

ONLINE DIRECTIONS FOR MATCH ADMINISTRATORS v.10.11

Applying for a local match, entering results, making payments, troubleshooting issues and managing disciplines after sanctioning, viewing results online

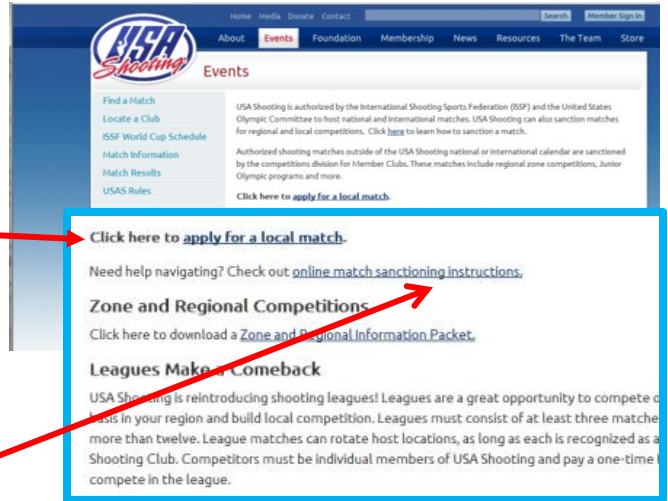
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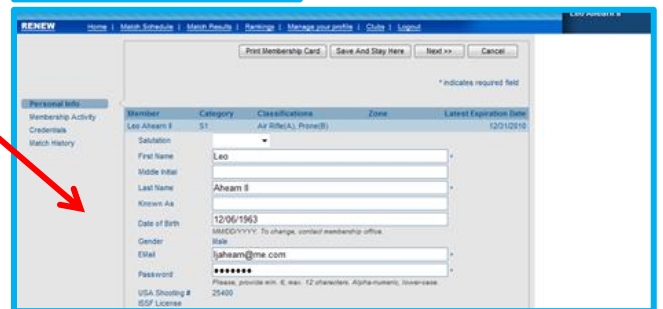
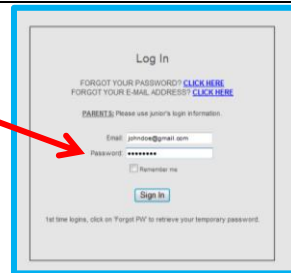
For Assistance, contact the: Competitions Dept. at USA Shooting: competitions@usashooting.org 719-866-4670

Online Match Sanctioning for Match Administrators to Apply for a Local Match - Please go to: USA Shooting website → Events tab

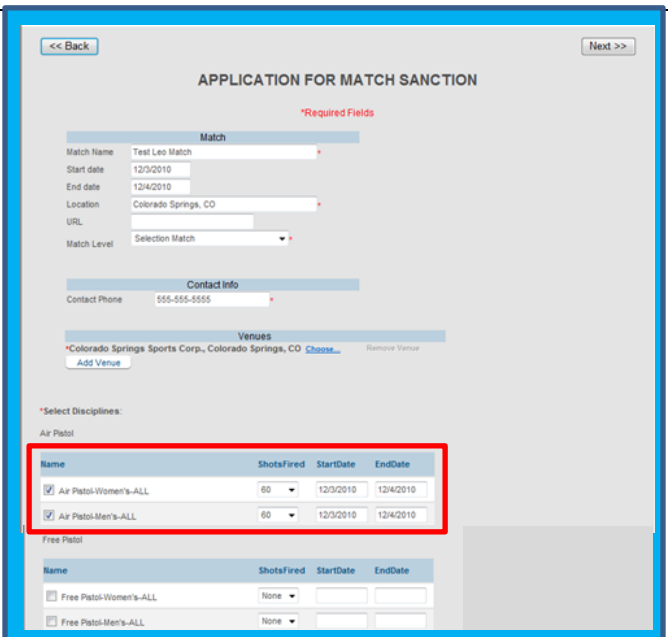
- <http://www.usashooting.org/7-events>
- Select: Events tab
- Click on the link: [APPLY FOR LOCAL MATCH](#)
- This hyper link takes you to RailStation and you'll login first to access the Match Sanctioning page:
- <https://www.railstation.org/USAShooting/Login.aspx?Redirect=Profile.aspx?mode=sanctioned&returnurl=default.aspx>
- Click on the link to access the online event directions: Need help navigating? [Check out online match sanctioning instructions.](#)



