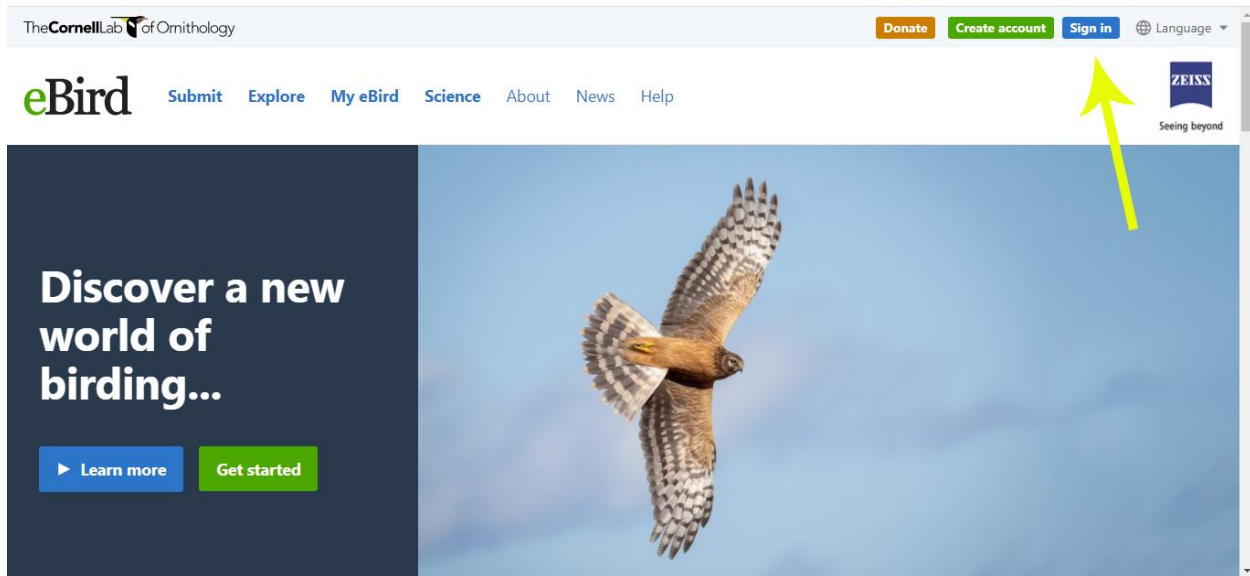
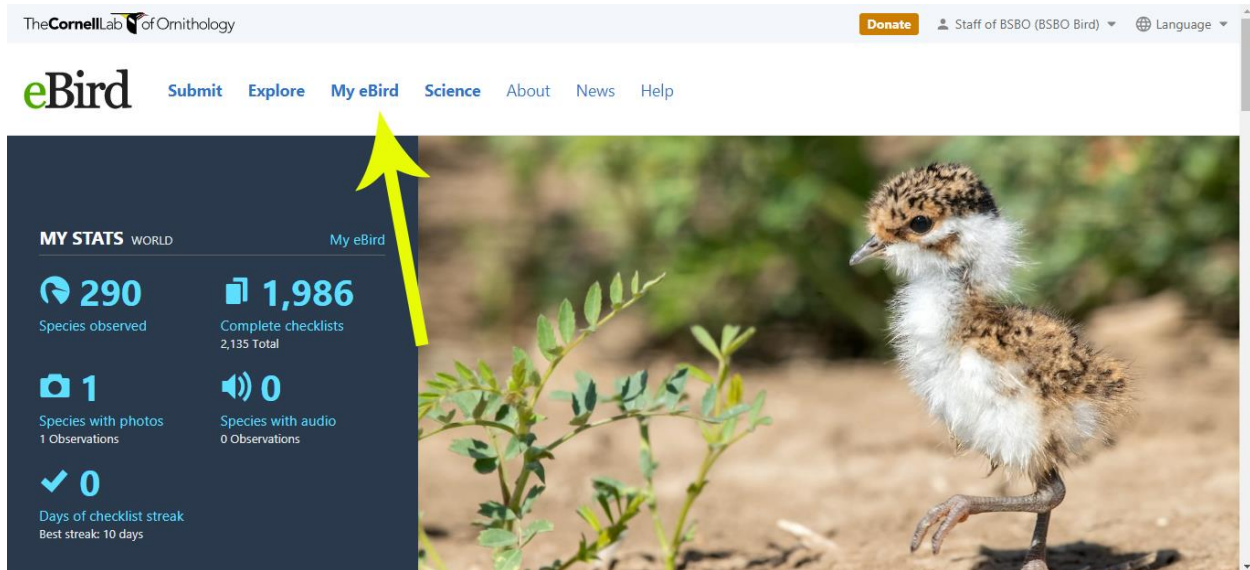


