

How to Submit a Fishing Contest Report

California Department of Fish and Wildlife

Inland Fisheries Assessment
and Monitoring Program

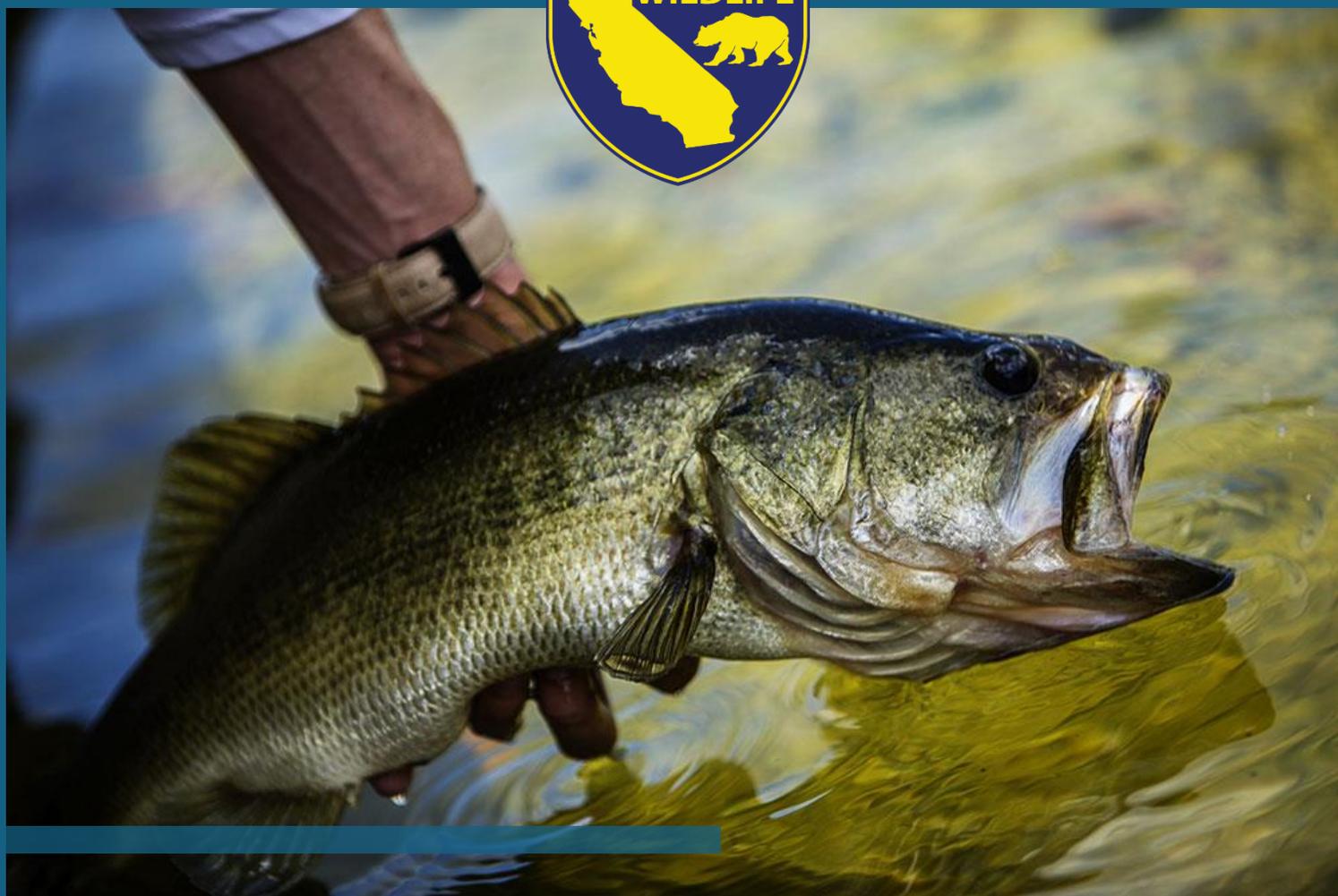


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Creating a Data Portal Login

- This Data Portal login is different from your hunting and fishing Online License Sales and Services login.
- An account only needs to be created once. If you have already created an account, Skip steps 1-3 and proceed to [“Submitting a Contest Report”](#).
- Retain your login information for future contest report submissions.

