CHAPTER I:
TOURNAMENT SETUP:

1) Click Tournament Setup button (you will see this window below).
2) This data on this page must be properly entered. You will get error pages if not.
3) Enter your ATA Club Number; Check YES or NO for Social Security Number Required.
4) Be sure that the check mark is in box of HISTORY Table is The MASTER.
5) Check whether or not this is an ATA or PITA shoot.
6) This system will accommodate 24 events; start with 1-14, fill these; then check 15-24.
7) Enter the Name or Date of Your Shoot (if Date; just list starting Date, i.e.: 5_24_2014).
8) Check Score Check (this will tell you if any scores are missing after entering scores in event.
9) Check Cross Register Targets (if Club offers this for ATA to PITA or PITA to ATA).
10) Check whether you want One Receipt or Two Receipts to print at Cashiering.
11) Enter the total number of Events of the shoot.
12) Enter how many Report Copies (you may choose up to three).
13) Check box if you wish to show the Starting Bank & Squad Number when Receipt is printed.

Continued……
15) Enter the description of Event or Name of Event; Under Type: S=Singles, D=Doubles, H=Handicap; Under Targets: 50, 100 or 200; check the box after targets, this tells the system these are registered targets.

16) Enter the date of when the events will be shot on. E.i.: Event 1, 2 and 3 on 5/24/2014. Always be sure your events match the date shot on. This is very important for ATA and PITA records.

17) Choose how many yardage groups your shoot will have; usually for ATA three groups are chosen. Enter number in Ydg Groups; you decide for your club the breaking ydg.

18) Maximum Ydg Allowed on Squad for this program is 3 yards; Maximum Ydg Allowed between Posts for this program is 2 yards.

19) Check which type of Card Reader you have if using: One Line or Two Line

20) Check whether Presquad is used; show names if used.

21) Check Secondary Target Fee either On or Off.

22) Check the Earn Yardage on Winnings: This is set up according to the ATA rules of winnings earned.

23) Check Max Squad On; enter number with arrows. Or Max Squad Off.

24) Suggested Classes; choose whether to display or hide, this option helps classification operators at table.

25) Enter your Club’s personalized message if you so wish. Prints on bottom of receipt.

26) Click CLOSE to Close Window.
FEES SETUP:

1) SETUP MENU.
2) Click Fees Setup button (you will see this window below).
3) This data on this page must be properly entered. You will get error pages if not.

4) Enter total Daily Fee; this equals ATA or PITA Fee with the State Fee added.
5) Enter State Fee (daily); upper right check Use State Fee; Enter Annual Fee.
6) Enter Other Fee; this can be a Zone Fee, Trophy Fee, etc.
7) Enter Presquad Fee if used and not collected.
8) Enter Membership Fee; check the ATA or PITA applications.
9) Enter AIM Membership Fee; this is an extra fee over the ATA Jr. Membership.
10) Enter cost Of Targets; this helps club track expenses; e.i: Labor, Trophies, Electricity, Advertising, Comp Lunches; or any other costs associated with shoot.
11) Check box should credit or debit cards are allowed.
12) Enter the Number of First Event on Day One; enter the Number of Last Event of Day 1. Continue with the amount of days to match the shoot program.
13) Check whether or not your Club will charge Sales Tax. Please read the Help Window for explanation of how to enter the taxes charged.
14) Continue to enter data to match your Shoot Program in the Tournament Fees and Others Fees Setup Window.

14) Enter the Name, Address, City, State, Zip Code, Contact Name and phone number of the National Organization for Fees. This will be either ATA or PITA.

15) Enter the Name, Address, City, State, Zip Code, Contact Name and phone number of the State Organization for Fees.

Please be sure to have all of the data for the organizations entered correctly, as these will be on the final reports of the shoots for your convenience.

16) Click CLOSE to Close Window.
SETUP TGT FEES / OPTIONS:

1) SETUP MENU.
2) Click Tgt Fees / Options button.
3) You will see two choices; Click Baseline Event Options Setup Program (you will see this window below).

4) This window is a short cut; it will help you with your Target Fees, Options Description and Options Fees. You may also decide how to pay out the option on this window; enter how many places to pay; and along with decision of Percentage or High Gun.

5) Select 1 = Singles event. In Red you see the date; Target number; and Type. Enter Target Fees; Amount; under Options: Enter Description; Amount; Places; and whether option is percentage or high gun. If left unchecked; option pays out in Percentage. Checked: Option is High Gun. Enter Added Money per Class if provided and whether paid out in Percent (unchecked) or if checked; High Gun.

6) Scroll arrow to 2 = Doubles event. In Red you see the date; Target number; and Type. Enter Target Fees; under Options: Enter Description; Amount; Places; and whether option is percentage or high gun. If left unchecked; option pays out in Percentage. Checked: Option is High Gun. Enter Added Money per Class if so and whether paid out in Percent (unchecked) or if checked; High Gun.

7) Scroll arrow to 3 = Handicap event. In Red you see the date; Target number; and Type. Enter Target Fees; under Options: Enter Description; Amount; Places; and whether option is percentage or high gun. If left unchecked; option pays out in Percentage. Checked: Option is High Gun. Enter Added Money per Yardage group if so and whether paid out in Percent (unchecked) or if checked; High Gun.

