



USA Archery Virtual Tournament Set Up Guide

USA Archery and [ArcheryEvents.com](https://www.ArcheryEvents.com)

USA Archery has partnered with [ArcheryEvents.com](https://www.ArcheryEvents.com) to turn our “mail-in” tournaments into virtual tournaments. Archer scores from all around the country are automatically pulled from each participating event and displayed a day or two after tournament close.

We encourage you to set up your event website and let your archers (or their parents) register themselves for your local shoot. Then all you have to do is enter scores and you are on your way!

When you register your organization (club, school, etc) on [ArcheryEvents.com](https://www.ArcheryEvents.com), your organization will be able to:

- Participate in USA Archery Virtual Tournaments
- Create and manage your FREE club website
- Publish event websites, manage registration and scoring for ALL of your events no matter the size.
- Special discount (no ArcheryEvents charge) for any shoots where registration is \$10 or under

Participation in USA Archery Virtual Tournaments is easy with [ArcheryEvents.com](https://www.archeryevents.com)

- 1 Create your participating event website online
- 2 Invite your archers to register
- 3 Enter scores and teams
- 4 Submit payment

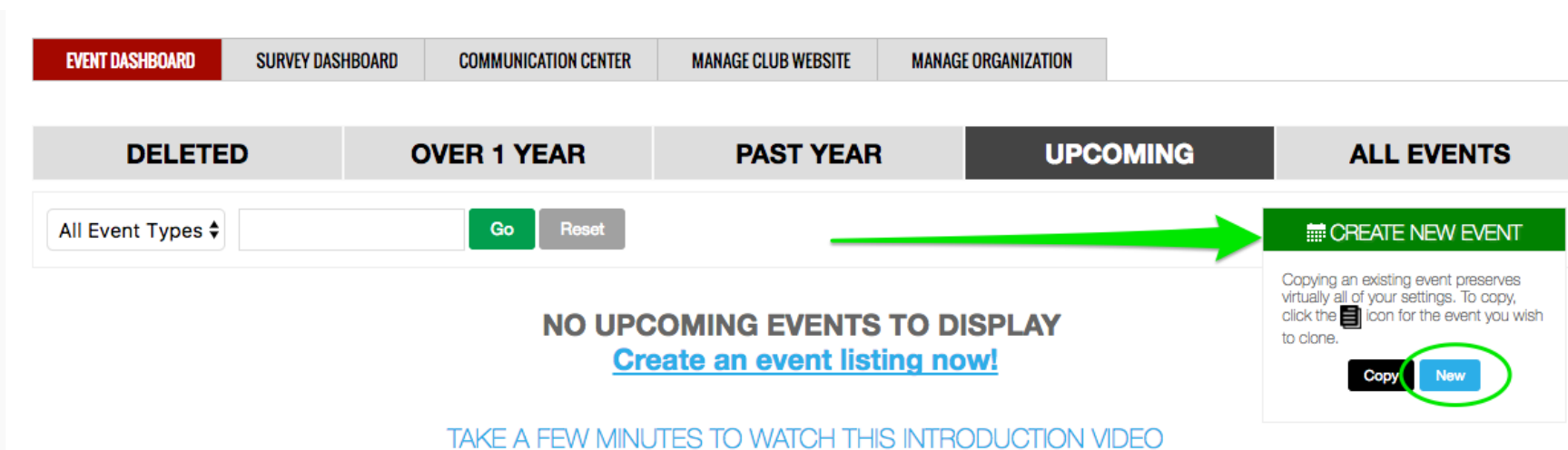
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Create your participating event website online

1. Go to archeryevents.com. If your club or school already has an account on archeryevents.com, simply sign in. If your club or school doesn't have an account on archeryevents.com, click "POST EVENT FREE". You will be guided through the account setup process. On step 3 of your account setup, choose "Create Event"

