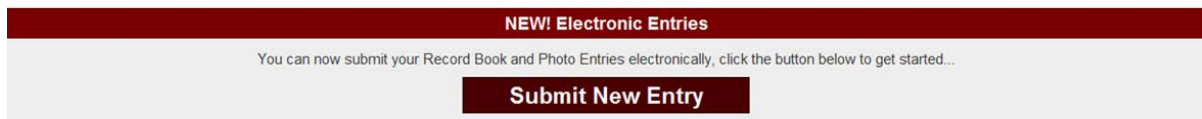


# How to Use the SCI Electronic Entry Submission Tool

The Online Record Book now accepts Record Book entries electronically. Our members are able to upload their official SCI score sheets and photos, choose the products they would like to purchase for their entries and pay for their entries all at once using this new tool!

**Getting Started:** All Online Submission must be accompanied by a completed SCI official score sheet or an SCI official photo entry form. Please be sure all forms are completed and signed, we will not be able to process any entries without the proper signatures!

Log into the SCI Online Record Book at [www.scirecordbook.org](http://www.scirecordbook.org) to begin the Online Entry Submission. Scroll down on the home page of the SCI Online Record Book to locate this banner:



**Step 1:** You will need to determine if you will be submitting a Record Book Entry or a Photo Entry.

## Submit Electronic Entries

Please choose the type of entry:

- Record Book Entry
- Photo Entry

**Start Entry**

**Record Book Entry-** if you have obtained a SCI Official Method form from an SCI Official Measurer that has measurements of the animal on it and it is signed and dated by the measurer.

**Photo Entry-** an Official Photo Entry form is filled out completely, this form will have NO measurements of the animal. You can submit any animal as a photo entry if the animal does not make the SCI minimum score, you do not want to have the animal measured or you are submitting your animal solely for World Hunting Awards purposes.

**Step 2:** You will now begin the entry submission process. All the fields in red are required. You will submit each entry one at a time and will be required to duplicate this process for each entry.

Red Fields are Required

Entry Information	
Entry Fee:	<input type="text" value="--Choose One--"/>
Animal:	<input type="text"/> <input type="button" value="Choose an Animal"/>
Method of Take:	<input type="text" value="--Choose One--"/>
Score Sheet and Photos	
Score Sheet:	<input type="text"/> <input type="button" value="Browse..."/>
Photo(s):	<input type="text"/> <input type="button" value="Browse..."/>
	<input type="text"/> <input type="button" value="Browse..."/>
	<input type="text"/> <input type="button" value="Browse..."/>
	<input type="text"/> <input type="button" value="Browse..."/>
	<input type="text"/> <input type="button" value="Browse..."/>
Horizontal photos preferred. The best photo will be selected for Online Record Book viewing	

You will first choose which products you would like for this entry. The drop down box will list all your options. If this is your first time ever entering an animal into the Record Book you can select the "First Entry Free" option and you will not have to pay for this entry. See below for details on our products:

Entry Information	
Entry Fee:	<input type="text" value="--Choose One--"/> <ul style="list-style-type: none"> <li>\$0 - 1st Entry Free</li> <li>\$35 - R.B. Entry Fee</li> <li>\$45 - R.B. Entry Fee &amp; Photo Upload</li> <li>\$80 - R.B. Entry Fee &amp; Medallion Award</li> <li>\$90 - R.B. Entry Fee, Medallion Award, Photo Upload</li> <li>\$135 - R.B. Entry Fee, Photo Medallion, Photo Upload</li> </ul>
Animal:	<input type="text"/>
Method of Take:	<input type="text"/>

**\$35 Record Book Entry Fee**

**\$45 Record Book Entry Fee & Upload Photo in Online Record Book for all members to view**

**\$80 Record Book Entry Fee & 6x8 wood Medallion Plaque with a medallion coin that corresponds to the animals score (bronze, silver or gold)**

**\$90 Record Book Entry Fee, 6x8 wood Medallion Plaque with a medallion coin that corresponds to the animals score (bronze, silver or gold), and your photo uploaded to the Online Record Book for all members to view**

**\$135 Record Book Entry Fee, 8x10 wood Photo Medallion Plaque that displays your field photo on the top and a medallion coin that corresponds to the animals score (bronze, silver or gold)**

along with the specifics about the hunt & Photo Upload your photo to the Online Record Book for all members to view (biggest savings)

