



TEAM PLAY

2019 SCGA TEAM PLAY PORTAL MANUAL

Welcome to the 2019 Team Play Season! This manual will guide you through use of the USGA Tournament Management based Team Play, where you will set up your weekly roster, post results and post scores. All team captains **must** submit weekly lineups and results using the procedures outlined in this manual. Please do not hesitate to contact us if you have any questions.

SCGA Rules and Competitions Staff
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1. CAPTAIN INVITATION

Captains will be invited by SCGA staff. There are two possible scenarios that Captains will experience:

1. If you've established a profile previously in Golf Genius using a specific email address, you will receive an email stating that you have been invited as a Team Captain and will sign in with your email address and password you've created previously.



Welcome to USGA Tournament Management Club Premium, powered by Golf Genius Software.

Invitation for SCGA Team Match Captains!!

You have been invited to be a team captain in the SCGA Test. In order to start entering pairings and match results, we will first need you to set up an account. Click on the link below to get started.

<https://golfgenius.com/users/4946292/leagues/4543168739155149785/59cd0a60bd6634182f062c015e1345b1/login>

If you cannot click on the link above, go to GolfGenius.com and sign in.

USGA TOURNAMENT
MANAGEMENT

powered by **GOLF GENIUS**
SOFTWARE

2. If you have not established a profile in Golf Genius previously, you will receive an email invitation with a temporary password. Clicking on the link provided in the email will take you directly to a screen to create a permanent password.



Welcome to USGA Tournament Management Club Premium, powered by Golf Genius Software.

Invitation for SCGA Team Match Captains!!

You have been invited to be a team captain in the SCGA Test. In order to start entering pairings and match results, we will first need you to set up an account. Click on the link below to get started. You will be prompted to enter a permanent password.

<https://golfgenius.com/users/4949750/leagues/4543168739155149785/752a56ddcb371e32c670ee36a7cf2b85/login>

If you cannot click on the link above, go to GolfGenius.com and sign in with your email and this temporary password:

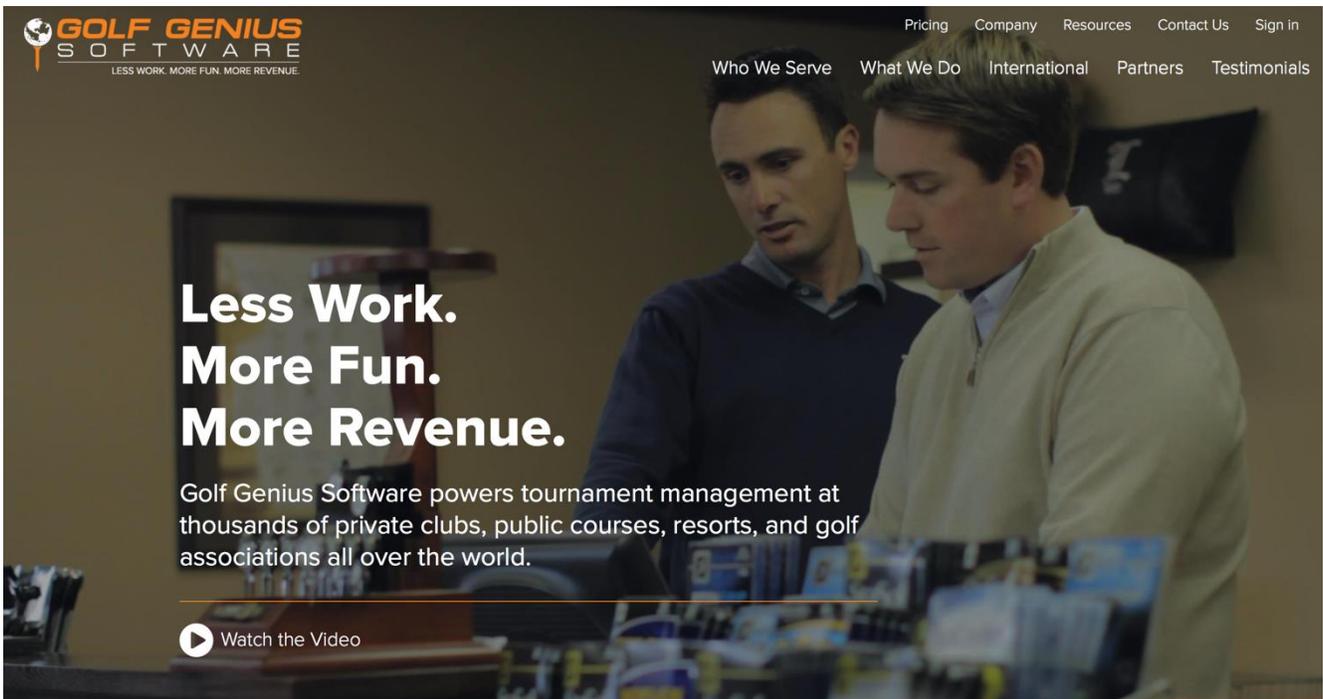
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2. LOGGING IN

Captains have the ability to login to your USGA TM dashboard from any computer. A link appears on scga.org/tournaments/team-play, or your dashboard may be accessed directly at <http://www.golfgenius.com/>

Below is the screen where you will login.



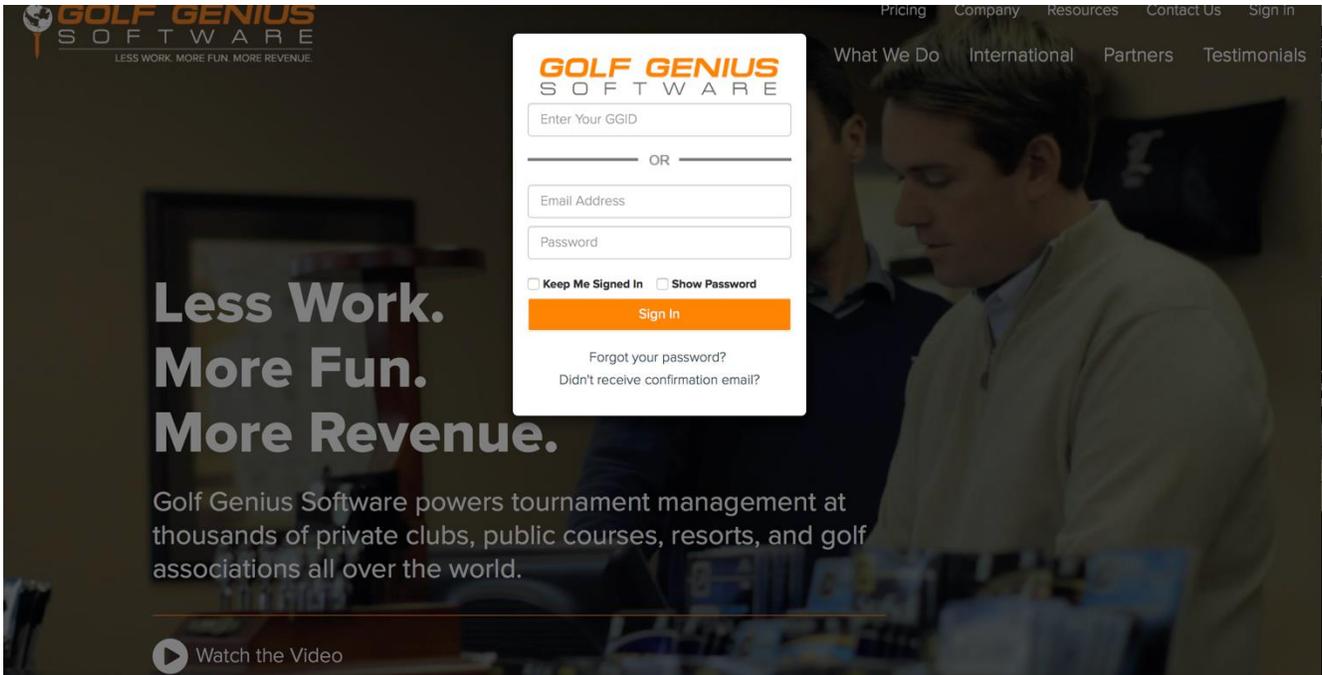
If you need to change your password at any time, passwords can be changed by logging in with your email address and password. Once logged in, click on “My Account and Account Settings”

The screenshot shows the USGA Tournament Management Association website. At the top left is the USGA logo. The main navigation bar includes 'Southern California Golf Association' and 'Events, Leagues & Trips'. A message states: 'You can access events, leagues or trips created under 1 other customer account. Select a different customer account: Southern California Golf Ass...'. Below this is a search bar and a 'Last Visited Event' section. The 'Filter Events' section has a dropdown set to 'All' and a 'Sort By' dropdown set to 'None'. A table lists events with columns for Name, Start Date, Golfers, and Actions. The 'My Account' dropdown menu is open, showing options: TY COPE, Dashboard, Account Settings, Terms of Service, Privacy Policy, and Sign out. A vertical 'HELP' button is on the right side.

