



## WEST POINT GOLF CLUB

Tournament Manager Sign up Active tournament Test Tournament - do not erase. Not in Portal

**Players**  
Manage

**Tournaments**  
Manage / Load Season leaderboard

**Active Tournament**

- Parameters 1b. Player access
- Sign up players
- Manage (pairings, flights, tees, times, email, etc.)
- Reports (cards, sheets, signs, etc.)
- Scores
- Results 6b. Leaderboard
- Finalize

**Organization** Manage **Courses** Manage

GSID	Player ^	Index	Team	Flt	Tee Grp	Group Text	T
21455-60	Abel, Don	10.7	3	A	1	10	None
21455-47	Allan, Ian	16.5	1	A	1		None
21455-61	Andrews, Alex	25.0	1	C	1		None
21455-2	Atkinson, Nick	23.7	4	B	2	07	None
21455-63	Babcock, Ron	20.9	1	B	1	15	None
21455-137	Barnes, Roger	18.2	2	A	1		None
21455-64	Bazaluk, Baz	16.5	2	A	1		None
21455-65	Becher, Tom	20.6	2	B	1		None
21455-66	Blackman, Doug	20.0	2	B	1	01	None
21455-131	Blake, Verdie	16.0	1	A	1		None
21455-67	Bobinski, Ed	21.2	3	B	1		None
21455-68	Bones, Jim	20.9	4	B	1	10	None

136 players 17 players

## USING THE GOLFSOFTWARE PROGRAM FOR THE DRAW AND SCORING

The new software is made up of 3 modules - Handicap, Tournament and Player Portal. Note that the Handicap module and the Tournament module have separate data bases. The developers say this is because not all clubs use both modules. WPGC does and happily, the modules talk to each other.

### 1 HANDICAP MODULE

- It tracks member handicaps. It replaces ehandicap which we were using previously.
- Handicaps are calculated directly from scores entered. The Captain's Table enters scores for all club games. Members must input non-club scores themselves.
- It publishes the handicap data automatically.
- Handicap information is pulled into the Tournament module, so handicaps are always up to date.
- It stores all course slopes and ratings off the various tees. Slopes and ratings are pulled into the Tournament Module.



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- f) It is the data base the Membership Director uses to update our roster. Member names are pulled into the Tournament Module from the roster.

### **2 TOURNAMENT MODULE**

- a) Controls all event information:
- b) Depository of member's tournament defaults
- c) Creation and posting of the Draw.
- d) Scoring.
- e) Posting of results.
- f) Leaderboards.
- g) Pulls membership data and course slopes and ratings from the Handicap data base on demand.

### **3 PLAYER PORTAL**

- a) Access for players to log in and sign up or to cancel requests to play.
- b) Displays general club information.
- c) Shows who has signed up to date.
- d) Shows the final draw with pairings and tee times.

## **USING THE HANDICAP MODULE**



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### USING THE TOURNAMENT MODULE

Those identified as Administrators have access to the tournament module. These are the Club Captain, the Vice Captain – Draw, the Vice Captain – Scoring, and the Director – Membership.

When you log in and select “Tournament Manager” you get something like the screen below. It shows some aspect of the last tournament that has been loaded into the system. The important part is the drop-down menu, obtained by clicking on the image of the golfer in the top left corner of the screen.

<input type="checkbox"/>	GSID	Player	Team	Fit	Index	Hcp	C	T	Tee Grp	Tee	Tee Time	Hole	Group Text	Reports Flags	Mem Type	Cart	To
Not on any team																	
<input type="checkbox"/>	21455-8	Mueller, Marcel		0	A	0.0	0		None	1	White					WL	
			<b>Coyle, Blake, Montpellier</b>								09:14 AM 01						
<input type="checkbox"/>	21455-86	Coyle, Peter	1	A	12.1	12			None	1	White		12		Mem		
<input type="checkbox"/>	21455-131	Blake, Verdie	1	A	0.0	0			None	1	White				WL		
<input type="checkbox"/>	21455-42	Montpellier, Brian	1	A	12.4	13			Middle	1	White				Mem		
			<b>MacCallum, Schmidt, Dujardin, Foster</b>								09:22 AM 01						
<input type="checkbox"/>	21455-143	MacCallum, Colin	2	A	20.7	21	Y		None	1	White				WL	Y	
<input type="checkbox"/>	21455-53	Schmidt, Andy	2	A	22.1	23			None	1	White		09		Mem		

