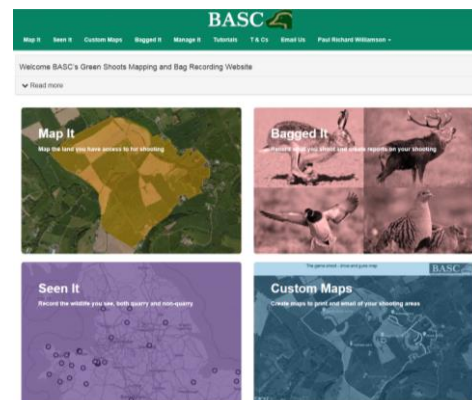


Complete Guide for Club Online Returns Officers

To get to the website

click or type this link:


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



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 and we can set you up: wildfowling@basc.org.uk

QUICK-STEP GUIDE TO SETTING UP YOUR CLUB

This Complete Guide covers everything you should know about the 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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ALERT MEMBERS TO USE "BAGGED IT" SECTION OF WEBSITE

QUICK-STEP GUIDE TO SETTING UP YOUR CLUB

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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 Nominating a club officer

Simply notify BASC of the club nominated officer so that we can activate them onto the system.

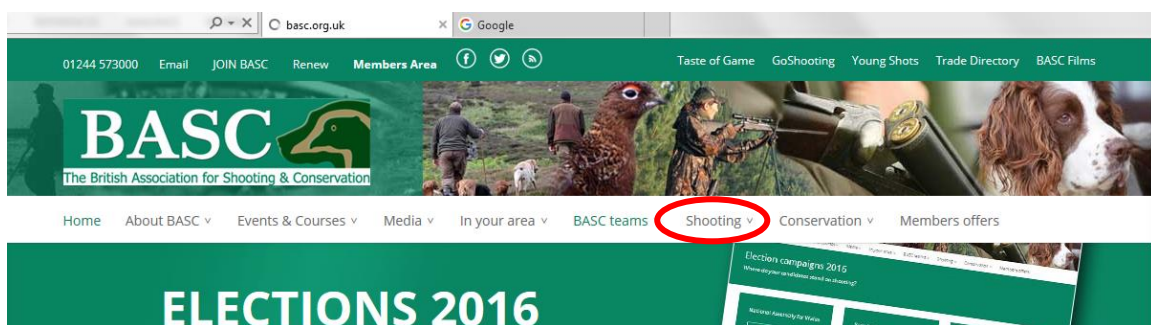
Email information to wildfowling@basc.org.uk

Remember you can have up to 2 club officers.

1.2 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 pop-up index, and click **Bag Recording for Wildfowling** from the menu on the right of the **Wildfowling Home Page**.



You will be taken to this page:



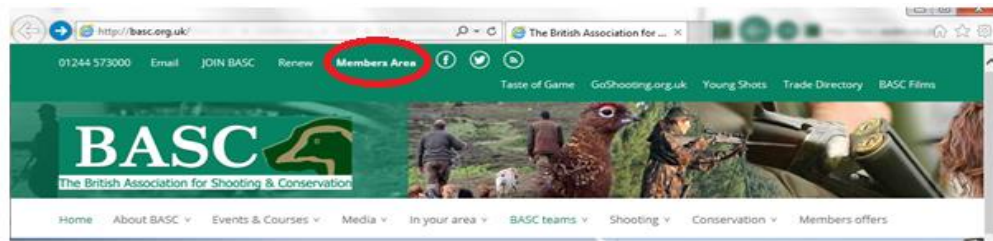
Just scroll to the video at the bottom of the page and click the arrow (circled red below) to view (needs sound enabled).



1.3 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

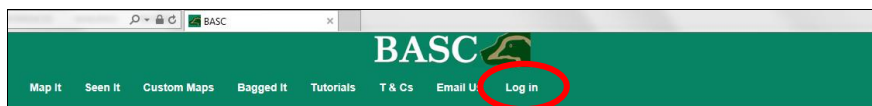
Password

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**

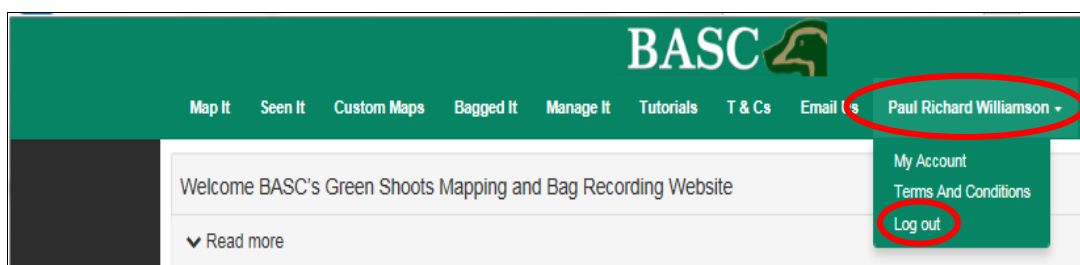
Log in

[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.*

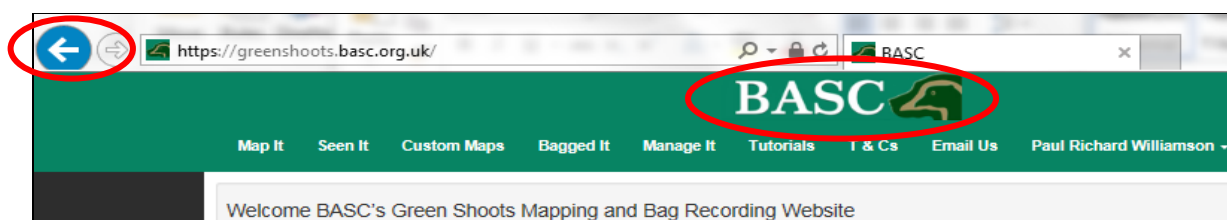
When “**logged in**”, your name will appear at the top of each screen. To “**Log out**” click the down arrow next to your name (circled red below).



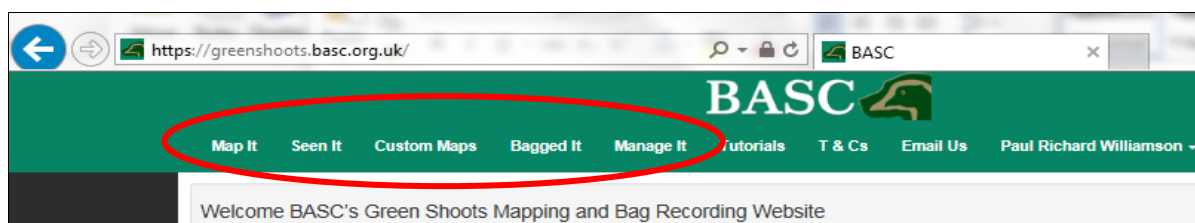
1.4 Navigating the website

There are various methods of moving around the website:

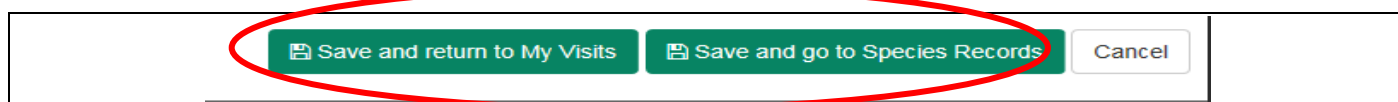
- Click the **BASC** logo at the top of every page (circled red) to return to the Green Shoots Mapping and Bag Recording Website home page.
- Use the forward and back internet buttons to retrace your steps (circled red)



