

### **Quick Start Guide for:**

# GHP Online Club Management Tournament Pairing Program (TPP<sup>®</sup>) Handicap & Tournament Program Supplies

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### **About GHP Online Club Management**

This website is designed to allow club officials to manage their membership and file maintenance from any computer with access to the internet.

To login, go to <u>www.ghinclub.net</u>. Bookmark this page as a favorite for future access.

#### <u>Sign In</u>

You will use your Association number, club number and GHP password. This will match the same password as you use to access GHP Management at the club.

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< 🔿 进 http://ghp.ghin.com/GHPOnline/Club/Logo 🔎 - 🗟 🖒 🗙	🙆 GHIN Handicap Pro 🗙	♠★ ⇔
File Edit View Favorites Tools Help		
🔄 💌 🔝 👻 🖷 🖶 💌 Page 🕶 Safety 🕶 Tools 🕶 🔞 🕶 🛵 鑬 🚦		
		Login
GHIN Handicap Program Onl	line	
	Club/Service Login	
	Assn # Club #	
	Club Number:	
	Password:	
	Remember me next time.	
	Log In	

	Club/Service Login			
		Assn #	Club #	
	Club Number:	98	0600	
	Password:	••••		]
	🗷 Reme	ember me	next time.	
		Log In	]	
Example Only				



#### My Golfers

Once you are logged into the GHP Online Club site, the first tab across the top bar is **My Golfers**. This allows access to golfers of your own club. That is where you will find: Club Roster, Golfer View, Add Golfer, Change Golfer Statuses and Set Inactivation Dates. The **Club Roster** page gives basic information about your club including the total number of members and number of active and inactive members.

	cores Reports FAQs C	UTET LITIKS			
Club Roster					
Golfer View	ervices				
Add Golfer	ıber	Club Name	Service Name	Holes	
Change Golfer Statuses	600-01	THE TPC AT BRANCHBURG	MEN'S 18	18	Roster
-	98-0600-02	THE TPC AT BRANCHBURG	PARS	18	Roster
	98-0600-03	THE TPC AT BRANCHBURG	WOMENS 18 - 1	18	Roster
	98-0600-04	THE TPC AT BRANCHBURG	WOMENS 9	9	Roster
	98-0600-05	THE TPC AT BRANCHBURG	BOGEYS	18	Roster
	98-0600-06	THE TPC AT BRANCHBURG	THURS LEAG	9	Roster
	98-0600-07	TPC AT BRANCHBURG	ABCDEFGHIJKLMNO	18	Roster
	98-0600-09	TPC AT BRANCHBURG	WOMENS SHOOTERS	18	Roster
	98-0600-10	THE TPC AT BRANCHBURG	TUESDAY LEAGUE	18	Roster
	98-0600-13	THE TPC AT BRANCHBURG	EAGLES	9	Roster
	98-0600-14	THE TPC AT BRANCHBURG	EAGLES	9	Roster
	98-0600-15	THE TPC AT BRANCHBURG	WOMENS MONDAY 9	9	Roster
	98-0600-20	THE TPC AT BRANCHBURG	EAGLES	9	Roster

You can also access a service's roster by click the "Roster" link.

				<u></u>				
Golfer Look	ир							
Golfer Look	qu							
	Use the	filter below to search for players	s by GHIN Nu	mber, name a	nd other options. Use % as a w	ildcard in first or last name.		
GHIN Nu	mbor:	Service: 1 -	MEN'S 18		Status: Active	Member Type:		
GHININU		Service. 1-	MEN 3 10		• Status. Active	Member Type.		
Last N	lame:	First Name:			State: <all></all>	<ul> <li>H.I. Range:</li> </ul>	to	
			Sec	arch Clear (	Current Tab			
			360					
Search Res	ults							
		Active Golfers Returned:	703 Inacti	ve Golfers Ret	urned: 0 Total Golfers F	Returned: 703		
Club No.	GHIN No.		H.I.	Status Date	Address	City	State	Active
	0674015	Name 🐣			Address		Jule	Yes
<u>98-0600-01</u> 98-0600-01	7315345	= Abrahams, Burt	NH 4.7	07/06/2011 02/18/2011	15601 HOLDRIDGE RD E	WASHINGTON	NJ	Yes
<u>98-0600-01</u> 98-0600-01	7315345	ADAMS, RON	2.8	06/16/2011	6625 Dakota Trl	Phillipsburg	NJ	Yes
<u>98-0600-01</u> 98-0600-01		AHERN, PAUL	2.0	06/16/2010	1111 TEST PLACE	TEST CITY	NJ	Yes
<u>98-0600-01</u> 98-0600-01	7316034	AHERN, PAOL AHLGREN, SONNY	2.5	06/16/2010	16869 - 80TH PL N	BROWNTOWN	NJ	Yes
<u>98-0600-01</u> 98-0600-01	7315349	AIVALIOTIS, GEORGE	5.4R	06/16/2010	7755 SOUTH SHORE DR	BRIDGEWATER	NJ	Yes
<u>98-0600-01</u> 98-0600-01	6543456			06/16/2010	1133 SOUTH SHORE DR	DRIDGLWATER	INJ	
<u>98-0600-01</u> 98-0600-01		AKIN, MS. BARABRA	14.8	06/16/2010	5152 BELMONT AVE S	NEWARK	NU	Yes
<u>98-0600-01</u> 98-0600-01	7316035 7315352	ALLAN, MARTIE	3.6				NJ	Yes
		ALLBRITTON SR. OWEN	2.1	06/16/2010	179 TESHERD PLACE	ARLINGTON	PA	Yes

#### Club Roster

	a USGA.	<b>HIN</b> service	© • • • • • • • • • • • • • • • • • • •	AND OF THE SECTION	
olfer	<u>Maintenance</u>				
				fer Maintenance	
eneral la	nformation				
GHIN				12:00:00 AM Club: 07/24	Status:         Active         Status Date:         02/18/2011           4/2009 12:00:00 AM         Service:         02/18/2011 1:30:17 PM
olfer Inf	ormation				Handicap Index Information
		Optional Fields	Player Settings		
Name/Ad	dress eRevision IGN Prefix First	Optional Fields	Player Settings Last		Handicap Index Information
Name/Ad	dress eRevision IGN Prefix First BURT	Optional Fields		s Suffix	Handicap Index Information
Name/Ad	dress eRevision IGN Prefix First	Optional Fields	Last	s Suffix	Handicap Index Information Information History H.I. Total Diff. Effective Date Current: 4.7 49.6 11/01/2011
Name/Ad Name: Address:	dress eRevision IGN Prefix First BURT 15601 HOLDRIDGE RD E		Last ABRAH/	s Suffix AMS	Handicap Index Information         Information       History         H.I.       Total Diff.       Effective Date         Current:       4.7       49.6       11/01/2011         Previous:       4.7       49.6       10/15/2011
Name/Ad Name: Address: City:	dress eRevision IGN Prefix First BURT 15601 HOLDRIDGE RD E WASHINGTON		Last	s Suffix	Handicap Index Information           Information         History           H.I.         Total Diff.         Effective Date           Current:         4.7         49.6         11/01/2011           Previous:         4.7         49.6         10/15/2011           Low:         +0.9         16.2         12/15/2010
Name/Ad Name: Address: City: Email:	dress eRevision IGN Prefix First BURT 15601 HOLDRIDGE RD E		Last ABRAH/	S Suffix AMS Zip: 078820000	Handicap Index Information         Information       History         H.I.       Total Diff.       Effective Date         Current:       4.7       49.6       11/01/2011         Previous:       4.7       49.6       10/15/2011

**Under the Golfer Information** portion of the Golfer Maintenance screen, you have the capability to make changes to the member's name, address, email, birth date, and gender under the Name/Address tab. Under eRevision tab, you can check if the member was sent their eRevision (their Handicap Index emailed to them). Under the Optional Fields tab, you can add or edit optional field values. Under the Player Settings tab, you can set their default tee, score entry method and print group to assist players at the golf course.

In the **Handicap Index Information** box, you can see at a glance the player's Low Handicap Index and its issue date. Under the History tab, you can see the Handicap Index history since the member was added. You can also see the current revision scores under Show Revision Scores.

On the bottom buttons, you can **Inactivate** a member, which keeps them on your roster as inactive for up to 24 months. You can **Modify** a member's Index if their actions warrant it. Make sure you follow the procedures set in place under Section 8 in the *USGA Handicap System* book. To **Withdraw** a member's Index, use the Modify HCP Index button and place 88.8 in the Modified Index space. Enter the expiration date and apply. WD will appear for the current Handicap Index. Use the print button for an "Individual Player Report".

At the top of the page, you can click on **Score Maintenance** to access the members scoring record.



#### Score Maintenance

					<u>Sc</u>	ore Maintenance									
Use the filter below to display scores.															
	Golfer Maintenance														
olfer Infor	nation														
	GHIN Nur	mber: 7315	345		orking Ch	ub: 98-0600-01 - THE TPC AT BRANCHE		•							
							JUKG								
	Handicap I	ndex: 4.7			Nan	ne: ABRAHAMS, BURT									
core Filter															
			lee the filter he	low to :	aaarah fa	r scores. Use % as a wildcard in the cours	0.00000								
		Ľ	ise the litter be	10W 10 9	search to	r scores. Use % as a wildcard in the cours	e name.								
# Scor	res to Return:	C	ourse Name:			Date Played Range:	💽 to								
			Score Types:	All		<ul> <li>Date Posted Range:</li> </ul>	🐺 to								
				All		Clear Filter									
				Home Away											
				Tourna											
cores				Combin Penalty											
Coore	s Returned: 101					s acced/changed since last Revision	Score conside	red for last							
Score	s Returned. 101			Ē	00010	added/changed since last Revision	Revisi	on							
Type	Date	Score	CR/Slope	Used	Diff.	Course	Date Updated								
H	11/08/2011	96	73.0/130		20.0	THE TPC AT BRANCHBURG RIVERVIE	11/08/11 04:04:28 P	M Edit Delete							
н	08/17/2011	88	73.0/130		13.0	THE TPC AT BRANCHBURG RIVERVIE	11/08/11 04:05:31 P	M Edit Delete							
Т	07/03/2011	76	73.0/130		2.6	THE TPC AT BRANCHBURG RIVERVIE	11/08/11 04:12:51 P	M Edit Delete							
Т	07/02/2011	72	73.0/130		-0.9	THE TPC AT BRANCHBURG RIVERVIE	11/08/11 04:12:19 P								
Н	04/22/2010	90	70.3/125	*	17.8	LET'S GET OUT	02/25/11 03:12:40 P								
Н	03/29/2010	94	72.4/122			FAR HILLS CLUB	04/12/10 11:11:01 Pr								
Н	03/29/2010	94	72.4/122		20.0	FAR HILLS CLUB	04/12/10 11:01:30 P	M Edit Delete							

Using the Score Filter will display scores based on the criteria selected:

# Scores to Return - you can request the number of scores you would like to review

**Course Name** – will list the scores played at a particular course. Use the % sign as a wild card. Example, %lake% will list any club with the name Lake in it.

