

# Sea Angling Diary



## Online Catch Diary Tool Guidance for Use

substance.



Centre for Environment  
Fisheries & Aquaculture  
Science



Cefas



[www.seangling.org/tool](http://www.seangling.org/tool)

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# Welcome to the Sea Angling Diary Tool

**First, thank you for taking part in the Sea Angling Diary Project. Your participation is important and although it will require some input on your part, hopefully you will also find it useful and rewarding.**

What you tell us will be vital in providing accurate information about recreational sea angling in the UK.

To help encourage you, we have an incentive prize draw every month - but you must enter data each month to be included - see the details below.

## The Sea Angling Diary Tool

The Sea Angling 2017 Diary Tool is a bespoke online tool to assist recreational sea anglers and sea fishers record their catches efficiently and accurately. This is the guide to using that system and it takes you step by step through how to record your fishing trips and catches.

**The Diary Tool website address is: [www.seaangling.org/tool](http://www.seaangling.org/tool)**

### What we need you to record

We need you to record details of each sea angling session you do, what you did and what you caught. It is important that you tell us even if you did not catch anything. It is also vital to tell us how many fish were RETURNED as well as how many were kept so that we can provide an accurate picture the impact that sea angling actually makes.

A summary of information you need to provide:

- **Where and when** you go fishing and for how long
- The **type** of fishing you did
- What **fish** you caught, their size and what you kept and returned

The Diary Tool has been designed specifically to make entering this information as easy as possible for you.

# Welcome to the Sea Angling Diary Tool

## No fishing? – WE NEED TO KNOW!

It is really important that you tell us what you have done each month, **even if you haven't been fishing**. This is really simple in the tool. Log in. Tick Not Fished. That's it.

## Record the Information *Every Month*

The easiest and most accurate way to keep on top of filling in the diary is to do it after each time you go fishing. However, we have provided a notebook so you can record details later.

In any case, we need you to complete all of your entries for the month no later than two weeks after the end of the month. This is so we can submit accurate monthly reports. **Also, if you don't do this, you cannot be entered into the prize draw.**

We will send you reminders when no data is recorded. Remember – **even if you haven't fished** in a preceding month, you need to let us know that in the diary tool.

## Stuff to Help you

To help you identify, accurately measure and record fish caught, we have sent you some useful stuff. You will receive in the post:

- A **Fish Identification Booklet**. This booklet provides pictures and information of over 120 species to help you identify the fish you catch.
- A **Tape Measure**. We need you to accurately measure as many of the fish that you catch as possible. Measure fish from the **tip of the snout to the tip of the tail**. Please do this in **centimetres**.
- A **Waterproof Notepad**. This is to help you monitor and record catches whilst you are out and about. You can write on it in the wet and the ink should not run.

# Welcome to the Sea Angling Diary Tool

## Prize Draws for Tackle and Amazon Vouchers

We have teamed up with Fishing Megastore to provide rewards for your help and an incentive for you to enter information each month, whether you have fished or not. Each month there will be a prize draw for: 1 x £50 tackle voucher; 1 x £25 tackle voucher; 1 x £25 Amazon voucher. **You can only be entered in the draw if you have completed information for the preceding month and 'locked' the month.** You **must** do this by the 15th of the previous month. Ts+Cs are available on the tool.

With 3 prizes and a draw each month you have a great chance of winning – but you must use the diary that month to be entered!

## What else?

### Economic Impact

We will also be contacting you at two or three intervals in the year to ask about spending, so we can show how much sea angling is worth to the UK economy.

### Fishing Outside the UK

The bulk of your sea angling will be within the UK. However, if you fish in **other European countries** you can do this easily using the tool.

### Use of Data and Confidentiality

All data is stored and securely by Substance. Substance is registered with the Information Commissioner and is accredited with ISO27001 for Data Security.

The information you provide will be used anonymously and in aggregate only. We will not disclose any personal information, nor any details of your individual catches and locations. You can also withdraw from the Diary Survey at any time: however, any data entered can still be used anonymously.

