Complete Guide for Club Members

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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.

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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).

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

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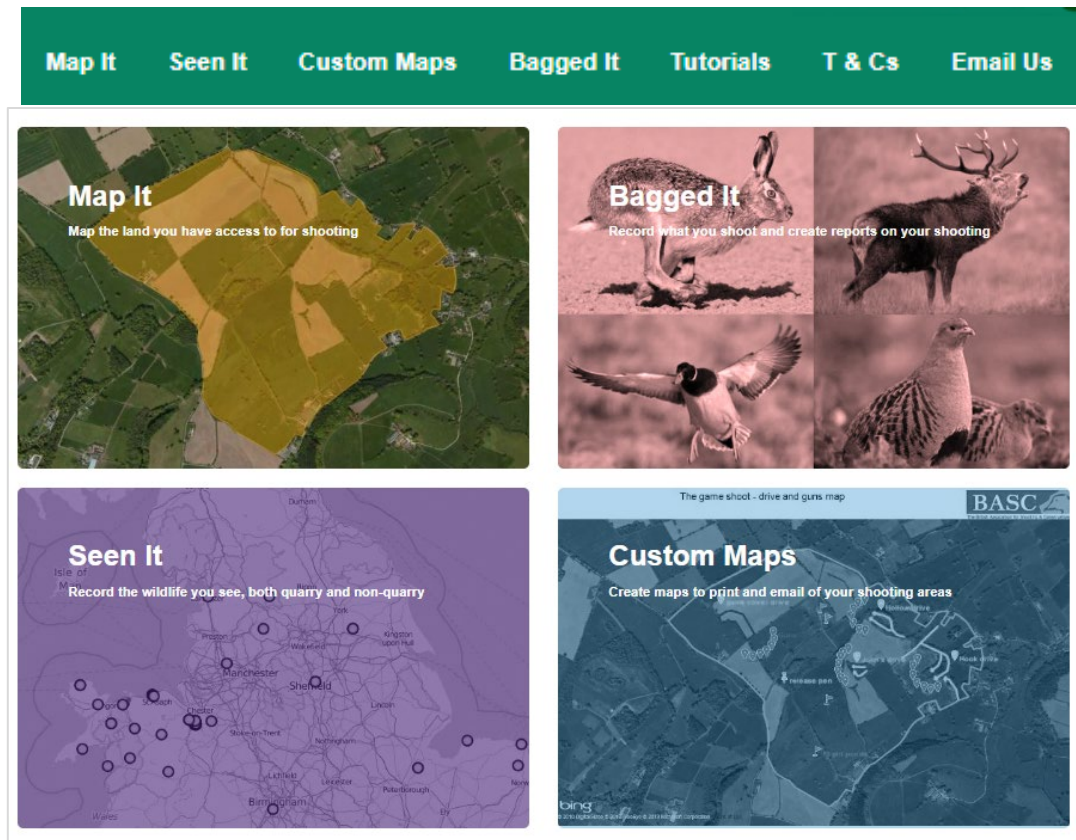
This will take you to the '**Bagged It**' area. Here you will see tiles for '**Visits**', '**Bag or visit limits**', '**Reporting**', '**Cull targets**' and '**Headline stats**'.

