

ONLINE TROPHY ENTRY

TROPHY TALK



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It is with great pleasure that I present an overview on how to enter a trophy digitally on our new website. It's been a long time coming and we are to the point that I would like Official Measurers to start familiarizing themselves with the new site and submitting entries online. Given the detail of this process a complete step-by-step instructional PDF and video tutorial will be available in the OM Community online.

As covered in my last column, we are currently asking all our Official Measurers to renew with the Club for the

next two-year appointment period. This process is now available online. Go to the login tab in the upper right-hand corner and input your email and password. If your login is not working please try to reset your password. *Please do not create a new account, if you do it will not recognize you as an Official Measurer.* If you have any problems call the office and I will help you get squared away. Be aware that the system has been tested with Google Chrome and Firefox as functioning web browsers. Other browsers may not work properly.

Once you are able to log into the system and have confirmed you are renewed you will need to give myself or Kyle a call to be given permission to enter trophies online. We can help answer any questions you may have prior to beginning. *Please note, you will not be able to enter a trophy online without talking to one of us first.*

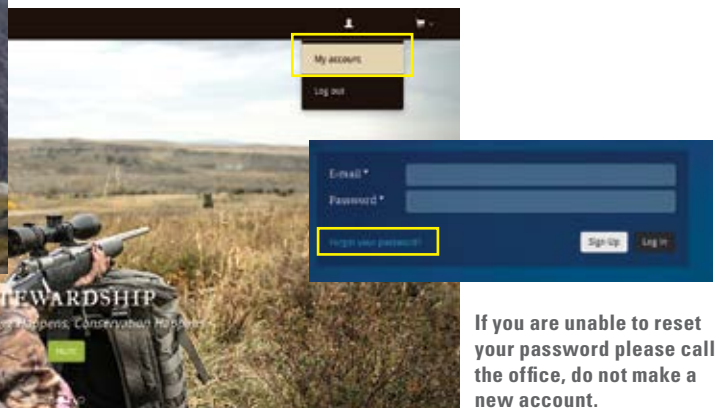
HELPING THE TROPHY OWNER

As a reminder, when you are contacted by a trophy owner to score a trophy the first two questions you should ask are, has it dried for 60 days at a habitable temperature and has it been scored before. If they answer that it has dried and not been scored before let

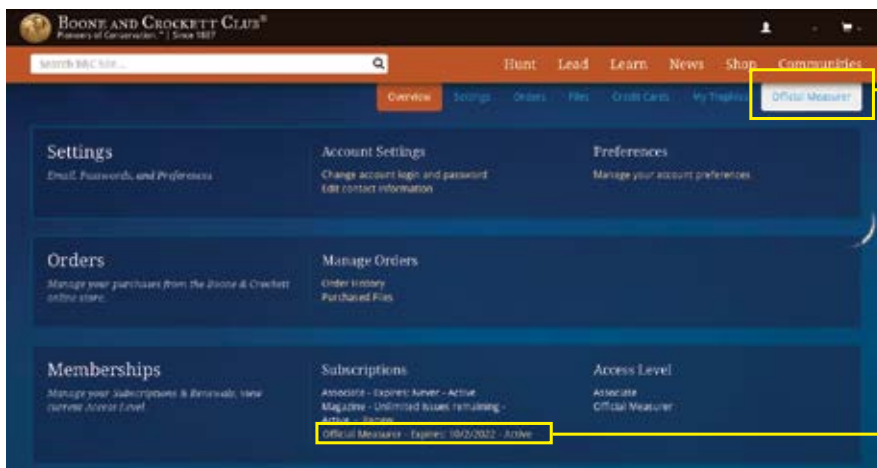
them know the entry materials they will need to bring with them—listed on the opposite page and available online. We are now asking that the trophy owner either confirms their existing account with Boone and Crockett or creates an account prior to entering the trophy if they don't have one. If they have a previous entry or have ever purchased anything from us they should have an account. If they have an entry and cannot locate



Log in to access your account. If you do not remember your password you can reset it. Once you have logged in, select 'My Account' from the drop down menu located by clicking on your username in the upper right corner of the web page.



If you are unable to reset your password please call the office, do not make a new account.



RENEW AS AN OFFICIAL MEASURER

After you log in click on the Official Measurer tab.