Date Played - will list all of the scores played within the date range identified

Date Posted – will list all of the scores posted within the date range identified

Score Type – will list scores by desired type: all, home, away, tournament, combined, penalty or Eligible T Scores.



			Score 7	Types:	Eligible	T Score	s 💌	Date Posted Range:	to	<b>.</b>					
	Search Clear Filter														
Score	Scores														
	Scores Returned: 6 Score added/changed since last Revision Score considered for last Revision														
<u>Type</u>	Date 💙	<u>Score</u>	<u>CR/Slope</u>	<u>Used</u>	<u>Diff.</u>	<u>Net</u> <u>Diff.</u>	<u>Net</u> <u>Diff. At</u> Time	Course	Date Updated						
Т	07/03/2011	76	73.0/130		2.6	-2.1	-2.1	THE TPC AT BRANCHBURG RIVERVIE	11/08/11 04:12:51 PM	Edit Delet					
Т	07/02/2011	72	73.0/130		-0.9	-5.6	-5.6	THE TPC AT BRANCHBURG RIVERVIE	11/08/11 04:12:19 PM	Edit Delet					
Т	01/03/2010	73	70.3/133	*	2.3	-2.4	3.2	METEDECONK NATIONAL GOLF CLUB	01/05/10 09:46:55 PM	Edit Delet					
Т	01/03/2010	73	70.3/133	*	2.3	-2.4	3.2	METEDECONK NATIONAL GOLF CLUB	01/03/10 02:24:13 PM	Edit Delet					
Т	01/03/2010	73	70.3/133	*	2.3	-2.4	3.2	METEDECONK NATIONAL GOLF CLUB	01/03/10 02:19:26 PM	Edit Delet					
Т	01/03/2010	73	70.3/133	*	2.3	-2.4	3.2	METEDECONK NATIONAL GOLF CLUB	01/03/10 02:14:37 PM	Edit Delet					
Show	ing 1-6 of 6							Items per	Page: 25 💌 Previou	s <mark>1 🔽</mark> Nex					

By requesting **Eligible T Scores**, you will be able to see at a glance T scores that may be exceptional and their net differential (Diff – current Handicap Index = net diff). Anything in red produces a negative net differential.

					Sc	core Maintenance		
				I	Use the f	ilter below to display scores.		
						Golfer Maintenance		
lfer Infor	mation							
		70.45	0.45					
	GHIN Nu	mber: 7315		Wo	orking Cl	ub: 98-0600-01 - THE TPC AT BRANCHB	URG 💌	
	Handicap I	ndex: 4.7			Nan	ne: ABRAHAMS, BURT		
ore Filter								
Jie Fillei								
		U	Ise the filter bel	ow to	search fo	or scores. Use % as a wildcard in the course	e name.	
# 6	ree to Deturn:	0				Data Disuad Danga	The second secon	<b>.</b>
# 500	res to Return:		ourse Name:			Date Played Range:	to	<b>.</b>
		:	Score Types:	All		Date Posted Range:	to	<b></b>
					S	earch Clear Filter		
ores								
Jies								
Score	s Returned: 101				Score	added/changed since last Revision	Score considered for last	
						g	Revision	
Туре	Date	<u>Score</u>	CR/Slope	<u>Used</u>	<u>Diff.</u>	Course	Date Updated	
Н	11/08/2011	96	73.0/130		20.0	THE TPC AT BRANCHBURG RIVERVIE	11/08/11 04:04:28 PM Edit De	elete
Н	08/17/2011	88	73.0/130		13.0	THE TPC AT BRANCHBURG RIVERVIE	11/08/11 04:05:31 PM Edit De	<u>elete</u>
Т	07/03/2011	76	73.0/130		2.6	THE TPC AT BRANCHBURG RIVERVIE	11/08/11 04:12:51 PM Edit De	elete
Т	07/02/2011	72	73.0/130		-0.9	THE TPC AT BRANCHBURG RIVERVIE	11/08/11 04:12:19 PM Edit De	<u>elete</u>
Н	04/22/2010	90	70.3/125	*	17.8	LET'S GET OUT	02/25/11 03:12:40 PM Edit De	elete
Н	03/29/2010	94	72.4/122		20.0	FAR HILLS CLUB	04/12/10 11:11:01 PM Edit De	<u>elete</u>
Н	03/29/2010	94	72.4/122		20.0	FAR HILLS CLUB	04/12/10 11:01:30 PM Edit De	elete
Н	03/29/2010	94	72.4/122		20.0	FAR HILLS CLUB	04/12/10 10:54:23 PM Edit De	<u>elete</u>
Н	03/29/2010	94	72.4/122		20.0	FAR HILLS CLUB	04/12/10 10:48:44 PM Edit De	elete

**Score Edit** – click on Edit for any score you would like to change. Make correction and hit Save. **Score Delete** – click on Delete for any score you would like to delete and follow instructions.



Changing or deleting a score will instantly affect the golfer's trending index but will not affect the Handicap Index until the next Handicap Revision.

Add Penalty Score
Please click "Low Penalty Score" or "High Penalty Score" to add a penalty score.
Date Played: 11/9/2011
Low Penalty Score High Penalty Score Cancel

To add a **Penalty Score** click on the **Add Penalty Score** button, select the date for the penalty round and select either a Low Penalty Score or a High Penalty Score. Penalty score will be confirmed in date order.

<u>Type</u>	Date 💙	<u>Score</u>	CR/Slope	<u>Used</u>	<u>Diff.</u>	Course	Date Updated		
Р	11/09/2011	72	73.0/130		-0.9		11/09/11 09:54:11 AM	Edit I	<u>Delete</u>

Hit Golfer Maintenance at the top of the page to get back to the member's main file.

**Golfer View** will allow you to go directly to a member's file, rather than look them up under the Club Roster. To go from member to member, you would click on the browse box next to the current member number and it will bring up a box to enter the GHIN number of the next person.

	The TPC at Branchburg	User: 98-0600	<u>Logout</u>
GHIN Har	dicap Program Online		
	s Scores Reports FAQs Other Links		
Club Roster Golfer View		Golfer Maintenance	
Add Golfer		Score Maintenance	
Change Golfer Status	es nation		
	GHIN Number: 7315345 # Active: 5 Working Club: 98-0600-01 - THE TPC AT BRANCHBUR		pe: R • ate: 02/18/2011
Cre	ation Dates		
	GHIN Number: 07/24/2009 12:00:00 AM Association: 07/24/2	2009 12:00:00 AM Club: 07/24/2009 12:00:00 AM Service: 0	2/18/2011 1:30:17 PM
	Select a Golfer	# Inacuve. Local Number.	
	Please Enter a GHIN	Number or Press Lookup to Search for a golfer.	

	Please Enter a GHIN Number or Press Lookup to Search for a g	olfer.
	GHIN Number:	
-	Go Lookup Cancel	

Add Golfer is used when you are adding a golfer to your club that does not have an existing GHIN number. Make sure you select the appropriate service before you add your new member information. If the member already has a GHIN number, click on Golfer Public View to pull their record up to transfer/add them to your club.



			Add Golfer		
ervice Selection					
	To transfe		d enter the information	(18)	r Public View
olfer Information					
soner information					
	Prefix	First	Middle	Last	Suffix
Name: Address	¢ [	First	Middle	Last	Suffix
Name: Address		First			
Name	:	First	Middle State:		Suffix Zip: Clear Address Fields

**Change Golfers Statuses** is a quick and easy way to activate or inactivate multiple golfers at the same time. You can see at a glance who is active (black) or inactive (red). Check the box next to the members you wish to modify, choose to "Activate Selected Golfers" or "Inactivate Selected Golfers" or "Inactivate Selected Golfers" by pressing the appropriate button.

	The T	PC at Branchb	urg	User: 98-0600		Logout
<b>GHIN Handicap</b>	Program Onl	ine				
Home My Golfers All Golfers Scores Re	eports FAQs Other Links					
Club Roster Golfer View			Change Golfer Statuses			
Add Golfer						
Change Golfer Statuses	Service: <all></all>			▼ Status: All	•	
Activate/Inactivate Club Roster	Search Golfers Act	vate Selected (	Golfers Inactivate Selected Golfers	Inactivate Entire Ros	clear Filter	
Search Results						
			Golfers Returned: 1156			
	Club N	o. <u>GHIN No.</u>	Name 📥	Status Date	Active	
	98-0600	-01 0674015	-	07/06/2011	Yes	
	98-0600	-05 7315344	ABINGTONVILLE, RICHARD	02/18/2011	Yes	
	98-0600	-10 7315344	ABINGTONVILLE, RICHARD	02/18/2011	Yes	
	98-0600	-01 7315344	ABINGTONVILLE, RICHARD	02/18/2011	No	
	98-0600		ABINGTONVILLE, RICHARD	02/18/2011	No	
	98-0600		ABINGTONVILLE, RICHARD	02/18/2011	No	
	98-0600	-01 7315345	ABRAHAMS, BURT	02/18/2011	Yes	

Once you click the **Inactivate Selected Golfers** button, you will see this screen which indicates this process cannot be undone. **Don't panic**, it just means that you will have to go back and activate any golfers that were inactivated in error. To confirm the inactivations, press the Yes button.



		The TPC a	it Branchb	urg	User: 98-0600		Logout
Handicap							
				Change Golfer Statuses	i		
Club Selection							
	Service:	<a  ></a  >			Status: All		
	Search Golfer	s Activate	Selected (	Solfers I Inactivate Selected Golfer	rs Inactivate Entire Ro	ster Clear Filter	
Search Results		Inactiva	te Golfers				
		Wo		to inactivate selected members of th RNING: Once completed, this cannot Yes No		YE S	
		98-0000-03 98-0600-10	7315344 7315344	ABINGTONVILLE, RICHARD	02/18/2011	Yes	
		98-0600-10	7315344	ABINGTONVILLE, RICHARD	02/18/2011	No	
		98-0600-02	7315344		02/18/2011	No	

**Set Inactivation Dates** allows you to change golfer statuses in the future. This can be done by selecting individual golfers or for the entire roster.

#### All Golfers

All Golfers allows you to search for players within the entire GHIN network.

Under **Golfer Public View**, you can only look up a member by number. Use Golfer Public View to add a member to your club by member number.

	The TPC at Branchburg	User: 98-0600	<u>Logout</u>
	ap Program Online s Reports FAQs Other Links		
Golfer Lubic View Golfer Lubic View Golfer Lubic View Golfer Luckup General Inf	Golfer Mai	intenance	
	HIN Number: # Active: # Inac	ctive: Local Number: Type:	
	Select a Golfer		
	Please Enter a GHIN Number or F	Press Lookup to Search for a golfer	
	GHIN Number: 731	5336	
	Go Look	up Cancel	



#### Golfer View

Score	View

General Info	mation										
		er: 7315336 b: 98-0017-01 - I	FAR HILLS C	# Active: 2	# Inactive	•: 0	-	Number: 1313 Status: Activ		Type: F atus Date: C	
Golfer Inform	ation							Handicap I	ndex Info	rmation	
Name/Addres	iS							Information	Histor	У	
City: TR	H		Middle State:	Last BEAHAM New Jersey		Suffix 08874 Male	×	Current: Previous: Low: Trend: Rounds:		Total Diff.           126.4           126.4           126.4           126.4           126.4           126.4           126.4           126.4           Revision Scores:	Effective Date 11/01/2011 10/15/2011 11/01/2011 Avg. Diff: 21.1 ores
					Transfer						

After you have entered the member number of the person to add to your club, hit the transfer button, enter the service information and hit **Transfer**. The member is now added to your roster.

