

## SETTING UP ON-TARGET ARA SCORING WITH EXCEL SCORING PROGRAM

1. In Your Documents, Create a Folder titled "ARA".
2. Download the ARA Excel scoring program and save it in the ARA folder.
3. Within this folder, create 3 other folders:
  - Scored
  - UNscored
  - Data
4. Open Excel and create a new document. Save this blank workbook as .csv (csv comma delimited). Save it in the "DATA" folder you created.
5. Open the OnTarget ARA program and follow these steps.
  - Tools – Options –
    - i. Auto-save path (UNscored) – browse to find the UnScored folder
    - ii. Target Save Path (Scored) – browse to find the Scored folder
    - iii. Data Export path – browse to find the Data folder
    - iv. Data Export CSV file name – Browse and Click on the data.csv file you created.
    - v. Data Export XLS file name – Brows and Click on the .xls file in your ARA folder (If it doesn't show up in your choices, use the dropdown to choose "all files" and select the ARA scoring program file)
8. Click Apply
9. Save
10. Good Luck!!!

### At Each Match:

- Open the ARA Excel Scoring Program.
- "ENABLE" macros or "ENABLE" content when asked to do so.
- Enter the Shooters Names and Bench #s (Add New Shooters if Necessary)
- SAVE SAVE SAVE
- Open OnTarget & confirm Option settings correct (as laid out on page 1 of set up instructions).
- Leave the Excel Scoring program open but minimized when scanning/scoring.
- Maximize the program occasionally to make sure it's populating scores and SAVE SAVE SAVE.
- At the conclusion of the Match:
  - Calculate Results
  - Create E-Mail File
  - SAVE AS - "ARA-DATE OF THE MATCH" (ex: ARA-2017-05-19)
  - Close ("X" out of this file)
  - Open your email - attach the email file you created and send it to Paul.Tolvstad@Killoughshootingsports.com
  - **AFTER YOU ARE CERTAIN YOUR FILE SAVED WITH THE DATE AND RESULTS ...**
    - delete the information in the target score fields and save the Excel Scoring file to be used again at your next match.