

Registering for a land-based tournament

ArrowScores coach guide | Updated September 27, 2026

Create your tournament roster, set up its scoring groups when team scoring is configured, and then add archers with an explicit scoring choice. Complete the remaining registration details, shooting-time selections, and payment shown on your roster.

1. Create the tournament roster

1. Sign in to ArrowScores.com, open the tournament in **Tournament Explorer**, and select **Registration**.
2. Select **Create Roster**. Choose **Group Roster** for archers representing a school, church, club, or other group, or **Non-Group Roster** when that is appropriate and offered. A roster can contain just one archer.
3. Select the group or enter the requested roster details. Complete any organization, NASP-link, registration-code, or waiver prompts required by the tournament.

Group membership and imported archers are not tournament registrations. A **Group Roster** also does not automatically create a **team scoring group** or place archers on one.

2. Set up scoring before adding archers

When team scoring is configured, the roster checklist shows **Configure Groups** if setup is needed. You can also open **Team Scoring Groups** from the roster.

- **Team scoring groups:** Choose this option, then select **Add Team Scoring Group**. Enter a group name, select the tournament's scoring configuration, and select **Save**. Create the groups this roster will use before adding its archers.
- **Individuals only:** This option appears only when the tournament allows individual-only entries and the roster has no team scoring groups. Select it if all archers on this roster will compete without contributing to a team score.

The selected option shows a checkmark and saves immediately. Select **Continue to Add Archers** when ready. In team mode, at least one saved group is required before you can continue. If individual-only entries are prohibited, the toggle is hidden and you must create a group.

If the tournament has no team scoring configured, proceed to adding archers without this setup step.

3. Add archers and choose how each will compete

1. Open **Add Archers**. For a group roster, choose from the group's archers; for a non-group roster, choose from archers associated with your account. Use **Add Archer Not Listed** if needed.
2. Select each archer to register and choose a **Shooting Class**.
3. When team scoring is configured, choose an actual group from **Team Scoring Group**, or explicitly choose **Individual Only** if offered. A blank selection cannot be saved.
4. Select **Add Selected Archers**. When adding one new archer through the individual form, complete the class and scoring selections, then select **Add Archer to Roster**.
5. Review any validation messages and correct the affected selections. Return to the roster to complete any remaining required information.

Choosing **Individuals only** for the roster does not automatically select **Individual Only** for each archer. You must still make that choice when adding each archer. A roster with team groups can also include individual-only archers when the tournament permits them. Team archers can still receive individual scores and rankings.

If individual-only entries are prohibited, coaches see: **Every selected archer must join a team scoring group. This tournament does not allow individual-only entries.** There is no **Individual Only** option in the dropdown.

4. Complete shooting times and payment

Use the roster checklist to finish any missing registration details. If the tournament offers coach-selected shooting times, open **Shooting Time Management** and make the required flight or time selections for each registered archer. Follow the host's instructions if times are assigned for you.

If fees are due, open **Payment** from the roster and complete the displayed payment steps. Review the roster and use **Print Roster** when you need a copy.

5. Review existing registrations

- Existing team groups and archer assignments remain in place. You do not need to recreate them.
- For an unfinalized tournament with team scoring, an older roster with no groups needs a saved **Individuals only** choice or a team group before more archers can be added.
- **Scoring Choice Required** identifies an existing archer who has neither a group assignment nor an allowed, explicit **Individual Only** choice. Open **Team Scoring Groups** and make the choice for that archer.
- Changing the roster toggle does not change existing archers' assignments. Selecting **Team scoring groups** clears an earlier roster-level individual-only choice; deleting the last group does not automatically switch the roster to individuals.
- Finalized tournaments are exempt from the new setup and missing-choice prompts. Registrations stay locked. Older unassigned archers display **No Team Assigned**, including on the printed roster; existing team names and permitted individual-only labels remain visible.

Common questions

I selected Individuals only. Why do I still have to choose it for each archer? The roster choice lets you continue without creating a scoring group. Each archer still needs an explicit participation choice.

The Individuals only option is missing. It is offered only when the tournament permits individual-only entries and the roster has no scoring groups. With existing groups, an individual archer can still use **Individual Only** in their dropdown if allowed.

My school group already exists. Do I need another group? A school group identifies who the archers represent. Team scoring groups define which archers contribute to a particular team score for this tournament.

A group assignment is rejected. Review the message, the archer's shooting class, and the team's eligibility or capacity. Contact the tournament host if you need help choosing a valid group.

For registration rules or availability, contact the tournament host. For ArrowScores help, contact support@arrowscores.com.