

# A.C.E.S.<sup>®</sup> Scoring

with iPads using

## SASS<sup>®</sup> Premier Scoring

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## Overview

This process details the steps used to register and score shooters using the A.C.E.S. Scoring Program in conjunction with the SASS Premier Scoring program (for a large major match). The steps include registering shooters using the SASS Premier Scoring program, syncing to a handheld device, scoring using A.C.E.S., then syncing back with the SASS Premier Scoring program.

An additional process detailed in this document is the use of the SASS Premier Scoring program for reports by the Scoring Coordinator in a major match.

## Equipment

The following equipment is based on recommendations from the A.C.E.S. developers as well as testing from other SASS Premiere score keepers.

For the most updated information as to which devices will work with the A.C.E.S. program, go to the info page on the A.C.E.S. website (under System Requirements): <https://acesscoring.com/info>

- **A.C.E.S. Devices:**
  - **Master Device** (2 devices: main + 1 backup device): The iPad or iPad mini is the best device for the master device (syncing with other devices). Be sure to have a backup master device.
  - **Secondary Devices** (# of posses, plus 2-3 backup devices): The iPad minis work fine, but somewhat small (quality styluses are recommended).
  - Extra batteries for the A.C.E.S. devices
  - Cables (plus extras) for the A.C.E.S. devices
  - Charging cables for the A.C.E.S. devices
- **Wi-Fi Network:**
  - Depending on size of the range will depend on where to place the Wi-Fi device (preferably a wireless N router). The wireless router can be placed on a golf cart (with a portable charger). The wireless router may also be placed in the middle of the range (connected to a power outlet). Test the distance of the wireless router before match day.
  - It is best to keep the Wi-Fi turned off on the **Secondary** devices to save the battery power. Leaving them on all day and syncing from the scoring shack is fine, as long as you have the capability to replace the battery on each of the **Secondary** devices.
- **Miscellaneous:**
  - Removable tape (painter's blue tape) to place on the back of the A.C.E.S. devices. Mark the Stage # of Posse # on the tape.
  - Weather-proof cases for the A.C.E.S. devices.
  - Stick-on screen to protect of the A.C.E.S. devices.
  - Stylus for each A.C.E.S. device.
  - Sunshade for each A.C.E.S. device.
  - Radios for score keepers (set to different channel than other key match personnel).

## Scoring Staff

The following recommendations are for the scoring staff. Depending on availability of volunteers and comfort level with the two scoring programs, will determine what the Scoring Official will designate as tasks for the scoring assistants.

- **Scoring Official Responsibilities:**

- Manage and understand the process for using the A.C.E.S. Scoring Program in conjunction with the SASS Premiere Scoring Program.
- Coordinate scoring assistant activities.
- Determine who will do the syncing from the **Main** A.C.E.S. device to the SASS Scoring Program.
- Charge the A.C.E.S. devices.
- Ensure there is at least one person on each posse that understands the A.C.E.S. program.
- Ensure devices and score books are distributed to Posse Marshalls.
- Meet with Posse/Berm Marshalls to discuss A.C.E.S. device procedures/responsibilities.
- Run scoring reports for the match director.

- **Scoring Assistant Responsibilities:** It is best to have a minimum of two assistants (for cross-training and to expedite the process). Responsibilities will be determined by the Scoring Official and may include the following:

- Sync **Secondary** devices with the **Main** device.
- Assist posse score keepers with the A.C.E.S. program.
- Collect paper score sheets from each stage.
- Review the paper score sheets against what is synced from the **Main** device to the SASS Scoring Program.
- Charge the A.C.E.S. devices.
- Run scoring reports for the match director.

## Step 1 – Register Shooters in SASS

1. Register shooters in the SASS program. If using SASS Premiere, it is **critical** that you capture the SASS # and the State for each shooter, as it is used to uniquely identify competitors in that software. A.C.E.S. does not depend on the SASS #, but identifies competitors by alias and category.
2. Send out your confirmation letters, do packet labels, and all the necessary administrative tasks.
3. Assign shooters to a posse.
4. Sort posses in alphabetical order to ensure the paper posse sheets and the A.C.E.S. posse list match.

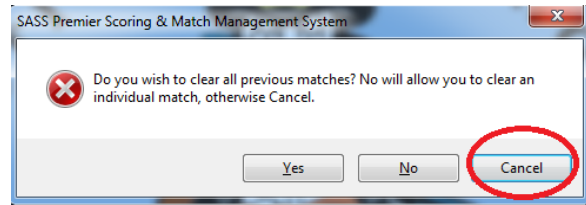
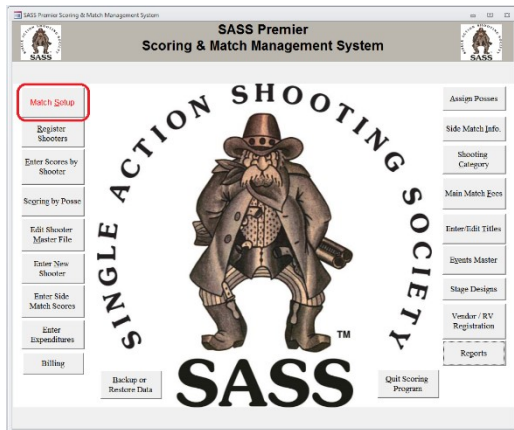
*Note:* Importing registration data from the SASS program into A.C.E.S. creates a new match. When the match start date approaches, and registration is relatively unchanging (the morning of the match), perform the export of data from the SASS program to the **Main** A.C.E.S. device. After importing the SASS registration information into A.C.E.S., **maintain all changes in A.C.E.S.** (category changes, posse changes, adding shooters, etc.).

For walk-on shooters after the match has been imported into the Main device, the A.C.E.S. program does allow the ability to add a shooter to a posse. However, to avoid mistakes for a large match while using it in conjunction with the SASS Premiere Scoring Program, it is best to enter the shooter's scores into the SASS Premiere Scoring Program the traditional way via entry from a paper score sheet.

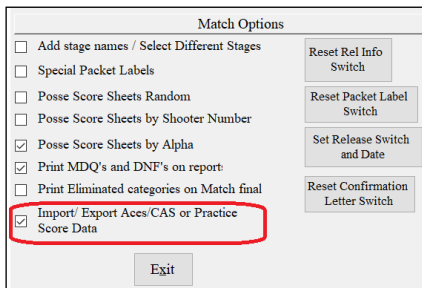
Once you start the match, no more registrations can come from the external sources into A.C.E.S. This means you should not export the SASS program shooter information to the A.S.E.S main devices, as it will not add the shooter to the current match on the devices.

