

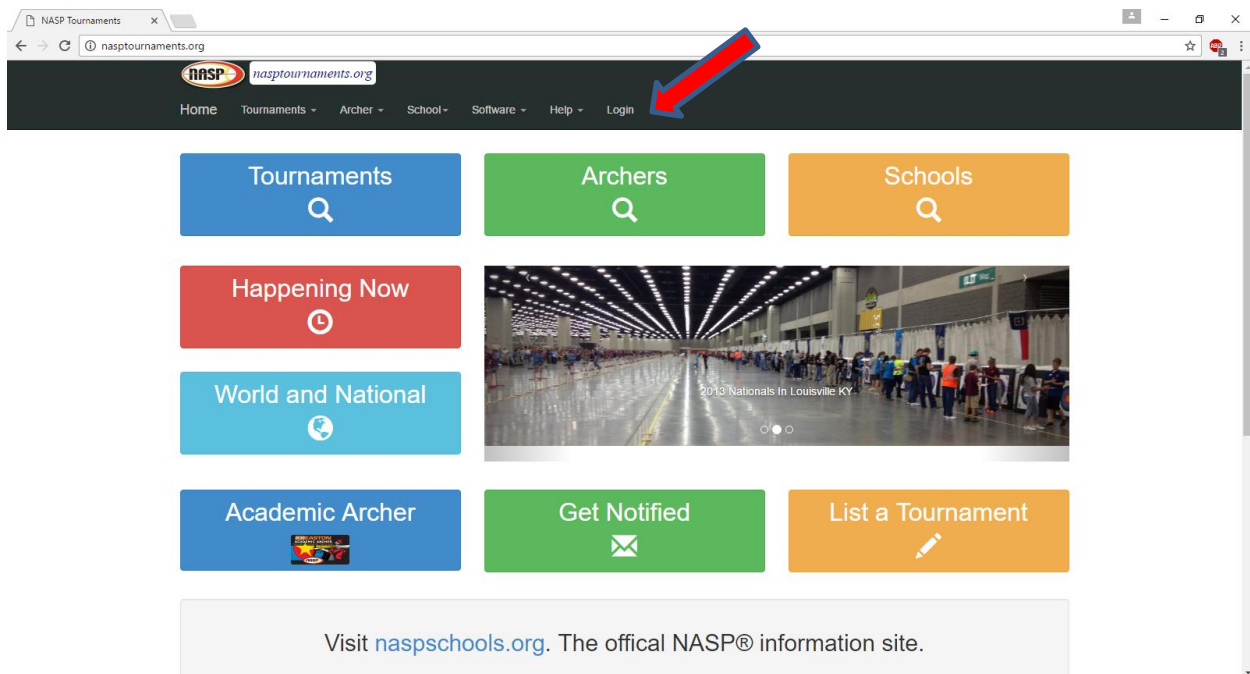
How to register and enter scores for a NASP virtual tournament.

Basic Steps:

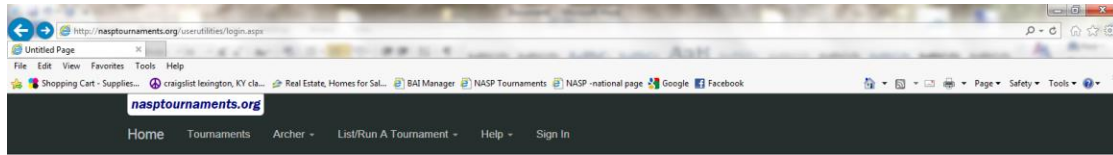
1. Register the school and the tournament roster.
2. Add group information, coaches, and other registration info.
3. Come back to the web site after shooting and enter scores.
4. Wait for results to be posted.

Walk Through:

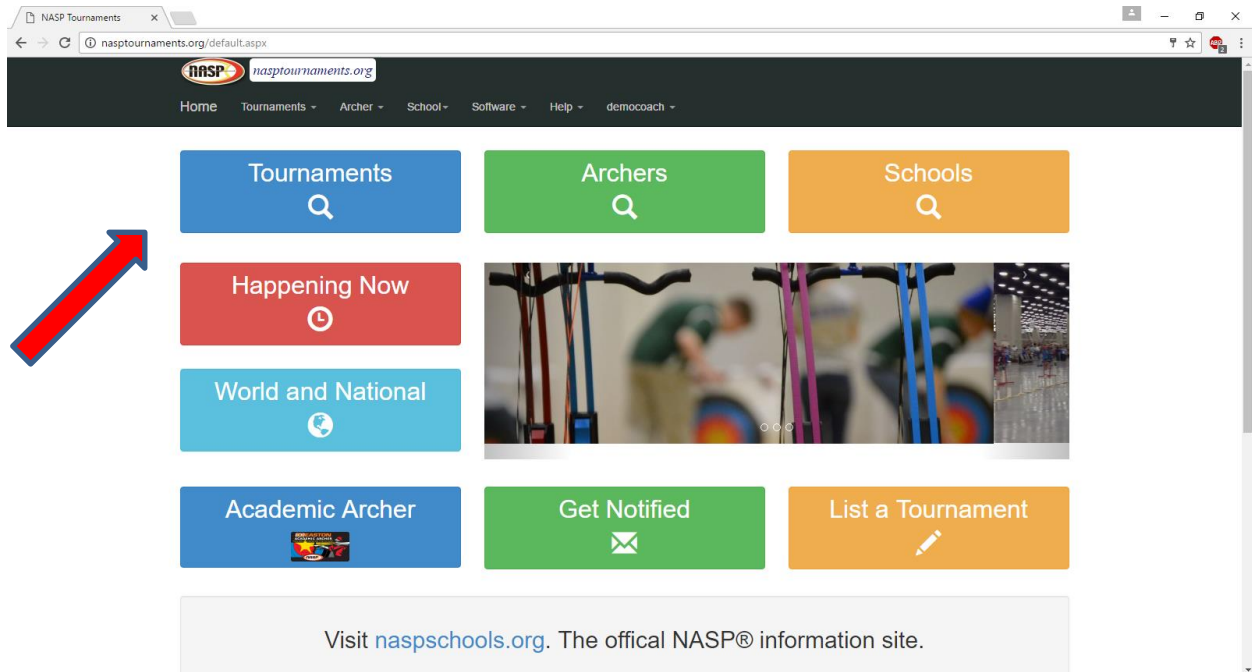
1. Go to [nasptournaments.org](http://nasptournaments.org)
2. Sign in to the site by selecting the "Login" link



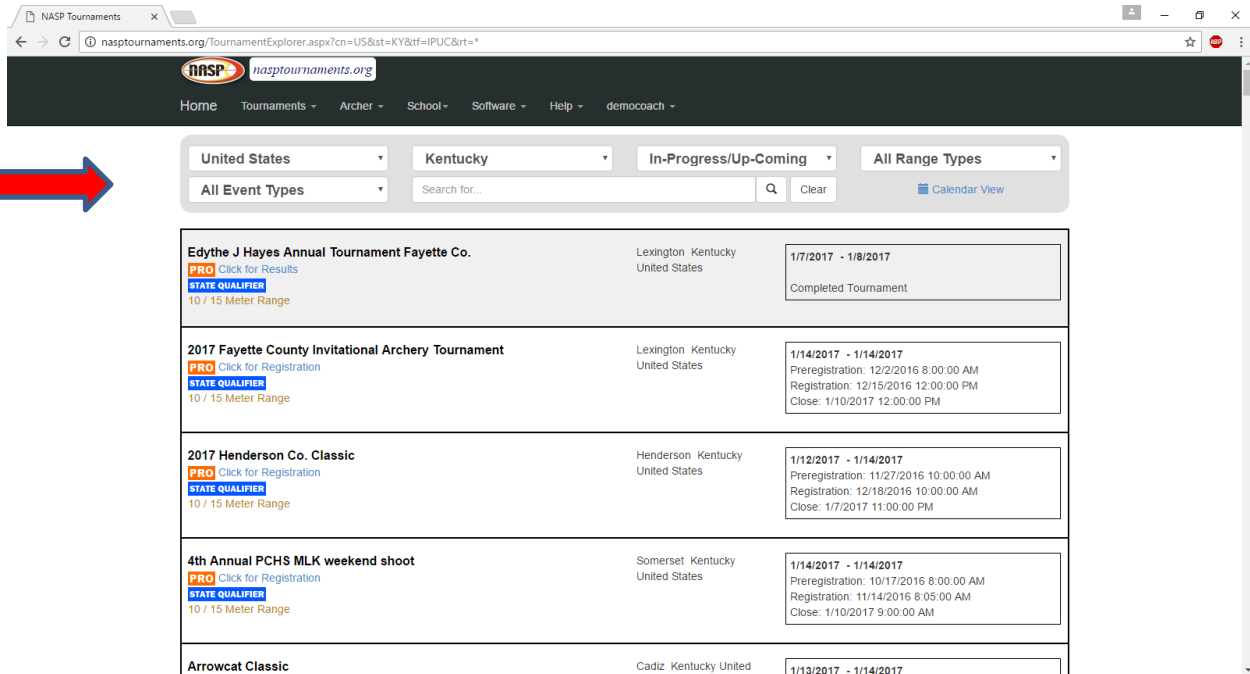
3. Enter your username and password and select “login”. If you do not have a username, select the “Don’t have a username” link and follow the instructions for creating one.



