

## **DIVISION 010**

### **RIO RANCHO 9 BALL - SUNDAYS**

#### **ELECTRONIC / DIGITAL DIVISION INSTRUCTIONS**

Hello Rio Rancho! Your division is going completely DIGITAL!! No more envelopes or mailing checks.

As soon as the National Office has turned on Electronic Payments, you will be able to pay the weekly team fee directly from the APA app on your phone! I will send out a captain's text when this has occurred.

- Any member of a team can pay for their team's weekly fee. The entire weekly fee must be paid – individual player payments are not an option.
- Matches available for payment will be listed on your screen. Once matches have been processed, you will not be able to pay electronically. In that case, a check will need to be mailed and you will lose bonus points.
- You will enter your credit card information and just click pay. It's that simple! The app will save your credit card information for future matches.
- Electronic payment must be made within 24 hours of the match or bonus points will not be awarded.

Completely filled out scoresheets must be submitted in a pdf format within 24 hours of the match or bonus points will not be awarded. I am asking you to delete the CamScanner App and download AdobeScan. Adobe Scan is much easier to use. It actually takes the picture for you!

- Place your scoresheet on the pool table surface. Open AdobeScan. Hover your phone over your sheet and the app takes the picture. You MUST take a picture of both sides of the scoresheet.
- Email the scan to [lrigsby@apaleagues.com](mailto:lrigsby@apaleagues.com).
- Hold on to your original scoresheets for 3 days. If you do not hear from me, you can recycle your sheet.

That's it! Easy peasy!! As always, if you have any questions, please do not hesitate to contact me at 505.814.4419.