

# Complete Guide for Club Members

The screenshot shows the website's header with the BASC logo and navigation links: Map It, Seen It, Custom Maps, Bagged It, Tutorials, T & Cs, Email Us, and Login. Below the header is a welcome message: "Welcome BASC's Green Shoots Mapping and Bag Recording Website" with a "Read more" link. A green banner below contains the text: "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." The main content area features four vertical tiles: "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), and "Custom Maps" (Create maps to print and email of your shooting areas). To the right is a large map of the Lichfield area, showing roads, green spaces, and a "layers" control button in the top right corner. The map is credited to "© OpenStreetMap contributors."

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## WHEN YOU LOG IN

When you first login into GSM you may see the below pop-up window. This pop-up will indicate any visit / species limits imposed on your site by your club and the current logged visits/species figures.

The red, amber, green colour coding alerts you to the number of species which remain available to take, coding indicates that the club has gone over or is close to reaching imposed limits (circled red below).

You can add a visit directly from this pop-up by clicking on the '**Add a visit**' button (see button circled in red above). Alternatively you can follow the guidance for entering visit and bags as detailed in the following guidance.

In order to revisit the club's imposed visit/species limits at any time (as detailed in the pop-up), click on **'Bagged It'** from the home page and then click on **'Headline Stats'** (circled red below).

Bagged It

▼ Read more

### Visits

View and edit your shooting visits

### Reporting

Create reports based on your season's visits

### Bag or visit limits

Set bag or visit limits for shooting land and track progress

### Cull targets

Set cull targets for shooting land and track progress

### Headline stats

For current bag or visit limits and cull targets

Clicking on **'Headline Stats'** will bring up the following page.

**Wildfowling Club Example**

End date: 11-06-2022

Max visits: 77

Number of visits: 0

Add a visit

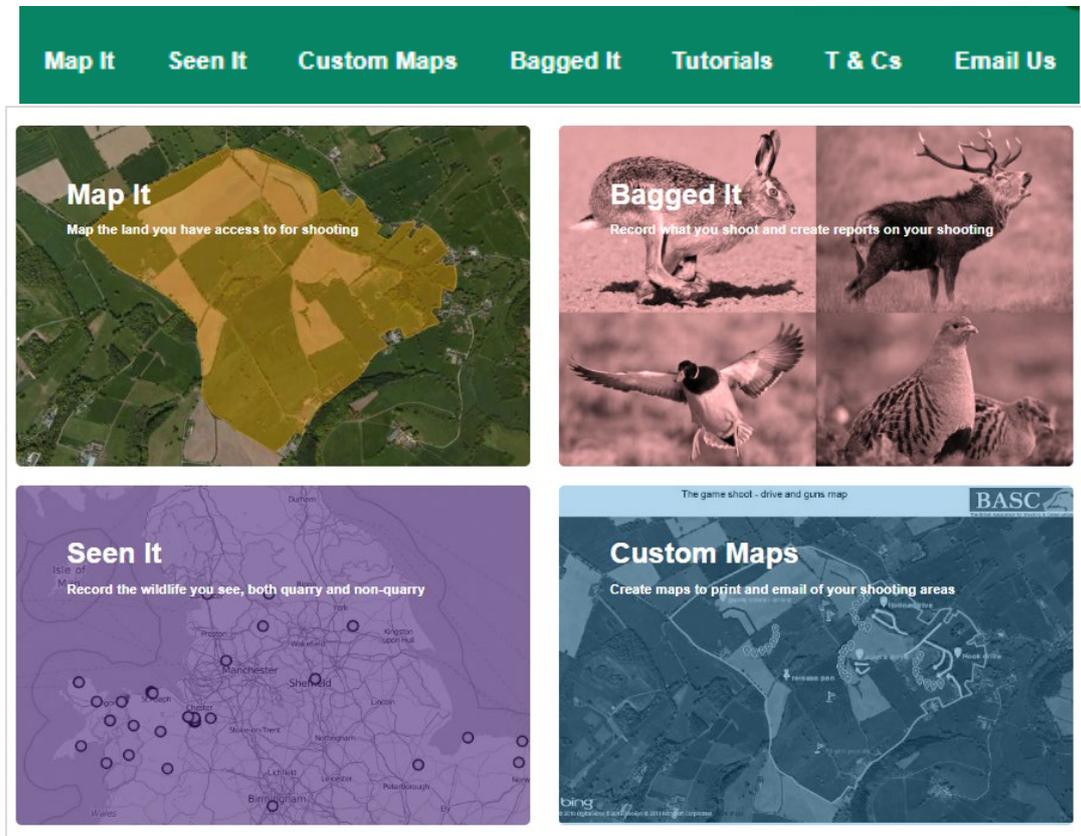
	Limit	Current logged	Available
Canada goose	1	0	1
Pink-footed goose	1	0	1

### Cull targets

There are no Cull Target warnings.

