

## CPSA User Guides

# Shoot User Guide

Summary	This document describes how to use the CPSA Shoot software.
Version	0.3 07/01/2021
Keywords	Shoot, User Guide
Audience	All users of the CPSA Shoot software
Next review date	Q1 2021
Approved and ratified by	CPSA
Date issued	07/01/2021
Author	Brent Wells - IT Assistant
Sponsor	Peter Tomlin - IT Manager

## Version Control

### Change Record

Date	Author	Position	Version	Page(s)	Reason
01/10/2020	Brent Wells	IT Assistant	0.1	All	Original draft
24/11/2020	Brent Wells	IT Assistant	0.2	All	Updated version
07/01/2021	Brent Wells	IT Assistant	0.3	All	Updated Version

## Reviewers / Contributors

Name(s) / Group	Position	Version Reviewed	Date
Peter Tomlin	IT Manager	0.1	27/10/2020
Grant Repshire	Marketing, Communication & PR executive	0.1	24/11/2020

## Contents

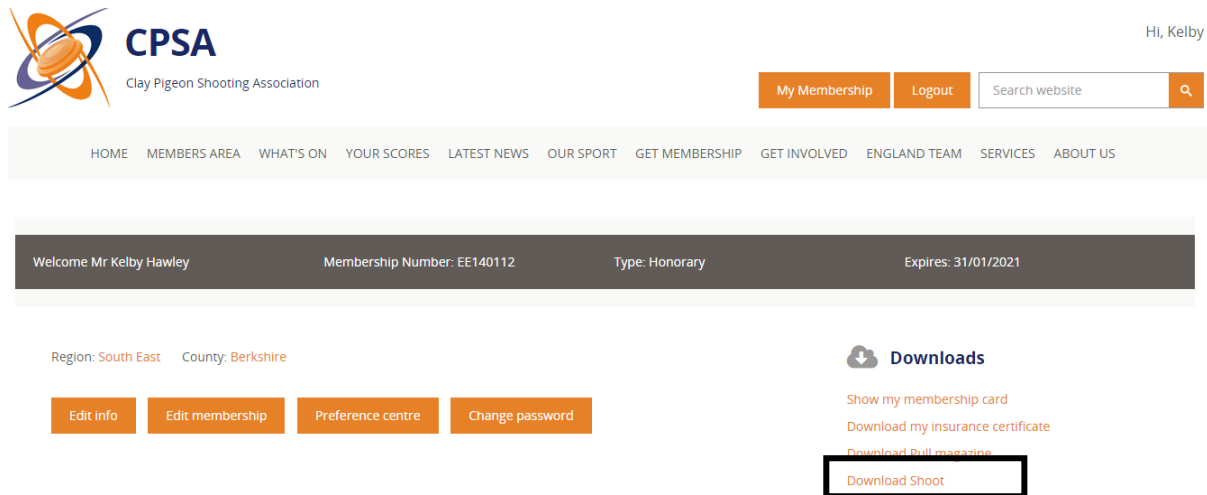
1. **What is Shoot?**
2. **Downloading Shoot**
3. **Logging into Shoot**
4. **Main Dashboard Cogwheel Options**
5. **Shoot Main Dashboard options**
6. **How to Create an Event/Fixture**
7. **Creating a Competition**
8. **Add, Pay, and Check in**
9. **Managing Squads and Teams**
10. **Updates and *Pull!* Deadlines**
11. **Scoring and Scoring App**
12. **Support for Shoot**
13. **Adding Non-members**
14. **Creating a Leaderboard**
15. **Reports for Competitions**
16. **Step by Step**
17. **Multi Club Installation Process**

## 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

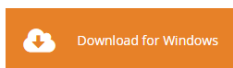
First you need to login to the CPSA website at <https://www.cpsa.co.uk/login>, using your usual login details. Once logged in you will see the main membership dashboard, on this page select the option 'Download Shoot' under the Downloads section (screenshot below).



The screenshot shows the CPSA website interface. At the top left is the CPSA logo. To the right of the logo is the text 'Hi, Kelby'. Below the logo is a navigation bar with links: HOME, MEMBERS AREA, WHAT'S ON, YOUR SCORES, LATEST NEWS, OUR SPORT, GET MEMBERSHIP, GET INVOLVED, ENGLAND TEAM, SERVICES, ABOUT US. Below the navigation bar is a dark grey banner with the text: 'Welcome Mr Kelby Hawley', 'Membership Number: EE140112', 'Type: Honorary', and 'Expires: 31/01/2021'. Below the banner is a section with the text 'Region: South East County: Berkshire'. To the right of this text is a 'Downloads' section with a cloud icon. Below the 'Downloads' section are four orange buttons: 'Edit info', 'Edit membership', 'Preference centre', and 'Change password'. Below these buttons are four links: 'Show my membership card', 'Download my insurance certificate', 'Download Full magazine', and 'Download Shoot'. The 'Download Shoot' link is highlighted with a black box.

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.

