



# WCBS online data entry guidance for BBS volunteers



These are detailed instructions for using the online data entry system for the Wider Countryside Butterfly Survey (WCBS) on BTO/JNCC/RSPB Breeding Bird Survey squares.

The online system has been operational since 2013 and has helped us to speed up data capture each year, as recorders are now entering their data directly onto a central database.

The online data entry system can be found here:

<http://www.ukbms.org/mydata/>

### Quick Guide:

These are the simple steps to get you started with entering data on the new online system.

1. **Register** for an account. Please use your BTO / BBS username.
2. Make sure your account has been linked to your transect sites by admin staff, they will notify you once this is done.
3. Go to **'My Sites'** (in the bar at the top of the page) to review the details of your transect routes.
4. Go to **'My Walks'** to enter the data from your WCBS surveys. Selecting 'WCBS-BBS' from the 'Site Type' dropdown option.
5. Go to **'Annual Summary'** to review your butterfly data, and to see what's happening across the country.

Step-by-step instructions for the key parts of the system are detailed below.

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First, a couple of **IMPORTANT POINTS** to consider, if you are going to dive straight in:

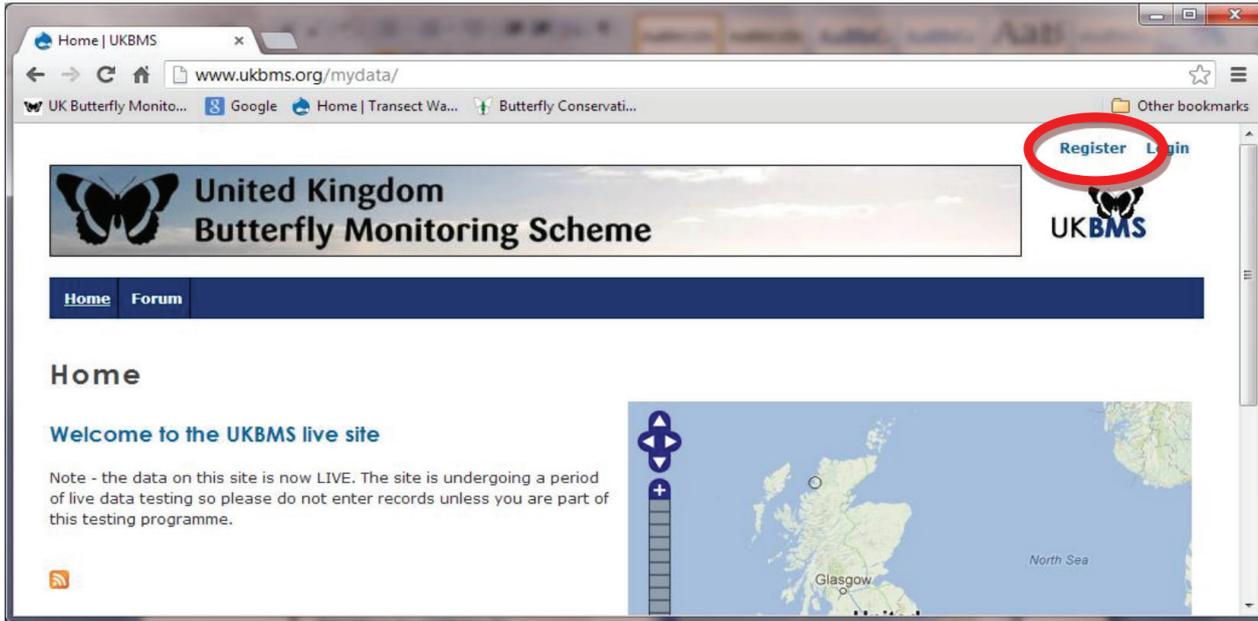
– If you record butterflies on an existing transect or WCBS square, it will already be in the database (assuming we have received your data in the past). Please wait until the square has been linked to your account by BTO or Butterfly Conservation staff, who will then notify you once this is done. Do not create duplicate sites, as these will be deleted from the system.

– When you create a new transect site, please enter as many details as possible at the beginning, because once you have started to enter butterfly counts for your new transect, all site and section details will become locked and can then only be edited by a site administrator.



