

KCAA School Guide

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

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

If you have not already created your school group, follow these steps.

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://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.
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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

(This step requires the group to be linked to the NASP system. See the Importing Archers from the NASP system guide in the Arrowscores.com help section.)

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 KCAA 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 **KCAA**.
 8. Click **Create Association**.
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7. Register for a KCAA Tournament

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