

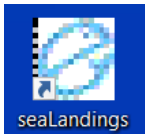
Registering a Logbook

- [Direct Transmission](#)
- [File Transmission](#)

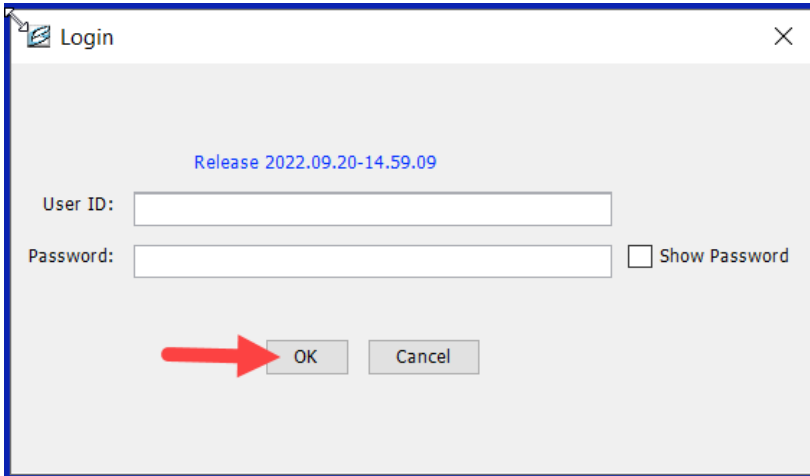
Direct Transmission

The 2023 logbook defaults to direct transmit, so if you didn't denote direct or file transmission during installation, you should also follow these instructions.

Once you have successfully downloaded seaLandings installer, find the seaLandings icon on your desktop and double click to open the program.

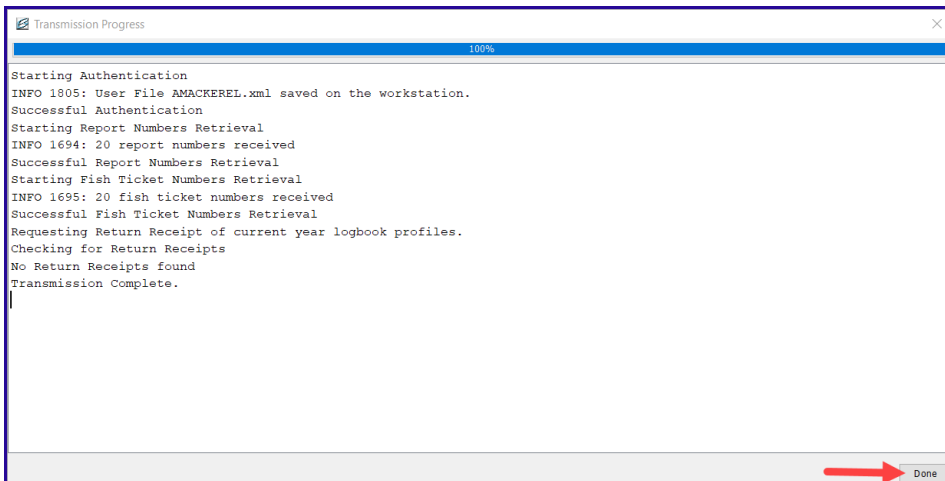


- SeaLandings will open and prompt you to enter your UserID and Password.
- Enter your User ID and Password, then click "OK"

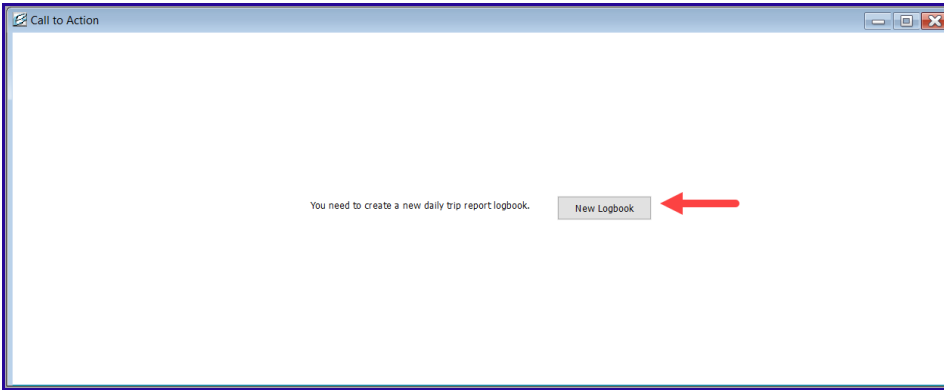


✔ Use the Show Password Check box in the Login Window to be able to see what you are typing in the password block.

