

# TEXAS FIELD ARCHERY ASSOCIATION

## Instructions for SYWAT Score Entry/Import

Revision 1.2



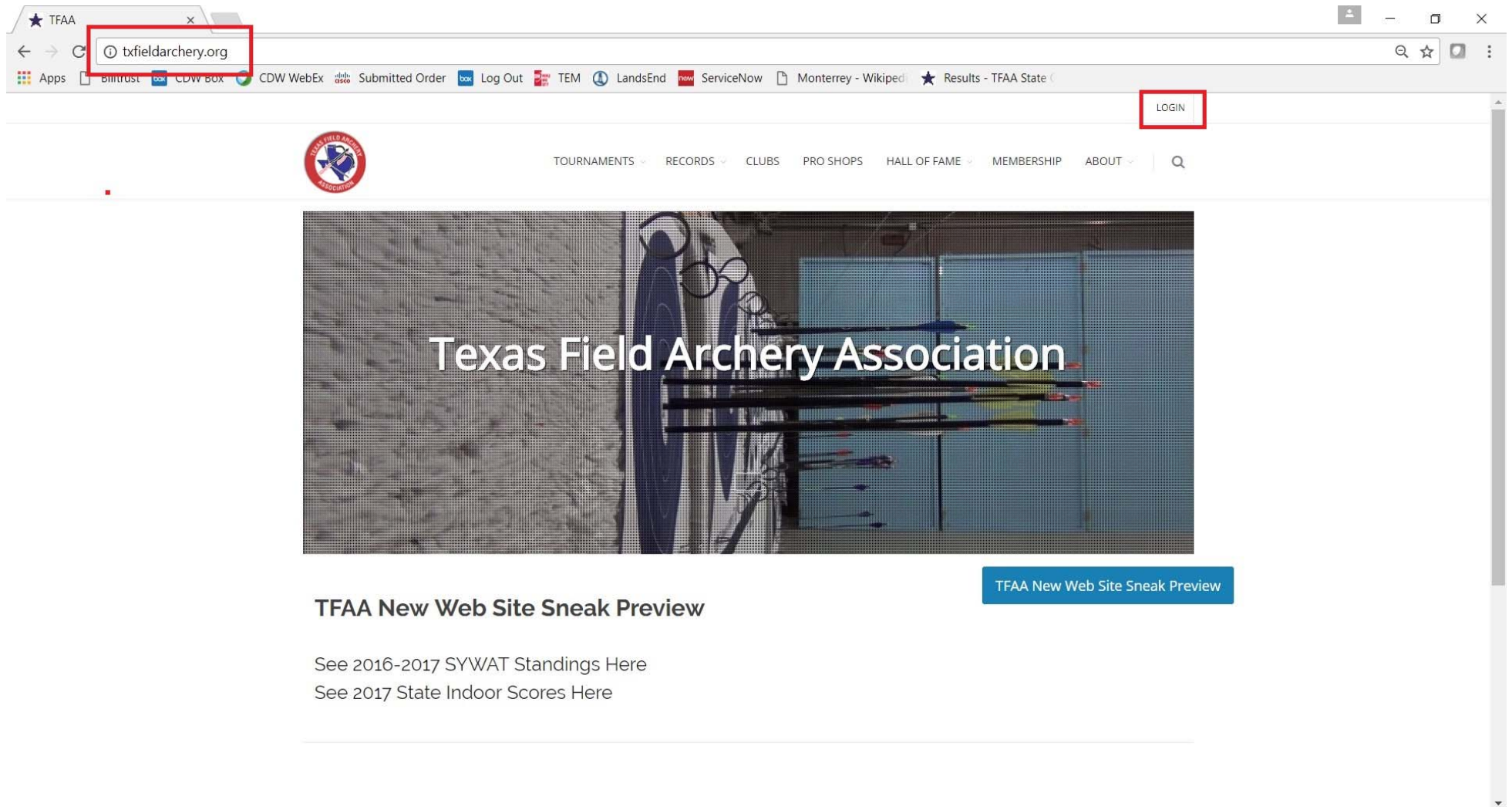
# OVERVIEW

- The scoring system on the new TFAA web site will allow authorized users to upload SYWAT scores from a Microsoft Excel spreadsheet, or enter the scores manually.
- You will only be able to upload/enter scores for tournaments for which you are authorized (generally, your shop or club; TFAA Field Governors will be authorized for all tournaments in their District).
- The ability to add scores will be available for 1 week after the tournament. In the event scores are not added by then, you will need to contact the TFAA Webmaster ([info@texasfieldarchery.org](mailto:info@texasfieldarchery.org)).
- Any questions should be directed to the TFAA Webmaster at [info@texasfieldarchery.org](mailto:info@texasfieldarchery.org), or call/text Greg Nichols 214-497-7661.

# Step 1

- Request a User Name and Password from the TFAA Webmaster ([info@texasfieldarchery.org](mailto:info@texasfieldarchery.org)).
- After you have received your User Name and Password, proceed to Step 2.

Step 2: Go to txfieldarchery.org and select Login from the top right of the Home Page:



The screenshot shows a web browser window with the address bar containing 'txfieldarchery.org'. The browser's address bar and the 'LOGIN' button in the top right corner of the website are highlighted with red boxes. The website's header includes a navigation menu with the following items: TOURNAMENTS, RECORDS, CLUBS, PRO SHOPS, HALL OF FAME, MEMBERSHIP, and ABOUT. Below the navigation menu is a large banner image showing archery equipment, including a target and arrows, with the text 'Texas Field Archery Association' overlaid in white. Below the banner, there is a section titled 'TFAA New Web Site Sneak Preview' with a blue button labeled 'TFAA New Web Site Sneak Preview'. Underneath this section, there are two links: 'See 2016-2017 SYWAT Standings Here' and 'See 2017 State Indoor Scores Here'.

Step 3: From the login page, enter your user name and password, then click Login:

The screenshot displays the login interface for the Texas Field Archery Association. At the top, the browser address bar shows the URL <https://texasfieldarchery.org/login>. The navigation menu includes links for TOURNAMENTS, RECORDS, CLUBS, PRO SHOPS, HALL OF FAME, MEMBERSHIP, and ABOUT. The main heading is "Login".

The login form consists of the following elements:

- Email:** A text input field containing the email address `greg.nichols@outlook.com`.
- Password:** A text input field with masked characters (dots).
- Login With:** A section containing a blue button labeled "Sign in with Facebook".
- Login:** A blue button labeled "Login", which is highlighted with a red rectangular box.
- Forgot Password?:** A text link located to the right of the Login button.



