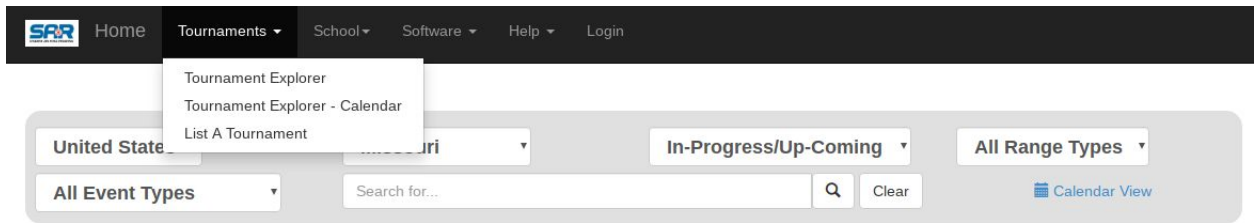


How to List a Land-Based SAR Tournament

1. Open <https://sartournaments.org>
2. Click on “Tournaments”
3. Click on “List Tournament”



(Registration Times are Eastern Time Zone)

4. There are two types of listings.
 - a. Save the Date - use if you don't know all of the information
 - b. SAR Pro Tournament Listing - use to post a tournament

Listing a Tournament

[Create or Manage a Listing](#)

Only a certified BARI can list a tournament on SARTournaments.org.

Option 1: Save the Date - Event Listing

- Event will be listed on SARTournaments.org.
- Intended to be used as a preliminary posting for an upcoming tournament before all details are known, then transferred to a full SAR PRO listing.

Option 2: SAR PRO Tournament Listing with Online Registration

- Virtual and land based tournaments.
- Includes online registration through SARTournaments.org
- Includes online flight selection and assignment for land based tournaments
- Manage flights and flight capacity online.
- Registration and flight data can be downloaded into SAR PRO scoring software.
- Email and administrative phone support provided for online registration and scoring software
- Complete individual and team results can be uploaded to SARTournaments.org
- Online score statistics for individual results.
- Tournament detail page with logos.
- \$1 per scored shooter due after the tournament. You are only charged for the number of kids that actually shoot.

5. Click on “Create or Manage a Listing”

[Create or Manage a Listing](#)

6. Click on “Create a New SAR PRO Setup Listing Record”

SAR PRO Listings (With Full Online Registration)

[Create a New SAR PRO Listing Setup Record](#)

7. Read the Pro Listing Agreement

8. Click on "I acknowledge and agree with the above information regarding rules."

I acknowledge and agree with the above information regarding rules.

9. Click on "I acknowledge and agree with the above information regarding per shooter fee."

I acknowledge and agree with the above information regarding per shooter fee.

10. Click "Continue"



11. Complete each section for your tournament.

12. **Step 1** - Email and Event Name - this will be what other schools will see.

Contact email where we can contact you with questions about this tournament setup

Event Name:

13. Tournament Type - click on your type of tournament you are hosting.

Tournament Type

Select a Tournament Type ▼

Select a Tournament Type

Land Based (Live Shooting Location)

