

SAR Annual Reporting Instructions

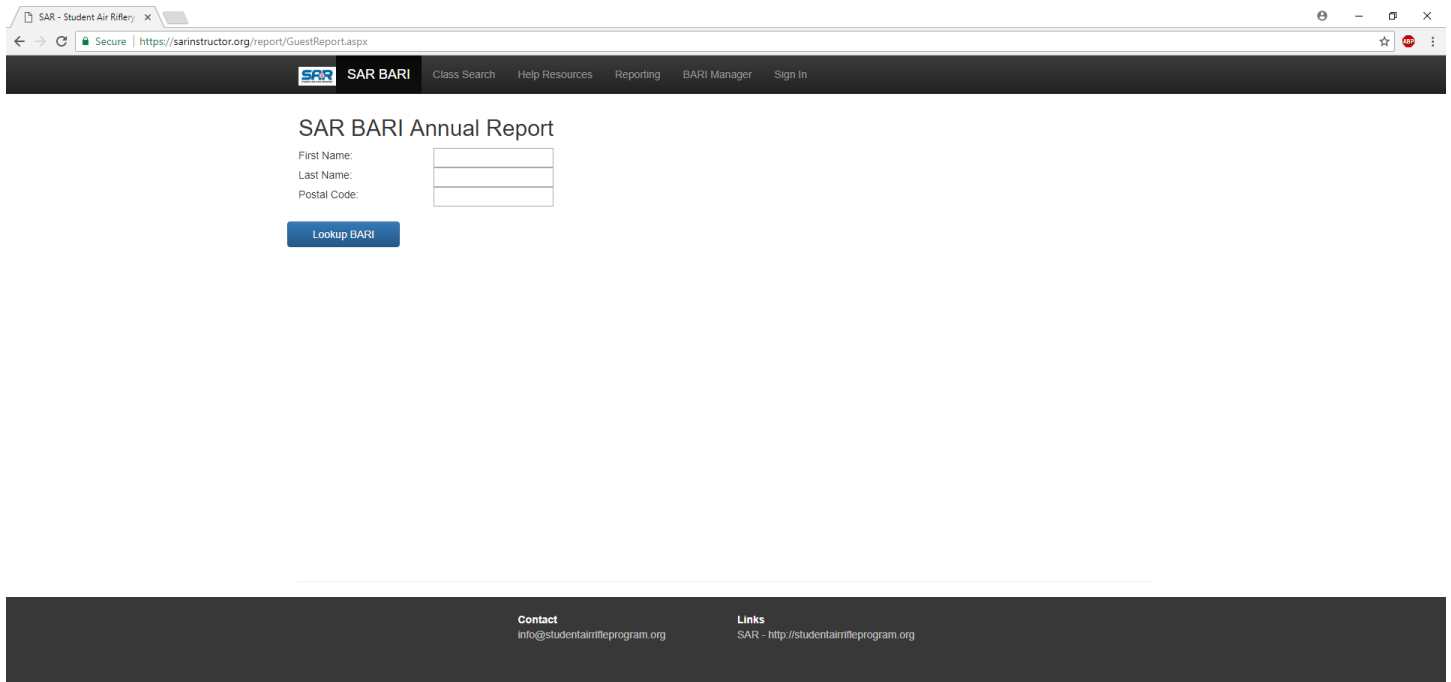
Go to <https://sarinstructor.org>

The screenshot shows the SAR BARI website home page. The browser address bar displays "Secure | https://sarinstructor.org/default.aspx". The navigation menu includes "SAR BARI", "Class Search", "Reporting", "BARI Manager", and "Sign In". The main content area features the SAR logo (STUDENT AIR RIFLE PROGRAM) and the heading "BARI - Basic Air Rifery Instructor" with a "Learn more >" link. Below this are three main sections: "Annual Reporting" with a "Submit a Report" button, "Class Schedule" with a "View Class Schedule" button, and "BARI Manager" with a "BARI Manager" button. The footer contains "Contact" information (info@studentairrifleprogram.org) and "Links" (SAR - http://studentairrifleprogram.org).

Select "Submit a Report". You will then see the screen below.

