

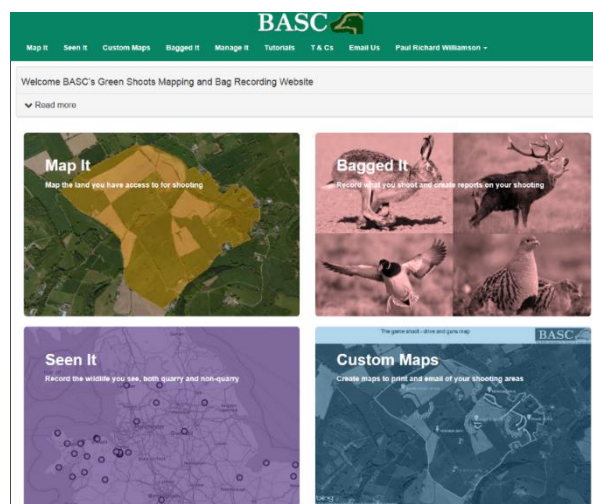
Complete Guide for Club Members

Green Shoots Mapping and Bag Recording

To get to the website

Click or type this link:

<https://greenshoots.basc.org.uk/>



This guide assumes that your club has instructed you to submit bag returns via the Green Shoots Mapping and Bag Recording website.

*If you **cannot see your club shoots** listed, it means that the club is not using this system.*

QUICK-STEP GUIDE TO ENTERING BAG RETURNS

This Complete Guide covers everything you should know about the online bag recording system.

However THIS is all you need to do to get yourself up and running. The Quick Step  symbol also appears next to relevant sections of the guide.

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QUICK-STEP GUIDE TO END OF SEASON

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*Throughout this guide, reference is made to a fictional “**BASC Demo Club**”.
All maps and data is for guidance purposes only and do not relate to an actual shooting area.*

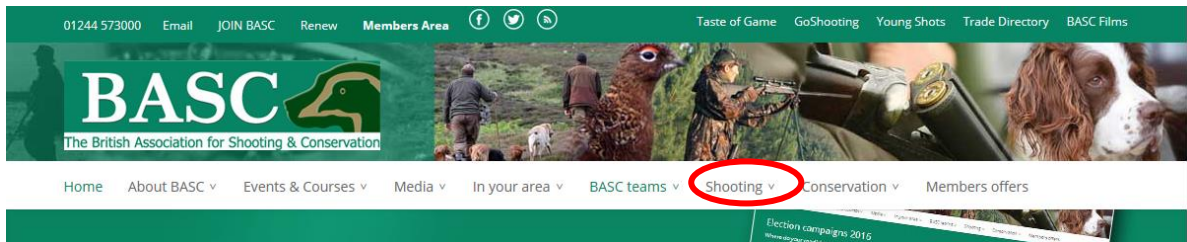
1. THE BASICS

Green Shoots Mapping and Bag Recording

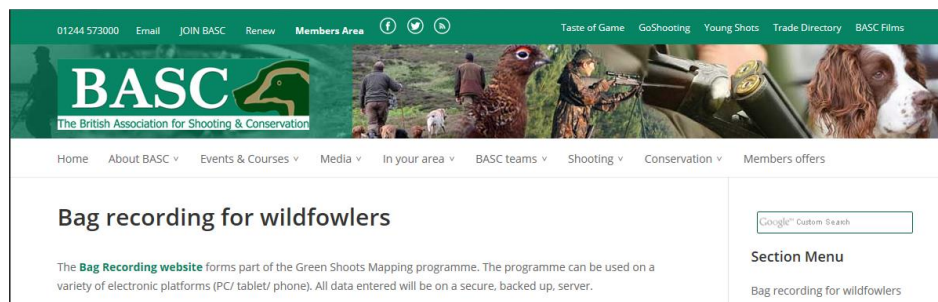
1.1 Video tutorials

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

You can reach it by selecting the **Shooting** tab at the top of the BASC home page (circled below), then select **Wildfowling** from the pop-up index, and click **Bag Recording for Wildfowlers** from the menu on the right of the **Wildfowling Home Page**.



You will be taken to this page:



Just scroll to the video at the bottom of the page and click on the arrow (circled red below) to view (please ensure you have audio enabled).