8) Click CLOSE to Close Window.
SETUP TGT FEES / OPTIONS:

1) SETUP MENU.
2) Click Tgt Fee / Options button (you will see this window below).

3) Here is where the short cut comes in. The Baseline Setup Window & Borrow Button.
4) The reasoning behind this Borrow Button is to cut down the time and typographical errors in entering shoot program data.
5) If the first event is Singles left click on Borrow Button. This will input all data from the Baseline Setup Window.
6) If Handicap is Event 2; again left click on the Borrow Button; all data is entered.
7) If Doubles is Event 3; repeat left click on the Borrow Button; all data is entered.
8) Be sure to set up the Borrow Button on the right Events. The order of the Borrow Button is: 1 = Singles; 2 = Doubles; 3 = Handicap. You must remember the sequence.
9) Continue to scroll through all events; the Borrow Button will remember which data goes with which event. Double check by scrolling and reading the Red data listed on each event.
10) A SINGLES CHAMPIONSHIP (two hundred targets) will need to be entered manually. Double the target fees and options fees. This applies to any 200 target event.
11) Click CLOSE to Close Window.
SETUP PAYOFF Rounding:

1) SETUP MENU.
2) Click Payoff Rounding Setup button (you will see this window below).

3) Check which payoff your club desires.
4) Click CLOSE to Close Window.

SETUP SPECIAL CLASSES: (Special Categories)

1) SETUP MENU.
2) Click Special Classes button (sometimes called Categories) (you will see this window below).

3) To add a Special Class; click on the plus (+) Button, this will add another line to Special Classes. Abbreviate the description of Class. SBJR = Sub Junior, JR = Junior, JRGD = Junior Gold, LD = Lady, SBVT = Sub Veteran, VT = Veteran and SRVT = Senior Veteran.
4) If a Y is in the Added column program this will not allow a Special Class to be paid any added money in event. The column for added should have all N’s listed unless otherwise.
5) Some Clubs will allow half price targets or special rates on targets for SBJR and JR shooters if no options are played. A Y must be listed in the TGT_FEE column in order for the program to charge correctly for the SBJR and JR; enter amount to be charged in Targets.
6) The Targets column is to have the amount that each Special Class will pay.
7) The Can_Opts column will allow the SBJR and JR to have lowered cost targets and also play the option monies.
8) The MembFee column shows the amount of the membership fee the program is to charge for the Special Classes.
9) The Disp column is to have a Y in the column to tell the program to list the charge of membership fee at the cashier window.
10) Click CLOSE to Close Window.

SETUP HOA/HAA:

1) SETUP MENU.
2) Click HOA / HAA Setup button (you will see this window below).

3) Check the Events which you choose for the HOA of shoot.
4) Check the Championship Events for HAA = 200 Championship Singles, 100 Championship Doubles, and 100 Championship Handicap.
5) Choose whether the HAA is based on the Shooter’s Starting Class or on the Shooter’s Singles Championship Event Class.  (The latter is normally done during a large shoot; i.e.:  A Satellite Grand Shoot).
6) Click CLOSE to Close Window.
LOAD ATA HISTORY:

1) Go to **3S SOFTWARE** website:  [www.shootingsportsoftware.com](http://www.shootingsportsoftware.com)

2) Enter Club’s Serial Number.
3) Enter Club’s Password.
4) Click Login.
5) Click **DOWNLOADS** (upper menu).
6) Go to **Shooter History Downloads** (you will see this window below).

7) Click **History Download Page**.

Continued…..
8) Click **History Download Page** (you will see this window below).

![History Download Page](image)

9) Click **Shooter History Update (ATA)** (07/16/2014) (latest ATA update available) (you will see this window below).

![Shooter History Update (ATA)](image)

10) Click Run button (you will see this window below).

![Run button](image)

Continued…..
11) Click OK (you will see this window below).

12) Click Unzip (upper right button) (you will see this window below).

Continued….
13) Click OK (you will see this window below).

14) Click CLOSE to Close Window (highlighted in blue).

LOAD ATA HISTORY:

1) FILE MENU.
2) Click Load ATA History (you will see this window below).

3) Click Run (this will download ATA data from 3S website).
4) After download the window on the next page will appear.

Continued…..
15) Click OK (you will see this window below).

16) Arrow up or down to the correct amount of Classes in Singles and Doubles to match your program (you will see this window below).

17) Click Post to input ATA data for Classes of shoot.
18) After posting data (you will see this window below).

![Image](image1.png)

19) Click OK (you will see this window below).

![Image](image2.png)

20) Click OK. Program will close. This will reset program with correct data. 
21) Restart program.
SET UP OPTIONS PAYOFFS:

1) PAYOFF’S MENU.
2) Click 25, 50, Purse, Added button (you will see this window below).
3) This will be a blank window until you check which options to setup and pay.

4) Each option has a different window. If all options are offered enter requested places to pay (use arrows). This window will be for Singles or Doubles.
5) This Window is setup to match with the Event and the Options which are offered in this Event.
6) The Purse Payoff Setup (lower right corner) sets up the Singles Event Class Purse or the Handicap Event Yardage Purse. Scroll to the number of places paid. E.i: 2 is shown in AA, A, B, C, D Plc.

