

## Directions for the American Woodcock Singing-ground Survey Data Entry Website

- 1) Enter the URL <https://migbirdapps.fws.gov/woodcock>. Please notice there is no www within the address.
  - a. NEW USER (skip to 1.b. or 1.c. if this doesn't apply)
    - i. Entering Username and Password
      1. Type a username and password that you can remember and conforms to U.S. Fish & Wildlife standards. The password must be a minimum of 8 characters and a maximum of 15 characters. It must **not** contain any spaces, equal signs, or periods. It must contain 4 of the following: lower case letters, upper case letters, numbers, and special characters like (!@#\$\$%^&\* etc).
      2. Select "New User" under the radio button options
      3. Hit the submit button
    - ii. Website Registration (registration is required before data entry)
      1. Fill out the form in its entirety. If you are entering data for an observer, please use your contact information, not theirs. This information is needed in case there is a problem with the data you submitted. (You may use the mouse or tab key to move around the form.)
        - a. Enter the same username and password you entered on previous screen.
        - b. Hit Submit Registration
  - b. EDITING USER PROFILE (skip to 1.c. if this doesn't apply)
    - i. Entering Username and Password
      1. Type in the username and password that you selected the previous year. You may be prompted to update your password to U.S. Fish & Wildlife standards. If you forgot either you username or password, please contact the Webless Survey Coordinator at [WeblessSurveyCoordinator@fws.gov](mailto:WeblessSurveyCoordinator@fws.gov) to retrieve the information.
        - a. Select "Edit User Profile" under the radio button options
        - b. Hit the submit button
    - ii. Website Registration (retrieved profile)
      1. Update the fields that apply. Our database system does not query the password field, therefore you must re-enter that information into the form.
      2. Hit Submit Registration
  - c. REGISTERED AT WEBSITE PREVIOUS YEAR
    1. Type in username and password that you selected the previous year. You may be prompted to update your password to U.S. Fish & Wildlife standards. If you forgot either you username or password, please contact the Webless Survey Coordinator at [WeblessSurveyCoordinator@fws.gov](mailto:WeblessSurveyCoordinator@fws.gov) to retrieve the information.
    - ii. Select "Just Login" under the radio button options
    - iii. Hit the submit button
- 2) North American Woodcock Singing-ground Survey Data Entry Homepage
  - a. You will notice there are 9 different links that branch off the homepage.
    - i. Welcome
      1. This webpage gives you the background and history of the survey.
    - ii. Instructions for Survey Procedures
      1. This webpage gives you the directions that are located on the back of the survey form. Within this page, you can also do the following:
        - a. Download a blank survey form using Adobe Acrobat reader.
        - b. Convert military time to Civilian time or vice versa.
        - c. View the recommended time for conducting the survey.
    - iii. Enter SGS Route or GPS Data
      1. This is the part of the website that allows data entry. (See #3 for data entry details.)
    - iv. Contact Information
      1. This webpage gives you the state or provincial coordinator's contact information if one does not already have it.
    - v. Acknowledgements
      1. This webpage gives thanks to all who are involved in any part of the survey.
    - vi. Website Suggestions?
      1. This links you directly to Becky Rau's, webmaster, email address where you can make website suggestions, ask questions, or express a concern.
    - vii. FAQ's
      1. Frequently asked questions and troubleshooting scenarios about the Singing-ground Survey data entry process are displayed on this webpage.

*If you have any questions pertaining to the website or survey, please contact Becky Rau within the Division of Migratory Bird Management, USFWS at (301) 497-5862 or [WeblessSurveyCoordinator@fws.gov](mailto:WeblessSurveyCoordinator@fws.gov).*

- viii. Routes already entered for current survey year
  - 1. This links you to a form that allows you to query routes already entered into the database by year and state/province.
- ix. Training Tool Documents
  - 1. This link brings you to the various survey material instructional documents that are distributed prior to the survey season.

