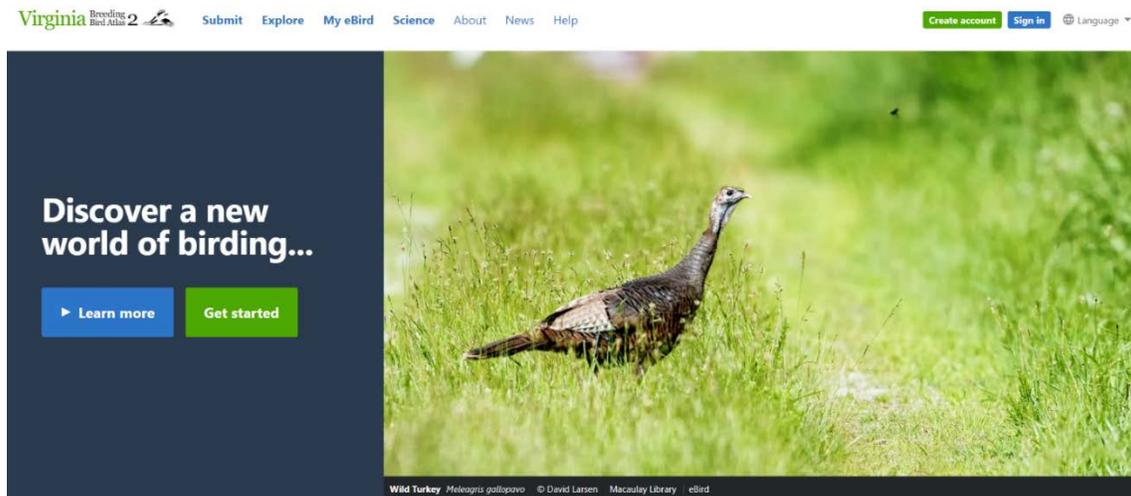


## Submitting data on eBird desktop

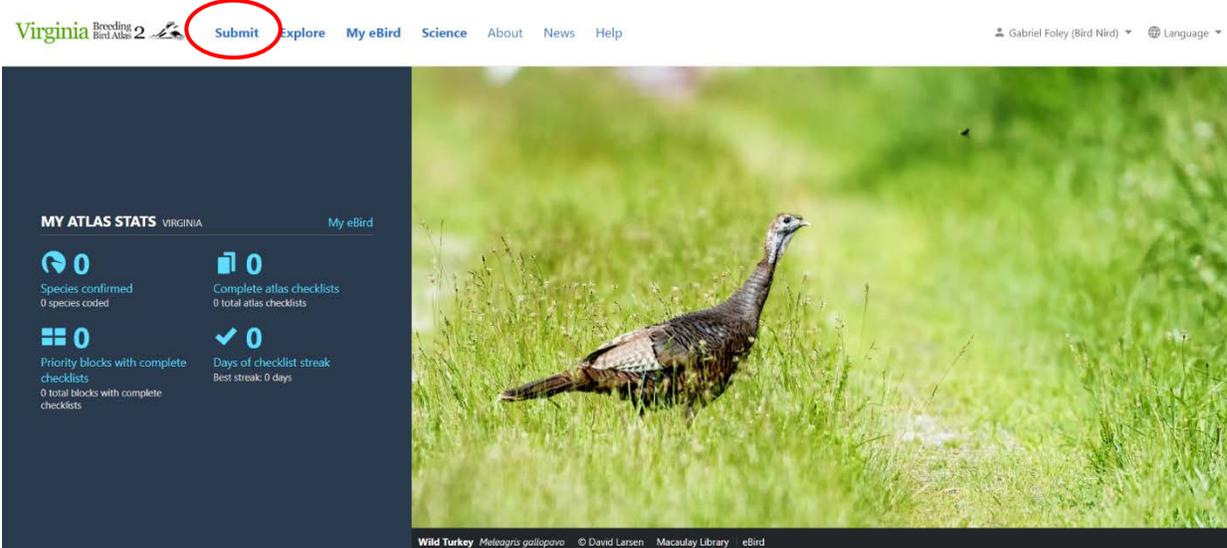
**All data submitted to the Atlas must go through the MD-DC BBA3 eBird portal** – it's like submitting your data through a different atlas 'door' than eBird's 'main entrance'. If you have breeding evidence to submit, be sure to select the MD-DC BBA3 eBird 'door' by going to [ebird.org/atlasmddc/home](http://ebird.org/atlasmddc/home). Alternatively, if you have no breeding evidence in your checklist, submit that through the eBird 'main entrance' at [ebird.org](http://ebird.org).

