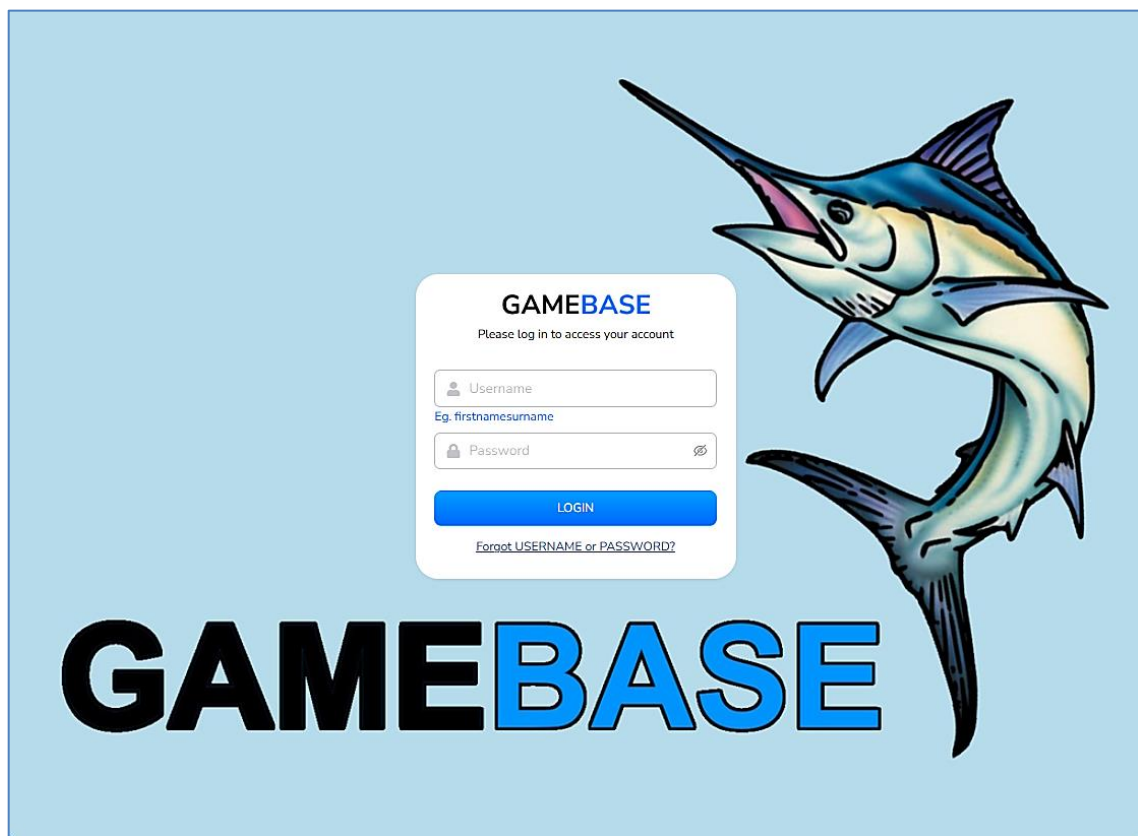




QGFA – Qld Game Fishing Association

GAMEBASE - Club Management System

User Manual - MEMBER Access



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1. INTRODUCTION

1.1 Overview

GAMEBASE has been designed and developed by the Queensland Game Fishing Association to assist our Member Clubs with the management and day to day running of their organisation.

GAMEBASE has been developed with four levels of access to the database system:

1. Member,
2. Club Committee,
3. State Executive, &
4. National Administrator (not yet fully developed)

This User Manual is prepared for the “**MEMBER**” level of access. All financial fishing members of a QGFA affiliated club will have a unique “**MEMBER**” access level log in for each club they are a member of.

Members who are assigned higher levels of access within GAMEBASE (e.g. Club Committee or State Executive) should refer to respective user manuals regarding those roles.

Figure 1 shows the complete list of menu items in GAMEBASE for all log in levels, however, only the items with a ticked box in Figure 1 have had a screen developed for the “**MEMBER**” level log in, that is potentially available for a member to:-

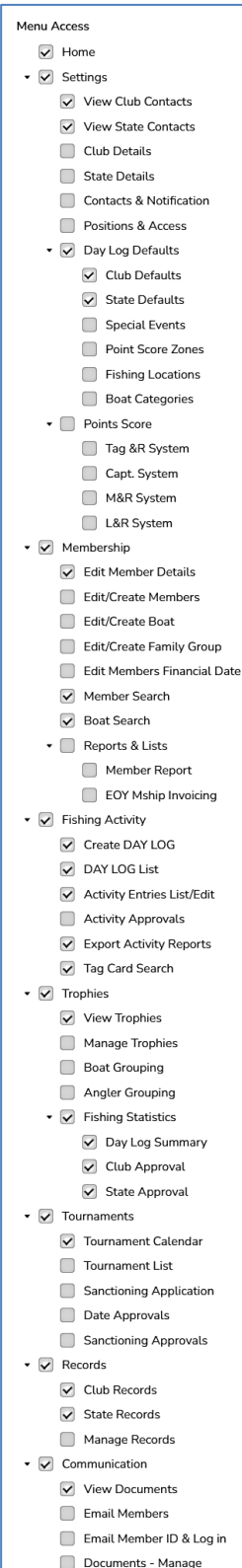
- Update their own contact details while also being able to find key club & state contact details,
- Insert and review Day Logs and fishing activities for club and state point score,
- Search for Financial Members and Boats across all QGFA clubs,
- Find details of recaptured tags if the tag of a recaptured fish has been entered into the GAMEBASE system,
- Review club trophy results,
- Review various fishing statistics of their boat or fishing Day Logs that they have been involved in,
- Check on various Club and State fishing activity approval statistics,
- Review Tournament information across all QGFA clubs,
- Review Club and State fish capture records, and
- A communication system where their Club, other clubs or the QGFA can make documents available for members to access.

As stated above “**MEMBER**” Level screens have been developed for all of the ticked menu items in Figure 1, however, the “Club Committee” level of access can restrict the default screens available to its Club Members by unselecting any ticked items to remove that screen from the Default “**MEMBER**” menu.

GAMEBASE has been designed to be user friendly to allow for even the most inexperienced computer operator to feel comfortable about having a go. N.B. GAMEBASE is not intended to be operated on a smartphone, rather needs to be accessed from a PC, laptop or tablet.

Members may choose to use part of the system, or to utilise all of it, but all clubs must use GAMEBASE for their Membership, Fishing Activities and Tournament Sanctioning. All other features of the system are optional and are there purely for the management of your club only.

Figure 1: MEMBER Position and Access screen settings



Menu Access
☒ Home
☒ Settings ☒ View Club Contacts ☒ View State Contacts ☐ Club Details ☐ State Details ☐ Contacts & Notification ☐ Positions & Access
☒ Day Log Defaults ☒ Club Defaults ☒ State Defaults ☐ Special Events ☐ Point Score Zones ☐ Fishing Locations ☐ Boat Categories
☐ Points Score ☐ Tag &R System ☐ Capt. System ☐ M&R System ☐ L&R System
☒ Membership ☒ Edit Member Details ☐ Edit/Create Members ☐ Edit/Create Boat ☐ Edit/Create Family Group ☐ Edit Members Financial Date ☒ Member Search ☒ Boat Search
☐ Reports & Lists ☐ Member Report ☐ EOY Mship Invoicing
☒ Fishing Activity ☒ Create DAY LOG ☒ DAY LOG List ☒ Activity Entries List/Edit ☐ Activity Approvals ☒ Export Activity Reports ☒ Tag Card Search
☒ Trophies ☒ View Trophies ☐ Manage Trophies ☐ Boat Grouping ☐ Angler Grouping
☒ Fishing Statistics ☒ Day Log Summary ☒ Club Approval ☒ State Approval
☒ Tournaments ☒ Tournament Calendar ☐ Tournament List ☐ Sanctioning Application ☐ Date Approvals ☐ Sanctioning Approvals
☒ Records ☒ Club Records ☒ State Records ☐ Manage Records
☒ Communication ☒ View Documents ☐ Email Members ☐ Email Member ID & Log in ☐ Documents - Manage



1.2 General Tips about using GAMEBASE

1.2.1 Navigating Data Tables in GAMEBASE

GENERIC EXAMPLE OF A DATA TABLE IN GAMEBASE

Sort data fields by Ascending and Descending order by clicking on the sort arrows

Apply Filters on all data tables to reduce data displayed in the table. (Filters are located on top right corner of all data tables in GAMEBASE)

Default account setting is 25 rows of data in a page.

How many rows you get to a page can be changed by:

- 1) clicking on "USERNAME" in top RH corner of screen (1), then
- 2) click on account setting (2).
- 3) change the value to the number of rows you want and click submit.

