

## How to Upload Data into the AKP website

-Updated February 2018-

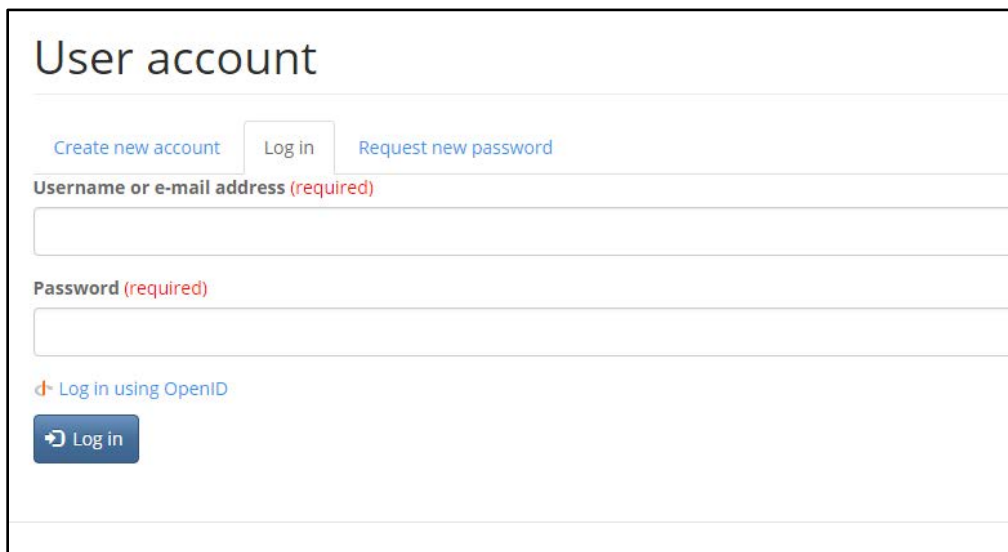
### 1. Create an Account:

In order to enter nest record and observation data, you'll need to have an account on the American Kestrel Partnership website and be logged on. Being logged into your account has other benefits as well such as access to certain documents and publications that are restricted to use by partners only.

- From the AKP home page, click on the 'Sign In' icon on the top right corner.

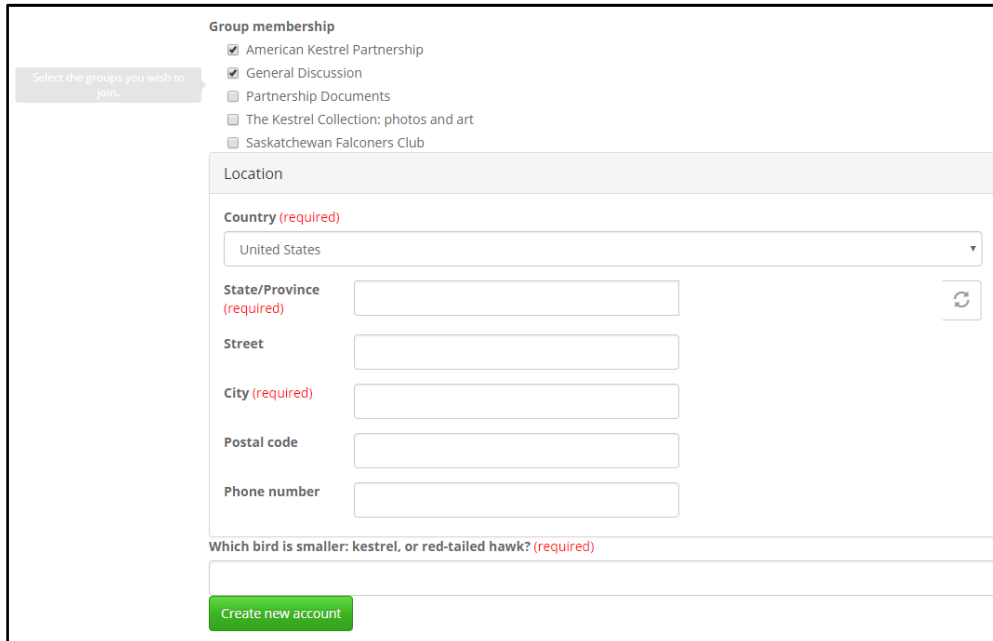


- If you don't already have an account, sign up for one! Click on 'Create new account' and make a username and password that is specific to you.