## Setting up a new account

1. Go to <http://www.ukbms.org/mydata/> and click on 'Register' (top right of home page).

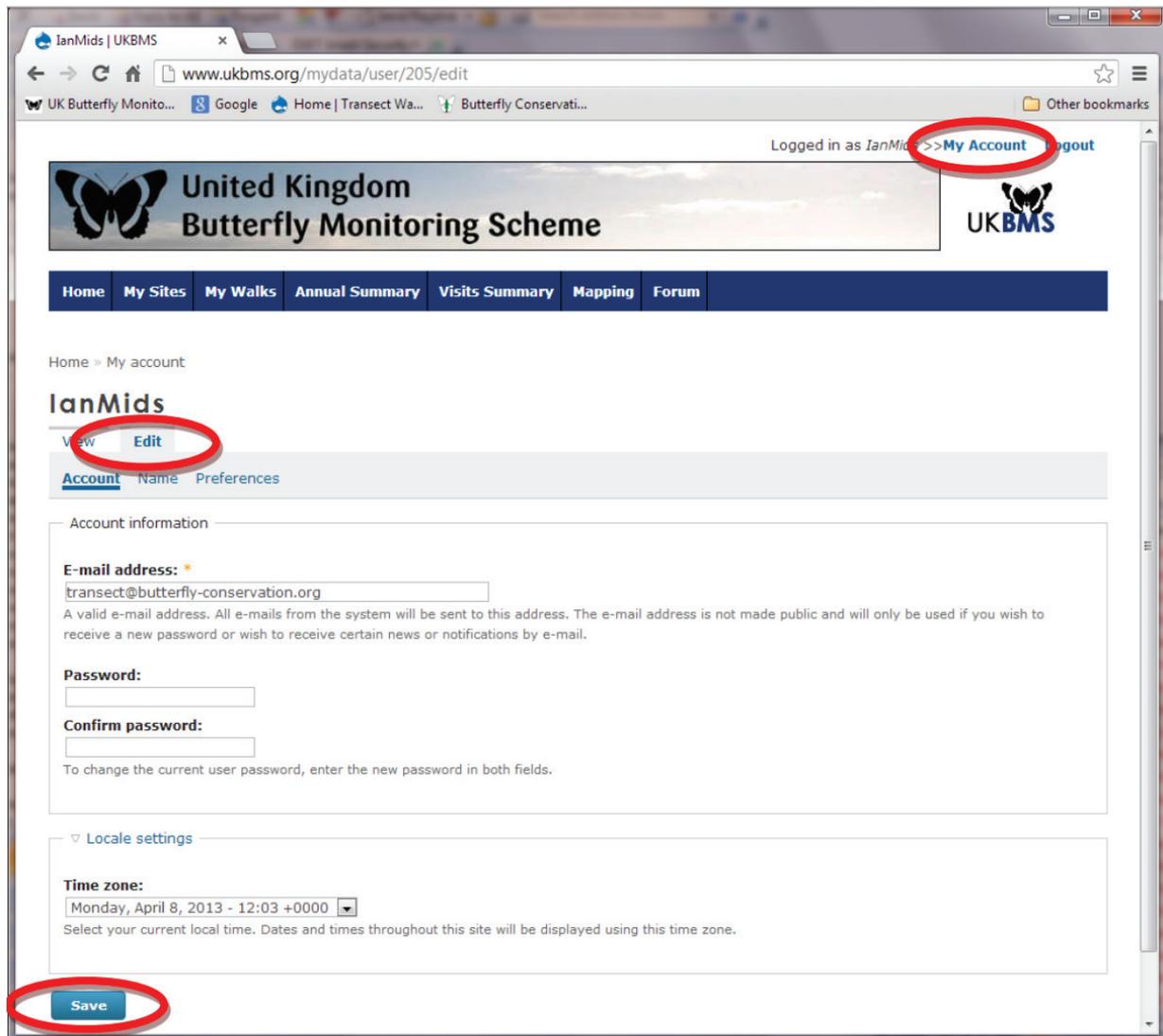


2. Enter a Username (use your BTO / BBS username if you are not already taking part in UKBMS surveys, in which case you may already have a difference username), your e-mail address, your proper name, and the name of the WCBS square/s for which you will be entering data, then click on 'Create new account'.

Please enter '**BBS: \*followed by square Grid Ref\***' in the 'About your transects' box.

A screenshot of the UKBMS user registration page. The browser address bar shows 'www.ukbms.org/mydata/user/register'. The page title is 'User account'. There are three tabs: 'Create new account', 'Log in', and 'Request new password'. The 'Create new account' tab is active. The form is divided into sections: 'Account information' with fields for 'Username: \*' and 'E-mail address: \*'; 'Name' with fields for 'First name:' and 'Last name: \*'; and 'About your transects:' with a text area. A red box highlights the text '\*List your transects or WCBS squares here and we will link them to your account.' in the text area. At the bottom left, there is a blue button labeled 'Create new account', which is circled in red.

