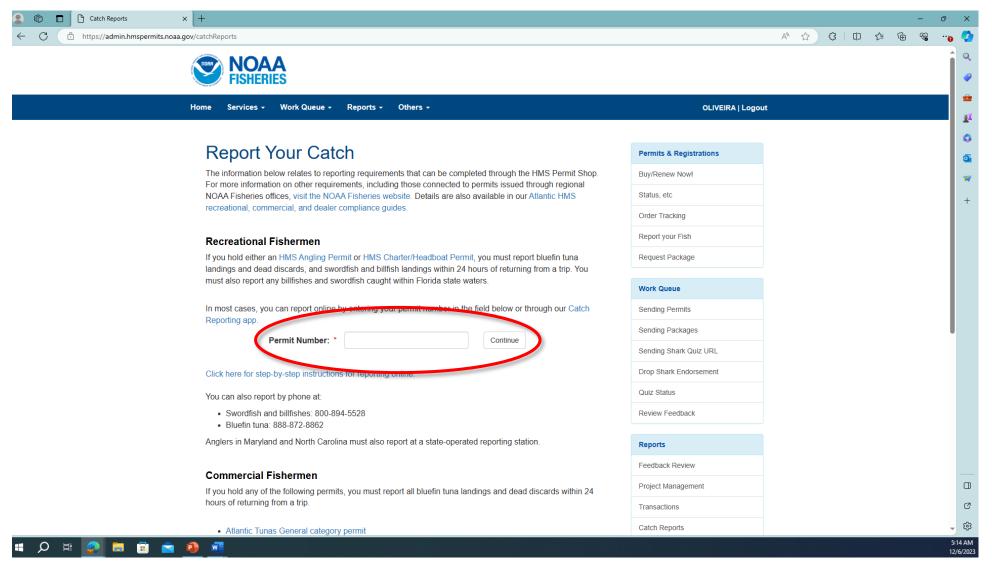
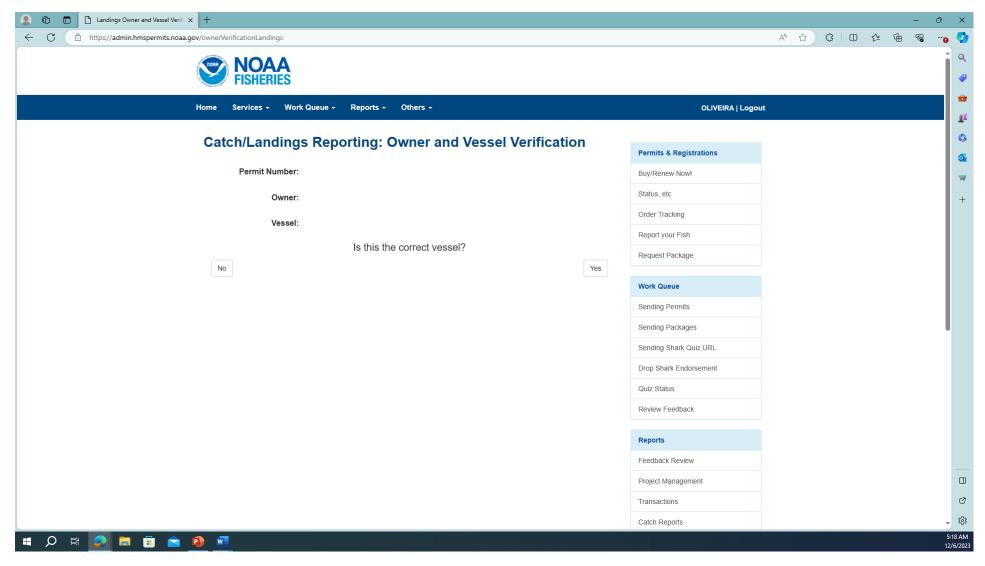


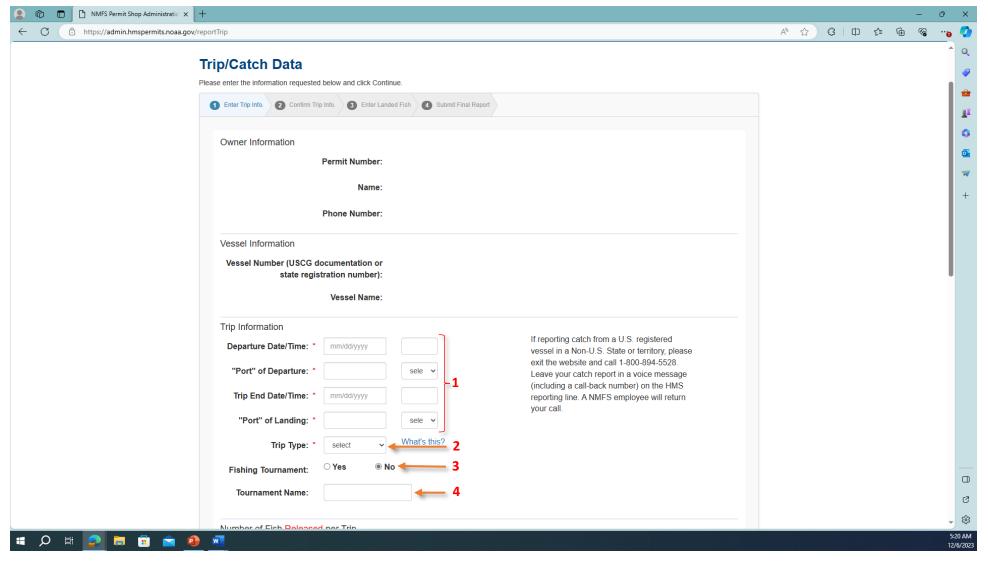
On the main page of the Admin site click on the Report your Fish link under Permits & Regulations menu.



