

## **CGA Interclub Competition**

## TPP ADMINISTRATIVE PROCEDURES

Captains will use TPP (Tournament Pairing Program) to:

- Set Team Rosters
  - Set Home Tees
    - Prepare Match Rosters
      - Submit Match Results with (Players ESC) scores

## **TO GET STARTED**

Use your assigned Interclub login ID or if you don't have one – call Rusty Harder @ 910-687-6865 (O) or 919-475-7775 (C), or send an email requesting one to: <a href="mailto:Rusty.Harder@carolinasgolf.org">Rusty.Harder@carolinasgolf.org</a>.

Login to **Captains Management Sight (TPP)** using the following link:

 $\underline{https://www.ghintpp.com/carolinasgolf/TPPTeamClubPlay/logon.aspx?ReturnUrl=\%2 fcarolinasgolf\%2 fTPPTeamClubPlay/logon.aspx?ReturnUrl=\%2 fcarolinasgolf\%2 ftPPTeamClubPlay/logon.aspx.gon.aspx.gon.aspx.gon.aspx.gon.aspx.gon.aspx.gon.aspx.gon.aspx.gon.aspx.gon.aspx.gon.aspx.gon.aspx.gon.aspx.gon.aspx.gon.aspx.gon.aspx.gon.aspx.gon.aspx.gon.aspx.gon.aspx.gon.aspx.gon.aspx.gon.aspx.gon.aspx.gon.aspx.gon.aspx.gon.aspx.gon.aspx.gon.aspx.gon.aspx.gon.aspx.gon.aspx.gon.aspx.gon.aspx.gon.aspx.gon.aspx.gon.aspx.gon.aspx.gon.aspx.gon.aspx.gon.aspx.gon.aspx.gon.aspx.gon.aspx.gon.aspx.gon.aspx.gon.aspx.gon.aspx.gon.aspx.gon.aspx.gon.aspx.gon.aspx.gon.aspx.gon.aspx.gon.aspx.gon.aspx.gon.aspx.gon.aspx.gon.aspx.gon.a$ 

Follow instructions listed in this document.

NOTE: This link is also listed on the Interclub web site

#### **TPP ADMINISTRATIVE PROCEDURES**

#### 1. HOW TO SET YOUR TEAM ROSTER

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

#### 2. HOW TO SET YOUR TEES

- 1. Under the **Teams** tab, select **Set Team Home Tees.**
- 2. To use the same tee for all matches, select the **Default Tee** at the top of the screen.
- 3. To use different tees for each group, change which tee you are using, click **Edit** on the right side of the screen.
- 4. Under the Tee drop down box, select which tee this match is to be played from. As per interclub rules, each player in this group (position) will play from this tee.
- 5. If you are using a combination tee that is not listed, you can manually enter the course rating and slope to better reflect the appropriate tee.
- 6. When you are finished, a tee should be selected for each position. Any tees that are not set will be set to the default tee.

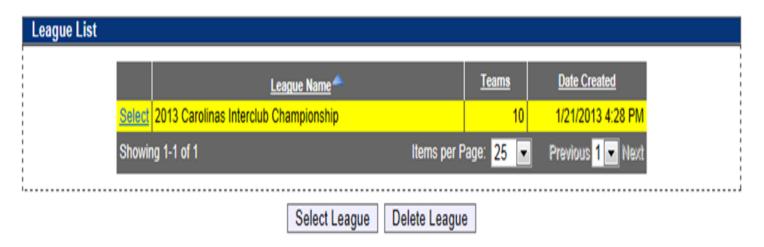
- 1. Under the **Teams** tab, select **Weekly Management**.
- 2. The **Team Management** menu shows your regular season schedule, from here you can select your match lineup, and input scores for matches.
- 3. To select players for a match, click on **Show Lineup**.
- 4. Click on **Add Player** to select a player from your roster to play in the match.
- 5. Select whichever player you want.
- 6. 6. Players can be sorted alphabetically, by handicap index, course handicap, or GHIN number by clicking on the category header.
- 7. Players must be selected one at a time.
- 8. Players need to be listed in handicap order, use the arrows on the right of the screen to put them in the correct order.
- 9. The Player in position 1A will play four-ball with the player in position 1B and so forth.
- 10. Make sure to click Submit Roster when you finish.
- 11. You have the option of e-mailing your roster to:
  - a. The opposing team captain(s).
  - b. The opposing team captain(s) and your players.
  - c. Your players only.
  - d. Don't send any e-mail.
- 12. When all players have been entered click <u>Teams</u> tab. Select <u>Weekly Management</u>, then select <u>Show Scores</u>. This will bring up your <u>Weekly Scorecard</u>.
- 13. To print off your match worksheet click on **Print** on the top right side of the screen.