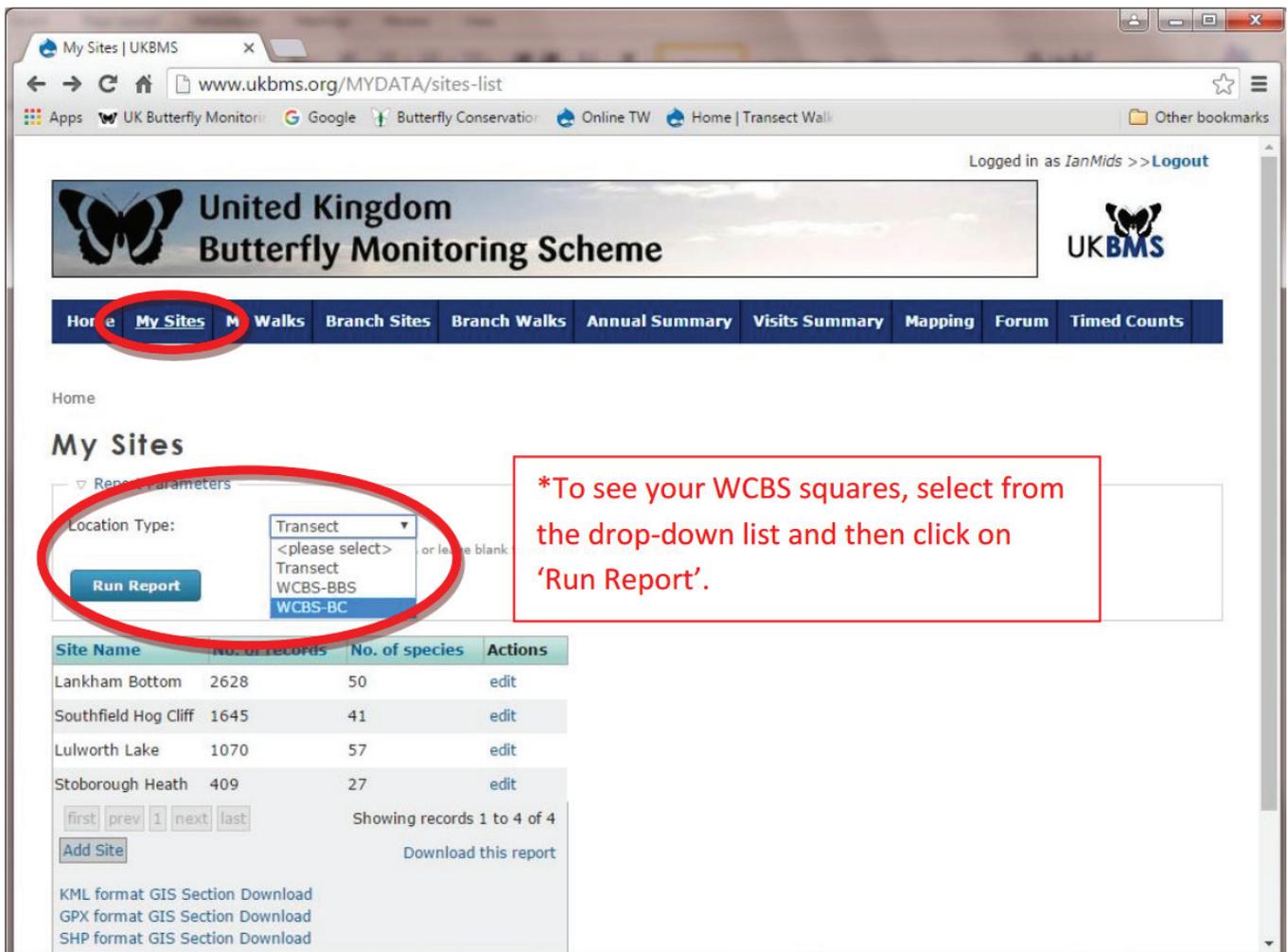
3. You will now receive notification indicating that your account has been registered.
4. This email will include your temporary password and also includes a link for a one-time login.
5. Either click on the link in the email or login on the website using the temporary password.
6. Then click on the **'Edit'** tab to create your own password (you will need to enter it twice) and click on **'Save'**.



7. Your account is now ready to use.
8. You can change your account details at any time by clicking on **'My Account'** in the top right corner and selecting the **'Edit'** tab.

## Getting your existing transect routes to your account

1. If you record butterflies on an existing transect or WCBS square, it will already be in the database (assuming we have received your data in the past).
2. When you create your account, the information you give us about your square(s) (e.g. BBS: TM6385) is passed to the site administrator, who can then assign them to your account. This can only be done during working hours, so please be patient.
3. If your transects have not been assigned, or you did not provide details when registering, please contact the site administrator (tel. 01842 750050 or email [bbs@bto.org](mailto:bbs@bto.org)) with details of your square(s) and they will link your account to those sites.
4. Click on '**My Sites**' to see a list of all the transect routes now associated with your account. If you want to see your WCBS squares, then select an option from the drop down menu – WCBS-BBS – and then click on '**Run Report**'.



My Sites | UKBMS

www.ukbms.org/MYDATA/sites-list

Logged in as JanMids >> Logout

### United Kingdom Butterfly Monitoring Scheme

UKBMS

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### My Sites

Report parameters

Location Type:  or leave blank

**\*To see your WCBS squares, select from the drop-down list and then click on 'Run Report'.**

Site Name	No. of records	No. of species	Actions
Lankham Bottom	2628	50	edit
Southfield Hog Cliff	1645	41	edit
Lulworth Lake	1070	57	edit
Stoborough Heath	409	27	edit

first prev 1 next last Showing records 1 to 4 of 4

KML format GIS Section Download  
GPX format GIS Section Download  
SHP format GIS Section Download

5. You will now be able to enter butterfly counts for those sites. You can also see the Site Details and Route map by clicking on '**edit**' for the relevant site.

