

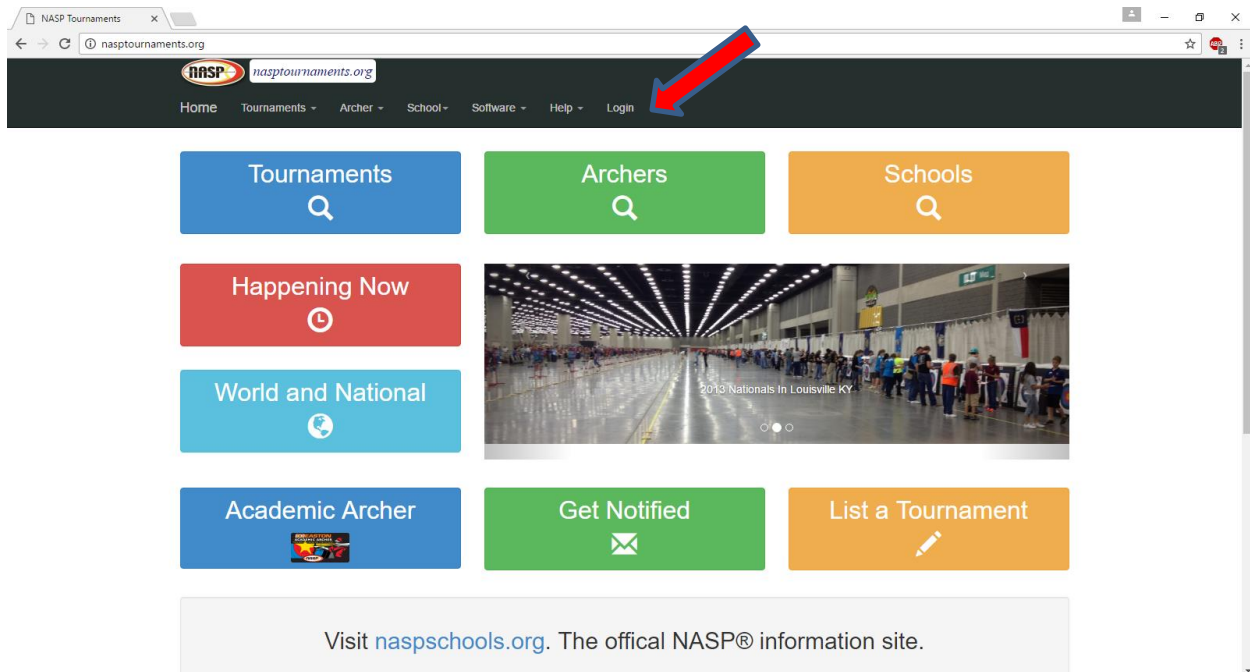
How to register and enter scores for a NASP virtual tournament.

Basic Steps:

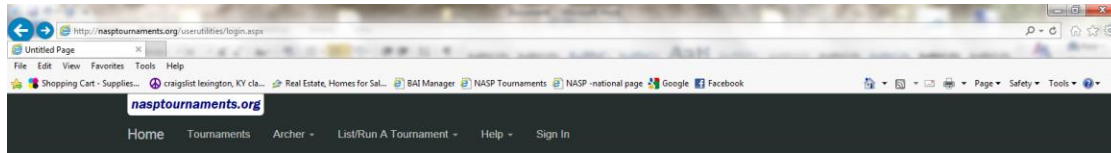
1. Register the school and the tournament roster.
2. Add group information, coaches, and other registration info.
3. Come back to the web site after shooting and enter scores.
4. Wait for results to be posted.

Walk Through:

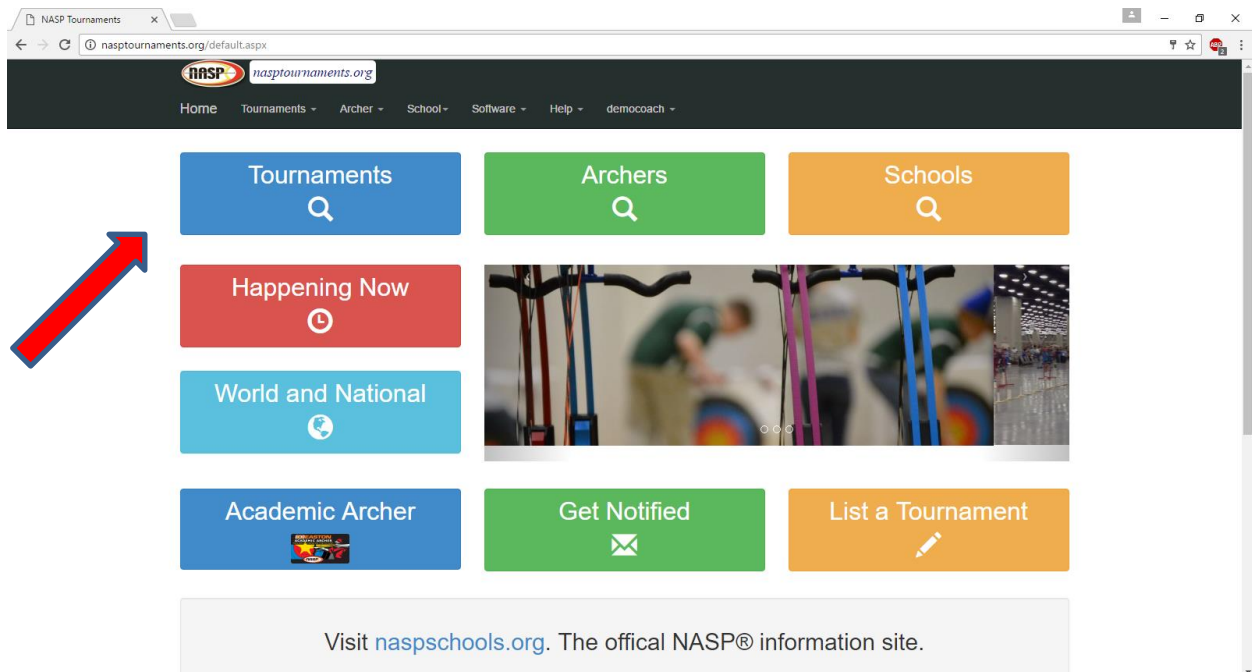
1. Go to nasptournaments.org
2. Sign in to the site by selecting the “Login” link



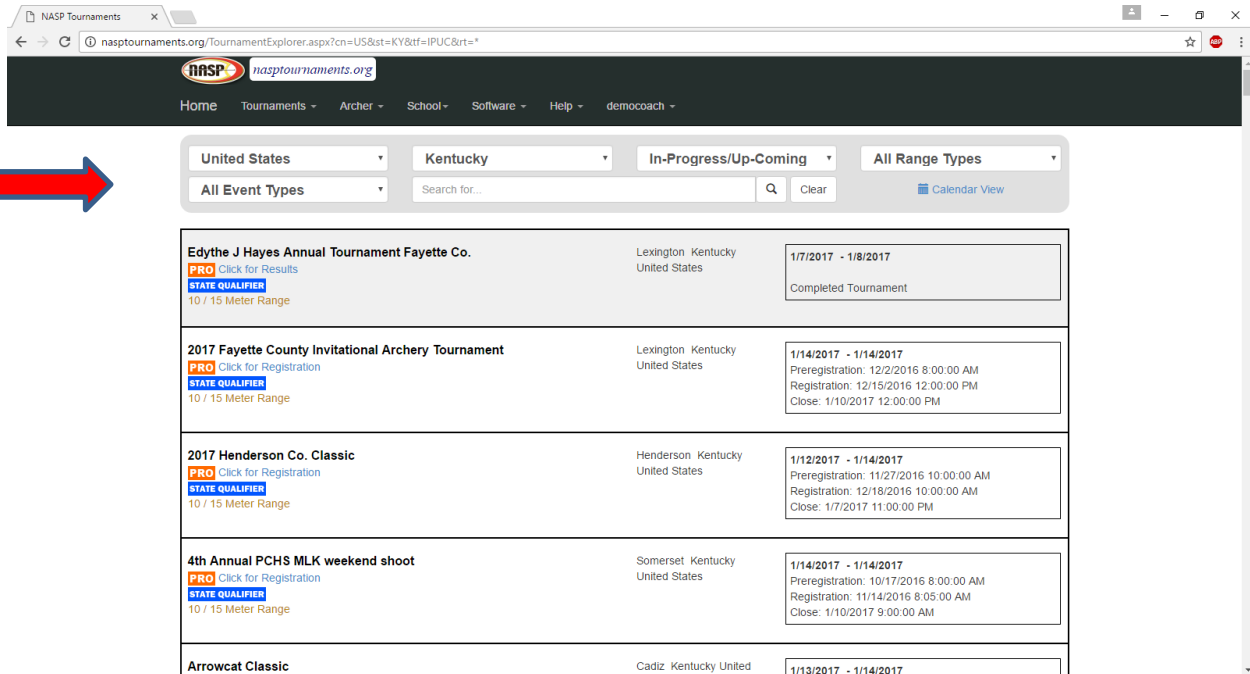
3. Enter your username and password and select “login”. If you do not have a username, select the “Don’t have a username” link and follow the instructions for creating one.



