

Registering for a virtual tournament

ArrowScores coach guide | Updated September 27, 2026

Create your tournament roster, configure its scoring groups when team scoring is enabled, and choose how each archer will compete as you add them. Complete required registration details and payment before following the tournament's virtual score-entry process.

1. Create the tournament roster

1. Sign in to ArrowScores.com, open the tournament in **Tournament Explorer**, and select **Registration**.
2. Select **Create Roster** and choose **Group Roster** or **Non-Group Roster** from the options the tournament offers. A roster can contain one or more archers.
3. Select your group or enter the requested roster information. Complete any organization, NASP-link, registration-code, or waiver prompts that apply.

Archers already in your school or club group must still be added to the tournament roster. Importing archers into a group does not register them for a tournament.

2. Set up scoring before adding archers

If team scoring is configured, open **Configure Groups** or **Team Scoring Groups** on the roster.

- **Team scoring groups:** Choose this option. Select **Add Team Scoring Group**, enter a name, select a scoring configuration, and select **Save**. Create the groups the roster will use.
- **Individuals only:** Choose this option when all archers on this roster will compete without contributing to a team score. It is available only when the tournament permits individual-only entries and the roster has no scoring groups.

The selected option shows a checkmark and saves immediately. Select **Continue to Add Archers** when ready. Team mode requires at least one saved scoring group before continuing.

When individual-only entries are prohibited, the toggle is hidden. Every archer must join a team scoring group. When the tournament has no team scoring configured, this setup step and the per-archer scoring choice are not required.

3. Add archers with an explicit scoring choice

1. Open **Add Archers**, select the archers to register, and choose a **Shooting Class** for each. Use **Add Archer Not Listed** when necessary.
2. When team scoring is configured, select a **Team Scoring Group** for each archer, or explicitly select **Individual Only** if it is offered. Do not leave the selection blank.
3. Select **Add Selected Archers**. For a new archer using the individual registration form, complete the class and scoring choices, then select **Add Archer to Roster**.
4. Review the results and complete the remaining required details shown on the roster, such as missing archer information or liability acknowledgement.

The roster's **Individuals only** choice does not automatically mark each archer. Select **Individual Only** for every individual-only archer, including on a roster that also has team groups. Team archers can still receive individual scores and rankings.

If individual-only entries are prohibited, the registration page says: **Every selected archer must join a team scoring group. This tournament does not allow individual-only entries.** Only actual groups are offered in the scoring dropdown.

4. Complete payment and enter scores

When fees are due, open **Payment** from the roster and follow the payment instructions. A roster balance can block coach score entry; review the roster checklist for the current payment status and score-entry dates.

Follow the tournament's directions for virtual scoring and any range-official requirements. The separate **Entering Scores for a Virtual Tournament** tutorial explains website and ArrowScores Portal app score entry. Registration and score-entry windows may have different dates.

Use **Print Roster** to review registrations. Before entering scores, confirm that each archer is on the correct roster and in the correct class and scoring group.

5. Existing rosters and finalized tournaments

Existing registrations, scores, scoring groups, and team assignments are preserved. For an unfinalized tournament with team scoring, an older roster without groups needs an explicit **Individuals only** choice or a group before adding more archers.

An existing archer marked **Scoring Choice Required** still needs a team assignment or an allowed **Individual Only** choice. Make that selection under **Team Scoring Groups**. The roster toggle does not update existing archers automatically.

Selecting **Team scoring groups** clears an earlier roster-level individual-only choice. Deleting the last archer and group does not automatically select **Individuals only**.

Finalized tournaments are exempt from these new setup and missing-choice prompts. Registration remains locked and saved results are preserved. Older unassigned archers display **No Team Assigned**, including on printed rosters, while existing team names and permitted individual-only labels remain visible.

Common questions

Why is my school group not a scoring group? The school or club group identifies the organization you represent. A team scoring group identifies which registered archers contribute to a team score in this tournament.

Why is Individuals only missing? The roster toggle is shown only when individual-only entries are allowed and no scoring groups exist. With existing groups, individual archers can still select **Individual Only** in their dropdown if permitted.

Why is an archer's group choice rejected? Read the validation message. The selected group must match the tournament and roster and meet the applicable class, eligibility, and capacity rules.

Can I skip scoring choices because scores are entered later? No. When team scoring is configured, the choice is required when each archer is registered.

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