If the customer is an Angler (recreational fisherman), input the permit number on the field under Recrational Fisherman and click on Continue.

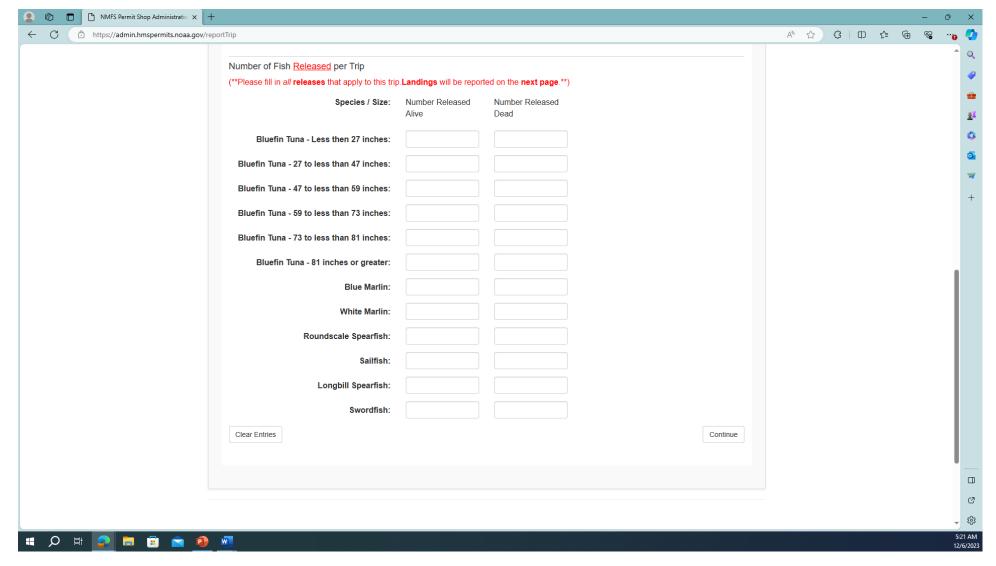


The vessel information associated with the permit number will appear on the next page. Confirm with customer the accuracy of the information and if it is correct, click on Yes. If it is not, go back and start over asking the customer for the correct number or search the database through the Status, etc link with other information provided by cuatomer.

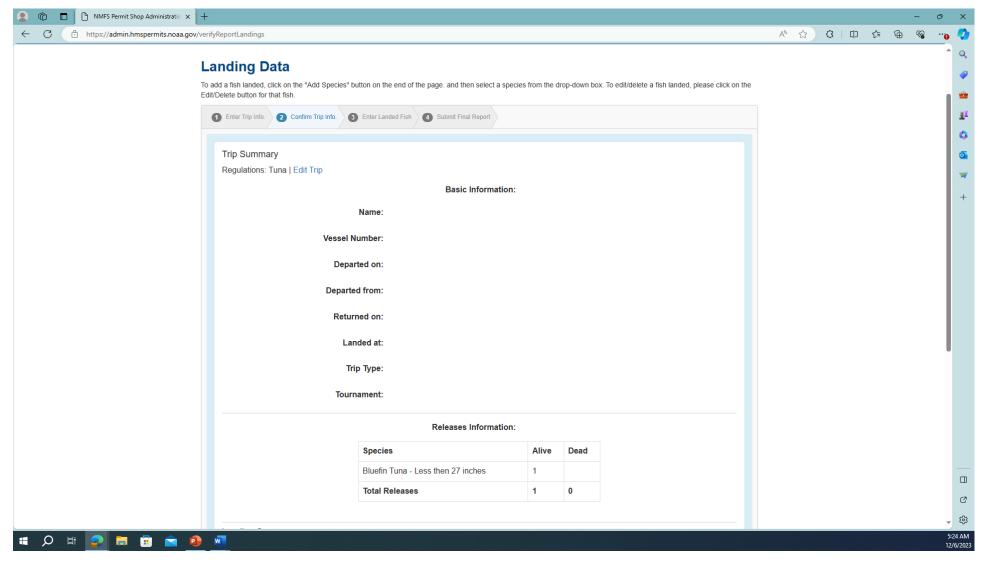


On the Trip/Catch Date, verify the Vessel Information and collect Trip information:

