

New Zealand National Bird Banding Scheme (NZNBBS)

Data entry using NEW data spreadsheet (April 2018, v6)

This [NEW data template](#) REPLACES the previous Banding Schedule and Banding Recovery spreadsheets. With the development of a NEW database (based on this NEW template), Schedule (band on bird), Resighting and Recovery data are now entered onto a single spreadsheet. In future this template will be used to upload data directly onto the database via an on-line interface.

Please familiarise yourself with this template, and start using this for data entry and submission. Contact the Banding Office if you have any queries. We will be compiling a list of Frequently Asked Questions (FAQs), so please forward your suggestions!

The idea is that you retain a Master sheet with all of your records, adding data as you band and resight birds. To submit data, you simply select those records not yet sent to the Banding Office (filter for blank "Sent_date" rows) and copy those to a new spreadsheet to send.

The EXAMPLE DATA spreadsheet provides several examples of how to enter different data, together with explanations for each column and example. This will be the quickest way to familiarise yourself with the NEW template. *Have a look at the [EXAMPLE spreadsheet](#) before you work through this document* – it may be all you need to get you started.

Quick-reference for fields/columns:

REQUIRED: Red, Bold, Italicised (20 fields)

REQUIRED if recorded/relevant: Blue, Bold, Italicised (19 fields)

Recommended/Optional: Black, Bold, Not Italicised (38 fields)

Autofills (don't enter): Purple, Not Bold (4 fields)

Tabs in spreadsheet:

Bands	Description	Lookups	Species	BanderNumbers	Instructions
Bands:	Use this tab for data entry of bird marking (bands and/or transponders and other marks), resighting and recovery. Unsent records in this tab are copied to a new (blank) spreadsheet and submitted to the Banding Office.				
Description:	This tab describes what data should be entered into each field, with notes providing additional information.				
Lookups:	The colours on this tab match both the Description and Bands tabs, giving the relevant Lookup Code (the only bit you enter into the Bands tab), as well as the corresponding code description. Additional comments provide context or examples.				
Species:	This tab provides a Lookup for the 3-character species codes.				
BanderNumbers:	This tab provides a Lookup for the 4-character Bander ID numbers, with the names of the banders. Banders registered after the date of the spreadsheet will not yet have their names recorded; however, you can still use their Bander ID numbers when submitting data.				
Instructions:	Follow the instructions in this tab for data entry and submission.				

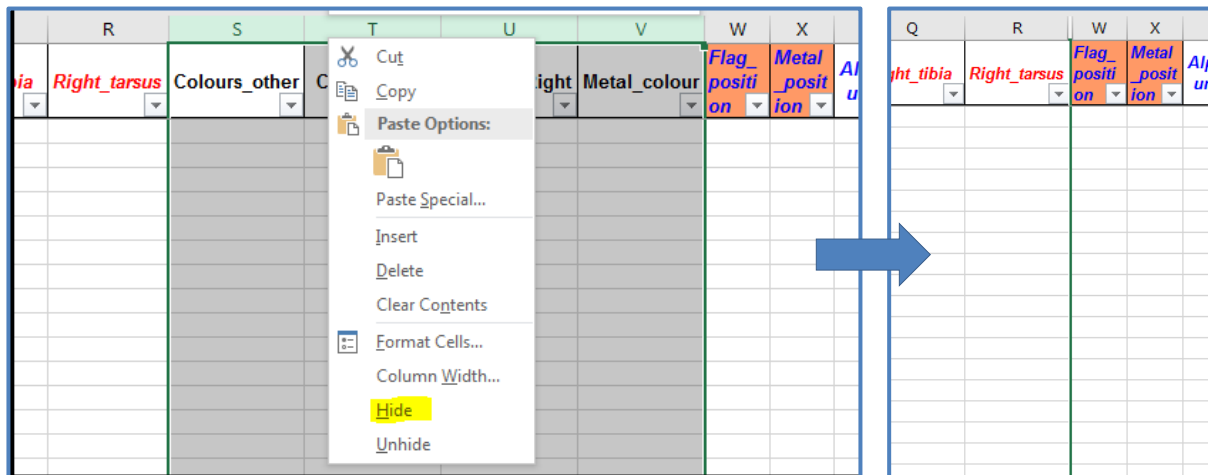


Data entry:

- Read “Description” tab for information on data to be entered in each field.
- Read “Lookups” tab (you will be referring to this often until you are familiar with the codes)
 - Print out the [PDF Quick-Reference sheet](#)
- Please note that there are no example data in this spreadsheet – this is provided in much more detail in a [separate EXAMPLE spreadsheet](#). The column descriptions (row 1) and example descriptions (column A) will provide you with a quick overview of how to enter data.
- In the “Bands” tab you will see messages pop up when you click on certain cells – these provide information as to what should be entered. Drop-down lists simplify selection of Lookup codes.

