CPSA User Guides

Shoot User Guide

Summary	This document describes how to use the CPSA Shoot software.
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Sponsor	Peter Tomlin - IT Manager

Version Control

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Name(s) / Group	Position	Version Reviewed	Date
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Grant Repshire	Marketing, Communication & PR executive	0.1	24/11/2020

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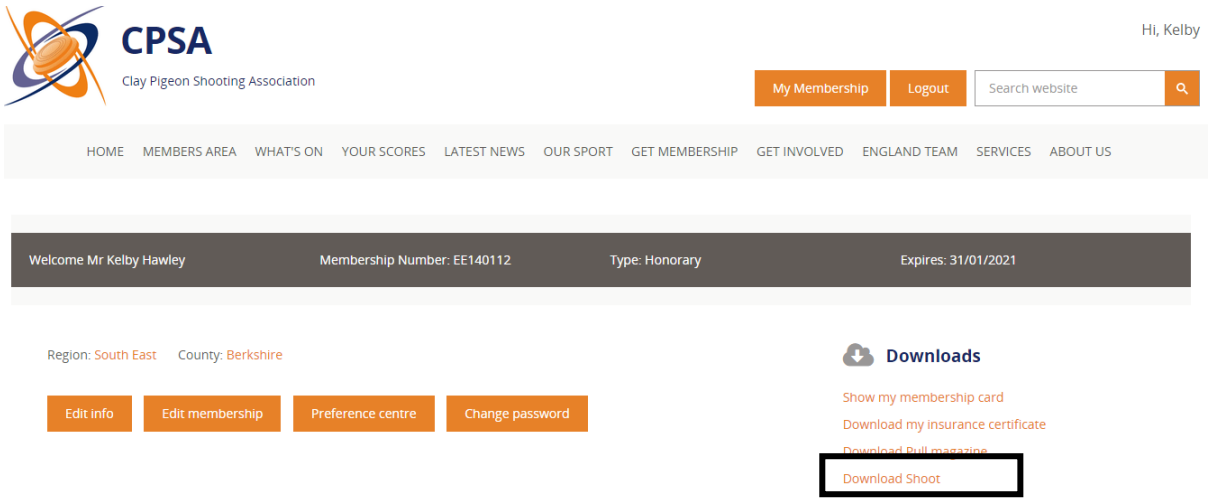
What is Shoot?

Shoot is a program which allows grounds to create fixtures, manage registered competitions, and submit scores to the CPSA. It provides various options and ways to edit competitions and present them via reports. Referees can also use the scoring app to record hits or misses for each target.

Downloading Shoot

First you need to login to the CPSA website at https://www.cpsa.co.uk/login, using your usual login details. Once logged in you will see the main membership dashboard, on this page select the option 'Download Shoot' under the Downloads section (screenshot below).



This will then redirect you to a page which will allow you to download Shoot and copy your API key which you will need later to activate your copy of Shoot.

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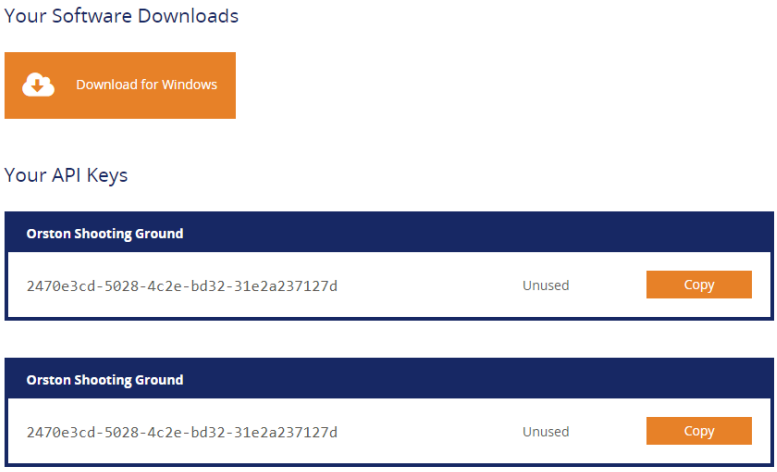

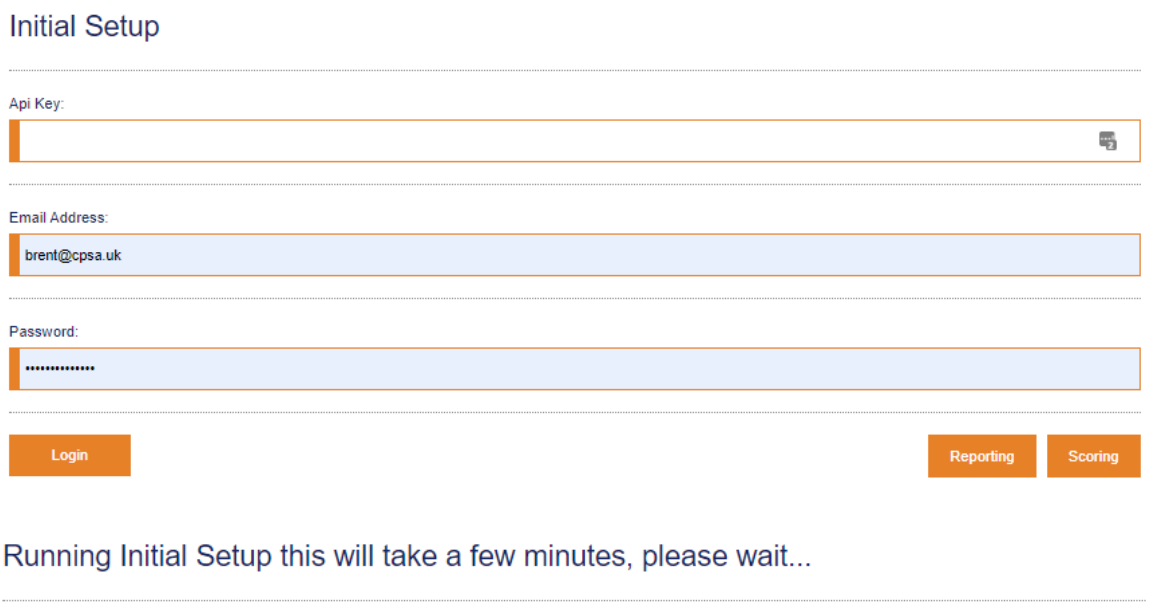

Use your normal login details or the details that we provide you with. Then copy and paste the API key which you will be given. Once you've done this, it will continue running the initial set up of Shoot, which will take a couple minutes to complete.

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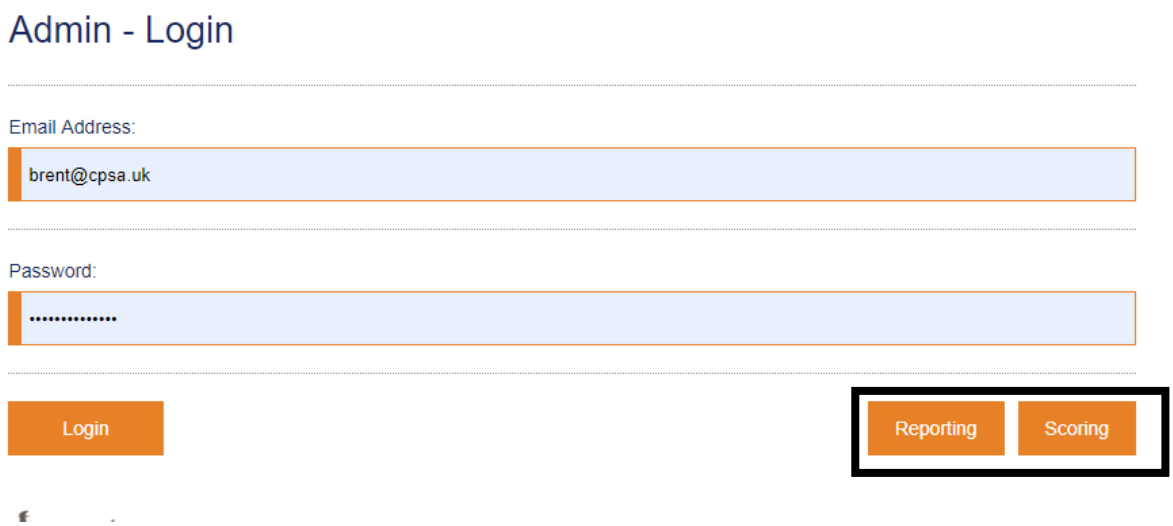
Logging in to Shoot

In Shoot, you have three log-in areas. Shoot Admin, Scoring, and Reporting. Shoot Admin is for all things admin related, for example creating events, fixtures, and competitions. Scoring is for scoring events on a mobile device, mainly for referees who are scoring the events while using the scoring app. Reporting is for leaderboards, displaying the current event leaders etc.



Simply click on the login you want, enter the correct login details given to you and then login. Permissions can be given to certain users, to prevent accidental login to other sections of Shoot. This can be done via the Settings cog wheel, at the top right-hand corner of Shoot. You need to be signed in to Shoot admin first, to access the cogwheel.

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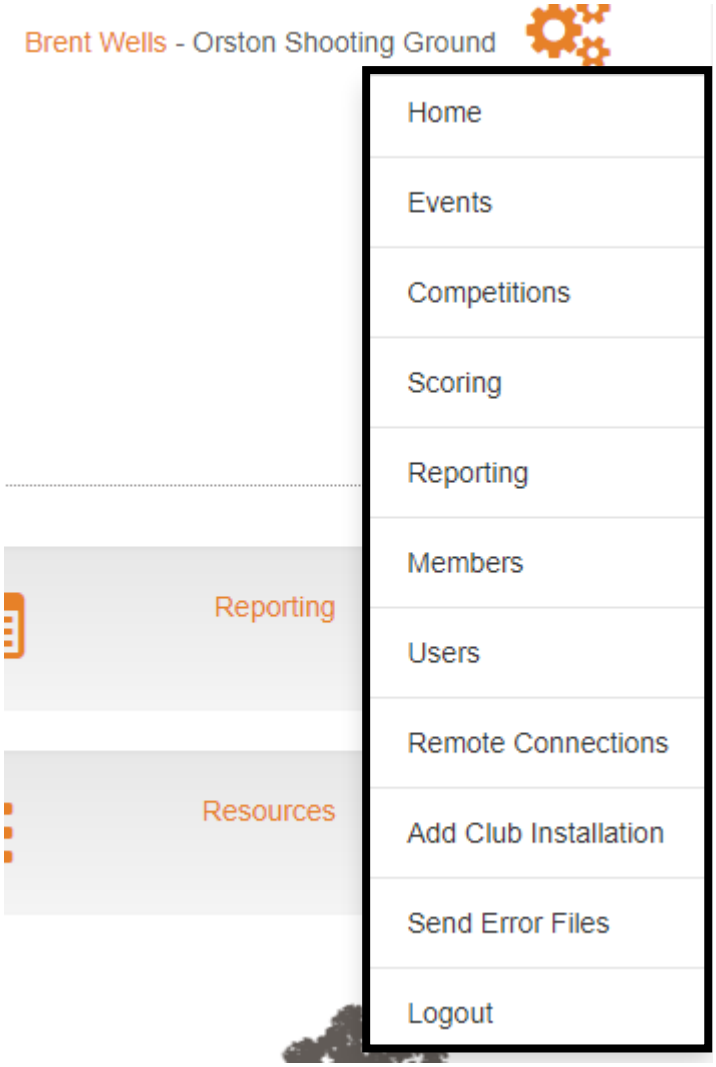

Once you click on the cogwheel, a drop-down menu will appear, listing several pages you can navigate to.

'Users' allows you to add people to your Shoot program, you can also give them different permissions to use it.

'Add Club Installation' allows you to set up Shoot for other grounds that you run Shoot at, as well as your main ground.