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

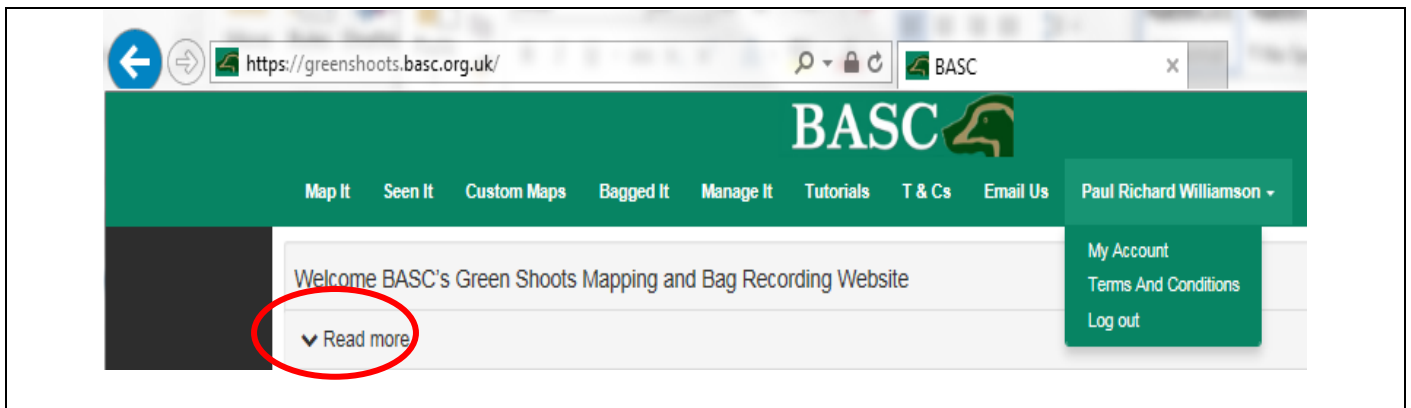


- Follow the navigation buttons at the end of each process



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: MANAGE IT HOME PAGE



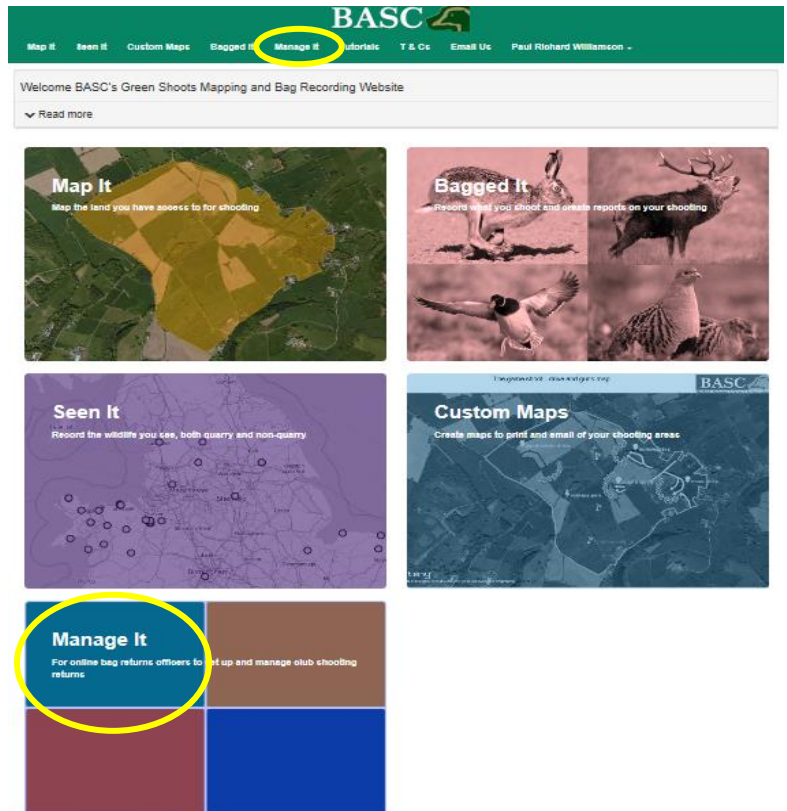
Green Shoots Mapping and Bag Recording

Every member can see the first four boxes on the main home page when they log in: **“Map It”**, **“Bagged It”**, **“Seen It”** and **“Custom Maps”**.

As your clubs nominated officer, you log in as normal, but have secure and confidential access rights to the fifth box at the bottom of the screen **“Manage It”** (scroll down to see it).

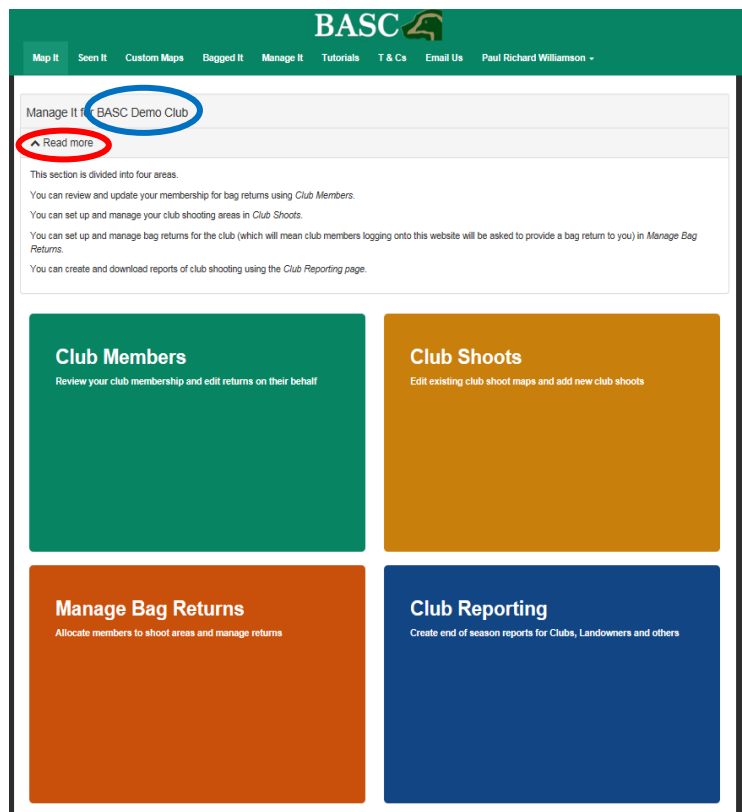
If you can't see **“Manage It”** then you're not set up as the club officer. Just email us and we can sort this out: wildfowling@basc.org.uk

A **“Manage It”** tab is also displayed on the top navigation bar, click this or the **“Manage It”** box (circled yellow opposite). Both will take you to the same place.



You've now got four different management areas – here we have clicked the Read More arrow (circled red opposite) to get more detail.

Your club name automatically appears at the top of the screen (circled blue opposite).



3: CLUB SHOOTS

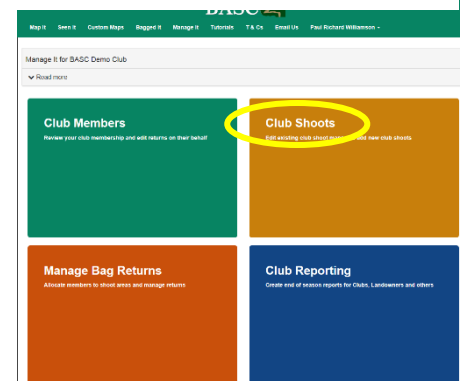
Green Shoots Mapping and Bag Recording

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

You also authorise (share) maps with your club members in **Club Shoots**

This will then enable you to set up bag returns.

Find the **Club Shoots** tile on the “Manage It” home page

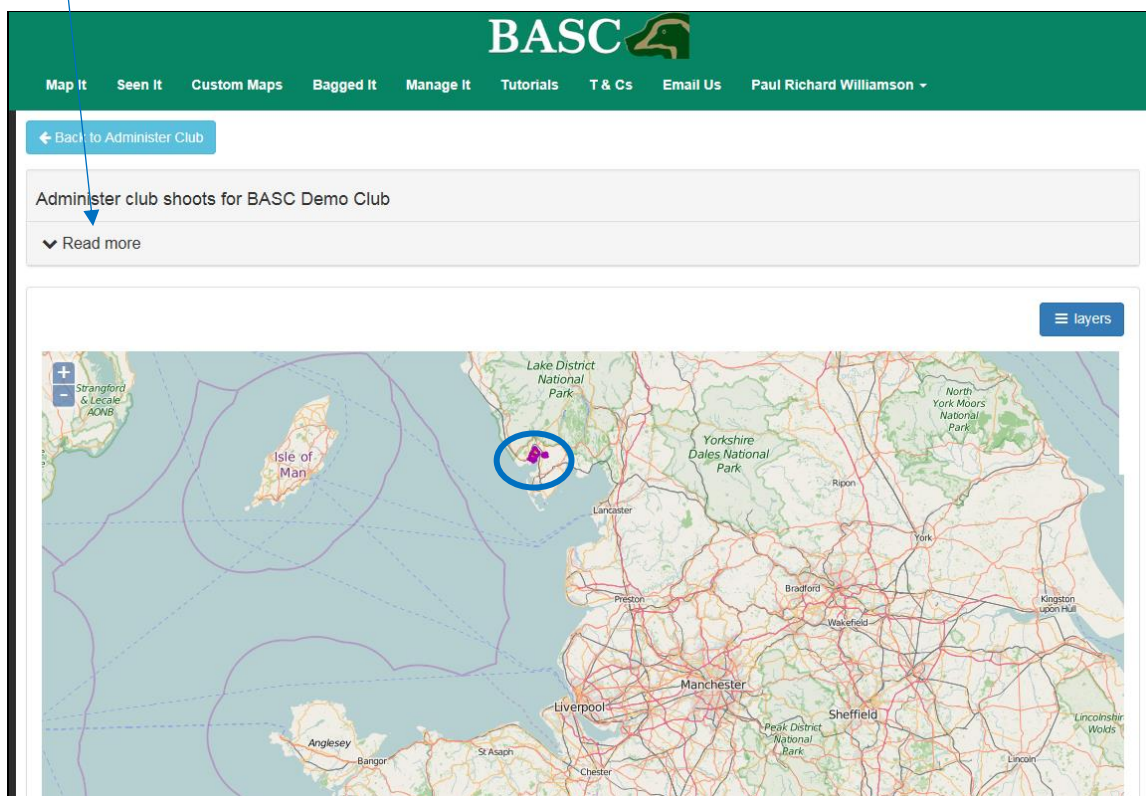


3.1 Club Shoots home page





A generic map is displayed at the top of the page. Maps of shooting areas will be outlined on the map (circled blue below).