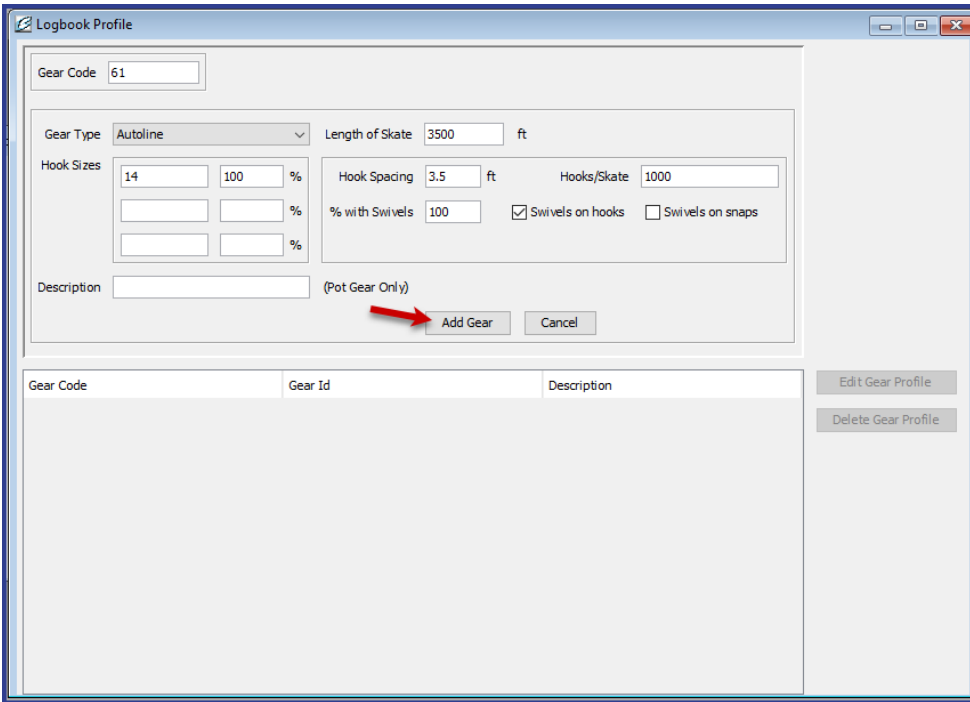
- Once you successfully enter in your User ID and Password for the first time, an automatic transmission will be sent to obtain report numbers, fish ticket numbers, and a user file.
- When that transmission was successful, a message like the one below will appear on the screen.
- Click "Done" to continue.



- A window entitled "Call to Action" will open and prompt you to the next step, creating a logbook.
- Click "New Logbook" to begin.



- Clicking "New Logbook" will open the Logbook Profile window and allow you to enter your gear type.
 - If you are using longline gear, you would add gear code 61, and then the details about the gear, including type, length, hook size, hook spacing, and percentage of hooks with swivels.
 - If you are using trawl gear you would add gear code 07 or 47
 - If you are using pot gear (Gear Code 91) then you can enter your gear code, and add any description that you need as well
- After you have entered the necessary information for the gear profile, then click "Add Gear."



- Once you have selected "Add Gear," the logbook start-up wizard will move you on to the Trip Report window where you register your first trip.
 - Trip Reports are categorized alphabetically,
 - The names cannot be changed.
 - Trip A of every year will start on January 1 of the current fishing year.
- Enter the information for January 1 of the 2023 year. If you were not fishing, don't worry, it will give you the option in the next step to denote that you were not fishing or Active on January 1.

Trip Report A 01/01/2019

Start Date: 01/01/20 Trip Name: A

Operator Name: Burt Madin Crew Size: 22

Weight UOM: Metric Tons Depth UOM: Fathoms

Observer 1: Ramona Black Cruise Number: 15897

Observer 2: Cruise Number:

Observer 3: Cruise Number:

Operator IFQ Permit: Halibut CDQ Permit:

Additional IFQ Permit: Additional IFQ Permit:

Additional IFQ Permit:

Add Trip Information Cancel

Trip Activity

Date	Activity

Go Active
Go Inactive
Delete Activity

- One you click "Add Trip Information" you will then have the option to be active or inactive on the first of the year. In this example we are going to be inactive on the first of the year.
- Since the vessel was not fishing on the first of the year I selected "Go Inactive, Not currently Fishing," to have my Logbook reflect that I was NOT fishing on the first of the year.
 - If you were active on the first of the year, you would simply choose "Go Active, Currently Fishing" instead.

Trip Report A 01/01/2019

Start Date: 01/01/20 Trip Name: A

Operator Name: Burt Madin Crew Size: 22

Weight UOM: Metric Tons Depth UOM: Fathoms

Observer 1: Ramona Black Cruise Number: 15897

Observer 2: Cruise Number:

Observer 3: Cruise Number:

Operator IFQ Permit: Halibut CDQ Permit:

Additional IFQ Permit: Additional IFQ Permit:

Additional IFQ Permit:

First Trip of the Year

The first trip of the year must start on January first. If you are not currently fishing, go inactive. If you are currently involved in fishing, go active.