Once you have renewed you can see your expiration date under your Memberships and Subscriptions. See the Winter 2020 issue of *Fair Chase* for complete renewal instructions.

NOTE: YOU WILL NOT BE ABLE TO BEGIN THE ONLINE TROPHY ENTRY PROCESS WITHOUT FINALIZING YOUR RENEWAL AND CALLING B&C HEADQUARTERS AT 406/542-1888 AND SPEAKING WITH EITHER JUSTIN OR KYLE. THEY WILL UPDATE YOUR ONLINE PERMISSIONS TO ALLOW YOU ACCESS TO THE ENTRY SYSTEM.

NOTE: Please continue to follow all CDC guidelines regarding travel, social distancing and maintaining personal safety during this time.



If the trophy owner is setting up a new account please encourage complete and accurate information. Using their legal name instead of a nickname will help the approval process at Headquarters. **If they think they have an account but cannot log in DO NOT make a new account.** Please contact Headquarters for assistance.

their account they can try resetting their password or they can contact the office. *It is important to not create a new account.* Duplicate accounts for one person can cause confusion and slow down the acceptance process. They will receive an email confirmation once they have set up their account. This information needs to be accurate, as this allows us to correspond with the trophy owner via email regarding material needs, payments and their trophy acceptance.

When they arrive go ahead and score the trophy as you normally would, filling

out the score chart. If you would like, they can fill out the Hunter, Guide, and Hunt Information Sheet and Entry Affidavit—which you must witness as the OM—while there, but you will need to have a scanner or take a photo of the document with your phone to be able to upload the files online. Downloadable PDFs for these documents are available online.

Once you are ready to begin submitting the entry, log into your account then select 'My Trophies'. Once this page opens you will see an 'Add Trophy' button in the upper right corner.

TROPHY OWNER ONLINE SUBMISSIONS

Once the Official Measurer has started the online trophy entry process the trophy will be visible in the trophy owner account under 'My Trophies'. If additional materials are needed the trophy owner can upload the files themselves. They can also pay their trophy entry fee online.

ENTRY REQUIREMENTS FOR BOONE AND CROCKETT TROPHIES

NOTE: The trophy must have dried for 60 days at a habitable temperature and has not been scored before.

- **Current original score chart, signed and dated by a B&C Official Measurer.**
- **The \$40 entry fee, which is nonrefundable, is payable in cash, personal check, money order, credit card, etc.***
- **Clearly focused photographs of trophy front, right side, and left side of horns or antlers. For skulls, include photographs of front, top, right side, and left side.**
- **Entry Affidavit** or Materials Release Form*****
- **Hunter, Guide, and Hunt Information Sheet****
- **Copy of hunting license/big-game tag/salvage permit used to take or possess the trophy.****
- **A narrative including pertinent information about how the trophy was acquired, condition of trophy (if found), dates, bills of sale, etc.*****

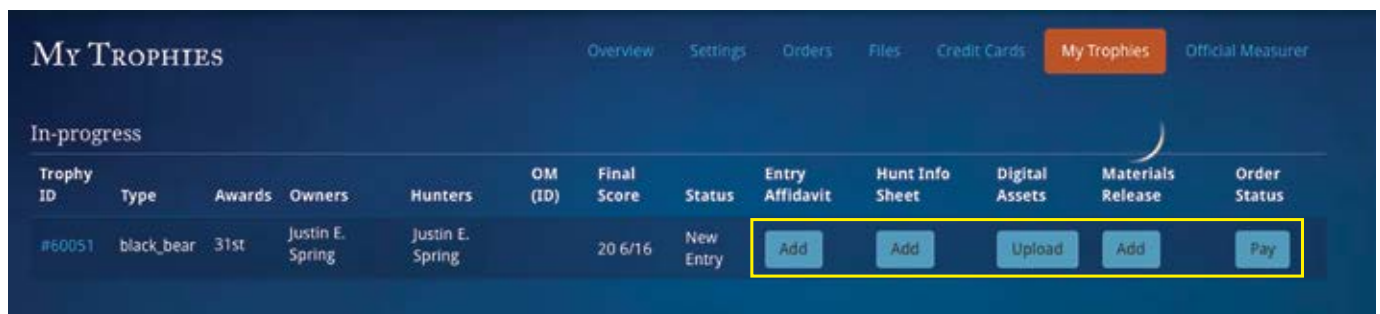
* Measurers, museums, Game and Fish agencies, etc. are exempt from paying the entry fee.

