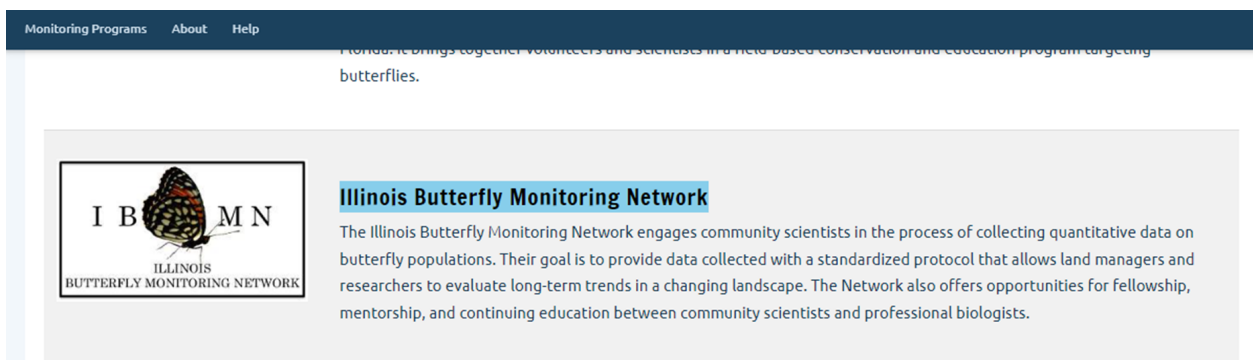


INSTRUCTIONS FOR WEBSITE

Welcome to Pollardbase! These instructions are for volunteers entering their own or someone else's surveys.

For a video tutorial, you can watch this one that is set up for the Illinois program but will be largely applicable to all: <https://www.youtube.com/watch?v=BIR1SBlEdE>

If you are on the Pollardbase home page, navigate to your program and click on the program link.



The screenshot shows a website interface with a dark blue navigation bar at the top containing the links "Monitoring Programs", "About", and "Help". Below the navigation bar, there is a light blue sidebar on the left. The main content area features a white box with a logo on the left and text on the right. The logo is a square with a black border, containing a butterfly illustration and the text "I B M N" in large letters, with "ILLINOIS BUTTERFLY MONITORING NETWORK" in smaller letters below it. To the right of the logo, the text reads: "Illinois Butterfly Monitoring Network" in bold, followed by a paragraph: "The Illinois Butterfly Monitoring Network engages community scientists in the process of collecting quantitative data on butterfly populations. Their goal is to provide data collected with a standardized protocol that allows land managers and researchers to evaluate long-term trends in a changing landscape. The Network also offers opportunities for fellowship, mentorship, and continuing education between community scientists and professional biologists."

Step 1: Log in to your account. If you can't remember your password, you can reset your password.

Log in

[Log in](#) [Reset your password](#)

Username *

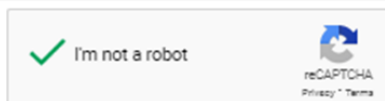
Leslie Ries

Enter your Illinois Butterfly Monitoring Network username.

Password *

••••••••

Enter the password that accompanies your username.



This question is for testing whether or not you are a human visitor and to prevent automated spam submissions.

Step 2: Navigate to the routes tab to access your routes and enter data



Step 3: Navigate to the route that you would like to enter data for (you can filter or sort to help you find your route) and click on the "+Report Survey" button

The screenshot shows the PollardBase web application interface. At the top, there is a navigation bar with the PollardBase logo and links for Home, About, Taxa, Routes, My account, and Log out. Below the navigation bar, there are several filter dropdown menus: Status (Active), State (- Any -), County (- Any -), Site (- Any -), Land Owner (empty), and Routes per page (25). An Apply button is located below these filters.

