HIGHLIGHTS, INSTRUCTIONS and BENEFITS
FOR IMPLEMENTING THE REVISED TECH SHEET PDF FILE

I suggest that you print these Highlights/Instructions along with the Tech Sheet
so that you can easily correlate the two documents.

HIGHLIGHTS

1) Range Conditions – I am asking Match Directors to provide, Temp., Winds, etc, as well as the Direction Down Range. The Match Director will fill in these Range Conditions on his respective Tech Sheet (above the Box Score).

2) Box Score -- This feature has been incorporated to relieve the burden on Match Directors who manually compile the Match Report. You no longer have to compile a Match Report ordered by highest score to lowest score by hand. Simply fill in the scores and/or groups on your competitors' Tech Sheets, send them to me, and I'll do the rest. It isn't necessary for you to calculate MOA's for group aggregates unless needed for your own awards. I will work with the Match Directors who have been providing me with a computer generated Match Report to develop a mutually beneficial system for reporting.

3) Boxes added for Relay No. and Bench No.

4) Added a box to indicate if the competitor has paid and how much.

5) Added a box to indicate whether the shooter requires a left-hand bench.

6) Added an e-mail address box enabling me to resolve questions directly with shooter.

7) Added shooter's home range.

8) Added the Open Class, which will be discussed for implementation at a later date.

9) Re-organized the data fields in the Tech Sheet so that they are in the same sequential order as my data base.

10) Page 4 of this document contains a separate set of instructions on how to use the Tech Sheet as a PDF file. This will assist those who want to fill out their Tech Sheet via computer.

11) Match Reports are being posted on CBA's web sight within hours after I process them. www.castbulletassoc.org/matchresults.shtml

INSTRUCTIONS

The most important changes to the Tech Sheet come in the form of the following 3 questions and their respective multiple choice answers:

### *EQUIPMENT DATA* ***Is The Equipment The Same As Used Previously?*** **Yes ( ) No ( ) Same Except Where Listed Below ( )**	### *BULLET DATA* ***Is The Bullet Data The Same As Used Previously?*** **Yes ( ) No ( ) Same Except Where Listed Below ( )**
	### *LOAD DATA* ***Is The Load Data The Same As Used Previously?*** **Yes ( ) No ( ) Same Except Where Listed Below ( )**

Answers to these questions will greatly improve efficiency in the data entry process and provide a higher degree of accuracy in the Match Reports. There are 36 line items of data on every Tech Sheet. These data all need to be compared to the Master Data Archive. In peak season, we have 16 matches per month with an average of 12 shooters per match…that amounts to nearly 7000 line items that need to be analyzed every month.

Below are examples that describe how I want the Tech Sheet filled out for each of the 3 multiple choice answers.

Is The _____ Data The Same As Used Previously?
Yes (X)
In many cases, shooters are using the same equipment, bullets and loads month after month, but I won't know that until I cross-check every single line item. A tremendous amount of time will be saved when the competitor simply places a check mark in the Yes (X) "brackets" when the data is the same this match as it was the last time they shot that gun in a match. *If the equipment, bullet and load remain the same; those sections should be left blank*. This eliminates the need to scrutinize any data on that particular Tech Sheet.

Is The _____ Data The Same As Used Previously?
No (X)
In this instance, obviously, *the entire section(s) must be filled out*.

Is The _____ Data The Same As Used Previously?
Same Except Where Listed Below (X)
Ordinarily, shooters who use different bullets or loads for every match, only substitute 3 - 6 items within the bullet and load sections. *All I want them to do is fill in the data that is different from the last time they shot that gun in a match. Do not enter any other information in the section(s).* This will reduce the number of line items that need to be checked by 30+

Another area in the data base that needs to be clarified is when competitors shoot multiple guns. Some of the problems are illustrated in the following scenario:

Over the winter "Joe Smith" who has a Remington 700 action with a Lilja barrel in 308 x 1 ½ re-barrels it with a Shilen in 30 BR. Once in a while the same "Joe Smith" competes with either his Remington 40X or his Stolle actions, both chambered in 6mm BR. One has a Lilja barrel, the other a Hart. Did I mention that he only has 2 scopes and changes them around like most of us change our socks?

As you can see, it requires a lot of careful scrutiny to determine what's what. I need to eliminate confusion and excise erroneous (obsolete) equipment from the data base. To do this, I would like the Match Directors to have all competitors that shoot multiple firearms prepare a Tech Sheet for each gun used competitively at CBA matches. They only need to fill out the Equipment Section. They will fill out the Bullet and Load Data when they use the gun in CBA competition.

Finally, when printing multiple copies of the Tech Sheet for use at future matches, please don't print more copies of the sheet than you will need for your next match, just in case it needs a little tweaking.

BENEFITS

Once the initial Tech Sheet has been filled out completely and submitted to me, the competitors will benefit as well; especially those who shoot every match without changing a thing. I believe that they will applaud these guidelines after it takes them less than 30 seconds to complete the Tech Sheet by merely entering:

Name: _____   Range: _____

Home Town: _____   Date: _____

(X) Confirm Class   Home Range: (if applicable)

(X) (X) (X) Indicate that Equipment, Bullet and Load Data Are Same As Used Previously.

Match Directors do not have to manually compile Match Reports.

My goal is to eliminate the burdensome and tedious work that has been the hallmark of the DRC's job. I then plan to spend my time more productively performing statistical analyses and preparing reports for publication in the "Fouling Shot" and our CBA web site. I am confident that competitors and casual shooters alike will value the information that I will provide in the future.

Thanking you in advance, I appreciate your willingness to work with me in providing the highest quality Match Reports and statistical analyses of match data. Your feedback is most welcome. Please feel free to distribute these instructions to your shooters.

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INSTRUCTIONS FOR ENTERING TECH SHEET DATA ON YOUR COMPUTER

With your mouse, click in the entrant's name box; a flashing cursor will appear;

Proceed with typing your name;

When "name" is completed, use the TAB KEY to advance to the next box, which is Address;

Continue in this fashion until you come to CLASS;

Note: the PRO (☐) "brackets" will have a faint box between them;
If you do shoot in PRO CLASS tap your keyboard's SPACE BAR and a check mark will be placed in the (   ) "brackets". If not, tap the TAB KEY until the cursor box is in the appropriate (   ) "bracket" for your class and use the SPACE BAR to produce a check mark;

If you have made a mistake in one of the "check brackets", use your mouse to place the cursor in the bracket you want to correct. The cursor will become a POINTING FINGER. Click to de-select the check mark. Move the cursor to the brackets desired and click again to select the "check mark".

Continue using the TAB KEY & SPACE BAR until you reach the end of the form, at which point, another tap or 2 on the TAB KEY will take you back to the top of the form giving you an opportunity to tab through the form again to check all of your entries.
Each field, as you tab through them, will be highlighted.

When you are satisfied that all the data is correct you must print a copy before taking any other action. The free version of Acrobat Reader will not allow you to save a copy of the completed Tech Sheet. It can only be saved if you have the "Full Version" of Adobe Acrobat.

Forgive me if these instructions look like a page out of ADOBE FOR DUMMIES. I apologize to those of you who are familiar with PDF's. Those that are not acquainted with PDF's will need the detail.