



2018 Biggest Week Field Trip **Leader** Protocol



IF YOU HAVE ANY PROBLEMS DURING A TRIP, BEGIN CALLING THE FOLLOWING PEOPLE LISTED **IN NUMERIC ORDER** UNTIL YOU REACH SOMEONE.

(In the event of a serious emergency – **call 911 first**, and then notify Rob Ripma ASAP)

- 1) **Rob Ripma, Field Trip Coordinator – (317) 748-4140**
 - 2) **Jason Guerard, BSBO Outreach Director – (813) 951-0807**
 - 3) **Black Swamp Bird Observatory – (419) 898-4070**
-
- **Lucas County Sheriff – (419) 213-4908**
 - **Oregon Police – (419) 698-7064**
 - **Erie County Sheriff – (419) 625-7951**
 - **Sandusky County Sheriff – (419) 334-6251**
 - **Ottawa County Sheriff – (419) 734-4404**
 - **Port Clinton Police Department (419) 734-3121**

*The festival will provide box lunches each day for drivers and leaders. Order your lunch at the front desk of Maumee Bay State Park Lodge **no later than 5pm the night prior** to your trip. We suggest that you pre-fill out lunch request forms for the number of lunches you will need. Maumee Bay Lodge will file them for each day of event. If you are arriving after 5 pm and are unable to request a lunch in person, please call the front desk (**419.836.1466**) to request a lunch. Please call prior to 5 pm.

Access the Leader/Driver web page on the BWIAB site: <http://www.bwiab.com/leaderinfo.html>

1. When you arrive, pick up your nametag at the registration area in the lodge lobby at Maumee Bay Lodge and Conference Center / 1750 State Park Road / Oregon, OH 43616 / Phone: 419-836-1466.
Registration desk hours are as follows:
Thursday, May 3, 12-7 PM
Friday, May 4, through Sunday, May 6, 10 AM - 7 PM
Monday, May 7, through Thursday, May 10, 12-7 PM
Friday, May 11, through Saturday, May 12, 10 AM - 7 PM
Sunday, May 13, 10 AM - 12 PM
2. **Please familiarize yourself with your trips.** If you have any questions, ask field trip coordinator, Rob Ripma (robert.ripma@gmail.com), or Jason Guerard (jasonguerard@bsbo.org) or call 419-898-4070. Please review the travel directions and maps for the locations you will be birding. We have added a page with links to eBird bar charts for a number of birding locations (this does not include private lands trips) for you to review the likely species that will be encountered on at each birding destination.
3. If you have a scope, please bring it along on the trip. For 2018 Zeiss Sports Optics and Time & Optics have teamed up to sponsor the Guided Van Trips. Zeiss will be providing a Conquest Gavia 85 spotting scope for each van. Additionally, Time & Optics will be providing the tripod support.
4. **Arrive at least 30 minutes prior to scheduled departure time.** Find your van, which will be parked in front of the Lodge lobby. Each van is numbered to match the trip you are leading.

