Instructions for IGBO Bowlers and IGBO Reps

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

Instructions for Bowlers

Entering Tournament and Making Payment:

- 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.
- Pay your IGBO Rep before bowling on the first, second, or third week.

Scores:

- Scores are valid from the week you submit your payment to your League IGBO Rep.
- Either you or your IGBO Rep will enter SCRATCH SCORES from league play on the Entry Form each week.
- No post-bowling or pre-bowling allowed. Absences result in zero for that week.
- Submit the Entry Form to your IGBO Rep after the fourth week.
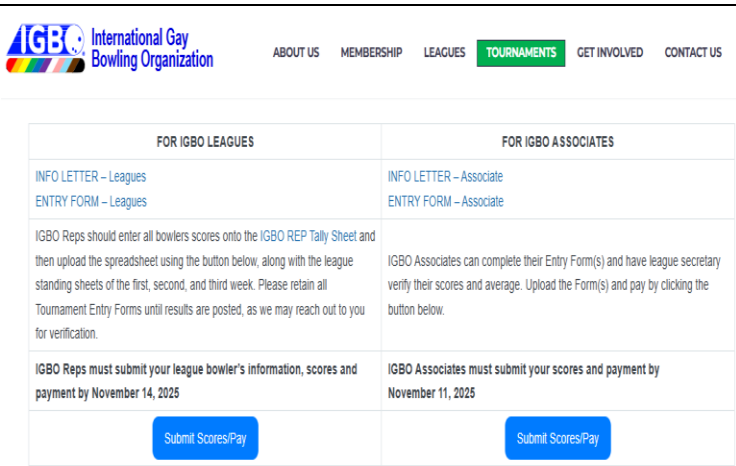
Instructions for IGBO Reps

Getting Bowlers to Enter the Tournament:

- Announce or hold a short meeting a week or two before the IGBO Fundraiser Tournament.
- Print and distribute the Entry Form. Ask bowlers to complete it and return it to you with payment.
- Payment should be received before the start of bowling. Bowlers may start on the 1st, 2nd, or 3rd week. Only those scores from the start date to the 4th week are valid.
- Record the participating bowlers' information from the entry form in the IGBO Rep Tally Sheet. After each week of bowling, record the scores for all three games for each participant.
- Save the IGBO Rep Tally Sheet and follow instructions below to submit payment and scores.

Submitting Payment and Entries:

There are two ways to submit scores and payment both are described below.

Option 1: By Spreadsheet

Step	Action
1.	After recording all the scores for all weeks in the IGBO Rep Tally Sheet, save the file with the naming convention listed in the instructions (Example: Fall2025 6 of 12 League Name). Go to Multi-City Tournament – IGBO.

Step	Action
2.	Click on the blue Submit Scores/Pay Button in the **For IGBO Leagues** section.

FOR IGBO LEAGUES

INFO LETTER – Leagues
ENTRY FORM – Leagues

IGBO Reps should enter all bowlers scores onto the IGBO REP Tally Sheet and then upload the spreadsheet using the button below, along with the league standing sheets of the first, second, and third week. Please retain all Tournament Entry Forms until results are posted, as we may reach out to you for verification.

IGBO Reps must submit your league bowler's information, scores and payment by November 14, 2025

Submit Scores/Pay

Step	Action
3.	Enter your League Name, Your Email, and Your Name and click Upload Entry Forms+.

Entry Form Submission

Please scan all of the Entry Forms for the bowlers that you have entered and upload them as a single file below. Please name your file using the following naming convention: Fall2025 6 of 12 League Name

League Name Participant Entry Forms	Email

IGBO Representative Name	Upload Entry Forms **+**	**Submit**

Upload supported file (Max 15MB)

Step	Action
4.	Locate the IGBO Rep Tally Sheet you recorded the bowler info and scores into and click **open**.

Fall2025 6 of 12 Metroplex Rainbow.csv	8/5/2025 1:22 PM	Microsoft Excel C...	20 KB
bowlers (33).csv	8/5/2025 12:57 PM	Microsoft Excel C...	20 KB

∨ Earlier this year (129)

Portfolio Statement _ 06_26_2025 to 07_2...	7/28/2025 11:42 AM	Microsoft Edge P...	7 KB
document (15).pdf	7/16/2025 2:46 PM	Microsoft Edge P...	362 KB
document (14).pdf	7/16/2025 2:45 PM	Microsoft Edge P...	369 KB
document (13) ndf	7/16/2025 2:29 PM	Microsoft Edge P	375 KB

me: [   ] ∨   Custom files (*.ai;*.cdr;*.csv;*.d ∨

Upload from mobile | Open | Cancel

Step	Action
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 any of your bowlers are using their current league average, follow the instructions in Step 6. Otherwise, continue with the **Payment Process** to complete your entries. **IMPORTANT**: Retain Entry Forms until after tournament results have been announced.
6.	You will need to upload the league's standing sheets for weeks 1, 2, and 3 in the League Standing Sheet Submission area. Save all three weeks into one document (if possible) and click Upload Standing Sheets+ Locate the file and click open. Click **Submit**. **League Standing Sheet Submission** Please scan all of the Entry Forms for the bowlers that you have entered and upload them as a single file below. Please name your file using the following naming convention: Fall2025 6 of 12 League Name League Name Standing Sheet Email IGBO Representative Name Upload Standing Sheets + Submit Upload supported file (Max 15MB) Note: Disregard the text that requests you scan the entry forms and upload them. This is for the second method for reporting scores and does not apply if you are using the spreadsheet method.

Option 2: Submitting Scores by Entry Form

Follow these instructions if you are NOT using the spreadsheet.

1. Scan all Entry Forms and League Standing sheets into one file.
2. Email the file to fundraising@igbo.org or upload it via the UPLOAD/PAYMENT LINK as described in Step 6 above.
3. Be sure to provide your league's name, your email, and your name regardless of the method you use to send the forms.
4. Ensure all verified Entry Forms and league standing sheets for the first, second, and third weeks are included.

Multi-City Tournament (Best 6 of 12) Instructions   3

Payment:

Once you have followed one of the two methods above to submit scores and bowler information follow these instructions to submit your payment.

Step	Action
1.	Scroll to the bottom of the Form Submission Page and click Submit Payment. **League Standing Sheet Submission** Please scan all of the Entry Forms for the bowlers that you have entered and upload them as a single file below. Please name your file using the following naming convention: Fall2025 6 of 12 League Name League Name Standing Sheet Email IGBO Representative Name Upload Standing Sheets + Submit Upload supported file (Max 15MB) SUBMIT PAYMENT
2.	Click Pay Now. **IGBO Multi-City Tournament (Best 6 of 12 Format) On-Line Payment** Please use the "Pay Now" button below to send us your bowlers' entry fees. The amount is set to $10.00. Please adjust the quatity amount approriately for the number of entries being sumitted. For example: If you have 4 bowlers entering, but only 2 are entering both scratch and handicap, the quanity you will enter will be 6. **P Pay Now** VISA MasterCard AMERICAN EXPRESS DISCOVER PayPal Entry Form Submission
3.	Click the plus sign to change the number to match the number of entries you collected. Be sure the total equals the amount you collected. Note: If a bowler entered by Handicap and Scratch, that counts as two entries. **Order Summary** IGBO Best 6 of 12 Multi-City Tournament − 1 + $10.00 Subtotal: $10.00 Total: $10.00 **Payment** PayPal Checkout PayPal CREDIT 🔒 Safe and Secure
4.	Click either PayPal Checkout and complete the payment process.

Questions

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