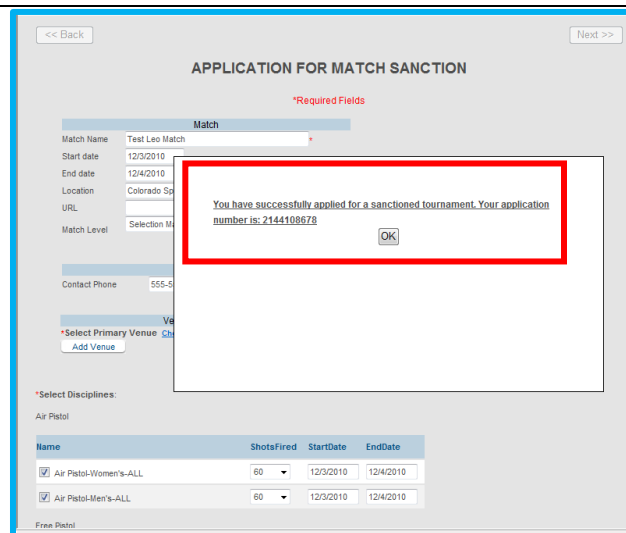
- Login with your email and password.
- Click Sign In button.
- When logged in, you will see your profile first.
- Please review your profile & update it if necessary.



- Click **NEXT>>** to advance to **APPLICATION FOR MATCH SANCTION** page.
- Please fill in all the information that has the **red asterisk** next to each field-these are **Required Fields: Match Name, Start, End Date, Match Level, Contact Info, Location, Venue & Disciplines. No online registration option at this time.**
- To select all the Disciplines -scroll down the page and check off each Discipline by name.
- Set Shots Fired field value & carefully select the start & end dates using the calendar control for each discipline.
- **For Rifle/Pistol multi-day events, USA Shooting rules require the same # of Shots Fired per day.**
- **For Shotgun: Please enter the total number of targets shot and total match score under the first day of the event and not a score from each day.**



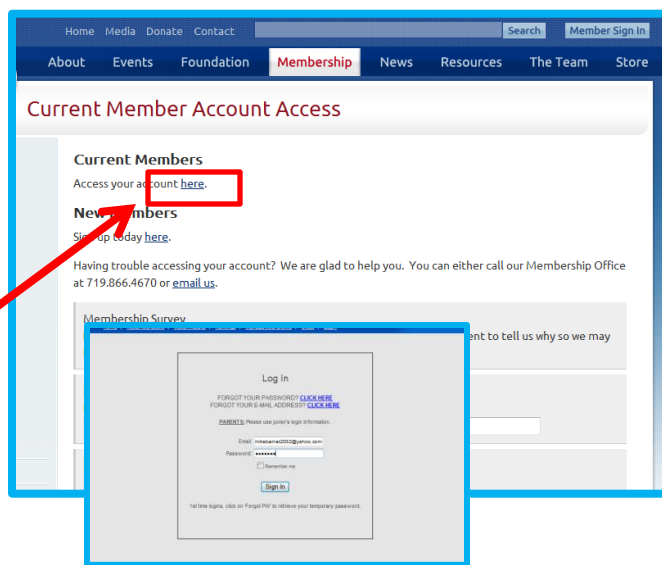
- After you complete data entry into all required fields, click **NEXT>>** button at top or bottom of page to save the event in the system.
- When you click **NEXT>>**, the event is saved in the data base. A white text box appears, with a message.
- Please write down the number that is displayed and keep it for future reference.
- Then click **OK** to close the page.
- That's it for the application process.
- Once your application is submitted, USA Shooting will review your request.
- USA Shooting will contact you with an update & provide instructions to you for access to your match.