Step 1: Navigate to the CDFW [Data Portal Create Account](#) webpage.

Step 2: Certify you are at least 18 years of age by checking the age of consent checkbox, enter your personal information, and click the “create” button at the bottom of the page.

California Department of Fish and Wildlife

Home | Data Portal | Document Library | My Account | Help

Login | Forgot Password | Create Account | Activate Account

MY ACCOUNT

- Login
- Forgot Password
- Create Account
- Activate Account

Create Account

INSTRUCTIONS

In order to create an account with the Department of Fish and Wildlife, you must complete a two step process.

Step One: Complete this form by entering all of the required information. When you click the *create* button, an email will be sent to you with information needed to complete step two.

Step Two: In step two, you will activate your account using the information provided in the email from step one. Once your account is activated, you will be able to login.

Note: Fish and Wildlife employees already have access using their network account. Attempting to create an account with a CDFW email address will fail. Use your network username and password to login. If you do not have a network login, have your supervisor contact the Help Desk.

Personal Information

Age of Consent: I certify that I am at least 18 years old

State law restricts the collection of personal information from minors. If you are a minor, please have your parents create an account instead. For more information, refer to our [conditions of use](#).

First Name:

Middle Initial: (optional)

Last Name:

Address Line 1:

Address Line 2: (optional)

City:

Country: United States of America

State (if US): California

ZIP (Postal) Code:

Login Information

Email:

Password Requirements:

- Passwords must have from 15 to 50 characters.
- Passwords must have at least one upper case letter, one lower case letter, one number and one non-alphanumeric character.
- Passwords may only contain ASCII letters, numbers, symbols and punctuation. Space or tab characters are not allowed.
- New passwords must be different than the current password and the previous 10 passwords.

New Password:

Confirm Password:

Step 3: An email with a verification link will be sent from CDFW to the email address you entered. Navigate to your email and click the link provided in the email. Your new account is now ready.

The screenshot shows the California Department of Fish and Wildlife website. At the top left is the logo with a bear and the text 'CALIFORNIA DEPARTMENT OF FISH and WILDLIFE'. To the right is a search bar with 'GO' and a link to 'Skip to: Content | Footer | Accessibility'. Below the logo is a navigation menu with 'Home', 'Data Portal', 'Document Library', 'My Account', and 'Help'. A secondary menu below that includes 'Login', 'Forgot Password', 'Create Account', and 'Activate Account'. The main content area is titled 'MY ACCOUNT' and contains a list of links: 'Login', 'Forgot Password', 'Create Account', and 'Activate Account'. The 'Activate Account' link is selected, and the page content displays 'Activate Account' with a sub-header 'Account activated.' and the text 'Now that your account is activated, you may [log in](#).'

