

NATIONAL PHENOLOGY NETWORK DATA INSTRUCTIONS

To create an account or view data
on the Florida Google Earth map on the USA-NPN site

TO CREATE AN NPN ACCOUNT AND ENTER BLUEBIRD DATA

1. Go to NPN home page <http://www.usanpn.org/> and click “Log in.”
2. Click “Create new account” and complete “Account Information” form.
 - A. In “Partner Organizations,” in “User terms” block, enter “Florida Bluebird Society.”
3. After completing “Account information” form, click “Create new account” at bottom of page.
4. Screen will appear saying your “Log in” was successful and will show your account information.

YOU ARE NOW READY TO ADD YOUR BLUEBIRD TRAIL

1. On left side of screen you will see your user name and under it the following four categories:
 - A. “My Account,” which will be highlighted;
 - B. “Nature’s Notebook”;
 - C. “Create content”;
 - D. “Log out.”
2. Click on “Nature’s Notebook” and a new screen with four “bubbles” will appear:
 - A. “Add a New Site”;
 - B. “Add or Edit Plants”;
 - C. “Add or Edit Animal Checklist”;
 - D. “Enter Observations.”
3. Click on bubble which says “Add a New Site.”
4. A new screen will appear. Fill in the requested information.

- A. This will be the address of your trail. If you have a very large trail use an address that is correlated to any portion of the trail, as you will be able to drag the pin to the actual central location of the trail if necessary.
 - B. You can choose any name, such as a park, golf course or retirement community. The name you choose will show on the map as the title and your address.
5. A red pin and tool bar will appear. You can use your mouse to drag the pin to the exact location of the nest box in your yard or, if you have a large trail in a park or retirement community, you can drag the pin to the central location of the trail.
 6. Scroll down and complete “Optional Additional Information” to give more specific details about your trail.
 7. Click “Create site” button at bottom of page

[ATTENTION: Explorer 9 on this site will not work in IE9 unless you set “compatibility mode.” If this is the case for your computer the IE message comes up, “Attention Internet Explorer 9 Users: Please use the Compatibility Mode feature on your browser to properly view this site. The site will not function properly without enabling this feature.”

When you turn on “Compatibility View” the website you’re viewing will be displayed as if you’re using an earlier version of Internet Explorer (IE).

If IE recognizes a web page that isn’t compatible you’ll see the “Compatibility View” button on the Address bar. Click the “Compatibility View” button to make the icon change from an outline to a solid color.

After this the website will be displayed in “Compatibility View.” However, if the website receives updates in the current version of IE, “Compatibility View” will automatically turn off and the process described above will have to be repeated.]

8. After clicking “Create site” a new screen will appear displaying the name of the site you created and two “bubbles” that say “add or edit plants” or “add or edit animal checklist.”
9. Put in the state in which the trail is located.
10. In species group select “Bird.”
11. On the drop-down bar choose “Florida Bluebird Society” if you are a member or planning on becoming a member of the Florida Bluebird Society in the immediate future. (Membership applications can be downloaded from the Florida Bluebird Society’s home page – floridabluebirdsociety.com). If not a member and not planning on becoming a member of the Florida Bluebird Society select “USA-NPN.”
12. From the scroll down list highlight “Eastern Bluebird” and on the bar to the right click “add to checklist.” Then click “save checklist.”

13. The notation “Your animal checklist was successfully saved” will appear at the top of the page under “Animal Checklist.”
14. Scroll back to top of page and click bubble which says “Enter Observations.”

YOU ARE NOW READY TO ADD DATA FOR YOUR BLUEBIRD TRAIL

1. On new screen under “Submit observations” are boxes with small calendar icons for entering the date and time.
2. Click calendar icon in box on left and a calendar for the current month and year will appear.
3. At top of calendar, on either side of the name of the month, are small single and double arrows. Clicking the single arrows will change the month and clicking the double arrows will change the year. Set the calendar for the correct day, month and year of your observation.
4. Ignore the next three lines: “Report your contribution time”; “Report your animal observation methods”; and “Report on snow.”
5. Click “eastern bluebird” and a questionnaire with 10 “yes” or “no” questions will open.
6. **IMPORTANT:** The first question is “Do you see active individuals?” Click “Yes,” (even if you checked a nest with eggs but did not see any bluebirds) and put in a number for “how many.”
 - A. Do not spell out the number but put in the number symbol.
 - B. This is important because if you don’t record seeing any activity your entry will not record on the Florida map.
 - C. The focus of the report is on the nesting activity of the Eastern Bluebird, which will be recorded in the “Comments” section.
 - D. Answer the remaining nine questions according to your field observations and go to “Comments” section.
7. For uniformity, information in “Comments” section should be entered in following order: (Note: for ease of use, this information is repeated at the end of these instructions.)

Florida Bluebird Society Data

Report each bluebird trail separately. Please identify by trail location or number.
(EX: Penney Retirement Community, Penney Farms, Clay County, FL;
or Trail Number 01)

Location of bluebird nest box trail: GPS, county, town, address or location (This will be plugged in when the site is created.)

