Member and event scorer 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 Local and printed copies may become outdated.

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Sign in, membership and password help

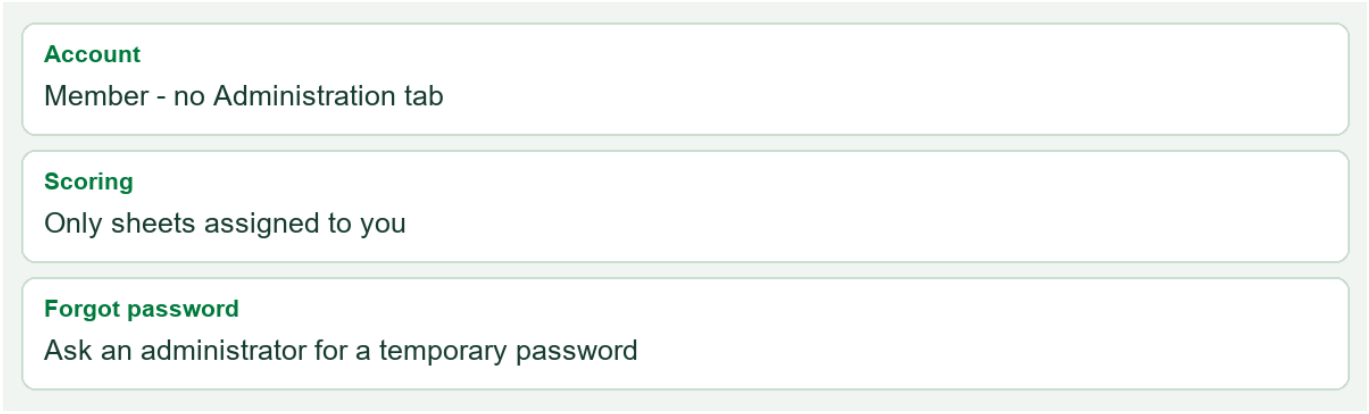


Illustration - sample values only

1. Sign in with your registered email and password. A new account uses a temporary password supplied by an Administrator or Super Administrator; choose your own password when prompted.

2. Member accounts have no Administration tab. Members can register, manage their own profile and activity log, and view their own event sheets.

3. Scorer is an event assignment, not a membership level. Members and staff can be assigned to mark another shooter; nobody may mark their own sheet.

4. If you forget your password, contact an Administrator or Super Administrator. They set a temporary password of 12-128 characters and give it to you privately. Sign in and choose a new password.

Remember
Email reset links and verification codes are not available. Passkeys are available on supported devices. Your profile contact email does not change your sign-in email.

Fingerprint, Face ID or device PIN sign-in

Set up
Sign-in security -> confirm password

Next visit
Passkey -> device fingerprint, face or PIN

Fallback
Password / administrator-assisted recovery

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.

Personal information and approved scores

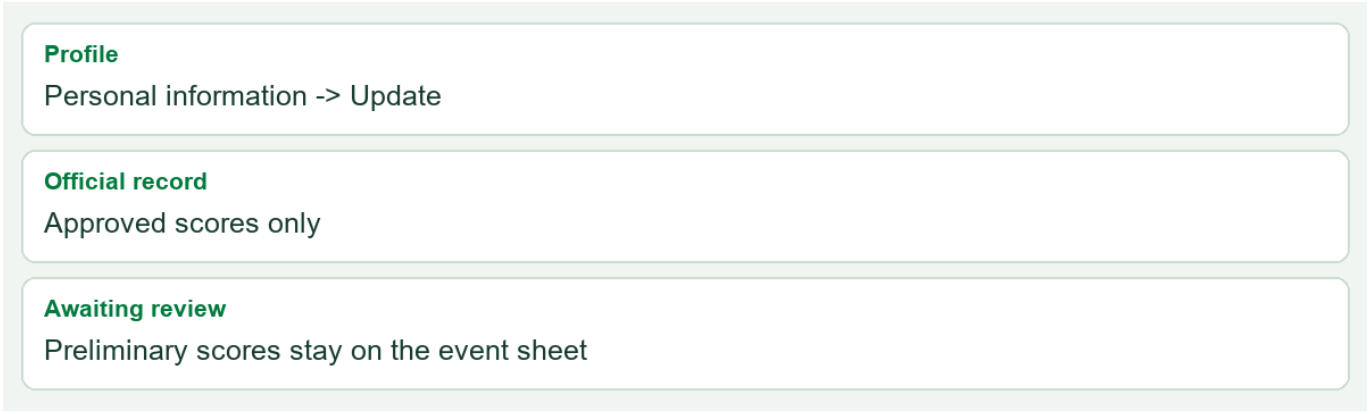


Illustration - sample values only

1. Choose Personal information. Complete the optional personal, geographical, contact and address fields you wish to provide.

