Guidelines for submitting Angling Guide Annual Reports

This document provides step-by-step guidelines 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.

Section 1. Accessing the Submission Site

A basic BCeID account is required to access the Submission Site. You can register for a basic BCeID account. Ensure that the BCeID password is current, which expires two years from the time it was created or last changed. Please contact BCeID help desk for assistance with registration, password resets, or any other account issues.

The link to the Submission Site, and updates to the submission procedures, are provided on the "Submit Angling Guide Data" page. You can access the Submission Site after successfully logging in with your basic BCeID (Figure 1).
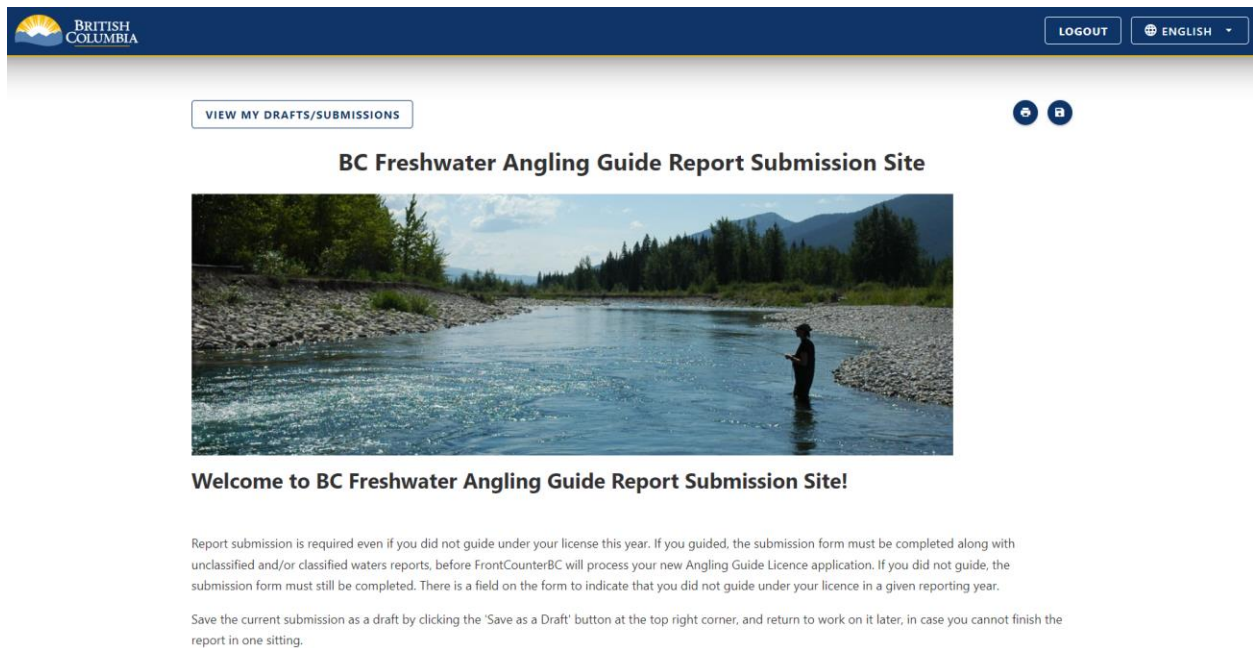

Figure 1. View of BC Freshwater Angling Guide Report Submission Site.

Section 2. Submitting Data

- Reporting requirements

Complete the "Submission form", even if you did not guide in the licence year for which you are reporting. Required fields on this form are indicated by asterisks (*).

If you did not guide in the licence year for which you are reporting, select "No" for the question "Did you guide in fresh water for the current Angling Guide Reporting year?" (Figure 2). Complete the remaining required fields for the "Submit" button at the page bottom to appear. Click the "Submit" button to submit your Angling Guide Report.

If you guided, you must complete the "Submission form", the "Unclassified Waters Report" and/or the "Classified Waters Report" before submitting your report. You will enter catch- and effort-related information online directly. Note that you are no longer required to attach spreadsheet files for classified and/or unclassified waters to your Angling Guide report.

Figure 2. View of the "Submission form". The question about whether guiding activity occurred in the licence year for which you are reporting is indicated by the blue rectangle.

