



## **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  
(818) 980-3630  
[rules@scga.org](mailto:rules@scga.org)

### **Table of Contents**

<b>1. CAPTAIN INVITATION .....</b>	<b>2</b>
<b>2. LOGGING IN .....</b>	<b>3</b>
<b>3. DASHBOARD .....</b>	<b>5</b>
<b>4. CAPTAIN NAVIGATION .....</b>	<b>7</b>
<b>5. CREATING YOUR TEAM ROSTER.....</b>	<b>9</b>
<b>6. CREATING THE WEEKLY LINEUP .....</b>	<b>14</b>
<b>7. COURSE HANDICAPS.....</b>	<b>19</b>
<b>8. ENTERING AND SUBMITTING RESULTS.....</b>	<b>22</b>
<b>9. POSTING ESC SCORES .....</b>	<b>29</b>
<b>10. REPORTS.....</b>	<b>31</b>

---

## 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:

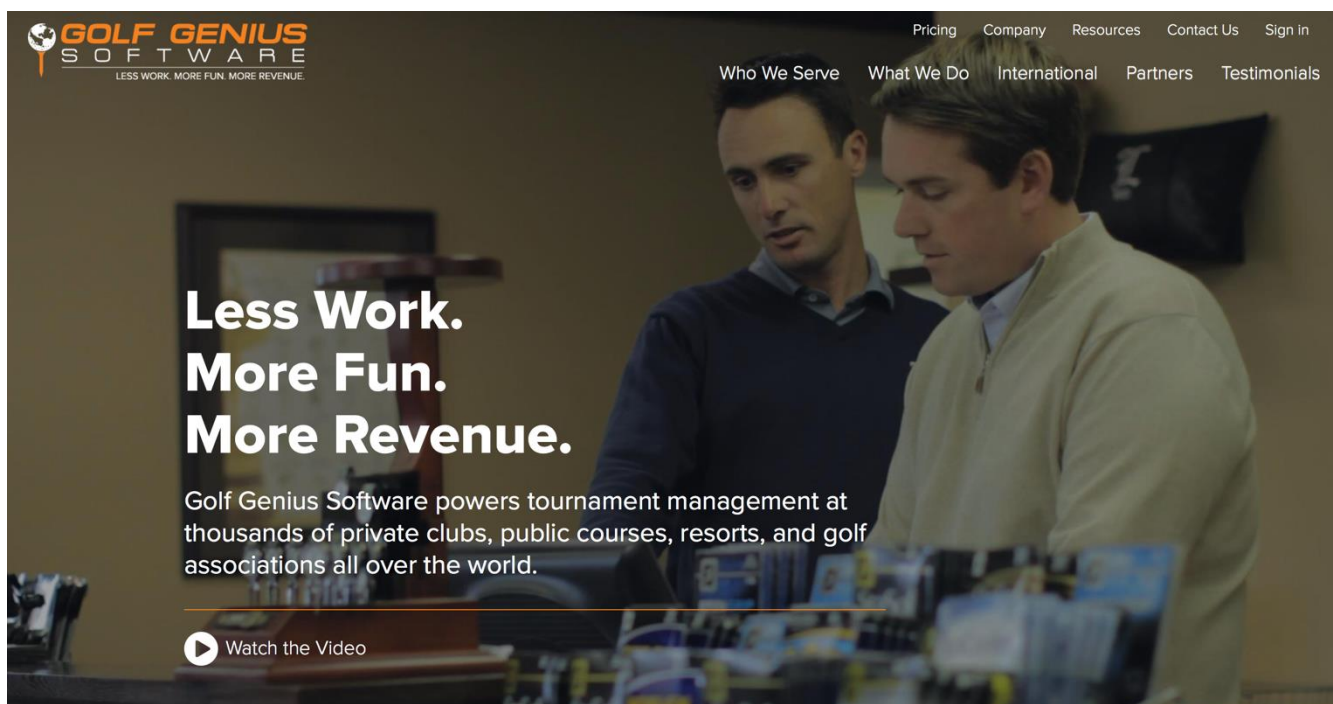
3563



## 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](http://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”

USGA

TOURNAMENT  
MANAGEMENT  
ASSOCIATION

Southern California Golf Association

Events, Leagues & Trips

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

Southern California Golf Ass

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

Search...

Filter Events

All

Sort By

None

Name	Start Date	Golfers	Actions
<a href="#">Saturday Team Play : Region 1 Group 1</a>	Jan 5, 2019	4 confirmed	<div></div>
<a href="#">Saturday Team Play</a>			<a href="#">Go to Portal</a>
<a href="#">Southern California Golf Association Registration</a>			<a href="#">Go to Portal</a>

My Account

TY COPE

Dashboard

Account Settings

Terms of Service

Privacy Policy

Sign out

HELP

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

Events, Leagues & Trips

Account Settings

Profile

Settings

First Name

Last Name

Email

Phone

Profile Photo

Choose File | no file selected

Acceptable photo formats: jpg, jpeg, gif, png. Maximum file size: 6MB.

