

Tournament Manager

(Quick tutorial)

This tutorial gives you a basic overview of the Tournament Manager. In this tutorial you will:

- Add a golfer to your membership roster.
- Create a tournament.
- Sign up players.
- Flight players, build teams, and assign tee times.
- Display scorecards and other reports.
- Post scores.
- Display results.

Very important! Remember the Two "Menus" - Main menu and Tools menu

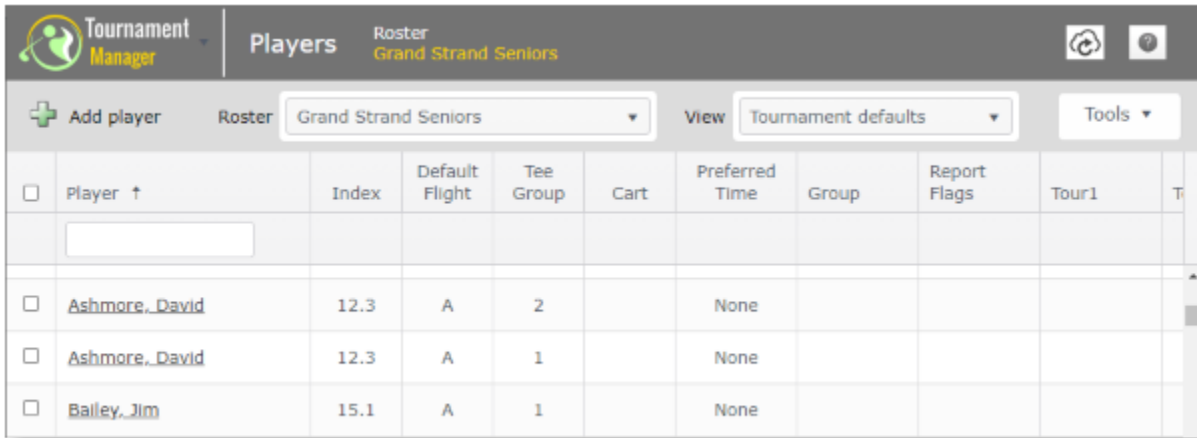
The screenshot shows the Tournament Manager interface. The top navigation bar includes the 'Tournament Manager' logo, a 'Manage' button, and tournament details: 'Tournament Championship II (09/01/2022) (Active round: 1 on 09/01/2022)'. The 'Tournament Manager' logo is highlighted with a blue box and an arrow pointing to a green callout box. This callout box contains the following text: 'Hover over or tap Tournament Manager logo to perform tasks'. Below this, there are two main menu sections: 'Organization' with links for 'Players', 'Tournaments', 'Season leaderboard', 'Configuration', and 'Courses'; and 'Tournament' for 'Championship II' with a numbered list: 1. Settings, 2. Signup, 3. Manage (pairings, flights, tees, times, email, etc.), 4. Reports (scorecards, sheets, cart signs, etc.), 5. Scores, 6. Results, 7. Finalize. A second callout box points to the 'Tools' menu in the top right, which is also highlighted with a blue box. This callout box contains the text: 'Click/tap on Tools menu to perform tasks related to current page'. The 'Tools' menu is open, showing options: 'Sort teams or players...', 'Flight players automatically...', 'Build 4-somes automatically...', 'Set tee times...', 'Flight teams automatically...', 'Publish current view...', and 'Remove vacant teams'. In the background, a table with columns 'T' and 'Tee Grp' is visible, showing rows of 'None' and '2', 'None 1', 'None 4', 'None 3', and 'None 3'.

1. **Main menu** (logo in top left corner). Lets you navigate around Tournament Manager.
2. **Tools menu** (top right of most pages). Shows tools and options that apply to the page you are viewing.

Tip: To see Tournament Manager in "fullscreen" press the F11 button. Makes it easier to use.

Tip: Tournament Manager works in any browser, but best in Chrome. Especially if running large tournaments.

