

Guidance for: *Fish Tournament Reporting*

A fish tournament/derby report is required to be filed within 7 days of completion of the tournament.



This guidance provides step by step instruction for submitting your tournament reports.



To get started:

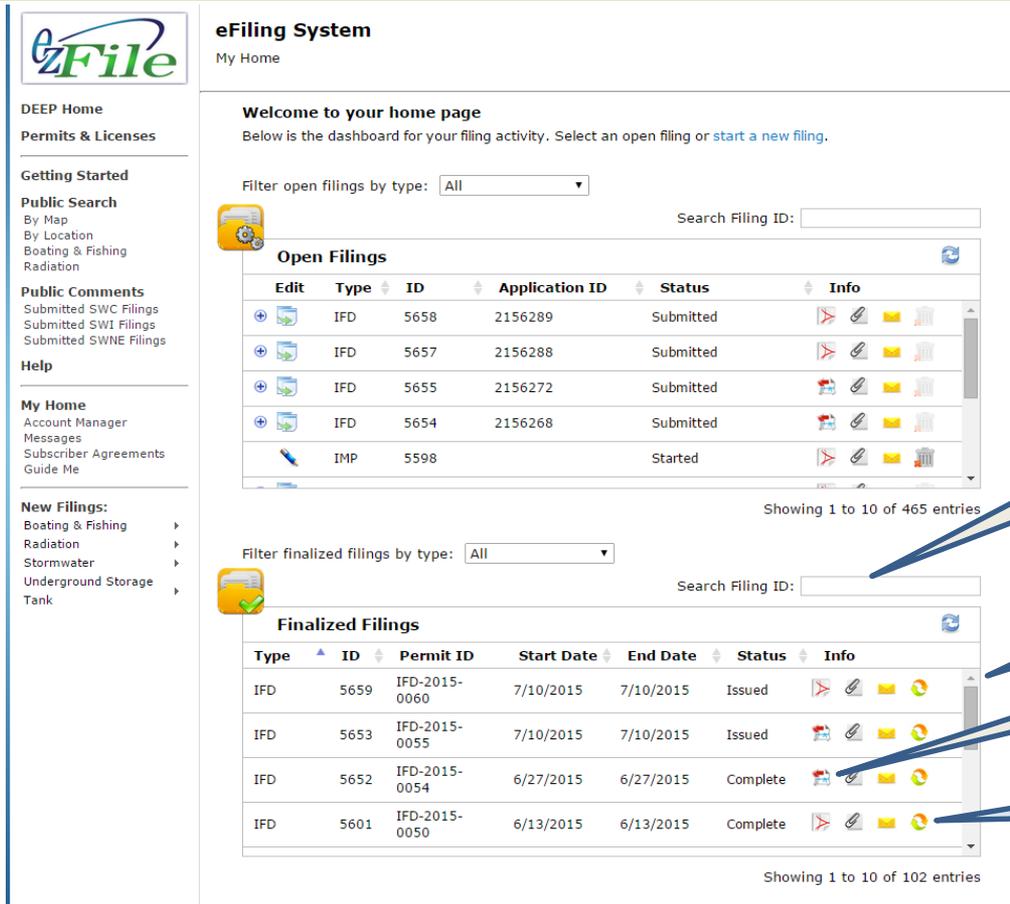
1. Scan and then save to your computer the zebra mussel signoff forms, both participant and tournament, if required for your tournament. (You will upload these as attachments during the reporting process).
2. Access your “home page” by logging into your ezFile account at <https://filings.deep.ct.gov/>

Tournament Reporting

Find and select a tournament permit to report



Find and select a permit to report by searching the “Finalized Filings” section of your home page (the bottom half of the window). Those with the status of “complete” are ready for reporting.



eFiling System
My Home

Welcome to your home page
Below is the dashboard for your filing activity. Select an open filing or [start a new filing](#).