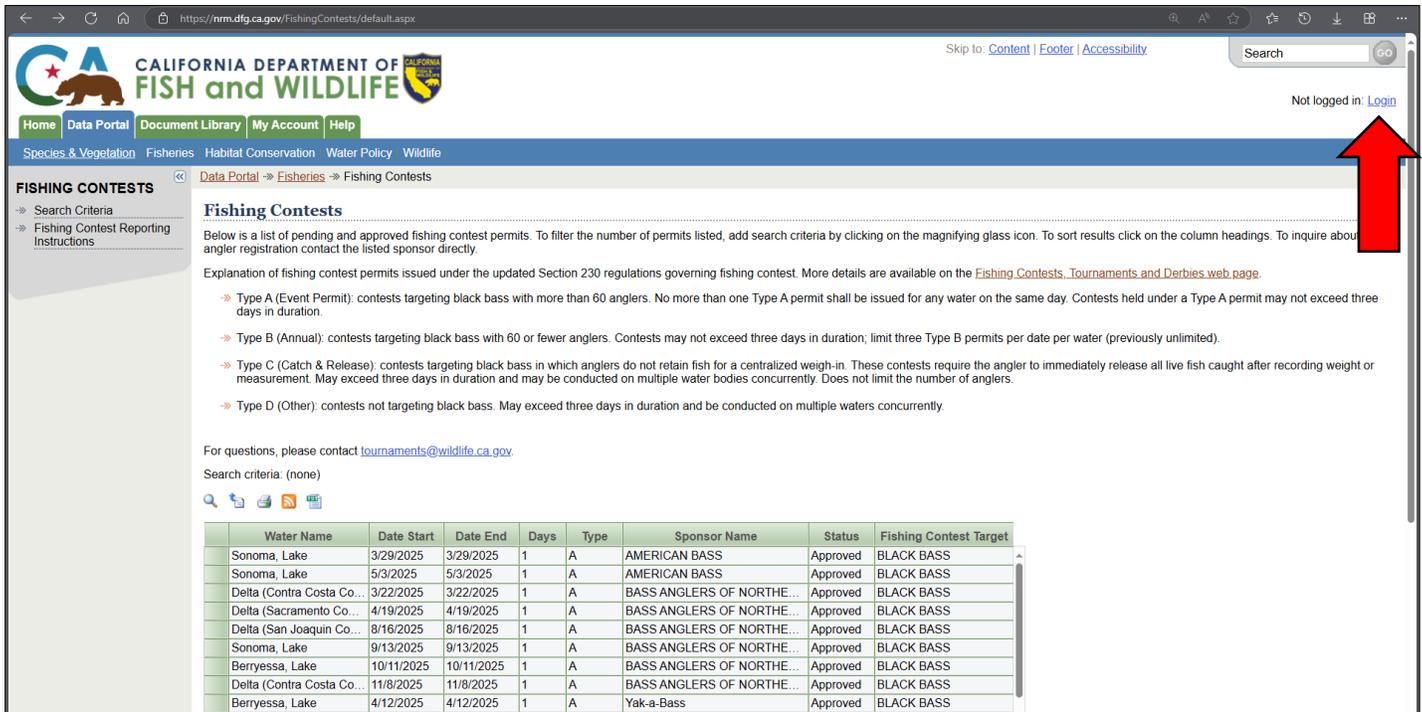
Step 4: Proceed to "[Submitting A Contest Report](#)" for instructions on how to login and submit your report.

Submitting A Contest Report

Step 5: Once you have created and verified your account, you are now ready to login and begin submitting your contest report.

Step 6: Navigate to the Fish and Wildlife [Data Portal Fishing Contest page](#). Save this link for future contest report submissions.

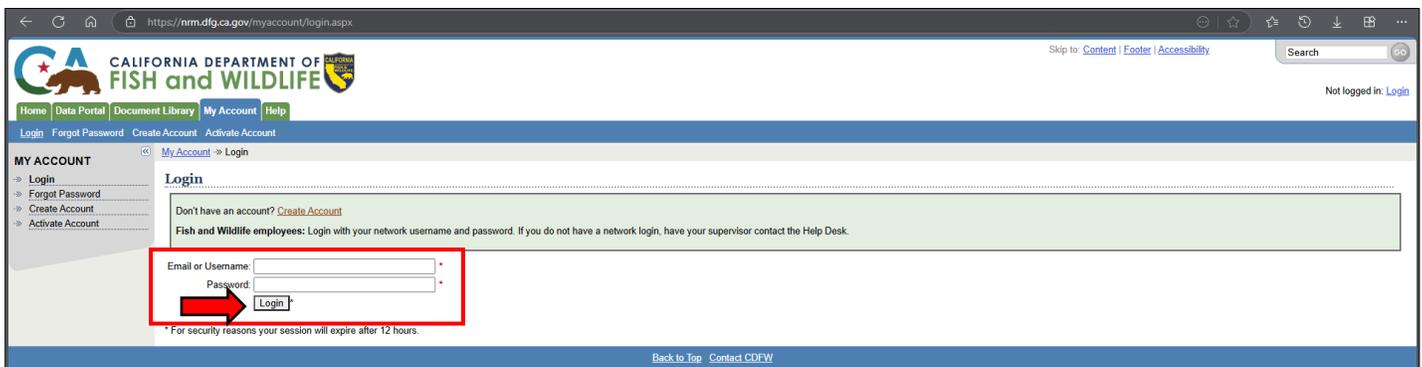
Step 7: Select "Login" at the top right corner of the webpage.



