



# Registration Guide for Tennessee SCTP Teams

Updated 4/4/2025

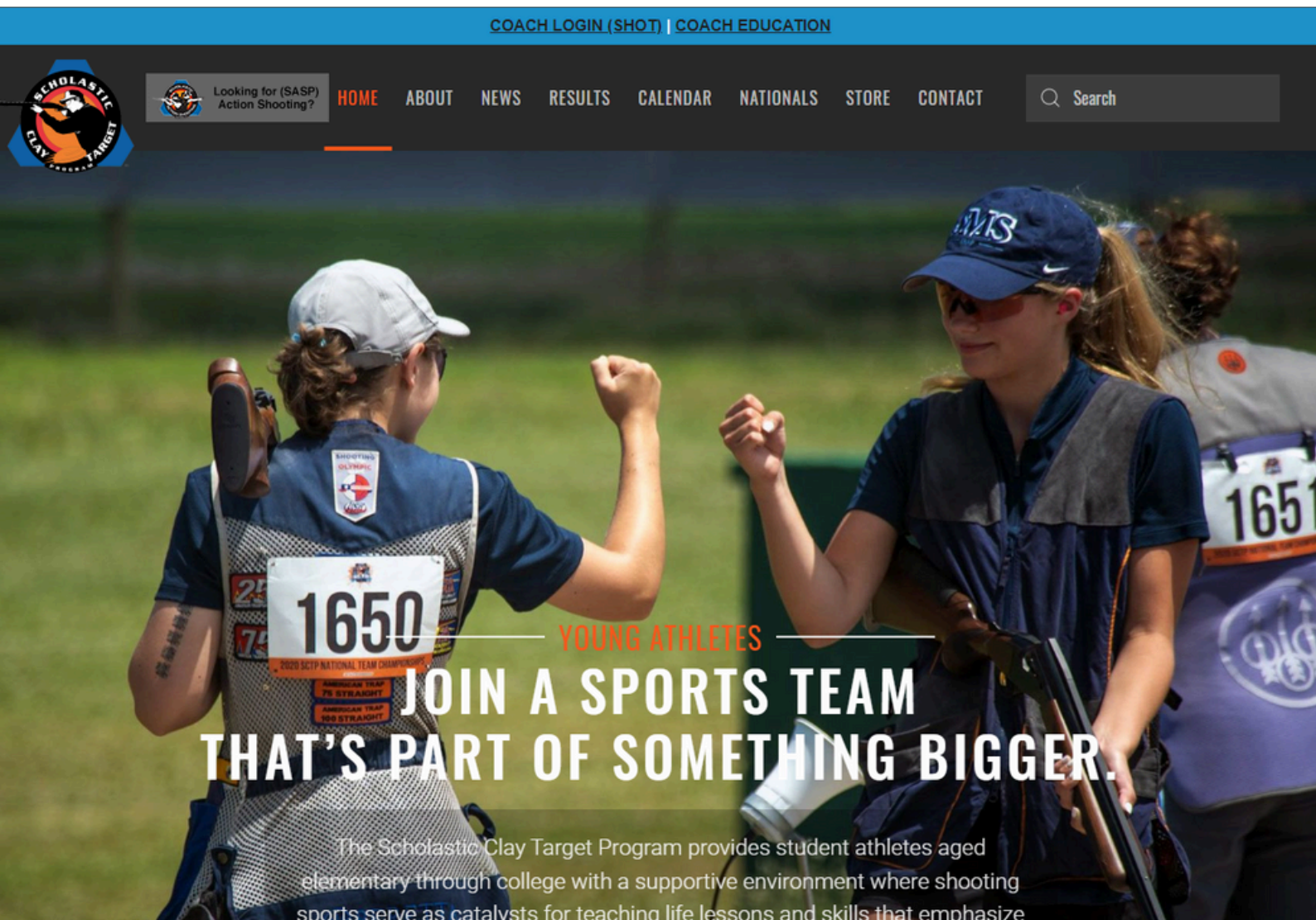


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# Online Registration

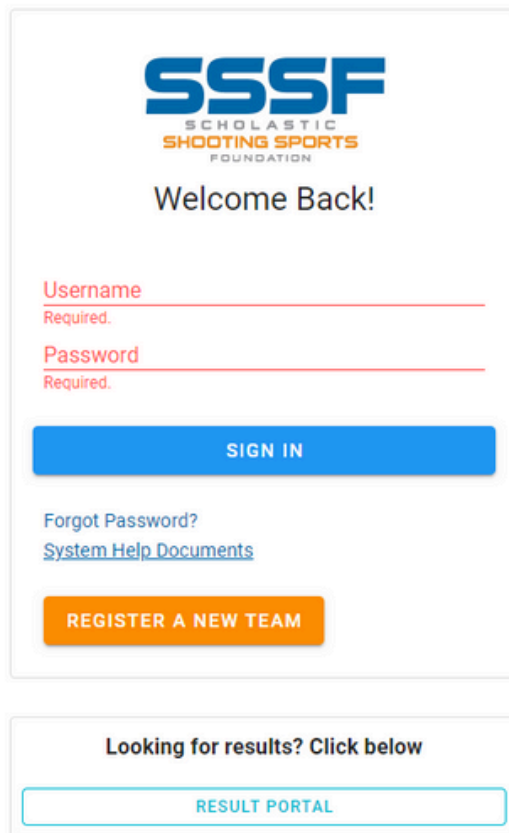
To access the SSSF SHOT Registration site, visit [mysctp.com](https://mysctp.com)



Click the link for "Coach Login (SHOT)" on the blue banner at the top of the screen, or bookmark this direct link on your browser:

[app.sssfonline.com/login](https://app.sssfonline.com/login)

# SHOT Home Page



The screenshot shows the login interface for the Scholastic Shooting Sports Foundation (SSSF). At the top is the SSSF logo, which consists of the letters 'SSSF' in a large, bold, blue font, with 'SCHOLASTIC SHOOTING SPORTS FOUNDATION' in a smaller, orange and blue font below it. Below the logo is the text 'Welcome Back!'. There are two input fields: 'Username' and 'Password', both with red text labels and red horizontal lines for input. Below each field is the word 'Required.' in red. A blue button labeled 'SIGN IN' is positioned below the password field. Below the button are two links: 'Forgot Password?' and 'System Help Documents', both in blue text. An orange button labeled 'REGISTER A NEW TEAM' is located below the links. At the bottom of the page, there is a section titled 'Looking for results? Click below' with a light blue button labeled 'RESULT PORTAL'.

SSSF  
SCHOLASTIC  
SHOOTING SPORTS  
FOUNDATION

Welcome Back!

Username  
Required.

Password  
Required.

SIGN IN

Forgot Password?  
[System Help Documents](#)