4. Once you have signed in, you will be returned to the main menu. On the main menu, select the “tournament explorer” option.



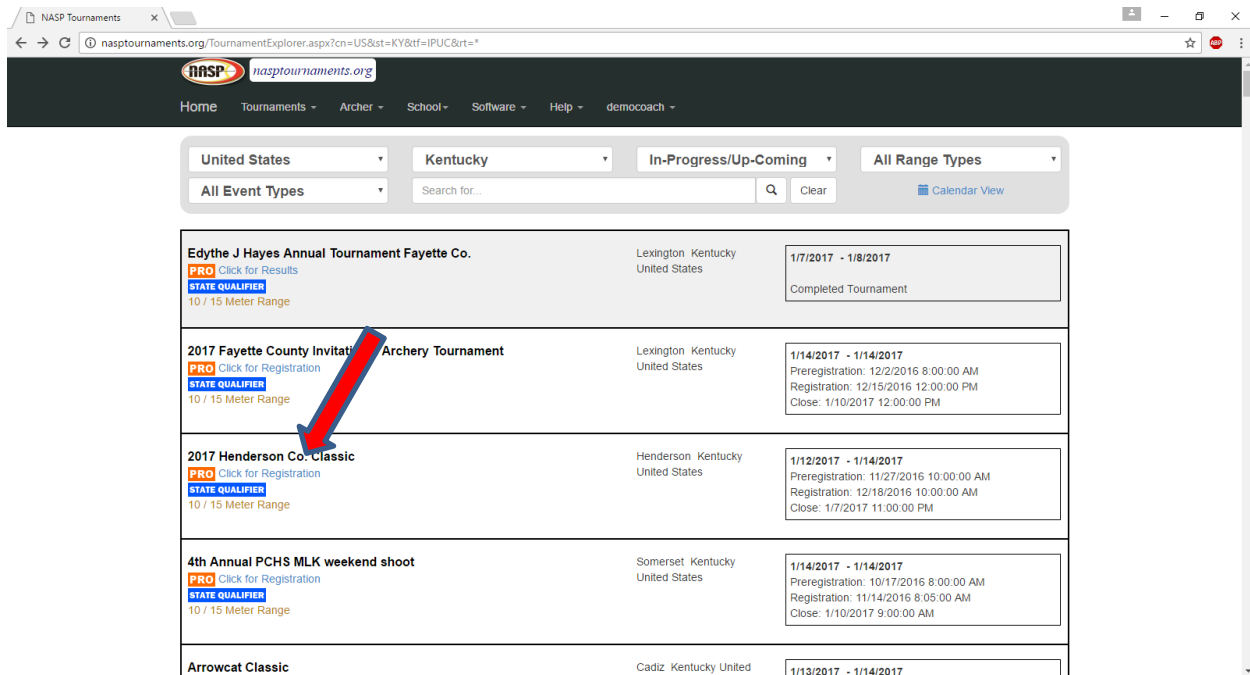
- On the tournament listing screen, you can use the filter dropdowns to limit your selection or you can browse the list of tournaments displayed



The screenshot shows the NASP Tournaments website interface. At the top, there is a navigation bar with the NASP logo and the URL [nasptournaments.org](http://nasptournaments.org). Below the navigation bar, there are several filter dropdowns: "United States", "Kentucky", "In-Progress/Up-Coming", "All Range Types", and "All Event Types". A search bar with a "Search for..." placeholder and a "Clear" button is also present. A red arrow points to the filter area. Below the filters, there is a table listing several tournaments:

<b>Edythe J Hayes Annual Tournament Fayette Co.</b> <a href="#">PRO Click for Results</a> <a href="#">STATE QUALIFIER</a> 10 / 15 Meter Range	Lexington Kentucky United States	1/7/2017 - 1/8/2017 Completed Tournament
<b>2017 Fayette County Invitational Archery Tournament</b> <a href="#">PRO Click for Registration</a> <a href="#">STATE QUALIFIER</a> 10 / 15 Meter Range	Lexington Kentucky United States	1/14/2017 - 1/14/2017 Preregistration: 12/2/2016 8:00:00 AM Registration: 12/15/2016 12:00:00 PM Close: 1/10/2017 12:00:00 PM
<b>2017 Henderson Co. Classic</b> <a href="#">PRO Click for Registration</a> <a href="#">STATE QUALIFIER</a> 10 / 15 Meter Range	Henderson Kentucky United States	1/12/2017 - 1/14/2017 Preregistration: 11/27/2016 10:00:00 AM Registration: 12/18/2016 10:00:00 AM Close: 1/7/2017 11:00:00 PM
<b>4th Annual PCHS MLK weekend shoot</b> <a href="#">PRO Click for Registration</a> <a href="#">STATE QUALIFIER</a> 10 / 15 Meter Range	Somerset Kentucky United States	1/14/2017 - 1/14/2017 Preregistration: 10/17/2016 8:00:00 AM Registration: 11/14/2016 8:05:00 AM Close: 1/10/2017 9:00:00 AM
<b>Arrowcat Classic</b>	Cadiz Kentucky United	1/13/2017 - 1/14/2017

