

## How to REPORT SCORES

1. Login to [tappster.com](http://tappster.com)
2. Click Standings
3. Click a sport
4. Click Search at the bottom -- or fill out more info to narrow search results then click search.
5. Scroll to find your school name-- this screen displays your district record as well as your overall (non-district games included) record.
6. Click your school name--The first time you do this there will not be any games listed unless another team has entered scores. Be sure to see if the game you are reporting has not already been recorded by someone else.
7. Click Add New Game
8. Select your opponent from the list if they are in district or type in the school name they are not a district opponent in the box marked 'other school'
9. Enter in Game date- you may type mm/dd/yyyy or use the calendar tool.
10. Click on a location--Home, Away, or Neutral
11. Click on a result--Win, Loss, or Tie
12. Enter in your school's score
13. Enter in your Opponent 's score
14. Click Save.
15. Click OK--Your Standings Record is now updated. You may add a new game or go back to the standings page to see your overview.