

Welcome to the Angling Guide Reporting SharePoint Site

Step

1

Reporting Process Self Help Notes

(Step 1) Angling Guide User Profile, is used to identify the guide in the data base

BC Fresh Water Angling Guide Report Submissions

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- Reporting Spreadsheet (Excel)

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- Unclassified Waters
- Angling Guide Report Submissions Classified Waters
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Welcome to the Online Angling Guide Annual Report Submissions SharePoint Site.

This site is replacing the previous process of mailing in multiple paper forms. Starting April 1, 2011 all submissions must be made electronically through this site. Reporting of Guide Outfitter activities other than Guided Angling in Parks will remain on the Park Use Forms.

Reporting Process

Step 1) Create your Angling Guide User Profile (First Time Users Only)
Step 2) Open a Submission Tracking Form for the current angling year
Step 3) Choose a Reporting Method (Online Daily Forms or Offline MS Excel Spreadsheets)
Step 4) Complete Your Angling Guide Reporting. Close the Submission Tracking Form

For more information about the process see: [Angling Guide Reporting Self Help Files](#)

Anything in **bold blue** text are links to forms and documents, click on texts to continue

1 Create your Angling Guide User Profile : (Step 1)

This is a onetime procedure for this site! Only start a new form once, but edit whenever information changes. [Create Form](#)
Please use the [View or Edit Your User Profile](#) link, if you need to update your information.

Open a Submission Tracking Form : (Step 2)

2.1) Open a [Submission Tracking Form](#) for each Angling Guide Licence Year. Fill in those sections of the form which describe your Operating Plan. In the Submission Status box click the [In Progress](#) selection. At this point save the form by clicking [OK](#)

You are now ready to begin reporting your Angling Guide Activities.

2.2) When you have [Completed](#) reporting on all of your Angling Guide Activity for the Licence Year. [Edit your submission tracking information](#) to reflect you have finalized your report as follows.

- Ensure you have changed your Submission Status to [Complete](#). If you used an [Attach Your Excel Spreadsheet \(if one was used\)](#) [this Now](#) before saving the form.

Your Angling Guide Licence for the next Licence Year will not be renewed if you fail to complete your Tracking Form and attach the necessary reports.

Choose a Reporting Method and enter your data : (Step 3)

This Site provides two methods for reporting and submitting angling guide activities for a guide licence year. **Classified Waters** and **Unclassified Waters** will be reported separately for either of the reporting formats you choose to use.

Reporting Format Options:

Option 1: [Online Reporting Forms](#), which are filled in Online through the SharePoint Site
Option 2: [Annual Digital Reporting Spreadsheets](#), which are Downloaded to your computer and then filled in Offline.

Both options are available to all guides, but please choose **only one** option to submit **all** of your annual reporting information.

Option 1: Online Reporting Forms (Working "Online") This option may be preferable for those who have small numbers of clients, few locations and low numbers of angler days. For Unclassified Waters a form is needed for **each water body on each day guided**. For Classified Waters a form is needed for **each angler on each water body on each day guided**.

Unclassified Water Report Form (for all anglers, on each water body on each day)
[View or Edit your Unclassified Waters Reports](#) to view or edit the information submitted

Classified Water Report Form (for each angler, on each water body on each day)
[View or Edit your Classified Waters Reports](#) If you need to view or edit the information submitted

Option 2: Annual Digital Reporting Spreadsheets (Working "Offline")
Download a **Unclassified and Classified Waters spreadsheet** as needed. Use these spreadsheets to provide the same information you would in Option 1, without having to fill in multiple **Online** Report Forms.

- Download the files to your computer and work offline. Go to the [Reporting Spreadsheets](#), "Right Click" the file and choose "Save AS" to create a copy on your computer.
- Rename the file to reflect your Name, Year and Water type. e.g. Tom Jones 2011-12 Classified Waters Rpt.

It is recommended that you download copies of the spreadsheets at the beginning of the year and fill in your daily guiding activities often, (daily or weekly) to avoid the year end rush. If you have many assistants you may provide them personalized copies of the spreadsheets to fill in and copy these to your Master Reporting File.

Completing Your Angling Guide Reporting (Step 4)

(Closing the Licence Year Submission Tracking Form Step 2.2)

Edit your [Submission Tracking Information](#) as necessary, attach your Excel Files if you chose this option of reporting. If you chose the **Daily Online** forms you need only to edit the submission tracking form. Change your Submission Status to "Complete" and save by clicking [OK](#)

If you **Did Not Guide** in fresh water for the Current Licence Year: keep the information which described your Operating Plans in (Step 2.1); select **NO** in the "Did you Guide..." section, select **NO** in "Provincial Parks" and select [Online Reporting Form](#) in the "Submission Option" section.

