



# WOMEN'S TEAM PLAY

## 2019 SCGA WOMEN'S TEAM PLAY PORTAL MANUAL

Welcome to the 2019 Women's 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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### Table of Contents

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

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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.



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:

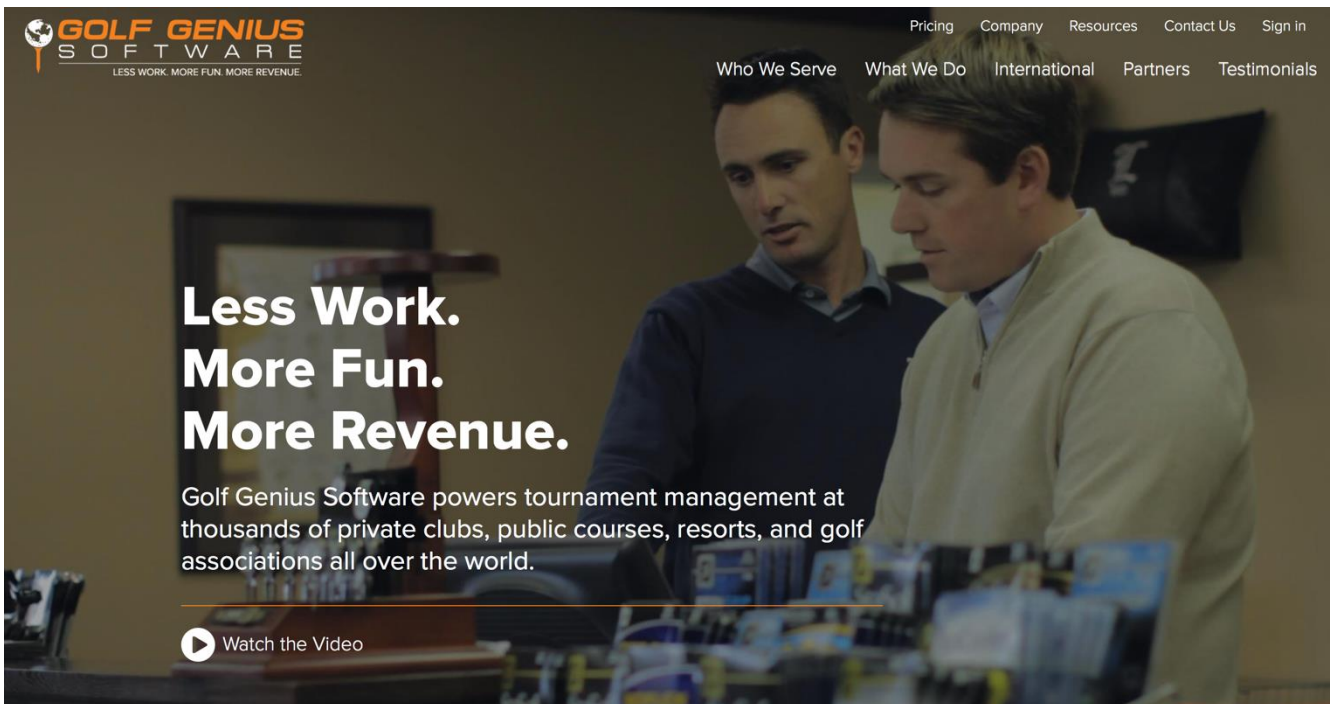
3563



## 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	<a href="#">Go to Portal</a>
<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