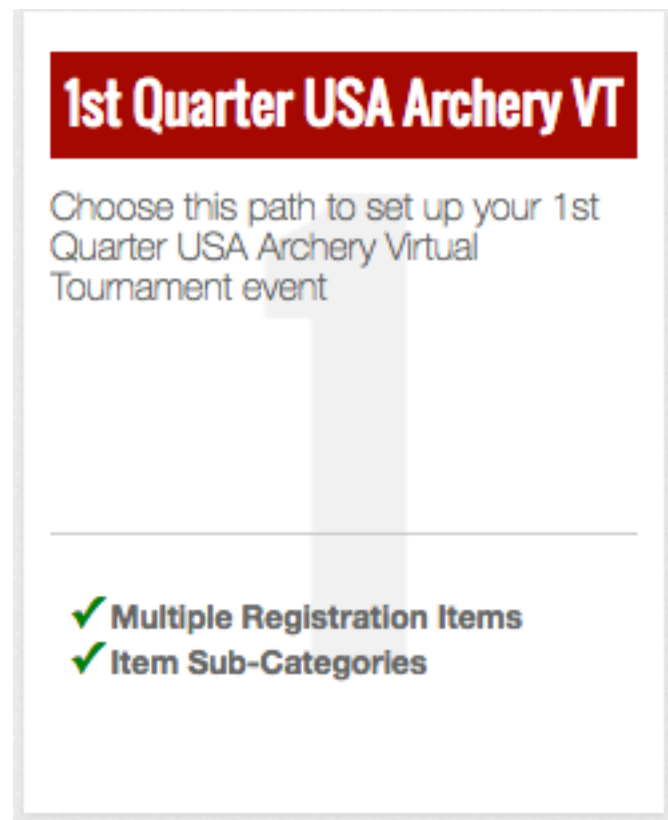


2. From your EVENT DASHBOARD, click "CREATE NEW EVENT" and select New. ALWAYS *create a new event* (versus copying an old event) *for the Virtual Tournament* so you always have the latest and greatest template.



Create your participating event website online

3. From your TEMPLATE CHOOSER, pick the current quarter USA Archery VT template. You'll be prompted to JOIN A SERIES. Pick the USA Archery [current quarter] Virtual Tournament



1 2 3 4 5 6

JOIN A SERIES

After you select a series to join, the system will automatically set up your registration classes and scoring parameters so they match those of the series host. You are free to add additional registration classes and items to sell to your event listing.

✓ **CHOOSE A SERIES**

USA Archery First Quarter Virtual Indoor Tournament (01.15.17 - 04.05.17)

CANCEL

Event or Series
Member of Series
Who Can Register?* ☒ Open ☐ Private or Invitational
Event Title* NEW EVENT BASED ON: USA Archery VT
Custom host name? USA Archery
Primary Event Type* Indoor
Start Date & Time* 04-MAY-2017 08:00 AM
End Date & Time* 18-JUL-2017 06:00 PM
Overall Archer Limit? No Limit (including guests)

Enter the name of your local shoot

Tip: Under “Event Title”, enter the name of your local shoot

Create your participating event website online

4. You will be guided to fill in the necessary information on each step. Click “NEXT>” to proceed to the next step.

TIPS:

On **Step 3**, it will ask for the location (venue) of your local shoot. Either pick from your organizations venues or click “I DON’T SEE MY VENUE HERE - Map It Now

On **Step 6**, you can set the online registration dates and times you would like your archers to be able to register online

The available divisions for the tournament are already set. **DO NOT ADD ADDITIONAL DIVISIONS AS THEY WILL NOT BE LINKED TO THE USA ARCHERY VIRTUAL TOURNAMENT!**

YOU can set a price for what YOU will charge archers to participate your local shoot by clicking on the DIVISION and filling in the “Base price of this item”

Click FINISH > when you are done with Step 6

To allow online registration, you must set registration open and close dates and switch on the registration types you desire.

REGISTRATION TIMES

Online Registration Opens:	04-APR-2017	12:00 AM
Online Registration Closes:	16-JUL-2017	11:45 PM

To set up post-registration modification or additional registration methods (e.g. third-party registration, minor registration, etc.), go to the REGISTRANTS section and choose REGISTRATION METHODS from the righthand menu. [Go now](#)

REGISTRATION ITEMS

(click an item to change options)

ARCHER REGISTRATION

Recurve	▼
Barebow	▼
Basic Compound	▼
Compound	▲

Title of this item

Compound

Limit of this item **for the event** (0 means no limit)

0

Quantity limit of this item **per customer**

1 - (attend/not attend)

Base price of this item

0.00

Create your participating event website online

5. Click “TWEAK” to enter your EVENT BUILDER to fine tune your event website. You are welcome to (encouraged) explore all of the features that go along with your event website, but below we will cover the most common:

Turn on registration

- Allow your archers to sign themselves up for your shoot
- This will also allow parents to sign up their children

In the EVENT BUILDER, click on Registration Settings

Flip the “Activate Registration” switch to “ON” under Archer

Choose your payment methods (online, at the event, etc)

EVENTBUILDER NEW EVENT BASED ON: USA ARCHERY VT

Click "REGISTRATION SETTINGS"

To allow online registration, you must set registration open and close dates and switch on the registration types you desire.

