

Instructions for Entering and Approving Scorecards On-line

(Refer to captain's handbook page 15 for more details)

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

Then, either:

1. Select Players and Facilities>My VGS>My scorecards
2. Click on your opponent's team
3. Fill in all boxes that apply to your match for both teams, including date played, match results, players, sets and any comments
4. Click Save

Or:

1. Select Players and Facilities>Rosters>My rosters
2. Click on schedule you wish to see
3. Click on Teams playing the match
Fill in all boxes that apply to your match for both teams, including date played, match results, players, sets and any comments
4. Click Save

NOTE: Once you have 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 VGS 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.