- What data should you enter into this spreadsheet?
 - Band Stock Take – coded as NZNBBS_Code “0”
 - This includes ALL the unused bands that you have lying around (in drawers, banding toolkits, boxes, etc.) that could still be used for banding birds (or training banders).
 - You are requested to submit an annual stock-take, so if all your bands are recorded here, then you only need to select anything coded as “0” and your stock take is done! Remember to add any bands that you discover or are passed onto you from another bander or returned to the Banding Office.
 - Please record the individual band numbers (one number per line), and YOUR NZNBBS_number under L3_number; or if you are L2, enter your number under Sec_Bander_number and enter under L3_number the person that you will be banding under.
 - When you place these bands on birds, you then simply return to that line and change the code from “0” to “1”, entering the relevant details in the other columns
 - Banding Schedule data (PRIMARY MARK)
 - Metal bands, colour bands, transponders, alpha-numeric bands, other marks
 - Resighting / retrapping / re-marking data (bird resighted/recorded alive, mark or colour combination removed or added)
 - Recovery data (dead bird recovery)
 - Bands lost / destroyed / used for training purposes
 - Bands transferred from one bander to another
 - Banding records for birds banded by other Banding Schemes

- Enter (or copy and then edit/reformat) all of your banding, resighting and recovery data onto Excel spreadsheet [NEW data upload spreadsheet](#) “Bands” tab (worksheet)
 - Transcribe data directly from field notebooks, copy data from earlier band return templates, or reformat/transpose data from other electronic data master-sheets.
 - If preferred, copy and paste this tab to create separate tabs for different band prefixes or species
 - You can hide columns that you don’t use (don’t delete them), by selecting the columns (generally those that are not required, so in black font), right-click and choose “Hide”. In this example, columns S-V are hidden:



- If PRIMARY MARK is removed (band is removed or transponder fails): The details of the primary mark will still remain the unique identifier. Use Primary Mark, enter as Code “4”. If another mark is ADDED, enter NEW LINE/record, use ORIGINAL PRIMARY MARK in first two columns, and Code as “3”, then enter details of added mark in relevant fields.
- Where additional metal bands have been added but the old band *not* removed: use original band number for Primary Mark, Code as “3”, and add new band details in “Added_Mark” columns (prefix and number). Then, under Metal_position, enter “7,8” or “7,7” to indicate the presence of two metal bands. In Notes, add comment that old band was retained.
- When you have entered 999 records, copy row 1000 (highlighted green) onto to the next 1000 rows so that the lookup codes are copied.
- The order of the columns can be rearranged to match yours, as long as the headings remain the same. You can also hide columns, but don’t delete any. If you have fields (columns) that you find particularly useful in own your dataset that don’t occur in the template, use the “Other” fields, but don’t change the field names.
- Column labelled “Errors”: Enter “yes” where you suspect an error in any of the details pertaining to that record, and provide a commentary on the possible error in the Notes field (e.g. incorrect band number, date or locality). This way you can still record all the details you have for the particular record, as subsequent records might provide information that could shed light on the error. The Error flag can then be removed once the record has been corrected, or left in place as a warning that the record is (or is suspected to be) erroneous.
- COPY only the “Bands” worksheet to a new Excel file, with the records you have not yet submitted to the Banding Office, SAVE this new file with your name and the date, and send it to bandingoffice@doc.govt.nz
 - In future, once we have a new database, this file will be directly uploaded on-line
 - If the lookups do not work in this new file and display as “#N/A”, don’t worry since we only need the Codes, not the associated Lookup values

Use AutoFilter on Lookup, Species and Bander Number tabs:

On the Species tab (which is password protected), use the Filter option (drop-down arrow and tick-boxes) to select the species you most commonly work with – this will make it easier to become familiar with the species codes. You can do the same for Bander Numbers.