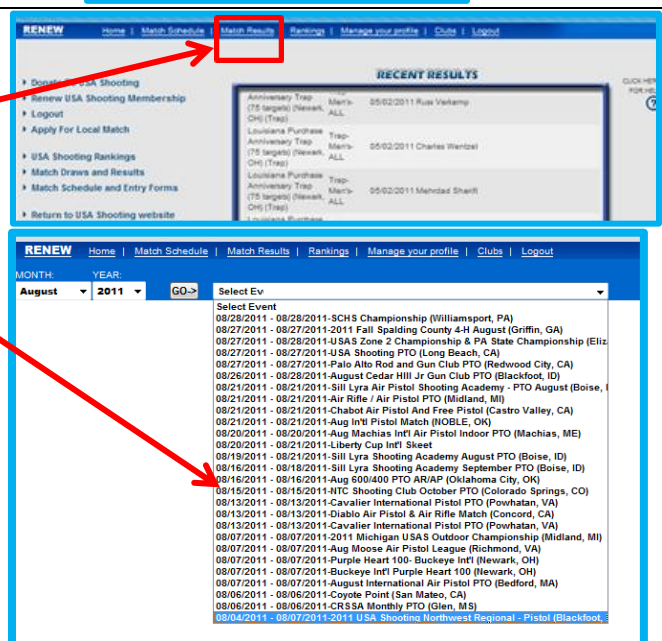
For Assistance, contact the: Competitions Dept. at USA Shooting: 719-866-4670

Online Enter Match Results & Pay - instructions for Match Administrators to process results- Please go to: USA Shooting website

- Click on Membership tab at USA Shooting:
- <http://www.usashooting.org/membership/45-everyone/access-your-account>
- Click on: Current Members: Access your account [here](#)
- Login to RailStation



- Check your profile, click **Update** button to save any changes.
- Click on **Match Results** link on RailStation home page
- While logged in, your name appears in upper right side of page.
- Select the Month and Year and click on **Go->**.
- Click on the arrow at the right side of the drop down list.
- Find your match in the list in decending date order.
- Click on your match to access the administrative buttons on this page.
- You will only work with **Manage Event, Manage Disciplines** (if you need to add an additional discipline to the event) & **Enter Results & Pay** buttons.
- Please disregard the other buttons & reports on this page.



Enter Results & Pay button:

- Click on the button on left at the bottom of page: **ENTER RESULTS & PAY**

Welcome to USA Shooting
Home of America's Shooting Team

RENEW Home | Match Schedule | Match Results | Rankings | Manage your profile | Clubs | Logout

MONTH: August YEAR: 2011 GO: 08/04/2011 - 08/07/2011 USA Shooting Northwest Regional - Pistol

2011 USA Shooting Northwestern Regional Tournament
August 4thnd - 7th, 2011

The events are being scheduled for August 4th - 7th. If there is enough interest there could be a rifle clinic being conducted by New Engles the coach for the University of Akron Rifle Team on the 4th and 5th. The match events in this tournament will be argun rifle & pistol events on the 6th. The smallbore rifle & pistol events will be on the 7th. Separate categories for adults and junior shooters maybe done. Clubs, schools, and other organizations are also invited from all the states listed for the Northwest USA Shooting Region. Organizations or individuals outside the region are also invited to the match. USA Shooting rules will govern this tournament. All competitors are individual. There are no team events. Finals for each of the events will be decided if enough shooters participate. All competitors must be current members of USA Shooting. Individuals will be able to apply for USA Shooting Membership at the time of registration. USA Shooting Rules will govern all events.

Progressive Air Pistol and Three Position Air Rifle (Sporter & Precision) will be offered as a separate event from the Regional. The **National Standard Three-Position Air Rifle** and **Progressive Pistol** rules will apply to this portion of the match. If not enough people show interest in the event it maybe cancelled.

Entries accepted by snail mail if accompanied by match and event fees. A letter or email stating the competitors name, address, email, phone, events being entered, USA Shooting Numbers, USA Shooting

