

## Centershot – Posting a Tournament on Arrowscores.com

### 1. Sign In

1. Go to [Arrowscores.com](https://arrowscores.com) and **Sign In**.

### 2. Create or Manage a Tournament Listing

1. Click the **Tournaments** menu and select **List a Tournament**.
2. Click **Create or Manage a Listing**.
3. Click **Create Full Listing Setup**.

### 3. Basic Tournament Setup

1. Enter the **Tournament Name** and **Dates**.
2. Set **Tournament Type** to **Land-Based**.
3. Choose one of the **Centershot Auto Build** options.
4. Enter the **Default Class Fee** (This is what each archer will pay to register).
5. Values will be prefilled by the auto build; click **Continue**.

### 4. Configure Tournament Options

#### 1. Dates

- End registration at least **3 days prior** to the tournament to allow time to prepare.

#### 2. Location

- Select **Yes** for **Scheduled Shooting Times/Flights** if applicable.

#### 3. Organization

- Select **Centershot** on the Organization Configuration screen.
- Check the box to Require membership
- Click Continue.

#### 4. Registration Types

- These will be prefilled by the auto build.
- **Allow Non-Group Rosters:** No

- **Allow Group Rosters:** Yes

#### 5. **Classes**

- Classes are **automatically added** by the auto build.

#### 6. **Team Scoring**

- **Allow Team:** Yes
- The team configuration is **automatically added** by the auto build.

#### 7. **Contact and Detail**

- Enter your **contact information** (displayed on the tournament detail page).

#### 5. **Submit the Tournament**

After configuring all options, click **Submit for Posting** at the bottom. Your tournament will be reviewed by Arrowscores staff and then posted on the website once approved.

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