REGISTER A NEW TEAM

Looking for results? Click below

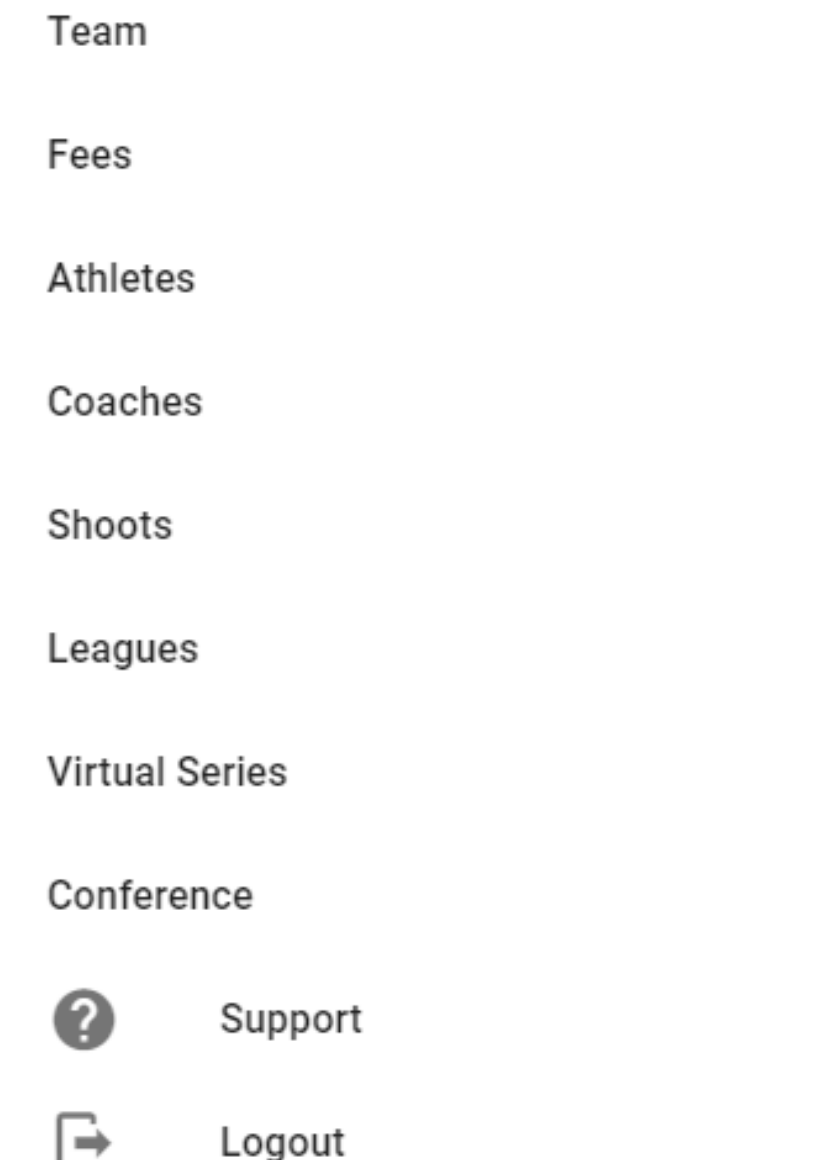
RESULT PORTAL

The page above is what you will see when you access [app.sssfonline.com/login](http://app.sssfonline.com/login).