## Support

All you need to use the tool is in this guide, which we have also put online on the tool itself. However, we are here to help so don't hesitate to get in touch if you need assistance.

**Simply contact Substance on: [seaanglingdiary@substance.net](mailto:seaanglingdiary@substance.net)**

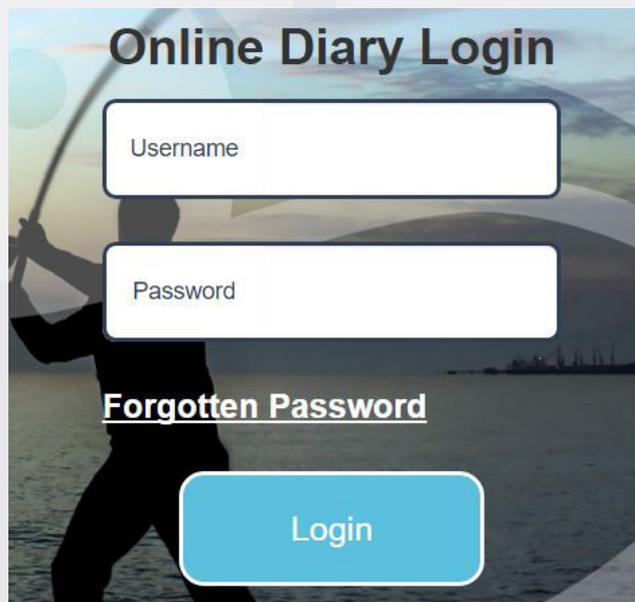
# Section 1: Getting Started and Logging In

## Diary Login Page

To login go to [www.seaangling.org/tool](http://www.seaangling.org/tool)

You will see the following screen and simply:

- Enter your **username** - this is the email address you use for this project.
- Enter your **password** - we will send this to you.



Online Diary Login

Username

Password

[Forgotten Password](#)

Login

## Logging Out

You can log out of the system at any time by clicking the logout icon. For security reasons, the system will automatically log you out if you do nothing for 30 minutes.



# Section 1: Getting Started and Logging In

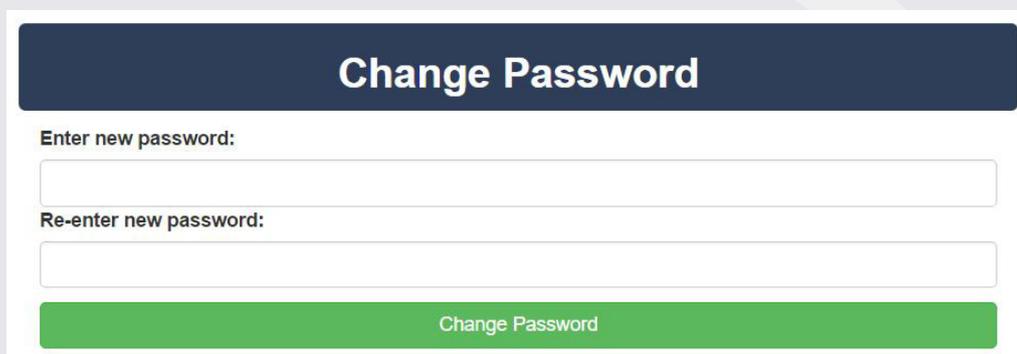
## Changing Your Details

Once you are logged in, the first thing you will probably want to do is to change your password to something memorable. To do this follow the steps below;

1. Click on the Change Password person icon shown below.



2. This will take you to the Change Password screen as shown below. You will need to enter your new password in the **Enter New Password** and **Re-enter New Password** boxes.

A white form titled 'Change Password' in a dark blue header. Below the header are two input fields: 'Enter new password:' and 'Re-enter new password:'. At the bottom of the form is a green button labeled 'Change Password'.

3. Then, just click **Change Password**.

# Section 2: Calendar Page

Once you are logged in you will be on the Diary Calendar Page. This is your 'Home Page' for the diary. From here you can manage all the information in your Diary account.

