Administrator guide

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Applies to SASRA Score website and Laptop Hub 1.0

Purpose: practical instructions for the current app. Illustrations are simplified examples, not screenshots of member records.

Revision record
2.1 - Offline Wi-Fi laptop hub, phone pairing, cloud uploads, transfers, dedicated-status verification and certificates.
2.0 - Event appointments, two-person approvals, teams, clock-point plotting, saved plots, passkeys, historic imports and programme ordering.
1.1 - Roles, individual scorer allocations, shoot and score approvals, protected deletion, marked photographs, range selection and password-reset guidance.
1.0 - First issued edition.

Current guide: Help / User guides in SASRA Score
Check the current revision before use. This edition replaces Revision 2.0. It describes the current website; an older installed APK may have fewer features. Local and printed copies may become outdated.

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Account roles and event responsibilities

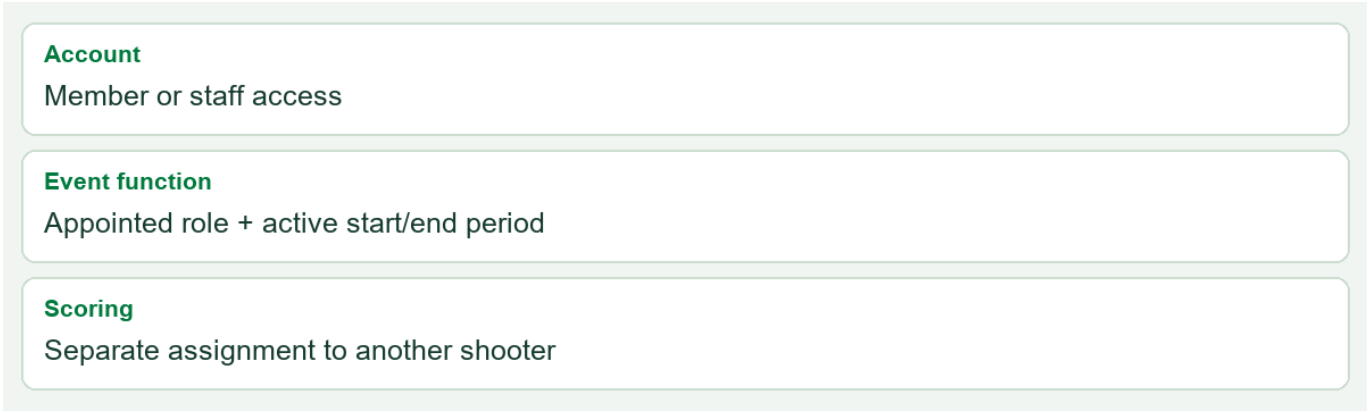


Illustration - sample values only

1. Members have no Administration tab. They manage their own profile and activities, register for events and view their own sheets.

2. Administrators and the Super Administrator manage accounts and event setup. Only the Super Administrator can delete an event that has had scores.

3. Shooting Co-ordinator and Score Approver accounts have staff access. Event approval powers now come from separate, time-bound appointments for each event, not from an account label alone.

4. Appoint officials from the active administrator pool. A person may hold both event functions, but still counts as only one independent score approver. Appoint the Super Administrator too when exercising these functions.

5. Scoring is a per-shooter event allocation. Neither an account role nor an official appointment grants capture rights. Nobody may capture their own sheet.

Remember
The current app has no club-scoped administrator separation or public self-registration workflow. Do not assume staff are restricted to a particular province or club.

Create accounts and reset forgotten passwords

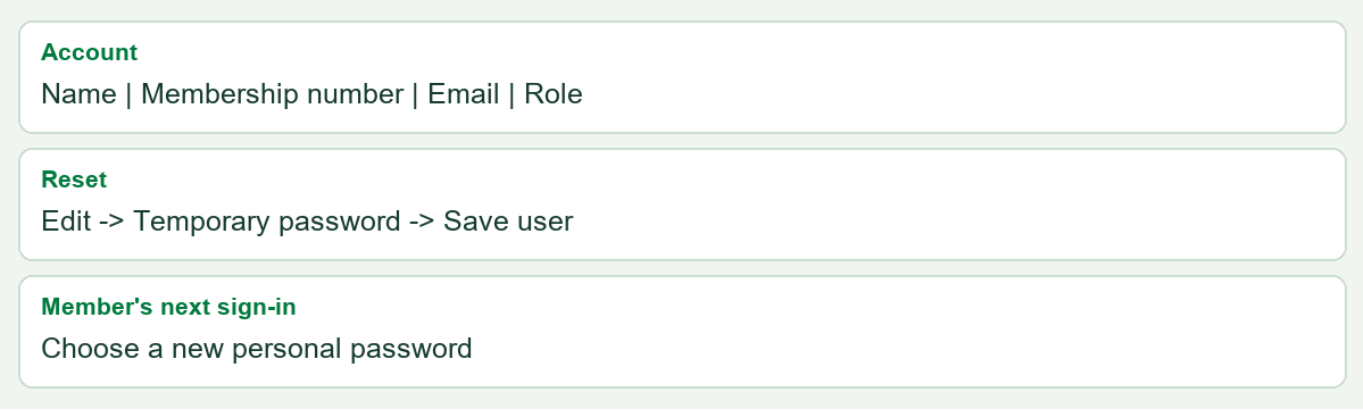


Illustration - sample values only

1. As Administrator or Super Administrator, open Administration. Under Create or update a user, enter name, SASRA Membership Number, email, role and active status.

2. Give a new user a temporary password of 12-128 characters. Share it privately; the member must choose a new password at first sign-in.

3. Choose Edit under Registered users to update an account. Leave Temporary password blank to retain its current password.

4. For a forgotten password, enter a new temporary password and Save user. Give it privately to the member; existing sessions are invalidated and they must choose a new password.

5. Use the Password page to change your own password. Only the Super Administrator may edit the owner account.

6. For lost-device/passkey recovery, the Super Administrator can use Recover sign-in on another account to remove passkeys and revoke sessions. Reset its password separately if needed.

Remember
Email reset links and verification codes are not enabled. Passkeys provide an alternative sign-in method; administrators still supply temporary passwords for password recovery.