## Step 2 – Export Data to A.C.E.S.

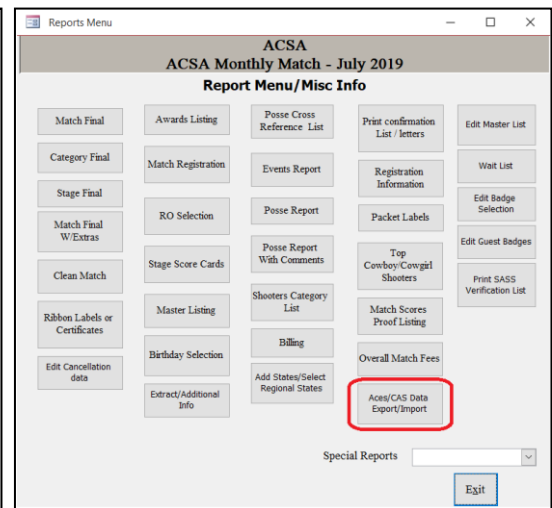
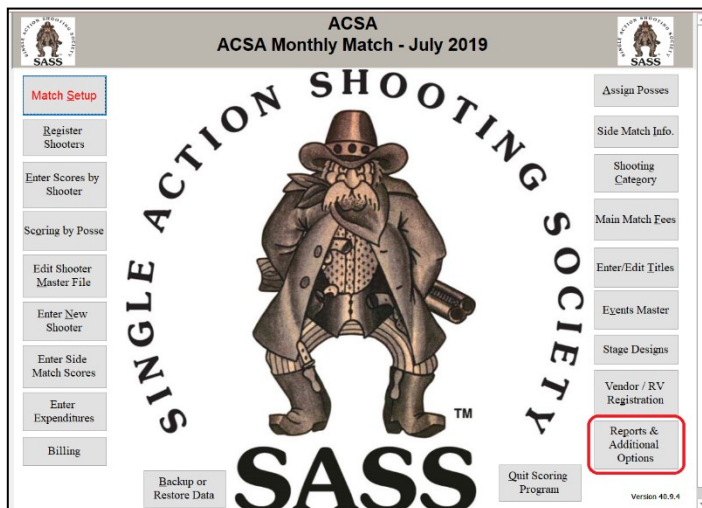
1. Click on “Match Setup” from the main SASS Program Switchboard, and then select “Cancel,” when asked if you want to clear all programs.



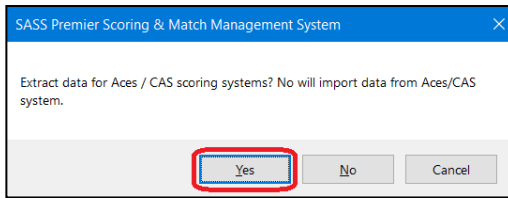
2. Under Match Options (bottom left corner of screen), make sure the “Import/Export Aces Data” checkbox is checked, then select “Exit.”



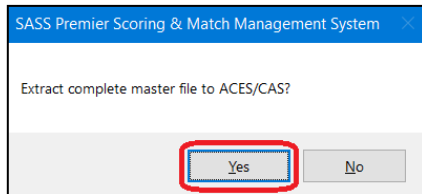
3. Select the Reports button on the main SASS Program switchboard, and then select “Aces/CAS Data Export/Import.”



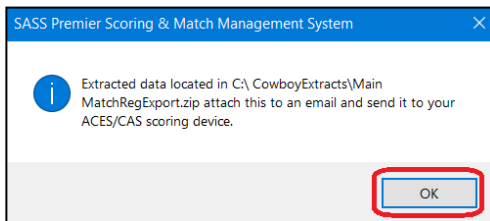
4. Select “Yes” to extract data for the Aces system.



5. Select “Yes” to extract complete master file; selecting “No” will *not* bring in the shooter list.



6. A pop-up will identify the folder where the extracted file has been placed (Main MatchRegExport.zip). Select OK.



## Step 3 – Wi-Fi Connection

Ensure all devices can connect through some sort of Wi-Fi device (this could be a wireless router, laptop used as a hotspot, etc.) Note: You do not need internet access.

- iPad or iPod Touch
  1. Go to Settings
  2. Turn On Wi-Fi
  3. Connect to the W-Fi device

## Step 4 – Transferring SASS Export File to Main Device

You can transfer the SASS program file to your iPad (or other **Main** device) via email or iTunes:

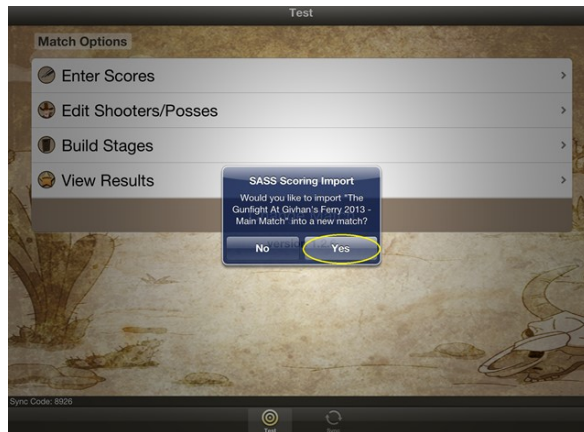
### Emailing the SASS File

1. After exporting the SASS data (from Step 2 above, go to the C:\CowboyExtracts folder)
2. Email the Main MatchRegExport.zip file (via your email program)
3. Open the email the **Main** device (iPad or other device) and click on the attached file