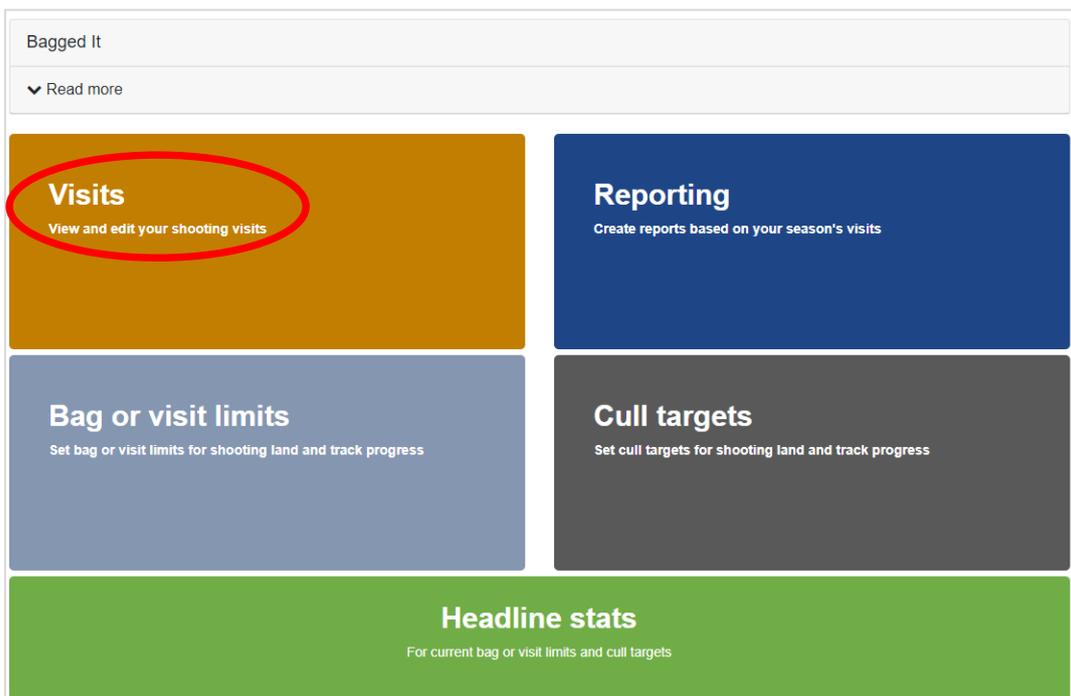
## ENTERING BAG DATA

To enter your bag data, from the home page click on the **'Bagged It'** tile or the **'Bagged It'** tab at the top of the page



This will take you to the **'Bagged It'** area. Here you will see tiles for **'Visits'**, **'Bag or visit limits'**, **'Reporting'**, **'Cull targets'** and **'Headline stats'**.

Click on the **"Visits"** tile (circled red below).



## Club Shoots

You should now see the shooting areas listed for your club.

**My Visits**

▼ Read more

This page allows you to enter and edit shooting visits and record what you shot and any comments you have.

Visits can be recorded either against shoots or by picking a location on a map. The big advantage of adding visits against shoots is that they are grouped together in the reporting section, if you want a report on your shooting on a particular area.

You can see visits you have made by clicking on the ▼ icon

You can use the View on Map to see the location of the shoot. Alternatively you can go straight to entering a shoot by clicking on the Add a Visit Shoot.

If you are a member of an affiliated club or syndicate you may see shoots created by your club on the page. Register your shooting visits against these sites.

The club may also request a bag return from you. If they have the Submit Bag Return button will be visible. Check your entries are correct for that period and then click to tell the club that you have completed the return.

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

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**Club Shoots**

Shoot Name	Club	All Visits
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Each shoot is listed by Shoot Name and Club and the number of visits you have recorded against each shoot is detailed in the Visits column.