Make sure you log in with your **username**, not your email address.

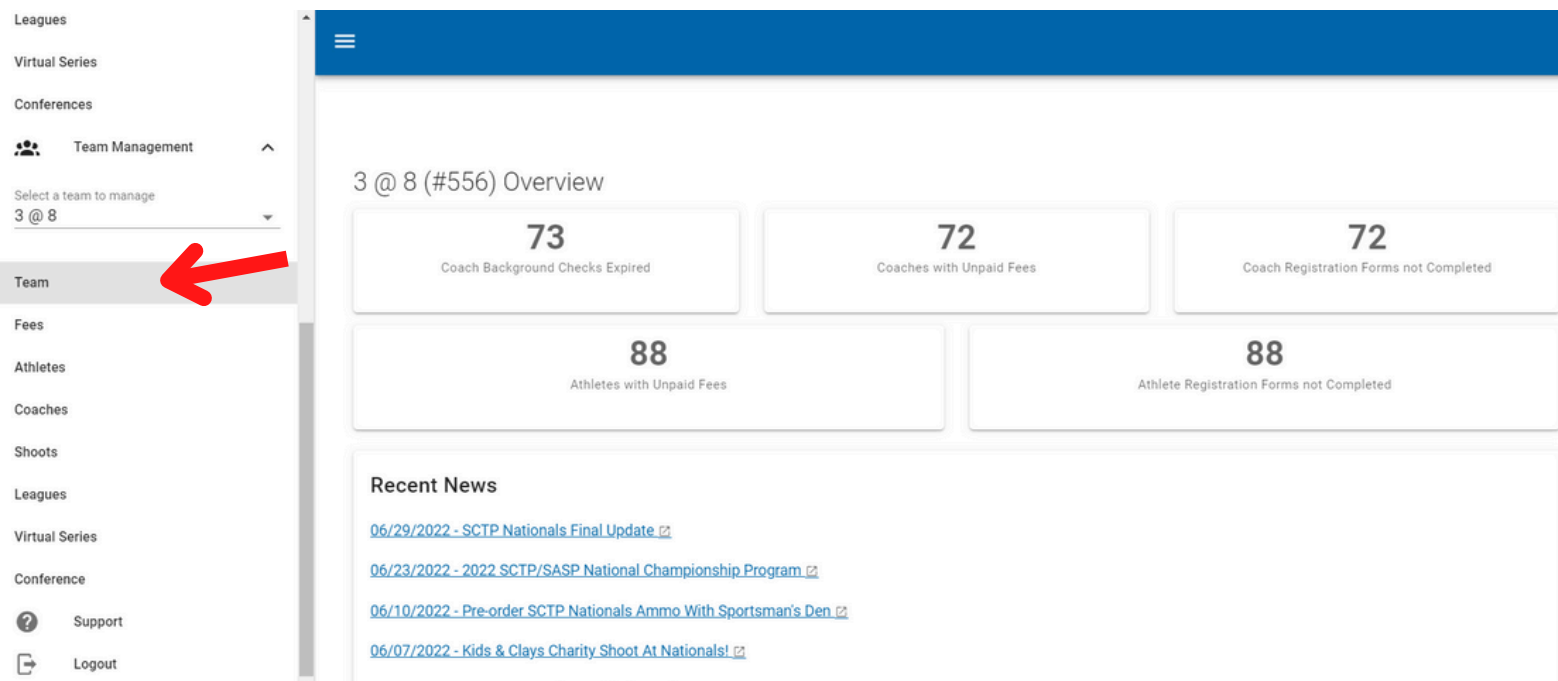
If you are unsure what your username is, email [lbarnes@tnwf.org](mailto:lbarnes@tnwf.org)

