

# SEND YOUR WEEKLY SCORESHEETS INSTANTLY!

If you are not utilizing the Scorekeeper App, paper scoresheets must be scanned, and sent as a PDF to the office, following the steps below. The physical scoresheet must be mailed to the office as well. If you are using the SKA and have to revert to paper, match(s) kept on paper must still be submitted to the office, using the same process.

Below are the steps to submit the paper scoresheets to the office:

## S.P.E.E.D Program steps

### Scan

Scan in color the completed paper scoresheet using a scanner or phone scanner app (suggested: *CamScanner*\*) or fax the scoresheet. If faxing, send scoresheet to 207-353-6566. Remember to scan **BOTH SIDES** of the 9-Ball Scoresheet

### PDF

Save the colored scan as a PDF and rename the file; your team name, team number, week number and session  
ex. - Pool Team (12345) week #1 Summer 2021

### Email

Click share to open your email application on your phone or computer, create a new message and attached the PDF

### Enter

Enter your team name, team number, week number and session in the body of the email. Once entered and the PDF is attached, send to [scoresheets@apamaine.com](mailto:scoresheets@apamaine.com)

### Drop

Drop your physical scoresheet into the mail within two days of league night. All paper scoresheets, or partial matches must be mailed to the office, regardless of payment method.

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**Scoresheet only email: [scoresheets@apamaine.com](mailto:scoresheets@apamaine.com)**

**Fax number: 207-353-6566**

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\* *CamScanner* is available for both Android and iPhone

For more information go to [www.apamaine.com](http://www.apamaine.com) or  
call the office at 207-353-6466 or email [postro@apamaine.com](mailto:postro@apamaine.com)