The drop-down menu:



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Index	Hcp	C	T	Tee Grp	Tee	Tee Time	Hole	Group Text	Reports Flags	Mem Type	Cart	To
0.0	0		None	1	White					WL		
<b>25</b>												
						09:14 AM	01					
12.1	12		None	1	White			12		Mem		
0.0	0		None	1	White					WL		
12.4	13		Middle	1	White					Mem		
<b>92</b>												
						09:22 AM	01					
20.7	21	Y	None	1	White					WL	Y	
22.1	23		None	1	White			09		Mem		

Let's go through the selections one by one.

### PLAYERS

This is the link to the Tournament roster. A lot of information in the roster has come from the Handicap database. When you click on a member's name, the first screen one sees contains the data from the Handicap system. We are interested in the second tab on the screen, "tournament defaults" (screen shot below), which is where tournament specifics are stored. All data on this screen, except the handicap, can be managed by the Vice Captain-Draw to suit the specifics of a tournament. Most are self-explanatory. Flight is A, B or C. Tee Group is 1 for white, 2 for red. Group text is the regular Playing Group, if any. A tick in "reserve cart" and a Y in "Cart" will indicate a member wishing to cart share. There is an option to record a player's tee time preference: early, middle or late. The club prefers to avoid this except in unusual circumstances (travel, family issues).



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Abel, Don Close Grayed out items can only be changed in the Handicap System Delete

General Tournament defaults Season leaderboard

Defaults player has when signed up for a tournament.

Index 10.7

Flight A (Season flight)

Tee group 1

Group text 10

Reserve cart

Report flags

Preferred time None

Mem Type Mem

Cart

Tour3

Tour4

Almost all screens have a separate drop-down menu on the top right. This drop-down menu icon is 3 parallel lines. The developers call it a “hamburger menu”. I suppose if you squint, it looks like a hamburger. You click on the hamburger to open the menu. Screen shot below.

Tournament Manager Players Roster West Point Golf Club

Roster West Point Golf Club View Tournament defaults

GSID	Player	Index	Default Flight	Tee Group	Cart	Preferred Time	Group	Report Flags
21455-60	Abel, Don	10.7	A	1		None	10	
21455-61	Andrews, Alex	25.0	C	1		None		
21455-2	Atkinson, Carl Nicholas	23.7	B	2	Y	None	07	
21455-63	Babcock, Ron	20.9	B	1		None	15	
21455-137	Barnes, Roger	18.2	X	1		None		WL
21455-64	Bazaluk, Baz	16.5	Z	1		None		Assoc
21455-65	Becher, Tom	20.6	B	1		None		Mem
21455-66	Blackman, Doug	20.0	B	1		None	01	Pres. Mem
21455-131	Plake, Verdie	0.0	X	1		None		WL

Sorted by Player 134 players

Reports...  
Publish current view...  
Copy players from Handicap System...  
Import players from file...  
Export players to file...  
Reset "sort" to player's name (A-Z)



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The information in the hamburger menu is specific to the screen it is attached to. “Players” is where you transfer members over from the Handicap module from time to time (“Copy Players From Handicap System” in the hamburger menu). You should do it before you do each draw as it is the first step in updating all the handicaps to their current values. Second step is described under “Sign-up”, below. Note that when you do this DO NOT tick the option “Copy Miscellaneous Items”. It will wipe out all the saved data in the Tournament Default file.

### TOURNAMENTS

This selection is where the draw is performed. It has its own drop-down menu, again obtained by clicking on the image of the golfer in the top left corner of the screen. The selections are: Manage/Load Tournament, Parameters, Player Access, Sign-up, Manage, Reports, Scores, Results, Finalize. The last 3 items are used by the Vice-Captain Scoring and do not concern us here.

#### Manage/Load Tournaments.

Click on this and select “Load Tournament” for the tournament you wish to load for draw.