## Your Software Downloads



## Your API Keys

Orston Shooting Ground		
2470e3cd-5028-4c2e-bd32-31e2a237127d	Unused	<a href="#">Copy</a>

Orston Shooting Ground		
2470e3cd-5028-4c2e-bd32-31e2a237127d	Unused	<a href="#">Copy</a>

## Initial Setup

Api Key:

Email Address:

Password:

[Login](#)[Reporting](#)[Scoring](#)

Running Initial Setup this will take a few minutes, please wait...

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.

## 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.

### Admin - Login

Email Address:

brent@cpsa.uk

Password:

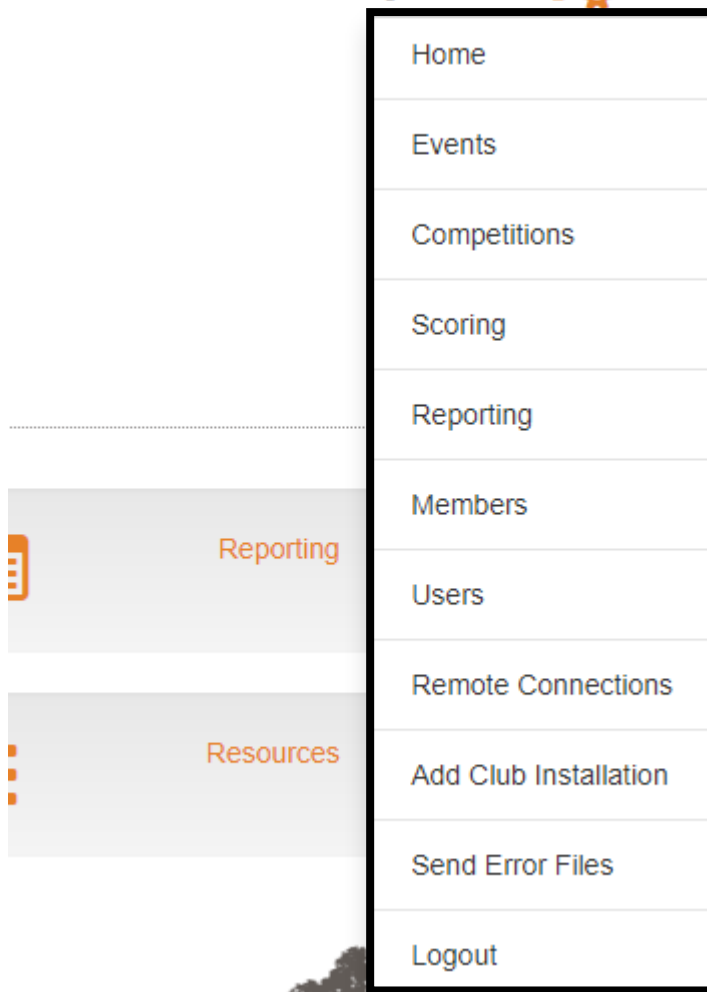
.....

Login

Reporting

Scoring

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.



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

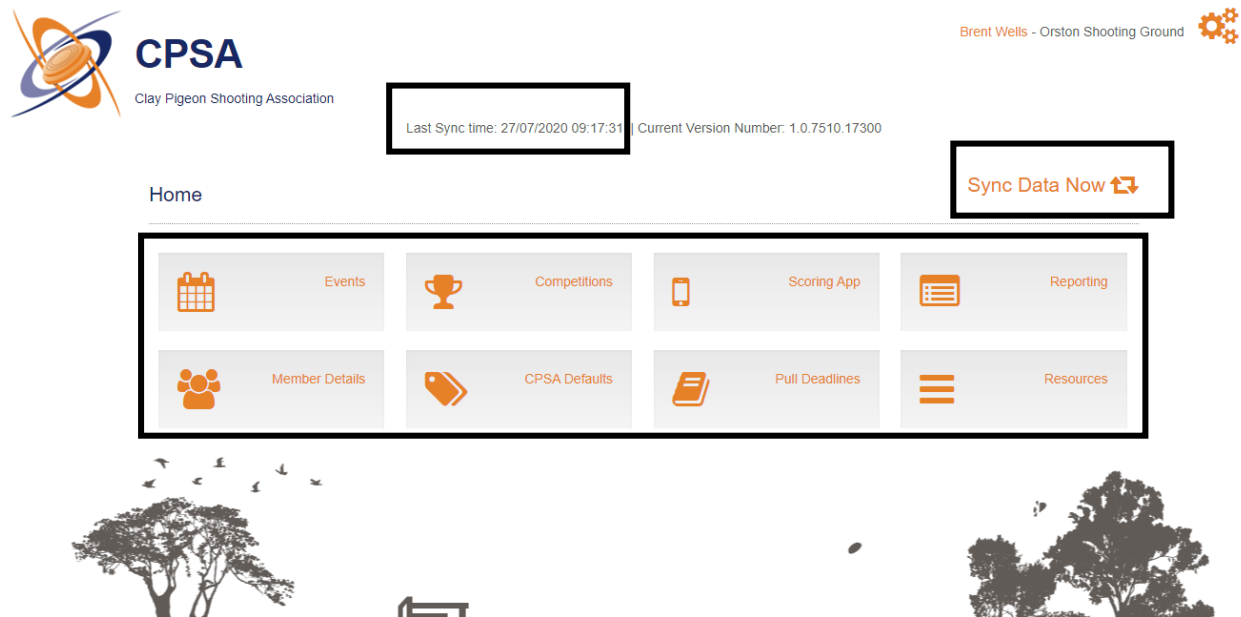
‘Users’ allows you to add people to your Shoot program, you can also give them different permissions to use it.