eBird How to Download a Checklist as an Excel Spreadsheet- Windows & Mac



1. Sign in to eBird.org.



2. Select "My eBird" in your dashboard.

Staff of BSBO
BSBO Bird

	YEAR	MONTH	DAY
Species observed	77	0	0
Total checklists	6	0	0

MANAGE MY...

- Checklists** (highlighted with a yellow arrow)
- Shared checklists
- Locations
- Data imports
- Contacts

EXPLORE MY...

- Profile
- Sightings lists
- Media

World Change region ▾

290 Species observed

1,986 Complete checklists
2,135 total

1 Species with photos
1 Observation

0 Species with audio
0 Observations

290 Total country ticks
1 country

eBirding over time Species Checklists

Your species by year

YEAR	21 SEP	31 DEC
2020	77	
2019	242	247
2018	238	244

Show all

Your species for September

Latest checklists

- 49** Species **22 Feb 2020 13:45**
Killdeer Plains Wildlife Area
Ohio, United States
- 48** Species **22 Feb 2020 13:31**
Killdeer Plains Wildlife Area
Ohio, United States
- 44** Species **22 Feb 2020 13:06**
Killdeer Plains Wildlife Area
Ohio, United States

3. Select "Checklists."
4. The steps below will need to be repeated for each checklist you submit to eBird as a part of the OYBC Big Day fundraising event.

Manage My Checklists

Page 1 of 86 Show All

Date	Location	County	St/Prov	
2020-02-22 13:45	Killdeer Plains Wildlife Area	Wyandot	US-OH	View or edit Share Delete
2020-02-22 13:31	Killdeer Plains Wildlife Area	Wyandot	US-OH	View or edit Share Delete
2020-02-22 13:06	Killdeer Plains Wildlife Area	Wyandot	US-OH	View or edit Share Delete
2020-01-01 13:32	Cuyahoga River - last 2 miles	Cuyahoga	US-OH	View or edit Share Delete
2020-01-01 11:25	Cleveland Harbor	Cuyahoga	US-OH	View or edit Share Delete
2020-01-01 11:00	Cuyahoga River - last 2 miles	Cuyahoga	US-OH	View or edit Share Delete
2019-12-14 09:52	Cleveland Harbor	Cuyahoga	US-OH	View or edit Share Delete
2019-12-14 08:55	Cuyahoga River - last 2 miles	Cuyahoga	US-OH	View or edit Share Delete
2019-11-23 12:56	Cuyahoga River - last 2 miles	Cuyahoga	US-OH	View or edit Share Delete
2019-11-23 10:36	Cleveland Harbor	Cuyahoga	US-OH	View or edit Share Delete
2019-11-23 09:56	Cleveland Harbor	Cuyahoga	US-OH	View or edit Share Delete

5. Select "View or edit" for the check list you would like access and convert to an excel file.

eBird Submit Explore My eBird Science About News Help Donate Staff of BSBO (BSBO Bird) Language

All checklists Older Newer

CHECKLIST S64943324

Sat 22 Feb 2020 1:45 PM [Edit date and effort](#)

Killdeer Plains Wildlife Area [Wyandot County, Ohio, United States](#) [Edit location](#)

[Checklist tools](#)

Staff of BSBO +10 [Share](#)

Traveling Complete [19](#) [6 hr](#) [15 mi](#)

Black Swamp Bird Observatory Killdeer Plains field trip. [Edit comments](#)

SUBMIT ANOTHER FOR...

