



## WOMEN'S TEAM **PLAY**

### **2021 SCGA WOMEN'S TEAM PLAY CAPTAINS' MANUAL**

Welcome to the 2021 Women's Team Play Season! This manual will guide you through use of the USGA Tournament Management based Women's Team Play Portal, where you will set up your weekly roster, enter results and post scores to GHIN. All Team Captains **must** submit weekly lineups and results using the procedures outlined in this Manual.

SCGA Championships & Golf Operations Staff  
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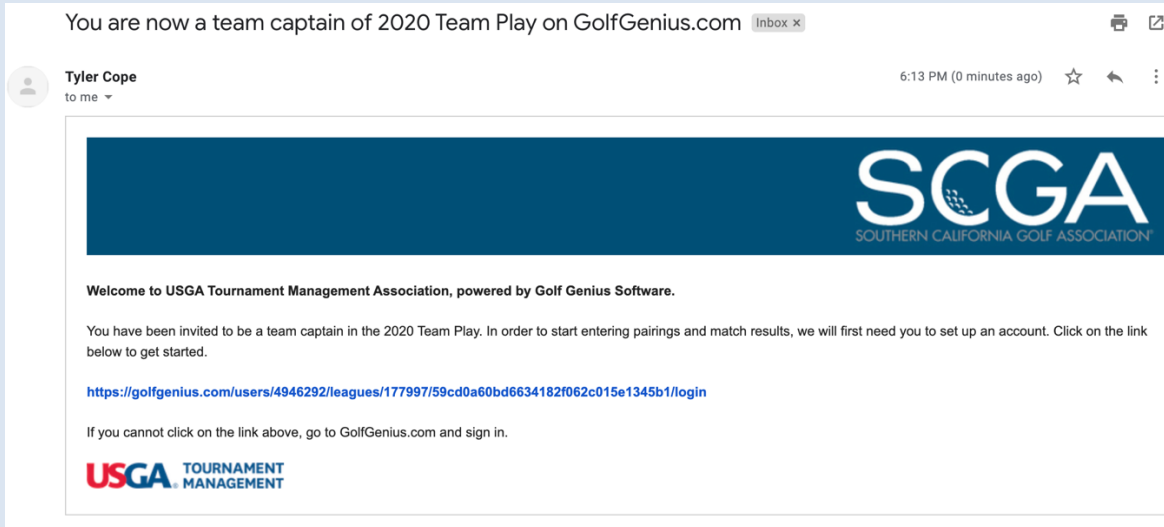
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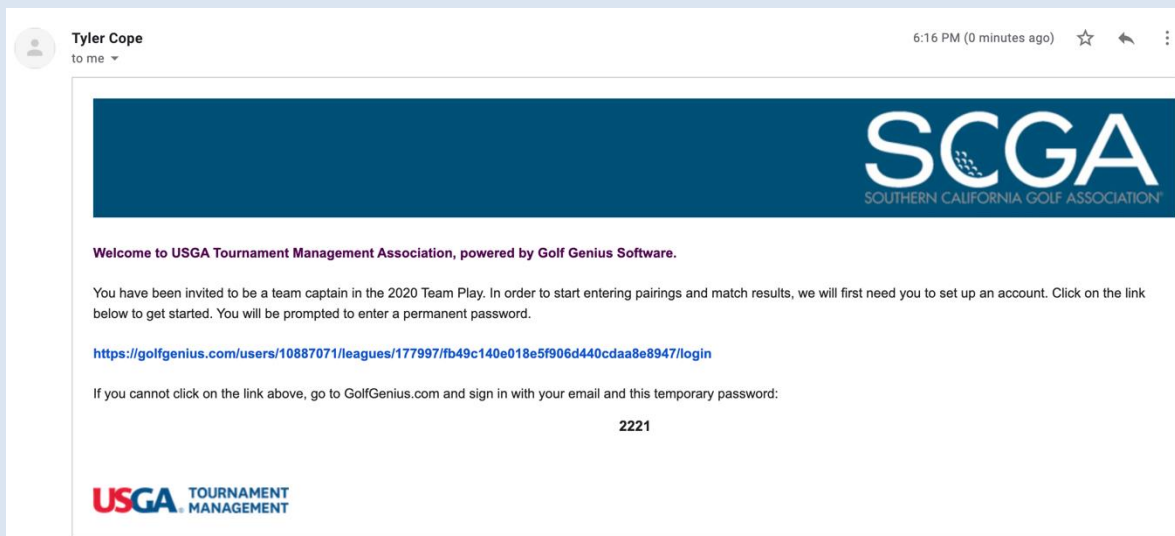
## 1. CAPTAIN INVITATION

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 USGA TM 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.



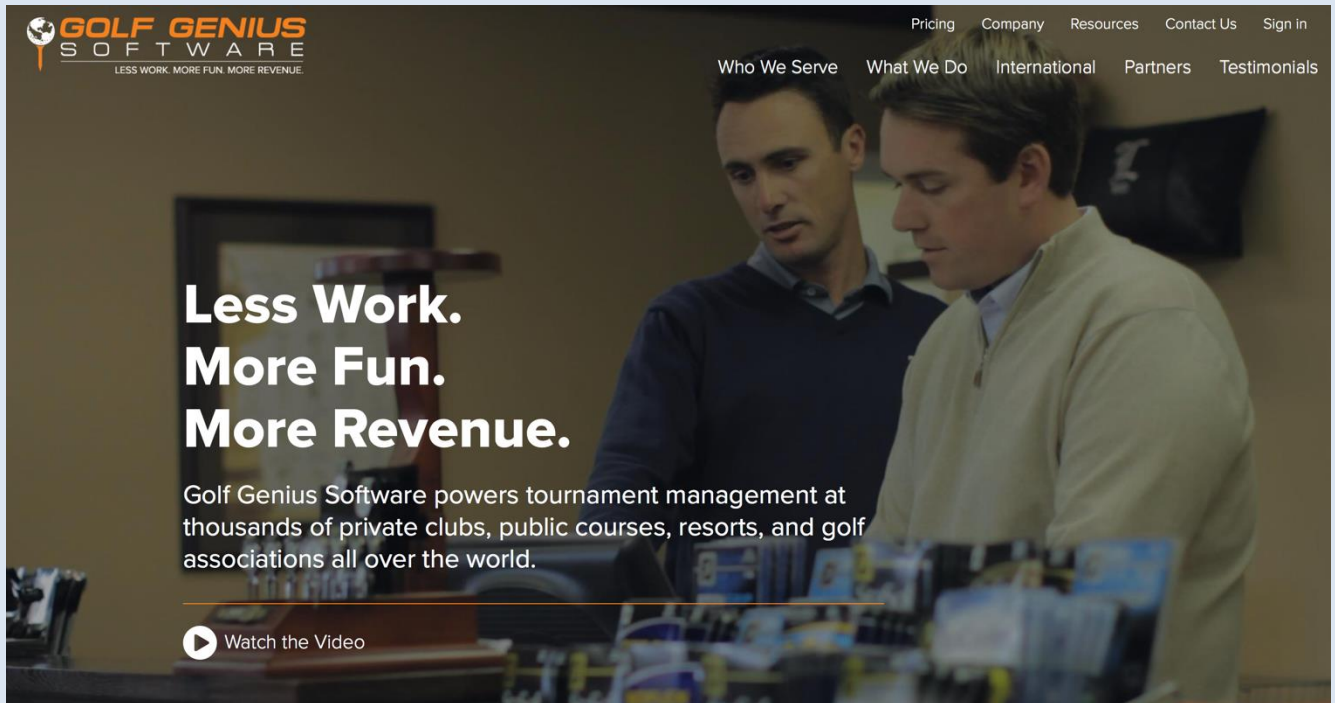
2. If you have not established a profile in USGA TM previously, you will receive an email invitation with a temporary four digit password. Clicking on the link provided in the email will take you directly to a screen to create a permanent password.



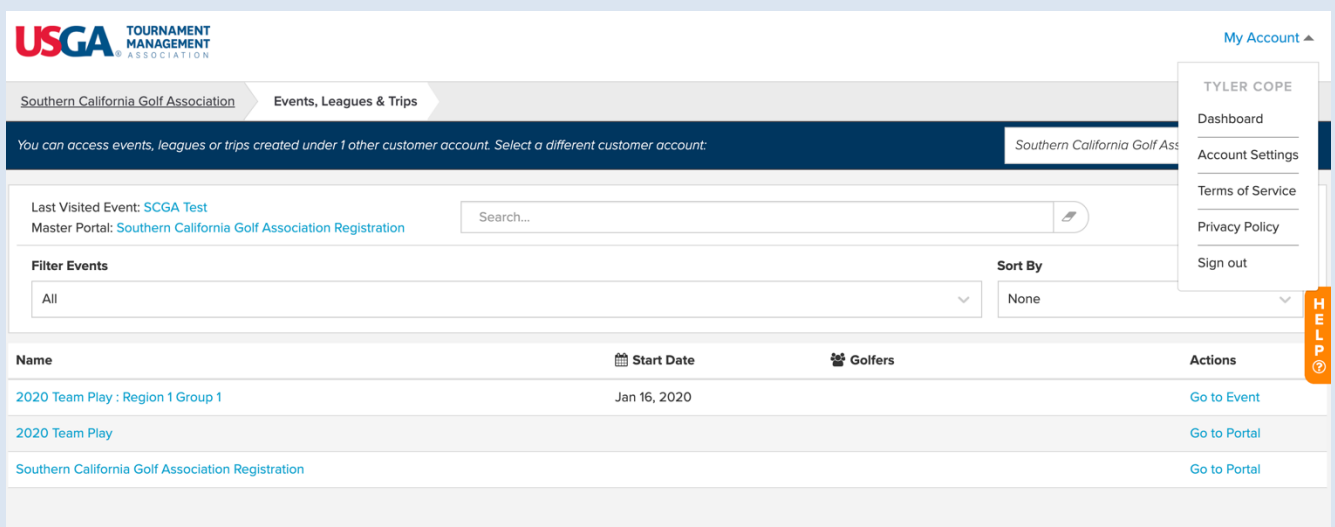
## 2. LOGGING IN

Captains have the ability to login to your USGA™ dashboard from any computer. A link appears on [scga.org/tournaments/womens-team-play](https://scga.org/tournaments/womens-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”