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

Club Shoots

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

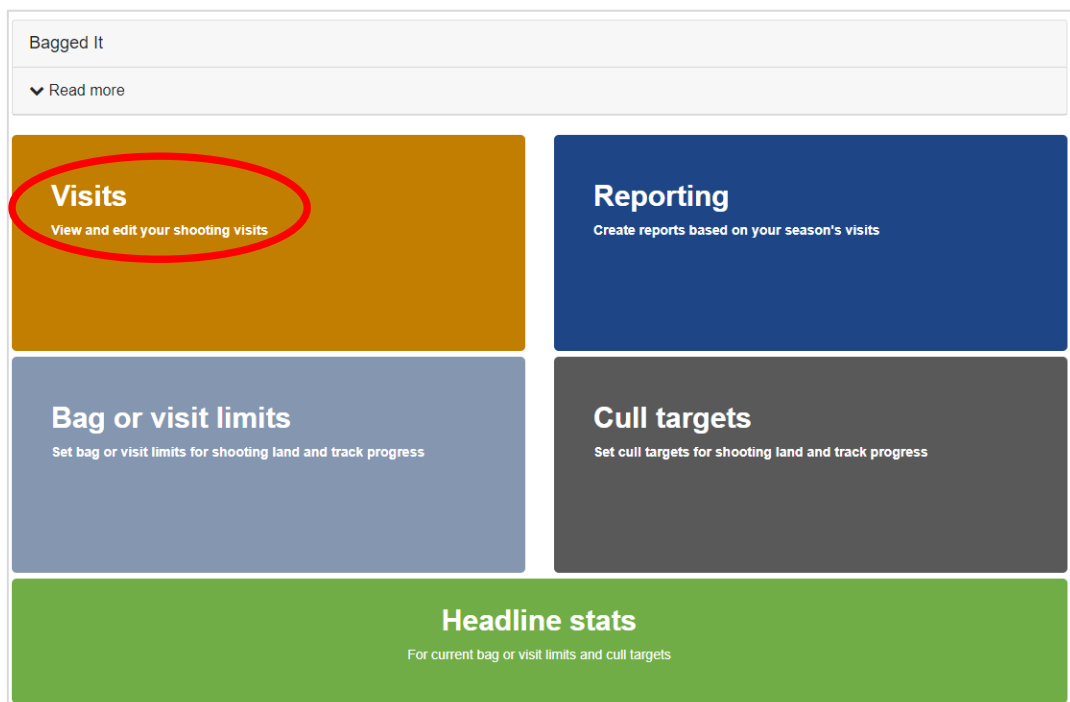Each shoot is listed by Shoot Name and Club and the number of visits you have recorded against each shoot is detailed in the Visits column.

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.**

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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

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.

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Here there are a number of boxes to complete:

1. **Date:** Click on the calendar icon and select from the date of your visit from the pop-up calendar.

2. **Flight time:** click on the down arrow and select from the list.

3. **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).

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.

6. **Bag:** Enter the number of birds taken against the relevant species.

7. 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.

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

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	Edit	Delete
16/12/2021	Morning flight	5	2	Edit	Delete

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

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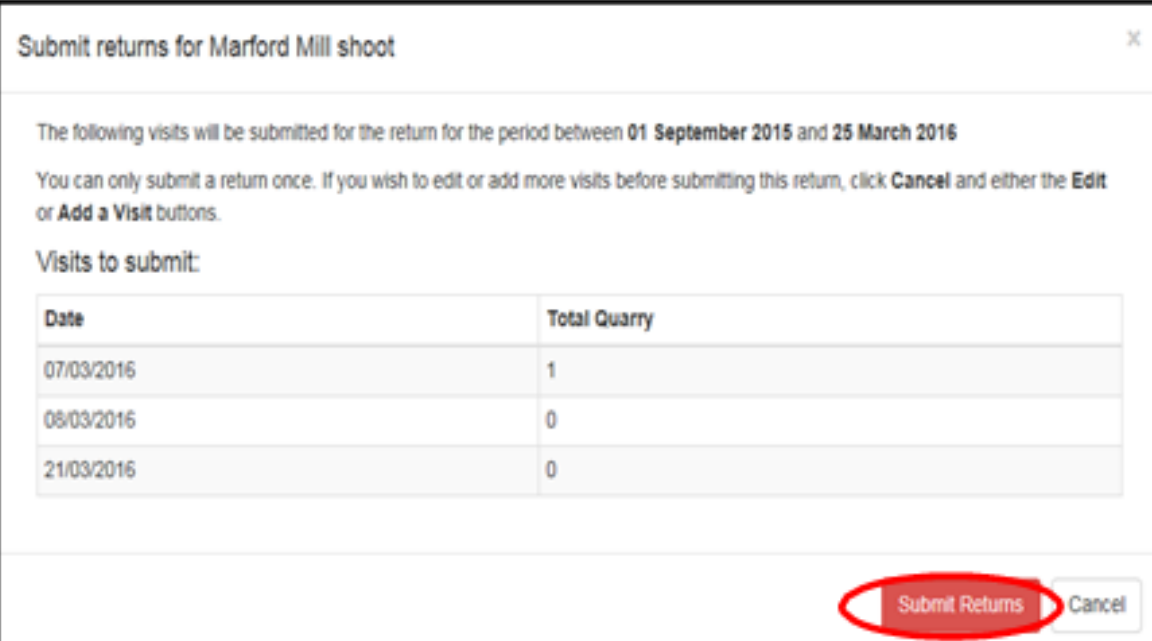
Submit 2 Returns - (for example) to indicate the number of visits you have recorded against that shoot (circled red below).

