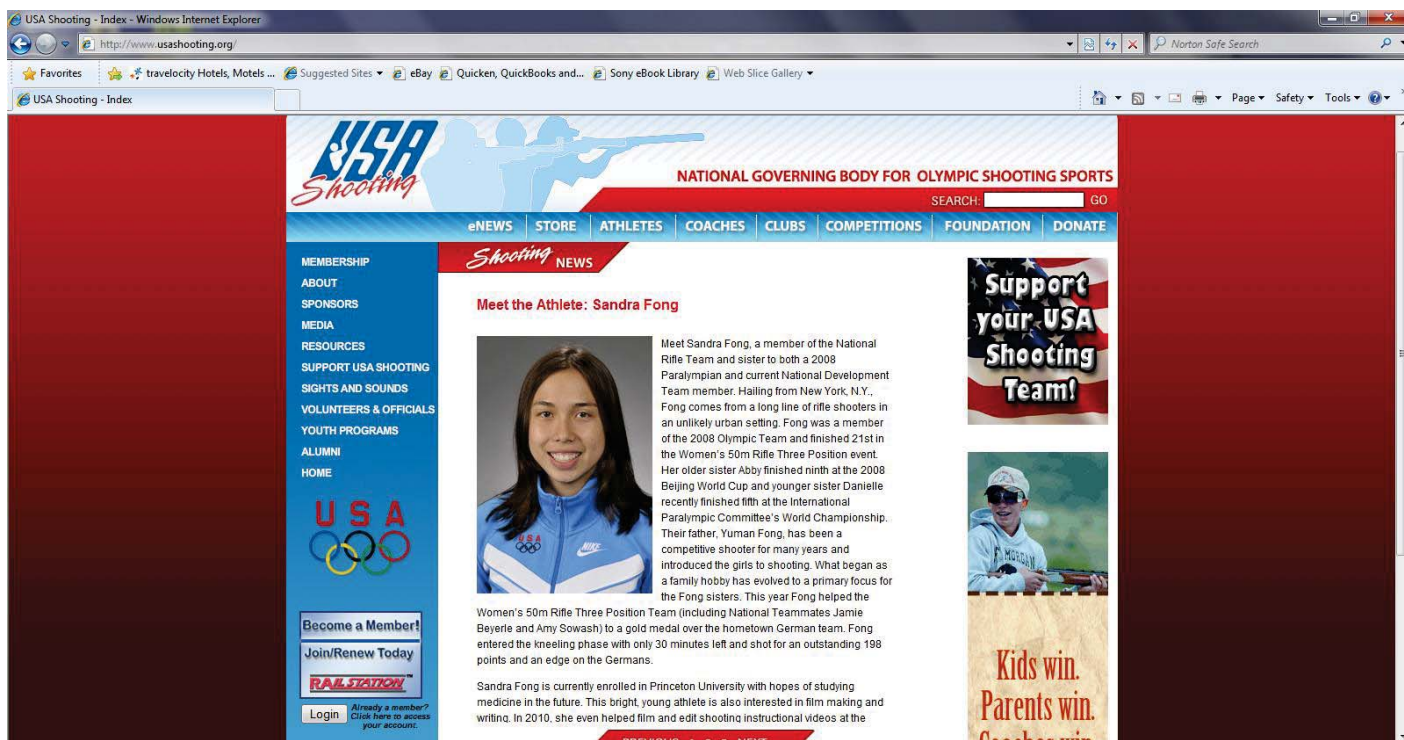


ONLINE DIRECTIONS FOR MATCH ADMINISTRATORS v.11.10

Applying for a local match, entering results and making payments

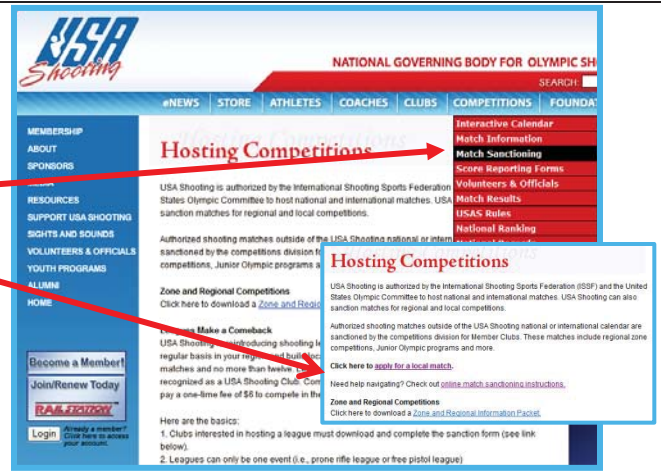
➤ APPLY FOR A LOCAL MATCH	2-3
➤ ENTER RESULTS & PAY –login to access Match	3-4
• Enter Shooters & Scores	4-5
• Error Message/Troubleshooting	5
• Saving & Processing Payments	6
• Viewing Results	6