## Entering the results of a transect walk

1. Click on 'My Walks' to see a calendar.
2. For WCBS squares, you will need to select the relevant option from the 'Site Type:' drop-down menu to see or enter walks for these squares (select **WCBS-BBS**).

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United Kingdom Butterfly Monitoring Scheme UKBMS

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**My Walks**

Site Type: Transect

Filter by site: All sites

Week Number 2016

	Sun	Mon	Tue	Wed	Thu
-3	Mar 4	7	8	9	10
-2	Mar 11	12	13	14	15
-1	Mar 18	19	20	21	24
0	Mar 25	26	27	28	31
1	Apr 1	2	3	4	7
2	Apr 8	9	10	11	12
3	Apr 15	16	17	18	19
4	Apr 22	23	24	25	26
5	Apr 29	30	1	2	3

\*Use the drop-down lists to filter the calendar for just one site.

\*Click on the green 'plus' sign to enter data from a walk on that date.

3. If you walk several different sites, you can use the drop-down list to only show walks from one site.

4. Locate the date of your walk, click on the green 'plus' sign to create the new walk, and you will be presented with the 'Walk Data Entry' screen.

Logged in as IanMids >>My Account Logout

United Kingdom Butterfly Monitoring Scheme UKBMS

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**Walk Data Entry**

Select Transect: please select

Date: 07/04/2013

Recorder Name: Middlebrook, Ian

Start Time (hh:mm):

End Time (hh:mm):

% sun:

Temp (Deg C):

Wind Direction: Not recorded/no data

Wind Speed:

Next Cancel

5. Select the relevant transect from the drop down menu – note that this will already be fixed if you filtered the calendar to only show one site.
6. Check the recorder's name. It will show your name by default, so please amend this if you are entering data for another recorder. This field has an auto-complete feature, so if you start typing in a name that you have used before, it will complete it for you.
7. Enter the start and finish time, using the 24hr clock and including the colon to ensure the correct format.
8. Enter the Temperature and Wind data.
9. For a WCBS square, please indicate whether you have recorded moths and/or dragonflies (even if you didn't see any, please indicate whether you would have recorded them).
10. If you enter a value for the % sun on this screen, it will fill this value in for all sections. The individual values can be edited on the next screen.

The screenshot shows the 'Walk Data Entry' form on the UKBMS website. The form includes the following fields and annotations:

- Select Transect:** A dropdown menu with 'Lulworth Lake' selected. A red box contains the text: *\*Use the drop-down list to select the correct site.*
- Date:** 07/04/2013
- Recorder Name:** Middlebrook, Ian
- Start Time (hh:mm):** 12:00. A red box contains the text: *\*Use 24hr clock and include the colon.*
- End Time (hh:mm):** 13:00
- % sun:** 75
- Temp (Deg C):** 11
- Wind Direction:** S
- Wind Speed:** 2. Wind felt on face, leaves rustle
- Buttons:** 'Next' and 'Cancel'. The 'Next' button is circled in red.

11. Once all the basic walk data has been entered, click on **'Next'**.

Walk Data Entry | UKBMS

www.ukbms.org/mydata/input-data?date=07/04/2013

UK Butterfly Monito... Google Home | Transect Wa... Butterfly Conservati... Other bookmarks

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# United Kingdom Butterfly Monitoring Scheme

UKBMS

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## Walk Data Entry

Lulworth Lake on 2013-04-07

Butterflies Moths Others Notes

Use species list :

**\*Use the drop-down list if you wish to select a shorter species list.**

Sections	S4	S5	S6	S7	S8	S9	S10	S11	S12	Total
% sun	75	75	75	75	75	75	75	75	75	
Brimstone										0
Large White										0
Orange Tip										0
Small Copper										0
Common Blue										0
Red Admiral										0
Painted Lady										0
Peacock										0
Speckled Wood										0
Gatekeeper / Hedge Brown										0
Meadow Brown										0
Ringlet										0
Total	0	0	0	0	0	0	0	0	0	0

Add species to list:

**\*Add a new species to your list by typing its name in this box.**

Finish

12. On the butterfly entry screen, there are a number of shorter species lists as well as the full list. Choose the list from the drop down menu above the grid. After a full season, you will probably find that 'Species known at this site' is the most helpful list.

13. If you are using a short list, but have seen a new species, you can add this species to your list by typing its name in the box below the grid. This box will auto-complete when you start typing the name (as shown below). Select the relevant species when it appears and it will be added to the bottom of your list.

ringlet

Total 0 0 0 0 0 0 0 0 0 0 0

Add species to list:

**\*This box will auto-complete – select the relevant name.**

- Small Blue
- Small Copper
- Small Heath
- Small Pearl-bordered Fritillary
- Small Skipper
- Small Tortoiseshell
- Small White
- Small/Essex Skipper

Finish

14. Check/enter the % sun figures for each section.

15. Enter the butterfly counts for each species/section as per your standard transect recording form. The data are automatically saved as you go along.

