

- 1) You can easily and quickly record Pinyon Jay sightings on any smart phone or tablet with the GPS enabled. Once you have worked through the instructions below and done the initial set up, you will find the process very easy and fast!
- 2) You have the option of entering your sightings using ESRI's Survey123 app, or through a web browser. The app is a smoother and faster experience, and it is our recommendation. The app does NOT require you to be connected to the internet when you record your sighting, unlike a web page. Also, you DO NOT need an account or sign-in credentials to use the app. The instructions that follow assume you will use the app. If you want to use a web browser, that process is described at the very bottom of the document.
- 3) To install the app on your device, go to the Google Play Store or to the Apple Store and search for the ESRI Survey 123 app, and install it on your device.
- 4) First Time Use: When you are at home and connected to the internet, use your web browser to go to this URL: <https://arcg.is/0COner> . Alternatively, you can take a picture of this QR code with your device's camera.



- 5) Once you do either one of these things, you will be asked whether you want to use the Survey123 app, or a web browser. Choose the app, and the survey form will be downloaded to your device. You will NOT need to repeat step 4 on future occasions; you'll just need to open the app.
- 6) The "Pinyon Jay Presence-Absence 2020" form will open on your device. You can use it to record the location of any Pinyon Jay sightings you make, which will help GBBO to understand the distribution and habitat use for this species.
- 7) You can also use the app to record "absence" locations where Pinyon Jays were NOT seen despite being in potentially suitable habitat (i.e. pinyon-juniper woodlands). More specifically, if you have been in a pinyon-juniper woodland location for at least 20 minutes WITHOUT seeing or hearing any Pinyon Jays we ask that you record an "absence" point (see below for detail). This kind of "absence" data is also very useful to GBBO in trying to understand Pinyon Jay distribution and habitat use, so please record absence points whenever you have a chance to do so!
- 8) The Survey 123 form is mostly self-explanatory. The fields where you enter data are:
 - a. Affiliation: Choose the most accurate description of your affiliation. In most cases "GBBO volunteer" will be just fine.
 - b. Name: Type in your name.
 - c. Date: If your device's calendar is set correctly, you can simply accept the default date shown in this field. If not, click the field and change the date.
 - d. Time. If you click on this field, your device's clock will fill in the current time. If this is inaccurate, you can change it manually.
 - e. Time Spent at Station: Enter the number of minutes you were in the location before recording a data record. For a Pinyon Jay sighting (see below), this can be as short as 1 minute. **If you are recording an absence point**, however (see below) you should have

spent **at least 20 minutes** in the location to be relatively sure the Pinyon Jays are not present.

- f. Type of Record: You can choose “Presence” (a Pinyon Jay sighting), “Absence” (no Pinyon Jays sighted), or “Test Record” (indicating a fake data point recorded while practicing using the app). Be sure to enter “Test Record” if you are entering practice (fake) data! If you pick either the “Presence” or “Test Record” value, some new fields in the survey form will become visible (see below) that are not shown if you are recording an “Absence” record.
 - g. Pictures: You can take up to 4 pictures of the site where you are located using your device’s camera. Habitat pictures taken in the four cardinal directions are useful to GBBO, but they are not required.
 - h. If you recorded a Presence or Test Record, you will also see the following fields:
 - i. Size of Flock: Estimate the size of the Pinyon Jay flock you are recording (just the birds you physically see, not the ones your experience with PIJA’s allows you to imagine are there!)
 - ii. Behaviors: You can choose one (or more, if necessary) behaviors that you see the flock engaged in. Usually, a single type of behavior that characterizes the activity of most of the birds is sufficient. However, if different parts of the flock are engaged in different behaviors, recording more than one behavior type is appropriate.
 - iii. Distance to Flock: Estimate the distance from your position to the center of the flock’s location in meters.
 - iv. Bearing to Flock: Enter your best estimate of the bearing from your position to the center of the flock’s location, in degrees (0-360). If you do not have a compass, this will be approximate (North = 0 degrees, East = 90 degrees, South = 180 degrees, West = 270 degrees). Just do your best; it isn’t critical to supply a precise bearing. If you are able to take a reading from a compass, remember to correct for declination. In the Pinyon Jay’s Nevada range, subtracting ~ 14 degrees from your compass reading produces a more accurate representation of true bearing. If you are not confident recording a bearing using numbers, just enter a random number between 0 – 360 and then explain the situation further in the comments field (see below).
 - i. Comments: Feel free to enter any information that you think might be useful to GBBO about your sighting.
- 9) When you have filled in the form completely, click the “check mark” at the bottom or top of the form (location may vary depending on device type) to submit your record. If you have failed to enter information for any of the required fields, you will get an error message. Complete the missing fields and click the check mark again.
- 10) If you are connected to the internet while submitting the record, it will be sent to our cloud data storage site immediately, and will then be moved to a “sent” folder on your device. If you are not connected, your device will prompt you to either continue the survey or save the record into an “outbox”. When you return to a place where your device is connected to internet, remember to submit these records. To do so, open the app, open the Pinyon Jay Presence-Absence 2020 form, and it will show you the options called “Collect”, “Outbox”, and “Sent”. When you open your Outbox it will list all un-submitted records, and on the bottom you will see the options to send or submit these records. Also on the bottom are the options to toggle between “list” and “map” view. You can use whichever is more useful for you to review your

outbox and delete or send records as needed. Generally, don't worry about deleting records, Test records are labelled as such (hopefully) and we will discard them on our end.

- 11) If you don't want to install the app, you can record data through a web browser (see step 2, above). However, you will have to be connected to the internet for this to work. If you do this routinely, it's easiest to bookmark the link shown above in step 4 so you don't have to type it in your web browser each time.
- 12) Navigate to the link in step 4, and it will give you the option to either open in browser or download form. Click Open in Browser, and the form will open. Follow the rest of the steps as described above.

FINALLY: Often, you will make an opportunistic sighting of Pinyon Jays, and then return to whatever you were doing before. Sometimes, however, you may choose to observe a flock for an extended period. When this happens, it is absolutely fine to record multiple sightings of one flock each time they change their location or change their behaviors. Don't record new points, however, if the flock is still in the same place and doing the same thing as before.