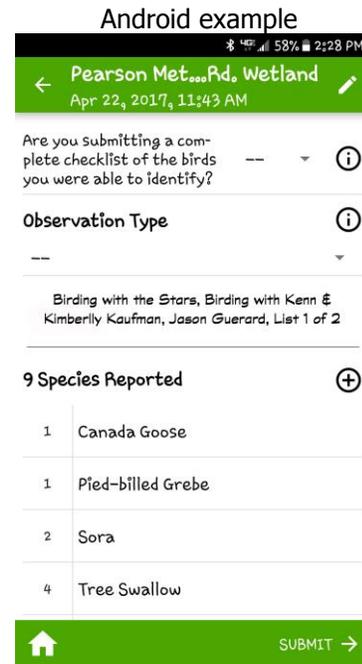
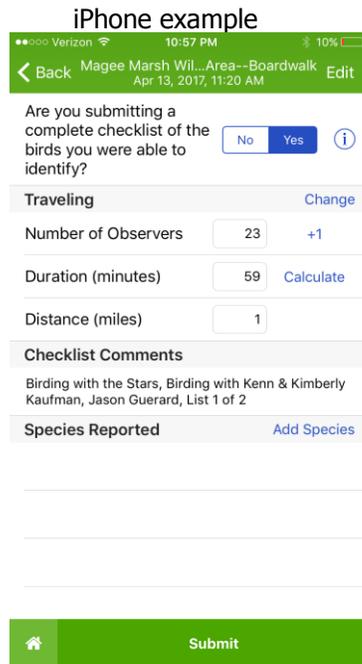
5. On each van there is a black (plastic) box that contains the following: A first-aid kit, bottles of water for emergency, sun screen, bug spray, a roll of paper towels, a small trash bag, a manila envelope for receipts, checklists, maps and directions, and other items. If you use the last of any item from the box during your trip, let one of the Biggest Week staff know so it can be replenished.
6. Before departure:
 - a. Find your driver who will hand you the clipboard with your list of participants.
 - b. Greet each participant and check off everyone on the list as they arrive for their trip.
 - c. Introduce yourself and the driver and give a brief overview of what to expect on the trip and answer any questions anyone might have.
 - d. Hand out bird checklists.
 - e. Let the attendees know when and where they will be able to use the restroom.
 - f. Notify participants of the Zeiss/Time & Optics sponsorship which provides a spotting scopes and tripods for use on the van trips.
 - g. Explain the Biggest Week eBird reports retrieval process. Let them know that we have moved to posting eBird shared list links on the Biggest Week website. Lists will be posted as quickly as possible, after leaders complete the list from the day. There will be an "eBird Lists" button on BWIAB home page where they can access all of the major trips by day. Suggest they open their eBird account and then from the BWIAB site click the link on the specific van trip on the correct date. eBird will automatically add the list their "shared lists" section. From there all they need to do is click the green "accept" button. Remind them that they should then adjust counts or add or remove species to reflect what they observed on the trip.

7. eBird Protocol

We understand that it can be difficult to keep an eBird list while guiding. This is an important customer service aspect of the Biggest Week and we would like you to make every effort to create an eBird list for every location you visit. Please work together with your driver to help make this an easier process, if needed. Likewise we would encourage all leaders/driver to include estimated counts for each species encountered. As you know this make the data collect more valuable. If it means the difference between your keeping an eBird list or not, at a minimum use the "X" protocol to at least get a record of what species were seen at each birding site. Remember, many of our participants are visiting Ohio for the first time or possibly new birders all together. They are looking to us to provide the record of species seen (possibly many life birds) on their trips.

a. eBird Users

1. Please complete a separate checklist for each location. Please use appropriate hotspots when available. Create a "Personal Location" if needed when a Hotspot is not available.
2. Please remember that eBird requests starting a new checklist at approximately the 5 mile mark on traveling protocol lists.
3. In the eBird checklist comments section (found under the effort portion of the checklist on both the web and mobile versions), include: the primary trip name, first and last names of the trip leader and driver and Van #. If there is more than one location for the day, please note it as such (for example on the Erie County Trips, Pipe Creek notes would read "Wilds of Erie County, Leader, Driver, Van #1; List 1 of 2" and Sheldon Marsh would read "Wilds of Erie County, Leader, Driver, Van #1; List 2 of 2.>").
4. For Leader's Choice - Half Day trips please note the time of the trip (example: Leaders Choice, Leader, 6 AM, 1 of 2")



5. Please attempt to include numbers of individual species (even if a general estimate) rather than marking species with a generic "x" to indicate presence.
6. Return your participant list to the box at the registration table. Please write on the top "Entered into eBird and Shared with BSBO Bird". This will allow us to ensure that checklists links are posted in a timely fashion.

b. Non-eBird Users

1. Each clipboard will have a checklist that you should use to record your eBird data for input.
2. Please fill in the front page as you go along including each location that you visit, arrival and departure time at each location, and an approximate distance that you walked and or drove.
3. Complete a full checklist of birds for each location that you visit throughout the day.
4. Please attempt to include numbers of individual species (even if a general estimate) rather than marking species with a generic "x" to indicate presence.
5. There will be a box at the registration table for you to turn in your eBird checklist.
6. BSBO will enter this data into eBird and post the link for checklist retrieval on the BWIAB eBird Checklist page.

c. Sharing eBird checklists

In effort to make sharing Biggest Week field trip checklists easier for both leaders and participants, we have restructured the official checklist sharing protocol. Checklists will now only need to be shared with BSBO. The eBird generated link for the shared list will be posted to the "eBird Checklists" section of the BWIAB website for participants to retrieve. Please share the check list with only the BSBO Bird account. If a participant requests that you share a checklist directly with them, please instruct them that a link to the list will be provided on the BWIAB website and instruct them on the list retrieval process. Please adhere to the following protocol regarding sharing trip checklists.

