TEAM **PLAY**

2021 SCGA TEAM PLAY CAPTAINS' MANUAL

Welcome to the 2021 Team Play Season! This manual will guide you through use of the USGA Tournament Management based 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 Team Play Manual.

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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.
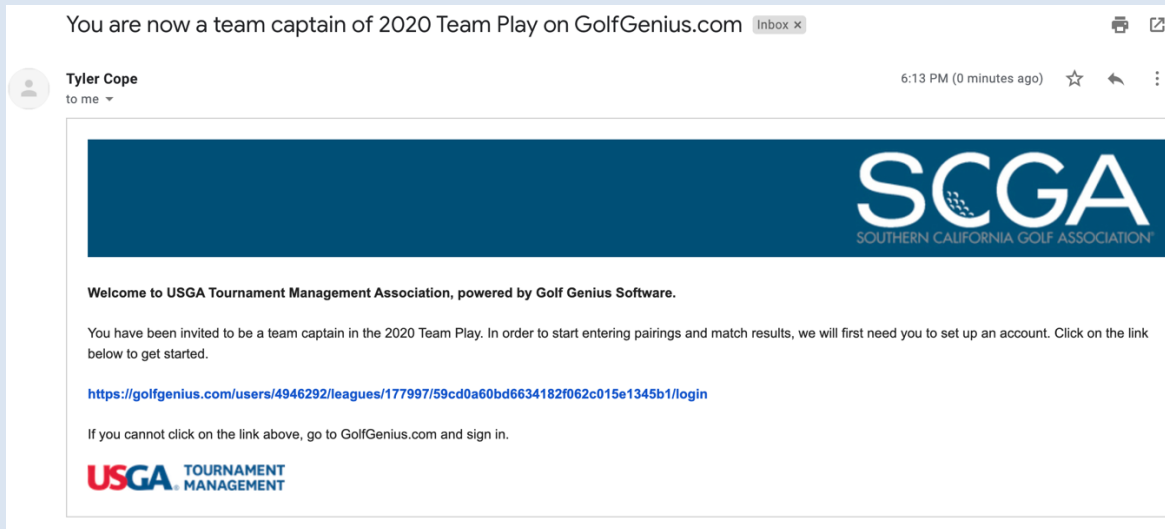

2. If you have not established a profile in USGA TM previously, you will receive an email invitation with a temporary four digit password. Clicking on the link provided in the email will take you directly to a screen to create a permanent password.
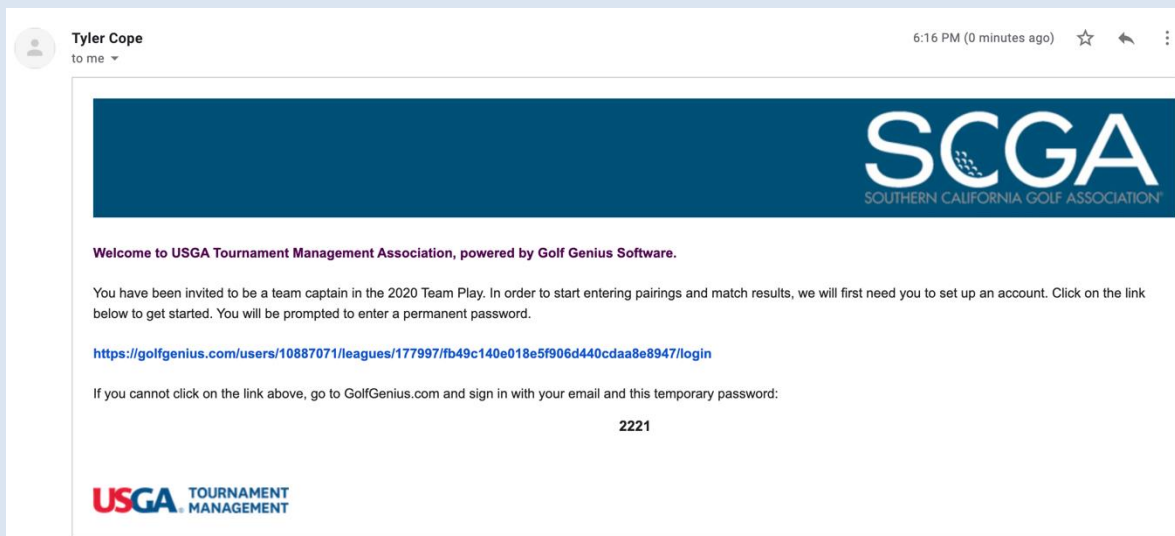
2. LOGGING IN

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

Below is the screen where you will login.
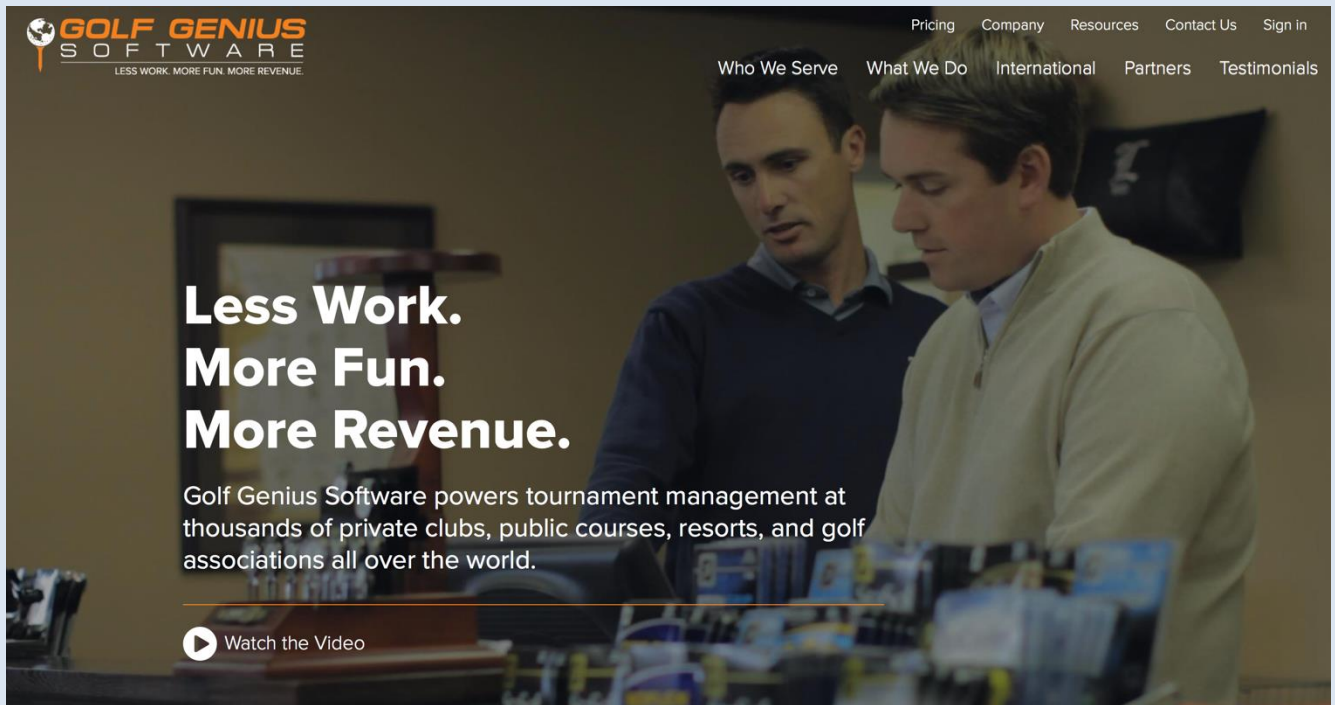
If you need to change your password at any time, passwords can be changed by logging in with your email address and password. Once logged in, click on "My Account and Account Settings"
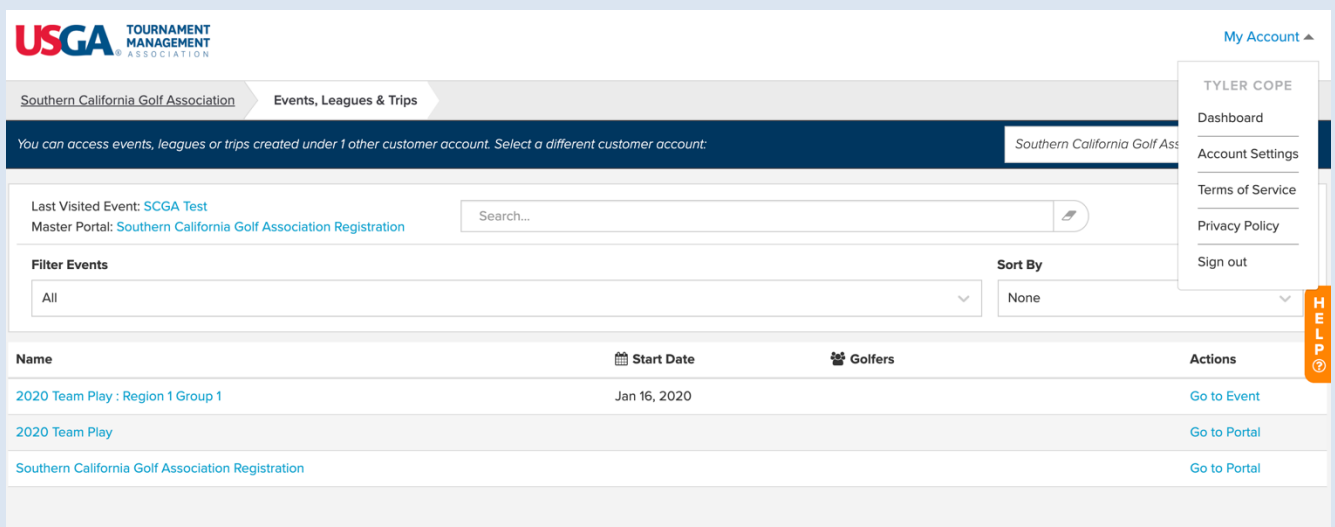
Under the Profile Tab, you'll be given the option to change your password here.

