



SCHOOL PARTICIPATION GUIDE

Participating as a NASP School in ArrowScores

For tournaments that require organization association

For coaches, BAI instructors, and school registration coordinators | Last updated: September 27, 2026

The short answer

To participate as a NASP school, a school representative must:

- 1 Link their ArrowScores account to an active NASP BAI number.
- 2 Link the school's ArrowScores group to the correct NASP School/Org.
- 3 Create a **Group Roster** for the tournament.
- 4 Select **NASP Linked Groups** when ArrowScores asks for the **Organization Association for Registration**.

Important: Do not submit a separate **Add Organization Association** request for **NASP Schools**. NASP-restricted registration uses the group's **NASP Link**. A separate organization association is only needed when the tournament requires another organization, such as a state association or league.

Before you begin

Have the following ready:

- An ArrowScores account.
- An active NASP BAI number linked to the person completing registration.
- The BAI number associated with the correct school in the NASP system.
- Active access to the school's group in ArrowScores.
- A registration code from the tournament host, if the tournament requires one.

The account holder who registers the school should remain associated with the correct NASP School/Org in the NASP system. ArrowScores validates that association during NASP-restricted registration.

Step 1: Create or sign in to an ArrowScores account

- 1 Go to **ArrowScores.com** and select **Sign In**.
- 2 If you do not have an account, select **Get a Username** and follow the prompts.
- 3 Sign in and open the **Account Dashboard**.

Step 2: Link the account to NASP

- 1 From the **Account Dashboard**, select **Account NASP Link**.
- 2 Review the connection status.
 - If the page shows **NASP account connected**, confirm that the displayed BAI number is correct.
 - If no account is linked, select **Link NASP account**.
- 3 Select **NASP Sign-In**. You will leave ArrowScores and continue on **naspbai.org**.
- 4 Sign in to NASP and complete the connection process.
- 5 Return to ArrowScores and confirm that the account is connected to the correct BAI number.

If the linked BAI number is not active, correct or renew its status in the NASP system before linking the school group.

Step 3: Find or create the school group

- 1 From the **Account Dashboard**, select **Account Groups**.
- 2 If the school is already listed, select **View Detail**.
- 3 If the school is not listed, select **Add Group**.
- 4 Enter the school name and select **Search for Existing**.
- 5 Use the matching school if it already exists. Request access if needed.
- 6 If no matching school exists, select **Add New Group**, enter the school information, and save it.

Avoid creating a duplicate group. If access to an existing group is pending, wait for approval before continuing.

Step 4: Add the school's NASP Link

- 1 From **Account Groups**, select **View Detail** for the school.
- 2 Find the **NASP Link** section.
- 3 Select **Add NASP Link**. If the group is already linked, the button reads **Manage NASP Link**.
- 4 On the **NASP Group Link** page, find the correct NASP School/Org.
- 5 Select **Link** beside that school.
- 6 Back on the group detail page, confirm that the NASP Link section displays the correct school name.

Only schools associated with the linked BAI number appear on the NASP Group Link page. If the school is missing, update the BAI-to-school association in the NASP system, then return to ArrowScores.

Step 5: Add or import archers

From the school's group detail page, select **Group Archers**. You can then:

- Select **Add Archer** to enter an archer manually; or
- Select **Import Archers**, then **Import Now**, to import active archers from the linked NASP School/Org.

Importing does not replace archers already in the group, and imported archers are not automatically added to a tournament roster.

Step 6: Register the school for the tournament

- 1 Open the tournament in **Tournament Explorer**.
- 2 On the tournament page, select **Registration**.
- 3 Select **Create Roster**.
- 4 Choose **Group Roster** and select the school's group.
- 5 If ArrowScores displays **Organization Association for Registration**, select **NASP Linked Groups**.
- 6 If prompted, enter the registration code supplied by the tournament host.
- 7 Select **Create Group Roster**.
- 8 Acknowledge any required waiver. If team scoring is configured, open **Configure Groups** or **Team Scoring Groups** before adding archers. Choose **Team scoring groups** and create the groups this roster will use, or choose **Individuals only** when allowed and no groups exist. The checked option saves immediately.
- 9 Select **Continue to Add Archers**. Choose a shooting class and a scoring group or an allowed **Individual Only** choice for every archer, then save. The roster toggle does not automatically choose Individual Only for each archer.
- 10 Complete remaining registration details, available flights or shoot times, and any required payment.

If individual-only entries are prohibited, the toggle and **Individual Only** option are hidden; create at least one group and assign every archer. If team scoring is not configured, add archers without a scoring choice. The school's group identifies who archers represent; tournament team scoring groups determine who contributes to each team score.

Existing team assignments remain valid. In unfinalized tournaments, **Scoring Choice Required** means an existing archer still needs an explicit group or allowed Individual Only choice. Finalized tournaments are exempt from the new prompts and remain locked; older unassigned archers display **No Team Assigned**. See the updated land-based or virtual registration guide in Help for the full walkthrough.

If **NASP Linked Groups** is not offered, confirm that the tournament is associated with NASP and contact the tournament host if necessary.

Confirm that the school is ready

Before registration day, verify all of the following:

- The registering account shows the correct linked BAI number.
- The BAI number is active and associated with the school in the NASP system.
- The ArrowScores group shows the correct NASP School/Org in its **NASP Link** section.
- The needed archers are listed under **Group Archers**.
- The tournament accepts group rosters and online registration is open.
- **NASP Linked Groups** can be selected when organization association is required.

Troubleshooting

What you see	What to do
The school is not listed on the NASP Group Link page.	Confirm that the ArrowScores account is connected to the correct BAI number and that the BAI number is associated with the school in the NASP system. Then return to ArrowScores and try again.
ArrowScores says the account must be linked to an active NASP BAI number.	Open Account Dashboard > Account NASP Link . Link the correct BAI number, or correct its active status in the NASP system.
Registration says the group is not linked to a NASP School/Org.	Open Account Dashboard > Account Groups > View Detail and select Add NASP Link .
Registration says the linked BAI number is not associated with the school/org.	The BAI number on the registering account is not currently associated with that school in the NASP system. Correct the BAI-to-school association, then try again.
The linked NASP School/Org is not active.	Correct the school's status in the NASP system before registering.
The wrong NASP school is linked.	Open the group, select Manage NASP Link , unlink the current school, and link the correct one. Follow any warning shown before unlinking.
The school group already exists, but it is not in the account's list.	Select Add Group , search for the existing school, and request access. The request may require approval.
A separate NASP Schools organization association was requested.	Use the group's NASP Link instead. A separate NASP Schools organization association is not required for NASP-restricted registration.
Online registration is unavailable.	Follow the tournament page instructions and contact the tournament host.

Need help?

For ArrowScores assistance, contact support@arrowscores.com. For BAI status or school-association corrections, use the NASP system or contact the appropriate NASP program representative.