HOW TO RECORD A PRACTICE

1   **2**   **3**   **4**

ENTER THE CLUB GROUNDS VIA GATE APP

SIGN IN TO CLUBS MEMBER PORTAL

PRESS
PRESS QUICK ACTIONS
THEN
CREATE NEW PRACTICE

SELECT
CLASS & FIREARM
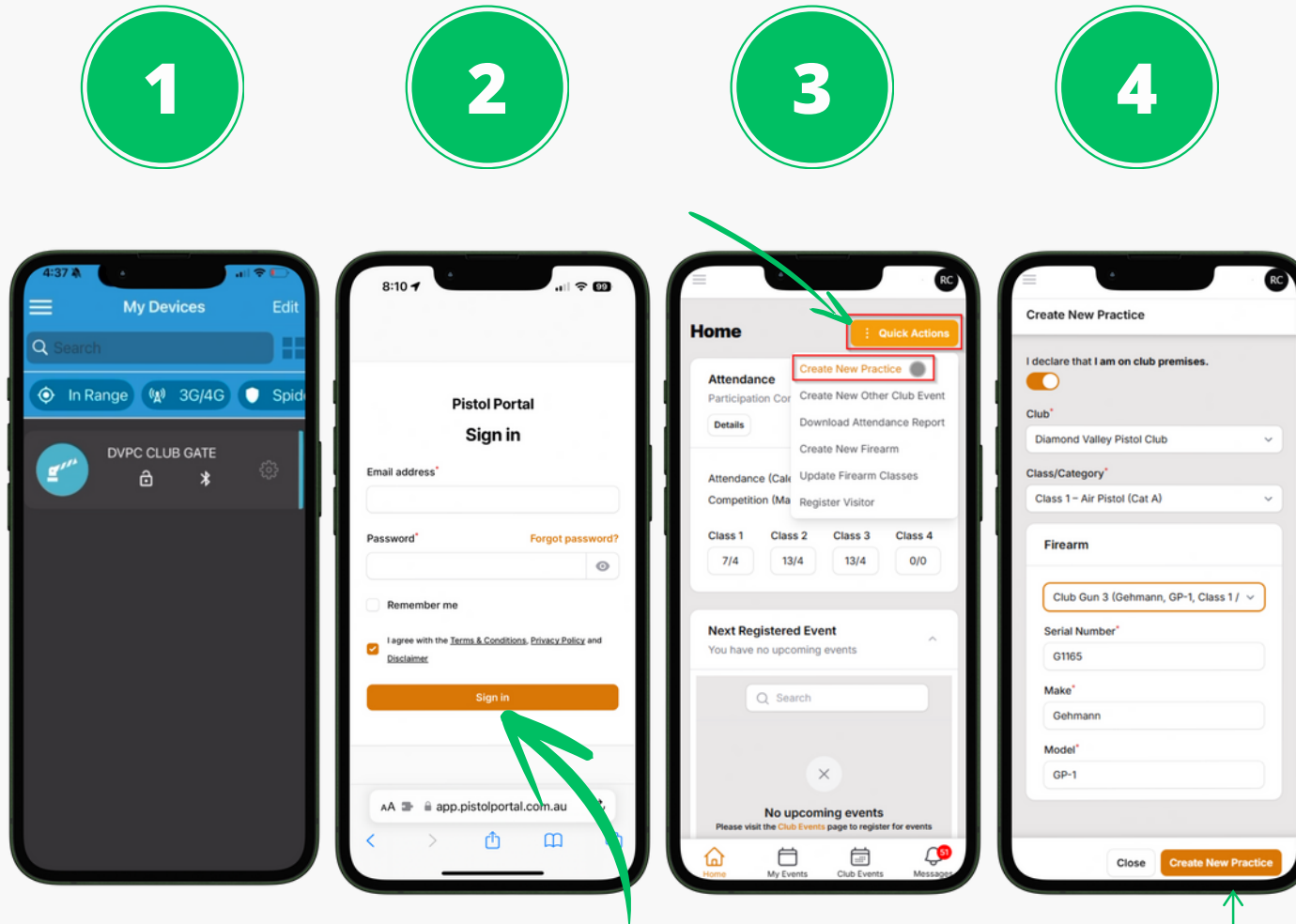**PRESS**
CREATE NEW PRACTICE

SIMPLE STEPS
NO CHECKIN CODES OR PAPER

1. **Enter Club VIA Gate**
2. **After Entry Login to Portal**
3. **Press Quick Actions**
4. **Press Create New Practice**
5. **Select CLASS**
6. **Select or Enter your Firearm**
7. **Press Create New Practice**
8. **Notification of Pending Approval Confirmation Sent**

This is the only valid way to record a practice. You must have a PALGATE entry before creating the practice in the Portal.

