



How To Download and Configure Sportsman Cloud on a New Computer



With Sportsman Cloud installed, you have the ability to work from any wifi location using a Windows based computer.

In this guide we'll show you how install Sportsman, connect to your cloud database and setup your computer to use printers, email services, and payment processing equipment.

If you need more personalized assistance please feel free to contact the Technical Consulting team at 801-572-3570 #2

NOTE: Adding the application to additional computers does not increase your Sportsman License costs. Your license is based on features purchased and the number of concurrent users associated with those features.

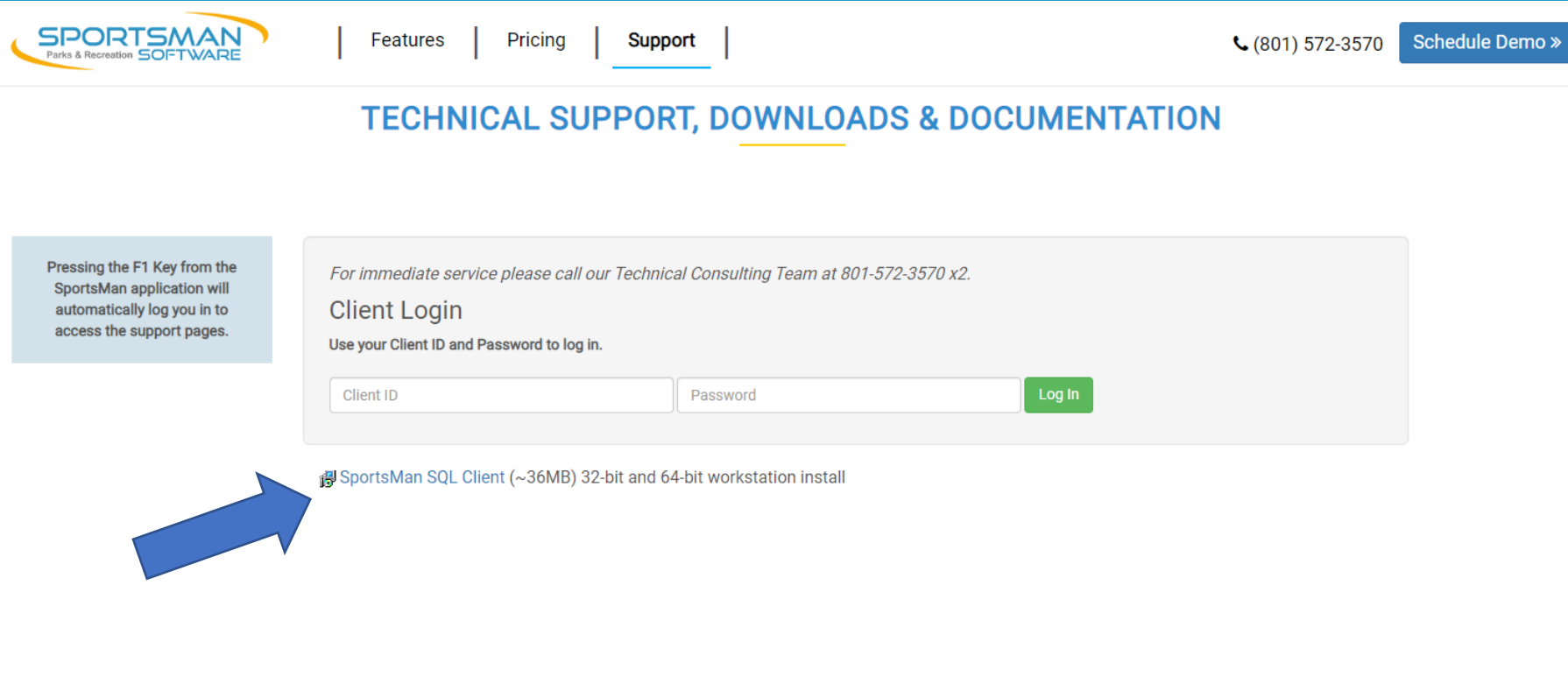
Things you may need to know

1. Before installing Sportsman on your computer, you'll need to know your CLIENT ID and your SQL Server or Cloud Settings. A Sportsman Administrative user or IT professional at your location may have that information. We can also provide that to senior staff over the phone.
2. You can also locate and note the email settings you were using on your original computer in order to use the same settings on your new computer. To find Workstation level settings you used on a prior computer navigate to File>Workstation Configuration and see the right panel "Email Configuration".
3. You may also want to review and confirm which cash register (if any) you were using prior. This is located at File>Workstation Configuration on the "General Settings" screen. Notice which Register and Key Definitions along with other settings were established on the right side "Financial Processing" panel.

Step 1: Download the Sportsman application

Open a browser and [Click this Link](#)

Click on “Sportsman SQL Client” to download the file.