1. After completing and submitting each checklist for a field trip, please share the checklist with **BSBO bird**.

2. **VERY IMPORTANT** Include the following (see image below) in the "Message" area of the checklist share form: the name of the field trip, the date of the trip, the van # or time of trip (for Leader's Choice trips), the name of the leader and driver and number of lists for the trip. For example: Trip Name, Date of trip, Van # or Time of walk, Leader, Driver; 1 of 3. (Oak Openings, May 7, Van #2, Leader, Driver, 2 of 2 or Leaders Choice, May 10th, 11 AM, Leader, Driver, 1 of 3)

It is imperative that you include the specifics of the trip, dates & van # or time in the shared list "Message" box to ensure accuracy of posting the checklist links. Also, this will help to ensure the process is as streamlined and efficient for BSBO staff as possible.

Checklist S29923171

Older | All Checklists | Newer

Share this checklist with other participants' eBird accounts.

To (username or email, comma-separated)

BSBO Bird

Contacts (click to add)

Manage My Contacts

Message (optional)

Oak Openings, May 6th, Van #2, Leader, Driver 2 of 2 OR
 Leader's Choice, May 10th, 11 AM, Leader, Driver, 1 of 3

Share Checklist

Cancel

Location Oak Openings--Lodge Area, Lucas County, Ohio, US (Map) (Hotspot) [Edit Location](#)

Date and Effort Sun May 15, 2016 11:19 AM [Edit Date and Effort](#)

Protocol: Traveling

Party Size: 11

Duration: 1 hour(s), 20 minute(s)

Distance: 0.5 mile(s)

Print

Download

Email Yourself

Delete

Share w/ Others in Your Party

Send link via: [f](#) [t](#)

Submit another for...

[Same location and date](#)
Oak Openings--Lodge Area, Lucas County, Ohio, US on Sun May 15, 2016

[Same location](#)
Oak Openings--Lodge Area, Lucas County, Ohio, US

[Same area and date](#)
Another location near Oak Openings--Lodge Area, Lucas County, Ohio, US on Sun May 15, 2016

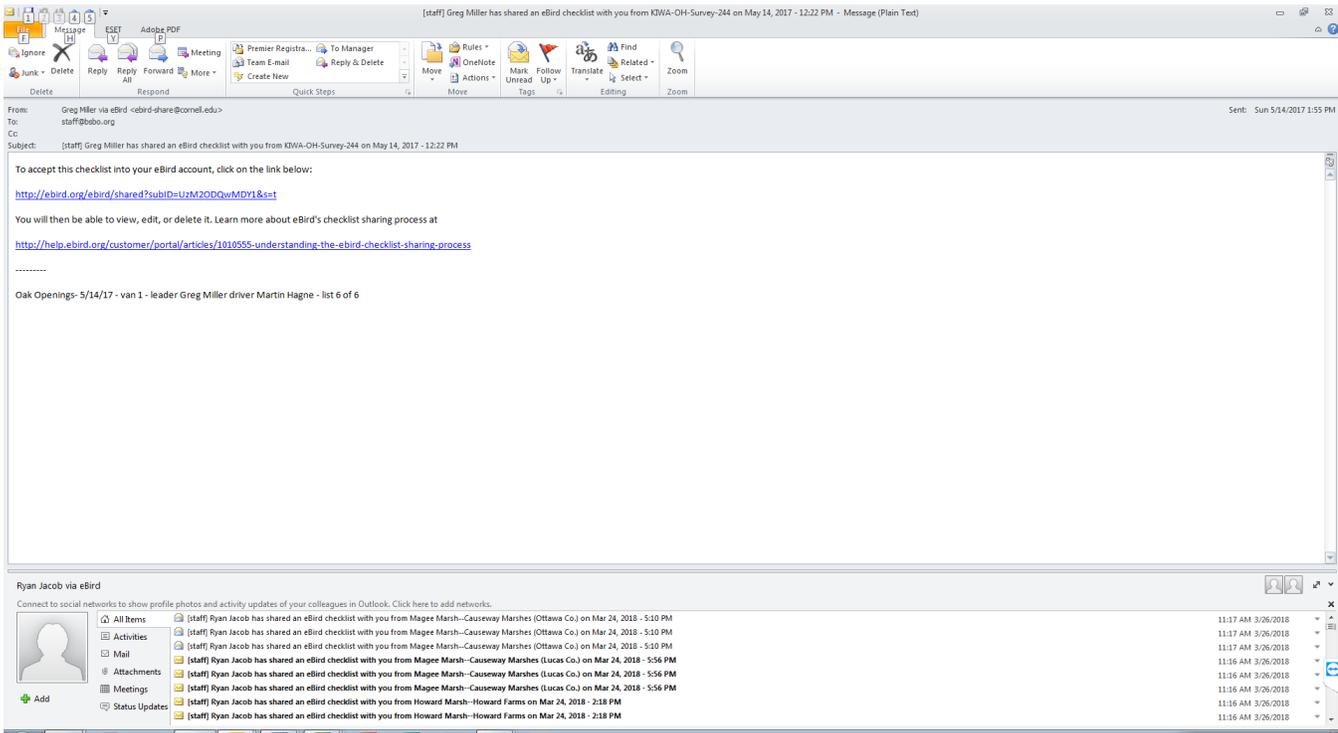
[Same area](#)
Another location near Oak Openings--Lodge Area, Lucas County, Ohio, US

