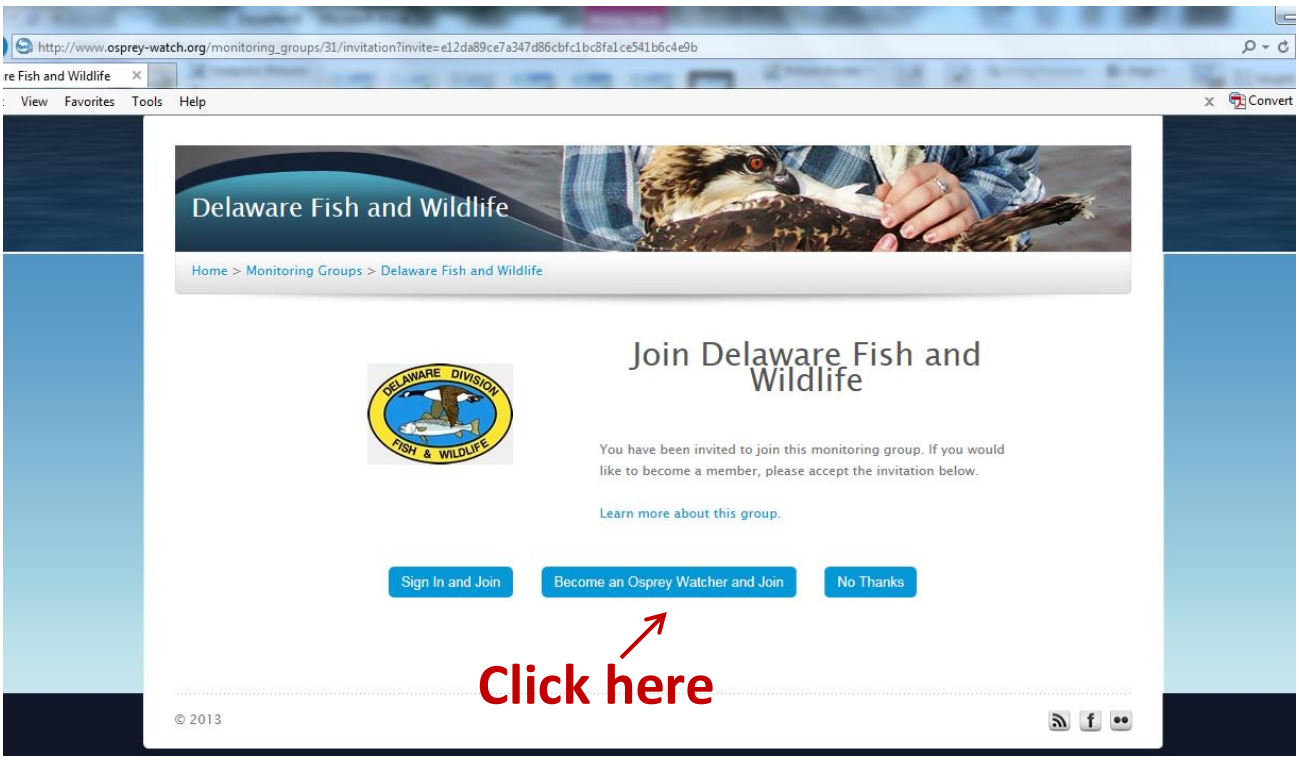
User Guide for
Center for Conservation Biology Osprey Watch
Delaware Fish and Wildlife Monitoring Group

We hope this User Guide helps volunteers get oriented to the Osprey Watch website smoothly. If you have any questions along your way, please feel free to contact Kate Fleming (Kate.Fleming@state.de.us, 302-735-8658) or Jordan Terrell (Jordan.Terrell@state.de.us, 302-735-3611).

PART I: REGISTRATION

Visit the following link to accept your invitation to join the Delaware Fish and Wildlife Monitoring Group with the Center for Conservation Biology Osprey Watch: http://www.osprey-watch.org/monitoring_groups/31/invitation?invite=e12da89ce7a347d86cbfc1bc8fa1ce541b6c4e9b.

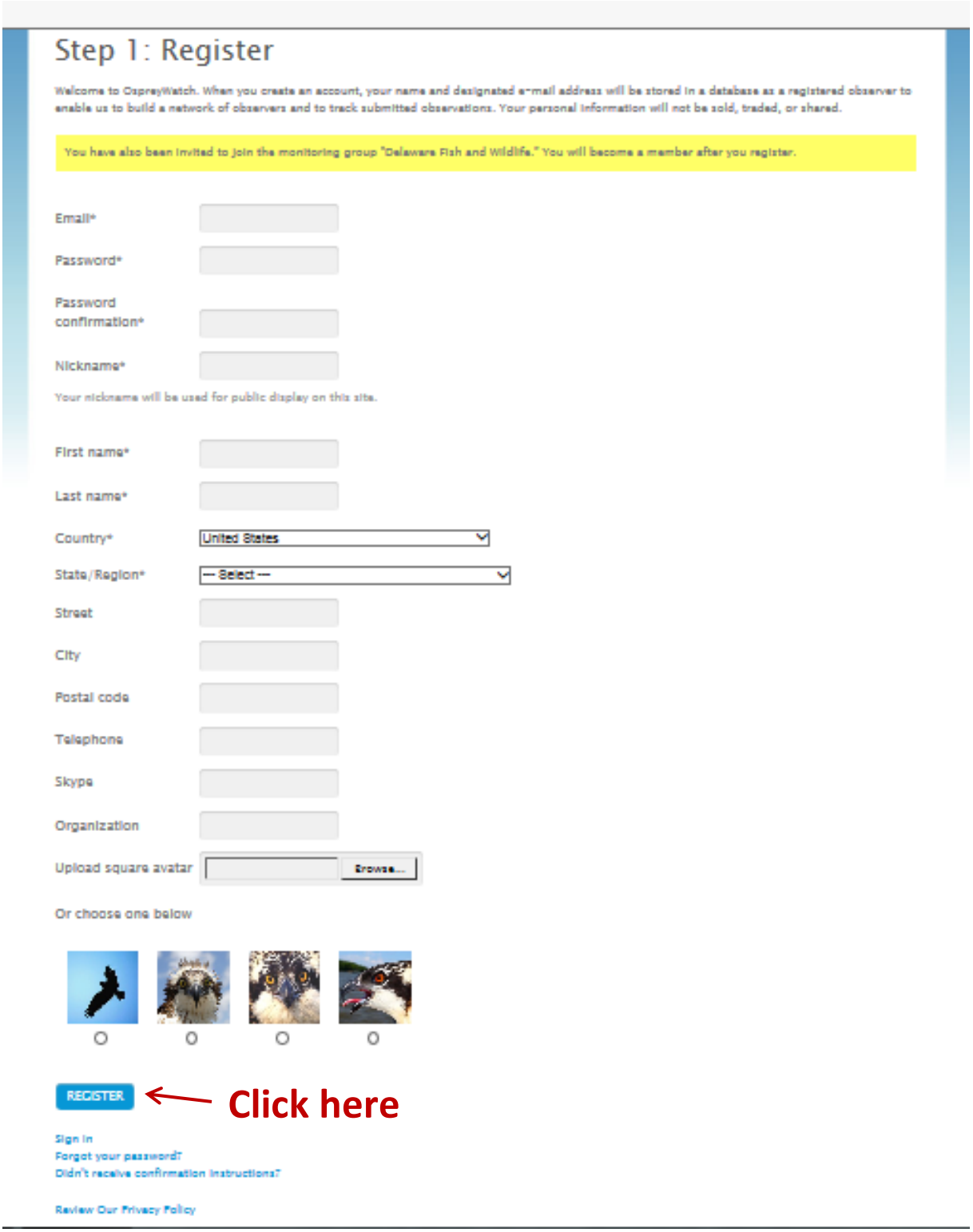
The link will take you to the page below. Click on **Become an Osprey Watcher and Join**.



This will prompt you to a registration page.

