Laptop instructions

1 Open SASS PREMIER from desktop
  Click MATCH SETUP
  Click YES to clear previous scores - ONLY IF STARTING A NEW MATCH
  If you do not want to enter all the scores again, CLICK (CANCEL) TO NOT CLEAR SCORES
  Click YES again, if you want to clear previous match information
  Verify Match Name
  Update START & END DATE, SHOOT DATE, NUMBER OF STAGES
  If a Stage has a Bonus, click tab at bottom of screen, then enter time for each bonus on the stage #
  Click EXIT
  Verify previous match scores cleared by clicking ASIGNMEN POSSE button (should be no entries)

2 ADDING OR EDITING SHOOTER TO MATCH
  Click REGISTER SHOOTERS
  Use drop down for either SASS number, or Alias
  Click shooter
  Verify category, use drop down to change category
  Place check mark at MAIN MATCH button
  Removing shooter from main match, (uncheck main match on regisger shooters)

3 ADDING A NEW SHOOTER
  Click ADD NEW SHOOTER button
  Enter ALIAS
  Enter FIRST and LAST Names
  Enter Home STATE code
  Enter SEX M or F
  Choose Category from drop down
  Select Main Match
  Click either REGISTER ANOTHER SHOOTER or ADD NEW SHOOTER
  Select YES to let computer assign shooter number

4 ASIGNING POSSES
  Click ASIGN POSSES
  ENTER POSSE NUMBER INTO RIGHT COLUMN
  Click EXIT

5 ENTERING SCORES
  Click SCORING BY POSSE
  Enter STAGE NUMBER to be scored
  Enter POSSE NUMBER to be scored
  Enter Raw Times
  Enter Misses
  Enter Procedurals
  DQ's (Stage, Match etc.) a time must be entered before checking box of DQ
  After all stages have been scored, press UPDATE SCORES
  Click EXIT

6 PULLING RIBBONS
  Click REPORTS
  Under Annual Match, click SHOOTER CATEGORY LIST REPORT
  Click Cancel
  Click PRINT
  Click Exit, and Click X to close

6 MATCH RESULTS
  Click REPORTS
  Click MATCH FINAL
  Click SORT BY MATCH RESULTS, at promt of PDF, Click Cancel
  Print report, or at least write down top three to change them to an overall category
  Click X to close print preview
  Click CLOSE to close sort order report
  Click CLOSE to close reports
  Change categories of top three to move overall shooters from standard categories
  Click REGISTER SHOOTER
  Use Drop Down Alias list to find shooter to modify
  Change CATEGORY of top three to OVERALL, then click register anther shooter
  Click EXIT to close registration
  Click ENTER SCORES BY SHOOTER
  Click UPDATE SCORES
  Verify category changes by repeating step 6

7 PRINTING AND SAVING RESULTS
  Click REPORTS
  Click CLEAN MATCH, Click Cancel, click PRINTER ICON to print, Click X to close Clean Match Report
  Click CATEGORY FINAL, Click Cancel, or preference of Reverse or Standard order
  enter # of awards if you only want top shooters in category
  Click MATCH FINAL WITH EXTRAS, Click YES, Click Print
  Click Print, Click SAVE AS A PDF (Save as YYYY-MM-DD Monthly Match)