- Select a Discipline from the drop down list box just above the **Shooters by Discipline** List box. Click **Save** after you complete a Discipline, before working on next one.
- Search for the Shooters that participated in that Discipline.
- Type in First or Last name or USA Shooting membership # in the Search Text Box field.
- Click Search button to display the Shooter.
- Click on the correct name to highlight it.
- Click on **Add Shooter** link to add the name(s) to the **Shooters by Discipline** List box.
- If you need to delete a Shooter, click **Delete** link.
- Click **Save** link after the changes—you must click **Save** to save the Shooters for each Discipline
- Select the next Discipline and repeat the above steps.
- When you are done entering Shooter's names, click **NEXT>>** button to advance to the score entry page.
- Select the Discipline you are entering results for from the drop down list
- The Shots Fired total should be pre-populated in the text box from when you applied sanctioning. If you need to change the Shots Fired total, please be sure to **Save** the changes first.
- Click **Save** link after data is entered for each day and each discipline. If you don't **Save**, before you switch Disciplines or days, you will lose the information.
- For Rifle/Pistol multi-day events, USA Shooting rules require the same # of Shots Fired per day.**
- For Shotgun: Please enter the total number of targets shot and total match score under the first day of the event and not a score from each day.**
- Change the Discipline and repeat process for all Shooters.

RENEW Home | Match Schedule | Match Results | Rankings | Manage your profile | Clubs | Logout

Zone 2 USAS Air Pistol Match
Air Pistol-Women's-ALL

Select Discipline: Air Pistol-Women's-ALL

Search

SHOOTER LIST: Add Shooter Save

SHOOTERS BY DISCIPLINE

Name	Delete
Victoria Amato	Delete

<< Back Next >>

RENEW Home | Match Schedule | Match Results | Rankings | Manage your profile | Clubs | Logout

2010 Champions of Champions
Air Pistol-Women's-ALL

Select Discipline: Air Pistol-Women's-ALL

richards Search

SHOOTER LIST: Add Shooter Save

Richards, Patricia, #283, 05/21/1958	(E)
Richards, Steven, #100050	(E)
Richards, Terim, #12480, 03/12/1980	(E)
Richards, Wendy, #2296, 01/20/1968, USAS	(E)

SHOOTERS BY DISCIPLINE

Name	Delete
Elizabeth Richards	Delete
Nicole Richards	Delete

<< Back Next >>

RENEW Home | Match Schedule | Match Results | Rankings | Manage your profile | Clubs | Logout

Test Leo
Air Pistol-Women's-ALL

Select Discipline: Air Pistol-Women's-ALL Shots Fired: 60

Undo Save

DAY	Name	Score	Delete
Day 1	RaeAnn Harris	43	Delete
10/30/2010	Nichole Rae	53	Delete

<< Back Next >>

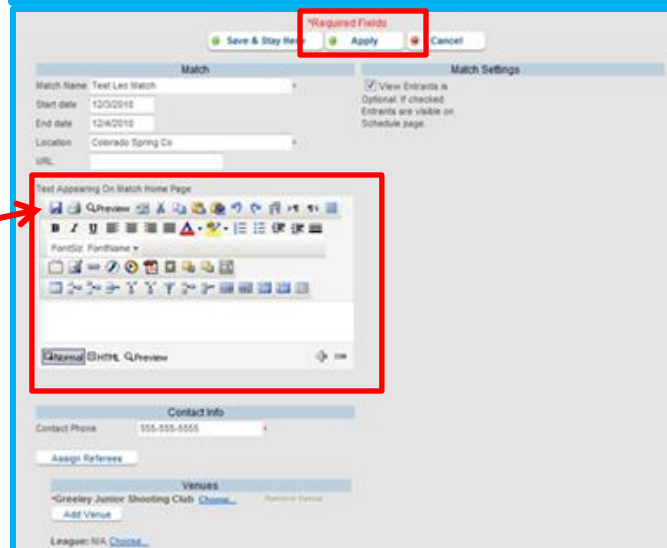
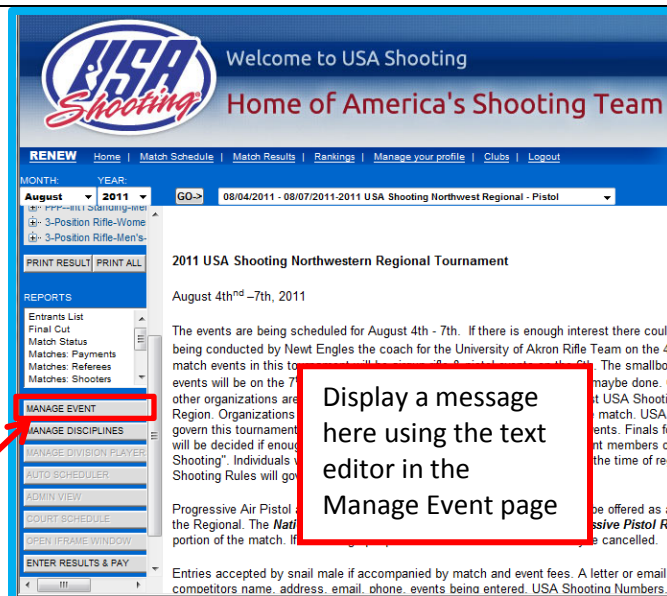
- Remember to **Save** each time you input the data, before switching a view or selection.
- Check your work to be sure you completed entering all the scores.
- Click **NEXT>>** button when you're done.