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

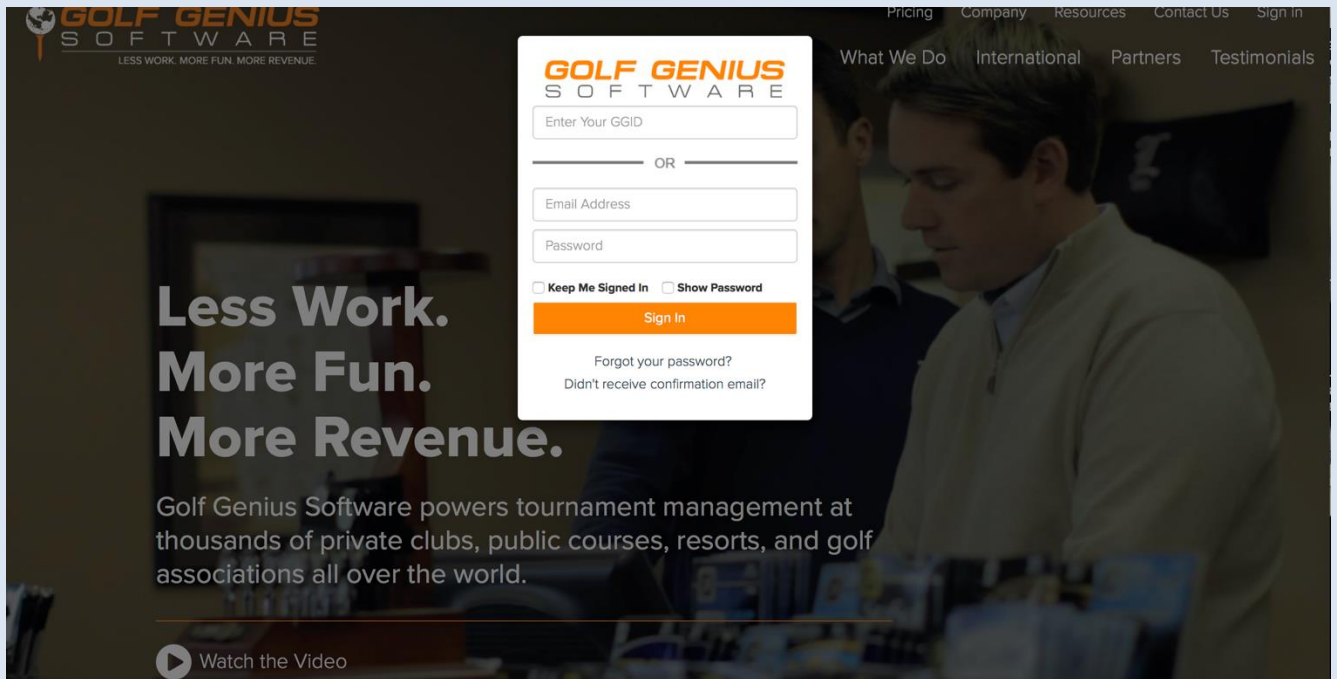
Acceptable photo formats: jpg, jpeg, gif, png. Maximum file size: 6MB.

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 view 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 Women’s Team Play Portal or the Manager Site for your Group. Also, make sure the SCGA account has been selected in the Blue bar if you see a Drop Down.

The screenshot shows the USGA Tournament Management Association dashboard. At the top left is the USGA logo and 'TOURNAMENT MANAGEMENT ASSOCIATION'. At the top right is 'My Account' with a dropdown arrow. Below the logo is a navigation bar with 'Southern California Golf Association' and 'Events, Leagues & Trips'. A dark blue bar 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 showing 'Southern California Golf Association'. Below this is a search bar with 'Last Visited Event: SCGA Test' and 'Master Portal: Southern California Golf Association Registration'. A '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 '2020 Team Play : Region 1 Group 1' with a start date of 'Jan 16, 2020' and a 'Go to Event' action. The second row is '2020 Team Play' with a 'Go to Portal' action. The third row is 'Southern California Golf Association Registration' with a 'Go to Portal' action. A vertical 'HELP' button is on the right side.

### 4. CAPTAIN NAVIGATION

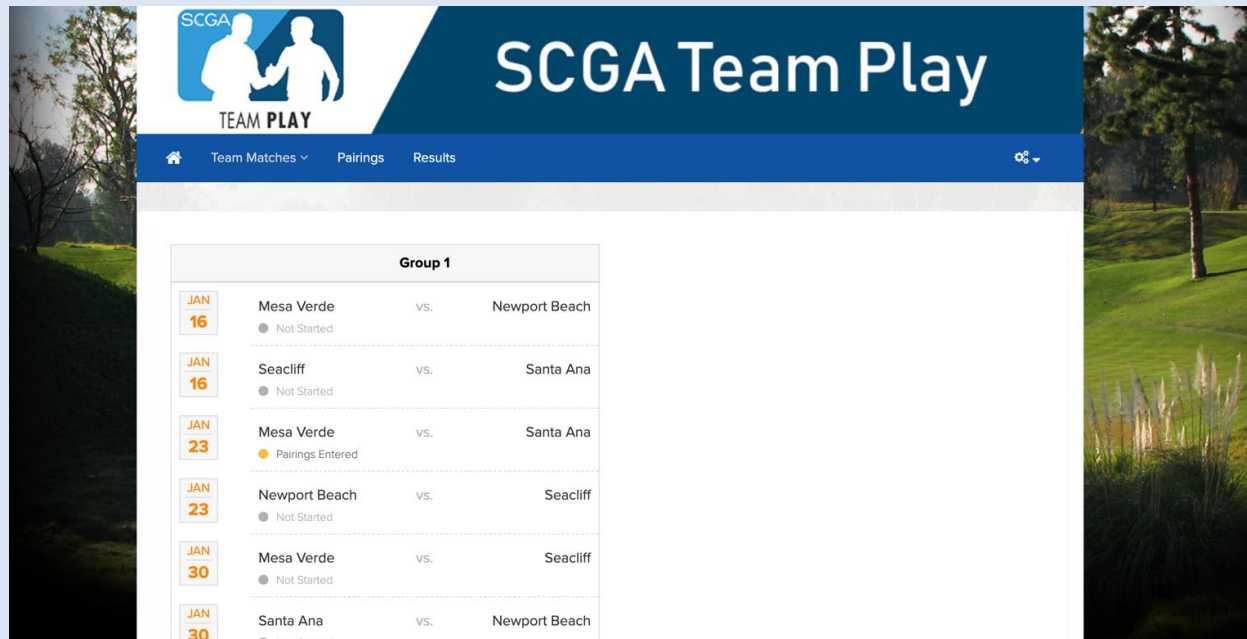
Captains will be responsible for creating/adding players to their teams, setting of weekly lineups, entering hole by hole scores, and posting scores to GHIN.

In SCGA Women’s Team Play, Captains will have access to two different areas in USGA TM, the first is the Women’s Team Play Portal and the second area is the Manager Site. In 2021, all Captains actions will be done from the Manager Site only.

Team Captain Portal:

1. View Standings
2. View Schedules

## Example: Team Captain Portal



## Manager Site

1. Editing team rosters
2. Changing a round date
2. Entering Hole by Hole Scores
3. Posting Adjusted Gross Scores to GHIN
4. Using the Report Center for Printed Materials

## Example: 2020 Manager Site

The screenshot shows the 2020 Manager Site dashboard for a team captain. The header includes the USGA logo, "TOURNAMENT MANAGEMENT ASSOCIATION", and a "TEAM CAPTAIN MENU" button. The navigation bar shows the current path: Southern California Golf Association > 2020 Team Play > Region 1 Group 1 > Event > Event Dashboard. The main content area is titled "Team Matches" and contains a welcome message and a list of available actions for team captains.

Welcome to your Team Matches Dashboard. As a team captain, you have access to the following pages in the Manager Site:

- **Course Details:** Manage the courses used your matches and add new courses.
- **Edit Match Pairings:** Add, remove, and move players in the pairings for your matches.
- **Edit Course & Tee Assignments:** Set the course & tee, tee times, and shotgun starts.
- **Enter Hole-by-Hole Scores:** If permitted, enter hole by hole scores for your matches.
- **Post Scores to GHIN:** Post ESC scores from finalized rounds to GHIN.
- **Display Leaderboard:** View and print the Manager Site leaderboard.
- **Print Scorecards:** Print scorecards using the available templates. You do not have permission to create and customize scorecards.
- **Round Profile:** Access the Round Profile to change the round date (if necessary).
- **Report Center:** Print reports (e.g., alpha list, tee sheet, cart signs, etc) available in the Report Center. You do not have permission to create and customize reports.
- **Handicap Analysis:** View the detailed computation of Course Handicaps for your matches.
- **Run the Pre-Play Audit:** Check your round setup by running the Pre-Play audit.

For more details on all of your options, check our Knowledge Base article by [clicking here](#). Otherwise, click on "Team Captain Menu" above to get started.

## 5. CREATING YOUR TEAM ROSTER

You will be responsible for adding players from your club to your team on the Manager Site. 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 a match to your team at the beginning of the season.