This value will be used for every data table you view in GAMEBASE

CAUTION - if the row number is too high the computer system will slow down and possibly stall

scroll bar to get to end of rows on page

Most data tables show "Total Count" of data in a table, and can scroll through the pages of data in the bottom left corner

First Name	Last Name	Member #	Club	Financial Type	Fishing Category	Financial	Status
01	test	Q7606	Mky GFC	Ordinary Member	Small Fry Female	Yes	Active
1	Test	Q7652	BGFC	Ordinary Member	Small Fry Male	Yes	Active
2	Test	Q7653	Mky GFC	Ordinary Member	Men	Yes	Active
3	Test	Q7655	BGFC	Junior Member	Small Fry Female	Yes	Active
Ashley	Sparks	Q6928	Cams BWGFC	Junior Member	Junior Female	Yes	Active
Adam	Abel	Q2159	WGFC	Ordinary Member	Non-Fishing	Yes	Active
Adrian		Q1437	YKFC	Ordinary Member	Men	Yes	Active
Alan		Q1133	IRBC	Life Member	Non-Fishing	Yes	Active
Andrew	Tulloch	Q1420	YKFC	Life Member	Men	Yes	Active
Ashley		Q793	WGFC	Life Member	Non-Fishing	Yes	Active
Astute		Q7570	Mky GFC	Ordinary Member	Men	Yes	Active
Babytest		Q7650	WBFC	Junior Member	Small Fry Male	Yes	Active
Bailey	Auders	Q6607	GCGFC	Ordinary Member	Men	Yes	Active
Ben		Q7487	Mky GFC	Ordinary Member	Non-Fishing	Yes	Active
BenTEST	BrighTEST	Q7644	WBFC	Ordinary Member	Men	Yes	Active
Bert	Cockrell	Q1041	GCGFC	Life Member	Non-Fishing	Yes	Active
BM1	BTTest1	Q7678	BGFC	Junior Member	Junior Male	Yes	Active

Total 212

Figure 2: General Tips for Navigating Data Tables in GAMEBASE

1.2.1.1 Filter Buttons on Top Right corner of Data Tables

All data tables in GAMEBASE can have filters applied to reduce the amount of data being displayed in a table. The filters reset to default settings every time you go back in to a data table. The Filter button is located at the top Right Corner of every data table in GAMEBASE.

1.2.1.2 Account Setting – Page Size (Number of Rows in Page in a Data Tables)

All data tables will default to 25 rows of data before you then need to go to the next page tab. You can change this value to show more or less lines on each page of all data tables.

PLEASE NOTE - The higher the value means the more rows you can see/ scroll through before needing to change pages, however, the slower your computer will work - if you pick too high of a number the system will just stall if it is trying display a large data set.

To change the number of rows to a page:

1. Click on your "username" in the top right corner (1);
2. Click "Account Setting" (2);
3. Set the value to the number of rows you want in a table (The default value for all users when your user profile is created is 25 lines); then
4. Click "Submit" (This value will be applied to ALL data tables you view in GAMEBASE.)

1.2.1.3 Data Count and Data Page Numbers in Lower Left corner of Data Tables

Most Data tables in GAMEBASE have a "Total" count number beside the page numbers in the Lower Left corner of the data table. This "Total" is how many rows of data match the filters currently set.

Move between the data pages by clicking on the arrows or page numbers in the lower left corner.

1.2.1.4 Zoom Screen to View More or Less Columns

Hold "CTRL" and "scroll mouse button" to zoom in and out on the screens. Some screens only require a few columns, however, other screen may want to be zoomed out further to see more columns at once.



1.2.1.5 Scroll Bars

All tables or screens that are larger than your view on the screen, will have scroll bars on the side (to scroll up & down) (or underneath to scroll side to side). Scroll bars can be scrolled with your mouse by either clicking on them or dragging them, otherwise use the arrow button on your keyboard.

1.2.1.6 Sort Data Fields - Ascending and Descending Buttons

Data fields that can be sorted in a Data table will have up and down arrows beside the heading, Click on the arrows once, and that data field will sort in Ascending order, then click on the arrows again and that field will sort in Descending order.

1.2.1.7 Tabs to work across pages on given screens

Some screens may have multiple pages to a screen, click on the Tab Label at the top of the screen to switch between pages for that screen (e.g. Club Defaults, State Defaults, etc.)

1.2.2 Data Entry Tips

1.2.2.1 Type & Tab Data Entry

A lot of work has gone into making the data entry as fast and efficient as possible in GAMEBASE, you can click each field and explore drop downs with a mouse if you wish, however faster data entry can be achieved by typing and tabbing across fields, once the drop down brings up a text field you can arrow down the list and/or tab to next field to register the value.

When working on check boxes use the space bar to check and uncheck the box and using arrows when the check box is highlighted will allow a scroll bar to be scrolled.

1.2.2.2 "Mandatory Fields" and "Optional Fields"

In most of the areas in this system, there are "Mandatory Fields" and "Optional Fields" for data entry.

The "**Mandatory Fields**" are marked with a small red asterisk (*) to indicate that you **MUST** enter the information. If you don't enter any information into these fields, you will not be able to save the data.

The "**Optional Fields**" mean just that. If you have the information to enter then you can enter it, but if not you can simply leave the field blank.

1.2.2.3 GPS Values in GAMEBASE

All GPS data fields can be filled by just typing the digits that make up the value, without needing to type the degree, decimal point and minute symbols.

GAMEBASE uses a Decimal Minute format (dd°mm.mmm') for all GPS location data fields. As there are 60 minutes that make up a degree the number formatting for the GPS data fields will not allow a minute value over 59.999.

If the GPS value written on a tag card is decimal degrees (ie dd.ddddd) this will need to be converted to degrees and decimal minutes (dd°mm.mmm'). There are 60 minutes that make up a degree, so multiply the decimal degree value by 60 to convert the decimal degree to the correct decimal minute format values.

E.g. S20.50000° is S20°30.000'

(whole degrees stays the same (20) & decimal degrees get multiplied by 60 (0.5 x 60 = 30.000)

2. LOGIN PAGES

2.1 Login Screen

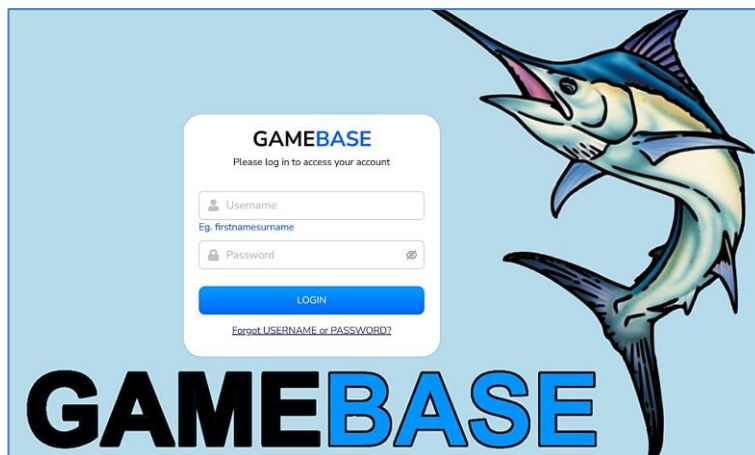


Figure 3: Log in Screen

The log in screen is self explanatory – a “username” and “password” is required. This information will normally be supplied to the member by email that also includes a link to this webpage when they are set up in GAMEBASE – a member should contact their Club Committee to arrange login.

Most people will have their username as “firstnamesurname” as a concatenation of text of their first name and surname. The only exception will be if the person’s name was first spelt wrong when they were entered in GAMEBASE, and it will be however it was first spelt, otherwise if there is already someone as member in GAMEBASE with the same name as yours the system will automatically add a 1 (or 2, or 3, etc) to the end of the username.

The password is case sensitive, but has no restrictions on minimum password requirements.

2.2 Forget Password Screen

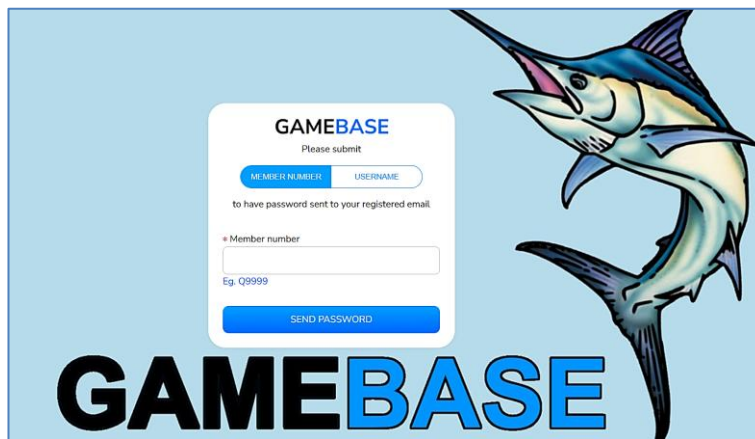


Figure 4: Forgot Password Screen

There is a “FORGOT PASSWORD” link for those that cannot remember their password, however, they will need to know their username or unique system ID number (Q....) for a password email to be sent to them.

A message pops up when the password is sent off that contains the email the new password has been sent to, so the person can confirm the email address they have been set up in GAMEBASE with is correct and they will also then know which email address to look at for the password to be sent to them.

If the member does not know their username or Member ID there is a screen in GAMEBASE a Club Committee member can use to push a login username and Member ID email to the member.

3. HOME



Figure 5: HOME Screen

The “HOME” screen is not editable and just reflects some of the information that has been entered into GAMEBASE for your username.

The Side Bar Menu (green box) is the main navigation menu for GAMEBASE. This Side Menu Bar is visible from all screens in GAMEBASE so you can navigate around GAMEBASE, there is a button at the top of the side menu (purple box) to minimise and remaximise the side menu if you need more room on the main screen.

The Log-In Entity Bar located at the top of your GAMEBASE screen (red box) contains:

- your login level (Club Member),
- the name of the club you have logged in with, and
- your club logo.

If you are a member of multiple clubs you will have a unique log in ID for each club (i.e. a different member login for each club), so you should check the information in this Log-in entity bar to ensure you are logged in to the correct club before creating Day Logs and Fishing Activity Entries.