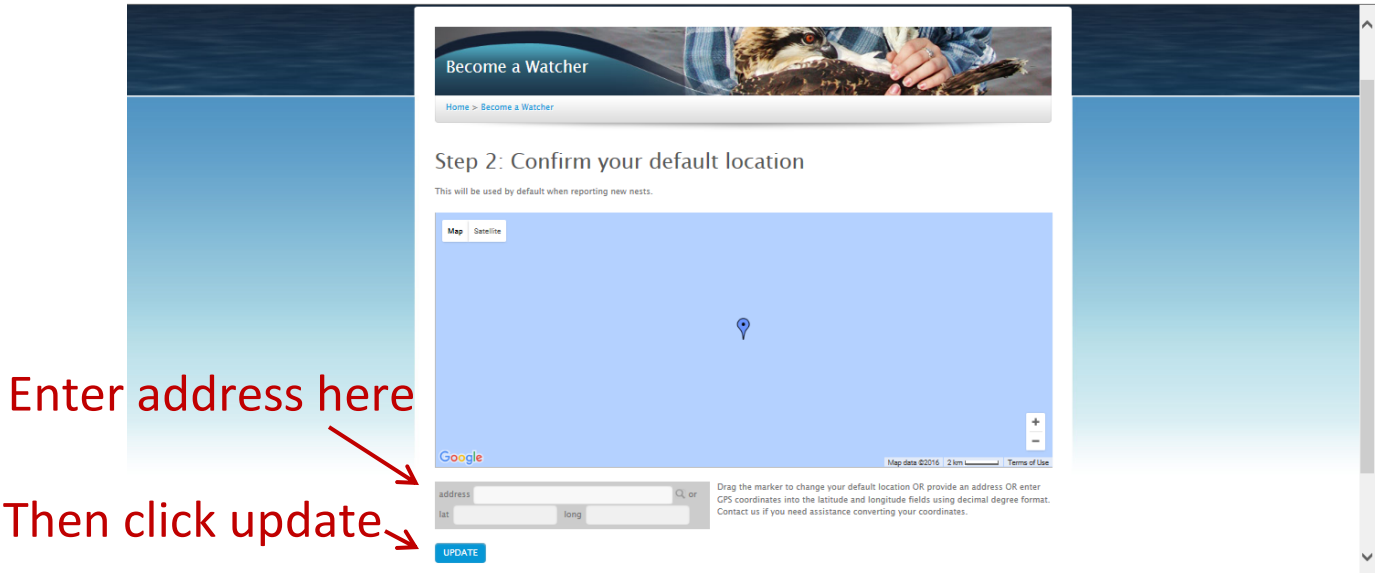
Step 1: Register

Fill out the required fields (marked with an asterisk) and any additional information you would like to provide. When you are done, click **Register** at the bottom of the page.

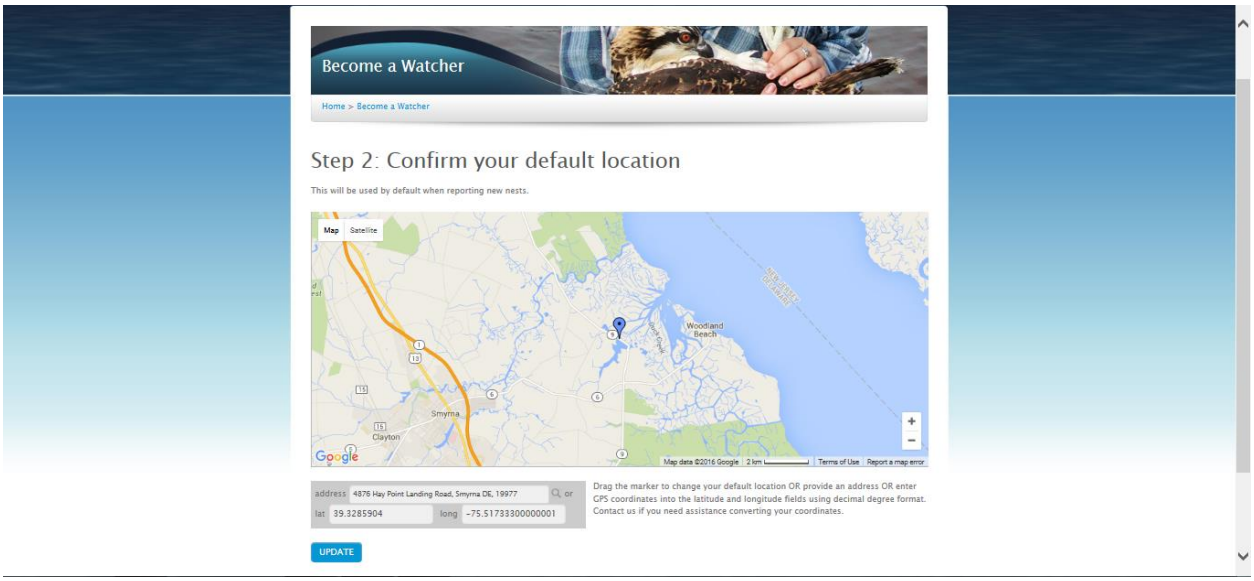


Step 2: Confirm your default location

Fill in an address or coordinates for your default location. If you do not want to include your personal address, you may use the Delaware Division of Fish and Wildlife Species Conservation and Research Program address: 4876 Hay Point Landing Road, Smyrna DE, 19977

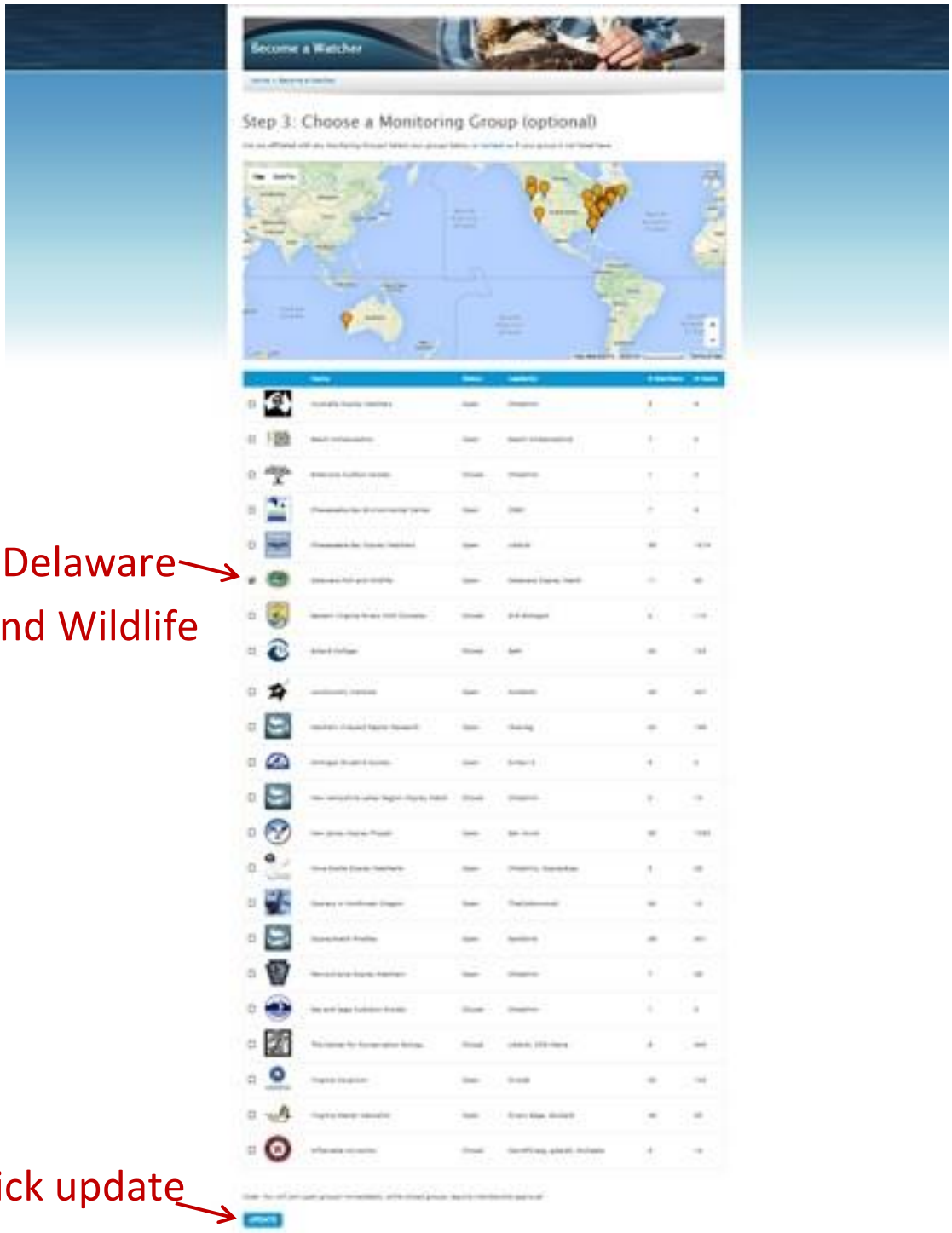


Once you enter the address and click update, the map will show your default location.