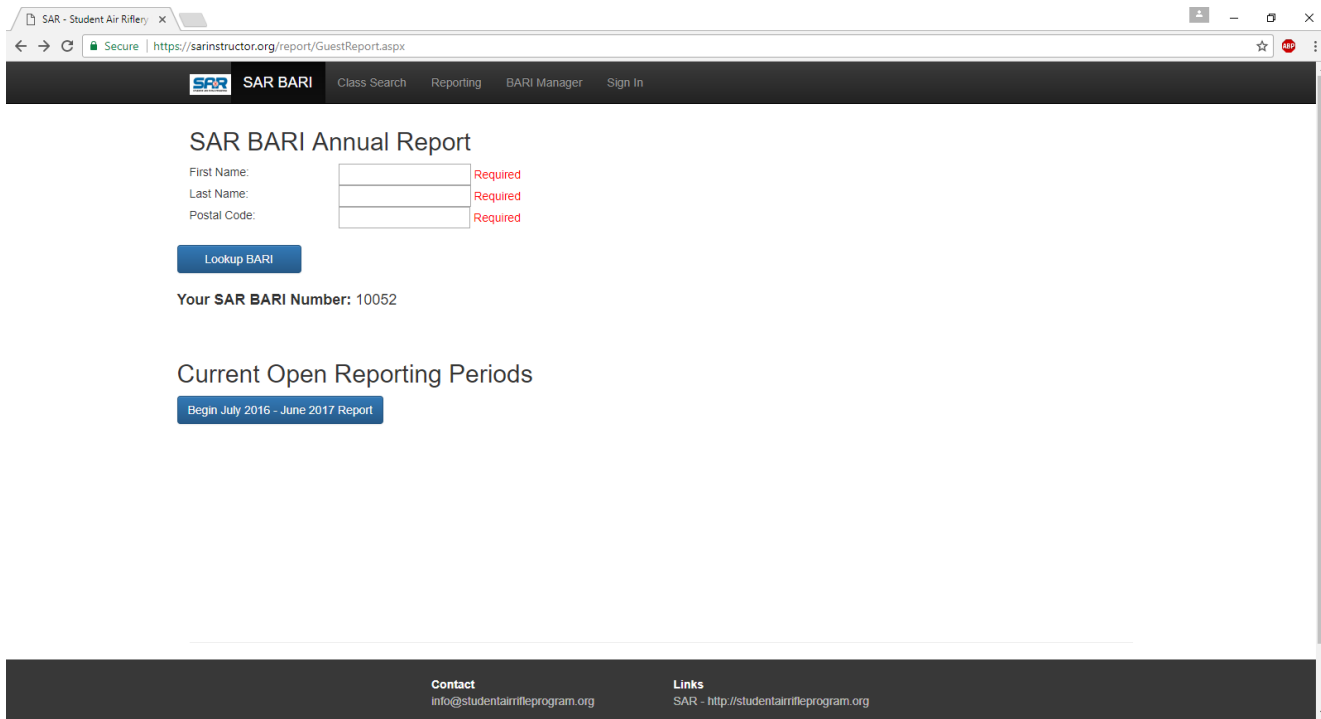
The screenshot shows the SAR BARI Annual Reporting page. The browser address bar displays "Secure | https://sarinstructor.org/report/". The navigation menu is the same as the previous page. The main content area features the heading "BARI Annual Reporting" and two buttons: "Login" and "Continue without Logging In", separated by the word "OR". The footer contains the same "Contact" and "Links" information as the previous page.

If you have a login for this site, select the “Login” option. If not (or you are not sure) select the “Continue without Logging In” option.