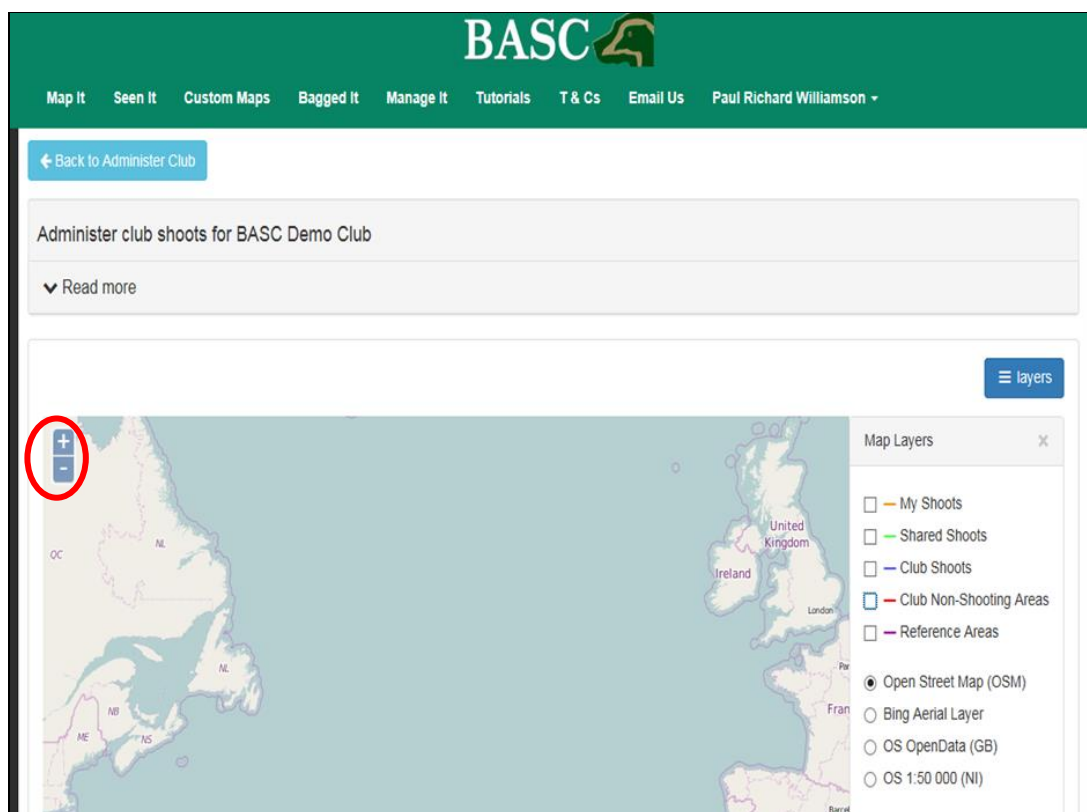
Click the **Read More** tab at the top of the page for an explanation about this section.



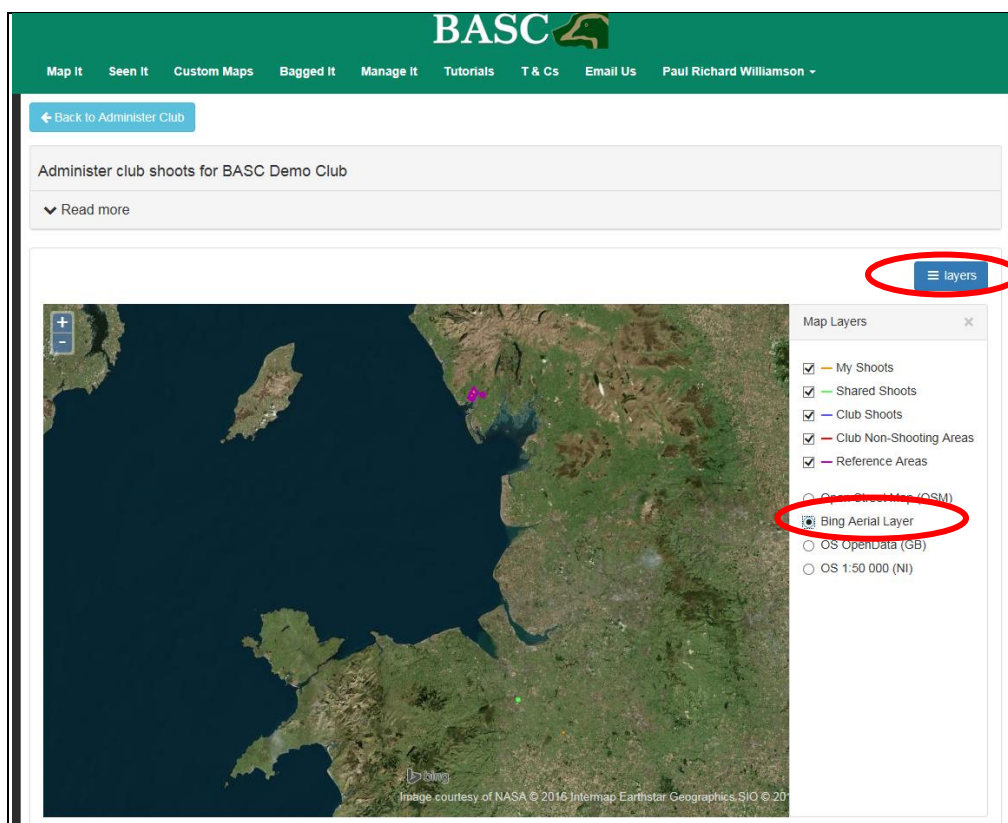
3.1.1 Viewing and moving around maps

You can use the  tabs (circled red below) or key board mouse to zoom in and out.

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



Clicking the layers tab and then Bing Aerial map view (both circled red below) brings up a satellite image, like this:



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



Scroll down (below the map) to see a list of shoots available for your club:

Club Shoots

Shooting Areas

No club shoots for this club.

Non-Shooting Areas

No club shoots for this club.

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	View on Map Move To Club Shoots
Landowner = Crown Estate - RefugeData DEMO 1	The Crown Estate	RefugeData DEMO	View on Map Move To Club Shoots
Landowner = Crown Estate - ShootingData DEMO 2	The Crown Estate	ShootingData DEMO	View on Map Move To Club Shoots
Landowner = Other - ShootingData DEMO 3	Other	ShootingData DEMO	View on Map Move To Club Shoots

My Shoots

Name	Area	
paul	3946.22417873667	View on Map Copy To Club Shoots

Additional Shoots Shared by Club Members

You haven't created any shoots. Click the [Add a new Club Shoot](#) button to create a club shoot.

- **Club Shoots** (circled blue above) will show maps you have shared with your club members ([see section 3.2 of this guide](#)). In the example above nothing has been authorised so nothing is listed. There are 2 sub-headings:
 - **Shooting Areas:** Any maps of club shooting areas that have authorised to share with club members.
 - **Non-Shooting Areas:** Maps of club land which is not shot that you have shared with club members are be listed here.
 - **Potential Club Shoots** (circled red above) show any shoot maps that are available for you to authorise to share with club members ([see Section 3.2 of this guide](#)).
 - **Any shoots listed in Potential Club Shoots can be shared with your club members by clicking either** [Move To Club Shoots](#) **or** [Copy To Club Shoots](#).
- 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 using [+ Add a new Club Shoot](#), located beneath the map (see [Section 3.3 of this guide](#)).

