

Guidelines for Submitting Angling Guide Annual Reports

Step-by-Step Instructions

Guidelines for Submitting Angling Guide Annual Reports

- This document provides step-by-step instructions for accessing and submitting angling guide data through the BC Freshwater Angling Guide Report Submission Site. This site replaced the previous deactivated SharePoint site in December 2023
- Angling guides must report annually all current-year guiding activity by March 31; or April 30 when there is guiding activity from March 1 – March 31. All reporting requirements for previous angling guide licence(s) need to be met, before licence can be renewed
- If you require assistance to submit your report, please email us at AnglingGuideReporting@gov.bc.ca

Overview of the Submission Site Platform

1. Accessing the Reporting Site	3
1-1. Accessing the BCeID Reporting Site	3
1-2. Accessing the Reporting Site – Logging on	4
2. Entering Report Information	4
2-1. Entering Report Information - Mandatory Fields	5
2-1.1 Entering Report Information - If you did NOT guide.....	5
2-2. Entering Reporting Information – Reporting Data	6
2-2-E. Entering Report Information – Reporting Data Error	6
2-2-1. Entering Report Information – Unclassified Waters – what data gets entered	7
2-2-2. Entering Report Information – Classified Waters – what data gets entered	9
3. Saving and Reviewing Report Data	10
3-1. Saving Report Data.....	11
3-2. Selecting and Viewing Reports	11
3-3. Editing report data	12
3-3-1. Editing Report Data - Draft	12
3-3-2. Editing Report Data - Revising.....	13
3-3-3. Editing Report Data – Copying Submitted Report.....	14
4-0. Adding Employee Access	15
4-1. Adding Employee Access – Angling Guide Information.....	15
4-2. Adding Employee Access – Staff Information	16
5-0. Submitting your Report	17
5-1. Submitting your Report - Declarations.....	17
5-2. Submitting your Report - Confirmation	18
Appendix A – Residency Information	18
Contact Us.....	18

1. Accessing the Reporting Site

Start on the [Submit Angling Guide Data](#) webpage (Figure 1)

- This page will always have up-to-date reporting information
- This page contains guidance and updates

1-1. Accessing the BCeID Reporting Site

A BCeID provides secure access to online government services.

Do you Have a Basic BCeID account?

- YES – Go to [Section 1-2](#)
- NO – [Register for a basic BCeID](#)
 - The BCeID information page will appear (Figure 2)
 - Select Basic BCeID at the bottom right of the screen and follow the prompts to get your BCeID
 - BCeID passwords expire every 2 years so don't forget to update
- **Business BCeID will not work**

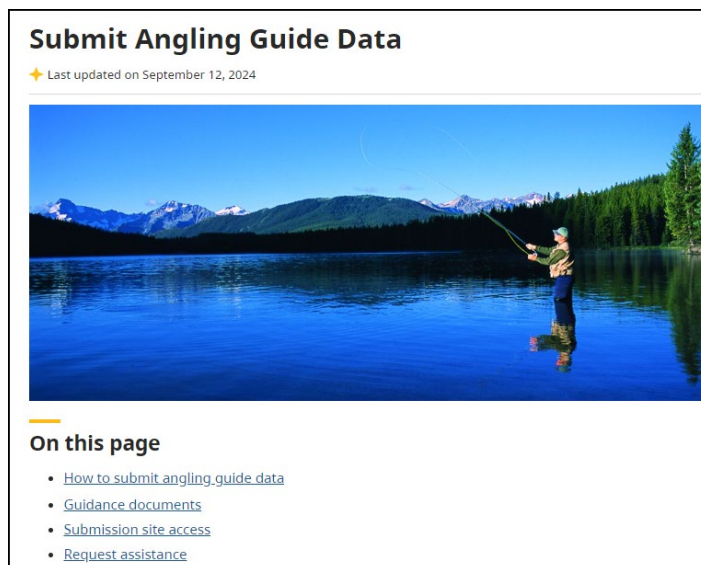


Figure 1. Screenshot of the 'Submit Angling Guide Data' Homepage.

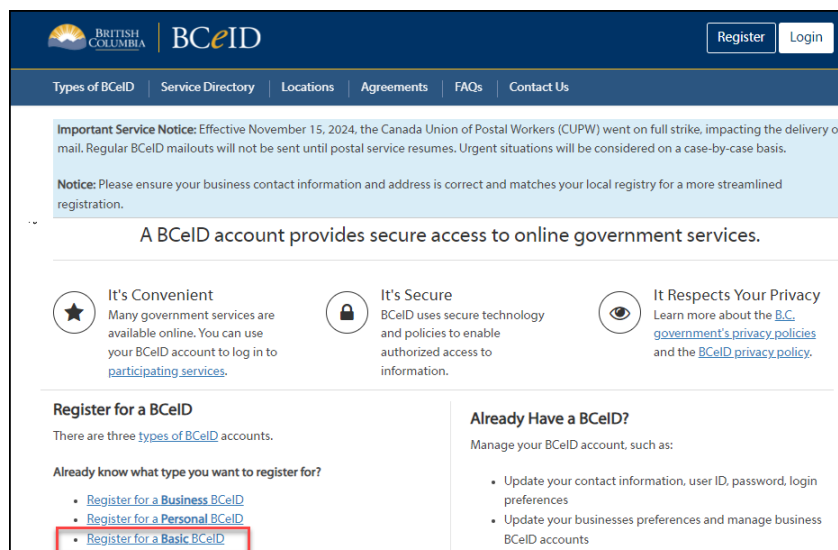


Figure 2. BCeID Homepage, showing the location to register for a Basic BCeID.