‘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.

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.

## Scores

[Scores](#)
[Averages](#)
[Classifications](#)
[Rankings](#)

## Documents

[Publications](#)
[Downloads](#)

## Events

[Find Fixtures](#)
[Championship Bookings](#)

## Membership

[Join a member](#)
[Renew a member](#)










## Club / Ground

[Find Clubs / Grounds](#)
[Renew club / ground membership](#)

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

### Existing Events

<a href="#">+ Add New Event</a>		Search Filters: Discipline... <input type="checkbox"/> Registered? <input type="text"/> Start <input type="text"/> End <input type="text"/> <a href="#">Search</a> <a href="#">Clear Filters</a>				
Show 10 entries						
EVENT DATE	NO. FIXTURES	FIXTURE LIST	DESCRIPTION	EDIT	Duplicate	REMOVE
20/12/2020 09:00 - 20/12/2020 14:00	1	ESP 100 REG	100 ESP REG £100 HG x 2 + Cash in Classes, 25 STR ...			
19/12/2020 09:00 - 19/12/2020 15:00	0		ESP, DTL, STR, ESK, ABT, Driven, Open Practice, Tu...			
18/12/2020 09:00 - 18/12/2020 15:00	0		ESP, DTL, STR, ESK, ABT, Driven, Open Practice, Tu...			

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.



Functions

**Add Event**

Save and Close

Save

Back

### Event Details

Date: 27/07/2020 09:00 End: 27/07/2020 17:00

Till Dusk? ☐ Cancelled? ☐

Will Have Results? ☐ Special Event? ☐

Championship? ☐ England Team Selection? ☐

### Description Details

Description (Prefix + Custom)

Override Description Prefix? ☐  
Remaining characters: 120

Additional Web Description

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:

#### Edit Event

### Event Details

Date: 13/09/2020 09:00 End: 13/09/2020 02:00

Till Dusk? ☐ Cancelled? ☐

Will Have Results? ☐ Special Event? ☐

Championship? ☐ England Team Selection? ☐

### Description Details

Description (Prefix + Custom)

100 STR REG £100 HG, 25 STR Pool + 25 DTL & ESK Pool. ESP & Driven Practice, Shop & Cafe

Override Description Prefix? ☒  
Remaining characters: 120

Additional Web Description

+ Add New Fixture

DISCIPLINE	NO. TARGETS	REGISTERED	START	END	DESCRIPTION	CANCELLED	DELETE	COMPETITION
STR	100	<input checked="" type="checkbox"/>	13/09/2020 09:00	13/09/2020 02:00	100 HG, 25 STR Pool + 25 DTL & ESK Pool. ESP & Driven Practice, Shop & Cafe	<input type="checkbox"/>		

## Competition

Functions

Save and Close  
Save  
Back

Add Competition

**Details**

Name  Championship? ☐

Major Championship? ☐ Allow Squadding? ☐

Max Per Squad  Scoring Type

Squadding Type  Prevent Score Publishing? ☐

**Event Details**

**Layout** + Add Layout

Layout 1 Name: 1  ☐ Not Shot Layout:

**Stand** + Add Stand

Layout 1 ☐ Not Shot Layout:

Layout 2 ☐ Not Shot Layout:

Layout 3 ☐ Not Shot Layout:

Layout 4 ☐ Not Shot Layout:

Layout 5 ☐ Not Shot Layout:

Layout 6 ☐ Not Shot Layout:

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

**Event Details**

Search Start Date  Search End Date

Discipline  Search

Select Fixture  
English Sporting (27/09/2020 09:00 - 27/09/2020 14:00) [100 targets]

Fixture

**Details**

Max Entrants  Interval Minutes

High Gun Prize Amount £ / Entrant  Round Prize to Nearest £

Class Prize Amount £ / Entrant  Class Prizes Awarded Every 1 in

Allow Target Only Teams? ☒ Max Class Categories

**Round** Current Targets: 100 Max Targets: 100 Auto Update + Add Round

Round 1 Targets:  Layout:  Used For Class Calc: ☐

Round 2 Targets:  Layout:  Used For Class Calc: ☒

Round 3 Targets:  Layout:  Used For Class Calc: ☒

Round 4 Targets:  Layout:  Used For Class Calc: ☒

Round 5 Targets:  Layout:  Used For Class Calc: ☐

Round 6 Targets:  Layout:  Used For Class Calc: ☐

Round 7 Targets:  Layout:  Used For Class Calc: ☐

Round 8 Targets:  Layout:  Used For Class Calc: ☒

Round 9 Targets:  Layout:  Used For Class Calc: ☐

Round 10 Targets:  Layout:  Used For Class Calc: ☒

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.

unctions

Save and Close

Save

Back

Allow Target Only Teams? ☒

Max Class Categories

3

Round 10 Targets: 10 Layout: 10 Used For Class Calc: ☒

Current Targets: 100

Classes

Available

Selected

AAA

AA

A

B

C

Categories

Available

Selected

Ladies

Colt

Junior

Senior

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.

