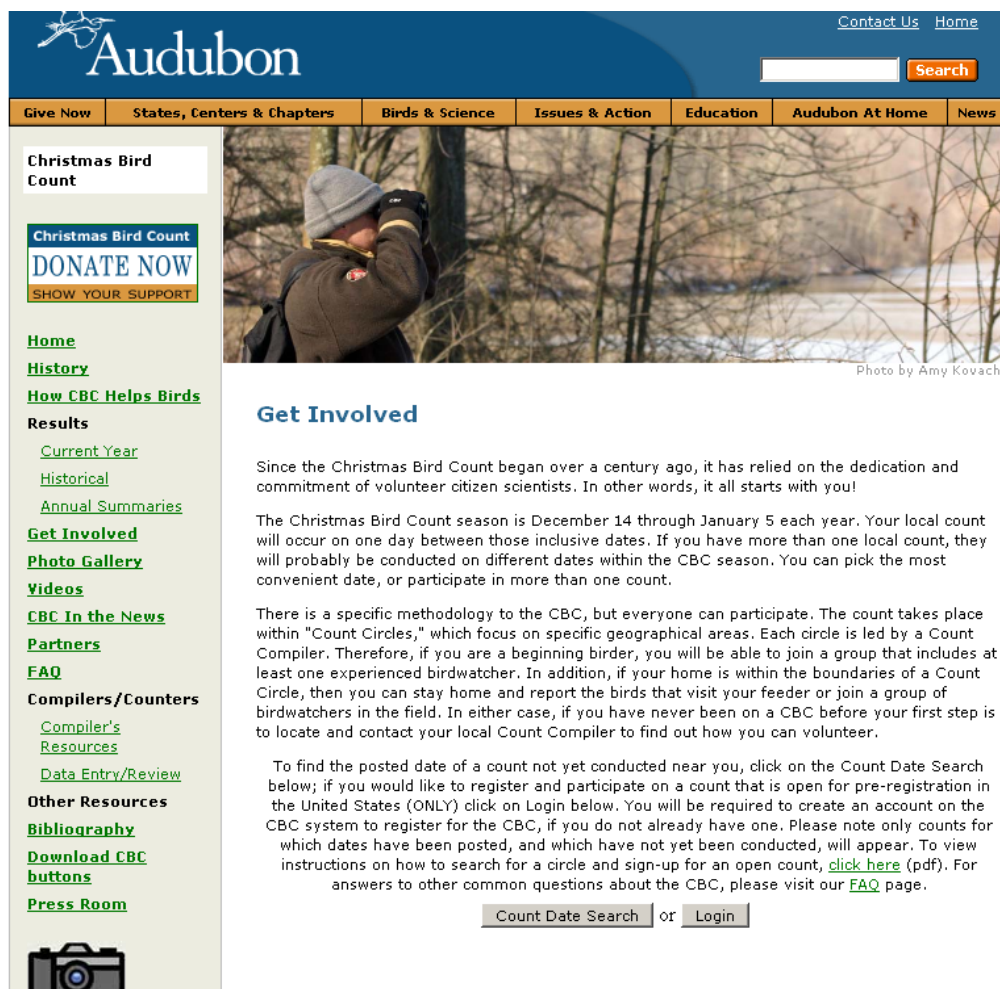


Getting Involved with the Christmas Bird Count CBC circle sign-up instructions

Step 1: The "Get Involved" web page.



The screenshot shows the Audubon website's navigation bar with links for 'Contact Us' and 'Home'. Below the navigation bar is a search box and a 'Search' button. A horizontal menu contains links for 'Give Now', 'States, Centers & Chapters', 'Birds & Science', 'Issues & Action', 'Education', 'Audubon At Home', and 'News'. The main content area features a large photo of a person in winter gear looking through binoculars, with the caption 'Photo by Amy Kovachs'. To the left of the photo is a sidebar with a 'Christmas Bird Count' section containing a 'DONATE NOW' button and a 'SHOW YOUR SUPPORT' button. Below this are links for 'Home', 'History', 'How CBC Helps Birds', 'Results', 'Current Year', 'Historical', 'Annual Summaries', 'Get Involved', 'Photo Gallery', 'Videos', 'CBC In the News', 'Partners', 'FAQ', 'Compilers/Counters', 'Compiler's Resources', 'Data Entry/Review', 'Other Resources', 'Bibliography', 'Download CBC buttons', and 'Press Room'. The main text area is titled 'Get Involved' and contains three paragraphs of text. The first paragraph states that the CBC has relied on volunteer citizen scientists. The second paragraph explains the CBC season (December 14 through January 5) and how local counts are conducted. The third paragraph describes the methodology of 'Count Circles' and how to participate. At the bottom of the text area are two buttons: 'Count Date Search' and 'Login'.

