Managing Archers in Groups

ArrowScores group help | Updated November 12, 2026

Use this guide to maintain the archers associated with your school, church, club, or other group. You need active management access to the group, or system administrator access.

> **Start here:** Sign in, then open **Account Dashboard > Account Groups > Manage group > Manage archers**. This opens **Group Archers** for the selected group.

1. Open the correct group

1. From **Account Dashboard**, find **Archers & groups** and select **Account Groups**.
2. Select **Manage group** beside the group you want, then **Manage archers**.
3. Check the group name at the top of **Group Archers** before making changes.
4. The list starts with **Active archers**. Use **Show archers** to switch to **Inactive archers**. Check both lists before adding someone who may already be associated with the group.

If the group is missing, select **Add group** on **Group Manager**, enter its name, and select **Search for Existing**. Use **Request Access** for an existing group; a group manager must approve pending access. Create a group with **Add New Group** only if it does not already exist.

2. Add a new archer

1. On **Group Archers**, select **Add Archer** to open **Add New Archer**.
2. Enter **First Name**, **Last Name**, and **Gender**, and select **Country** and **State**. Supply **Birth Month** and **Birth Year** when needed for the tournaments the archer will enter. **Shirt Size** is optional and does not mean a tournament provides shirts.
3. Review **Display name in results and rankings** and the consent information beside it. Set it according to the archer's authorized public-display preference.
4. If **Associate this archer with your account** is offered, select it only when you also want the archer linked to your login account.
5. Select **Save**. Address any validation message, then check that the archer appears in the group's active list.

If the archer already has an ArrowScores record in another group, arrange a transfer when they are moving groups, or contact support for help associating the existing record. For NASP archers, use the import and match-review process in section 4. Reuse the existing record to keep the archer's history together.

3. Edit an archer's details

1. Find the archer in the active or inactive list and select **Action > Edit**.
2. Correct the profile information or public-display preference, then select **Save**.
3. Check the updated entry when you return to **Group Archers**.

These are the archer's shared profile details. Other groups and the associated account use the same archer record. To change participation in this group, use the activity, removal, or transfer actions described next.

4. Import archers from NASP

Use this option when your group is linked to the correct, active NASP School/Org. A NASP link is optional for managing archers manually.

1. On the group detail page, check the **NASP link** section. If a link is needed, follow the NASP group-link guide before importing.
2. Open **Manage archers > Import Archers** and verify the displayed NASP School/Org name.
3. Select **Import Now**. This processes the linked School/Org's active NASP archers; it is not a spreadsheet upload.
4. Read the results, including any failed records or archers awaiting review. Under **Review possible matches**, select **Review** and compare the identities. Select **Link Existing** only for the same person, or **Create New Archer** if none of the candidates is that person.
5. After resolving a match, select **Import Now** again to refresh the remaining review rows. Select **Return** to check **Group Archers**, including the inactive list.

Importing reuses existing NASP identity links. Possible matches can include active and inactive archers in this group. **An inactive group association stays inactive after import or identity linking**; use **Reactivate** when the archer returns. Importing does not automatically remove group archers who are no longer active in NASP.

5. Make archers inactive or reactivate them

Use inactivity when an archer is taking a break and you want to keep their association with the group.

1. In **Show archers**, choose **Active archers**.
2. Beside the archer, select **Action > Make inactive**. The archer moves to the inactive list.
3. To bring them back, choose **Inactive archers**, then select **Action > Reactivate**. Check **Active archers** afterward.

Inactive archers are unavailable for new registrations and substitutions through this group. Existing tournament registrations, fees, scores, and history remain in place. Making an archer inactive does not withdraw them from a tournament.

Choose the action that fits

Your goal	Action on Group Archers
Keep the link during a break	**Make inactive** from the active list.
Bring an archer back	**Reactivate** from the inactive list.
End this group's link	**Remove from group** from either list. See section 6.
Move to another group	**Transfer to another group** from either list. See section 7.