Summary of nest boxes for ---- season
(EX: Summary of nest boxes for 2011 season)

Habitat: Mixed open area such as golf course, open yard in suburban development, cemetery, park, or open forest

Number of bluebird nest boxes in this trail (how many boxes were placed in trail?):

Total number of active bluebird nest boxes in this trail (boxes utilized at least once by a breeding pair):

Date of first nest attempt:

Date first egg laid:

Date last egg (clutch) laid:

Total eggs laid in all nest boxes in this trail (for all clutches laid in all active boxes):

Number of hatchlings from nest boxes in this trail (for all nestings in all active boxes):

Number of birds fledged from all nest boxes in this trail (for all nestings in all active boxes):

Date last bird fledged from nest box in this trail:

Total number of nestings in this trail (added up for all active boxes):

Brief comments: Include especially any observations of predation or of animals eating new fledglings, or loss of nests because of other disturbances; if there was any loss due to human interference; also note whether birds are supplemented with food or living in an irrigated area.

NOTE: FOLLOWING IS A SAMPLE ENTRY

Florida Bluebird Society Data

Location: Trail located at Penney Retirement Community, Penney Farms, Clay County, FL;

Summary of nest boxes for 2011 season

Habitat: Mixed open area (golf course) and open yards;

Number of bluebird nest boxes in trail: 38;

Number of bluebird nest boxes in trail utilized: 31;

Date of first bluebird nest attempt: Week of March 7, 2011;

Date first bluebird egg laid: Week of March 14, 2011;

Date last bluebird egg (clutch) laid: Week of August 9, 2011;

Total bluebird eggs laid in all nest boxes in this trail: 293;

Number of bluebird hatchlings: 226;

Number of bluebirds birds which fledged: 217;

Date last bluebird fledged: week of August 30, 2011;

Total number of bluebird nestings: 67;

Notes:

Also fledged 11 Carolina Chickadees from these nest boxes;

2 bluebird nestlings killed by snake;

1 bluebird nestling killed by ants;

1 bluebird nestling dead by unknown cause;

2 instances in which new bluebird nests built on top of existing bluebird nests containing eggs;

2 cases of human interference in which 4 bluebird eggs destroyed;

5 bluebird nestlings from one nest and 2 bluebird eggs from another nest disappeared, maybe due to snake predation.

8. After data is entered click "Submit observations."
 9. Notation that data was successfully recorded will appear near top of page.
 10. To add data to existing account, return to instructions for **"YOU ARE NOW READY TO ADD YOUR BLUEBIRD TRAIL."**
TO VIEW DATA PREVIOUSLY ENTERED ON NPN
1. You don't have to log in to view data already entered on the USA-NPN site.

2. After going to the usanpn.org home page, scroll down to the bottom left hand corner and under the title “Visualization Tools” click on a red tab that says “Explore data collected through Nature’s Notebook”.
3. Click on “Click here to access visualizations” at the top of this page. (Not sure why this happens but if a screen pops up that says “You must specify the WDSL location with useproxy set to false. null,” just click “OK” if that is an option or if you get a screen that says “Initialization failed please specify an API key or client id.” Then go back to the home page using the arrow back and try repeating step 1&2. You should then get the correct screen with the map of the U.S.
4. The box in the middle of the screen titled “select species” has a list of species. Scroll down to “eastern bluebird” and click on that to highlight. Then click “add to list.” Then click “map” in orange under that. If you want to get rid of the boxes on the top, click on “close” at the top. On the toolbar on the left, use the arrow and plus or minus symbols to access the state of Florida better. You will see orange circles. Move your cursor over them and you will see the titles: one in Ocala, that is Barbie Arms’ Sweetwater Oaks trail; one is Penney Retirement Community that is Bill Pennewill’s trail. Click on the circle or trail you would like to access.
5. Almost halfway down the screen you will see a box with the years. Click the top arrow to get to year 2011 and “eastern bluebird” will come up in the box. Click on that to highlight “eastern bluebird.” Then click “Add Phenophases for species” in gold box below.
6. To position the screen to visualize the month you would like to access, move the green bar at the top of the screen to the left and you will see red bars under the “year” button and the “remove” button. Move your cursor over the red bar under the “year” button and you will see the date the data was submitted. Click on the bar under the “remove” button and you will see the trail info added to the comments section. If you want to see another trail, scroll down to the bottom of the page and hit the “X” to log out of this entry and repeat the steps.

(NOTE: Keeping a single sheet on each nest box is the best way to organize data and to simplify maintaining records that can be used later to summarize the information collected. The Florida Bluebird Society suggests using the NESTWATCH data sheet available for download at <http://www.nestwatch.org/bbimages/PDFs/NWDataSheet.pdf> or the data sheet which can be downloaded from the FBS web site at floridabluebirdsociety.com or monitoring sheets available online from other bluebird societies affiliated with the North American Bluebird Society.

By using a single data sheet to record the information for each nest box, at the end of the season you will be able to summarize the requested data for submission on the National Phenology Network)