# Carolinas GHIN Support

Top Ten Tips for
Tournament Pairing Program (TPP)
(Updated September 2013)

Below are answers to common questions we have been getting from Carolinas GHIN golf clubs about the Tournament Pairing Program (TPP). Please review and we highly recommend printing out this document for future reference.

#10 - How to add club members into a TPP tournament

Step 1 - Go to **Players** → **Other Add/Remove Player Options** → **Add/Remove Players via Club List.**
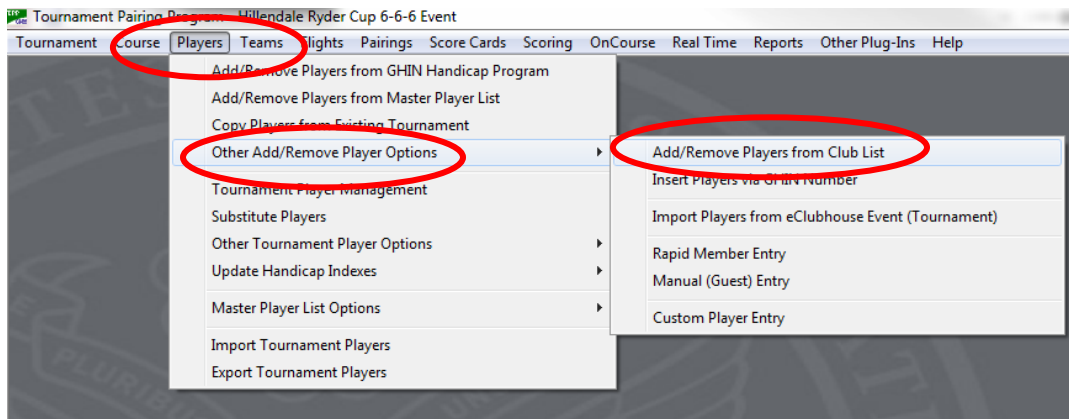

Step 2 – Highlight the name of the member you want to add to the tournament in the left **Available** box and click on the arrow pointing to the right to move them into the **Selected** box and then click **Close**. You can also choose to double-click the players name or hit [Enter] and this will also result in the player moving over to the right-hand **Selected** box.

The benefit of adding club members to your tournament from the club list is that they will be added to the tournament with their Current Handicap Index as of the day you added them to the tournament. (This saves you the step of having to update their handicap for this tournament.)

After a golfer has been entered into one tournament they will be included in the Master Player List and can be added to future tournaments via Add/Remove from Master Player List if you want to add them in this manner.

#9 - **It is important to Update Handicap Indexes each time your club runs a net or handicapped event.**

Step 1 - This should be done through **Players →Update Handicap Indexes → Via Inquiry (All Golfers).**
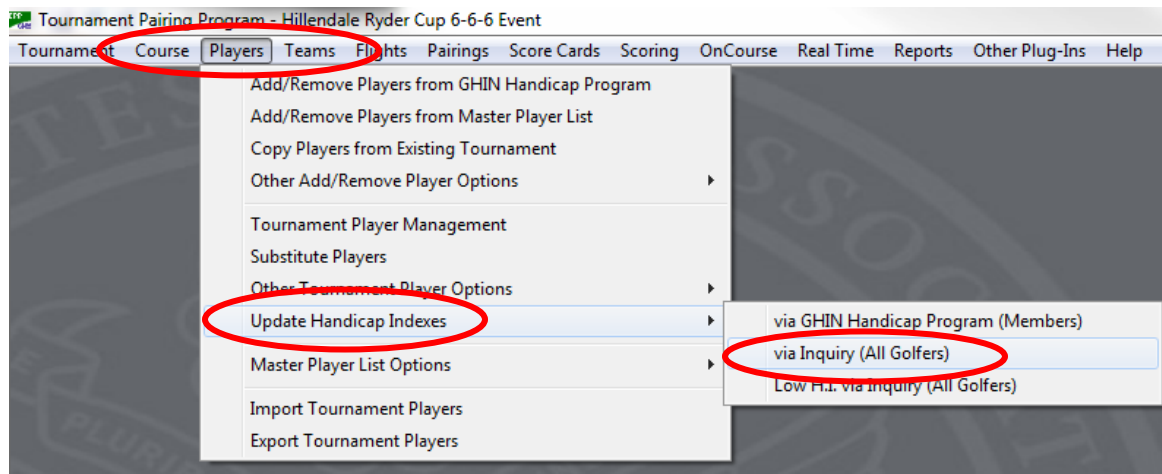
Step 2 - In the next window that opens choose the following settings:

    a. Inquiry Method should be set **All Golfers**
    b. Revision Date should be set to either the <Use Current Revision> option or a date of your choosing.
    c. Multi-Member Handicap Index… should be set to **"Select from List (if H.I. Different)"**
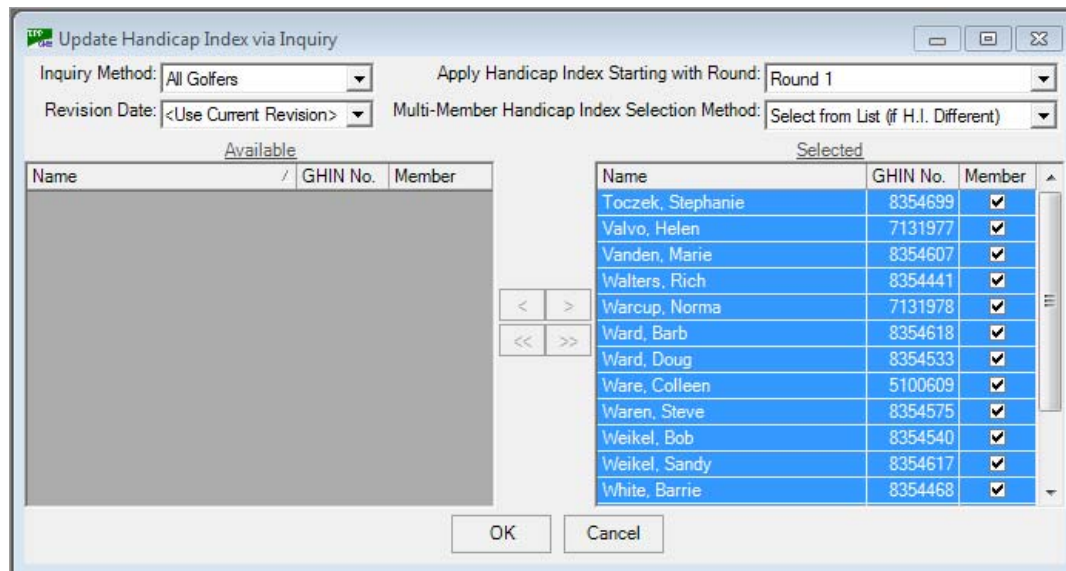
Step 3 - Click OK to update the handicap indexes.

Step 4 - If you see a player has an NH as their handicap you can give them a Handicap Index of your choosing by going to Menu selections: **Players → Tournament Player Management**. Find the player in question and type in an Index value in the HI field. This will give them an index just for this single event and will not affect their formal handicap record.

#8 - How to use Trend Handicap Index

Step 1 – Go to **Players→Update Handicap Indexes→Via Inquiry (all golfers).**

Step 2 – Select the golfers you wish to update.

Step 3 – Change the **Revision Date** to the date of the **next future** revision date (the 1st or 15th).

Step 4 – Click **Ok**. The program will now find each player's Trend Handicap Index.

#7 - Do not use menu options labeled "via GHIN Handicap Program"

You will get an error (*GHIN Handicap Program cannot be found on the computer*) if you do.

- Only clubs with the client version (those with dial-up internet access) of the GHIN Handicap Program can successfully use the "via GHIN Handicap Program" menu options.

- These non-working menu options appear under:
  a. Players→Add/Remove via GHIN Handicap Program;
  b. Players→Update Handicap Indexes→via GHIN Handicap Program;
  c. Scoring→Post Scores to GHIN Handicap Program.

- It also appears in a new window once golfers are added to an event as "Get Members H.I.". If you click on this button, you will get an error that the GHIN Handicap Program cannot be found on the computer.

