

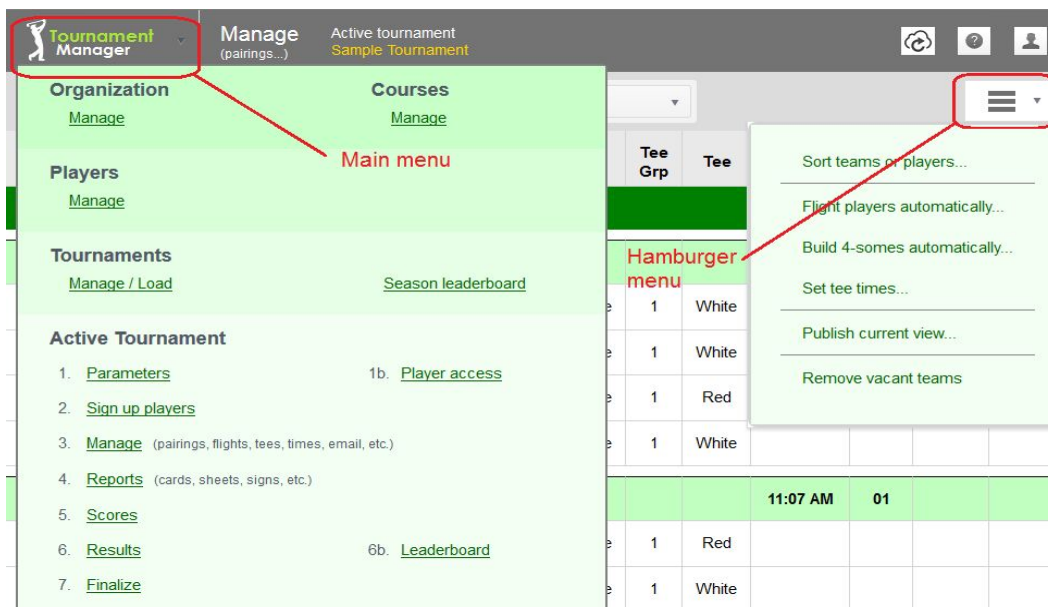
Tournament Manager

(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"