## 1. Have You Fished in the Month?

You will see a list of months in an interactive table, this table is where you will start entering your data. Remember, it is really important that you indicate whether or not you have fished in a particular month. **Even if you haven't fished - we need to know, each month.** You also **cannot enter the Prize Draw** unless you have done this.

Month	Overview	Fished?	Add	View	Lock
January	✓ You have completed a total of 6 Fishing Sessions	1 Alerts Yes	+	☰	🔒
February	✓ You have successfully completed this month	No	+	☰	🔒
March	⚠ No Data: Please 'Add Session' or tick 'Not Fished'	Yes No	+	☰	🔒
April	⚠ No Data: Please 'Add Session' or tick 'Not Fished'	Yes No	+	☰	🔒

## No - You Have Not Fished in Month



If you have **not fished** in a particular month, simply click the RED angler 'No' icon. This will then 'lock' that month for you.

NB. If you have clicked 'No' by accident, you can undo this by clicking to 'unlock' padlock icon as shown.



## Section 2: Calendar Page

### Yes - You Have Fished in the Month



If you **have fished** in the month, Click the GREEN angler 'Yes' icon Yes icon.

This will automatically take you to the Add Fishing Session page explained in the Section 3.

### Locking Months and Prize Draw

It is important that we know when you have entered all the data for a particular month, after it is over. This is so we can compile accurate monthly reports.

It is also important to you - you must confirm all data for a particular month has been entered, whether you have done no fishing or lots of fishing - in order to be entered into the prize draw for Fishing Megastore Tackle and Amazon Vouchers every month.

Once you have entered all your session and catch data for the month, to **lock** the month simply click on the icon next to a month. This says to us 'everything for this month has been entered'.



# Section 3: Adding Fishing Sessions

You will now need to add the details of the fishing sessions in that month. You should try to add Fishing Sessions to the diary as you do them, you will find it to be easier and more accurate to enter details after each session. However, you can add sessions to a month at any time, as long as you have said you have fished in that month.

To get to the Add Session Details page, you will either go automatically when you click that you have fished in a month, OR you can at any time by clicking the green PLUS icon next to any month:



You will then see this page.

To add session details, do the following:

## Step 1: Choose a Session Date

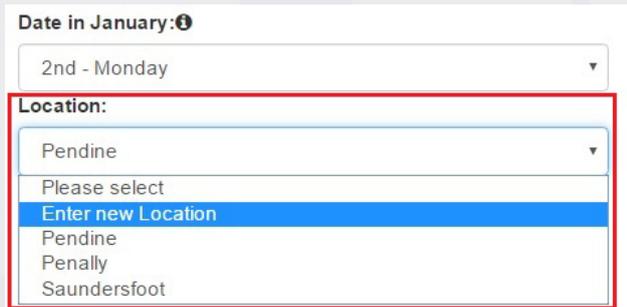
1. On the first drop down, click the date on which you fished.

# Section 3: Adding Fishing Sessions

## Step 2: Choose a Location

On the second drop down, click on 'Add new location' if you wish to enter a new location; OR click on an existing location name (if it you have fished somewhere already recorded).

