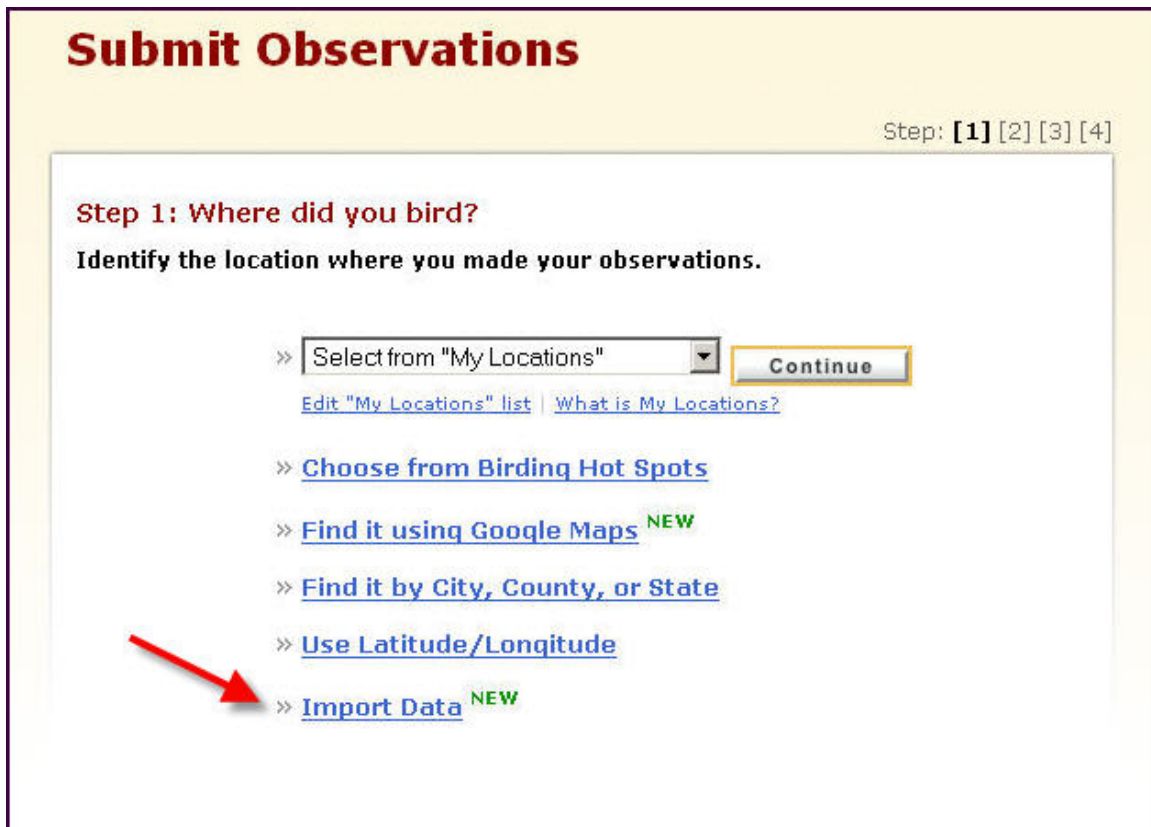


## eBird Import Process

Step 1.—Go to [www.ebird.org](http://www.ebird.org) and sign in using your current eBird account. If you are not already registered at eBird, click the “Register as a new user” button on the upper middle portion of the eBird home page and complete the registration process.

Step 2.—Click the “Submit Observations” tab on the eBird home page.

Step 3.—Choose “Import Data” from the available options.



**Submit Observations**

Step: **[1]** [2] [3] [4]

**Step 1: Where did you bird?**  
Identify the location where you made your observations.

»

[Edit "My Locations" list](#) | [What is My Locations?](#)

» [Choose from Birding Hot Spots](#)

» [Find it using Google Maps](#) **NEW**

» [Find it by City, County, or State](#)

» [Use Latitude/Longitude](#)

» [Import Data](#) **NEW**

Step 4.—Choose either “eBird Checklist Format” or “eBird Record Format” to match the format of your file.