Under **Golfer Lookup**, you can look up any member by name or number, if you have it. You can narrow the search by inputting the association, too. If you only have part of a name, use the **% as a wild card** in the first or last name to pull up a list. Example: hageme%. (unsure if last name is Hagemeier or Hagemeyer)

		The TPC at Branchburg	User: 98-0600	<u>Logout</u>
GHIN H	andicap Program	n Online		
	olfers Scores Reports FAQs Of	her Links		
Golfe	er Public View		Golfer Lookup	
Golfe	er Lookup			
	Golfer L Golfer Lookup			
	Golfer Lookup			
	Use the filter belo	ow to search for players by GHIN Num	ber, name and other options. Use % as a wildcard	in first or last name.
	GHIN Number:	Association: Ghin Test Associa	tion Status: All	Member Type:
	Last Name: hageme%	First Name:	State: <all></all>	H.I. Range: to
		Searc	Clear Current Tab	
1				
	Search Results			

You will see a list of members that fit the criteria chosen (hageme% in the Association) with their member number, club name and city. We are looking for a Hagemeier that belongs to "The TPC at Branchburg Club". Click on "Scores" to see their current score file. Click on the person's name to bring up their information and to see their complete scoring record by clicking on "Score View".



Golfer Lookup

olfer Lookup Use	the filter below to se	earch for play	yers by GH	IN Number	name and oth	ner options.	Use %	as a wildcard	in first or last r	name.			
GHIN Number:   Last Name: h		Association: First Name:	Ghin Test	t Association Search		Status: All State: <all> nt Tab</all>	>	•	Member Type H.I. Range		to		
arch Results	Active Golf	fers Returned	d: 1	Inactive Go	lfers Returned	l: 1 T	otal Go	olfers Returne					
earch Results <u>Club No.</u> <u>Associat</u>	Active Golf		j: 1 <u>GHIN No.</u>	<u>Name</u> 📥	-	I: 1 T	otal Go	lfers Returne	d: 2	State	Active		
Club No. Associat 8-0600-01 GHIN TE THE TP	Active Golf ion/Club EST ASSOCIATION C AT BRANCHBURG	fers Returned	j: <u>1</u>		-	I: 1 T	otal Go	lfers Returne	d: 2			Scores	
Club No. Associat 8-0600-01 GHIN TE THE TP	Active Golf iion/Club EST ASSOCIATION	fers Returned	j: 1 <u>GHIN No.</u>	<u>Name</u> 📥	R, RALPH	I: <u>1</u> T	otal Go	lfers Returne	d: 2	State	Active		

#### <u>Scores</u>

Under **Scores**, you have a different way to access Score Maintenance. Rather than pulling up the Golfer Maintenance (under My Golfers) for a member, then going to their Score Maintenance, this method will give you direct access to their score file. Click on the browse button to enter a GHIN number.

	The TPC at Branchburg	User: 98-0600	<u>Logout</u>
GHIN Handicap Program			
Home My Golfers All Golfers Scores Reports FAQs Ot	ner Links		
Score Maintenance	Score Mai	ntenance	
Rapid Score Entry	Use the filter below		
	Golfer Mai	ntenance	
Golfer Information			
GHIN Number:	7315592 Working Club: 98-06	00-01 - THE TPC AT BRANCHBURG	<b>•</b>
		MEIER, RALPH	
Handicap Index:	5.3R Name: HAGE	MEIER, RALPH	
Score Filter			
	Use the filter below to search for scores. Use	Jse % as a wildcard in the course name.	
# Scores to Return:	Course Name:	Date Played Range:	to 💽
	Score Types: All	Date Posted Range:	to
	Search	Clear Filter	

You have the option of selecting which score types you would like to review under **Score Filter** – **all, home, away, tournament, combined, penalty or Eligible T Scores**. You can show only the last 20 scores if you would like or use the date played and the date posted ranges. You can add, edit or delete any score listed (for members of your club ONLY).

**Score Edit** – click on Edit for any score you would like to change. Make correction and hit Save. **Score Delete** – click on Delete for any score you would like to delete and follow instructions.



Changing or deleting a score will instantly affect the golfer's trending index but will not affect the Handicap Index until the next Handicap Revision.

Add Penalty Score
Please click "Low Penalty Score" or "High Penalty Score" to add a penalty score.
Date Played: 11/9/2011
Low Penalty Score High Penalty Score Cancel

To add a **Penalty Score** click on the Add Penalty Score button, select the date for the penalty round and select either a Low Penalty Score or a High Penalty Score. Penalty score will be confirmed in date order.

<u>Type</u>	Date 💙	<u>Score</u>	CR/Slope	<u>Used</u>	<u>Diff.</u>	Course	Date Updated	
Р	11/09/2011	72	71.5/122		0.5		11/09/11 11:07:49 AM	Edit Delete

#### Rapid Score Entry

**Rapid Score Entry** allows multiple scores for your membership to be entered. Once the initial screen is set up with the entry settings: general setup; date played; score type; and tee entry, all you need to do is enter the player's last name (full or partial) or member number (dependent upon your entry method), select from the list and post the score.

Rapid Score Entry Settings
General Setup
Show this Screen When Starting Rapid Score Entry: 🗵 Auto Advance: 📄 Player Entry Method: Name (Last, First) 💌
Date Played
Use Same Day for All Rounds: 🔲 Use Today's Date: 🗵 Date to Use: 11/9/2011
Score Type
Use Same Score Type for All Rounds: 🗷 Score Type: Tournament 💌
Tee Entry
Use Same Tee for All Rounds: 🗹 Gender: Male 💌 Holes: 18 💌
Tee: 98-0600-01-3 Name: THE TPC AT BRANCHBURG - FORREST - BACK CR/Slope: 72.2/134 Tee Manual Clear
Save Restore Defaults Cancel

Hit Post Score when complete with the entry, enter the next member's last name and tab to the score entry. The last score posted will show at the bottom of the screen to keep track of who has been entered. Incorrect scores may also be deleted from here.

a USCA service	COLUMA GOLA TO THE TO THE TOT	
	Rapid Score Entry	
Post Score		
Name (Last, First): abr	Name: ABRAHAMS, BURT	H.I.: 4.7 Trend: 4.5L
Date Played ABRAHAMS, BURT (7315345) ABRAHAMS, BURT (7315345) Score Type ABRAHAMS, BURT (7315345) Tee. ABRAHAMS, BURT (7315345) Tee.	AT BRANCHBURG - FORREST - BACK	72.2/134
Score:	Post Score Change Settings	
Last Scores Posted		
GHIN No.         Type         Date         Score         CR/S           7315345         T         11/09/2011 <b>78</b> 72.2/		ORREST 11/09/11 11:18:36 AM Delete

#### <u>Reports</u>

The Reports option will allow you to produce, print and export several reports. The selection and sorting criteria is based on the report being produced.

#### Sample Handicap Index/CH Report

		GHIN Web Reports
Report Menu	Handicap Index / CH Report	Schedule Report Run Report
- Club Roster	Report F	ilters
Handicap Index/CH     Handicap Index/CH     Handicap Index Range     Handicap Labels     Internet Scores Posted     Local Number     Low Handicap Index     Most Improved Golfer     Reduced Golfers     Rounds Posted     Score Posting Sheets	Association: 98 - Ghin	Test Association e TPC at Branchburg • burg-Forrest iburg-Riverview Holes: 18 •
- Scores Posted - 9 Hole Scores Posted	Report Outpu	t Columns
Report Scheduling - My Scheduled Reports - My Report Log	Sort Column: Member Name 💌 Show CR/Slope (	Name Format: Full Name   On Column Header(s):
	Available Columns           Tee-Back (M 72.2/134)           Tee-Middle (M 71.2/126) / (W 75.2/138)           Tee-Fornward (M 68.4/119) / (W 72.4/128)	Display Columns GHIN Number Member Name Handicap Index

Once the report has been "Run", you will have the option to export desired report to PDF, Excel, TIFF, RTF, Text or HTML.

Welcome 98-0600 Logout



					GHIN Web Reports
			Export as: PDF	Export Report	
		The TF	PUF Excel TIFF RTF Text PC at Brat	g (98-0600-01)	<b>▲</b> Ⅲ
		н	landicap Index	/ CH Report	
			Revision Date	11/1/2011	
GHIN # 0674015	Name	<u>н.і.</u> NH			
7315345	Abrahams, Burt	4.7			
7315346	Adams, Ron	2.8			
7315347	Ahern, Paul	2.5			
7316034	Ahlgren, Sonny	2.2			
7315349	Aivaliotis, George	5.4R			
6543456	Akin, Ms. Barabra	14.8			

GHIN has added the ability that for club officials to "schedule" their own reports. This added functionality will now allow club officials to schedule reports using any of the available "Frequency" options and each report can be sent to multiple email addresses each time it is run. Additionally, club officials will have access to their report log which will have a running history of reports that were sent and delivered.



Welcome 98-0600



	Schedule Report
you would like the	vill be scheduled using the currently selected settings. If you have not yet entered the criteria report to run with, please hit "Cancel" below and make your selections, then click the ' button again to complete this dialog.
Description:	
Run Frequency:	Immediate 💌
e e e e e e e e e e e e e e e e e e e	Weekly Monthly
	Immediate Revision Date
Blind C	ору То:
	Schedule Cancel

The GASC GHIN Department recommends that clubs schedule the "Handicap Index/CH" report to be emailed to them on the morning of each Revision Date.



### ABOUT TPP

The Tournament Pairing Program (TPP®) is the most widely used tournament software in the United States. It allows users to create and manage tournaments, from the local club level to the U.S. Open. The Carolinas are pleased to offer TPP to all of our member clubs complimentary.

TPP is designed to run on a Windows operating system that is version XP or newer. Users must also have an internet connection. TPP uses an internet connection to access club member rosters and Handicap Indexes, as well as to connect to the GHIN database. Through this connection, TPP has access to over 14,500 clubs and 2.5 million individual golfers in 44 different states. It can also post scores to GHIN score files for any individual.

TPP has the ability to:

- Set-up tournaments in stroke play, match play, round robin, or college format
- Organize players into teams or pairings based on Handicap Index, age, and/or gender
- Adjust course handicap percentages for teams
- Set tee times for pairings
- Email all competitors entered in a tournament
- Create scorecards for all competitors/teams
- Print lists of pairings, flight assignments, cart signs, and scoreboards individualized for each tournament
- Import tournament information from an outside source such as an Excel file
- Post scores to the GHIN system,

#### and much more.

Blank scorecards, cart signs and labels are all available for purchase from the GHIN Support Department for use with TPP.