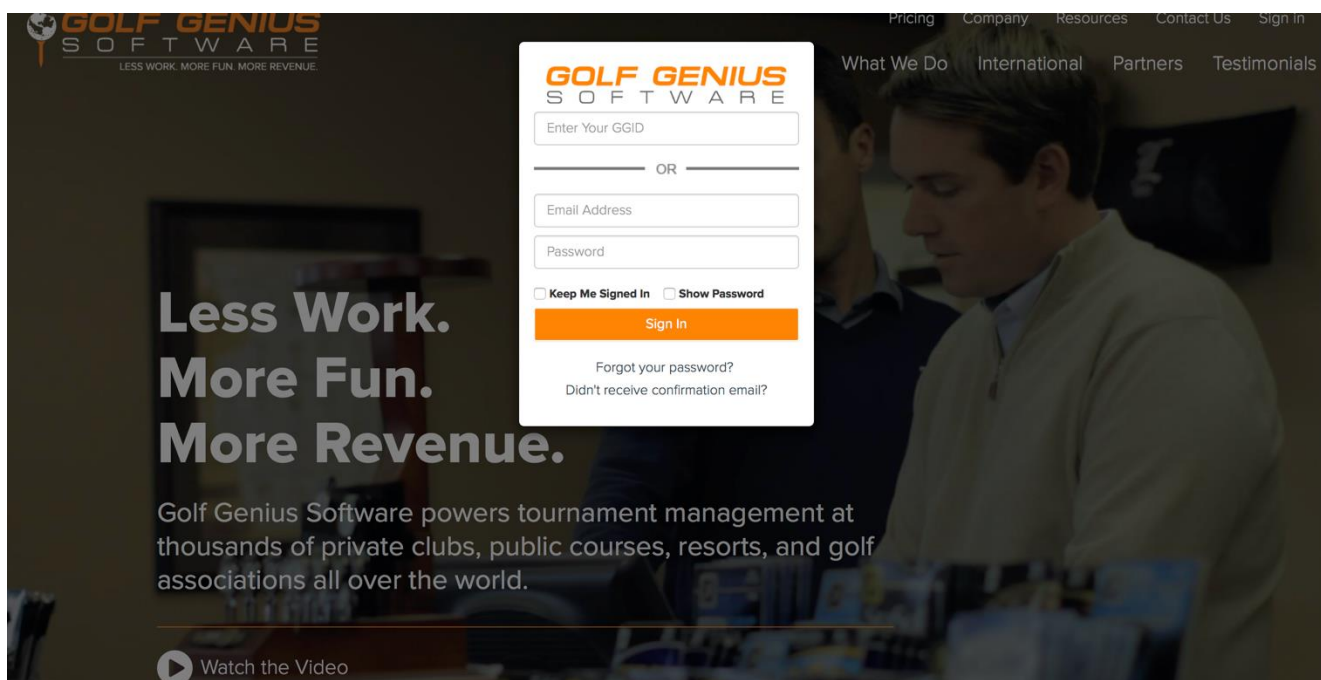
Password

Re-enter password

(Leave blank if you don't want to change the password.)

HELP

If you have forgotten your password, you can use the “forgot password link.” Navigate to [www.golfgenius.com](http://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.

[Southern California Golf Association](#)
[Events, Leagues & Trips](#)

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
<a href="#">Saturday Team Play : Region 1 Group 1</a>	Jan 5, 2019	4 confirmed	<div></div>
<a href="#">Saturday Team Play</a>			<a href="#">Go to Portal</a>
<a href="#">Southern California Golf Association Registration</a>			<a href="#">Go to Portal</a>

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:

[Home](#)
[Team Matches](#)
[Tee Sheets](#)

### 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 goodbye to multiple 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.

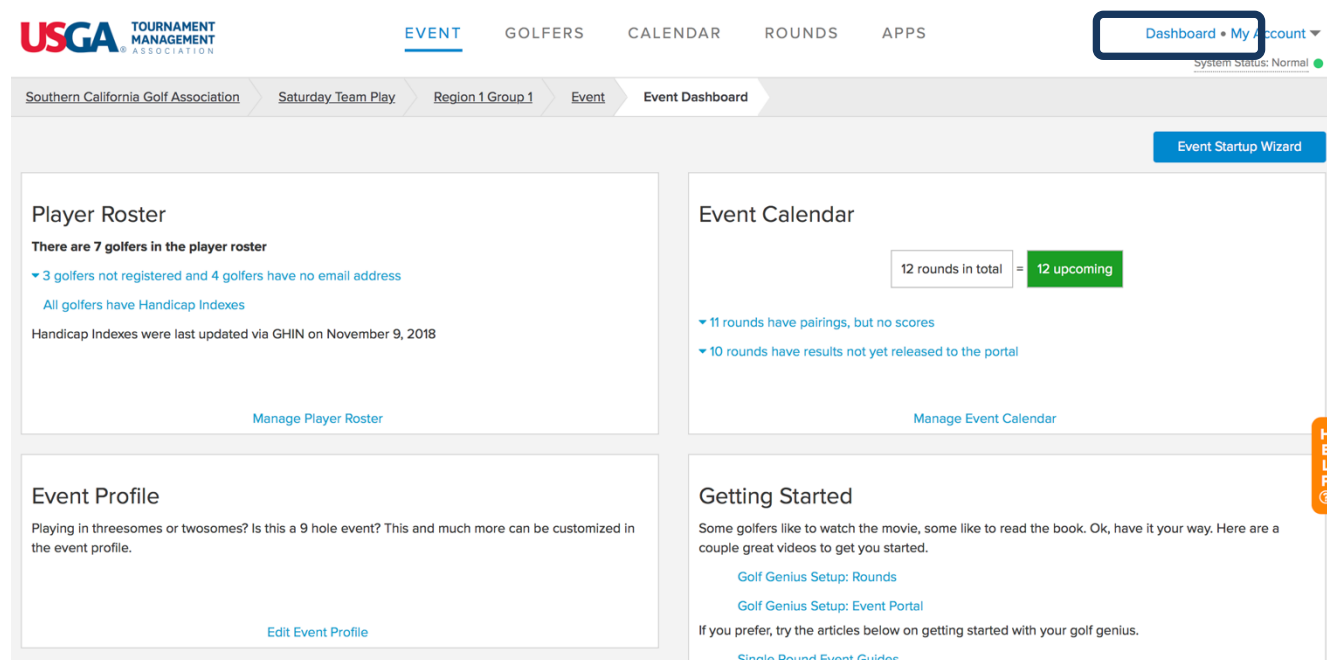
If you have any questions, please [contact Golf Genius Software support](#).

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](#).

User Profile  
**Dashboard**  
 Terms of Service  
 Privacy Policy  
 Sign Out



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.

