

# Complete Guide for Club Online Returns Officers

To access the **Manage It** functions outlined in this guide you need to be authorised to act on behalf of your club or syndicate. Just get a club officer to send us an email us on [wildfowling@basc.org.uk](mailto:wildfowling@basc.org.uk) and we can set you up:



Welcome BASC's Green Shoots Mapping and Bag Recording Website

▼ Read more

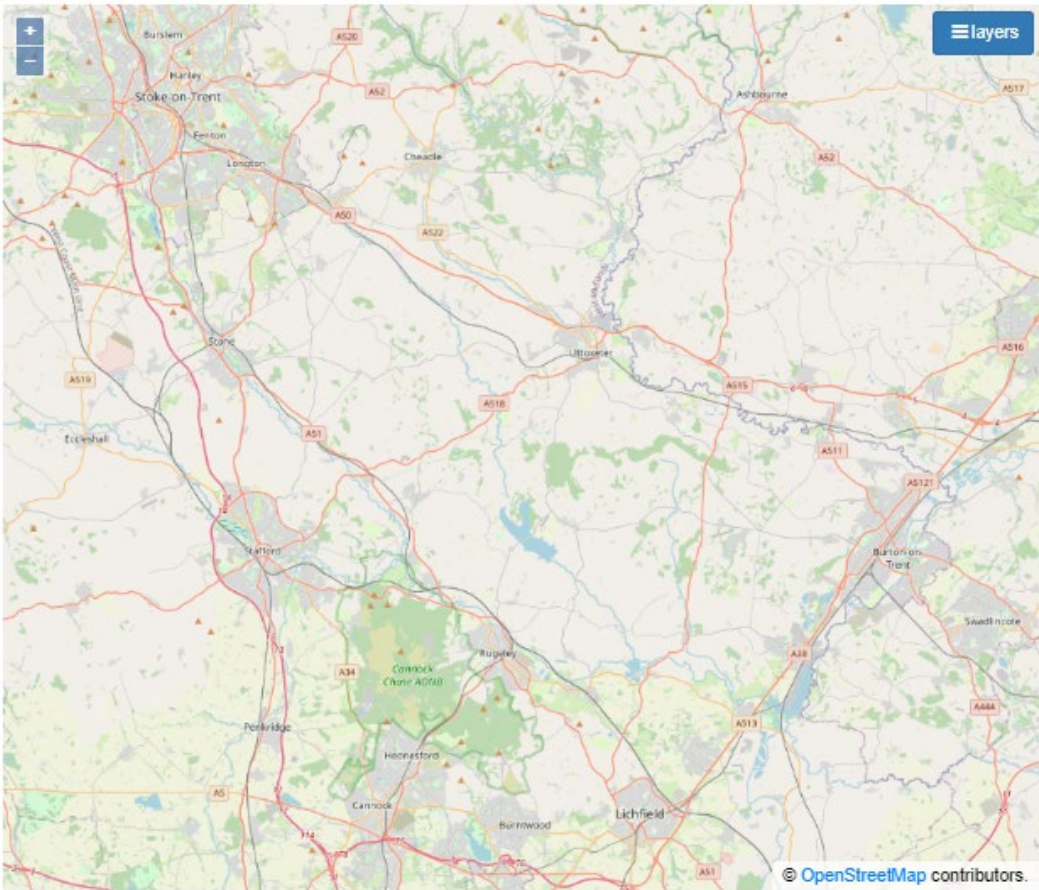
Welcome You need to [log in](#) to use this website but before you do, please open the Read more tab above to see what this site has to offer you. Please do investigate the map on this window, especially the layer control button that can allow you to see where protected sites are.

**Map It**  
Map the land you have access to for shooting

**Bagged It**  
Record what you shoot and create reports on your shooting

**Seen It**  
Record the wildlife you see, both quarry and non-quarry

**Custom Maps**  
Create maps to print and email of your shooting areas



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## Nominating a club officer

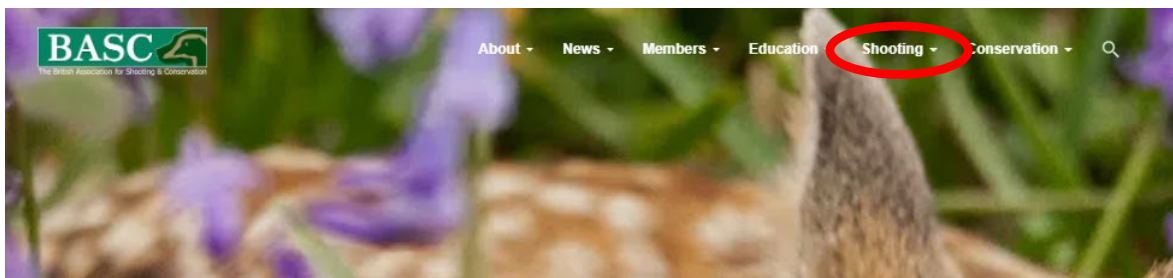
A club can nominate up to 2 club officers.

Simply get the Club Chairman or Primary Contact to notify BASC at [wildfowling@basc.org.uk](mailto:wildfowling@basc.org.uk) of the club nominated returns officer so that we can activate them on the Green Shoots Mapping system.

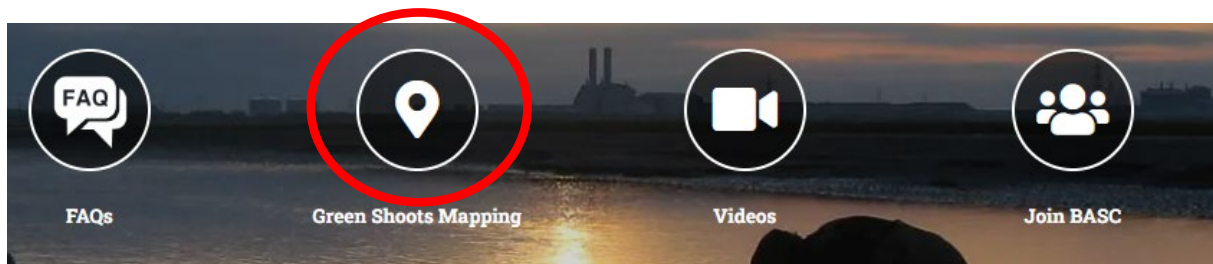
## Video tutorials

You may find it helpful to take a look at the 5 minute Quick Start Tutorial video on the Bag Recording for Wildfowling page of the BASC website: <http://basc.org.uk/bag-recording-for-wildfowling/>

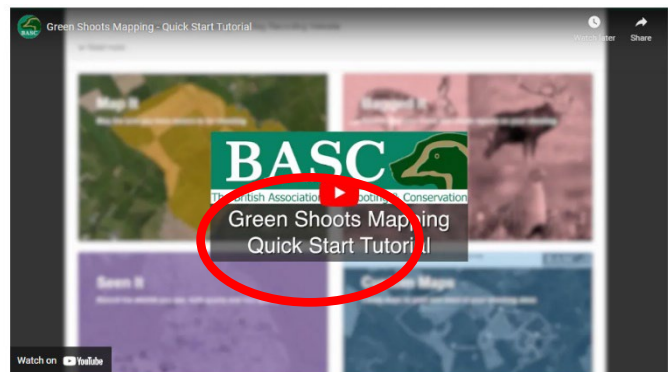
You can reach it by selecting the Shooting tab at the top of the BASC home page (circled below), then select Wildfowling from the drop-down list.