Some key information displayed on the “HOME” screen in Figure 5 is:

1. Name – Your name
2. Financial End Date – this is when your financial membership with your club (and access to GAMEBASE) will expire and be due for renewal on 30th June of the given year.
3. Fishing Membership type – This will be “Senior” or “Junior”. A “non-fishing” member will not be affiliated with QGFA and will not have access to log into GAMEBASE.
4. Fishing activities this year – this is a count of how many fishing activity entries you have had in GAMEBASE since 1 July.
5. Club – Your Club
6. Financial membership type – This is the type of financial membership you have with your fishing club – most senior members will be “Ordinary” members of a Club.
7. Fishing Category – This is a calculated field by GAMEBASE, based on your Fishing Membership Type, Gender, and for Juniors also their Date of Birth to differentiate between Small Fry and Junior.
8. Skipper of Boats – This is how many boats you are nominated as a skipper of. If you select the number that is underlined in this field, it will list those boats nominated. A Club Committee Member will create the boats in GAMEBASE so if this information or any other information is incorrect on your “HOME” page contact a club committee member to fix the data in GAMEBASE.



4. SETTINGS

4.1 View Club Contacts

“View Club Contacts” is a page where you can find information about your fishing club, it also includes the contact details of your club committee members if you require that information.

4.2 View State Contacts

“View State Contacts” is a page where you can find information about your State Association (QGFA), it also includes the contact details of your state executive members if you require that information.

4.3 Club Details

There is no screen made for Club Member level access on this menu item, and if the access permissions are set correctly in the generic member profile this screen should not be a visible (or selectable) side menu option for a Club Member log in.

4.4 State Details

There is no screen made for Club Member level access on this menu item, and if the access permissions are set correctly in the generic member profile this screen should not be a visible (or selectable) side menu option for a Club Member log in.

4.5 Contacts & Notifications

There is no screen made for Club Member level access on this menu item, and if the access permissions are set correctly in the generic member profile this screen should not be a visible (or selectable) side menu option for a Club Member log in.

4.6 Positions & Access

There is no screen made for Club Member level access on this menu item, and if the access permissions are set correctly in the generic member profile this screen should not be a visible (or selectable) side menu option for a Club Member log in.

4.7 Day Log Defaults

The Day Log defaults section of the Settings menu contains the underlying data that needs to be set up before creating any Day Logs that will be used to register all fishing activities in GAMEBASE.

The “Club Member” level access will only be able to view the Club defaults (fishing locations, club point score zones, and club events) and State defaults (state point scoring zones and state competitions (All Ports)) that get created at Club and State levels to govern the points score system and data filtering options of fishing activities both within your club and the state point score level.

4.7.1 Club Defaults

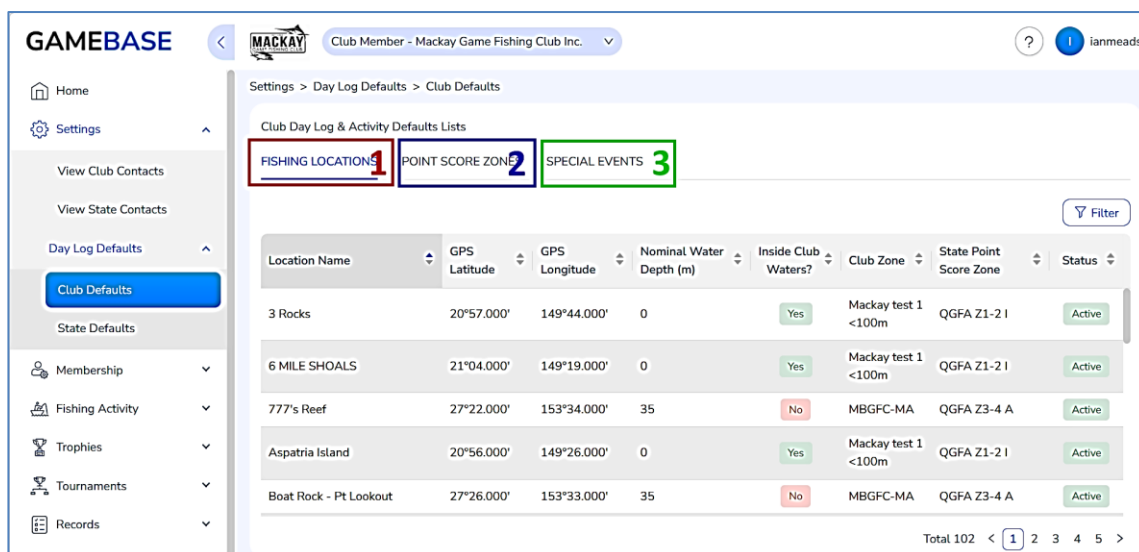


Figure 6: Club Defaults Screen

Club Defaults Screen has 3 tabs that can be viewed that contain tables of some key items set up by the relevant person/s at a Club Committee Level log in that will be required to complete a Day Log Entry in GAMEBASE. The tabs are:

1. Fishing Locations
2. Point Score Zones (These are the club point score zones)
3. Special Events (These are any club competitions that may want to be used for filters)

4.7.1.1 Fishing Locations

The fishing locations is a general fishing region created by a Club Committee Member that once the location is placed in a fishing activity it will populate multiple fields when creating the fishing activity. Using the fishing location will save manually filling out all of the data fields listed below when entering a fishing activity on a Day Log and helps to build a point score for the fishing activity and/ or assist with a filter option for fishing activities to calculate trophy results.

- Location Name – so people can identify a region using a familiar description
- GPS Lat & Long – a Generic Lat & Long to roughly locate a fishing position
- Nominal water depth – an approximate water depth for this fishing location
- Inside Club Waters? – Many clubs filter results by inside and outside club boundaries
- Club Zone – Many clubs have varying point score zones for Heavy Tackle boundaries, inside and outside club boundaries, Estuary vs blue water, etc... by tying it to a fishing location this field is automatically filled out on all fishing activities when the fishing location is selected.
- State Point Score Zone – this field is required for each fishing entry to help look up the State Point Score System in GAMEBASE to automatically score each fishing activity when combined with other info including capture type, line class, species, fish weight and date of entry into the GAMEBASE system.
- Status- Fishing Locations can be turned inactive/ active by a Club Committee Log-in

If you believe you need a different fishing location so you can enter a fishing activity on a Day Log you will need to contact a Club Committee Member to discuss your requirements and if necessary, only a Club Committee Member with correct authorisations can create a new Fishing Location for your club in GAMEBASE.

4.7.1.2 Point Score Zones (Club Point Score Zones)

Many clubs have varying point score zones for Heavy Tackle boundaries, inside and outside club boundaries, varying water depths, Estuary vs blue water, etc... The Club Committee Member can create point scoring zones so they can be linked to each Fishing Location.

Clubs can choose to have no Club Point Score Zones and leave this section blank if they wish. Only a Club Committee Member with the correct authorisations can create a Club Point Score Zone in GAMEBASE.

4.7.1.3 Special Events (Club Competitions)

A Club Committee Member can create a club special event (competition) in GAMEBASE. This Special Club Event may be used for data filtering to assist in creating trophies for the Club.

If you have fished a club event and cannot find it on the list when you go to enter your Day Log, please contact your relevant Club Committee Member to confirm if this event may still need to be created so it can be selected when entering your Day Log. Only a Club Committee Member with the correct authorisations in GAMEBASE can create a Club Special Event.

4.7.2 State Defaults

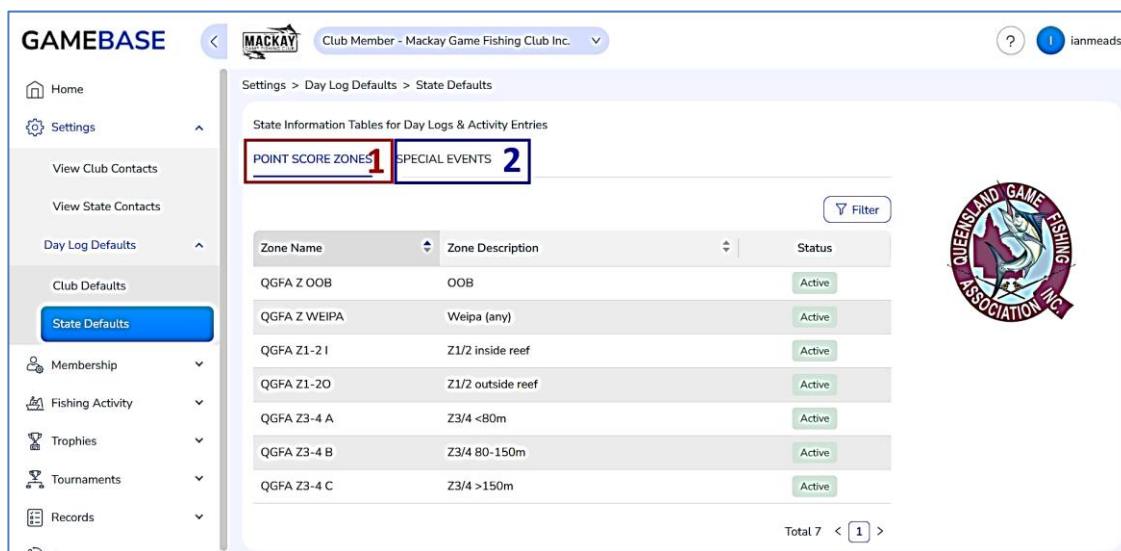


Figure 7: State Defaults Screen

The State Defaults screen has 2 tabs that can be viewed that contain tables of the defaults set up at a State Level log in that will be required to create a Day Log Entry. The tabs are:

1. Point Score Zones (These are the STATE point score zones)
2. Special Events (STATE EVENTS – ALL PORTS ROUND 1 & ALL PORTS ROUND 2)

4.7.2.1 Point Score Zones (STATE Point Score Zones)

QGFA has 7 STATE Point Score Zones

- Zone 1 – Weipa
- Zone 1 & 2 – Inside the Outer Reef
- Zone 1 & 2 – Outside the Outer Reef
- Zone 3 & 4 – Less than 80m of Water Depth
- Zone 3 & 4 – 80m to 150m of Water Depth
- Zone 3 & 4 – Over 150m of Water Depth
- Out Of Bounds – Out of Qld Waters & South of S18°10'.

