



Scanning Options for ISL Registrars

ANY DOCS SCANNED TO REGISTRAR *MUST* BE ENCRYPTED. SOME OPTIONS FOR ENCRYPTING PDF'S ARE BELOW

MAC USERS:

- Scan and save your documents in format above
- Make sure PREVIEW is active on your computer (look in Launchpad if not seeing it)
- Right click on the document icon (do not open the document) and click on OPEN WITH and click on Preview
- Click on *File* and then *Export* (not export PDF)
- Save as – again, name as requested HERE:
 - Team Initials.date.number of new swimmers registering
 - For example CP.5.12.15.5
 - This is College Park on May 12, 2015 and docs attached are for 5 new swimmers
- At bottom of page click the ENCRYPT box
- Enter your team's encryption code (provided by league registrar)
- Send via email to registrar@irvineswimleague.org

PC USERS WITH ADOBE (NOT ADOBE READER):

- Encryption is available and we hope to have instructions soon.

APP OPTIONS – APP STORE: If purchasing these apps, be sure that you can save multiple pages and that you can ENCRYPT with your provided password. If emailing from an app, please USE YOUR SUBJECT LINE AND NAME EMAIL AS FOLLOWS:

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Below is the best app we have come across so far but there are quite a few options. As long as they have multipage scan and encryption options, you can choose.



JotNot Pro Scan Multipage documents to pdf