A screenshot of the 'User account' login page. The page has a white background and a dark header. Below the header, there are three links: 'Create new account', 'Log in', and 'Request new password'. Below these links are two input fields: 'Username or e-mail address (required)' and 'Password (required)'. Below the password field is a link for 'Log in using OpenID'. At the bottom of the form is a blue 'Log in' button with a white arrow icon.

- You'll be asked which groups you would like to become a member of. This is entirely up to you. We recommend that you join the American Kestrel Partnership and the General Discussion!

- You'll be asked where you live. You only have to add your city and state, but you can give more information if you would like to do so.



The screenshot shows a registration form with the following sections:

- Group membership:** A list of checkboxes for selecting groups to join. The first two, "American Kestrel Partnership" and "General Discussion", are checked. The others are "Partnership Documents", "The Kestrel Collection: photos and art", and "Saskatchewan Falconers Club".
- Location:** A section with several input fields:
  - Country (required):** A dropdown menu currently showing "United States".
  - State/Province (required):** An empty text input field with a refresh icon to its right.
  - Street:** An empty text input field.
  - City (required):** An empty text input field.
  - Postal code:** An empty text input field.
  - Phone number:** An empty text input field.
- Which bird is smaller: kestrel, or red-tailed hawk? (required):** A text input field.
- Create new account:** A green button at the bottom of the form.

- At the very end, there is a final question (to make sure you aren't a bot!). You must answer it in order to sign up. Now you are ready to upload your data to the website!

## 2. Collect Nest Record and Observation Data

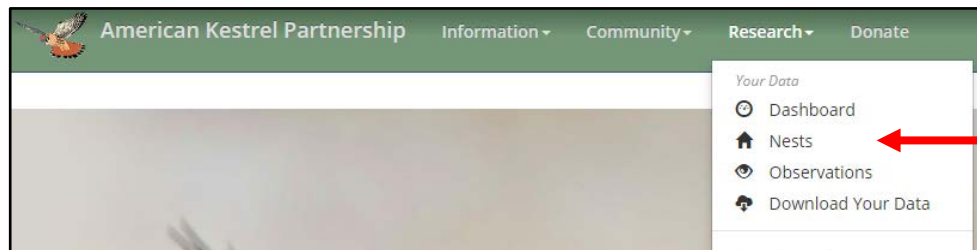
Collect information on your nest characteristics, dimensions, and location before you sit down to enter the data into the website. Record this information on a data collection sheet, found [here](#). Likewise, take the data collection sheets with you when you monitor your boxes and write down your observations immediately after checking the box. Bring your completed sheets to the computer when you are ready to upload your data!

## 3. Enter Data on AKP Website

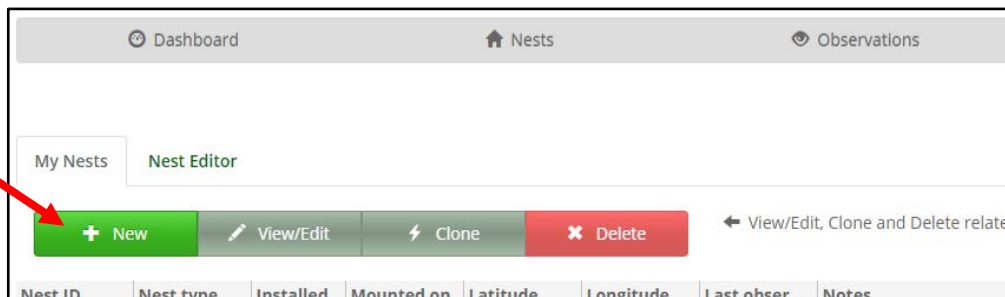
We collect data on nest boxes and observations. Therefore, you'll first need to create a nest record for each box you monitor. You should do this as soon as you've installed your box. Once your nest records are created you can log all of your observations for each nest.