Please remember, more information on any task can always be obtained by pressing the F1 key to display a help menu for that specific task. In depth tutorial videos about TPP tasks are also available under the Help Menu by clicking "Online Demonstrations". For additional help please contact the Carolinas GHIN Support Department at (910) 687-4040 or <u>ghinsupport@carolinasgolf.org</u>.



### **INSTALLATION AND SET-UP**

**Network Considerations:** If you are installing the Tournament Pairing Program in a network environment, refer to the detailed 'Tournament Pairing Program Network Considerations' document on the CD and call GHIN Support for assistance.

*IMPORTANT:* If you are using a computer with Windows Vista or 7, you must turn off User Account Control prior to installing TPP. This can be done in the Control Panel, clicking 'User Accounts', clicking it again and then selecting 'Change User Account Control settings'. Turn it to Off (Vista) or to Never Notify (7). Then reboot the PC.

- 1. **Close All Other Applications:** To ensure that the program is installed properly, please close all open applications and icons on the Windows taskbar and system tray before beginning the installation process. This includes any anti-virus programs that may be running as well. This step is necessary in order for TPP to successfully update any files that may currently be in use by Windows.
- Insert CD into CD-Rom Drive: Once you place the CD containing the GHIN Software into the computer, the GHIN CD Browser should now appear. (If the GHIN CD Browser does not appear, you may need to press the 'START' button, choose 'Run' type 'D:Setup.exe' (where D: is the designation of the CD-ROM drive) and press 'Enter'.) If prompted to restart the computer, click 'Yes'.





3. *Click 'Install Products':* From the GHIN CD Browser Menu, click the button labeled 'Install Products.'



4. *Click 'Tournament Pairing Prog.':* From the Install GHIN Products menu, click 'Tournament Pairing Prog.' to begin installation. **ONLY CLICK IT ONCE!** 





- 5. The Tournament Pairing Program 'Welcome' window of the Setup Wizard will now appear. Click the 'Next' button to continue.
- 6. *GHIN License Agreement*. Please read the GHIN License Agreement and click the 'Next' button.
- 7. **Choose Destination Location**. Choose the folder in which the Tournament Pairing Program will be installed. If you wish to change the destination folder, simply click the 'Browse...' button to locate an alternate folder. Click the 'Next' button to continue.
- 8. **Database Configuration**. The Tournament Pairing Program Setup Wizard will now display the SQL\*Server 2000 Desktop Edition (MSDE 2000) settings. The following options are recommended for a **Tournament Pairing Program Stand-Alone** and **Tournament Pairing Program Server** installations.

Select 'Default' and click the 'Next' button to continue.

- When the 'Default' option is selected the SQL\*Server services will be installed locally under the Tournament Pairing Program named instance.

😼 Database Configuration	
Oefault     All files will be installed I     host the TPP database	municate with the SQL*Server Desktop Edition Database locally. A new instance of MSDE will be installed and t isting SQL Server on your machine or network to host the prver must exist to perform the network setup.
Database Properties ServerVinstance: [LOCAL] Database Name: [GHINTPP SQL Username: [sa SQL Password: [**	Use TPP Named Instance (Recommended) (Only Change if advised by System Administrator) Install Database Locally (for use when not connected to the network)
	< <u>B</u> ack <u>Next&gt;</u> Cancel

9. **Select Components.** If you would like to install any of the Tournament Pairing Program Optional Components (Plug-ins), you can select them from the list here. Click the 'Next' button to continue.

- Make sure you select ALL the Optional Components



3	Select	Optional Components				
Ir	Please Select the Optional Components you wish to install.					
	The Optional Components that are currently installed have been selected. Please select one or more components to install, or clear a selection to remove the component.					
L		Component Name	Description			
l	•	TPP Chelsea Interface	This utility allows TPP to communicate with Chelsea to exchange data.			
l	<ul> <li>Course Migration Utility</li> <li>eClubhouse Interface</li> <li>Create Flights using Gender/Age breakdown</li> <li>TPP Low H.I. Inquiry Tool</li> <li>Insert Players from GHIN Enterprise Server</li> </ul>		This component will import courses from various sources into TPP 2004.	E		
l			This utility allows TPP to retrieve players registered for a tournament via eClubhouse.			
l			This utility will allow flights to be created by gender and age. This is a perfect way to set up a junior tournament.			
l			This allows inquirying against the GHIN Server to get Low Handicap Indexes.			
			This component allows golfers to be added to the tournament directly from the GHIN Enterprise Server by GHIN Number.			
	•	TPP Merchandise/Points Calculation Utility	This component provides the ability to award points or merchandise based on scoring results.	Ŧ		
		Select All	Clear OK Cancel			

11. **Start Installation.** To begin the installation, click the 'Next' button. Two progress bars will appear on the screen. One bar will show the current file being installed and the other bar will indicate the percentage of all files that have been installed. During this time, the Microsoft .Net Framework, the MDAC 2.7, and the SQL \*Server Desktop Edition 2000/MSDE 2000 will now be installed. When the installation is complete, the Installation Wizard will update the System Configuration. \*\* **Special Note:** \*\* This process may take a few minutes as multiple install files are being copied to your computer.



- 12. *Installation Complete.* When the installation of the SQL \*Server Desktop Edition 2000/MSDE 2000 is done, the 'Installation Complete' window will appear. Click the 'Finish' button to exit the installation.
- 13. **Restart Computer.** After the Tournament Pairing Program has been installed you will be prompted to restart the computer to complete the installation of the Tournament Pairing Program. *This is very important because the Tournament Pairing Program may not operate properly if the computer is not restarted. Press the 'OK' button to restart your computer.*



14. **Restoring the TPP Database Files.** Once the computer has completely restarted, the Tournament Pairing Program Database Restore will take place automatically. This process creates the Tournament Pairing Program Database and configures it for you to use. This process may take a few seconds to complete. **Please Do Not Interrupt This Process.** 

\*\*NOTE: Depending on the configuration of your computer, you may receive a Common Language Debugging Services message that is associated with the TPPDBCopy.EXE program after the computer has completely restarted. If you receive this message, you will have to manually create the Tournament Pairing Program Database before you can use the program.

TPPDBCop	ey.EXE - Common Language Runtime Debugging Services
<b></b>	Application has generated an exception that could not be handled. Process id=0x8a4 (2212), Thread id=0x8a8 (2216). Click OK to terminate the application. Click CANCEL to debug the application.
	OK Cancel

To manually create the Tournament Pairing Program Database and configure it for you to use, open the C:\ drive, the GHIN folder, the 2004 folder and the TPP folder. Once there, locate the file named "**ghindata.tpp**" and double-click the file. This will launch the Tournament Pairing Program Database Restore utility and create and configure the Tournament Pairing Program Database for you to use. This process may take a few seconds to complete.

Please Do Not Interrupt This Process. Click Close once it has finished.

<ul> <li>Computer</li> <li>OS (C:)</li> <li>SRecycle.Bin</li> <li>dell</li> <li>Documents and Settings</li> <li>Drivers</li> <li>GHIN</li> <li>2004</li> <li>Communications</li> </ul>	Organize 🔻 🔛 Open 💌 New	folder		
dell     dell     Documents and Settings     Drivers     GHIN     2004     C1.C1Zip.dll     C1.Common     C1.Win.C1     dll     Grid.dll	🚢 OS (C:)			Discourse
2004 C1.C1Zip.dll C1.Common C1.Win.C1 .dll Grid.dll	<ul> <li>dell</li> <li>Documents and Settings</li> <li>Drivers</li> </ul>		Logos	PlayerImport
Intel	2004 Communications TPP	CI.CIZip.dll		



15. **SQL** \*Server Desktop Edition 2000/MSDE 2000. Once the Tournament Pairing Program Database Restore has finished, you are ready to continue. You should see the SQL \*Server Desktop Edition 2000/MSDE 2000 icon in the system tray. The SQL \*Server engine will start automatically every time you restart the computer. The icon should contain a green arrow indicating that the engine is running. If the icon contains a red block, wait until the icon changes to the green arrow before proceeding. Please note that depending on your computer and system resources, it may take some time for the engine to start.



16. **Tournament Pairing Program Icons.** The new version of the Tournament Pairing Program that was just installed is displayed as a green icon. To open the new version of Tournament Pairing Program, double-click the green Tournament Pairing program icon that is located on the desktop.



17. **Updating the Database.** The first time that you open the Tournament Pairing Program, the TPP Database will update itself. This process may take a few seconds to complete. **Please Do Not Interrupt This Process.** 





#### 18. Enter club number and password.

Enter Club Number						
Association/Club Number						
Association: Club:						
This club is a member of more than 1 Association						
Second Association/Club Number						
Association: Club:						
This club is a member of more than 2 Associations						
Third Association/Club Number						
Association: Club:						
This club is a member of more than 3 Associations						
Fourth Association/Club Number						
Association: Club:						
Password:						
Confirm:						
Copy from GHP						

A box will pop up to enter your Association Number and Club Number. Contact GASC GHIN Support if you do not know your association, club's number or GHP Password.

- Association:
- Club Number
- GHP Password

When all information is entered, click "OK".



#### 19. The main screen will appear. Click "Cancel" on the Tournament Selection menu.

Tournament Selection Menu					
Please select an existing tournament, or create a r	new tournar	nent using the buttons below	<u>r.</u>		
Name	Players	Tournament Dates	Date Created		
Create Delete Import	0	K Cancel			

20. In the upper left corner, click on

Tournament Preferences Configure Internet Connection Method

and choose "Existing LAN Connection" for your high speed internet connection. Hit Okay.

21. Under the Help menu on the right, click on

#### Check for Software Updates

It may ask you to restart TPP, click Yes and TPP will restart.

- If it does restart, click Cancel again when the main screen appears before proceeding to Adding and Editing a Course.



### ADDING AND EDITING A COURSE

Add Course Wizard	To set-up course and tee info, click <i>Course</i> in the
Golf Club (Facility) Information	upper left of the main screen, then
Please enter the information for a new Golf Club (Facility) or select an existing Golf Club	Management
Add a new Golf Club (Facility)      Ame:      Does this Golf Club (Facility) have more than 18 holes (multiple courses)?:      C Select an Existing Golf Club (Facility)	If this is the first course to be added, the screen to the left will appear.
Name Short Name	If a new course is to be added to already existing courses, the screen below will appear. Click " <i>Add</i> " and then the screen to the left will appear.
Add Delete Back Next Cancel	Once a new course has been entered, click "Next" to enter tee information for that course.
	When all tee information has been entered, click " <i>Finish</i> ".

Unfortunately, there is no "master database" to pull from for all of the course information. This must be entered into the system for each course.