Virtual

14. Range Type - SAR is 10 meters only

Range Type

Select a Range Type ▼

Select a Range Type

10 Meter Only

15. Event Type - Select Local

Event Type (State, State Re

Select an Event Type ▼

Select an Event Type

Local

State Qualifier

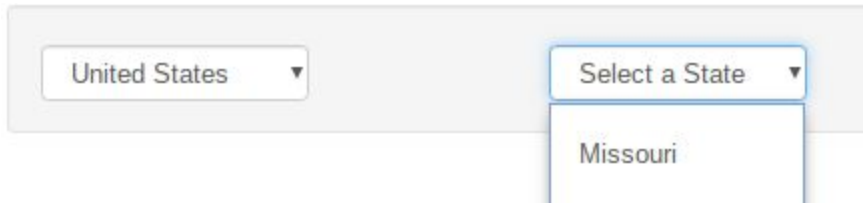
State Regional

State

National

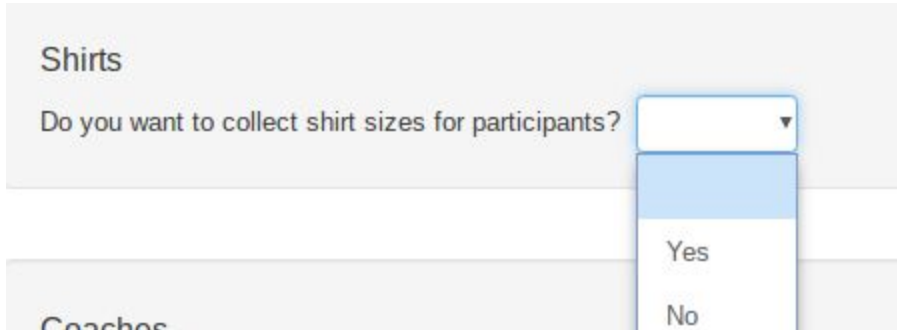
World

16. Leave the United States and Select Missouri as your state.



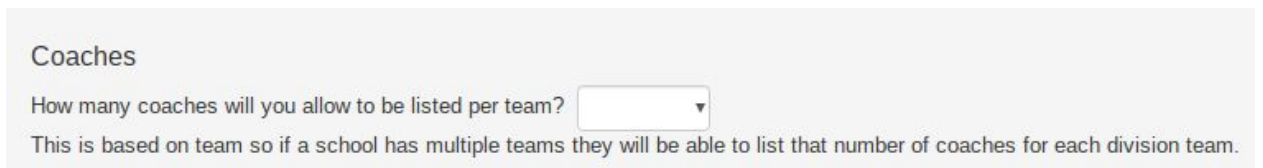
The image shows two dropdown menus. The first menu is labeled 'United States' and has a downward arrow. The second menu is labeled 'Select a State' and has a downward arrow. The word 'Missouri' is visible in the dropdown list for the second menu.

17. Shirts - Only select yes if you plan to have shirts for each participant.



The image shows a form section titled 'Shirts'. Below the title is the question 'Do you want to collect shirt sizes for participants?'. To the right of the question is a dropdown menu. The dropdown menu is open, showing two options: 'Yes' and 'No'.

18. Coaches - suggested is 1 or 2 per team



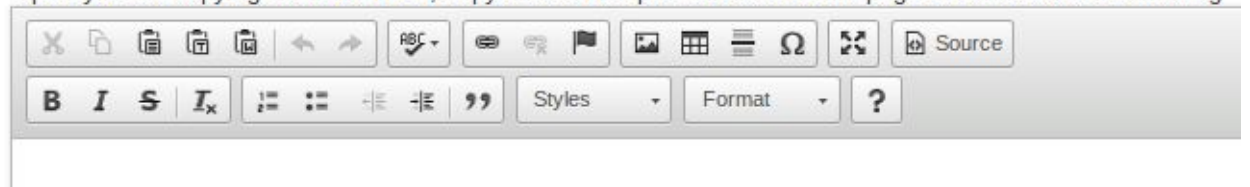
The image shows a form section titled 'Coaches'. Below the title is the question 'How many coaches will you allow to be listed per team?'. To the right of the question is a dropdown menu. Below the question is a note: 'This is based on team so if a school has multiple teams they will be able to list that number of coaches for each division team.'

19. Optional Contact - suggested is to add directions to your school if you are hosting a land-based tournament or anything that will help other coaches reach you.

Optional Contact (will be displayed on the web site)

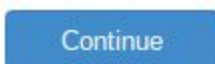
Contact Name and Email and/or Phone

Tip: If you are copying from MS Word, copy first to Notepad and then to this page to remove extra formatting



The image shows a rich text editor toolbar. It contains various icons for text formatting and editing, including bold (B), italic (I), strikethrough (ABC), underline (u), bulleted list (•), numbered list (1), indent (L), outdent (R), link (e), unlink (e), image (img), table (table), text color (A), background color (A), and source (Source). There are also buttons for Styles and Format, and a help icon (question mark).

20. Click Continue



The image shows a blue button with the word 'Continue' written in white text.

21. **Step 2** - Team Options - each team must consist of 6 - 12 shooters.

Competitive Divisions are: Elementary School – 4th and 5th

Middle School – 6th, 7th, and 8th

High School – 9th through 12th

22. Divisions - this is yes or no for the divisions - leave numbers as they are listed.

Divisions

Will you have an individual division? Yes ▾

Maximum # of Individuals (1000 unlimited)
1000

Will you have an elementary division? Yes ▾

Team Minimum Size: 6

Team Maximum Size: 12

Will you have a middle school division? Yes ▾

Team Minimum Size: 6

Team Maximum Size: 12

Will you have a high school division? Yes ▾

Team Minimum Size: 6

Team Maximum Size: 12

23. Click Continue

Continue

24. **Step 3** - Date of the Tournament and Location

These are the dates of the tournament.

