WISCONSIN DEPARTMENT OF NATURAL RESOURCES

Great Lakes Guide Fishing Report Instruction Manual

Version 3

December 2021

Table Of Contents

Download Instructions

FOR PC

1. Download and install ESRI Survey 123 Field App to your PC.

    Windows (64): https://links.esri.com/survey123/windows64

    Windows (86): https://links.esri.com/survey123/windows

    Mac: https://links.esri.com/survey123/macos

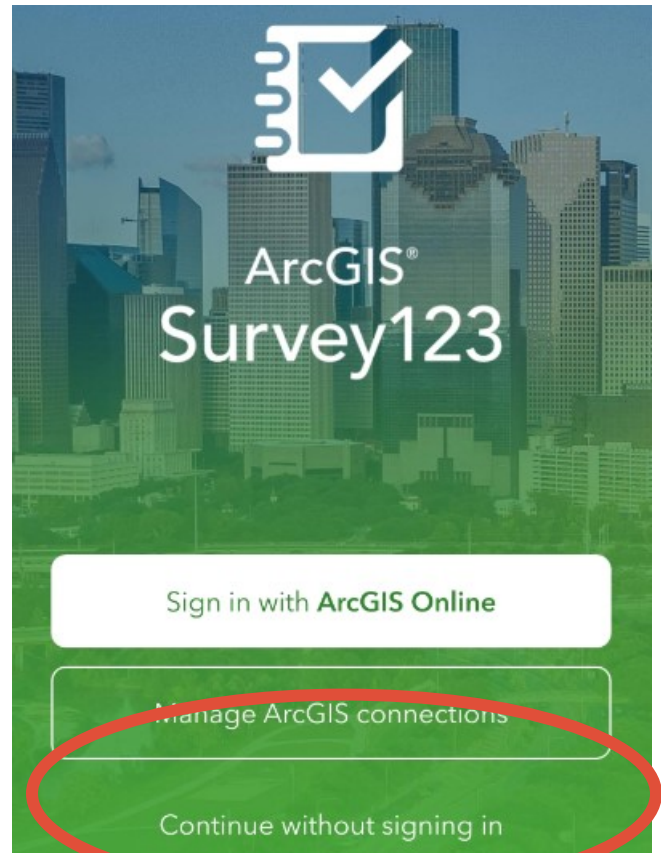2. Enter URL into web browser: https://arcg.is/0aPnq1
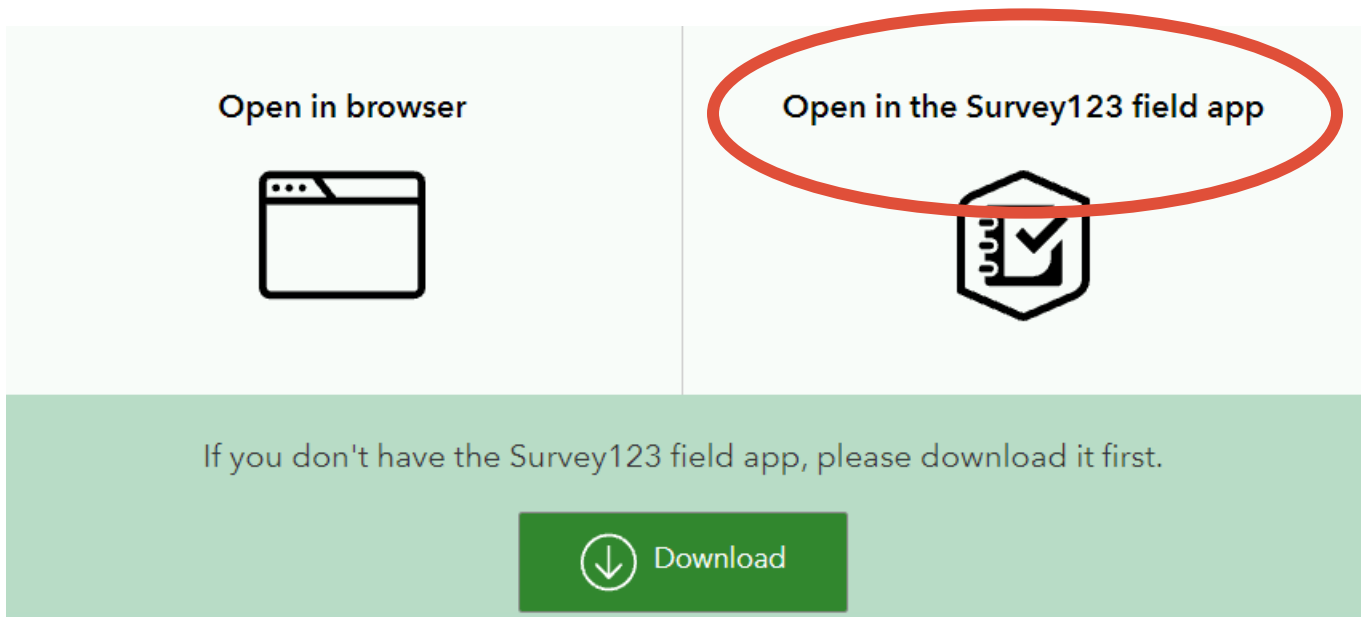
3. Choose "Open app in the Survey123 field app."

