



tel: +27 (0) 87 100 0197

fax: +27 (0) 86 634 7617

e-mail: info@dsisa.co.za

website: www.dsisa.co.za

Silver Lakes Office Park 2, Block 2, Unit 3
Von Backstrom Blvd, Silver Lakes, Pretoria



**NATIONAL ARCHERY
IN THE
SCHOOLS PROGRAMME**

NASP SA USER MANUAL

FOR WEBSITE AND BACKEND

DESIGNED BY DSI



ONLINE SOLUTIONS PROVIDER



tel: +27 (0) 87 100 0197

fax: +27 (0) 86 634 7617

e-mail: info@dsisa.co.za

website: www.dsisa.co.za

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Von Backstrom Blvd, Silver Lakes, Pretoria

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tel: +27 (0) 87 100 0197
fax: +27 (0) 86 634 7617
e-mail: info@dsisa.co.za
website: www.dsisa.co.za

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Von Backstrom Blvd, Silver Lakes, Pretoria

NASP-SA USER MANUAL BACKEND FEATURES(ADMIN)

1. NASP-SA Backend Login

To log in to the NASP-SA backend please follow the steps below:

Step 1

Ensure that you have Internet connection. Open your Internet browser (Suggested: Google Chrome).

Step 2

Navigate to the URL: <https://dsisa.co.za/LOGIN/>

Step 3

Complete the required fields as supplied to you by the system administrator (see figure 1). Click on Login once you have completed all 3 fields. You will be redirected to the backend automatically.

Usernames and Passwords are issued by the Webmaster. If you have not received your details please send an email to president@nasp.co.za

- DSI Key
- Username
- Password

Figure 1



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fax: +27 (0) 86 634 7617
e-mail: info@dsisa.co.za
website: www.dsisa.co.za

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Von Backstrom Blvd, Silver Lakes, Pretoria

2. Home Page / Landing page

This is the first page that you will land on when logged in to the backend. (Figure 2)

To access any of the modules please click on the required module on the left toolbar for example number 1 for **Equipment**.

To navigate to additional modules click on the arrow displayed by number 2

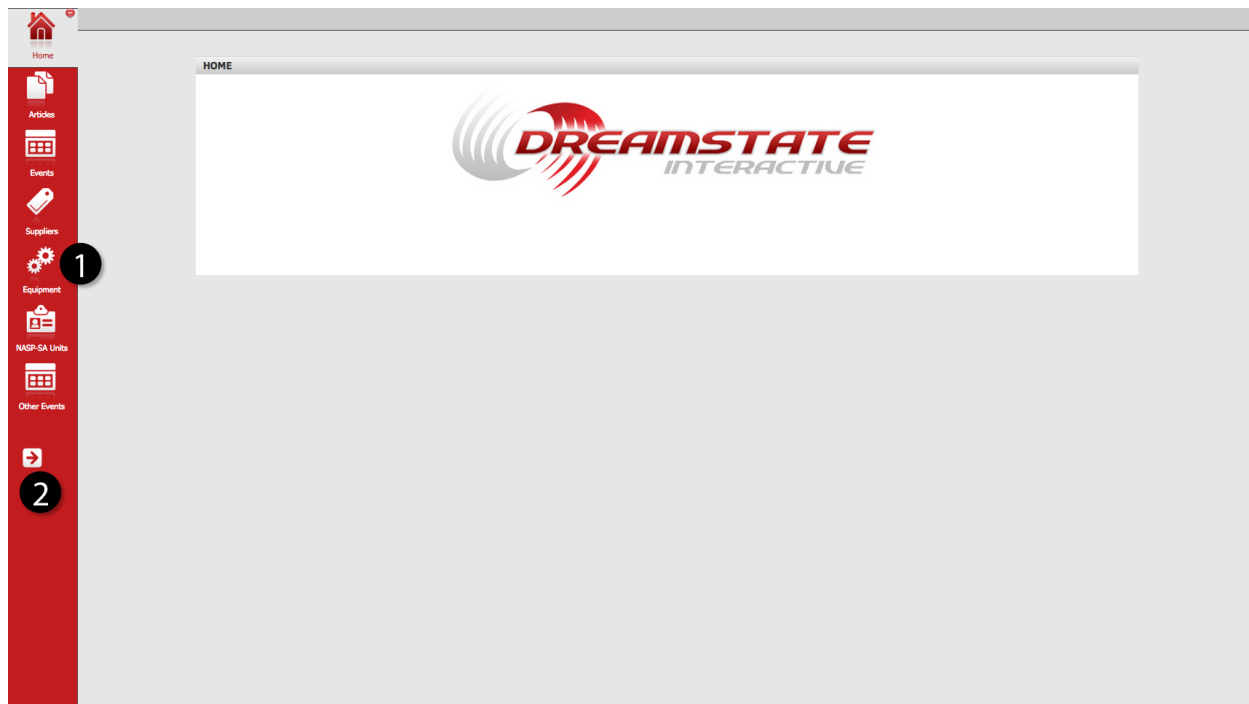





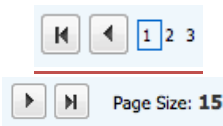


Figure 2

3. First Step in Understanding the Backend in general

There are a few basic buttons that are used throughout the backend that have the same function in all the modules. Below is an explanation of each one:

BUTTONS	Description
	This is an ADD button which can be found in the left bottom of any / most tables on the backend. This is used to add items to the table such as articles, events, and etcetera.
	This is an ADD New button which can be found on top of any / most tables on the backend. This is used to add items to the table such as articles, events, and etcetera. This button has the same function as the previous button.
	This button enables you to edit any line item in a table. The button can be found at the right most point of the table under the tools column, if you have the access to edit items.
	This is the remove button. As the name states it is used to remove line items from the table. Also found to the right of the table in the tools column, if you have the access to remove items.
	Note the funnel icon. This is the filter button found below each of the column headings on top of tables. This can be used to search for keywords or find people in the list. All you have to do is type part or entire words in the box and press enter on the keyboard.
	These buttons are used to navigate between pages on the table by clicking the arrows you will be moved one page on or to the end in the corresponding direction.



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Add a Line Item

Step 1

Click on the module in the icons list on the left toolbar if you are not yet on the required module.

Step 2

Click on any of the ADD buttons available to add a new item. Also refer to the module description in this document to find out what needs to be provided in each field.

Edit a Line Item

Step 1:

Click on the module in the icons listed on the left toolbar if you are not yet on the required module.

Step 2:

Use the filter to find the item or use the buttons below the table to find the page on which the item is that you would like to edit. Click on the edit button to the right of the line item you would like to edit. After you have updated all the required fields click on **save**.

Remove a Line Item

Step 1:

Click on the module in the icons list on the left toolbar if you are not yet on the required module.

Step 2:

Use the filter to find the item or use the buttons below the table to find the page on which the item is that you would like to remove. Click on the remove button to the right of the line. You will be prompted with a message asking "Are you sure you would like to remove this item". Click the **yes** or **no** button depending on the action required.



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Von Backstrom Blvd, Silver Lakes, Pretoria

4. Articles - Add, Edit and Remove

Articles are displayed on the website's homepage. You also have the ability to view all articles by clicking on the **View all Articles** in the banner on the homepage. This will provide you with a list of articles.

Add new Article

To add a new article to the website follow the steps below:

Step 1:

Click on the Articles module in the icons list on the left toolbar. You should see a screen similar to figure 3 below


The screenshot shows the 'ARTICLES MANAGER' interface. On the left is a red sidebar with icons for Home, Articles, Events, Suppliers, Equipment, NASP-SA Units, and Other Events. The main area is titled 'ARTICLES MANAGER' and has an 'Add New' button. Below it is a table titled 'Articles List' with columns: Pic, Name, Magazine Name, Magazine Issue, Magazine Month, Magazine Pages, Description, Author, Designation, Is Active, and Tools. The table contains 15 rows of article data. At the bottom of the table, there is a pagination bar showing 'Page Size: 15' and '38 items in 3 pages'.

Pic	Name	Magazine Name	Magazine Issue	Magazine Month	Magazine Pages	Description	Author	Designation	Is Active	Tools
uploaded/images/artic...	2011 3-Di Report - W...					When reviewing the 2...			No	
uploaded/images/artic...	3-Di Rule Changes fo...					The ABO / 3-Di Tourn...				
uploaded/images/wilhe...	A NEW MILESTONE FOR ...					A NEW MILESTONE FOR ...	Wilhelm Greeff	President NASP-SA	Yes	
uploaded/images/wilhe...	Archery					Archery	Gina Hartoog		Yes	
uploaded/images/wilhe...	Archery associations...					NATIONAL ARCHERY IN ...	Wilhelm Greeff	President NASP-SA	Yes	
uploaded/images/wilhe...	Die WP roer					NATIONALE SKOLE BOOG...	Luther De Koker	Koördineerder vir W...	Yes	
uploaded/images/wilhe...	Getting involved in ...					NATIONAL ARCHERY IN ...	Wilhelm Greeff	President NASP-SA	Yes	
	Hoe om betrokke te r...					NATIONALE SKOLE BOOG...	Wilhelm Greeff	President van NASP-S...	Yes	
	Industrie reik uit n...					NATIONAL ARCHERY IN ...	Wilhelm Greeff	President NASP-SA	Yes	
	Industrie reik uit n...					NATIONAL ARCHERY IN ...	Wilhelm Greeff	VP Opleiding en Pres...	Yes	
uploaded/images/artic...	It's ALL About ...					Family, fun, and the...				
	Lephalale					Schools join archery...			Yes	
	Lephalale tree toe					NATIONAL ARCHERY IN ...	Wilhelm Greeff	President van NASP-S...	Yes	
uploaded/images/wilhe...	NASP Equipment					NATIONAL ARCHERY IN ...	Wilhelm Greeff	President NASP-SA	Yes	
	NASP Gauteng Kampioe...					NASP Gauteng Kampioe...	Jan de Man		Yes	

Figure 3




Step 2:

Click on the  button on the screen to start adding a new article.

Step 3:

Complete all the fields available to you. Find below a description of each:

- **Pic** – This is a pic of the author who wrote the article uploaded the standard way.
- **Name** – This is the title of the article.
- **Magazine Name** – If published in a magazine add the name here, if not leave blank.
- **Magazine Issue** – Issue number of the magazine if applicable.
- **Magazine Month** – Month of publication.
- **Magazine Pages** – On which pages can the article be found.
- **Description** – This is a short description describing what the article is about.
- **Author** – The person who wrote the article.
- **Designation** – The Authors executive role in the company.
- **Content** – The content area is similar to a word document interface you should copy and paste the entire article into the block. Please also note that to get the correct styling you will need to use the paste as plain text icon  and paste your article into the box provided. Please read the FCK Editor section for more options.
- **Date Created** – This is the date at which the article was published.
- **Is Active** – You need to set this to either Yes or No. Yes means that the article will show on the website and no will remove it from the website.