The screenshot shows the California Department of Fish and Wildlife website. The top navigation bar includes links for Home, Data Portal, Document Library, My Account, and Help. The main content area is titled "Fishing Contests" and contains a list of pending and approved fishing contest permits. A table lists the following contests:

Water Name	Date Start	Date End	Days	Type	Sponsor Name	Status	Fishing Contest Target
Sonoma, Lake	3/29/2025	3/29/2025	1	A	AMERICAN BASS	Approved	BLACK BASS
Sonoma, Lake	5/3/2025	5/3/2025	1	A	AMERICAN BASS	Approved	BLACK BASS
Delta (Contra Costa Co...	3/22/2025	3/22/2025	1	A	BASS ANGLERS OF NORTHE...	Approved	BLACK BASS
Delta (Sacramento Co...	4/19/2025	4/19/2025	1	A	BASS ANGLERS OF NORTHE...	Approved	BLACK BASS
Delta (San Joaquin Co...	8/16/2025	8/16/2025	1	A	BASS ANGLERS OF NORTHE...	Approved	BLACK BASS
Sonoma, Lake	9/13/2025	9/13/2025	1	A	BASS ANGLERS OF NORTHE...	Approved	BLACK BASS
Berryessa, Lake	10/11/2025	10/11/2025	1	A	BASS ANGLERS OF NORTHE...	Approved	BLACK BASS
Delta (Contra Costa Co...	11/8/2025	11/8/2025	1	A	BASS ANGLERS OF NORTHE...	Approved	BLACK BASS
Berryessa, Lake	4/12/2025	4/12/2025	1	A	Yak-a-Bass	Approved	BLACK BASS

Step 8: Login with your email address and password you created.



The screenshot shows the "MY ACCOUNT" section of the website, specifically the "Login" page. The login form includes the following fields and elements:

- Input field for "Email or Username"
- Input field for "Password"
- A "Login" button

A red box highlights these three elements, and a red arrow points to the "Login" button. Below the form, there is a note: "For security reasons your session will expire after 12 hours."

Step 9: Once logged in, select the "Submit Fishing Contest Report" link on the left side of the webpage.

You must first be logged in before the option to submit a fishing contest report appears on the webpage.

The screenshot shows the California Department of Fish and Wildlife website. The left sidebar contains a menu with the following items: Search Criteria, Fishing Contest Reporting Instructions, and Submit Fishing Contest Report. A red arrow points to the 'Submit Fishing Contest Report' link. The main content area is titled 'Fishing Contests' and includes a list of contests with the following table:

Water Name	Date Start	Date End	Days	Type	Sponsor Name	Status	Fishing Contest Target
Sonoma, Lake	3/29/2025	3/29/2025	1	A	AMERICAN BASS	Approved	BLACK BASS
Sonoma, Lake	5/3/2025	5/3/2025	1	A	AMERICAN BASS	Approved	BLACK BASS
Delta (Contra Costa Co...	3/22/2025	3/22/2025	1	A	BASS ANGLERS OF NORTHE...	Approved	BLACK BASS
Delta (Sacramento Co...	4/19/2025	4/19/2025	1	A	BASS ANGLERS OF NORTHE...	Approved	BLACK BASS
Delta (San Joaquin Co...	8/16/2025	8/16/2025	1	A	BASS ANGLERS OF NORTHE...	Approved	BLACK BASS
Sonoma, Lake	9/13/2025	9/13/2025	1	A	BASS ANGLERS OF NORTHE...	Approved	BLACK BASS
Berryessa, Lake	10/11/2025	10/11/2025	1	A	BASS ANGLERS OF NORTHE...	Approved	BLACK BASS
Delta (Contra Costa Co...	11/8/2025	11/8/2025	1	A	BASS ANGLERS OF NORTHE...	Approved	BLACK BASS
Berryessa, Lake	4/12/2025	4/12/2025	1	A	Yak-a-Bass	Approved	BLACK BASS
Delta (Contra Costa Co...	4/25/2025	4/27/2025	3	A	NEWJENBASS.COM	Approved	BLACK BASS
Delta (Contra Costa Co...	6/8/2025	6/8/2025	3	A	NEWJENBASS.COM	Approved	BLACK BASS

Step 10: Use the drop-down menus to enter your permit number. Enter the **first 2 digits of the permit number** (the year your contest was held) and the **3rd digit of the permit number** (the region your contest was permitted in). Then, use the text field to enter the **last 3 digits of your permit number**. Click the "Search" button after you have input your permit number.