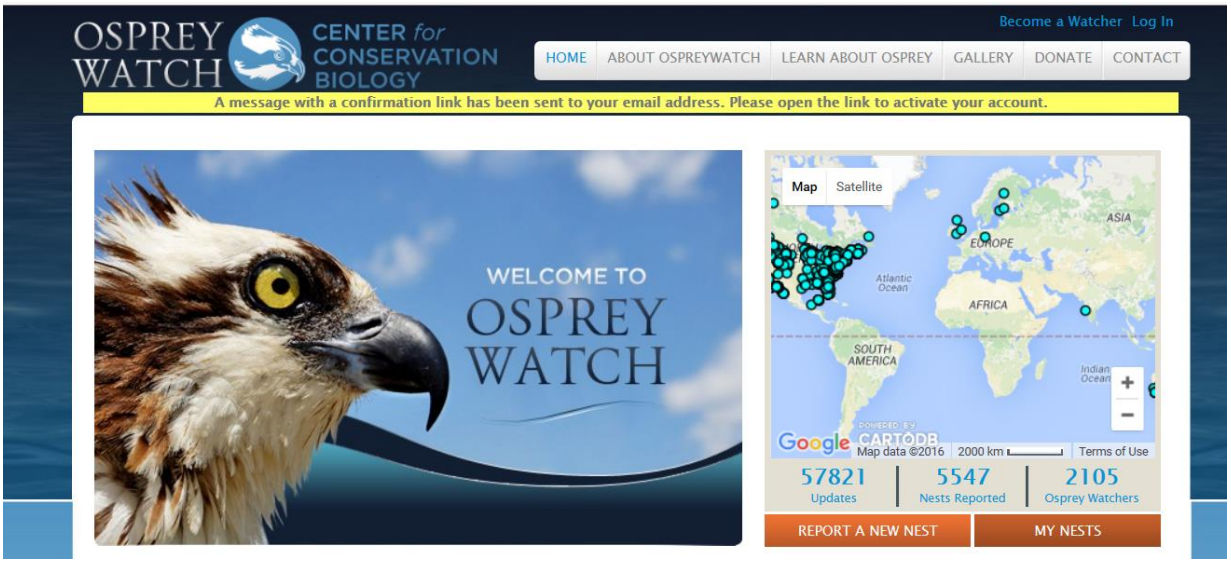


Step 3: Choose a Monitoring Group

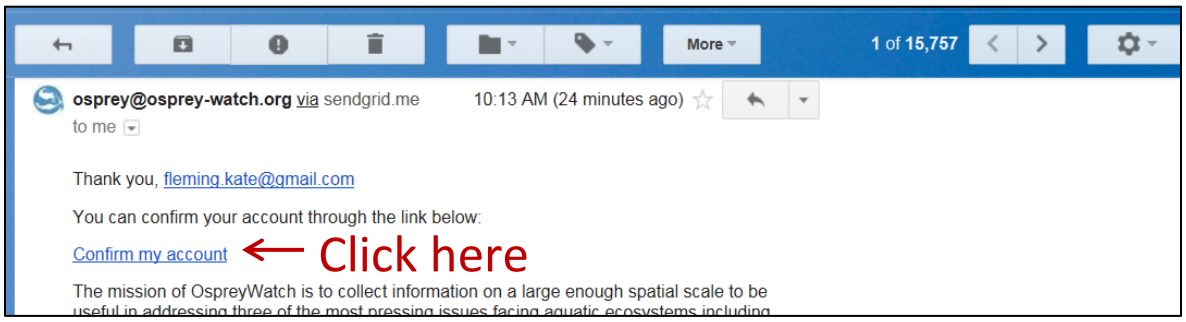
You will next be prompted to choose a monitoring group. If you used the invitation link provided above to join, then Delaware Fish and Wildlife should already be marked. If it is not marked, mark it now. Then scroll to the bottom of the page and click update



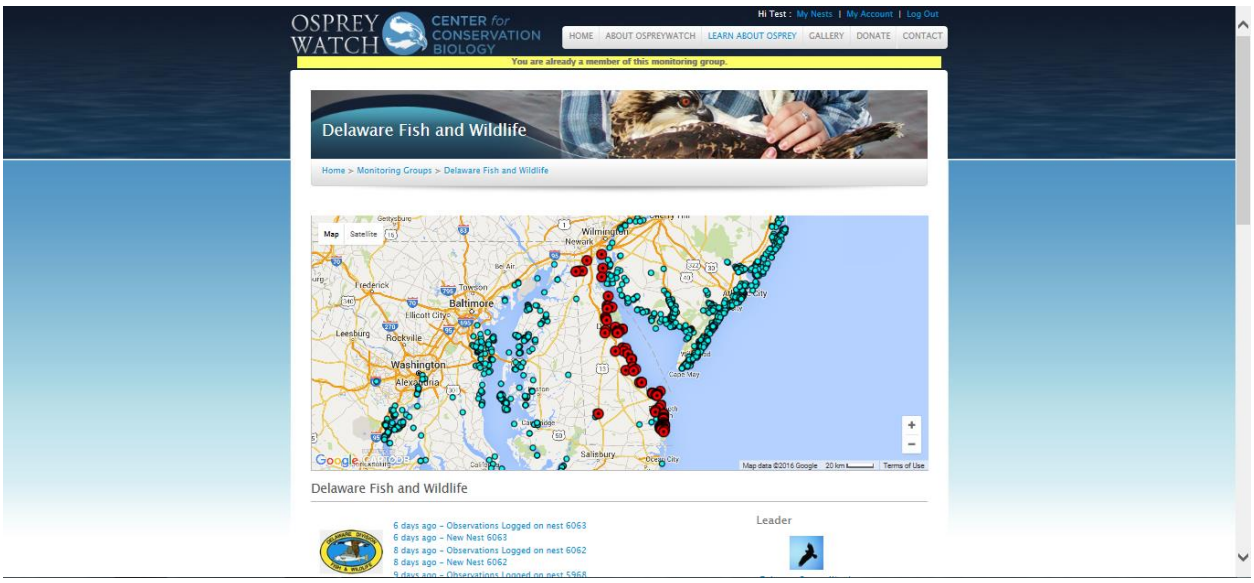
Step 4: You will be returned to the Osprey Watch Home Page. A message in a yellow box will direct you to open the confirmation link that has been sent to your email.



Log into your email and open the email sent from Osprey@osprey-watch.org. Click Confirm my account.



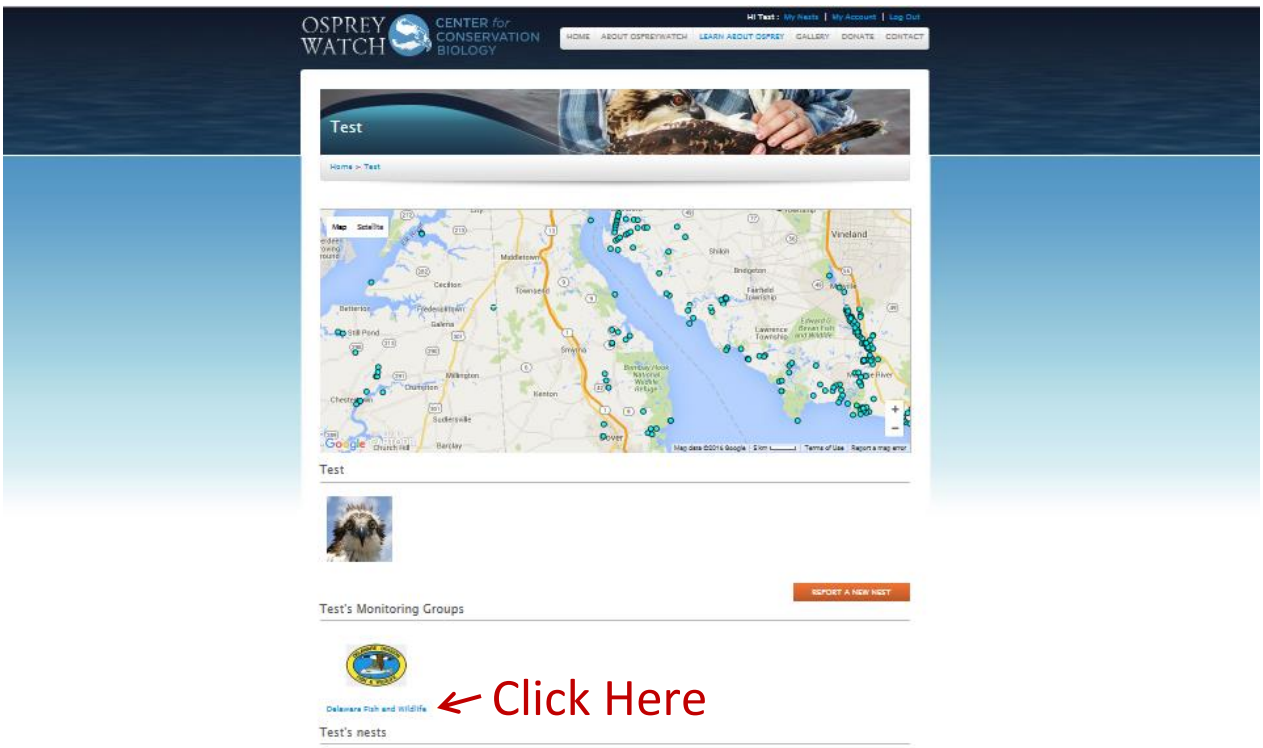
You are now a member of the Delaware Fish and Wildlife Monitoring Group. You can now enter data!