** Does not apply to trophies of unknown origin or picked-up trophies.

*** Applies only to trophies of unknown origin or picked-up trophies.

SENDING YOUR TROPHY ENTRY MATERIALS

1. **BY MAIL:** If you are unable to upload all or part of the trophy entry materials you can mail them into headquarters.
2. **SCAN AND UPLOAD:** The front, right, and left photos can be scanned in or uploaded from a computer or phone and added to the trophy. See page 67 for more information on uploading photos.
3. **ONLINE FORMS:** The Hunter, Guide, and Hunt Information Sheet and Entry Affidavit can be signed and submitted using an online form available to the trophy owners through their account or during the trophy entry process in the Official Measurer's account.

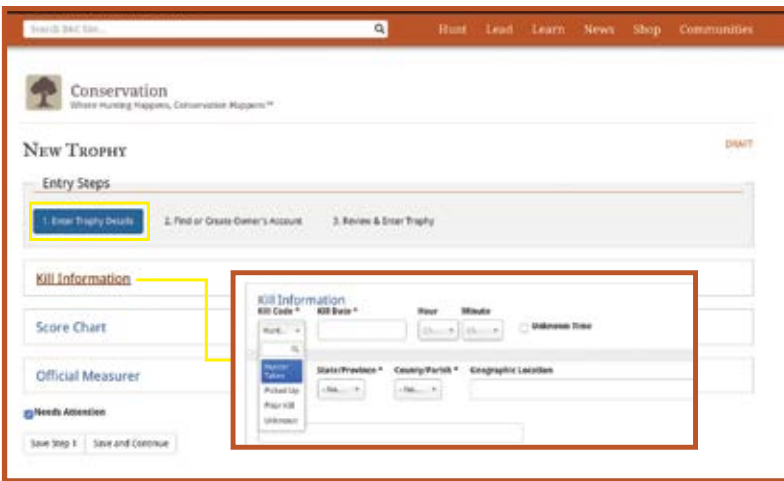




In the 'My Trophies' section you will select **Add Trophy** to begin entering a new trophy. You will also be able to check the status of any of the trophies you have scored.

A green check mark indicates the materials have been submitted.

You or the trophy owner can pay the trophy fee online.



ENTERING TROPHY INFORMATION

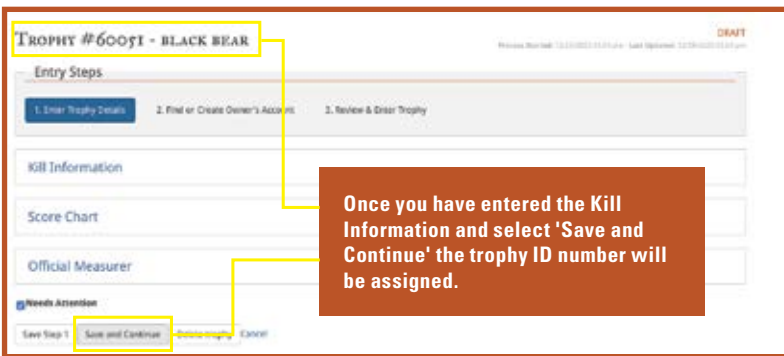
Once you select 'Add Trophy' you will have three tabs to fill out: Kill Information, Score Chart, and Official Measurer. Begin by filling in all the kill information. If you don't have age data, be sure you click the 'Unknown Age' button.

NOTE: Saving your work along the way helps ensure your information doesn't get lost. There is a 'Save and Continue' button at the bottom of each page.

