



WinGS Online

Within the WinGS Counter handbook, you will find the guide to WinGS Online. This pertains to vacant site requests and data input. This information is relevant to you. As a Wings Organiser (WO), you will find that there are some additional features of WinGS Online that are available for survey organisation.

3.1 Site Allocation

As a WO you have access to an additional feature on the right-hand side of your homepage titled “**Admin Options**”. Here, you will find the details of the sites within your WinGS region(s). This is also where you will manage site allocation and volunteer requests.

A screenshot of the WinGS online interface. The page is titled 'Winter Gull Survey' and 'Data Home'. The user is logged in as 'EMMA CAULFIELD'. The 'Admin Options' menu is highlighted with a red circle, showing 'Allocation management' as a sub-option. Other options include 'Add count', 'Request an WinGS site', and 'Promote/Demote LOs'. The 'Allocated sites' section shows 'No sites allocated' and a 'Request an WinGS site' button. The 'Contributions to current survey' section shows 'No WinGS visits recorded'.

Under “**Allocation Management**” you will see all sites (team and non-team) within your region listed under the “**Allocation by site**” tab. Click on the site name to extract site details such as the name, WinGS Code, grid reference and site type.

Here you can also navigate to the “**Allocation by user**” and “**Requests**” tabs which are explained below.

Allocation management

Region: Alde complex

Allocations by site | Allocations by user | Requests 0

Search:

| Site | Current allocations | Type |
|-------------------------------------|---------------------|---------------------|
| North Warren [00003] | Counters required | Inland key site |
| Orford and Havergate Island [01269] | | Coastal key site |
| Alde Snape Maltings [01269_D] | Counters required | Coastal key site |
| Havergate Island [01269_C] | Counters required | Coastal key site |
| Orford Beach Central [01269_A] | Counters required | Coastal key site |
| Orford North Weir Point [01269_B] | Counters required | Coastal key site |
| TM359404 [20306] | Counters required | Coastal sample site |
| TM387512 [20305] | Counters required | Coastal sample site |

Before you can assign a site to a volunteer, they must have a BTO username and have registered for the WinGS survey in the BTO surveys portal (<https://www.bto.org/my-bto>).

Once a volunteer has registered for WinGS, you may manually assign sites to observers before they have requested to cover them through the “**Vacant sites**” page. You can use this feature if you have received any verbal or email requests to cover sites. To assign a site to an observer, navigate to the site you wish to allocate by scrolling down the page or typing the site name or WinGS code in the search bar on the top right. Click on the dark blue “**+Allocate**” button next to your desired site. This will prompt you to enter their BTO username. Click “**Ok**” to confirm your choice.

Pick a user to allocate for

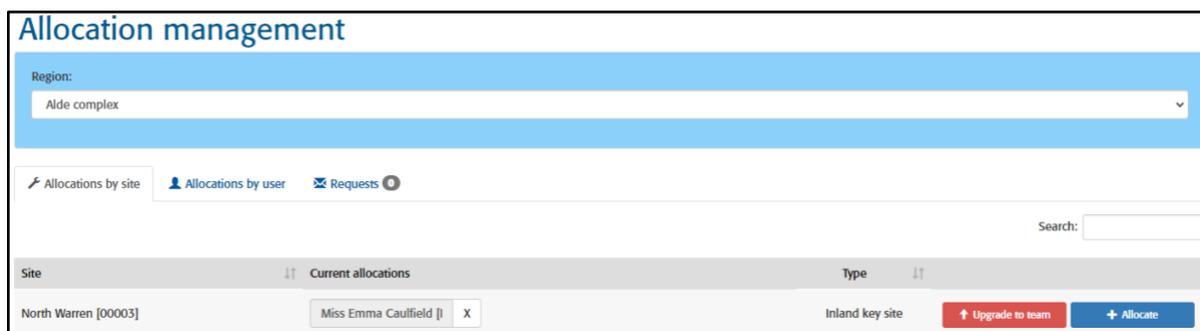
User:

Start typing....