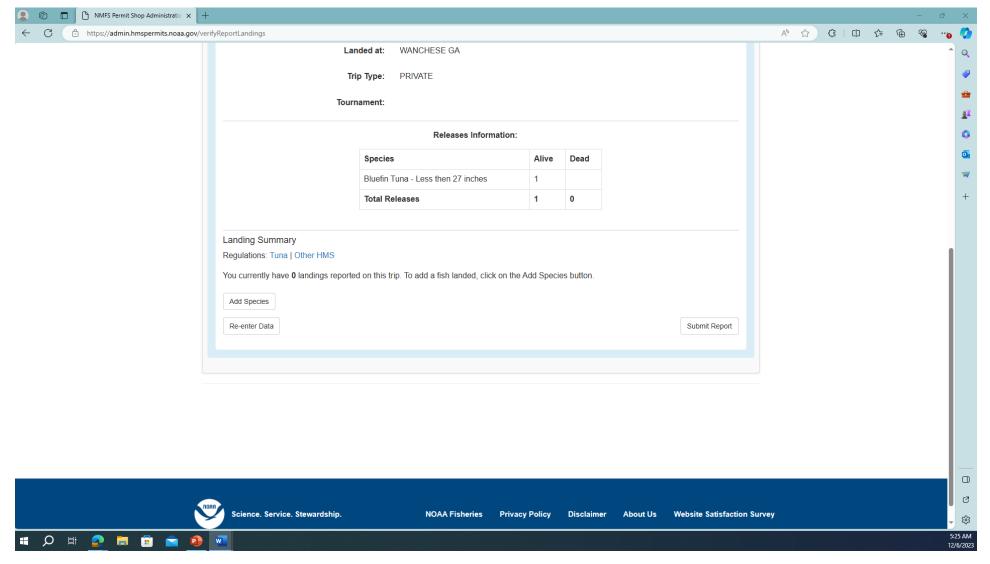
- 1. Input the trip data as described above
- 2. Select the trip type from the drop down menu. For recrational fisherman COMMERCIAL is not an option.
- 3. Ask customer if the trip was part of a Tournament. If the answer is No, scroll down to the bottom part of the page. Otherwise, mark as yes and input tournament name on the appropriate field (4) then scroll down to bottom of the page



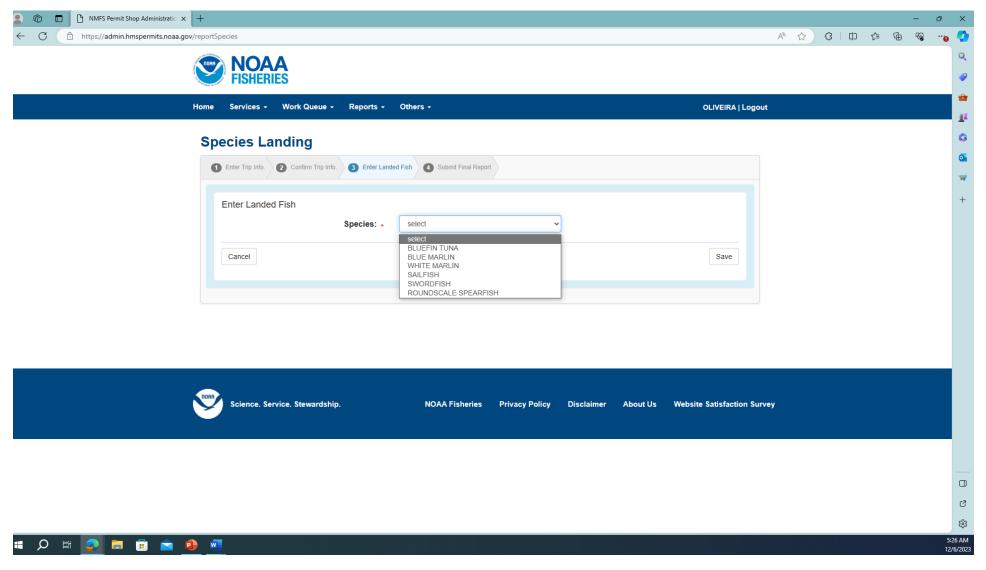
If during the fishing trip the fisherman caught and realease any of the species identified on the form, write down the amount of fish realeased and in which condition (alive or dead). If none, leave it blank. Click on Continue.



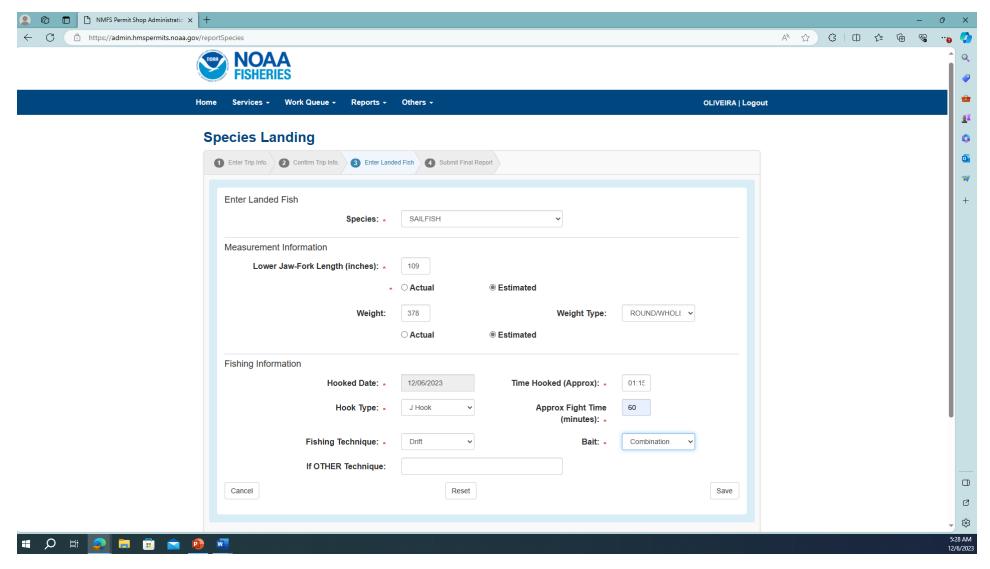
On the Landing Data page, confirm the trip information input. If any fish was caught and released, it will show here under Releases Information. After verifying information, scroll down to the bottom of the page.