*Club members cannot see any information or maps listed in
Potential Club Shoots until you have shared the shoot*



3.2 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 the **View on Map** tab (circled red below) next to any of the shoots listed in **"Potential Club Shoots"** (circled blue).

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	View on Map Move To Club Shoots
Landowner = Crown Estate - RefugeData DEMO 1	The Crown Estate	RefugeData DEMO	View on Map Move To Club Shoots
Landowner = Crown Estate - ShootingData DEMO 2	The Crown Estate	ShootingData DEMO	View on Map Move To Club Shoots
Landowner = Other - ShootingData DEMO 3	Other	ShootingData DEMO	View on Map Move To Club Shoots

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

BASC

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

[← Back to Administer Club](#)

Administer club shoots for BASC Demo Club

▼ Read more

layers

The shoot you have selected is coloured in

Any adjacent shoots are outlined

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 (circled blue below) and click on [Move To Club Shoots](#) (circled red) to bring up the **"View or Edit Details"** screen ([see section 3.2.1 of this guide](#)).

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	View on Map Move To Club Shoots
Landowner = Crown Estate - RefugeData DEMO 1	The Crown Estate	RefugeData DEMO	View on Map Move To Club Shoots
Landowner = Crown Estate - ShootingData DEMO 2	The Crown Estate	ShootingData DEMO	View on Map Move To Club Shoots
Landowner = Other - ShootingData DEMO 3	Other	ShootingData DEMO	View on Map Move To Club Shoots

3.2.1 View or Edit details for Club Shoot

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.

[← Back to Administer Club Shoots](#)

View or Edit Details for club shoot of BASC Demo Club

^ Read more

This page allows you to specify if the landowner is the Crown Estate or other.

Most importantly it allows: Landowner = Crown Estate - shooting on the area is wildfowling then you should ensure the Wildfowling template is selected. This template collects data on flight time ShootingData DEMO 1 is data the club needs to report back to the Crown Estate.

If the shooting is not wildfowling then you should select the General template. This does not have the flight time and time spent fields.

If you want to edit the boundary of the shoot then use the *Edit Shoot Boundary and Details* button to gain access to the five step wizard used to create shoots.

Shoot

Landowner = Crown Estate - ShootingData DEMO 1

Landowner

The Crown Estate

Visit template


Wildfowling

Is this a shooting area?

Yes

Edit Shoot Boundary and Details

Save Cancel

Click  next to each box description (circled red above) to bring up a small menu and select one option for each box.

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

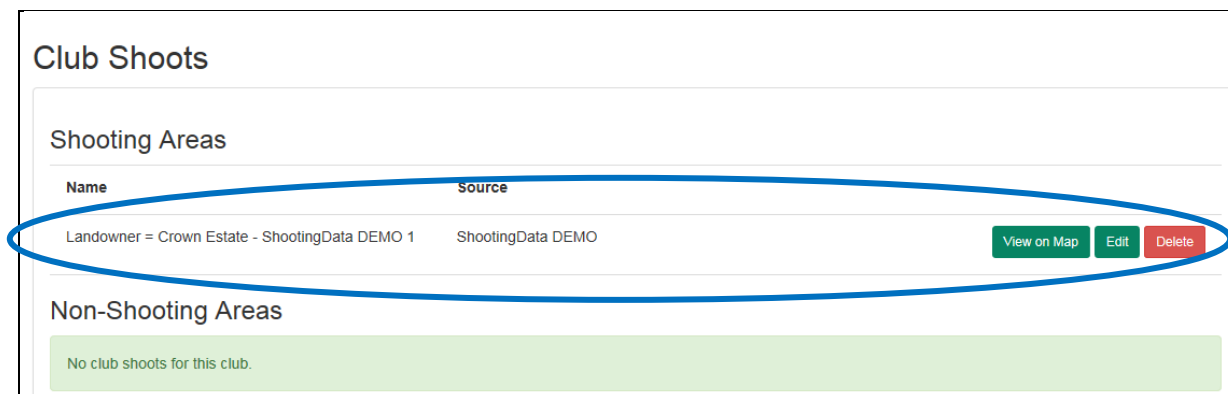
- Landowner - The Crown Estate
- Visit template – Wildfowling
- Shooting area – Yes for shooting, no if it's refuge

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 **Save** (also circled red above), then **← Back to Administer Club Shoots** (top of the page) to get out of this screen and 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 (circled blue below).

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

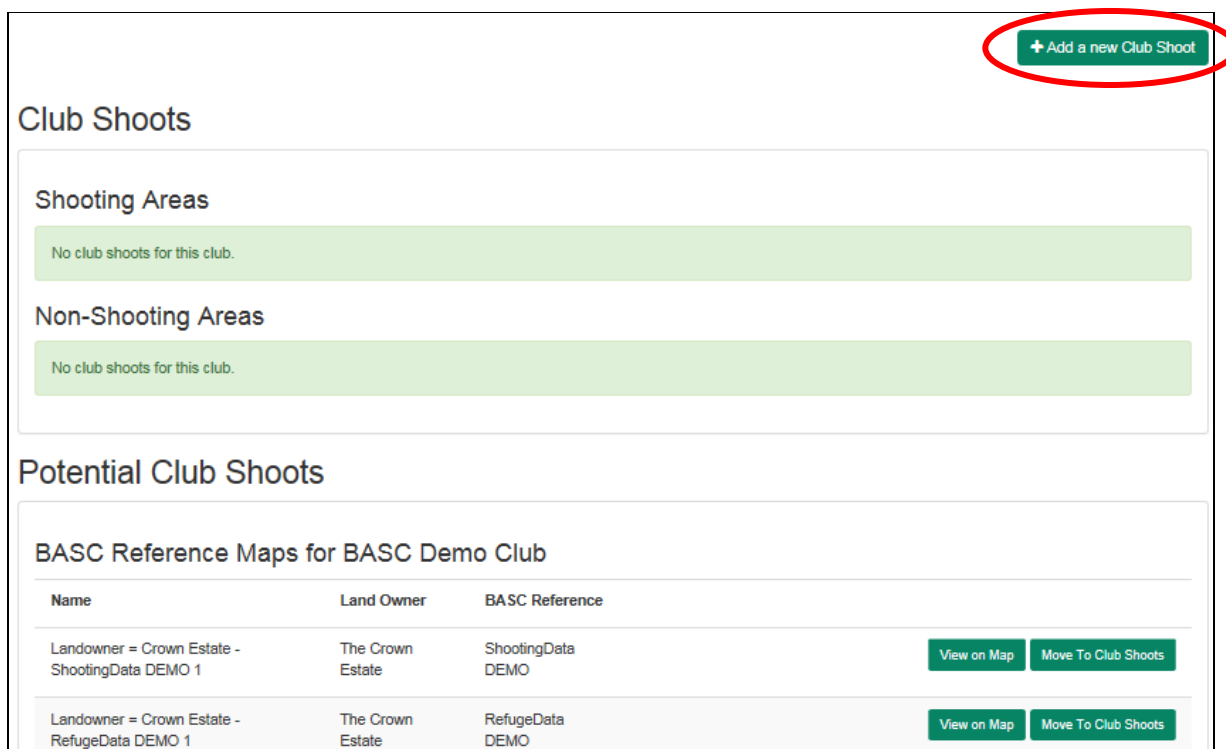


The screenshot shows the 'Club Shoots' interface. Under the 'Shooting Areas' section, there is a table with two columns: 'Name' and 'Source'. The first row is circled in blue and contains the text 'Landowner = Crown Estate - ShootingData DEMO 1' under 'Name' and 'ShootingData DEMO' under 'Source'. To the right of this row are three buttons: 'View on Map', 'Edit', and 'Delete'. Below the table is a section for 'Non-Shooting Areas' which contains a green box with the text 'No club shoots for this club.'

Name	Source
Landowner = Crown Estate - ShootingData DEMO 1	ShootingData DEMO

3.3 Creating a new Club Shoot

From the **Club Shoots** home page, just below the map, click **+ Add a new Club Shoot** (circled red below)



The screenshot shows the 'Club Shoots' interface. At the top right, the button '+ Add a new Club Shoot' is circled in red. Below this, there are sections for 'Shooting Areas' and 'Non-Shooting Areas', both containing green boxes with the text 'No club shoots for this club.'. At the bottom, there is a section for 'Potential Club Shoots' which includes a table titled 'BASC Reference Maps for BASC Demo Club'.