Follow the steps in this order and your practice will be recorded and approved.
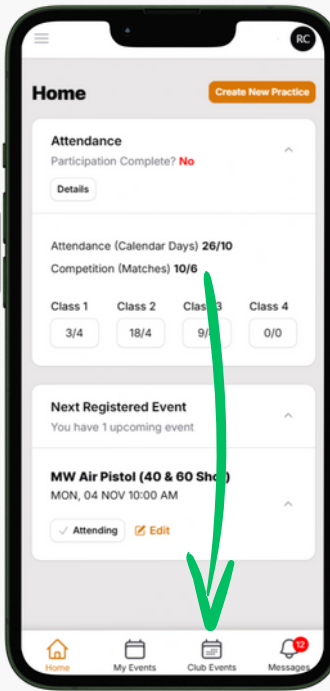
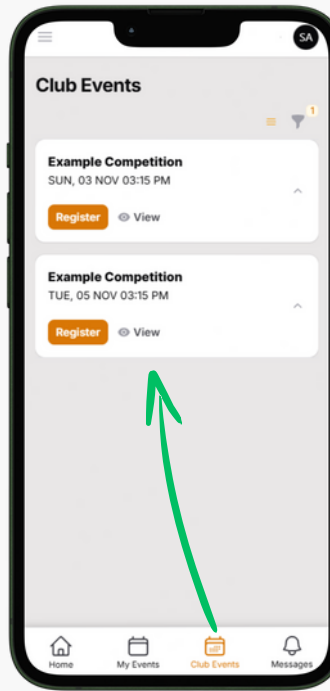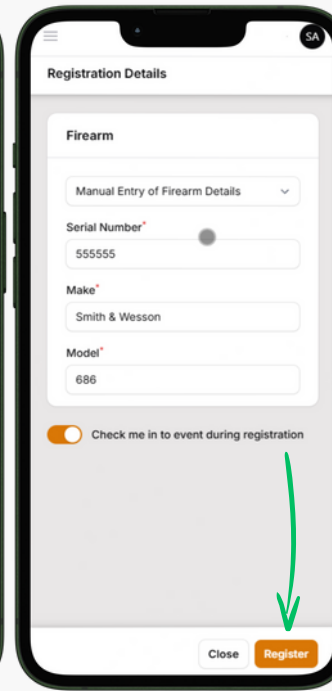# COMPETITION REGISTRATION

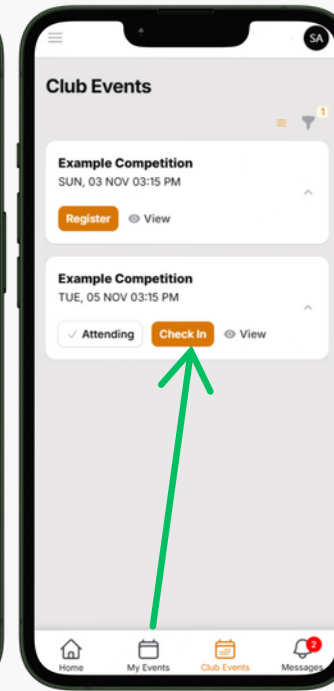**1** SIGN IN TO THE WEBSITE
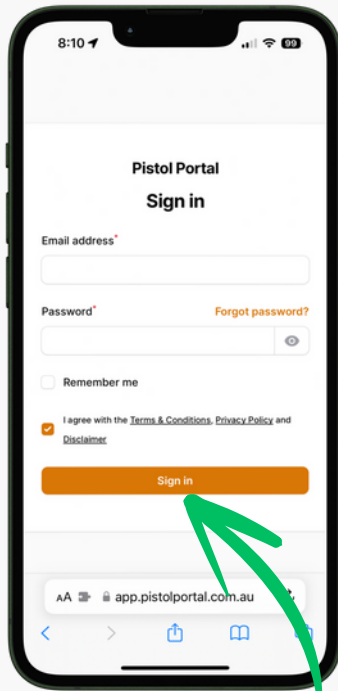
2 PRESS CLUB EVENTS