## Existing Competitions

+ Add New Competition Create: Series Report

Search Filters: Discipline Name Reg Start End Search Clear Filters

Show 10 entries

SERIES	SYNC	NAME	DISCIPLINE	DATE	IMPORT/EXPORT	MANAGE SHOOTERS	MANAGE SQUADS	MANAGE TEAM EVENTS	SCORING	FINANCE	RESULTS	REPORTS	COPY	EDIT	REMOVE
<input type="checkbox"/>	<span style="color: green;">●</span>	brents comp	ESP	27/09/2020 09:00 - 27/09/2020 14:00											
<input type="checkbox"/>	<span style="color: green;">●</span>	brent comp 2	ESP	27/09/2020 09:00 - 27/09/2020 14:00											
<input type="checkbox"/>	<span style="color: red;">●</span>	brent guide comp	ESP	27/09/2020 09:00 - 27/09/2020 14:00											

Showing 1 to 3 of 3 entries

Previous 1 Next

## Import - brents comp English Sporting 27/09/2020

Select File

Browse...

Load

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:

Manage Shooters - brents comp - 100 English Sporting REG - 27/09/2020 09:00:00 - 27/09/2020  
14:00:00



Add Member Search:




Search

New

Search:

ERRORS	ENTRY NO.	NAME	MEMBERSHIP NUMBER	CLASSIFICATION	CATEGORY
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
1	Perkin Steven	SS1111	Unclassified*	Senior	


Showing 1 to 1 of 1 entries

Previous **1** Next



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

Add member Search:



Name	Hamid Hightower
Membership No.	EE1234
Membership Type	Life (Full)
Expiry	
Class	Unclassified
Category	Senior
Age and Gender	47 / Male
County	Dorset
Region	South West
Jurisdiction	CPSA

Entry Details

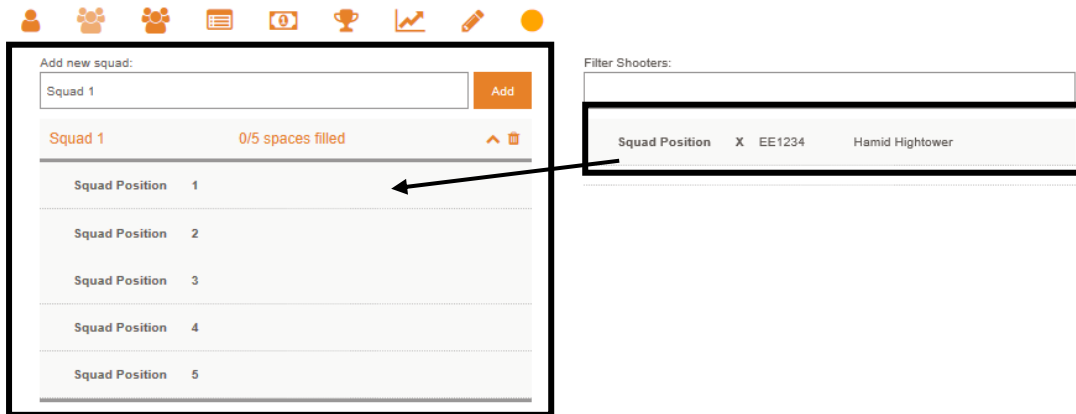
Competition	<input checked="" type="radio"/> £0.00
Targets Only	<input type="radio"/>
Paid	<input type="text"/>
Outstanding	£0.00
Competing Class	UC <input type="checkbox"/> Keep if overridden
Competing Category	Senior <input type="text"/>
Status	Added <input type="text"/>

### 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.

## Manage Squads

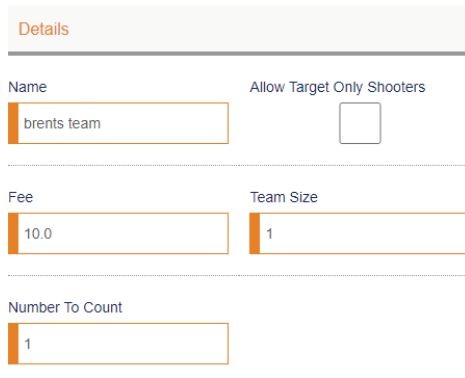
Manage Squads - Test script Run - 100 Down The Line REG - 03/09/2020 9:00:00 AM - 04/09/2020 5:00:00 AM





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

Edit Team Event



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.

