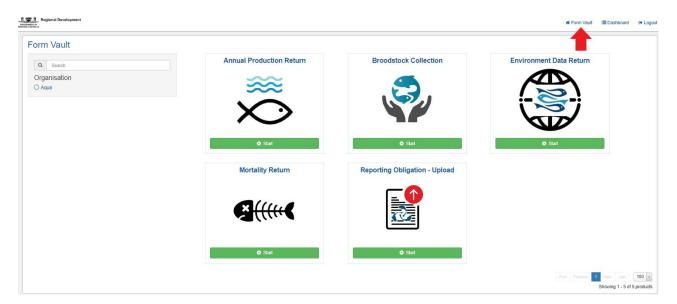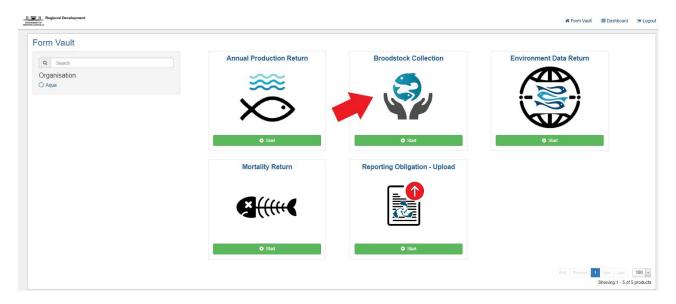# User Guide for Broodstock Collection Form

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).

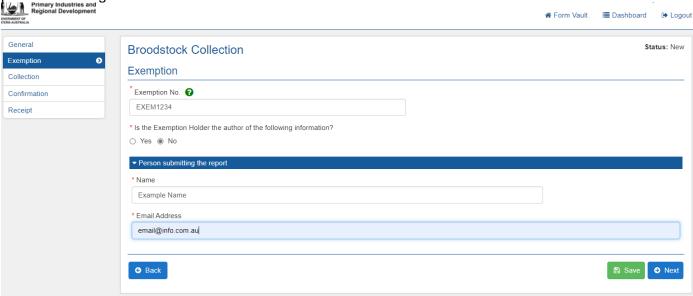Next, click on the green start button.

Step 2 - General

Please provide the date on which the broodstock was collected.

Step 3 – Licence

Select the Exemption number to which the broodstock collection report relates to. Include "EXEM" prior to inserting the numbers.
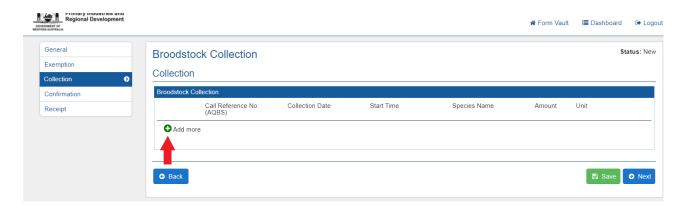
Answer the question "*Is the Exemption Holder the author of the following information?*" with "Yes" or "No". If "No" is selected, additional fields will pop up requesting information on the person that is submitting the report.
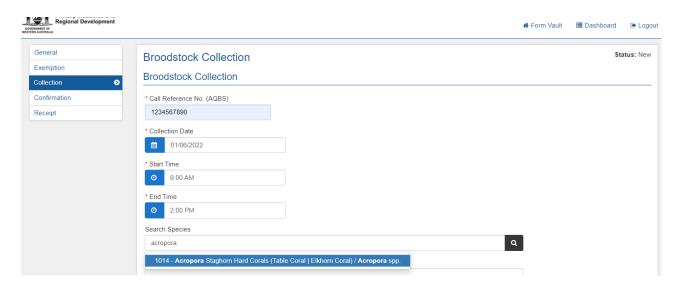
Click next.

Step 4 – Collection

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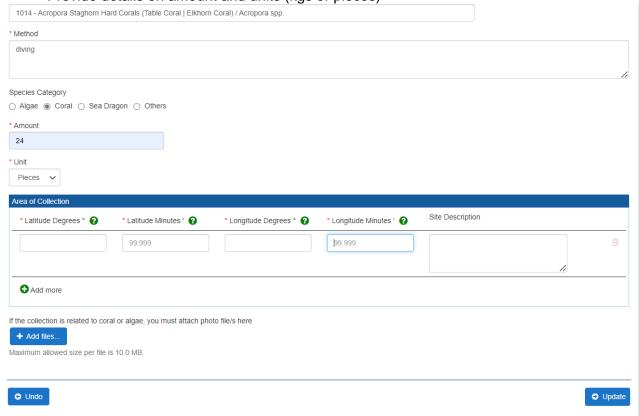

Provide the following information:
- Call Reference Number - This is the number that you obtained when notifying the Department of your broodstock collection trip.
- Collection date – the date you conducted the broodstock collection
- Start time and end time of the collection trip.
- Species that were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

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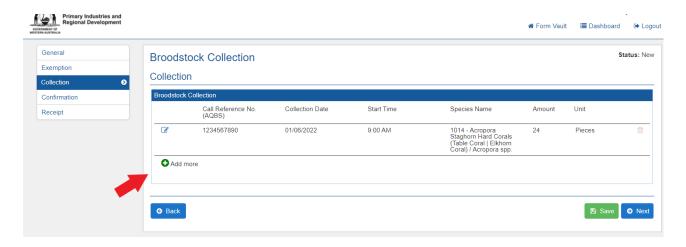
Provide the coordinates for the area of collection. You can use the "site description" field to describe a specific area if you wish.

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

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.