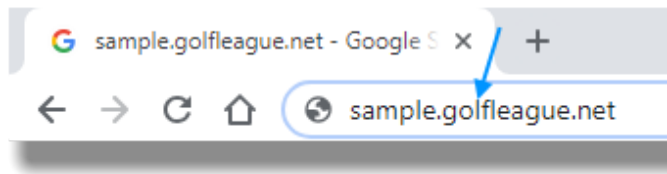# League Manager
(Setup tutorial)

This tutorial shows you how to set up your league. You will learn how to:

- Create a league.
- Add courses.
- Set up your league's website.
- Add players.
- Set up player payments (optional).
- Assign team names and divisions (optional).
- Create a league schedule.
- Specify handicap and point settings.
- Set up ghost substitutes (optional).
- Enter scores to establish initial handicaps (optional).
- Flight golfers (optional).
- Set up league results.

Administer your league

1. Open your browser (Chrome, Safari, Firefox, Edge, etc.)

2. In the address box at the top of your browser, type in your league website address:

   _____.golfleague.net (You received an email with your league's website address.)
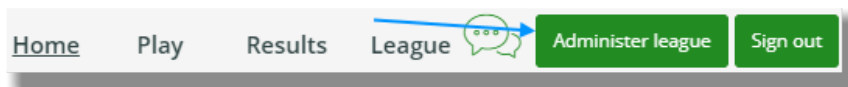

3. Click the **Sign in** button.
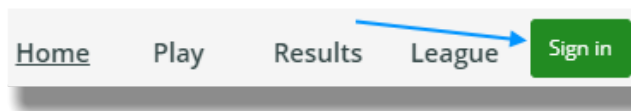
   Then use your email address and password to sign in to your account.

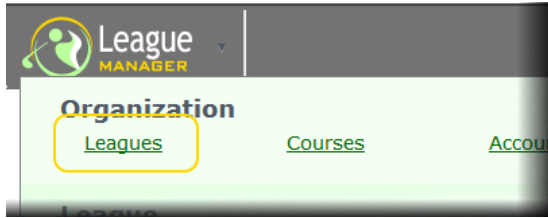4. Click the **Administer league** button.

   The "Administration" panel will load.

Tip: To see League Manager in "fullscreen" press the F11 button. Makes it easier to use. TRY IT! You will use this option forever!

Create a new league

1. Hover over the **League Manager** logo. The main menu pops up. Click on <u>**Leagues**</u>.

   The Leagues form will load.

2. Click **"+ Add league"**.

3. Click on **"Blank league"**.

4. Click the **Next >>** button.

5. Fill in the form and click the **Finished** button.

Add courses your league will play

Select the course(s) your league plays from the "Course Database" or if a course is not in the database, you can add it.

1. Click **League Manager** and select <u>**Courses**</u>.

2. Click **"+ Add course"**.

3. Check to see if your course is in the database by clicking on the **Find course** button.

4. In the **Search** box type your course name, a space character, and then your 2-letter state abbreviation. For instance, for Pebble Beach Golf Club, type in "Pebble Beach CA".

5. When you find your course, click on **Select** for the course.

If you do not find your course:

1. Click **"+ Add course"**.

2. Enter your course name, select 9-holes or 18-holes and click the **Create course** button.

3. Click **"+ Add tee"**.

4. Type in tee **Name** and **Color** of the tee.

5. Enter **Rating** and **Slope** for men and women, then click the **Next** button.

6. Enter **Yards**, **Pars,** and **Handicap** holes, then click the **Save** button.

7. Go to Step 3 and repeat to add each tee your league will play.

Set up your league website

Your league website is the place your golfers go to see tee times, pairings, scorecards, results, announcements, photos, and league rules. They can also post scores, make substitutions, pay dues, etc.. Settings can be changed anytime.

1. Click **League Manager** and select **Website**.
2. Click the **Website** tab and set the **Header**, **Color theme**, and **Footer**.
3. Click the **Home** tab to configure your website's home page. There are different sections which you can show. Click the **Edit** button to modify a section.
4. Click the **Play** tab and select appropriate options for your golfers.
5. Click the **League** tab to add documents, photos, and links to your website.

> Tip: Anytime you have a question, click the ? "help button" (top right corner).

Enter your players

There are three ways to input your players:

1. Have players "enter" themselves.
   a. Tell your golfers to go to the league website at ???.golfleague.net.
   b. They click **Sign in**, then click **Sign up** next to "Don't have an account".

2. Type players in "manually".
   a. Click **League Manager**, **Players**, **Manage**.
   b. Click "**+ Add player**". The minimum information needed is name and gender. If possible add the player's email too, it is used for sign in and communication.

3. Import players from a file.
   a. Click **League Manager**, **Players**, **Manage**.
   b. Click the **"Tools"** menu and select **"Import players and scores"**.
   c. Click "help button" ? for details on how to import players.

Set up player payment

Fees to use League Manager AND league dues can be collected directly from each player.