If you would like to learn the count dates for Christmas Bird Count circles, or sign up to participate in a nearby CBC circle, go to the "Get Involved" web page at <http://www.audubon.org/bird/cbc/getinvolved.html>. From this page you can view count dates for circles not yet conducted in the U.S.

Once compilers have input their count dates, you can search by state to see a list of circles and their count dates, along with compiler contact information and detail regarding advance sign-up if available. Compilers individually determine if their circles are to be open for advance sign-up.

To view circle dates click on <Count Date Search> at the bottom of the screen. If you would like to go directly to register for a count, click on <Log In>.

To learn about Searching for a Circle Date, go to **Step 2**.
To go directly to register for a CBC circle, go to **Step 3**.

Step 2. Searching for a CBC Circle Date

The screenshot shows the Audubon Christmas Bird Count website. At the top left is the Audubon logo, and at the top right is the text "CHRISTMAS BIRD COUNT" with links for "Log In" and "Register". Below this is a section titled "Find a CBC Circle Near You" featuring five bird species: Cackling Goose, Hoary Redpoll, Magnificent Frigatebird, Northern Shrike, and Tropical Kingbird. Each species has a small image and a caption identifying the compiler and their role as a CBC participant. Below the bird images is a search interface with a drop-down menu set to "Alaska" and a yellow "Show Circles" button. To the right of the button are links for "HELP" and "Info About Fees". Below the search area is the text "Please choose a state." At the bottom of the page is the copyright notice: "Copyright 2006 by National Audubon Society, Inc. All rights reserved."

From this screen select a state from the drop-down state/province list and then click on <Show Circles>

A list will display that shows the *compiler's name*, the *circle code*, *circle name*, *count date*, and an indication of whether the circle is open for advanced registration. If there is more than one page of circles to display for the state you selected, you will see a link to the next page in the lower right section of the screen.

*Note that only circles that have **not yet been conducted** will display when you select a state.*

To learn more about the circle, click on the circle code. This will present a pop-up window with details on how to contact the compiler, the circle date, whether circle sign-up is available in advance, and any comments the compiler chose to enter. *If you do not see this window, you may need to make sure your browser's pop-up blocker is turned off.* If a circle is open for sign-up in advance of the count date, you may proceed to register online using your credit card. If the circle is not available for advance sign-up, information is included about how or if you can contact the compiler to participate.

To sign-up for a CBC circle, click on <Circle Sign-Up Here> and proceed to log into the system. You will see a screen that gives you an option to <Log In> if you already have an "account" on the system, or to <Register> if you do not yet have an "account" on the system.

Step 3. Log onto the CBC system to sign-up for a circle.



Registered User Login

Username

Password

[Register New User](#) | [Forgot Password](#)

Click here if you forget your password.

Welcome to My Audubon, your gateway to:

- Manage/update your membership information
- Pay online for your pre-registration for the Christmas Bird Count (CBC) using VISA/MC/Amex
- Vote by proxy in our annual Audubon election

If you are new to the My Audubon Gateway, please register with us. (Note: If you have registered previously or have been pre-registered by a project coordinator, enter your Username and Password to gain access to your projects and membership information.)

Home | States, Centers & Chapters | Birds & Science | Issues & Action | Education | Audubon At Home | News
Employment | About Audubon | Support Audubon | Take Action | Contact Us | Privacy Policy
Copyright 2008 by National Audubon Society, Inc. All rights reserved.

3a. If you already have a login on the CBC system follow these steps:

To log on, enter your username and your password as indicated. Click on .

If you have forgotten your password, click on [Forgot Password?](#). It will prompt you to enter your email address, then click . An email from cbcadmin@audubon.org will be delivered to you containing your password. Make sure you set your computer to "unblock" emails from this address so that you can receive this password reminder.

Go to 3C next.

3b. If you do not have an account on the CBC system follow these steps:

If you do not yet have an account on the CBC system, you will need to create one in order to be able to register for a CBC circle. To do this click on . The next screen will display:

My Audubon Account

(Required fields marked with an asterisk *.)

Username*:

Password*:

Confirm Password*:

*First Name:

*Last Name:

Email*:
(required for password reminders)

Address*:

City:

State:

Zip:

Country:

Home Phone:

Check here if you would like to receive more information from the National Audubon Society via email.

Your **privacy** is important to us. Your email address will **NOT** be given or sold to any third party vendors.

Save

To create a new user account:

- From the Registration page, complete all fields that are marked with a "*" .
- Be aware that the case of each letter matters when completing this form. If you wish your login to be in lower case, make sure to enter your *email* and your *password* all in lower case.
- Make sure to complete the email address field with a valid email as this is where your password reminder is sent.
- Enter a password of 6 characters or more. Re-enter it to make sure it is saved correctly.
- Click on <Save> when you are finished.

