



Introduction to the Angling Guide Reporting SharePoint Site

Purpose

The electronic reporting initiative is seen to benefit both Government and Angling Guides as there are “multiple resource interest groups” involved in both fresh water fisheries and conflicting land use activities that can impact fishery resources. Angling Guide data in conjunction with non-guided angler surveys will help document use, general health and economic values of BC's Freshwater Fisheries. With this and Stakeholder support, the Fish & Wildlife Branch can provide decision makers with current information needed to maintain sustainable quality fisheries and help protect the land base the resource relies on. In order to maintain BC's world class sport fishery we need your support and work together as stewards of this resource.

History

In February of 2011 the Angling Guide SharePoint Site went live on the world wide web streamlining the reporting requirements for angling guides and facilitating storage and analysis of the data. The electronic reporting system allows the combination of some of the forms required by the Fish, Wildlife and Habitat Management Branch and the Parks and Protected Areas Division. A number of informative self help aids, for initial access and reporting to the system, are available on the Fish and Wildlife Branch Permit Authorization Service Bureau (PASB) and the Reporting SharePoint Sites.

In January of 2012 the site was updated and is now more intuitive to use. Please be advised that **ALL** 2012 – 2013 season and subsequent Angling Guide Reports are to be submitted electronically through the New SharePoint Site.

Accessing the Angling Guide SharePoint Site

Please carefully read the following 2 self help files which describe the 2 step process of gaining access to the SharePoint Site. Once you have viewed the process proceed by clicking on the links found in the self help files.

Step 1) **Getting a BCeID** to access online government services.

Step 2) **Accessing the Angling Guide Reporting SharePoint site.**

Points of Note:

1) Access to the SharePoint Site is best accomplished between the business hours of 7:00 am and 6:00 pm Mondays to Fridays. Outside of these hours and

on weekends, the server the SharePoint Site resides on may be affected by automated system maintenance and backup routines that will interrupt services.

2) All the Self Help Files describing the Reporting Process have been updated and are found on the SharePoint Site.

Options for Acquiring additional Help for the following:

- If you require additional help with the **Reporting Process** please send a note to the Angling Guide Reporting mailbox at, AnglingGuideReporting@gov.bc.ca

-If you have a Business BCeID (license vendor account) and are having issues accessing the SharePoint site, login to your [BCeID](#) account and check your “account preferences” and allow for connection to SharePoint sites. If you need help with this contact the BCeID Help Desk at 1 888 356-2741 or 604 660-2355

-If you have questions about your **Angling Guide License**, please view the Angling Guide information on this site: <http://www.env.gov.bc.ca/pasb/> or contact the Permit and Authorization Service Bureau toll within BC only at 866-433-7272, or outside of BC, at 250-387-2928.

-If you have technical issues related to **Internet Connectivity**, please contact your local Internet Provider.

-If you have technical issues related to **Computer Systems**, please contact your local Computer Technical Analyst.

-If you belong to an Angling Guide Association, there are members who are familiar with the reporting process who may be able to provide some assistance.