VERY IMPORTANT INFORMATION - MARK YOUR CALENDAR:

WEEK #11 OF THIS SESSION IS WHEN WE INITIATE PHASE "1" IN OUR TRANSITION TO "GOING ELECTRONIC" … BY ASKING THAT ALL TEAMS BEGIN SUBMITTING THEIR WEEKLY FEES THROUGH "EITHER" THE APA SCOREKEEPER APP "OR" THE APA POOL LEAGUE (MEMBER SERVICES) APP (_INSTRUCTIONS BELOW_)!

Q & A's -

Here are Answers to all your Questions:

Q: What does "Going Electronic" mean?

A: It means that we will be changing the process as to how we deliver and receive our weekly scoresheets. That after 40 years, we will finally begin phasing out the use of Team Envelopes and embracing modern technology. This transition will begin with asking that all players CLAIM THEIR ACCOUNT on Member Services on or before week # 10 of the Summer Session. This way anyone on the team will be able to use the Member Services account to SUBMIT their team's Weekly Fees, ELECTRONICALLY. After week # 10 of the Summer Session, we will ask that all teams begin SUBMITTING their Weekly Fees "either" through the APA Scorekeeper App "or" through their Member Services account (APA Pool League App) ONLY, even if they are keeping score on paper and even if they are still receiving and sending in their Weekly Scoresheets in their Team Envelopes. The final phase of Going Electronic will begin in the Fall. After Week # 6 of the Fall Session, we will discontinue the use of Team Envelopes and begin delivering and receiving all weekly scoresheets Electronically.

Q: Can our team continue to keep score the old fashion way … on paper?

A: **Yes**, but why would you want to? The APA Scorekeeper app is fun and easy to use. Since we introduced the APA Scorekeeper app, in our area, in mid-June, we had close to 500 teams (in over 100 Divisions) who have tried it and love it … and who are now FULLY ELECTRONIC. They no longer have to pick up and drop off team envelopes, write checks, or sit at a table all night … writing in player names and numbers, and marking innings, safeties, and wins, on a paper scoresheet. They now simply click buttons on a cell phone or tablet, and at the end of the night, click SUBMIT … and head home!

Q: If our team elects to continue to use paper scoresheets, how will we get our scoresheets, once Team Envelopes are discontinued?

A: If your team, after trying the Scorekeeper App, still wants to use paper scoresheets, you will now be able to download and print them each week from Member Services (league.poolplayers.com). Please note that ANYONE on your team may download and print your weekly scoresheets, but only after they have first CLAIMED THEIR ACCOUNT. Once you have CLAIMED YOUR ACCOUNT (instructions below) simply:

- Login to MEMBER SERVICES (league.poolplayers.com)
- Click TEAMS from the MEMBER SERVICES "Top Menu"
- Select your TEAM NUMBER
- Locate the CURRENT WEEK, under TEAM SCHEDULES AND RESULTS
- Finally, click on the blue "SCORESHEET" box with the download arrow (to the right of your current week number) to download and print your current week's scoresheets.

Q: **How do we CLAIM OUR ACCOUNT?**

A: To CLAIM YOUR ACCOUNT, simply go to join.poolplayers.com. There you will be able to not only CLAIM YOUR ACCOUNT, but when needed, renew your APA Annual Membership. NEW players will be able to JOIN the APA and pay their initial APA Membership Dues there, too.

Q: **If our team elects to continue to use paper scoresheets, how do we send them back to the League Office, once Team Envelopes are discontinued?**

A: You will be able to email your scoresheets to the League Office each night, following league play. Simply download the free "CamScanner" app (to your phone or tablet) from the Google Play or Apple store.

- Open the App and snap a clear and legible picture of your scoresheet. The app will auto crop and adjust for the best quality.
- Select "EMAIL AS A PDF FILE". Scoresheets must be submitted as a PDF.
- Email the PDF of your scoresheet to scoresheet@apapool.com
- Include your 5-Digit team number, team name and week number, in the subject line of your email.
- **9-Ball Only – Mark your complete 5-Digit Team Number on the back (scoring side) of your 9-Ball scoresheet as well. Send both the front (roster side) and back (scoring side) of your 9-Ball scoresheet to the League Office in "ONE" email.**
- ALL PAPER SCORESHEETS MUST BE KEPT THROUGHOUT THE SESSION – DO NOT DISCARD THEM! IF YOUR TEAM MAKES IT TO Vegas, the League office may be required to submit your original scoresheets if your scans are not of sufficient quality. If your team does not advance to the World Qualifier or win in the World Qualifier, you may discard them at that time.