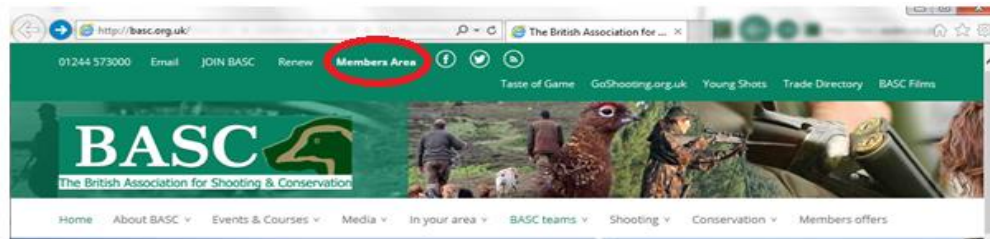
1.2 Logging In and Out



The process is covered in the first few seconds of the Quick Start Tutorial video:

<http://basc.org.uk/bag-recording-for-wildfowlers/>

You will need your BASC membership number and password. To obtain a password go onto the BASC website 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.

Account Login

Your E-mail Address

Membership Number

Password

BASC has for security reasons password protected the members' website. To obtain a password for the initial entry please select **Not yet received a password?** and complete the details on the page. An e-mail containing your new password will then be e-mailed to you shortly.

If you have been sent a password and forgotten this password please select **Forgotten your password?** and complete the details on the page. An e-mail containing your new password will then be e-mailed to you shortly.

Once you have access to the members' site you will be able to: check your personal details, renew an existing membership, shop at BASC's online shop and much more!

With your BASC membership number and password to hand, enter the Green Shoots Mapping and Bag Recording pages of the BASC website <https://greenshoots.basc.org.uk/> and click the “**Log in**” tab (circled red below)



You will then be taken to the following page. Please enter your membership number and password and press log in.

BASC

Map It Seen It Custom Maps Bagged It Tutorials T & Cs Email Us **Log in**

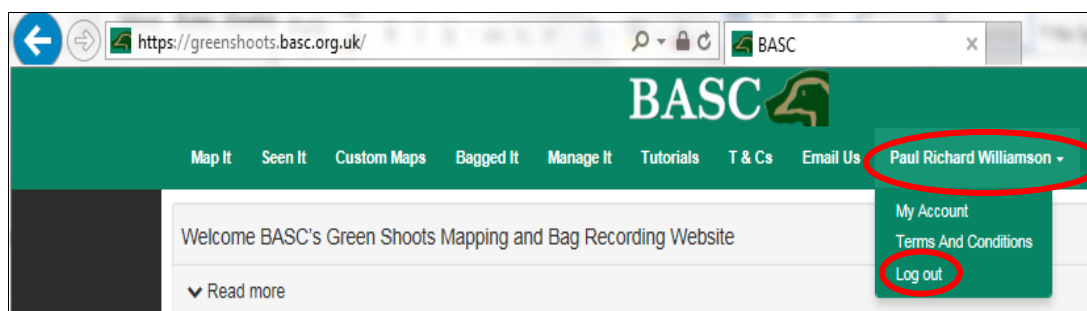
Log in

[Forgotten your password?](#)

[Don't have a password yet?](#)

*Review the Terms and Conditions page that automatically pops up the first time you log in, and press **Accept**. You will only need to do this once.*

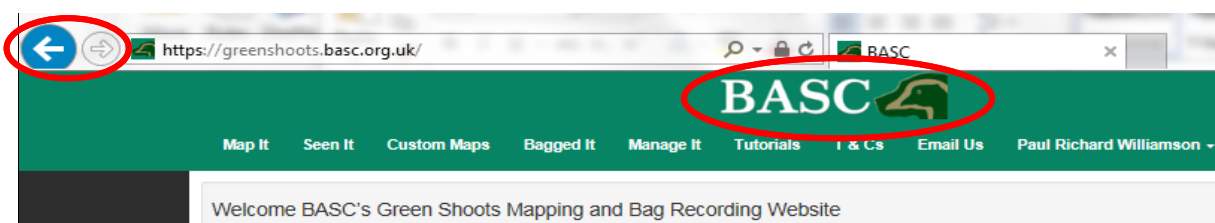
When “**logged in**”, your name will appear at the top of each screen. To “**Log out**” click the down arrow next to your name (circled red below).