The screenshot shows the Sportsman Parks & Recreation Software website. The header includes the logo, navigation links for Features, Pricing, and Support, a phone number (801) 572-3570, and a Schedule Demo button. The main heading is "TECHNICAL SUPPORT, DOWNLOADS & DOCUMENTATION". A sidebar note mentions that pressing the F1 key will automatically log the user in. The main content area has a "Client Login" section with fields for Client ID and Password, and a Log In button. Below this, a link for "SportsMan SQL Client (~36MB) 32-bit and 64-bit workstation install" is visible, with a large blue arrow pointing to it.

SPORTSMAN
Parks & Recreation SOFTWARE

Features | Pricing | Support

(801) 572-3570 [Schedule Demo »](#)

TECHNICAL SUPPORT, DOWNLOADS & DOCUMENTATION


Pressing the F1 Key from the SportsMan application will automatically log you in to access the support pages.

For immediate service please call our Technical Consulting Team at 801-572-3570 x2.


Client Login

Use your Client ID and Password to log in.

[Log In](#)

 [SportsMan SQL Client \(~36MB\) 32-bit and 64-bit workstation install](#)

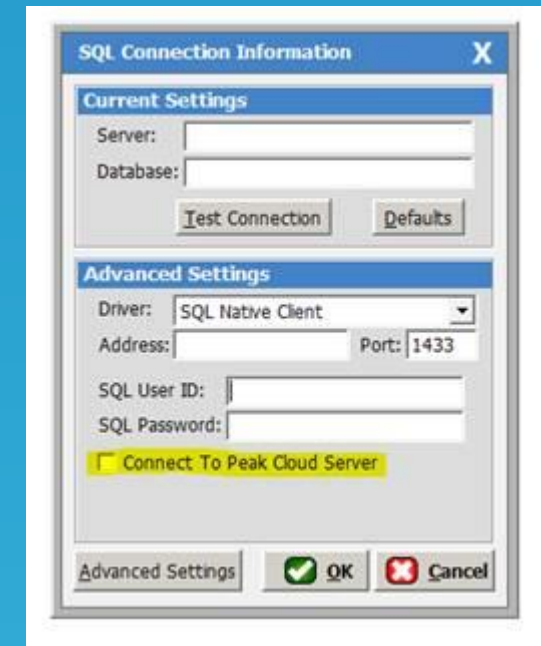
Step 2: Run the application and connect to Cloud

Run the downloaded file to install the application and then launch the program using the Icon  on your desktop. You may also search for Sportsman in your program list.

Upon launching it for the first time you will see this Connection Setting window.

Check the box for “Connect to Peak Cloud Server”. Most fields will be automatically populated except for “Database” and “SQL Password”.*

Enter that information and click “Test Connection”

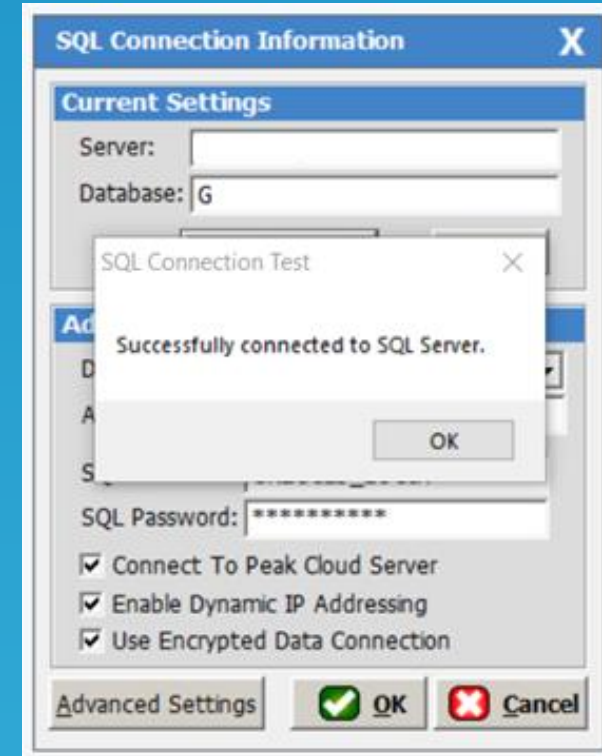


* Please check with a Sportsman Administrator for this information or call us for assistance.

Step 3: Relaunch the application and log in

Once you connect successfully to Sportsman, click “OK” then relaunch the application.

You will then see the normal ‘login’ screen where you can enter your Sportsman user credentials



If you have any difficulty connecting just give us a call 801-572-3570 #2

Step 4: Enter Your existing email settings

You may want to confirm your System settings if you are just setting up a new workstation. Navigate to File > Administration > System Configuration then click on the Connection tab. Unless you have specific requirements you should be using SMTP and your own email server.