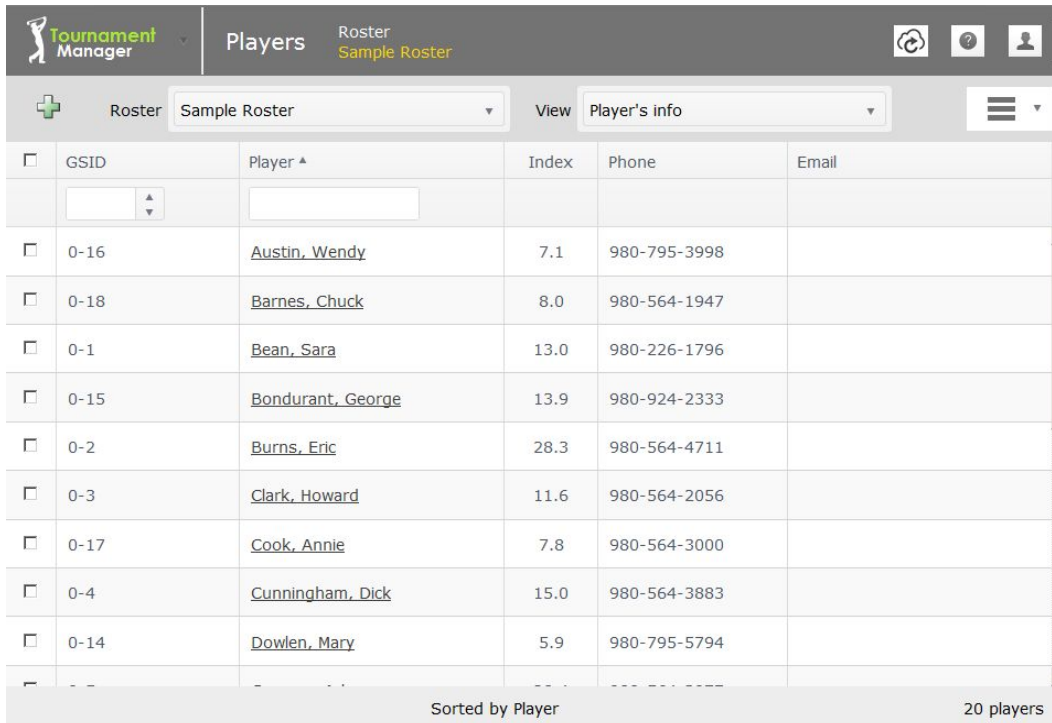


1. **Main menu** (logo in top left corner). Lets you navigate around Tournament Manager.
2. **Hamburger menu** (top right of most pages). Shows tools and options that apply to the page you are viewing.

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



The screenshot shows the 'Players' section of the Tournament Manager. The 'Roster' dropdown is set to 'Sample Roster' and the 'View' dropdown is set to 'Player's info'. A table lists 20 players, sorted by Player name. The table has columns for GSID, Player, Index, Phone, and Email. The first few rows are:


| GSID | Player | Index | Phone | Email |
|------|-------------------|-------|--------------|-------|
| 0-16 | Austin, Wendy | 7.1 | 980-795-3998 | |
| 0-18 | Barnes, Chuck | 8.0 | 980-564-1947 | |
| 0-1 | Bean, Sara | 13.0 | 980-226-1796 | |
| 0-15 | Bondurant, George | 13.9 | 980-924-2333 | |
| 0-2 | Burns, Eric | 28.3 | 980-564-4711 | |
| 0-3 | Clark, Howard | 11.6 | 980-564-2056 | |
| 0-17 | Cook, Annie | 7.8 | 980-564-3000 | |
| 0-4 | Cunningham, Dick | 15.0 | 980-564-3883 | |
| 0-14 | Dowlen, Mary | 5.9 | 980-795-5794 | |

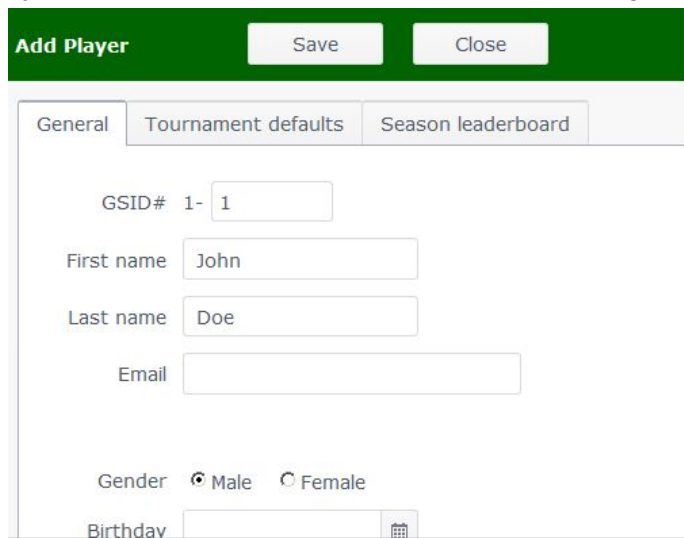
At the bottom of the table, it says 'Sorted by Player' and '20 players'.

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



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.