To view the Report Submission process see the self help file: [Filling in and Submitting an Angling Guide Report.pdf](#)

Thank you for Submitting your Angling Guide Report to the BC Fish & Wildlife Branch

Create your Angling Guide User Profile : (Step 1)

This is a onetime procedure for this site! Only start a new form once, but edit whenever information changes. [Create Form](#)
Please use the [View or Edit Your User Profile](#) link, if you need to update your information.

Click on the blue text to open a New User Profile Form

BC Fresh Water Angling Guide Report Submissions > User Profile > New Item

User Profile : New Item

* mandatory fields

Save your information by clicking "OK"

OK Cancel

[Attach File](#) * indicates a required field

Angling Guide First Name *	<input type="text"/>
Angling Guide Last Name *	<input type="text"/>
Street Address *	<input type="text"/> Number and Street
City *	<input type="text"/>
Province/State *	<input type="text"/> Full name: i.e. British Columbia
Country *	<input type="text"/> Full Name: i.e Canada, United States
Postal/Zip Code *	<input type="text"/> Enter the appropriate code. i.e. for Canada: V8R 5H1
Business Phone Number *	<input type="text"/> Format: 250-390-1234
E-Mail *	<input type="text"/>

OK Cancel

BC Fresh Water Angling Guide Report Submissions

Step 2 & 4

Welcome to the Online Angling Guide Annual Report Submissions SharePoint Site.
This site is replacing the previous process of mailing in multiple paper forms. Starting April 1, 2011 all submissions must be made electronically through this site. Reporting of Guide Outfitter activities other than Guided Angling in Parks will remain on the Park Use Forms.

Reporting Process
Step 1) Create your Angling Guide User Profile (First Time Users Only)
Step 2) Open a Submission Tracking Form for the current angling year
Step 3) Choose a Reporting Method (Online Daily Forms or Offline MS Excel Spreadsheets)
Step 4) Complete Your Angling Guide Reporting. Close the Submission Tracking Form

For more information about the process see: [Angling Guide Reporting Self Help Files](#)

Anything in **Bold Blue Text** are Links to forms and documents, click on texts to continue

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This is a onetime procedure for this site! Only start a new form once, but edit whenever information changes. [Create Form](#)
Please use the [View or Edit Your User Profile](#) link if you need to update your information

2 **Open a Submission Tracking Form : (Step 2)**

2.1) Open a Submission Tracking Form for each Angling Guide Licence Year. Fill in those sections of the form which describe your Operating Plan. In the Submission Status box click the **In Progress** selection. At this point save the form by clicking **OK**

You are now ready to begin reporting your Angling Guide Activities.

2.2) When you have **Completed** reporting on all of your Angling Guide Activity for the Licence Year. Edit your submission tracking information to reflect you have finalized your report as follows.

- Ensure you have changed your Submission Status to **Complete**, if you used an **Attach Your Excel Spreadsheet** (if one was used) [this Now](#) before saving the form.

Your Angling Guide Licence for the next Licence Year will not be renewed if you fail to complete your Tracking Form and attach the necessary reports.

Choose a Reporting Method and enter your data : (Step 3)

This Site provides two methods for reporting and submitting angling guide activities for a guide licence year: **Classified Waters** and **Unclassified Waters** will be reported separately for either of the reporting formats you choose to use.

Reporting Format Options:
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Option 2: Annual Digital Reporting Spreadsheets, which are Downloaded to your computer and then filled in Offline.

Both options are available to all guides, but please choose **only one** option to submit **all** of your annual reporting information.

Option 1: Online Reporting Forms (Working "Online") This option may be preferable for those who have small numbers of clients, few locations and low numbers of angler days. For Unclassified Waters a form is needed for **each water body on each day guided**. For Classified Waters a form is needed for **each angler on each water body on each day guided**.

Unclassified Water Report Form (for all anglers, on each water body on each day)
View or Edit your Unclassified Waters Reports to view or edit the information submitted

Classified Water Report Form (for each angler, on each water body on each day)
View or Edit your Classified Waters Reports If you need to view or edit the information submitted

Option 2: Annual Digital Reporting Spreadsheets (Working "Offline")
Download a Unclassified and Classified Waters spreadsheet as needed. Use these spreadsheets to provide the same information you would in Option 1, without having to fill in multiple **Online** Report Forms.

Download the files to your computer and work offline.
Go to the **Reporting Spreadsheets**, Right Click the file and choose 'Save AS' to create a copy on your computer.

Rename the file to reflect your Name, Year and Water type.
e.g. Tom Jones 2011-12 Classified Waters Rpt

It is recommended that you download copies of the spreadsheets at the beginning of the year and fill in your daily guiding activities often, (daily or weekly) to avoid the year end rush. If you have many assistants you may provide them personalized copies of the spreadsheets to fill in and copy these to your Master Reporting File.