- Completing Unclassified Waters Report

Enter catch information for anglers guided per date, and per unclassified waterbody. Click "Add Another Entry" to add entries for another angling date and waterbody if necessary.

For example, if you guided on River A and River B on 2023-09-01, and on River C on 2023-09-02, create 3 entries: 1 for River A on 2023-09-01; 1 for River B on 2023-09-01, and 1 for River C on 2023-09-02 (see example in Figure 3).
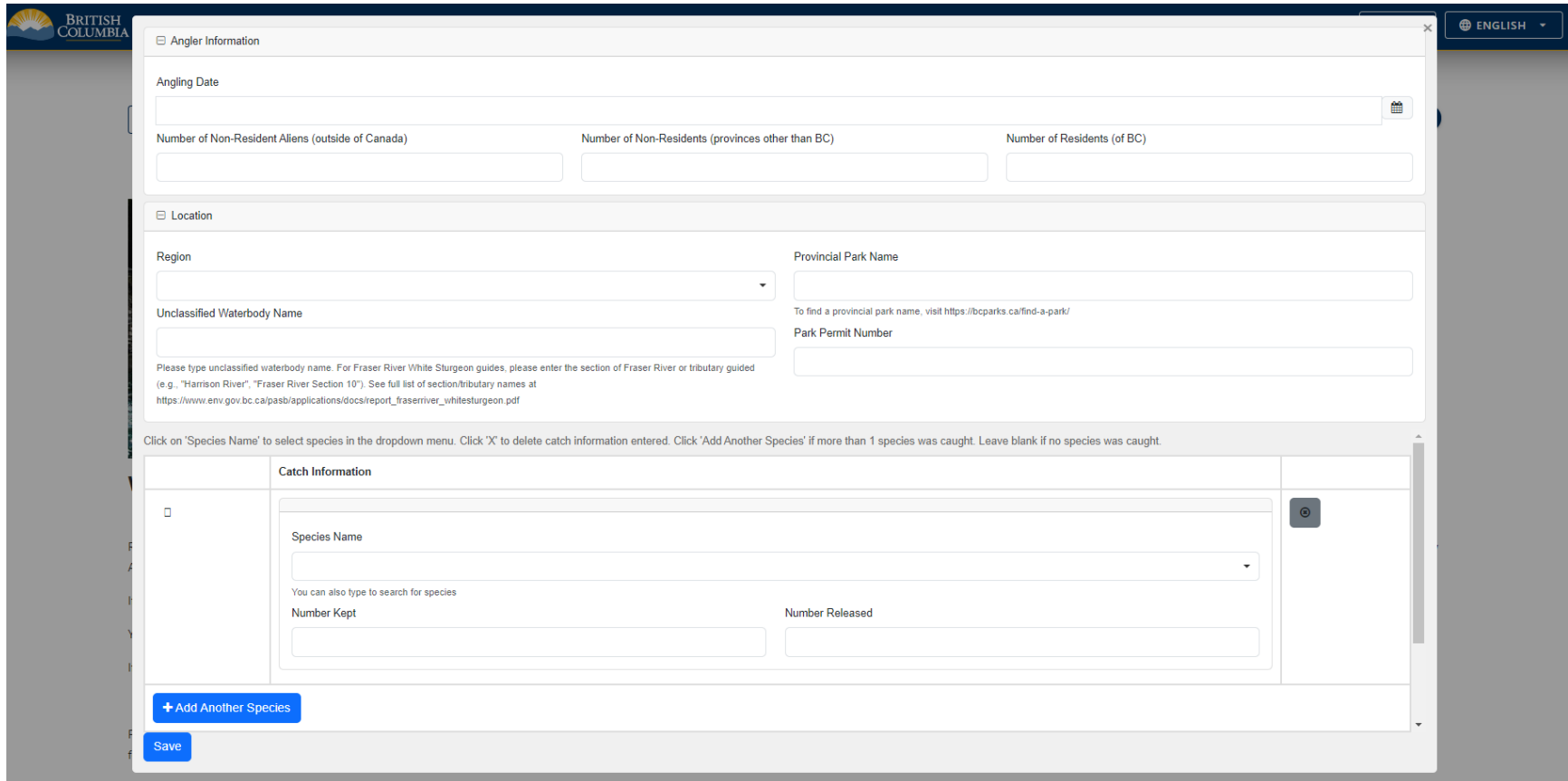
Figure 3. Example of adding entries to "Unclassified Waters Report".