Step 1: To add golfers to your team, navigate from your Dashboard to the Manager Site (Ex. 2020 SCGA Team Play: Region 1 Group 1)

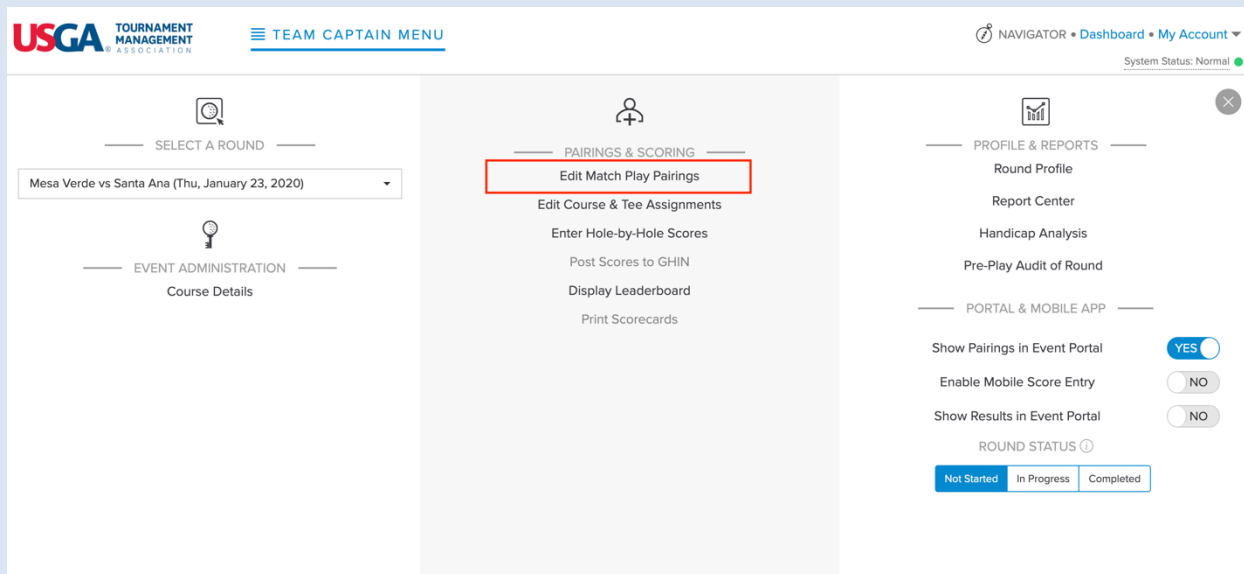
The screenshot shows the USGA Tournament Management Association interface. The top navigation bar includes the USGA logo and 'My Account'. Below the navigation bar, there are tabs for 'Southern California Golf Association' and 'Events, Leagues & Trips'. A message states: 'You can access events, leagues or trips created under 1 other customer account. Select a different customer account: Southern California Golf Association'. Below this, there is a search bar and a 'Filter Events' dropdown menu set to 'All'. A table lists events with columns for Name, Start Date, Golfers, and Actions. The first row, '2020 Team Play : Region 1 Group 1', is highlighted with a red box. The table also includes links for 'Go to Event', 'Go to Portal', and 'Southern California Golf Association Registration'.

Step 2: After clicking on the Manager Site link, click Team Captain Menu at the top of the page

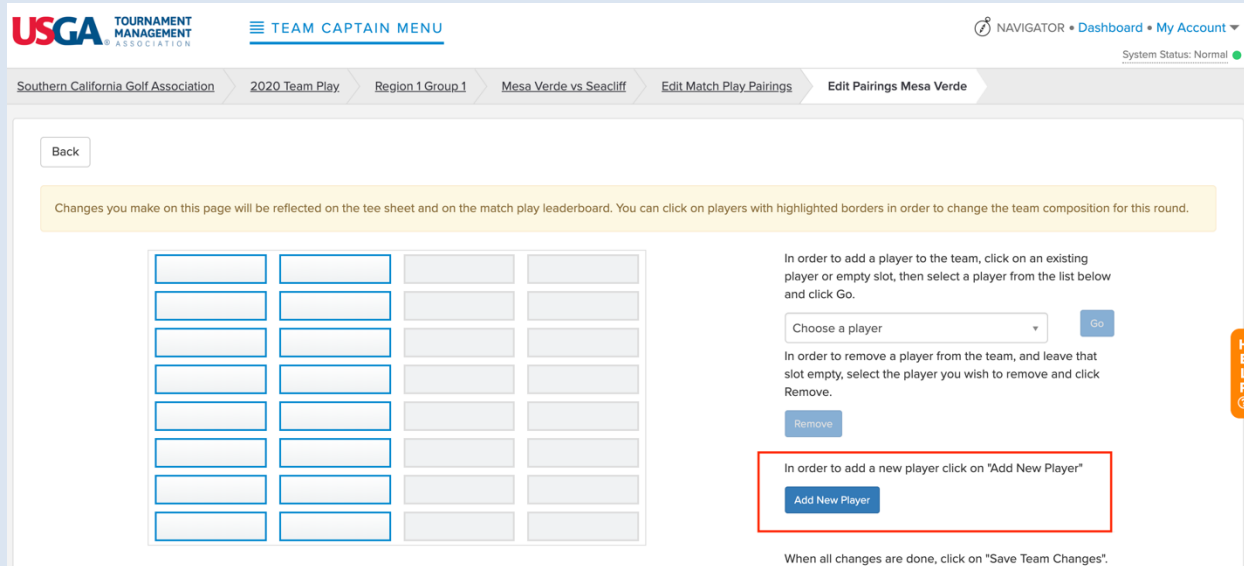
The screenshot shows the USGA Tournament Management Association interface. The top navigation bar includes the USGA logo and 'TEAM CAPTAIN MENU', which is highlighted with a red box. Below the navigation bar, there are tabs for 'Southern California Golf Association', '2020 Team Play', 'Region 1 Group 1', 'Event', and 'Event Dashboard'. A message states: 'System Status: Normal'. Below this, there is a 'Team Matches' section with a list of options for team captains. The options include: Course Details, Edit Match Pairings, Edit Course & Tee Assignments, Enter Hole-by-Hole Scores, Post Scores to GHIN, Display Leaderboard, Print Scorecards, Round Profile, Report Center, Handicap Analysis, and Run the Pre-Play Audit. A red arrow points from the 'TEAM CAPTAIN MENU' to the 'Team Matches' section.



Step 3: After clicking Edit Match Play Pairings, Click on your Team

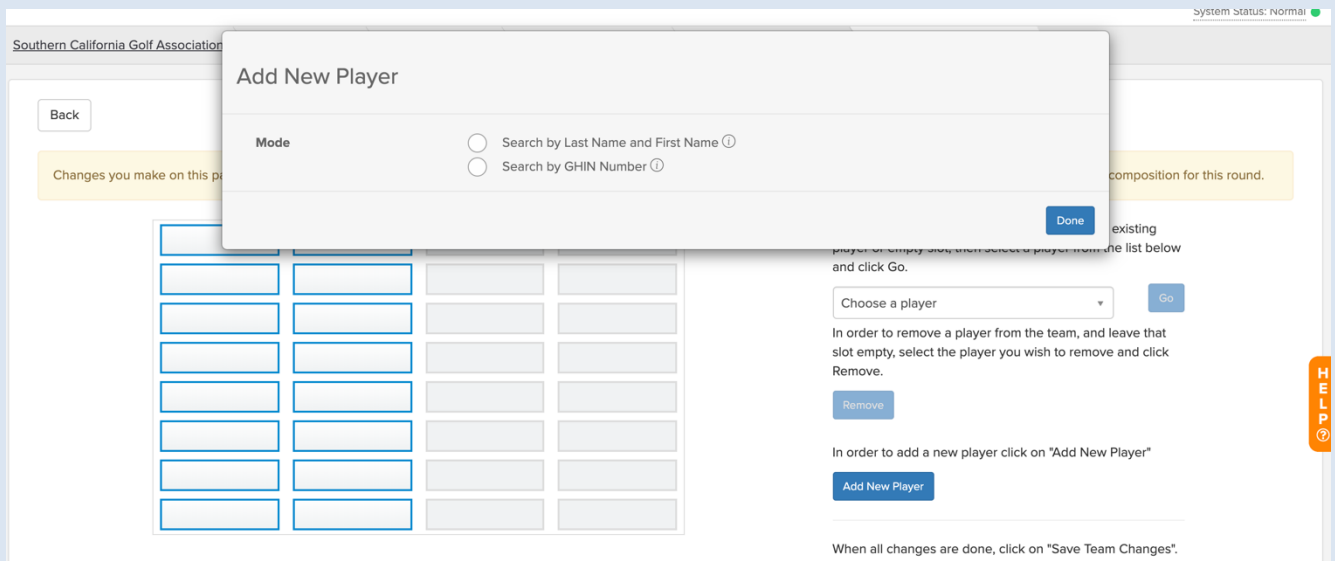


Step 4: After clicking on your Team, use the Add New Player button to begin searching for players to add to your team.



You may search by Last Name and First Name or search by GHIN Number. We recommend searching by Last Name and First Name. If you cannot find a player, try searching by GHIN number.