Emma

Miss Emma Caulfield [EMMA.CAULFIELD]

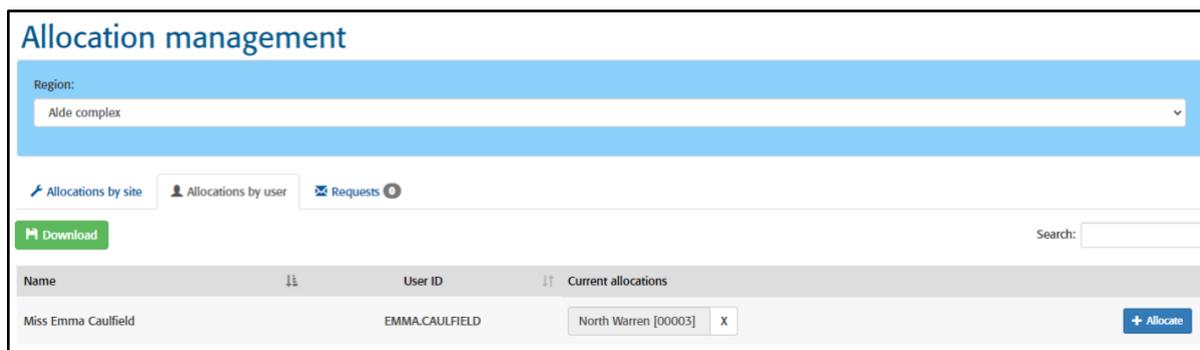
When a site has been allocated to a volunteer, the observer's name will appear next to the site name under “**Current Allocations**”. You may click on the name and the details of the counter will appear should you need to contact them.



Once a non-team site has been allocated to an observer, it will appear on the online site map as “**fully covered**” and requests for that site will no longer be accepted (details on team sites below).

The “**Allocations by user**” tab will display the details of covered sites and the observers allocated to them. Here you may allocate additional sites directly to observers following a similar process as above. Click the dark blue “**+Allocate**” button and you will be prompted to enter a site name or WinGS code. The additional site will appear under “**Current Allocations**”. Only assign additional sites to volunteers if you are certain they can cover more than one site within the target date window. If you do this without proper consideration, you risk the site not being covered as it can no longer be requested by others once allocated.

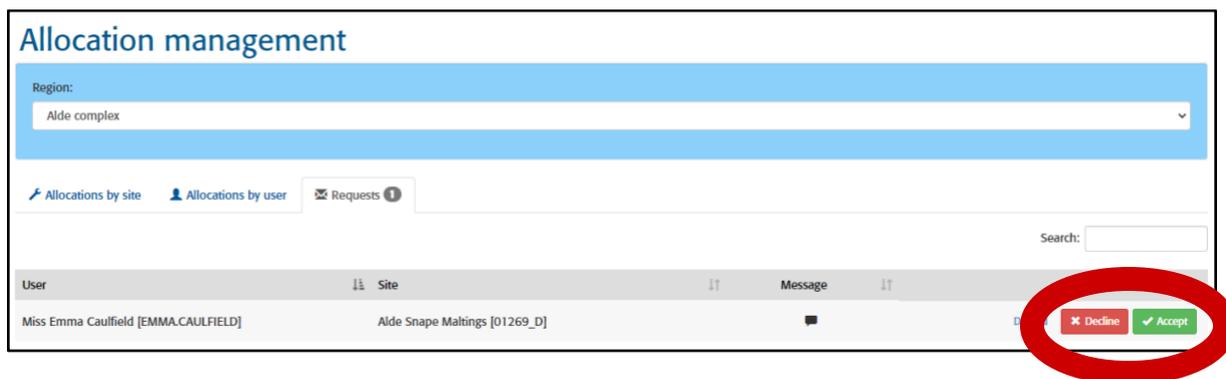
You may download this user information to your computer should you need to contact the observers within your region as a group. If sending out group emails, be sure to follow GDPR guidelines and use blind copy (bcc) when emailing recipients.



3.2 Managing Requests

Requests for vacant sites will appear under the “**Requests**” tab. Here you will find volunteer details and the site they have requested, along with their message. To read the message, hover over the envelope icon or check your email where you will have received a copy.