Name	Land Owner	BASC Reference
Landowner = Crown Estate - ShootingData DEMO 1	The Crown Estate	ShootingData DEMO
Landowner = Crown Estate - RefugeData DEMO 1	The Crown Estate	RefugeData DEMO

This takes you to the “Map It” section of the website.

As club officer you have a couple of additional functions.

Given the similarity, you may find it helpful to look at the video tutorials: <http://basc.org.uk/bag-recording-for-wildfowlers/>

4: MANAGE BAG RETURNS



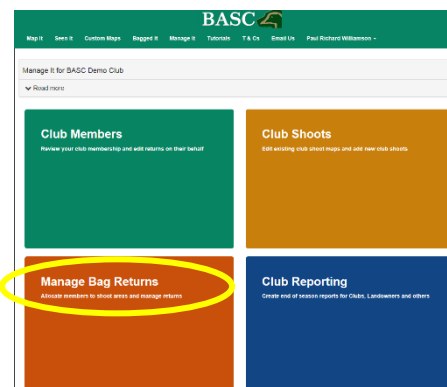
Green Shoots Mapping and Bag Recording

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

You also monitor returns at the end of the season in **Manage Bag Returns**, 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**.

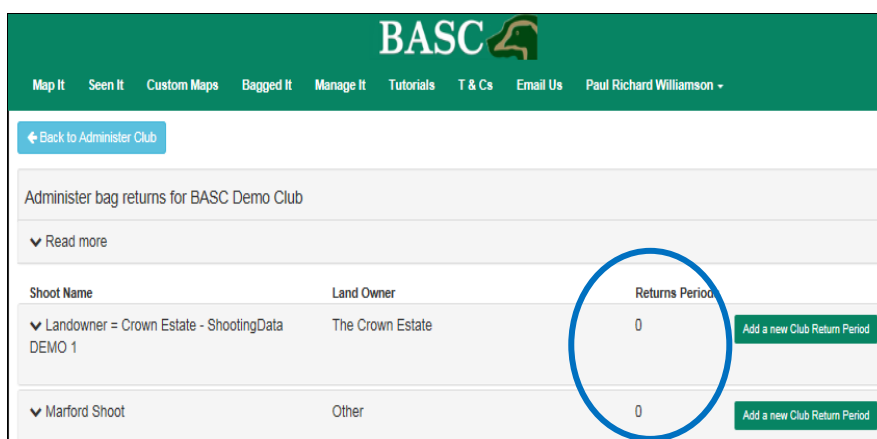
Find the **Manage Bag Returns** tile on the "Manage It" home page



4.1 Manage Bag Returns – the home page

This page shows the list of club shoots that have been shared with club members ([see Section 3 of this guide](#))

You can see the name of the **Shoot**, **Land Owner** and, in the **Returns Periods** column, the number of seasons recorded against each shoot (circled blue). The system automatically updates this once the end of season returns are completed.



4.2 Setting up a new club return period



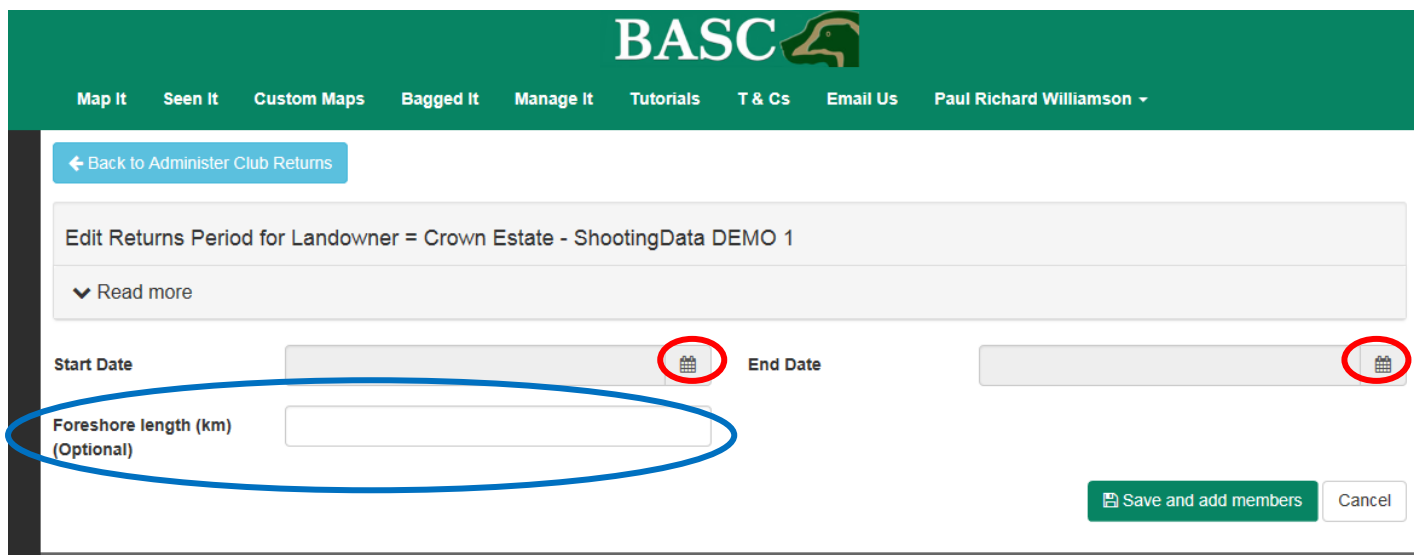
From the Manage Bag Returns home page, click the **Add a new Club Return Period** tab (circled red) against the shoot you want to set up.

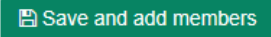


4.2.1 Selecting start and end dates

Click on the calendar icons  at the top of the **Edit Returns Period** page (circled red below) and select the start and end dates of the shooting season.

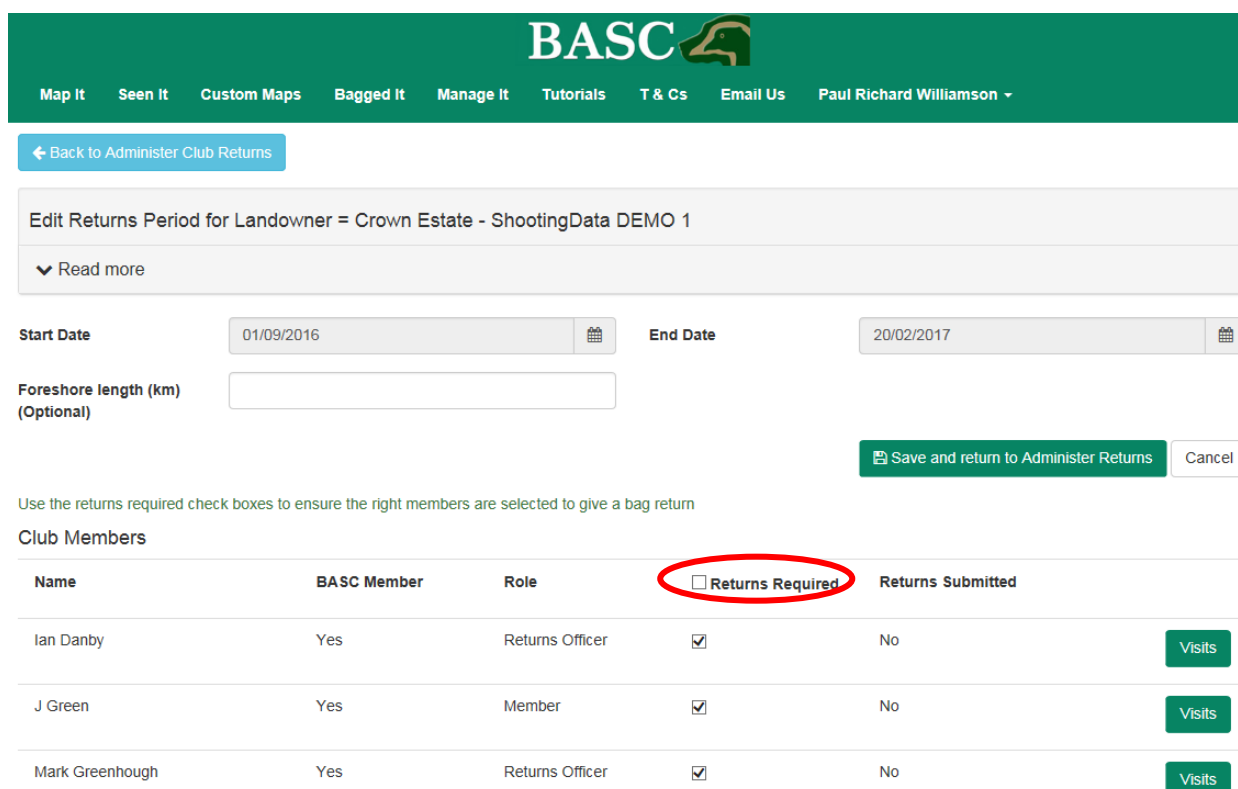
Foreshore length (circled blue below) is **optional**. If you are administering for **Crown Estate**, you can find this information at the top of your most recent report.