If you have forgotten your password, you can use the "forgot password link." Navigate to www.golfgenius.com and click "Sign In" on the upper right-hand side of the page. Once clicking here, a prompt will pop up and under the Sign In button, there is a "forgot your password" link.
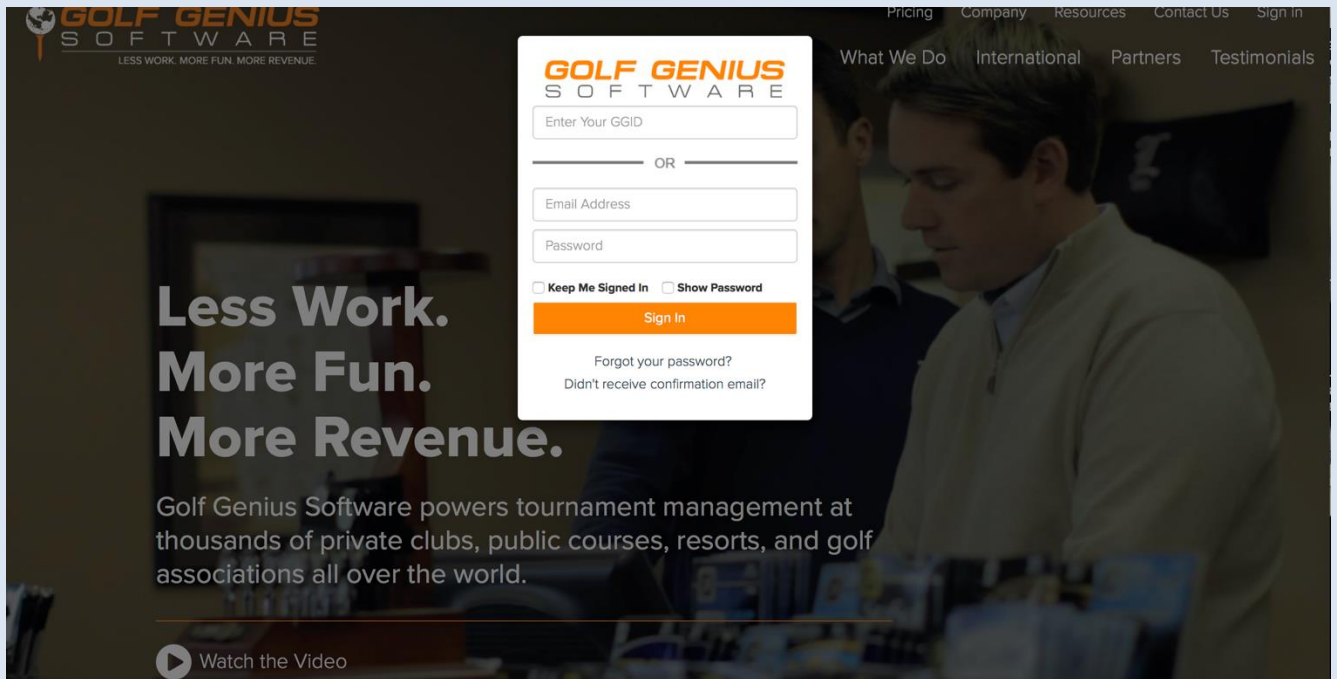
Note: If you need to change your email address, you will need to contact the SCGA staff.

3. DASHBOARD

Once you have signed in, you will be taken to your Dashboard. This Dashboard page shows any leagues and/or events you are "registered" to 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 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.

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 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 Manager Site. In 2021, all Captains actions will be done from the Manager Site only.

Team Captain Portal:

1. View Standings
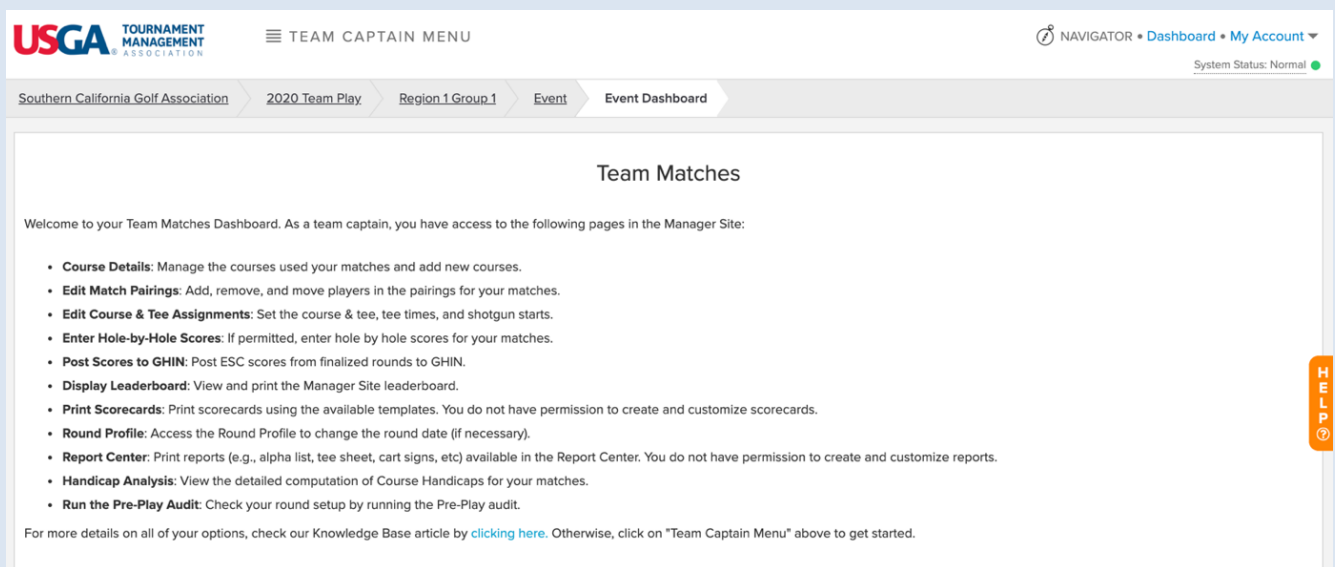2. View Schedules

Example: Team Captain Portal
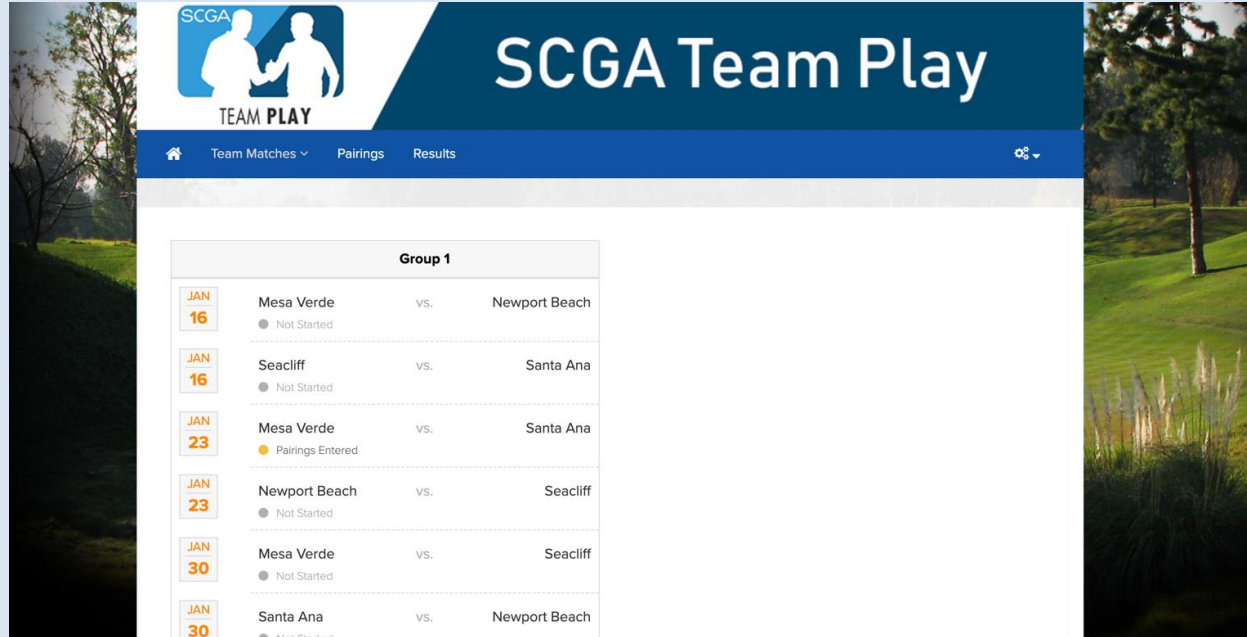
Manager Site

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

Example: 2020 Manager Site

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)

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

Step 3: After clicking Edit Match Play Pairings, Click on your Team
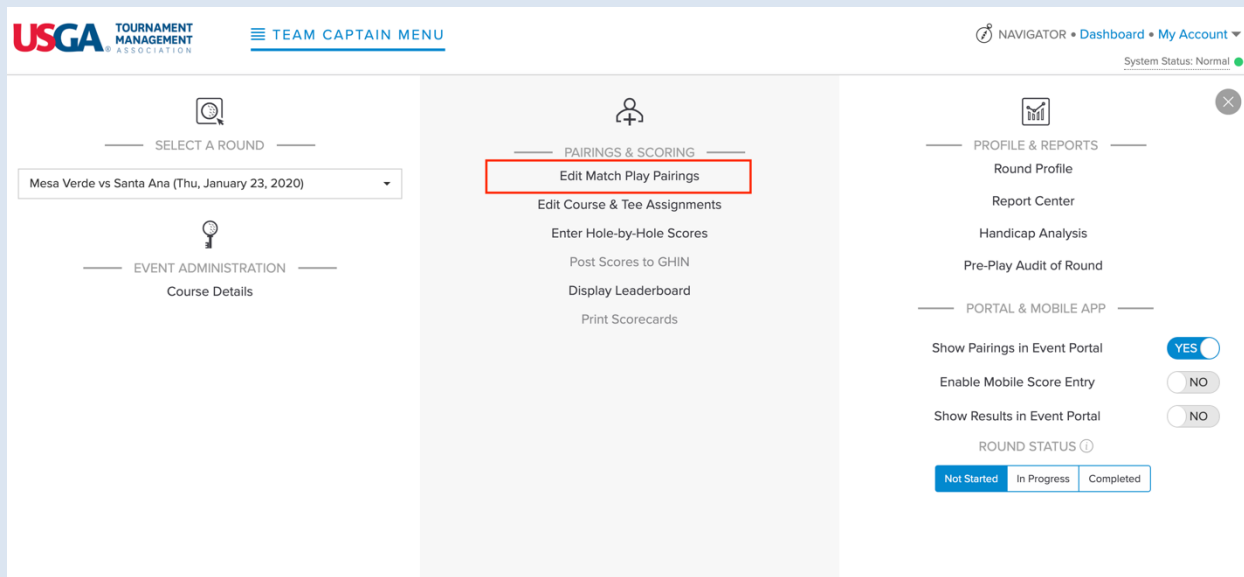
Step 4: After clicking on your Team, use the Add New Player button to begin searching for players to add to your team.
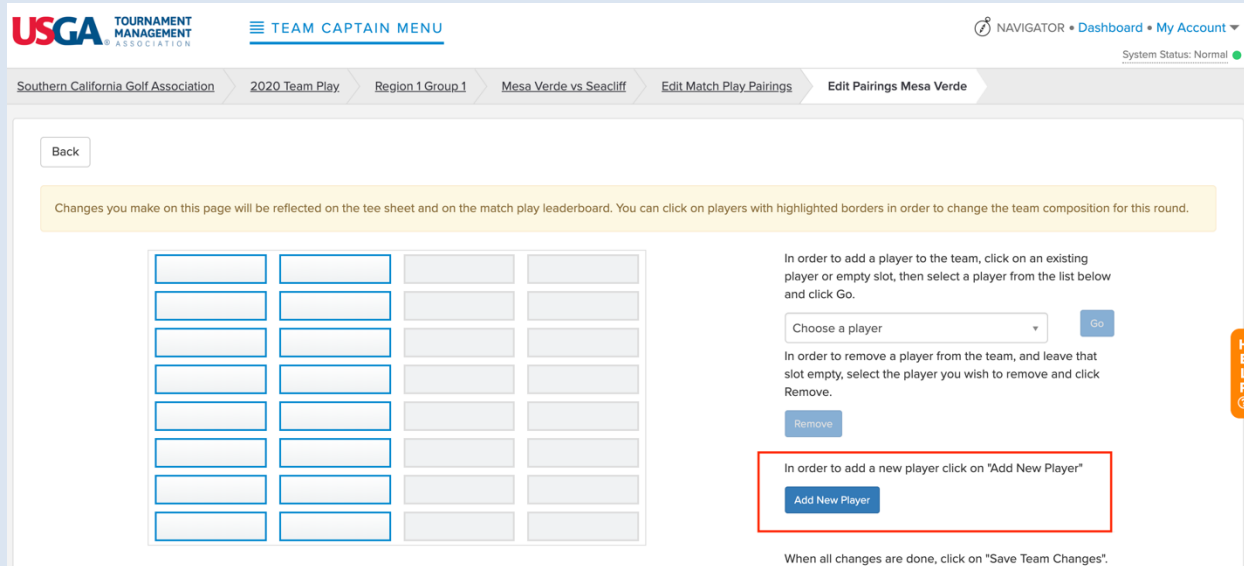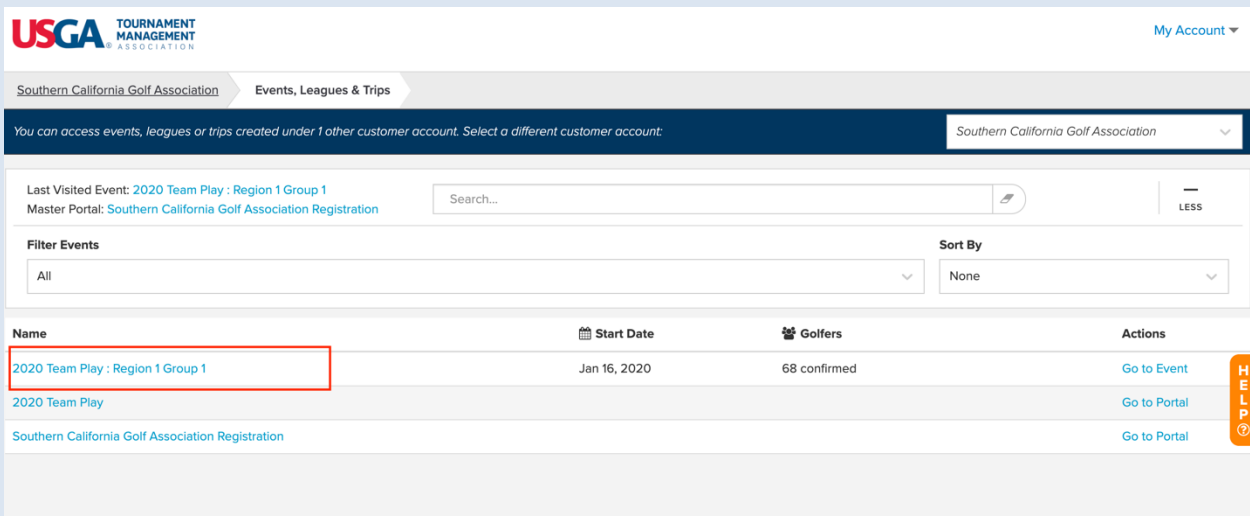