Create a shoot and select its range

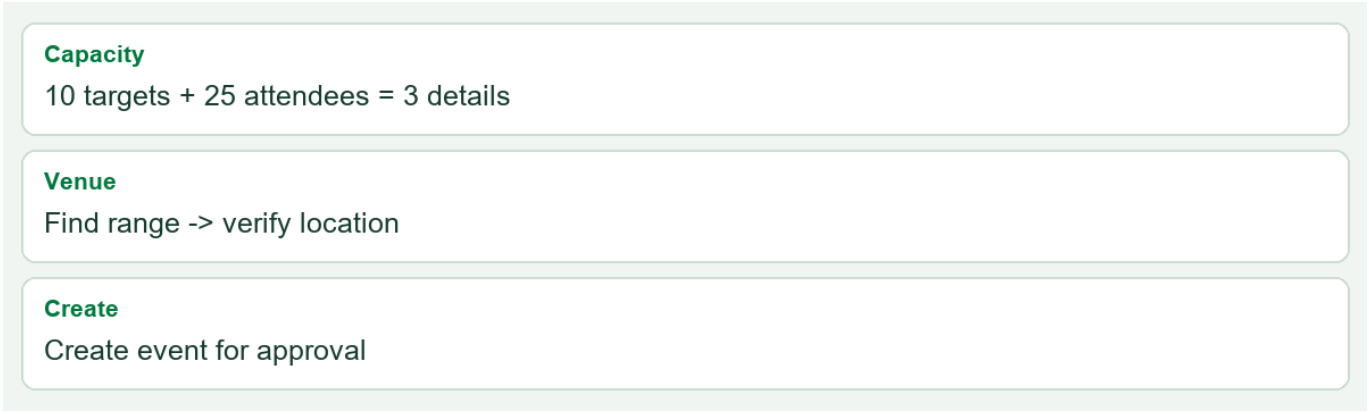


Illustration - sample values only

1. As an Administrator, Super Administrator or Shooting Co-ordinator account, create the event with its name, date, available targets and expected shots per match.

2. Under Matches for this event, choose an exercise and Add. Drag rows into the required sequence, or use the up/down buttons; remove unwanted rows with the remove control. The original SASRA match numbers stay unchanged.

3. Use the range picker to find a saved or catalogue venue, or Search online while connected. Check the name, address and coordinates; manual entry is available.

4. Set a South African registration cutoff. Set the entry fee and EFT instructions, or leave the fee at zero.

5. Preselect attendees in one class each, or leave the roster empty for registration through the shared link. Choose Create event for approval.

6. The event exists for registration but its score sheets remain unavailable until shoot approval.

Remember
Check the date, programme and expected shot count carefully. A shoot needs a closed registration, attendees and valid scorer allocations before it can be approved.

Register members and add visitors

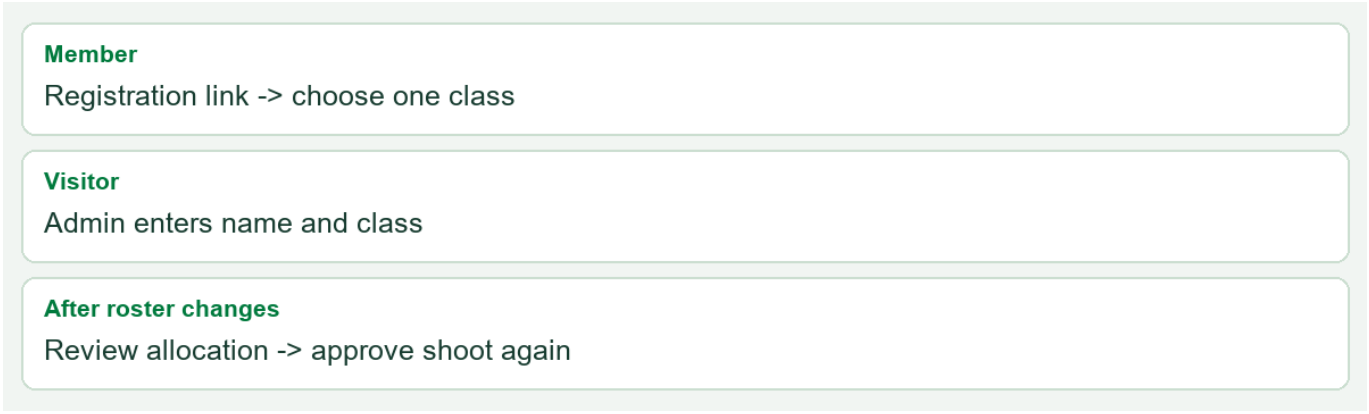


Illustration - sample values only

1. Copy the event registration link and share it through your normal communication channel. Members sign in with their own accounts.

2. Each attendee enters either Open class or Service class, never both for the same event. Use Save cutoff or Clear cutoff to manage registration.

3. For someone already on the system, use Add member: select their registered account and class. For an unregistered member, create their account first. Check allocations after adding them.

4. Add walk-in visitors with Add a visitor: enter name and class, then Add visitor to attendees. Visitors may be added after registration closes.

5. Check the new attendee's detail, target, class and scorer allocation. A visitor has an event-specific score sheet and can appear in results.

6. Resolve older duplicate-class entries using the class-choice controls. A class entry with saved scores cannot simply be removed.

Remember
Visitors cannot sign in or be scorers. Adding an attendee or changing the roster or cutoff withdraws shoot approval and requires another approval before sheets are available.