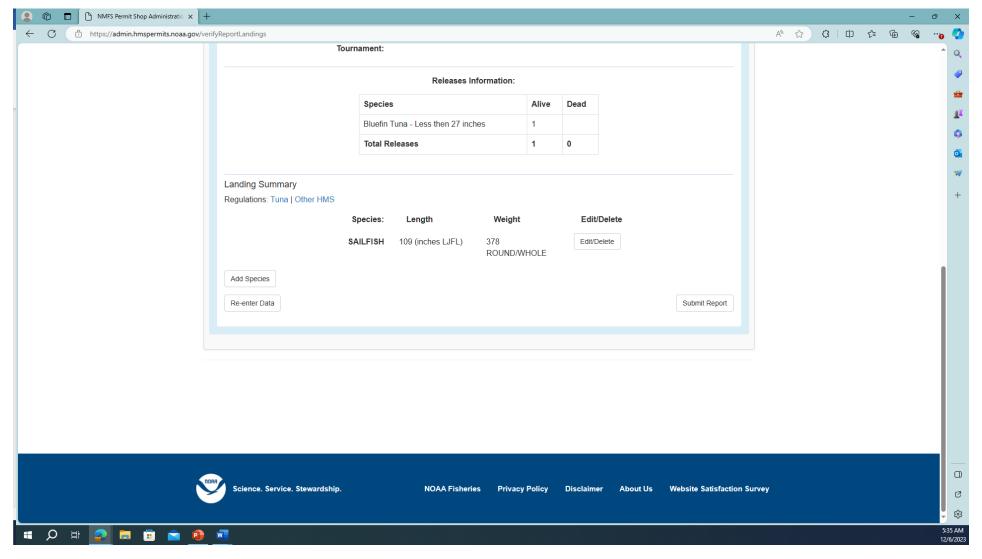
If the fisherman did not keep any of the fish, click on submit report, otherwise, click on Add Species.



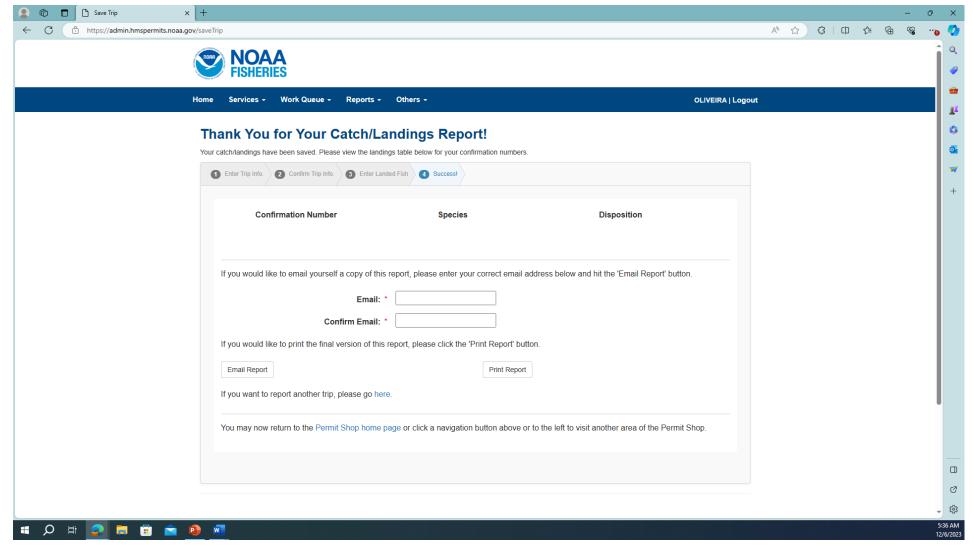
For a recreational fishing trip, choose from the drop down menu, the species landed by the fisherman and click Save.



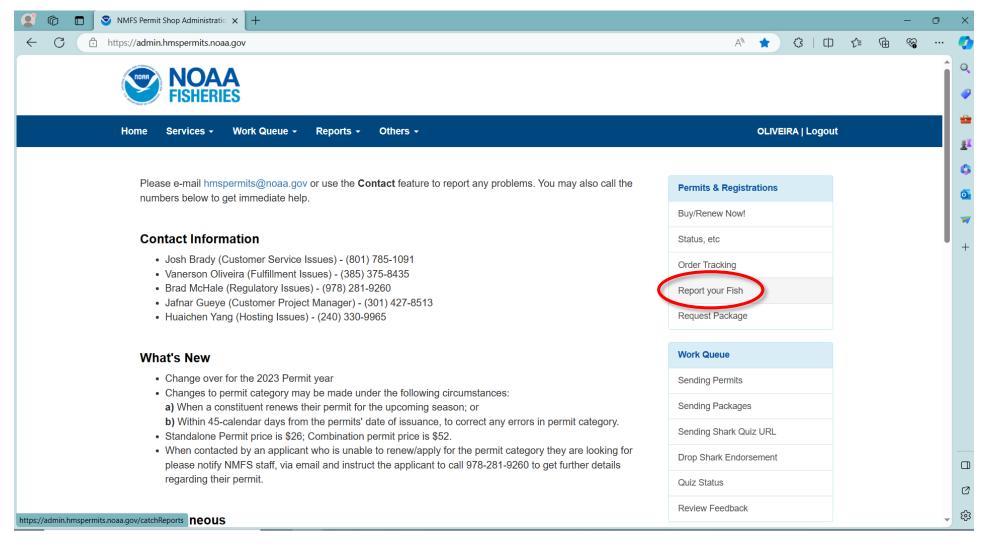
On the species landing page, input the information requested by asking the fisherman the pertinent information. Use the drop down menus to input Weight Type, Time Hooked, Hook Type, Fishing Technique and Bait type. If you cannot find the technique used on the dropdown menu, describe it on the Other field. Check twice and click on Save. You will then be taken to the Landing Data page.