<input type="checkbox"/>	Tournament	Date *	On player access portal	On season leaderboard	Finalized
<input type="checkbox"/>	<a href="#">Load Tournament</a> Riverway_Mar_06 <small>Regular Play at Riverway Golf Course</small>	03-06-2018	Yes	Yes	
<input type="checkbox"/>	<a href="#">Load Tournament</a> Riverway_Feb_20 <small>Regular Play at Riverway Golf</small>	02-20-2018	Yes	Yes	
<input type="checkbox"/>	<a href="#">Load Tournament</a> Riverway_Feb_6 <small>Regular Play at Riverway Golf Course</small>	02-06-2018	Yes	Yes	
<input type="checkbox"/>	<a href="#">Load Tournament</a> Riverway_Jan_23 <small>Regular Play at Riverway Golf Course</small>	01-23-2018	Yes	Yes	
<input type="checkbox"/>	<a href="#">Load Tournament</a> Test	01-10-2018	No	No	

5 tournaments

If you click on the tournament name, you can edit: the name, the description, the start date, whether it should show on the players portal (almost always yes, or else no one can sign up), and whether it is to be included in the leaderboard results. Clicking on “load tournament” makes it the active tournament



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for the draw. The tournament should not be loaded until after sign up cutoff, as the players who are signed up come over with the tournament.

### Parameters

Here is where you set the operating information for the draw. This includes: number of holes (always 18), number of rounds (usually 1, but note we have 4 or 5 multi round fixtures), play in foursomes or twosomes, number of flights (usually 3), number of tees (usually 2), number of foursomes or twosomes. Set this last number at 20 for foursomes or 40 for twosomes, as we get space for 80 players from the Parks Board. If there are too few players for the number set, there will be blank tee times (which are easily removed). More complicated, if there are too few tee times, say 8 for a two-some tournament, sign up will be cut as soon as 16 members have signed up. You can also edit the course data. Most of this course data comes in automatically, along with the course name. Screen shot below.

The screenshot shows a web browser window with the URL <http://tadmin.golfsoftware.net/parameters.html>. The page title is "Tournament Manager" and it has tabs for "Tournament Parameters", "Handicap", "Stableford Points", and "Logos & images".

The "Tournament Parameters" section includes:

- Tournament is:  18 holes  9 holes
- Number of rounds: 1 (dropdown)
- Number of flights: 1 (dropdown)
- Play in: 4-somes (dropdown)
- Default "4-some name": [Player's last names] (dropdown)
- Number of 4-somes: 5 (input field)
- Reset team names (button)

The "Course and Tees to play" section includes:

- Number of tees men will play (Mens tee groups): 2 (dropdown)
- Number of tees ladies will play (Ladies tee groups): 0 (dropdown)

The "Round #1" section includes:

- Date: 1/23/2018 (input field)
- Course: Riverway Public Gol... (dropdown)
- Tee Group #1-Men: White (67.9/116) (dropdown)
- Handicap percent(%) allowance: 100 (input field)
- Adjust all mens handicap by: 0.00 (input field)

### Player Access



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**Tournament Manager** | **Player access** | Active tournament | Test Tournament - do not erase. Not in Portal (Active round: 3) | [Refresh] [Close] [User]

Players can access information at: [wp.golfgroup.info](http://wp.golfgroup.info) | [Make these settings defaults for future tournaments](#)

Details | **Sign up** | Pairings | Score card | Post scores | Leaderboard | Results

Allow players to sign up. [View sign up log](#)

Start date and time: 12/31/2015 9:00 PM [Calendar] [Clock] to Close date and time: 1/16/2018 9:00 PM [Calendar] [Clock]

What type of sign up?

<input checked="" type="radio"/> List	Players sign up to a list.
<input type="radio"/> Tee time / start hole	Players sign up to a tee time and/or start hole.

Above applies only to players, administrators can sign up golfers at anytime.  
Signup limited to 16 players.  
Number of teams X players per team. (4 X 4 = 16)

This screen defines what members will see when they log in to sign up for a tournament. The Details tab is where you can add notes about the tournament that will appear in the signup portal. Sign-up is where you set the start and cutoff times for signing up. As well you can define if players sign up to a list (we almost always use this) or sign up to a specific tee time. Pairings defines what information they will see in the portal after the draw is done. Under “signup” is a log (“view signup log”). This is where you can see who has signed up and subsequently cancelled. However, once the signup cutoff date has been reached, players cannot cancel on line and will have to email you.