Step 4: After logging in, select Tournaments, then from the drop-down menu select Results, then SYWAT:

The screenshot shows a web browser window with the URL <https://texasfieldarchery.org>. The page features a navigation menu with the following items: TOURNAMENTS, RECORDS, CLUBS, PRO SHOPS, HALL OF FAME, MEMBERSHIP, and ABOUT. A dropdown menu is open under TOURNAMENTS, showing SCHEDULE, RESULTS, DIVISIONS-STYLES, SYWAT INDOOR, and SYWAT OUTDOOR. A further dropdown menu is open under RESULTS, showing SYWAT, STATE, SECTIONAL, and SYWAT STANDINGS. The main content area has a large banner image of an archery range with the text "Texas Field Archery Association" overlaid. Below the banner, there is a blue button labeled "TFAA".

Welcome, Test Scorer | MY ACCOUNT

TOURNAMENTS RECORDS CLUBS PRO SHOPS HALL OF FAME MEMBERSHIP ABOUT

SCHEDULE  
RESULTS  
DIVISIONS-STYLES  
SYWAT INDOOR  
SYWAT OUTDOOR

STATE  
SECTIONAL  
SYWAT STANDINGS

Texas Field Archery Association

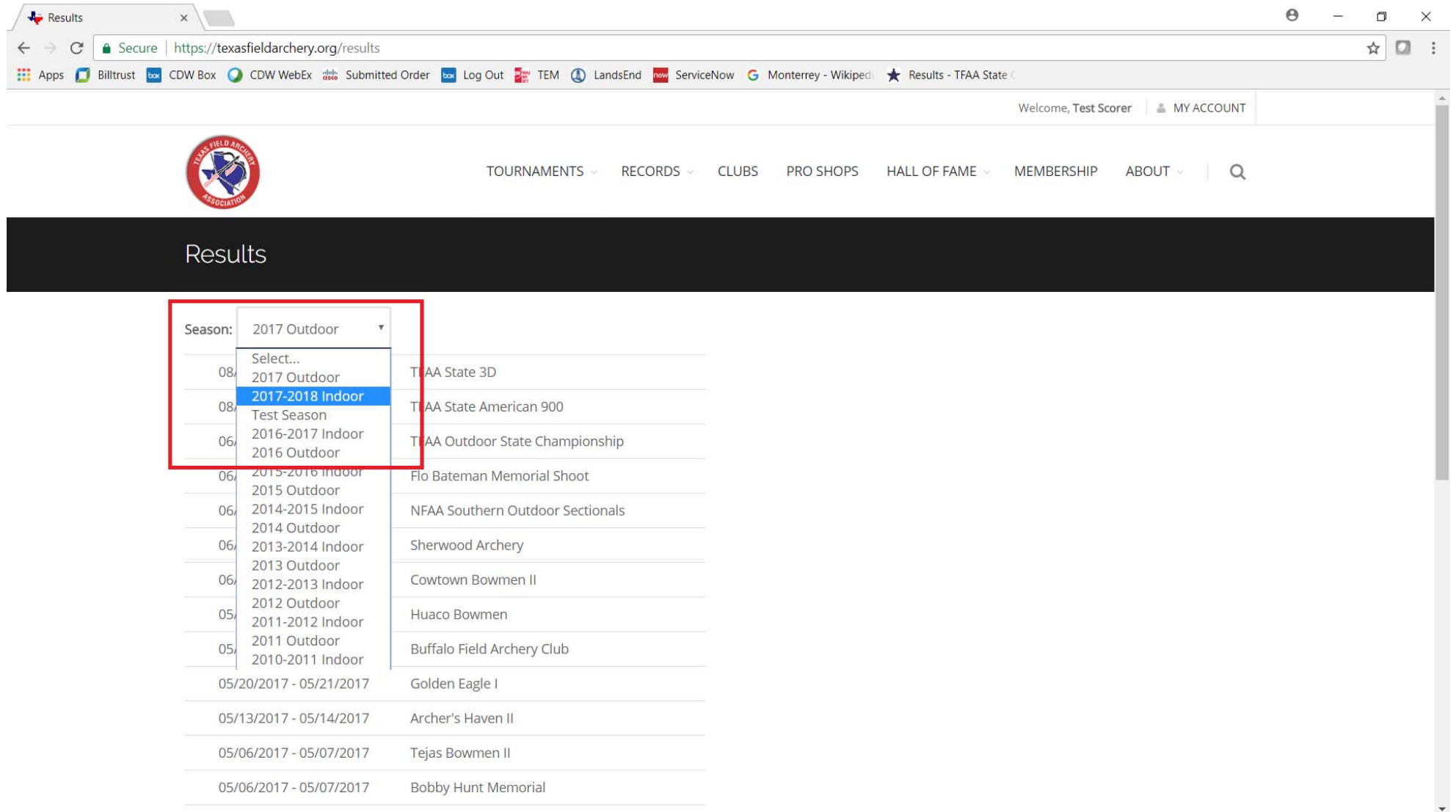
TFAA

Welcome to the new TFAA Web Site.

We are still making some final adjustments so please be

<https://texasfieldarchery.org/results>

Step 5: From the Results screen, select the Season (e.g. "2017-2018 Indoor"):



The screenshot shows a web browser window displaying the Texas Field Archery Association's Results page. The browser's address bar shows the URL <https://texasfieldarchery.org/results>. The page header includes the association's logo and a navigation menu with links for TOURNAMENTS, RECORDS, CLUBS, PRO SHOPS, HALL OF FAME, MEMBERSHIP, and ABOUT. A search icon is also present. Below the header, a dark banner displays the word "Results".

The main content area features a table of results. A dropdown menu is open, allowing the user to select a specific season. The dropdown menu is highlighted with a red box. The selected option is "2017-2018 Indoor".

Season:	2017 Outdoor	
08/	2017 Outdoor	TFAA State 3D
08/	2017-2018 Indoor	TFAA State American 900
06/	2016-2017 Indoor	TFAA Outdoor State Championship
06/	2016 Outdoor	
06/	2015-2016 Indoor	Flo Bateman Memorial Shoot
06/	2015 Outdoor	
06/	2014-2015 Indoor	NFAA Southern Outdoor Sectionals
06/	2014 Outdoor	
06/	2013-2014 Indoor	Sherwood Archery
06/	2013 Outdoor	
06/	2012-2013 Indoor	Cowtown Bowmen II
05/	2012 Outdoor	
05/	2011-2012 Indoor	Huaco Bowmen
05/	2011 Outdoor	
05/	2010-2011 Indoor	Buffalo Field Archery Club
05/20/2017 - 05/21/2017		Golden Eagle I
05/13/2017 - 05/14/2017		Archer's Haven II
05/06/2017 - 05/07/2017		Tejas Bowmen II
05/06/2017 - 05/07/2017		Bobby Hunt Memorial

Step 6: After selecting the Season, from the Results screen select the Tournament to be scored:

The screenshot shows a web browser window with the URL <https://texasfieldarchery.org/results/season/23>. The page header includes the Texas Field Archery Association logo and a navigation menu with items: TOURNAMENTS, RECORDS, CLUBS, PRO SHOPS, HALL OF FAME, MEMBERSHIP, and ABOUT. A search icon is also present. The main content area is titled "Results" and features a "Season:" dropdown menu currently set to "Test Season". Below this, a table displays the following data:

09/04/2026 - 09/06/2026	Test Tournament
08/26/2017 - 08/27/2017	Test

The "Test Tournament" entry in the table is highlighted with a red rectangular box.