Then click on the Green Shoots Mapping button on the Wildfowling Home Page.



Scroll to the video at the bottom of the page (the second one) and click the arrow (circled red) to view (needs sound enabled).



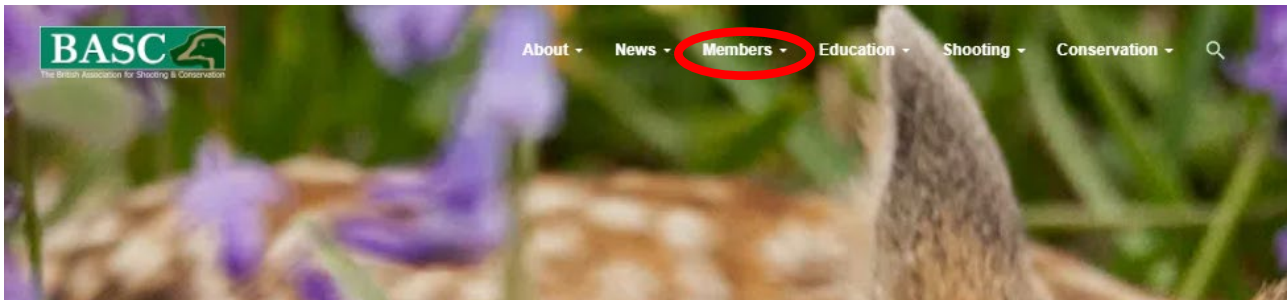


## Logging In and Out

In addition to the guidance which follows the logging in process is covered in the first few seconds of the Quick Start Tutorial video which can be found here <http://basc.org.uk/bag-recording-for-wildfowlers/>

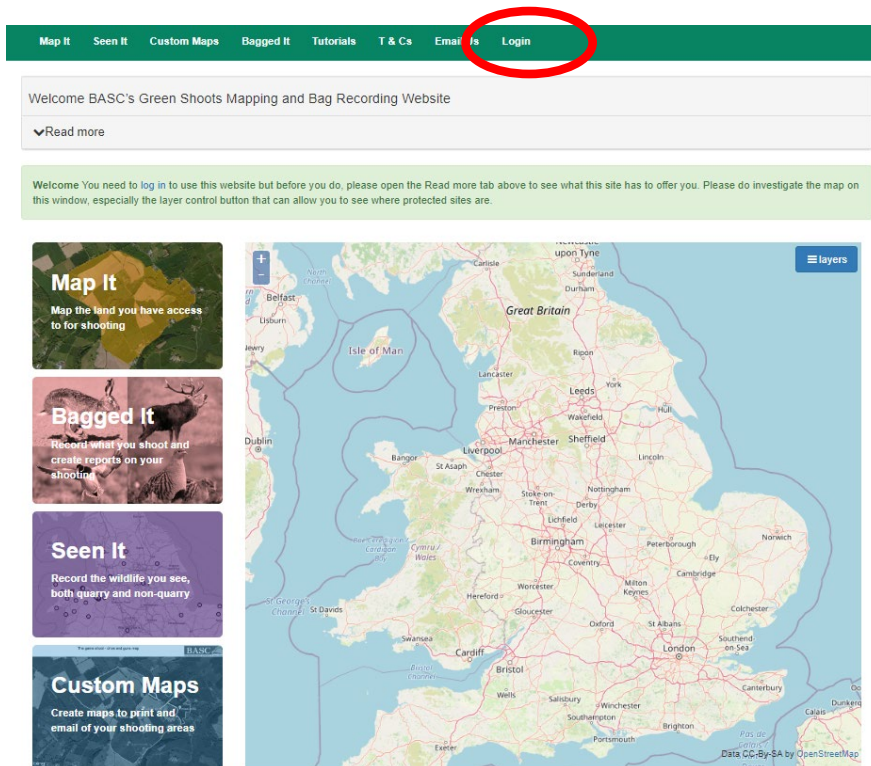
To get in to the Green Shoots Mapping website click on or type in this link: <https://greenshoots.basc.org.uk/>

You will need your email and password. To obtain a password go onto the BASC website [www.basc.org.uk](http://www.basc.org.uk) and access the “Members Area”.



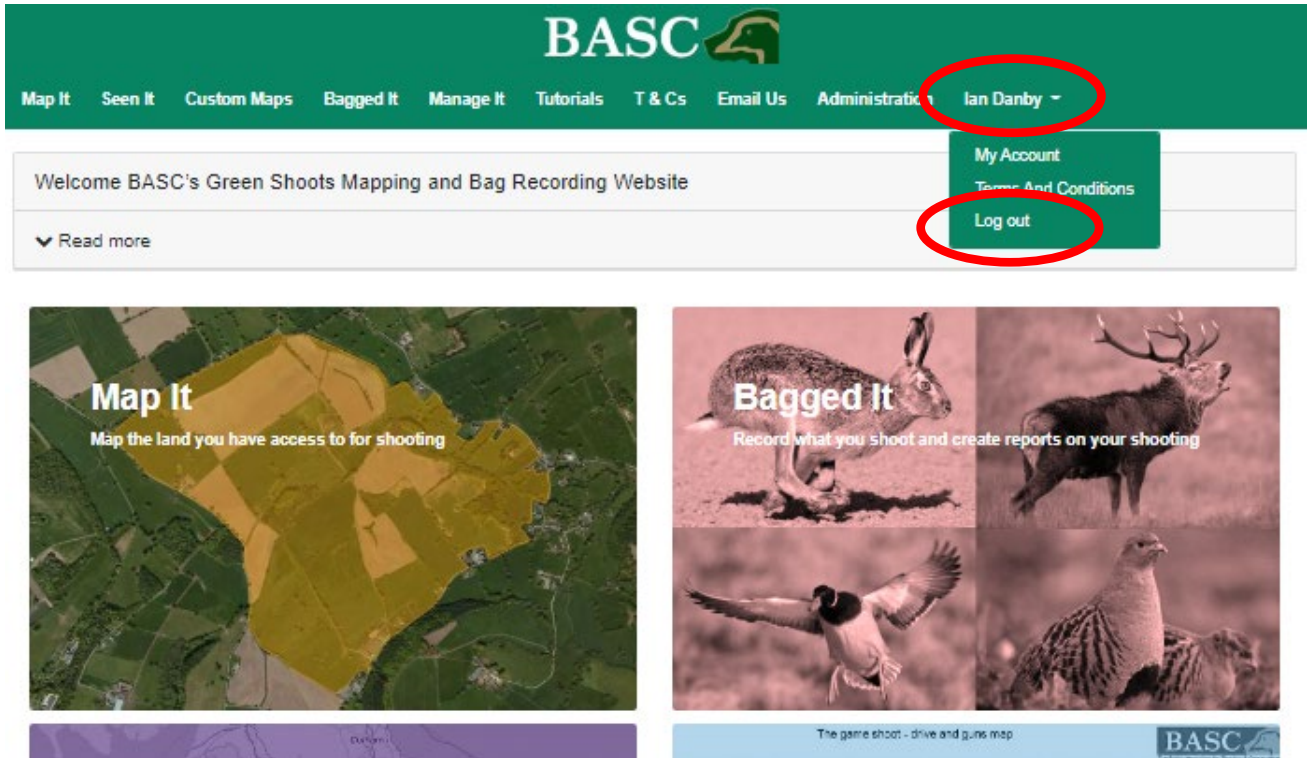
Follow the instructions given on this page to obtain a password. If problems are experienced when logging in then please contact the membership hotline on 01244 573030.