4. The below screen will pop-up. Click on “Open in A.C.E.S.”



5. Another pop-up will come up. Select “Yes” to import the file into a new match.



6. The match has now been imported. Go to Step 5, *Setting up the Match*.

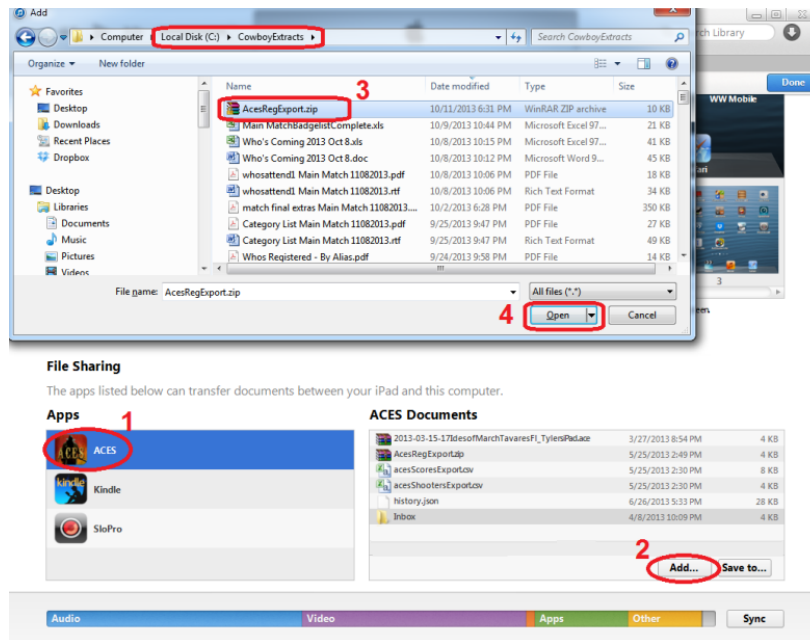
### ***Transfer via iTunes***

Reference: <http://support.apple.com/kb/PH1693>) for Apple iTunes transfer instructions

Below are instructions for transferring files from your computer to your iPod touch, iPhone, or iPad. You will need to connect your iPod touch, iPhone, or iPad to your computer. Once in iTunes, select your device, and then click on Apps.

1. Below File Sharing, click on the A.C.E.S. program
2. From the A.C.E.S. Documents list in the right window pane, click on Add
3. In the window that appears, select the file Main MatchRegExport.zip from the C:\CowboyExtracts folder

## 4. Click on Open

5. From the **Main** device (i.e. iPad) open the A.C.E.S. program

## 6. Select the Sync button at the bottom of the screen.

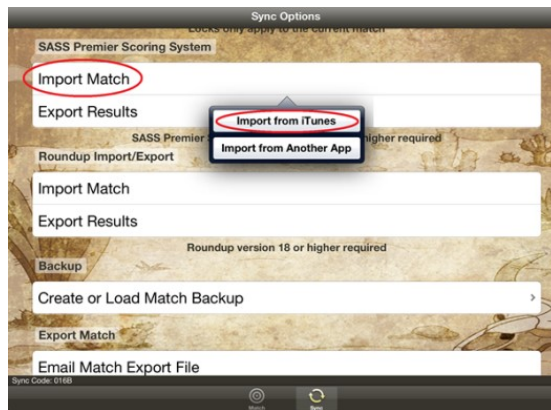


## 7. Under "SASS Premier Scoring System", select Import Match.

## 8. Select either option:

- ☐ If directly connected: Import from iTunes

- ❑ If emailing from email or Dropbox: Import from Another App



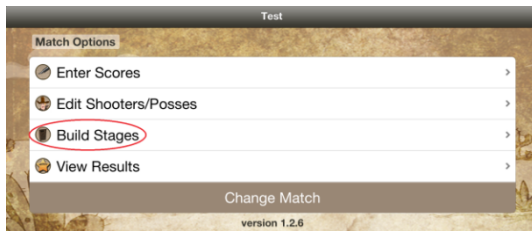
9. Select Import – Make sure the device is turned vertically (portrait) so the “Import Match” button will appear.

## Step 5 – Setting up the Match (after importing registration data)

After importing the registration data into the **Main** device, follow the below steps for setting up the stages.

1. From the iPad, select “Change Match,” then select the match which was transferred to the **Main** device.
2. At the top left of the screen, select the match name to go back to the previous screen.

3. Select “Build Stages.” *Note:* You must build the stages on the device before scoring.



4. If the stages have not been imported via SASS, follow the below steps for setting up the stages.
- ☐ *Note:* If you set up the stages via the “Match Setup” in SASS (by entering the number of stages), then the stages will be created when the SASS file is imported.
    - a. To add stages, select “Add Stage” at the bottom of the stage set up screen. Do this for the number of stages in the match.



5. Click on each stage to setup the Stage Name, Target Count, Stage Points, and Bonus Targets.

## Step 6 – Device Movement

You have two options for the scoring device location. Label each device with masking tape or removable labels (such as blue painter’s tape) with either the Stage # or the Posse # (depending on the option you are using below).

To perform either of these options, you must first edit the match from the **Main** device.

From the **Main** device, select “Change Match” from the main menu

1. Tap “Edit” in the upper right portion of the screen
2. Tap the arrow (>) for the match you want to change
3. Turn “Secure Match” on
4. Select “Match Password” and enter a password (remember it)
5. Sync all the scoring devices from the master device (see Step 7 “Initial Sync of Main Device with Secondary Devices”). Each **Secondary** device will show Match Security change; Select *Accept* for each device.

Device Location Options:

1. **Stay with the Stage:** This can be more accurate with dedicated scoring staff, and it makes it easier to reclaim the device at the end of the match. This also makes it easier with multi-shift matches. *Note:* The downside to this option is that the posse scorekeepers (and others) will be able to see the scores from the previous posses that shot that particular stage.
  - If the **Secondary** devices will stay on the stage, then lock the devices to that stage. Shoot throughs do not require a password for the devices, if the match is secured to the stage.
  - If you lock a device to a stage, quadruple check it to make sure it is correct. If not, the posses will unintentionally score the wrong stage, which will require more work on the Scoring Official

(correcting via paper scores). The simplest way to correct this issue is to retire the device, setup a corrected device, and then hand-enter scores from the paper scoring.

2. **Stay with the Posse:** This option is easier for adding walk-ons. The risk is that the device will stay with the posse after their last stage. It's important, if choosing this approach, to stress end-of-day procedures for the devices. With this option, scores from other posses cannot be seen on the devices.
  - If the devices will move with the posse, then lock the device to only score shooters on that posse. A shoot through will require a password if the match is secured to the posse. Best practice is to not add the shoot through individual to the A.C.E.S. devices, but to use a paper score sheet and have the Scoring Official enter the scores manually through the SASS Scoring Program. Optionally, you can give the A.C.E.S. password to the Posse Marshalls or other match worker or the Scoring Official can go to each stage and add the shooter to the A.C.E.S. devices.
  - If there is an AM and PM shift, it is to best have the devices left with the berm marshal at the stage where the posse ends their AM shift. It will be important to have scoring assistants sync the **Secondary** devices throughout the morning as well as when a posse finishes their AM shift. For each posse device synced at the end of the AM shift, the scoring assistant can then change the label on the back of the device to the posse that will be using the device on the PM shift.