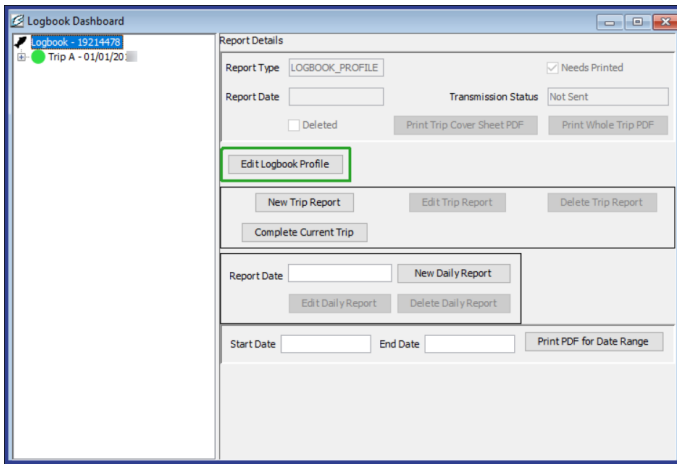
Go Inactive, not currently fishing Go Active, Currently Fishing

Trip Activity

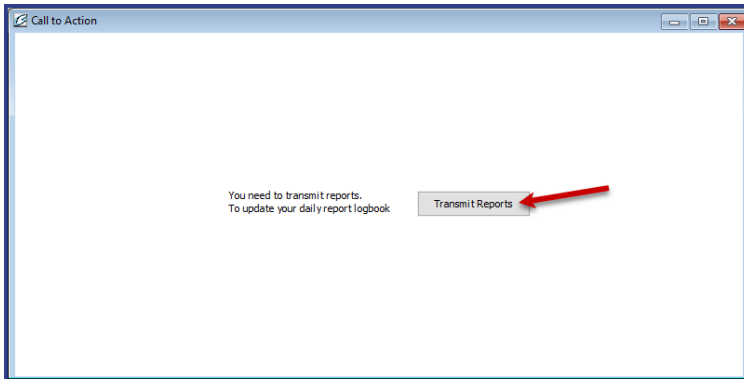
Date	Activity

Go Active
Go Inactive
Delete Activity

When you have entered the trip information and selected your status for the first of the year, the Logbook Dashboard will open.



Don't forget, to finish registering your logbook, you will need to transmit again to finalize your logbook profile for the 2023 fishing year.

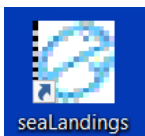


See [Navigating the Logbook Dashboard](#) to continue.

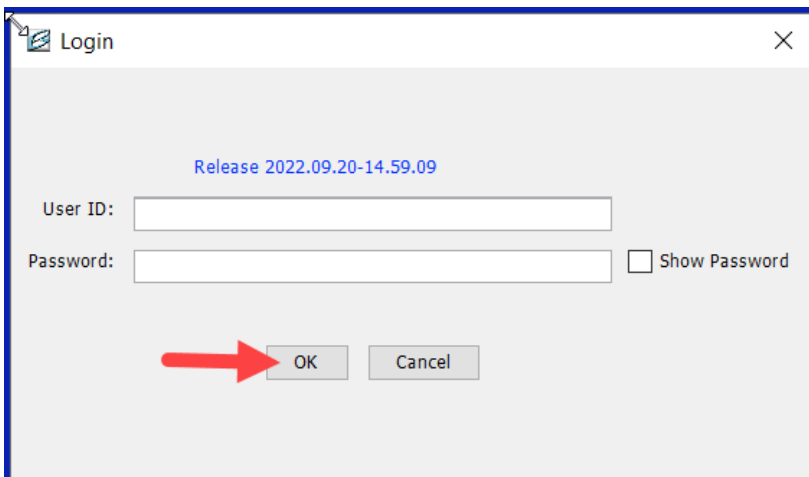
File Transmission

Use these instructions if you do not have the capability to Direct Transmit, chose File Transmission as your transmission method during installation

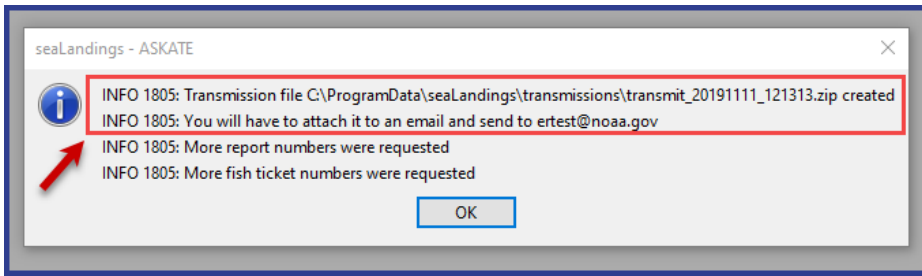
- Once you have successfully downloaded seaLandings Daily Trip Report installer, find the seaLandings icon on your desktop and double click.



