3. START OBSERVING!

a) Get Organized to Go Outside

Now that you have set up your site outside and created your account online, you are ready to go out and observe. This section provides information about how to make observations on your datasheets and enter your observations into the online Nature’s Notebook interface. You will find more information on the Nature’s Notebook website, and we’ve got resources available to help you with basic botany and phenophase identification.

To assist you with phenophase identification and to create consistency throughout the database, the USA-NPN and Nature’s Notebook staff have developed specific phenophase protocols and definitions for all species on the list. These phenophase definitions are unique to plant and animal type, and in some cases, to the species. All of the definitions are accessible on each species profile page online and can either be printed directly from there or via the Observation Deck.

Access the species profiles using The Plants and Animals link in the Nature’s Notebook navigation menu.

Figure 23 The Plants and Animals Navigation Menu Selection
From The Plants and Animals you can enter a species of your choice and search for its availability in the system. The search page offers a number of ways to filter your search: by scientific or common name, by state, by partner, or by plant and/or animal type.

Figure 24 Search for Plants and Animals to Observe
The next figure demonstrates what you will see when you click on the link for **red maple (Acer rubrum)** and go to its species profile page. You will find the phenophase definition sheets including information about the species, where they can be found, links to more information, and the appropriate phenophase definitions. Click on the icon for datasheets to download a datasheet and phenophase definition sheet to take into the field with you.
Acer rubrum

red maple

What does this species look like?

What does this species look like?:
Red maple is a deciduous tree growing 30 to 90 feet tall. Its tiny, usually red, male and female flowers mostly occur separately on the same tree but occasionally can occur on different trees.

Red maple is often found in swamps and on moist soils, but can also thrive in drier habitats. It occurs on moist soils along stream banks, and in swamps, moist to drier woodlands, and occasionally on dry rocky hillsides and sand dunes. It is moderately shade-tolerant.

Why observe this species?

Red maple is a USA-NPN calibration plant species. Calibration species have broad distributions and are ecologically or economically important. The NPN integrates observations on calibration species to get “the big picture” of plant responses to climate across the nation. In addition, this species is an allergen. Observations on its phenology will provide valuable information to benefit people with allergies and the public health community.

Where is this species found?

States & Provinces:
AL, AR, CT, DC, DE, FL, GA, IA, IL, IN, KY, LA, MA, MD, ME, MI, MN, MO, MS, NB, NC, NH, NJ, NL, NS, NY, OH, OK, ON, PA, PE, QC, RI, SC, TN, TX, VA, VT, WI, WV

Special Considerations for Observing

If drought seems to be the cause of leaf color or fail for a plant, please make a comment about it for that observation.

This species has separate male and female flowers. If you know whether the flowers you are observing are male or female (or both), please make a comment about it for that observation.

Note that individuals of this species with only male flowers will not produce fruit.

Which phenophases should I observe?

LEAVES

Do you see...

Breaking leaf buds
One or more breaking leaf buds are visible on the plant. A leaf bud is considered “breaking” once a green leaf tip is visible at the end of the bud, but before the first leaf from the bud has unfolded to expose the leaf stalk (petiole) or leaf base. For Acer rubrum, leaf tips may appear reddish.
You can also access your phenophase definition and datasheets by clicking on the link for Print Field Datasheets via the Observation Deck. When you select a site in the My Sites box, all the plants and animals you registered to that site will appear in the My Plants & Animals box. When you select a plant or animal in this window, its information appears to the right under Details of this Organism. Buttons below these windows allow you to return to the Add or Edit Plants and Add or Edit Animals pages to make changes, sort the order in which individual plants and animals appear in your list, return to the species profile page in order to review the phenophases you are asked to observe for each plant or animal, and create datasheets.

Below is an example of all of the places these documents are accessible.

**Figure 27 Close up of phenophase definition sheet including abundance data**
3. START OBSERVING!

a) Get Organized to Go Outside

Now that you have set up your site outside and created your account online, you are ready to go out and observe. This section provides information about how to make observations on your datasheets and enter your observations into the online *Nature's Notebook* interface. You will find more information on the Nature’s Notebook website, and we’ve got resources available to help you with basic botany and phenophase identification.

To assist you with phenophase identification and to create consistency throughout the database, the USA-NPN and *Nature’s Notebook* staff have developed specific phenophase protocols and definitions for all species on the list. These phenophase definitions are unique to plant and animal type, and in some cases, to the species. All of the definitions are accessible on each species profile page online and can either be printed directly from there or via the Observation Deck.