4. Once you have signed in, you will be returned to the main menu. On the main menu, select the “tournament explorer” option.



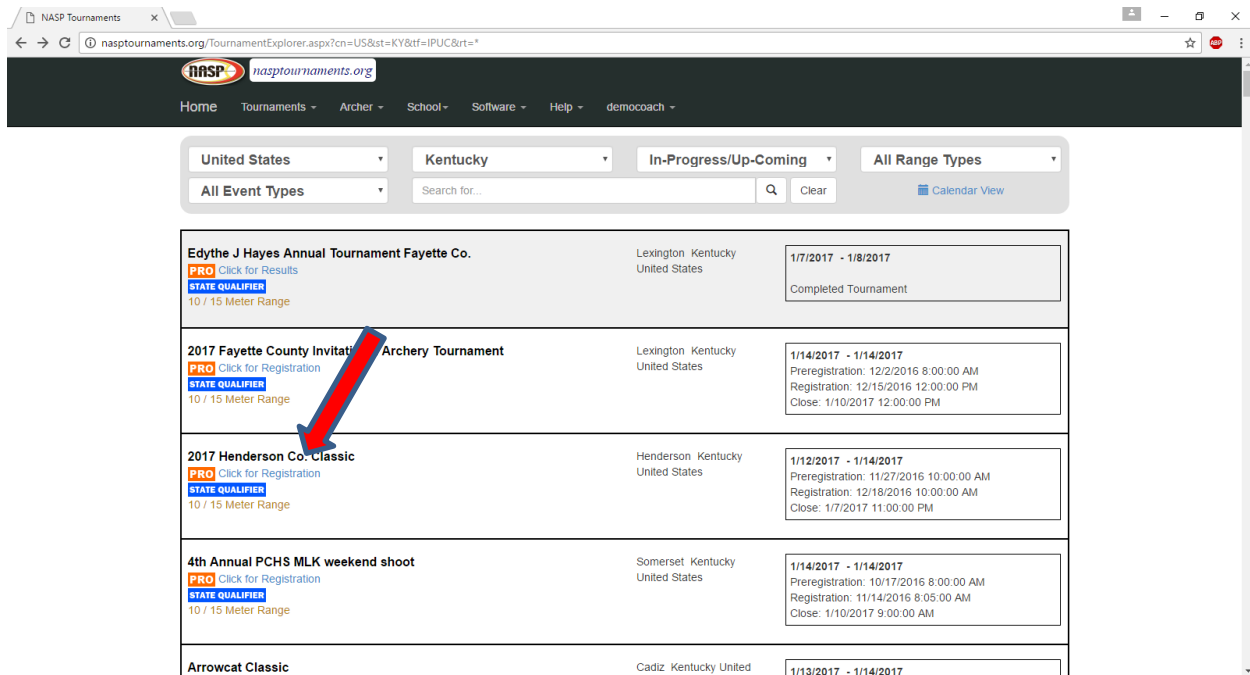
5. On the tournament listing screen, you can use the filter dropdowns to limit your selection or you can browse the list of tournaments displayed



The screenshot shows the NASP Tournaments website with the following filter dropdowns: United States, Kentucky, In-Progress/Up-Coming, All Range Types, All Event Types, and a search bar. A red arrow points to the filter dropdowns.

Tournament Name	Location	Dates	Status
Edythe J Hayes Annual Tournament Fayette Co.	Lexington Kentucky United States	1/7/2017 - 1/8/2017	Completed Tournament
2017 Fayette County Invitational Archery Tournament	Lexington Kentucky United States	1/14/2017 - 1/14/2017	Preregistration: 12/2/2016 8:00:00 AM Registration: 12/15/2016 12:00:00 PM Close: 1/10/2017 12:00:00 PM
2017 Henderson Co. Classic	Henderson Kentucky United States	1/12/2017 - 1/14/2017	Preregistration: 11/27/2016 10:00:00 AM Registration: 12/18/2016 10:00:00 AM Close: 1/7/2017 11:00:00 PM
4th Annual PCHS MLK weekend shoot	Somerset Kentucky United States	1/14/2017 - 1/14/2017	Preregistration: 10/17/2016 8:00:00 AM Registration: 11/14/2016 8:05:00 AM Close: 1/10/2017 9:00:00 AM
Arrowcat Classic	Cadiz Kentucky United	1/13/2017 - 1/14/2017	

6. Once you find the tournament you want to register for, select the “click for registration” link



The screenshot shows the NASP Tournaments website with the same filter dropdowns as above. A red arrow points to the "Click for Registration" link for the 2017 Henderson Co. Classic tournament.