#### 4. HOW TO INPUT MATCH SCORES

- 1. Under the **Teams** tab, select **Weekly Management**.
- 2. Select **Show Scores** for the appropriate match when you are ready to input match scores.
- 3. To input results, click on **Score** for each match on the right side of the screen.
- 4. For the four-ball match select the winning team or < Match Halved> if it ended in a tie, and hit Save.
- 5. For the individual matches, you have to enter each players' **ESC score** and who won the match or if it was halved.
- 6. You can also specify if the match was played over 18 holes or just 9 holes. If it was only 9 holes, you would input the 9 hole score.
- 7. When you are done, all match results should be filled out. Match and overall points will be calculated for you.
- 8. Make sure to hit **Submit Overall Match Results** at the bottom of the screen.

## **League Selection**

Please select an existing League from the listing below.



1. Once you login, click on "Select" for the current year and then click "Select League".



2. Under the Teams tab in the top left, select Set Team Roster.

#### **Team Roster Setup**

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

Team: Carolinas Eclub Sandhills TEST (81-1060)							
GHIN No.	Name 🐣	<u>Email</u>	<u>Phone</u>	Work Phone	Cell Phone		
0784323	Abrams, Mr. Scott	abramssct@comcast.net				Edit	Delete
2592729	Cox, Jason	jason.cox@carolinasgolf.org				Edit	Delete
3054427	Devane, Daniel	stevedevane@gmail.com				Edit	Delete
0716577	D'Ostroph, Bryan	rdostroph@charter.net				Edit	Delete
3137194	Duke, Gregg	gregg71010@yahoo.com				Edit	Delete
1717740	Gerbereux, Scott	scott.gerbereux@carolinasgolf.org				Edit	Delete
6273460	Harder, Rusty	rustyharder@gmail.com				Edit	Delete
0865423	Hardisty, Mr. Douglas	dhardisty@usdigitalsolutions.com				Edit	Delete
3037559	Kelly, Chris					Edit	Delete
0784601	Palmer, Michael	michael.palmer78@yahoo.com				Edit	Delete
2563020	Priest, Andy	andy.priest@carolinasgolf.org				Edit	Delete
3089800	Stockwell, Joshua	jmoney416@gmail.com				Edit	Delete
0729844	Wilson, Michael	pinehurstcaddie1@yahoo.com				Edit	Delete



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

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

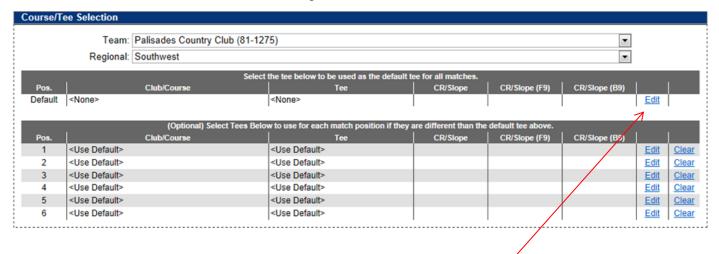
- 4. Select all players that you wish to participate during the season. Players are listed in alphabetical order.
- 5. You can choose all eligible players on your club's roster (recommend minimum of 20).
- 6. You can add players from this list throughout the season; you do not need to put all players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