Step 7: The scoring screen will display. Note the Tournament Name to confirm you are scoring the correct tournament.

Results - Test Tournament

TBD 09/04/2026 - 09/06/2026

Filters: Division ▾ All ▾ Styles ▾ Go

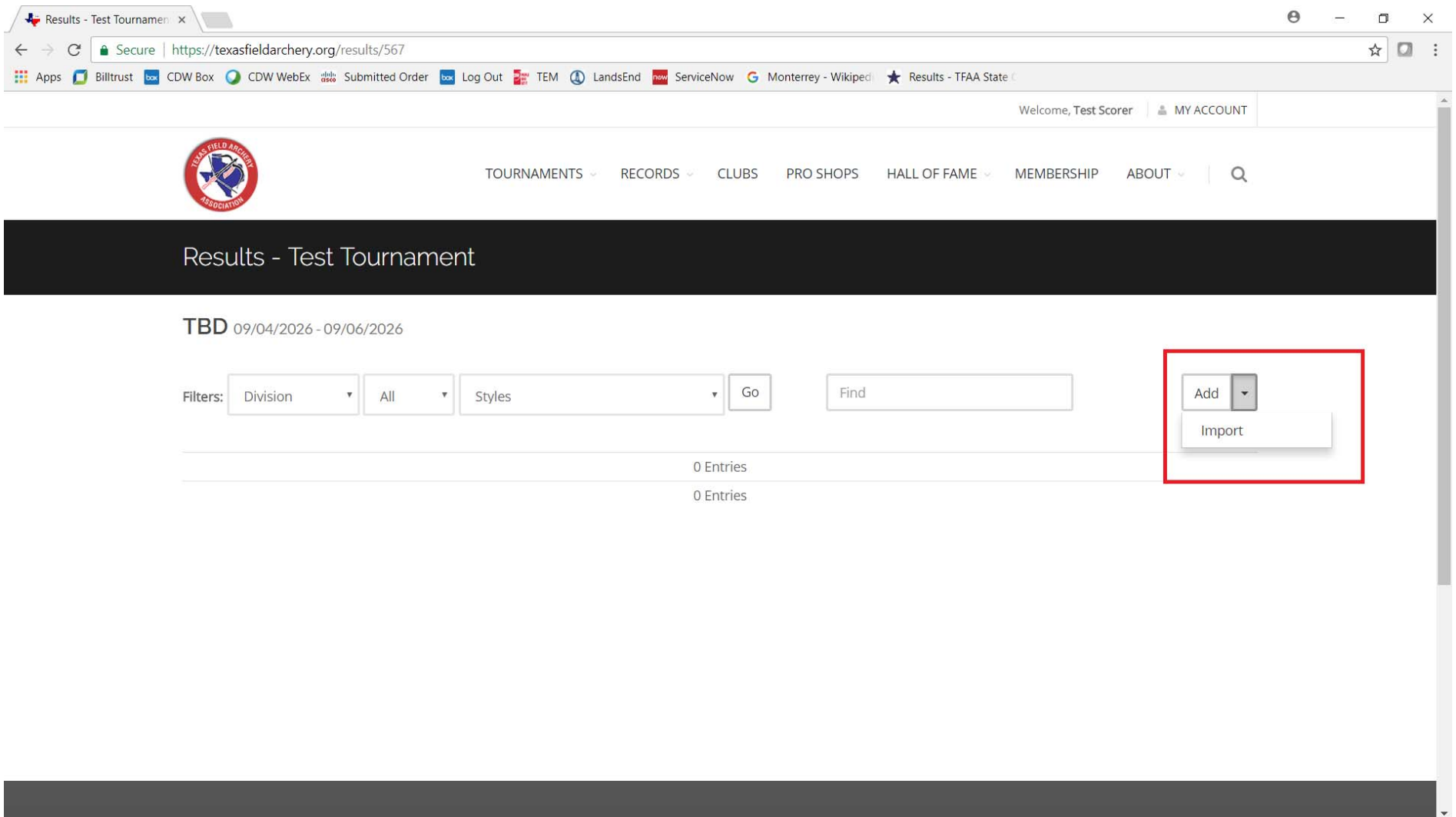
Find

Add ▾

0 Entries

0 Entries

Step 8: On the scoring screen, there is drop-down for Add. Click the arrow and the Import option will also display (if you do not see the Add option, contact the TFAA Webmaster):