Under the Profile Tab, you'll be given the option to change your password here.

The screenshot shows the 'Account Settings' page with the 'Profile' tab selected. The 'Settings' section includes fields for 'First Name', 'Last Name', 'Email', and 'Phone'. Below these is the 'Profile Photo' section with a 'Choose File' button and a note: 'no file selected. Acceptable photo formats: jpg, jpeg, gif, png. Maximum file size: 6MB.' At the bottom are 'Password' and 'Re-enter password' fields. A note at the bottom reads: '(Leave blank if you don't want to change the password.)'. A vertical 'HELP' button is on the right side.

If you have forgotten your password, you can use the “forgot password link.” Navigate to www.golfgenius.com and click “Sign In” on the upper right-hand side of the page. Once clicking here, a prompt will pop up and under the Sign In button, there is a “forgot your password” link.



Note: If you need to change your email address, you will need to contact the SCGA staff.

3. DASHBOARD

Once you have signed in, you will be taken to your Dashboard. This Dashboard page shows any leagues and/or events you are “registered” to use the portal (website) for in USGA TM.

A very important aspect of the Dashboard for Captains is to make sure you have selected “All” under Filter Events. Without selecting “All”, it is possible you will not see the links for the Team Play Portal or the Advanced Mode for your Group.

You can access events, leagues or trips created under 1 other customer account. Select a different customer account:

Southern California Golf Association ▾

Last Visited Event: [Saturday Team Play : Region 1 Group 1](#)
 Master Portal: [Southern California Golf Association Registration](#)

Search...

—
LESS

Filter Events

Sort By

All ▾

None ▾

Name	Start Date	Golfers	Actions
Saturday Team Play : Region 1 Group 1	Jan 5, 2019	4 confirmed	▾
Saturday Team Play			Go to Portal
Southern California Golf Association Registration			Go to Portal

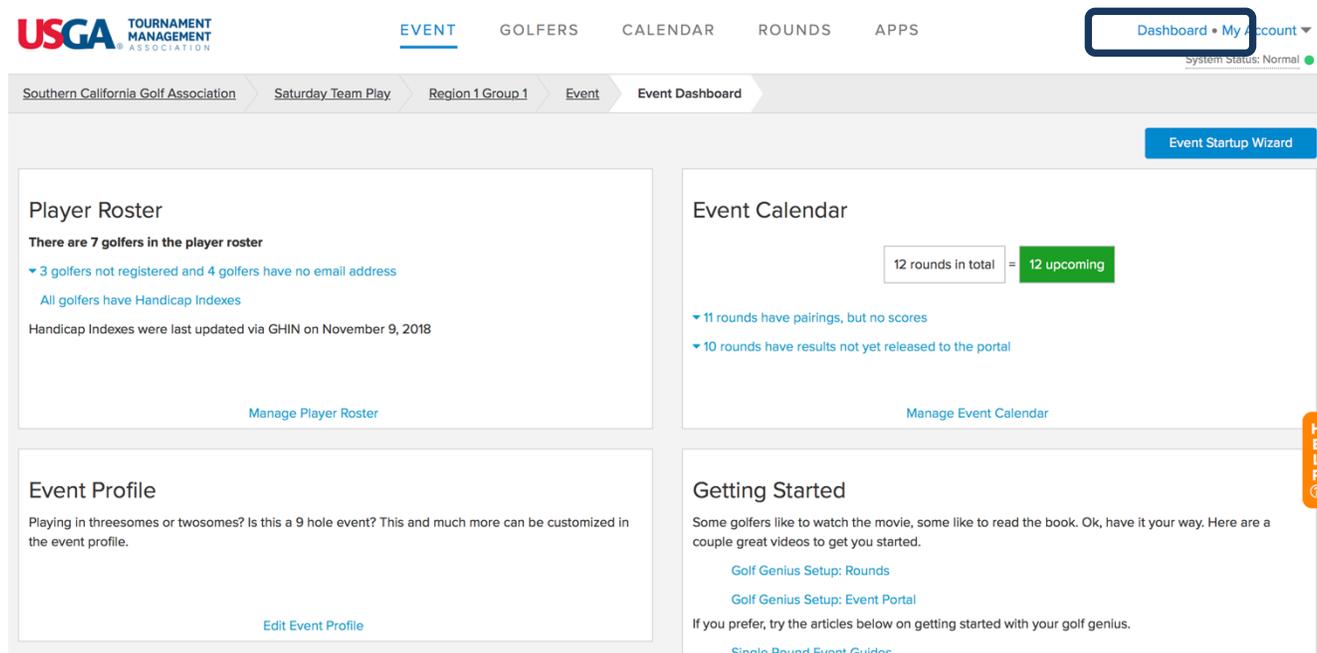
HELP ?

Any time a Captain needs to return to their Dashboard, the process depends on where they are at.

From the Team Matches Portal, to return to the Dashboard, a Captain will click the Cog Wheel and choose Dashboard:

The screenshot shows the SCGA website header with the logo and navigation links: Home, Team Matches ▾, Tee Sheets ▾, and a settings cog wheel. A dropdown menu is open from the cog wheel, listing: User Profile, **Dashboard** (highlighted with a red box), Terms of Service, Privacy Policy, and Sign Out. The main content area has a background image of a golf course and text: "Welcome to the Saturday Team Play Portal", "The Portal is a great tool that allows event participants to access information about their event anytime, anywhere. Say good... emails and phone tag as everything is now in one convenient location.", "To have access to all information, golfers must either be registered for their event on GolfGenius and sign in with a username and password, or sign in with a GolfGeniusID (GGID) provided by the event manager.", "If you have any questions, please [contact Golf Genius Software support](#).", "If you're seeing this message, it means that the portal still needs a custom homepage. You can also upload your own custom banner to be displayed at the top of each page, and a logo in the left-hand column. For tips on how to do this and more, [check out this video](#)."

From the Advanced Mode in USGA TM, to return to the Dashboard, a Captain will click the Dashboard in the upper right-hand side of the page:



4. CAPTAIN NAVIGATION

Captains will be responsible for creating/adding players to their teams, setting of weekly lineups on the Team Captain Portal, entering hole by hole scores, and posting players scores to GHIN. To understand where a Captain needs to perform these actions in USGA TM, we need to cover two critical operational differences.

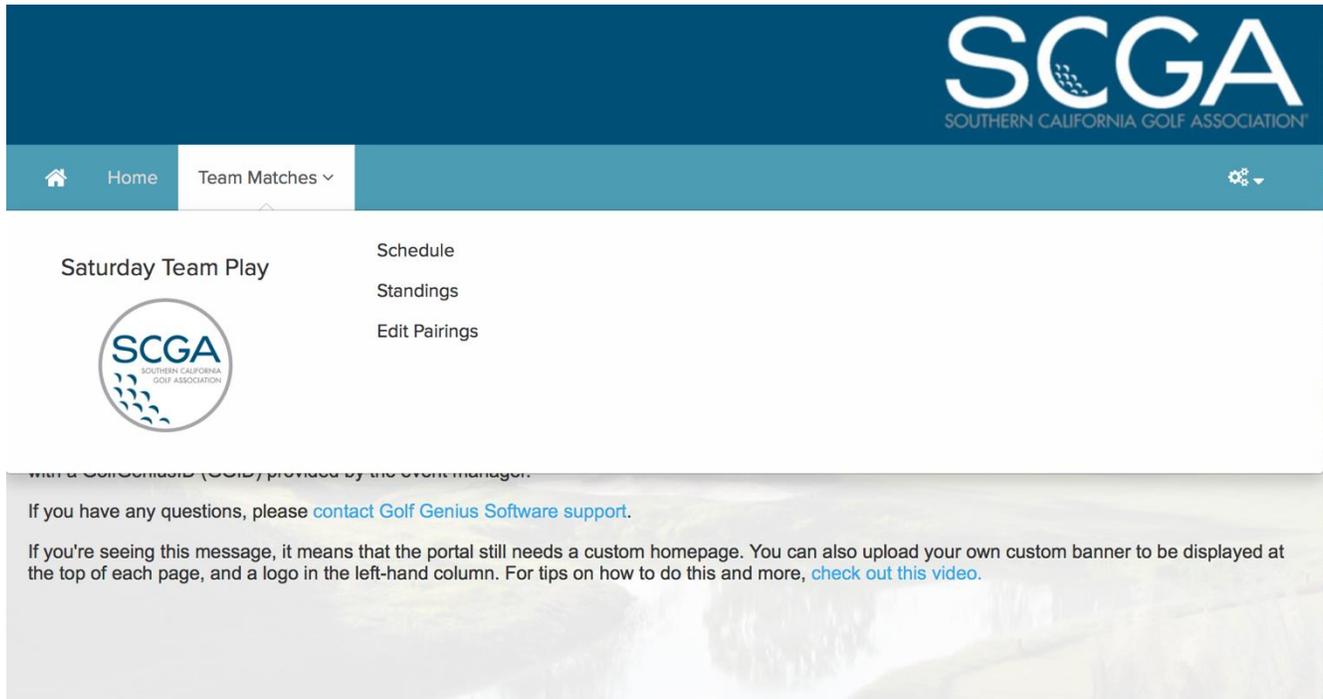
In SCGA Team Play, Captains will have access to two different areas in USGA TM, the first is the Team Play Portal and the second area is the Advanced Mode or manager side of USGA TM for your Group. It will be extremely important that Captains understand where to execute certain actions.