## Import a file

Choose a file to Import

\*File:

\*Format:  National Geographic Handheld Birds  
 Birding Software Export  
 eBird Checklist Format  
 eBird Record Format

Step 5.—Click “Browse” and then navigate to the file on your home computer. It’s easiest to keep all your eBird files in a single location, to facilitate this process in the future. When you’ve found the file you wish to import, highlight that file so that it appears in the “File” window and then click “Import File.”

Step 6.—The moment of truth! If your file is formatted correctly, you’ll see a message that says “Your file has been successfully imported—waiting in line for processing” (see below). If it is a large file, it can take a few minutes for processing. You are welcome to browse away from this page during the processing phase. To check the status of your data import go back to eBird ([www.ebird.org](http://www.ebird.org)) and then click “My eBird” and then “Manage my imported data.” You should then see the result of your latest import.

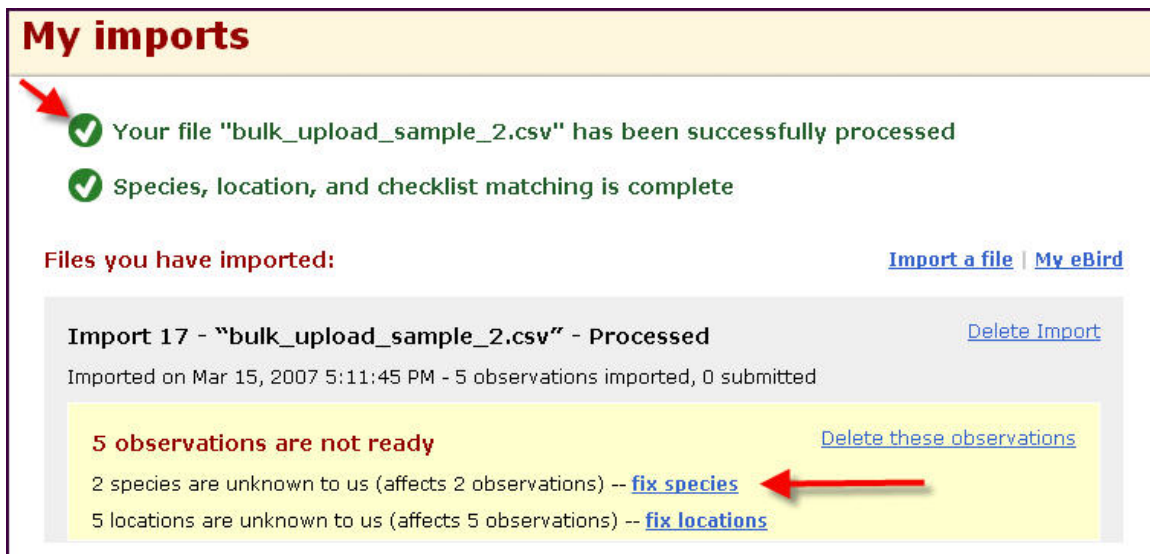
## Import a file

- Your file was successfully imported
- We are waiting in line for processing...

You are free to browse elsewhere — the results will be posted here when the process is complete.

If your file has formatting errors you are required to fix these before trying the import again. You'll receive a message detailing the first 100 errors in your file, after which the import tool will deem your file "Incorrigible!" **Oh no!** In most cases, if a file is deemed incorrigible during the import process the problem is generally tied to formatting. This will cause a cascading stream of errors. Return to the "Formatting your file for import" portion of these instructions to try again! Look for errors such as an entire column of data in the wrong place, make your adjustments and try again. If you can't get your file formatted properly, email [eBird@cornell.edu](mailto:eBird@cornell.edu) for further support.

