

## **INSTRUCTIONS FOR SCANNING/EMAILING RESULTS SHEETS TO DISTRICT CAPTAIN AND CHAIR:**

### **Android:**

STEP ONE: Download the Tiny Scanner app:

- 1) Go to the PlayStore on your phone
- 2) Search for Tiny Scanner
- 3) Download Tiny Scanner
- 4) Open Tiny Scanner
- 5) Tap the 3 dots in the upper right corner
- 6) Change the Default page size to Letter.
- 7) Allow Tiny Scanner access to your camera if prompted

STEP TWO: Scanning and emailing Results

- 1) Open Tiny Scanner App
- 2) Tap the "camera" icon to start
- 3) Tap the "flash" icon if needed
- 4) Position the camera over the first results sheet and "take a picture" of it.
- 5) Hit the Done button. Select the contrast that makes the document most legible then tap the "Box with Plus Button" on the lower left.
- 6) Tap the picture of the camera at the bottom of the screen
- 7) Position the camera over the next results sheet and "take a picture" of it.
- 8) Hit the Done button. Select the contrast that makes the document most legible then tap the "Box with Plus Button" on the lower left.
- 9) Tap the picture of the camera at the bottom of the screen.
- 10) Position the camera over the next results sheet and "take a picture" of it
- 11) Hit the Done button. Select the contrast that makes the document most legible then tap the "Box with Plus Button" on the lower left.
- 12) After scanning all three results sheet, tap the button in lower right hand corner of screen, which will give you options for sending/sharing your scan.
- 13) Tap the Email button
- 14) Name your document – enter your District , Series and Date (e.g. LI Series 4 4 26)
- 15) Select File size: Large
- 16) Tap the Email button
- 17) You will now be at a customary email screen
- 18) 1) Enter the email addresses of your DC (LI: [dcli@wmga.com](mailto:dcli@wmga.com), NJ: [dcnj@wmga.com](mailto:dcnj@wmga.com), WCT: [dcwct@wmga.com](mailto:dcwct@wmga.com)) AND the Chair: [teammatchchair@wmga.com](mailto:teammatchchair@wmga.com)
- 19) Send the email

## **INSTRUCTIONS FOR SCANNING/EMAILING RESULTS SHEETS TO DISTRICT CAPTAIN AND CHAIR:**

### **IPhone:**

STEP ONE: Download the Tiny Scanner app:

- 1) Go to the App Store on your phone
- 2) Search for Tiny Scanner
- 3) Download Tiny Scanner
- 4) Open Tiny Scanner
- 5) Tap the setting wheel in the lower left corner
- 6) Change the Default page size to Letter. Tap "Done"
- 7) Allow Tiny Scanner access to your camera if prompted

STEP TWO: Scanning and emailing Results

- 1) Open Tiny Scanner App
- 2) Tap the "+" button to start
- 3) Position the camera over the first results sheet and "take a picture" of it
- 4) Hit the Done button. Select the contrast that makes the document most legible then tap the "Box with Plus Button" on the lower left.
- 5) Tap the picture of the camera at the bottom of the screen
- 6) Position the camera over the next results sheet and "take a picture" of it
- 7) Hit the Done button. Select the contrast that makes the document most legible then tap the "Box with Plus Button" on the lower left.
- 8) Tap the picture of the camera at the bottom of the screen
- 9) Position the camera over the next results sheet and "take a picture" of it
- 10) Hit the Done button. Select the contrast that makes the document most legible then tap the "Box with Plus Button" on the lower left.
- 11) After scanning all three results sheet, tap the button in the top right hand corner, which looks like four small boxes. Tap the Text Bar and re-name your document your District, Series, and Date of Match (e.g. LI Series 4 4-26). Tap the button in the right hand corner, which looks like a single box, to return to your scans.
- 12) Tap the button in lower right hand corner of screen, which will give you options for sending/sharing your scan. This button looks like a box with an arrow pointing upward.
- 13) Tap the Email button
- 14) Select Normal size
- 15) You will now be at a customary email screen
- 16) Enter the email addresses of your DC (LI: [dcli@wmga.com](mailto:dcli@wmga.com), NJ: [dcnj@wmga.com](mailto:dcnj@wmga.com), WCT: [dcwct@wmga.com](mailto:dcwct@wmga.com)) **AND** the Chair: [teammatchchair@wmga.com](mailto:teammatchchair@wmga.com)
- 17) In the Subject Line, enter your District, Series and Date (e.g. LI Series 4 4-26)
- 18) Send the email

## **INSTRUCTIONS FOR SCANNING/EMAILING RESULTS SHEETS TO DISTRICT CAPTAIN AND CHAIR**

1. Download QR Reader app:
  - a. Go to the App Store on your phone
  - b. Search for QR Reader
  - c. Download QR Reader
  - d. Open QR Reader
  - e. Tap the top left Code icon
  - f. Change the Default to PDF Scanner
  - g. Allow QR Reader to access your camera if prompted
2. Scanning and Emailing Results
  - a. Open QR Reader
  - b. Position the camera over the first results sheet and “take a picture” of it
  - c. Position the camera over the next results sheet and “take a picture” of it
  - d. After scanning all three results sheet
    - i. Check the quality of the pictures by swiping left and right on the pictures
    - ii. Edit the contrast if necessary by using the three lined icon on the bottom of the screen
  - e. Tap the button in lower right hand corner of screen, which will give you options a PDF or a JPEG. This button looks like a box with an arrow pointing upward.
    - i. Tap PDF
  - f. Then tap the Email button
  - g. You will now be at a customary email screen
  - h. Enter the email addresses of your DC
    - i. LI: [dcli@wmga.com](mailto:dcli@wmga.com),
    - ii. NJ: [dcnj@wmga.com](mailto:dcnj@wmga.com)
    - iii. WCT: [dcwct@wmga.com](mailto:dcwct@wmga.com)
    - iv. the Team Matches Chair: [teammatchchair@wmga.com](mailto:teammatchchair@wmga.com)
  - i. In the Subject Line, enter your District, Series and Date (e.g. LI Series 4 4-26)
  - j. Send the email