From this screen you have options to:



You can record your visits be either clicking on the **'View on Map'** or **'Add a Visit'** button  
If Returns were due you would see a red reminder button.

### Using the 'View on Map' button

Clicking on the **'View on map'** button will bring up a map of the shoot your club has shared with you. **You cannot edit this map.**

▼ Read more

The highlighted boundary on the map is the shoot you have selected. You can either carry on to record a visit against this shoot by clicking on Visit Details or go back to the My Visits page by clicking cancel.

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



You can use the cursor to click on the map to select your shoot and/or where your visit took place. You can also determine the grid ref for the location you have selected. Once selected, you are then able to complete to visit details by clicking **Visit Details >** at the bottom right of the screen. Alternatively, you can do the following.

### Using the 'Add a Visit' button

Click on the 'Add a Visit' button from the 'My Visits' home page

The screenshot shows the 'My Visits' interface. At the top, there is a 'My Visits' header with a 'Read more' dropdown. Below this is the 'Club Shoots' section, which contains a table with columns for 'Shoot Name', 'Club', and 'All Visits'. The table lists one shoot: 'Landowner = Private - Morfa-cwybr, Clwyd' under the 'Rhyl & Conwy Wildfowlers Club', with '0' visits. To the right of the table are buttons for 'View on Map', 'Add a Visit', and 'Returns not due'.

### Visit Details Form

Clicking on 'Add a Visit' either from 'View on Map' or the 'My Visits' home page will open the Visit Details Form. You will see a list of quarry specific categories. Select the correct one (For example, 'Wildfowl and waders' circled in red) to reveal the relevant species list.

The screenshot shows the 'Visit Details' form. It includes fields for 'Date \*', 'Shots fired \*', and 'Time spent (h)'. There is a 'Comments' text area. Below these are several category buttons: 'Wildfowl and waders', 'Gamebirds', 'Deer and boar', 'Pest birds', and 'Pest mammals'. The 'Wildfowl and waders' button is circled in red. At the bottom right, there are three buttons: 'Save and return to My Visits', 'Save and go to Seen It', and 'Cancel'.

**Visit Details**

Flight location (optional)   

Date \*   Shots fired \*

Flight time \*  Time spent (h) \*

Comments

Report for the attention of the club

**Wildfowl and waders**

Canada goose	<input type="text"/>	Greylag goose	<input type="text"/>
Pink-footed goose	<input type="text"/>	European White-fronted goose (England and Wales only)	<input type="text"/>
Coot (England, Wales and Scotland only)	<input type="text"/>	Gadwall	<input type="text"/>
Goldeneye	<input type="text"/>	Mallard	<input type="text"/>
Moorhen (England, Wales and Scotland only)	<input type="text"/>	Pintail	<input type="text"/>
Pochard	<input type="text"/>	Ruddy duck (Northern Ireland in the season.)	<input type="text"/>
Scaup (Northern Ireland only)	<input type="text"/>	Shoveler	<input type="text"/>
Teal	<input type="text"/>	Tufted duck	<input type="text"/>
Wigeon	<input type="text"/>	Common snipe	<input type="text"/>
Golden plover	<input type="text"/>	Jack snipe (Northern Ireland only)	<input type="text"/>
Woodcock	<input type="text"/>		

**Here there are a number of boxes to complete:**

- Date:** Click on the calendar icon  and select from the date of your visit from the pop-up calendar.
- Flight time:** click on the down arrow  and select from the list.
- Shots fired and Time spent (h):** Type relevant figures in to the box. Time spent should be rounded to the nearest half hour (e.g. 1.5 for 1 hour 30 minutes).
- Comments:** Here you can enter information for your own records, similar to the type of comments you might make in your private game book. The club officer may see this if they need to.
- Report for the attention of the club:** Here you can enter observations and also any actions you undertook. This will be of benefit to the club when compiling end of season reports which are often required by landlords such as The Crown Estate.
- Bag:** Enter the number of birds taken against the relevant species.
- Once you have finished entering your data click on **'Save and return to My Visits'** OR **'Save and go to Seen It'** bottom right of the screen.

Clicking the **Read More** tab at the top of the page is helpful, especially with regard to quarry information.

▼ 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*.

In the example above, we have expanded the **'Wildfowl and Waders'** species category. Click the category heading again to collapse the selection.