4. When you get this splash screen during the install, hit "Continue without signing in".

Once the survey is installed:

5. Go to the "X" in the top left of your screen and select "Close survey and lose changes."

The Survey123 app and the Great Lakes Fishing Guide Report are now loaded on your computer and ready for you to record your observations.

6. Continue on to start using the application.

FOR MOBILE DEVICE

1. Download and install ESRI Survey 123 Field App to your device from your app store.

Apple: https://apps.apple.com/us/app/arcgis-survey123/id993015031

Google: https://play.google.com/store/apps/details?id=com.esri.survey123

Amazon: https://www.amazon.com/Esri-Inc-Survey123-for-ArcGIS/dp/B01MAV32GO

Microsoft: https://www.microsoft.com/store/apps/9NBLGGH5WMRR

The app name and image (as seen on Apple AppStore) is below.

ArcGIS Survey123 4+
ESRI
Designed for iPad

★★★☆☆ 2.9 • 110 Ratings

Free

2. Enter the URL: https://arcg.is/0aPnq1
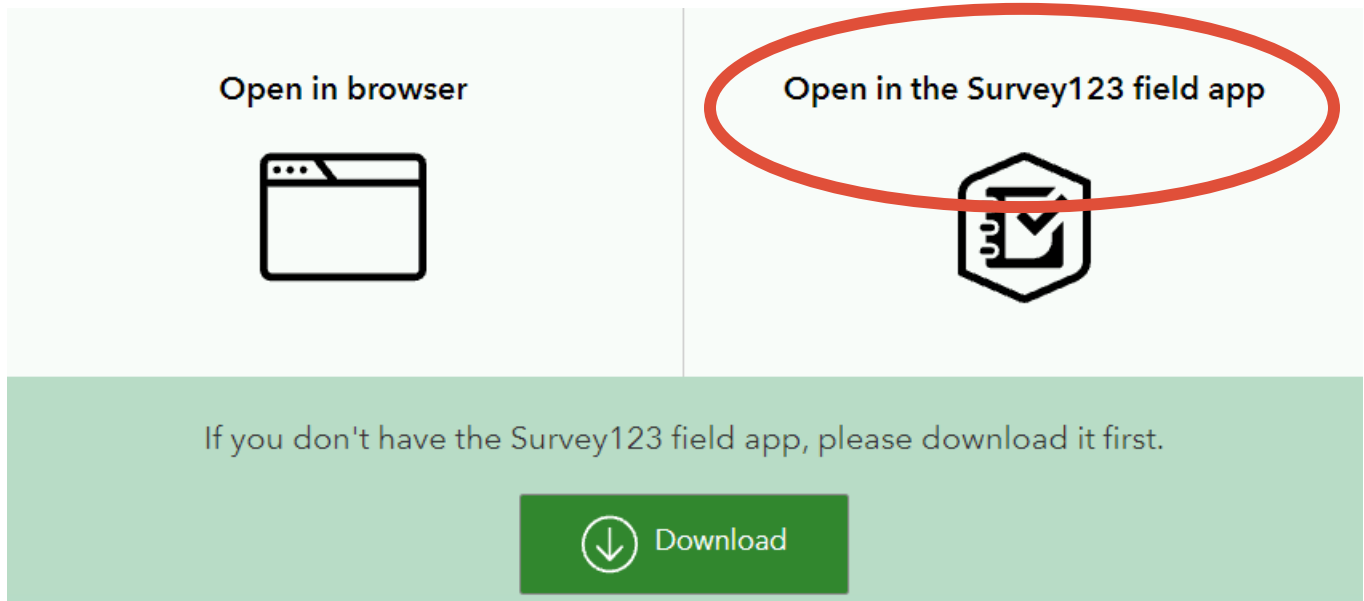
3. Choose "Open app in the Survey123 field app."

