

## Herts Bird Club

### Notes and guidance for submitting bird records

It is easy to submit your bird records through the website. All records will go straight into the Herts Bird Club data base, will be used to compile the annual Bird Report and then kept in our archive for future reference.

Interesting and more unusual sightings will (after moderation) appear in 'recent sightings' on the website home page. We have a team of moderators and aim to update the sightings every day.

We will not post breeding records of sensitive species, such as Red Kite and Raven, during the breeding season.

A list of species and the type of record required for each is on the 'Links' webpage [www.hnhs.org/birds/links.php](http://www.hnhs.org/birds/links.php)

#### ***Please follow the guidance below to enter your records:***

- Enter your name and your email address.
- Enter the date of your sighting.
- Select the site where you saw the bird(s) there are two options, either predictive text – start typing the name of the site and a list of options will appear – or select the site from the drop down box. Most key sites, over 800, are already in the system, so please check the full site list before using the 'other site' option. You will find a full list of sites and their grid references on the 'Sites Guide' webpage.
- If your site is not listed, please select the closest option from the list and add precise location in the 'comments' box or select 'other' and add details in the comments box.
- Enter the species seen by typing in the predictive text box or selecting the species group and species from the drop-down box. A full list of species and the type of record required for each is below.
- Enter the number of birds seen in the 'count' box.
- Enter the breeding status where appropriate, by choosing from the drop-down box
- Add any comments, eg, precise location details, subspecies details, interesting notes.
- Click 'add record' and another form will appear for your next record. You will see that in the 'next record' screen all the fields are auto-filled. This makes it easy to add another species at the same site.
- Note you can only have one site and one species per record. Do not add extra species in the comments box, they will not be recorded.
- When you have entered all your records or a batch of 20 records you will be prompted to submit them. A new screen will appear giving you the chance to review and correct all your records, before finally submitting them.

#### Rare birds

Certain species which are rare to Hertfordshire require a description before we can accept the record; the full rarity's list is below. You can either add the description in

the comments box or submit a separate Rarity's form (you can download a copy from the 'Links' webpage [www.hnhs.org/birds/links.php](http://www.hnhs.org/birds/links.php)). Records of nationally rare species will be submitted for consideration to the British Birds Rarity Committee by the Herts Bird Club recorder. More details from David Bilcock at [birdrecorder@hnhs.org](mailto:birdrecorder@hnhs.org)

#### Breeding Birds

We want records of breeding birds to contribute to the Herts Atlas project, so please add breeding status where known.

#### New species

If the bird species you have seen is not on the list it will be something really special, so please email the details to the Bird Recorder.

#### New site

If your site is not on the list and you would like to add it please email the Bird Club Webmaster, Alan Gardiner at [birdweb@hnhs.org](mailto:birdweb@hnhs.org)

#### Photographs

Please email your photos to Jack Fearnside for posting on the photos webpage.

#### Still need help?

Please contact our web co-ordinator, Alan Gardiner, at [birdweb@hnhs.org](mailto:birdweb@hnhs.org).