Ensure to include the leading zero(s) in permit numbers 001 through 099 (e.g. xx-x-012 or xx-x-005)

The screenshot shows the 'Fishing Contest Reporting' page. The left sidebar contains a menu with the following items: Search Criteria, Fishing Contest Reporting Instructions, and Submit Fishing Contest Report. A red arrow points to the 'Submit Fishing Contest Report' link. The main content area is titled 'Fishing Contest Reporting' and includes a 'Permit Search' section with the following form:

Permit Search

Enter Your Permit Number

(The permit # is located near the bottom of Page 2 or lower left portion of back side if one page document.)

First 2 Digits of Permit Number:	Select...	Year your contest begins in.
3rd Digit of Permit Number:	Select...	Region of the contest. Will be a single digit 1-6.
Last 3 Digits of Permit Number:		3 digits.

Search Clear

Step 11: The Permit Info and Contest Instance(s) boxes will generate below the permit search. This will display all completed contests associated with the permit number that are awaiting reporting. Click "Select" on the contest you wish to report.

The screenshot shows the 'Fishing Contest Reporting' page. At the top, there are navigation tabs: Home, Data Portal, Document Library, My Account, and Help. Below these are links for Species & Vegetation, Fisheries, Habitat Conservation, Water Policy, and Wildlife. The breadcrumb trail is: Data Portal > Fisheries > Fishing Contests > Submit Fishing Contest Report.

FISHING CONTESTS

- Search Criteria
- Fishing Contest Reporting Instructions
- Submit Fishing Contest Report

Fishing Contest Reporting

Reporting for fishing contest permits issued after July 1, 2023, under the updated Section 230 regulations

If your permit was issued before July 1, 2023 under the previous fishing contest permitting regulations, please submit your contest report through the [Black Bass Contest Reporting Form](#) or email your report to ContestReportsFB@wildlife.ca.gov. See the [Fishing Contests, Tournaments and Derbies](#) web page for more details.

For questions, please contact tournaments@wildlife.ca.gov.

Permit Search

Enter Your Permit Number

(The permit # is located near the bottom of Page 2 or lower left portion of back side if one page document.)

First 2 Digits of Permit Number:	25	Year your contest begins in.
3rd Digit of Permit Number:	1	Region of the contest. Will be a single digit 1-6.
Last 3 Digits of Permit Number:	009	3 digits.

Search Clear

Permit Info

Permit Number: 25-1-009
 Permit Type: A (Event)
 Sponsor Name: Your sponsor name

Contest Instance(s)

Select	Start Date	End Date	Water Name	Target Species
Select	01/11/2025	01/12/2025	Shasta Lake	BLACK BASS

Submitting a Held Contest Report

If your contest was cancelled, skip to step 13, "[Submitting a Cancelled Contest Report](#)".

Step 12: Once you have selected the desired contest you would like to report, input the Submitter Information, Contest Type and Status, and Contest Results Information. Once all relevant information is input, click the "Submit" button.

The screenshot shows the 'Fishing Contest Reporting' page, specifically the 'Contest Report Form'. The breadcrumb trail is: Data Portal > Fisheries > Fishing Contests > Submit Fishing Contest Report > Submit Fishing Contest Report - Report Form.

Fishing Contest Reporting

Contest Report Form

Fields marked * are required

Section 1. Selected Permit Information

Permit Number: 25-1-009
 Permit Type: A (Event)
 Start Date: 01/11/2025
 End Date: 01/12/2025
 Water Name: Shasta Lake
 Target Species: BLACK BASS

Section 2. Submitter Information

* First Name:
 * Last Name:
 * Email:
 * Telephone:

Contest Type and Status:

* Is Contest Cancelled?: No Yes

Section 3. Contest Results Information

* Number of Participants: Anglers

* Total Fish by Species

Species	Alive	Dead
<input type="text" value="e.g., 500"/>	<input type="text" value="e.g., 50"/>	

* Total Weight: (Combined weight of all fish) lbs.

* Total Length: (Combined length of all fish) in.