7) Check in upper right corner of the Purse Payoff Setup window whether you pay Percentage or High Gun.
8) The Added Money Setup upper right window; asks for Places Paid, scroll arrow to number of places paid. Enter the amount of money paid to 1st, 2nd, and 3rd places as seen in example. If High Gun; check High Gun in bottom of window and enter amount of High Gun paid to the places listed.

9) This window below shows the options offered in a Handicap Event. If you offer a Perpetual Purse; this will be located in the Purse Payoff Setup Window, (lower right); scroll arrow to option number to setup this purse.

10) Please note how the Added Money Setup has changed Groups into Yardage Groups. The Yardage Groups should match Yardage Groups entered in the Tournament Setup Window.

11) Click CLOSE to Close Window.
BACK-UP SHOOT SET UP (name as set up with date of shoot):

1) FILE MENU.
2) Click Backup Tournament button (you will see this window below).
3) Find drive letter you want to place data in: (e.g. Jump drive, thumb drive, etc.)
4) **DO NOT DOWNLOAD DATA IN THE THREESTrap FILE!**

5) Make a dated folder for shoot (use starting date): i.e: 5_24_2014 ATA.
6) Open Correct Dated Folder.
7) Click Run.
8) You may also Back-up an Existing Shoot this way.
9) Click CLOSE to Close Window (upper right screen).
PRINT CHEAT SHEETS:

1) SETUP MENU.
2) Click Print Cheat Sheets button (you will see this window below).

3) Click Print button (you will see this window below).

4) Click Icon for printer to print a sheet for every event. This will help you with the procedures of closing an event and going to the next event; also, to close out day. Store in a dated notebook for your records.
5) Notice the information of each event should match the Shoot Program data you installed in setup. Congratulations on setting up your shoot.
6) Click CLOSE to Close Window (upper left).
CHAPTER II:

HANDICAPPING:

1) Setup Menu.
2) Click Add Handicapping ID button (you will see this window below).

3) Under (Enter Classifier Name And Initials) enter name of person in long space; enter initials in short space following name (you will see this window below).

4) Click Add button (below name to add in middle of window).
5) If you make a mistake on entering data; click Abort (below Initials middle of window).
6) You may remove handicappers by clicking on name; (this will highlight line in blue); then click the minus (-) button. A screen will appear and ask if you want to delete. Left Click ok if yes. Left Click CLOSE if no.
7) Click CLOSE to Close Window when you have all handicappers listed.
HANDICAP SHOOTER:

1) SHOOTER MENU.
2) Click Handicapping button (you will see this window below).

3) Highlight which Handicapper you are.
4) Click OK (you will see this window below).

5) Notice the Handicapper’s Initials are in RED (upper Right Corner).
6) Ask for Shooters’ Average and Plastic Cards.

7) Enter Shooters’ number; Click Find (you will see this window below).

Continued…..
8) Verify Singles Class (use arrow to scroll to correct Class), Doubles Class (use arrow to scroll to correct Class), Special Class (scroll arrow to correct Special Class); and Yardage (scroll arrow to correct yardage).

9) Singles, Doubles; and Yardage must have a Class or Yardage entered to proceed.

10) Also verify address is correct for shooter. You may enter an e-mail address if desired.

11) In the Red boxes to right the Class Breaks for Singles and Doubles are listed per your Shoot Program.

12) This window will also alert you to whether the shooter is up to date with ATA dues.

13) Suggested Average is listed Based on the Shoots’ Class Setup Settings. (This is not required to be used).

14) A Shooter may also ask what their LIFE target listing is; (listed to the right of Suggested Average).

15) You are also able to see the last three years of History of Shooter (located on bottom of window).

16) Click Done; once all data is verified. Shooter is now Handicapped for shoot.

17) Click CLOSE to Close Window.
ADD NEW SHOOTER:

1) SHOOTER MENU.
2) Click Handicap button (you will see this window below).
3) Click which Handicapper you are.
4) Click OK (you will see this window below).

Continued……
5) Shooter will need to fill out necessary membership forms for ATA or PITA. Clubs fill out State form with Shooter’s information. (Send copies to ATA and State; Keep a copy for Club).

6) Click Add Mem button; (located in lower middle of window); (you will see this window below).

7) Enter a Temporary Number; e.i: NW 00001. (Make a notebook with NW numbers for Club and cross off numbers as used. Club may not use the same number in program twice).

8) Click Add (you will see this window below).

Continued……
9) Enter Shooter’s Last First and MI (Middle Initial). Singles, Doubles, Yardage and Special according to ATA or PITA Rules. Address, City, State (Abbreviated) Zip Code. Country and Social Security Number if required.

10) Click Post. (Shooter is Handicapped).
11) Click Abort; if wrong information is entered. You will need to start over at Add New Shooter Information Window (you will see this window below).

12) Enter Temporary Number; follow steps 1 thru 10 above.
13) Click CLOSE to Close Window.
SQUAD SHOOTER:

1) **SQUAD MENU.**
2) Click **Squadding** (you will see this window below).
3) Check 1-3; 4-6; or 7-9 (lower right page); this will allow shooter to squad which event shooter chooses to shoot. These events will also be different days of your shoot.

