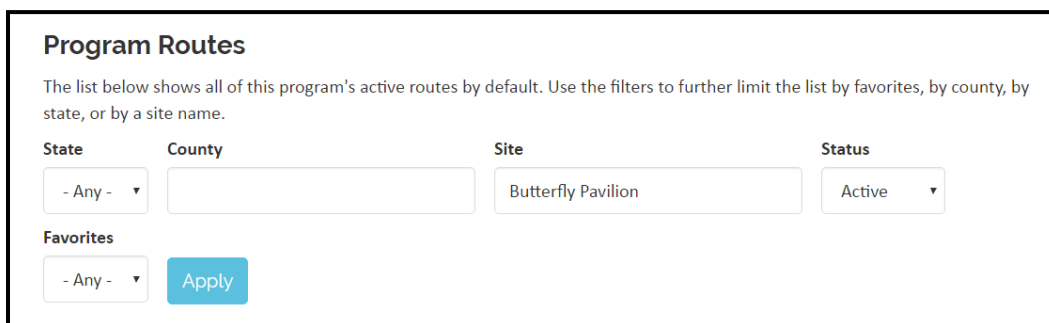# Entering survey data into PollardBase

Note: to enter your survey data, you must first sign up for a PollardBase account, and have your monitoring site established in the system by a program director. If you have not completed these preliminary steps, please contact your program director before proceeding with data entry.

1. Log into your account on PollardBase (www.pollardbase.org) and click on **Colorado Butterfly Monitoring Network**.
2. Using the search feature, search the Program Routes for **your** route. You can search by **county** or by **site name** (example: Butterfly Pavilion), but <u>not</u> by **route name** (example: Main Route). See below:
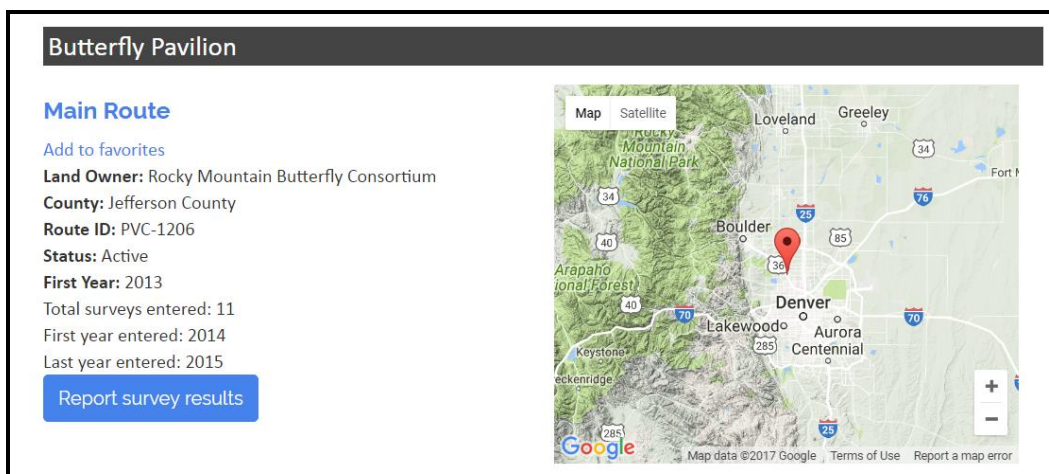
Program Routes

The list below shows all of this program's active routes by default. Use the filters to further limit the list by favorites, by county, by state, or by a site name.

State	County	Site	Status
- Any - ▾		Butterfly Pavilion	Active ▾

Favorites	
- Any - ▾	Apply

3. Click the blue button at the bottom of your route profile that says **Report Survey Results** (see below). Note: it is possible to report a survey for a route that is not your own! Please double-check before continuing that the route you have selected is indeed your own route.

Butterfly Pavilion

Main Route

Add to favorites
Land Owner: Rocky Mountain Butterfly Consortium
County: Jefferson County
Route ID: PVC-1206
Status: Active
First Year: 2013
Total surveys entered: 11
First year entered: 2014
Last year entered: 2015

Report survey results

4. This will bring you to a page that says **Create Monitoring Program Survey** (see below). Each survey will have 7 separate tabs: **People**, **Date and Time**, **Weather (start)**, **Weather (end)**, **Butterfly Data**, **Notes**, and **Images**. These tabs may be filled out in any order. Your data will be saved if you move between tabs, but not if you leave the web page.

Note that tabs denoted with an asterisk (*) must be completed in order to submit the survey.

5. The **People** tab will automatically populate your username in the Observer/Spotter field, so if another person was the observer, be sure to make the necessary changes.
6. The **Date and Time** tab requires you to submit a start date & time, an end date & time, and whether or not the survey was completed. If you took any breaks exceeding 3 minutes during your survey, the total break time (in minutes) will also be recorded in this tab.
7. The **Weather** tabs require you to submit data values for sky, wind, and temperature conditions. You may check the box that says **Temperature is unknown**, but please try your best to determine the temperature – this is an important data point!
8. At the top of the **Butterfly Data** tab, each section of your route will be automatically populated with your unique section habitat types (see below).

9. Below your habitat types in the **Butterfly Data** tab, there is a table to record all butterfly observations. To enter your first species, click the drop-down menu that says **Select a value** and choose the appropriate species. Remember, if you're unsure, <u>do not guess</u>! *Unidentified Butterfly, Unidentified Skipper, Unidentified Sulphur,* and many other unidentified options are available to choose from. If you're only able to identify a butterfly to the family level, please use one of these options.

10. Once you have selected the appropriate species/type, enter into each column the number of butterflies of that particular species/type observed in each habitat section.

> **Example:** If you observed 3 Cabbage Whites in section A, 4 in section B, and 1 in section C, your data table should look like this:

Observations: Species		A	B	C	D	E	Total	Remove
⊕	Cabbage White - P ▾	3	4	1	0	0		Remove
Add another item								

Note: each butterfly species/type should have only **one** row! Do not add multiple rows of the same butterfly species.

11. To add a new butterfly species/type, select **Add another item**, and repeat the process described in step 10.

12. If you need to make changes to a row, you may do so without deleting it; simply re-enter the number or re-select the option from the butterfly drop-down menu.

13. If you'd like to delete a row entirely, click the red button that says **Remove** on the right side of the row.

14. The **Notes** tab allows you to write down any observations that are not included in the survey parameters. Including notes is optional. Examples include:
    a. non-butterfly species or butterfly larvae/eggs observed
    b. butterflies observed before or after the start of your survey
    c. what flowers are in bloom along your route
    d. any significant environmental changes (mowing, logging, construction)

15. The **Images** tab allows you to upload relevant images to your survey. Images should be of butterflies observed during your survey, or of environmental factors worth documenting along your route. If your survey lists an *Unidentified Sulphur* and you have included an image of that Sulphur, a program director may be able to help you narrow down your identification using your photo! Including images is optional.

16. Once you have completed your survey and it is ready to be submitted, scroll down to the bottom of the page and select **Preview** on the bottom left. If any errors are detected, a note in red will appear at the top of the page. Make any necessary

corrections to your survey, and then select **Save** at the bottom left of the page. Note: once you have submitted a survey, you cannot make changes to it without notifying a program director for help, so be sure to thoroughly check your survey for errors before submitting it!

17. Surveys are generally reviewed and approved by program directors at the end of the monitoring season. You may view your submitted surveys (and their status) by selecting **My PollardBase** at the top of the home page.