



## **Quick Start Guide for:**

# **GHP Online Club Management Tournament Pairing Program (TPP®) Handicap & Tournament Program Supplies**

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## TABLE OF CONTENTS

### **Pages 11-24**

### **GHP Online Club Management**

Page 11	About GHP Online Club Management Sign In
Page 12	My Golfers
Page 13	Golfer Maintenance
Page 14	Score Maintenance
Page 16	Add Golfer
Page 17	Change Golfers Statuses
Page 18	Set Inactivation Dates
Page 18	All Golfers
Page 19	Golfer Lookup
Page 20	Scores
	Score Maintenance
Page 21	Rapid Score Entry
Page 22	Reports
Page 23	Schedule Reports

### **Pages 25-53**

### **Tournament Pairing Program**

Page 25	About TPP
Page 26	Installation and Set-up
Page 30	Common Language Runtime Debugging
Page 34	Adding and Editing a Course
Page 35	Creating a Tournament
Page 36	Adding Players
Page 37	Importing Players from an Outside File
Page 39	Adding Extra Players/Late Entries
	Reassigning Course Tees
Page 40	Other Player Options – Skins
Page 41	Updating Handicap Indexes
Page 42	Creating Teams
Page 43	Assigning Teams to a Skins Game



Page 44	Creating Flights
Page 45	Creating Pairings Creating Shotgun Pairings
Page 47	Score Cards
Page 48	Scoring
Page 49	Posting Scores
Page 50	Reports
Page 51	Importing/Exporting A Tournament
Page 52	Importing/Exporting Score Cards
Page 53	Importing/Exporting Reports
<b>Page 54</b>	<b>Handicap &amp; Tournament Program Supplies</b>



## 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 [www.ghinclub.net](http://www.ghinclub.net). Bookmark this page as a favorite for future access.

### **Sign In**

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.

GHIN Handicap Program Online

Club/Service Login

Assn # Club #

Club Number:

Password:

☒ Remember me next time.

Log In

Club/Service Login

Assn # Club #

Club Number: 98 0600

Password: ●●●●

☒ Remember 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.

**GHIN Handicap Program Online**

Home | **My Golfers** | All Golfers | Scores | Reports | FAQs | Other Links

Club Roster  
Golfer View  
Add Golfer  
Change Golfer Statuses

Member Number	Club Name	Service Name	Holes	
98-0600-01	THE TPC AT BRANCHBURG	MEN'S 18	18	<a href="#">Roster</a>
98-0600-02	THE TPC AT BRANCHBURG	PARS	18	<a href="#">Roster</a>
98-0600-03	THE TPC AT BRANCHBURG	WOMENS 18 - 1	18	<a href="#">Roster</a>
98-0600-04	THE TPC AT BRANCHBURG	WOMENS 9	9	<a href="#">Roster</a>
98-0600-05	THE TPC AT BRANCHBURG	BOGEYS	18	<a href="#">Roster</a>
98-0600-06	THE TPC AT BRANCHBURG	THURS LEAG	9	<a href="#">Roster</a>
98-0600-07	TPC AT BRANCHBURG	ABCDEFGHIJKLMNO	18	<a href="#">Roster</a>
98-0600-09	TPC AT BRANCHBURG	WOMENS SHOOTERS	18	<a href="#">Roster</a>
98-0600-10	THE TPC AT BRANCHBURG	TUESDAY LEAGUE	18	<a href="#">Roster</a>
98-0600-13	THE TPC AT BRANCHBURG	EAGLES	9	<a href="#">Roster</a>
98-0600-14	THE TPC AT BRANCHBURG	EAGLES	9	<a href="#">Roster</a>
98-0600-15	THE TPC AT BRANCHBURG	WOMENS MONDAY 9	9	<a href="#">Roster</a>
98-0600-20	THE TPC AT BRANCHBURG	EAGLES	9	<a href="#">Roster</a>

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

## Club Roster

**Golfer Lookup**

Golfer Lookup

Use the filter below to search for players by GHIN Number, name and other options. Use % as a wildcard in first or last name.

GHIN Number:  Service:  Status:  Member Type:

Last Name:  First Name:  State:  H.I. Range:  to

---

**Search Results**

Active Golfers Returned:  Inactive Golfers Returned:  Total Golfers Returned:

Club No.	GHIN No.	Name	H.I.	Status Date	Address	City	State	Active
98-0600-01	0674015		NH	07/06/2011				Yes
98-0600-01	7315345	ABRAHAMS, BURT	4.7	02/18/2011	15601 HOLDRIDGE RD E	WASHINGTON	NJ	Yes
98-0600-01	7315346	ADAMS, RON	2.8	06/16/2010	6625 Dakota Trl	Phillipsburg	NJ	Yes
98-0600-01	7315347	AHERN, PAUL	2.5	06/16/2010	1111 TEST PLACE	TEST CITY	NJ	Yes
98-0600-01	7316034	AHLGREN, SONNY	2.2	06/16/2010	16869 - 80TH PL N	BROWNTOWN	NJ	Yes
98-0600-01	7315349	AVALIOTIS, GEORGE	5.4R	06/16/2010	7755 SOUTH SHORE DR	BRIDGEWATER	NJ	Yes
98-0600-01	6543456	AKIN, MS. BARABRA	14.8	06/16/2010				Yes
98-0600-01	7316035	ALLAN, MARTIE	3.6	06/16/2010	5152 BELMONT AVE S	NEWARK	NJ	Yes
98-0600-01	7315352	ALLBRITTON SR, OWEN	2.1	06/16/2010	179 TESHERD PLACE	ARLINGTON	PA	Yes

## Golfer Maintenance

### Golfer Maintenance

[Score Maintenance](#)

#### General Information

GHIN Number:  # Active:  # Inactive:  Local Number:  Type:   
 Working Club:  Status:  Status Date:

#### Creation Dates

GHIN Number:  Association:  Club:  Service:

#### Golfer Information

Name/Address	eRevision	IGN	Optional Fields	Player Settings
Name: <input type="text" value="BURT"/> <input type="text" value="M"/> <input type="text" value="ABRAHAMS"/> Address: <input type="text" value="15601 HOLDRIDGE RD E"/> City: <input type="text" value="WASHINGTON"/> State: <input type="text" value="New Jersey"/> Zip: <input type="text" value="078820000"/> Email: <input type="text" value="TEST@GHIN.ORG"/> <a href="#">Clear Address Fields</a> Birthdate: <input type="text" value="12/18/1990"/> Gender: <input type="text" value="Male"/>				

#### Handicap Index Information

Information	H.I.	Total Diff.	Effective Date
Current:	<b>4.7</b>	49.6	11/01/2011
Previous:	4.7	49.6	10/15/2011
Low:	+0.9	16.2	12/15/2010
Trend:	4.6L	48.0	

Rounds:  T Scores:  Avg. Diff:   
[Show Revision Scores](#)

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

### Score Maintenance

Use the filter below to display scores.

[Golfer Maintenance](#)

**Golfer Information**

GHIN Number:  Working Club:   
 Handicap Index:  Name:

---

**Score Filter**

Use the filter below to search for scores. Use % as a wildcard in the course name.

# Scores to Return:

Course Name:

Date Played Range:  to

Score Types: 

All  
 Home  
 Away  
 Tournament  
 Combined  
 Penalty  
 Eligible T Scores

Date Posted Range:  to

---

**Scores**

Scores Returned: 101

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 PM	<a href="#">Edit</a>	<a href="#">Delete</a>
H	08/17/2011	88	73.0/130		13.0	THE TPC AT BRANCHBURG RIVERVIE	11/08/11 04:05:31 PM	<a href="#">Edit</a>	<a href="#">Delete</a>
T	07/03/2011	76	73.0/130		2.6	THE TPC AT BRANCHBURG RIVERVIE	11/08/11 04:12:51 PM	<a href="#">Edit</a>	<a href="#">Delete</a>
T	07/02/2011	72	73.0/130		-0.9	THE TPC AT BRANCHBURG RIVERVIE	11/08/11 04:12:19 PM	<a href="#">Edit</a>	<a href="#">Delete</a>
H	04/22/2010	90	70.3/125	*	17.8	LET'S GET OUT	02/25/11 03:12:40 PM	<a href="#">Edit</a>	<a href="#">Delete</a>
H	03/29/2010	94	72.4/122		20.0	FAR HILLS CLUB	04/12/10 11:11:01 PM	<a href="#">Edit</a>	<a href="#">Delete</a>
H	03/29/2010	94	72.4/122		20.0	FAR HILLS CLUB	04/12/10 11:01:30 PM	<a href="#">Edit</a>	<a href="#">Delete</a>

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 Types:

Date Posted Range:  to

### Scores

Scores Returned: 6



Score added/changed since last Revision



Score considered for last Revision

Type	Date	Score	CR/Slope	Used	Diff.	Net Diff.	Net Diff. At Time	Course	Date Updated		
T	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	<a href="#">Edit</a>	<a href="#">Delete</a>
T	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	<a href="#">Edit</a>	<a href="#">Delete</a>
T	01/03/2010	73	70.3/133	*	2.3	-2.4	3.2	METEDECONK NATIONAL GOLF CLUB	01/05/10 09:46:55 PM	<a href="#">Edit</a>	<a href="#">Delete</a>
T	01/03/2010	73	70.3/133	*	2.3	-2.4	3.2	METEDECONK NATIONAL GOLF CLUB	01/03/10 02:24:13 PM	<a href="#">Edit</a>	<a href="#">Delete</a>
T	01/03/2010	73	70.3/133	*	2.3	-2.4	3.2	METEDECONK NATIONAL GOLF CLUB	01/03/10 02:19:26 PM	<a href="#">Edit</a>	<a href="#">Delete</a>
T	01/03/2010	73	70.3/133	*	2.3	-2.4	3.2	METEDECONK NATIONAL GOLF CLUB	01/03/10 02:14:37 PM	<a href="#">Edit</a>	<a href="#">Delete</a>

Showing 1-6 of 6

Items per Page:

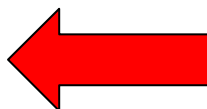
Previous  Next

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.

