



ISAA Indoor and Outdoor Intervarsity Competition Handbook

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Introduction

Welcome to the IV and Competition Handbook, put together by the 2025/2026 ISAA Committee to help college archery clubs run smooth and successful student competitions. Inside, you'll find the key rules and guidelines that everyone is expected to follow. These rules will be more consistently and strictly enforced going forward, so we recommend all clubs and archers become familiar with them ahead of each event.

This handbook was created in collaboration with ISAA-affiliated club members, their captains, and the ISAA Committee. It brings together relevant information from the ISAA constitution, event guidelines, and practical advice from experienced hosts. We'd especially like to thank everyone who contributed through the open feedback form earlier this year. Your suggestions helped shape many of the updates and improvements included in this edition.

Whether you're attending, hosting, or supporting archers at an event, we hope this handbook helps you get the most out of the ISAA Intervarsity League.

Important Requirements for Host

Task	Deadline
✔ Book competition date & venue	● Within 28 days after host's exam period OR ≥ 60 days before event (earlier applies)
● Request extension (if needed)	● Before booking deadline – valid reason required
● Confirm date & location with ISAA	● ASAP after booking
● Venue capacity – Indoor	● Space for ≥ 10 archers/club
● Venue capacity – Outdoor	● Space for ≥ 8 archers/club
● Send shoot notice to clubs	● 3 weeks before event– include all details, registration closing, sign-up sheet
● Clubs submit shooting lists	● 10 days before the date of the competition.
● Finalise and publish preliminary target list	● 7 days before event - lanseo link

● **Send final confirmation & updates to clubs**

● **3 days before** event – last-minute changes should be done by now.

General rules about the ISAA League

Snippets taken from the 2025 ISAA Constitution regarding the ISAA Intervarsity league and how it is supposed to be run.

2.7.1 INTERVARSITIES

2.7.1.1. The Intervarsity League shall be contested across no more or fewer than 5 competitions in a single Season.

i. In the event that more than five Clubs elect to host an Intervarsity, the system outlined in Article 2.7.1.2 shall be utilised.

2.7.1.3. Individual and Team prizes shall be presented at the last Intervarsity of each Season.

2.7.1.5. At least two of the five Intervarsities shall take place in the first semester of the Season.

2.7.8 COMPETITION ENTRANCE FEES

2.7.8.1. The maximum entrance fee to Association Intervarsity League Events shall be decided by vote at the AGM, or if required an EGM, for the upcoming Season. In the event of a proposed motion being defeated or not addressed, the maximum entrance fee shall remain as it was in the outgoing season.

How to Run an IntersVarsity (IV)

Choosing IV Hosts

Hosting selection is determined at the ISAA AGM using a randomiser if necessary, unless exactly 5 clubs are willing to host. (see 2.7.1.2 below). If 5 clubs are willing to host then preference is given to the club which has hosted last (and in that order) to choose which IV they would like to host.

2.7.1.2. A randomizer tool shall be used to select the Clubs which shall host each IntersVarsity.

In the event that a randomiser tool is used, it will follow the below process taken from the ISAA constitution. Preference is given to clubs that didn't host the previous season.

i. At the AGM, a list of the names of all Clubs in attendance shall be made and divided into two groups in the randomizer tool: (i) Clubs that did not host intersvarsities in the current Season and (ii) Clubs that did host intersvarsities in the current Season.

ii. The Clubs that did not host intersvarsities in the current Season shall be randomized first and select their preferred intersvarsity to host. Clubs that did host intersvarsities in the current Season shall then select their preferred intersvarsity to host from the remaining intersvarsities.

It is not mandatory for a college to host an event in any given year and colleges can opt out before and during the AGM.

iii. Any Club not willing to host an IntersVarsity shall be skipped.

Booking the IV

Dates and Calendar Events:

When a college has been chosen as the host for a specific IV they must inform the ISAA of their competition date and booking in accordance with the below ISAA constitution article 2.7.1.4

*2.7.1.4. Clubs elected to host Intervarsities in the next Season shall book said Competitions no later than twenty-eight (28) days after the termination of their institution's examination period OR a minimum of sixty (60) days prior to the competition date, whichever comes first, unless a valid reason is given to the GEC, who may approve an extension.
Failure to comply may result in rescinding the rights of that club to host said competition.*

If an extension is requested and a valid reason is provided, the GEC (ISAA Committee, as defined in the ISAA Constitution) will review the request and decide whether to approve or deny it. The decision will be made by a committee vote, and all decisions made by the ISAA Committee are final.

Venue Requirements:

Indoor Competitions: Minimum space for **10 archers per club**.

2.7.1.6. Any Club hosting an Intervarsity shall provide shooting space for at least 10 Members per Association Club, otherwise they shall either co-host said Intervarsity with another Club or forfeit the right to host. Any additional shooting space shall be distributed as evenly as possible among Clubs, by means of a "round robin."

Outdoors: Minimum space for **8 archers per club**.

2.7.4.6 Any Club hosting an Intervarsity shall provide shooting space for at least 8 Members per Association Club, otherwise they shall either co-host said Intervarsity with another Club or forfeit the right to host. Any additional shooting space shall be distributed as evenly as possible among Clubs, by means of a "round robin."

As of September 2025 there are 15 Association clubs.

Communication:

- Once confirmed with your venue and college, inform ISAA of your competition date and location ASAP.
- Closer to the event date, publish an **official Shoot Notice** to clubs. Include:
 - Name, date(s), venue, categories, fees, session info, transport, rules.

- Opening and closing dates for registration.
- Include the **sign-up sheet/ excel**.

Below is a table of deadlines that an IV Host must meet while hosting a competition. These deadlines have been taken from 2.7.1.7 in the constitution and must be followed by the host club. Failure to do so may result in rescinding the rights of that club to host said competition.

Deadline	Task
3 weeks before IV	Send out call for entries (shooting list request)
10 days before IV	Final submission deadline for clubs
7 days before IV	Send provisional target list
3 days before IV	Send final target list, no obligation to accept changes
< 3 days	Clubs may swap allocations with others (with host approval)

The following are the official hosting deadlines and expectations for all Intervarsity events, as outlined in the 2025 ISAA Constitution:

2.7.1.7. Hosts shall be required to send a shooting list request to all affiliated clubs three (3)

weeks prior to the date of the Intervarsity.

- *All clubs must submit their shooting lists at least ten (10) days prior to the date of the Intervarsity, at this stage the host is not obligated to accept any more submissions.*
- *The Intervarsity host shall be obliged to accommodate at least 10 Members from each Club.*
- *Late submissions may be accepted at the discretion of the Intervarsity host.*
- *The hosts must send a provisional target list to all colleges a minimum of seven (7) days prior.*
- *Three (3) days prior to the date of the Intervarsity, the host is not obligated to accept any more changes to the submission list.*
- *Less than three days prior to the Intervarsity, clubs are free to swap allocations with other clubs, provided spots are on the same target face, and at the discretion of the host.*

- *A target list must be sent to all affiliated clubs a minimum of three days prior to the event.*
- *Changes to entry lists may be accepted at the discretion of the Intervarsity host.*

To Do list on your IV Timeline

This To - Do list has been set up from tips and tricks volunteered from experienced host clubs, Club captains and ISAA committee members. Thank you to everyone who contributed to help make this section of the handbook.

60+ Days Before IV (or ASAP after selection)

- Book Venue
- Fill in the online AI Shoot Notice Form
- Apply for WRS if applicable (highly recommended to buy this)
- Confirm Equipment Needed (targets, stands, faces, backstop netting)
- Check Insurance & H&S measures
- Create Shoot Budget
- Recruit Volunteers/ Organisers

4–6 Weeks Before

- Draft Shoot Notice
 - Date, location, format (rounds), categories, rules
 - Fees and payment instructions
- Contact Nearby Clubs if open to guest archers
- Set Up Registration Form (e.g., Google Form or lanseo)
- Publish Event Online (website, social media, ISAA calendar)
- Confirm Judges & DOS (Director of Shooting)
- Email the Shoot Notice out to all ISAA affiliated clubs, the ISAA Chairperson and the ISAA Secretary. If a club chooses to email any further clubs or committee members that is up to the discretion of the host club.
- Order Supplies: target faces, scoring sheets, pens, clipboards, cable ties, Tape, Shooting signs (3m, shooting line and equipment line) etc.