Filter open filings by type: Search Filing ID:

Open Filings

Edit	Type	ID	Application ID	Status	Info
	IFD	5658	2156289	Submitted	
	IFD	5657	2156288	Submitted	
	IFD	5655	2156272	Submitted	
	IFD	5654	2156268	Submitted	
	IMP	5598		Started	

Showing 1 to 10 of 465 entries

Filter finalized filings by type: Search Filing ID:

Finalized Filings

Type	ID	Permit ID	Start Date	End Date	Status	Info
IFD	5659	IFD-2015-0060	7/10/2015	7/10/2015	Issued	
IFD	5653	IFD-2015-0055	7/10/2015	7/10/2015	Issued	
IFD	5652	IFD-2015-0054	6/27/2015	6/27/2015	Complete	
IFD	5601	IFD-2015-0050	6/13/2015	6/13/2015	Complete	

Showing 1 to 10 of 102 entries

Search for the Filing ID of the tournament permit

Scroll through the list of permits

View a pdf of the permit

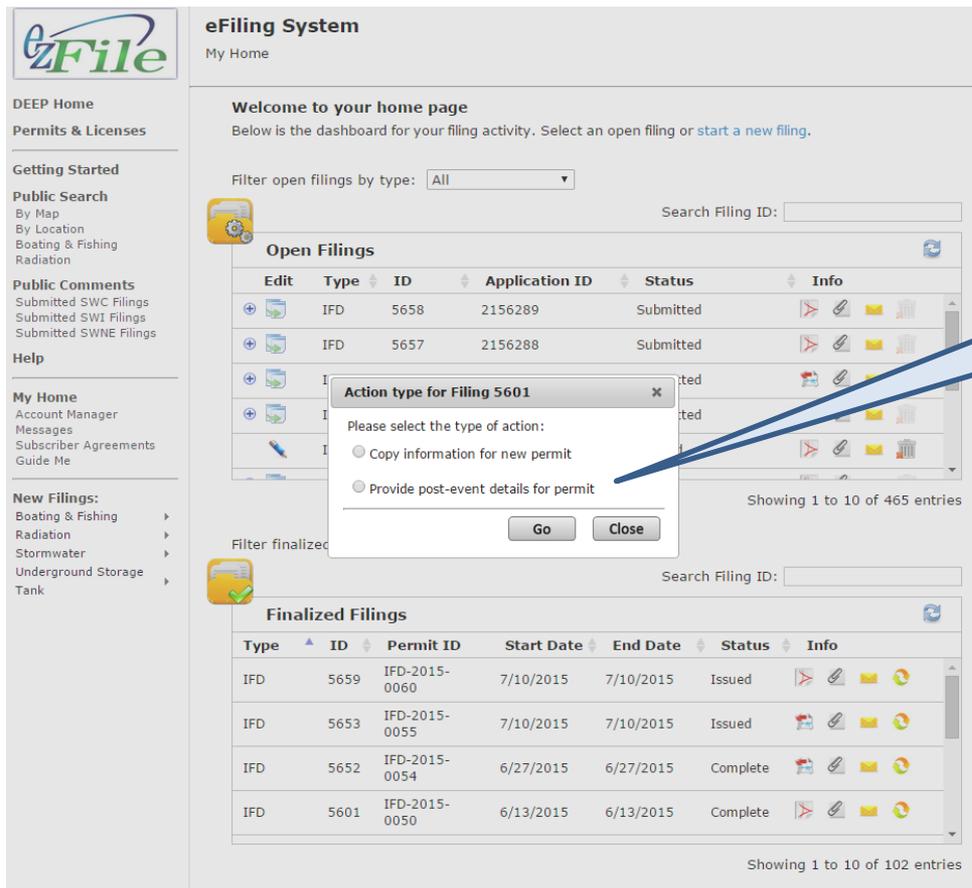
Select the icon with 2 arrows forming a circle

Tournament Reporting

Select "Report Data"



In the pop up window select the option "Provide post-event details for permit"



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DEEP Home
Permits & Licenses

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Tank

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Filter open filings by type:

Search Filing ID:

Open Filings

Edit	Type	ID	Application ID	Status	Info
	IFD	5658	2156289	Submitted	
	IFD	5657	2156288	Submitted	

Showing 1 to 10 of 465 entries

Action type for Filing 5601

Please select the type of action:

- Copy information for new permit
- Provide post-event details for permit

Finalized Filings

Type	ID	Permit ID	Start Date	End Date	Status	Info
IFD	5659	IFD-2015-0060	7/10/2015	7/10/2015	Issued	
IFD	5653	IFD-2015-0055	7/10/2015	7/10/2015	Issued	
IFD	5652	IFD-2015-0054	6/27/2015	6/27/2015	Complete	
IFD	5601	IFD-2015-0050	6/13/2015	6/13/2015	Complete	

Showing 1 to 10 of 102 entries

Select the option to Provide post-event details, and then select "Go".