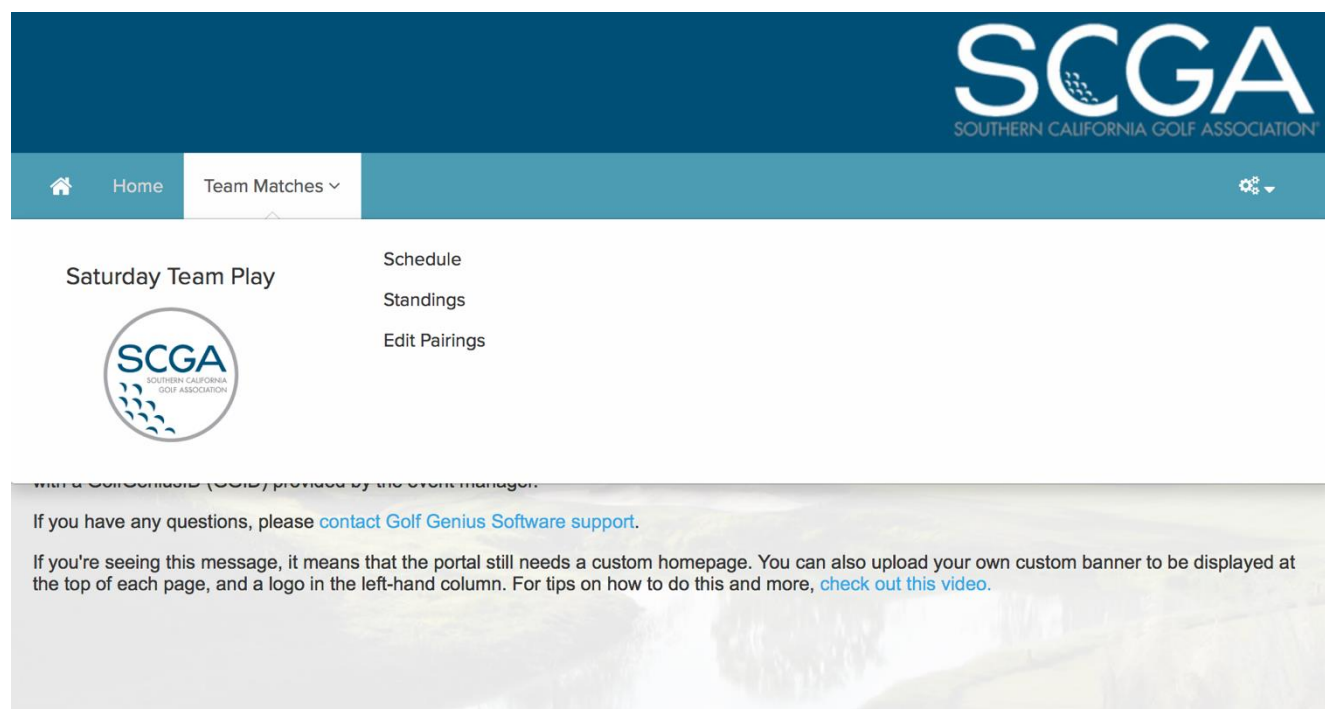
In SCGA Team Play, Captains will have access to two different areas in USGA TM, the first is the Team Play Portal and the second area is the Advanced Mode or manager side of USGA TM for your Group. It will be extremely important that Captains understand where to execute certain actions.

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 displays the USGA Tournament Management Association Event Dashboard. The top navigation bar includes the USGA logo, the text 'TOURNAMENT MANAGEMENT ASSOCIATION', and links for 'EVENT', 'GOLFERS', 'CALENDAR', 'ROUNDS', and 'APPS'. On the right, there are links for 'Dashboard' and 'My Account', along with a 'System Status: Normal' indicator. The breadcrumb trail shows the path: 'Southern California Golf Association' > 'Saturday Team Play' > 'Region 1 Group 1' > 'Event' > 'Event Dashboard'. A blue 'Event Startup Wizard' button is located in the top right corner of the dashboard area. The dashboard is divided into four main sections: 1. 'Player Roster' on the top left, stating 'There are 4 golfers in the player roster', with links for '4 golfers have no email address' and 'All golfers have Handicap Indexes', and a note about handicap indexes being last updated via GHIN on November 9, 2018. A 'Manage Player Roster' link is at the bottom. 2. 'Event Calendar' on the top right, showing '12 rounds in total' and '12 upcoming' rounds, with links for '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' on the bottom left, with a description of event customization and an 'Edit Event Profile' link. 4. 'Getting Started' on the bottom right, providing introductory text and links for 'Golf Genius Setup: Rounds' and 'Golf Genius Setup: Event Portal'. A vertical orange sidebar with the word 'HOME' is on the far right.

## 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.

[Southern California Golf Association](#)
[Events, Leagues & Trips](#)

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
<a href="#">Saturday Team Play : Region 1 Group 1</a>	Jan 5, 2019	4 confirmed	<div></div>
<a href="#">Saturday Team Play</a>			<a href="#">Go to Portal</a>
<a href="#">Southern California Golf Association Registration</a>			<a href="#">Go to Portal</a>

[Home](#)
[Team Matches](#)

[Saturday Team Play](#)


[Schedule](#)  
[Standings](#)  
[Edit Pairings](#)

With a disclaimer (CCB) 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.




[Home](#)
[Team Matches](#)

### SELECT ROUND

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

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



[Home](#)
[Team Matches](#)

[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

Change Team

Bermuda Dunes

Back

View All Pairings

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

SCGA Team Play Manual

Page 12

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

SCGA  
SOUTHERN CALIFORNIA GOLF ASSOCIATION

Home

Team Matches

Change Team

Bermuda Dunes

Back

View All Pairings

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)

USGA

TOURNAMENT  
MANAGEMENT  
ASSOCIATION

My Account ▾

Southern California Golf Association

Events, Leagues & Trips

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
<a href="#">Saturday Team Play : Region 1 Group 1</a>	Jan 5, 2019	4 confirmed	▾
<a href="#">Saturday Team Play</a>			<a href="#">Go to Portal</a>
<a href="#">Southern California Golf Association Registration</a>			<a href="#">Go to Portal</a>

HELP

Step 2: Navigate to the Edit Pairings Page

SCGA

SOUTHERN CALIFORNIA GOLF ASSOCIATION

Home

Team Matches ▾

⚙️ ▾

Saturday Team Play

SCGA

SOUTHERN CALIFORNIA GOLF ASSOCIATION

Schedule

Standings

Edit Pairings

With a custom banner (optional) 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 3: Select the round you want to set pairings for (Ex. Bermuda Dunes vs Bel-Air CC)