# Navigation Menu



A navigation menu should appear on the left side of your screen. If you are working on a smaller screen and this menu does not appear, click the three white lines on the blue banner on the top of your screen to open the menu.

# Team Page



The Team page acts as a dashboard for coaches. The 5 boxes on top of the screen help teams easily see what documents are missing and how many athletes/coaches still have unpaid fees.

Below the boxes, you can find news from National SCTP along with additional information to add for your team. At the bottom of the "Team" page, you will see a "Squads" box. Page 19 of this document will go into more details about adding squads.

If your home range is not listed, email details to [acarr@sssfonline.com](mailto:acarr@sssfonline.com).

# Gathering Athlete Information

Coaches should gather information for all new and returning athletes to ensure the most current data is added to your athlete roster. The next two pages are a Athlete Information template that can be printed for parents/guardians to fill out to ensure teams have all the information required for an athlete to participate in Tennessee SCTP.

# Athlete Information



Team Name:

Athlete Name:

Address:

City, State & Zip Code:

School Currently Attending:

Grade Level:

3rd 4th 5th 6th 7th 8th 9th 10th 11th 12th College

Graduation Year:

Gender:

Date of Birth:

T-Shirt Size:

S M L XL 2XL 3XL 4XL

TWRA ID# (located on card):

Date of Hunter Education Completion:

Parent/Guardian Name:

Parent/Guardian Email:

Parent/Guardian Phone:

If you are a member of any of the following National Governing Bodies, provide your memberships numbers:

ATA:
NSSA:
NSCA:
USA Shooting:

---

**TO BE FILLED OUT BY COACHING STAFF:**

Disciplines athlete will be shooting:

Trap

Skeet

Sporting Clays

Classification:

Rookie

Intermediate Entry

Intermediate Advanced

Junior Varsity

Senior Varsity

Collegiate

# Athletes Page











Athletes - 3 @ 8 (SCTP)

ADD ATHLETE

ACTIVE RETIRED

VIEW EMAILS

EXPORT

ID	Name	SCTP Payment	SCTP Form	Actions
88995	Joey Adams	Not received	Not received	
70535	Marvin Andrews	Not received	Not received	
87457	Mark Beasley	Not received	Not received	
36984	Joe Bob Briggs	Not received	Not received	
55932	John Doe	Not received	Not received	
82838	Amy Hall	Not received	Not received	
10502	Wilks Halladay	Not received	Not received	
10503	Hannah Houston	Not received	Not received	
82825	Taylor Martin	Not received	Not received	
70771	Sam Brown	Not received	Not received	

The Athletes Page houses the team roster for both Active and Retired athletes. To show an athletes information, click their name and the profile will expand. Please make sure all the fields are filled out correctly.

# Athletes Page: Identification

## IDENTIFICATION

SSSF ID  
88995

State ID#

ATA Number  
1854747

NSSA Number  
259656

NSCA Number  
664139

USAS Number

At the bottom of an athlete's profile, there are several spots to enter Member ID numbers for other shooting sports organizations. If your athletes are members of ATA, NSSA, NSCA or USA Shooting, please include their membership ID# in the appropriate box.

### What is the State ID#?

This is the athlete's TWRA ID#, which is required for all Tennessee athletes.



**HOW TO CREATE A TWRA YOUTH ACCOUNT**

- GO TO [HTTPS://GOOUTDOORSTENNESSEE.COM/](https://GOOUTDOORSTENNESSEE.COM/)
- Click on go to site on licensing button
- Click on login
- Search for an existing account by date of birth, last name and social security number.
- If no account is found, then click on yes, create a new account in the pop-up window
- Enter the youth's personal information and click create customer when finished

The account **MUST** include the youth's social security number.  
Parents may use their telephone number and email address for the youth account.

# Athletes Page: Classification

An athlete's "SCTP-A" Classification will need to be updated every season. Here is a quick guide for classifications!