Every fishing entry must have a State Point Score Zone linked to the entry in GAMEBASE as this is an important step to automatically score each fishing entry when combined with other info including line class, species, fish weight and date of entry into the GAMEBASE system.



4.7.2.2 Special Events (STATE Competitions – All Ports Round 1 & All Ports Round 2)

The Queensland Game Fishing Association holds a Tournament each year that is called the All Ports Interclub Championships. The All Ports Tournament is run in two rounds with each club nominating the weekend that they will fish in each round.

Day Logs being entered for All Ports fishing days must select “All Ports Round 1” or “All Ports Round 2” in the “State Special Events” field in the header data when the Day Logs are being entered. This is then used to filter the fishing activity data and point score at the end of the year to award All Ports trophies.

4.7.3 Special Events

There is no screen made for Club Member level access on this menu item, and if the access permissions are set correctly in the generic member profile this screen should not be a visible (or selectable) side menu option for a Club Member log in.

4.7.4 Point Score Zones

There is no screen made for Club Member level access on this menu item, and if the access permissions are set correctly in the generic member profile this screen should not be a visible (or selectable) side menu option for a Club Member log in.

4.7.5 Fishing Locations

There is no screen made for Club Member level access on this menu item, and if the access permissions are set correctly in the generic member profile this screen should not be a visible (or selectable) side menu option for a Club Member log in.

4.7.6 Boat Categories

There is no screen made for Club Member level access on this menu item, and if the access permissions are set correctly in the generic member profile this screen should not be a visible (or selectable) side menu option for a Club Member log in.

4.8 Points Score

There is no screen made for Club Member level access on this menu item, and if the access permissions are set correctly in the generic member profile this screen should not be a visible (or selectable) side menu option for a Club Member log in.

4.8.1 Tag & Release System

There is no screen made for Club Member level access on this menu item, and if the access permissions are set correctly in the generic member profile this screen should not be a visible (or selectable) side menu option for a Club Member log in.

4.8.2 Capture System

There is no screen made for Club Member level access on this menu item, and if the access permissions are set correctly in the generic member profile this screen should not be a visible (or selectable) side menu option for a Club Member log in.

4.8.3 Measure & Release System

There is no screen made for Club Member level access on this menu item, and if the access permissions are set correctly in the generic member profile this screen should not be a visible (or selectable) side menu option for a Club Member log in.

4.8.4 Leader & Release System

There is no screen made for Club Member level access on this menu item, and if the access permissions are set correctly in the generic member profile this screen should not be a visible (or selectable) side menu option for a Club Member log in.

5. MEMBERSHIP

5.1 Edit Member Details

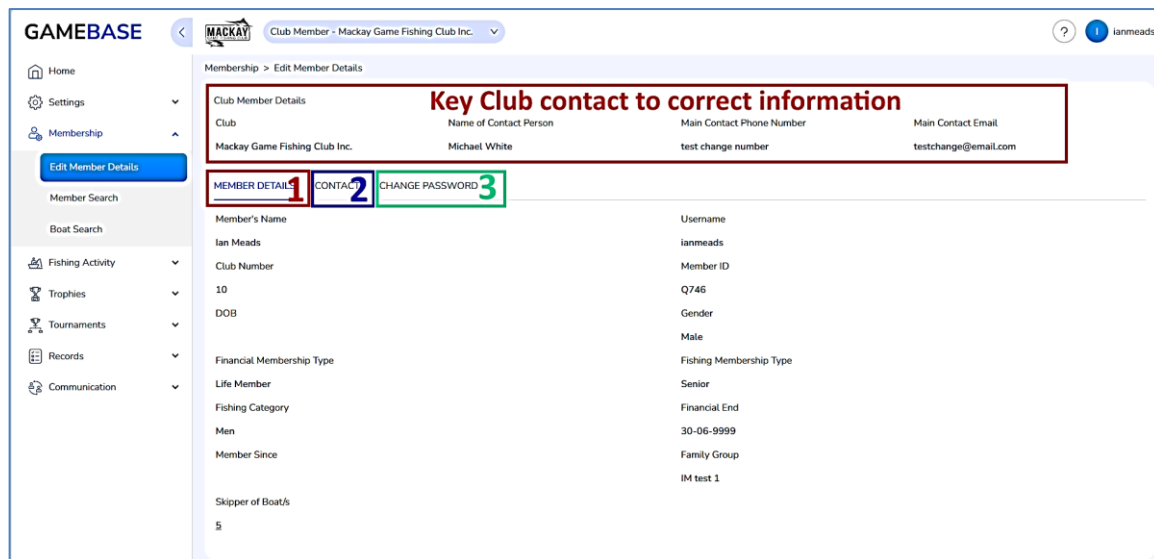


Figure 8: Edit Member Details Screen

Edit Member Details screen has 3 tabs that can be viewed that contain information about the member:

1. Membership Details
2. Contact Details
3. Change Password

The Club's key contact details are at the top of the Club Member Details screen, so if a member notices their uneditable membership information (on the first tab) is incorrect they can contact this club member to confirm their membership details in GAMEBASE.

5.1.1.1 Member Details Tab

The "Member Details" tab contains all of the membership information that has been entered by your club into GAMEBASE, this information is "view only" (uneditable) by the Member and allows the Member to see if there are any discrepancies in GAMEBASE around their membership details. The member will need to contact a Club Committee Member with the correct authorisations to confirm/ modify any incorrect information from this screen in GAMEBASE.

5.1.1.2 Contact Tab

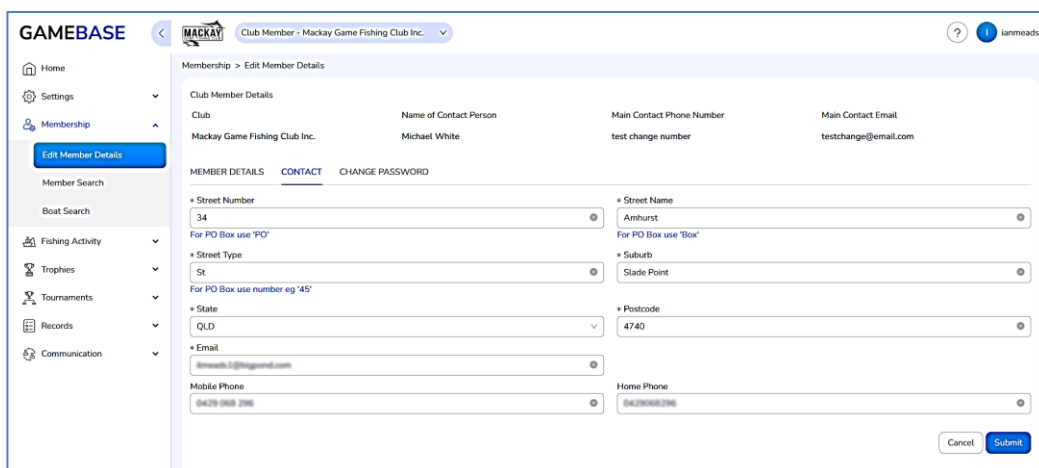


Figure 9: Edit Member Details Screen – Contact Tab

The “Contact” tab contains all of the contact information for a member in GAMEBASE. The member level log in has the ability to change the contact details in GAMEBASE so the most current information is available in GAMEBASE. To update any contact details, modify the relevant data fields and click on the “Submit” button to update the details.

5.1.1.3 Change Password Tab

The “Change Password” Tab allows the member to change their password to access GAMEBASE if they wish.

To change your password:- Type the new password in the 2 data fields (Password & Confirm Password) and select “Change Password” Button.

The password is case sensitive, but has no restrictions on minimum password requirements.

5.2 Edit/ Create Members

There is no screen made for Club Member level access on this menu item, and if the access permissions are set correctly in the generic member profile this screen should not be a visible (or selectable) side menu option for a Club Member log in.

5.3 Edit/ Create Boat

There is no screen made for Club Member level access on this menu item, and if the access permissions are set correctly in the generic member profile this screen should not be a visible (or selectable) side menu option for a Club Member log in.

5.4 Edit/ Create Family Group

There is no screen made for Club Member level access on this menu item, and if the access permissions are set correctly in the generic member profile this screen should not be a visible (or selectable) side menu option for a Club Member log in.

5.5 Edit Members Financial Details

There is no screen made for Club Member level access on this menu item, and if the access permissions are set correctly in the generic member profile this screen should not be a visible (or selectable) side menu option for a Club Member log in.



5.6 Member Search

The Member search allows QGFA members to confirm the financial membership status and fishing category of any QGFA member, this allows skippers and Club Officials to confirm all of their crew and anglers are affiliated with QGFA before fishing a tournament and must be setup in GAMEBASE before they can be entered in a fishing activity on a DAY LOG.

Member details may not appear or may not be accurate if their club has not updated GAMEBASE with recent changes. Please contact the relevant Club in this case.

5.7 Boat Search

The Boat search allows Members to confirm if a boat is linked with a Financial QGFA skipper before looking to try and join a boat for fishing a QGFA tournament and must be set up in GAMEBASE before they can have a Day Log entered for them.

