

BirdTrack Instructions

March 2026

*Thank you for taking part in the VMFW bird surveys this year. This document explains how to submit your survey sightings. **Please read through these instructions carefully.***

BirdTrack basics

The BirdTrack system allows you to submit all the information you recorded on your species recording maps during a VMFW survey visit. **(Please use the browser version of BirdTrack, not the mobile app, as our data processes require this.)**

If this is your first time using BirdTrack, first create an account here: <https://www.bto.org/user/register>.

The basics of how to add records to BirdTrack are explained in this short video: [How to add records in BirdTrack](#). Please watch this video before proceeding to give you an idea of how BirdTrack works.

What you need to do

Step 1 - Log into BirdTrack

Step 2 - Set up a 'place', i.e. draw the survey route

Step 3 - Record your survey visit sightings from your species recording form and maps, INCLUDING PINPOINTING the 'coloured' species from recording form

Step 4 - Check and submit

We only need the information we have asked you to collect. However, there are more things you could enter about your sightings in BirdTrack. Please feel free to put in extra information to support your records. This will be useful to BirdTrack in general, but we will not use this data directly for VMFW.

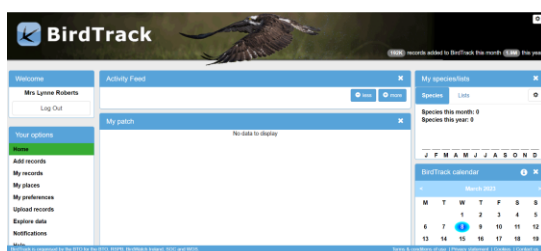
In general, do not use the 'Sensitive' option, as we will not be able to access that record. Please contact us for advice if you think you have seen something very rare.

If you have any difficulties using BirdTrack, please contact us at farmsurveys@rspb.org.uk. If you would rather send in images of your results via email, we can enter the data for you. The important thing is that we get your results in a timely manner! 😊

Step 1- Logging into BirdTrack

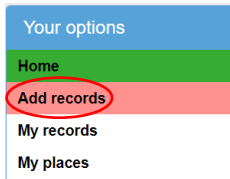
1. Open BirdTrack: [BirdTrack BTO/RSPB/BWI/SOC/WOS](#)
2. Log in.

This takes you to the BirdTrack Home screen:



Step 2 - Setting up a 'place' and drawing the survey route

1. On the Home screen, choose 'Add records'.

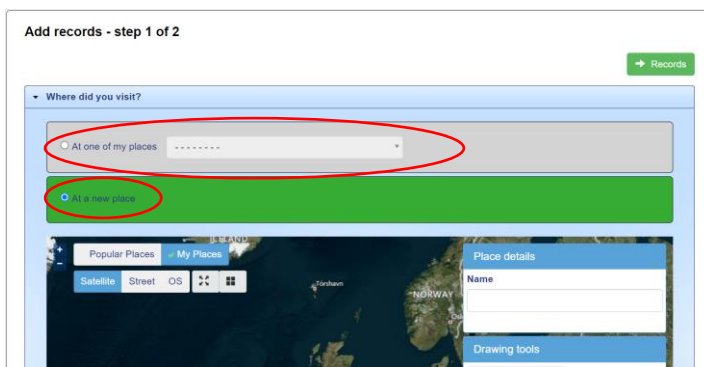


This displays a form for you to work through to enter and submit your records.

2. 'Where did you visit?'.

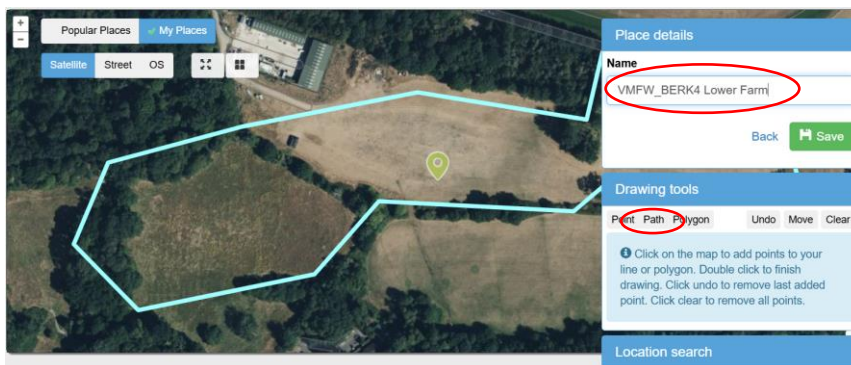
First time: Choose 'At a new place'.

Second time: Choose 'At one of my places' and select the place from the drop-down list. Then skip steps 3 and 4.



