

Follow these 6 steps to set up your league. Click on blue links for help.

## Step 1: Create Your League

- \_\_\_ Set your weekly play type: [9 holes or 18 holes \(See Item 3\)](#)
- \_\_\_ Define [number of players per team \(See Item 4\)](#) (If you play as individuals input "1")
- \_\_\_ Specify [number of teams \(See Item 4\)](#)
- \_\_\_ Establish [number of events \(See Item 4\)](#) for season

## Step 2: Input Players into Your League

- \_\_\_ [Type in](#) your players, or [import](#) them

## Step 3: Set Point Parameters

- \_\_\_ [Find and set up](#) the way your league awards points

## Step 4: Set Handicap Parameters

- \_\_\_ Define your league's [handicap](#) % figure
- \_\_\_ Establish the [number of scores \(See Item 2\)](#) the handicap will be based on
- \_\_\_ Indicate the [minimum number of scores \(See Item 3\)](#) needed to start calculating a handicap
- \_\_\_ Decide how many of available [scores to discard \(See Item 5\)](#)
- \_\_\_ Select [equitable stroke control method \(See Item #10\)](#) (USGA recommended)

## Step 5: Enter Course Information

- \_\_\_ Do you play 9 holes each event? Enter each set of 9 holes as a separate [9 hole course](#).
- \_\_\_ Do you play 18 holes each event? Enter each course as a separate [18 hole course](#).

## Step 6: Create Schedule

- \_\_\_ Use [Automatic League Scheduler](#) to set up league schedule  
*Optimizer will run forever; click "Finished" button after 20-30 seconds.*
- \_\_\_ Make any [manual schedule adjustments](#), if needed
- \_\_\_ Include [position nights](#), if your league has them

[Suggested Sequence for Getting Started with League Manager](#)

## OPTIONAL TOPICS:

### 1. Reporting Features

- Standard and custom reports [overview](#).
- Will you [email reports](#) to your golfers?
- Will you [display reports on your website](#)?
- Will you print and post your reports at your golf course?
- Will you report [substitute data](#) as well as player data?
- Will you need [season statistics](#) as well as event level detail?
- Have you reviewed all the standard reports?
- Do you need [custom reporting](#)?

### 2. Backup Restore Feature

- We recommend [backing up your work](#) to an external hard drive / or our servers weekly.
- How many [administrators](#)? If more than 1, how will you pass data back and forth?
- Will you back up to an external hard drive?
- Will you back up to our servers on the internet?

### 3. League Manager Help Desk

You have several options available for help with League Manager:

- Search our knowledge base articles (“Solutions”).
- Refer to the User Guide.
- Watch our [videos](#).
- Create a help ticket.
- Find all above options at the [League Manager Helpdesk](#).
- Email [help@GolfSoftware.com](mailto:help@GolfSoftware.com).
- Call 1.919.460.1628 for personalized support.