1. Click **League Manager**, **Players**, **Payment**.
2. Set **Players pay?** to **Yes**.
3. Input **League dues**.
4. Set the **Start date**. This is the date that a payment request will appear when players sign in.
5. Click the **Remind players to pay** button, **Preview** button, then **Send Emails** button and golfer will be sent a reminder email.

Assign team names and divisions

If your league uses custom team names or divides teams into divisions, this is where you set them.

1. Click **League Manager**, **Settings**, **Teams**.
2. Click the **team name** to change the name or division of the team.

Create your league schedule

Your league schedule governs the days of play, courses/tees played, pairings, tee times, etc..

1. Click **League Manager**, **Schedule**.
2. Click the **"Build automatic schedule"** button.
3. Set **Courses and tees to play...**
4. Set **Tee times and start holes assigned to pairings...**
5. Set **Advanced pairing options...**
6. Click the **Next >>** button.
7. League Manager will optimize your schedule. Click the **Finished** button at anytime.

Specify your handicap settings

To make play fair between golfers of different abilities most leagues use handicaps. To set parameters...

1. Click **League Manager**, **Settings**, **Handicap**.
2. Fill in **How handicaps are calculated**, **Max allowed handicap**, **Round or truncate handicap**, **Adjust handicaps for different tees** then click the **Next >>** button.
3. Select what type of **Stroke control** you want to use. If you're unsure select **USGA Equitable Stroke Control** and click **Next >>**.
4. Select how **Player strokes** are applied on the scorecard and click **Next >>**.
5. Select how **Team strokes** are applied on the scorecard and click **Next >>**.
6. Select how many strokes a player can receive on par 3 holes and for the round, then click the **Finished** button.

Specify how your league awards points

1. Click **League Manager, Settings, Points**.
2. Click "help button" ⊘ for details on how points are awarded.

Set up ghost substitutes

Ghost subs can be used when a player is absent and no "real" substitute is available.

1. Click **League Manager**, **Settings**, **Ghost Substitutes**.
2. Give a name to the ghost substitute, and input the maximum points the ghost can win.
3. Click the **Save** button.

Enter scores to establish handicap

To start with calculated handicaps based on actual scores, post in those scores.

1. Click **League Manager, Players**, **Manage**.

2. Click on player's name to enter handicap scores.

3. Click **Handicap #1** tab.

4. Enter scores in the order they were played (oldest to newest). Input **Adjusted Gross Score**, **Rating** and **Slope** for the score and click the **Add score** button.

Scores used to calculate handicap...					
Event #	Description	Adjusted Gross Score	Rating	Slope	
	Add a practice score...		36.0	113	Add score
No scores available to calculate a handicap.					

5. When finished adding scores, click the **Close** button.

Flight your golfers

If your league fights golfers for standing or pairings...

1. Click **League Manager**, **1. Pre-play**, **Manage**.

2. Click **Tools** and select **Flight players automatically...**

3. Set the **Flight parameters** and select how to **automatically flight players**.

Select results reports

League Manager allows you to select the results you want to show on your website. Results automatically publish to your website when you **Finalize** each event.

1. Click **League Manager**, **3. Post-play**, **Results**.

2. To add results, click the **Results** button.

3. Select the results you want by clicking on the results name.

4. Customize what is displayed on tabs: **Options**, **Sort**, **Filter**, **Header and footer**, **Fonts**, **Page**. Click the **View results** button to see results.

5. Click the **Publish** menu and select **to Website**.

6. Enter the description of the results and click **Add - automatic update** or **Add - no update**. Automatic update means the same report will be automatically published each time your **Finalize** an event.

Finished

Setup is done. Click the **Home** button (top right corner) to see your website.

League Manager
(Steps to run an event)

Insert substitutes (optional)

You can insert a substitute at anytime.

1. Click **League Manager, 1. Pre-play, Manage**.
2. Click the absent **golfer's name**, click the **"Get a substitute"** button.
3. Select the substitute.

Pair players for event (optional)

If you play match play in a team format, you may need to pair which players on opposing teams play each other…

1. Click **League Manager**, **1. Pre-play, Manage**.
2. Click the **Tools** menu and select "**Pair players automatically…"**
3. Select the appropriate pairing option for your league.

Print scorecards (optional)

You can print scorecards to paper. (Remember, players can post scores while they play, which makes printing cards unnecessary.)

1. Click **League Manager**, **1. Pre-play, Reports**.
2. Click **Score cards**.
3. Set up how you want to print the scorecards and click the **View report** button.
4. Click the **Publish** menu and select **to Printer**.

Post scores

To post a player's score...

1. Click **League Manager, 2. Play.**
2. Click **Score** for the player.
3. After posting scores, click **Save** button. (Remember, a player can post his own score.)

Finalize your event

When you Finalize the event, results are published to your league website and the player's active event becomes the next event in your schedule.

1. Click **League Manager, 3. Post-play, Finalize**.
2. Click the **Finalize** button.