1-2. Accessing the Reporting Site – Logging on

Access the [BC Freshwater Angling Guide Report Submission Site](#)

- You will be directed to enter your Basic BCeID username and Password (Figure 3)
- Once logged on the BCeID Account activity page will show your activity, select 'Continue' at the bottom of the page
 - If you don't want to see the activity you can select the 'Do not show...' box above the continue button
- You will now be on the main reporting page (Figure 4)

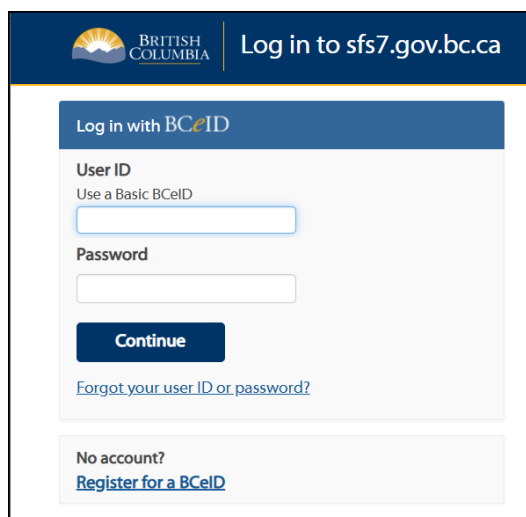
The screenshot shows the BCeID login interface. At the top, there's a header with the British Columbia logo and the text 'Log in to sfs7.gov.bc.ca'. Below this is a section titled 'Log in with BCeID'. It contains a 'User ID' field with a placeholder 'Use a Basic BCeID', a 'Password' field, and a 'Continue' button. There are also links for 'Forgot your user ID or password?' and 'No account? Register for a BCeID'.

Figure 3. Screenshot of the BCeID log in page.

2. Entering Report Information

- This process is for when a new report is started for the season
- To add to an existing report, go to [Section 3](#)
- A report is a requirement of an Angling Guide Licence
- Assistant Angling Guide's data is reported through the report of the Angling Guide they are working for
- If guiding did not occur, you must still complete the 'Angling Guide Information' part of the report as described in [Section 2-1](#)
- Once logged on to the report site (Figure 4), you have 2 choices:

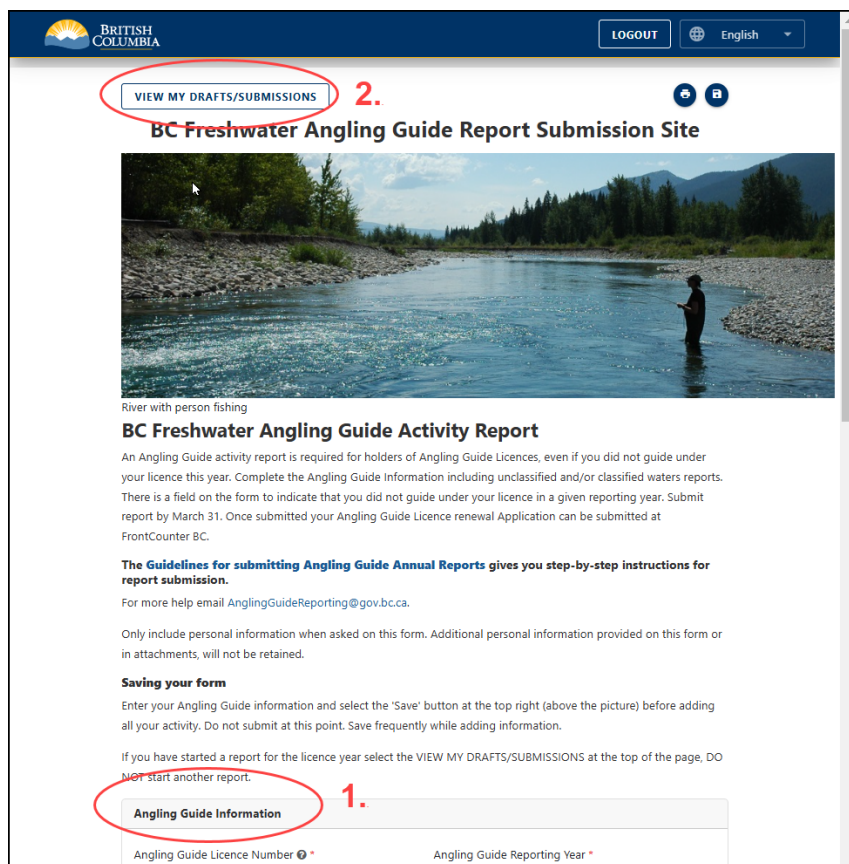
The screenshot shows the 'BC Freshwater Angling Guide Report Submission Site'. At the top, there's a header with the British Columbia logo, a 'LOGOUT' button, and a language dropdown set to 'English'. Below the header is a navigation bar with a button labeled 'VIEW MY DRAFTS/SUBMISSIONS' circled in red and labeled with a red '2.'. The main content area features a large image of a river with a person fishing. Below the image is the title 'BC Freshwater Angling Guide Activity Report' and a paragraph of text explaining the report. There are also links for 'Guidelines for submitting Angling Guide Annual Reports' and 'AnglingGuideReporting@gov.bc.ca'. At the bottom, there's a section titled 'Angling Guide Information' circled in red and labeled with a red '1.', which contains two input fields: 'Angling Guide Licence Number' and 'Angling Guide Reporting Year'.

Figure 4. Screenshot of the first page of the angling guide report.

