

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

Procedure	Open website "eBird.com" and Sign In ( Note 2) as:	(A) then Select>	(B) then Select>	(C) then Select>	(D) then Select>	(E)
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### Register a New account

1 Register a New eBird account	<Sign Out>	<Register as a New User>	<Create an Account>	Enter Form Data	<Create Account>
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### Enter a Checklist

2 Enter a new Checklist for the GRNA Hotspot	Your eBird Username and Password	<Explore Data>, <Explore Hotspots>	Enter "Grass River Natural Area", <Submit Data>	Enter Date, Observation Type, Time etc, <Continue> (Note 1)	Enter number of individuals for each species seen	Complete <b>Checklist</b> : <yes> or <no> then <Submit>
3 Enter a new Checklist for "My Location"	Your eBird Username and Password	<Submit Observations>	<DropDown Arrow>, <Select Location>, <Continue> or <Find it on a Map> (See 9-11 or 17 to add a Location to your account)	Enter Date, Observation Type, Time etc, <Continue> (Note 1)	Enter number of individuals for each species seen	Complete <b>Checklist</b> : <yes> or <no> then <Submit>
4 Using BirdLog	BirdLog is a new Program for entering a checklist	Data can be added from a smartphone or tablet	Does not require internet connection	No need to make field notes then enter later	See BirdLog .com for download and instructions	

### My Checklists (See also 12,13,14 and 15)

5 My Checklist - List, View or Edit, Share, Delete a Checklist	Your eBird Username and Password or "GRNA Trails"	<My eBird>, <Manage My Observations>	Sort by Date <u>or</u> Location (opt)	<View or Edit>, <Share> or <Delete> for desired <b>Checklist</b>		
6 Share your Checklists with fellow observer (Note 3)	Your eBird Username and Password	<My eBird>, <Manage My Observations>	Sort by Date <u>or</u> Location (opt)	<Share> for desired <b>Checklist</b>	Enter other observer's eBird username or email in "to" box	Enter comments (opt), <Share Checklist>
7 Share your Checklists with "GRNA Trails" (Note 3)	Your eBird Username and Password	<My eBird>, <Manage My Observations>	Sort by Date <u>or</u> Location (opt)	<Share> for desired <b>Checklist</b>	Enter "GRNA Trails" in "to" box	Enter trail name or number and other observers in "Comments" box, <Share Checklist>

### My Locations

8 My Locations - List, Rename, Move, or Merge Location	your eBird username and password or "GRNA Trails"	<My eBird>, <Manage My Locations>	<Edit> for desired Location:	Options: <Suggest as Hotspot>, <Rename>, <Move>, <Merge>		
9 Create New Location (Find it on a Map)	Your eBird Username and Password	<Submit Observations>, <Find in on a Map>	Enter County, State , <Continue>	Zoom in to area of new Location	Add Green <Point> at desired Location	Enter Location Name, <Continue>
10 Create New Location (Latitude/Longitude)	Your eBird Username and Password	<Submit Observations>, <Use Latitude/Longitude>	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), <Continue>	Enter Location Name, <Continue>
11 Import other Locations (Note 3) (See 17 for GRNA Trails)	Your eBird Username and Password	Use 15 to find <b>Lat/Lon</b> and <b>Name of an Existing Location</b>	Use 10 to enter <b>Lat/Lon</b> and <b>Name of Existing Location</b> for your <b>My Locations</b>	Another Option might be to make the Location a Hotspot.		

### Species

12 Life List	your eBird username and password or "GRNA Trails"	<My eBird>, Your Life List: <#> Species	Sort by <Alphabetic>, <Taxonomic>, <Location>, <Date> (opt)	<Species name>: <b>Life List</b> for Species <back>	<Location Name>: <b>Life List</b> for Location <back>	<Date> for Location: <b>Checklist</b> for Location-Date <My eBird>
13 Checklists for County, County Hotspot List, Bar Charts	Any account or no account	<Explore Data>, <Explore a Region>	Enter County, State , <Continue>	<b>Checklist List</b> Options: <Change Location>, <Set Years>	<b>Checklist List</b> Options: <Overview>, <Hotspots> (for County), <Recent Visits>	<b>Checklist List</b> Options: <List Seen>, <First Seen>, <High Count>, (<Bar Charts> is same as 14)
14 Bar Charts, Species Map (Also 18)	Any account, no account or "GRNA Trails"	<Explore Data>, <Bar Charts> then "Choose a Location"	<State>, <Counties in State>, <Continue>, <Counties>, <Continue>, <u>or</u> <My Location(s)>, <Continue>	<b>Bar Chart</b> Options: <Change Date>, <Change Location>	<b>Species Map</b> , Select <Map> for the desired species	Select <Point> for <b>Checklist</b>
15 Species Map, Locations Map and Recent Sightings	Any account or no account	<Explore Data>, <Species Map>	Enter desired Bird and Antrim County for <b>Species Map</b>	Note: For <b>Locations Map</b> use a common bird (Blue Jay/Crow)	Red <Point> is for last 30 days, Blue <Point> for earlier	Select <Point> for <b>Checklist</b> - Select <Map> for <b>Lat/Lon</b> and <b>Name of an Existing Location</b>

### GRNA BirdBlitz

16 Procedures 5,8,12 or 14	User name="GRNA Trails" password = "birdcount"	Use the Desired Goal				
17 Add Your BirdBlitz Observations to your account (Note 3)	User name="GRNA Trails" password = "birdcount"	<My eBird>, <Manage My Observations>	Sort by <Date> or <Location> (opt)	<Share> for Checklist you want to add to your account	Enter your account name in "to" box.	<Share Checklist>
18 Bar Chart for Birds seen on selected Trail(s) (also 14)	User name="GRNA Trails" password = "birdcount"	<Explore Data>, <Bar Charts>	Select <My Location> at the bottom of the page	Select <DropDown arrow> at end of selection bar	Select one or more Trail(s) then <Continue>	<Change Location> or <Change Date> (Opt)

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.