

# GUIDE TO SHOOTER REGISTRATION IN ICLAYS

**NEW FOR THIS YEAR!!** We have partnered with iclays for our registration and score results. Thank You for all your feedback on the USAYESS Program. We have heard you, and are happy to provide a change that makes it easier for you to register your shooters and get real-time score results. The real-time score results should be an added feature for coaches and your parents. As soon as the office staff have the score sheets after each event, we will input and they will be available for viewing via the website. Note – we will not be projecting the scores on a monitor in the clubhouse. The technology set-up at the club does not allow for this to be done. This is new and a learning experience for the program. We put together this brief educational flyer on how to register. It is not meant to be comprehensive, but cover some of the highlights. If you have any questions on the registration process, please don't hesitate to call or e-mail us. You can reach me at 308-227-9324 or [lwebb@sfmc-qi.org](mailto:lwebb@sfmc-qi.org). Keep in mind I may not be available during the day, please leave a message and I will get back with you.

## Utilize the following steps to register:

Log onto: <http://iclays.com>

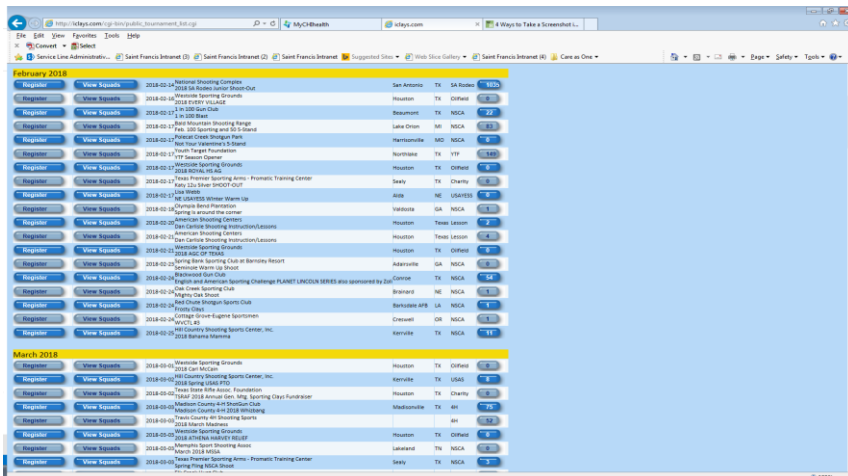


- [Club Login](#)
- [Shooter Login](#)
- [iClays Ratings](#)
- [Upcoming Tournaments](#)
- [Tournament Results](#)

Click on **Upcoming Tournaments**

Select the tournament you wish to register for by clicking on the Register button next to the respective name:

### 2019-03-09 NE USAYESS Spring 2019 Youth League



The dates for the Spring Conference shoots can be found under the month in which they are held. The Conference dates are March 9, 16, 23, 30 and April 6, and 13, 2019

**COACHES:** (please use the following registration guide.) Single shooters see below  
Once you have clicked on the register button, the following will appear on the screen:

### Enrollment for NE USAYESS Spring 2019 Youth League

(Ignore the “Jump Directly to making a Payment option, and ignore the notice on the payment due date. We are collecting all shooting fees on-site the day of the tournament. Cash or Check options only.)

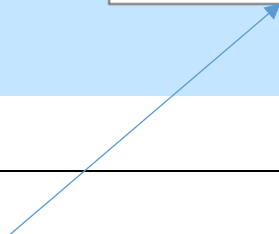
Select Your Organization



Click on the drop down box and select the name of the school or club organization you are affiliated with. Once you click on your club affiliation, you will automatically be directed to the shooter registration page. If you are a coach that has not yet created a “club” in the iclays system, see at the bottom of the instructions on how to create your team.

Once you have selected your organization and keyed in the password you set for the organization, you will see the enrollment screen.

Team - Enrollment for NE USAYESS Spring 2019 Youth League  
Organization: NE RocknWing  
Coach Contact  Coach Email  Coach Cell   
Search for Shooter to Add  
Sports Engine ID:    
LastName:



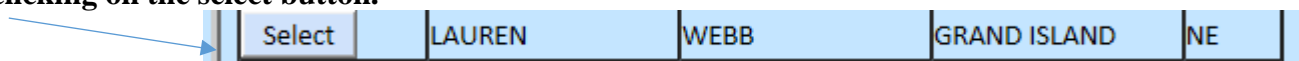
It is here that you will begin to build your roster of shooters.