Step 7.—Once your file has been successfully imported you'll see a happy message at the top of the "Manage my imported data" page to this effect:



**My imports**

✔ Your file "bulk\_upload\_sample\_2.csv" has been successfully processed

✔ Species, location, and checklist matching is complete

**Files you have imported:** [Import a file](#) | [My eBird](#)

Import 17 - "bulk\_upload\_sample\_2.csv" - Processed [Delete Import](#)

Imported on Mar 15, 2007 5:11:45 PM - 5 observations imported, 0 submitted

**5 observations are not ready** [Delete these observations](#)

2 species are unknown to us (affects 2 observations) -- [fix species](#)

5 locations are unknown to us (affects 5 observations) -- [fix locations](#)

Step 8.—Species Matching. You'll now need to fix the items that eBird was not able to match during the import process. Typically these are locations that are unknown to eBird or species common names that do not match those in our taxonomy. Let's go through the "Species Matching" process by clicking "Fix Species" (see above).

## Fix species

"bulk\_upload\_sample\_2.csv" - unknown species: 2

Some species are unknown to us. Tell us which eBird species they should match and click "apply fixes".

Unknown species	Should match	Observations affected
Herrings Gull	➔ <a href="#">choose species...</a>	1 <a href="#">view</a> <a href="#">delete</a>
Darkeyed Junco	➔ <a href="#">choose species...</a>	1 <a href="#">view</a> <a href="#">delete</a>

In this first example we've misspelled "Herring Gull" as "Herrings Gull." Click "Choose Species" to tell eBird about your correction (see below).

## Fix species

Match "Herrings Gull" to a species

**Choose from our suggestions:**

- Audouin's Gull - *Larus audouinii*
- Ring-billed Gull - *Larus delawarensis*
- California Gull - *Larus californicus*
- Herring Gull - *Larus argentatus*
- Herring Gull (American) - *Larus argentatus smithsonianus*
- Herring Gull (Vega) - *Larus argentatus vegae*
- Herring Gull (European) - *Larus argentatus argentatus*

**Or search for a species:**

You can then choose "Herring Gull" from the suggested options on the resulting drop-down list (see above). Once you've clicked the radio button next to "Herring Gull" click "Match Species." eBird will remember this match for all future imports.

In the example below we realize that we've forgotten the hyphen in the name "Dark-eyed Junco." Click "Choose Species" to tell eBird what species you'd like to match this with.

### Fix species

"bulk\_upload\_sample\_2.csv" - unknown species: 2

Some species are unknown to us. Tell us which eBird species they should match and click "apply fixes".

Unknown species	Should match	Observations affected
Herrings Gull	➔ Herring Gull - <i>Larus argentatus</i> <a href="#">change</a>	1 <a href="#">view</a> <a href="#">delete</a>
Darkeyed Junco	➔ <a href="#">choose species...</a>	1 <a href="#">view</a> <a href="#">delete</a>

In the example below we'll use the "Search for a species" option. Simply type in the species you're looking for, in this case "Dark-eyed Junco," and then click "Search."

### Fix species

Match "Darkeyed Junco" to a species

Choose from our suggestions:

- Volcano Junco - *Junco vulcani*
- Dark-eyed Junco - *Junco hyemalis*
- Dark-eyed Junco (Gray-headed) - *Junco hyemalis caniceps*
- Dark-eyed Junco (Oregon) - *Junco hyemalis oregonus*
- Dark-eyed Junco (Pink-sided) - *Junco hyemalis mearnsi*
- Dark-eyed Junco (Slate-colored) - *Junco hyemalis hyemalis*
- Dark-eyed Junco (White-winged) - *Junco hyemalis aikeni*

Or search for a species:

The resulting drop-down list contains all matches in our taxonomy for the words you type in the search box (see below).

