

Guide to enter information about cormorant roosts and counts of these on the homepage 'Cormorant counts in the Western Palearctic'

This guide explains how you define a cormorant roost and enter count results on the homepage '<http://www.cormocount.eu/>'. Overall there are three steps: 1) login, 2) define or find your roost or add it, and 3) enter the counts of the roost.

In summary: the three overall steps of the procedure

Step 1: Login/become a user. As a cormorant counter you can use this web side to report your results from counts. To do so you need to become a user of this website by registering yourself (see step 1.1: Login or register).

Step 2: The roost. Results from counts can be entered as soon as the roost has been 'created' and denoted with the relevant year. If the roost already exists on the map and in the database, the roost's name will appear on the list of existing roosts, which can be found under 'Roosts'. If the roost was created in a previous year, you can reuse some of the old information (e.g. the geographical location and location of the roost) and add new information relevant for the year in question (follow the steps given under sections 3 and 4). If the roost is not on the list, you have to create the roost (follow the steps under section 2.2).

Step 3: The count. When the roost is recorded for the relevant year, you can enter results from the count. As a minimum, you must enter roost name, country, the date of the count, the observer's name and e-mail, the type of roost count, the number of birds counted and the best estimate of total numbers staying overnight at the roost. There are further opportunities for describing counting methods and giving other supplementary information. Remember to click 'Save'.

Step 1.1: Login or register

To enter information about roosts and counts, you must be registered as a user.

First, select 'Home' on the menu and choose 'Counters can register HERE', just above the photo.

As a minimum, fill in the marked information boxes in the form with your name and e-mail and for which country (or province) you are reporting counts. Save the information by selecting 'Save'.

NOTE: The personal information will not become visible to others and will only be used for identification in subsequent data processing.

The screenshot shows the 'Cormorant Counts in Europe' website's registration page. The header includes a navigation menu with 'Home', 'Instructions', 'Colonies', 'Counts', 'Results', and 'Login'. The main heading is 'Register'. Below this, there is a note: 'If you would like to register and contribute to the cormorant countings, please fill out the form below.' A specific instruction states: 'Please note: Only counters from Austria, Denmark and Italy can register at the moment!'. The form fields are: '* Your full name:', '* E-mail address:', 'Phone:', '* Country/Province:' (with a dropdown menu for 'Select country'), 'Address:', and 'Remarks:'. At the bottom of the form are 'Save' and 'Cancel' buttons. On the right side, there is a vertical box with additional information: 'Registration is required for all counters. When you fill out the form, the information is sent to the coordinators, who will process and validate your request. Please allow up to 2 days for your registration to be completed. You will receive an email with your login details when the coordinators have completed the validation. If you encounter problems filling out the form or haven't received feedback within 2 days, please send an email to: admin (a) cormocount.eu Thank you!'

1. The information will be sent to the Main National Coordinator of the country, and you will receive an e-mail with a login. Note that this can take up to four days.
2. When you subsequently want to log on, do so via the menu item 'Login'. Here you can choose to let your computer remember the password when you login. Then you simply fill in your username and click in the password box, which automatically will fill in your password. When you close the webpage you will automatically be logged out.

NOTE: We recommend that you later change your password via the link <http://cormorant.dk/login/change-password.aspx>

You are now a registered user and have access to define roosts and enter results from counts.

Step 2: The roost

If you are logged in, you can enter counts once you have entered the page for your roost or defined the roost.

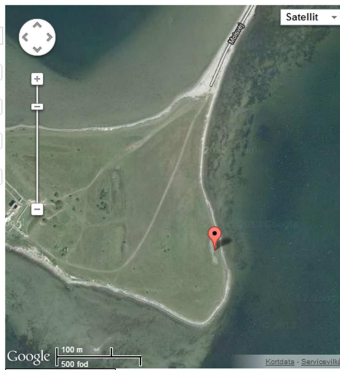
To find an already defined roost, you can enter parts of the name of the roost or locality in the field 'Search for ' or you can go through the list of roosts recorded on the homepage (below the Google map). You can also zoom on the map until you find the roost.

2.1: The roost is already recorded

If the roost is already in the database you can add relevant information and edit the location of the roost.

On the top right corner of the map, you can choose between a map based on satellite images or a map with roads and site names.

You can edit the location of the roost by simply dragging the mark to a different location with the mouse. See figure below.



We recommend that you use the field '**Additional remarks about the roost:**' for information about a) management/human intervention at the roost (see below), and b) occurrence of other species in the roost (predators, corvids, Great White Egret, Heron etc.).