[Same date](#)
Sun May 15, 2016

[Different location and date](#)

Hide from eBird Output ?

[Change Portal](#)



8. Twitter Protocol

Please **DO...**

- Be as specific as you can with location of bird sighting, use landmarks, numbers on boardwalk handrails, etc
- Feel free to include your name in the Tweet
- Use the hashtag #BWIAB2018, #bwiab

Please Do **NOT...**

- Tweet bird sightings from roadsides or private lands
- Share the password with anyone
- Change the password
- Follow anyone else when you're signed into the BWIAB Twitter account

9. People always like to know what to expect. Before leaving the van, tell participants how long you expect to be at that particular stop, and how far you might be walking. If you plan to play it by ear, depending on the amount of bird activity, it's fine to tell them that too, just let them know what you have in mind.
10. It is also a good idea to ask if anyone on the van would like a basic "How To Use Binoculars" training. You can do this before you leave the parking lot, on the van en route, or once you have arrived at your destination, whatever works for you.
11. Between birding stops or on the return trip to Maumee Bay State Park, go over the checklists (for each stop) with the participants in the van using a checklist. We will have a separate eBird protocol in order to ensure that all lists from our trip are entered into eBird this year.
12. Keep pushing, playbacks, and laser pointers to AN ABSOLUTE MINIMUM during van trips. OR avoid using them at all. These tactics are against state and federal wildlife agency rules. We've had enough complaints about this that we MUST enforce this issue.
13. When showing people a bird in the scope, make sure everyone gets a quick look, then allow people to take longer views once everyone had their turn.

14. During van trips, if you find something rare or interesting, please Tweet about it to the Biggest Week twitter account. (We will provide the username and password separately). You may sign your name at the end of the Tweet if you'd like. Remember Twitter now allows for 280 characters for most tweets. Please let us know if you are willing to tweet your sightings during the festival.
15. If you share photos or posts about The Biggest Week on your personal or companies social media, please use the following hashtags (in order of importance): **#BWIAB2018**, **# BiggestWeek2018**, **#BSBO**. Also please tag the BWIAB and BSBO in your posts using the following:
Facebook- @TheBiggestWeekInAmericanBirding & @bsbobird,
Twitter- @BiggestWeek & @BSBOBIRD
Instagram- @BSBOBIRD
16. Check the van as soon as participants get off at the end of the trip, to make sure no one left anything behind. If some item is discovered after the people have dispersed, drop it off at the lost-and-found at the registration table at the lodge.
17. Please hand out the end of field trip surveys that are in the black box during the return trip to Maumee Bay State Park. Instruct participants that these surveys can be turned in at the Registration Table.
18. Return the clipboard and checklist to the driver (if you are completing a paper checklist for eBird) and they will return it to the lobby. The driver will be in charge of refueling the van, so you don't need to worry about that, but feel free to keep them company when they do so.
19. Remember, the field trips are the most popular activity of the festival, so your help is vital to the success of the event. We are honored to have you on our team and we hope you have a great time sharing the magic of this region with people from all over the world. Thank you so much for all of your help!