'Send Error Files' you can send error files to the CPSA team so we can investigate and fix any issues.

Members allows you to search for a membership and see what that member's class is and whether he or she is an active member of the CPSA.

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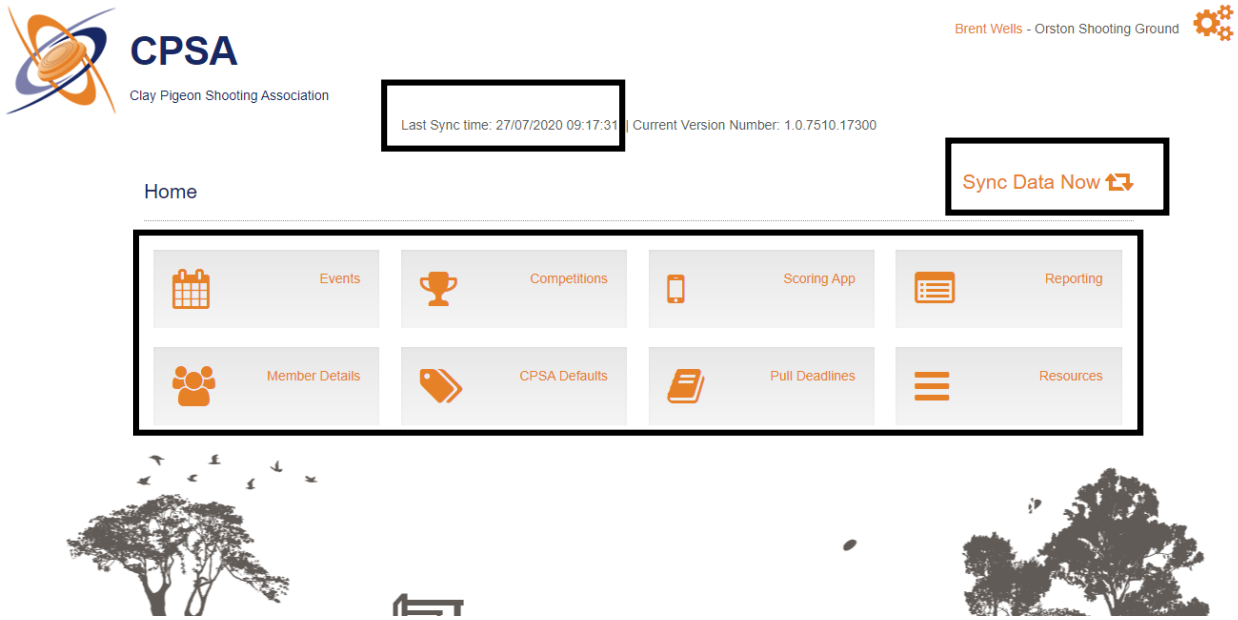
After signing into Shoot, you will be greeted with this page:



In Shoot you no longer need to manually run updates. It does this automatically, and it lets you know when it was last synced. For example, in this screenshot you can see it says 'Last Sync time: 27/07/2020 9:17'. You also have an option to 'Sync Data Now', by clicking the button top right.

Events: This is where you create your events and fixtures for your competition, these will be synced with the website once made.

Competition: This is where you create a competition. You add the necessary targets and shooters here. This then is linked to the fixture and event you created.

Reporting: Takes you to the leaderboard login, so you can present scores on screen.

Members Details: Allows you to search by membership number or name to see if a person is a valid member and what their classifications are etc.

CPSA Defaults: This is where you can find all the rules for each discipline, and you can also find the scoring defaults here too.

Pull Deadlines: Shows you a list of dates when *Pull!* Magazine fixtures need to be submitted by to be included in each month's publication.

Scoring App: This allows you to use your phone to score a shoot. This can be used by referees to score hits or misses by target for the competition on a mobile device.

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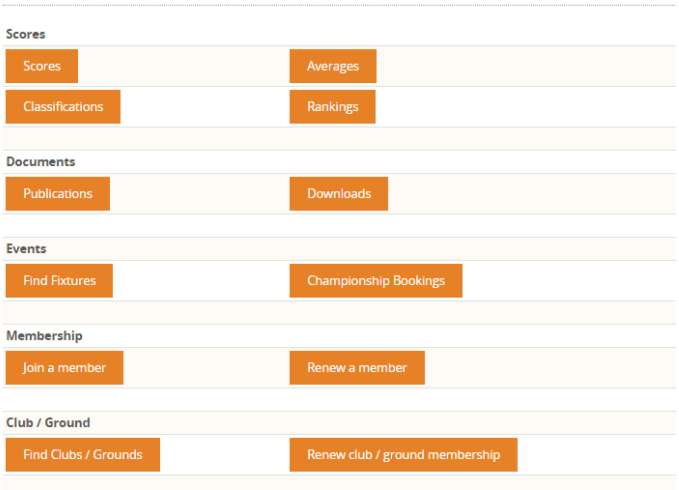
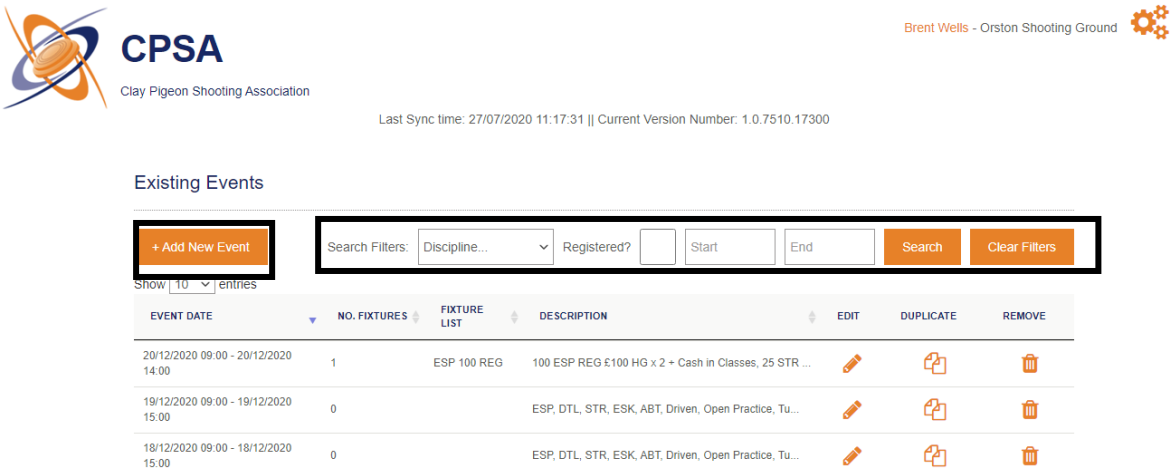


Resources: You can click on this button to view a page which provides resources. For example, scores, averages etc. You can also join a member or renew a member here.

EVENTS



As you can see in the main page for events, you will be able to filter out already existing or previously created events. You can also duplicate an event and fixture, this allows you to easily recreate them, saving you time and effort. Searching with the filter is very easy, and you can search by date and discipline if needed.

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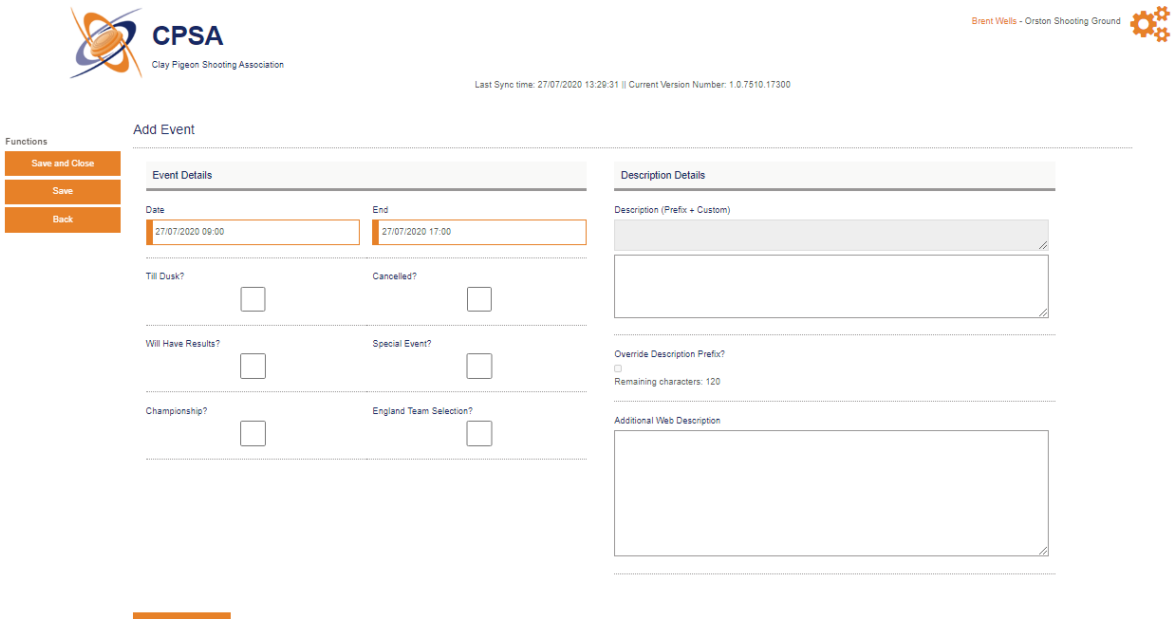
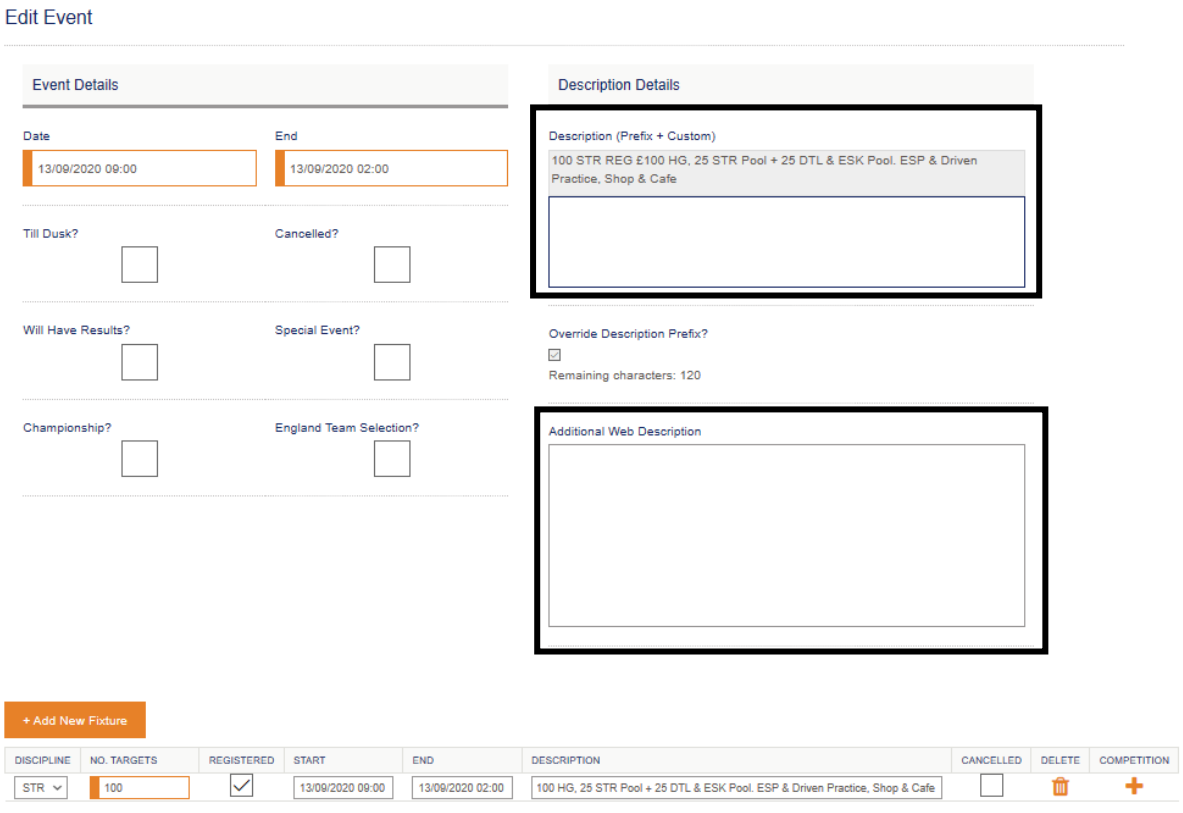