Same location and date
Killdeer Plains Wildlife Area, Wyandot County, Ohio, US on Sat Feb 22, 2020

Same location
Killdeer Plains Wildlife Area, Wyandot County, Ohio, US

Same area and date

49 Species observed +1 other taxa 2,750 individuals

1	Snow Goose	Remove
60	Greater White-fronted Goose Large group gathering on pond 27 alongside Tundra/Trumpeter Swans and Canada Geese.	Remove
3	Cackling Goose	Remove
500	Canada Goose	Remove
1	Mute Swan	Remove
60	Trumpeter Swan	Remove
350	Tundra Swan	Remove

[Add media](#) [Edit species](#)

6. Once in the checklist, select the “Checklist tools” button.

Sat 22 Feb 2020 1:45 PM [Edit date and effort](#)

Killdeer Plains Wildlife Area [Wyandot County, Ohio, United States](#) [Edit location](#)

[Checklist tools](#)

Staff of BSBO +10 [Share](#)

Traveling Complete [19](#) [6 hr](#) [15 mi](#)

Black Swamp Bird Observatory Killdeer Plains field trip. [Edit comments](#)

SUBMIT ANOTHER FOR...

Same location and date
Killdeer Plains Wildlife Area, Wyandot County, Ohio, US on Sat Feb 22, 2020

Same location
Killdeer Plains Wildlife Area, Wyandot County, Ohio, US

Same area and date
Another location near Killdeer Plains Wildlife Area, Wyandot County, Ohio, US on Sat Feb 22, 2020

Same area
Another location near Killdeer Plains Wildlife Area, Wyandot County, Ohio, US

Same date
Sat Feb 22, 2020

Different location and date

<https://ebird.org/checklist/download?subID=S64943324>

49 Species observed +1 other taxa 2,750 individuals

1	Snow Goose	
60	Greater White-fronted Goose Large group gathering on pond 27 alongside Tundra/Trumpeter Swans and Canada Geese.	
3	Cackling Goose	
500	Canada Goose	
1	Mute Swan	
60	Trumpeter Swan	
350	Tundra Swan	
2	Wood Duck	
20	Gadwall	
10	American Wigeon	
350	Mallard	

[Edit location](#)

[Edit date and effort](#)

[Edit species](#)

[Add media](#)

[Share w/ others in your party](#)

[Change portal](#)

[Hide from eBird output](#)

[Download](#)

[Email yourself](#)

7. Select “Download” from the Checklist tools dropdown.

Sat 22 Feb 2020 1:45 PM [Edit date and effort](#)

Killdeer Plains Wildlife Area [Wyandot County, Ohio, United States](#) [Edit location](#) [Checklist tools](#)

Staff of BSBO +10 [Share](#)

Traveling Complete [19](#) [6 hr](#) [15 mi](#)

Black Swamp Bird Observatory Killdeer Plains field trip. [Edit comments](#)

SUBMIT ANOTHER FOR...

- Same location and date
Killdeer Plains Wildlife Area, Wyandot County, Ohio, US on Sat Feb 22, 2020
- Same location
Killdeer Plains Wildlife Area, Wyandot County, Ohio, US
- Same area and date
Another location near Killdeer Plains Wildlife Area, Wyandot County, Ohio, US on Sat Feb 22, 2020
- Same area
Another location near Killdeer Plains Wildlife Area, Wyandot County, Ohio, US
- Same date
Sat Feb 22, 2020

49 Species observed +1 other taxa 2,750 individuals

- 1 Snow Goose
- 60 Greater White-fronted Goose
Large group gathering on pond 27 alongside Tundra/Trumpeter Swans and Canada Geese.
- 3 Cackling Goose
- 500 Canada Goose
- 1 Mute Swan
- 60 Trumpeter Swan
- 350 Tundra Swan
- 2 Wood Duck
- 20 Gadwall
- 10 American Wigeon