- 1 - Scroll down the page until you come to 'Angling Guide Information,' to start a new report OR
- 2 - Select the 'View my Drafts/Submissions' link at the top left of the page to see previous reports. This includes drafts, revisions and submitted reports. See [Section 3-2](#) for more information on viewing drafts and submissions

2-1. Entering Report Information - Mandatory Fields

- The fields with a red asterisk are mandatory (Figure 5). This includes:

- Angling Guide Licence number – the number before the dash indicates what year the licence is for. It should be the first year in the reporting year. Example: AGPG24-111111, the 24 indicates the start year of the licence which expires March 31 of the following year
- Save the draft once angling guide information is entered. See [Section 3-1](#) for more information on saving the draft

- If you did NOT guide, see [Section 2-1.1](#)
- If guiding occurred, see [Section 2-2](#)

2-1.1 Entering Report Information - If you did NOT guide:

- Select 'No' for the question 'Did you guide in fresh waters for the Angling Guide Reporting Year this report is for?'
- Read and check the declaration. See [Section 5-1](#) for more information
- Select 'Complete' for Submission Status
- 'Submit' when finished

Saving your form
Enter your Angling Guide information and select the 'Save' button at the top right (above the picture) before adding all your activity. Do not submit at this point. Save frequently while adding information.

If you have started a report for the licence year select the VIEW MY DRAFTS/SUBMISSIONS at the top of the page, DO NOT start another report.

Angling Guide Information

Angling Guide Licence Number * Angling Guide Reporting Year *

Enter your Angling Guide Licence Number. NOTE: Assistant Angling Guides report under the Angling Guide's licence and report for whom they guided. Guiding activity from April 1, 2024 to March 31, 2025 falls into 2024/2025 Reporting Year.

Guide's First Name * Guide's Last Name *

Angling Guide's Legal first name (i.e. for John Smith enter John). Angling Guide's Legal last name (i.e. for John Smith enter Smith).

Guide's Business Name

Legal business name or name you are doing business as (e.g., Big Fish Adventures Ltd., Rocky Mountain Lodge, Fishy Charters - dba, etc).

Guide's Primary Phone Number * Guide's Email *

The number you can be reached with follow-up questions for this report. Email address to contact the angling guide (e.g., anglingbc@gmail.com).

Primary Region *

Select your Primary region where most of your activity occurs. This would be the region named on your licence.

Other Region(s) you operate in:

Other region(s) listed on your Angling Guide Operating Plan (AGOP).

Did you guide in fresh water for the Angling Guide Reporting year this report is for? *

☐ Yes ☐ No

If you select No - complete the remaining fields and SUBMIT the form.

Angling Guide Comments

Add any additional information regarding angling activities that you want reviewer to know.

Collection notice: When submitting angling guide reports, your personal information is collected under section 26 (c) and (e) of the Freedom of Information and Protection of Privacy Act, for the purpose of reviewing submissions and responding to your enquiries. If you have any questions about the collection or use of this contact information, please contact us by emailing AnglingGuideReporting@gov.bc.ca, or by mail at PO Box 9012, Stn Prov Govt, Victoria B.C. V8W 9L6, attn: Knowledge Management Branch, Ministry of Water, Land and Resource Stewardship.

Declaration *

☐ I hereby declare the submitted information to be true to the best of my knowledge, and that I have reported for each region that I am licensed for.

Figure 5. Screenshot of the mandatory field for the Angling Guide Information.

- The 'Submit' button cannot be selected until all required data is entered. It will turn blue if there are no blank fields

2-2. Entering Reporting Information – Reporting Data

- If you selected 'Yes' to 'Did you guide...', you will be asked 'What waters did you guide in for the reporting season?' (Figure 6) The choices are:

Did you guide in fresh water for the Angling Guide Reporting year this report is for? *

☒ Yes ☐ No

If you select No - complete the remaining fields and SUBMIT the form.

What waters did you guide in for this reporting season? Select all that apply. *

☐ Unclassified Waters

☐ Classified Waters

Select 'Unclassified Waters' and/or 'Classified Waters' to report on your activity. Report sections will appear below for you to complete before you can submit your report.

Warning

If you select 'Yes' for the 'Did you guide' and then select your water types, be aware of changing your answers. If you add information to your reports and then change your answers to these questions you will lose the report information. **Be sure these answers are correct before filling out the reports.**

Figure 6. Screenshot showing the choices for reporting and reports.

- Unclassified and/or
- Classified waters
- Select one or both depending on your activity
- Once selected you will be required to fill out the appropriate activity reports that will show up below the angling guide information
- It is not necessary to submit separate reports if the appropriate fields are filled out for both sections
- If you have a lot of report data, you may want to submit more frequently as in process reports until you have entered all your data and can submit a report as complete. See [Section 5-1](#) for additional information on submitting a report for more information

2-2-E Entering Report Information – Reporting Data Error

- 1 - If you change the 'Did you guide in fresh water for the Angling Guide Reporting year this report is for?' (Figure 7) from 'Yes' to 'No' and back to 'Yes' it will remove any report data you have

Did you guide in fresh water for the Angling Guide Reporting year this report is for? *

☒ Yes ☐ No

If you select No - complete the remaining fields and SUBMIT the form.

What waters did you guide in for this reporting season? Select all that apply. *

☐ Unclassified Waters

☐ Classified Waters

Select 'Unclassified Waters' and/or 'Classified Waters' to report on your activity. Report sections will appear below for you to complete before you can submit your report.