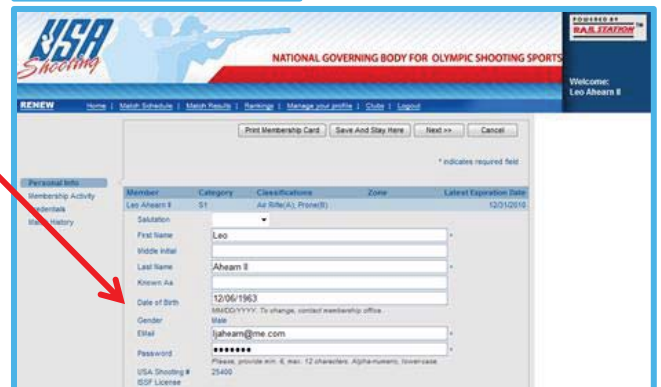
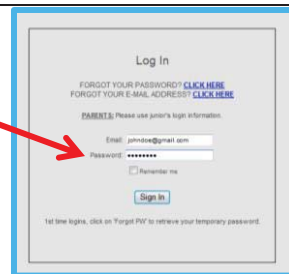
For Assistance, contact the: Competitions Dept. at USA Shooting: competitions@usashooting.org 719-866-4670

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

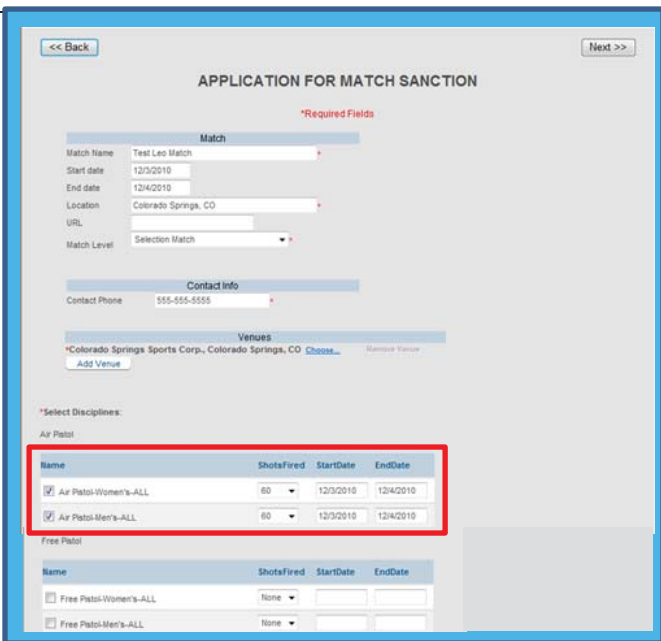
- <http://www.usashooting.org/hosting.php> (Select: Competitions Tab → Match Sanctioning)
- Click on the link: **APPLY FOR LOCAL MATCH** on the next page
- This hyper link takes you to RailStation and you'll login first to access the Match Sanctioning page:
- <https://www.railstation.org/USAShooting/Login.aspx?Redirect=Profile.aspx?mode=sanctioned&returnurl=default.aspx>



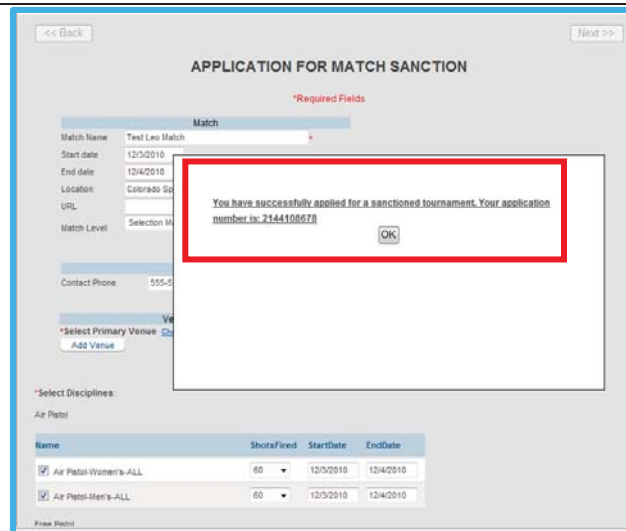
- Login with your email and password.
- Click Sign In button.
- When logged in, you will see your profile first.
- Please review your profile & update it if necessary.