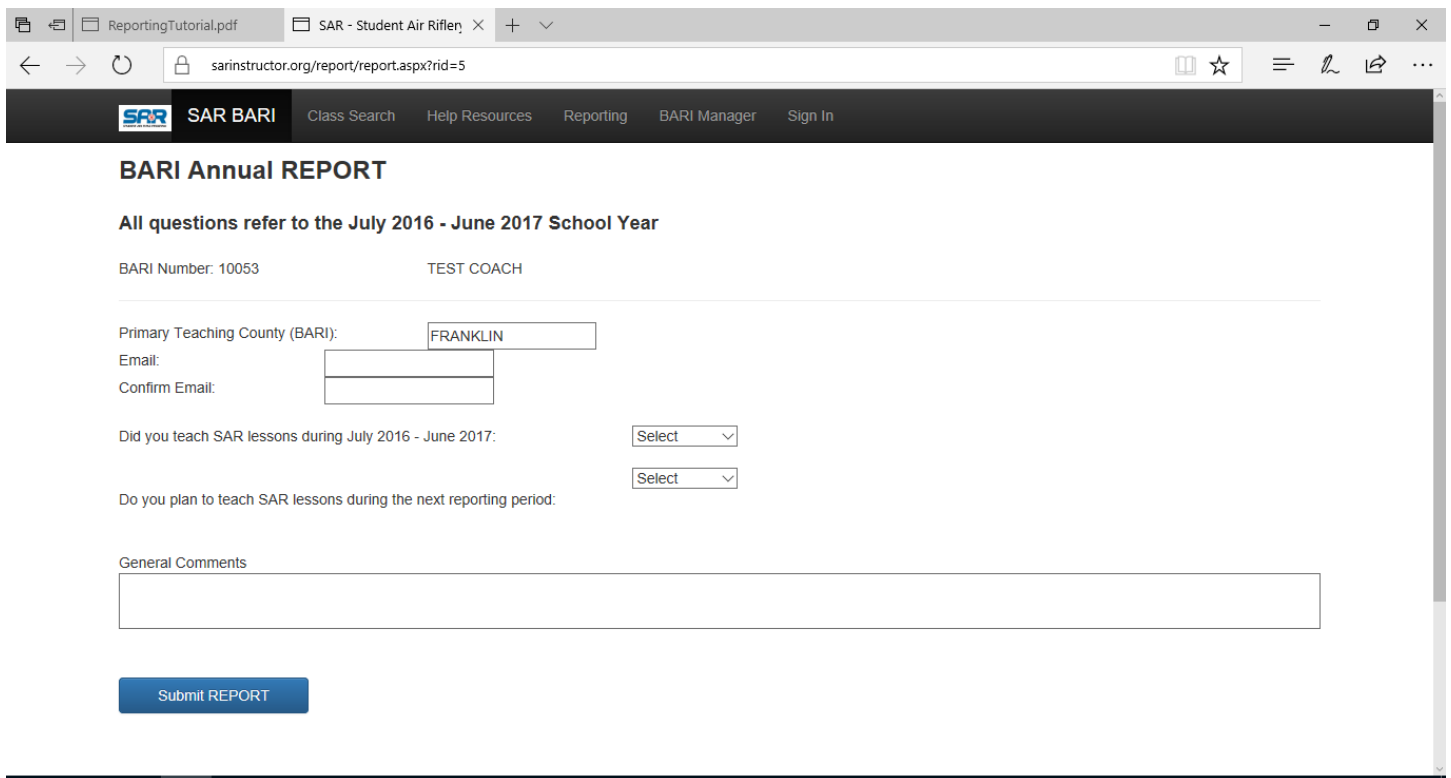


Enter your first name, last name and postal (zip) code that you provide when you signed up for your BARI class. This could be a prior zip code if you have moved since you first were certified as a BARI. Then Select “Lookup BARI”

If it can verify you, you will see a screen like below. If you receive an error message, try again. If you cannot get the right combination, please email chipq@live.com for assistance.



Select the “Begin July 2016 – June 2017 Report”. You will see the screen below.



Please verify/enter the County where you teach most of your SAR lessons. Enter and confirm your email address. This is the primary contact method we will have for you. Please make sure it is accurate and one you plan to keep.

Then, answer the “did you teach” questions.

ReportingTutorial.pdf SAR - Student Air Rifle

sarinstructor.org/report/report.aspx?rid=5

SAR BARI Class Search Help Resources Reporting BARI Manager Sign In

BARI Annual REPORT

All questions refer to the July 2016 - June 2017 School Year

BARI Number: 10053 TEST COACH

Primary Teaching County (BARI): FRANKLIN

Email:

Confirm Email:

Did you teach SAR lessons during July 2016 - June 2017: Yes

Do you plan to teach SAR lessons during the next reporting period: Yes

General Comments

If you answered “yes” to teaching this year, an orange “Add School/Group” button will appear.
Please select that button.

ReportingTutorial.pdf SAR - Student Air Rifle

sarinstructor.org/report/report.aspx?rid=5

SAR BARI Class Search Help Resources Reporting BARI Manager Sign In

Email:

Confirm Email:

Did you teach SAR lessons during July 2016 - June 2017: Yes

Search for School/Org

Search the School/Org Database

United States Kentucky

School Name:

You will see a popup screen with a school look up. Enter a few characters (3 or 4 only) of the school name and select “Search”. (for example If the school is St Thomas Clarence Elementary school, just enter “tho” or “clar”. This will better your chances to find the right school.

The screenshot shows a web browser window with the URL <https://sarinstructor.org/report/report.aspx?rid=3>. The page header includes the SAR BARI logo and navigation links: Class Search, Reporting, BARI Manager, and Sign In. A modal window titled "Search for School/Org" is displayed. It contains a search form with dropdowns for "United States" and "Kentucky", a text input for "School Name" containing "TEST", and a "Search" button. Below the search form is a table with the following data:

SCHOOL	CITY	STATE	
FRANKFORT TEST 2	FRANKFORT	KY	Select School/Org
FRANKFORT TEST 3	FRANKFORT	KY	Select School/Org
FRANKFORT TEST SCHOOL	FRANKFORT	KY	Select School/Org

At the bottom of the modal are two buttons: "Add New School/Org to Database" and "Cancel". Below the modal, there is a dropdown menu for "Do you plan to teach SAR lessons during the next reporting period:" set to "Yes", and a text input field for "General Comments".