You may search by Last Name and First Name or search by GHIN Number. We recommend searching by the full Last Name and First Name. If you cannot find a player, try searching by GHIN number.
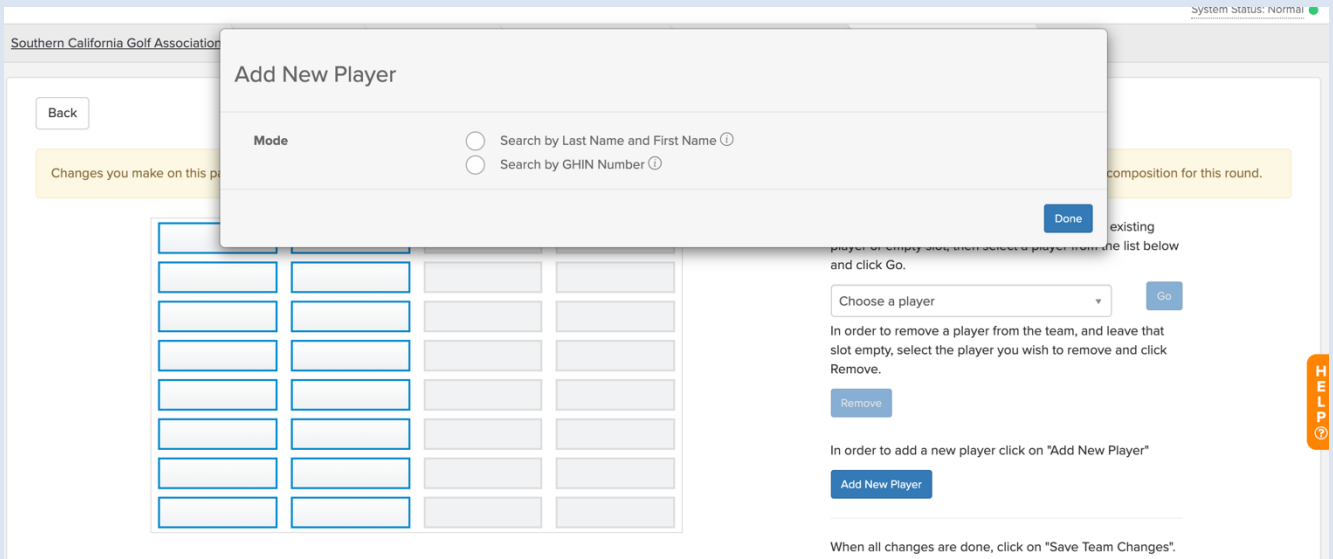
6. CREATING THE WEEKLY LINEUP

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

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

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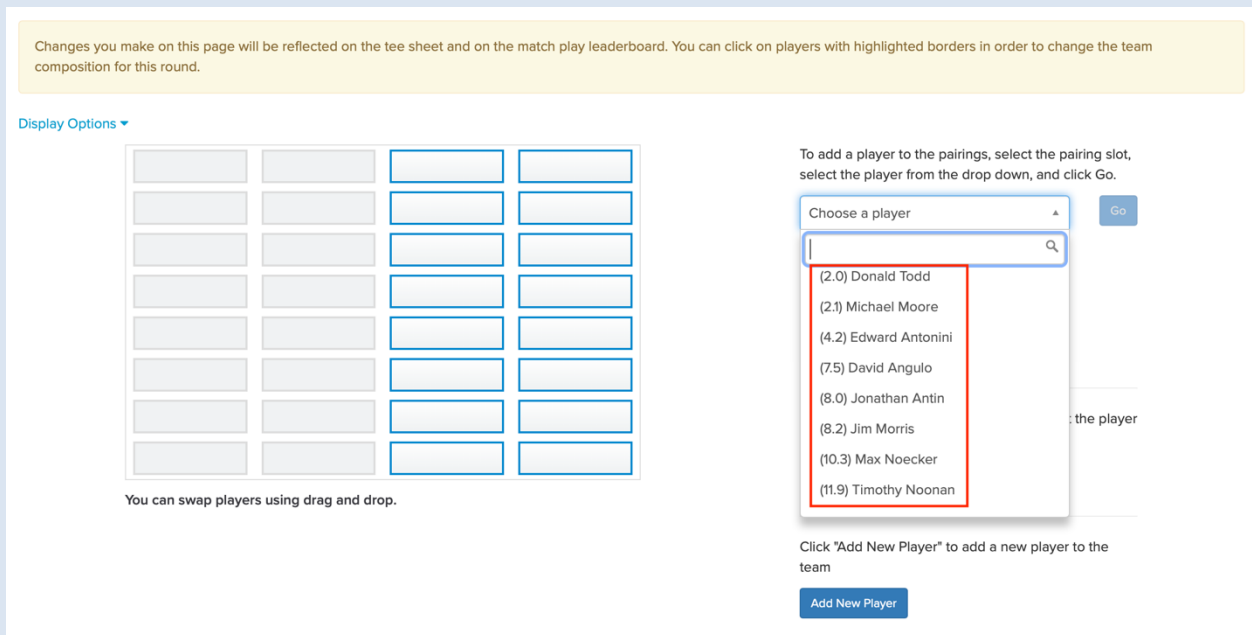
Step 6: Click Go and the player will be placed in the pairings.

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.