[Edit location](#)

[Edit date and effort](#)

[Edit species](#)

[Add media](#)

[Share w/ others in your party](#)

[Change portal](#)

[Hide from eBird output](#)

[Download](#)

[Email yourself](#)

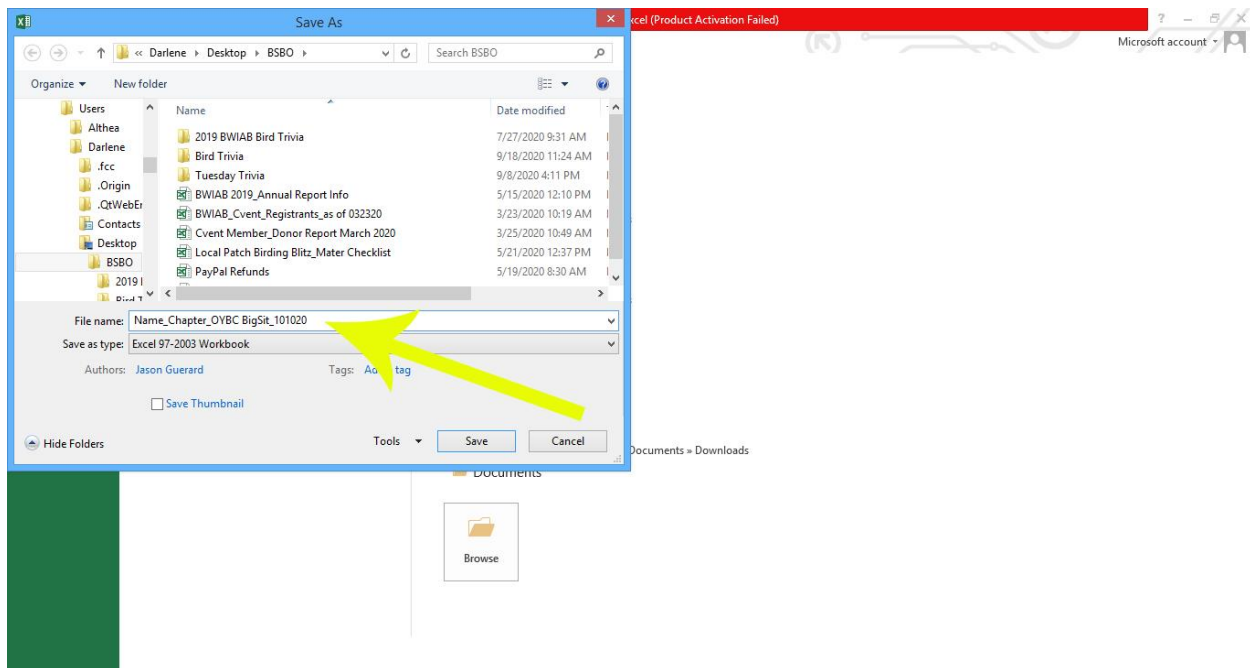
[Show all](#)

8. Once the download has completed the excel spreadsheet can be opened.

S64943324_observations (1) - Excel (Product Activation Failed)

