**Instructions for Team Leaders and eBirders for CBC day**

#### Scout your sector and plan your day

* **Team leaders should contact team members and let them know where and when to meet on January 2.**
* If you plan to go to lunch, please let your team know. If not, please remind them to pack a lunch and bring plenty of water.
* There will likely be one or two main locations in your sector that the team has birded in the past. We need those locations covered, but you are free to cover the rest of your sector as you see fit.
* Scouting your sector ahead of time will help you plan to cover additional locations while making the best use of your time. Look for varied habitat. Roadside ponds, farm fields, parks, even gas stations can be great hotspots.
* Count week birds are counted 3 days before and 3 days after our count day. Let me know what birds you saw that we did not see on count day so your data can be included in our report.
* If you scout during the 3 days before the actual count, any birds you see those days but miss on the count day, can be included as a "count week" bird.

#### eBirders –

#### Create a Trip Report

* All counts will be submitted thru eBird and compiled using trip reports.
* Please make sure you have a way to charge your phone during count day. Either in your car or bring a battery pack as eBird uses quite a bit of battery!
* If you need a reminder on how to create a trip report, please go to <https://www.brownwoodbirders.com/> and check out our Christmas Bird Count page. There is a trip report YouTube video. <https://www.youtube.com/@BrownwoodBirders>

If you need any additional help, please feel free to contact me directly and I can walk you through it.

* Use the following format when naming your report:

**The Villages Lake Panasofkee CBC – Sector \_\_\_\_ Team \_\_\_\_\_**

* Please make sure to email the link to your trip report to [estakenborg@gmail.com](mailto:estakenborg@gmail.com) and to accept my invitation to join the master trip report where all of our data for the entire circle will be compiled.
* There should only be one person designated to be the eBirder for each team.
* If your teams combine to cover a larger area, please make sure to designate only one person to create the checklist for that area.
* If you break into smaller groups, **each group will need a designated eBirder and that person will need to be added to the trip reports**.

**Rare Bird Documentation**

* If eBird flags a species as rare, a Rare Bird Report will need to be completed by the person(s) who saw the bird.
* Of course, the best documentation to support the sighting is a photograph but if that is not possible, please complete the Rare Bird form as completely as possible.
* These forms need to be given to me at the end of count day (preferably at the count-up party or sent by email to [estakenborg@gmail.com](mailto:estakenborg@gmail.com) – do not send to Bruce Anderson!)

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#### AFTER THE COUNT

#### Report effort

* Each team leader should complete the time and effort sheet which has been sent previously. If you need another copy, please check brownwoodbirders.com on the Christmas Bird Count page where there is a downloadable form.
* You may prefer to enter your time and effort information in the narrative section of your trip report. That is perfectly acceptable. Information on creating a narrative is contained in the YouTube video on creating a trip report on the Brownwood Birders website.
* eBird makes this easy: As long as you accurately reported your mileage on each checklist, (only counting ONE-WAY mileage), you can add up the hours and miles for your walking checklists. Round to the nearest quarter hour and quarter mile.  That's what you report for #hours and #miles walking. Now total your driving checklists. Report this number for #hours and #miles by car. If you're using a golf cart or boat, report those hours and miles as well, all separated by type of transportation. (It may be easiest to set your odometer to 0 on count day.)
  + Include start and stop teams
  + # hours # miles walking
  + # hours # miles by car
  + # hours # miles by golf cart
  + # hours # miles by boat
* If you spent time owling, report that time separately.
  + # hours # miles owling
* Report the # of people on your team and if you stayed in one group.
  + If split, how many sub-teams did you have in total?
* Add names of all team members
* Feel free to add any additional info you feel might be helpful for the team to know next year. Where you started, your route/main stops, where you found any rare or uncommon birds, etc.