

# 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](http://www.archeryosa.com/register)

Once registered, email [info@archeryosa.com](mailto: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.

CREATE EVENT

Event Name*	Archery OSA Test Event
Event Type	Competition
Organisation	Archery New Zealand
Host Club	Auckland Archery Club
Start Date*	31-01-2019
End Date*	31-01-2019
Entries Close	24-01-2019
Contact Person	Steve Clifton
Email*	steve.clifton@outlook.com
Phone	0211498154
Location/Address	Auckland Archery Club Cornwall Park Auckland
Cost	45
Bank Account	01-1234-12345678-01
Bank Reference	Surname
Info	Parking is available outside the club
Schedule	9am first sighting ends 10am first scoring arrows

**Create**

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

Events -> Archery OSA Test Event

Competition missing, please select 'Add Competitions' to continue

Edit Event Details	Event Settings	<b>Add Competitions</b>
Event Entries	Event Communications	Event Scoring
Exports	Event Admins	

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

### COMPETITIONS

Add or update the competitions for your event.  
You **must** save the changes before changing the date

**Creating a new Competition**  
ArcheryOSA allows events to have multiple competitions per day

Step 1: Under 'Competitions' select 'Create New'  
Step 2: Under 'Competition Date' choose the date for the comp  
Step 3: Fillout all other required information and **save**

Competitions	Create New
Competition Date	Thu 31 January
Competition Name*	ArcheryOSA Double 720 - Thursday
Location	Auckland Archery Club
Schedule	9am Sighting 10am Start

- 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.

**Rounds\***

SELECT THE ROUNDS REQUIRED FOR THIS DAY

- ☐ > Archery New Zealand
  - ☐ > Outdoor
- ☒ > World Archery
  - ☒ > Outdoor
    - ☐ > WA1440 90m
    - ☒ > 2x WA720 70m
    - ☒ > 2x WA720 60m
    - ☒ > 2x WA720 50m
    - ☒ > 2x WA720 45m
    - ☒ > 2x WA720 35m
    - ☒ > 2x WA720 25m
    - ☐ > WA1440 70m
    - ☐ > WA1440 60m
    - ☐ > WA1440 Intermediate
    - ☐ > WA1440 Horsesham
    - ☐ > WA1440 60m
    - ☐ > WA720 70 M
    - ☐ > WA720 60 M
    - ☐ > WA720 50 M
    - ☐ > WA720 45 M
    - ☐ > WA720 35 M
    - ☐ > WA720 20 M
  - ☐ > Indoor
    - ☐ > NZFAA
    - ☐ > Indoor
  - ☐ > Other
    - ☐ > Outdoor
    - ☐ > Indoor
    - ☐ > Field
    - ☐ > Clout

- 7) To select which Divisions will be available at this competition, expand the Organisation for which the rounds sit under, and simply tick the checkboxes.
- 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

Divisions\*

SELECT THE DIVISIONS REQUIRED FOR THIS DAY'S COMPETITIONS

- ☒ Archery New Zealand
  - ☒ Barebow
    - ☒ Recurve Barebow
    - ☒ Senior Barebow
    - ☒ Junior Barebow
    - ☒ Cadet Barebow
    - ☒ Intermediate Barebow
    - ☒ Cub Barebow
    - ☒ Kiwi Barebow
    - ☒ Masters 50-64 Barebow
    - ☒ Masters 65+ Barebow
  - ☒ Compound
    - ☒ Junior Compound
    - ☒ Cadet Compound
    - ☒ Cub Compound
    - ☒ Kiwi Compound
    - ☒ Intermediate Compound
    - ☒ Masters 50-64 Compound
    - ☒ Masters 65+ Compound
    - ☒ Senior Compound
  - ☒ Recurve
    - ☒ Junior Recurve
    - ☒ Cadet Recurve
    - ☒ Cub Recurve
    - ☒ Kiwi Recurve
    - ☒ Intermediate Recurve
    - ☒ Masters 50-64 Recurve
    - ☒ Masters 65+ Recurve
    - ☒ Senior Recurve
  - ☒ Longbow
    - ☒ Junior Longbow
    - ☒ Cadet Longbow
    - ☒ Intermediate Longbow
    - ☒ Cub Longbow
    - ☒ Kiwi Longbow
    - ☒ Senior Longbow
    - ☒ Masters 50-64 Longbow
    - ☒ Masters 65+ Longbow
- ☐ ITAA
- ☐ Other

