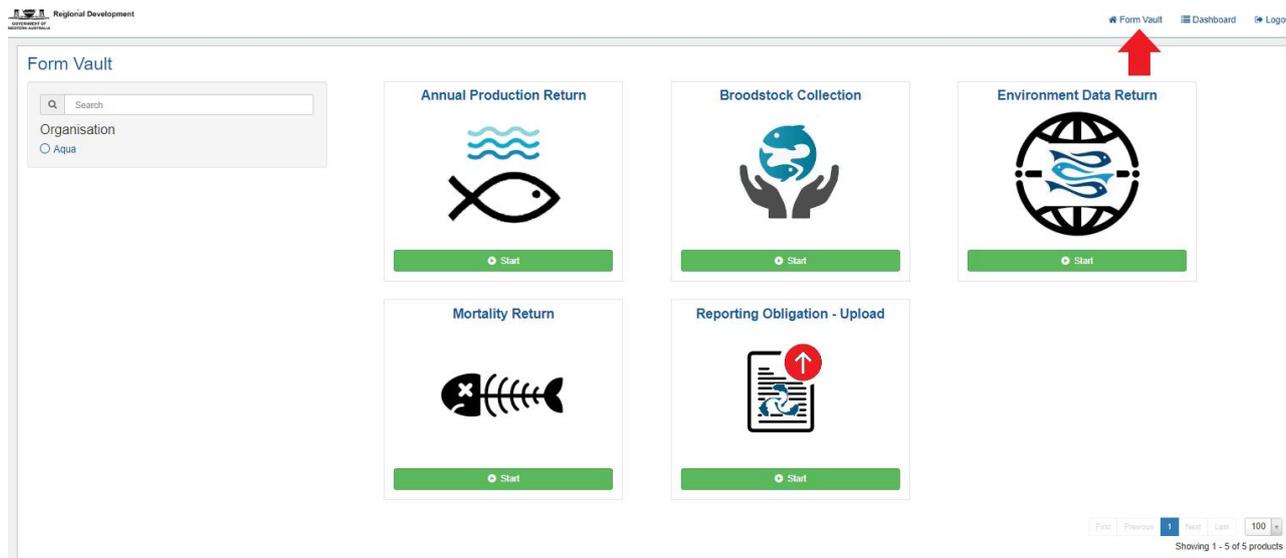


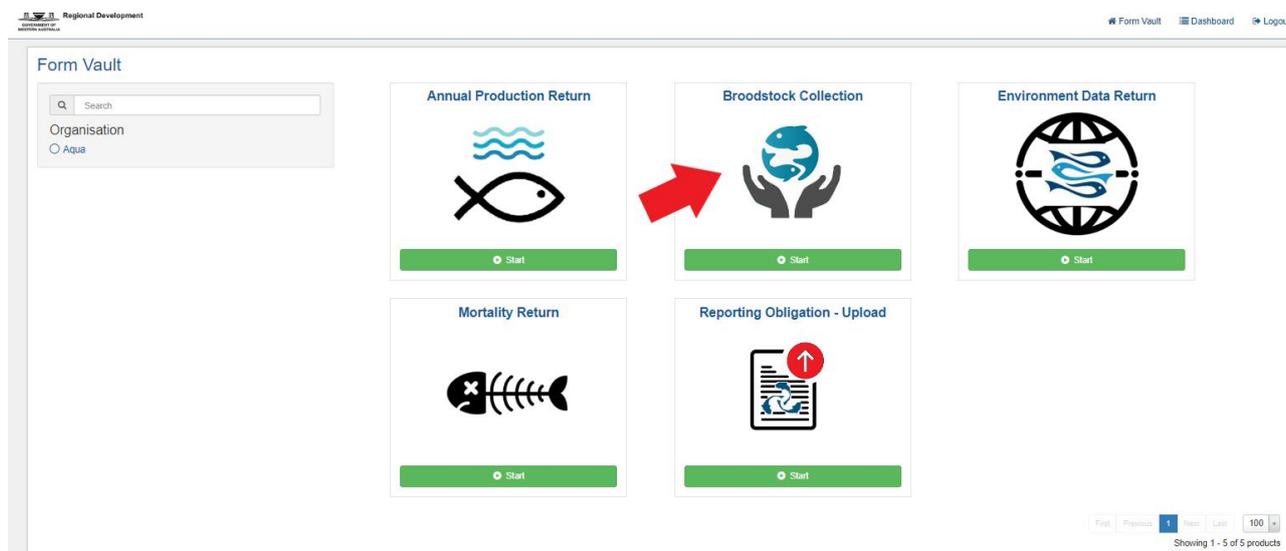
## User Guide for Broodstock Collection Form

### Step 1 - Accessing the Broodstock Collection Form

Log in to <https://aqua.fish.wa.gov.au> and click “Form Vault” at the top right-hand corner of the screen.