To view photos of the plaques please visit the SCI shop at [www.safariclub.org](http://www.safariclub.org)

**Step 3:** Choosing the correct species is important because all species have a different SCI minimum score. Click on the “Choose an Animal” button to bring up the species window:

Search for an Animal

Enter any part of the Animal's name or code and click search...

whitetail Search

Key: A=Asia, E=Europe, F=Africa, I=Africa Introduced, L=South America, M=North America, N=North America Estate, X=North America Introduced

Click on the Animal's name to select:

M103 - Anticosti White-tailed Deer (non-typical)

M102 - Anticosti White-tailed Deer (typical)

M14 - Central American White-tailed Deer (typical)

N93 - Central American White-tailed Deer (typical)(estate)

M113 - Columbia White-tailed Deer (non-typical)

M112 - Columbia White-tailed Deer (typical)

M11 - Coues White-tailed Deer (non-typical)

Close

Enter the animal name in the box and select search. Please pay close attention to the species codes in front of the species name (**M103**- Anticosti White-tailed Deer), this species code relates to the place the animal was taken. The letter in the beginning of the species code (**M103**) is a country code that will place the animal in the correct category:

A=Asia, E=Europe, F=Africa, I= African Introduced, L= South America, M= North America, N=North America Estate (high fence animals), X=North America Introduced

Pay close attention to all the details of the species for example:

(Non-typical) & (typical) - make the correct selection based off your animals, each typical and non-typical category has different minimum scores so choose correctly!

(Estate) & (free range)- SCI defines an estate property as “ Any property or area that uses an artificial or unnatural restrictive barrier, in most cases a fence, which restricts or confines the movement of game animals. The restrictive barrier may consist of multiple sides, or only one side. If the artificial barrier is used in conjunction with a natural barrier such as a bluff, canyon, river, lake or other natural barrier, then the enclosed area is also considered an “Estate”. In

addition, any game animal that was ever raised on an estate and then released into the wild, will also be considered an Estate animal.

**Step 4:** Once you have selected the correct species, a “score” box will appear. Before inputting the score from the score sheet, you must fill out the “Method of Take”. After selecting your method using the drop down box, you will then fill out the score.

Entry Information	
Entry Fee:	--Choose One--
Animal:	Anticosti White-tailed Deer (non-typical) <input type="button" value="Choose an Animal"/>
Method of Take:	Rifle
Score:	<input type="text"/> / 8

If the animal falls below the SCI minimum score, you will get a notice on screen informing you that the animal has fallen below minimum and to please enter your animal as a SCI Photo Entry. You will then have to begin the process over and select the Photo Entry option.

**Step 5:** Next you will upload your score sheet and your photos. Please be sure that at least one of the photos you upload is a field photo of you and the animal when it was harvested.

Score Sheet and Photos	
Score Sheet:	<input type="text"/> <input type="button" value="Browse..."/>
Photo(s):	<input type="text"/> <input type="button" value="Browse..."/>
	<input type="text"/> <input type="button" value="Browse..."/>
	<input type="text"/> <input type="button" value="Browse..."/>
	<input type="text"/> <input type="button" value="Browse..."/>
	<input type="text"/> <input type="button" value="Browse..."/>
Horizontal photos preferred. The best photo will be selected for Online Record Book viewing	

You will have the option to save your current entry and add another entry or to checkout using our secure shopping cart:

<b>Save and Add Another</b>	<b>Save and Check Out</b>
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**Step 6:**

Once you have uploaded all the entries you would like, you will proceed to the checkout. You will be taken to a screen that will display your entire shopping cart and the total amount that will be charged to your credit card. You will also see all your payment information displayed (your name, billing address, etc...) and you will also see the total amount due along with field for you to input your credit card information.

Amount to be Charged:	\$20.00
Credit Card Type:	--Choose One--
Credit Card Number:	<input type="text"/> (Do not enter any spaces or dashes!)
Expiration Date:	--Month-- --Year--
Name on Card:	<input type="text"/>

Once you have completed your payment information and you are ready to submit your entries and pay, hit the “Submit Entries and Payment” button.

**Submit Entries and Payment**

You will receive a payment confirmation email shortly after submitting your entries. The entries will be sent directly to the Record Book Department who will review and post your entries into a batch within the Record Book Software within a few days.

If you run into any difficulties or have any questions at all please do not hesitate to call the SCI Record Book Department 520-620-1220 Monday-Friday 8am-5pm AZ time.