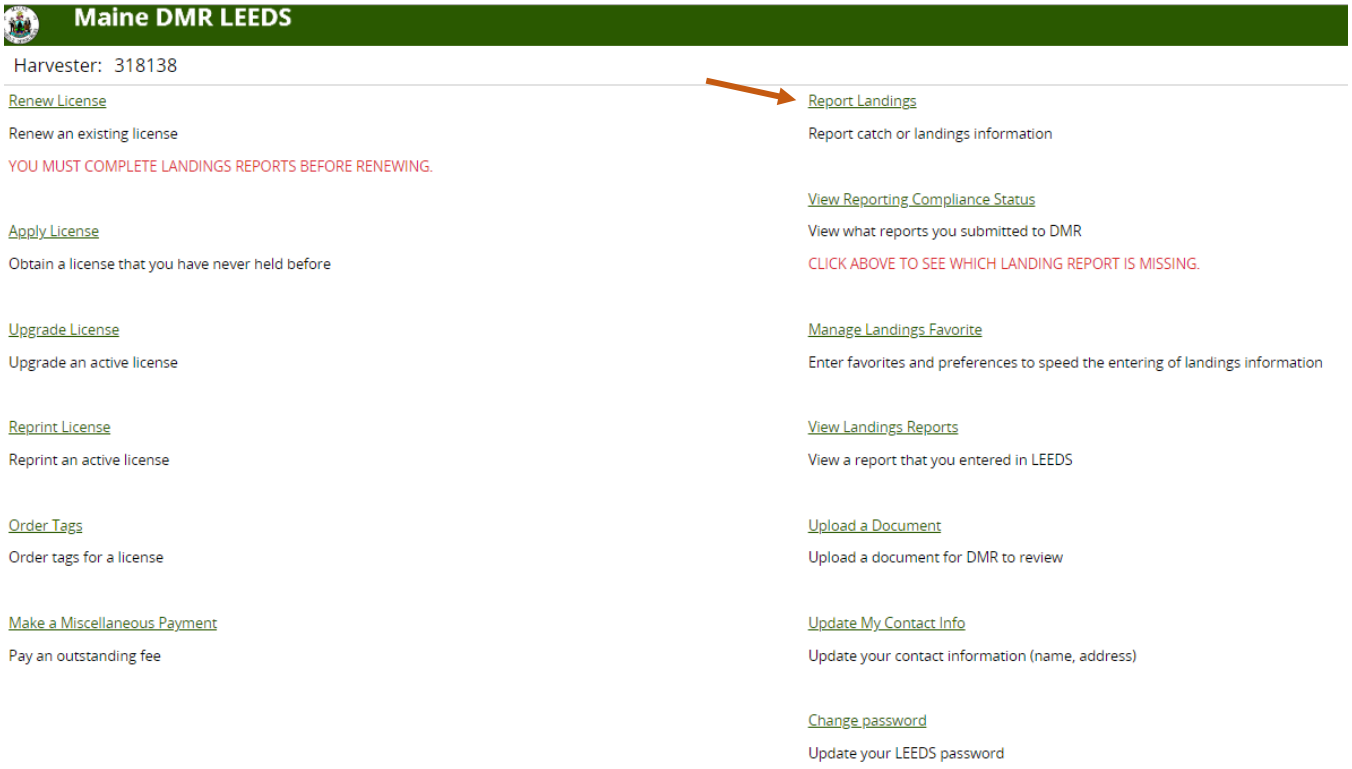
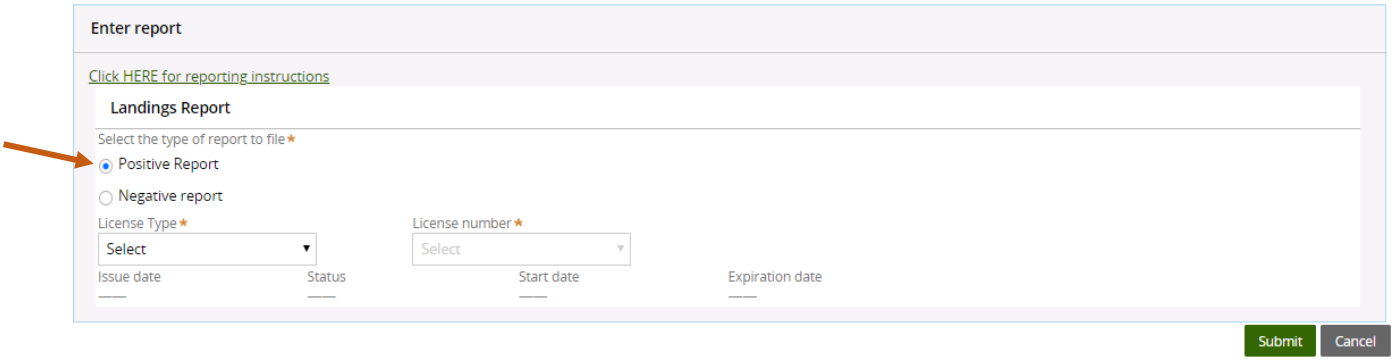
FILE A POSITIVE LANDINGS REPORT- SEAWEED

