

# 2024 Madison SRP Electronic Shuttle Report Log Requirements and Instructions

## Overview

Please use the following guidelines to enter and submit all 2024 Madison River Shuttle trips. Be aware that alternately formatted electronic logs (including previous versions), incomplete, and improperly completed logs will not be accepted. Also, we **require that BOTH the electronic version AND a print-out of report log** be submitted to FWP. FWP will still accept handwritten logs, but because electronic report logs will be less time consuming to process, they will be given priority. If you anticipate early season trips, we strongly suggest submitting electronic logs.

## General Requirements

- The only two report logs FWP will accept are the official 2024 Electronic Shuttle Report Logs and the official 2024 handwritten Shuttle 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 or files submitted in other ways. **Please submit your electronic report to madison.fwp.report@gmail.com.**
- **FWP WILL NOT ACCEPT ANY REPORTS THAT ARE NOT SUBMITTED IN CHRONOLOGICAL ORDER.**
- The Electronic Shuttle Report Logs must be submitted **BOTH** electronically and as a print-out with the remainder of the report materials. Submissions that lack either of these formats will not be accepted and **FWP will not issue a 2025 permit until BOTH are submitted.**
- **All information for every trip is required. INCOMPLETE REPORTS WILL BE RETURNED.**

## Header Info

The **Permittee Name** and **SRP Permit #** cells at the top of the report log must be completed or the report will be returned.

## Date

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

## Access Sites

Enter the appropriate Put-in and Take-out sites by selecting from the drop-down menu or typing the first few letters into the cell. Drop off and pick up entries are limited to the **EXACT** site names listed in the drop-down menu. **Copying and pasting site names from other files into the 2024 Madison Electronic Use Shuttle Report File will NOT work and reports containing alternate site names 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 extreme proximity to each other while other sites have multiple names listed to account for alternate names. While this list of sites accounts for well over 95 percent of Madison sites used it is not exhaustive. If you are certain a site you used is not on the list select "Other".

### **Number of Shuttles**

Enter the total number of shuttles for the date entered between the pick-up and drop off points selected from the dropdown menu, (i.e. 1, 2, 3, etc.).

### **Unadjusted Gross Revenue**

Enter the total gross revenue received for the trip. This will automatically format to include a dollar sign and two decimal places.

### **Adjusted Revenue for Shuttles**

This cell will automatically calculate the fee due for this row based on the site type(s) and total revenue. The Total Revenue, Total Adjusted Revenue, and Total 3% Payment at the top of the spreadsheet will also automatically update after each entry.

### **Submittal**

Save a copy of your completed 2024 Madison Logs using your name to identify the file, for example "Doe, John 2024 Madison Shuttle Report". **Be sure to save a copy for your records in the case that we do not receive the file electronically.** Please submit your electronic log to [madison.fwp.report@gmail.com](mailto:madison.fwp.report@gmail.com). You will be sent an email verification when we receive your electronic logs. You must also print out a hard copy of your entire Madison Shuttle Log to submit with the remainder of your report materials. Make sure you select "landscape" orientation when printing so that the logs do not exceed one page in width. 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. 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 406-702-3402 or [apuls@mt.gov](mailto:apuls@mt.gov).