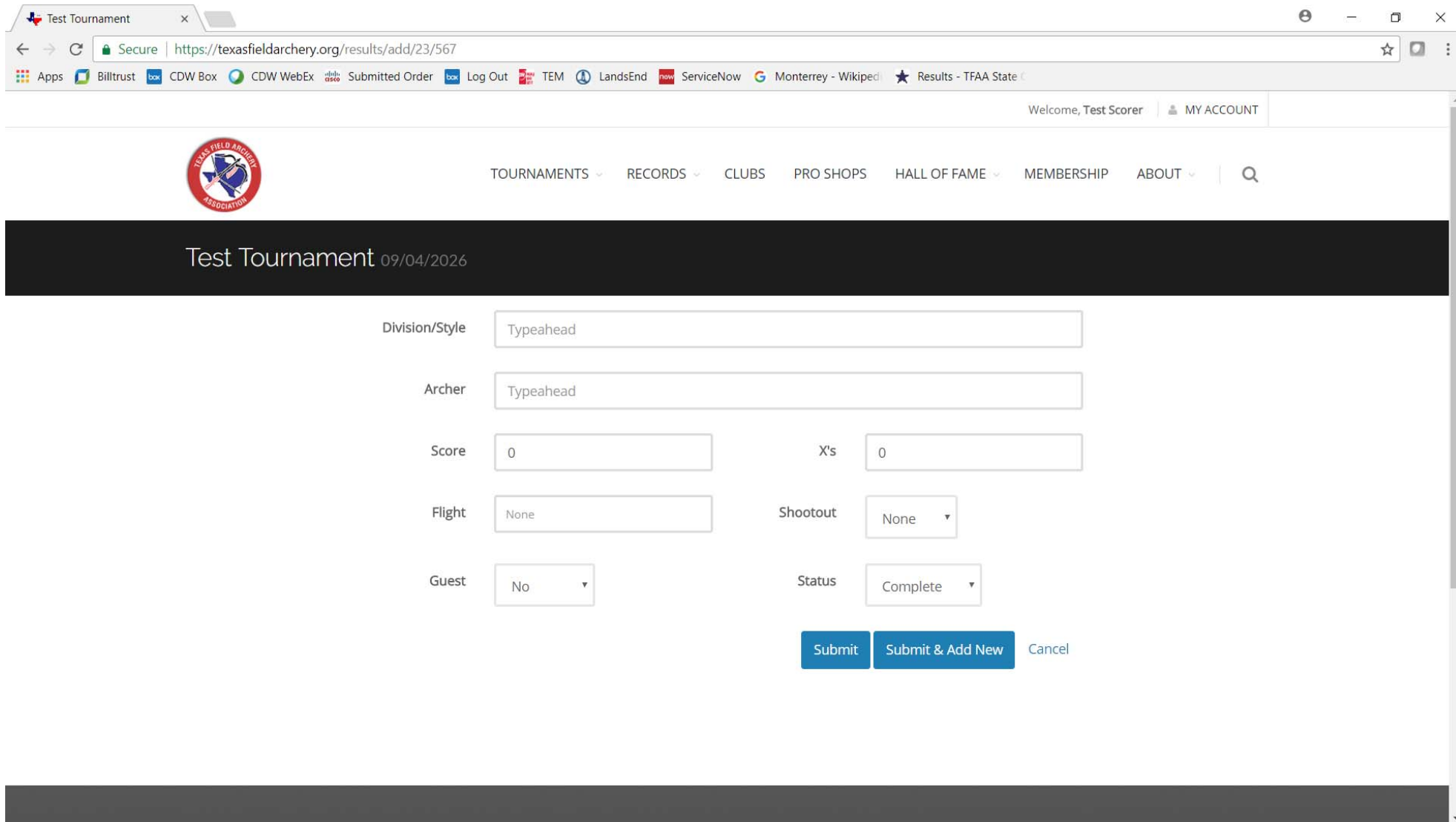


The screenshot shows a web browser window with the URL <https://texasfieldarchery.org/results/567>. The page title is "Results - Test Tournament". The navigation menu includes "TOURNAMENTS", "RECORDS", "CLUBS", "PRO SHOPS", "HALL OF FAME", "MEMBERSHIP", and "ABOUT". The page content shows "TBD 09/04/2026 - 09/06/2026". Below this, there are filter options: "Division", "All", "Styles", and a "Go" button. A search bar labeled "Find" is also present. A red box highlights the "Add" dropdown menu, which has "Import" as an option. The page also shows "0 Entries" for the current tournament.

Step 9: To add scores manually, click on Add. To Import scores from an Excel spreadsheet, go to Step 13:

The screenshot shows a web browser window displaying the Texas Field Archery Association website. The browser's address bar shows the URL <https://texasfieldarchery.org/results/567>. The website's header includes the logo and a navigation menu with items: TOURNAMENTS, RECORDS, CLUBS, PRO SHOPS, HALL OF FAME, MEMBERSHIP, and ABOUT. Below the header, a dark banner reads "Results - Test Tournament". The main content area shows "TBD 09/04/2026 - 09/06/2026". There are filter options for "Division", "All", and "Styles", along with a "Go" button and a "Find" search box. A red box highlights the "Add" button, with a red arrow pointing to it and the text "Click Here". Below the "Add" button is an "Import" button. The page also displays "0 Entries" twice.

## Step 10: After clicking Add, the score entry screen appears:



The screenshot shows a web browser window with the URL <https://texasfieldarchery.org/results/add/23/567>. The page header includes the Texas Field Archery Association logo and navigation links: TOURNAMENTS, RECORDS, CLUBS, PRO SHOPS, HALL OF FAME, MEMBERSHIP, and ABOUT. A search icon is also present. The main content area is titled "Test Tournament 09/04/2026" and contains the following form fields:

Division/Style	<input type="text" value="Typeahead"/>	
Archer	<input type="text" value="Typeahead"/>	
Score	<input type="text" value="0"/>	X's <input type="text" value="0"/>
Flight	<input type="text" value="None"/>	Shootout <input type="text" value="None"/>
Guest	<input type="text" value="No"/>	Status <input type="text" value="Complete"/>

At the bottom of the form, there are three buttons: "Submit", "Submit & Add New", and "Cancel".

## Step 11a: See below for the details of the score entry screen fields:

*Note: "Typeahead" fields use existing data in the system to prepopulate the information and make data entry faster.*

- Division/Style (Typeahead field)
  - Enter the name of the Division/Style or its Code (e.g. Cub Male Freestyle, or CMFS)
- Archer (Typeahead field)
  - Enter the archer's name in the format "LastName, FirstName" (there needs to be a space after the comma). Most archers from the last several years of SYWATs are in the system already. When the system finds a match it will display the matches in a drop down and the correct archer can be selected from the list. If an archer is not in the system, the name can be entered manually.
- Score
  - Enter the archer's score. Enter 0 if Incomplete.
  - Enter the archer's X-count.
- Flight
  - NOT USED FOR SYWAT
- Shootout
  - NOT USED FOR SYWAT
- Guest
  - Select Yes if this is a Guest score. If an archer shoots multiple lines in the same tournament, only their highest score counts for the tournament. Their other scores are entered as Guest scores.
- Status
  - Select Incomplete only if the archer did not complete the line.

Step 11b: Enter the score information. After entering the score information, select Submit to return to the Results page for the tournament, or Submit & Add New to add more scores:

The screenshot shows a web browser window with the URL <https://texasfieldarchery.org/results/add/23/567>. The page title is "Test Tournament" and the date is "09/04/2026". The form contains the following fields:

- Division/Style: SMFS - Senior Male Freestyle
- Archer: Nichols, Gregory
- Score: 281
- X's: 23
- Flight: None
- Shootout: None
- Guest: No
- Status: Complete

At the bottom of the form, there are three buttons: "Submit", "Submit & Add New", and "Cancel". The "Submit" and "Submit & Add New" buttons are highlighted with a red box. A red annotation "Flight & Shootout Not Used for SYWAT" is placed next to the "Flight" and "Shootout" fields, which are also crossed out with red lines.