NAME	TEAM SIZE	FEE	ALLOW TARGET ONLY SHOOTERS	TEAMS	MANAGE TEAMS	EDIT
brents team	1	£10.00	No	0		

## Manage Teams - brents team

Add new team:



Filter Shooters:

Team Position	X	EE1234	Hamid Hightower




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

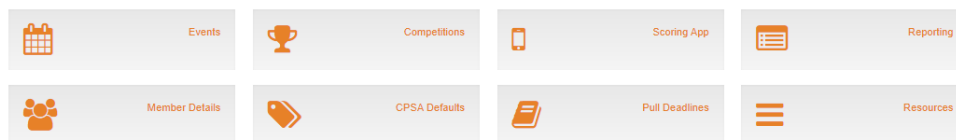


Last Sync time: 28/07/2020 10:33:59 || Current Version Number: 1.0.7510.17300 || Update Available! [Click Here to Update](#)

Brent Wells - Orston Shooting Ground 

Home

[Sync Data Now](#) 



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.

## Pull! Deadlines


Last Sync time: 12/08/2020 08:03:36 || Current Version Number: 1.0.7517.25474  
 8 days to go for October 2020 Edition Pull! deadline

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:

Functions

**Pull Deadlines**

DATE	EDITION
20/08/2020	October 2020
21/09/2020	November / December 2020
10/11/2020	January / February 2020



## Scoring Admin

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

### Existing Competitions

+ Add New Competition   Create Series Report   Search Filters: Discipline.v Name Reg ☐ Start End Search Clear Filters

Show 10 entries

SERIES	SYNC	NAME	DISCIPLINE	DATE	IMPORT/EXPORT	MANAGE SHOOTERS	MANAGE SQUADS	MANAGE TEAM EVENTS	SCORING	FINANCE	RESULTS	REPORTS	COPY	EDIT	REMOVE
<input type="checkbox"/>	<span style="color: green;">●</span>	brents comp	ESP	27/09/2020 09:00 - 27/09/2020 14:00											
<input type="checkbox"/>	<span style="color: green;">●</span>	brent comp 2	ESP	27/09/2020 09:00 - 27/09/2020 14:00											
<input type="checkbox"/>	<span style="color: green;">●</span>	brent guide comp	ESP	27/09/2020 09:00 - 27/09/2020 14:00											




Scoring Entry - brents comp - 100 English Sporting REG - 27/09/2020 9:00:00 AM - 27/09/2020 2:00:00 PM




Search By Number:  Search By Name:

					LAYOUT	1											
					STAND	1	2	3	4	5	6	7	8	9	10		
					ROUND	1	2	3	4	5	6	7	8	9	10		
ENTRY NO.	NAME	MEMBER NO.	CLASS	CAT	TARGETS	10	10	10	10	10	10	10	10	10	10	TOTAL	SCORES CONFIRMED
1	Perkin Steven	SS1111	UC	Senior	<div><div><div><input type="checkbox"/> Hits: 9</div></div><div><input type="checkbox"/> Hits: 9</div></div> <div><div><input type="checkbox"/> Hits: 8</div></div> <div><input type="checkbox"/> Hits: 7</div> <div><div><input type="checkbox"/> Hits: 8</div></div> <div><input type="checkbox"/> Hits: 9</div> <div><div><input type="checkbox"/> Hits: 6</div></div> <div><input type="checkbox"/> Hits: 7</div> <div><div><input type="checkbox"/> Hits: 9</div></div> <div><input type="checkbox"/> Hits: 8</div> <div>Hits: 71 / 90</div>	No											
Showing 1 to 1 of 1 entries																	
<div>PreviousNext</div>																	


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.

1	Perkin Steven	SS1111	UC	Senior	 Hits: 9
---	---------------	--------	----	--------	---

## Scoring App



**Current Competitions**  
Please select the fixture that you will be scoring



Search Filters:

Show  entries

NAME	DETAILS	DATE
brents comp	100 - ESP - REG	27/09/2020 09:00 - 27/09/2020 14:00
brent comp 2	100 - ESP - REG	27/09/2020 09:00 - 27/09/2020 14:00
brent guide comp	100 - ESP - REG	27/09/2020 09:00 - 27/09/2020 14:00

Showing 1 to 3 of 3 entries Previous 1 Next

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.

1	2	3	4	5	6	7
8	9	10				

[Back to Competitions](#)

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.



Search...

MEMBERS

SS1111 - Perkin Steven (UC / SNR) [CKD IN]

Current

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.