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

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)

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

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

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

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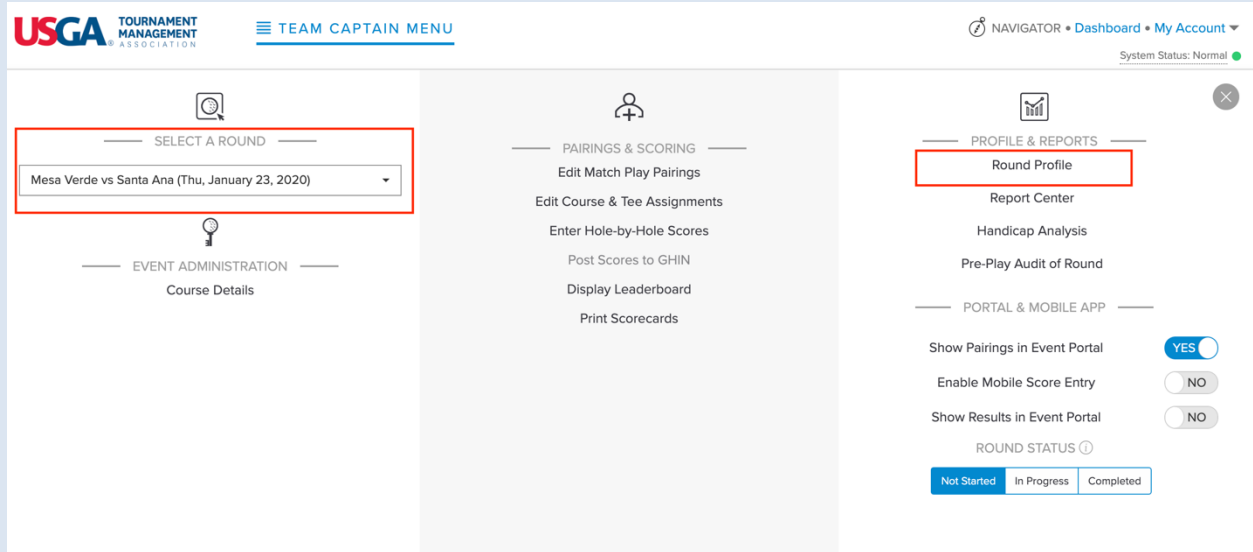
Step 1: From your Dashboard, select the Manager Site link (Ex. 2020 Team Play: Region 1 Group 1)

Step 2: Click the Team Captain Menu

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
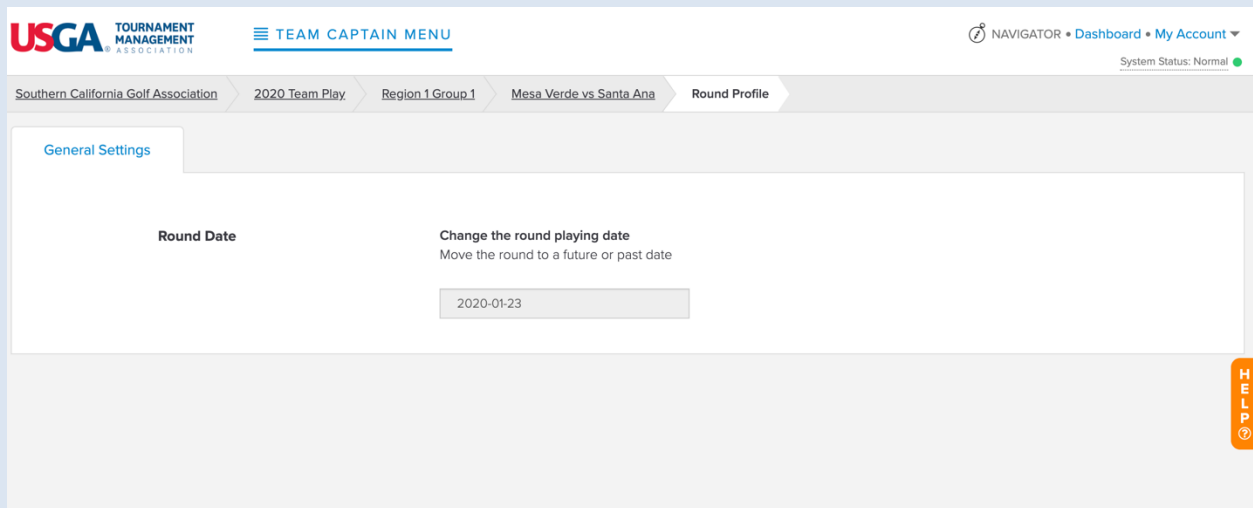
9. ENTERING AND SUBMITTING RESULTS

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)

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.

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.

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   Enter Scores

Select Tournament ⓘ
[Select Tournament ▾]

Select Tournament
Singles Matches 18 Holes
Fourball Matches 18 Holes

Display by
[Pairing group ▾]

Sort by
[Pairing group number ▾]   ↓A Z

[Search for Name]

Time		Pairing		
		...rtin / Boyd Martin / John Van Rossem	▾	No holes completed
		...ayer / Colby Annett / Brad Vassar	▾	No holes completed
9:25 AM	1	3. John Lalonde / Thom Antonopoulos / Art Manni / Alexei Sarna	▾	No holes completed
9:33 AM	1	4. Dan Macias / Joel Marquardt / Jeffrey Ballard / Alan Bartz	▾	No holes completed
9:41 AM	1	5. Jeff Martin / John Sawicki / Bill Anderson / Todd Barnett	▾	No holes completed
9:49 AM	1	6. Edward Manning / David Larimer / Kaleb Annett / Dale Landon	▾	No holes completed
9:57 AM	1	7. Steve Noffsinger / Poul Andersen / David Margileth / Joe Thomas	▾	No holes completed
10:05 AM	1	8. Chris Thomas / Mark Law / Joe Salvo / David Lamb	▾	No holes completed

[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

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   Enter Scores

Select Tournament ⓘ
[Singles Matches 18 Holes ▾]

Display by
[Pairing group ▾]

Sort by
[Pairing group number ▾]   ↓A Z

[Search for Name]

9:09 AM 1   1. Philip Norys / Rod Martin / Boyd Martin / John Van Rossem ▲   No holes completed

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											

Net Score Preview

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	4			27											
Boyd Martin	(0)	6	6	6	4	3	3	4			32											

[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

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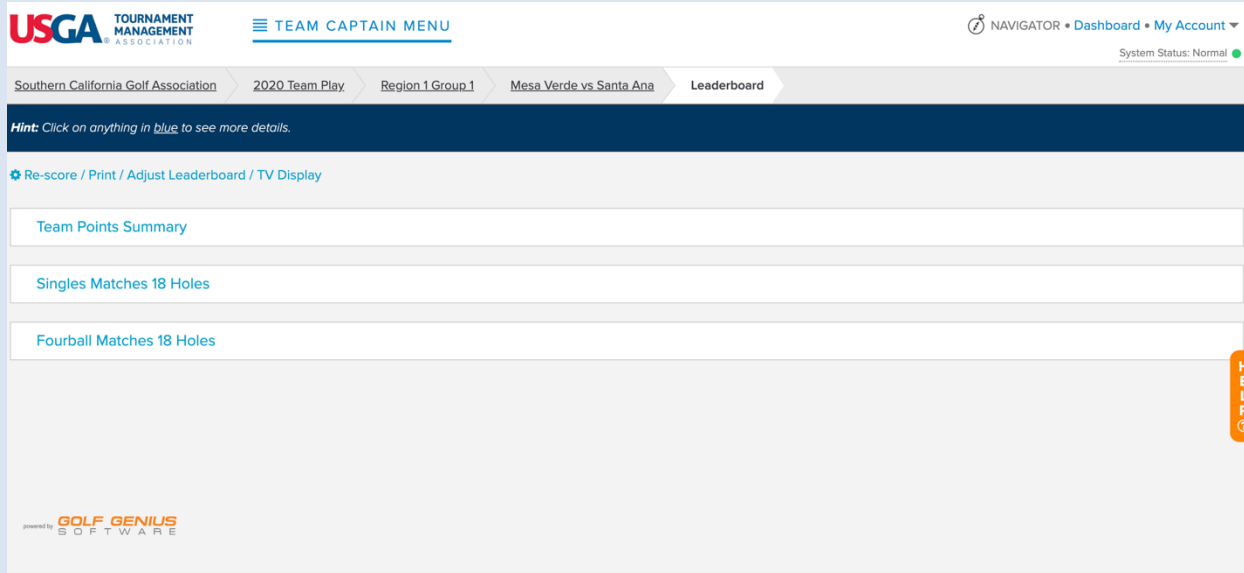
If the player picked up but we need to record a "most likely" score, Enter X5 or what the player most likely would have scored on that hole (Ex: X5, X6, etc). We will post that X# as the Adjusted Gross Score for that hole.