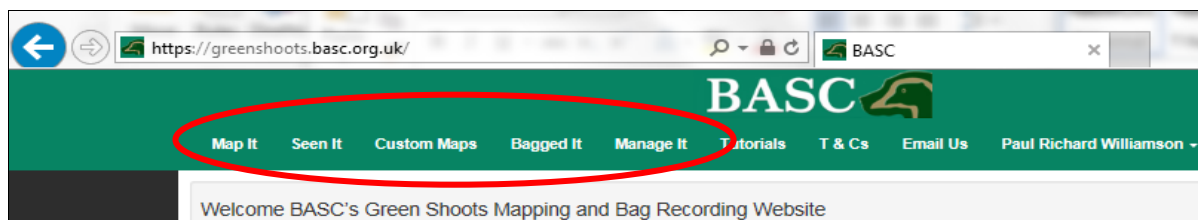
1.3 Navigating the website

There are various methods of moving around the website:

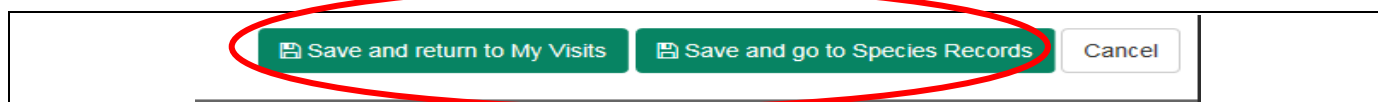
- Click the **BASC** logo at the top of every page (circled red) to return to the Green Shoots Mapping and Bag Recording Website home page.
- Use the forward and back internet buttons to retrace your steps (circled red)



- Click on the menu tabs at the top of the screen

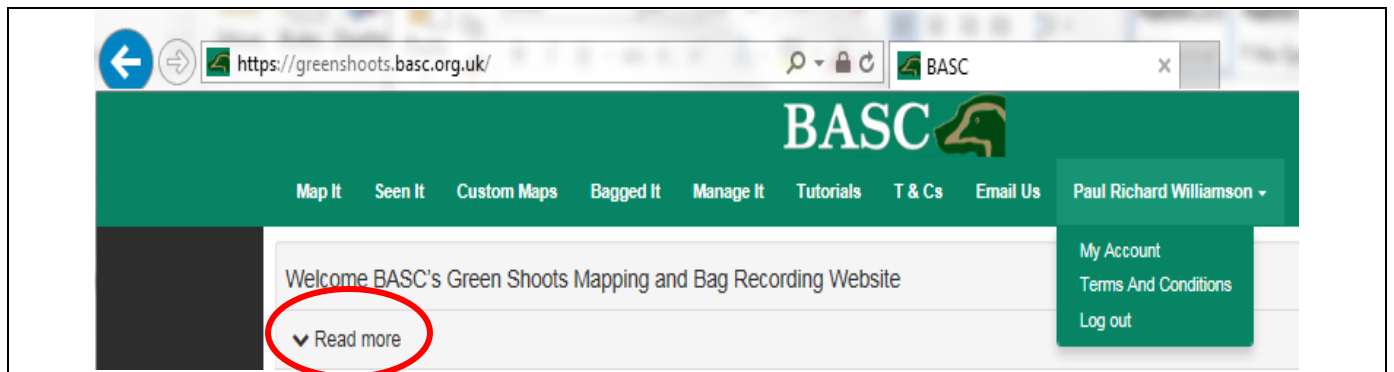


- Follow the navigation buttons at the end of each process



1.5 Read More tab

Additional guidance can be found 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.