## Step 7 – Initial Sync of Main Device with Secondary Devices

Before scoring, you must push the data (sync the data: stages and shooters) from the **Main** device to the **Secondary** devices. Perform the below steps for each device used in the match, including backup devices.

1. Connect **Secondary** Devices: Ensure all devices can connect through some sort of Wi-Fi device (this could be a router, laptop used as a hotspot, etc.) *Note:* You do not need internet access.
2. Place the **Main** device near the **Secondary** device (with both connecting through W-Fi).
3. Open the A.C.E.S. program on the **Main** device.
4. From the **Secondary** device, open the A.C.E.S program and select Sync (from bottom of screen on the **Secondary** device)
5. Under the “Wi-Fi Sync” menu, select “Sync With Other Devices”. Select the “**MAIN**” device name showing on the **Secondary** device screen. Select Accept Changes.



6. Back out of the screen by selecting (at the top left corner) “Devices,” then “Sync Options.”



7. From the **Secondary** device, select “New Match” at the bottom of the screen.
8. To lock the **Secondary** devices to a Stage or Posse, perform the following steps:
  - o Locking the **Secondary** device to a Stage:
    - a. Select the sync button

- b. Under “Device Lock,” select “Lock to Stage” and enter the password
  - c. Select the Stage where the device will remain
  - d. You can now return to the main screen
- Locking the **Secondary** device to a Posse:
  - a. Select the sync button
  - b. Under “Device Lock,” select “Lock to Posse” and enter the password
  - c. Select the Posse in which the device will remain
  - d. You can now return to the main screen

## Meeting with Posse Marshalls and Berm Marshalls

See Appendix A: *Posse Marshall & Berm Marshall Checklists* to discuss usage of the devices on the stages.

## Entering Scores in Secondary Devices

Scoring can now be performed on the **Secondary** devices. See Appendix C: *Scoring via A.C.E.S.*

1. At any time, the **MAIN** device can sync with (pull the data from) the **Secondary** devices.
2. You can add a shooter on any A.C.E.S. device if need be (in case a new shooter shows up after the devices have been synced). When the **MAIN** device pulls the data, the new shooter information will also be on the **MAIN** device.
3. When you add a shooter on the A.C.E.S. side and it is updated into the SASS program, only the Alias, Name, State, and Sex codes are added, unless you add the phone and email on the A.C.E.S. side. You should go into the SASS program and add the financial information if you are keeping track of money or other information.

## Syncing Scores

Follow the below steps to sync **Secondary** devices AFTER the shooters and stages have been pushed to **Secondary** devices. Performing the sync in the below steps will keep the **Main** device from passing all of the scores from the other devices to the **Secondary** devices.

It is very important to sync the **Secondary** devices during the match and not wait towards the end. This will enable a backup of the scores (in case a **Secondary** device fails) and allow time for reviewing of scores against the paper scores. If review of the paper scores occurs during the day, there will be less to review at the end of the day.

1. Connect the **Main** and **Secondary** devices to the Wi-Fi device
2. Go to Settings
3. Select Wi-Fi and turn on Wi-Fi
4. Connect to the W-Fi device
5. Open the A.C.E.S. program on both the **Main** device and the **Secondary** device
6. From the **Main** device (that other devices are going to sync to)
7. Select Sync (from bottom of screen)
8. Under the “Wi-Fi Sync” menu, select “Sync With Other Devices”
9. Select the device you want to sync with, then Accept Changes

10. Go back to the scoring screen for the shooter: Select Devices, Sync Options, and then the match circles at the bottom of the screen next to the sync button.
11. Turn off the Wi-Fi on the **Secondary** devices to save the battery
12. Go to Settings
13. Select Wi-Fi and turn off Wi-Fi

## Exporting Scores from Main Device to SASS Program

When the match is complete (or anytime during the match), you can sync the A.C.E.S. data with the SASS program.

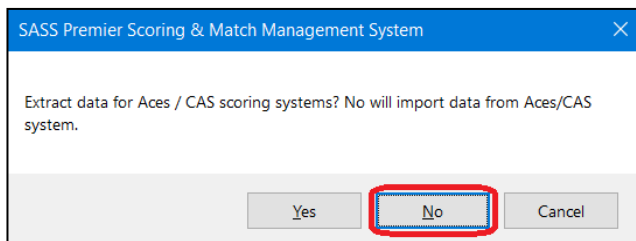
1. From the **Main** device (after receiving scores from other devices), select Sync (from bottom of screen)
2. Under “SASS Premier Scoring System,” select Export Results
3. Ways to transfer A.C.E.S. data from the iPad to the SASS program
4. Email the file from the **Main** device
5. Select “Email Export Files”
6. Select “Export to iTunes”. Follow these steps to transfer files from your iPod touch, iPhone, or iPad to your computer:
  7. Connect your iPod touch, iPhone, or iPad to your computer.
  8. In iTunes, select your device (below Devices), and click the Apps tab.
  9. Below File Sharing, from the list on the left, select the A.C.E.S. app.
  10. From the list on the right, select the file you want to transfer (acesScoresExport.csv and acesShootersExport.csv; hold the CTRL key to select multiple files).
  11. Click “Save to”
  12. In the window that appears, select the destination where you want to save the file (c:\cowboyextracts), and click “Select Folder”.
  13. The file is saved to the selected destination on your computer.

## Importing Scores into SASS Program

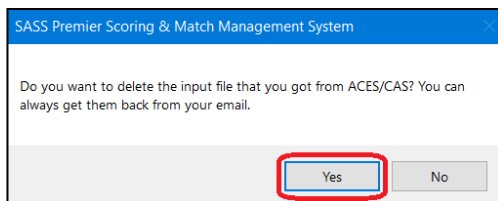
1. From the SASS Program, select the Reports button on the main SASS Program switchboard, then select "Aces/CAS Data Export/Import." On the next pop-up, select "No" to Import data for the A.C.E.S. program.



2. Select "No" to import the A.C.E.S. files from c:\cowboyextracts.



3. The SASS program will update the scores and check to be sure all shooters have been scored.
4. If all of the scores have not been entered, you will get an alert from the SASS program, notifying you all of the scores have not been entered.
5. If new shooters are added on the A.C.E.S. device the SASS program will add them.
6. Select "Yes" to delete the input file from the c:\cowboyextracts folder.

