CGA INTERCLUB COMPETITION

TPP ADMINISTRATIVE PROCEDURES

Captains will use TPP (Tournament Pairing Program) to:

1. Set Team Rosters
2. Set Home Tees
3. Prepare Match Rosters
4. Submit Match Results with Players ESC scores

TO GET STARTED

Use your assigned Interclub login ID. If you don't have one, call Tom Thorpe @ 336-575-0447 or Chris Zeh @ 910-687-6868, or email: tthorpe@carolinasgolf.org.

Login to **Captains Management Sight (TPP)** using the following link: https://www.ghintpp.com/carolinasgolf/TPPTeamClubPlay/logon.aspx?ReturnUrl=%2fcarolinasgolf%2fTPPTeamClubPlay%2fLeagueSelect.aspx. (This link is also available on the CGA Interclub web page under INTERCLUB LINKS)

Follow instructions listed in this document.

NOTE: This link is also listed on the Interclub web site called: **Captains Management Site**

TPP ADMINISTRATIVE PROCEDURES

1. HOW TO SET YOUR TEAM ROSTER

1. Once you login, click on "**Select"** for the current year and then click "**Select League"**.
2. Under the **Teams** tab in the top left, select **Set Team Roster**.
3. Select Add to **Team Roster via Club Roster** to bring up your club's handicap roster.
4. Select all players that you wish to participate during the season. Players are listed in alphabetical order.
5. You can choose all eligible players on your club's roster or just the eight that are playing in a particular match.
6. You can add players from this list throughout the season; you do not need to put all players on your team immediately.
7. Note: low index must be no more than 18.4 if a **REGULAR** League team.
8. Click **Add** to add players to team roster.

2. HOW TO SET YOUR TEES

1. Under the **Teams** tab, select **Set Team Home Tees**
2. Use the same tee for all matches. Select **Edit** for your Club/Course.
3. Use the drop down box to select the default tees to be used and hit **Save**.
4. If you are using a combination tee that is not listed, you can manually enter the course rating and slope to better reflect the appropriate tee.
5. Use the bottom section to: (Optional) Select Tees Below to use for each match position if they are different than the default tee above.

3. HOW TO SET YOUR MATCH ROSTER

1. Under the **Teams** tab, select **Weekly Management**.
2. The **Team Management** menu shows your regular season schedule, from here you can select your match lineup, and input scores for matches.
3. To select players for a match, click on **Show Lineup**.
4. Click on **Add Player** to select a player from your roster to play in the match.
5. Select whichever player you want
6. Players can be sorted alphabetically, by handicap index, course handicap, or GHIN number by clicking on the category header.

7. Players must be selected one at a time.
8. Players need to be listed in handicap order. Use the arrows on the right of the screen to put players in the correct order.
9. The Player in position 1A will play four-ball with the player in position 1B and so forth.
10. Make sure to click Submit Roster when you finish.
11. You will have the option of e-mailing your roster to:
    a. The opposing team captain(s)
    b. The opposing team captain(s) and your players
    c. Your players only
    d. Don't send any e-mail
12. When all players have been entered click **Teams** tab. Select **Weekly Management,** then select **Show Scores.** This will bring up your **Weekly Scorecard / Worksheet**.
13. To print off your match worksheet click on **Print** on the top right side of the screen.

4. HOW TO INPUT MATCH SCORES/RESULTS

1. Under the **Teams** tab, select **Weekly Management**.
2. Select **Show Scores** for the appropriate match.
3. To input Four-Ball results, click on **Score** for each team match (both players names listed, i.e. Thompson, R. / Boyd, J.) on the right side of the screen.
4. Use the up and down arrows to indicate total points (0 – 6) won by each team and hit **Save**.
5. To input Individual Scores, click on **Score** for each row of individual players (on the right side of the screen) and input both players ESC Gross Score. IGNORE THE POINTS BOX. Then hit Save.
6. You can also specify if the match was played over 18 holes or just 9 holes. If it was only 9 holes, you will need to indicate these are 9 hole scores.
7. When you are done, all match results should be filled out.
8. Make sure to hit **Submit Overall Match Results** at the bottom of the screen.
9. POD standings (points) will be calculated for you. Player's scores will be posted automatically to GHIN. The POD standings will also be updated automatically.

HOW TO SET TEAM ROSTERS

User: tthorpe33 Logout

League: No League Selected

Home Administration ▸ League ▸

League Selection

Please select an existing League from the listing below.

League List

	League Name	Teams	Date Created
Select	2017 Carolinas Regular Interclub	0	1/18/2017 11:13 AM
Select	2017 Carolinas Senior Interclub	0	1/18/2017 11:13 AM
Showing 1-2 of 2	Items per Page: 25 ˅	Previous 1 ˅	Next

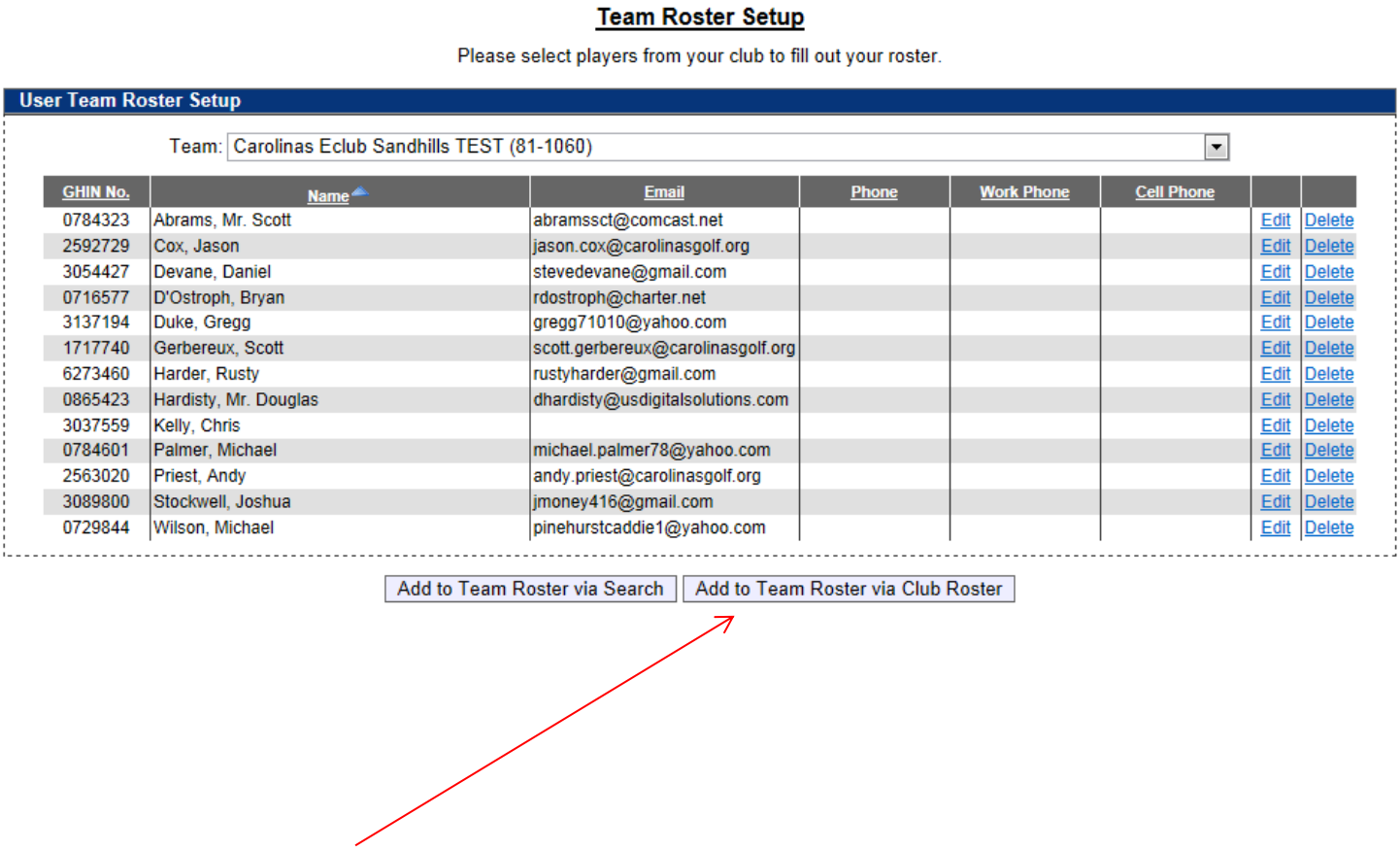
Select League Delete League

1. Once you login, click on "**Select"** for the current year (REGULAR or SENIOR League) and then click "**Select League"**.

HOW TO SET TEAM ROSTERS

2. Under the **Teams** tab in the top left, select **<u>Set Team Roster</u>**.

HOW TO SET TEAM ROSTERS



Team Roster Setup

Please select players from your club to fill out your roster.