### Fix species

Match "Darkeyed Junco" to a species

Choose from our suggestions:


- Volcano Junco - Junco vulcani
- Dark-eyed Junco - Junco hyemalis
- Dark-eyed Junco (Gray-headed) - Junco hyemalis caniceps
- Dark-eyed Junco (Oregon) - Junco hyemalis oregonus
- Dark-eyed Junco (Pink-sided) - Junco hyemalis mearnsi
- Dark-eyed Junco (Slate-colored) - Junco hyemalis hyemalis
- Dark-eyed Junco (White-winged) - Junco hyemalis aikeni

Or search for a species:

Dark-eyed Junco

We found 7 species for "Dark-eyed Junco"  
Choose one:

- Dark-eyed Junco - Junco hyemalis
- Dark-eyed Junco (Gray-headed) - Junco hyemalis caniceps
- Dark-eyed Junco (Oregon) - Junco hyemalis oregonus
- Dark-eyed Junco (Pink-sided) - Junco hyemalis mearnsi



Click the radio button for "Dark-eyed Junco" in the resulting list and then click "Match Species."


You've now matched both of your species and it's time to apply your fixes to the database (see below).

### Fix species

"bulk\_upload\_sample\_2.csv" - unknown species: 2

Some species are unknown to us. Tell us which eBird species they should match and click "apply fixes".

Unknown species	Should match	Observations affected
Herrings Gull	➔ Herring Gull - Larus argentatus <a href="#">change</a>	1 <a href="#">view</a> <a href="#">delete</a>
Darkeyed Junco	➔ Dark-eyed Junco - Junco hyemalis <a href="#">change</a>	1 <a href="#">view</a> <a href="#">delete</a>



Once your fixes have been accepted you will be returned to the “My imports” page where you’ll receive the happy news that your species are “Fixed!”



**My imports**

Files you have imported: [Import a file](#) | [My eBird](#)

Import 17 - "bulk\_upload\_sample\_2.csv" - Processed [Delete Import](#)

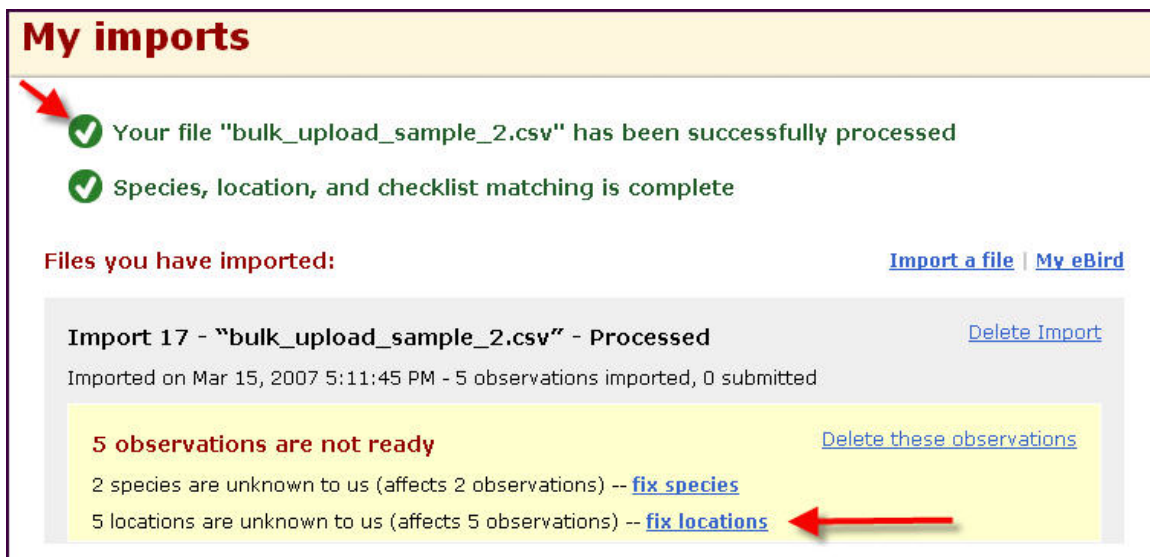
Imported on Mar 15, 2007 5:11:45 PM - 5 observations imported, 0 submitted

**2 species fixed, 0 observations submitted**

**5 observations are not ready** [Delete these observations](#)

5 locations are unknown to us (affects 5 observations) -- [fix locations](#)

Step 9.—Location Matching. In the same way that eBird was unable to recognize some of your species; it is likewise unable to match some of your location names with those in our database. eBird then requires you to go through and match these locations by using a suite of options. Click the “Fix Locations” option (see below) and let’s get started.