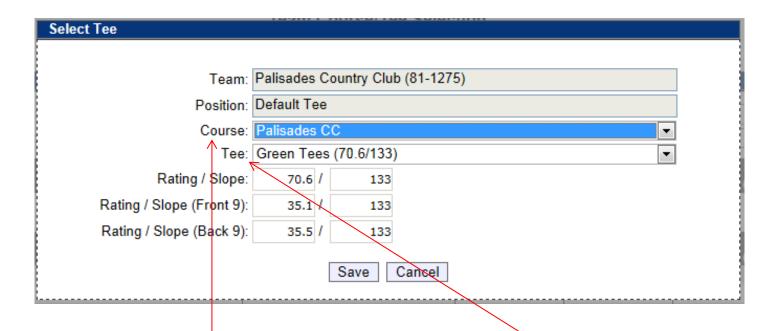
1. Under the **Teams** tab, select **Set Team Home Tees.** 

#### **Team Course/Tee Selection**

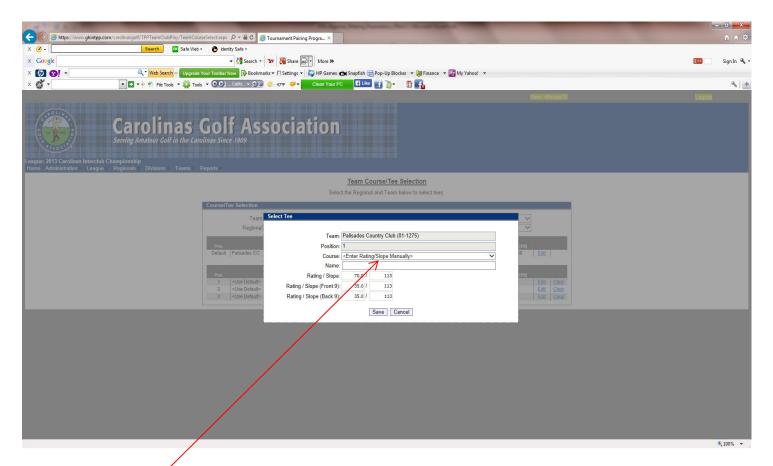
Select the Regional and Team below to select tees



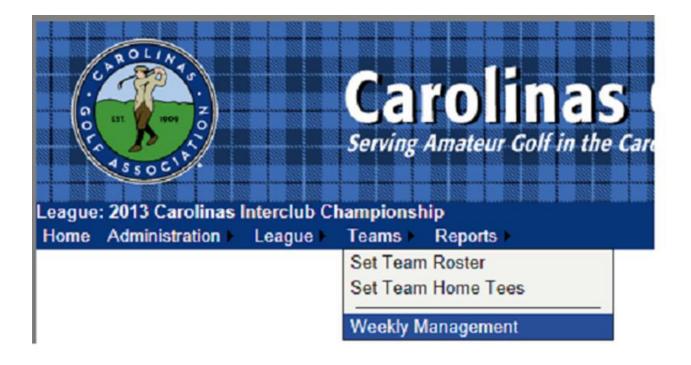
- 2. To set default tee for all matches, click **Edit** under the header "Select the tee below to be used as the default tee for all matches".
- 3. Leave <Use Default> for all 6 positions.



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



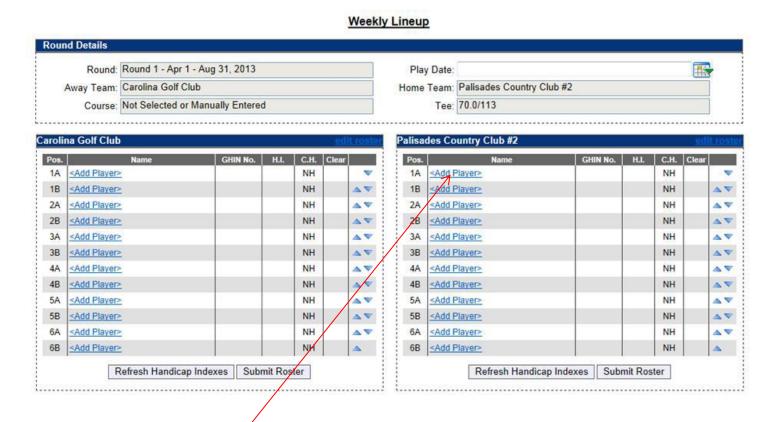
- 4. If you are using a combination tee that is not listed, you can manually enter the course rating and slope to better reflect the appropriate tee.
- 5. When you are finished, "<u>Use default tee</u>" should be selected for each position. Any tees that are not set will be set to the default tee.