Allocate details, targets and scorers

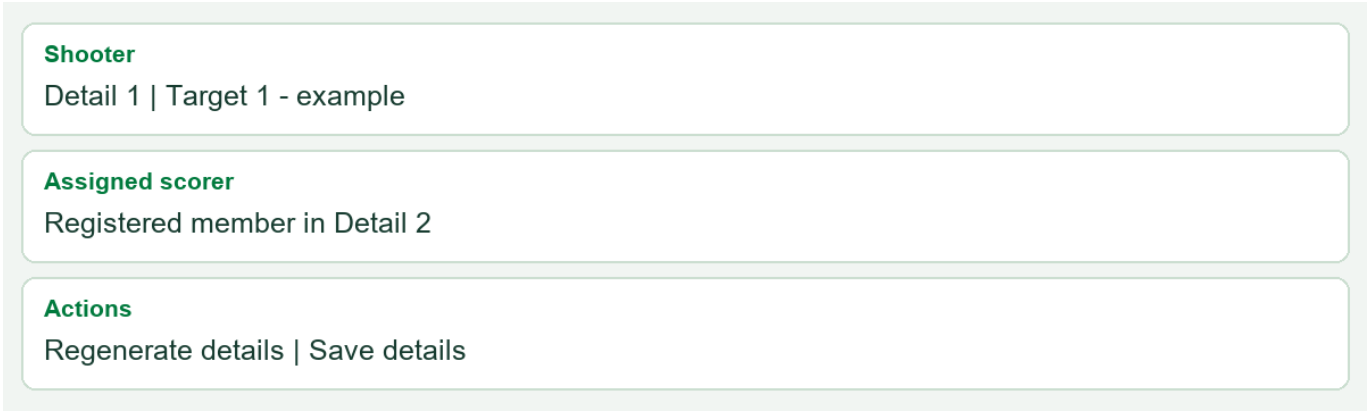


Illustration - sample values only

1. Open Details, targets and scorers for the event. Set available targets and use Regenerate details if you want an automatic allocation.

2. Adjust detail and target positions as needed. Every attendee needs a unique position within the target capacity. Attendees with saved scores cannot be moved.

3. For each shooter, choose an active registered member from another detail as Assigned scorer. Self-assignment, visitors and scorers shooting in the same detail are not allowed.

4. Choose Save details. Refresh and reapply changes if someone changed the event elsewhere.

5. Ask members to refresh before the shoot. The selected attendee and scorer pull through to the sheet from these allocations.

Remember
Administrators also require scorer assignments. Clear an assignment to revoke that scoring access. Changes to the roster require shoot approval again.

Appoint officials and approve the shoot

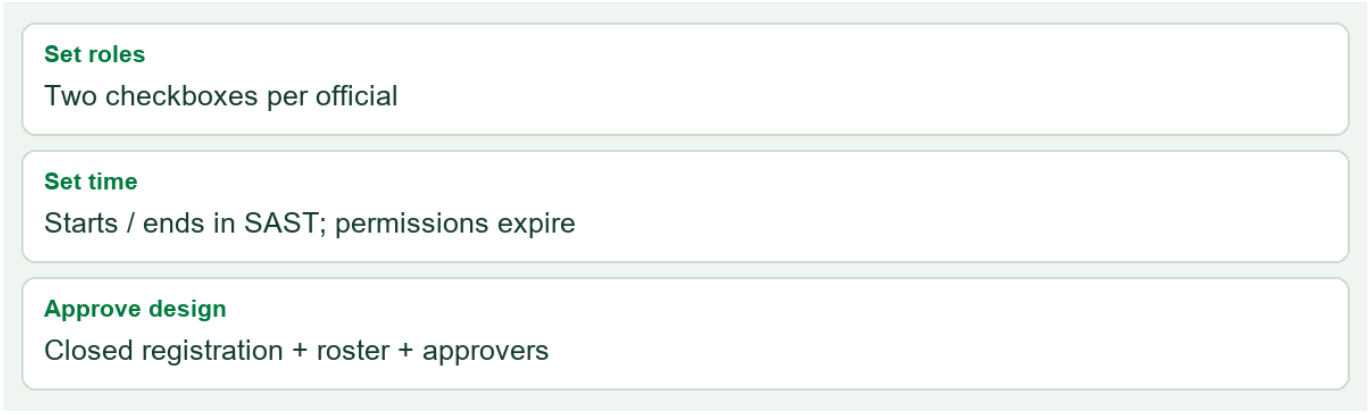


Illustration - sample values only

1. As Administrator or Super Administrator, open the event's Event officials · time-bound appointments section.

2. Tick Shooting Co-ordinator and/or Score Approver beside the relevant administrators. Set each appointment's start and end in South African time (SAST), then Save event appointments.

3. Use two co-ordinators as a staffing arrangement and appoint at least two independent Score Approvers. Extra officials are allowed. Officials need not be shooting attendees.

4. An actively appointed co-ordinator can choose Close registration now before the cutoff. This sets the cutoff to now. Review attendees, one class each, detail/target allocations and assigned scorers.

5. Choose Approve shoot. Registration must be closed, allocations valid and at least two approver appointments unexpired. Score sheets then become available. Scoring still requires the correct assignment and permitted date/window.

Remember
Future or expired appointments cannot exercise event powers. Set windows to cover preparation and later review. Roster/cutoff changes require reapproval; Return to draft is available only before scores.

Score and preserve marked target photographs

Allocation
Assigned scorer -> another shooter's sheet

Photo
Numbered shots included in saved image

Saved score
Preliminary until reviewed and approved

Illustration - sample values only

1. Anyone marking a sheet, including staff, must be assigned to that shooter in another detail. Select the approved event on its scheduled date.

2. Open the assigned sheet from Ranked results with Score or Open. Verify the attendee, class, match, detail, target and scorer displayed.

3. Load the photo and plot zones at 12, 3, 6 and 9 o'clock. Zoom and pan to inspect holes. Mark and review shots, add misses as 0 and excluded holes as orange Non-scoring (X).

4. Confirm your review and Save to score sheet. The match is initially Preliminary. The saved image includes the numbered markers; the original is retained for editing.

5. Sync while scoring is open. Use View photo and Save photo to preserve the marked target image. Save plotted target can retain a local reusable plot; verify alignment for each new photograph.

Remember
Capture rights remain separate from appointments. See the target-plotting instructions in the member guide content reproduced later in this guide. JSON backups exclude photo files.

