**Instructions for Reporting TNT Scores**

**1.  Select your TNT Division Scorecard Button

2.  Complete the entire scoresheet**

**NOTE: Use the tab key to move from box to box.**

**The "enter" key does not move you from box to box.**

**a. Enter the date.  This date should be the scheduled date of the
       match (even if the  makeup is a month later)**

**b. Enter your name (EACH CAPTAIN SHOULD SUBMIT SCORES)**

**c. Select Host Team from drop down menu**

**d. Enter each line's player’s names and then score.**

**e. Select Guest Team from the drop down menu**

**f.  Enter each line's player’s names and then score..**

**\*\*  No drop down for player names \*\*  You must enter both
        players  names each time.  ex:   Susie Smith  and  Jane Doe**

**You must enter the score for each team**

**g. Enter the total for each team at the bottom.**

**The scoresheet does not automatically add this for you.**

**h. SUBMIT THE FORM**

**Select SUBMIT button**

**The system will automatically e-mail your scoresheet to your
          score keeper.**

**Scorekeepers will e-mail captains with the division standings at
          least once a month.**