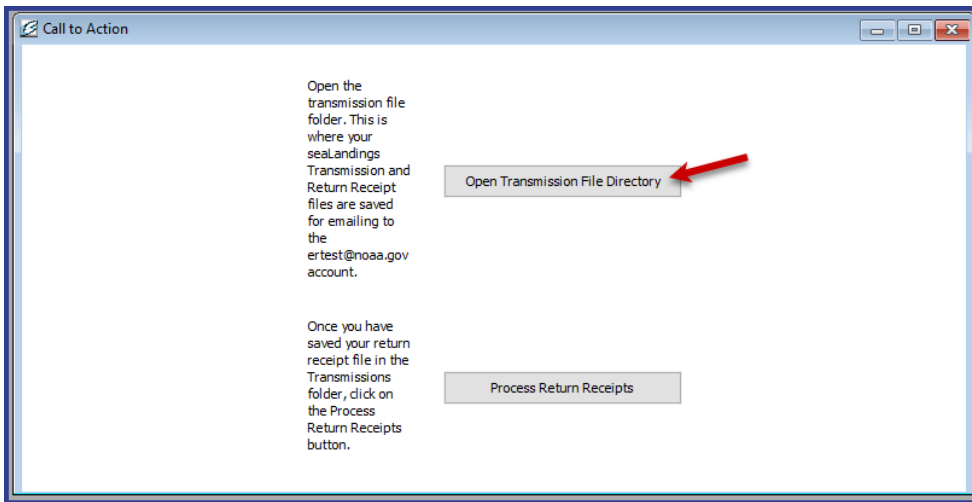
- SeaLandings will open and prompt you to enter your UserID and Password.
- Enter the User ID and Password, then click "OK"



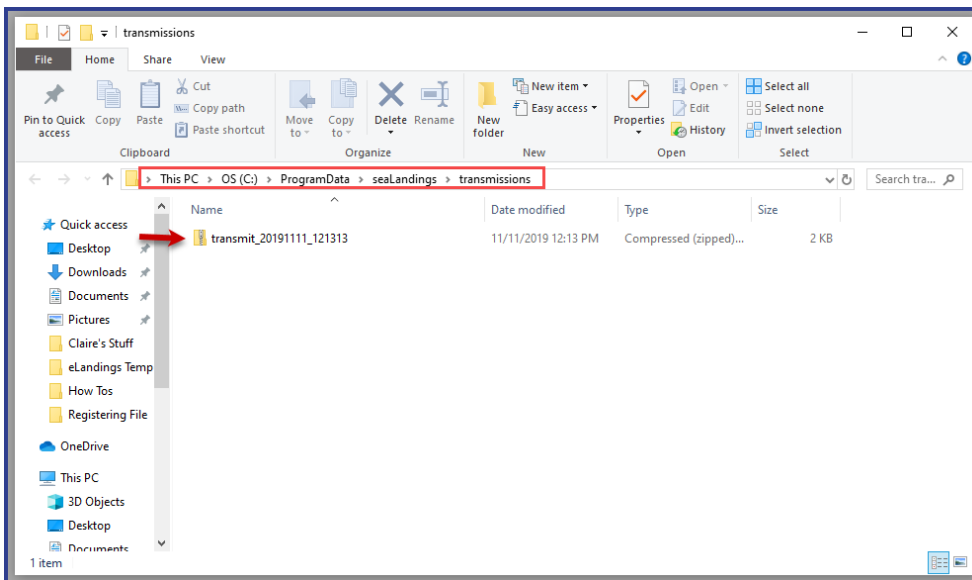
- Once you log in for the first time, a dialog window will open and prompt you to the next step: sending the first transmission for report numbers and a user file.
- Note that the first line tells you where to find the file, and the second line tells you where to send the file.