The main content area is divided into three tabs: Status, Route Information, and Map. The Route Information tab is active, displaying the following details:

- Route Name:** Brumley North - Dairy Pond Loop
- Status:** Active
- Site Name:** Brumley Nature Preserve - North Section
- Landowner:** Triangle Land Conservancy
- State, County:** North Carolina, Orange

In the Operations column, there is a blue button labeled "+ Report Survey" with a hand cursor icon pointing to it. The Map column shows a satellite map of the Brumley Nature Preserve area with a blue route line and several blue location pins. The map includes a legend for Leaflet and OpenStreetMap contributors.

At the bottom of the screenshot, there is a URL: <https://pollardbase.org/carolinas/node/add/survey?route=182&bg=1>

Step 4: Step 4: Go through each tab and enter your survey information - the progression is very similar to past versions - but detailed directions follow. Some of the fields where you enter data have a red asterisk. These are fields that are required to complete data entry. Fields that do not have a red asterisk are optional, or may be required by some programs but not others.

Start by indicating if the survey was able to be completed.

Route *
 Brumley North - Dairy Pond Loop

Was the survey completed *
 - Select a value -
 - Select a value -
 Yes
 No
 Unknown

Time Conditions Observations Notes Images / Files Incidentals

Observer / Spotter *

Recorder / Scribe

Show row weights

Other Participants

Add another item

Save as: Pending

Save Survey

Asterisks mean these are required fields!

Step 5: Enter the people who participated in the survey. Once a name is entered, the next time you enter data, you can start entering the same name and the earlier entry will pop up. Choose from this list because it is best to be very consistent in entering names.

- “Observer/Spotter” is the person who conducted the survey (most programs allow only one observer/spotter - but if you are in a program that allows more, you can separate names with commas)

- “Recorder/Scribe” is a helper who is only allowed to record species (but not spot them)
- “Other participants” may include someone taking photographs or doing a parallel plant survey, etc.

Step 6: Enter the date and time of the start and end of the survey - along with any break time.

Route*

Brumley North - Dairy Pond Loop

Was the survey completed?*

Yes

People	Date and Time	Conditions	Observations	Notes	Images / Files	Incidentals												
<p>Note: Duration field is auto-calculated and "read only".</p> <p>Make sure to enter afternoon times using military time – this helps us more accurately track time.</p> <p>Date*</p> <p>Start date*</p> <table border="1"><tr><td>2023</td><td>Jun</td><td>5</td><td>13</td><td>30</td></tr></table> <p>End date*</p> <table border="1"><tr><td>2023</td><td>Jun</td><td>5</td><td>15</td><td>00</td></tr></table> <p>Break (minutes)*</p> <table border="1"><tr><td>10</td></tr></table> <p>Duration (minutes)*</p> <table border="1"><tr><td>80</td></tr></table> <p>Total survey duration is displayed here – PLEASE CHECK TO SEE THAT THIS NUMBER MAKES SENSE!!</p>							2023	Jun	5	13	30	2023	Jun	5	15	00	10	80
2023	Jun	5	13	30														
2023	Jun	5	15	00														
10																		
80																		

If you needed to take a break during your survey – please record that here

Save as: Pending

Save Survey

Step 7: Enter the weather conditions during the survey

Recording weather conditions is a way for us to be able to best analyze data – but if you forget to record this information, you can choose “Not Recorded” for sky and wind. For temperatures – just click the “Temperature was not recorded” box

Was the survey completed?

Yes

People Date and Time Conditions Observations Notes Images / Files Incidentals

Note: This program measures temperature in Fahrenheit.

Weather Condition Definitions

Starting Conditions

Sky*
Mostly Clear

Wind*
Relatively Still

Temperature
78

Ending Conditions

Sky (end)
Mostly Cloudy

Wind (end)
Windy

Temperature (end)
75

Temperature was not recorded

Save as: Pending

Save Survey

Descriptions of weather conditions are available in this drop down

Weather Condition Definitions

Sky Definitions -- based on horizon to horizon cloud cover

- Clear -- <10% cloud cover
- Mostly Clear -- 10-25% cloud cover
- Partly Cloudy -- 26-74% cloud cover
- Mostly Cloudy -- 75-90% cloud cover
- Overcast -- >90% cloud cover
- Hazy -- thin cloud cover but still allowing enough filtered light to create faint shadow
- Not Recorded -- did not note cloud cover at the time of the survey

