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).

<mark>Select 'Fill empty rows' and use the SAVE button every 5-10 minutes when entering data!</mark>

➢ 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

➢ Click on: View/Enter Visit Data

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 the site is totally unsuitable (i.e. now houses or woodland) and/or you did not carry out the survey**

➢ Click **'No'**
➢ If no waders were present, click **'No'** again and provide reasons why

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

➢ If habitat is **unsuitable**, then no further visits are required and there is no need to enter habitat or bird data

B) If the site contains grassland/woodland

➢ Select '**Yes**' and then click **'Next'** and go to Habitat Recording
➢ Field Habitat details are required even if no waders were recorded. However, no further visits are required

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)
- **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%)

Lapwing plots:

- Enter the habitat of the field in which the plot is located
- The most appropriate option may be **'Other habitat – arable'**, specifying **'Vegetation height'** and **'Vegetation structure'**

- **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 target bird species were observed, leave the row or whole form completely blank and click **'Mark complete & finish'** to automatically register zero counts
- ➤ 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

(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**'

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