If you can't SAVE or if you click NEXT and get an error message:

- If you get an error message after trying to add a Shooter in a Discipline or you are not getting the desired results, please go back to the Match Results page and find your Match again.
- Click on the **Manage Event** button to check match information for accuracy of Start/End Date & Venue.
- If you make a change to this page, click **Apply** to save it.

Text Editor function about Match:

- If you want to add text to display on the Match Home page, you can insert information into the editor field- click the **Floppy Disk** icon in text window to save the changes on text editor, then click **Apply** button at top of this page to save the changes to the data base.
- If you still get an error when you try to enter add shooters, enter results, etc., email: competitions@usashooting.org with the Match date, Match Name & your login information for troubleshooting.
- If you are missing any Disciplines, please see the directions below or contact: Competitions Dept. at USA Shooting to assist you in adding the Disciplines to your event: competitions@usashooting.org 719-866-4670



Correcting Match Results/info after results have been posted

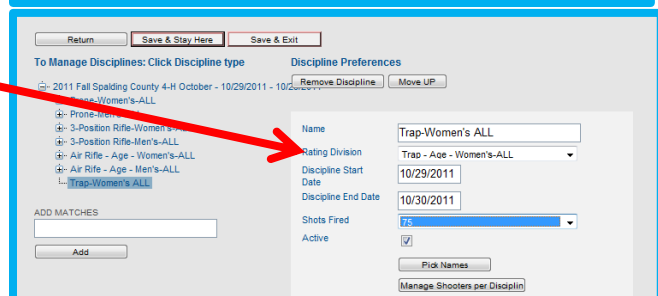
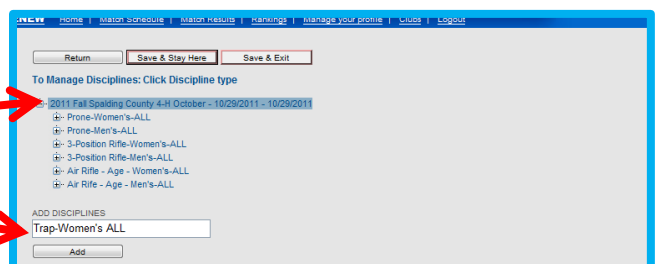
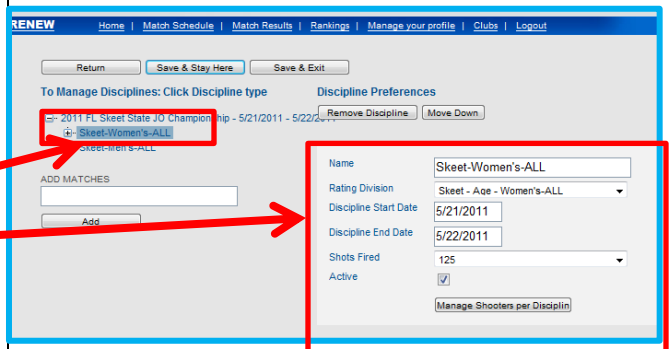
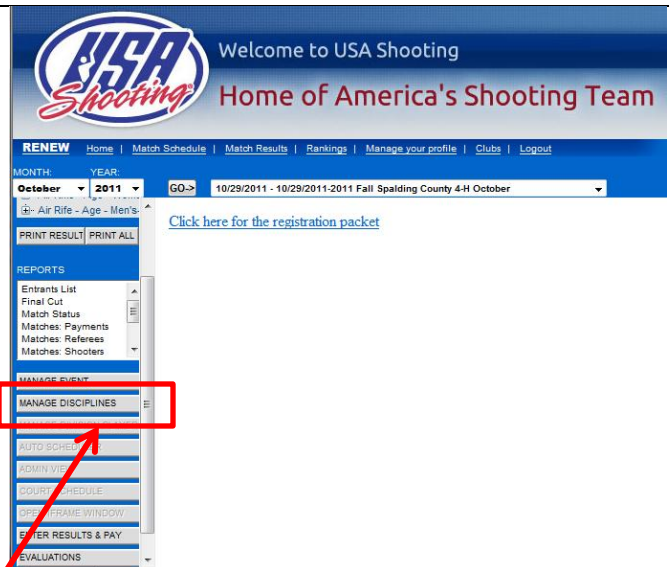
- **Please Note:** If Payments are processed with results, the results cannot be deleted from system. Doing so would eliminate audit trail for the payments-so the system prevents deletions for payment info.
- Sometimes the incorrect Start/End Dates or Shots Fired are set incorrectly. If errors occur for points calculations and results, it's likely that there is missing or incorrect data entered when the event was set up originally.
- Please contact USAS for assistance if you need help correcting results. Please set your Start/End dates and Shots fired carefully to avoid data errors or entry problems.

