



Sport Trolling Report for the Great Lakes



WISCONSIN DEPARTMENT OF NATURAL RESOURCES

Instruction Manual

Version 4
July 2024

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Get Started

To get started reporting your charter trips with the Survey 123 Field App and the Sport Trolling Report for the Great Lakes, you have to complete the following steps. Please complete these steps in the order below to ensure that you are ready with the Field App to enter your fishing trips.

1. Complete the registration process for your username, password and security questions from an email sent by notifications@arcgis.com. See [page 4](#) for details.
2. Download the Survey 123 Field App on your smartphone or computer. See [page 5](#) for details.
3. Download the Sport Trolling Report for the Great Lakes into the Survey 123 Field App. See [page 6](#) for details.
4. After reading the instructions, start the login procedure on [page 9](#).
5. Start entering your trip information. See [page 11](#) for details.

ArcGIS Login Credentials

In order to download the Sport Trolling Report for the Great Lakes, you will need to create ArcGIS login credentials.

These credentials will be sent by the ArcGIS Notifications email address and look like the email below (notifications@arcgis.com). This email will be sent within one week of your purchase of your sport trolling license.

Make sure that your email address in Go Wild is accurate otherwise you will not get this critical email.

Please click on the link in the email to create your secure password and security question and proceed to [page 5](#) to continue the startup process.

If you don't receive this email within one week of obtaining your Sport Trolling license, check your trash or spam folders. If you can't find it, please contact Mallory.Johnson@wisconsin.gov for further assistance.

----- Forwarded message -----

From: ArcGIS Notifications <notifications@arcgis.com>

Date: Wed, Feb 22, 2023 at 11:36 AM

Subject: An invitation to join an ArcGIS Online organization, Wisconsin DNR Hub Community.

To: <jane.jsmith2023@gmail.com>

Bryce Linden has invited you to join an ArcGIS Online Organization, Wisconsin DNR Hub Community.

Please click this link to finish setting up your account and establish your password to join the organization, Wisconsin DNR Hub Community: <https://www.arcgis.com/home/newuser.html?invitation=Ae83e566d209a4856b78e02ee0ae2f36d>

This link will expire in 14 day(s).

Note that your account has already been created for you with the username, **ccap.janesmith**.

If you have difficulty signing in, please contact Bryce Linden (bryce.linden@wisconsin.gov). Be sure to include a description of the problem, the error message, and a screenshot.

For your reference, you can access the home page of the organization here:

<https://wi-dnr-hub.maps.arcgis.com>

Experience what's possible with ArcGIS Online. For free hands-on lessons and other resources, visit [Learn ArcGIS](#).

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>



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

The app name and image (as seen on the Apple App Store) are below.



ArcGIS Survey123 4+

ESRI

Designed for iPad

★★★★☆ 2.9 • 110 Ratings

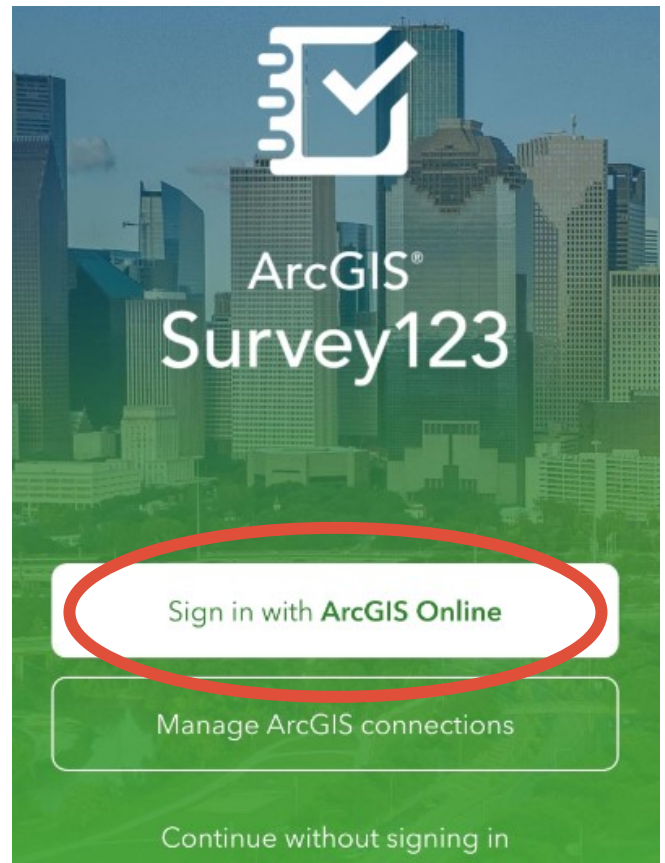
Free

The Survey123 Field App is now loaded on your phone or computer and ready for you to load the Sport Trolling Report for the Great Lakes.

2. Continue on [page 6](#) to start loading the form.

Installing The Sport Trolling Form

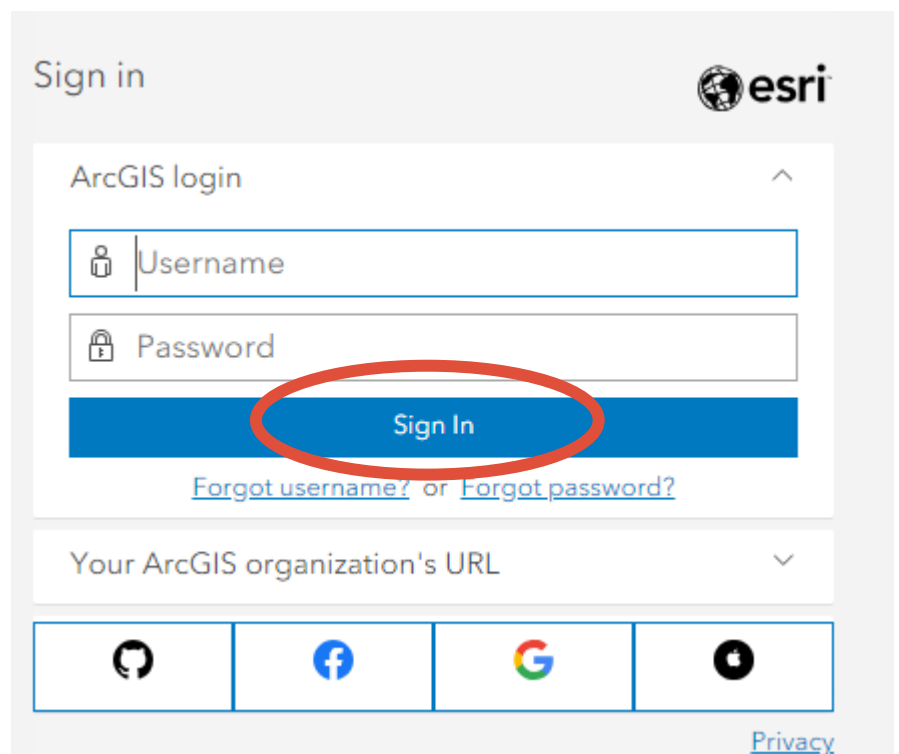
1. When you open the Survey123 Field App, you will get this splash screen during startup. Hit “Sign in with ArcGIS Online.”



2. Enter your ArcGIS Online credentials that were sent to you via email and the password that you created.

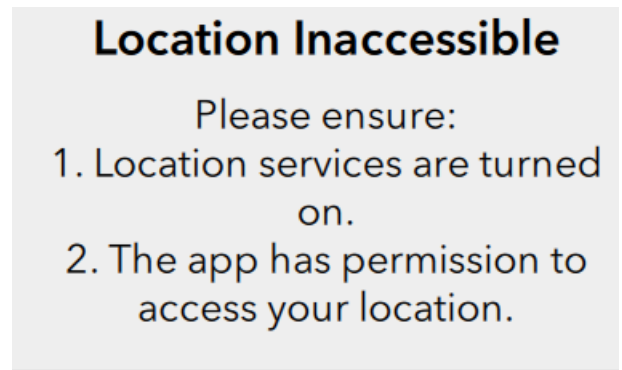
Your username should start with “ccap.” followed by your name. For example, ccap.janesmith.