Tournament Reporting

Begin tournament report



Select edit to start the process or to return to a partially completed report.



eFiling System

Home > Boating & Fishing Permits > Post Event Reports

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Permits & Licenses

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Tank >

Overview

Form Info

Attach

Submit

Pay

Post Event Reports Summary.

Here is your post event reports summary:

Post Event Reports:



Inland Fishing Tournament Post Event Reports

Edit

Note: You must complete all sections to submit your application. A green check will display when a section is complete. Select the blue "Edit" button to enter or edit information. When available, select "Done" or "Save as Draft" before leaving a page to prevent the loss of information entered.

Select Edit

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Tournament Reporting

Provide information



Fill in the blanks on each screen with the appropriate information.



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eFiling System

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Save As Draft

Overview

Form Info

Attach

Submit

Pay

Provide information about the Tournament or Derby.

Anglers 16 years of age or older:

Anglers less than 16 years of age:

Actual number of boats:

Actual number of vehicles:

Start time: 

End time: 

Total hours of fishing:

Complete requested information

Select "Next"

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Step 1.1 of 1.5 | Tournament Information

Next

Tournament Reporting

Provide details for each fish species



For each fish species caught during the tournament, enter the number caught and total weight.



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Overview

Form Info

Attach

Submit

Pay

Summary of all fish caught.

1. Select a row to add or edit fish selections.

Fish Species	Number Caught	Total Weight Caught
--------------	---------------	---------------------

There are no submissions



Note: Select the + button to add a fish selection.
Select the pencil button to edit a fish selection.
Select the X button to delete a fish selection.

Add a fish species by selecting the green “+”.

Select “Next”