### Score Maintenance

Use the filter below to display scores.

[Golfer Maintenance](#)



### Golfer Information

GHIN Number:

Working Club:

Handicap Index:

Name:

### Score Filter

Use the filter below to search for scores. Use % as a wildcard in the course name.

# Scores to Return:

Course Name:

Date Played Range:  to

Score Types:

Date Posted Range:  to

### Scores

Scores Returned: 101



Score added/changed since last Revision



Score considered for last Revision

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 PM	<a href="#">Edit</a>	<a href="#">Delete</a>
H	08/17/2011	88	73.0/130		13.0	THE TPC AT BRANCHBURG RIVERVIE	11/08/11 04:05:31 PM	<a href="#">Edit</a>	<a href="#">Delete</a>
T	07/03/2011	76	73.0/130		2.6	THE TPC AT BRANCHBURG RIVERVIE	11/08/11 04:12:51 PM	<a href="#">Edit</a>	<a href="#">Delete</a>
T	07/02/2011	72	73.0/130		-0.9	THE TPC AT BRANCHBURG RIVERVIE	11/08/11 04:12:19 PM	<a href="#">Edit</a>	<a href="#">Delete</a>
H	04/22/2010	90	70.3/125	*	17.8	LET'S GET OUT	02/25/11 03:12:40 PM	<a href="#">Edit</a>	<a href="#">Delete</a>
H	03/29/2010	94	72.4/122		20.0	FAR HILLS CLUB	04/12/10 11:11:01 PM	<a href="#">Edit</a>	<a href="#">Delete</a>
H	03/29/2010	94	72.4/122		20.0	FAR HILLS CLUB	04/12/10 11:01:30 PM	<a href="#">Edit</a>	<a href="#">Delete</a>
H	03/29/2010	94	72.4/122		20.0	FAR HILLS CLUB	04/12/10 10:54:23 PM	<a href="#">Edit</a>	<a href="#">Delete</a>
H	03/29/2010	94	72.4/122		20.0	FAR HILLS CLUB	04/12/10 10:48:44 PM	<a href="#">Edit</a>	<a href="#">Delete</a>

**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:

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.

Type	Date	Score	CR/Slope	Used	Diff.	Course	Date Updated		
P	11/09/2011	72	73.0/130		-0.9		11/09/11 09:54:11 AM	<a href="#">Edit</a>	<a href="#">Delete</a>

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
[Logout](#)

**GHIN Handicap Program Online**

[Home](#)
[My Golfers](#)
[All Golfers](#)
[Scores](#)
[Reports](#)
[FAQs](#)
[Other Links](#)

[Club Roster](#)  
[Golfer View](#)  
[Add Golfer](#)  
[Change Golfer Statuses](#)

**Golfer Maintenance**

[Score Maintenance](#)

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**Selected Information**

GHIN Number:  # Active:  # Inactive:  Local Number:  Type:

Working Club:  Status:  Status Date:

---

**Creation Dates**

GHIN Number:  Association:  Club:  Service:

**Select a Golfer**

Please Enter a GHIN Number or Press Lookup to Search for a golfer.

GHIN Number:

**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.

### GHIN Handicap Program Online

Home My Golfers All Golfers Scores Reports FAQs Other Links

#### Add Golfer

**Service Selection**

Please select a service and enter the information below to add a golfer to the club.

To transfer a golfer with an existing GHIN Number, please use [Golfer Public View](#)

Service: **1 - MEN'S 18** Local Number:

**Golfer Information**

Name: Prefix First Middle Last Suffix

Address:

City:  State:  Zip:

Email:  [Clear Address Fields](#)

Birthdate:  Gender: Male

**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” by pressing the appropriate button.

The TPC at Branchburg User: 98-0600 Logout

### GHIN Handicap Program Online

Home My Golfers All Golfers Scores Reports FAQs Other Links

Club Roster

Golfer View

Add Golfer

**Change Golfer Statuses**

Activate/Inactivate Club Roster

#### Change Golfer Statuses

Service: <All> Status: All

**Search Results**

Golfers Returned: 1156

	Club No.	GHIN No.	Name	Status Date	Active
<input type="checkbox"/>	98-0600-01	0674015	-	07/06/2011	Yes
<input type="checkbox"/>	98-0600-05	7315344	ABINGTONVILLE, RICHARD	02/18/2011	Yes
<input type="checkbox"/>	98-0600-10	7315344	ABINGTONVILLE, RICHARD	02/18/2011	Yes
<input type="checkbox"/>	98-0600-01	7315344	ABINGTONVILLE, RICHARD	02/18/2011	No
<input type="checkbox"/>	98-0600-02	7315344	ABINGTONVILLE, RICHARD	02/18/2011	No
<input type="checkbox"/>	98-0600-03	7315344	ABINGTONVILLE, RICHARD	02/18/2011	No
<input type="checkbox"/>	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 at Branchburg User: 98-0600 Logout

## GHIN Handicap Program Online

Home My Golfers All Golfers Scores Reports FAQs Other Links

### Change Golfer Statuses

Club Selection

Service: <All> Status: All

Search Golfers Activate Selected Golfers Inactivate Selected Golfers Inactivate Entire Roster Clear Filter

Search Results

**Inactivate Golfers**

Would you like to inactivate selected members of the club/service selected?

**WARNING: Once completed, this cannot be undone.**

Yes No

GHIN Number	Local Number	Name	Status Date	Status
98-0600-03	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
98-0600-02	7315344	ABINGTONVILLE, RICHARD	02/18/2011	No
98-0600-03	7315344	ABINGTONVILLE, RICHARD	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 Logout

## GHIN Handicap Program Online

Home My Golfers All Golfers Scores Reports FAQs Other Links

**Golfer Maintenance**

**General Information**

GHIN Number:  # Active:  # Inactive:  Local Number:  Type:

Working Club:  Status:  Status Date:

**Select a Golfer**

Please Enter a GHIN Number or Press Lookup to Search for a golfer.

GHIN Number:

Go Lookup Cancel

## Golfer View

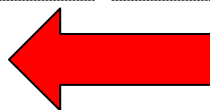
[Score View](#)

General Information			
GHIN Number:	7315336	# Active:	2
		# Inactive:	0
Local Number:	13131	Type:	R
Working Club:	98-0017-01 - FAR HILLS CLUB	Status:	Active
		Status Date:	03/15/2011

Golfer Information		Handicap Index Information																															
<p>Name/Address</p> <table border="1"> <thead> <tr> <th>Prefix</th> <th>First</th> <th>Middle</th> <th>Last</th> <th>Suffix</th> </tr> </thead> <tbody> <tr> <td></td> <td>HAL</td> <td></td> <td>BEAHAM</td> <td></td> </tr> </tbody> </table> <p>City: TRENTON State: New Jersey Zip: 08874</p> <p>Gender: Male</p>		Prefix	First	Middle	Last	Suffix		HAL		BEAHAM		<p>Information History</p> <table border="1"> <thead> <tr> <th></th> <th>H.I.</th> <th>Total Diff.</th> <th>Effective Date</th> </tr> </thead> <tbody> <tr> <td>Current:</td> <td>12.1</td> <td>126.4</td> <td>11/01/2011</td> </tr> <tr> <td>Previous:</td> <td>12.1</td> <td>126.4</td> <td>10/15/2011</td> </tr> <tr> <td>Low:</td> <td>12.1</td> <td>126.4</td> <td>11/01/2011</td> </tr> <tr> <td>Trend:</td> <td>12.1L</td> <td>126.4</td> <td></td> </tr> </tbody> </table> <p>Rounds: 0 T Scores: 3 Avg. Diff: 21.1</p> <p><a href="#">Show Revision Scores</a></p>			H.I.	Total Diff.	Effective Date	Current:	12.1	126.4	11/01/2011	Previous:	12.1	126.4	10/15/2011	Low:	12.1	126.4	11/01/2011	Trend:	12.1L	126.4	
Prefix	First	Middle	Last	Suffix																													
	HAL		BEAHAM																														
	H.I.	Total Diff.	Effective Date																														
Current:	12.1	126.4	11/01/2011																														
Previous:	12.1	126.4	10/15/2011																														
Low:	12.1	126.4	11/01/2011																														
Trend:	12.1L	126.4																															

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: hage%. (unsure if last name is Hage%meier or Hage%meyer)

The TPC at Branchburg		User: 98-0600	Logout
<p><b>GHIN Handicap Program Online</b></p> <p>Home My Golfers All Golfers Scores Reports FAQs Other Links</p>			
<p>Golfer Public View</p> <p>Golfer Lookup</p>		<p><b>Golfer Lookup</b></p>	
<p>Golfer Lookup</p> <p>Use the filter below to search for players by GHIN Number, name and other options. Use % as a wildcard in first or last name.</p> <p>GHIN Number: Association: Ghin Test Association Status: All Member Type:</p> <p>Last Name: hage% First Name: State: &lt;All&gt; H.I. Range: to</p> <p>Search Clear Current Tab</p>			
<p>Search Results</p>			

You will see a list of members that fit the criteria chosen (hage% in the Association) with their member number, club name and city. We are looking for a Hage%meier 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

**Golfer Lookup**

Use the filter below to search for players by GHIN Number, name and other options. Use % as a wildcard in first or last name.

