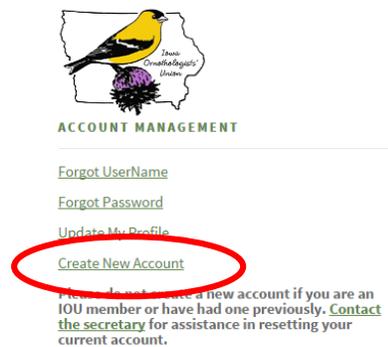# Document a Rare Bird in Iowa

It is important that records of Iowa's bird life be as complete and accurate as possible. In order for a record of a rare bird to be preserved, it needs to undergo a certain level of review because it is such a rare event. This is because the Iowa Ornithologists' Union is a scientific organization that must examine carefully the data we archive and publish. Documentation of the event is done through our Iowa Records Committee website. Begin by going to http://iowabirdrecords.org/. Under the Documentation menu you will find a page called "Create New Documentation".

Login to Your Account

There are many benefits to having a web account for the Iowa Ornithologists' Union applications. When documenting a rare bird, logged in users have the option of completing part of their document now and returning later to finish it. Because sections are saved as you go, the chances of losing everything because of Internet connection issues are virtually eliminated. You will also find more robust tools for uploading your accompanying photos and other documents and will be able to see committee votes and comments on your records by going to My Documentations.

For those who do not wish to set up a web account, the older process is still available using the link at the bottom of this page. We highly recommend writing your description of the bird and how you identified it in a separate document that can be used to copy and paste prior to starting the process.

Create an Account

Don't have an IOU web account? It's easy to create one. Click on the link on the login page and follow the steps.

Complete the Report

Once you have logged in, some of your documentation will be completed using your account information. Once you have saved the initial information of species, date, and location the document will be available to you for later editing or completion. Simply go to "My Documentations" and select the document you want to complete. When you are satisfied, **be sure to check that the report is complete so that it can then move into the review queue.**

Uploading Photos and Other Supporting Information

Once your description has been written you will have the opportunity to upload photos (jpg, gif, or png), PDF scans of notes, or audio files (wav, mp3, or mp4).

My Documentations

One of the advantages of logging in prior to completing your documentation is that all of your documents are then available for your review and possible editing. After the committee completes its review, you may also read the votes and comments relating to the record by generating a printable copy of your report.

MY DOCUMENTATIONS

Ann Johnson

Select a documentation by checking the checkbox. The documentations that can still be edited are indicated by the pencil icon and will give you the option of editing or uploading supporting files. Those that are beyond the timeframe for edits (in process by the Records Committee) may still be reviewed and printed as desired.

You have selected Black Rail which is now closed for editing. You may, however, generate a printable copy of your document.

Select	Editable	Species	Location	County	Date	Review Status
☐	🚫	Long-tailed Jaeger	Red Rock Res.	Marion	8/31/2014	A-P
☑	🚫	Black Rail	Hoosier Creek area	Johnson	6/2/2011	A-R
☐	🚫	Black-headed Grosbeak	my yard	Warren	5/6/2011	A-P
☐	🚫	Neotropic Cormorant	Bay's Branch	Guthrie	4/7/2011	A-P
☐	🚫	Anna's Hummingbird	Aaron Brees' yard	Polk	11/1/2010	A-P