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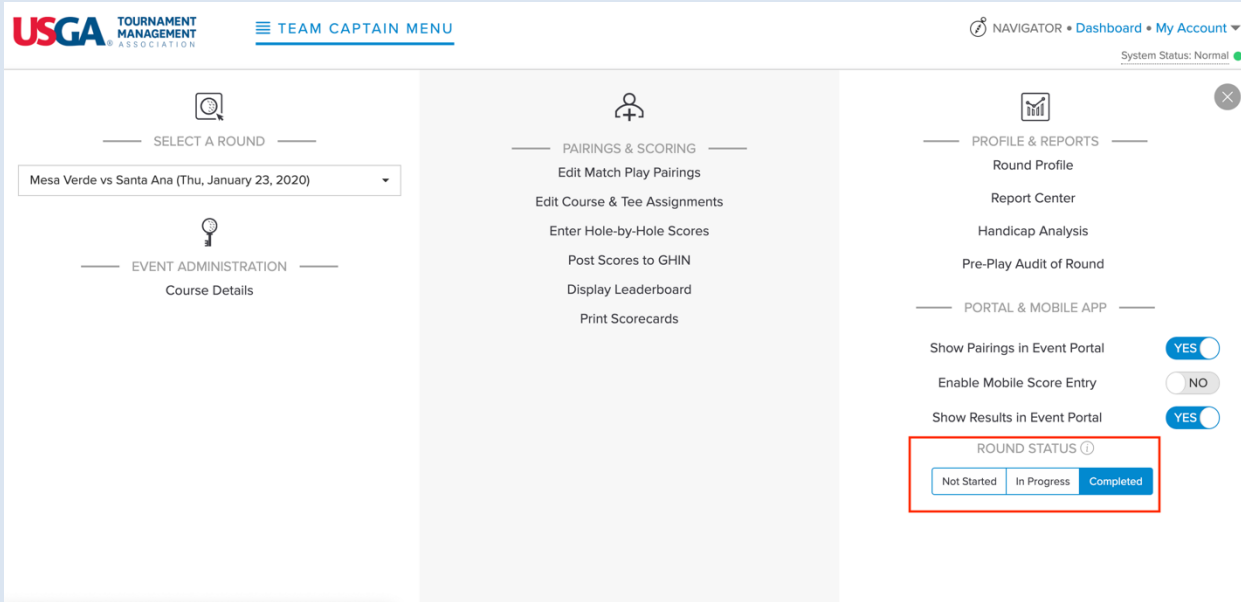
Step 6: When finished, you'll see the leaderboard. Here you can open up the Team Points Summary and either of the tournaments set up in this round.

Example: Singles Matches

Example: Four-Ball Tournament

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 Matches 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.
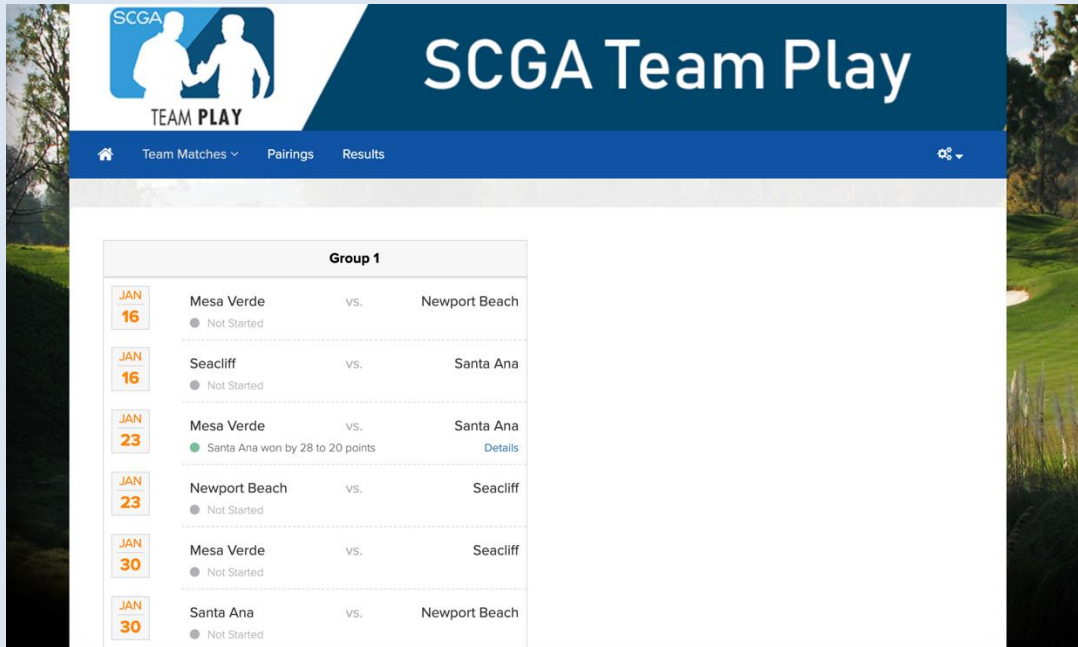
Example: Standings Page – Standings are ordered by Win/Loss/Tie record under Season Points.
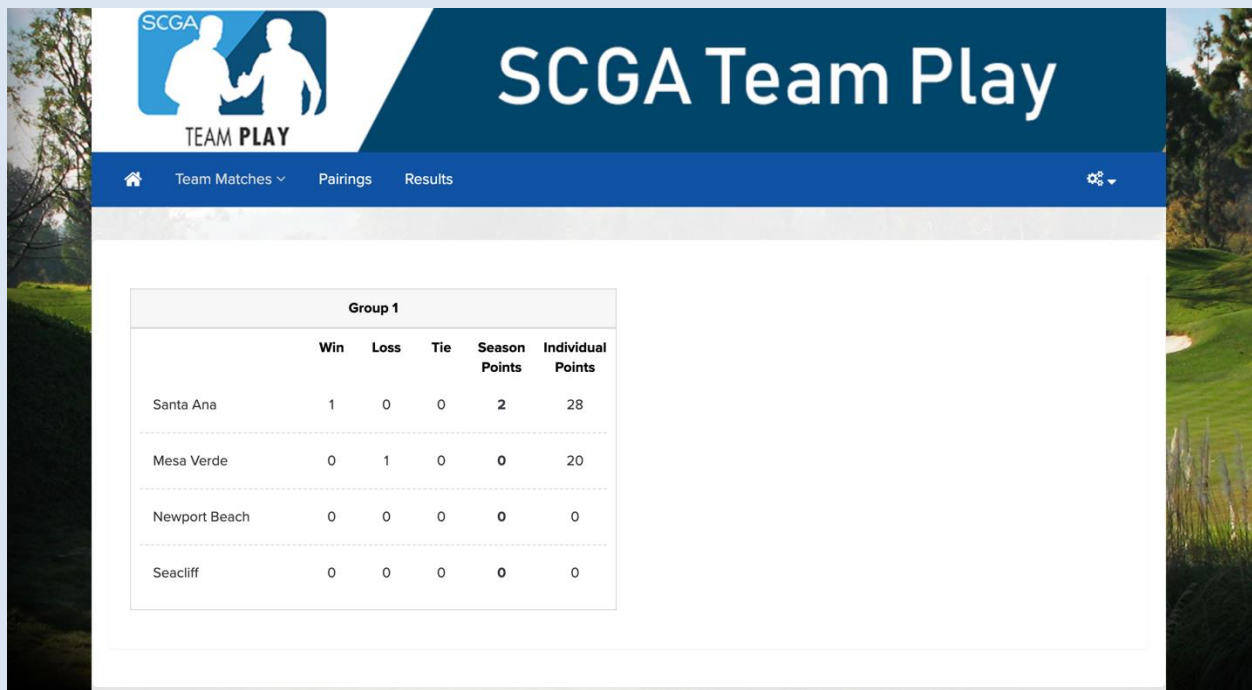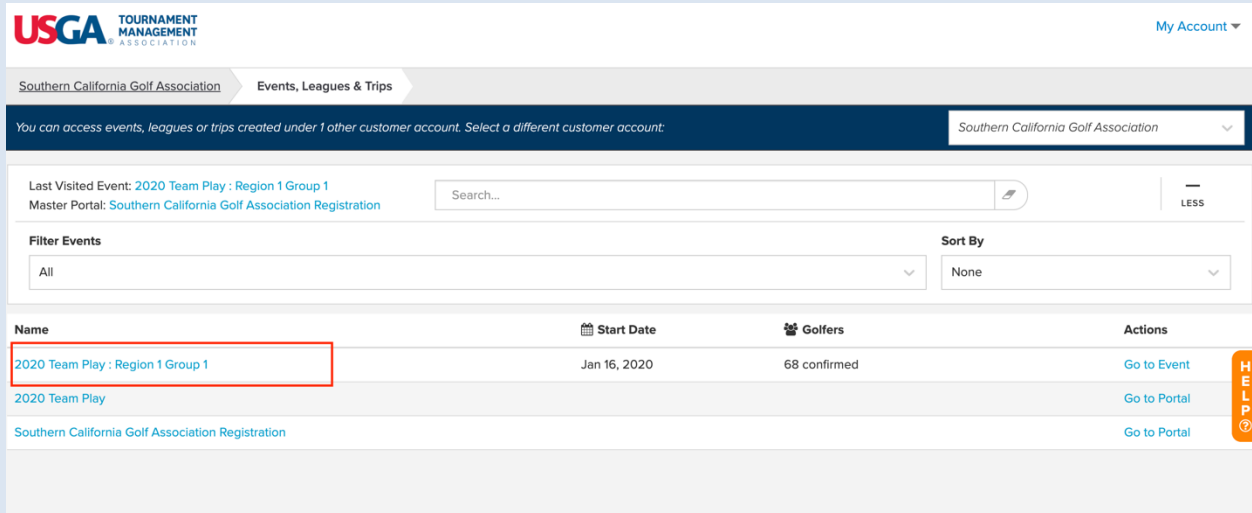
Either Captain has the ability to enter hole by hole scores for both teams. It is advisable to make arrangements prior to the start of the match as to who will post player hole by hole scores. It is the responsibility of each Captain to ensure that their team's results are posted on the same day as the match.