**My imports**

✓ Your file "bulk\_upload\_sample\_2.csv" has been successfully processed

✓ Species, location, and checklist matching is complete

Files you have imported: [Import a file](#) | [My eBird](#)

Import 17 - "bulk\_upload\_sample\_2.csv" - Processed [Delete Import](#)

Imported on Mar 15, 2007 5:11:45 PM - 5 observations imported, 0 submitted

**5 observations are not ready** [Delete these observations](#)

2 species are unknown to us (affects 2 observations) -- [fix species](#)

5 locations are unknown to us (affects 5 observations) -- [fix locations](#)

A.) Previously matched locations—eBird is able to recognize locations that you’ve matched from previous imports. It remembers the match we made previously for “Ferry Neck” (see below).

## Fix locations

"bulk\_upload\_sample\_2.csv" - unknown locations: 5

Some locations are unknown to us. Tell us which eBird locations they should match and click "apply fixes".

Unknown locations	Should match	Observations affected
Ferry Neck	Ferry Neck <a href="#">change</a>	1 <a href="#">view</a> <a href="#">delete</a>
Spring Oaks	<a href="#">choose locations...</a>	1 <a href="#">view</a> <a href="#">delete</a>
St. Michaels	<a href="#">choose locations...</a>	1 <a href="#">view</a> <a href="#">delete</a>
Mystic Harbor	<a href="#">choose locations...</a>	1 <a href="#">view</a> <a href="#">delete</a>
Assateague Island	<a href="#">choose locations...</a>	1 <a href="#">view</a> <a href="#">delete</a>

Cancel

Apply fixes

In the case of "Ferry Neck" above, a location called Ferry Neck was previously known from a prior import, thus eBird automatically matched it. If the match is incorrect you can still change it by clicking the "Change" option.

B.) My locations—If you are a current eBird user the program will give you the option to match an import location with a location from your "My Locations" list in eBird (see below).

## Fix locations

Match "Spring Oaks" to a location

One of "My Locations"...

Match Location

[»Find it on a map](#)

[»Find it by city, county, or state](#)

[»Use Latitude/Longitude](#)

[»Choose from Birding Hot Spots](#)

Cancel

On the resulting page there is a drop-down list containing all of your current eBird locations. If the location you wish to match in your imported data matches a

location in your list, simply select it from the resulting drop-down and then click “Match Location.”

C.) Find it on a map—If this is a new location for you in eBird there are several ways to tell us where it is. The fastest and easiest way is to use the “Find it on a map” feature. Let’s try it with “Spring Oaks.”