View your list of players




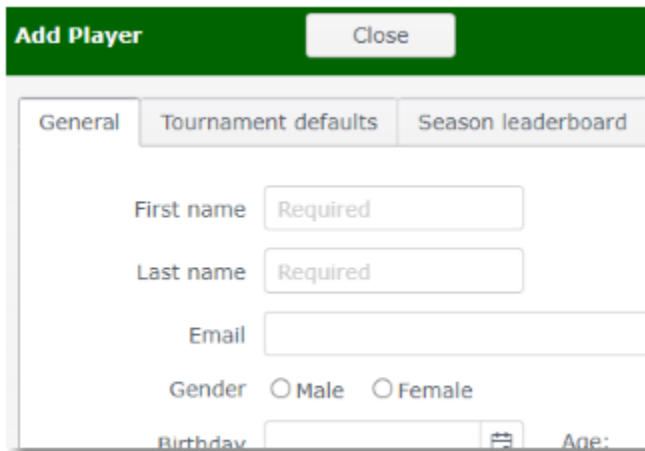
<input type="checkbox"/>	Player ↑	Index	Default Flight	Tee Group	Cart	Preferred Time	Group	Report Flags	Tour1	T
<input type="checkbox"/>	Ashmore, David	12.3	A	2		None				
<input type="checkbox"/>	Ashmore, David	12.3	A	1		None				
<input type="checkbox"/>	Bailey, Jim	15.1	A	1		None				

If you do not see the above screen...Click **Main menu** and select **Players** under **Organization**.



Add a golfer to the “Sample Roster”

1. Click the  (add player button). The “Add Player” page appears.
2. Type in the name **John Doe**, and click **Male** for gender.



Add Player Close


General | Tournament defaults | Season leaderboard

First name Required

Last name Required

Email

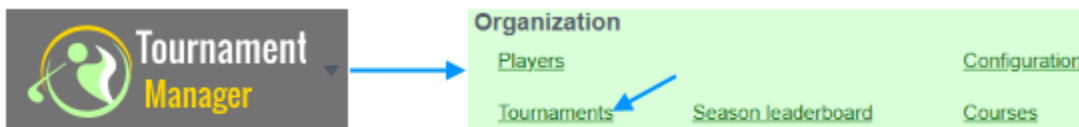
Gender Male Female


Birthday  Age:

3. Click the **Tournament defaults** tab.
4. Type in an index of **23.6**
5. Click the **Save** button.

Create a tournament

1. To see a list of tournaments, click **Main menu** and select **Tournaments**.



- To add a new tournament, click the  (add tournament button).
The “Add Tournament” page appears.
- Type **Tutorial** for the tournament name and click the **Save** button.
The “**Tutorial**” tournament appears in the tournaments list.
- Click **Load Tournament** to load the **Tutorial** tournament.

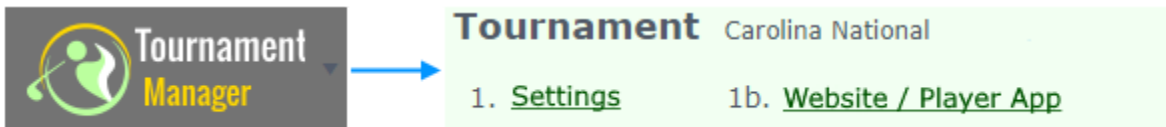
Apply tournament settings



The screenshot shows the 'Settings' page for a tournament named 'Tutorial' (dated 10/11/2022). The page has tabs for 'Tournament Settings', 'Handicap', 'Stableford Points', and 'Logos & Images'. Under 'Tournament Settings', the following options are visible:

- Tournament is: 18 holes (selected) / 9 holes
- Number of rounds: 1
- Number of flights: 8
- Play in: 4-somes
- Default "4-some name": Team #
- Number of 4-somes: 5
- Reset team names button
- Number of tees men will play (Mens tee groups): 1
- Number of tees ladies will play (Ladies tee groups): 1
- Round #1:
 - Date: 10/1/2022
 - Course: River Club (Litchfield)
 - Tee Group #1-Men: White (70.4/132)
 - Handicap percent(%) allowance: 100
 - Adjust all mens handicap by: 0.00
 - Tee Group #1-Ladies: Red (05.3/113) (59...)

If you do not see the above page...Click **Main menu** and select **1. Settings**.