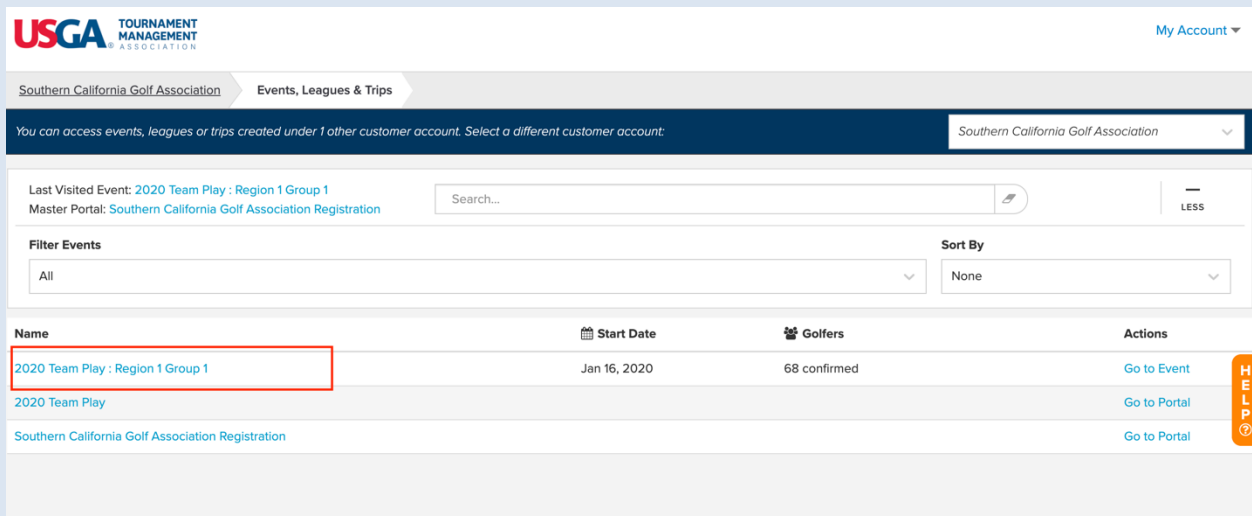




## 6. CREATING THE WEEKLY LINEUP

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

Step 1: From your dashboard, select the Manager Site link (Ex. 2020 Team Play: Region 1 Group 1)



Step 2: After clicking on the Manager Site link, click Team Captain Menu at the top of the page

**USGA TOURNAMENT MANAGEMENT ASSOCIATION** | **TEAM CAPTAIN MENU** | NAVIGATOR • Dashboard • My Account

Southern California Golf Association > 2020 Team Play > Region 1 Group 1 > Event > **Event Dashboard**

### Team Matches

Welcome to your Team Matches Dashboard. As a team captain, you have access to the following pages in the Manager Site:

- **Course Details:** Manage the courses used your matches and add new courses.
- **Edit Match Pairings:** Add, remove, and move players in the pairings for your matches.
- **Edit Course & Tee Assignments:** Set the course & tee, tee times, and shotgun starts.
- **Enter Hole-by-Hole Scores:** If permitted, enter hole by hole scores for your matches.
- **Post Scores to GHIN:** Post ESC scores from finalized rounds to GHIN.
- **Display Leaderboard:** View and print the Manager Site leaderboard.
- **Print Scorecards:** Print scorecards using the available templates. You do not have permission to create and customize scorecards.
- **Round Profile:** Access the Round Profile to change the round date (if necessary).
- **Report Center:** Print reports (e.g., alpha list, tee sheet, cart signs, etc) available in the Report Center. You do not have permission to create and customize reports.
- **Handicap Analysis:** View the detailed computation of Course Handicaps for your matches.
- **Run the Pre-Play Audit:** Check your round setup by running the Pre-Play audit.

For more details on all of your options, check our Knowledge Base article by [clicking here](#). Otherwise, click on "Team Captain Menu" above to get started.

Step 3: Select the round you want to set pairings for (Ex. Mesa Verde vs Santa Ana)

**USGA TOURNAMENT MANAGEMENT ASSOCIATION** | **TEAM CAPTAIN MENU** | NAVIGATOR • Dashboard • My Account

System Status: Normal

**SELECT A ROUND**

Mesa Verde vs Santa Ana (Thu, January 23, 2020)

**EVENT ADMINISTRATION**

Course Details

**PAIRINGS & SCORING**

**Edit Match Play Pairings**

Edit Course & Tee Assignments

Enter Hole-by-Hole Scores

Post Scores to GHIN

Display Leaderboard

Print Scorecards

**PROFILE & REPORTS**

Round Profile

Report Center

Handicap Analysis

Pre-Play Audit of Round

**PORTAL & MOBILE APP**

Show Pairings in Event Portal  YES

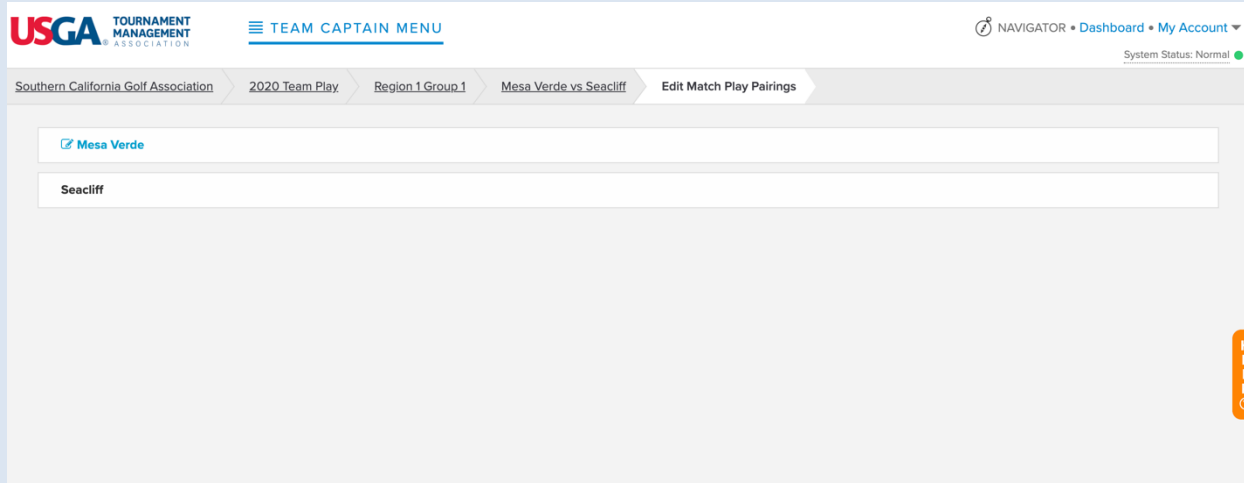
Enable Mobile Score Entry  NO

Show Results in Event Portal  NO

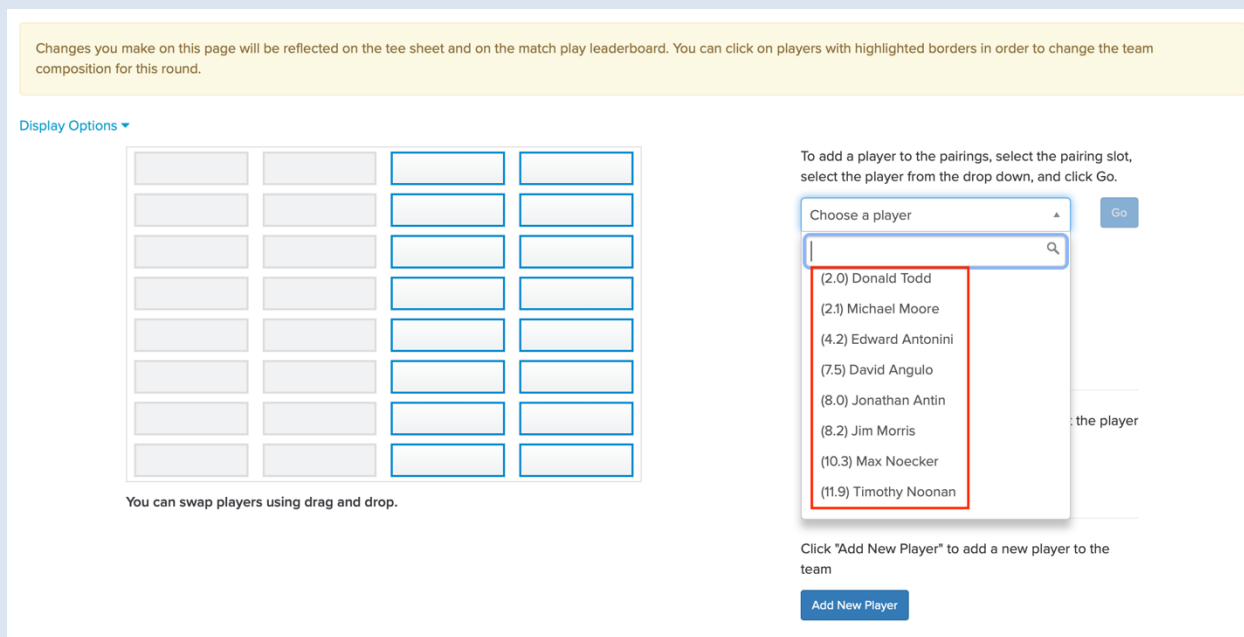
**ROUND STATUS**

Not Started | In Progress | Completed

## Step 4: Select Your Team



## Step 5: Click the box to place a player in the pairings, click the drop down to Choose a player



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

Step 7: After Clicking Save Team Changes, the players will now be automatically ordered by Handicap Index.

If players with the same Handicap Index need to be moved in the pairings, we can now Drag and Drop Players in the pairings.

You can use the Display Options at the top of the to show either Course Handicap or Indexes.

The screenshot shows a web interface for setting up golf pairings. At the top, a 'Display Options' dropdown menu is highlighted with a red box and set to 'Handicap Index'. Below it is an 'Apply' button. The main area features a grid of pairing slots. The first two columns are empty, while the last two columns contain player names and their handicap indexes, sorted from lowest to highest. The players are: (+5.7) James Morris, (2.0) Donald Todd, (2.1) Michael Moore, (4.2) Edward Antonini, (7.5) David Angulo, (8.2) Jim Morris, (8.0) Jonathan Antin, (13.6) Kent Mouton, (15.3) Tim Noone, (16.3) Gary Townsend, (18.0) Kp Anderson, (18.0) Tony Angellotti, (18.9) Hassan Mohaghr, (20.6) Dennis Morriso, (22.7) Carl Noecker, and (31.1) Sandy Anzures. To the right of the grid, there is a 'Choose a player' dropdown menu, a 'Go' button, and a 'Sort Order' section with radio buttons for 'Alphabetically' and 'Handicap Index'. The 'Handicap Index' option is selected and highlighted with a red box. Below the sorting options, there is a 'Remove' button and instructions on how to remove a player from the pairings.

When the option is set to Handicap Index, we can also now sort the Player Drop Down by Alpha or Handicap Index.

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

## 7. ASSIGNING SHOTGUN STARTING HOLES

If a match is being played with a Shotgun start, it is important that the correct starting hole be set in the pairings.