![Squad Shooter Window](image)

4) Enter Member (shooter) Number in middle of window on right.
5) You may also find shooter by Clicking Member (copy member #).
6) Click Find. This will open squad window to insert Shooter into Events.
7) Double Click to enter Shooter in Squad and Position of Event.
8) If Clicked on **wrong** Squad or Position: Left Click **Delete** in **Blue Box** upper right; arrow over shooter’s position; double click (shooter is deleted).
9) Click **Add** in **Blue Box**; Click on correct Squad and Position of Shooter.
10) Repeat for all Events Shooter wishes to enter.
11) **Do Not Use Remove or Remove All Events in Blue Box unless told by Management.**
12) Click **CLOSE** to Close Window.
CASHIER SHOOTER:

1) **SHOOTER MENU**.
2) Click **Cashier Shooter** (you will see this window below).

3) Enter Shooter’s Number
4) Click Find (you will see this window below).

5) Verify Shooter’s Information, you may enter Social Security Number (SSN) in the middle of this window if required.
6) Click Add (you will see this window below).

7) Verify all data at top of window. Squads which Shooter entered are listed.
8) Click Edit (you will see this window below).

9) Check the box for Options the Shooter decides to Enter.
10) Check all options in event that shooter wishes to pay. If playing ALL LEWIS OPTIONS; you may check Lower middle box (Check All Lewis Options).

11) Membership to be paid is also shown; check box if Shooter is not current. Be sure to have Shooter fill out the ATA or PITA Membership form for shoot records.

12) No Membership was due for this Shooter as Shooter is a LIFE Member of ATA.
13) Click **Pay All**; if Shooter pays for the complete shoot (you will see this window below).

14) Notice all Event Boxes are checked **PAID**. Double check all Options are checked.
15) Click **Done** (you will see this window below).

Continued…..
16) Click **Yes** in small Window if Amount is Correct. No if Amount or an Option is Wrong.

17) Window shows the Events entered; Options played by Shooter Amount due to Club from Shooter.

18) Click **Done** (you will see this window below).

19) Click **Printer Icon** (give shooter and club a receipt if two copies were chosen in setup of shoot.

20) Receipt shows HDCP info; Sq/Pos; Tgts, Opts played; and what Starting Trap of Event.

21) **Have Shooter VERIFY** HDCP info is correct before leaving cashier window.

22) Congratulations, you have Handicapped, Squadded and Cashiered your Shooter.

23) Click **CLOSE** to Close Window.
CHAPTER III:
DURING EVENT:

PRINT SCORE SHEETS or LABELS:

1) SQUAD MENU.
2) Click Score Sheets / Labels button (you will see this window below).

3) Verify the correct event (upper left; you may scroll arrow to future event to print Labels or Score Sheets while in current event).
4) Check box for Print All Squads or Print Sheets by Starting Trap.
5) Check Create Event Labels (Create Event Labels you will see this window below).
6) Click **Printer Icon** to print Labels (8160 Mailing Labels needed).

7) Check **Create Score Sheets**; All 4 (four) houses are on sheet with Shooters’ Name, Class and Yardage. **LEGAL paper 8½” x 14” is needed**; (you will see this window below).

8) Click **Printer Icon** (upper left) to print Score Sheets. Program will print 2 (two) sets of Score Sheets if event is a 200 Target Event. **LEGAL paper 8½” x 14” is needed**.

9) Separate Squad Sheets into banks used.

10) Click **CLOSE** to Close Window.
ENTER SCORES:

1) SCORES MENU.
2) Click Enter Scores button (you will see this window below).

3) Verify Event Number, Squad Number. Click Find (you will see this window below).

4) Double check Score Sheets before entering Scores into Program. Manually add the Total 2 - 4 traps of targets on Score Sheet. (doing so will help prevent entry errors).

Continued.....
5) Enter Score (Highlighted Blue) of First Trap, enter Second Trap, enter Third Trap, enter Fourth Trap; tab through all Shooters. This will give Shooter’s Total Score of Event.

6) If Shooter has a gun malfunction or cannot finish Event; (note RED box on right) **4-Adj Possible Tgts**.

7) Click on Shooter’s position; (note Wine box on left) Use arrow to show how many targets Shooter shot at (you will see this window below).

8) Click **Post**. Window will close; this will prevent a mistaken average sent to ATA or PITA.

9) Click **Abort** if mistake is made on Score Entry.

10) Click **Next** or **Prior** (bottom of window) to go to next Squad.

11) Click **CLOSE** after all Scores are Entered for Event to Close Window.
SCORES EXCEPTION REPORT: (Used when shooter shoots less targets than event program). Run Report on Server (Master) Computer Only.

1) SCORES MENU.
2) Click Scores Exception Report (you will see this window below).

3) Window shows what Event shooter shot in, ATA number, Name, and actual targets shot.
4) Click Print (you will see this window below).

5) Click Save Icon; send to designated folder of shoot. Send copy to ATA with reports.
6) Click CLOSE to close window.
PRINT SCORE SHEETS:

1) SCORES MENU.
2) Click Print Score Sheets button (you will see this window below).

3) Verify correct Event; Verify correct starting squad. Verify Sheets to Print. Verify whether this is One Event or Two. Check Display Scores. Check which paper size used.
4) Click Print (you will see this window below). 4 (four) Squads will print on a page.

