

2024 Madison SRP Electronic Report Log Requirements and Instructions

Overview

Please use the following guidelines to enter and submit all 2024 Madison River commercial trips. Be aware that alternately formatted electronic logs (including previous versions), incomplete, or improperly completed logs will not be accepted. In addition to submitting the electronic report via email in Excel format, FWP also requires that permittees submit a print-out of the electronic report to FWP with the rest of their report materials. FWP will still accept handwritten logs, but because electronic report logs are less time consuming to process, they will be given priority. If you anticipate early season trips, FWP strongly suggests submitting electronic logs.

General Requirements

- FWP will only accept the official 2024 Electronic Report Logs and the official 2023 Handwritten Report Logs. **ABSOUTELY NO OTHER VERSIONS OF REPORT LOGS WILL BE ACCEPTED.**
- The electronic report **MUST BE SUBMITTED AS A MICROSOFT EXCEL FILE AS AN ATTACHMENT TO AN EMAIL.** FWP cannot open other file types, such as Numbers, or files submitted in other ways.
- **FWP WILL NOT ACCEPT ANY REPORTS THAT ARE NOT IN CHRONOLOGICAL ORDER.** Furthermore, FWP will no longer accept any report, hand-written or electronic, that is organized chronologically by guide or business location.
- All information for every trip is required. **INCOMPLETE REPORTS WILL BE RETURNED.**
- Electronic reports should be submitted to **madison.fwp.report@gmail.com.**

Header Info

The **Outfitter Name**, **Outfitter Lic. #**, and **SRP Permit #** cells must be completed. Please note there is a header cell that automatically calculates the unadjusted gross revenue of all entered trips.

Date

The date of a trip can be entered in different configurations but will be appear formatted as MM/DD/YYYY. Trips do not need to be initially entered in chronological order; they can be resorted after entry is complete (this is mandatory). Instructions for sorting are provided later in this document.

Guide License

Guide numbers are required; names will not be accepted. If an outfitter assistant is used, enter 99999.

Number of Clients

Enter the total number of clients on the trip (i.e. 1, 2, 3, etc.). Include all persons on the trip including children and non-anglers.

- See the **Special/Unusual Trips** section for information on how to report client numbers on split trips, trips with multiple floats, and wade/float combo trips.

ALS #s

Include the complete ALS license number from all individuals on the trip formatted as **MM/DD/YY-ALS#** (leading zeros need not be entered for month and date). **All ALS numbers from a trip should be entered into the one cell** and should be separated by a semicolon (;). This cell is formatted to assign row height automatically so that it can accommodate any number of ALS entries. **Logs with improperly formatted, incomplete, or obscured ALS numbers will be returned.**

- For **youth anglers** enter “Youth” or their birthdate, if known.
- For each **non-angler** enter “NA”.
- For **individuals exempt from licensing** enter “Exempt”.
- For individuals with **offline licenses** enter their birthdate and last name (MM/DD/YY-Last Name).

TO COPY AND PASTE ALS #s FROM ANOTHER EXCEL FILE YOU MUST “PASTE SPECIAL: VALUES”

1. Highlight **ONLY** the ALS # data you want to copy in your source file.
2. Right click on the selected ALS # data and select “Copy” from the pop-up menu.
3. Right click in the cell you want to place the data in the Madison Electronic Report File.
4. Select “Paste Special” from the pop-up menu.
5. Select “Values” from the subsequent pop-up menu and click “OK”.
6. The ALS # cells should now be formatted to auto-fit row height. If done properly, rows should get taller with each additional ALS #.

Launch and Take-Out Sites

Enter the appropriate Launch and Take-Out sites by selecting from the drop-down menu or typing the first few letters into the cell. Launch and Take-Out entries are limited to the **EXACT** site names listed in the drop-down menu. **Copying and pasting site names from other files will override this limitation, thus allowing any site name to be entered. Any reports containing alternate site names or site names with different spelling, capitalization, or formatting from those in the 2024 Madison Electronic Use File will not be accepted.** Sites are listed in order beginning at the Slide Inn/GNF slide area and proceed downstream. Some sites have been combined because of their proximity. Although this list of sites accounts for well over 95 percent of Madison sites used it is not exhaustive.

- If you are certain the site used is not on the drop-down menu select “Other”.
- For **wade-only trips** use the Launch cell to report the first access site used. If no other sites were used select “Not Applicable” in the Take-Out cell. If a second walk/wade site was used enter that site into the Take-Out cell. If three or more walk/wade sites were used report only the first two used.

Unadjusted Gross Revenue

Enter the total gross revenue received for the trip. This cell will automatically format to include a dollar sign and two decimal places. The total unadjusted gross revenue for all trips will be automatically summed in the header line.

- All **donated trips** must be reported (enter “\$0.00” for gross revenue). These trips must also be accounted for on the Multiple Rate and Donated Trip Disclosure Form, including the name of the non-profit organization to which the trip was donated.
- See **Special/Unusual Trips** for information on how to enter revenue for split trips, trips with multiple floats, and wade/float combo trips.

