



## Introduction to the Angling Guide Reporting SharePoint Site

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.

Please be advised that **ALL** 2011 – 2012 season Angling Guide Reports are to be submitted electronically through this system. Angling guides with poor or no internet connections will need to acquire internet and computing services through a family member, friend or business professional to submit your annual report information to the SharePoint Site.

## Accessing the Angling Guide SharePoint Site

To view the process of gaining access to the SharePoint Site please see the two following 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) There are two methods for electronically submitting your guiding information on this site, depending on the method chosen, one technically only needs to access the site once or twice a season, which reduces the inconvenience for those with poor or no internet connections.
- 2) 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 is subject to automated system maintenance and backup routines that will interrupt services.

**Reporting Process Self Help** files will be found on the Angling Guide Reporting SharePoint Site Home Page.

For more information please contact us at: [AnglingGuideReporting@gov.bc.ca](mailto:AnglingGuideReporting@gov.bc.ca)