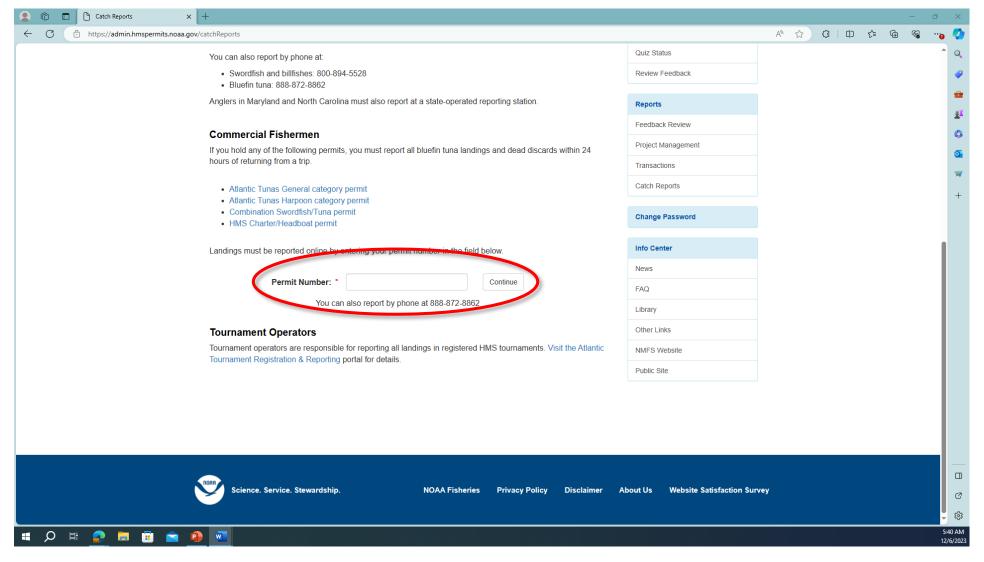
You will see the reported fish under Landing Summary. If that is the only fish caught on this trip, click on Submit Report. If there are additional fish to be reported, click on Add Species. Repeat the process for every landing on the same trip.



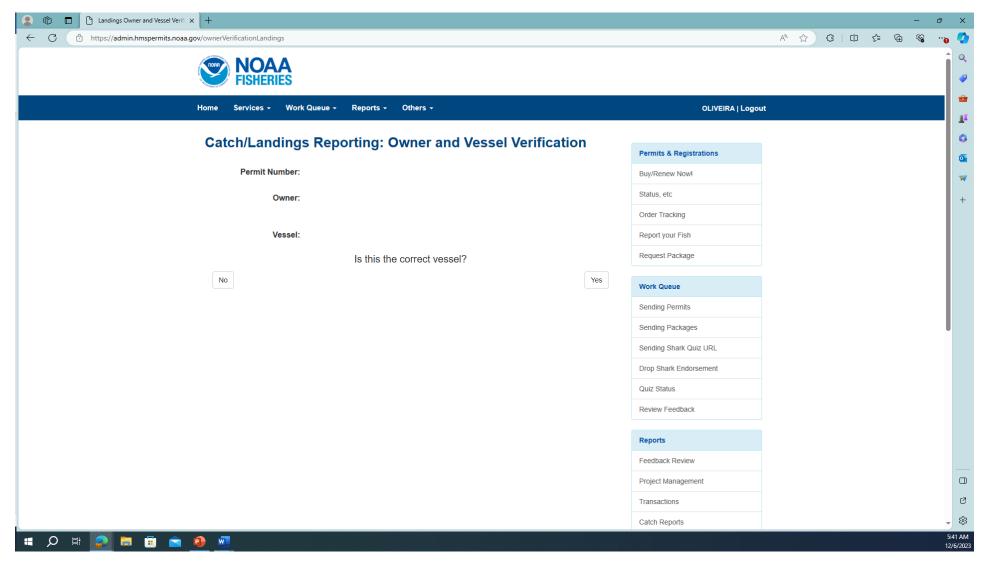
After submitting the report, enter the fisherman's email address and click on Email Report.