Two independent score approvals

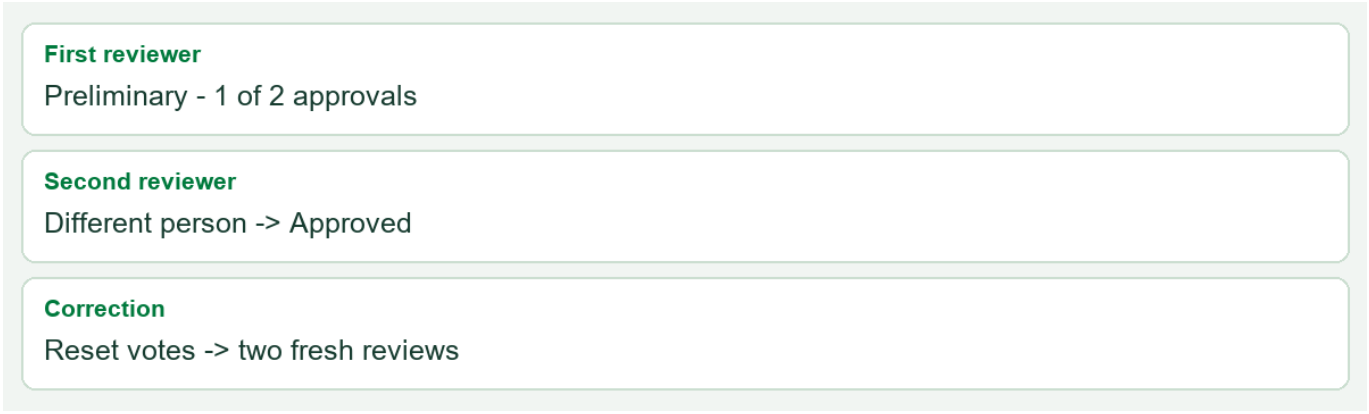


Illustration - sample values only

1. During your active Score Approver appointment, open Ranked results, select the approved event and open the attendee sheet. The score must be synced online.

2. Check the exercise, counts, total, scorer and marked photo. You may not approve a score you shot or captured. Arrange enough independent officials for these conflicts.

3. Choose Approve score. The first vote leaves the score Preliminary with 1 of 2 approvals. A different appointed approver must review and approve the same unchanged score.

4. After the second vote the score becomes Approved and appears on the member's profile. Holding both event roles or using the Super Administrator account does not replace the second person.

5. A scoring edit resets both votes. Return to preliminary withdraws approval and clears votes. Review the corrected synced version again. Coached-team entries use the same two-person process.

Remember
Previously approved event scores remain approved until changed. Historic match imports use a separate approval workflow, described in their own chapter; they do not currently require two event-appointed approvers.

Resume a sheet and reopen scoring

Resume
Ranked results -> sheet -> Score / Open

Extend
Appointed co-ordinator -> Reopen scoring

Finish
Sync before the new closing time

Illustration - sample values only

1. Select the event under Ranked results. Open the assigned attendee sheet with Score or Open and check the match before continuing.

2. If the normal event-day scoring window has closed, an actively appointed Shooting Co-ordinator opens the event in Administration.

3. Set Scoring closes (South African time) to the required future deadline and choose Reopen scoring. This extends access without changing the original event date.

4. Assigned scorers reconnect, refresh the event and sync their saved changes while the window is open. Their allocations and the shoot approval still apply.

5. Close reopened scoring when finished. Reopening does not permit self-scoring, remove the approval requirement or allow a future-dated event to start early.

Remember
Appointments and scoring windows are separate. Extend the official's appointment if necessary before asking them to reopen scoring.

Delete a shoot safely

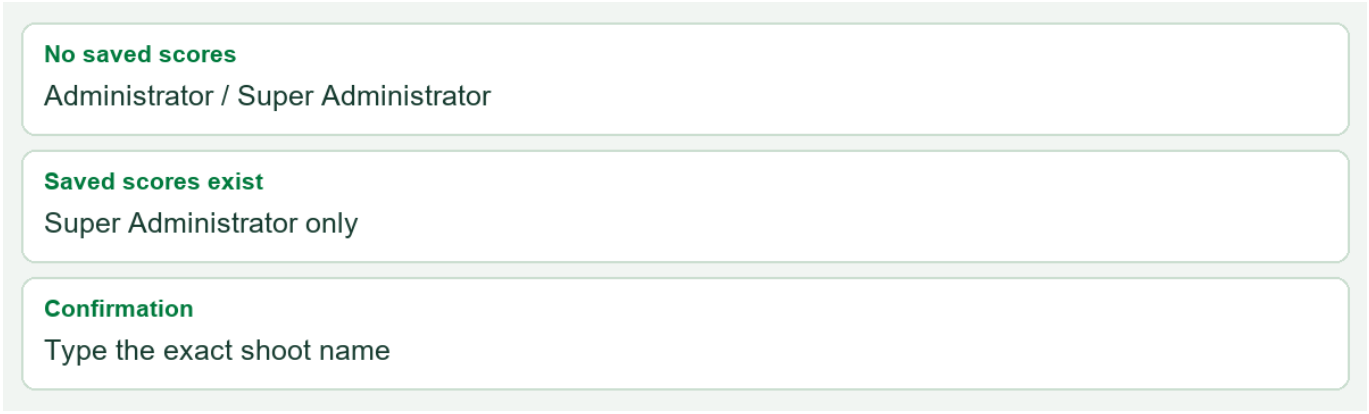


Illustration - sample values only

1. Open Administration and locate the shoot. Check its name and date carefully.

2. An Administrator or Super Administrator may use Delete shoot before any scores have been saved.

3. Once any score has been saved, only the Super Administrator can delete the shoot. Removing individual scores does not bypass this rule.

4. Choose Delete shoot and enter its exact name to confirm. If the event changed elsewhere, refresh before trying again.

5. The deleted shoot and sheets disappear from active results and approved profile scores. Devices must reconnect to receive that change.

Remember
Deletion retains an audit record; it is not a permanent purge of every stored file. There is no restore button. Do not delete a shoot merely to correct a match or change an approval.

Record entry fees and payments

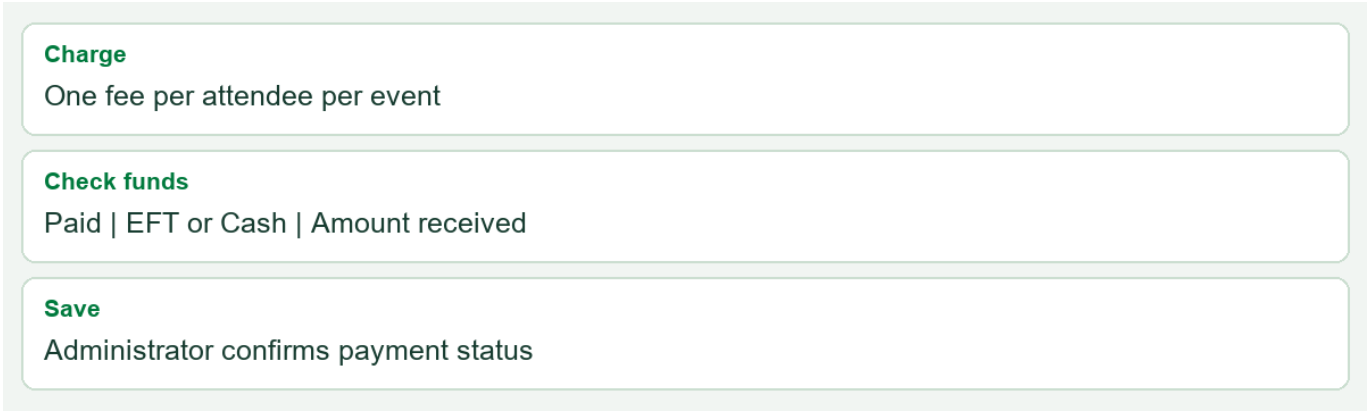


Illustration - sample values only

1. As Administrator or Super Administrator, open Entry fee, EFT instructions and payments. Enter the fee and verified bank instructions and save them.