Once you have your BASC membership number and password, enter the Green Shoots Mapping and Bag Recording website <https://greenshoots.basc.org.uk/> and click on the “Log in” tab (circled red below)



Review the Terms and Conditions page that automatically pops up the first time you log in and click on ‘Accept’. You will only need to do this once.

Once 'logged in', your name will appear at the top of each screen. To 'Log out' click the down arrow next to your name (circled red below).



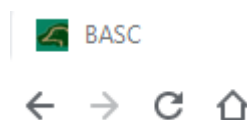
## Navigating the website

There are various methods of moving around the website.

- You can click on the BASC logo at the top of every page (circled red below) to return to the home page.



- Use the forward and back internet buttons to retrace your steps.



- Click on the menu tabs at the top of the screen.
- Follow the navigation buttons at the end of each process.

## Read More Tab

Additional guidance can be found throughout the website by clicking the “**Read more**” tab which appears at the top of most pages. The guidance given relates specifically to the page you are viewing.

▼ Read more

Please be aware that the quarry species on this form are generic for the UK. **Just because we have listed the species does not mean it is quarry in your area or in line with any local or club rules that might affect you.**

We have added in details against quarry species to help you - for example Scaup (*Northern Ireland only*) - but the responsibility is yours to make sure you only shoot appropriate species.

Please complete the form on this page to register your visit. Some fields are mandatory like date and are indicated in red if you try to save the visit without entering them.

Want a tutorial? Click tutorial on the top menu and then watch *My Visits*.

## Manage it

Every member can see the first four tiles on the main home page when they log in: ‘Map It’, ‘Bagged It’, ‘Seen It’ and ‘Custom Maps’.

As the clubs nominated returns officer, you log in as normal, but have secure and confidential access rights to the ‘Manage It’ tile.


If you can’t see ‘Manage It’ then you’re not set up as the clubs return officer. Just email us at [wildfowling@basc.org.uk](mailto:wildfowling@basc.org.uk) and we can sort this out.

A ‘Manage It’ tab is also displayed on the top navigation bar, click on this or the ‘Manage It’ tile, both will take you to the same place.

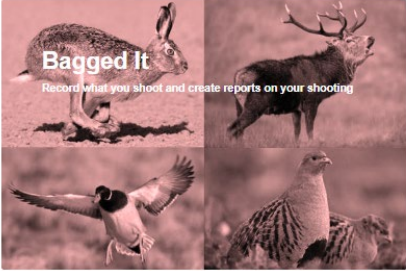
Welcome BASC's Green Shoots Mapping and Bag Recording Website

▼ Read more


**Map It**  
Map the land you have access to for shooting



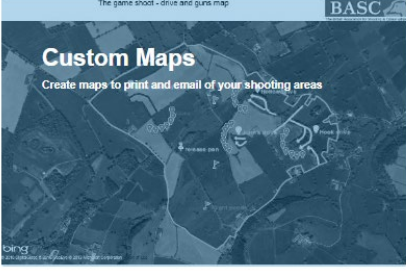
**Bagged It**  
Record what you shoot and create reports on your shooting



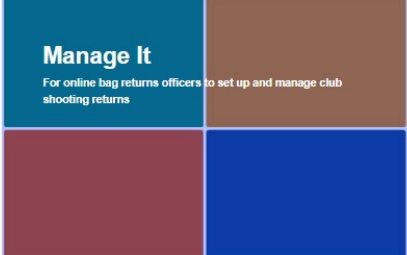
**Seen It**  
Record the wildlife you see, both quarry and non-quarry



**Custom Maps**  
Create maps to print and email of your shooting areas



**Manage It**  
For online bag returns officers to set up and manage club shooting returns



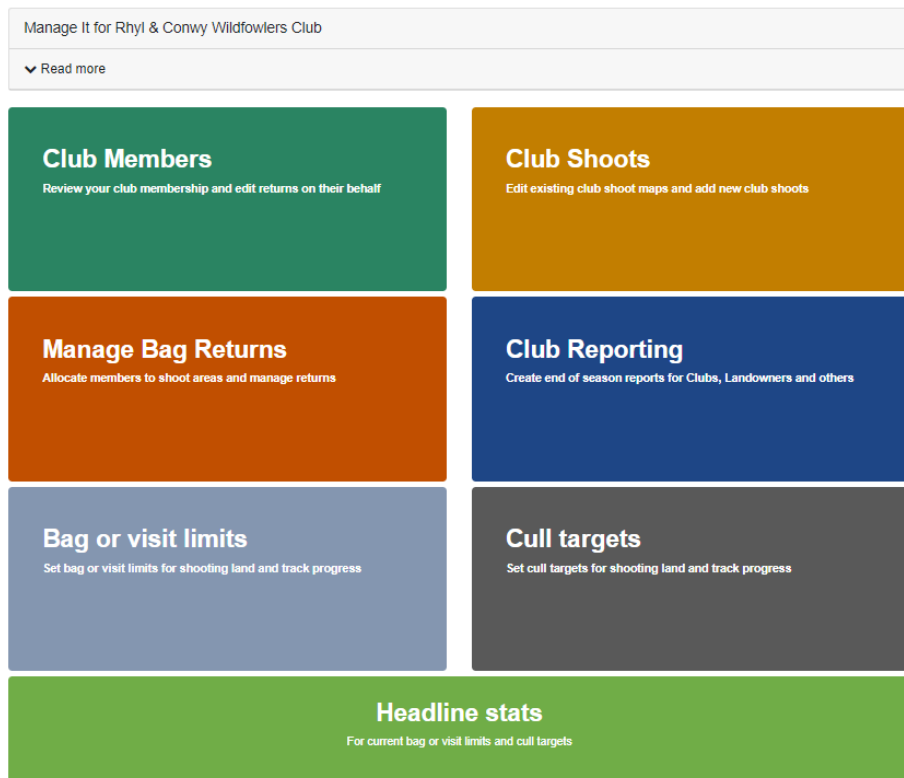


Within 'Manage It' you have access to six different management areas:

- 'Club members',
- 'Club Shoots',
- 'Manage Bag Returns',
- 'Club Reporting',
- 'Bag or visit limits' and
- 'Cull targets'.

You also have a tile for 'Headline stats'.

The club name automatically appears at the top of the screen.



## Club Shoots

Within 'Club Shoots' you can view, edit and delete maps of your clubs shooting. You can also map new shoots from here too.

