



BTO HERONRIES CENSUS ONLINE: Quick Reference Guide to Data Entry



Introduction

Follow these steps to input counts and estimates into the Heronries Online system. There are two key stages to data entry:

1. Enter your counts and estimates from each survey visit.
2. When the details of all your survey visits are complete, you should also input your 'Year's Best Estimates'.

An optional third stage is to edit the colony boundary if the position of the colony has moved.

This and other information is also covered in the video tutorial on this page:

<https://www.bto.org/volunteer-surveys/heronries-census>.

Log In

Go to <http://app.bto.org/colonies/login/login.jsp> and use your BTO User ID and password (the same as for other BTO surveys). For problems logging in, please contact websupp@bto.org.

You should see your Data Home page with a table listing your colonies. You may need to select a different 'Region' if any of your colonies are in another BTO Region. If any of your colonies are not listed, you should contact your Regional Organiser (<https://www.bto.org/volunteer-surveys/regional-network>) or the National Organiser (herons@bto.org).

1: Enter Your Survey Visit

- Click on the name of the colony once with your left mouse button.
- Click on the blue button below labelled "Enter Visit Data" (you may need to scroll down to see this button). You will see the Data Entry screen:

Data entry - Walthamstow Reservoirs

This page allows you to enter your count and estimate for each species at the site. For further information about entering habitats or estimates, click the blue help areas. These figures will be reviewed by the survey's Regional and National Organisers in the light of data from other sources. The columns on the right of the Today's estimate box shows the current and previous Year's Best Estimate to allow comparison during your data entry.

You can select from three types of best estimate to enter for each species:

- Apparently Occupied Nests present and quantified – enter Year's Best Estimate (AON will be ticked automatically).
- AON present this year but not quantified – tick the AON box and leave the YBE empty.
- This species was not nesting this year. Enter 0 (zero) as today's count for all species that are not nesting.

Visit information

Date: e.g. 01/01/2014 [1] Start time(24-h) [2] hh : mm Duration [3] hh : mm

Subcolony [4] Main Colony

Habitat level 1 [5] Woodland Habitat level 2 [6] Broad-leaved woodland [Habitats](#)

Observation

Species	AON present [9]	Today's count [7]	Today's estimate [8]	Year's Best Estimate	Previous YBE	Estimating aon
Grey Heron	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>			
Little Egret	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>			
Cormorant	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>			
Night-heron	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>			
Cattle Egret	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>			
Spoonbill	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>			

Notes: 10 [11]

Reset Cancel **Save**

- Input the visit date by clicking in the box [1]. Use the black arrow to change months if necessary.
- Input the visit start time [2] and visit duration [3].

- If you have subcolonies choose the appropriate one [4]
- Select the most appropriate Habitat codes to indicate where the nests are located [5 and 6].
- Input Today's Count [7] and Today's Estimate [8] for each species. Remember that these counts relate to **apparently occupied nests** rather than individual birds. Today's estimate should never be less than today's count. If apparently occupied nests are present, but you did not count them, please tick 'AON present' for that species [9], but leave the count and estimate boxes blank.
- Add any further relevant information into the 'Notes' box [10].
- Click on the blue 'Save' button [11] (you may need to scroll down to see this)
- A confirmation box is displayed with details of your entry. Click on 'Save' if everything is correct, or on 'Back' and repeat the steps above if you need to change anything.
- If you carried out more than one survey visit, repeat the steps above.

2: Enter your 'Year's Best Estimates'

- This must be done when you have completed all visits for the year. On the Data Home page click on the name of the colony once with your left mouse button.
- Click on the blue button below labelled "Enter / Edit YBEs". You will see the YBE screen:

Year's Best Estimate – 2016 Walthamstow Reservoirs

This page allows you to enter your Year's Best Estimate for each individual species at the site. These figures will be reviewed by the survey's Regional and National Organisers in the light of data from other sources. The panels on the right allow you to browse the best estimates for previous years and the species counts for the current year.

You can select from three types of best estimate to enter for each species:

- Apparently Occupied Nests present and quantified - enter Year's Best Estimate (AON will be ticked automatically).
- AON present this year but not quantified - tick the AON box and leave the YBE empty.
- This species was not nesting this year. Enter 0 (zero) in YBE box.