### Sign up Players

The tab opens the roster and you can manually add and delete players from the tournament list. This is seldom used as players almost always sign themselves up. This is also where you do the second part of updating tournament player indices. “Recopy players indices from roster” in the hamburger menu.





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**Tournament Manager** | Sign up | Active tournament: Test Tournament - do not erase. Not in Portal

+ Add player | West Point Golf Club

Blind Draw

GSID	Player	Ind	...
21455-60	Abel, Don	10.0	
21455-47	Allan, Ian	16.5	1 A 1 None
21455-61	Andrews, Alex	25.0	1 C 1 None
21455-2	Atkinson, Nick	23.7	4 B 2 07 None
21455-63	Babcock, Ron	20.9	1 B 1 15 None
21455-137	Barnes, Roger	18.2	2 A 1 None
21455-64	Bazaluk, Baz	16.5	2 A 1 None
21455-65	Becher, Tom	20.6	2 B 1 None
21455-66	Blackman, Doug	20.0	2 B 1 01 None
21455-131	Blake, Verdie	16.0	1 A 1 None
21455-67	Bobinski, Ed	21.2	3 B 1 None
21455-68	Bones, Jim	20.9	4 B 1 10 None

136 players | 17 players

Re-copy player's indexes from roster(s)...

### Manage

This is the heart of the draw system. The “hamburger menu” in the top right is key to putting the draw together.

http://tmadmin.golfsoftware.net/manage.html

File Edit View Favorites Tools Help

Family Tree, Census Recor... RBC Royal Bank - Sign In L... West Point Golf Club McCleery Golf Club - Mor... Google Internet Start RealPlayer Golf Software Acer

**Tournament Manager** | Manage (pairings...) | Active tournament: Riverway Jan 23

Round 1 of 1 | Players only | View: Default

GSID	Player	Team	Flt	Index	Hcp	C	T	Tee Grp	Tee	Tee Time	Hole	Group Text	...
21455-131	Blake, Verdie	1	A	0.0	0		None	1	White	09:14 AM	01		
21455-75	Butler, David	4	A	14.1	14		None	1	White	09:38 AM	01		
21455-86	Coyle, Peter	1	A	12.1	12		None	1	White	09:14 AM	01	12	
21455-90	Dawson, John	4	A	14.5	15		None	1	White	09:38 AM	01		
21455-93	Dujardin, Ray	2	A	24.7	20		None	2	Red	09:22 AM	01	09	Life
21455-97	Foster, John	2	A	32.7	28	Y	None	2	Red	09:22 AM	01	05	Mem Y
21455-114	Kelly, Colin	4	A	15.3	16		None	1	White	09:38 AM	01	12	Mem
21455-118	Kotzo, Chuck	5	A	15.5	16		None	1	White	09:46 AM	01	15	Mem

Sorted by Player | 20 players

Flight players automatically...  
Build 4-somes automatically...  
Set tee times...  
Flight teams automatically...  
Publish current view...  
Remove vacant teams



## WEST POINT GOLF CLUB

When you load a tournament the above screen shot is what you see.