- Once you find the tournament you want to register for, select the "click for registration" link



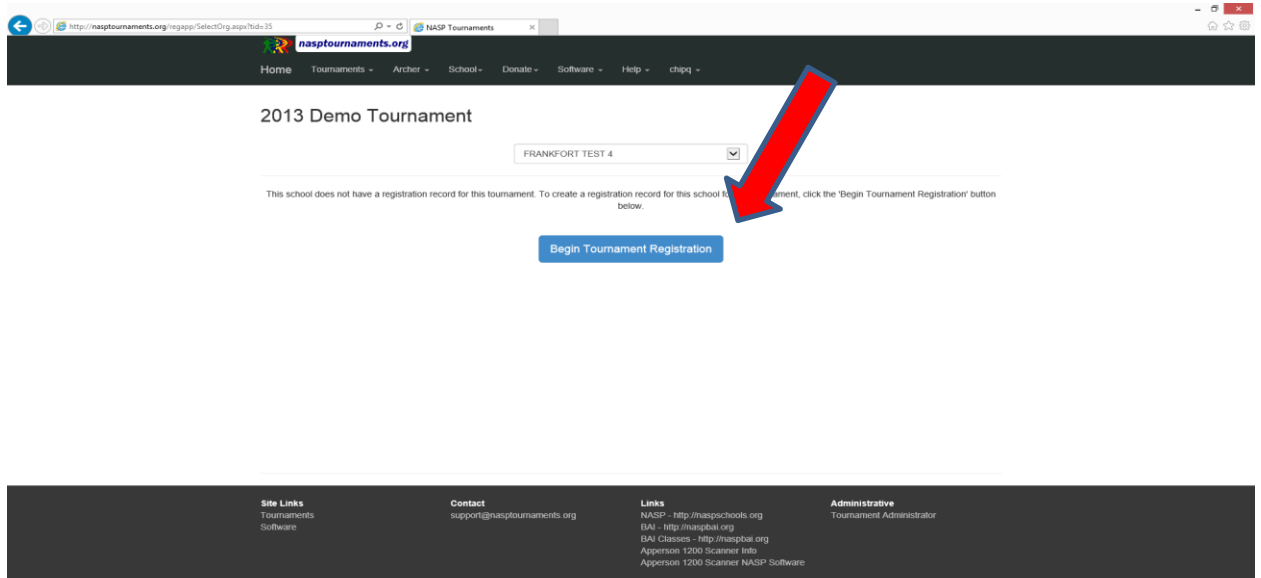
This screenshot is identical to the one above, but with a red arrow pointing to the "Click for Registration" link for the "2017 Henderson Co. Classic" tournament.

7. This is the tournament details page. On this screen, select the "Registration & Scoring" button then select the "registration" button to begin the registration process.

