Colorado Butterfly Monitoring Network
PollardBase: Entering Survey Data

Last updated on July 10, 2024

*Monitors please note: to enter survey data, monitors must first sign up for a PollardBase account and have a monitoring site established in in the PollardBase system by a program director. Please contact a program director to complete these preliminary steps before beginning data entry.

1. Log into personal PollardBase account (https://www.pollardbase.org/) and click on Colorado Butterfly Monitoring Network.

2. On the top task bar, select **Routes**. Once in the Routes section, select from the **Site** drop down list, and find the route you are using, click **Apply**.
   You are able to search by county or by site name (i.e. Butterfly Pavilion or Gardens on Spring Creek), but not by route name (i.e. Main Route).

3. Once your route has been selected, click on the Report Survey option near the map.
   Note: it is possible to report a survey for a route that is not your own. Please doublecheck that the route selected in the route intended.

4. You will now be on a page called **Create Survey.** Each survey will have seven separate tabs: **People**, **Date and Time**, **Conditions**, **Observations**, **Notes**, **Images/Files**, **Incidentals**
   These tabs may be completed in any order and data will be saved as you move between tabs but ensure that the blue **SAVE SURVEY** button is clicked once data entry in complete. Tabs denoted with an asterisk (*) must be completed in order to submit the survey.

5. **People**- enter your first and last name in the Observer/Spotter field. Should you have been the Recorder/Scribe please indicate appropriately who was the observer and who was the recorder.

6. **Date and Time**- required you to input a Start Date and Time as well as an End Date and Time.
   Your total time will auto populate once start and end times have been entered. Should you have taken any breaks exceeding three minutes in length, these are to be recorded as well in the designated field.

7. **Conditions**- requires you to submit data values for sky, wind, and temperature conditions. You may select **Temperature was not Recorded** option, but please try to record the temperature as best possible to assist with important data collection.
8. **Observations**- select **Add Observation**. Once clicked, a Taxon bar will appear where you will be able to select the observed species. The Route Section must also be completed- this will already have the specific route sections available to select from. Finally, include the individual observed count.

Note: If you are unsure of what you observed, do not guess!
Unidentified Butterfly, Unidentified Sulphur, Unidentified Moth and many other unidentified options are available to choose from. If you are only able to identify a butterfly from a family level, use one of these unidentified options.

Note: When inputting observations, one should be made for each species/type in each route section. For example, if Cabbage White butterflies were observed in Section C, these would be recorded on their own line. Cabbage White butterflies observed in Section D would also be recorded on their own line.

Note: If you would like to delete your entry, click on the three dots next to the "Collapse" button, and select "Remove".

9. **Notes-** this tab allows you to record observations that are not included in the survey parameters. Including notes is optional but encouraged! Some note examples include:
    a. Non-butterfly species or butterfly larvae/eggs observed
    b. Butterflies observed before or after the start of the route, or butterflies outside of observation "bubble"
    c. Flowers in bloom along route
    d. Any significant environmental changes (i.e. mowing, logging, construction)
10. **Images-** allows you to upload relevant images to your survey! Images should include butterflies you observed during your survey or environmental factors worth documenting along your route. Should you be unsure what you photographed, a program director will try their best in assisting with identification! Uploading images into PollardBase is optional.
11. Once you have completed recording all necessary portions of the survey in PollardBase, it is ready to be submitted! You will click "Save" at the bottom left of the page.
    Note: Once you have submitted your survey, changes cannot be made without notifying a program director to make the necessary changes for you.
12. Surveys will be reviewed and approved by program directors weekly.

Please reach out via email to cbmn@butterflies.org with any questions.