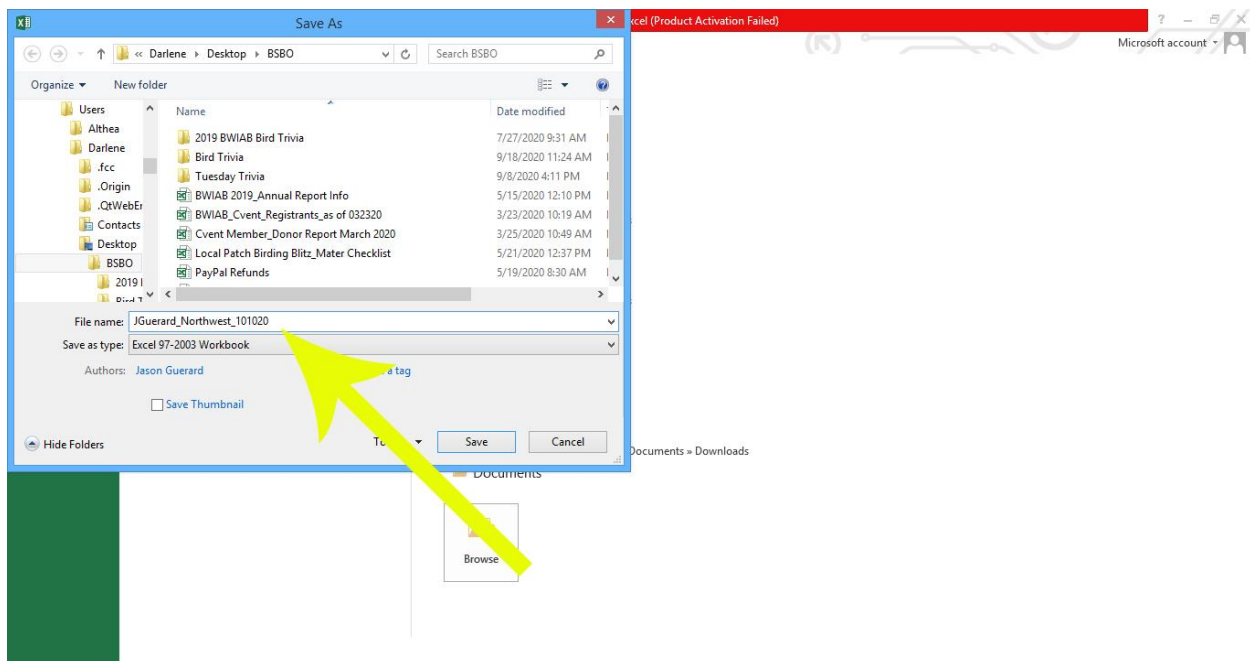
Species	Count	Location	Observation date	Start Time	Duration	Distance	Area	Elevation	Party Size	Complete	# of species	Details
1 Snow Goose	1	Killdeer P Traveling	22-Feb-20	1:45 PM	6 hour(s)	15.0 mile(s)			19	TRUE	49 species (+1 other taxa)	
60 Greater White-fronted Goose	60	Killdeer P Traveling	22-Feb-20	1:45 PM	6 hour(s)	15.0 mile(s)			19	TRUE	49 species (+1 other taxa)	Large group gathering on pond 27
3 Cackling Goose	3	Killdeer P Traveling	22-Feb-20	1:45 PM	6 hour(s)	15.0 mile(s)			19	TRUE	49 species (+1 other taxa)	
500 Canada Goose	500	Killdeer P Traveling	22-Feb-20	1:45 PM	6 hour(s)	15.0 mile(s)			19	TRUE	49 species (+1 other taxa)	
1 Mute Swan	1	Killdeer P Traveling	22-Feb-20	1:45 PM	6 hour(s)	15.0 mile(s)			19	TRUE	49 species (+1 other taxa)	
60 Trumpeter Swan	60	Killdeer P Traveling	22-Feb-20	1:45 PM	6 hour(s)	15.0 mile(s)			19	TRUE	49 species (+1 other taxa)	
350 Tundra Swan	350	Killdeer P Traveling	22-Feb-20	1:45 PM	6 hour(s)	15.0 mile(s)			19	TRUE	49 species (+1 other taxa)	
2 Wood Duck	2	Killdeer P Traveling	22-Feb-20	1:45 PM	6 hour(s)	15.0 mile(s)			19	TRUE	49 species (+1 other taxa)	
20 Gadwall	20	Killdeer P Traveling	22-Feb-20	1:45 PM	6 hour(s)	15.0 mile(s)			19	TRUE	49 species (+1 other taxa)	
10 American Wigeon	10	Killdeer P Traveling	22-Feb-20	1:45 PM	6 hour(s)	15.0 mile(s)			19	TRUE	49 species (+1 other taxa)	