5. FCK Editor



Figure 4

Above is the standard content editor used to manipulate text and images. Some might recognize this as a standard Microsoft Word interface. I will explain each button from left to right starting at the top.

Source – This is a standard html view of the content. If you do know html feel free to use this button.

Preview – This would display a preview of the page in a new window.

Template – This button provides you with a few standard layouts for the page.

Cut – This is used to cut text/images from the view.

Copy – This button is used to copy text/images from the page.

Paste – This button will paste the text that you have copied. (Please do not use this button when pasting text from Word).

Paste as plain text – This button is used to paste text from Word or any other text editor. Do not use any of the other buttons to paste text.

Paste from Word – Never use this button, the reason for that is that word formatting is different than html and will cause hours of frustration trying to get the correct styling in the editor.

Print – As the name states this is used to print the content.

Spell Checker - This is disabled.

Undo – To undo your last action.

Redo - Redo your last undo action.

Find – Find text or words in the content.

Replace – Replace text in the editor after finding a match.



tel: +27 (0) 87 100 0197

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Von Backstrom Blvd, Silver Lakes, Pretoria

Select All – Selects all the content in the editor.

Remove Format – Remove previous styling from text or images.

Bold – to increase the stroke thickness of text.

Italic - is a style of font that slants the letters evenly to the right.

Underline – Underlines the selected text.

Strike Through – Draws a line through text.

Subscript – Subscript is a number, figure, symbol, or indicator that is smaller than the normal line of type and is set slightly below it.

Number List – This creates a numbered list.

Bullet List – This creates a bullet list.

Decrease Indent – Decrease the indent to the right.

Increase Indent – Increase the indent to the right.

Block Quote – Creates formatting to style certain text into a block and centered on the page to stand out from the rest.

Left Justify – Aligns text to the left of the screen.

Center Justify – Aligns text to the center of the screen.

Right Justify – Aligns text to the right of the screen.

Block Justify – Aligns text in a block format on the screen.

Hyperlink – Select text and insert a hyperlink to a website, email address or PDF.

Break Hyperlink – Removes a hyperlink from text with a link.

Anchor Tag – Used to jump to sections from hyperlinked text.



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Insert Picture – After clicking this button you can either select the image from the list or upload a new images by clicking Choose file on the bottom of the upload. Once selected you will have to click upload (bottom right) to upload your photo. Please note this does take time depending on the size of the image. You can then select the image from the list to insert in the content.

Insert Table – Used to insert tables in the content.

Insert Horizontal Line – Insert a line below content.

Style- Pre-defined text styles.

Format – Used to control size of text as well as set if text is a heading.

Font – Used to choose the text font.

Size – Used to control the size of the text.

Text Colour – Change the colour of text.

Highlight Text – Highlight important text.

Maximize Editor – Transforms the editor into a full screen editor.

Show Blocks – Used to see the layout of the text and images in its containing blocks. Also used to remove unwanted spacing problems.



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6. Events - Add, Edit and Remove

Events are displayed on the website under NASP-SA Competitions.

Add new Event

To add a new event to the website follow the steps below:

Step 1:

Click on the Events module in the icons list on the left toolbar. You should see a screen similar to the image below Figure 5:

Name	Start Date	Event Start Date	Event End Date	Time	Venue	Type	School	Address	Province	Region	Map	Contact Person	Mobile	Email	Fee	Ranking Details	Range Official	Who May Participate	Please Register Before	Age	Cost Per Day	Fee	Status	Confirmation Email	Tournament Reminder	Approved	Tools
2012 Club Inyathi C...	2012-03-17	2012-03-17	2000-00-00	08:00	High School	Local	Riebeeckrand	c/o Angler and ...	Gauteng			Frik Bikenstock - ...							2012-03-09				Closed				FX
2012 Free State Prov...	2012-08-18	2012-08-18	0000-00-00	09:00	Sasburg High Schoo...	Provincial		Tamara Street, Sasb...	Free State			Jan De Han-jerman@...							2012-08-10				Closed				FX
2012 Gauteng Provinc...	2012-08-11	2012-08-11	0000-00-00	08:00	Riebeeckrand Highsch...	Provincial		c/o Angler	Gauteng			Frik Bikenstock - ...							2012-08-03				Closed				FX
2012 Mpumalanga Univ...	2012-08-25	2012-08-25	0000-00-00	08:00	Laerskool Lydenburg	Local		Nel Street, Lydenbur...	Mpumalanga			Charlotte Du Plooy - ...							2012-08-17				Closed				FX
2012 Mpumalanga Prov...	2012-09-15	2012-09-15	0000-00-00	08:00	Laerskool Lydenburg	Provincial		Nel Street, Lydenbur...	Mpumalanga			Kooger van Eck - Mrs...							2012-09-07				Closed				FX
2012 NASP World Univ...	2012-10-04	2012-10-04	0000-00-00	08:00	ESPN Centre	International		Orlando Florida USA				Ray Grimes - rgimes...							2012-09-01				Closed				FX
2012 NASP SA NATTOMA...	2012-10-20	2012-10-20	0000-00-00	08:00	High School Riebeeck...	National		c/o Angler & R...	Gauteng			Frik Bikenstock - ...							2012-10-06				Closed				FX
2012 North West Prov...	2012-06-02	2012-06-02	0000-00-00	08:00	Laerskool Rustenburg	Provincial		Rustenburg	North West			Willem Maritzman - W...							2012-05-25				Closed				FX
2012 Western Provinc...	2012-09-08	2012-09-08	0000-00-00	09:00	Houart Park High S...	Local		Jan King Road, Kwaal...	Western Cape			Luther De Koller - DB...							2012-08-31				Closed				FX
2013 Club Inyathi C...	2013-03-09	2013-03-09	0000-00-00	08:00	Riebeeck Rand High S...	Local		C/o Angler and Van ...	Gauteng			Frik Bikenstock - ...							2013-03-08				Closed				FX
2013 Eastern Provinc...	2013-07-06	2013-07-06	0000-00-00	08:00	Woodridge Preparato...	Provincial		Port Elizabeth				Billy Tietton - Bili...							2013-06-28				Closed				FX
2013 Free State Prov...	2013-08-31	2013-08-31	0000-00-00	08:00	Sasburg	Provincial			Free State			Jan De Han-jerman@...							2013-08-23				Closed				FX
2013 Frik Bikenstock - ...	2013-08-10	2013-08-10	0000-00-00	08:00	Riebeeckrand High Sc...	Provincial		Randfontein	Gauteng			Frik Bikenstock - ...							2013-08-02				Closed				FX
2013 Mpumalanga Prov...	2013-08-17	2013-08-17	0000-00-00	08:00	Lydenburg Laerskool	Provincial		1 Nel street, Lydenb...	Mpumalanga			Charlotte Du Plooy - ...							2013-08-09				Closed				FX
2013 NASP All Stars ...	2013-07-26	2013-07-26	0000-00-00	08:00	Shikwari Lodge	International		Farm Geluk 285 Port...	Limpopo			Willem Graaff - gra...							2013-05-31				Closed				FX

Figure 5

Step 2:

Click on the **Add New** button on screen to start adding a new article.

Step 3:

Complete all the fields available to you. Find below a description of each

- **Name** – This is the name of the Event – Please only use the following naming conventions:
 - International competition or championship
 - National competition or championship
 - Provincial competition or championship
 - Local competition or championship
- **Start Date** – When the pre-registrations must open for the event.
- **Event Start Date** – The first day of the event.



tel: +27 (0) 87 100 0197
fax: +27 (0) 86 634 7617
e-mail: info@dsisa.co.za
website: www.dsisa.co.za

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-
- **Event End Date** – The Last day of the event, if one day please use Event start date
 - **Time** – Starting time on the first day of the event.
 - **Venue** – Where the event will be held
 - **Type** – The type of event for example International, National, Provincial, local competition or championship. If NASP 3D also state the fact.
 - **School** – The specific school **hosting** the event.
 - **Address** – The physical address of the event
 - **Province** – The province where the event will be held
 - **Region** – The region where the event will be held as statutory determined.
 - **Map** – A link from Google maps also displaying the GPS location
 - **Contact Person** – Person in managing the event
 - **Mobile** – Contact number for the above contact person
 - **Email** – Email address of the contact person
 - **Fax** – Fax number of contact person
 - **Banking Details** – The NASP-SA bank details are set as the default. In the event where the registration fees must be paid into a different account, this details must be completed here.
 - **Range Official** – The person in control of the range
 - **Who May Participate** – Who may enter for the event.
 - **Register Before** – When the event registrations closes



tel: +27 (0) 87 100 0197
fax: +27 (0) 86 634 7617
e-mail: info@dsisa.co.za
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-
- **GPS** – The GPS coordinates for the event location
 - **Cost** – Cost to participate in the event, please only provide a number, the R is set as default
 - **Pic** – The image that would be used as the feature image for the event
 - **Content** – Any additional info and graphics can be loaded here.
 - **Status** – Leave this blank, as this is system controlled. The system will close automatically for registrations on the date set.
 - **Confirmation Email** – Email sent out to the person who registers his or her archers for the event
 - **Tournament reminder** – Sent automatically 3 days before event to remind the registering person about the event
 - **Approved** – The President of NASP-SA approves the event. If approved, the scored will be considered on the NASP-SA ranking list, national and Provincial.



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7. Uploading Event Scores (under Event Module)

The most important feature of all is the ability to provide our archers with their score in a neatly structured way. We have created a score importer so that any school, club, branch, provincial coordinator or President can load scores onto the website.