3. Hit “Sign In” to login to the Survey123 App.

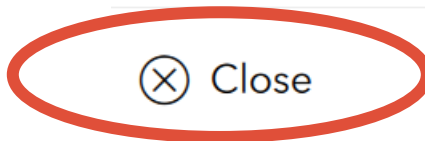
The image shows the ArcGIS login screen. At the top, it says "Sign in" and has the Esri logo. Below that, there is a section titled "ArcGIS login" with a dropdown arrow. It contains two input fields: "Username" and "Password". Below the password field is a blue "Sign In" button, which is highlighted with a red oval. Underneath the button are links for "Forgot username?" and "Forgot password?". At the bottom, there is a dropdown menu for "Your ArcGIS organization's URL" and a row of social media icons (Twitter, Facebook, Google+, YouTube). A "Privacy" link is at the bottom right.

4. If you get this screen, you can click close.

We are not collecting location information with this app.

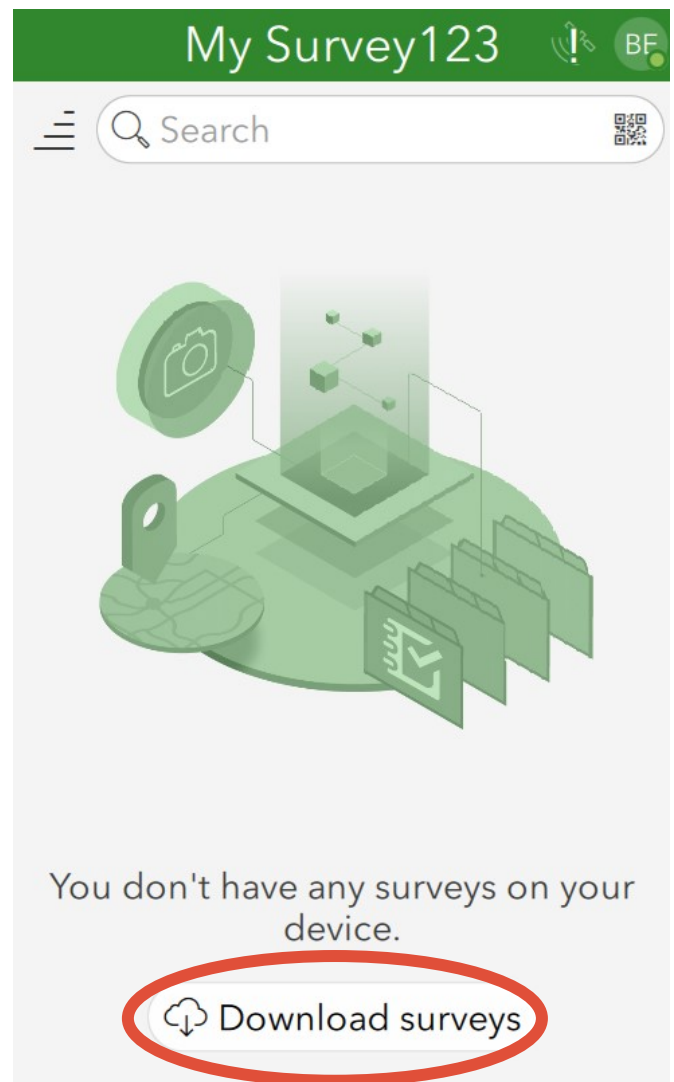


 Retry

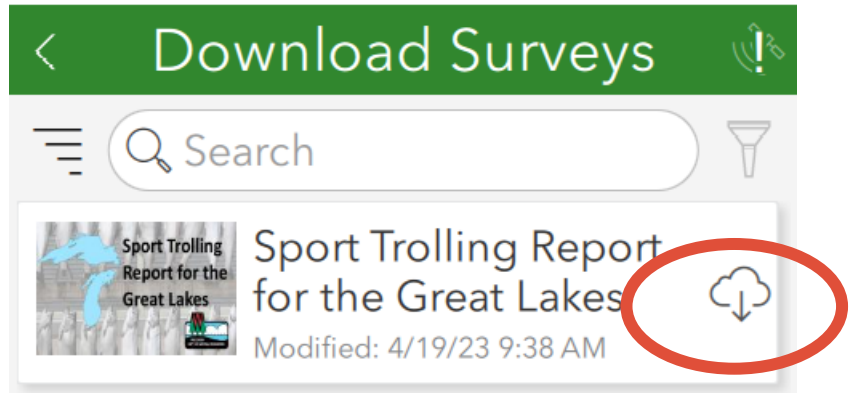


5. Once open, click “Download Surveys.”

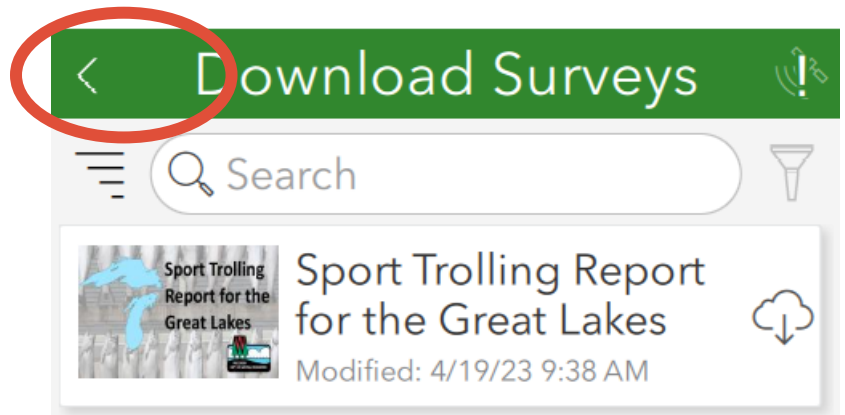
If you don't have a download surveys button, type “sport trolling” in the search bar and continue to [step 6](#).



6. Click on the cloud icon next to the report form.



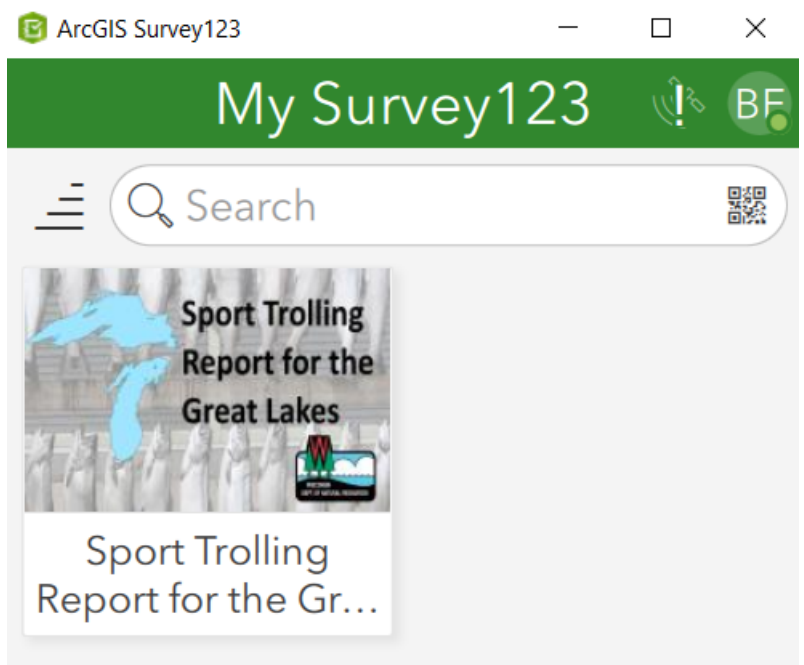
7. Once the form has been downloaded, click on the back arrow to return to the forms page.



