Instructions for IGBO Associates

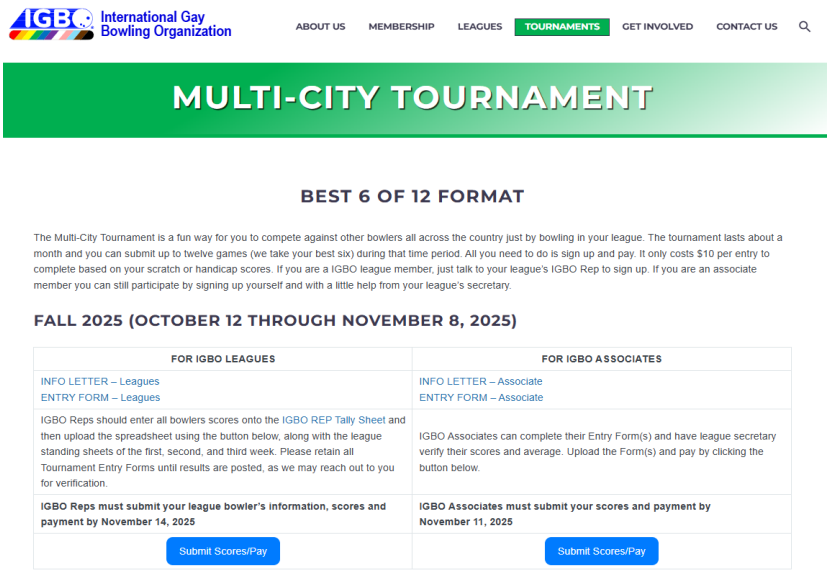
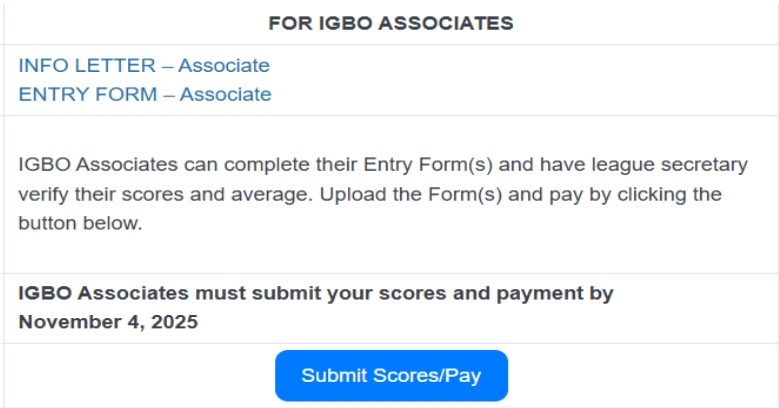
These instructions will guide Associate Members on participating in, paying for, and providing scores for the Multi-City IGBO Tournament.

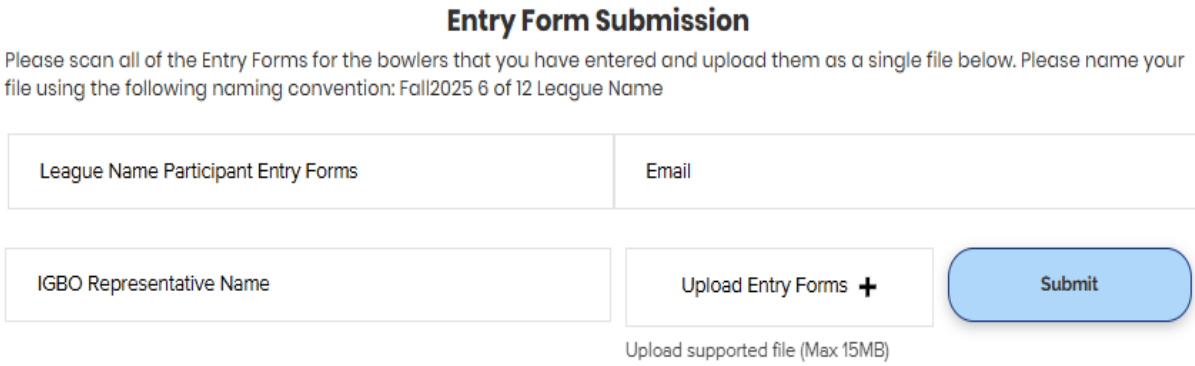
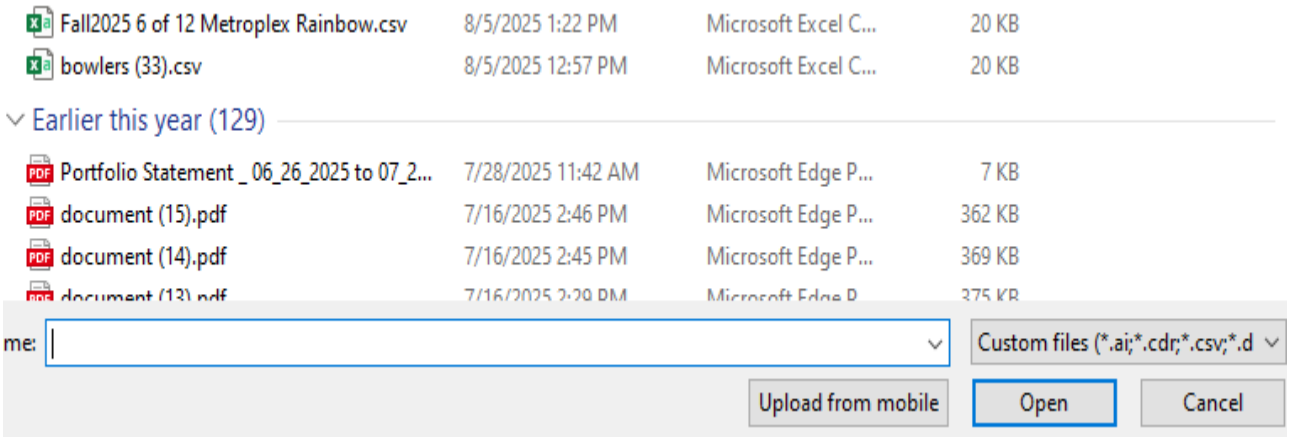
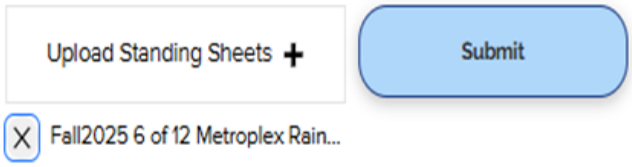
Entering Tournament

