

GUIDE TO PRINTING & SUBMITTING WEEKLY SCORE SHEETS &



PAYING WEEKLY TEAM DUES



At Heart Of The Bay APA, we continue to strive to make technological improvements in order to enhance our members' experience. We recognize that as technology advances, so must we if we're going to continue those efforts. With that in mind, we have implemented new payment options that will allow you to pay your team fees electronically. We have also implemented a system for electronic downloading and submission of score sheets which will allow you to print your own score sheets at home and email them back to the League Office when your matches are complete.

In order to ensure that league stats are updated in a timely fashion and in order for a team to earn its bonus points each week, it is necessary that teams submit their weekly dues and neat, accurate score sheets no later than 24 hours after the match is played.

Printing and Submitting Weekly Score Sheets

Each team is asked to print its own score sheet each week by having a team member log in to the Member Services App or their Member Services account at leagues.poolplayers.com and selecting "Scoresheets" from the menu. From the Member Services App, click on "Scoresheet" next to the match you wish to print. Instructions for completing score sheets can be found in the document library on our website.

Submitting Weekly Score Sheets

Once a team match is completed, each team is asked to email the completed score sheet (when submitting 9-Ball sheets, please submit BOTH sides) to hotbayscoresheets@apaleagues.com **no later than 24 hours after the match is played**. This can be accomplished either by taking a photo of the score sheet with your phone, by using a document scanning app on your phone or by using a scanning machine. Please make sure we can easily read your submitted score sheet or you may be asked to resubmit it or you may lose bonus points. We recommend using a phone scanning app or a home/office scanning machine and submitting your score sheets in PDF format in order to ensure an acceptable quality image.

The recommended free scanning apps for submitting score sheets are **Adobe Scan** for Apple or Android and **CamScanner** for Android only. Both free apps are capable of combining pictures taken with your smartphone into a pdf document that can be emailed directly from the app. Please follow the app instructions for optimum results.

Paying Weekly Team Dues

Each team is asked to pay weekly team dues by having a team member log in to the Member Services App or their Member Services account at leagues.poolplayers.com and selecting "Pay league fees" from the menu. From the Member Services App, click on the \$\$\$ next to the corresponding match. Any member of your team can pay the weekly team dues. The entire session of weekly dues can be paid in advance or on a weekly basis, but are due no more than 24 hours after playing the match. If your weekly match has already been input, you will not be able to pay your dues using Member Services. If you are unable to pay your dues using Member Services, please use PayPal. The PayPal email address for submitting payments to Heart Of The Bay APA is hotbaypaypal@apaleagues.com.

*****WEEKLY DUES AND SCORE SHEETS ARE DUE WITHIN 24 HOURS OF MATCH PLAY*****