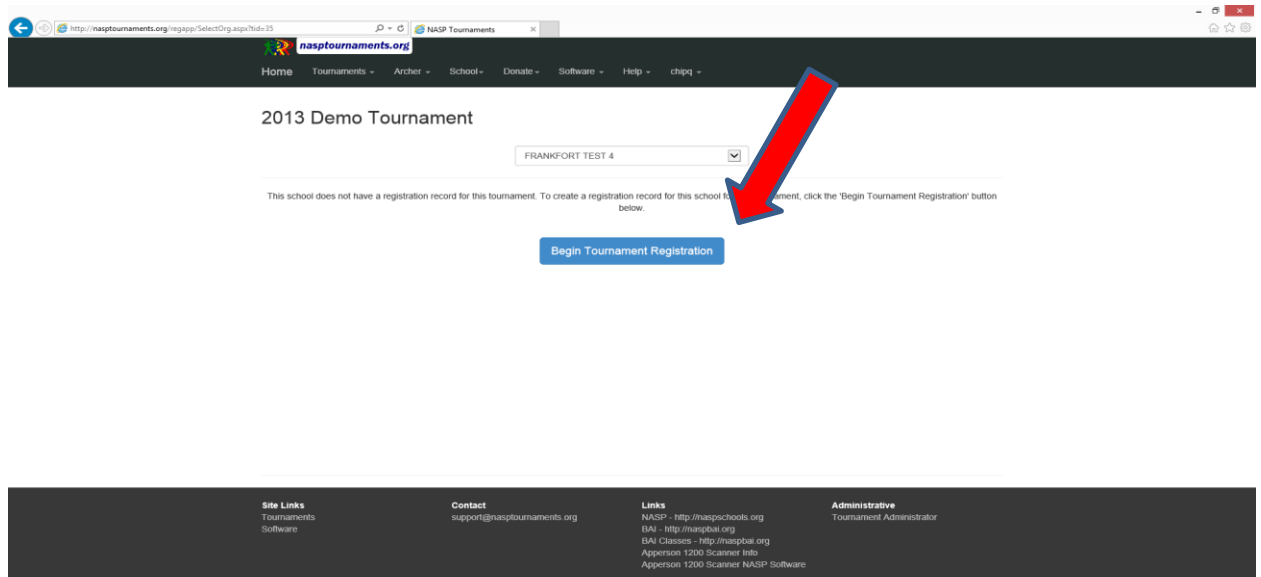
Tournament Name	Location	Dates	Status
Edythe J Hayes Annual Tournament Fayette Co.	Lexington Kentucky United States	1/7/2017 - 1/8/2017	Completed Tournament
2017 Fayette County Invitational Archery Tournament	Lexington Kentucky United States	1/14/2017 - 1/14/2017	Preregistration: 12/2/2016 8:00:00 AM Registration: 12/15/2016 12:00:00 PM Close: 1/10/2017 12:00:00 PM
2017 Henderson Co. Classic	Henderson Kentucky United States	1/12/2017 - 1/14/2017	Preregistration: 11/27/2016 10:00:00 AM Registration: 12/18/2016 10:00:00 AM Close: 1/7/2017 11:00:00 PM
4th Annual PCHS MLK weekend shoot	Somerset Kentucky United States	1/14/2017 - 1/14/2017	Preregistration: 10/17/2016 8:00:00 AM Registration: 11/14/2016 8:05:00 AM Close: 1/10/2017 9:00:00 AM
Arrowcat Classic	Cadiz Kentucky United	1/13/2017 - 1/14/2017	

7. This is the tournament details page. On this screen, select the “Registration & Scoring” button then select the “registration” button to begin the registration process.

