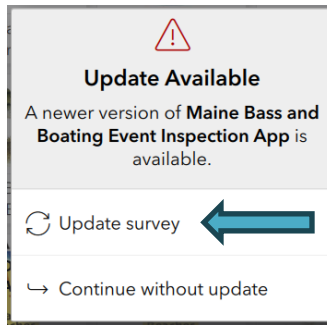


# Instructions for the Maine Bass Tournament Boat Inspection App (2026.1)

For help, contact Becky Schaffner ([becky.schaffner@maine.gov](mailto:becky.schaffner@maine.gov))

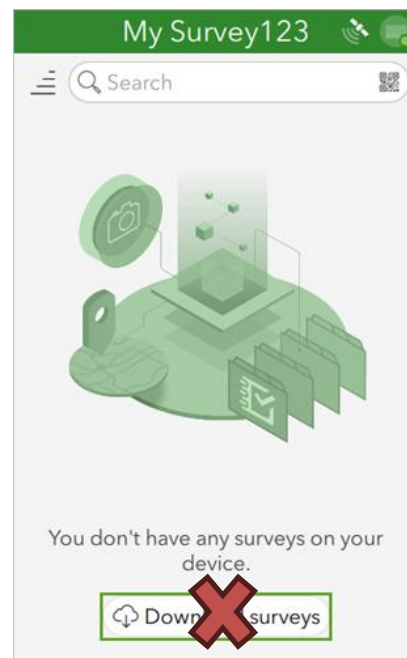
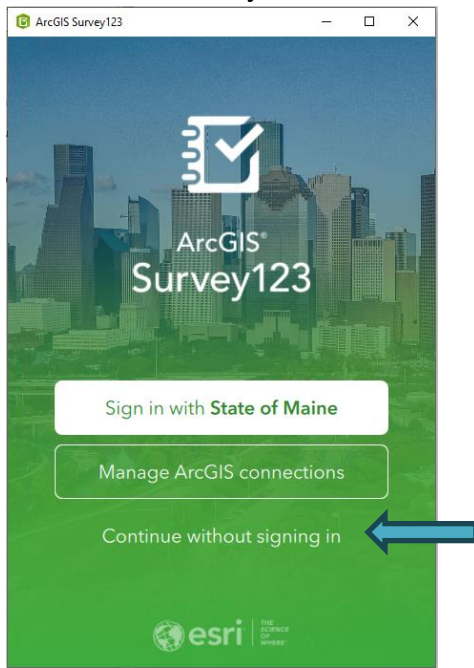
To see data that has been submitted, view the Dashboard: [bit.ly/BASSDASH21](https://bit.ly/BASSDASH21)

**Returning users** please note: if you have the app installed from last year, it must be updated before use. You will be notified that the update is available when you open the app in Survey123. Tap **Update survey** to accept it.

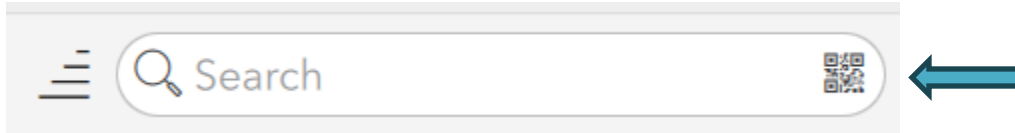


## Install Survey123 and the Bass Tournament App on a phone or tablet

1. Survey123 for ArcGIS is available for iPhone and iPad in the App Store, for Android phones and tablets in the Google Play Store. Search the store for “Survey123 for ArcGIS” and install or download the Survey123 app.
2. After installing Survey123 you should see the Survey123 home screen. You do not need to log in. Click **Continue without signing in**. You will see the My Survey123 screen with a message “You don’t have any surveys on your device.” Do NOT click “Download surveys” at the bottom of the My Survey123 screen.



3. Look for the Search box at the top of the screen. There is a small QR code icon on the right side of the search box. Tap it to open the QR code reader in the camera app.