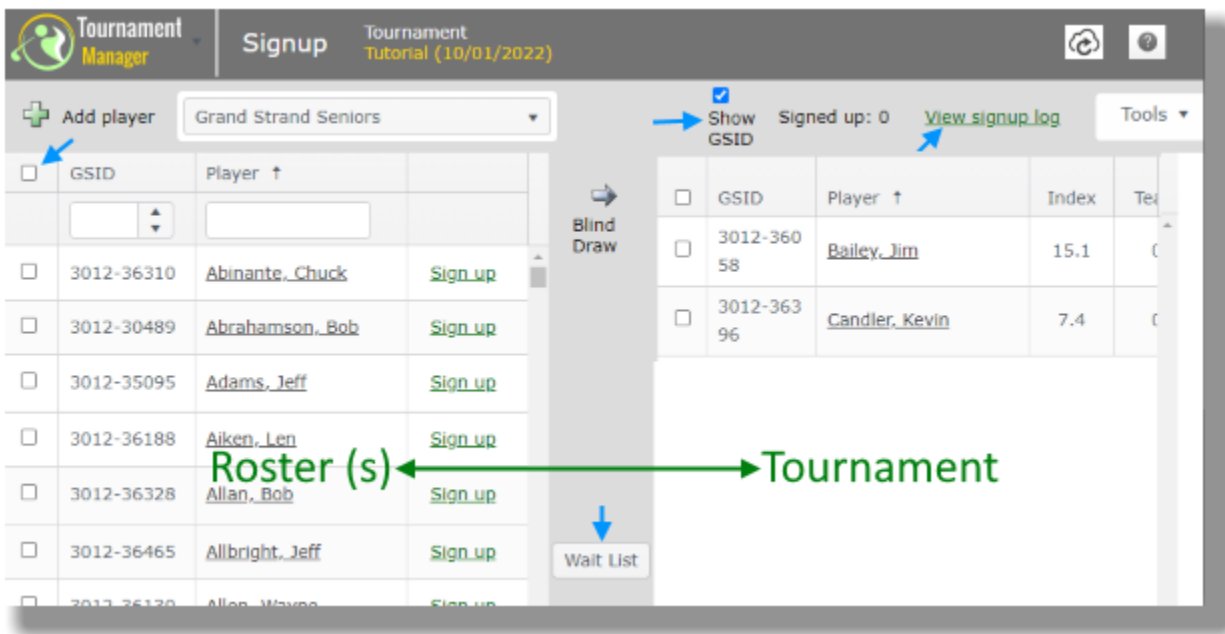


You are running a small 18-hole tournament with five foursomes (20 golfers) and four flights. Set Settings to:


- 18 holes
- Number of rounds: 1
- Play in: 4-somes
- Number of 4-somes: 5
- Number of flights: 4
- Number of tees for men and ladies to 1
- This page gives many other options, but they do not apply to this tutorial. All other defaults are OK.
- Click the **Save** button.

Sign Up Players


To sign up players for the tournament...Click **Main menu** and select **2. Signup**.
The signup page below appears...



To quickly sign up all players...

1. Click the check box to the left of GSID in the roster...all players will be highlighted.
2. Click the arrow  in the center of the page to sign up all players.

Remove a player from the tournament...

1. Click the check box to the left of Jim Bailey.
2. Click the arrow  to remove him.

You now have 20 players in the tournament.

*Tip: Golfers can sign themselves up from any mobile device or computer. To see how, select **1b. Website / Player App** on Main menu. Click the **Sign up** tab.*

Manage the Tournament

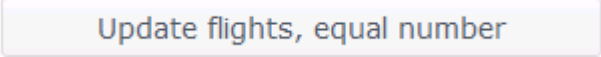
Click **Main menu** and select **3. Manage** (pairings, flights, tee, times, email, etc.)

	Player	Team	Fit	Index	Hcp	C	T	Tee Grp	Tee	Tee Time	Hole	Group Text	Reports Flags	Tour11
Not on any team														
<input type="checkbox"/>	Bailey, Jim	0	A	15.1	16		None	1	White					
<input type="checkbox"/>	Candler, Kevin	0	A	7.4	7		None	1	White					
<input type="checkbox"/>	Abinante, Chuck	0	A	9.0	9		None	1	White					
<input type="checkbox"/>	Abrahamson, Bob	0	A	4.1	3		None	1	White					
<input type="checkbox"/>	Adams, Jeff	0	A	21.9	24		None	1	White					

The **Manage** page is the heart of Tournament Manager and allows you to build flights, build teams, set tee times, email players, view your pairings, and much more.


Flight Players

You want to place your golfers in four handicap flights. To flight the golfers...

1. Select “**Flight players automatically**” on the **Tools** ▾ menu. The **Flight players** page appears.
2. Click the  button.
3. You now have 5 players in each flight A,B,C,D.

Build Teams - Manual Pairing

John Doe is Chuck Barnes' guest, so you want to make sure they appear on the same team. To do this you will lock both on the same team...

1. Click on checkbox to the left of **Jim Bailey's** name.
2. Click on checkbox to the left of **Kevin Candler's** name.
3. Click the pencil  to edit these 2 selected golfers.
4. In the **Team** box type in ... **1**
5. Check the **Lock on team** box. (A dark check should appear).
6. Click the **Save** button.

Scroll down the list. Jim and Kevin are now on team 1, with their information **highlighted in red**. This means they are locked on team 1. In other words, they will play together no matter how you automatically build teams.