Step 1:

Click on the Events module in the icons list on the left toolbar. You should see a screen similar to the image below Figure 6

Name	Start Date	Event Start Date	Event End Date	Time	Venue	Type	School	Address	Province	Region	Map	Contact Person	Mobile	Email	Fax	Booking Details	Range Official	Who Host	Places	Places Available	Fee	Cost Per Day	Pic	Status	Confirmation Email	Tournament Reminder	Approved	Tools
2012 Club Inyathi C...	2012-03-17	2012-03-17	0000-00-00	08:00	High School	Local	Rebeekrand	c/o Angeler and Rie...	Gauteng			Frk Bikenstock - E...												Closed				/X
2012 Free State Prov...	2012-08-18	2012-08-18	0000-00-00	09:00	Sasolburg High Schoo...	Provincial		Taurus Street, Sasol...	Free State			Jan De Man - jdemar@...												Closed				/X
2012 Gauteng Provinc...	2012-08-11	2012-08-11	0000-00-00	08:00	Rebeekrand Highsch...	Provincial		c/o Angeler	Gauteng			Frk Bikenstock - E...												Closed				/X
2012 Mpumalanga Invi...	2012-08-25	2012-08-25	0000-00-00	08:00	Lerikool Lydenburg	Local		Neil Street, Lydenbur...	Mpumalanga			Charlotte Du Preez												Closed				/X
2012 Mpumalanga Prov...	2012-09-15	2012-09-15	0000-00-00	08:00	Lerikool Lydenburg	Provincial		Neil Street, Lydenbur...	Mpumalanga			Kruger van Elk - Inu...												Closed				/X
2012 NASP World Invi...	2012-10-04	2012-10-04	0000-00-00	08:00	ESPA Centre	International		Orlando Florida USA				Roy Grimes - rgrimes...												Closed				/X
2012 NASP-SA NATIONAL...	2012-10-20	2012-10-20	0000-00-00	08:00	High School	National		co Angeler & Rie...	Gauteng			Frk Bikenstock - E...												Closed				/X
2012 North West Prov...	2012-06-02	2012-06-02	0000-00-00	08:00	Lerikool Rustenburg	Provincial			Rustenburg	North West		Willen Hartman - w...												Closed				/X
2012 Western Provinc...	2012-09-08	2012-09-08	0000-00-00	09:00	Monument Park High S...	Local		Den King Road, Kraai...	Western Cape			Luther De Koker - LB...												Closed				/X
2013 Club Inyathi C...	2013-03-09	2013-03-09	0000-00-00	08:00	Rebeekrand High Sch...	Local		Co Angeler and Van...	Gauteng			Frk Bikenstock - E...												Closed				/X
2013 Eastern Provinc...	2013-07-06	2013-07-06	0000-00-00	08:00	Woodridge Preparator...	Provincial		Port Elizabeth				Billy Tooten - Bily...												Closed				/X
2013 Free State Prov...	2013-08-31	2013-08-31	0000-00-00	08:00	Sasolburg	Provincial			Free State			Jan De Man - jdemar@...												Closed				/X
2013 Gauteng Provinc...	2013-08-10	2013-08-10	0000-00-00	08:00	Rebeekrand High Sc...	Provincial		Randfontein	Gauteng			Frk Bikenstock - E...												Closed				/X
2013 Mpumalanga Prov...	2013-08-17	2013-08-17	0000-00-00	08:00	Lydenburg Lerikool	Provincial		1 Neil street, Lydenb...	Mpumalanga			Charlotte Du Preez												Closed				/X
2013 NASP All Stars ...	2013-07-26	2013-07-26	0000-00-00	08:00	Shikwaga Lodge	International		Farm Grikuk 285 Port...	Limpopo			Wilhelm Greff - gre...												Closed				/X

Figure 6

Step 2:

Now you will need to click on **Import Scores** icon  on the right hand side.

Step 3:

You will be prompted to upload a file. It is very important that the file is in the correct format and that the correct data is within the file in the correct order. If you are unsure how the file should look please download the Sample raw file. The second file available is an Excel sheet, this file contains the required fields in the correct order. Please also note that **Province and School Name** should exactly match what is captured on the NASP Units module. This is an automated process and would not work correctly if the wrong information were supplied.



tel: +27 (0) 87 100 0197
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The file needs to be a .CSV or .TXT and equally important that the fields are comma separated.

A screenshot of a web interface for uploading scores. The title is 'Scores Import - Vastrap Inter Schools' in bold. Below it is the word 'Upload' in a large font. The instruction 'Please select the .CSV file you want to upload' is displayed. There is a blue hyperlink 'Download Example File'. Below the link, there is a file selection area with the label 'File', a button 'Choose File', the text 'No file chosen', and an 'upload' button.

Figure 7

Please ensure all information is correct before uploading the client data to the back end system, also **NOTE THE MEMBER DETAILS IS DISTINGUISHED BY ID AND EMAIL – PLEASE ENSURE INFO IS CORRECT.**



tel: +27 (0) 87 100 0197
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e-mail: info@dsisa.co.za
website: www.dsisa.co.za

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8. Suppliers - Add, Edit and Remove (Restricted and not available to all)

The provider that is selling products used in NASP

Step 1:

Click on the Suppliers module in the icons list on the left toolbar. You should see a screen similar to figure 8 below:


The screenshot shows the 'SUPPLIERS MANAGER' window with an 'Add New' button. Below it is a 'Suppliers List' table with the following data:

Name	Description	Email	Tel	Address	Contact Person	Mobile Number	Office Number	Fax Number	Plc	Tools
Centreshot	Centreshot South Afr...	barie@reg.org.za	015 491 1175	Post Net 30, Private...	Barie van Tonder	073 944 1401			uploadedImages/centr...	/X
D Sign Pro	D Sign Pro	greoffgerrie@gmail.c...	076 962 8916		Gerrie Greeff				uploadedImages/2014...	/X
NASP-SA		president@nasp.co.za	012 653 2066		Wilhelm Greeff	082 607 0202		086 607 0707	uploadedImages/2014...	/X

At the bottom of the table, it says 'Page Size: 15' and '3 items in 1 pages'.

Figure 8

Step 2:


Click on the  button on screen to start adding a new article

Step 3:

Complete all the fields available to you. Find below a description of each

Add new Supplier

Step 1:

Click on the  button on screen to start adding a new article

Step 2:

Complete all the fields available to you. Find below a description of each:

- **Name** – Name of the Supplier
- **Description** – Description of the Supplier
- **Email** – Of the supplier for orders
- **Tel** – Of the supplier



tel: +27 (0) 87 100 0197
fax: +27 (0) 86 634 7617
e-mail: info@dsisa.co.za
website: www.dsisa.co.za

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-
- **Address** – Physical address of the supplier
 - **Contact Person** – Name of the person responsible for delivering the products
 - **Mobile Number** – Cell number of contact person
 - **Office Number** – Number of supplier, shop where product can be bought
 - **Fax Number** – Fax number of shop.
 - **Pic** – A logo of the supplier



tel: +27 (0) 87 100 0197

fax: +27 (0) 86 634 7617

e-mail: info@dsisa.co.za

website: www.dsis.co.za

Silver Lakes Office Park 2, Block 2, Unit 3
Von Backstrom Blvd, Silver Lakes, Pretoria

9. Equipment - Add, Edit and Remove (Restricted and not available to all)

Equipment is listed under the different suppliers

Step 1:

Click on the Equipment module in the icons list on the left toolbar. You should see a screen similar to figure 9 below

Name	Supplier	Description	Size Required	Sliding	Price	Pic	Categories	DateCreated	Tools
10 bow bow racks	2	NASP-SA approved bow...			2150.00	uploadedImages/2014-...	0	2014-10-21 15:54:55	
2D Blue Wildebeest t...	4	Official 2D target u...			20.00	uploadedImages/2014-...	0	2014-10-21 17:18:29	
2D Eland target	4	Official 2D target u...			20.00	uploadedImages/2014-...	0	2014-10-21 17:19:24	
2D Impala target	4	Official 2D target u...			20.00	uploadedImages/2014-...	0	2014-10-21 17:20:24	
2D Warhog target	4	Official 2D target u...			20.00	uploadedImages/2014-...	0	2014-10-21 17:21:09	
2D Zebra target	4	Official 2D target u...			20.00	uploadedImages/2014-...	0	2014-10-21 17:22:10	
3D Brown Bear target	4	Official 3D target u...			1090.00	uploadedImages/2014-...	0	2014-11-05 11:19:45	
3D Bushpig target	4	Official 3D target u...			990.00	uploadedImages/2014-...	0	2014-11-05 11:20:24	
3D Hyena target	4	Official 3D target u...			990.00	uploadedImages/2014-...	0	2014-11-05 11:20:53	
4 bow bow rack	2	NASP-SA approved bow...			1150.00		0	2014-10-20 15:37:39	
Arrow rest - left ha...	1				110.00	uploadedImages/2014-...	0	2014-10-21 15:51:40	
Arrow rest - right h...					110.00	uploadedImages/2014-...	0	2014-10-21 15:52:13	
Assistant Golf Shirt		175G Pique knit golf...	Yes	S,M,L	110.00	2014_07_28_22_36_28...	65	2014-07-28 22:36:28	
Assistant Golf Shirt		175G Pique knit golf...	Yes	XL,2XL	120.00	2014_07_28_22_37_31...	65	2014-07-28 22:41:14	
Assistant Golf Shirt		175G Pique knit golf...	Yes	3XL,4XL,5XL	130.00	2014_07_28_22_39_01...	65	2014-07-28 22:41:37	

Figure 9

Step 2:

Click on the **Add New** button on screen to start adding a new article

Step 3:

Complete all the fields available to you. Find below a description of each

Add new Item

- **Name** – Of the item being sold
- **Supplier** – The company selling the item
- **Description** – Description of the item
- **Size Required** – If clothing or shoes stipulate yes to indicate that size is required



tel: +27 (0) 87 100 0197
fax: +27 (0) 86 634 7617
e-mail: info@dsisa.co.za
website: www.dsisa.co.za

Silver Lakes Office Park 2, Block 2, Unit 3
Von Backstrom Blvd, Silver Lakes, Pretoria

-
- **Sizing** – Comma separated sizes that will be chosen by dropdown. For example S,M,L,XL etcetera
 - **Content** – Additional images and photos of product
 - **Price** – The price of the item
 - **Pic** – Image of the item
 - **Categories** – If NASP-SA memorabilia then select which category from the dropdown, if normal supplier leave this blank.



tel: +27 (0) 87 100 0197

fax: +27 (0) 86 634 7617

e-mail: info@dsisa.co.za

website: www.dsisa.co.za

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Von Backstrom Blvd, Silver Lakes, Pretoria

10. NASP-SA Units - Add, Edit and Remove

All Schools, Centreshot, clubs and branches that would enter competitions.

Step 1:

Click on the NASP-SA Units module in the icons list on the left toolbar. You should see a screen similar to figure 10 below:

The screenshot shows the 'Schools Manager' application with a 'Schools List' table. The table has columns for URL, Name, Nickname, Unit Type, Affiliation, Province, Region, Address, Contact Person, Email, Tel, Mobile, Level, Disabled, Pic, and Tools. The data includes schools like Bakenkop, Bastion, Bergsig Akademie, Brackenfell, Bronkhorstspuit, Burgersfort, Dr Havenga, Du Preez van Wyk, Enthos Christian Sc..., Erasmus, Fields College, Flamboyant, Fontaine, Gene Low, and Haakdoorn.

