How to register for a SAR tournament

1. Go to sarTournaments.org
2. Log in to the site by selecting the "login" link
3. Enter your username and password and select "login". If you do not have a username, select the "Don't have a username" link and follow the instructions for creating one.
4. Once you have signed in, you will be returned to the main menu. On the main menu, select the "Tournaments" option.
5. On the tournament listing screen, you can use the filter dropdowns to limit your selection or you can browse the list of tournaments displayed
6. Once you find the tournament you want to register for, select the "click for registration" link
7. This is the tournament details page. On this screen, select the "Menu" button then select the "registration" button to begin the registration process.
8. On this screen, select the dropdown for schools and select the school you want to register. This dropdown lists all the schools you are associated with for tournaments. If your school is not listed here, select the option to add your school.
9. On this screen select the "Begin Tournament Registration" button
10. You will be taken to the Analyze Registration screen that will give information such as dates.
11. The next step is to tell us what type groups you plan to add (groups can be teams or individuals). On this screen, select the "Add a grouping" button
12. Now select the group or groups you want to add. The first 3 groups are for adding teams, the last group is for adding individuals that will not be part of a team. After selecting the group(s) you want, select the "Submit" button.
13. The next step will be to add your coach's information. Select the "Coach Info" button on the left and then select Add a Coach.
14. Enter the information for the coach and select the "Save" button. Repeat this step for all coaches. A tournament may limit the number of coaches allowed to be entered.
15. The next step is to add your shooters to your group(s). To begin this process, select the "Edit Roster" button.
16. On the add participant screen, you have 2 options, you can select a shooter that you added from a previous tournament by selecting the "Add with Edit" or "Quick Add" (no edit) next to the shooter you would like to add. Or you can add a completely new shooter by clicking the "Add as New Shooter" button
17. "Add with Edit" or "Add as New Shooter" will take you to the shooter edit screen before saving the shooter. On this page, you will need to either enter or update the shooter's information. The "Display name in results and rankings" should remain checked if you want the shooters name to be displayed in the tournament results. If you uncheck this box, the shooters name will NOT be displayed in the online results.
18. When the shooter is added, you will be returned to the add shooter page. Continue this process to add all shooters for your group. Once your shooters have been added, the next step will be to select your relay times. To select your relay times, select the "Reserve Relays" button. If you

are still in pre-registration you must come back to this web site at the start of Registration (Relay Selection) to reserve and assign your relays.

19. If relay selection has opened for the tournament, you will see a "Select relays for Team Group" button. Select that button. If relay selection has not started, you will need to return to this screen at that time. The relay selection time is displayed in the "Important Dates" section on the main tournament page. Refer to the yellow arrow in item 7 for the location of the time.

20. The relay selection page will display all relays and the number of positions available in each at that time. Enter the number of shooting positions "spots" you want in the "Change To" column next to the relay you want and select "Save Relay Selection". The total that you enter must match the number of shooters for the team group (listed in yellow).

21. If your positions were successfully saved, you be returned to the Reserve Relays page. If not, you will receive an error message. Keep in mind, those spots may not still be available by the time you enter your selection and try to save it. It is possible that another coach saved them before you did. It is critical that you read the screen carefully and verify that you successfully saved your relay times.

22. Once your relay positions have been successfully saved, the next step is to assign your shooters to relay the positions you saved. The program will attempt to assign them to a relay automatically when possible, but you need to verify that it was successful and assign them if it was unable to. To assign them to a relay position, select the "Assign Relay" button.

23. You can use the "Auto Assign" button to allow the system to automatically assign shooters to your reserved relays, or select the "Relay" dropdown next to each shooter and select the relay time for them. If the relay list next to the shooter is correct, you do not need to change it. When all shooters have been assigned to a relay, select the "Save Assignments" button. You should receive an "Assignments Saved" message.

24. The final step to the process is to generate an invoice and make your payment. To do that, select the "Payments/Invoices" button. If there is not fee for your tournament, you do not need to complete this step.

That should complete your registration.

You can return to the registration site anytime during the registration window and make changes to your roster, relay selections, or make payments. You should pay close attention to the drop by date because you must drop any non-participating shooters from your tournament roster before that date or you will be responsible for payment.