Q: **If our team elects to continue to use paper scoresheets, how will we pay our Weekly Fees once Team Envelopes are discontinued?**

A: You will be able to submit your Weekly Fees Online (instructions below) ... the same as those teams who are currently using the APA Scorekeeper App (SK). Simply login to Member Services on the web at league.poolplayers.com or use the APA Pool League app. **Online Weekly Fees are to be submitted immediately following league play but will not be considered late, as long as they are submitted before 8am the following day. If your payment is not submitted by that time, it will be considered late and marked Past Due and no bonus points will be awarded to your team.** To submit Weekly Fees on Member Services:

- Log in to your Member Services account.
- Select MENU.
- Select PAY LEAGUE FEES or select MATCHES and select the dollar bill icon.
- Be sure to select the CURRENT week number. Use caution when selecting the week number. The system applies your payment to the week you SELECT. If you select and pay for a future week by mistake, we have no way to refund your advance payment and/or apply it to the correct week number. You would need to go back in and select and pay for the CORRECT week. When the future week number (that you accidentally paid for) arrives, you will not have to pay again. Your fees will simply show up as being paid on that week's scoresheet.
- Next, ADD your match to your cart.
- Click on the cart at the top of the screen to begin checking out
- Then, SUBMIT payment / Confirm Purchase

If you decide to use the Scorekeeper (SK) app, you can pay your Weekly Fees right on the SK app. Again, please make sure to select the CURRENT week number as we cannot shift the payment from one week to another.

Q: **How do I install the APA Pool League App on my phone or tablet?**

A: Simply go to the Google Play or Apple Store ... search "*poolplayer*"... then click on the "APA Pool League Logo" to install the app. It's that easy! While you're there, click on the "APA SCOREKEEPER" app and install it too.

Q: **Along with Paying Weekly Fees and Annual Membership Dues on the APA Pool League app ... (Member Services) ... what else can I access?**

A: In the APA Pool League app (Member Services), you will be able to access:

- Your membership information (Name, address, phone #, etc.) ... to update your information
- Your personal and team statistics, rosters, & schedules
- Localized Message Board (special announcements from the local League Office)
- You can click on **NEWS** to view the latest News releases from the APA.
- You can click on **EVENTS** to view upcoming Tournaments, etc.
- You can click on **DIVISIONS** to view all APA Divisions. There you can see what other nights of play or formats are available in and around your area. And when you click on your division number, you can view the standings within the division, view a copy of the latest roster, view a copy of the Division Schedule, and view the MVP standings for the Division.
- You will be able to call or email the Local APA League Office ... access the local APA Website and Facebook Page (from within the app) ... and view and print our Local Bylaws.
- You will also be able to "OPT IN" to receive Member Services notifications ... i.e. schedule changes, snow emergency alerts, tournament cancellations, and much, much more.

Q: **Can anyone on my team go online and pay our team's Weekly Fees?**

A: Yes, but they must be listed on your team roster and will need to CLAIM THEIR ACCOUNT on Member Services (join.poolplayers.com), prior to doing so.

Q: **How will we renew our APA Memberships and how will NEW players JOIN and pay their initial APA Memberships Dues once Team Envelopes are discontinued.**

A: As mentioned earlier, we will be discontinuing Team Envelopes after week # 6 of the Fall Session. At that point, all APA Renewals and all NEW Memberships must be paid Online. Current APA members (who have not already CLAIMED THEIR ACCOUNT), and all NEW players coming into the APA, must first CLAIM THEIR ACCOUNT (join.poolplayers.com). Once they have claimed their account, they may login to Member Services and ELECTRONICALLY pay their memberships. If they don't have a smart phone or a computer, they can simply ask a teammate to set up their Member Services account for them.

Q: **Can I add a player to my Team Roster through the app who isn't paid?**

A: No! The player must first go to Member Services (join.poolplayers.com) or the APA Pool League app and CLAIM THEIR ACCOUNT ... then they must pay their **APA Annual Membership/Renewal Dues** before you can add them to your team roster.