When clicking on 'Add New Event', this page will appear. It is a straightforward process from here, just fill out the necessary fields before saving the event. After this you will need to create a competition which will link with the event you just created. You can add a description for your fixture which will appear on both the website and *Pull!* but also you can add "Additional Web Description" for the website if you need extra characters for that; it offers up to 500 characters. Please see an example of an event and fixture below:



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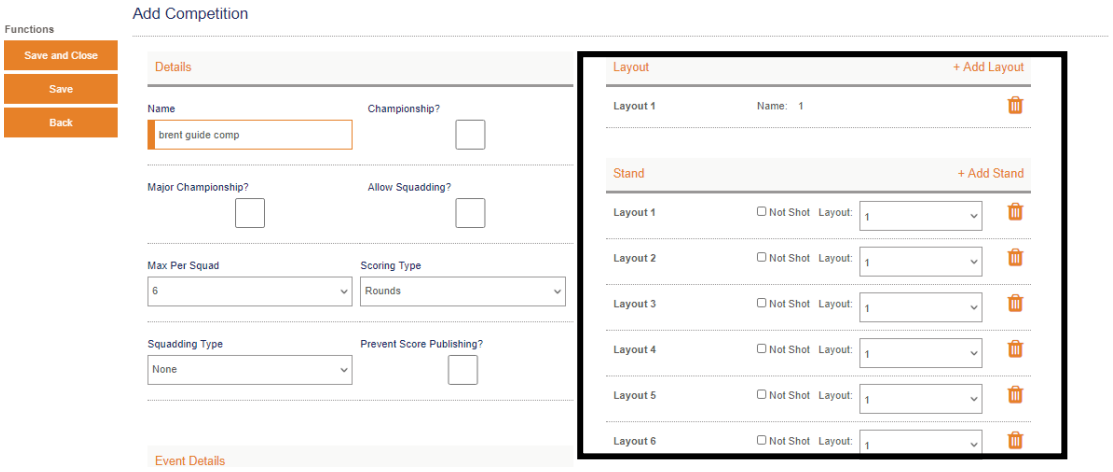
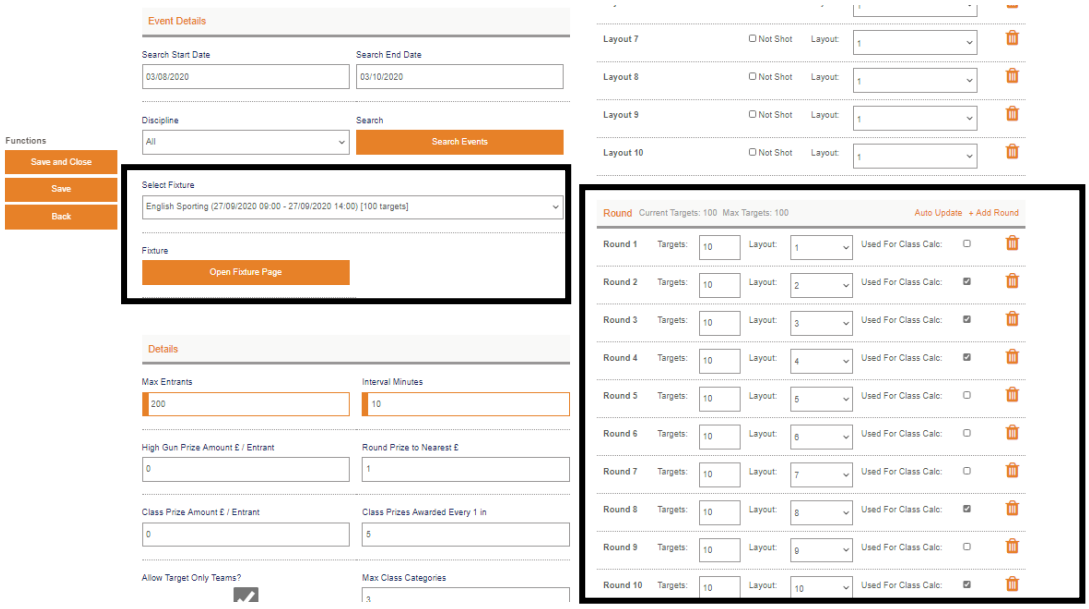
Competition



Enter competition name and proceed to fill out all the necessary information.



You can choose number of rounds and targets. Adding and allocating classes or categories available to shoot is simple too. You are also able to link this competition with a fixture, you can search the Fixture name and select it.

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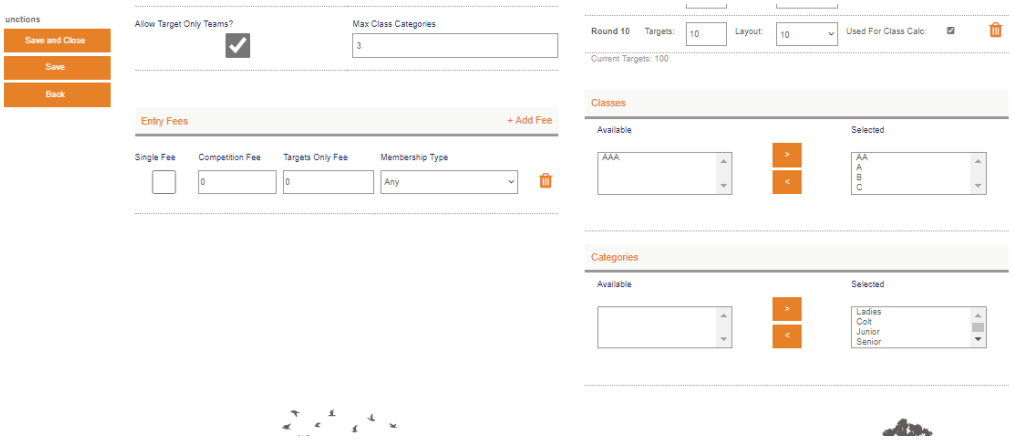

When creating a competition you can link your event/fixture to it. This will automatically fill in the default layouts and targets set for that discipline. You can edit classes, categories, and entry fees on this page. You can also edit prize money amounts and set a maximum number of entrants.

You can also import shooters into the competition, you can do this by selecting import/export. Select the file you want to import, once imported those members will be added to the competition you have selected.

You can add them manually by clicking on manage shooters for said competition, then you can search by membership number or name to add them. Example below:

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You get several other options on this screen,and theability to manage shooters, manage squads, view scoring, check on payments in finance, look at results, and create reports.

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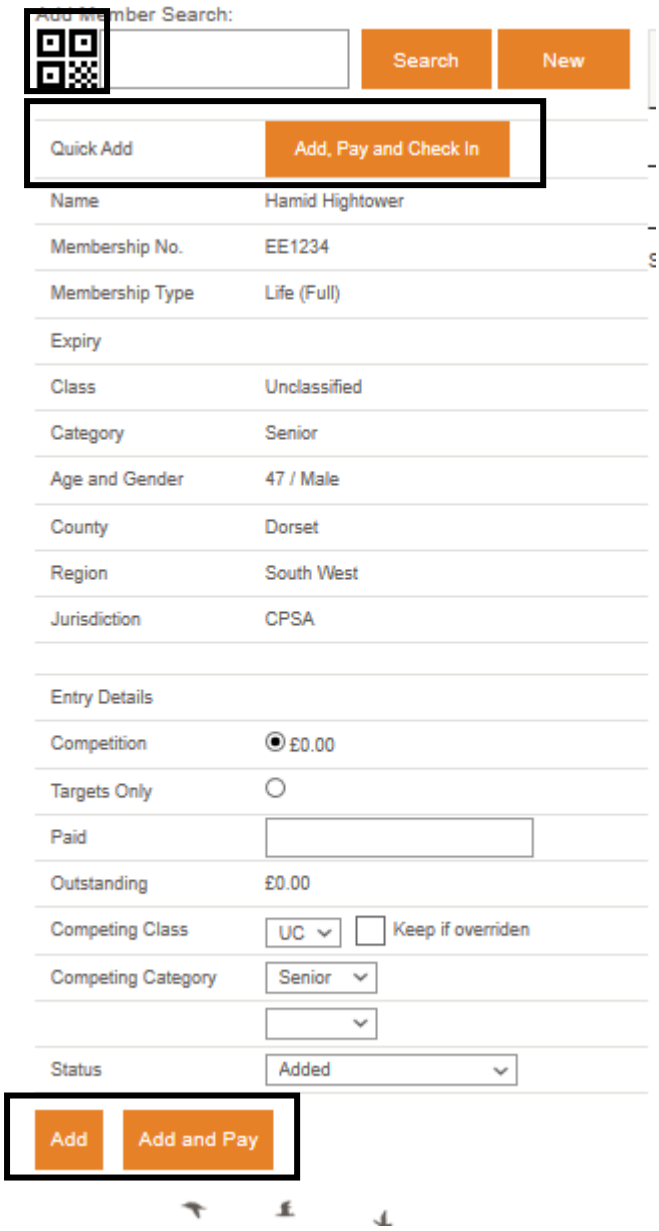

Add, Pay and Check In

When searching and adding members to a competition. You can use the button 'Add, Pay and Check In'. This allows you to quickly add the member to the shoot, pay and check them in. This avoids having to do it manually, although sometimes you need to manually add members for various reasons. If so, you can add members and/or use the 'Add' and 'Pay' option, then check them later. When adding members, you can also scan their membership card QR code, instead of typing their membership number.