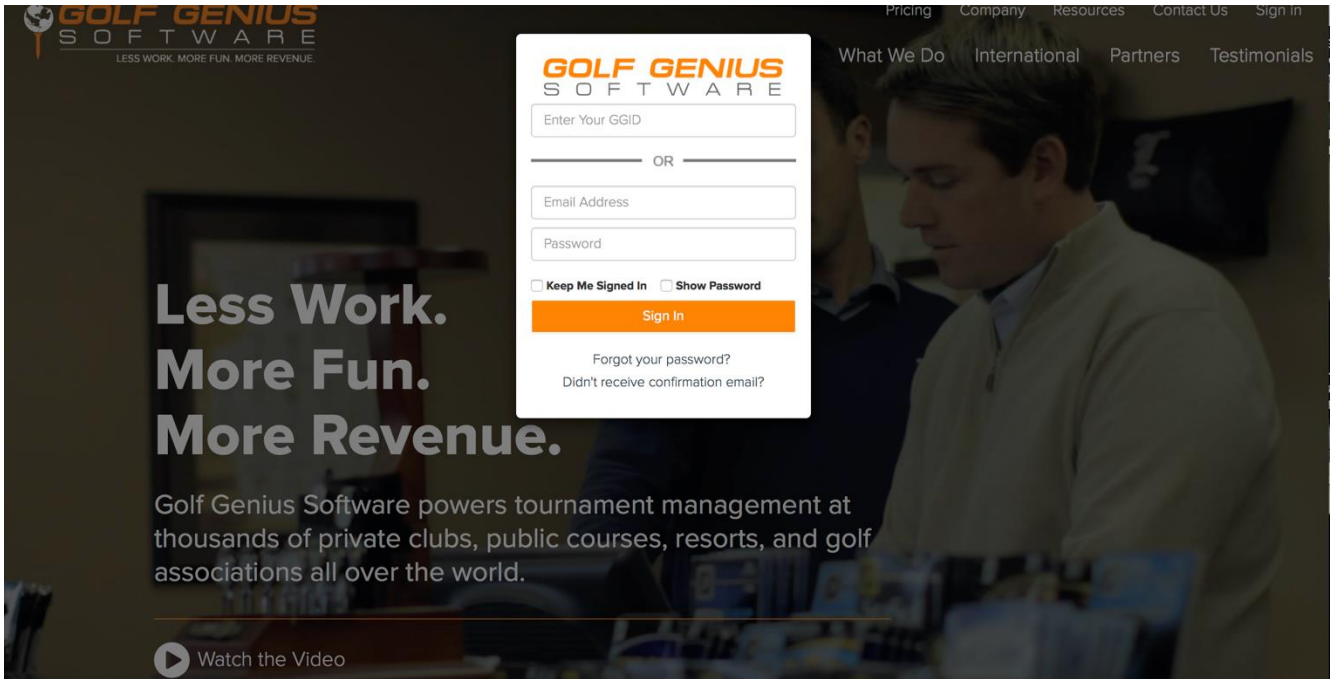
Choose File | no file selected  
Acceptable photo formats: jpg, jpeg, gif, png. Maximum file size: 6MB.

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... [icon] [icon]

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	▾
<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>

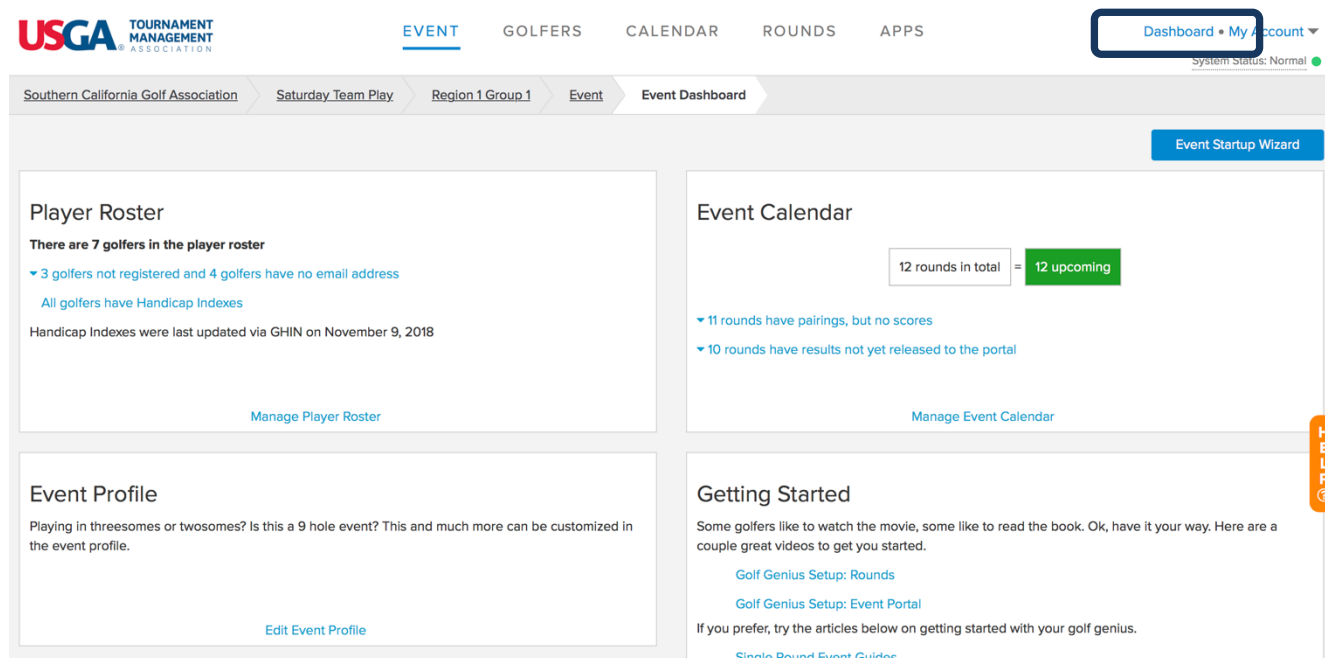
HELP ?