You are not restricted to one species category per visit, just expand the relevant section and continue adding information about your visit.

You can review shoot visits that have been entered at any time by clicking the arrow next to any shoot. In the example below we have recorded 6 visits on 13/01/2022.

Date	Flight Time	Shots Fired	Total Quarry	
13/01/2022	Morning flight	6	6	<a href="#">Edit</a> <a href="#">Delete</a>
16/12/2021	Morning flight	5	2	<a href="#">Edit</a> <a href="#">Delete</a>

Click on the **'Edit'** button to bring up the 'Visit Details' form. You can also edit details of a saved visit on this page.

### Save and go to Seen It

Pressing the **'Save and go to Species Records'** button after entering a visit takes you to the **"Seen It"** section of the website where you can enter information about species you have seen while on the site.

The system automatically brings up the map of the shoot you have just entered visit data

Click [← Back to My Visits](#) to get out of this page and go back to my visits page

Click the **Read More** tab for guidance

Any species records you have entered for this shoot are recorded as dots.

← Back to My Visits
Seen It

▼ Read more



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Your Species Records
➕ Add a new Species Record

## SUBMITTING BAG RETURNS AT THE END OF THE SEASON

Within **"Bagged It"** select the **"Visits"** tile to bring up the **"My Visits"** page.

If your club Returns Officer requires you to submit returns for a shoot area, you will see a red **"Submit"** button next to that shoot, either:

**Submit NIL Return** - if you haven't recorded any visits for that shoot.

OR

**Submit 2 Returns** - (for example) to indicate the number of visits you have recorded against that shoot (circled red below).

If you have made visits to a site during the season, you will see a summary screen like this.

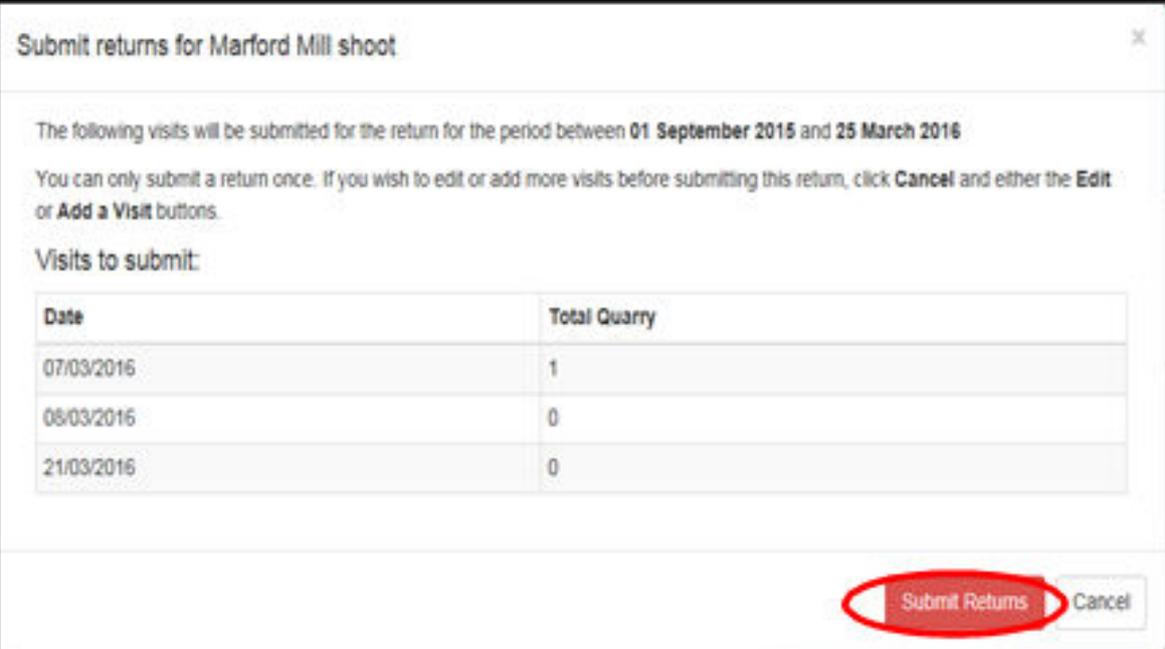


Club Shoots

Shoot Name	Club	Visits
Landowner = Crown Estate - ShootingData DEMO 1	BASC Demo Club	2

View on Map Add a Visit **Submit 2 Returns**

At the end of the season, click the red **"submit"** button.