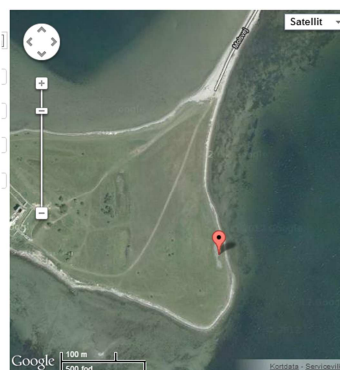
When using the field 'Remarks' you should denote your name and the date of your entry of information. For example: "David Andersson 10-05-2011: Disturbance took place". You can write your supplementary information under 'Remarks' in the language of your own country.

2.2: The roost does not exist in the database

If you are logged in, you can create a roost.
 Choose 'Roosts' on the menu.
 Choose 'Add new roost' just below the map. The screen below will appear.

The screenshot shows the 'Roost' form on the website. The form includes fields for Country, Roost name (used by Observer and Coordinator), River/lake/wetland area name, and Year. There are also checkboxes for Type of roost (Ground, Trees, Artificial structures, Other) and Type of waterbody (Marine coast, Estuary/delta, River, Lake, Other type of inland waterbody). A 'Save' button is at the bottom of the form. To the right of the form is a map of Europe with a red pin indicating a roost location in the Netherlands. A 'Search' box is at the bottom of the map. In the top right corner of the map area, there is a dropdown menu for map format, currently set to 'Kort'.

1. Select the country.
2. In the search box below the map you can enter a name (e.g. of a city) and then click on 'Search', or manually zoom the map to locate the area where the roost is located. For more information about zoom click [here](#).
3. If it is not possible to find the area on the map, or if you want to see a map with roads etc. then modify choose another format of the map via the box located in the upper right corner of the map. Select 'Kort'. See section 4.2 for more information.
4. Select the location of the roost simply by clicking at the map with the cursor (see example below)



5. Fill out the form to the left of the map. As a minimum, please denote the name of the province, name/location of the roost and the year which your information refers to. In case you have the knowledge you are most welcome to denote (click off) which type of roost and the kind of waterbody the roost is located in or next to.
6. Human intervention at the roost (This can be entered under 'Additional remarks'). This could be a) scaring (maybe by shooting of cormorants) during the day at the roost location and/or

at the foraging areas nearby the roost, b) scaring of cormorants when they have arrived at the night roost. There could also be other types of human action on the roost itself (e.g. tree cutting).

7. Click 'Save' to save all information.
8. You can now choose to add your counts by clicking 'Add count'.

Step 3: Enter count results

Check if the roost is established under 'Roosts'. If the roost has not been created then follow the instructions in section 2.2. But

1. If the roost has been established on the homepage, then go to the information about the roost (from the list, or after having searched for and found the name, or having found it on the map).
2. At the bottom of the 'roost page' select 'Add count'
3. Always state the name of the province, the roost's name, date of count, the observer's name and e-mail, type and method of roost count, quality of the count, the numbers counted and your best estimate of the total number of birds present when darkness is complete.
4. You are most welcome to give other information, e.g. about the climatic conditions, disturbance of the roosts and remarks about the precision of the count etc.
5. Select 'Save' to register the information you have entered.

Your registration can now be seen (by you and the National Coordinator) under 'Counts'.

The screenshot shows the 'Roost count' form on the website. The form is titled 'Roost count' and includes the following fields and options:

- Roost name (used by Observers): Kala
- Roost name (used by Coordinator): Kala
- Roost/Island area name: Slettskin
- Country: Denmark
- Date of count (dd mm yyyy or dd/mm/yyyy):
- Counting time, From (hh:mm or hh:mm):
- Counting time, Until (hh:mm or hh:mm):
- Name of observer: Thomas Skjerve
- E-mail address: ts@dmu.dk
- Buttons: Save, Cancel
- Type of Roost Count: Evening Other type
- Remarks about the count: (text area)
- Numbers counted: (text area)
- Best estimate of total numbers staying overnight: (text area)

On the right side of the form, there is a map showing the location of the roost. The map is titled 'Kort' and shows a red pin on a coastline. Below the map is a scale bar indicating 100 m and 500 feet.

On the far right, there is a section titled 'Add a new count:' with the following instructions:

- Fill in the fields marked with * as a minimum.
- If you have the knowledge, please fill the rest of the form.
- Please use "Remarks" if you have knowledge about the colony (i.e. management actions, disturbance, predators).
- Save by clicking "Save"
- For more help see manual section 3.

4: Additional tools for helping with adding a roost

4.1: To zoom in, do one of the following maneuvers:

1. Click twice on the area
2. Roll the mouse wheel forward, away from yourself

3. Click on the plus sign on the zoom bar in the maps upper left corner.

Just about the zoom bar is a round tool. This tool can be used to move the map in the wanted direction. Another way to move the map in the wanted direction is to hold the left mouse button down while you are on the map and move the mouse.

4.2: A more detailed map

If you want a more detailed map, you can switch to a satellite image in the maps upper right corner.

A satellite image can be an advantage in the following instances:

1. If the roost is located on a small island, that is not on the map.
2. If you want to mark the location of the roost more accurately.