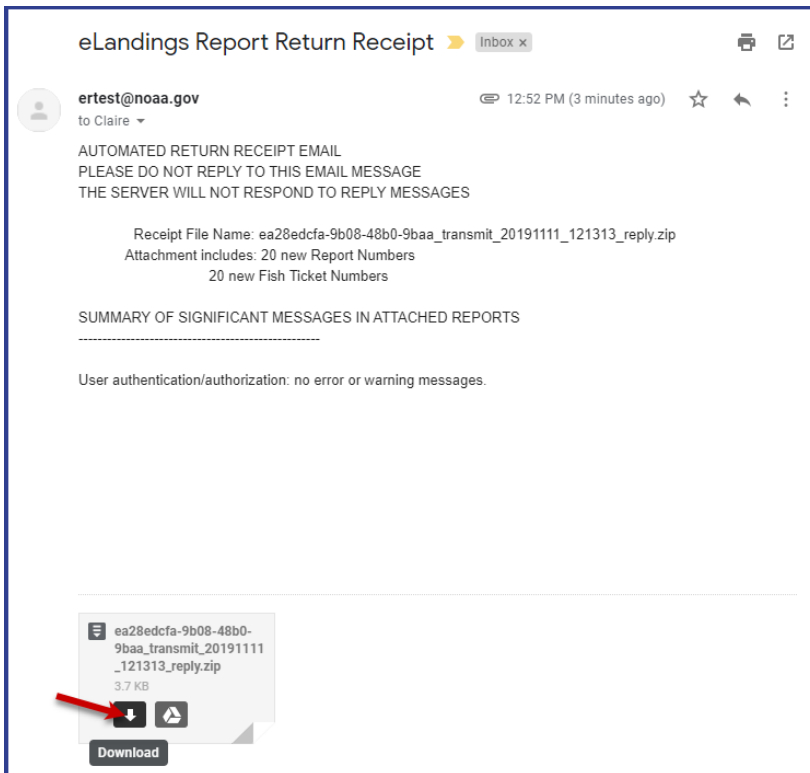
- If you are having trouble finding the transmission folder, click OK in the dialog box.
- The "Call to Action Window" will open and give you the option to see the transmission file in the folder.



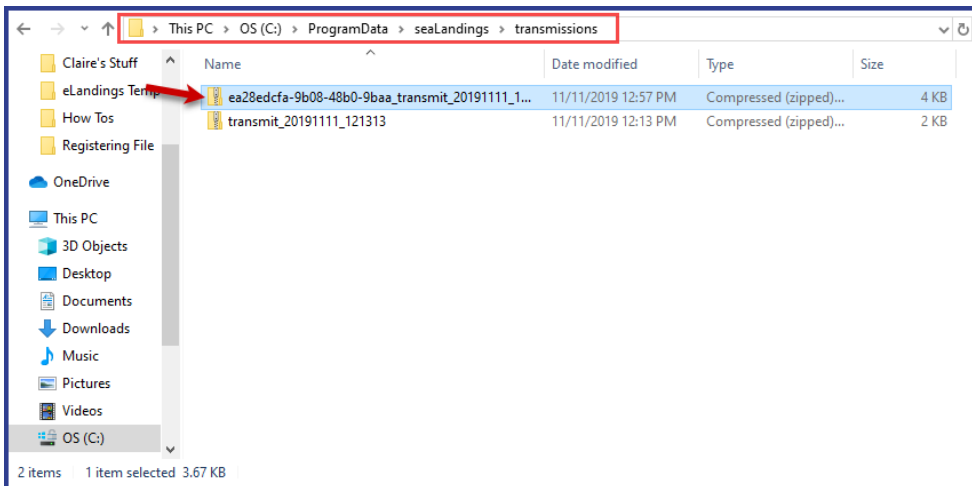
- To send the transmission file:
 - generate an email,
 - Use the file path to add transmission file as an attachment to the email. (Or use the drag and drop method.)
 - send the email to elecprep@noaa.gov



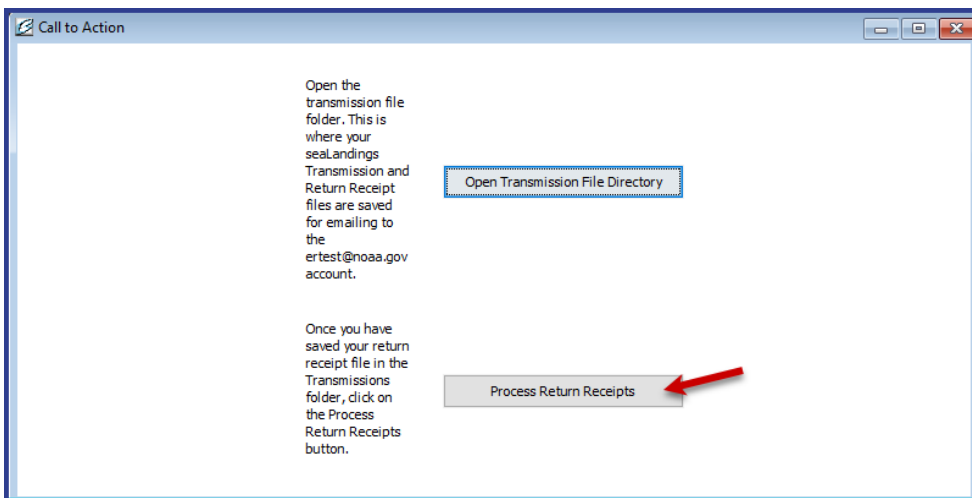
- Momentarily, you should receive an email in return.



