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

## Step 1: Go to the Christmas Bird Count web page.

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 Christmas Bird Count web page by typing www.christmasbirdcount.org into your browser locations box. Once on the page, click on the menu item "Get Involved". On 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> near the top of the web page. If you would like to go directly to register for a count, click on <Register for a Count>.

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.**


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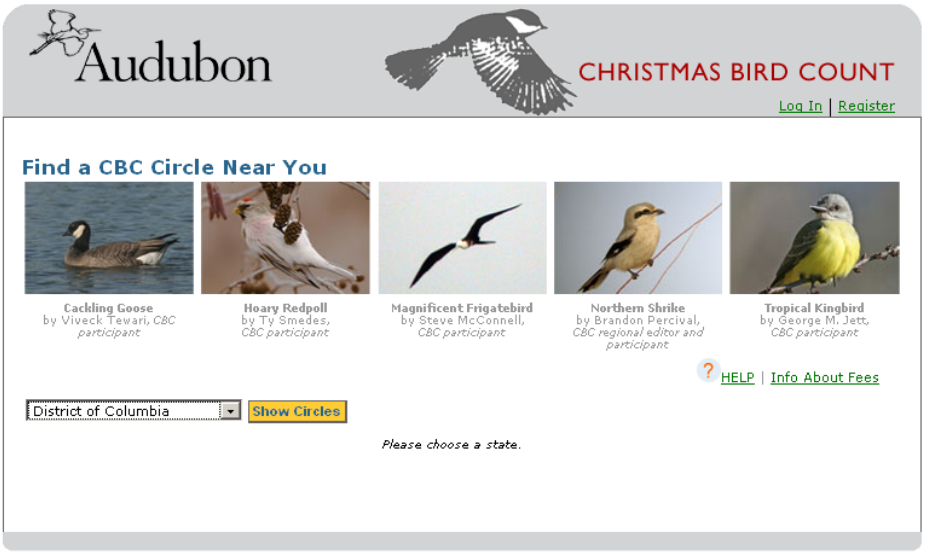
## Step 2. Searching for a CBC Circle Date




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*** *and* ***have the count date set*** *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.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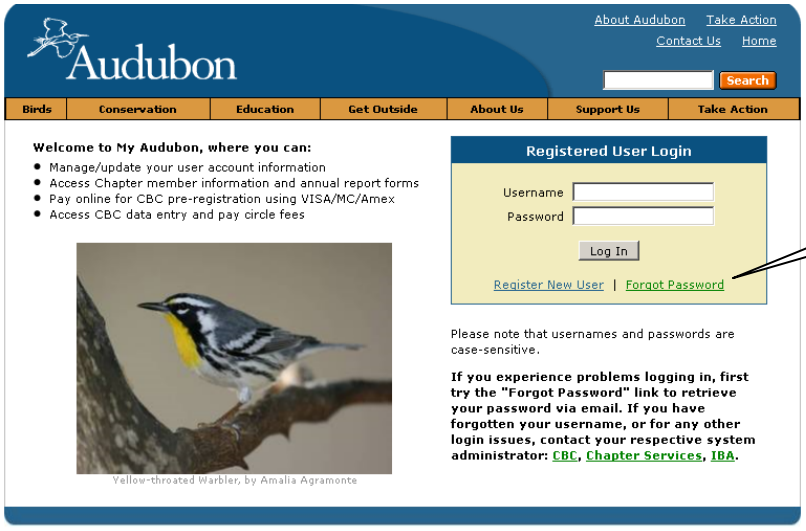
## Step 3. Log onto the CBC system to sign-up for a circle.




## 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 <Log In>.

If you have forgotten your password, click on Forgot Password. It will prompt you to enter your username, then click <submit>. 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 <Register New User>. The next screen will display: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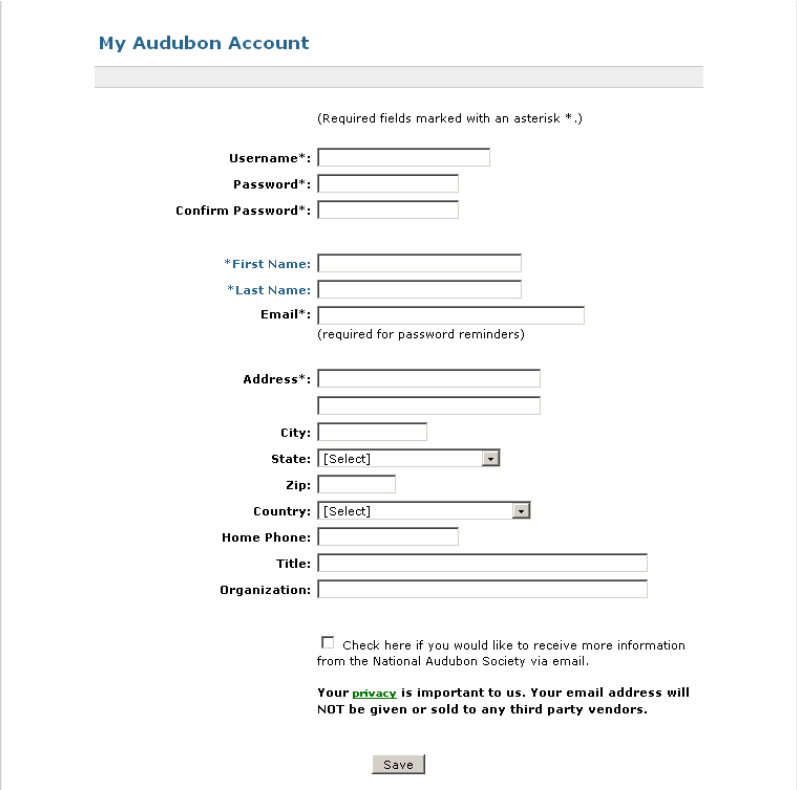


