MATCHSCORE

Instruction Manual

AUGUST 22, 2015

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.

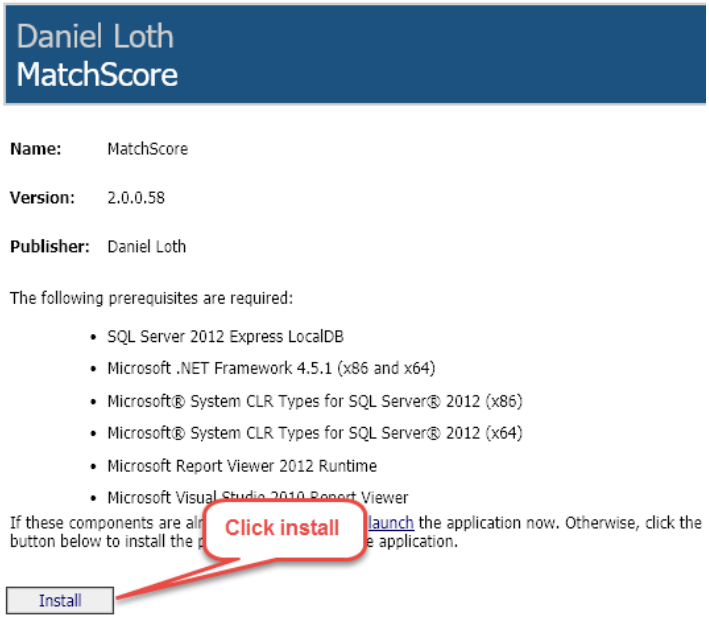
All screenshots provided were taken using Microsoft Windows 10. The experience will be similar when using Windows 7 or Windows 8/8.1 however the screens presented may differ in their appearance.

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?'

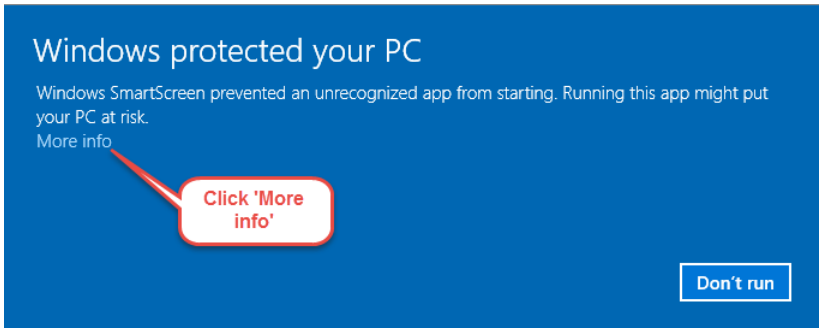
Internet Explorer

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

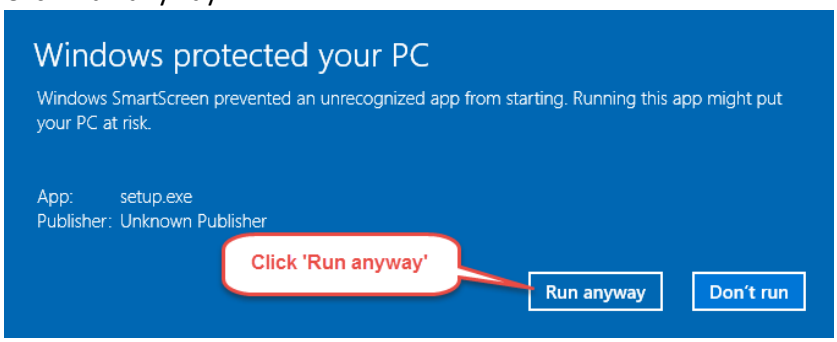


4. Click the 'Run' button, or click 'Save' to save the setup.exe file to your Downloads folder:

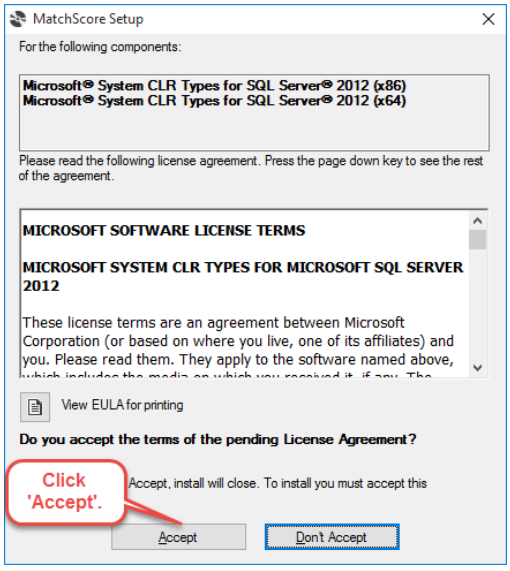
5. Click ‘More info’:



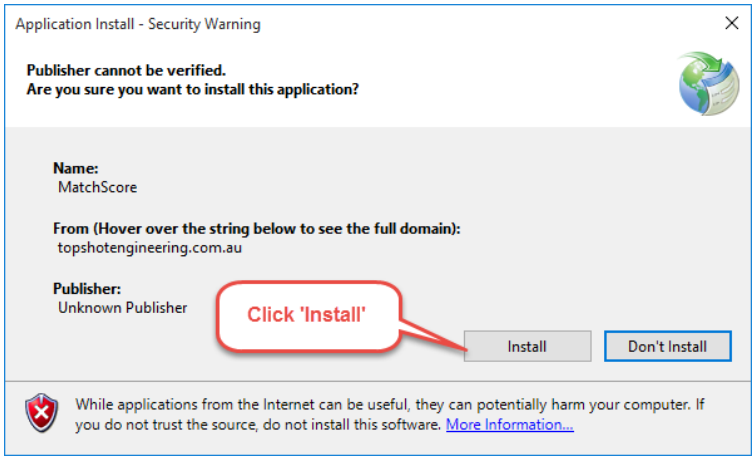
6. Click ‘Run anyway’:



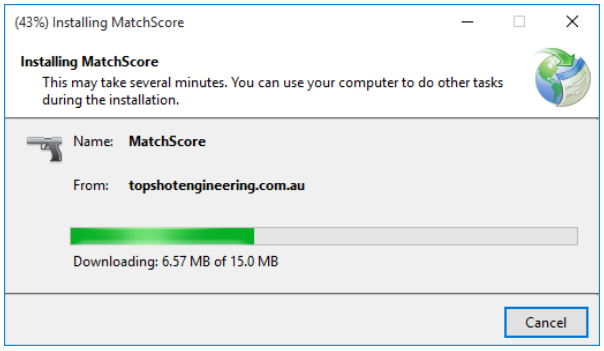
7. A variety of Microsoft software will be installed as part of the MatchScore 2 installation. Accept the licence agreement for each installer that runs to install the prerequisite software:



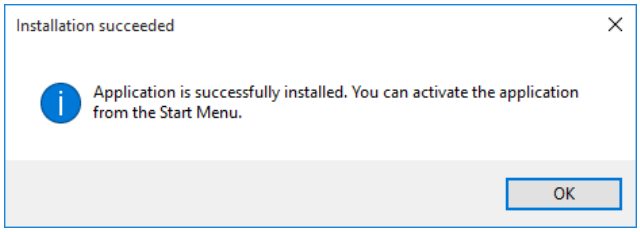
8. The application installation window for MatchScore will appear. Click 'Install':



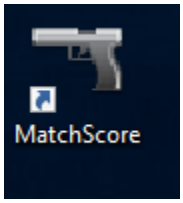
The installation will commence:



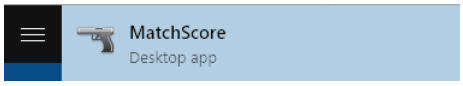
9. Click 'OK' when the 'Installation succeeded' window is displayed:



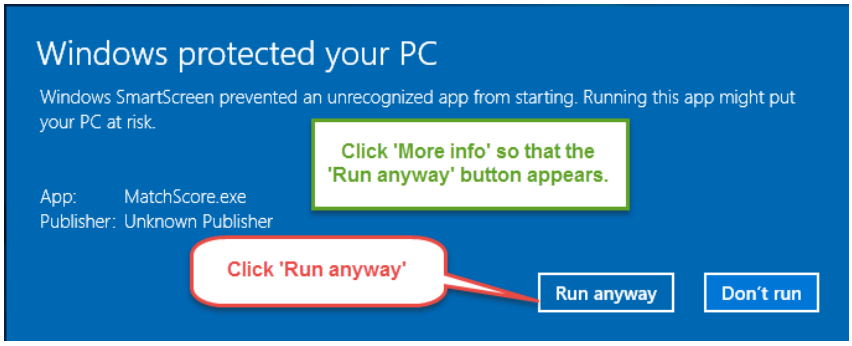
10. Go to your Desktop and run the program using the MatchScore icon:



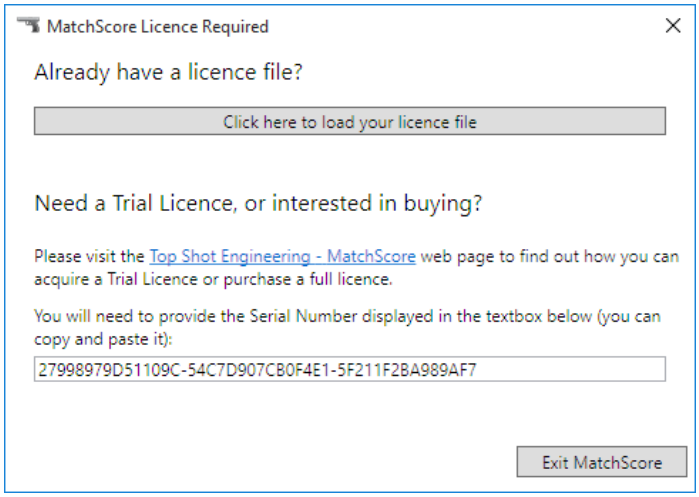
You can also run MatchScore from the start menu:



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:

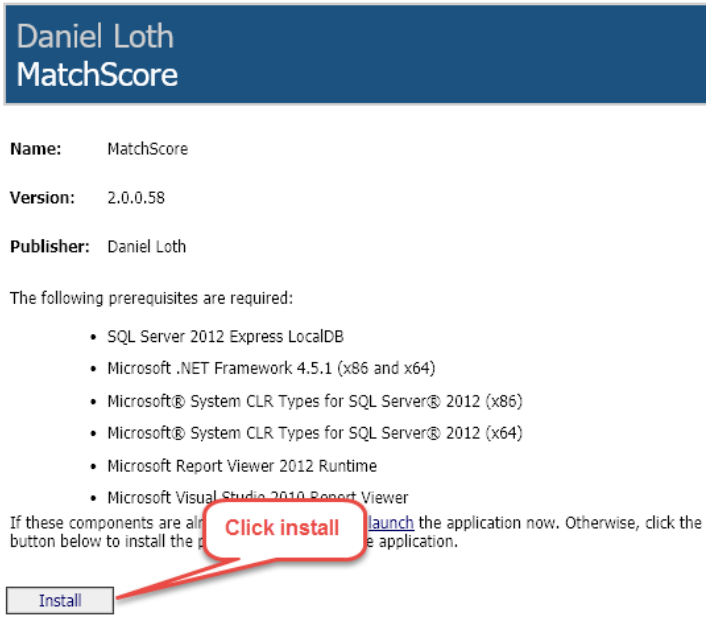


12. Congratulations! MatchScore will be displayed on your screen, and the MatchScore Licence Required window will be displayed prompting you for a licence:

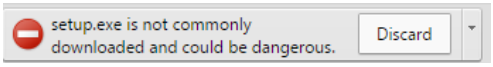


Google Chrome

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



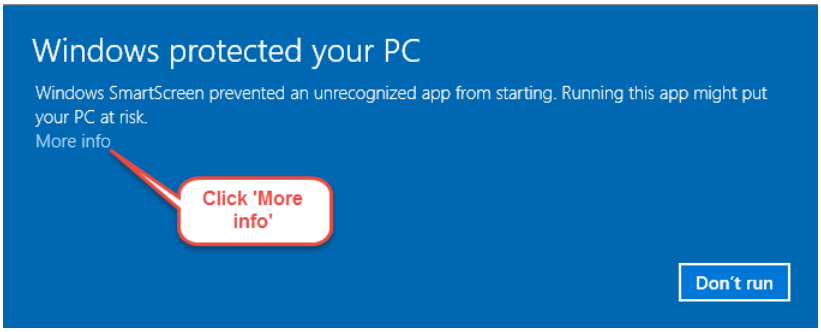
4. The setup.exe program will begin downloading, however it will display a warning:



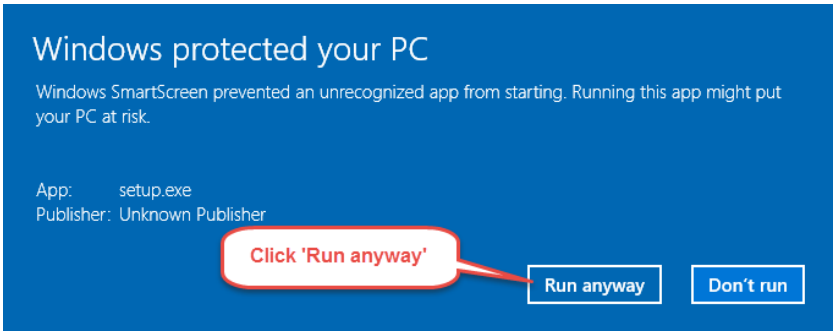
5. Click the down arrow button next to the 'Discard' button, and then click the 'Keep' button:

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

7. Click 'More info':



8. Click ‘Run anyway’:



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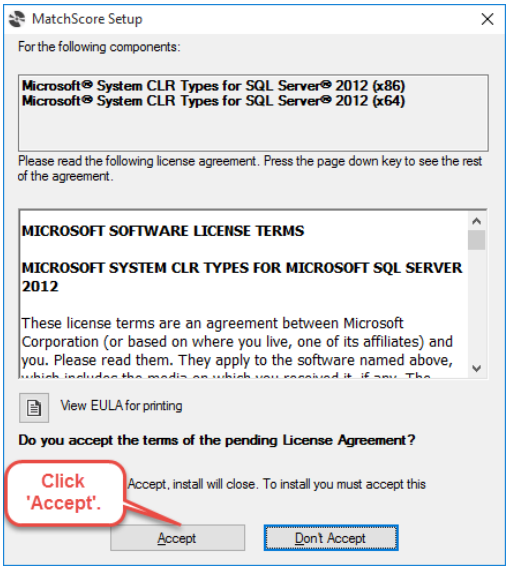