SCGA

SOUTHERN CALIFORNIA GOLF ASSOCIATION

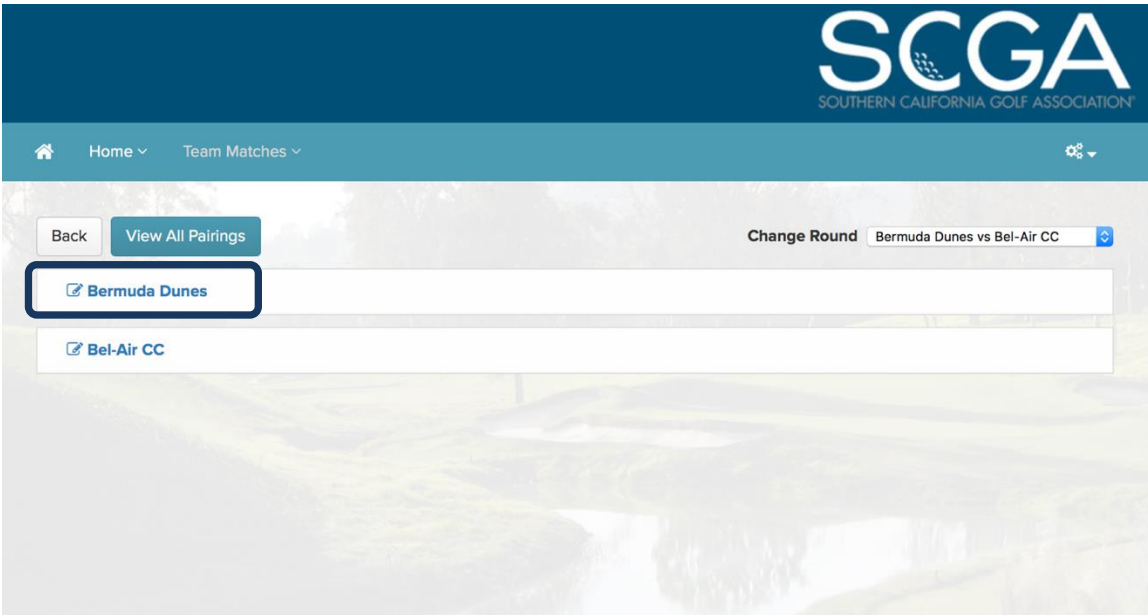
Home

Team Matches

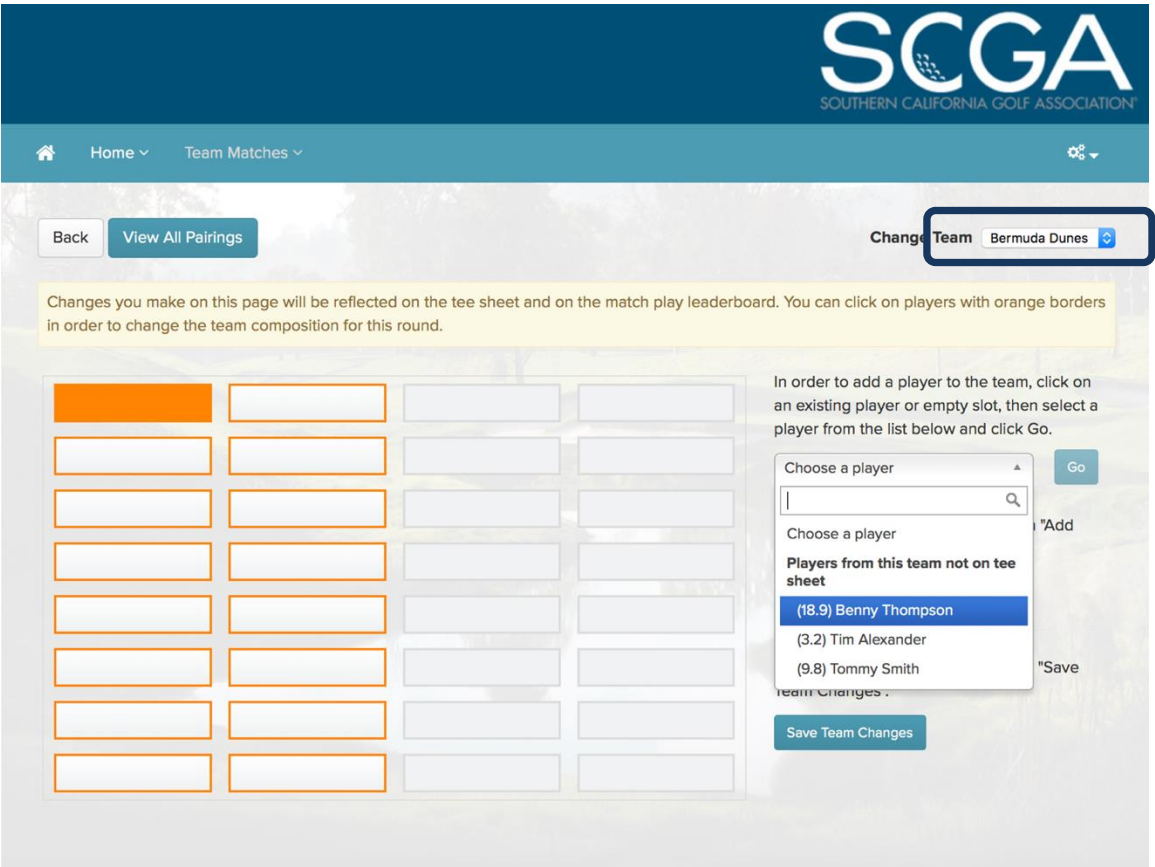
SELECT ROUND

Bermuda Dunes	VS	Bel-Air CC	Date: 01/05/2019	Select
Brentwood CC	VS	Woodland Hills	Date: 01/05/2019	Select
Bermuda Dunes	VS	Woodland Hills	Date: 01/12/2019	Select
Bel-Air CC	VS	Brentwood CC	Date: 01/12/2019	Select
Bermuda Dunes	VS	Brentwood CC	Date: 01/19/2019	Select
Woodland Hills	VS	Bel-Air CC	Date: 01/19/2019	Select
Bel-Air CC	VS	Bermuda Dunes	Date: 01/26/2019	Select
Woodland Hills	VS	Brentwood CC	Date: 01/26/2019	Select
Woodland Hills	VS	Bermuda Dunes	Date: 02/02/2019	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:

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.

(18.9) Benny Thompson

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

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.

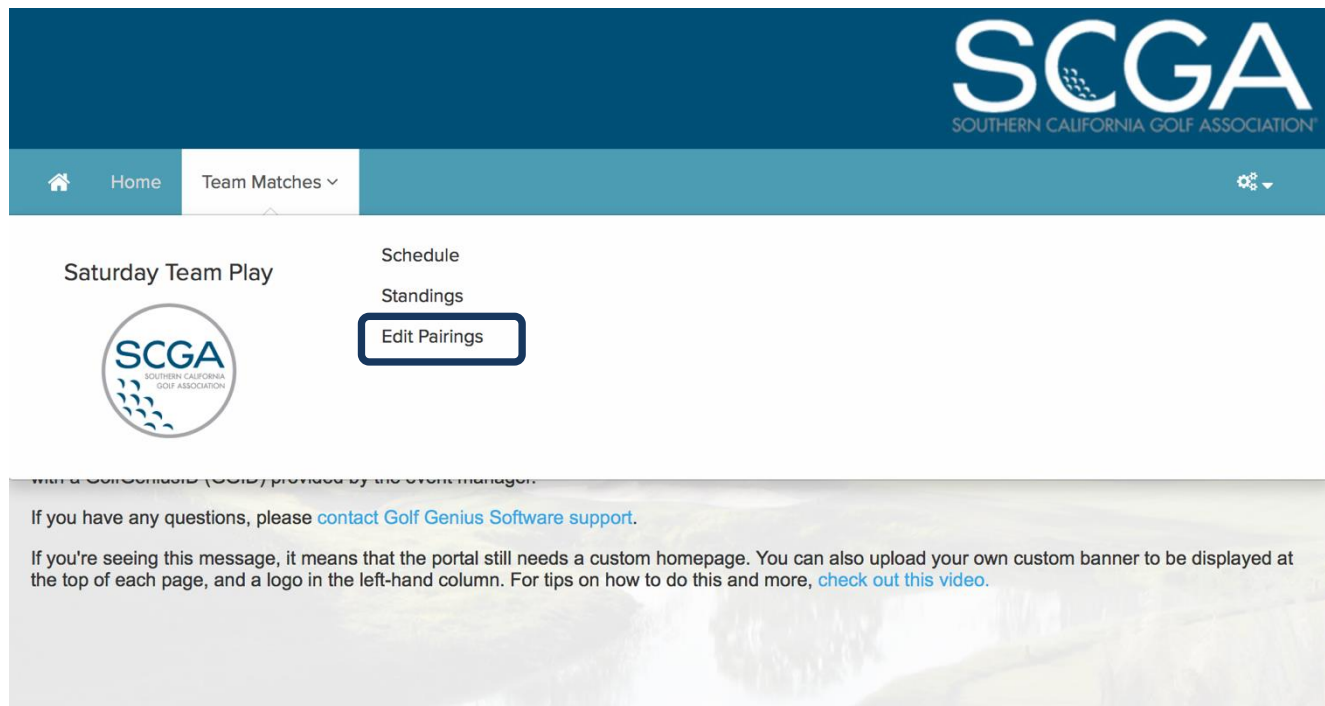
As a reference, when setting the pairings, one team will be displayed in the A & B positions (see above) and the C & D positions for the other team. The order of players will be from left to right and proceeding downward, from low handicap index to the highest.

