Centershot Instructor Account Setup

Use this guide to create your ArrowScores account and prepare your instructor certification for Centershot.

Account NASP Link and NASP certification are not required for tournaments hosted on ArrowScores.com. They are needed only if your group also intends to be a NASP school. You can complete your account profile before Basic Archery Instructor (BAI) training. Creating an account does not award instructor certification.

Create your ArrowScores account

1. Go to **ArrowScores.com** and select **Sign In** in the upper-right corner. On a small screen, open the menu if needed.
2. Select **Get a Username**. If you already have an account, sign in to it. Use **Forgot Username** or **Forgot Password** if you need help accessing it.
3. Enter your first name, last name, email address, phone number, username, password, and password confirmation. Use your own name and contact information for your instructor account.
4. Complete the age confirmation and agree to the **User Terms of Service**, then select **Register**.
5. When the **Account Created** confirmation appears, select **Login** and sign in with your new credentials.

Complete your account profile

1. Open the account menu in the upper-right corner and select **Account Dashboard**.
2. Under **Profile & security**, select **Account Profile**. Review your name, email address, and phone number. Use the edit links to correct any information.
3. Select **Review or edit mailing address** and save your address. Note your **Account ID** in case your class instructor needs help locating your account.

Choose your next step

Already have a Centershot certification in ArrowScores: Open **Account Dashboard > My Certifications** to review your record and organization selections. Use **Edit organizations** if needed.

Already have an active NASP BAI certification: You may use Route A on page 2 to link your NASP account and complete the Centershot certification selections.

Need to earn a BAI certification: Follow Route B on page 3. You can prepare your account before training.

Route A for current NASP BAI instructors

Use this route if you already hold an active NASP BAI certification. You will need the sign-in credentials for the NASP account associated with your BAI number.

Link your NASP account

1. Sign in to ArrowScores and open **Account Dashboard > Account NASP Link** under **Profile & security**.
2. If the page shows **NASP account connected**, verify that **Linked BAI #** is your number. If it is already correct, continue to the certification steps below.
3. If no account is linked, select **Link NASP account**, then **NASP Sign-In**. Confirm the prompt to continue to **naspbai.org**.
4. Sign in to your own NASP account and complete the linking process. After returning to ArrowScores, confirm that the link succeeded.
5. Review the certification transfer result. If it reports a problem, resolve it before assuming your certification setup is complete.

Select Centershot for your certification

An eligible NASP instructor may receive a prompt to create a Centershot BAI certification after linking. Complete the organization selections for the programs where you will use your certification.

1. If the **Centershot BAI Certification** offer appears, select **Yes, create it** to add the certification using your verified NASP eligibility.
2. Under **Choose Centershot Certification Organizations**, select **Centershot**. Select **Centershot Blue** or other listed organizations only if you will also use the certification with them.
3. If a selected organization displays branches, select at least one applicable branch for that organization. Select **Save organizations**.
4. Open **Account Dashboard > My Certifications**. Review the certification record and its status. Confirm that its organization selections include Centershot and any applicable branches.

If the offer or selection screen does not appear: Open **My Certifications**. If offered, select **Add Centershot certification** and confirm. On the Centershot certification record, use the organization selector or **Edit organizations**, make your selections, and select **Save organizations**.

Where organization selections belong

These selections describe where you will use your certification. Make them during certification setup or class registration. To change them later, open **My Certifications** and select **Edit organizations**. If the correct organization or branch is missing, contact support.

If your NASP certification is inactive: Resolve its status through NASP. Linking the account alone does not renew or reactivate the certification.

Route B for instructors without a NASP BAI number

Complete the account and profile steps on page 1. **Account NASP Link** is not required for tournaments hosted on ArrowScores.com. It is needed only if your group also intends to be a NASP school.

If you also intend to offer a NASP program: Register for a NASP BAI class at naspbai.org. After successfully completing the class and earning your NASP BAI certification, follow Route A on page 2 to link and transfer your certification to ArrowScores.com and complete the Centershot certification selections. Centershot classes do not award a NASP BAI certification.

Register for a Centershot BAI class

1. Open **Courses > Centershot BAI Classes**, or use the class link below. Choose an instructor-level class appropriate for a new candidate and review its requirements, dates, format, location, fees, and registration deadline.
2. Select **View Class Details**, then **Register for This Class**. If prompted, select **Sign In to Register** and use the same ArrowScores account you created.
3. Enter or confirm your **Mailing Address**. Under **Certification Organizations**, select **Centershot**. Select other organizations only if applicable, and choose any required branches shown.
4. Select **Confirm Registration**. Verify the registration confirmation and that your class appears in **My Learning**.
5. Complete the assigned training, practical work, and exam. For a hybrid class, complete and pass the online portion before the in-person component can be marked complete.
6. After your certification is awarded, open **Account Dashboard > My Certifications** and verify the certification and Centershot selections. The organizations and branches chosen during registration are added to the certification when it is awarded.

Before class: BAI candidates must be at least 18. If no suitable class is listed, or your instructor handles registration, use the class contact or your Centershot program contact. Give them your ArrowScores Account ID if requested.

Browse upcoming Centershot BAI classes

When you are ready to set up your group

Your personal certification selections and your group's organization membership are separate. Create or join a group when you are ready to manage archers and tournament rosters.

1. Open **Account Dashboard > Account Groups > Add group**. Enter the name of your church, school, club, or team and select **Search for Existing**. Use **Request Access** for an existing group, or **Add New Group** if it is not listed. Complete and save the group information.
2. Once you have access, select **Manage group**. Under **Organization memberships**, select **Add organization**, choose **Centershot**, and select a branch if prompted.
3. Select **Request Association**. Centershot must approve the request. Return to the group screen and confirm that Centershot appears under **Organization memberships** with an active status.

NASP certification and a NASP group link are not required for tournament registration on ArrowScores.com. Linking a NASP school to import archers requires an active NASP BAI linked to your account and associated with that school.

Help: support@arrowscores.com for account or linking issues; use the class contact for training questions.