The AutoFilter option on the Lookups tab will also enable to you to quickly search for a specific Lookup Code or Description – these are also colour-coded to match the relevant column headings in the Bands tab. A PDF document is provided as a quick-reference for Lookup codes – print this and keep it handy.



For colour bands:

- For Colour band combinations in the first four columns (Left_tibia, Left_tarsus, Right_tibia, Right_tarsus), write colour names out in full, e.g. light green, dark blue, pink, black.
 - For alpha-numeric bands, enter colour of lettering, then lettering, then colour of background. E.g. "black A9X on white".
 - For flag, prefix colour with "F": e.g. F white
 - Use M for Metal

Left_tibia	Left_tarsus	Right_tibia	Right_tarsus	Colours_oth	Colours_Left	Colours_Right	Metal_colour	Flag_position	Metal_position
	white, red	M	F white, yellow, red	4WRYYR				4	2
M	yellow, red	F white	blue, white	2YRBW				2	1
M	red, yellow	F white	red, yellow	2RYRY				2	1

- Use Colours_Left and Colours_Right to enter the colour codes as used for your own project (e.g. Y/M/LG), or Colours_other if you only use one column
- Please send bandingoffice@doc.govt.nz a list of the colour codes as used for your data, e.g. W=white, K=black, R=red, Y=yellow, B=dark blue, PB=pale blue, G=Darvic green or middle green, DG=dark green, PG=pale green (celluloid), LG=lime green (Darvic), O=orange, P=pastel pink, FP=fluorescent pink, CP=crimson pink, PU=purple, GR=grey; M=Metal

Moult:

Enter each moult score for primary feathers into columns P1 to P10, and enter the sum of the scores into the Moult column:

P1	P2	P3	P4	P5	P6	P7	P8	P9	P10	Moult
4	2	0	0	0	0	0	0	0		6
5	4	2	0	0	0	0	0	0		11
5	5	5	5	5	5	5	5	4		44

Other data:

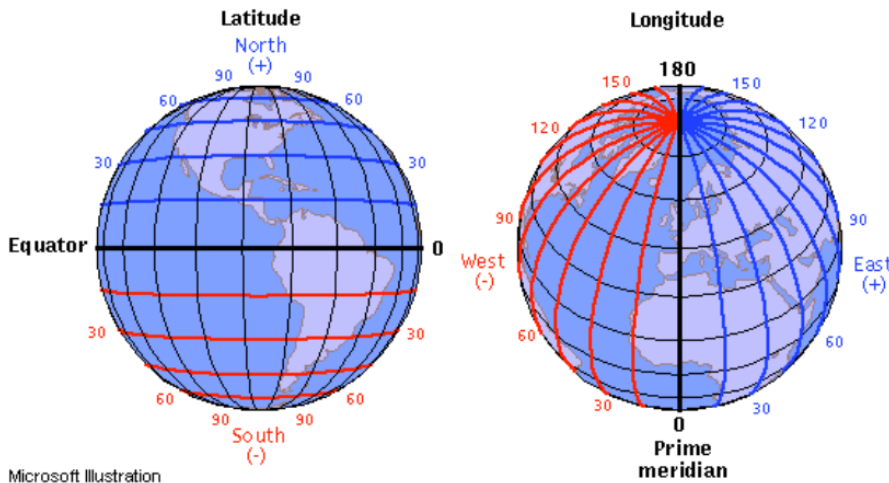
- Use the "Other_1" to "Other_5" columns for data not elsewhere recorded, e.g. breeding success, temporary marks (e.g. wing tags, Transmitters), samples taken, museum accessioned, your own colour combination codes, etc. If you use these columns consistently for certain data, then you can upload and download the data for your own use without needing to store this data separately from the banding or resighting records.
- Do not change the column names of these – the idea is that different projects can record different data here, for their own purposes without the database needing to be designed with extra column names and formats for every conceivable data type.

