

# User Manual

## SA Wingshooters Member Portal for Dedicated Hunter Activity reporting & Firearm licence renewal reminders



Conveniently log your Dedicated Hunter Activity Reports, of which a minimum of two (2) hunting related activities must be completed per year if you are a qualified Dedicated Hunter, as well as list ALL your firearms and their respective lapse dates on your own profile, and our system will remind you to renew via email – starting 140 days before your firearm/s licence/s expire.



# Quick Guide – How to get started...

## 1. You need to **Register** first –

Launch your favourite browser, such as Firefox, Google Chrome, and type the following into the address search and press enter:

[members.wingshooters.co.za](http://members.wingshooters.co.za)

– the full address is: <http://members.wingshooters.co.za/>

Type our address here

Your screen should now look like this:



Once you've reached the Members Portal page, you need to Register first. Proceed and click on "Register".

Click on "Register"

A new page appears, which asks you to enter your details. PLEASE COMPLETE ALL FIELDS asked, then click 'register' at the bottom of the form. Remember your password...

A screenshot of the 'Register' form on the website. The form has a title 'Register' and a sub-heading 'Already a member?'. Below this is a green bar with the text 'Please complete the form below to register'. The form contains several input fields: 'Name', 'Surname', 'E-Mail Address', 'Cellphone', 'ID Number', 'Password', and 'Confirm Password'. A green bracket on the right side of the form groups the 'Name', 'Surname', 'E-Mail Address', 'Cellphone', and 'ID Number' fields. Below the 'Password' and 'Confirm Password' fields is a checkbox for 'By clicking Register, you agree to our User Agreement, Privacy Policy and Cookie Policy'. At the bottom of the form is a green 'Register' button. A green arrow points from the 'Complete all fields and click "Register"' callout to the 'Register' button.

Complete all fields and click "Register"

# Quick Guide – How to get started...

## 2. After Registration, you need to **Login**

After submitting your Registration request, you will receive an email from us stating that you have been registered.

**Login** with the email and password you used to Register...

Click on Login

SA WINGSHOOTERS

Login Register Contact us

### Log in

Not a member?

Please complete the form to log in

E-Mail Address

Password

Remember Me

[Forgot Your Password?](#)

Once you've Logged In, you can start using your own private pages.

Click on **“Firearms”** and again on **“+ Add Firearm”** and complete ALL fields asked and click on **“Submit Details”**. Simply repeat the process for each of your firearms. Do exactly the same with **“Activity Reports”** to list your hunting activities.

Enter your email and password you used when you Registered

*\* Fields marked with an \*asterisk are required fields*

SA WINGSHOOTERS

Home Firearms Activity Reports

+ Add Firearm  
Firearm list

Welcome

Welcome to Wingshooters member section

Please use the navigation at the top to load your firearms for license reminders

List of activity reports

Year	Status	Message
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SA WINGSHOOTERS

Home Firearms Activity Reports

+ Add Report  
Report list

Welcome

Welcome to Wingshooters member section

Please use the navigation at the top to load your firearms for license reminders

List of activity reports

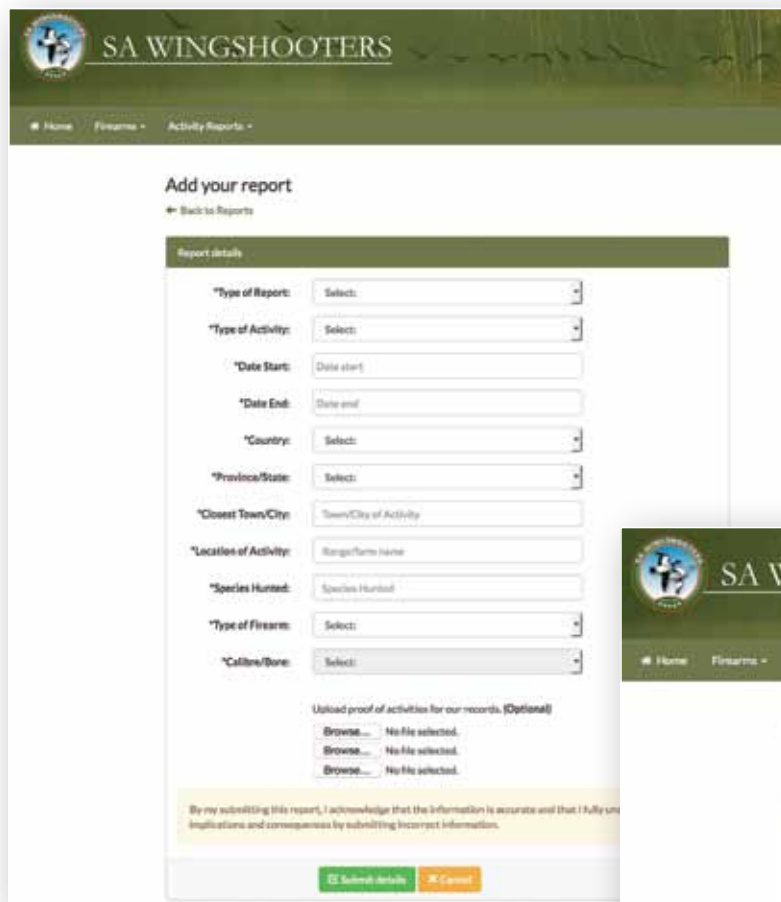
Year	Status	Message
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# Quick Guide – How to get started...

## 3. List and View all your Firearms and Dedicated Hunter Activities

After submitting all your Firearm details and Dedicated activities, you can view and review, print and manage your activities whenever it suits you. You can also view a complete list of your listed firearms and your Dedicated Activity reports at any time.

**Please Note – You **DO NOT NEED** to upload any photographic proof! You can if you wish, but it is not required.**



The screenshot shows the 'Add your report' form on the SA Wingshooters website. The form is titled 'Add your report' and has a 'Back to Reports' link. It contains several fields for report details:

- \*Type of Report: Select: [dropdown]
- \*Type of Activity: Select: [dropdown]
- \*Date Start: Date start [text input]
- \*Date End: Date end [text input]
- \*Country: Select: [dropdown]
- \*Province/State: Select: [dropdown]
- \*Closest Town/City: Town/City of Activity [text input]
- \*Location of Activity: Range/Range name [text input]
- \*Species Hunted: Species Hunted [text input]
- \*Type of Firearm: Select: [dropdown]
- \*Calibre/Bore: Select: [dropdown]

Below these fields is an 'Upload proof of activities for our records (Optional)' section with three 'Browse...' buttons, each followed by 'No file selected.' At the bottom, there is a disclaimer: 'By my submitting this report, I acknowledge that the information is accurate and that I fully understand the implications and consequences by submitting incorrect information.' and two buttons: 'Submit details' and 'Cancel'.



The screenshot shows the 'Add your firearm' form on the SA Wingshooters website. The form is titled 'Add your firearm' and has a 'Back to Firearms' link. It contains several fields for firearm details:

- \*Type: Select: [dropdown]
- \*Make: [text input]
- \*Calibre: Select: [dropdown]
- \*Type of action: Select: [dropdown]
- \*Barrel configuration: Select: [dropdown]
- Barrel length: [text input]
- \*Purpose for licence: Select: [dropdown]
- Barrel serial number: [text input]
- Frame or receiver serial number: [text input]
- 7 digit licence number: [text input]
- \*Date licence issued: [text input]
- \*Date licence expire: [text input]

At the bottom, there are two buttons: 'Submit details' and 'Cancel'.