The following is a guideline of where you as a Captain, need to navigate to perform the following actions:

Team Captain Portal:

1. **Creating Your Team Roster**
2. **Adding Players to Your Team**
3. **Setting the Weekly Lineup**

Example: Team Captain Portal



Advanced Mode (Manager Side of USGA TM):

- 1. Entering Hole by Hole Scores**
- 2. Posting ESC Scores to GHIN**
- 3. Using the Report Center for Printed Materials**

Example: Advanced Mode

The screenshot shows the USGA Tournament Management Association Event Dashboard. The top navigation bar includes the USGA logo, 'TOURNAMENT MANAGEMENT ASSOCIATION', and menu items: EVENT (highlighted), GOLFERS, CALENDAR, ROUNDS, and APPS. On the right, there are links for 'Dashboard • My Account' and 'System Status: Normal'. The breadcrumb trail reads: Southern California Golf Association > Saturday Team Play > Region 1 Group 1 > Event > Event Dashboard. A blue 'Event Startup Wizard' button is in the top right. The dashboard is divided into four main sections: 1. Player Roster: 'There are 4 golfers in the player roster'. It lists '4 golfers have no email address' and 'All golfers have Handicap Indexes'. A note states 'Handicap Indexes were last updated via GHIN on November 9, 2018'. A 'Manage Player Roster' link is at the bottom. 2. Event Calendar: Shows '12 rounds in total = 12 upcoming' in a green box. It lists '12 rounds have pairings, but no scores' and '10 rounds have results not yet released to the portal'. A 'Manage Event Calendar' link is at the bottom. 3. Event Profile: 'Playing in threesomes or twosomes? Is this a 9 hole event? This and much more can be customized in the event profile.' An 'Edit Event Profile' link is at the bottom. 4. Getting Started: 'Some golfers like to watch the movie, some like to read the book. Ok, have it your way. Here are a couple great videos to get you started.' It includes links for 'Golf Genius Setup: Rounds' and 'Golf Genius Setup: Event Portal', and a note: 'If you prefer, try the articles below on getting started with your golf genius.' A vertical orange 'TEAM' button is on the right edge.

5. CREATING YOUR TEAM ROSTER

You will be responsible for adding players from your club to your team in the Team Captain Portal. Players on the club roster who meet eligibility requirements will be available to be added to your team. There is no limit as to the number of players that can be added to your team. It is recommended that you add all players who might compete in at least one match to your team.

Step 1: To add golfers to your team, navigate from your Dashboard to the Team Captain Portal page.

You can access events, leagues or trips created under 1 other customer account. Select a different customer account:

Southern California Golf Association ▾

Last Visited Event: [Saturday Team Play : Region 1 Group 1](#)
 Master Portal: [Southern California Golf Association Registration](#)

Search...

LESS

Filter Events

All ▾

Sort By

None ▾

Name	Start Date	Golfers	Actions
Saturday Team Play : Region 1 Group 1	Jan 5, 2019	4 confirmed	▾
Saturday Team Play			Go to Portal
Southern California Golf Association Registration			Go to Portal

HELP



Home

Team Matches ▾



Saturday Team Play



[Schedule](#)

[Standings](#)

[Edit Pairings](#)

with a calendar (GOLF) provided by the event manager.

If you have any questions, please [contact Golf Genius Software support](#).

If you're seeing this message, it means that the portal still needs a custom homepage. You can also upload your own custom banner to be displayed at the top of each page, and a logo in the left-hand column. For tips on how to do this and more, [check out this video](#).

Step 2: After clicking on the Edit Pairings Page, you will select the first round match your team is playing in.

The screenshot shows the SCGA website's 'SELECT ROUND' page. The header includes the SCGA logo and navigation links for 'Home' and 'Team Matches'. The main content area displays a list of team matches, each with a 'Select' button.

Team 1	vs	Team 2	Date	Action
Bermuda Dunes	vs	Bel-Air CC	01/05/2019	Select
Brentwood CC	vs	Woodland Hills	01/05/2019	Select
Bermuda Dunes	vs	Woodland Hills	01/12/2019	Select
Bel-Air CC	vs	Brentwood CC	01/12/2019	Select
Bermuda Dunes	vs	Brentwood CC	01/19/2019	Select
Woodland Hills	vs	Bel-Air CC	01/19/2019	Select
Bel-Air CC	vs	Bermuda Dunes	01/26/2019	Select
Woodland Hills	vs	Brentwood CC	01/26/2019	Select
Woodland Hills	vs	Bermuda Dunes	02/02/2019	Select

Step 3: After clicking “Select”, you will then click on your Team

The screenshot shows the SCGA website's 'View All Pairings' page. The header includes the SCGA logo and navigation links for 'Home' and 'Team Matches'. The main content area displays a list of team pairings for the selected match.

Buttons: Back, View All Pairings

Change Round: Bermuda Dunes vs Bel-Air CC

- [Bermuda Dunes](#)
- [Bel-Air CC](#)

Step 4: After clicking on your Team, use the Add New Player button to begin searching for players to add to your team.

SCGA
SOUTHERN CALIFORNIA GOLF ASSOCIATION

Home ▾ Team Matches ▾

Back View All Pairings

Change Team Bermuda Dunes ▾

Changes you make on this page will be reflected on the tee sheet and on the match play leaderboard. You can click on players with orange borders in order to change the team composition for this round.

In order to add a player to the team, click on an existing player or empty slot, then select a player from the list below and click Go.

Choose a player ▾ Go

In order to add a new player click on "Add New Player"

Add New Player

When all changes are done, click on "Save Team Changes".

Save Team Changes

You may search by Last Name and First Name or search by GHIN Number.

SCGA
SOUTHERN CALIFORNIA GOLF ASSOCIATION

Home ▾ Team Matches ▾

Back View All Pairings Change Team Bermuda Dunes ▾

Add New Player

Eligibility Rules

- ✓ Only players that have posted at least 10 scores between 01/01/2018 and 12/31/2018 are eligible
- ✓ Only players that were on the GHIN roster as of 07/01/2018

Mode

- Search by Last Name and First Name ⓘ
- Search by GHIN Number ⓘ

Done

When all changes are done, click on "Save Team Changes".

Save Team Changes

6. CREATING THE WEEKLY LINEUP

Next, you'll need to set your weekly lineups for the upcoming matches. This will be done by going to the Team Captain Portal and the Edit Pairings Page. The same area where you were in before when creating your Teams.

Step 1: From your dashboard, select the Team Captain Portal Link (Ex. Saturday Team Play)

The screenshot shows the USGA Tournament Management Association dashboard. At the top, there's a navigation bar with 'Southern California Golf Association' and 'Events, Leagues & Trips'. Below that, a search bar and a 'Filter Events' dropdown menu are visible. The 'Filter Events' dropdown is set to 'All'. The 'Sort By' dropdown is set to 'None'. A table lists events with columns for Name, Start Date, Golfers, and Actions. The 'Saturday Team Play' event is highlighted with a red box, and its 'Actions' column contains a 'Go to Portal' link. A vertical 'HELP' button is on the right side of the table.

Step 2: Navigate to the Edit Pairings Page

The screenshot shows the SCGA Team Matches page. The header features the SCGA logo and navigation links for 'Home' and 'Team Matches'. The main content area displays 'Saturday Team Play' with a SCGA logo and three buttons: 'Schedule', 'Standings', and 'Edit Pairings'. The 'Edit Pairings' button is highlighted with a red box. Below the buttons, there's a message about custom homepages and logos, with a link to 'contact Golf Genius Software support' and a link to 'check out this video'.