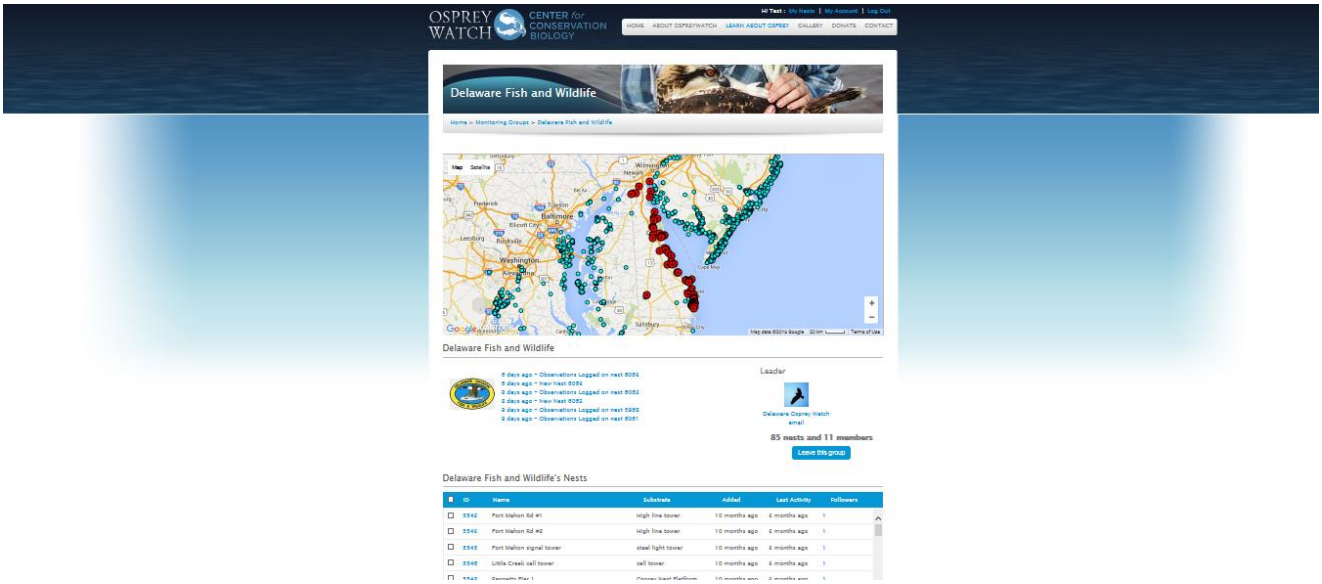
Part II: Entering Data on an Existing Nest

Visit http://www.osprey-watch.org/ and Log In using the link to the top right of the screen.

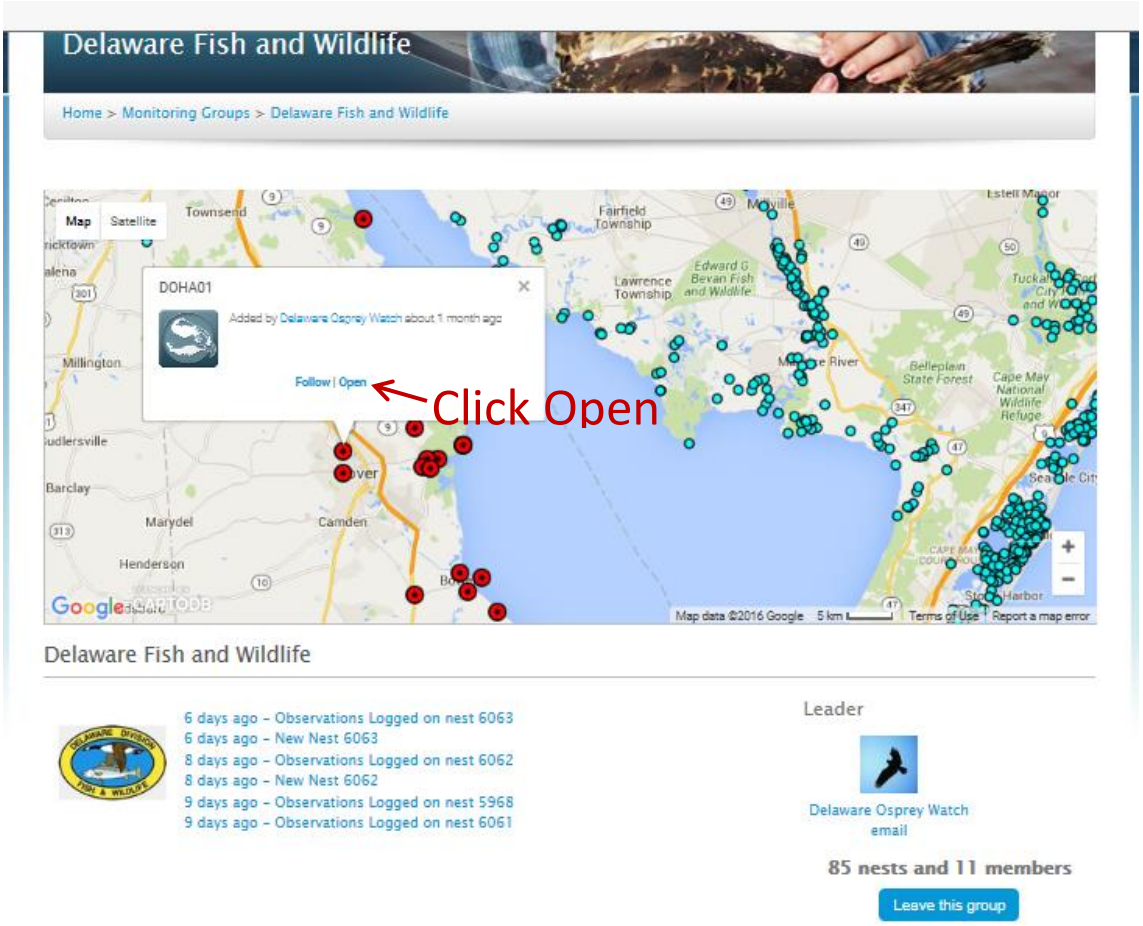
You will be brought to your personal page, showing the nickname you entered in at registration on the top left of the page (in this case, the nickname is Test). Click on Delaware Fish and Wildlife to identify nests already included in the Delaware Fish and Wildlife Monitoring Group.



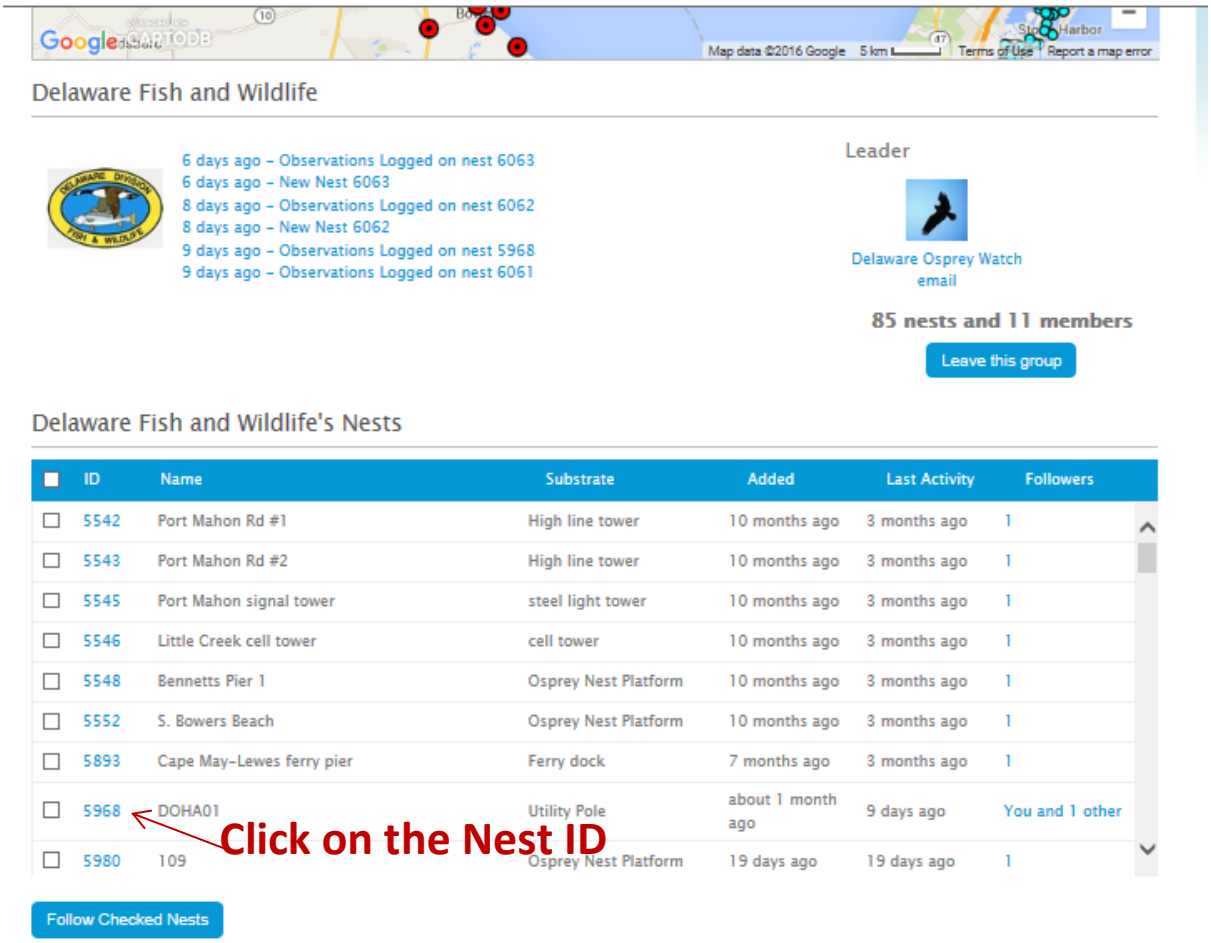
Delaware Fish and Wildlife Nests will appear on a map in red, and a list of these nest sites will appear in a list below the map.