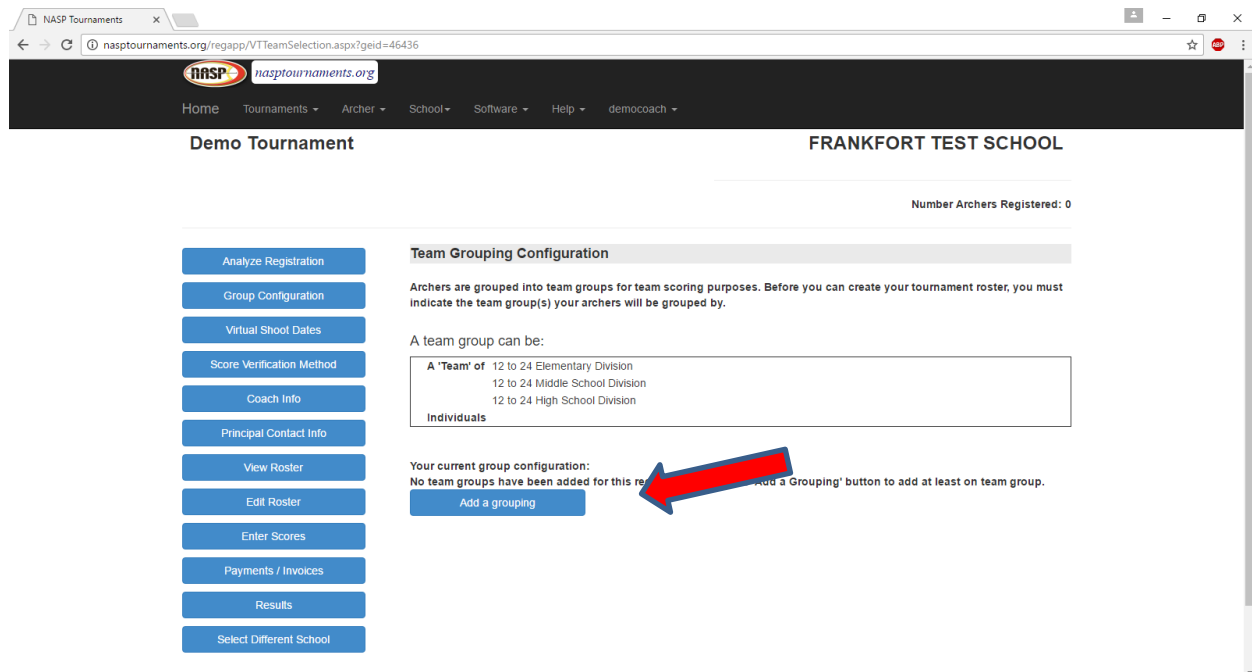
The screenshot shows the NASP Tournaments website with the URL nasptournaments.org/TournamentDetail.aspx?tid=35. The page features a dark navigation bar with links: Home, Tournaments, Archer, School, Software, and democoach. Below the navigation bar, the 'Demo Tournament' section is highlighted. A red arrow points to the 'Registration & Scoring' button. To the right of the button, a box displays 'Tournament Starts: 11/4/2016' and 'Scores Due: 1/18/2017 5:00:00 PM'. Below this, a section titled 'Important Dates (Registration Times are Eastern Time Zone)' lists the registration period, tournament start, and scores due. Further down, 'Other Information' shows an entry fee of \$1.00 per archer, and 'Contact Info' lists a test email. A 'Printable Tournament Score Card' link is also present. At the bottom, a 'Scoring Divisions' table is partially visible, showing columns for GRADE LEVEL, TEAM QUALIFICATIONS, and SCORING.

This screenshot shows the same NASP Tournaments website page, but with the 'Registration & Scoring' button expanded. A red arrow points to the 'Registration' button, which is highlighted in green. Other buttons visible include 'Enter Scores' (green), 'Tournament Info' (blue), and 'Participating Schools' (blue). Below these buttons, a box states 'Results will be posted here when available.' The 'Important Dates' section and 'Other Information' section remain visible at the bottom of the page.

8. On this screen, select the dropdown for schools and select the school you want to register. This dropdown lists all of the schools you are associated with for tournaments. If your school is not listed here, select the option to add your school and click on school manager.
9. On this screen select the “Begin Tournament Registration” button



10. The next step is to tell us what type groups you plan to add (groups can be teams or individuals). Click on the Group Configuration button and select the “add a grouping” button



11. Now select the group or groups you want to add. The first 3 groups are for adding teams, the last group is for adding individuals that will not be part of a team. After selecting the group(s) you want, select the “Submit” button.

The screenshot shows the NASP Tournaments website interface. The browser address bar displays `nasptournaments.org/regapp/VTTeamSelection.aspx?geid=46436`. The page header includes the NASP logo and navigation links: Home, Tournaments, Archer, School, Software, Help, and democoach. The main heading is "Demo Tournament" for "FRANKFORT TEST SCHOOL". A sub-header indicates "Number Archers Registered: 0".

On the left, a vertical menu contains buttons: Analyze Registration, Group Configuration, Virtual Shoot Dates, Score Verification Method, Coach Info, Principal Contact Info, View Roster, Edit Roster, Enter Scores, Payments / Invoices, Results, and Select Different School.

The main content area is titled "Team Grouping Configuration". It explains that archers are grouped into team groups for scoring purposes and that a team group can be defined by division (Elementary, Middle, or High School) or as individuals. Below this, it shows the "Your current group configuration:" as "No team groups have been added for this registration." and provides "Available Group Options To Add:" with checkboxes for ELEMENTARY DIVISION, MIDDLE DIVISION (checked), HIGH SCHOOL DIVISION, and INDIVIDUAL ARCHERS - NOT A TEAM. At the bottom are "Submit" and "Cancel" buttons.