1. Under the **Teams** tab, select **Weekly Management**.

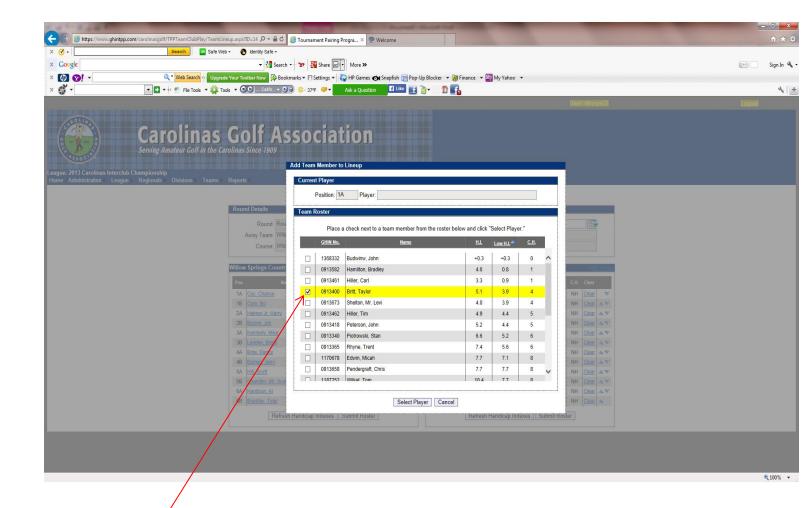


- 2. The **Team Management** menu shows your regular season schedule, from here you can select your match lineup, and input scores for matches.
- 3. To select players for a match, click on **Show Lineup**.