Step 3: Select the round you want to set pairings for (Ex. Bermuda Dunes vs Bel-Air CC)

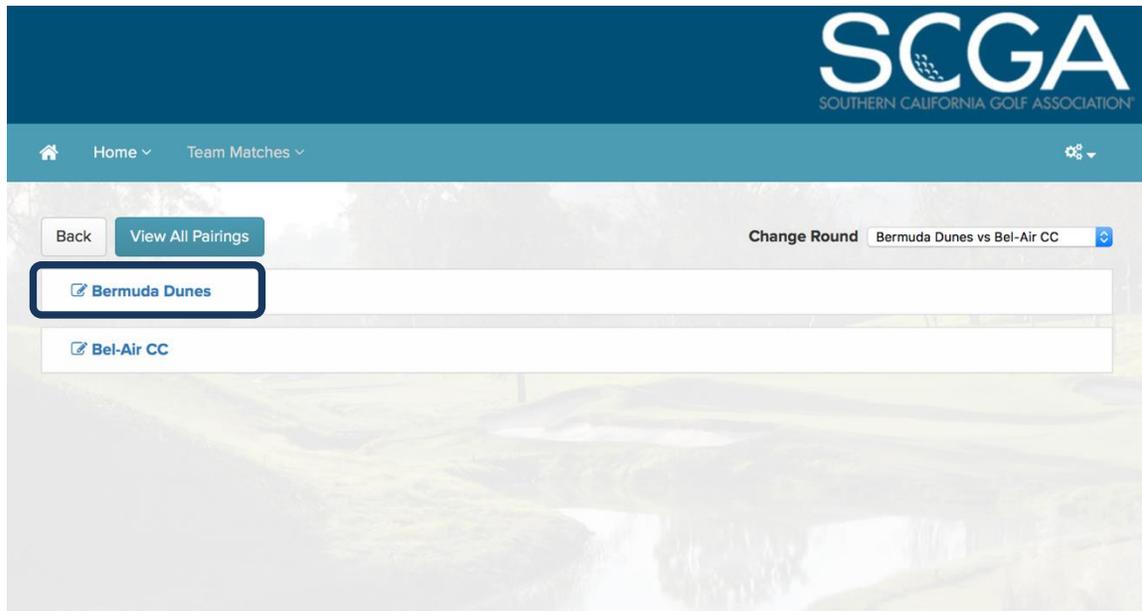


Home ▾ Team Matches ▾

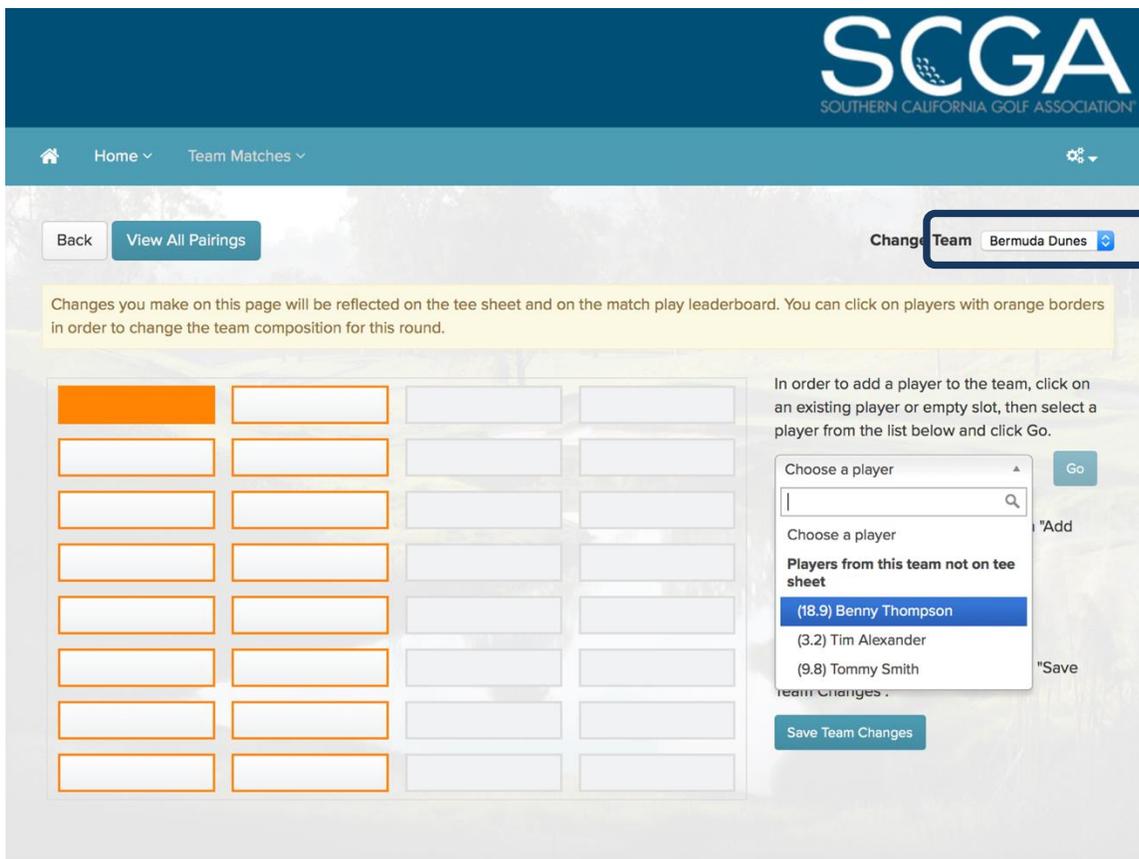
SELECT ROUND

Bermuda Dunes	vs	Bel-Air CC	Date: 01/05/2019	<input type="button" value="Select"/>
Brentwood CC	vs	Woodland Hills	Date: 01/05/2019	<input type="button" value="Select"/>
Bermuda Dunes	vs	Woodland Hills	Date: 01/12/2019	<input type="button" value="Select"/>
Bel-Air CC	vs	Brentwood CC	Date: 01/12/2019	<input type="button" value="Select"/>
Bermuda Dunes	vs	Brentwood CC	Date: 01/19/2019	<input type="button" value="Select"/>
Woodland Hills	vs	Bel-Air CC	Date: 01/19/2019	<input type="button" value="Select"/>
Bel-Air CC	vs	Bermuda Dunes	Date: 01/26/2019	<input type="button" value="Select"/>
Woodland Hills	vs	Brentwood CC	Date: 01/26/2019	<input type="button" value="Select"/>
Woodland Hills	vs	Bermuda Dunes	Date: 02/02/2019	<input type="button" value="Select"/>

Step 4: **IMPORTANT** – Select your team that you want to set pairings for (Bermuda Dunes)



Step 5: Always ensure that the team in the top right corner is YOUR team. Do not change teams here unless your team is not showing. Click the box to place a player in then click the drop down to choose a player:



Step 6: Click Go and the player will be placed in the pairings:

The screenshot shows the SCGA (Southern California Golf Association) website interface for team play. At the top right is the SCGA logo. Below it is a navigation bar with 'Home' and 'Team Matches' menus. The main content area features a 'Back' button, a 'View All Pairings' button, and a 'Change Team' dropdown menu currently set to 'Bermuda Dunes'. A yellow informational banner states: 'Changes you make on this page will be reflected on the tee sheet and on the match play leaderboard. You can click on players with orange borders in order to change the team composition for this round.' The central part of the page is a pairings sheet with a grid of 8 rows and 4 columns. The first cell in the first row contains '(18.9) Benny Thompson'. The other cells are empty. To the right of the grid, there are instructions: 'In order to add a player to the team, click on an existing player or empty slot, then select a player from the list below and click Go.' Below this is a dropdown menu labeled 'Choose a player' and a 'Go' button. Further down, it says 'In order to add a new player click on "Add New Player"' with an 'Add New Player' button. At the bottom, it says 'When all changes are done, click on "Save Team Changes"' with a 'Save Team Changes' button. At the very bottom of the screenshot, it says 'Change list to be saved:'.

When adding players to the pairings sheet, they will remain in place. If player order needs to be changed, select the player's name from the drop down, click on the new position on the pairings sheet, then click go.

It may take multiple changes to correctly order players on the pairings sheet depending on who needs to move to what position.