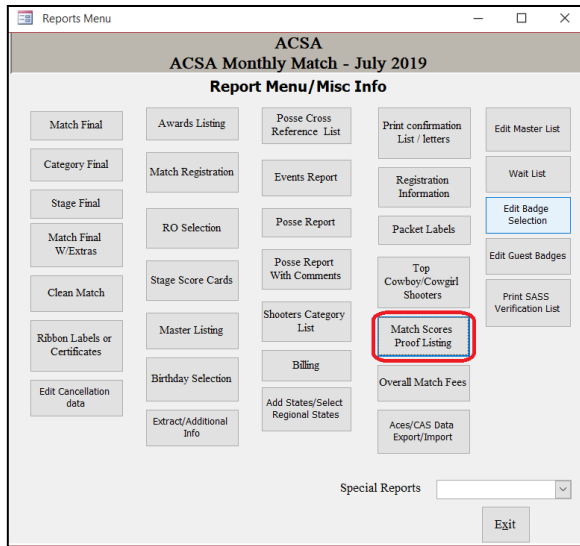


7. You can now use the SASS program as normal (print scores, etc.)

## Reviewing Scores

After the **Main** device data is imported into the SASS Premiere Scoring Program, the *paper scores* should be reviewed with what was imported from the **Main** A.C.E.S. device. This process is faster, if the scores are reviewed by two individuals against the “Match Scores Proof Listing.”

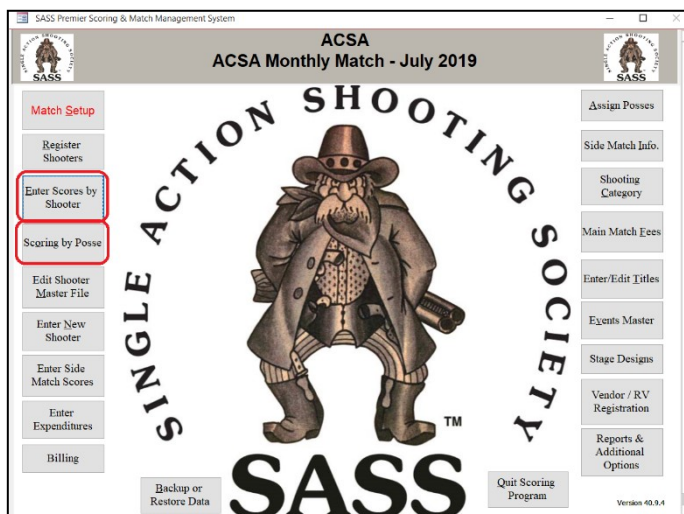
1. Print the proof and compare the against the *paper scores*. Have the two individuals review separately in order to get two verifications of scores.



2. After each *paper score* sheet is reviewed, place initials on the bottom of the score sheet. This will indicate that the paper has been reviewed. No matter how the scores are reviewed, it is best to have two sets of eyes reviewing the scores; data entry mistakes will be made in the A.C.E.S. devices.

## Updating Scores in SASS

1. After all shooters scores have been entered and verified, click the “Update Scores” button. This can be performed by going to the Main screen and selecting *Enter Scores by Shooter* or *Scoring by Posse*. If you go back and make changes to the scores you will need to click the “Update Scores” again.



**Note:** When you select “Update Scores,” if you get a message that all shooters are not scored, then this means that a shooter or shooters are missing some scores. The best way to find these shooters is to go to the “Score by Shooter,” select the match you were scoring and look in the UnScored List. This should show the shooter(s) that are missing scores. Select the shooter and enter the scores for the missing stage or stages. Click the “Update Scores” button when finished.

**Match Scores**

**Geehee Gunfighters**  
**The Gunfight At Givhan's Ferry 2016**  
Score Individual

SASS#:        Match Date: 11/11/2016

SASS#:  Category:

Alias:  Match DQ: ☐ Assigned Posse:

UnScored Shooters: [Redacted]

| Stage    | Raw Time | Misses | Procs | Minor Safety | Time | Stage DQ/DNF |
|----------|----------|--------|-------|--------------|------|--------------|
| Stage 1: |          |        |       |              |      |              |
| Stage 2: |          |        |       |              |      |              |
| Stage 3: |          |        |       |              |      |              |
| Stage 4: |          |        |       |              |      |              |
| Stage 5: |          |        |       |              |      |              |
| Stage 6: |          |        |       |              |      |              |

Total time all stages scored:

**Posse Scoring**

**Geehee Gunfighters**  
**The Gunfight At Givhan's Ferry 2016**  
Posse Scoring Main Match

Posse:  Stage 1:

| Shooter # | Alias              | Raw Time     | Misses | Procedurals | Minor Safety | Total Time | Stage DQ / DNF | Match DQ |
|-----------|--------------------|--------------|--------|-------------|--------------|------------|----------------|----------|
| 287/49    | Angus McNasty      | <b>29.25</b> | 0      | 0           | 0            | 21.28      |                |          |
| 149/WRA   | Barbwire Ben       | 26.09        | 0      | 0           | 0            | 26.09      |                |          |
| 307/C     | Boonstuck          | 23.47        | 0      | 0           | 0            | 23.47      |                |          |
| 64/SD     | Canoer Creek Kid   | 36.68        | 0      | 0           | 0            | 36.68      |                |          |
| 78/S      | Casheland Drifter  | 20.23        | 0      | 0           | 0            | 20.23      |                |          |
| 22/LS     | Dodge City Dais    | 21.53        | 0      | 0           | 0            | 21.53      |                |          |
| 241/SS    | Dr. Dan Drummer    | 41.35        | 0      | 0           | 0            | 41.35      |                |          |
| 182/D     | El Cid Kid         | 43.58        | 1      | 0           | 0            | 48.58      |                |          |
| 165/SD    | Grady Phd          | 49.01        | 2      | 0           | 0            | 59.01      |                |          |
| 268/SS    | Jeremiah Longknife | 25.57        | 0      | 0           | 0            | 25.57      |                |          |
| 162/SD    | Randy Saint Eagle  | 22.38        | 0      | 0           | 0            | 22.38      |                |          |
| 21/SGF    | Reno Mustang       | 28.37        | 0      | 0           | 0            | 28.37      |                |          |
| 43/C      | Sidewick           | 17.16        | 0      | 0           | 0            | 17.16      |                |          |
| 169/ES    | Tombstone John     | 26.31        | 0      | 0           | 0            | 26.31      |                |          |
| 269/L49   | Velvet Sheath      | 27.10        | 0      | 0           | 0            | 27.10      |                |          |