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.

[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 interface. The top navigation bar includes 'EVENT', 'GOLFERS', 'CALENDAR', 'ROUNDS' (selected), and 'APPS'. The user is logged in as 'Dashboard • My Account'. The breadcrumb trail is: Southern California Golf Association > Saturday Team Play > Region 1 Group 1 > Bermuda Dunes vs Bel-Air CC > Pairings.

The main content area is divided into three sections:

- SELECT A ROUND:** A dropdown menu showing 'Bermuda Dunes vs Bel-Air CC (Sat, January 5, 2019)'.
- ROUND CHECKLIST:** A list of tasks with checkboxes:
  - Pairings Created
  - Course(s) and Tees Set (checked)
  - Tournaments Defined (checked)
  - Scores Entered
  - Leaderboard Created
- ROUND COMMUNICATION CENTER:** A button labeled 'Send Email • Email Tee Sheet'.

The **PAIRINGS & SCORING** menu is open, showing options: 'Round Divisions / Flights / Teams', 'Edit Tee Sheet', 'Tournaments', 'Print Scorecards', 'Enter Scores', and 'Display Leaderboard'.

The **PROFILE & REPORTS** sidebar is open, showing:
 

- Round Profile:** 'Report Center' (highlighted), 'Handicap Analysis', 'Pre-Play Audit of Round'.
- Allow GHIN Updates?:** YES (toggle on).
- PORTAL & MOBILE APP:**
  - Mobile App Scoring Stations:** YES (toggle on).
  - Show Pairings in Event Portal:** YES (toggle on).
  - Enable Mobile Score Entry:** NO (toggle off).
  - Show Results in Event Portal:** NO (toggle off).
- ROUND STATUS:** Not Started, In Progress, Completed.

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' interface. The breadcrumb trail is: Southern California Golf Association > Saturday Team Play > Region 1 Group 1 > Bermuda Dunes vs Bel-Air CC > Report Center.

The top navigation bar includes 'EVENT', 'GOLFERS', 'CALENDAR', 'ROUNDS' (selected), and 'APPS'. The user is logged in as 'Dashboard • My Account'. The system status is 'Normal'.

The main content area shows a search bar with 'tee sheet' entered. Below the search bar, there are three tabs: 'New Category', 'Discover Reports', and 'New Document'. The 'Discover Reports' tab is active, showing a list of reports under the heading 'Basic Reports'.

The list of reports includes:

- ALPHA LIST & TEE SHEET:** A report titled 'President's Trophy / Black' with a table of player names and scores. It has a 'Print' button and a '23' icon.
- TEE SHEET:** A report with a 'Print' button, an 'Email' button, a 'Configure' button, and a 'Categories' dropdown. It has a '15' icon.

A 'HELP' button is visible in the bottom right corner.



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.

The screenshot shows the USGA Tournament Management interface. The top navigation bar includes links for EVENT, GOLFERS, CALENDAR, ROUNDS (selected), and APPS. A user dashboard link is visible on the right. The breadcrumb trail indicates the current location: Southern California Golf Association > Saturday Team Play > Region 1 Group 1 > Bermuda Dunes vs Bel-Air CC > Report Center > Print Tee Sheet.

A message box states: "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** ⓘ

Buttons at the bottom: Cancel, Save, Save & Print.

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 Loudon (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)

USGA TOURNAMENT MANAGEMENT ASSOCIATION

My Account ▾

Southern California Golf Association

Events, Leagues & Trips

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
<a href="#">Saturday Team Play : Region 1 Group 1</a>	Jan 5, 2019	4 confirmed	▾
<a href="#">Saturday Team Play</a>			<a href="#">Go to Portal</a>
<a href="#">Southern California Golf Association Registration</a>			<a href="#">Go to Portal</a>

Help

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' (highlighted), and 'APPS'. The breadcrumb trail shows: Southern California Golf Association > Saturday Team Play > Region 1 Group 1 > Bermuda Dunes vs Bel-Air CC > Enter Scores. On the left, under 'SELECT A ROUND', 'Bermuda Dunes vs Bel-Air CC (Sat, January 5, 2019)' is selected. Below it, the 'ROUND CHECKLIST' shows several items checked, including 'Pairings Created', 'Course(s) and Tees Set', 'Tournaments Defined', 'Leaderboard Created', and 'Send Email - Email Tee Sheet'. In the center, the 'PAIRINGS & SCORING' section has a blue box around the 'Enter Scores' button. On the right, the 'PROFILE & REPORTS' section includes options for 'Allow GHIN Updates?' (set to YES) and 'Show Results in Event Portal' (set to YES). At the bottom right, the 'ROUND STATUS' is shown as 'In Progress'.

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 after clicking 'Enter Scores'. The breadcrumb trail is: Tyler J. Cope > SCGA Test > Region 1 Group 1 > Big Canyon CC vs Shady Canyon > Enter Scores. The 'Select Tournament' dropdown is highlighted with a blue box. Below it, the 'Display by' dropdown is set to 'Pairing group'. The 'Sort by' dropdown is set to 'Pairing group number'. A search bar for 'Search for Name' is also present. The main table lists 8 pairing groups, each with a dropdown arrow and a status of 'No holes completed'. An orange 'Import' button is visible on the right side of the table.