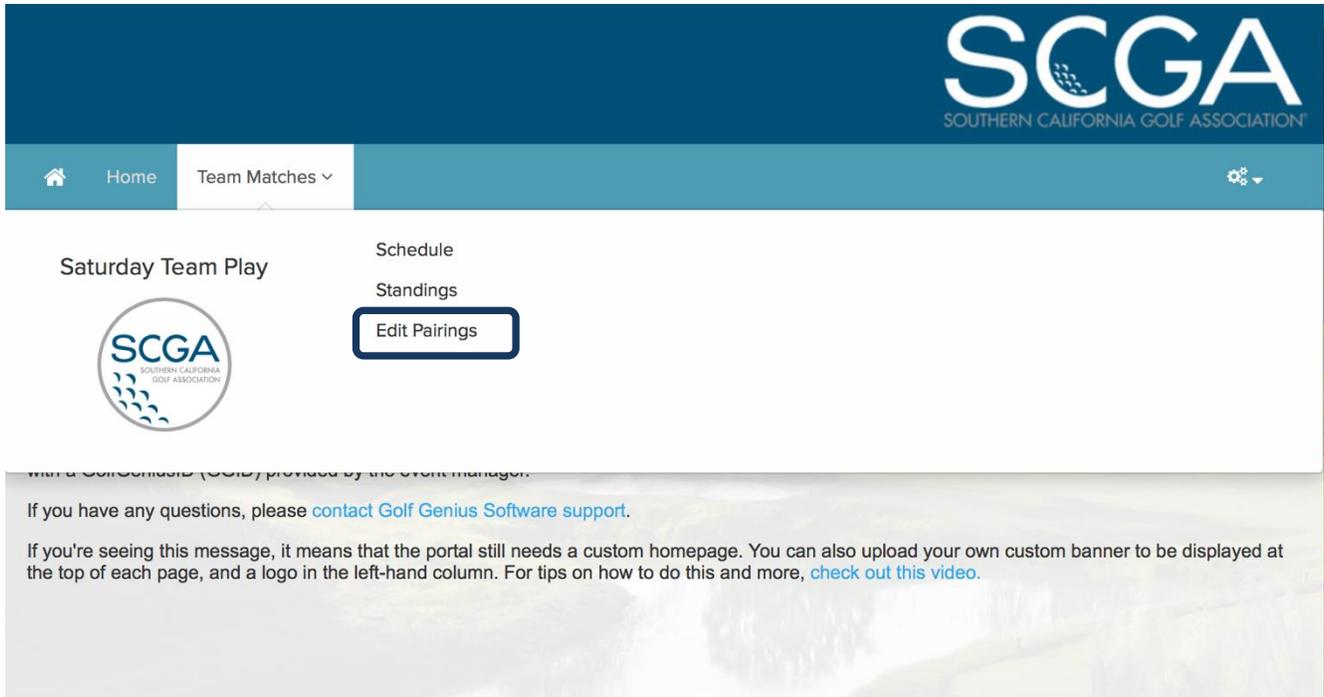
As a reference, when setting the pairings, one team will be displayed in the A & B positions (see above) and the C & D positions for the other team. The order of players will be from left to right and proceeding downward, from low handicap index to the highest.

Team A	Team B
1 / 2	1 / 2
3 / 4	3 / 4
5 / 6	5 / 6
7 / 8	7 / 8

If there is a match where a player does not have a competitor, please contact the SCGA staff.

EXTREMELY IMPORTANT: Captains should never set and/or change team lineups from the Advanced Mode (Manager Side of USGA TM).

Any team lineup changes must always be done from the Team Match Portal and the Edit Pairings Page. This may require managers to return to their Dashboard and click on the Team Match Portal link and navigate to the Edit Pairings Page seen below.



7. COURSE HANDICAPS

In order to ensure that player's handicaps are correct, please make sure you wait until after any revisions have been completed and before the match is to be played, before creating the weekly line up (pairings).

On the pairings page, players will remain in the place a Captain places them on the pairings sheet. Captains must verify the order is correct by Course Handicap by using a Tee Sheet Report with course handicaps.

Home ▾ Team Matches ▾ ⚙️ ▾

Back **View All Pairings** **Change Team** Shady Canyon ▾

Changes you make on this page will be reflected on the tee sheet and on the match play leaderboard. You can click on players with orange borders in order to change the team composition for this round.

		(+1.4) Dave Allison	(1.0) Donald Brown
		(3.0) Dan Tuttle	(4.0) Darin Vermillion
		(4.5) Dillon Callicoat	(5.0) Dean King
		(7.5) Denny Lane	(9.5) Darrin Leichty
		(11.0) David Linville	(13.5) David Lyons
		(14.0) Don Williams	(16.5) David M Young
		(20.5) Don Moffitt	(27.5) Devin Fowler
		(29.5) David Garrison	(37.5) David Heaberlin

In order to add a player to the team, click on an existing player or empty slot, then select a player from the list below and click Go.

Choose a player ▾ **Go**

In order to add a new player click on "Add New Player"

Add New Player

When all changes are done, click on "Save Team Changes".

Save Team Changes

To print a Tee Sheet with Player Course Handicaps, head to your Dashboard, select the link to the Advanced Mode in USGA TM. Navigate to the Rounds Menu > Report Center.

The screenshot shows the USGA Tournament Management Association dashboard. The navigation bar includes 'EVENT', 'GOLFERS', 'CALENDAR', 'ROUNDS', and 'APPS'. The current page is 'PAIRINGS' for the event 'Bermuda Dunes vs Bel-Air CC'. The 'PAIRINGS & SCORING' menu is open, showing options like 'Edit Tee Sheet', 'Tournaments', 'Print Scorecards', 'Enter Scores', and 'Display Leaderboard'. The 'Report Center' option is highlighted with a red box. The 'PROFILE & REPORTS' sidebar on the right shows 'Report Center' as the selected report, with other options like 'Handicap Analysis' and 'Pre-Play Audit of Round'. There are also toggle switches for 'Allow GHIN Updates?' (YES), 'Show Pairings in Event Portal' (YES), 'Enable Mobile Score Entry' (NO), and 'Show Results in Event Portal' (NO). At the bottom, there are buttons for 'Not Started', 'In Progress', and 'Completed' under 'ROUND STATUS'.

Once in the Report Center, search using Tee Sheet and you can print the Basic Tee Sheet seen below. Hovering over the Tee Sheet, you'll want to click, "Configure" for this report.

The screenshot shows the 'Report Center' search results for 'tee sheet'. The search bar contains 'tee sheet' and the results are displayed under the heading 'Basic Reports'. Two report cards are visible: 'ALPHA LIST & TEE SHEET' and 'TEE SHEET'. The 'TEE SHEET' card has buttons for 'Print', 'Email', 'Configure', and 'Categories'. The 'ALPHA LIST & TEE SHEET' card shows a preview of a report titled 'President's Trophy / Black' with a table of player information.

Hole	Players
1	Albert Adonis - Black's Golf - Black's Golf
2	Albert Adonis - Black's Golf - Black's Golf
3	Albert Adonis - Black's Golf - Black's Golf
4	Albert Adonis - Black's Golf - Black's Golf
5	Albert Adonis - Black's Golf - Black's Golf

After clicking configure, only select “Include Player Course Handicap” at 100% and DO NOT check the box to “Use Rating Difference”. Once those are set, click save and print on the bottom right hand side.

Southern California Golf Association > Saturday Team Play > Region 1 Group 1 > Bermuda Dunes vs Bel-Air CC > Report Center > Print Tee Sheet

We can calculate course handicaps for players over the entire field, or we can use the course handicaps calculated for one of more tournaments using the "Include tournament handicaps" checkbox (recommended).

Handicap Options

- Include Tournament Handicaps:
 - Fourball Matches 18 Holes
 - Singles Matches 18 Holes
- Include Full Player Course Handicap
- Include Player Course Handicap**
 - at % Handicap Allowance
 - Use Rating Difference (Section 3-5)
- Include Player Index

Custom Field ⓘ

Cancel Save Save & Print

Open "https://www.golfgenius.com/customers/2405/interclub/championships/284" in a new tab

The report below is an example of the Tee Sheet printed with Player Course Handicaps

SCGA Test : Region 1 Group 1

Tee Sheet - Big Canyon CC vs Shady Canyon - Wed, January 2, 2019

Big Canyon Country Club

Players			
Adam Rammel (34)	Bill Louden (14)	Dave Allison (+2)	Donald Brown (1)
Bert Alspaugh (+2)	Brad Wilkins (15)	Dan Tuttle (4)	Darin Vermillion (5)
Andrew Walters (9)	Bob Cohn (14)	Dillon Callicoat (5)	Dean King (6)
Brad Maples (16)	Bruce Schlabach (37)	Denny Lane (9)	Darrin Leichty (11)
Bob Vanosdol (4)	Bev Watkins (11)	David Linville (13)	David Lyons (16)
BJ Fulton (34)	Andy Burton (5)	Don Williams (16)	David M Young (19)
Brandy Clifton (12)	Bob Hughes (1)	Don Moffitt (24)	Devin Fowler (32)
Brian Cocker (13)	Bill O'Connor (29)	David Garrison (34)	David Heaberlin (43)

Note: The main tee is the Black Tee tee.

Once the Tee Sheet Report has been generated, Captains will then need to navigate back to their Dashboard > Team Matches Portal > Edit Pairings Page and adjust the pairings as needed.