Member details may not appear or may not be accurate if their club has not updated GAMEBASE with recent changes. Please contact the relevant Club in this case.

5.8 Reports & Lists

There is no screen made for Club Member level access on this menu item, and if the access permissions are set correctly in the generic member profile this screen should not be a visible (or selectable) side menu option for a Club Member log in.

5.8.1 Member Report

There is no screen made for Club Member level access on this menu item, and if the access permissions are set correctly in the generic member profile this screen should not be a visible (or selectable) side menu option for a Club Member log in.

5.8.2 EOY Membership Invoicing

There is no screen made for Club Member level access on this menu item, and if the access permissions are set correctly in the generic member profile this screen should not be a visible (or selectable) side menu option for a Club Member log in.



6. FISHING ACTIVITY

6.1 Create DAY LOG

Create DAY LOG is the screen that must be used to register all Fishing Activities in GAMEBASE.

The DAY LOG is made up of 2 parts:

1. The header data that is common to all fishing activities for the day (like Date, Boat Name, Skipper, Club Comp, State Comp, etc), and
2. All of the fishing activities/ interactions for the day.

The data required to complete a full DAY LOG entry will be primarily the QGFA "Boat/ Angler Activity Record" Sheet (also called Activity Sheets) and any extra information contained in completed tag cards or capture certificates submitted with the Activity Sheet.

6.1.1 Who Should Create the DAY LOG?

A member from the Club that the Boat belongs to should be creating the DAY LOG and Fishing Activities for that Boat in GAMEBASE.

Members can only select Boats (with financial skippers) that have been created by their own Club when creating a DAY LOG, so if you are submitting a fishing activity for a boat from another club you will only be able to select "non-club" boat and those points will not go to that boat's point score.

Members can select Anglers from other clubs, so if the Angler is not a member of your club, but has fished on a boat from your club, you can still pick the angler from another club when submitting the DAY LOG & Fishing Activity.

The QGFA point score will go to:

- the Club that has created the DAY Log/ Fishing Activity Entry in GAMEBASE and provided the tag card and original activity sheet to QGFA for processing,
- the Boat that has been selected for the DAY LOG, and
- the Angler that has been selected on the Fishing Activity.

This point score system reinforces the requirements for QGFA where tags are to be issued by clubs to their skippers/ boats and completed tag cards must come back through the club that has issued the tags, so they can be checked off each club's tag registers before being returned to QGFA.

Historically this data entry was all completed by 1 person for each club, however this version of GAMEBASE now allows all members to enter their own fishing data and reduce the workload of club officials to approve and edit DAY LOGS and fishing activities that have already been entered in the system.

6.1.2 Checks before you can create a DAY LOG or Fishing Activity

PLEASE NOTE: Before trying to enter a DAY LOG and any fishing activities you must make sure that ALL of the following information has been set up in GAMEBASE, or your "Drop Down" Lists will not work, and you will have to keep cancelling out to set up the details:

- Your Boat has been entered by your Club and set up in GAMEBASE (refer 5.7);
- All of your Members have been entered and set up in GAMEBASE (refer 5.6);
- All of your Fishing Locations have been entered by your Club and set up in GAMEBASE.(refer 4.7.1.1); and
- Your Club Special Events have been set up in GAMEBASE (refer 4.7.1.3).

6.1.3 Enter the DAY LOG Header data

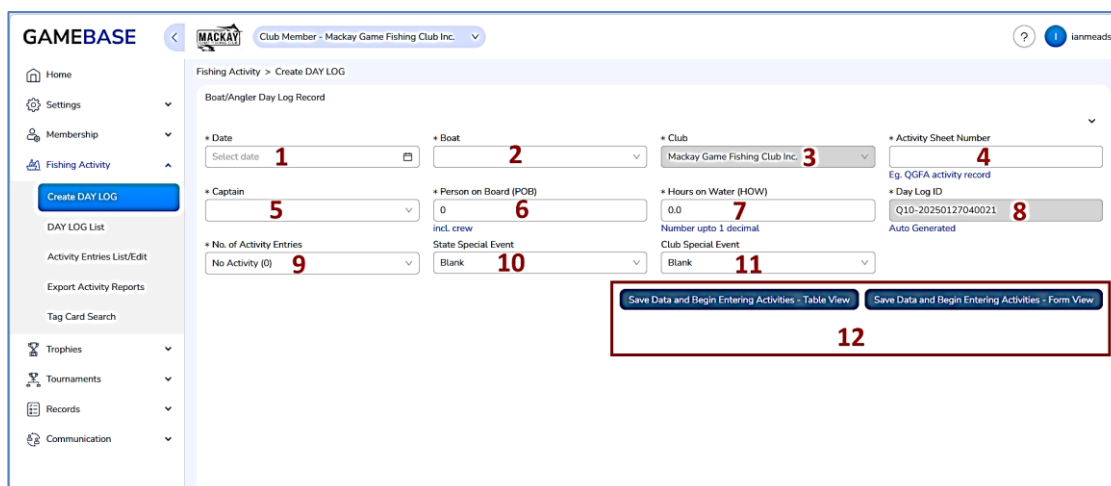


Figure 10: Create Day Log – Enter Header Data

The header data to be entered to create a DAY LOG is made up of:

1. Date –select the date, Each day of fishing requires a separate DAY LOG.
2. Boat – The boat needs to have been created by your Club and have a current financial skipper to turn up in the drop down list, if the boat is not from your club select “Non Club Boat”
3. Club – This is a non editable field and will default to your Club
4. Activity Sheet Number – this is the unique serial number on the top right corner of your QGFA Boat/ Angler Activity Record (Activity Sheet). The number that is typed in this field in GAMEBASE can only work once, so **do not make up a number** that is not your hard copy sheet or this will in turn stop someone else from entering their Activity Sheet Number if you have already used it.
5. Captain – This list will only be current financial members of your club, if the skipper is not financial with your club select “non club captain”
6. POB – How many people were on the boat that day (including crew)?
7. HOW – How many hours was the boat on the water that day?
8. Day Log ID – this is a unique non editable serial number created when the DAYLOG is created in GAMEBASE - made up of club ID and date/ time stamp in the form of “Q Club ID – YYYY MM DD hh mm ss” – this has been incorporated into the GAMEBASE design to allow in future if QGFA move away from the Activity Sheet book base for data collection.
9. No. of Fishing Activity Entries – this is the number of fishing interactions for the day (rows filled out on the Activity Sheet). Each DAY LOG can handle up to a maximum of 20 Fishing Activities.
10. State Special Event – Select All Ports Round 1 or All Ports Round 2 if relevant
11. Club Special Event – Select any Special Club Event if it is relevant to this day of fishing.
12. If you have any fishing activities to enter for the DAY LOG (i.e. “field 9” in Figure 10 is 1 or more) you can choose what layout you prefer to enter the data in. Both options will allow you to enter the fishing activity data, it is just some people will prefer the data fields to be presented in the different layouts. If there are no fishing activities for the DAY LOG either button will save the DAY LOG as a 0 fishing activity day.
 - Table View – is very similar to the Activity sheet layout with 1 row for each activity, where you can fill out multiple rows at a time and keep scrolling to the right to complete the data entry, and is suited to 3 or more fishing activities in day, while
 - Form View – bundles all of the data fields for a fishing activity into a form before you will then move down the screen to the next form for the next fishing activity. This view is well suited to 1 or 2 fishing activities for a day.



6.1.4 Enter the Fishing Activity Entries

The 2 images below are examples of the same DAY LOG entry with a screen shot of the fishing Activities in Table View (Figure 11) and Form View (Figure 12).

Expand & Collapse Header Data

add fishing activities

TABLE VIEW

SAVE

Figure 11: Create Day Log – Enter Fishing Activity Entries – TABLE VIEW

Expand & Collapse Header Data

add fishing activities

FORM VIEW

SAVE

Figure 12: Create Day Log – Enter Fishing Activity Entries – FORM VIEW

A - The button at the top right of the DAY LOG header can expand and collapse the header data.

B - The button at the lower right corner of the Header Data will switch the fishing activity views between TABLE VIEW & FORM VIEW. Please note any unsaved fishing activities that has been entered will be lost if you switch between layout view options before hitting the save button at the bottom of the fishing activities screen.

C - To Add additional fishing activity entries after the Day Log has been created (in the Purple box in Figure 11 or Figure 12 above):-

1. Use the drop down button to select how many fishing activities to Add
2. Then select "Add Extra Line Items to this Day Log".

D – To Save the Fishing activities in a Day Log Select the "Save Day Log" Button at the bottom right of all fishing Activities in the Day Log. Be aware all mandatory fields for all fishing activities will need to be completed before the "Save Day Log" button can be selected.



Due to the nature of the layout the Form View has a scroll bar on the right to scroll up and down, while the Table View has a scroll bar on the bottom to scroll left and right, the Table View will also create a side scroll bar if there are enough fishing activities that you also need to scroll up and down to view all of the entries.

A lot of work has gone into making the data entry as fast and efficient as possible in GAMEBASE, you can select each field and explore drop downs with a mouse if you wish, however faster data entry can be achieved by typing and tabbing across fields, once the drop down brings up a text field you can arrow down the list and/or tab to next field to register the value. When working on check boxes use the space bar to check and uncheck the box and using arrows when the check box is highlighted will allow a scroll bar to be scrolled.

The Create DAY LOG screen is also the screen that you are returned to if you want to edit a Fishing Activity Entry or DAY LOG.