2. Choose Update while connected and wait for confirmation. Use Reload to retrieve current saved information. If another change conflicts with yours, reload before applying your changes again.

3. Approved scores appears above the personal details. It lists approved matches, their scores, class, shoot, date and approver.

4. Preliminary scores do not appear in your profile. View them on your read-only event sheet after the shoot has been approved.

Remember
Profiles are saved online and are not included in offline score backups. The privacy notice is at the bottom of this page. An edited score returns to preliminary and needs approval again.

Register, choose one class and find the range

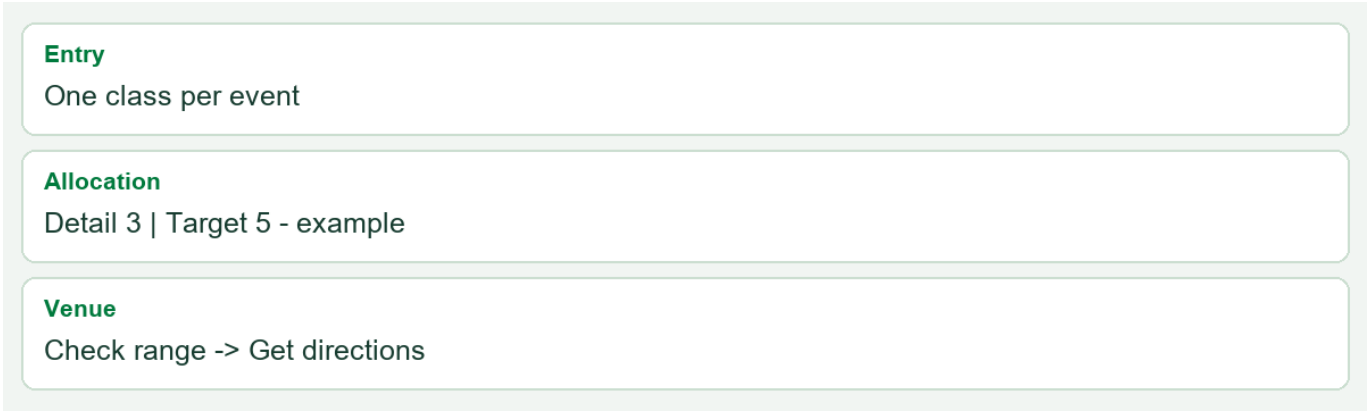


Illustration - sample values only

1. Open the event registration link, sign in and review the date, programme, range, registration deadline and fee.

2. Choose either Open class or Service class and select Register to attend. You may enter only one class in each event.

3. Check your detail and target. A detail is a group that shoots in turn: 25 attendees with 10 targets require three details. Your administrator can alter allocations before scores are saved.

4. Use the range and directions information for the venue. Get directions opens a maps service. Check the destination before travelling.

5. If registration is closed or your class needs changing, contact the administrator. Visitors must be added by an administrator.

Remember
An appointed Shooting Co-ordinator must approve the shoot before score sheets are available. Registration can be closed early.

Pay an entry fee

Fee
R 150.00 - example only

Reference
Copy the complete reference shown

Confirmation
Unpaid -> administrator verifies -> Paid

Illustration - sample values only

1. Read Event payment on the registration page or under Ranked results for your selected event. The fee is per attendee per event, including visitors.

2. Use the administrator's bank instructions and copy your complete event-specific EFT reference. Ask for instructions if they are missing.

3. Make payment through your banking service, or arrange cash payment with the administrator.

4. The administrator checks funds received and records Paid. Refresh to see the latest status. Registration alone does not confirm payment.

Remember
The app currently tracks EFT and cash manually. It has no payment portal and does not automatically confirm bank transactions. Free events show No fee required.

