

# 2024

## Using eBird Trip Reports for the 2024 World Series of Birding



NEW JERSEY  
AUDUBON



**IMPORTANT:** To set up a Trip Report, you must use the eBird.org website on a computer. You cannot set it up on the mobile app. Go to your account, and My eBird, and find Trip Reports in the menu on the left side of the screen.

- *Only one trip report per team*
- *Teams can have one contributor or many.*
- *eBird checklists can, and often should, be submitted as “incidental.” See below.*
- *Assign contributors in advance to avoid overlapping counts.*
- *Not all team members need to be contributors.*
- *This requirement applies to all teams, whether birding together or apart.*

**You must set up your Trip Report for May 11<sup>th</sup> in advance and share the last SIX DIGITS of your Trip Report link with the organizers by sending it to [wsb@njudubon.org](mailto:wsb@njudubon.org) – clearly indicating your team name in the email subject line.**

**Trip Report Protocols for the 2024 WSB**  
**Everything except the Comments can be done in advance!**

### **NAMING YOUR TRIP REPORT**

1. All Trip Report names must begin with “2024 WSB”
2. Then, include Level Indicator
  - L1 = Level I: Bird Conservation Challenge
  - L2 = Level II: New Jersey Audubon Ambassadors
  - L3 = Level III: Zeiss Youth Birding Challenge
3. Then, add your Team Name

Example: 2024 WSB L2 Spectacled Screen Thrashers

### **SHARING YOUR TRIP REPORT**

Please set up your Trip Report as Link Only or Public, so we can quickly check your list without logging into eBird. Share the last six digits\*\* of the link to your Trip Report with WSB organizers

in advance of the event. You may also share it with anyone who wants to follow your team, such as friends, family, donors and sponsors.

*\*\* Last year, we discovered that our email security team was encrypting some links that were sent via email, so we are asking that you send only the six digits that identify your Trip Report.*

### **EDITING YOUR TRIP REPORT**

EDITING is where you can add the narrative, comments and people contributing to your Team's total.

To add contributors, click on ADD PEOPLE. They must have eBird accounts and you must have their exact eBird username or the email address they used when they set up eBird. Invitees will receive an email or, when they go to their My eBird page and click on Trip Reports, they will see they have been invited to a Trip Report. After they accept the invitation, any checklists SUBMITTED during the time period of the Trip Report will automatically be added to the Trip Report. If you end up adding someone part way through the day on May 13th, their checklists prior to being added will NOT automatically add to the Trip Report, so it's important to get it all set up in advance.

Remember, you need not add everyone on your team to your Trip Report. Likewise, not everyone on your team must know how to use eBird. Only add people if they have an eBird account and are responsible for contributing to or submitting a list on WSB day.

### **The Trip Report Narrative should be set up in advance.**

The Narrative box in your WSB Trip Report must include:

1. For Level I Teams
  - a. First names of all team members, should match registration exactly
  - b. State
  - c. Category (Boundless, LGA, Big Stay, Cape May County, Cape Island, or Carbon Footprint)
  - d. Specific Location if LGA or Big Stay
  - e. General description of strategy
2. For Level II Teams
  - a. Names of team organizers
  - b. State or States
  - c. General description of strategy
3. For Level III Teams
  - a. First names of team members, should match registration exactly
  - b. State
  - c. Division (A, B, C or D)
  - d. NJ Counties to be covered
  - e. General description of strategy

Teams can expand on their strategies in the Information box.

**The Comment Box is reserved for the end of the day and must include:**

- 1.) The Team's Official Total (including 95% adjustments)
- 2.) List of 95% Species (Please list all)
- 3.) List of rarities flagged on eBird lists for review
  - a. Trip Reports will NOT carry over flagged species on checklists.
- 4.) Time team stopped counting
- 5.) Approximate total hours actively counting and any highlights

**When you end your day, please send a brief email to [wsb@njudubon.org](mailto:wsb@njudubon.org) with the following information:**

Subject: 2024 WSB Results [Insert Team Name]

Team Name, identical to Trip Report Format

Official Total for Review\*

Link to Trip Report, if not previously submitted

\*The Official Total in your email represents the final word on YOUR WSB Team's submission. Although it is possible to make changes in eBird after the fact, your Team's total will remain that which you supply by via email by midnight and should correspond exactly with what is on your Trip Report on eBird at the time the judges check your team's link.

Your email can also contain any other relevant information about your team's performance.

**COMPLETE VS. INCIDENTAL eBird CHECKLISTS**

When you click on SUBMIT in eBird, it will ask you to choose between a COMPLETE CHECKLIST and an INCIDENTAL CHECKLIST. If you are only entering species as needed for your WSB submission (and NOT recording all species/individuals encountered at a given location), you should enter your list as INCIDENTAL. Only if you are following eBird's protocols for a COMPLETE CHECKLIST (entering ALL birds encountered at a single site), should you enter your list as a Complete Checklist. Visit the eBird website and click on the HELP button for detailed information on eBird best practices and protocols. Please note, our colleagues at Cornell support the use of eBird Trip Reports in the WSB and appreciate your cooperation.

**IMPORTANT NOTE FOR END OF DAY!**

IF YOU ARE UNABLE TO GET TO A COMPUTER TO CHECK THE STATUS OF YOUR EBIRD TRIP REPORT, PLEASE PRIORITIZE SENDING YOUR EMAIL TO [wsb@njudubon.org](mailto:wsb@njudubon.org) BY MIDNIGHT. WE WILL CHECK THE LINK YOU SHARED TO YOUR EBIRD TRIP REPORT AND IF THERE IS A NOTICIBLE DISCREPANCY, WE WILL CONTACT THE TEAM CAPTAIN. WE TRUST THE TEAM WILL WORK TO RECTIFY THE SITUATION AT ITS EARLIEST CONVENIENCE.

Finally, if you wish to register a "Call of Foul" or "Protest" against another team or an individual, please contact the organizers directly. Do not post such actions on eBird.