Build Teams - Automatic Pairing

For this tournament you want each foursome to have an A, B, C, and D player with total team handicaps as close as possible for each team. To automatically build foursomes....

1. Select “**Build 4-somes automatically...**” on the **Tools** ▾ menu. The **Build 4-somes** page appears.
2. Click **3. Balance (Equalize each 4-some's flights...ABCD in each 4-some)**. The **Build X-somes** page appears. Notice all the options you can set. TM can consider many criteria when building pairings, such as...groups, gender, cart\walk, preferred tee times, and others. However, these options are beyond the scope of this tutorial. The defaults are good.
3. Click the **Build** button to build the pairings.

The automatic pairing accomplished three things...

- Assured that Jim Bailey and Kevin Candler play together.
- Each foursomes has an A,B,C,D player.
- Total team handicaps are as close to possible for all teams.

Set Tee times

1. Select “**Set tee times...**” on the **Tools** ▾ menu. The **Tee times** page appears.
You want to set up a regular tee off with 7.5 minutes between each tee time.
The first tee time is at 9:00AM with each team starting on hole 1.

Tee times Close

Shotgun start (Start on different holes)
 Regular start (Start at different times)

Increment time every team(s)

Time increment between teeoffs :
 minutes : seconds

Sort		Tee times						
Team #	Team name	Tee time	Hole (#A/B)		Flight	Handicap	Gross (Rnd 1)	Net (Rnd 1)
1	Team #1	09:00 AM <input type="text"/>	<input type="text" value="01"/>	<input type="button" value="Fill down"/>	A	72	0	0
2	Team #2	09:07 AM <input type="text"/>	<input type="text" value="01"/>	<input type="button" value="Fill down"/>	A	78	0	0
3	Team #3	09:15 AM <input type="text"/>	<input type="text" value="01"/>	<input type="button" value="Fill down"/>	A	73	0	0
4	Team #4	09:22 AM <input type="text"/>	<input type="text" value="01"/>	<input type="button" value="Fill down"/>	A	78	0	0

2. Select **Regular start**.
3. Set **Increment time every x team(s)** to 1.
4. Set **Time increment between teeoffs** to 07:30.
5. Set the **Tee time for Team #1** to 9:00 AM.
6. Click the button for Team #1 to fill in consecutive times for remaining teams.
7. Click the **Save** button.

Score Cards and other reports

Click **Main menu** and select **4. Reports (cards, sheets, signs, etc.)**. A list of reports appears.

1. Select **1. Score cards**. Various options allow you to customize what items appear on the cards and how they are sorted.
2. Click the **View report** button.

- The report appears on the screen. If you wish to print to paper, click the **Publish** button.

Tournament Manager Reports (cards, sheets, etc...) Tournament Tutorial (10/01/2022)

Reports Scorecards Options... Publish to... ▼

Tutorial

	Hole	1	2	3	4	5	6	7	8	9	Out	10	11	12	13	14	15	16	17	18	In	Total	Net
White Gold	Yrds	354	164	514	339	369	477	328	160	394	3099	365	524	360	358	149	384	350	158	493	3141	6240	
		340	151	492	327	340	462	302	146	340	2900	321	480	342	335	132	360	335	140	453	2898	5798	
White Gold	Par	4	3	5	4	4	5	4	3	4	36	4	5	4	4	3	4	4	3	5	36	72	
	Hcp	5	17	7	15	3	11	9	13	1		8	4	14	12	16	2	6	18	10			
White Candler, Kevin	A																						
	7					
White Bailey, Jim	B																						
	16		
White Appelt, Paul	C																						
	23		
White Albright, Jeff	D																						
	26		

Scorer: _____ Course: River Club (Litchfield) Time: 09:00 AM Hole: 01 Men's Tee 69.4/133 Senior Tee 67.1/124 Super Senior Tee 64.1/117 Turn scorecard in after round to the pro shop Cards must include GROSS and NET

Attest: _____

Date: _____

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- To view another report, click the **Reports** button. Feel free to experiment.

*Tip: Golfers can view pairings sheets and score cards from any mobile device or computer. To see how, select **1b. Website/Player App** on Main menu. Click the **Pairings** and **Score card** tab.*

Post Scores

Tournament Manager allows your group to post scores so it can calculate standings, results, Peoria or Callaway style handicaps, and more.

Click **Main menu** and select **5. Scores** A list of players and their scores will appear.

- Click the **Score** link to the left of any golfer's name. Their score card appears.
- Type in the scores. The auto advance feature makes entry very quick.
- Click the **Save** button.