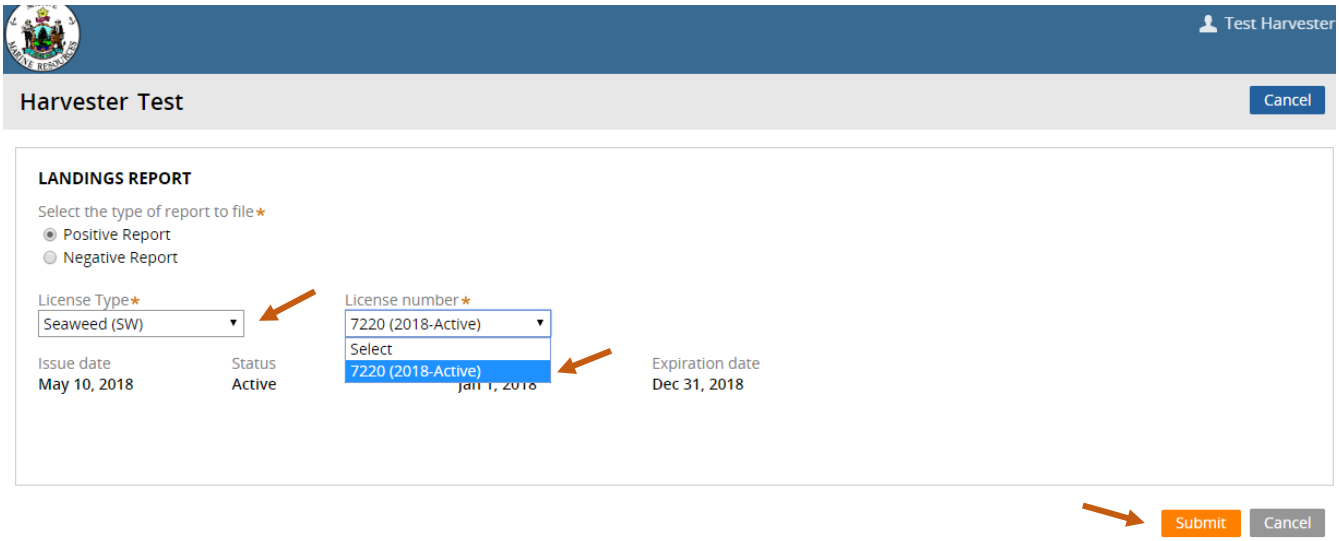
1. Click on “Report Landings” to file a positive report.



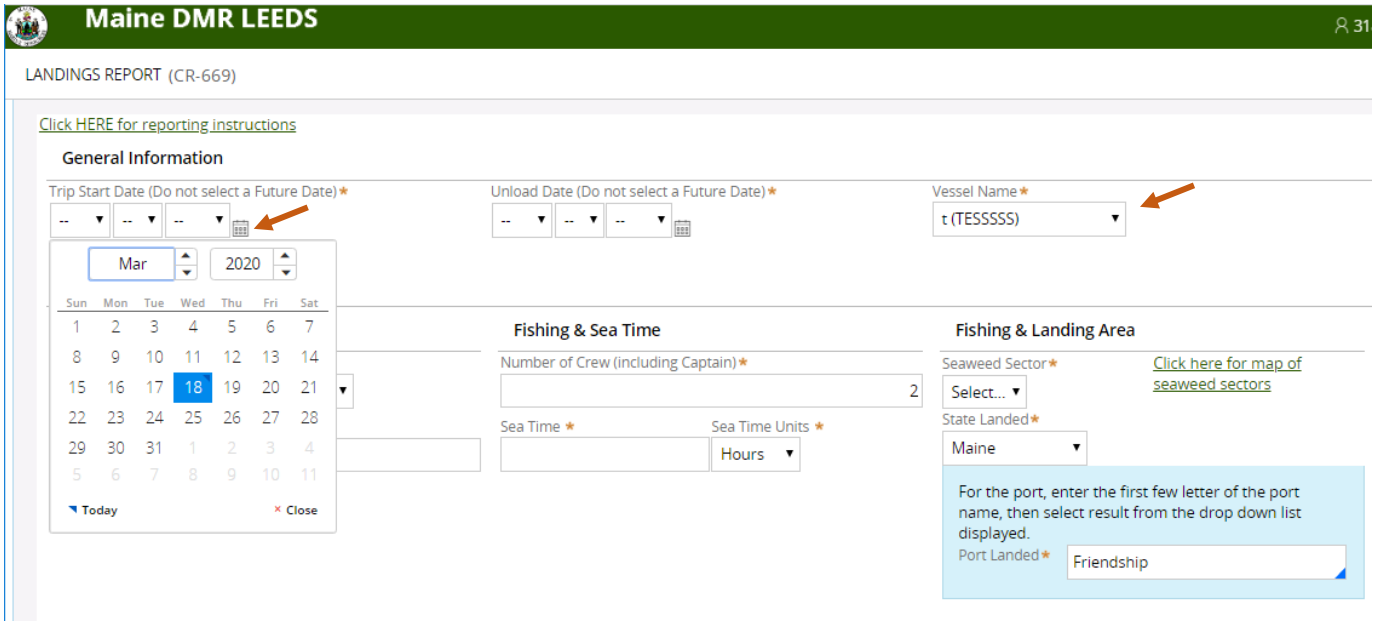
2. Select “Positive Report.”



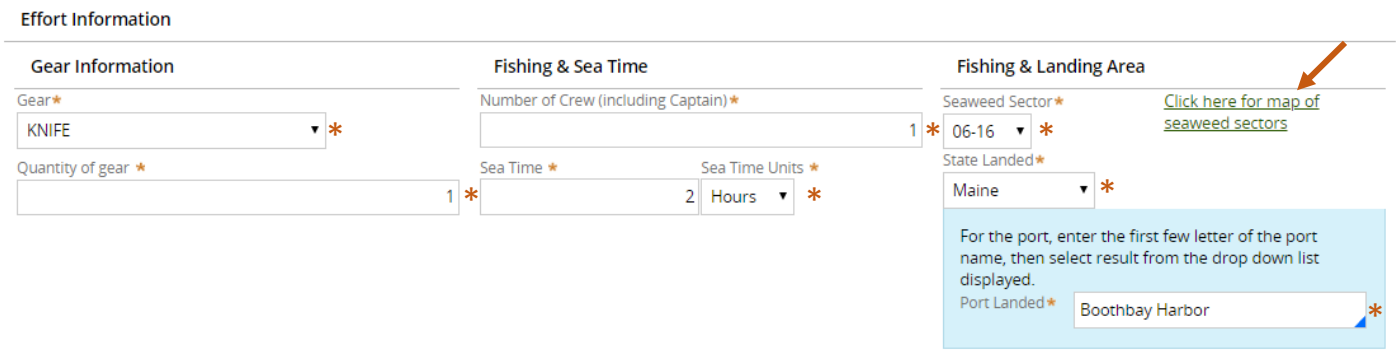
3. Next, select the license type and number that you want to report for by using the drop-down arrows. Once the license type has been selected, click “Submit”