- 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.
- 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

Scoring Level

Admin

☐ Scoring Enabled (Required for Open Scoring)

Save

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

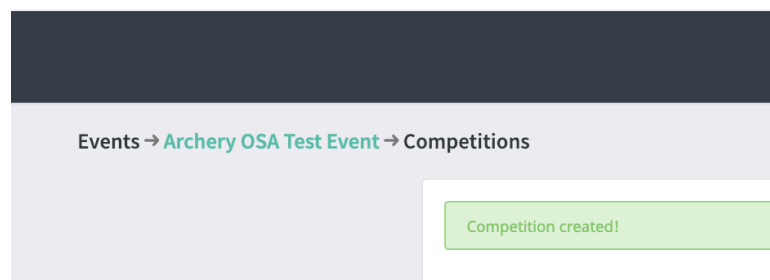
10) Once your Competition is saved, you will return to the same page with a green confirmation bar.

- 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.

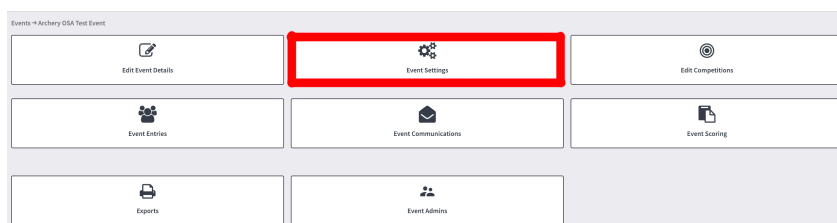
The screenshot shows the 'COMPETITIONS' section of the ArcheryOSA interface. At the top, a green bar displays the message 'Competition created!'. Below this, the heading 'COMPETITIONS' is followed by instructions: 'Add or update the competitions for your event. You **must** save the changes before changing the date.' A sub-heading 'Creating a new Competition' states 'ArcheryOSA allows events to have multiple competitions per day'. It then lists three steps: 'Step 1: Under `Competitions` select `Create New`', 'Step 2: Under `Competition Date` choose the date for the comp', and 'Step 3: Fill out all other required information and save...'. The 'Competitions' section shows a dropdown menu with 'Create New' selected, and a list of existing competitions, including 'ArcheryOSA Double 720 - Thursday'. The 'Competition Date' field is set to 'Thu 31 January'.

11) To return to the Event's management section, simply click the Events name at the top.

**ArcheryOSA**

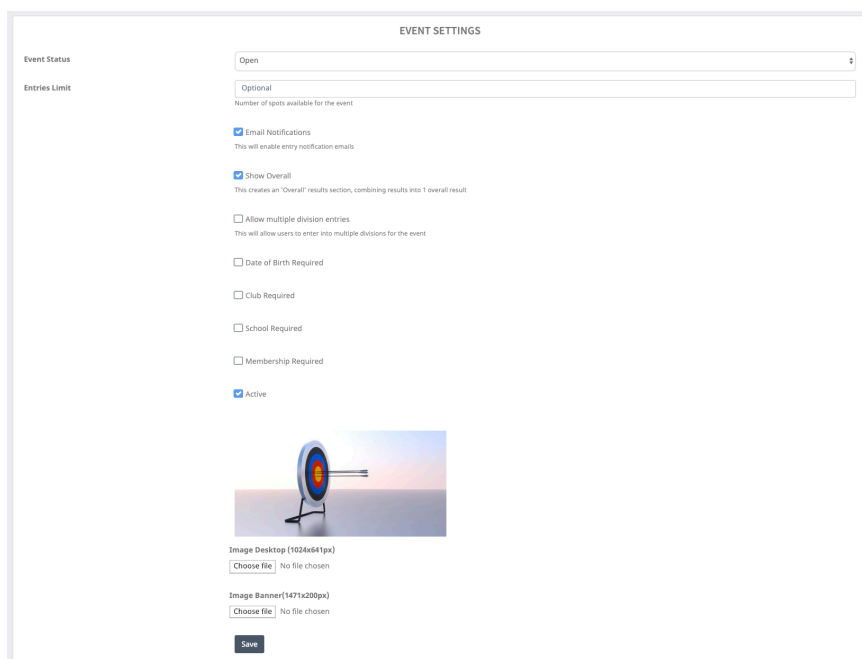


12) Finally, to complete the event we need to adjust some of the settings, click on the `Event Settings` button to finish this off.