Start Date: 12/05/2020

End Date: 12/05/2020

Location Information

Location Name: Billings Middle School

Street: 118 W Mt Vernon Rd,

City: Billings

Zip Code: 65610

25. Pre-Registration - This is when schools can sign to participate in your tournament. Schools cannot select relay times. Pre-registration dates cannot be after full registration begins.

Pre Registration

During pre-registration, coaches can build their tournament roster, but will not be able to select flight times. *(At least a few days is recommended)*

Will you have a pre-registration period? Yes ▾

Pre-Registration Start Date: 11/01/2020

Pre-Registration End Date: 11/07/2020

Pre Registration Start Time (Eastern) 5 : 00 AM ▾

Pre Registration End Time (Eastern) 10 : 00 PM ▾

26. Full Registration - During this time participants can select relay times while they register their shooters.

Full Registration (Flight Selection)

Registration Start Date 11/08/2020

Registration End Date 11/30/2020

Registration Start Time (Eastern) 5 : 00 AM ▾

Registration End Time (Eastern) 10 : 00 PM ▾

(We recommend ending registration at at least 3 to 4 days prior to your tournament)

27. Drop Shooters by Date - After this date schools are responsible for payment of all registered participants.

Drop shooters By Date

The Drop By shooters Date is the date by which a team must remove shooters that won't be participating. After this date they will not be able to remove shooters and will be responsible for the registration fees. *(1 or 2 days prior to the end of registration is recommended)*

Drop shooters By Date 11/29/2020

Drop shooters By Time (Eastern) 6 : 00 PM ▾

28. Tier Registration - Not recommended

Tiered Registration (Flight Selection)

You will be responsible for setting each teams tier if you choose a tier scheduled registration. That can be done through the tournament administrator as each team pre-registers.

'No Tier Schedule' is the most common setup choice.

NO TIER SCHEDULE ▾

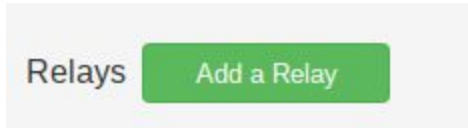
29. Click Continue

Continue

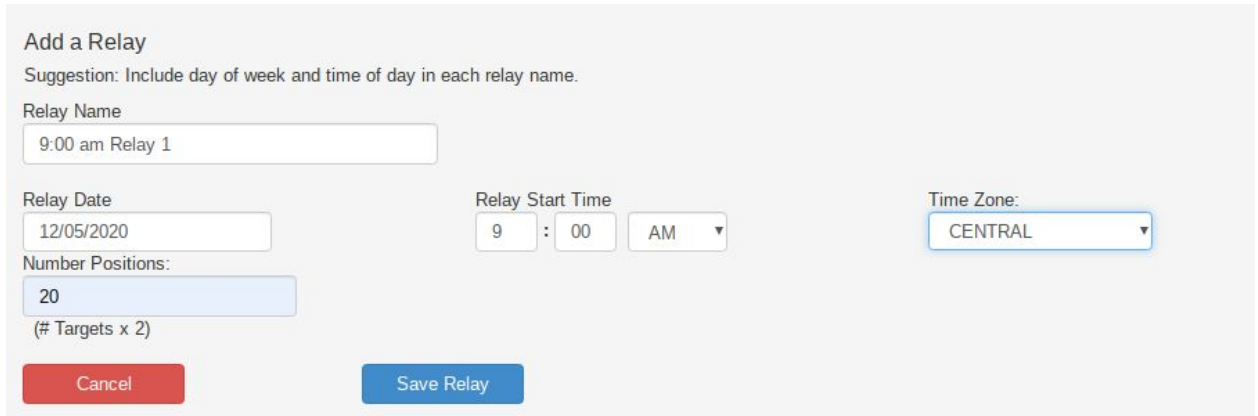
30. **Step 4** - Positions - select yes - this allows participants from other schools to be paired with each other during scoring.

