**Interactive Tally Sheet:**

**Download Tally Sheet in PDF format**

* Open the Tally Sheet (Adobe Reader works best but browsers should open it in interactive mode) and fill it out right on your computer or laptop.
* Move forward and back between active fields using Tab and Shift-Tab or mouse (not arrows or Enter key).
* When finished, save the form to your desktop/laptop, **using your name  and sub-area as the file name**.
* If you were assigned multiple sub-areas (which may include multiple eBird hotspots) use a separate form for each subarea **and save each as a separate file**.
* Attach the completed file(s) to an email to your Area Coordinator.
* Alternately, you can print the empty checklist and complete it manually and then send photos of the from and back to the Area Coordinator.