3 REGISTER FOR EVENT PRESS REGISTER *(Up to 2 days prior)*

4 SELECT OR ENTER FIREARM & REGISTER

5 WHEN YOU ARRIVE MY EVENTS PRESS CHECK IN

NO PAPER SIGN-IN

HAND YOUR SCORECARD TO THE RANGE OFFICER WHEN FINISHED

THE RO RECORDS YOUE SCORE AND ATTENDANCE

Please register the night before, where possible, to assist the RO. Last-minute registrations are accepted on the day up until the event start time, and check-in opens 1 hour before the start.
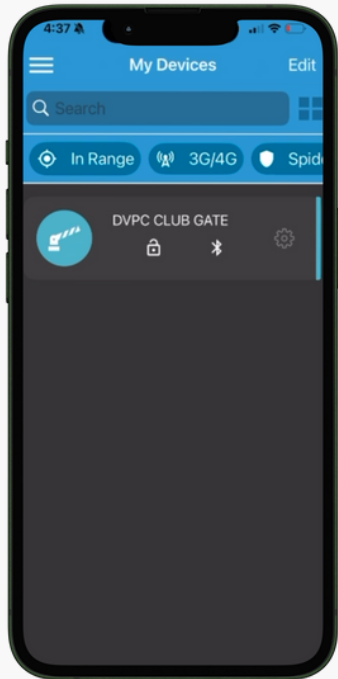
WEEKLY AIR PISTOL COMP

TAKE A PHOTO OF YOUR SCORECARD WHEN FINISHED AND UPLOAD FOR CLUB CAPTAIN REVIEW
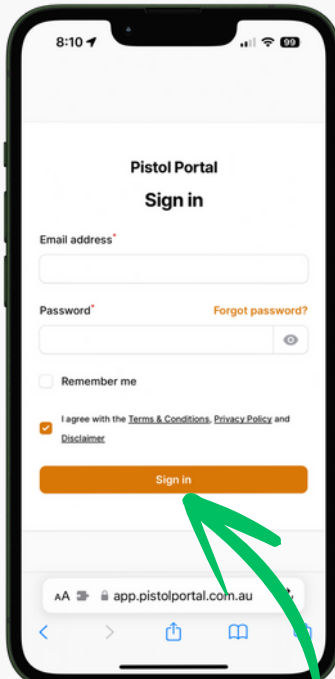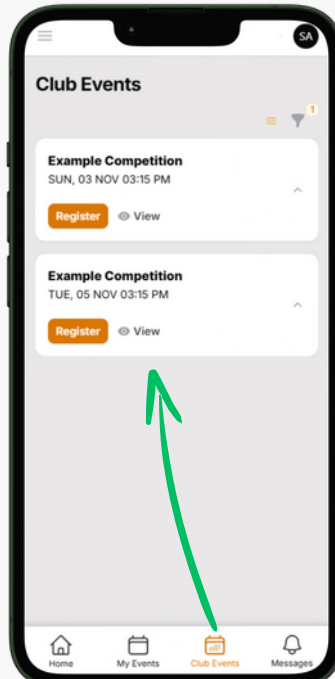
1   **2**   **3**   **4**   **5**   **6**
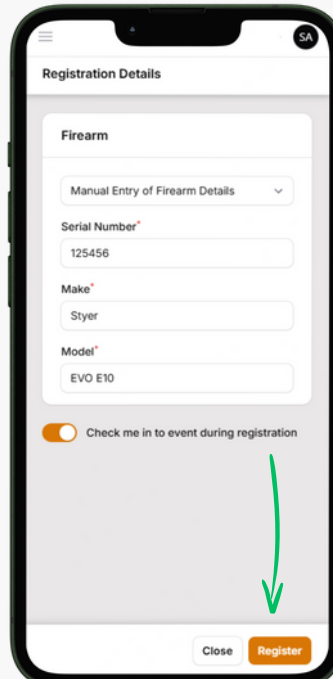
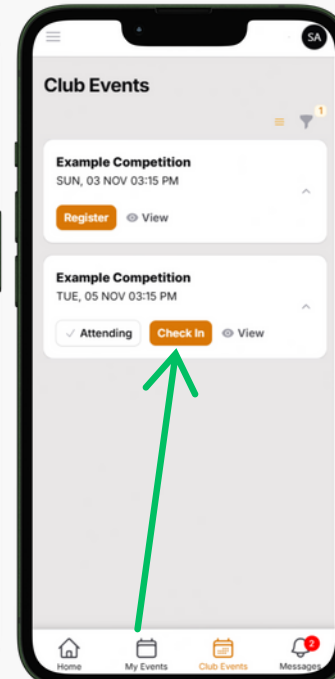**ENTER THE CLUB GROUNDS VIA GATE APP**