Alternate between shooter and scorer

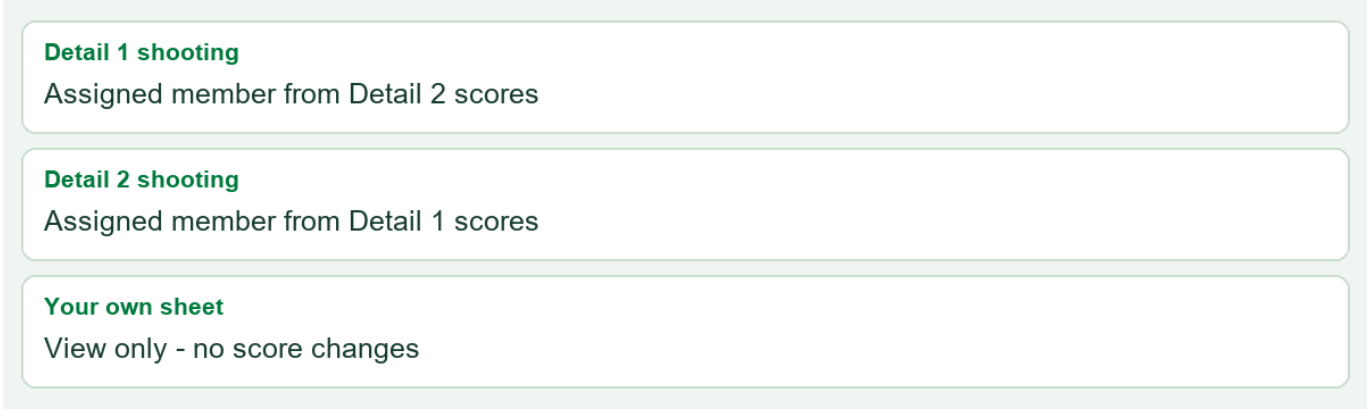


Illustration - sample values only

1. Before going offline, connect and refresh events to load the approved shoot and your current assignment.

2. While your detail shoots, a member from another detail marks your sheet. When you are not shooting, you may mark the shooter assigned to you.

3. On the event date after registration closes, choose Scoring and the event. The attendee, class, detail, target and scorer come from the administrator's allocation.

4. Use Ranked results to open a particular assigned sheet, then choose Score or Open. Verify the shooter and match before marking.

Remember
You cannot choose an unrelated attendee or edit your own sheet. Staff also need an assignment. A visitor can have a sheet marked but cannot sign in or be a scorer.

Mark a target and save the match

Target
Photo -> scoring zones -> numbered shots

Correction
Select a marker -> Apply or Remove

Save
Review confirmed -> Save to score sheet

Illustration - sample values only

1. Read the selected match instructions and check the expected shot count. Load a clear target photo using the photo control; Android may offer the camera.

2. Plot the scoring zones using the four clock-position taps described next. Tap each new hole to add a numbered marker and suggested score. Review experimental before/after suggestions individually if used.

3. Select a marker to change its score with Apply or remove it with Remove. Undo shot removes the most recent shot when not tracing. Add misses as 0 and mark excluded holes as Non-scoring (X).

4. Check every shot, tick the review confirmation and choose Save to score sheet. Verify the match is listed under the correct attendee.

5. The saved target image includes the numbered markers. The original image is retained for reopening and editing.

Remember
A saved match is Preliminary until reviewed and approved. Patched targets, overlapping holes and lighting changes require careful manual checking.

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.