<u>Graduation</u>	<u>Current</u>	<u>SCTP-A</u>
<u>Year</u>	<u>Grade</u>	<u>Classification</u>
2025	12th	Sr. Varsity**
2026	11th	Sr. Varsity**
2027	10th	Sr. Varsity**
2028	9th	Jr. Varsity
2029	8th	Int. Adv.**
2030	7th	Int. Adv.**
2031	6th	Int. Entry
2032	5th	Rookie
2033	4th	Rookie
2034	3rd	Rookie

\*\* It is possible for Class of 2025-2027 to be Jr. Varsity, and Class of 2029-2030 to be Intermediate Entry if it is their first year in the program

# Athletes Page: How to Retire Athletes

← Joey Adams - #88995

SAVE



No consent form on file. Please have the athletes parents sign the form. You can email the form by [clicking here](#)

SCTP Form:  
**Not Received**

Created:  
08/24/2022

SCTP Payment:  
**Not Received**

Updated:  
01/06/2023

To retire an athlete from your active roster, click the athlete name to expand their profile. Click the three dots at the top right of the screen and select "Retire Athlete". Your roster will be updated and the athlete will now appear in your "Retired Athlete Roster"

# Coaches Page

The Coaches Page will show the team's full coach roster in the same format as the athlete roster.

Role	Background Date	SCTP Payment	SCTP Form
Assistant Coach	Not Completed	Not received	Not received
Head Coach	01/04/2023	Not received	09/09/2022
Assistant Coach	05/06/2022	Not received	12/04/2022
Assistant Coach	Not Completed	Not received	Not received
Assistant Coach	01/31/2022	Not received	12/05/2022
Adult Volunteer	10/07/2015	10/26/2022	11/14/2022

Background checks are required for all individuals on the coaching roster every 2 years. A date in green text will appear if the coach has completed the check. "Not completed" indicates that a background check has never been conducted. A red date indicates that it is time for this coach to do another background check.

Reminder: The SCTP Payment section is for the SCTP National Coach Fee, which is required if the team will be attending the SCTP National Championships.

**Note: You will see Dillon Barnes listed as a coach with Admin Access on your roster. Do not retire or revoke access to this account!**

# Background Checks

To find the background check, access your profile on the Navigation Menu.

The screenshot displays the SSSF (Scholastic Shooting Sports Foundation) volunteer portal. On the left is a navigation menu with the SSSF logo at the top. Below the logo, the user's name 'Ashley Tone' and email 'atone@tnwf.org' are listed. The menu items are: Home, Profile (highlighted with a red arrow), Administration, Ranges, Schools, Teams, Athletes, Coaches, Shoots, Leagues, Virtual Series, Conferences, and Team Management. The main content area shows the 'Ashley Tone' profile page. It has three tabs: PROFILE, REGISTRATION (highlighted with a red arrow), and ACCOUNT. Under the REGISTRATION tab, the 'SCTP Registration Date' is shown as '2022-11-14 14:35:57.777'. Below this is the 'Fee Payments' section, which includes a list of fees with checkboxes: SSCP Fee (Paid 10/26/2022), SASP Fee: \$35.00, ATA Fee: \$12.00, NSSA Fee: \$40.00, and NSCA Fee: \$40.00. Each fee has a checkbox and the text 'Check to select [fee name] Fee'.

Click the "Registration" Page and scroll down to find the background check link, or use this link:

[sssf.volunteerportal.net](https://sssf.volunteerportal.net)

Password is: **scholastic**

Most background checks cost \$14-\$15 and must be renewed every 2 years.

# Fees Page

SCTP Team Fee Summary for 3 @ 8 as of 1/6/2023

## Scholastic Clay Target Program (SCTP)

925 Milwaukee Ave

Suite B1

Burlington, WI 53105

[www.mysctp.com](http://www.mysctp.com)



## Shooting Year Invoice

### Bill To

3 @ 8

ATTN: Ashley Tone

300 Orlando Avenue

Nashville, 37209

### Instructions

**Credit Card Limits May Apply!**

This invoice defines annual fees dealing with membership.

If you prefer to pay by check, please make your check payable to SSSF and mail to the program National Office at the address listed above.