2. Choose Load / refresh payments. Review each member or visitor's reference, amount, status, method and note.

3. After checking funds received, select Paid, choose EFT or Cash, enter the received amount and Save. Do not mark Paid just because someone registered.

4. The received amount must cover the fee. A fee cannot change while an attendee is marked Paid; reconcile corrections before changing statuses.

Remember
Payments are manually tracked. There is no live payment portal, bank reconciliation or automatic payment confirmation. Notes are visible to the attendee.

Profiles, activities, exports and offline support

Member support
Profiles | Activities | Password resets

Records
CSV status labels + separate score backups

Android
Install update -> reconnect -> refresh

Illustration - sample values only

1. Administrators and the Super Administrator can select members under Personal information and update their details. Only approved scores appear in the approved-score section.

2. Use Activity log to add or modify an activity for a member. The five activity options include SASRA Shoot, other accredited association shoots, accredited range practice, Meeting and Reloading Activity.

3. The range picker supports saved venues, an offline catalogue and online search. Check suggested locations before saving them to an event or activity.

4. Exports include score status. Treat mixed or unapproved totals as preliminary. Back up scores and preserve target images separately.

5. Install the latest Android APK over the existing app, then refresh while connected. Do not uninstall or clear data while unsynced scores remain.

Remember
Members cannot access the Administration tab. Existing offline devices may retain old data until they reconnect. Refer to the current guide revision when helping users.

Build and squad teams

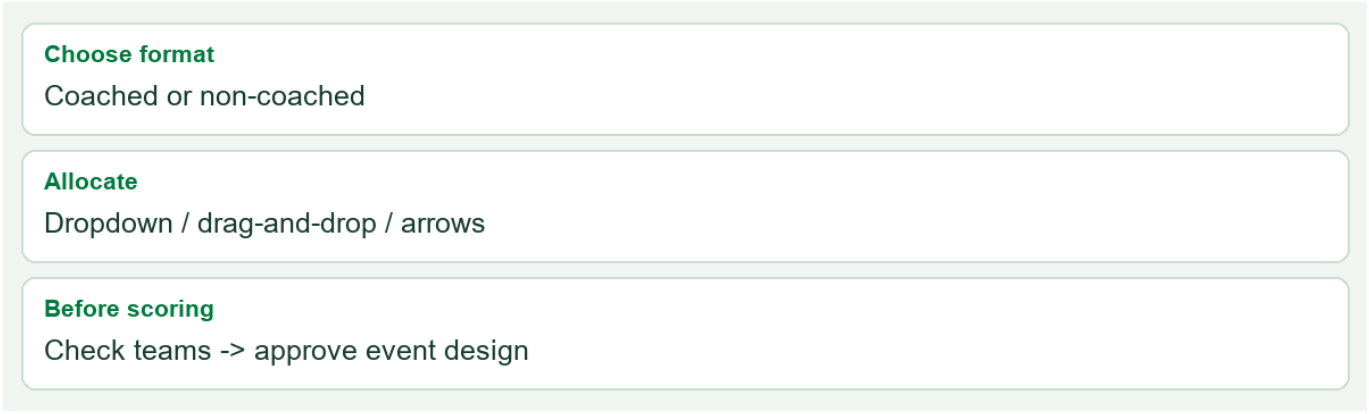


Illustration - sample values only

1. Open Teams or the event's Teams and targets section. Create a team name, class and coached/non-coached choice, then select its exercises from the event programme.

2. Allocate registered event attendees from the dropdown. Members can join multiple teams. Visitors cannot be selected. Any Open-class member makes the team Open class.

3. Coached teams allow one to four members: positions 1/2 are targets 1/2 on turn one; positions 3/4 are targets 1/2 on turn two.

4. Drag a name onto a position, use Assign selected or the arrow controls. Remove or the Delete key on a focused member row unsquads that person; it does not delete their account.

5. Save team setup and check its exercise list and allocations before shoot approval. Event design changes need approval again; team design locks once any event scores exist.

Remember
Administrators or an actively appointed event co-ordinator manage team setup. Plan teams before capture begins. The current app sums scores even when teams differ in size.

Capture and approve team results

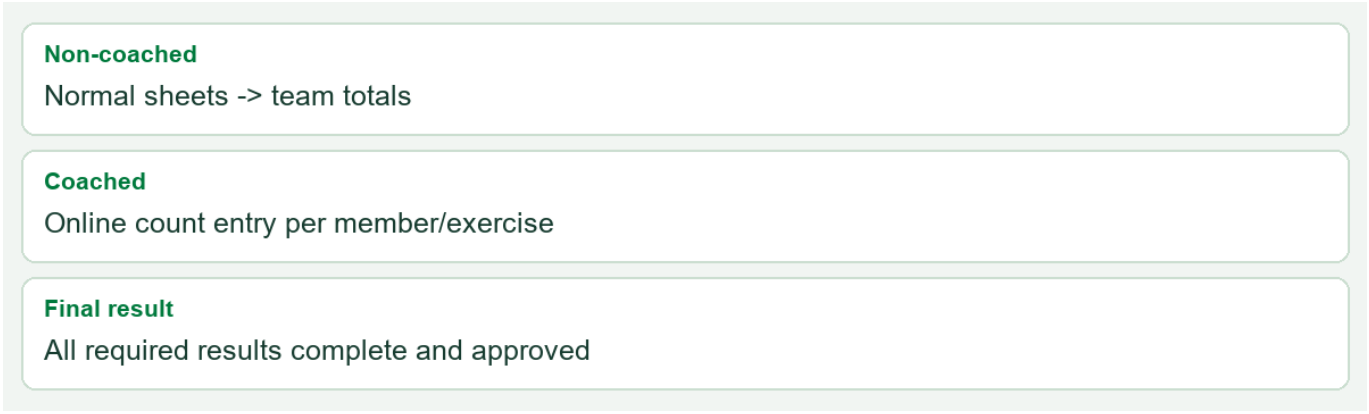


Illustration - sample values only

1. Non-coached team results reuse each member's individual scores and their approval status. Capture those matches on the normal assigned sheet.