Pairing group number	Pairing group	Status
1.	Adam Rammel / Bill Loudon / 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 Callicoat / 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

**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 Enter Scores

Select Tournament  Display by Pairing group Sort by Pairing group number  Search for Name

1. Adam Rammel / Bill Louden / Dave Allison / Donald Brown No holes completed

Course: Big Canyon Country Club Tee: Black/Blue Combo - All 18 Slope: 134 Rating: 73.5

	1	2	3	4	5	6	7	8	9	out	10	11	12	13	14	15	16	17	18	in	total
Yardage	351	485	154	410	352	557	180	431	393	3313	409	428	180	392	366	212	551	464	506	3508	6821
Par	4	5	3	4	4	5	3	4	4	36	4	4	3	4	4	3	5	4	5	36	72
Handicap	13	11	17	7	3	9	15	1	5		2	8	18	16	14	10	6	4	12		
Adam Rammel	3	4	3	5	4	5	3	4	5	36	5	4	6	4	5	3	4	5	4	40	76
Bill Louden	6	4	5	4	5	4	5	6	5	44	5	4	3	4	5	4	5	4	6	40	84
Dave Allison	7	7	7	4	5	5	6	4	5	50											
Donald Brown																					

Eagle or better Birdie Par Bogey Double Bogey or worse

Clear Scores Done

2. Bert Alspaugh / Brad Wilkins / Dan Tuttle / Darin Vermillion No holes completed

Random Scores Clear All Scores Email Notification OFF Done Entering Scores

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

**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 Enter Scores

Select Tournament  Display by Pairing group Sort by Pairing group number  Search for Name

1. Adam Rammel (88) / Bill Louden (87) / Dave Allison (87) / Donald Brown (86) All holes completed

2. Bert Alspaugh (70) / Brad Wilkins (94) / Dan Tuttle (92) / Darin Vermillion (91) All holes completed

3. Andrew Walters (88) / Bob Cohn (88) / Dillon Callicoat (91) / Dean King (80) All holes completed

4. Brad Maples (93) / Bruce Schlabach (84) / Denny Lane (93) / Darrin Leichthy (85) All holes completed

5. Bob Vanosdol (85) / Bev Watkins (75) / David Linville (94) / David Lyons (97) All holes completed

6. BJ Fulton (95) / Andy Burton (89) / Don Williams (99) / David M Young (97) All holes completed

7. Brandy Clifton (89) / Bob Hughes (95) / Don Moffitt (92) / Devin Fowler (91) All holes completed

8. Brian Cocker (97) / Bill O'Connor (87) / David Garrison (88) / David Heaberlin (92) All holes completed

Random Scores Clear All Scores Email Notification OFF 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 displays the USGA Tournament Management Association interface. The top navigation bar includes links for EVENT, GOLFERS, CALENDAR, ROUNDS (highlighted), and APPS. A user account dropdown shows 'Dashboard • My Account' and a 'System Status: Normal' indicator. The breadcrumb trail indicates the current location: 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:

- Left Column:**
  - SELECT A ROUND:** A dropdown menu shows 'Bermuda Dunes vs Bel-Air CC (Sat, January 5, 2019)'.
  - ROUND CHECKLIST:** A list of items with checkboxes: 'Pairings Created' (checked), 'Course(s) and Tees Set' (checked), 'Tournaments Defined' (checked), 'Scores Entered' (unchecked), and 'Leaderboard Created' (checked).
  - ROUND COMMUNICATION CENTER:** Links for 'Send Email • Email Tee Sheet' and 'Manage Text Messages'.
- Middle Column:**
  - PAIRINGS & SCORING:** A list of actions: 'Round Divisions / Flights / Teams', 'Edit Tee Sheet', 'Tournaments', 'Print Scorecards', 'Enter Scores', 'Post Scores to GHIN', and 'Display Leaderboard' (highlighted with a blue box).
- Right Column:**
  - PROFILE & REPORTS:** Links for 'Round Profile', 'Report Center', 'Handicap Analysis', and 'Pre-Play Audit of Round'. A toggle for 'Allow GHIN Updates?' is set to 'YES'.
  - PORTAL & MOBILE APP:** Links for 'Mobile App Scoring Stations', 'Show Pairings in Event Portal' (YES), 'Enable Mobile Score Entry' (NO), and 'Show Results in Event Portal' (YES).
  - ROUND STATUS:** A section with a status dropdown and three buttons: 'Not Started', 'In Progress' (highlighted), 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.

**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 > Leaderboard

**Hint:** Click on anything in blue to see more details.  
**Hint:** Section 3-5 is being applied in this round. If you have questions about course handicaps, please navigate to the [Handicap Analysis](#) page. Turning off Section 3-5 can be done in the [Event Profile](#).

Re-score / Print / Adjust Leaderboard / TV Display

Team Points Summary

Singles Matches 18 Holes

Fourball Matches 18 Holes

## Example: Singles Matches

**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 > Leaderboard

**Hint:** Click on anything in blue to see more details.  
**Hint:** Section 3-5 is being applied in this round. If you have questions about course handicaps, please navigate to the [Handicap Analysis](#) page. Turning off Section 3-5 can be done in the [Event Profile](#).

Re-score / Print / Adjust Leaderboard / TV Display

Team Points Summary

Singles Matches 18 Holes [Expand All](#)

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 Loudon Langdon Farms GC	5 & 3	Donald Brown Genius Island GC	0.00
2.00	Bert Alspaugh 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 Loudon <i>Bethesda CC, Longdon Farms GC</i>	7 & 5	Dave Allison + Donald Brown <i>Genius Island GC</i>	0.00
2.00	Bert Alsbaugh + 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 Callicot + 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>Carmouste, St. David's CC</i>	1 up	David Linville + David Lyons <i>Long Island Player's 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	● Big Canyon CC won by 33 to 15 points <a href="#">Details</a>	JAN 03	Anaheim Hills	vs.	Strawberry Farms	● Not Started
JAN 03	Pelican Hill	vs.	Virginia CC	● Not Started	JAN 03	Tustin Ranch	vs.	Black Gold	● Not Started
JAN 10	Big Canyon CC	vs.	Virginia CC	● Not Started	JAN 10	Anaheim Hills	vs.	Black Gold	● Not Started
JAN 10	Shady Canyon	vs.	Pelican Hill	● Not Started	JAN 10	Strawberry Farms	vs.	Tustin Ranch	● Not Started
JAN 17	Big Canyon CC	vs.	Pelican Hill	● Not Started	JAN 17	Anaheim Hills	vs.	Tustin Ranch	● Not Started
JAN 17	Virginia CC	vs.	Shady Canyon	● Not Started	JAN 17	Black Gold	vs.	Strawberry Farms	● 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