8. Click on the Sport Trolling Report Form.

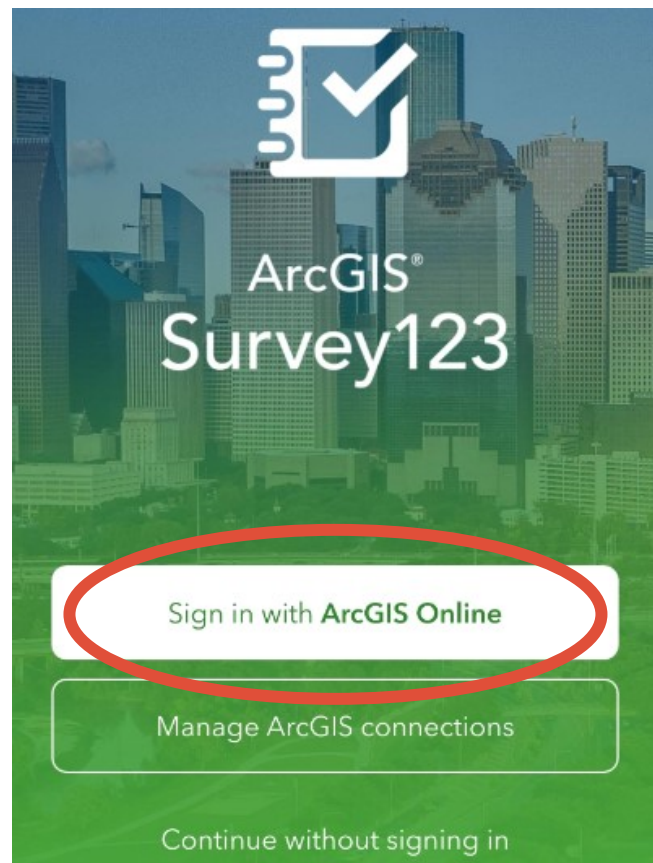
9. Click "Collect," and you are ready to enter your fishing trips.

10. Go to [page 11](#).



Starting The Application

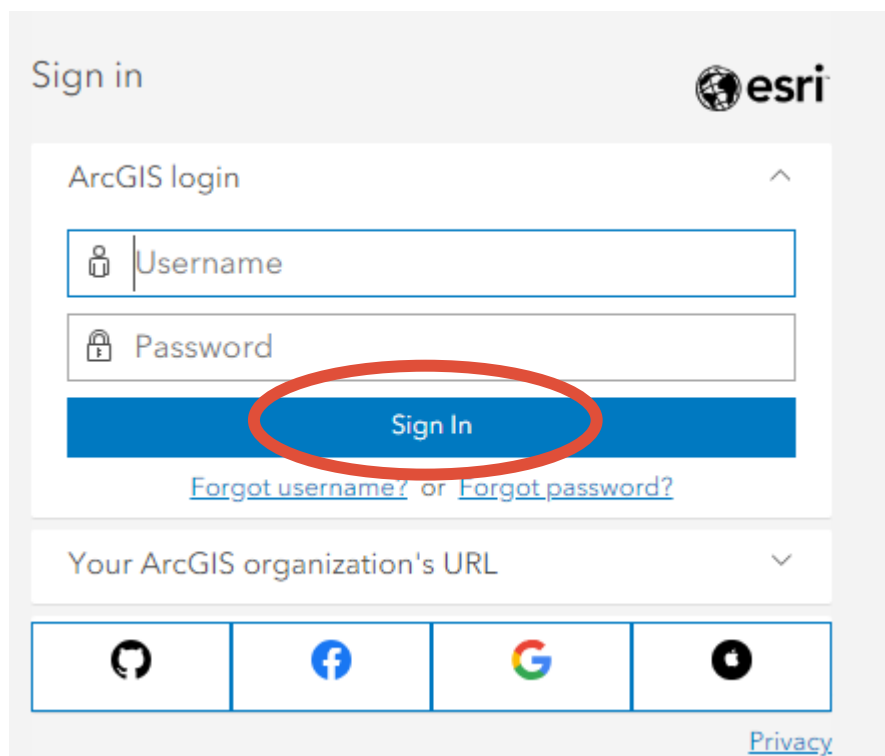
1. When you open the Survey123 Field App and get this splash screen during startup, hit “Sign in with ArcGIS Online”



2. Enter your ArcGIS Online credentials that were sent to you via email and the password that you created.

Your username should start with “ccap.” followed by your name. For example, ccap.janesmith.

3. Hit “Sign In” to start the form.

The image shows the ArcGIS login form. At the top, it says "Sign in" and has the Esri logo. Below that, there is a section titled "ArcGIS login" with a dropdown arrow. It contains two input fields: "Username" and "Password". Below the password field is a blue "Sign In" button, which is highlighted with a red oval. Underneath the button are links for "Forgot username?" and "Forgot password?". At the bottom, there is a dropdown menu for "Your ArcGIS organization's URL" and a row of social media icons (Twitter, Facebook, Google+, and YouTube). A "Privacy" link is located at the bottom right.

4. Click on the Sport Trolling Report Form for the Great Lakes.


If you get this screen, you can click “Close.” We are not collecting location information with this app.

Location Inaccessible

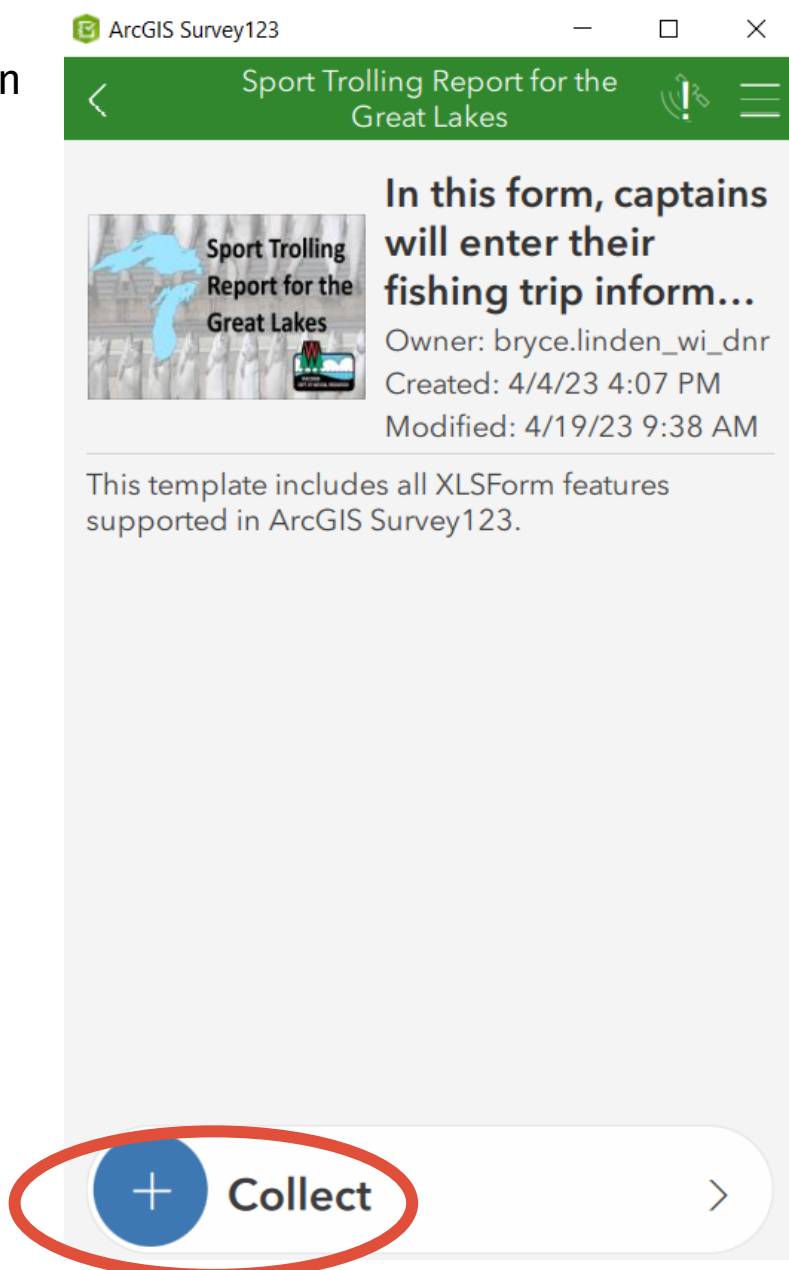
Please ensure:

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

 Retry

 Close

5. To begin entering data, click on the “Collect” icon below.



Collecting Information

1. Enter your DNR customer ID number.
2. Enter your first and last name.
3. Enter your documented boat name OR 8-digit state registration number.
4. Answer the primary question, “Did you fish this month?”

