

ONLINE FILING:

1. If you wish to file your organization's Report electronically and do not have a Login ID or Password, email clubs@thecmp.org or call (256) 835-8455, ext. 421 and request a login ID and password that will allow the CMP Contact person for your club to submit this report electronically.
2. If you already have a **Login ID and Password** for Competition Tracker and are listed as the **Club Contact Person**, begin by clicking <https://ct.thecmp.org/app/v1/index.php?do=login> to log into your CT account.

Click **Let's Do This** -- Verify your information and click **SAVE** at the bottom right.

The screenshot shows the top navigation bar of the Civilian Marksmanship Program Club & Competition Tracker. Below the navigation bar, there is a user profile section with a placeholder for a name and a CT number. A modal window titled "Please Verify Your Account Information" is overlaid on the profile section. The modal contains the following text:

Please Verify Your Account Information

We've noticed it has been a while since you last updated your account information, or that you have some missing information. We would appreciate it if you took a minute out of your busy day to verify your personal information with the CMP.

Once you have added/corrected any missing/inaccurate information, click "Save" to record your changes. Once you do this step this we won't nag you again for another year (assuming you fill out all the necessary fields.)

Missing Fields:
Please be sure to add these fields:

- Emergency Contact** Any activity that takes place at the CMP or our sanctioned matches require an emergency contact.
- Emergency Contact Phone** In an emergency we need to know how to call your emergency contact.

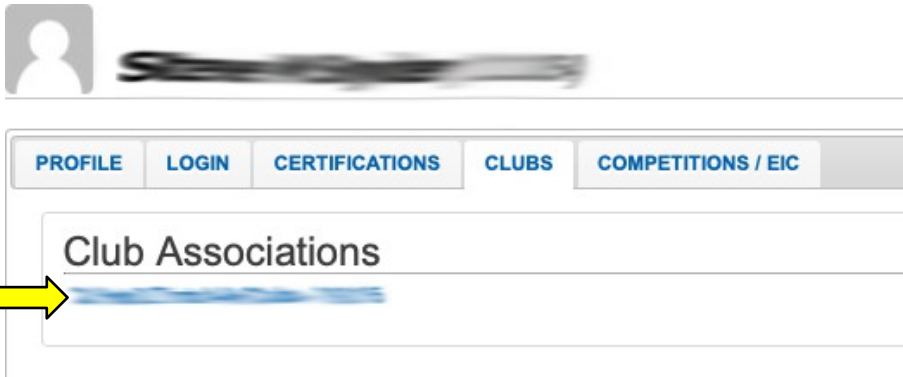
A yellow arrow points to a "Let's Do This" button in the bottom right corner of the modal.

And then click on the **CLUBS** tab (in blue) under your name.

The screenshot shows the same interface as the previous one, but with the "CLUBS" tab selected in the user profile section. A yellow arrow points to the "CLUBS" tab. The "CLUBS" tab is highlighted in blue. Below the tabs, there is a form with the following fields:

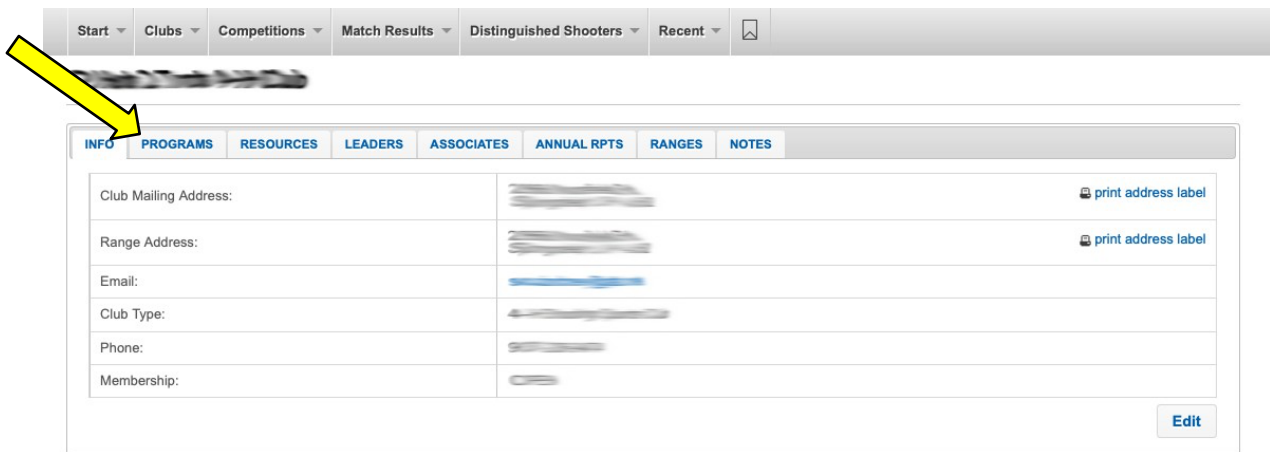
| | |
|--------------------------|-----------------|
| Competitor Number | |
| Name | |
| Date of Birth | |
| Gender | |
| Primary Mailing Address | |
| Primary Shipping Address | Same as Mailing |
| Primary Phone | |
| Primary Fax | |
| Primary Email | |
| Emergency Contact | |
| Emergency Contact Phone | |
| NRA Number | |
| USAS Number | |

Click your **CLUB NAME** and edit any information needed.



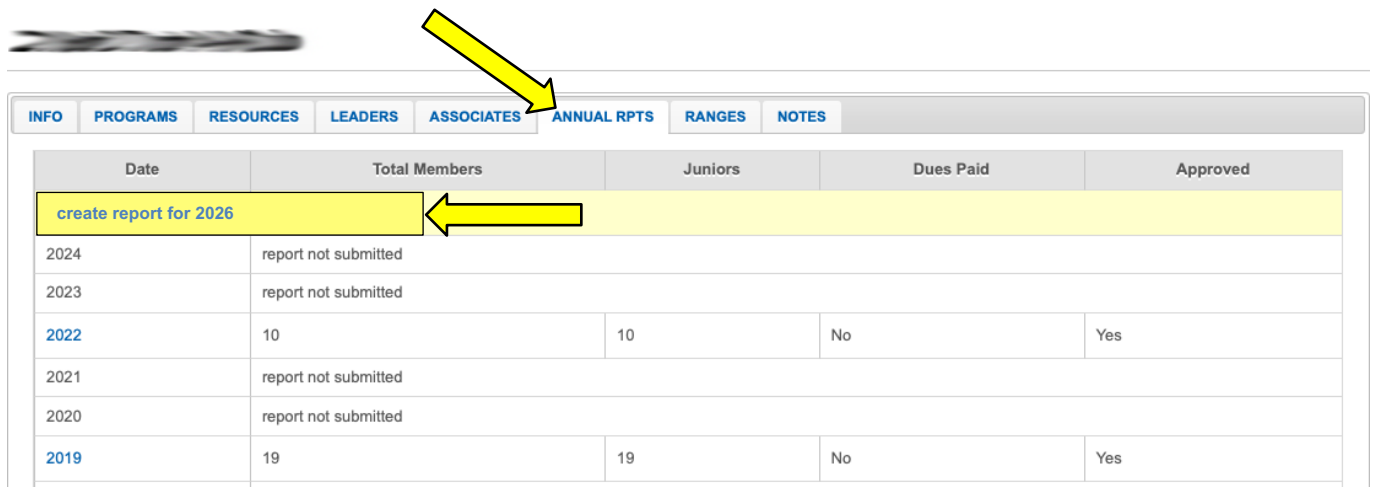
The image shows a user profile header with a placeholder for a profile picture and a name. Below this is a navigation bar with tabs for PROFILE, LOGIN, CERTIFICATIONS, CLUBS, and COMPETITIONS / EIC. Underneath the navigation bar is a section titled "Club Associations" with a blue link that is highlighted by a yellow arrow pointing to it from the left.