Shooters will be listed in the database if they have participated in any past NSCA, 4-H, USAYESS, etc. Shooting event. Often you will find a shooters name listed multiple times. Unfortunately, this is how the iclays program functions. Names are not cleared out of the database on a regular basis. – Please select the shooter name that matches your shooter. (If your shooter is not in the database, see instructions below on how to add a shooter.) As we progress through the six weeks, you will want to make sure that you always select the same name to ensure that conference ending HOA scores are accurate. Enter the last name of the shooter and select search. - (Helpful tip is to key in the letter of the shooters first name followed by their last name ie. l.webb)

LastName:



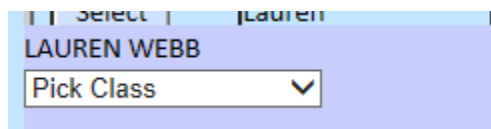
After keying in the shooter, click on the “By Name”. A list of shooters will appear. Select your shooter by clicking on the select button.



Once you have selected the name of the shooter, a pop-up box will appear asking you to pick the class of the shooter. The options for our tournaments are:

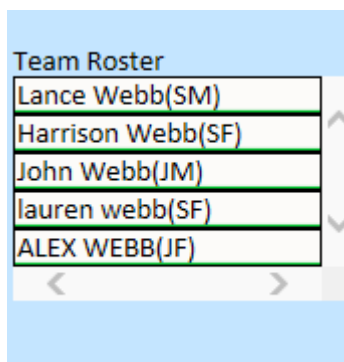
- Senior Men and Senior Ladies (grades 9-12)
- Junior Varsity Men and Junior Varsity Ladies (grades 5-8)

(please do not select any other option or your shooter may not appear correctly for awards.)



Should the pop-up box appear asking for a t-shirt size, just make a selection to by-pass this. We will not use this information for any purposes.

On the left hand side of the page, you will see your team roster grow as you add each shooter. Continue through this process until all shooters are entered. If you have a shooter who is not yet in the database, see below on how they can quickly be added from this screen.



**TERRIFIC – your team roster is now built! You are ready to squad your kids.**

**Coaches – in this next section you will enter all of your participants into events and squads.**

For example, Click on the Skeet button. A pop up box will appear asking you to select the Squad Class. You can select the type of squad you are entering (Junior or Senior) however, not that if a squad has both on it, the program will automatically default it to mixed. Next you will be asked to select the Skeet time. Next to each time slot, it notes how many rotations are available. Each rotation holds a squad of 5 participants. For example, at 8:00am there are 5 skeet rotations available, providing the option for 25 shooters to participate at this time. Click on the skeet button to continue to add squads. For example, if you click the button 3 times, you will be building 3 skeet squads with up to 5 shooters on each squad.

After you have selected the squad class and skeet time, you will then have the ability to click on each shooters name and drag them into the time slot in which they will shoot. Once a squad of 5 is completed, click on the skeet button again, and you will have a new blank field to enter in 5 more

participants at their selected time. Keep repeating through this process until all participants are registered for Skeet. You will then repeat the same process for Trap, Sporting Clays, and Handicaps.

**NOTE:** icslays does have a preprogrammed button for Handicap registrations. To get around this, we ask that you register all shooters who will participate in shooting handicaps thru selecting the Bunker Trap button. Shoot times for Handicaps will be determined after completion of the 16yd Trap.

The screenshot shows a registration interface with a 'Team Roster' on the left and four columns for different shooting disciplines: Skeet, Trap, Sporting, and Bunker Trap. Each column has a dropdown menu for 'Mixed', a time selection dropdown, and a list of shooter names with their initials in parentheses. Below the names are 'Choose Squad Class' and 'Choose [Discipline] Time' dropdowns. A blue arrow points from the 'NOTE' text to the 'Bunker Trap' column.

Team Roster	Skeet	Trap	Sporting	5 Stand	Bunker Trap
Lance Webb(SM)	Mixed	Mixed	Mixed		Mixed
Harrison Webb(SF)	Sat 8:00am (4 Available)	Sat 9:30am (5 Available)	Sat 12:00pm (5 Available)		Assigned Day Of (29 Available)
John Webb(JM)	Lance Webb (S)	Lance Webb (S)	Lance Webb (S)		Lance Webb (S)
lauren webb(SF)	Harrison Webb (S)	Harrison Webb (S)	Harrison Webb (S)		Harrison Webb (S)
ALEX WEBB(JF)	John Webb (J)	John Webb (J)	John Webb (J)		John Webb (J)
	lauren webb (S)	lauren webb (S)	lauren webb (S)		lauren webb (S)
	ALEX WEBB (J)	ALEX WEBB (J)	ALEX WEBB (J)		ALEX WEBB (J)
	Choose Squad Class	Choose Squad Class	Choose Squad Class		Choose Squad Class
	Choose Skeet Time	Choose Trap Time	Choose Sporting Time		Choose BunkerTrap Time

Once you are complete building your squads, click on the submit button. A roster will appear on the screen with the registered amount due for each shooter. Please print this and bring it with you to the registration table on the day of the shoot.