8. ENTERING AND SUBMITTING RESULTS

Once Team Matches for a round have been completed, Captains will be required to enter hole by hole scores for players in their match. Entering of hole by hole scores serves two purposes:

1. Match Results will be automatically calculated based off of hole by hole scores entered
2. Player ESC scores will be automatically calculated based off of a player's course handicap

To enter player hole by hole scores, Team Captains will do the following:

Step 1: From your Dashboard, select the Advanced Mode link (Ex. Saturday Team Play: Region 1 Group 1)

The screenshot shows the USGA Tournament Management Association interface. At the top left is the USGA logo. On the right is a 'My Account' dropdown. Below the logo is a navigation bar with 'Southern California Golf Association' and 'Events, Leagues & Trips'. A dark blue banner contains the text: 'You can access events, leagues or trips created under 1 other customer account. Select a different customer account:' followed by a dropdown menu set to 'Southern California Golf Association'. Below this is a search bar with 'Search...' and a magnifying glass icon, and a 'LESS' button. The 'Filter Events' section has a dropdown set to 'All' and a 'Sort By' dropdown set to 'None'. A table lists events with columns for Name, Start Date, Golfers, and Actions. The first row is 'Saturday Team Play : Region 1 Group 1' with a start date of 'Jan 5, 2019' and '4 confirmed' golfers. The second row is 'Saturday Team Play' and the third is 'Southern California Golf Association Registration'. Both the second and third rows have a 'Go to Portal' link. A vertical 'HELP' button is on the right side of the table.

Name	Start Date	Golfers	Actions
Saturday Team Play : Region 1 Group 1	Jan 5, 2019	4 confirmed	
Saturday Team Play			Go to Portal
Southern California Golf Association Registration			Go to Portal

Step 2: Under the Rounds Menu, ensure the correct round has been selected on the drop down on the left-hand side of the page. Once selected, click on Enter Scores seen in the middle column.

The screenshot shows the USGA Tournament Management interface. The top navigation bar includes 'EVENT', 'GOLFERS', 'CALENDAR', 'ROUNDS', and 'APPS'. The current page is 'Bermuda Dunes vs Bel-Air CC' under the 'Enter Scores' menu. On the left, there is a 'SELECT A ROUND' dropdown menu showing 'Bermuda Dunes vs Bel-Air CC (Sat, January 5, 2019)'. Below it is a 'ROUND CHECKLIST' with items like 'Pairings Created', 'Course(s) and Tees Set', 'Tournaments Defined', 'Scores Entered', and 'Leaderboard Created'. In the center, the 'PAIRINGS & SCORING' menu is open, with 'Enter Scores' highlighted by a blue box. Other options include 'Edit Tee Sheet', 'Tournaments', 'Print Scorecards', 'Post Scores to GHIN', and 'Display Leaderboard'. On the right, there are sections for 'PROFILE & REPORTS' and 'PORTAL & MOBILE APP' with various settings and a 'ROUND STATUS' dropdown.

Step 3: After clicking on Enter Scores, you'll be brought to the page below. If you want to display a certain tournament here, make sure the tournament is selected in the dropdown under Select Tournament.

The screenshot shows the USGA Tournament Management interface for 'Big Canyon CC vs Shady Canyon'. The 'Enter Scores' menu is active. A 'Select Tournament' dropdown menu is highlighted with a blue box. Below it, there are 'Display by' and 'Sort by' dropdowns, and a search box. The main content is a table of pairing groups, each with a list of names and a 'No holes completed' status.

Pairing group	Names	Status
1.	Adam Rammel / Bill Louden / Dave Allison / Donald Brown	No holes completed
2.	Bert Alspaugh / Brad Wilkins / Dan Tuttle / Darin Vermillion	No holes completed
3.	Andrew Walters / Bob Cohn / Dillon Calliccoat / Dean King	No holes completed
4.	Brad Maples / Bruce Schlabach / Denny Lane / Darrin Leichty	No holes completed
5.	Bob Vanosdol / Bev Watkins / David Linville / David Lyons	No holes completed
6.	BJ Fulton / Andy Burton / Don Williams / David M Young	No holes completed
7.	Brandy Clifton / Bob Hughes / Don Moffitt / Devin Fowler	No holes completed
8.	Brian Cocker / Bill O'Connor / David Garrison / David Heaberlin	No holes completed

Step 4: From here you can click on a pairing group and begin entering hole by hole scores for players

The screenshot shows the 'Enter Scores' interface for a pairing group. At the top, there are navigation tabs: Tyler J. Cope, SCGA Test, Region 1 Group 1, Big Canyon CC vs Shady Canyon, and Enter Scores. Below the navigation, there are filters for 'Select Tournament', 'Display by' (Pairing group), and 'Sort by' (Pairing group number). A search bar is also present.

The main content area shows the pairing group: 1. Adam Rammel / Bill Louden / Dave Allison / Donald Brown. Below this, there is a summary of the course: Course: Big Canyon Country Club, Tee: Black/Blue Combo - All 18, Slope: 134, Rating: 73.5. A scorecard table follows, with columns for holes 1 through 18, an 'out' column, and a 'total' column. The rows represent Yardage, Par, Handicap, and individual player scores. Adam Rammel's scores are: 3, 4, 3, 5, 4, 5, 3, 4, 5, 36, 5, 4, 6, 4, 5, 3, 4, 5, 40, 76. Bill Louden's scores are: 6, 4, 5, 4, 5, 4, 5, 6, 5, 44, 5, 4, 3, 4, 5, 4, 5, 4, 40, 84. Dave Allison and Donald Brown have no scores entered yet.

At the bottom of the scorecard, there are radio buttons for 'Eagle or better', 'Birdie', 'Par', 'Bogey', and 'Double Bogey or worse'. There are also 'Clear Scores' and 'Done' buttons. Below the scorecard, the pairing group is listed again: 2. Bert Alspaugh / Brad Wilkins / Dan Tuttle / Darin Vermillion. At the very bottom, there are buttons for 'Random Scores', 'Clear All Scores', 'Email Notification' (OFF), and 'Done Entering Scores'.

Step 4: Once done entering all players scores click Done Entering Scores at the bottom right hand side of the screen

The screenshot shows the 'Enter Scores' interface after all scores have been entered. The pairing groups are listed with their total scores: 1. Adam Rammel (88) / Bill Louden (87) / Dave Allison (87) / Donald Brown (86); 2. Bert Alspaugh (70) / Brad Wilkins (94) / Dan Tuttle (92) / Darin Vermillion (91); 3. Andrew Walters (88) / Bob Cohn (88) / Dillon Callicoat (91) / Dean King (80); 4. Brad Maples (93) / Bruce Schlabach (84) / Denny Lane (93) / Darrin Leichthy (85); 5. Bob Vanosdol (85) / Bev Watkins (75) / David Linville (94) / David Lyons (97); 6. BJ Fulton (95) / Andy Burton (89) / Don Williams (99) / David M Young (97); 7. Brandy Clifton (89) / Bob Hughes (95) / Don Moffitt (92) / Devin Fowler (91); 8. Brian Cocker (97) / Bill O'Connor (87) / David Garrison (88) / David Heaberlin (92). All groups are marked as 'All holes completed'. At the bottom, there are buttons for 'Random Scores', 'Clear All Scores', 'Email Notification' (OFF), and 'Done Entering Scores'.

NOTE: PLAYERS WHO “PICK UP” DURING THE ROUND

At the time of this publication, when entering player hole by hole scores, if a player has picked up, if the functionality to enter an X# (Example X6, X7) is available, enter X followed by the number for most likely score.

If that functionality is not available, enter what the player would most likely have made on that hole. If a hole is left blank, the system will calculate the score for posting purposes as Par plus any strokes on that hole. We view a blank hole as a “Hole Not Attempted”.

Entering an X score will post a players MAX ESC score for that hole. We’re assuming the player started the hole and subsequently picked up.

Step 5: Once done entering scores, ensure the round is set to “Completed” status. This may start the scoring process for the leaderboard. If already set to “Completed”, click Display Leaderboard.