## ENTERING NEST RECORD DATA

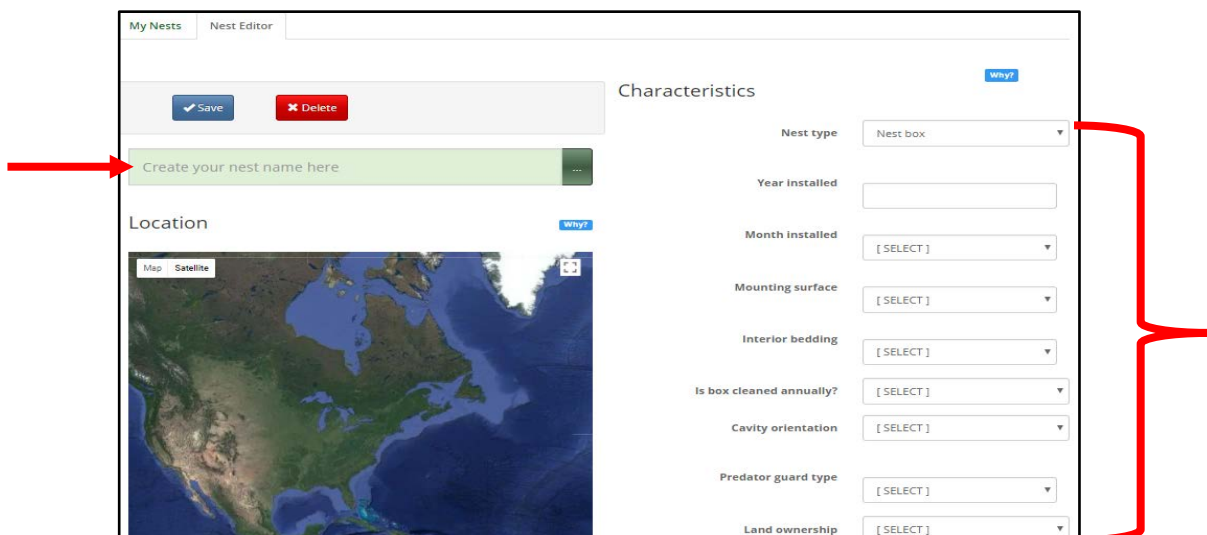
- To enter nest box information by creating a nest record, make sure you are logged in, then click on the **Research** tab on the top of the AKP page and select the **Nests**



- Click on the green **+ New** button, which will take you to your Nest Editor.



- Create a name for your nest.
- Enter your nest's characteristics, including nest type, date installed, and if you added any predator guards. Note that your nest doesn't have to be in a box; we take data for nests in natural cavities, cavities in sides of buildings, and more! Selecting nest type other than 'Nest Box' will reduce the amount of information we ask for.



- Enter nest box dimensions on the Nest Editor page as well. Clicking on the '?' by 'Dimensions' will give you a diagram that corresponds with the letters on the [data collection sheet](#) and are shown in the left box below.

**Dimensions** ?

Measurement units: Inches

Height from ground [A]

Cavity diameter [B]

Cavity bottom to box bottom [C]

Width [D]

Front to back [E]

Height [F]

How do I collect these measurements?

Letters correspond with the letters in the data entry form.

- Enter nest location. You'll have several options for nest location entry method, including finding the location on the map, entering GPS coordinates (Decimal Degrees, Degree minutes seconds, or UTM), or by looking up the address.

Location lock:  Locked  Unlocked  
Nest map unlocked! Use caution.

**Nest location entry method**

- Decimal degrees (hddd.dddd)
- SELECT--
- Find location on the map
- Decimal degrees (hddd.dddd)
- Degrees minutes seconds (hddd° mm' ss.s")
- Universal Transverse Mercator (UTM)
- Street address lookup

Decimal degrees coordi

Latitude

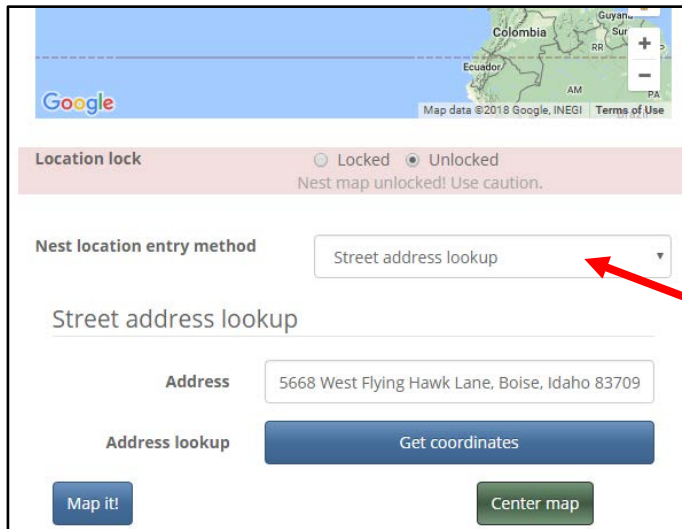
Hemisphere:  N  S

Longitude

Hemisphere:  W

Map it! Delete pin Center map

- If you have the coordinates great! Input the data and click 'Map It!'