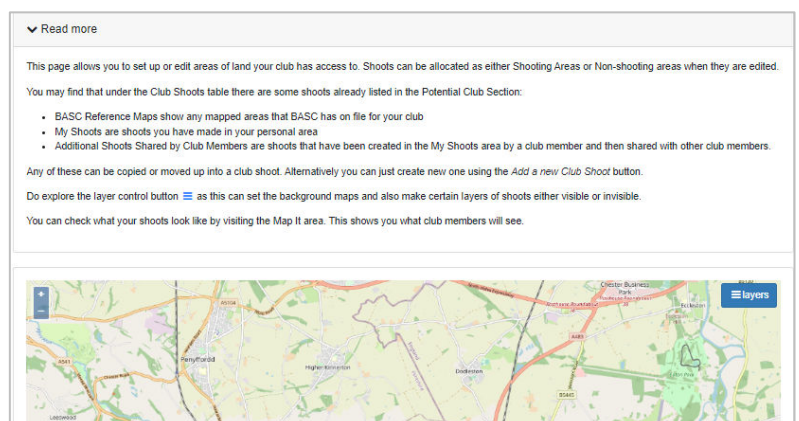
Also in 'Club Shoots' you can authorise (share) maps with your club members in 'Club Shoots'. This will then enable you to set up bag returns.

The 'Club Shoots' tile can be found on the 'Manage It' home page.

Once in the 'Club Shoots' tile you will see a map displayed at the top of the page.

Any shooting areas mapped out by the club will appear on the map.

Click the 'Read More' tab at the top of the page for further explanation about this page.

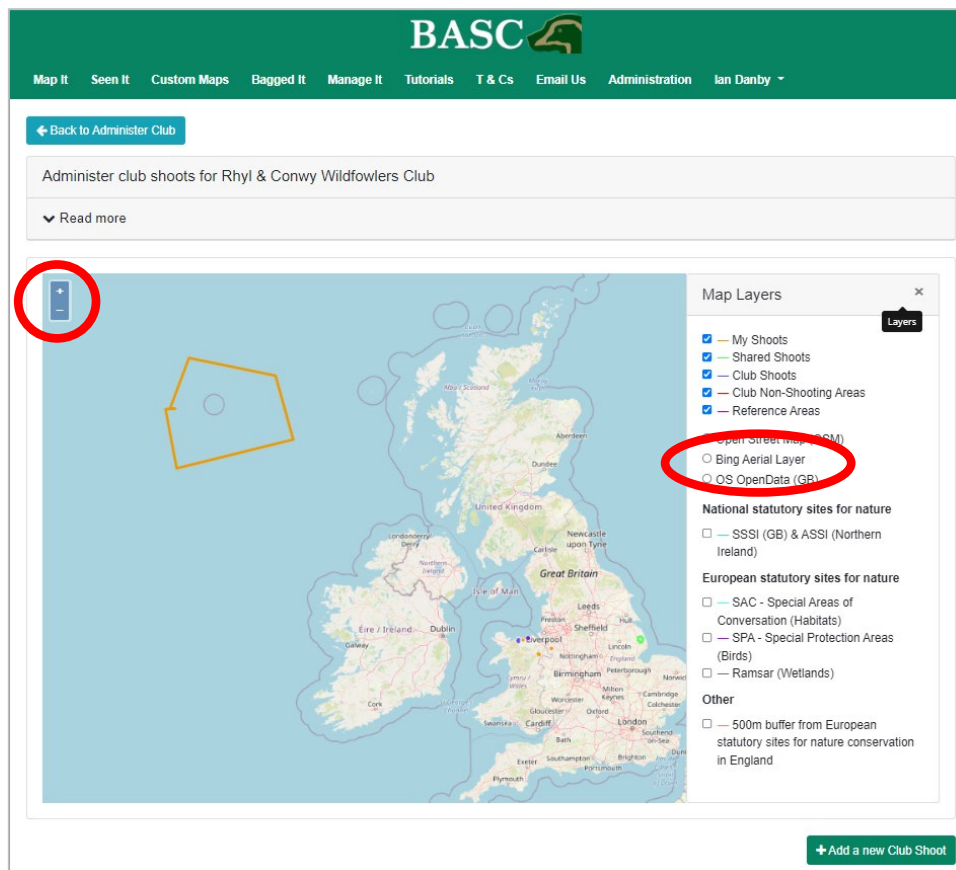


## Viewing and moving around maps

You can use the +/- tabs (top left of map) or mouse to zoom in and out on the map.

Clicking with your mouse pointer anywhere within the map allows you to drag the map around the screen.

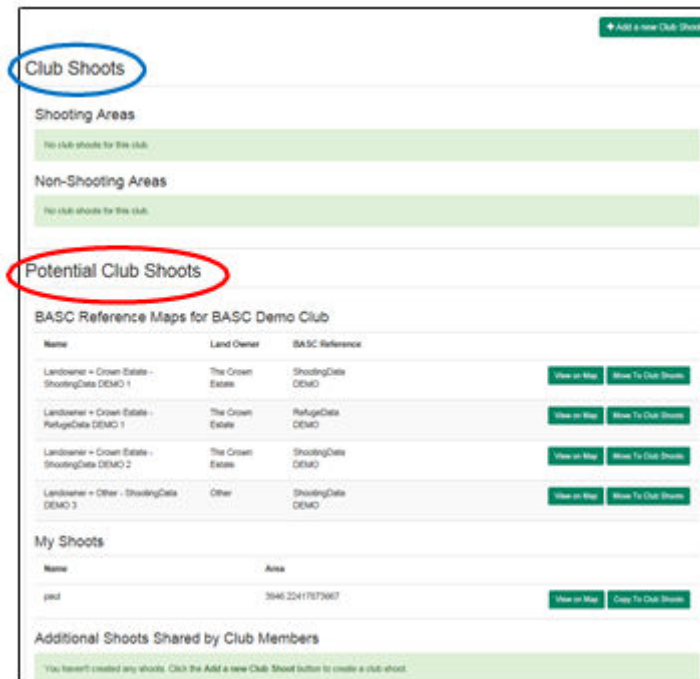
Clicking on the layers tab (top right of map) and then on ' Bing Aerial map view' in the drop down list, brings up a satellite image, like this:





## List of shooting areas – Club Shoots / Potential Club Shoots

If you scroll down the page you will see beneath the map a list of shoots available for your club.



‘**Club Shoots**’ will show any maps you have shared with your club members. In the example above nothing has been authorised so nothing is listed. Underneath ‘Club Shoots’ there are 2 sub-headings:

- **Shooting Areas:** This details any maps of club shooting areas that have been authorised to share with club members.
- **Non-Shooting Areas:** Any maps of club land which is not shot that you have shared with club members are listed here.

‘**Potential Club Shoots**’ show any shoot maps that are available for you to authorise to share with club members.

- Any shoots listed in ‘Potential Club Shoots’ can be shared with your club members by clicking either the ‘Move to Club Shoots’ or ‘Copy to Club Shoots’ button.

‘Potential Club Shoots’ appear under 3 sub-headings:

- **BASC Reference maps:** List of any maps that BASC has on file for your club.
- **My Shoots:** List of shoots you have made in your personal area.
- **Additional Shoots Shared by Club Members:** If a club member has shared their personal shoots with you, it will appear on this list.