URL	Name	Nickname	Unit Type	Affiliation	Province	Region	Address	Contact Person	Email	Tel	Mobile	Level	Disabled	Pic	Tools
http://www.laerskool...	Bakenkop				Gauteng	Tshwane	5 Underberg Street, ...	Emsie Swaneepoel			0	Primary School	No		✖
http://www.hbbergsig...	Bastion				Western Cape	Bojanala (Rustenburg)	Hoek van Bovenstraat...	Julie Boshoff	robday@yahoo.com / ...	082 882 5138	0	High School	No	uploadedImages/Bergs...	✖
http://www.bhspriar...	Brackenfell				Western Cape						0				✖
	Bronkhorstspuit				Gauteng	Metsweding (Bronkhorstspuit)	Madelief's St, Bronk...				0	Primary School	No		✖
	Burgersfort				Mpumalanga						0				✖
http://www.dhaviga...	Dr Havenga				Gauteng	Sediberg (Vereeniging)	29 Andries Pretorius...	Abrie Greyling		016 362 0610	0	Primary School	No		✖
	Du Preez van Wyk				Gauteng	Metsweding (Bronkhorstspuit)	Bothastraat 48, Bron...	Francis O Callaghan			76	Primary School	No		✖
	Enthos Christian Sc...				Gauteng						0				✖
http://www.hetermus...	Erasmus				Gauteng	Metsweding (Bronkhorstspuit)	1 CATHEE STREET, BRD...	Celeste Labuschagne			835641271	High School	No		✖
http://www.feldscol...	Fields College				North West	Bojanala (Rustenburg)	226 Klippers Straat ...	Johan Vlojen	jibv@webmail.co.za	083 227 4652	0	Combined	No	uploadedImages/Field...	✖
	Flamboyant				Mpumalanga						0				✖
	Fontaine				Gauteng						0				✖
	Gene Low				Western Cape						0				✖
	Haakdoorn				Gauteng	Tshwane	247 SWAELTJIE STREET...	Linda vd Wat	lindavdwat@gmail.com		0	Primary School	No		✖

Figure 10

Step 2:

Click on the **Add New** button on screen to start adding a new article

Step 3:

Complete all the fields available to you. Find below a description of each

Add New Item

- **URL** – Link to the Unit's website
- **Name** – Name of the Unit
- **Nickname** – Nickname of the Unit
- **Unit Type** – Type of Unit such as school, club or branch



tel: +27 (0) 87 100 0197
fax: +27 (0) 86 634 7617
e-mail: info@dsisa.co.za
website: www.dsisa.co.za

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Von Backstrom Blvd, Silver Lakes, Pretoria

-
- **Affiliation** – Select if affiliated with another organization
 - **Province** – Province where the Unit is situated
 - **Region** – Statuary region in the specific province
 - **Address** – Physical address of the Unit
 - **Contact Person** – NASP contact person
 - **Email** – Of the contact person
 - **Tel** – Of The Unit
 - **Mobile** – Of the contact person
 - **Level** – Of the Unit in which they participate, select the correct level on the drop-down menu.
 - **Disabled** – Select yes if this is a unit catering for children with special needs or disabilities
 - **Pic** – Logo of the unit.




tel: +27 (0) 87 100 0197
fax: +27 (0) 86 634 7617
e-mail: info@dsisa.co.za
website: www.dsisa.co.za

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To import all the students details in bulk manner:

Step 1:

Click on the Import Icon  that will bring you to the following import screen:

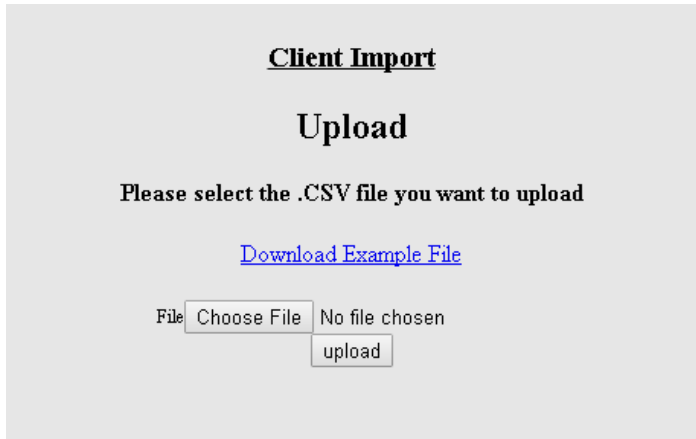


Figure 11

This allows you to add a bulk amount of students onto the system from an Excel sheet.

Please ensure all information is correct before uploading the client data to the back end system, also
NOTE THE MEMBER DETAILS IS DISTINGUISHED BY ID AND/OR EMAIL – PLEASE ENSURE INFO IS
CORRECT.

You can download the example file as reference to what needs to be included before you start uploading, please see below:

[Download Example File](#)



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fax: +27 (0) 86 634 7617

e-mail: info@dsisa.co.za

website: www.dsisa.co.za

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11. Other Events - Add, Edit and Remove

These events are NASP-SA events excluding competitions and championships such as meetings, training and outreaches

Step 1:

Click on the Other Events module in the icons list on the left toolbar. You should see a screen similar to figure 12 below

OTHER_EVENTS MANAGER

Add New

Other events list

Name	Event Type	Start Date	Event Start Date	Event End Date	Time	Venue	School	Address	Province	Region	Map	Event Detail	Who May Participate	Contact Person	Contact Email	Contact Tel	File	Cost	Tools
2013 NASP-SA Annual ...	3	2013-10-18	2013-10-18	0000-00-00	18:00	Rustenburg		The specific venue				AGM where all		Frk Birkenstock -					✖ ✖
2013 NASP-SA NATIONA...	2	2013-04-20	2013-04-20	0000-00-00	08:00	Skype trails		Rustenburg Cape				The top NASP-SA		Johan van Wijk -					✖ ✖
BAI (NASP Instructo...	1	2013-02-09	2013-03-09	0000-00-00	08:00	Woodridge College		WOODRIDGE COLLEGE - ...				NASP instructors		Billy Teeton -					✖ ✖
BAI (NASP Instructo...	1	2013-02-23	2013-02-23	0000-00-00	08:00	Riebeeckrand High Sc...		Co Angelier and Van ...				Adults interested		Frk Birkenstock -					✖ ✖
BAI (NASP Instructo...	1	2014-07-26	2014-07-26	0000-00-00	09:00	Woodridge College		1 Woodridge Road		Nelson Mandela (Port Elizabeth)		NASP instructors		Billy Teeton -					✖ ✖
BAI TRAINING	1	2013-07-13	2013-07-13	0000-00-00	07:30 to 17:00	Riebeeckrand High Sc...		c/o Angelier and Rie...				Cost: R400-00 plus R2...		Frk Birkenstock -					✖ ✖
BAI TRAINING	1	2013-08-17	2013-08-17	0000-00-00	08:00 to 17:00	Bergsig Academy		Beyers Naude Street...				R400 per person		Jurie Boshoff -					✖ ✖
BAI TRAINING	1	2013-2013-08-17	2013-08-31	0000-00-00	08:00 to 17:00	Laerskool Rustenburg		170 Fatima Bayat Str...				R400 per person		Jurie Boshoff -					✖ ✖
BAI Training	1	2014-07-28	2014-07-28	0000-00-00	07:30 to 18:00	Riebeeckrand Hoërsk...						Bring saam:- Gemakli...		Frk Birkenstock -					✖ ✖
BAI training	1	2014-10-04	2014-10-04	1899-11-30	08:00 to 18:00	Laerskool Elspark		Corner of Finch and ...	Gauteng	Skurhellen (Germiston)				Wilhelm Greeff	president@nasp.co.za	082 607 0202		R400 per person	✖ ✖
BAI TRAINING	1	2014-12-03	2015-01-24	2015-01-24	08:00	Arcadia Primary in P...			Gauteng			BAI training at R470...		Wilhelm Greeff	president@nasp.co.za	082 607 0202	uploadedImages/2014...	BAI R470 per person	✖ ✖
BAIT & BAI TRAIN...	1	2014-09-26	2014-09-28	0000-00-00	08:00 to 17:00	Riebeeckrand High Sc...		Angelier Street Rand...				Feas include golf sh...		Frk Birkenstock -				BAIT - R12,000 per e...	✖ ✖
BAIT & BAI train...	1	2014-12-03	2015-02-26	2015-02-28	08:00	School in Lophalale ...			Limpopo			Three days BAIT train...		Wilhelm Greeff	president@nasp.co.za	082 607 0202	uploadedImages/2014...	BAI - R470 per perso...	✖ ✖
BAITS / BAIT and BAI...	1	2014-12-18	2015-02-05	2015-02-07	08:00	School in Centurion...						BAITS, BAIT & BA...		Wilhelm Greeff	president@nasp.co.za	082 607 0202		R470 for BAI trainin...	✖ ✖
GP outreach	2	2014-11-21	2014-12-03	2014-12-03	10:00	Arcadia Primary in P...			Gauteng			Outreach to schools...		Wilhelm Greeff	president@nasp.co.za	082 607 0202	uploadedImages/2014...	0	✖ ✖

Page Size: 15

28 items in 2 pages

Figure 12

Step 2:

Click on the **Add New** button on screen to start adding a new article

Step 3:

Complete all the fields available to you. Find below a description of each

- **Name** – This is the name of the specific event.
- **Event Type** – Type of the NASP-SA event for example training, meeting, outreach. Etc.
- **Start Date** – When the pre-registrations should open for the event
- **Event Start Date** – The first day of the event.



tel: +27 (0) 87 100 0197
fax: +27 (0) 86 634 7617
e-mail: info@dsisa.co.za
website: www.dsisa.co.za

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-
- **Event End Date** – The Last day of the event, if one day please use Event start date
 - **Time** – The time the event will start on the first day.
 - **Venue** – Where the event will be held
 - **School** – If the event is at a school, state the school's name
 - **Address** – Physical address where event is held
 - **Province** – Where event is held
 - **Region** – Region in the province
 - **Map** – Google link to a map
 - **Event Detail** – Details about the event
 - **Who May Participate** – Who can or should join the event
 - **Contact Person** – Person organizing the event
 - **Contact Email** – Email of contact person
 - **Contact Tel** – Tel of contact person
 - **Pic** – Feature image to advertise event on website
 - **Content** – Additional info and images for the event
 - **Cost** – This can be multi line and must add all costs involved for each person



tel: +27 (0) 87 100 0197

fax: +27 (0) 86 634 7617

e-mail: info@dsisa.co.za

website: www.dsisa.co.za

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12. Coordinators - Add, Edit and Remove

This is the people in the provincial leadership in NASP-SA

Step 1:

Click on the Coordinators module in the icons list on the left toolbar. You should see a screen similar to figure 13 below:

OTHER_EVENTS MANAGER

ADD New

Other_events List


Name	Event Type	Start Date	Event Start Date	Event End Date	Time	Venue	School	Address	Province	Region	Map	Event Detail	Who May Participate	Contact Person	Contact Email	Contact Tel	Pic	Cost	Tools
2013 NASP-SA Annual...	3	2013-10-18	2013-10-18	0000-00-00	18:00	Ruttenburg		The specific venue ...				AGM where all ...		Frik Binkenstock - f...		082 607 0202			✕
2013 NASP-SA NATIONAL...	2	2013-04-20	2013-04-20	0000-00-00	08:00	Skye trails managed...	Ruttenburg Cape Town...					The top NASP-SA arch...		Johan van Wijk - Joh...					✕
BAI (NASP Instructur...	1	2013-02-09	2013-02-09	0000-00-00	08:00	Woodridge College	WOODRIDGE COLLEGE ...					NASP instructors tra...		Billy Tacton - Billy...					✕
BAI (NASP Instructur...	1	2013-02-23	2013-02-23	0000-00-00	08:00	Riebeeckrand High Sc...	Co Angler and Van ...					Adults interested to...		Frik Binkenstock - f...					✕
BAI (NASP Instructur...	1	2014-07-26	2014-07-26	0000-00-00	09:00	Woodridge College	1 Woodridge Road ...			Nelson Mandela (Port Elizabeth)		NASP instructors tra...		Billy Tacton - Billy...					✕
BAI TRAINING	1	2013-07-13	2013-07-13	0000-00-00	07:30 to 17:00	Riebeeckrand High Sc...	60 Angler and Rie...					Cost R400-00 plus R7...		Frik Binkenstock - f...					✕
BAI TRAINING	1	2013-08-17	2013-08-17	0000-00-00	08:00 to 17:00	Bergsig Academy	Reyers Naude Street...					R400 per person lunch...		June Bootheff - Jun...					✕
BAI TRAINING	1	2013-2013-08-17	3-08-31	0000-00-00	08:00 to 17:00	Laerskool Ruttenburg	170 Palms Bayat Str...					R400 per person lunch...		June Bootheff - Jun...					✕
BAI Training	1	2014-07-28	2014-07-28	0000-00-00	07:30 to 18:00	Riebeeckrand Hoërsk...						Bring spartan- Genaik...		Frik Binkenstock - f...					✕
BAI training	1	2014-10-04	2014-10-04	1899-11-30	08:00 to 18:00	Laerskool Elspark	Corner of Finch and ...			Gauteng	Ekurhuleni (Germiston)			Wilhelm Greeff	president@nasp.co.za	082 607 0202		R400 per person	✕
BAI TRAINING	1	2014-12-03	2015-01-24	2015-01-24	08:00	Arcadia Primary in P...				Gauteng			BAI training at R470...	Wilhelm Greeff	president@nasp.co.za	082 607 0202	uploadedImages/2014...	BAI R470 per person	✕
BAT & BAI TRAIN...	1	2014-09-26	2014-09-28	0000-00-00	08:00 to 17:00	Riebeeckrand High Sc...	Angler Street Rand...					Feen include golf ph...		Frik Binkenstock - f...				BAT - R1,000 per h...	✕
BAT & BAI train...	1	2014-12-03	2015-02-26	2015-02-28	08:00	School in Lephalale ...				Limpopo		Three days BAT train...		Wilhelm Greeff	president@nasp.co.za	082 607 0202	uploadedImages/2014...	BAI - R470 per perso...	✕
BATTS / BAT & BAI...	1	2014-12-18	2015-02-05	2015-02-07	08:00	School in Centurion...						BATTS, BAT & BAI w...	Experienced BAT	Wilhelm Greeff	president@nasp.co.za	082 607 0202		R470 for BAT trainin...	✕
GP outreach	2	2014-11-21	2014-12-03	2014-12-03	10:00	Arcadia Primary in P...				Gauteng			Outreach to schools...	Wilhelm Greeff	president@nasp.co.za	082 607 0202	uploadedImages/2014...	0	✕

Page Size: 15

28 items in 2 pages

Figure 13

Step 2:

Click on the  button on the screen to start adding a new article

Step 3:

Complete all the fields available to you. Find below a description of each:

- **Initials And Surname** – Of the person being entered
- **Nickname** – If the person is known by another name
- **Pic** – Photo of the person
- **Position on List** – This is to select the position from the top of the specific province's list of committee members displayed on the website
- **Portfolio** – The person's portfolio on the Provincial committee



tel: +27 (0) 87 100 0197
fax: +27 (0) 86 634 7617
e-mail: info@dsisa.co.za
website: www.dsisa.co.za

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-
- **BAI, BAIT or BAITS** – Instructor level
 - **Instructor Number** – Number of the instructor
 - **Mobile Number** – Number of the person
 - **Landline** – Home number of the person
 - **Email** – Email of the person
 - **Chairman** – Select **Yes** if this person is the chairman. If Yes is selected this person will automatically be listed at the top of the list
 - **Province** – Specific province this member is serving in.



tel: +27 (0) 87 100 0197
fax: +27 (0) 86 634 7617
e-mail: info@dsisa.co.za
website: www.dsisa.co.za

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13. Roll of Honor - Add, Edit and Remove

This module is to display all the awards and achievements of the archers and members

Step 1:


Click on the Roll of Honor module in the icons list on the left toolbar. You should see a screen similar to figure 14 below:

The screenshot shows a web application window titled "ROLL_OF_HONOUR MANAGER" with a red "Add New" button. Below the button is a "Roll_of_honour List" table. The table has columns: Name, Year, Province, School, Portfolio, Award, Unit, Business, Gender, Grade, Score, Achievement, Parent Category, Subcategory, PIC, Position, and Tools. The table contains several rows of data, including entries for A Clegg, B Tieton, C Arnold, C Beavers, C Rabie, D Boshoff, D Botha, D Tharrat, D Tharrat, D Tharrat, Dehan Cloete, FW Birkenstock, FW Birkenstock, FW Birkenstock, and FW Birkenstock. The table is paginated, showing 43 items in 3 pages.

Name	Year	Province	School	Portfolio	Award	Unit	Business	Gender	Grade	Score	Achievement	Parent Category	Subcategory	PIC	Position	Tools
A Clegg	2013	Free State										44			1	/X
B Tieton	2010 to 2013											44			1	/X
C Arnold	2011	North West										44			1	/X
C Beavers		Western Cape	Home School									50	55		0	/X
C Rabie	2013	Western Cape										44			0	/X
D Boshoff		North West	Bergsig Akademie									50	55		0	/X
D Botha		North West	Bergsig Akademie									50	55		0	/X
D Tharrat	2012 to 2013	Limpopo										44			0	/X
D Tharrat	2013 to 2014	KwaZulu Natal										44			0	/X
D Tharrat	2013	Limpopo			President's Awa...							45			0	/X
Dehan Cloete	2012	North West	Laerskool Vastrap						4	286	World Champion in Gr...				0	/X
FW Birkenstock	2011			Secretary								43			1	/X
FW Birkenstock	2010	Gauteng										44			0	/X
FW Birkenstock	2011	Gauteng			Instructor of the Ye...							45			0	/X
FW Birkenstock	2013	Gauteng			President's Awa...							45			0	/X

Figure 14

Step 2:

Click on the  button on screen to start adding a new item

Step 3:

Complete all the fields available to you. Find below a description of each. Fields not applicable must be left blank:

- **Name** – Of person who received an award
- **Year** – In which he/she received the award
- **Province** – Province of person
- **School** – School at the time of the award
- **Portfolio** – Additional info of person



tel: +27 (0) 87 100 0197
fax: +27 (0) 86 634 7617
e-mail: info@dsisa.co.za
website: www.dsisa.co.za

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-
- **Award** – Received
 - **Unit** – Dropdown menu of NASP-SA units
 - **Business** – If the award was for a Business
 - **Gender** – Sex of the Person
 - **Grade** – Provide grade of archer
 - **Score** – If the award was for a certain score
 - **Achievement** – what did they achieve
 - **Parent Category** – This is the first category in which the award/ achievement falls
 - **Subcategory** – This is more specific to the award that was received
 - **Pic** – Photo of the person who received the award / achievement
 - **Position** – to be placed on the website



tel: +27 (0) 87 100 0197
fax: +27 (0) 86 634 7617
e-mail: info@dsisa.co.za
website: www.dsisa.co.za

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14. Trade Bulletin - Add, Edit and Remove (The Back-End function is restricted and not available to all)


Any registered member can participate on the Front-End of the website and are able to load there own trades and images. The Back-End function is only to remove unwanted trades and ensure quality of text and products loaded by members

Step 1:

Click on the Trade Bulletin module in the icons list on the left toolbar. You should see a screen similar to figure 15 below:

Figure 15

Step 2:

Click on the  button on screen to start adding a new item

Step 3:

Complete all the fields available to you. Find below a description of each:

- **Client ID**– Never change this as this is the member ID of the person who loaded the product
- **Name** – Name of the item
- **Description** – Description of the item
- **Pic** – Photo of the item being sold
- **Wanted or on offer** – Looking for or selling
- **Contact person** – Person selling item
- **Contact number** – Number of person selling the item
- **Contact email** – Email of person selling the item
- **Date Posted** – When the item was posted
- **Show until** – Until when should it be displayed on the website



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15. Notifications - Add, Edit and Remove

This is important notices to be displayed on the homepage of the website to inform members and visitors of important information about NASP and its events

Step 1:

Click on the Notification module in the icons list on the left toolbar. You should see a screen similar to figure 16 below:

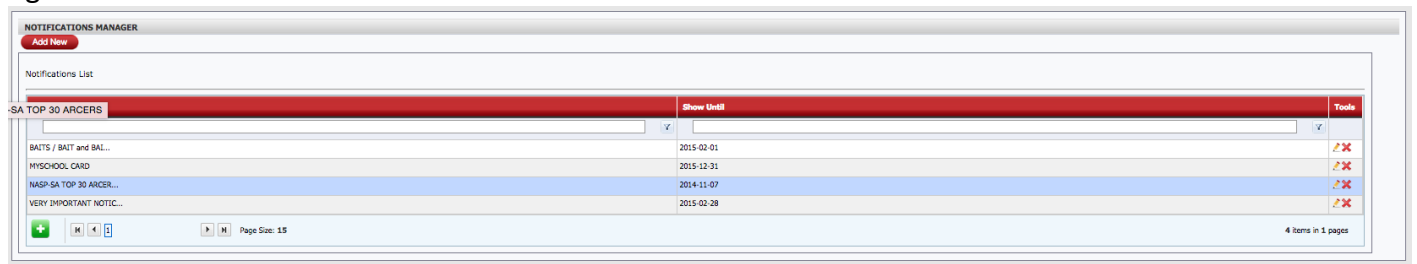


Figure 16

Step 2:

Click on the **Add New** button on screen to start adding a new item

Step 3:

Complete all the fields available to you. Find below a description of each:

- **Name** – Title of the notice
- **Content** – The message that needs to be displayed
- **Show until** – The final date that the notice must be displayed on the website.
- **Display** – To whom must the poll be displayed, to all, specific province, region, school, provincial committee, NASP Instructor (BAI, BAIT, BAITS or all)



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fax: +27 (0) 86 634 7617

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16. Members - Add, Edit and Remove / CRM – BULK EMAIL/SMS

This is the entire NASP-SA community and everyone should be registered here especially Archers and Instructors

Step 1:

Click on the Members module in the icons list on the left toolbar. You should see a screen similar to figure 17 below:

CLIENT ADDRESS BOOK

Add New Member

Contact List

NOTE: The Company Contact Address Book is Arranged by Contact Name

Name	Surname	Nickname	Birthday	ID Number	My Schoolcard	Gender	Designated Group	Membership Number	Membership Number (US)	Member Type	Resp Instructor Type	Team Manager	Team Coach	Unit Type	Street Address	Town	Province	Region	NASP SA Unit	Postal Address	Work Tel	Home Tel	Cell	Fax	Email	Password	Facebook Page	Member Status
Christo	Baird		0000-00-00	7505265057084						Instructor							Gauteng						0837072123		christobaird@gmail...	cjb750526		
Home!	Barnard		0000-00-00														North West						0832559887		mooney@mweb.co.za	Ma780916		
Frik	Birkenstock		0000-00-00	4407265032089				000025		Instructor							Gauteng						0828710834		frik.birk@gmail.com	Foshunter4841DK		
Peter	Boosman		0000-00-00																				0458588044		pboosman@imaginet.co...	helicopter		
Suagne	Bothma		0000-00-00														North West						0824609368		suagnebothma@gmail.c...	123Riaan321		
gitte	buhf		0000-00-00														Western Cape						0794301938		gittebuhf54@gmail.co...	gittebuhflove		

Page Size: 15

Figure 17

Step 2:

Click on the **Add New** button on screen to start adding a new item

Step 3:

Complete all the fields available to you. Find below a description of each:

- **Name** – Name of the member
- **Surname** – Surname of the member
- **Nickname** – Nickname of the member
- **Birthday** – Date of birth
- **ID Number** – ID Number of the member
- **My Schoolcard** – Add the member's MySchool card number here. Only members with MySchool cards will be enjoy access to scores and ranking lists.
- **Gender** – Sex of the member
- **Designated Group** – White, Black, Colour or Asian
- **Membership Number** – Auto generated on registration per member. This number will be displayed after you have logged in. **This specific number must be used for all registrations and score tracking!!**
- **Membership number USA** – If the member has an international number please add here

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ONLINE SOLUTIONS PROVIDER

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- **Member type** – Category in which member falls
- **Nasp Instructor type** – Type of instructor if applicable
- **Team manager** – If member is a team member please specify here
- **Team coach** – If member is a coach please specify level
- **Unit Type** – School, club, branch or church
- **Street Address** – Physical address of the member
- **Town** – City or town of the member
- **Province** – Province of the member
- **Region** – Region in the province
- **Nasp SA Unit** – Unit or units associated with
- **Postal Address** – Postal address of the member
- **Work Tel** – Work number of the member
- **Home Tel** – Home number of the member
- **Cell** – Mobile number of the member
- **Fax** – Fax number of the member if available
- **Email** – Email of member
- **Password** – Password that will be used for login by member. The member must select his or her own unique number and please remember it.
- **Facebook page** – link to person's Facebook page to add as a friend of NASP on **Facebook**
- **Membership status** – Controlled by the Webmaster. Only paid up members will be able to log into the website
- **Groups** – Access level controlled by the Webmaster.



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BULK EMAIL/SMS

To add a new Campaign - Email

Step 1:

Click on the Members module in the icons list on the left toolbar. From there at the top the second icon would indicate CRM:

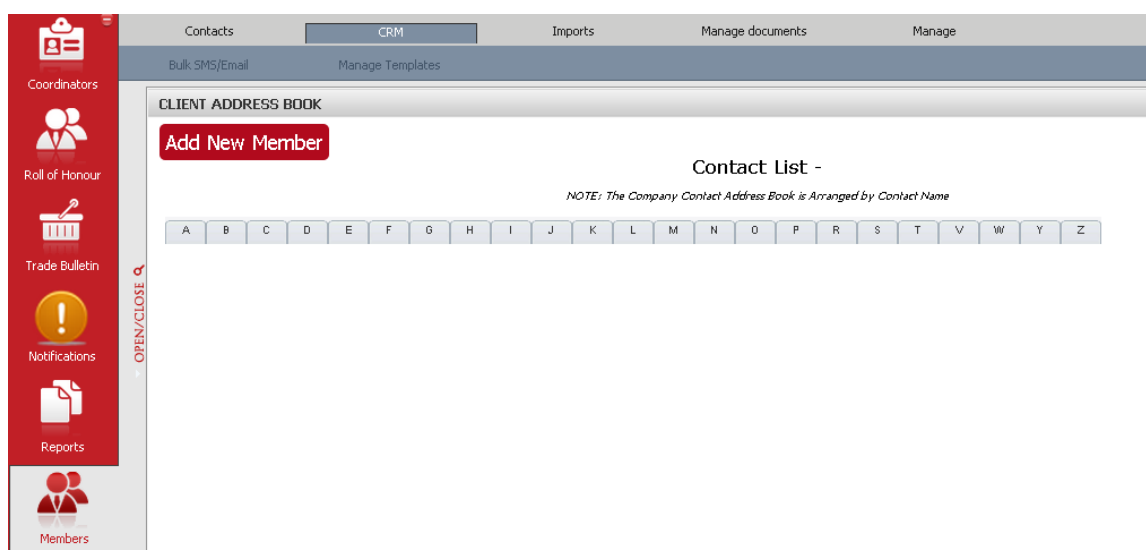


Figure 18

Step 2:

Click on the **"Bulk Email/SMS"** icon just under the CRM Icon:

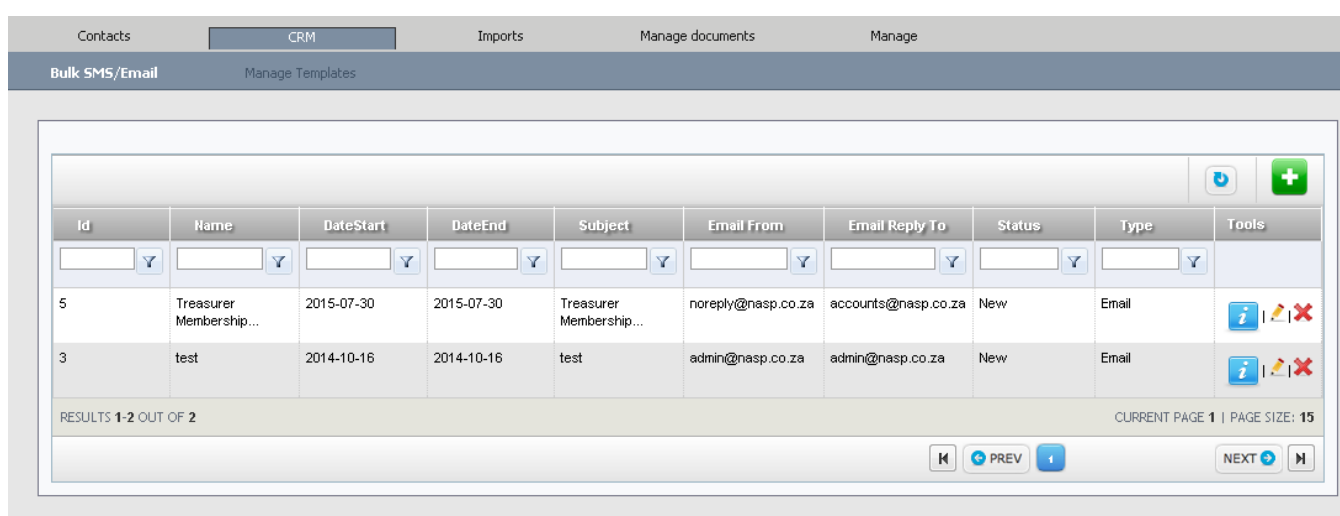


Figure 19



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Step 3:

Click on the “+” icon at the bottom of the table.



Step 4:

Fill in the required fields:

Contacts CRM Imports Manage documents Manage

Bulk SMS/Email Manage Templates

Add New

Name * (ex)

DateStart Oct 15 2015

DateEnd Oct 15 2015

Subject * (ex)

Email From * admin@nasp.co.za

Email Reply To * admin@nasp.co.za

Type *

Save Cancel

Figure 20

Step 5:










Click “Save” to save your new campaign.



[Continue with your new created campaign:](#)

Step 1:

Click on the info  to continue with your campaign:

Id	Name	DateStart	DateEnd	Subject	Email From	Email Reply To	Status	Type	Tools
6	TEST	2015-10-15	2015-10-15	TEST	TEST	TEST	New	Email	  
5	Treasurer Membership...	2015-07-30	2015-07-30	Treasurer Membership...	noreply@nasp.co.za	accounts@nasp.co.za	New	Email	  
3	test	2014-10-16	2014-10-16	test	admin@nasp.co.za	admin@nasp.co.za	New	Email	  

RESULTS 1-3 OUT OF 3

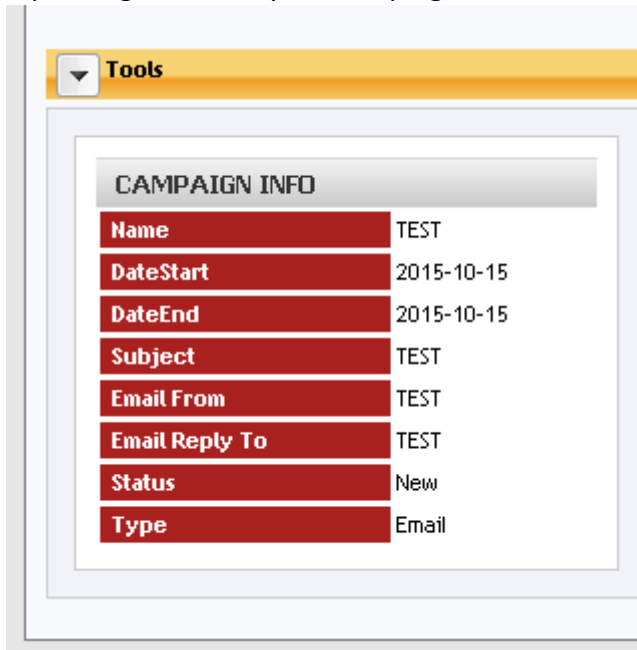
CURRENT PAGE 1 | PAGE SIZE: 15

PREV NEXT

Figure 21
NASP-SA USER MANUAL PAGE 35

Step 2:

Explaining details of your campaign:



The screenshot shows a web interface with a yellow 'Tools' dropdown menu. Below it, a 'CAMPAIGN INFO' section contains a table with the following details:

Name	TEST
DateStart	2015-10-15
DateEnd	2015-10-15
Subject	TEST
Email From	TEST
Email Reply To	TEST
Status	New
Type	Email

Figure 22

- **Name** - Campaign name
- **Date Start and Date End** - Set a date for when you want the campaign messages to start sending out and when they must stop sending.
- **Subject** - This will be the description of the mail in the mail subject line. Only applicable when sending out emails.
- **Email From** - Sets the email address where the email is from.
- **Email To** - Sets the address mails go to when someone wants to reply to your email sent. (e.g. From: marketing@domainname.co.za ; Reply-To: sales@domiannname.co.za) Note: Only applicable when sending emails. **NOTE we have gone and set up noreply@nasp.co.za so that the marketing email won't receive all bounced or undelivered email notifications.**
- **Type** - Select if you want to send email or SMS messages.