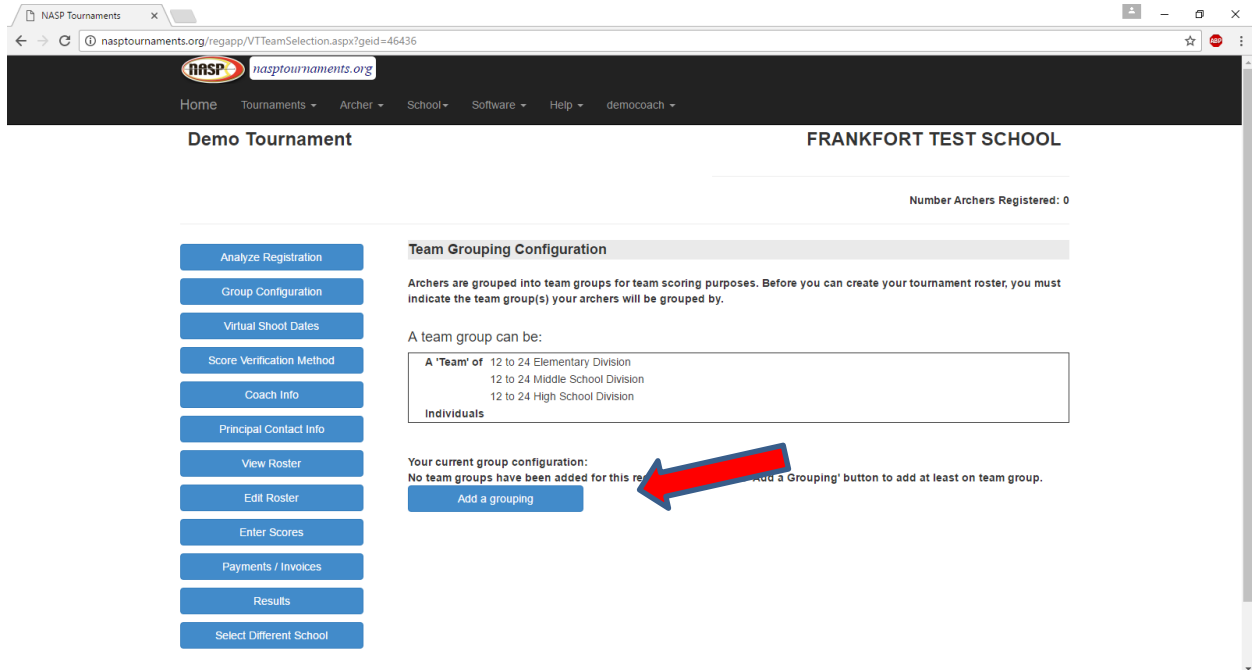
The screenshot shows the NASP Tournaments website interface. At the top, there is a navigation menu with links for Home, Tournaments, Archer, School, Software, and democoach. Below the menu, the page title is "Demo Tournament". A prominent orange button labeled "Registration & Scoring" is highlighted with a red arrow. To the right of the button, there is a box containing the text: "Tournament Starts: 11/4/2016" and "Scores Due: 1/18/2017 5:00:00 PM". Below this, there is a section titled "Important Dates" with a sub-header "(Registration Times are Eastern Time Zone)". The text in this section includes: "Registration Period: 11/3/2016 6:00:00 PM-1/18/2017 5:00:00 PM", "Tournament Starts: 11/4/2016", and "Scores Due: 1/18/2017 5:00:00 PM". There is also a section for "Other Information" with "Entry Fee: \$1.00 Per Archer" and a "Contact Info" section with the text "test". At the bottom, there is a "Printable Tournament Score Card" link and a "Scoring Divisions" section with a table header: "GRADE LEVEL", "TEAM QUALIFICATIONS", and "SCORING".

This screenshot shows the same "Demo Tournament" page as the previous one, but with the "Registration & Scoring" button expanded. A red arrow points to a green "Registration" button. Other buttons visible include "Enter Scores" (green), "Tournament Info" (blue), and "Participating Schools" (blue). Below the buttons, there is a grey box with the text: "Results will be posted here when available." The rest of the page content, including the "Important Dates" section and the "Scoring Divisions" table header, remains the same as in the previous screenshot.

- On this screen, select the dropdown for schools and select the school you want to register. This dropdown lists all of the schools you are associated with for tournaments. If your school is not listed here, select the option to add your school and click on school manager.
- On this screen select the “Begin Tournament Registration” button



- The next step is to tell us what type groups you plan to add (groups can be teams or individuals). Click on the Group Configuration button and select the “add a grouping” button



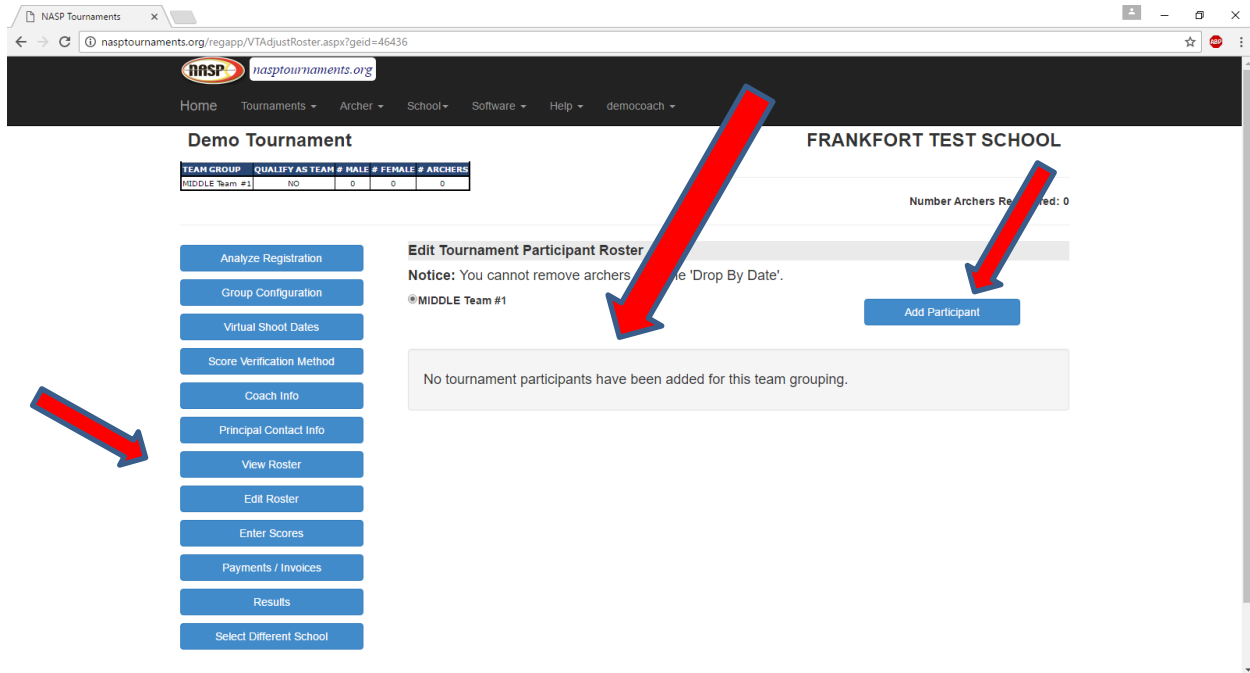
11. Now select the group or groups you want to add. The first 3 groups are for adding teams, the last group is for adding individuals that will not be part of a team. After selecting the group(s) you want, select the “Submit” button.