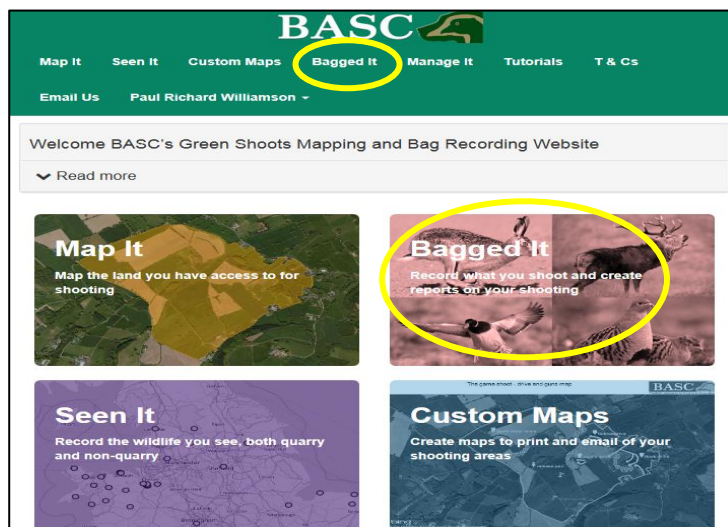


2. ENTERING BAG DATA

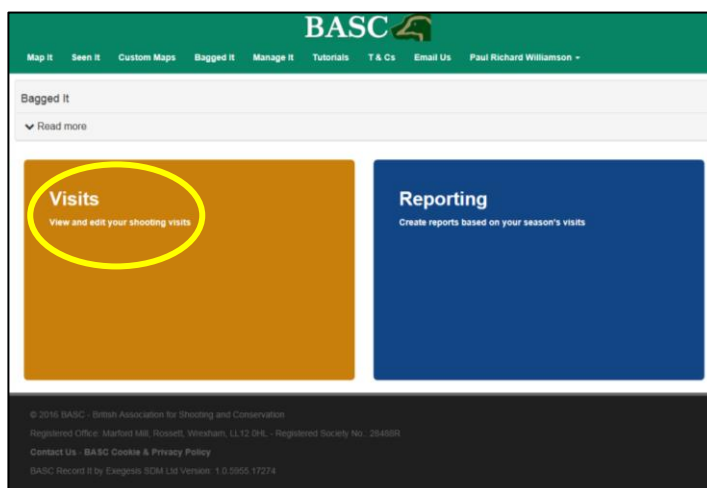


Green Shoots Mapping and Bag Recording

From the Home Page, click on the “**Bagged It**” tile or the “Bagged It” tab at the top of the page (both circled yellow opposite).



This takes you to the **Bagged It** home page, click on the “**Visits**” tile (circled yellow opposite).



2.1 My Visits home page

If a club has chosen to use this system for your bag returns they will be listed under “**Club Shoots**”

If you have mapped your personal shooting areas, these are listed in “**Your Shoots**”

Shoot Name	Club	Visits
Landowner = Crown Estate - ShootingData DEMO 1	BASC Demo Club	2
Landowner = Other - ShootingData DEMO 3	BASC Demo Club	1

Shoot Name	Visits
paul	0

2.2 Club Shoots

Each shoot is listed by **Shoot Name** and **Club**

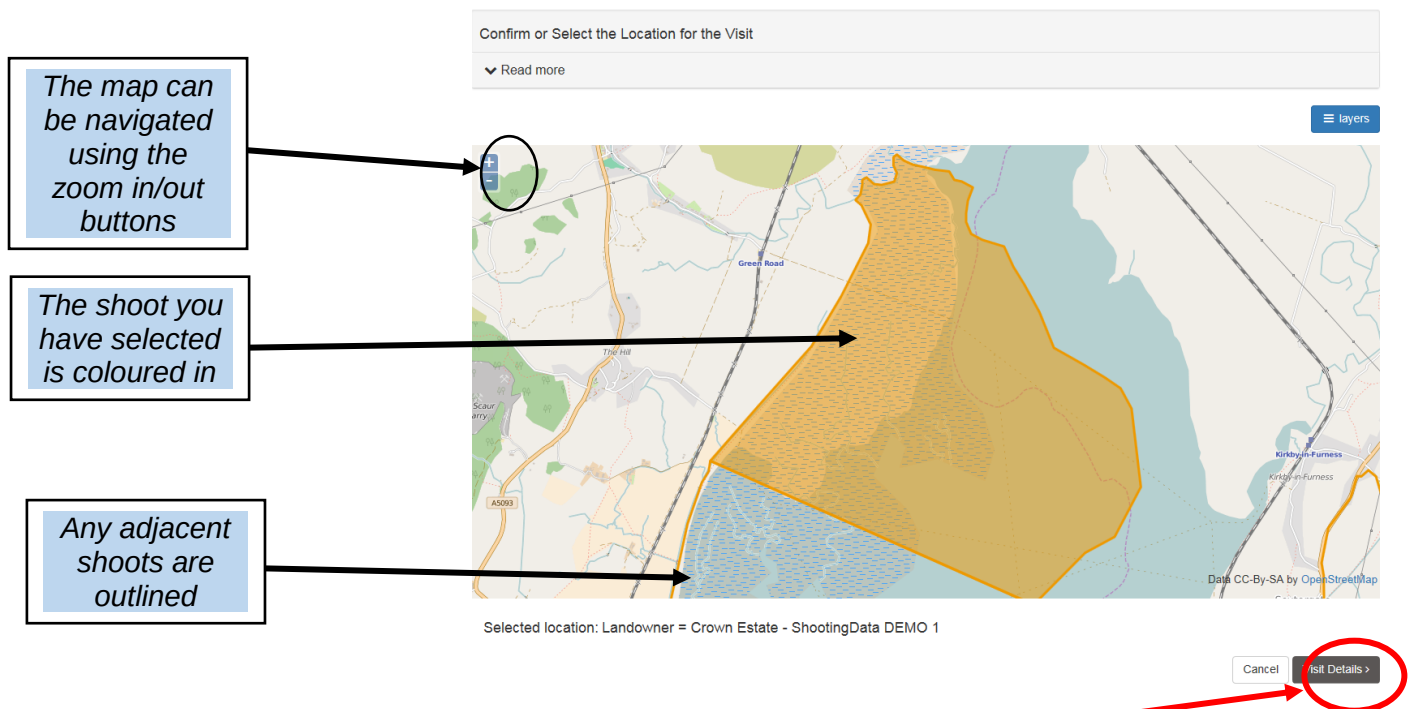
The number of visits you have recorded against each shoot is detailed in the “**Visits**” column