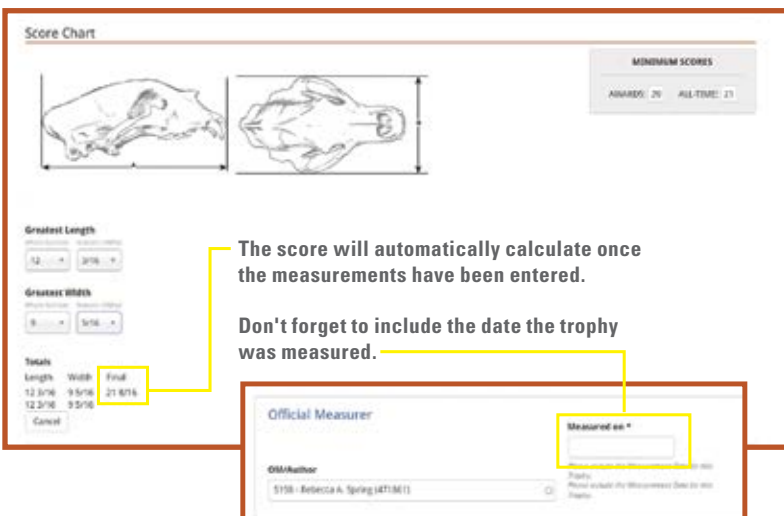
When you click on the score chart tab it will give you all the categories in a drop down menu. Select the category you wish to enter and it will bring up that particular category's score chart. Fill in the measurements as you normally would and check that your preliminary math is correct.

After the score has been entered, click on the Official Measurer tab. Your Official Measurer ID should auto-populate although you will need to manually put in the date which the trophy was measured. Once this is complete click 'Save and Continue'.

The next step is to assign a hunter and owner to the trophy. If you haven't already confirmed the trophy owner has an account in our system you will need to create one now. Without an account in our database you will not be able to complete their trophy entry. When you put in their information, it should pull up their account. If they have an account but you cannot locate it, make sure you are using the correct name for their account. For example, if I try Becky Spring it will not recognize the name but if I put in Rebecca Spring it will. Once the account is located select it. This will bring up a screen that has a box for the hunter. This is only to be filled out if the hunter differs from the owner. Otherwise just leave it blank.

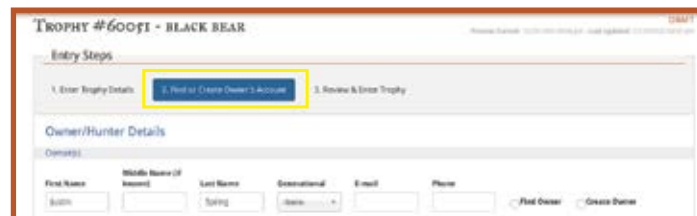


Once you have entered the Kill Information and select 'Save and Continue' the trophy ID number will be assigned.



The score will automatically calculate once the measurements have been entered.

Don't forget to include the date the trophy was measured.



ATTENTION:
A complete guide to entering a trophy will be available online in the Official Measurers Community. This will include a step-by-step downloadable PDF as well as a video tutorial you can follow along with.

NOTE: Don't worry about these 'warning' symbols. These are acceptance process notices that the Records Department will check.

After saving, more tabs will become available in the next step. This is the EA/HGH/Upload Photos tab. The trophy owner can manually fill in the Hunter, Guide, and Hunt Information Sheet and Entry Affidavit forms online through their account or the Official Measurer's. In addition, this is where photos can be uploaded.

To upload photos and any scanned documents the files need to be a .jpeg, .jpg or .png format and it is highly recommended that the files are labeled with the trophy ID number. In the upper-right corner, you will see a 'Create A New Trophy Atom' icon. This will bring up a window where you will add any images, including the entry photos, license, scanned score chart, Hunter, Guide, and Hunt Information Sheet, or signed Entry Affidavit. Once all the images are selected scroll down and click upload. This will send all your photos to the library. They should be sorted by date, most recently uploaded at the top. You can then drag the images from the photo library into the appropriate boxes.

The whole trophy entry process does not have to be completed at one time. As long as you continue to save your progress you can log back into your trophies area and add more information as time allows.

Once everything has been entered you can submit the entry.

Congratulations. You have digitally submitted an entry, please keep an eye on your email account as progress will be copied to your address requesting additional information or informing on acceptance. Also, once the trophy is accepted you will be able to go to your 'My Trophies' section and download and print your OM copy of the acceptance certificate. ■

In addition to uploading the Hunter, Guide, and Hunt Information Sheet and Entry Affidavit online forms can also be submitted.

NOTE: The best practice for uploading materials to an entry is to make sure each image/file is labeled with the correct trophy ID#. The ID# can be found at the top of the page. This will help keep your files organized in your file library once you start uploading files for multiple trophies. If you are taking photos to upload with your phone it is recommended you email them to yourself first so they can be properly labeled before upload.