- 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.



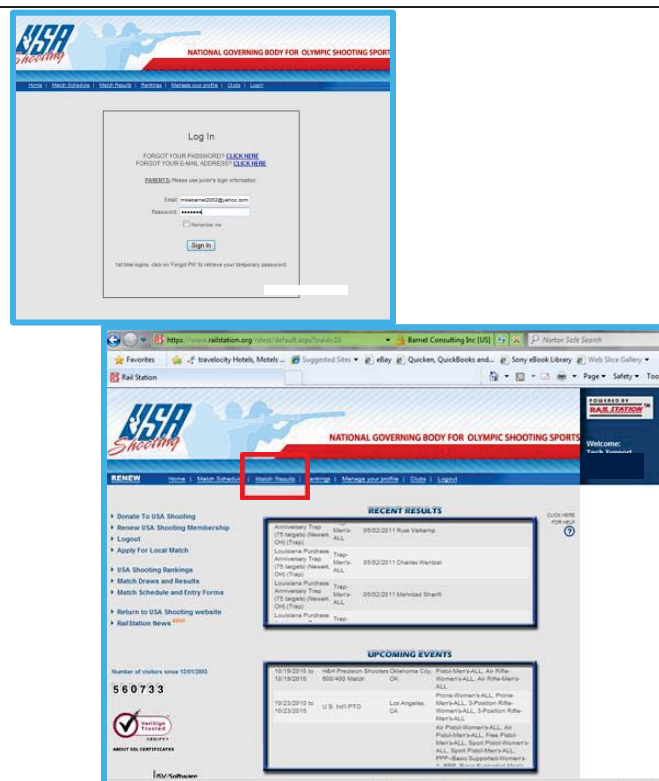
For Assistance, contact the: Competitions Dept. at USA Shooting: 719-866-4670

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

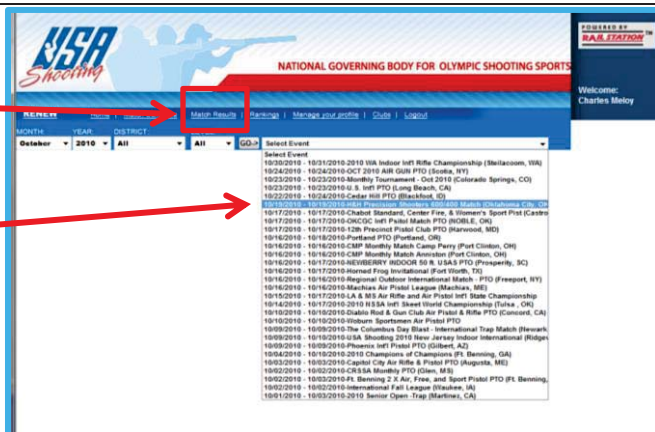
- Click on Login on USA Shooting home page.



- Check your profile, click **Update** button when done.
- You'll be on the RailStation Home page, with all the menu items showing.
- You should be logged in and see your name on upper right side of page.