2–3 Weeks Before

- Inventory Equipment – do a check for all gear
- Confirm Volunteer Roster
- Test Electronic Scoring/Timing Systems
- Send out the invoices to competitors.
- Publish the provisional lanseo event page.

Week of the IV

- Print All Materials (target lists, scorecards, waiver forms)
- Assign Target Numbers & Event Schedule on lanseo
- Source
- Confirm Catering/Snacks if provided

Day Before / Day Of

- Set Up Field/Range
- Run Equipment Check
- Brief Volunteers
- Check-in Table Ready
- Safety Briefing and Captain's Speech Script Prepared
- Photographer/Videographer Contacted (optional)

Post-Event

- Submit Results to ISAA (within 1 week is best practice)

2.7.1.8. Official results for any ISAA competitions will only be considered verified when distributed by the appointed records officer.

- Upload Results Online (PDF or lanseo export)
- Return Borrowed Equipment
- Email out a Thank you and lost and found list to all clubs
- Thank Judges
- Post Instagram and social media stories about the event and its results.
- Debrief with Team
- Write Feedback or Report for Next Host

Competition Format and Rules

1. Recognised Archery Styles

*2.7.6.1 The Association recognises the following divisions in all Competitions:
Recurve, Compound, Barebow:*

2. Categories of Competition

- Based on **style**, **skill**, and **gender**.
- ISAA competition categories are divided between the above mentioned styles.
- ISAA competition categories are divided into levels like **Beginner**, **Intermediate**, and **Advanced**.
- ISAA competition categories are divided into **Female** and **Open** divisions.

3. Guest Archers

- **Registered guest archers** (World Archery Association members) can participate in competitions, but they will not be ranked with the official league members.
- They will be ranked separately in a Guest leaderboard specific to that competition.

2.7.6.2 Guest archers who are fully registered members of a World Archery Member Association may attend and shoot at Competitions at the discretion of the Competition host, but they may never be ranked among the Members.

4. Archer Specific Competition Rules

- **Competition Participation:** An archer can only compete in **one category** per competition.

2.7.7.4 An archer may only compete in a single category during an Intervarsity.

- If an archer is eligible to **move up to a higher category**, they will **stay in the lower category** for the remainder of the current season (a season as defined in the ISAA constitution includes one indoor and one outdoors IV league) and will move up only in the **next season** (a new seasons start in September of each year).

2.7.7.12 If an archer becomes eligible to progress to a higher category, the archer shall remain in their current category for the remainder of the Season and progress to the higher category in the following Season.

- An archer may **never move down** a category.

2.7.7.13 An archer may never move down a category.

- If an archer decides to move up mid-season to a higher category, **scores from the lower category** will not count towards their ranking in the higher category unless the **target faces** for both categories are the same.

2.7.7.14 In the event that an archer eligible for a higher category chooses to move to said category during a Season, the scores attained in the lower category shall not be counted together with any scores in the higher category when determining the archer's individual League ranking, unless the target faces in both categories are not different.

Intersarsity Categories and Guidelines

The combination of a class and a division is defined as a "Category" as follows:

Recurve Beginner Open	RBO
Recurve Intermediate Open	RIO
Recurve Advanced Open	RAO
Recurve Beginner Female	RBF
Recurve Intermediate Female	RIF
Recurve Advanced Female	RAF
Compound Open	CO
Compound Female	CF
Barebow Beginner Open	BBO
Barebow Intermediate Open	BIO
Barebow Advanced Open	BAO
Barebow Beginner Female	BBF
Barebow Intermediate Female	BIF

18m Round Specifications

- **RBO, RBF, RIO, RIF, BBO, BBF, BIO, BIF, BAO, BAF Archers:**

- Shoot 60 arrows at 18m on a 40cm target face.
- RIO, RIF, BAO, BAF archers may choose to shoot on a tri-spot 40cm target face at 18m instead.

2.7.7.1 RBO, RBF, RIO, RIF, BBO, BBF, BIO, BIF, BAO, and BAF archers shall shoot a FITA 18 round: 60 arrows on a 40cm target face at 18m. A RIO, RIF, BAO and BAF may choose to shoot a FITA 18 round: 60 arrows on a tri-spot 40cm target face at 18m, if they so wish.

- **RAO, RAF, CO, CF Archers:**

- Shoot **60 arrows** at **18m** on a **tri-spot 40cm target face**.

2.7.7.2 RAO, RAF, CO, and CF archers shall shoot a FITA 18 round: 60 arrows on a tri-spot 40cm target face at 18m.

- **Longbow Archers:**

- Can compete in **Beginner, Intermediate, or Advanced Barebow categories**

2.7.7.3 Longbow archers may compete in the Beginner Barebow, Intermediate Barebow or Advanced Barebow categories.

Category Eligibility Based on Scores

- **RBO / RBF Categories:**

- **Maximum score:** 399 points with 60 arrows on either:
 - 40cm target face at 18m
 - Tri-spot 40cm target face at 18m

Eligibility: Must not have scored more than 399 points at an Intervarsity or official World Archery Member Association competition.

2.7.7.5 In order to compete in the RBO or RBF categories, an archer must not have scored more than the following at a single Intervarsity or official World Archery Member Association competition:

- 399 points with 60 arrows on a 40cm face at 18m;
- 399 points with 60 arrows on a tri-spot 40cm face at 18m;

- **RIO / RIF Categories:**

- **Maximum score:** 499 points with 60 arrows on either:
 - 40cm target face at 18m
 - Tri-spot 40cm target face at 18m

Eligibility: Must not have scored more than 499 points at an Intervarsity or official World Archery Member Association competition.

2.7.7.6 In order to compete in the RIO or RIF categories, an archer must not have scored more than the following at a single Intervarsity or official World Archery Member Association competition:

- 499 points with 60 arrows on a 40cm face at 18m;
- 499 points with 60 arrows on a tri-spot 40cm face at 18m;

- **Barebow (BBO / BBF):**

- **Maximum score:** 299 points with 60 arrows on either:
 - 40cm target face at 18m
 - Tri-spot 40cm target face at 18m

Eligibility: Must not have scored more than 299 points at an Intervarsity or official World Archery Member Association competition.

2.7.7.9 In order to compete in the BBO or BBF categories, an archer must not have scored more than the following at a single Intervarsity or official World Archery Member Association competition:

- 299 points with 60 arrows on a 40cm face at 18m;
- 299 points with 60 arrows on a tri-spot 40cm face at 18m;

- **BIO / BIF Categories:**

- **Maximum score:** 399 points with 60 arrows on either:
 - 40cm target face at 18m
 - Tri-spot 40cm target face at 18m

Eligibility: Must not have scored more than 399 points at an Intervarsity or official World Archery Member Association competition.

2.7.7.10 In order to compete in the BIO or BIF categories, an archer must not have scored more than the following at a single Intervarsity or official World Archery Member Association competition:

- • 399 points with 60 arrows on a 40cm face at 18m;
- • 399 points with 60 arrows on a tri-spot 40cm face at 18m;

Other Notes on Category Eligibility

- **Recurve Archers:**

- If they don't qualify for **RBO / RBF / RIO / RIF**, they compete in **RAO / RAF**.

2.7.7.7 Any Recurve archer ineligible for the above categories shall compete in the RAO or RAF categories.

- **Compound Archers:**

- All compound archers will compete in **CO** or **CF** categories.

2.7.7.8 All Compound archers shall compete in the CO or CF categories.

- **Barebow Archers:**

- If they don't qualify for **BBO / BBF / BIO / BIF**, they will compete in **BAO / BAF**.

