ENTERING DATA INTO AN EXCEL TEMPLATE

The excel worksheet available on our website is intended as a template. The format follows the order of IBP's data sheets and is protected so that columns and fields can't be moved around, which is important for importing the file into our database. If you didn't fill out all of the fields included in the worksheet (e.g., you didn't fill out the Molt Limits and Plumage section of the datasheet or you didn't operate periods 1-3 in the breeding status list) and you want some fields to go away for easier data entry, you can hide those columns by either:

1. Selecting the column(s), right clicking anywhere in the selected column, and selecting 'Hide' from the drop-down menu
2. Opening the View menu at the top of the sheet, selecting the desired column(s) and clicking on 'Hide'

If you already have your data entered into a different excel format, that's fine. **Please know that we want your data however you can get it to us**. If you are able to reformat your excel sheets to match the example formatting provided as closely as possible (noting the column order and styles of DATE, TIME, and SPEC in particular), it will help us get your data processed in a timelier manner.

Banding data:
-All band sizes (including U and R) should ideally be on the same page. If band sizes are on separate pages, they should have identical formatting for all pages.

Effort data:
-Effort data needs to be split out by net. If you enter your effort data by day with a group of nets listed as below…

DATE	NET	START	END
06/10/2021	1-10	0610	1210

…then an IBP staff member will need to re-enter your effort by hand.

Breeding Status List:
-Please break out the period status main codes and sub codes into separate columns as in the example.
-You only need to enter species encountered this year. If you have a pre-populated list, you can leave all fields blank or otherwise denote (however is easiest for you) that they were not encountered in this year.

Thank you, as always, for your data! We couldn't have a MAPS program without you!