- Augusta National Golf	CLA			0		1.1														-		4	
- Augusta National Golf Tees (M)	CIUD			Louis	e/Tee												-					ומידי	D
Baytowne Golf Course							P		ne Go	lf Course	•											TP	
Blue (M)				C	lub Sho		1	ву														al	USGA Product
Gold (M) White (W)					Cours	e Na	ne:																
Country Club of Ranch	o Berna	rdo		Cou	rse Sho	rt Na	ne:			1													
- Yellow (M)					Te	e Na	ne: BI	ue	-		-												
Green (W) Dove Canyon Country	Club							18	F	ont 9	Bac	< 9											
White (M)	(1997) (1997)					Rati	ng:	69.9		35.0			€ M	en (	` Wo	men							
Green (W)						Slo	pe:	130	5	113		113											
Moorpark Country Club White (M)	2			1	'um Tim	ie (mi	n.):		-	0	-	0											
Red (W)			~						1														
		>		_						_					_								
Hole	1	2	3	4	5	6	7	8	9	Out	10	11	12	13	14	15	16	17	18	In	Total		
Hole Name Yards	334	385	130	424	473	379	153	310	506	3094	362	138	525	420	190	448	397	160	391	3031	6125		
Par	4	4	3	4	5	4	3	4	5	36	4	3	5	420	3	440	4	3	4	34	70		
Handicap	13	7	17	1	5	11	15	9	3		12	18	6	2	14	8	10	16	4				
Pace of Play																							1
Green Depth Shotgun Priority										_													
								>			1					1	-	. 1					
Copy Tee Ini	ormation	1	Edit C	Jub D	etails		Add	)	D	elete		Undo		0	)K		Cance	1	Aj	pply			
																							$\frown$
																							()
																							(SCGA)
																							Southean California ODF ASSOCIATION
																							1222

Here, you can add a new course, or edit information for an existing course such as yardage and par for each hole.

To edit the course info (yardage, par, ect), the tee MUST be highlighted. Simply click on it to highlight it.

Note: The program will automatically compute the par for each hole based on the yardage. Double check to make sure they are correct.

When finished, click "OK".

IMPORTANT: Update TPP with new course information if your course is re-rated!

#### You are now ready to start using the Tournament Pairing Program!



# **CREATING A TOURNAMENT**

Bas	ic Setup					
<u>G</u> e	eneral Tournary Name: Sponsor:	he Masters 3M he greatest game	ever plaj	Entry Fee (Pr		Gender: Men  Scoring Type: Gross and Net Host
1	Date Begin	Date End	Holes	Number o Round Type Stroke	f Rounds: 1 Round Detail Gross/Net	Apply Men's Course Augusta National Golf Club - Tees
				Stroke Match Round Robin League Play Cup Match College Points		
					Next	Cancel

To create a golf tournament, on the top left of the main menu, select

Tournament Create New Tournament

On this screen, enter the tournament name and any other basic information such as the number of rounds, sponsor, and gender of competitors.

To edit information such as date, holes, and round type, click on the respective box, and then click on the drop down arrow to make a selection.

When finished, click "Next".

Tournament N	et Information		
- <u>Handicap Limits</u>			Section 3-5
Set Handicap	Limits by: Handicap Index		None
Round		Men's	📮 - Augusta National Golf Club
	Low	High	Tees (M)
1	+9.9	36.4	Blue (M)
			Gold (M)
			- Country Club of Rancho Bernardo
			Yellow (M) ⊟- Dove Canyon Country Club
			- White (M)
			E- Moorpark Country Club
			L White (M)
			⊡-Raven Golf Course Raven (M)
			Silver (M)
			White (M)
			⊡- The Woodlands Country Club - Tournament Cours    Black (M)
			White (M)
			<
		Back Finish	Cancel

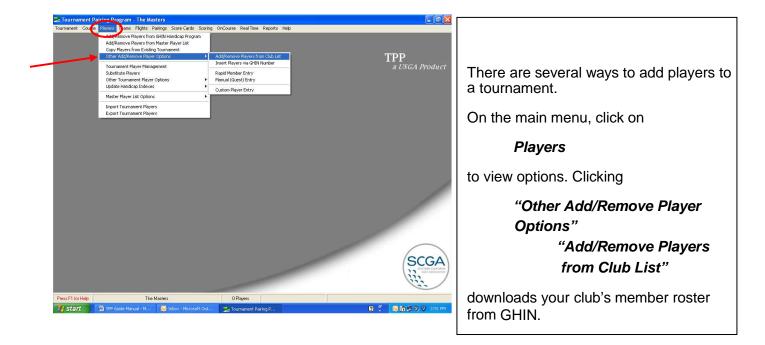
On this screen, assign handicap limits and make adjustments to Course Handicaps based on the USGA Handicap System Manual.

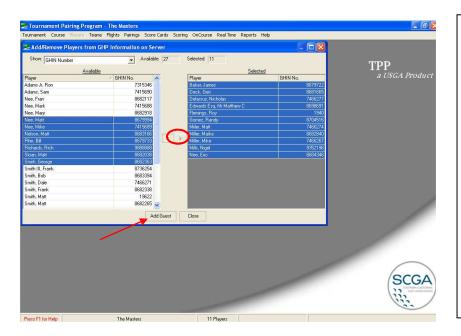
When finished, click "Finish".

Note: If you have players competing against each other from multiple tees, (men vs. women, men vs. men from different tees) you must apply Section 3- 5 of the Handicap Manual in the section on the right side of the screen.



# ADDING PLAYERS





To select players from the list, highlight the player in the "Available" column on the left and then click on the arrow to move them over to the "Selected" column on the right.

Tip: To select multiple players at once, hold down the Shift or Ctrl key while selecting players.

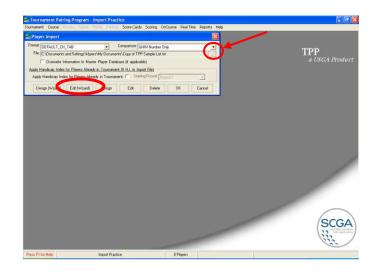
To add a guest to the list, click "*Add Guest*", enter their information, then click "*OK*".

When finished, click "Close".



### IMPORTING PLAYERS FROM AN OUTSIDE FILE

Home In	sect Page Lay	out Formul	as Data i	Review View				19 -
Calibri	- 11 -	A' A' =	= = %	F Test			Breinsett - 1	E . 47 (A)
Paste B Z	u-100-10	- A - =		%			Delete *	- Sort & Find &
	Save As				1 10 10		6	er * Select *
Clipboard Tv		Concernance of the	1040 h			200		1 Milling
01	ave in:	My Docum	ients			2	0 0 × 🛥	
2 Monern Neva	My Recent Documents	My Music						
2 Washington St	Desktop	My Pictures						stever@nng
Washington St     United States 4		Copy of TP						
4 United States 4 5 Metropolitan G	Documents							imottola@m
5 Metropolitan G 6 Florida Women	My Computer							kthormahlen
7 Colorado Golf								aaron@cogo
8 Vermont Golf A	My Network Places							vga@vtga.or
9 Colorado Golf								edmate@co
10 Tennessee Gol								smcdonald@
11 Georgia State								mwaldron@
12 Pacific Coast C								in the later is the
13 Pacific Northw								iohn@theon
14 Metropolitan G								bmahoney@
15 New Jersey Sta								sfoehinjsga
16 American Socie		Ple name:	Copy of TPP Sample				1021	chad@asgca
17 Northern Calife		Save as type:	Text (Tab delimited				×	jcowan@ncs
18 Northern Calife	1	seve on Tible.	Text (Tab delimited Web Page	2)				Inelson@ncg
19 Colorado Marin	Tooks •	1	Excel Template				Care	dawn@cogo
20 Connecticut St			Excel 97-2003 Tem	plate				5
21 Tennessee Golf	Association		Tent (Teb deimker	0			moet Set	vices cpage@pgal
22 Tennessee Golf	Foundation		Dick	Horton	982641 Pre			dhorton@pg
23 Northern Nevad	la Junior Golf A	Association	Pamela	Whalen		ecutive Director		whalen@nnj
24 United States G	olf Association	n	Larry	Adamson	1031333 Ho	norary		larry1326@a
H + + H Copy of 1	TPD Sample List	LT Sheet	2 Sheet3	12	0.4		- 11	



A list of players can also be imported from an outside file such as an Excel spreadsheet by selecting

#### Players

#### Import Tournament Players

A few things must be adjusted in the Excel spreadsheet before it can be imported into TPP:

- If the first row of the spreadsheet gives a headline for each column, delete it. If it is imported, it will become another player in the tournament!
- If the list consists of men and women, a column must be created specifying gender as male or female. (Simply M or F is fine.) If gender is not specified, all players will be entered into TPP as male.
- Save the spreadsheet as a "Text (tab delimited)" To do this, under <u>Save As</u>, select "Text (tab delimited)" in the drop down menu labeled <u>Save As Type</u>.

Now, in the Player Import box in TPP, select your Excel file from wherever it is saved using the box with the three dots next to the File tab. Then click "*Edit Wizard*".

Make sure the Format selected is "*Tab Delimited*". Then click "*Next*".



### **IMPORTING PLAYERS FROM AN OUTSIDE FILE (cont.)**

Player Import			2	8		
Format DEFAULT_CH_TA8	Comparison: GHI		-			TIDD
File: C\Documents and Settings\kbyers\	dy Documents\Copy of TPP 9	ample List.txt	1949			TPP
C Overwrite Information In Master F	Player Database (if applicable	1				a USGA Product
Apply Handicap Index for Players Already in						
Apply Handicap Index for Players Already	in Tournament:	Flound Flound 1	+			
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Design (Wizard) Edit (Wizard)	Define the Field Types					
			select each column an			
	Please select " Column Number: 4	(Skip)' from the lot i Field Type:	you wish to not import	he data in the		
	Coult mailed, 4		[[Skip] Gender			
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		John	Handicap Index 9 Hole Handicap Index Raw	Raw		
		David	Hometown		-	
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tess F) for Help	Import Practice	01	Nayers			122 Martines

Here, enter a category for each column of the spreadsheet.

For example, if there is a column of GHIN numbers for each player, highlight that column and select "*GHIN Number*" from the options in the <u>Field Type</u> drop down menu.

When each column is labeled, click "Finish".

Then, back on the Player Import menu, click "OK". The players will be uploaded from the Excel spreadsheet and a message will appear detailing how many players have been added.

Owner Gette Number     Officities     Officities     Officities     Officities     Market in Links     Market in Links<	Terranter rayer List M	anagement						
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		5689251						
	Master Player			uro eas	Denie	3000	Cose	

To view and edit the list of players in the tournament, click

#### Players

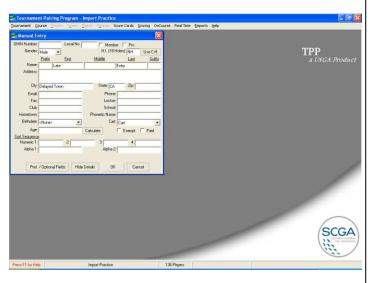
#### Tournament Player Management

Here, all the players along with their information are listed. The list of players can be sorted using the options in the Sort menu in the top left, such as by Age, Club Name, or Gender.

Edits to a player's personal information can also be made here, but changes will NOT be saved to the GHIN system.