Q: **What about Bonus Points?**

A: As long as you (1) submit your Weekly Fees through the SK App or Member Services and (2) submit your Electronic or Scanned Scoresheet through the SK app or by email, immediately following league play, or before 8am the following day, it will not be considered late, and your team will receive their Bonus Points.

Q: **What about the Flyers that we send out in the team envelopes?**

A: When we discontinue using Team Envelopes, all flyers will be sent out digitally (emailed or texted) … and all forms, that are normally sent in the Team Envelopes, will be available online on Member Services (league.poolplayers.com), on the APA Pool League app, and/or on our local website (apapool.com).

Q: **How will we receive our patches after Team Envelopes are discontinued?**

A: All patches that you earn during a given session (both free and purchased) will be recorded in our system and mailed out directly to your home address on a weekly basis, rather than to your Team Captain, at the end of the session, as previously announced. Please go online to Member Services now and make sure your mailing address is up-to-date.

When you make your first 8-On-The-Break, 8-Ball Break & Run, 9-On-The-Break, or a 9-Ball Break & Run of the session, please send a message to our office **via the COMMENT section of the Scorekeeper app, before submitting your match for the night**. Please state that this is your first 8-On-The-Break, 8-Ball Break & Run, 9-On-The-Break, or 9-Ball Break & Run patch earned (this session) … and be sure to include your name and the type of patch that you earned. Remember, your first patch (in each of the four categories) is now FREE each and every session. If you earn additional patches during the session, and you want to purchase them, you may do so on our website www.apapool.com at the APA Patch store for ($1.50 per patch).

All HPF and Divisional Champion patches will be given out at the Tri-Annuals. Divisional Finals Runner-Up patches will be mailed out to your Team Captain at the end of each session.

Q: **If our team wants to try the APA Scorekeeper App, how do we install the app on our phones or tablets?**

A: Simply go to the Google Play or Apple Store … search "*poolplayer*" … click on the "APA SCOREKEEPER" app … then click INSTALL. Please note that anyone on your team roster may install the APA Scorekeeper app on their phone and score your team's matches and/or submit your team's weekly fees online. The app is incredible, it even allows you to change scorekeepers (phones) in the middle of a match … and it also allows for the splitting of matches on two tables … two people can keep score of different matches at the same time! Please encourage all of your team members to download the SK App on their phones.

Q: **Where can I find Training Videos for the Scorekeeper App?**

A: Go to YouTube and search for … "APA Scorekeeper App" … Start with "BEGINNER'S GUIDE TO THE SCOREKEEPING APA MOBILE APP" … also, check out "APA SCOREKEEPING APP DEMO", "HOW TO USE THE APA 8-BALL SCOREKEEPING APP", and "HOW TO USE THE APA 9-BALL SCOREKEEPING APP".

https://help.poolplayers.com/hc/en-us/articles/4412875828116-How-to-Use-the-APA-Scorekeeping-App

Q: **How do I split tables in the Scorekeeper App?**

A: The App allows multiple matches to be scored simultaneously. Once a match is in progress, pull the match screen down from the top, select the players for the next match, and press start. Then pull the match screen down from the top to bounce back and forth between both matches. Or, if you like, a team member can open the SK app on their phone, go to the Scoreboard and select a new match to score, then start scoring that match, while you continue to score the previous match. Only one team member (on one phone) will need to SUBMIT the scores at the end of the night.

Q: **When using the Scorekeeper App, how do I edit my roster in the Scorekeeper App?**

A: Watch this YouTube video … https://youtu.be/-cufCBkDgLo?si=QEmJJDAFORyGk6Zn
To add/delete players from your roster, click the Edit Roster button before you've assigned players to play in a match. First, select the match, then scroll to the bottom to find the "edit roster" button. Before you can add a NEW player to your team, they must first join the APA. They can join online at join.poolplayers.com or by downloading the APA Pool League app and clicking JOIN NOW.

Once they've become a member, you and the opposing team, will both be able to search/find the player … and add them to the Team Roster. It may take a couple of minutes for them to show up on the team in the Scorekeeper App. Returning, unpaid members, will need to log into their Member Services account and pay their membership. Once they had paid their membership, you'll be able to find them and add them to your team. Once you're done editing the rosters, proceed to "score match".

Q: **When using the Scorekeeper App, how do I take over a match?**

A: Watch this YouTube video … https://youtu.be/MfgEzW2l1BQ

This feature allows one team Member to take over scorekeeping from another team member.

