

KHSAA – 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 **KHSAA Auto Build** options.
4. Enter the **Default Class Fee** (for KHSAA regional and state tournaments, this is typically **0**).
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 KHSAA on the Organization Configuration screen and 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.