Back

Step 1.2 of 1.5 | Summary of Fish Caught

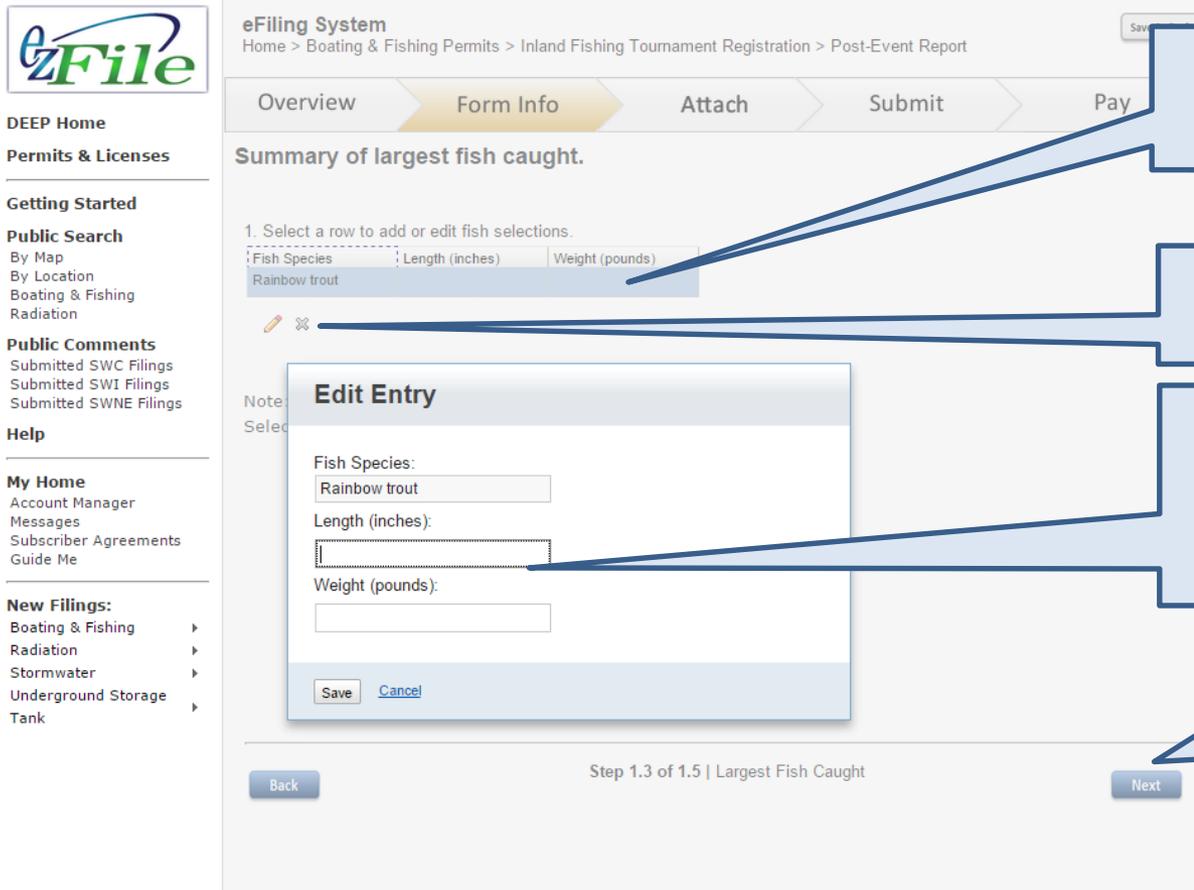
Next

Tournament Reporting

Provide details on the largest fish of each species



Select a row to add details about each fish species you entered on the previous screen.



eFiling System
Home > Boating & Fishing Permits > Inland Fishing Tournament Registration > Post-Event Report

Overview Form Info Attach Submit Pay

Summary of largest fish caught.

1. Select a row to add or edit fish selections.

Fish Species	Length (inches)	Weight (pounds)
Rainbow trout		

Edit Entry

Note:
Select

Fish Species:

Length (inches):

Weight (pounds):

Back Step 1.3 of 1.5 | Largest Fish Caught Next

Select a row and it will highlight in blue.

Select the pencil icon to add or edit data

Enter the length and weight of the largest fish of this species.

Repeat the steps above for each fish species and then select "Next".

Tournament Reporting

Provide information



Fill in the blanks on each screen with the appropriate information.



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Save As Draft

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Pay

Provide summary information about the Tournament or Derby.

Were fish released alive or kept? (Choose one):

Total number of anglers catching their limit of Bass:

Total number of anglers who did not catch any Bass:

Provide additional remarks or comments:

Complete requested information.

Select "Next"

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Step 1.4 of 1.5 | Summary Information

Next

Tournament Reporting

Supplemental Bass Report



If your tournament was a competitive bass tournament, you will also have to complete the supplemental bass tournament forms.

eFiling System
Home > Boating & Fishing Permits > Inland Fishing Tournament Registration > Post-Event Report

Save As Draft

Overview Form Info Attach Submit Pay

Bass Tournament Supplemental Report.

Was this a competitive tournament for black bass?
 Yes No

Back Step 1.5 of 1.5 | Bass Tournament Supplement Next

Select Yes, if the tournament was “bass”. You will be prompted to continue with additional forms (see page 13).

Select No, if this was not a bass tournament. You will be prompted to submit your report.

Select “Next”

Tournament Reporting

Review Summary



Review the information you have entered. If you need to make changes select the blue Edit button. If there are no changes select "Done".



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Review the following details for the Tournament or Derby. ?

Select the blue "Edit" button to correct that section, or "Done" to save and continue.

Step 1.1 of 1.5 Tournament Information	Edit	✔	Under 16: 2 16 or older: 2 Boats: 2 Vehicles: 2 Start time: 11:00 AM End time: 12:00 PM Total Hours Fished: 2
Step 1.2 of 1.5 Summary of Fish Caught	Edit	✔	Rainbow trout; 5; 10
Step 1.3 of 1.5 Largest Fish Caught	Edit	✔	Rainbow trout; 15; 10
Step 1.4 of 1.5 Summary Information	Edit	✔	Anglers / Limit: 2 Anglers / No Catch: 2
Step 1.5 of 1.5 Bass Tournament	Edit	✔	No

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Review data. To make changes, select the blue Edit button.