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



The screenshot shows the 'EVENT SETTINGS' form in ArcheryOSA. The form is divided into two main sections: 'Event Status' and 'Entries Limit'. The 'Event Status' section has a dropdown menu set to 'Open'. The 'Entries Limit' section has a text input field set to 'Optional' with a note 'Number of spots available for the event'. Below these are several checkboxes: 'Email Notifications' (checked), 'Show Overall' (checked), 'Allow multiple division entries' (unchecked), 'Date of Birth Required' (unchecked), 'Club Required' (unchecked), 'School Required' (unchecked), 'Membership Required' (unchecked), and 'Active' (checked). There is a preview image of an archery target. At the bottom, there are two image upload sections: 'Image Desktop (1024x641px)' and 'Image Banner(1471x200px)', each with a 'Choose file' button and a 'No file chosen' status. A 'Save' button is at the very bottom.

EVENT SETTINGS

Event Status: Open

Entries Limit: Optional  
Number of spots available for the event

☒ Email Notifications  
This will enable entry notification emails

☒ Show Overall  
This creates an 'Overall' results section, combining results into 1 overall result

☐ Allow multiple division entries  
This will allow users to enter into multiple divisions for the event

☐ Date of Birth Required

☐ Club Required

☐ School Required

☐ Membership Required

☒ Active




Image Desktop (1024x641px)  
Choose file No file chosen

Image Banner(1471x200px)  
Choose file No file chosen

Save

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.

Events → Archery OSA Test Event → Event Entries

**EVENT ENTRIES**

Use the checkboxes to

- Approve an archer's entry
- Update an archer's payment status
- Send an archer the confirmation email

[Add Entry](#)

[Excel](#) [PDF](#)

Search:

Name	Division	Status	Note	Send Mail	Date	Approve	Paid	Confirmation Email	Remove
Holly Bourneville	Competition Recurve	Pending			28 January 2019	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Steve Clifton	Competition Compound	Pending			28 January 2019	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

Showing 1 to 2 of 2 entries

[Previous](#) [1](#) [Next](#)

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.

UPDATE ARCHER

Firstname\* Holly

Lastname\* Bourneville

Email\* holly.testemail@example.com

Membership 1234

Phone 0211111111

Address 100 Test St  
Auckland

Notes A note

Club Auckland Archery Club

Division\* Competition Recurve

Gender\* ☐ Male ☒ Female

Competitions\* WARNING - changing a users rounds or divisions will result in scores being lost for effected changes, if scores already exist, please check scores after any changes.

SELECT THE COMPETITIONS YOU WISH TO ENTER

Thu 31 January

☒ ArcheryOSA Double 720 - Thursday

☐ 2x WA720 70m

☐ 2x WA720 60m

☐ 2x WA720 50m

☐ 2x WA720 45m

☐ 2x WA720 35m

☐ 2x WA720 20m

Update

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.

Search Email

ADD ARCHER

Firstname\*

Lastname\*

Email Leave blank if unknown

Membership

Phone

Address

Notes

Club None

Division\* Pick one

Gender\* ☒ Male ☐ Female

Competitions\* SELECT THE COMPETITIONS YOU WISH TO ENTER

Thu 31 January

☐ ArcheryOSA Double 720 - Thursday

Enter



# 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	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>

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

Compound Recurve

Save Results

Men's Competition Compound

Archer	70m	70m
Steve Clifton	<div><input type="text" value="0"/><div>+ Hits Hits 10+X 10 X X</div></div> <div><input type="text" value="0"/></div>	<div><input type="text" value="0"/></div>

- 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.

Make sure to select the right archers to email!

Message

File

Choose file No file chosen

File

Choose file No file chosen

File

Choose file No file chosen

☒ All entries

☐ Approved entries only




☐ Yet to pay entries

Select who should receive emails

Send

# 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 EXPORTS	
Export	File
Entries	 
Results	 ArcheryOSA Double 720 - Thursday - 31 January 2019



# 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.

Events → Archery OSA Test Event → Event Admins

For events that require scoring on behalf of a school/club  
- Click the icon on the users row to select those they can score for

Name	Can Edit	Can Score	Status	Clubs	Schools
Steve Clifton	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>			

Showing 1 to 1 of 1 entries