4. Aim the phone's camera at the QR code below. The reader will scan the code and automatically download the Bass Tournament survey.



5. Go to **Filling out and submitting the survey** on page 4.

## Install Survey123 on a computer

1. Go to [the ArcGIS Survey123 Downloads page](#) and scroll to “Get the ArcGIS Survey123 field app.” Choose from one of the options below to get the correct app for your computer:

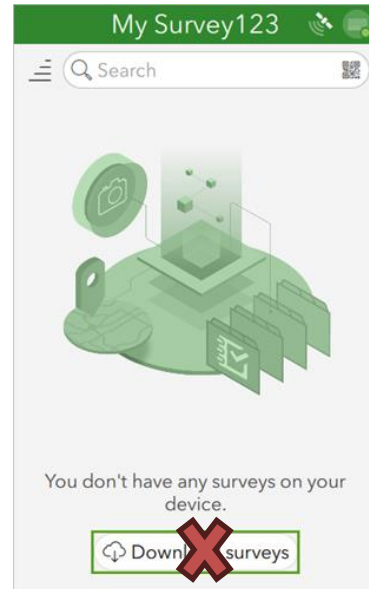
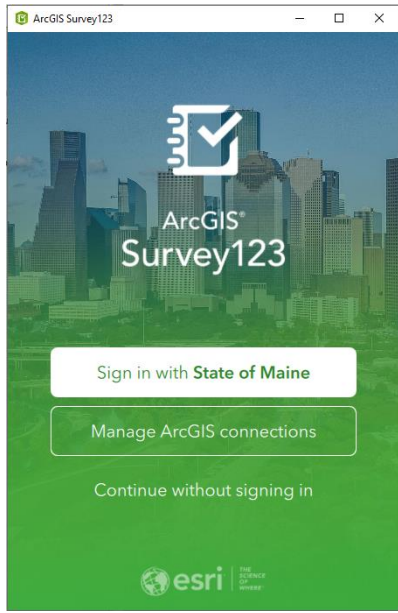


2. You can also download an .exe installation file for Windows 64-bit computers. Scroll to the bottom of the page and under **ArcGIS Survey123 field app** click on the **Windows x64** link.

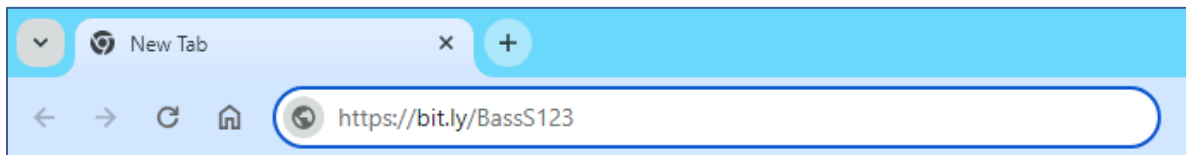


3. Choose where to save the installation file. When the installation file has been downloaded double-click on the file to open and run the installation wizard. Accept all the default options.

4. **Open the Survey123 app to make sure it has been installed correctly.** This is the Survey123 home screen (you do not need to log in). Click **Continue without signing in**. You will see the My Survey123 screen with a message “You don’t have any surveys on your device.” Do NOT click “Download surveys” at the bottom of the My Survey123 screen.



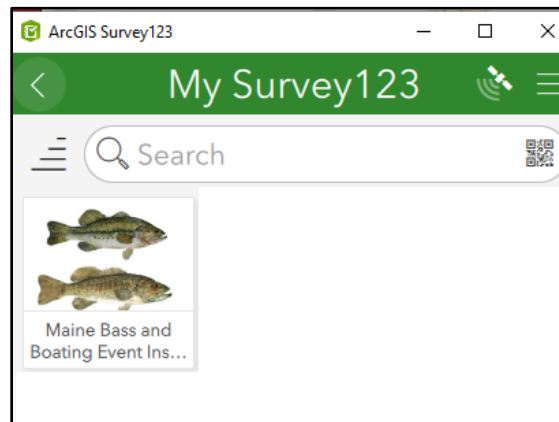
5. **Install the Bass Tournament survey by clicking the following link:** <https://bit.ly/BassS123>. You can also copy and paste the link into a browser’s address bar on the computer where you have installed Survey123.