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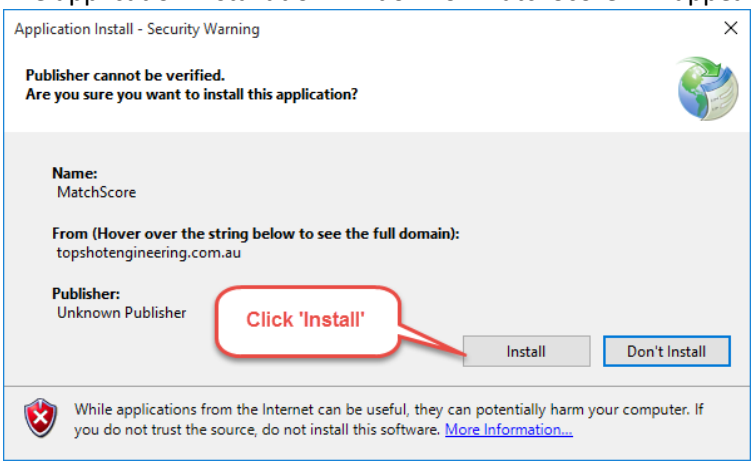

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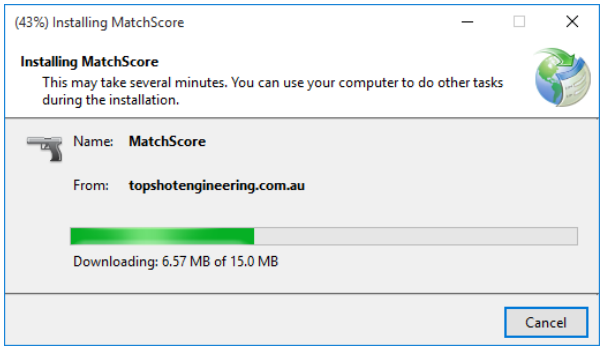
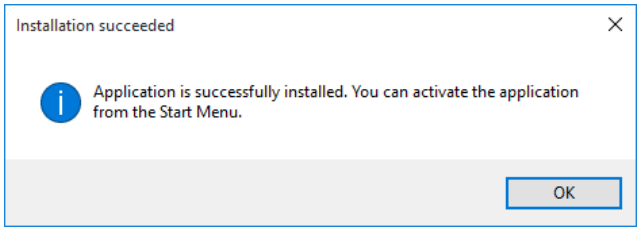


12. Click 'OK' when the 'Installation succeeded' window is displayed:



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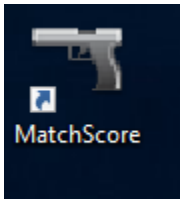

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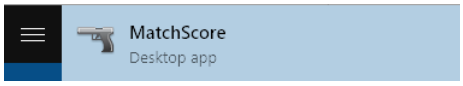

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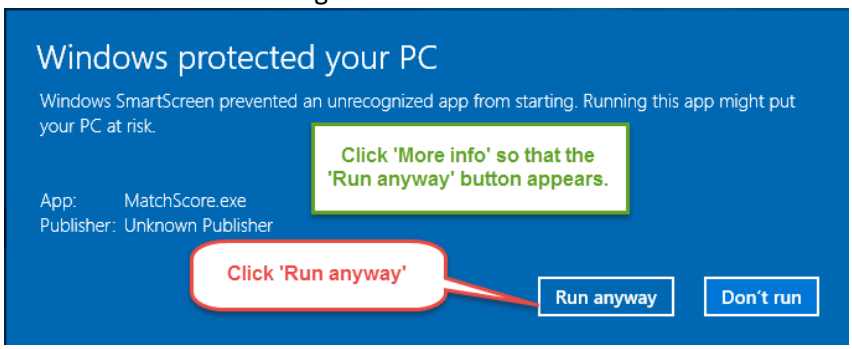

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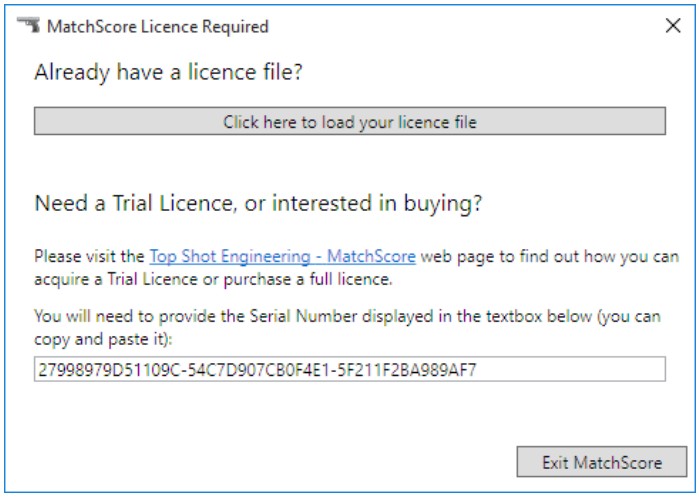
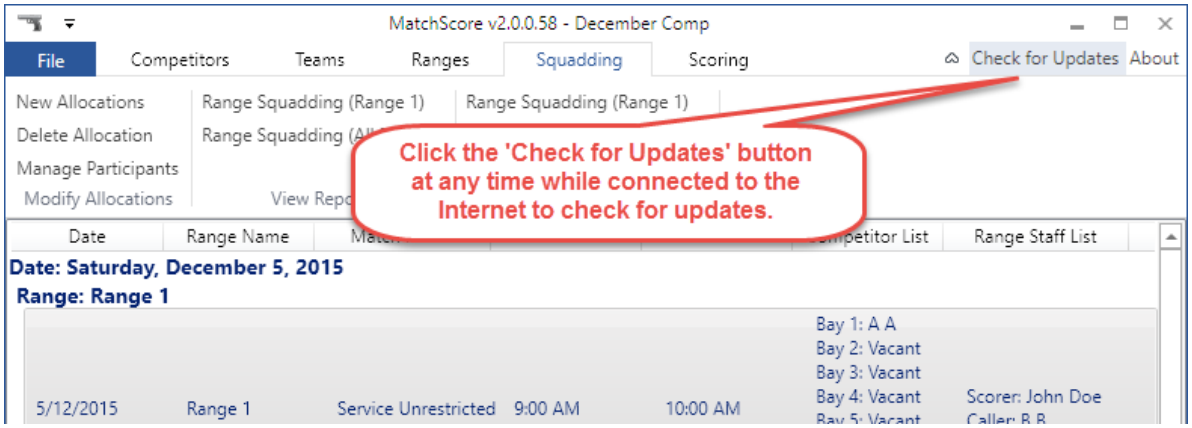


Updating MatchScore

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

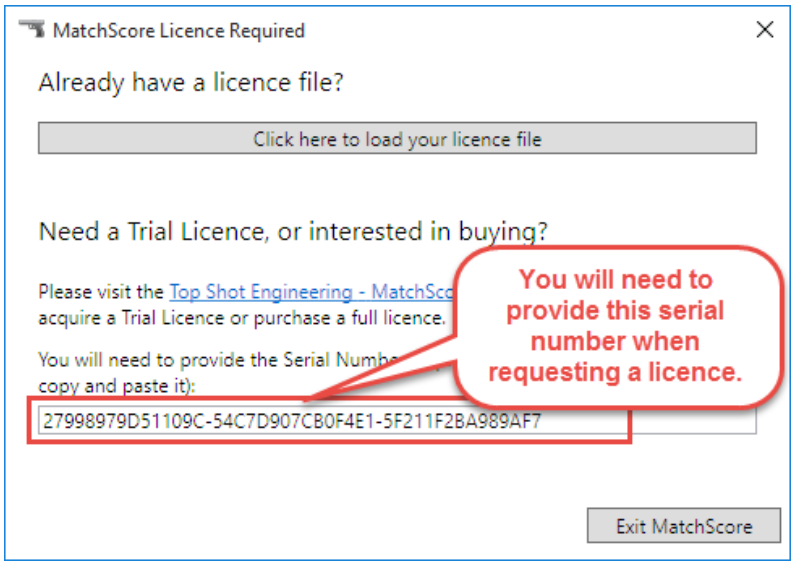
Alternatively, you may check for updates while connected to the Internet from within the program:



MatchScore Licensing

Obtaining a MatchScore licence

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

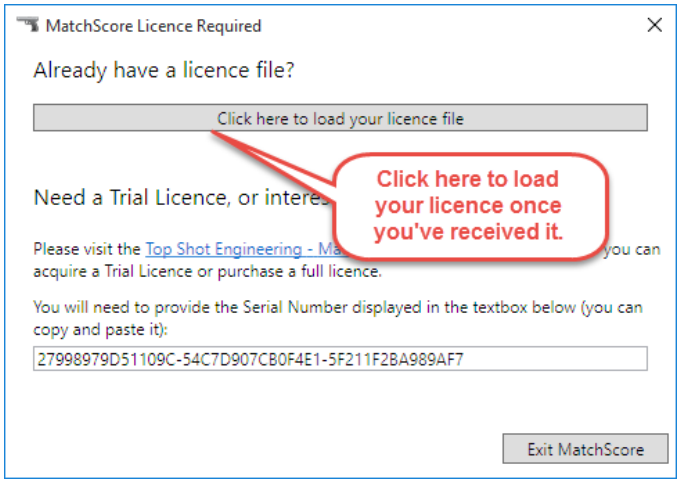


To purchase a licence, please contact Daniel Loth via email at daniel.j.loth@gmail.com and provide the serial number displayed in the textbox. This number can be copied and pasted when sending the email.

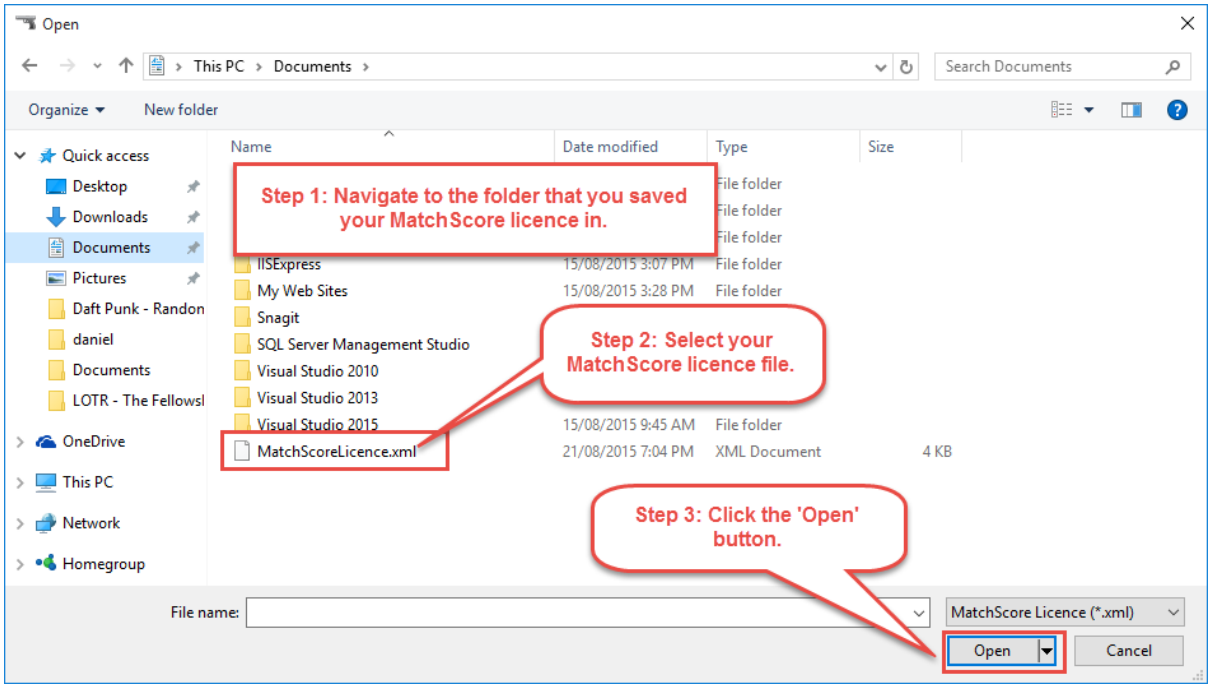
A trial licence can be provided if you wish to trial the software. Please contact Daniel Loth to discuss a trial licence. Note that trial licences are subject to a number of limitations, such as:

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

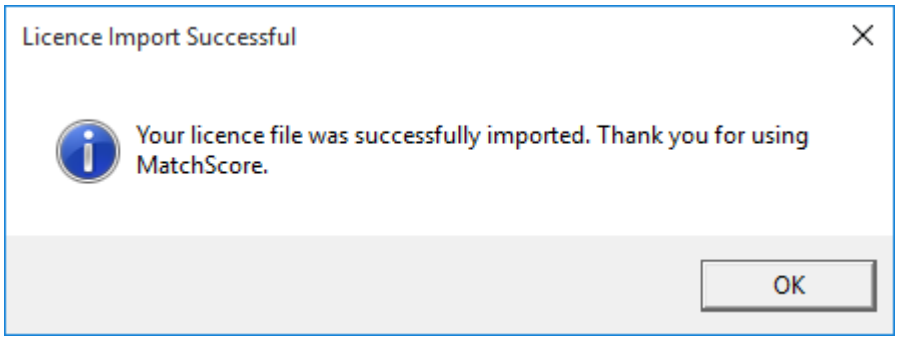
Once you've received your licence, click the 'Click here to load your licence file' button:



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:



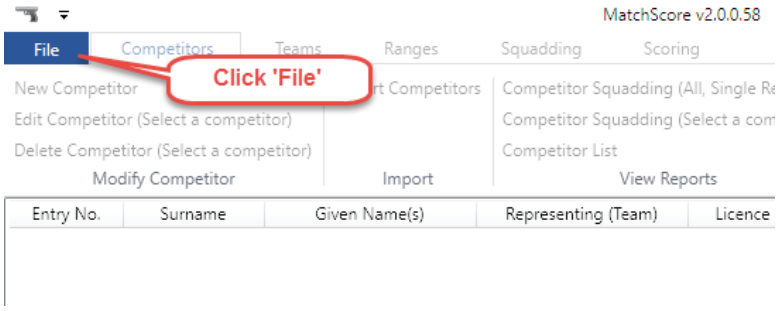
Congratulations! You have licensed your copy of MatchScore and can now use it to organise and execute shooting competitions.