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:

The screenshot shows the SCGA website interface. At the top right, there is a gear icon (cog wheel) which has opened a dropdown menu. The menu items are: User Profile, **Dashboard** (highlighted with a red box), Terms of Service, Privacy Policy, and Sign Out. The main content area of the page is titled "Welcome to the Saturday Team Play Portal" and contains introductory text about the portal's functionality and registration requirements.

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

The screenshot shows the SCGA Team Captain Portal interface. At the top right is the SCGA logo with the text "SOUTHERN CALIFORNIA GOLF ASSOCIATION". Below the logo is a navigation bar with "Home" and "Team Matches" (with a dropdown arrow). A settings icon is also visible. The main content area is titled "Saturday Team Play" and features the SCGA logo on the left. On the right, there are three menu items: "Schedule", "Standings", and "Edit Pairings". Below this, there is a message box with a background image of a golf course. The message reads: "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](#)."

## 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, '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 includes links for '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 includes 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: A section for customizing event details like hole count and format. An 'Edit Event Profile' link is at the bottom. 4. Getting Started: Provides introductory text and links for 'Golf Genius Setup: Rounds' and 'Golf Genius Setup: Event Portal'. A vertical orange 'HELP' 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

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



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 is titled 'SELECT ROUND' and contains a list of nine 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 features a 'Back' button, a 'View All Pairings' button, and a 'Change Round' dropdown menu set to 'Bermuda Dunes vs Bel-Air CC'. Below the dropdown, there are two scrollable lists: one for 'Bermuda Dunes' and one for 'Bel-Air CC', each with a plus icon to add players.

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

The screenshot shows the SCGA (Southern California Golf Association) website interface for team management. At the top, the SCGA logo is displayed. Below the logo, there are navigation links for "Home" and "Team Matches". A "Change Team" dropdown menu is set to "Bermuda Dunes".

On the left side, there are two buttons: "Back" and "View All Pairings". 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." Below this banner is a grid of 24 rectangular slots arranged in 8 rows and 3 columns. The first two columns of slots have orange borders, while the third column has grey borders.

On the right side, there are instructions and controls:

- Text: "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."
- Form: A dropdown menu labeled "Choose a player" and a "Go" button.
- Text: "In order to add a new player click on 'Add New Player'"
- Form: A blue button labeled "Add New Player" which is highlighted with a blue circle.
- Text: "When all changes are done, click on 'Save Team Changes'."
- Form: A blue button labeled "Save Team Changes".