Error-checking:

- Check Schedules (NZNBBS_Code 1) for duplicates, gaps in series etc.
- Check that Resighting (Code 2), Add/change Mark (Code 3 and 4) and Recovery (Code X) records exist in Schedules (Code 1)
 - use the sort function on band numbers
 - it may be useful to highlight different codes in different colours
- Confirm all species codes and Bander Numbers are correct
- Use filters to check for any anomalies



- Please use Decimal Degrees (WGS 1984) to fill in the Latitude and Longitude GPS coordinates, without any letters or symbols (remembering that latitude South and longitude West should be *negative* numbers)



Microsoft Illustration

Credit: Illinois State University

<http://www.learner.org/jnorth/tm/LongitudeIntro.html>

- For example:

	Latitude	Longitude	
CORRECT:	-41.29783	174.76091	✓
INCORRECT:	41 17 52.211 S	174 45 39.293 E	✗
INCORRECT:	41o17'	174:45E	✗

- To obtain the coordinates of a location by clicking on a map or entering an address or to convert between DMS and DD: <http://www.gps-coordinates.net/>
- Copy the DD (Decimal Degrees) data to the correct columns

Address

DD (decimal degrees)*

Latitude

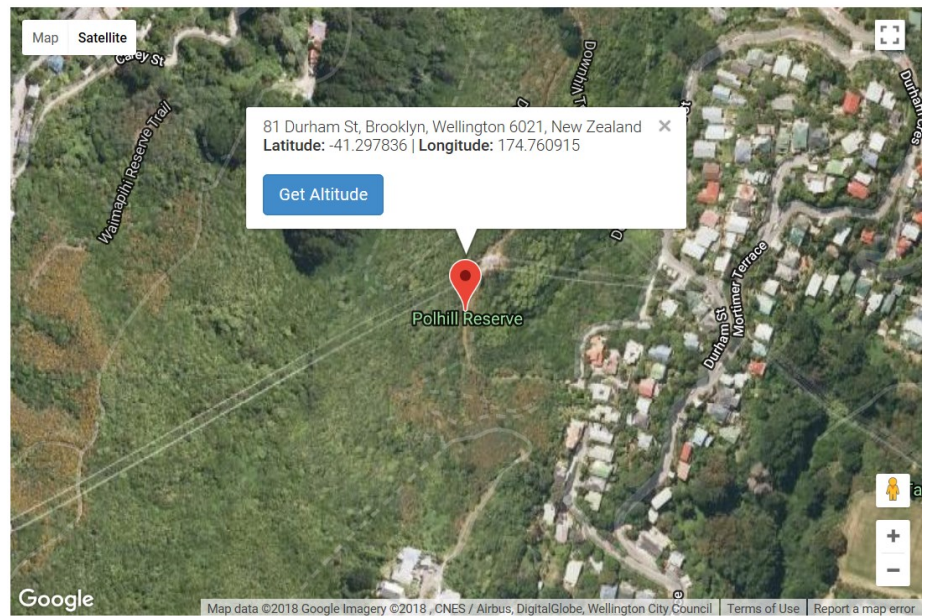
Longitude

Lat,Long

DMS (degrees, minutes, secondes)*

Latitude N S ° ' "

Longitude E W ° ' "



- Click [here](#) for a conversion calculator for Degrees Decimal
- Click [here](#) for a conversion from MapGrid to Degrees Decimal



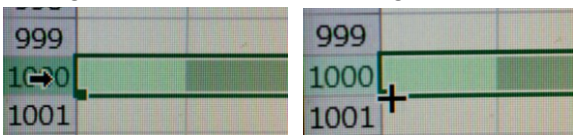
- Check that locality data are within the expected range for species (including banding and resighting records)
- L3_number will be the NZNBBS number of the Level 3 bander that the band was issued to and that banded, remarked or resighted/reported the bird, or trained/supervised the Secondary (L3/2/1) bander.
- Sec_Bander_number is the number of the Level 3/2/1 that banded the bird (secondary bander, where different from the primary bander/trainer) – a BanderNumbers tab provides a lookup reference
- The L3_name and Sec_Bander_name columns will auto-fill from the lookup tab
 - Where birds were banded by institutions or individuals not currently registered with the NZNBBS, please enter their name into the Other_name column (or institution if the individual is not known), and if possible enter contact details under Other_contact
- For Codes 2, T, X (if applicable):
 - Where a NZNBBS Registered Bander recovered/resighted/reported the band, enter their number in the L3_number column, confirming that the lookup displays the correct name
 - If not a Registered bander, enter the name of the person that recovered/resighted/reported the band in Other_name column (or institution if the individual is not known), and if possible enter contact details under Other_contact
 - If an institution (especially for historic data), enter the details under Other_name and Other_contact.