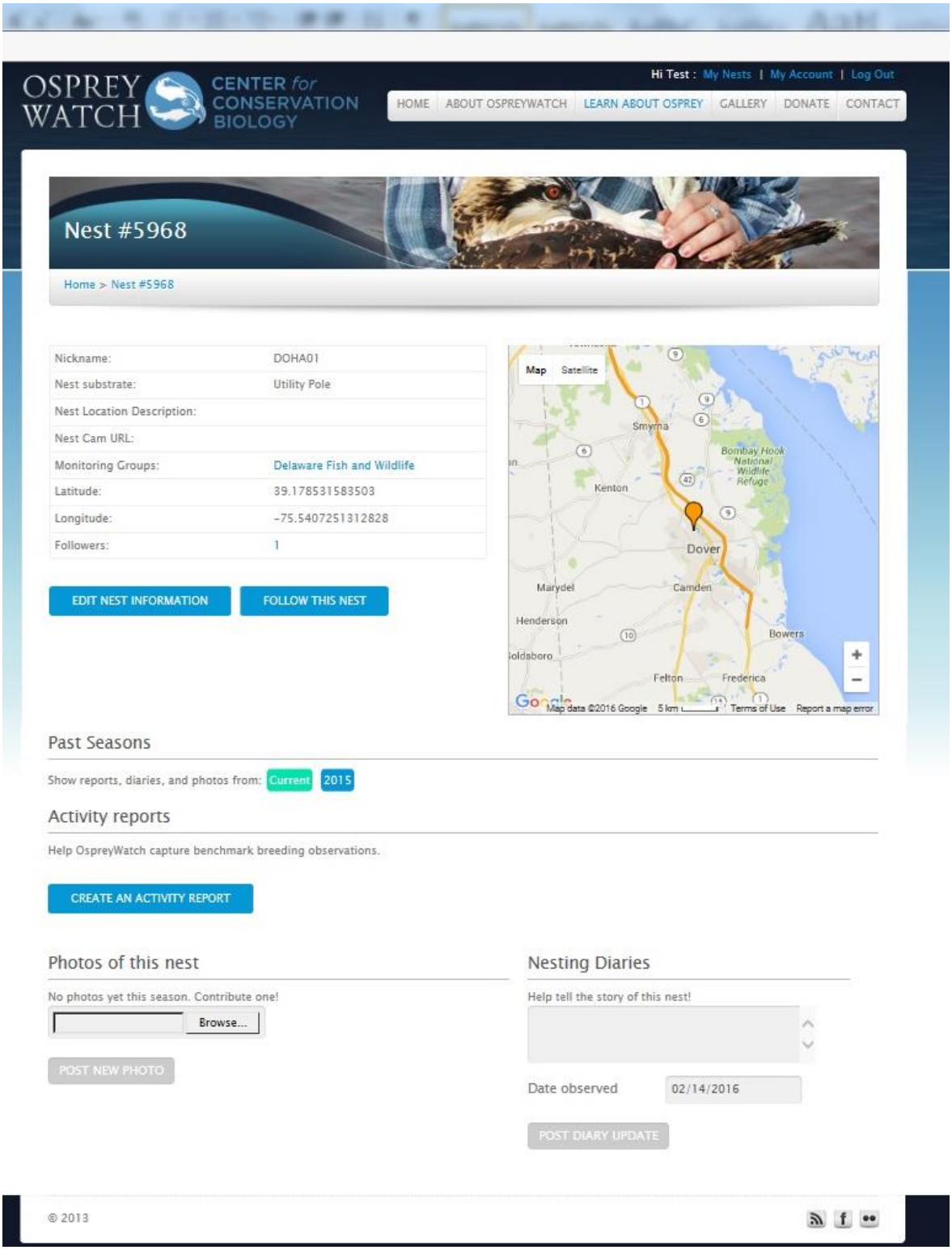
To enter data on a nest, click on a nest site by clicking on a red circle on the map and clicking open



OR if you know the nest ID find it on the list below and click on it.

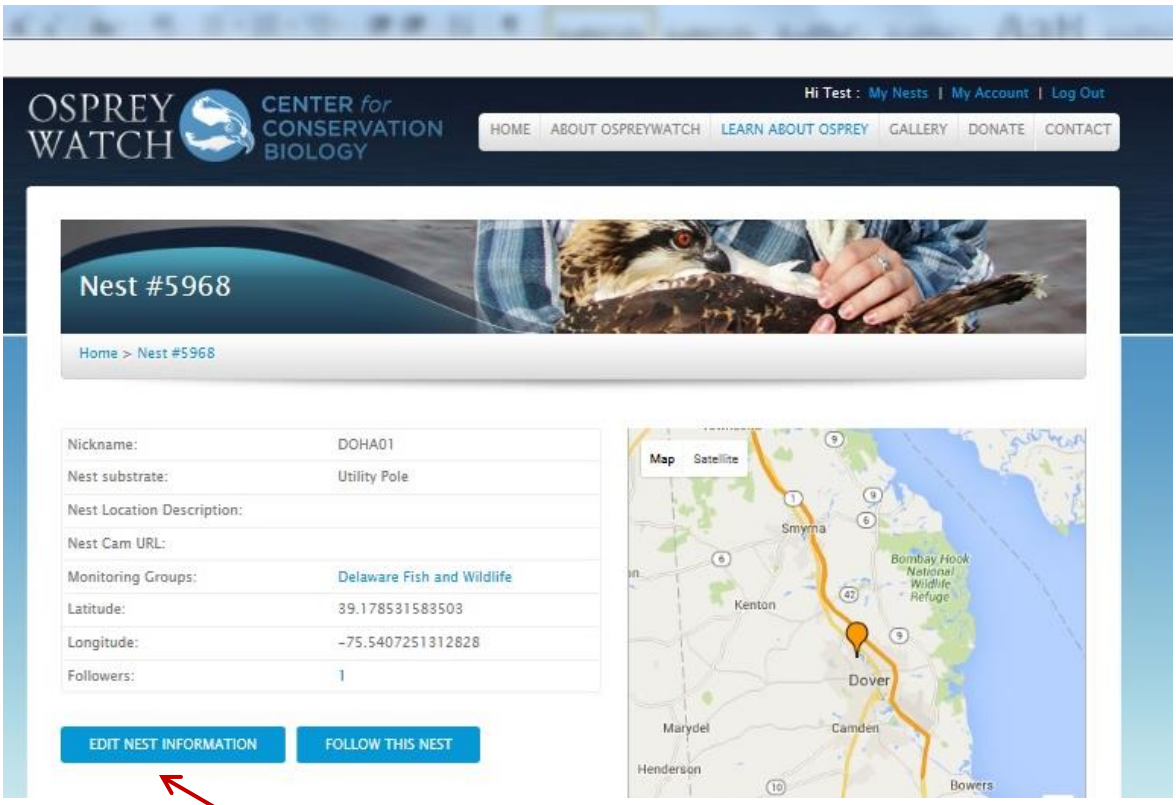


You will be brought to a page where you can view and enter in data associated with the nest. As a Delaware Citizen Osprey Monitoring Program Volunteer, we will ask you to enter data under Nest Information (if needed), Activity Reports, and Nest Diaries. We also encourage you to take digital photos of the nest and upload them here as well.



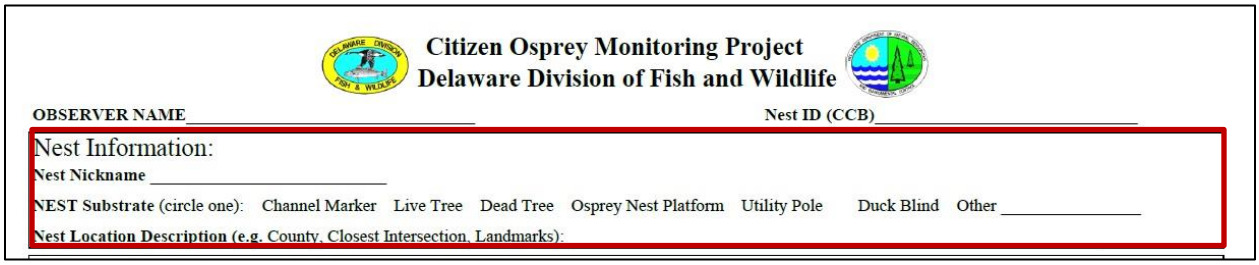
Entering Nest Information

If a nest has already been entered in the database, it is not likely that nest information will need to be updated. However, if you have supplemental information to provide (e.g. the substrate information is missing or incorrect; the location description is missing or is incomplete), then you can enter it by clicking on Edit Nest Information. Please Do Not change the Nest Nickname that has been assigned and double check that you are editing the proper nest.



Click on Edit Nest

The information that goes here should correspond to the top part of your data sheet (see below), and it should not change during the breeding season. Note that in this case, the Nest ID (CCB) is 5968 and the nest nickname is DOHA01.