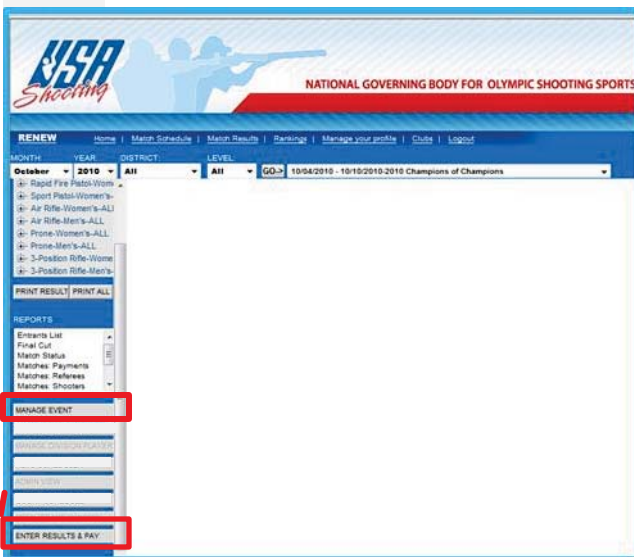


- Click on **Match Results** link .
- Select the Month and Year and click on **Go->**.
- Click on the arrow at the right side of the drop down list.
- Find your match in the list in decending date order.
- Click on your match to access the administrative buttons on this page.
- You will only work with **Manage Event & Enter Results & Pay** buttons.
- Please disregard the other buttons & reports on this page.

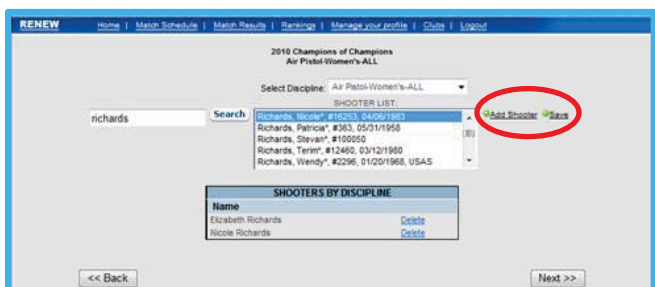
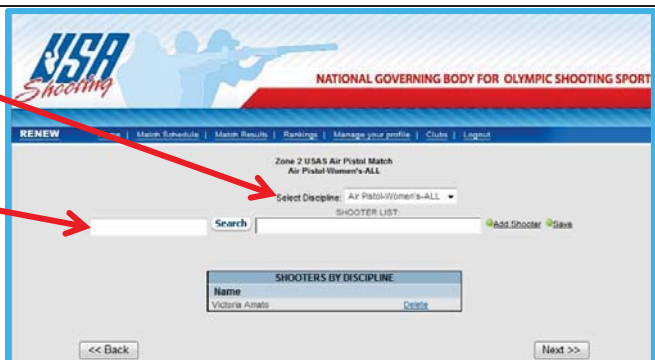


Enter Results & Pay button:

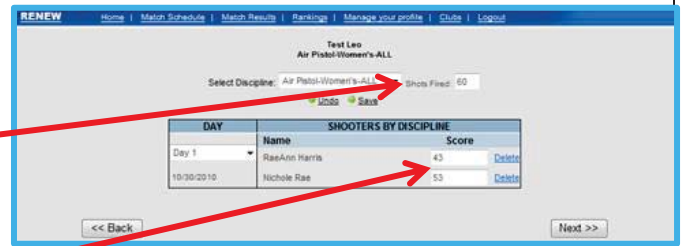
- Click on the button on left at the bottom of page: **ENTER RESULTS & PAY**



- Select a Discipline from the drop down list box just above the **Shooters by Discipline** List box. After you select the Shooters that participated, 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 after selecting each set of shooters for each discipline- in order to process scores on next page and click **NEXT>>**.

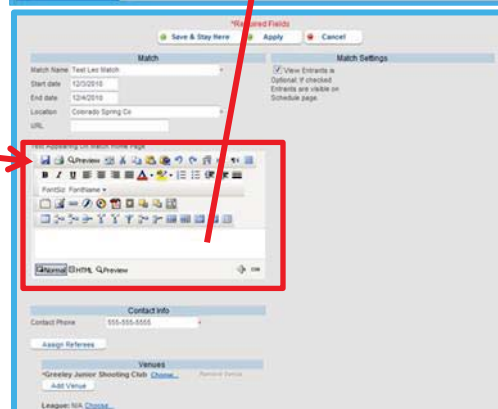
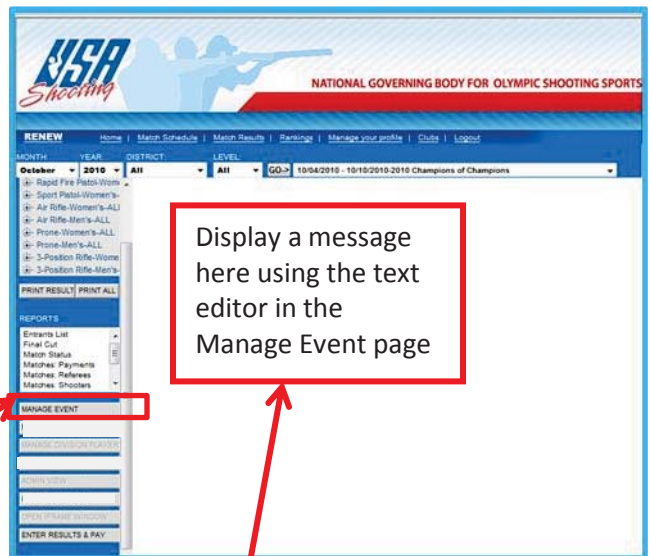