4. When you get this splash screen during the install, hit "Continue without signing in"

Once the survey is installed:

5. Go to the "X" in the top left of your screen and select "Close survey and lose changes."
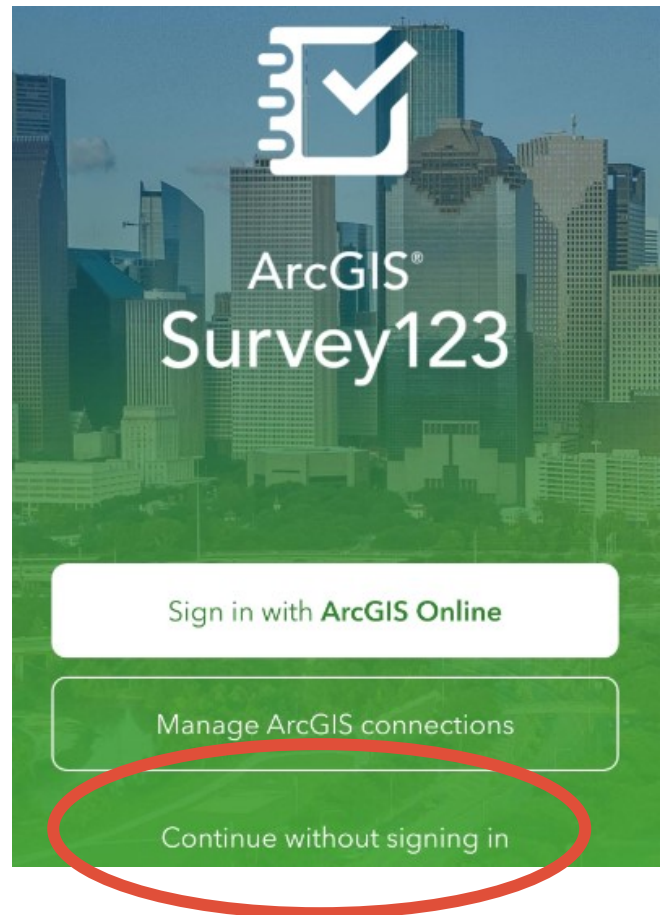
The Survey123 app and the Great Lakes Fishing Guide Report are now loaded on your phone and ready for you to record your observations.

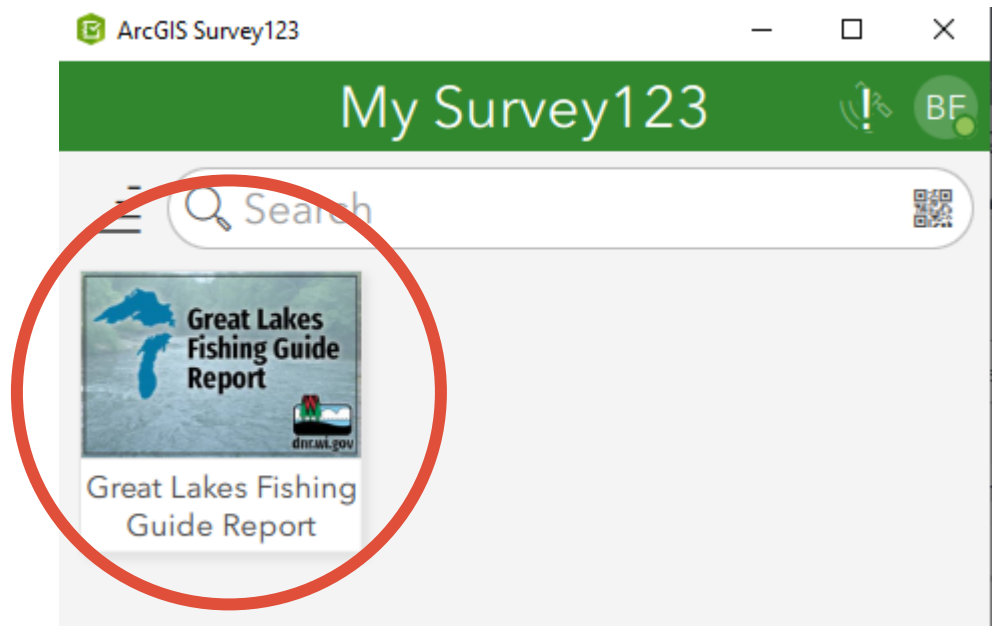6. Continue on to start using the application.
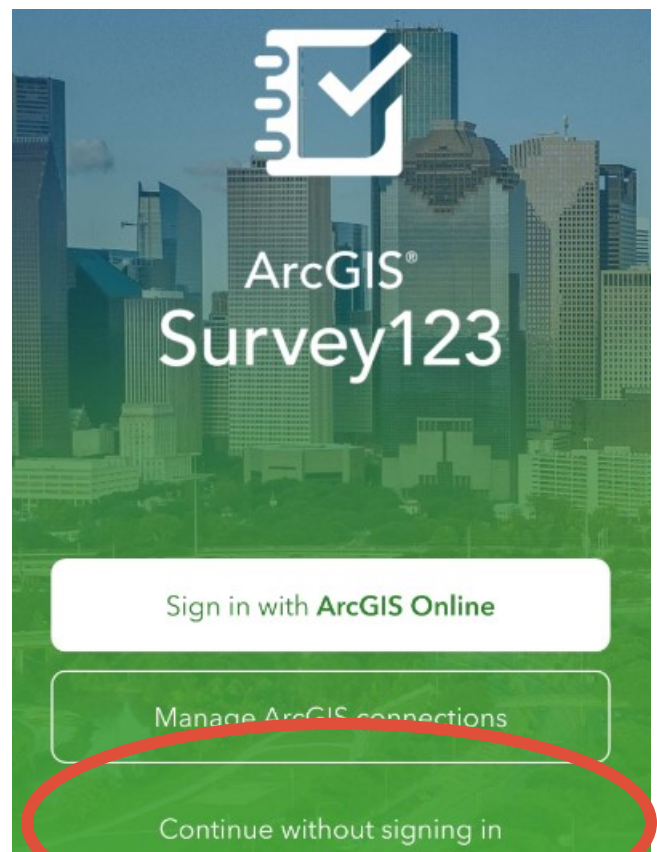
Starting The Application

