Archery OSA

Archery OSA is a free event management & online scoring system developed in New Zealand. Archery OSA allows anyone to create, manage and join an unlimited number of archery events. This guide should help event organisers get familiar with the Event Management administration console required to control their events.

In order to be an event organiser, you must first have an account with ArcheryOSA. If you do not, simply sign up at www.archeryosa.com/register

Once registered, email info@archeryosa.com requesting access to become an event organiser. Once confirmed, you will be able to manage those events you have created or been given organiser access to.

Archery OSA Terms

Events: Archery OSA defines an event as an organised archery occasion where archers are able to register their interest in participating. An event must have 1 or more Competitions in order to be eligible for public registration.

Competitions: A competition is a scored shoot that occurs during an event. Each Competition can include multiple Rounds and Divisions. Event days may have one or more Competitions .

Rounds: A round is a collection 1 or more distances, with a set number of arrows and maximum score. For example, a WA 1440 90m round consists of 4 distances (90, 70, 50, 30m) with a maximum score of 1440 points.

Divisions: A division is a class which can be separated by bow-type or age and is used by archers when entering an event.

Creating an Event

1) Using the navigation bar (bar at the top of the webpage), navigate to
   Admin -> Manage Events

   In this section, you will see any events you are able to manage.

2) Click the `+ Add` button, this will take you to the first step in creating an event

3) A sample event has been set out below. Once the event details are completed, press the
   `Create` button to save.

4) You will see an orange banner advising to create a new competition. Click the `Add
   Competition` button to do this.

5) Events can have multiple Competitions, and in this section you are able to create one or more Competitions for your event.
   a. Start by selecting `Create New` under `Competitions`
   b. Choose the date you wish to add the Competition to
   c. Give the competition a name
   d. If the location differs to the event's one, enter the location information
   e. If the schedule differs to the event's one, enter the schedule information

6) To select which Rounds will be shot at this competition, expand the Organisation for which the rounds sit under, and simply tick the checkboxes.

7) To select which Divisions will be avaiable at this competition, expand the Organisation for which the rounds sit under, and simply tick the checkboxes.
    a. For convenience, The common Divisions for Archery New Zealand have been sorted underneath this Organisation, so to save time, simply tick the `Archery New Zealand` checkbox, and it will automatically select all below it

8) Finally, ArcheryOSA allows the Event organiser 2 ways in which scores can be entered; either by the organiser, or by the organiser AND the archers themselves.
    a. Typically only the organiser should have access to entering the archer's scores, however if allowed, the archer's will only be able to score for themselves, and any archer's associated with their profile

9) Click the `Save` Button and your competition will be saved.

10) Once your Competition is saved, you will return to the same page with a green confirmation bar.
   a. Under `Competitions`, you will see a list of competitions you have created for this event.
      i. If you want to create a new Competition, simply click `Create New` and you can follow the above process again.
      ii. If you want to modify an existing Competition, simply choose the Competition and update it. Remember to SAVE it before leaving the page.
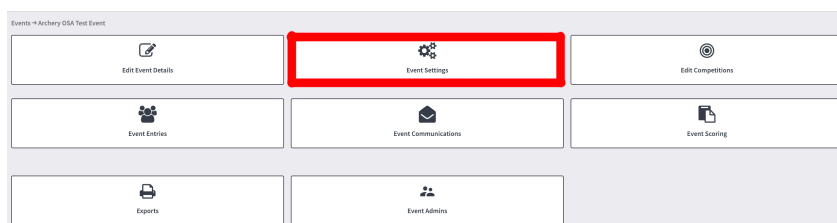

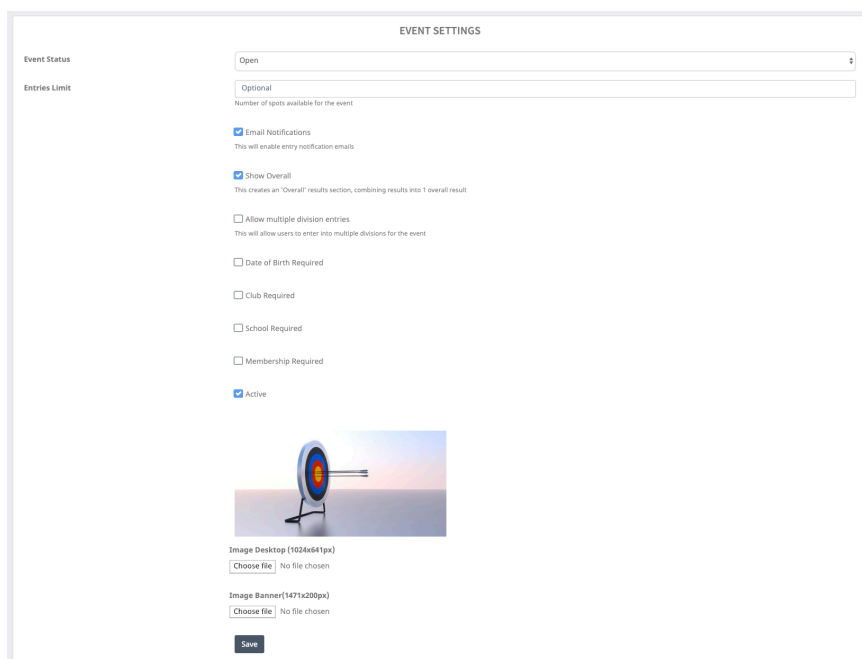11) To return to the Event's management section, simply click the Events name at the top.
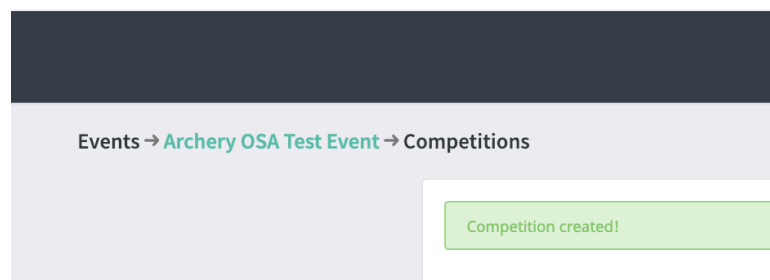
12) Finally, to complete the event we need to adjust some of the settings, click on the `Event Settings` button to finish this off.