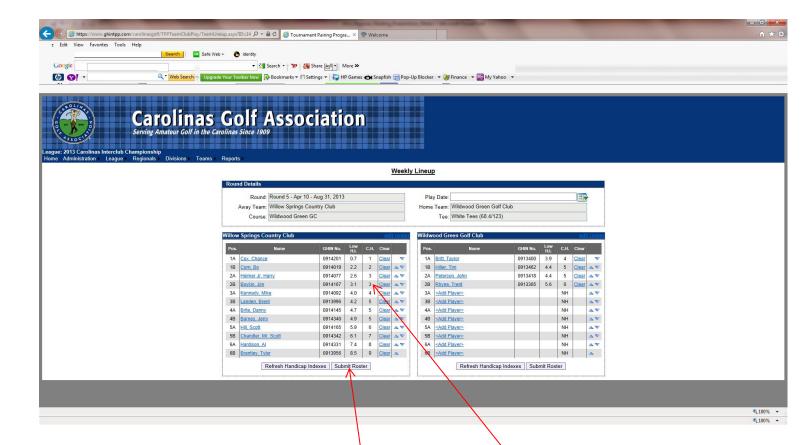


4. Click on Add Player to select a player from your team roster.

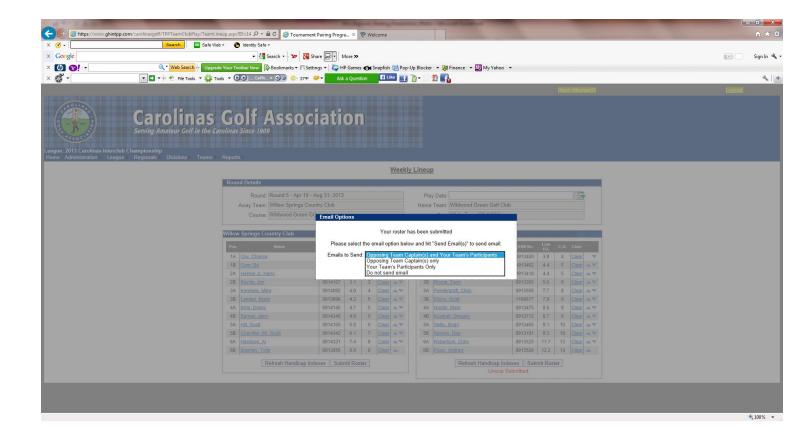
NOTE: Please enter the date of each match.



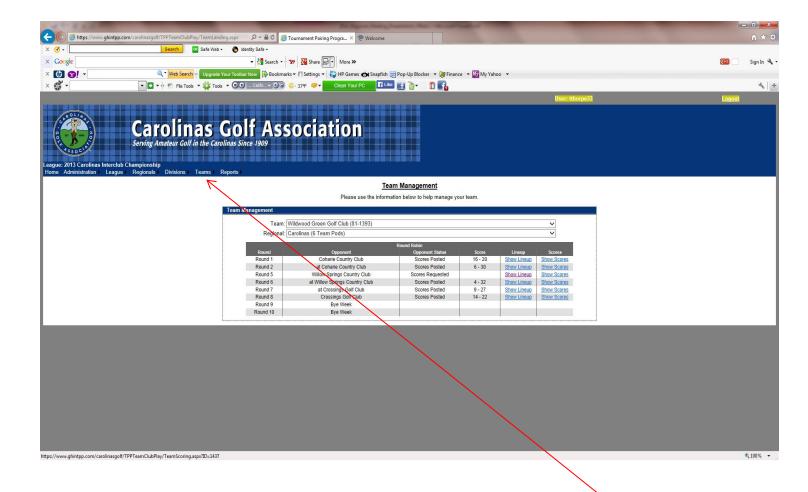
- 5. Select whichever player you want.
- 6. Players can be sorted alphabetically, by handicap index, course handicap, or GHIN number by clicking on the category header.
- 7. Players must be selected one at a time.



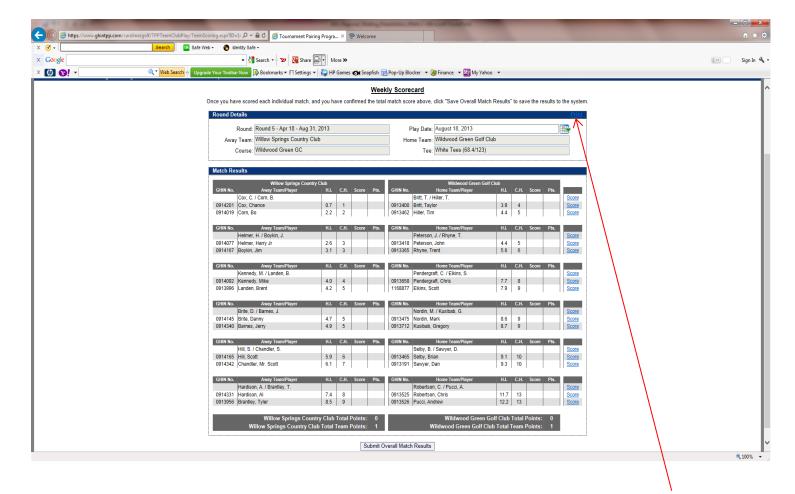
- 8. Players need to be listed in handicap order, use the arrows on the right of the screen to put them in the correct order.
- 9. The Player in position 1A will play four-ball with the player in position 1B and so forth.
- 10. Make sure to click **Submit Roster** when you finish.



- 11. You have the option of e-mailing your roster to:
  - a) The opposing team captain(s).
  - b) The opposing team captain(s) and your players.
  - c) Your players only.
  - d) Don't send any e-mail.