### ADDING EXTRA PLAYERS / LATE ENTRIES



To add another competitor after the tournament player list has been created, click *Players* 

Other Add/Remove Player Options Manual (Guest) Entry <u>OR</u> Insert Players via GHIN

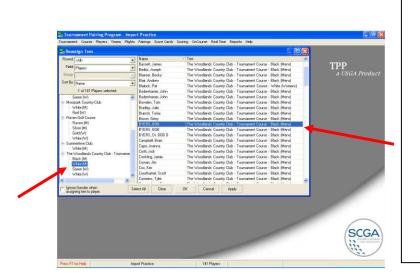
#### Number

Use the guest entry if a player does not have a GHIN number. Enter the competitor's information (either GHIN number or name) and click "OK".

The player will then be added to the list of tournament players.

Note: If you add a player after teams, flights, or pairings have been created, the player must be added into each separately. They are not entered automatically!

### **REASSIGNING COURSE TEES**



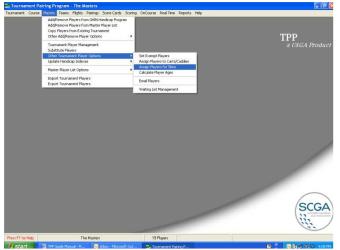
If a player is added after the player list has been created, they must be assigned to the correct course tees. To edit which tees a player is competing from, click

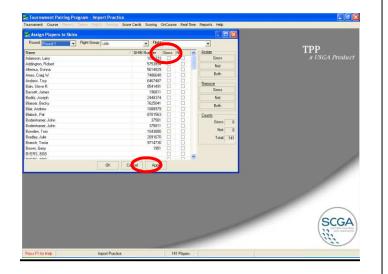
#### Course Reassign tees

A menu will appear where players can be selected on the right, and the course tees highlighted on the left. To select multiple players at once, hold down the Ctrl key. When the correct tees are listed for the player, click "Apply". When finished, click "OK".



# OTHER PLAYER OPTIONS – SKINS





There are several other useful options available under the "Players" tab.

To assign players for skins, click

#### Other Tournament Player Options

#### Assign Players for Skins

In the menu that appears, each player can be selected to play in Gross and/or Net skins by checking the appropriate box to the right of their name.

When finished editing, click "Apply" to save your changes, then "OK" to close.

Note: To set up a Skins Game for teams, see the <u>Creating Teams</u> section.

Note: Skins Game reports can be viewed and printed in the "Reports" section of TPP. In order to print a report of Skins Game results, the players competing must be selected PRIOR to tournament scoring.

To Clean up the Master Player list, click

#### Players

### Master Player List Options Player Clean up

This will remove all players on the master list that are not entered in a tournament.

To email all tournament players, click

#### Other Tournament Player Options

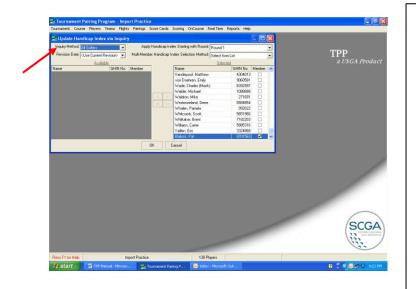
#### Email Players

then select the players to email and click on "Open Email Editor".

40



# **UPDATING HANDICAP INDEXES**



To update the player Handicap Indexes, click

#### Players

Update Handicap Indexes via Inquiry (All Golfers)

On the screen that appears, specify whether members, non-members, or both will be included using the drop down menu labeled <u>Inquiry Method</u>.

Select a Revision date from which to update under the "Revision Date" tab.

When the appropriate players and date have been selected, click "OK" to start the update.

Press F1 for Help			SCGA
	Export Tournament Players		
	Master Player List Options	Low H.1. via Inquiry (Al Gofers)	
	Other Tournament Player Options	via GH(N Handcan Brogram (Members) via Inquiry (All Golfers)	
	Tournament Player Management Substitute Players		a USGA Product
	Add/Remove Players from Master Player List Copy Players from Existing Tournament Other Add/Remove Player Options		TPP
	Add/Remove Players from GHIN Handicap Program		

Note: TPP also offers the option of updating a player's Handicap Index using a Low H.I.

To this, click

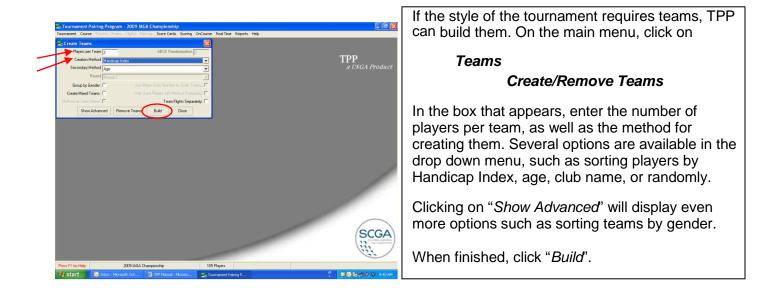
Players

Update Handicap Indexes Low H.I. via Inquiry (All Golfers)

Then proceed as above.



# **CREATING TEAMS**



	n 2009 (ACA Championship e Right Tarrige SomeCard, Scoring onCourse RealTime Reports Hep	_ # X
Create Teams	×	
Players per Team 2	ABCD Randomization 0	
Creation Method ABCD		TPP
Secondary Method Handicap	Index 🗾	a USGA Product
Flound Flound 1	Team Settings	
Group by Gender.	Team Options	
Create Mixed Teams:	Apply Stoke Linit: 🔽 Strokes: 8 Reduce by Additional 🕸 🗂 🕸 Till Apply 🕏 Using HI Rank: 🗖	
ethod in Termitiane 1	Use C.H. to the Tenth (Apply Total Team CH Only):	
	Course Handicap Percentages	
	Players (Men) Players (Women) Total Team CH	
	I         2         1         2         Use         Pct           Round 1         100         100         100         50	
	OK	
		$\frown$
		SCGA
		SCOA
		222
		122
s: F1 for Help	2009 IAGA Championship 105 Playetts	

Next, the Team Settings box will appear. Here, it is possible to set a maximum number for the difference in strokes of the handicaps of each player on a team. This is applicable in competitions such as four ball stroke play.

The course handicap percentages may also be adjusted here.

When finished, click "*OK*". A message will appear indicating how many teams have been built.

Note: To adjust handicap percentages for teams any time later, this screen can be accessed by clicking

Teams

Team Settings



# **CREATING TEAMS (cont.)**

😹 Team Ma	nagement			E	
Group:		Playets per Team	Apply		
Show Han		Team 1 HCP: NH	Williams; Matt [+2.5]	Ehret, Jay (NH)	🙆 🗛 Produ
		Team 2 HCP: NH	Moore, Bil (+0.5)	Moore, Jm (NH)	
		Team 3 HCP: NH	Antonio, Ales (+1.0)	Demick, Gigi (NH)	_
		Tean 4 HCP: 28.8	Fax, Jay (0)	McCankey, Dawn (28.8)	
		Team 5 HCP: 22.3	Mate, Ed (0)	Cohn, David (22.3)	
		Team 6 HCP: 21.5	Kelly, Mike (0)	White: Susan (21.5)	
		Team 7 HCP: 22.4	Peterson, Mark (0)	Storey, Nancy [22.4]	
		Team 8 HCP: 16.1	Hoffmann, Doug (0)	Bowden, Tom (16.1)	
		Team 9 HCP: 12.5	Hovie, Scott (0)	Wieneke, Michael (12.5)	1
		Team 10 HCP: 13.2	Flinn, Tyson (0)	Emeric, Marty (13.2)	100
		Team 11 HCP: 16.9	Eckroat, Steve (0)	Harrison, Mary (16.9)	
	ļ	Team 12	Addisates Data Mi	Max Ersense (10.0)	8
		Unio	OK Cancel Apply		0000
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					122
ess F1 for Help	20091464	A Championship	105 Players		~
l start	Dinbox - Microsoft Out	TFF Manual - Microso	Townament Pairing P	8	0 16 27 19 V 9 000

### ASSIGNING TEAMS TO A SKINS GAME

To view the teams that have been created and make edits, click on "*Teams*", then

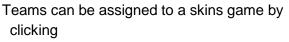
#### Management

A window will appear displaying all teams. The handicap for each team is displayed in the column furthest to the left. Information about each player, such as Handicap Index or age, is displayed beside each player's name. Adjust this using the "Show" drop down menu on the left.

Players can also be moved among teams or added/removed by clicking and dragging to a new team location or to the list on the left side of the screen.

Note: Right clicking on any player's name will also display a variety of options that make rearranging players easier.

If any player has recently been added to the tournament but has not been assigned a team, they will appear on the far left.



#### Teams

#### Assign Teams for Skins

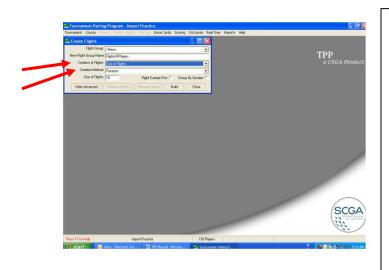
In the window that appears, select teams for Gross and/or Net skins. To assign all teams, use the options listed under "Assign" on the right. Otherwise, just select teams individually. Remember, teams must be selected PRIOR to tournament scoring in order to appear in the skins game report.

When finished, click "Apply" to save changes, then "OK" to close.





# **CREATING FLIGHTS**



If flights are needed for the tournament, they can be created by clicking

Flights

#### Create/Remove Flights

Then select either Players to create flights of players, or Teams to create flights of Teams.

Flights can be created for teams or players by specifying either the size of each flight or the number of players in each flight.

Flights can also be created randomly or by using Handicap Indexes by making the appropriate selection in the creation method drop down menu.

When finished, click "Build".



To view and/or edit the flights that have been created, click

Flights

Management

A list of all flights will appear and players/teams can be moved, added, or removed one by one.



# **CREATING PAIRINGS**

	ilring Program – Import			
Tournament Course		Firrigs Score Cards Scoring OnCours	e RealTime Esports Halp	
Round	Round 1	Pair By Teams b- Tournament Course Delle 2/24/2011 Sub Method: Handicap Indes Delleholder. Fight Option: Ignore Fights	Team Group: Teams Small Groups on Top Soft: According Randomization: College Seed (Filinger Land	
Wave Stating two 1 900 AX	Tat Tur 10th 14t/10th 10th/1at Sholgun	Interval Stater's Time Reve 10 10 0		Inner Play Pairings           Opto Sating Time, Sating See, Nettod,
Press F2 for Holp	Inpo	1 Practice 1	E Playes	Beneficial for the and of the set
	🕑 Inbox - Microsoft Cut	1	ournament Pairing P	

To create pairings for a stroke play tournament, click

#### Pairings

#### Create Stroke Play Pairings

In the stroke play pairings window that appears, specify all details for the pairings to be created, such as how many players will be in each group, whether pairing by players or teams, and whether or not a shotgun start will be used.

Click "Build" to create the pairings. A message will appear indicating how many pairings have been created.

