KHSAA Post Season Tournament Information for Administrators

Setting up the online listing. (for Tournament Administrators)

1. You will need to set up 2 regional tournaments for your region on nasptournaments.org.
   a. 2021 KHSAA Region ## Boys Tournament
   b. 2021 KHSAA Region ## Girls Tournament
2. The events must be listed as Local events.
3. You must limit registration to one team per division.
4. Team size should be restricted to 7 - 12 archers.
5. You can only list a high school division (no elementary, middle or individual)
6. You will need to determine your flight schedule since you will be conducting 2 events at the same time. The recommendation would be to alternate flight times (girls flight then boys flight). Or to conduct all flights for one gender then conduct all lights for the other.

Setting up the nasp pro parameters. (for Tournament Administrators)

1. After you import your participant file (nasparchers.csv) into the nasp pro software, go to Set Tournament Parameters and set the parameters as specified below. (for both events). (you will have 2 copies of the nasp pro program, one for boys and one for girls).

Parm_Name	Parm_Value	Parm_Description
MaxTeamSize	12	Maximum number of shooters allowed on a team
MinTeamSize	1	Minimum number of shooters allowed on a team
MinSizeQualify	7	Minimum number of shooters needed to qualify as an official team
MinMales	0	Minimum number of male shooters needed to qualify as an official team
MinFemales	0	Minimum number of female shooters needed to qualify as an official team
TotForScore	7	Total number of shooters used for the Team Score
MinForScoreMale	0	Minimum number of male scores used for the Team Score
MinForScoreFemale	0	Minimum number of female scores used for the Team Score
MinGrade	7	Minimum School Grade allowed to Shoot - valid values are 1 through 12
MaxGrade	12	Maximum School Grade allowed to Shoot - valid values are 1 through 12

Managing Registration. (for Tournament Administrators)

1. You will need to monitor registration for each event.
   a. Registration for the girls tournament is limited to female archers.

b. Registration for the boys tournament is limited to male archers. Female archers may be added to the boys team if there are not enough females archers for the school to allow a girls team to compete.
c. If the school registers a girls team for regionals, additional female archers may be added to the boys regional team.

Tournament day Management. (for Tournament Administrators)

1. Be aware that you have 2 events going at the same time. If possible run each tournament on a separate computer. If that is not possible, make sure the events are separated in different folders.
2. Substitutions are allowed on site. Any archer whose name is on the official postseason online roster for the school may be substituted on a team prior to the time of the first flight for the regional tournament.
3. You can use the Team Standings by division to determine the winning teams for the events.
4. You can use the Individual Standings Overall from the boys tournament to determine the boys individual winners.
5. You can use the Individual Standings Overall from the girls tournament to determine the girls individual winners if there are no girls participating in the boys tournament.
6. If there are girls participating in the boys tournament, you will need to need to print the Individual Standings Overall report for females for both tournaments and manually determine the girls winners.