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

The screenshot shows the SCGA (Southern California Golf Association) website interface. At the top right is the SCGA logo. Below it is a navigation bar with 'Home' and 'Team Matches' dropdown menus. The main content area features a 'Change Team' dropdown menu set to 'Bermuda Dunes'. A modal window titled 'Add New Player' is open, containing the following sections:

- 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 ⓘ

A 'Done' button is located in the bottom right corner of the modal. Below the modal, there is a grid of 16 empty rectangular slots (4 rows by 4 columns) for player pairings. To the right of the grid, a text instruction reads: 'When all changes are done, click on "Save Team Changes".' Below this instruction is a 'Save Team Changes' button.

## 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'. Below the header, there's a section for 'Saturday Team Play' with a sub-menu containing 'Schedule', 'Standings', and 'Edit Pairings'. The 'Edit Pairings' button is highlighted with a red box. Below this, there's a message from Golf Genius Software support: '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)

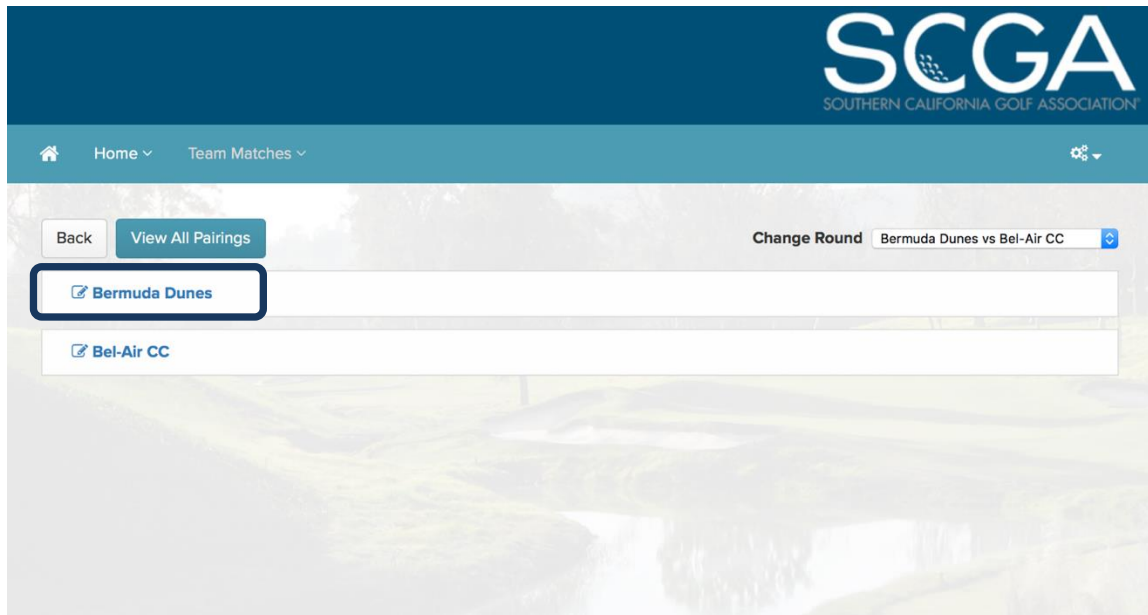


Home ▾ Team Matches ▾

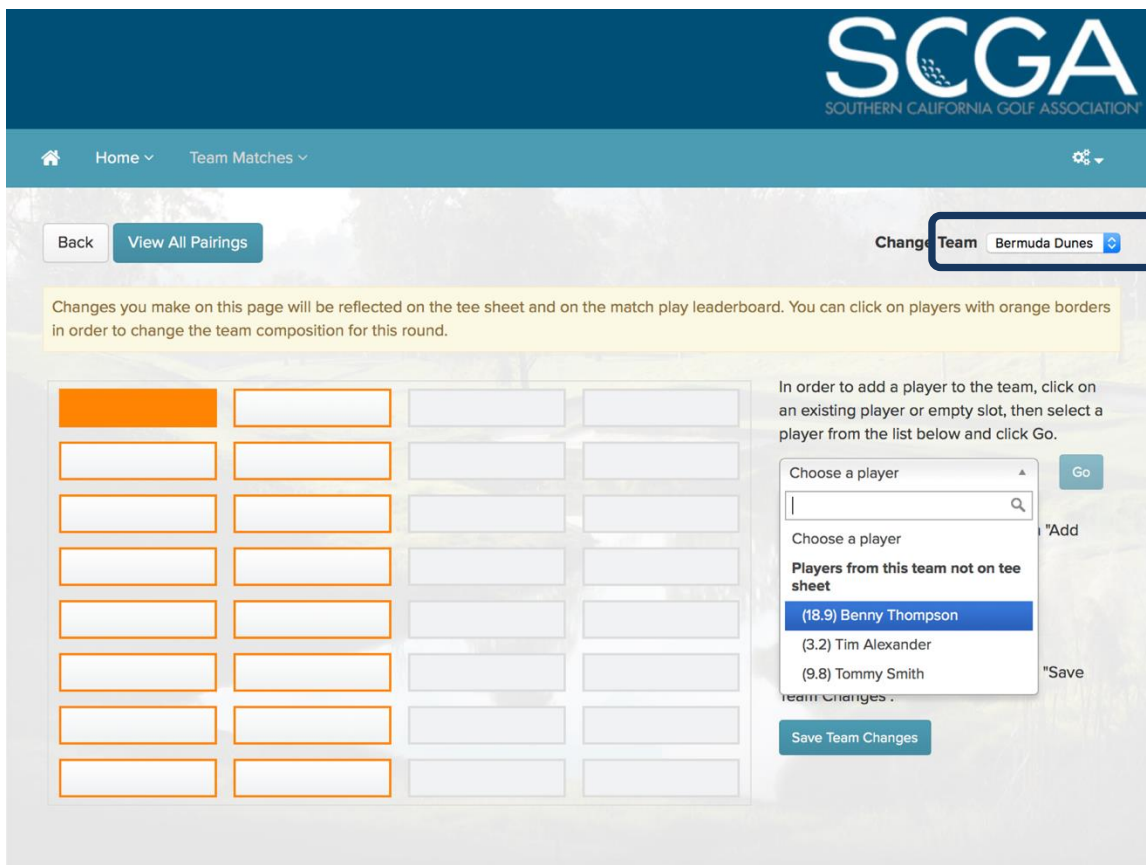
### SELECT ROUND

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:

The screenshot shows the SCGA (Southern California Golf Association) Team Play interface. 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 interface is a pairings sheet with a grid of slots. The first slot in the first row contains '(18.9) Benny Thompson' and has an orange border. To the right of the grid 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 'Choose a player' dropdown menu and a 'Go' button. Further instructions state: 'In order to add a new player click on "Add New Player"', followed by an 'Add New Player' button. The final instruction is: 'When all changes are done, click on "Save Team Changes"', followed by a 'Save Team Changes' button. At the bottom left of the grid, 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.

