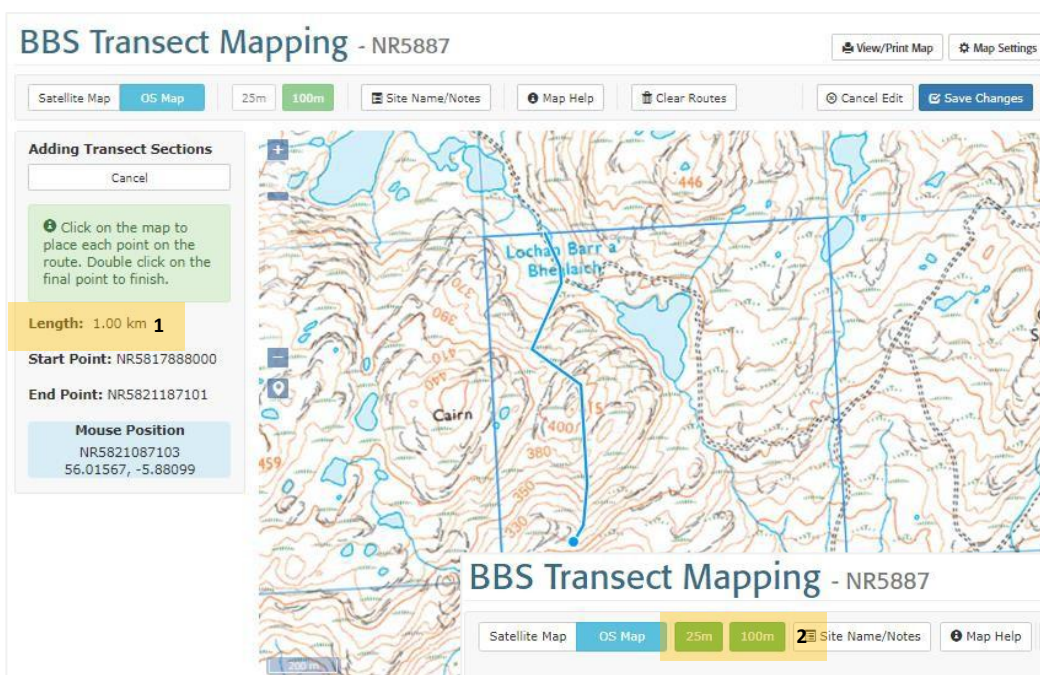
<https://www.bto.org/get-involved/volunteer/projects/bbs/taking-part/bbs-online>



# VIEWING / MAPPING A ROUTE

## ADDING A ROUTE: 2

- To draw a route, select 'Add new Transect Sections'. Click on the map at the start of the route and click again at every direction change along the transect. Avoid right-angles which result in double-counting on the inside corner during surveys.
- Once the transect is drawn and the transect length reads 1-km\* on the left of the screen, double click on the map to end the transect and it will automatically split the line into sectors. For BBS, you will then need to draw the second transect by repeating the process.
- \* For WBBS, the transect length needs to be in multiples of 500-m (rather than 200-m as in BBS). WBBS allows routes to be between one and 10 500-m sector. **You will need a 'Primary Map' from BTO HQ** in order to know which waterway and where along it the route can be positioned.

