FILE A POSITIVE LANDINGS REPORT- LOBSTER AND CRAB

1. Click on "Report Landings" to file a positive report.

2. Select "Positive Report."

3. Next, select the license type and number that you want to report for by using the drop-down arrows. Once the license type has been selected, click "Next."

4. The first section of the report is "General Information." Here you'll select the trip date and vessel (if used). You can select the date by using the calendar icon or by using the drop-down arrows to select month, day and year. The unload date will automatically fill. Change it if your trip was more than one fishing day.

5. The second section of the report is "Effort Information." If you aren't sure which 10-minute square to use, select "Click here for map of 10-minute squares" to search for your fishing area and 10-minute square.

Number of Traps Hauled: # of traps hauled that day
Number of Trawls: # of strings/trawls hauled that day (if singles = # of traps hauled, if pairs = # of traps hauled divided by 2, etc.)
Total Traps in Water: total traps in water at start of the day
Total Buoys in Water: total # of buoys in the water for total traps in water (don't include toggles)

6. Once you are done with the effort information, you will add catch information. If there is no catch associated with the trip, click "No Catch Associated with this Trip." If you choose this option, you will then be able to submit your report (see step #10).

7. Below, you will see the "Species Information" and "Catch Information" sections. For the "Species Information" section, you'll select species and quantity harvested, and for the "Catch Information" section, you'll select what you did with the lobster and/or crab harvested.

⊕ Add Another Catch   ⊗ Delete Selected Catch

Species Information	Catch Information
Species ✱ LOBSTER,AMERICAN ▼ Grade ✱ Ungraded ▼ Market Description ✱ unsized - unsized ▼ Quantity ✱ 150 Quantity Unit ✱ LB - Pounds ▼	Disposition in Compliance Reports ✱ Sold to Dealer ▼ Enter first few letters then select from drop down Dealer name BOOTHBAY LOBSTER CO (212293) Catch Source Trip ▼

8. If you need to add more lobster or crab to this trip, select "Add Another Catch." If you would like to delete a catch, you can click on the catch you would like to delete and then click "Delete Selected Catch."

⊕ Add Another Catch   ⊗ Delete Selected Catch

Species Information	Catch Information
Species ✱ LOBSTER,AMERICAN ▼ Grade ✱ Ungraded ▼ Market Description ✱ unsized - unsized ▼ Quantity ✱ 150 Quantity Unit ✱ LB - Pounds ▼	Disposition in Compliance Reports ✱ Sold to Dealer ▼ Enter first few letters then select from drop down Dealer name BOOTHBAY LOBSTER CO (212293) Catch Source Trip ▼

9. Another box will pop-up below the species information you just entered and you can add more lobster or crab data to your trip.

⊕ Add Another Catch ⊗ Delete Selected Catch

Species Information	Catch Information
Species ✱ LOBSTER,AMERICAN ▼ **Grade** ✱ Ungraded ▼ **Market Description** ✱ unsized - unsized ▼ **Quantity** ✱ 150 **Quantity Unit** ✱ LB - Pounds ▼	**Disposition in Compliance Reports** ✱ Sold to Dealer ▼ Enter first few letters then select from drop down **Dealer name** BOOTHBAY LOBSTER CO (212293) **Catch Source** Trip ▼

Species ★
LOBSTER,AMERICAN ▼

Grade ★
Ungraded ▼

Market Description ★
unsized - unsized ▼   Disposition in Compliance Reports★
                             Personal Use ▼
Quantity ★
10   Catch Source
Quantity Unit ★   Trip ▼
LB - Pounds ▼

10. Once you're done entering your data, you'll select whether you want to "Submit this report only," "Submit this report and create another positive report," or "Submit this report and create another negative report." Make sure to click the "Submit" button.

- **Submit this report only-** submits the landings data you entered for the specific license and date chosen
- **Submit this report and create another positive report -** submits the landings data you entered for the specific license and date chosen and you'll receive a pop-up box giving you the option to submit another report for the same license or pick another license
- **Submit this report and create another negative report -** submits the landings data you entered for the specific license and date chosen and files negative reports for any other licenses you may have that require reporting

11. a. If you choose to "**Submit this report only**," you will receive a notification telling you the report was filed successfully. Click "Close" to return to the home screen.

Report created successfully

b. If you choose to "**Submit this report and create another positive report**," a new page will ask you if you would like to report on the same license. Select "Yes" or "No" depending on what license you are creating a positive report for.

Pick one: *

○ Submit this report only

○ Submit this report and create another positive report

○ Submit this report and create another negative report

[Submit]   [Back]

LANDINGS REPORT (CR-121843)

Do you want to report on the same license?

[Yes]   [No]

If you click "Yes," it will bring you to the General Information section to create a landings report for the same license.

LANDINGS REPORT (CR-121843)   Cancel   Close

[Back]
Click HERE for reporting instructions

General Information

Trip Start Date (Do not select a Future Date) *	Unload Date (Do not select a Future Date) *	Vessel Name *
-- ∨ -- ∨ -- ∨	-- ∨ -- ∨ -- ∨	Select... ∨

If you click "No," it will bring you to the page where you can select the license and type of report to file.

LANDINGS REPORT (CR-121843)   Cancel   Close

Landings Report
Select the type of report to file *
● Positive Report
○ Negative Report

License Type *	License number *
Select ∨	Select ∨

c. If you select "**Submit this report and create another negative report**," it will bring you to a the page for filing a negative report. Select the start and end date for your negative report, and check the license you are creating a negative report for.

Pick one: *

○ Submit this report only

○ Submit this report and create another positive report

○ Submit this report and create another negative report

[Submit]   [Back]

Cancel   Close

Landings Report

Select the type of report to file ★

○ Positive Report
● Negative Report

Negative Report Start Date ★   Negative Report End Date ★

[-- ▼] [-- ▼] [-- ▼] 📅   [-- ▼] [-- ▼] [-- ▼] 📅

Check off the license you are creating a negative report for.

☐ Menhaden Commercial (MENC) 8904 (2022-Active)

☐ Sea Cucumber Drag (SCD) 8975 (2022-Active)

☐ Sea Urchin Dragger (SUB) 9867 (2022-Active)

☐ Sea Urchin Diver (SUH) 51816 (2022-Active)

☐ Sea Urchin with Tender (SUWT) 25893 (2022-Active)

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