Access the species profiles using The Plants and Animals link in the *Nature's Notebook* navigation menu.

![Figure 23 The Plants and Animals Navigation Menu Selection](nn.usanpn.org)
To begin we recommend you choose **Create All Datasheets** and print the entire packet for your site. The packet includes a **Cover Sheet**, an **Animal Checklist** (if you have added animals to your checklist), a **Plant Phenophase Datasheet** for each individual plant you are observing, and an **Animal Phenophase Datasheet** for each species of animal you are observing (see Appendix A, *Recording Phenology Observations: A concrete example of how to complete datasheets* for help).

We also provide the option of printing datasheets for a particular site on a day-by-day basis. This is useful for visits to public and shared sites, or for one time visits to a location. The day-by-day datasheets include all plant and animal phenophase data entry boxes in order they appear at the site. This method is also useful for site leaders who host workshops and introduce participants to collecting data on each species along a trail.

As you fill these up and need new datasheets for each plant and animal, you can generate them individually by selecting the plant or animal in the **My Plants & Animals** box on your Observation Deck and clicking on the **Create Single Datasheet (PDF)** button under the **Details for this Organism** window. A new **Cover Sheet** or **Animal Phenophase Checklist** can be printed by clicking on “Create Datasheets” and selecting your choice from the window that appears.
Figure 30 Create Datasheet dialog box with Day by Day datasheet type selected.

Once you have printed your datasheets, you are ready to go out into the field. There are several things we recommend you take with you.

To make your phenology observations, you will need the following:

- **Phenophase definitions and instructions**: Check the profile page for each of your selected plant and animal species to see the list of phenophases for those species and instructions on how to recognize them.

- **Datasheets, clipboard, pencil**

- **Binoculars** (optional, yet helpful for observing animals as well as phenophases in tall trees)

- **Mobile device and mobile app**

*Note* that there are *Nature’s Notebook* mobile applications available to you via the iTunes (iPhone, iPad) and Google Play (Android) stores. For more information, visit this page: [https://www.usanpn.org/nn/mobile-apps](https://www.usanpn.org/nn/mobile-apps).

It’s best to set up your account on a laptop or desktop computer first, rather than attempt to add sites, plants and animals on a smartphone. While it can be done, it is not easy. You will have a better experience if you use the apps only for submitting observations on pre-registered sites, plants and animals.
The Android app works offline, so that when there is no data service (3G, 4G or WiFi) observations are stored locally on the phone and uploaded to our servers when you re-enter data coverage, or when you click Settings > Manual Sync in the app. Similar capability for the iPhone and iPad apps is coming soon.

Making your observations

For plants: Visit each of your individual plants and check their phenophases. To determine which phenophases to watch for, check the plant species profile pages on the USA-NPN website (www.usanpn.org/nn/species-search). For each visit when you make an observation, you will record the date and time on your plant phenophase datasheet, and for each phenophase, circle one of the following choices:

- Yes (Y) – if you saw that the phenophase is occurring
- No (N) – if you saw that the phenophase is not occurring
- Uncertain (?) – if you were not certain whether the phenophase was occurring
- Do not circle anything if you did not check for the phenophase.

Examples of a plant datasheet can be found at the end of this section.

It is very important to record this information, even if nothing has changed on your plant since your last visit! Knowing when a plant is not in a given phenophase is just as important as knowing when it is. This allows someone who is viewing the data to understand more precisely when the phenophase began and ended.

For most plant phenophases you can also report on the intensity (or abundance) that you observe, like the number of open flowers you see or how close to full size the new leaves have grown. Phenophase intensity choices vary by species and can be found on the profile page for each species.

Once a phenophase has ended you should continue to look for signs of it and record whether or not it occurs again. Sometimes phenophases will occur a second or third (or more) time in a season, whether because of a killing frost, rain, pests, etc.

If there are phenophases and/or intensity measures on which you do not want to report for a species because you find them too difficult to observe or identify, or don’t have time just ignore them. You can cross them out on your datasheets, and do not circle or enter anything for them when you enter your data online.