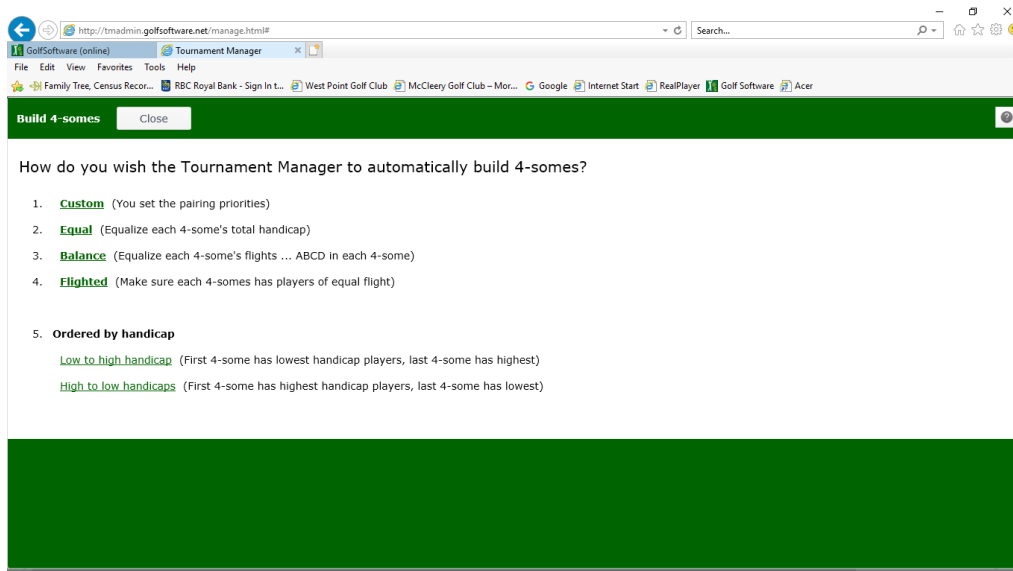
### Sort Teams or Players

Does precisely that – you can sort individual players or teams as you see fit.

### Flight Players Automatically

The program will sort players by flight (we have 3 – A, B and C) in any combination you select. You also have the option to simply divide the field in 3, by index.

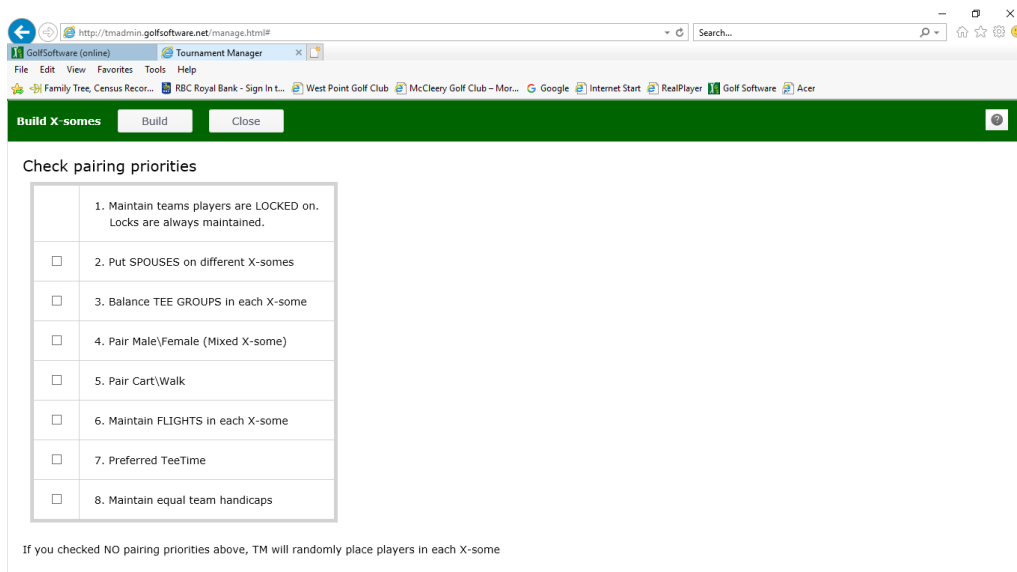
### Build Foursomes Automatically



This is where the draw is built. Unless you elect to build 4-somes manually (more on that later) this is where you set the parameters for the program to do the draw. There are 4 selections, Custom, Equal, Balanced, Flighted. They all have sub menus where you can refine your draw. The sub menu for “Custom” is shown below.



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Pair/Cart Walk will pair up cart shares automatically. Maintain Equal Team Handicaps will create a draw with team handicaps as close to equal as possible. Useful for the Palcutta and other events where equalizing teams is important. The draw is done and posted to the Player Portal when “Build” is selected at the top of the screen.

There is a note at the top of this screen that says “Maintain teams players are LOCKED on. Locks are always maintained.” Locking players is useful when you want to force the program to put certain players in the same group. This is done by selecting the players you wish to lock, by ticking the box next to their names. A yellow pencil icon will appear in the top left below the golfer icon. Click on that, select what team number they should be locked to, click the Lock on Team box and close. They will move to the selected team and their names will turn red, indicating they are locked. Note that the club has regular Playing Groups of 2,3 or 4 players who like to play together on days where the draw is marked “regular” in the fixture book. These Playing Groups must be assigned to tee times manually to keep the members together. This is explained in the next section.

