



MATCHSCORE

Instruction Manual



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MATCHSCORE
Developed by Daniel Loth

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Introduction

MatchScore is a shooting competition planning and management program. It allows users to organise and execute a shooting competition from beginning to end.

To achieve this, MatchScore offers a number of important features:

- Competitor management
- Team management
- Range management
- Match allocation, also known as 'squadding' or timetabling, management
- Score management.

The application also provides a number of simple yet powerful reports. These reports include scoring reports, timetabling or squadding reports, and Avery label generation.

MatchScore supports email for the dissemination of reports. The program can be configured to use an email provider that supports SMTP (Simple Mail Transfer Protocol), including free email providers such as Gmail.

System Requirements

Minimum requirements:

- RAM: 2GB
- CPU: 1.8GHz
- Hard disk space: 1GB.

Recommended system requirements:

- RAM: 4GB
- CPU: 1.8GHz or higher
- Hard disk space: At least 1GB (note that viewing reports uses hard disk space).

Downloading and installing MatchScore

Downloading MatchScore from the website requires an internet-connected computer.

This instruction manual provides guidance for downloading and installing MatchScore using either the Internet Explorer or Google Chrome browsers.

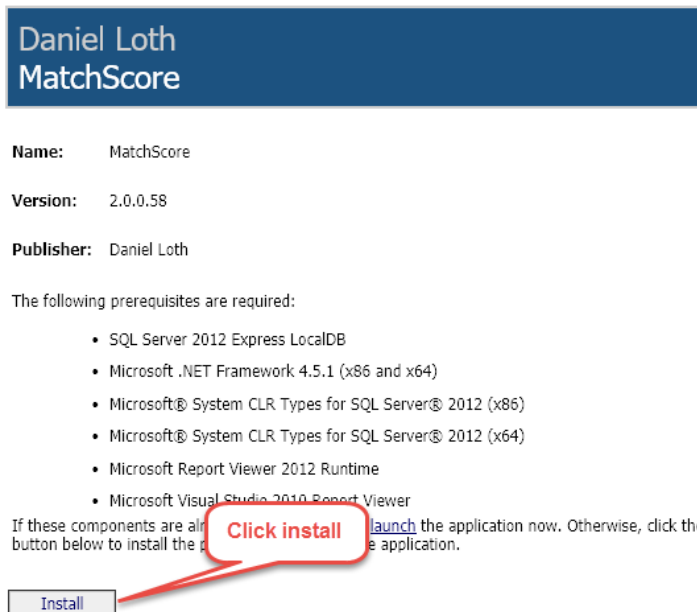
All screenshots provided were taken using Microsoft Windows 10. The experience will be similar when using Windows 7 or Windows 8/8.1 however the screens presented may differ in their appearance.

NOTE: You must disable anti-virus software prior to installation. Some anti-virus software is known to interfere with the installation of the MatchScore program. Please refer to the following sections for more information on why this is necessary:

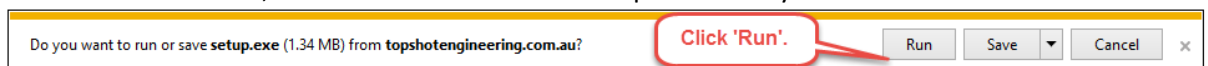
- ‘Why does Windows think the program might be unsafe?’
- ‘Why does my Anti-Virus software think the program might be unsafe?’

Internet Explorer

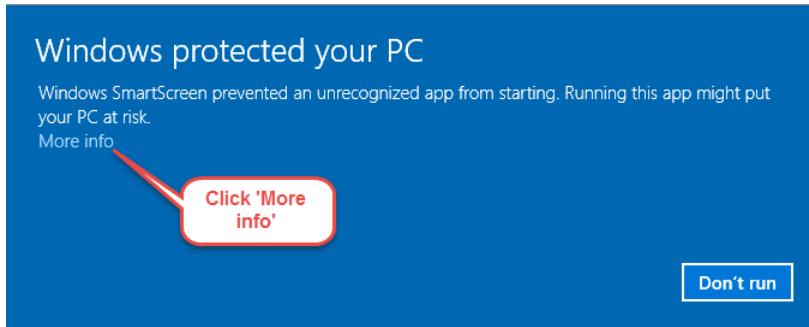
1. Open Internet Explorer.
2. Navigate to <http://www.topshotengineering.com.au/matchscore/downloads/matchscore2>
3. Click the ‘Install’ button:



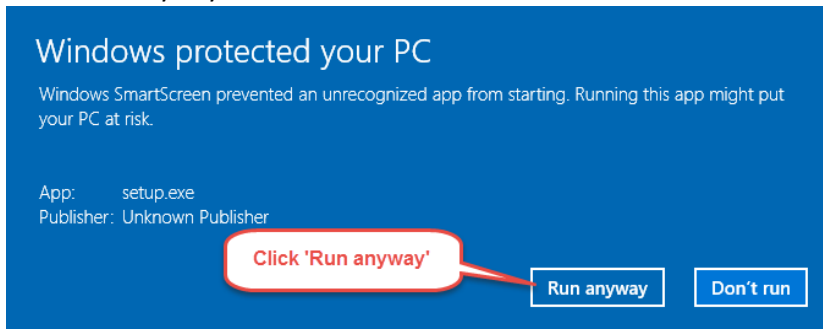
4. Click the ‘Run’ button, or click ‘Save’ to save the setup.exe file to your Downloads folder:



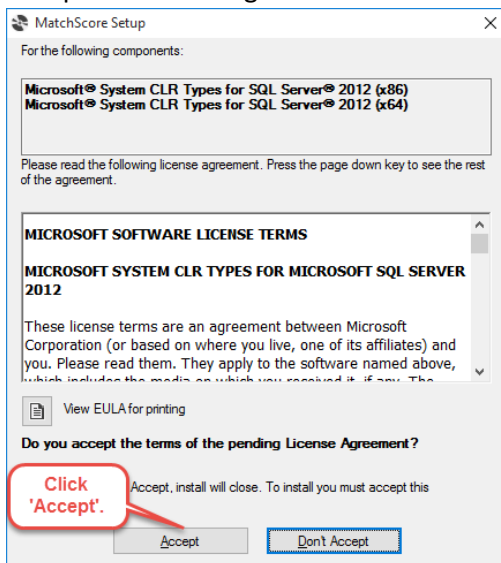
- 5. Click 'More info':



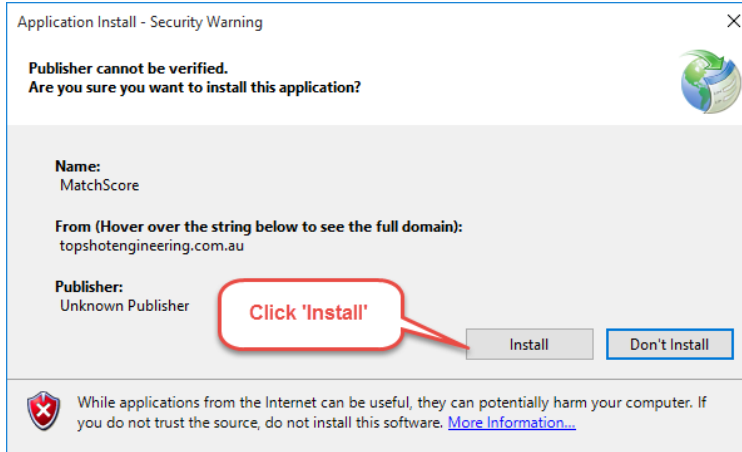
- 6. Click 'Run anyway':



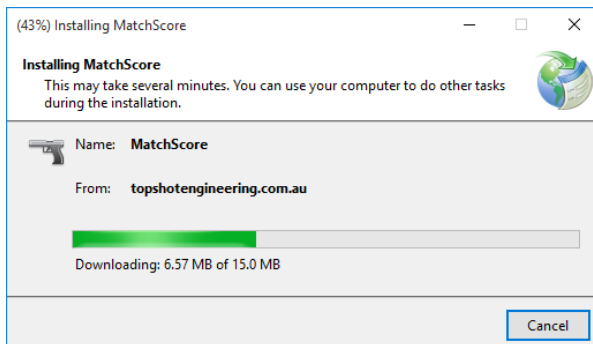
- 7. A variety of Microsoft software will be installed as part of the MatchScore 2 installation. Accept the licence agreement for each installer that runs to install the prerequisite software:



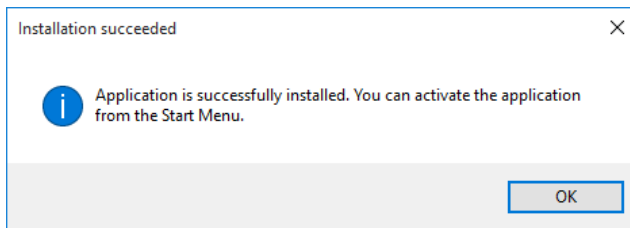
8. The application installation window for MatchScore will appear. Click 'Install':



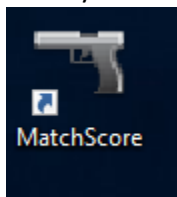
The installation will commence:



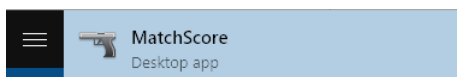
9. Click 'OK' when the 'Installation succeeded' window is displayed:



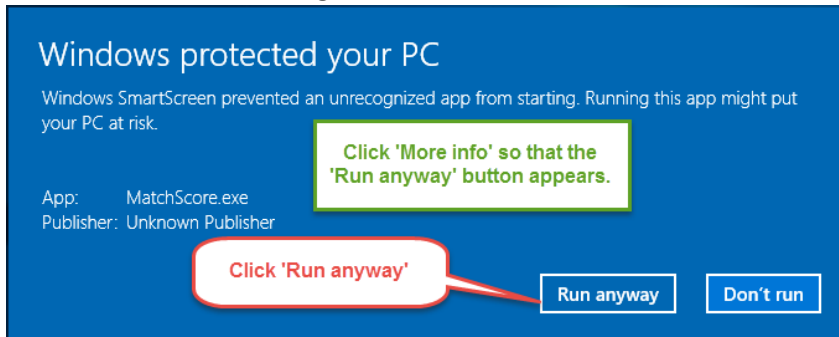
10. Go to your Desktop and run the program using the MatchScore icon:



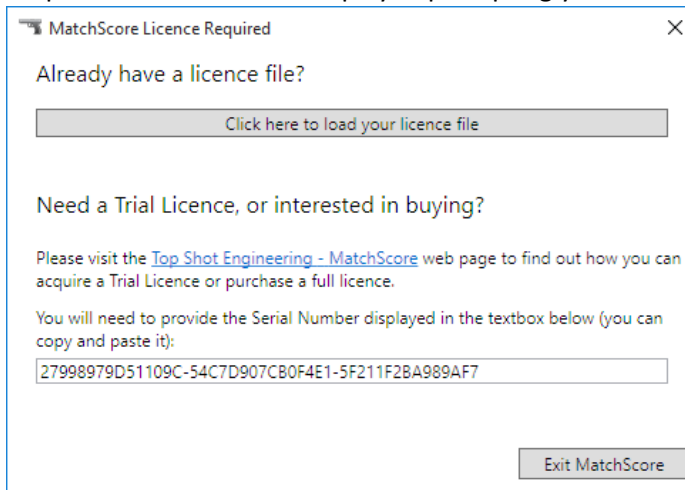
You can also run MatchScore from the start menu:



11. A 'Windows protected your PC' or similar prompt will appear when first running the program.
Click 'More info' so that the 'Run anyway' button appears, and then click the 'Run anyway' button to continue running MatchScore:

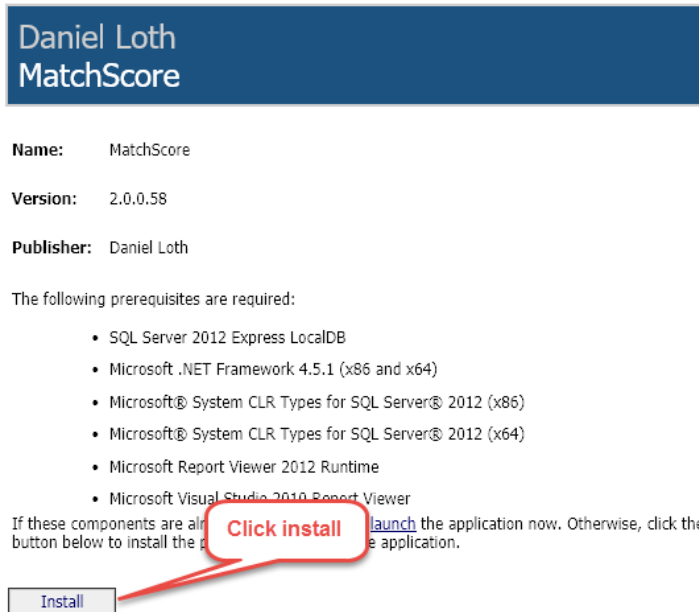


12. Congratulations! MatchScore will be displayed on your screen, and the MatchScore Licence Required window will be displayed prompting you for a licence:

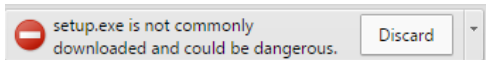


Google Chrome

1. Open Google Chrome.
2. Navigate to <http://www.topshotengineering.com.au/matchscore/downloads/matchscore2>
3. Click the 'Install' button:



4. The setup.exe program will begin downloading, however it will display a warning:



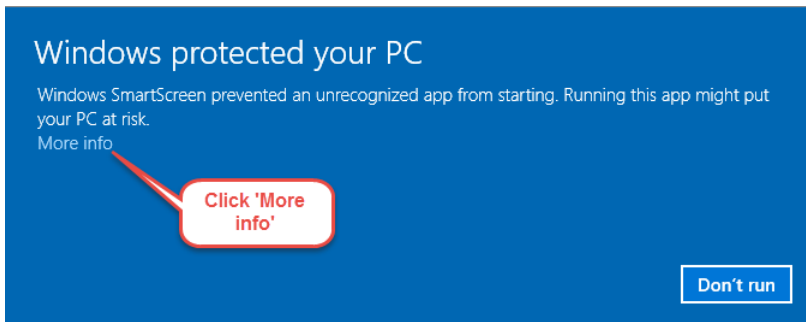
5. Click the down arrow button next to the 'Discard' button, and then click the 'Keep' button:



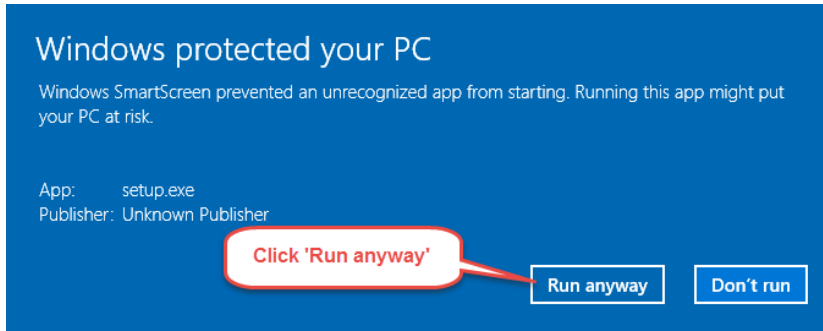
6. Click the setup.exe button in Chrome to run the MatchScore installer:



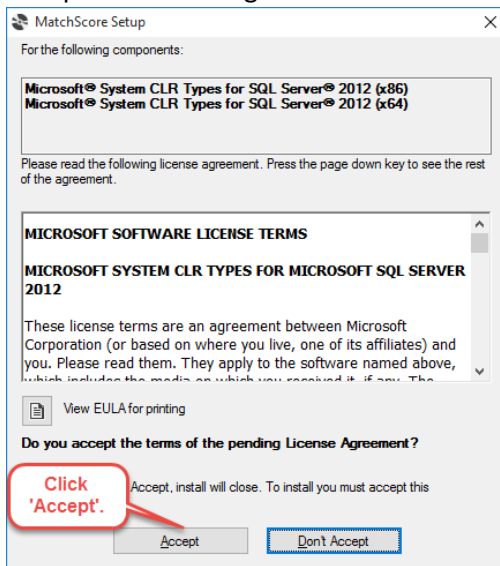
7. Click 'More info':



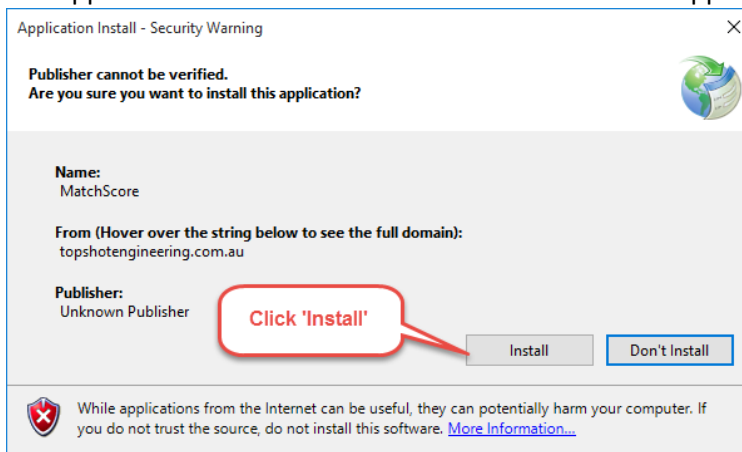
8. Click 'Run anyway':



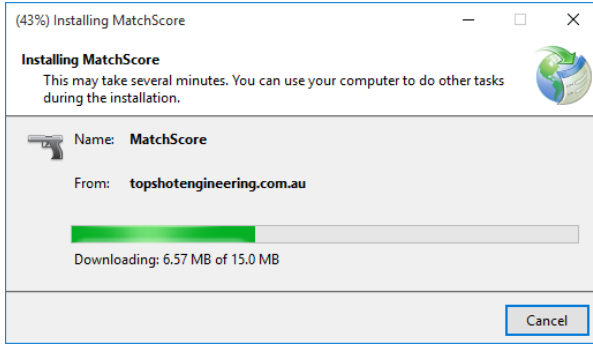
9. A variety of Microsoft software will be installed as part of the MatchScore 2 installation. Accept the licence agreement for each installer that runs to install the prerequisite software:



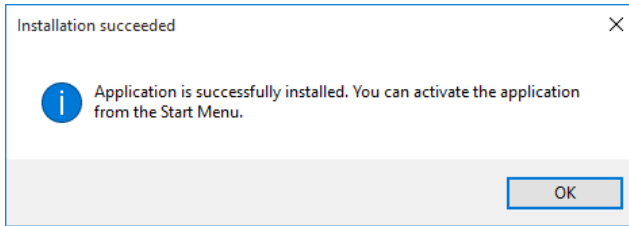
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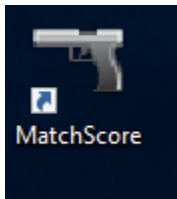
11. The installation will commence:



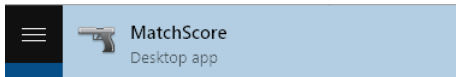
12. Click 'OK' when the 'Installation succeeded' window is displayed:



13. Go to your Desktop and run the program using the MatchScore icon:

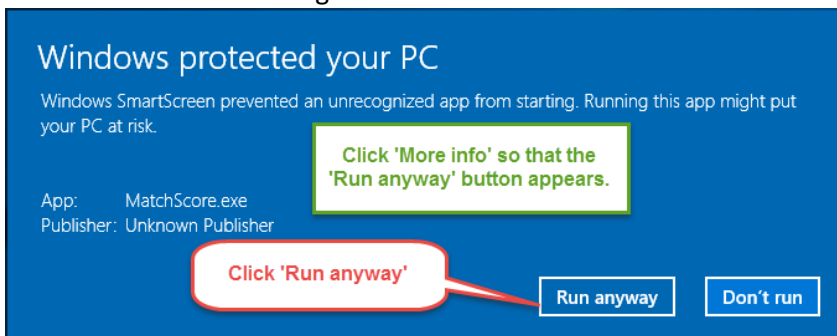


You can also run MatchScore from the start menu:

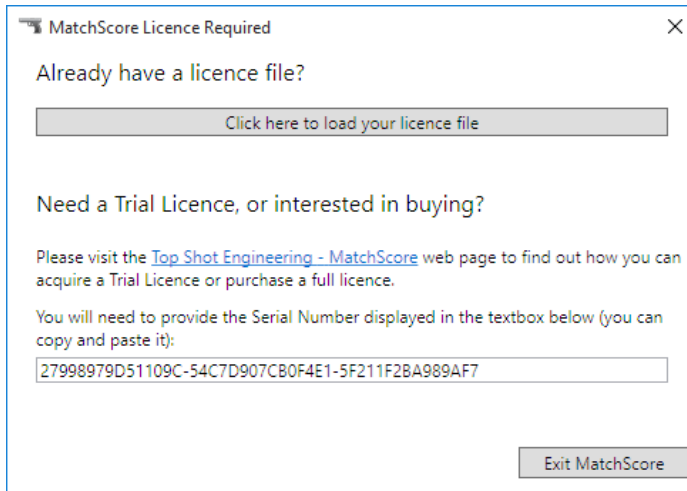


14. A 'Windows protected your PC' or similar prompt will appear when first running the program.

Click 'More info' so that the 'Run anyway' button appears, and then click the 'Run anyway' button to continue running MatchScore:



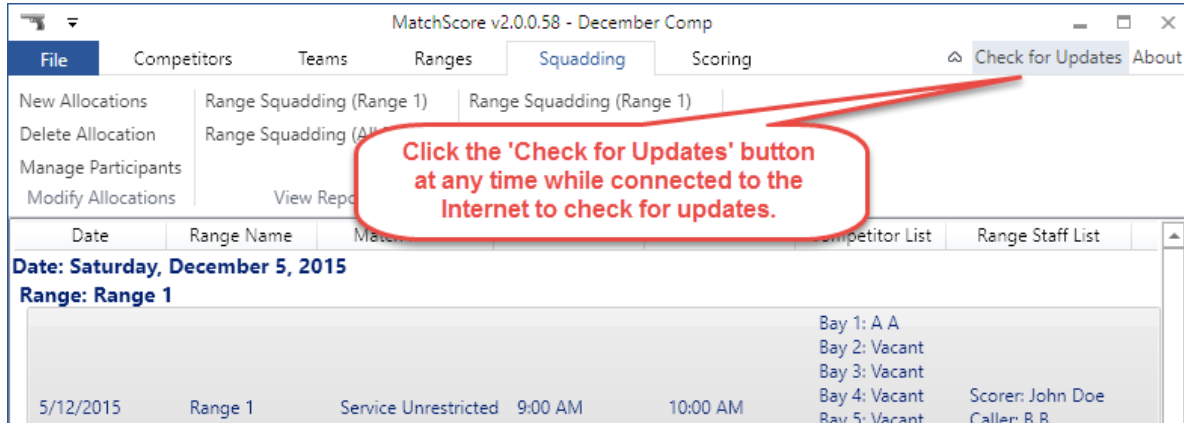
15. Congratulations! MatchScore will be displayed on your screen, and the MatchScore Licence Required window will be displayed prompting you for a licence:



Updating MatchScore

MatchScore will check for updates each time the program is started if the computer is connected to the Internet.

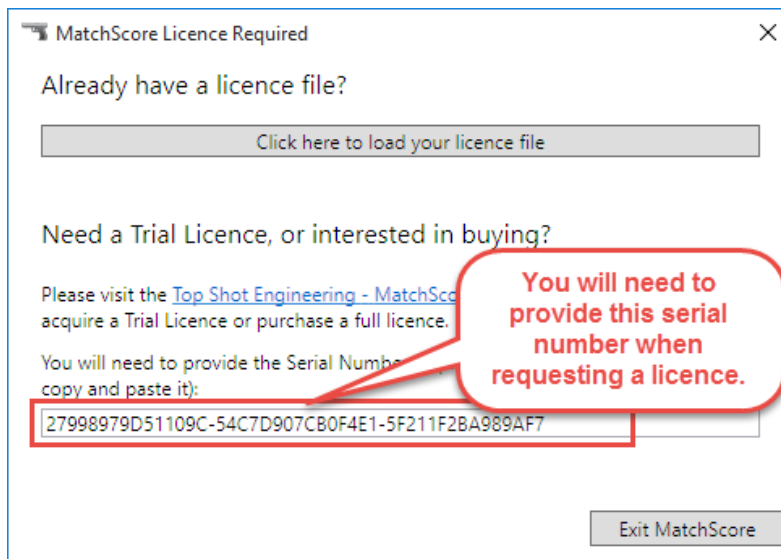
Alternatively, you may check for updates while connected to the Internet from within the program:



MatchScore Licensing

Obtaining a MatchScore licence

Running MatchScore will cause the following screen to be displayed if the program is unlicensed:

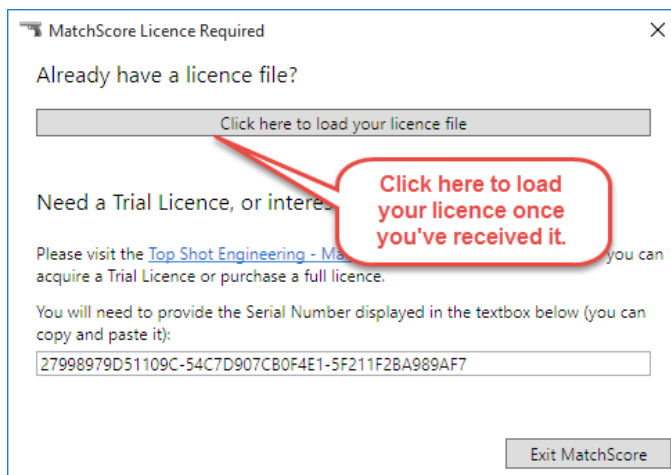


To purchase a licence, please contact Daniel Loth via email at daniel.j.loth@gmail.com and provide the serial number displayed in the textbox. This number can be copied and pasted when sending the email.