3c. Once you are logged in, you will see a page similar to this:

Audubon [Contact Us](#) [Home](#)

[Search](#)

[Give Now](#) [States, Centers & Chapters](#) [Birds & Science](#) [Issues & Action](#) [Education](#) [Audubon At Home](#) [News](#)

My Audubon Projects

Upcoming Events

Keep up-to-date with CBC happenings

- To find a posted date of a count near you, [click here](#). This list will display counts not yet conducted.
- Sign up [here](#) to participate in the 109th annual Christmas Bird Count (running from December 14th through January 5th).

Compilers please click CBC link below

[My Account](#) | [Logout](#)

To continue with registration, click on the link under "Sign up [here](#)".

Completing the Payment Form

This form allows you to complete CBC fees sign-up for up to 7 circles for a maximum of 2 people at a time (yourself and one other person). If more than 2 people wish to sign-up for a circle, the additional people will need to create their own "accounts" on the system and sign themselves up. Additionally, they can also pay the compiler directly on count day. The discount rate of \$20 flat fee for 4 or more circles is available only if paying in advance using this online form.

If either person is under 19, no fee is assessed for that one sign-up. You can also opt-out of receiving American Birds on this form.

Entering Circle Information:

If you need to look up the circle ID, click on "Find a Circle Near You" in the upper right of this page. Only circles that are open for sign-up and have not yet been conducted will be listed in that search page.



When you use this form to sign-up more than 24 hours before the start of the count date, you can sign-up for 4 or more circles for a flat fee of \$20.

Please review that you have entered the correct circle ID before proceeding to the next step.

Billing Information:

Enter all items marked with an "*" for billing of fees. Select your card type, expiration date and enter your card number with no spaces or dashes.

When the form is completed, press the <Submit> button. DO NOT click on <Submit> more than once, no matter how slow it seems. Doing so will charge your credit card more than once.

My Projects > CBC > My Roles > CBC Payment

CBC Payment

[HELP](#) | [Info About Fees](#) | [Find an Open Circle Near You](#)

* indicates required information

1. Enter Participant Info

*Your Info	*Last Name	*First Name	Email (optional)	*Under 19?	Opt-Out*
Date	Kathy		kdale@audubon.org	<input type="checkbox"/>	<input type="checkbox"/>
Partner's Info*				<input type="checkbox"/>	<input type="checkbox"/>

†(if applicable) *Opt-Out: Every paying U.S. participant and U.S. CBC participant 18 years old and under will receive a copy of *American Birds: Summary of the CBC*, published once per year after the conclusion of the CBC season.

These participants have the opportunity to opt-out of receiving this publication, but we hope everyone would like to receive and read this fascinating summary of the world's longest running Citizen Science project! For more information see [Info About Fees](#).

2. Enter Codes for Open Circles and number of participants for each

	Circle ID (Open Circles only)	Number of Participants	Cost
*1.	<input type="text"/>	<input type="text"/>	\$ <input type="text"/>
2.	<input type="text"/>	<input type="text"/>	\$ <input type="text"/>
3.	<input type="text"/>	<input type="text"/>	\$ <input type="text"/>
4.	<input type="text"/>	<input type="text"/>	\$ <input type="text"/>
5.	<input type="text"/>	<input type="text"/>	n/a
6.	<input type="text"/>	<input type="text"/>	n/a
7.	<input type="text"/>	<input type="text"/>	n/a
			\$ <input type="text"/> Total Cost

The fee is \$5 per U.S. resident participant (field participant) per count. Feeder watchers and all observers 18 years old and under may count for free.

If you choose to participate in four or more circles, the fee is a flat \$20. This

3. Enter Billing Info




*First Name:	<input type="text"/>	*Last Name:	<input type="text"/>
*Street Address:	<input type="text"/>	*City:	<input type="text"/>
*State/Province/Territory:	<input type="text" value="New Jersey"/>	* Zip Code:	<input type="text"/>
* Country:	<input type="text" value="United States"/>		

I would like to donate an additional amount: \$

*Payment Type:	*Expires:	*Card Number:
<input type="text" value="Visa"/>	<input type="text" value="Mar"/> <input type="text" value="2007"/>	<input type="text"/>

Please do not click your browser's "back" key or click "submit" more than once.

Note: There will be a delay while the server processes your order.

Step 4: Confirming your registration

Once you click submit and your payment has finished processing, you will receive an onscreen notice indicating that your registration has been accepted and that you will receive an email receipt.

If you receive an error on the screen, it will indicate the nature of the problem:

- If the circle you entered is not open for advance sign-up, the onscreen notice will indicate this and give you an option to return to the registration form.
- If your credit card payment did not get accepted, the onscreen notice will indicate this.

Within a few minutes you should receive an email notice with your receipt. The compiler of the circle(s) for which you registered will also receive a notice that you registered.

Thank you for your interest in and support of the Christmas Bird Count, the longest running citizen science program in the western hemisphere!

Technical Tips

The CBC system runs best with Internet Explorer 6.x or higher or Firefox 3.x or higher.

For technical assistance or questions, contact cbcadmin@audubon.org