User Team Roster Setup

Team: Carolinas Eclub Sandhills TEST (81-1060)

GHIN No.	Name	Email	Phone	Work Phone	Cell Phone		
0784323	Abrams, Mr. Scott	abramssct@comcast.net				Edit	Delete
2592729	Cox, Jason	jason.cox@carolinasgolf.org				Edit	Delete
3054427	Devane, Daniel	stevedevane@gmail.com				Edit	Delete
0716577	D'Ostroph, Bryan	rdostroph@charter.net				Edit	Delete
3137194	Duke, Gregg	gregg71010@yahoo.com				Edit	Delete
1717740	Gerbereux, Scott	scott.gerbereux@carolinasgolf.org				Edit	Delete
6273460	Harder, Rusty	rustyharder@gmail.com				Edit	Delete
0865423	Hardisty, Mr. Douglas	dhardisty@usdigitalsolutions.com				Edit	Delete
3037559	Kelly, Chris					Edit	Delete
0784601	Palmer, Michael	michael.palmer78@yahoo.com				Edit	Delete
2563020	Priest, Andy	andy.priest@carolinasgolf.org				Edit	Delete
3089800	Stockwell, Joshua	jmoney416@gmail.com				Edit	Delete
0729844	Wilson, Michael	pinehurstcaddie1@yahoo.com				Edit	Delete

Add to Team Roster via Search | Add to Team Roster via Club Roster

3. Select **<u>Add to Team Roster via Club Roster</u>** to bring up your club's entire handicap roster.

HOW TO SET TEAM ROSTERS

Add Team Members

Please select the players below to add to your team's roster.

	Name	GHIN No.	City, State	H.I.	Low H.I.
☐	Abrams, Mr. Scott	0784323	Foxfire Village, NC	2.4	2.0
☐	Ashley, Rae	3036228	Hope Mills, NC	NH	NH
☑	Cox, Jason	2592729	West End, NC	+0.9	+3.1
☐	Devane, Daniel	3054427	Lillington, NC	9.9	9.9
☐	D'Ostroph, Amanda	2738498	Whispering Pines, NC	0.9	0.8
☐	D'Ostroph, Bryan	0716577	Whispering Pines, NC	5.6	5.6
☐	Duke, Gregg	3137194	Pinehurst, NC	5.9	4.6
☑	Gerbereux, Scott	1717740	Pinehurst, NC	8.5	7.9
☑	Harder, Rusty	6273460	Southern Pines, NC	11.6	11.0
☑	Hardisty, Mr. Douglas	0865423	Pinehurst, NC	13.3	13.0
☐	Kelly, Chris	3037559		NH	NH
☐	Palmer, Michael	0784601	Pinehurst, NC	19.2	19.2
☑	Priest, Andy	2563020	Pinehurst, NC	6.6	6.4
☐	Stockwell, Joshua	3089800	Aberdeen, NC	+2.2	+2.4

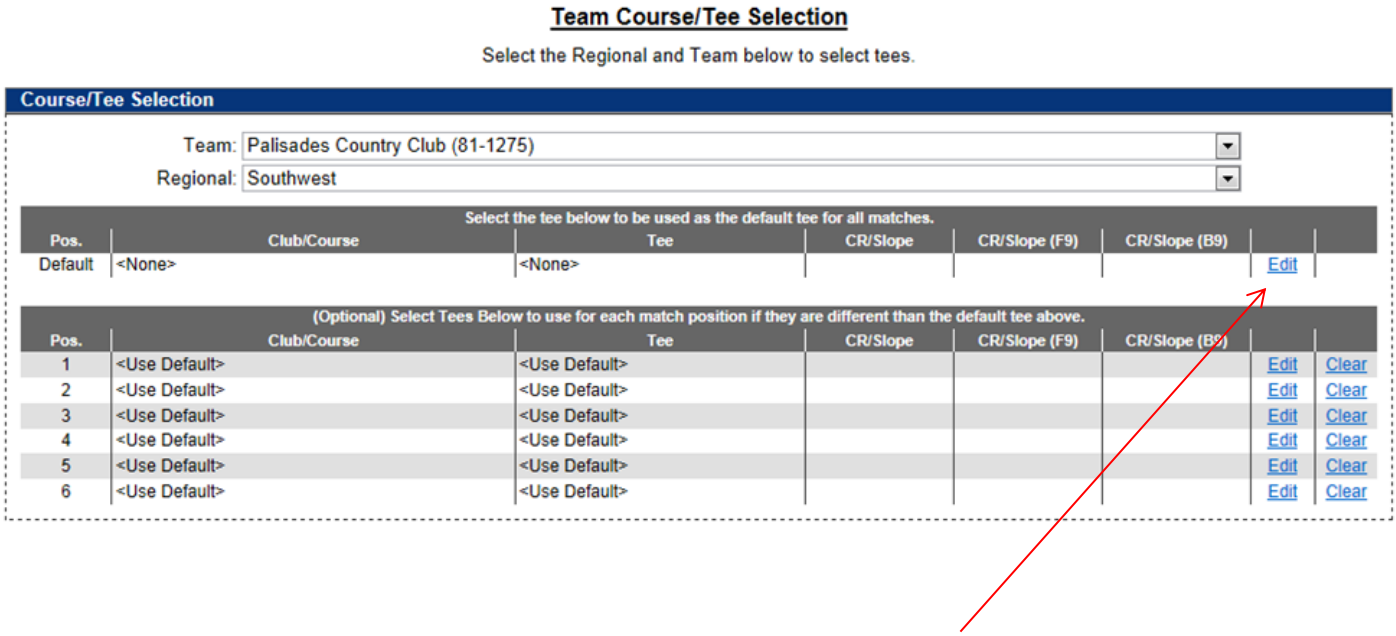
Add Cancel

4. Select all players that you wish to participate during the season. Players are listed in alphabetical order.
5. You can choose all eligible players on your club's roster (recommend minimum of 20).
6. You can add players from this list throughout the season; you do not need to put all players on your team immediately.
7. Remember, their low index must be no more than 18.4 for the **REGULAR** Interclub only.
8. Click **Add** to add players to team roster.

HOW TO SET HOME TEES

1. Under the **Teams** tab, select **<u>Set Team Home Tees</u>**

HOW TO SET HOME TEES



Team Course/Tee Selection

Select the Regional and Team below to select tees.

Course/Tee Selection

Team: Palisades Country Club (81-1275)

Regional: Southwest

Select the tee below to be used as the default tee for all matches.

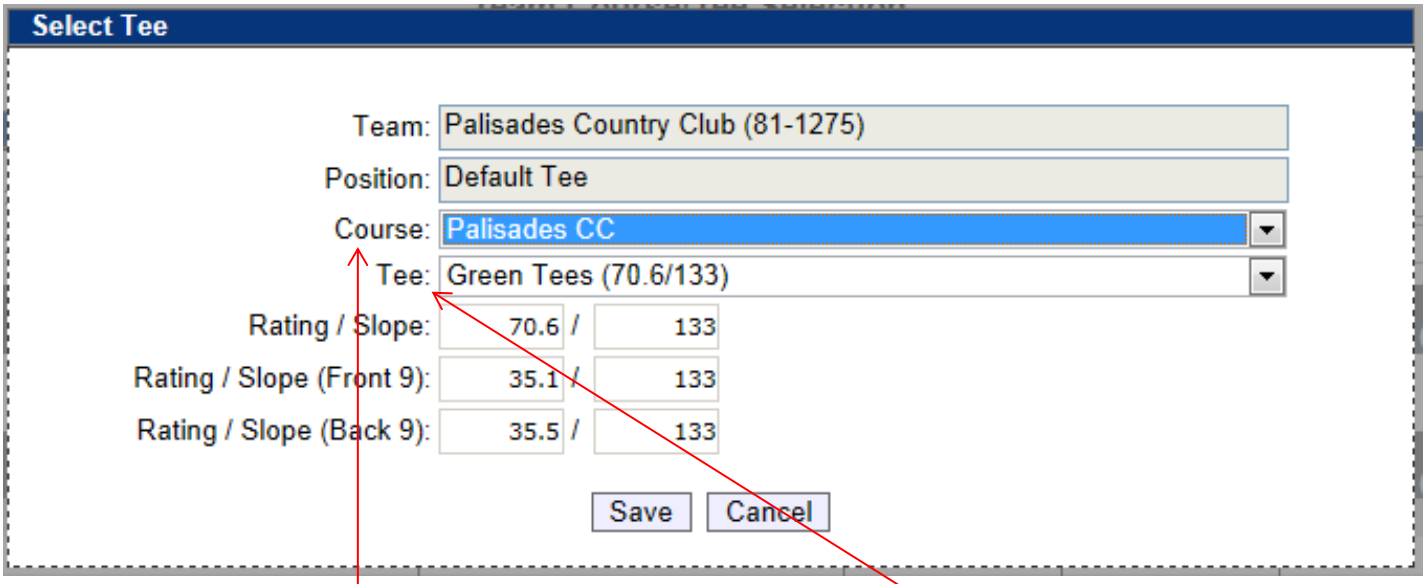
Pos.	Club/Course	Tee	CR/Slope	CR/Slope (F9)	CR/Slope (B9)		
Default	<None>	<None>				Edit	

(Optional) Select Tees Below to use for each match position if they are different than the default tee above.

