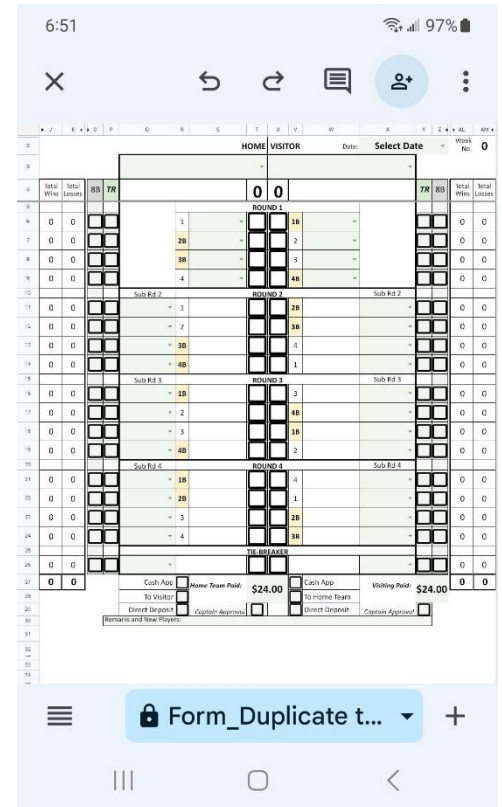


User Guide for the Electronic Scoresheet System

The electronic scoresheets (ES) is based upon the free Google Sheets (the Google equivalent of Excel). But Google Sheets has the advantage of easy and automatic sharing of spreadsheets that reside 'in the cloud'. Each team has their own Google scoresheet (for example, the ALUC2 team has the ALUC2_SS scoresheet). The team captain and co-captain has been granted editing rights to their team scoresheet. Editing rights enable the captains to use the scoresheet to keep score and to use the drop-down lists to select players and make substitutions.

The captains from all other teams are also granted view-only rights to see all the other teams' scoresheets.

1. You need to download the 'Google Sheets' app if you haven't already. This app works in the background so that the ES works smoothly and properly.
2. You can bookmark the following web address to access all the RPL teams scoresheets. You can also click on a button on the RPL website that will take you to the RPL scoresheets folder. From there, you can select your team scoresheet.



<https://drive.google.com/drive/u/0/folders/1CSL3CTAsyJwA3rcI8hczZ4hIdI1Rp3vn>

3. When you go to your scoresheet, you will see that it now has one or more sheet tabs at the bottom. One sheet tab is called 'Form_Duplicate then Rename'. This is used to create fresh weekly scoresheets for the future weeks. That tab has a selection drop-down list. You would select 'Duplicate'. That creates a new blank scoresheet tab called 'Copy of Form_Duplicate then Rename'. Then you use this tab's selection box. You would select 'Rename' and type the appropriate week number, such as 18. The naming of a scoresheet tab with a week number is very important, because the league's processing computer programs look for the week numbered tabs from each team's scoresheet, and then automatically computes all the RPL stats.
4. Using the scoresheet:
 - a. Start by selecting a date from the **green-colored drop-down selection lists**.
 - b. Then, select the home and visitor teams from the **drop-down selection lists**.
 - c. Then, select each starting player from the **drop-down list** of the players on that team. Notice that their names populate the later rounds as well.
 - d. You make substitution(s) using the **drop-down list**. The sub's name is populated into that round and later rounds.
 - e. Tie-breaker games, if needed, have player selection **drop-down lists** as well.
 - f. Checkboxes are to select the winner of each game. Checkboxes for any table runs or 8-ball break winners.

- g. There's boxes to type in the money amounts (if different from the default \$24) and to check how the money is being handled by the home team and by the visitor team.
 - h. Finally, there a checkbox for each captain to their approval of the scoresheet.
5. There's nothing that the captain needs to save or transmit, since the Google scoresheets automatically reside in the 'internet cloud', and the League Operator has full-time access to all of them.

Troubleshooting problems

Since the ES system is 'cloud-based', a good connection to the internet (either WiFi or cellular 5G) is required. If the connection is poor, then it might take a couple of minutes to download the latest version of the scoresheet before the scoresheet is usable. If the connection is poor, then each change to the scoresheet takes more than a few seconds to process. And if several changes are made in quick succession without completing the previous change, then the app is likely to 'freeze-up' or 'lock-up'.

The free 'Google Sheets' app must be installed on your device for the ES system to work smoothly and properly. Double-check that this app is still currently installed.

The 'undo'(counterclockwise arrow at the top of the page) can restore the scoresheet to its previous state (unless the scoresheet is 'locked-up').

Long-pressing on a scoresheet cell will sometimes pop-up a menu on a 'frozen' scoresheet or a scoresheet that is no longer showing drop-down lists.

If a scoresheet tab remains locked-up, it may be advisable to create a fresh scoresheet tab and start from scratch. Or, simply close the scoresheet and then re-open it.

If all else fails, it is likely that the Google Sheets app is 'confused' and is not functioning properly. Close the scoresheet. Then, you can clear the Google Sheets app cache and data files. Or, you can simply delete the Google Sheets app and then reinstall it. Then the ES will work properly again.