Warning

If you select 'Yes' for the 'Did you guide' and then select your water types, be aware of changing your answers. If you add information to your reports and then change your answers to these questions you will lose the report information. **Be sure these answers are correct before filling out the reports.**

Figure 7. Screenshot showing the choices for reporting and reports.

entered for both Classified and Unclassified Waters. Errors will show up in red on the reporting section where mandatory information is needed

- This will happen any time this is done. It is especially important not to change your answer after you have entered information on the activity reports
- 2 - If you deselect your Classified or Unclassified water(s) under 'What waters did you guide in for this reporting season?' (Figure 7) you will lose any report information you have entered for that water type
- If you accidentally deselect either report and you are working on a saved draft – close your browser without saving. You will lose any changes you have made since you last saved but previously saved entries should appear upon reopening. This is the only time it would be a recommendation to close without saving

2-2-1. Entering Report Information – Unclassified Waters

- The 'Unclassified Waters Activity Report' (Figure 8, 9, 10) will be below the Angling Guide information if selected. Start by entering your first guiding activity for unclassified waters
- 1 - For each group, enter the number of anglers by residency type (Figure 8). Click on the '?' beside the residency categories for descriptions of what each residency is. See [Appendix A](#) of this guidance for the Descriptions
- 2 - Enter the first location including region and unclassified waterbody name (Figure 8)
- To help with waterbody names there is a link on the form to the [geographic waterbody names](#)
- For Fraser River White Sturgeon, make sure to indicate [what section of the Fraser River it was caught](#).
- 3 - Answer the Provincial Park Question for this location (Figure 8).
- If you select 'Yes' you will be asked for the park name and Angling Guides Park Permit number
- If you select 'No' additional questions will not appear
- 4 – Enter the first date for this group at this location (Figure 9)
- Use drop box or format yyyy-mm-dd (Year-Month-Day)

Unclassified Waters Activity Report

Complete this report if you guided in Unclassified Waters.

Enter the number of anglers for each residency type in the group. Next enter the location(s), date, and catch information by date and location

For Fraser River White Sturgeon guides, each section/tributary needs to be recorded as a new section.

Unclassified Waters Report

1 - Residency

Number of Non-Resident Aliens **?** Number of Non-Residents **?** Number of B.C. Residents **?**

For this group For this group For this group

2 - Region and Waterbody

Location

Region *

Region the unclassified water body is located in

Unclassified Waterbody Name *

Official [geographic names of waterbodies](#). For Fraser River White Sturgeon, enter the section of Fraser River or tributary guided (e.g., "Harrison River", "Fraser River Section 10"). See [Fraser River White Sturgeon Report](#) for section/tributary names. Name as "Fraser River 1" and do not add sections together.

Did this occur in a Provincial Park? *

☒ Yes ☐ No

3 - Park Information

Provincial Park Name *

To find a provincial park name, visit this [page](#)

Park Permit Number *

Permit number in the form: 111112

Figure 8. Unclassified Waters Report location of the information that needs to be entered for parts 1 2 and 3.

- 5 - Enter catch information for this group of anglers on this day at this location (Figure 9)
- 'Number kept' show the number of this species was kept on this day
- 'Number released' shows the number of this species released on this day
- X - If selected the grey 'X' box(s) (Figure 9) will clear data and/or remove sections of information including subsections of the report. There are only a few times you should use the 'X':

- To remove catch information when you have put a species in twice for a day and have no more species you could change it to. If you can update it that is a better option
- To remove a duplicate date, if you have entered the date and catch information twice for a date and do not have additional days to change it to.
 - Example – If you clear the date, it will clear the catch information as you need the date to complete the catch information
- To remove a duplicate location, if entered twice including all the questions for the date as it will remove the subsections.
- To remove a duplicate 'Unclassified Waters Report.' If you have completed a report and notice it is identical to a previous report, you could select the 'X' to remove the second report.

Figure 9. Unclassified Waters Report location of the information that needs to be entered for parts 4 and 5. Also includes information on the 'X' boxes.

- '+Add Another Species for this Location,' button - select if members of this group caught an additional fish species at this location on this date (Figure 10)
- '+Add Another Date for this location,' button - select to include activity at this location on an additional date for this group (Figure 10)
- '+Add another Location for this group,' button - select if group was guided on an additional waterbody (Figure 10)
- 'Optional Comments' box – use to add information about the group's activity, may include the assistant guide, lack or abundance of fish (Figure 10)

Figure 10. Unclassified Waters, adding species, dates and groups.

- ‘+Add Another Group’s Report,’ button - select to start a report for the next guided group (Figure 10)

2-2-2. Entering Report Information – Classified Waters

- The ‘Classified Waters Activity Report’ (Figure 11, 12, 13) will appear below the Angling Guide information and Unclassified Waters Report, if applicable. Start by entering your first angling client and their activity. As you answer add more activity additional questions may appear

Figure 11. Classified Water – angler and residency information

- 1 - Enter the information for the guided angler. This includes the Legal first and last name. If they go by a nickname or shortened first name, put it in brackets beside the first name (Figure 11). Residency Status – the ‘?’ lists the three residency descriptions. See [Appendix A](#) for descriptions. There is a dropdown to select the angler’s residency.

- 2 - Enter the Region and select the classified water body from the dropdown for the first location of activity on classified water
- 3 - Answer the Provincial Park Question for this location
 - If you select ‘Yes’ you will be asked for the park name and Angling Guides Park Permit number
 - If you select ‘No’ additional questions will not appear

Figure 12. Classified Water Activity Information, locations for step 2 and 3 information.

- 4 - Enter the date of the client’s first Classified Water Day at this location (Figure 13)
- 5 – Enter the angler’s Classified Water Licence Number for this day (Figure 13)

- If licence days are purchased individually the number will be different for each day
- If licence days are purchased together the number will be the same for each of those days
- 6 - Enter catch information for this angler on this day at this location (Figure 13)
 - 'No catch' shows there was activity on this day, but nothing was caught
 - 'Number kept' show the number of this species was kept on this day
 - 'Number released' shows the number of this species released on this day

Figure 13. Classified Water Activity Information, locations for step 4 to 6 information.