1. When you open the Survey123 application and get this splash screen during startup, hit "Continue without signing in"

2. Click on the "Great Lakes Fishing Guide Report" to start.

2. If you get this screen, you can click "Close."

We are not collecting location information with this app.

Location Inaccessible

Please ensure:
1. Location services are turned on.
2. The app has permission to access your location.

↻ Retry

⊗ Close

WI DNR Survey Form for Great Lakes Fishing Guide Rep...

Owner: David.Winston_wi_dnr

Created: 12/3/21 2:33 PM

Modified: 12/17/21 12:09 PM

This survey is for the use of great lakes fishing guides to submit required reports on location, effort, and catch. Reports are due within 24 hours of the fishing event and need to be fully completed in order to submit the form.

2. To begin entering data, click on the "Collect" icon below.

＋ **Collect** ＞

Collecting Information

1. Enter your DNR customer number.

2. Enter your first name.

3. Enter your last name.

4. Enter the date of your trip.

5. Select if you are reporting as an individual or as a group.

Individual reporting continues on .

Group guide reporting with you as the designated reporter continues on .

Group guide reporting with someone else as the designated reporter continues on .

Great Lakes Fishing Guide Report

WISCONSIN DEPT. OF NATURAL RESOURCES

Welcome! Please fill out the questions below to complete and submit this report.

DNR Customer Number *

Go Wild assigned Customer ID # (must be 9 digits - no dashes; use leading zeros if less than 9 digits)

First Name *

Last Name *

Date of Guided Trip *

Thursday, December 16, 2021

▼ Fishing Guide Information

Are you reporting as an individual or as a group? *

○ Individual   ○ Group

INDIVIDUAL GUIDE REPORTING

1. Select the major and sub-waterbodies that you are fishing in.

   Depending on your sub-waterbody choice, enter the grid, harbor or tributary water that you are fishing in. This example shows the tributary selection.

▼ Location Description

Note: If you fished at more than one waterbody during your trip, please enter each location as a separate report.

Please Select a Major Waterbody *

- ● Lake Michigan
- ○ Lake Superior
- ○ Green Bay

Please Select a Sub-Waterbody *

- ○ Main Lake
- ○ Harbor
- ● Tributary Water

Pick One *

[   ] ⌄

2. Enter how many people were in your fishing party (excluding guides).

3. Enter the length of the fishing trip in whole hours.

4. Indicate whether your guided fishing clients caught any fish during the fishing trip.

▼ Fishing Report

Size Of Fishing Party *

[⠿   ]

Duration Of Fishing Trip In Hours? *

[⠿   ]

Did The Clients Catch Any Fish? *

- ○ Yes
- ○ No

If your guided fishing clients caught fish during the trip:

1. Select "Yes."

2. Click on the "+" button to enter your fishing information.

3. Continue to .

Did The Clients Catch Any Fish? *
- ● Yes
- ○ No

▾ **Click the + Sign Below to Enter Catch Report** *

+

If your guided clients did not catch any fish during your trip:

1. Select "No."

2. Enter any trip comments.

3. Check the "Certify" button.

4. Click the green check mark on the bottom of the app to complete your entry.

5. See to complete the submission of your trip.

Did The Clients Catch Any Fish? *
- ○ Yes
- ● No

Trip Comments

Please enter any comments about your trip here. (e.g. fin clips or tags, weather, etc.)