*Tip: Golfers can post their own scores using any mobile device or computer. To see how select **1b. Website/Player App** on Main menu. Click the **Post scores** tab.*

Show Results

Click **Main menu** and select **6. Results**.

A list of result reports appears.

Almost any kind of results can be shown: Best-balls, scrambles, stroke play, points, quota, net, gross, skins, team, individual, etc.

1. Select any result report.
2. Set the options. Most reports can be customized to show exactly what you want.
3. Click **View report** button to display the results.
4. Report appears on the screen. Any report can be made available online for player access, printed, or downloaded. Click the **Publish** button.
5. To view another result report, click the **Reports** button. Feel free to experiment.

A sample skins report is shown below.


Carolina National
Gross Skins

Pos	Flt	Player	1	2	3	4	5	6	7	8	9	Out	10	11	12	13	14	15	16	17	18	In	Total
		Gold Par	4	4	5	4	3	4	3	4	5	36	4	5	4	4	3	4	4	3	5	36	72
		Hcp	7	3	11	13	15	1	9	5	17		6	18	12	14	8	2	4	16	10		
		Blue Par	4	4	5	4	3	4	3	4	5	36	4	5	4	4	3	4	4	3	5	36	72
		Hcp	7	3	11	13	15	1	9	5	17		6	18	12	14	8	2	4	16	10		
1	A	Bogert, Ray										0										0	0
2	A	Grady, Sean	5	5	5	4	7	5	4	3*	9	47	5	5	5	4	3	6	4	3	5	40	87
3	A	Hulshart, George	3	5	6	5	4	7	4	5	9	48	3*	8	5	4	3	6	4	6	7	46	94
4	A	McGinnis, Terry	5	4	6	4	3	7	4	5	5	43	5	4*	4	4	4	7	4	4	6	42	85
5	A	Montfort, Rick	5	5	6	4	3	3	3*	5	5	39	5	6	5	4	4	4	4	4	6	42	81
6	A	Rivera, Carlos	4	4	8	4	3	3	4	5	4*	39	6	6	6	4	2*	5	4	3	4*	40	79
7	A	Scherer, Fred	3	6	7	5	3	4	4	5	5	42	5	5	4	5	3	4	5	4	5	40	82
8	A	Sirica, Steve	5	4	6	4	5	6	4	4	6	44	6	7	4	5	3	5	4	3	5	42	86
9	A	Smith, Tony	5	6	5	7	4	3	5	6	5	46	4	5	4	5	5	4	5	3	6	41	87
1	B	Frahlich, Bill	4	7	6	6	5	5	4	4	4	45	5	5	5	4	4	4	6	3	7	43	88
2	B	Gasser, Dave	4	6	6	6	3	5	4	4	8	46	6	6	6	5	3	5	6	4	6	47	93
3	B	Hession, Bill	6	4	5	5	5	5	4	4	5	43	5	5	5	5	4	4	5	4	5	42	85
4	B	Johnson, Brad	5	5	6	4	3	6	4	4	4	41	6	5	5	4	3	4	6	3	5	41	82
5	B	Jordan, Mitch	4	5	6	5	7	8	3	4	8	50	5	6	4	8	8	5	4	3	7	50	100
6	B	Lyle, Richard	4	4	5	4	5	5	3	4	6	40	4	5	4	4	4	4	5	4	5	39	79
7	B	Overby, Austin	3*	5	5	4	3	4	3	4	6	37	4	6	5	4	4	5	5	4	5	42	79
8	B	Palt, Rudy	4	4	5	4	2*	5	4	4	5	37	5	5	4	4	5	4	4	3	5	39	76
9	B	Pippo, Louis										0										0	0
10	B	Scanlon, Jim	5	3*	5	5	4	6	4	5	6	43	4	4	5	5	3	3*	4	3	5	36	79
11	B	Warren, Gary	4	4	6	5	4	4	4	5	5	41	4	6	4	7	5	5	6	4	5	46	87

*Tip: You can display live leaderboard results at the clubhouse or anywhere you wish. To see how, select **6b. Leaderboard** on **Main menu**.*

*Tip: Golfers can view a live leaderboard and results using any mobile device or computer. To see how, select **1b. Website/Player App** on **Main menu**. Click the **Leaderboard** and **Results** tab.*

End of tutorial

This tutorial showed the basic “process” to run tournaments. Many other features are available and were not shown...so feel free to experiment and explore what else is available. If you need help, click the  icon (top right). Our support team is here to answer any questions you may have.