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



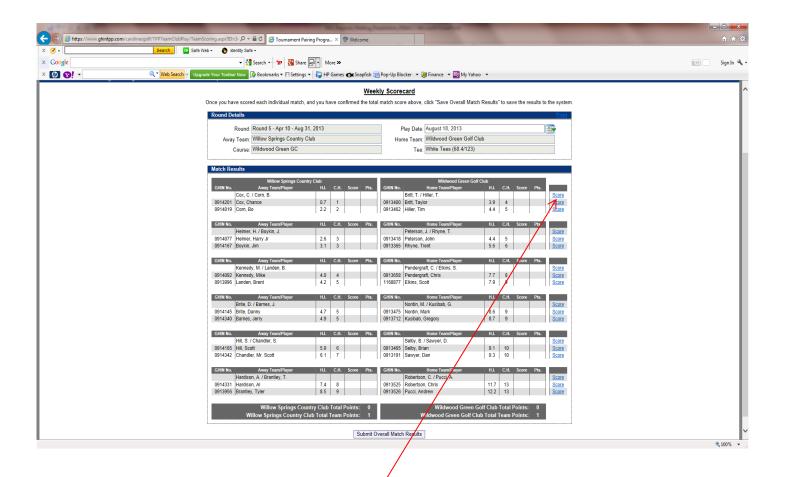
13. To print off your match worksheet click on **Print** on the top right side of the screen.



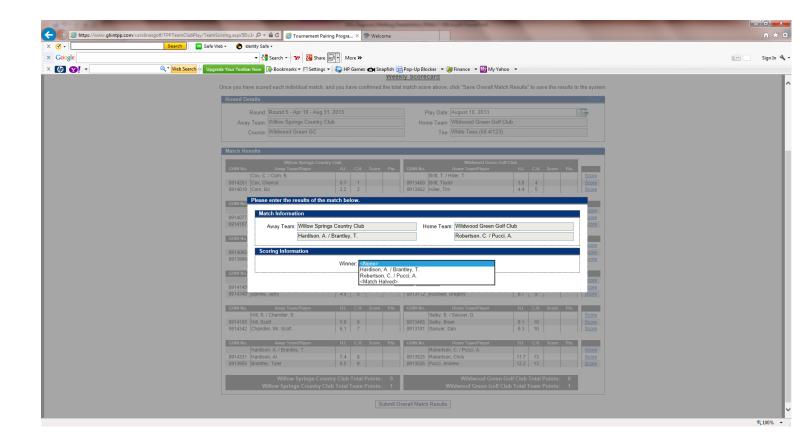
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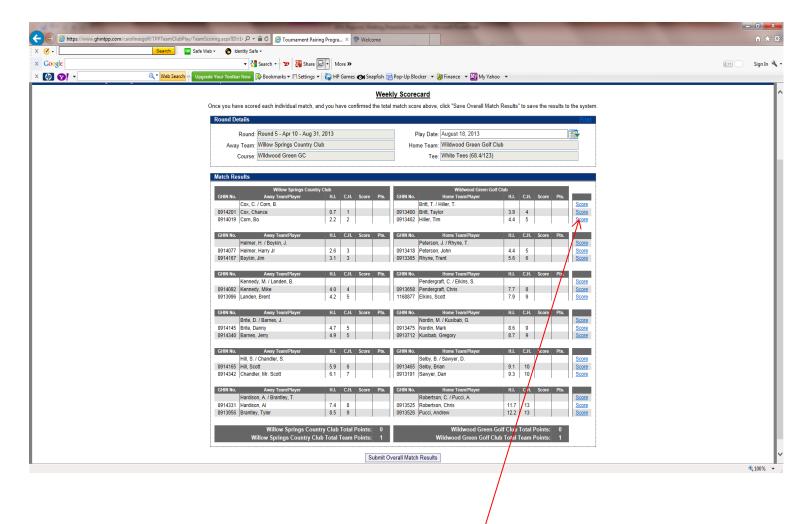
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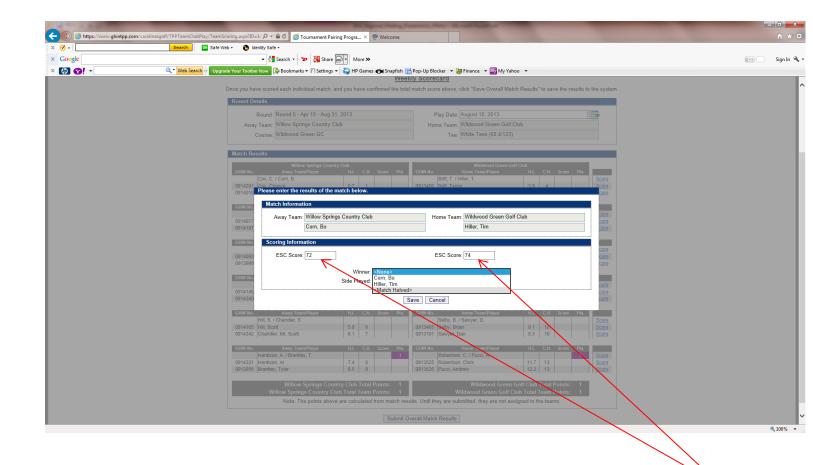
3. To input results, click on **Score** for each match on the right side of the screen.