### Manual Draw

One can do the draw manually without much effort. Just select a player, click on their name and lock them to a team as described above. They will be put into that team when the draw is built. The details for putting Playing Groups in the same tee time is as follows:



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1. Change view from Teams and Players to Players only.
2. Click little black triangle next to column header, "Player," until the triangle disappears. Note – the system only sorts the column with the black triangle in it.
3. Click Group Text once to make sort triangle appear pointing downward. The Group Text has the Playing Group number. This will sort the players in order by Playing Group.
4. Place a check mark in boxes to the far left for each player that has the same Group Text.
5. Click on the yellow pencil top left to assign all players to the same team number and "Lock" players onto that team.
6. Repeat Steps 6 and 7 until all of your "Playing Group" players are assigned and locked on a team.
7. Go to 3-bar menu and select "Build 4-somes automatically."
8. Select your preferred option. Note: locked players should remain on the team on which they are locked. If they didn't, reassign them manually.

This same process works well for replacing a cancelled player.

### Set Tee Times

This screen (see below) sets the interval time (9 minutes for the 3 City of Vancouver courses) as well as the start time for the tournament. The initial tee time may have to be input manually. Clicking "auto fill" will automatically fill in all the others based on the interval time set.

**Tee times** [Close]

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

Increment time every 1 team(s)

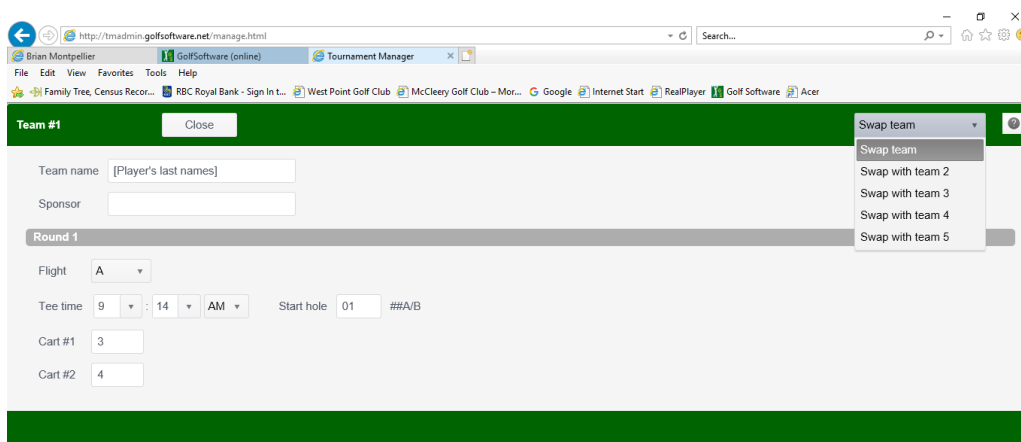
Time increment between teeoffs 8 minutes : 00 seconds

Team #	Team name	Tee time	Hole (#A/B)	Flight	Handicap	Gross (Rnd 1)	Net (Rnd 1)
1	Coyle, Marchand, Blake, Montpellier	09:14 AM	01	A	39	0	0
2	MacCallum, Schmidt, Dujardin, Foster	09:22 AM	01 << Auto fill	A	92	0	0
3	Plummer, Reid, Mueller, McMurdo	09:30 AM	01 << Auto fill	A	72	0	0
4	Butler, Dawson, Kelly, Kouri	09:38 AM	01 << Auto fill	A	62	0	0



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Tee times for teams can be easily changed after the draw is done, click on the team name. A drop down box “Swap Teams” will appear in the upper right. Swap as required.



### Flight Teams Automatically

This is not used often in our tournaments but will flight teams of 2 or 4 players by handicap.

### Publish Current View

This is useful to produce a pdf of the draw for anyone who does not have access to our Player Portal. A pdf can be printed, scanned and email to the pro shop so they can put the player names and tee times into the Parks Board computer system.

### Send emails

Once the draw is built, the program can send an email to all participants. Click the box marked GSID on the top left of the draw screen. A mail icon will open above it. Click on it, add your message and it will automatically email all participants. It is a useful way to let members know the draw has been posted or to pass on specifics about the tournament. To email certain players, just tick the box next to their names. To email a single player just double click their name in the roster and click on the email box.



## **WEST POINT GOLF CLUB**

### **USING THE SCORING FEATURES**