20 easy steps to getting started with MyBirdPatch

1. After making a checklist of the birds in a defined patch of your choice (garden, local nature reserve, school grounds, greenbelt walk, etc.) go to the MyBirdPatch website http://mybirdpatch.adu.org.za/

2. Login by entering your email address, then tab to the password block (your ADU number will be automatically filled in) and type in your password**.** Click on the 'Login' button. *(If you are not a registered ADU observer click on the 'Register' link and complete the registration form. During the registration process you get to select your own password. Once you receive confirmation of your registration you can then login and continue following these steps).*

3. The system will then automatically take you to the home page. To view registered patches in your area click on 'Sites' and follow the on-screen instructions.

4. To capture a new card or define a new patch click on 'MyBirdPatch'. This will take you to the 'Manage your MyLivingPatch submissions' page. Here you will be able to view and edit all your card submissions.

5. To add a new card click on the 'Add a new card' link (top right of the table). Then select MyBirdPatch from the 'Select list type' drop down box.

6. You need to define your patch before you can start adding your lists. To do this, click on the 'Add new site' button and follow the instructions to define the boundaries of your patch using Google Maps. There is also an instructional video which you can watch showing you how to do this. Should you have already defined your patch select it from the 'Patch where survey took place' box.

7. After saving a new site or selecting one of your saved sites, fill in the start date and end date using the calendar pop-up. Cards should ideally cover a period of at least 10 minutes to one full-day, all depending on the size of the patch) thus start and end dates would generally be the same date.

8. Fill in the start time (hours and minutes) using the time pop-up.

9. Fill in the total time you spent actually recording birds (hours and minutes) using the time pop-up. Note: for 30 minutes you will need to enter 00:30.

10. Select the environmental conditions during your survey (was it easy or difficult to ID and record the birds?)

11. Select what type of list it is (comprehensive = how complete is the survey; have you managed to search for and identify as many birds as possible in your patch; or did you only get to record a proportion of the species?)

12. Select whether it is an ordered list or not (did you record birds in the order that you saw/heard them?)

13. Then click on 'Save/Next'

14. In the next screen you add your species; use the search option to find a species (e.g. 'thrush' will find all the thrushes). The search will look up confirmed species from the Quarter-Degree Grid Cell and pentad in which your patch falls.

15. Then click on the species you want, fill in any information on the right - count, breeding, notes, upload an image (if any) - and click on 'Add species'.

16. As you add records they are automatically vetted (checked) and a green dot = accepted record, red dot = out-of-range or National Rarity and an orange dot = Regional Rarity appears. If you click on the link below the dot, a verification form appears which you will need to complete and then click on 'Submit'. The record will then get adjudicated by the relevant Regional Atlas Committee and the result communicated to you via email.

16. Once you have added all your species click on 'Submit to project'. This then takes you back to 'Manage your MyLivingPatch submissions' page where you will see your card is now listed.

17. You can then open the card and change any details (if needed, at any time), and delete species and add others in.

18. If you want to get a species list for your patch (and/or your SABAP2 list), click on 'Site lists', find your site (or any other public site listed), and click on 'Get list'. A map comes up showing the location of the patch and a list of species below. You can also define your own area (on the map) and then click "Get custom area list".

20. Then logout once you have finished. If you have any queries please contact Doug Harebottle (doug.harebottle@uct.ac.za)