To correct errors, add disciplines, etc.:

- Go to the event from **Match Results** link or from Match Schedule:
- <https://www.railstation.org/usashooting/tourneyHome.aspx?sraid=10> and select the event while you're logged in.
- Click on **Manage Disciplines** button on the left side
 - If a discipline is not allowing score entry, rankings are incorrect or not calculating, check to see if Discipline was set up correctly when sanctioned process occurred
 - Click on the Discipline Name to highlight it
 - Right side panel opens with info
 - Check/reset Rating Division for accuracy- The Rating Division name and correct selection is mandatory for correct/accurate Rankings calculation.
 - Check/reset Start/End date of the event
 - Check/reset Shots Fired #.
 - Click **Save & Exit** button to save all the changes and exit the page or **Save & Stay Here** if you have more work to do on the page. Sometimes, just resaving the page with current info can help.

Adding another discipline after event has been created:

- If you need to add another Discipline to the event, click to highlight the name of the Event
- Type in the Discipline name into the **ADD DISCIPLINES** text field and then click **ADD** button
- Set the Start/End dates using calendar control
- Select Discipline from Rating Division drop down list **-select discipline name very carefully to insure rankings are calculated correctly**
- Select the Shots Fired # from drop down list
- Click **Save & Stay Here** button to save changes
- Leave Active check box checked



- You'll see the "+" sign next to the new discipline
- Click on **Manage Shooters per Discipline** button to add Shooters to the event
- Type last name of shooter in search box, click Search, find the person, click Add Shooter
- Click Save or Save & Exit-repeat process for every Discipline you are running by selecting from the Discipline drop down list
- Click **Save & Stay Here** or **Save & Exit** to save everything from the Manage Disciplines page
- Or click **Return** to go to Match Results page (to access the Manage Event page and Admin View to your results)

FOR PPP MATCHES: FOLLOW THE DIRECTIONS ABOVE & CLICK NEXT>> -YOU'LL BE ROUTED BACK THE USA SHOOTING HOME PAGE –YOU WILL NOT BE REQUIRED TO PAY ANY FEES.

TIMING TO POST RESULTS: PLEASE NOTE-ACCESS TO POST MATCH RESULTS AND HAVE ACCESS TO ADMINISTRATIVE BUTTONS IS OPEN UP TO 3 WEEKS AFTER COMPLETION OF MATCH -IF YOU POST RESULTS LATE AND CAN'T ACCESS YOUR MATCH, PLEASE CONTACT USAS TO RE-ENABLE YOUR PRIVILEGES.