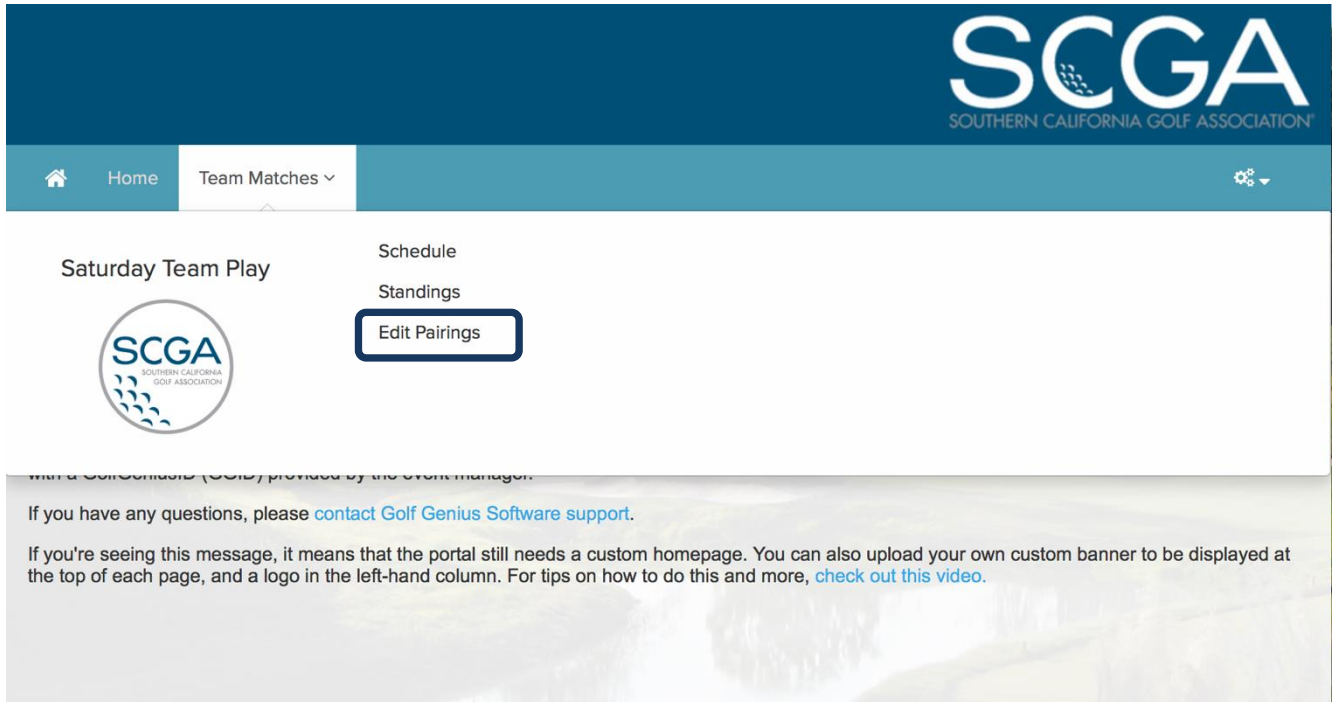
As a reference, when setting the pairings, one team will be displayed in the A & B positions (see above) and the C & D positions for the other team. The order of players will be from left to right and proceeding downward, from low handicap index to the highest.

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™. Navigate to the Rounds Menu > Report Center.

The screenshot shows the USGA Tournament Management Association dashboard. The navigation path is: Southern California Golf Association > Saturday Team Play > Region 1 Group 1 > Bermuda Dunes vs Bel-Air CC > Pairings. 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' menu is also open, with 'Report Center' highlighted in a blue box. Other options in this menu include 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 (NO). At the bottom, the 'ROUND STATUS' is shown as Not Started, In Progress, and 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 USGA Report Center search results for 'tee sheet'. The search bar contains 'tee sheet' and a search icon. Below the search bar, there are three tabs: 'New Category', 'Discover Reports', and 'New Document'. The search 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 names and hole numbers.

Hole	Players
1	Albert Adkins - Black's Side - Black's Side
2	Robert Edge - Black's Side - Black's Side
3	Brent Valencia - Borge Fields - Canyon Meadows
4	Scotty Mack - Black's Side - Canyon Golf
5	Ray Sevenson - Black's Side - Canyon 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

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			<a href="#">Go to Portal</a>
Southern California Golf Association Registration			<a href="#">Go to Portal</a>

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 navigation bar includes 'EVENT', 'GOLFERS', 'CALENDAR', 'ROUNDS', and 'APPS'. The current page is 'Bermuda Dunes vs Bel-Air CC' under 'Region 1 Group 1'. The 'Enter Scores' option is highlighted in a blue box in the 'PAIRINGS & SCORING' menu. Other options in the menu include 'Round Divisions / Flights / Teams', 'Edit Tee Sheet', 'Tournaments', 'Print Scorecards', 'Post Scores to GHIN', and 'Display Leaderboard'. The left sidebar shows a 'SELECT A ROUND' dropdown with 'Bermuda Dunes vs Bel-Air CC (Sat, January 5, 2019)' selected, and a 'ROUND CHECKLIST' with items like 'Pairings Created', 'Course(s) and Tees Set', 'Tournaments Defined', 'Scores Entered', and 'Leaderboard Created'. The right sidebar shows 'PROFILE & REPORTS' and 'PORTAL & MOBILE APP' settings.

