

Importing Archers from a NASP School/Organization on nasptournaments.org

Overview

On Arrowscores.com, a school, church, club, or similar entity is referred to as a **Group**. Below are the steps to link your account, create and manage Groups, link them with NASP Schools/Organizations, and add archers or import from the associated school on nasptournaments.org.

1. Link Your Account to 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:
 - If already linked, a message will state your account is linked to NASP BAI # (your number).
 - If not linked, click **Link Now**.
 6. You will be prompted to **Sign In** to your NASP account.
 7. After successfully signing into your NASP account, a message will confirm the link.
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2. Create a Group

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 and search.
 - 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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3. Link Group with NASP.

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 with to link.

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

4. Add Archers to a Group

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

Manually Adding Archers

1. Navigate to the Group page.
2. Click the **Add Archer** button.
3. Fill in the required details for each archer.

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