



State Archery Tournament Entry Process

The process to apply for the Kentucky Archery State tournament is as follows.

Registration for the tournaments takes place online at nasptournaments.org. Pre-registration (signing up your team and adding your archers) take place from 2/17/13 until 3/4/13. Flight selection takes place at 8:00 AM ET on 3/4/13. Registration closes at 5:00 PM ET on 3/6/13. Registration is reserved for trained Basic Archer Instructors (BAI) only. For qualifying rules, please refer to the NASP State tournament official rules.

We offer staggered flight selection for the State tournament. The details are:

- **Early Flight Selection: Monday, March 4th 8:00 AM** - reserved for:
 1. TEAMS that finished 1st place in their regional tournament or
 2. High School teams that scored 3200 and above in the regional tournament or
 3. Middle School teams that scored 3100 and above in the regional tournament or
 4. Elementary School teams that scored 3000 and above in the regional tournament. .
- **Open Flight Selection: Wednesday, March 5th 8:00 AM** - reserved for:
 1. Individual archers (archers not participating as part of a team and who finished in the top 5 in the regional tournament) or
 2. High School teams that scored 3000 and above in the regional tournament or
 3. Middle School teams that scored 2900 and above in the regional tournament or
 4. Elementary School Teams that score 2800 and above in the regional tournament
- **Individual Flight Selection: March 6th 8:00 AM** - If needed, a special flight will be added for Individual archers (archers not participating as part of a team). The flight time for this flight will be 3:00 PM EST on Monday, March 18th. This flight is only for individual archers not competing as part of a team. If all flights have filled and you still need flight positions for Individual archers (archers not participating as part of a team and who finished in the top 5 in the regional tournament) please contact patrick.oconnell@ky.gov so flight positions can be added in this flight.
- **Registration closes at 5:00 PM EST on March 6th.**

When all flights have filled, registration will be closed. We do not guarantee that all qualifying teams will be allowed to participate. We make every effort to have enough room for all archers who qualify to compete. However if all flight positions fill before all teams are registered, unregistered teams (teams with no flight assignments) will not be allowed to compete.

Preregistration – 2/17/13 - 3/4/13

1. Log In – the log in button is located in the top right corner of the screen. If you have never logged in before, you can create an account by selecting the "Get a Username" link. You will need your BAI # and Last Name or you First Name, Last Name and Postal Code to create a login. If you have difficulty, contact your regional coordinator. They have a list of all current BAIs.
2. Select the "School Associations" link (on the yellow bar)
3. Verify that your school is associated with you.
 - a. If not, select the "Search for a School" button.
 - b. Enter part of the school name and press "Search"
 - i. If you find your school, select the "Associate This School" button
 - ii. If it not there, select the "Add School to Database" button

- a. You only need to add one record for your school. You do not need a record for each team.
 - b. Enter the information for your school as accurately as possible
 - c. Press the "Save" button
4. Select the "Tournaments" link (on the yellow bar)
5. All tournaments for the current year are listed. Find the tournament named "2013 Ky State Tournament".
6. This is the tournament details screen. On this screen, you can find the tournament dates, location (including Google maps link), fees and tournament comments.
7. Select the gray "Registration" button.
8. Select your school from the school dropdown on the top right of the screen.
9. Select the "Begin Tournament Registration" button
10. Select the "Add a Team/Individual Division" button in the lower center of the screen
11. Check the division(s) that you are entering and select "Submit"
 - a. Only use the Individual Archers option if you will be entering a group of archers that will not qualify as a team.
 - b. A team consists of 16 to 24 archers and you must have at least 5 of each gender.
 - c. Please refer to the official rules for allowable team configurations.
 - d. A school can field multiple teams and alternates can shoot as individuals (as space permits)
12. Select the "Coach Info" link of the left side of the screen
13. Select the "Add a Coach" button
14. Enter the information for at least one coach and select "Save"
15. Select the "Return to Roster" button
16. Select the red "Edit Roster" button
17. Select the blue "Add Participant" button
18. A list of all Archers you entered in the past is listed.
 - a. You can select on from the list or...
 - b. select the "Enter New Participant Info" button
 - c. Enter the First and Last name of the archer and select "Continue"
 - d. The system searches for the name and a list of matches is returned. You can select from this list or...
 - e. Enter the gender, Grade and shirt size (no shirts are given for this tournament)
 - f. If you DO NOT want the archers name displayed in the online results at the conclusion of this tournament, you can uncheck the "Display Name". If you UNCHECK the box, the students name will NOT be listed in the online results.
 - g. Select "Save"
19. Repeat Step 18 until all archers are added or a limit of 24 archers is reached.
 - a. If you reach your limit of 24 archers, you can select the "Team/Individual Configuration" button on the left and add another team (or Individuals)
20. When all archers are entered, select the "Payments / Invoices" link on the left
 - a. Select the "Create Payment for Balance" button
 - b. Select the "Continue" button
 - c. Check the payment agreement box and
 - d. Select "Continue" button
 - e. Print the invoice for you records and check approval
 - f. All payments MUST be paid at the tournament and all checks should be made to NASP
21. Pre-registration is complete

Registration 2/4/13 – 2/6/13

1. All registration MUST be complete by 5:00 PM ET on 2/6/13
2. Flight selection is first come first served.
3. Log In – the log in button is located in the top right corner of the screen.
4. Select the "Tournaments" link (on the yellow bar)
5. Find and Select the tournament named "2013 Ky State Tournament".
6. Select the gray "Registration" button
7. Select your School from the school dropdown
8. Select the red "Select Flight Positions" button
9. Select the "change Flight Selection For Team" button
10. A list of all shooting times (flights) is listed. The available column tells you how many spots are still available in each flight. Keep in mind that others are also selecting flights so the available amount can change while you are selecting and may not be available when you select save.
11. Decide which flight(s) you want and enter and enter the number of archers you want in each flight in the "Change to" column. Your total number of archers must equal the total number you have on the roster for the team you are working with.
12. Select the "Save Flight Selections" button
13. If it worked, you will see a list of your flights and how many archers in each flight
14. If you received an error message, you will need to correct and resubmit.
15. If you assigned archers to multiple flights, you still need to assign each archer to a flight time
 - a. Select the red "Assign Flights to Archers" button.
 - b. For each archer listed at the bottom of the screen, you need to select the flight dropdown and pick the flight time for the archer.
 - c. When all archers have been assigned to a flight, select the "Save Assignments" button
16. Registration is now complete