▾ **Legal Attestation**

By checking this box, I certify that I have reviewed and entered information I am about to submit and that it is true and accurate, as required by s. NR 20.65, Wis. Adm. Code. I further certify that the act of checking this box constitutes my electronic signature, which is the legal equivalent of my actual signature:

Certification *
- ☐ I Certify to the Above

✓

If your guided fishing clients caught fish during your fishing trip:

1. Follow the instructions in **RED**.

2. Click on the first species that your guided fishing clients caught during your trip.

Did The Clients Catch Any Fish? *

- ● Yes
- ○ No

▾ **Click the + Sign Below to Enter Catch Report ***

Instructions: Select one species at a time. Add new species using the + sign in the lower right. Delete entries using the trash can in the lower left. If multiple species are entered, toggle between them using the page arrows at either side of the entry number. **Repeat until all species caught have been reported.**

Species *

○ Lake Whitefish	○ Burbot
○ LM Bass	○ SM Bass
○ Northern Pike	○ Musky
○ Walleye	○ Yellow Perch
○ Chinook Salmon	○ Coho Salmon
○ Rainbow Trout	○ Brown Trout
○ Lake Trout	○ Siscowet Lake Trout
○ Brook Trout	○ Splake
○ Rainbow Smelt	○ Cisco
○ Lake Sturgeon	○ Other

3. Enter the number of fish caught for the species you selected.

4. Enter the number of fish kept for the species you selected.

   This feature shows you the species entered on your trip. Note that as soon as you select a species it shows up here.

5. Hit the "+" icon to enter the next species caught.

6. Repeat steps 2-5 for all species caught during the trip.

Total Caught *

Total Kept *

Add new species using the + sign in the lower right. Delete entries using the trash can in the lower left. If multiple species are entered, toggle between them using the page arrows at either side of the entry number

Species entered:

1 of 1

7. After you have entered all the fish caught during your guided fishing clients trip, enter any trip comments.

8. Check the "Certify" box.

9. Click on the green check mark to complete the entry.

Trip Comments

Please enter any comments about your trip here. (e.g. fin clips or tags, weather, etc.)

▾ **Legal Attestation**

By checking this box, I certify that I have reviewed and entered information I am about to submit and that it is true and accurate, as required by s. NR 20.65, Wis. Adm. Code. I further certify that the act of checking this box constitutes my electronic signature, which is the legal equivalent of my actual signature:

Certification *

☐ I Certify to the Above

✓

Once you have completed your entry, you have the option to send the survey now, continue with the survey or save it to your outbox.

If you don't have a cell phone or computer connection, please save it to your outbox and submit it as soon as you can.

If you have a cell phone or computer connection, the DNR suggests you send the survey now to complete your submission.

Once you have successfully submitted your fishing trip, it will appear on the main page under "Sent."

Survey Completed
Your device is online.

▷ Send now

↪ Continue this survey

💾 Save in Outbox

This survey is for the use of great lakes fishing guides to submit required reports on location, effort, and catch. Reports are due within 24 hours of the fishing event and need to be fully completed in order to submit the form.

⊕ Collect   〉

▷ Sent   1   〉

GROUP GUIDE REPORTING

YOU AS THE DESIGNATED REPORTER

1. Select the group guide option if you are reporting as a group.

2. If you are the designated reporter for your group, click "Yes."

   If you are not, click "No" and continue to .

3. Click the "+" sign to enter the DNR customer number and names of the guides in your group.

Fishing Guide Information

Are you reporting as an individual or as a group? *

○ Individual   ● Group

Are you the designated reporter for fishing information in your guide group? *

● Yes

○ No

Please Add All Other Guides In Your Guide Group:

Click the + Sign Below to Add Additional Guides

+

4. Add the DNR customer number for the first guide in your group.

5. Enter their first name.

6. Enter their last name.

7. If you have additional guides in your group, hit the "+" button and enter their information.

8. Repeat steps 4-7 for all the guides in your group.

9. When you have added all of the guides in your group, continue to the next step.

Please Add All Other Guides In Your Guide Group:

▼ **Click the + Sign Below to Add Additional Guides**

Instructions: Enter info for each guide below. Add new guides using the + sign in the lower right. Delete entries using the trash can in the lower left. If multiple guides are entered, toggle between them using the page arrows at either side of the entry number. **Repeat until all group guides have been identified.**

Other Guide Customer Number *

💡 Go Wild assigned Customer ID # (must be 9 digits - no dashes; use leading zeros if less than 9 digits)

Other Guide First Name *

Other Guide Last Name *

🗑   1 of 1   +

10. Enter the waterbody and sub-waterbody that you are fishing in.

    Depending on your sub-waterbody choice, enter the grid, harbor or tributary water you are fishing in. This example shows the tributary selection.