GHIN Number:  Association:  Status:  Member Type:

Last Name:  First Name:  State:  H.I. Range:  to

---

**Search Results**

Active Golfers Returned:  Inactive Golfers Returned:  Total Golfers Returned:

Club No.	Association/Club	GHIN No.	Name	H.I.	City	State	Active	
98-0600-01	GHIN TEST ASSOCIATION THE TPC AT BRANCHBURG	7315592	<a href="#">HAGEMEIER, RALPH</a>	5.3R	BRANCHBURG	NJ	Yes	<a href="#">Scores</a>
98-0777-01	GHIN TEST ASSOCIATION TONY'S PRINCEVILLE	3157046	<a href="#">HAGEMEIER, RALPH</a>	NH			No	<a href="#">Score</a>

Showing 1-2 of 2

Items per Page:  Previous  Next

### Scores

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 Logout

**GHIN Handicap Program Online**

Home My Golfers All Golfers Scores Reports FAQs Other Links

Score Maintenance  
Rapid Score Entry

**Score Maintenance**

Use the filter below to display scores.

[Golfer Maintenance](#)

**Golfer Information**

GHIN Number:  Working Club:

Handicap Index:  Name:

**Score Filter**

Use the filter below to search for scores. Use % as a wildcard in the course name.

# Scores to Return:  Course Name:  Date Played Range:  to

Score Types:  Date Posted Range:  to

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:

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.

Type	Date	Score	CR/Slope	Used	Diff.	Course	Date Updated		
P	11/09/2011	72	71.5/122		0.5		11/09/11 11:07:49 AM	<a href="#">Edit</a>	<a href="#">Delete</a>

### **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:

**Date Played**

Use Same Day for All Rounds: ☐ Use Today's Date: ☒ Date to Use:

**Score Type**

Use Same Score Type for All Rounds: ☒ Score Type:

**Tee Entry**

Use Same Tee for All Rounds: ☒ Gender:  Holes:

Tee:  Name:  CR/Slope:

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.

### Rapid Score Entry

**Post Score**

Name (Last, First):  Name:  H.I.:  Trend:

Date Played:

Score Type:

Tee:

Score:

---

**Last Scores Posted**

GHIN No.	Type	Date	Score	CR/Slope	Diff.	Course	Date Updated
7315345	T	11/09/2011	78	72.2/134	4.9	THE TPC AT BRANCHBURG FORREST	11/09/11 11:18:36 AM <a href="#">Delete</a>

## Reports

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

Welcome 98-0600 [Logout](#)

**GHIN Web Reports**

**Handicap Index / CH Report**

**Report Filters**

Association:

Club:

Service:

Course: ☒ The TPC at Branchburg-Forrest   
☐ The TPC at Branchburg-Riverview

Gender:  Holes:

Revision Date:  Status:

**Report Output Columns**

Sort Column:  Name Format:

Show CR/Slope on Column Header(s): ☒

Available Columns

Tee-Back (M 72.2/134)	>>	GHIN Number
Tee-Middle (M 71.2/126) / (W 75.2/138)	>	Member Name
Tee-Forward (M 68.4/119) / (W 72.4/128)	<	Handicap Index
	<<	

Display Columns

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



Export as: PDF [Export Report](#)

**The TPC at Branchburg (98-0600-01)**  
**Handicap Index / CH Report**  
Revision Date 11/1/2011

GHIN #	Name	H.I.
0674015	-	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 [Logout](#)

**GHIN Web Reports**

**Handicap Index / CH Report** [Schedule Report](#) [Run Report](#)

**Report Menu**

**Club Reports**

- Club Roster
- **Handicap Index/CH**
- Handicap History
- Handicap Index Range
- Handicap Labels
- Internet Scores Posted
- Local Number
- Low Handicap Index
- Most Improved Golfer
- Reduced Golfers
- Rounds Posted
- Score Posting Sheets
- Scores Posted
- 9 Hole Scores Posted

**Report Scheduling**

- My Scheduled Reports
- My Report Log

**Report Filters**

Association: 98 **Ghin Test Association**

Club: 600 **The TPC at Branchburg**

Service: 01 - Men's 18

Course: ☒ The TPC at Branchburg-Forrest  
☐ The TPC at Branchburg-Riverview

Gender: Any Holes: 18

Revision Date: Current - 11/1/2011 Status: Active Only

**Report Output Columns**

Sort Column: Member Name Name Format: Full Name

Show CR/Slope on Column Header(s): ☒

Available Columns: Tee-Back (M 72.2/134)  
Tee-Middle (M 71.2/126) / (W 75.2/138)  
Tee-Forward (M 68.4/119) / (W 72.4/128)

Display Columns: GHIN Number  
Member Name  
Handicap Index



Schedule Report

**Note:** The report will be scheduled using the currently selected settings. If you have not yet entered the criteria you would like the report to run with, please hit "Cancel" below and make your selections, then click the "Schedule Report" button again to complete this dialog.

Description:

Run Frequency: 

Immediate

Daily

Weekly

Monthly

Immediate

Revision Date

←

---

Addresses can be entered with comma or semi-colon separators

Send To:

Copy To:

Blind Copy To:

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 [ghinsupport@carolinasgolf.org](mailto:ghinsupport@carolinasgolf.org).

## 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.
2. **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.'



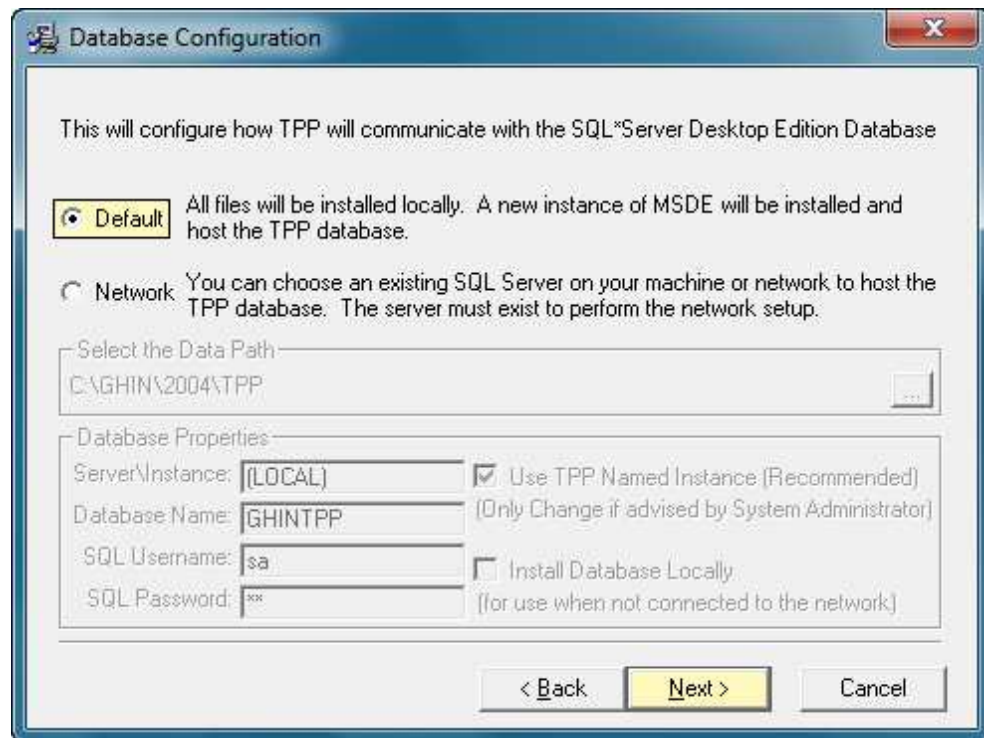
4. **Click 'Tournament Pairing Prog.':** From the Install GHIN Products menu, click 'Tournament Pairing Prog.' to begin installation. **ONLY CLICK IT ONCE!**



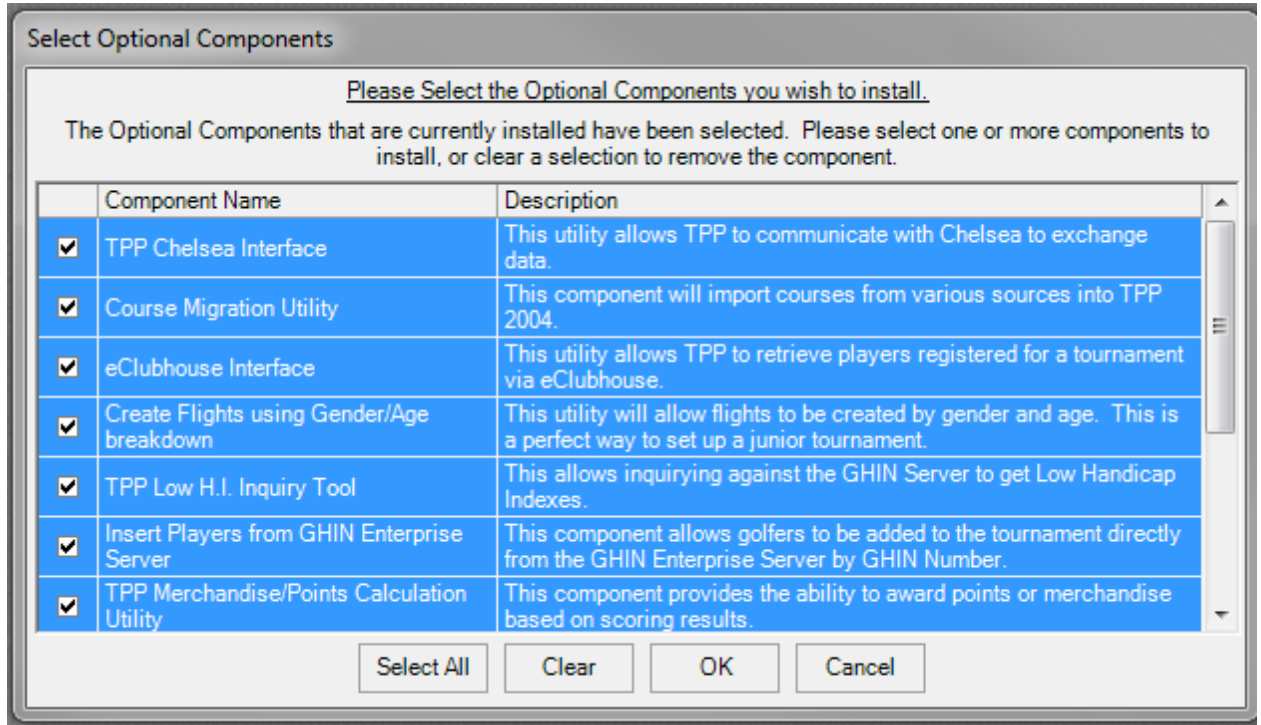
5. The Tournament Pairing Program 'Welcome' window of the Setup Wizard will now appear. Click the 'Next' button to continue.
6. **GHIN License Agreement.** Please read the GHIN License Agreement and click the 'Next' button.
7. **Choose Destination Location.** Choose the folder in which the Tournament 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.