#6 - How to get % of Player's CH to print on score cards

You will need to create teams if you are going to use any of the handicap adjustment tools found under menu item: **Teams → Team Settings**. If you do use Team Settings - you must also select "Team" handicap options when printing scorecards for the team settings to be applied to the scorecard.

Step 1 – Teams → Team Settings
  a) To use a % of players' CH, enter the value under each player on the team.
  b) To use a % of total team CH, enter the value under Pct. and check the "Use" box.
  c) This is an "Either/Or" option – you cannot reduce a player's individual handicap and then also adjust the team handicap at the same time – just one or the other but not both

Step 2 – Score cards → Print Options → Handicap
Choose either "Team (Show Full CH)" or "Team (Hide Full CH)" to invoke the handicap setting you previously selected under **Teams → Team Settings.**

#5 - Add Blank Row to score cards to add customized score rows

Step 1 - In the score card designer, click on "Blank".

Step 2 - Left-click and hold down to draw the area where you wish to put the blank row. Let go of the left-click.

Step 3 – Click on "Caption" on the right side of the screen and the box with "…" in it.

Step 4 – In "Text", type what text you want that row to display.

To watch a video about score card designing, click [here](#).

#4 - Best Methods for entering guests into tournaments

- **Players → Import Tournament Players** (from Excel spreadsheet). Contact our office for instructions and/or help with this method..

- **Players → Other Add/Remove Player Options → Insert Players via GHIN Number**
  Use this option when you know the guest's GHIN number. Their name and gender designation will be supplied by the program directly from their GHIN record.

- **Players → Other Add/Remove Player Options → Custom Player Entry**
  This is a great way to add a lot of guests quickly and all on one screen. You can also customize the entry form to only require the fields you want to use for each player. Click on the Select Fields button at the bottom of the input window to customize your data entry.

#3 - Assign Players and Teams for Skins

Player Skins
Step 1 - Go to **Players→Other Tournament Player Options→Assign Players for Skins**.

Step 2 - Choose the boxes under the Assign header to assign all players to Gross, Net or Both.

(**Note:** you can individually select or deselect these options for players who have chosen to opt out of skins by using the individual checkboxes for each player)

Team Skins
Step 1 - Go to **Teams → Assign Teams for Skins**.

Step 2 - Choose the boxes under the Assign header to assign all teams to Gross, Net or Both.

(**Note:** you can individually select or deselect these options for teams who have chosen to opt out of skins by using the individual checkboxes for each team)

#2 - How to reassign tees

Step 1 – Course → Reassign Tees
Step 2 – Select "Round:"
Step 3 – Under "Field:" Select Flights, Teams or Players depending on how you want to adjust tee assignments. You can adjust them player by player, team by team, or you can change the tee assignment for an entire flight.
Step 4 – Use "Ctrl" button to highlight multiple selections in right-hand column.
Step 5 – Then highlight the tee that selected group is playing and click "Apply". Note: If assigning tees for 9 hole matches be sure to also select the proper side as well as the color tee.

#1 - Last minute change of players – Use Substitute Player Option

If you have completed all of your tournament prep and find you have a last minute change of players, the best solution for you to use is the **Substitute** feature. This option will allow you to exchange one player for another without disrupting team makeup, pairings or tee times and starting holes. This results in a *one-for-one* swap.

Step 1 – Go to **Players** →**Substitute Players**

Step 2 – In the right hand window select and highlight the player that you are taking out of the tournament.

Step 3 – Click the button on the bottom of the window that matches where you are bringing in the replacement player – As a Guest, As a player from your Master Player List, or As a Member at your club.

If you select:

- **Guest:** you will be shown a window where you can type in the info about the guest you are adding as the substitute player.

- **Master Player:** you will be shown a list of all of the players currently listed in your Master Player List. Select the players you want as the substitute and click OK.

- **Member:** First select the club member from the left hand column you want as your substitute and then click the Substitute Player/Member button at the bottom. It will ask you to confirm the substitution. Click OK and the substitution will be completed.

Step 4 – IMPORTANT – Be sure the substitute player is assigned to the correct tees and course for the tournament. They will come into the tournament with the tournament's default tee. If this is not correct, you can change this tee assignment by going to menu items: **Course →Reassign Tees** and change the substitute's tee assignment for any or all rounds of the tournament.