4 **Completing Your Angling Guide Reporting (Step 4)**
(Closing the Licence Year Submission Tracking Form Step 2.2)

Edit your Submission Tracking Information as necessary, attach your Excel Files if you chose this option of reporting. If you chose the Daily Online forms you need only to edit the submission tracking form. Change your Submission Status to "Complete" and save by clicking **OK**

If You Did Not Guide in fresh water for the Current Licence Year: keep the information which described your Operating Plans in (Step 2.1); select **NO** in the "Did you Guide..." section, select **NO** in "Provincial Parks" and select **Online Reporting Form** in the "Submission Option" section.

To view the Report Submission process see the self help file: [Filling in and Submitting an Angling Guide Report.pdf](#)

Thank you for Submitting your Angling Guide Report to the BC Fish & Wildlife Branch

Submission Tracking Form Notes:

Fill in the form at the beginning of the year to reflect your guiding plan and edit as necessary at the end of year.

Attach a Completed Excel Spreadsheet Report HERE

Your Angling Guide Licence Number for the Year you are reporting on.

Did you Guide?
 Yes your Report is In Progress or is Complete
 No your Report is Complete,

If you Didn't Guide maintain your region and waters data where you intended to guide, But Then:
 -Select **NO** in Did you Guide...
 -Select **NO** in Provincial Parks
 -Select **Online Reporting Forms**
 -Set the Status to **Complete**

In the Angling Guide Comment section, you can comment on your year or why you may not have guided.

Attach your Excel file before you save your form.
 Save Your Form click **OK**

Open a Submission Tracking Form : (Step 2)

2.1) Open a **Submission Tracking Form** for each Angling Guide Licence Year. Fill in those sections of the form which describe your Operating Plan. In the Submission Status box click the **In Progress** selection. At this point save the form by clicking **OK**

Click on Text to open Form

BC Fresh Water Angling Guide Report Submissions > Submission Tracking Info > New Item

Submission Tracking Info : New Item

Please Read

- To attach your files select "Attach File" below on the left. Files can be submitted one at a time or combined and submitted in a ZIP file.
- Ensure that you have indicated your submission is complete. In the "Submission Status" field, when you have completed your annual reporting requirements.
- Save your information by clicking "OK". If you are taken to a spreadsheet after you click "OK", your submission has been received.
- If the form is still visible after you click "OK", the form is not complete and has not been submitted. Check the form for blank fields with red * indicating required fields that are not complete. If this happens and you have already attached your file, you will need to reattach your file once the required fields have been completed.

OK Cancel

Attach File * indicates a required field

Angling Guide Licence Number *

Angling Guide First Name *

Angling Guide Last Name *

Angling Guide Reporting Year *

Did you guide in fresh water for the current Angling Guide Reporting year? *

Submission Status *

Region(s)

Unclassified or Classified Waters? *

Provincial Park? *

Submission Option *

Angling Guide Comments *

Declaration *

Administrator Comments

Data Report Review and Loading

QA Date (PASB)

QA Date (Region)

OK Cancel

* mandatory fields

Step 3 Filling in an Angling Guide Report

3 :using an Excel Spreadsheet for an Annual Report
:using an Online Form for Daily Report Submissions

To download an Excel Spreadsheet to your computer;

1) Click the spreadsheet link under documents

2) Click on Current Version folder.

3) Choose the Water type needed and click on the folder.

4) **Right** click on the Excel Icon and select **Save_As** a copy of the file to your computer.

5) Rename the file to reflect your Name, Year and Water Type:
e.g. Tom Jones 2010 - 2011 Classified rpt

Excel Functions / Skills needed:

Keyboard: letters, numbers, shift, enter, backspace, delete, arrow keys.
Save, Copy, Paste, Undo functions
Highlighting cells with mouse
Dragging highlighted cells with mouse
Left and Right Mouse button functions

Step 3 Filling in an Angling Guide Report

:using an Excel Spreadsheet for an Annual Report
:using an **Online Form** for Daily Report Submissions

Ministry of Environment > Fish and Wildlife Branch > Fisheries Management Section > BC Fresh Water Angling Guide Report Submissions

BC Fresh Water Angling Guide Report Submissions

Home

View All Site Content

Documents

- General Submission Information
- Administration Only
- Reporting Spreadsheet (Excel)

Lists

- Angling Guide Report Submissions Unclassified Waters
- Angling Guide Report Submissions Classified Waters
- Test Classifie

Discussions

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People and Groups

Recycle Bin

On-Line Angling Guide Report Submissions

Welcome to the Online Angling Guide Annual Report Submissions Show Page Site

This site is replacing the Starting April 1, 2011. Reporting of Guide Outfit Park Use Forms.