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**



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.

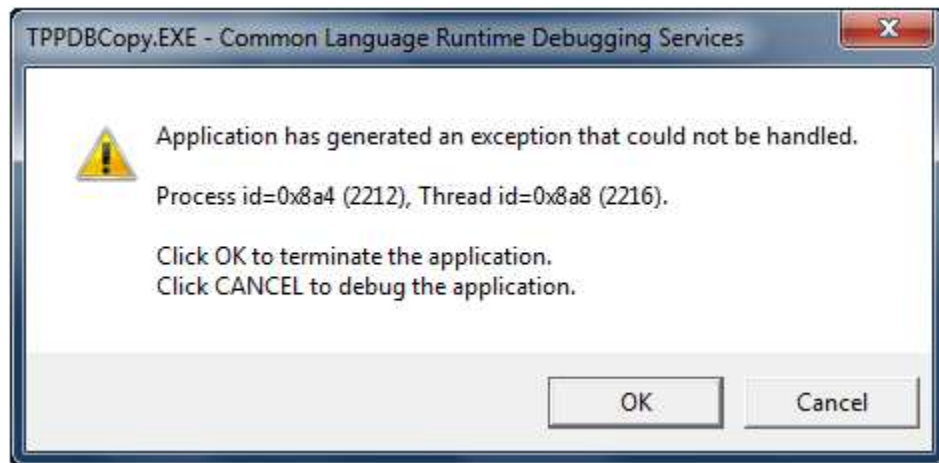


12. **Installation Complete.** When the installation of the SQL \*Server Desktop Edition 2000/MSDE 2000 is done, the 'Installation Complete' window will appear. Click the 'Finish' button to exit the installation.
13. **Restart Computer.** After the Tournament Pairing Program has been installed you will 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 TPPDBCpy.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.

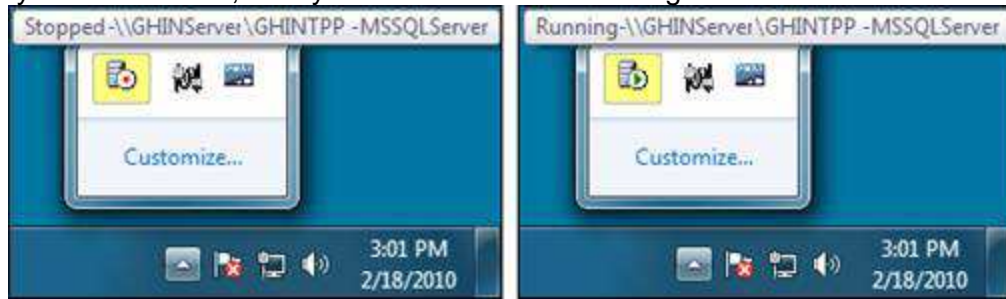


To manually create the Tournament Pairing Program Database and configure it for you to use, open the C:\ drive, the GHIN folder, the 2004 folder and the TPP folder. Once there, locate the file named **"ghindata.tpp"** and double-click the file. This will launch the Tournament Pairing Program Database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



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:

Club Password

Password:

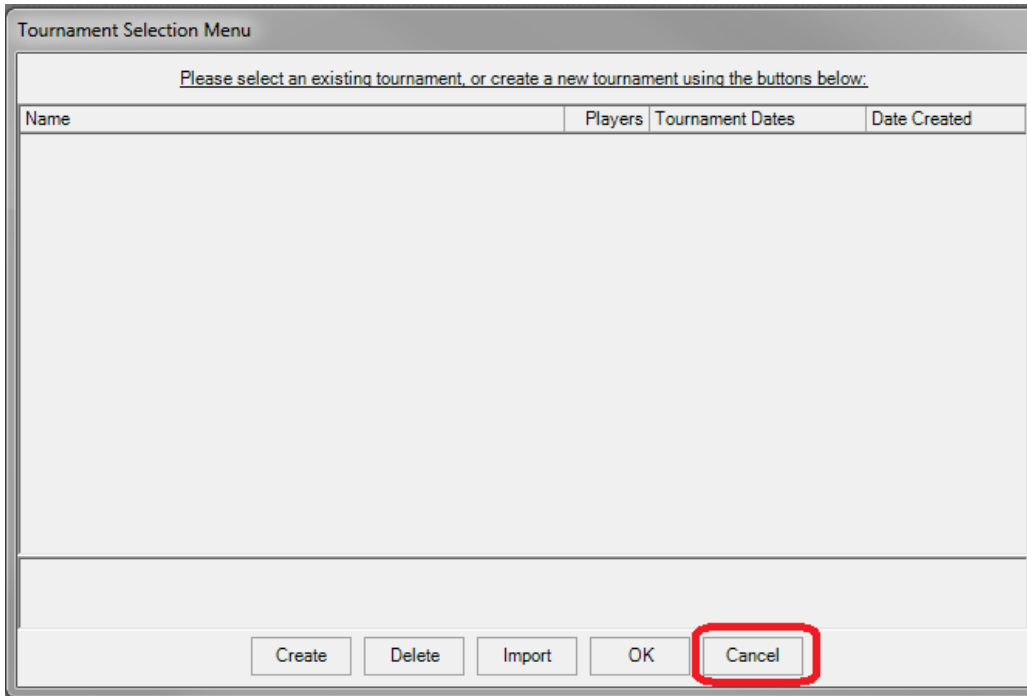
Confirm:

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.



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.



## CREATING A TOURNAMENT

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.

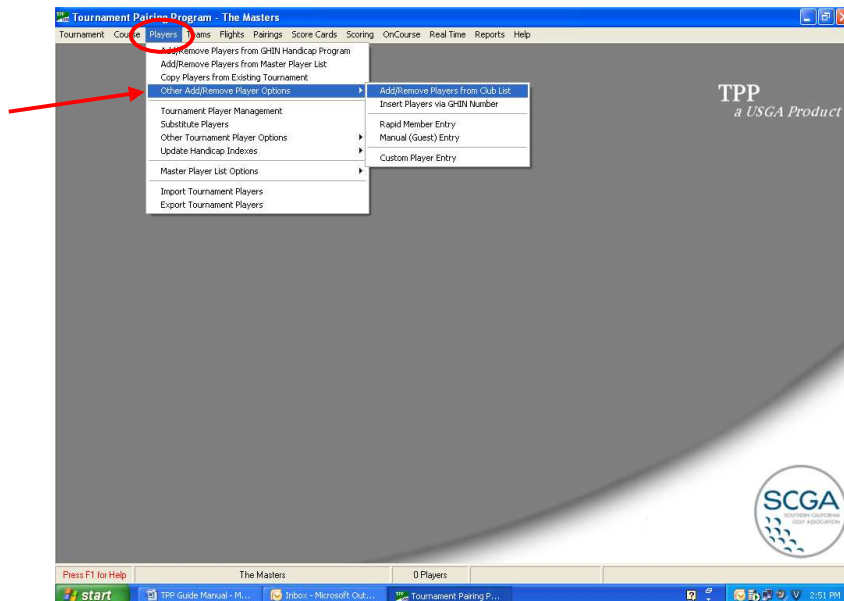
When finished, click "Next".

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



There are several ways to add players to a tournament.

On the main menu, click on

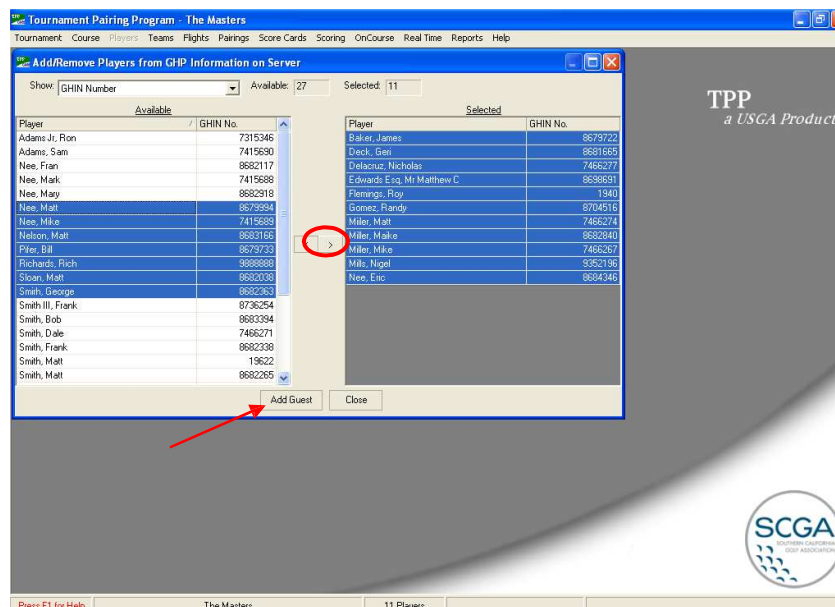
☐ **Players**

to view options. Clicking

☐ **“Other Add/Remove Player Options”**

☐ **“Add/Remove Players from Club List”**

downloads your club’s member roster from GHIN.