Pos.	Club/Course	Tee	CR/Slope	CR/Slope (F9)	CR/Slope (B9)		
1	<Use Default>	<Use Default>				Edit	Clear
2	<Use Default>	<Use Default>				Edit	Clear
3	<Use Default>	<Use Default>				Edit	Clear
4	<Use Default>	<Use Default>				Edit	Clear
5	<Use Default>	<Use Default>				Edit	Clear
6	<Use Default>	<Use Default>				Edit	Clear

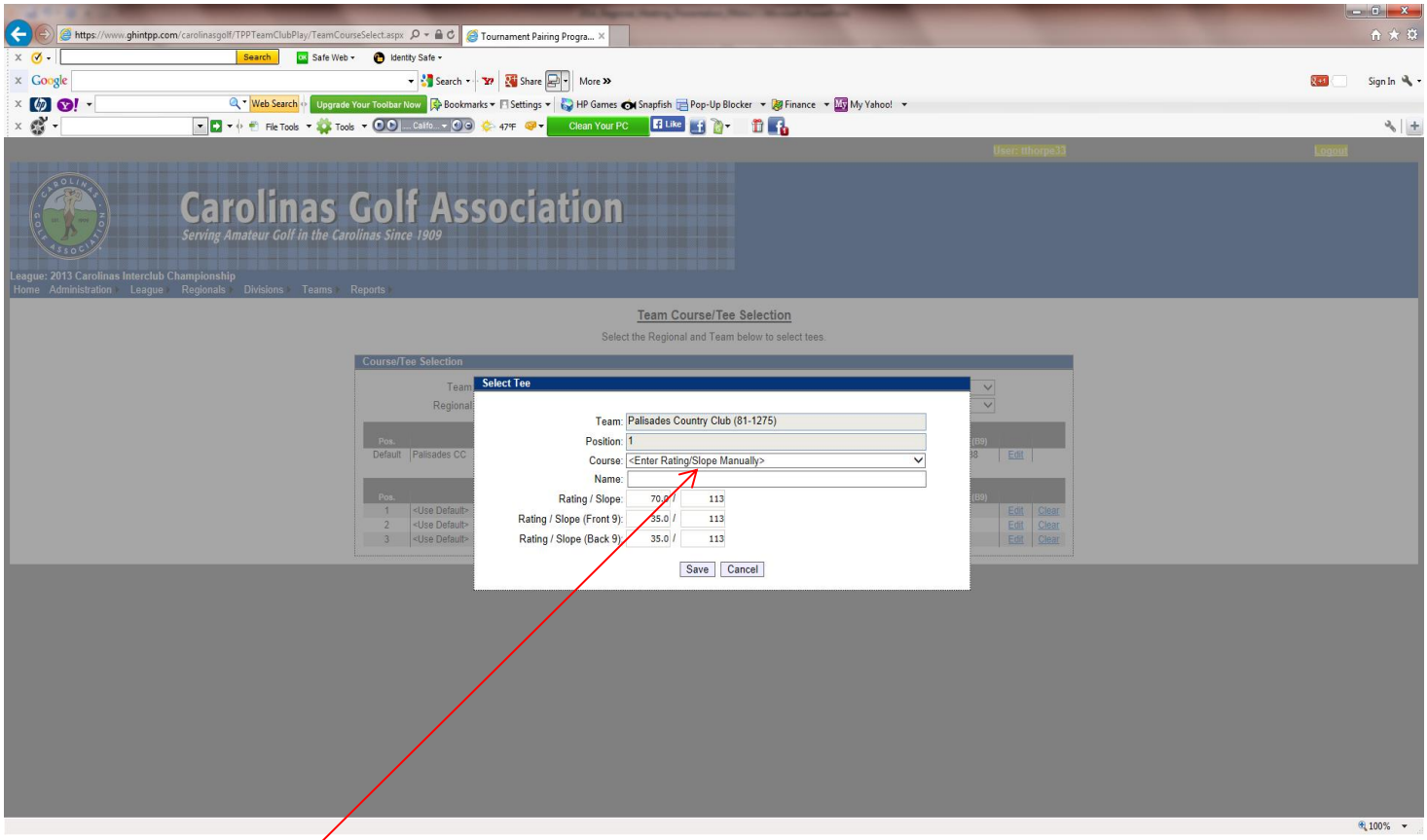
2. To set default tee for all matches, click **Edit** under the header "*Select the tee below to be used as the default tee for all matches*".

HOW TO SET HOME TEES



3. Select the **Course** name and then select the **Tee** to be played for all matches. Click **SAVE** once correct tee is selected. As per interclub rules, each player will play from this tee in all matches.

HOW TO SET HOME TEES



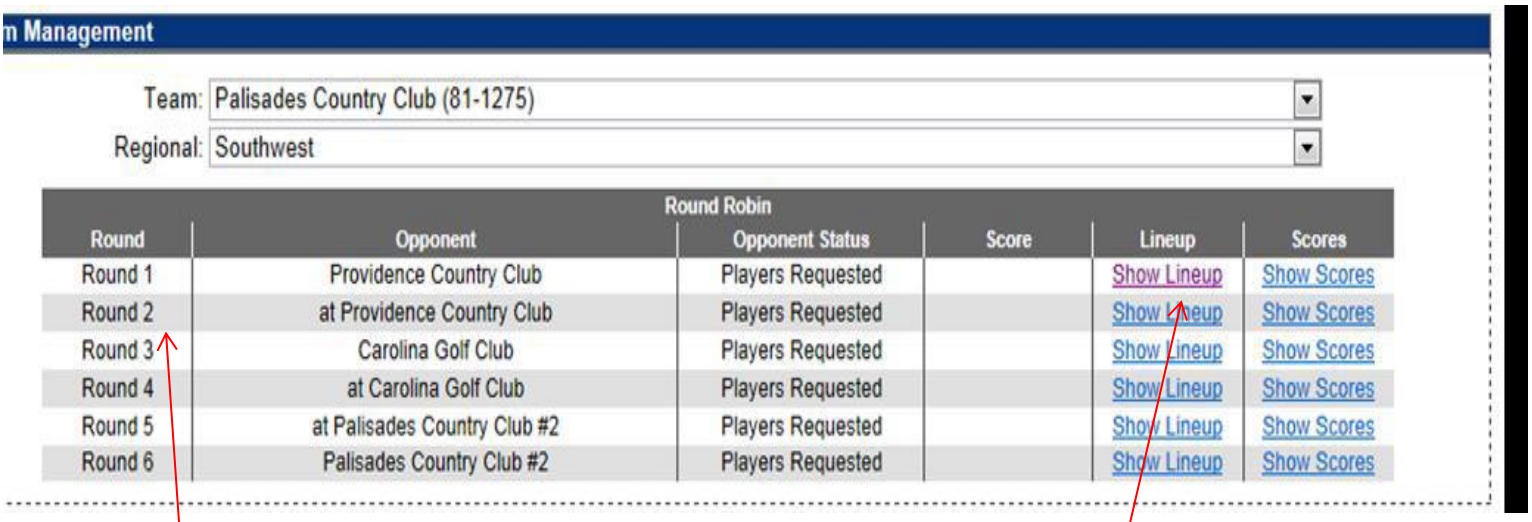
4. If you are using a combination tee that is not listed, you can manually enter the course rating and slope to better reflect the appropriate tee.

5. When you are finished, "**<u>Use default tee</u>**" should be selected for each position. Any tees that are not set will be set to the default tee.

HOW TO SET YOUR MATCH ROSTER

1. Under the **Teams** tab, select **<u>Weekly Management</u>**.

HOW TO SET YOUR MATCH ROSTER

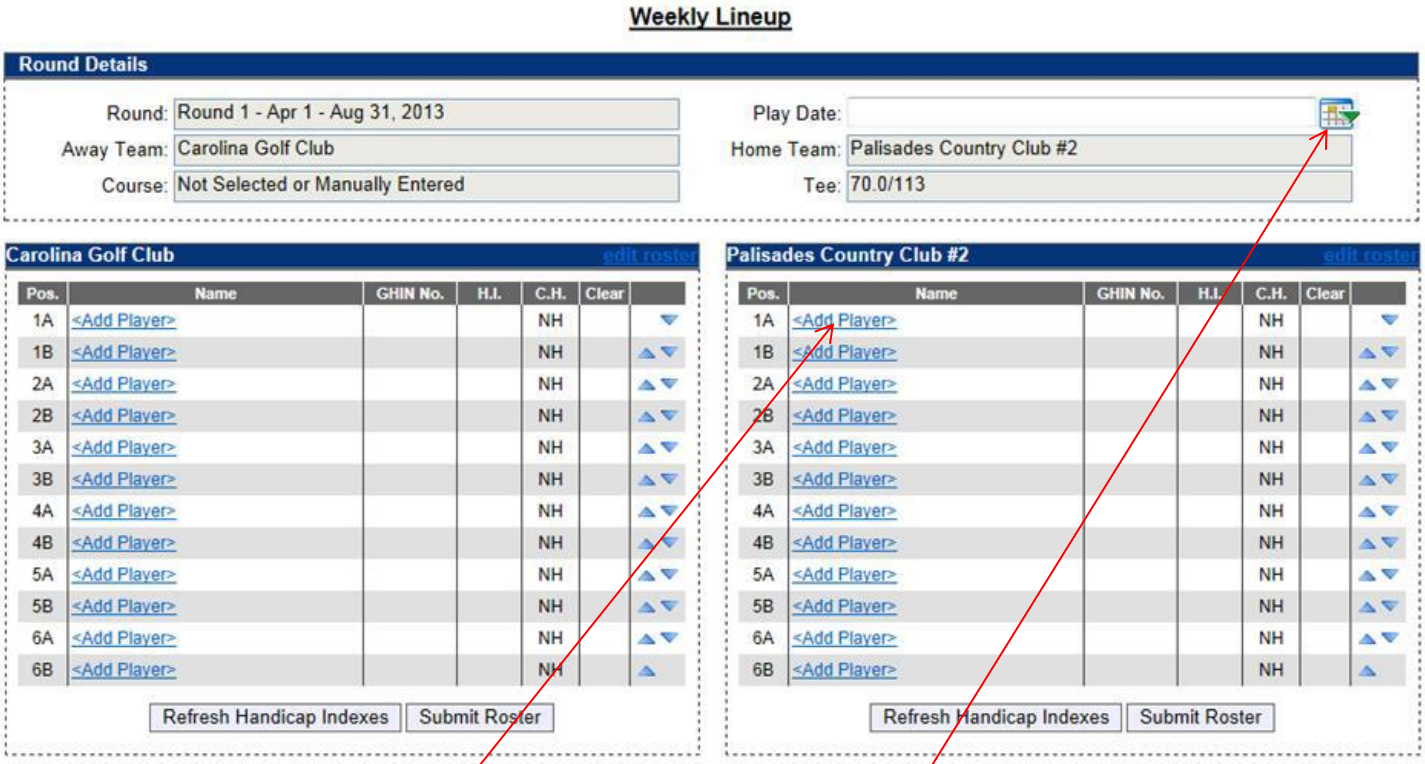


2. The **Team Management** menu shows your regular season schedule, from here you can select your match lineup, and input scores for matches.