Wind Definitions -- adapted from Beaufort Scale

- Calm -- smoke rises vertically (Beaufort 0, wind speed < 1 mph)
- Relatively Still -- smoke drifts (Beaufort 1, wind speed 1-3 mph)
- Moderately Windy -- felt on face, leaves or leafy twigs rustle (Beaufort 2-3, wind speed 4-12 mph)
- Windy -- dust raised, leafy branches and small trees sway (Beaufort 4-5, wind speed 13-24 mph)
- Very Windy -- umbrellas invert; too windy to survey (Beaufort >=6, wind speed >= 25 mph)
- Not Recorded -- did not note wind speed at the time of survey

It is OK to leave this blank if you didn't record an end temperature.

Some programs use Fahrenheit and some Celsius – so check protocols to make sure you are entering the data correctly.

Each program has its own rules in terms of the types of conditions allowed for conducting surveys – make sure to check your protocols or ask your director!

Step 8: Enter the observations that were made during the formal survey time and within the specific observation window specified in your program protocols. If you didn't observe any butterflies during the survey, check the box indicated below.

Was the survey completed?*

Yes ▾

When you are in the observations tab – you should **ONLY** enter butterflies seen during your formal survey and within the observation bounds specified by your program.

People	Date and Time	Conditions	Observations	Notes	Images / Files	Incidentals
<input checked="" type="checkbox"/> No Observations to report during the survey						
Observations						
<input type="button" value="Add Observation"/>						

If you didn't see any butterflies during your formal survey, please check this box!

If you did see butterflies during your formal survey, then press the "Add observations" button instead.

If you see cool butterflies OFF survey that you'd like to report – you will be able to do that here!

Save as: Pending ▾

Step 8 (cont.): If you did see butterflies as part of your formal survey, you will enter the observations for each species-route section combination separately. **This is one of the big differences between the old Pollardbase and this new one - if a single species was seen in multiple route sections, you need to enter each on a separate line.**

Route*

Brumley N

Was the survey

Yes

People

No

Obs:

Files Incidentals

how row weights

Collapse

Count*

- Select a value -

Aaron's Skipper (*Poanes aaroni*)

American Lady (*Vanessa virginiensis*)

American Snout (*Libytheana carinenta*)

American/Painted Lady (*Vanessa virginiensis/cardui*)

Aphrodite Fritillary (*Argynnis aphrodite*)

Appalachian Azure (*Celastrina neglectamajor*)

Appalachian Brown (*Satyroides appalachia*)

Appalachian Tiger Swallowtail (*Pterourus appalachiensis*)

Banded Hairstreak (*Satyrium calanus*)

Berry's Skipper (*Euphyes berryi*)

Black Swallowtail (*Papilio polyxenes*)

Brazilian Skipper (*Calpododes ethlius*)

Broad-winged Skipper (*Poanes viator*)

Brown Elfin (*Callophrys augustinus*)

Byssus Skipper (*Problema byssus*)

Cabbage White (*Pieris rapae*)

Carolina Roadside-Skipper (*Amblyscirtes carolina*)

Carolina Satyr (*Hermeuptychia sosybius*)

Carolina/Gemmed Satyr (*Hermeuptychia sosybius/Cyllopsis gemma*)

- Select a value -

- Select a value -

You can choose species from the drop down menu or find them by beginning to type their COMMON NAME (doesn't work for scientific names) in the box.

Step 8 (cont.): Now you choose the section where the butterflies were observed - and also enter in the number observed in that section type during the entire survey.

Observations

Observation Collapse ⋮

Taxon* Route Section*

Painted Lady (Vanessa cardui) - Select a value - ⌵

Count* - Select a value -

5 A: Parking Lot through forest

B: Dairy Farm Trail

Add Observation

Enter the number of individuals seen in a route section – and press the “Add observations” button.

If butterflies were also observed in section A (here, parking lot), then add those separately.