When you click "Add Another Entry", an overlay form will appear for entering guiding information (Figure 4). You can either select the species from the drop-down menu, or type in the drop-down menu to search for the species name. If more than one species was caught, click "Add Another Species". Click "X" to delete entered catch information. If no species was caught, leave catch information (Species Name, Number Kept, Number Released) blank.

After entering information for the entry, click "Save". A summary table of your entries will appear on the "Unclassified Waters Report" tab (Figure 3).

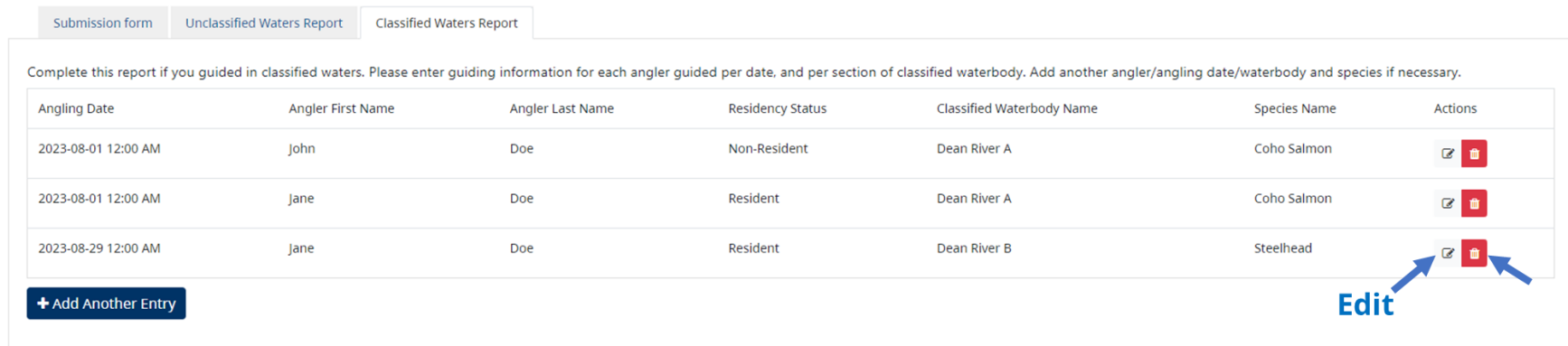Click the "Edit" button to make changes to your entry, and click the "Delete" button to remove the entry (Figure 3).

Figure 4. View of overlay form to enter angler information, guiding location, and catch information (if any) on each entry of the "Unclassified Waters Report". The view of this form is for illustrative purposes only, as requested information may change.

- Completing Classified Waters Report

    Enter catch information for anglers guided per date, and per section of classified waterbody. Click "Add Another Entry" to add entries for another angling date, angler, and waterbody if necessary.