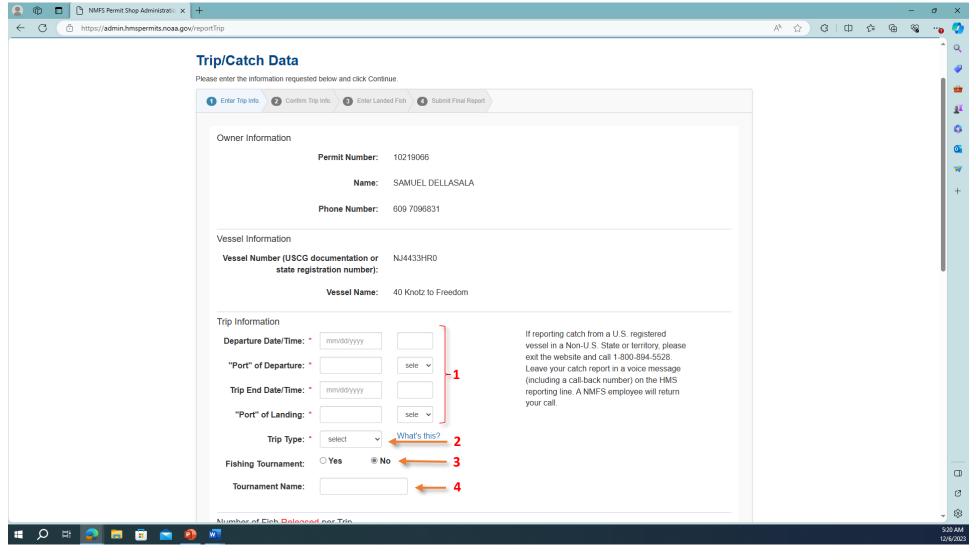
On the main page of the Admin site click on the Report your Fish link under Permits & Regulations menu.



For a GENERAL category permit holder (commercial fisherman), input the permit number on the field under Comercial Fisherman and click on Continue.

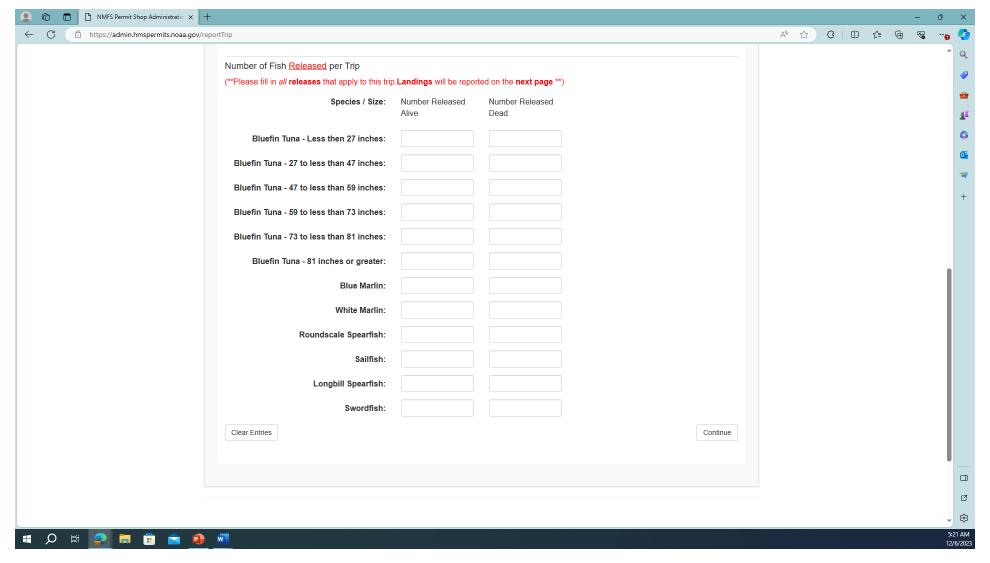


The vessel information associated with the permit number will appear on the next page. Confirm with customer the accuracy of the information and if it is correct, click on Yes. If it is not, go back and start over asking the customer for the correct number or search the database through the Status, etc link with other information provided by cuatomer.

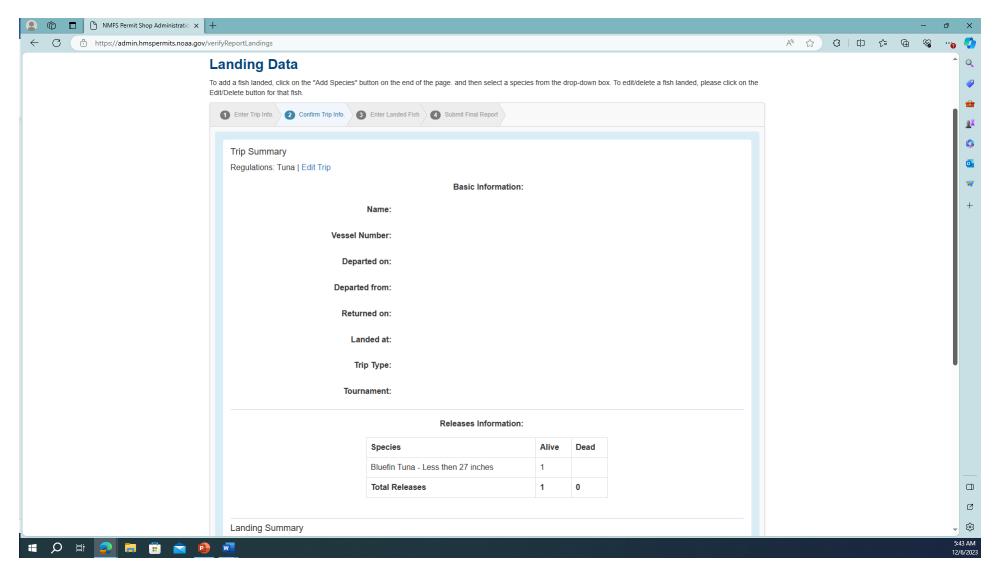


On the Trip/Catch Date, verify the Vessel Information and collect Trip information:

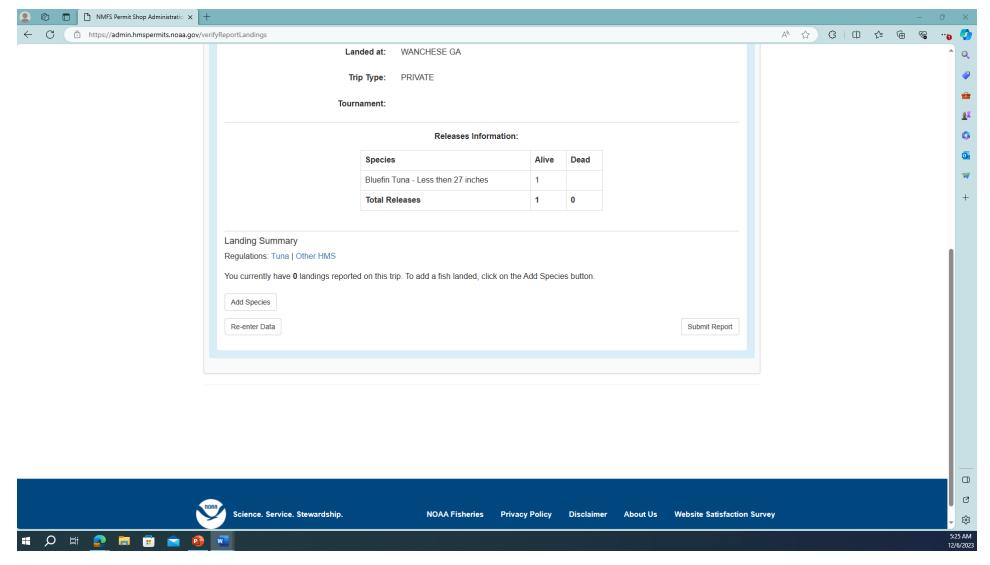
- 1. Enter trip information data as required
- 2. Select COMMERCIAL from drop down list
- 3. Ask customer if the trip was part of a Tournament. If the answer is No, scroll down to the bottom part of the page. Otherwise, mark as yes and input tournament name on the appropriate field (4) then scroll down to bottom of the page



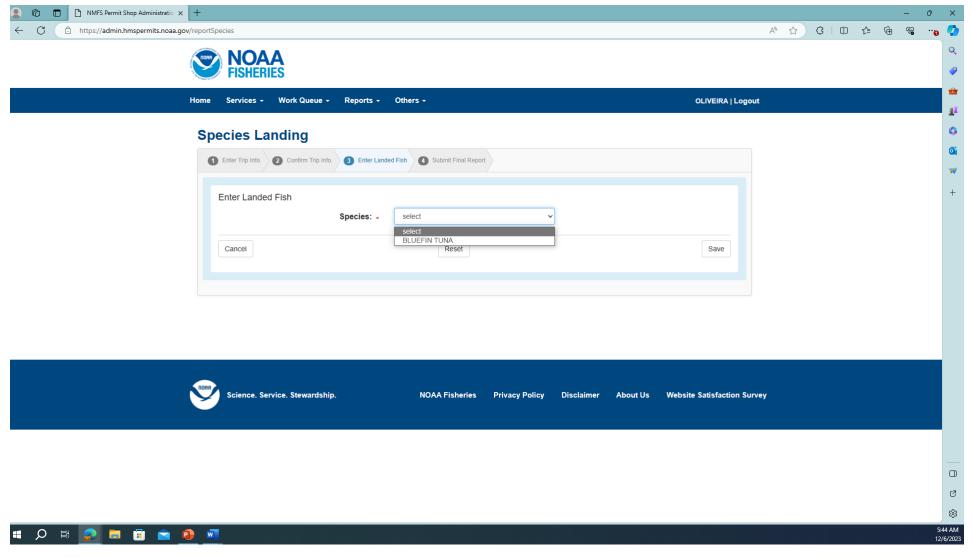
If during the fishing trip the fisherman caught and realease any of the species identified on the form, write down the amount of fish realeased and in which condition (alive or dead). If none, leave it blank. Click on Continue.



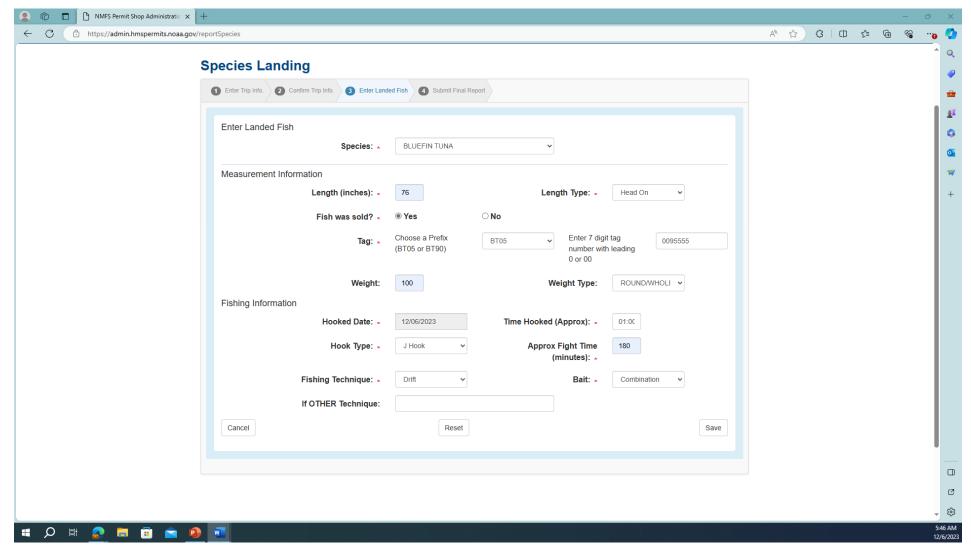
On the Landing Data page, confirm the trip information input. If any fish was caught and released, it will show here under Releases Information. After verifying information, scroll down to the bottom of the page.



