

NASP_Pro Tournament Instructions

Updated 2/4/13 - NASP Tournament Step by Step

It is HIGHLY recommended that you read and follow these instructions. Also, print these instructions and have them available at your tournament site for reference.

Step by Step for the tournament process.....

Several weeks prior to your intended tournament

- Several weeks prior to your intended tournament date, you should send an email to support@nasptournaments.org
- The support staff will send you a form to fill out
- Fill out the form and return it as quickly as possible.

About a week prior to you the start of your registration

- About a week prior to you the start of your registration, you should send an email to anyone you would like to invite to your tournament
- During the registration period, monitor your tournament (see who signs up) and send reminders to coaches who have not yet registered.
- If you notice any incorrect information (wrong teams enter your tournament...), report that information to o support@nasptournaments.org

When the registration period closes

- A few days prior to your tournament, the registration period will close.
- As soon as your registration for your tournament closes, you should...
 - a. log on to nasptournaments.org web site
 - b. select the "Tournaments" link
 - c. find your tournament in the listing
 - d. select the "Administer Tournament" button
 - e. select the "Participant Download" button
 - f. select the "Download" button (if an error message appears, you will need to correct the issues before you can download. The typical errors are if archers have not been assigned to a flight or flight spot. You will need to either place the archer in a flight or remove the archer.
 - g. when the save dialog box opens, select "Save As"
 - h. save the file as NASPArchers.csv and save it to a location where you can find it again later.
- Open the NASPOnline database on your desktop. Select the "Pre-Tournament Setup" button.
- Select the "Select file" button and find and select the NASPArchehrs.csv file you saved in step "h" above.
- Select the "Import tournament data" when it asks "Are you sure you want to import new shooter information?", select "Yes". You should get a popup that says "All Shooters were successfully assigned to a lane". Select "Ok" than click the "X" in the top, right corner of the Pre-Tournament Setup screen. This will return you to the main menu.
- Next, select the "Set Tournament Parameters" button. Set the parameters for your tournament. Please note that these parameters should match the parameters used for the online registration phase of your tournament. If you are running an individual only tournament, you can set the "MaxReamSize" parameter to 999. Once the parameters are set, you can close the "Set Tournament Parameters" form by selecting the "X" in the top right corner of the "Set the tournament parameters" form. This only needs to be done one time for the entire tournament.
- When you have completed the target assignment process, you can select the "Reports" button and print name tags and rosters. The name tags can be placed on the archer's shirt and/or on the scorecard. If placed on the scorecard, it MUST be placed in the signature area of the scorecard. It must not be placed

in any of the “bubble” areas. The name tags are designed for Avery 8160 labels (3 wide by 10 down – 30 labels per sheet label size 1” x 2 5/8”).

Tournament Day

- On tournament day, the database is used for updating/changing archer information and processing scorecards and printing reports.
- First, we will discuss adding a new shooter and/or changing a shooter’s information. Please select the “Update Shooter Info/Add a Shooter” button. If you need to correct a shooter’s information or replace one shooter with another shooter, simply enter the shooter number for the shooter you want to change in the “Shooter_No” field in the search criteria section of the form and select the “Search” button. When the record is displayed, just change the information on the form as needed and then close the form by selecting the “X” in the top right corner of the form. If you need to add a new archer to a flight (you are not replacing another archer), select the flight that you want from the “Flight” dropdown in the search criteria section of the form and select the “Find Vacant Slots” button. If there are any vacant slots in the flight selected, the bottom half of the form will display an entry form. You must make sure that all fields are filled in. Then fill out a new scorecard for the archer and close the form.
- Now, we will discuss how to process the scorecards. On the day of the tournament, you need to create a folder named “ScoreCards” somewhere on your computer in a location you can remember and find easily. This only needs to be done one time for the entire tournament. After the cards for each flight are scanned, they should be exported and saved in this folder. Only the exported scorecard files should be saved in this folder. They should all have a .csv file extension. After the file is exported from each flight, you should select the “Process ScoreCards” button in the database. Then verify that the “Score Card Folder” is named correctly and matches where you have saved the scorecards. Then, select the “Process Scores” button. If any error messages are displayed, the errors need to be corrected and “Process Scores” button selected again. After all errors are corrected and the files are processed successfully, you can close the form by selecting the “X” in the top right corner of the form. Then select the “Reports” button and run the reports on the right side of the form as needed.

After the tournament

- Select the “export results” button. Verify that the export location for the files is correct and select the “export results” button. Then email the exported files to support@nasptournaments.org.

Step by step instructions for each flight on tournament day....

Tournament day scanner instructions. (this is for scanning on tournament day, after the scanner has been successfully connected to the laptop)

During each flight, have someone count the number of archers shooting in the flight.

At the conclusion of the flight. (with the scanner and laptop connected)

- 1 collect the scorecards
- 2 count the scorecards (if the count does not match the expected number, find the missing card(s))
- 3 “launch” datalink (start, programs, Apperson education products, nasp, nasp)
- 4 make sure the scanner is connected (green dot in lower left corner, message “scanner connected”)
- 5 the scanner display should say “data collection mode”
- 6 scan your first card, the laptop should now display ID number (shooter number), total score, ten count and Q1,Q2..... (each arrow score)
- 7 if the laptop does not display this information, close datalink (do not save anything) and start over in step 3
- 8 scan all of the cards (correct any card errors and write on the back of the card what was done to correct the problem... ex blank row 4,3 bubbled zero or double bubble, 3,2 erased 10)

- 9 after the cards are scanned, make sure the processed count on the scanner display and the row count on the laptop match the total number of cards expected (from step 2)
- 10 if the numbers do not match and if the problem cannot be found/corrected, close datalink, do not save anything and start over in step 3
- 11 if everything is okay, click export.
- 12 save the file in your scorecard folder and name it based on the flight number (ex. Flight1.csv) then click save, click ok
- 13 Select "reset scanner" then select reset scanner. **close datalink**
- 14 open the MS access database (NASP_Pro.accdb).
- 15 Select the "Process ScoreCards" button.
- 16 Verify that the "Score Card Folder" is named correctly and matches where you have saved the scorecards.
- 17 Select the "Process Scores" button
- 18 If any error messages are displayed, the errors need to be corrected and "Process Scores" button selected again (step 17)
- 18 if no errors are displayed, close the form "Process Scores" by selecting the "X" in the top right corner of the form
- 19 Then select the "Reports" button and run the reports on the right side of the form. Print any reports you want
- 20 close the access database.
- 21 sort the cards by team (if possible).
- 22 let the coaches review the reports, make sure they got scores for all archers they had compete (if not, they may have a misbubbled card or lost card, find and correct) Let the coaches review the cards if they want but do not release the cards. (you may need them if an issue arises later)
- 23 When coaches approve the results, you can post results for the public if you wish.

This process needs to be followed for each flight. It is very important to make sure you reset and close datalink after each export (it "resets datalink and will prevent cards from appearing in the database multiple times. Make sure you put the ink cartridge in the scanner. That will allow the scanner to print the shooter number on the card and it can be verified for accuracy.