1	0								
---	---	--	--	--	--	--	--	--	--

Hit

Miss

Undo

Current : 1 / 2 [50%]

Total : 1 / 2 [50%]

Back

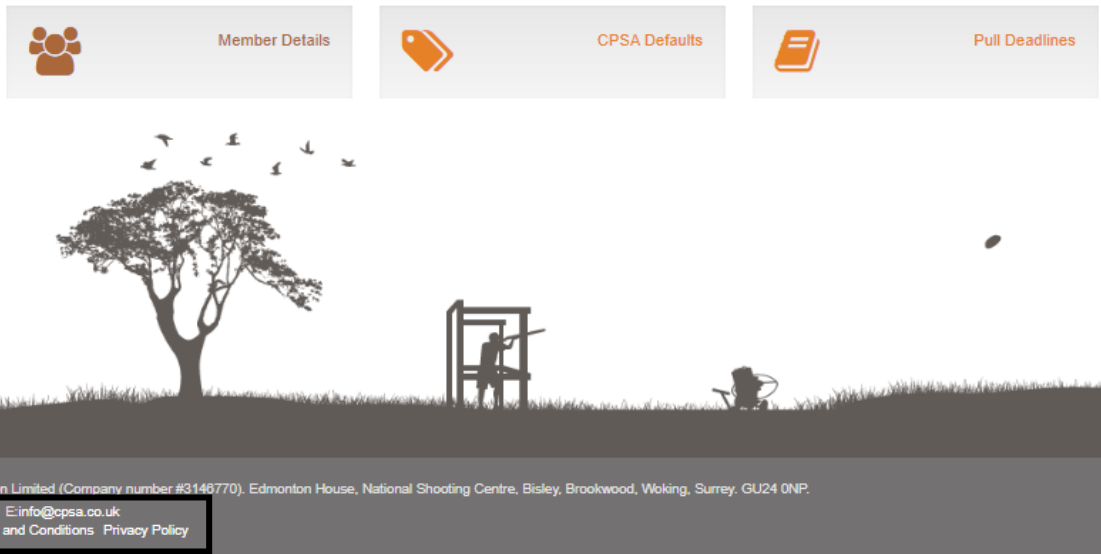
Clear All

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.

## 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 connect 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.



## Adding a Non-member to a competition

Add Member Search:




Search

New

ERRORS	ENTRY NO.	NAME	MEMBERSHIP NUMBER
	Search...	Search...	Search...
1		Perkin Steven	SS1111

Showing 1 to 1 of 1 entries

Add New Person

Person Details

Title

Firstname

Surname

Email Address

Phone Number

Date of Birth

Gender

☐ Male
☐ Female

CPSA Day Pass

☐

The CPSA may contact me about things I might like such as Clay Target Shooting and membership and I give the CPSA permission to contact me by email and / or phone.

☐

**Data & Privacy - please read and confirm this with the shooter before entry**

Your privacy is important to us, so we'll always keep your details secure and never use them for marketing communications that you haven't agreed to receive. We will seek positive consent from you before contacting you although we may still contact you to fulfil our contract or where there are legitimate interests on subjects that you as a member would reasonably expect communications around e.g. event booking confirmation. At any time you can change your mind about whether to receive information from us, how you're contacted for marketing purposes or update your details using the online portal (<https://www.cpsa.co.uk/members>) and preference centre (<https://www.cpsa.co.uk/members/preference-centre>) on our website or by contacting us by email [info@cpsa.co.uk](mailto:info@cpsa.co.uk) or phone on [01483 485 400](tel:01483485400). By completing this form, you consent to the use of your personal information in accordance with our Privacy Policy (<https://www.cpsa.co.uk/dpp>), on our website, which requires us to take care of the personal information you give us for specific purposes. "We" means the Clay Pigeon Shooting Association Limited.

**Agreement**

You are aged over 16 or have permission from your guardian and have understood and accept the terms and conditions (<https://www.cpsa.co.uk/about-us/policies/terms-and-conditions>).

**Contacting You**

Your support matters, so we'd like to use your details (email address and / or phone number) to keep in touch about things that may matter to you. If you choose to hear from us we may send you information based on what is most relevant to you or things you've told us you like. This might be about membership, events, promotions, fundraising, and latest news.

Save

Cancel

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 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

Leaderboard Setup - brent comp 2 - 100 English Sporting REG - 27/09/2020 09:00:00 - 27/09/2020 14:00:00

**Main Leaderboard**

Do not Show empty Widgets



Include Target Only



Refresh Time (secs)

10

**Messaging**

Initial Message

Brent Wells shot a 98!

Subscribed Message Events

☐ Perfect Score Achieved

☐ New High Gun

Message Event Expires (secs)

30

### Multi Competition Leaderboard

Search For Competitions

Search Start Date: 27/08/2020    Search End Date: 24/09/2020    Discipline: All    Search

Search Competitions

Add Other Competitions to Leaderboard

Test script Run

Clear All

Competition Refresh Time (secs)

300

Functions

Save and Go To Leaderboard

Go To Leaderboard

Back

### Leaderboard Widgets

+ Add Widget

TYPE	SPECIFIC	IS MAIN	HIGHLIGHT PERFECT SCORE	PAGE SIZE	SHOW TOP	REMOVE
Overall		<input checked="" type="checkbox"/>	<input type="checkbox"/>	25	0	
Class	All	<input type="checkbox"/>	<input type="checkbox"/>	10	0	
Category	All	<input type="checkbox"/>	<input type="checkbox"/>	10	0	

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:

CPSA Leaderboard - brent.comp 2 English Sporting (27/09/2020 09:00 - 27/09/2020 14:00) [100/1]

Brent Wells shot a 98!

