New Zealand Bird Atlas field data sheet

Please fill out a separate field data sheet for each complete bird checklist
Please send completed field data sheets to: NZ Bird Atlas, PO Box 607, Blenheim 7240

Observer details

<table>
<tr><td rowspan="2">Observer(s)

Please provide full names of all observers who contributed to this checklist</td><td colspan="2">Do you want this data to be entered into eBird under your own name(s)?
YES, use the observer name(s) provided   or NO, I'd prefer to remain anonymous   (circle one)</td></tr>
<tr><td>Street</td><td></td></tr>
<tr><td rowspan="4">Contact postal address</td><td>Suburb or RD No.</td><td></td></tr>
<tr><td>Town/City</td><td></td></tr>
<tr><td>Postcode</td><td></td></tr>
<tr><td colspan="2"></td></tr>
<tr><td>Contact phone number and/or email address</td><td colspan="2">Phone: Email:</td></tr>
</table>

Location details

Grid square code (e.g. BQ60)	
NZTM Easting (7 digits)	
NZTM Northing (7 digits)	
Location name/description Please provide as much detail as possible to enable us to pinpoint your location on a map	

Date & effort details

Date (dd-mm-yyyy)	
Survey type (circle one)	**Stationary** **Travelling**
Start time (use 24h clock)	
Finish time (use 24h clock)	
Distance travelled (For travelling counts only; measure or estimate to nearest 0.1 km)	
Checklist comments (e.g. description of ephemeral habitat type)	

Bird checklist

Are you submitting a **complete checklist** of the birds that you were able to identify?   **Yes**   **No**   (circle one)

Species name	Number	Running tally/species comments

How to fill in the New Zealand Bird Atlas field datasheet

One field data sheet should be filled in for each complete bird checklist that you compile. The field datasheet is a two-page datasheet and requires the following data to be filled in:

Observer details

- Record the first and last names of all observers who contributed towards completing the checklist.
- Observers will also need to indicate whether they would like their checklist data entered into eBird under their name(s) or as an "anonymous ebirder".
- The observer who is submitting this datasheet should also record their **contact details** in the form of a postal address, a phone number and/or email address.
  Note, this contact information will not be entered into eBird or shared with any other parties. Its sole purpose is to allow the National Atlas Coordination team to contact the observer if the team has any questions regarding the data that has been submitted.

Location details

- Each 10 x 10 km grid square is identified by its own unique code (e.g. BQ60). Record the **grid square code** for the grid square in which you compiled this checklist. If you're not sure which grid square you have been birding in, leave this field blank.
- Record the **New Zealand Transverse Mercator coordinates** for the location at which you compiled your checklist. Each set of coordinates should consist of an **Easting** (7 digits) and a **Northing** (7 digits). If you are unsure of your coordinates, leave this field blank.
- Record a brief **location name** or **description,** describing the location where you compiled your checklist. Please provide as much detail as you can, and use unambiguous place names.
  Some examples of good location names include:
  - 80 Rarangi Beach Road, Rarangi Beach, Marlborough.
  - Coastline from Cape Campbell to Marfell's Beach.
  - Lake Chalice circuit track, Mt Richmond Forest Park
  Some examples of bad location names include:
  - My house, Blenheim
  - Wellington Harbour
  - Grid square CA60

Date and effort details

- Record the **date** on which the checklist was compiled (use dd/mm/yyyy format)
- Record whether you completed a **Stationary** count or a **Travelling** count for your checklist. A stationary count is one where you compiled your checklist at a single, fixed location within a habitat (e.g. a five-minute bird count). A travelling count is one where you compiled your checklist while traveling through a habitat (e.g. walking along a river).

- Record the **time you started** compiling your checklist and the **time you finished** your checklist. The time is to be recorded in 24-hour clock (e.g. 18:02 rather than 6.02pm).
- If you have completed a travelling count you will also need to specify your **distance travelled** in kilometres (km) while compiling your checklist. Distance should be measured or estimated to the nearest 0.1km.
- There is also a field for observers to enter any **checklist comments.** If you happened to compile your checklist in an "ephemeral" habitat (any habitat type which will only exist for a very short time (e.g. an annual crops, freshly-ploughed field, recently harvested plantation forest or flooded paddock), then please provide a description of that habitat here.

Bird checklist

- Specify whether you are completing a **complete checklist** or not. A complete checklist is one in which you've recorded all of the bird species that you were able to identify.
- Record the common name of all of the bird species that you encountered while completing your checklist in the **species name** column. Please write species names out in full, rather than using abbreviations or codes.
- The **number** column is where you record the total number individuals of each species you encounter while completing your checklist. Observers don't need to differentiate between birds seen or heard. For large flocks, an estimate of the number of individuals present is acceptable.
- The **running tally/species comments** field provides you with a space to keep a running tally of the number of individuals you see for each species. This tally should then be entered into the **number** column as described above. The New Zealand Bird Atlas is not specifically recording information breeding activity or age/sex class data, but these data can be recorded in the **running tally/species comments** column if observed. We particularly encourage participants to record observations of breeding activity (e.g. nest building, incubating eggs, feeding young etc), if observed.