10. LIVE SCORING (OPTIONAL)
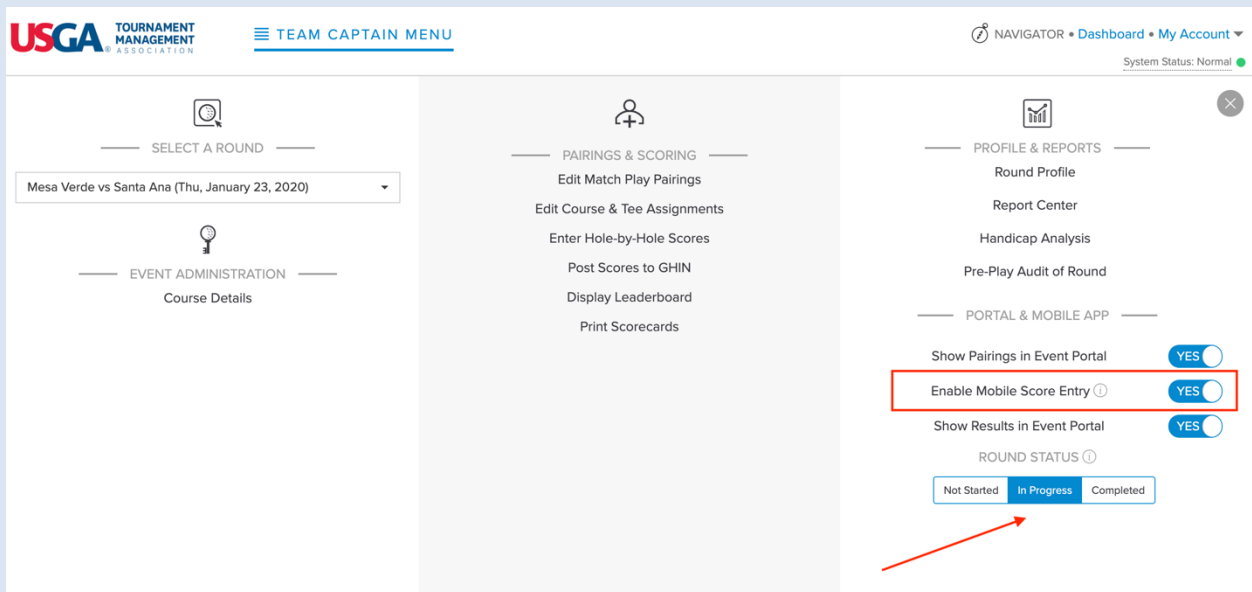
To enable the live scoring option for a match:

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

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 None (Show no dots). The mobile app can only show dots for one tournament at a time. Since both Singles and Double tournaments are being conducted at the same time, we recommend not to show any dots.
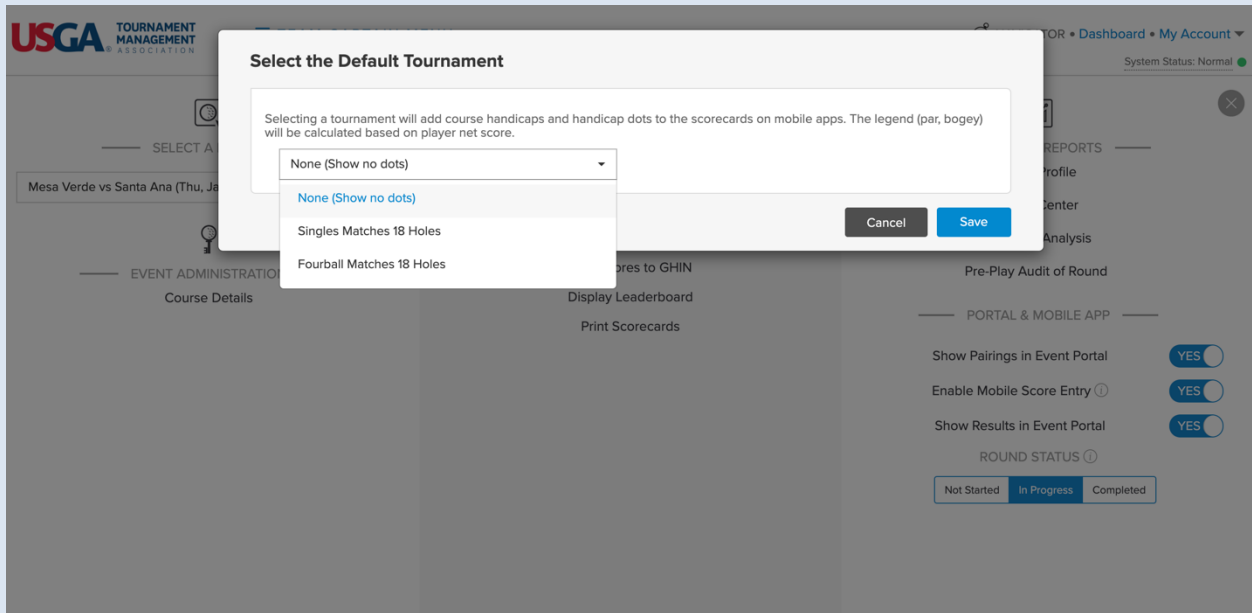
If players would like to see the strokes for one of the tournaments, they can select Leaderboard on the app:
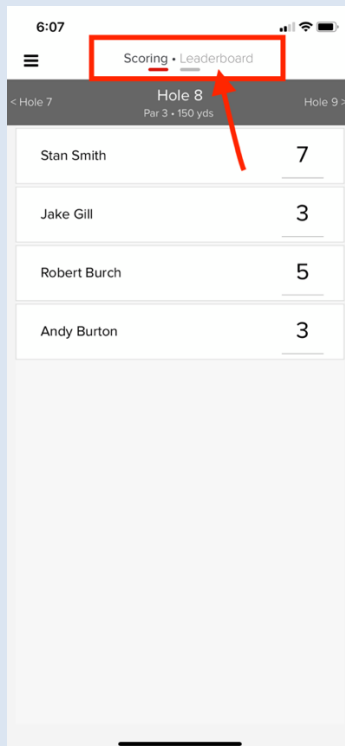
Select the tournament:
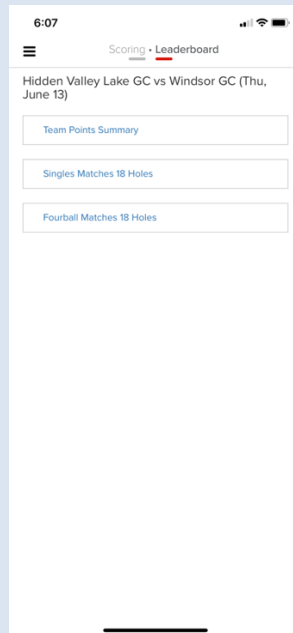
Select a player's name:
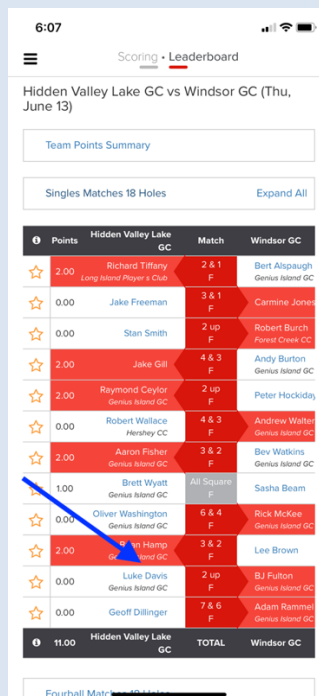
View that tournament and associated strokes:
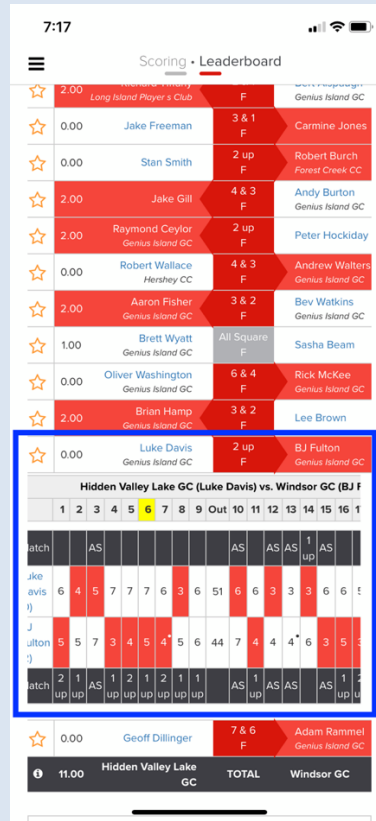
Step 4: Provide players with the Foursome GGID to log in with. The GGID can be found on every scorecard at the bottom right hand side of scorecard.

