



## **Instructions for submitting bird sightings using the Sightings Form**

When submitting bird sightings using the Bird Report Sightings Form please follow the following instructions.

1. Write your name, address and telephone number at the top of the form. This allows the Bird Recorder to contact you if he has any questions about your sightings.
2. Record the location of your sighting(s). Please be as specific as possible. Never assume that the Recorder knows where you mean. For example if the location was in your garden, along the River Ribble at Osbaldeston, or on Parsonage Reservoir etc, please say so.
3. Provide a date for your sightings at each location in the dd/mm/yyyy format, unless referring to garden bird records (in which case we are only interested in the maximum number seen in your garden at any one time over a month period, therefore the mm/yyyy format will suffice).
4. To submit your bird sightings refer to the relevant location, e.g Location A in the table. Record the number of birds seen at each location. Please give exact counts or an estimate, for example 10 birds seen or circa (or c) 10 birds seen. If breeding behaviour is observed write the appropriate code (as defined using the Breeding Code box) in the BC column. Breeding Codes UN to NY indicate confirmed breeding and are therefore to be favoured ahead of codes S to B, which only indicate probable breeding. For example if singing (code S) is observed, but then an adult is seen carrying food for young (code FF), code FF should be written in the BC box for that species as it indicates confirmed breeding and not just probable breeding. If breeding is not confirmed, the appropriate probable breeding code (S-B) should be entered.
5. Finally write any sightings of species not listed on the form in the 'Other Species seen & Notes' section at the bottom right of the form. Please add notes on behaviours of interest, direction of flight, numbers of breeding pairs etc.
6. Please return your Sightings Form to the Club Recorder Jonathan Fry using the details given on the form.

Sightings can also be submitted on the Guestbook at [www.blackburnbirdclub.co.uk](http://www.blackburnbirdclub.co.uk) or on the Facebook page at [www.facebook.com/blackburnanddistrictbirdclub](http://www.facebook.com/blackburnanddistrictbirdclub). Sightings Forms can be downloaded from the Bird Club Website to be printed. Or alternatively forms can be downloaded and completed in Adobe Reader by selecting the tab 'Fill & Sign' in the top right hand corner of the document. Then by selecting 'Add Text' from the list, the cursor can be used to select where to type and fill in the form. After saving, the document can be sent by email to [birdrecorder24@gmail.com](mailto:birdrecorder24@gmail.com) (sightings can also be sent by email if you don't have time to fill the form in).

Thank you for submitting your bird sightings, all of which are used in the annual Bird Report.

Jonathan Fry (Bird Recorder).