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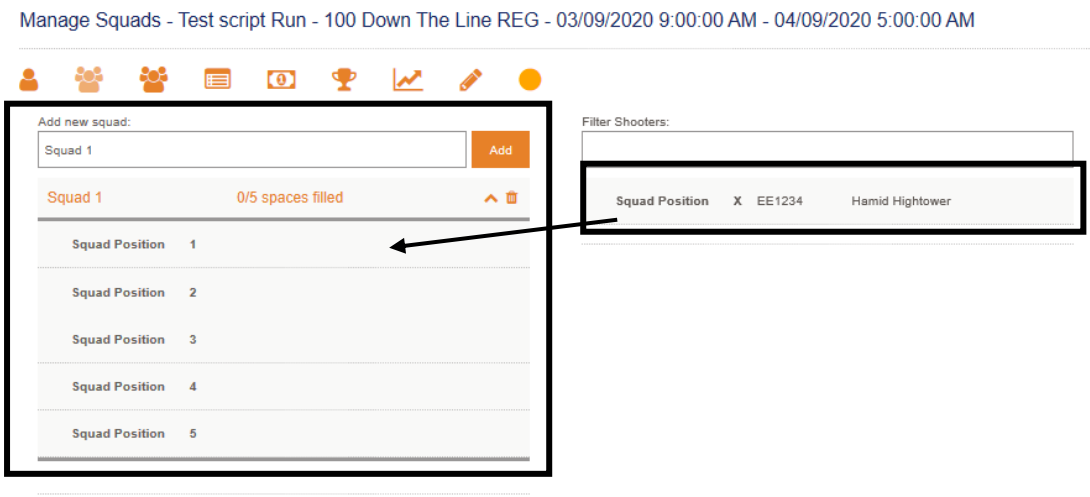
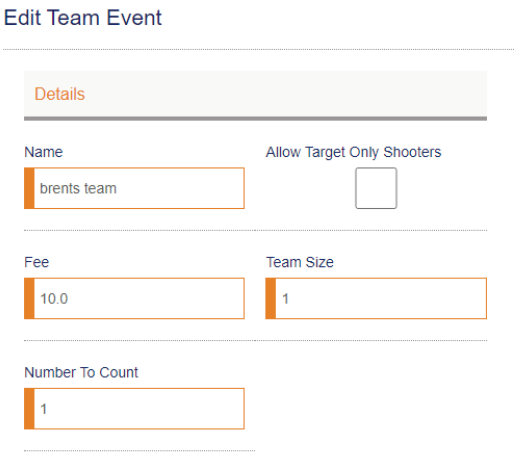
Manage Squads

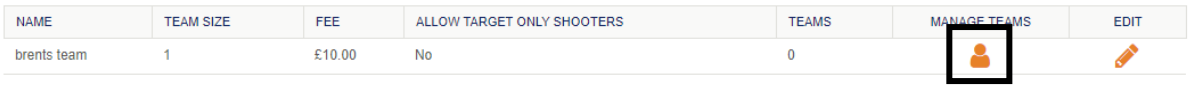


When assigning shooters onto squads. It is very simple to do - you type the name of squad, For example Squad 1. Then you drag and drop from the list of Shooters that you added or imported previously into the squad. You can also filter through the list of shooters, to save time looking through a long list if it is a big competition.

Creating/Managing Teams



On the competition page, you can select teams in the options next to the competition you have created. It allows you to create a team event. Once this is created, you can then go on to manage the teams inside that competition.



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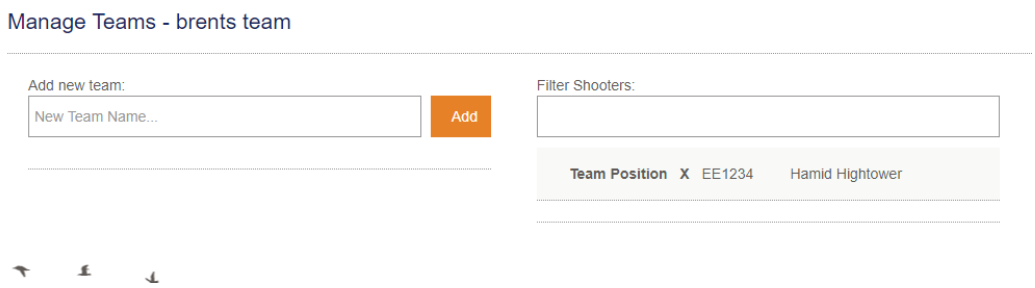
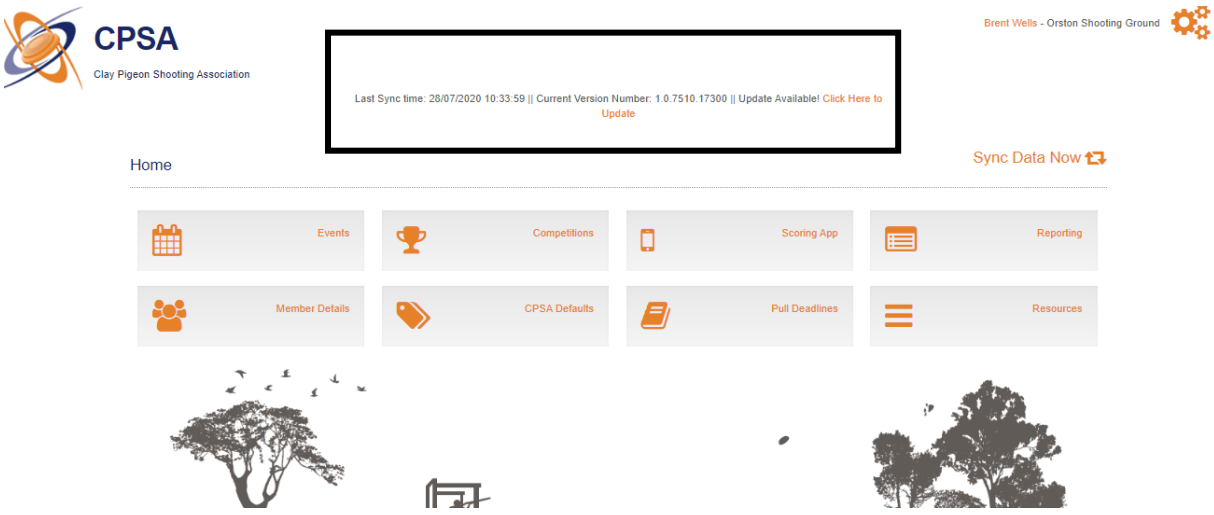


You can add multiple teams inside of a team event and then assign shooters to each team by dragging and dropping them into a team.

Updates for Shoot



Data is automatically synced in near real time while Shoot is online and will wait to sync while working offline. Simply check the date after “Last Sync Time”. If it is today’s date then you are up to date

You will be notified when updates to the program are available, as you can see in the screenshot above. Simply check the version number. Click on “Click Here to Update” and Shoot will then download, install the update, and ask you to sign in again.

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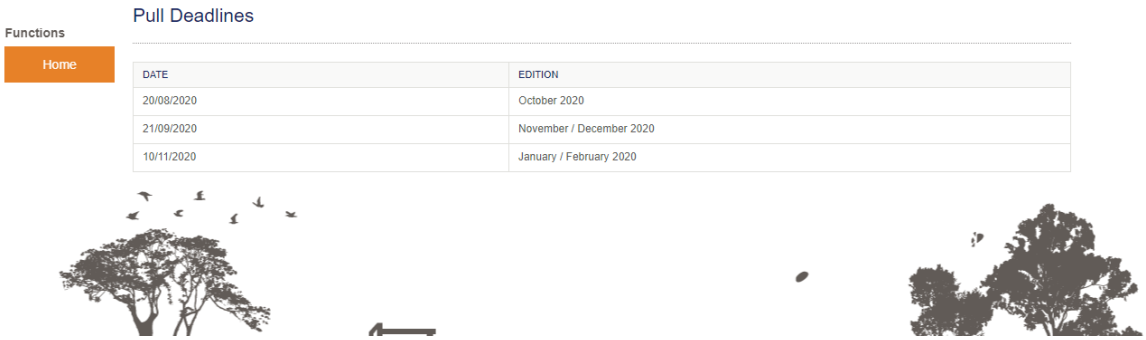
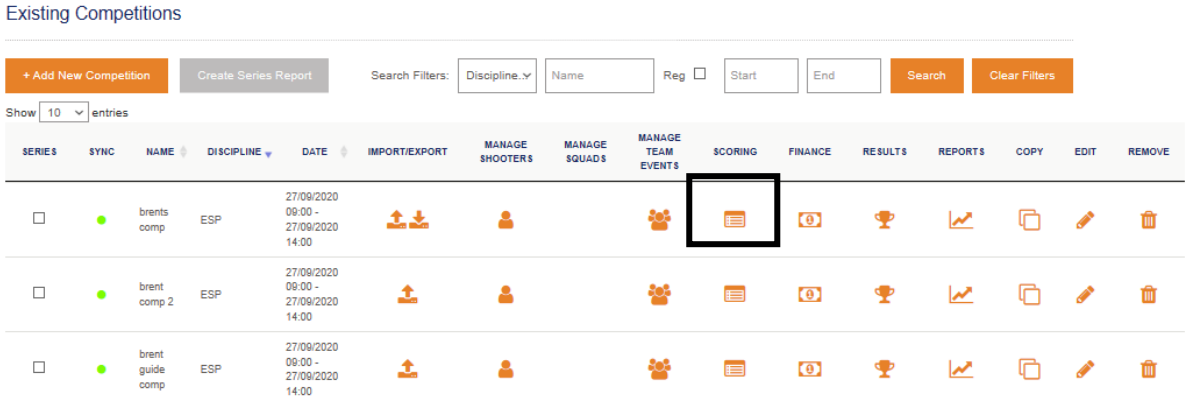
Pull! Deadlines

When the deadline for *Pull!* magazine is approaching, Shoot will let you know how many days you have until you need to submit your fixtures. As you can see by the picture, this is located at the top of Shoot's main menu. You view can the deadline dates in the '*Pull!* Deadlines' navigation button, screenshot below:



Scoring Admin

You can manually add scores to a competition by going to the 'Scoring' option.



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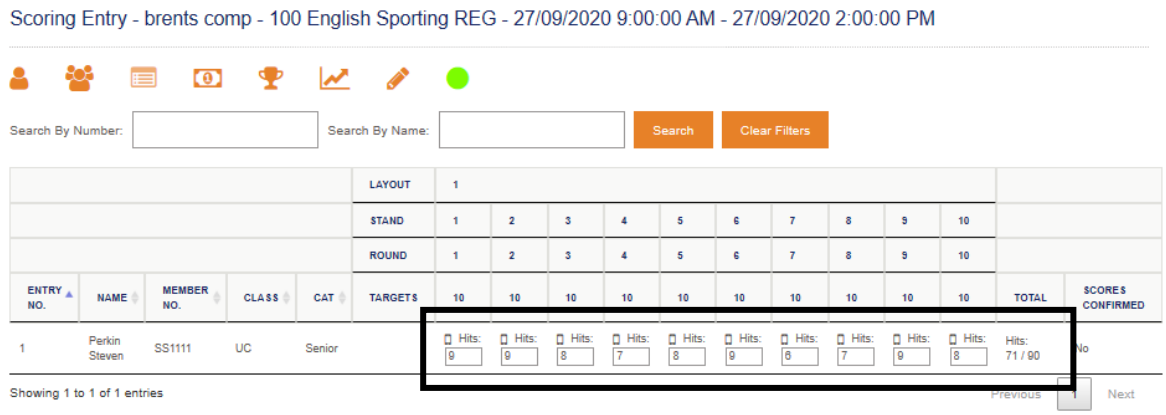
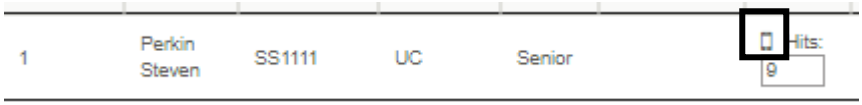
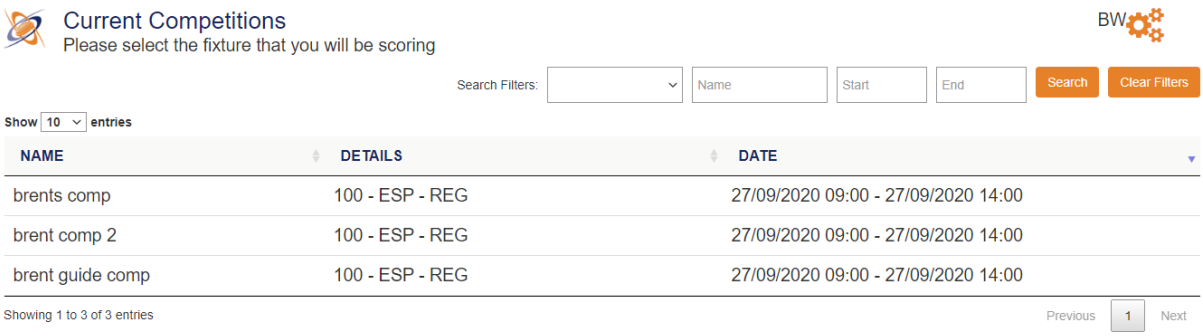


The list of shooters you have imported or added to the competition you created previously will be here. Simply add their hits / points, and it will calculate everything for you. Also, if a score was added via the scoring app (mobile device), you can edit this in admin if it was wrong, by simply clicking on the mobile icon above the score.