QS3

Shoot Name	Club	Visits
Landowner = Crown Estate - ShootingData DEMO 1	BASC Demo Club	2
Landowner = Other - ShootingData DEMO 3	BASC Demo Club	1

2.2.1 View on map

Clicking **View on Map** (circled red above) will bring up a map of the shoot your club has shared with you, similar to the example below. **You cannot edit this map.**



You can then go to add a visit from the Map page by pressing the **Visit Details >** tab (circled red above). Pressing cancel or back will take you back to my visits page.

2.2.2 Add a Visit - Visit Details form



Click either **Add a Visit** button (circled red below) from the **My Visits home page** or **Visit Details >** from the **map page** (see previous section) - both actions take you to the “Visit Details” form.

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

View on Map Add a Visit Submit 2 Returns

The “Visit Details” form is shown in the screen shot below. Here there are number of boxes to complete:

1. **Date:** Click on the calendar icon  (circled red below) and select the date of your visit from the pop-up calendar.
2. **Flight time:** Click on the down arrow  (circled blue below) and select from the list.
3. **Shots fired** and **Time spent (h):** Type relevant figures into the box. Time spent should be rounded to the nearest half hour (e.g. 1.5 for 1 hour 30 minutes).
4. **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.
5. **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.

Clicking the **Read More** tab is helpful, especially with regard to quarry

The screenshot shows the BASC4 web application interface. At the top is a green navigation bar with links: Map It, Seen It, Custom Maps, Bagged It, Manage It, Tutorials, and T & Cs. Below this is a sub-header with 'Email Us' and 'Paul Richard Williamson'. The main content area is titled 'Editing a visit for Landowner = Crown Estate - ShootingData DEMO 1'. It includes a note: 'This is a generic form for the UK. Please reflect any local rules or club rules that may apply to your shooting when completing it'. Below the note is a 'Read more' link. The form is divided into sections: 'Visit Details' with fields for 'Date' (with a calendar icon circled in red), 'Shots fired', 'Flight time' (with a dropdown menu circled in blue), and 'Time spent (h)'. There are also text areas for 'Comments' and 'Report for the attention of the club'. At the bottom, there is a 'Species category box' with five options: 'Wildfowl and waders', 'Gamebirds', 'Deer and boar', 'Pest birds' (highlighted with a red arrow), and 'Pest mammals'. At the very bottom are three buttons: 'Save and return to My Visits', 'Save and go to Species Records', and 'Cancel'.

6. **Species category box:** Click on the relevant box to expand the selection, as shown on the next page.

In the example below, we have expanded the **Wildfowl and Waders** species category (circled blue). Click the category heading again to collapse the selection.

Just enter the number of birds taken against the relevant species.