2.7.7.11 Any Barebow archer ineligible for the above category shall compete in the BAO or BAF categories.

Target Faces (Indoor)

Category	Target Face
RBO, RBF, RIO, RIF, BBO, BBF, BIO, BIF, BAO, BAF	40cm
RAO, RAF, CO, CF	Tri-spot 40cm

AI Shoot Notice Declaration

Step 1: Prepare Your Information

Before you open the AI form, make sure you have the following ready:

- ✓ **Club Name**
- ✓ **Event Name** (e.g., "ISAA IV Round 2 –TUD")
- ✓ **Date & Venue**
- ✓ **Shoot Notice Document** (PDF or Word file)
- ✓ **Contact Person & Email**
- ✓ **Provisional Schedule & Format** (included in your Shoot Notice)
- ✓ **IANSEO Status** (confirm if you're using IANSEO for results)

Step 2: Log In to the Archery Ireland Website

1. Visit: www.archery.ie

Step 3: Find the Competition Declaration Section

- Go to Documents and Downloads. Find the competition shoot notice form - [Competition Shoot Notice Declaration](#)

Step 4: Complete the Online Form

The online form will usually ask you to fill in:

- Event Name
- Club Name
- Date & Time
- Venue Details
- Competition Type (Indoor/Outdoor, IV, League, etc.)
- Shoot Notice Upload (attach your document)
- WRS (optional)
- Judges Required
- Sign Up Details - Not via JustGo.
- Contact Details
- IANSEO Confirmation

Some forms also have optional fields for:

- Judges confirmed
- Record status
- Insurance confirmation (usually automatically covered by AI membership)

Step 5: Review & Submit

 Double-check:

- The Shoot Notice is attached.
- All mandatory fields are complete.
- Dates are correct.

Then click **Submit**. You should receive an **automated confirmation email** from Archery Ireland.

Step 6: Notify the ISAA

After submitting to AI, you must also:

Email the ISAA with confirmation of your event and the relevant information to do with it.

Tips:

- Submit the Shoot Notice ideally **8–10 weeks in advance**.
- Be early, especially if you need **Record Status** or AI Judge assignments.
- Save a copy of your submission and the AI confirmation for your records.

World Record Status

What is World Record Status (WRS)?

World Record Status (WRS) is an official designation awarded by World Archery (WA) to competitions that meet international standards for fairness, safety, and technical accuracy.

WRS ensures that:

- Scores shot at the event are eligible for World, Continental, and National Records.
- Scores can be used for national and international qualification events (e.g., World Archery tournaments, international rankings).
- The competition follows the same high standards used worldwide.

Why Should Your Event Consider WRS?

While most ISAA Interschool (IV) events do not require WRS, it is good practice and recommended to apply for WRS where possible, especially for:

- League Finals
- National Student Championships
- Any event where archers may:
 - Set record scores
 - Use their scores to qualify for other competitions or team selection

- ✓ Having WRS elevates the standard of your competition.
- ✓ Archers benefit from the option to have their scores officially recognised.
- ✓ It helps prepare your club for hosting larger, high-profile events in the future.

Key Requirements for WRS:

Area	Requirement
Judges	Must be Archery Ireland (AI) National Judges or World Archery-accredited judges.
Field of Play	Must comply with WA standards for field layout, safety, and range markings.
Equipment Inspection	All archers must undergo inspection by a judge.
Timing System	Must use WA-compliant timing (lights, audible signals, or both).
Scoring	Must use IANSEO or other approved WA scoring system.
Dress Code	Must follow World Archery uniform rules (no jeans, appropriate sportswear).
Results Submission	Results must be submitted to Archery Ireland and World Archery for validation.

How to Acquire WRS for Your Event:

1. Plan Early:
Apply for WRS at least 8–10 weeks before your event date to allow for processing and judge booking.
2. Contact Archery Ireland:
You will have indicated your request for WRS in your shoot notice declaration. You should expect contact from AI to finalise the application, if not you must email the AI Secretary a follow-up. They will provide:

- The application form
 - Information on any WRS fees
3. Complete the Declaration:
Include:
- Date, venue, and competition type
 - Number of sessions
 - Judge names (AI can help you source them)
 - Confirmation that your venue and timing meet WA standards.
4. There is also a section in the AI Shoot Notice Declaration Form where you must select either one day or two day WRS. Depending on the type you choose it will cost between €15 and €25. Keep a receipt of this payment.
5. Receive Confirmation:
AI will liaise with World Archery and confirm if your event is approved as WRS.

Quick Pros & Cons of WRS:

Pros	Cons
Scores eligible for records & team selection	Requires stricter rule compliance
Higher prestige for your competition	More planning time needed
Better preparation for hosting bigger events	

Final Notes:

- For regular student IVs, WRS is optional but recommended if your club has the capacity.
- For other student events (e.g., League Finals, Colours, Nationals), applying for WRS is strongly encouraged to ensure archers' scores are valid for wider recognition.
- WRS events help raise the standard of university archery and give your club valuable experience.

Organising Judges

How to Organise Judges:

1 Start Early:

- Contact judges **at least 4–6 weeks** before your competition.
- Judges are volunteers and their availability can fill up quickly, especially during busy archery seasons.

2 Who to Contact:

- Email the **Archery Ireland Judges Committee** (contact details available on the **Archery Ireland website**).
- Barry Brophy - judgesec@archery.ie
- For ISAA events, you may also be able to reach out via the **ISAA Committee** to get recommendations or contact details for local judges.

3 What to Tell the Judges:

Include the following in your initial email:

- **Event name** (e.g., ISAA League Round 3)
- **Date and time**
- **Venue address**
- **Round type** (e.g., WA18)
- Whether the event will be **WRS (World Record Status)**
- Estimated **number of archers**

4 Confirm and Stay in Touch:

- Once you have judges confirmed:
 - Share the **shoot notice** as soon as it's available.
 - Keep judges informed of any **schedule changes** or **venue updates**.
 - Check if they require assistance with **travel** or **accommodation**.

5 On the Day:

- Have a print out of the competition schedule for each judge.
- Have a printed list of competitors for judges to use during equipment check.
- Judges are responsible for:
 - **Equipment inspection**
 - **Line calls**
 - **Timing verification** (especially for WRS)

For World Record Status (WRS) Events:

- You **must** have **Archery Ireland-qualified judges** or **World Archery-accredited judges**.
- Confirm that your selected judges are **eligible to oversee WRS**.
- Aim to have **two or more judges** if possible.

Key Reminders:

- ✓ Secure judges early.
- ✓ Communicate clearly and respectfully.
- ✓ Remember that judges are **volunteers**—treat them well.
- ✓ Thank them publicly after the event.

IV Shoot Notice.

Below is a shoot notice template that can be used by any host clubs to advertise their competition. This shoot notice contains all the important and relevant information needed in a typical 1 day intervarsity shoot.

Please use the official ISAA email contacts list to send your shoot notice to the university clubs invited to your competition. This contacts list should be updated yearly by the ISAA and sent out to all clubs before the first competition. It can also be found in the ISAA Captain's Chat.

Dear All,

We are pleased to officially welcome you to [Event Name, Host College] [Year]!

This year's competition will take place on [Date(s)] at [Venue Name, Address].

Key Details

Competition Venue:

[Venue Name]

[Venue Address]

[Eir Code]

Competition Dates:

[Start Date] - [End Date]

Entry to the venue will be available from [Time].

Event Categories

- **Compound:** Open, Female, Guest
- **Recurve:** Open, Female, Guest
- **Barebow:** Open, Female, Guest

Entry Fees

- **Students:** €[Amount] ([One Day])

- **Guests:** €[Amount] ([One Day])

Entry fees payable via cash on the day or by emailed invoice. Email invoiced entry fees must be paid at least 3 days before the competition date.

Parking and Venue Access

Parking is **[available/not available]** at the venue. Alternative parking is available at [Nearby Parking Location]. The venue is accessible via [Public Transport Details], with the nearest stop located at [Stop Name].

For drop-offs, please use [Drop-off Location]. Please note that buses **[will/will not]** be allowed to remain parked at the venue for an extended period.