REGISTRATION TIMES

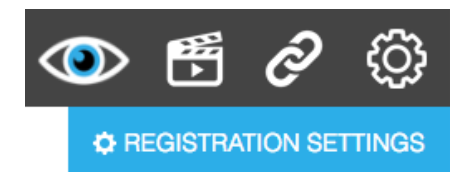
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REGISTRATION ACTIVATION & PAYMENT METHODS

SETTING	ARCHER	EXHIBITOR	TICKET
Test Registration	Test	Test	Test
Activate Registration	ON	OFF	OFF
Pay Online Enabled Gateway: STRIPE	OFF	OFF	Online Only
Add Processing Fee (to all registrations with an amount due)	% 0.00 % OR \$ 0.00	% 0.00 % OR \$ 0.00	% 0.00 % OR \$ 0.00
Pay at the Event (If you use Stripe or AuthNet, attendees can pay online after registration also through their MY EVENTS area)	X		*

Publish your event

- Click the eyeball atop the builder (just above registration settings). This will allow you to preview and test your registration if you like
- Click “PUBLISH NOW” on the ACTION MENU atop the page. This will make your event searchable



2 Invite your archers to register

After making your event live, simply copy the event page URL and send to your club members, post it through your social media outlets (look under “SHARE” on your event website). Your event will automatically be displayed and searchable on archeryevents.com as well as on your ArcheryEvents club website.



Click on the link icon in the EVENT BUILDER or EVENT DASHBOARD to get the links for your event website

If you need to register your archers manually:

- Go to your EVENT DASHBOARD
- Click on the name of your event and click the plus sign (+) next to REGISTERED ARCHERS
- For archers with email addresses, select “Under this person’s new or existing account”
- For archers without email addresses (minors, etc), select “Under another user’s account”. For the “Master Account Email”, it is best to use the parent’s email address. You could use your own as well.