Scoring App



Scoring can be done via a mobile device, which allows the referees the ability to use their phones while scoring a competition. First select the competition you are refereeing.

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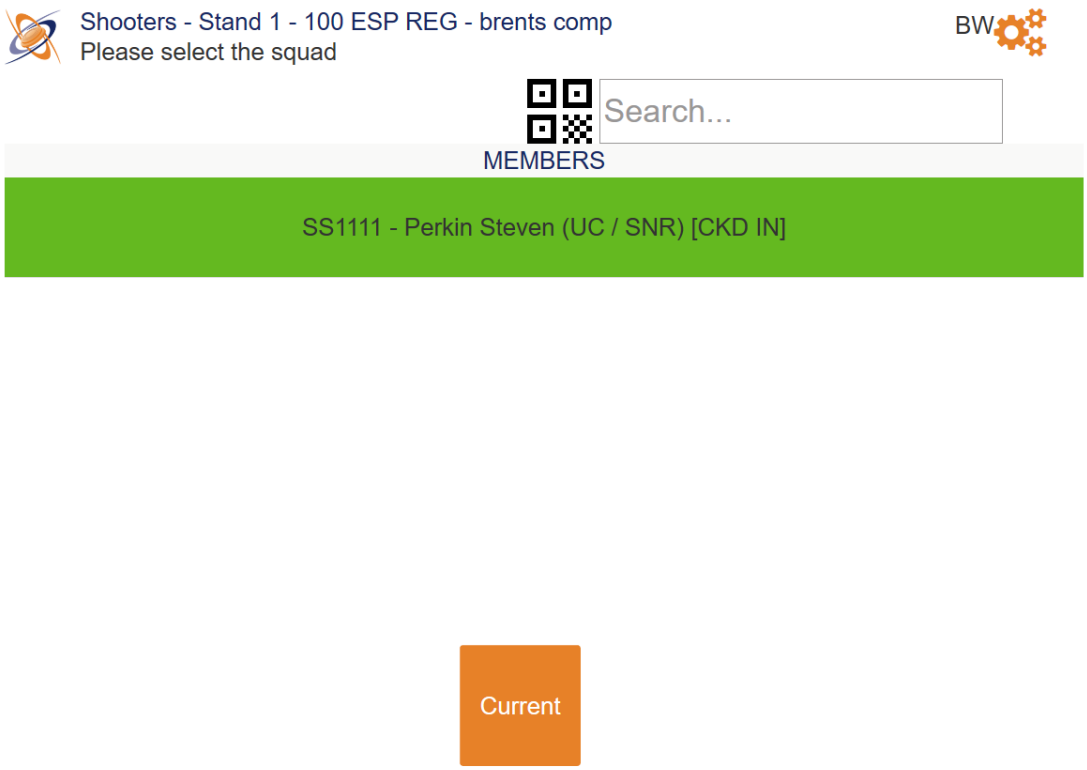
Then this page will appear, these are the stands for the competition. Select the stand you are scoring and it will then ask you to select a squad member who is shooting or the squad, it will then will take you to a page where you can score hit or miss for them.



If you want to go back to the previous page, click on the cogwheel at the top right hand of the page. Select change stand and it will take you back to the select a stand page.

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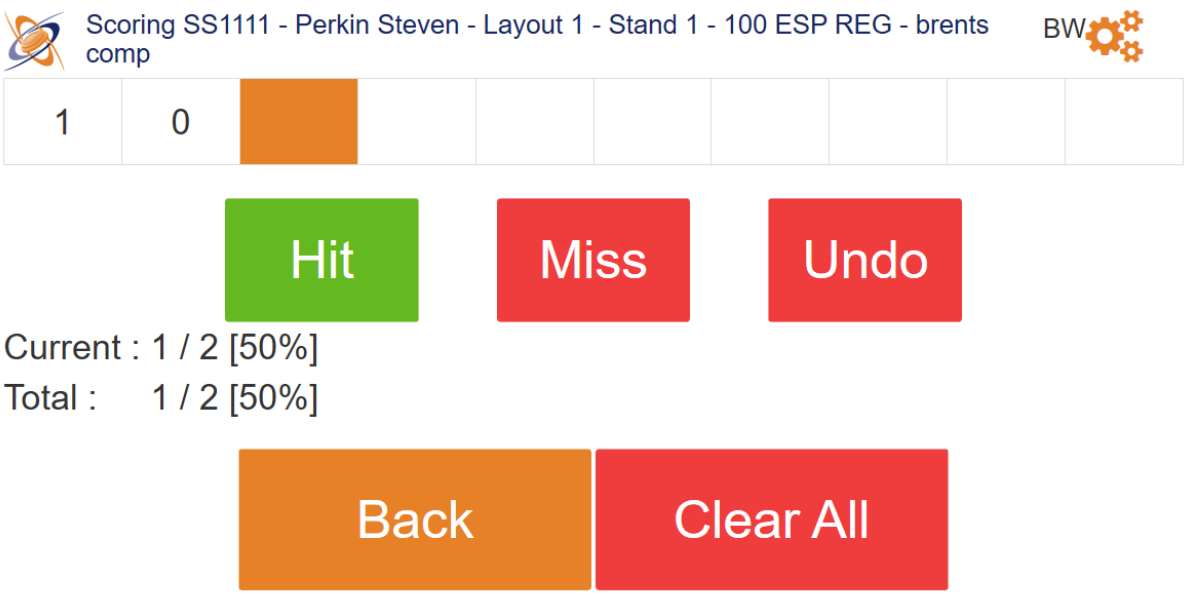

As you can see, it clearly shows each target and referees will need to score hit or miss. It calculates the total and percentage automatically for them. Once a member is finished, you can click back and return to the previous screen to select the second person in the squad. If you make a mistake you can click undo or If you want to clear everything click clear all. Once all targets are shot, a confirm box will appear. Click this if you are happy with the scores taken.

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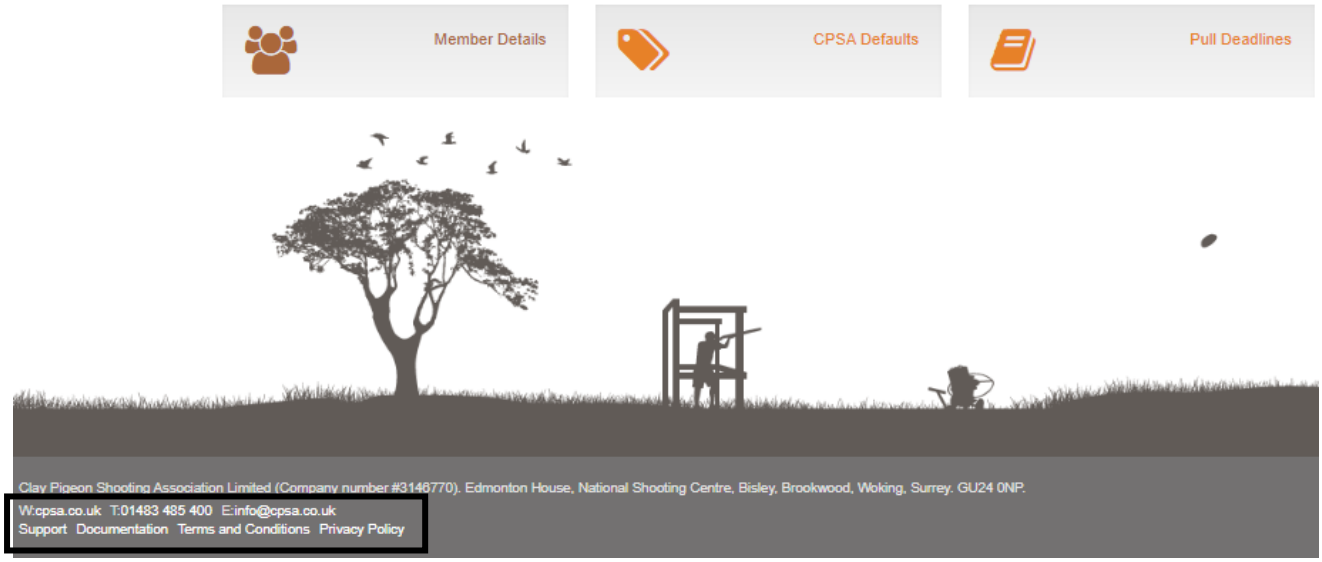
Support

If you have any issues with Shoot or need help, don't worry, at the bottom left-hand corner of Shoot you will be able to find a support link and various contact details. Our IT Team are here to help, either Pete or Brent can help with IT queries. Give us a call and use the support link for one of us to remote conntect to your PC. Scores and fixtures queries go to either Cheryl or Clare.

Links include: website link, telephone number, email, support page (IT), documentation, terms and conditions, and privacy policy.



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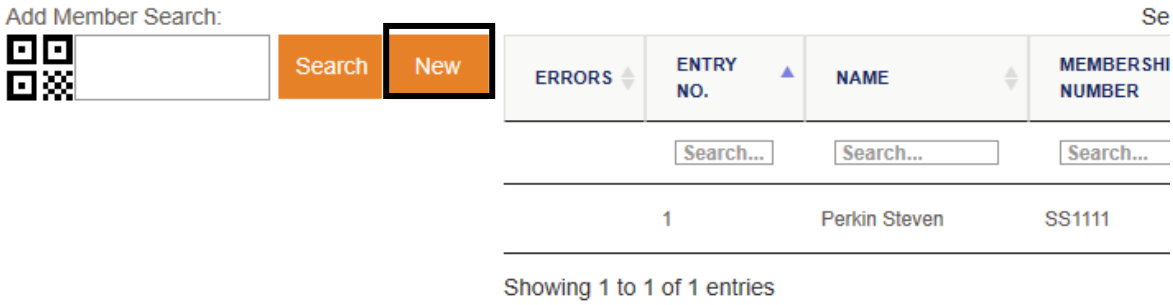
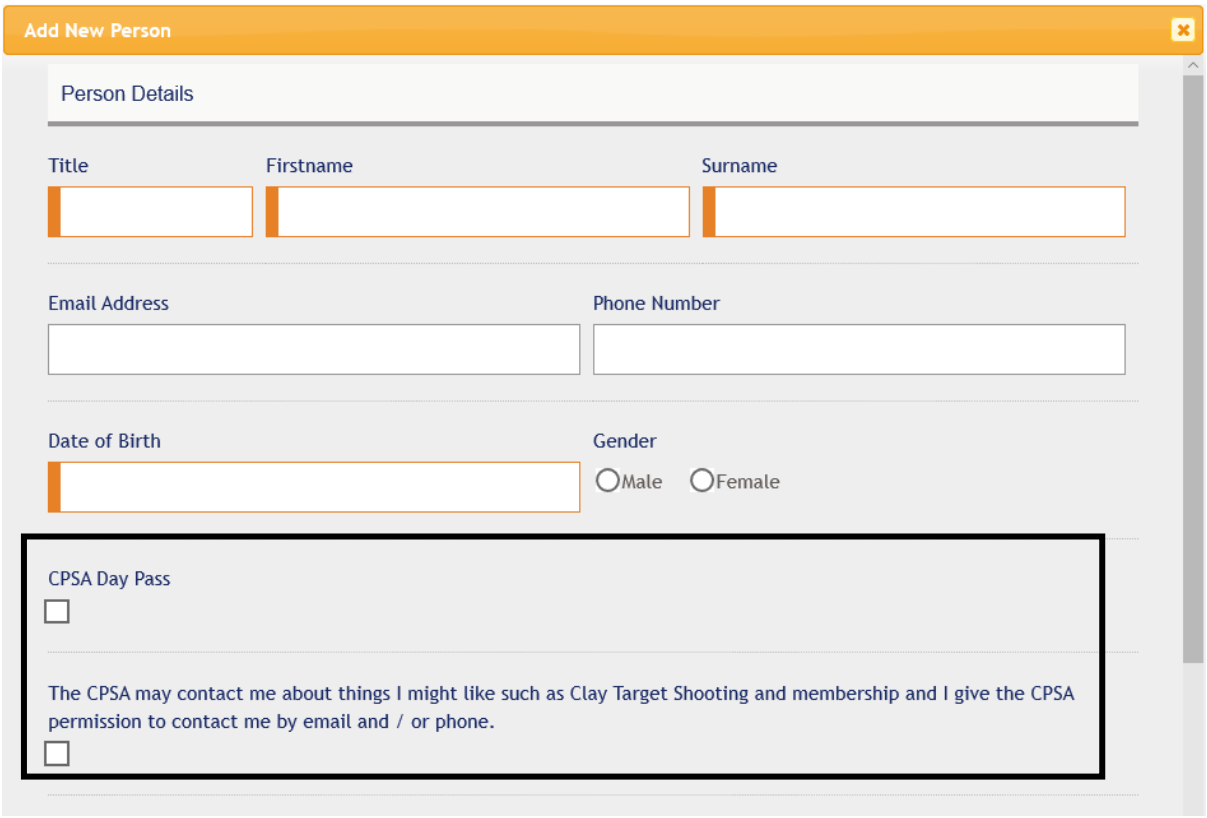
Adding a Non-member to a competition





