KCAA – Posting a Tournament on Arrowscores.com

1. Sign In

1. Go to 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 **KCAA Auto Build** options.

4. Enter the **Default Class Fee**. (This is the registration fee for each archer)

5. Values will be prefilled by the auto build; click **Continue**.

4. Configure Tournament Options

1. **Dates**

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

2. **Location**

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

3. **Organization**

   o Select KCAA on the Organization Configuration screen and click Continue.

4. **Registration Types**

   o These will be prefilled by the auto build.

   o **Allow Non-Group Rosters:** No

   o **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.