When you are ready to proceed press  to go to the next screen. To go back to administer bag returns for the club press cancel or back.

4.2.2 Selecting club members

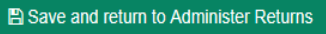
If **all club members need to submit their returns**, just check ☐ Returns Required (circled red below) to select all club members.



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



4.2.3 When returns are not required from all club members

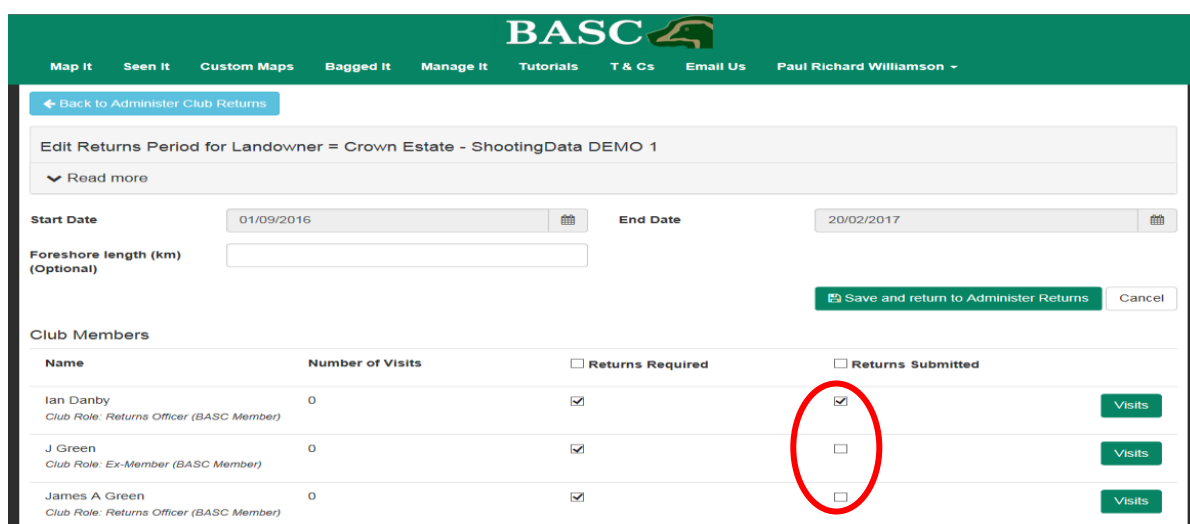
If certain members are not required to submit returns, simply either select or de-select the tick box in the **Returns Required** column (circled in red below).




When you're finished, click the  tab (circled red above).

You can change this at any point during the season


4.2.4 Edit Returns Period page

From the Manage Bag Returns home page, click the expand tab  and  against the returns you want to edit. This takes you to the following screen:



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

Here you can 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** ([see section 5.2 of this guide](#))
- Whether **Returns** are **Required** from that member.
- Whether **Returns** have been **Submitted** for that member.
- Clicking the  button allows you to see more information about that members use of the site and, if necessary, **enter visits on behalf of the member** ([see section 4.4 of this guide](#)).

4.2.5 Shoot Returns Summary

A summary of returns period can now be viewed on the **Manage Bag Returns** home page by clicking on the arrow icon (circled red below) next to a shoot.

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

The screenshot shows the BASC Manage Bag Returns interface. At the top, there's a navigation bar with links like 'Map It', 'Seen It', 'Custom Maps', 'Bagged It', 'Manage It', 'Tutorials', 'T & Cs', 'Email Us', and 'Paul Richard Williamson'. Below this, there's a section titled 'Administer bag returns for BASC Demo Club' with a 'Read more' link. The main content area displays a table of shooting periods. The first row is for 'Landowner = Crown Estate - ShootingData DEMO 1' with 'The Crown Estate' as the land owner and 3 return periods. The second row is for 'Landowner = Crown Estate - ShootingData DEMO 2' with 'The Crown Estate' as the land owner and 3 return periods. Below this, there's a table with columns: 'Start Date', 'End Date', 'Number of Members', 'Returns submitted', and buttons for 'Edit', 'Delete', and 'View Report'. The table has three rows of data. The first row shows a shooting period from 01/09/2016 to 20/02/2017 with 7 members and 0 returns submitted. The second row shows the same period with 7 members and 2 returns submitted. The third row shows the same period with 7 members and 0 returns submitted. Annotations with arrows point to specific elements: a blue box points to the start and end dates of the first row, stating 'Shooting period starts 1st September 2015 and ends 20th February 2016'; an orange box points to the 'Number of Members' column, stating 'A total of 7 club members and guests are authorised to shoot the area'; a red box points to the 'Returns submitted' column, stating 'No returns have been submitted for this shooting period'; and a green box points to the 'View Report' button, stating 'To see a report of the submitted returns for this shoot click View Report'.

Shoot Name	Land Owner	Returns Periods
Landowner = Crown Estate - ShootingData DEMO 1	The Crown Estate	3
Landowner = Crown Estate - ShootingData DEMO 2	The Crown Estate	3

Start Date	End Date	Number of Members	Returns submitted	Edit	Delete	View Report
01/09/2016	20/02/2017	7	0			
01/09/2016	20/02/2017	7	2			
01/09/2016	20/02/2017	7	0			

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

QS8

From the **Manage Bag Returns** home page, click the arrow next to the shoot you need to work with (circled red below), then the **Edit** tab (also circled red below) to go to the **Edit Returns Period** page

The screenshot shows the BASC Manage Bag Returns interface. At the top, there's a navigation bar with links like 'Map It', 'Seen It', 'Custom Maps', 'Bagged It', 'Manage It', 'Tutorials', 'T & Cs', 'Email Us', and 'Paul Richard Williamson'. Below this, there's a section titled 'Administer bag returns for BASC Demo Club' with a 'Read more' link. The main content area displays a table of shooting periods. The first row is for 'Landowner = Crown Estate - ShootingData DEMO 2' with 'The Crown Estate' as the land owner and 3 return periods. Below this, there's a table with columns: 'Start Date', 'End Date', 'Number of Members', 'Returns submitted', and buttons for 'Edit', 'Delete', and 'View Report'. The table has one row of data. The row shows a shooting period from 01/09/2016 to 20/02/2017 with 7 members and 0 returns submitted. The 'Edit' button is circled in red.

Shoot Name	Land Owner	Returns Periods
Landowner = Crown Estate - ShootingData DEMO 2	The Crown Estate	3

Start Date	End Date	Number of Members	Returns submitted	Edit	Delete	View Report
01/09/2016	20/02/2017	7	0			

Note - if the **Cannot Submit to BASC** tab is highlighted orange on the shoot summary, 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 Submitted** column (circled blue below) indicates who has submitted their returns (or submitted a NIL return) at the end of the season.

Anybody with an unticked box next to their name needs chasing up (circled red below).

BASC

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 <small>Club Role: Returns Officer (BASC Member)</small>	0	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Visits
J Green <small>Club Role: Ex-Member (BASC Member)</small>	0	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Visits
James A Green <small>Club Role: Returns Officer (BASC Member)</small>	0	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Visits

The system automatically updates this list for you.

4.4 Reviewing Member Returns and Entering returns on behalf of members – Administer Club Visits



From the **Manage Bag** Returns home page, click the down arrow (circled red below) next to the shoot you need to work with and then the **Edit** tab (also circled red below).


Shoot Name	Land Owner	Returns Periods	
⬆ Landowner = Crown Estate - ShootingData DEMO 1	The Crown Estate	1	Add a new Club Return Period
Start Date	End Date	Number of Members	Returns submitted
01/09/2015	20/02/2016	4	0
			<div>Edit</div> <div>Delete</div> <div>Cannot Submit to BASC</div>

This takes you to the **Edit Returns Period** screen, click the **Visits** tab next to the relevant member's name (circled red below)

This takes you to the **Administer Club Visits** page.