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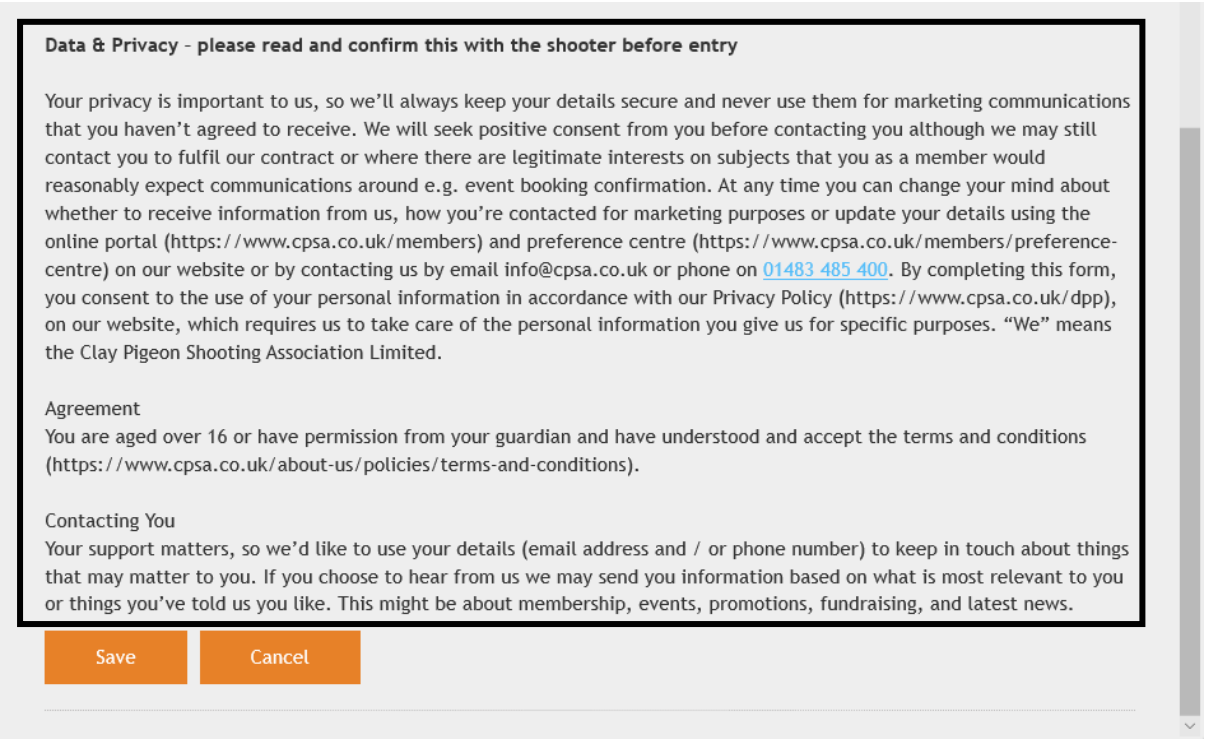
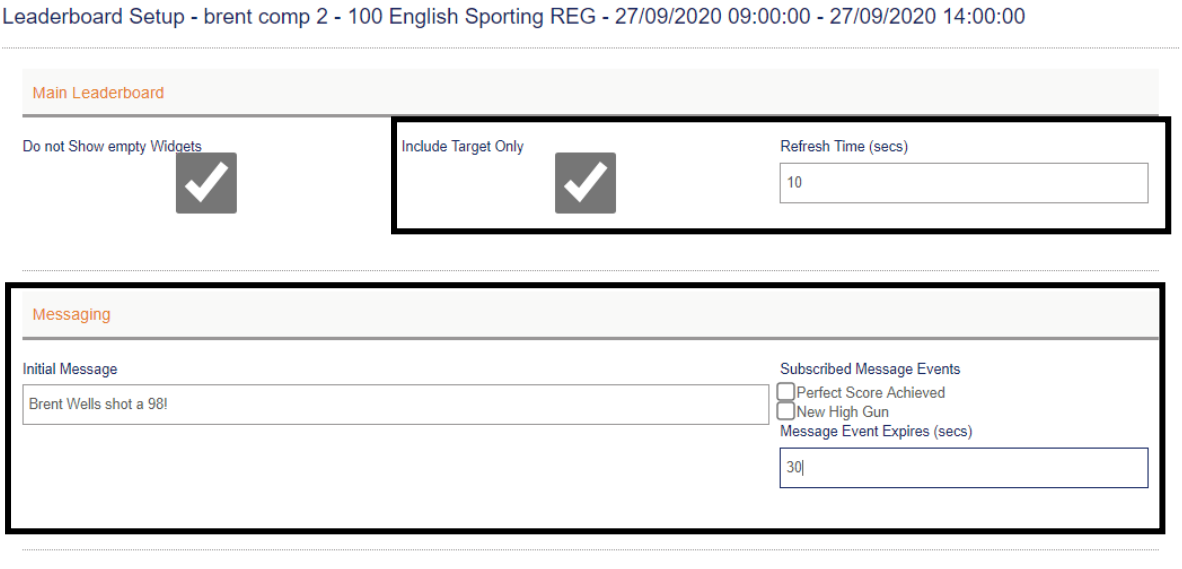


After clicking on new, this window will pop up above. What you need to do is fill out the required information, select 'CPSA Day Pass' if required and select the select the consent option if they agree to receive an email or phone call from us about a CPSA membership.

You must make sure to read them the personal data agreement and that they agree to it before proceeding.

Leaderboards



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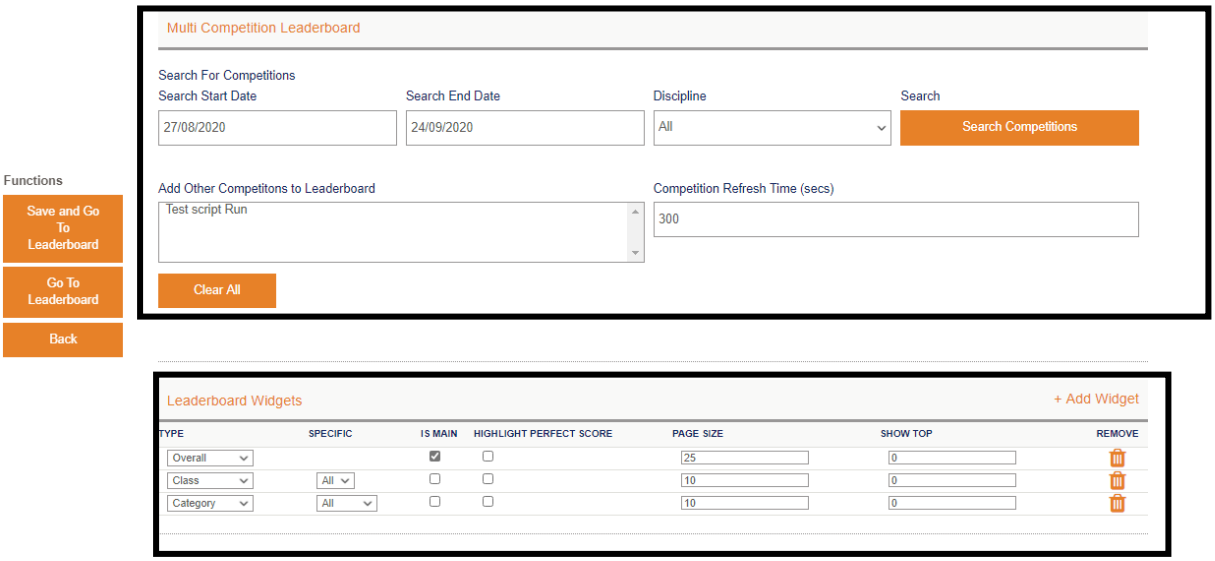
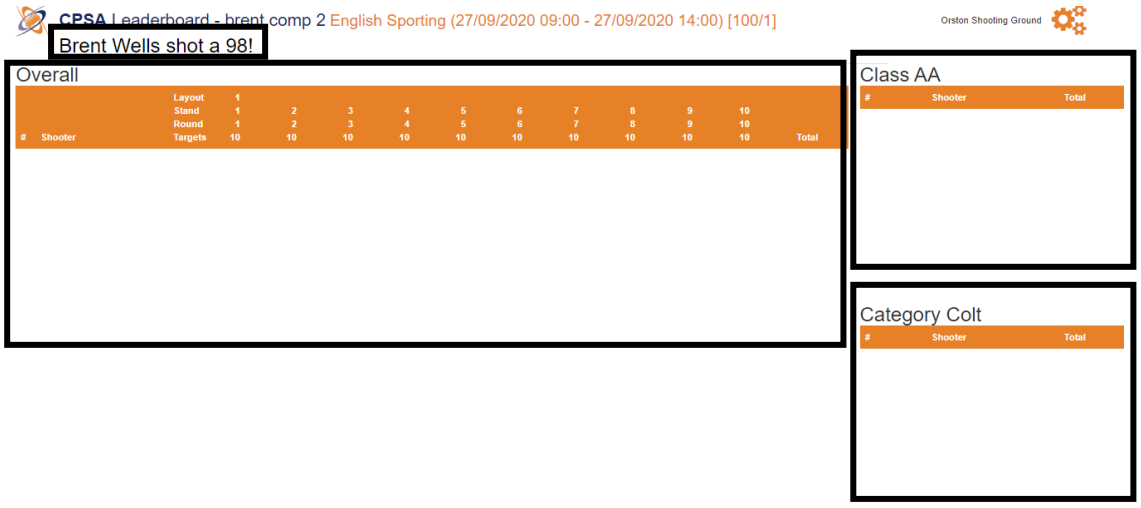


Click on 'Reporting' and then the desired competition you want to create a leaderboard for. You can choose various options here, you can include targets only and choose the leaderboard's refresh time (how quickly it updates). Also, there are options to add other leaderboards from different competitions and choose which details you want shown on each leaderboard.