- '+Add Another Species,' select if this client caught an additional fish species at this location on this date. (Figure 14)
- '+Add Another Day for this location by this client,' select if this person has additional dates on a location (Figure 14)
- '+Add Another location for this client,' select if angler was guided on an additional waterbody (Figure 14). If you guide the client on both Classified waters and Unclassified waters the activity needs to be entered on the correct report.
- 'Optional Comments' about the client activity, may include the Assistant Angling Guide or information the abundance or lack of fish (Figure 14)
- '+Add another Client's Report,' Select to add another Angler's Classified Water Activity Report (Figure 14). You will fill in another Classified Water Activity report for the next angler

Figure 14. Classified Water Activity, shows locations for adding additional report information.

3.0 Saving and Reviewing Report Data

Save your report once started then every 15-30 minutes and when leaving it even if only for a few minutes. Unsaved data may be lost if the report is left open with inactivity. The report will be saved as a draft until submitted.

3-1. Saving Report Data

- 1 - To save information scroll to the top of the page. On the right select the disc to 'Save as a Draft' (Figure 15)
- Reports will be saved as a draft until submitted

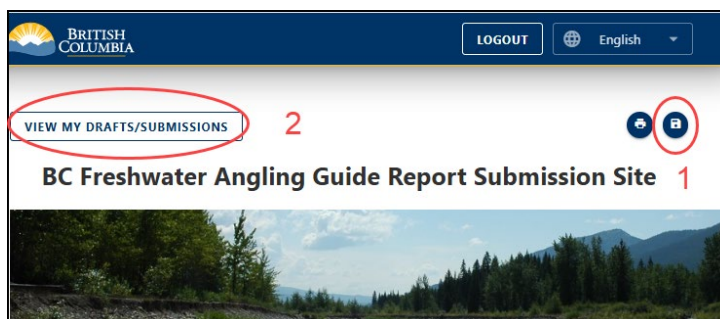


Figure 15. Shows the locations to view and save drafts.

3-2. Selecting and Viewing Reports

- 2 - To find your drafts and previous submissions select the 'View my Drafts/Submissions' box at the top left. When the 'View my Drafts/Submissions,' is selected a pop-up window will appear to confirm if you want to save the draft on the screen. (Figure 16)
 - Select 'No' if you have already saved your draft or are wanting to view a previous submission or draft
 - Select 'Yes' if you have entered information on the visible draft on the screen to ensure it is saved
- Do not start a new report when you log on if you have already started a draft for the reporting year or if you need to update a sent report
- Start an additional report if you have entered a lot of information and the system seems to be slowing down
 - See [Section 5-1](#) for additional information on submitting a report to ensure you are submitting your drafts
 - See [Section 3-3-3](#) for copying a report to add additional reports for the current year
- All reports you have access to will be listed. The status and action columns are important to know what is happening with each report. (Figure 17) [Section 3-3-1](#) to [Section 3-3-3](#) describe how to do the actions

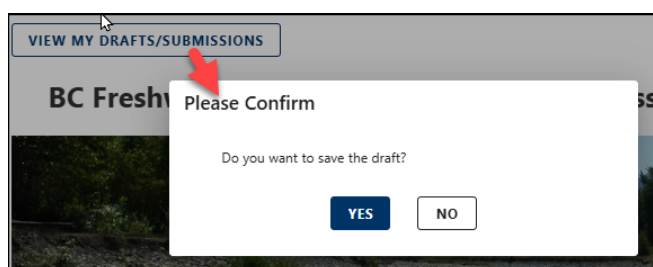


Figure 16. Shows the pop-up window that appears every time 'view my draft/submissions' is selected.

Confirmation Id	Status	Draft Last Edited	Submission Date	Actions
21E4FC57	REVISING	2024-12-17 09:26:34 am	2024-11-27 03:47:18 pm	
607CF6D1	SUBMITTED		2024-11-23 11:10:43 am	
06D20E68	DRAFT	2024-11-20 09:56:33 am		
F4F5ACDE	SUBMITTED		2024-09-27 11:42:30 am	

Figure 17. Pop-up Window for selecting columns.

- **Status Column** – Terms used
 - **Draft** – a saved report. Generally, the report you are working on
 - **Revising** – report was submitted but has been returned to amend
 - **Submitted** – sent to AnglingGuideReporting@gov.bc.ca . You have submitted the report for review. You may choose to submit more than one each year if you have a high volume of activity
- **Actions Column** - Terms used for the buttons. Scroll over the action circles to see which are available. Not every action is available for every report status.
 - **View** (Eye) – to review a submission, draft or revision.
 - **Copy** (papers with pencil) – allows you to use a submitted report as a base for creating the next report. Only submitted reports can be copied. [Section 3-3-3](#)
 - **Edit** (Pencil) – to add information to a draft or fix a revision. [Section 3-3-1](#). Submitted reports cannot be updated without contacting AnglingGuideReporting@gov.bc.ca to send it back for your revision
 - **Trash/Delete** (red circle with garbage can) – to remove unwanted reports. You may have several drafts from saving the draft on logon that you want to delete. Once report is submitted request AnglingGuideReporting@gov.bc.ca delete if needed
- To choose columns to view select the 'Column' button on the top right (Figure 17). A pop-up window (Figure 18) will appear to select and save columns. There is a search bar and scroll bar to help you choose. Add the reporting year to saved columns. Make sure to keep the status and submission date to help you find your reports. Save when finished
- After adding columns or if using a narrow screen you may have to use the left-right scroll bar under the text to see all columns and the action choices