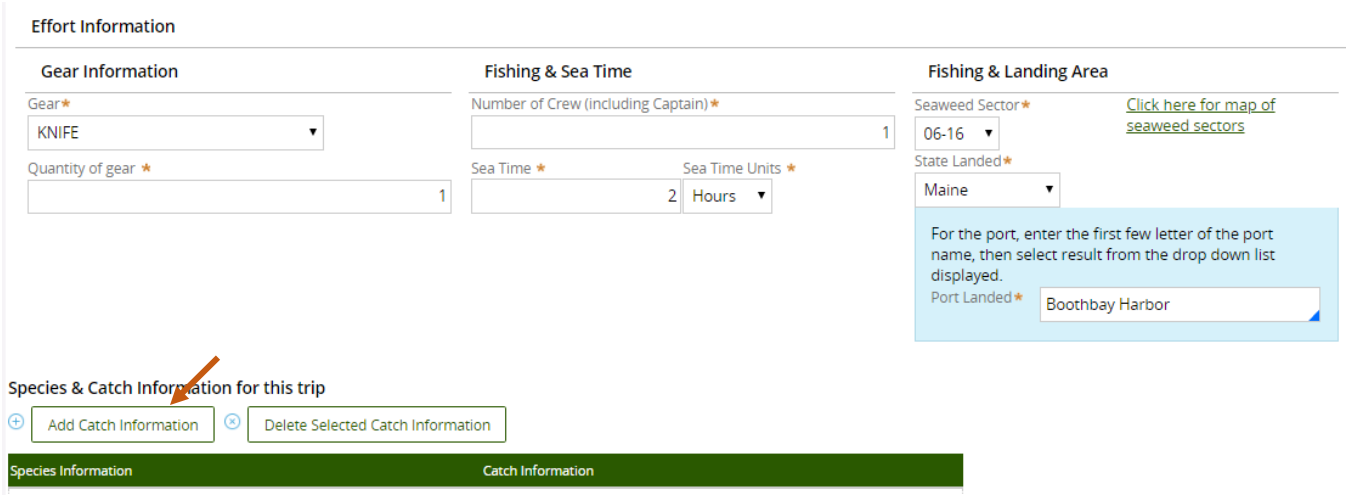
4. The first section of the report is “General Information.” Here you’ll select the trip date and vessel (if used). You can select the date by using the calendar icon or by using the drop-down arrows to select month, day and year.



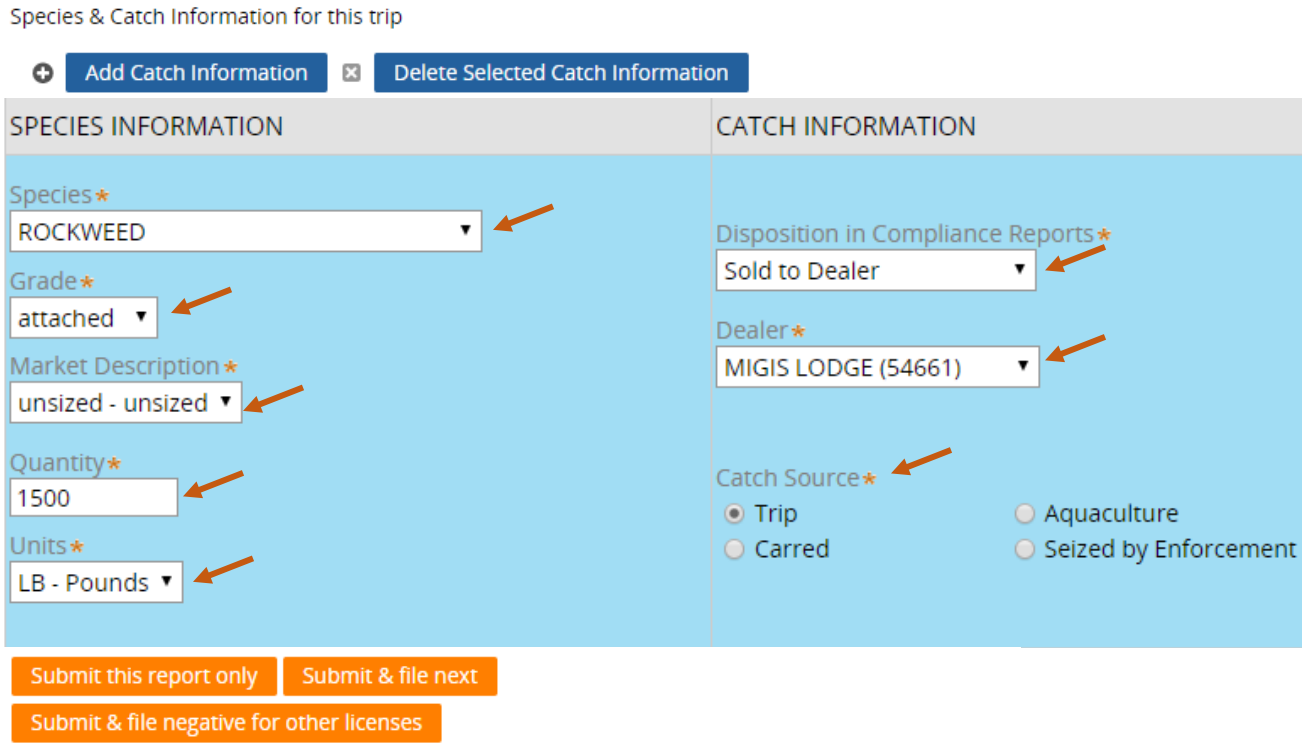
5. The second section of the report is “Effort Information.” Here you’ll type or select using the drop-down arrows the gear type and quantity, # of crew, sea time, seaweed sector, port and state landed. You can click on the link “Click here for map of seaweed sectors” if you need to look up what to use for a sector (area you fished).