Trip Type

Enter the appropriate trip type by selecting from the drop-down menu or typing the first few letters into the cell. Trip Type entries are limited to the **EXACT** site names listed in the drop-down menu. **Copying and pasting data from other files will override this limitation, thus allowing any entry. Any reports containing alternate entries or those with different spellings from those in the 2024 Madison Electronic Use Report File will not be accepted.**

- Report all trips that used a boat as “Float Angling” even if that trip was conducted in the upper or lower walk/wade sections.
- The “Non-Angling” entry is reserved for trips that did not include any fishing. If a trip included any fishing whatsoever it should be reported as either “Float Angling” or “Wade (no boat used)”.

Special/Unusual Trips

Some trips do not fall neatly into the format of this Report Log. The most common of these types of trips are listed below with specifics on how to properly report these trips.

1. Multiple floats with the same client(s).

- Report the first float in one row with the **TOTAL** unadjusted gross revenue.
- Report all data for the second float in the following row but enter “\$0.00” for the unadjusted gross revenue **AND** “0” for the number of clients.

Date	Guide #	Client #	ALS #	Launch	Take-Out	Revenue	Trip Type
7/7/2024	12345	2	1/2/1975-34; 8/4/1975-123	Varney Bridge	Eight Mile Ford	\$600.00	Float Angling
7/7/2024	12345	0	1/2/1975-34; 8/4/1975-123	Lyons Bridge	Windy Point	\$0.00	Float Angling

2. Combination float/wade trips with the same client(s).

- Report the first portion of the trip in one row with the **TOTAL** unadjusted gross revenue.
- Report all data for the second portion of that trip in the following row but enter “\$0.00” for the unadjusted gross revenue **AND** “0” for the number of clients.

Date	Guide #	Client #	ALS #	Launch	Take-Out	Revenue	Trip Type
7/7/2024	12345	2	1/2/1975-34; 8/4/1975-123	Lyons Bridge	Windy Point	\$600.00	Float Angling
7/7/2024	12345	0	1/2/1975-34; 8/4/1975-123	Three Dollar Bridge	Not Applicable	\$0.00	Walk/Wade

3. Trips where clients change over the course of the day.

- If the trip involves one continuous float where one or more clients are swapped out at any point, report that trip in one row that contains the total number of clients and the total unadjusted gross revenue. These trips do not need to be separated into multiple float sections to account for the swap

Date	Guide #	Client #	ALS #	Launch	Take-Out	Revenue	Trip Type
7/7/2024	12345	4	1/2/1975-34; 8/4/1975-123; 7/14/1987-23; 12-2-2000-10	Lyons Bridge	Ruby Creek	\$600.00	Float Angling

- If the trip involves **multiple launches AND swapped clients** (i.e. Lyons to Windy twice), report the total number of clients and total unadjusted gross revenue in the first row with all other trip data. For the second float, report “0” clients **AND** “\$0.00” unadjusted gross revenue in a second row along with all other trip details.

Date	Guide #	Client #	ALS #	Launch	Take-Out	Revenue	Trip Type
7/7/2024	12345	4	1/2/1975-34; 8/4/1975-123; 7/14/1987-23; 12-2-2000-10	Lyons Bridge	Windy Point	\$600.00	Float Angling
7/7/2024	12345	0	1/2/1975-34; 8/4/1975-123; 7/14/1987-23; 12-2-2000-10	Lyons Bridge	Windy Point	\$0.00	Float Angling

Sorting

After the information for all your trips is entered, they must be sorted into chronological order. Below is a step-by-step process to accurately sort the data by date.

1. Beginning in the uppermost left “Date” cell of the spreadsheet (A40), select the entire portion of the spreadsheet that contains trip information by holding the left click button down and moving the mouse to the bottommost right cell of the spreadsheet containing data (H?). Release the left click button when the entire data entry portion of the spreadsheet is surrounded by a green box. You **MUST** select the entire entry area or the sort will not work properly.
2. Right click anywhere inside the selected data. A list of menu items will appear. Move the mouse to highlight “Sort” but do not click on it. A second list of menu items will appear. Move the mouse to “Custom Sort” and right click.
3. A Sort box will appear. First, verify the “My data has headers” box in the upper right corner is **NOT** checked. Next, verify that “Column A” is selected in the “Sort by” box, “Values” is selected in the “Sort on” box, and “Oldest to Newest” is selected in the “Order” box. Click OK.
4. Verify that your data is properly sorted.

Submittal

Save a copy of your completed 2024 Madison Report Log using your name to identify the file, for example "Doe, John 2024 Madison Report". **Be sure to save a copy for your records in the case that FWP does not receive the file electronically.** Please submit your electronic log to madison.fwp.report@gmail.com. You will be sent an email verification when FWP receives your electronic logs.

A print-out of your entire Madison report must be submitted with your 2024 Madison Report Form and Multiple Rate and Donated Trip Disclosure Form (if required). Make sure you select "landscape" orientation when printing so that the logs do not exceed one page in width; **report print-outs that exceed one page in width will not be accepted.** Also, so as not to waste paper, be sure to only print the portion of the spreadsheet containing data by selecting the appropriate page range before printing. Remember, your 2024 report and 2025 application will not be processed until we receive both the electronic version and hard copies of the Report Log.

Questions?

Any questions regarding the Electronic Form, submission requirements, or troubleshooting should be directed to Andrew Puls at (406) 702-0342 or apuls@mt.gov.