SIGN IN TO THE WEBSITE

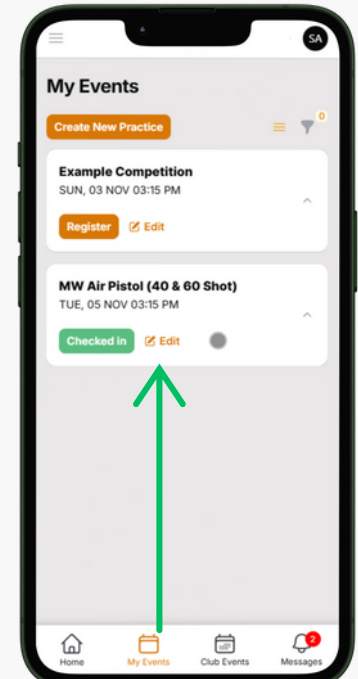**AFTER ARRIVING AT THE CLUB, REGISTER FOR THE WEEKLY AP EVENT PRESS REGISTER**

SELECT OR ENTER FIREARM & REGISTER
(IF Checkin Open this will check you in)

YOU SHOULD NOW BE CHECKED IN IF NOT PRESS PRESS CHECK IN

WHEN YOU FINISH, GO TO MY EVENTS PRESS EDIT & TAKE A PHOTO OF YOUR SCORECARD ENSURE YOU PRESS SAVE

FOR A VALID ATTENDANCE YOU MUST HAVE ENTERED VIA PALGATE PRIOR TO CHECKIN AND UPLOAD A PHOTO WHEN FINISHED

SUBMITTING FROM OTHER CLUB