For animals: Look and listen for all of the species on your Animal Checklist. You can do this by one of three methods:

- walking (a single pass or transect through your site)
- stationary (standing or sitting at a single point)
- area search (multiple passes through your site, possibly crossing the same point more than once)

Try to spend about the same amount of time looking for animals at each visit. We recommend three minutes as a standard, but you can spend as much or as little time as you like. You will probably not see most, or any, of the animals during each visit, which is ok.
For each visit when you make an observation, record the amount of time you spent looking and which of the three methods you used. To determine which phenophases to look and listen for, check the animal species profile pages on the USA-NPN website (www.usanpn.org/species_search). Record whether or not you saw or heard each animal species on your animal checklist, and for each animal you did see or hear, you will need to fill out the animal phenophase datasheet. On this datasheet, record the date and time, and for each phenophase, circle one of the following choices:

- **Yes (Y)** – if you saw or heard that the phenophase is occurring
- **No (N)** – if you saw or heard that the phenophase is not occurring
- **Uncertain (?)** – if you were not certain whether you saw or heard that species or that phenophase
- **Do not circle anything if you did not check** for the species or phenophase

**It is very important to record this information, even if you did not see a particular animal species!** Knowing when an animal is not present, or when an animal is not in a given phenophase is just as important as knowing when it is.

For both 🌿 Plants and 🐸 Animals

For most plant and animal phenophases you can also report on the intensity (or abundance) that you observe, like the number of individuals you see feeding or the degree of overlap in frog calls, or the number of leaves or flowers present on an individual plant. Phenophase intensity choices vary by species and can be found on the profile page in the phenophase definitions for each species. See Figure 27 above.

If there are phenophases and/or intensity measures on which you do not want to report for a species because you find them too difficult to observe, just ignore them. You can cross them out on your datasheets, and do not circle or enter anything for them when you enter your data online.

**How often should I make my observations?**

You should make observations as often as is convenient for you, preferably at the same time of day. Ideally, we would like observers to make observations once a week or even as frequently as every two or three days, particularly during the spring and fall when plant and animal phenology is changing quickly in many parts of the country. Plants and animals can often be active during the winter, but if you live in a cold region where their activity is reduced, you can lengthen the time between observations during this season. **Most importantly, you should record all the observations you make—your observations, no matter how often you make them, provide valuable data!**
What if a phenophase does not occur when expected?
If you are watching for a phenophase and it does not seem to be starting when you expect it would, continue to watch for it and record that it is not occurring. This could mean the phenophase is occurring later or not at all in a given year, and could be very valuable information. Many phenophases do not occur in every year—birds may not breed in a certain area, trees may not flower or fruit, turtles may not lay eggs. Information about when and where these phenophases did and did not occur is very important to scientists studying these species and the interactions between species.

Why should I continue looking for a phenophase even after it has passed?
Many phenophases may occur two or more times in a year. Many birds lay a second clutch of eggs in the summer after the first clutch has fledged. If a frost or pest kills many of the leaves on a tree, it will often have a second flush of breaking leaf buds and new leaves. In dry climates, some phenophases repeat after multiple rain events. Also, climate change is changing the timing and frequency of life cycle events, which is extremely important to capture! For example, as temperatures warm and growing seasons get longer, many species are reproducing more frequently—some birds are having more broods, some plants flower more often, and insects like butterflies and dragonflies may go through more generations in a single year.

Once a phenophase has ended you should continue to look for signs of it and record whether or not it occurs again. Sometimes phenophases will occur a second or third (or more) time in a season, whether because of rain, pests, or climate change.

Why should I record my observations when nothing seems to be happening?
Having a full record of your observation dates allows scientists to more confidently estimate the date a phenophase began or ended. For example, if you first report that you heard wood frog calls on your April 6 visit, and your last visit (when you did not hear them) was April 2, we know that the wood frogs started calling sometime within those four days. If you only report the April 6 visit and no previous visit, we only know that the frogs started to call sometime between April 6 and the last time you reported visiting your site, which might have been 3 months earlier! This example also illustrates why more frequent observations are useful when conditions change rapidly, such as in the spring or fall. If you can make observations every two or three days, you improve scientists’ ability to estimate the day a phenophase actually started or ended.

What if I missed a phenophase?
If you miss the occurrence of a phenophase entirely, and you see evidence that the phenophase did occur, then make a note of this in the comments section of the Enter Observations page. For example, if your plant flowered while you were away on vacation, and you see dried flowers on the ground below the plant, feel free to note this in the comments section of the Enter Observations page. You can note similar occurrences with animals, for example, if you see chicks in a new bird nest, but never saw nest building.

For more details on making plant and observations, visit our Frequently Asked Questions page accessed from the bottom of the Learn How to Observe Page (www.usanpn.org/nn/guidelines).
Record Your (b) Plant & (c) Animal Observations
Visit your site(s) as often as possible. At least once a week is good, but several times a week or even once a day is even better during times of the year when things are changing quickly (for example, spring and fall).