Licence terms and conditions

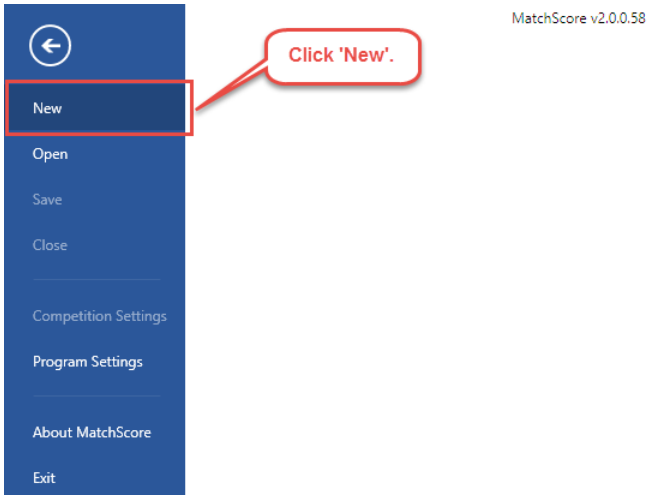
1. MatchScore licences are issued on a per-machine basis. The software is not transferable between machines.
2. Refunds cannot be made once a licence has been issued for a machine.
   This is because it is impossible to determine if an end-user has removed the application from their machine and ceased 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

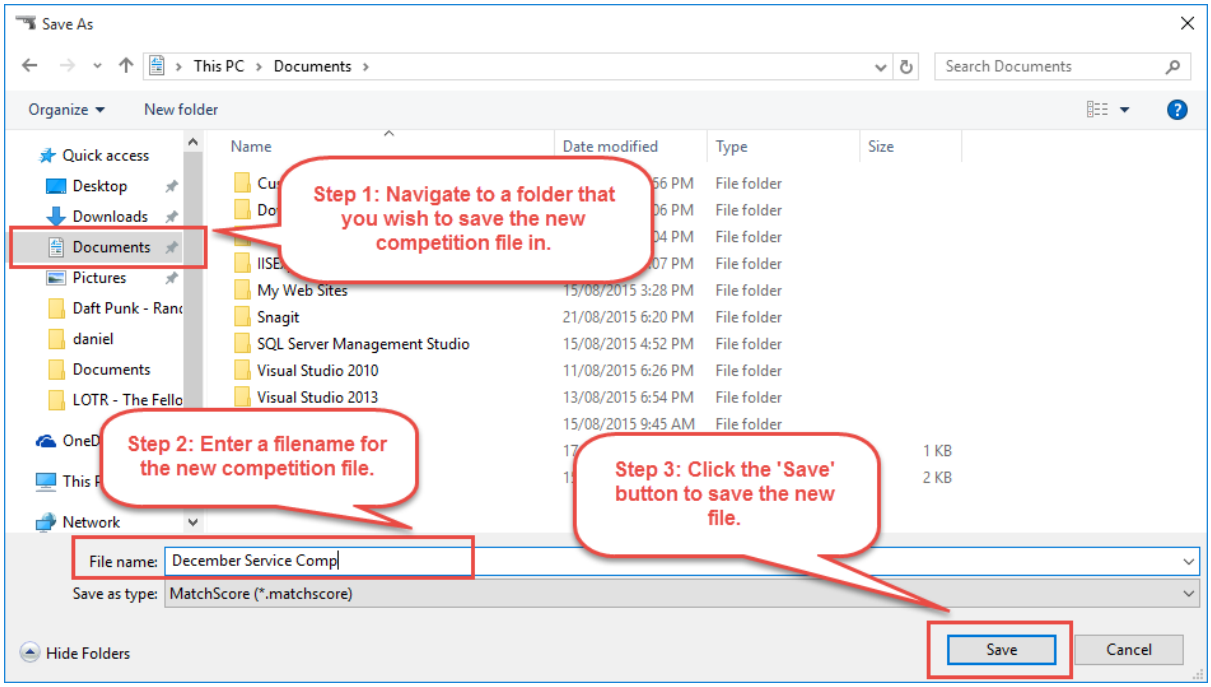
1. Click ‘File’:



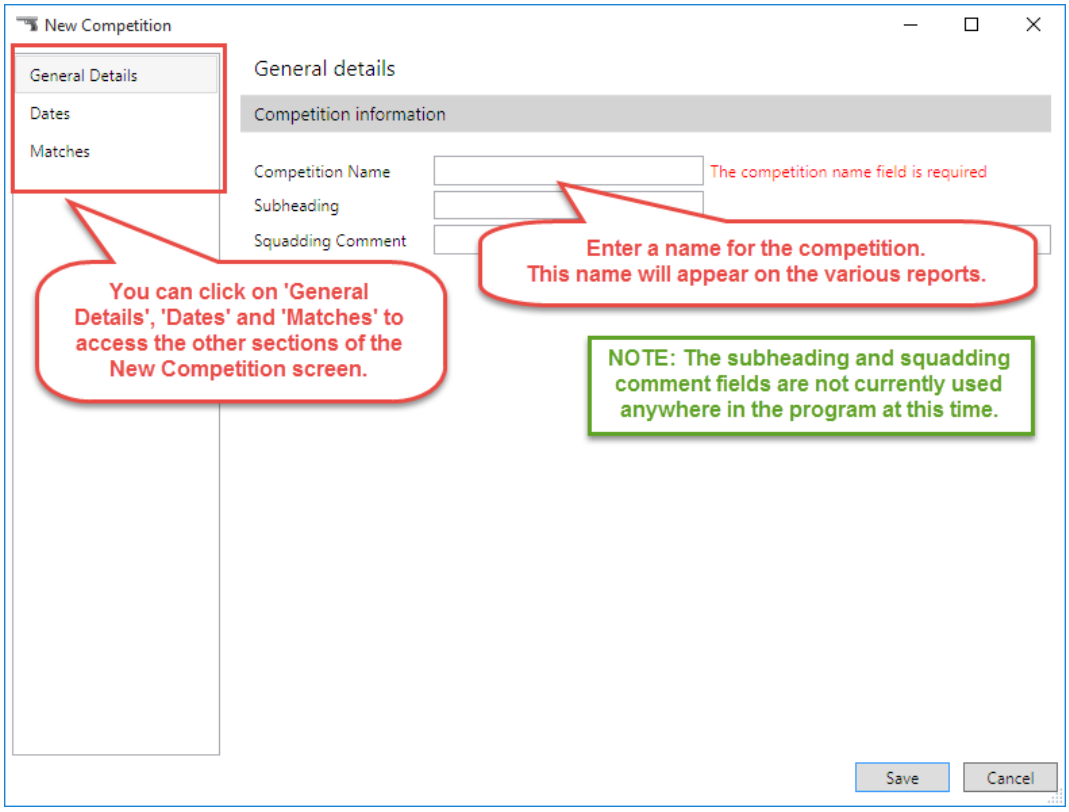
2. Click ‘New’:



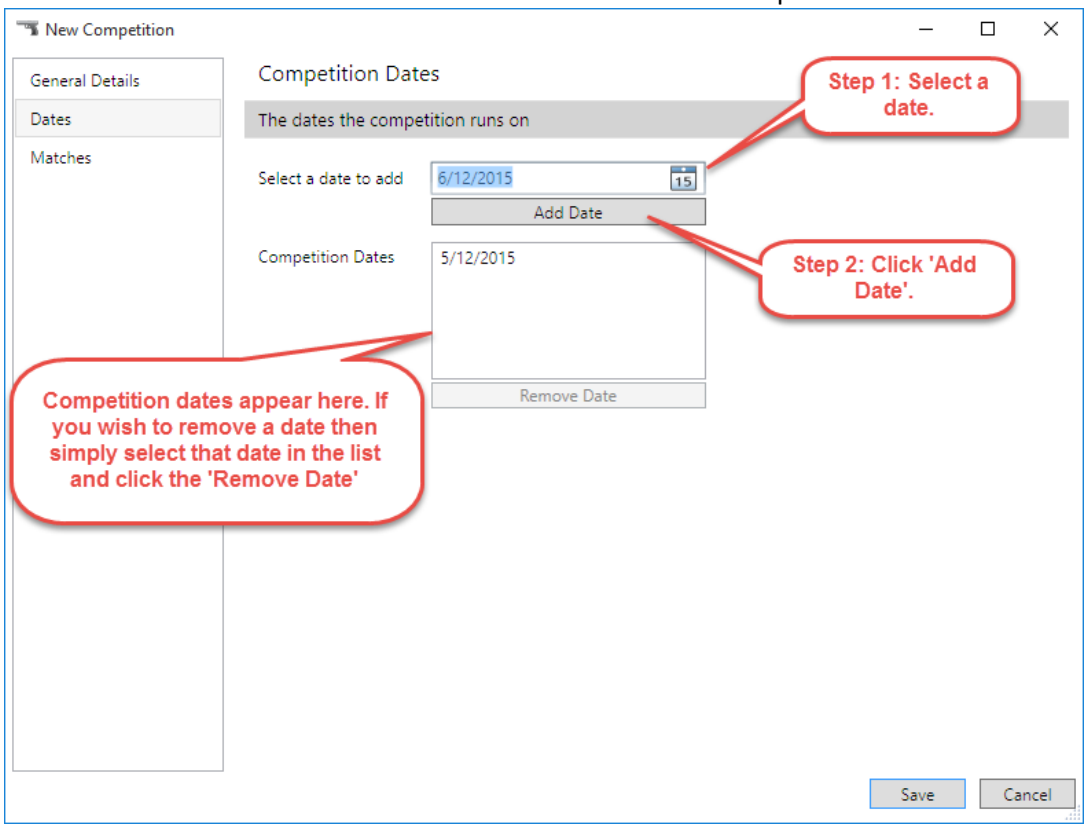
3. Select a location to save the new file, enter a filename, and click ‘Save’:



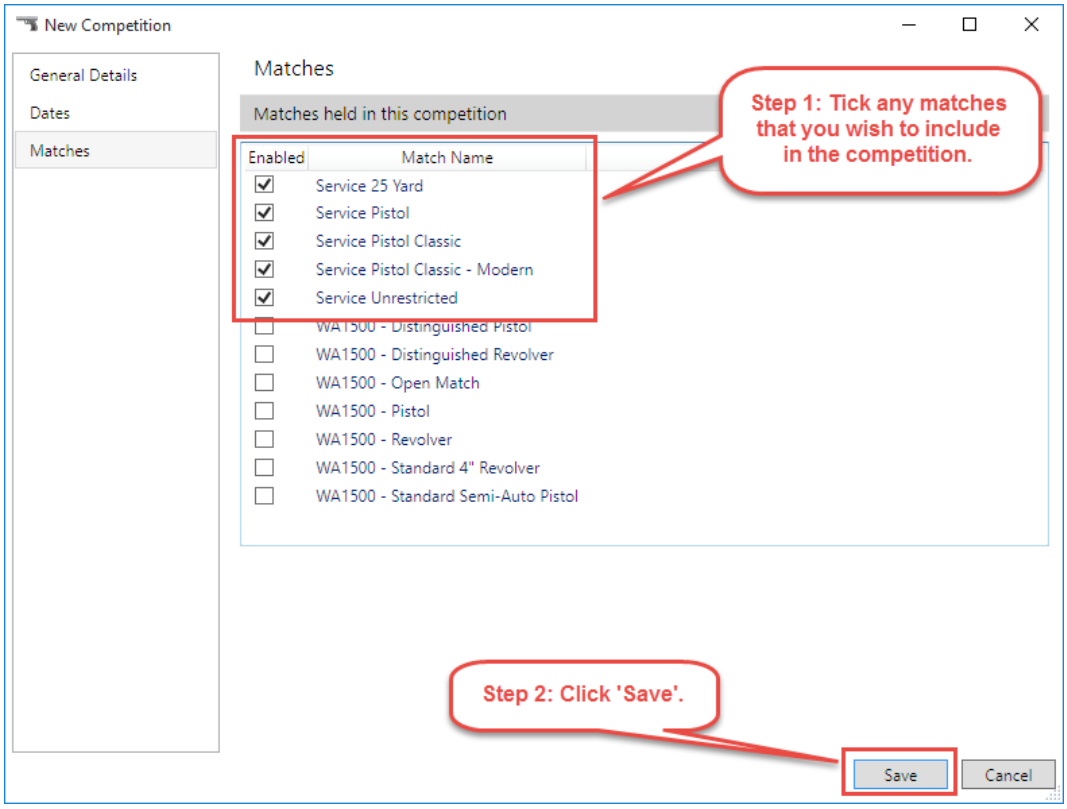
4. The 'New Competition' screen will be displayed. Enter a competition name:



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



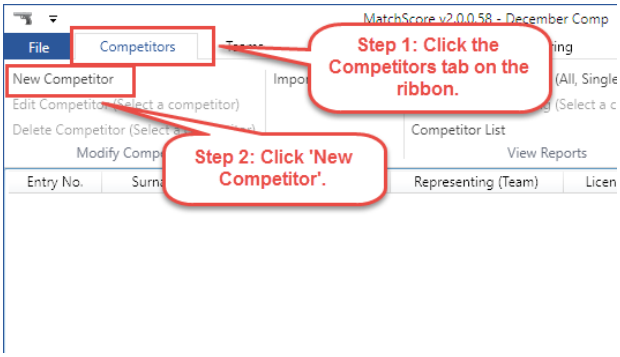
6. Click ‘Matches’ in the left sidebar menu and select one or more matches. Click ‘Save’ to save the new competition:



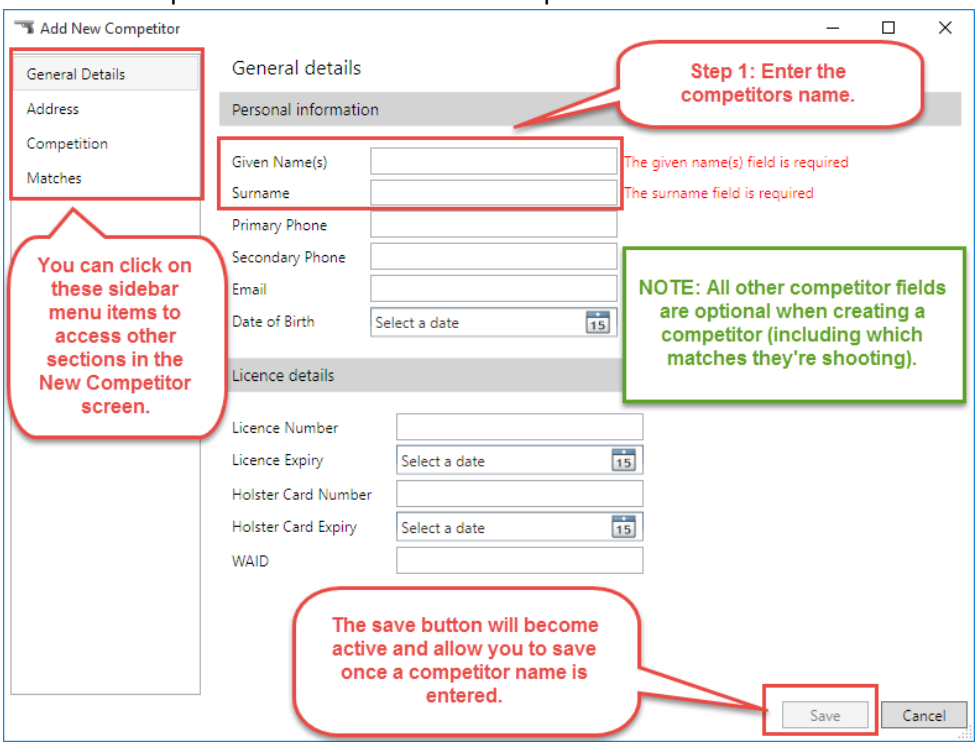
Competitor management

Adding a competitor

1. Open the Competitors tab and click ‘New Competitor’:

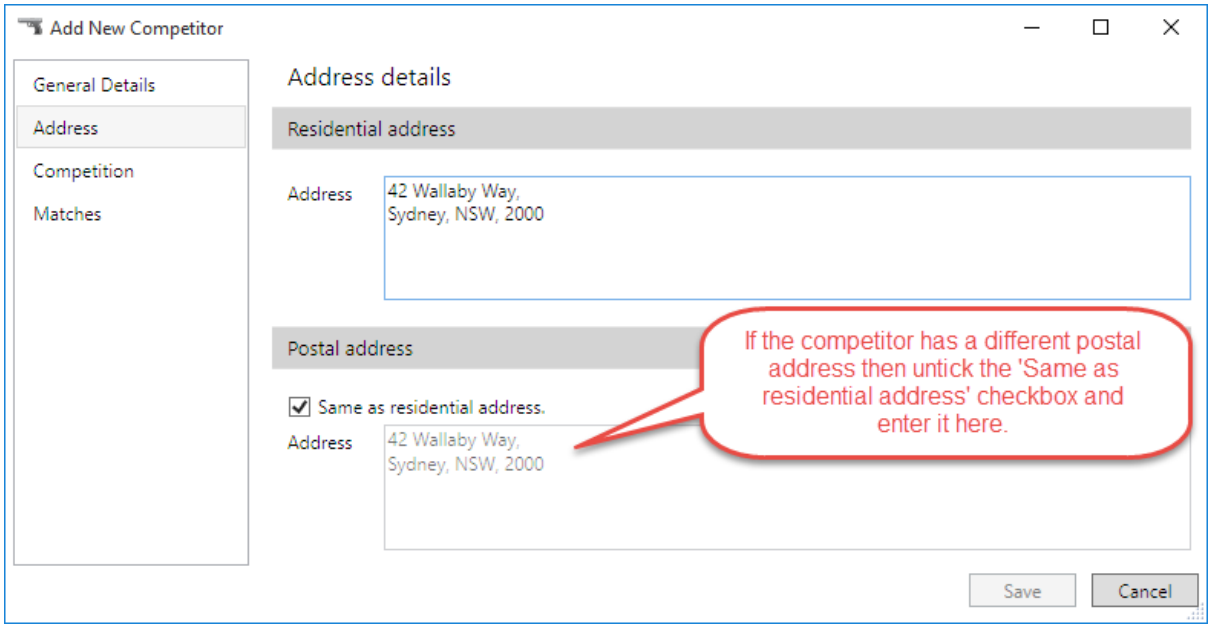


2. Fill in the competitor’s name in the New Competitor window:

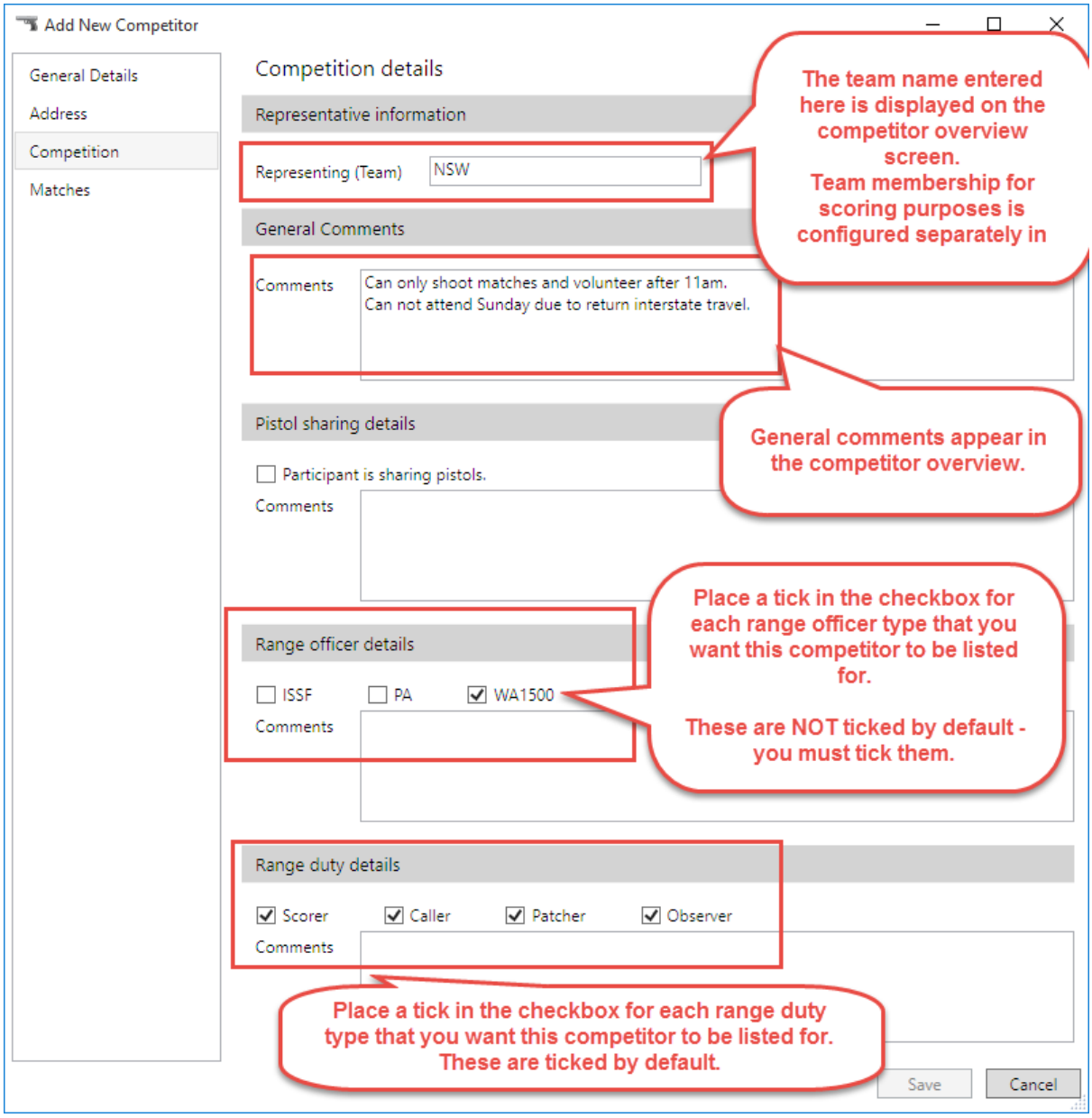


3. If you wish to do so you may enter the competitor’s address details, competition details, and match details by clicking the ‘Address’, ‘Competition’ and ‘Matches’ menu items in the left sidebar.

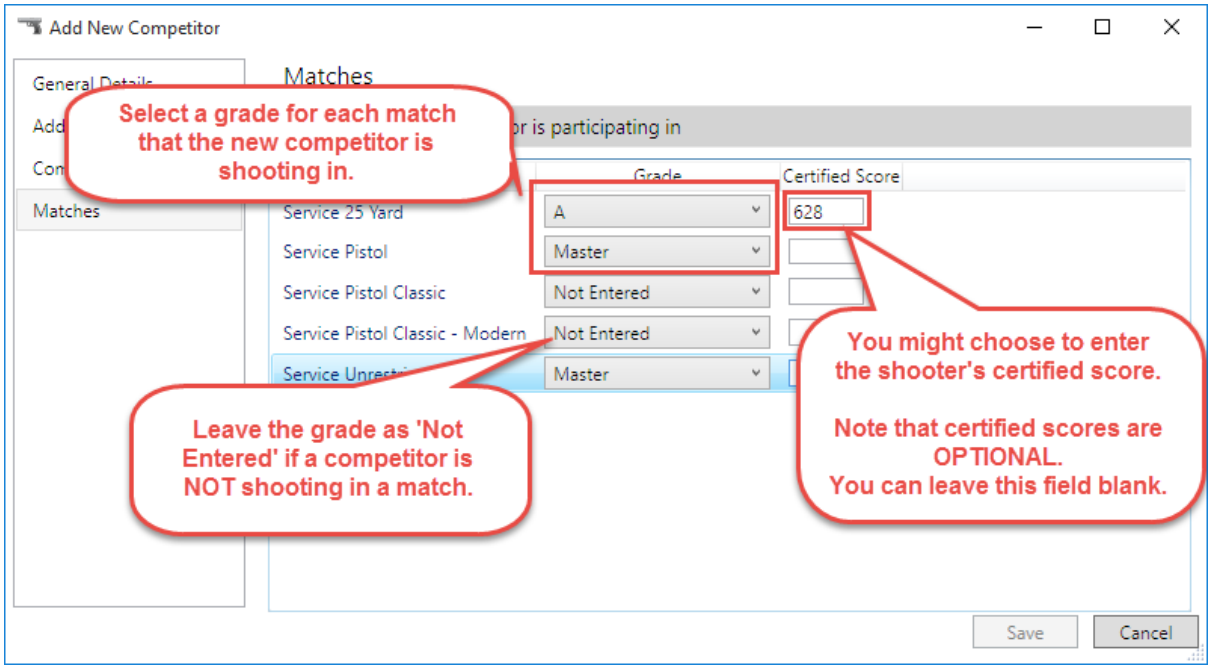
The New Competitor ‘Address’ section:



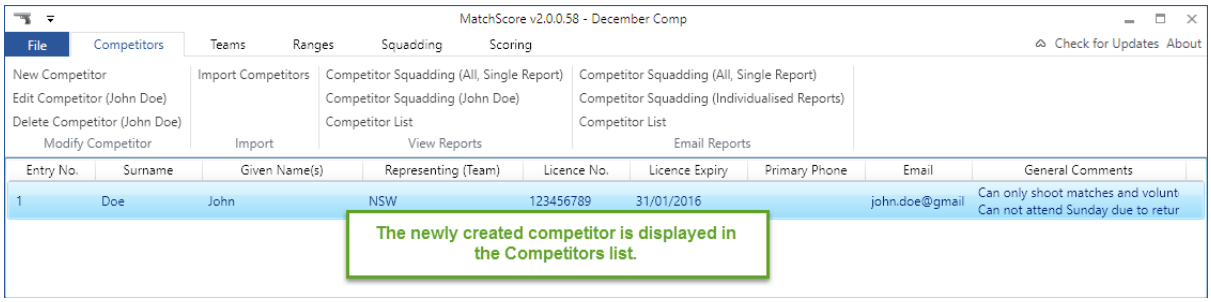
The New Competitor 'Competition' section:



The New Competitor ‘Matches’ section:



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



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

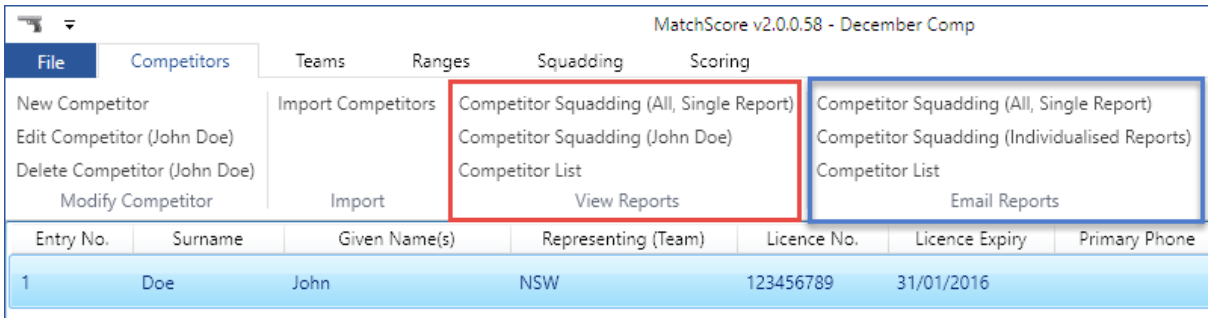
To delete a competitor:

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:

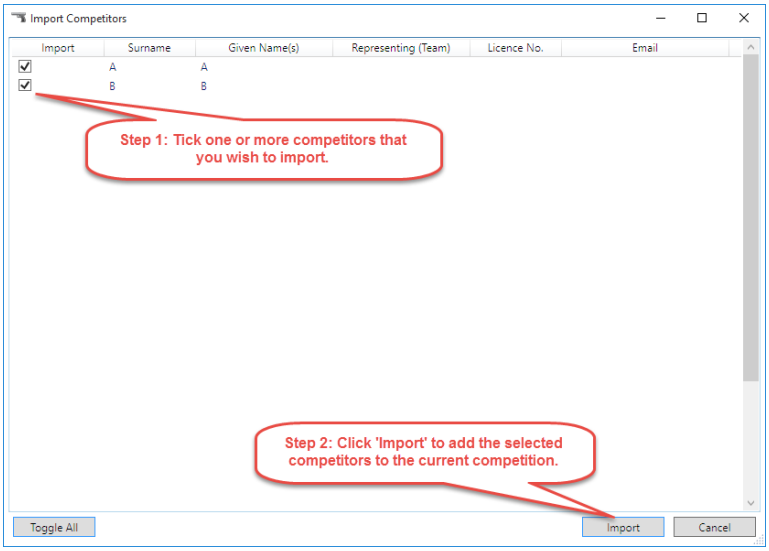
1. Click the 'Competitors' tab on the ribbon.
2. Click one of the report buttons in the 'View Reports' or 'Email Reports' sections of the ribbon.