Reporting Process

Step 1) Create your An

Step 2) Open a Submis

Step 3) Choose a Repo

Step 4) Complete and S

For more information ab

Anything in **Bold Blue T**

View All Site Content

Documents

- General Submission Information
- Reporting Spreadsheet (Excel)

Lists

- Angling Guide Report Submissions Unclassified Waters
- Angling Guide Report Submissions Classified Waters

Angling Guide Report Submissions

New Actions

New Item
Add a new item to this list.

Filling in an Online Daily Report

- 1) From the Daily Reports pick either a Classified or Unclassified Water Form as needed.
- 2) On the next window click "New Item"
- 3) Fill in the report and click "OK" to save

BC Fresh Water Angling Guide Report Submissions > Angling Guide Report Submissions Unclassified Waters > New Item

Angling Guide Report Submissions Unclassified Waters : New Item

Save your information by clicking "OK"

Attach File

Angling Guide Licence Number *

Angling Guide First Name *

Angling Guide Last Name *

Angling Date *

Non-Resident Alien (No.) *

Non-Resident (No.) *

Resident (No.) *

Region(s) *

Unclassified Waterbody Name *

Provincial Park Name *

Park Permit Number *

Species 1 Name

Species 1 Kept

Species 1 Released

Species 2 Name

Species 2 Kept

Species 2 Released

Species 3 Name

Species 3 Kept

Species 3 Released

Species 4 Name

Species 4 Kept

Species 4 Released

Species 5 Name

Species 5 Kept

Species 5 Released

Comments

OK Cancel

This option may preferable for those who have small numbers of clients, few locations and low numbers of Angler Days.

- For Unclassified Waters a form is needed for each water body on each day guided
- For Classified Waters a form is needed for each client on each water body on each day guided

Step 4

Complete and Submit Your Angling Guide Report (Step 4) (Closing the License Year Submission Tracking Form Step 2.2)

1 Edit your Submission Tracking Information

As necessary, attach your **Excel Files** if you chose this option of reporting. If you chose the **Daily Online forms** you need only to edit the submission tracking form. **Change your Submission Status to "Complete"** and save by clicking **OK**

BC Fresh Water Angling Guide Report Submissions

Welcome to the Online Angling Guide Annual Report Submissions SharePoint Site.

Reporting Process

- Step 1) Create your Angling Guide User Profile (First Time Users Only)
- Step 2) Open a Submission Tracking Form for the current angling year
- Step 3) Choose a Reporting Method: Online Data Forms or Download BC Local Spreadsheets
- Step 4) Complete your Angling Guide Reporting. Close the Submission Tracking Form

Create your Angling Guide User Profile : (Step 1)

Open a Submission Tracking Form : (Step 2)

Choose a Reporting Method and enter your data : (Step 3)

Reporting Format Options:

- Option 1: Online Reporting Forms (Working "Online")
- Option 2: Annual Digital Reporting Spreadsheets (Working "Offline")

Completing Your Angling Guide Reporting (Step 4)
(Closing the License Year Submission Tracking Form Step 2.2)

Thank you for Submitting your Angling Guide Report to the BC Fish & Wildlife Branch

3

Submission Tracking Info : New Item

Please Read

- To attach your files select "Attach File" below on the left. Files can submitted one at a time or combined in a ZIP file.
- Ensure that you have indicated your submission is complete, in the "Submission Status" field, when you have completed your annual reporting requirements.
- Save your information by clicking "OK". If you are taken to a spreadsheet after you click "OK", your submission has been received.
- If the form is still visible after you click "OK", the form is not complete and has not been submitted. Check the form for blank fields with red *; indicating required fields that are not complete. If this happens and you have already attached your file, you will need to reattach your file once the required fields have been completed.

Attach File

Angling Guide License Number *

Angling Guide First Name *

Angling Guide Last Name *

Angling Guide Reporting Year *

Did you guide in fresh water for the current Angling Guide Reporting year? *

Submission Status *

Region(s) *

Unclassified or Classified Waters? *

Provincial Park? *

Submission Option *

Angling Guide Comments

Declaration *

Administrator Comments

Data Report Review and Loading

QA Date (PASE)

QA Date (Region)

Please Read

- To attach your files select "Attach File" below on the left. Files can submitted one at a time or combined and submitted in a ZIP file.
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Use this page to add attachments to an item.

Name

Browse...

OK Cancel

4

4

Thank you for Submitting your Angling Guide Report to the BC Fish & Wildlife Branch

2

5

- 1) Click on text to open your Submission Tracking Form
- 2) Edit Form as needed, see Step 2&4 notes. If you chose to use Online Forms go to 5) after you have edited the form.
- 3) If you chose to use the Excel Spreadsheets, Attach your **PC Version** Excel files here.
- 4) Click Browser to navigate to where you have stored your files(attach one at a time) Click on a file, Click "Open", Click "OK"
- 5) Click "OK" at the bottom of the form
- 6) To review your submission go back to (1)