### Using eBird for Grass River Natural Area (Note 1)

#### Register a New account

1. **Enter a new Checklist for the GRNA Hotspot**
   - Your eBird Username and Password
   - Enter checklist name: "Grass River Natural Area"
   - Enter Date, Observation Type, Time etc.
   - Enter number of individuals for each species seen
   - Complete Checklist: <yes> or <no> then <Submit>

2. **Enter a new Checklist for "My Location"**
   - Your eBird Username and Password
   - Enter checklist name: "My Location"
   - Enter Date, Observation Type, Time etc.
   - Enter number of individuals for each species seen
   - Complete Checklist: <yes> or <no> then <Submit>

3. **Using BirdLog**
   - BirdLog is a new Program for entering a checklist
   - Data can be added from a smartphone or tablet
   - No need to make field notes then enter later
   - See BirdLog.com for download and instructions

4. **Share your Checklists with fellow observer (Note 3)**
   - Your eBird Username and Password
   - Enter other observer’s eBird username or email in “to” box
   - Enter trail name or number and Checklist
   - Share Checklist

5. **My Locations**
   - Your eBird Username and Password or "GRNA Trails"
   - Enter Location Name, <Share> for desired Checklist
   - Add Green <Point> at desired Location
   - Move Green <Point> (if required)
   - Use <Map> for <Species name>:
     - Bar Charts - Sightings
       - Red <Point> is for last 30 days, Blue <Point> for earlier

6. **Life List**
   - Your eBird Username and Password or "GRNA Trails"
   - Enter Location Name, <Share> for desired Checklist
   - Red <Point> is for last 30 days, Blue <Point> for earlier

7. **Checklists for County, County Hotspot List, Bar Charts**
   - Any account or no account
   - Enter County, State, <Continue>
   - Add Green <Point> at desired Location
   - Move Green <Point> (if required)

8. **Species Name, Species Map and Recent Sightings**
   - Any account or no account
   - Enter desired Bird and Antrim County for Species Map
   - Select one or more Trail(s) then <Continue>

9. **Import other Locations (Note 3)**
   - Use 15 to find Lat/Lon and Name of Existing Location for your My Locations
   - Use 10 to enter Lat/Lon and Name of Existing Location for your My Locations
   - Another Option might be to make the Location a Hotspot.

10. **Create a New Location**
    - Your eBird Username and Password or "GRNA Trails"
    - Enter Latitude/Longitude from 15E
    - Location Name, <Continue>
    - Add Green <Point> at desired Location
    - Move Green <Point> (if required)

11. **Checklist Options**
    - Checklist Options: <Change Location>, <Set Years>
    - Checklist Options: <List Seen>, <Hotspots> for County, <Recent Visits>

12. **Species Map, Locations Map and Recent Sightings**
    - Any account or no account
    - Enter desired Bird and Antrim County for Species Map
    - Select one or more Trail(s) then <Continue>

13. **Bar Charts, Species Map (Also 14)**
    - Any account, no account or "GRNA Trails"
    - Enter Lat/Lon (GRNA 44.9, -85.3) or paste lat/lon from 15E
    - Zoom in to area of new Location
    - Move Green <Point> (if required)

14. **My Locations**
    - Your eBird Username and Password or "GRNA Trails"
    - Enter Location Name, <Share> for desired Checklist
    - Add Green <Point> at desired Location
    - Move Green <Point> (if required)

15. **Procedures 5,8,12 or 14**
    - Use the Desired Goal
    - Select one or more Trail(s) then <Continue>

Note 1 - The <Help> Selection provides comprehensive information for most questions. See also <More Info> or <?>

Note 2 - Not necessary to sign in each time if you checked <Stay signed in> on the Sign In page and you are signing in on the computer you used when checking this option.

Note 3 - A Location from any other account can be added to your account by signing in using the other account’s name and password, then sharing a Checklist for that location to your account.

If you then delete that Checklist from your account it will keep the Location in your account, but delete the Observations. For "GRNA Trails" see 17.