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' under 'Region 1 Group 1'. The 'Select Tournament' dropdown menu is highlighted in a blue box. The 'Display by' dropdown is set to 'Pairing group' and the 'Sort by' dropdown is set to 'Pairing group number'. The table below shows a list of 8 pairing groups, each with a dropdown arrow and the text 'No holes completed'. The table data is as follows:

Pairing Group	Player 1	Player 2	Player 3	Player 4	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 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 scorecard for the course: Big Canyon Country Club, Tee: Black/Blue Combo - All 18, Slope: 134, Rating: 73.5. The scorecard has columns for holes 1 through 18, plus 'out', 'in', and 'total'. The rows show Yardage, Par, Handicap, and scores for each player. 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, 6, 40, 84. Dave Allison's scores are: 7, 7, 7, 4, 5, 5, 6, 4, 5, 50. Donald Brown's scores are blank. A legend at the bottom indicates score types: Eagle or better (blue), Birdie (green), Par (white), Bogey (yellow), and Double Bogey or worse (orange). There are 'Clear Scores' and 'Done' buttons. At the bottom of the screen, there are 'Random Scores', 'Clear All Scores', 'Email Notification' (OFF), and 'Done Entering Scores' buttons.

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 pairing groups have a status of 'All holes completed'. The interface includes navigation tabs, a search bar, and a 'Done Entering Scores' button.



**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. At the top, the navigation menu 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 a 'SELECT A ROUND' dropdown set to 'Bermuda Dunes vs Bel-Air CC (Sat, January 5, 2019)', a 'ROUND CHECKLIST' with items like 'Pairings Created', 'Course(s) and Tees Set', 'Tournaments Defined', 'Scores Entered', and 'Leaderboard Created', and a 'ROUND COMMUNICATION CENTER' with options for 'Send Email - Email Tee Sheet' and 'Manage Text Messages'. The center column, titled 'PAIRINGS & SCORING', lists 'Round Divisions / Flights / Teams', 'Edit Tee Sheet', 'Tournaments', 'Print Scorecards', 'Enter Scores', 'Post Scores to GHIN', and 'Display Leaderboard' (which is highlighted with a blue box). The right column, titled 'PROFILE & REPORTS', includes 'Round Profile', 'Report Center', 'Handicap Analysis', 'Pre-Play Audit of Round', and 'Allow GHIN Updates?' (set to YES). Below this is the 'PORTAL & MOBILE APP' section with settings for '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, the 'ROUND STATUS' section shows three buttons: 'Not Started', 'In Progress', and 'Completed' (which is selected).

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 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

<a href="#">Team Points Summary</a>				
<a href="#">Singles Matches 18 Holes</a>				
<a href="#">Fourball Matches 18 Holes</a>				<a href="#">Expand All</a>
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		<a href="#">Details</a>		● 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' button. Below, 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 'Rounds' page. 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 main content area is divided into three columns. The left column has 'SELECT A ROUND' (set to 'Bermuda Dunes vs Bel-Air CC (Sat, January 5, 2019)') and 'ROUND CHECKLIST' with items like 'Pairings Created', 'Course(s) and Tees Set', 'Tournaments Defined', 'Scores Entered', and 'Leaderboard Created'. The middle column is 'PAIRINGS & SCORING' with options like 'Round Divisions / Flights / Teams', 'Edit Tee Sheet', 'Tournaments', 'Print Scorecards', 'Enter Scores', and 'Display Leaderboard'. The 'Post Scores to GHIN' option is highlighted with a blue box. The right column is 'PROFILE & REPORTS' with options like 'Round Profile', 'Report Center', 'Handicap Analysis', 'Pre-Play Audit of Round', 'Allow GHIN Updates?' (YES), 'PORTAL & MOBILE APP' with '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, there's a 'ROUND STATUS' section with buttons for '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

	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.

FILTER BY A CUSTOM FIELD

Select a Field  ...

SCORE TYPE:

- Home
- Away
- Tournament

	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.