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.

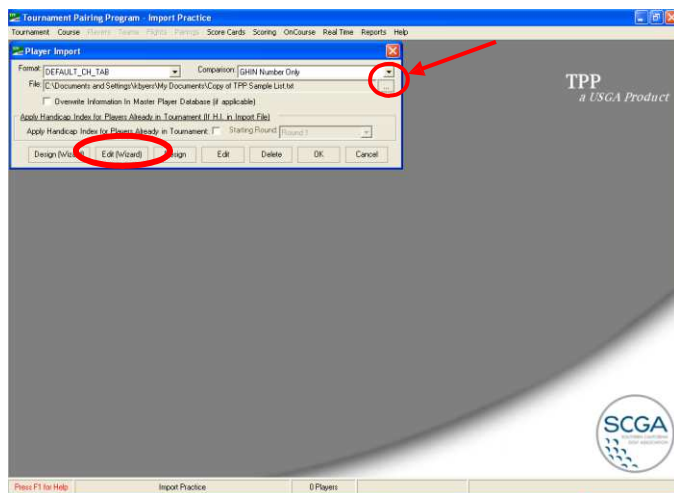
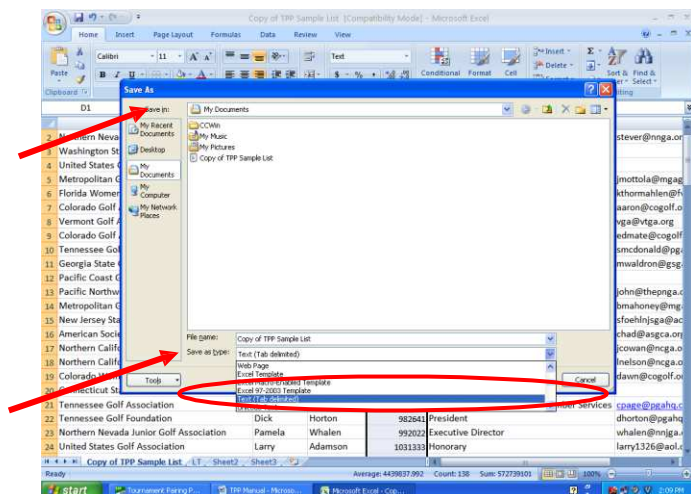
Tip: To select multiple players at once, hold down the Shift or Ctrl key while selecting players.

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

When finished, click “Close”.

## ADDING PLAYERS (cont.)

### IMPORTING PLAYERS FROM AN OUTSIDE FILE



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:

1. 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!
2. 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.
3. Save the spreadsheet as a "Text (tab delimited)" To do this, under Save As, select "Text (tab delimited)" in the drop down menu labeled Save As Type.

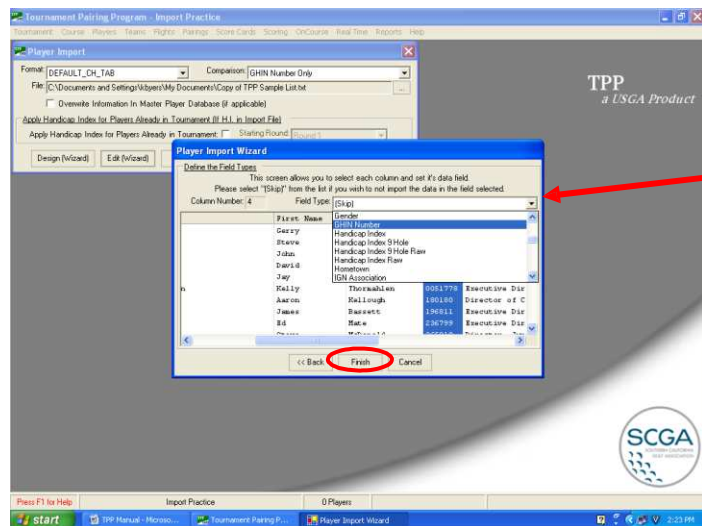
Now, in the Player Import box in TPP, select your Excel file from wherever it is saved using the box with the three dots next to the File tab. Then click "Edit Wizard".

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



## ADDING PLAYERS (cont.)

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

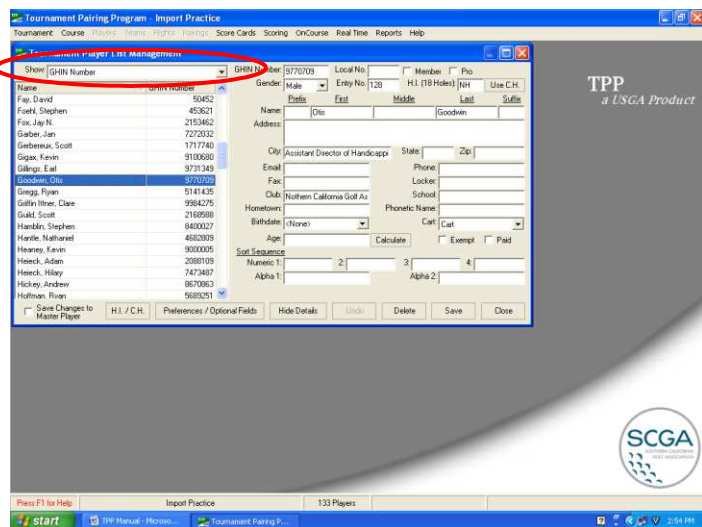


Here, enter a category for each column of the spreadsheet.

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 Field Type 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.



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 PLAYERS (cont.)

### 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** **OR**
    - ☐ **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

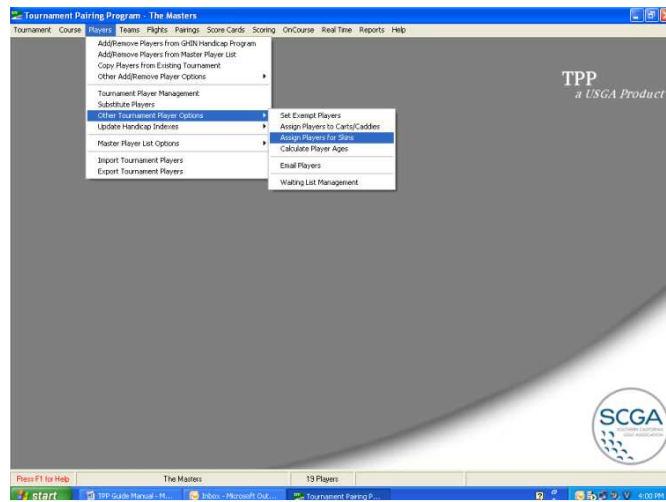
- ☐ **Course**
- ☐ **Reassign tees**

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".



## ADDING PLAYERS (cont.)

### 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 [Creating Teams](#) 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

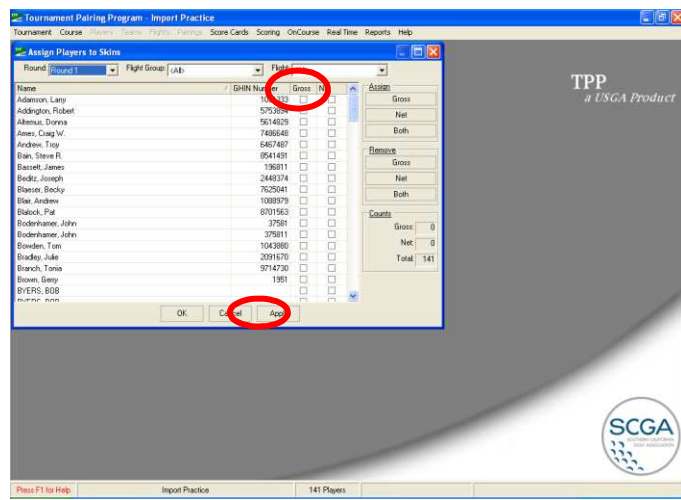
- ☐ **Players**
- ☐ **Master Player List Options**
- ☐ **Player Clean up**

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

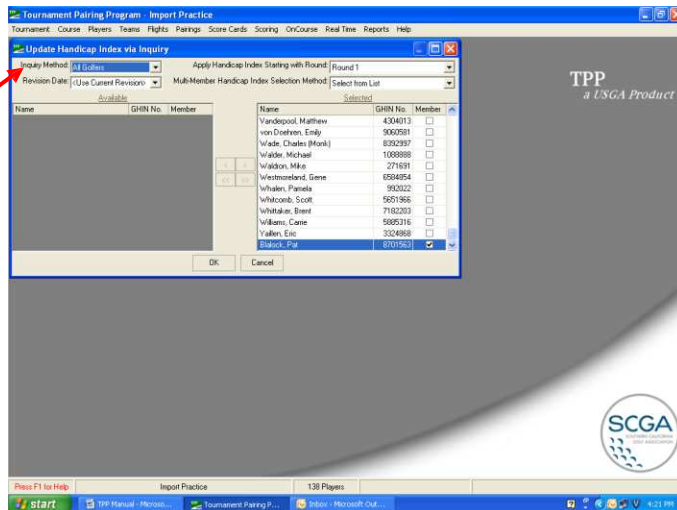
To email all tournament players, click

- ☐ **Other Tournament Player Options**
- ☐ **Email Players**

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



## UPDATING HANDICAP INDEXES



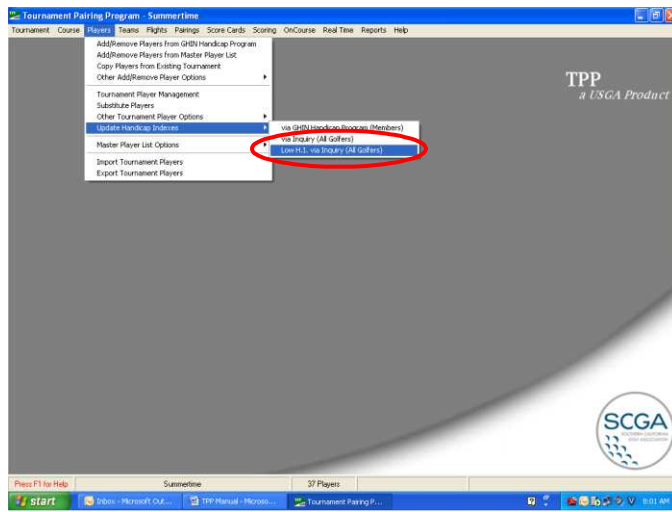
To update the player Handicap Indexes, click

- ☐ **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 Inquiry Method.