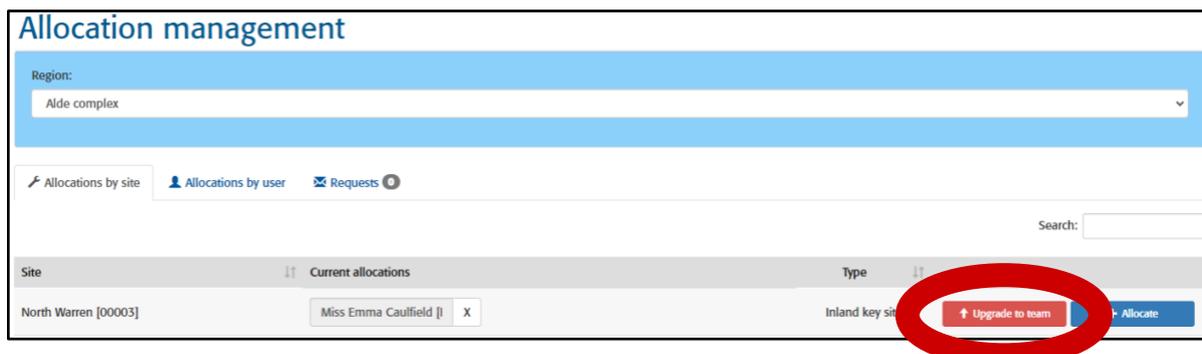
You have the option to accept the request based on the information they have provided. If you feel contact with them is necessary before you make a decision on site allocation then you can find their email in the user info by clicking on their name. When accepting or declining a site request you can include a personal message which they will receive along with the standard message generated from the system. They will receive this in their email. When you accept their request, the site will appear on their homepage under “**Allocated sites**”, and they will receive an email confirming that their request has been accepted.



3.3 Team Sites

Many sites are large and complex and will require coordinated counting efforts to be surveyed effectively. To allocate multiple observers to a site you may designate it as a team site so multiple people can apply to cover it. Designating a site as a team site will also require the allocation of a Team Leader who is responsible for organising the count for this site and ensuring that counters are coordinated. The Team Leader can be the WO (i.e., yourself) or another volunteer. Team sites will usually be Key Inland or Coastal sites. However, sample sites may also be designated as team sites if the WO determines it necessary. Sample sites that encompass multiple large water bodies or a long stretch of coast may necessitate two or more counters.

To designate a site as a Team Site, navigate to the site on the **Allocation management** page. Next to the allocation button you will see a red button “**Upgrade to team**”.



Once a team site has been designated it cannot be undone. You will be asked to confirm your choice before it is finalised. If you accidentally allocate a team site, designate yourself as the team leader and proceed as normal with allocations.

Note that if a site has subsites, designating any one part of that site as a team site will automatically apply to all subsites within that site. This reflects the fact that the subsites are part of the same larger site and hence a coordinated count may be required across multiple subsites. The team leader will be responsible for ensuring counts across different subsites are coordinated if necessary.

Confirm site upgrade

Upgrading a key or complex site to a team site is a one way operation that cannot be undone.

Really upgrade to team site?

[Cancel](#) [↑ Upgrade](#)

If you upgrade a site to a team site, you will have the option to assign a team leader. To manually allocate an observer as team leader for the team site, click the green button “**Assign Team Leader**”. Similarly to regular site allocation, you may type in the BTO username of the observer you wish to designate as a team leader.

| Site | Current allocations | Type | |
|----------------------|-------------------------|-----------------|---|
| North Warren [00003] | Miss Emma Caulfield [X] | Inland key site | Assign team leader Mark as covered + Allocate |

Here you may type in the username of the volunteer that you wish to designate as the Team Leader of the site.

Pick a user to allocate for

* This denotes a user that has not requested the role of team leader, and who hasn't agreed to the terms and conditions required to do so. You may allocate this person as a team leader - they will be presented with the terms and conditions on their next login. Allocating this user may cause confusion and delay.

User:

Please enter 3 or more characters

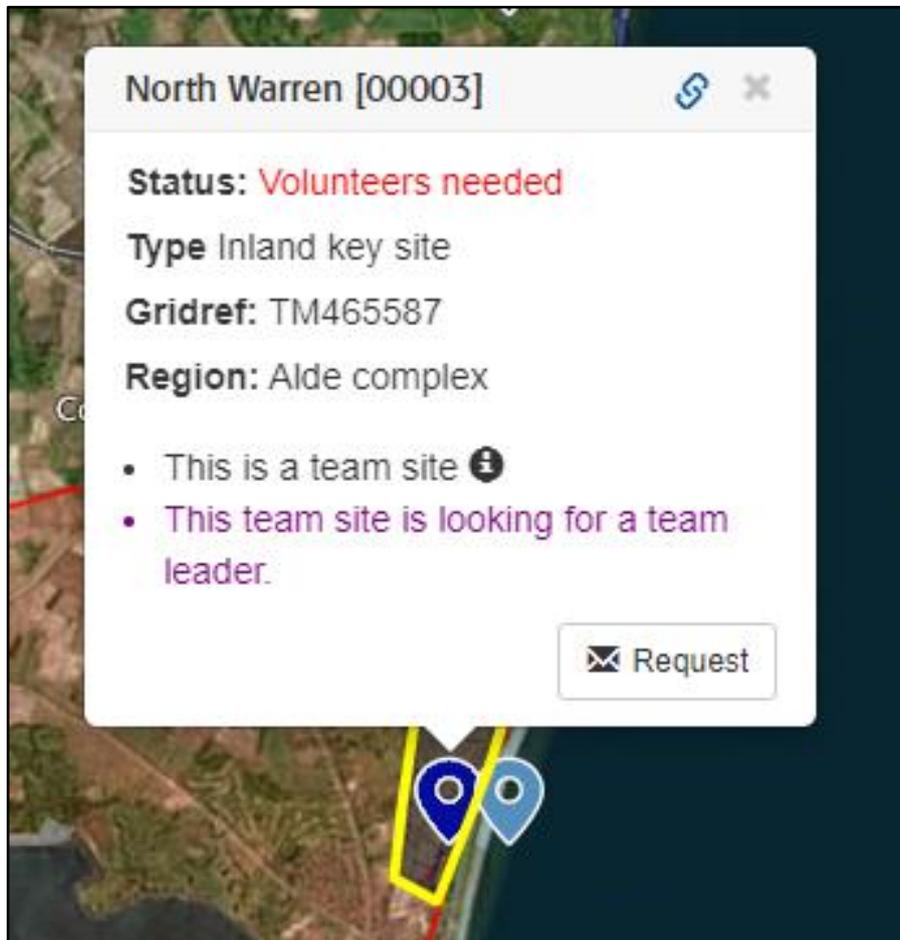
[Cancel](#) [OK](#)

Team Leaders will not have the ability to review and accept site requests from other volunteers but will have access to the personal details of any team members after the request is accepted by the WO. If you designate someone else as the Team Leader of the site they will be asked to agree to the Team Leader Terms and Conditions and will be expected to follow GDPR and keep the details of their team private. As Team Leaders will have no official training in GDPR we recommend that teams remain small. If a large team (over eight people) it will be necessary for the Team Leader to undertake formal GDPR training if the Team Leader is not the WO.

You may manually add volunteers and allow the site (or subsite) to stay vacant on the site map until you or the Team Leader determines it has sufficient coverage. When you determine coverage is sufficient (in conjunction with the Team Leader if appropriate), click the light blue button titled “**Mark as covered**”. This will mark the site as covered on the vacant site map and applications will no longer be accepted.



If you deem it necessary to designate a site as a team site and you or one of your team members does not wish to be team leader, you may leave applications for team leader open on the vacant site map.



This will give prospective volunteers the option to request specifically to be team leader for a site when sending in a request. Here, they will be prompted to read and agree to the Team Leader terms and Conditions which will detail GDPR rules surrounding keeping the details of their team members secure and private.

Site/area of interest:

North Warren [00003]

Team site options

I am interested in being a team leader

I am interested in being a counter within a team

Team leaders will have access to the contact details of the members of their team. GDPR regulations require us to ask potential team leaders to read and agree to the [Team Leader Terms and Conditions](#) before they can take up the role

I have read and agree to the [Team Leader Terms and Conditions](#)

Requests for team leader positions will appear in your request inbox for the site and you will have three options. Accept, deny and assign team leader. If you click “**Assign team leader**”, the volunteer will be designated as the team leader for the site. If you click “**Accept**” then they will be allocated as a counter to the site, rather than a team leader. You can make a decision based on the message within the request or reach out to the volunteer for further information.