Alternatively you can create a new shoot by using the ‘Add a new Club Shoot’ button located beneath the map.

Please note that club members cannot see any information or maps listed in ‘Potential Club Shoots’ unless you have shared the shoot.

## Sharing a shoot map with club members

In this example we've chosen BASC Reference Maps, but it's the same process for anything listed under 'Potential Club Shoots' (My Shoots / Additional Shoots Shared by Club Members).

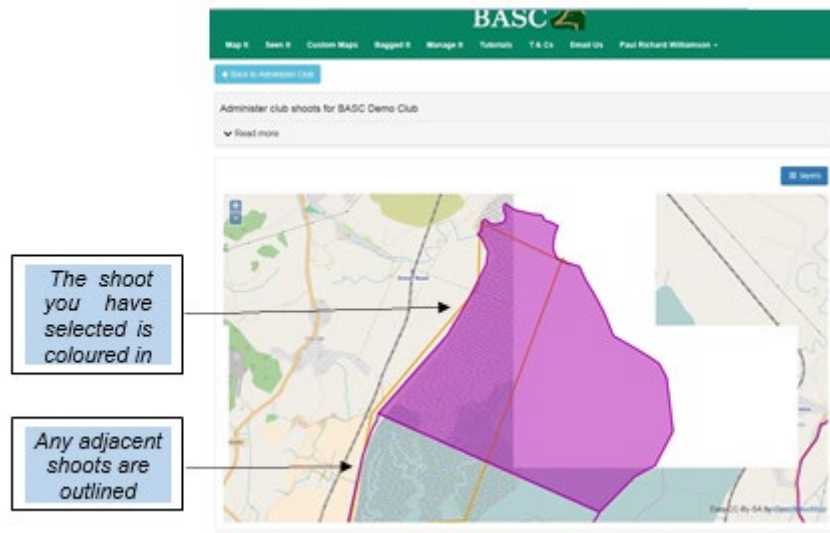
From the 'Club Shoots' home page, click on the 'View on Map' button next to any of the shoots listed in 'Potential Club Shoots'.

Potential Club Shoots

BASC Reference Maps for BASC Demo Club

| Name   | Land Owner       | BASC Reference    |   |
|--|------------------|-------------------|---|
| Landowner = Crown Estate - ShootingData DEMO 1 | The Crown Estate | ShootingData DEMO | <a href="#">View on Map</a> <a href="#">Move To Club Shoots</a> |
| Landowner = Crown Estate - RefugeData DEMO 1   | The Crown Estate | RefugeData DEMO   | <a href="#">View on Map</a> <a href="#">Move To Club Shoots</a> |
| Landowner = Crown Estate - ShootingData DEMO 2 | The Crown Estate | ShootingData DEMO | <a href="#">View on Map</a> <a href="#">Move To Club Shoots</a> |
| Landowner = Other - ShootingData DEMO 3        | Other            | ShootingData DEMO | <a href="#">View on Map</a> <a href="#">Move To Club Shoots</a> |

This will automatically zoom the map at the top of the page into the chosen shoot area, similar to the screen shown below.



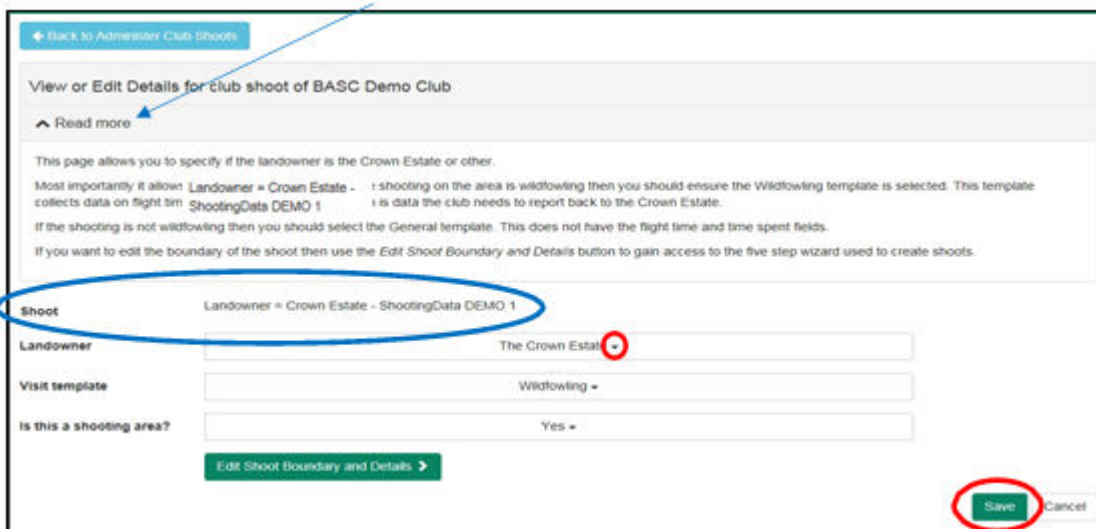
If this is not the shoot you want, simply scroll down the screen (below the map) to view the list and click 'View on Map' next to another shoot to bring up a different map.

Once you've found the shoot you want to share, scroll back down the screen (below the map) until you see the list of 'Potential Club Shoots' again and click on the 'Move to Club Shoots' button to bring up the 'View' or 'Edit Details' screen.

## View or Edit details for Club Shoot

On this page the Shoot Name has automatically been filled in for you (circled blue below).

In this example, we've expanded the Read More panel to show more information.



Click on the drop down arrow next to each field to bring up a small menu and select one option for each box.

If it's **Crown Estate foreshore** you need to select:

- Landowner – The Crown Estate
- Visit template – Wildfowling
- Shooting area – Yes for shooting, No if its regue

For any other type of land, just select Other, General and then Yes or No depending on whether it's shooting or non-shooting.

Once you're happy with these selections, just click on the 'Save' button at the bottom of the screen, then click on the 'Back to Administer Club Shoots' button at the top of the page to return to the 'Club Shoots' home page.

From the 'Club Shoots' home page, scroll down below the map again. The 'Club Shoots' list should now be populated with the shoot you have just authorised.

If you had selected "No" in the Shooting Area option, details would appear in the Non-Shooting Areas list.

## Creating a new Club Shoot

From the 'Club Shoots' home page, scroll to below the map and click on the 'Add a new Club Shoot' button.

This takes you to the 'Map It' section of the website. As club returns officer you have a couple of additional functions.

You may find it helpful to look at the video tutorials and guidance document found here: <http://basc.org.uk/bag-recording-for-wildfowlers/>.

## Manage Bag Returns

In 'Manage Bag Returns' you can set up club return periods (usually to reflect the quarry season but can be for any reason determined by your club) for managing its landholdings.

You can also monitor returns at the end of the season, and even edit returns on behalf of members (for example, if they realise they've made a mistake after submission).

If you need to enter returns on behalf of another club member or submit a nil return for them, this is also done in 'Manage Bag Returns'.

If you click on the 'Manage Bag Returns' tile you will see a list of club shoots that have been shared with club members.