The first step to submitting data through eBird is to set up an account. Go to [ebird.org/atlasmddc/home](http://ebird.org/atlasmddc/home) and click 'Create account'. Of course, if you already have an eBird account, simply **go to the MD-DC BBA3 Atlas page** ([ebird.org/atlasmddc/home](http://ebird.org/atlasmddc/home)) and sign in.

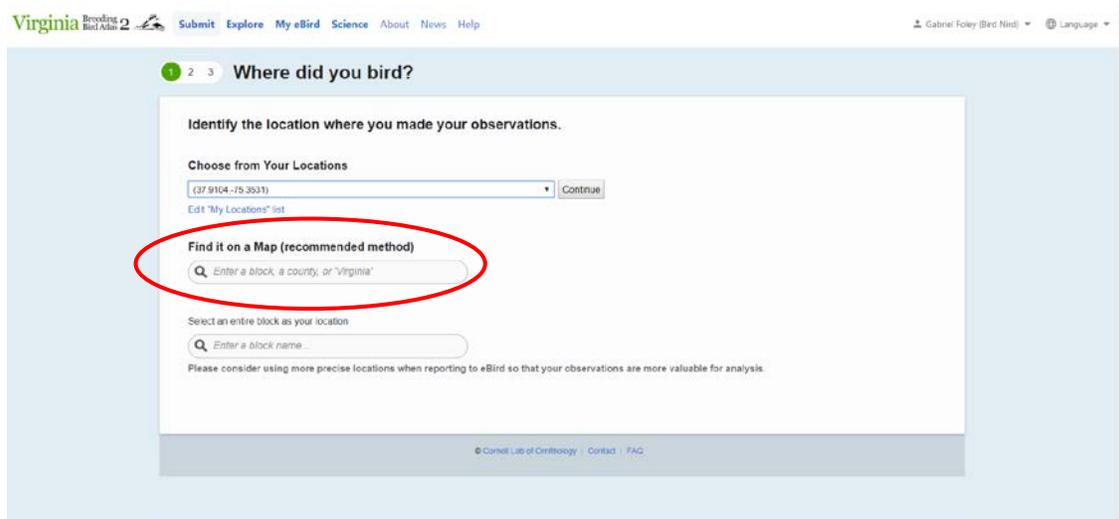


Next, provide your name, a username and password, and your email. Click 'Create account'.

Now that you're signed in, you can begin submitting data! To submit a checklist, click 'Submit'.



Next, select the location you were atlasing. The best way to do that is to 'Find it on a Map'. Type the name of the block or county you were atlasing in into the blank box and select the correct option from the drop-down menu. Avoid using 'Select an entire block' as your location; the data provided through this method are coarser and much less useful.



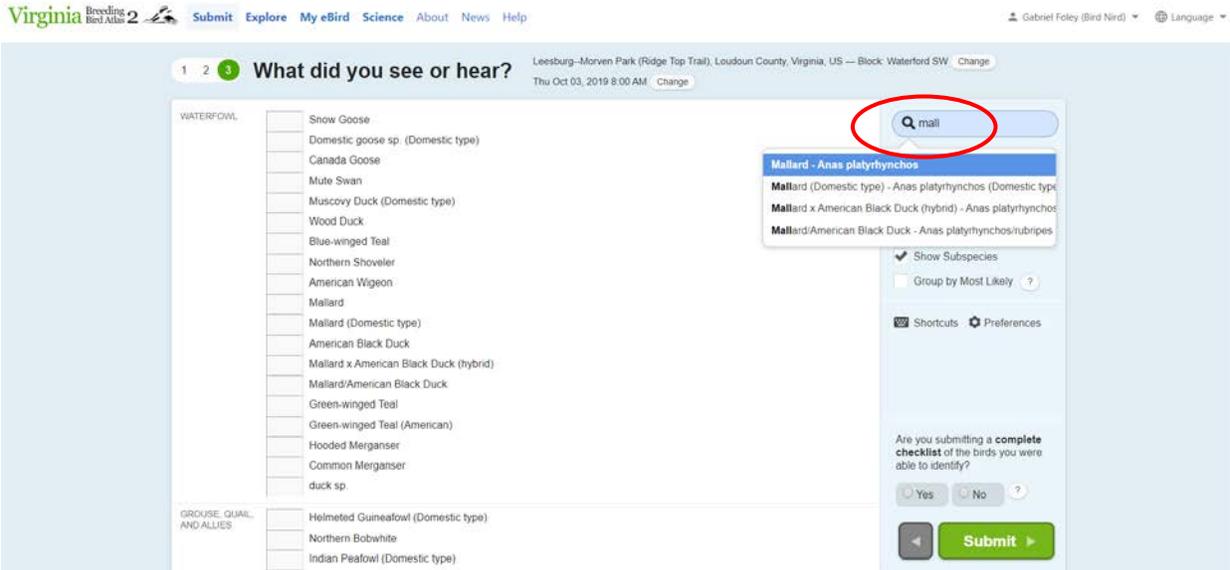
Next, enter the date of your checklist. Select the button next to the most appropriate 'Observation Type'; this will usually be either 'Travelling' or 'Stationary'. Choose Travelling if your checklist was made while you were moving, and choose stationary if you did not move.