The screenshot shows the USGA Tournament Management Association interface. The top navigation bar includes 'EVENT', 'GOLFERS', 'CALENDAR', 'ROUNDS', and 'APPS'. The 'ROUNDS' tab is active. The breadcrumb trail shows: Southern California Golf Association > Saturday Team Play > Region 1 Group 1 > Bermuda Dunes vs Bel-Air CC > Enter Scores. The main content area is divided into three columns. The left column has sections for 'SELECT A ROUND' (with a dropdown menu showing 'Bermuda Dunes vs Bel-Air CC (Sat, January 5, 2019)'), 'ROUND CHECKLIST' (with checkboxes for 'Pairings Created', 'Course(s) and Tees Set', 'Tournaments Defined', 'Scores Entered', and 'Leaderboard Created'), and 'ROUND COMMUNICATION CENTER' (with links for 'Send Email - Email Tee Sheet' and 'Manage Text Messages'). The middle column is titled 'PAIRINGS & SCORING' and contains links for 'Round Divisions / Flights / Teams', 'Edit Tee Sheet', 'Tournaments', 'Print Scorecards', 'Enter Scores', 'Post Scores to GHIN', and 'Display Leaderboard' (which is highlighted with a red box). The right column is titled 'PROFILE & REPORTS' and contains links for 'Round Profile', 'Report Center', 'Handicap Analysis', 'Pre-Play Audit of Round', and 'Allow GHIN Updates?' (with a 'YES' toggle). Below this is the 'PORTAL & MOBILE APP' section with links for 'Mobile App Scoring Stations', 'Show Pairings in Event Portal' (with a 'YES' toggle), 'Enable Mobile Score Entry' (with a 'NO' toggle), and 'Show Results in Event Portal' (with a 'YES' toggle). At the bottom right, there is a 'ROUND STATUS' section with a dropdown menu showing 'Not Started', 'In Progress', and 'Completed'.

Step 6: When finished, you'll see the leaderboard. Here you can open up the Team Points Summary and either of the tournaments set up in this round.

Example: Singles Matches

Points	Big Canyon CC	Match	Shady Canyon	Points
2.00	Adam Rammel Bethesda CC	8 & 7	Dave Allison Genius Island GC	0.00
2.00	Bill Louden Langdon Farms GC	5 & 3	Donald Brown Genius Island GC	0.00
2.00	Bert Alspeugh Genius Island GC	2 up	Dan Tuttle The Country Club	0.00
2.00	Brad Wilkins The Country Club	3 & 2	Darin Vermillion Scioto CC	0.00
2.00	Andrew Walters Bethesda CC	3 & 2	Dillon Callicot Genius Island GC	0.00
0.00	Bob Cohn Genius Island GC	2 up	Dean King Genius Island GC	2.00

Example: Fourball Tournament

Team Points Summary				
Singles Matches 18 Holes				
Fourball Matches 18 Holes				Expand All
Points	Big Canyon CC	Match	Shady Canyon	Points
2.00	Adam Rammel + Bill Louden <i>Bethesda CC, Longdon Farms GC</i>	7 & 5	Dave Allison + Donald Brown <i>Genius Island GC</i>	0.00
2.00	Bert Alspaugh + Brad Wilkins <i>Genius Island GC, The Country Club</i>	3 & 1	Dan Tuttle + Darin Vermillion <i>The Country Club, Scioto CC</i>	0.00
2.00	Andrew Walters + Bob Cohn <i>Bethesda CC, Genius Island GC</i>	4 & 3	Dillon Callicoa + Dean King <i>Genius Island GC</i>	0.00
2.00	Brad Maples + Bruce Schlabach <i>The Country Club, Forest Creek CC</i>	8 & 6	Denny Lane + Darrin Leichty <i>Congressional CC, Philadelphia Cricket Club</i>	0.00
2.00	Bob Vanosdol + Bev Watkins <i>Carnoustie, St. David's CC</i>	1 up	David Linville + David Lyons <i>Long Island Players Club, Desert Mountain GC</i>	0.00
2.00	BJ Fulton + Andy Burton <i>Genius Island GC</i>	5 & 3	Don Williams + David M Young <i>Scioto CC, Congressional CC</i>	0.00
0.00	Brandy Clifton + Bob Hughes <i>Genius Island GC</i>	7 & 5	Don Moffitt + Devin Fowler <i>St. David's CC, Genius Island GC</i>	2.00
0.00	Brian Cocker + Bill O'Connor <i>Genius Island GC, Scioto CC</i>	6 & 4	David Garrison + David Heaberlin <i>Genius Island GC</i>	2.00
12.00	Big Canyon CC	TOTAL	Shady Canyon	4.00

The match results will be pushed to other areas of USGA TM. All players and Captains will be able to view the results in two places on the Team Matches Portal: The Schedule Page and the Standings Page.

Example: Schedule Page – Results are shown under Group 1 on 1/2/2019 for the match between Big Canyon CC and Shady Canyon. Additional Detail of each match can be seen by clicking on Details.

Group 1				Group 2			
JAN 02	Big Canyon CC	vs.	Shady Canyon	JAN 03	Anaheim Hills	vs.	Strawberry Farms
	● Big Canyon CC won by 33 to 15 points		Details		● Not Started		
JAN 03	Pelican Hill	vs.	Virginia CC	JAN 03	Tustin Ranch	vs.	Black Gold
	● Not Started				● Not Started		
JAN 10	Big Canyon CC	vs.	Virginia CC	JAN 10	Anaheim Hills	vs.	Black Gold
	● Not Started				● Not Started		
JAN 10	Shady Canyon	vs.	Pelican Hill	JAN 10	Strawberry Farms	vs.	Tustin Ranch
	● Not Started				● Not Started		
JAN 17	Big Canyon CC	vs.	Pelican Hill	JAN 17	Anaheim Hills	vs.	Tustin Ranch
	● Not Started				● Not Started		
JAN 17	Virginia CC	vs.	Shady Canyon	JAN 17	Black Gold	vs.	Strawberry Farms
	● Not Started				● Not Started		

Example: Standings Page – Standings will be ordered by Win/Tie/Loss record under Season Points.

Group 1						Group 2					
	Win	Tie	Loss	Season Points	Individual Points		Win	Tie	Loss	Season Points	Individual Points
Big Canyon CC	1	0	0	2	26	Anaheim Hills	0	0	0	0	0
Shady Canyon	0	0	1	0	22	Black Gold	0	0	0	0	0
Virginia CC	0	0	0	0	0	Strawberry Farms	0	0	0	0	0
Pelican Hill	0	0	0	0	0	Tustin Ranch	0	0	0	0	0

Either Captain has the ability to enter hole by hole scores for both his team and the away team. It may be advisable to make arrangements prior to the start of the match as to who will post player hole by hole scores. It is the responsibility of each team captain to ensure that his team’s results are posted by the deadline. One thing to remember for who will be responsible for entering scores, it is strongly suggested that all player scores are entered at the same time.

9. POSTING ESC SCORES

Captains will also be responsible for posting the **adjusted gross scores** (ESC Score) for each player as all scores are posted for handicapping purposes.

To Post Scores for players, Captains should do the following:

Step 1: From your Dashboard, select the Advanced Mode link

The screenshot shows the USGA Tournament Management Association dashboard. At the top, there's a navigation bar with 'Southern California Golf Association' and 'Events, Leagues & Trips'. Below this, a message states: 'You can access events, leagues or trips created under 1 other customer account. Select a different customer account.' A dropdown menu shows 'Southern California Golf Association'. The 'Last Visited Event' is 'Saturday Team Play : Region 1 Group 1' and the 'Master Portal' is 'Southern California Golf Association Registration'. There's a search bar and a 'LESS' link. Below that, there are filters for 'Filter Events' (set to 'All') and 'Sort By' (set to 'None'). A table lists events with columns for 'Name', 'Start Date', 'Golfers', and 'Actions'. The event 'Southern California Golf Association Registration' is highlighted with a blue box. A vertical 'HELP' button is on the right.

Step 2: Under the Rounds Menu, ensure the correct round has been selected on the drop down on the left-hand side of the page. Once selected, click on the Rounds Menu > Post Scores to GHIN

The screenshot shows the USGA Tournament Management Association dashboard with the 'Rounds' menu open. The navigation bar includes 'EVENT', 'GOLFERS', 'CALENDAR', 'ROUNDS', and 'APPS'. The 'Rounds' menu is active, showing a breadcrumb trail: 'Southern California Golf Association > Saturday Team Play > Region 1 Group 1 > Bermuda Dunes vs Bel-Air CC > Enter Scores'. The 'Enter Scores' page is displayed, featuring a 'SELECT A ROUND' dropdown menu with 'Bermuda Dunes vs Bel-Air CC (Sat, January 5, 2019)' selected. Below this is a 'ROUND CHECKLIST' with items: 'Pairings Created' (checked), 'Course(s) and Tees Set' (checked), 'Tournaments Defined' (checked), 'Scores Entered' (unchecked), and 'Leaderboard Created' (checked). The 'ROUND COMMUNICATION CENTER' includes 'Send Email - Email Tee Sheet' and 'Manage Text Messages'. The 'PAIRINGS & SCORING' section has options: 'Round Divisions / Flights / Teams', 'Edit Tee Sheet', 'Tournaments', 'Print Scorecards', 'Enter Scores' (highlighted with a blue box), 'Post Scores to GHIN' (highlighted with a blue box), and 'Display Leaderboard'. The 'PROFILE & REPORTS' section includes 'Round Profile', 'Report Center', 'Handicap Analysis', 'Pre-Play Audit of Round', and 'Allow GHIN Updates?' (YES). The 'PORTAL & MOBILE APP' section includes 'Mobile App Scoring Stations', 'Show Pairings in Event Portal' (YES), 'Enable Mobile Score Entry' (NO), and 'Show Results in Event Portal' (YES). At the bottom, the 'ROUND STATUS' is shown as 'Not Started', 'In Progress', and 'Completed'.