Click on **PROGRAMS** (in blue) at the top to update any new programs. Click **Update** at the bottom.



The image shows a club information page. At the top, there is a navigation bar with dropdown menus for Start, Clubs, Competitions, Match Results, Distinguished Shooters, and Recent. Below this is a sub-navigation bar with tabs for INFO, PROGRAMS, RESOURCES, LEADERS, ASSOCIATES, ANNUAL RPTS, RANGES, and NOTES. The PROGRAMS tab is highlighted in blue and has a yellow arrow pointing to it from the left. Below the tabs is a form with fields for Club Mailing Address, Range Address, Email, Club Type, Phone, and Membership. Each address field has a "print address label" icon to its right. An "Edit" button is located at the bottom right of the form.

Click on **ANNUAL RPTS** and click on "create report for 2026".



The image shows the "ANNUAL RPTS" section of the club information page. The ANNUAL RPTS tab is highlighted in blue and has a yellow arrow pointing to it from the top. Below the tabs is a table with the following columns: Date, Total Members, Juniors, Dues Paid, and Approved. The table contains data for the years 2019, 2020, 2021, 2022, 2023, and 2024. A yellow arrow points to a button labeled "create report for 2026" in the first row of the table.

| Date | Total Members | Juniors | Dues Paid | Approved |
|------------------------|----------------------|---------|-----------|----------|
| create report for 2026 | | | | |
| 2024 | report not submitted | | | |
| 2023 | report not submitted | | | |
| 2022 | 10 | 10 | No | Yes |
| 2021 | report not submitted | | | |
| 2020 | report not submitted | | | |
| 2019 | 19 | 19 | No | Yes |

You may begin the CMP Club Annual Report. After completing the report, please click **SAVE** at the bottom right.

The click on [\(pay online\)](#)

| | | | | | | |
|-------|-------|--------------|---------------|------------------------|--------|--|
| Start | Clubs | Competitions | Match Results | Distinguished Shooters | Recent | |
|-------|-------|--------------|---------------|------------------------|--------|--|

| | | | | | | | |
|------|----------|-----------|---------|------------|-------------|--------|-------|
| INFO | PROGRAMS | RESOURCES | LEADERS | ASSOCIATES | ANNUAL RPTS | RANGES | NOTES |
|------|----------|-----------|---------|------------|-------------|--------|-------|

| Date | Total Members | Juniors | Dues Paid | Approved |
|------|---------------|---------|---------------------------------|----------|
| 2026 | 0 | 0 | No (pay online) | No |

Then it will ask how you would like to pay your \$35.00 club dues. Follow those instructions.

Pay Club Dues Online

We welcome you to pay for your 2025 annual dues online using our online payment processing site. It is quick, secure and simple. Just click 'Pay Online' below and we'll send you on your way!

Note: Once you click on Pay Online, please do not use your back button. You may be charged twice.

Don't want to pay online? You can choose to pay by check instead. Please remit your payment of \$35.00 to:

Civilian Marksmanship Program
Attn: CMP Affiliate Relations
PO Box 576
Port Clinton, OH 43452 USA

If you decide to pay online, you will be directed to the CMP eStore to process your payment.



CMP Club and Competition Payment

| | |
|--------------------------------|--------|
| Club Dues (1 @ \$35.00 / each) | \$35 |
| Shipping | \$0.00 |
| Club Id: | |
| Registration ID: | |
| Total: \$35 | |

Credit Card Information (* - required)

| | | |
|----------------------|----------------------|-----------|
| *Name On Card | *Card Number | |
| <input type="text"/> | <input type="text"/> | |
| Security Code | *Exp Month | *Exp Year |
| <input type="text"/> | 01 | 2025 |

Questions?

Email – clubs@thecmp.org

Call (256) 835-8455, ext. 421