The screenshot shows the 'Add Player' form. The form has a green header with 'Add Player' and two buttons: 'Save' and 'Close'. Below the header are three tabs: 'General', 'Tournament defaults', and 'Season leaderboard'. The 'General' tab is selected. The form contains the following fields:


- GSID# 1-
- First name
- Last name
- Email
- Gender Male Female
- Birthday

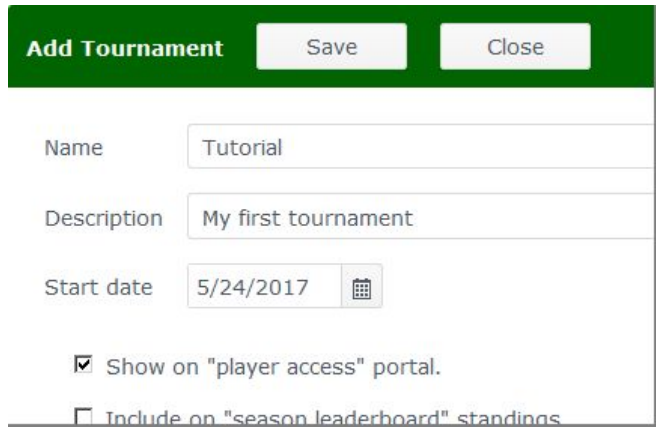
3. Click the **Tournament defaults** tab.
4. Type in an index of **23.6**
5. Click the **Save** button.

Create a tournament

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

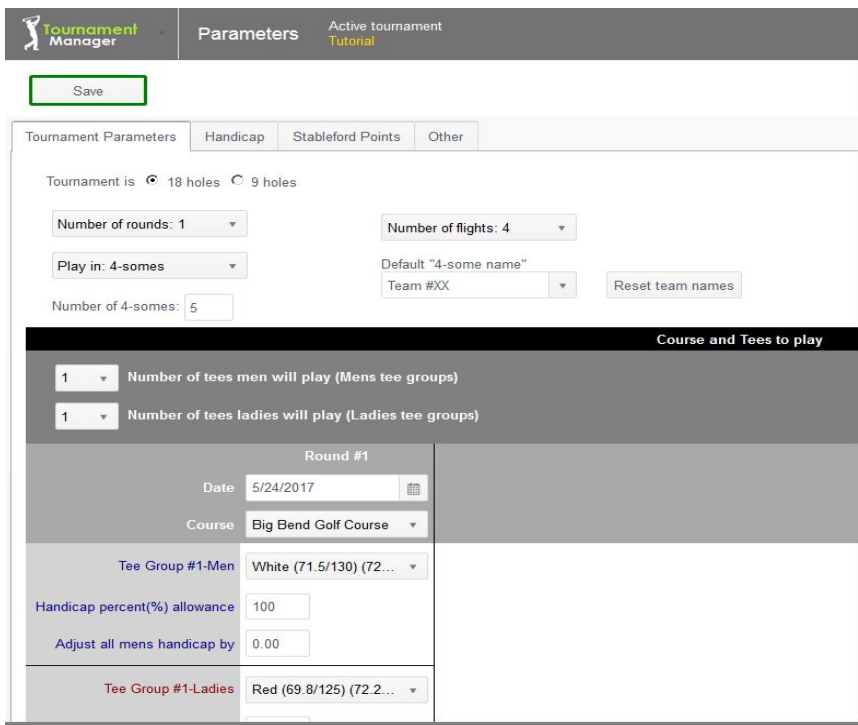


2. To add a new tournament, click the  (add tournament button).
The "Add Tournament" page appears.

A screenshot of the 'Add Tournament' form. The form has a green header with 'Add Tournament', 'Save', and 'Close' buttons. Below the header are several input fields: 'Name' (Tutorial), 'Description' (My first tournament), and 'Start date' (5/24/2017). There are also two checkboxes: 'Show on "player access" portal.' (checked) and 'Include on "season leaderboard" standings.' (unchecked).

3. Type **Tutorial** for the tournament name and click the **Save** button.
The "**Tutorial**" tournament appears in the tournaments list.
4. Click **Load Tournament** to load the **Tutorial** tournament.