The screenshot shows the 'Team Grouping Configuration' page for Frankfort Test School. The page title is 'FRANKFORT TEST SCHOOL' and the number of archers registered is 0. The main content area is titled 'Team Grouping Configuration' and contains the following text: 'Archers are grouped into team groups for team scoring purposes. Before you can create your tournament roster, you must indicate the team group(s) your archers will be grouped by.' Below this, it states 'A team group can be:' and lists three options: 'A Team' of 12 to 24 Elementary Division, 12 to 24 Middle School Division, and 12 to 24 High School Division. There is also an 'Individuals' option. The 'Your current group configuration:' section indicates that no team groups have been added for this registration and provides a 'Submit' button. The 'Available Group Options To Add:' section includes checkboxes for 'ELEMENTARY DIVISION', 'MIDDLE DIVISION' (which is checked), 'HIGH SCHOOL DIVISION', and 'INDIVIDUAL ARCHERS - NOT A TEAM'. A 'Cancel' button is also present.

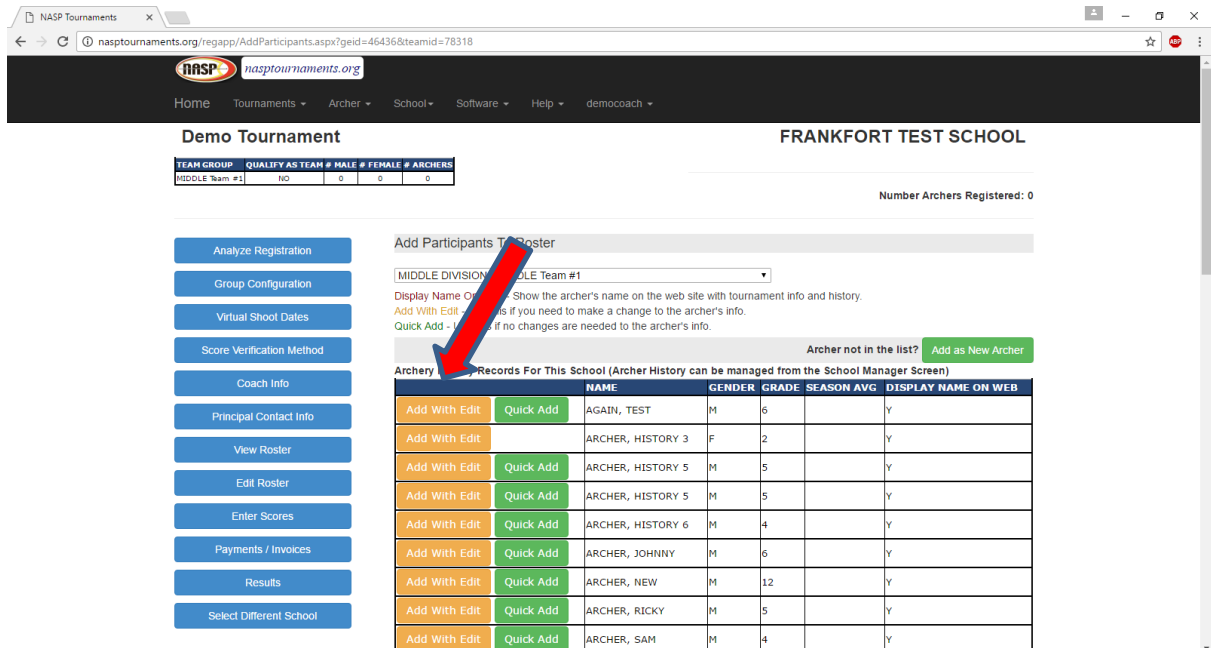
The next step will be to add your coach information. Select the “coach info” button on the left and select the “Add a Coach” button.