16. If you wish to enter data for moths, odonata (dragonflies) or other species, click on the relevant tab.

17. These additional entry sheets for non-butterfly species each have an auto-complete box for adding new species to the site. They will automatically show species that have been recorded on that site previously. Some moths will be easier to find by using scientific names, although they will subsequently appear in the data entry sheet through their vernacular names (based on the iRecord system).

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### Walk Data Entry

Lulworth Lake on 07/04/2013

Butterflies Moths **Others** Notes

Please note, completing this tab is optional.

Sections	S1	S2	S3	S4	S5	S6	S7	S8	S9	S10	S11	S12	Total
Seven-Spot Ladybird													0
Total	0	0	0	0	0	0	0	0	0	0	0	0	0

Add species to list:

**\*Species that have been recorded here before will automatically be listed.**

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### Walk Data Entry

Lulworth Lake on 07/04/2013

Butterflies **Moths** Others Notes

Please note, completing this tab is optional.

Sections	S1	S2	S3	S4	S5	S6	S7	S8	S9	S10	S11	S12	Total
Total	0	0	0	0	0	0	0	0	0	0	0	0	0

Add species to list: motherl

- Mother of Pearl
- Mother Shipton

**\*Auto-complete box to add a new species for the site.**

18. Once you have entered all your data, click on 'Finish' (on any of the Data Entry screens) and you will return to your 'My Walks' page.

## Reviewing the data from your transects

1. Click on 'Annual Summary' to show a summary of your transect data. Initially you will see a summary of all data that you have entered onto the system in the current year. However, there are also options for looking at individual sites and data from other recorders.

Annual Summary | UKBMS: X

www.ukbms.org/mydata/annual-summary?year=2015&userID=all&locationID=2785

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### Annual Summary

Annual Summary data shows a summary of the data arranged by UKBMS Weeks, and the dates shown are week-commencing ...  
 Figures shown in red are (or include) estimates for missing weeks, based on a simple interpolation.  
 Raw data will just show the counts exactly as entered. When looking at single sites in Raw data form, you can edit your counts by clicking on the sample link at the top of the column.

Please be aware that there will be delay between entering the walk data, and that data appearing on this page. There are two reasons for this: 1) there is a process that must run every 15 minutes to calculate the summary values and estimates, and 2) there is some caching of data on the server reducing the delay. In the mean time, newly entered data should still be visible in your 'My Walks' page.

\*Choose from these boxes to see your data and/or individual sites.

\*Tick here to see other species.

Filter by recorder: 2015 All recorders Site Type: Transect Filter by site: Lulworth Lake (SY860835) Include butterfly species?

Summary Table Summary Chart Estimate Table Estimate Chart Raw Data Downloads

Week	-3	-2	-1	0	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	
Date	Mar 04	Mar 11	Mar 18	Mar 25	Apr 01	Apr 08	Apr 15	Apr 22	Apr 29	May 06	May 13	May 20	May 27	Jun 03	Jun 10	Jun 17	Jun 24	Jul 01	Jul 08	Jul 15	Jul 22	
Small Skipper					0	0	0	0		0	0		0	0	0	0			10	1		
Large Skipper					0	0	0	0		0	0		0	0	0	0	1		3	1		
Brimstone					0	0	0	0		0	0		0	0	0	0			0	0		
Large White					0	0	0	0		0	1		0	0	1	0			2	0		
Small White					0	0	0	1		0	1		0	0	0	0			2	4		
Green-veined White					0	0	0	0		1	0		0	1	0	0			0	0		
Orange Tip					0	0	0	0		0	1		0	0	0	0			0	0		
Common					0	0	0	0		0	0		0	0	0	0			1	0		

2. You can change the year by clicking on the black arrows (top left).

3. You can switch to view WCBS square data by changing 'Site Type'.

4. You can select individual transect sites or WCBS squares by using 'Filter by site'.

5. You can choose to view everybody's data, or just your own, by using 'Filter by recorder'. This will be helpful if other recorders are also entering data for your sites.

6. Further tabs allow you to view the summary data in chart format, to include estimated values for missing weeks, and to view the Raw Data.

7. **Summary Data** will show counts from the WCBS square.

8. **Raw Data** will show all walks exactly as they were entered onto the system, including the date and basic weather conditions.

9. For information: The **Estimate Table** does not apply to WCBS squares.

10. The best way to check through your own data is to select your site from the drop down list and view 'raw data'. In this mode, if you spot a mistake that needs to be corrected, you can go directly through to the Data Entry screen for an individual walk by clicking on the date at the top of the column.