- Entry fee: $10 for Handicap (HDCP) and $10 for Scratch. You can enter both for $20.
- Complete the Personal Information on the ENTRY FORM, including your league name.
- Enter your average as per Rule 4.
- Choose either HDCP or Scratch ($10), or both ($20).
- Two days prior to the beginning of the week (1st, 2nd, or 3rd) you wish to start the tournament you must UPLOAD (a Scan or Pic of) your completed Entry Form and, if using current league average as your average, upload Current League standing sheet, plus make PAYMENT.

Uploading Entry Form

Follow these steps to upload your completed form(s). NOTE if you are entering from more than one league, you will need to repeat this process for each league you are entering the tournament from:

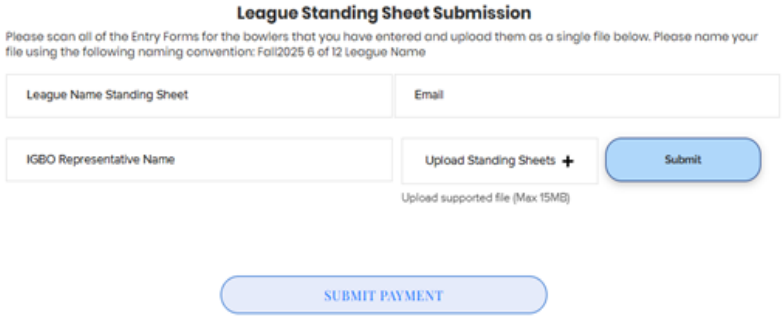
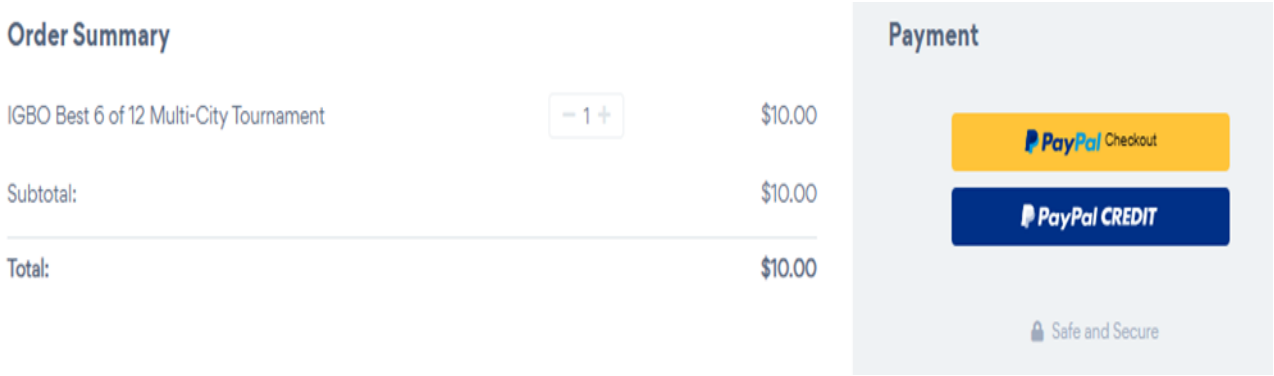
Step	Action
1.	Go to Multi-City Tournament – IGBO. 
2.	Click the **Entry Form – Associate** to download the form. Complete the top portion of the form and save the form using the naming convention listed on the letter you received. (Example: FALL2025 6 of 12 League Name). Click **Submit/Pay.** 

Step	Action
3.	Enter your League Name, Your Email, and Your Name and click Upload Entry Forms. 
4.	Locate the Entry Form or picture of the Entry Form you saved and click **open**. 
5.	Your filename will now display under the Upload area. If you need to remove it and upload a different file, click the X and reupload the correct document.  If your file is correct, click **Submit**. If you are entering from multiple leagues, repeat this process for each league. **Keep your Entry Form to record your scores throughout the tournament.**

Submitting Payment

You must submit your payment for each entry you submitted within Two days of or prior to the beginning of the week (1st, 2nd, or 3rd) you wish to start the tournament

Once you have submitted your entry forms following the steps above, follow these steps to submit your payment.

Step	Action
1.	Scroll to the bottom of the Form Submission Page and click Submit Payment. 
2.	Click Pay Now.
3.	Click the plus sign to change the number to match the number of entries you are submitting. (Example: If you bowl in one league and are submitting a scratch and a handicap entry form, you'll change the number to 2.) 
4.	Click PayPal Checkout and complete the payment process.

Submitting Scores plus the League Standing Sheet of the week you started

After you have bowled all games in the tournament, you will need to submit your entry form(s) with the scores recorded and verified by your League Secretary.

To submit the form and standing sheet, follow the same steps found in Uploading Entry Form.

Questions

If you have any questions, please reach out to your Regional Director or the fundraising committee at fundraising@igbo.org.