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

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.

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This will bring up a confirmation screen, just click , or 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).
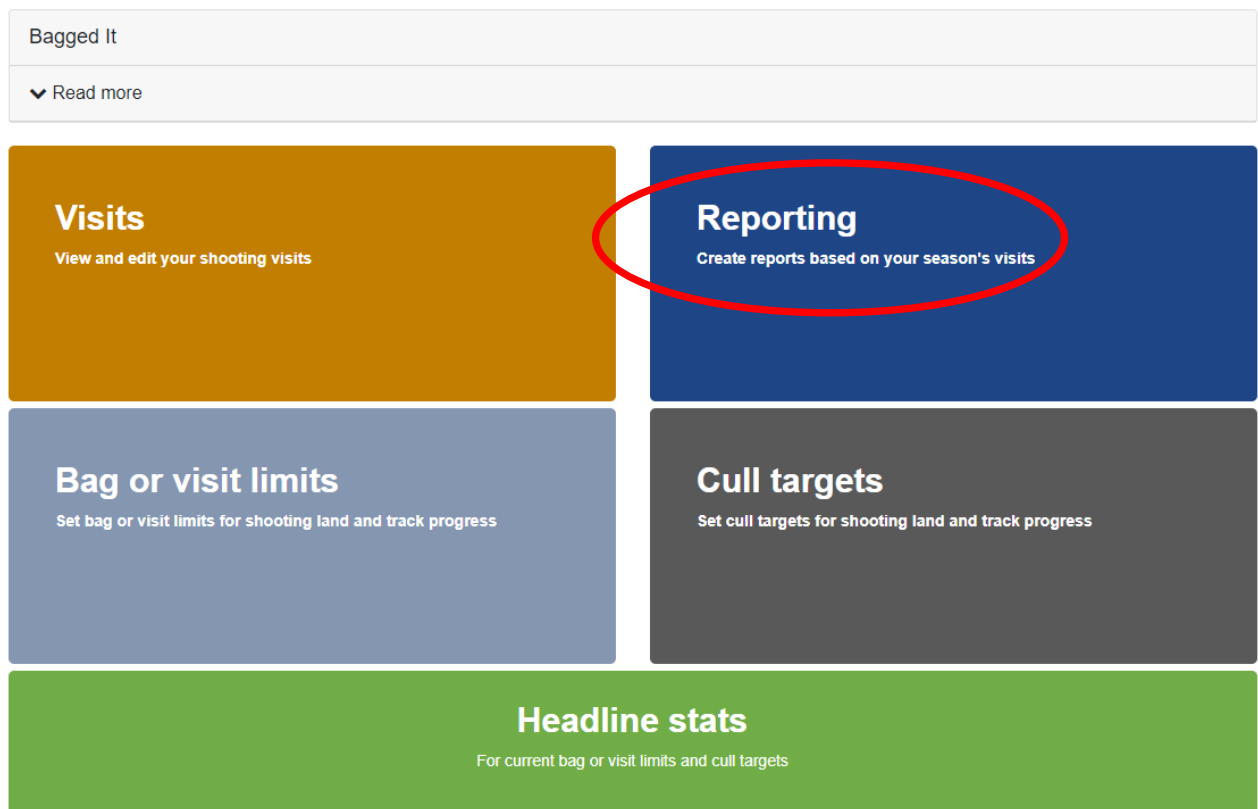
Clicking on this will take you to the Reporting template which has numerous drop-down boxes so that you can choose what type of report you want.
In the Report Template field change make sure it shows 'Crown Estate'.