11. Enter how many people were in your fishing party (excluding guides).

12. Enter the length of the fishing trip in whole hours.

13. Indicate whether your guided fishing clients caught any fish during the fishing trip.

▼ Location Description

Note: If you fished at more than one waterbody during your trip, please enter each location as a separate report.

Please Select a Major Waterbody *

(●) Lake Michigan   ( ) Lake Superior   ( ) Green Bay

Please Select a Sub-Waterbody *

( ) Main Lake   ( ) Harbor   (●) Tributary Water

Pick One *

[⌄]

▼ Fishing Report

Size Of Fishing Party *

[   ]

Duration Of Fishing Trip In Hours? *

[   ]

Did The Clients Catch Any Fish? *
( ) Yes
( ) No

If your guided fishing clients caught fish during your trip:

1. Click on the "+" button to enter your fishing information.

2. Continue on .

Did The Clients Catch Any Fish? *

⦿ Yes

◯ No

> **Click the + Sign Below to Enter Catch Report** *
>
> ⊕

If your guided fishing clients did not catch any fish during your fishing trip:

1. Select "No."

2. Enter any trip comments.

3. Check the "Certify" box.

4. Select the green check mark on the bottom of the app to complete your entry.

5. Continue on .

Did The Clients Catch Any Fish? *

◯ Yes

⦿ No

Trip Comments

Please enter any comments about your trip here. (e.g. fin clips or tags, weather, etc.)

> ▾ **Legal Attestation**
>
> By checking this box, I certify that I have reviewed and entered information I am about to submit and that it is true and accurate, as required by s. NR 20.65, Wis. Adm. Code. I further certify that the act of checking this box constitutes my electronic signature, which is the legal equivalent of my actual signature:
>
> Certification *
>
> ☐ I Certify to the Above

✓

If your guided fishing clients caught fish during your fishing trip:

1. Follow the instructions in **RED**.

2. Click on the first species that your guided fishing clients caught during your trip.

Did The Clients Catch Any Fish? *

◉ Yes

◯ No

▾ **Click the + Sign Below to Enter Catch Report ***

Instructions: Select one species at a time. Add new species using the + sign in the lower right. Delete entries using the trash can in the lower left. If multiple species are entered, toggle between them using the page arrows at either side of the entry number. **Repeat until all species caught have been reported.**

Species *

◯ Lake Whitefish   ◯ Burbot

◯ LM Bass   ◯ SM Bass

◯ Northern Pike   ◯ Musky

◯ Walleye   ◯ Yellow Perch

◯ Chinook Salmon   ◯ Coho Salmon

◯ Rainbow Trout   ◯ Brown Trout

◯ Lake Trout   ◯ Siscowet Lake Trout

◯ Brook Trout   ◯ Splake

◯ Rainbow Smelt   ◯ Cisco

◯ Lake Sturgeon   ◯ Other

3. Enter the number of fish caught for the species you selected.

4. Enter the number of fish kept for the species selected.

   This feature shows you the species entered on your trip. Note that as soon as you select a species it shows up here.

5. Hit the "+" icon to enter the next species caught.

6. Repeat steps 2-5 for all species caught during the trip.

Total Caught *

Total Kept *

Add new species using the + sign in the lower right. Delete entries using the trash can in the lower left. If multiple species are entered, toggle between them using the page arrows at either side of the entry number

Species entered:

1 of 1

7. After you have entered all the fish caught during your guided fishing clients' trip, enter any trip comments.

8. Check the "Certify" box.

9. Click on the green check mark to complete the entry.

Trip Comments

Please enter any comments about your trip here. (e.g. fin clips or tags, weather, etc.)

▼ **Legal Attestation**

By checking this box, I certify that I have reviewed and entered information I am about to submit and that it is true and accurate, as required by s. NR 20.65, Wis. Adm. Code. I further certify that the act of checking this box constitutes my electronic signature, which is the legal equivalent of my actual signature:

Certification *

☐ I Certify to the Above

✓

Once you have completed your entry, you have the option to send the survey now, continue with the survey or save it to your outbox.

If you don't have a cell phone or computer connection, please save it to your outbox and submit it as soon as you can.

If you have a cell phone or computer, connection the DNR suggests you send the survey now to complete your submission.

Once you have successfully submitted your fishing trip, it will appear on the main page under "Sent."

Survey Completed

Your device is online.

▷ Send now

↪ Continue this survey

💾 Save in Outbox

This survey is for the use of great lakes fishing guides to submit required reports on location, effort, and catch. Reports are due within 24 hours of the fishing event and need to be fully completed in order to submit the form.