The screenshot shows the 'Date and Effort' section of the Virginia Breeding Bird Atlas form. At the top, there are navigation links: 'Submit', 'Explore', 'My eBird', 'Science', 'About', 'News', and 'Help'. The user's name 'Gabriel Foley (Bird Nerd)' and a 'Language' dropdown are also visible. The form title is 'Date and Effort' for the location 'Leesburg–Morven Park (Ridge Top Trail), Loudoun County, Virginia, US — Block: Waterford SW'. The 'Observation Date' is set to 'Oct' and '2019'. The 'Observation Type' is set to 'Travelling'. Below this, there are fields for 'Start Time (24-hour)', 'Duration' (in hours and minutes), 'Distance' (in kilometers), and 'Party Size'. A 'Comments' field is at the bottom. A green 'Continue' button is located at the bottom right of the form.

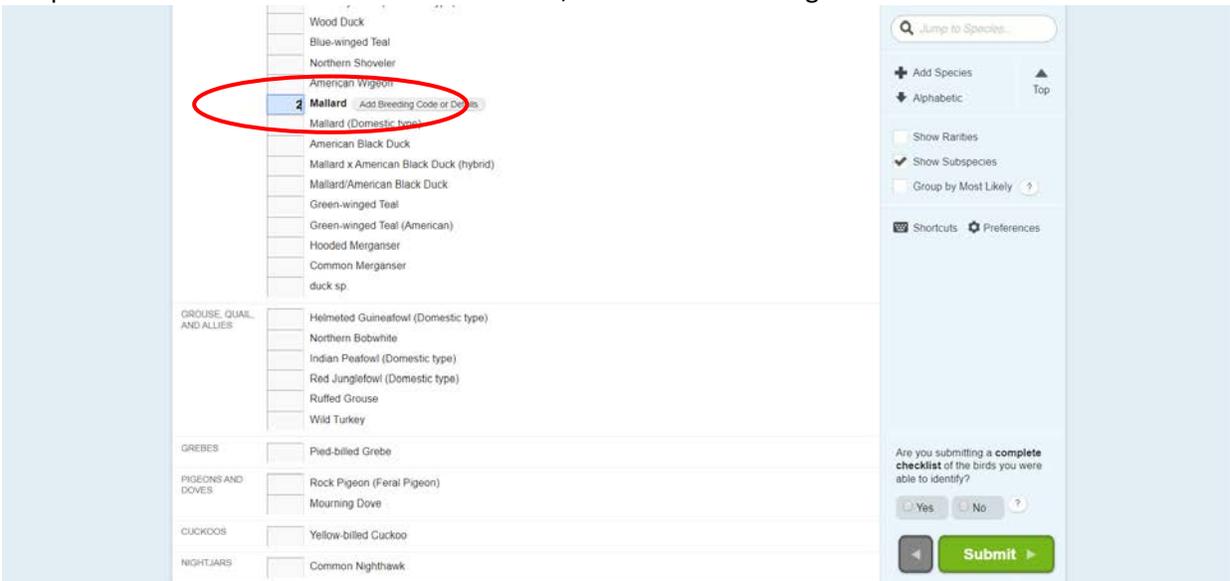
Once the Observation Type has been selected, you can provide the time you started your checklist, how long your checklist was for, how far you travelled, and how many other atlasers were with you. Once you have entered this information, click 'Continue' at the bottom right of the page.

This screenshot shows the same 'Date and Effort' form, but with more information entered. The 'Observation Date' is now 'Oct 3, 2019'. The 'Observation Type' remains 'Travelling'. The 'Start Time (24-hour)' is set to '1:00'. The 'Duration' is set to '0 hrs' and '0 min'. The 'Distance' is set to '0 kilometers'. The 'Party Size' is set to '1'. The 'Comments' field is empty. The 'Continue' button is still present at the bottom right.