Both Table and Form Views require the same data to be entered for each Fishing Activity on the Day Log (note the red asterix (*) for mandatory fields) and will cycle in the same sequence for "Type & Tab" data entry. The data fields are:

1. Action – select the bin image or "delete" to delete the fishing activity off the DAY LOG
2. Tag/ Capt* – select the best option to describe the fishing activity –
 - Tag & Release,
 - Capture,
 - Strike,
 - Hook-up,
 - Measure & Release,
 - Leader & Release,
 - Sharked.
3. Method* – select the best drop down option to describe the fishing method, these letters are described at the bottom of the QGFA activity sheet and now also include 3 landbased options on the list
 - a. Troll – Live Bait
 - b. Troll – Dead Bait
 - c. Troll – Lure
 - d. Drift – Live Bait
 - e. Drift – Dead Bait
 - f. Drift – Lure
 - g. Anchored – Live Bait
 - h. Anchored – Dead Bait
 - i. Anchored – Lure
 - j. Landbased – Live Bait
 - k. Landbased – Dead Bait
 - l. Landbased – Lure
4. Time* – Use 24hr time base (hh:mm) – type in using 4 digits and the ":" character will automatically populate.
5. Species* – wild text search will pick up on string of text if you start typing, all recognised gamefish species are listed as per the GFAA Journal. UNKNOWN is also an option for strikes & hookups where species was not identified.
6. Tag Number – Ensure the A, B or S is included at the start of the tag number



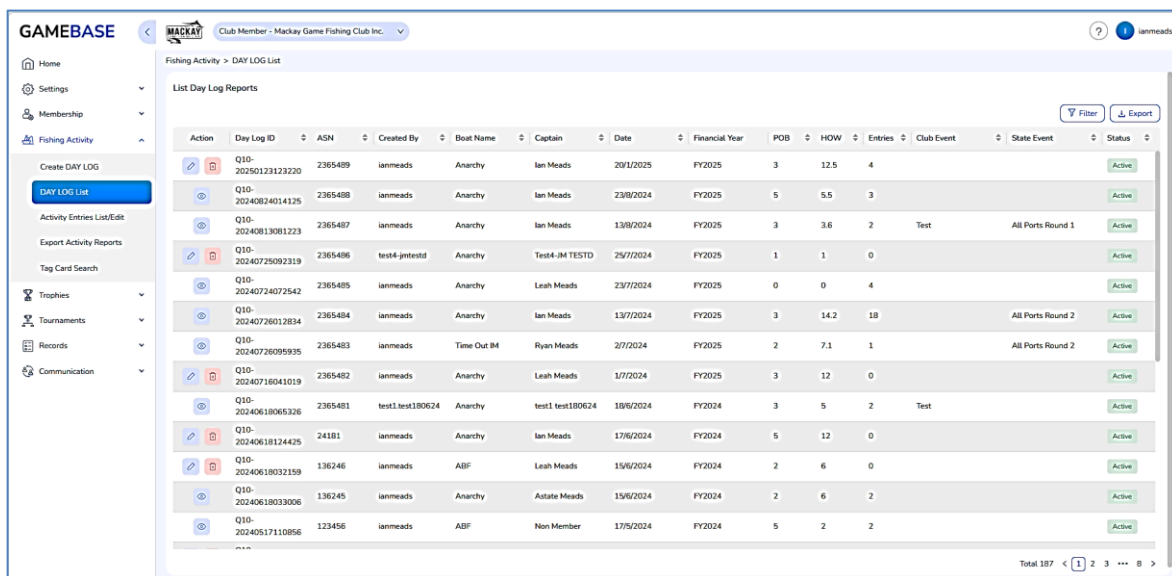
7. Weight – This field is no longer mandatory in GAMEBASE but is used for QGFA point score calculations (for tagged & captured fish) so should be filled out wherever possible. There is no facility for GAMEBASE to add 10% for Gilled & gutted fish so should always be the grossed weight when being entered.
8. Wgt Meas – Check this field if the weight is actually a measured weight. Captured fish need to be weighed to receive Capture points for most clubs and QGFA point score. If the weight is an estimate only leave this box unchecked.
9. Line Class* - The drop down list contains all of the recognised line class categories, and “braid” is also an option to allow fishing activities to be recorded even if they may not be eligible for point score.
10. Angler* - The drop down list will first include financial anglers of your club and then all financial members of all clubs. If the angler doesn't fall on that list they will be a “non member”. Wild text search will look for the text string with in someone's name on the search.
11. Location* - This must be a fishing location created by your club. This is important to get the correct region for the fishing location as it will automatically assign generic GPS position and also club point score zone and Sate point score zone to the fishing activity.
12. GPS Latitude* – Over type the generic data values with the actual co-ordinates listed on the tag card. The heat maps and export reports we can generate are far more effective if the fishing activity has the correct GPS location. If the actual GPS location isn't updated with the fishing activity then the generic location that is populated for the fishing location will at least give a rough estimate for the activity. The decimal minute format is used by most people and the number format will not let a value of 60 or higher be entered after the degree value (recognising that there are only 60 minutes to a degree).
13. GPS Longitude* – Over type the generic data values with the actual co-ordinates listed on the tag card. The heat maps and export reports we can generate are far more effective if the fishing activity has the correct GPS location. If the GPS location s submitted with the fishing activity the generic location that is populated for the fishing location will at least give a rough estimate for the activity. The decimal minute format is used by most people and the number format will not let a value of 60 or higher be entered after the degree value (recognising that there are only 60 minutes to a degree).
14. Length (cm) – record the length of the fish
15. LJFL/ FL – check this box if the fish length measurement was the short length of the fish (Lower Jaw Fork Length for billfish or Fork Length for other species). If the measurement was Total Length leave the box unchecked.
16. Meas. – check this box if the length was a measured length. If the length was an estimate leave the box unchecked.
17. Fight Time (hh:mm) – type 4 digits to make up the hours & minutes. The “:” character will automatically populate between the hours & minutes.
18. Circle Hook – Same as the tag card – Check this box if a circle hook was used
19. Non Off-set – Same as the tag card – Check this box if the hook was Non-Offset
20. Club Points – You can type a value in here or leave it blank for the club official to populate the value – Talk with your relevant Club Committee Member to find out their preference.
21. Club Approved – This field is non-editable at the member log in level and is blank when the fishing activity is first created. After the Club Committee Member “Approves” or “Disqualifies” the fishing activity, all fields on the fishing activity will grey out and be uneditable at the Member level login, and you will be able to see the approval status of the fishing activity.
22. Club Comments – record any comment from the tag card, add the Anglers name if it was a non Member on the angler drop down or any other comments you may want to add. The Club Committee Member can also add text to this comments field. This field will also go uneditable by the Member level log in once the fishing activity is approved by the club Committee Member.



23. First Billfish T&R – Check this box if it is the first fish the angler has ever tagged. This gives an extra filter field that will allow Club or State level to see how many new people are starting up game fishing.
24. Recapt. – Check this box if the fish was previously tagged
25. Old Tag number – Record the Old Tag number if the fish was previously tagged
26. Flyfishing* - this will default to “No” however if fishing activity involved flyfishing change this to yes. This is filter field for some clubs that award trophies for flyfishing.
27. Saltwater* - This value defaults to “yes”. Change this to “no” if the fishing was in fresh water
28. Inside Club Water? – This field will be populated based on the fishing location selected and how it has been set up in GAMEBASE. If this value is incorrect it can be manually changed on the fishing activity, however, talk with your Club Committee Member with the relevant authorisations as they may need to correct the settings they have made for that fishing location in GAMEBASE.
29. Club Zone - This field will be populated based on the fishing location selected and how it has been set up in GAMEBASE. If this value is incorrect it can be manually changed on the fishing activity, however, talk with your Club Committee Member with the relevant authorisations as they may need to correct the settings they have made for that fishing location in GAMEBASE.
30. State Zone - This field will be populated based on the fishing location selected and how it has been set up in GAMEBASE. If this value is incorrect it can be manually changed on the fishing activity, however, talk with your Club Committee Member with the relevant authorisations as they may need to correct the settings they have made for that fishing location in GAMEBASE.
31. Club Event - This field will be populated based on the DAY LOG Header data. If this value is incorrect it can be manually changed on the fishing activity. This may be required if you have a non-club member fishing a club event and their point score will not count to the club event.
32. State Event - This field will be populated based on the DAY LOG Header data. If this value is incorrect it can be manually changed on the fishing activity. This may be required if you have a non-club member fishing during an All Ports weekend and their point score will not count to the event.
33. State Points – This value is not editable by the Member level log in and will be automatically calculated when the fishing activity is first created based on the species, line class, fish size, QGFA point score zone and whether the activity was submitted in Gamebase by the 28th of the month after the activity. This point score may be altered manually when the State Executive Member Approves/ Disqualifies the fishing activity. Once the State Approval process is completed the point score will still be visible for each fishing activity.
34. Point score – This link will show the auto calculated State Point score value (not necessarily the final approved point score value).
35. State Approval – This field is not editable by the Member Level Log-in. This field will be empty when the fishing activity is first created, however will be populated with “Approved” or “Dis-Qual” when the State Official has processed the fishing activity for point score.
36. State Disqualifying reasons. – The 8 check boxes are only editable by a state Official with the relevant Authorisations and have been included to provide feedback on the fishing activities if they have been disqualified for state points score. Below is brief explanation of each category for reasons for disqualification from point score:
 - Non- Member – ONLY QGFA members can score QGFA points
 - Too Late – Activity sheets and tag cards need to be delivered to the QGFA records officer (Ian Meads) by the 28th of the month following the fishing activity or 14th July for any fishing activities in June.
 - Dropped fish – Strikes and Hookups are encouraged to be entered in GAMEBASE but are not eligible for point score