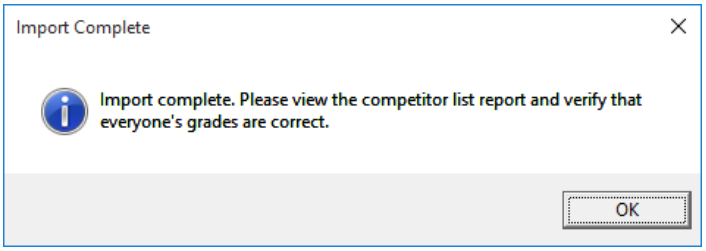
Importing competitors previously entered in other competitions

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

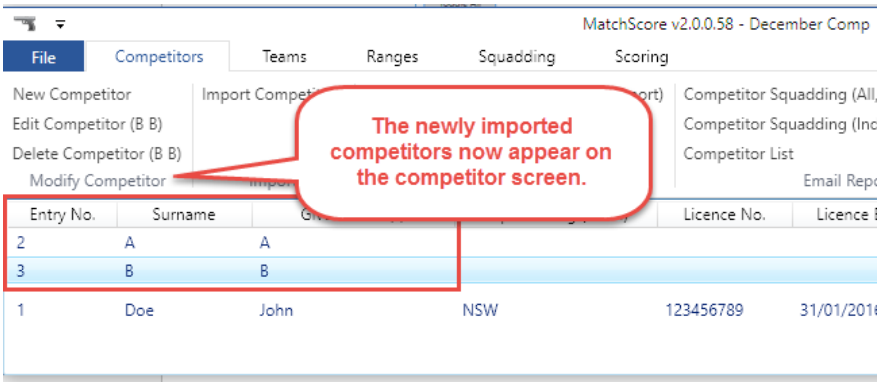
1. Click the 'Competitors' tab on the ribbon.
2. Click the 'Import Competitors' button on the ribbon. The 'Import Competitors' screen is displayed:



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



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

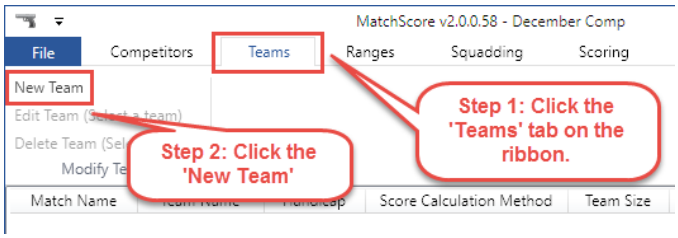


Team management

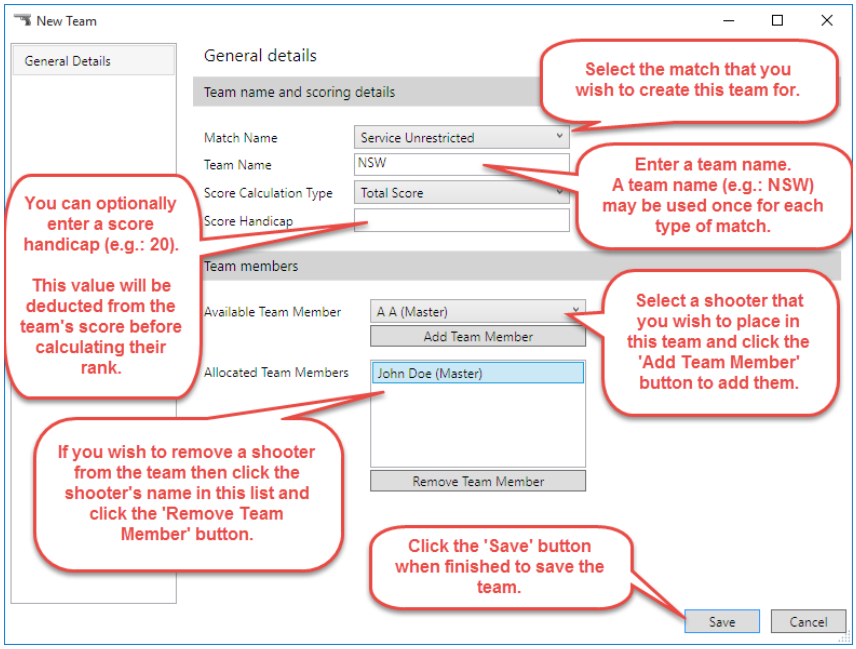
Adding a team

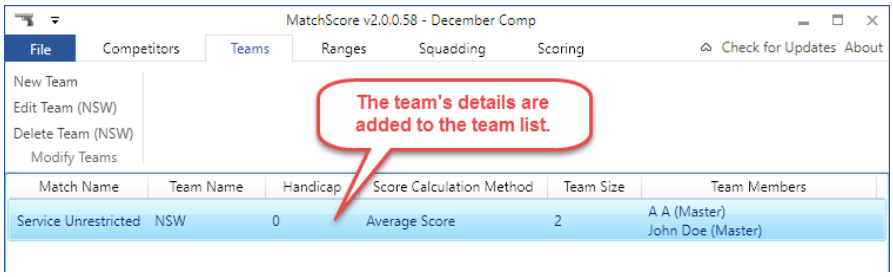
To add a team:

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:





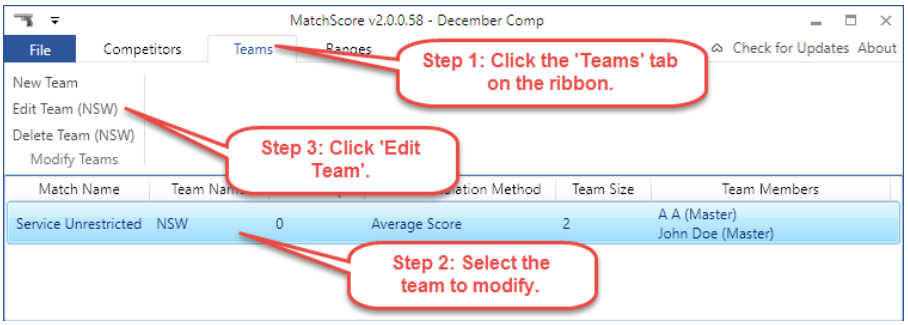
NOTE: The score calculation type allows you to calculate the team's score as either the total score of all team members OR the average score of all team members.

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

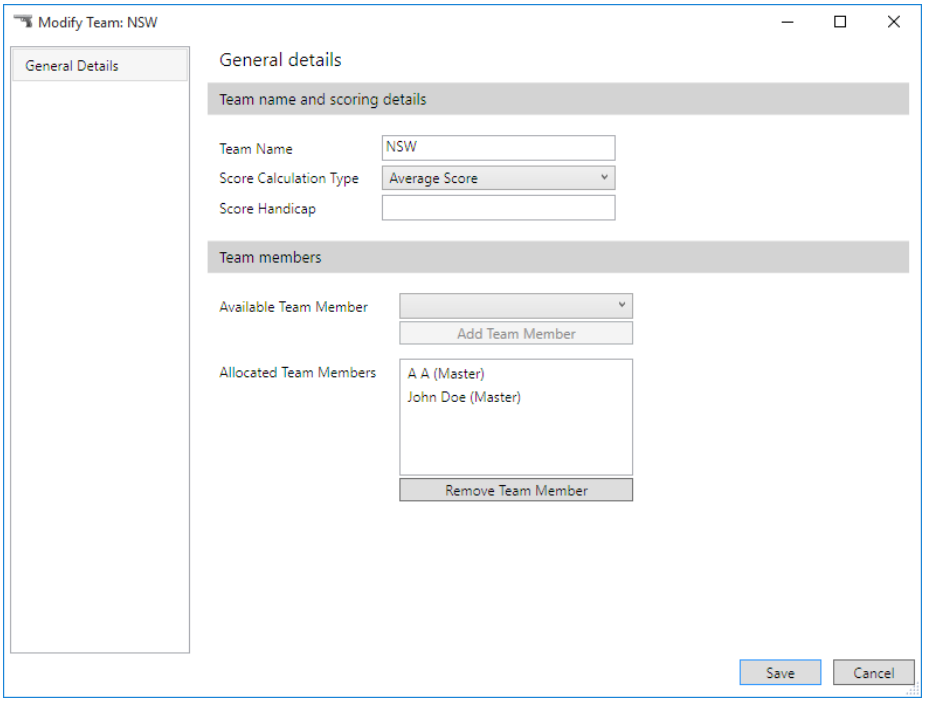
To modify a team:

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:

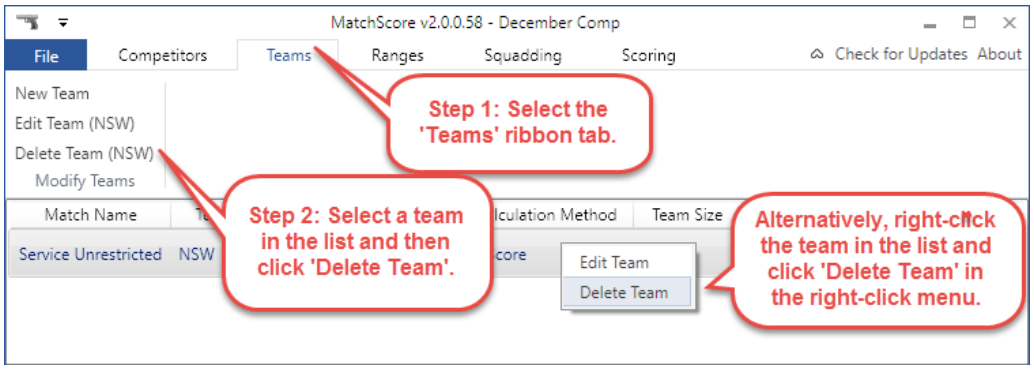
3. The 'Modify Team' window is displayed. This window is similar to the 'New Team' window, however it does not allow you to change the match that this team is shooting:



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:

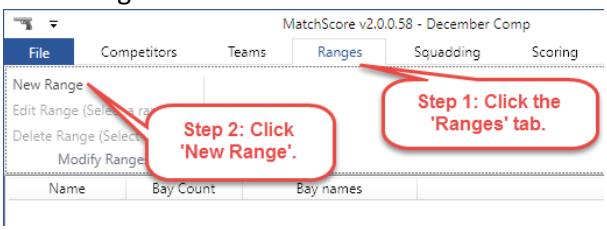


Range management

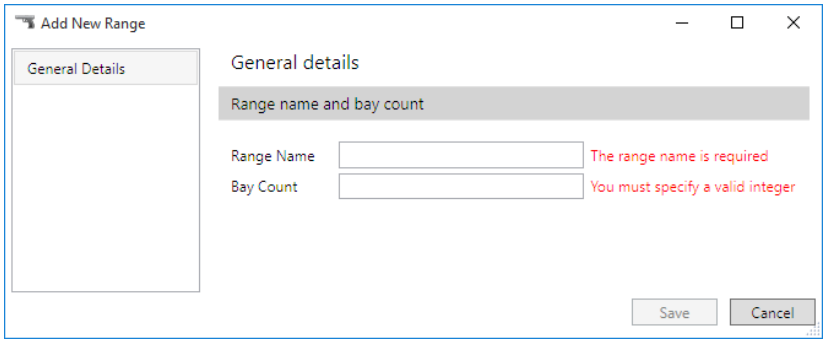
Adding a range

To add a range:

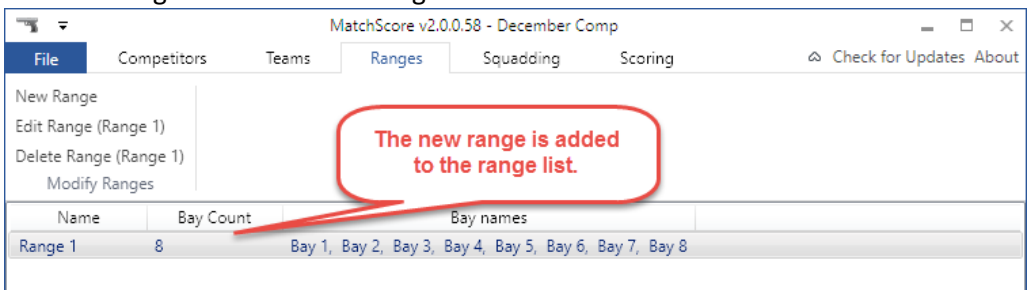
1. Click the 'Ranges' tab on the ribbon, and then click the 'New Range' button to display the 'New Range' window:



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



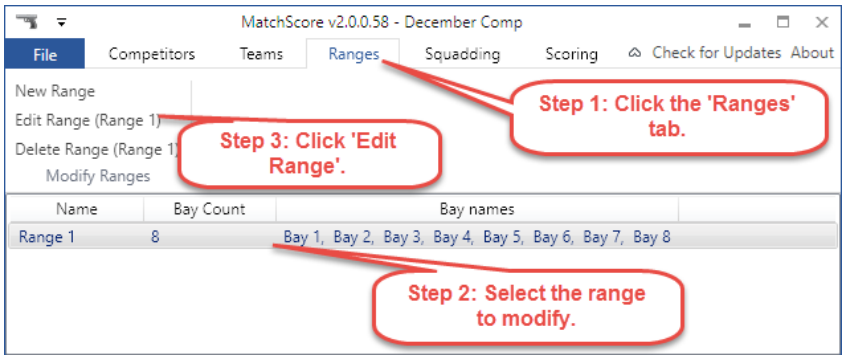
3. The new range is added to the range list:



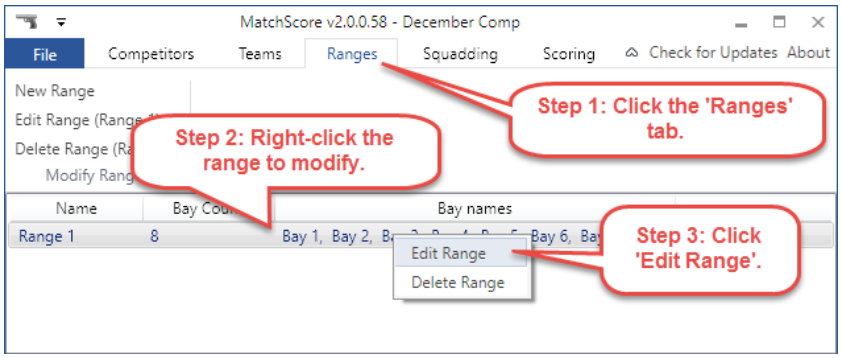
Modifying a range

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:

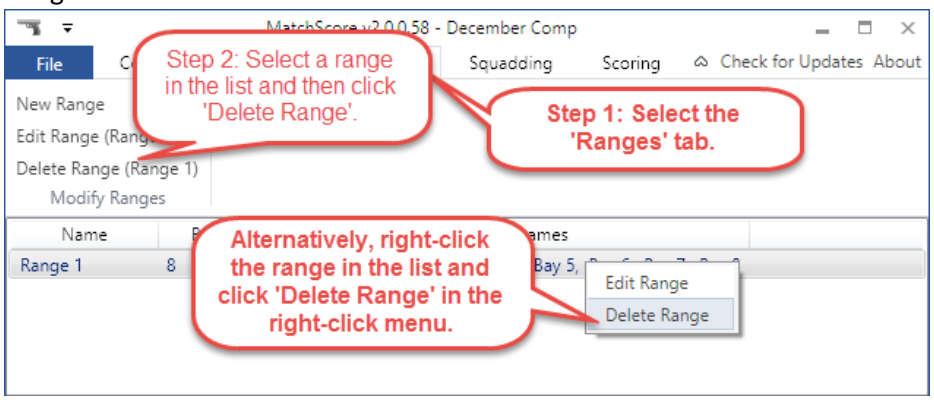


3. The ‘Modify Range’ window is displayed. This window is identical to the ‘New Range’ window. Click ‘Save’ once you’ve finished modifying the range.

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:

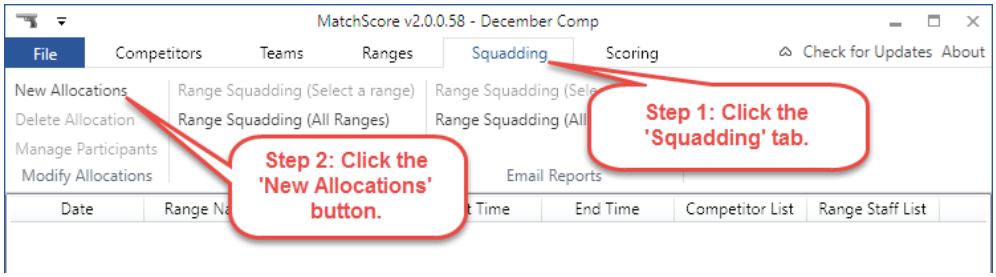


Match allocation (aka squadding or timetabling) management

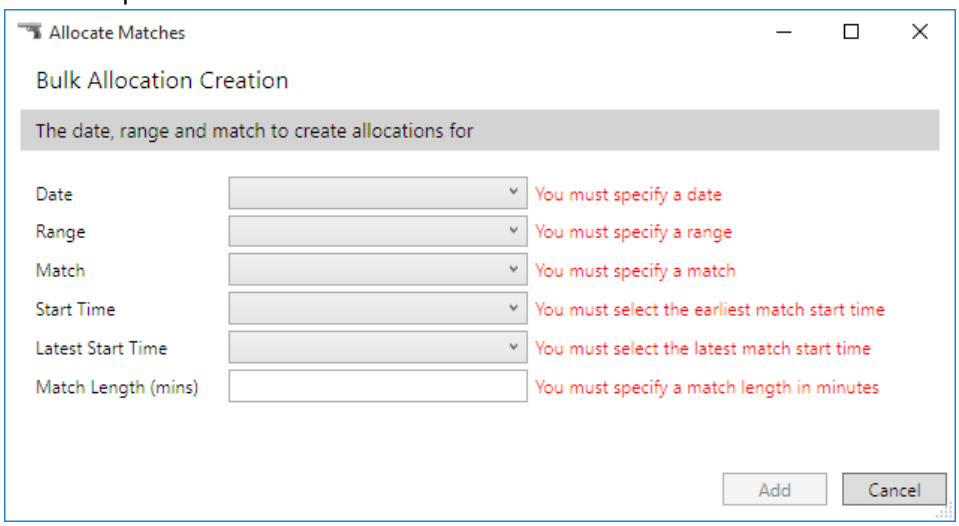
Creating a series of new allocations

To create a series of new match allocations:

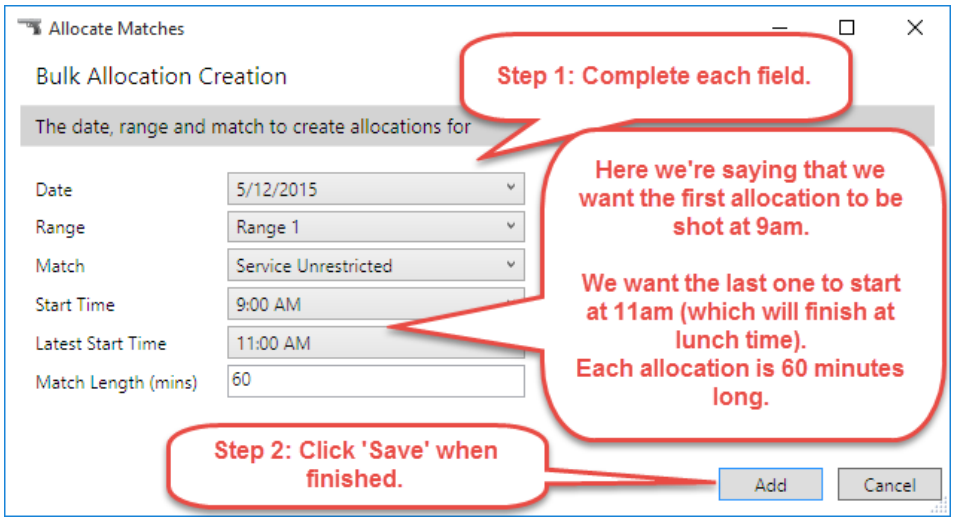
1. Click the 'Squadding' tab on the ribbon, and then click the 'New Allocations' button:



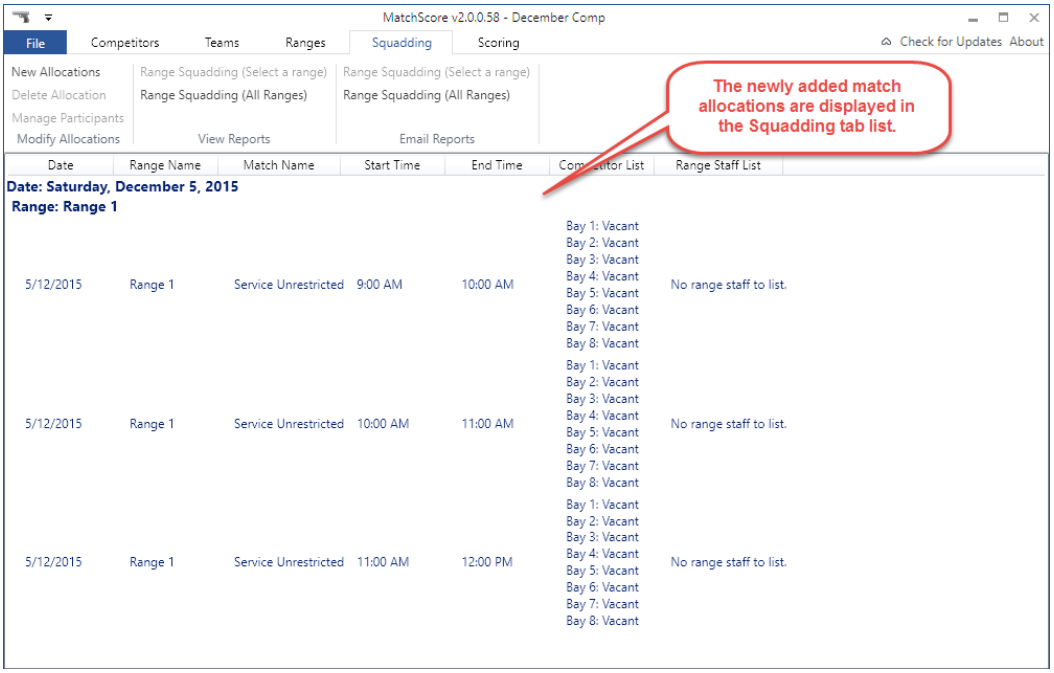
This will open the 'Allocate Matches' window:



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



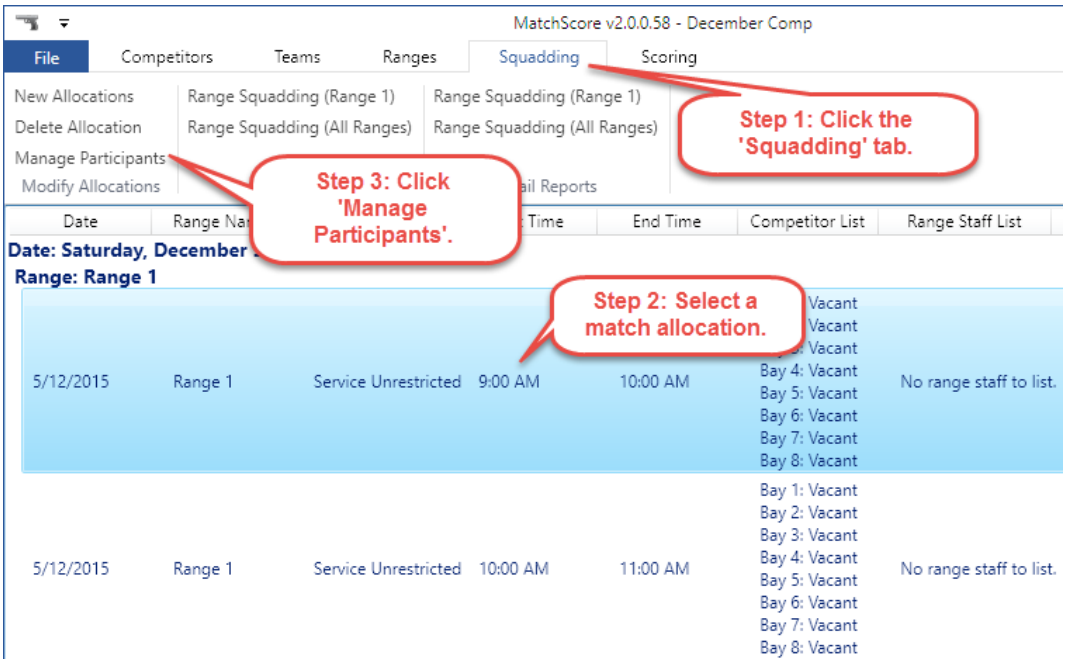
3. Once added, the newly created match allocations are listed in the Squadding tab:



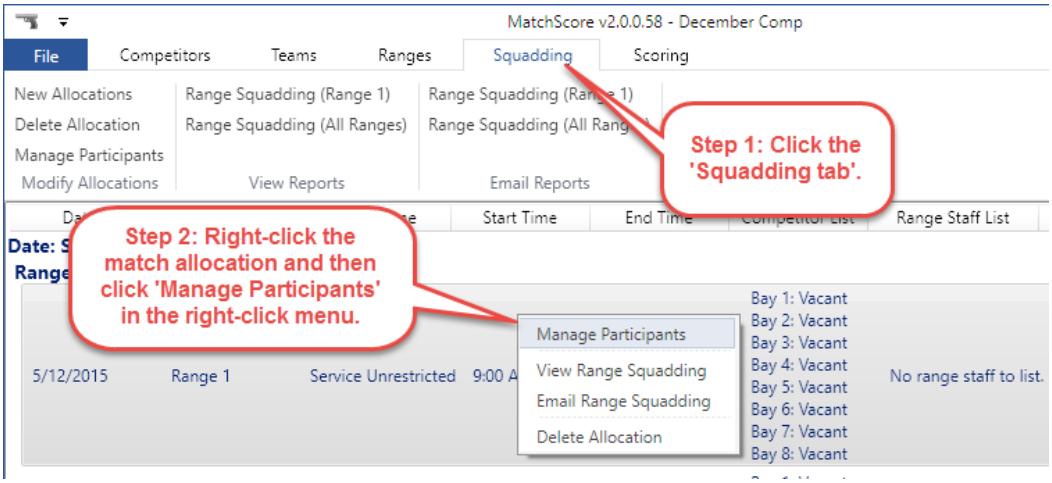
Managing allocation participants (competitors and volunteers)

To manage a match allocation's participants:

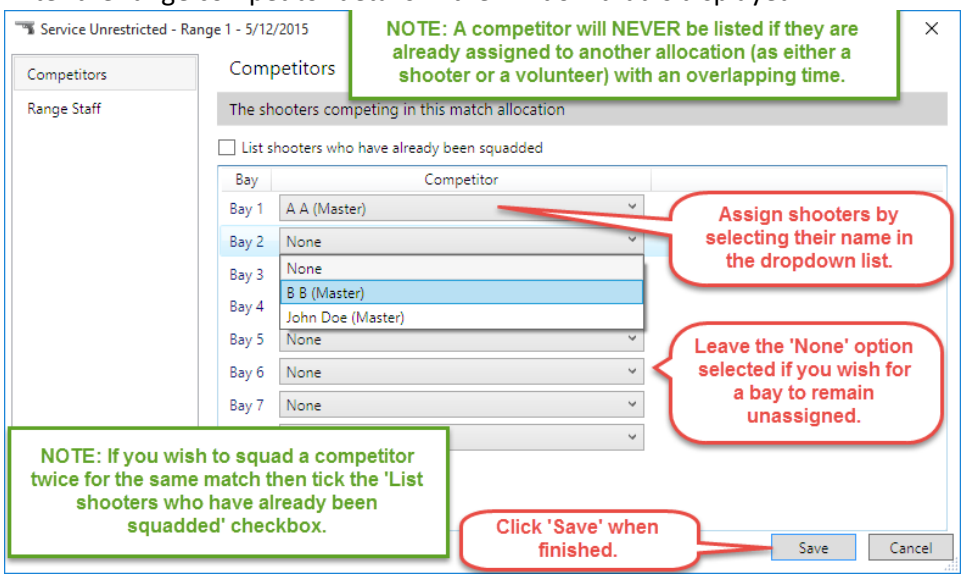
1. Click the 'Squadding' tab on the ribbon, select a match allocation, and click the 'Manage Participants' button:



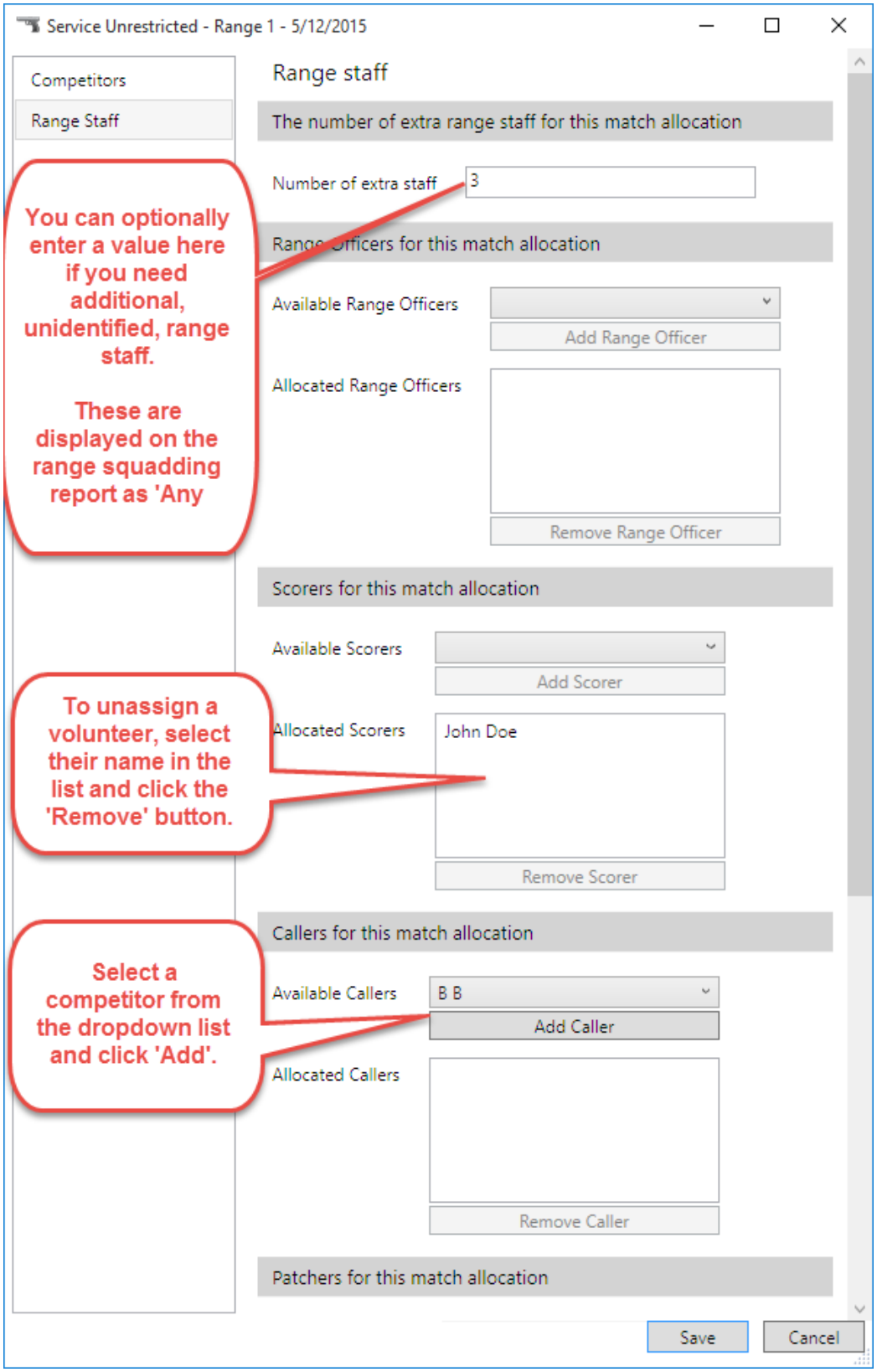
2. Alternatively you can right-click the match allocation and click 'Manage Participants' in the right-click menu:



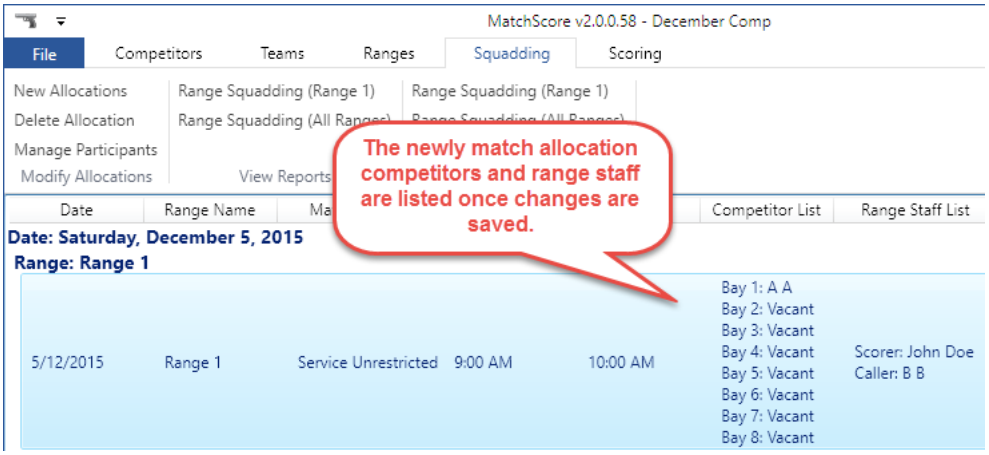
3. Enter the range competitor details in the window that is displayed:



4. Click the ‘Range Staff’ menu item in the left sidebar menu. Enter the range staff details.



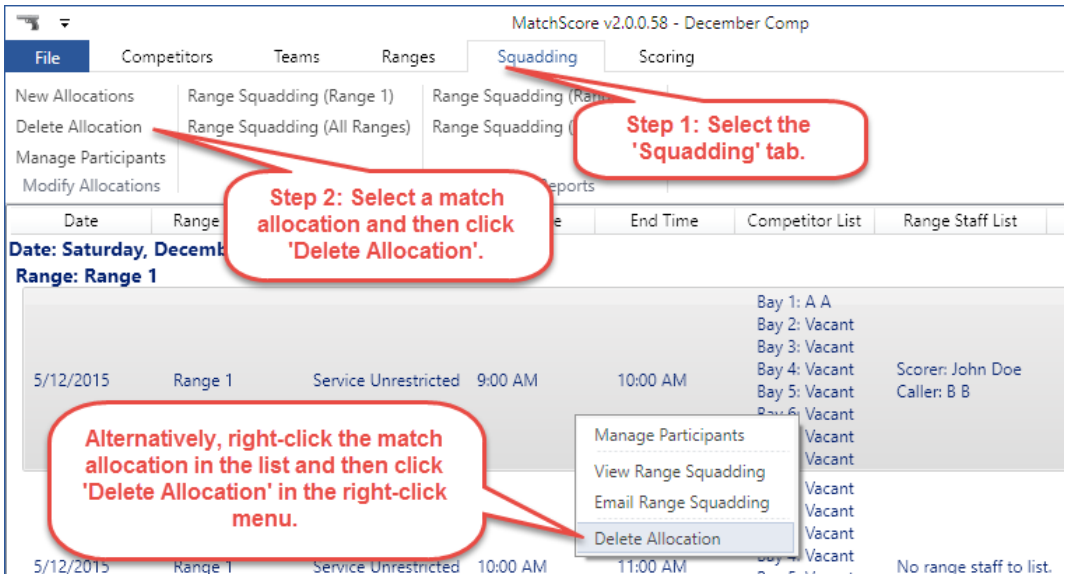
5. Click ‘Save’ to save changes.



Deleting an allocation

To delete a match allocation:

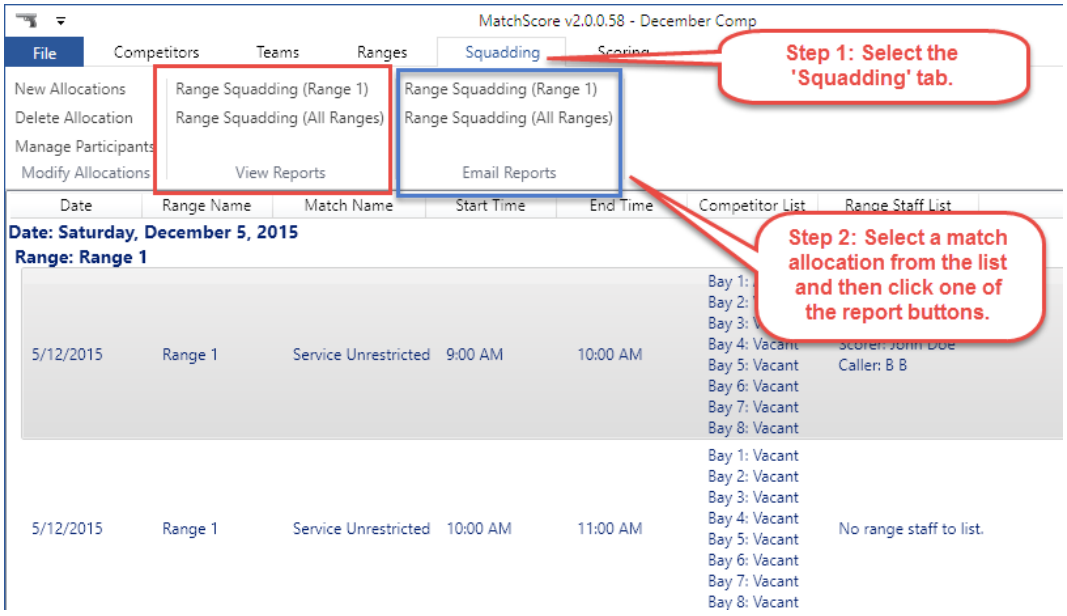
1. Click the 'Squadding' tab on the ribbon and select a match allocation from the list.
2. Either right-click the match allocation and click 'Delete Allocation' or alternatively click the 'Delete Allocation' button on the ribbon:



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.

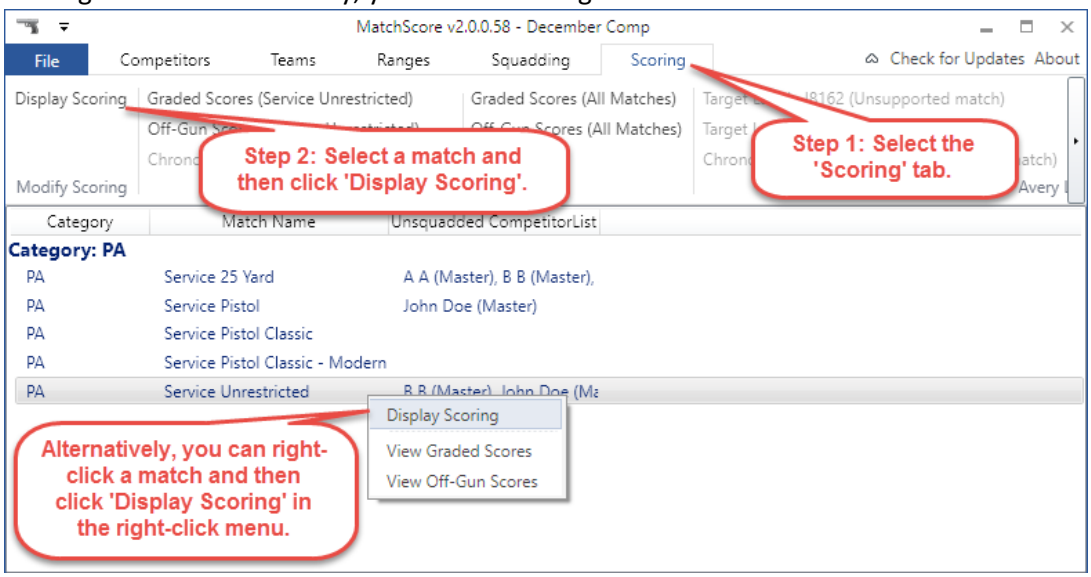


Score management

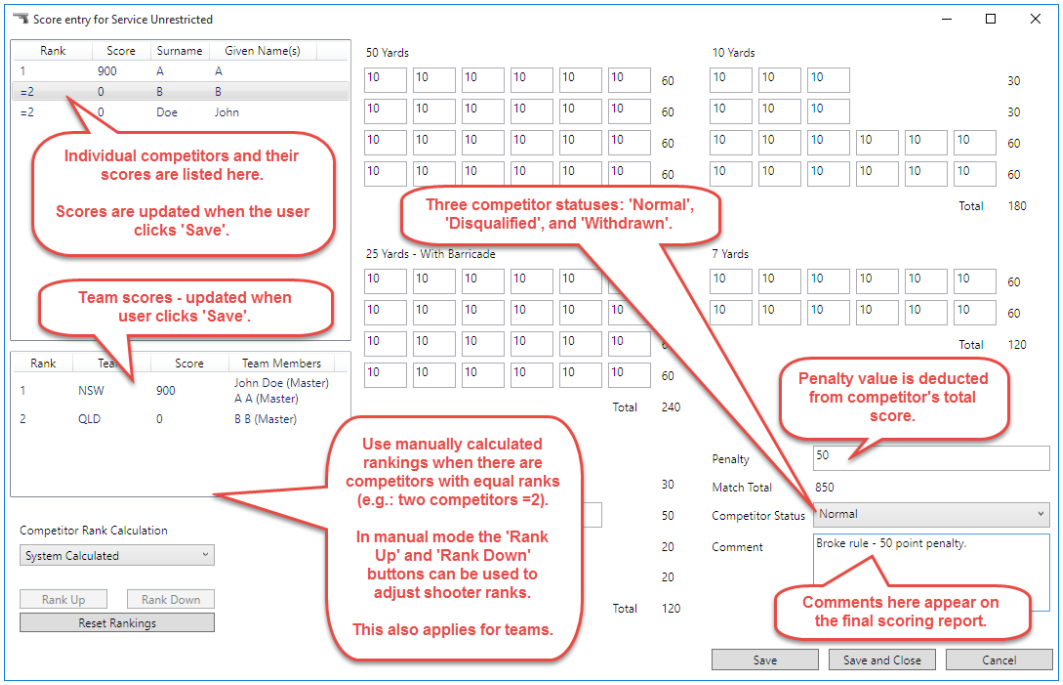
Entering scores for a match

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.