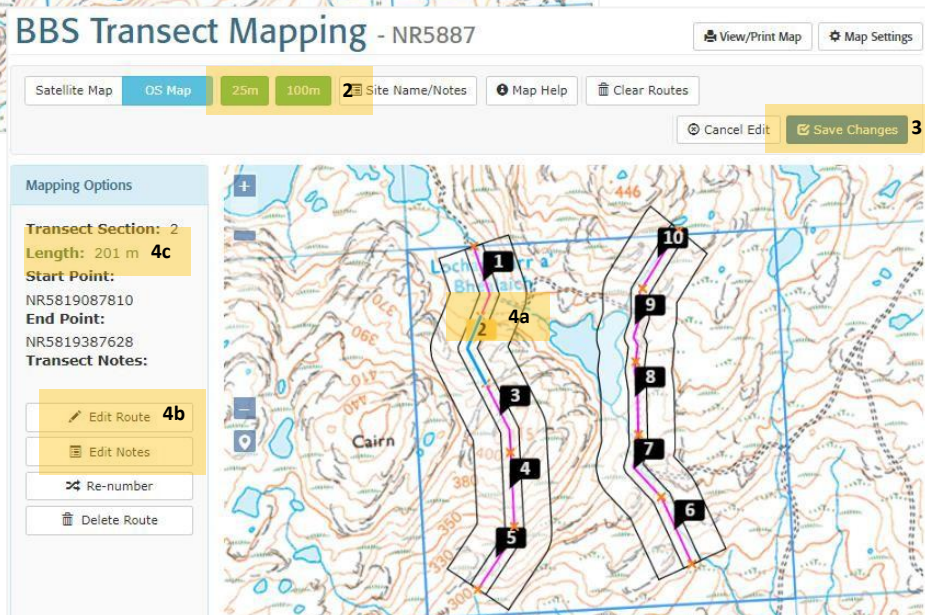


**NOTE 1:** Transect length displayed

**NOTE 2:** Check routes with Distance Bands on.

**NOTE 3:** Save map.

**NOTE 4:** Click on the sector 'flag' to edit sector (a), edit or add sector notes (b) and check it's length (c).



# VIEWING / MAPPING A ROUTE

## EDIT A ROUTE

- Once you have spoken to your BTO Regional Organiser and/or National Organiser at BTO HQ, and have no choice but to tweak the route, go to 'View Route' from the BBS Online homepage.
- Select 'Edit Map'.
- In drastic cases, it is possible to 'Clear Routes' at the top of the mapping page. For consistency it is best to tweak the map sector-by-sector. This way the route is changed as little as possible, keeping the sector-level data comparable across years. Section notes will also be deleted with this action, so proceed with caution.
- Select the sector 'flag' and press 'Edit Route' in the column on the left of the page. You can zoom in on the map for more precise editing using the +/- bar on the left of the map. Click on the transect line for that sector and move as required, double click to finish the change and press 'Save Changes'. If the edit is wrong, press 'Cancel Edit' and start again.

## BBS Transect Mapping - NR4571

[View/Print Map](#)[Map Settings](#)[Satellite Map](#)[OS Map](#)[25m](#)[100m](#)[Site Name/Notes](#)[Map Help](#)[Clear Routes](#)[Cancel Edit](#)[Save Changes](#)

### Mapping Options

**Transect Section:** 3**Length:** 200 m 3**Start Point:**

NR4539571795

**End Point:**

NR4557271878

**Transect Notes:**[Edit Route](#) 2[Edit Notes](#)[Re-number](#)[Delete Route](#)

**NOTE 1:** Select sector 'flag'.

**NOTE 2:** Select 'Edit Route' or 'Edit Notes' to add sector level notes.

**NOTE 3:** Keep an eye on the 'Length' number (200-m per sector for BBS / 500-m per sector for WBBS).

**NOTE 4:** Cancel or Save the edit.

# YOUR DATA / HISTORIC DATA


## VIEW SITE DATA

- You can view data entered for each site at 'Your Data / Historic Data' found on the BBS Online Homepage. Once on this page, select the site to explore records from the dropdown box.
- All data entered for the site will appear in a grid system of years, visits and sectors. This includes any data you have entered but also any historical data from previous volunteers for the site.
- A summary of all data for the site can be displayed by clicking on 'View site summary'.
- Alternatively, press on the Year, the visit 'View' box or the Sector or Colony itself (by clicking on the green tick) and this will pull up the data for your selection. If there is no green tick, there are no data for that Sector / Colony in the system.

**NOTE 1:** Select the site from the dropdown options and press 'View'. The table above will then appear.

**NOTE 2:** View site summary to view all the data for the selected site.

## Your Data / Historic Data

Use the search box below to view a data summary for one of the sites you currently survey or have surveyed in the past. You can view and download data by site summary, year, visit or transect section by clicking on the relevant green tick  icon.

▼ Search Options

Site:

TL6795 (Fens) [BBS]

1

Q View

BBS Data Summary: TL6795 (Fens)

Q View site summary


2

Year	Visit	Visit Summary	Transect Sections										Colonies
			1	2	3	4	5	6	7	8	9	10	
2018	Early	Q View	✓	✓									
	Late												
2017	Early	Q View	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	
	Late	Q View	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	
2016	Early	Q View	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	
	Late	Q View	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	
	Early	Q View	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	

# YOUR DATA / HISTORIC DATA

## DOWNLOADING YOUR DATA

- As well as viewing data online, you can download counts from your squares, perhaps for your own records or to pass to a landowner.
- From your 'Your Data / Historic Data' page, choose the 'Data Downloads – View' option to the right

 **Data Downloads**

Download data from sites you currently survey or have surveyed in the past, including raw counts and species totals.