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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.

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.

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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'.
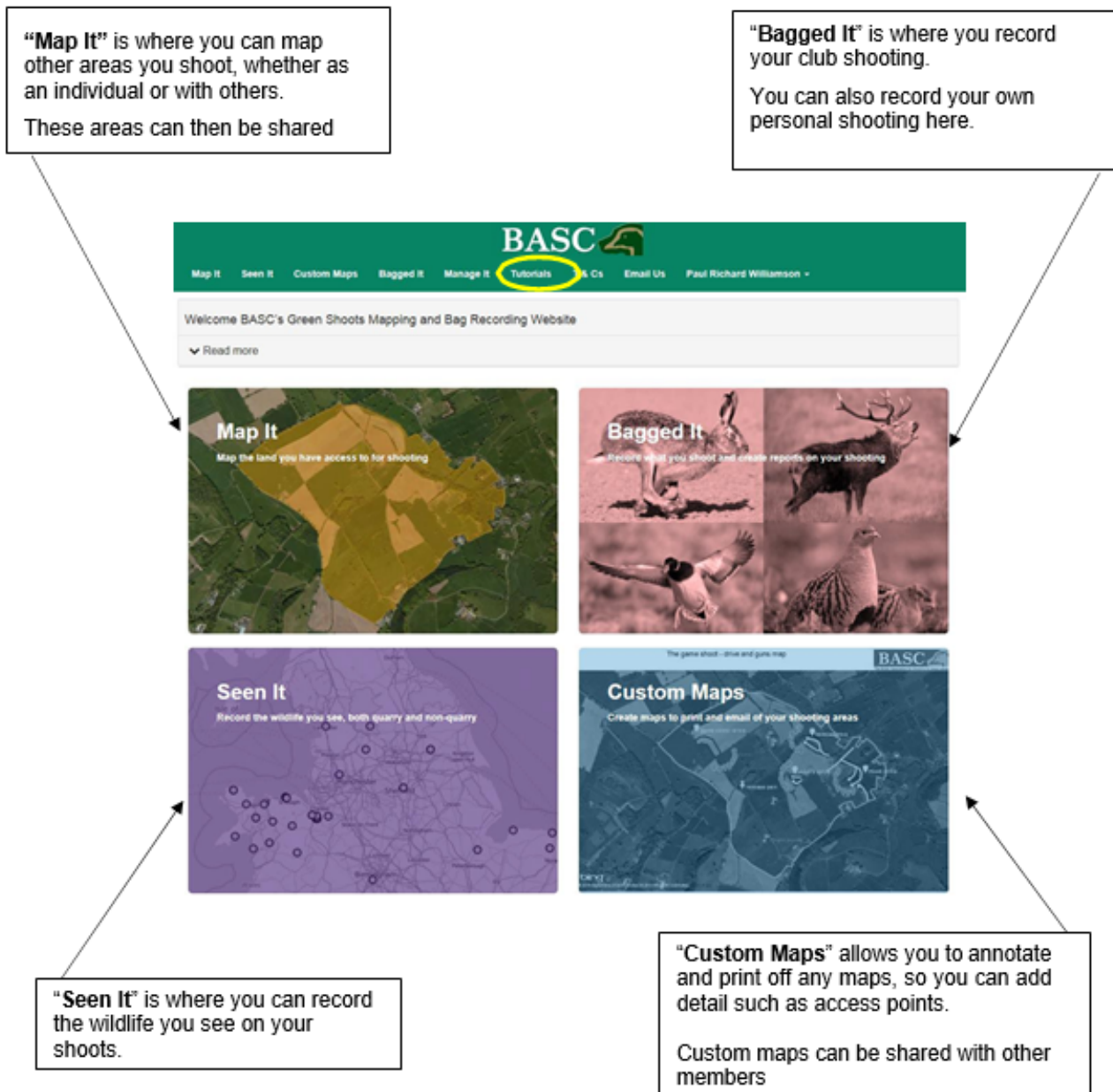

To export this report out of GSM in to an Excel document click on the '**Export to Excel**' button.

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

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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 or alternatively by phone 01244 573000.

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