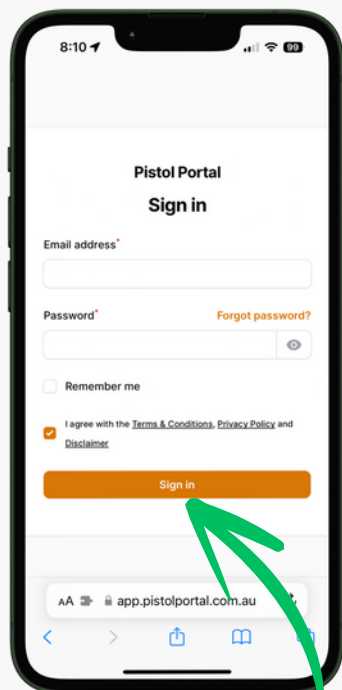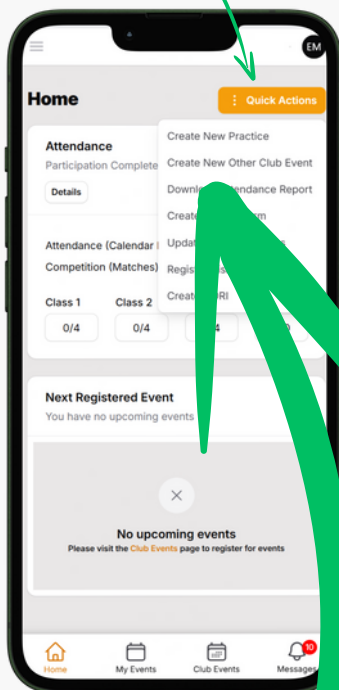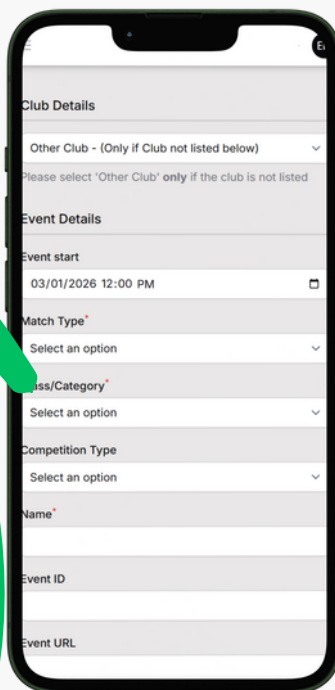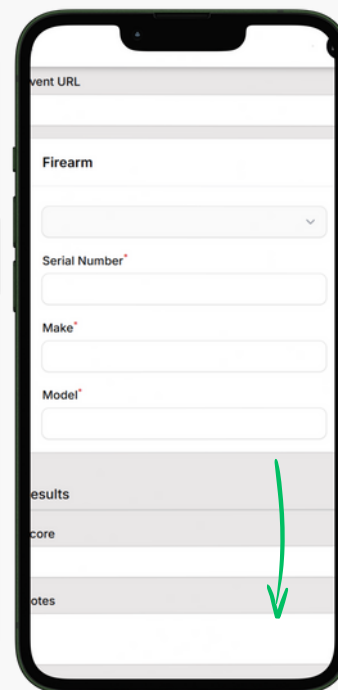## IF YOU SHOOT AT ANOTHER CLUB YOU MUST SUBMIT WITH 14 DAYS OF THE EVENT

1

2

3

4

5

OTHER CLUB SHOOTS MUST BE SUBMITTED WITHIN 14 DAYS OF SHOOTING AT ANOTHER CLUB

NO EVIDENCE UPLOADED WILL RESULT IN INSTANT REJECTION OF SUBMISSION

MEMBER MUST ENSURE ALL DETAILS ARE FILLED IN AND CORRECT
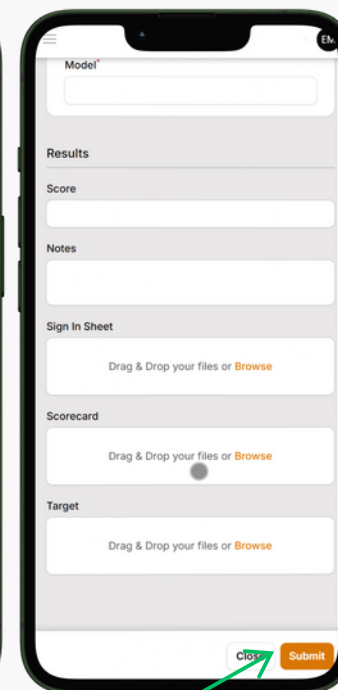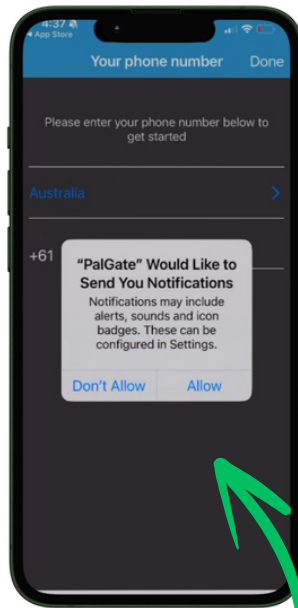
SIGN IN TO THE WEBSITE