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Process Flow:

The process for running your campaign on the back end:

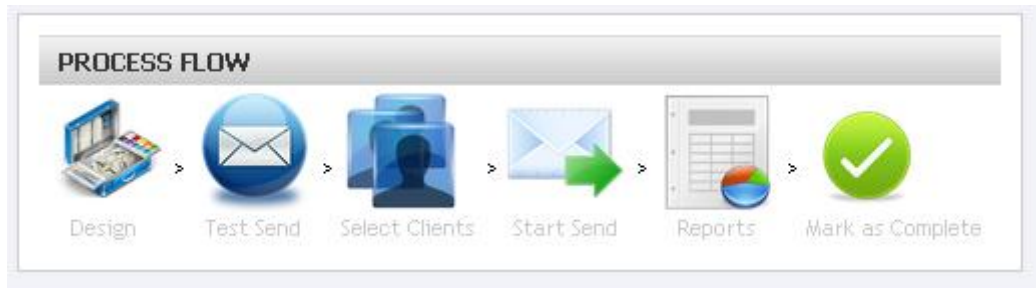


Figure 23

Step 1:



Click on the Design Icon this will take you to the following screen where you would have to write your email accordingly (**Currently you can only type emails, can't upload templates yet:**

Figure 24



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Step 2:



Click on Test send icon and type in a test email:

SEND A TEST MESSAGE

Send To Email: Send

Figure 25

Step 3:



Click on the Select Client icon on this screen you will select all clients for the campaign. Here you will change to the client's icon on your screen. **Note that you have to tick both the Letters and the Names for example: A + Abigail: PLEASE NOTE TO CLICK ON GREEN ARROW TO ADD MEMBER TO CAMPAIGN**

ASSIGN CLIENTS TO SEND TO

Select All | Unselect All

Groups Clients →

Select All | Unselect All

A	<input type="checkbox"/>	<input checked="" type="checkbox"/> () Abigail
B	<input type="checkbox"/>	<input checked="" type="checkbox"/> () Adri
C	<input type="checkbox"/>	<input checked="" type="checkbox"/> () Adriaan
D	<input type="checkbox"/>	<input checked="" type="checkbox"/> () Aidan
E	<input type="checkbox"/>	<input checked="" type="checkbox"/> () Aidan
F	<input type="checkbox"/>	<input checked="" type="checkbox"/> () Aidan
G	<input type="checkbox"/>	<input checked="" type="checkbox"/> () Albert Edw
H	<input type="checkbox"/>	<input checked="" type="checkbox"/> () ALDO
I	<input type="checkbox"/>	<input checked="" type="checkbox"/> () ALDO
J	<input type="checkbox"/>	<input checked="" type="checkbox"/> () ALDO

ADDED EMAIL ADDRESSES

Id	Email	Cell	Date Set To Send	Date Sent	Date Read	DateCreated	Tools
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	

No Records were found

RESULTS 1-0 OUT OF 0

CURRENT PAGE 1 | PAGE SIZE: 15

PREV NEXT

Figure 26

Step 4:



Click on the Start send icon where you will start emailing all the selected clients.



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Step 5:





Click on the Report icon where you will be able to see a full report on all email sent and the ones who failed to reach recipients.

Step 6:



Click on the Mark as complete icon this is where you set your campaign as completed.

Delete and edit icons:

Here you can delete  or edit  a created campaign:

Name *	<input type="text" value="TEST"/>
DateStart *	<input type="text" value="Oct"/> <input type="text" value="15"/> <input type="text" value="2015"/>
DateEnd *	<input type="text" value="Oct"/> <input type="text" value="15"/> <input type="text" value="2015"/>
Subject *	<input type="text" value="TEST"/>
Email_from	<input type="text" value="TEST"/>
Email_reply_to	<input type="text" value="TEST"/>
<input type="button" value="Save"/> <input type="button" value="Cancel"/>	

Are you Sure you want to delete this item?

Figure 27

To add a new Campaign – SMS

Please speak to NASP President for SMS credits – but the process flow for Bulk SMS works exactly as Bulk Email.



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


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17. Banner Manager (Ads) - Add, Edit and Remove (Restricted and not available to all)

Banner Manager is where we control the advertisements on the website.

Step 1:


Click on the Banner module in the icons list on the left toolbar. You should see a screen similar to figure 28:

AD MANAGER												
Name	Url	Email	Target	Province	Pic	Description	Size	Show On Home	Show On All	Start Date	End Date	Tools
SA Security	http://www.sascurit...		_blank		uploadedImages/vbead...		152 x 256 left Top			2014-03-06	2015-03-06	 
Computer Ghoece	http://www.computerg...		_blank		uploadedImages/ac2.j...		152 x 256 left botto...			2014-03-06	2015-03-06	 
Good Will Protection	http://www.goodwillp...		_blank		uploadedImages/GPS_a...		152 x 256 left Top			2014-03-06	2015-03-06	 
Top Banner Dsi	http://www.dsisa.co...		_blank		uploadedImages/dsi-1...	DSI - Mobile Develop...	Top Banner (829 x 11...			2014-03-28	2015-03-28	 
Energized Fencing	http://www.energized...		_blank		uploadedImages/energ...		152 x 256 left botto...			2014-07-01	2015-07-01	 
Wedding Photography	http://www.wi-wedding...		_blank		uploadedImages/weddi...		728 x 90 Footer			2014-01-23	2015-09-23	 
Mitspro	www.mitspro.co.za		_blank		uploadedImages/2014-...	Mitspro	152 x 256 left botto...			2014-12-03	2015-12-03	 

Page Size: 15 7 items in 1 pages

Figure 28

Step 2:

Click on the  button on screen to start adding a new item

Step 3:

Complete all the fields available to you. Find below a description of each:

- **Name** – Name that would be displayed with advertisement
- **URL** – Link to the company / person advertising's website
- **Email** – Email of person responsible
- **Target** – Set to blank to open in own window
- **Province** – Province of advertiser for display purposes
- **Pic** – Advertisement image that will be displayed (banner)
- **Description** – Description of advertisement
- **Size** – Determines where the advertisement will be displayed on website
- **Show on home** – Not currently used
- **Show on all** – Not currently used
- **Start date** – When the first appearance of the ad should be
- **End date** – When the ad should be removed from the website

NASP-SA USER MANUAL PAGE 40

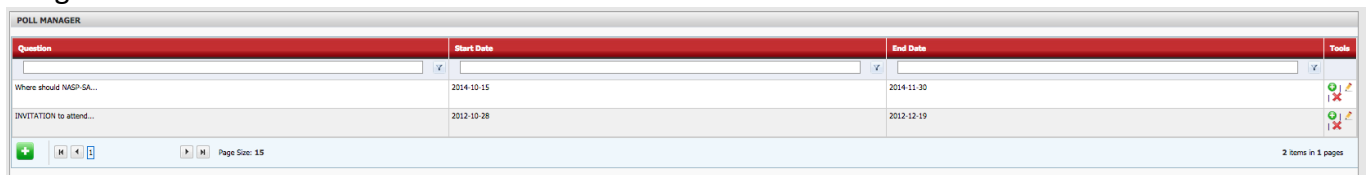


18. Poll Manager - Add, Edit and Remove

The Poll Manager allows us to post questions with set answers to Members only. You have to be logged in to be able to vote as we sometimes need to know who voted for what especially in terms of internal polls.

Step 1:

Click on the Poll module in the icons list on the left toolbar. You should see a screen similar to the image below




Question	Start Date	End Date	Tools
Where should NASP SA...	2014-10-15	2014-11-30	
INVITATION to attend...	2012-10-28	2012-12-19	

Page Size: 15 2 items in 1 pages

Figure 29

Step 2:

Click on the  button on screen to start adding a new item

Step 3:


Complete all the fields available to you. Find below a description of each

Add new Poll

- **Question** – The question you would like to Add
- **Start Date** – When the poll should be displayed
- **End date** – When the poll should be removed
- **Display** – To whom must the poll be displayed, to all, specific province, region, school, provincial committee, NASP Instructor (BAI, BAIT, BAITS or all)

Step 4:

Add answers to poll

After adding a new Poll you should see it in the list of polls. You now need to click on the  button to add answers to the poll. Please note that you are able to add multiple answers per poll.

Complete fields as follows:

- **Poll id** – this will display the question posted (Do not modify)
- **Answer** – The answer / option that you would like for the question
- **Count** – Read only as users votes will update this.



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19. Score Manager / Member Provincial Profile

All the scores you uploaded on number **7. Uploading Event Scores (under Event Module)**

You will be able to see and filter here.

The score manager is all the provincial members profile – it will be listing the best from top to bottom.

The full screen below:

The screenshot shows the 'SCORE MANAGER' interface. At the top, there are buttons for selecting provinces: Gauteng, Northern Cape, Mpumalanga, Free State, KwaZulu Natal, Limpopo, Western Cape, North West, Eastern Province, and National List. Below these are 'Query' and 'Clear Query' buttons. The main table has columns for Surname, Name, School, Grade, Classification, Calc Score, and Tools. Two rows of data are visible: one for Beukes, Pieter and another for Pellencin, Benito. Both rows show 'No National Score' in the Calc Score column. At the bottom, it says 'RESULTS 1-2 OUT OF 2' and 'CURRENT PAGE 1 | PAGE SIZE: 15'. Navigation buttons for 'PREV', '1', 'NEXT', and 'H' are at the bottom right.