- Download and save the attachment to the same folder the transmission file is in.

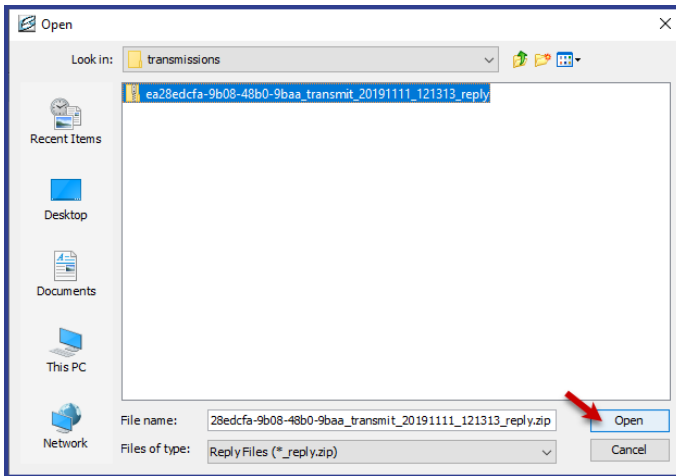


- In Sealandings, use the call to action window to process the return receipts, by clicking the "Process Return Receipts" button in the "Call to Action" window.

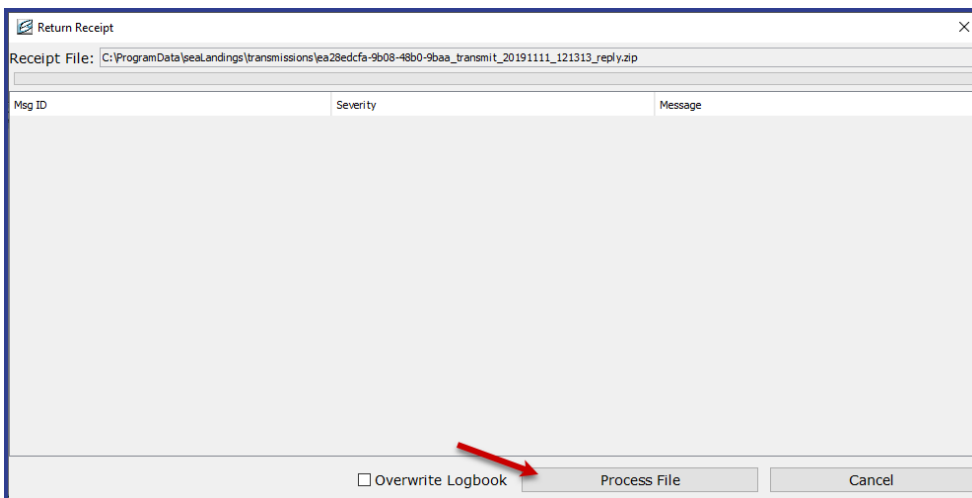


- Another window will open.

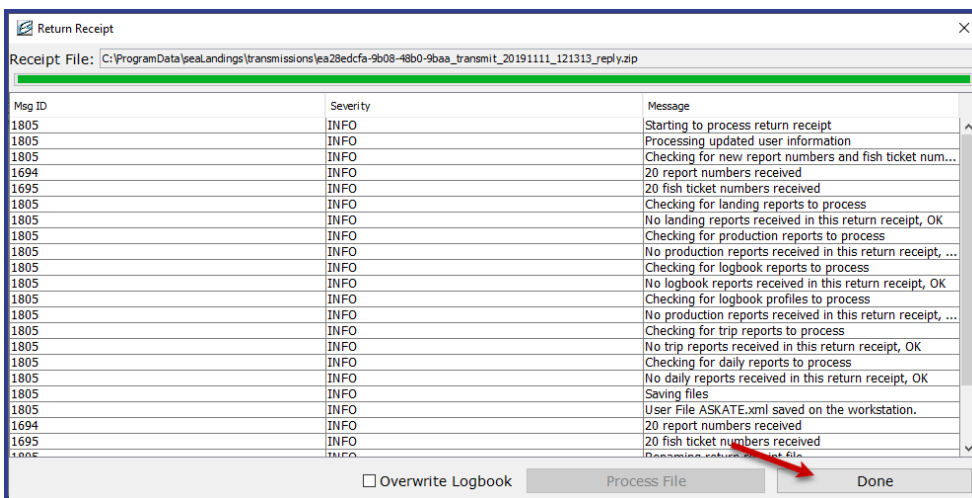
- Double click on the file name, then click Open.