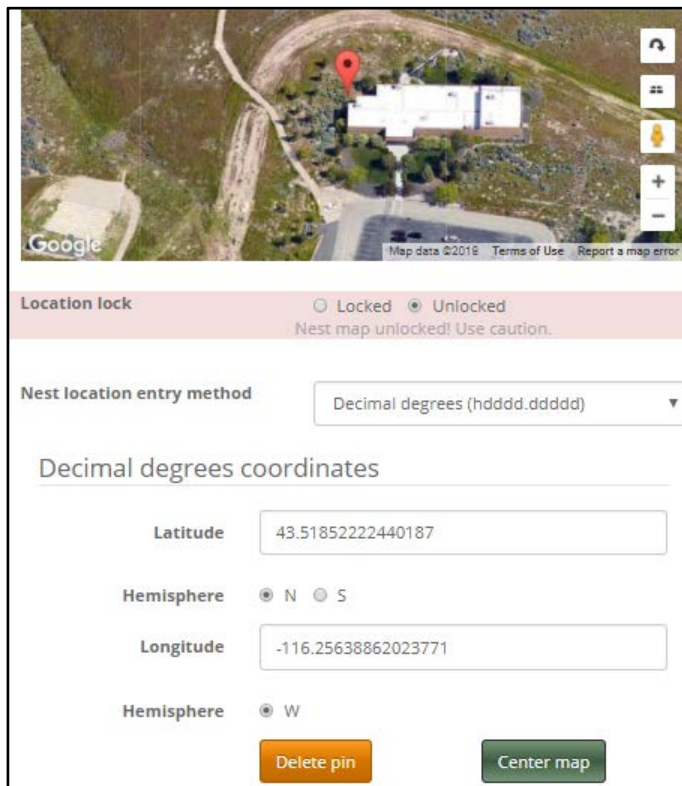


➤ If you don't have exact GPS coordinates, that's okay. You can select either 'street address lookup' or 'find the location on the map.'

If using 'Street address lookup':

- Type in the address and then click 'Get coordinates' or click 'Map It!'

- The address will be automatically translated to decimal degrees. A satellite or map image will pop up. If you clicked 'Map It' your image will have a pin dropped on that address. If you clicked 'Get coordinates,' zoom in to fine tune your box location, then click 'Map It!' and a pin will appear.



- Fine tune the box location at this address by hovering over the pin with your mouse, then clicking and dragging it to the nest's exact location. To adjust your map view, you can use the zoom tools or drag the image around as you do in Google Maps.

- You may select 'Delete Pin' to revise your nest location.

- If using 'Find location on the map', follow the directions as prompted.

- Enter any additional comments about your box in the 'Notes' section.
- Scroll below 'Notes' and click the 'Save' button to SAVE your Nest Record.
- Read on to learn about entering Observation Data for each of your nests.
- If you have questions, email [kestrelpartnership@peregrinefund.org](mailto:kestrelpartnership@peregrinefund.org).



## ENTERING OBSERVATION DATA

- Please read and adhere to our monitoring protocol, found at [kestrel.peregrinefund.org/nest-monitoring](http://kestrel.peregrinefund.org/nest-monitoring) ([download here](#)).
- Once your nest records are saved, you can begin entering information on what you observed during each of your nest checks. Make sure you are logged in, then click on the **Research** tab on the top of the AKP page and select **Observations**.
- A page will open with all of your recorded nests listed on the left.
- Select a nest from the left column to see Observation History or for the option to begin entering a new observation for that nest.

Dashboard    Nests    Observations

My Nests    select a nest from the left column to begin.

- FAKE Tala
- FAKE\_SarahSarah
- fake\_south\_america\_bc
- NEST 1\_FAKE**
- testSS

- Select the green **+ New** button or the 'Observation Form' tab to begin entering a new observation for that nest.