Set tournament parameters

A screenshot of the 'Parameters' page for the 'Tutorial' tournament. The page has a 'Save' button at the top left. Below it are tabs for 'Tournament Parameters', 'Handicap', 'Stableford Points', and 'Other'. The 'Tournament Parameters' tab is active. It shows settings for 'Tournament is' (18 holes), 'Number of rounds' (1), 'Number of flights' (4), 'Play in: 4-somes', 'Default "4-some name"', 'Team #XX', and 'Reset team names'. Below this is a section for 'Course and Tees to play' with dropdowns for 'Number of tees men will play' and 'Number of tees ladies will play'. At the bottom, there are settings for 'Round #1', including 'Date' (5/24/2017), 'Course' (Big Bend Golf Course), 'Tee Group #1-Men' (White (71.5/130) (72...)), 'Handicap percent(%) allowance' (100), 'Adjust all mens handicap by' (0.00), and 'Tee Group #1-Ladies' (Red (69.8/125) (72.2...)).

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



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

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


Sign Up Players

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


| <input type="checkbox"/> | GSID | Player ▲ | |
|--------------------------|------|-----------------------------------|-------------------------|
| <input type="checkbox"/> | 0-16 | Austin, Wendy | Sign up |
| <input type="checkbox"/> | 0-18 | Barnes, Chuck | Sign up |
| <input type="checkbox"/> | 0-1 | Bean, Sara | Sign up |
| <input type="checkbox"/> | 0-15 | Bondurant, George | Sign up |
| <input type="checkbox"/> | 0-2 | Burns, Eric | Sign up |
| <input type="checkbox"/> | 0-3 | Clark, Howard | Sign up |
| <input type="checkbox"/> | 0-17 | Cook, Annie | Sign up |
| <input type="checkbox"/> | 0-4 | Cunningham, Dick | Sign up |
| <input type="checkbox"/> | 1-1 | Doe, John | Sign up |
| <input type="checkbox"/> | 0-14 | Dowlen, Mary | Sign up |

21 players

To quickly sign up all players...

1. Click the check box to the left of GSID ... all 21 players will be highlighted.
2. Click the arrow  in the center of the page to sign up the 21 players.

Remove a player from the tournament...

1. Click the check box to the left of Wendy Austin.
2. Click the arrow  to remove her.

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. Player access** on **Main menu**. Click the **Sign up** tab.*

Manage the Tournament


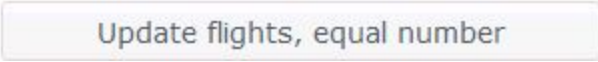
Click **Main menu** and select **3. Manage** (pairings, flights, tee, times, email, etc.)

| <input type="checkbox"/> | GSID | Player | Team | Flt | Index | Hcp | C | T | Tee Grp | Tee | Tee Time | Hole | Group Text | Report Flags |
|--------------------------|------|-------------------|------|-----|-------|-----|---|------|---------|-------|----------|------|------------|--------------|
| Not on any team | | | | | | | | | | | | | | |
| <input type="checkbox"/> | 0-18 | Barnes, Chuck | 0 | A | 8.0 | 9 | | None | 1 | White | | | | |
| <input type="checkbox"/> | 0-1 | Bean, Sara | 0 | A | 13.0 | 15 | | None | 1 | Red | | | | |
| <input type="checkbox"/> | 0-15 | Bondurant, George | 0 | A | 13.9 | 16 | | None | 1 | White | | | | |
| <input type="checkbox"/> | 0-2 | Burns, Eric | 0 | A | 28.3 | 33 | | None | 1 | White | | | | |
| <input type="checkbox"/> | 0-3 | Clark, Howard | 0 | A | 11.6 | 13 | | None | 1 | White | | | | |
| <input type="checkbox"/> | 0-17 | Cook, Annie | 0 | A | 7.8 | 9 | | None | 1 | Red | | | | |
| <input type="checkbox"/> | 0-4 | Cunningham, Dick | 0 | A | 15.0 | 17 | | None | 1 | White | | | | |
| <input type="checkbox"/> | 1-1 | Doe, John | 0 | A | 23.6 | 27 | | None | 1 | White | | | | |
| <input type="checkbox"/> | 0-14 | Dowlen, Mary | 0 | A | 5.9 | 7 | | None | 1 | Red | | | | |

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  hamburger 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

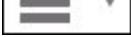
John Doe is Chuck Barnes' guest, so you want to make sure they appear on the same team. To do this you will lock both on the same team...