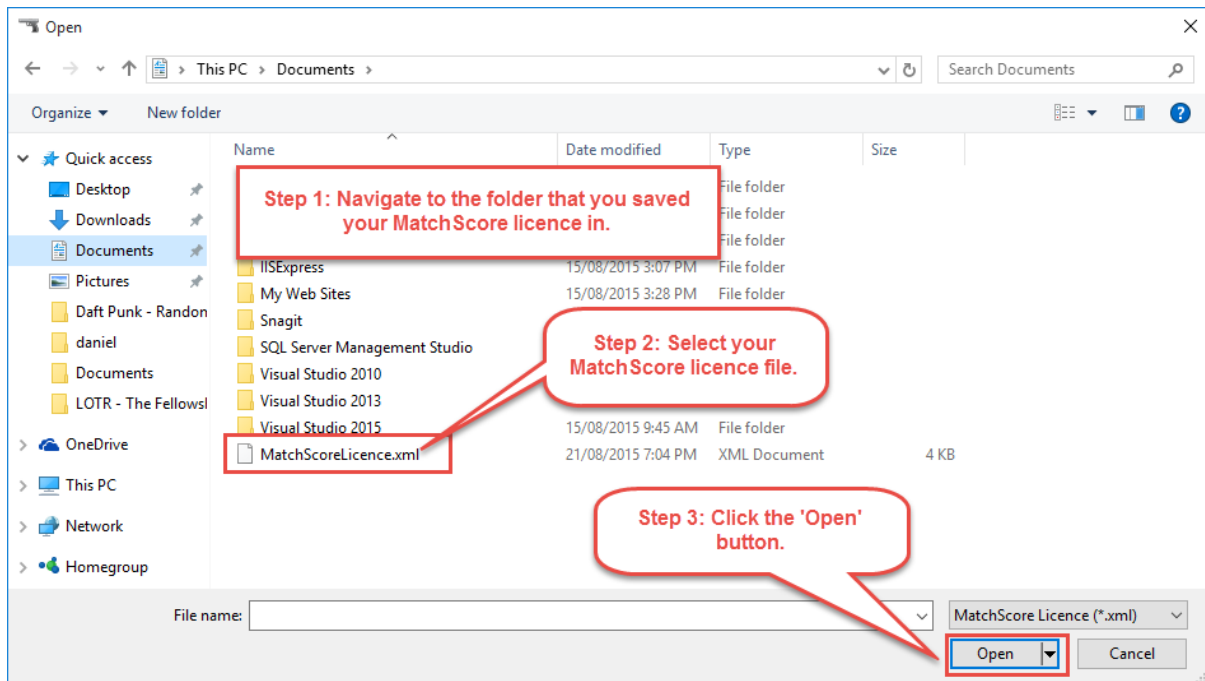
A trial licence can be provided if you wish to trial the software. Please contact Daniel Loth to discuss a trial licence. Note that trial licences are subject to a number of limitations, such as:

- A limit on the maximum number of competitors
- A limit on the matches that may be used
- Emailing of reports is disabled.

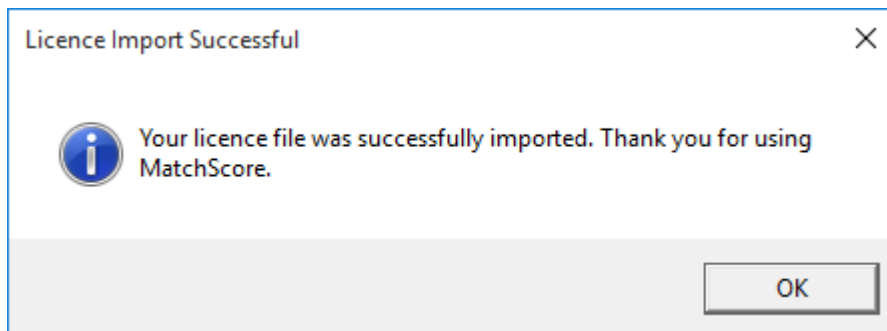
Once you've received your licence, click the 'Click here to load your licence file' button:



Navigate to your licence file, select it, and click the 'Open' button:



If the licence is valid then the following success message will be displayed:



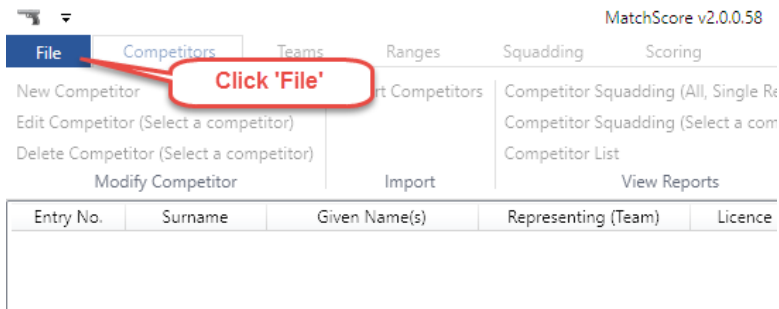
Congratulations! You have licensed your copy of MatchScore and can now use it to organise and execute shooting competitions.

Licence terms and conditions

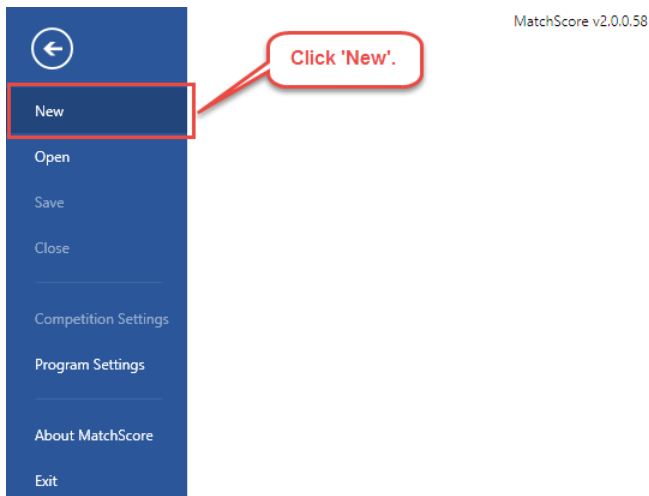
1. MatchScore licences are issued on a per-machine basis. The software is not transferable between machines.
2. Refunds cannot be made once a licence has been issued for a machine.
This is because it is impossible to determine if an end-user has removed the application from their machine and ceased all usage of the application.
Please take the opportunity to acquire a trial licence prior to finalising a purchase to ensure that the product fulfils your requirements and meets your expectations.
3. If a machine is damaged or otherwise rendered unusable then a replacement licence can be purchased. This will incur a replacement licence fee.
4. If new substantial features are added to the application then customers will be offered an opportunity to upgrade their licence. This will incur an upgrade fee commensurate with the value of the feature. Upgrading a licence is not compulsory, but new features which have not been licenced will be unusable.
One such feature is the addition of ISSF match support.
5. The licence issued is perpetual for the current version of the application (MatchScore version 2.0) and will work for minor upgrades to this major version (e.g.: MatchScore version 2.2).
If subsequent major versions of the software are released (e.g.: a MatchScore version 3.0) then a new licence will need to be purchased to upgrade to these new major versions.

Creating a new competition

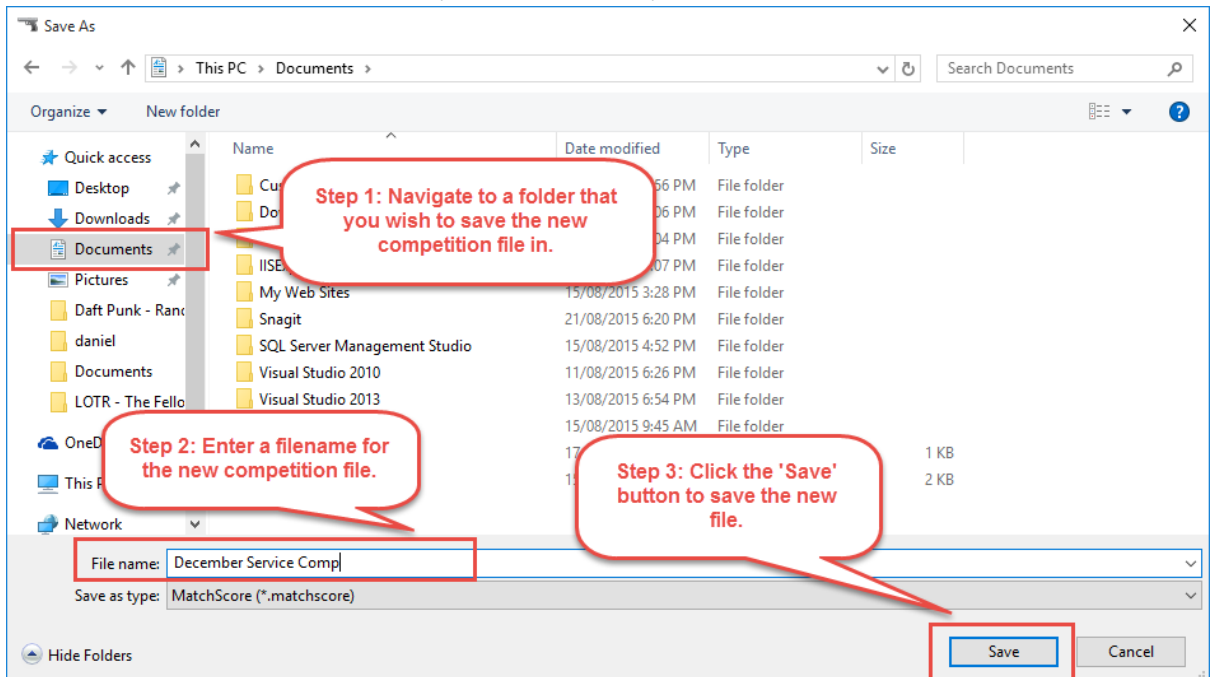
1. Click 'File':



2. Click 'New':



3. Select a location to save the new file, enter a filename, and click 'Save':



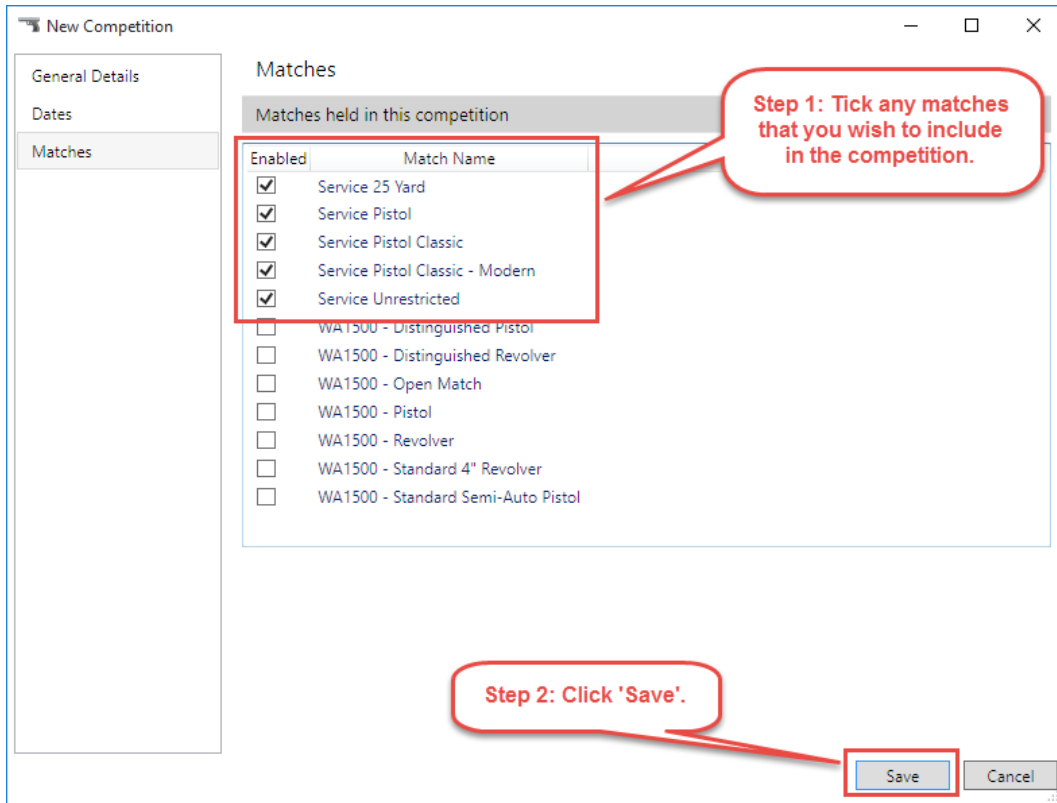
4. The 'New Competition' screen will be displayed. Enter a competition name:

The screenshot shows the 'New Competition' window with the 'General Details' tab selected. The 'Competition Name' field is empty and has a red error message: "The competition name field is required". A callout bubble points to this field with the text: "Enter a name for the competition. This name will appear on the various reports." Another callout bubble points to the left sidebar menu with the text: "You can click on 'General Details', 'Dates' and 'Matches' to access the other sections of the New Competition screen." A green note box contains the text: "NOTE: The subheading and squadding comment fields are not currently used anywhere in the program at this time." The 'Save' and 'Cancel' buttons are visible at the bottom right.