### Team Fees

Name	Annual Team Fee	Total
Annual team fee for 3 @ 8	<input checked="" type="checkbox"/>	\$20.00

### Athletes

Name	SCTP	ATA	NSSA	NSCA	TN State Fee	JR. Mag	Total
Andrews, Marvin	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	\$0.00
Beasley, Mark	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	\$0.00
Briggs, Joe Bob	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	\$0.00

All athletes and coaches on the active roster will appear on your fees payment page. Teams will also have the option to pay for ATA and NSSA/NSCA memberships or a year subscription to Junior Shooter Magazine on the Fees Page.

Select the **SCTP** and **TN State Fee** check boxes for all athletes participating this season. These are the only required memberships.

The \$20 National SCTP team fee will automatically be added to your first payment.

# 2024-25 Fees

Below is a price menu of all fees for the 2024-25 season. Please note that many of these fees are optional, but paying via SHOT provides a one-stop shop if your team participates in monthly ATA, NSSA or NSCA Shoots:

Team Fee: \$20\*

National SCTP Athlete Membership: \$30\*

Tennessee State Fee: \$40\*

NSSA/NSCA Youth Membership: \$15

ATA Youth Membership: \$12

Subscription to Junior Shooter Magazine: \$15

National SCTP Coach Membership: \$40

ATA Adult Membership: \$20

NSSA/NSCA Adult Membership: \$50

Other memberships (not in SHOT Fees Page)

AIM Youth Membership: \$13

USA Shooting Junior Membership: \$30

USA Shooting Adult Membership: \$40

**\*required fees**

# Fees Page: Paying By Check

Teams can pay via credit card online, but if your team must pay via check from the school or sponsoring organization, make checks payable and mail checks to:

**Scholastic Clay Target Program**  
**925 Milwaukee Ave, Suite B1**  
**Burlington, WI 53105**

If you do send a check, please include a printout of your fees page with the names of the athletes and the correct fees selected so administration knows what the money is for.

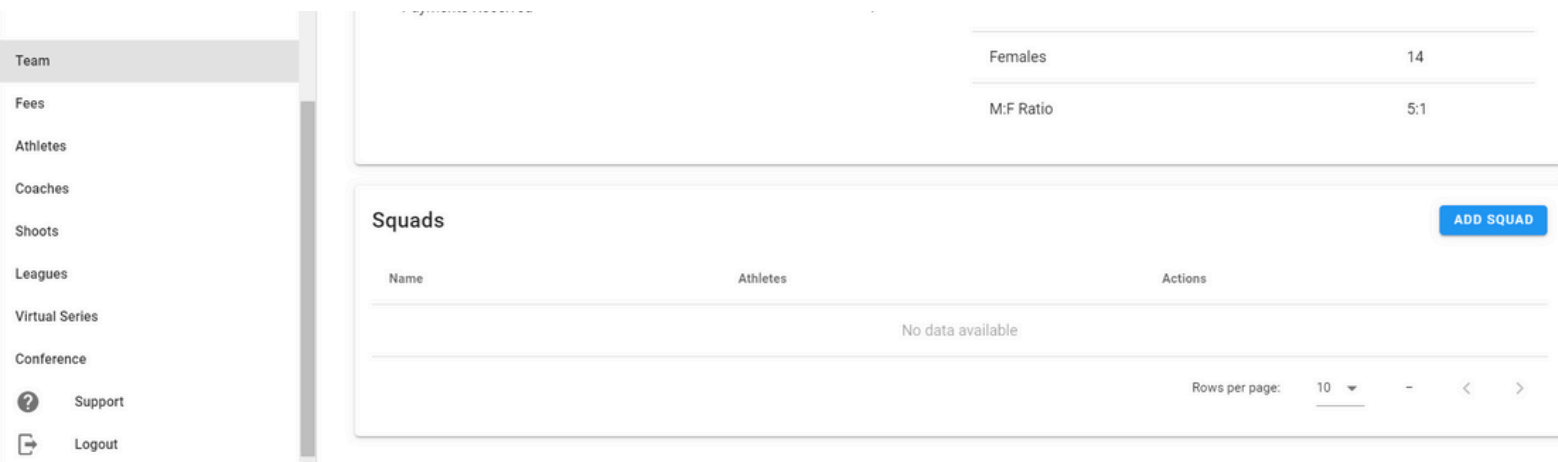
## Team Fees

Name	Annual Team Fee	Total
Annual team fee for 3 @ 8	<input checked="" type="checkbox"/>	\$20.00