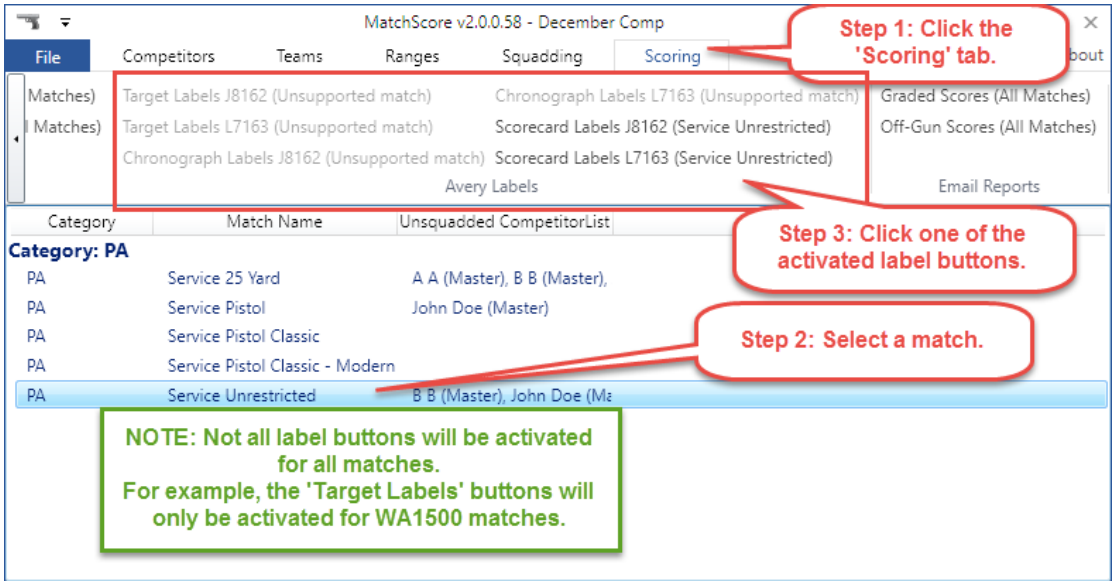
Generating labels

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:



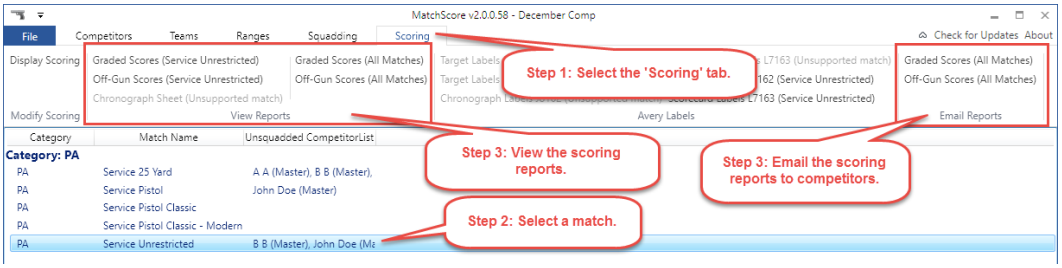
Score reports

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

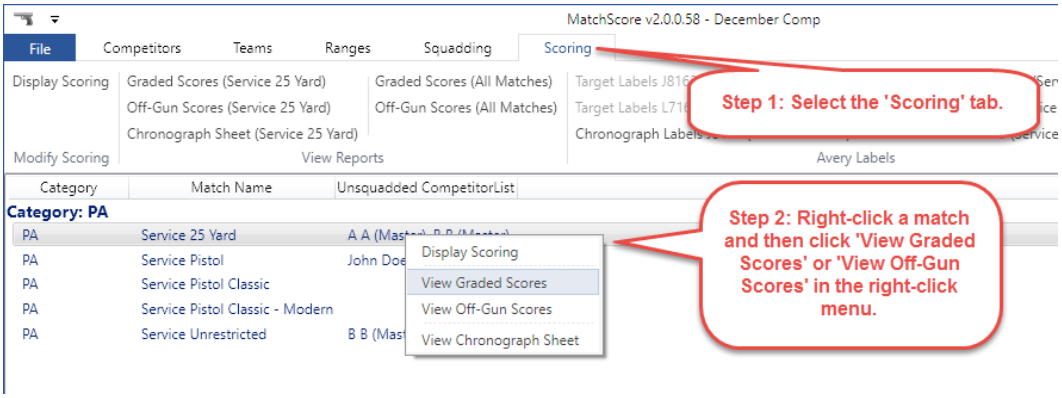
Graded scoring reports denote competitors who break grade by placing an asterisk next to their score row in the report. Off-Gun reports to not display grade breaks.

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:

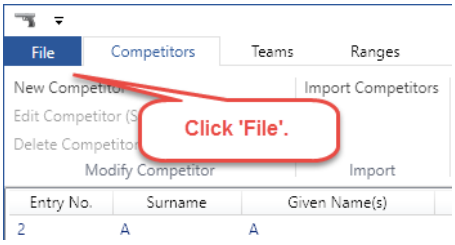


Program settings and configuration

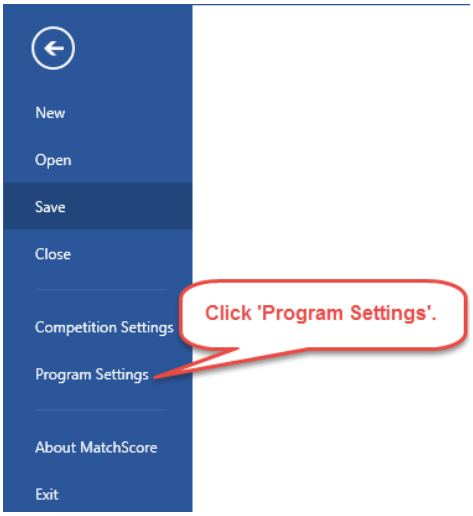
Configuring the club name

To configure the club name, and other program settings:

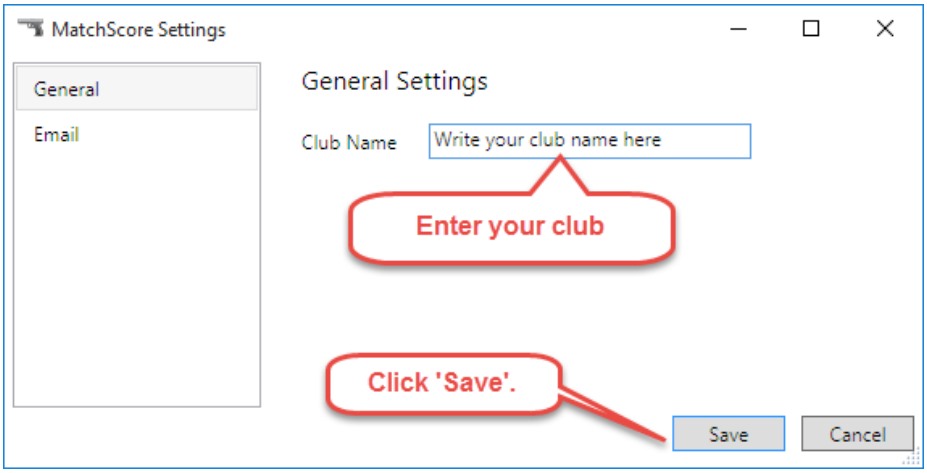
1. Click ‘File’:



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



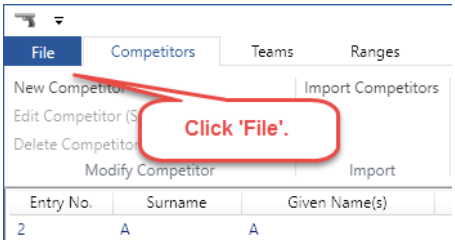
3. In the MatchScore Settings screen, click ‘Email’ in the left sidebar navigation. Configure the email settings as prescribed by the email service provider:



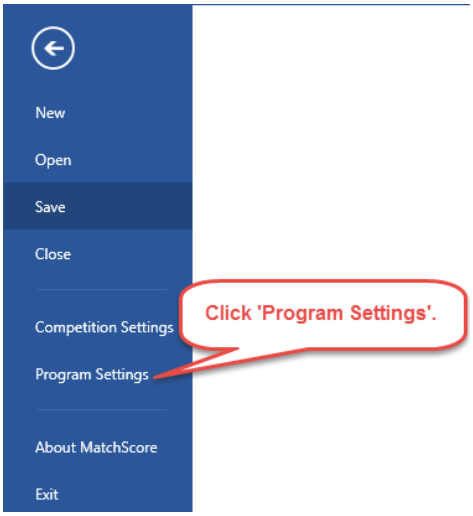
Configuring email

To configure email:

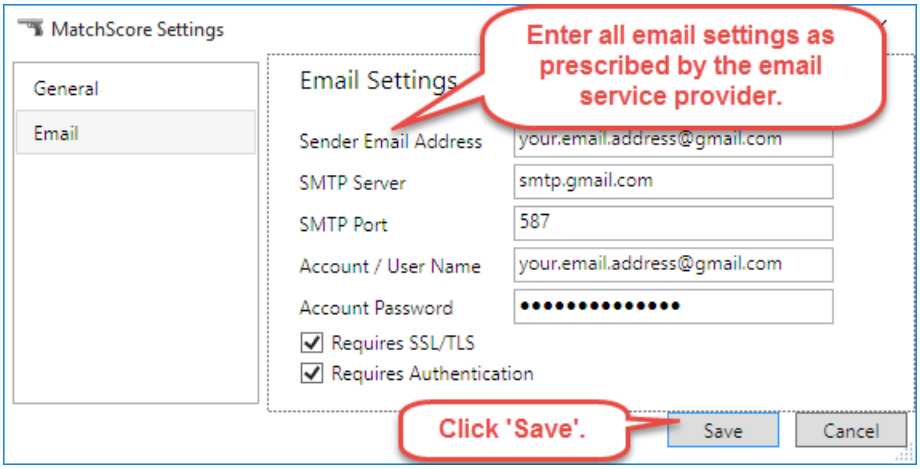
1. Click 'File':



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:

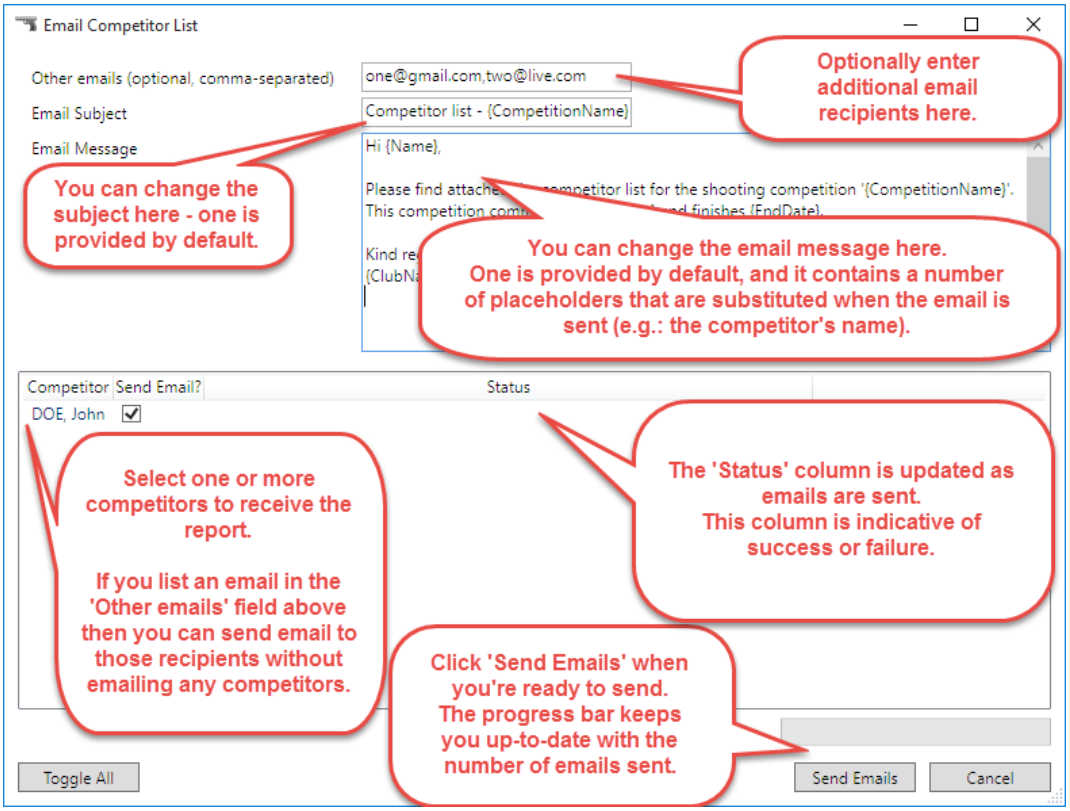


NOTE: Refer to the Appendices for specific email service provider settings.

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:



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 on 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 = Y0urPassWord1@
- 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/lesssecureapps 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 = Y0urPassWord1@
- 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).