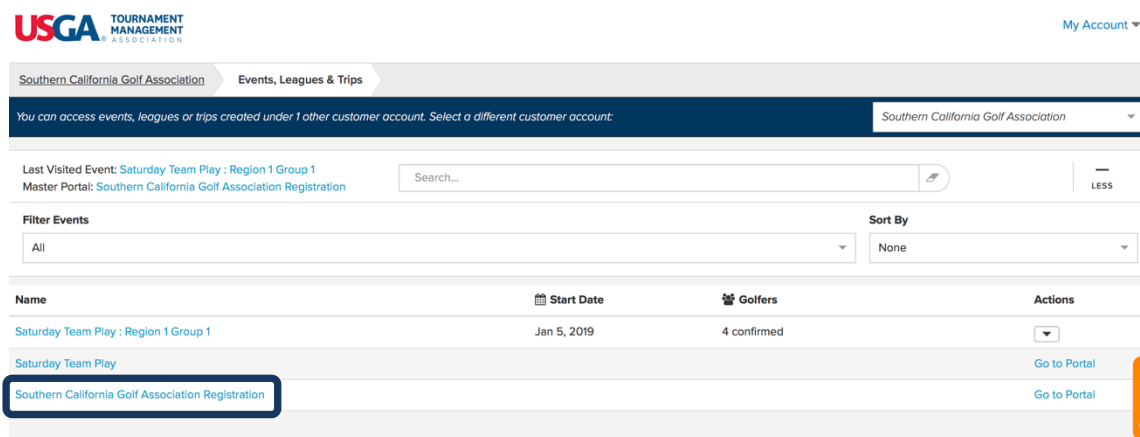
Either Captain has the ability to enter hole by hole scores for both his team and the away team. It may be advisable to make arrangements prior to the start of the match as to who will post player hole by hole scores. It is the responsibility of each team captain to ensure that his team’s results are 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

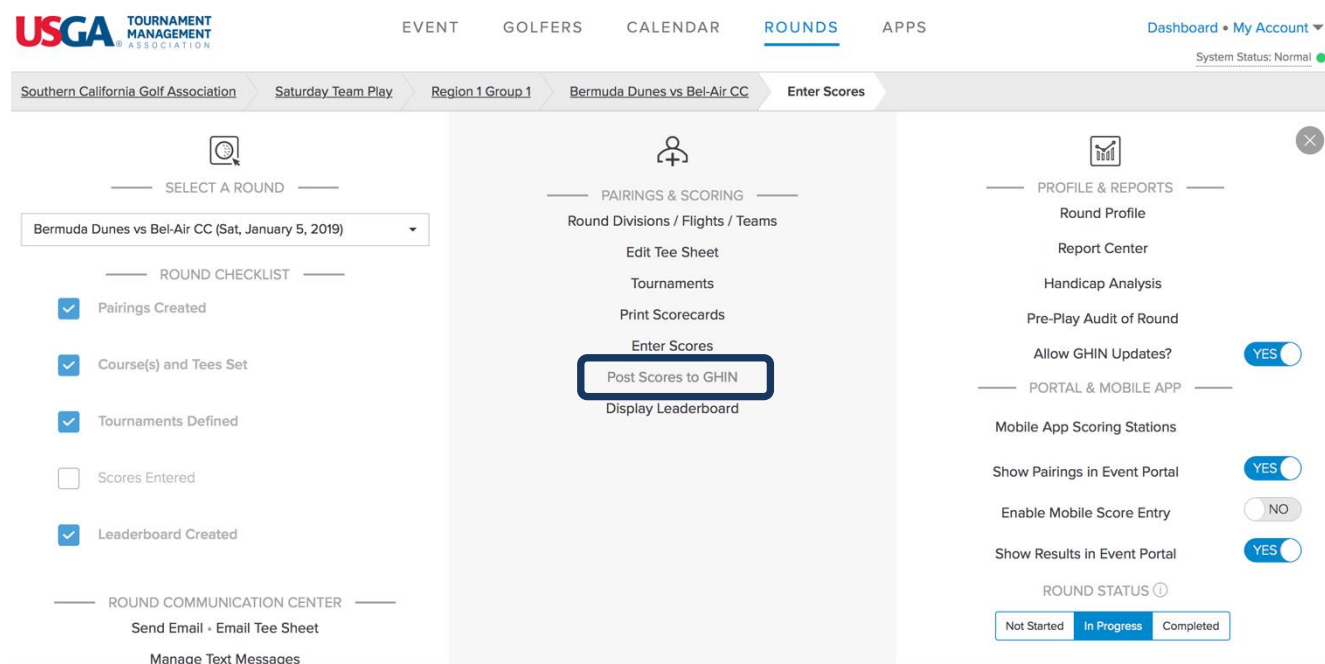
Captains will also be responsible for posting the **adjusted gross scores** (ESC Score) for each player as all scores are posted for handicapping purposes.

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

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



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



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

**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 ▼

Search

Clear

SCORE TYPE:

✓ Home  
Away  
Tournament

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.

**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 ▼

Search

Clear

SCORE TYPE:

✓ Home  
Away  
Tournament

Post Scores

Check All

Uncheck All

Print Report

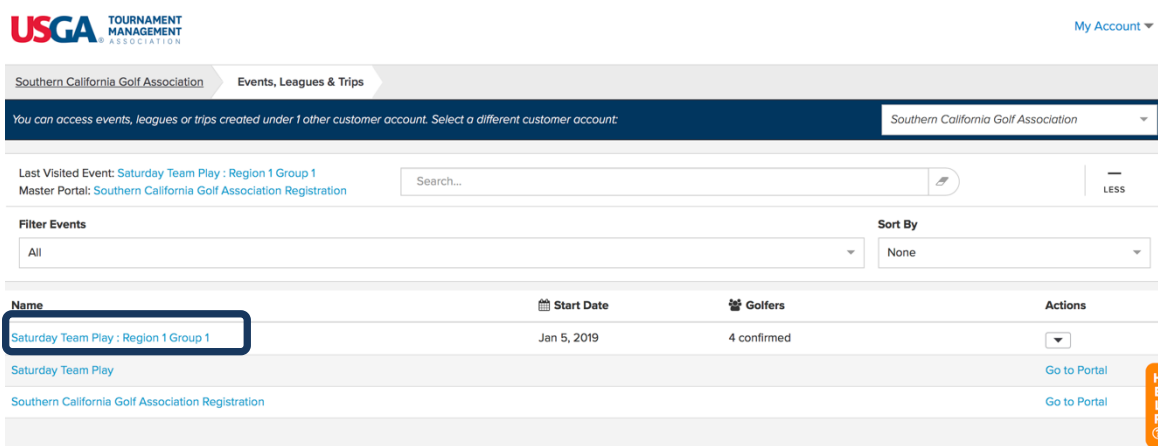
	Name ▼	Index	GHIN	Affiliation	Gender	ESC Score (Rating / Slope)	Status
<input type="checkbox"/>	Dave Allison	+1.4		Genius Island GC	M	81 (73.2/131)	
<input checked="" type="checkbox"/>	Bert Alspaugh	+1.3	4344355	Genius Island GC	M	69 (73.2/131)	
<input type="checkbox"/>	Donald Brown	1.0		Genius Island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