⊕ Collect   >

▷ Sent   1   >

GROUP GUIDE REPORTING
SOMEONE ELSE AS THE DESIGNATED REPORTER

1. Select the group guide option if you are reporting as a group.

2. If you are NOT the designated reporter for your group, click "No."

3. Enter the DNR customer number of the guide that is reporting for your group.

4. Enter their first name.

5. Enter their last name.

Are you reporting as an individual or as a group? *

○ Individual   ● Group

Are you the designated reporter for fishing information in your guide group? *

○ Yes

● No

Who is the designated reporter for your guide group?

Reporting Guide Customer Number *

💡 Go Wild assigned Customer ID # (must be 9 digits - no dashes; use leading zeros if less than 9 digits)

[⠿]

Reporting Guide First Name *

[   ]

Reporting Guide Last Name *

[   ]

6. If you have additional guides in your group, click the "+" button and enter their information.

7. Add the DNR customer number for the other guide(s) in your group.

8. Enter their first name.

9. Enter their last name.

10. Repeat steps 6–9 for any additional guides.

11. When you have added all of the guides in your group, continue to the next step.

Please Add All Other Guides In Your Guide Group:

▾ **Click the + Sign Below to Add Additional Guides**

(+)

Please Add All Other Guides In Your Guide Group:

▾ **Click the + Sign Below to Add Additional Guides**

Instructions: Enter info for each guide below. Add new guides using the + sign in the lower right. Delete entries using the trash can in the lower left. If multiple guides are entered, toggle between them using the page arrows at either side of the entry number. **Repeat until all group guides have been identified.**

Other Guide Customer Number

💡 Go Wild assigned Customer ID # (must be 9 digits - no dashes; use leading zeros if less than 9 digits)

[⠿]

Other Guide First Name

[ ]

Other Guide Last Name

[ ]

[🗑]   1 of 1   [+]

12. Add any trip comments.

13. Check the "Certify" box.

14. Click the green check mark to complete the entry.

Trip Comments

Please enter any comments about your trip here. (e.g. fin clips or tags, weather, etc.)

Legal Attestation

By checking this box, I certify that I have reviewed and entered information I am about to submit and that it is true and accurate, as required by s. NR 20.65, Wis. Adm. Code. I further certify that the act of checking this box constitutes my electronic signature, which is the legal equivalent of my actual signature:

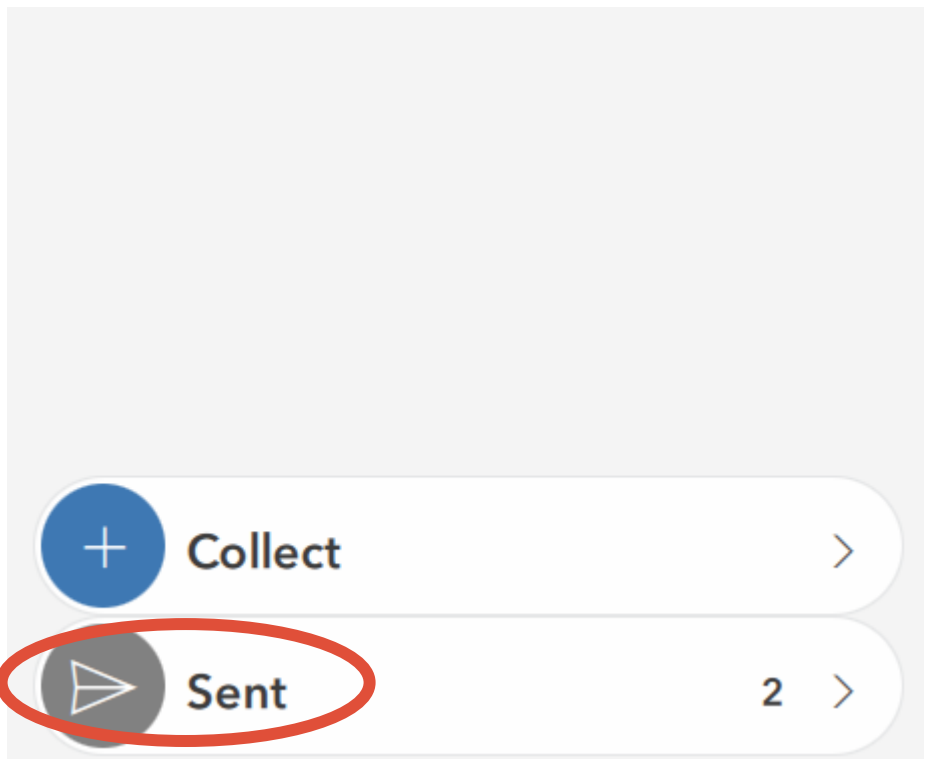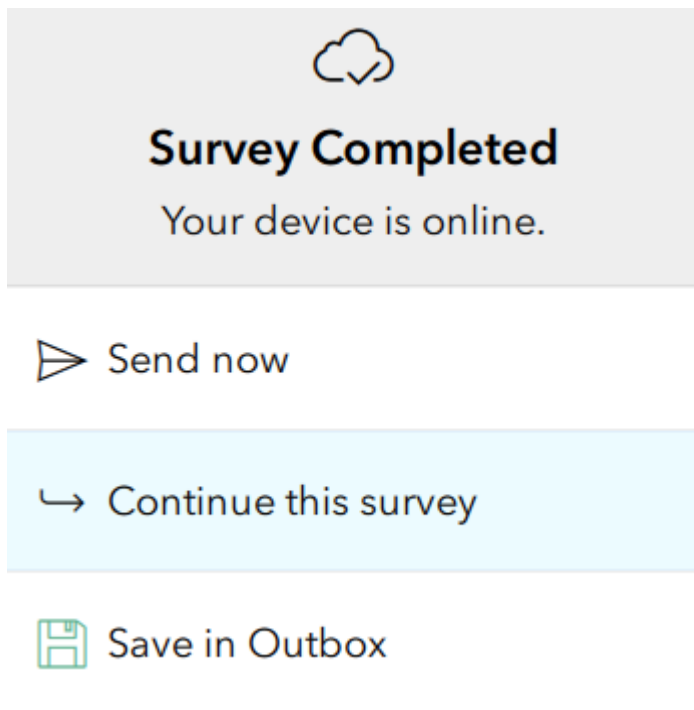Certification *