### Fix locations

“bulk\_upload\_sample\_2.csv” - unknown locations: 5

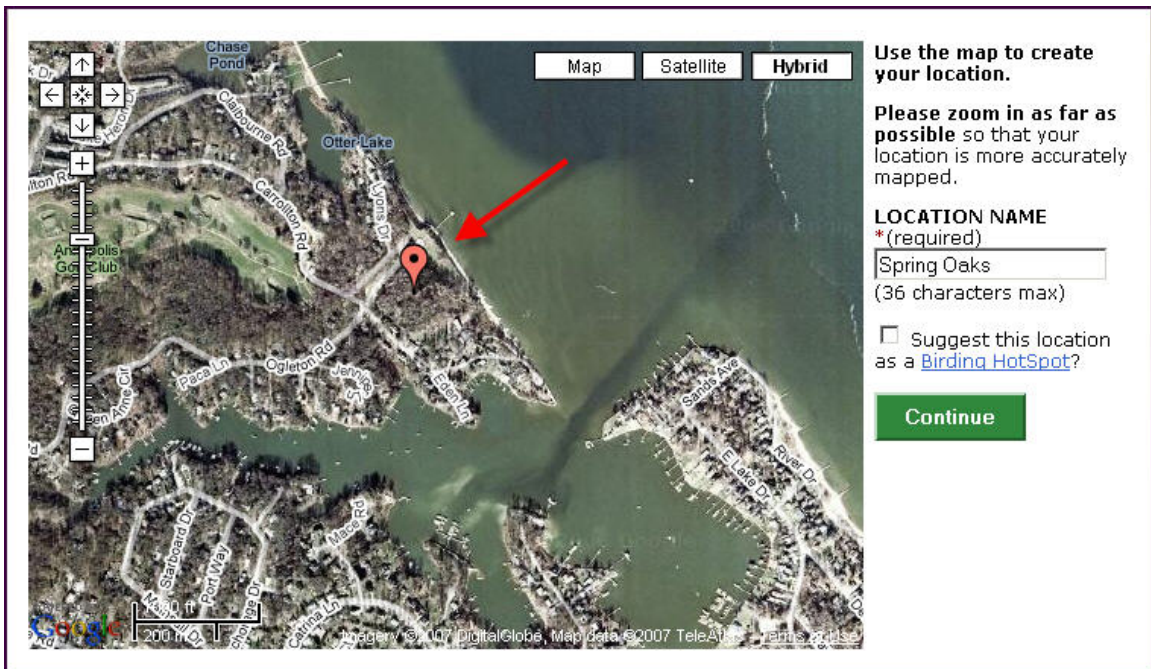
Some locations are unknown to us. Tell us which eBird locations they should match and click “apply fixes”.

Unknown locations	Should match	Observations affected
Ferry Neck	→ Ferry Neck <a href="#">change</a>	1 <a href="#">view</a> <a href="#">delete</a>
Spring Oaks	→ <a href="#">choose locations...</a> ←	1 <a href="#">view</a> <a href="#">delete</a>
St. Michaels	→ <a href="#">choose locations...</a>	1 <a href="#">view</a> <a href="#">delete</a>
Mystic Harbor	→ <a href="#">choose locations...</a>	1 <a href="#">view</a> <a href="#">delete</a>
Assateague Island	→ <a href="#">choose locations...</a>	1 <a href="#">view</a> <a href="#">delete</a>

The resulting “Google Map” is already zoomed into the most refined area available in your location information—in the case Maryland. Using the zoom tools to navigate around the map we can zoom in to Spring Oaks (see below).



As we zoom in more detail becomes available. We can then zoom in to the maximum extent to ensure that our location is plotted accurately and then click on the map to plot your location with a red balloon (see below).



The location name is pre-filled in the location name window. Once you are satisfied that the location is accurately represented on the map click “Continue.”

D.) Find it by city, county or state—Occasionally your data might contain a location that is not site-specific, such as a city, county, or in the worst cases a state or province. **In order for your checklists to be of the highest possible scientific significance you must strive to plot your locations with as much accuracy as possible!**

**Step 1: Where did you bird?**

Enter as much information as you know to add a new location.

\* indicates a required field

CITY	<input type="text"/>
COUNTY (US only)	<input type="text"/>
*STATE/PROVINCE	<input type="text" value="MD"/>
*COUNTRY	<input type="text" value="United States"/>
ZIP/POSTAL CODE	<input type="text"/>

Show me Birding Hot Spots in the area

In the example above the program already knew the state was Maryland so that field is filled out. You can enter a town name here, or a county. We do not recommend entering data at these gross scales, however, in cases of historic records lacking location details this option can be useful.

E.) Use latitude/longitude—If you bird with a GPS unit or use an online application (e.g., Google Earth) to retrieve coordinate information for your birding locations you can easily enter them here.