5) Click Printer Icon to Print Score Sheet.
6) NOTICE: Shooter’s State, Name; Options Played; Trap Scores; Total and Class Listed.
7) Click CLOSE to Close Window.
ROLLING SCOREBOARD:

You must have a dedicated Computer and Screen for this function.

1) SCORES MENU.
2) Click Rolling Scoreboard (you will see this window below).

3) Adjust the Grid Height (scroll arrows) and Font Size (scroll arrows) for Screen.
4) Click Run (you will see this window below).

5) Every 5 seconds the Screen will scroll to reset.
6) Click Stop to halt Rolling Scoreboard function.
7) Click RED X to CLOSE Window.
Once ALL Score sheets are in for event and Scores are entered in event.

1) **SCORES MENU**.
2) Click **Verify Scores** (you will see this window below).

3) Check Traps (Sub Events) Used In This Event.
4) Click **Run** (you will see this window below) if ALL Scores are Entered.

5) Click **OK**.
6) Click CLOSE to Close Window.
CHAPTER IV:

EVENT END:

TROPHY: (TROPHY REPORT)

1) REPORTS MENU.
2) Click High Gun Reports.
3) Trophy or Trap and Field Report will be shown (you will see this window below).

4) Click Trophy in Reports Menu (you will see this window below).

5) Verify you are in the current event. Notice you may combine events if desired. Preview report first before printing; you may also filter In-State or Out of State Shooters, Just insert State Abbreviation; (ie: UT).
6) Click **Run** on Right side of window (you will see this window below).

7) Click **Printer Icon** at top. All shooters in event will be listed in their Class Column.
8) Special Classes (Categories; ie: L, V, SR V, or Sub Jr., Jr.) will show after name; scores are listed in Class Column.
9) Click CLOSE to close window.

**MOVE CLASS WINNERS:** (if program dictates).

1) **SHOOTER MENU**.
2) Click **Class Winners**.
3) Click **Class Advance** (you will see this window below).

4) Click **Find** (you will see this window below).
5) Click Run (you will see this window below).

6) Shooters have been advance Class for next like event.
7) Click OK.
8) Window will automatically close.

PRINT CARRYOVER SCORES REPORT (if ties exist)

1) REPORTS MENU.
2) Click Carryover Report (you will see this window below).

3) Click Run (you will see this window below).

4) Copy / Paste the Score String to your Trophy / Trap & Field Report.
5) Click Print Icon.
6) Click CLOSE to close window.
PRINT WINNER’S LIST: (TRAP & FIELD REPORT)

1) REPORTS MENU.
2) Click High Gun Report.

3) Click Trap and Field Report (you will see this window below).

4) Click Build Report (you will see this window below).
5) **Double Click Shooter** in Shooter Scores Grid Column (you will see this window below).

6) Enter Class or Special Class in Group Window (you will see this window below).
7) Paste or Enter Shoot Off Sequence in Shoot Off Sequence String Window (you will see this window above) needed for report.

8) Click **Create** (lower left hand corner) (you will see this window below).

9) Continue to add shooters in Classes and Special Classes. Enter any shoot off sequences needed for the Trap and Field Report.
10) If you make a mistake, **Click the minus sign** on the lower maroon bar (you will see this window below).

![Minus sign click window](image)

11) Click **OK** (you will see this window below).

![OK click window](image)

12) Follow this procedure to set up shooters for Class or Special Class Winners.
13) Click **Print the Winners’ List** to post on your board.
14) Click **Write to Text File** at bottom of window (you will see this window below).

15) Click **OK**; this will send Winners List to the WebScores Folder.
16) Window will Close automatically.

**RUN OPTIONS AS LISTED IN EVENT.**
CHAPTER V:

OPTIONS: Run Options on Server (Master) Computer Only.

1) REPORTS MENU.
2) Click Shooter Event Data (you will see this window below).
3) This report shows which shooter plays what option is played.
4) Click Run (you will see this window below).
5) Click Printer Icon. Print as many copies as needed. This is a record for books if club has a Progressive Pot of 50’s or a Perpetual Purse. Make yourself a notebook dedicated for each Pot as needed.
6) Each column listed are the Options for the Event to be played. N = no play; Y= yes.
7) This report shows one (1) shooter playing options 2 & 4 in Event 1 – 100 Singles.
8) Run this report for every event; this is a double check on your side.

DO NOT RUN ANY OPTION MORE THAN ONCE!

Delete Event Payoff if needed to rerun. This will keep payout monies correct.
PAYOFF’S MENU: Choose payoff option (i.e.: Lewis Class)

1) LEWIS CLASS.
2) Choose Standard Lewis or Modified Lewis (whichever option your club uses).
3) Click on choice; Verify correct Event Number (you will see this window below).

1) Scroll to Option # (Name will be in Red).
2) Scroll to Classes and Places paid.
3) Click Show (show # of entrants playing option).
4) Check Print Split Detail (doing so will show scores where split was determined).

5) Click Run. (you will see this window next page).
1) Click **Printer Icon**.
2) Click CLOSE (you will see this window below).