Step 1: From your Dashboard, a Captain will click the Manager Site Link (Ex: 2020 Team Play: Region 1 Group 1)

The screenshot shows the USGA Tournament Management Association dashboard. At the top, there is a navigation bar with the USGA logo and 'My Account'. Below this, a breadcrumb trail indicates 'Southern California Golf Association' > '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 the banner, there is a search bar and a 'LESS' button. A 'Filter Events' section shows 'All' selected. A 'Sort By' dropdown is set to 'None'. A table lists events with columns for Name, Start Date, Golfers, and Actions. The first row, '2020 Team Play : Region 1 Group 1', is highlighted with a red box. Other rows include '2020 Team Play' and 'Southern California Golf Association Registration'. A vertical 'HELP' button is on the right side.

Name	Start Date	Golfers	Actions
2020 Team Play : Region 1 Group 1	Jan 16, 2020	68 confirmed	<a href="#">Go to Event</a>
2020 Team Play			<a href="#">Go to Portal</a>
Southern California Golf Association Registration			<a href="#">Go to Portal</a>

Step 2: From the Manager site, ensure the round you're working in is selected in the drop down on the left-hand side of the screen. Once selected, click Edit Course & Tee Assignments

The screenshot shows the USGA Tournament Management Association Manager site. At the top, there is a navigation bar with the USGA logo, 'TEAM CAPTAIN MENU', and 'NAVIGATOR • Dashboard • My Account'. Below this, there is a 'System Status: Normal' indicator. The main content area is divided into three columns. The left column has a 'SELECT A ROUND' dropdown menu with 'Mesa Verde vs Santa Ana (Thu, January 23, 2020)' selected, highlighted with a red box. Below it is an 'EVENT ADMINISTRATION' section with a 'Course Details' link. The middle column has a 'PAIRINGS & SCORING' section with 'Edit Match Play Pairings', 'Edit Course & Tee Assignments' (highlighted with a red box), 'Enter Hole-by-Hole Scores', 'Post Scores to GHIN', 'Display Leaderboard', and 'Print Scorecards'. The right column has a 'PROFILE & REPORTS' section with 'Round Profile', 'Report Center', 'Handicap Analysis', and 'Pre-Play Audit of Round'. Below this is a 'PORTAL & MOBILE APP' section with three toggle switches: 'Show Pairings in Event Portal' (YES), 'Enable Mobile Score Entry' (YES), and 'Show Results in Event Portal' (YES). At the bottom, there is a 'ROUND STATUS' section with three buttons: 'Not Started', 'In Progress', and 'Completed'.

Step 3: After clicking on Edit Course & Tee Assignments, click SET SHOTGUN

USGA TOURNAMENT MANAGEMENT ASSOCIATION TEAM CAPTAIN MENU NAVIGATOR • Dashboard • My Account System Status: Normal

Southern California Golf Association 2020 Team Play Region 1 Group 1 Mesa Verde vs Santa Ana Pairings

Additional Information Show  GGIDs  Total Index  Neither

1.	Philip Norys	Rod Martin	Boyd Martin	John Van Rossem	11:00 AM	1	Mesa Verde Country Club - I - TH TP
2.	Nick Thayer	Dale Thayer	Colby Annett	Brad Vassar	11:00 AM	18	Mesa Verde Country Club - I - TH TP
3.	John Lalonde	Thom Antonopoulos	Art Manni	Alexei Sarna	11:00 AM	17	Mesa Verde Country Club - I - TH TP
4.	Dan Macias	Joel Marquardt	Jeffrey Ballard	Alan Bartz	11:00 AM	16	Mesa Verde Country Club - I - TH TP
5.	Jeff Martin	John Sawicki	Bill Anderson	Todd Barnett	11:00 AM	15	Mesa Verde Country Club - I - TH TP
6.	Edward Manning	David Larimer	Kaleb Annett	Dale Landon	11:00 AM	14	Mesa Verde Country Club - I - TH TP
7.	Steve Noffsinger	Poul Andersen	David Margileth	Joe Thomas	11:00 AM	13	Mesa Verde Country Club - I - TH TP
8.	Chris Thomas	Mark Law	Joe Salvo	David Lamb	11:00 AM	12	Mesa Verde Country Club - I - TH TP

SET TEE TIME SET SHOTGUN SET COURSE & TEE

Identify pairing groups to be placed in shotgun. Click on individual tee time slots on right of page, or use click / shift click to identify a set of tee time slots. Select All / Unselect All

Manual adjustments as of 10 December, 11:38pm by Tyler Cope. Sort Pairings by... Save Pairings

Once clicking SET SHOTGUN, Click select all in blue, enter the starting time and click Go. The holes then can be assigned by clicking on the holes next to the course and tee.

After entering the starting holes, click “Save Pairings” on the bottom right hand corner and the starting holes will be shown in Green

USGA TOURNAMENT MANAGEMENT ASSOCIATION TEAM CAPTAIN MENU NAVIGATOR • Dashboard • My Account System Status: Normal

Southern California Golf Association 2020 Team Play Region 1 Group 1 Mesa Verde vs Santa Ana Pairings

Additional Information Show  GGIDs  Total Index  Neither

1.	Philip Norys	Rod Martin	Boyd Martin	John Van Rossem	11:00 AM	1	Mesa Verde Country Club - I - TH TP
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8.	Chris Thomas	Mark Law	Joe Salvo	David Lamb	11:00 AM	12	Mesa Verde Country Club - I - TH TP

SET TEE TIME SET SHOTGUN SET COURSE & TEE

Manual adjustments as of 13 December, 3:20pm by Tyler Cope. Sort Pairings by... Save Pairings

If the hole ordering is not consecutive, it is strongly suggested to leave in that order.

The hole ordering will have no effect on scoring. The important aspect of this is that the correct starting hole is assigned. You can enter scores for players in any order e.g. start entering scores on hole #1 or the assigned shotgun hole. Either way, the software will correctly score the match from the assigned starting hole.

## Last Minute Alternates

It is advisable for shotgun starts with last minute substitutions, that the Captain first make changes to the Pairings using the Edit Match Play Pairings link.

## 8. CHANGING A ROUND DATE

Before changing a round date in the Manager Site, Captains must confirm this is permissible with the SCGA as well as the opposing team.

Step 1: From your Dashboard, select the Manager Site link (Ex. 2020 Team Play: Region 1 Group 1)

The screenshot shows the USGA Tournament Management Association dashboard. The user is logged in as 'Southern California Golf Association'. The main content area displays a list of events. The event '2020 Team Play : Region 1 Group 1' is highlighted with a red box. The event details are as follows:

Name	Start Date	Golfers	Actions
2020 Team Play : Region 1 Group 1	Jan 16, 2020	68 confirmed	<a href="#">Go to Event</a>
2020 Team Play			<a href="#">Go to Portal</a>
Southern California Golf Association Registration			<a href="#">Go to Portal</a>

Step 2: Click the Team Captain Menu

The screenshot shows the USGA Tournament Management Association dashboard. The user is logged in as 'Southern California Golf Association'. The main content area displays the 'Team Matches' dashboard. The 'TEAM CAPTAIN MENU' is highlighted with a red box. The dashboard content is as follows:

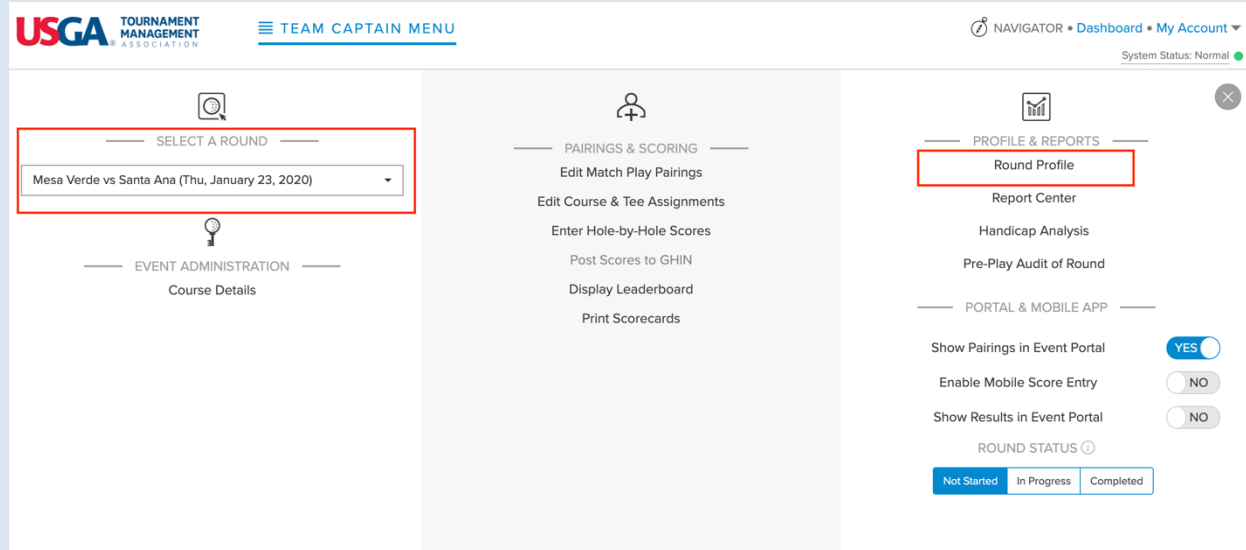
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- **Print Scorecards:** Print scorecards using the available templates. You do not have permission to create and customize scorecards.
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- **Report Center:** Print reports (e.g., alpha list, tee sheet, cart signs, etc) available in the Report Center. You do not have permission to create and customize reports.
- **Handicap Analysis:** View the detailed computation of Course Handicaps for your matches.
- **Run the Pre-Play Audit:** Check your round setup by running the Pre-Play audit.