1. Click on checkbox to the left of **John Doe's** name.
2. Click on checkbox to the left of **Chuck Barnes'** 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. Chuck and John 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....

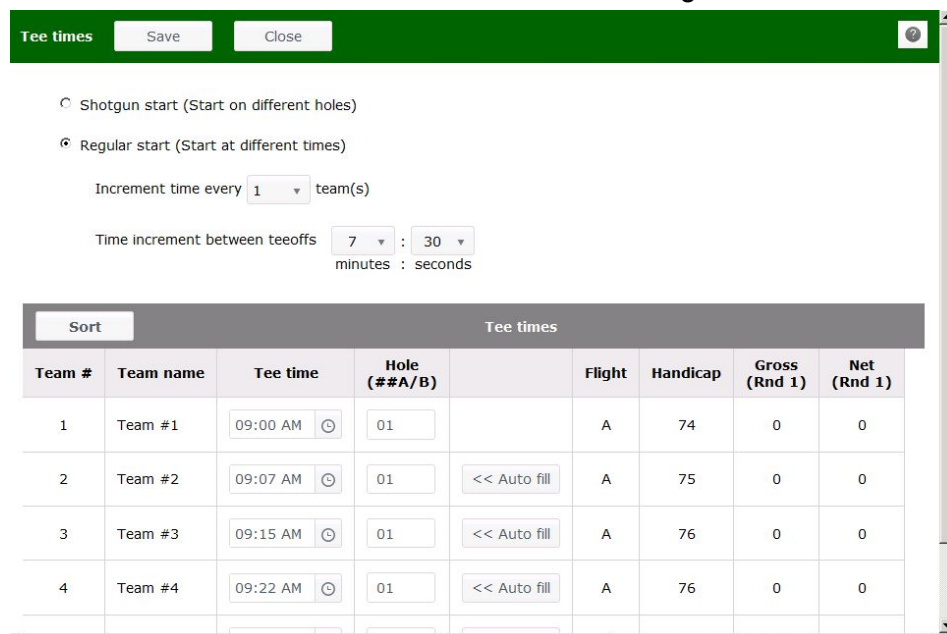
1. Select “**Build 4-somes automatically...**” on the  hamburger menu. The **Build 4-somes** page appears.
2. Click **3. Balance (Equalize each 4-some's flights...ABCD in each 4-some)**. The **Build X-somes** page appears. Notice all the options you can set. TM can consider many criteria when building 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 John Doe and Chuck 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  hamburger 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.




| Team # | Team name | Tee time | Hole (##A/B) | Flight | Handicap | Gross (Rnd 1) | Net (Rnd 1) |
|--------|-----------|----------|--------------|--------------|----------|---------------|-------------|
| 1 | Team #1 | 09:00 AM | 01 | A | 74 | 0 | 0 |
| 2 | Team #2 | 09:07 AM | 01 | << Auto fill | 75 | 0 | 0 |
| 3 | Team #3 | 09:15 AM | 01 | << Auto fill | 76 | 0 | 0 |
| 4 | Team #4 | 09:22 AM | 01 | << Auto fill | 76 | 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 #2 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.
3. The report appears on the screen. If you wish to print to paper, click the **Publish** button.