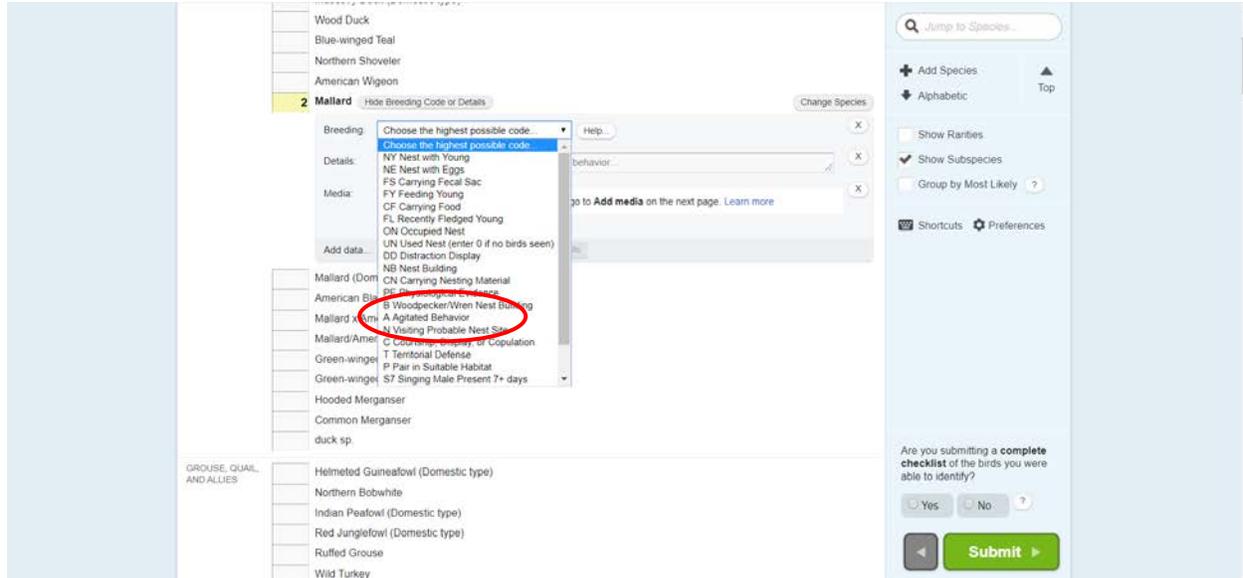
You can now enter which species you saw. In the top right, begin typing the name of the bird. Select the correct option from the drop-down menu that appears.



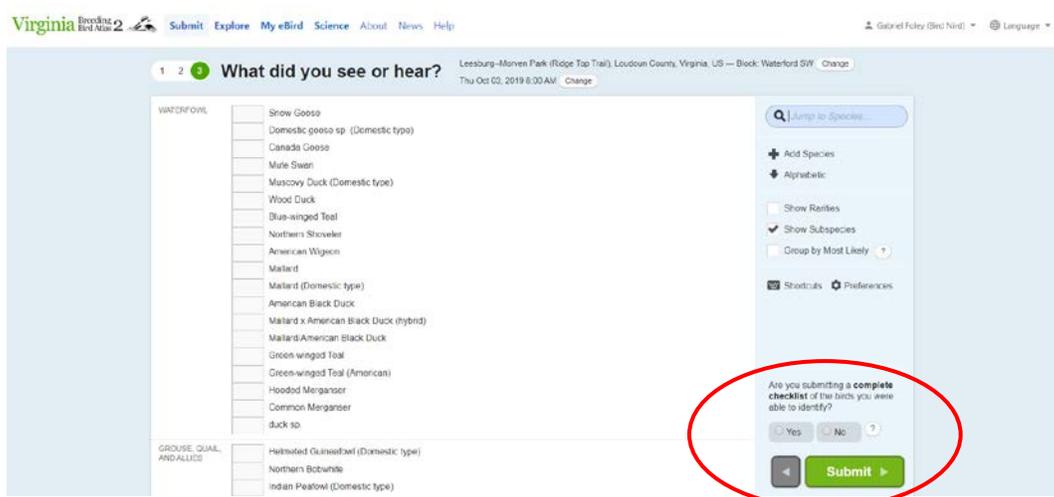
Once you have selected the bird, you can enter how many you saw. Please avoid using 'X' when describing how many birds. Even if you do not know the exact number of birds, a rough estimate will still provide more information than an 'X'. Next, select 'Add Breeding Code'.



A drop-down menu will appear and you can select the highest applicable code to that species on that checklist. Please note that each checklist is independent of other checklists you will enter, so the breeding codes must be entered for each species regardless of breeding codes you or anyone else has found earlier (except for S7 and M codes). You are recording the behavior that you observed on the current checklist.



Once you are finished entering all of the birds you have seen, you are ready to submit your checklist. If you have entered every species you were able to identify for that checklist, then answer 'Yes' for 'Are you submitting a complete checklist?'. We strongly recommend you try to submit each checklist as a complete checklist, and not leave out 'common' birds like pigeons or starlings. Complete checklists are the source of the most useful atlas data.



You can now hit 'Submit'! Congratulations, you are now an atlaser and have successfully contributed valuable data to the Maryland-DC Breeding Bird Atlas!