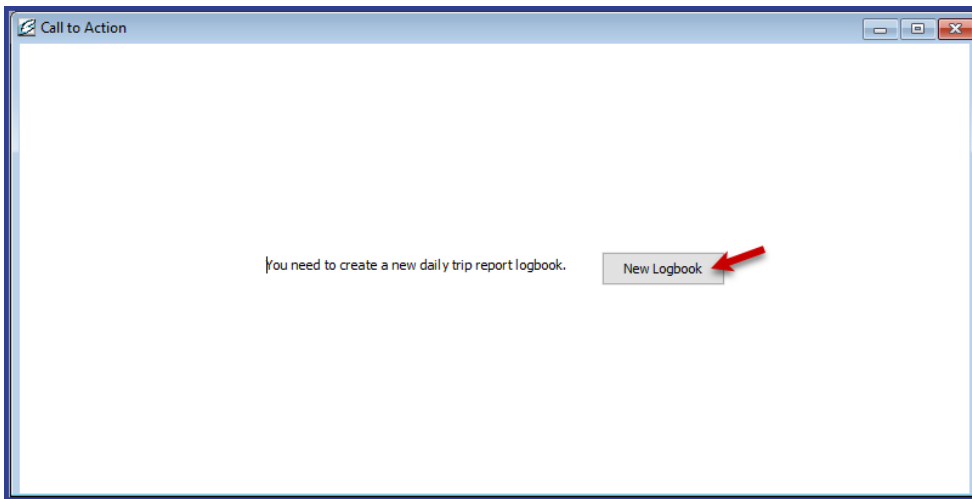
- The Return Receipt window will open, and you will need to click "Process File."



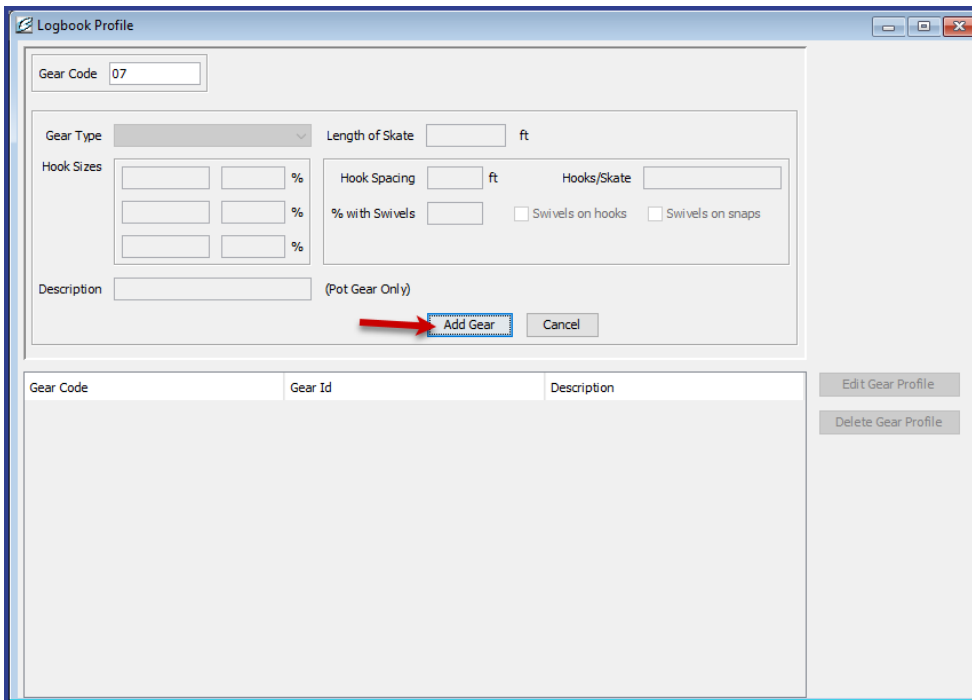
- Once the file is finished processing, click the "Done" button to finish processing.



- Now you are ready to create your logbook! Click "New Logbook" to begin.



- The Logbook Profile window will open and allow you to enter your gear type.
 - If you are using Trawl gear, enter code 07, or 47
 - If you are using longline gear enter code 61, then enter the additional required information including gear type, length of skate, hook size, hook spacing, the percent with swivels and swivel types.
 - In this example, we are using trawl gear.
- Enter the necessary information for the gear profile, then click "Add Gear" to create the gear profile.



- When you have selected "Add Gear," the logbook start-up wizard will move you on to the Trip Report window where you register your first trip.
 - Trip Reports are categorized alphabetically
 - Trip Report names cannot be changed.
 - Trip A of every year will start on January 1 of the current fishing year.
- Enter the information for January 1 of the 2023 year.
- If you were not fishing, don't worry, it will give you the option in the next step to denote that you were not fishing and inactive on January 1.
- Click "Add trip information." You will then be presented with an option to be active or inactive on the first of the year.