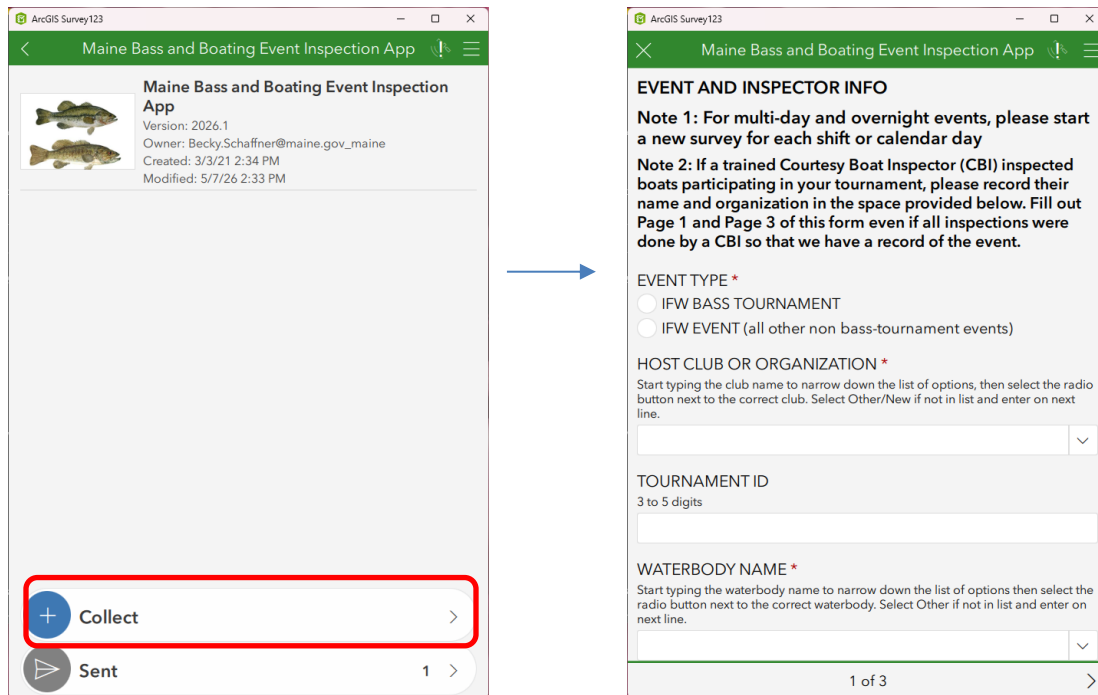
6. The Bass Tournament survey will be downloaded and saved to Survey123. It will then be available within Survey123 for ArcGIS whenever you open the app.

## Filling out and submitting the survey

1. Open Survey123 and click **Continue without signing in**. On the My Survey123 screen tap the Maine Bass Tournament Inspections survey on the My Surveys screen. If there are updates available, click Update Survey. Any existing surveys will not be affected.



2. Click the Collect button at the bottom of the survey home screen, and the survey will open, ready to be filled out.



3. **Page 1: EVENT AND INSPECTOR INFO:** You only need to fill out your shift info (date, times, host club, site, and inspector data) once during your shift.
  - a. Select the Host Club name from the dropdown. You can begin typing the name of a club or lake to filter the lists. If your club is not in the dropdown list, select "OTHER/NEW" and enter the information on the next line.
  - b. Enter the 3-5 digit Tournament ID