Do you want to restrict schools from selecting more than half the positions in a relay? Yes ▾

31. Click "Add Relay" - These are the times for each relay (the group of shooter times)



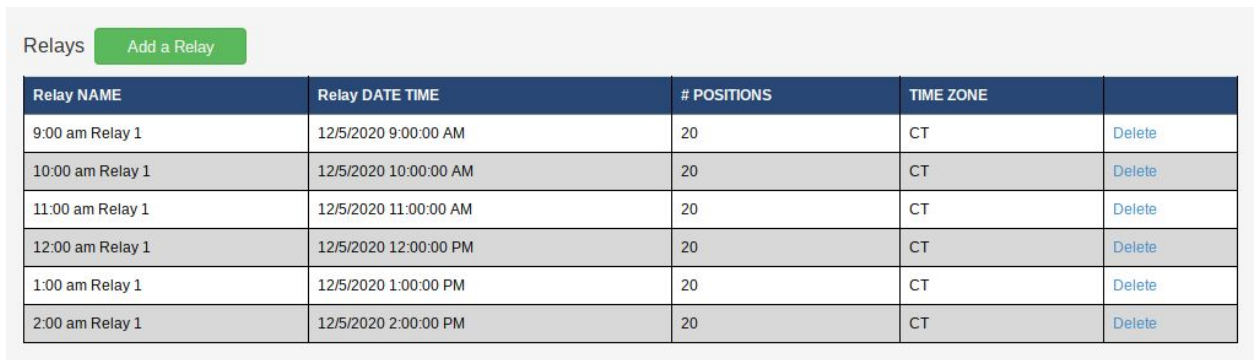
32. Enter Relay information beginning with the first time period - Then save and continue until you have entered all relays for the day.

A screenshot of the 'Add a Relay' form. It includes a suggestion: 'Include day of week and time of day in each relay name.' The form has the following fields:

- Relay Name: 9:00 am Relay 1
- Relay Date: 12/05/2020
- Relay Start Time: 9 : 00 AM
- Time Zone: CENTRAL
- Number Positions: 20 (# Targets x 2)

At the bottom, there are two buttons: 'Cancel' (red) and 'Save Relay' (blue).

33. Example of all Relays entered (be careful with AM and PM)

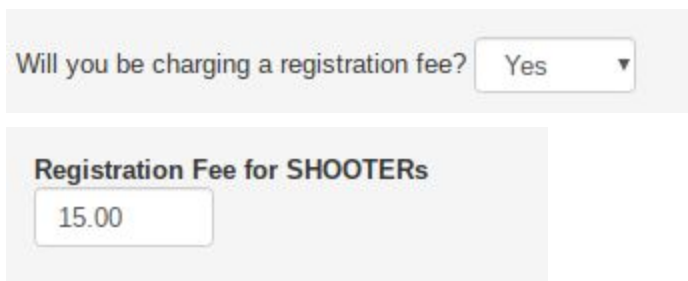


Relay NAME	Relay DATE TIME	# POSITIONS	TIME ZONE	
9:00 am Relay 1	12/5/2020 9:00:00 AM	20	CT	Delete
10:00 am Relay 1	12/5/2020 10:00:00 AM	20	CT	Delete
11:00 am Relay 1	12/5/2020 11:00:00 AM	20	CT	Delete
12:00 am Relay 1	12/5/2020 12:00:00 PM	20	CT	Delete
1:00 am Relay 1	12/5/2020 1:00:00 PM	20	CT	Delete
2:00 am Relay 1	12/5/2020 2:00:00 PM	20	CT	Delete

34. Click Continue



35. **Step 5** - Registration Fee - Suggested fee \$8.00 (\$1.00 - SAR, \$1.00 - MYSSA/MIDWAYUSA, \$5.00 - school for targets, pellets - add extra if providing a t-shirt.)

A screenshot of the registration fee form. It includes a question: 'Will you be charging a registration fee?' with a dropdown menu set to 'Yes'. Below this is a section titled 'Registration Fee for SHOOTERS' with a text input field containing '15.00'.

36. Printable Invoice - Suggested for participating school records

Information for the Printable Invoice

Payable To:
SAR (Student Air Rifle) Program

Payment Notes:
2020 Missouri State SAR Program Tournament

Payment Due By:
12/05/2020

Contact Email
pam@studentairrifleprogram.o

Contact Phone
4178440478

Invoice Name and Address
P.O. Box 81
Imperial, MO 63052

37. Click Continue

Continue

38. **Step 6** - Tournament Administrators - Who is in charge of the tournament? You can add an administrator also.

Tournament Administrators Add Tournament Admin

PAMILA ROWE	Delete
-------------	--------

39. Click Continue

Continue

40. **Step 7** - Review all information carefully! Choose Delete, Edit, or Submit

Please review this information before submitting for posting. If it is correct please click the Submit For Posting button. If you have questions please contact us at support@SARtournaments.org

Delete Setup Edit Setup Info Submit For Posting

41. Congratulations!! You have now set up your virtual tournament!