3) There is no shooter in the first class of payouts. A manual adjustment will need to be made afterwards.
4) Click **Printer Icon**.
5) Click CLOSE (you will see this window below).
6) Click **Printer Icon**.
7) Click **CLOSE** to **Close Window**.

**PAYOFF UTILITY MENU:**

8) Due to only one (1) shooter in option; a manual adjustment is needed.
9) Click **Add / Edit Payoff** (you will see this window below).

10) Enter **Shooters’ Member Number**.
11) Click **Find** (you will see this window below).
12) **Adjust** Lewis Class amount to **$10.00** (refund) (you will see this window below).

13) Click **Post**. Window will automatically close.

14) Shooters’ option money is corrected for end of day payout.

**PAYOFF MENU:**

15) **25, 50, Purse and Added** (these are the usual options played in a shoot program; if this option is run all purses will be figured simultaneously).

16) Click **25, 50, Purse and Added Options** button (you will see this window below).

17) Click **Run** in lower box when all entries are correct.

18) Click **Abort** in top middle. If any entry is incorrect.

19) This payout option will run four (4) of the basic options used in a shoot program.

20) **Notice**...25 options, 50 options, Class / Yardage Purse and Added Money.

21) If this process is used; **DO NOT RUN** the options separately.

22) Reports will be printed automatically.

23) Click **CLOSE** to close window.
YARDAGE PURSE:

1) Payoff’s Menu.
2) Click Yardage Purse (you will see this window below).
3) Notice Event # and Name Listed in Red: Event 2-100 Handicap Targets.

4) If you choose not to run option at time; Abort. Run only once.
5) Click Setup. (this is the manual way to run option).
6) Verify Option # (which is #3). Name of option listed in Red.
7) Click your choice of Percent or High Gun.
8) Verify number of yardage groups shown.
9) Click Show (this will show how many shooters have entered option; you will see this window below).
10) Scroll Places to 1 for a High Gun payout.

11) Click Run (you will see this window below).
12) Click **Printer Icon** (18 - 22.5 yards). First Yardage group.
13) Click CLOSE (you will see this window below).
14) Be sure to check at Top Middle of Page: High Gun System Payoff

15) Click **Printer Icon** (23 – 25.5 yards). Second Yardage group.
16) Click CLOSE (you will see this window below).

17) Click **Printer Icon** (26 – 27 yards). Third Yardage group.
18) Click CLOSE to Close Window.
SPECIAL EVENT: (Calcutta)

1) REPORTS MENU.
2) Click Special Event Entries (you will see this window below).

3) Scroll to number of Copies to Print (bottom right).
4) You have a choice of checking box to Write Entries to Flat File if desired.
5) Check whether you want shooters listed Singly or as Pairs.
6) Click Run (you will see this window below).

7) Click Printer Icon; run copies as needed for Special Event Auction.
8) Click CLOSE to close window.
SPECIAL EVENT: continued….

9) PAYOFF’S MENU.
10) Click Special Event.
11) Click Create Buyer’s List (you will see this window below).

12) Enter Bidder Number (i.e.; 1, 2, 3, etc.) in middle of window.
13) Double Click on Shooter’s / Bidder’s Name (this will input into Bidder window).
14) Click Build (will add Bidder to Buyer’s List).
15) You may Clear (remove) if Buyer changes mind.
16) If already on list; to Clear: Highlight Name; Click, Clear Entry and Buyer Removed.
17) Click CLOSE to Close Window.

SPECIAL EVENT: continued….

18) Click Special Event (you will see the main window below).
19) Click Auction Tracking.
20) Click Auction Tracking (you will see this window below).

21) Enter Bidder #; choose Paid Y / N (upper right).
22) Click Print (you will see this window below).

23) Click Pay for Shooters in Special Event Scroll (you will see this window below).

24) Enter Buyer # in upper left box, Click Find. Notice True on Right (PAID).
25) This report separates Buyers individually, what Shooter and amount to be paid.
26) Click **Printer Icon** for Receipt.

27) Click **Special Event Payoff** in Special Event Scroll (you will see this window below).

![Special Event Payoff Window](image)

28) Verify Option #; verify Places Paid; Verify Shooter Percentage break; Click Show to verify # of shooters who play option. Enter Buyer Total dollar amount.

29) Click **Run** [located below shooter %]; (you will see this window below).

![Run Window](image)

30) Click **Printer Icon** these are the payout break downs for Special Event.

31) If a Different Buyer bought shooter their name would be listed before amount.

32) Click **CLOSE** to Close Window.
SPECIAL EVENT (Continued….)

33) Click Special Event.
34) Click Run Buyer’s Payoff (you will see this window below).

35) Click Run (you will see this window below).

36) Report shows the division of monies paid to Buyers.
37) Checks for this event will be cut automatically at end of day or shoot end.
ALL OPTIONS ARE TO BE RUN FOR EVENT BEFORE CLOSING EVENT!
IF NOT RUN; FINANCIAL REPORTS WILL BE OFF!
CHAPTER VI:

EARNED YARDAGE: EXECUTE ONLY AFTER ALL HANDICAP OPTIONS RUN!

If a Handicap Event: **Only Run ONCE!**

9) REPORTS MENU.
10) Click **Earned Yardage** (you will see this window below).

11) Click **Find** (you will see this window below).