Work offline and synchronise

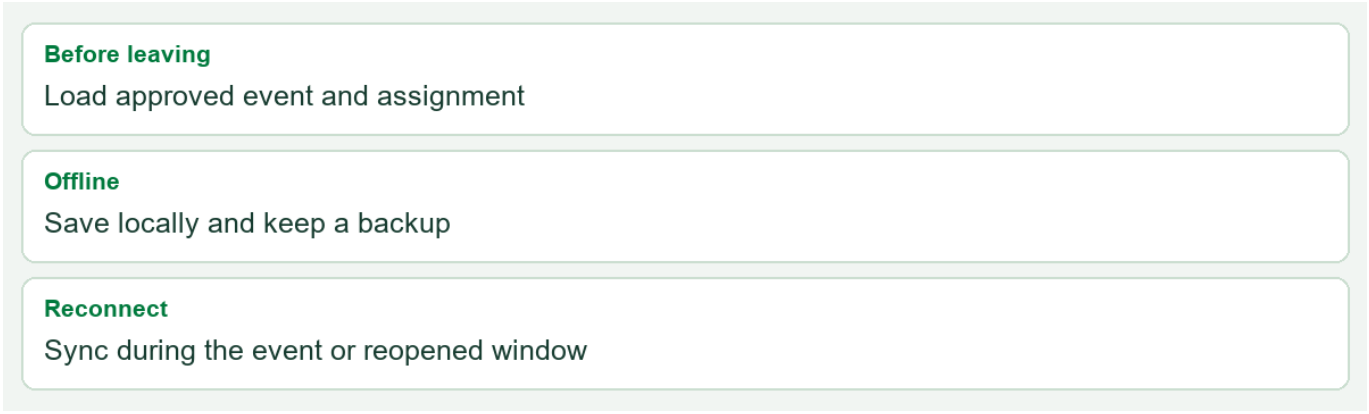


Illustration - sample values only

1. Before leaving connectivity, sign in and load the approved event and scorer assignment. Download target photos you need while connected.

2. Save reviewed matches on your device. Use Backup to preserve score records separately and keep the app's data intact.

3. Reconnect with the app open while scoring is permitted. Choose Sync now and wait for All matches synced.

4. If a conflict appears, compare the device and cloud versions before resolving it. A rejected upload is not an approved or saved cloud result.

5. If scoring has closed, preserve local records and ask the appointed Shooting Co-ordinator to reopen scoring. Do not clear data, uninstall or sign out while unsynced work remains.

6. For a shoot using a local Wi-Fi router and laptop, use the separate Laptop hub workflow in this guide. The laptop must later upload the scores to the cloud.

Remember
The event date or an authorised reopening window controls scoring. Cloud administration and approvals need internet. Coached count entry requires a live connection to the cloud or a prepared laptop hub. JSON backups exclude target photo files.

Keep your activity log and choose a range

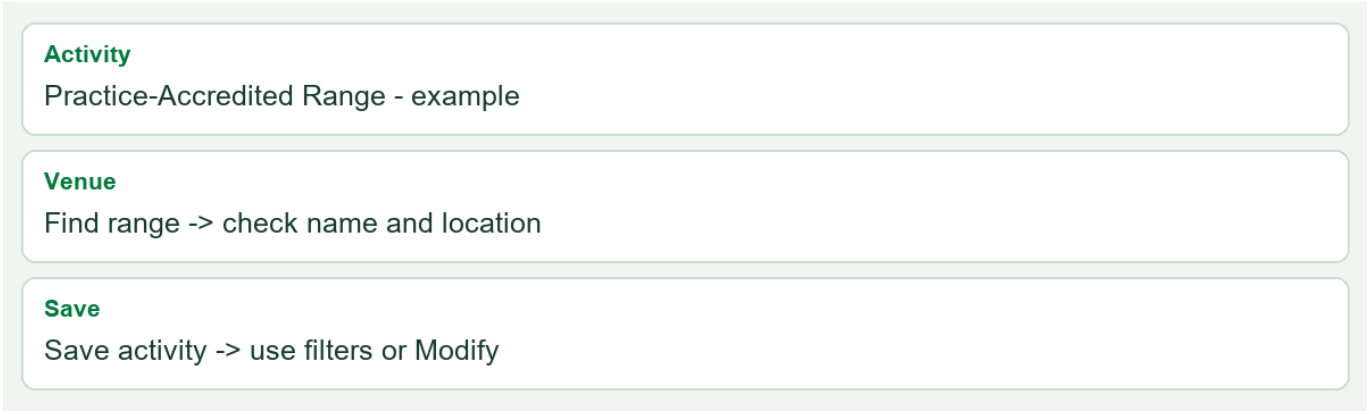


Illustration - sample values only

1. Choose Activity log, then Add activity. Select SASRA Shoot, Shoot-Other Accredited Association, Practice-Accredited Range, Meeting or Reloading Activity.

2. Enter the date, country, province, location and description. Other organisation appears only for Shoot-Other Accredited Association; choose it from the dropdown. Ask the Super Administrator if an association is missing.

3. Use the range picker to find a saved or catalogue range. Search online needs a connection. Check the selected name and location; enter the details manually if the range cannot be found.

