

# JROTC Archery School Guide

This guide provides the steps for preparing a group (school) for JROTC Archery 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](https://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](https://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 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 Group

1. **Sign In** to [Arrowscores.com](https://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:
    - 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 School Group to the NASP System

1. **Sign In** to [Arrowscores.com](https://www.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.
    - **Note:** You will only see NASP schools/orgs that your NASP BAI account is associated with on [nasptournaments.org](https://www.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](https://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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## 6. Associate the School Group with the JROTC Archery Organization

1. **Sign In** to [Arrowscores.com](https://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 **JROTC Archery**.
  8. Click **Create Association**.
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## 7. Register for a JROTC Tournament

1. **Sign In** to [Arrowscores.com](https://arrowscores.com) (if not already).
2. Go to the **Tournament Explorer**.

3. Change **All Organizations** to **JROTC**.
  4. Select the tournament you need to register for.
  5. Click the **Registration** button.
  6. Follow the on-screen registration prompts.
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For assistance, please contact [support@arrowcores.com](mailto:support@arrowcores.com).