Allocation management

Region: Alde complex

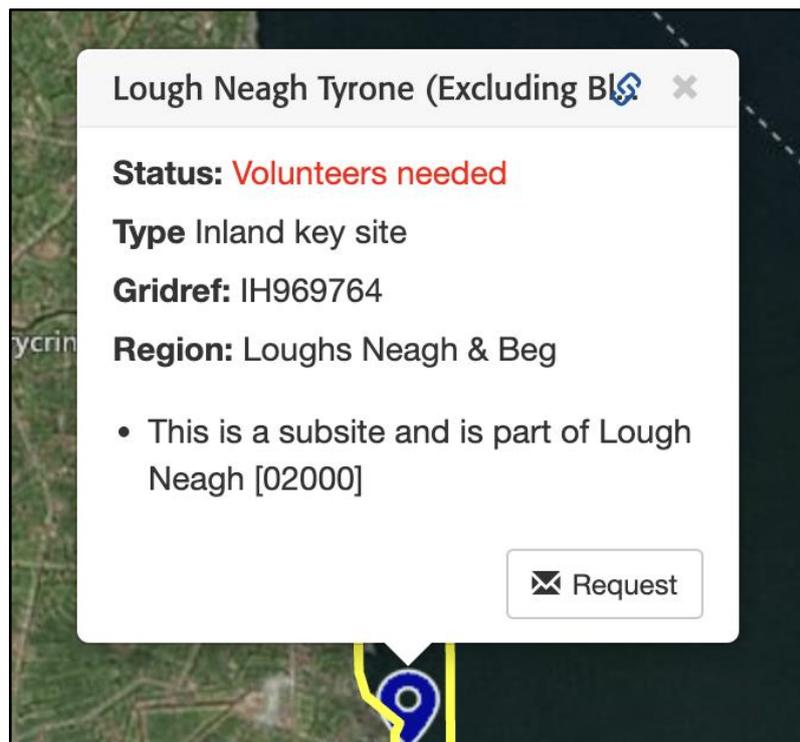
Allocations by site | Allocations by user | Requests 1

Search:

| User | Site | Message | |
|--------------------------------------|----------------------|---------|--|
| Miss Emma Caulfield [EMMA.CAULFIELD] | North Warren [00003] | | Accept as Team Leader Decline Accept |

3.4 Subsites

Some large and complex key sites have been split into more manageable count units or subsites. Subsites will be denoted on the vacant sites map in the information box.



Subsites may be spatially segregated to where they can be treated as separate sites and counting can take place at different days. However, in many cases, it may be necessary to coordinate counts across subsites when it is likely that roosting gulls will move between them. When coordinated counts are necessary, sites containing subsites can be designated as Team Sites.

Following the instructions above, navigate to the site on the “**Allocation Management**” page and click the red “**Upgrade to Team**” button next to the parent site.

| Site | Current allocations | Type | |
|-------------------------------------|---------------------|------------------|---|
| North Warren [00003] | Counters required | Inland key site | Assign team leader Mark as covered |
| Orford and Havergate Island [01269] | | Coastal key site | ↑ Upgrade to team |
| Alde Snape Maltings [01269_D] | Counters required | Coastal key site | |
| Havergate Island [01269_C] | Counters required | Coastal key site | + Allocate |
| Orford Beach Central [01269_A] | Counters required | Coastal key site | + Allocate |
| Orford North Weir Point [01269_B] | Counters required | Coastal key site | + Allocate |

Once you have confirmed, you may designate a Team Leader (the WO or another volunteer) to coordinate counts of the subsites following the instructions above. Again, you must mark the subsite as covered when you and the Team Leader determine there is sufficient coverage at the subsite level. Unlike team sites that do not include subsites above, subsites of team sites may be covered sufficiently by one observer depending on the size of the subsite.

WinGS Organiser Handbook

| Site | Current allocations | Type | |
|---|----------------------|------------------|---|
| North Warren [00003] | Counters required | Inland key site | Assign team leader Mark as covered + Allocate |
| Orford and Havergate Island [01269] | Team leader required | Coastal key site | Assign team leader Mark as covered + Allocate |
| Alde Snape Maltings [01269_D] | Counters required | Coastal key site | Mark as covered + Allocate |
| Havergate Island [01269_C] | Counters required | Coastal key site | Mark as covered + Allocate |
| Orford Beach Central [01269_A] | Counters required | Coastal key site | Mark as covered + Allocate |
| Orford North Weir Point [01269_B] | Counters required | Coastal key site | Mark as covered + Allocate |