Here you can see the name of the **Shoot, Land Owner** and in the **Returns Periods** column, the number of seasons recorded against each shoot. The system automatically updates the 'Returns Period' column once the end of season returns are completed.

By clicking on the drop down arrow to the left of each Shoot Name you will see any return periods previously set up for the club.



**BASC**

Map It Seen It Custom Maps Bagged It Manage It Tutorials T & Cs Email Us Administration Ian Danby

[← Back to Administer Club](#)

Administer bag returns for Rhyl & Conwy Wildfowlers Club

Read more

| Shoot Name  | Land Owner       | Returns Periods                                |
|---|------------------|--|
| Landowner = Private - Morfa-cwybr, Clwyd                          | Other            | 0 <a href="#">Add a new Club Return Period</a> |
| Landowner = Crown Estate - River Clwyd, Clwyd, Crown Estate lease | The Crown Estate | 0 <a href="#">Add a new Club Return Period</a> |
| Landowner = Crown Estate - River Conwy, Conwy, Crown Estate Lease | The Crown Estate | 0 <a href="#">Add a new Club Return Period</a> |

You haven't created any club returns for this shoot. Click the Add a new Club Return button to get started.

## Setting up a new club return period

From the 'Manage Bag Returns' home page, click on the 'Add a new Club return period' button against the shoot you want to set up which will bring this page up.



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[← Back to Administer Club Returns](#)

Edit Returns Period for Landowner = Crown Estate - ShootingData DEMO 1

Read more

Start Date   End Date  

Foreshore length (km) (Optional)

[Save and add members](#) [Cancel](#)

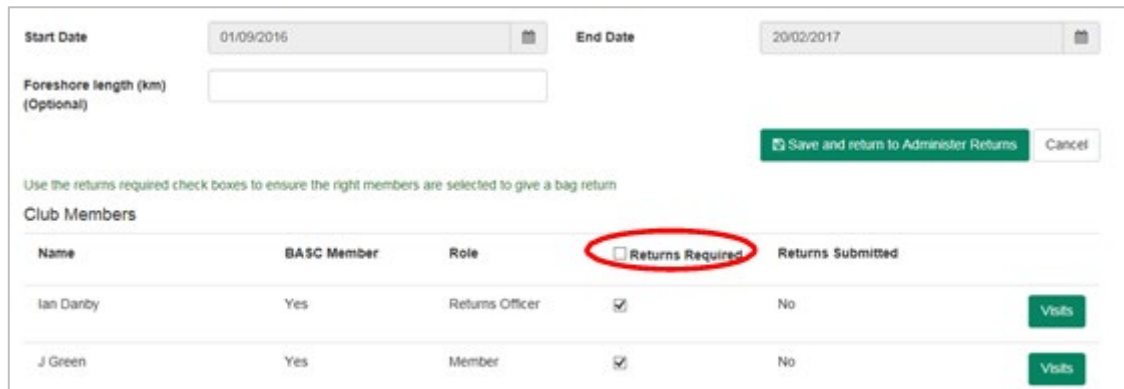
Click on the calendar icons to enter the start/end dates for the returns period you wish to enter.

The Foreshore length is optional. If you are administering for Crown Estate, you can find this information at the top of your most recent report.

When you are ready to proceed click on the 'Save and add members' button.

## Selecting club members

If all club members need to submit their returns, just tick the 'Returns Required' box.



Start Date: 01/09/2016      End Date: 20/02/2017

Foreshore length (km) (Optional):

Use the returns required check boxes to ensure the right members are selected to give a bag return

Club Members

| Name      | BASC Member | Role            | <input type="checkbox"/> Returns Required | Returns Submitted |                                       |
|-----------|-------------|-----------------|---|-------------------|---------------------------------------|
| Ian Danby | Yes         | Returns Officer | <input checked="" type="checkbox"/>       | No                | <input type="button" value="Visits"/> |
| J Green   | Yes         | Member          | <input checked="" type="checkbox"/>       | No                | <input type="button" value="Visits"/> |

If certain members are not required to submit returns, simply de-select the tick box in the Returns Required column.

When you're finished, click on the 'Save and return to Administer Returns' button.

You can make changes at any point during the season.

## Edit Returns Period Page

From the 'Manage Bag Returns' home page, click the drop down arrow to the left of the shoot name you wish to edit, then click on the 'Edit' button.

You will now see:

- List of all Club Members, listed A to Z by surname.
- Whether the individual is a BASC member and their Role:
- The Role indicates the status of that member:
  - If a member has an official club role (Returns Officer, Secretary, Chairman, etc)
  - If you have authorised somebody as an Additional Member or Guest.
- Whether Returns are Required from that member.
- Whether Returns have been submitted for that member.
- Clicking on the 'Visits' button allows you to see more information about that member's use of the site and if necessary, enter visits on behalf of the that member.

## Shoot Returns Summary

A summary of all return periods can be viewed on the 'Manage Bag Returns' home page by clicking on the drop down arrow next to each shoot name.

When you're done, click the arrow again to hide the summary.

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← Back to Administer Club

Administer bag returns for BASC Demo Club

Read more

| Shoot Name                                     | Land Owner       | Returns Periods                                |
|--|------------------|--|
| Landowner = Crown Estate - ShootingData DEMO 1 | The Crown Estate | 3 <a href="#">Add a new Club Return Period</a> |
| Landowner = Crown Estate - ShootingData DEMO 2 | The Crown Estate | 3 <a href="#">Add a new Club Return Period</a> |

| Start Date | End Date   | Number of Members | Returns submitted |
|------------|------------|-------------------|-------------------|
| 01/09/2016 | 20/02/2017 | 7                 | 0                 |
| 01/09/2016 | 20/02/2017 | 7                 | 2                 |
| 01/09/2016 | 20/02/2017 | 7                 | 0                 |

Shooting period starts 1<sup>st</sup> September 2015 and ends 20<sup>th</sup> February 2016

A total of 7 club members and guests are authorised to shoot the area

No returns have been submitted for this shooting period

To see a report of the submitted returns for this shoot click [View Report](#)

## Monitoring returns submitted by members at the end of the season

From the 'Manage Bag Returns' home page, click the arrow next to the shoot you need to work with, then click on the 'Edit' button which will take you to the 'Edit Returns Period' page.

If you see this button it means that you are still waiting for some members to submit their returns.



In the 'Edit Returns Period' page, a tick in the 'Returns Requested' column indicates that a return is required from the club member.

A tick in the 'Returns Submitted' column indicates those club members who have submitted their returns (or submitted a NIL return) at the end of the season.

For anybody with an un-ticked box next to their name under 'Returns Submitted' you need to chase up.