Five different types of online forms will appear. Click on the Broodstock Collection Form (see red arrow below).



Next, click on the green start button.



## Broodstock Collection

15 June 2022

▶ Start

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Description

Broodstock Collection Report

## Step 2 - General

Please provide the date on which the broodstock was collected.



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### Broodstock Collection

Status: New

#### General

This form is for the reporting of broodstock collection as required under Exemption condition.

Application No. [REDACTED]

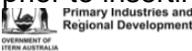
\* Report Date

📅

Save
Next

## Step 3 – Licence

Select the Exemption number to which the broodstock collection report relates to. Include “EXEM” prior to inserting the numbers.



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### Broodstock Collection

Status: New

#### Exemption

\* Exemption No. ?

EXEM1234

\* Is the Exemption Holder the author of the following information?

Yes
  No

Person submitting the report

\* Name

Example Name

\* Email Address

email@info.com.au

Back
Save
Next



Answer the question “*Is the Exemption Holder the author of the following information?*” with “Yes” or “No”. If “No” is selected, additional fields will pop up requesting information on the person that is submitting the report.

Click next.

## Step 4 – Collection

Click on the green “+” button to provide information on the broodstock collection.

The screenshot shows the 'Broodstock Collection' form in the 'Collection' tab. The form has a table with columns: Call Reference No. (AQBS), Collection Date, Start Time, Species Name, Amount, and Unit. Below the table is a green '+ Add more' button, which is highlighted with a red arrow. At the bottom of the form are 'Back', 'Save', and 'Next' buttons. The status is 'New'.

Provide the following information:

- Call Reference Number - This is the number that you obtained when notifying the Department of your broodstock collection trip.
- Collection date – the date you conducted the broodstock collection
- Start time and end time of the collection trip.
- Species that were collected

The screenshot shows the 'Broodstock Collection' form with the following fields filled out: Call Reference No. (AQBS) is 1234567890; Collection Date is 01/06/2022; Start Time is 9:00 AM; End Time is 2:00 PM; and Search Species is acropora. The search results show '1014 - Acropora Staghorn Hard Corals (Table Coral | Elkhorn Coral) / Acropora spp.'. The status is 'New'.

- Then, provide information on methods (describe how the species were collected/ what gear was used).
- Select the species category (select between Algae, Coral, Sea Dragon and Others).



- Provide details on amount and units (kgs or pieces)

1014 - Acropora Staghorn Hard Corals (Table Coral | Elkhorn Coral) / Acropora spp.

\* Method  
diving

Species Category  
 Algae  Coral  Sea Dragon  Others

\* Amount  
24

\* Unit  
Pieces

Area of Collection

* Latitude Degrees °	* Latitude Minutes '	* Longitude Degrees °	* Longitude Minutes '	Site Description
	99.999		99.999	

+ Add more

If the collection is related to coral or algae, you must attach photo file/s here  
[+ Add files...](#)  
Maximum allowed size per file is 10.0 MB.

[Undo](#) [Update](#)

Provide the coordinates for the area of collection. You can use the “site description” field to describe a specific area if you wish.

Click on “+” add more button, if you would like to add another area of collection.

If you have collected algae or coral, you are required to provide photographs as per Exemption conditions. Attach photographs by clicking on the “+” add files button.

Click “Update”.

If you would like to add more species, click on the green “+” add more button

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Form Vault Dashboard Logout

General  
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Collection  
Confirmation  
Receipt

### Broodstock Collection

Status: New

#### Collection

Call Reference No. (AQBS)	Collection Date	Start Time	Species Name	Amount	Unit
1234567890	01/06/2022	9:00 AM	1014 - Acropora Staghorn Hard Corals (Table Coral   Elkhorn Coral) / Acropora spp.	24	Pieces

+ Add more

[Back](#) [Save](#) [Next](#)

Click Next once all species have been added.



## Step 5 – Confirmation

The next page will provide a summary of the information that you have provided. Read through the confirmation summary. If there are any mistakes that you would like to rectify, click on the back button and edit the relevant fields.

On the Confirmation page, you can also add any comments if you wish or leave blank.

Before submitting your broodstock return, please declare that all information entered into this return form is true and correct by ticking the box.

Click submit.

## Step 6 – Receipt

A receipt will be issued to you by email for submitting your broodstock collection return.

You will also be able to view your submitted broodstock collection on return online by clicking under “Dashboard” (top right-hand corner of the screen) and under Broodstock Collection Return.