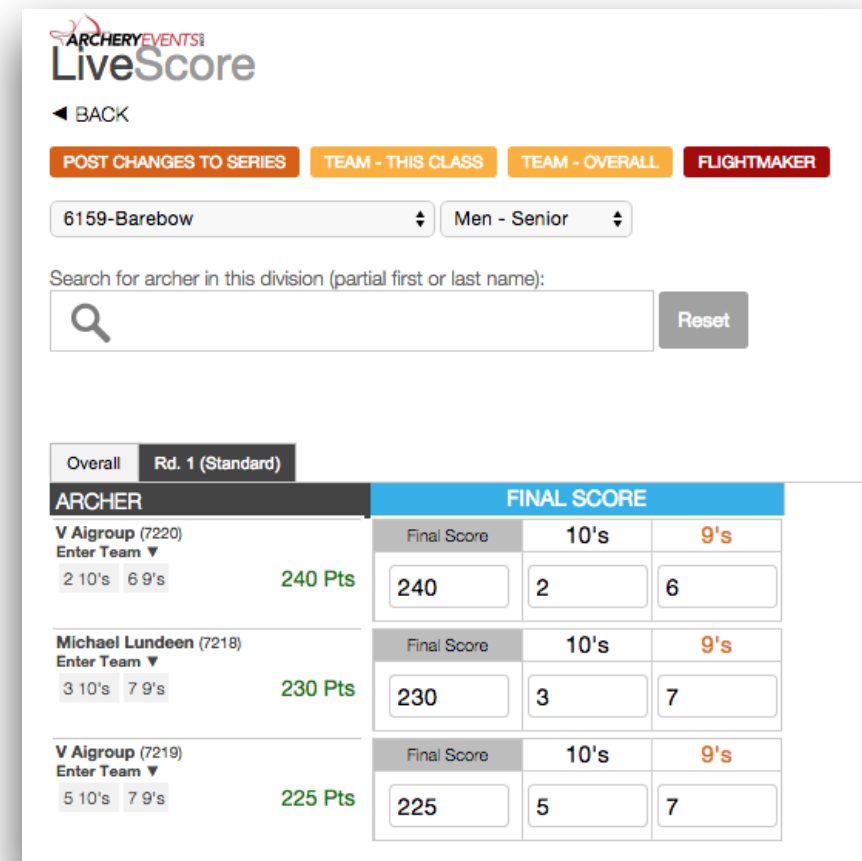
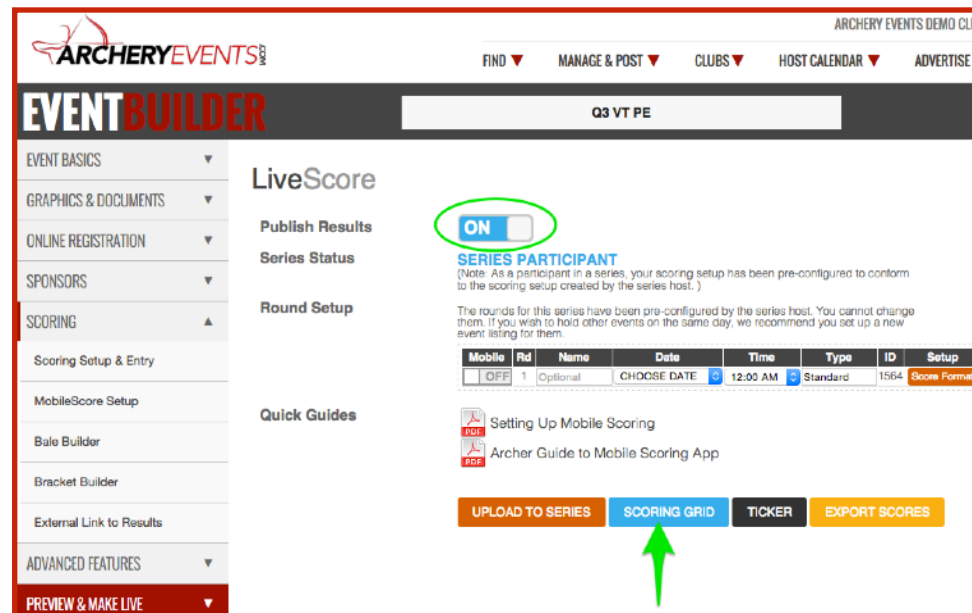
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Enter Scores and Teams

Publishing your archers' scores and submitting scores to USA Archery is a snap with [ArcheryEvents.com](https://www.archeryevents.com). Go to [archeryevents.com](https://www.archeryevents.com), and go to your Event Dashboard. Click on the name of your event and click on "SCORE".

Click on SCORING GRID.

Select the bow type and division from the dropdown and select the Round 1 (Rd. 1) tab. Enter your final scores and click "POST CHANGES TO SERIES". Your changes are saved automatically as you click through.



- TO CREATE TEAMS**, under the Round on the scoring grid, click "Enter Team" under the archer.
- For *each team of three you are entering*, use a unique team name (do not enter your club name for each).
 - Each team member must have the same team name

(example: each archer has team name "Hot Shots" ... your second team is named "Hot Shots II" etc)

4

Submit Payment

5994

JOAD USA Archery VT

PASSED
01-15-17
03-31-17

Views	Atd	Gst	Tot	Tix
21	21	0	21	0

CHECK-IN
REPORTS & PRINTOUTS
CHARTS
SCORING
REGISTERED ATTENDEES
+
TICKETS
SPACE MAPS

Currency Shown: **US Dollar \$**

The total you currently owe for your participation in the series USA Archery First Quarter Virtual Indoor Tournament is **\$210.00** . At the **close** of your registration, please remit this amount to the series host


PAY SERIES FEES NOW

After all of your archers are registered and your event is complete, you will be asked to submit your payment to USA Archery for your scores to be published.

In your Event Dashboard, click on the name of your event and click “REGISTERED ATTENDEES”.

The amount due to USA Archery will be displayed above your archer roster. Click on “PAY SERIES FEES NOW” and submit your payment.

Questions?

For help with the website, click on  on the lower right of your event builder or event dashboard

For questions about the USA Archery Virtual Tournament,
email Brad Fiala bfiala@usarchery.org