You can also create an announcement under Messaging, choose the time you want the message to appear for and what it will say. This message will then pop up above the leaderboard, when it's displayed. An example below:



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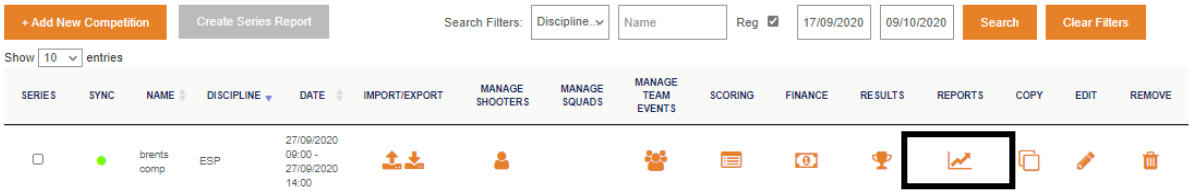
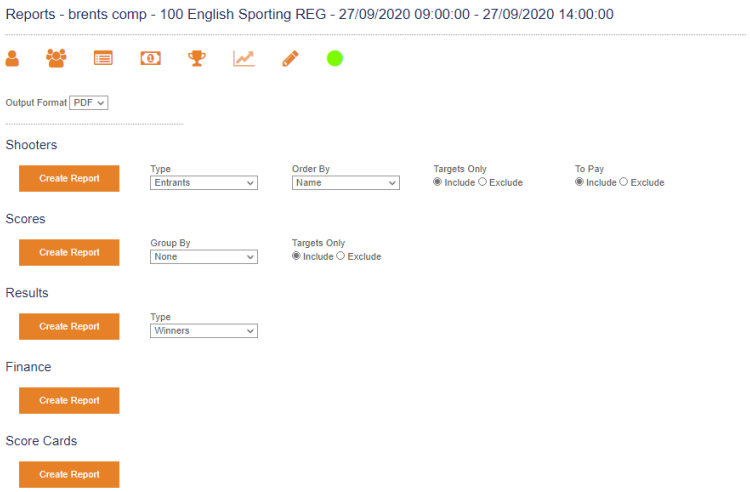
Reports for Competition

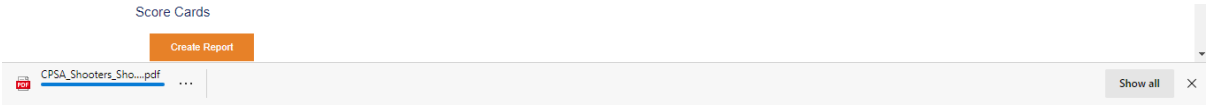
You can create .pdf and .csv files to share scores via email or post on your website.



Click on reports and then it will take you to another page:



Select the appropriate options and create the file by clicking one of the buttons.



After that, the file will be created and then pop up at the bottom of your browsers window, for example in Google Chrome it will pop up at the bottom left and be saved in your downloads folder.

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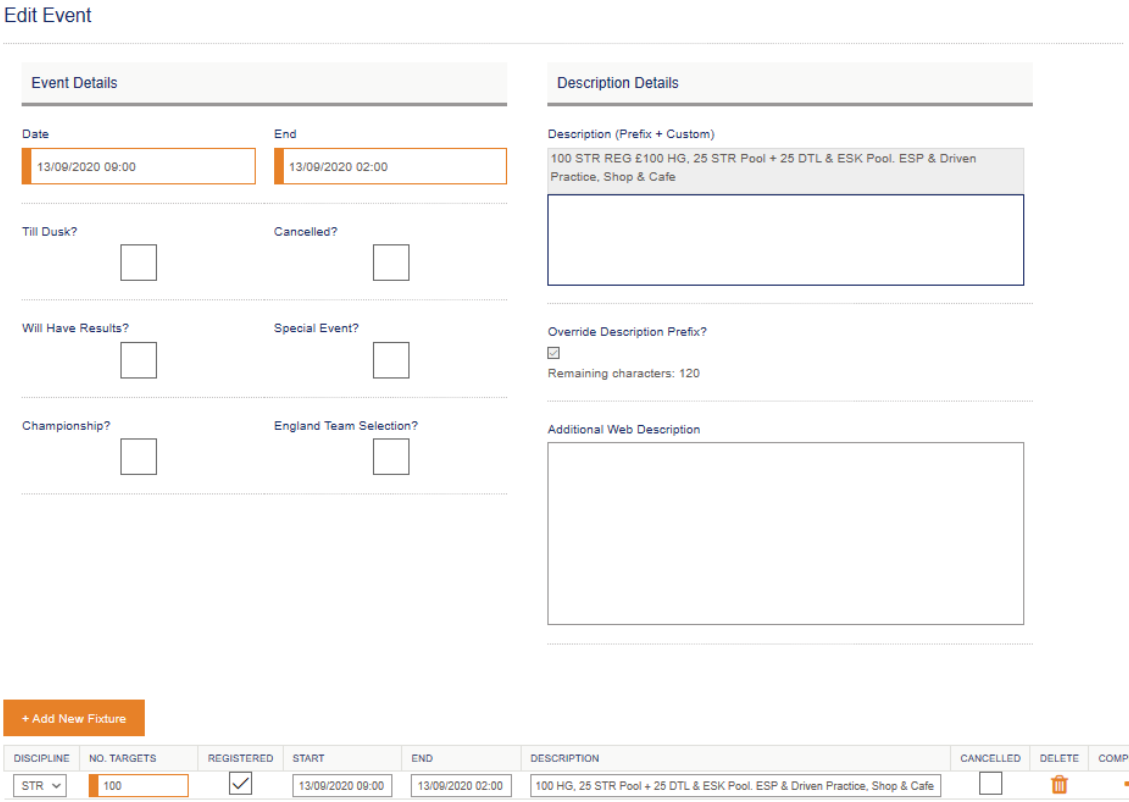
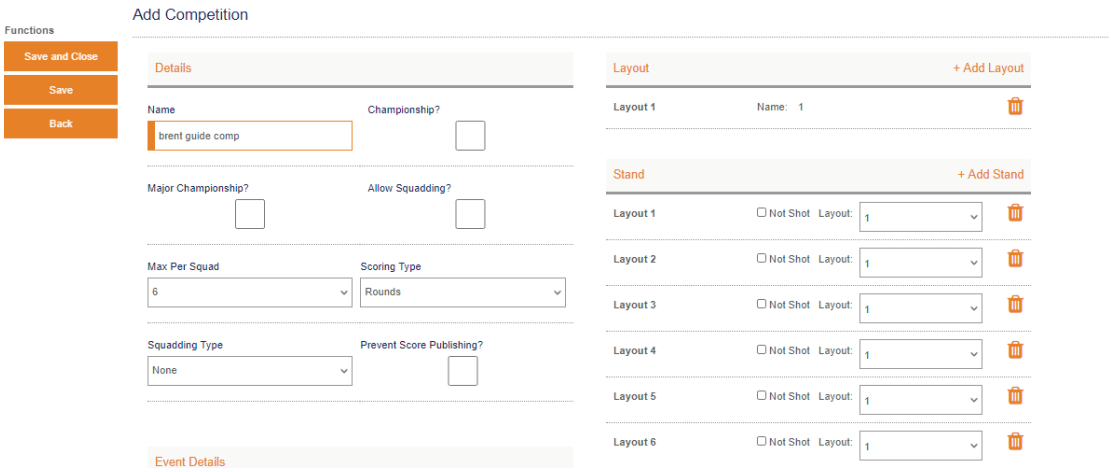
Standard Competition Step by Step Guide

Create an Event/Fixture.



Create a Competition.



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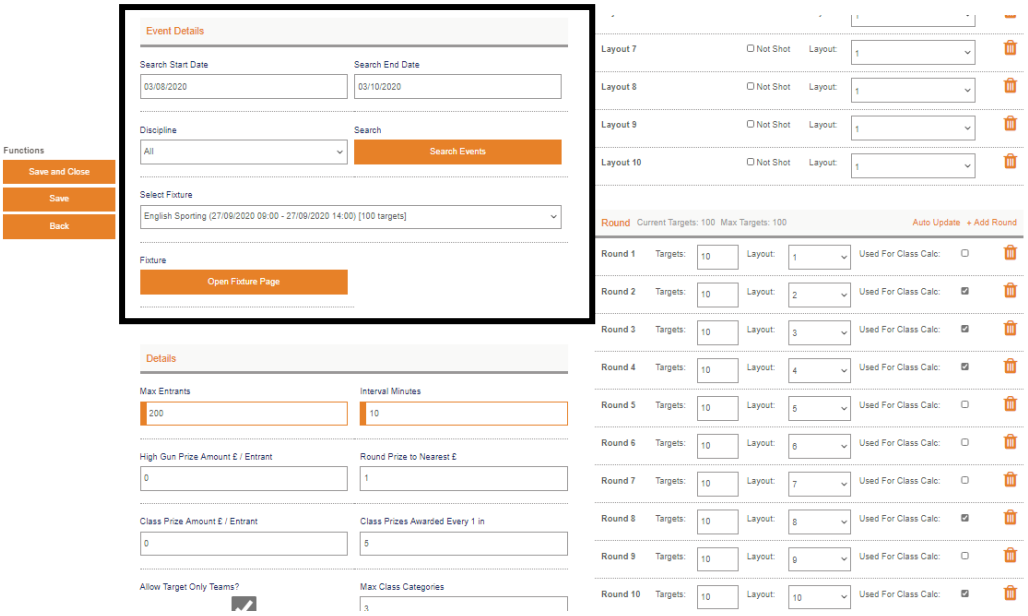

Link the Competition with your Fixture. You can search for the event via the date or name. User tip: this can be done quickly from the fixture view in Event too.

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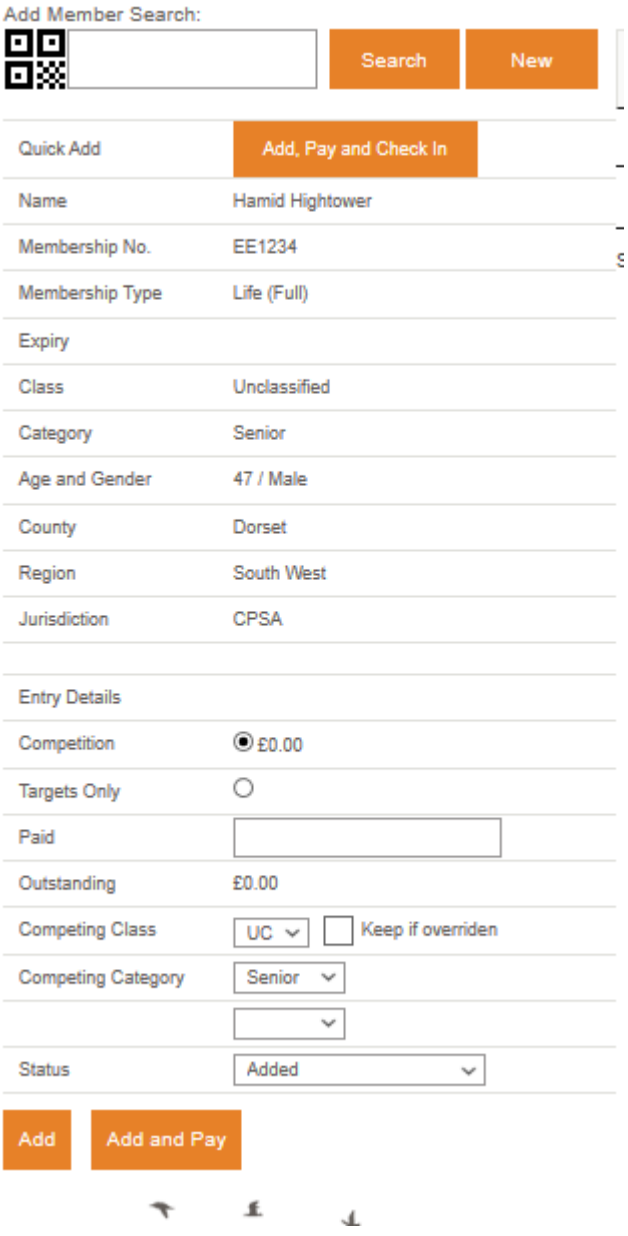
Next you can either Import the shooters into the competition (above) or add them yourself (as shown below).



