Revised instructions for use of HOS Recording Forms – April 2011

Key points in red

Please download this form to your PC, complete as required (preferably at 3 monthly intervals), and e-mail to the Recorder at keithbetton@hotmail.com

The form will hold up to 1000 records.

National on line formats complement the HOS recording form. Birdtrack records and BBS and WeBS counts do not need to be duplicated on HOS recording forms. If using Birdtrack, please include as much detail as possible, e.g. sex of the birds, time of day for rarities etc. TTV and Roving Records for the Winter and Summer Atlases submitted via www.birdatlas.net do not need to be submitted to HOS unless they are of scarce species, where the location and grid reference can be given in more detail on the HOS form.

Please follow the following notes when entering records into the spreadsheet.

Each separate record must be placed on a separate row, with all relevant information completed for every row. Information such as species, locality and observer can easily be repeated by highlighting a cell, pointing the cursor to the bottom right hand corner of the cell until a black + sign appears, and dragging down to fill the necessary number of cells. Be careful: this will not work with information such as grid reference, arrival date and number which contain numeric characters. However, these can easily be copied by highlighting the cell, pressing ctrl C and then pressing ctrl X for each cell you wish to copy the information into. Records can be entered in any order; do not leave any lines blank.

SPECIES: Please use the species name exactly as listed in the 2006 report. If you do not spell it correctly, a prompt will ask you to use a drop down menu to select the correct spelling.

LOCALITY: In general, use recognised site names as used in the Hampshire Bird Report. Please do not use apostrophes in site names (so Bishop's must come Bishops). At large sites, particularly the eastern harbours, the Beaulieu Estuary, and the Pennington/Keyhaven area, it is useful to use the large site name in the LOCALITY column and include reference to a particular site within the NOTES column, e.g. Pennington/Keyhaven Marshes and Langstone Harbour as localities, Fishtail Lagoon and The Kench as notes.

GRID REF: THIS COLUMN MUST BE COMPLETED. Please be as accurate as possible. Normally use a 4 fig grid ref to indicate that the sighting was in that 1-km square, but for breeding records 6 fig (or 8 fig) grid references are preferred. Avoid the use of a

central grid reference for a large site unless it is a complete count of the whole area. Crucially, ensure that grid refs are in the format:

SUxxxx, SZxxxx, SUxxxxxx or SZxxxxxx. Do not leave any spaces between any of the characters.

Records cannot be imported into the database if they do not have a grid reference.

FIRST DATE: This must be in the format Day/Month/Year, ie xx/xx/20xx. Any other formats will lead to errors in the import process. If you enter 7/3/11, excel will automatically convert this to 07/03/2011. For counts of breeding pairs/singing males, use the arbitrary date 01/06/20xx.

LAST DATE: Same format as first date. Only enter if the bird(s) stayed for more than one consecutive day; otherwise leave blank.

NUMBER: Numbers only, with no commas between digits. Always enter, even for moving birds (see below). Combinations such as c. 200, 200+ or 2-300 cannot be entered. In such cases, enter one number and include information in the notes section to convey extra information. If your count is of pairs and/or singing males please indicate this in the NOTES column, and indicate C, P or S in the STATUS column. If your count is of birds moving, enter the number in this column and the direction in the DIRECTION column (see below).

DIRECTION: Only to be entered for moving birds; the 16 points of the compass can be used: N, NNE, NE, ENE, E etc. Please complete a separate record for birds moving in different directions, or give details in the notes section.

STATUS: Please enter one of the following codes for EVERY record:

M = non breeding record
C = confirmed breeding record
P = probable breeding record
S = possible breeding record

C, P and S match the criteria for breeding as used in the current atlas survey.

NOTES: Include information about times of observation, age, sex, number of pairs/singing males/territories, further location details, additional observers and any other relevant information.

OBSERVER: Include your name only, including initial(s), in the format X X Smith. If other observers were also present, additional names can be included in the NOTES column in the same format.