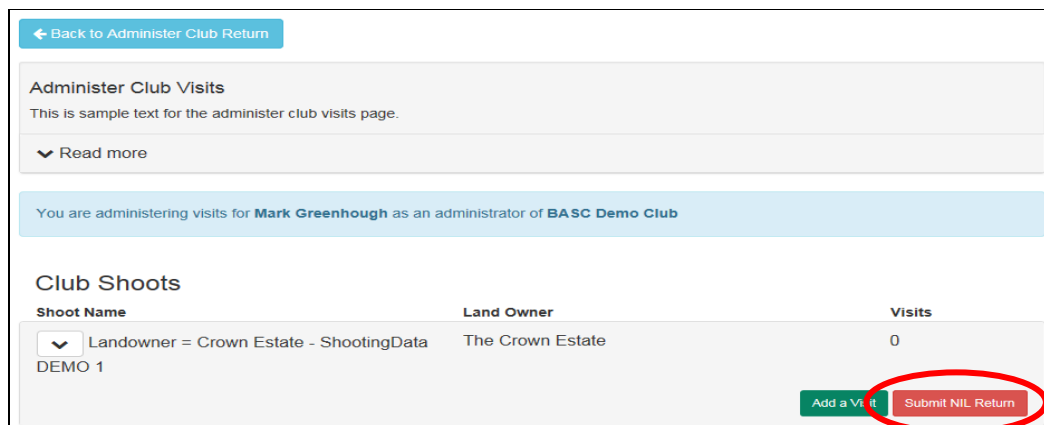
Note the system tells you which club member you are acting for

You can **Add a Visit** (circled red above) on behalf of the member from here, just as you would for yourself.

Clicking on the down arrow next to a shoot  brings up the visits that have been entered, and the options to **Edit** or **Delete** visits (circled green above) on behalf of the member.

4.4.1 Submitting a NIL return on behalf of members

From the **Administer Club Visits** page, if the member has not recorded any visits at the end of the season, a new button appears **Submit NIL Return** (circled red below). Just click this.



The screenshot shows a web interface for administering club visits. At the top, there is a blue button labeled '← Back to Administer Club Return'. Below this is a section titled 'Administer Club Visits' with a placeholder text 'This is sample text for the administer club visits page.' and a 'Read more' link. A light blue banner indicates 'You are administering visits for Mark Greenhough as an administrator of BASC Demo Club'. The main section is titled 'Club Shoots' and contains a table with three columns: 'Shoot Name', 'Land Owner', and 'Visits'. The table has one row with a dropdown menu for 'Shoot Name' (showing 'Landowner = Crown Estate - ShootingData' and 'DEMO 1'), 'Land Owner' as 'The Crown Estate', and 'Visits' as '0'. At the bottom right of the table, there are two buttons: 'Add a Visit' (green) and 'Submit NIL Return' (red), with the latter being circled in red.

Shoot Name	Land Owner	Visits
<input type="button" value="v"/> Landowner = Crown Estate - ShootingData DEMO 1	The Crown Estate	0

[Add a Visit](#) [Submit NIL Return](#)

From the confirmation page, click **Submit NIL Return** again and you're finished.

5: CLUB MEMBERS

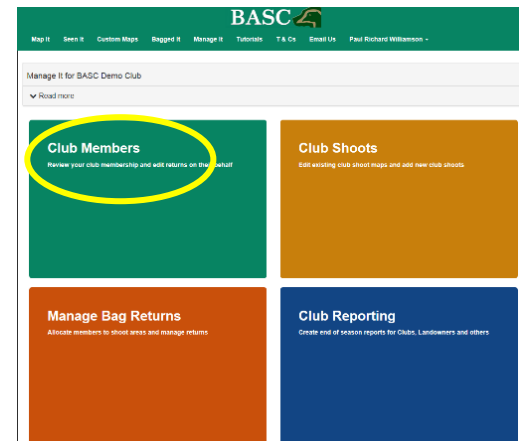
Green Shoots Mapping and Bag Recording

In **Club Members** you can view and edit records of your membership. The system links directly with the BASC membership system.

You add additional members (for example, somebody who joins during the season) in **Club Members**

You also add club guests (for example if you offer permits) in **Club Members**.

Find the **Club Members** tile on the “Manage It” home page



5.1 Club Members List

The list of members (circled blue) is taken from the BASC membership system, and **organised A to Z by surname**.

If the member has a specific role, such as returns officer, this is noted in the **Role** column (circled green below).

Guests and **additional members** (that join during the season) will be indicated in the **Role** column ([see section 5.2 of this guide](#)).

To return to the Manage It home page, click [← Back to Administer Club](#) (circled red below)

Name	BASC Member	Role	
Ian Danby	Yes	Returns Officer	View Visits
J Green	Yes	Member	View Visits
Mark Greenhough	Yes	Returns Officer	View Visits

5.2 Additional members and guests

For new members and visitors who want to go out shooting during the season, click the tab (circled red below), then follow instructions in either 5.2.1 or 5.2.2 below.

[+ Add a Club Member](#)

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[← Back to Administer Club](#)

Review club membership for BASC Demo Club

▼ Read more

[+ Add a Club Member](#)

Name	BASC Member	Role	
Ian Danby	Yes	Returns Officer	View Visits

5.2.1 Adding a BASC member

You will need the **BASC membership number** and **surname**. Click

[Search for an existing BASC member](#)

BASC

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

[← Back to Administer Club Members](#)

View or Edit Details for member of BASC Demo Club

▼ Read more

Member Details

Enter a firstname, surname and role for a club member or [Search for an existing BASC member](#)

BASC Member

Firstname(s)

Surname

Role ▾

[Save](#) [Cancel](#)

Type in the relevant information, press [Search](#) (circled red), then [Save](#) on the next screen.

[← Back to Administer Club Members](#)

View or Edit Details for member of BASC Demo Club

▼ Read more

Member Details

Enter a Member ID and surname to search for an existing BASC member or [Enter a member's details](#)

Member ID

Surname

[Search](#)

Now go to section 5.2.3

5.2.2 Adding a non-BASC member

If the new member/guest is not currently a BASC member, for example if you offer permits but don't require BASC membership, you will need to manually fill in the boxes

5.2.3 Additional Members and Guests

Clicking on the down arrow in the **Role** box has two brings up two selectable options – **guest or additional member**.


Role

Guest
Additional Member

Save Cancel

*An **ADDITIONAL MEMBER** will have access to ALL club records on the system, submits returns via the website*

*A **GUEST** does NOT have access to club records and will need to submit paper returns for the Club Returns Officer to enter on the system*

When you're done, just click  (circled red above) to add these details to your club members listing. Their status (Guest or Additional Member) will be noted in the **Role** column (see section 1 of this guide).

5.3. Deleting a member

If a member leaves and the club decides that they should no longer have access to the club information on the system, just contact BASC: wildfowling@basc.org.uk with the members name and BASC membership number.

We'll remove them from club records on the BASC membership database, which in turn updates the system.

6: SUBMITTING CROWN ESTATE RETURNS TO BASC



Green Shoots Mapping and Bag Recording





Before submitting returns to BASC, it is recommended you run a report to check the returns submission is correct.

Reporting functionality is discussed in Step 7.

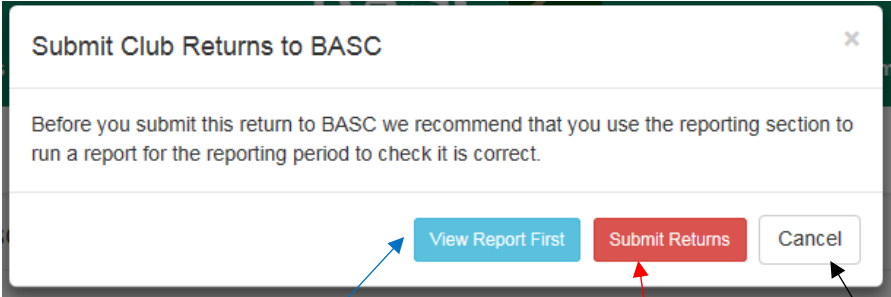
From the **Manage Bag Returns** home page, click the arrow (circled red below) next to the shoot you need to work with.

The **Submit Returns To BASC** tab will be displayed (circled blue below) when the shoot has gone past the end date and all returns have been submitted.

Before submitting returns to BASC, you can select view report (circled orange below) to check the returns submission is correct ([see Step 7 of this guide](#)).

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

Clicking **Submit Returns To BASC** will bring up the following warning message.