Submit returns for Marford Mill shoot

The following visits will be submitted for the return for the period between 01 September 2015 and 25 March 2016

You can only submit a return once. If you wish to edit or add more visits before submitting this return, click **Cancel** and either the **Edit** or **Add a Visit** buttons.

Visits to submit:

Date	Total Quarry
07/03/2016	1
08/03/2016	0
21/03/2016	0

**Submit Returns** Cancel

Review the entries and click **Submit Returns** (circled red).

If you need to change something click **Cancel**.

If you haven't visited a site, you will see **Submit NIL Return** next to the shoot.

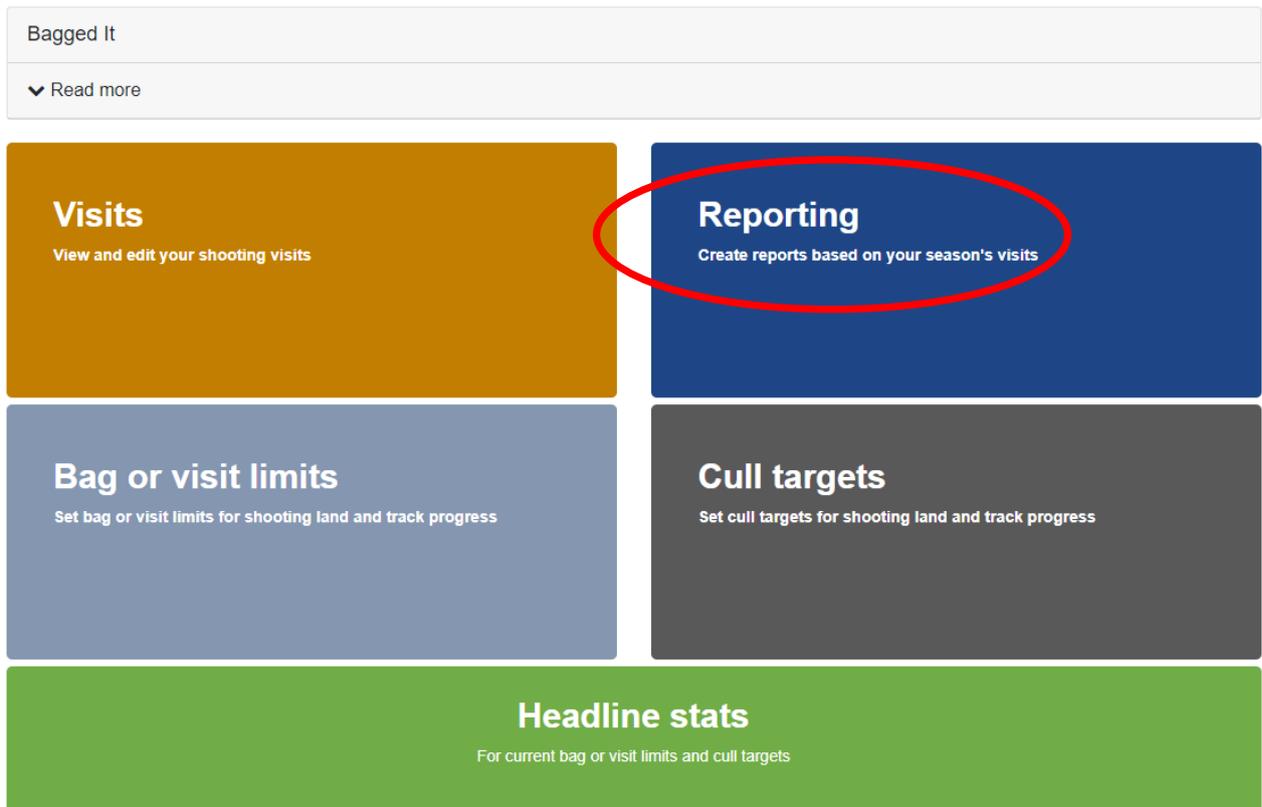
This will bring up a confirmation screen, just click [Submit Returns](#), or [Cancel](#) if you need to amend something.

When you return to the **Club Shoots** home page, the system automatically notifies you that returns have been submitted.



## CREATING REPORTS

Within “**Bagged It**” there is a “**Reporting**” section (circled red).