**Step 1: Where did you bird?** [What is Latitude/Longitude?](#)

\*indicates a required field

\***LOCATION NAME:**

Suggest this location as a [Birding HotSpot?](#)

**Use one of the following options:**

<p><b>DECIMAL DEGREES</b></p> <p>Use this option to provide your Latitude/Longitude information based on decimal degrees.</p> <p><b>LATITUDE</b>  <input type="text" value="38.322220"/>          (42.86328)</p> <p><b>LONGITUDE</b>  <input type="text" value="-75.121940"/>          (-94.58703)  <b>Negative in North America</b></p>	<p><b>DEGREES MINUTES SECONDS</b></p> <p>Use this option to provide your Latitude/Longitude information based on degrees minutes seconds.</p> <p><b>LATITUDE</b>  <input type="text"/> d <input type="text"/> m <input type="text"/> s</p> <p><b>LONGITUDE</b>  <input type="text"/> d <input type="text"/> m <input type="text"/> s</p> <p><b>Negative in North America</b></p>
--	--

\***How did you get your Latitude/Longitude Coordinates?**

(if you selected other, please specify here)

The location name will be pre-filled. Enter your coordinates either using the decimal degrees or degrees, minutes, seconds formats. Remember that almost all longitude values are negative in North America! When you are finished tell us how you got the coordinates (e.g. GPS) using the drop down at the lower right and then click “Continue.”

F.) Choose from Birding Hotspots—eBird has over 10,000 previously defined birding hotspots—or locations that are popular with birders and open to the public. If a location in your import file fits these criteria you should look for it and match it with one of the locations in our hotspot list. This ensures that your data will be combined with others’ data from the same location for more powerful output. Let’s try it with our “Assateague Island” location.

**WHERE DID YOU BIRD?** [What is a Birding Hot Spot?](#)

**LOCATION INFO:** MD, US

Select a Birding Hot Spot from the list below.

Assateague Island

Don't see your Hot Spot listed? Create a new location using our [interactive mapping tool](#) or using a [latitude and longitude](#).

**Continue**

We can tell eBird that we want to see all the birding Hotspots in Maryland and then choose our match from the resulting drop-down list (See above). Once you've matched the location click "Continue."

Step 10.—Applying Fixes. Once we've completed our species and location matching we can click the "Apply Fixes" button.

### Fix locations

"bulk\_upload\_sample\_2.csv" - unknown locations: 5

Some locations are unknown to us. Tell us which eBird locations they should match and click "apply fixes".

Unknown locations	Should match	Observations affected
Ferry Neck	➔ Ferry Neck <a href="#">change</a>	1 <a href="#">view</a> <a href="#">delete</a>
Spring Oaks	➔ Spring Oaks <a href="#">change</a>	1 <a href="#">view</a> <a href="#">delete</a>
St. Michaels	➔ Maryland, US <a href="#">change</a>	1 <a href="#">view</a> <a href="#">delete</a>
Mystic Harbor	➔ Mystic Harbor <a href="#">change</a>	1 <a href="#">view</a> <a href="#">delete</a>
Assateague Island	➔ Assateague Island <a href="#">change</a>	1 <a href="#">view</a> <a href="#">delete</a>

**Cancel** **Apply fixes**

After applying fixes we are returned to the "My imports" page where we can see the results of our most recent import at the top of the page (and all previous imports below), and the statistics associated with the work we've completed fixing locations and species, as well as how many observations were submitted.

## My imports

Files you have imported:

[Import a file](#) | [My eBird](#)

Import 16 - "checklistfri feb 16 10 41 37 2007.txt" - Completed

[Delete Import](#)

Imported on Feb 16, 2007 1:43:46 PM - 1 observations imported, 1 submitted

Import 15 - "checklistwed oct 04 14 20 52 2006.txt" - Completed

[Delete Import](#)

Imported on Oct 4, 2006 5:24:46 PM - 12 observations imported, 12 submitted

Import 14 - "seppelagicsupload1.csv" - Completed

[Delete Import](#)

Imported on Sep 29, 2006 1:42:36 PM - 4 observations imported, 2 submitted

Step 11.—My eBird. At this point you'll want to click the "My eBird" tab at the top right portion of the eBird home page. You can then check and see that your newly imported data is appearing on the appropriate lists. If all looks well, **HOORAY YOU'RE DONE!**