



Data Entry Instructions (optional)

Login: To begin the data entry process, go to <http://www.pwrc.usgs.gov/naamp/> and click on "Enter data" under the current volunteer tab. Log into NAAMP using your Route Number and Observer Number (found on your NAAMP quiz handout) and enter the survey date (when you conducted the survey, using the style MM/DD/YYYY), and run number (1, 2, or 3). Check that you've entered in the correct data and run number, and then click "Enter Data". This should take you to the "NAAMP Frog Call Survey Data Entry" page. If you receive an error message, use the back button to return to the login screen, and then double check your entered information.

Verify route and run date: At the top of the NAAMP Frog Call Survey Data Entry page, please verify that the route number, route name, date, and run number match the information on your datasheet. If they don't, you'll need to return to the login screen to re-enter the system.

Verify contact information: Under the "Observer Information" section, review your name and contact information: if you need to edit anything, simply click in the box to change it.

Enter run information: Under the "Run Information" section, you'll enter start and end times using military format (e.g. 8:00 PM would be 12 + 8 = 20:00 hours: please remember to use the colon as part of the number). Enter wind codes and sky codes from the beginning and end of each survey.

Enter stop information: Under the "Per Stop Information" box, the start and end times will automatically be filled in for you, and you may leave the other times blank. You will enter air temperature (first clicking on Celsius or Fahrenheit, then typing in the air temperature), if noise was a factor (check the box if it was), if you took at time out (check the box if you did), and if you skipped a stop (check the box if you did). Next, enter a calling index value (1, 2, or 3) for each species heard at each stop (you don't need to enter 0 codes), number of cars that passed, if moonlight was visible, and notes (for any other information concerning this run; if you have safety concerns or other important issues, please contact the MFTCS coordinator directly). Once you have entered all the information on your datasheet, press Continue. You may see some pop up boxes asking you to check certain data, to complete necessary missing information, or notifying you of protocol violations (running survey outside date/time window, too windy, too cold, etc).

Review data entry: On the "Data Review" page, compare each item on the screen with your datasheet to make sure everything is the same. If you need to make any changes, click the "Return to Entry Form" button. If everything matches, click "Submit to Database" button. You will see a confirmation page, and then the screen will change again to the login page (in case you have data for other survey runs to enter). Once you have submitted the data, only the Minnesota Frog and Toad Survey Coordinator can make changes to it.

Mail in datasheet: Once your data has been entered in NAAMP, please send your original datasheet to the MFTCS Coordinator for review (quality control) and archival. It's a good idea to make a photocopy of the sheet first in case it is lost in the mail, and for your own records.

Minnesota Frog and Toad Calling Survey
Nongame Wildlife Program, MNDNR
500 Lafayette Road, Box 25
St. Paul, MN 55155-4025

Deadline: All data entry by volunteers should be completed and datasheets mailed to the MFTCS Coordinator by **August 1st**.

MFTCS review: After you enter your data and mail in the hard copy, we make sure the hard copy and your entry match, and also look for unexpected results (such as hearing a species 150 miles outside of its known range or several months outside of its typical breeding season). We then "flag" the anomalies in the database, and that portion of the data does not get used in data analyses. If you or we verify the unexpected species observation in the future by a photograph or clear sound recording, we can go back and "unflag" the data.