Clicking on this will take you to the Reporting template which has numerous drop-down boxes so that you can choose what type of report you want. In the Report Template field change make sure it shows ‘Crown Estate’.

You can generate a report by either selecting from the **'Shoots'** drop-down field and filling in the **'Report Start/End Year'** fields or by clicking on the **'Shoot Map'** button.

Reporting  
 ▼ Read more

Report Template: User Defined

Where do you want to draw data from?

Select the area you are interested in from the map: Shoot map

Or from the following list(s):

Shoots: None selected
 Other locations outside of shoots

Quarry: All selected (62)

Exclude Quarry Not Shot

Season Start Date: 01 January

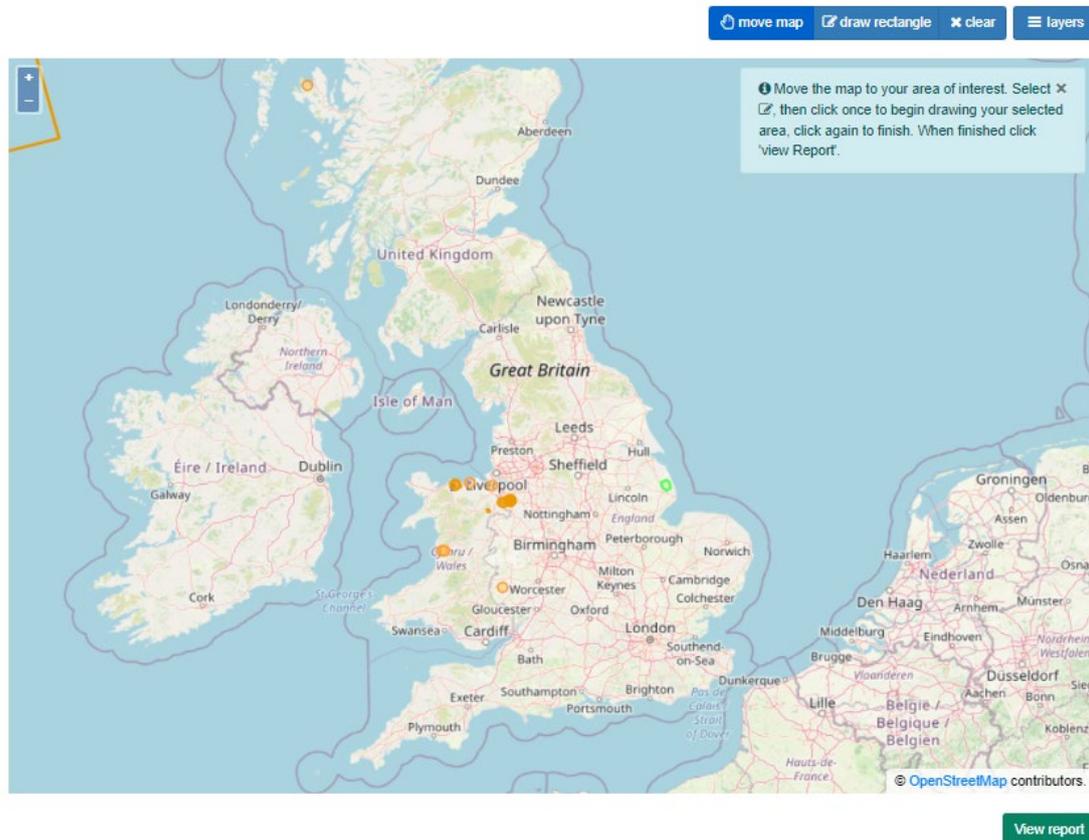
Season End Date: 31 December

Report Start Year: 2022

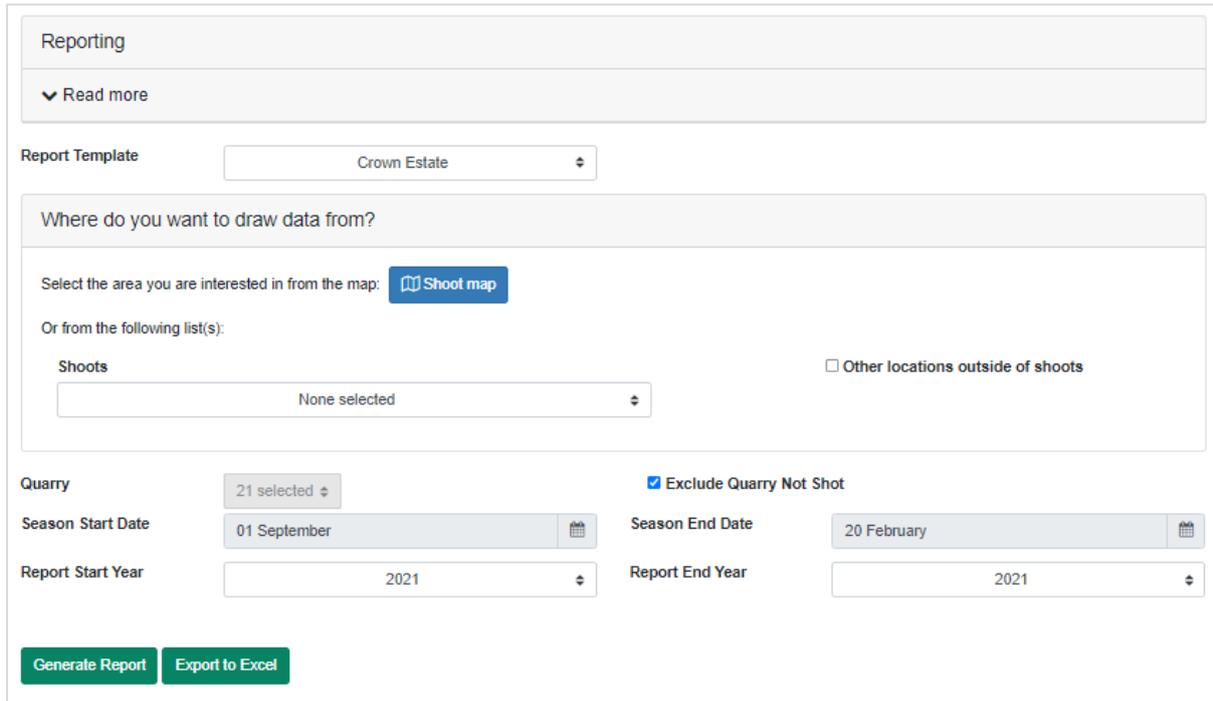
Report End Year: 2022

Generate Report
Export to Excel

Clicking on the **'Shoot Map'** button will bring up this screen where you can select your area of interest and then click on the **'View Report'** button.



The **'View Report'** button then takes you back to the **"Reporting Template"** where you can fill in the **'Report Start/End Year'** fields.



Expand the Read More panel for guidance.

Once you have selected your shoots and reporting periods click on the **'Generate Report'** button.

Clicking on the **'Generate Report'** button will produce a report (see below), note there are three tabs to view **'Report Results'**, **'Report Visits'** and **'Deer and Boar'**.



Report Results		01/09/2021 - 20/02/2022
