

# GUIDELINES TO COMPLETING BUNDABERG SPORTFISHING CLUB CAPTURE SHEETS

Most of the items that you need to fill in on this Capture Sheet are self explanatory, but a few may be confusing to begin with, so I'll simplify these here, and have set this out by section from the left hand of the Form:

- The **Name** is self explanatory, but you do need to fill one out for each person. Don't put multiple members on each sheet
- In the **Date** section, put the date of capture, not date you filled in the form!
- The **Species** is self explanatory, and I don't need scientific names.
- **Location** is also self explanatory, but I don't need specifics, just a general area
- Overall **Length** please, NOT to the fork
- **Weight** is self explanatory.
- Can you please put **Line** as per the ANSA Rulebook - these are 1, 2, 3, 4, 6, 8, 10, 15, 24, 37, and 60kg for all Divisions except Handlining, which starts at 3kg, and All Tackle, which doesn't have a Line Class
- **(B)ait or (L)ure** should be self explanatory, so just put either B or L in the box
- The Fight **Factor** of each eligible species of fish are all in the list at the bottom of the form, or you can look them up in your ANSA Qld or ANSA National handbooks
- **Div** stands for Division and if you know which one you want the fish to go in, fill in this box, otherwise leave it to me and I will put your fish in the appropriate Division so you get maximum benefit
- If you're using the Excel spreadsheet version the **Points** will be automatically entered for you, but if you are using the .pdf version you will have to calculate the points. **Points Formula is: Weight of fish x Fight Factor x 100 / Line Strength.**
- **Witness/Witnesses** is self explanatory
- Now that you've completed the filling in, you can either **Submit by Email** direct to me by pushing this button, or **Print Form** and give to me or keep as your own record. If you're not comfortable filling the form out on the computer, you can also use the print function and fill the form out manually

**That's It!! Done, Simple...**