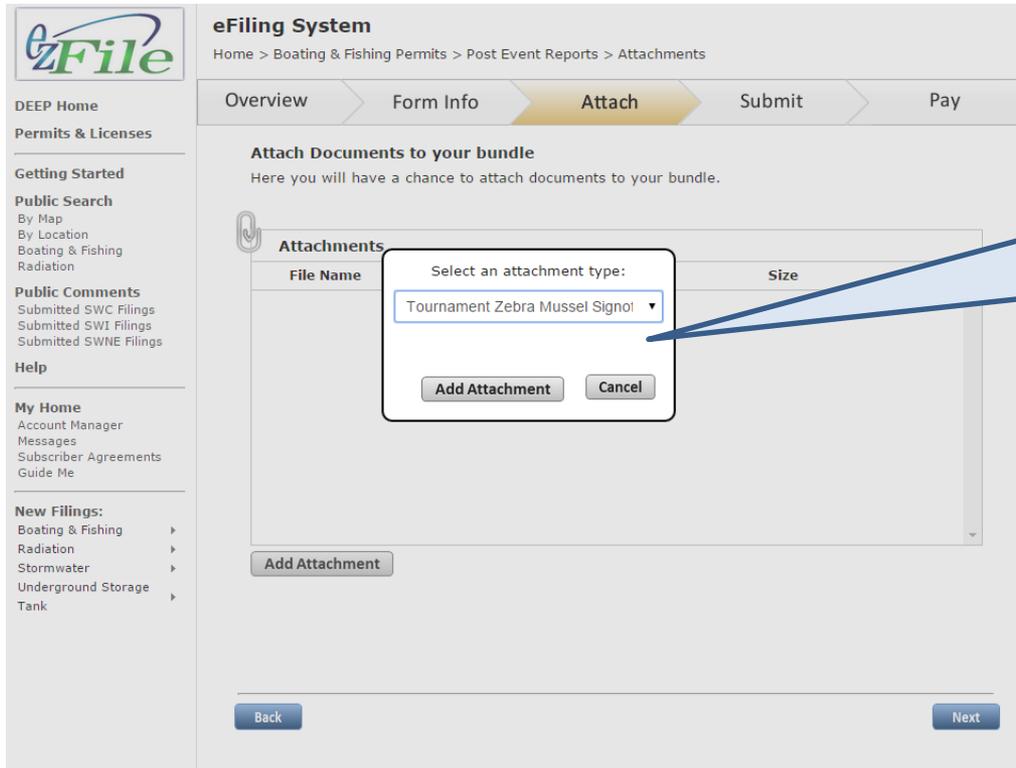
Select "Done"

Tournament Reporting

Upload required zebra mussel signoff forms
(if required for your tournament)



Attach scanned zebra mussel signoff documents (if required for your tournament) to the report by selecting “add attachment”. Choose the appropriate type of document from the drop down list. If you do not have any documents to attach, then select next (bottom right).



eFiling System
Home > Boating & Fishing Permits > Post Event Reports > Attachments

Overview > Form Info > **Attach** > Submit > Pay

Attach Documents to your bundle
Here you will have a chance to attach documents to your bundle.

Attachments

File Name	Size
-----------	------

Select an attachment type:
Tournament Zebra Mussel Signoff

Add Attachment Cancel

Add Attachment

Back Next

Choose the type of document to attach to this report (if appropriate) and then select “add attachment”.

Select “Next”

Tournament Reporting

Review and accept the Certifier Agreement and submit the report



Select the box to agree to the certifier agreement. Select next to submit the report.



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eFiling System

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Final Review

Here is the final review before submittal. Please open and review your form for accuracy.

 **Filings and Attachments**

File Name	Attachment Type	Size	Private
 Filing 5601 (IFD).pdf	Form PDF	0.00 KB	No

CERTIFIER AGREEMENT:

I understand and agree that it is my responsibility:
 To protect my account and PIN from compromise, not allow anyone else to use my account, and not share my PIN with any other person, entity or organization;
 To change my PIN if there is reason to believe it has or will become known to any other person entity or organization;
 To promptly report to Connecticut DEEP any evidence of the loss, theft, or other compromise of

I have read and agree to the above statements

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Next

Review and accept the
“Certifier Agreement”.