2. Coached teams have separate count-entry forms for each member and exercise. Enter V, 5, 4, 3 and 0 counts, check the total and save.

3. Only the assigned scorer can capture. They cannot be the shooter, in the shooter's detail, or a team member shooting in the same coached turn.

4. Two different active event-appointed Score Approvers review coached entries. Neither may be the shooter or capturer. Editing clears prior approvals.

5. Check grouped coached/non-coached and class results. Totals are cumulative points and V-bulls; incomplete or unapproved results remain preliminary.

Remember
On the cloud website, coached-team capture requires internet. A prepared laptop hub also supports these count entries over local Wi-Fi and queues them for cloud upload. Individual target photos use the normal scoring screen.

Enter and upload historic matches

Input
Registered member or named visitor

Spreadsheet
One row per match; preview before save

Historic register
Preliminary -> review -> Approve

Illustration - sample values only

1. As a Score Approver account or Super Administrator, open Administration -> Historic match results -> Enter or upload historic matches. Internet is required.

2. Choose Member or Visitor. Select an existing registered member, or enter a visitor name. Ask an Administrator to register missing members before proceeding.

3. Enter event name/date, class, the match from its dropdown, optional detail/target and the V, 5, 4, 3 and 0 counts. Preview match and correct all errors.

4. Alternatively download the Excel or CSV template. Use one row per individual match, the original headings and YYYY-MM-DD dates. Identify members by registered email or membership number; identify visitors by name.

5. For Excel use the Historic matches worksheet and match dropdown. Upload at most 500 rows / 2 MB, with values rather than formulas. Preview upload, resolve every flagged row, then Save preliminary results.

6. Review each saved historic row and select Approve. This separate register currently uses one authorised approval. Approved member rows appear on profiles; visitors remain in the historic register.

Remember
Overall event totals cannot be imported. A failed preview saves nothing. Do not import the same historic match repeatedly or use this register instead of normal live event scoring.

Activities and the association catalogue

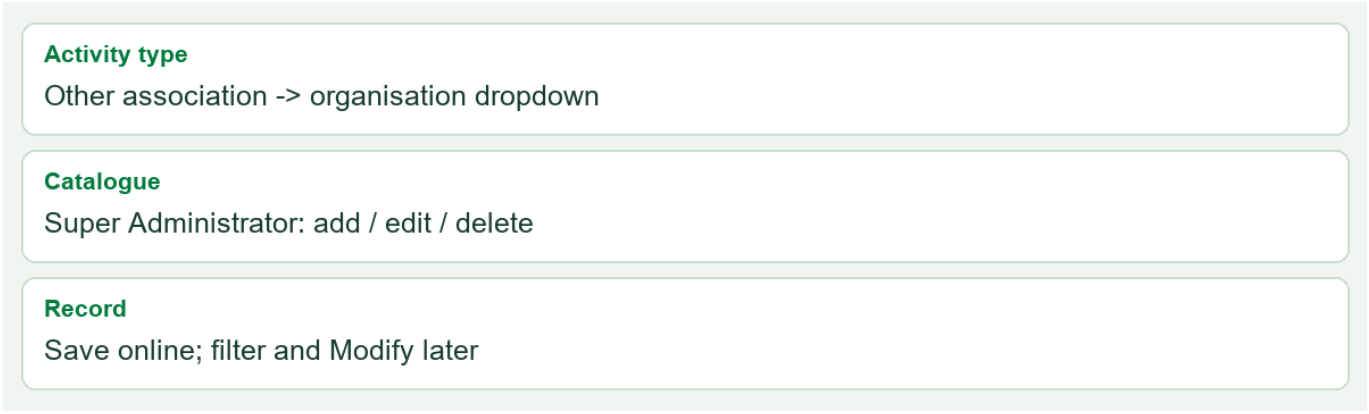


Illustration - sample values only

1. Members maintain their own activities; Administrators and the Super Administrator can log activities for a selected member. Use date/type filters to find records and Modify to edit.

2. Choose SASRA Shoot, Shoot-Other Accredited Association, Practice-Accredited Range, Meeting or Reloading Activity.

3. Other organisation is available only for Shoot-Other Accredited Association. Choose the association from the dropdown rather than typing a new name.

4. The Super Administrator manages the association catalogue: add a missing name, edit a name or delete an entry from the available list. Check the confirmation before removing it.

5. Use the range picker where appropriate and verify its suggested location. Save the activity while connected; it is separate from attendance and score approval.

Remember
Catalogue management is restricted to the Super Administrator. Removing a catalogue choice does not mean that old activity records should be treated as deleted.

Plot the oval zones and zoom in

Tap order
12 top -> 3 right -> 6 bottom -> 9 left

Refine
Trace an individual zone with four taps

Review
Automatic suggestion -> scorer checks score

Illustration - sample values only

1. Load a straight-on photograph. Choose Plot SASRA target and touch the OUTER 3-zone boundary at 12, 3, 6 and 9 o'clock: top, right, bottom, then left.

2. Check all four outlines against the photograph. Under Scoring zones & automatic suggestions, use Trace V, 5, 4 or 3 to refine that area using the same four boundary taps.

3. While tracing, Undo shot removes the last plotting point. Cancel tracing keeps the previous outline. To replot a completed zone, select its Trace control again.

4. Use zoom + / - to see holes more clearly, Move image to pan and Mark shots to place markers. Fit target returns to the full view.

5. Check the scoring-line rule and approximate hole diameter against the competition rules. Review each suggested score and correct it in the marker dropdown when necessary.

Remember
Use the edges of each scoring zone, not the printed numbers or diagonal corners. Replotting does not recalculate shots already marked. Folds and perspective can make an outline inaccurate.