350 Mallard	350	Killdeer P Traveling	22-Feb-20	1:45 PM	6 hour(s)	15.0 mile(s)			19	TRUE	49 species (+1 other taxa)	
10 American Black Duck	10	Killdeer P Traveling	22-Feb-20	1:45 PM	6 hour(s)	15.0 mile(s)			19	TRUE	49 species (+1 other taxa)	
500 Northern Pintail	500	Killdeer P Traveling	22-Feb-20	1:45 PM	6 hour(s)	15.0 mile(s)			19	TRUE	49 species (+1 other taxa)	Multiple scattered flocks througho
4 Green-winged Teal (American)	4	Killdeer P Traveling	22-Feb-20	1:45 PM	6 hour(s)	15.0 mile(s)			19	TRUE	49 species (+1 other taxa)	
40 Redhead	40	Killdeer P Traveling	22-Feb-20	1:45 PM	6 hour(s)	15.0 mile(s)			19	TRUE	49 species (+1 other taxa)	
30 Ring-necked Duck	30	Killdeer P Traveling	22-Feb-20	1:45 PM	6 hour(s)	15.0 mile(s)			19	TRUE	49 species (+1 other taxa)	
2 Lesser Scaup	2	Killdeer P Traveling	22-Feb-20	1:45 PM	6 hour(s)	15.0 mile(s)			19	TRUE	49 species (+1 other taxa)	
8 Greater/Lesser Scaup	8	Killdeer P Traveling	22-Feb-20	1:45 PM	6 hour(s)	15.0 mile(s)			19	TRUE	49 species (+1 other taxa)	
2 Bufflehead	2	Killdeer P Traveling	22-Feb-20	1:45 PM	6 hour(s)	15.0 mile(s)			19	TRUE	49 species (+1 other taxa)	
40 Wild Turkey	40	Killdeer P Traveling	22-Feb-20	1:45 PM	6 hour(s)	15.0 mile(s)			19	TRUE	49 species (+1 other taxa)	
25 Mourning Dove	25	Killdeer P Traveling	22-Feb-20	1:45 PM	6 hour(s)	15.0 mile(s)			19	TRUE	49 species (+1 other taxa)	
8 Sandhill Crane	8	Killdeer P Traveling	22-Feb-20	1:45 PM	6 hour(s)	15.0 mile(s)			19	TRUE	49 species (+1 other taxa)	