5. Click 'Dates' in the left sidebar menu and enter one or more competition dates:

The screenshot shows the 'New Competition' window with the 'Competition Dates' section active. The 'Dates' tab is selected in the sidebar. The 'Select a date to add' field contains '6/12/2015'. A callout bubble points to this field with the text: "Step 1: Select a date." Below the field is an 'Add Date' button. A callout bubble points to this button with the text: "Step 2: Click 'Add Date'". Below the 'Add Date' button is a list of 'Competition Dates' containing '5/12/2015'. A callout bubble points to this list with the text: "Competition dates appear here. If you wish to remove a date then simply select that date in the list and click the 'Remove Date'". A 'Remove Date' button is located below the list. The 'Save' and 'Cancel' buttons are visible at the bottom right.

6. Click 'Matches' in the left sidebar menu and select one or more matches. Click 'Save' to save the new competition:



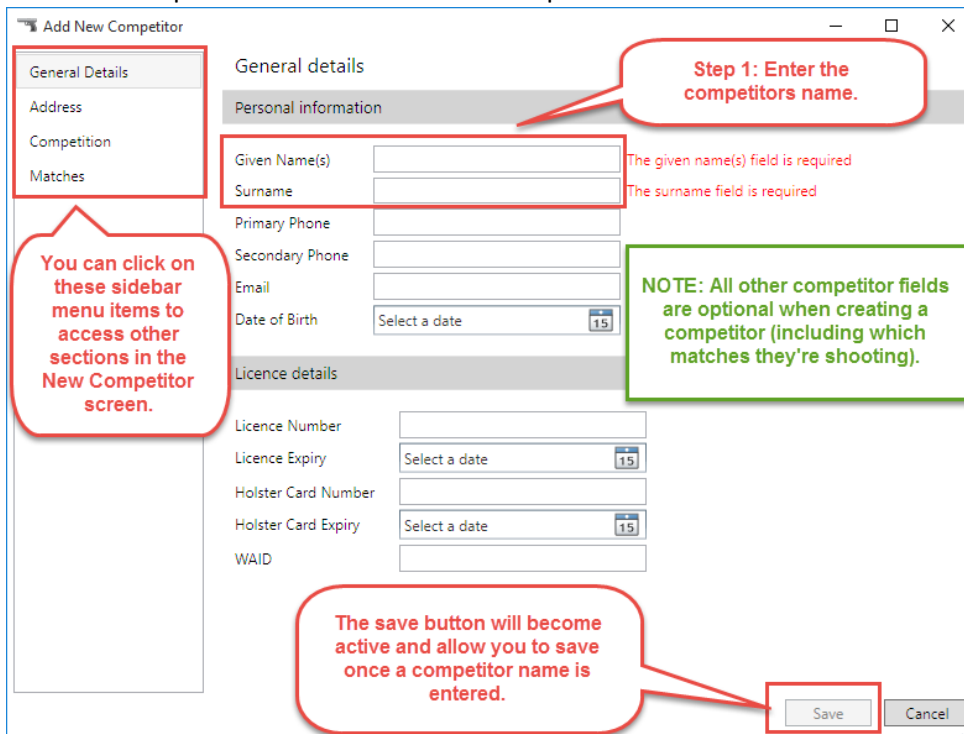
Competitor management

Adding a competitor

1. Open the Competitors tab and click 'New Competitor':



2. Fill in the competitor's name in the New Competitor window:



3. If you wish to do so you may enter the competitor's address details, competition details, and match details by clicking the 'Address', 'Competition' and 'Matches' menu items in the left sidebar.

The New Competitor 'Address' section:

Add New Competitor

General Details
Address
Competition
Matches

Address details

Residential address

Address 42 Wallaby Way,
Sydney, NSW, 2000

Postal address

Same as residential address.

Address 42 Wallaby Way,
Sydney, NSW, 2000

If the competitor has a different postal address then untick the 'Same as residential address' checkbox and enter it here.

Save Cancel

The New Competitor 'Competition' section:

The screenshot shows the 'Add New Competitor' form with the 'Competition' section selected. The form is divided into several sections:

- Competition details**
 - Representative information**: A text box for 'Representing (Team)' containing 'NSW'. A callout states: "The team name entered here is displayed on the competitor overview screen. Team membership for scoring purposes is configured separately in".
 - General Comments**: A text area containing "Can only shoot matches and volunteer after 11am. Can not attend Sunday due to return interstate travel." A callout states: "General comments appear in the competitor overview."
 - Pistol sharing details**: A checkbox for "Participant is sharing pistols." (unchecked) and a text area for "Comments".
- Range officer details**: Three checkboxes: "ISSF" (unchecked), "PA" (unchecked), and "WA1500" (checked). A callout states: "Place a tick in the checkbox for each range officer type that you want this competitor to be listed for. These are NOT ticked by default - you must tick them."
- Range duty details**: Four checkboxes: "Scorer" (checked), "Caller" (checked), "Patcher" (checked), and "Observer" (checked). A callout states: "Place a tick in the checkbox for each range duty type that you want this competitor to be listed for. These are ticked by default."

At the bottom right, there are "Save" and "Cancel" buttons.

The New Competitor 'Matches' section:

Select a grade for each match that the new competitor is shooting in.

Leave the grade as 'Not Entered' if a competitor is NOT shooting in a match.

You might choose to enter the shooter's certified score. Note that certified scores are OPTIONAL. You can leave this field blank.

Matches	Grade	Certified Score
Service 25 Yard	A	628
Service Pistol	Master	
Service Pistol Classic	Not Entered	
Service Pistol Classic - Modern	Not Entered	
Service Unrestricted	Master	

The new competitor will be displayed in the competitors list after clicking the 'Save' button:

The newly created competitor is displayed in the Competitors list.

Entry No.	Surname	Given Name(s)	Representing (Team)	Licence No.	Licence Expiry	Primary Phone	Email	General Comments
1	Doe	John	NSW	123456789	31/01/2016		john.doe@gmail	Can only shoot matches and volunt Can not attend Sunday due to retur

Modifying a competitor

To modify a competitor:

1. Click the 'Competitors' tab on the ribbon, select the competitor from the list, and click the 'Edit Competitor' button:



2. Alternatively, you can right-click the competitor's name:



3. The 'Modify Competitor' screen is displayed. This screen is identical to the 'Add New Competitor' screen discussed in the previous chapter.

Deleting a competitor

To delete a competitor:

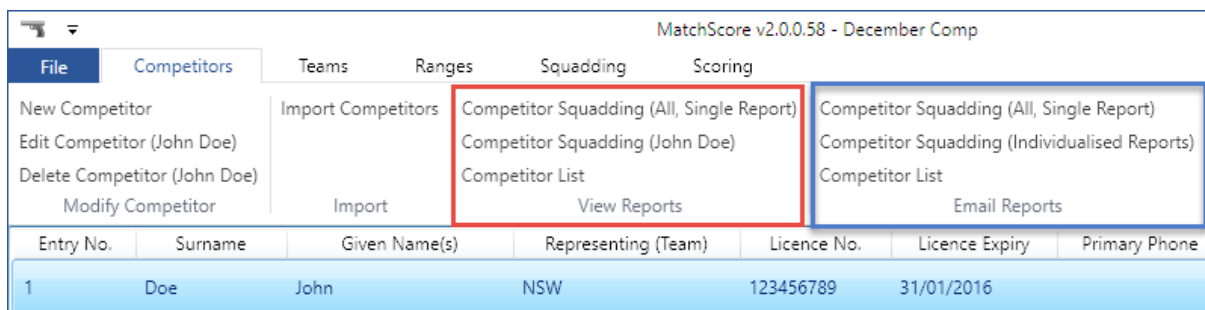
1. Click the 'Competitors' tab on the ribbon and select a competitor from the list.
2. Either right-click the competitor's name and click 'Delete' or alternatively click the 'Delete Competitor' button on the ribbon:



Competitor reports

To access a competitor report:

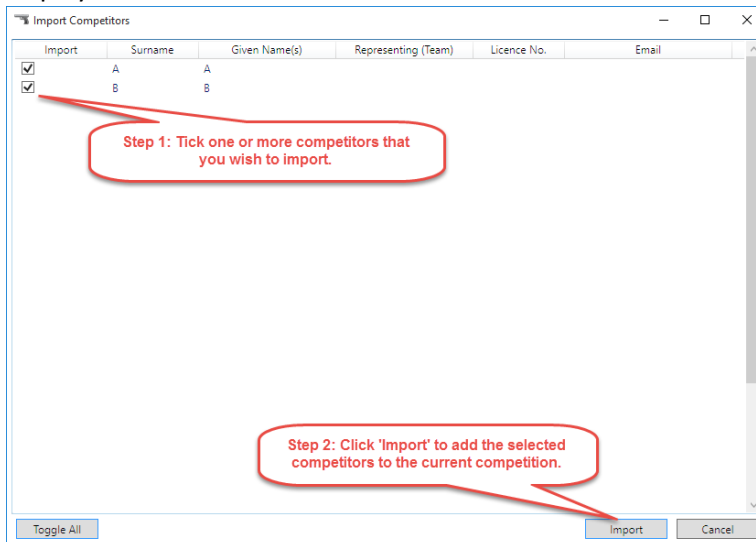
1. Click the 'Competitors' tab on the ribbon.
2. Click one of the report buttons in the 'View Reports' or 'Email Reports' sections of the ribbon.



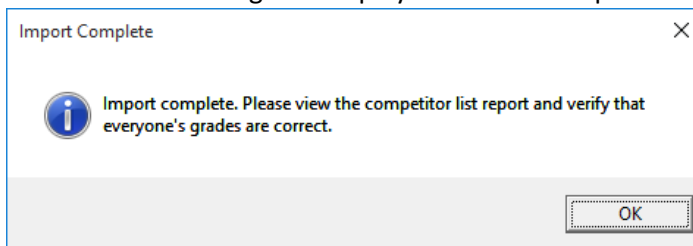
Importing competitors previously entered in other competitions

To import competitors who have been loaded into the system while creating other competitions (or opening other competition save files with the MatchScore program):

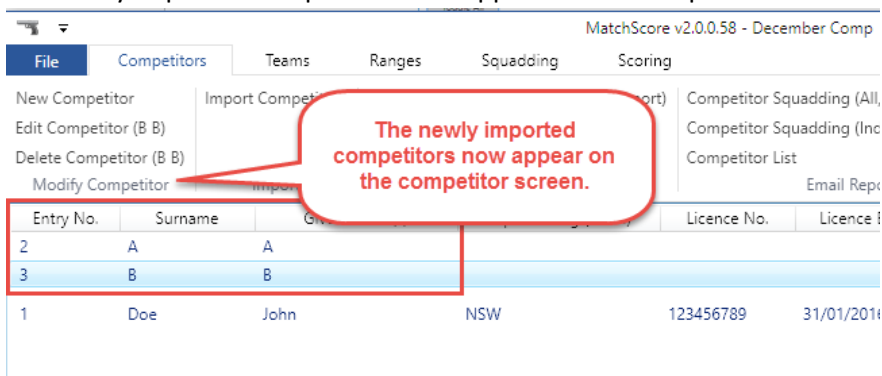
1. Click the 'Competitors' tab on the ribbon.
2. Click the 'Import Competitors' button on the ribbon. The 'Import Competitors' screen is displayed:



3. A confirmation dialogue is displayed when the import is completed successfully:



4. The newly imported competitors now appear on the competitor screen:

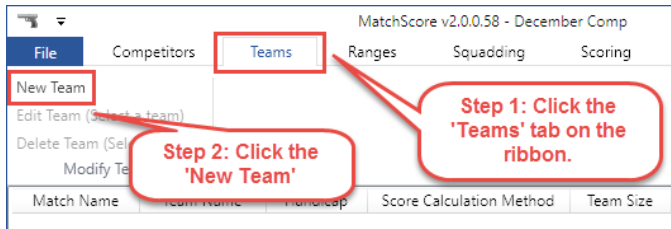


Team management

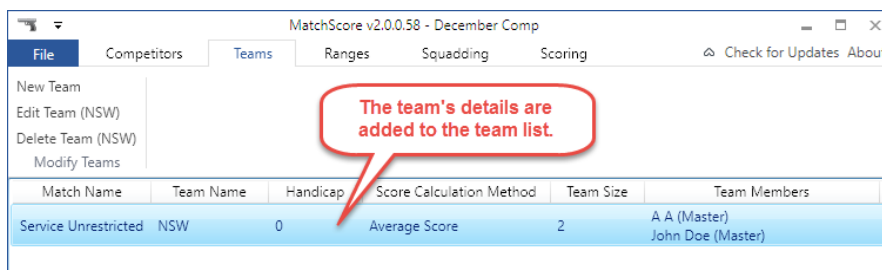
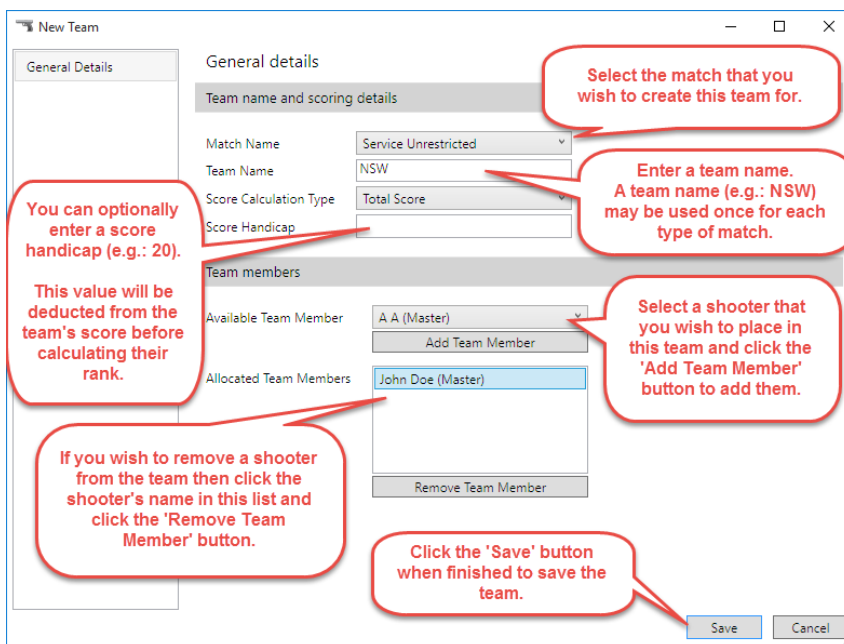
Adding a team

To add a team:

1. Click the 'Teams' tab on the ribbon, and then click the 'New Team' button to display the 'New Team' window:



2. Enter the team's details on the New Team window and click the 'Save' button when finished:



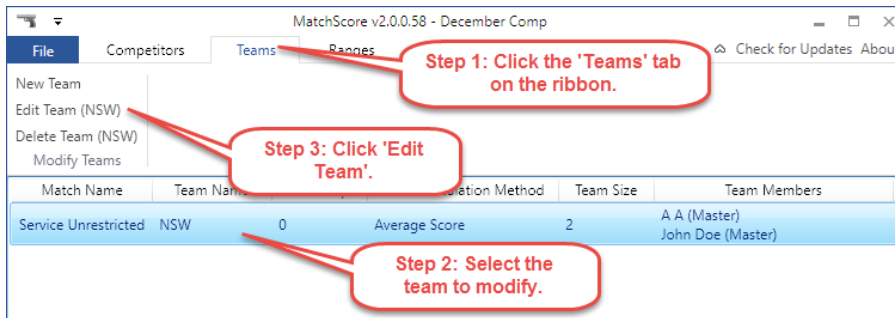
NOTE: The score calculation type allows you to calculate the team's score as either the total score of all team members OR the average score of all team members.

You might consider using average scores when the competition rules permit it and there is an unequal number of shooters on each team (e.g.: Team One has 3 shooters and Team Two has only 2 shooters).

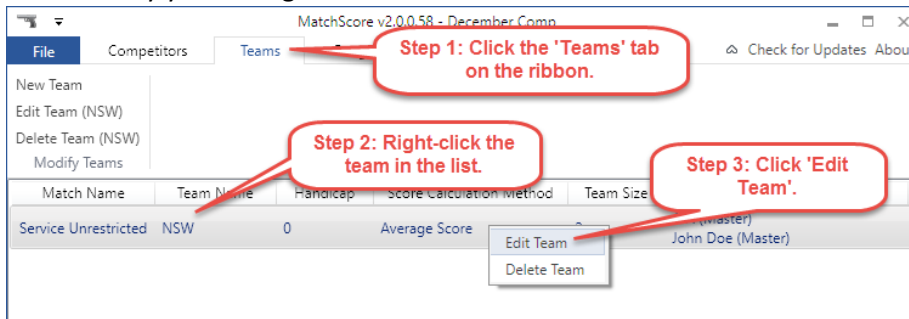
Modifying a team

To modify a team:

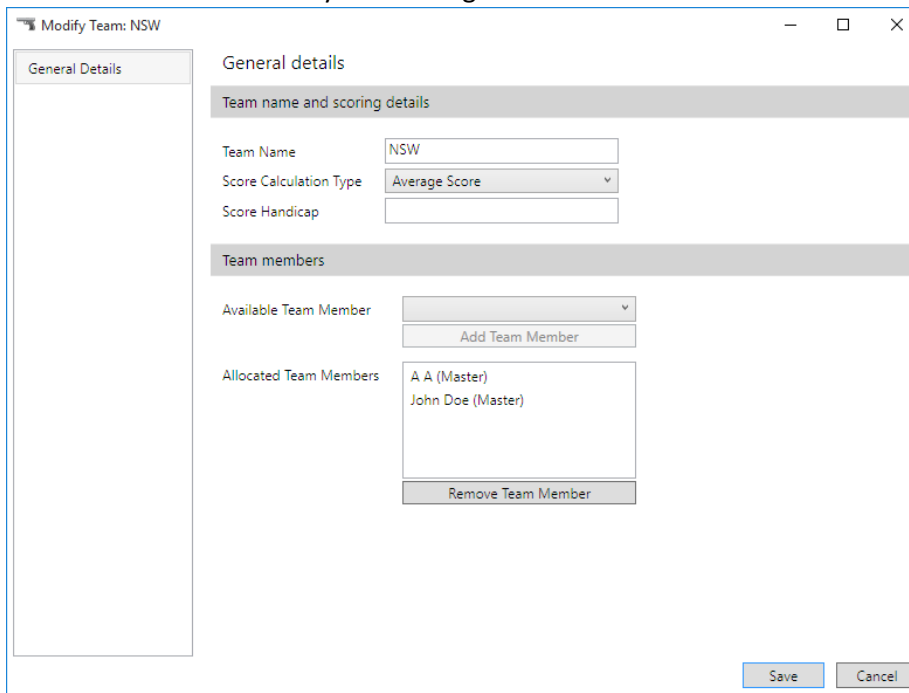
1. Click the 'Teams' tab on the ribbon, select the team from the list, and click the 'Edit Team' button:



2. Alternatively you can right-click the team's name:



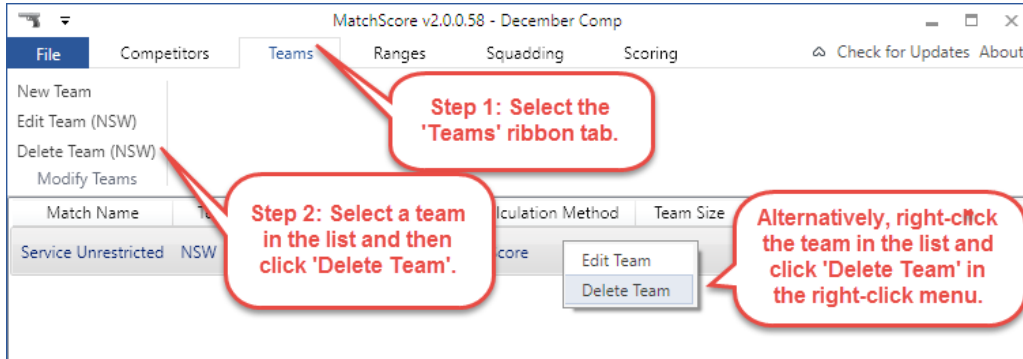
3. The 'Modify Team' window is displayed. This window is similar to the 'New Team' window, however it does not allow you to change the match that this team is shooting:



Deleting a team

To delete a team:

1. Click the 'Teams' tab on the ribbon and select a team from the list.
2. Either right-click the team's name and click 'Delete Team' or alternatively click the 'Delete Team' button on the ribbon:

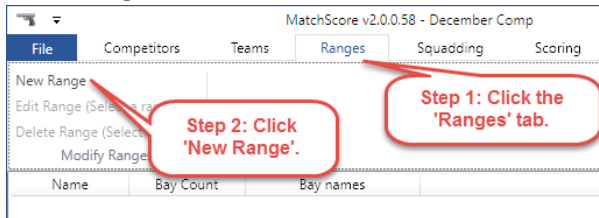


Range management

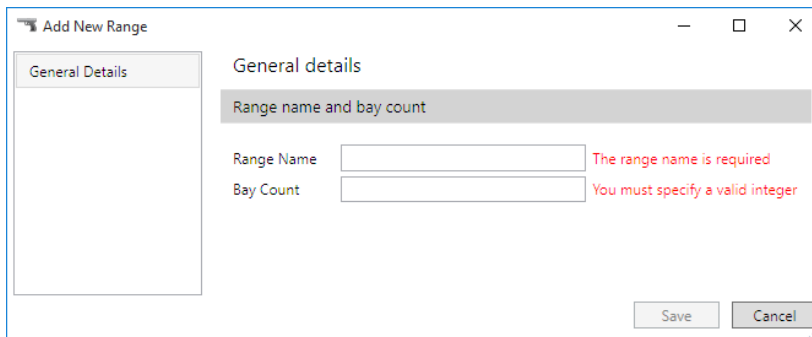
Adding a range

To add a range:

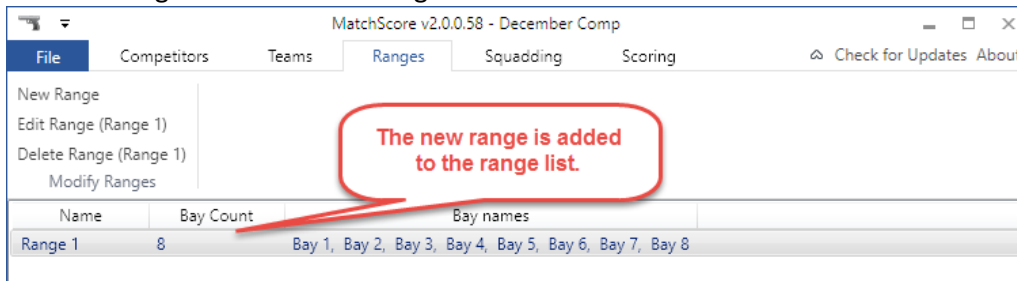
1. Click the 'Ranges' tab on the ribbon, and then click the 'New Range' button to display the 'New Range' window:



2. Enter the range name and the number of bays it has on the New Range window. Click 'Save' when finished:



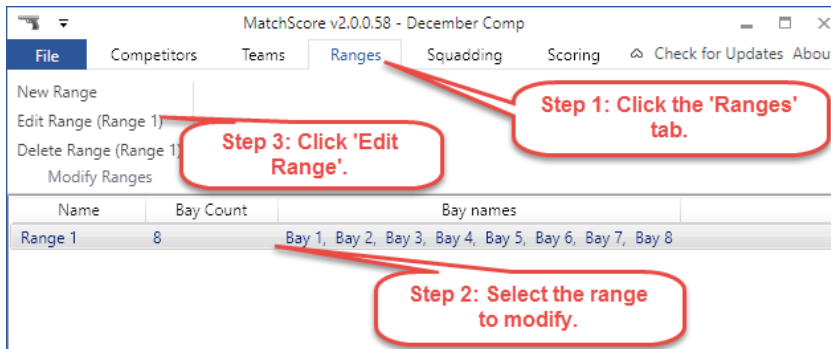
3. The new range is added to the range list:



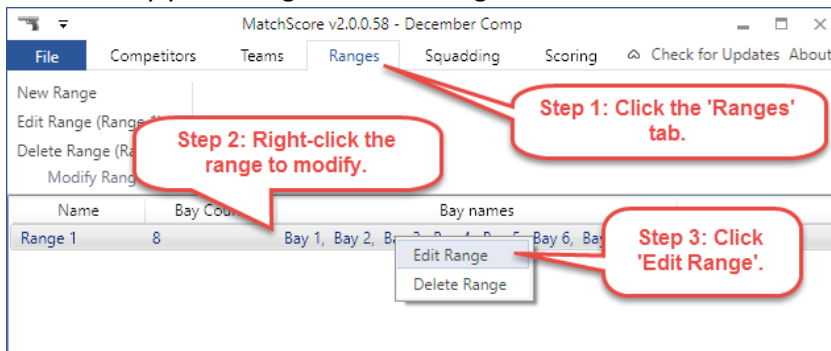
Modifying a range

To modify a range:

1. Click the 'Ranges' tab on the ribbon, select the range from the list, and click the 'Edit Range' button:



2. Alternatively you can right-click the range's name:

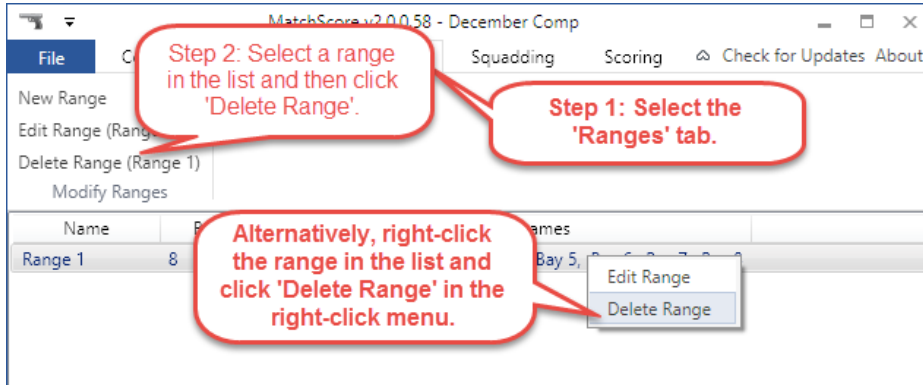


3. The 'Modify Range' window is displayed. This window is identical to the 'New Range' window. Click 'Save' once you've finished modifying the range.

Deleting a range

To delete a range:

1. Click the 'Ranges' tab on the ribbon and select a range from the list.
2. Either right-click the range name and click 'Delete Range' or alternatively click the 'Delete Range' button on the ribbon:

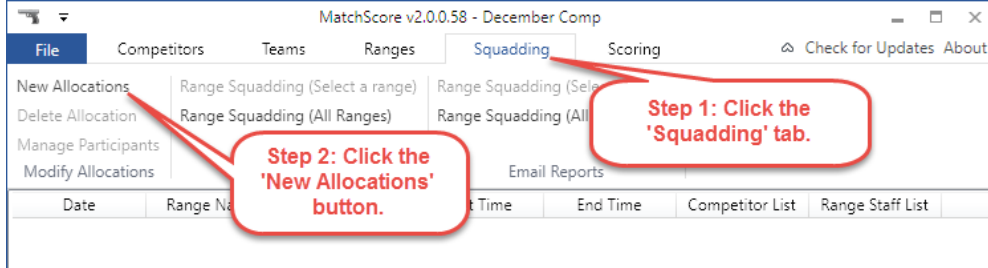


Match allocation (aka squadding or timetabling) management

Creating a series of new allocations

To create a series of new match allocations:

1. Click the 'Squadding' tab on the ribbon, and then click the 'New Allocations' button:



This will open the 'Allocate Matches' window:

2. Enter all fields in the Allocate Matches screen and click 'Add' to add the new allocations:

3. Once added, the newly created match allocations are listed in the Squadding tab:

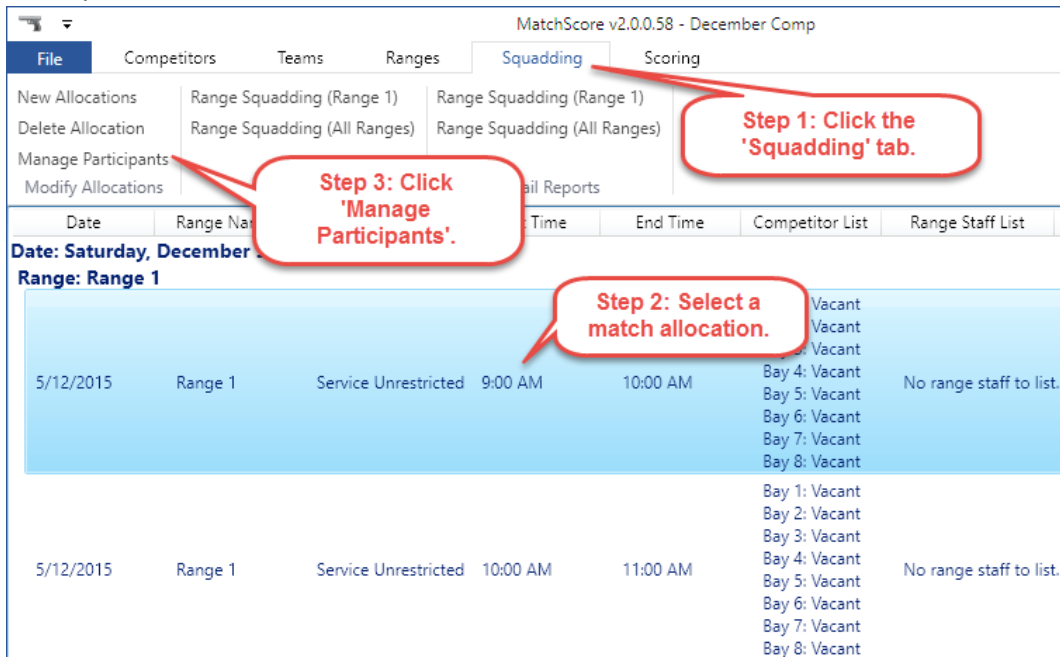
The screenshot shows the MatchScore v2.0.0.58 - December Comp application window. The 'Squadding' tab is active, displaying match allocations for Saturday, December 5, 2015. The interface includes a menu bar with options like 'File', 'Competitors', 'Teams', 'Ranges', 'Squadding', and 'Scoring'. Below the menu, there are buttons for 'New Allocations', 'Delete Allocation', 'Manage Participants', and 'Modify Allocations'. The main area shows a table of match allocations with columns for Date, Range Name, Match Name, Start Time, End Time, Competitor List, and Range Staff List. A red callout box points to the match allocations, stating: 'The newly added match allocations are displayed in the Squadding tab list.'

Date	Range Name	Match Name	Start Time	End Time	Competitor List	Range Staff List
Date: Saturday, December 5, 2015						
Range: Range 1						
5/12/2015	Range 1	Service Unrestricted	9:00 AM	10:00 AM	Bay 1: Vacant Bay 2: Vacant Bay 3: Vacant Bay 4: Vacant Bay 5: Vacant Bay 6: Vacant Bay 7: Vacant Bay 8: Vacant	No range staff to list.
5/12/2015	Range 1	Service Unrestricted	10:00 AM	11:00 AM	Bay 1: Vacant Bay 2: Vacant Bay 3: Vacant Bay 4: Vacant Bay 5: Vacant Bay 6: Vacant Bay 7: Vacant Bay 8: Vacant	No range staff to list.
5/12/2015	Range 1	Service Unrestricted	11:00 AM	12:00 PM	Bay 1: Vacant Bay 2: Vacant Bay 3: Vacant Bay 4: Vacant Bay 5: Vacant Bay 6: Vacant Bay 7: Vacant Bay 8: Vacant	No range staff to list.

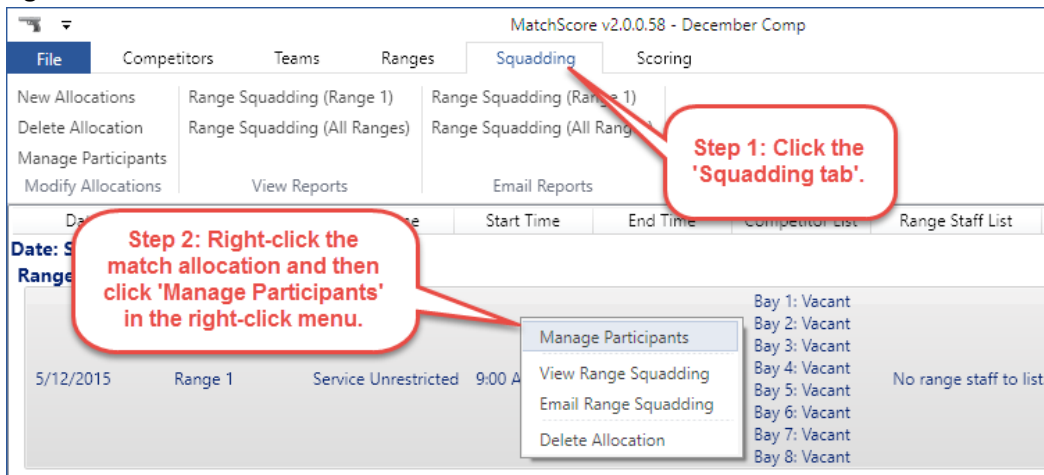
Managing allocation participants (competitors and volunteers)

To manage a match allocation's participants:

1. Click the 'Squadding' tab on the ribbon, select a match allocation, and click the 'Manage Participants' button:



2. Alternatively you can right-click the match allocation and click 'Manage Participants' in the right-click menu:



3. Enter the range competitor details in the window that is displayed:

The screenshot shows a software window titled "Service Unrestricted - Range 1 - 5/12/2015". The window has a sidebar with "Competitors" and "Range Staff" options. The main area is titled "Competitors" and contains a sub-header "The shooters competing in this match allocation". Below this is a checkbox labeled "List shooters who have already been squadded". The main content is a table with two columns: "Bay" and "Competitor".

Bay	Competitor
Bay 1	A A (Master)
Bay 2	None
Bay 3	None
Bay 4	B B (Master)
Bay 5	John Doe (Master)
Bay 6	None
Bay 7	None

At the bottom of the window are "Save" and "Cancel" buttons.

NOTE: A competitor will NEVER be listed if they are already assigned to another allocation (as either a shooter or a volunteer) with an overlapping time.

NOTE: If you wish to squad a competitor twice for the same match then tick the 'List shooters who have already been squadded' checkbox.

Assign shooters by selecting their name in the dropdown list.

Leave the 'None' option selected if you wish for a bay to remain unassigned.

Click 'Save' when finished.

- Click the 'Range Staff' menu item in the left sidebar menu. Enter the range staff details.

The screenshot shows a window titled "Service Unrestricted - Range 1 - 5/12/2015". On the left is a sidebar with "Competitors" and "Range Staff" options. The main area is titled "Range staff" and contains several sections:

- Range staff**: A header section.
- The number of extra range staff for this match allocation**: A grey header bar.
- Number of extra staff**: A text input field containing the number "3".
- Range officers for this match allocation**: A grey header bar.
- Available Range Officers**: A dropdown menu and an "Add Range Officer" button.
- Allocated Range Officers**: An empty list box and a "Remove Range Officer" button.
- Scorers for this match allocation**: A grey header bar.
- Available Scorers**: A dropdown menu and an "Add Scorer" button.
- Allocated Scorers**: A list box containing "John Doe" and a "Remove Scorer" button.
- Callers for this match allocation**: A grey header bar.
- Available Callers**: A dropdown menu showing "B B" and an "Add Caller" button.
- Allocated Callers**: An empty list box and a "Remove Caller" button.
- Patchers for this match allocation**: A grey header bar.

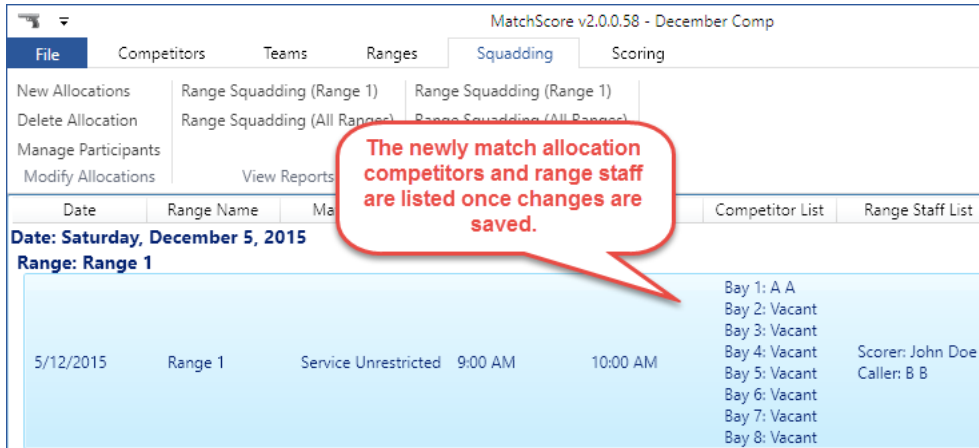
At the bottom right are "Save" and "Cancel" buttons.