Largest Fish Species: lbs.

Largest Fish Weight: in.

Largest Fish Length: in.

Submit Clear Form

Submitting a Cancelled Contest Report

If a contest was cancelled and was not reported as cancelled to the CDFW regional contest permit manager prior to the contest date, you are required to report your contest as cancelled using step 13 below.

Step 13: (Cancelled contest only) To report your contest as cancelled, complete steps 5 through 11, "[Submitting A Contest Report](#)", and step 13. Select "Yes" in the "Is Contest Cancelled?" field and click "Submit" to complete the report.

Home Data Portal Document Library My Account Help

Species & Vegetation Fisheries Habitat Conservation Water Policy Wildlife

FISHING CONTESTS

Data Portal → Fisheries → Fishing Contests → Submit Fishing Contest Report → Submit Fishing Contest Report - Report Form

Start Over Fishing Contest Reporting - Permit Search

Fishing Contest Reporting

Contest Report Form

Fields marked * are required

Section 1. Selected Permit Information

Permit Number: 25-1-009

Permit Type: A (Event)

Start Date: 01/11/2025

End Date: 01/12/2025

Water Name: Shasta Lake

Target Species: BLACK BASS

Section 2. Submitter Information

* First Name: John

* Last Name: Doe

* Email: test@test.com

* Telephone: (123) 456-7890

Contest Type and Status:

* Is Contest Cancelled?: No Yes

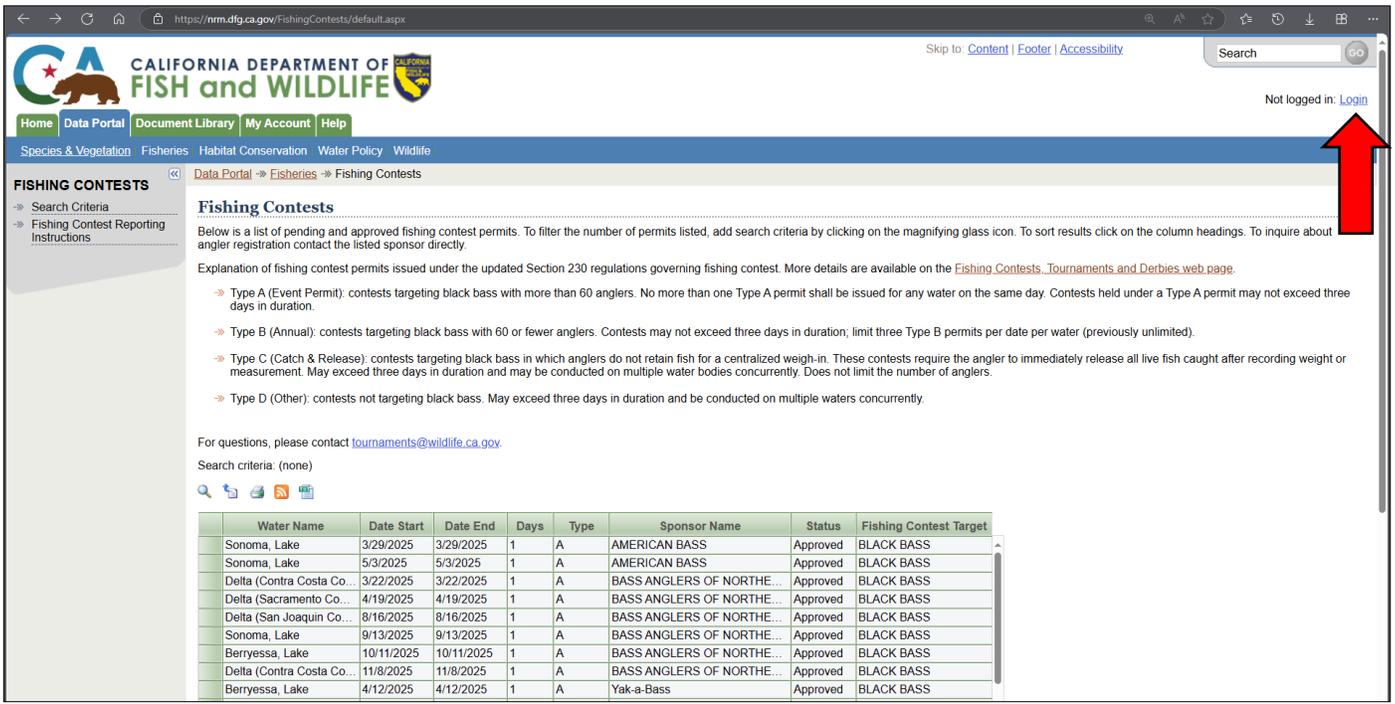
Submit Clear Form

Submitting a Report for a Cancelled Contest

Reset a Forgotten Password

Step 14: To reset your password, navigate to the Fish and Wildlife [Data Portal Fishing Contest page](#).

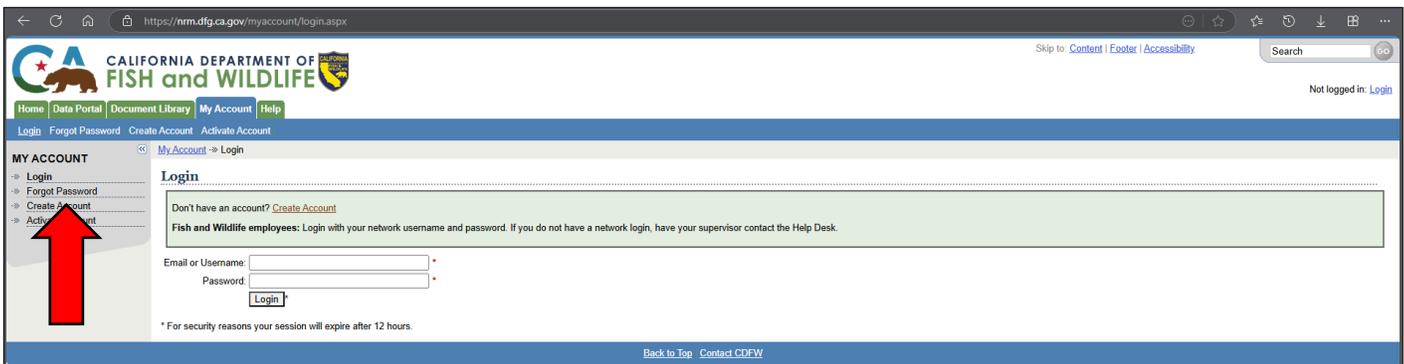
Step 15: Select "Login" at the top right corner of the webpage.



The screenshot shows the California Department of Fish and Wildlife website. The top navigation bar includes 'Home', 'Data Portal', 'Document Library', 'My Account', and 'Help'. The 'My Account' menu is expanded, showing 'Login', 'Forgot Password', 'Create Account', and 'Activate Account'. A red arrow points to the 'Login' link in the top right corner. The main content area displays 'Fishing Contests' with a list of pending and approved fishing contest permits.

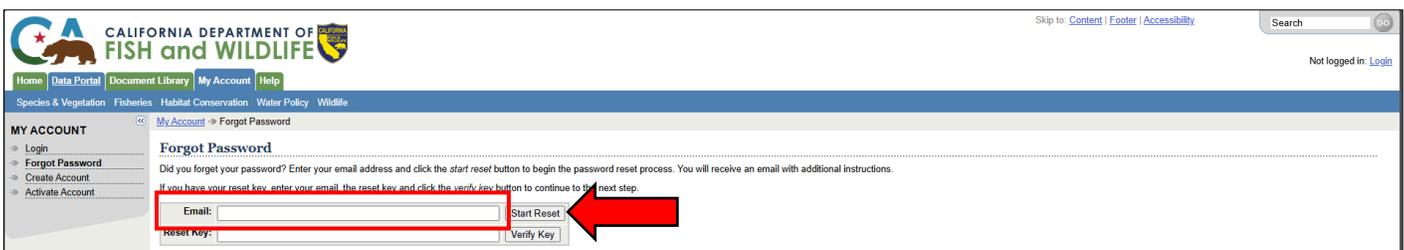
Water Name	Date Start	Date End	Days	Type	Sponsor Name	Status	Fishing Contest Target
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Delta (Sacramento Co...	4/19/2025	4/19/2025	1	A	BASS ANGLERS OF NORTHE...	Approved	BLACK BASS
Delta (San Joaquin Co...	8/16/2025	8/16/2025	1	A	BASS ANGLERS OF NORTHE...	Approved	BLACK BASS
Sonoma, Lake	9/13/2025	9/13/2025	1	A	BASS ANGLERS OF NORTHE...	Approved	BLACK BASS
Berryessa, Lake	10/11/2025	10/11/2025	1	A	BASS ANGLERS OF NORTHE...	Approved	BLACK BASS
Delta (Contra Costa Co...	11/8/2025	11/8/2025	1	A	BASS ANGLERS OF NORTHE...	Approved	BLACK BASS
Berryessa, Lake	4/12/2025	4/12/2025	1	A	Yak-a-Bass	Approved	BLACK BASS