Here we've shot 1 Canada goose and 2 Wigeon

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

When you're done either click **Save and return to My Visits** or **Save and go to Species Records** (see [Section 3](#) of this guide). You can also press cancel to exit page and go back to my visits page, without saving.

2.3 Reviewing and Editing Shoot Visits

You can review shoot visits that have been entered at any time clicking the arrow  (circled red below) next to any shoot. In the example below we have recorded one visit (circled blue).

Click on the **Edit** button to bring up the **Visit Details** form (see 2.2.2 above). You can also edit details of a saved visit on this page.

3. SPECIES RECORDS



Green Shoots Mapping and Bag Recording

Pressing **Save and go to Species Records** 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.

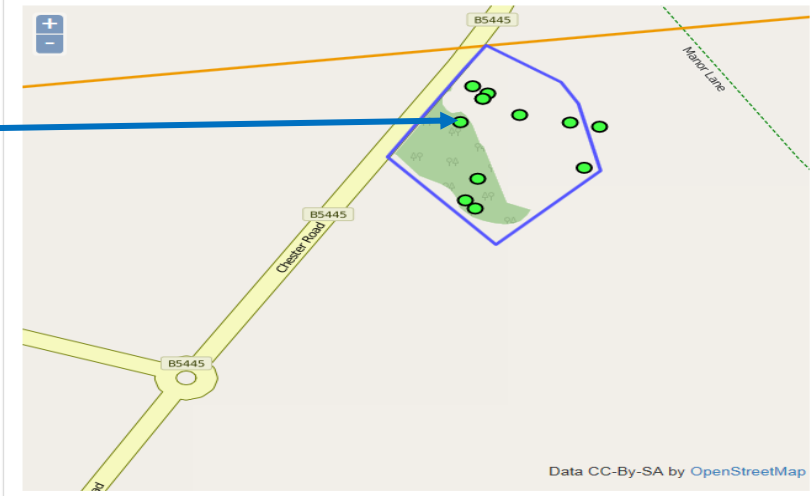
Click **← Back to My Visits** to get out of this page and go back to my visits page

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



Data CC-BY-SA by OpenStreetMap

Your Species Records
+ Add a new Species Record

*For detailed guidance view the
BASC Tutorial Video*

<http://basc.org.uk/bag-recording-for-wildfowlers/>

4. SUBMITTING BAG RETURNS AT THE END OF THE SEASON



From “**Bagged It**” select the “**Visits**” tile to bring up the “**My Visits**” page

If your club returns officer requires you to submit returns for shoot areas, 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.
- **Submit 2 Returns** (for example) to indicate the number of visits you have recorded against that shoot, circled red below.

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.

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

Review the entries and click **Submit Returns** (circled red below). If you need to change something click

Cancel

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

If you haven’t visited the site, you will see **Submit NIL Return** next to the shoot. Clicking this brings 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.

Club Shoots

Shoot Name	Club	Visits
Marford Mill shoot	BASC Demo Club	3

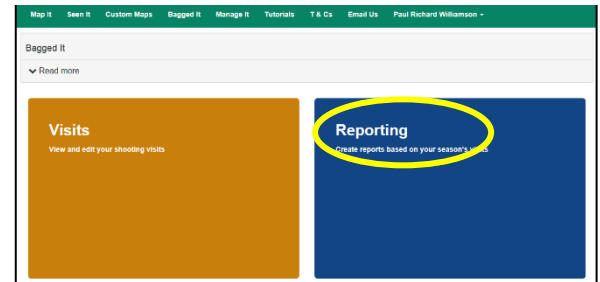
View on Map Add a Visit Submitted - thank you

5. CREATING REPORTS



Green Shoots Mapping and Bag Recording

Within the “**Bagged It**” there is a “**Reporting**” section (circled yellow opposite).



This takes you to the “**Report Template**” with numerous drop down boxes so that you can choose what type of report you want.

Expand the “**Read More**” panel for guidance.

Reporting

▼ Read more

Report Template: Crown Estate ▼

Shoots: None selected ▼

Quarry: 21 selected ▼

☐ Include Other Locations

Season Start Date: 01 September

Season End Date: 20 February

Report Start Year: 2015 ▼

Report End Year: 2015 ▼

Once all the report settings have been set press

Generate Report

Generate Report

The start and end years for the report refer to season start date. For example, report dates of 1st September to 20th February, with 2015 as the start year, will give one season of data. The same period with a start year of 2015 and end year of 2016 gives two seasons of data.