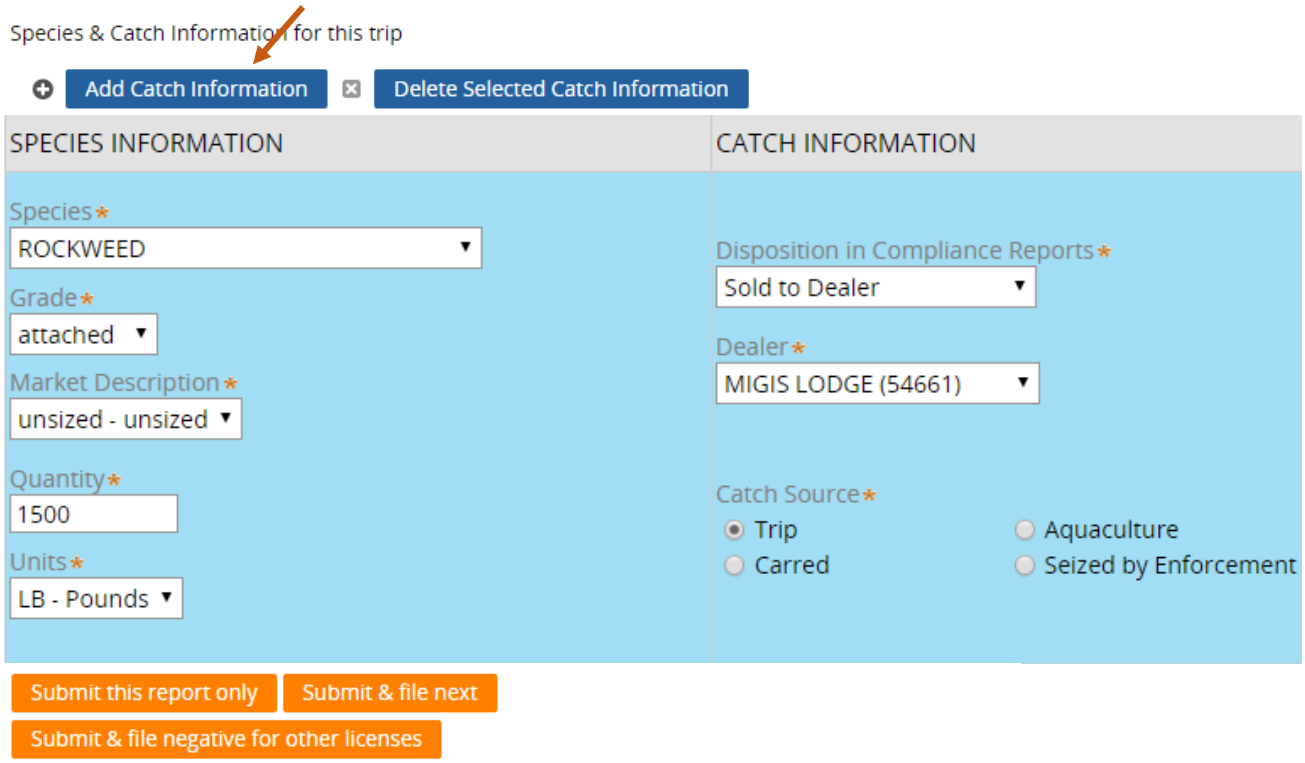
6. Once you are done with the effort information, click “Add Catch Information” and another window will drop down.



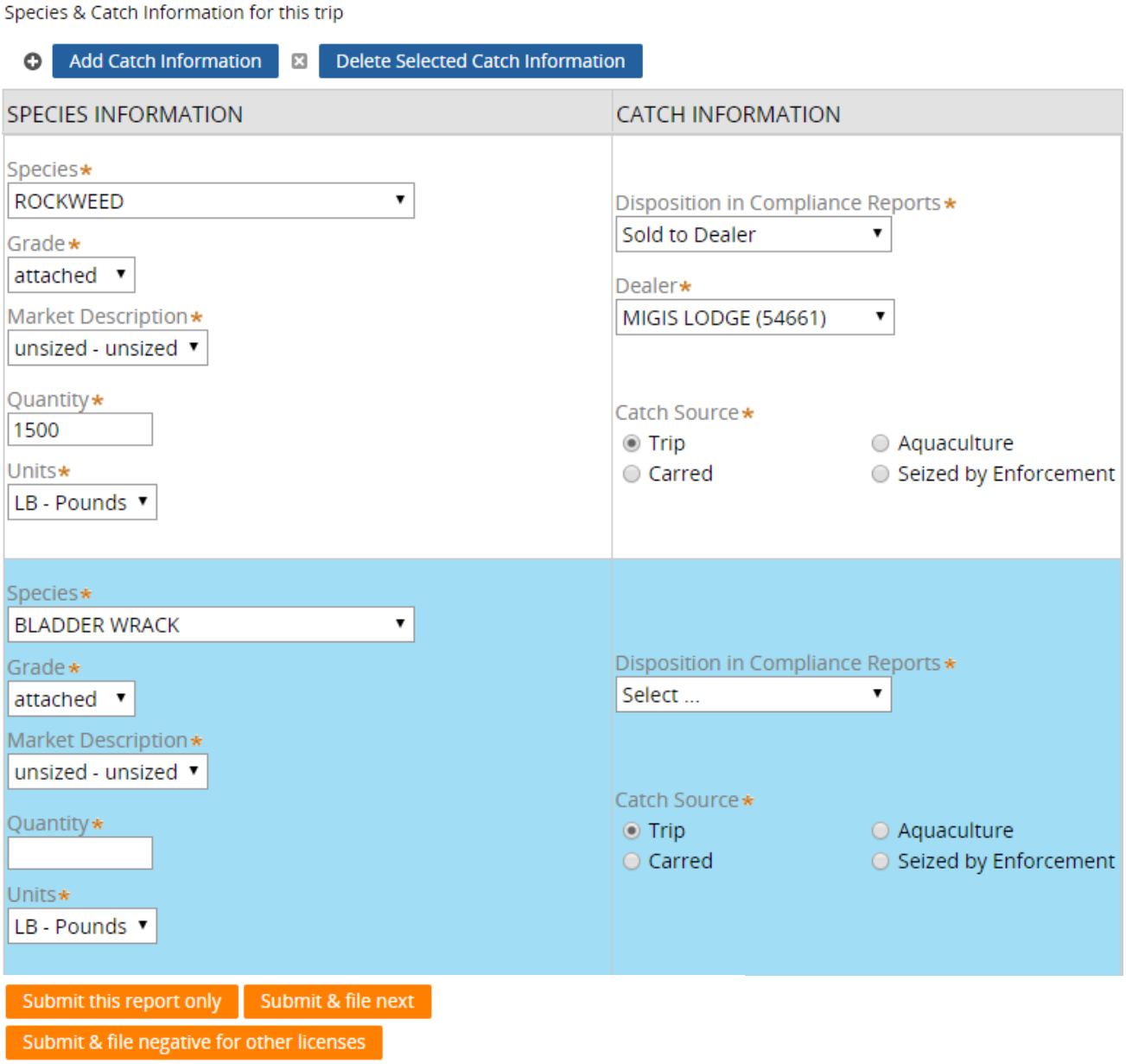
7. For the “Species Information” section, you’ll select the seaweed type and quantity harvested, and for the “Catch Information” section you’ll select what you did with the seaweed.