3. To select players for a match, click on **<u>Show Lineup</u>**.

Note: Your match schedule does not have to be in the order (Round 1, Round 2, etc.).

HOW TO SET YOUR MATCH ROSTER



4. Click on **Add Player** to select a player from your team roster.

NOTE: Please enter the date of each match

HOW TO SET YOUR MATCH ROSTER

Weekly Lineup

Round Details

Round: Round 1 - Apr 1 - Aug 31, 2013
Play Date:
Away Team: Carolina Golf Club
Home Team: Palisades Country Club #2
Course: Not Selected or Manually Entered
Tee: 70.0/113

Carolina Golf Club edit roster

Pos.	Name	GHIN No.	H.I.	C.H.	Clear	
1A	<Add Player>			NH		
1B	<Add Player>			NH		
2A	<Add Player>			NH		
2B	<Add Player>			NH		
3A	<Add Player>			NH		
3B	<Add Player>			NH		
4A	<Add Player>			NH		
4B	<Add Player>			NH		
5A	<Add Player>			NH		
5B	<Add Player>			NH		
6A	<Add Player>			NH		
6B	<Add Player>			NH		

Refresh Handicap Indexes | Submit Roster

Palisades Country Club #2 edit roster

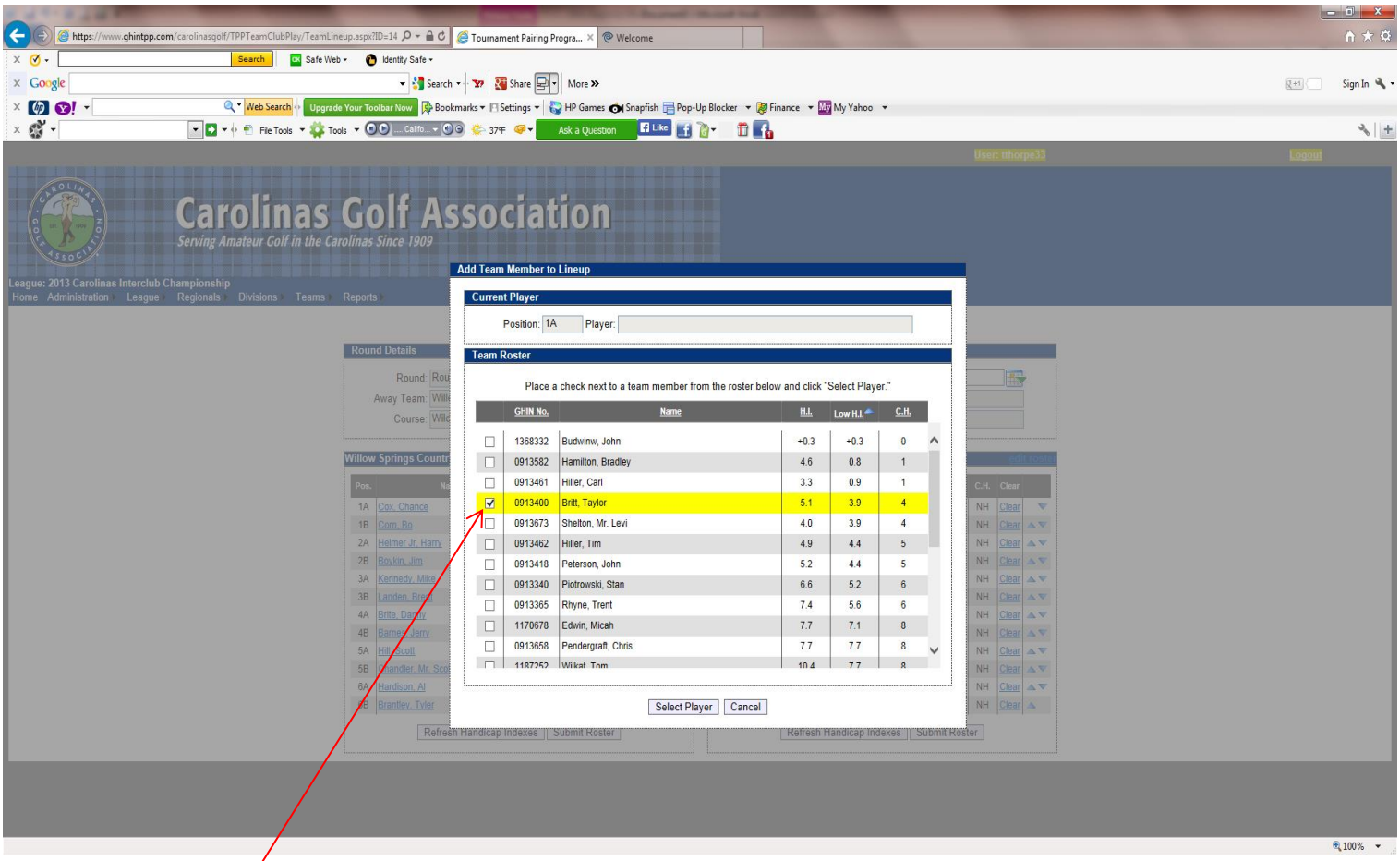
Pos.	Name	GHIN No.	H.I.	C.H.	Clear	
1A	<Add Player>			NH		
1B	<Add Player>			NH		
2A	<Add Player>			NH		
2B	<Add Player>			NH		
3A	<Add Player>			NH		
3B	<Add Player>			NH		
4A	<Add Player>			NH		
4B	<Add Player>			NH		
5A	<Add Player>			NH		
5B	<Add Player>			NH		
6A	<Add Player>			NH		
6B	<Add Player>			NH		

Refresh Handicap Indexes | Submit Roster

Refresh Handicap Indexes

Players handicaps (on GHIN) are revised on the 15th and 30th / 31st. Captains need to coordinate refreshing hdcps when these dates are close to a match date.

HOW TO SET YOUR MATCH ROSTER

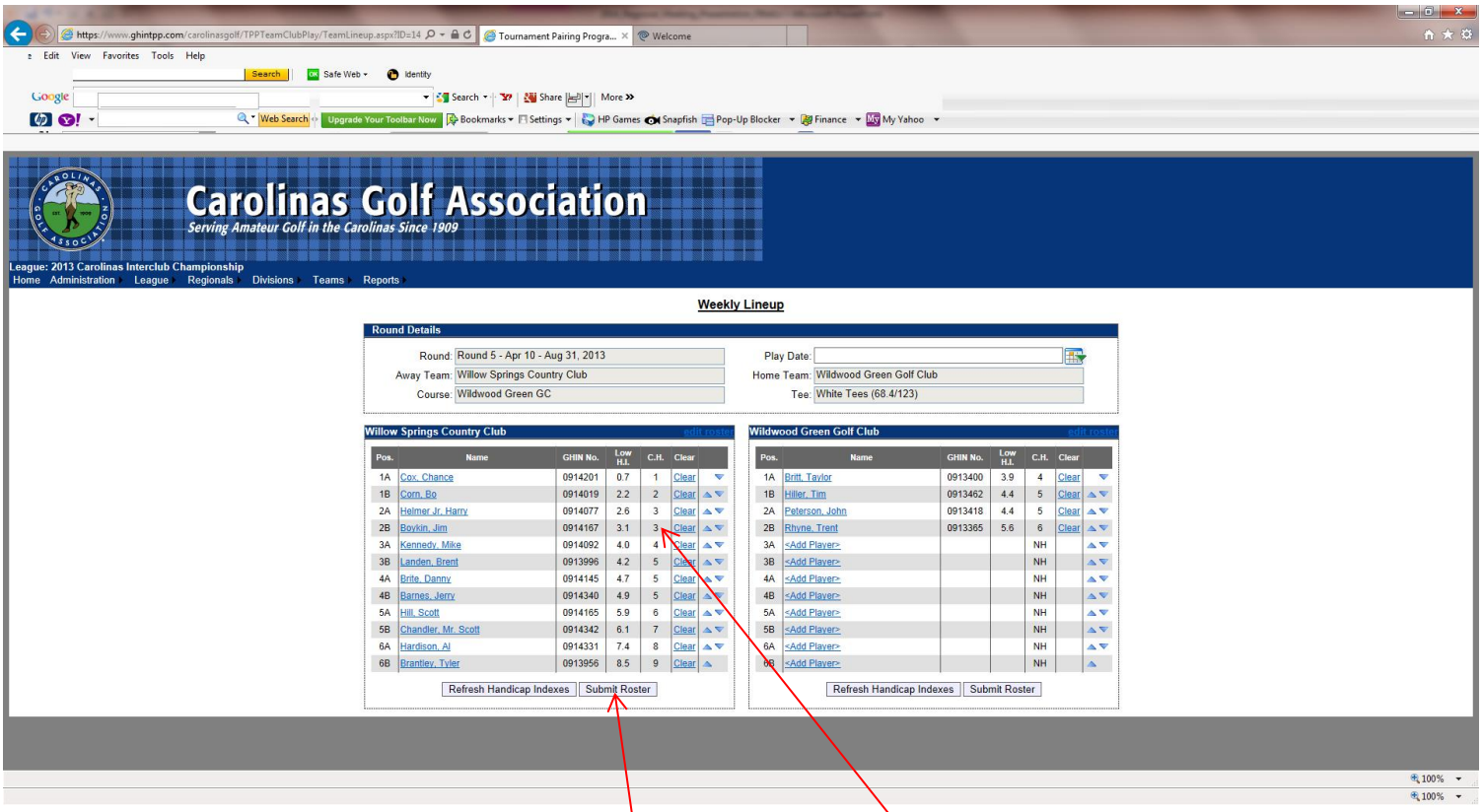


5. Select whichever player you want

6. Players can be sorted alphabetically, by handicap index, course handicap, or GHIN number by clicking on the category header.