## Athletes

Name	SCTP	ATA	NSSA	NSCA	TN State Fee	JR. Mag	Total
Andrews, Marvin	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	\$65.00
Beasley, Mark	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	\$65.00
Briggs, Joe Bob	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	\$65.00
Brown, Sam	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	\$65.00
Doe, John	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	\$65.00
Hall, Amy	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	\$65.00
Halladay, Wilks	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	\$65.00
Houston, Hannah	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	\$65.00
Martin, Taylor	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	\$65.00
Rainey, Nelson	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	\$65.00

# Team Page: Squads



Located at the bottom of the Team Page, coaches can pre-build squads for competition. Pre-building squads can make event registration a bit easier during the chaos of trying to squad your athletes for Regionals, State and Nationals. Instead of having to add each athlete into a slot one at a time, you would select the squad you built beforehand and SHOT will autofill all 5 or 3 (depending on the discipline) with all the athletes on your squad. Please note that an athlete can only exist on one pre-built squad per discipline, so if your squad lineup changes between Regionals and State you will need to delete your Regional pre-built squads and build new squads for State.

# Team Page: Squads

Squads

ADD SQUAD

Name	Athletes	Actions
— American Singles Trap		
Intermediate Entry Trap Squad 1		 
Mixed Trap Squad Alternates		 
— American Skeet		
Varsity Skeet Squad 1		 
Varsity Skeet Squad 2		 
— Sporting Clays		
Jr. Varsity Sporting Clays Squad		 

SHOT will organize your squads by discipline. Remember: you can only squad athletes and sign them up for events if their forms have been submitted and payment has been received for the season.

# Shoots Page

MY HOSTED SHOTS   IN-PROGRESS <b>UPCOMING</b> PAST   INVITED				
Select State Tennessee   Team   Shoot type <b>CLEAR</b> <b>SEARCH</b>				
Shoot ID	Name	Hosting Team	Start Date ↑	End Date
3703	Moscow Shooting Ranage Tournament	Rossville Clay Target Team	01/28/2023	01/28/2023
3704	February Moscow Shooting Range	Rossville Clay Target Team	02/18/2023	02/18/2023
3627	2023 TNSCTP Ironman Competition	Tennessee SCTP	03/11/2023	03/12/2023
3705	March Moscow Shooting Range Tournament	Rossville Clay Target Team	03/25/2023	03/25/2023
3706	April Moscow Shooting Range Tournament	Rossville Clay Target Team	04/22/2023	04/22/2023
3707	May Moscow Shooting Range Tournament	Rossville Clay Target Team	05/20/2023	05/20/2023
3726	Tennessee SCTP Regional Championships	Tennessee SCTP	06/01/2023	06/04/2023
3727	Tennessee SCTP 2023 State Championships	Tennessee SCTP	06/19/2023	06/25/2023
Rows per page: 100   1-8 of 8   <   >				

The Shoots page is where you can find all SCTP competitions in Tennessee. Click the name of the event to see more details about when registration opens, cost, location and to sign athletes up.

Reminder: Athletes must have all paperwork complete and have paid their National SCTP and TN State fee in order to register for any SCTP events.

# Event Registration Sandbox

## Tennessee SCTP Event Registration Sandbox (SCTP) (#3804)

OVERVIEW

H.O.A AWARDS

SCOREKEEPERS

CLEAR CACHE

DELETE ENTIRE SHOOT

STATISTICS

LEADERBOARDS

ONSITE REGISTRATION

EDIT

Name:

Tennessee SCTP  
Event Registration  
Sandbox

Classification:

SCTP American

Dates:

07/01/202  
3 -  
07/31/202  
3

Shoot Level:

State

Invitation:

Online  
Registratio  
n

Competitio

n Type:  
Shoot

Notes:

n/a

## Events

ADD EVENT

Date	ID	Hosting	Location	Name
Saturday July 1, 2023	17852	Tennessee SCTP	Nashville Gun Club	Trap Sandbox
Saturday July 1, 2023	17853	Tennessee SCTP	Nashville Gun Club	Sporting Clays Sandbox

Want to practice registering your team for an event, or train a new coach how to do it? We have created a "sandbox" event for coaches to use to familiarize themselves with the process, test pre-squads, etc.

# Tennessee SCTP Paperwork

All Tennessee SCTP forms will need to be filled out & uploaded to

**<https://www.surveymonkey.com/r/B6DGFMH>**

- Team Memorandum of Understanding
- Complete Coach/Volunteer Roster
- TWF Adult Release (Signature Page Only)
- TWF Parent Release (Signature Page Only)
- TWF Minor Assumption of Risk (Signature Page Only)

Blank copies of each form can be found on the Coach's Corner Website - **[tnwf.org/coach](http://tnwf.org/coach)**

# Tennessee SCTP Paperwork

Not sure who needs to submit forms? Check out this helpful chart to ensure all the correct forms are collected from the right individuals.