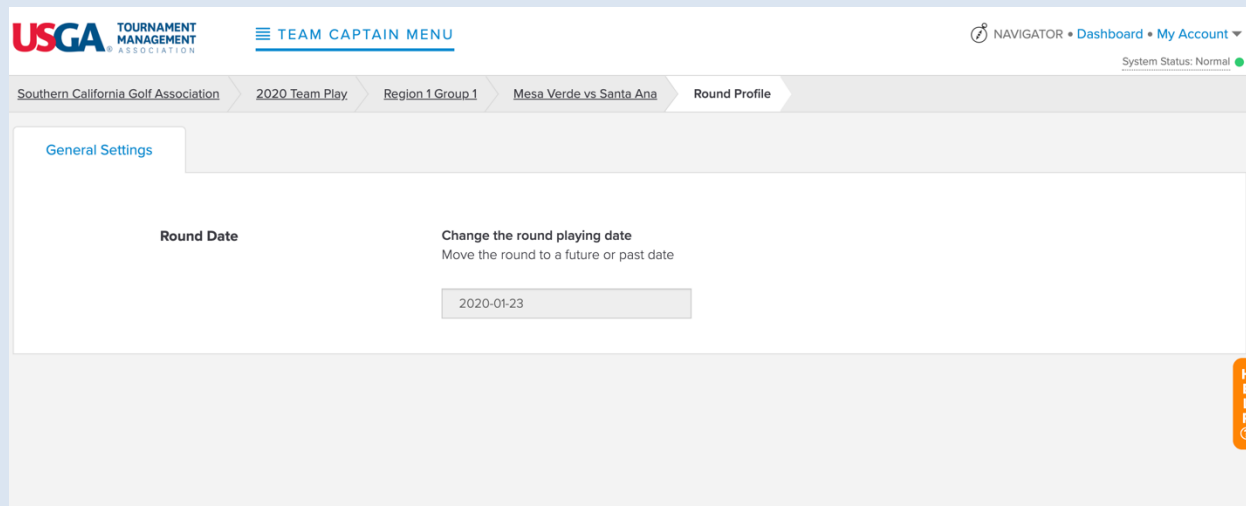
For more details on all of your options, check our Knowledge Base article by [clicking here](#). Otherwise, click on "Team Captain Menu" above to get started.



Step 3: Make sure the correct round on the left-hand side is selected and click Round Profile.



Step 4: Change the Round Date from here



## 9. ENTERING AND SUBMITTING RESULTS

Once 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's Adjusted Gross Scores will be automatically calculated based off of a player's current course handicap

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

Step 1: From your Dashboard, select the Manager Site link (Ex. 2020 Team Play: Region 1 Group 1)

The screenshot shows the USGA Tournament Management Association dashboard. At the top, there is a navigation bar with the USGA logo and 'My Account' link. Below this, there are breadcrumbs for 'Southern California Golf Association' and 'Events, Leagues & Trips'. A message states: 'You can access events, leagues or trips created under 1 other customer account. Select a different customer account: Southern California Golf Association'. Below this is a search bar and a 'Filter Events' section with a dropdown set to 'All'. To the right, a 'Sort By' dropdown is set to 'None'. A table lists events with columns for Name, Start Date, Golfers, and Actions. The first row, '2020 Team Play : Region 1 Group 1', is highlighted with a red box. Other rows include '2020 Team Play' and 'Southern California Golf Association Registration'. A vertical 'HELP' button is on the right side.

Step 2: Under the round drop down on the left-hand side, ensure the correct round has been selected on the left-hand side. Click on Enter Hole-By-Hole Scores as seen in the middle column.

The screenshot shows the USGA Team Captain Menu. At the top, there is a navigation bar with the USGA logo, 'TEAM CAPTAIN MENU', and 'NAVIGATOR Dashboard My Account'. Below this, there is a 'SELECT A ROUND' dropdown menu with 'Mesa Verde vs Santa Ana (Thu, January 23, 2020)' selected, highlighted with a red box. Below this is an 'EVENT ADMINISTRATION' section with a 'Course Details' link. In the center, there is a 'PAIRINGS & SCORING' section with 'Enter Hole-by-Hole Scores' highlighted with a red box. Other options include 'Edit Match Play Pairings', 'Edit Course & Tee Assignments', 'Post Scores to GHIN', 'Display Leaderboard', and 'Print Scorecards'. On the right, there is a 'PROFILE & REPORTS' section with links for 'Round Profile', 'Report Center', 'Handicap Analysis', and 'Pre-Play Audit of Round'. Below this is a 'PORTAL & MOBILE APP' section with toggle switches for 'Show Pairings in Event Portal' (YES), 'Enable Mobile Score Entry' (NO), and 'Show Results in Event Portal' (NO). At the bottom, there is a 'ROUND STATUS' section with buttons for 'Not Started', 'In Progress', and 'Completed'.

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

Southern California Golf Association | 2020 Team Play | Region 1 Group 1 | Mesa Verde vs Santa Ana | Enter Scores

Select Tournament: **Singles Matches 18 Holes**

Time	Group	Players	Status
9:25 AM	1	John Lalonde / Thom Antonopoulos / Art Manni / Alexei Sarna	No holes completed
9:33 AM	1	Dan Macias / Joel Marquardt / Jeffrey Ballard / Alan Bartz	No holes completed
9:41 AM	1	Jeff Martin / John Sawicki / Bill Anderson / Todd Barnett	No holes completed
9:49 AM	1	Edward Manning / David Larimer / Kaleb Annett / Dale Landon	No holes completed
9:57 AM	1	Steve Noffsinger / Poul Andersen / David Margileth / Joe Thomas	No holes completed
10:05 AM	1	Chris Thomas / Mark Law / Joe Salvo / David Lamb	No holes completed

Buttons: Random Scores, Clear All Scores, Email Notification (OFF), Done Entering Scores

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

Southern California Golf Association | 2020 Team Play | Region 1 Group 1 | Mesa Verde vs Santa Ana | Enter Scores

Select Tournament: **Singles Matches 18 Holes**

9:09 AM | 1 | Philip Norys / Rod Martin / Boyd Martin / John Van Rossem

Course: Mesa Verde Country Club | Tee: I - TH TP - All 18 | Slope: 129 | Rating: 71.7

	1	2	3	4	5	6	7	8	9	out	10	11	12	13	14	15	16	17	18	in	total
Yardage	461	358	168	562	433	380	204	386	379	3331	443	583	129	567	383	357	179	398	178	3217	6548
Par	5	4	3	5	4	4	3	4	4	36	4	5	3	5	4	4	3	4	3	35	71
Handicap	17	13	15	3	1	9	11	5	7		2	8	18	4	6	16	14	12	10		
Philip Norys	(4)	5	4	4	5	4	3	4		29											
Rod Martin	(0)	5	6	5	6	5	4	4		35											
Boyd Martin	(0)	6	6	6	4	3	3	4		32											
John Van Rossem	(1)	3	4	4	4	5	4	3		27											

Match Result Table:

Match Result	1 up	2 up	3 up	3 up	3 up	3 up	3 up
Philip Norys	(4)	5	4	4	4	3	3
Boyd Martin	(0)	6	6	6	4	3	3

Buttons: 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

The screenshot shows the 'Enter Scores' interface for a team play event. At the top, there are navigation menus for 'Southern California Golf Association', '2020 Team Play', 'Region 1 Group 1', and 'Mesa Verde vs Santa Ana'. Below this, there are filters for 'Select Tournament' (Singles Matches 18 Holes), 'Display by' (Pairing group), and 'Sort by' (Pairing group number). A search bar is also present. The main area displays a list of players with their scores and a status of 'All holes completed'. At the bottom, there are buttons for 'Random Scores', 'Clear All Scores', 'Email Notification' (OFF), and 'Done Entering Scores'.

Time	Player	Status
9:09 AM	1. Philip Norys (84) / Rod Martin (84) / Boyd Martin (95) / John Van Rossem (89)	All holes completed
9:17 AM	2. Nick Thayer (86) / Dale Thayer (94) / Colby Annett (80) / Brad Vassar (89)	All holes completed
9:25 AM	3. John Lalonde (80) / Thom Antonopoulos (89) / Art Manni (85) / Alexei Sarna (83)	All holes completed
9:33 AM	4. Dan Macias (98) / Joel Marquardt (84) / Jeffrey Ballard (81) / Alan Bartz (93)	All holes completed
9:41 AM	5. Jeff Martin (102) / John Sawicki (92) / Bill Anderson (97) / Todd Barnett (87)	All holes completed
9:49 AM	6. Edward Manning (96) / David Larimer (87) / Kaleb Annett (85) / Dale Landon (94)	All holes completed
9:57 AM	7. Steve Noffsinger (86) / Poul Andersen (87) / David Margileth (97) / Joe Thomas (101)	All holes completed
10:05 AM	8. Chris Thomas (93) / Mark Law (82) / Joe Salvo (92) / David Lamb (81)	All holes completed

## X SCORES:

When entering player hole by hole scores, if a player has picked up and did not finish the hole, enter an X Score for the player. By entering an X score, we will post a player's Net Double Bogey for that hole.

If the player picked up but we need to record a "most likely" score, Enter X5 or what the player most likely would have scored on that hole (Ex: X5, X6, etc). We will post that X# as the Adjusted Gross Score for that hole.

If a hole is left **blank**, the system will calculate the Adjusted Gross Score for posting purposes as Net Par for that hole.

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.

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

## Example: Four-Ball Tournament

The screenshot shows the USGA Tournament Management Association website. The top navigation bar includes the USGA logo, "TOURNAMENT MANAGEMENT ASSOCIATION", and a "TEAM CAPTAIN MENU" button. On the right, there is a "NAVIGATOR" section with links to "Dashboard" and "My Account", and a "System Status: Normal" indicator.

The breadcrumb trail indicates the current location: Southern California Golf Association > 2020 Team Play > Region 1 Group 1 > Mesa Verde vs Santa Ana > Leaderboard.

A hint message states: "Hint: Click on anything in blue to see more details."

Below the hint are several utility links: "Re-score / Print / Adjust Leaderboard / TV Display".