7. Players must be selected **one at a time**.

HOW TO SET YOUR MATCH ROSTER

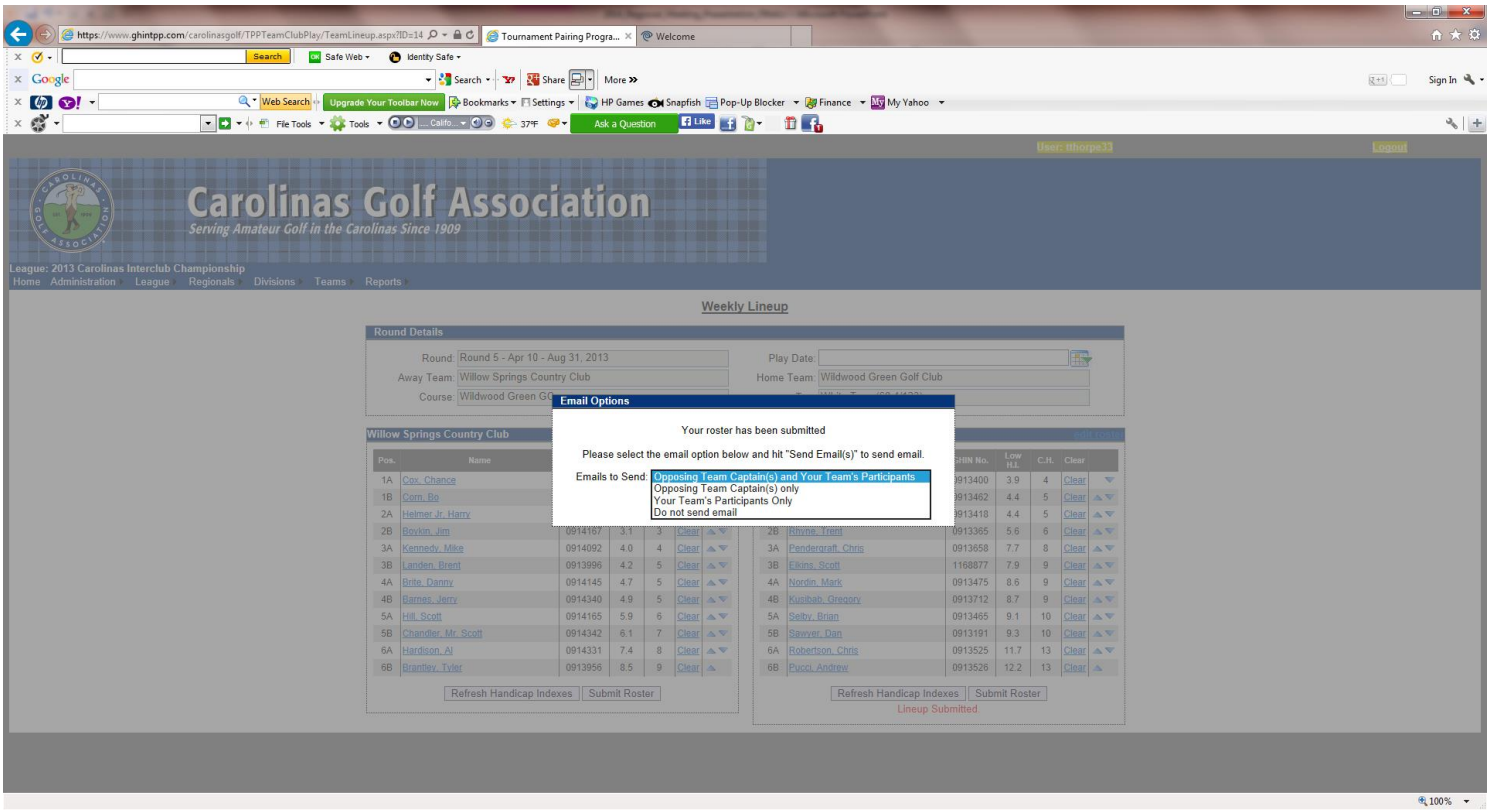


8. Players need to be listed in handicap order, use the arrows on the right of the screen to put them in the correct order.

9. The Player in position 1A will play four-ball with the player in position 1B and so forth.

10. Make sure to click **Submit Roster** when you finish.

HOW TO SET YOUR MATCH ROSTER



11. You have the option of e-mailing your roster to:

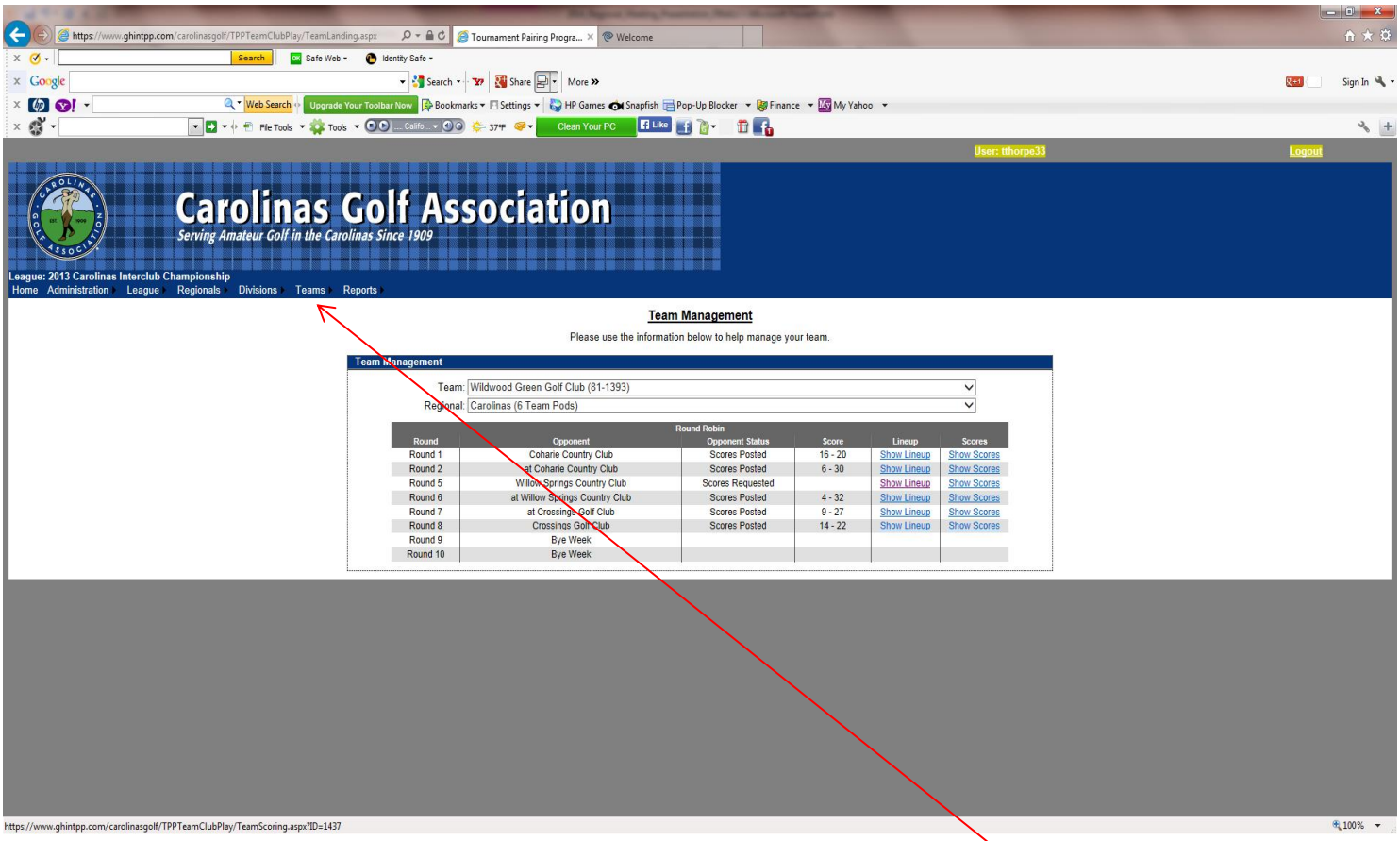
    a) The opposing team captain(s)