4. Choose Save activity while connected. Find entries with the type and date filters, then choose Modify to correct a saved entry.

Remember
Activity logs are separate from event attendance and score approval. Members manage their own activities; administrators may load activities on a member's behalf. Source and reporting date are recorded automatically.

Read your sheet and export results

Sheet
Shooter | Class | Detail | Target | Scorer

Status
Preliminary -> reviewed -> Approved

Official profile
Approved scores only

Illustration - sample values only

1. Choose Ranked results and select your approved shoot. Open your attendee sheet to see your class, detail, target, assigned scorer and matches.

2. New event scores stay Preliminary until two different appointed Score Approvers approve the unchanged score. After the first vote the sheet shows 1 of 2 approvals. Only Approved scores appear in your profile.

3. Use View photo to see the target with numbered shots and orange non-scoring markers. Select Save photo to download the marked image; on a phone follow the browser save/share prompt.

4. Export to Excel creates an Excel-compatible CSV. Exports include score status; preliminary totals must not be treated as final results. Backup saves score records separately.

Remember
Your own sheet is read-only. Corrections reset approvals. Previously approved results and the separate historic register may follow the earlier approval process.

Team events: coached and non-coached

Non-coached
Individual sheets feed team totals

Coached
Live connection to cloud or prepared laptop hub

Result
Cumulative total; approval status shown

Illustration - sample values only

1. Open Teams and select the event. Your organiser creates the team, assigns its members and selects the team exercises. A shooter can belong to more than one team.

2. If any member shoots Open class, the team is Open class. A coached team has one to four members.

3. For coached teams, members 1 and 2 use targets 1 and 2 on the first turn; members 3 and 4 use targets 1 and 2 on the next turn.

4. Non-coached teams use the individual score sheets; their scores and approval status flow into the team results. Coached teams use separate online count-entry forms for each member and exercise.

5. Team totals add members' points and V-bulls. They are not averages. Required results must be approved before the team result is final.

Remember
On the cloud website, coached-team entry needs internet. On a prepared laptop hub it needs a live Wi-Fi connection to that laptop; it is not queued on the phone if the laptop is unreachable.

Dedicated status and your activity record

Requirement
Four verified qualifying activities

Window
Rolling 12 calendar months

Certificate
Issued by the Super Administrator

Illustration - sample values only

1. Open Activity log to see your rolling 12-month activity count and whether the recorded activities meet the four-activity requirement.

2. Keep dates, descriptions and activity types accurate. Meeting and Reloading Activity hide the shooting-range selector. Other organisation appears only for Shoot-Other Accredited Association.

3. Administrators verify which activities count towards dedicated sport shooting status. Members cannot mark their own activities as verified.

4. Editing a verified activity requires verification again. Future dates and inactive activities do not count; older activities fall outside the rolling window as time passes.

5. Only the Super Administrator issues the branded certificate after checking the requirements and dedicated-status grant. Download an issued certificate from your activity page.

Remember
The compliance indicator reports recorded, verified activities. It is not itself a grant of dedicated status. Four qualifying activities are counted over the preceding 12 calendar months, not a calendar-year total.