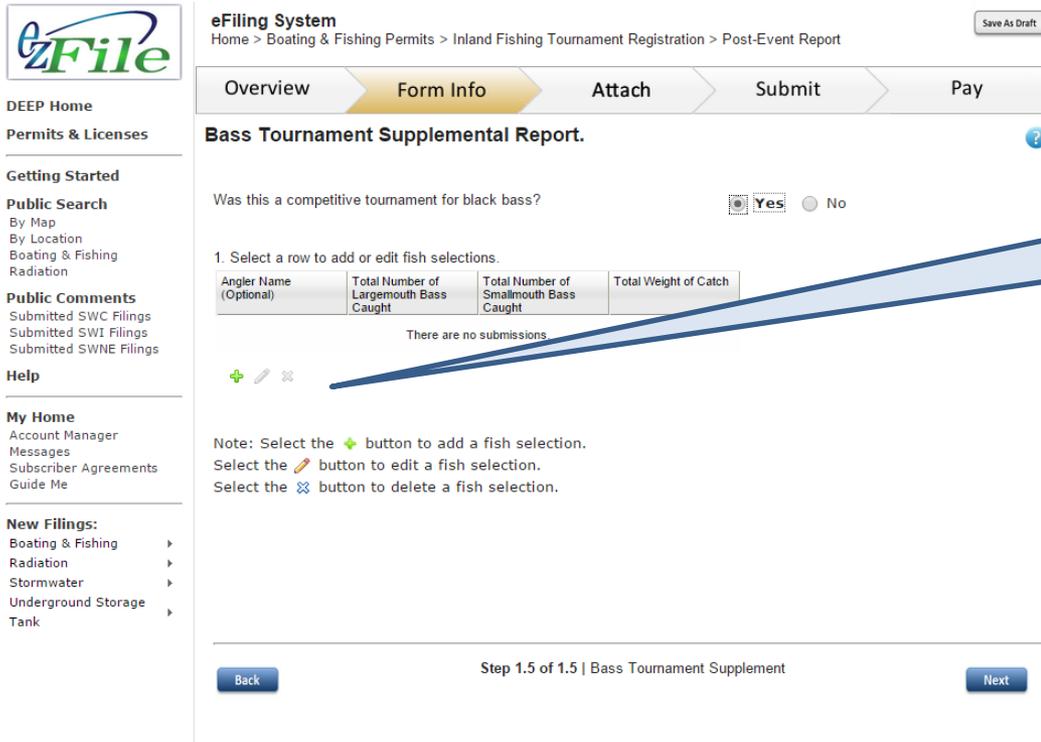
Select “Next”

Tournament Reporting

Supplemental Bass Tournament Report



Each competitive bass tournament requires a supplemental report. The supplemental report consists of a single entry with the total number of largemouth bass, total number of smallmouth bass, and the total weight for each angler who participated in the tournament.



eFiling System
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Save As Draft

Overview Form Info Attach Submit Pay

Bass Tournament Supplemental Report.

Was this a competitive tournament for black bass? Yes No

1. Select a row to add or edit fish selections.

Angler Name (Optional)	Total Number of Largemouth Bass Caught	Total Number of Smallmouth Bass Caught	Total Weight of Catch
There are no submissions			

+ ✎ ✕

Note: Select the + button to add a fish selection.
Select the ✎ button to edit a fish selection.
Select the ✕ button to delete a fish selection.

Back Step 1.5 of 1.5 | Bass Tournament Supplement Next

Add an angler by selecting the green “+” symbol

Tournament Reporting

Supplemental report: Adding each angler



To add information for each angler, select the green plus and then complete the requested information. When the information is complete, select “add” to close the pop up box. Repeat for each angler who participated in the tournament.



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eFiling System Save As Draft

Home > Boating & Fishing Permits > Inland Fishing Tournament Registration > Post-Event Report

Overview > **Form Info** > Attach > Submit > Pay

Bass Tournament Supplemental Report.

Was this a competitive tournament for black bass? Yes No

1. Select a row to add or edit fish selections.

Angler Name	Total Number of	Total Number of	Total Weight	Search
(Optional)				

Add Entry

Angler Name (Optional; you may instead enter Angler1, Angler2, etc):

Total Number of Largemouth Bass Caught:

Total Number of Smallmouth Bass Caught:

Total Weight of Catch:

Enter data for this angler.

When you are done entering data for this angler, select “Add”.

