

Online J07 – Annual Returns

The J07 is the Annual Returns form where you need to record your judging days. SCAS and Archery GB can use this information to help show how much work Judges do. You need to complete this by the end of each year for the SCAS Judges Committee.

The URL for the site is

<https://pottsy.me.uk/JudgeDatabase/NewDash/login.php>

Judge Database Login

Username

Password

Login

Your username and password are both your AGB number.

If you have any problems logging in then please contact judges@archerygb.org.uk

Front Page

The screenshot shows the 'Judge Records System' interface. On the left, there is a 'Utilities' sidebar with a 'Logout' button. The main area is titled 'Current Status' and contains a table with three columns: 'Item', 'Current Level Re-accréditation Requirements', and 'Your Statistics'. The table lists various requirements and the user's current status, with some cells highlighted in red or green.

Item	Current Level Re-accréditation Requirements	Your Statistics
	National	
Minimum Days at current level required	32	7
Minimum World Record shoots	4	2
Minimum RS Shoots	2	3
Minimum Indoors	0	6
Minimum events as COJ	2	4
Minimum Head to Head events	0	0
Minimum Conference Attendance	1	1

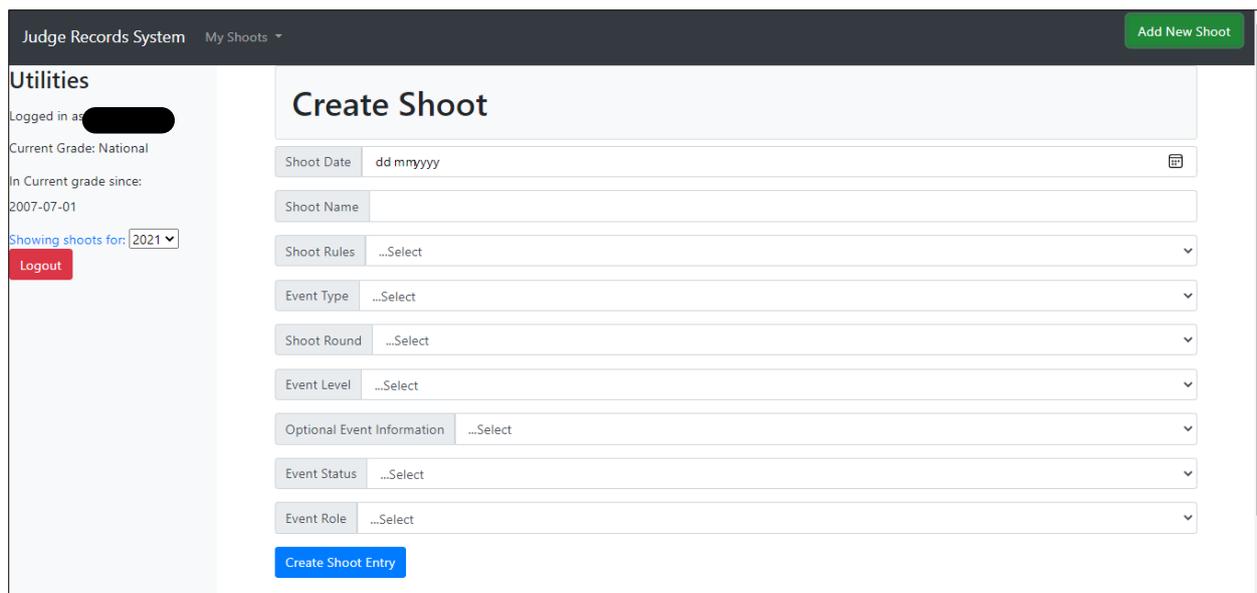
The front page shows your name, your current grade and how long you have been in that grade (please note that this will be the date of your last re-accréditation if you have been through a re-accréditation process, not the date you actually became that grade).

The graph on the right shows the number of shoots in you have entered against the re-accreditation requirements for your grade. If you are Candidate this will not work properly as Candidates are no re-accredited.

If it is in green then you have meet the requirements. If it is in red then you have not.

Adding a shoot

To add a new shoot then click on the green “Add New Shoot” button in the top right hand corner of the front page



The screenshot shows the 'Create Shoot' form in the Judge Records System. The form is located in the top right corner of the page, indicated by a green 'Add New Shoot' button. The form fields are as follows:

- Shoot Date: dd mmyyyy (with a calendar icon)
- Shoot Name: Text input field
- Shoot Rules: ...Select (dropdown menu)
- Event Type: ...Select (dropdown menu)
- Shoot Round: ...Select (dropdown menu)
- Event Level: ...Select (dropdown menu)
- Optional Event Information: ...Select (dropdown menu)
- Event Status: ...Select (dropdown menu)
- Event Role: ...Select (dropdown menu)

At the bottom of the form is a blue 'Create Shoot Entry' button. On the left side of the page, there is a 'Utilities' sidebar with a 'Logout' button and a 'Showing shoots for: 2021' dropdown menu.

Shoot Date – Enter the date of the shoot – you can either type it or click on the calendar button on the far right hand side and select from there.

You can only enter one day at a time so for multiple day events you will need to create an entry for each day. But if it is a three session Indoor round or a double 720 or similar then put these in one entry.

Shoot Name – this is the name of the event. You can type what you want but try to include a name that will make sense to you when you look back and the location. For example “British Target Championships – Lilleshall” or “Cambridgeshire County Champs – Cambridge” etc

Shoot Rules – this is a drop down list. The choices are

- AGB – an Archery GB Round such as a York, Portsmouth, Imperial Clout etc
- WA – a World Archery Round such as a 1440, H2H, 720, Arrowhead etc
- Training – any seminar, conference or training event

If you are at an event which has both Archery GB and World Archery rounds being shot on the same day then select the one which was most shot.