Callout Box 1 (Red): "You can optionally enter a value here if you need additional, unidentified, range staff. These are displayed on the range squadding report as 'Any'". A red arrow points from this box to the "Number of extra staff" input field.

Callout Box 2 (Red): "To unassign a volunteer, select their name in the list and click the 'Remove' button.". A red arrow points from this box to the "Remove Scorer" button.

Callout Box 3 (Red): "Select a competitor from the dropdown list and click 'Add'.". A red arrow points from this box to the "Add Caller" button.

- Click 'Save' to save changes.



MatchScore v2.0.0.58 - December Comp

File Competitors Teams Ranges Squadding Scoring

New Allocations Range Squadding (Range 1) Range Squadding (Range 1)
 Delete Allocation Range Squadding (All Ranges) Range Squadding (All Ranges)
 Manage Participants View Reports
 Modify Allocations

Date Range Name Ma Competitor List Range Staff List

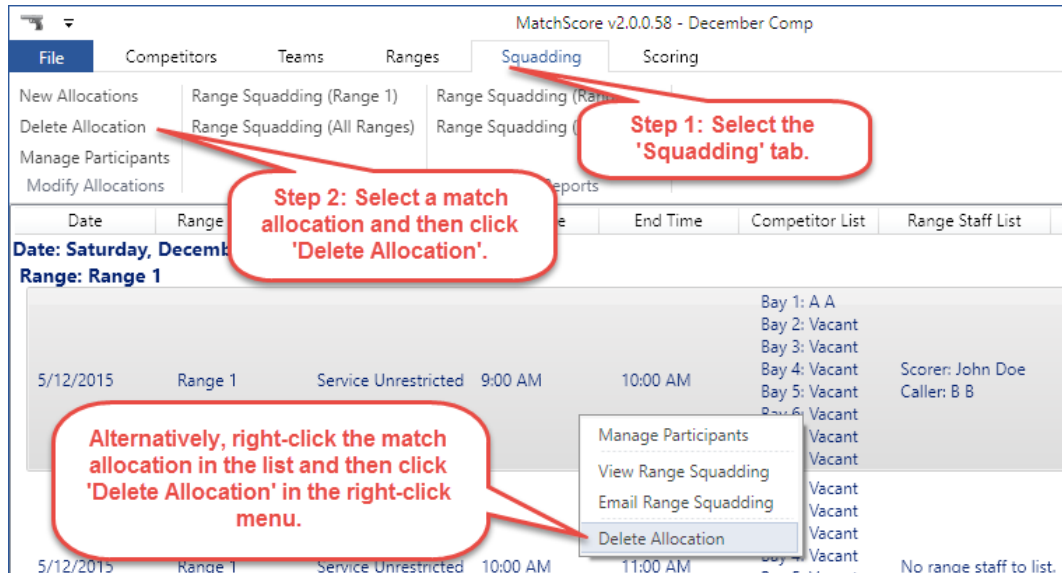
Date: Saturday, December 5, 2015
Range: Range 1

5/12/2015	Range 1	Service Unrestricted	9:00 AM	10:00 AM	Bay 1: A A Bay 2: Vacant Bay 3: Vacant Bay 4: Vacant Bay 5: Vacant Bay 6: Vacant Bay 7: Vacant Bay 8: Vacant	Scorer: John Doe Caller: B B
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Deleting an allocation

To delete a match allocation:

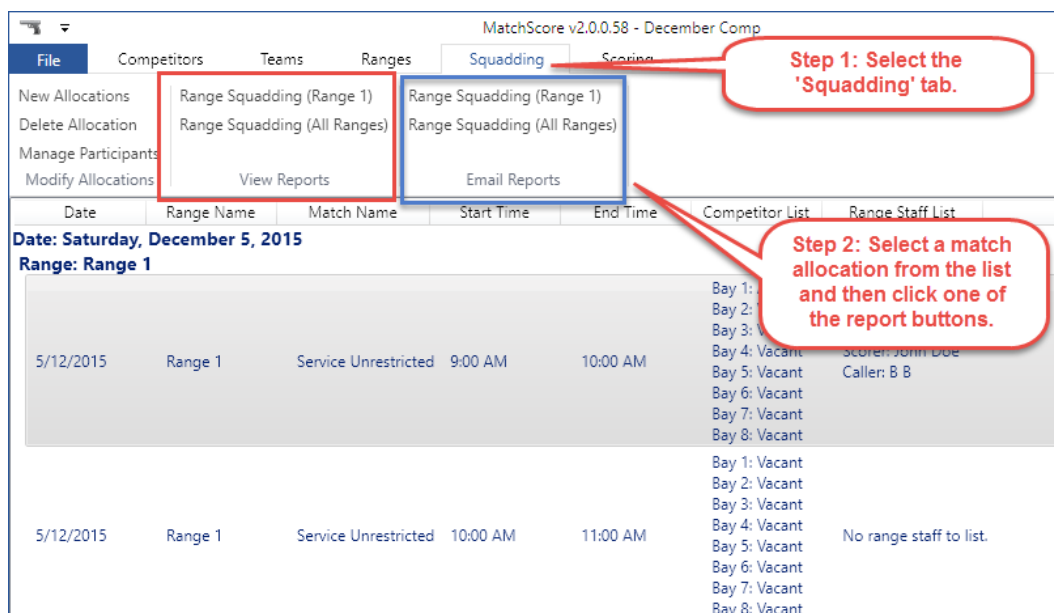
1. Click the 'Squadding' tab on the ribbon and select a match allocation from the list.
2. Either right-click the match allocation and click 'Delete Allocation' or alternatively click the 'Delete Allocation' button on the ribbon:



Timetable (squadding) reports

To access a range squadding report (a report that shows squadding in a range-centric manner):

1. Click the 'Squadding' tab on the ribbon.
2. Click one of the report buttons in the 'View Reports' or 'Email Reports' sections of the ribbon.

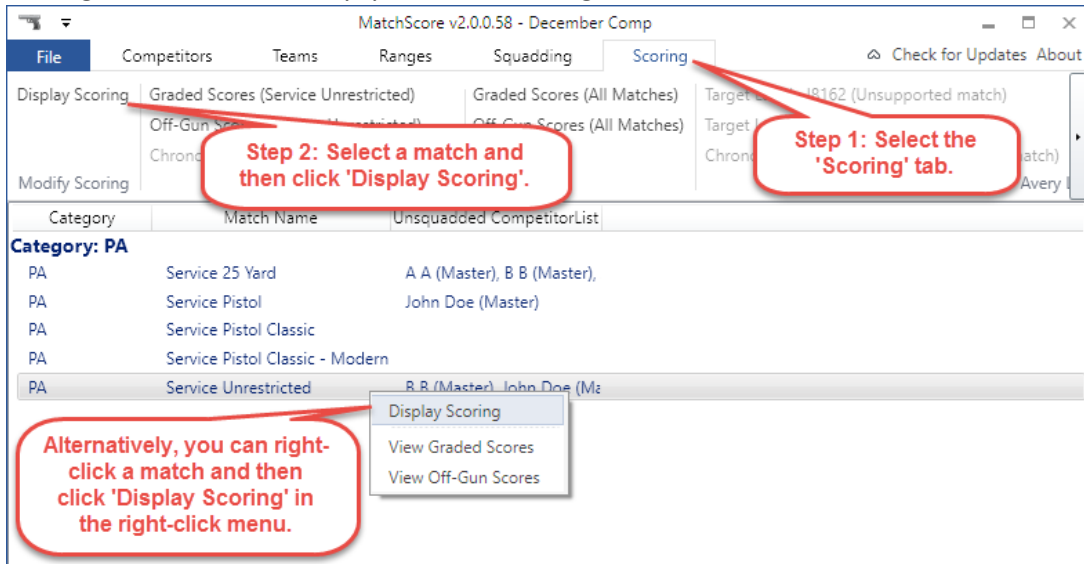


Score management

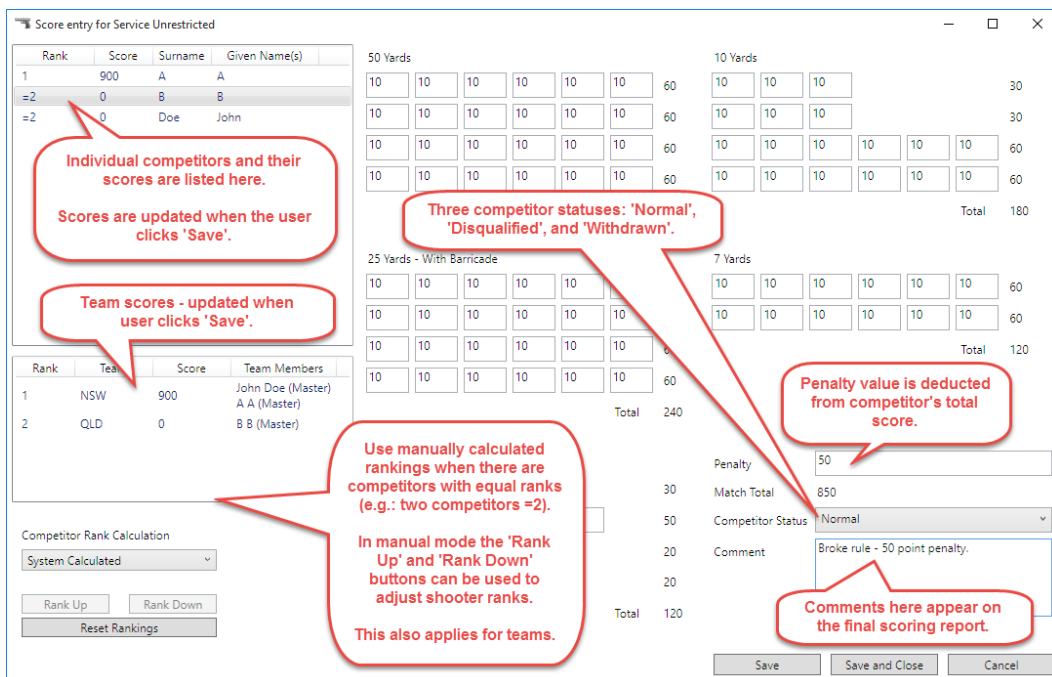
Entering scores for a match

To enter scores for a match:

1. Click the 'Scoring' tab on the ribbon, and then select a match in the list and click the 'Display Scoring' button. Alternatively, you can use the right-click menu:



2. When the score entry screen appears, enter the competitor scores. Click 'Save' frequently to update the score totals, and ranks, for individuals and teams listed on the left side of the screen.



Generating labels

MatchScore provides numerous labels, including:

1. Target labels for all WA1500 matches
2. Chronograph sample labels for matches that require a chronograph
3. Scorecard labels.

To generate labels for a match:

1. Click the 'Scoring' tab on the ribbon, and then select a match in the list.
2. Click one of the Avery Labels buttons:

The screenshot shows the MatchScore v2.0.0.58 - December Comp interface. The 'Scoring' tab is selected on the ribbon. A list of matches is displayed, with the 'Service Unrestricted' match selected. Three red callouts provide instructions: Step 1 points to the 'Scoring' tab, Step 2 points to the selected match, and Step 3 points to the 'Avery Labels' section. A green note box at the bottom explains that not all label buttons are activated for all matches, specifically mentioning that 'Target Labels' are only for WA1500 matches.

Category	Match Name	Unsquadded CompetitorList
Category: PA		
PA	Service 25 Yard	A A (Master), B B (Master),
PA	Service Pistol	John Doe (Master)
PA	Service Pistol Classic	
PA	Service Pistol Classic - Modern	
PA	Service Unrestricted	B B (Master), John Doe (Ma

NOTE: Not all label buttons will be activated for all matches. For example, the 'Target Labels' buttons will only be activated for WA1500 matches.