Step 3: On the Post Scores to GHIN Page, select the type of score to be posted e.g. Home, Away, Tournament

Select those players for whom you wish to post scores to GHIN. You can filter the list down to specific players by custom field, as well as select the score posting type from the score type dropdown.

FILTER BY A CUSTOM FIELD

Select a Field ...

SCORE TYPE:

- ✓ Home
- Away
- Tournament

Search Clear Post Scores

Check All Uncheck All Print Report

	Name	Index	GHIN	Affiliation	Gender	ESC Score (Rating / Slope)	Status
<input type="checkbox"/>	Dave Allison	+1.4		Genius Island GC	M	81 (73.2/131)	
<input checked="" type="checkbox"/>	Bert Alspaugh	+1.3	4344355	Genius Island GC	M	69 (73.2/131)	
<input type="checkbox"/>	Donald Brown	1.0		Genius Island GC	M	82 (73.5/134)	
<input type="checkbox"/>	Andy Burton	4.0		Genius Island GC	M	86 (73.2/131)	

Step 4: Captains may need to post Home or Away scores for certain players. This can easily be done by selecting only those players with a certain Affiliation for the Home team and post Home Scores. The same process would be followed for Away players.

The example below will post a Home score for Bert since he is selected with a blue check mark.

USGA TOURNAMENT MANAGEMENT CLUB PREMIUM

EVENT GOLFERS CALENDAR ROUNDS APPS

Dashboard • My Account

System Status: Normal

Tyler J. Cope SCGA Test Region 1 Group 1 Big Canyon CC vs Shady Canyon GHIN Score-Posting Dashboard

Select those players for whom you wish to post scores to GHIN. You can filter the list down to specific players by custom field, as well as select the score posting type from the score type dropdown.

FILTER BY A CUSTOM FIELD

Select a Field ...

SCORE TYPE:

- ✓ Home
- Away
- Tournament

Search Clear Post Scores

Check All Uncheck All Print Report

	Name	Index	GHIN	Affiliation	Gender	ESC Score (Rating / Slope)	Status
<input type="checkbox"/>	Dave Allison	+1.4		Genius Island GC	M	81 (73.2/131)	
<input checked="" type="checkbox"/>	Bert Alspaugh	+1.3	4344355	Genius Island GC	M	69 (73.2/131)	
<input type="checkbox"/>	Donald Brown	1.0		Genius Island GC	M	82 (73.5/134)	
<input type="checkbox"/>	Andy Burton	4.0		Genius Island GC	M	86 (73.2/131)	

10. REPORTS

Almost all printed materials and reports can be found on the Advanced Mode side of USGA TM. To find these printed materials and reports, head to the Rounds Tab for the match in question. From here, select Report Center.

A list of some printed materials that can be created and printed would be scorecards, cart signs, tee sheets and many other printed materials.

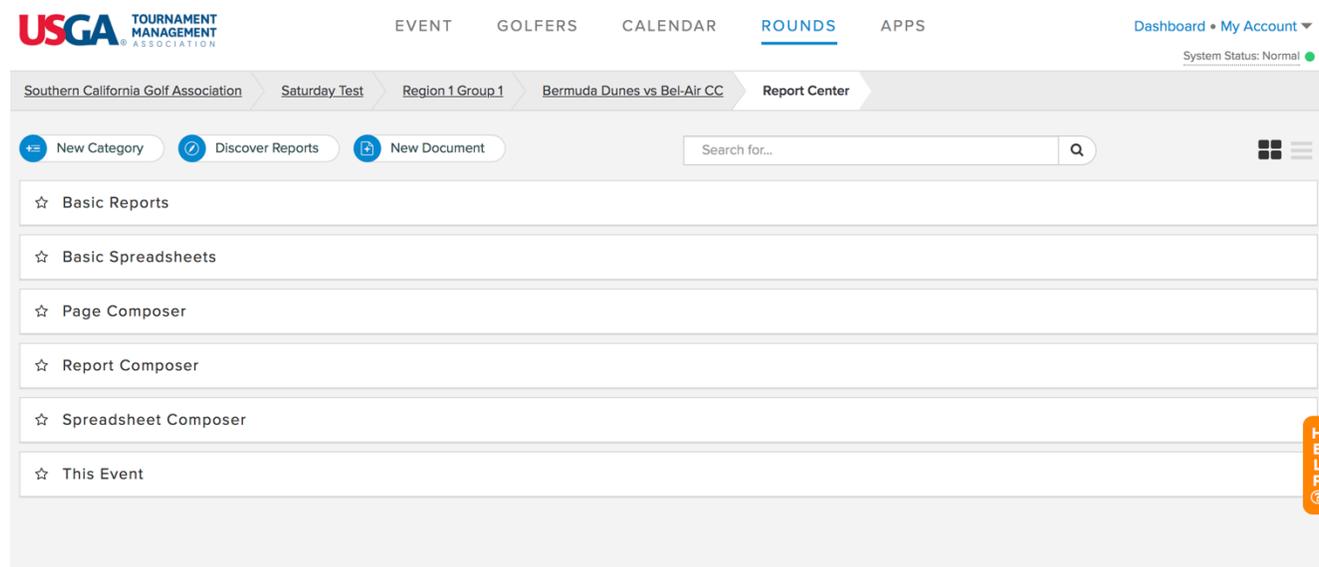
Step 1: From your Dashboard, select the Advanced Mode link

The screenshot shows the USGA Tournament Management Association interface. At the top, there's a navigation bar with 'Southern California Golf Association' and 'Events, Leagues & Trips'. Below this, a message states: 'You can access events, leagues or trips created under 1 other customer account. Select a different customer account: Southern California Golf Association'. A search bar is present with the text 'Last Visited Event: Saturday Team Play : Region 1 Group 1' and 'Master Portal: Southern California Golf Association Registration'. Below the search bar, there are filters for 'Filter Events' (set to 'All') and 'Sort By' (set to 'None'). A table lists events with columns for 'Name', 'Start Date', 'Golfers', and 'Actions'. The first row, 'Saturday Team Play : Region 1 Group 1', is highlighted with a red box. Other rows include 'Saturday Team Play' and 'Southern California Golf Association Registration'. A 'HELP' button is visible on the right side.

Step 2: Once on the manager side of USGA TM, ensure the correct round on the left-hand side of the page is selected and click on Report Center

The screenshot shows the USGA Tournament Management Association interface in the 'Rounds' section. The navigation bar includes 'EVENT', 'GOLFERS', 'CALENDAR', 'ROUNDS', and 'APPS'. The breadcrumb trail is 'Southern California Golf Association > Saturday Team Play > Region 1 Group 1 > Bermuda Dunes vs Bel-Air CC > Enter Scores'. The main content area is divided into three columns. The left column, 'SELECT A ROUND', shows 'Bermuda Dunes vs Bel-Air CC (Sat, January 5, 2019)' selected. Below it is a 'ROUND CHECKLIST' with items: 'Pairings Created' (checked), 'Course(s) and Tees Set' (checked), 'Tournaments Defined' (checked), 'Scores Entered' (unchecked), and 'Leaderboard Created' (checked). The middle column, 'PAIRINGS & SCORING', includes 'Round Divisions / Flights / Teams', 'Edit Tee Sheet', 'Tournaments', 'Print Scorecards', 'Enter Scores', 'Post Scores to GHIN', and 'Display Leaderboard'. The right column, 'PROFILE & REPORTS', includes 'Round Profile', 'Report Center' (highlighted with a red box), 'Handicap Analysis', 'Pre-Play Audit of Round', 'Allow GHIN Updates?' (YES), 'PORTAL & MOBILE APP', 'Mobile App Scoring Stations', 'Show Pairings in Event Portal' (YES), 'Enable Mobile Score Entry' (NO), and 'Show Results in Event Portal' (YES). At the bottom right, there's a 'ROUND STATUS' section with buttons for 'Not Started', 'In Progress', and 'Completed'.

Step 3: On the Report Center Page, you can do a few things. You can use the search field to search for scorecards, cart signs, tee sheets, alpha sheets, or any other reports available in the categories seen below.



On the Report Center page, clicking on a Category (Basic Reports, Basic Spreadsheets etc.) opens up that category and all reports contained within that Category.