If you have specific Workstation level settings enter them at File>Workstation Configuration and see the right panel “Email Configuration”. In some cases workstation level settings will override the System Configuration settings.

The screenshot shows the 'System Configuration (Settings Affect All Sites)' window with the 'Connection [F3]' tab selected. The 'SQL Server Administrator Access' section on the left contains fields for 'Admin User ID' (sa) and 'Admin Password' (masked with asterisks), along with a 'Reset To Defaults' button and a 'NOTE' about optional information. The 'Default Email Information' section on the right is highlighted with a yellow border. It includes 'Email Provider' options (SMTP selected, MAPI, HTTP via Peak), a 'Secure (SSMTP) (recommended)' checkbox, and fields for 'Email Server', 'Email Port' (465), 'Email Account', and 'Email Password' (masked).

The screenshot shows the 'Workstation Configuration' window with the 'Printers / Email [F5]' tab selected. The 'Printer Setup' section on the left includes fields for 'Report Printer', 'Printer Name' (HP Color LaserJet CP5520 Se), and checkboxes for 'Remove Color From Reports', 'Remove Header Shading From Reports', and 'Shade Alternate Rows On Reports'. The 'Email Configuration' section on the right is highlighted with a yellow border. It includes checkboxes for 'Log Email Diagnostics On This Machine' and 'Override System Settings', 'Email Provider' options (SMTP selected, MAPI, HTTP via Peak Software), a 'Secure (SSMTP) (recommended)' checkbox, and fields for 'Email Server', 'Email Port' (0), 'Email Account', and 'Email Password'.



Email Configuration Guidance

Please note that there are both System and Workstation level email settings. Workstation settings can override the System level settings if needed.

For most customers System settings should be SMTP and their own email server (or service) should be applied. System settings can be found by navigating to Administration>System Configuration and click on the Connection tab. A group-wide email address should be set up for System default use.

SMTP should also be used at the Workstation (computer) level for customers that are using email on their own domain. A MAPI option is available and should be used when using Microsoft Outlook. This option will open your Outlook Application when sending emails and include any attachment and recipient(s) you wish to send to. Workstation settings are located at File>Workstation Configuration

If you are unfamiliar with the email set up process please contact your local IT resource or call us for assistance. You can also [click here to review our email configuration document](#) for more details.

Step 5. Equipment set up

Sportsman integrates with many devices including cash drawers, barcode scanners, receipt printers, credit card readers etc. [Click here](#) to see a list of our supported device configuration guides to help you connect these to your new workstation. Most equipment settings are established in the “Point of Sale” screen in File>Workstation Configuration.

Printers used for Sportsman Reporting are selected by navigating to File>Workstation Configuration and locating the “Printers/Email” screen. Printer set up and various options are located on the left panel.

The screenshot displays the 'Workstation Configuration' window with the 'Printers / Email [F5]' tab selected. The window is divided into two main sections: 'Printer Setup' on the left and 'Email Configuration' on the right. The 'Printer Setup' section is highlighted with a yellow border and includes three printer configuration areas: 'Report Printer' (set to 'HP Color LaserJet CP5520 Se'), 'Membership Card Printer' (set to '<Windows Default Printer>'), and 'Waiver Printer' (set to '<Windows Default Printer>'). The 'Report Printer' section also features checkboxes for 'Remove Color From Reports', 'Remove Header Shading From Reports', and 'Shade Alternate Rows On Reports' (checked), along with a 'Color Scheme' dropdown set to 'Blue'. The 'Email Configuration' section includes checkboxes for 'Log Email Diagnostics On This Machine' and 'Override System Settings', radio buttons for 'Email Provider' (SMTP selected, MAPI and HTTP via Peak Software also available), a 'Secure (SSMTP) (recommended)' checkbox, and input fields for 'Email Server', 'Email Port' (0), 'Email Account', and 'Email Password'.

NOTE: If you will be using this computer for Admittance/Entry control, please call for further assistance.

Step 5. Setting up Point of Sale

If you will be using this computer for point of sale transactions you will need to select the default cash register to use. Navigate to File>Workstation Configuration and view the “General Settings” screen. On the right panel use the drop down selector to choose your Register and Key Definitions. There are additional settings on this screen, please reach out if you have questions.

Sportsman can connect directly to a Credit Card Processing company allowing you to process credit and debit card transactions thru the Sportsman cash register. If you are only setting up a new computer/workstation your Site level settings (which include your credit card processing connection information) will be inherited and used so no configurations should be required. If you need assistance changing these settings please contact us.



Our Technical Consulting and Training Team is happy to walk you through this process and answer all your questions. Feel free to call us at 801-572-3570 #2 or email us at Support@Peakinfo.com

Thank you for using Sportsman Software!