**2.1 To add a new location,** select 'Enter New Location' from the drop down menu.



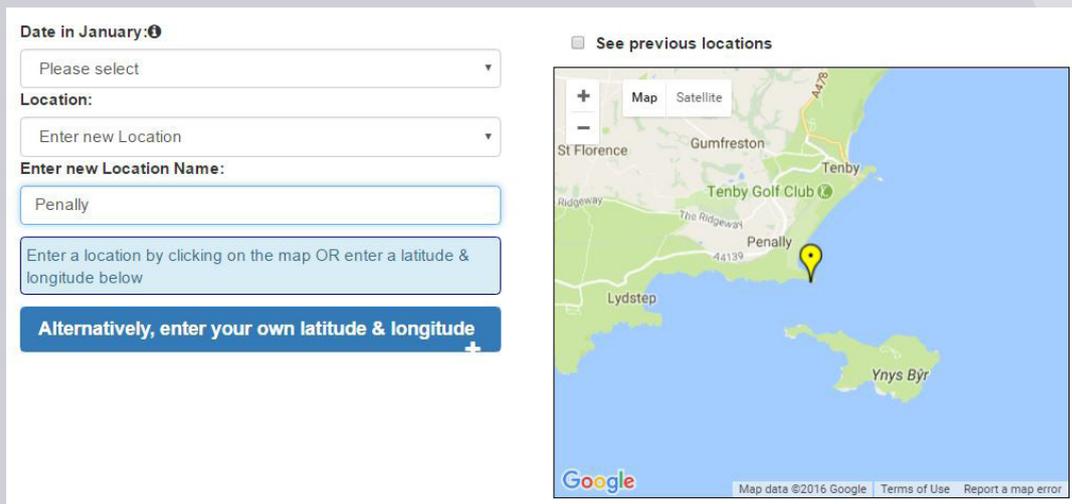
The screenshot shows a form with a date selector set to '2nd - Monday'. Below it is a 'Location:' dropdown menu. The menu is open, showing options: 'Pendine', 'Please select', 'Enter new Location' (highlighted in blue), 'Pendine', 'Penally', and 'Saundersfoot'. A red box highlights the entire dropdown menu area.

This will then give you options of how you wish to do this.

## 2.2 Entering a new location name.

If you Enter a NEW Location, you will then need to add this. To do this:

- Give the **location a name** in the box that appears



The screenshot shows the location entry form on the left and a map on the right. The form has a 'Date in January' dropdown set to 'Please select'. Below it is a 'Location:' dropdown set to 'Enter new Location'. Underneath is a text box for 'Enter new Location Name' containing 'Penally'. There is also a text box for 'Enter a location by clicking on the map OR enter a latitude & longitude below' and a blue button that says 'Alternatively, enter your own latitude & longitude'. The map on the right shows a coastal area with labels for St Florence, Gumfreston, Tenby, Penally, Lydstep, and Ynys Byr. A yellow location pin is placed on the map near Penally. A checkbox labeled 'See previous locations' is visible above the map.

- Then **click on the map** where you wish to add the location. This will automatically 'zoom in' to the location chosen. You can then refine the location by clicking the map again.

# Section 3: Adding Fishing Sessions

## 2.3 Using LatLong.

Alternatively, you can enter the Latitude and Longitude of your location in the box provided.

**Alternatively, enter your own latitude & longitude**

**Jump To:**

## 2.4 Choose an Existing Location.

Select an existing location either from the drop down list OR by selecting 'Show all locations' next to the map and clicking on one of the markers. This will then show this location on a map and you can then select a previous location.

**Location:**

Please select

Please select

Enter new Location

Pendine

**Date in February:** 9th - Thursday

**Location:** Enter new Location

**Enter new Location Name:**

Enter a location by clicking on the map OR enter a latitude & longitude below

Alternatively, enter your own latitude & longitude

See previous locations



# Section 3: Adding Fishing Sessions

## Step 3: Enter the Session Details

You now need to enter the time and type of fishing you have done on that day. To do this:

### Duration

Enter the Time you started, and the duration you actually spent fishing.

**Duration:**

Started Fishing:

Time spent fishing:

### Fishing Site

Next, enter the site you were fishing from - shore, private/rental boat, charter boat, kayak or other.

**Fishing Site:**

 Shore

 Private/Rental Boat

 Charter Boat

 Kayak

 Other

### Fishing Equipment

Next, enter the type of equipment being used for most of the time - rod and line, handline, net, pots or spear.

