

Lewis & Clark County 4-H 2020 Shooting Sports Invitational Registration Instructions

- Group registering
 - Create login as a coach
 - In left menu column, click on "Tournament"
 - Click on "Find a Tournament" and select the appropriate tournament
 - Click on "Register Group"
 - If no archers are in your management page, click on "[visit your manage page to add some archers](#)"
 - Click on "Add Archer" (towards the top and left) and input First and Last name in box
 - Click "Add Archer" in pop-up box
 - Enter email address
 - You may select to add another archer or go to next step if no more archers need to be registered
 - Go to "Tournaments" in left menu column, find appropriate tournament and click register
 - Or use provided link
 - Choose "Register Group" in left menu bar, check box all shooters you are registering
 - Enter email addresses (or your email, it is ok to have one email address on all your shooters)
 - Enter appropriate class and divisions (class and divisions are drop down menus)
 - Select appropriate line time
 - Once those 4 fields are filled out you can click on register, it will confirm all complete registrations or kick up error in overlooked or incorrect field (it will highlight those in red)
- To change "Bale Assignments"
 - Bale assignments can be changed after that shooter's registration is completed
 - Select assignments in the left menu column
 - Find tournament, click on "Assignments" in left menu column (BowScore will automatically assign shooters to the first available bale that fits assigned criteria)
 - To change you must click on the "-" behind the shooter you wish to move
 - Then click on drop down arrow on desired bale in the desired line time
 - It will show the shooter as unassigned, click on their name and it will put them on that bale
- To enter a shooter in 2 different classes
 - Click on "My Registration" in left menu column. Details of that shooter are shown
 - Near the right menu (towards the top) you must select "Register Again"
 - Select "Continue", then go to "Assignments" and look for your shooter with the (2) behind it
 - Confirm in "Assignments" that the shooter is in the correct line time and assigned to a bale
 - You may move that shooter by following the above step