

Appendix D

Managing and Sharing Checklists in eBird

Manage My Checklists

Manage My Checklists

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Date	Location	County	St/Prov	
2015-02-13 15:02	Sapsucker Woods--Building Area	Tompkins	US-NY	View or edit Share Delete
2015-02-13 14:03	Sapsucker Woods--Building Area	Tompkins	US-NY	View or edit Share Delete
2015-02-13 13:53	Village of Lansing Greenway	Tompkins	US-NY	View or edit Share Delete

[This page](#) is THE place from which to do anything involving your personal checklists – whether it be to edit, share, or in rare cases, delete checklists. Your checklists here are arranged by default with newest first, and are shown 25 to a page. Clicking any of the column headers (e.g. Date, Location, County, St/Prov) will sort by that column. Selecting the "Show All" option in the upper right of the page will give you every checklist you've ever submitted on one page – a long list depending on how many checklists you've submitted. Following the "View or edit" link will lead you to the checklist page itself; following the Share link will lead you to the checklist page with the [sharing](#) interface open; and Delete is self-explanatory – giving you the option to erase that checklist.

WARNING: Once you erase a checklist from your personal account, it is gone forever. We do not keep copies of your data, and if you delete it, it is gone from the database. Please do this only with utmost caution and as infrequently as possible. For more information on the checklist editing process, [here](#) is a good place to start.

My Shared Checklists

My Shared Checklists

Location	Date	Creator	
Rajaji NP	Feb 7, 2015	eBird Example	Accept Decline
Myers Point	Feb 13, 2015 - 12:43 PM	Marshall Iliff	View or Edit
Drake Rd., Lansing	Feb 13, 2015 - 1:37 PM	Marshall Iliff	View or Edit
Village of Lansing Greenway	Feb 13, 2015 - 1:53 PM	Marshall Iliff	View or Edit

[This page](#) is also accessible from the Manage My Checklists page discussed above, and is the way that you view and accept checklists that people share with you. Checklists that you have yet to accept are shown with an "Accept/Decline" option – if you hit accept it will be copied into your account, and decline will cause the request to vanish and the checklist to not be copied. Previously accepted checklists (such as the bottom 3 in the above image) are shown with just the View or Edit option – if you wanted to delete or share these lists you'll have to go to Manage My Checklists. For more about sharing, see this [overview of the process](#).

Can I have a group eBird account?

In general, eBird is used by single observers—people tracking their own personal lists, and contributing to our global knowledge of birds throughout their normal birding activities. However, sometimes there are groups or projects that want to use eBird beyond what is offered through an individual eBird account. Some common examples for these group accounts include birding clubs or groups; research projects; annual events; birding festivals; local record keepers; or even local friendly competitions.

Although there is no "group-specific" eBird account at this time, there is a way to create a normal eBird account and use it for group purposes. After reading this article, you should know how to do that. It is quite easy!

Setting up a group account

First off, create a new eBird account. You can do this by logging out of your normal eBird account, and clicking "Submit Observations" or "My eBird"—which will prompt you to log in or create a new account. We recommend choosing a username that is fairly short and simple, which will make sharing sightings easy. The group name should represent the fact that it is not a single person, along the lines of "Los Angeles eBird Research Project Data"; "Brooklyn Birding Club Data"; "Rio Grande Valley Birding Festival Data"; or "Concord Birding Records Data."

Data Privacy

Choose these options to restrict the public visibility of your data.

- Hide my data from Recent Visits**
By checking this option, your data will not appear on Recent Visits (example).
- Hide my data from eBird Alerts**
If this option is selected, your data will not appear on eBird Alerts (example).
- Hide my data from the Top 100**
If this option is selected, your data will not appear on Top 100 output, including the Top eBirders section of Region Explorer. Your name may appear in Top eBirders listing for Hotspots.
- Hide my checklist comments**
If this option is selected, your checklist comments will be hidden from the public but remain visible to eBird staff and reviewers. Checklist comments are entered in Step 2 (date/effort) of data entry. Species comments apply to the species and are always public.

After you've created this brand new account, the first thing that you're going to do is go to [My Preferences](#), which can be accessed at the top right of almost every eBird page, or on the right side of the My eBird page. In your Preferences, you're going to change one thing: the Top 100 settings. **All group accounts must be "opted out" of the Top 100.** Having a group account (which by default contains information from multiple people) shown on the Top 100 is not fair to other individual accounts, and is not allowed. If you see a group account appearing in the Top 100, please [email us](#) to fix it. Now that the group won't appear in the Top 100, you're ready to get started!

Collecting data in a group account

Group accounts should be used in concert with individual eBird accounts. **This means that in any data-collection situation, each person that is contributing to the group account should have their own eBird account.** This serves two purposes: allowing people to keep track of their own personal records while also participating in the larger group, and also providing an individual person for eBird reviewers to get in touch with as part of the [data quality process](#).

After someone enters a sighting in their own account (either on the website or on [eBird Mobile](#)), they should then share the checklist with the group account. At this time, there is no way to share checklists from eBird Mobile—you'll have to log on to ebird.org, find the list in [Manage My Checklists](#), and share from within your account there.

When you share a checklist, it links the two lists of birds in our system, but also allows you to edit each version without affecting the other one (except that photos uploaded will appear in both). This means that if you're on a birdwalk, you can keep track of the birds that EVERYONE sees, enter that checklist, and share it with the group account. After a group account administrator has accepted the checklist, you can remove the species that you didn't see, keeping your personal records accurate, while also capturing the full list of birds that were at that location. Taking note of the species not seen

by all makes this process of reconciling the lists easy (e.g., “seen by Joe only” or “not seen by Nancy”.) [More information on sharing checklists here.](#)

Summarizing sightings from a group account

The best part about all of this is that you can easily download all sightings from a group account. To download all sightings for your own personal use, just press the "Download my data" button in the lower right corner of your My eBird page. This will download a spreadsheet with all of the sightings, and you can do with them what you wish!