



NWWT Bird Race

18/05/2024



Cartref data bywyd gwyllt ar gyfer Gogledd Cymru  
The home of wildlife data for North Wales

## Instructions for entering records using the Cofnod Online Recording System (ORS)

**IMPORTANT - By 15/05/2024:** Register your team name and the email address of the person who will be entering your records with Cofnod, by emailing [record@cofnod.org.uk](mailto:record@cofnod.org.uk) / [cofnodi@cofnod.org.uk](mailto:cofnodi@cofnod.org.uk)  
You will be sent login details. Please **test logging in and entering a record** on/before 16/05/2024 and let Cofnod know of any issues. Otherwise you may not be able to enter your records on the day of the Bird Race.

### ENTERING RECORDS


**STEP 1: Log in** at <https://cofnod-ors.lerc.online> using details emailed to you by Cofnod.


**NB:** Switch between Cymraeg/English by clicking on your user name at the top right of the page.

**STEP 2:** Choose **Enter Records** from the top menu bar and then select **NWWT Bird Race**.

**STEP 3: Complete the form – a suggested order is shown below.** We recommend that you enter all records together for a particular site. **Padlocks** next to each field name can be used to lock down standard details from one record to the next, saving time on data entry. You will need to enter a **Species Name**, **Site Name** and **Date**. **Grid Reference** and **Recorder** (that's your team name) should populate automatically. All other details are optional.

#### Where ?

Select the first site you want to enter data for from the **Site Name** drop-down list, and **lock the padlock**  by **clicking on it**, to keep this site selected while you enter all species seen at this site.

The **Grid Reference** will appear automatically. **Lock the padlock**  next to the **Grid Reference** until you have finished entering records for this site.

#### Who ?

The **Recorder** box will be filled automatically with your Team name.

#### When ?

Click the calendar icon within the **Date** box. Select the date on which the records were made.

**Lock the padlock** next to **Date** and keep it locked until all your records are entered.

#### What ?

Start typing the name of the first species of bird you recorded into the **Species Name** box. When you see the species you require, select it using your left mouse button. **Note:** You may enter species using scientific, English or Welsh names. Please click **Identified by App** for any records where you used an App to decide on the species name.

You may also add any **Abundance** information, a **Record Type**, **Notes** associated with the record, and attach a **photograph**, but these are optional.

# NWWT Bird Race 18/05/2024

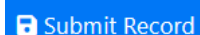
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**STEP 4:** Click the blue **Submit Record** (bottom right of form).

Review details in the table below.

Repeat **STEP 3** until you have entered all species for a site.

Then change the **Site Name** to your next site and enter the records for that.




### OTHER SPECIES

Before switching sites, you may also choose to enter records of other species. **Butterfly** records **will be counted as part of a separate competition, and you can find their names** by clicking on the filter button to the far right of the species name box and choosing Butterflies and Moths.



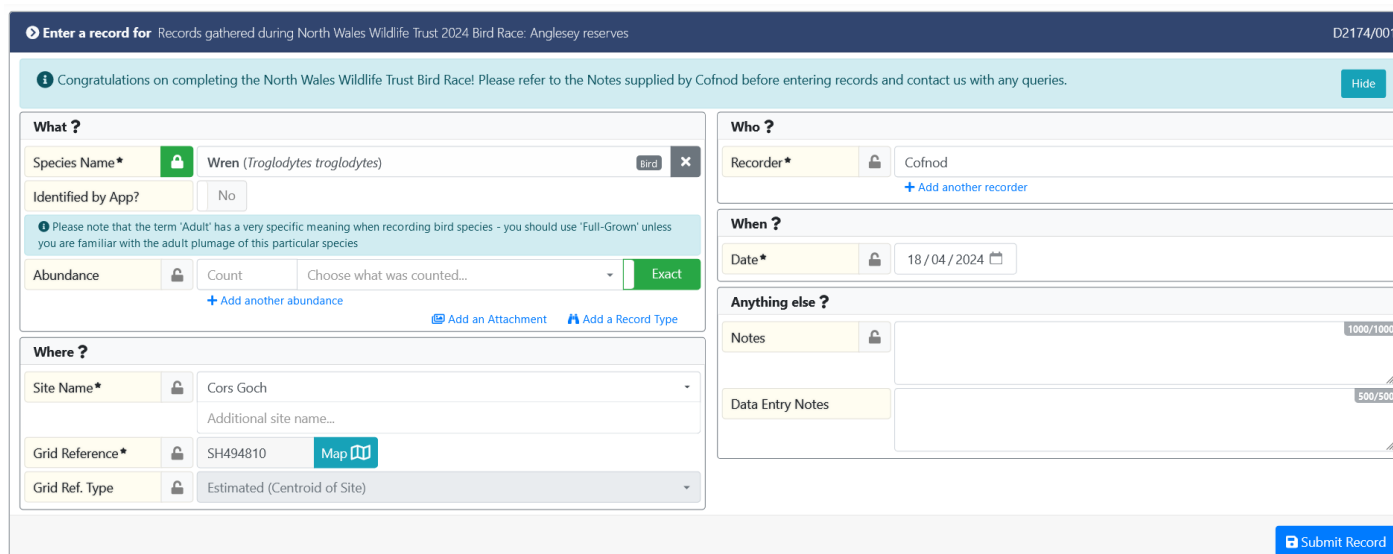
You can enter records of any other species you see by choosing '**Search All Groups**'. These will be available to NWWT for use in their reserve management, as well as to other users of Cofnod held data.

### NOTES

If you notice a mistake once you've submitted a record you can delete it by clicking on the cog icon  to the left of the species name, and choosing to edit or delete it.













When a bird is identified to family but not to species level, it can be entered using the family name. For example, if an auk was seen at sea and you weren't sure if it was a Guillemot or Razorbill you can enter Alcidae.


If you encounter problems using the form it's always worth trying logging out and in again! And please report any issues to Cofnod [record@cofnod.org.uk](mailto:record@cofnod.org.uk) / [cofnodi@cofnod.org.uk](mailto:cofnodi@cofnod.org.uk)



**Enter a record for** Records gathered during North Wales Wildlife Trust 2024 Bird Race: Anglesey reserves D2174/001

*Congratulations on completing the North Wales Wildlife Trust Bird Race! Please refer to the Notes supplied by Cofnod before entering records and contact us with any queries.* Hide

<b>What ?</b>	<b>Who ?</b>
Species Name*  Wren ( <i>Trogodytes troglodytes</i> ) <span style="float: right;"> </span>	Recorder*  Cofnod <a href="#">+ Add another recorder</a>
Identified by App? No	
<small>Please note that the term 'Adult' has a very specific meaning when recording bird species - you should use 'Full-Grown' unless you are familiar with the adult plumage of this particular species</small>	
Abundance  Count Choose what was counted... <span style="float: right;">Exact</span>	<b>When ?</b>
<a href="#">+ Add another abundance</a> <span style="float: right;"><a href="#">Add an Attachment</a> <a href="#">Add a Record Type</a></span>	Date*  18 / 04 / 2024 
<b>Where ?</b>	<b>Anything else ?</b>
Site Name*  Cors Goch	Notes  <span style="float: right;">1000/1000</span>
Additional site name...	Data Entry Notes <span style="float: right;">500/500</span>
Grid Reference*  SH494810 <span style="float: right;"></span>	
Grid Ref. Type  Estimated (Centroid of Site)	



This is an idea of how the data entry form should look (with only the mandatory details added) before you click Submit Record.