

Pigeon Guillemot Volunteer Instruction Manual for Data Entry

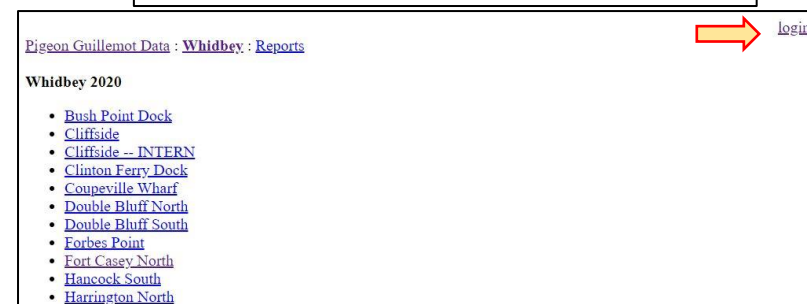
SECTION I: LOGIN USERNAME AND PASSWORD

1) Go to web address: pigeonguillemotdata.org You should see image A on your screen.

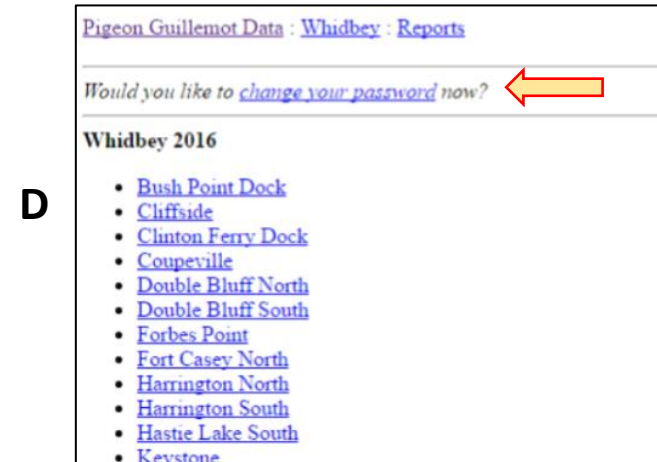
2) Click on “Your-Site’ – 2020” (If you click on “2019” you will see the data from last year and will not be able to make edits).

3)) Click on “login” in the top right corner (Image B).

4)) If this is your first time logging in or you do not remember your password, enter your email on file with the Guillemot Research Group, (for non-Whidbey volunteers this applies to site leaders only) click on the gray box that says “Send me a NEW password” (image C) and confirm that you want a new password sent to you. If you have previously logged in and know your password, enter your email address and password and click on the gray “Log in” box and proceed to step “7”.



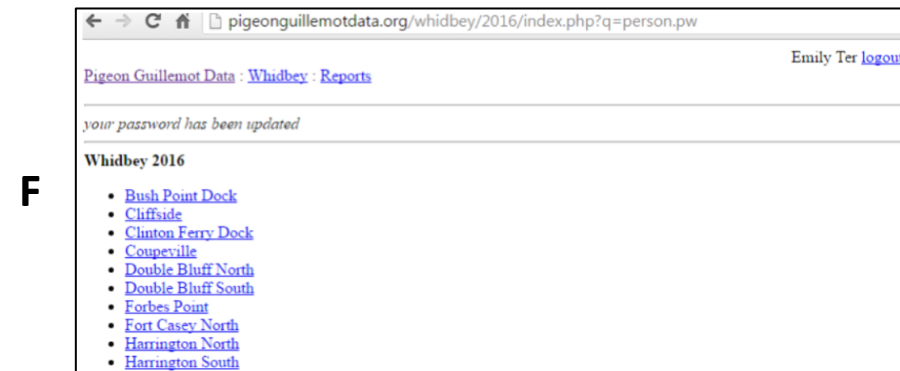
5) Check your email inbox for a message from “Pigeon Guillemot Study – Whidbey” with the subject “Pigeon Guillemot Data”. Open the message and click on the link provided. This will direct you to a list of colonies and a link to “change your password” (Image D). Click on this link.



6) Enter the password of your choice in the boxes provided and click “OK”. This will be your password for future logins. (Image E)



7) Image F (for your site) will be displayed on your screen, with a list of your site’s colonies, and your name and “logout” in the top right-hand corner. Click on the name of the colony relevant to you. Proceed to Section II for instructions on data entry.



SECTION II: DATA ENTRY

1) After logging in, find the name of your colony and click on the link (see Section I for help logging in). Make sure you are in the current year. You will be directed to a page specific to your colony's data (Image G – in this case, the colony name is ZZZ – Connie's Bluff). Click on "add NEW survey" located below the table. If this is the first survey of the year, the table will not be displayed. The table will develop as survey information is added.

G

	counts per survey date					
# adult PG			13	10	99	
# adult PG (@start)			5	5	25	
# adult PG (@middle)			7	7	37	
# adult PG (@end)			9	9	32	
tide			3.2	1.5	-5.5	
vol hours			12.52		6	

Legend for Burrow Visits Graphical Display:

- Each row represents one burrow.
- Each survey-date is represented by two columns
 - (left) VB (observations of visits without prey)
 - the background is gray if there was a visit on this or any previous date
 - (right) FB (observations of visits with prey)
 - the background is blue if there was a prey delivery on this or any previous date
 - Observed visits are shown by color-coded bars
 - (■) noprey (■) sculpin (■) gunnels (■) other
 - where the height of the bar represents visits for VB, and # of prey delivered for FB

[close legend](#)

Observed Burrow Visits

burrow	05-01	05-04	05-05	05-07	05-17	05-18	05-28	06-06	06-07	06-10
a1										
x5										
z3										
total										

burrows visited per survey date

	05-01	05-04	05-05	05-07	05-17	05-18	05-28	06-06	06-07	06-10
VB	-	-	1	1	-	1	-	-	-	-
FB	-	-	-	1	-	-	1	-	-	-
Tot	-	-	1	1	-	1	-	-	-	-

- [add NEW survey for ZZZ - Connie's Bluff](#)

For notes: [show entire note content](#) : [show just note title](#)

2) Click on the white text box to enter the date of the survey – a calendar will appear. Select the relevant date on the calendar and click the gray box that says “Enter data for this visit (summer 2019)”.