Save as: Pending ⌵

Save Survey

Step 8 (cont.): keep adding butterflies until you are done!!

Observation Collapse ⋮

Taxon* Route Section*

Count*

Observation Collapse ⋮

Taxon* Route Section*

Count*

A: Parking Lot through forest

B: Dairy Farm Trail

Now you can add observations of the same butterfly to the other route section (note that you don't need to enter route sections in order by letter).

Add Observation

Step 8 (cont.) - keep adding butterflies - and if you notice you made a mistake during data entry - you can correct those on the fly!

Observation Collapse ⋮

Taxon* **Route Section***

+ Painted Lady (Vanessa cardui) ▼ B: Dairy Farm Trail ▼

Count* **OOPS! I realized that I entered a "5" instead of an "8" – so I was able to correct it in the same screen where I am entering new butterflies!**

8

Observation Collapse ⋮

Taxon* **Route Section***

+ Painted Lady (Vanessa cardui) ▼ A: Parking Lot through forest ▼

Count*

2

Add Observation

Step 8 (cont.): And just keep adding butterflies until you are done!

Observations

You can collapse the earlier rows if you want to.

+	Observation	▲ Vanessa cardui , Dairy Farm Trail	Edit	⋮
+	Observation	▲ Vanessa cardui , Parking Lot through forest	Edit	⋮

Observation Collapse ⋮

Taxon*

+ American Lady (Vanessa virginiensis) ▼

Route Section*

- Select a value - ▼
- Select a value -
- A: Parking Lot through forest
- B: Dairy Farm Trail

Count*

5

Keep adding butterflies until you are done!

Add Observation

Step 9: If you are done, save survey OR enter survey-specific notes (but not required)

Route*

Brumley North - Dairy Pond Loop

The last three tabs are optional. You can enter notes specific to this survey if you like. If you took any pictures (especially voucher pictures) – or you saw butterflies OFF your survey that you want to report, that is what the “Incidentals” tab is for.

Was the survey completed?*

Yes

People	Date and Time	Conditions	Observations	Notes	Images / Files	Incidentals
<p>Notes (Edit summary)</p> <p>Paragraph ▼ B <i>I</i> <u>U</u> S Source</p> <p>The weather today was actually pretty nice, but I only saw a few butterflies.</p> <p>About text formats</p>						

Save as:

Pending ▼

When you are done entering all butterflies – all you need to do is to click on a different tab – you don’t need to specifically save any observations you entered – that will happen when you press the “Save Survey” button.

Save Survey

Step 10: If you are done, save survey OR enter images or files (but not required)

People	Date and Time	Conditions	Observations	Notes	Images / Files	Incidentals
<div style="border: 1px solid #ccc; padding: 10px;"> <div style="border: 2px solid red; padding: 5px; margin-bottom: 10px;"> <p>^ Image(s)</p> <p>Add a new file</p> <div style="border: 1px solid #ccc; padding: 5px; display: flex; align-items: center;"> <input type="button" value="Choose Files"/> No file chosen </div> <p style="font-size: small; margin-top: 5px;">Unlimited number of files can be uploaded to this field. 32 MB limit. Allowed types: png gif jpg jpeg.</p> </div> <div style="border: 2px solid red; padding: 5px; margin-bottom: 10px;"> <p>Pictures can be very valuable to document features of your survey that you think are important. This could include a voucher photo to confirm your identification. Or, it could document route conditions (e.g., flooding, new construction).</p> </div> <div style="border: 2px solid red; padding: 5px; margin-bottom: 10px;"> <p>^ Files</p> <p>Add a new file</p> <div style="border: 1px solid #ccc; padding: 5px; display: flex; align-items: center;"> <input type="button" value="Choose Files"/> No file chosen </div> <p style="font-size: small; margin-top: 5px;">Unlimited number of files can be uploaded to this field. 32 MB limit. Allowed types: txt pdf png jpeg jpg gif wav mp4.</p> </div> <div style="border: 2px solid red; padding: 5px;"> <p>You can also upload other types of document types!</p> </div> </div>						

Step 10: If you are done, save the survey OR enter incidental observations - which are butterflies you saw off the survey that you would like to report. This is a new function in Pollardbase!! You can report these for any observations - but there is no need to be complete. If you saw a cool butterfly outside the bounds of your observation window or saw a species on your way back to your car that was out unusually late or early - this is a way to record that. Record as many or as few as you like - but if you recorded the observation as part of your formal survey - please don't also record it as an incidental! This is for off-survey observations ONLY!