Step 12: Once all scores are added, confirm them from the Results page. Make sure the number of entries matches your list. To edit a score, click on the archer's name.

Results - Test Tournament

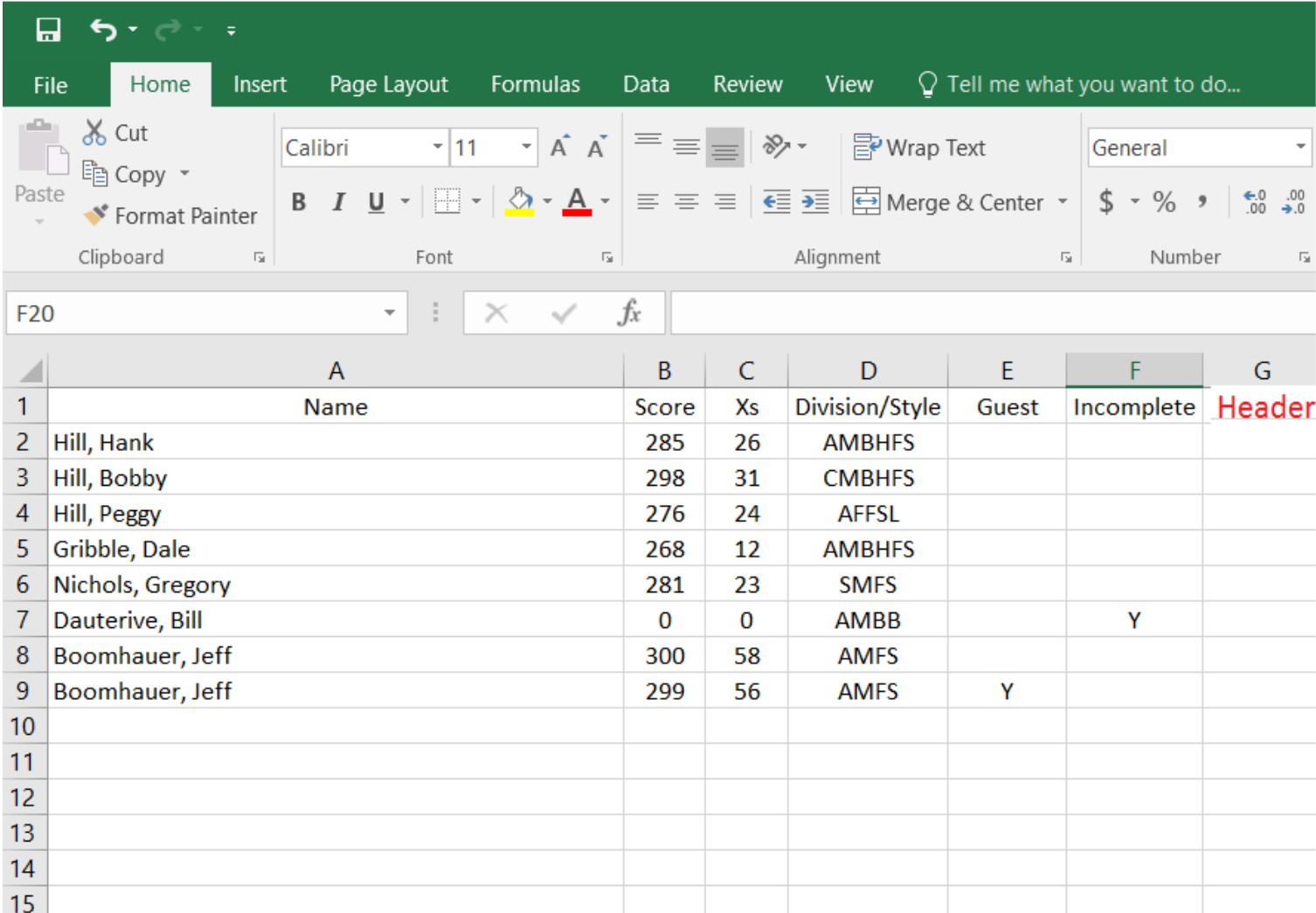
TBD 09/04/2026 - 09/06/2026

Filters: Division All Styles Go Find Add

5 Entries

Cub Male (6-11)			
Bowhunter Freestyle (BHFS)			
#	Archer	Score	Xs
1	Hill, Bobby	298	31
Adult Male (18-49)			
Bowhunter Freestyle (BHFS)			
#	Archer	Score	Xs
1	Hill, Hank	285	26
2	Gribble, Dale	268	12
Adult Female (18-49)			
Freestyle Limited (FSL)			
#	Archer	Score	Xs

Step 13: To Import scores from a Microsoft Excel spreadsheet, you will need create a spreadsheet using the format in the sample below. Details are in Step 14.



The image shows a screenshot of the Microsoft Excel interface. The ribbon is set to 'Home', and the 'Clipboard' group is active. The spreadsheet contains a table with the following data:

	A	B	C	D	E	F	G
1	Name	Score	Xs	Division/Style	Guest	Incomplete	Header Row
2	Hill, Hank	285	26	AMBHFS			
3	Hill, Bobby	298	31	CMBHFS			
4	Hill, Peggy	276	24	AFFSL			
5	Gribble, Dale	268	12	AMBHFS			
6	Nichols, Gregory	281	23	SMFS			
7	Dauterive, Bill	0	0	AMBB		Y	
8	Boomhauer, Jeff	300	58	AMFS			
9	Boomhauer, Jeff	299	56	AMFS	Y		
10							
11							
12							
13							
14							
15							

Step 14: See below for the details for Importing scores from a Microsoft Excel spreadsheet:

- The Excel spreadsheet must have a header row in Row 1 on the spreadsheet followed by the rows for the scores. No blank rows between archers. The header row must contain the below columns with the values as described:
  - Name
    - Archers Name in “LastName, FirstName” format
  - Score
    - Enter the archer’s score. Enter 0 if Incomplete.
  - X’s
    - Enter the archer’s X-count.
  - Guest
    - Enter Y if this is a Guest score. If an archer shoots multiple lines in the same tournament, only their highest score counts for the tournament. Their other scores are entered as Guest scores.
  - Status
    - Enter Y if Incomplete (only if the archer did not complete the line).