Access to the competition hall will be through [Entrance Details].

Target Faces

- Tri-spot target faces [Vegas or verticals state here] will be used for Advanced recurve archers. Beginner and Intermediate recurve archers will shoot a 40cm target face.
- Barebow archers will use 40cm target faces.

Early and Late Shooting Sessions

To accommodate all participants, archers will be divided into **early and late sessions**.

If your club plans to arrive early/stay overnight, please inform us in advance to help with session assignments.

If no updates are provided, we will assume your club is comfortable with either session allocation. If your club needs to switch, please notify us as soon as possible, however a switch is not guaranteed and subject to availability.

Registration Details

- **Opening Date:** [Date]
- **Closing Date:** [Date]

Attached is the entry form for shooting lists. Please return completed forms promptly and inform us of any alterations. Guest shooters will be accommodated after finalising student entries first, subject to availability.

Deadline for submissions: **[Final Submission Date]**

Late dropouts may still be required to pay their entry fee. Minor modifications may be accepted until **[Modification Deadline]**, at the hosts' discretion.

Event Schedule

Day 1: [Date]

Session 1:

- Registration: [Time]
- Equipment Inspection: [Time]
- Start Shooting: [Time]
- Estimated Finish: [Time]

Session 2:

- Registration: [Time]
- Equipment Inspection: [Time]
- Start Shooting: [Time]
- Estimated Finish: [Time]

The event is expected to conclude by [Time].

Additional Information

- **Dress Code:** In line with World Archery dress codes and standards. Strictly no blue denim, crop tops or shorts above the finger tip are allowed.
- **Food:** [Availability of Food & Refreshments if applicable]
- **Social Night:** [Details if applicable]

For any questions or concerns, feel free to contact us.

We look forward to welcoming you to [Event Name] [Year]!

Kind Regards,

[Your Name]

[Your Position]

Running Ianseo for an IV.

Running Ianseo can seem a bit overwhelming at first, but this guide is here to walk you through everything you'll need to know to successfully set up and run an ISAA Interschool League event using Ianseo.

What you will need:

- A computer to host Ianseo, ideally a laptop so you can bring it with you to competitions.
- A way to print out scoresheets, schedules and quiver tags.

Before You Start: Downloads & Links

Links:

<https://www.ianseo.net/Releases.php>

Once you have initial software installation done:

<http://localhost/>

What to Expect with Ianseo

There will be errors. Ianseo occasionally throws out random setup errors. While this guide can't cover them all, we'll show you how to minimise the chance of them occurring.

IANSEO is used at the Olympic level, so it's very feature-rich. That also makes it a bit confusing. You won't need most of its advanced features for ISAA competitions (e.g., TV broadcast tools).

Installation:

Installing i@nseo on Windows operating systems To install i@nseo on a Windows operating system, the user should:

1. Download the software from the relevant section on www.ianseo.net.
2. Extract the file in the wished folder (e.g.: in case the user opted to decompress it in c:\, the system will automatically create a folder, named c:\ianseo).
- N.B.: It is highly recommended to operate directly from c:\ and not from the computer desktop.
3. Run the setup xampp.bat file, available in the folder. The system will automatically open a terminal window. Two pre-compiled questions are displayed: the user just needs to press 'ENTER' to both. Once XAMPP is set, the user should press 'ENTER' and, then, the sequence 'X → ENTER'. This will automatically close the terminal window.
4. After setting up the archives, activate XAMPP by clicking on the Xampp-control icon, then, in the new window, click on 'Start' to both Apache and MySQL.
- N.B.: The user can close XAMPP control by clicking on 'X'. Once minimized, XAMPP will go on running in background, without any problems.
5. Open an Internet browser, type <http://localhost/>, and, then, press 'ENTER'

Set Up Your IANSEO Account and Event

Basic Setup

1. Set Up Competition Info -Navigate to Competition Info and fill in:

The below photo has been taken as an example from an Outdoor IV - please note an indoor IV will have different details. You can find some examples below.

- **Login:** If you haven't already, log into your IANSEO account.
Create New Event: Go to your IANSEO dashboard and click on the "Create New Event" button.
 - **Event Name:** " ISAA Intervarsity League XX"
 - **Location:** Enter the venue's name and address.
 - **Dates:** Select the event dates (e.g., 12-13 August 2025).
 - **Event Type:** Choose "Indoor" as the event type.

- **Round Type:** Select the **18m Indoor Round** (standard for indoor shooting, typically a 60-arrow round at 18 meters).

Competition Code	UCDOIV
Name	ISAA Outdoors League Leg 1 IV
Short Name	UCDOIV
Organized by	UCDAC
	University College Dublin Archery Club
ORIS compliance	☐ Checking the box will make this tournament ORIS compliant; all outputs will be defaulted to ORIS (Olympic) standards.
Localization Rule	World Archery Tournament Rules
Competition Type	70m/50m Round - 2 Distances
Subrule	Every Classes
Reset to predefined values	☐ This action will reset all tournament related options to their default values: Divisions, Classes, Distances, Targets, etc... Use only if you know what you're doing!
Lookup Table	
Place	Archery Ireland Blanchardstown Range, National Sports Campus
Venue	
Nation	IRL - Ireland
Time zone	+01:00 (±hh:mm)
Date	From 2024 - 5 - 25 (yyyy-mm-dd) To 2024 - 5 - 25 (yyyy-mm-dd)
Paper size	A4
Currency	€
Printout Language	Set by user
Printout character set	☒ Normal (Latin) ☐ Extended Character Set (not Latin) ☐ Include chinese characters ☐ Include japanese characters
Enable HHT System	No ☐ Send Target assignment instead of Names
Enable Ianseo ScoreKeeper	No

Shooting Session Management - Competition Officials Manager

Images

Here you put your images, this will be shown on your Ianseo page on the website.
For any ISAA Shoots, the ISAA logo goes on the left hand side, a PNG of the logo is provided in the same folder as this document.



Divisions/Classes

(Competition>Edit Competition Info>Division and Classes)

Set Categories

In your event setup, you need to define **equipment**, **skill levels**, and **gender** categories. Here's how:

A. Equipment Divisions

- **Barebow**
- **Recurve**
- **Compound**

B. Skill Level Categories

- **Beginner** (new to archery or with limited competition experience)
- **Intermediate** (some experience, but not at an elite level)
- **Advanced** (competitive or high-level archers)

C. Gender Divisions

- **Female** (for female archers)
- **Open** (for male and non-binary archers)

Indoors:

Manage Divisions/Classes											
Divisions											
Division	Description	Para/IPC	Athlete	Order							
R	Recurve	No	Yes	1							X
C	Compound	No	Yes	2							X
B	Barebow	No	Yes	3							X
		No	No								Save

Classes											
Age Class	Gender	Description	Para/IPC	Athlete	Order	From Year	To Year	Assignable Classes	Allowed Div. (empty for all)		
M	M	Men	No	Yes	1	21	49	M			X
W	W	Women	No	Yes	2	21	49	W			X
U21M	M	Under 21 Men	No	Yes	3	18	20	U21M.M			X
U21W	W	Under 21 Women	No	Yes	4	18	20	U21W.W			X
U18M	M	Under 18 Men	No	Yes	5	1	17	U18M.U21M.F			X
U18W	W	Under 18 Women	No	Yes	6	1	17	U18W.U21W.F			X
50M	M	50+ Men	No	Yes	7	50	100	50M.M			X
50W	W	50+ Women	No	Yes	8	50	100	50W.W			X
BO	M	Beginner Open	No	Yes	9	1	99	BO	R, B		X
BF	W	Beginner Female	No	Yes	10	1	99	BF	R, B		X
IO	M	Intermediate Open	No	Yes	11	1	99	IO	R, B		X
IF	W	Intermediate Female	No	Yes	12	1	99	IF	R, B		X
AO	M	Advanced Open	No	Yes	13	1	99	AO	R, B		X
AF	W	Advanced Female	No	Yes	14	1	99	AF	R, B		X
O	M	Open	No	Yes	15	1	99	Open	C		X
F	W	Female	No	Yes	16	1	99	Female	C		X
GO	M	Guest Open	No	Yes	17	1	99	Open			X
GF	W	Guest Female	No	Yes	18	1	99	Female			X
	M		No	No							Save