Species	AON	YBE
Grey Heron	<input checked="" type="checkbox"/>	53 ¹
Little Egret	<input checked="" type="checkbox"/> ³	
Cormorant	<input type="checkbox"/> ⁵	
Night-heron	<input type="checkbox"/> ⁴	0
Cattle Egret	<input type="checkbox"/>	0
Spoonbill	<input type="checkbox"/>	0

Reset Cancel **Save** ⁶

This year's counts and estimate by visit 2

Date	Count	Estimate
12/05/2016	46	53
01/05/2016	45	51
21/04/2016	50	50

Previous years estimates

Year: 2015

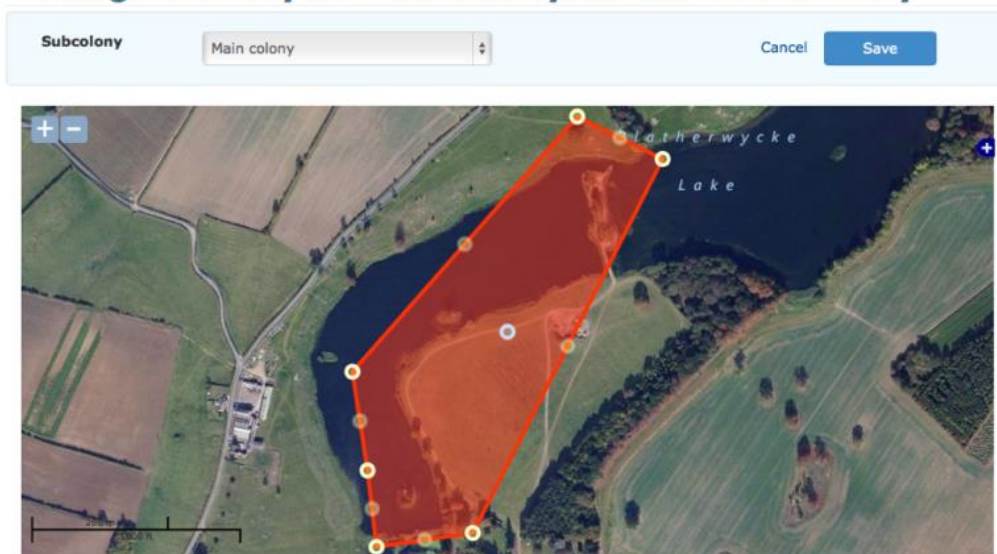
Species	Estimate
Little Egret	Present
Cormorant	Present

- Click in the YBE box for each species and enter your best estimates of the number of **apparently occupied nests** (AON) for this year [1]. When you click in the box, all counts and estimates from your visits will be displayed [2] to help you come up with your YBE (in the example above, the visit data for Grey Herons are shown). The YBE should never be less than the highest *count* of apparently occupied nests (although it can be lower than your visit estimates).
- If you know that a species nested but did not make a count and are not able to make a reliable estimate of the number of nests, you should tick the box in the column headed 'AON' and leave the YBE box blank [3].
- If you know that a species did not nest please enter 0 (zero) in the YBE box [4]. Confirmation that a species did not nest is extremely helpful for the survey.
- If you are unsure whether or not a species nested, leave both the AON box and YBE box blank [5]
- Click on the 'Save' button [6] to save your Year's Best Estimates. A confirmation box appears. Please confirm that the details are correct or return to the entry screen to amend them.

3: Edit your Colony Boundary

- This must be done when you have completed all visits for the year. On the Data Home page click on the name of the colony once with your left mouse button.
- Click on the blue button below labelled “Edit Boundary”. You will see an editing boundary screen (see below).
- Use the + or – buttons if necessary to change the scale of the map.
- Click on the blue shape showing the currently recorded boundary of the colony.
- Click and hold to drag any of the yellow circles to new positions.
- Click ‘Save’ to save the boundary and confirm that it is correct.

Editing boundary for - Blatherwycke Lake, near Corby



If you have any problems, please contact your Regional Heronries Census Organiser (<https://www.bto.org/volunteer-surveys/regional-network>) or the National Organiser (herons@bto.org)