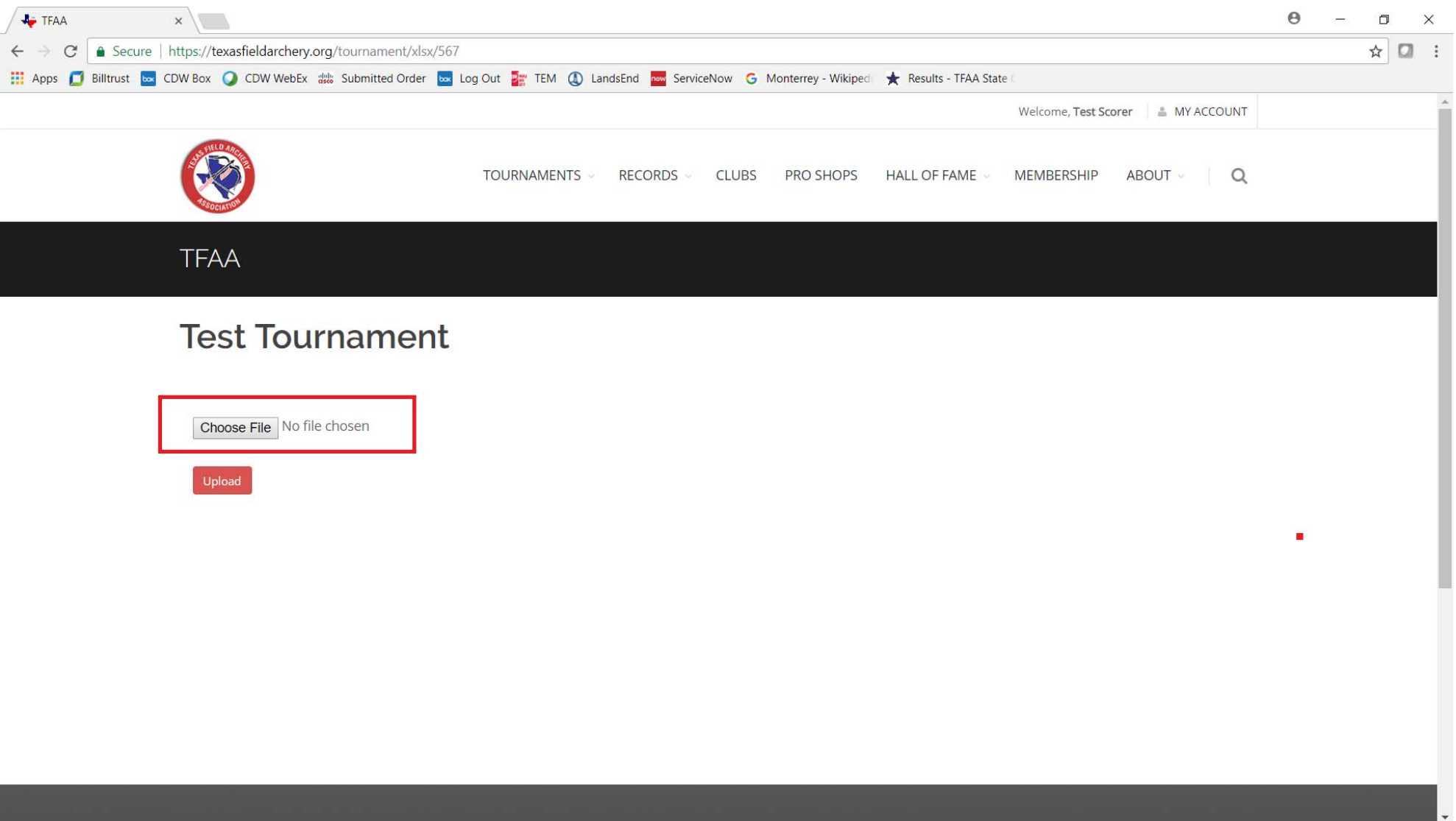
# !!!WARNING!!!!

When you Import scores from an Excel spreadsheet, it will override **ALL** existing scores for that Tournament. It is recommended that you only Import scores for Tournaments that have no scores entered yet. Corrections can still be made manually after Importing.

Step 15: Once your Excel spreadsheet is ready, select Import:

The screenshot shows a web browser window with the URL <https://texasfieldarchery.org/results/567>. The page title is "Results - Test Tournament". The navigation menu includes "TOURNAMENTS", "RECORDS", "CLUBS", "PRO SHOPS", "HALL OF FAME", "MEMBERSHIP", and "ABOUT". The main content area displays "TBD 09/04/2026 - 09/06/2026". Below this, there are filter options: "Division" (dropdown), "All" (dropdown), "Styles" (dropdown), and a "Go" button. A search box labeled "Find" is also present. To the right of the search box is an "Add" dropdown menu, which is open, showing an "Import" option highlighted with a red box. Below the filters, there are two rows of "0 Entries".

## Step 16: Click on Choose File:



The screenshot shows a web browser window with the URL <https://texasfieldarchery.org/tournament/xlsx/567>. The browser's address bar and tabs are visible at the top. The website header includes the TFAA logo and navigation links: TOURNAMENTS, RECORDS, CLUBS, PRO SHOPS, HALL OF FAME, MEMBERSHIP, and ABOUT. A search icon is also present. Below the header, the page title "TFAA" is displayed in a dark bar, followed by the main heading "Test Tournament". The central content area features a file upload interface. A red rectangular box highlights the "Choose File" button and the text "No file chosen". Below this box is a red "Upload" button. The browser's status bar at the bottom shows "Welcome, Test Scorer" and a "MY ACCOUNT" link.



