



SHOOT REPORT INSTRUCTIONS - PLEASE READ CAREFULLY



3S COMPUTER SOFTWARE USERS

- **Email the complete backup (all files) within two days of the shoot.** This is extremely beneficial allowing scores to be processed immediately, keeping online cards/averages up to date and accurate. It also provides you an offsite backup should it be needed.

The shoot report packet returned to PITA by clubs holding registered shoots **must be received within 10 days of the shoot** and should contain the following:

- **Shoot Recap Report** with remittance and shooter achievements
- **Earned Yardage Report(s)**
- **Entry blanks with scores or computer generated score report** with PITA number
- **Membership Applications** - must be complete and legible
- **Copy of the shoot program**

SHOOT RECAP REPORT

- Complete all applicable blanks. Number of registered targets is total thrown during the shoot not including shoot offs.
- Complete the High Over All and First Timer sections. This information is used in the yearbook and gives recognition to your shooters.
- Provide the name, phone number and email of your cashier should more information be needed.

EARNED YARDAGE REPORT

- Complete each column of the report. All yardage changes should be reported on this form including yardage increases based on ATA yardage. Be sure to include the 27-yard shooters even though you don't punch their card. This information is needed to process yardage reductions. Computer generated earned yardage reports may be used instead.

ENTRY BLANKS (optional – not needed if computer reporting)

- Imprint with shooters card or complete legibly including the shooter's PITA #. Record score noting type of event above score. A computer printout of shooters with their scores can be substituted or the ATA/PITA form may be used. **Shooters scores must be submitted in alphabetical order.**
- Address changes or requests for new plastic cards should be noted on the entry blank.
- Club is to keep yellow copy and mail original with the Shoot Recap Report to the PITA office.

MEMBERSHIP APPLICATIONS

- Complete all applicable portions of the form. Previous PITA membership, ATA and other trapshooting association information is very important for the correct assignment of yardage and PITA number. Additional information should be noted on the back of this form.
- Include date of birth for all members. This information is needed to enable the printing of the shooters online membership card and for the selection of the All Star teams.
- Please give shooters a RULEBOOK & SCHEDULE and mark on form that you have done so. The rulebook and shoot schedule will not be mailed to the member if they are given at the shoot. **This allows the shooter to learn the rules and possibly attend shoots while his membership application is being processed. It also saves a great deal of postage.**

SHOOT PROGRAM

- Helpful in determining the content of the shoot, including type and number of events.

Incomplete forms will be returned to the club and may delay membership materials being sent to your shooters.

Questions or assistance needed???

PITA, P.O. Box 5276, Twin Falls, ID 83303

☎ (208) 312-0314

email: info@shootpita.com

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