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.



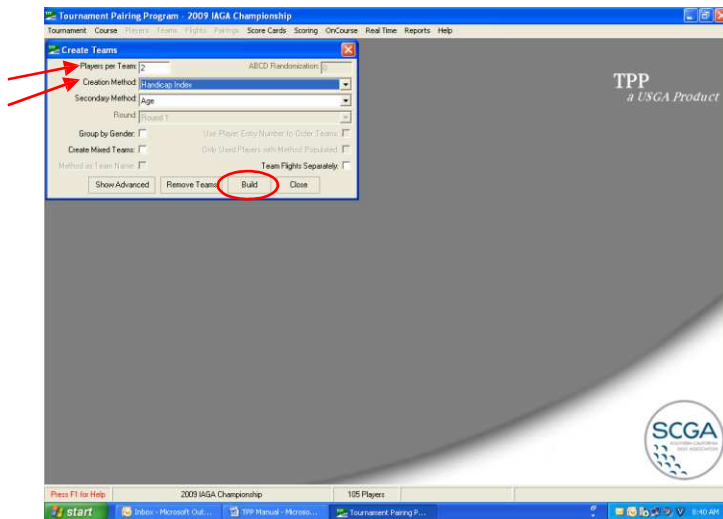
Note: TPP also offers the option of updating a player's Handicap Index using a Low H.I.

To this, click

- ☐ **Players**
  - ☐ **Update Handicap Indexes**
    - ☐ **Low H.I. via Inquiry (All Golfers)**

Then proceed as above.

## CREATING TEAMS



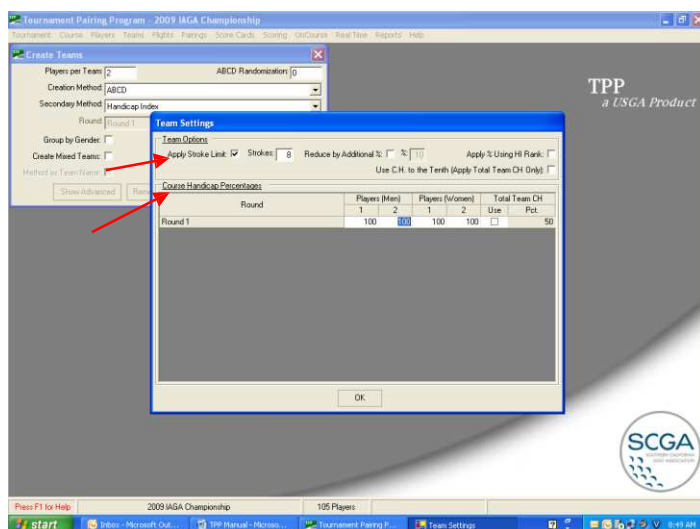
If the style of the tournament requires teams, TPP can build them. On the main menu, click on

- ☐ **Teams**
- ☐ **Create/Remove Teams**

In the box that appears, enter the number of players per team, as well as the method for creating them. Several options are available in the drop down menu, such as sorting players by Handicap Index, age, club name, or randomly.

Clicking on “*Show Advanced*” will display even more options such as sorting teams by gender.

When finished, click “*Build*”.



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.

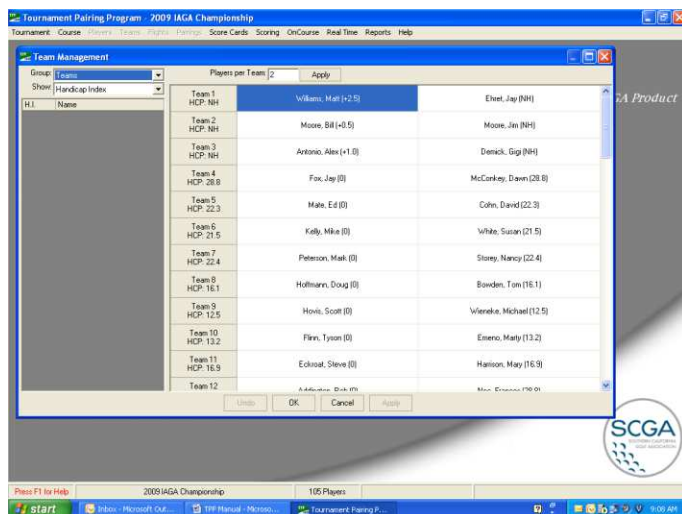
The course handicap percentages may also be adjusted here.

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.)



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

### ☐ **Management**

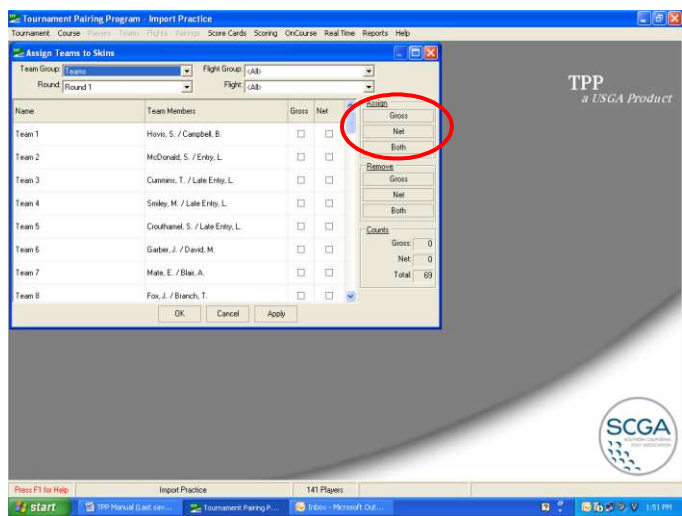
A window will appear displaying all teams. The handicap for each team is displayed in the column furthest to the left. Information about each player, such as Handicap Index or age, is displayed beside each player's name. Adjust this using the “Show” drop down menu on the left.

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.

## ASSIGNING TEAMS TO A SKINS GAME



Teams can be assigned to a skins game by clicking

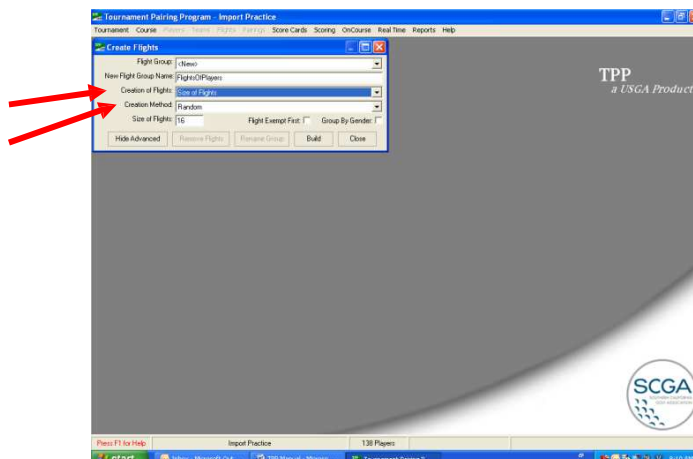
### ☐ **Teams**

#### ☐ **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

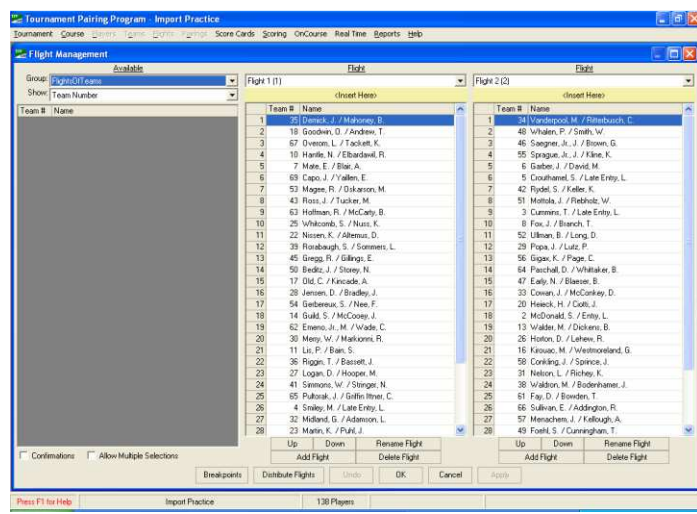
- ☐ **Flights**
- ☐ **Create/Remove Flights**

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".