**Equipment:**

 Rod + Line

 Hand Line

 Nets

 Pots

 Spear

### Method

Next, enter the method you used for most of the time - artificial lure, bait, mixed or other

**Method:**

 Artificial Lure

 Bait

 Mixed

 Other

# Section 3: Adding Fishing Sessions

## Step 4. Did you Catch Fish?

You next need to say whether you caught fish on that day or not. To do this tick either the **Green 'Yes' Fish** icon, if you caught fish; OR the **Red 'No' Fish** icon, if you did not catch fish:

Did you catch fish?:

Yes  No

Did you catch fish?:

Yes  No

## Step 5. Optional Information

You then have the option of entering other details. You DO NOT HAVE TO DO THIS. However, some anglers have said that they want to be able to record details about whether, tide or other factors. To enter additional information, click the blue bar and enter text as required.

Optional Information

Weather: Tide: Notes:

## Step 6. SAVE

Once you have entered the session details, click Save.

If you **have caught fish** on the session, it will take you to the **Catch Details** page (see Section 4 below).

If you **have not caught fish**, it will take you back to the Calendar page.

# Section 4: Entering Catch Details

If you have said you caught fish on a trip, it will take you to the Catch Details page. Alternatively, you can add catches at any time by editing a session, or going from the Fishing Session Overview page.

Adding catches accurately is the most important element of this study. Your Fish Identification Booklet and Waterproof Notebook will both help you record information to then be entered on here. Use the Tape Measure to record lengths **IN CENTIMETRES** from the snout to the tip of the tail (except for skates and rays, which should be wing tip to wing tip).

The Catch Details page looks like this:

Species	Family	Count	Length	Total Caught
No data				

To add catches, do the following.

## Step 1. Record the Species

Enter the species of the fish caught in the box provided. You can either scroll down the list or start typing the name and options will appear.

## Step 2. Do You Know the Length?

Please record the length for as many fish as possible. However, it may not be possible to do this for every fish. You need to say here whether you know the length or not. Tick 'yes' if length known and 'No' if not known.

Species: Mackerel

- Macker
- Common Roundfish Catches
- Mackerel**
- Other fish species
- Scad (horse mackerel)
- Rare & Unusual Species
- Spanish Mackerel

Length Known (Y/N)?:

- Yes
- No

# Section 4: Entering Catch Details

## Step 3. Record the Length

When you know the length of a fish, or a number of fish, please record it in the box provided. **YOU MUST RECORD LENGTHS IN CENTIMETRES ONLY.** If you have caught more than one fish at a particular length - such as several mackerel - you can record them in bulk, there's no need to do this individually.

Length if known (cm): ⓘ

## Step 4. Record the Numbers of Fish KEPT and Numbers of Fish RELEASED

Record the number of fish of this type and length KEPT and the number of fish RELEASED in the boxes provided.

 Number of Fish <b>KEPT: ⓘ</b>	<input type="text"/>	 Number of Fish <b>RETURNED: ⓘ</b>	<input type="text"/>
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## Step 5. Save Catches

Once you have done this, you can either

**Save and add another** catch for this session

**Save and exit** to the Calendar if you have entered all the fish caught on this session.

Species	Length	Kept	Returned	Total Caught	Actions
Mackerel	25cm	1	0	1	 

## Step 6. Review Catches

Once catches are saved they will appear in a table for that session at the bottom of the screen. Here you can edit or delete catches recorded. You can also do this via the Fishing Sessions Overview page.

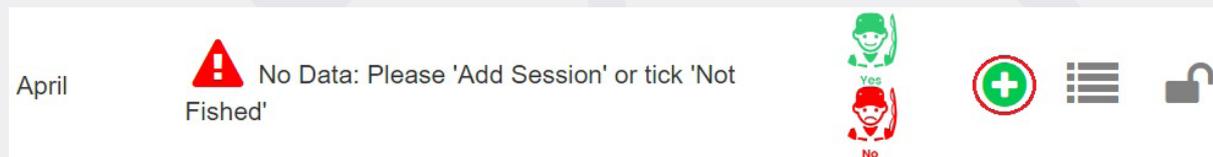
Species	Length	Kept	Returned	Total Caught	Actions
Mackerel	25cm	1	0	1	 
Mackerel	22cm	1	0	1	 