Repeat the process for all of the anglers in the tournament

Select “Next”

Tournament Reporting

Review Supplemental Bass Tournament Report



Review the information you have entered. If you need to make changes, select the blue Edit button. If there are no changes select "Done".



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eFiling System Save As Draft

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Overview > **Form Info** > Attach > Submit > Pay

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Step 1.4 of 1.5 Summary Information	Edit	✔	Anglers / Limit: 2 Anglers / No Catch: 2
Step 1.5 of 1.5 Bass Tournament	Edit	✔	No

Summary | Tournament Details

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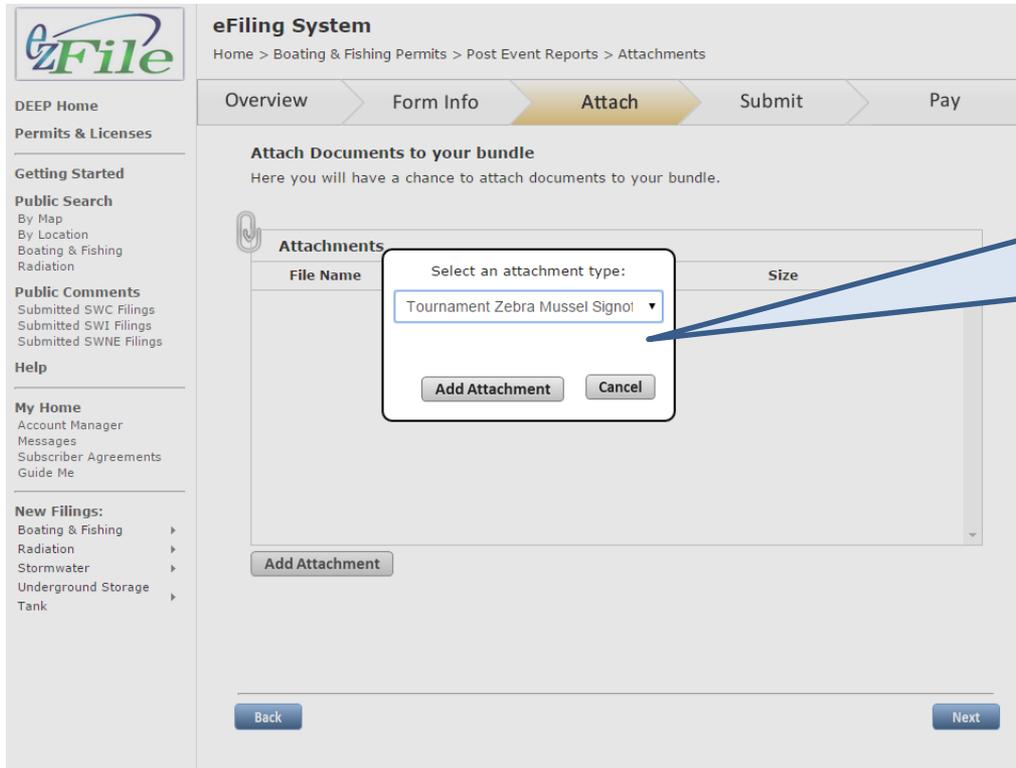
Select "Done"

Tournament Reporting

Upload required zebra mussel signoff forms
(if required for your tournament)



Attach scanned zebra mussel signoff documents (if required for your tournament) to the report by selecting “add attachment”. Choose the appropriate type of document from the drop down list. If you do not have any documents to attach, then select next (bottom right).



eFiling System
Home > Boating & Fishing Permits > Post Event Reports > Attachments

Overview > Form Info > **Attach** > Submit > Pay

Attach Documents to your bundle
Here you will have a chance to attach documents to your bundle.

Attachments

File Name	Size
-----------	------

Select an attachment type:
Tournament Zebra Mussel Signoff

Add Attachment Cancel

Add Attachment

Back Next

Choose the type of document to attach to this report (if appropriate) and then select “add attachment”.

Select “Next”

Tournament Reporting

Review and accept the Certifier Agreement and submit the report



Select the box to agree to the certifier agreement. Select next to submit the report.



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 To promptly report to Connecticut DEEP any evidence of the loss, theft, or other compromise of

I have read and agree to the above statements

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Review and accept the
“Certifier Agreement”

Select “Next”



Tournament Reporting

Thank You



Thank you for completing and submitting your tournament report.