Canada goose		7
Mallard		1
Total Birds		8
Total Shots		11
Shot to Kill Ratio		1.375 to 1
Total Visits		2
Visits Without Quarry		0
Average Quarry Per Visit		4

To export this report out of GSM in to an Excel document click on the **'Export to Excel'** button.

Once exported, an Excel document should automatically open containing three worksheets detailing Report Results, Report Visits and Deer & Boar.

## GREEN SHOOTS MAPPING AND BAG RECORDING ADDITIONAL FUNCTIONALITY

Additional functions within the system may be helpful to the club. Clicking the **“Read More”** tab at the top of each page will always give information and guidance specific to that page.

You can look at the Video Tutorials, there is a button for this at the top of the home page (circled yellow): <http://basc.org.uk/bag-recording-for-wildfowlers/>

**“Map It”** is where you can map other areas you shoot, whether as an individual or with others. These areas can then be shared

**“Bagged It”** is where you record your club shooting. You can also record your own personal shooting here.

**“Seen It”** is where you can record the wildlife you see on your shoots.

**“Custom Maps”** allows you to annotate and print off any maps, so you can add detail such as access points. Custom maps can be shared with other members

## HELP AND SUPPORT

If you require any further assistance with using the **Green Shoots Mapping and Bag Recording Website** then please contact BASC Wildfowling Department in the first instance by email [wildfowling@basc.org.uk](mailto:wildfowling@basc.org.uk) or alternatively by phone 01244 573000.