9. The checklist as an excel spreadsheet should look like this.

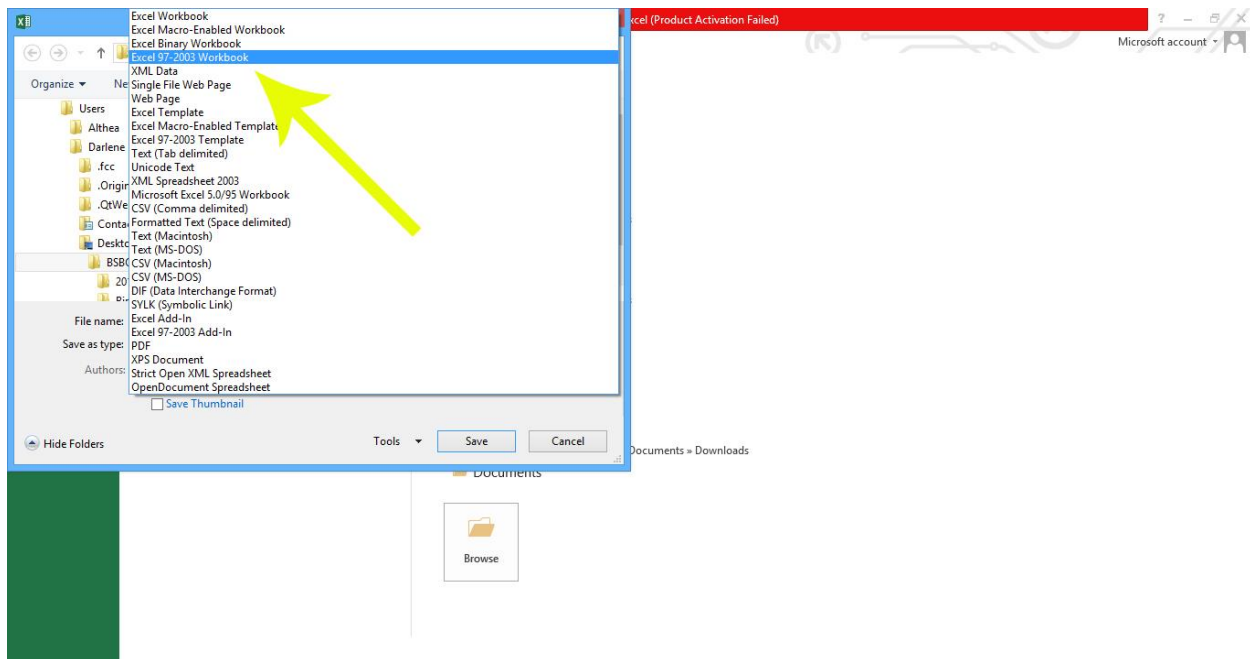


10. Click "File" then select "Save As."

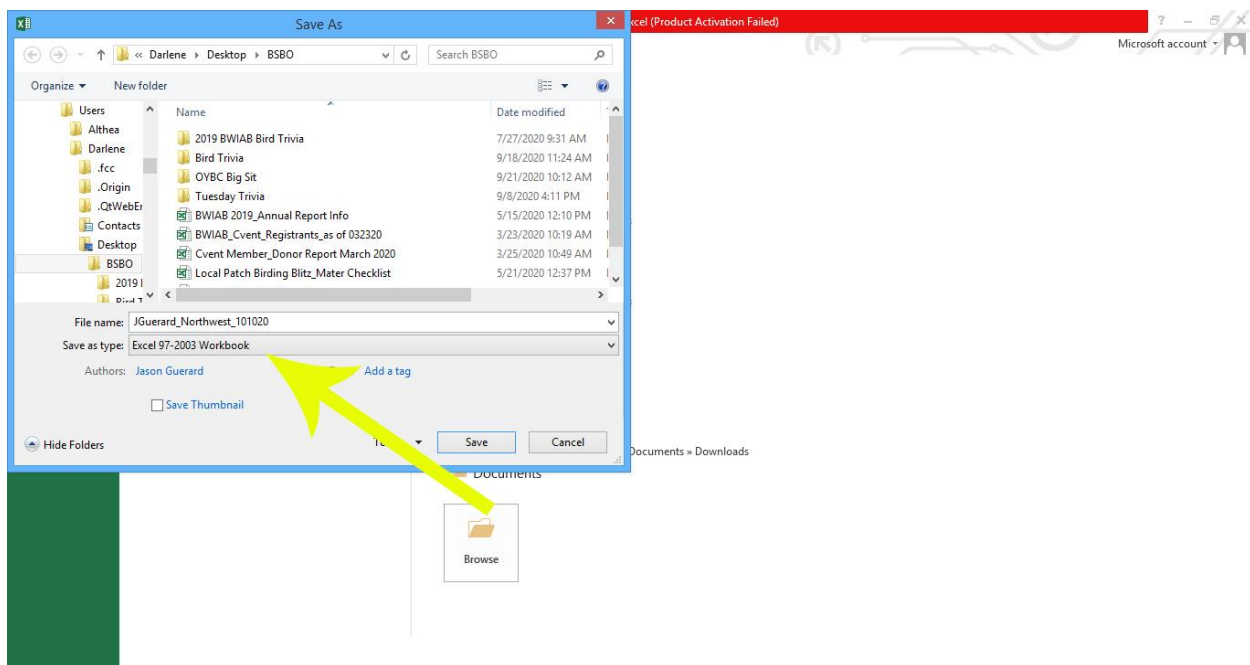
11. Save the spreadsheet with the following file naming protocol "Observer name_OYBC Chapter_Date."



