

Arrowscores.com – Running a Tournament

Support

Email support@arrowscores.com

Phone support contact number is located within the tournament administrator screen.

Managing archer registrations

See all participants with contact info

- Go to the Arrowscores.com tournament administrator
- Click on Participants

See all participants with shooter number and time selections

- Go to the Arrowscores.com tournament administrator
- Click on Round Participants

See shooter number and time selections for single archer (alternative to Round Participants screen)

- Click on Participants
- From the Participants screen click the registration or roster link next to the archer's name

View/Export participants in a flight/shooting time

- Go to the Arrowscores.com tournament administrator
- Click on Flight View

Adding an archer administratively

- Go to the Arrowscores.com tournament administrator
- Click on Participants
- From the Participants screen
 - If the archer should be added to an existing roster find an archer that is on the existing roster and click the roster link next to that archer
 - If the archer should be added to a new roster, click the Add Archer- New Roster button at the top of the screen
- Click Add Archer
- Click Add New Archer
- Add the archer's information
 - Unless you want to associate the archer with your account leave the Associate this archer box unchecked.
- Complete the tournament registration form for the archer
- If using scorecards with a scanner, make note of the Shooter Number listed below the archer's name. Shooting time will be listed at the bottom of the registration form.

- When the registration form is complete click Finished
- Click Finished on the roster page to go back to the tournament administrator

Edit an archer's registration (class or shooting time)

- Go to the Arrowscores.com tournament administrator
- Click on Participants
- From the Participants screen click the registration link next to the archer's name
- Edit the archer's registration
- When finished click Administrator

Substitute an archer

There is currently not a substitute function. You will need to add the new archer as new. You can then choose to delete the existing archer if you want to free up the shooting time. In the future there will be a substitution procedure.

Awards

If scoring with a scanner be sure to click the Process Scores button after each file upload. You can also go back and click Process Scores on the Scanner Files screen anytime to be sure all scores are processed before announcing awards.

There is an individual awards screen in the tournament administrator that will provide rankings by class.

Scoring Option: ArrowScores Portal App

The ArrowScores Portal app is available to score any tournament hosted on Arrowscores.com in real-time at the target.

Range Scoring Official

Range scoring officials are added from the tournament administrator on the website. Each range scoring official will be assigned a pin code that they will enter in the app to enable scoring.

Step 1: Add the range scoring official in the tournament administrator.

- While signed into Arrowscores.com, go to the tournament that will be scored, click the Registration & Info button and click Administer Tournament.
- Click on Range Officials and click Add Range Official.
- Enter the name of the range official and click Save.
- Note the Pin Code assigned. Provide that to the range official.

Range Officials		
Add Range Official		
	NAME	PIN CODE
Edit Delete	Chip Quarles ID: 20	Pin Code: 5939 Not Connected (Use the app to connect)

Step 2: The range official will enable scoring on their phone/device.

- After the range official has downloaded the ArrowScores app, have them go to the tournament they will be scoring and select Score This Tournament.
- Enter their assigned pin code

Step 3: Range official adds archers to their score list.

- To score an archer, the range official will need to add the archer to their score list.

Step 4: Enter score values after each shooting end

- After an archer completes an end of shooting, the range official will select the archer from the score list on their device, select the current shooting end, and enter the arrow values.
- We recommend having the archer score on paper also as a backup, but that is optional.

Step 5: Show the app screen to the archer to verify the entered arrow values and then save.

Step 6: repeat steps 4 & 5 for each archer until they are finished shooting.

After the last end has been submitted on the app the score is recorded and you can remove the archer from your scoring list on the app.

Scoring Option: Apperson Scanner

Preparation

Note: This option requires the use of the official NASP scorecard.

Note: The Apperson scanning software will need to be installed. It can be found in Software Downloads

Step 1: Verify Pre-Tournament Readiness

- After registration closes, in the tournament administrator click the Verify Pre-Tournament Readiness button. This will verify that shooter numbers have been assigned.
- You will be presented with an assign targets button in this screen if your tournament uses assigned targets.

Step 2: Shooter Numbers

- (Optional) Print scorecard labels after registration is closed. Instructions for this will be in the tournament administrator.
- Alternatively, you can print the shooter numbers and have the archers write them on the card and bubble the numbers.

Step 3: Scan the completed score cards with the Apperson scanner.

Step 4: After scanning, export the scorecard data from the Apperson scanner software.

Step 5: Upload the scorecard data to the website

- In the tournament administrator, click the Scanner Card Files button
- Click Upload New File
- Click Process Scores

Step 6: Repeat steps 3-5 until all archers have been scored.

Note: You can Process Scores and Rankings anytime to update the website with any changes.

After your tournament is over you should click the Finalize Tournament button

Step by step instructions for each flight on tournament day....

Scorecard files should be saved to your tournament folder on your desktop.

Step by step instructions for each flight on tournament day....

This process needs to be followed for each flight. It is very important to make sure you reset and close datalink after each export (it "resets" datalink and will prevent cards from appearing in the database multiple times). Also, please make sure you put the ink cartridge in the scanner. That will allow the scanner to print the shooter number on the card and it can be verified for accuracy. During each flight, have someone count the number of archers shooting in the flight.

At the conclusion of the flight (with the scanner and laptop connected)

1. Collect the scorecards
2. Count the scorecards (if the count does not match the expected number, find the missing card(s))
3. "Launch" datalink (start, programs, Apperson education products, nasp, nasp) The NASP datalink should be displayed with column headings "Shooter Number", "Score", "#10's", "#9's", "#8's", "#7's", "#6's"
4. Make sure the scanner is connected (green dot in lower left corner, message "scanner connected") 5. The scanner display should say "data collection mode"
5. Scan your first card, the laptop should now display values in all columns in the first row. (including each arrow score). Make sure the scanner prints the score info on the card (on the edge of the card just past the "10's" column.
6. If the laptop does not display this information, close datalink (do not save anything) and start over in step 3
7. Scan all of the cards (correct any card errors and write on the back of the card what was done to correct the problem... ex blank row 4,3 bubbled zero or double bubble, 3,2 erased 10) 8
8. After the cards are scanned, make sure the processed count on the scanner display and the row count on the laptop match the total number of cards expected (from step 2)

9. If the numbers do not match and if the problem cannot be found/corrected, close datalink, do not save anything and start over in step 3
10. Check every card to make sure the shooter number printed by the scanner matches the shooter number on the label or handwritten shooter number. If it is not correct, find the correct row in the datalink program and update the shooter number. If the error cannot be easily changed, delete the row that contains the bad record and correct and rescan the card.
11. If everything is okay, click export.
12. Save the file in your tournament folder on your desktop and name it based on the flight info (ex. Saturday900AM.csv) then click save, click ok
13. Close the datalink program. This is very important to allow datalink to reset.
14. Go to the Arrowscores.com tournament administrator
15. Select Scanner Card Files
16. Select Upload New File
17. Select the scorecard file you just exported. A scorecard file should only be imported one time.
18. Click on the Upload Scanner File button
19. Click Process Scores

This process will update scores and rankings on the Arrowscores.com website.

Scoring Option: Entering Total Score and X-Count manually on the website

Note: For virtual tournaments the archer or team coordinator/coach would complete this task.

Step 1: Have the archers complete a scorecard and add up for their total score (and X-Count if applicable)

Step 2: Enter the score totals in the tournament administrator.

- While signed into Arrowscores.com, go to the tournament that will be scored, click the Registration & Info button and click Administer Tournament.
- Click on Manual Score Entry
- Select Edit Score for the archer and enter their score.

Step 3: Scores will post after the tournament end date.