People	Date and Time	Conditions	Observations	Notes	Images / Files	Incidentals
--------	---------------	------------	--------------	-------	----------------	--------------------

Use this tab to enter *incidental* species you see, outside of the normal survey. Click the *Add Incidentals* button below to display the fields to enter the species.

◀ Show row weights

Incidentals

Incidental Collapse ⋮

✚ Taxon	Count
<input type="text" value="- None -"/>	<input type="text"/>

Add as many (or as few) incidentals as you would like. Unusual observations outside of your survey will be of particular value!!

Step 11: Save your survey when you are done!

Was the survey completed? *

Yes ▾

People	Date and Time	Conditions	Observations	Notes	Images / Files	Incidentals												
<p>Note: Duration field is auto-calculated and "read only".</p> <p>Date* *Remember that any field with a red asterisk is a required field. If you try and save a survey report and one of these is not filled out, you will get prompted to enter that information.</p> <p>Start date*</p> <table border="1"><tr><td>2023 ▾</td><td>Jun ▾</td><td>5 ▾</td><td>13 ▾</td><td>30 ▾</td></tr></table> <p>End date*</p> <table border="1"><tr><td>2023 ▾</td><td>Jun ▾</td><td>5 ▾</td><td>15 ▾</td><td>00 ▾</td></tr></table> <p>Break (minutes)* Duration (minutes)*</p> <table border="1"><tr><td>10</td><td>80</td></tr></table>							2023 ▾	Jun ▾	5 ▾	13 ▾	30 ▾	2023 ▾	Jun ▾	5 ▾	15 ▾	00 ▾	10	80
2023 ▾	Jun ▾	5 ▾	13 ▾	30 ▾														
2023 ▾	Jun ▾	5 ▾	15 ▾	00 ▾														
10	80																	

Save as: Pending ▾

Save Survey

When you are done entering all survey information, click the "Save Survey" button. You can do this from ANY of the entry tabs.

After you have saved the survey, you will be shown a screen showing all the information that was entered. Please take time to check this information carefully! If you find mistakes, to edit - you need to click onto the "My account" link and navigate to "Authored Surveys" - and you can edit the survey you just completed.

Brumley North - Dairy Pond Loop | 2023-06-05 13:30

Survey

Site: Brumley Nature Preserve - North Section

Route: [Brumley North - Dairy Pond Loop](#)

Was the survey completed? Yes

Date / Time / Duration

Date time: (start) 2023-06-05 13:30

Date time: (end) 2023-06-05 15:00

Break: 10 minutes

Duration: 80 minutes

Starting Conditions

Sky (start): Mostly Clear

Wind (start): Relatively Still

Temperature (start): 78

Temperature not recorded: False

People

Observer / Spotter: Leslie Ries

Other participants:

End Conditions

Sky (end): Mostly Cloudy

Wind (end): Windy

Temperature (end): 75

Survey Notes

The weather today was actually pretty nice, but I only saw a few butterflies.

Observations

	Common Name	Scientific Name	Route Section	Count
1	Painted Lady	<i>Vanessa cardui</i>	B : Dairy Farm Trail	8
2	Painted Lady	<i>Vanessa cardui</i>	A : Parking Lot through forest	2
3	American Lady	<i>Vanessa virginiensis</i>	B : Dairy Farm Trail	5

Count Totals by Taxa

	Common Name	Scientific Name	Total Count
1	American Lady	<i>Vanessa virginiensis</i>	5
2	Painted Lady	<i>Vanessa cardui</i>	10