A list of schools will be returned. If you see your school/group, select “the “Select School/Org” button next to it. If not select “Cancel” try another search. If it is just not there, select “Add New School/Org to Database” option and add the school.

The screenshot shows a web browser window with the URL sarinstructor.org/report/report.aspx?rid=5. The page header includes the SAR BARI logo and navigation links: Class Search, Help Resources, Reporting, BARI Manager, and Sign In. The main content area displays "BARI Number: 10053" and "TEST COACH". Below this, there are input fields for "Primary Teaching County (BARI):" (containing "FRANKLIN"), "Email:", and "Confirm Email:". A dropdown menu for "Did you teach SAR lessons during July 2016 - June 2017:" is set to "Yes", and an orange "Add School/Group" button is visible. A modal window titled "Edit School/Org" is displayed, showing details for "FRANKFORT TEST SCHOOL". It includes a section for "Grade levels at this school" with dropdowns for "6" and "8". Below this are two questions: "Did you instruct students during the school day?" (set to "No") and "Did you instruct students outside of the school day?" (set to "No"). At the bottom of the modal are two buttons: "Save" and "Cancel".

Once selected, you just need to enter the grade levels for the school. Then answer if you taught lessons during the school day and/or after school. "Teaching" just means that you helped or presented NASP®-style archery lessons to the kids.

The screenshot shows a web browser window with the URL `sarinstructor.org/report/report.aspx?rid=5`. The page header includes the SAR BARI logo and navigation links: Class Search, Help Resources, Reporting, BARI Manager, and Sign In. Below the header, there are input fields for Email and Confirm Email, and a dropdown menu for "Did you teach SAR lessons during July 2016 - June 2017:" set to "Yes". An orange "Add School/Group" button is visible.

The "Edit School/Org" modal form contains the following information:

- SCHOOL/ORG: FRANKFORT TEST SCHOOL
- Grade levels at this school: 6 TO 8
- Did you instruct students during the school day?: Yes
- Number Students During School Day: 100
- Did you instruct students outside of the school day?: Yes
- Role Outside of School Day: Head Coach/Primary Instructor
- Number Students Outside of School Day: 24

At the bottom of the modal are "Save" and "Cancel" buttons. Below the modal, a table header is visible with columns: SCHOOL/ORG, # DURING SCHOOL, # OUTSIDE SCHOOL, and ROLE.

If you answer yes to teaching during the day or after school, It will ask you how kids students you worked with. Please make sure that you account for all students. For example, if after school, include all students that tried out for the team, not just the ones who are on the team now. In school, include all students from all classes that received archery lessons. After entering this info, select "Save"

ReportingTutorial.pdf SAR - Student Air Rifle

sarinstructor.org/report/report.aspx?rid=5

SAR BARI Class Search Help Resources Reporting BARI Manager Sign In

BARI Annual REPORT

All questions refer to the July 2016 - June 2017 School Year

BARI Number: 10053 TEST COACH

Primary Teaching County (BARI):

Email:

Confirm Email:

Did you teach SAR lessons during July 2016 - June 2017: [Add School/Group](#)

SCHOOL/ORG	# DURING SCHOOL	# OUTSIDE SCHOOL	ROLE		
FRANKFORT TEST SCHOOL	100	24	HEAD COACH	Edit	Delete

Do you plan to teach SAR lessons during the next reporting period:

General Comments

If you taught at additional school you can repeat the "Add School/Group" for each school.

When complete, select the "Submit REPORT" button. You should receive the summary report screen

SAR - Student Air Rifle

Secure | https://sarinstructor.org/report/ReportComplete.aspx?rid=3

SAR BARI Class Search Reporting BARI Manager Sign In

Report Complete

BARI Report
 BARI Number: 10052
 Reporting Period: 2016-2017
 Report Status: COMPLETED
 Active Instructor: Yes

SCHOOL	# DURING SCHOOL	# OUTSIDE SCHOOL	ROLE
FRANKFORT TEST 240	240	24	HEAD COACH

Thank you for completing this Report.

Your BARI information has been sent to your current email address: chipq@live.com

To update your BARI information you will need to create a BARI user account.

[Create User Account](#)

Contact
 info@studentairrifleprogram.org

Links
 SAR - http://studentairrifleprogram.org

You are finished!!!!