Citizen Osprey Monitoring Project
Delaware Division of Fish and Wildlife

OBSERVER NAME_____ **Nest ID (CCB)**_____

Nest Information:

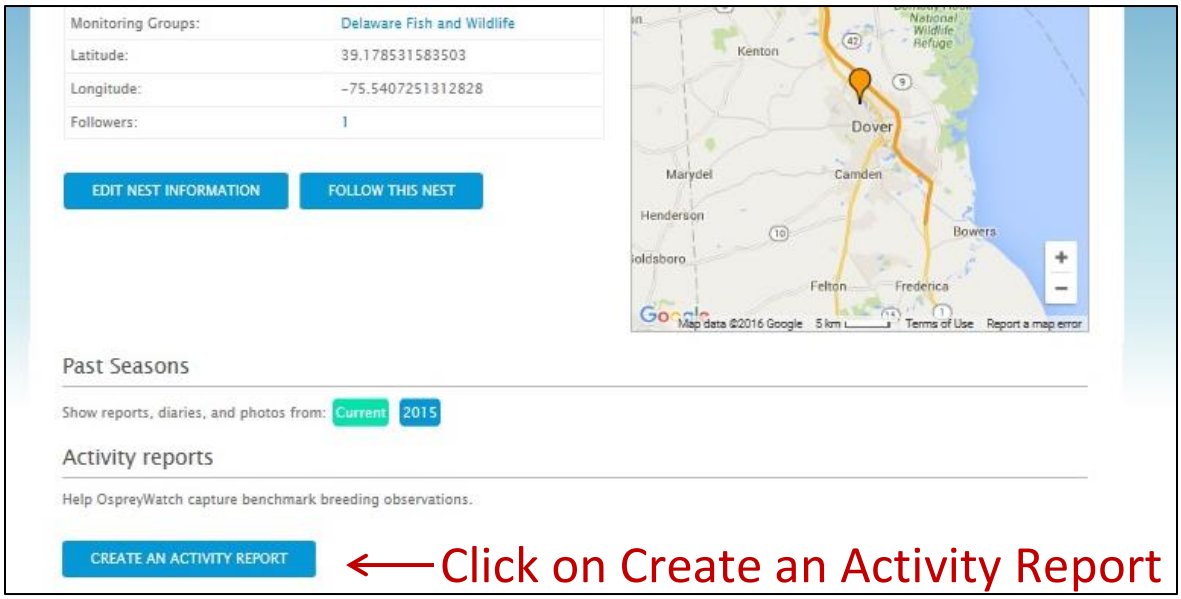
Nest Nickname _____

NEST Substrate (circle one): Channel Marker Live Tree Dead Tree Osprey Nest Platform Utility Pole Duck Blind Other _____

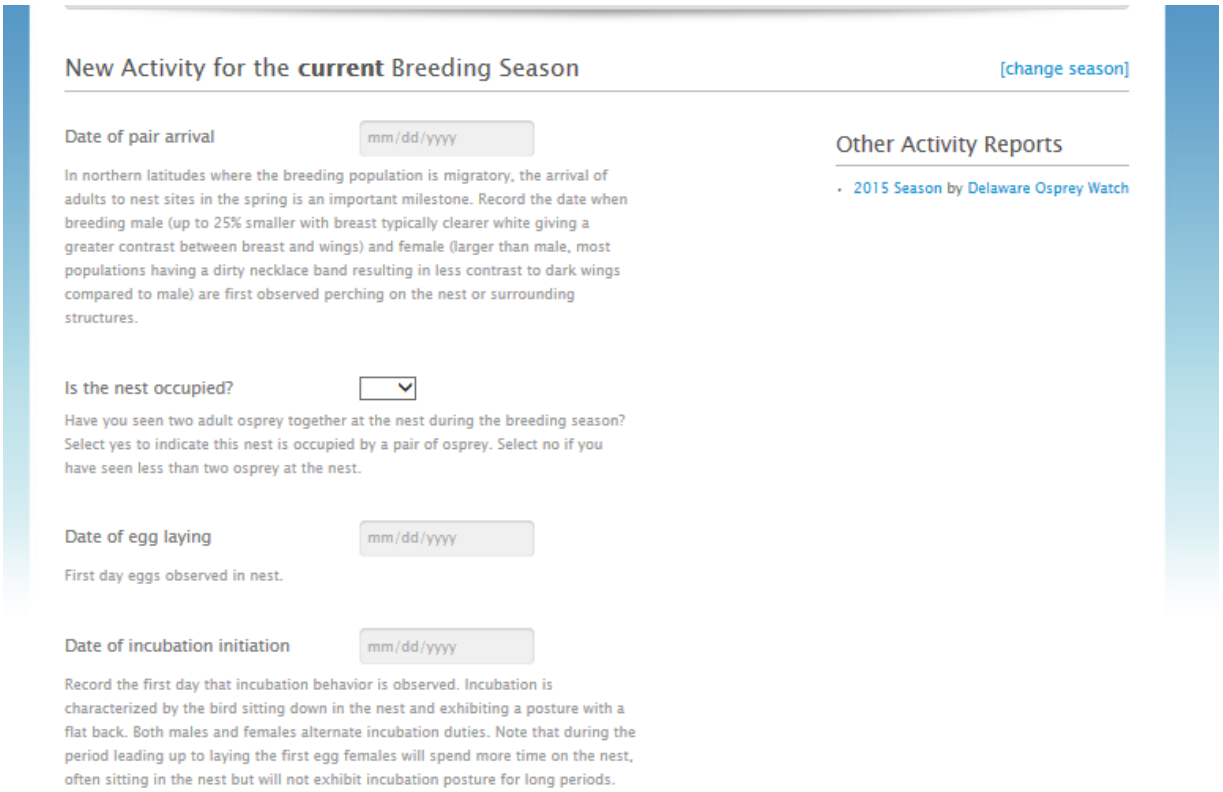
Nest Location Description (e.g. County, Closest Intersection, Landmarks):

Activity Reports

Activity Reports are where you will capture key events that you observe during the breeding season. You will need to continually enter data under this section throughout the breeding season. Each time you have a new event to update, you will click on Create an Activity Report



to be prompted to the following page, where you will enter in relevant information:



The data that are entered in the Activity Report of the website should correspond to the backside of your datasheet, also titled Activity Reports:

Activity Reports

Stay alert for the following behaviors and "first time" events during all surveys as well as casual observation. Use the space below to note the date and relevant observations.

1. **Date of pair arrival:** Beginning in early March, observe for the arrival of adults and their staking claim to nests. Look for nest-building, guarding and nest repair behaviors.
   Date:

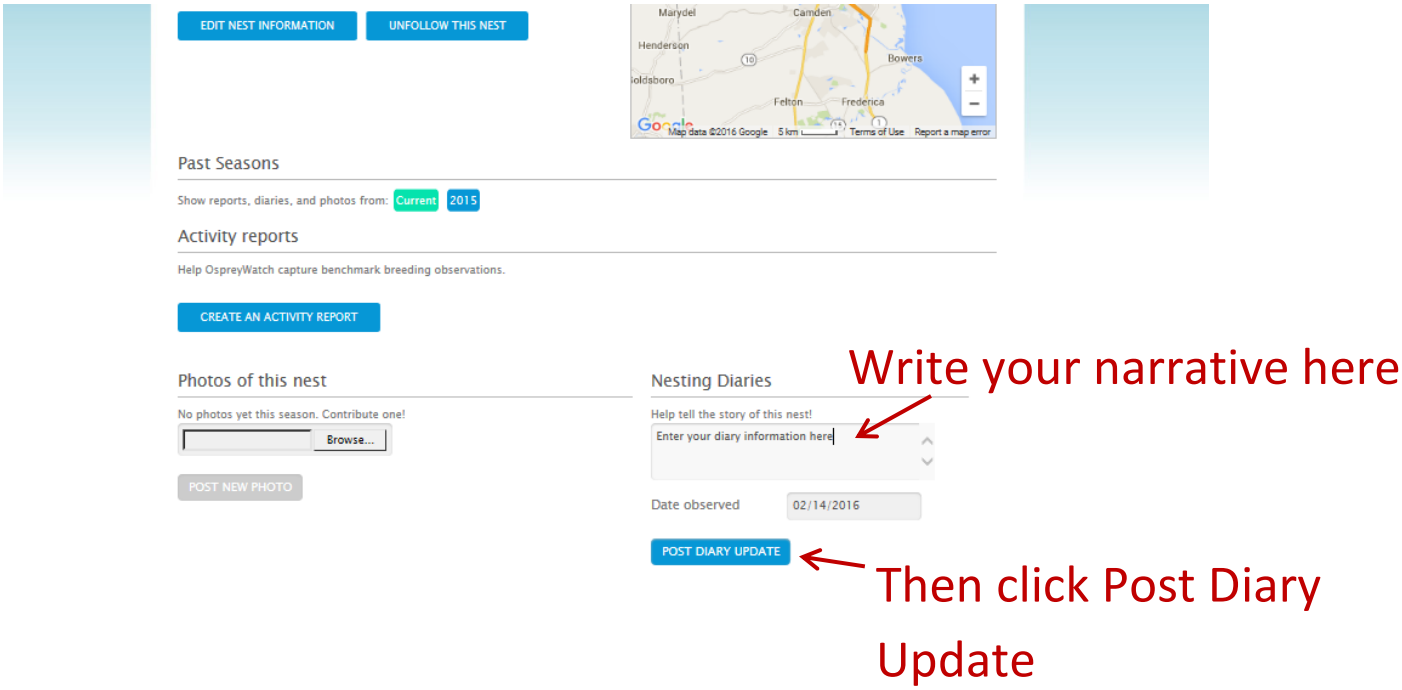
2. **Is the nest occupied?** (Have you seen two adult osprey together at the nest during the breeding season?)