8. If you need to add more seaweed to this trip, select “Add Catch Information.”

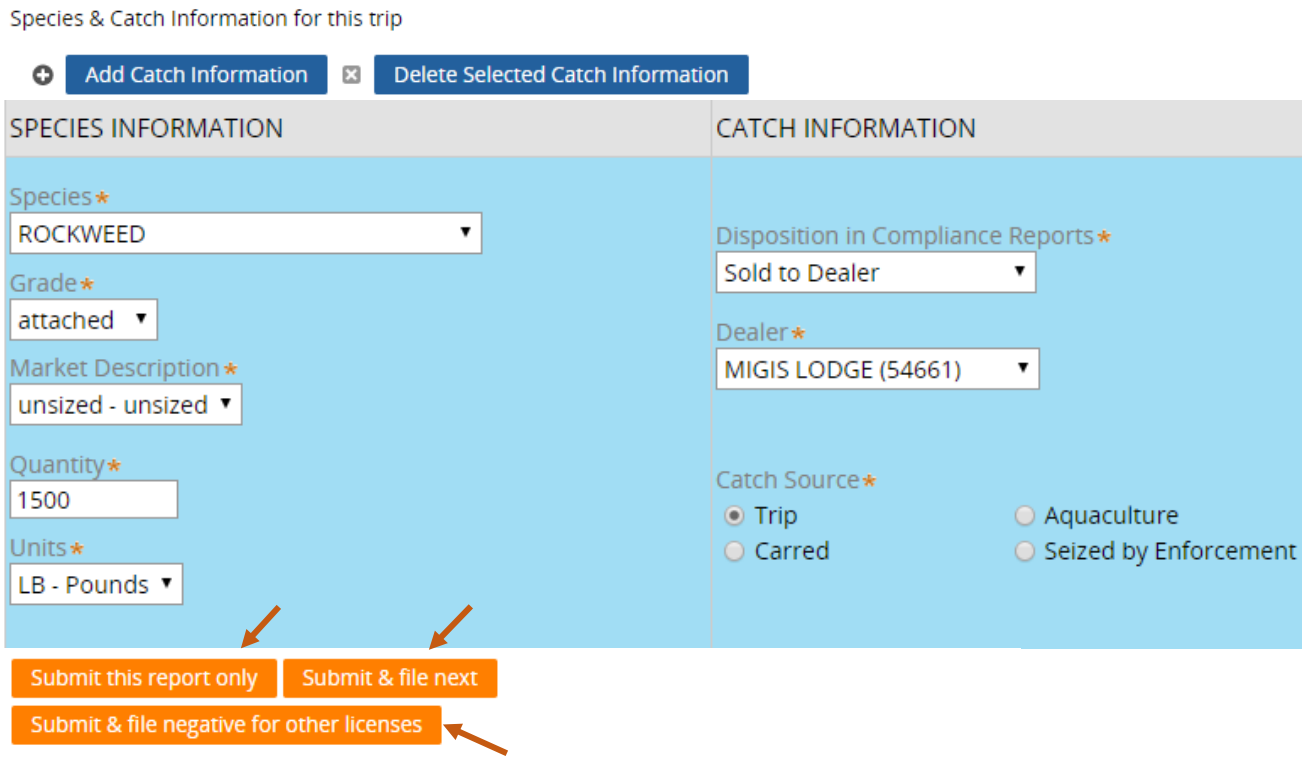


9. Another box will pop-up below the species information you just entered and you can add more seaweed data to your trip. Click “Add Catch Information” if you need to enter more seaweed data.



10. Once you're done entering your seaweed data, you'll select whether you want to "Submit this report only," "Submit & file next," or "Submit & file negative for other licenses."

- **Submit this report only-** submits the landings data you entered for the specific license and date chosen
- **Submit & file next-** 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 & file negative for other licenses-** 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. If you choose to "Submit this report only, "you'll receive a notification telling you the report was filed successfully. Click "Close" to return to the home screen.