The screenshot shows a dialog box titled "Submit Club Returns to BASC" with a close button (X) in the top right corner. The main text inside the dialog reads: "Before you submit this return to BASC we recommend that you use the reporting section to run a report for the reporting period to check it is correct." At the bottom of the dialog are three buttons: "View Report First" (blue), "Submit Returns" (red), and "Cancel" (white with a grey border). Three callout boxes are present: a blue box with an arrow pointing to "View Report First" containing the text "To see a report of the submitted returns for this shoot click 'view report first.' THIS IS RECOMMENDED."; a red box with an arrow pointing to "Submit Returns" containing the text "Click submit returns to send the returns to BASC"; and a black box with an arrow pointing to "Cancel" containing the text "Press cancel to clear this box without submitting the returns".

Submit Club Returns to BASC

Before you submit this return to BASC we recommend that you use the reporting section to run a report for the reporting period to check it is correct.

View Report First Submit Returns Cancel

To see a report of the submitted returns for this shoot click "view report first."
THIS IS RECOMMENDED.

Click submit returns to send the returns to BASC

Press cancel to clear this box without submitting the returns

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).

As normal, BASC will send you a copy of the report for your club for approval prior to submission to the JTG.

7: CLUB REPORTING



Section 4 of this Guide **Manage Bag Returns** indicates where reports can be generated for individual shooting areas via the [View Report](#) at any time.



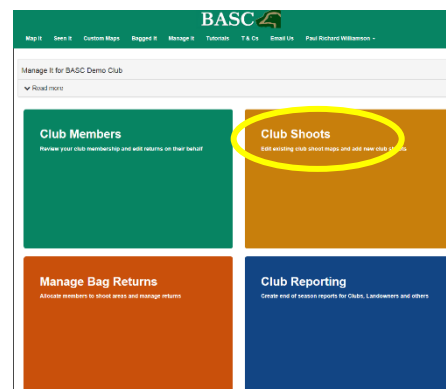
Green Shoots Mapping and Bag Recording

Section 6 of this Guide **Submitting Crown Estate Returns to BASC** indicates where reports can be generated for individual shooting areas via the [View Report](#) prior to formal submission to BASC.

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

All reports you create can be **exported to Excel**

Find the **Club Reporting** tile on the “Manage It” home page



7.1 Report Template page

The “**Report Template**” is made up of drop down menus so that you can select the type of report you need – just click the arrows (circled red below) to bring up the menus

Expand the “**Read more**” tab for further guidance

In the example below, we want to create a report for a Crown Estate site by selecting:

Report Template: Crown Estate (circled blue below)


Shots: Landowner = Crown Estate – ShootingData DEMO 1 (also circled blue below)


Season Start and End Dates can be selected by clicking on the Calendar icons (circled blue below).
OR you could select **Report Start Year** and **Report End Year** (also circled red below).

Report Template: Crown Estate ▼

Shoots: None selected ▼

Quarry: 21 selected ▼

Season Start Date: 01 September 

Season End Date: 20 February 

Report Start Year: 2016 - 2017 ▼

Report End Year: 2016 - 2017 ▼

[Generate Report](#)

Once you've made your selections, click [Generate Report](#).

7.2 Report Results

The report results screen appears at the bottom of the screen (circled blue below)

The first section of the report shows a summary of all the quarry species taken with the specified reporting period. To scroll down, select the slider bar at the right hand side of the page (circled red below).


Reporting


▼ Read more

Report Template: Crown Estate ▼

Shoots: Landowner = Crown Estate - ShootingData DEMO...

Quarry: 21 selected ▼

Season Start Date: 01 September 

Season End Date: 20 February 

Report Start Year: 2016 - 2017 ▼

Report End Year: 2016 - 2017 ▼

[Generate Report](#)

Report Results

BASIC Demo Club

Report Results | Report Visits

Coot	
Gadwall	
Goldeneye	
Mallard	

The second section of the report (scroll down to view) is a summary the total birds taken, total visits, etc, as shown below.

Total Birds	37
Total Visits	5
Individual Visitors	3
Visits Without Quarry	0
Average Quarry Per Visit	7.4
Average Quarry Per Visitor	12.333

[Export to Excel](#)

There is a tab to [Export to Excel](#)

7.2.1 Report Visits Results

Scroll back up to the top of the results page, and click on the **Report Visits** tab (circled red below).

Reporting

▼ Read more

Report Template

Crown Estate ▼

Shoots

Landowner = Crown Estate - ShootingData DEMO...

Quarry

21 selected ▼

Season Start Date

01 September

Season End Date

20 February

Report Start Year

2016 - 2017 ▼

Report End Year

2016 - 2017 ▼

Generate Report

Report Results

BASC Demo Club

Report Results

Report Visits

01/09/2016 - 20/02/2017	
Canada goose	
Greylag goose	
Pink-footed goose	
White-fronted goose	
Coot	
Gadwall	

This results page 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. An example is shown below.

The slider bar at the bottom of the page (circled red below) allows you to scroll along each line of data.

Report Results

BASC Demo Club

Report Results

Report Visits

Visits

Visit ID	Person	Shoot	Visit Date	Shots Fired	Total Quarry	Flight Time	Time Spent	Club Comments	Canada goose	Greylag goose
167	Paul Richard Williamson	Landowner = Crown Estate - ShootingData DEMO 1	06 December 2015	10	6	EF	2.000			
168	Paul Richard Williamson	Landowner = Crown Estate - ShootingData DEMO 1	11 January 2016	15	8	MF	3.000			
169	Paul Richard Williamson	Landowner = Crown Estate - ShootingData DEMO 1	19 September 2015	6	3	MF	2.000		3	
170	Ian Danby	Landowner = Crown Estate - ShootingData DEMO 1	02 November 2015	18	10	MF	3.000		2	
171	Mark Greenhough	Landowner = Crown Estate - ShootingData DEMO 1	19 February 2016	15	10	MF	3.000			4

Export to Excel

Again there is an option to **Export to Excel**

8: 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.

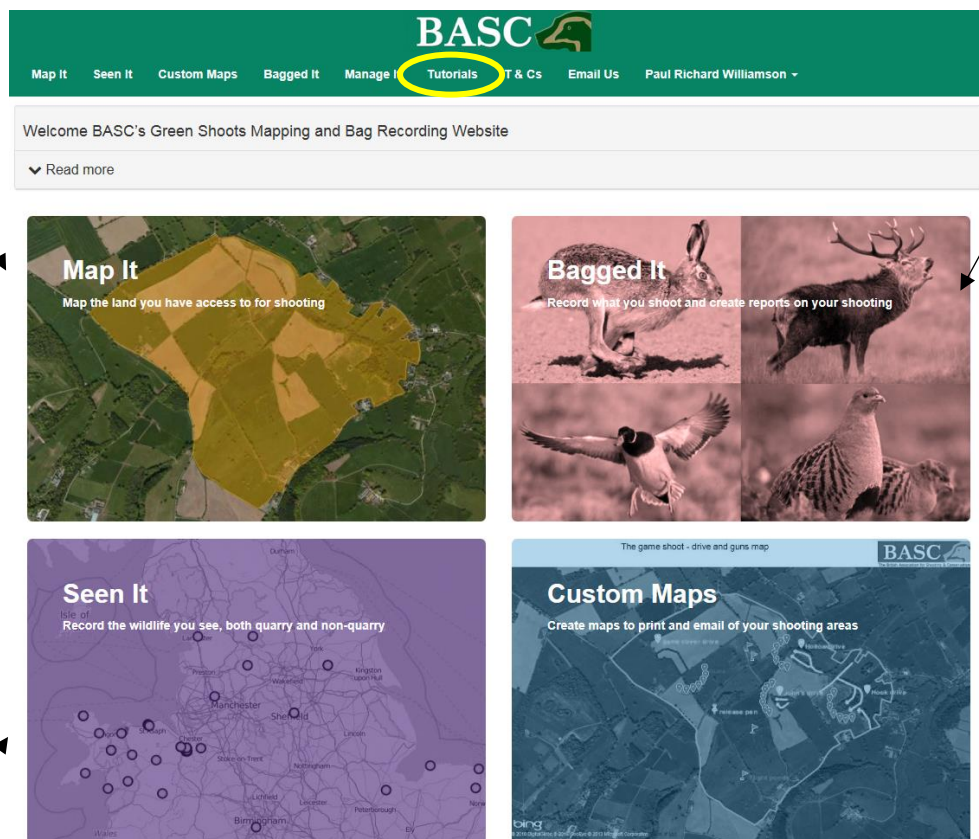
You can look at the **Video Tutorials**, and there’s a button for this at the top of the home page (circled yellow below)

“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 your club members will record their club shooting.

You can also record your own personal shooting here.



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

“Seen It” is where you and your members 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 your 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 either by email wildfowling@basc.co.uk or by phone 01244 573011.

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