13) Update these settings as needed, remember to press `Save` when done

   a. Event Status – By default the event is Open for entries, however you may wish to
      close it (which will show as closed under the public event details web page).
   b. Entry Limit – If you would like to put a limit on the number of entries, add this in
      here.
   c. Email Notifications – By default ArcheryOSA will email you when an archer enters
      your event. If you wish to remove this alerts, simply untick this checkbox
   d. Show Overall – Under the results section, This will combine the Event's Competitions
      and show an `Overall` results section.
   e. Allow multiple division entries – in some competitions, users might be able to shoot
      in a variety of divisions for the event. Tick this if you wish to allow them.
   f. Required fields – you can require the archer to have their DOB, Club, School or
      Membership number provided in the online entry if these boxes are ticked.
   g. Active – This will show/hide the event from the public. By default, this is turned on,
      however if you want to remove it from the website for any reason, untick it.
   h. Images – If you wish to have custom banners for your Event, upload them here. If
      the images do not match the sizing specified, they will be resized and may not look
      the same. Please try stick to these specifications

14) Your Event should now be online and ready for receiving entries!

Extras

Under the Event Management section, you will find several other buttons you can access.

Event Entries

After the event has been created, the main area you will continue to use will be the Event Entries section, which allows you to see and control who has entered your event. Clicking these checkboxes instantly updates ArcheryOSA, so no saving is required.

1) If the archer has left a note for the organiser in their entry, you will see a little note icon in their entry
2) To send the archer an email directly, click the Envelope icon in their entry.
3) It is important that you `Approve` ALL entries you wish to be part of the event, as if the archer is not approved, you will not be able to score for them.
4) You are able to mark the archer as `Paid`, which can be used for your record keeping.
5) By clicking the archer's `Confirmation Email` checkbox, you will instantly send them an email confirming they have been accepted into the Event. Make sure you have approved them first, as once the Confirmation Email checkbox has been clicked, the email is on its way to them.
6) If you need to remove them from the Event, you can do this by clicking the trashcan next to their entry.

To update or modify an archer's Event Entry, simply click on their name, update the details required, and click the `Update` button.

- To note! – If you have scored for the user and you change their Division or Competition details, their scores may be lost. Make sure that if you do this after scoring for them, you check their scores again in the Scoring Section.

To Add an entry to the event manually, click the `Add Entry` button.

- If the archer already has an account with ArcheryOSA, you can search them by typing their email address in and selecting them from the list of suggested archers.
- Otherwise, enter their details and click the `Enter` button.

Scoring

To begin scoring, click the `Scoring` button in the Event Management section.

1) You will be shown a list of Competitions you can score for, choose the one you want to score for

Events → Archery OSA Test Event → Scoring

Select competition you wish to score

Event Competition
ArcheryOSA Double 720 - Thursday

2) In this section, you are able to enter scores for the various APPROVED archers. Simply enter their results into the appropriate boxes
3) To add further details to the distance result, click the `+` button below the distance's input box.

Archery OSA Test Event → ArcheryOSA Double 720 - Thursday → Scoring

Compound   Recurve

Save Results

Men's Competition Compound

Archer	70m	70m	70m	70m	Total	10+X	X
Steve Clifton	0	0	0	0	0	0	0
	+	+	+	+			

Archery OSA Test Event → ArcheryOSA Double 720 - Thursday → Scoring

Compound   Recurve

Save Results

Men's Competition Compound

Archer	70m	70m
Steve Clifton	0	0
	+	+
	Hits	
	Hits	
	10+X	
	10	
	X	
	X	

4) To change between bow-types, click the bow-type label along the top row (Shown is compound and recurve).
5) Once done, click the `Save Results` button.

Event Communications

In this section, you are able to email a variety of event entries in bulk. You can upload upto 3 files (handy for sending target draws out), as well as choose the type of entries you want to send the emails to.

Event Exports

Archery OSA provides several exports for your convenience. There are more being added regularly so check their descriptions if something is required.

Event Admins

At times, an event organiser may wish to provide management access to more than just themselves. In this section, you can add another ArcheryOSA member to the list of Event Admins, allowing them to edit the event, score the event, or both.

In some cases, it may be applicable for a particular organiser to be able to score for only certain clubs or schools, if this is the case, click the appropriate icon and choose the values.