Manage distances

Outdoors:

(Same categories, just Intermediate barebow does not exist for outdoors yet)

Manage Divisions/Classes											
Divisions											
Division	Description	Para/IPC	Athlete	Order							
R	Recurve	No	Yes	1							X
C	Compound	No	Yes	2							X
B	Barebow	No	Yes	3							X
		No	No								Save

Classes											
Age Class	Gender	Description	Para/IPC	Athlete	Order	From Year	To Year	Assignable Classes	Allowed Div. (empty for all)		
M	M	Men	No	Yes	1	21	49	M			X
W	W	Women	No	Yes	2	21	49	W			X
U21M	M	Under 21 Men	No	Yes	3	18	20	U21M.M			X
U21W	W	Under 21 Women	No	Yes	4	18	20	U21W.W			X
U18M	M	Under 18 Men	No	Yes	5	1	17	U18M.U21M.F			X
U18W	W	Under 18 Women	No	Yes	6	1	17	U18W.U21W.F			X
50M	M	50+ Men	No	Yes	7	50	100	50M.M			X
50W	W	50+ Women	No	Yes	8	50	100	50W.W			X
BO	M	Beginner Open	No	Yes	9	1	99	BO	R, B		X
BF	W	Beginner Female	No	Yes	10	1	99	BF	R, B		X
IO	M	Intermediate Open	No	Yes	11	1	99	IO	R		X
IF	W	Intermediate Female	No	Yes	12	1	99	IF	R		X
AO	M	Advanced Open	No	Yes	13	1	99	AO	R, B		X
AF	W	Advanced Female	No	Yes	14	1	99	AF	R, B		X
O	M	Open	No	Yes	15	1	99	Open	C		X
F	W	Female	No	Yes	16	1	99	Female	C		X
GO	M	Guest Open	No	Yes	17	1	99	Open			X
GF	W	Guest Female	No	Yes	18	1	99	Female			X
	M		No	No							Save

Manage distances

Distances/Targets

Indoors:

All at 18m,

RBO/RBF, RIO/RIF, All Barebow - 40cm face

RAO/RAF, RIO/RIF(Optional), All compound - 3 spots

lanseo should have all the indoor distances done automatically.

Outdoors:

Manage Distances				
Available Values	Filter on Division/Class	.1.	.2.	
R: U18M, U18W	RU18_	60m-1	60m-2	 
C: M, W, U21M, U21W, U18M, U18W, 50M, 50W, O, F, GO, GF	C%	50m-1	50m-2	 
B: M, W, U21M, U21W, U18M, U18W, 50M, 50W, GO, GF	B%	50m-1	50m-2	 
R: U21M, U21W	RU21_	70m-1	70m-2	 
R: W	RW	70m-1	70m-2	 
R: M	RM	70m-1	70m-2	 
R: 50M, 50W	R50_	60m-1	60m-2	 
R: BO, BF	RB%	50m-1	50m-2	 
R: IO, IF	RI%	60m-1	60m-2	 
R: AO, AF	RA%	70m-1	70m-2	 
R: GO, GF	RG%	70m-1	70m-2	 

Session: 1

You will have to do the divisions and classes first in order for this to be possible.

They will be unassigned at first.

Manage Distances				
Available Values	Filter on Division/Class	.1.	.2.	
R: AO, AF	RA%	70m-1	70m-2	 

This is what they will look like, unassigned, the spaces will be blank, input RA% to select all categories with RA(RAO, RAF) and set their distances.

Sessions:

Here you set how many sessions you have, with how many targets, and how long each session lasts.

These should be self explanatory but let me know if you need help with them.

:

Competition	Participants	Qualification
Open		
Close		
Delete		
View Competition Info		
Edit Competition Info		
Scheduling		
Warm Up Schedule		
Individual Finals Setup		
Team Finals Setup		
Final Field of Play Layout		
Ianseo Protection		
Final report		
Exports		
Send to ianseo.net		
Select Language		

Competition Info
 Images
 Session
 Competition Officials
 Divisions and Classes
 SubClasses
 Manage Distances
 Manage Targets

Ends	
6	
6	

Shooting Session Management									
Number of Session: 1 (Advanced)									
Target per Session									
Session 1	Session 2	Session 3	Session 4	Session 5	Session 6	Session 7	Session 8	Session 9	Session 10
24	0	0	0	0	0	0	0	0	0
Archers per Target									
Session 1	Session 2	Session 3	Session 4	Session 5	Session 6	Session 7	Session 8	Session 9	Session 10
4	0	0	0	0	0	0	0	0	0
Save Cancel									
Session: 1									
Distance	Ends	Arrows/End	Date	Warm Up	Length	Starting Time	Length	Schedule notes	
1.	6	6	dd/mm/yyyy		0	--:--	0		
2.	6	6	dd/mm/yyyy		0	--:--	0		

Event Structure (Rounds & Format)

- **Round Format:** For an **18m indoor round**, each archer will shoot 60 arrows. You will typically have:
 - **Qualification Round:** 60 arrows (usually 3 sets of 20 arrows).
 - **Elimination/Finals Round:** If you're doing eliminations, it could be head-to-head matches after the qualification round.
- Ensure to specify:
 - **Warm-up Time:** Set any warm-up period before the competition starts (e.g., 15 minutes).
 - **Qualification Period:** Ensure you set times for each archer's qualification shoot.

Load Athletes

Choose File

No file chosen

1) BSB

2) Session

3) Division

4) Class

5) Target

6) Individual - Qual. Round

7) Team - Qual. Round

8) Ind. Final

9) Team Final

10) Mixed Team Final

11) Last Name

12) Name

13) Gender

14) Country or State Code

15) Country Name

16) Date of Birth

17) Subclass

18) Country or State Code 2

19) Country Name 2

20) Country or State Code 3

21) Country Name 3

Special Imports

Some feature are not documented and reserved to IGA/ISED partner (Contact your reference person for documentation)

##SESSION##

##SESSION## <tab> ORDER <tab> NAME <tab> TARGETNO

Create/Update the qualification round session no. "ORDER" with Session Name = NAME and Number of Targets = TARGETNO

##ID-OC##

##ID-OC## <tab> BSB <tab> LOCALBSB

Set the Local BSB of the archer identified by BSB.

##DOB##

##DOB## <tab> BSB <tab> DOB

Set the Date Of Birth (DOB) of the archer identified by BSB. Format of date: yyyy-mm-dd

##CAPTION##

##CAPTION## <tab> BSB <tab> CAPTION

CAPTION text printed on accreditation instead of the category for the archer identified by BSB

##SUBCLASS##

##SUBCLASS## <tab> BSB <tab> SUBCLASSCODE

Set the Subclass of the archer identified by BSB

##WHEELCHAIR##

##WHEELCHAIR## <tab> BSB <tab> [1|0]

Set (1) | Reset (0) the wheelchair flag of the archer identified by BSB

##NOC##

##NOC## <tab> BSB <tab> NOC

Set the Country/Club code to NOC of the archer identified by BSB

##EMAIL##

##EMAIL## <tab> BSB <tab> EMAIL

Set E-Mail address of the archer identified by BSB

##TARGET##

##TARGET## <tab> BSB <tab> DIVISION <tab> CLASS <tab> TARGET

Set the specific TARGET Pace Option to the archer identified by BSB competing in a specific DIVISION and CLASS

##TARGETNO##

##TARGETNO## <tab> BSB <tab> SESSION <tab> TARGETNO [<tab> DIVISION [<tab> CLASS]]

Set Target Number and Session of the archer identified by BSB.