# Section 5: Reviewing, Editing or Deleting Your Information

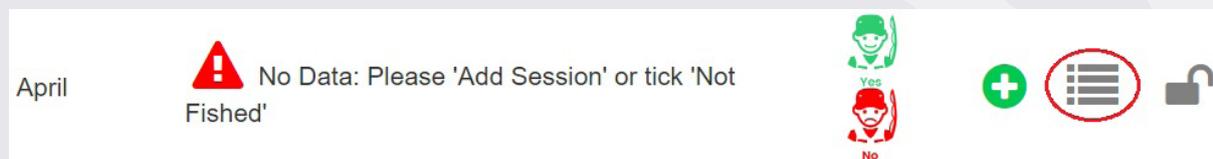
## 1. Edit/Delete via the Calendar Page

The Calendar page gives you an overview of your fishing by month and you can, at any time, add or edit sessions from it.

To **ADD a session** for a month, click on the green + Icon

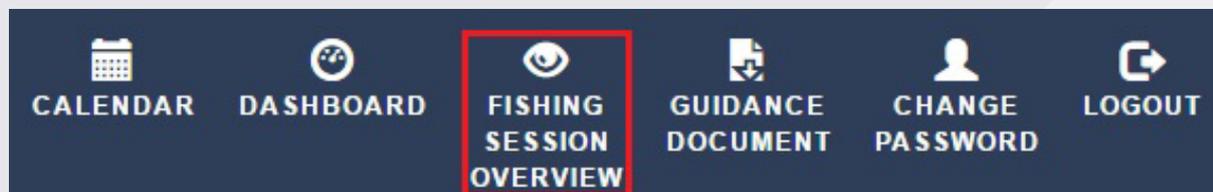


To **View Sessions** in any month click on the View Icon



## 2. Edit/Delete via the Sessions Overview Page

The Sessions Overview page gives you a summary of all the Fishing Sessions you have entered. To access this, click on the icon in the top right menu.



# Section 5: Reviewing, Editing or Deleting Your Information

This will take you to a page that lists all of your fishing sessions – scroll down to the bottom of the page to see the table of sessions.

**Your Fishing Sessions**

Date	Location	Fishing Site	Equipment	Method	Caught Fish	Actions
2016-01-01	Pendine	Shore	Rod and line	Artificial Lure		
2016-01-03	Pendine	Shore	Rod and line	Artificial Lure		
2016-01-06	Pendine	Shore	Rod and line	Artificial Lure		
2016-01-07	Pendine	Shore	Rod and line	Artificial Lure		
2016-01-12	Pendine	Shore	Rod and line	Artificial Lure		
2016-01-16	Pendine	Shore	Rod and line	Artificial Lure		
2016-01-24	Pendine	Shore	Rod and line	Artificial Lure		

On the table, you can:



Edit sessions by clicking the Edit icon



Edit catches by clicking the Fish icon



Delete a session if it is inaccurate.  
ONLY delete a session if you want to delete ALL the information about it.

You can also view your sessions on the **map**:

**Locations Map**

**Name:** Pendine  
**Lat/Long:** 51.7422, -4.55716  
**Number of Trips:** 3  
**Number of Sessions:** 3

Species	Kept	Returned
Bass (Seabass)	0	1
Cod (Atlantic Cod)	0	3
Dab (Common Dab)	2	2
Haddock	1	3

## Section 5: Reviewing, Editing or Deleting Your Information

At the top of the page, you can also **FILTER your sessions**, so you can limit what sessions you see – for instance sessions only from a particular **month**, a particular **location**, a particular **species**, or even only ones where certain **methods** have been used. To do this simply select the type of sessions you want to see and click ‘Apply Filters’.

### Filter Your Sessions

Month:

**Equipment:**

Rod + Line  Hand Line  Nets  Pots  Spear

**Fishing Site:**

Shore  Private/Rental Boat  Charter Boat  kayak  Other

Fish Species:

**Method:**

Artificial Lure  Bait  Mixed  Other

Location:

## Section 5: Reviewing, Editing or Deleting Your Information

You can also filter by location by using the map. Click on a particular location and it will filter to sessions and catches only at that location.