12) Use the yardage table in lower right of screen if not a guaranteed yardage increase.
13) These yardage punches in maroon window are current with ATA rules. The following scores of 96 = ½ yard; 97, 98, 99 = 1 yard; 100 = 1 ½ yards. Check ATA Rules for Money wins.

14) Score of 99 earns yardage in this event, if more scroll up or scroll down if for number of punches.

15) Enter Yardage Punch in window after Score (you will see this window below). Notice box checked at *Update Shooters Yardage*.

16) Click **Run** (you will see this window below).

17) Click **OK**; (you will see this window below).
18) Click **Save Icon** (place in designated folder of shoot).
19) Click **Printer Icon** three (3) times.
20) Click CLOSE three (3) times. You will print three (3) reports of Earned Yardage.
21) IF YARDAGE REPORT IS RUN WITH MISTAKE YOU MUST DELETE REPORT.

DELETE EARNED YARDAGE:

1) **UTILITIES MENU.** (DURING SHOOT EVENT)
2) Click **Delete Earned Ydg** (you will see this window below).

![Rollback Earned Yardage Report](image1)

3) Click **Run** (you will see this window below).

![Rollback Earned Yardage Report](image2)

4) Click **OK**. This may only be done during shoot before any backup is made of events.
5) Rerun Earned Yardage Report to finish event as directed on pages 60 & 61.
6) Click CLOSE to close window.
SHOOTER EVENT PAYOFF REPORTS

1) PAYOFF UTIL MENU.
2) Click Payoff Reports, Choose which way you will pay shooter; by check or by cash.
3) Click Shooter Evt Payoff by check (you will see this window below).

4) Click Run, (you will see this window below).
5) If club chooses to pay shooter by cash (you will see this window below).

![Shooter Pay in Cash Report]

6) Click **Shooter Number** listed on left; Click **Run**: A payout sheet will automatically print for shooter to sign with winnings listed as chosen by event, day or shoot.

7) Click **CLOSE** to close window.
TOURNAMENT FINANCE

1) REPORTS MENU.
2) Click Tournament Finance.
3) Click Tournament Finance button (you will see this window below).

4) Click Run (you will see this window below).

5) Top of report is Final Financial for Event Entries, Target Fees, Options In; Options Out. Shows Breakage (may not match Opts Out if a refund or Progressive Pot was won), Added Money Paid and Total Paid for Event.
6) Notice Evt # 1, 2, and 3 show entries, tgt fees, options in / out, breakage, added paid & total paid.
7) Click SAVE Icon on upper menu and store in designated file for shoot (Label: Evt 3 Finance) and so on.
8) Middle of report shows Target Fees, Daily Fees, Options in, Total Fees, etc.; plus Total Money in.

9) Bottom of report shows total monies in; Total Monies Paid Out and Net Balance. ATA information is listed with Fees Due along with State Fees information and Fees Due.

10) Run this report after each event, save in designated shoot folder on thumb drive and also place hard copy in shoot notebook.
11) Click CLOSE to close window.
CHAPTER VII:

DAY END:

REPORTS MENU: Run Reports on Server (Master) Computer Only.

1) SHOOTER ENTRY FEES.
2) Click Shooter Finance All (you will see this window).

3) Click Run (you will see this window below).

4) The report lists all monies paid by shooter for the events, options, daily fees, etc.
5) This report may be run daily.
6) Click CLOSE to close window.

OR USE…
SHOOTER ENTRY FEES.

1) REPORTS MENU.
2) Click Shooter Finance Summary (you will see this window below).

3) Click Run (you will see this window below).

4) This report shows ATA number, Special Class, Name, Address, and Total Monies shooter spent. (No breakdown).

EVENT PAYOFF REPORTS

1) PAYOFF UTIL MENU.
2) Click Event Payoff Reports (you will see this window below).

3) Check Event to be written to C drive. Notice Evt #1 is checked. Shooter is unpaid to date.
4) Click CLOSE to close window.
PAYOFF UTIL MENU:

SHOOTERS PAID WITH CHECKS.

1) Click Setup Payoff File (you will see this window below).

2) Check Pay Day 1 Events (if paying each day separately).
3) Click Pay All Events.
4) Click Build (you will see this window below).

5) Click Printer Icon to print report.
6) Click CLOSE to close window.
PAYOFF UTIL MENU:

1) Click **Check Type** (you will see this window below).

![Check Type Window](image)

2) Check the **type of Check** you will use.
3) Click **CLOSE** to close window.

PAYOFF UTIL MENU:

4) Click **PAY SHOOTERS**.
5) Click **Print Checks** (you will see this window below).

![Payoff Checks Window](image)

6) Click **Day #1 Print Checks** (or the day you are on in shoot program; you may choose to pay all events at once if only writing one check for entire shoot).
7) Enter **Starting Check number** in Blank Window.
8) Place Checks in printer in proper numerical order (some printers are front to back...numbers lowest to highest or vice versa).
9) Click **CLOSE** to close window.
SAVE CHECK REGISTER:

1) PAYOFF UTIL MENU.
2) Click Check Register (you will see this window below).

3) Choose the thumb drive and send to designated folder for shoot. If paying by one check; check One Check Payoff and run this report on the last day of shoot.