At the very bottom of the page, a small JavaScript snippet is visible: `javascript:_doPostBack('c0005LinkButton_contact_info','')`.

The next step will be to add your coach information. Select the “coach info” button on the left and select the “Add a Coach” button.

The screenshot shows the NASP Tournaments website interface for the "Coach Contact Information" page. The browser address bar displays `nasptournaments.org/regapp/VTTeamCoaches.aspx?geid=46436`. The page header is identical to the previous screenshot.

The main heading is "Demo Tournament" for "FRANKFORT TEST SCHOOL". A sub-header indicates "Number Archers Registered: 0".

On the left, the vertical menu is the same as in the previous screenshot.

The main content area is titled "Coach Contact Information". It contains a text box for entering coach information and a note stating: "At least one coach with email and phone contact information must be listed for each school. This contact information will be used if we need to contact you during the registration period or on the day of the tournament for land based tournaments. Up to 2 coaches per team group can be listed for each school." Below the text box is an "Add a Coach" button, which is highlighted by a large red arrow.

At the bottom of the page, a small JavaScript snippet is visible: `javascript:_doPostBack('c0005LinkButton_contact_info','')`.

12. Enter the information for the coach and select the “save” button. Repeat this step for all coaches. A tournament may limit the number of coaches allowed to be entered.
13. The next step is to add your archers to your group(s). To begin this process, select the “Edit Roster” button. On this screen, select the “Add Participant” button. If you have multiple teams you must select the team you are adding archers for first.

Demo Tournament

TEAM GROUP	QUALIFY AS TEAM	# MALE	# FEMALE	# ARCHERS
MIDDLE Team #1	NO	0	0	0

FRANKFORT TEST SCHOOL

Number Archers Registered: 0

Edit Tournament Participant Roster

Notice: You cannot remove archers. Please use 'Drop By Date'.

MIDDLE Team #1

Add Participant

No tournament participants have been added for this team grouping.

Navigation buttons: Analyze Registration, Group Configuration, Virtual Shoot Dates, Score Verification Method, Coach Info, Principal Contact Info, View Roster, Edit Roster, Enter Scores, Payments / Invoices, Results, Select Different School.

14. On the add participant screen, you have 2 options, you can select an archer that you added from a previous tournament by selecting the “Add With Edit” or “Quick Add” next to the archer you would like to add.

Demo Tournament

TEAM GROUP	QUALIFY AS TEAM	# MALE	# FEMALE	# ARCHERS
MIDDLE Team #1	NO	0	0	0

FRANKFORT TEST SCHOOL

Number Archers Registered: 0

Add Participants To Roster

MIDDLE DIVISION MIDDLE Team #1

Display Name On Web: Show the archer's name on the web site with tournament info and history.

Add With Edit: Use this if you need to make a change to the archer's info.

Quick Add: Use this if no changes are needed to the archer's info.

Archer not in the list? Add as New Archer

Archery Records For This School (Archer History can be managed from the School Manager Screen)

	NAME	GENDER	GRADE	SEASON AVG	DISPLAY NAME ON WEB
Add With Edit Quick Add	AGAIN, TEST	M	6		Y
Add With Edit Quick Add	ARCHER, HISTORY 3	F	2		Y
Add With Edit Quick Add	ARCHER, HISTORY 5	M	5		Y
Add With Edit Quick Add	ARCHER, HISTORY 5	M	5		Y
Add With Edit Quick Add	ARCHER, HISTORY 6	M	4		Y
Add With Edit Quick Add	ARCHER, JOHNNY	M	6		Y
Add With Edit Quick Add	ARCHER, NEW	M	12		Y
Add With Edit Quick Add	ARCHER, RICKY	M	5		Y
Add With Edit Quick Add	ARCHER, SAM	M	4		Y

Navigation buttons: Analyze Registration, Group Configuration, Virtual Shoot Dates, Score Verification Method, Coach Info, Principal Contact Info, View Roster, Edit Roster, Enter Scores, Payments / Invoices, Results, Select Different School.

Or you can select the “Add as New Archer” button to add a new archer.