| Hole | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | Out | 10 | 11 | 12 | 13 | 14 | 15 | 16 | 17 | 18 | In | Total | Net |
|------------------|-----|-----|-----|-----|-----|-----|-----|-----|-----|------|---|-----|-----|-----|-----|-----|-----|-----|-----|------|-------|-----|
| White | 378 | 424 | 446 | 406 | 175 | 515 | 315 | 361 | 125 | 3145 | 581 | 195 | 290 | 370 | 404 | 110 | 426 | 425 | 522 | 3323 | 6468 | |
| Red | 356 | 402 | 419 | 390 | 140 | 480 | 295 | 341 | 114 | 2937 | 557 | 170 | 280 | 352 | 363 | 101 | 406 | 390 | 505 | 3124 | 6061 | |
| White | 4 | 4 | 5 | 4 | 3 | 5 | 4 | 4 | 3 | 36 | 5 | 3 | 4 | 4 | 4 | 3 | 4 | 4 | 5 | 36 | 72 | |
| Red | 4 | 4 | 4 | 4 | 4 | 4 | 4 | 4 | 4 | 36 | 4 | 4 | 4 | 4 | 4 | 4 | 4 | 4 | 4 | 36 | 72 | |
| White | 11 | 1 | 9 | 3 | 17 | 5 | 15 | 7 | 13 | 2 | 14 | 16 | 12 | 4 | 18 | 6 | 10 | 8 | | | | |
| Red | 11 | 3 | 1 | 9 | 17 | 5 | 13 | 7 | 15 | 2 | 18 | 16 | 4 | 12 | 14 | 8 | 10 | 6 | | | | |
| White | | | | | | | | | | | | | | | | | | | | | | |
| Barnes, Chuck | | 0 | 0 | 0 | | 0 | | | | | 0 | | | | 0 | | 0 | | | | | |
| White | | | | | | | | | | | | | | | | | | | | | | |
| Cunningham, Dick | | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | | | |
| White | | | | | | | | | | | | | | | | | | | | | | |
| Johnson, Paul | | 0 | 00 | 0 | 00 | 0 | 0 | 0 | 0 | | 00 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | | | |
| White | | | | | | | | | | | | | | | | | | | | | | |
| Doe, John | | 0 | 00 | 00 | 00 | 0 | 00 | 0 | 00 | 0 | 00 | 0 | 0 | 0 | 00 | 0 | 00 | 0 | 00 | | | |
| Team score | | | | | | | | | | | | | | | | | | | | | | |
| Scorer | | | | | | | | | | | Course: Big Bend Golf Course Team #1 Time: 08:00 AM Hole: 01 | | | | | | | | | | | |
| Attest | | | | | | | | | | | Please repair all divots. Keep our course in great shape! | | | | | | | | | | | |
| Date | | | | | | | | | | |  | | | | | | | | | | | |

4. 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. Player access** 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.

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

*Tip: Golfers can post their own scores using any mobile device or computer. To see how select **1b. Player access** 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.

