

NRA Tournament Entry User's Guide

INFORMATION SYSTEMS

Developed by:



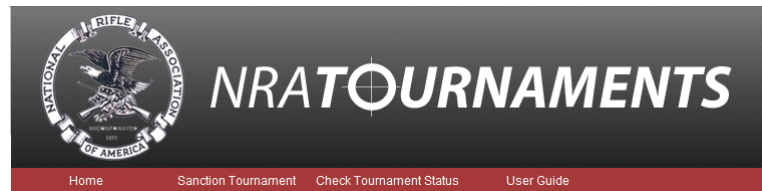
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The First Window



Whether you are entering a tournament, or checking on an existing tournament you will see the following options:

- Home: Return to the first screen from any point in the application
- Sanction Tournament: Open the tournament entry form
- Check Application Status: Review already entered tournaments
- User Guide: Step-by-step directions for entering tournaments



Sanction Tournament

This is where you begin the entry of your tournament details. Fields marked with a red asterisk (*) are mandatory fields, you must enter data.

1. Use the table to guide you in entering field data.

<i>In this field</i>	<i>Do this</i>
Do you have an affiliated Club ID?	Click in the YES or NO radio button <i>If Club ID is unknown, clicking NO will not affect club status</i>
Club ID	Enter a valid club id (An ID will be provided by the system if you answered No to the question "Do you have an NRA Affiliated Club ID?")
Club Name	Entered by the system if you provide a Club ID. Entered by you if the system provides a Club ID
Tournament Type	Click on the down arrow to the right of the drop down list box to select a tournament type
Tournament Name	Provide a name for your tournament

<i>In this field</i>	<i>Do this</i>
Range Location	Type the city name, Click on the down arrow to the right of the drop down state box, to select a state, Enter the Zip code
No. of times tournament would be occurring	Click on the down arrow to the right of the drop down box, to select a value <i>This number determines how many tournaments you wish to sanction for a discipline.</i>

- Click on the **Proceed** button to open the Tournament Dates and Match details entry form.

The screenshot shows a web application interface for entering tournament details. At the top, there is a navigation bar with links for Home, Sanction Tournament, Check Tournament Status, and User Guide. Below this is a header for 'Tournament Info' and the main title 'Enter Tournament Dates and Match Details'. A 'Please note' section contains four instructions: 1. Please enter Dates before adding Matches. 2. After selecting a Firearm value, you cannot change. 3. Duplicate Matches are not allowed. 4. Even if you add a duplicate match by mistake, it will be deleted at the time of final submission. The 'Tournament Dates' section has two input fields for 'Begin Date' and 'End Date', both with the format '(mm/dd/yyyy)'. The 'Match Details' section has three dropdown menus: 'Firearm Type', 'Indoor/Outdoor', and 'Select Discipline'. At the bottom of the form are two buttons: 'Add Match' and 'Cancel All'.

- In the Tournament Dates field, enter the **beginning and ending dates** for the tournament in mm/dd/yyyy (09/06/2010) format (*If the number of times occurring is more than one, additional date fields will display*).
- In the Match Details fields
 - For Firearm Type, click on the down arrow to the right of the list box, and then select the firearm type

The fields that appear after you select the firearm type are particular to the firearm type selected. Answer any and all questions.

- For Indoor/Outdoor, click on the down arrow to the right of the list box, and then select either indoor or outdoor (*Both options are tied to the firearm type selected*)
- For Discipline, click on the down arrow to the right of the list box, and then select the discipline.



Other fields may display particular to the Discipline selected, i.e. High Power Rifle will ask for distance whereas Conventional Pistol will provide an aggregate field.

5. Click on the **Add Match** button.

The screenshot shows a web form titled "Enter Tournament Dates and Match Details". At the top, there are navigation links: Home, Sanction Tournament, Check Tournament Status, and User Guide. Below the title, there is a "Please note" section with four numbered instructions. The "Tournament Dates" section has two date input fields: "Begin Date" (09/16/2010) and "End Date" (09/23/2010). The "Match Details" section has three dropdown menus: "Firearm Type" (Smallbore Rifle), "Indoor/Outdoor" (Select), and "Select Discipline" (Select). At the bottom of the form are "Add Match" and "Cancel All" buttons. Below the form is a table with columns: Firearm, Indoor_Outdoor, and Discipline. The table contains one row with values: Smallbore Rifle, Indoor, and Conventional Prone.

6. Beginning with the dates fields, #3 in the directions, enter the next match or Click on **Done Adding Matches** when you are finished.
- Matches must be associated with the original firearm type selected
 - *To change firearm type, you must go back to Tournament Details and select a new Firearm Type*

Note: The Tournament Officials and Contact Details form appears.