Trip Report A 01/01/2019

Start Date: 01/01/2019 Trip Name: A

Operator Name: William Bligh Crew Size: 8

Weight UOM: Metric Tons Depth UOM: Fathoms

Observer 1: Cruise Number:

Observer 2: Cruise Number:

Observer 3: Cruise Number:

Add Trip Information Cancel

Trip Activity

Date	Activity

Go Active
Go Inactive
Delete Activity

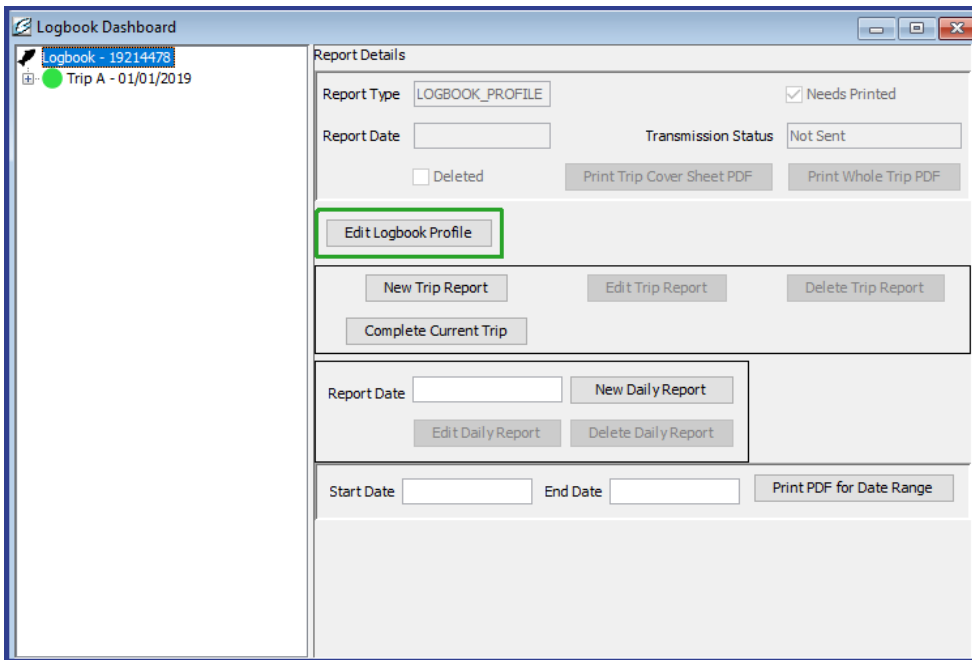
- In this example we are going to be active on the first of the year.
- I entered my trip information, and then selected "Go Active, Currently Fishing" to have my logbook reflect that I was NOT fishing on the first of the year.
 - If you were active on the first of the year, you would simply choose "Go Inactive, Not currently Fishing," instead.

First Trip of the Year

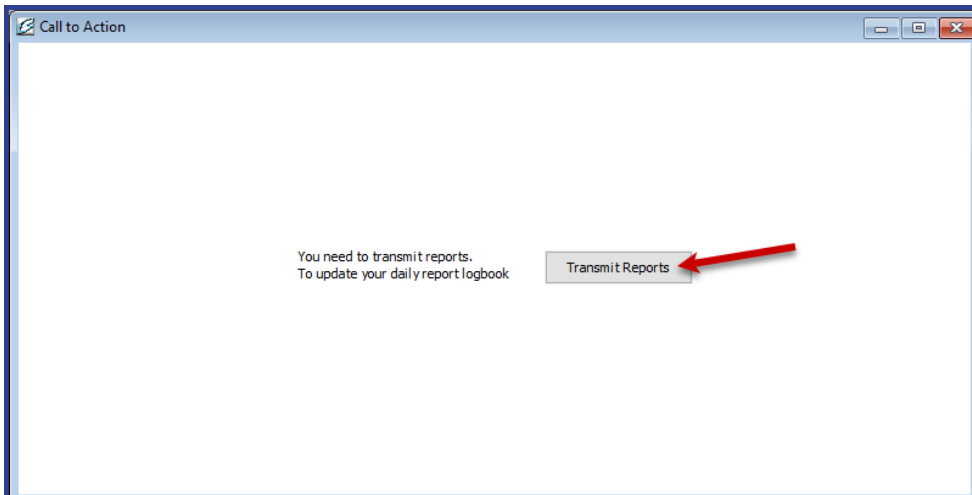
The first trip of the year must start on January first. If you are not currently fishing, go inactive. If you are currently involved in fishing, go active.

Go Inactive, not currently fishing Go Active, Currently Fishing

- When you have entered the trip information and selected your status for the first of the year, the Logbook Dashboard will open. This window is your main control center for your logbook.



Don't forget that once your logbook is created, you will need to transmit again to finish registering your logbook.



See [Navigating the Logbook Dashboard](#) to continue.

Click below to download these instructions.

[Registering a Logbook.pdf](#)