## 10. REPORTS

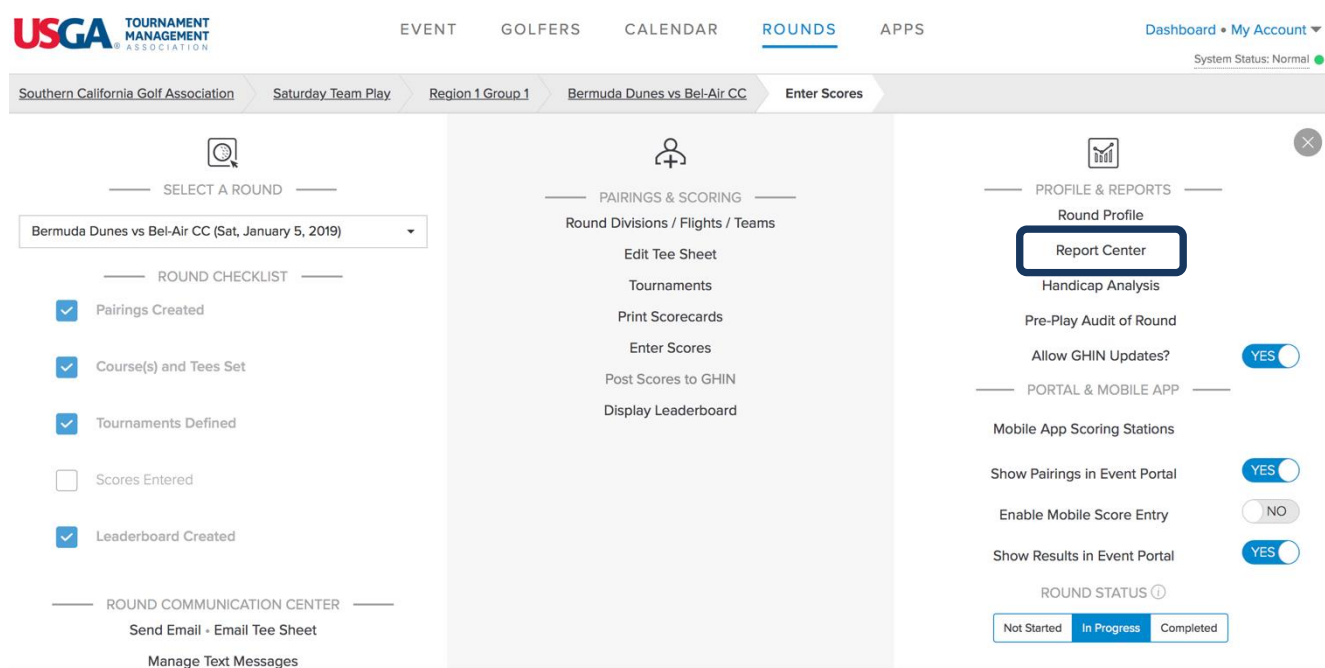
Almost all printed materials and reports can be found on the Advanced Mode side of USGA TM. To find these printed materials and reports, head to the Rounds Tab for the match in question. From here, select Report Center.

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

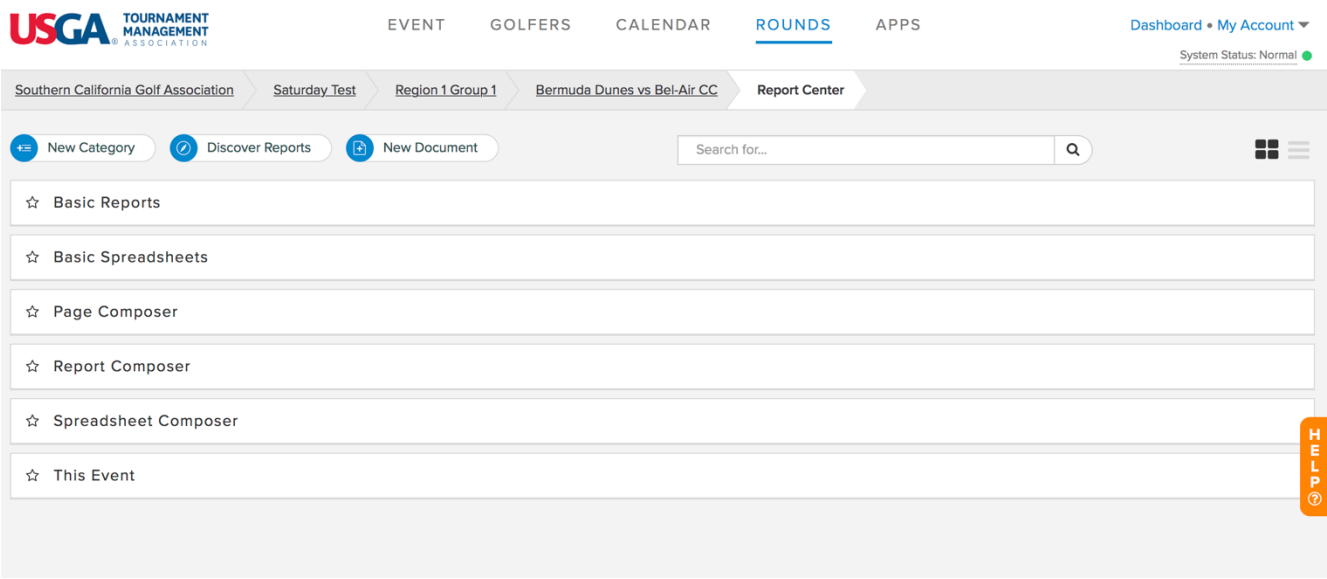
Step 1: From your Dashboard, select the Advanced Mode link



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



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.