##TEAM2##

##TEAM2## <tab> BSB <tab> TEAMNO <tab> TEAMNAME

Set the secondary team Code and Name of the archer identified by BSB

##TEAM3##

##TEAM3## <tab> BSB <tab> TEAMNO <tab> TEAMNAME

Set the tertiary team Code and Name of the archer identified by BSB

##ADDRESS##

##ADDRESS## <tab> BSB <tab> ADDRESS <tab> ZIP <tab> CITY <tab> PROVINCE <tab> COUNTRY

Set postal mail of the archer identified by BSB

##TEAMCONTACT##

##TEAMCONTACT## <tab> NOC <tab> Preferred <tab> BnCode <tab> PnName <tab> GvName <tab> Email <tab> Phone

Set contacts details of Team identified by NOC

☐ Delete existing entries that are not in the list
☒ Overwrite Previous Archers
☐ No Team Update

Load Athletes

Registration Process

Inputting Participants(Participants > Athletic Sync> List Load(spreadsheet)):

Enter Archer Details

Now you can begin adding archers to your event. Here's how you'll do it:

A. Navigate to the Participants Section

1. **Find the "Participants" Tab:** On your event dashboard, look for the "Participants" section or "Entry List".
2. **Add a New Archer:** There should be an option to "Add New Participant" or "Add Archer."

B. Input Archer Information

For each archer, you'll need to fill in the following information:

- **Full Name:** First and last name.
- **Gender:** Choose **Female** or **Open** (Open category can include male, non-binary, or other).
- **Equipment Division:** Select **Barebow**, **Recurve**, or **Compound** based on their equipment.
- **Skill Level:** Choose **Beginner**, **Intermediate**, or **Advanced**.
- **Country/Region:** This is optional but can be useful for large events or international participants.
- **Date of Birth (Optional):** You can also add their age or date of birth to verify skill levels in some cases.

C. Save the Archer's Details

Once you've inputted all the necessary details for one archer, click **Save**. You can then proceed to add the next participant.

Add Multiple Archers (Batch Entry)

If you have many archers to add, you may need to repeat the process for each one. However, some systems allow you to enter participants in bulk via a **CSV file** if you have one prepared. Check to see if IANSEO offers this feature, but generally, for manual entry, you'll need to input each one individually.

Check for Duplication or Errors

As you enter the details, keep an eye out for any duplicate registrations or incorrect data (like mis-entered skill levels or equipment types). This will ensure the event setup runs smoothly.

I have attached an example spreadsheet from an outdoors IV (2023) as a guideline on how it should look, what you have will obviously be different. I have also attached an empty template. (Note Columns A, F, G, H, I and J has function that fills itself out when you input a value into L (First name))

Once you have filled out your excel sheet, you can copy and paste everything into that text box above (make sure to exclude the first row with the titles and filters).

Assuming you have done everything correctly up until this point, you should see something like this:

Lead Athletes Team List														
Insert Athlete Name														
OK	18	1	R	87										
OK	19	1	R	80										
OK	20	1	R	80										
OK	21	1	R	00										
OK	22	1	R	80										
OK	23	1	R	80										
OK	24	1	R	80										
OK	25	1	R	F										
OK	26	1	R	80										
OK	27	1	R	F										
OK	28	1	R	80										
OK	29	1	R	80										
OK	30	1	R	80										
OK	31	1	R	80										
OK	32	1	R	80										
OK	33	1	R	80										
OK	34	1	R	80										
OK	35	1	R	80										
OK	36	1	R	80										
OK	37	1	R	80										
OK	38	1	R	80										
OK	39	1	R	80										
OK	40	1	R	80										
OK	41	1	R	80										
OK	42	1	R	80										
OK	43	1	R	80										
OK	44	1	R	80										
OK	45	1	R	80										
OK	46	1	R	80										
OK	47	1	R	80										
OK	48	1	R	80										
OK	49	1	R	80										
OK	50	1	R	80										
OK	51	1	R	80										
OK	52	1	R	80										
OK	53	1	R	80										
OK	54	1	R	80										
OK	55	1	R	80										
OK	56	1	R	80										
OK	57	1	R	80										
OK	58	1	R	80										
OK	59	1	R	80										
OK	60	1	R	80										
OK	61	1	R	80										
OK	62	1	R	80										
OK	63	1	R	80										
OK	64	1	R	80										
OK	65	1	R	80										
OK	66	1	R	80										
OK	67	1	R	80										
OK	68	1	R	80										
OK	69	1	R	80										
OK	70	1	R	80										
OK	71	1	R	80										
OK	72	1	R	80										
OK	73	1	R	80										
OK	74	1	R	80										
OK	75	1	R	80										

Target Allocation:

Organising the Archers - Automatically

To make the event smooth, you'll want to assign archers to shooting groups.

- **Shooting Groups:** Based on the number of participants, divide them into **groups** or **flights**. For example:
 - Group 1: Barebow – Beginner (Female)
 - Group 2: Barebow – Beginner (Open)
 - Group 3: Recurve – Intermediate (Female)
 - Group 4: Compound – Advanced (Open)
- IANSEO will automatically help organise groups by category and skill level.

Organising the Archers - Manually

There are two types of target allocation, Manual and “Draw”,
 “Draw” is where lanseo will try to put everyone onto target based off their categories, though
 this is rarely ever a good way to do it, I’ve always found I had to do it the Manual way.

1	27	Jamison Emma	US	Ulster University	B	4	
1	31	Spawell Elena	UCD	University College Dublin	B	47	
1	33	Douglas Clara	UCD	University College Dublin	B	47	
1	143	Carroll Corinne	DU	Dublin University	B	47	
1	42	Conor Clara	DU	Dublin University	B	47	
1	42	Dehennema John	DU	Dublin University	B	43	
1	31	Kusumika Clara	UCD	University College Dublin	B	43	
1	36	Brady Sue	UCD	University College Dublin	B	43	
1	35	Graind Kate	DU	Dublin University	B	37	
1	38	Hulsham Hazel	DU	Dublin University	B	37	
1	44	Reaney Keri	DU	Dublin University	B	30	
1	33	Reaney Samuel	DU	Dublin University	B	30	
1	39	Deane Hilda Christadelphians	DU	Dublin University	B	30	
1	23	Eulfsen Stephen	TUD	Technological University Dublin	B	30	
1	33	Tar Tami	TUD	Technological University Dublin	B	30	
1	141	Hedrick Derek	DCU	Dublin City University	C	3	Default CD
1	28	Oliva Rachel	UL	Ulster University	F	7	
1	42	Murphy Andrew	DU	Dublin University	F	4	Default
1	48	Wheeler Eric	UCD	University College Dublin	F	43	Default
1	37	Finnegan Liam	DU	Dublin University	F	43	Default
1	24	Brigley Andrew	UL	Ulster University	F	43	Default
1	137	Harvey Emily	US	University of Suffolk	F	43	Default
1	31	Graind Daniel	UCD	University College Dublin	F	43	Default
1	43	O'Sullivan David	DU	Dublin University	F	43	Default
1	28	English Chris	UL	Ulster University	F	43	Default
1	38	Burke Helen	US	University of Suffolk	F	43	Default
1	32	Conry Sarah	UCD	University College Dublin	F	43	Default
1	41	Evans Kelly	DU	Dublin University	F	47	Default
1	148	Hedrick Stephen	US	Ulster University	F	43	Default
1	21	Shaw Patrick	TUD	Technological University Dublin	F	43	Default
1	38	Drisham Jack	UCD	University College Dublin	F	43	Default
1	49	Conry Helen	UCD	University College Dublin	F	47	Default
1	31	Harold Alexander	TUD	Technological University Dublin	F	35	Default
1	47	Conry Clara	UCD	University College Dublin	F	37	Default
1	42	O'Sullivan Clara	DCU	Dublin City University	F	37	Default
1	34	Con Orlanagh	DU	Dublin University	F	30	Default
1	13	Breen Joseph	TUD	Technological University Dublin	F	30	Default
1	34	Serenmedina Thelma	UCD	University College Dublin	F	30	Default
1	39	Condon Deborah	DCU	Dublin City University	F	37	Default
1	22	Ali Ahmed	DU	Dublin University	F	30	Default
1	38	Holmes Clara	TUD	Technological University Dublin	F	37	Default
1	37	Sweeney Anna	UCD	University College Dublin	F	37	Default
1	36	O'Connor Clara	DU	Dublin University	F	37	Default
1	25	Lee Eithne	US	University of Suffolk	C	7	Default CD
1	38	Strom Clara	DU	Dublin University	B	47	
1	47	Kusumika Clara	UCD	University College Dublin	B	43	
1	111	Reaney Ann	DCU	Dublin City University	B	37	
1	43	Schneider Luke	UCD	University College Dublin	B	37	
1	38	Hulsham Hazel	DU	Dublin University	B	37	
1	43	Lambert Emma	UCD	University College Dublin	B	37	
1	33	McCarthy Lauren	UL	University of Limerick	B	37	
1	44	Harold Emma	UL	University of Limerick	B	44	