After that, if your competition is using squadding, you will need to add the shooters into squads, via manage squads.

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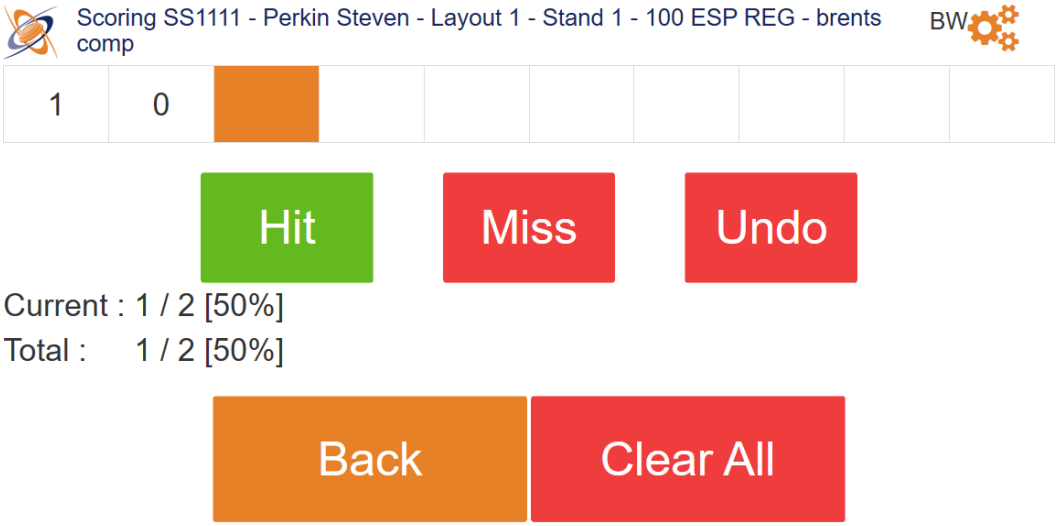
During the competition you can score via the admin screen, by clicking on Scoring under your competition (above). Also, you can use the scoring app, to score via your phone (as shown below).



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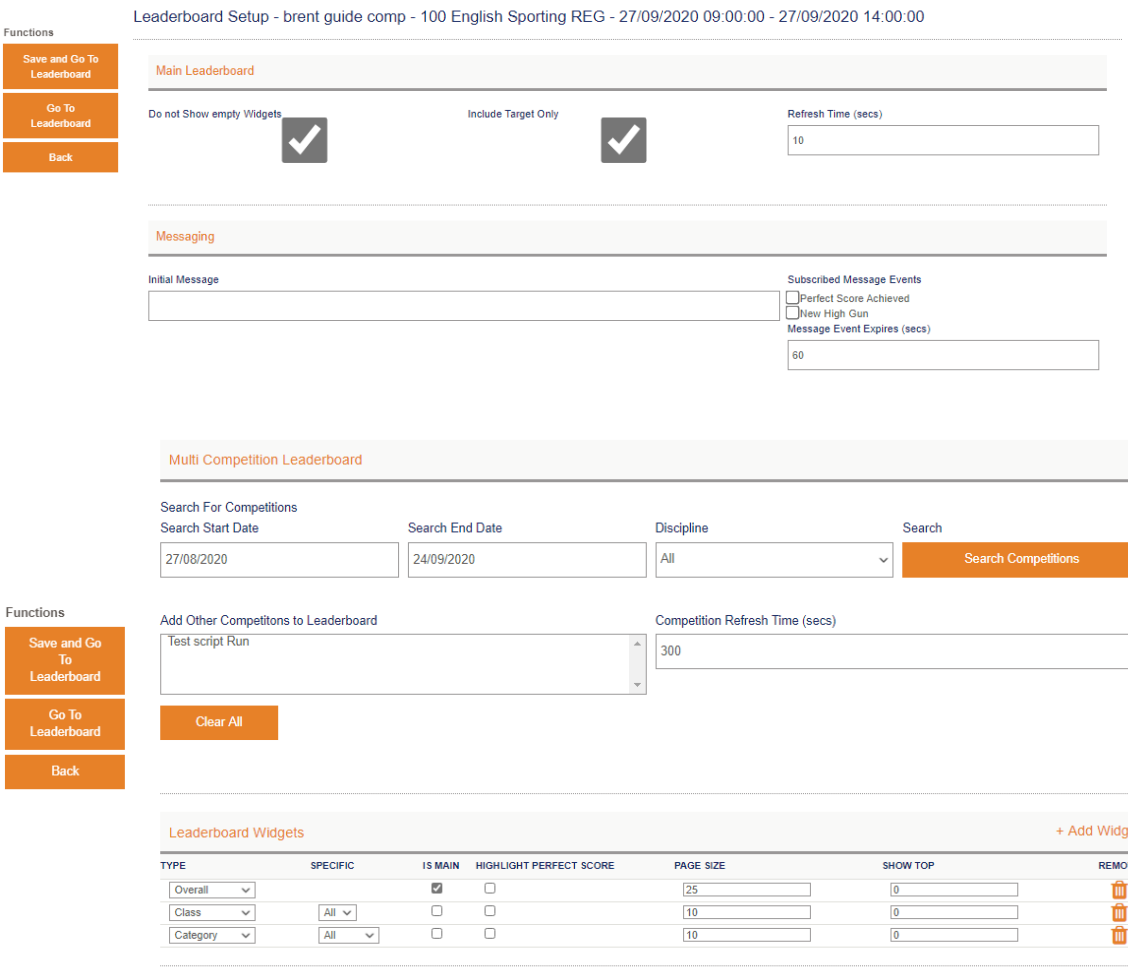
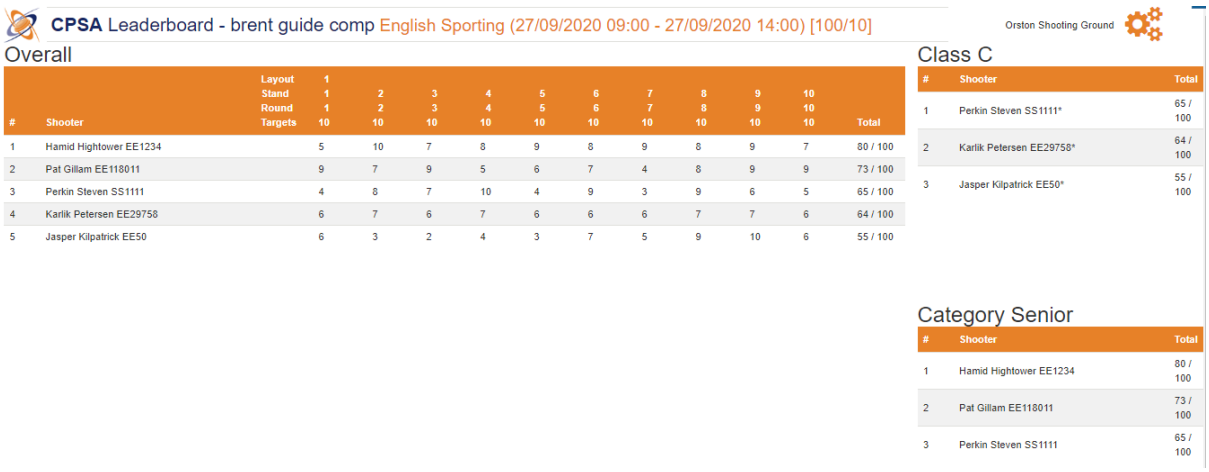
If you want to display these scores during the competition, you can use a leaderboard (reporting). Set it up to show whatever category and top 5 etc you want (as shown below):





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Why isn't Shoot syncing?

Shoot requires the following firewall exceptions to function correctly.

Internet:
'ShootSyncCore.exe' and 'ShootAdminCore.exe'
e.g. TCP 443 / UDP 53 to 'shootapilive.cpsa.co.uk'

Local :
Web/HTTP Client
e.g. TCP 58925

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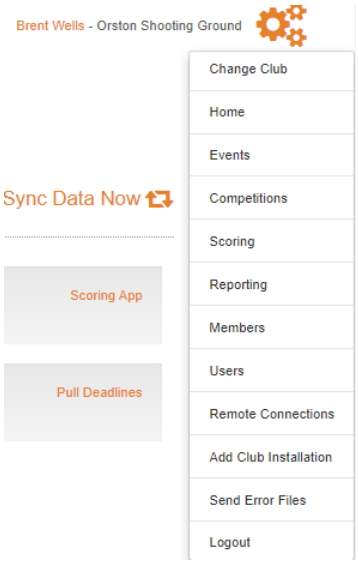
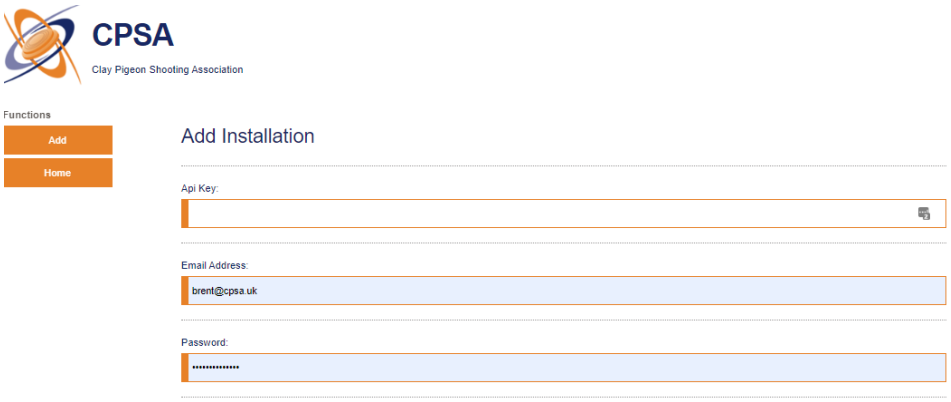
Multi Club Installation Process



Click on “Add Club Installation”.



You will be given another API key for the second club you wish to add. Please note that the last club you sign in with becomes the default club in Shoot. After you add the login details and API key it will start running the set-up process. Should take a couple minutes.

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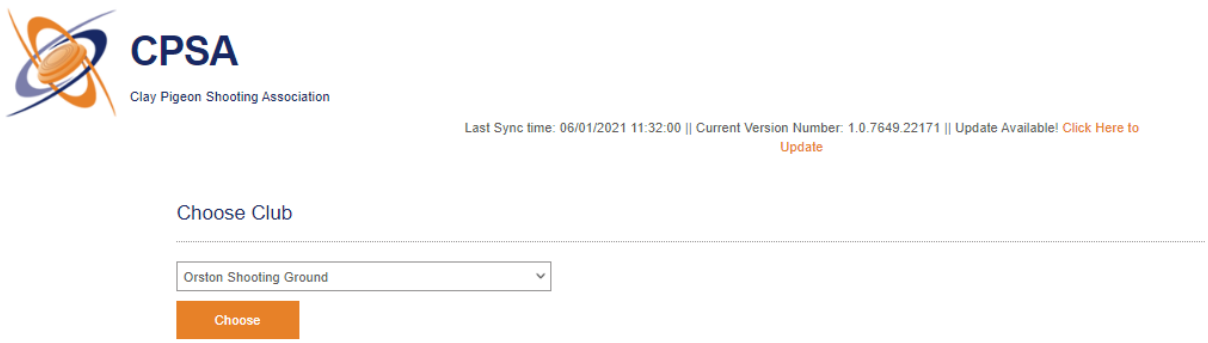

After that every time you login to your Shoot, you will be given the following dropdown list. Select the club you wish to use for that given time and continue using Shoot.

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