

COBC Team Leader's Guide



1. Organize your team of birders (meeting the [protocols of the ABA](#)) and decide on a team name.
2. Designate one person to be the captain and do the data entry for your team.
3. Decide on a county and type of count (auto, non-motorized, youth, or photographer).
4. Collect \$50 (or \$100 for late entries) from each team member.
5. Register your team at <https://cobirds.org/CFO/COBC/Register.aspx>. This requires a login. You will be designated the captain and have access to do updates for your team. Note that you will also be paying the entry fee for the entire team.

Team Name

Category

County

Team Captain

Email

No. of Members

Member Names

Register and Pay through PayPal

6. Solicit pledges from friends, neighbors, relatives, businesses, etc.
 - a. Pledges may be entered on-line at <https://cobirds.org/CFO/COBC/>. The easiest way is to click on the pledge button for your team, but there is also a link to "Make a Pledge". Make sure they know your team name!

Team

Pledge per Species (Decimal numbers only)

Flat Amount Pledge (Decimal numbers only)

Your Name

Your Email

Submit

These teams have registered. Support them by clicking the button to the left of the team name and making a pledge.

	Team Name	Category	County	Captain	Members
	High Country Adventurers	Automobile	Park	Ann Johnson	AJ, Mickey, Minnie, Goofy
	Frolicking Lowlanders	Non-motorized	Larimer	Captain Marvel	The Captain, Tennille
	Boulder Young Kings	Youth	Boulder	Ted Floyd	Ted, Daffy Duck, Itsy Bitsy Spider
	Team Quetzal	Automobile	Larimer	Nick Komar	Member 1, Member 2, Member 3, Member 4
	Team Komar -Open	Automobile	Esca	Nicholas Komar	

- b. You may enter other pledges that you get verbally or by other means at <https://cobirds.org/CFO/COBC/Reporting.aspx>. You will need an email for follow up for payment.

Add a Pledge

Name

Email

Amount
Decimals only

Pledge Type
 Per Species Flat Amount

Add Pledge

7. On the day of the count, keep eBird checklists for every location you visit.
8. By 11:00 PM of the following day, you must complete the checklist for reporting your total. Save it after marking the pertinent checkboxes. **Remember that 95% of the species seen must have been seen/identified by**

everyone. This may require adjusting your list somewhat.

Team Checklist

for High Country Adventurers (2020)

Check the species your team recorded, making certain that at least 95% of the total reported were seen by all in the party. Species preceded by an asterisk (*) require documentation in eBird and to the CBRC. Don't forget to save your changes as you update.

Save Checklist 18 species reported

<input type="checkbox"/> *New to State	<input checked="" type="checkbox"/> Spotted Sandpiper	<input type="checkbox"/> Merlin	<input type="checkbox"/> Kentucky Warbler
<input type="checkbox"/> *Black-bellied Whistling-Duck	<input checked="" type="checkbox"/> Solitary Sandpiper	<input type="checkbox"/> *Gyr Falcon	<input checked="" type="checkbox"/> Common Yellowthroat
<input type="checkbox"/> *Fulvous Whistling-Duck	<input checked="" type="checkbox"/> Greater Yellowlegs	<input checked="" type="checkbox"/> Peregrine Falcon	<input type="checkbox"/> *Hooded Warbler
<input checked="" type="checkbox"/> Greater White-fronted Goose	<input type="checkbox"/> Willet	<input type="checkbox"/> Prairie Falcon	<input type="checkbox"/> American Redstart
<input checked="" type="checkbox"/> Snow Goose	<input checked="" type="checkbox"/> Lesser Yellowlegs	<input type="checkbox"/> Olive-sided Flycatcher	<input type="checkbox"/> *Cape May Warbler
<input type="checkbox"/> Ross's Goose	<input type="checkbox"/> *Upland Sandpiper	<input checked="" type="checkbox"/> Western Wood-Pewee	<input type="checkbox"/> *Carolinian Warbler
<input type="checkbox"/> *Brant	<input type="checkbox"/> *Eskimo Curlew	<input type="checkbox"/> *Eastern Wood-Pewee	<input type="checkbox"/> *Northern Parula
<input checked="" type="checkbox"/> Cackling Goose	<input type="checkbox"/> Whimbrel	<input checked="" type="checkbox"/> *Yellow-bellied Flycatcher	<input type="checkbox"/> *Tropical Parula
<input checked="" type="checkbox"/> Canada Goose	<input type="checkbox"/> Long-billed Curlew	<input type="checkbox"/> *Acadian Flycatcher	<input type="checkbox"/> *Magnolia Warbler
<input type="checkbox"/> Trumpeter Swan	<input type="checkbox"/> *Hudsonian Godwit	<input type="checkbox"/> *Alder Flycatcher	<input type="checkbox"/> Bay-breasted Warbler

- A team of judges will review all checklists for documentation in eBird of flagged species. For photography teams, judges will review photographs uploaded into your eBird checklists from count day for identifiability. The judges reserve the right to adjust your checklist for rare species not adequately documented.
- Once checklists have been reviewed, it is time to collect your pledges. For those that have been entered on-line, simply click the mail icon in the table to send an email with the amount and directions for payment. You will be shown a preview before clicking on the send button.

Collecting Pledges

This is the list of all of your pledges. You may enter additional pledges above. Click the email icon to review and then send an email to each person with the total amount owed and instructions for completing payment. The table will update to help you track on those who have been notified.

	Name	Pledged Per Species	Flat Amt Pledged	Email Sent
	Ann Johnson	\$0.25		<input type="checkbox"/>
	Mickey Mouse	\$0.15		<input type="checkbox"/>
	Minnie Mouse		\$15.00	<input type="checkbox"/>
	Test Visitor	\$0.10		<input checked="" type="checkbox"/>
	Test Library		\$100.00	<input checked="" type="checkbox"/>

Email

This email will be sent to Mickey Mouse (mickey@mousefam.com) with a copy to aj@hologrambirds.com



Dear Mickey Mouse,
 Thank you for sponsoring our team, **High Country Adventurers**, in the latest Colorado Birding Challenge. All monies raised through this event go toward supporting bird conservation efforts. Our team was able to record 18 species in the twenty-four hour period. You pledged \$0.15 per species for our team's efforts. Please go to our [pledge payment form](#) and enter your name, email, and the amount of 2.70 in the boxes. The payment button will send you to the CFO PayPal account where you may complete your payment using your personal PayPal account or a credit card.
 Again, thank you for your support.

Ann Johnson, Team Captain

Send Email

- Winners will be listed on our website and in a follow up article in Colorado birds, and honored at our next annual convention.