Score sheet printout:

Qualification

Individual Final

Input Score

Export Text File

Scorecard Printout

Athlete Numbers

Qualification Field of Play Layout

Personal Rank

Category Result List

Qualification Round Printout

Speaker

Print Scores
Print Score - Details

☒ Complete Score (Drawing & Data)
☐ Complete Score (Drawing & Data) + Column for competition running totals
☐ Only Data
☐ Only Target Number
☐ Only Drawings (Single Page)
☐ 4 Scores per page ISAA Style
☐ Field/3D Scorecard
☐ Arrow by Arrow collection, choose arrows per end: ☒ 6 - ☐ 3

☒ Add Competition Header
☒ Add Competition Images
☒ Add Country/Club Flags
☐ Collect Archers' Birthdate and Email
☒ Print Barcode on Scorecard
☐ Athlete scorecard with all distances on a single page

Session: From 1 To 24 - without empty targets -

Distance: ☐ No Distance ☒ 1 ☒ 2

☐ Print Scorecards filled in with all the value from single arrows
☐ Print Stickers ☐ Print Names

[Print Scores](#)

Intermediate results collecting paper

[Print](#)

Set Up Scoring

You'll manually enter scores for each archer as the event progresses. The **18m Indoor Round** will consist of 60 arrows (6 ends of 10 arrows). Archers will score as follows:

- **10, 9, 8, 7... down to 1** (scores for each arrow depending on where it lands).

Ensure you:

- **Set up the scoring sheets** for each round and division.
- **Input Scores:** As archers complete their rounds, record scores for each arrow, or input their total score for each round.

Live scores (if enabled) can be updated during the event for spectators and archers to track their progress.

Selected Competition: ISAA Outdoors League Le

Competition	Participants	Qualification
Open		
Close		
Delete		
View Competition Info		
Edit Competition Info		
Scheduling		
Warm Up Schedule		
Individual Finals Setup		
Team Finals Setup		
Final Field of Play Layout		
Ianseo Protection		
Final report		
Exports		
Send to ianseo.net		
Select Language		

[Set on-line codes](#)
[Send](#)
[Live Update](#)

Pushing to Ianseo:

After you click on send, you will be directed to a log-in style page.

If this is the first time you try to send it, you will have to request a code.

Once that is done, you will have to set a password and an email along with a Google map URL for the venue.

The ianseo team will then approve it on the following working day in the morning along with a response to the given email with a code. (Note they will **ONLY** approve them on workdays, so if you have a competition on that weekend, Thursday night is your last chance to push it!)

You can still change pretty much anything after you send it so what I like to do is actually push it onto the website a few days before collecting names, so I can push any changes instantly onto the website.

Important note:

You have to manually push the ianseo everytime you change something in order for it to show up on the website, unless you have Live update enabled!

The screenshot shows a web form titled "Get Competition Code" with a light blue header. Below the header, there is a warning message: "You may ask to host your competition on ianseo.net. The service is offered for free but terms and conditions may change at any moment without warning. Sending the email does not imply the request will be accepted. The service is delivered 'as is' and can be suspended at any time without warning. If a competition has no results (eg Qualifications) after the end of the competition it may be deleted without warning." The form fields are as follows: "Competition Code" (pre-filled with "UCDQIV"), "Name" (pre-filled with "ISAA Outdoors League Leg 1 IV"), "Organized by" (pre-filled with "UCDAC"), "Organized by" (pre-filled with "University College Dublin Archery Club"), "Place" (pre-filled with "Archery Ireland Blanchardstown Range, National Sports Campus"), "From" (pre-filled with "2024-05-19"), "To" (pre-filled with "2024-05-19"), "Country Name" (pre-filled with "IRL-Ireland" and highlighted in pink), "Choose a password for publication" (empty text box), "Results Manager Email" (empty text box), and "Paste the Google Map URL showing the place of the competition:" (empty text box). To the right of the map URL is a "CHECK" button. At the bottom of the form is a "Click to request Code" button.

Additional Stuff:

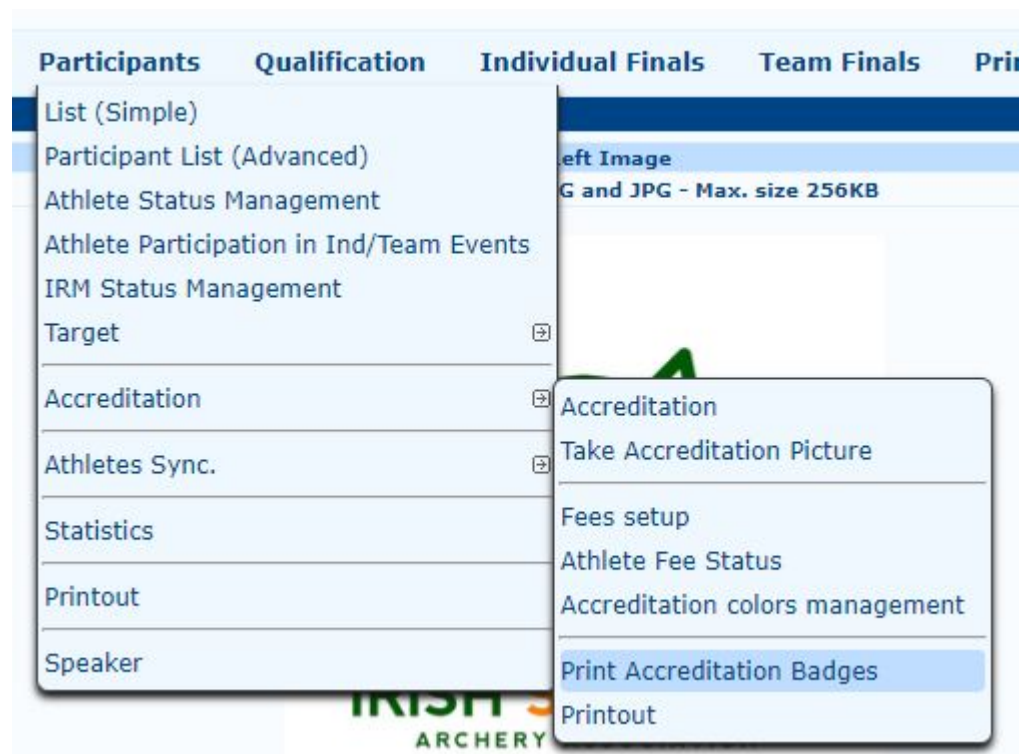
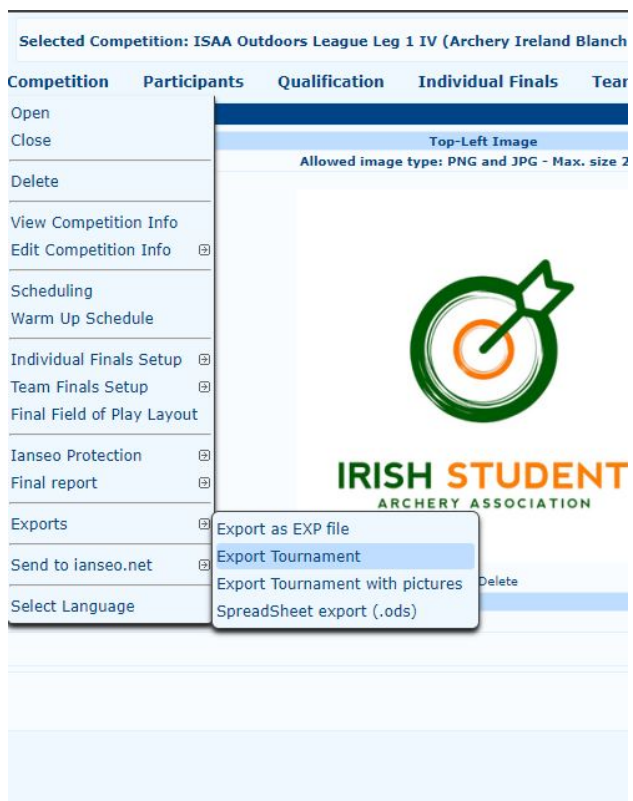
Exporting ianseo:

Only necessary if you need to move the master copy of the ianseo in-between computers. Also extremely useful to save backups of the ianseo incase it decides to stop working.

