Instructions to upload MAPSPROG data into BBL BANDER PORTAL

Bander Portal 07/20/203 template

These step-by-step instructions will help you upload the final banding file created by MAPSPROG into the BBL Bander Portal (https://www.usgs.gov/labs/bird-banding-laboratory/science/bander-portal). If you have trouble with the below process, please call me (Dani Kaschube) at 609-892-0445.

1) **Prep your Bander Portal account.** To start, check your band inventory in the portal before starting the import data process. If, as a sub-permittee, you don't see a "Band Inventory" tab in the Portal, you will need to ask your Master Permit holder to give you that permission using the "Tools" tab in the Bander Portal. The Bander Portal has detailed instructions, which you should read before following the submission steps outlined below.

2) Ensure you have the latest MAPSPROG version (v7.0.0) so the output file structure matches the portal template. If you don't have the most current version, download it from the MAPSPROG page: https://www.birdpop.org/pages/mapsMAPSPROG.php.

3) Once installed, open MAPSPROG, go to the "Utilities" menu, and then the function "**Create files for the BBL/BBO Bander Portal**". This will create two files in your c:\IBP\ directory: "BP23N.dbf" and "BP23R.dbf". The first file contains the new band records and the second recapture records. Mortalities of newly captured birds and recapture mortalities will be included in their appropriate files. This file creation step will convert codes from MAPS coding to BBL coding.

4) In the Bander Portal, click the "Data Submission" tab. **Download the Excel templates** using the Bander Portal links "Template for banding data without auxiliary markers" and "Template for recapture data without auxiliary markers". I recommend putting the downloaded files in your c:\ibp\ directory so you can find them later.

5) **New bands**
   a. In Excel, open the "Banding_Data_Upload_Template_NO_MARKERS_07202023.xlsx", which you just put in your c:\ibp\ directory.
   b. Also in Excel, open the "BP23N.dbf" file from c:\ibp\directory. Make sure "Files of type:" at the bottom of the screen is "All Files (*.*)" or "dBASE Files (*.dbf)".
   c. The BBL template has protected fields so you can't copy an entire line of data but will have to copy and paste blocks of data. From the BP23N file

open in Excel, at row 2 and copy the block of data in columns A to S, and paste it into the template. Then, starting at row 2 again, one at a time, copy and paste the blocks of data from U-AD, and then AF-BF. Be careful when pasting to line up your data lines so nothing is offset.

    d. Look to see that the data in the fields look like it belongs in the appropriate column. If they don't, call me at 609-892-0445. Note: USER1 is all the MAPS plumage fields combined into one field so that data is not lost during BBL submission.

    e. Save the "Banding_Data_Upload_Template_NO_MARKERS_07202023.xlsx" file. You can keep the name or rename it whatever you like so you know what it is next year. E.g., 2023_Banding_Data_BBL_Submission.xlsx.

    f. In the Bander Portal, under the "Data Submission" tab, click "Upload Banding/Recapture Data file". Upload the file saved in the previous step (Step 5e).

6) **Recapture bands**.

    a. In Excel, open the "Recaps_Data_Upload_Template_NO_MARKERS_07202023.xlsx" in your c:\ibp\ directory.

    b. Also in Excel, open the "BP23R.dbf" file from c:\ibp\directory. Make sure "Files of type:" at the bottom of the screen is "All Files (*.*)" or "dBASE Files (*.dbf)".

    c. The BBL template has protected fields so you can't copy an entire line of data but will have to copy and paste blocks of data. From the BP23R file open in Excel, at row 2 and copy the block of data in columns A to U, and paste it into the template. Then, starting at row 2 again, one at a time, copy and paste the blocks of data from W-AF, and then AH-BH. Be careful when pasting to line up your data lines so nothing is offset.

    d. Once again, look to see that the data in the fields look like it belongs in the appropriate column.

    e. Save this file. You can keep the name or rename it whatever you like so you know what it is next year. E.g., 2023_Recapture_Data_BBL_Submission.xlsx.

    f. In the Bander Portal, under the "Data Submission" tab, click "Upload Banding/Recapture Data file" Upload the file saved in the previous step (Step 6e).