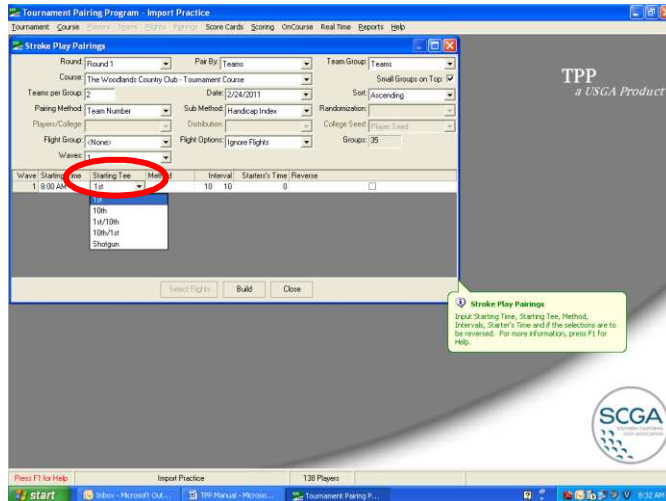
To view and/or edit the flights that have been created, click

- ☐ **Flights**
- ☐ **Management**

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



## CREATING PAIRINGS



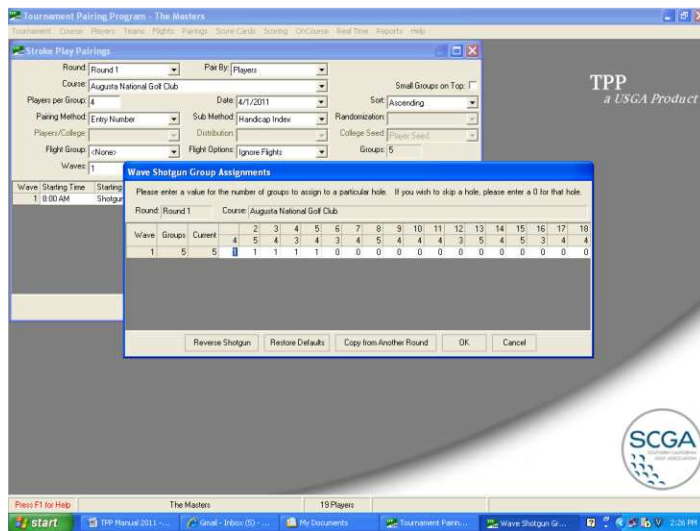
To create pairings for a stroke play tournament, click

- ☐ **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

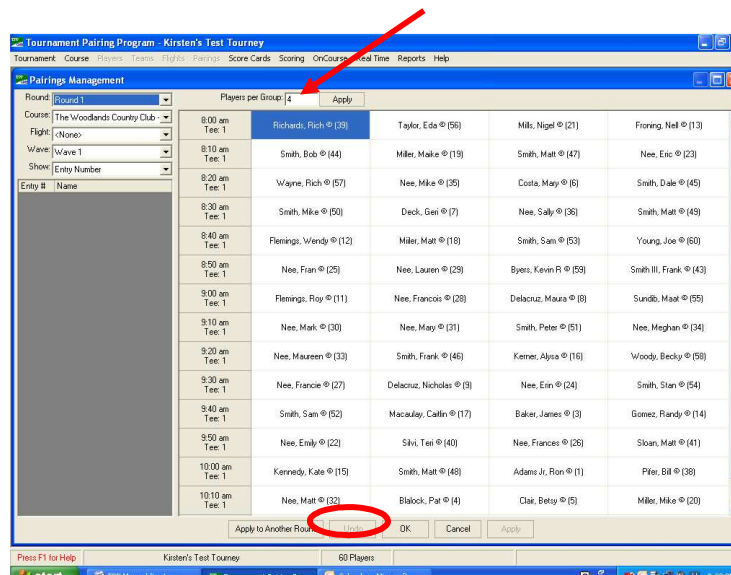


To create shotgun pairings, select “Shotgun” from the dropdown menu labeled Starting Tee.

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.)



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.

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

To create another column 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

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".

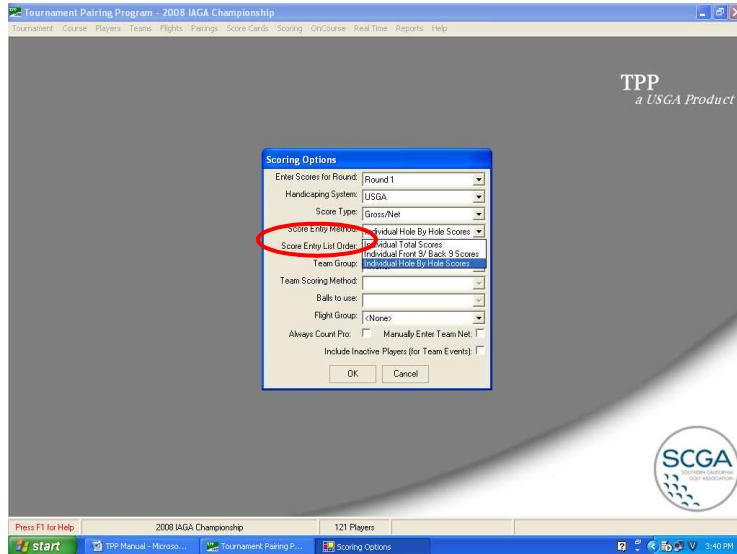
Score cards can be printed all at once by clicking "Print All" and then "Use Tees Assigned".

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

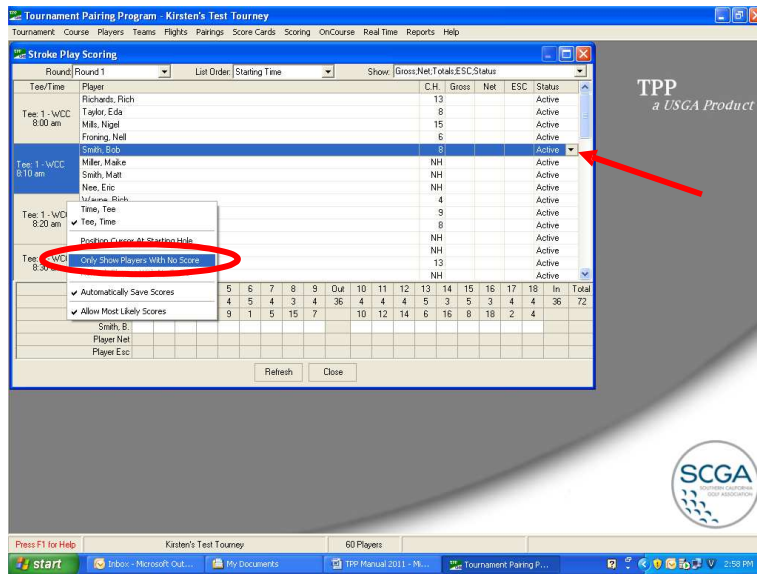


To enter scores following a tournament, click

- ☐ **Scoring**
- ☐ **Stroke Play Scoring**

Choose whether to enter hole by hole scores, front nine/back nine scores, or total scores. Then click "OK".

Note: for a skins game, scores MUST be entered hole by hole.



Enter scores for all players in the screen that appears.

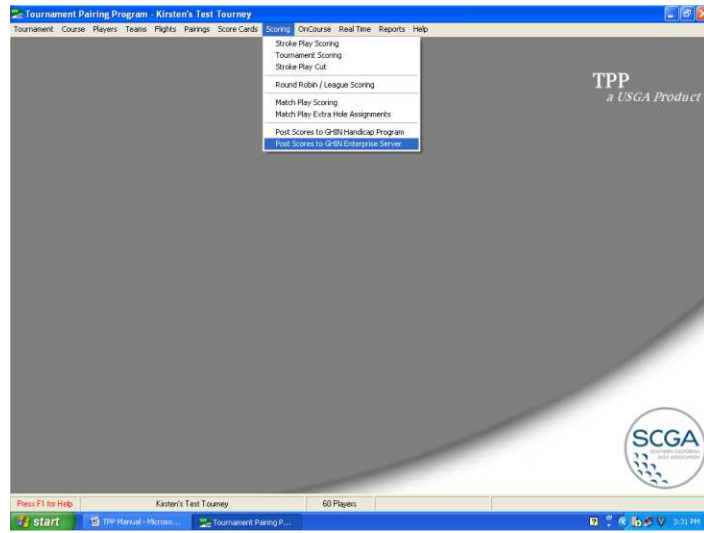
Note: When entering scores, you may enter "X" and TPP will automatically determine the player's Equitable Stroke Control (ESC) score to use for handicapping.

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.