    b) The opposing team captain(s) and your players

    c) Your players only

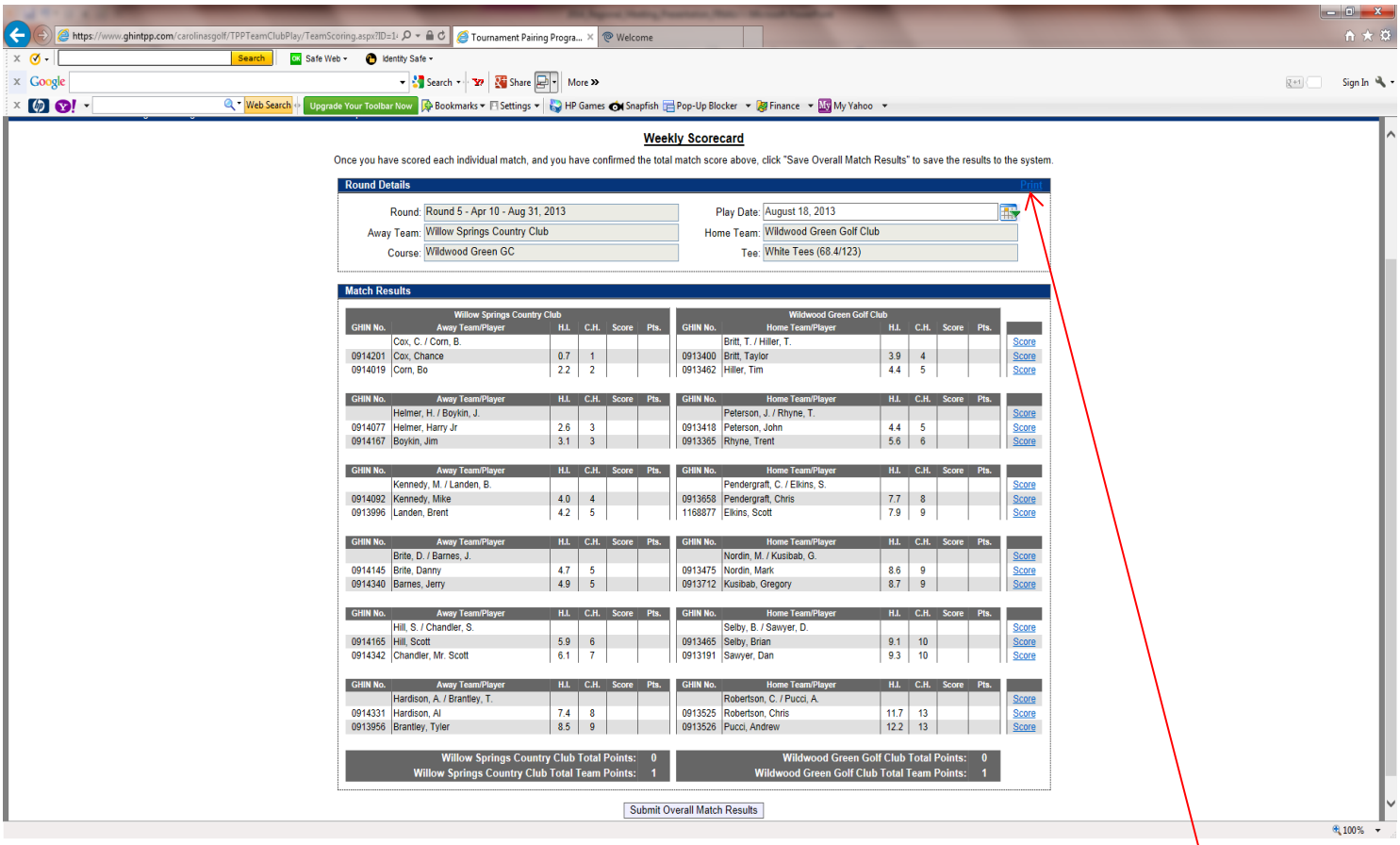
    d) Don't send any e-mail

HOW TO SET YOUR MATCH ROSTER



12. When all players have been entered click **Teams** tab. Select **Weekly Management,** then select **Show Scores.** This will bring up your **Weekly Scorecard**.

HOW TO SET YOUR MATCH ROSTER



13. To print off your match worksheet click on **Print** on the top right side of the screen.

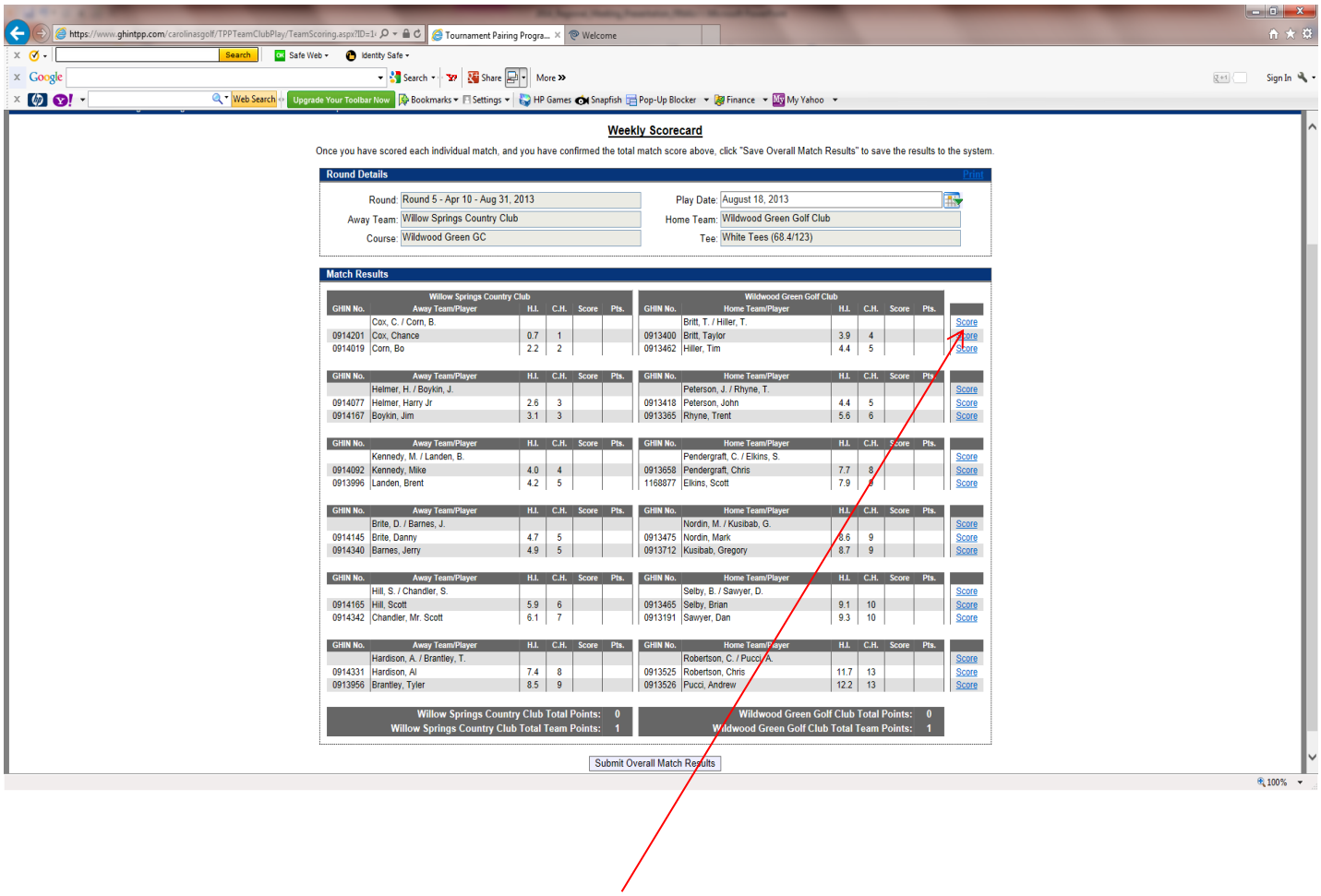
HOW TO SUBMIT MATCH RESULTS with PLAYER SCORES