The generated report will then look like this:

Expand the “**Read More**” panel for guidance.

Your report criteria is shown at the top of the page

Your **Report Results** appear at the bottom of the page

You can see details of your visits by clicking the “**Report Visits**” tab

There is an option to

Export to Excel

Reporting

▼ Read more

Report Template: Crown Estate ▼

Shoots: Marford Mill shoot ▼

Quarry: 1 selected ▼

☐ Include Other Locations

Season Start Date: 01 September

Season End Date: 20 February

Report Start Year: 2015 ▼

Report End Year: 2015 ▼

The start and end years for the report refer to season start date. For example, report dates of 1st September to 20th February, with 2015 as the start year, will give one season of data. The same period with a start year of 2015 and end year of 2016 gives two seasons of data.

Generate Report

Report Results

Report Results | Report Visits

01/09/2015 - 20/02/2016

Willard	
Total Birds	
Total Visits	
Individual Visitors	
Visits Without Quarry	
Average Quarry Per Visit	
Average Quarry Per Visitor	

Export to Excel

6. Green Shoots Mapping and Bag Recording additional functionality

Green Shoots Mapping and Bag Recording

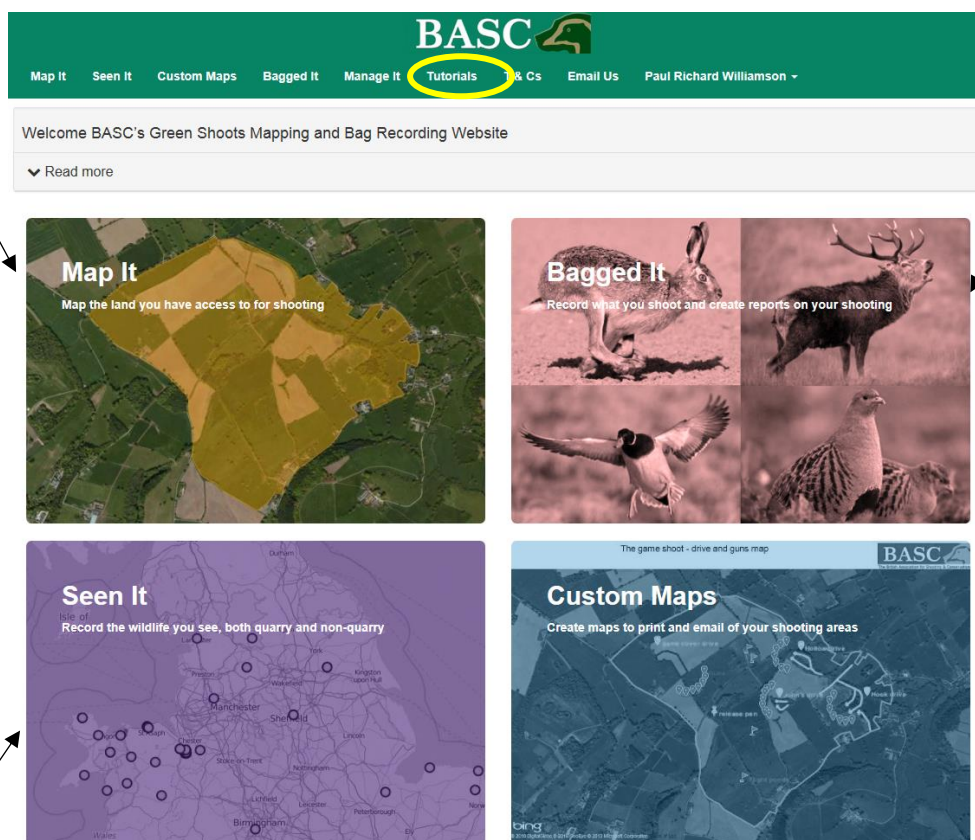
Additional functions within the system may be helpful to the club. Clicking the **“Read More”** tab at the top of each page will always give information and guidance specific to that page.

You can look at the Video Tutorials, and there’s a button for this at the top of the home page (circled yellow below): <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

7. 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 either by email wildfowling@basc.org.uk or by phone 01244 573011.

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