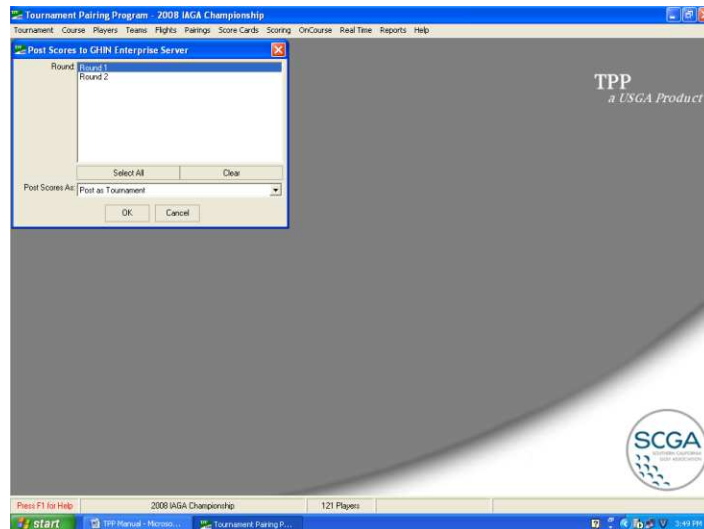
## POSTING SCORES



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

- ☐ **Scoring**
  - ☐ **Post Scores to GHIN Enterprise Server**

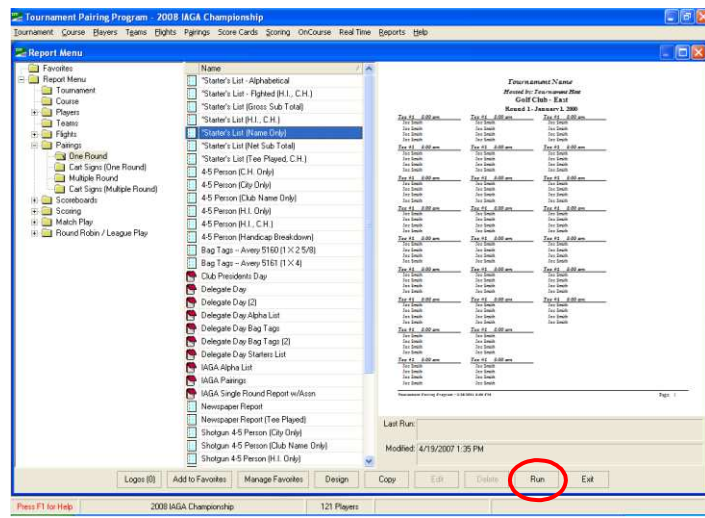
Select the round for which to post scores and whether scores will be posted as a tournament or non-tournament.



When ready, click "OK" to post scores.

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

## REPORTS



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:

1. A list of all pairings with their tee times is available under the Pairings tab and labeled “Starter’s List”
2. Cart signs can be printed by selecting Pairings, then Cart Signs
3. Score Sheets can be printed under the Scoring menu
4. Skins Reports can be printed by selecting Scoring, then Skins

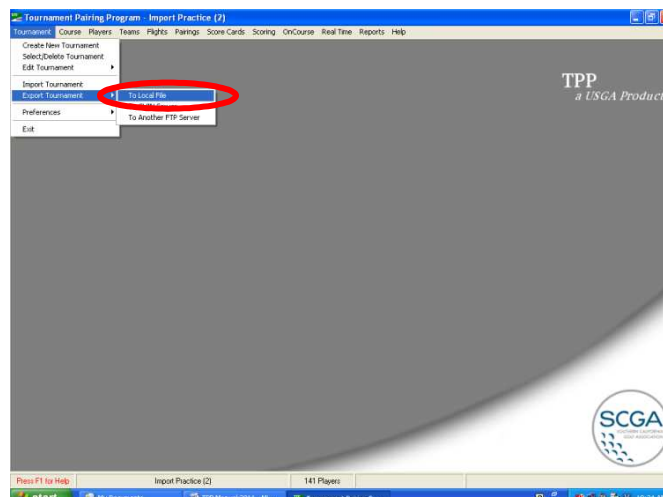


To view a sample of any of these reports, select the particular report and then click “Run”. This will NOT print a report. It will display a sample report.

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**

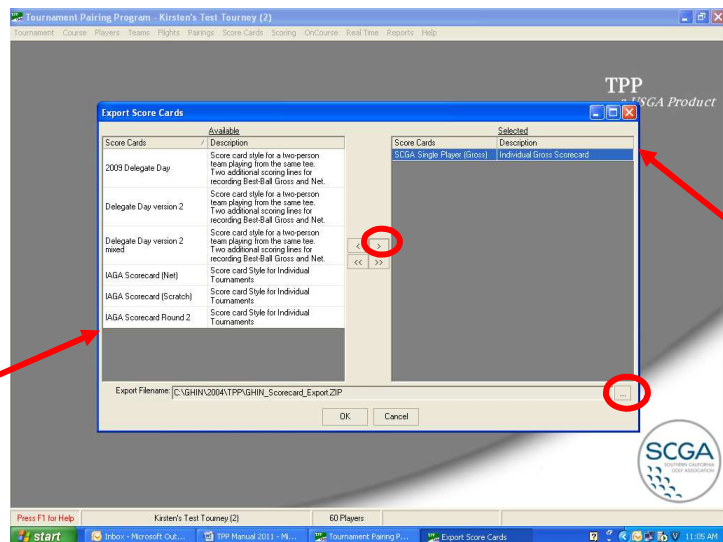
A box will appear with choices for how to compare player identification. Keeping “GHIN Number” highlighted is fine. Click “OK”.

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

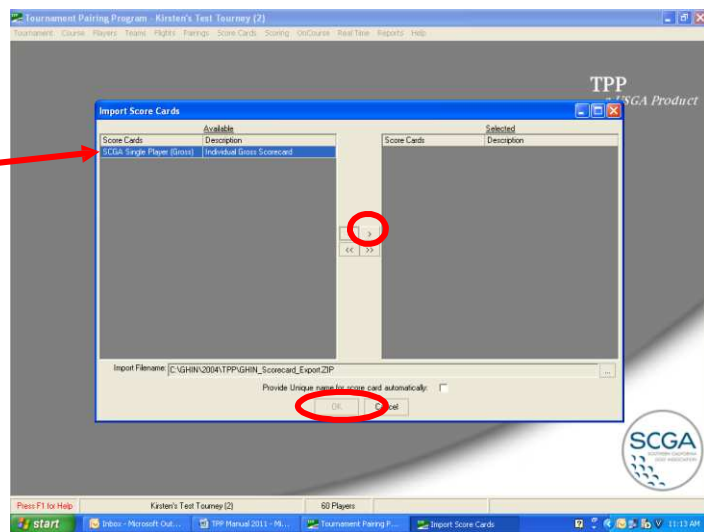
- ☐ **Scorecards**
- ☐ **Export**

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.

### IMPORTING SCORECARDS



To import scorecards into TPP, click on

- ☐ **Score Cards**
- ☐ **Import**

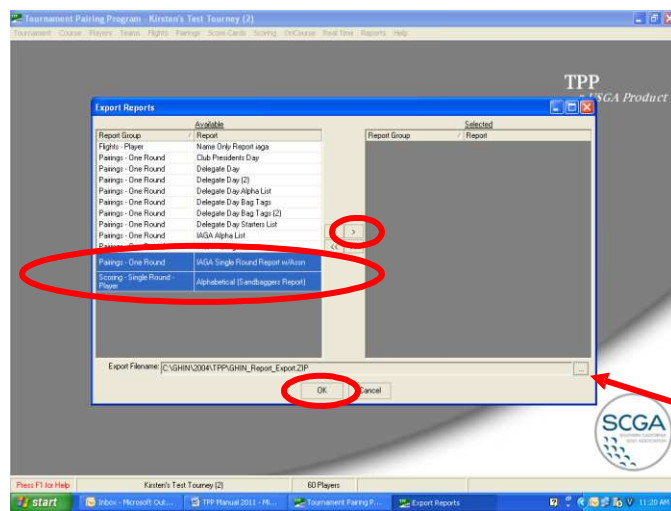
The screen to the left will appear. Click on the scorecard you wish to import on the left, then click on the arrow in the center to move it over to the right.

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 AND EXPORTING REPORTS

### EXPORTING REPORTS



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

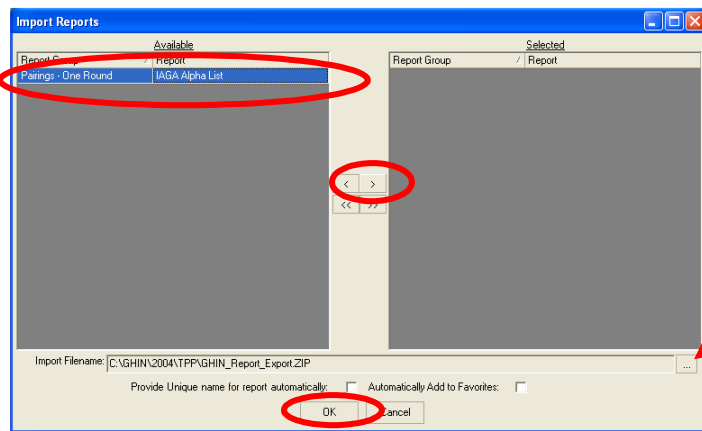
- ☐ **Reports**
- ☐ **Export**

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 [www.carolinasgolf.org/GHIN](http://www.carolinasgolf.org/GHIN)  
or call GHIN Support on 910-687-4040

Item	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 ½ x 11 sheet with one perforation to produce two 4 ¼ x 11 cards; 500 sheets per box for 1,000 scorecards.)	<b>\$55.00</b>
<b>Score Cards –</b> Form 404 blank	Blank on both sides, allowing for customized text, logos and rules on the outside of cards. (8 ½ x 11 sheet with one perforation to produce two 4 ¼ x 11 cards; 500 sheets per box for 1,000 scorecards.)	<b>\$55.00</b>
<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 ½ x 11 sheet with a center perforation to produce two 4 ¼ x 11 cards; 500 sheets per box for 1,000 scorecards.)	<b>\$55.00</b>
<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 ½ x 11 sheet with a center perforation to produce two 4 ¼ x 11 cards; 500 sheets per box for 1,000 scorecards.)	<b>\$55.00</b>
<b>Cart Signs –</b> Form 402	Blank. (8 ½ 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.)	<b>\$55.00</b>
<b>Handicap Labels –</b> 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.)	<b>\$20.00</b>
<b>Shaft Labels</b>	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 ½ x 11 sheets to produce 16 ID labels. Packaged 100 sheets/sets per box.)	<b>\$100.00</b>