

Data Entry Guide

Breeding Waders of Wet Meadows

IMPORTANT

NOTE that the data entry pages will time out after 30 minutes of inactivity (which can result in loss of unsaved data).

Use the SAVE button every 5-10 minutes when entering data!

- Visit **Breeding Waders of Wet Meadows** survey page: <https://www.bto.org/our-science/projects/breeding-waders-wet-meadows>
- Login in to 'My BTO' account (if you are not already)

- Click on:

GO TO DATA ENTRY ▶

You should now be on the 'Data home' page

[View/Enter Visit Data](#)

Click on:

Your list of site/s should now be displayed

	Visit #1	Visit #2	Visit #3	Visit #4
Pentney Pits [4954]	Add	Add	Add	Add

- To enter your data, click on '**Add**' under the corresponding Visit.

- **TIP!** You can view your site map at any time by clicking on the '**Map**' button at the top of the page

▶▶ Fill empty rows

🌐 Map

Visit Details Form

Follow either option A or option B:

A) If you did not carry out the survey

- Click '**No**' and provide reasons why

Reason why no longer suitable	% of site ⓘ	Other reasons (please specify)	% of site ⓘ
Land drained	<input type="text"/>	<input type="text"/>	<input type="text"/>
Housing/built development	<input type="text"/>	<input type="text"/>	<input type="text"/>
Arable cropping	<input type="text"/>	<input type="text"/>	<input type="text"/>
Grass ley	<input type="text"/>		
Treated field (pesticides)	<input type="text"/>		
Over-grazed	<input type="text"/>		
Recreation/disturbance	<input type="text"/>		
Planted woodland	<input type="text"/>		
Reasons for no survey coverage			
Access denied			<input type="text"/> Yes <input type="text"/> No
Site inaccessible			<input type="text"/> Yes <input type="text"/> No
Lapwing plot no longer present			<input type="text"/> Yes <input type="text"/> No
AES Habitat no longer present			<input type="text"/> Yes <input type="text"/> No

- If habitat is **unsuitable**, then no further visits are required and here is no need to enter habitat or bird data
- If habitat is suitable and no waders are recorded in the first two visits, then no further visits are required

B) If you carried out the survey

- Select '**Yes**' and then click '**Next**' and go to Habitat Recording

Habitat Recording Form

- First, click on the **'Fill empty rows'** button and then click the **'Save'** button at 5-10 minute intervals to prevent potential loss of data during entry.
- Enter Habitat Details for each corresponding field within your site (NB: some sites may only have one field).
- **For Lapwing plots enter the habitat of the field in which the plot is located.**
- **Recording % cover values** – this can be 0% or within blocks of 5%, so if Standing water was for example 2% then this should be enter as 5% (ie. between 0 and 5%).

Field no.	Field coverage			Tall boundary >1.5m	Field features (tick all that apply)			Lapwing plot (tick one if applicable)	Livestock present (tick)	Grassland type (tick one)	Vegetation height majority - (tick one)		Vegetation structure - majority of field (tick one)			Rushes (<i>Juncus</i>) (tick one)			Other habitat (tick)			
	Type		Not covered		Standing water (%)	Damp ground	Ground conditions unknown				Improved	Semi/un-improved	Short (< 15cm)	Medium (> 15cm)	Uniform	Fine, patchy/sm	Coarse, patchy/hg	Rush (<i>Juncus</i>) (%)	Dense patch(es)	Scattered tussocks	Arable	Unsuitable
	Complete	Partial	Covered (%)																			
1	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
2	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
3	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
4	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
5	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			

- **TIP!** For subsequent visits you can quickly add the same Habitat Details as the previous visit if your habitat has not changed, click **'Prepopulate from last visit'**.
- Ensure that you have completed details or an entry for each field. Without a complete entry the field may not be available for Bird Data entry.

- Once the Habitat data is complete click **'Save'** and then **'Next'** to go to the **'Bird Recording Form'**.

Bird Recording Form

- Zero counts - If no key or other bird species were found, click '**Mark complete & Finish**'
- For species found, enter each on a separate row and select the relevant field number. Type the first three letters of the species name and select from the drop-down menu.
- If the field number cannot be selected 'greyed out' then this indicates that the Habitat details need to be completed first.

MapCancel← BackSaveMark complete & finish

Add more rows

#	Field	Species	Total Adults	Total Young	Young present	Est. pairs	#	Field	Species	Total Adults	Total Young	Young present	Est. pairs	
1	1	Lapwing [L.]	4	3	<input checked="" type="checkbox"/>	2	×	5	▼					×
2	1	Oystercatcher [OC]	2	0	<input type="checkbox"/>	0	×	6	▼					×
3	▼						×	7	▼					×
4	▼						×	8	▼					×

Cancel← BackSaveMark complete & finish

(NB: You can add more bird records for a given field or fields by clicking on '**Add more Rows**')

- Once you have entered all your bird records remember to click '**Save**' and then '**Mark complete & finish**'

Save

Mark complete & finish

Repeat process for all your subsequent visits.

- **TIP!** Most people find it more manageable to enter their data after each visit. Also, if you click '**save**' you can continue data entry where you left off)

If you need further IT support please email: breedingwaderswm2@bto.org