Filling in the Plant and Animal Phenophase Datasheets
For making your plant and animal phenology observations, there are three types of datasheets you are asked to complete, and one optional form:

- 🐿️ Animal Phenophase Datasheet (if you are observing animals)
- 🌿 Plant Phenophase Datasheet
- 🐦 Optional Animal Checklist
- Cover Sheet

The 🐿️ Animal Phenophase Datasheet (if you are observing animals) and 🌿 Plant Phenophase Datasheet are for tracking your phenophase observations for each animal species or each individual plant. The 🐦 Optional Animal Checklist lists all of the animal species (if you are observing animals) you’ve selected at your site and provides a quick summary. It also saves you from printing out a lot of extra Animal Phenophase Datasheets when you do not see or hear many of the species on each day you observe. The purpose of the Cover Sheet is to report information to describe each visit to your site (and is most easily completed at the end of your visit each day).

On each of the Plant and Animal Phenophase Datasheets, fill out a column for each visit and indicate whether or not you saw or heard each of the phenophases and what intensity or abundance you observed. For Animal Phenophase Datasheets, you do not need to fill out a column for dates that you circled “n” on your Animal Checklist and thus did not see or hear that species.

Below are some examples of: Animal Phenophase Datasheet, Plant Phenophase Datasheet, Optional Animal Checklist, and Cover Sheet.

A complete example illustrating how to fill in the suite of datasheets for plant or animal phenology observations is provided in Appendix A.
**Figure 31 Example of a Plant (Red Maple) Datasheet**

<table>
<thead>
<tr>
<th>Date:</th>
<th>Date:</th>
<th>Date:</th>
<th>Date:</th>
<th>Date:</th>
<th>Date:</th>
<th>Date:</th>
<th>Date:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Do you see...</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Breaking leaf buds</td>
<td>y ? n</td>
<td>y ? n</td>
<td>y ? n</td>
<td>y ? n</td>
<td>y ? n</td>
<td>y ? n</td>
<td>y ? n</td>
</tr>
<tr>
<td>Leaves</td>
<td>y n</td>
<td>y n</td>
<td>y n</td>
<td>y n</td>
<td>y n</td>
<td>y n</td>
<td>y n</td>
</tr>
<tr>
<td>Increasing leaf size</td>
<td>y n</td>
<td>y n</td>
<td>y n</td>
<td>y n</td>
<td>y n</td>
<td>y n</td>
<td>y n</td>
</tr>
<tr>
<td>Colored leaves</td>
<td>y n</td>
<td>y n</td>
<td>y n</td>
<td>y n</td>
<td>y n</td>
<td>y n</td>
<td>y n</td>
</tr>
<tr>
<td>Falling leaves</td>
<td>y n</td>
<td>y n</td>
<td>y n</td>
<td>y n</td>
<td>y n</td>
<td>y n</td>
<td>y n</td>
</tr>
<tr>
<td>Open flowers</td>
<td>y n</td>
<td>y n</td>
<td>y n</td>
<td>y n</td>
<td>y n</td>
<td>y n</td>
<td>y n</td>
</tr>
<tr>
<td>Pollen release</td>
<td>y n</td>
<td>y n</td>
<td>y n</td>
<td>y n</td>
<td>y n</td>
<td>y n</td>
<td>y n</td>
</tr>
<tr>
<td>Fruits</td>
<td>y n</td>
<td>y n</td>
<td>y n</td>
<td>y n</td>
<td>y n</td>
<td>y n</td>
<td>y n</td>
</tr>
<tr>
<td>Eggs</td>
<td>y n</td>
<td>y n</td>
<td>y n</td>
<td>y n</td>
<td>y n</td>
<td>y n</td>
<td>y n</td>
</tr>
</tbody>
</table>

Check any non-relevant box □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ ^{nn.usanpn.org}
Insect. Each phenophase definition sheet is specific not only to the type of plant or animal, but to the individual species as well.

Animal Checklist

Directions:
Please list below all of the animal species from the animal checklist you created online for this site.

1. Fill in the date and time of your visit in the top row, in each row, check the appropriate box for that visit:

   - y if you saw or heard this species;
   - n if you did not see or hear this species;
   - q if you are not certain if you saw or heard this species.

   Do not circle anything if you did not check for this species.

   For each species you clicked yes to, please fill in the covering sheet. For species you did not see or heard for that site, you can simply click "No".

Do you see or hear...?