More than 999 records of data?

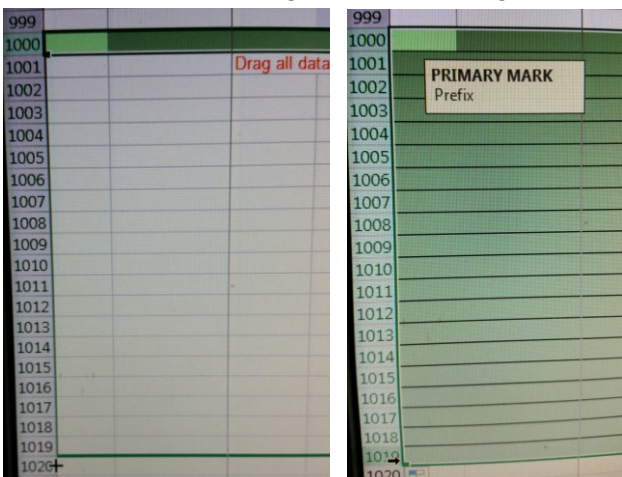
The idea is that you retain a Master sheet with all of your records, adding data as you band and resight birds. To submit data, you simply select those records not yet sent to the Banding Office, and copy those to a new spreadsheet to send (you are not limited to only sending 1000 records).

When you reach row 999, drag down row 1000 onwards so that the "lookup codes" and data validation are copied down:

Select row 1000 (click on the number 1000 – the mouse cursor changes to a black arrow pointing to the right), then move the mouse to the bottom-left square of cell A1000, until the mouse cursor changes to a solid black "+" sign:



Drag this "+" sign downwards as far as you need to – when you let go of the mouse button, these rows will now appear green, confirming that the information from row 1000 has been dragged down:

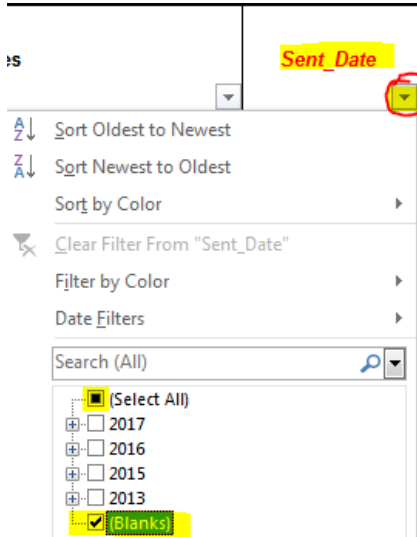




Submission of data:

Check for any errors in your data – use drop-down filters to check for any anomalies.

Open a new Excel spreadsheet file; copy the Field names (only Row 1); and all the lines of unsent records (from the "Bands" tab) to this page. (hint: filter for blank "Sent_date" rows).



Note that the new worksheet cannot look up the Species Names or Bander Names anymore (since it won't have the various Lookups tabs); this does not matter since we only want the correct Species and Bander (NZNBBS) numbers; the Lookup field is there for you to check that you have used the correct Lookup code; ignore any Errors in the Lookup columns (for the worksheet you submit).

Save this file, using the following naming convention:

NZNBBS, the band prefixes used (e.g. AA CP E Y), your surname, date range of data

e.g. NZNBBS AA CP E Y bradshaw Mar2017-Mar2018

Email this file to bandingoffice@doc.govt.nz (in future this will be via an on-line interface)

Remember to enter the date in the "Sent" column in your Master sheet.

Changes from version 5:

- Addition of data validation and comments for cells
- Addition of NZNBBS_Code: "R" = Returned band to Banding Office
- Addition of NZNBBS_Code: "2c" = Technology assisted retrap
- Addition of Capture_codes:
 - "0" = Resighted without being caught;
 - "1a" = Captured in natural nest;
 - "1b" = Captured in nest box;
 - "16" = Caught by cage trap;
 - "17" = Captured at feeder
- Addition of Status_detail:
 - "40" = Chick in nest
 - "79" = DEAD: Found on beach
- Addition of Locality_accuracy: "Unknown"
- Lookups: codes "99" = "Other: add in notes" for Mark, Condition, Capture Code, Status_detail
- Edits to Description Tab
- Addition of recently-registered BanderNumbers
- Colour band fields only Required if relevant