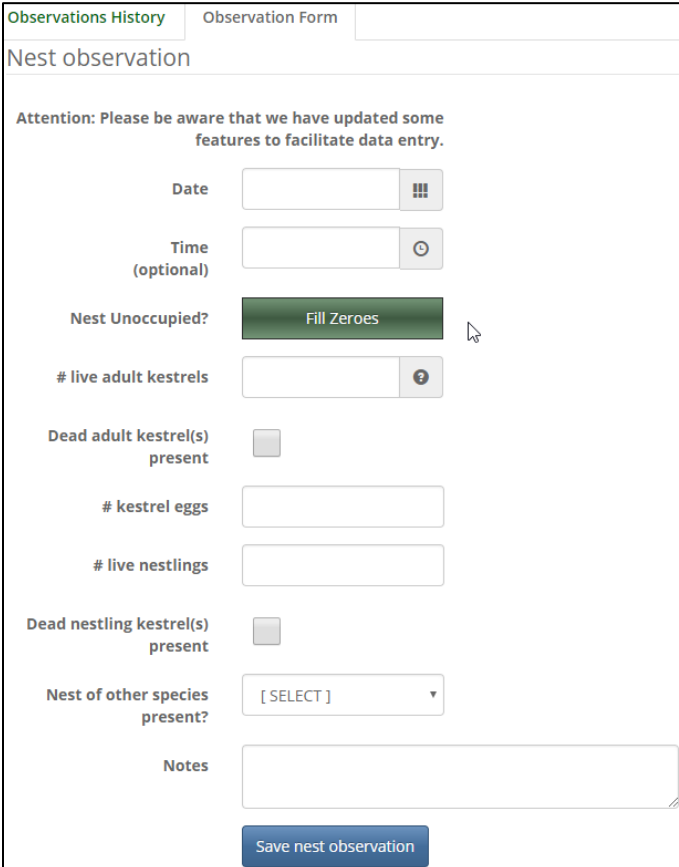
My Nests    NEST 1\_FAKE

Observations History    Observation Form

+ New    View/Edit    Delete    View/Edit and Delete relate to the currently selected d

Date and Time	Kestrel A...	Eggs	Live Nestl...	Dead Nes...	Nestling ...	Notes
2017-08-23 00:00:00	0	0	0	0	0	TEST
2016-09-01 01:00:00	1	0	0	0	0	
2016-08-01 01:00:00	1	0	5	0	1	
2016-07-01 01:00:00	1	5	0	0	0	
2016-06-01 01:00:00	1	0	0	0	0	
2016-05-01 01:00:00	1	0	5	0	3	
2016-04-01 01:00:00	1	5	0	0	0	

- Complete the Observation Form using information you wrote down on your [data collection sheet](#).
  - Please enter data even if the box was empty or there were no signs of use by kestrels. If the nest box was unoccupied (no eggs, no nestlings, no adults inside the box), enter the date then click the green 'Fill Zeros' button to complete the rest of the form with zeros.
  - If the box was used by another species, we'd like to know that. Indicate this by clicking the 'Fill Zeros' button then changing the 'Nest of other species present?' to the appropriate selection before saving your observation.
  - If you choose to age nestlings, that is very helpful to us and we appreciate your additional efforts. Find and download the nestling aging guide while logged into your AKP account from the Installation and Monitoring page ([here](#) if you are logged on). When entering data, if you enter a number (non-zero) in the '# live nestlings' field, you'll see nestling age slider appear and this is where you can scroll to select nestling age ('not aged' will remain the default).



Observations History | Observation Form

### Nest observation

Attention: Please be aware that we have updated some features to facilitate data entry.

Date

Time (optional)

Nest Unoccupied?

# live adult kestrels

Dead adult kestrel(s) present

# kestrel eggs

# live nestlings

Dead nestling kestrel(s) present

Nest of other species present? [ SELECT ]

Notes

- Enter any additional comments about your box in the 'Notes' section.





- When complete, select 'Save your nest observation'. This will bring you back to your Observation History for that nest and you should see your new observation.
- Contact [kestrelpartnership@peregrinefund.org](mailto:kestrelpartnership@peregrinefund.org) if you have questions.

*Thank you for your efforts in monitoring consistently and according to protocol, taking careful notes, and entering your season's data no later than early September of each year!*