Example: If a player who is keeping score has to play their own match or leave for the evening.

The team member, that will be taking over the scorekeeping, will first need to open the app, select the appropriate team match, then select the active match currently being scored, by tapping the blue box.

A selection box will drop down giving the incoming scorekeeper the option to take over the match. Select the blue, "Takeover" box to request to take control of the scorekeeping.

The existing scorekeeper will then see a drop-down box, asking if they will release or deny scorekeeping control.

Once the blue, "release" button is selected, the scorekeeping role will be moved over to the incoming scorekeeper.

** There is a 15 second window to accept or deny the request otherwise the scorekeeping responsibility will be changed over to the incoming scorekeeper.

Q: **When using the Scorekeeper App, how do I edit a match?**

A: Watch this YouTube video … https://youtu.be/uYy7T0fkQ1U?si=cQHjosft8b3gUT4t

Q: **When using the Scorekeeper App, how do I edit a completed match?**

A: Watch this YouTube video ... https://youtu.be/SMFvUGJvaOY?si=A2xv4yF3-ippVZ2J

HOW TO EDIT A MATCH

(1) Reveal Scoreboard — Swipe Down

Missing Balls? Missing Innings?

(2) Choose Match

Swipe Left /

(3) Select Game — Previous — Live

(4) Edit — Click & Drag Balls — Add / Subtract
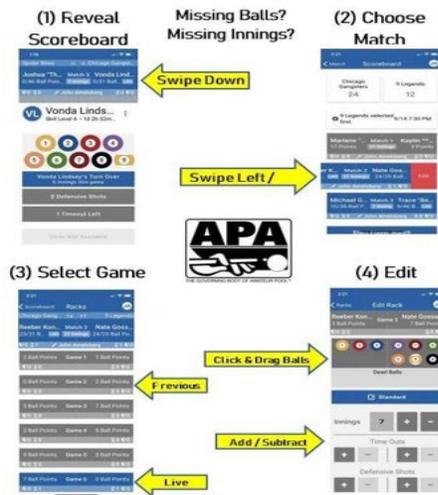
Q: When using the Scorekeeper App, how do I reset a match?

A: Watch this YouTube video ... https://youtu.be/lmOaI13-dQk

Picked Wrong Player? Marked Wrong Player Winning Lag?
Resetting a Match to Start Over

1) Swipe Down

2) Swipe Left

3) Reset
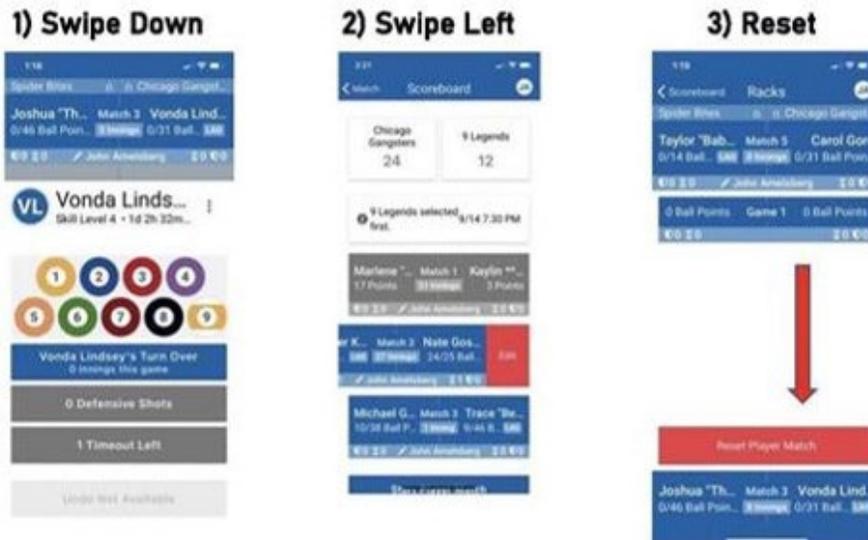
Q: **When using the Scorekeeper App, what do I do if I picked the wrong player?**

A: Watch this YouTube video ... https://youtu.be/lmOaI13-dQk

This feature is useful when the wrong button is clicked, when starting a match, and in other situations.