PRESS
QUICK ACTIONS
SELECT
CREATE NEW OTHER CLUB EVENT

SELECT CLUB
ENTER CORRECT DETAILS AND TYPE OF EVENT

SCROLL DOWN AND SELECT OR ENTER FIREARM USED

MANDATORY EVIDENCE MUST BE UPLOADED AND SAVED TO BE VALID
PRESS SUBMIT

ONLY VALID SUBMISSION WITHIN 14 DAYS OF THE EVENT WITH UPLOADED EVIDENCE WILL BE VALID AND APPROVED

HOW TO SETUP GATE ACCESS

PalGate
Productivity
Get

Download on the
App Store

ANDROID APP ON
Google play

INSTALL THE
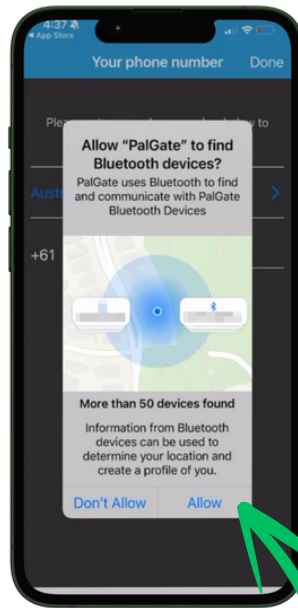PALGATE APP
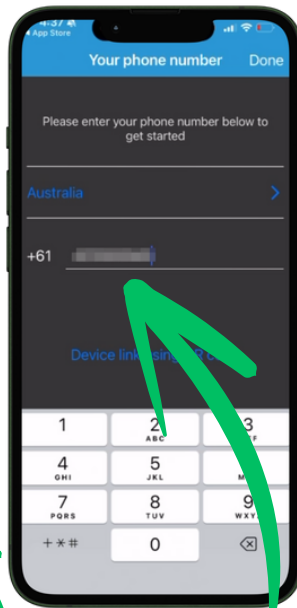
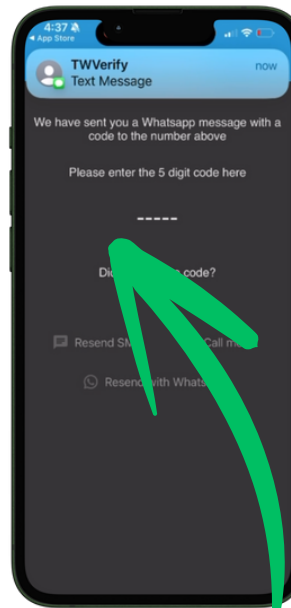**1**   **2**   **3**   **4**   **5**   **6**

ALLOW
NOTIFICATIONS

CRITICAL – ALLOW
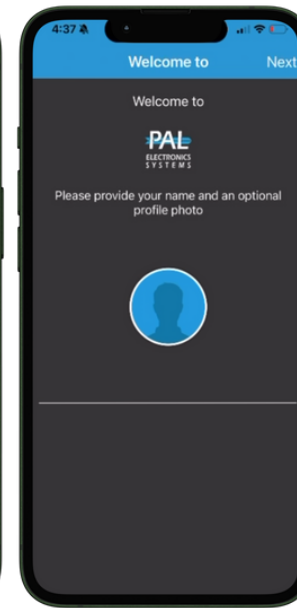PALGATE MUST BE ABLE TO FIND BLUETOOTH TO OPEN THE GATE

ENTER YOUR MOBILE NUMBER
THEN PRESS DONE
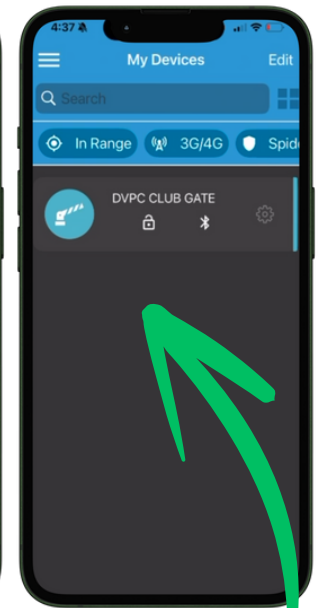
TYPE THE 5 DIGIT CODE TEXT TO YOUR MOBILE NUMBER
THEN PRESS NEXT

NAME & PHOTO OPTIONAL
THEN PRESS NEXT

YOU CAN NOW OPEN THE GATE WITH YOUR MOBILE
MUST BE IN BLUETOOTH RANGE

EASY 1 MINUTE SETUP FOR REMOTE CONTROL GATE ACCESS AT DVPC MAIN GATE