**Filter by location**

Species	Kept	Returned
Bass (Seabass)	2	4
Black Sea Bream	2	4
Goldsinney Wrasse	0	2

Once you have selected the filters required, click 'Apply Filters'.

Apply Filters

If you wish to reset the filters to see all of your sessions again, click 'Reset Filters'.

Reset Filters

# Section 6: Other Information

## Alerts

The Tool will automatically notify you on the home screen if you are missing any information - for example if you have entered session details but not yet added catches. Or if you have said you have fished in a month, but not entered any sessions.

You will get two forms of alert:

1. A note will appear in the centre of the screen saying '**Alerts missing data - Click here**'. If this shows, simply click the link and it will provide a summary of all the missing data you have.



2. An icon will appear in each month where there is missing data.

Month	Overview	Fished?	Add	View	Lock
January	You have completed a total of 9 Fishing Sessions				

Click on this and it will take you to a list of the data missing for that month only. If you then click on the Green Plus Icon, it will quickly take you to the area you need to add the information to.

A screenshot of the "Alerts for January" screen. The title "Alerts for January" is in a dark blue header. Below it, there are three sections: "Data Missing" with a sub-section "Fishing Sessions with Missing Catch Data", "Location & Trip" with details "Fishing Session: Penally on Friday 1st of January 2016" and "Fishing from 10:00 for 480hrs", and "Enter Data" with a green plus icon.

Data Missing	Location & Trip	Enter Data
Fishing Sessions with Missing Catch Data	Fishing Session: Penally on Friday 1st of January 2016 Fishing from 10:00 for 480hrs	

# Section 6: Other Information

## Dashboard

Each user has an Individual Dashboard that summarises the information you have entered in the system.

To access the Dashboard or Overview area, click on the Dashboard or Overview icons highlighted below.



The **Dashboard** area of the tool allows you to see charts on the following data for you only:

- Number of Trips – By Month
- Number of Fishing Sessions – By Month
- Hours spent Fishing – By Month
- Average Hours spent Fishing – By Month
- Number of Fish Kept & Returned
- Number of Fish Total by Species
- Number of Fish total by species kept and Returned
- Average Length (cm) of Fish by Species
- Max Length (cm) of Fish by Species



# Section 7: Help

## What to expect from Substance

### Data

Substance will:

- Store your data Securely
- Provide help by email if you are having problems
- Make changes to improve the system as people use it

### Reminders

Substance will send you reminders to enter data a couple of times each month. Substance will do this by email or phone, depending what you have indicated as your preference.

**Substance will send reminders by email/phone if you haven't filled in information for a preceding month.** Substance needs to report to Cefas each month providing summary data and each quarter providing more detailed data. We need you to have entered all the information for a preceding month no later than the second week of the following month. For Example; February's information needs entering by the second week of March.

**Remember – Even if you haven't been fishing, or haven't caught anything when fishing, we need to know!**

## PRIZE DRAW

**REMEMBER** – You must have completed data for a month – and 'locked it' to be entered into the prize draw for tackle and Amazon vouchers which will take place each month.

# Section 7: Help

## Help and Feedback

### This Guide

This guide is available online on the Diary page and should help you complete your diary entries successfully.

### Email

If you have any problems or question using the system, please contact Substance on: **[seaanglingdiary@substance.net](mailto:seaanglingdiary@substance.net)**

When contacting Substance by email it will **help us to help you** for you to tell us:

- Your Name
- Your Username/Email
- The page you are having problem with
- What the problem is

### Feedback

We have put a lot of effort into making the system as easy to use as possible. However, it is a new system and as such there will be some glitches and some things that can be improved. If you have any suggestions or comments – let us know! Email this address: **[seaanglingdiary@substance.net](mailto:seaanglingdiary@substance.net)**

**Thank you for your participation,**

Dr. Adam Brown, Head of Research, Substance  
James Harrison, Researcher, Substance

[www.seaangling.org](http://www.seaangling.org) / [www.substance.net](http://www.substance.net)