Annual Summary | UKBMS: X

www.ukbms.org/mydata/annual-summary?locationID=2785

### Annual Summary

View Edit

Annual Summary data shows a summary of the data arranged by UKBMS Weeks, and the dates shown are week-commencing ...  
Figures shown in red are (or include) estimates for missing weeks, based on a simple interpolation.  
Raw data will just show the counts exactly as entered. When looking at single sites in Raw data form, you can edit your counts by clicking on the sample link at the top of the column.

Please be aware that there will be delay between entering the walk data, and that data appearing on this page. There are two reasons this may happen: 1) there is a process that must run every 15 minutes to update the data, and 2) the page response times. We will be adding a button very soon which will allow you to edit your counts directly from this page. This should still be visible in your 'My Walks' page.

**\*When looking at your raw data for an individual site, you can click on the date to edit the counts for that walk.**

2016 Filter by recorder: My data Site Type: Transect Filter by site: Lulworth Lake (SY860835) Include non-butterfly species?

Summary Table Summary Chart Estimate Table Estimate Chart **Raw Data** Downloads

Week	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15
Date	Apr 05	Apr 12	Apr 20	Apr 28	May 05	May 12	May 17	May 24	Jun 02	Jun 07	Jun 14	Jun 21	Jun 28	Jul 06	Jul 13
Sun	100	88	100	100	100	100	63	100	93	97	61	45	58	100	45
Temp	13	14	14	10	15	19	13	17	16	21	17	18	20	18	17
Small Skipper														1	
Large Skipper												1	2	4	1
Large White									1					1	1
Small White					1	1		1						1	
Green-veined White						1		1							2
Orange Tip					1	1									
Small Copper															1
Red Admiral												1			1
Painted Lady														1	
Peacock	1	1	1												
Comma		1													
Silver-washed Fritillary														1	
Speckled Wood								2		1	1				

11. There are also a series of downloads available to help you migrate your data into a spreadsheet. You can find these by clicking on the '**Downloads**' tab.

12. All downloads are currently available in CSV format (comma separated values) which can be easily opened in Excel or other spreadsheet software. They are automatically saved in the Downloads folder of your computer.

The screenshot shows the 'Annual Summary' page for location ID 2785. The page has a navigation bar with 'View' and 'Edit' tabs. Below the title, there is explanatory text about the data and a note about potential delays. A filter bar at the top allows selection of the year (2016), recorder ('My data'), site type ('Transect'), and site ('Lulworth Lake (SY860835)'). There is also a checkbox for 'Include non-butterfly species?'. A horizontal menu contains tabs for 'Summary Table', 'Summary Chart', 'Estimate Table', 'Estimate Chart', 'Raw Data', and 'Downloads'. The 'Downloads' tab is circled in red. Below this menu, there are several 'Download' buttons corresponding to different data views: 'Download Summary Grid (CSV Format)', 'Download Estimates Grid (CSV Format)', 'Download Raw Data Grid (CSV Format)', 'Summary Level', 'Section Level', 'Samples', and 'Occurrences'. A red-bordered box with text is overlaid on the right side of the download buttons.

**\*Click on any of these links to save the relevant CSV file in your Downloads folder.**

13. Note that most downloads are only available for your own data. If you are looking at data for All Recorders, then only the first two downloads will be available unless you have arranged special access.

14. The downloads for Summary Grid, Estimates Grid and Raw Data Grid effectively replicate the tables that can be viewed online in the other tabs.

15. The downloads for Summary Level and Section Level will provide a list of all data for the relevant year and site(s) in a standard form for biological records – listing date, location, recorder, species etc. For Summary Level, all sections are combined and records are provided at site level. For Section Level, all sections are kept separate and records are listed at the grid reference for that particular section.

16. The downloads for Samples and Occurrences are suitable for importing to a relational database. The Samples download provides the meta-data for each walk (date, recorder, time, weather etc.) while the Occurrences download provides the counts for butterflies (and other species) during each walk. The two tables need to be linked together via the Sample\_ID field.

## Setting up a routes for a square

1. Those carrying out WCBS on BBS squares do not need to set up a brand new site. Please await the linking of your square to your username and do not create a duplicate site. This also applies if you have not covered your BBS square for WCBS before.

*However:*

2. Please draw the transect route before you can enter butterfly counts, so please have these details ready to hand before you start and skip to the next chapter: 'Drawing the transect route section-by-section'.

## Drawing the transect route section-by-section

1. Click on '**My Sites**', then select your transect, followed by '**Your Route**' tab.
2. Make sure that the first section is highlighted (ie. '**S1**') in order to draw or edit the route for that section.
3. Move the map around and zoom in or out so that you can see the area where you need to draw.

The screenshot shows the 'Your Route' tab in the UKBMS website. The 'Your Route' tab is circled in red. Below the tab, there is a text box with instructions: 'Select a section from the list and click on the map to draw the route and double click to finish. You can also select a section using the query tool to click on the section lines. If you make a mistake in the middle of drawing a route, the drawn. After a route has been completed use the Modify a feature tool to correct the form the correct shape, or by placing the mouse over a circle and pressing the Delete you could just redraw the line - this new line will then replace the old one completely. button will erase the whole route for the currently selected section. The Remove Section button will remove the section completely, reducing the number the Site Details tab and increase the value in the No. of sections field there.'

