Centershot Group Guide

This guide provides the steps for preparing a group (school) for Centershot tournament registration on Arrowscores.com.

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1. Create an Arrowscores.com Account

If you do not have an account on Arrowscores.com, follow these steps:

1. **Go to Arrowscores.com** and click **Sign In** at the top-right corner.

2. On the **Sign-In** screen, click **Get a Username**.

3. Follow the prompts to create your account.

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2. Link Your Arrowscores.com Account to Your NASP BAI Certification

Important: Your account must be linked to your NASP BAI certification before you can link a group (school) to the NASP system.

1. **Sign In** to Arrowscores.com (if not already).

2. Click the **Account** icon (top-right corner).

3. Select **Account Dashboard**.

4. Navigate to **Account NASP Link**.

5. Check the account status:

   o If already linked, a message will state your account is linked to **NASP BAI # (your number)**.

   o If not linked, click **Link Now**.

6. You will be prompted to **Sign In** to your NASP account.

7. After signing in successfully to your NASP account, a confirmation message will appear stating the link was successful.

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3. Create Your School/Church Group

If your school/church group has not already been created.

1. **Sign In** to Arrowscores.com.

2. Click the **Account** icon (top-right corner).

3. Select **Account Dashboard**.

4. Navigate to **Account Groups**.

5. Click **Add Group**.

6. Enter the group name in the search bar:

   o   If the group does **not** appear in the search results, click **Add New Group**.

7. Fill in the group information and click **Save**.

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4. Link Your Group to the NASP System

This step is optional. This will allow you to import archers from nasptournaments.org.

1. **Sign In** to Arrowscores.com (if not already).

2. Click the **Account** icon (top-right corner).

3. Select **Account Dashboard**.

4. Navigate to **Account Groups**.

5. Click **View Detail** for the desired group.

6. Select **Add NASP Link**.

7. Choose **Link** for the NASP school/org you wish to link.

   o   **Note:** You will only see NASP schools/orgs that your NASP BAI account is associated with on nasptournaments.org.

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5. Add Archers to a Group

You can add archers manually or import them from a linked NASP school/org.

5.1 Manually Adding Archers

1. Go to the **Group** page.

2. Click the **Add Archer** button.

3. Fill in the required details for each archer.

5.2 Importing Archers from a NASP School/Org

1. **Sign In** to Arrowscores.com (if not already).

2. Click the **Account** icon (top-right corner).

3. Select **Account Dashboard**.

4. Navigate to **Account Groups**.

5. Click **View Detail** for the desired group.

6. Select **Group Archers**.

7. Click **Import Archers**.

8. Select **Import Now**.

   o A green box will confirm that the import has been completed and display the number of archers imported.

   o **Note:** The import process will **not** replace existing archers.

9. Return to the **Group Archers** screen to view the imported archers.

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6. Associate the Group with the Centershot Organization

1. **Sign In** to Arrowscores.com (if not already).

2. Click the **Account** icon (top-right corner).

3. Select **Account Dashboard**.

4. Navigate to **Account Groups**.

5. Click **View Detail** for the desired group.

6. Click **Add Organization Association**.

7. Select **Centershot**.

8. Click **Request Association**.

   Centershot will need to approve the association request. Contact someone with Centershot if you have questions. You should receive an email when the association has been approved.

For assistance, please contact support@arrowscores.com.