View >

- From here, select the square/site of interest and from the various output formats and summaries. Your data will be ready for you to collect shortly afterwards.

[Data Home](#) / [Your Data / Historic Data](#) / [Data Downloads](#)

## Data Downloads

Use the search form below to query the data you want to download for **sites you currently survey or have surveyed in the past**.

Q Data Search

**Survey**

☒ BBS

**Grids**

☒ Select a grid  
TL3974

**Years**

☒ All years  
☐ Select year range  
☐ Select individual years

**Count type**

☒ Birds  
☐ Mammals  
☐ Colony Counts  
☐ Habitat

**Species**

☐ All species  
☐ Select individual species

**Search type**

☐ All raw counts by visit  
☐ All raw counts by transect  
☐ Maximum count per species across visits

**Visit**

☐ Early  
☐ Late  
☐ Both

**Export format**

☐ Excel (.xlsx)  
☐ CSV  
☐ PDF

Search >

Search Results

**Searching:** *Maximum count per species across visits for BBS bird data in grid TL3974, from both visits in all years, including all species.*

✓ Your search has completed, and the data are ready for download (17KB).

Start a new search


Download data



# MY DETAILS/SETTINGS

## SETTING YOUR PREFERENCES

- From the homepage, you can access and edit your own setting in BBS online. These include setting what, if any paper forms and reports you would like each year, to the default appearance of your data entry screens. You can also volunteer to be a mentor.
- Below, you can use this page to tell staff at BTO Head Office whether or not you would like to carry out the Wider Countryside Butterfly Survey (WCBS) on your square. If you don't, you can also 'volunteer' your square for someone else to survey it in the summer, or note that it shouldn't be (e.g., land management practices would make it unfeasible).

**NOTE 1:** Please set your paper and report preferences. Use the  symbol to find out what is in each pack. Do consider whether you really need paper forms – many volunteers use an A6 notebook to replicate the recording boxes.

**NOTE 2:** To make your data entry more efficient, you can set up your defaults. If you don't record detection type, you can turn this off.

**NOTE 3:** Let the BTO staff know whether or not you would like to carry out WCBS on your square.

## My Details and Settings

User Details


**BBS user:** Mx Breeding Bird Survey

**User ID:** BREEDINGBIRDSURVEY

**Email address:** bbs@bto.org (visit [My BTO](#) to update your email address)

Settings

What you will receive:

Paper Field Recording Forms: 


None

Paper Submission Pack

Online Submission Pack

WCBS Pack Only

1

Copies of the BBS Report: 


1

Data Entry Preferences:

Preferred species list order: 

Alphabetical


Taxonomic

Recording detection type: 


ON

OFF

2


Default number of rows for bird species data entry: 

15

Default number of rows for mammal species data entry: 

6

Other Preferences:



Are you willing to mentor a new volunteer?: 

YES

NO

Wider Countryside Butterfly Survey (WCBS) 3

For each of your allocated BBS squares, please specify whether you wish to take part in the Wider Countryside Butterfly Survey or are comfortable with someone else surveying the squares for the WCBS. For more information about the survey, please visit [the BTO website](#).

Grid Ref	Do you wish to cover this square for the WCBS? 	Would you be comfortable with a Butterfly Conservation volunteer covering this square for the WCBS? 
HU6060	<div>Yes</div> <div>No</div>	<div></div>
NN8608	<div>Yes</div> <div>No</div>	<div>Yes</div> <div>No</div>
SN8702	<div>Yes</div> <div>No</div>	<div>Yes</div> <div>No</div>

Cancel Updates

Save Changes

V3.0 21/07/2025

Page 16 of 17



[www.bto.org/bbs](http://www.bto.org/bbs)



Snipe, by Chris Knights

## ACKNOWLEDGEMENTS

The BBS Online data entry system was updated during 2025 and launched in August 2025. We are grateful to all the BTO Regional Organisers and BBS/WBBS volunteers who use this system to submit and manage data for these two important surveys.

Special thanks are due to the BBS Online software developers: Matthew Baxter, Mark Hammond and Ewan Stacey; and Justin Walker, the BBS Database administrator.

Prior to the latest system upgrade, we enlisted the help of three BTO Regional Organisers to test the system. We are grateful to Pete Cadogan, Dave Wright and Rod Bleach for volunteering their time to do this. Thank you.

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