3. First time: Search for a location using the Location Search tab, below the Drawing tools tab. Zoom the map using mouse wheel or the +/- keys at the top of the map and drag it around to find your farm.

4. First time: Click on the 'Path' drawing tool and draw your survey route using the path tool. Name it with the code you have been given for your farm (starting with "VMFW_") and the farm name.



IT IS REALLY IMPORTANT THAT YOU USE THE CODE AND NOT JUST THE FARM NAME. IF YOU DO NOT USE THE CODE, WE MAY NOT BE ABLE TO FIND YOUR DATA. THANK YOU!

5. 'When did you visit?'. Enter the date and the start and end times for your survey visit.

6. 'What sort of bird records did you collect?' Select 'Complete' list.

7. Click on

Keep these settings to see the list of bird species which have been seen by others in the area this season:

8. Now scroll down to the list of species and enter your bird data, species by species, as explained in the following sections.

Step 3 - Entering your bird data and pinpointing mapped species

1. Species present and numbers

For each species you have recorded, find the species in the checklist. Tick the 'Present' box and enter the **total count for the survey visit** in the 'Count' box.

Species	Highest breeding evidence	Present	Count	Extras
Corn Bunting (<i>Emberiza calandra</i>)		☒	5	

If you can't see the species you are looking for, type the name in the 'Find or add species' box and select the correct species to add it to the list.

The new species will be added to the list as 'Present'. Enter the count in the Count box.

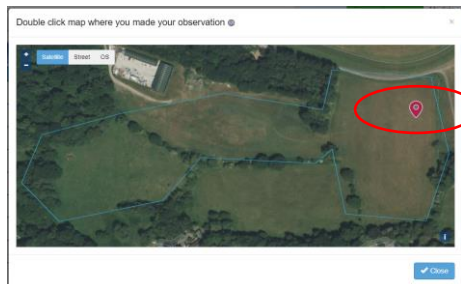
2. Pinpointing the mapped 'species of interest'

THIS NEEDS TO BE DONE OR WE WILL NOT BE ABLE TO PRODUCE A MAP FOR THE FARMER.

When you are entering the data for a species which you have mapped, use the 'Pinpoint' tab to transfer the location information from your species recording map/s.

Click on the '**Extras**' down arrow next to the Count box, open the '**Pinpoint**' tab and click on the '**Show Map**' button.

Using your species recording map/s as a reference, double-click on the precise location where you saw individuals of this species.



The grid reference is automatically entered into 'Gridref (100m)' box.

Enter the number of birds that you saw at this location in the Count box. Continue to add sightings for this species by adding a row (**+ Add Row**) showing the map, double-clicking to add the precise location, then adding the count.

Gridref (100m)	Count
SU492659	2
SU492659	1
SU492658	2

Make sure the breakdown of numbers of individuals at the different locations tallies with the total entered for the species.

Note that you need to make sure you do not add rows and then leave them blank, as this may prevent you from submitting your data. If you need to delete rows, use the red dustbin icon.

3. **Breeding evidence (optional)**

To enter breeding evidence for a species, click on the '**Extras**' down arrow next to a species.

Click on the '**Breeding**' tab, select the breeding evidence item from the dropdown list and enter the number of individuals of that species showing that behaviour in the Count box. (Ignore 'Highest breeding evidence' – this will fill automatically.)

If you want to add any other breeding evidence for a species, click on '**Add Row**', and select from the dropdown list. Remember that this data will not be used by us but may be used in other analyses of BirdTrack data.

4. **Birds flying over (if relevant)**

As outlined in the [VMFW Farmland Bird Survey Instructions](#), you may have recorded some species as "flying over".

For these species, select the '**00 Migrating/Summering/Flying Over**' option from the dropdown list on the Breeding tab (see above).

5. **Other information**

You are welcome to add any other information for this species in the other tabs, including uploading any photos you took at the time (Photo tab), but this is not required for the VMFW surveys.

When you have finished the detail for a species, click on the '**Extras**' up arrow to close the detail panel.

Now move onto the next species and enter all the data for that species.

Step 4 - Check and submit

1. Have you entered the [total counts](#) for each species you recorded?
2. Have you [PINPOINTED](#) all the 'coloured' species and entered the number of individuals seen at each pinpoint?

Once you have entered all your data, click on:

 **Submit all records**

You will get a summary of the data you have submitted.

If you need to change anything, you can go back into the visit record afterwards and edit the visit details or bird records.

Date	Start	End	Site	Record summary	Actions
Mon, Mar 27, 2023	07:45	09:45	VMFW_BERK1	Birds 5	   