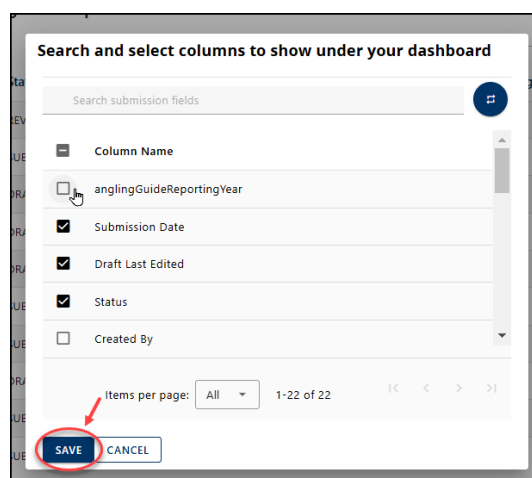


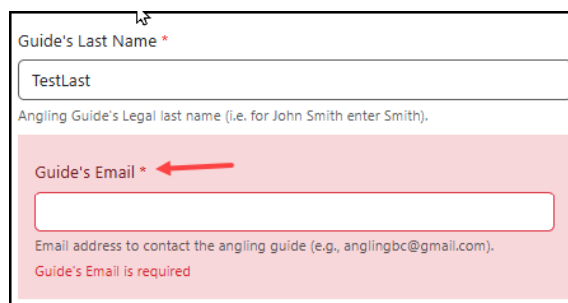
Figure 18. Shows column choices and how to pick and save them.

3-3. Editing report data

- Draft reports can be edited online
- Submitted reports can only be revised via email
- All submissions can be copied and used as a base for future reports

3-3-1. Editing Report Data - Draft

- From the 'Previous submissions' page (Figure 17) select edit in the Action's column, to begin editing a draft report. This allows you to edit or add information on the report if in draft
- Use this feature to update reports weekly
- Mandatory information will have a red background if it was not entered before saving a draft. All this information will need to be addressed before submitting (Figure 19)
- If you change the 'Did you guide...' question from 'No' to 'Yes' (Figure 20) you will be required to select at least one water type to report on. If you changed it from 'Yes' to 'No' and back to 'Yes' you will also be required to re-enter any information on one or both activity report sections. If done by mistake you can exit without saving and it will bring back all information from before you last saved



Guide's Last Name *

TestLast

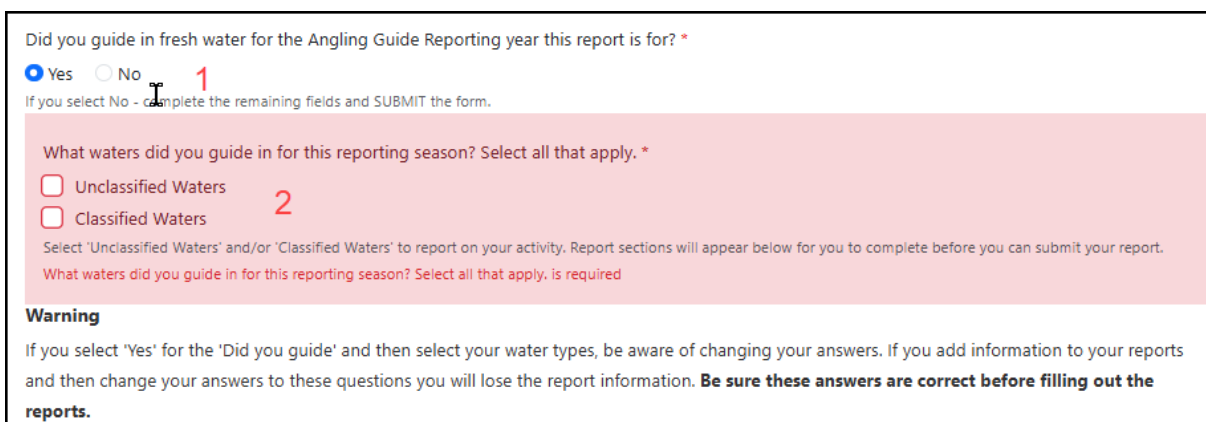
Angling Guide's Legal last name (i.e. for John Smith enter Smith).

Guide's Email *

Email address to contact the angling guide (e.g., anglingbc@gmail.com).

Guide's Email is required

Figure 19. Missing mandatory information will turn red once saved.



Did you guide in fresh water for the Angling Guide Reporting year this report is for? *

☒ Yes ☐ No

If you select No - complete the remaining fields and SUBMIT the form.

What waters did you guide in for this reporting season? Select all that apply. *

☐ Unclassified Waters

☐ Classified Waters

Select 'Unclassified Waters' and/or 'Classified Waters' to report on your activity. Report sections will appear below for you to complete before you can submit your report.

What waters did you guide in for this reporting season? Select all that apply. is required

Warning

If you select 'Yes' for the 'Did you guide' and then select your water types, be aware of changing your answers. If you add information to your reports and then change your answers to these questions you will lose the report information. **Be sure these answers are correct before filling out the reports.**

Figure 20. Shows what happens if you change your guiding choice from 'No' to 'Yes'.

3-3-2. Editing Report Data - Revising

- If a submitted report needs to be amended request that it be returned through emailing AnglingGuideReporting@gov.bc.ca
- Alternatively, you may receive an email revision request as information on your report may be missing or appear incorrect
- In either case you will receive an email from donotreplyChef@gov.bc.ca (Figure 21)

- Open the link on the email, log in with your basic BCeID, and select the pencil at the top of the 'BC Freshwater Angling Guide Report Submission Site' to edit
- The comments on the email will advise you of what needs done
- If you submit as 'In Process' and request it back to add data, it will be returned to you in this way
- If you do not request the 'In Process' report back, we will wait for a final submission to know your season is complete before working on your Angling Guide licence
- Always scroll up and save your document if you still have work to do
- If you are ready to submit the SUBMIT button should be Blue at the bottom of the page
- If it is not blue, mandatory information is missing somewhere in the report, scroll through looking for red. Once the red information is found there may be additional non-mandatory information that needs to be filled in that goes with the missing mandatory information