Orston Shooting Ground

### Overall

#	Shooter	Layout	1	2	3	4	5	6	7	8	9	10	Total
1	Stand	1	2	3	4	5	6	7	8	9	10		
1	Round	1	2	3	4	5	6	7	8	9	10		
	Targets	10	10	10	10	10	10	10	10	10	10		

### Class AA

#	Shooter	Total

### Category Colt

#	Shooter	Total

## Reports for Competition

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

+ Add New Competition

Create Series Report

Search Filters:
 

Discipline..v

Name

Reg ☒

17/09/2020

09/10/2020

Search

Clear Filters

Show 

10

 entries

SERIES	SYNC	NAME	DISCIPLINE	DATE	IMPORT/EXPORT	MANAGE SHOOTERS	MANAGE SQUADS	MANAGE TEAM EVENTS	SCORING	FINANCE	RESULTS	REPORTS	COPY	EDIT	REMOVE
<input type="checkbox"/>	<input checked="" type="checkbox"/>	brents comp	ESP	27/09/2020 09:00 - 27/09/2020 14:00											

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

Reports - brents comp - 100 English Sporting REG - 27/09/2020 09:00:00 - 27/09/2020 14:00:00



Output Format 

PDF

### Shooters

Create Report

Type 

Entrants

Order By 

Name

Targets Only  
☒ Include ☐ Exclude

To Pay  
☒ Include ☐ Exclude

### Scores

Create Report

Group By 

None

Targets Only  
☒ Include ☐ Exclude

### Results

Create Report

Type 

Winners

### Finance

Create Report

### Score Cards

Create Report

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

Score Cards

Create Report

CPSA\_Shooters\_Sho...pdf

Show all

X

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.



## Standard Competition Step by Step Guide

### Create an Event/Fixture.

Edit Event

#### Event Details

Date  End

Till Dusk? ☐ Cancelled? ☐

Will Have Results? ☐ Special Event? ☐

Championship? ☐ England Team Selection? ☐

#### Description Details

Description (Prefix + Custom)

100 STR REG £100 HG, 25 STR Pool + 25 DTL & ESK Pool. ESP & Driven Practice, Shop & Cafe

Override Description Prefix? ☒  
Remaining characters: 120

Additional Web Description

+ Add New Fixture

DISCIPLINE	NO. TARGETS	REGISTERED	START	END	DESCRIPTION	CANCELLED	DELETE	COMPETITION
STR	100	<input checked="" type="checkbox"/>	13/09/2020 09:00	13/09/2020 02:00	100 HG, 25 STR Pool + 25 DTL & ESK Pool. ESP & Driven Practice, Shop & Cafe	<input type="checkbox"/>		

### Create a Competition.

Functions

Save and Close

Save

Back

#### Add Competition

##### Details

Name  Championship? ☐

Major Championship? ☐ Allow Squadding? ☐

Max Per Squad  Scoring Type

Squadding Type  Prevent Score Publishing? ☐

##### Event Details

##### Layout

+ Add Layout

Layout 1 Name: 1

##### Stand

+ Add Stand

Layout 1 ☐ Not Shot Layout: 1

Layout 2 ☐ Not Shot Layout: 1

Layout 3 ☐ Not Shot Layout: 1

Layout 4 ☐ Not Shot Layout: 1

Layout 5 ☐ Not Shot Layout: 1

Layout 6 ☐ Not Shot Layout: 1

**Event Details**

Search Start Date: 03/08/2020 Search End Date: 03/10/2020

Discipline: All Search: Search Events

Select Fixture: English Sporting (27/09/2020 09:00 - 27/09/2020 14:00) [100 targets]

Fixture: Open Fixture Page

Layout 7 ☐ Not Shot Layout: 1

Layout 8 ☐ Not Shot Layout: 1

Layout 9 ☐ Not Shot Layout: 1

Layout 10 ☐ Not Shot Layout: 1

**Details**

Max Entrants: 200 Interval Minutes: 10

High Gun Prize Amount £ / Entrant: 0 Round Prize to Nearest £: 1

Class Prize Amount £ / Entrant: 0 Class Prizes Awarded Every 1 in: 5

Allow Target Only Teams? ☒ Max Class Categories: 3

Round Current Targets: 100 Max Targets: 100 Auto Update + Add Round

Round	Targets	Layout	Used For Class Calc:
Round 1	10	1	<input type="checkbox"/>
Round 2	10	2	<input checked="" type="checkbox"/>
Round 3	10	3	<input checked="" type="checkbox"/>
Round 4	10	4	<input checked="" type="checkbox"/>
Round 5	10	5	<input type="checkbox"/>
Round 6	10	6	<input type="checkbox"/>
Round 7	10	7	<input type="checkbox"/>
Round 8	10	8	<input checked="" type="checkbox"/>
Round 9	10	9	<input type="checkbox"/>
Round 10	10	10	<input checked="" type="checkbox"/>

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.

