Managing Account Archers

ArrowScores account help | Updated November 12, 2026

Use this guide to manage archers linked directly to your ArrowScores login account. An archer can be associated with **one account at a time** and with multiple groups. An inactive account association still counts as that archer's account.

> **Start here:** Sign in, then open **Account Dashboard > Account Archers**. In **View archers for**, select **Archers associated with this account**.

1. Choose the correct archer list

1. From **Account Dashboard**, find **Archers & groups** and select **Account Archers**.

2. In **View archers for**, choose **Archers associated with this account**.

3. The list starts with **Active archers**. Use **Show archers** to switch to **Inactive archers**. Check both lists when looking for an archer.

4. Check the archer's name and **Archer ID** before making changes.

To work with a group, choose it in **View archers for**, then select **Manage group archers**. Group membership and account association are separate; changing one does not automatically change the other.

2. View or edit an archer

1. Beside the archer in either list, select **View or edit** to open **Archer Details**.

2. Check the name, Archer ID, and **Account association**, which shows the linked account and its active/inactive status.

3. Select **Edit archer**. Update the name, gender, country, state, birth month/year, or shirt size as needed. Birth information is required for some tournaments; shirt size does not mean a tournament provides shirts.

4. Review **Display name in results and rankings** and its consent information. Set it according to the archer's authorized public-display preference.

5. Select **Save** and address any validation message. Check the updated archer when you return to **Account Archers**.

The profile is shared with the archer's associated groups. Edit the existing record to correct information and keep the history together. Making the account association inactive still allows you to view or edit the archer.

3. Review group and organization links

On **Archer Details**, review the association sections below. Adding these links keeps the account association and does not register the archer for a tournament.

- **Group associations:** Shows active group links. To add a group you are authorized to manage, select **Add group**, choose it, and select **Associate Now** if offered. If the archer is already associated but inactive, use **Group Archers > Inactive archers > Action > Reactivate** with group management access.
- **Organization associations:** Select **Add organization**, choose the organization, and complete its requested membership information. Follow the **Verify** or **Save** option shown. Some organizations do not offer archer-level associations.

4. Make an archer inactive or reactivate them

Use inactivity when an archer is taking a break and you want to keep their link to your account.

1. On **Account Archers**, select **Archers associated with this account** in **View archers for**.

2. In **Show archers**, choose **Active archers**, then select **Make inactive** beside the archer.

3. Read the status message. The archer moves to the inactive list.

4. To bring them back, choose **Inactive archers**, select **Reactivate**, and check **Active archers** afterward.

Inactive account archers are unavailable for new registrations and substitutions on this account's non-group rosters. Existing registrations, fees, scores, and history remain in place. Making the association inactive does not withdraw the archer from a tournament or change their group statuses.

Choose the action that fits

Your goal	Action on Account Archers
Keep the link during a break	**Make inactive** from the active list.
Bring an archer back	**Reactivate** from the inactive list.
End this account's link	**Remove** from either list. See section 5.
Move to another account	**Transfer to another account** from either list. See section 6.

5. Remove an archer from your account

1. Find the archer in the active or inactive account list and select **Remove**.

2. Read and confirm the prompt.

3. Check the status message to see whether removal succeeded or was blocked.

Successful removal ends only the signed-in account's association. The archer disappears from both of its lists. The archer record, group associations, results, and history are retained. Your account no longer has access through that account link; any separate group management access is unchanged.

Use **Transfer to another account** when you already know the destination account. To reconnect an archer after removal, follow section 7; **Reactivate** applies only to an association that is still present and inactive.

When removal or transfer is blocked

Check tournament registrations first. Both actions are blocked while the archer has an active registration for any tournament ending today or later, including a tournament already underway or a registration through another group or account.

Past tournaments, canceled or deleted tournaments, and inactive or removed registrations do not block these actions. Making the account association inactive does not clear the restriction because existing registrations remain in place. Review the registration with the responsible coach or tournament administrator before trying again.

6. Transfer an archer to another account

Use a transfer when a different account will manage the archer. Sign in to the account that currently holds the association; this action transfers only the signed-in account's own link. The destination must be a different, active ArrowScores account.