1. Under the **Teams** tab, select **<u>Weekly Management</u>**.

HOW TO SUBMIT MATCH RESULTS with PLAYER SCORES

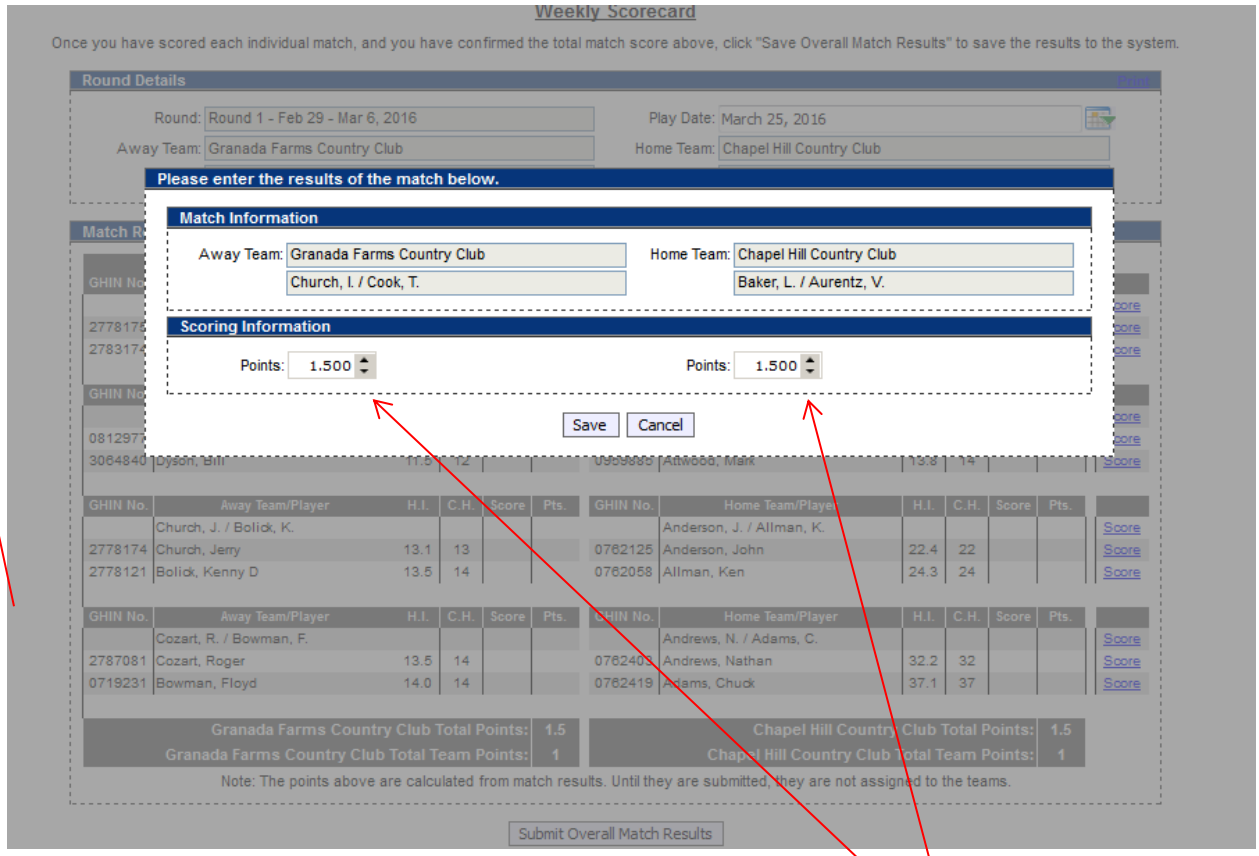
2. Select **<u>Show Scores</u>** for the appropriate match when you are ready to input match scores.

HOW TO SUBMIT MATCH RESULTS with PLAYER SCORES



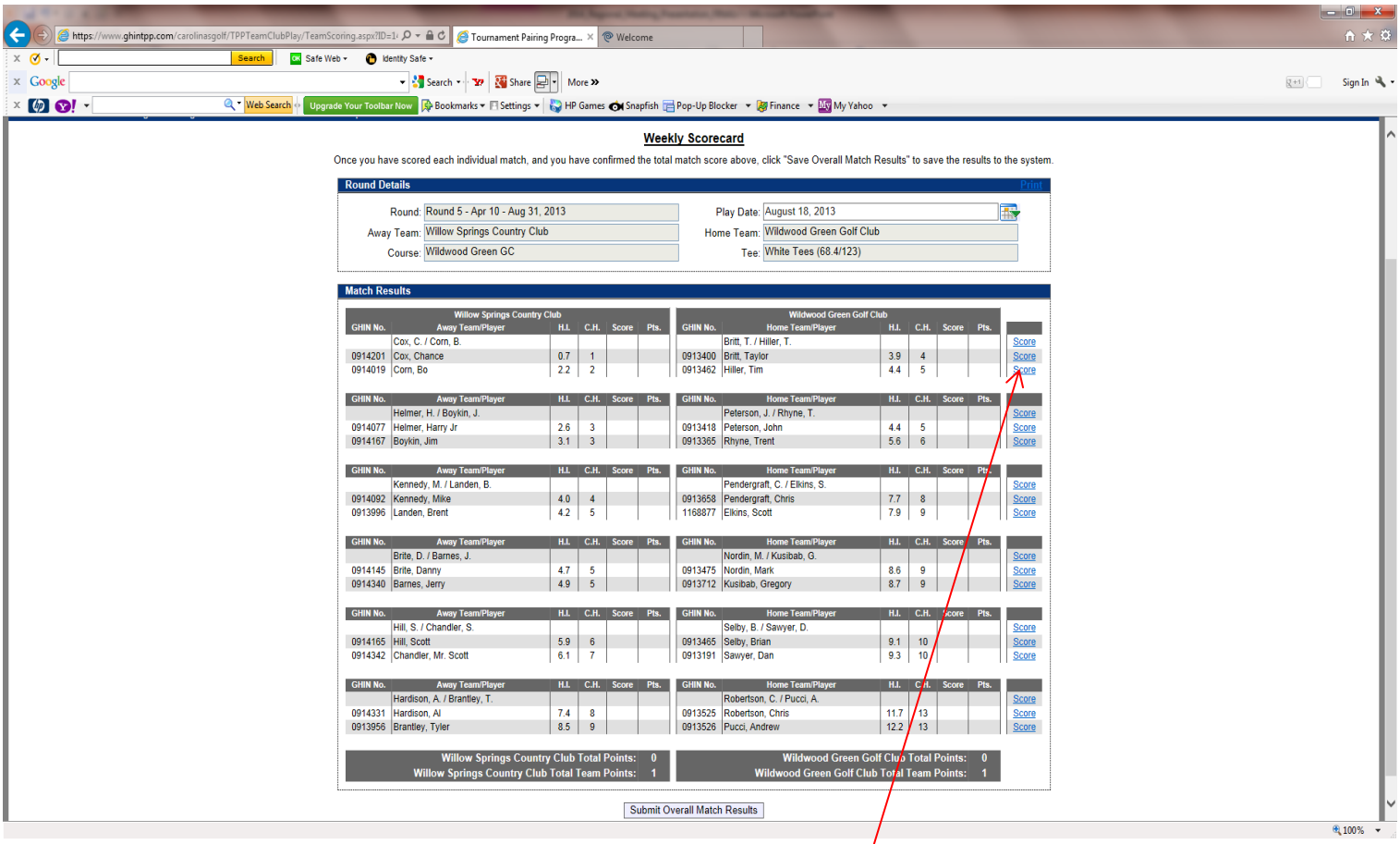
3. To input the Four-Ball Match results, click on the first **Score** for each team match on the right side of the screen.

HOW TO SUBMIT MATCH RESULTS with PLAYER SCORES



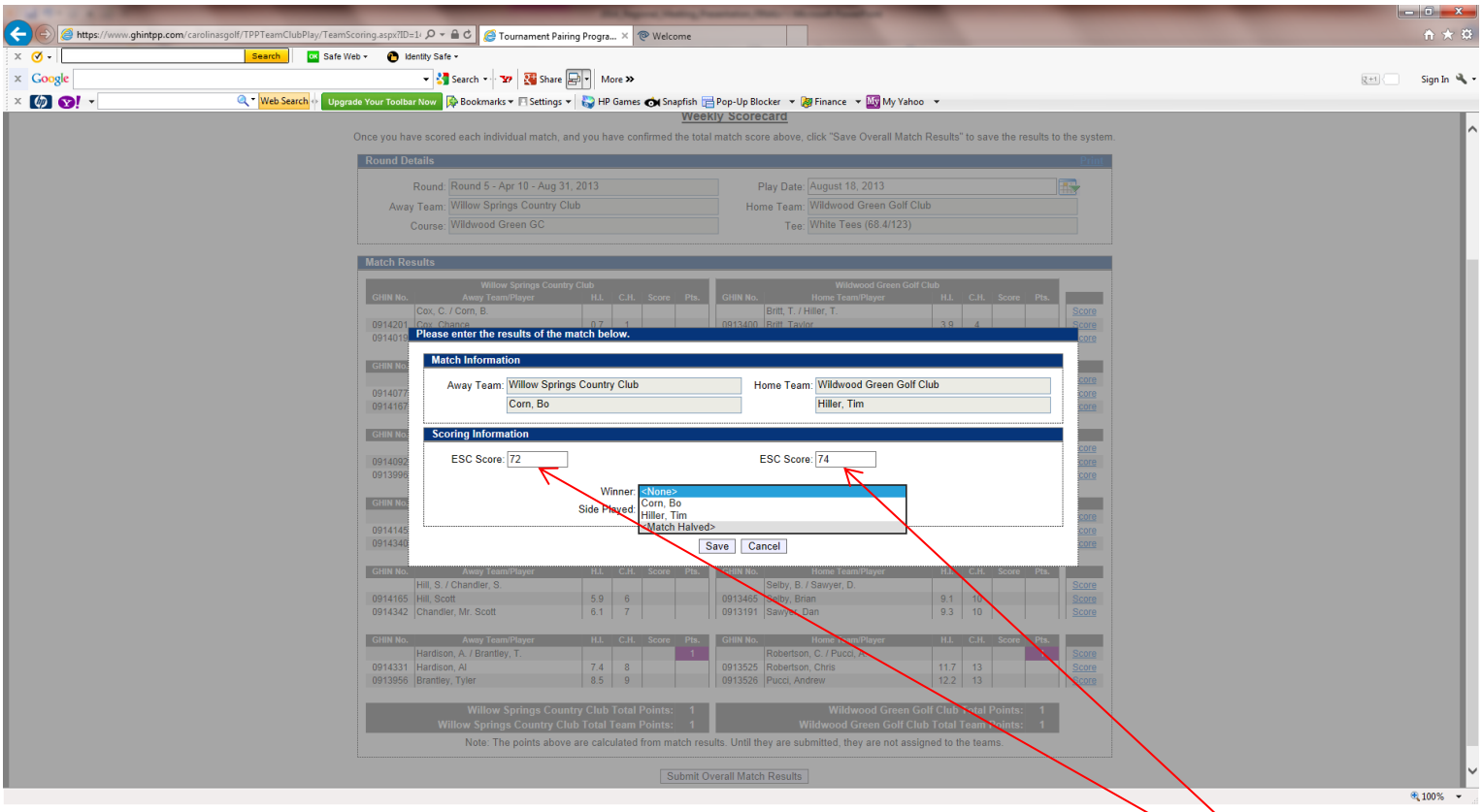
4. For each match assign points won per team (0 - 6), and hit **Save**. Pod results, standings and players gross scores are updated automatically.