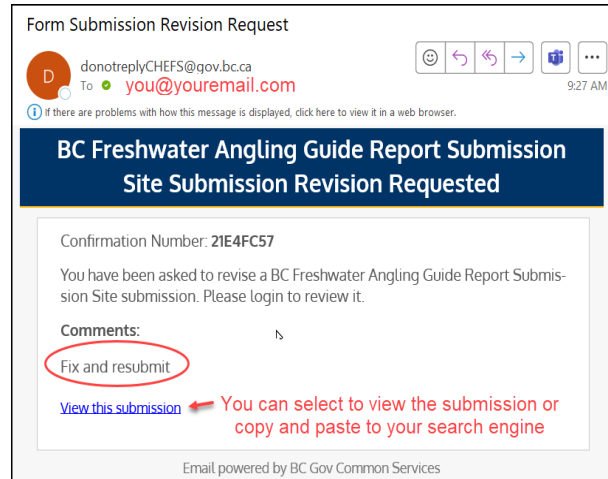


Figure 21. Email received from the report submission site (CHEFS).

3-3-3. Editing Report Data – Copying Submitted Report

- Selecting a submitted report to copy. There are two options for creating a new report:
 - The first is to start with a new draft. It should start auto populating fields for your basic Angling Guide information as you start entering. This would be the preferred method
 - The second option would be to use the last previously submitted report (latest version)

- To use a submitted report as a base to continue reporting, select the 'Copy this Submission' Action on the Submitted report you are using (Figure 22)






Confirmation Id	Status	Draft	Year	Actions
21E4FC57	REVISING	2024-1		 
607CF6D1	SUBMITTED			  

Figure 22. Copying a submitted report.

- This method is only recommended when doing multiple reports for a year

- Where the new draft report asks 'What waters...' de-select the waters and save the draft at the top of the screen. Now go back and select your waters (Figure 23)
- The activity report(s) should be blank with some mandatory sections showing red. Enter this information and add data to the non-highlighted sections as well where applicable
- Another option would be to manually select the 'X' for each report you no longer need as you have already submitted them (Figure 24)
- The purpose of this is to save re-entering your personal and business information. Your Chef form may be set up to auto-populate to make this easier so that you do not have to copy

The screenshot shows two side-by-side web forms. The left form is titled 'Did you guide in fresh water for the Angling Guide Reporting year this report is for?' with radio buttons for 'Yes' (selected) and 'No'. Below it, a red box highlights the 'What waters did you guide in for this reporting season?' section, which has checkboxes for 'Unclassified Waters' and 'Classified Waters', both of which are currently unchecked. The right form is similar but has the 'Unclassified Waters' and 'Classified Waters' checkboxes checked. A red arrow points to the 'Warning' section at the bottom of the right form.

Figure 23. Screenshot showing where reports are deselected and reselected as mandatory.

The screenshot shows the 'Unclassified Waters Report' form. It has three input fields for 'Number of Non-Resident Aliens', 'Number of Non-Residents', and 'Number of B.C. Residents', each with a value of '1'. Below these are 'Location' and 'Region' dropdown menus. A red circle highlights an 'X' icon in the top right corner of the form, which is used to delete the report information.

Figure 24. Shows the 'X' to delete report information.

4-0. Adding Employee Access

- Have your employee follow [Section 4-1](#) to get access to the main screen. This is only required the first time they log on
- Once the employee gains access to the main screen, have them follow [Section 4-2](#) to enter report data

4-1. Adding Employee Access – Angling Guide Information

- Start and save your report that you are giving access to
- Your assistant provides you their BCeID username and email address
- Add employee to a report by selecting 'Manage Team Members' in the top right of the screen when you have selected the correct report (Figure 25)

The screenshot shows the 'BC Freshwater Angling Guide Report Submission Site' header. In the top right corner, there are three icons: a gear, a pencil, and a person. A red circle highlights the person icon, which is labeled 'Manage Team Members' in a tooltip.

Figure 25. Shows where you add team members to edit the draft report.

- 1 - On the popup screen (Figure 26) select the Basic BCeID option
- 2 - Start entering the person's email address or username (must be exact for their basic BCeID)
- 3 - Once it pops up hit the 'ADD' button
- If username or email doesn't appear check with assistant that you have the correct information
- The assistant will receive an Email from the system that you have added them to this report
- Add them to each report you require them to enter data in.
- Provide them the Confirmation Id, found in the View my Drafts/Submissions, so they know which report(s) to use when logging in from the main angling guide reporting page
- To remove a member – select the 'Remove' button on pop-up in the action column
- You cannot be removed if you are the original Reporter (Angling Guide)

Figure 26. Shows the steps to adding team members in the pop-up.

Name	Username	Email	Action
You	CHEFReport	you@somewhere.com	⊖
Assistant	Second	Assistant@gmail.com	⊖

Figure 27. Shows the red button you select to remove someone from report.

4-2. Adding Employee Access – Staff Information

- Employee gets basic BCeID, [Section 1-1](#), then logs on to [Access the BC Freshwater Angling Guide Report Submission Site](#)
- Employee stops when they get to the Main Screen (Figure 28)
- Employee provides their BCeID username and email address to the Angling Guide to be added to the guide's report.
- Once added, the system emails the employee a link to the draft report. Email will come from donotreplyCHEFS@gov.bc.ca (Figure 21)

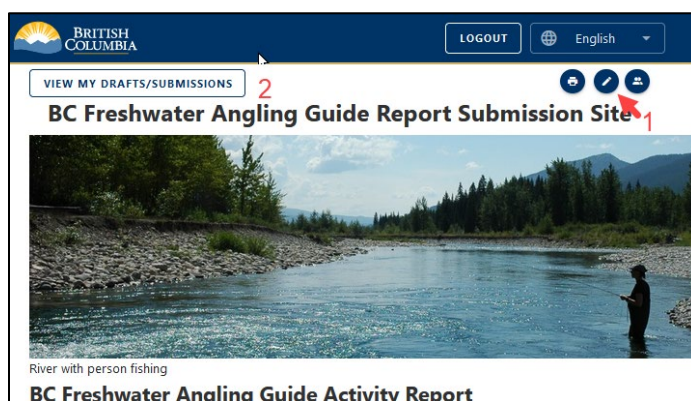


Figure 28. Shows the main screen where the employee can edit and view drafts they have access to.