3. **Date of egg laying:** *It is unlikely that volunteers will be able to observe eggs in the nest. Do not approach the nest.*
   Date:

Sunday, February 14,

Nesting Diaries:

Nesting Diaries are where you will enter in the details that you observe each time you monitor a nest. Information here is captured in a narrative form. Note that the date associated with the diary will be the date you post it, so if the day you observed the nest is different from the day you post the diary, please make sure to include the date of observation in your narrative.



The data that are entered under nesting diaries correspond to the following section of your data sheet:

Citizen Osprey Monitoring Project
Delaware Division of Fish and Wildlife

OBSERVER NAME_____ **Nest ID (CCB)**_____

Nest Information:

Nest Nickname _____

NEST Substrate (circle one): Channel Marker Live Tree Dead Tree Osprey Nest Platform Utility Pole Duck Blind Other _____

Nest Location Description (e.g. County, Closest Intersection, Landmarks): _____

Nesting Diaries: **PAGE** ____ **of** ____

SURVEY DATE	Start/Stop Time	sky % overcast	Visibility*	No. ADULTS	No. CHICKS	FISH LINE	ADULT ON NEST	ADULT BRINGING FOOD	# ADULTS TENDING NEST	DISTURBANCE TYPE**	BIRDS FLUSHED?	COMMENTS
	/			0 1 2 3	1 2 3	Y N	Y N	Y N			Y N	
	/			0 1 2 3	1 2 3	Y N	Y N	Y N			Y N	
	/			0 1 2 3	1 2 3	Y N	Y N	Y N			Y N	
	/			0 1 2 3	1 2 3	Y N	Y N	Y N			Y N	
	/			0 1 2 3	1 2 3	Y N	Y N	Y N			Y N	
	/			0 1 2 3	1 2 3	Y N	Y N	Y N			Y N	
	/			0 1 2 3	1 2 3	Y N	Y N	Y N			Y N	
	/			0 1 2 3	1 2 3	Y N	Y N	Y N			Y N	

* Please indicate visibility as low medium or high

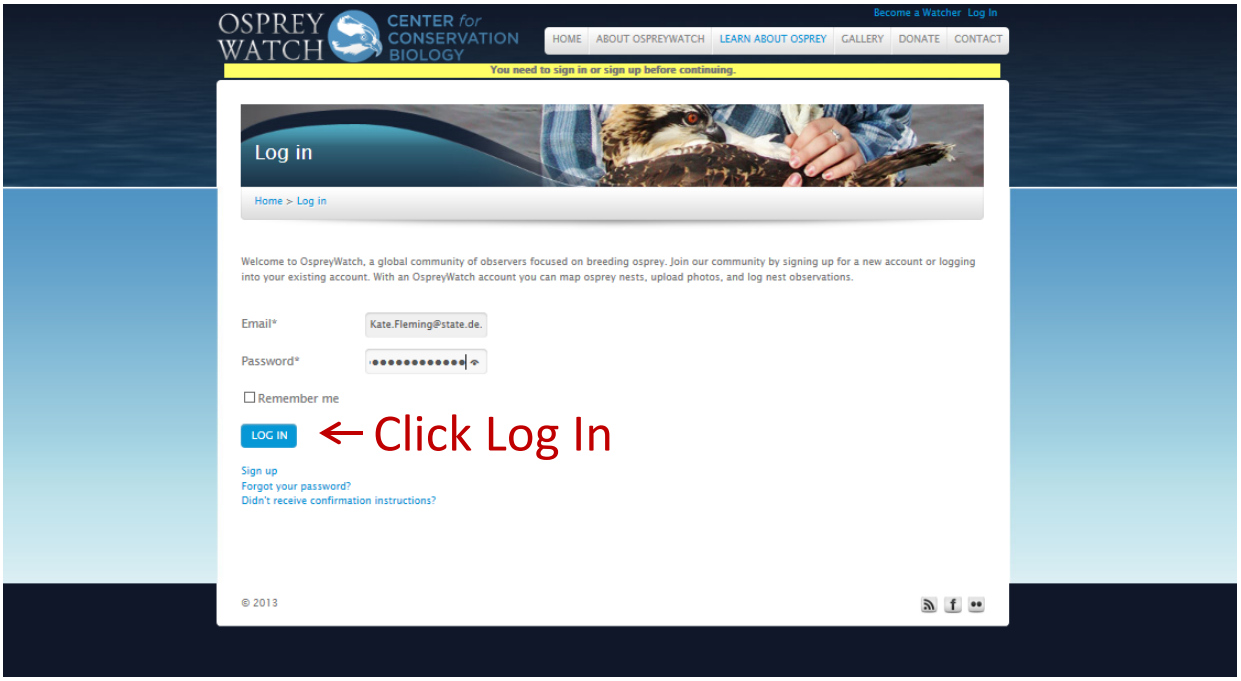
** Note type of disturbance (boat, plane, human walking, other birds, etc).

Throughout the season, please enter data online at www.osprey-watch.org under Delaware Fish and Wildlife Monitoring Group

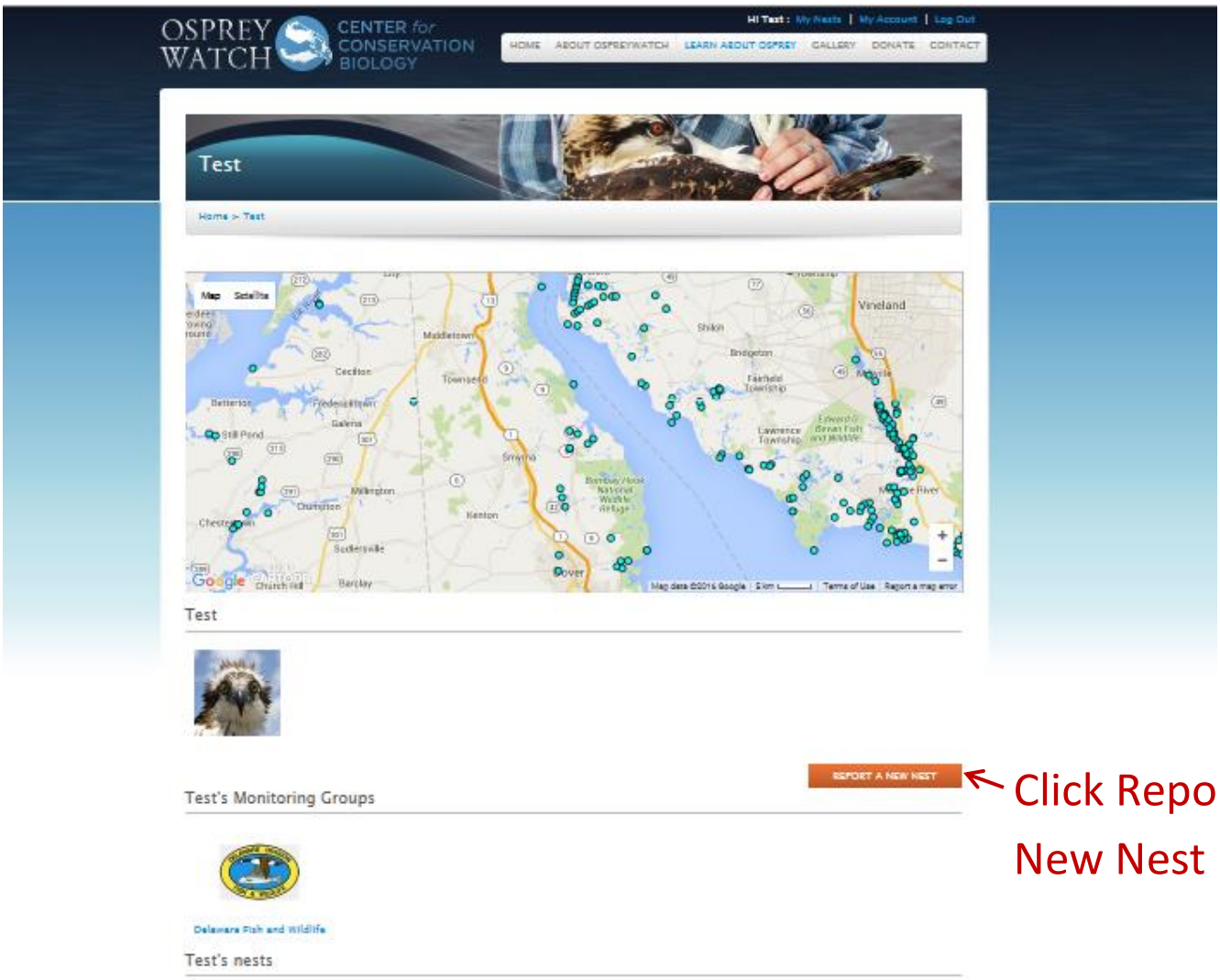
At the end of the season, please return to the following address for storage:
Citizen Osprey Monitoring Project, Delaware Division of Fish and Wildlife, 4876 Hay Point Landing Road, Smyrna DE 19977

PART III: Reporting a New Nest

Visit http://www.osprey-watch.org/ and Log In using the link at the top of the screen.