The main content area is divided into sections: "Team Points Summary", "Singles Matches 18 Holes", and "Fourball Matches 18 Holes". The "Fourball Matches 18 Holes" section is expanded, showing a table of match results.

Points	Mesa Verde	Match	Santa Ana	Points
2.00	Philip Norys + Rod Martin <i>Mesa Verde Country Club</i>	4 & 3	Boyd Martin + John Van Rossem <i>Santa Ana Country Club</i>	0.00
0.00	Nick Thayer + Dale Thayer <i>Mesa Verde Country Club</i>	4 & 2	Colby Annett + Brad Vassar <i>Santa Ana Country Club</i>	2.00
0.00	John Lalonde + Thom Antonopoulos <i>Mesa Verde Country Club</i>	2 up	Art Manni + Alexei Sarna <i>Santa Ana Country Club</i>	2.00
2.00	Dan Macias + Joel Marquardt <i>Mesa Verde Country Club</i>	1 up	Jeffrey Ballard + Alan Bartz <i>Santa Ana Country Club</i>	0.00

The match results will be pushed to other areas of USGA TM. All players and Captains will be able to view the results, Schedule and Standings on the Team Play Portal.

Example: Schedule Page – Results are shown under Group 1 on 1/23/2020 for the match between Mesa Verde and Santa Ana. Additional Detail of each match can be seen by clicking on Details.

The screenshot shows the SCGA Team Play website. The header features the SCGA logo and the text "SCGA Team Play". Below the header is a navigation bar with links for "Team Matches", "Pairings", and "Results".

The main content area displays a schedule for "Group 1". The schedule is organized by date, with matches listed for January 16th, 23rd, and 30th.

Date	Team 1	vs.	Team 2	Status
JAN 16	Mesa Verde	vs.	Newport Beach	Not Started
JAN 16	Seacliff	vs.	Santa Ana	Not Started
JAN 23	Mesa Verde	vs.	Santa Ana	Santa Ana won by 28 to 20 points <a href="#">Details</a>
JAN 23	Newport Beach	vs.	Seacliff	Not Started
JAN 30	Mesa Verde	vs.	Seacliff	Not Started
JAN 30	Santa Ana	vs.	Newport Beach	Not Started

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

The image shows the SCGA Team Play website header with a navigation menu and a table of results for Group 1.

Group 1					
	Win	Loss	Tie	Season Points	Individual Points
Santa Ana	1	0	0	2	28
Mesa Verde	0	1	0	0	20
Newport Beach	0	0	0	0	0
Seacliff	0	0	0	0	0

Either Captain has the ability to enter hole by hole scores for both teams. It is 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 Captain to ensure that their team’s results are posted on the same day as the match.

## 10. LIVE SCORING (OPTIONAL)

To enable the live scoring option for a match:

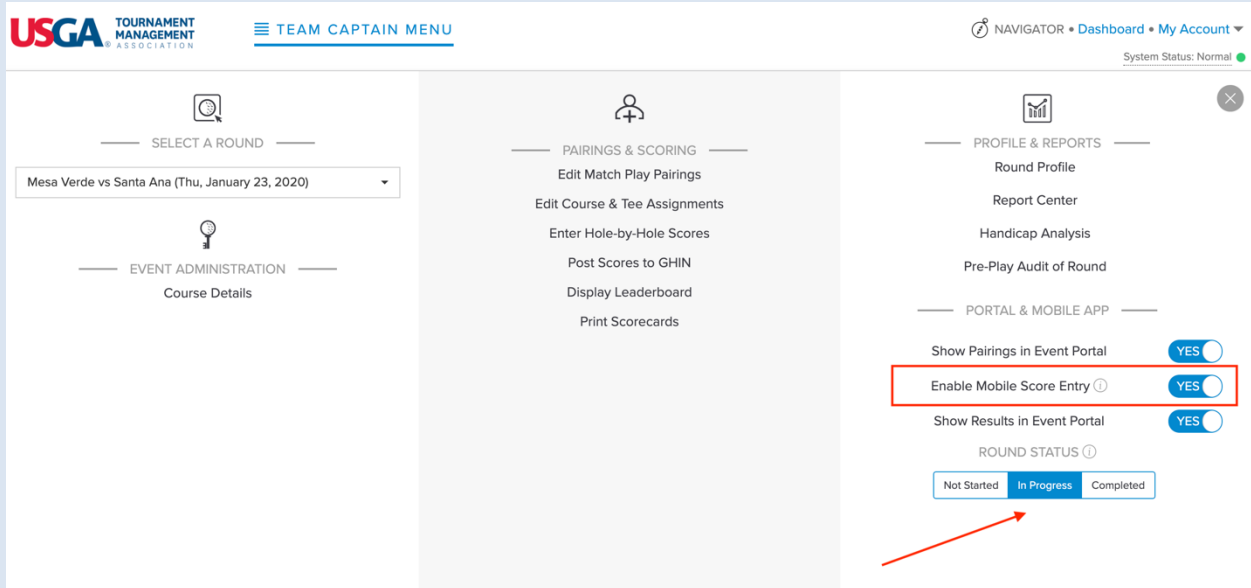
Step 1: From your Dashboard, select the Manager Site link:

The image shows the USGA Tournament Management Association dashboard. It includes a search bar, filter options, and a table of events. The event '2020 Team Play : Region 1 Group 1' is highlighted with a red box.

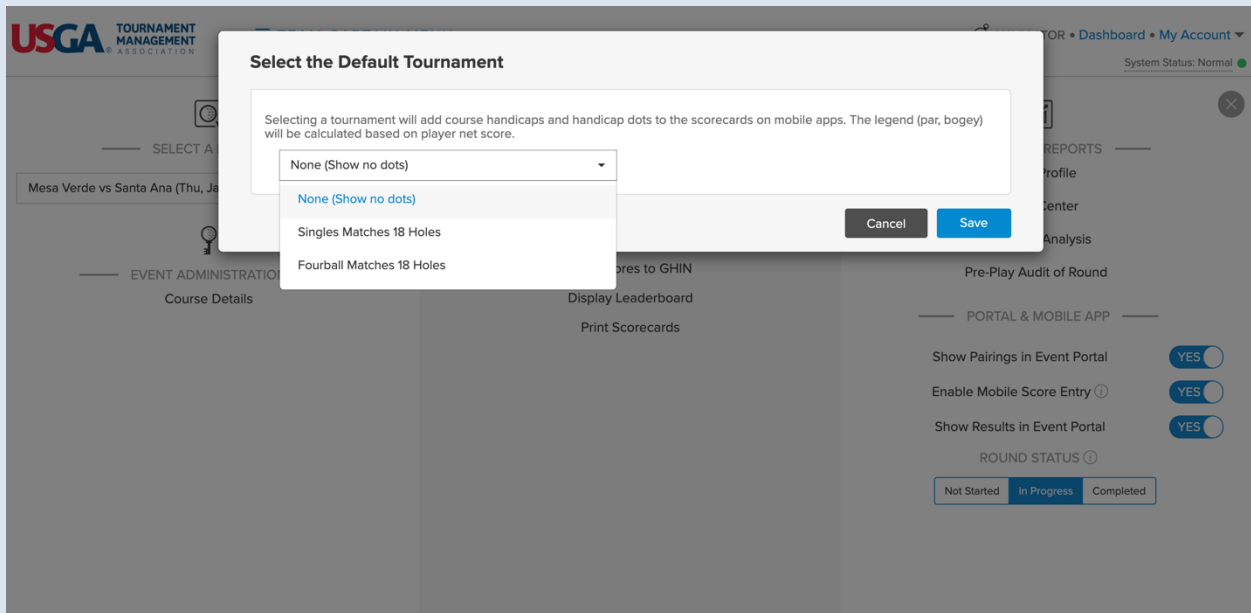
Name	Start Date	Golfers	Actions
2020 Team Play : Region 1 Group 1	Jan 16, 2020	68 confirmed	Go to Event
2020 Team Play			Go to Portal
Southern California Golf Association Registration			Go to Portal



Step 2: From the Team Captain Menu, ensure the correct round has been selected on the drop down on the left-hand side of the page. Toggle the Enable Mobile Score Entry to YES and ensure the Round Status is set to In Progress.




Step 3: Click on the words “Enable Mobile Score Entry” and from the Pop-Up window, select Fourball Matches 18 Holes to show the handicap dots.



Step 4: Provide players with the Foursome GGID to log in with. The GGID can be found on every scorecard at the bottom right hand side of scorecard.

Team: Santa Ana Country Club

Starting Time: **9:09 AM**



	1	2	3	4	5	6	7	8	9	Out
I - TH TP (71.7/129)	461	358	168	562	433	380	204	386	379	3331
Par	5	4	3	5	4	4	3	4	4	36
Handicap	17	13	15	3	1	9	11	5	7	
<b>Philip Norys</b>				•	•					
<b>Rod Martin</b>				•	•					
Team Match										
<b>Boyd Martin</b>										
<b>John Van Rossem</b>				•	•			•		
Philip Norys vs Boyd Martin										
Rod Martin vs John Van Rossem										

Competitor	Marker

Mesa Verde Country Club  
Mesa Verde vs Santa Ana  
Jan 23, 2020

Init	10	11	12	13	14	15	16	17	18	In	Total	Hdcp	Strk
	443	583	129	567	383	357	179	398	178	3217	6548	(18)	
	4	5	3	5	4	4	3	4	3	35	71		
	2	8	18	4	6	16	14	12	10				
PN	•			•								6	4
RM	•			•								6	4
												PTS	
BM												2	0
JV	•			•								7	5
												PTS	
												PTS	

