Thank you for your help transcribing the Records of Vermont Birds spring observations. There are more than 30 boxes filled with historic bird records going back to the 1970s, and our goal is to enter it all. But we need your help. All you have to do is enter the historic data into our pre-formatted template, and we will upload all of the transcribed data to Vermont eBird for birders, students, scientists and others to use.

1. Visit http://volunteer.ala.org.au/project/index/13729010 and create an account or sign-in with your existing account.
2. When you are ready to enter data, click on the red button that reads – Get Started.
3. A new screen will appear with an image of a bird observation card. You can use the icons on the bottom left of the gray image screen to zoom in and out and to scroll up and down the image.
4. You are now ready to enter the data into the spreadsheet below the image window that reads – 1. Specimen Details. Headings in red (see below) must be included for the record to be valid. Any record missing any one of those pieces of information is invalid and should not be entered (see explanation of Data Entry Fields below). Please note that each record has to have either a Town or the Address or Other Location Detail so we can place them on a map. Please make sure one of these is completed, otherwise the record will be invalid.
5. Enter a row of data for each date a bird was observed. There may be multiple dates on which a species was seen. Each date should be a separate row of data entered into the Specimen Details form.
6. When you have finished entering all the observations on the data image please check your work. Are there the same number of rows on the Specimen Details form as there are dates with bird observations on the card image? Do you see any obvious typing errors? Is every required field for every row filled in?
7. Scroll to the bottom of the screen to 2. Notes - Record any comments here that may assist in validating this task. If you had any trouble reading handwriting or other issues, please indicate them here.
8. Finally, you are ready to submit the data. Click the red box – Submit for Validation. If you have to stop in the middle of transcribing a sheet, you may click the box – Save unfinished record, and you can return to that point later to finish it.
9. You are ready to enter the next data image. Keep going and you could be the expedition leader!

Data Entry Fields:

1. **Observer-** The name of the observer is on the top of the data image. Please transcribe the entire name as provided.

2. **Date-** You must include the entire date in this format: YYYY-MM-DD (example: 1975-05-09). The record is unusable if there is only a month and should not be entered. If observer wrote that the bird was sighted from one date through another date, please only enter the first and last dates. Do not enter all the dates or the middle date.

3. **Common Name-** Enter the common name of the bird for each observation. Some common names have changed over time. If there is an old common name and you know the current name, please use the current name. But only if you know the current name. Otherwise, please type the name exactly as it is presented.

4. **Number-** The number of birds of that species that were observed. If a range is given, enter the lower number in the range, give the range information in "species comments". If they say "a few", didn't report numbers observed, or if you are uncertain of the number, put an "X" in the number column, then record their description under "species comments".

> NOTE: Each record has to have either a Town or the Address or Other Location Detail so we can place them on a map. Please make sure one of these is completed, otherwise the record will be invalid.

5. **Town-** Often written for each observation. If the town is not indicated, leave it blank and we can fill it in later from the address or other locations details.

6. **Address or Other Location Detail-** If included in the record, the more specific the location information, the better. Examples: Dead Creek, River Road, 555 Smith Lane, etc. etc.

7. **Latitude-** Not required, but enter if present.

8. **Longitude-** Not required, but enter if present.

9. **Notes-** If there are any comments written about the bird recorded, include them here.