Join the laptop hub at the range

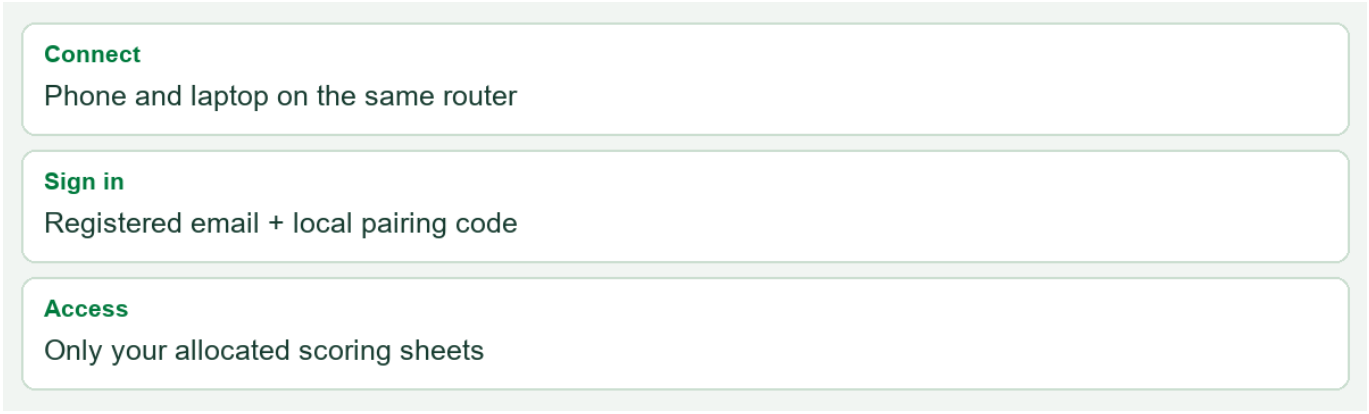


Illustration - sample values only

1. Connect your phone to the same private Wi-Fi router as the laptop. Stay connected even if there is no internet.

2. Ask the operator for the phone setup address and your personal laptop pairing code. Open the setup address in Safari on iPhone or Chrome on Android.

3. Follow the certificate instructions and compare the fingerprint with the operator. On iPhone, install the certificate and enable full trust in General - About - Certificate Trust Settings.

4. Open the HTTPS scoring address shown on the setup page. Sign in with your registered email and laptop pairing code, not your cloud password.

5. Keep the same address throughout the shoot. Select the event and open one of the sheets assigned to you.

Remember
This uses a phone browser, not the existing Android APK. Do the certificate setup and a practice run before competition day. Use the illustrated Laptop hub guide for the full iPhone and Android instructions.

Save scores to the laptop and transfer existing scores

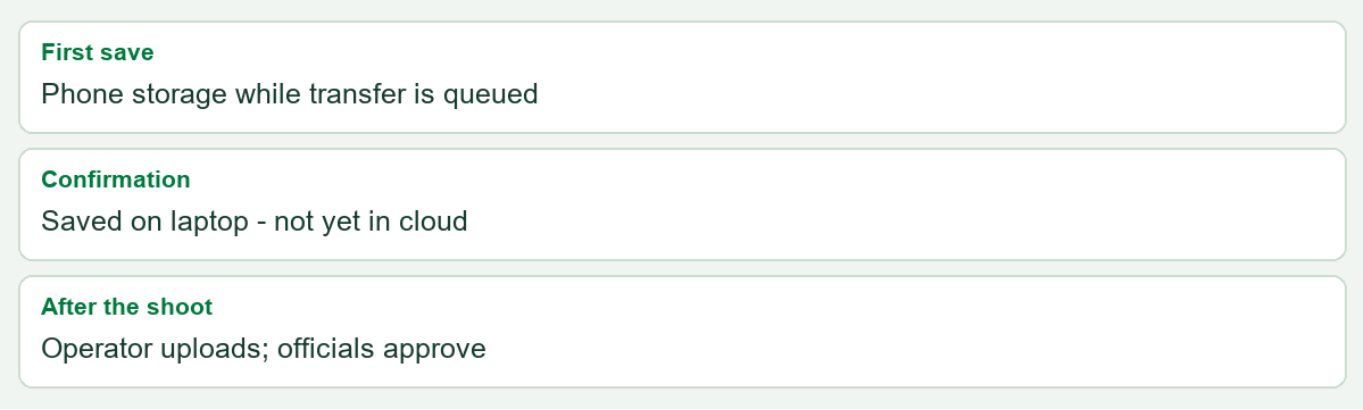


Illustration - sample values only

1. Photograph, plot, mark and review the target as usual. Save to score sheet, then wait for Saved on laptop before closing the page.

2. That message confirms the laptop received the score and photos. It does not mean that the cloud has received them. Keep the laptop powered and connected.

3. Coached team counts can be entered over the live local Wi-Fi connection. Non-coached teams use the individual results. Your own sheet stays read-only.

4. If pending scores already exist in the updated cloud web app, open Transfer existing device scores to a laptop hub on the score sheet. Export pending event scores, including photos.

5. On the local hub page, sign in as the same scorer, choose that event and import the transfer file. Keep the original device copy until cloud sync acknowledges it.

Remember
Do not clear browser storage or use private browsing. The old APK does not have this transfer control. A stopped import keeps earlier successful entries; keep the file and ask the operator to review any conflict.