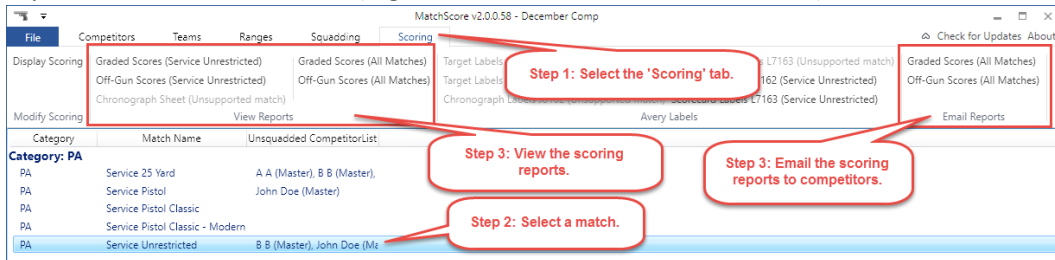
Score reports

MatchScore provides two types of scoring reports: Graded scoring reports and Off-Gun scoring reports.

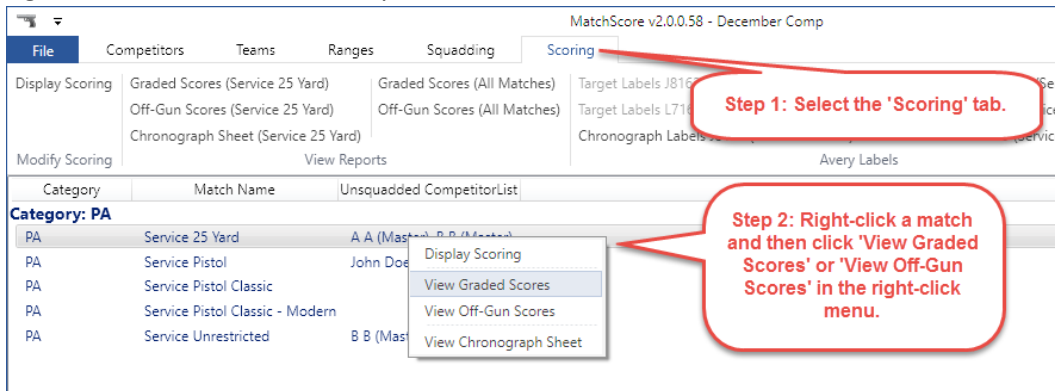
Graded scoring reports denote competitors who break grade by placing an asterisk next to their score row in the report. Off-Gun reports do not display grade breaks.

To view or email scoring reports:

1. Click the 'Scoring' tab on the ribbon, select a match in the list, and click one of the scores report buttons on the ribbon (e.g.: Graded Scores or Off-Gun Scores):



2. Alternatively, you can right-click a match and select a Graded or Off-Gun report from the right-click menu to view that report:

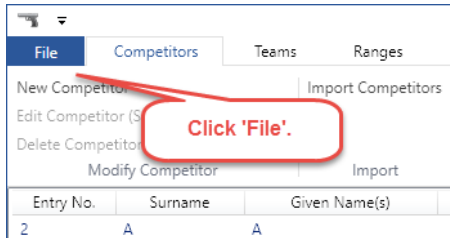


Program settings and configuration

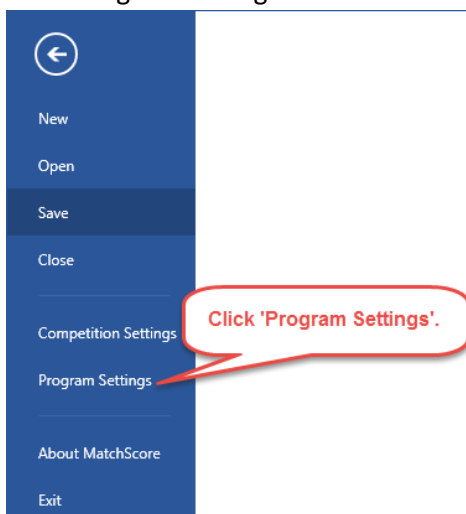
Configuring the club name

To configure the club name, and other program settings:

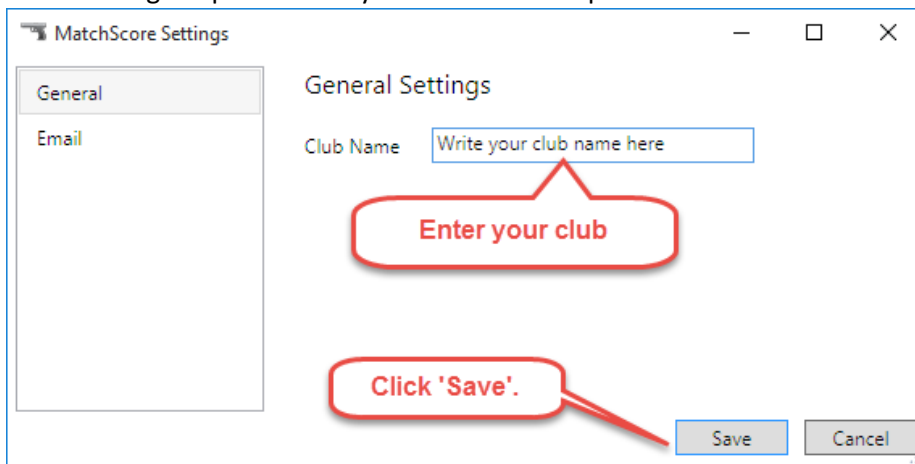
1. Click 'File':



2. Click 'Program Settings' and then click 'Email' in the left sidebar navigation:



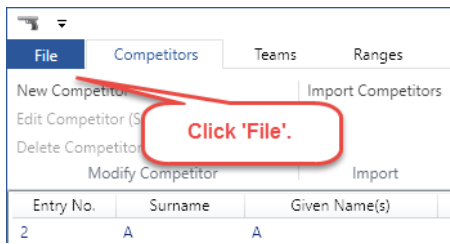
3. In the MatchScore Settings screen, click 'Email' in the left sidebar navigation. Configure the email settings as prescribed by the email service provider:



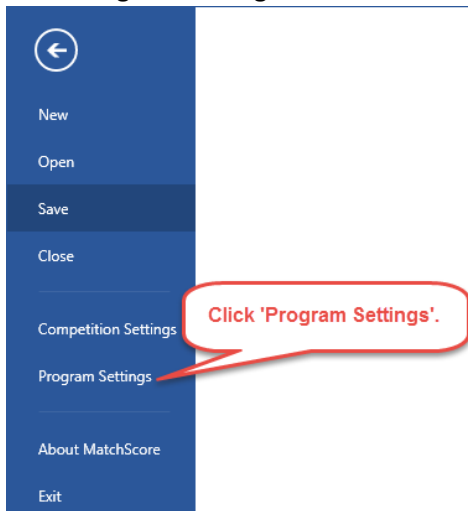
Configuring email

To configure email:

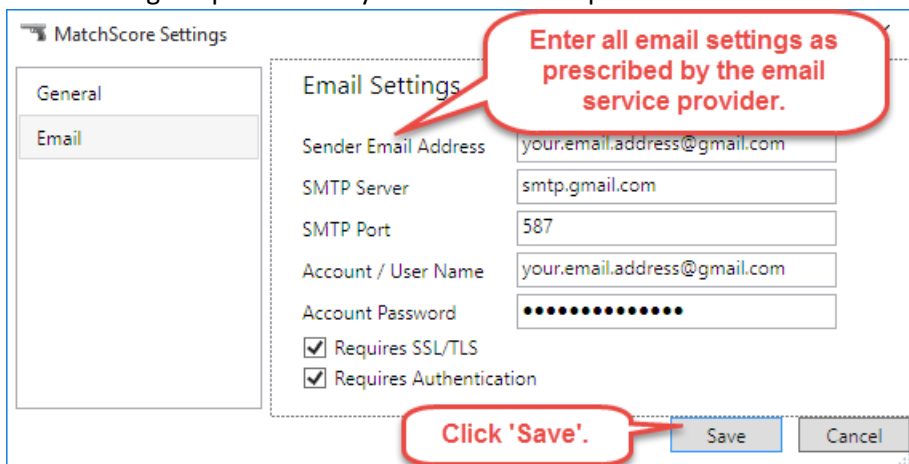
1. Click 'File':



2. Click 'Program Settings':



3. In the MatchScore Settings screen, click 'Email' in the left sidebar navigation. Configure the email settings as prescribed by the email service provider:



NOTE: Refer to the Appendices for specific email service provider settings.

Emailing reports

To email reports:

1. Navigate to a screen (e.g.: Competitors, Squadding, Scoring) that supports emailing reports.
2. Click a report generation button in the 'Email Reports' section on the ribbon. The email dispatch screen is displayed:

The screenshot shows the 'Email Competitor List' window. It has several fields and a table. Callouts provide the following information:

- Other emails (optional, comma-separated):** one@gmail.com,two@live.com. Callout: "Optionally enter additional email recipients here."
- Email Subject:** Competitor list - {(CompetitionName)}. Callout: "You can change the subject here - one is provided by default."
- Email Message:** Hi {Name},
Please find attached competitor list for the shooting competition '{(CompetitionName)}'.
This competition comm... and finishes {(EndDate)}.
Kind re...
{(ClubName)}. Callout: "You can change the email message here. One is provided by default, and it contains a number of placeholders that are substituted when the email is sent (e.g.: the competitor's name)."
- Table:**

Competitor	Send Email?	Status
DOE, John	<input checked="" type="checkbox"/>	

 - Callout: "Select one or more competitors to receive the report."
 - Callout: "If you list an email in the 'Other emails' field above then you can send email to those recipients without emailing any competitors."
 - Callout: "The 'Status' column is updated as emails are sent. This column is indicative of success or failure."
- Buttons:** Toggle All, Send Emails, Cancel. Callout: "Click 'Send Emails' when you're ready to send. The progress bar keeps you up-to-date with the number of emails sent."

3. Once you've configured the screen and selected at least one competitor (or entered at least one 'Other email'), click the 'Send Emails' button to start.

NOTE: You must select one or more recipients OR enter at least one valid email in the 'Other emails' field before the 'Send Emails' button is activated. Competitors will only be displayed in the list if you have entered a valid email address for them.

NOTE: You must configure email in the Program Settings screen correctly prior to sending email. See the 'Configuring Email' section of this manual for assistance. Refer to the Appendices for specific email service provider settings.

Troubleshooting

Installation troubleshooting

The MatchScore installer, which relies on Microsoft ClickOnce deployment technology, occasionally fails.

If the installation fails then the best approach to resolution is to uninstall the MatchScore program via the computer's Control Panel -> Add/Remove Programs feature.

Once you have ensured the program is not installed, re-attempt installation.

Why does Windows think the program might be unsafe?

The MatchScore setup.exe file has not been signed with a code-signing certificate from a trusted Certificate Authority. The reason for this is twofold:

1. The cost of a software code-signing certificate is quite high (in excess of \$600 per year for some vendors)
2. Software code-signing certificates are only issued to registered businesses. The author of this software does not hold an ABN or ACN and is therefore unable to acquire a code-signing certificate.

Why does my Anti-Virus software think the program might be unsafe?

As above, the MatchScore setup.exe file has not been signed with a code-signing certificate from a trusted Certificate Authority.

Appendices

Appendix A – Email account configuration

Gmail email account configuration

The following settings must be used if you wish to send email using a free Gmail account:

- Sender Email Address = your.email@gmail.com
- SMTP Server = smtp.gmail.com
- SMTP Port = 587
- Account / User Name = your.email@gmail.com
- Account Password = YOurPassWord1@
- Requires SSL/TLS – Ticked
- Requires Authentication – Ticked.

Additionally, you must change your Gmail account settings to permit SMTP access.

To enable SMTP access:

1. Log in to your Gmail account
2. Navigate to <https://www.google.com/settings/security/lessecureapps> with your web browser
3. Next to the text 'Access for less secure apps' select the option 'Turn on'.

You should now be able to send emails using your Gmail account. Verify this by emailing yourself a copy of a report (such as the Competitor List report).

Microsoft Live (Live.com, Hotmail.com, etc.) email account configuration

The following settings must be used if you wish to send email using a free Microsoft Live account:

- Sender Email Address = your.email@live.com
- SMTP Server = smtp.live.com
- SMTP Port = 587
- Account / User Name = your.email@live.com
- Account Password = YOurPassWord1@
- Requires SSL/TLS – Ticked
- Requires Authentication – Ticked.

You should now be able to send emails using your Microsoft Live account. Verify this by emailing yourself a copy of a report (such as the Competitor List report).

NOTE: Microsoft's Live service also encompasses a variety of other free email services, such as the old Hotmail service.

Other email service providers

Other vendors, such as your home internet ISP (Internet Service Provider) provide email services.

To use a service provider that isn't listed in this document, navigate to the provider's website and locate their email settings configuration instructions.

Enter their provider-specific settings, and your account information. Verify that email can be sent by emailing yourself a copy of a report (such as the Competitor List report).