Map It Seen It Custom Maps Bagged It Manage It Tutorials T & Cs Email Us Paul Richard Williamson -

← Back to Administer Club Returns

Edit Returns Period for Landowner = Crown Estate - ShootingData DEMO 1

Read more

Start Date: 01/09/2016 End Date: 20/02/2017

Foreshore length (km) (Optional):

Save and return to Administer Returns Cancel

Club Members

| Name  | Number of Visits | <input type="checkbox"/> Returns Required | <input type="checkbox"/> Returns Submitted |        |
|---|------------------|---|--|--------|
| Ian Danby<br>Club Role: Returns Officer (BASC Member)     | 0                | <input checked="" type="checkbox"/>       | <input checked="" type="checkbox"/>        | Visits |
| J Green<br>Club Role: Ex-Member (BASC Member)             | 0                | <input checked="" type="checkbox"/>       | <input type="checkbox"/>                   | Visits |
| James A Green<br>Club Role: Returns Officer (BASC Member) | 0                | <input checked="" type="checkbox"/>       | <input type="checkbox"/>                   | Visits |

As club members enter their returns Green Shoots Mapping will automatically update this list for you.

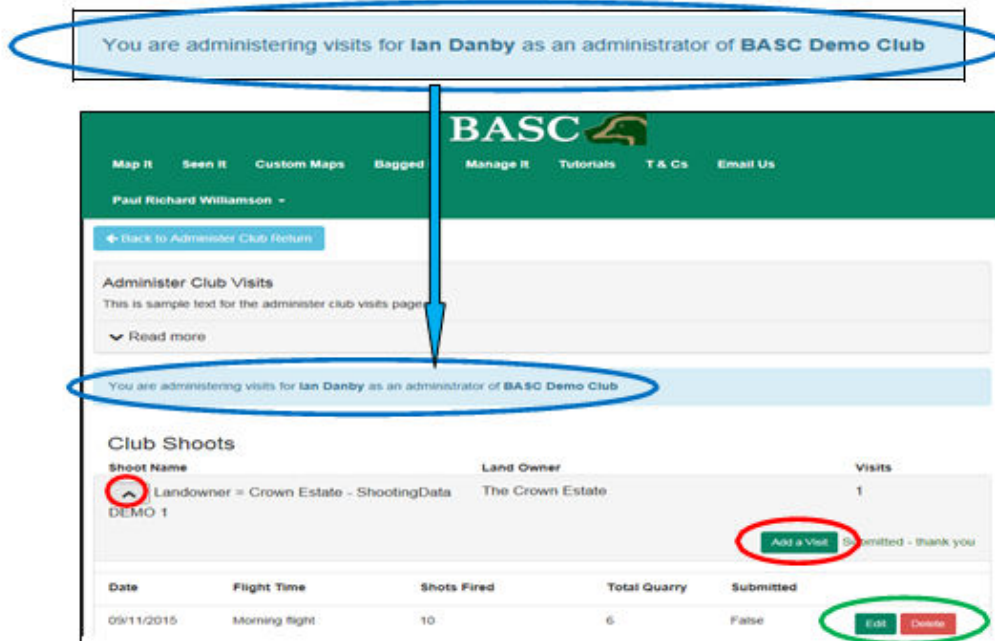
## Reviewing member returns and entering returns on behalf of members – Administer club visits

From the 'Manage Bag Returns' home page, click the down arrow next to the shoot you wish to work with and click on the 'Edit' button which will take you to the 'Edit Returns Period' page.

Clicking on the 'Visits' button next to the relevant club members name, will take you to the 'Administer Club Visits' page seen here.

This page highlights which club member you are acting for.





From here you can 'Add a Visit' on behalf of the club member, just as you would for yourself.

Clicking on the down arrow to the left of a shoot name brings up a summary of visits made by that club member and the option to 'Edit' or 'Delete' visits.

## Submitting a NIL return on behalf of members

From the 'Administer Club Visits' page (see above), click on the 'Submit Nil Returns' button, which will bring up a confirmation page, then click on the 'Submit NIL Return' button again and you're finished.

Please note that the 'Submit NIL Return' button only shows if a club member has not recorded any visits at the end of the season.

## Club Members

In 'Club Members' you can view and edit records of your membership; add additional members (for example, somebody who joins during the season); and add club guests (for example if you offer permits).

The Green Shoots System links directly with the BASC membership database.

You can find the 'Club Members' tile on the 'Manage It' home page.

## Club Members List

The list of members for the club is taken from the BASC membership database, and organised A to Z by surname.

If a club member has a specific role, such as Returns Officer, this is noted in the 'Role' column.

Guests and additional members (that join during the season) will also be indicated in the 'Role' column.

| Name            | BASC Member | Role            |      |       |
|-----------------|-------------|-----------------|------|-------|
| Ian Danby       | Yes         | Returns Officer | View | Visit |
| J Green         | Yes         | Member          | View | Visit |
| Mark Greenhough | Yes         | Returns Officer | View | Visit |

## Additional members and guests

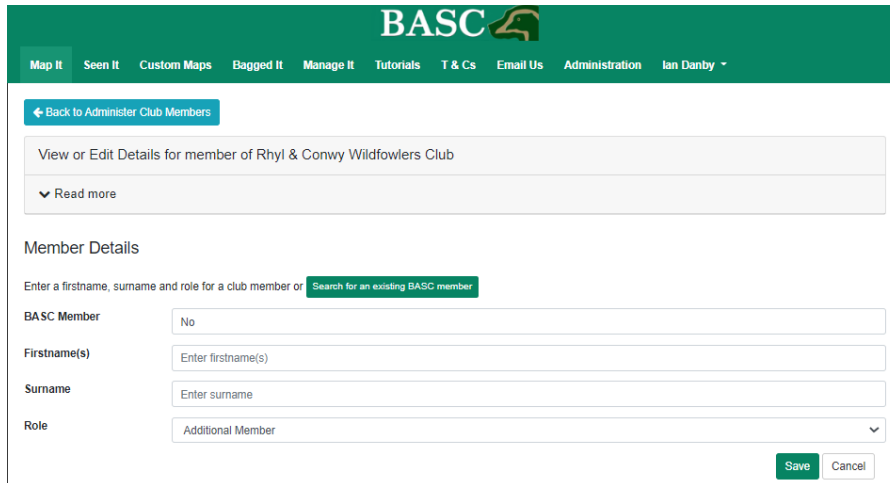
For new members and visitors who want to go out shooting during the season, click on the 'Add a Club Member' button.

From here you can add a BASC member or a non-BASC member.

## Adding a BASC member

To add a **BASC member** you will need their BASC membership number and surname. Simply click on the 'Search for an existing BASC member' button and then type in the relevant information.

Then click on the 'Search' button and on the next page the 'Save' button.

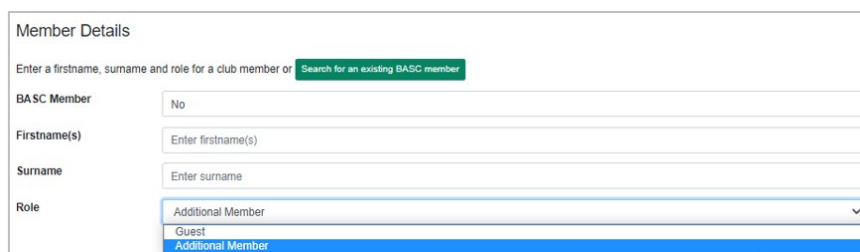


## Adding a non-BASC member

To add a **non-BASC member** (for example if you offer permits but don't require BASC membership), you will need to manually fill in the boxes.