The screenshot shows the 'Coach Contact Information' page for Frankfort Test School. The page title is 'FRANKFORT TEST SCHOOL' and the number of archers registered is 0. The main content area is titled 'Coach Contact Information' and contains the following text: 'At least one coach with email and phone contact information must be listed for each school. This contact information will be used if we need to contact you during the registration period or on the day of the tournament for land based tournaments. Up to 2 coaches per team group can be listed for each school.' Below this text is an 'Add a Coach' button, which is highlighted with a red arrow.

12. Enter the information for the coach and select the “save” button. Repeat this step for all coaches. A tournament may limit the number of coaches allowed to be entered.
13. The next step is to add your archers to your group(s). To begin this process, select the “Edit Roster” button. On this screen, select the “Add Participant” button. If you have multiple teams you must select the team you are adding archers for first.



14. On the add participant screen, you have 2 options, you can select an archer that you added from a previous tournament by selecting the “Add With Edit” or “Quick Add” next to the archer you would like to add.



Or you can select the “Add as New Archer” button to add a new archer.

The screenshot shows the 'Add Participants To Roster' page for Frankfort Test School. The page includes a navigation menu, a sidebar with buttons for registration and roster management, and a table of archer history records. A red arrow points to the 'Add as New Archer' button.

TEAM GROUP	QUALIFY AS TEAM #	MALE #	FEMALE #	ARCHERS
MIDDLE Team #1	NO	0	0	0

Number Archers Registered: 0

Archer not in list? **Add as New Archer**

	NAME	GENDER	GRADE	SEASON AVG	DISPLAY NAME ON WEB
Add With Edit	Quick Add	AGAIN, TEST	M	6	Y
Add With Edit		ARCHER, HISTORY 3	F	2	Y
Add With Edit	Quick Add	ARCHER, HISTORY 5	M	5	Y
Add With Edit	Quick Add	ARCHER, HISTORY 5	M	5	Y
Add With Edit	Quick Add	ARCHER, HISTORY 6	M	4	Y
Add With Edit	Quick Add	ARCHER, JOHNNY	M	6	Y
Add With Edit	Quick Add	ARCHER, NEW	M	12	Y
Add With Edit	Quick Add	ARCHER, RICKY	M	5	Y
Add With Edit	Quick Add	ARCHER, SAM	M	4	Y

15. That will display the archer detail page. On this page, you will need to either enter or update the archer’s information. And select “Save”. The “Display name in results and rankings” should remain checked if you want the archers name to be displayed in the tournament results. **If you uncheck this box, the archers name will NOT be displayed in the online results.**

The screenshot shows the 'Add New Participant From History' page. The page includes a form for entering archer information, including name, gender, grade, and shirt size. A red arrow points to the 'Display name in results and rankings' checkbox, which is checked. Another red arrow points to the 'Save' button.

First Name: TEST  
Last Name: TEST

Gender: Boy  
Grade: 10  
Shirt Size: Adult X-Large

Display name in results and rankings

Submitting this information with a check in this box allows this archer's name to be displayed publicly on this web site with their tournament score and rankings. For archers 13 years old or less, submitting this information with a check in this box is an acknowledgment that you as the coach have permission from a parent or legal guardian to display the archer's name publicly with their tournament results.

Cancel Save

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16. When the archer is added, you will be returned to the add archer page. Continue this process to add all archers for your group.



17. If you have a registration payment balance due, you will need to click the Payment /Invoices button and select one of the available payment options.

The screenshot shows the 'Demo Tournament' page for 'FRANKFORT TEST SCHOOL'. The page includes a navigation menu with buttons for 'Analyze Registration', 'Group Configuration', 'Virtual Shoot Dates', 'Score Verification Method', 'Coach Info', 'Principal Contact Info', 'View Roster', 'Edit Roster', 'Enter Scores', 'Payments / Invoices', 'Results', and 'Select Different School'. A red arrow points to the 'Payments / Invoices' button. To the right, there are buttons for 'Balance / Payment' and 'Payment History', and a 'Payments / Invoices Screen' table.

TEAM GROUP	QUALIFY AS TEAM #	MALE #	FEMALE #	ARCHERS
MIDDLE Team #1	NO	0	0	0

Number Archers Registered: 0

Payments / Invoices Screen	
Total Donation	\$0.00
Total Registration	\$0.00
Total For Group	\$0.00
Mail-In Invoices Pending	\$0.00
Invoices Due On-Site	\$0.00
Completed Payments	\$0.00
Amount Outstanding/Open	\$0.00

**Notice:** There is no amount outstanding for this tournament roster. If an invoice payment has been created, it will not be considered completed until received.