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

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

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.

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 for Captains.

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

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
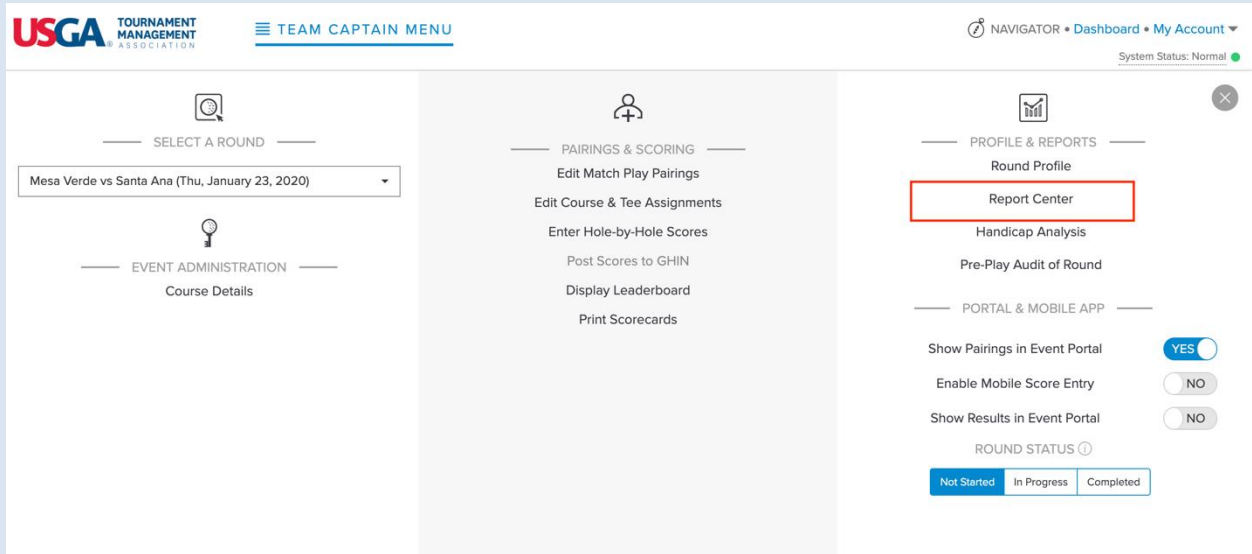
Step 3: On the Report Center Page, you can do a few things. You can use the search field to search for scorecards, cart signs, tee sheets, alpha sheets, or any other reports available in the Team Play Category below.
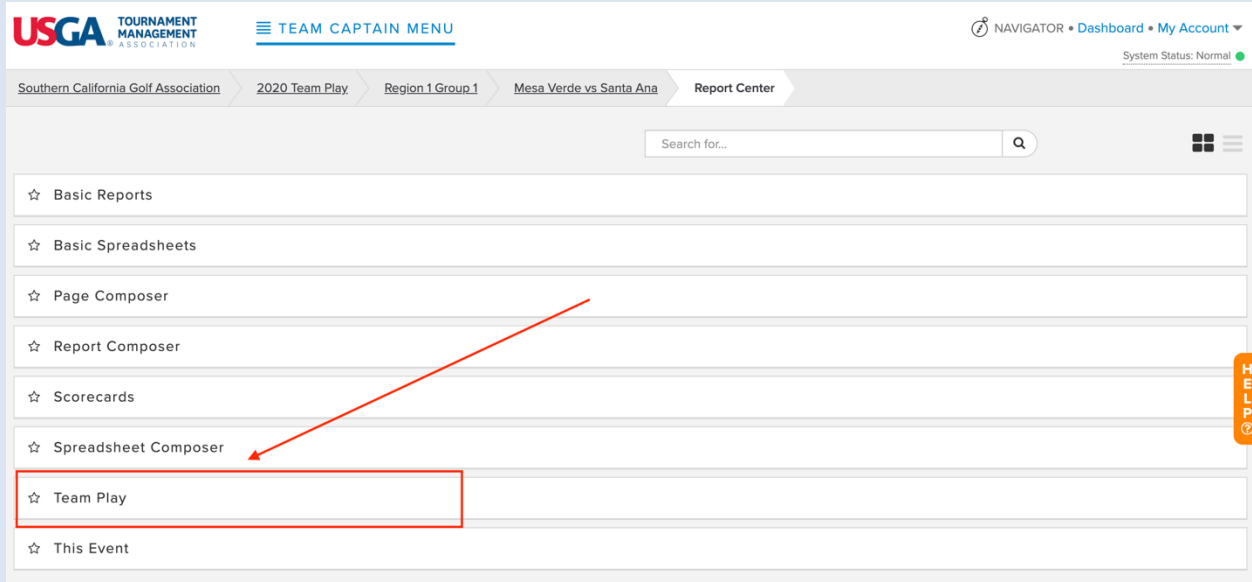
On the Report Center page, clicking on a Category (Basic Reports, Basic Spreadsheets etc.) opens up that category and all reports contained within that Category.