<table>
<thead>
<tr>
<th>Date:</th>
<th>Date:</th>
<th>Date:</th>
<th>Date:</th>
<th>Date:</th>
<th>Date:</th>
<th>Date:</th>
<th>Date:</th>
<th>Date:</th>
<th>Date:</th>
</tr>
</thead>
</table>

- Animal's hummingbird
- Black-chinned hummingbird
- Broad-billed hummingbird
- Calliope hummingbird
- Costa’s hummingbird
- Rufous hummingbird
- Hummingbird
- Cabbage white
- Common buckeye
- Lyceid sulphur
- Moccasin
- Orange sulphur
- Papawswallowtail
- Queen
- Sonoran bramble bee
- Valley carpenter bee

Comments:

Figure 33 Example of the Optional Animal Checklist

Filling in the Cover Sheet

In addition to tracking the phenophases you observe for the plants and animals on your list, we ask that you provide information about each visit you make to your site on a Cover Sheet. The purpose of the Cover Sheet is to track the amount of time you contribute to the project, the time and method of your animal observations, and snow cover (if any) at your site.

Time: Cover Sheet you are asked to report ‘Time spent observing’, ‘Time spent in travel’ and ‘Time spent looking for animals’. We ask you to report these three things for very different reasons. The purpose of the first two are purely administrative, to estimate the volunteer time contributed to the project and demonstrating the value brought to the program by you – the participants. These estimates can be important to groups for securing funding to keep the project going. The purpose of the third, ‘Time spent looking for animals’, is scientific, to estimate the time that went into animal sampling which will affect how many animals you see or hear. This third estimate is very important to scientists using your data.
d) Submit Observations Online

Once you have collected data outside you’ll need to report the data in the online Nature’s Notebook interface. If you don’t enter the data online, researchers (and you!) won’t be able to access it to answer science questions in an easy way. Therefore, entering your data is an important next step. You don’t need to enter the data each time you observe, but do try to enter your data on a regular basis (at least once a month).

When you are ready to submit observations online, return to your Observation Deck, select the site for which you would like to enter observations, and click the Enter Observation Data button. See the example below.
Figure 35 Observation Deck with Enter Observation Data link selected

You will be taken to the Enter Observations page. The items from the Cover Sheet and each of the Plant and Animal Datasheets that you have registered to this site will appear in expandable blue menus. Click on the menus to access the data entry interface for each item and each plant and animal.

On the Enter Observations page you will need to enter a new date at the top of the column for which you are entering data. You may see the last time you entered data show up in the first column when you log in. Simply move to the second column to enter today’s data.

Each column represents a visit’s worth of observations. Following what you have written on your Cover Sheet, enter the date and time of your visit at the top of the column, and type in the information on the Cover Sheet for that visit.
Then for each of your individual plants, click “y”, “n”, or “?” for each phenophase choice you circled on the Plant Phenophase Datasheet. If you did not circle anything on the datasheet (meaning you did not check for that phenophase), do not click any of the choices.

In entering observation data for your animals, you should refer to your Animal Checklist. If “n” is circled for the species on that visit, click “Circle all no” at the top of the column in that species’ data entry interface and all phenophases will be set to “no”. If there was a particular phenophase that you did not bother to look or listen for (for instance, you were ignoring bird calls at your site because you do not know how to recognize them), please click the circled “n” for that phenophase so it becomes uncircled and no selection is made for the phenophase. If a “y” or “?” is circled for a species, refer to the Animal Phenophase Datasheet for that species and enter the information recorded there for each phenophase for that visit.

For both plants and animals, report the intensity or abundance you observed for any phenophase for which you clicked “y” or “?” by selecting a value from the “What value?” dropdown menu, or entering a number in the “How many?” box.

Below is an example of the online entry for a mourning dove based on the Animal Checklist and Animal Phenophase Datasheet.
Figure 37 Completed online data entry for mourning dove, including abundance and intensity

Once you have entered all of your observations, click the **SUBMIT OBSERVATIONS** button in the lower left corner of the screen. This will save your data. You should receive a message that your observations were successfully saved. **IF YOU DO NOT CLICK THE SUBMIT OBSERVATIONS BUTTON AT THE BOTTOM OF THE SCREEN AFTER EACH DATA COLUMN IS ENTERED, YOUR DATA WILL NOT BE SAVED.**

Figure 38 The SUBMIT OBSERVATIONS button
You will know your data are saved when you receive the All observations successfully saved message at the top of the screen.

Figure 39 All observations saved message

If you’d like to enter another day’s worth of data, click on the ENTER MORE DATA and follow the same procedure.