☐ I Certify to the Above

Once you have completed your entry, you have the option to send the survey now, continue with the survey or save it to your outbox.

If you don't have a cell phone or computer connection, please save it to your outbox and submit it as soon as you can.

If you have a cell phone or computer connection, the DNR suggests you send the survey now to complete your submission.

Once you have successfully submitted your fishing trip, it will appear on the main page under "Sent."

Survey Completed
Your device is online.

▷ Send now

↪ Continue this survey

💾 Save in Outbox

⊕ Collect   >

▷ Sent   2 >

Survey Not Sent

If you have entered the survey and attempted to send it but the survey does not send, you will notice that an outbox now appears in your application.

If this happens:

1. Click on "Outbox" when you have a cell phone or computer connection.

WI DNR Survey Form for Great Lakes Fishing Guide Reporting

Owner: David.Winston_wi_dnr
Created: 12/3/21 2:33 PM
Modified: 12/8/21 11:31 AM

This survey is for the use of great lakes fishing guides to submit required reports on location, effort, and catch. Reports are due within 24 hours of the fishing event and need to be fully completed in order to submit the form.
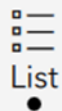
+ Collect 〉

⬆ Outbox 1 〉

▷ Sent 2 〉

2. Click "Send."

Guide_username:Bradley.Eggold_wi_
dnr, DNR_customer_id:123456789,
Guide_name_first:Brad, Guide_nam...

Modified 12/10/2021 8:24 AM

List   Map   Send

3. Once the survey is sent, the outbox will disappear. This indicates that your survey has now be sent in.

WI DNR Survey Form for Great Lakes Fishing Guide Reporting

Owner: David.Winston_wi_dnr
Created: 12/3/21 2:33 PM
Modified: 12/8/21 11:31 AM

This survey is for the use of great lakes fishing guides to submit required reports on location, effort, and catch. Reports are due within 24 hours of the fishing event and need to be fully completed in order to submit the form.

Collect

Sent   3

Frequently Asked Questions

QUESTION 1

I sometimes have a large group that all start fishing at the same time, but end as they reach the limit or decide to stop fishing early. What should I report as time spent fishing?

> **ANSWER:** The appropriate way to handle different ending times is to treat each group as a separate trip. Enter the time spent fishing and the catch for each group as they end fishing.

> *EXAMPLE:* A guide(s) takes three groups of anglers out on the ice to their respective shacks in groups of four, six and eight. The fishing begins at 8:00 a.m. The group of four anglers is brought back to shore at 12:00 p.m., the group of six at 2:00 p.m. and the group of eight at 3:00 p.m. The amount of time spent fishing by each group, rounded to the nearest hour, is respectively 4, 6 and 7 hours. This information should be entered independently for each group (along with other required data).

QUESTION 2

What should I do if I fished in multiple locations (multiple grids, multiple tributaries, etc.) on one trip?

> **ANSWER:** Classify each location as a separate trip.

QUESTION 3

Do I need to talk to the creel clerk even though I will be reporting my trip using the Great Lakes Fishing Guide Report?

> **ANSWER:** Yes, the creel survey will count your effort so we need to be able to appropriately assign the guided effort that is reported.

QUESTION 4

What will this data be used for?

> **ANSWER:** The data collected from guides will be used to improve the DNR's harvest estimates from the Great Lakes to help better inform management decisions.