The screenshot shows the NASP Tournaments website interface. At the top, there's a navigation bar with links like Home, Tournaments, Archer, School, Software, Help, and democoach. Below this, the page is titled 'Demo Tournament' and 'FRANKFORT TEST SCHOOL'. A table shows 'MIDDLE Team #1' with columns for 'QUALIFY AS TEAM #', 'MALE #', 'FEMALE #', and 'ARCHERS'. To the right, it says 'Number Archers Registered: 0'. On the left, there's a sidebar with buttons: Analyze Registration, Group Configuration, Virtual Shoot Dates, Score Verification Method, Coach Info, Principal Contact Info, View Roster, Edit Roster, Enter Scores, Payments / Invoices, Results, and Select Different School. The main area is titled 'Add Participants To Roster' and shows a dropdown for 'MIDDLE DIVISION - MIDDLE Team #1'. Below this, there's a section for 'Archer not on list?' with a green 'Add as New Archer' button. A red arrow points to this button. Below the button, there's a table titled 'Archer History Records For This School (Archer History can be managed from the School Manager Screen)'. The table has columns: NAME, GENDER, GRADE, SEASON AVG, and DISPLAY NAME ON WEB. The table lists several archers, including 'AGAIN, TEST', 'ARCHER, HISTORY 3', 'ARCHER, HISTORY 5', 'ARCHER, HISTORY 5', 'ARCHER, HISTORY 6', 'ARCHER, JOHNNY', 'ARCHER, NEW', 'ARCHER, RICKY', and 'ARCHER, SAM'. Each row has 'Add With Edit' and 'Quick Add' buttons.

- That will display the archer detail page. On this page, you will need to either enter or update the archer's information. And select "Save". The "Display name in results and rankings" should remain checked if you want the archers name to be displayed in the tournament results. **If you uncheck this box, the archers name will NOT be displayed in the online results.**

The screenshot shows the 'Add New Participant From History' page on the NASP Tournaments website. The page is for the '2013 Demo Tournament' and 'HIGH Team #1'. It has input fields for 'First Name' (containing 'TEST') and 'Last Name' (containing 'TEST'). Below these are dropdown menus for 'Gender' (set to 'Boy') and 'Grade' (set to '10'). There's also a 'Shirt Size' dropdown set to 'Adult X-Large'. A checkbox labeled 'Display name in results and rankings' is checked. Below this checkbox is a text box with a warning: 'Submitting this information with a check in this box allows this archer's name to be displayed publicly on this web site with their tournament score and rankings. For archers 13 years old or less, submitting this information with a check in this box is an acknowledgment that you as the coach have permission from a parent or legal guardian to display the archer's name publicly with their tournament results.' At the bottom, there are 'Cancel' and 'Save' buttons. Two red arrows point to the 'Display name in results and rankings' checkbox and the 'Save' button.

- When the archer is added, you will be returned to the add archer page. Continue this process to add all archers for your group.

17. If you have a registration payment balance due, you will need to click the Payment /Invoices button and select one of the available payment options.

The screenshot shows the NASP Tournaments website interface. The top navigation bar includes links for Home, Tournaments, Archer, School, Software, Help, and democoach. The main header displays 'Demo Tournament' and 'FRANKFORT TEST SCHOOL'. Below the header, there is a table for 'TEAM GROUP' and 'QUALIFY AS TEAM # MALE # FEMALE # ARCHERS'. A sidebar on the left contains several buttons: Analyze Registration, Group Configuration, Virtual Shoot Dates, Score Verification Method, Coach Info, Principal Contact Info, View Roster, Edit Roster, Enter Scores, Payments / Invoices (highlighted with a red arrow), Results, and Select Different School. The main content area shows the 'Payments / Invoices Screen' with a table of financial data and a notice.

TEAM GROUP	QUALIFY AS TEAM #	MALE #	FEMALE #	ARCHERS
MIDDLE Team #1	NO	0	0	0

Number Archers Registered: 0

Payments / Invoices Screen	
Total Donation	\$0.00
Total Registration	\$0.00
Total For Group	\$0.00
Mail-In Invoices Pending	\$0.00
Invoices Due On-Site	\$0.00
Completed Payments	\$0.00
Amount Outstanding/Open	\$0.00

Notice: There is no amount outstanding for this tournament roster. If an invoice payment has been created, it will not be considered completed until received.

18. Once you are ready to enter scores return the web site, go to this tournament, and click enter scores. You can get to the enter scores screen from the registration menu.

The screenshot shows the NASP Tournaments website interface for the 'Demo Tournament' page. The top navigation bar includes links for Home, Tournaments, Archer, School, Software, Help, and democoach. The main header displays 'Demo Tournament'. Below the header, there is a section for 'Registration & Scoring' with buttons for Registration, Enter Scores (highlighted with a red arrow), Tournament Info, and Participating Schools. A message states 'Results will be posted here when available.' Below this, there is a logo for the '2016 NASP WORLD ARCHERY TOURNAMENT' and a box indicating 'Tournament Starts: 11/4/2016' and 'Scores Due: 1/18/2017 5:00:00 PM'. At the bottom, there is a section for 'Important Dates' with registration and tournament start information.