Below the text box, there is a row of buttons for sections S1 through S10. The 'S1' button is circled in red. To the right of the buttons are 'Remove Section', 'Save Route', 'Insert Section', and 'Erase Route' buttons. The 'Save Route' button is also circled in red.

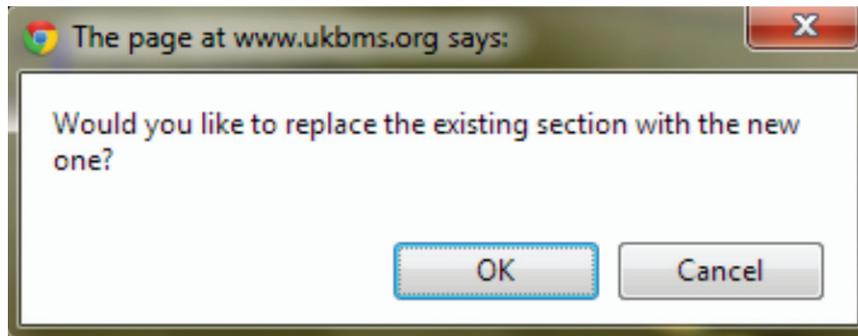
Below the buttons is a map showing a field with a dashed yellow line representing a route. The label 'S1' is placed at the start of the route. A red circle is drawn around the start of the route on the map.

Two red boxes with white text provide instructions: '\*You will need to select the line-drawing tool to draw your section route.' and '\*Click on the map to start the section, draw the route, then double-click to finish.'

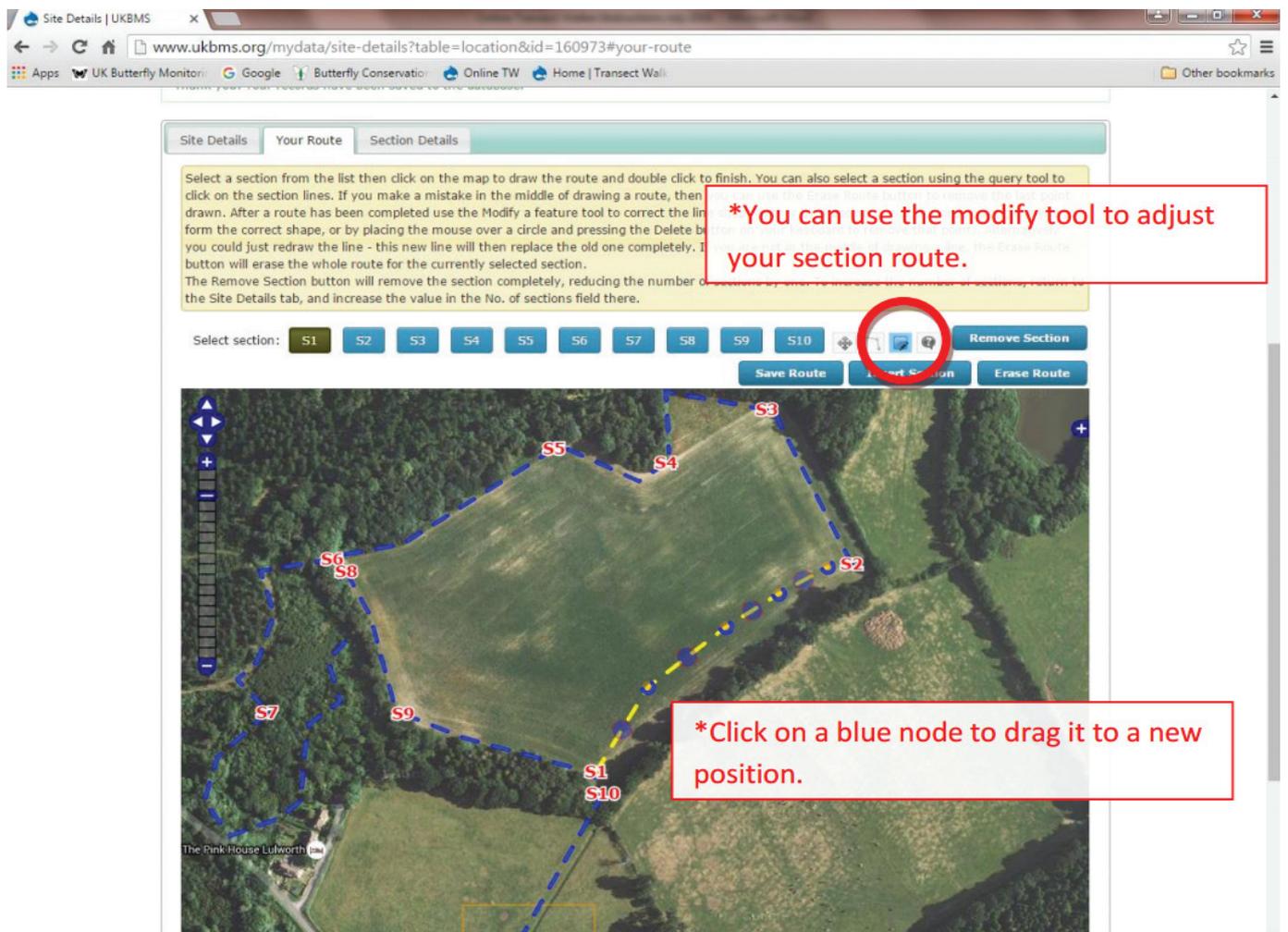
4. You need to use the line-drawing tool, which will show a small circle on the point of your cursor.
5. Click on the map at the start of your section, then draw the route by clicking on each corner or turning point until you get to the end of the section. Double click at the end of the section to finish drawing the line.
6. When finished, the complete section should be shown as a dashed yellow line. Now click on '**Save Route**' (or click the button for the next section (eg. 'S2') and you will be asked to Save your Route). You can now draw the route line for the next section.
7. Continue until you have drawn ALL sections.