**Note:** This page can be printed off and placed into the Posse Scorebook for quick reference.

## A. Posse Marshall & Berm Marshall Checklists

### *Device Locked to Stage*

- ☐ Leave the A.C.E.S. scoring device with each stage
- ☐ Leave the paper scores with each stage
- ☐ Leave the spotting sticks at each stage
- ☐ A.C.E.S. scorekeepers and paper scorekeepers must check each other's score entry after each shooter to ensure the scores have been entered correctly in A.C.E.S. and on paper
- ☐ Scoring officials will sync A.C.E.S. devices during the day
- ☐ Scoring officials will pick up paper score sheets during the day
- ☐ **On the last stage of the day, posses are to leave the A.C.E.S. scoring device on their last stage**
- ☐ **At the end of the day, the Berm Marshall must turn in any remaining score sheets to the Scoring office.**

### *Device Locked to Posse*

- ☐ Each posse will take the A.C.E.S. scoring device with them to each stage
- ☐ Leave the paper scores with each stage
- ☐ Leave the spotting sticks at each stage
- ☐ A.C.E.S. scorekeepers and paper scorekeepers must check each other's score entry after each shooter to ensure the scores have been entered correctly in A.C.E.S. and on paper
- ☐ Scoring officials will sync A.C.E.S. devices during the day
- ☐ Scoring officials will pick up paper score sheets during the day
- ☐ **On the last stage of the day for each posse, posse leaders are to take the A.C.E.S. scoring devices to the Scoring office or give them to a Scoring Official.**
- ☐ **At the end of the day, the Berm Marshall must turn in any remaining score sheets to the Scoring office.**

## B. Handling Shoot Throughs

Each shoot through individual should have a score sheet with stages listed for entering times, misses, procedural, etc. The shooter AND the scorekeeper **must** initial the score for each stage. Do not add the shooter to through the A.C.E.S. device.

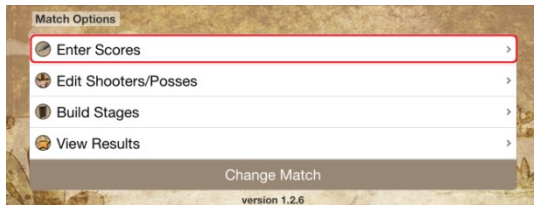
When the shooter has shot all of the stages, the shooter must take their score sheet to the Scoring office.

**Note:** The A.C.E.S. program allows the ability to add a shooter to a posse. However, to avoid mistakes for a large match while using it in conjunction with the SASS Premiere Scoring Program, it is best to enter the shooter's scores into the SASS Premiere Scoring Program the traditional way via entry from a paper score sheet.

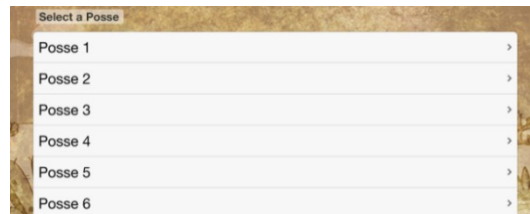
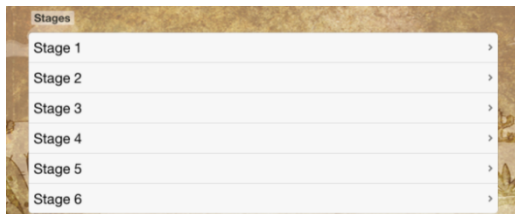
Once you start the match, no more registrations can come from the external sources into A.C.E.S. This means you should not export the SASS program shooter information to the A.S.E.S main devices, as it will not add the shooter to the current match on the devices.

## C. Scoring via A.C.E.S.

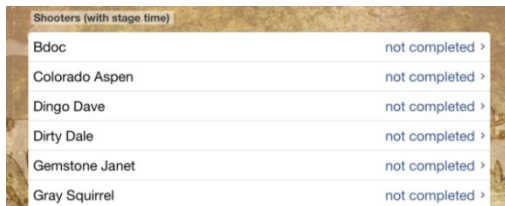
1. Select Enter Scores



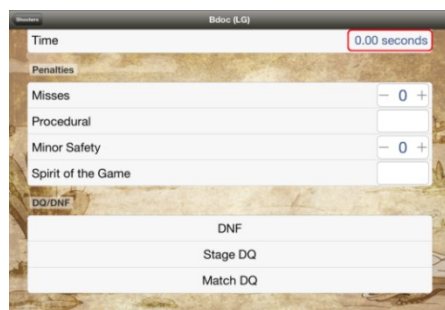
2. Select the Stage #, then the Posse #. **Note:** If the device is locked to the posse, then you will not see the “Select a Posse” screen. If the device is locked to the stage, then you will not see the “Select a Stage” screen.



3. Select the Shooter



4. Select the Time by tapping 0.00 seconds; a number pad will appear. Enter the time via the number pad and select Enter. **Note:** You may select Auto-Decimal to allow the program to enter the decimal.



5. Enter Misses, Procedural, Minor Safety, and any Disqualifications. Since a shooter can only get 1 procedural and 1 Spirit of the Game, a bullet hole will appear instead of number. To remove the bullet hole, just select the bullet again. **Note:** Shooter receiving 2 DNFs or 2 SDQs will automatically give the shooter a MDQ.
6. To back out of the screen, select “Shooters” at the top left of the screen, then the Stage # at the top left.