If you answered **NO**, please continue on [page 12](#).

If you answered **YES**, please continue on [page 13](#).

Please use a mobile device to complete and submit this report. If you need technical support, please contact [Sport Trolling Form Support](#) on Mon-Fri from 9:00 AM to 4:30 PM.

DNR/ Go Wild Customer ID *

(must be 9 digits - no dashes, use leading zeros if less than 9 digits: 000054321)

First Name *

Last Name *

Documented Boat Name OR 8-digit state registration *

▼ **Primary Question**

Did you fish this month? *

Yes

No

DID NOT FISH THIS MONTH

1. If you answered the primary question as “No, I did not fish this month,” select the month and year that you did not fish from the drop-down menu.
2. Click on the “I certify to the above statement” box.
3. Click on the check mark on the bottom right of the form.
4. Hit the Send Now button.
5. You have completed the entry of reporting a month in which you did not fish.

You can enter all the months you are not planning to fish at any time. We suggest that you fill out all the months you will not fish at the start of the season, so you will not have to remember to do it at the end of the season.

For example, if you won't have trips from January—March or October—December, enter those at the beginning of the year.

▼ Primary Question

Did you fish this month? *

Yes

No

Month that you did not fish: *

Year that you did not fish: *

2024

2023

▼ Legal Acknowledgement

By checking the certification box below, I certify that I have reviewed and entered information I am about to submit and that it is true and accurate, as required by NR 20.60, 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 statement

To complete the survey, please press the check mark in the lower right hand corner of the screen.



FISHING REPORT

1. Select the date of your trip.
2. Select the major waterbody that you are fishing in.
3. Select an origin port from the drop-down list.
4. Select a specific fishing location from the drop-down box (i.e., grid).
5. Enter the number of Wisconsin resident and non-resident anglers in your fishing party.
6. Enter the length of the fishing trip in whole hours.
7. Enter the number of ALL fish harvested during your trip.

Date of Trip *

Thursday, April 13, 2023

▼ **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

Please Select an Origin Port *

▼

Please Select a Specific Fishing Location *

▼

▼ **Fishing Report**

Number of WI Resident Anglers *

— 0 ⊗ +

Number of Nonresident Anglers *

— 0 ⊗ +

Duration Of Fishing Trip In Hours? *

— +

Total Number of **All** Fish Harvested *

— +

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

1. Enter zero.
2. Enter any trip comments.
3. Check the “I certify to the above statement” box.
4. Click the green check mark on the bottom of the app to complete your entry.
5. See [page 22](#) to complete the submission of your trip.

Sport Trolling Form for the Great Lakes

▼ Fishing Report

Number of WI Resident Anglers *
— 0 ⊗ +

Number of Nonresident Anglers *
— 0 ⊗ +

Duration Of Fishing Trip In Hours? *
— [] +

Total Number of **All** Fish Harvested *
— 0 ⊗ +

Trip Comments
Please enter any comments about your trip here. (e.g. weather, tags, etc.)
Char. limit 255

▼ Legal Acknowledgement

By checking the certification box below, I certify that I have reviewed and entered information I am about to submit and that it is true and accurate, as required by NR 20.60, 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 statement

✓

If your fishing clients caught fish during your fishing trip:

1. Enter the total number of Lake Trout harvested.
2. Enter the total number of Lake Trout released.
3. Enter the total number of Coho Salmon, Brown Trout, Rainbow Trout and Chinook Salmon harvested on your trip.

▼ **Lake Trout**

Total number of Lake Trout **harvested**

Total number of Lake Trout **released**

▼ **Salmon and Trout**

Total number of Coho Salmon **harvested**

Total number of Brown Trout **harvested**

Total number of Rainbow Trout **harvested**

Total number of Chinook Salmon **harvested**

4. Did you examine any fish for clipped fins?

If you answered **NO**, go to [page 17](#).

If you answered **YES**, continue to the next step.

Did you examine any fish for clipped fins? *

Yes

No

If you answered yes to the question “Did you examine any fish for clipped fins?,” any fish that you harvested on your trip will appear below.

In this example, anglers caught Lake Trout, Coho and Chinook Salmon on this trip.

1. Enter the number of those fish that had ANY clipped fin. This indicates that those fish were raised in a hatchery.

Sport Trolling Form for the Great Lakes

Did you examine any fish for clipped fins? *

Yes No

Number of clipped Lake Trout

— 0 ⊗ +

Number of clipped Coho Salmon

— 0 ⊗ +

Number of clipped Chinook Salmon

— 0 ⊗ +

OTHER FISH CAUGHT

1. If you caught fish other than Lake Trout, Coho and Chinook Salmon or Rainbow and Brown Trout, click on the “Other Fish Caught” section.
2. If you did not catch any other fish, continue to [page 21](#).
3. Click on the “+” sign.



4. Click on the species that you caught. If your species is not in the list, select other and type the name in the box.
5. Enter the number of harvested fish.



Other Fish Caught

Instructions: Select one species at a time. Add new species using the + sign. Delete entries using the trash can icon. If multiple species are entered, toggle between them by using the arrows. **Repeat until all species harvested have been reported.**

Species

- | | |
|---------------------------------------|-----------------------------------|
| <input type="radio"/> Atlantic Salmon | <input type="radio"/> Brook Trout |
| <input type="radio"/> Northern Pike | <input type="radio"/> Pink Salmon |
| <input type="radio"/> Splake | <input type="radio"/> Walleye |
| <input type="radio"/> Other | |

Species entered:

 1 of 1 

6. If you harvested more than one type of fish, click on the “+” button and add another fish per step 3 above on [page 17](#), until all other fish have been recorded.

You can use the arrow buttons to see all the records that have been entered.

Species

<input checked="" type="radio"/> Atlantic Salmon	<input type="radio"/> Brook Trout
<input type="radio"/> Northern Pike	<input type="radio"/> Pink Salmon
<input type="radio"/> Splake	<input type="radio"/> Walleye
<input type="radio"/> Other	

Total Harvested

Species entered: Atlantic Salmon

If you are done with the report, go to [page 21](#).

LAMPREY ATTACHED

1. If you caught a fish with a Lamprey attached, click on the “Fish with Lamprey Attached” section.
2. Click on the “+” sign.



Sport Trolling Form for the Great Lakes

Other Fish Caught

Fish with Lamprey Attached

+

▼ Fish with Lamprey Attached

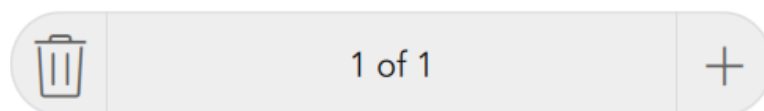
Instructions: Select one species at a time. Add new species using the + sign. Delete entries using the trash can icon. If multiple species are entered, toggle between them by using the arrows. **Repeat until all species with lamprey attached have been reported.**

3. Click on the species that you caught with the Lamprey attached. If your species is not in the list, select other and type the name in the box.
4. Enter the number of fish of that species that had a Lamprey attached.

Species

- Lake Trout Coho Salmon
 Brown Trout Rainbow Trout
 Chinook Salmon Other

Species entered:



🗑️ 1 of 1 +

5. If you have more than one species that had a Lamprey attached, click on the “+” button and add another species per step 3 above and on [page 19](#), until all other fish have been recorded.

You can use the arrow buttons to see all the records that have been entered.

Species

Lake Trout Coho Salmon

Brown Trout Rainbow Trout

Chinook Salmon Other

Number of Lamprey Attached

Species entered: Lake Trout

If you are done with the report, continue onto the next page.

If you are done with the report:

1. Enter any trip comments.
2. Check the certify button.
3. Click the green check mark on the bottom of the app to complete your entry.