Surname	Name	School	Grade	Classification	Calc Score	Tools
Beukes	Pieter		12	Senior	No National Score	
Pellencin	Benito	L/S Du Preez van Wyk	12	Senior	No National Score	

Figure 30



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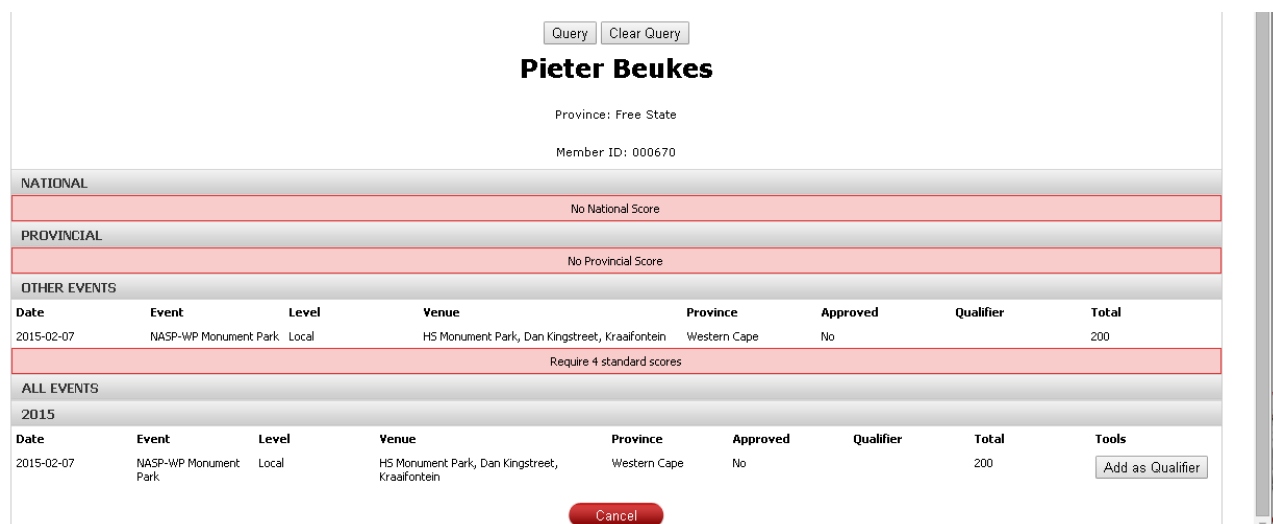
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To View a member's profile:

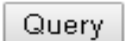
Click on the graph icon  on the screen below you will be able to see all the scoring added or a better way to explain the scoring profile for every event for a specific member:

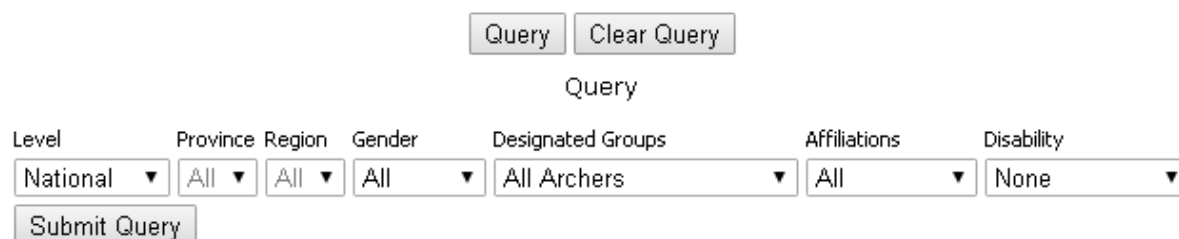


Date	Event	Level	Venue	Province	Approved	Qualifier	Total	Tools
2015-02-07	NASP-WP Monument Park	Local	HS Monument Park, Dan Kingstreet, Kraaifontein	Western Cape	No		200	Add as Qualifier

Figure 31

To query or filter specific sections:

Click on the query icon  to filter the data, it will give you a multiple options to sort your data:



Query

Level: National Province Region: All Gender: All Designated Groups: All Archers Affiliations: All Disability: None

[Submit Query](#)

Figure 32

Please NOTE if you are done with the query or filtering of data, please ensure that you clear the data before you start another query  



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NASP-SA USER MANUAL

FRONTEND FEATURES(MEMBER)

20. How to Login and Register as Website Member

How to Register

Step 1:

Navigate to the NASP-SA Website: <http://www.nasp.co.za>

Step 2:

Click on **Join NASP-SA** on the right top of the website. See figure below



Figure 33

Step 3:

Complete all the fields that are now displayed in the figure below:

Register	Name	Password	NASP-SA Unit	Tel
	Sumame	Confirm Password	Province	Email Address
	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
				<input type="button" value="Register"/>

Figure 34

Step 4:

Click on **Register** to the right of the fields to submit your registration.



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How to Log in to the Website

Step 1:

Click on **Login** at the top right of the website:



Figure 35

Step 2:

Fill in your **username** (email address) and **password** as entered in the registration process:

Figure 36

Step 3:

Once you have filled in both fields please click on **Login**

You will now be redirected to your profile. Please ensure that all the information is up to date at all times. You will notice that a Member ID has been assigned to you. Please use this ID to register archers or for any correspondence towards NASP-SA.

Forgot Your Password

In case you forgot your password we have provided you with the ability to recover your password

Step 1:

To recover your password click on **Login** as mentioned above. Instead of completing the fields click on **Forgot Password**



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Step 2:

You will be prompted to supply your email address for the password recovery email. Please fill in your email address. This will be used to send your password to your email address that is registered on the system.

The form is titled "Forgot Password?" in a yellow header. Below the header, it says "Please provide your password for a recovery email to be sent to you:". There is a text input field labeled "Email Address:". Below the input field is a red button labeled "Request Password".

Figure 37

Step 3:

Check your email inbox as well as Junk Mail, in some cases the email might end up in the Junk Mail folder of your mail account

Profile Page

After successfully login you will be directed to the profile page. The figure displayed below shows the fields that you are able to update on your profile

The form is titled "Edit Profile" in a yellow header. It contains several input fields for user information: Name* (Conrad), Surname* (Jacobs), Cellphone* (0764250203), Email* (conrad@dsisa.co.za), Password* (masked with dots), Province* (Gauteng), Member Type (Life Member), and ID (Full ID)* (8505015020084). Below these fields, there are labels for Membership Status, Member ID (000021), and Renewal Date. At the bottom of the form is a red "Update" button.

Figure 38



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There are also additional features available here. The first of these additional features are the Trade Bulletin. As a website member you are allowed to upload products on offer / wanted to the website. Please note that this is however moderated and should only be accepted archery related products.

Add item to Trade Bulletin

Name*

Description

Image No file chosen

Wanted or on Offer Wanted

Contact Person

Contact Number

Contact Email

Figure 39

The second feature is Trade Bulletin Items that you have already loaded to your profile. The feature after that is a voting poll that will be setup by the NASP-SA President, Provincial Coordinators, Schools, Clubs and Branches. These polls will only be available to the specific levels. If a Provincial Coordinator loads a voting poll only the members in his province will be able to see the poll. Below the Voting Poll are all the important NASP-SA Agendas and Minutes. The Webmaster will load this.

My Trade Bulletin Items

You don't have any Trade Bulletin items

Voting Polls

No Polls are available Currently

NASP-SA Agendas and Minutes

NAME	DESCRIPTION	DATE
2014 NASP Africa Report	Report to the 2014 NASP Coordinators Conference in Madison, Wi, USA presented by the President of NASP-SA	2014-09-16

Figure 40



tel: +27 (0) 87 100 0197

fax: +27 (0) 86 634 7617

e-mail: info@dsisa.co.za

website: www.dsisa.co.za

Silver Lakes Office Park 2, Block 2, Unit 3
Von Backstrom Blvd, Silver Lakes, Pretoria

21. Register for Competitions

To Register for a NASP-SA Competition please navigate to NASP-SA Competitions on the website.



Figure 41

You will see a list of competitions available to enter. Select the competition that you would like to enter.

2015 NASP-SA National Championship	
Hosted By:	NASP-SA
Date:	17 October 2015 - 17 October 2015
Type:	National
Venue:	AfriDome in Parys - Free State
Province:	Free State
Region:	
GPS Co-ordinates:	
Cost:	70
Who May Participate:	School teams and individual archers This is a compulsory event for all NASP-SA archers who are working towards National Colours. Only archers who competed in the 2015 NASP-SA National Championship will be considered for the 2016 NASP-SA National Team
Contact Person:	Frik Birkenstock
Email:	frik.birk@gmail.com
Mobile:	082 871 0834
Closing Date for Registrations:	2014-11-22
3Di-ABO National Championship and NASP/3D Championship	
Hosted By:	
Date:	07 November 2015 - 07 November 2015
Type:	National
Venue:	Magnum Archery in Pretoria - Next to the N4

Figure 42

Please ensure that you fill in ALL the required information. Archers can only be entered by using their unique Member Id's If they are not yet registered on the website please do so before registering them for an event. Schools that are not yet registered must also supply ALL their information in the fields provided, given that you cannot find the schools name in the dropdown list. This information will be sent to the Webmaster and be uploaded to the NASP-SA database in due time.



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To be completed by the NASP-SA Unit's representative

NASP-SA Unit Type	<input type="text"/>	Level	<input type="text"/>
Unit Name	<input type="text"/>	Unit Nickname	<input type="text"/>
Other Name	<input type="text"/>		
Person Submitting Reg	<input type="text"/>	Mobile	<input type="text"/>
E-Mail	<input type="text"/>	Fax	<input type="text"/>
Office Tel	<input type="text"/>	Home Tel	<input type="text"/>
Manager 1	<input type="text"/>	Coach 1	<input type="text"/>
Manager 2	<input type="text"/>	Coach 2	<input type="text"/>

Figure 43

After you have filled in the fields please ensure payment is done to the banking details displayed below the registration form. Save the proof of payment, as you will be required to upload this together with your application form.

Please complete the form below to Pre-register for this event.

Surname	Full Names	Gender	Level	Grade	Team A,B,C etc or x for individual	RSA ID Nr	NASP-SA Member Nr	Cost
1:	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	70
+ ADD Another Archer								
Total Amount Payable:						R	70	

Step 2: Make Payment

Please make payment now. The amount is R **70**. Use **nas-15** as your payment reference.

Bank : Standard Bank
Branch Code : Centurion - 012 645
Account Number : 271 532 866
Account Holder : NASP-SA

Save the proof of payment. You need to submit it in Step 3 below.

Step 3: Submit Everything.

Proof of Payment: No file chosen

☐ I have read the Code of Conduct and familiarized myself with the rules

Figure 44

If all information is correct you will receive an email confirming that we have received your registration for the particular event.