### 3) DATA ENTRY

- a. Selection of route
  - i. Once you click on the link, "Enter SGS Route or GPS Data," on the homepage, the next screen asks you for information pertaining to the route you are about to enter data for. Please select the state or province and type in the county code and route number. All of this is found on the upper right-hand corner of the survey form.
  - ii. Choose to either enter Route or GPS coordinate data.
  - iii. Hit the submit button.
- b. Entering SGS Route Data (skip to 3.c. if you want to enter GPS coordinate data for your route)
  - i. Did you run this route with a second observer?
    - 1. No - I completed this route on my own, proceed to 3.b.ii.
    - 2. Yes - skip to 3.d.
  - ii. The next screen that will appear will be the actual route data entry form. If a summary report appears instead, data for the current survey season has already been entered for that route. Second observers, please skip down to 3.d.
  - iii. On the data entry form webpage, please click on the link "Directions" before you begin data entry. A separate direction page will pop up. You may print it or minimize it before continuing with data entry. Please note the "help" and "field format" links. If you click on them, separate windows pop up helping users with the data entry process.
  - iv. The route's survey year, state/province, county code and route number will already be filled out for you. This will minimize possible data entry errors.
  - v. Did you enter data for that particular route last year?
    - 1. Yes
      - a. The form will already have the observer's contact information pre-filled. Pre-filled fields are to your advantage and will limit the time it takes to fill out the form. You may update or correct any fields that may have changed, i.e. observer or address change.
    - 2. No
      - a. The form will not have the observer's contact information pre-filled as mentioned above. This is to observe their privacy.
  - vi. After the observer's contact information is filled out, please fill out the remaining fields on the form. All fields are required with the exception of "ext", "Email" and "Remarks."
  - vii. Once all fields are filled in, please check over the form for data entry errors. Once submitted, you can't change the data. If a change must be made, please contact Becky Rau of the USFWS.
  - viii. You may print out the form for personal use.
  - ix. Hit "Submit to USFWS."
  - x. The next screen to come up will be a summary report of route data you just entered. Again, please check over to make sure no errors have been made. **If you do not receive this summary page, your data did not go through to USFWS.** Hit the back button and try again. If the problem persists, please check the FAQ's webpage. If you are still unable to pinpoint the problem, contact Becky Rau, (301) 497-5862 [WeblessSurveyCoordinator@fws.gov](mailto:WeblessSurveyCoordinator@fws.gov), immediately.
  - xi. Once you view the summary report, if you would like to continue to enter data for a different route, hit the "Enter new route or gps data" button. Please do not hit the back button to enter a different route.
- c. Entering SGS GPS coordinate data for your route
  - i. If you chose to enter GPS coordinate data, the next screen that will appear will be the actual GPS data entry form. Please click on the link "Directions" before you begin data entry. A separate direction page will pop up. You may print it or minimize it before continuing with data entry.
  - ii. The route's state/province, county code and route number will already be filled out for you. This will minimize possible data entry errors.
  - iii. Begin filling out the fields on the form. All fields are required with the exception of the "Notes" section.

- iv. Once all fields are filled in, please check over the form for data entry errors. Once submitted, you can't change the data. If a change must be made, immediately contact Becky Rau of the USFWS.
  - v. You may print out the form for personal use.
  - vi. Hit "Submit to USFWS."
  - vii. The next screen to come up will be a summary report of GPS data you just entered. Again, please check over to make sure no errors have been made. **If you do not receive this summary page, your data did not go through to USFWS.** Hit the back button and try again. If the problem persists, please check the FAQ's webpage. If you are still unable to pinpoint the problem, contact Becky Rau, (301) 497-5862 [WeblessSurveyCoordinator@fws.gov](mailto:WeblessSurveyCoordinator@fws.gov), immediately.
  - viii. Once you view the summary report, if you would like to continue to enter route or gps data for another route, hit the "Enter new route or gps data" button. Please do not hit the back button to enter a different route's data.
- d. Entering SGS Data for Double Observers
- i. If there are two observers for a single route in a given year, it is possible to enter data from both forms through this website. If you are one of two observers for a particular route and are the first person to enter their survey data, please see step 3.b.iii for instructions. However, if you get a route summary report instead of the data entry form after submitting the route's state/province code, county code, and route number; then follow the instructions below.
  - ii. Once you see your route's summary report on the screen, look for the link that says, "Second Observer Data Entry Option." Click on this link.
  - iii. The next screen to appear should be a data entry form that mirrors the original data entry form except that it will say "2<sup>nd</sup> observer" in the bolded title at the top of the page.
  - iv. Please click on the link "Directions" before you begin data entry. A separate direction page will pop up. You may print it or minimize it before continuing with data entry. Please note the "help" and "field format" links. If you click on them, separate windows pop up helping users with the data entry process.
  - v. Please fill out the all fields on the form. All fields are required with the exception of "ext," "Email" and "Remarks." **In the "Remarks" section at the bottom of the form, please make sure to type in that you are 1 of 2 observers for the route (old or new observer).**
  - vi. Once all fields are filled in, please check over the form for data entry errors. Once submitted, you can't change the data. If a change must be made, immediately contact Becky Rau of the USFWS.
  - vii. You may print out the form for personal use.
  - viii. Hit "Submit to USFWS."
  - ix. The next screen to come up will be a summary report which will show not only the route data you just entered, but also the other observer's route data. Scroll down to the bottom of the page to make sure this is the case. Again, please check over to make sure no errors have been made. **If you do not receive this summary page with both records, your data did not go through to USFWS.** Hit the back button and try again. If the problem persists, please check the FAQ's webpage. If you are still unable to pinpoint the problem, contact Becky Rau, (301) 497-5862 [WeblessSurveyCoordinator@fws.gov](mailto:WeblessSurveyCoordinator@fws.gov), immediately.
  - x. Once you view the summary report, if you would like to continue to enter data for a different route, hit the "Enter new route or gps data" button. Please do not hit the back button to enter another route.