## Additional members and guests

To add additional members and guests simply click on the down arrow to the right of the 'Role' box. This will bring up two selectable options – guest or additional member.



An '**Additional member**' will have access to all club records and can submit their returns via Green Shoots Mapping.

A '**Guest**' does NOT have access to all club records and will need to submit paper returns to the Club's Returns Officer for them to enter into Green Shoots Mapping.


When you have finished entering your additional member or guest click on the 'Save' button. This update should then appear in the 'Role' column on the Club Members home page.

## Deleting a member

If a member leaves and the club decides that they should no longer have access to club information on the system, just contact BASC at [wildfowling@basc.org.uk](mailto:wildfowling@basc.org.uk) with the members name and BASC membership number. We will remove them from the club's records on the BASC membership database, which in turn updates the Green Shoots Mapping system.

## Submitting Crown Estate Returns to BASC

To submit your clubs Crown Estate Returns to BASC, from the 'Manage Bag Returns' home page, click on the down arrow to the left of the shoot you need to work with, which will bring up this page.

| Shoot Name  | Land Owner       | Returns Periods   |  |  |
|---|------------------|-------------------|--|--|
|  Landowner = Crown Estate - ShootingData<br>DEMO 1 | The Crown Estate | 4                 | <a href="#">Add a new Club Return Period</a> |  |
| Start Date  | End Date         | Number of Members | Returns submitted                            |  |
| 01/09/2015  | 20/02/2016       | 3                 | 3  | Submitted - thank you <a href="#">View Report</a>  |
| 01/09/2015  | 20/02/2016       | 2                 | 2  | Submitted - thank you <a href="#">View Report</a>  |
| 01/09/2016  | 20/02/2017       | 7                 | 1  | <a href="#">Edit</a> <a href="#">Delete</a> <a href="#">View Report</a>  |
| 01/09/2016  | 24/01/2017       | 1                 | 1  | <a href="#">View Report</a> <a href="#">Edit</a> <a href="#">Delete</a> <a href="#">Submit Returns To BASC</a> |

A 'Submit Returns to BASC' button will be displayed when the shoot has gone past the shooting period end date and all returns have been submitted.

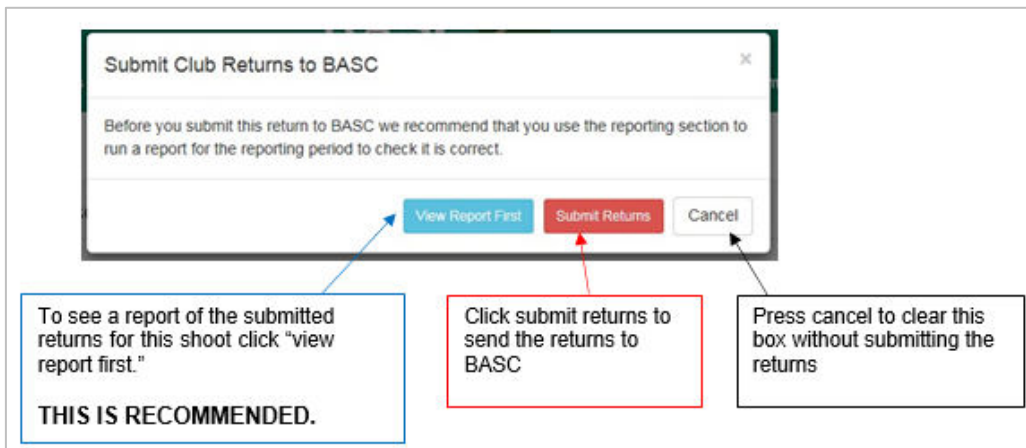
If you see this button it means that you are still waiting for some members to submit their returns.



Before submitting any returns to BASC, you can select the 'View Report' button to check the returns submission is correct. **BASC highly recommends that you do this.**

After viewing the report and you are satisfied that everything is correct, click on the 'Submit to BASC' button which will bring up the following warning message. If you are happy to submit your returns click on the 'Submit Returns' button'.





After the 'Submit Returns' button has been clicked, BASC will automatically receive the seasonal summary for your club.

This summary will form part of the Annual Report to the Joint Group for Wildfowling and Conservation on Tidal Land (JTG).

## Club Reporting

The 'Club Reporting' section of 'Manage It' is where you can produce reports for club shooting across many shooting areas, different quarry species and different seasons.

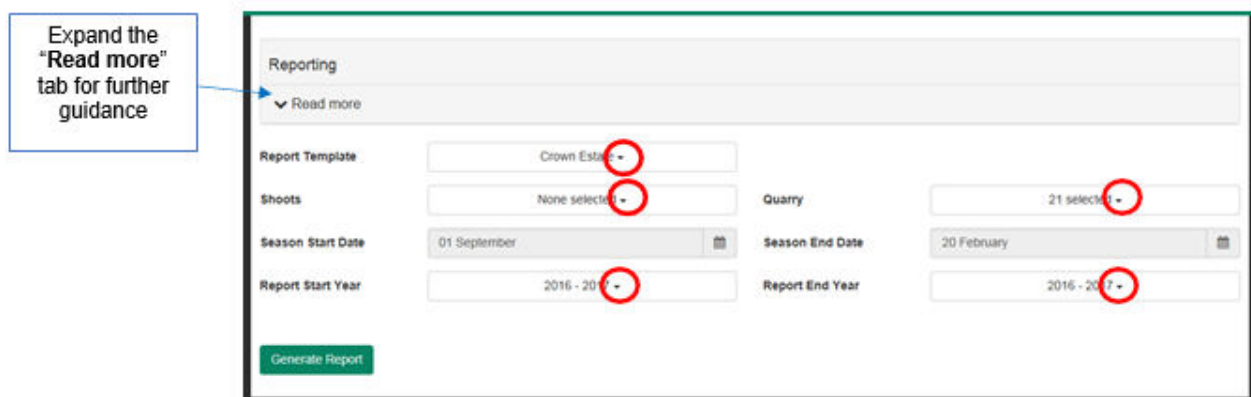
Please note that in addition to the 'Club Reporting' area of Green Shoots Mapping, reports can also be generated for individual shootings areas via the 'Manage Bag Returns' tile and prior to submitting your bag returns to BASC.

All reports you create can be exported to Excel.

You can find the 'Club Reporting' tile on the 'Manage It' home page.

## Producing a report

The 'Report Template' is made up of drop down menus so that you can select the type of report you need – just click on the drop downs arrows to bring up the menus.



Once you have made your selection, click on the 'Generate Report' button. The report results screen will appear at the bottom of the screen showing two tabs.

The **first tab** on the report shows a summary of all the quarry species taken within the specified reporting period. Use the slider bar at the right hand side of the page to scroll down the page to the bottom half of the report which shows a summary of the total birds taken and visits made etc.

You can export this report to Excel by clicking on the 'Export to Excel' button. Once clicked a document will appear at the bottom left of your screen (or it may automatically open up). You can then save this report for your own records.

The **second tab** on the report gives a detailed breakdown of every visit to the selected shooting area(s) (remember you can select more than one area) during the time period set.

The slider bar at the bottom of this page allows you to scroll along each line of data.