Event Type – this is a drop down list which changes depending on what you select for “Shoot Rules”.

If you select AGB or WA the choices are “Target Outdoor”, “Target Indoor”, “Field”, “3D”, “Clout”, “Flight”

If you select Training the choices are “Seminar”, “Conference”, “Other CPD”

If you are not sure if the Training event was a Conference, Seminar or Other CPD then please ask the organiser who will clarify

Shoot Round – this is a drop down box which changes depending on what you select for “Shoot Rules” and “Event Type”.

For example if you have chosen AGB and Target Outdoor it lists all the Outdoor AGB events.

Under each option there is “Club Shoot/Custom Round” – this is if you are shooting something that is not a recognised round, for example a local fun round or something for juniors/beginners etc

If you notice a round is missing then please let judges@archerygb.org know.

Event Level – this is a drop down box. The choices are

- International – this is anything organised by World Archery or World Archery Europe – it is not your normal WRS event in the UK
- National – this is any National competition, normally these are organised by AGB but could include things such as the National Barebow Championships
- Regional – this is anything organised by a Region, such as the SCAS Juniors or SCAM
- County - this is anything organised by a County, such as the Kent County Champs or the Hampshire Field Champs
- Club – this is anything organised by a Club, such as the Waterside 1440 or Fakenham Clout

Optional Event Information - this is a drop down box and does not need to be completed. The choice is

- Head to Head – so if the event include a Head to Head then select this option, otherwise leave blank

Event Status – this is a drop down box. The choices are

- World Record Status/Arrowhead
- UK Record Status/Tassel Award
- Non-Record Status

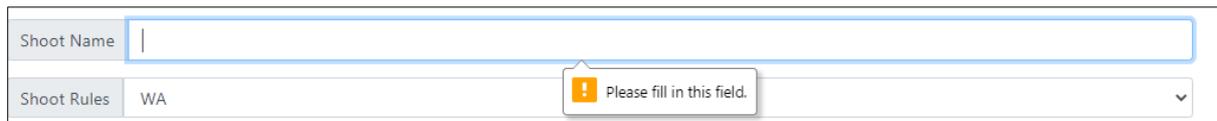
Event Role – this is a drop down box. The choices are

- Chair of Judges

- Director of Shooting
- Judge/Field Captain
- Trainer
- Attendee

If you did several roles at an event, for example you were a Judge but acted as DOS for a part of it then select the role you did the most

When you have completed all the information click on “Create Shoot Entry” at the bottom of the page to save that shoot. If you have missed any information out that it needs then it will highlight this to you – for example

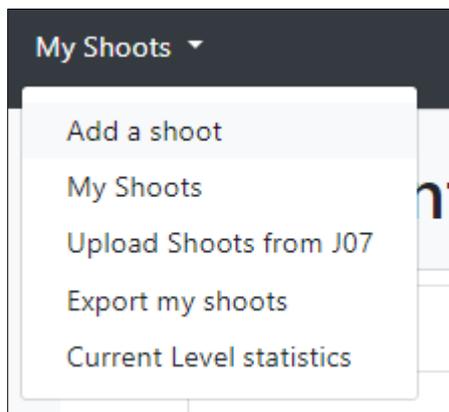


You can then enter your next shoot!

You can either put your shoots in as you go along or you can do them all at the end of the year, which ever you prefer.

Other functions

In the top left hand corner of the screen it says “My Shoots” with an arrow next to it. If you click on this a drop down box appears



From here you can access some other functions

Add a shoot – this is another way to get to the page to add a shoot

My Shoots – this takes you to a page where you can review all your shoots you have entered. If you want to review shoots from a previous year then just select the relevant year from the drop down box on the left and then select “My Shoots”. It appears like this

My Shoots

Show 10 entries Search:

Date	Event Name	Event Round	Rules	Event Level	Event Type	Role	Event Options	Status	Action
2020-01-11	SCAS Judge Conference	Training	Training	Regional	Conference	Attendee		Non-Record	Edit Delete
2020-01-26	Peacock WA18m WRS	WA18	WA	Club	TGTIndoor	DOS		WRS	Edit Delete
2020-02-02	Kestrels Worcester	Worcester	AGB	Club	TGTIndoor	COJ		UKRS	Edit Delete

So if you have made a mistake then you can edit it here or delete the entry as necessary.

[Upload Shoots from J07](#) – if you prefer to complete your shoots on the old spreadsheet then you can upload them using this function

Upload Shoots

J07 files can be uploaded to the system without any modification however please save the data sheet of the J07 as a CSV file before attempting the upload. A csv version of the J07 can be downloaded using the template link below, if you prefer to copy the data from the J07 into this sheet. (this does not have all the error checking functions)

If using the template it is important you only copy the data into the rows below the 'New Data Below here' text (row 9 onwards in excel) and ignore the other items above this line [Download Template](#)

Choose File No file chosen

Upload

Download the Template first and fill in the information in the correct rows. Then save the file.

Click on “Choose File” to locate the file on your computer and click on Upload.

Use the “My Shoots” function to check that they have all uploaded correctly.

[Export my Shoots](#) – click on here to export a spreadsheet of all the shoots you have entered.

[Current Level Statistics](#) – this takes you back to the Front Page to the graph showing your progress against the re-accreditation needs

If you have any problems or not sure what to do then please just ask me
(judges@scasarchery.org.uk)