12. Here is an example of what the file name should look like using the naming protocol



13. Change the “Save as type” to “Excel 97 – 2003 Workbook” before saving.



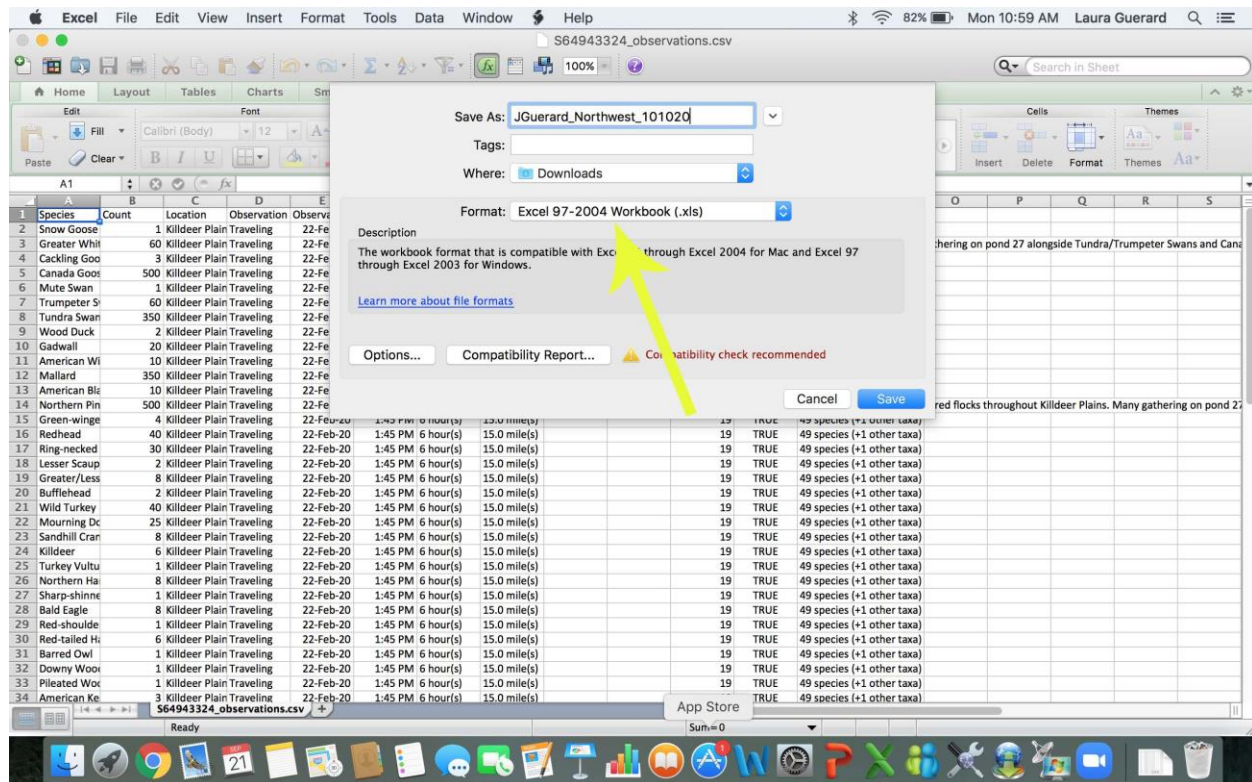
14. This is what it should look like after changing the “Save as type” before saving.

15. Click Save.

16. Email each excel file created (remember you should have one for each checklist you submitted to eBird for the OYBC Big Day.

17. Attach excel files to an email and send to jasonguerard@bsbo.org.

Converting eBird checklists to excel spreadsheets for Mac



1. The process for logging in to eBird, electing "My eBird" and selclecting the appropriate checklist, is the same for Mac and Windows. Follow steps 1 – 12 as above.
2. For Mac, change the file "Format" to "Excel 97 – 04 Workbook" before saving.
3. Click Save.
4. Email each excel file created (remember you should have one for each checklist you submitted to eBird for the OYBC Big Day.
5. Attach excel files to an email and send to jasonguerard@bsbo.org.