The Tournament Officials and Contact Details fields that display are dependent upon the tournament selected. For example if the tournament selected is League, the contact information will request the name of the League Secretary. Fill in the data in the fields provided.

*These fields only
for clubs
sanctioning
State
Championships*

(*)Indicates Required Fields

State Championship Info

State Conducting Championships: ▼

Authorized By:

Office Held:

Officers Email:

An email will be sent to confirm your approval from State Championship Association.

Tournament Officials

Chief Range Officer:

Statistical Officer:

Match Director:

Is NRA Membership required: *

Contact Details

Contact Person: *

Address: *

Enter a valid ZIP Code. City and State will be filled automatically

ZIP Code: *

City: *

State: ▼ *

Email: *

Phone Numbers:

e.g 1234567890 e.g 1234567890 e.g 1234567890

Numbers to be listed in the coming events section of the Shooting Sports USA Cell Home Work No Number would be listed if you do not select any box

Entering Tournament Officials and Contact Details

Enter all contact information. If you wish to have a telephone number entered in Shooting Sports USA coming issues enter a phone number and select the check box.

► To entry officials and contact details

1. Use the table to guide you in entering field data.

<i>In this Section</i>	<i>In this field</i>	<i>Do this</i>
State Championship Info	State Conducting Championship	Click on the down arrow, and then select from the drop down list box
	Authorized by	Person's name
	Office Held	Position
	Officers Email	Email address of authorized officer



<i>In this Section</i>	<i>In this field</i>	<i>Do this</i>
Tournament Officials	Supervisor	Enter a name
	Match Director	Enter a name
	Chief Range Office Statistical Officer League Secretary	Enter a name in each field as required by the tournament type
	Is NRA membership required?	Click on the down arrow, and then select from the drop down list box
Contact Details	Contact Person	Enter a name
	Address	Street address
	Zip Code	Zip code
	City—system entered but can be changed	City name
	State	System entered based on Zip code

<i>In this Section</i>	<i>In this field</i>	<i>Do this</i>
	Email	Email address
	Phone numbers	Enter all that are applicable using the sample below to guide you (no spaces or dashes between numbers)
	Phone number to be listed in Shooting Sports USA	Click in a check box

2. Click on the **Next** button to open the Confirm Your Entries form.



Confirming Entries

This is your opportunity to review the tournament data you have entered and to attach your program.

Click here to make changes →

Click here to print this form

Confirm Your Entries

[Tournament Info](#) | [Matches Info](#) | [Officials Info](#)

Tournament Info

Tournament Type: Approved
 Club ID #: A0427 Club Name: Crescenta Valley Sportsmen's Club Inc.
 Tournament Name: My tournament
 Range Location: La Crescenta, California, 91224

Tournament Officials

Supervisor: me
 Match Director: mine
 Is NRA Membership required? Yes

Tournament Dates

Dates:	Begin Date	End Date
	27 September 2010, Monday	01 October 2010, Friday

Contact Details

Contact Person: sue
 Address: 1234 state City: La crescenta
 State: California Zipcode: 91224
 Phone Numbers: 1234567890(C) ,
 Email: mymaiol@nrahq.org

Numbers to be listed in the coming events section of the Shooting Sports USA Cell

Match Details

Firearm	Indoor - Outdoor	Discipline	Distance
High Power Rifle	Outdoor	High Power Sporting Rifle	100 Yards

Program Details

Upload Program:

If you wish to make changes to tournament information, click on the Tournament Info link to return to the tournament entry screen.

If you wish to make changes to individual's names, click on the Officials Info link to return to Officials and contact Details form.

Submitting the Program

You must submit your detailed program along with the tournament application

Only documents with the extensions .doc, .docx, or PDF are acceptable. There is a two (2) MB document size limit.

▶ To submit your program

1. In the Program Details section
 - Locate your stored Program Details
 - ✓ Click on the Browse button to navigate to where you have stored the Program Details
 - ✓ Double click on the program name to have the path to the program entered in the blank Update Program field.
2. Click on the **Submit Application** button.

Note: The Thank You form appears.

6. Click on the **“Finished”** button to return to the home page.

An email confirmation with tournament IDs will be sent to the email address provided.

Checking Application Status

The confirmation email will provide the Tournament Id which is needed to check tournament Status.

▶ To check the status of an application

1. Click on **Check Tournament** to open the Check your Tournament Status form.

2. Type the **Tournament ID** in the field provided, or fill in the fields for Date, State, City and Firearm and then press the **Submit** button.



3. **Review** your tournament status, and then click on the **“Finished”** button when the review is complete.