Reuse a plot and mark non-scoring shots

Reusable template
Photo + four zones; no shot marks

New exercise
Check new photo alignment before reusing

Excluded hole
Orange X / NS; not a miss or scoring shot

Illustration - sample values only

1. After checking all four zones, choose Save plotted target. This stores the photograph, outlines, line rule and hole diameter for your account on this device, without shot marks.

2. Choose Load saved plot to reuse that saved example or template. New match keeps the current photo and plot, but clears the previous shot markers.

3. For an actual new match, load the photograph of that target. Reuse the previous plot only if position, size and angle match; otherwise plot again.

4. For an excluded extra shot or a hole from another shooter, choose Non-scoring shot (X) before placing it. You can also change an existing marker to Non-scoring (X).

5. Non-scoring markers are orange and labelled X. They do not add points or count towards the required scoring shots. Mark a genuine miss as 0 instead.

Remember
The scorer decides which shots count under the rules. Saved plots are local, not cloud templates; signing out clears account-local data. Keep required backups and photographs first.

Fingerprint, Face ID or device PIN sign-in

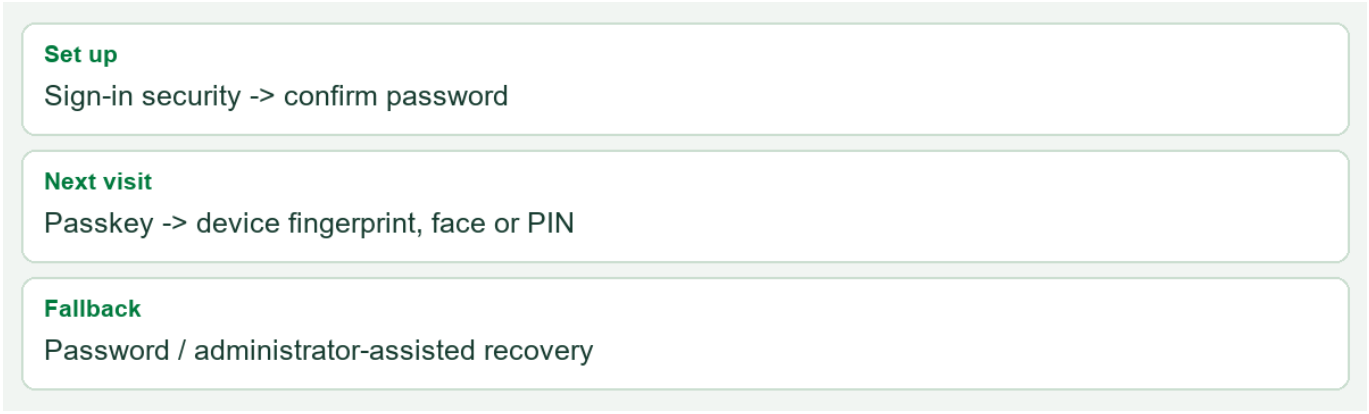


Illustration - sample values only

1. Sign in with your password first. Open Sign-in security, confirm your current password and give this device a recognisable label.

2. Choose Enable fingerprint/PIN sign-in and follow your phone or browser prompts to create a passkey. Your device decides whether to use a fingerprint, face recognition or PIN.

3. Next time, use the passkey sign-in button. Keep your password available as a fallback and use the same website address where you registered the passkey.

4. Remember this device for 30 days is optional; leave it off on a shared device. Without it, sessions normally expire after 12 hours.

5. Use Sign-in security to remove a passkey or sign out other sessions. Confirm your password when requested.

Remember
Passkey sign-in needs internet and a supported browser/device. The Android APK supports native passkeys on Android 14 or later. This is not an offline biometric lock.

Verify dedicated-status activities

Verify
Check the activity before it counts

Threshold
Four activities in 12 calendar months

Review
Member edits need verification again

Illustration - sample values only

1. Open Activity log and select the member. Review evidence and dates before marking an activity as relevant to dedicated sport shooting status.

2. Administrators and the Super Administrator can verify qualifying activities. A member cannot verify their own entry using the member controls.

3. The summary counts active, verified qualifying activities in the rolling 12-month window. The requirement is four; future dates and older activities are excluded.

4. Editing relevant activity information withdraws its verification until it is checked again. Do not treat a tick on an unreviewed entry as evidence.

5. The Super Administrator can add or remove activity choices. Meeting and Reloading Activity hide the range controls. Existing historical entries are retained when a choice is removed.

Remember
The rolling count and compliance indicator describe activity evidence; the Super Administrator separately confirms the dedicated-status grant before issuing a certificate.

Issue a branded dedicated-status certificate

Settings
Authorised signature, name and title

Authority
Super Administrator issues certificates

Evidence
Current verified activity record

Illustration - sample values only

1. As Super Administrator, open the dedicated-status certificate settings in Administration. Set the signatory name and title and upload the authorised signature.

2. In Activity log, select the member and verify that their identity, membership number and qualifying activity record are correct.

3. Confirm the dedicated-status grant and issue the certificate using the available controls. Only the Super Administrator can issue certificates.

4. Download and inspect the branded PDF. The member can obtain the issued certificate from their activity page.

5. Use the certificate revocation control if it must be withdrawn. Check current status and evidence before issuing a replacement.

Remember
Keep the signature file private. An issued certificate is a dated document; continue monitoring the rolling activity requirement as records age out.

Prepare a laptop hub before the shoot

Before leaving
Approve event and download package

On the laptop
Import while internet is available

At the range
No cellular service is required

Illustration - sample values only

1. Extract the Windows hub ZIP to a private local folder outside OneDrive synchronisation. Open Start SASRA Hub.cmd and keep its window open.

2. On the cloud website, close registration, finalise details, teams and scorer allocations, and approve the event.

3. Open Administration - Laptop hub and download the event package. Administrators, the Super Administrator and active appointed Shooting Co-ordinators can prepare it.

4. Import the package on the laptop dashboard while internet is available. Wait for existing photos and event data to finish downloading.

5. Check the roster and pairing codes. Scorers must have completed their initial password change. Prepare one event at a time.

Remember
The package contains a private 30-day event access key. Do not share it with members. Refreshing a prepared event with no pending uploads rotates local pairing codes; first ensure every phone has transferred its changes.