### **CREATING SHOTGUN PAIRINGS**

Stroke Play Pairings Round Round		Pair By: F	lavora	-			18							
	National Golf Club			*		Small	Groups or	Top: 1	2				T	PP
Players per Group: 4	-	Date	4/1/2011	•	9	ort Ascenc	ing		-					a USGA Produ
Paing Method Entry N	umber •		Handicap Index		Randomizat			0						
Players/College	-	Distribution		+	College Se	ed Plant	Seed.							
Flight Group: (None)		Flight Options	Ignore Flights			pr 5								
Waves 1	Wave Shotgu													
1 8:00 AM Sholg	Round Roun	1 1	ser Augusta Nat	4 5	6 7	8 9	10 11	12	13	14 15	16	17	18	
	Wave Group	Current 4		4 5	6 7 3 4	8 9 5 4	10 11 4 4	12	13 5	14 15 4 5	16	17	18	
	1	5 5		1 1	0 0	0 0	0 0	0	0	0 0	3	0	0	
		de sel s		nini ini										
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									-1.	Ti	-		-	
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													-	
														SCGA
														UCOr
														1322
														1 and
s F1 for Help	The	Masters		19	Players									

To create shotgun pairings, select "Shotgun" from the dropdown menu labeled <u>Starting Tee</u>.

Clicking "Build" will cause the window to the left to appear. This allows you to choose how many groups start at each hole.

When finished making adjustments, click "*OK*" and the pairings will be created.



# PAIRINGS (cont.)

Pairings Management					
ound: Round 1	Players p	er Group: 4 Apply	_		
Ight: <none></none>	True 1	Richards, Rich © (39)	Taylor, Eda © (56)	Mills, Nigel ⊕ (21)	Froning, Nel @ (13)
/ave: Wave 1	8:10 am Tee: 1	Smith, Bob ® (44)	Miller, Maike ⊕ (19)	Smith, Matt @ (47)	Nee, Eric @ [23]
Ty # Name	8:20 am Tee: 1	Wayne, Rich @ (57)	Nee, Mike © (35)	Costa, Mary @ (6)	Smith, Dale @ (45)
	8:30 am Tee: 1	Smith, Mike ⊕ (50)	Deck, Geri ® (7)	Nee, Sally © (36)	Smith, Matt ⊕ (49)
	8:40 am Tee: 1	Flemings, Wendy ® (12)	Miller, Matt ® (18)	Smith, Sam @ (53)	Young, Joe 🔍 (60)
	8:50 am Tee: 1	Nee, Fran @ (25)	Nee, Lauren @ (29)	Byers, Kevin R @ (59)	Smith III, Frank @ (43)
	9:00 am Tee: 1	Flemings, Roy @ (11)	Nee, Francois © (28)	Delacruz, Maura Ф (8)	Sundib, Maat © (55)
	9:10 am Tee: 1	Nee, Mark © (30)	Nee, Mary @ (31)	Smith, Peter @ (51)	Nee, Meghan @ [34]
	9:20 am Tee: 1	Nee, Maureen @ (33)	Smith, Frank @ (46)	Kerner, Alysa © (16)	Woody, Becky @ (58)
	9:30 am Tee: 1	Nee, Francie @ (27)	Delacruz, Nicholas @ (9)	Nee, Enn @ (24)	Smith, Stan ⊕ (54)
	9:40 am Tee: 1	Smith, Sam @ (52)	Macaulay, Caitin ® (17)	Baker, James ♥ (3)	Gomez, Randy ⊕ (14)
	9:50 am Tee: 1	Nee, Emily @ (22)	Silvi, Teri ® (40)	Nee, Frances @ (26)	Sloan, Matt ⊕ (41)
	10:00 am Tee: 1	Kennedy, Kate @ (15)	Smith, Matt @ (48)	Adams Jr, Ron ⊕ (1)	Pifer, Bill @ (38)
	10:10 am Tee: 1	Nee, Matt @ (32)	Blalock, Pat Ф (4)	Clair, Betsy @ (5)	Miller, Mike @ (20)

To view and edit the pairings that have been created, click

### Pairings

#### Management

A list of all pairings will appear along with their starting time and locations in the left column.

<u>To make easy adjustments</u> like adding in another pairing group or moving player positions, right click on the tee time in the left column or the individual player.

<u>To create another column</u> for a late addition player, change the number of players per group located just above the pairings table.

Note: Clicking "Undo" will undo the most recent adjustment made, not everything.



# SCORE CARDS

Print Score Cards																						- (	C
Round: Round 1   Flight Group: <none></none>		G	Do	tting	(Play	4	No D	ots					•										
Course U>  Team Group: (None>		-	U	mng	Tea	ms);	No D	ots	-				-										
Players/Card: pring Group													_										
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Handicap: (None) Prev. Scores: (None)		-	P	layer	#77	lee:	<nor< td=""><td>ne&gt;</td><td>-</td><td></td><td></td><td>-</td><td>-</td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td></nor<>	ne>	-			-	-										
Print Order: Tee and Time   Pace of Play: (None)		-	F	Playe	r Disp	olay:	Nam	e (La	st, F	inst]			•										
Diagonals: Player: Blank: Markets: Team						olay:							•										
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		1000	-	-	<u></u>				1														
Name													Kir	ster	's Te	st To	arna	w					
Laser Type 4 (404) Laser Type 5 (405)									Augusta National Golf Club														
Team Card (Scramble) One-Tee	Startin	g Tee:	1 8	Start	ing T	ime:							Aug				the Ca						
Pairing Group (4 Person) One-Tee																					smila		
Pairing Group FourBall (Gross & Net) One-Tee			_				_	-	_	_	_			_	_	_	_			_	Septa	-	-
Pairing Group FourBall (Gross or Net) One-Tee	BOLES		1	3	4	5 5	1	3	9	OUT	10	11		_	_	5)	_	-	-	-	BCP N	ET E	ES
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Print Scor								- 0
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Players/Card	Pairing Group		1					
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Handicap	(None)							
	Tee and Time		Tee / Player(s) 1 Richards, R. / Taylor, E					
		8:00 am 8:10 am	<ol> <li>Hichardt, H. / Taylor, E</li> <li>Smith, B. / Miller, M. / S</li> </ol>					
Diagonals:	Player 🗐 Ble	8:10 am 8:20 am	1 Smith, B. / Maler, M. / S 1 Wayne, R. / Nee, M. /					
	HBH: IT Dut		1 Smith. M. / Deck. G. / 1				_	
		8:30 em 8:40 em	1 Flemings, W. / Miller, M					
Name		0.40 am 8.50 am	1 Nee, F, /Nee, L, /Bye				_	
Later Type 4	1 (404)	8:50 am 9:00 am			11		10	5
Laser Type 5		9.00 am 9.10 am	1 Flemings, R. / Nee, F. /		. м.		d	bh.
			1 Nee, M. / Nee, M. / Sn				·	
		9:20 am	1 Nee, M. / Smith, F. / Ke					Course Later = '98
		9.30 am	1 Nee, F. / Delacruz, N. i				_	SkoeRator = 11)
	p FourBall (Gross		1 Smith, S. / Macaulay, D					
Paring Grou	p FourBall (Gross		1 Nee, E. / Silvi, T. / Nee				1	
Pairing Grou	p (4 Person Tea	10.00 am	<ol> <li>Kennedy, K. / Smith, M</li> </ol>				14	45 373 748
2009 Delega	te Day		1 Nee, M. / Blalock, P. /					4 8 7
Delegate Da		10:20 am	<ol> <li>Nelson, M. / Edwards, I</li> </ol>	4. / Smith, G. / Adams	5.			
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ts F1 for Help	40	Kinter	's Test Tourney	60 Players	Building Scorecard Grou	0.0	2	5%
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By selecting Score Cards from the Score Cards Menu, a screen appears with options to set logos, design, edit, delete and print score cards.

Use the Players/Card Menu to select how many players will appear on each card. Printing a Pairing Group per card reduces the number of cards needed.

Also, the option is available on the top right to dot each player's handicap on their scorecard, or to leave it blank.

Each player's starting hole can also be shaded on their scorecard.

Choose which type of scorecard is appropriate for the tournament in the column on the left or design a new scorecard by clicking "Design".

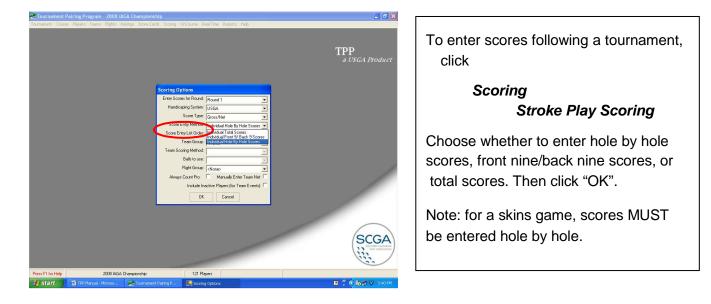
Score cards can be printed all at once by clicking "Print All" and then "Use Tees Assigned".

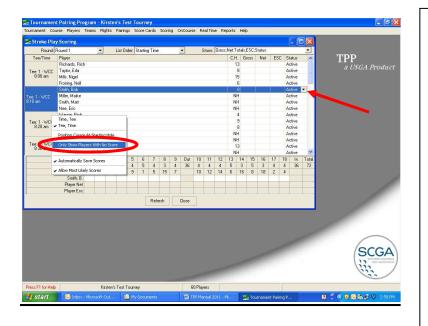
To print single score cards, click "Print Selected". The screen to the left will appear- choose a card to print, and click "OK". Holding the Ctrl key while selecting enables multiple pairings to be selected.

Note: If it's a mixed tee event, the appropriate tee will print on the scorecard for each player automatically.



# SCORING





Enter scores for all players in the screen that appears.

Note: When entering scores, you may enter "X" and TPP will automatically determine the player's Equitable Stroke Control (ESC) score to use for handicapping.

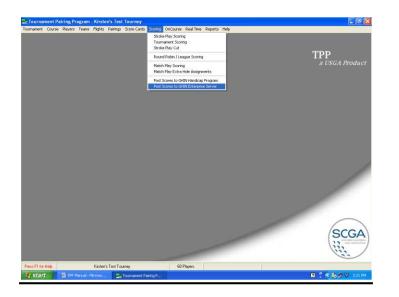
When all scores have been entered, click *"Refresh"* to update any changes, and then click *"Close"*.

Note: By periodically right-clicking on any tee time on the left and selecting "*Only Show Players With No Score*", you can clear the page of all players whose scores have already been entered.

To change a player's status from "Active" to something else such as "No Show" (NS), "Withdrawal" (WD), "No Card" (NC), or "DQ", click on the word "Active", then on the drop down arrow that appears beside it to make the appropriate selection.



# **POSTING SCORES**

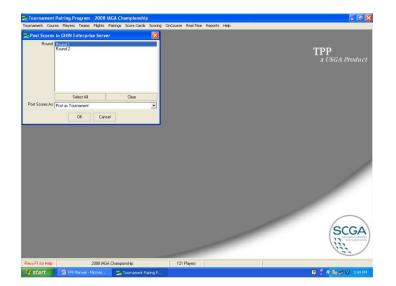


Following a tournament, scores can be posted to the GHIN server by clicking

Scoring

Post Scores to GHIN Enterprise Server

Select the round for which to post scores and whether scores will be posted as a tournament or nontournament.