An archer can belong to multiple groups, each with its own active/inactive status, and to one account at a time. Changing this group's status does not change another group's or the account's status. An inactive account association still counts as the archer's account.

6. Remove an archer from the group

1. Open the active or inactive list and find the archer.

2. Select **Action > Remove from group**.

3. Read and confirm the prompt. Check the message above the list to see whether removal succeeded or was blocked.

Successful removal ends only this group's association. The archer no longer appears in either of this group's lists. The archer record, account link, other group links, results, and history are retained. The existing record can be associated with the group again later; removal does not delete the archer.

7. Transfer an archer to another group

Use a transfer when an archer is leaving this group for another one. You must manage the source group, or have system administrator access. The destination can be any available group, including one you do not manage.

1. From either archer list, select **Action > Transfer to another group**.

2. Enter the destination **group ID or exact group name**, then select **Find and review destination**. If more than one group matches, use its ID.

3. Review the archer, source group, destination name and ID, and the resulting active/inactive status.

4. Select **Confirm transfer**. Wait for the success confirmation, then use **Back to archers** to return to the source list.

A new destination group association inherits the source's active/inactive status. If the archer already has an active or inactive association with the destination group, that group's existing status is kept. The source group link is removed; the account and all other group links are retained.

For example, transferring an inactive archer to a new group leaves them inactive there. A manager of the destination group must reactivate them before registering them through that group.

When removal or transfer is blocked

> **Check tournament registrations first.** Either action is 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.

Canceled or deleted tournaments and inactive or removed registrations do not block these actions. Past tournaments do not block them. Making the group association inactive does not clear the restriction because it leaves existing registrations in place. Review the registration with the responsible coach or tournament administrator before trying again.

What happens to results and history?

Making an association inactive, removing it, or transferring it keeps the archer's results and history under the existing privacy settings. A group transfer does not change the group shown on past tournament results: those results retain their original tournament roster and group.

Refreshing a successful transfer confirmation does not transfer the archer again. If an older form or expired confirmation shows **Transfer unavailable**, check the current associations before retrying. An expired confirmation does not undo a completed transfer.

8. Register the group's archers for a tournament

Adding, importing, or reactivating archers prepares the group's list. **It does not register them for a tournament.**

1. Open the tournament in **Tournament Explorer**, select **Registration**, and create or open the appropriate **Group Roster**. Complete any required waiver.
2. When team scoring is configured, use **Configure Groups** or **Team Scoring Groups** to set up the roster's scoring groups first. If offered, **Individuals only** lets a roster without scoring groups continue without creating one.
3. Continue to **Add Archers**. Choose each archer's shooting class and, when team scoring is configured, a team scoring group or an allowed **Individual Only** choice. Save the registrations.
4. Review the tournament roster and any remaining registration requirements.

A school or club group identifies who the archers represent. A tournament roster contains that tournament's registrations. A team scoring group determines which archers contribute to a team score. These are separate choices.

Common questions

An archer disappeared after I made them inactive. Choose **Inactive archers** in **Show archers**. Select **Action > Reactivate** to return them to the active list.

An imported archer is missing from the active list. Check the inactive list and the import's failed or awaiting-review counts. Importing preserves an existing inactive group status.

An archer is missing from tournament registration choices. Confirm you opened the correct group's roster and that the archer is active in that group. Check whether the archer is already registered. If they still cannot be selected, review the tournament's eligibility rules with its administrator.

The destination group cannot be found. Check the exact name or use the group ID. If several groups have the same name, an ID is required. A removed group is not an available destination.

A transfer says an association changed after review. Find and review the destination again, confirm the current status, and submit only after checking the updated information.

I cannot manage the group. Sign in with an account that has active access. Pending access must be approved by a group manager. Use **Request Access** for the existing group instead of creating a duplicate.

Related guides and support

- Linking a Group to a NASP School/Org
- Registering for a land-based tournament
- Registering for a virtual tournament

For help, contact **support@arrowscores.com** with the group name and the message shown on the page.