

## 2024 Christmas Bird Count Overview

**Count Day:** Sunday, December 15, 2024

**Count Week:** 12-14 & 16-18 December 2024 – email count week birds to [matsubirders@gmail.com](mailto:matsubirders@gmail.com)

### BEFORE THE COUNT

- Go to the [Matsu Birders Website](https://matsubirders.org) - [Christmas Bird Count](https://matsubirders.org) page ([matsubirders.org](https://matsubirders.org))
- **Review the CBC forms and documents**
- Print out the Tally Sheet (keep separate sheets for feeder and field counting)
- BEFORE you start your count day review the Participant Form so you are familiar with the data collection requirements! (keep track of time and miles, and more.)
- Carefully read the FEEDER and FIELD Counter Instructions as they apply to you.
- Review the Rare Bird Form and Instructions just in case you see a rare or unlisted bird!

### DURING THE COUNT

- Keep track of your **participant** data (time, mode of transportation, miles etc.) See form on website
- Notice the species on the Tally Sheet that have stars.
- If you find any **rare** or **unlisted** species you need to complete a Rare Bird Form. Be sure to take notes on bird description while you are looking at the bird. Take photos! Even if they are just with your phone. See form and directions on the website. **TIP:** use your smartphone to video the bird and you can narrate what you are seeing...really a two person endeavor!
- Keep track of time... **Field counters only count Ravens till noon.**

### AFTER THE COUNT

Go to the Online Spreadsheet for Data Reporting at [matsubirders.org](https://matsubirders.org)

- [Spreadsheet Link](#) – should **not** require a login **on Count day**. No access before count day. Contact Robin or Tom (below) for tech support)
- Carefully read the directions on the **first tab of the spreadsheet**.
- Each Team Leader (field and feeder) will enter their team data on the spreadsheet.
- Look for your **Team Designator** in the bottom tabs. Complete just your page.
- Number of species and participant data are entered on the spreadsheet page.
- If you complete the spreadsheet, you **do not** need to submit a Participant form, but hang onto forms till the count is finalized.
- Review your species list and submit **Rare Bird Form** if needed.

### REPORTING COUNT DATA:

#### Three Ways to report count data.

1. **Preferred:** Use the [online spreadsheet](#) to enter your data yourself (will be emailed and posted on count day) **OR**
2. email your results and participant info to [matsubirders@gmail.com](mailto:matsubirders@gmail.com) **OR**
3. Call in your count and participant info.

NOTE: If needed, **all forms are available on the website.**

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**Please submit all data by Monday, December 16, 2024 - 5pm**