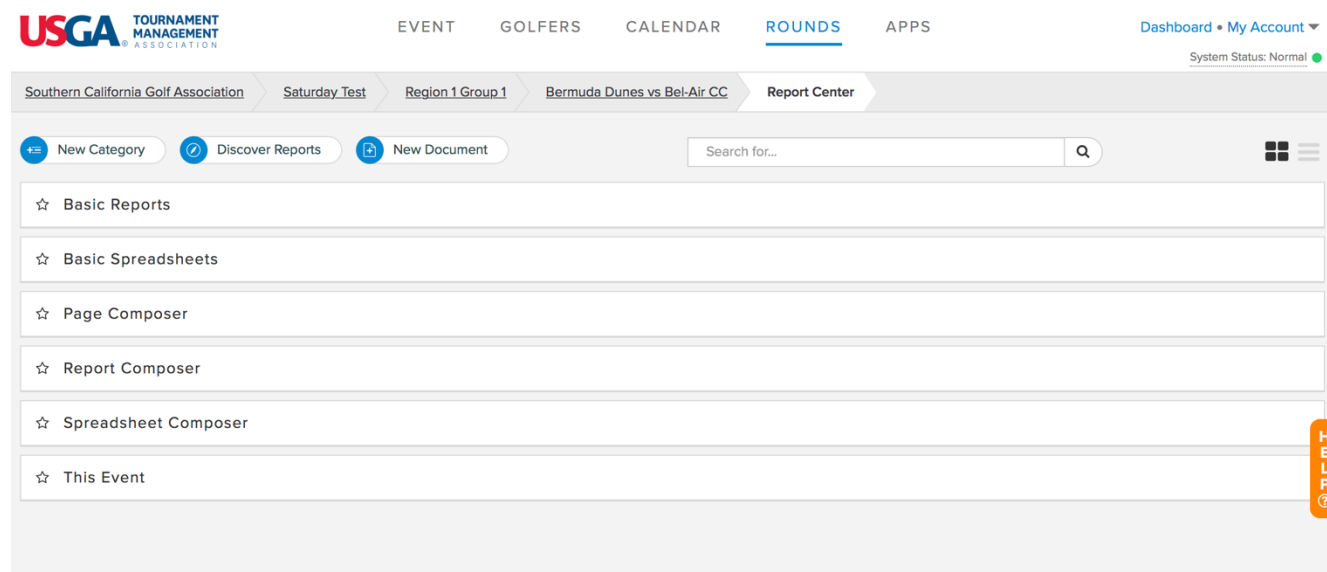
Step 1: From your Dashboard, select the Advanced Mode link

The screenshot shows the USGA Tournament Management Association dashboard. At the top, there's a navigation bar with the USGA logo and 'My Account' link. Below it, a breadcrumb trail reads 'Southern California Golf Association > 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 Association'. Below this is a search bar and a 'LESS' link. 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, '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 vertical 'HELP' button is on the right side of the table.

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 'Rounds' page in the USGA Tournament Management Association. The breadcrumb trail is 'Southern California Golf Association > Saturday Team Play > Region 1 Group 1 > Bermuda Dunes vs Bel-Air CC > Enter Scores'. The page is divided into three main sections. The left section, 'SELECT A ROUND', has a dropdown menu showing 'Bermuda Dunes vs Bel-Air CC (Sat, January 5, 2019)'. 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 bottom section is 'ROUND COMMUNICATION CENTER' with options 'Send Email - Email Tee Sheet' and 'Manage Text Messages'. The middle section, 'PAIRINGS & SCORING', includes 'Round Divisions / Flights / Teams', 'Edit Tee Sheet', 'Tournaments', 'Print Scorecards', 'Enter Scores', 'Post Scores to GHIN', and 'Display Leaderboard'. The right section, 'PROFILE & REPORTS', includes 'Round Profile' (with 'Report Center' highlighted in a red box), 'Handicap Analysis', 'Pre-Play Audit of Round', 'Allow GHIN Updates?' (YES), 'PORTAL & MOBILE APP' settings (Mobile App Scoring Stations, Show Pairings in Event Portal, Enable Mobile Score Entry, Show Results in Event Portal), and 'ROUND STATUS' (Not Started, In Progress, 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.