TNSCTP 2024/25 Season Paperwork Guide						
Form Name	Coach/Volunteer	Athlete (Under 18)	Athlete (Over 18)	Parent	Team	Event Staff
Adult Release	X		X			X
Parent Release				X (1 per family)		
Minor Assumption of Risk		X (1 for each child)				
Memorandum of Understanding					X	
(MOU) Coach/Volunteer Roster					X	

# National SCTP Form

All athletes, coaches and volunteers must complete the National SCTP Form via DocuSign. See the image below to see how to send this form through SHOT:



← Ashley Tone - #82840 SAVE ⋮

No consent form on file. Please have the athletes parents sign the form. You can email the form by [clicking here](#)

**SCTP Form:**  
**Not Received**

**Created:**  
12/27/2021

**SCTP Payment:**  
**Not Received**

**Updated:**  
01/06/2023

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**CONTACT INFORMATION**

First name	Last name
Ashley	Tone

Once the form is sent and signed, it will immediately update in SHOT that the form has been completed.



# Athlete Registration Checklist

- ☐ Name
- ☐ Parent Email
- ☐ Parent Phone
- ☐ Street Address
- ☐ Gender
- ☐ Shirt Size
- ☐ Date of Birth
- ☐ School
- ☐ Graduation Year
- ☐ Parent/Guardian Name & Info
- ☐ SCTP Classification
- ☐ TWRA ID# (shown as State ID#)
- ☐ TWF Minor Assumption of Risk
- ☐ Parent Release (1 per family)
- ☐ SCTP Hold Harmless Agreement
- ☐ SCTP Membership
- ☐ TN State Fee



# Coach Registration Checklist

- ☐ Name
- ☐ Email
- ☐ Phone
- ☐ Street Address
- ☐ Gender
- ☐ Shirt Size
- ☐ Date of Birth
- ☐ Background Check in SHOT
- ☐ Completion of SSSF Basic Shotgun Coach Certification **OR** NRA Level 1
- ☐ TWF Adult Release Form
- ☐ SCTP Hold Harmless Agreement



# Team Registration Checklist

- ☐ Signed MOU
- ☐ Complete Coach/Volunteer Roster
- ☐ Annual National SCTP Team Fee
- ☐ All athletes on active roster
- ☐ All coaches on active roster
- ☐ Signed Release Forms for all coaches, volunteers, parents & athletes
- ☐ Memberships paid for all athletes

# Frequently Asked Questions

**Q:** Where do I upload TWF Releases, MOU and Coach Rosters?

**A:** Please upload documents to

**<https://www.surveymonkey.com/r/B6DGFMH>**

**Q:** Why do you need an athlete's TWRA ID# and where do I add it?

**A:** All athletes are required to have a TWRA ID# to participate in Tennessee SCTP to show they have completed a Hunter Education course. At the bottom of the athlete's profile, you will see a "State ID" box under "Identifications", that is where you will add their TWRA ID#. To look up a TWRA ID#, you will need the athlete's last name, date of birth, and last 4 digits of their SSN. We recommend forwarding this link to the parents to have them look up/create an account and send the number back to you:

**[license.gooutdoorstennessee.com/Licensing/CustomerLookup.aspx](https://license.gooutdoorstennessee.com/Licensing/CustomerLookup.aspx)**

# Frequently Asked Questions

**Q:** I don't know my information for my NRA Level 1 Coach Credentials, how can I find out when they expire and how to renew?

**A:** You can find you information by using this link: [nrainstructors.org/InstructorAdmin/insLogin.aspx](http://nrainstructors.org/InstructorAdmin/insLogin.aspx)

**Q:** What if my athlete's school isn't on the list?

**A:** Please send the complete name of the school and city that need to be added to [lbarnes@tnwf.org](mailto:lbarnes@tnwf.org), and we will pass the info along to IT.

# **Still Have Questions?**

Reach out to Lauren Barnes for any assistance registering your team on SHOT.

**Lauren Barnes, Program Coordinator**

Email: [lbarnes@tnwf.org](mailto:lbarnes@tnwf.org)

Office: (615) 353-1133 ext. 133