Example(s): *The wrong player was assigned to a match, the wrong player was designated as winning the lag, or in stalemate scenarios.*

1) From the match screen, swipe down to expose the scoreboard.
2) Slide the match to the left if you wish to reset the match, and click the red, "Reset" button.
3) To confirm the reset, type "Reset" in the blank space provided, then click the blue, "Reset" button.
4) Now you are ready to choose the players from each team and begin the match!

Q: **When using the Scorekeeper App, what do I do if I marked the wrong player as winning the lag?**

A: Watch this YouTube video ... https://youtu.be/lmOaI13-dQk

This feature is useful if the wrong button was clicked, when starting a match and in other situations.

Example(s): *The wrong player was assigned to a match, the wrong player was designated as winning the lag, or in stalemate scenarios.*

1) From the match screen, swipe down to expose the scoreboard.
2) Slide the match to the left if you wish to reset the match, then click the red, "Reset" button.
3) To confirm the reset, type "Reset" in the blank space provided, then click the blue, "Reset" button.
4) Now you are ready to choose the players from each team and begin the match!

Q: **When using the Scorekeeper App, what do I do if I'm missing innings?**

A: Watch this YouTube video ... https://youtu.be/SMFvUGJvaOY?si=A2xv4yF3-ippVZ2J

Q: **When using the Scorekeeper App for 9-Ball, what do I do if I'm missing balls?**

A: In 9-Ball, you can edit a previously completed rack, by going into the edit screen and holding in and dragging the balls into the correct box (player A, player B, or the dead ball box). Watch this YouTube video to find out how to get to the edit location... https://youtu.be/SMFvUGJvaOY?si=h__8bRENAgq1z2zz

Q: **When using the Scorekeeper App, how do I score a stalemate?**

A: To score a stalemated game in the app, select the three dots next to the player's name. Select the "End Rack Early" option from the menu, then select the blue End Rack early button to confirm. The rack will be reset but the points earned stand. The innings and Defensive Shots remain, and all balls left on the table are marked as dead balls.
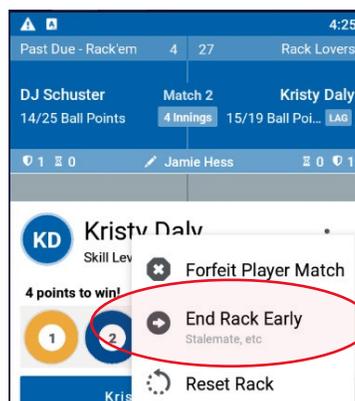
Q: **How do I score an individual match forfeit?**

A: To forfeit an individual player match in the app, select the three dots next to the player's name. This will give you the option to forfeit.

If a team finds it necessary to forfeit individual matches due to a shortage of players, the forfeit(s) must be the last match(es). If a team knows they will be short players, they cannot choose which individual matches to forfeit.
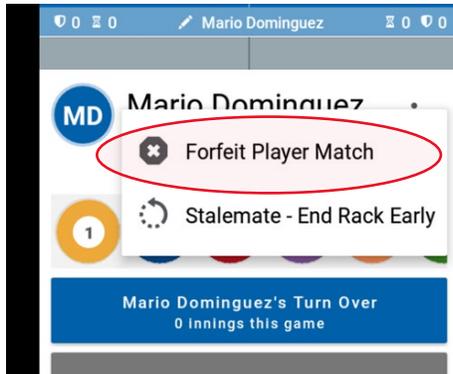
Q: **We only played three of five matches and are making up the other two. How do I submit a partial match?**

A: If you need to submit a partial team match, you may click on the Submit button at the bottom of the Scoreboard. The App will tell you which matches are being submitted. The remaining matches will remain in your App to score, at a later time. The submitted matches will no longer be available for editing.

Q: **Why can't I see the match after it's been submitted?**

A: Once you submit a match, it will no longer display in your match list. We hope to provide a view of submitted matches in the future!

Q: **How do I use the Register for Next Session Feature?**

A: Teams have the ability to register their team for the next session in Scorekeeper!

Upon selecting submit, Scorekeeper will display a message prompting you to register your team.
Tap your choice: "Yes, our team will be playing Next Session!" or "No, our team will be Sitting Out Next Session". Once a selection is made and submitted, the message will no longer appear.
If no selection is made, the message will continue to appear until a selection is made.

We hope to offer additional choices in the future i.e. Our team will be playing next session however, on a different night (with a drop-down menu to select the new night of play) … Our team will be playing next session however, at a different location (with a drop-down box to write-in the New Host Location information), etc.