| Pos | Flt | Player | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | Out | 10 | 11 | 12 | 13 | 14 | 15 | 16 | 17 | 18 | In | Total | |
|-----|-----|-------------------|----|---|----|----|----|----|----|----|----|-----|----|----|----|----|----|----|----|----|----|----|-------|----|
| 1 | A | Austin, Wendy | 5 | 5 | 5 | 5 | 3* | 5 | 5 | 5 | 3 | 41 | 5 | 4 | 4 | 4 | 5 | 4 | 7 | 4 | 5 | 42 | 83 | |
| 2 | A | Barnes, Chuck | 5 | 5 | 6 | 5 | 4 | 7 | 4 | 4 | 3 | 43 | 6 | 3 | 5 | 4 | 5 | 2* | 6 | 6 | 5 | 5 | 42 | 85 |
| 3 | A | Cook, Annie | 8 | 5 | 5 | 5 | 4 | 5 | 5 | 6 | 7 | 50 | 5 | 4 | 4 | 4 | 5 | 5 | 7 | 7 | 5 | 46 | 96 | |
| 4 | A | Dowlen, Mary | 5 | 5 | 4 | 5 | 4 | 5 | 4 | 5 | 4 | 39 | 5 | 3 | 5 | 4 | 4 | 3 | 5 | 4 | 7 | 40 | 79 | |
| 5 | A | Grooms, Ariene | 4* | 5 | 4 | 5 | 4 | 9 | 6 | 4 | 3 | 43 | 6 | 3 | 4 | 6 | 4 | 4 | 5 | 3* | 7 | 42 | 85 | |
| | | | | | | | | | | | | | | | | | | | | | | | | |
| 1 | B | Bean, Sara | 4 | 4 | 10 | 4 | 4 | 9 | 5 | 6 | 4 | 50 | 8 | 3 | 4 | 4 | 7 | 4 | 5 | 6 | 7 | 48 | 98 | |
| 2 | B | Bondurant, George | 6 | 4 | 7 | 6 | 6 | 5 | 5 | 7 | 3* | 49 | 9 | 5 | 6 | 6 | 4 | 3 | 6 | 6 | 7 | 52 | 101 | |
| 3 | B | Clark, Howard | 7 | 5 | 4* | 7 | 5 | 5 | 5 | 4* | 8 | 50 | 6 | 4 | 5 | 3* | 6 | 3 | 4* | 10 | 5 | 48 | 96 | |
| 4 | B | McCarver, Tammy | 4 | 4 | 6 | 5 | 3* | 7 | 6 | 5 | 5 | 45 | 7 | 3 | 4 | 5 | 5 | 3 | 5 | 5* | 8 | 45 | 90 | |
| 5 | B | Woods, Mike | 4 | 4 | 6 | 4 | 4 | 6 | 4* | 8 | 5 | 45 | 6 | 6 | 5 | 4 | 4 | 3 | 5 | 6 | 5 | 44 | 89 | |
| | | | | | | | | | | | | | | | | | | | | | | | | |
| 1 | C | Cunningham, Dick | 4* | 6 | 5 | 5* | 5 | 5 | 3* | 5 | 7 | 45 | 6 | 4 | 3* | 5 | 5* | 3 | 6 | 9 | 6 | 47 | 92 | |
| 2 | C | Johnson, Paul | 5 | 5 | 6 | 6 | 3 | 5 | 7 | 8 | 3 | 48 | 7 | 4 | 5 | 5 | 8 | 4 | 7 | 6 | 7 | 53 | 101 | |
| 3 | C | Minter, Katie | 6 | 5 | 4* | 7 | 4 | 5 | 5 | 5 | 10 | 51 | 8 | 5 | 7 | 6 | 6 | 3 | 6 | 5* | 8 | 54 | 105 | |
| 4 | C | Thomas, Sherri | 5 | 9 | 12 | 6 | 3 | 6 | 5 | 5 | 5 | 56 | 7 | 5 | 10 | 5 | 9 | 5 | 5* | 6 | 5* | 57 | 113 | |
| 5 | C | Willis, Laura | 5 | 6 | 5 | 7 | 5 | 6 | 4 | 5 | 3 | 46 | 6 | 3* | 4 | 5 | 7 | 3 | 6 | 6 | 7 | 47 | 93 | |
| | | | | | | | | | | | | | | | | | | | | | | | | |
| 1 | D | Burns, Eric | 6 | 8 | 8 | 5 | 6 | 10 | 5 | 7 | 9 | 64 | 8 | 4 | 9 | 7 | 7 | 5 | 5 | 6 | 6 | 57 | 121 | |
| 2 | D | Pollock, Allison | 5 | 5 | 6 | 3* | 4* | 7 | 5 | 5 | 5 | 45 | 6 | 4 | 7 | 3* | 5 | 3* | 5 | 6 | 6 | 45 | 90 | |
| 3 | D | Smith, Rob | 5 | 9 | 7 | 4 | 5 | 7 | 5 | 5 | 8 | 55 | 11 | 6 | 6 | 6 | 7 | 6 | 6 | 8 | 8 | 64 | 119 | |
| 4 | D | Tubby, Wade | 7 | 5 | 8 | 5 | 5 | 11 | 6 | 7 | 6 | 61 | 8 | 4 | 4* | 6 | 6 | 5 | 6 | 6 | 5 | 54 | 114 | |

*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. Player access** 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.