HOW TO SUBMIT MATCH RESULTS with PLAYER SCORES



4. To input Individual results, click on **<u>Score</u>** for each player on the right side of the screen.

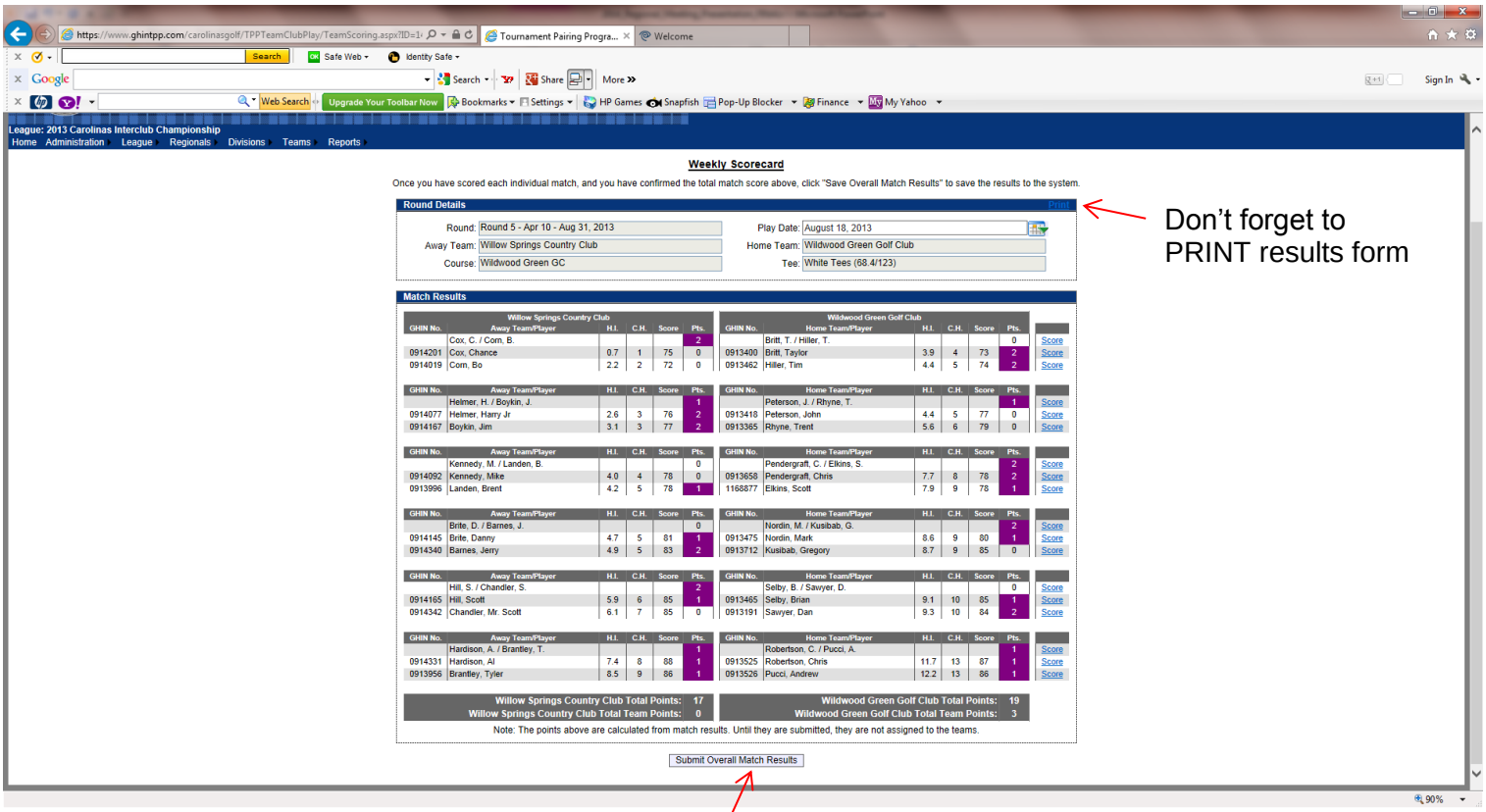
HOW TO SUBMIT MATCH RESULTS with PLAYER SCORES



5. For each player, you have to enter their **ESC gross score**. <u>Do not enter any points on this screen</u>. Click Save.

6. You can also specify if the match was played over 18 holes or just 9 holes. If it was only 9 holes, you would input the 9 hole score.

HOW TO SUBMIT MATCH RESULTS with PLAYER SCORES



Don't forget to PRINT results form

7. When all match results and players scores are filled out, overall points will be calculated for you and the POD standings updated.

8. Make sure to hit **<u>Submit Overall Match Results</u>** at the bottom of the screen.

WEB LAYOUT will Look Something like This

LEAGUE PLAY

Regional: Carolinas (4 Team Pods)

A
Cabarrus Country Club
Carolina Golf Club
River Run Golf & Country Club #1
Providence Country Club

B
Cedarwood Country Club
Rolling Hills Country Club
Raintree Country Club #2
River Hills Country Club

C
Pine Island Country Club
Verdict Ridge Golf & C.C.
Lincoln Country Club
Northstone Country Club

D
Fort Mill Golf Club
Larkhaven Golf Club
Olde Sycamore Golf Club
Creek Golf Association

E
Club at Longview
Gaston Country Club
River Run Golf & Country Club #2
TPC at Piper Glen

F
Palisades Country Club
Raintree Country Club #1
Tega Cay Golf & CC
Firethorne Country Club

J
Chapel Hill Country Club
Hope Valley Country Club
Mill Creek Golf Club (Mebane)
Umstead Pines Golf & C.C.

Regional: Carolinas (4 Team Pods)

M
Anderson Creek Golf Club
Pine Hollow Golf Club
Stoney Creek Golf Club
River Ridge Golf Club

Regional: Carolinas (6 Team Pods)

H1-H2
Pine Brook Country Club
Salem Glen Country Club
Tanglewood Park Golf Club
Oakwoods Country Club
Lenoir Golf Club
Forest Oaks Country Club

L1-L2
Crossings Golf Club
Wildwood Green Golf Club
Willow Springs Country Club
Riverwood Golf Club
Coharie Country Club
King's Grant Country Club

WEB LAYOUT will Look Something like This

POD VIEW

A - Carolinas (4 Team Pods)

View All Teams View Region

Round Robin Results

A	1	2	3	4	5	6	Total	Win	Loss	Tie	Win Pct.	Overall Points
River Run Golf & Country Club #1	19	22	18	25	21	16	121	4	1	1	0.750	13
Providence Country Club	12	24	21	18	15	20	110	3	2	1	0.583	10
Cabarrus Country Club	24	12	18	11	16	23	104	2	3	1	0.417	7
Carolina Golf Club	17	14	15	18	20	13	97	1	4	1	0.250	4

Schedule / Results

Round 1 - Apr 1 - Aug 31, 2013				
Pts.	Away Team	Home Team	Pts.	Play Date
12	Providence Country Club	Cabarrus Country Club	24	5/18/2013
19	River Run Golf & Country Club #1	Carolina Golf Club	17	7/13/2013

Round 2 - Apr 1 - Aug 31, 2013				
Pts.	Away Team	Home Team	Pts.	Play Date
12	Cabarrus Country Club	Providence Country Club	24	7/20/2013
14	Carolina Golf Club	River Run Golf & Country Club #1	22	8/10/2013

Round 3 - Apr 1 - Aug 31, 2013				
Pts.	Away Team	Home Team	Pts.	Play Date
21	Providence Country Club	Carolina Golf Club	15	8/24/2013
18	River Run Golf & Country Club #1	Cabarrus Country Club	18	4/27/2013

Round 4 - Apr 1 - Aug 31, 2013				
Pts.	Away Team	Home Team	Pts.	Play Date
18	Carolina Golf Club	Providence Country Club	18	6/29/2013
11	Cabarrus Country Club	River Run Golf & Country Club #1	25	8/4/2013

Round 5 - Apr 1 - Aug 31, 2013				
Pts.	Away Team	Home Team	Pts.	Play Date
15	Providence Country Club	River Run Golf & Country Club #1	21	8/17/2013
16	Cabarrus Country Club	Carolina Golf Club	20	8/3/2013

Round 6 - Apr 1 - Aug 31, 2013				
Pts.	Away Team	Home Team	Pts.	Play Date
16	River Run Golf & Country Club #1	Providence Country Club	20	6/15/2013
13	Carolina Golf Club	Cabarrus Country Club	23	6/2/2013

WEB LAYOUT will Look Something like This