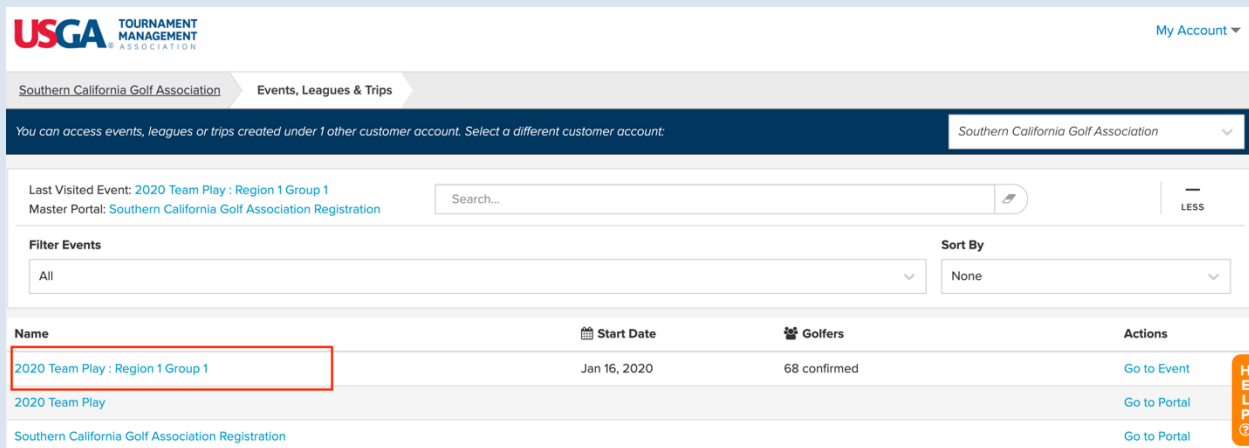
Scorecard #1 NBRQKS

## 11. POSTING ADJUSTED GROSS SCORES

Captains will be responsible for posting the **Adjusted Gross Scores** (Formerly ESC Scores) 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 Manager Site link



The screenshot shows the USGA Tournament Management Association dashboard. The breadcrumb trail is "Southern California Golf Association > Events, Leagues & Trips". A search bar is present. Under "Filter Events", the dropdown is set to "All". Under "Sort By", the dropdown is set to "None". The event list includes:

Name	Start Date	Golfers	Actions
<span style="border: 1px solid red; padding: 2px;">2020 Team Play : Region 1 Group 1</span>	Jan 16, 2020	68 confirmed	<a href="#">Go to Event</a>
2020 Team Play			<a href="#">Go to Portal</a>
Southern California Golf Association Registration			<a href="#">Go to Portal</a>

Step 2: Under the rounds drop down on the left hand side, ensure the correct round has been selected. Once selected, click on Post Scores to GHIN

USGA TOURNAMENT MANAGEMENT ASSOCIATION | TEAM CAPTAIN MENU | NAVIGATOR • Dashboard • My Account | System Status: Normal

**SELECT A ROUND**  
Mesa Verde vs Santa Ana (Thu, January 23, 2020)

**EVENT ADMINISTRATION**  
Course Details

**PAIRINGS & SCORING**  
 Edit Match Play Pairings  
 Edit Course & Tee Assignments  
 Enter Hole-by-Hole Scores  
**Post Scores to GHIN**  
 Display Leaderboard  
 Print Scorecards

**PROFILE & REPORTS**  
 Round Profile  
 Report Center  
 Handicap Analysis  
 Pre-Play Audit of Round

**PORTAL & MOBILE APP**  
 Show Pairings in Event Portal  YES  
 Enable Mobile Score Entry  YES  
 Show Results in Event Portal  YES

**ROUND STATUS**  
 Not Started | In Progress | **Completed**

Step 3: On the Post Scores to GHIN Page, select the type of score to be posted (all scores will need to be posted as “Competition” scores.)

USGA TOURNAMENT MANAGEMENT ASSOCIATION | TEAM CAPTAIN MENU | NAVIGATOR • Dashboard • My Account | System Status: Normal

Southern California Golf Association > 2020 Team Play > Region 1 Group 1 > Mesa Verde vs Santa Ana > 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. Note that 9-hole scores can only be posted once.

**FILTER BY A CUSTOM FIELD**  
 Select a Field: [ ] ... [ ]  
 Search [ ] Clear [ ]

**SCORE TYPE**  
 Home [ ]

Post Scores [ ]

Check All [ ] Uncheck All [ ] Print Report [ ]

	Name	Index	GHIN	Affiliation	Gender	ESC Score (Rating / Slope)	Status
<input checked="" type="checkbox"/>	Poul Andersen	17.3	9886901	Mesa Verde Country Club	M	87 (71.7/129)	
<input checked="" type="checkbox"/>	Bill Anderson	12.1	9765653	Santa Ana Country Club	M	97 (71.7/129)	
<input checked="" type="checkbox"/>	Colby Annett	6.5	21212	Santa Ana Country Club	M	76 (71.7/129)	
<input checked="" type="checkbox"/>	Kaleb Annett	15.1	2858508	Santa Ana Country Club	M	85 (71.7/129)	
<input checked="" type="checkbox"/>	Thom Antonopoulos	8.8	9573110	Mesa Verde Country Club	M	89 (71.7/129)	

HELP [ ]

## 12. REPORTS

All printed materials and reports can be found on the Manager Site under Report Center. There is a Team Play category and you can “print only” from these reports.

Customization of reports will be not permitted this year.

Step 1: From your Dashboard, select the Manager Site link

The screenshot shows the USGA Tournament Management Association Manager Site dashboard. The top navigation bar includes the USGA logo and 'My Account'. Below the navigation bar, there are tabs for 'Southern California Golf Association' and 'Events, Leagues & Trips'. A message states: 'You can access events, leagues or trips created under 1 other customer account. Select a different customer account: Southern California Golf Association'. The dashboard displays the last visited event as '2020 Team Play : Region 1 Group 1' and the master portal as 'Southern California Golf Association Registration'. There is a search bar and a 'Filter Events' section with a dropdown menu set to 'All'. A 'Sort By' dropdown menu is set to 'None'. Below these filters is a table of events:

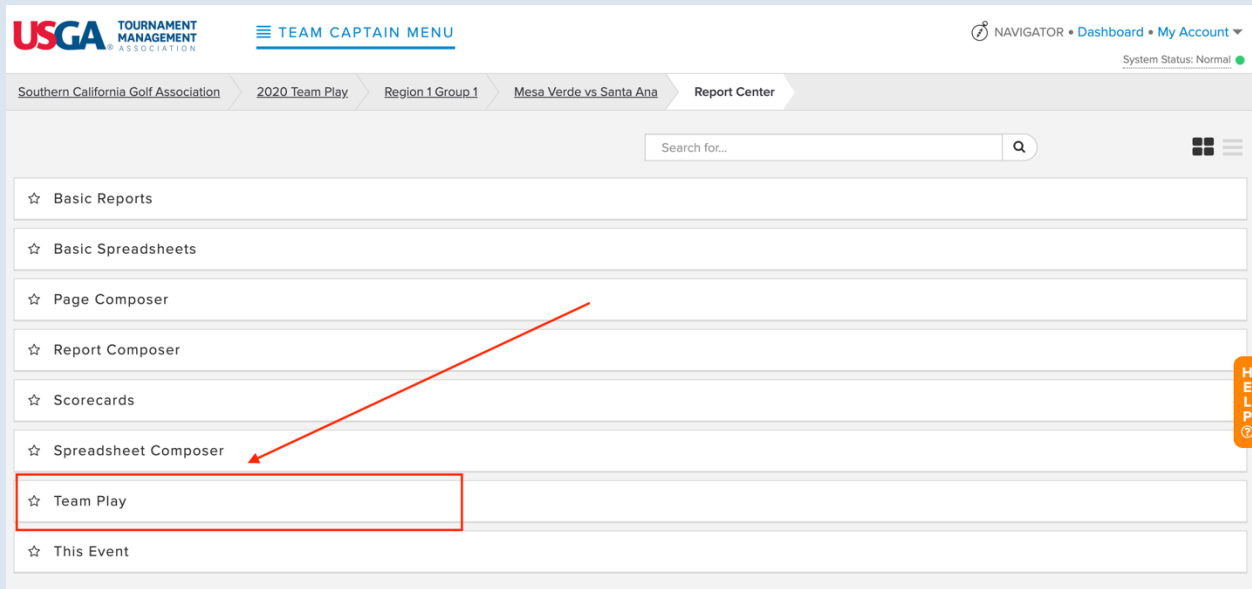
Name	Start Date	Golfers	Actions
2020 Team Play : Region 1 Group 1	Jan 16, 2020	68 confirmed	<a href="#">Go to Event</a>
2020 Team Play			<a href="#">Go to Portal</a>
Southern California Golf Association Registration			<a href="#">Go to Portal</a>

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

The screenshot shows the USGA Tournament Management Association Manager Site 'TEAM CAPTAIN MENU'. The top navigation bar includes the USGA logo, 'TEAM CAPTAIN MENU', and 'NAVIGATOR • Dashboard • My Account'. The system status is 'Normal'. The menu is divided into three main sections:

- SELECT A ROUND**: A dropdown menu showing 'Mesa Verde vs Santa Ana (Thu, January 23, 2020)'. Below it is the 'EVENT ADMINISTRATION' section with a 'Course Details' link.
- PAIRINGS & SCORING**: A list of links including 'Edit Match Play Pairings', 'Edit Course & Tee Assignments', 'Enter Hole-by-Hole Scores', 'Post Scores to GHIN', 'Display Leaderboard', and 'Print Scorecards'.
- PROFILE & REPORTS**: A list of links including 'Round Profile', 'Report Center' (highlighted with a red box), 'Handicap Analysis', and 'Pre-Play Audit of Round'. Below this is the 'PORTAL & MOBILE APP' section with toggle switches for 'Show Pairings in Event Portal' (YES), 'Enable Mobile Score Entry' (NO), and 'Show Results in Event Portal' (NO). At the bottom of this section is the 'ROUND STATUS' section with buttons for 'Not Started', 'In Progress', and 'Completed'.

Step 3: On the Report Center Page, you can do a few things. You can use the search field to search for scorecards, cart signs, tee sheets, alpha sheets, or any other reports available in the Women’s Team Play Category 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.