- c. Select the waterbody from the drop down. You can begin typing the name to filter the list, then select the radio button. If not in the list select OTHER/NEW and enter the new waterbody name on the next line.
  - d. Select the launch site (some lakes have more than one option). This will automatically fill in the Town field, or you may type in the town if needed.
  - e. Select the type of inspector who worked this tournament. If a Courtesy Boat Inspector from a different organization did any or all inspections, including prelaunched boat inspections, select either the second or third option. Please note: even if a CBI did all inspections, fill out the required information on pages 1 and 3 so that we have a record of the event and can confirm with the CBI.
  - f. Select the Club Inspector Name from the dropdown. Names are listed alphabetically by last name. If your name is not in the list, select NEW NAME and enter your first and last name on the next lines.
  - g. If a CBI did any of the inspections, enter their full name and organization.
  - h. Enter the date, and the start and end times of Inspector's shift at the event (NOT event start/end times. Use 24-hour time.
  - i. Enter an email address to receive confirmation of your inspections. You can also enter your tournament or club coordinator's email. At least one email address is required.
  - j. Review the map to ensure that you have selected the correct launch. The map should display the location of the launch you have chosen.
4. **Page 2: INSPECTIONS:** This is a repeating section. You may enter multiple inspections without having to enter the event info again. When you reach the end of the Inspection section, you have the option to add a new inspection (+ sign). You can also delete (trash icon) or submit all inspections (check mark). **It's OK to submit before your shift ends, but you will need to fill out the shift info again.**
- a. Enter Inspection time (use 24-hour time)
  - b. Select one of the following:
    - i. ENTERING
    - ii. LEAVING
    - iii. PRELAUNCHED
    - iv. Boat has been on the lake for more than five days before the start of the tournament
    - v. Boat is remaining on the water after the end of the tournament and was inspected on the water
    - vi. Boat is remaining on the water after the end of the tournament and will be inspected by a trained boat inspector at retrieval
  - c. Select whether the boat is motorized and registered with a current [Lake and River Protection sticker](#).
  - d. If motorized, enter the registration state and bow number. Do not enter the state abbreviation as part of the Bow Registration Number.

- e. If you selected ENTERING or LEAVING above, select one of the options under LAST WATERBODY VISITED.
    - i. If you select SAME, the waterbody name, town and state will autofill but can be edited if necessary.
    - ii. If you select DIFFERENT LAKE, a new dropdown list will appear. You may select a lake from the list OR select Other/New.
    - iii. If Other/New is selected, use the ENTER NEW LAKE NAME box to type in the name.
  - f. PLANTS FOUND: If you select Yes, you will be asked if it was invasive and who identified it.
  - g. If you have additional inspections, click the + sign and you will be returned to the top of the Inspections section. The surveys will be autonumbered by the app.
5. **Page 3: SUMMARY:** A running count and a list of inspections by inspection time, reg. state, and bow number will appear here. You may enter any information relevant to the event and inspections in the Comments box (up to 300 characters). NOTE: Do not enter comments or questions about the survey app in the Comments box as they may not be seen in a timely manner. Please contact [Becky.Schaffner@maine.gov](mailto:Becky.Schaffner@maine.gov) for technical assistance with the app.
  6. Saving a draft: If you need to save the survey to complete later, click the “X” at the top left of the screen. Choose “Save in Drafts.” Your saved surveys appear in the Drafts folder, below the “Collect” button on the survey home screen.
  7. When your shift ends, and you have successfully answered all required questions in the survey, click the check button at the bottom right of the screen to submit it. If there are no errors, and there is an internet connection available, the survey will be submitted immediately. If the survey is unable to be submitted, it will be saved in the “Outbox.” Be sure to check whether the Outbox has appeared on your screen. If so, you will need to try sending the survey again when you have a connection.
  8. Once successfully submitted, the data will be sent to a central database in the cloud and will be viewable through the [Maine Bass Tournament Inspection Dashboard](#).

### **MAKING CORRECTIONS TO SUBMITTED SURVEYS**

Submitted surveys are available for editing and viewing via the “Sent” box on the CBI home screen, below the “Collect” button. Click on the Sent button to view the surveys you have submitted. You may edit and resend the survey or copy the data to a new survey.