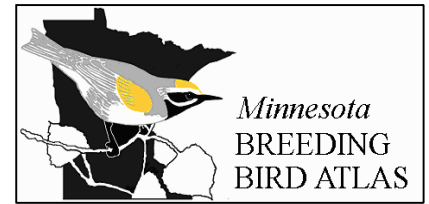


MNBBA Easy Guide



To Register

Registration is required to sign up to survey a block or enter observations. However, no registration is necessary to browse the maps or review results to-date.

- On the project website, www.mnbba.org, click on *Join the Project*
- A Welcome page opens. Click on *click here*.
- Create a username and password and complete the other required fields.
- When you complete registration, your My Home page will display with your name at the top. You can continue to browse for blocks or enter data. The next time you need to log in, click on Sign-in.

To Find and Request a Priority Block (Surveyors only)

- From your My Home Page (or by clicking on the Request a Block tab on mnbba.org), click the *View Regions and Blocks* tab, then double-click to zoom or pan to your area of interest. When you find an available priority block, outlined in red, single-click to open a pop-up window.
- Click on *Request to own this block*
- Click *Submit* in the request window.
 - A note is sent to the Coordinator who will respond to your request for block ownership.
 - A pending request message is displayed. Click the *My Home* tab to go to your personal page.
 - When your request is processed, [a link to that block appears on your My Home page.](#)

Notes: You can also use *Alternative Block Finder–Google Maps* under *Regions and Blocks* on the mnbba.org home page. When you have identified the block you want to request (block ID is at the top of the map), click the *Request Block* button in upper right corner.

To Enter Observations (for Surveyors and Field Observers)

- From your My Home Page, click the *Enter Observation* tab (or on mnbba.org, click *Enter Observations*).
- On the Enter Observations page:
 - If you know the Block ID, enter it in the Block ID field and click *Continue*.
 - If you have entered data for this block before, select it from the drop down list, or
 - Double-click to zoom in to the block where you made your observations. When you find the block, single-click to open a pop-up window and click on *Enter Observations*.
- On the Data Entry Options page, select the *Highest Breeding Bird Code, Single Day* option for observations from one date. (To enter sightings in the same block on more than one date, click the *Multiple Days* option).
 - On the Data Entry page, enter the date in mm/dd/yyyy format. Then, find each species and select the evidence code for that species. If you get an “*Oops*” message, read the text and either edit or confirm the species data. Click *Continue*.
 - On the Review page, check your data, add field notes and locations if necessary. Click *Submit*.
 - On the Block Effort page, enter the time period and hours of the visit.

Notes: You can also use *Alternative Block Finder–Google Maps* under *Regions and Blocks* on the mnbba.org home page. When you have identified the block for which you have observations (block ID is at the top of the map), click the *Enter Sighting* button in upper right corner.

SUGGESTIONS: You can set up a Bookmark or Favorite to go directly to the Sign In page. From My Home, just click on the *Home* tab to go to www.mnbba.org. For more information, review the Volunteer Data Entry Instructions on mnbba.org under Materials.