Trip Comments

Please enter any comments about your trip here. (e.g. weather, tags, etc.) Char. limit 255

▼ Legal Acknowledgement

By checking the certification box below, I certify that I have reviewed and entered information I am about to submit and that it is true and accurate, as required by NR 20.60, 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 statement

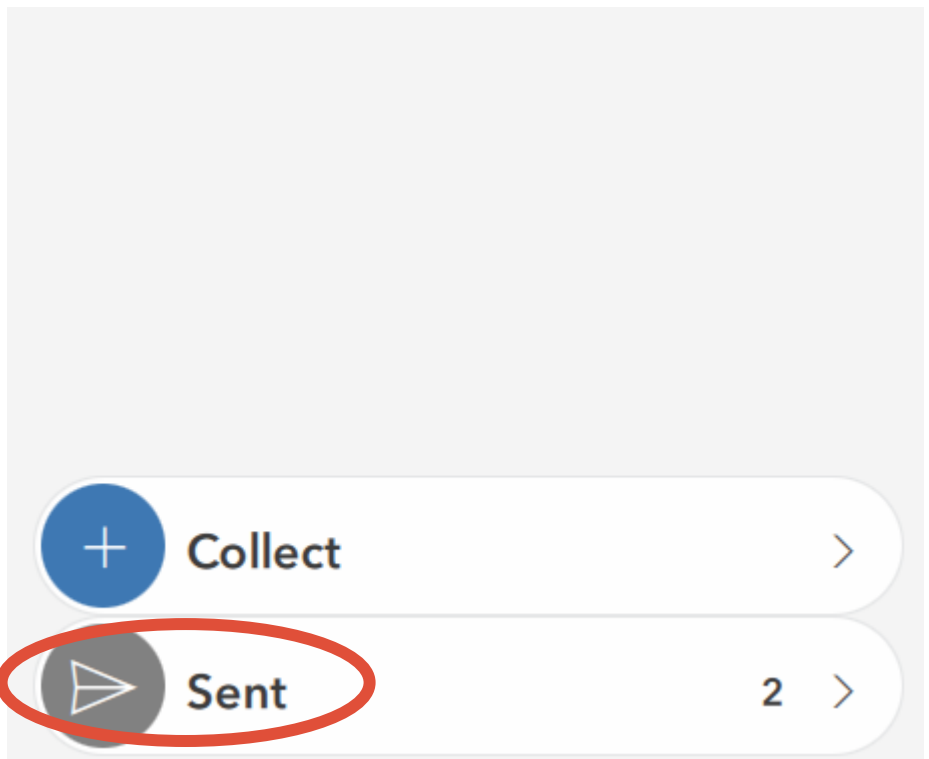
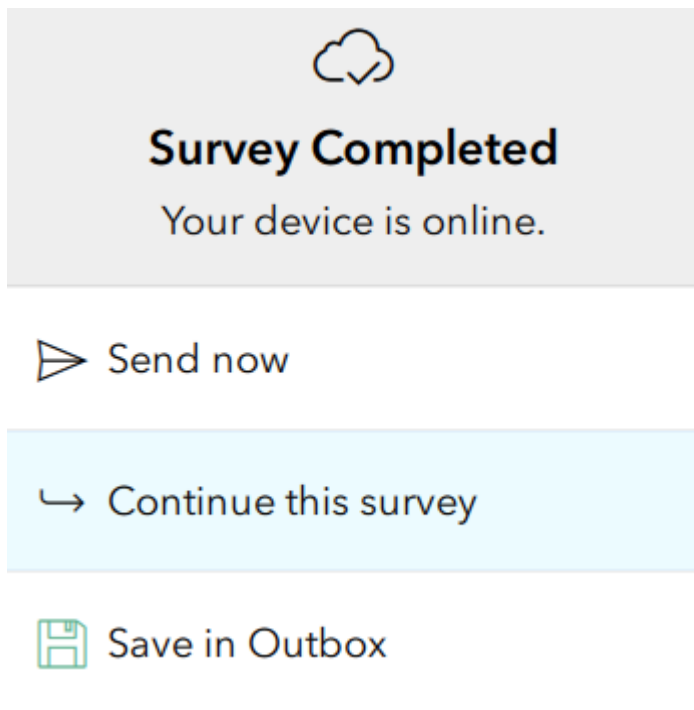


Once you have completed your entry, you have the option to send the survey now, continue with the survey or save it to your [outbox](#).

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

If you have a smartphone or computer connection, the DNR suggests you submit the survey now to complete your submission.