8. Drawing the route can be tricky. So, if you are not happy with the result, there are several ways to make amends. Firstly, make sure the relevant section is highlighted.

9. You can just use the line drawing tool to redraw a new line over the top. When you double-click to finish, you will get the following warning, where you should click OK.



10. If you just need to move one or two corner points, then you can use the Modify tool. Small blue semi-circles will appear at each node on the line, and these can be dragged around into new positions. You can also add new nodes by dragging the mid-section of a line.



11. If you want to get the previous line out of the way first, you can highlight the modify tool and then click on **'Erase Route'**. You will be asked to confirm, and if you click 'OK' then the line for that section will be removed. You can then re-draw that section. Note that if you have made a mistake mid-section, this **'Erase Route'** button can be used to remove the latest node on that line.

12. **WARNING** – The **'Remove Section'** button will **remove the section completely**, reducing the number of sections on the transect, and possibly re-numbering the remaining sections. This should only be done if you need to rectify a mistake with the section numbers. If you get into problems with this, then please contact an administrator.

13. Once all the sections are drawn, please click on the **'Section Details'** tab and enter as many details as you can about each section, Saving as you go along. Note that the Grid Reference and Length for each section will have been automatically calculated from the line that you have drawn, so there is no need to adjust these fields.

The screenshot shows a web interface titled "Site Details" with two tabs: "View" and "Edit". Below the tabs is a navigation bar with three items: "Site Details", "Your Route", and "Section Details". The "Section Details" tab is highlighted with a red circle. The main content area is divided into three sections: "Section Details", "Section", and "Habitat and management".

**Section Details**

Select section: S1 S2 S3 S4 S5 S6

Section Grid Ref.: SZ575878 OSGB

**Section**

Details

Section Length (m): 150

**Habitat and management**

Habitat

Principal habitat present: 15. Dry semi/unimproved (flower rich) chalk/limestone grassland

2nd habitat present: 22. Dry scrub/shrub thickets

3rd habitat present:

4th habitat present:

14. **NOTE** - please remember to enter as many section details as you possibly can at this stage because, once you have started to enter butterfly counts, all site and section details will become locked and will only be editable by a site administrator.

## Notes for multiple walkers of a single transect

1. If your transect is shared between several individuals, there are a couple of approaches you can take to entering the data online. **We suggest that you discuss these options as a team before you set up your account(s).**
2. In the past, all walkers would normally send their paper data to the walk co-ordinator, who would then be responsible for all data entry. This approach is still possible for those who prefer it.
3. In this case, the walk co-ordinator will enter all walks as before, and will be able to review all the data on the Annual Summary table (see page 9) by selecting **'My data'** under **'Filter by recorder'**. This is because My Data refers to the data that you have entered.
4. If the other walkers also wish to view the data online, they could have their own login account on the system, but without entering any data. They would be able to view the data on the Annual Summary table by selecting the relevant transect site from the drop-down filter and then selecting **'All recorders'**.
5. Alternatively, the new system now allows all recorders to enter their own data for individual walks.
6. In this case, when you view the data on the Annual Summary table you can just look at your individual walks by selecting **'My data'** under **'Filter by recorder'**, OR you can look at the summary of walks for the whole team by selecting the relevant transect site from the drop-down filter and then selecting **'All recorders'**.
7. NOTE - it is important that these options are not confused, as this may lead to duplicate entries for some walks.

**Thank you for volunteering to take part in the Wider Countryside Butterfly Survey (WCBS) on your Breeding Bird Survey (BBS) square.**

The WCBS is organised by Butterfly Conservation and the Centre for Ecology and Hydrology, in partnership with the British Trust for Ornithology. Data from this survey feeds into the UK Butterfly Monitoring Scheme (UKBMS).



The BBS is run by the British Trust for Ornithology, in partnership with the Joint Nature Conservation Committee and the Royal Society for the Protection of Birds.

