

# MNBBA Easy Guide



## To Register

Registration is required to sign up to survey a block or enter observations. However, no registration is necessary to browse the maps or review results to-date.

- On the project website, [www.mnbba.org](http://www.mnbba.org), click on *Join the Project*
- A Welcome page opens. Click on *click here* to create a username and password and complete the other required fields.
- When you complete registration, your My Home page will display with your name at the top. You can continue to browse for blocks or enter data. The next time you need to log in, click on Sign-in.

## To Find and Request a Priority Block (for Block Surveyors)

- From your My Home Page (or by clicking on the *Request a Block* tab on [mnbba.org](http://mnbba.org)), click the *View Regions and Blocks* tab, then zoom or pan to your area of interest. When you find an available priority block, outlined in red with no blue fill, single-click and select *Request to own this block*.
- Click *Submit* in the request window. When your request is processed, a link to that block appears on your My Home page.

## To Identify the Block ID for an Observation (for Field Observers)

- From your My Home Page (or by clicking on the *Request a Block* tab on [mnbba.org](http://mnbba.org)), click the *View Regions and Blocks* tab, then zoom or pan to your area of interest. It may be helpful to use the Satellite display option.
- Click within the block to see the Block ID and select the *Enter Observations* link.

**Notes:** You can also use *Alternative Block Finder–Google Maps* under *Regions and Blocks* on the [mnbba.org](http://mnbba.org) home page. Click to display the block outline and identify the block ID at the top of the map. To request that a block be assigned to you, use the *Request Block* button.

## To Enter Observations

From your My Home Page, click the *Enter Observation* tab (or on [mnbba.org](http://mnbba.org), click *Enter Observations*).

- On the Enter Observations page identify the Block ID from the options presented.
- On the Data Entry Options page, select the *Highest Breeding Bird Code, Single Day* option for observations from one date. (To enter sightings in the same block on more than one date, click the *Multiple Days* option).
  - On the Data Entry page, enter the date in mm/dd/yyyy format. Then, find each species and select the evidence code for that species. If you get an “*Oops*” message, read the text and either edit or confirm the species data. Click *Continue*.
  - On the Review page, check your data, add field notes and locations if necessary. Click *Submit*. Data is not saved until the Submit button is clicked.
  - On the Block Effort page, enter the time period and hours of the visit.

**Note:** You can also use *Alternative Block Finder–Google Maps* under *Regions and Blocks* on the [mnbba.org](http://mnbba.org) home page. When you have identified the block for which you have observations (block ID is at the top of the map), click the *Enter Sighting* button.

**SUGGESTIONS:** You can set up a Bookmark or Favorite to go directly to the Sign In page. From My Home, just click on the *Home* tab to go to [www.mnbba.org](http://www.mnbba.org). For more information, review the Volunteer Data Entry Instructions on [mnbba.org](http://mnbba.org) under Materials.

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