

Instructions for counters who will be using eBird to submit their results

(Revised 17 November 2024)

REALLY IMPORTANT: Start a new list if your mode of travel changes (i.e., switching from driving to walking). Please do not combine two different modes of travel on a single list.

eBird the way you normally would—with a few **IMPORTANT** exceptions.

#1. Put the following information in the **Checklist Comment**:

- Zone # followed by an asterisk*
- Mode of travel **other than walking**
- Names or initials of the people with you (optional but helpful)
- Any other comment you would like to make (weather, special conditions, unusual sightings, etc.).
!!The zone information MUST be the first thing in the comment.

Example: 2* By bikes, Cathy Smith, EmmaS, Rebecca S, raining

(Zone 2* is okay, too, but we just strip “Zone” from the data when we use it.)

- If you travel by car between a number of sites, you can create a single “Incidental” eBird list to cover all the distance and time and list any birds detected while travelling on that list. If you prefer, you can create a list for each time you move between locations. Add the time and distance travelled in the comments, as eBird will not collect this for incidental lists. You can do this even if you didn’t see any birds while you travelled. You do not have to add time travelled if you were not looking for birds en route (e.g., driving alone and not looking for birds)

Example: Zone 3* By car, 2 hours 28 km, Ann N

#2. Share your checklist with **CBCBCVI** and **CBC#BCVI** (where # is the number of your Zone)

You may also share with anyone else on your team.

- **If you are counting on your own**, you need to add a participant to get the sharing link. Change it back to 1 after you’ve shared the list.
- **If you’ve submitted but forgot to share**, you can access your checklists by going to eBird on the web (not the mobile app) and add the shares there. **It is critical that the lists be shared or the results won’t be included.**
- **Let your Zone Leader know how many checklists you submitted**, and the minimum and maximum number of groups (parties) you split into during the day. Email cbc#@naturevictoria.ca (where # is replaced by your Zone number. E.g cbc7@naturevictoria.ca)

#3. Only count the birds that are in your own zone!

The biggest difference between regular eBird lists and Christmas Bird Count eBird lists is that you must only count birds that are in your zone. (eBird normally wants you to count any birds you see while your feet are within your zone.) If you are seeing birds outside your zone **that you don’t think are being counted by the counters from that zone**, **create a new list and share it with that zone, not your zone**. If you are seeing birds outside your zone that you are not counting, you can choose “NO” for the “Did you count all the birds you could identify question.

Normal rule reminders:

- **If you backtrack** along your route, reduce the distance for the overlap. For instance, if you walked 1 km along a road, and then walked back along the same road, still counting birds, reduce your travel distance to 1 km (eBird tracking will have calculated 2 km).
- Give your best estimate of the number of birds if you can't actually count them.
- **Use hotspots** if you are counting in one (most parks, common birding locations).
- **Start a new list if your group splits** (i.e. are not within sight of each other), **the second group should start their own eBird list.** Don't just add the birds to the first list.
- **Start a new list if your mode of travel changes** (i.e., switching from driving to walking)
- If you like to see all your results compiled, you can now summarize your day's effort using eBird Trip Reports. <https://ebird.org/news/introducing-ebird-trip-reports> (optional)