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

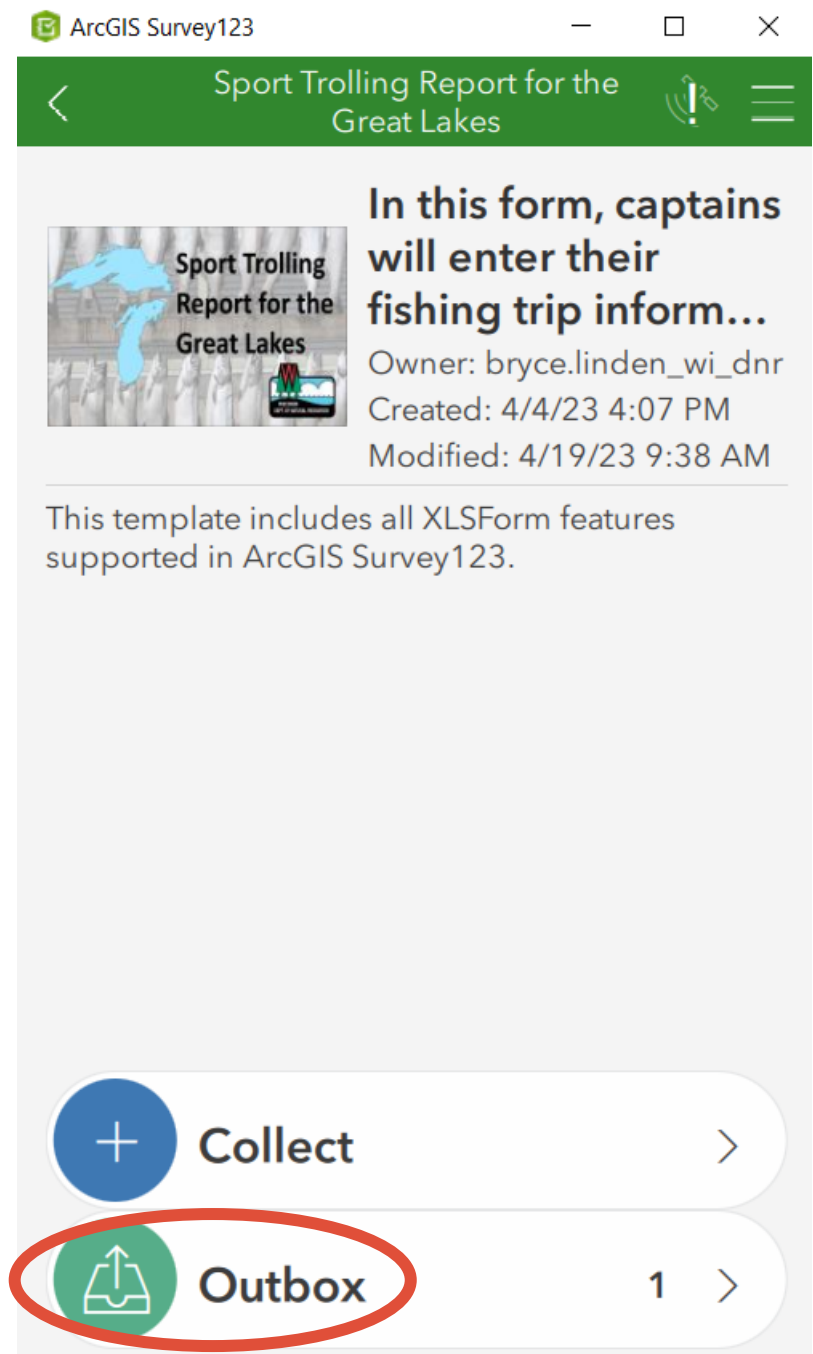


Survey Not Sent

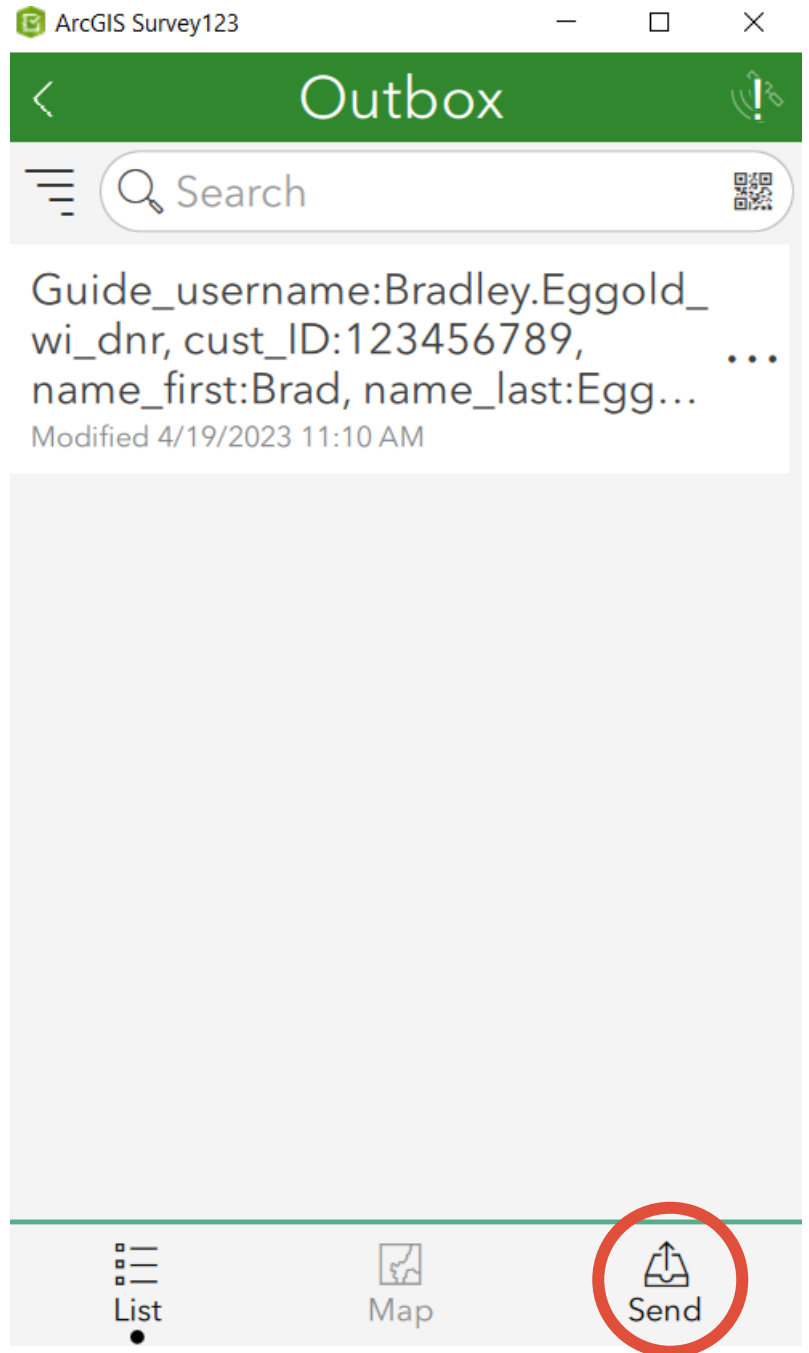
If you have entered the survey and attempted to send it but the survey does not send, you will notice that an outbox now appears in your Field App.

If this happens:

1. Click on “Outbox” when you have a smartphone or computer connection.



2. Click "Send."

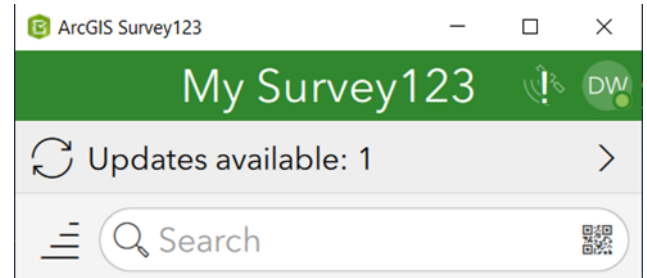


3. Once the survey is sent, the outbox will disappear. This indicates that your survey has now been sent in.

The screenshot shows the ArcGIS Survey123 mobile application interface. At the top, the title bar reads "Sport Trolling Report for the Great Lakes". Below the title bar, there is a card for the survey. The card features a thumbnail image of a map of the Great Lakes region with the text "Sport Trolling Report for the Great Lakes". To the right of the thumbnail, the text reads: "In this form, captains will enter their fishing trip inform...", "Owner: bryce.linden_wi_dnr", "Created: 4/4/23 4:07 PM", and "Modified: 4/19/23 9:38 AM". Below the card, there is a text block that says "This template includes all XLSForm features supported in ArcGIS Survey123." At the bottom of the screen, there is a list of survey items. The first item is "Collect" with a plus sign icon and a right arrow. The second item is "Sent" with a right-pointing triangle icon, a count of "1", and a right arrow. The "Sent" item is circled in red.

Applying Updates

If you open the Survey 123 app and see that updates are available, then follow these instructions to update the form for the Field App.

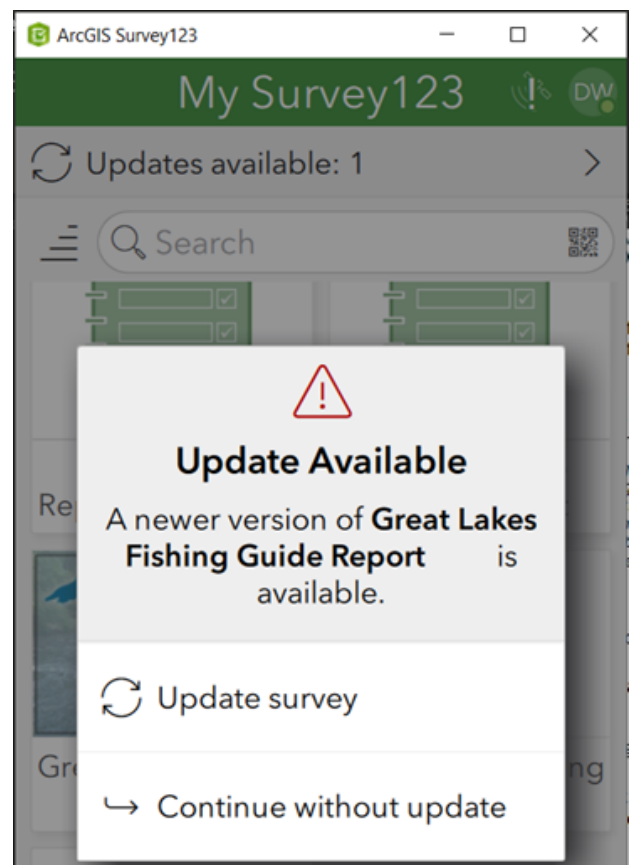


If updates are available:

1. Select the Sport Trolling Report for the Great Lakes Report Survey to open it.



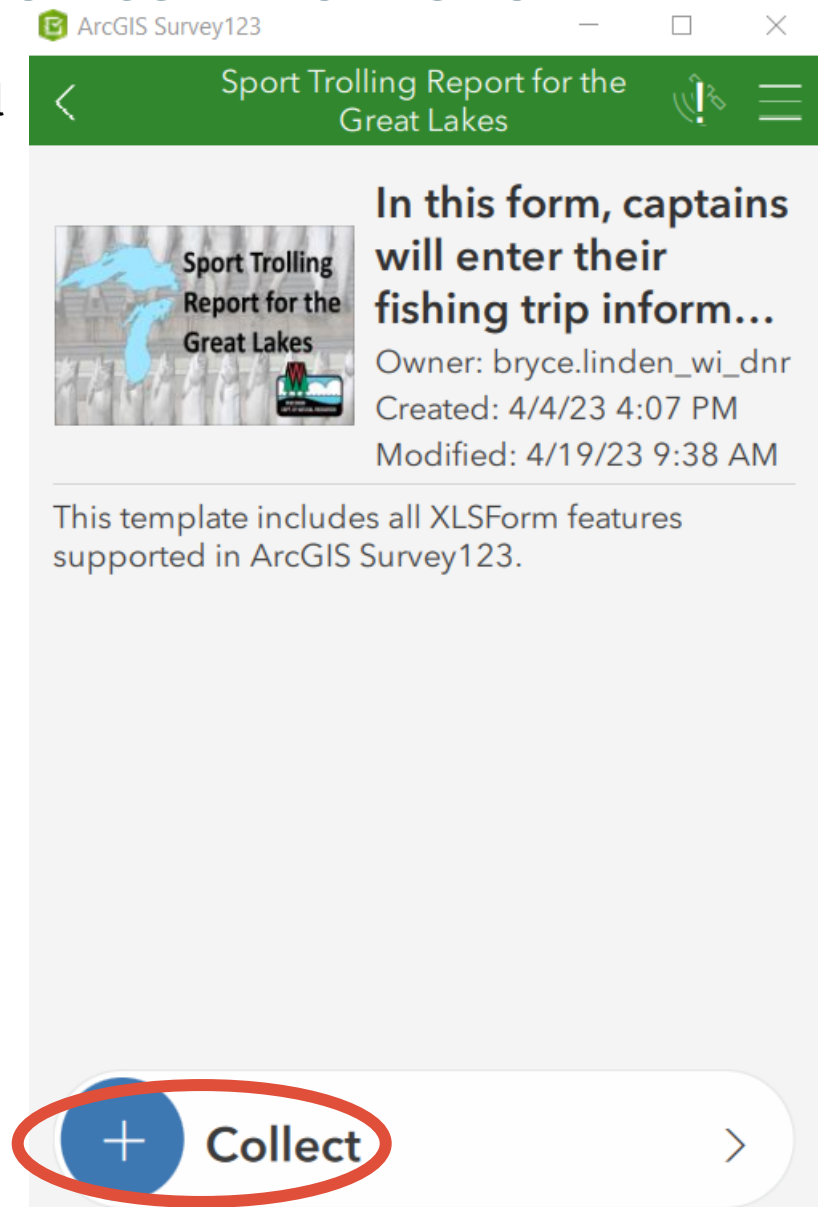
2. When you open the Sport Trolling Report for the Great Lakes, you will be prompted to update the survey or continue without updating. Please select “Update Survey,” and the app will automatically download and apply the update.



Saving Your Favorite Answers

In order to make it easier to fill out the first four questions on the report form, follow these instructions.

1. Hit “Collect” to start a new reporting form



2. Enter your DNR customer ID number.
3. Enter your first and last name.
4. Enter your documented boat name OR 8-digit state registration number.
5. Click on the top right part of the form denoted by the three lines.

Sport Trolling Form for the Great Lakes

Please use a mobile device to complete and submit this report. If you need technical support, please contact [Sport Trolling Form Support](#) on Mon-Fri from 9:00 AM to 4:30 PM.

DNR/ Go Wild Customer ID *
(must be 9 digits - no dashes, use leading zeros if less than 9 digits: 000054321)

First Name *

Last Name *

Documented Boat Name OR 8-digit state registration *

ArcGIS Survey123

Set as favorite answers

7. Click on the X in the upper left part of the form.

Sport Trolling Form for the Great Lakes

Please use a mobile device to complete and submit this report. If you need technical support, please contact [Sport Trolling Form Support](#) on Mon-Fri from 9:00 AM to 4:30 PM.

DNR/ Go Wild Customer ID *
(must be 9 digits - no dashes, use leading zeros if less than 9 digits: 000054321)

First Name *

Last Name *

Documented Boat Name OR 8-digit state registration *

8. Pick “Save in Drafts.”

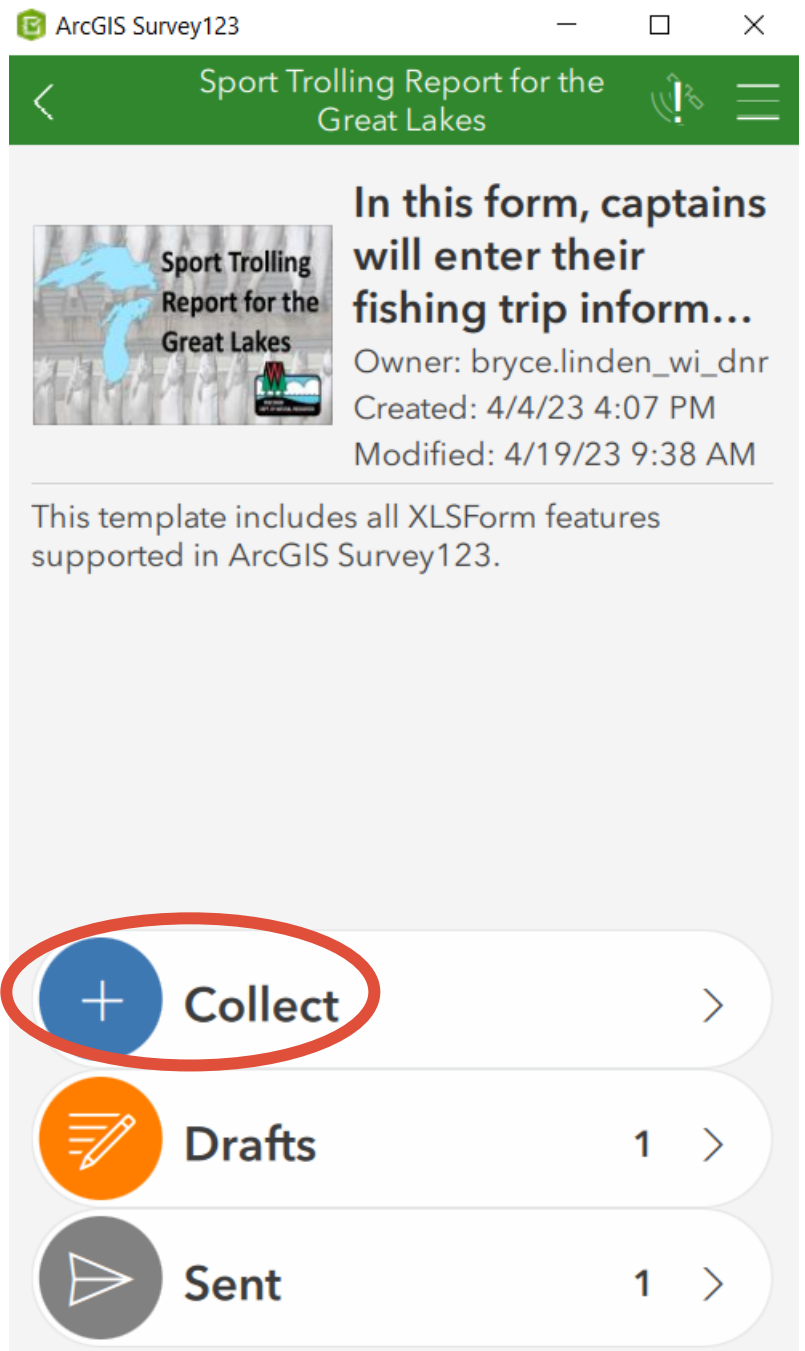
Close Survey

Close and lose changes

Continue this survey

Save in Drafts

9. Now when you view your main page, you will see a drafts folder. This contains the draft you just created. On the next trip you fill out, you can use the favorite answers to complete the first four questions.



To insert those answers:

1. Start a new report by hitting the "Collect" button.

2. Now click on the three lines at the top right.

Sport Trolling Form for the Great Lakes

Please use a mobile device to complete and submit this report. If you need technical support, please contact [Sport Trolling Form Support](#) on Mon-Fri from 9:00 AM to 4:30 PM.