When ready, click "OK" to post scores.

Note: TPP automatically posts the Adjusted Gross Score when posting.



### **REPORTS**

Report Menu			
Farentes     Frequences     Frequences     Frequences     Forces     For	None         / A           "State" Lid - Aphabetical         'State" Lid - Aphabetical           "State" Lid - Aphabetical         'State" Lid - Aphabetical           "State" Lid - Aphabetical         'State" Lid (States State Tale)           "State" Lid (States Cath)         'State" Lid (States Cath)           "State" Lid (States Cath)         'State" Lid (States Cath)           "State" Lid (For Payed, C.H.)         45 Person (Lid Cath)           45 Person (Lid Cath)         45 Person (Lid (States Cath))           45 Person (Lid Cath)         'State" Lid (States Cath)           45 Person (Lid (States Cath))         'State" Lid (States Cath)           46 Person (Lid (States Cath))         'States Lid (States Cath)           47 Person (Pake Cath)         'States Lid (States Lid)           48 Person (Pake Cath)         'States Lid (States Lid)           47 Person (Pake Cath)         'States Lid (States Lid)           48 Person (Pake States Lid)         'States Lid (States Lid)           48 Person (Pake States Lid)         'States Lid (States Lid)           50 Person (Pake States Lid)         'States Lid (States Lid)           50 Person (Pake States Lid)         'States Lid)           50 Person (Pake States Lid)         'States Lid)           50 Person (Pake States Lid)         'States Lid)           50 P	Destanti Producti de la conserva de	
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e concerte con	2			5	
		2008 IAGA Cham	nionshir	1	
		Baytowne Golf (			
		Baytowne Gon C	ourse		
		Round 1 - November	3,2008		
Tee #1A 12:15 mm	Gross	Tee #6B 12:15 mm	Gross	T	Gross
Jack Nance	Cross	Bill Linneman	Choss	Tee #11B 12:15 pm Dave Mills	CHOSS
Mark Peterson		Biff Lathrop		Judy Mills	
John Bodenhamer		Brian Mahoney		Mary Pomroy	
Jay Fox		Brent Whittaker		David Graham	
Tee #1B 12:15 pm	Gross	Tee #7A 12:15 pm	Gross	Tee #12A 12:15 pm	Gross
Jim Demick		Lorraine Thies		Gary Donat	
Ron Drapeau		Lisa Overom		Gerry Brown	
Tom Ryan		Jim Cowan		Kevin Kline	
Rob Addington		Michael Walder		Scott Gerbereux	
Tee #2A 12:15 pm	Gross	Tee #7B 12:15 pm	Gross	Tee #13A 12:15 pm	Gross
Kris Jonasson		Jack Pultorak		David Cohn	
Jay Mottola		Scott Crouthamel		John Tomasini	
Kevin Heaney Jamie Conkling		Kirby Martin Rick Leoncio		Scott McNevin Rvan Hoffman	
	Gross		Gross		Gross
Tee #3A 12:15 pm	Gross	Tee #8A 12:15 pm	Gross	Tee #13B 12:15 pm Kate Sheldon	Gross
Scott Whitcomb		Aaron Kellough		John Sheldon	
Matthew MacKay		W.P. Ryan		Nancy Storey	
Tiffany Priest		Greg Midland		Charlie Sparrow	
Tee #3B 12:15 pm	Gross	Tee #9A 12:15 pm	Gross	Tee #14A 12:15 mm	Gross
Mike Sweeney		Jeremy Sprince		Joe Pamillo	
Matt Smiley		Thomas Pagel		Marty Emeno	
Pete Lis		Michael Wieneke		Tom Bowden	
Andy Priest		Cliff Siehl		Joel Comstock	
Tee #4A 12:15 pm	Gross	Tee #9B 12:15 pm	Gross	Tee #14B 12:15 pm	Gross

Numerous reports are available in the Reports section to aid in tournament organization. To access them, click

#### Reports

#### **Reports Menu**

Some examples of useful reports:

- A list of all pairings with their tee times is available under the <u>Pairings</u> tab and labeled "Starter's List"
- Cart signs can be printed by selecting <u>Pairings</u>, then <u>Cart</u> <u>Signs</u>
- 3. Score Sheets can be printed under the <u>Scoring menu</u>
- Skins Reports can be printed by selecting <u>Scoring</u>, then <u>Skins</u>

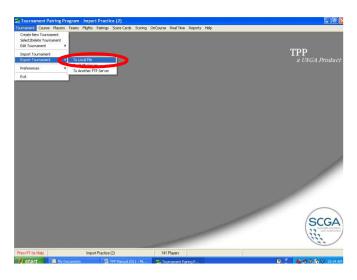
To view a sample of any of these reports, select the particular report and then click "Run". This will NOT print a report. It will display a sample report.

To print a report, click "Run" and then print in the upper left hand corner.



### **IMPORTING / EXPORTING A TOURNAMENT**

### **EXPORTING A TOURNAMENT**



Tournaments can be exported from TPP to be saved on a local computer or sent in an email.

To do this open the tournament you wish to export and click on

Tournament Export Tournament To Local File

Select a name for the tournament and where it is to be saved on the computer, then click "Save". A message will appear indicating that the tournament has been exported.

### **IMPORTING A TOURNAMENT**



To import a tournament into TPP, click on

Tournament Import Tournament

A box will appear with choices for how to compare player identification. Keeping "GHIN Number" highlighted is fine. Click "OK".

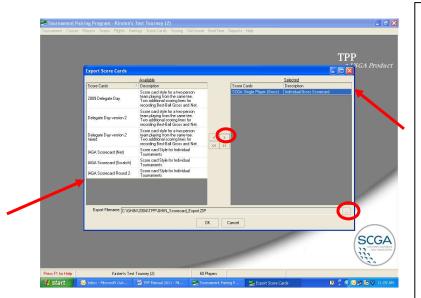
Find the tournament where it is saved on your computer, highlight it, and click "Open". The tournament will be imported and opened in TPP.

Note: Scorecards and Reports are NOT included with the tournament that is imported or exported. These must be imported or exported separately.



### IMPORTING AND EXPORTING SCORE CARDS

### **EXPORTING SCORECARDS**



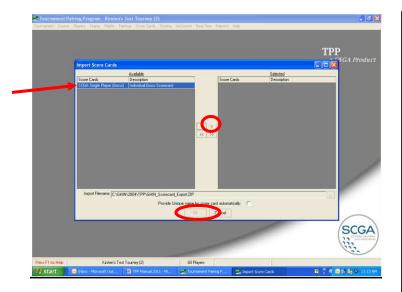
To export scorecards from TPP, click on

Scorecards Export

The screen to the left will appear. Click on the scorecard you wish to export on the left, then click on the arrow in the center to move it over to the right.

Click on the button with the three dots on it to select where to save the scorecards on your computer.

After clicking "Save", click "OK" and the scorecards will be exported.



To import scorecards into TPP, click on

#### Score Cards Import

The screen to the left will appear. Click on the scorecard you wish to import on the left, then click on the arrow in the center to move it over to the right.

If needed, click on the button with the three dots on it to select where to find the scorecards on your computer.

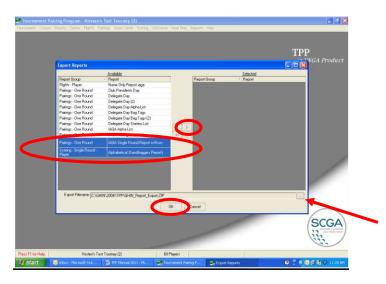
After clicking "OK", enter a name for the scorecard and it will be saved in TPP.

### IMPORTING SCORECARDS



### **IMPORTING AND EXPORTING REPORTS**

### **EXPORTING REPORTS**



Reports such as pairings lists, scoreboards and score reports can also be exported. To do this, click on

Reports

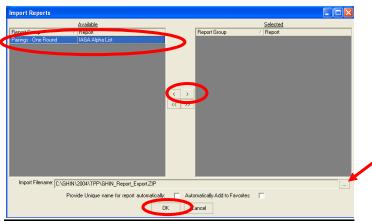
Export

Select the reports to be exported from the list on the left and click on the arrow in the center to move them over to the right.

Note: Multiple reports can be selected by holding down the Ctrl key.

Choose where to save the reports by clicking on the button with the three dots on it. After clicking "Save", click "OK" and the report(s) will be exported.

### **IMPORTING REPORTS**



To import a report into TPP, click on **Reports Import** Highlight the report you wish to import and move it over to the right by clicking on the center arrow. If needed, click on the button with the three dots on it to select where to find the report on your computer. Clicking "*OK*" will import the report.



### Golf Association Services of the Carolinas Handicap & Tournament Program Supplies

### Order online at <u>www.carolinasgolf.org/GHIN</u> or call GHIN Support on 910-687-4040

ltem	Description	Price (includes shipping)
<b>Score Cards –</b> Form 404 w/ Rules	Blank on one side with some generic Rules of Golf printed on the reverse side. (8 $\frac{1}{2} \times 11$ sheet with one perforation to produce two 4 $\frac{1}{4} \times 11$ cards; 500 sheets per box for 1,000 scorecards.)	\$55.00
<b>Score Cards –</b> Form 404 blank	Blank on both sides, allowing for customized text, logos and rules on the outside of cards. (8 $\frac{1}{2} \times 11$ sheet with one perforation to produce two 4 $\frac{1}{4} \times 11$ cards; 500 sheets per box for 1,000 scorecards.)	\$55.00
<b>Score Cards –</b> Form 405 w/ Rules	Blank on one side with some generic Rules of Golf printed on the reverse side. Has the tear-strip for championship score cards. (8 $\frac{1}{2}$ x 11 sheet with a center perforation to produce two 4 $\frac{1}{4}$ x 11 cards; 500 sheets per box for 1,000 scorecards.)	\$55.00
<b>Score Cards –</b> Form 405 blank	Blank on both sides, allowing for customized text, logos and rules on the outside of cards. Has the tear-strip for championship score cards. (8 $\frac{1}{2} \times 11$ sheet with a center perforation to produce two 4 $\frac{1}{4} \times 11$ cards; 500 sheets per box for 1,000 scorecards.)	\$55.00
<b>Cart Signs –</b> Form 402	Blank. (8 $\frac{1}{2}$ x 11 sheet with perforations to produce two 5-1/2" x 8-1/2" cards or two 4-7/8" x 8-1/2" cards for smaller cart information holders. 500 sheets per box for 1,000 cards.)	\$55.00
Handicap Labels – Roll (DYMO)	Standard forms for golfer handicap information to be affixed on a handicap card to validate a golfer's USGA Handicap Index when printed on demand via a DYMO label printer. (1 Roll, 365 labels per roll.)	\$20.00
Shaft Labels	A form that can be utilized by GHP or TPP to generate identification labels to be placed on golf clubs in case of loss. (8 $\frac{1}{2} \times 11$ sheets to produce 16 ID labels. Packaged 100 sheets/sets per box.)	\$100.00