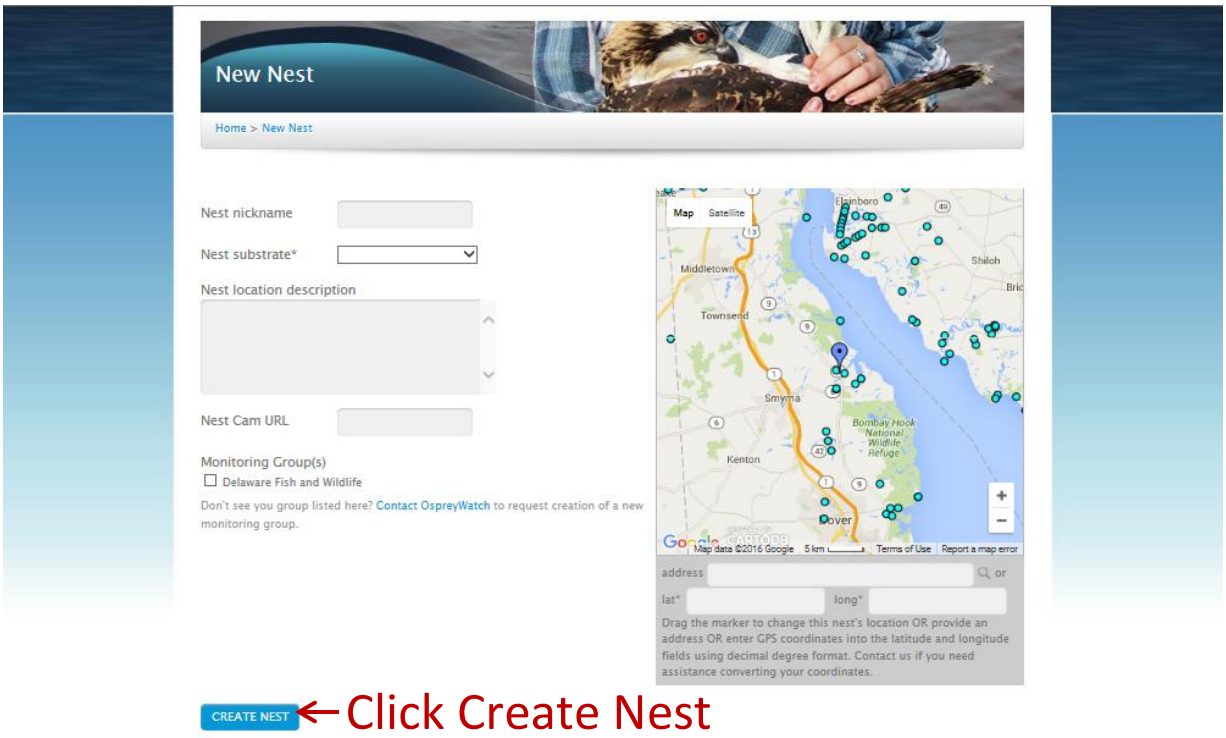


You will be brought to your page, showing your nickname you entered in at registration (in this case, the nickname is Test). Click on Report a New Nest.

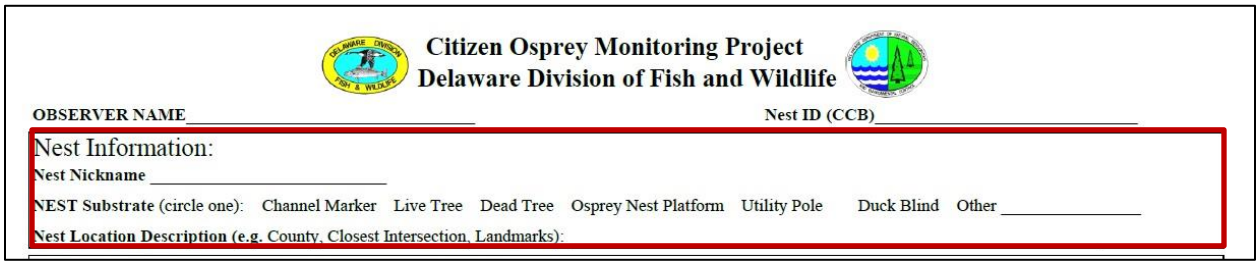


Click Report a New Nest

On the right side of the screen you will need to place a point where the nest is located. You can enter in an address to help you find it, but you will need to refine the location by zooming in on the map. Please place the pin as accurately as possible. On the left side of the screen, you will be required to enter nest substrate information. We encourage you to fill out all fields as completely as possible, and please remember to click on Delaware Fish and Wildlife under Monitoring Groups. Then click Create the Nest at the bottom of the page.



The information that goes here should correspond to the top part of your data sheet, and it should not change during the breeding season:



Citizen Osprey Monitoring Project
Delaware Division of Fish and Wildlife

OBSERVER NAME_____ **Nest ID (CCB)**_____

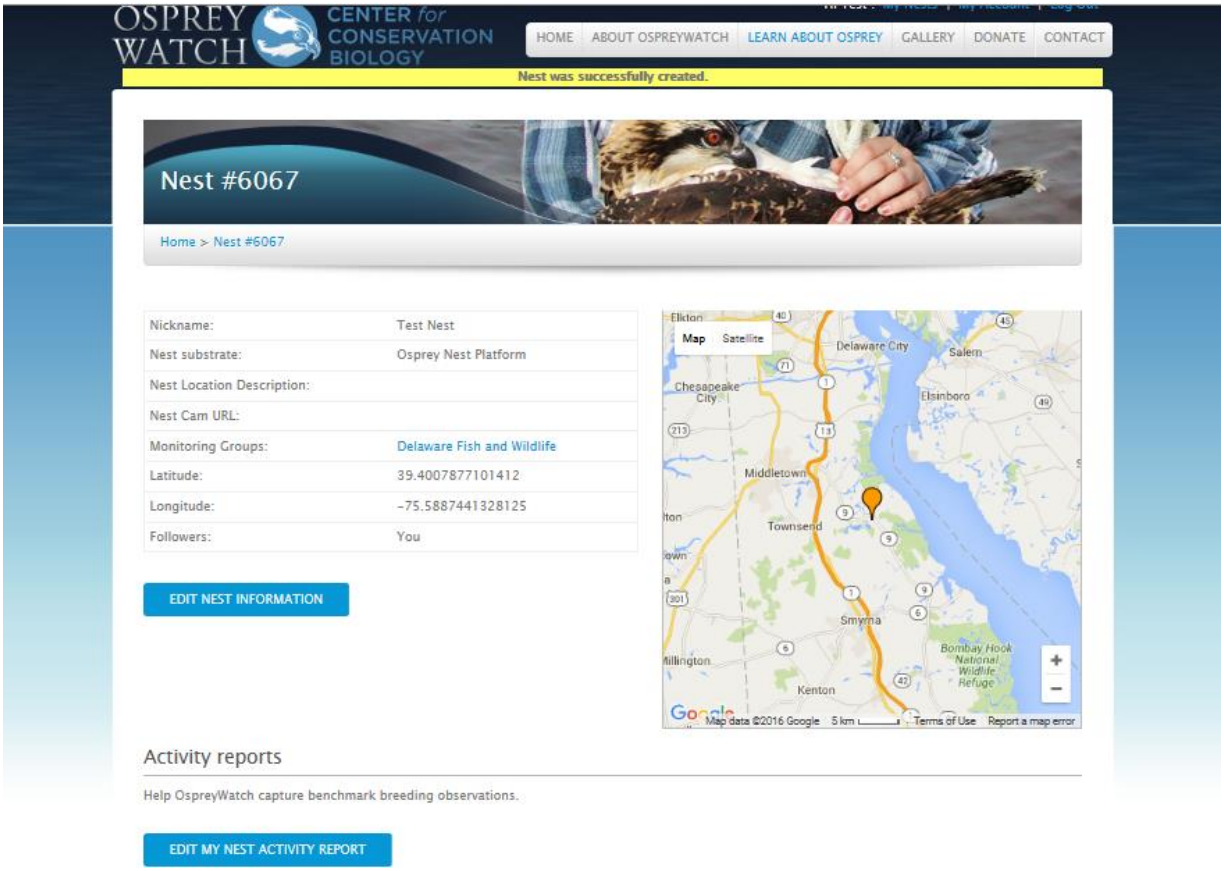
Nest Information:

Nest Nickname _____

NEST Substrate (circle one): Channel Marker Live Tree Dead Tree Osprey Nest Platform Utility Pole Duck Blind Other _____

Nest Location Description (e.g. County, Closest Intersection, Landmarks):

Once the nest has been created, you will be brought to the following page to enter in data about the nest during the breeding season. See **Part II** of the User Guide for information on how to enter information in about the nest.



For questions regarding the Citizen Osprey Monitoring Program, please contact:

Kate Fleming at Kate.Fleming@state.de.us or 302-735-8658, or
Jordan Terrell at Jordan.Terrell@state.de.us or 302-735-3611.