Registration Period: 11/3/2016 6:00:00 PM-1/18/2017 5:00:00 PM
Tournament Starts: 11/4/2016

Enter Scores

19. On the Enter Scores screen click Edit Scores.

Browser: NASP Tournaments - Virt...
URL: nasptournaments.org/scoring/scoringbulkst.aspx?geid=46436

nasptournaments.org

Home Tournaments Archer School Donate Software Help democoach

Demo Tournament **FRANKFORT TEST SCHOOL** [Change](#)

[View Roster](#) [Go To Registration](#)

Enter Scores
Note: The team grouping applies only to team scoring. Each archer will be considered for individual awards based on their grade level.

MIDDLE DIVISION - MIDDLE Team #1

Important: Archers with scores of 0 will not count toward team qualification minimums in the final results. If you have an archer who participated, but scored a 0, you should enter 1 for their score.

[Edit Scores](#)

LAST_NAME	FIRST_NAME	SCORE	# TENS	TEAM
ARCHER	RICKY			MIDDLE DIVISION MIDDLE Team #1
ARCHER	SAM			MIDDLE DIVISION MIDDLE Team #1
ARCHER	TIMMY			MIDDLE DIVISION MIDDLE Team #1

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20. You must enter the score and number of tens (ten rings) for each archer.

Browser: NASP Tournaments - Virt...
URL: nasptournaments.org/scoring/scoringbulkst.aspx?geid=46436

nasptournaments.org

Home Tournaments Archer School Donate Software Help democoach

Demo Tournament **FRANKFORT TEST SCHOOL** [Change](#)

[View Roster](#) [Go To Registration](#)

Enter Scores
Note: The team grouping applies only to team scoring. Each archer will be considered for individual awards based on their grade level.

MIDDLE DIVISION - MIDDLE Team #1

Important: Archers with scores of 0 will not count toward team qualification minimums in the final results. If you have an archer who participated, but scored a 0, you should enter 1 for their score.

[Cancel](#) [Save Scores](#)

LAST NAME	FIRST NAME	SCORE	# TENS	TEAM GROUP
ARCHER	RICKY	Score: <input type="text"/>	# Tens: <input type="text"/>	MIDDLE DIVISION MIDDLE Team #1
ARCHER	SAM	<input type="text"/>	<input type="text"/>	MIDDLE DIVISION MIDDLE Team #1
ARCHER	TIMMY	Score: <input type="text"/>	<input type="text"/>	MIDDLE DIVISION MIDDLE Team #1

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21. Once all scores have been entered click the Save Scores Button.

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Home Tournaments Archer School Donate Software Help democoach

Demo Tournament **FRANKFORT TEST SCHOOL** [Change](#)

[View Roster](#) [Go To Registration](#)

Enter Scores

Note: The team grouping applies only to team scoring. Each archer will be considered for individual awards based on their grade level.

MIDDLE DIVISION - MIDDLE Team #1

Important: Archers with scores of 0 will not count toward team qualification minimums in the final results. If you have an archer who participated, but scored a 0, you should enter 1 for their score.

[Cancel](#) [Save Scores](#)

LAST NAME	FIRST NAME	SCORE	# TENS	TEAM GROUP
ARCHER	RICKY	Score: 250	# Tens: 5	MIDDLE DIVISION MIDDLE Team #1
ARCHER	SAM	Score: 225	# Tens: 3	MIDDLE DIVISION MIDDLE Team #1
ARCHER	TIMMY	Score: 270	# Tens: 10	MIDDLE DIVISION MIDDLE Team #1

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22. If you receive an error message you must correct the problem and click the Save Scores button again, otherwise none of the scores will be entered.
23. Once scores have been entered you can enter scores for other team groupings you may have, otherwise you have completed the virtual tournament process.
24. It is a good idea to click the View Roster button and verify your scores before the tournament period ends.

nasptournaments.org

Home Tournaments Archer School Donate Software Help clips

2013 Demo Tournament **FRANKFORT TEST SCHOOL** [Change](#)

[Administrator](#)

Number Archers Registered: 1

Analyze Registration
Group Configuration
Virtual Shoot Dates
Score Verification Method
Coach Info
View Roster
Edit Roster
Enter Scores
Donations
Payments / Invoices
Results

Tournament Participant Roster

[Edit Roster](#) [Print Roster](#)

*HIGH Team #1 (Click Row Headings to Sort)

NAME	GENDER	GRADE	TEAM DIVISION	TEAM GROUP	SCORE	# TENS
DOE, JON	M	6	HIGH	HIGH Team #1	295	10

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