1. On **Account Archers**, find the archer in the active or inactive list and select **Transfer to another account**.
2. Enter the **destination account ID or exact email address**, then select **Find and review destination**. If multiple accounts match the email, use the account ID.
3. Review the archer, source account, destination name and ID, and the resulting active/inactive status.
4. Select **Confirm transfer**. Wait for the success confirmation, then select **Back to archers** to return to your account's list.

The archer keeps the source association's active/inactive status in the destination account. For example, an inactive archer stays inactive after transfer; the receiving account must select **Inactive archers > Reactivate** before registering the archer on its non-group roster.

The source account link ends, and the archer leaves that account's lists. Group associations and their statuses stay in place. Results, history, and public-display preferences are retained. Past tournament results keep their original roster and group.

After a transfer

Refreshing the confirmation does not transfer the archer again. The browser's **Back** button can return to the confirmation while it remains available. Use **Back to archers** to return to the list.

Only the latest transfer confirmation is kept in the same signed-in session. If an old link or expired confirmation shows **Transfer unavailable**, check the current associations before retrying. An expired confirmation does not undo a completed transfer. If an association changed after review, find and review the destination again before confirming.

7. Associate an existing archer with your account

Account Archers manages existing account links; it has no **Add Archer** or **Import Archers** button. Check the active and inactive lists before arranging a new association.

- **Linked to another account:** Ask that account holder to transfer the archer to your account using section 6. An inactive link still occupies the one available account association.
- **No current account link:** Contact ArrowScores support or a system administrator to link the existing archer record. Provide the Archer ID and your account ID or exact account email.

For system administrators, open **Archer Details > Link an account** for an archer with no current account link. Enter an active account's ID or exact email, select **Find account**, review the account, and select **Link account**. A new link is active. An existing link to a different account must be removed first; administrators cannot add a second account.

Reuse the existing archer record to preserve its history instead of creating another record for the same person.

8. Register account archers for a tournament

An active account association makes the archer available for eligible account registrations. **Linking or reactivating an archer does not register them for a tournament.**

1. Open the tournament in **Tournament Explorer**, select **Registration**, and create or open the appropriate **Non-Group Roster**, if the tournament allows it. Complete any required waiver.
2. When team scoring is configured, use **Configure Groups** or **Team Scoring Groups** first. Create the roster's scoring groups, or choose **Individuals only** if offered for a roster without scoring groups.
3. Continue to **Add Archers** and select active account archers. Choose each archer's shooting class and, when team scoring is configured, a scoring group or an allowed **Individual Only** choice. Save the registrations.
4. Review the tournament roster and complete its remaining registration requirements.

A non-group roster can still use team scoring groups when the tournament permits them. For a **Group Roster**, the archer needs an active association with that group; an account link alone does not add group membership. Each group's status is independent of the account's status.

Common questions

An archer is missing from my account list. Confirm you are signed in to the correct account, select **Archers associated with this account**, and check **Inactive archers**. A group archer does not automatically belong to your account. A removed or transferred link no longer appears here.

Can two accounts manage the same archer through account links? An archer can have only one current account association, including an inactive one. Use a transfer when changing accounts. Group associations remain independent.

Why is an inactive archer still registered? Inactivity prevents new registrations through this account; it keeps existing registrations. Use the tournament's registration tools, or contact its administrator, for registration changes.

Why is a transfer destination not found? Enter the exact account email or account ID and confirm that the destination account is active. If more than one account uses the email, use its ID.

Will removal or transfer erase scores or hide the archer's name? Both preserve the archer record, results, history, and existing privacy settings. Use **View or edit > Edit archer > Display name in results and rankings** to review the public-display preference while you have access.

I have a group selected and cannot see account actions. Change **View archers for** back to **Archers associated with this account**. For group actions, select **Manage group archers** and follow the group guide.

Related guides and support

- Managing archers in groups
- Registering for a land-based tournament
- Registering for a virtual tournament

For help, contact **support@arrowscores.com** with the Archer ID, your account ID or email, and the message shown on the page.