Note you **MUST**, upload the ianseo onto the website first to get a code!

The ianseo will download a .ianseo file, you will then import it on another computer with all the initial installation done.

Athlete Accreditation(The cool little piece of paper with your name on it - Quiver Tags):



Results and Ranking

- **Qualification Round Results:** After the qualification round, IANSEO will automatically rank the archers based on their scores.
- **Rankings:** The system will generate final rankings for each category and division (Barebow, Recurve, Compound) by gender (Female, Open).

Finalising Results

Once the competition is over:

- **Publish Results:** IANSEO will automatically update rankings and publish final results for each division, gender, and skill category.- As long as Live Updates is switched on, otherwise you will have to publish the ianseo page everytime after you change something.
- You can also generate a **PDF of the results** for archers to download, share on social media, or print for reference.

After the Competition

Reporting

- Submit:
 - Verified results
 - Any changes or withdrawals

Feedback and Records

- Share feedback or issues with the ISAA GEC
- Archive your IV data securely: target lists, entry forms, fees collected.

Additional Rules/Alternative Rules for Outdoor IV's.

1. Number of Competitions (2.7.4.1)

- The Intervarsity Outdoor League must consist of at least 3 competitions in a season.

2. Host Selection (2.7.4.2)

- Rotational System: Clubs take turns hosting competitions.
- At the first EGM (Extraordinary General Meeting) of the season, an alphabetical list of clubs is created.
- Clubs that hosted last season are listed last and will be skipped if they don't want to host.
- Clubs must be affiliated with ISAA before the AGM to be eligible to host.

3. Hosting Requirements (2.7.4.6)

- Hosts must provide shooting space for at least 8 members per affiliated club. If they cannot provide space, they must co-host or forfeit hosting rights.
- Hosts should aim to allocate spaces in a “round robin” fashion, ensuring that spaces are distributed fairly across clubs.

4. Host Responsibilities (2.7.4.7)

- Shooting List Request: Hosts must send a request for shooting lists to all affiliated clubs 3 weeks before the competition.
 - Clubs must submit their shooting lists 10 days before the event.
 - Late submissions may be accepted at the host's discretion.
- Hosts must send a provisional target list 7 days prior to the competition and must finalize the target list 3 days prior.
- After 3 days before the event, no further changes to entry lists will be accepted unless archers swap places on the same target.

5. Distances (2.7.4.8)

- Compound: 50m distance for all categories.
- Recurve:
 - Beginner: 50m
 - Intermediate: 60m
 - Advanced: 70m
- Barebow:
 - Beginner: 30m
 - Intermediate: 40m
 - Advanced: 50m

Note: Archers may choose to compete at a greater distance than required for their category. If they do, they enter the higher category and must continue in that category for the season.

6. Medals (2.7.4.10, 2.7.4.11)

- Two sets of medals will be awarded:
 - First set: Based on the best 3 out of 4 scores of each archer during the intervarsities.
 - Second set: Determined by the head-to-head knockout at the final intervarsity.
- Knockout Competition:
 - Archers must have participated in at least one of the intervarsities to be eligible for the knockout rounds.
 - Archers can only compete in one category in the knockout competition.

7. Final Intersivity Format (2.7.4.10.2)

- The final intersivity will consist of:
 - A 72-arrow qualification round.
 - A head-to-head knockout competition, with brackets based on rankings from the qualification round.

Key Point: The top 3 scores of each archer during the season will be used to determine the first set of medalists. The head-to-head knockout results will determine the second set of medalists.

Fun Shoots (2.7.5)

1. Types of Fun Shoots(2.7.5.1)

Any club can choose to host a fun shoot during the season. These competitions can include, but are not limited to:

- Beginner Competitions: Perfect for newcomers to archery, typically lower-stakes, friendly events.
- Fun Shoots: These could be themed events like:
 - Halloween Fun Shoot 🎃
 - Christmas Fun Shoot 🎄

2. Proposal and Approval (2.7.5.2)

- Fun shoots must be proposed and agreed upon at the AGM (Annual General Meeting) or at an EGM (Extraordinary General Meeting), to make it into the ISAA

calendar.

- This ensures that everyone involved is aware of upcoming events and can plan accordingly.

3. Format of Friendly Competitions (2.7.5.3)

- The format of these competitions is left to the discretion of the hosts.
 - This means the host club can decide on the rules, number of rounds, distances, or any fun variations they want to include.
 - For example, a Halloween Fun Shoot could include fun targets like pumpkins or a Costume Competition, or a Christmas Fun Shoot could feature a "Shooting Santa" target, adding some fun to the archery.

Nationals and Open Events (2.7.3)

1. Overview

- The National Student Indoor Championships ("Nationals") and the Student Open ("Open") are separate from the Intervarsity League. These are non-IV student competitions.

2. Hosting the Nationals and Open (2.7.3.2-3)

- Hosting Allocation:
 - At the AGM (after Intervarsity hosts are decided), the hosting rights for Nationals and The Student Open events are allocated.

- If a club has not been selected as a host for an Intervarsity, they may nominate themselves to host the Nationals or the Open.

3. Format of Nationals and Open (2.7.3.4)

- The format of both the Nationals and Open events is left to the discretion of the hosts. These will usually be 2-day competitions with a qualifying event on the first day, followed by head 2 heads and team events on the second day.
 - This provides flexibility for the hosting club to choose the structure, such as:
 - Round types (e.g., 18m indoor, 72-arrow outdoor, etc.)
 - Scoring systems
 - Event structure (e.g., individual, team, knockout rounds)

Friendly Competitions, Nationals, and Open Events Summary

1. Friendly Competitions:

- Types: Fun Shoots, Beginner Competitions, etc.
- Proposals: Must be proposed and approved at an AGM/EGM.
- Format: Decided by the host club.

2. Nationals & Open Events:

- **Separate from Intervarsity League.**
- Hosting rights are decided after the Intervarsity hosts are allocated.
- **Format:** Left to the discretion of the host club.

ISAA League Medals and Leaderboards. (2.7.1.3, 2.7.4.4)

● Indoor League Medals

- Awarded at the **last Intervarsity** competition of the season.
- The ISAA record's officer has control of the seasons league tables and will use an archers best 4 scores for the intervarsities of that year to determine the standings and medalists of the league that year.

● Outdoor League Medals:

- Awarded at the **last Intervarsity** competition of the season.
- The ISAA record's officer has control of the seasons league tables and will use an archers best 3 scores for the intervarsities of that year to determine the standings and medalists of the league that year.

● Outdoor Head-to-Head Medals

- Awarded at the **last Intervarsity** competition of the season.
- **Second set of medals:** Based on **head-to-head knockout results** at the final intervarsity.

Key Point: While the end-of-season prizes are linked to the Intervarsity events, the Nationals and Open events are standalone competitions, and their prizes will depend on the host club's format.