

# 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, green, youth, or photo/audio).

**REGISTER A NEW TEAM**

**Team Name**

**Team Captain**

**Category**

**County**

**Email**

**Will accept additional participants to team?**

**Total No. of Team Members (Including Captain)**

**How many are Non-CFO Members?**

**Team Member Names**

4. Register your team at <https://cobirds.org/CFO/COBC/Register.aspx>. This requires a login. Registration identifies the team members and if you will accept additional people to register for your team. Be sure to check with all team members to see if they are current CFO members. You may certainly register someone who is not a member, but you will be taken to PayPal to pay the registration fee for non-members. As the captain you will have access to do updates for your team.
5. Mail your signed liability form ([https://cobirds.org/CFO/COBC/COBC\\_Waiver.pdf](https://cobirds.org/CFO/COBC/COBC_Waiver.pdf)) prior to the event and assure all team members have as well.

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! Persons pledging a flat amount to your team are given the opportunity to pay their pledge immediately.

Team Name	Category	County	Captain	Members
Team Minner-Lee	Photo/Audio	Boulder	Mark Minner-Lee	Mark Minner-Lee, Everest Minner-Lee
The Thagomizers	Automobile	Moffat	Walter Wehtje	Walter Wehtje
Masked Trogons (Bike)	Green (non-motorized)	Larimer	Nick Komar	Greg Osland, Jay Breidt
Larimer Longspurs	Photo/Audio	Larimer	Joe Kipper	Joe Kipper, EJ Raynor, Caleb Alons, Josh Smith
The Grand Bunch	Automobile	Grand	Sue Riffe	Sue Riffe, Helen Butts, Jai Aragon

**Team**

**Pledge per Species (Numbers only - no \$)**

**Flat Amount Pledge (Numbers only - no \$)**

**Your Name**

**Your Email**

- 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**

<b>Name</b>	<b>Email</b>
<hr/>	<hr/>
<b>Amount</b> Decimals only	<b>Pledge Type</b>
<hr/>	<input type="radio"/> Per Species <input type="radio"/> Flat Amount

**ADD PLEDGE**

- On the day of the count, keep eBird checklists for every location you visit.
- By 11:00 pm on the day following the competition, submit a county-wide checklist to eBird with x's (or 1's) only and the name of your team in the checklist comments and share to our event account in eBird (COBC2021). Upload any documentary text, photos, or audio for flagged species (Teams in the photo/audio category should upload media for all species). The judges will use these to confirm rare species (all species for photo/audio category). In the details, indicate those species not observed by all team members. Note: eBird will invalidate this checklist. Only the site-specific checklists will be used by eBird for scientific purposes. For these, eBird encourages submission of complete, "no X" checklists of minimum duration 3 minutes. Media and detailed descriptions of flagged species can be uploaded to these location-based checklists at any time. The location-based checklists will not be evaluated by the panel of judges and will have no impact on the selection of winners for "the Challenge". Enter your total number of species seen in your reporting tool.

**REPORTING FOR MASKED TROGONS (BIKE)**

**Species Recorded**

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**UPDATE SPECIES RECORDED**

9. Once checklists have been reviewed, it is time to collect your pledges. Pre-paid pledges are marked as such and the name is a hyperlink to send a thank you/acknowledgement to the individual. 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 and can add a personal message before clicking on the send button. The link in the email to the pledge payment form contains some values to make the process as simple as possible for both the donor and the team.

Name	Pledged Per Species	Flat Amt Pledged	Email Sent	Paid	
 Nicholas Komar	\$1.00		<input type="checkbox"/>	<input type="checkbox"/>	
 Gregory Osland	\$1.00		<input type="checkbox"/>	<input type="checkbox"/>	
 Wesley Homoya	\$0.25		<input type="checkbox"/>	<input type="checkbox"/>	
<a href="#">Greg Osland</a>		\$100.00	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
 Rick Arneson			<input type="checkbox"/>	<input type="checkbox"/>	
 Katie & Tyler Schrock	\$0.50		<input type="checkbox"/>	<input type="checkbox"/>	
<a href="#">Marlene Lee</a>		\$25.00	<input type="checkbox"/>	<input checked="" type="checkbox"/>	

**E M A I L**

*This email will be sent to Gregory Osland (gregosland1@gmail.com) with a copy to QUETZAL65@COMCAST.NET*

Dear Gregory Osland,

Thank you for sponsoring our team, **Masked Trogons (Bike)**, in the latest Colorado Birding Challenge. All monies raised through this event go toward supporting bird conservation efforts. Our team was able to record 100 species in the twenty-four hour period.



You pledged \$1.00 per species for our team's efforts. Please use this link to our [pledge payment form](#) and you will be able to pay and be credited with the amount of **\$100.00**. 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.

Nick Komar, Team Captain

**Add Personal Note**

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SEND EMAIL

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