Q: **If the Scorekeeper App goes down, what do we do?**

A: If you run into issues on-site, you can always try to tie into the bar's wi-fi and try performing any needed updates. If you're using an Android, you can also try clearing the cache.

Q: **How do I clear the cache on an Android phone?**

A: Open DEVICE SETTINGS (swipe down and click on the gear icon) … Tap APPS (default apps) … Find and tap on the SCOREKEEPER APP … tap STORAGE … then Tap "CLEAR CACHE" to delete all cached data for the selected app. <u>DO NOT</u> CLEAR "DATA"! You can also try closing and re-opening the app or using the app on another team member's phone. Deleting and re-installing the app should be your last option!

Q: **What if the Scorekeeper App goes down for an extended period of time?**

A: The APA Scorekeeper app has been around for over 3 years and has proven to be extremely reliable. When we first started offering the service to our teams, two extremely rare "flukes" occurred (Feb 2024) … there was a total power outage (main and backup) at the facility that hosts the servers … the following week, an unrelated software problem occurred with the SSL authentication … neither incident had anything to do with the reliability of the app, yet SK was inaccessible to all APA teams throughout the entire network. In practical terms, it was down. These incidents were noted and have been addressed by the National Office, with more fail-safes being implemented. Again, this is a highly reliable app, but things occasionally happen that are beyond anyone's control.

If the app goes down (for whatever reason), please wait 10-15 minutes for it to come back up. If it doesn't, start scoring your matches on paper until the app comes back online. At that time, resume using the app. At the end of the night (or between matches), transfer the data from paper back into the app. If, for some reason, the app is down for the entire evening, teams will have until noon the following day to transfer the data back into the Scorekeeper app and submit their scoresheets and weekly fees to the league office.

Note that all teams on the SK app have been provided blank scoresheets to use, if needed. We have also mailed blank scoresheets to all our Hosting Locations and have asked them to please keep them behind the bar, in case of an emergency.

9-Ball … If the app goes down during a 9-Ball match, and the scorekeepers **<u>can't recall the correct ball count for each player,</u>** the teams should have the players finish out the "game" they are currently in, recording the innings and the number of balls that each player makes during the balance of that game (on a blank scoresheet or piece of paper), and place the balance of that specific match on hold, temporarily. They should immediately start their next individual player match, also scoring that match on paper. When the app comes back online, they should transfer the data from the blank scoresheet back into the app, complete the match that is currently in progress, then resume the partial match that was put on hold earlier.

Q: **When our team decides to go Fully Electronic, what do we do?**

A: Do not request to go FULLY ELECTRONIC, until you have watched all the Scorekeeper videos, have read over all of the instructions, have scored all five matches that night, and are ready to SUBMIT your scoresheet and your Weekly Fees through the Scorekeeper App. We want all teams to feel totally comfortable using the app before going FULLY ELECTRONIC.

- When you have done all the above, simply place the following message in the "Notes" field on the SK App that night … "before" … SUBMITTING your matches … "**<u>TAKE OUR TEAM FULLY ELECTRONIC</u>**".
- SUBMIT that night's Weekly Fees through the SK app.
- **Turn in your Team Envelope one final time**. We will return it to you the following week with blank scoresheets inside, to save and use, for emergencies only.
- **Pick-up your Team Envelope one final time, the following week**. It will have blank scoresheets inside. PLEASE KEEP IT, DO NOT SENT IT BACK TO THE LEAGUE OFFICE, EVER AGAIN! Please note that we have also sent additional blank scoresheets to all Hosting Locations and have asked them to keep the scoresheets behind the bar, just in case you ever need them in the future.

Q: Where can I buy an inexpensive tablet to use on League Night?

A: On the Amazon app search for "ECOPAD Model Name THTH-K12C". This is an Android 13 Tablet with a 10.1 inch 1280 x 800 IPS HD Touchscreen display … 6GB RAM 64GB ROM 1TB Expand, 6000mAh Battery, Bluetooth, Dual Camera, GMS, WiFi (in Black) all for $54.99 as of 7/8/24.

Direct link to tablet on Amazon: https://a.co/d/0b3ELpH0

If we've missed answering any of your questions or concerns, please let me know!

Melissa Frank, League Operator

APA of Maryland & Eastern West Virginia