The screenshot shows a search for shooter to add section with input fields for 'Sports Engine ID' and 'LastName', and buttons for 'By ID' and 'By Name'. Below the search fields are 'Test Values' and 'Submit' buttons. A blue arrow points from the 'NOTE' text to the 'Submit' button. Below the search section is the same registration interface as in the previous screenshot.

Search for Shooter to Add  
Sports Engine ID:  By ID  
LastName:  By Name  
Test Values Submit

Team Roster	Skeet	Trap	Sporting	5 Stand	Bunker Trap
Lance Webb(SM)	Mixed	Mixed	Mixed		Mixed
Harrison Webb(SF)	Sat 8:00am (4 Available)	Sat 9:30am (5 Available)	Sat 12:00pm (5 Available)		Assigned Day Of (29 Available)
John Webb(JM)	Lance Webb (S)	Lance Webb (S)	Lance Webb (S)		Lance Webb (S)
lauren webb(SF)	Harrison Webb (S)	Harrison Webb (S)	Harrison Webb (S)		Harrison Webb (S)
ALEX WEBB(JF)	John Webb (J)	John Webb (J)	John Webb (J)		John Webb (J)
	lauren webb (S)	lauren webb (S)	lauren webb (S)		lauren webb (S)
	ALEX WEBB (J)	ALEX WEBB (J)	ALEX WEBB (J)		ALEX WEBB (J)
	Choose Squad Class	Choose Squad Class	Choose Squad Class		Choose Squad Class
	Choose Skeet Time	Choose Trap Time	Choose Sporting Time		Choose BunkerTrap Time

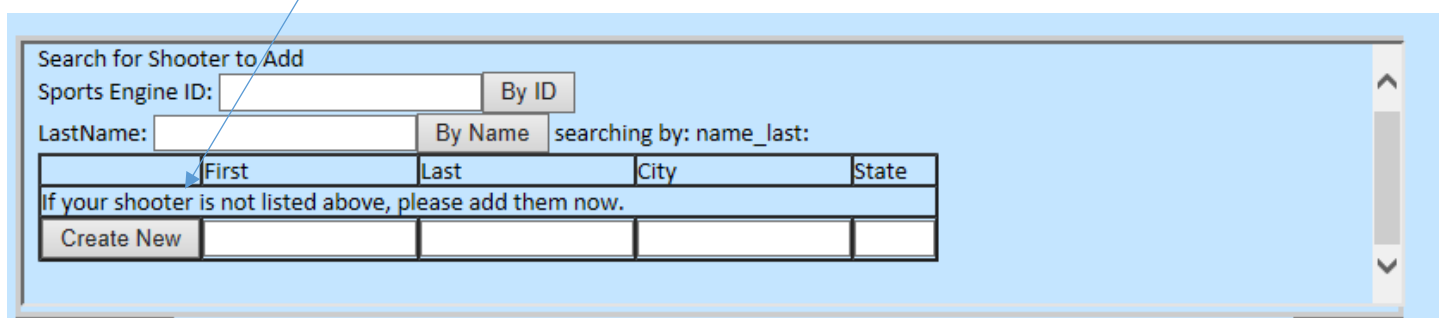
**NOTE:** It is very important to ensure that you have left enough time for a shooter to advance to the next shooting event and rotation time.

For example: If you have selected the 8:00am rotation time for Skeet, and the 9:00 rotation time for Trap, your shooter may not have the appropriate amount of time to advance from one event to another.

**IMPORTANT:** If a shooter/squad misses their assigned shoot time, they will only be re-assigned to a make-up slot that will occur after 2:00 or if in communication with the registration table, there is an open slot available. It is the expectation that shooters/squads will be on the line and ready to shoot at the assigned time. It is up to the coach and parent to appropriately slot enough time between events.