Connect the router and pair the phones

Network
Private Wi-Fi with device communication

Phone setup
Certificate, HTTPS address, pairing code

Operator
Keep dashboard and codes private

Illustration - sample values only

1. Connect the laptop and phones to the router normal Wi-Fi network. Guest networks or client isolation can prevent communication.

2. Restart the hub after connecting to the range router so it detects that address. Keep the laptop awake and powered. Prefer a reserved laptop address in the router.

3. Set the trusted Windows network to Private. If access is blocked, run Allow local WiFi.cmd and approve the Windows prompt; it opens only the hub ports to the local subnet on Private networks.

4. Give members the Phone setup address displayed by the operator dashboard. Help them install and trust that laptop certificate, checking its fingerprint.

5. Give each scorer only their own code. They sign in using their registered email and pairing code in the phone browser, not their cloud password.

Remember
The dashboard is for the laptop operator only. Use the full setup guide for certificate steps. The current APK does not connect directly to the hub. Remove the certificate and optional firewall rule when no longer needed.

Upload laptop scores when internet returns

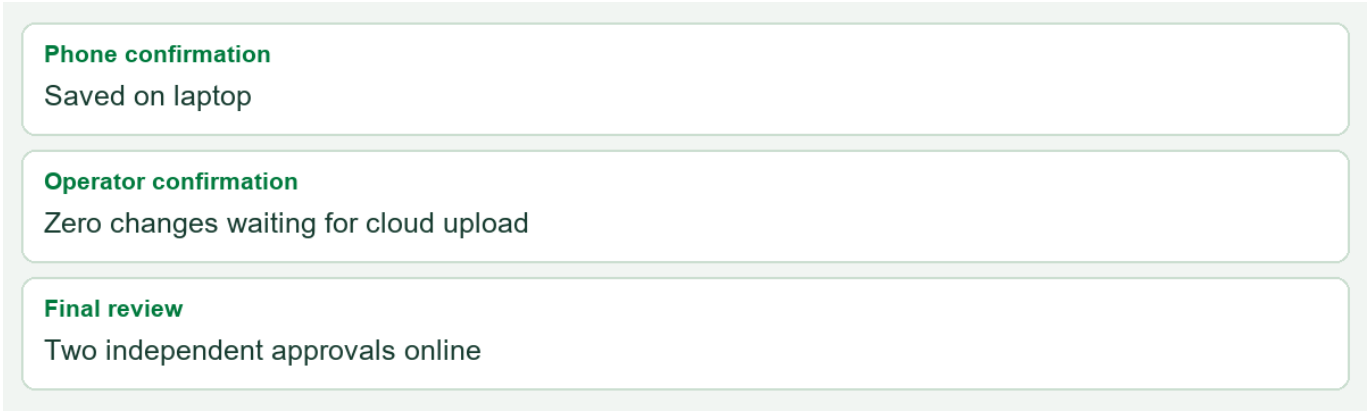


Illustration - sample values only

1. Ask every scorer to finish capture and confirm Saved on laptop. Refresh the operator dashboard and check queued records.

2. Connect the laptop to the internet and choose Upload scores to cloud. Keep the hub running until zero changes are waiting.

3. If a connection fails, retry. The queue and photographs survive restarting the hub, and acknowledged uploads are not duplicated.

4. If the grant expires or is revoked, download a new package for the same event and import it. With pending records, this refreshes authorisation without replacing the local design or scores.

5. If the scoring window has closed, an active appointed co-ordinator or Super Administrator must reopen it online before new uploads can be accepted.

6. Check the cloud sheets and marked photos, then arrange the usual two independent approvals. Uploaded entries remain Preliminary until approved.

Remember
Cloud assignments and event approval are checked again. Avoid editing the same scores online while local capture is in progress. Local pairing codes do not grant any cloud administrative authority.

Resolve transfer problems and protect the hub data

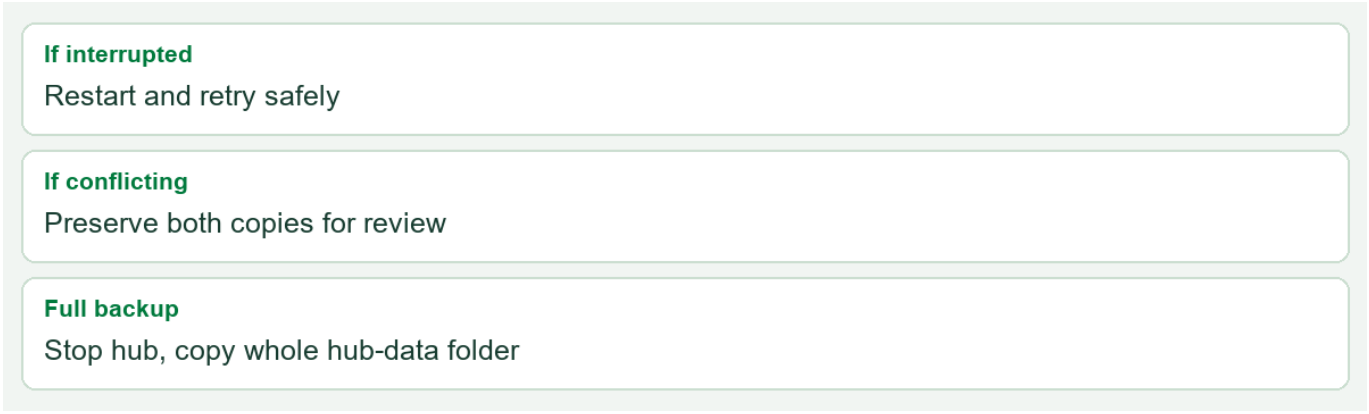


Illustration - sample values only

1. If pending records exist in the updated cloud web app, the scorer can export the selected event scores and photos, then import them on the local hub under their own pairing login.

2. If a cloud score differs from a queued laptop score, upload stops for review without overwriting the cloud copy. Keep both copies and reconcile with the event officials.

3. Use Export queue for review to inspect the affected entries. This JSON does not contain photographs and is not a complete backup.

4. Stop the hub with Ctrl+C, then copy the entire hub-data folder to private backup storage. Preserve it until uploaded scores and photos have been checked.

5. Revoke a retired laptop authorisation under Administration - Laptop hub. Do not delete the local database to dismiss an upload error.

Remember
Run a practice event with the actual router and phones first. This release does not automatically merge conflicting edits, update live event design during capture, or approve scores locally.