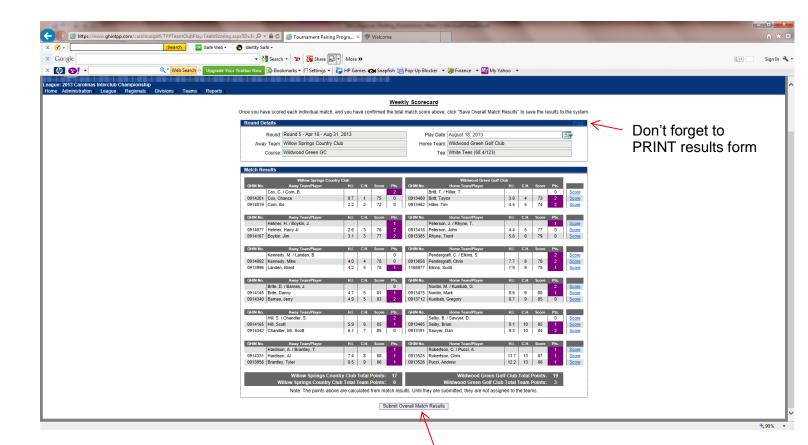
4. For the four-ball match select the winning team or **<Match Halved>** if it ended in a tie, and hit **Save**.



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

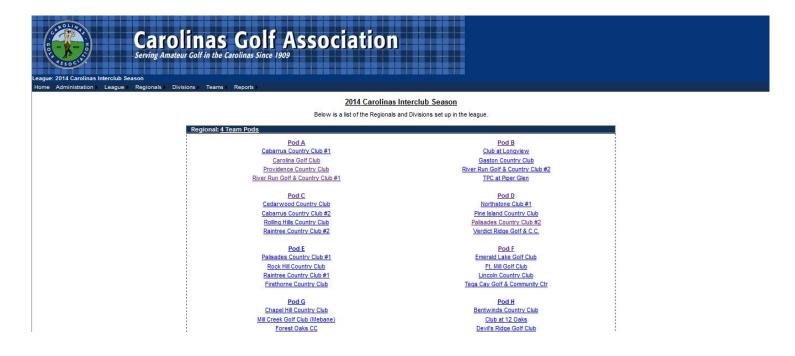


- 5. For the individual matches, you have to enter each players' **ESC** score and who won the match or if it was halved.
- 6. You can also specify if the match was played over 18 holes or just 9 holes. If it was only 9 holes, you would input the 9 hole score.



- 7. When all match results are filled out, match and overall points will be calculated for you.
- 8. Make sure to hit **Submit Overall Match Results** at the bottom of the screen.

## WEB LAYOUT will Look Something Like This 'REGIONS & GROUPS'



# WEB LAYOUT will Look Something Like This 'POD/GROUP VIEW'