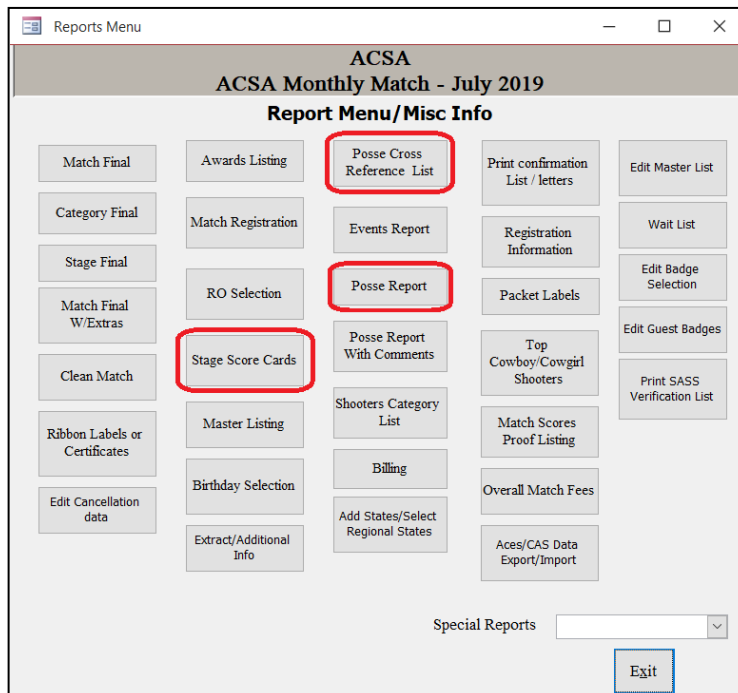
## D. Scoring Official Checklist

### 5 days before the Match

- ☐ Ensure each device works
- ☐ Ensure the devices are fully charged
- ☐ Label each device with masking tape or removable labels (blue painter's tape) with the Posse #'s using each device.

### Day before the Main Match

- ☐ Create website report for Side Matches (include Side Match Event, SASS#, Alias, and Winning Time)
- ☐ Place in "Match Director" folder – For Side Match Awards at Banquet
- ☐ At end of day, sync SASS Premiere Scoring Program data with **Main** device, then sync the **Main** device with each **Secondary** Device (including backups)
- ☐ Place devices in their corresponding stage boxes
- ☐ Print shoot through score sheets (place in Shoot Through folder)
- ☐ Print SASS and non-SASS categories (place in "Match Director" folder)
- ☐ Print *Stage Score Cards* (these are the score sheets for each posse)
- ☐ Place in plastic stage containers
- ☐ Print Posse Cross Reference List (both)
- ☐ By Alias: print two (2) (1 for office & 1 for shooter board)
- ☐ By Last Name: print one (1) for the office
- ☐ Print *Posse Report* and staple to shooter board for shooters to review



## First Day of Match

### Before Match

- ☐ Discuss A.C.E.S. procedure with Posse Marshalls and Berm Marshalls (see Appendix A: Posse Marshall & Berm Marshall Checklists)

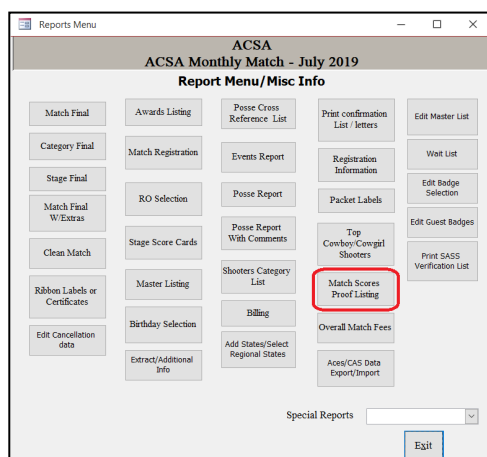
### During the Match

- ☐ Sync the **Secondary** devices with the **Main** device during the day
- ☐ Sync the **Main** device with the SASS Premier program on the computer
- ☐ Backup the SASS Premier program throughout the day
- ☐ Verify the paper scores with the scores entered via the A.C.E.S. devices (via the SASS Premier program)
- ☐ Once the paper score sheets have been compared to the A.C.E.S. scores, initial the bottom right corner of the paper score sheet. **Note:** After each paper score sheet is reviewed, place initials on the bottom of the score sheet. This will indicate that the paper has been reviewed. If you decide to use only one person to review the scores at one time, then a second person should review the scores as well. No matter how the scores are reviewed, it is best to have 2 sets of eyes reviewing the scores; data entry mistakes will be made on the A.C.E.S. devices.
- ☐ Make sure each posse turns in the A.C.E.S. devices (and every stylus) at the end of their shooting day. Best to have scoring volunteers pick up the devices at a posse's last stage (some posses may forget to turn them in).

### End of Day

- ☐ Ensure all A.C.E.S. devices (and every stylus) have been turned in
- ☐ Ensure the **Secondary** devices have been synced up with the **Main** device
- ☐ Sync the **Main** device with the SASS Premier program on the computer
- ☐ Verify scores between paper score sheets and imported A.C.E.S. scores within the SASS Premiere program.
- ☐ Make sure all paper score sheets have been reviewed and initialed.
- ☐ Organize paper score sheets by Posse, then by Stage.
- ☐ Print Match Scores Proof Listing

1. From SASS Premiere program, Select *Reports*, then *Match Scores Proof Listing*, Select *Main Match*



2. Post Proof Listing on Shooter's board

- ☐ Print list of shooters under 18 (place in "Match Director" folder) – for shootoff
- ☐ Plug in each device to charge overnight (DO NOT leave the devices at the range).

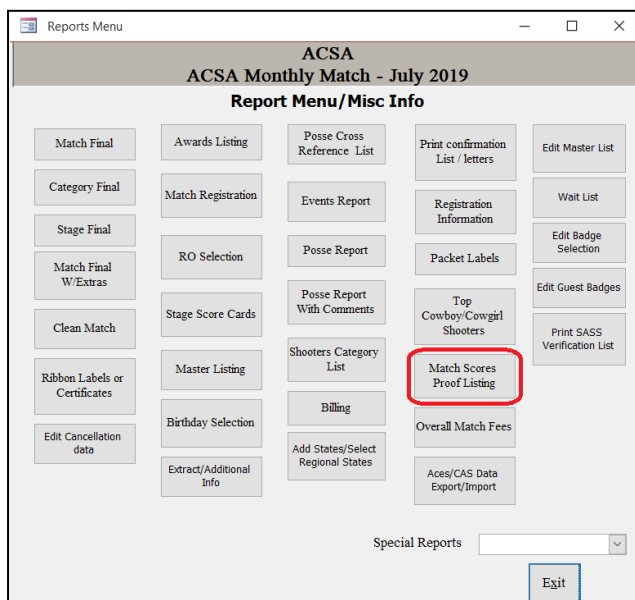
## Second Day of Match

### During the Match

- ☐ Sync the **Secondary** devices with the **Main** device during the day
- ☐ Sync the **Main** device with the SASS Premier program on the computer
- ☐ Backup the SASS Premier program throughout the day
- ☐ Verify the paper scores with the scores entered via the A.C.E.S. devices (via the SASS Premier program)
- ☐ Once the paper score sheets have been compared to the A.C.E.S. scores, initial the bottom right corner of the paper score sheet. **Note:** After each paper score sheet is reviewed, place initials on the bottom of the score sheet. This will indicate that the paper has been reviewed. If you decide to use only one person to review the scores at one time, then a second person should review the scores as well. No matter how the scores are reviewed, it is best to have 2 sets of eyes reviewing the scores; data entry mistakes will be made on the A.C.E.S. devices.
- ☐ Make sure each posse turns in the A.C.E.S. devices (and every stylus) at the end of their shooting day. Best to have scoring volunteers pick up the devices at a posse's last stage (some posses may forget to turn them in).