Posting Results using ENTER RESULTS & PAY button:

- Back on the Event home page (Match Results), click on ENTER RESULTS AND PAY button
- Enter scores for each Discipline and Shooter, per event Day
- Check that correct scores are entered
- **Save** all changes, then select any other Discipline and repeat the process until completed
- Always, click **Save** or **Save & Exit** after each change and before you switch pages in the drop down list

Return Save & Stay Here Save & Exit

To Manage Disciplines: Click Discipline type Discipline Preferences

2011 Fall Spalding County 4-H October - 10/29/2011 - 10/30/2011 Remove Discipline Move UP

- Prone-Women's-ALL
- Prone-Men's-ALL
- 3-Position Rifle-Women's-ALL
- 3-Position Rifle-Men's-ALL
- Air Rifle - Age - Women's-ALL
- Air Rifle - Age - Men's-ALL
- Trap-Women's All

ADD MATCHES

Add

Name: Trap-Women's All

Rating Division: Trap - Age - Women's-ALL

Discipline Start Date: 10/29/2011

Discipline End Date: 10/30/2011

Shots Fired: 100

Active:

Manage Shooters per Discipline

2011 Fall Spalding County 4-H October
Trap-Women's ALL

Select Discipline: Trap-Women's ALL

SHOOTER LIST:

Search Add Shooter Save Save & Exit

SHOOTERS BY DISCIPLINE

Name

2011 Fall Spalding County 4-H October
Trap-Women's ALL

Select Discipline: Trap-Women's ALL

SHOOTER LIST:

Search Add Shooter Save Save & Exit

SHOOTERS BY DISCIPLINE

Name
Browning, Tommy, #31441, 06/10/1964
Brownlow, Laura, #27433, 11/05/1985
Brownstein, Stuart, #114369, 05/21/1974
Brownwyler, Pat, #12230, 05/18/1945
Holt, Browning, #117234, 02/07/1995

Matches: Shooters

- MANAGE EVENT
- MANAGE DISCIPLINES
- MANAGE DIVISION PLAYER
- AUTO SCHEDULER
- ADMIN VIEW
- COURT SCHEDULE
- ENTER RESULTS & PAY
- EVALUATIONS

home | match schedule | match results | rankings | manage your profile | clubs | Logout

2011 FL Skeet State JO Championship
Skeet-Women's-ALL

Select Discipline: Skeet-Women's-ALL Shots Fired: 75

Undo Save Save & Exit

DAY	Name	Score
Day 1	Dania Vizzi	63 Delete
8/21/2011	Melissa Reid	15 Delete

2011 FL Skeet State JO Championship
Skeet-Women's-ALL

Select Discipline: Skeet-Women's-ALL Shots Fired: 75

Undo Save Save & Exit

DAY	Name	Score
Day 1	Dania Vizzi	63 Delete
Day 2	Melissa Reid	15 Delete

Process your payments:

- Securely pay for all the matches in check out page.
- Check that all the matches are included in the Product list and that no matches are missing. If something is missing, click <<BACK button to reprocess results.
- Enter your credit card information and click **SUBMIT PAYMENT** button.
- Once you have paid, you will not be able to access the **ENTER RESULTS & PAY** button-it will be greyed out, so please be sure you have processed all the results at one time.
- Any results that are entered and are not paid for, will be reversed in the system & will not appear in the USA Shooting Rankings.
- Successful transactions will show a receipt with the details for the matches you paid for.
- Print out the receipt for your records.
- You will also receive an automated email sent to your account email as a payment confirmation.

For Assistance, contact the: Competitions Dept. at USA Shooting: competitions@usashooting.org 719-866-4670

Viewing the Results:

- After you complete the payment and the shooters and scores are entered, you can view the results.
- Click on the + sign to the left of the Discipline in the Select Discipline box (upper left side of screen) to "expand" the Discipline.
- Click on **Main** below the Discipline to view the Match Results and scores for each Shooter.
- The results are only visible and count toward the rankings if the payment is made for all the matches.
- If you don't see the results, click on **Manage Disciplines** button & click **Make All Matches Visible** button at top of page. Then Save & Exit. This will reveal all match results for public viewing, not requiring a login to see them.
- This control will also be available on the Manage Event page shortly.

Shooter	Day 1 (3/26/2011) Score	Shots Fired	Total Score
Julian Hernandez	550	60	550
Tyler Minegar	550	60	550
Jordan Turiano	555	60	555
Sean O'Brien	551	60	551
Jordan Jonas	551	60	551
K. Stankovich	547	60	547
Blake Burnett	545	60	545
Nicholas Paiker	534	60	534
Anthony Izzo II	525	60	525
Randy Innes	474	60	474