Submitting electronic records

If you submit records *via* berksbirds, please note the guidelines below on how to use the fields. If you wish to send your records in an electronic file, please use the format and fields described below.

File format: Please send electronic records in Excel or as a CSV file.

Fields: Please ensure that Excel columns or csv files use the following order and format:

Species Required. If possible please use the species name from BWP. Don't use plurals. *ie* don't enter "Siskins" or "Canada Geese".

Site Required. Please enter the site as the nearest landmark on an OS map and/or provide a grid reference in the "Grid reference" field. Sites such as "my garden", "3 miles east of Reading" or "by the A33" are examples of inappropriate site names.

Grid reference Optional. Four or six figure grid ref. Don't forget to include the prefix, either "SU" or "TQ" and omit any spaces, *eg* SU561741.

Arrival date Required. In the format "dd/mm/yyyy", *ie* "01/01/2013". For records that refer to more than one day enter the first date in this field and the last date in the "Departure date" field.

Departure date Optional. In the format "dd/mm/yyyy" i.e. "01/01/2013".

Number Required. Whole number only. i.e. the following are not valid: "c10", "10+", "1-2", "many". Enter any quantifying information in the notes field.

Notes Optional. Use the notes field to enter information on age, sex, behaviour, breeding details *etc*. Do not include records of other species in the notes field.

Breeding Status Optional. Use the [BTO breeding evidence codes](#).

Observer Required. Please enter your full name and include your middle names if you have any (unique initials will be generated for use in reports).

Note that fields containing a comma should be enclosed in double quotes. Also, commas are still required for empty fields, *eg*:

Siskin,"Searles Lane, Burghfield",03/02/2013,,100,,,,Marek F Walford