To create a new user account:

a. From the Registration page, complete all fields that are marked with a "*".
b. 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.
c. Make sure to complete the email address field with a valid email as this is where your password reminder is sent.
d. Enter a password of 6 characters or more. Re-enter it to make sure it is saved correctly.
e. Click on <Save> when you are finished.

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

To continue with registration, click on the link under "Sign up **here**".


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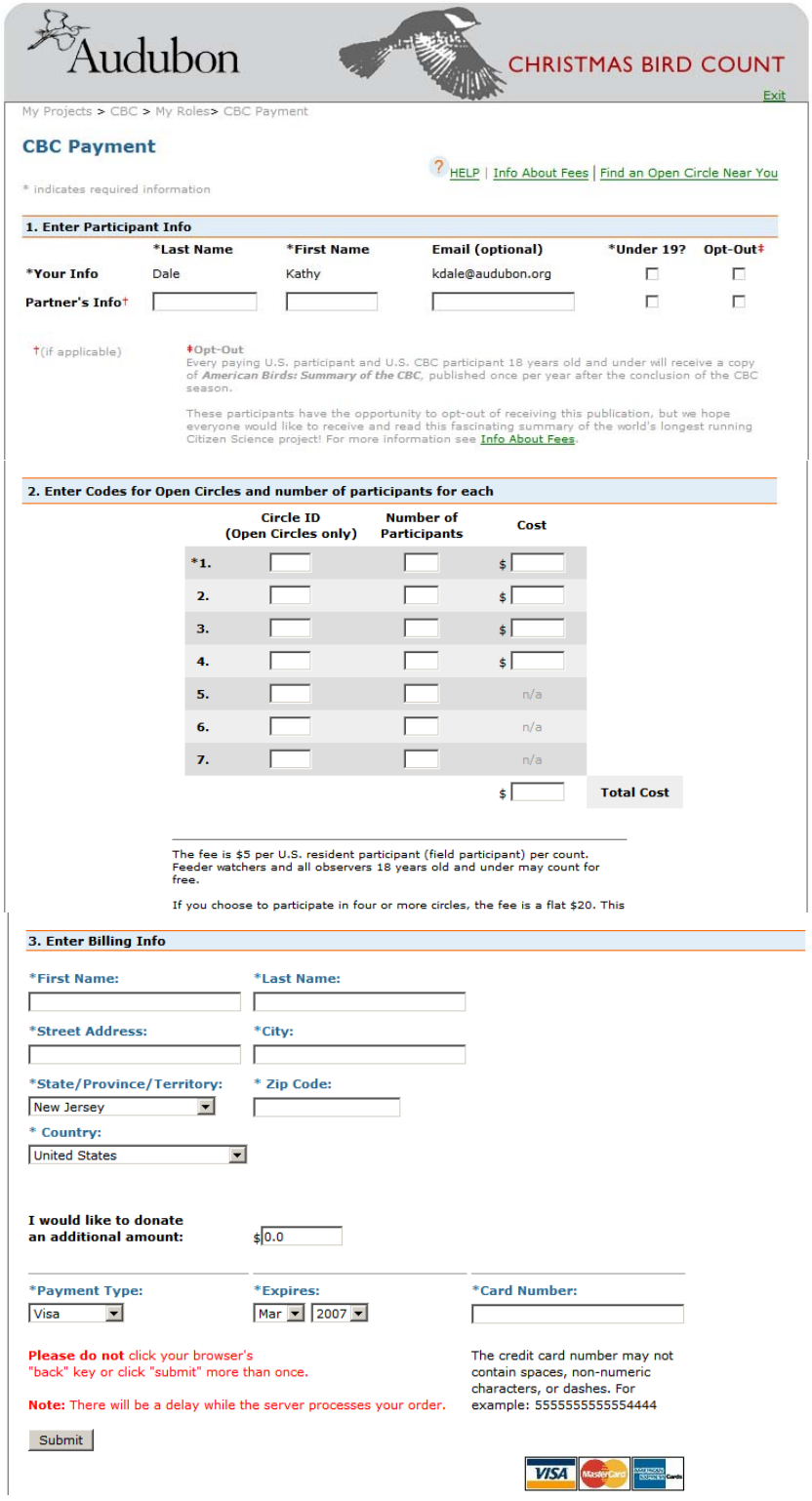
## Completing the Payment Form

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.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## 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 participation in 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


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