- Employee can now log on with their BCeID and select the edit button (1 - Figure 28) or select 'view my drafts/submissions' (2 - Figure 28) to view other reports they have access to work on. Employer should provide confirmation ID's as well
- Employee follows [Section 3-2](#) and [Section 3-3-1](#) to access information

- Employee follows [Section 2-2-1](#) and [Section 2-2-2](#) to add their reports
- Employees add information to the activity report(s)
- Employee saves information (top right) but should not submit

5-0. Submitting your Report

Once all the necessary information is entered into the report, submit.

5-1. Submitting your Report - Declarations

- Read the 'Collection Notice' after you have submitted your information (Figure 29)
- 1 – Declaration - select if information is true to the best of your abilities
- 2 - Submission status – pick one:
 - 'In process' – more information will be submitted. Used when:
 - you want your next year's Licence Application to be reviewed but you still have clients to report
 - you have a lot of data to submit, and system is slowing down. Submit as in process and start another report. Make sure to reference the confirmation ID from the submitted in process report to the Angling Guide comments on the next report.
 - 'Complete' all information has been submitted for this year's guiding activities
- 3 - 'Submit' button sends report for review
- If the 'Submit' button is grey a mandatory field is not complete, review your form
- If the 'Submit' button is dark blue mandatory information is complete, and the report can be submitted
- If report is submitted and needs edits, email AnglingGuideReporting@gov.bc.ca to have it returned

Collection notice: When submitting angling guide reports, your personal information is collected under section 26 (c) and (e) of the Freedom of Information and Protection of Privacy Act, for the purpose of reviewing submissions and responding to your enquiries. If you have any questions about the collection or use of this contact information, please contact us by emailing AnglingGuideReporting@gov.bc.ca, or by mail at PO Box 9012, Stn Prov Govt, Victoria B.C. V8W 9L6, attn: Knowledge Management Branch, Ministry of Water, Land and Resource Stewardship.

Declaration * **1**

☒ I hereby declare the submitted information to be true to the best of my knowledge, and that I have reported for each region that I am licensed for.

Submission Status *

☐ In Process - More information will be submitted. Used to submit activity so next year's licence application can be reviewed and/or when system is slowing down because you have a lot of data. Continue your reporting in a new file. When you submit your last report, choose the 'Complete' option to end your reporting for the year..

2 ☐ Complete - All information is submitted for this season's guiding activities.

Please contact AnglingGuideReporting@gov.bc.ca if you have questions about these choices. NOTE: saving report as a draft (top right of form) will allow you to keep adding details until it is ready to be submitted.

3

Selecting the **SUBMIT** button submits your form.

To **SAVE** to continue working on this document select the save button in the top right corner. This is also required if you want to give assistant guides the ability to add information to this form.

To add or correct information on your submitted report email AnglingGuideReporting@gov.bc.ca and they will return it to you to revise.

Figure 29. Screenshot showing the collection notice and the last 3 steps before submitting a report.

5-2. Submitting your Report - Confirmation

- 1 - Successful Submission (Figure 30)
- 2 - Confirmation ID for your records. Add number as a comment when submitting your Angling Guide Licence Application or in the comments when submitting additional reports for the year
- 3 - Email yourself a receipt for your records if you need one
- 4 – where you go to review this or your other reports. See [Section 3-1](#)
- 5 - Select to print or save a copy of your report
- Browse Print – print or save a pdf of the entire report. To print will take a considerable amount of paper as it will be many pages
- Template Print – prints the information on tables (future enhancement)

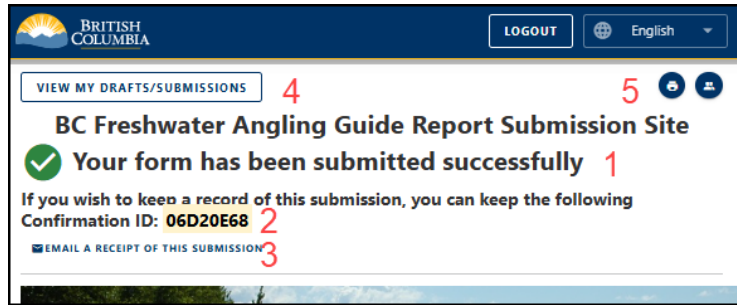


Figure 30. Shows the message on the screen once a report is submitted.

Appendix A – Residency Information

Residency information:

- B.C. Resident means: your primary residence is in British Columbia, AND
 - you are a Canadian citizen or a landed immigrant, AND have been physically present in B.C. for the greater portion of each of 6 calendar months out of the immediately preceding 12 calendar months, OR
 - you are NOT a Canadian citizen or a landed immigrant but have been physically present in British Columbia for the greater portion of each of the immediately preceding 12 calendar months
- Non-Resident means you are not a “resident,” but (a) you are a Canadian citizen or landed immigrant, OR (b) your primary residence is in Canada, AND you have resided in Canada for the immediately preceding 12 months
- Non-Resident Alien means you are neither a “resident” nor a “non-resident”

Contact Us

For questions and assistance regarding the report form please contact

AnglingGuideReporting@gov.bc.ca

Please email AnglingGuideReporting@gov.bc.ca if you are interested in a training session with questions and answers. Sessions would be completed online using Microsoft Teams.