## Import - brents comp English Sporting 27/09/2020

Select File

 Browse...

Load

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

Add Member Search:




Search

New

Quick Add

Add, Pay and Check In

Name Hamid Hightower

Membership No. EE1234

Membership Type Life (Full)

Expiry

Class Unclassified

Category Senior

Age and Gender 47 / Male

County Dorset

Region South West

Jurisdiction CPSA

Entry Details

Competition ☒ £0.00

Targets Only ☐

Paid

Outstanding £0.00

Competing Class UC ☐ Keep if overridden

Competing Category Senior

Status

Added

Add

Add and Pay

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

Scoring Entry - brents comp - 100 English Sporting REG - 27/09/2020 9:00:00 AM - 27/09/2020 2:00:00 PM




Search By Number:  Search By Name:  [Search](#) [Clear Filters](#)

					LAYOUT	1												
					STAND	1	2	3	4	5	6	7	8	9	10			
					ROUND	1	2	3	4	5	6	7	8	9	10			
ENTRY NO.	NAME	MEMBER NO.	CLASS	CAT	TARGETS	10	10	10	10	10	10	10	10	10	10	TOTAL	SCORES CONFIRMED	
1	Perkin Steven	SS1111	UC	Senior	Hits: 9	Hits: 9	Hits: 8	Hits: 7	Hits: 8	Hits: 9	Hits: 6	Hits: 7	Hits: 9	Hits: 8	Hits: 7	Hits: 8	71 / 90	No

Showing 1 to 1 of 1 entries

Previous [1](#) Next

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).

 Scoring SS1111 - Perkin Steven - Layout 1 - Stand 1 - 100 ESP REG - brents comp 

1	0								
---	---	--	--	--	--	--	--	--	--

Hit

Miss

Undo

Current : 1 / 2 [50%]

Total : 1 / 2 [50%]

Back

Clear All

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):

Leaderboard Setup - brent guide comp - 100 English Sporting REG - 27/09/2020 09:00:00 - 27/09/2020 14:00:00

Functions

Save and Go To Leaderboard  
Go To Leaderboard  
Back

**Main Leaderboard**

Do not Show empty Widgets ☒ Include Target Only ☒ Refresh Time (secs) 10

**Messaging**

Initial Message

Subscribed Message Events  
☐ Perfect Score Achieved  
☐ New High Gun  
 Message Event Expires (secs) 60

**Multi Competition Leaderboard**

Search For Competitions  
 Search Start Date 27/08/2020 Search End Date 24/09/2020 Discipline All Search Search Competitions

Functions


Save and Go To Leaderboard  
Go To Leaderboard  
Back

Add Other Competitions to Leaderboard  
 Test script Run  
 Clear All

Competition Refresh Time (secs) 300

**Leaderboard Widgets** + Add Widget


TYPE	SPECIFIC	IS MAIN	HIGHLIGHT PERFECT SCORE	PAGE SIZE	SHOW TOP	REMOVE
Overall		<input checked="" type="checkbox"/>	<input type="checkbox"/>	25	0	
Class	All	<input type="checkbox"/>	<input type="checkbox"/>	10	0	
Category	All	<input type="checkbox"/>	<input type="checkbox"/>	10	0	



CPSA Leaderboard - brent guide comp

English Sporting (27/09/2020 09:00 - 27/09/2020 14:00) [100/10]

Orston Shooting Ground



Overall

#	Shooter	Layout Stand Round Targets	1	2	3	4	5	6	7	8	9	10	Total
1	Hamid Hightower EE1234	10	10	10	10	10	10	10	10	10	10	10	80 / 100
2	Pat Gillam EE118011	9	7	9	5	6	7	4	8	9	9	73 / 100	
3	Perkin Steven SS1111	4	8	7	10	4	9	3	9	6	5	65 / 100	
4	Karlík Petersen EE29758	6	7	6	7	6	6	6	7	7	6	64 / 100	
5	Jasper Kilpatrick EE50	6	3	2	4	3	7	5	9	10	6	55 / 100	

Class C

#	Shooter	Total
1	Perkin Steven SS1111*	65 / 100
2	Karlík Petersen EE29758*	64 / 100
3	Jasper Kilpatrick EE50*	55 / 100

Category Senior

#	Shooter	Total
1	Hamid Hightower EE1234	80 / 100
2	Pat Gillam EE118011	73 / 100
3	Perkin Steven SS1111	65 / 100

## 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

## Multi Club Installation Process

Brent Wells - Orston Shooting Ground 

Sync Data Now 

Scoring App

Pull Deadlines

- Change Club
- Home
- Events
- Competitions
- Scoring
- Reporting
- Members
- Users
- Remote Connections
- Add Club Installation
- Send Error Files
- Logout

Click on “Add Club Installation”.



Functions

Add

Home

### Add Installation

Api Key:

Email Address:

brent@cpsa.uk

Password:

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.

Choose Club

Orston Shooting Ground

Choose

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.



