

# SCAN AND EMAIL SCORESHEET INSTRUCTIONS



Teams that pay off their session IN FULL no later than week 2 can scan and email their scoresheets to the OCAPA League Office instead of mailing in their team envelope each week.

**Scoresheets must be mailed to: [scoresheets@yahoo.com](mailto:scoresheets@yahoo.com)**  
**Scoresheets must be scanned and attached as a PDF file**

The following criteria must be met in order for a team to use this option and earn their bonus points:

1. Teams must pay for all weeks of play (not including playoffs) in advance no later than week 2 of the session.
2. Scoresheets must be emailed as a **PDF attachment** to the email address: [scoresheets@yahoo.com](mailto:scoresheets@yahoo.com). We will not accept scoresheets in a different format or emailed to any other email address.
3. In the subject field of the email, please include your team number, team name and week number. For example, if your team number is 01101, your team name is "APA Rocks" and you are in week 1 then you would write: Team 01101 – APA Rocks – Week 1 in the subject field.
4. Your scanned PDF file must be named the same as your email subject field: Team 01101 – APA Rocks – Week 1
5. Scoresheets must be scanned and emailed no later than 6PM the day following your scheduled league match. More than one late scoresheet will revoke this privilege.
6. Teams must keep all original scoresheets and submit them to the League Office at the end of the session. We will collect prior scoresheets at the following sessions Captains Meeting. If multiple scoresheets are missing, a team will lose the privilege to scan and email the following session and could possibly lose higher tournament eligibility.
7. If a team adds a new player or an existing non-paid player, the membership application and annual membership dues must be mailed to the OCAPA League Office. These envelopes must be postmarked the day following your scheduled league match.
8. Teams will be required to mail in weekly fees and scoresheets during playoff weeks.
9. A team that qualifies for this system has the choice to email OR use the traditional mail system method each week.

This program will be a work in progress and we ask for your cooperation and input during the beginning stages! If you have any questions, please contact us at 714-674-7665.