PAYOFF UTIL MENU:

SHOOTERS PAID WITH CASH.

1) Click Pay Shooters.
2) Click Pay Shooters with Cash (you will see this window below).

3) You may only pay ONE WAY, by CHECK or CASH!
4) Enter the Member number if paying by cash.
5) Click Find (you will see this window below).
6) Check which events you are paying with cash.
7) Notice **Amount to be Paid** and **Amount Already Paid**.
8) Click Pay (you will see this window below).

9) Click **YES** if Payoff sheet printed (you will see this window below).

10) Click **OK**.
11) Click CLOSE to close window. After executing this payment form follow directions at bottom of **RED BOX**.
PAYOFF UTIL MENU:

1) Click **Setup Payoff File** (you will see this window below).

![Setup Payoff File Window](image)

2) Click **YES** (you will see this window below). Notice **ZERO** is on Report. Report has already run for **CASH PAYOUTS** for the day.

![Report Window](image)

3) Click **CLOSE** to close the window.
TOURNAMENT END:

1) PAYOFF UTIL MENU.
2) Click Special Event.
3) Click PAYOFF SPECIAL EVENT (A Handicap Event is normally the last event in a Shoot Program, this is where the Special Event or Calcutta option comes in). (you will see this window below).

![Special Event Window]

4) Check Event Number, Option Number, Percentage or High Gun Payout, Number of Places Paid, Shooter % paid, Buyer % paid, Enter Total Buyer Amount; Click Show to double check the right amount of shooters are in option.
5) Click Run (you will see this window below).

![Run Window]

6) Report shows Shooter Entries, Buyers Total Money added, Total Amount paid out.
7) If a different Buyer bought shooter; their name would be listed in Buyer Column. Shooters and Buyers are one in the same in above example, checks will be cut accordingly.
TOURNAMENT FINAL FINANCE REPORT:

1) REPORTS MENU.
2) Click Tournament Finance (you will see this window below).

3) Click Run (you will see this window below).

4) Top of report is Final Financial for Event Entries, Target Fees, Options In; Options Out. Shows Breakage (may not matchOpts Out if a refund or Progressive Pot was won), Added Money Paid and Total Paid for Event.
5) ALL EVENTS will show entries, tgt fees, options in / out, breakage, added paid & total paid.
6) Find correct drive, open designated shoot folder; Click Save Icon (Label report: FINAL FINANCE).
7) Middle of report shows Target Fees, Daily Fees, Options in, Total Fees, etc.; plus Total Money in.

8) Bottom of report shows total monies in; Total Monies Paid Out and Net Balance. ATA information is listed with Fees Due along with State Fees information and Fees Due.

9) Run this report after FINAL EVENT, open designated shoot folder; Click **Save Icon** also print a hard copy for shoot notebook.

10) Daily fees to be sent to ATA and State Association along with Membership fees collected. Program will not print these checks automatically, you will need to print or write checks for your club. Print correct amount of finance copies for ATA, State, Club, and Cross-Register if needed.

11) Click **CLOSE** to close window.
COPY ATA / PITA SCORES to DISK or FOLDER:

1) Reports Menu.
2) Click ATA/PITA SCORES (you will see this window below).
3) Check To File.

4) Find correct drive, open designated shoot folder; Click Run.
5) If Club needs a printed copies, follow steps 1 and 2 above; Check Print Scores. (you will see this window below).

6) Click Run (you will see this window below).
7) Click **Printer Icon** if not sending reports via email; (print amount of copies needed for ATA, State, and Club notebook).

8) Find correct drive, open designated folder for shoot; Click **Save Icon**.

**COPY CROSS-REGISTER REPORT to DISK or FOLDER.**

1) **Reports Menu.**
2) Click **Cross Register** (you will see this window below).

3) Check **To File**.
4) Find correct drive, open shoot folder; Click **Run** (you will see this window below).
5) Scores have been written to Designated Drive.
6) Click OK, window will close automatically.
7) If Club needs PITA report, follow steps 1 and 2 above; Check Print Scores. (you will see this window below).

8) Click Run (you will see this window below).
9) Print correct amount of copies for ATA, State, PITA, State PITA and Club.
10) Report shows Event, Date, Type of Event Type, number of targets shot.
11) Send in with final reports to ATA, State, and Cross-Register Reports.
12) Click CLOSE to close window.

PRINT CROSS – REGISTER REPORT

1) Reports Menu.
2) Click Cross Register (you will see this window below).

3) Check Print Scores.
4) Scroll to Event to Print or Check Print All Events or Check Print Shoot End Total.
5) Click Run (you will see this window on the next page).
6) This shoot has no Cross Register Shooters; so none are listed.
7) If shooters were Cross Registered: Name, Address, Cross Register Number and Scores would be printed on report.
8) Click Printer Icon.
9) Click CLOSE to Close window.

PRINT SHOOT END LABELS:

1) Reports Menu.
2) Click Shoot End Labels (you will see this window below).

3) Check Print All Shooters (you will see this window below).

4) This option will allow you to filter one State if so desired.
5) Click Run (you will see this window below).

6) Click Printer Icon.
7) You will have an automatic mailing list printed for future shoot announcements.
8) Click CLOSE to Close window.