    For example, if you guided for John Doe and Jane Doe on Dean River A on 2023-08-01, and for Jane Doe on Dean River B on 2023-08-29, create 3 entries: 1 for John Doe on Dean River A on 2023-08-01; 1 for Jane Doe on Dean River A on 2023-08-01, and 1 for Jane Doe on Dean River B on 2023-08-29 (see example in Figure 5).
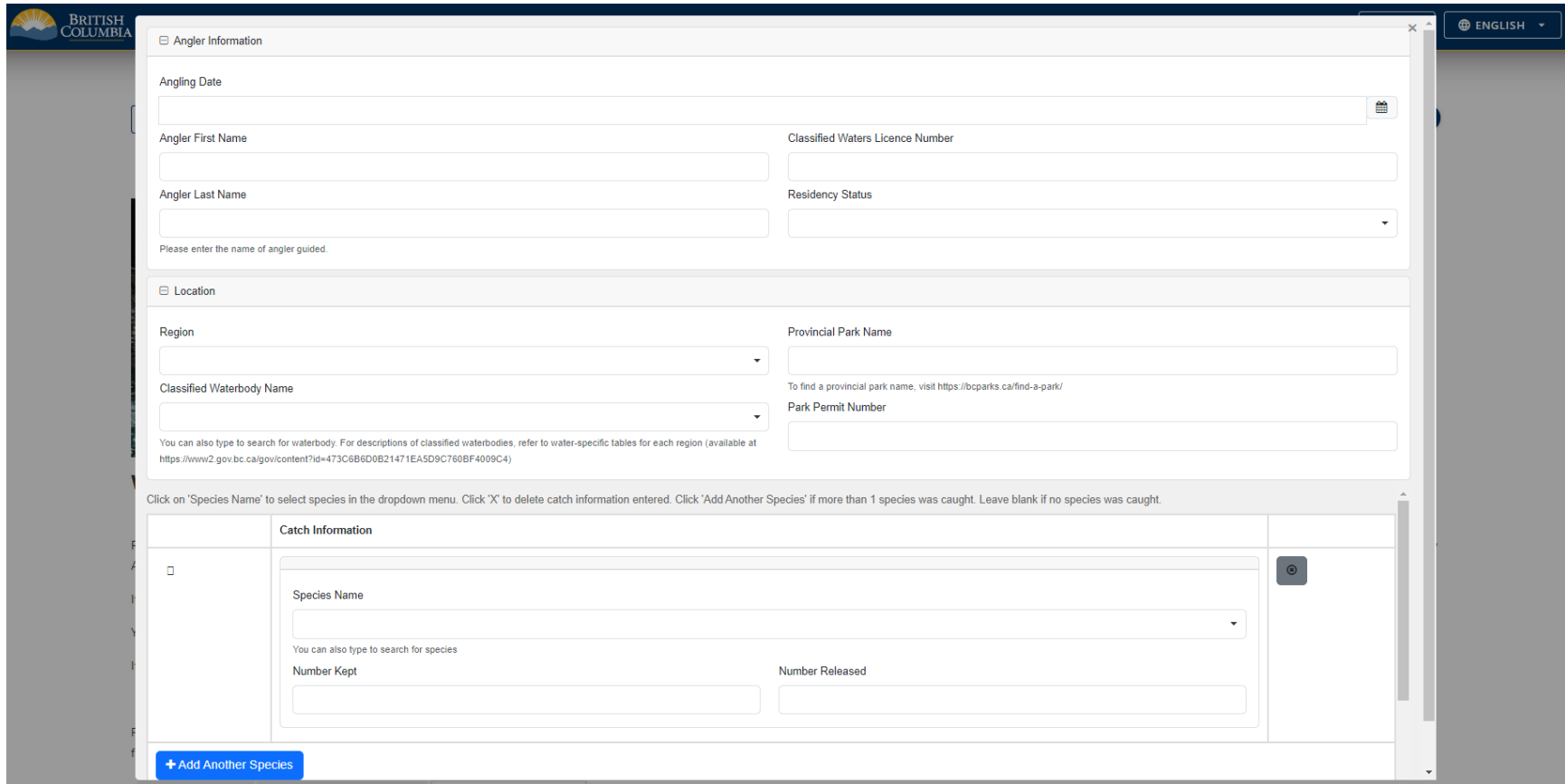
Figure 5. Example of adding entries to "Classified Waters Report".

    When you click "Add Another Entry", an overlay form will appear for entering guiding information for each angler guided (Figure 6). You can either select the species from the drop-down menu, or type in the drop-down menu to search for the species name. If more than one species was caught, click "Add Another Species". Click "X" to delete entered catch information. If no species was caught, leave catch information (Species Name, Number Kept, Number Released) blank.

After entering the information for the entry, click "Save". A summary table of your entries will appear on the "Classified Waters Report" tab (Figure 5).

Click the "Edit" button to make changes to your entry, and click the "Delete" button to remove the entry (Figure 5).

Figure 6. View of overlay form to enter angler information, guiding location, and catch information (if any) on each entry of the "Classified Waters Report". The view of this form is for illustrative purposes only, as requested information may change.

- Saving incomplete submissions as drafts

You can choose to save your incomplete submission as a draft, and log in to the site to continue working on it later.