- Fish Too Small – CAPTURED fish must go line class for QGFA point score, and TAGGED fish have minimum lengths for tagging (as per the GFAA & QGFA eligible species list)
 - No Tag Card – Fish released with out tagging are not eligible for QGFA point score, also a Tag card must be returned to the QGFA records officer with the activity sheet (a missing tag card is usually a fish record being entered from 2 clubs [could be a member of multiple clubs entering it twice or a visiting member fishing on a boat out of a different club], there can only be 1 single QGFA point score for one fish – so the points will only be awarded to the activity that lines up with the club the tag was returned through), or maybe the tag card never got handed in with the activity sheet.
 - Tackle – Refer QGFA handbook for QGFA point score for heavy tackle & mid water tackle zones, also non-compliance with GFAA tackle rules (eg. electric reels & leader lengths, etc..)
 - OOB – Out Of Bounds – Fishing activity must happen in QLD waters, or NSW north of S18°10' to be eligible for QGFA point score
 - Other – breaching any other angling rules or requirements– some examples are:- assistance of angler, ineligible fish species, capture fish not weighed (only estimated), mutilated fish, fish ate 2 baits, more than 10 fish per species tagged per boat in a day.
37. Date Entered – This is a non-editable field that captures the date the Fishing Activity was entered on the DAY LOG. Tags after the 28th of the month after the fishing activity will be automatically award 0 State Points.
38. State Comments – This is a comment field available for the State Official to also make comments on the fishing activity if required. This is a non editable field for the Member Level log in.

6.2 DAY LOG List



Action	Day Log ID	ASN	Created By	Boat Name	Captain	Date	Financial Year	POB	HOW	Entries	Club Event	State Event	Status
	Q10-20250123123220	2365489	ianmeads	Anarchy	Ian Meads	20/1/2025	FY2025	3	12.5	4			Active
	Q10-20240824014125	2365488	ianmeads	Anarchy	Ian Meads	23/8/2024	FY2025	5	5.5	3			Active
	Q10-20240813081223	2365487	ianmeads	Anarchy	Ian Meads	13/8/2024	FY2025	3	3.6	2	Test	All Ports Round 1	Active
	Q10-20240725092319	2365486	test4-jntestd	Anarchy	Test4-JM TESTD	25/7/2024	FY2025	1	1	0			Active
	Q10-20240724072542	2365485	ianmeads	Anarchy	Leah Meads	23/7/2024	FY2025	0	0	4			Active
	Q10-20240726012834	2365484	ianmeads	Anarchy	Ian Meads	13/7/2024	FY2025	3	14.2	18		All Ports Round 2	Active
	Q10-20240726095935	2365483	ianmeads	Time Out BM	Ryan Meads	2/7/2024	FY2025	2	7.1	1		All Ports Round 2	Active
	Q10-20240716041019	2365482	ianmeads	Anarchy	Leah Meads	1/7/2024	FY2025	3	12	0			Active
	Q10-20240618065326	2365481	test1-test180624	Anarchy	test1-test180624	18/6/2024	FY2024	3	5	2	Test		Active
	Q10-20240618124425	24181	ianmeads	Anarchy	Ian Meads	17/6/2024	FY2024	5	12	0			Active
	Q10-20240618032159	136246	ianmeads	ABF	Leah Meads	15/6/2024	FY2024	2	6	0			Active
	Q10-20240618033006	136245	ianmeads	Anarchy	Astate Meads	15/6/2024	FY2024	2	6	2			Active
	Q10-20240517110856	123456	ianmeads	ABF	Non Member	17/5/2024	FY2024	5	2	2			Active

Figure 13: DAY LOG List Screen

DAY LOG list is a screen that will allow you to view the DAY LOGS you have either:

- entered in GAMEBASE,
- are the skipper of a BOAT on that DAY LOG, or
- been included as an angler on that DAY LOG

The action column (first column) is a key column in the DAY LOG list screen.



- The eye icon means you can only view that DAY LOG. Typically that would be because all Fishing Activities on that DAY LOG have been approved by at least the club level so are no longer editable by your log in level.

- The Pencil & Bin icon means the DAY LOG has not yet been through the approval process so is still editable by you. When you click on the pencil icon you will be taken to the DAY LOG where you will be able to edit all data on that DAY LOG.

You can also export the full DAY LOG list table as an Excel file if you click on the export button on the top right corner of the data table. The Export function will export using the current filters you have applied to the table when you click the export button.

6.3 Activity Entries List/ Edit

Action	Day Log ID	ASN	Date	Boat Name	Tag/Capt	Method	Time	Species	Tag Number	Weight (kg)	Line Class (kg)	Angler	Club Points	Club Approval	State Points	State Approval
	Q10-20250123123220	2365489	20/1/2025	Anarchy	Capt.	C	09:00	MACKEREL - Narrow Barred (Spanish)		12.25	8 KG	Ryan Meads	229.7		153.1	
	Q10-20250123123220	2365489	20/1/2025	Anarchy	Tag & R	B	11:51	SAILFISH	B123457	35	10 KG	Ryan Meads	1000		650	
	Q10-20250123123220	2365489	20/1/2025	Anarchy	Strike	C	12:14	UNKNOWN			10 KG	Non Member	0		0	
	Q10-20250123123220	2365489	20/1/2025	Anarchy	Tag & R	B	07:15	MARLIN - Black	B123456	50	8 KG	Ian Meads	1250		750	
	Q10-20240824014125	2365488	23/8/2024	Anarchy	Tag & R	B	10:02	MACKEREL - Narrow Barred (Spanish)	A345679	5.89	8 KG	Ian Meads	56	Approved	125	D-Q
	Q10-20240824014125	2365488	23/8/2024	Anarchy	Capt.	B	10:34	MARLIN - Black	B123456	14	8 KG	Astate Meads	1000	Approved	175	Approved
	Q10-20240824014125	2365488	23/8/2024	Anarchy	Tag & R	B	04:35	MARLIN - Black	B345765	45	24 KG	Astate Meads	1000	Approved	0	D-Q
	Q10-20240813081223	2365487	13/8/2024	Anarchy	Tag & R	B	08:15	MACKEREL - Narrow Barred (Spanish)	A123459	15	6 KG	Leah Meads	150	Approved	300	Approved
	Q10-20240813081223	2365487	13/8/2024	Anarchy	Tag & R	C	11:25	MARLIN - Black	B369852	50	8 KG	Non Member	1250	Approved	0	D-Q
	Q10-20240724072542	2365485	23/7/2024	Anarchy	Capt.	C	08:00	TUNA - Kawa Kawa (Mac Tun)		5	6 KG	Leah Meads	150	Approved	0	
	Q10-20240724072542	2365485	23/7/2024	Anarchy	Tag & R	G	23:50	MARLIN - Black	B907493	50	10 KG	Non Member	1000	Approved	0	Approved
	Q10-20240724072542	2365485	23/7/2024	Anarchy	Capt.	A	07:05	ALBACORE		2	3 KG	Jason Jenkins	50	Approved	0	Approved
	Q10-20240724072542	2365485	23/7/2024	Anarchy	Tag & R	B	10:00	MACKEREL - Narrow Barred (Spanish)	A265981	25.42	8 KG	David Traick	125	Approved	0	Approved

Figure 14: Activity Entries List/ Edit Screen

Activity Entries List/ Edit is a screen that will allow you to view/ edit the Fishing Activity Entries you have either:

- entered in GAMEBASE, or
- are the skipper of a BOAT on the DAY LOG the Fishing Activity Entry is on, or
- been included as an angler on the Fishing Activity Entry

The action column (first column) is a key column in the Activity Entries List/ Edit screen.

- The eye icon means you can only view the DAY LOG associated with that fishing activity, Typically that would be because that Fishing Activity entry has been approved by at least the club level so are no longer editable by your log in level.
- The Pencil icon means the Fishing Activity has not yet been through the approval process so is still editable by you in the DAY LOG. When you click on the pencil icon you will be taken to the DAY LOG where you will be able to edit data on that DAY LOG.

You can also export the full Fishing Activity Entries list table as an Excel file if you click on the export button on the top right corner of the data table. The Export function will export using the current filters you have applied to the table when you click the export button.

6.4 Activity Approvals

There is no screen made for Club Member level access on this menu item, and if the access permissions are set correctly in the generic member profile this screen should not be a visible (or selectable) side menu option for a Club Member log in.

6.5 Export Activity Reports

Export Activity report screen will allow you to export 2 layout options of Activity Reports based on the Fishing Activities you have entered in GAMEBASE and/ or been the angler involved in a Fishing Activity entry and/or have happened on a boat that you are the skipper of.

The “show all data” check box at the bottom of the filter selection panel (beside the “export” button) will allow you to choose which of the following 2 report layout options to export.

1. Tag Co-ordinate Export Report
2. Full Export Activity Report

Populate the various filter restrictions you may want to apply on your club data, choose to check the “show all data” box (or not), then select “Export” button to export your report to excel.