- Select the next Discipline and repeat the above steps.
- When you are done, click **NEXT>>** button to advance to the score entry page.
- On this page, you can select the Discipline you are entering results for from the drop down list
- The Shots Fired total should be pre-populated in the text box from when you applied sanctioning. If you need to change the Shots Fired total, please be sure to **Save** the changes.
- 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.
- 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.
- 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 to save the changes and click **Apply** to save the page.
- If you still get an error when you try to enter add shooters, enter results, etc., please email: tech@railstation.org with the Match date, Match Name & your login information for troubleshooting.
- If you are missing any Disciplines, please contact: Competitions Dept. at USA Shooting to assist you in adding the Disciplines to your event: competitions@usashooting.org 719-866-4670



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.

USA Shooting On-Line Registration

IMPORTANT: Your monthly statement will attribute this charge to USA Shooting.

Member	Product	Amount (in US\$)
Josh Jensen	Match Entry Fee - Air Pistol-Women's-ALL	\$5.00
Emily Jensen	Match Entry Fee - Air Pistol-Women's-ALL	\$5.00
Total amount:		\$10.00

Charge Amount: \$10.00 (in U.S. Dollars)

Card Type: AMEX Card Number: [Redacted] * Type card # only; no spaces or dashes.

Expiration Date: 01 - January 2010

First Name On Card: Charles Last Name On Card: Meloy

Billing Address For Credit Card: Address 1: 6030 Bird Hollow Road Address 2: [Redacted]

City: Noble State/Province: Oklahoma

Zip/Postal Code: 73068 Country: United States

<< Back SUBMIT PAYMENT >>

VeriSign Trusted CERTIFIED About SSL Certificates

- 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.

HOME PRINT

One Olympic Plaza, Colorado Springs, CO 80909
Office: 719.866.4743 Email: office@usashooting.org

You have successfully entered the H&H Precision Shooters 600/400 Match - 10/19/2010 - 10/19/2010

REGISTRATION DETAILS

Player Name: Josh Jensen
Player's USA Shooting ID: 28555
Division(s) entered: Air Pistol-Women's-ALL

Player Name: Emily Jensen
Player's USA Shooting ID: 822
Division(s) entered: Air Pistol-Women's-ALL

PAYMENT INFORMATION

Credit Card: AMEX
Name on Card: Charles Meloy
Billing Address of Card Holder: 6030 Bird Hollow Road
Noble
Oklahoma
73068
United States

Transaction Date: 10/18/2010 05T
Reference Number: 819PCEAA4242
Payment Amount: \$10.00
Card Number: xxxx xxxx xxxx 1111
Expiration Date: 01/12

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** 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.

USA Shooting NATIONAL GOVERNING BODY FOR OLYMPIC SHOOTING SPORTS

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

MONTH: YEAR: DISTRICT: LEVEL: GO: 09/21/2010 - 09/21/2010 H&H Precision Shooters 600/400 Match

H&H Precision Shooters 600/400 Match: Air Pistol-Men's-ALL

Shooter	Day 1 (09/21/2010)	Total Score
Ben Doggett	540 00 540	
Charles Meloy	540 00 540	
JACK WICKIENSKI	540 00 540	
Richard Dawson	510 00 510	

Return Save & Stay Here Save & Exit **Make all Matches Visible**

To Manage Disciplines: Click Discipline type

2010 Senior Open -Trap - 10/11/2010 - 10/3/2010

Trap-Women's-ALL

Trap-Men's-ALL

ADD MATCHES

Add

Discipline Preferences

Remove Discipline Move UP

Name: Trap-Men's-AL

Visible To Users:

Rating Division: Trap - Age - Mer

Game Score Method: Shooting, Points