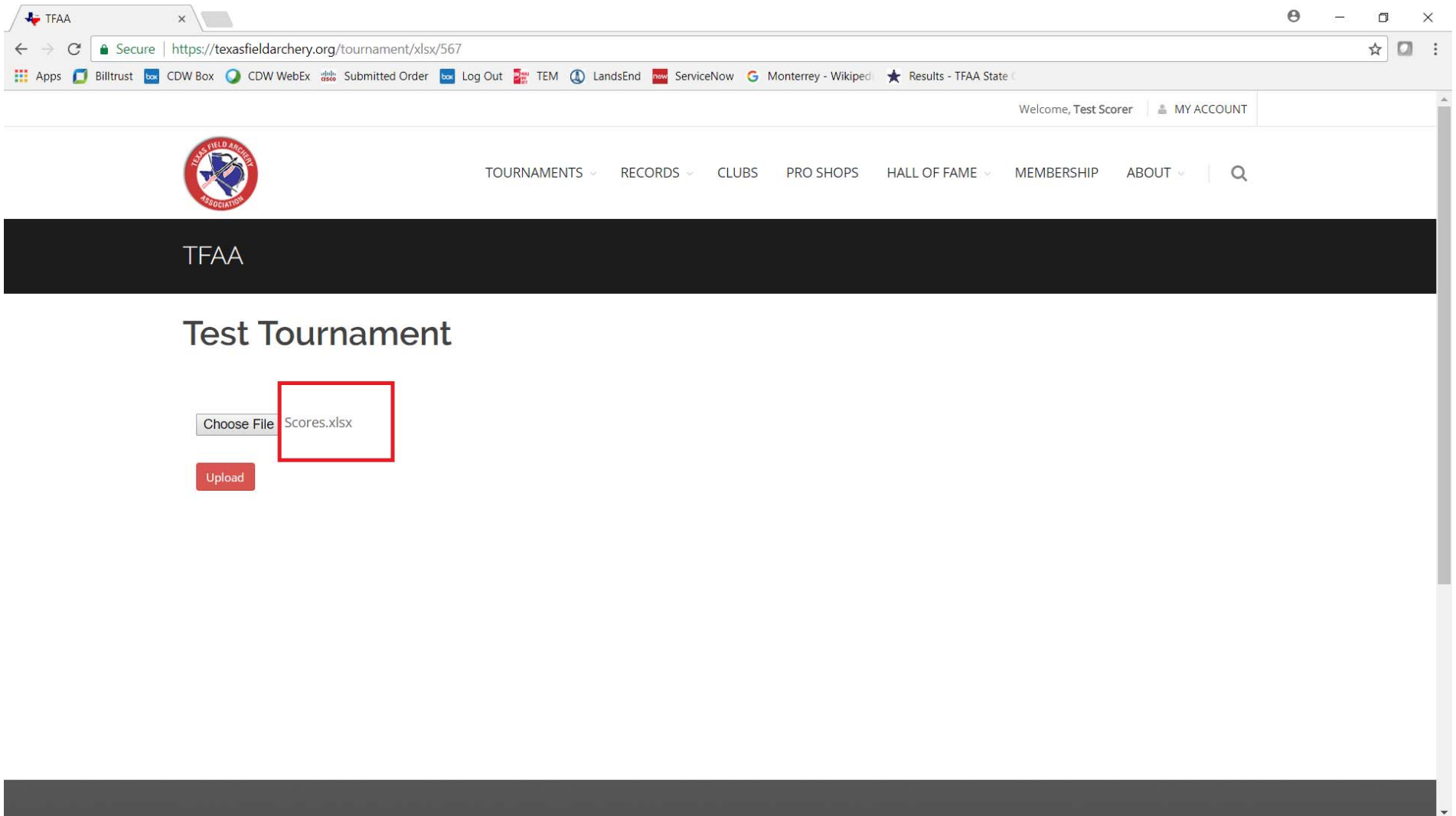
## Step 17: Select the Excel file with the scores to Import:

The screenshot shows a web browser window with the URL <https://texasfieldarchery.org/tournament/xlsx/567>. The browser's address bar and tabs are visible. The website header includes the TFAA logo and navigation links: TOURNAMENTS, RECORDS, CLUBS, PRO SHOPS, HALL OF FAME, MEMBERSHIP, and ABOUT. The main content area displays "Test Tournamen" and a "Choose File" button with the text "No file chosen" next to it. Below this is an "Upload" button. An "Open" file dialog box is overlaid on the page, showing the file system path "This PC > Desktop > Scores". The dialog box contains a table of files:

Name	Date modified	Type	Size
Scores.xlsx	10/14/2017 1:57 PM	Microsoft Excel W...	10 KB

The "Scores.xlsx" file is highlighted with a red rectangular box. The "File name" field at the bottom of the dialog box contains "Scores.xlsx" and the file type is set to "All Files". The "Open" button is visible at the bottom right of the dialog box.

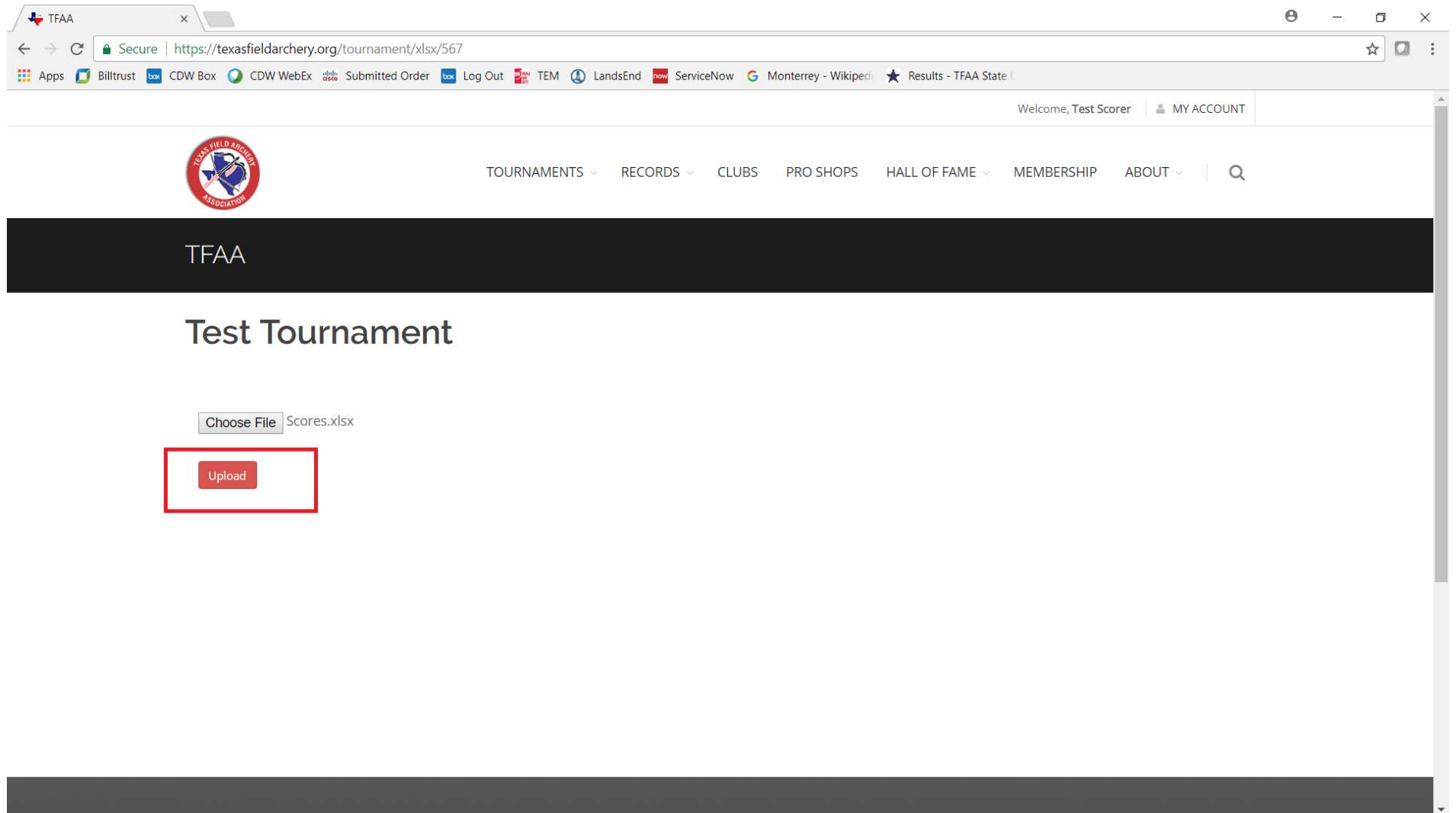
Step 18: The file name you selected will now be displayed:



The screenshot shows a web browser window with the URL <https://texasfieldarchery.org/tournament/xlsx/567>. The browser's address bar and tabs are visible at the top. The website header includes the TFAA logo and navigation links: TOURNAMENTS, RECORDS, CLUBS, PRO SHOPS, HALL OF FAME, MEMBERSHIP, and ABOUT. Below the header, the page title "TFAA" is displayed in a dark banner, followed by the main heading "Test Tournament".

In the center of the page, there is a file upload interface. It consists of a "Choose File" button, a text input field containing the filename "Scores.xlsx" (highlighted with a red box), and an "Upload" button below it.

## Step 19: Click on Upload



The screenshot shows a web browser window with the URL <https://texasfieldarchery.org/tournament/xlsx/567>. The page header includes the TFAA logo and navigation links: TOURNAMENTS, RECORDS, CLUBS, PRO SHOPS, HALL OF FAME, MEMBERSHIP, and ABOUT. Below the header, a dark banner displays "TFAA". The main content area features the heading "Test Tournament". Underneath, there is a file selection interface with a "Choose File" button and the filename "Scores.xlsx". A red rectangular box highlights the "Upload" button, which is the target for Step 19.

## Step 20: The Import screen will display showing the contents of the imported Excel file:

Admin: TFAA

Secure | https://texasfieldarchery.org/tournament/import/151/567

Admin Dashboard

Content

Test Tournament

Target

Select columns to import. [Import](#)

Name	Score	Xs	Division/Style	Guest	Incomplete
Hill, Hank	285	26	AMBHFS		
Hill, Bobby	298	31	CMBHFS		
Hill, Peggy	276	24	AFFSL		
Gribble, Dale	268	12	AMBHFS		
Nichols, Gregory	281	23	SMFS		
Dauterive, Bill	0	0	AMBB		Y
Boomhauer, Jeff	300	58	AMFS		
Boomhauer, Jeff	299	56	AMFS	Y	

Step 21a: Click the arrow for each Target column and match the Target name to the spreadsheet's column name. Use the following Target column names for SYWAT:

<b>Target Column Name</b>	<b>Indoor SYWAT</b>	<b>Outdoor SYWAT</b>
Archer	Shooter's Name	Shooter's Name
Score 1/F	Score	Score for Field Round
X1	X Count	Not Used
Score 2/H	Not Used	Score for Hunter Round
X2	Not Used	Not Used
Score 3/A	Not Used	Score for Animal Round
X3	Not Used	Not Used
Div/Style Code	Division and Style Code (e.g. CMBHFS)	Division and Style Code (e.g. CMBHFS)
Guest	Guest Score	Guest Score
Incomplete	Incomplete Status	Incomplete Status

## Step 21b: See the sample below:

The screenshot shows a web browser window with the URL <https://texasfieldarchery.org/tournament/import/151/567>. The page title is "Test Tournament". A red box highlights a filter bar with the following dropdown menus: "Target" (set to Archer), "Score 1/F" (set to Score 1/F), "Xs" (set to X1), "DIV/STYLE CODE" (set to DIV/STYLE CODE), "Guest" (set to Guest), and "Incomplete" (set to Incomplete). Below the filter bar is a section titled "Select columns to import." with an "Import" button. A table displays the following data:

Name	Score	Xs	Division/Style	Guest	Incomplete
Hill, Hank	285	26	AMBHFS		
Hill, Bobby	298	31	CMBHFS		
Hill, Peggy	276	24	AFFSL		
Gribble, Dale	268	12	AMBHFS		
Nichols, Gregory	281	23	SMFS		
Dauterive, Bill	0	0	AMBB		Y
Boomhauer, Jeff	300	58	AMFS		
Boomhauer, Jeff	299	56	AMFS	Y	



Step 22: After the Target columns have been selected, click Import:

The screenshot shows a web browser window with the URL <https://texasfieldarchery.org/tournament/import/151/567>. The page title is "Test Tournament". At the top, there are several dropdown menus for "Target" with values: Archer, Score 1/F, X1, DIV/STYLE CODE, Guest, Incomplete, and an empty dropdown. Below these is a section labeled "Select columns to import" with a red "Import" button highlighted by a red box. A table below lists archers with columns for Name, Score, Xs, Division/Style, Guest, and Incomplete.

Name	Score	Xs	Division/Style	Guest	Incomplete
Hill, Hank	285	26	AMBHFS		
Hill, Bobby	298	31	CMBHFS		
Hill, Peggy	276	24	AFFSL		
Gribble, Dale	268	12	AMBHFS		
Nichols, Gregory	281	23	SMFS		
Dauterive, Bill	0	0	AMBB		Y
Boomhauer, Jeff	300	58	AMFS		
Boomhauer, Jeff	299	56	AMFS	Y	

Step 23: The system will import the scores and return to the Results page. Make sure the number of entries matches your spreadsheet. To edit a score, click on the archer's name.

Results - Test Tournament

TBD 09/04/2026 - 09/06/2026

Filters: Division All Styles Go Find Add

8 Entries

Cub Male (6-11)			
Bowhunter Freestyle (BHFS)			
#	Archer	Score	Xs
1	Hill, Bobby	298	31
Adult Male (18-49)			
Freestyle (FS)			
#	Archer	Score	Xs
1	Boomhauer, Jeff	300	58
2	Boomhauer, Jeff [GUEST]	299	56
Bowhunter Freestyle (BHFS)			
#	Archer	Score	Xs
1	Hill, Hank	285	26
2	Gribble, Dale	268	12
Barebow (BB)			
#	Archer	Score	Xs
1	Dauterive, Bill [INC]	0	0
Adult Female (18-49)			
Freestyle Limited (FSL)			
#	Archer	Score	Xs
1	Hill, Peggy	276	24
Senior Male (50-59)			
Freestyle (FS)			
#	Archer	Score	Xs
1	Nichols, Gregory	281	23

8 Entries