DNR/ Go Wild Customer ID *
(must be 9 digits - no dashes, use leading zeros if less than 9 digits: 000054321)

First Name *

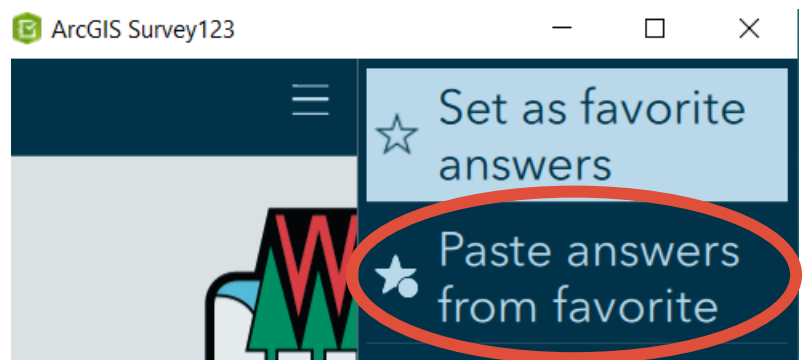
Last Name *

Documented Boat Name OR 8-digit state registration *

3. Click on “Paste answers from favorite.”

The answers you provided during this setup will automatically be filled in.

Continue with the next question and the rest of the report.



Frequently Asked Questions

QUESTION 1

What if I already have the Great Lakes Guide Reporting form loaded into Survey 123?

ANSWER: Both the Great Lakes Guide Reporting form and the Sport Trolling Report for the Great Lakes can be used in the Survey 123 app using your credentials obtained from ArcGIS. Instead of proceeding “without signing in,” proceed by entering your credentials, and you will be able to report either type of guide activity.

QUESTION 2

Entering the first four questions on each charter fishing trip is problematic. How can I make this easier?

ANSWER: The Survey 123 Field App allows you to save your favorite answers to the first four questions provided that you follow the steps outlined starting on [page 27](#). Once you complete these steps, you will be able to paste those answers for each charter trip.

QUESTION 3

What will this data be used for?

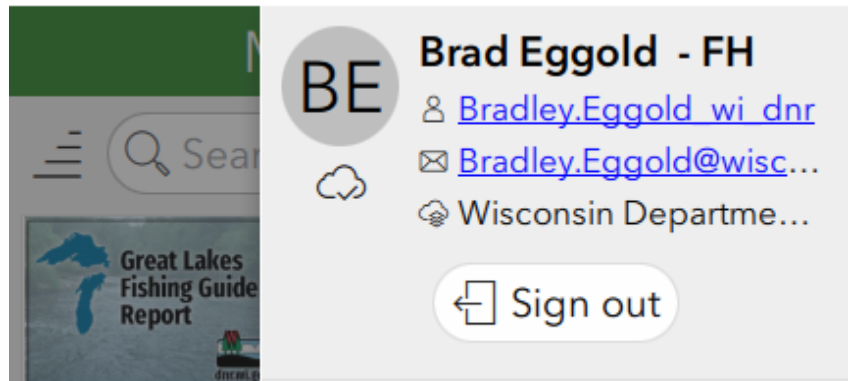
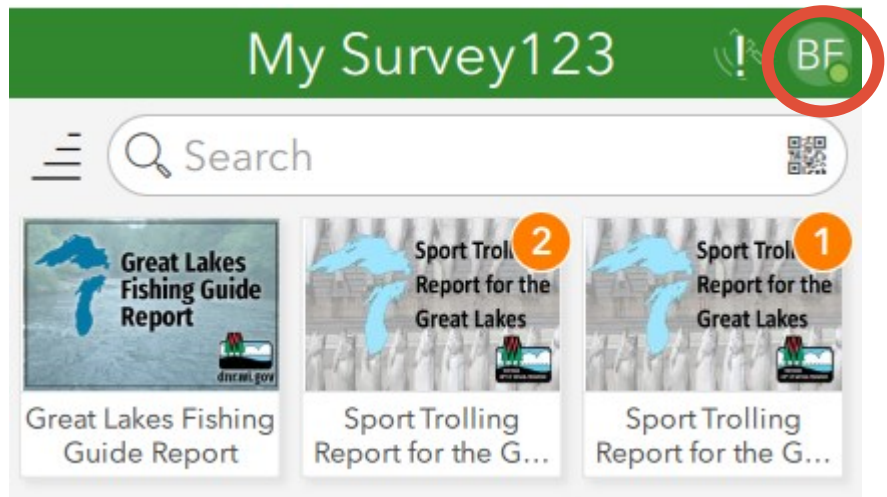
ANSWER: This will replace paper reporting, and the data collected from charter captains will be used to improve the DNR’s harvest estimates from the Great Lakes to help better inform management decisions.

QUESTION 4

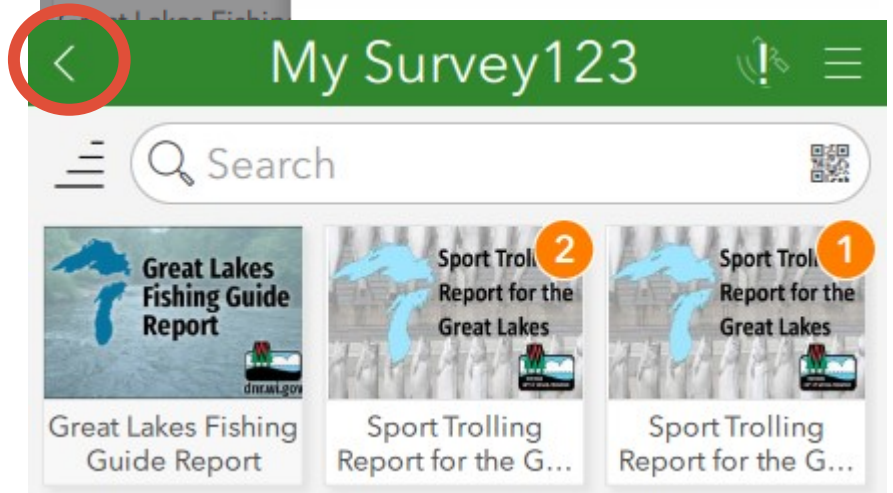
I have a Minnesota license and am using their Survey 123 App. Can I use their Field App to submit reports?

ANSWER: Yes, you can use their Field App to submit Wisconsin information, but you will have to add a GIS connection for Wisconsin and then pick either the Minnesota or Wisconsin connection to report your trips. Continue reading on the next page for instructions.

1. Sign out of the Survey 123 application.



2. Click on the back button to return to the home page of Survey 123.



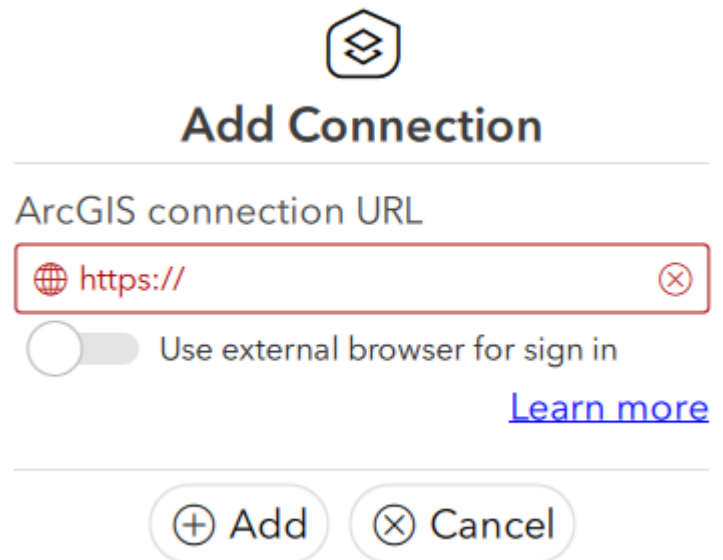
3. Click Manage ArcGIS connections.



4. At the bottom click on “Add Connection.”

5. Type “wi-dnr.maps.arcgis.com” into the box.

6. Click “Add”



7. The Wisconsin Department of Natural Resources connection should now be available.

8. In order to submit information to Wisconsin, click on “Manage ArcGIS connections”, click on the Wisconsin connection, hit the back button and then sign in using your Wisconsin credentials.