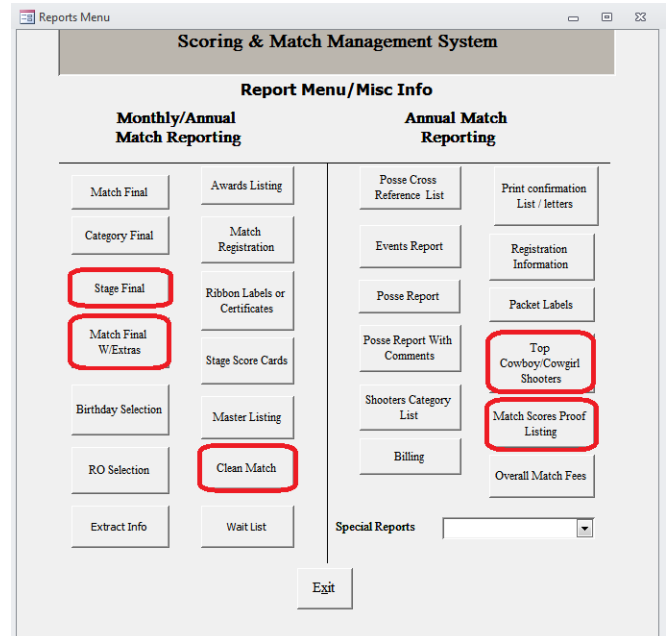
### End of Day

- ☐ Ensure all A.C.E.S. devices (and every stylus) have been turned in
  - ☐ No need to plug in each device
  - ☐ Ensure the **Secondary** devices have been synced up with the **Main** device
  - ☐ Sync the **Main** device with the SASS Premier program on the computer
  - ☐ Verify scores between paper score sheets and imported A.C.E.S. scores within the SASS Premiere program.
  - ☐ Make sure all paper score sheets have been reviewed and initialed.
  - ☐ Organize paper score sheets by Posse, then by Stage.
  - ☐ Print three (3) Match Scores Proof Listing reports
1. From SASS Premiere program, Select *Reports*, then *Match Scores Proof Listing*, Select *Main Match*
  2. Post one (1) *Match Scores Proof Listing* reports on Shooter's board
  3. Place two (2) *Match Scores Proof Listing* reports in the "Match Director" folder (for shooters to review at the banquet)



### Match Director Reports

- ☐ Ensure the following are in the “Match Director” folder. Place post-it notes on reports for when they will be used (i.e. “Banquet,” “Awards Ceremony,” etc.)
- ☐ *Match Scores Proof Listing* – for shooters to review at banquet
- ☐ List of Shooters under 18 – for shootoff (announced at banquet)
- ☐ Print *Top Cowboy/Cowgirl Shooters* – for shootoff (announced at banquet)
  - MUST be in ALPHABETICAL ORDER
  - Select “No” for Combine Cowboy and Cowgirls in overall (should be separate)
  - Select Main Match
  - Enter 16 alternates for Cowboys (handwrite 10 alternates *by order of placement*)
  - Enter 8 alternates for Cowgirls (handwrite 10 alternates *by order of placement*)
- ☐ SASS and non-SASS categories – for Awards Ceremony
- ☐ Print *Clean Match* list – for Awards Ceremony
- ☐ Print five (5) *Match Final w/ Extras* – for Awards Ceremony (place on tables after award ceremony)
- ☐ Print three (3) *Stage Final* – for Awards Ceremony (place on tables after award ceremony)



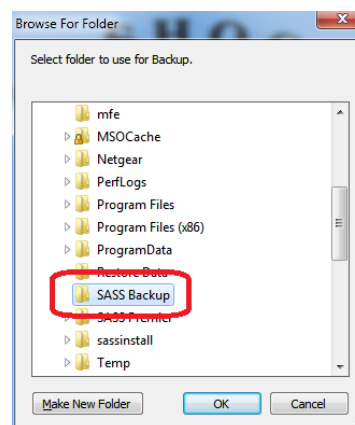
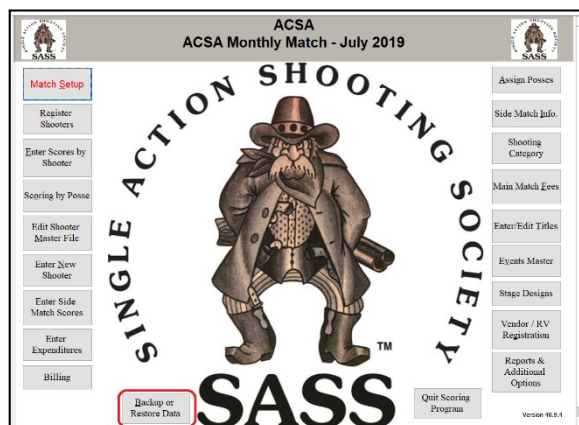
### Sunday (Awards Ceremony)

#### During Award Ceremony

- ☐ Keep track of who did not pick-up awards (optionally, who picked up awards for others)

#### After Match

- ☐ Email SASS backup files to Match Director (others as necessary)
  1. From the SASS Premiere Main screen, click on *Backup or Restore Data*.
  2. Enter 1 to backup data; select OK.
  3. Select a location to back up data (in a separate folder from other SASS files; Ex: C:/SASS Backup)
  4. Email all of the files in the folder to Match Director (others as necessary)



## **E. References**

### ***A.C.E.S. Scoring Program***

A.C.E.S. website: <http://acesscoring.com/info>

### ***SASS Premiere Scoring Program***

SASS Premiere Scoring website: <http://www.ponyexpressmatch.com/premierscoringhome.htm>

Registered SASS Premier Scoring - Help Manual

This document was compiled by Shamrock Sadie L#78511 ([shamrocksadie@gmail.com](mailto:shamrocksadie@gmail.com)). For questions or suggested changes, please send an email.