6.5.1 Tag Co-ordinate Export Report

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T	U
1	Boat Nam	All																			
2	Captain:	All																			
3	Activity Di	All																			
4	Activity Di	All																			
5	Club Spec	All																			
6	State Spec	All																			
7	Day Log Id	All																			
8	Activity St	All																			
9	Financial	All																			
10	Fishing M	All																			
11	Fishing Ca	All																			
12	Gender:	All																			
13	Created R	All																			
14	Club Poin	All																			
15	State Poin	All																			
16	Club Appr	All																			
17	Angler:	All																			
18	Club	Day Log Id Act ID	ASN	Date	Boat	Tag/Capt	Method	Time	Species	Tag Num	Weight (K)	Line (Kg)	Angler Na	Lat	deg	Lat min	Long deg	Long min	Angler Cl	Fight Time	Strike Time
19	Bribie Isla	013-2025-26544	BIDAY03	13/01/202	BIBOAT11	Tag &R	B	07:00	MARLIN -	B030001	10		BUM1 BIt 26	56,000	153	20,000			Bribie Island Game Fishing Club		
20	Bribie Isla	013-2025-26545	BIDAY03	13/01/202	BIBOAT11	Tag &R	B	08:00	MARLIN -	B030002	6		BISF1 BIt 26	56,000	153	20,000			Bribie Island Game Fishing Club		
21	Bribie Isla	013-2025-26546	BIDAY03	13/01/202	BIBOAT11	Tag &R	B	16:00	MARLIN -	B030003	8		BUM3 BIt 26	56,000	153	20,000			Bribie Island Game Fishing Club		
22	Bribie Isla	013-2025-26549	BIDAY05	11/01/202	BIBOAT3	Tag &R	C	11:45	TUNA - Ye	A050003	25	24	BUM3 BIt 27	09,000	153	45,500			Bribie Island Game Fishing Club		

Figure 15: Tag Co-ordinate Export Report

A Tag Co-ordinate excel report will be produced if the “show all data” check box is unchecked. The 21 column report that will be generated will provide enough data that can be used to populate a Heat Map Spreadsheet with your data.

6.5.2 Full Export Activity Report

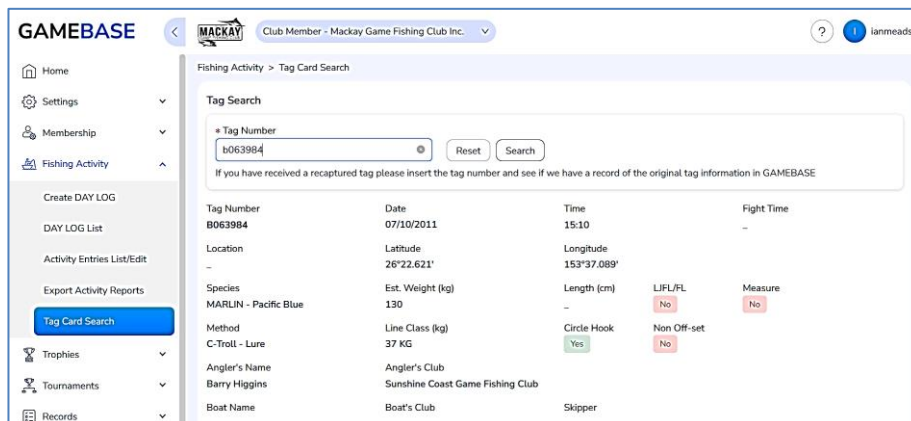
[illegible]

Figure 16: Full Export Activity Report

A Full Export Activity report will be produced when the “show all data” box is checked. The 72 column report will return all data that has been entered on each of the filtered fishing activities in GAMEBASE and also additional columns based on angler fishing category, fishing methods, date information etc.. This report may be more of a useful report at a club level for analysing full club data for assisting in additional checks on trophies and any other statistics that may be wanted.

6.6 Tag Card Search

Tag Card search can be used by any member to look up tag information for any tag that has been entered in the GAMEBASE system. Enter the full tag number (1 letter & 6 digits) or even a string of digits within the tag number if you can't read the full number and hit the search button and see what details have been registered in GAMEBASE.



Tag Number	Date	Time	Fight Time
B063984	07/10/2011	15:10	—
Location	Latitude	Longitude	
—	26°22.621'	153°37.089'	
Species	Est. Weight (kg)	Length (cm)	LFL/FL
MARLIN - Pacific Blue	130	—	No
Method	Line Class (kg)	Circle Hook	Non Off-set
C-Troll - Lure	37 KG	Yes	No
Angler's Name	Angler's Club		
Barry Higgins	Sunshine Coast Game Fishing Club		
Boat Name	Boat's Club	Skipper	

Figure 17: Tag Card Search Screen

NB. Tags are issued by NSW Fisheries to various groups around Australia so not all tags would have been entered in GAMEBASE, however, it is highly likely a tag in Queensland could be in the GAMEBASE system if you wanted to try and look it up. Any recaptures still need to be reported to your club and NSW Fisheries as NSW Fisheries still run the complete tag research system and master database.



7. TROPHIES

7.1 View Trophies

Any Trophies that a Club Committee Member has set up for your Club can be found in the View Trophies screen. To view the current trophy results, make sure you have checked the trophies you want to see, check the filters that are set will cover the date range and trophy data you are looking for, and hit the Export button to export the current trophy list as an excel spreadsheet.

The key filters that should be considered before exporting a trophy list should include:-

- Date Range (Date To & Date from) or Financial Year, and
- Rankings – Default is set to Top 10, but this can be varied on the drop down list

NB. Some Clubs may not want their members to have access to this data during the year so may opt to remove access to this screen from their default member log in profile.

7.2 Manage Trophies

There is no screen made for Club Member level access on this menu item, and if the access permissions are set correctly in the generic member profile this screen should not be a visible (or selectable) side menu option for a Club Member log in.

7.3 Boat Grouping

There is no screen made for Club Member level access on this menu item, and if the access permissions are set correctly in the generic member profile this screen should not be a visible (or selectable) side menu option for a Club Member log in.

7.4 Angler Grouping

There is no screen made for Club Member level access on this menu item, and if the access permissions are set correctly in the generic member profile this screen should not be a visible (or selectable) side menu option for a Club Member log in.

7.5 Fishing Statistics

7.5.1 Day Log Summary

The Day Log Summary Report provides an overview of the Day Logs submitted by the boats in your Club. Filters can be applied to look for varying time frames, however the default filter will be to view statistics from the current fishing year (1 July to 30 June).

7.5.2 Club Approval

The Club Approval Report provides an overview of club fishing activity approval and disqualification numbers for each boat in your Club. Filters can be applied to look for varying time frames, however the default filter will be to view statistics from the current fishing year.

Any values in the “(blank)” column will give a quick view on how many fishing activities are currently waiting to go through the club approval process.

7.5.3 State Approval

The State Approval Report provides an overview of State fishing activity approval and disqualification numbers for all Clubs. Filters can be applied to look for varying time frames, however the default filter will be to view statistics from the current fishing year.

Any values in the “(blank)” column give a quick view on how many fishing activities have been processed through the Club approval process and are currently waiting to go through the State approval process.



8. TOURNAMENTS

8.1 Tournament Calendar

The tournament calendar link provides a link to the QGFA webpage (<https://qgfa.com.au/calendar/>) on all upcoming (and previous) QGFA tournaments. This calendar is updated based on the tournament sanctioning section of GAMEBASE System.

8.2 Tournament List

There is no screen made for Club Member level access on this menu item, and if the access permissions are set correctly in the generic member profile this screen should not be a visible (or selectable) side menu option for a Club Member log in.

8.3 Sanctioning Application

There is no screen made for Club Member level access on this menu item, and if the access permissions are set correctly in the generic member profile this screen should not be a visible (or selectable) side menu option for a Club Member log in.

8.4 Date Approvals

There is no screen made for Club Member level access on this menu item, and if the access permissions are set correctly in the generic member profile this screen should not be a visible (or selectable) side menu option for a Club Member log in.

8.5 Sanctioning Approvals

There is no screen made for Club Member level access on this menu item, and if the access permissions are set correctly in the generic member profile this screen should not be a visible (or selectable) side menu option for a Club Member log in.



9. RECORDS

9.1 Club Records

Clubs may choose to use GAMEBASE to manage their Club Capture records. Apply the various filters and use the sort ascending/ descending functions of each column to find the Club record you are looking for.

Select the Eye icon to view all the details associated with that record.

Select the "Export" button on the top right corner of the record data table to export the data that has been filtered in the record table to an excel spreadsheet.

9.2 State Records

Apply the various filters and use the sort ascending/ descending functions of each column to find the State record you are looking for.

Select the Eye icon to view all the details associated with that record.

Select the "Export" button on the top right corner of the record data table to export the data that has been filtered in the record table to an excel spreadsheet.

9.3 Manage Records

There is no screen made for Club Member level access on this menu item, and if the access permissions are set correctly in the generic member profile this screen should not be a visible (or selectable) side menu option for a Club Member log in.



10. COMMUNICATION

10.1 View Documents

Various Documents can be sourced by members out of GAMEBASE through the view documents screen.

There are 3 sources that various documents can come from:

- Your Club (My Documents)
- All QGFA Clubs shared documents (which can also be searched by each club), and
- QGFA Shared Documents

Once you pick which source you want to look through for a document click on the submit button, and then all shared documents will be located under 7 general headings.

- General Documents
- Committee Minutes
- Membership Forms
- Other Forms
- Club Magazines
- Official Documents
- Tables & Graphs

Select on the document name that is underlined to open the document.

10.2 Email Members

There is no screen made for Club Member level access on this menu item, and if the access permissions are set correctly in the generic member profile this screen should not be a visible (or selectable) side menu option for a Club Member log in.

10.3 Email Member ID & Log in

There is no screen made for Club Member level access on this menu item, and if the access permissions are set correctly in the generic member profile this screen should not be a visible (or selectable) side menu option for a Club Member log in.

10.4 Documents - Manage

There is no screen made for Club Member level access on this menu item, and if the access permissions are set correctly in the generic member profile this screen should not be a visible (or selectable) side menu option for a Club Member log in.