Step 16: Select "Forgot Password" in the navigation options on the left side of the webpage.



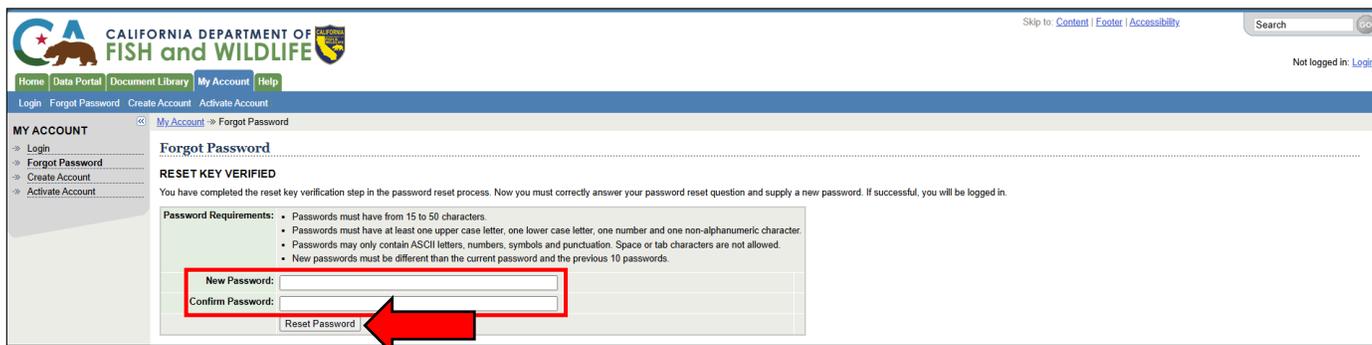
The screenshot shows the 'My Account' page with the 'Login' sub-menu selected. A red arrow points to the 'Forgot Password' link in the left navigation menu. The main content area displays the login form with fields for 'Email or Username' and 'Password', and a 'Login' button.

Step 17: Enter your email and select "Start Reset".



The screenshot shows the 'Forgot Password' page. The 'Forgot Password' sub-menu is selected in the left navigation menu. The main content area displays the password reset form with fields for 'Email' and 'Reset Key', and buttons for 'Start Reset' and 'Verify Key'. A red arrow points to the 'Start Reset' button.

Step 18: You will receive an email from CDFW. Click the link provided in the email. This will navigate back to the CDFW Data Portal for the password reset. Enter your new password, ensuring it meets the password requirements listed. Select “Reset Password”.



Step 19: Now that your new password is set, navigate to the [Data Portal Login page](#) to sign into your account.

Who must submit a Fishing Contest Report

- All contest permit holders must submit a contest report (Permit types A, B, C, and D) in accordance with California Code of Regulations Title 14, Section 230(n), which states the following:

“Submission of Reports. Permittees shall electronically complete and submit a report on a standard form, FISHING CONTEST REPORT, DFW 776 ... within 30 days after the completion of each contest, following the submission procedures described on the form. Completed reports shall be submitted online via the department's Inland Fishing Contest webpage. The permittee shall answer all the questions thereon relating to the contest, so that department personnel may monitor the impact of such contests on fisheries resources”

- If a contest was cancelled and was not reported as cancelled to the CDFW regional contest permit manager prior to the contest date, you are required to report your contest as cancelled through the CDFW Data Portal, as described on page 5 above.
- Please direct any questions regarding submission of contest reports to Tournaments@wildlife.ca.gov