

TDP-DUKE Event sheet INSTRUCTIONS

Item [Section]

1. [A] Skippers should set their GPS's to use the decimal format for longitude and latitude; not the degrees, seconds, minutes format. If not possible, use phone app: GPS coordinate converter by Smart Tools.
2. [A] Use Military format for time: 9:34am = 0934 2:00pm = 14:00
3. [A] Date format: April 9, 2023 = 2023 04 09
4. [A] Survey **Start** Time is noted at the upper right corner of the **first** sheet. Survey **End** Time is noted at the upper right corner of the **last** sheet used.
5. We are no longer indicating first and second periods and lunch break times.
6. [A] Record first & last names of crew members.
7. [E] Add photographer #1's and photographer #2's initials to the boxes on Section E of the Event sheet.
8. [E] The photographers need to set their cameras for the current survey time and date for **metadata**. This does not mean numbering the actual photographs. It's embedded information for each frame.
9. [E] The first photo taken at the start of the survey, while still on the dock, will be of the Event sheet that has the top portion completed and frame number '1' is recorded at the bottom of the sheet in Section E/START of SURVEY box.
10. [B] At the START of every sighting/Event, the time is recorded [EVENT START Time] and the latitude and longitude is entered.
At the END of same sighting/Event, the time is recorded [EVENT END Time] and the latitude and longitude is entered.
11. [B] Circle 'yes' or 'no' to indicate if the sighting/Event was ON EFFORT (In the zone, actively looking for dolphins). There may be a sighting/Event while traveling to or from the assigned zone.
12. [D] Dolphin behaviors are now indicated by entering the codes [initials] into the boxes in Section D of the sheet. Subadults and Juveniles are now combined into one category. If the dolphin is smaller than an adult but bigger than a calf, record it as 'Subadult'.
13. [E] When the photo frame numbers are entered near the bottom of the sheet for each photographer, be sure to enter the subsequent frame numbers in the boxes for "This Event Sheet#" **PRIOR** to the photographer(s) taking the photo(s) of the entire Event sheet after the sighting/Event.
14. Be sure to CLEARLY complete **ALL** the data in every Section [A-F] on **every** Event sheet