

Instructions for Entering and Approving Scorecards On-line

(Refer to captain's handbook for more details)

Either captain must enter scores within 24 hours. Log onto ALTA website.

Then either:

1. **Member Portal > My Active Teams > My Scorecards**
2. Fill in all boxes that apply to your match for both teams, including date played, match results, players, sets and any comments
3. Click the check box to submit the card to your opponent for approval and then **Save**.

Or:

1. OR **Member Portal > My Active Teams > Schedules & Lineups**. Switch teams if necessary. By your opponent's name to the right, click the Scorecard link.
2. Fill in all boxes that apply to your match for both teams, including date played, match results, players, sets and any comments
3. Click the check box to submit the card to your opponent for approval and then **Save**.

NOTE: Once you have checked the box and saved the match scores, you cannot go back to correct any errors

The opposing team captain must approve scores within 48 hours, by following the instructions above to get to the proper scorecard and reviewing the results entered by the first captain.

Then either:

1. Click on **Approve** if you are in agreement with the entered results

Or:

1. Enter your comments describing why and what you dispute regarding the entered scorecard
2. Click on **Dispute**
3. Your ALTA coordinator will investigate the disputed scorecard to determine the correct result

NOTE: Keep the paper copy of your scorecard with the captains' signatures from the match in the event that the coordinator needs to verify any information.