Click the "Save as a Draft" button at the top right corner of the page to save the current submission as a draft.
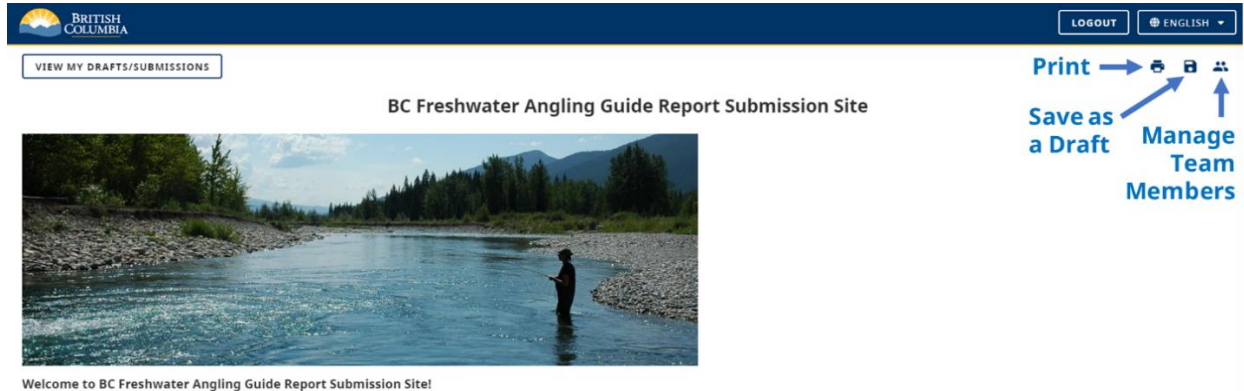

Figure 7. View of BC Freshwater Angling Guide Report Submission Site, showing buttons to print submission, save submission as a draft, and manage team members who can access the submission. The submission needs to be saved as a draft first for the 'Manage Team Members' button to be displayed.

- Viewing drafts and previous submissions

After logging into the Submission Site, click 'View My Drafts/Submissions' button at the top left corner of the page to view drafts and previous guide report submissions (Fig. 7).

On the 'Previous Submissions' page, drafts are identified with the status 'DRAFT'. Click 'Edit This Draft' to open and edit a saved draft to complete guide report submission. Click 'Delete This Draft' to remove a saved draft. Submissions are either identified with the status 'SUBMITTED' or 'ASSIGNED' (which can no longer be edited).

Figure 8. View of previous submissions page, showing guide report drafts and/or submissions.

On the 'Previous Submissions' page, drafts are identified with the status 'DRAFT'. Click 'Edit This Draft' button to open and edit a saved draft to complete guide report submission. Click 'Delete This Draft' button to remove a saved draft. Click 'Copy This Submission' button to copy a previous submission to edit for a new submission.

- Sharing drafts and previous submissions

To share drafts or submissions with multiple people, click 'View This Submission' or 'Edit This Draft' button, and then click 'Manage Team Members' button at the top right corner of the page (see Figure 7). Your submission must be saved as a draft first for the 'Manage Team Members' button to be displayed.

On the overlay form, select 'Basic BCeID' and type the full email or username of the person with whom you would like to share your draft or submission (Fig. 9). Once the other person is added to your "submission team", they can access your draft or submission and submit the guide report on your behalf.

Figure 9. View of overlay form to manage team members, share drafts and submissions.

Only one team member can make edits to the draft at a time. When each person of the "submission team" finishes editing, they will need to save the draft.

- ## Receiving submission confirmation

After you click the "Submit" button at the page bottom to submit your Angling Guide report, you will be directed to the page indicating that the form has been successfully submitted (Fig. 10). Keep the confirmation ID of your submission and, if desired, click to email yourself a receipt of the submission.

Figure 10. View of submission confirmation page.

Section 3. Questions and feedback related to the Submission Site

You are encouraged to refer to the "Submit Angling Guide Data" [page](#) for updates to submission procedures, before you submit angling guide data.

If you have any questions and/or feedback for the BC Freshwater Angling Guide Report Submission Site and this guideline document, please email us at AnglingGuideReporting@gov.bc.ca.