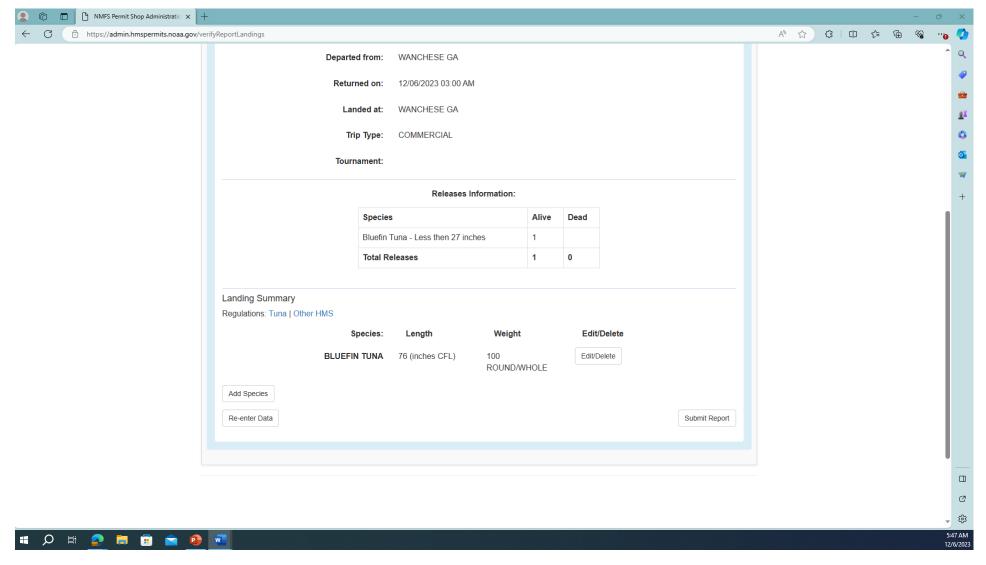
You will see the reported fish under Landing Summary. If that is the only fish caught on this trip, click on Submit Report. If there are additional fish to be reported, click on Add Species. Repeat the process for every landing on the same trip.



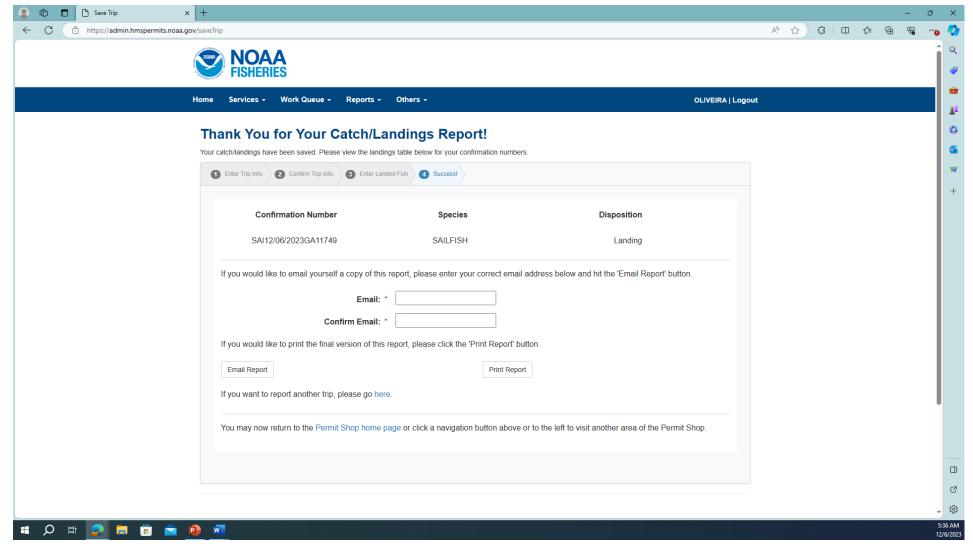
For a commercial fishing trip, the only option is BLUEFIN TUNA, select it and click Save.



On the species landing page, input the information requested by asking the fisherman the pertinent information. If the fish was sold, a Tag number is required. Use the drop down menus to input Length Type, Weight Type, Time Hooked, Hook Type, Fishing Technique and Bait type. If you cannot find the technique used on the dropdown menu, describe it on the Other field. Check twice and click on Save. You will then be taken to the Landing Data page.



You will see the reported fish under Landing Summary. If that is the only fish caught on this trip, click on Submit Report. If there are additional fish to be reported, click on Add Species. Repeat the process for every landing on the same trip.



After submitting the report, enter the fisherman's email address and click on Email Report.