18. Once you are ready to enter scores return the web site, go to this tournament, and click enter scores. You can get to the enter scores screen from the registration menu.

The screenshot shows the 'Demo Tournament' page for 'FRANKFORT TEST SCHOOL'. The page includes a navigation menu with buttons for 'Registration & Scoring', 'Registration', 'Enter Scores', 'Tournament Info', and 'Participating Schools'. A red arrow points to the 'Enter Scores' button. Below the navigation menu, there is a section for 'Results will be posted here when available.' and a section for 'Tournament Starts: 11/4/2016' and 'Scores Due: 1/18/2017 5:00:00 PM'. At the bottom, there is a section for 'Important Dates' with the text 'Registration Times are Eastern Time Zone' and 'Registration Period: 11/3/2016 6:00:00 PM-1/18/2017 5:00:00 PM' and 'Tournament Starts: 11/4/2016'.

## Enter Scores

19. On the Enter Scores screen click Edit Scores.

The screenshot shows the 'Enter Scores' interface for a 'Demo Tournament' at 'FRANKFORT TEST SCHOOL'. The page includes a navigation menu, a dropdown menu for 'MIDDLE DIVISION - MIDDLE Team #1', and a table of archers. A red arrow points to the 'Edit Scores' button.

**Enter Scores**  
Note: The team grouping applies only to team scoring. Each archer will be considered for individual awards based on their grade level.

MIDDLE DIVISION - MIDDLE Team #1

**Important:** Archers with scores of 0 will not count toward team qualification minimums in the final results. If you have an archer who participated, but scored a 0, you should enter 1 for their score.

Edit Scores

LAST_NAME	FIRST_NAME	SCORE	# TENS	TEAM
ARCHER	RICKY			MIDDLE DIVISION MIDDLE Team #1
ARCHER	SAM			MIDDLE DIVISION MIDDLE Team #1
ARCHER	TIMMY			MIDDLE DIVISION MIDDLE Team #1

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20. You must enter the score and number of tens (ten rings) for each archer.

The screenshot shows the 'Enter Scores' interface for a 'Demo Tournament' at 'FRANKFORT TEST SCHOOL'. The page includes a navigation menu, a dropdown menu for 'MIDDLE DIVISION - MIDDLE Team #1', and a table of archers. Red arrows point to the 'Score' and '# Tens' input fields in the archer table.

**Enter Scores**  
Note: The team grouping applies only to team scoring. Each archer will be considered for individual awards based on their grade level.

MIDDLE DIVISION - MIDDLE Team #1

**Important:** Archers with scores of 0 will not count toward team qualification minimums in the final results. If you have an archer who participated, but scored a 0, you should enter 1 for their score.

Cancel Save Scores

LAST NAME	FIRST NAME	SCORE	# TENS	TEAM GROUP
ARCHER	RICKY	Score: <input type="text"/>	# Tens: <input type="text"/>	MIDDLE DIVISION MIDDLE Team #1
ARCHER	SAM	<input type="text"/>	<input type="text"/>	MIDDLE DIVISION MIDDLE Team #1
ARCHER	TIMMY	Score: <input type="text"/>	<input type="text"/>	MIDDLE DIVISION MIDDLE Team #1

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21. Once all scores have been entered click the Save Scores Button.

**Enter Scores**

Note: The team grouping applies only to team scoring. Each archer will be considered for individual awards based on their grade level.

MIDDLE DIVISION - MIDDLE Team #1

**Important:** Archers with scores of 0 will not count toward team qualification minimums in the final results. If you have an archer who participated, but scored a 0, you should enter 1 for their score.

LAST NAME	FIRST NAME	SCORE	# TENS	TEAM GROUP
ARCHER	RICKY	Score: 250	# Tens: 5	MIDDLE DIVISION MIDDLE Team #1
ARCHER	SAM	Score: 225	# Tens: 3	MIDDLE DIVISION MIDDLE Team #1
ARCHER	TIMMY	Score: 270	# Tens: 10	MIDDLE DIVISION MIDDLE Team #1

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22. If you receive an error message you must correct the problem and click the Save Scores button again, otherwise none of the scores will be entered.

23. Once scores have been entered you can enter scores for other team groupings you may have, otherwise you have completed the virtual tournament process.

24. It is a good idea to click the View Roster button and verify your scores before the tournament period ends.

**Tournament Participant Roster**

Number Archers Registered: 1

NAME	GENDER	GRADE	TEAM DIVISION	TEAM GROUP	SCORE	# TENS
DOE, JON	M	6	HIGH	HIGH Team #1	295	10

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