## CREATE A NEW SHOOTER FROM THE COACHES/CLUB SCREEN

Click on – Create New Shooter



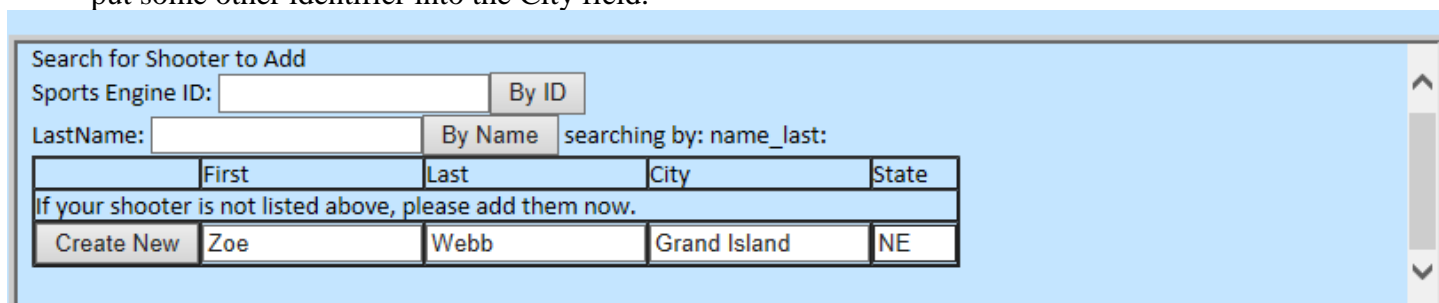
Search for Shooter to Add

Sports Engine ID:  By ID

LastName:  By Name searching by: name\_last:

First	Last	City	State
If your shooter is not listed above, please add them now.			
Create New	<input type="text"/>	<input type="text"/>	<input type="text"/>

Complete the First and Last Name. It is not important to complete the city unless there are multiple shooters with this name, then it will be a way for you to identify your shooters. You could also choose to put some other identifier into the City field.



Search for Shooter to Add

Sports Engine ID:  By ID

LastName:  By Name searching by: name\_last:

First	Last	City	State
If your shooter is not listed above, please add them now.			
Create New	Zoe	Webb	Grand Island NE

Once you are have entered all the fields, click on “Create New” and your shooter will be added.

**IF YOU HAVE NOT ADDED YOUR TEAM TO ICLAYS:**

Organization (team) from the dropdown, enter the team's password and Log In.

If your organization(team) is not listed in the selection above, please create a team name by [Clicking Here](#)

After clicking on the tab, you will answer the following questions. Please write down your password. You will use your organization name and password each time you log into the system.

Name of Organization	<input type="text"/>
Contact Person	<input type="text"/>
Email Address	<input type="text"/>
Desired Password	<input type="text"/>
Confirm Password	<input type="text"/>

## REGISTRATION FOR A SINGLE SHOOTER, NOT AFFILIATED WITH A CLUB

Log onto: <http://iclays.com>

You may choose either the shooter log in (if you are already in the iclays database), or you can select the "Upcoming Tournaments" button.

The screenshot shows the iClays website interface. At the top left is the 'iClays' logo. Below it are two columns of buttons: 'Club Login' and 'Shooter Login' on the left; 'iClays Home', 'iClays Ratings', 'Upcoming Tournaments', and 'Tournament Results' on the right. Below the buttons is a login section with two input fields: 'NSCA # or email' and 'Password', followed by a 'Login' button. At the bottom, there is text: 'Not enrolled? If you are an existing NSCA member you automatically have an iClays Account -> Add a Password' and 'If not, you can create a new shooter record here -> Free Enrollment'.

Under the Organization, you can default to our generic club name "NE RocknWing", password to access is "lisawebb".

Select Your Organization

Then continue through the registration process above.

**THANK YOU for working through the registration process.**

## **NEW AWARDS FOR THIS SEASON**

**In addition to the weekly awards consisting of:  
First, Second, Third place medals in Skeet, 16yd Trap, Sporting Clays and Handicap Trap and  
Weekly HOA**

**We are incorporating weekly squad awards in Trap, Skeet and Sporting Clays. This will be figured by taking the top five senior shooters from your team, combining their scores and comparing it to the other top 5 scores from the registered teams. This is only available for the Senior squads.**

### **HOA**

**In addition to the year-end High Overall Shooter, we will also have HOA awards for the highest combined six week scores in Trap, Skeet and Sporting Clays individually.**

**GOOD LUCK AND ENJOY THE 2019 SHOOTING SEASON**