

## Appendix N – Online Data Entry

### Online Data Entry

The online data entry portal can be accessed via the website through the “Data Entry” tab on the main page of the Atlas website.

An instructional video is available ([click here](#)) on how to enter your data on the NatureCounts website.

### Atlas Checklist data

To submit an Atlas Checklist, first locate the Atlas square in which the observations were made. This can be accomplished by zooming-in on the map; by clicking “**Find square**” and entering the square number or the geographic coordinates of an observation; or by selecting a saved square from your personal list.

Once you have located the square, indicate on the map where you atlassed by selecting one of the **Procedures** (distance and area are calculated automatically). Fill in the remaining fields and check the appropriate boxes. Select “continue” to proceed to the next page. If you selected yes for “Did you complete **atlas point counts** during this survey” you will have the ability to indicate where those point counts were conducted, either by selecting predefined road-side point counts or creating new off-road point count locations by clicking on the map or entering the UTM coordinates.

The species page shows a species list where you can enter count and breeding evidence information (for both Atlas Checklists and Point Count Forms). It also displays an automatic total of the counts (Atlas Checklist + Point Count Form) and the highest breeding evidence to date for that square. Warnings are displayed for species-breeding code combinations that are not accepted or require some caution. The species list can be sorted in a variety of ways, and a custom list can be created by first clicking “Only show species with data” and then selecting “add species”. Select “**Submit**” to review and submit the data.

### Rare / colonial species data

Extra documentation is submitted using the “**Add details**” button associated with each species. From here you can enter a written description, enter specific coordinates, and upload media files (maximum upload size is 10mb per photo and 20mb per recording).

### Point count data

All data submissions are linked to an Atlas Checklist. If you are submitting point count data only, create a travelling count corresponding to the route you took, noting the start time and

duration of the entire session, regardless of whether or not you made observations between point count locations. If no observations were made between point counts, check off "no" under **complete checklist**.