H

[Pigeon Guillemot Data](#) : [Whidbey](#) : [Reports](#) : [ZZZ - Connie's Bluff](#) : [Admin](#)

2018-06-07 Survey @ ZZZ - Connie's Bluff

Colony Wide Data for 2018-06-07 Survey
[\[enter/update \]](#)
 Start time:
 Observers:
 highest PG count today (before 9:00):
 PG count @start of survey:
 PG count @middle of survey:
 PG count @end of survey:
 Starting Tide : *feet* and direction : ?
 Total volunteer hours:

Burrows @ ZZZ - Connie's Bluff

- Burrows defined for this Colony for 2018
- a1, x5, z3 [\[add NEW burrow visited during this survey \]](#)
- Burrow visits noted on 2018-06-07

Disturbances noted on 2018-06-07 ... [\[add new disturbance \]](#)

Misc Notes re this 2018-06-07 Survey ... [\[add new note \]](#)

[show read-only version](#)

3) Colony Wide Data for your colony will open on the page. Click the “enter/update” link (Image H) to fill in your data. A blue box should appear (Image I) with white boxes for you to enter according to your data. ***Be sure to click “SAVE” after filling out each section***

I

[Pigeon Guillemot Data](#) : [Whidbey](#) : [Reports](#) : [ZZZ - Connie's Bluff](#) : [Admin](#)

2018-06-07 Survey @ ZZZ - Connie's Bluff

Colony Wide Data for 2018-06-07 Survey
[\[enter/update \]](#)
 Start time:
 Observers:
 highest PG count today (before 9:00):
 PG count @start of survey:
 PG count @middle of survey:
 PG count @end of survey:
 Starting Tide : *feet* and direction : ?
 Total volunteer hours:

Please fill out this form and Save

Survey Date: 2018-06-07

Start Time *h:mm*

Observer's

highest PG count today (before 9:00)

PG count @start of survey

PG count @middle of survey

PG count @end of survey

Starting Tide (*in feet*: -3.5, +4.2) enter tide direction at start of survey ▼

Total volunteer hours (including travel, survey, and data entry)
(use decimal notation - 2 hours 15 minutes is 2.25, 2 hours 20 minutes is 2.33, ...)

4) Continue on to the Burrows section. Add a new burrow if it has not yet been recorded, or click on the link to your burrow number if you are adding data to a burrow already listed. Enter prey data by recording delivery times and notes separated by a comma (Image J).

5) Continue on to the Disturbances section below the Burrows section. Click “add new disturbance” and fill in the Cause, Start time, Impact, and any other notes you would like to add (Image K). Remember to write “End” in place of a code, if the disturbance continues to the end of the survey time. *****Be sure to click “SAVE” after filling out each section*****

6) Miscellaneous Notes are optional. You may want to share relevant information such as weather, abnormal PG behavior, signs of predators, etc.

7) To continue entering data for another colony, click on “Your Site” at the top of the page, and you will be taken to Image F again. If you would like to see the summarized data for other colonies, click on “Reports” at the top of the page. To go to the home page, click on “Pigeon Guillemot Data”. To add another survey for the same colony, click on the colony name at the top of the page.

Colony Wide Data for 2018-06-06 Survey
 [enter/update]
 Start time:
 Observers:
 highest PG count today (before 9:00):
 PG count @start of survey:
 PG count @middle of survey:
 PG count @end of survey:
 Starting Tide : feet and direction : ?
 Total volunteer hours:

Burrows @ ZZZ - Connie's Bluff

- Burrows defined for this Colony for 2018
 a1, x5, z3 [add NEW burrow visited during this survey]
- Burrow visits noted on 2018-06-06

[z3] ...

Enter 2018-06-06 info for burrow z3, then SAVE

Burrow z3 [edit](#) [enter times of visits ...](#)

NO prey 7:10 [2]

sculpin 7:15, 7:22 [2]

gunnels 7:25 [2]

other prey 7:45 [2]

Any other notes re this burrow (free-form text)
 Other at 7:45 was a perch

Save Cancel

Disturbances noted on 2018-06-06 ... [add new disturbance]
 [h:mm () Please select cause of disturbance.]

Misc Notes re this 2018-06-06 Survey ... [add new note]

2018-06-06 Survey @ ZZZ - Connie's Bluff

Colony Wide Data for 2018-06-06 Survey
 [enter/update]
 Start time:
 Observers:
 highest PG count today (before 9:00):
 PG count @start of survey:
 PG count @middle of survey:
 PG count @end of survey:
 Starting Tide : feet and direction : ?
 Total volunteer hours:

Burrows @ ZZZ - Connie's Bluff

- Burrows defined for this Colony for 2018
 a1, x5, z3 [add NEW burrow visited during this survey]
- Burrow visits noted on 2018-06-06

[z3] 1-noprey 2-sculpin 1-gunnels 1-other *

Disturbances noted on 2018-06-06 ... [add new disturbance]
 [h:mm () Please select cause of disturbance.]

Enter info for this 2018-06-06 disturbance, then SAVE

Cause: Beach Walker

Started @ 7:18 [2]

Impact: None (or minimal) 0-2 min

Other notes? :

Save Cancel

[7:10 (Sm) Eagle.]

Misc Notes re this 2018-06-06 Survey ... [add new note]