2022 Interclub

Golf Genius Instruction Manual

Carolinas Golf Association
Interclub Captain's Portal Guide

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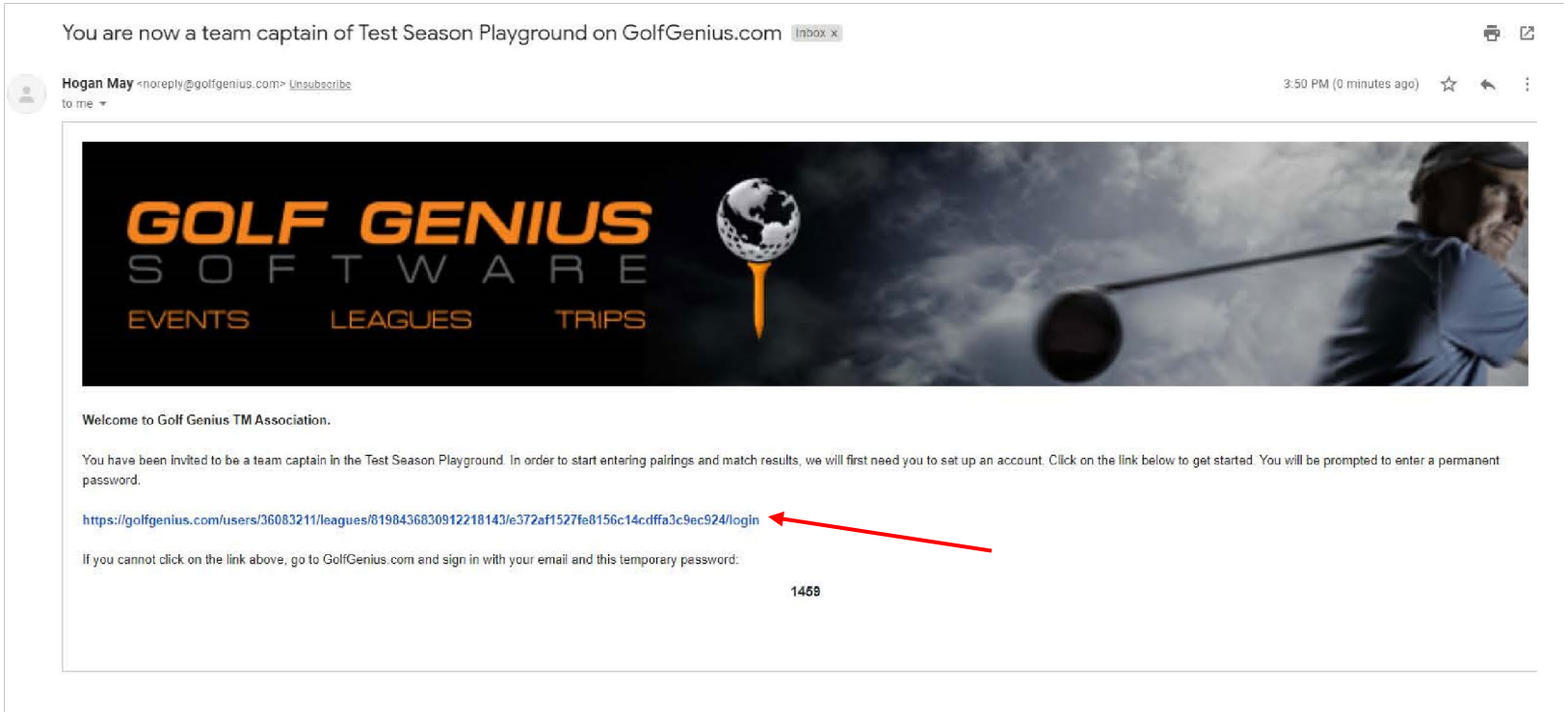
Getting Started

1. In the captain's email you receive, there will be a link to log-in to Golf Genius or to create a Golf Genius account.



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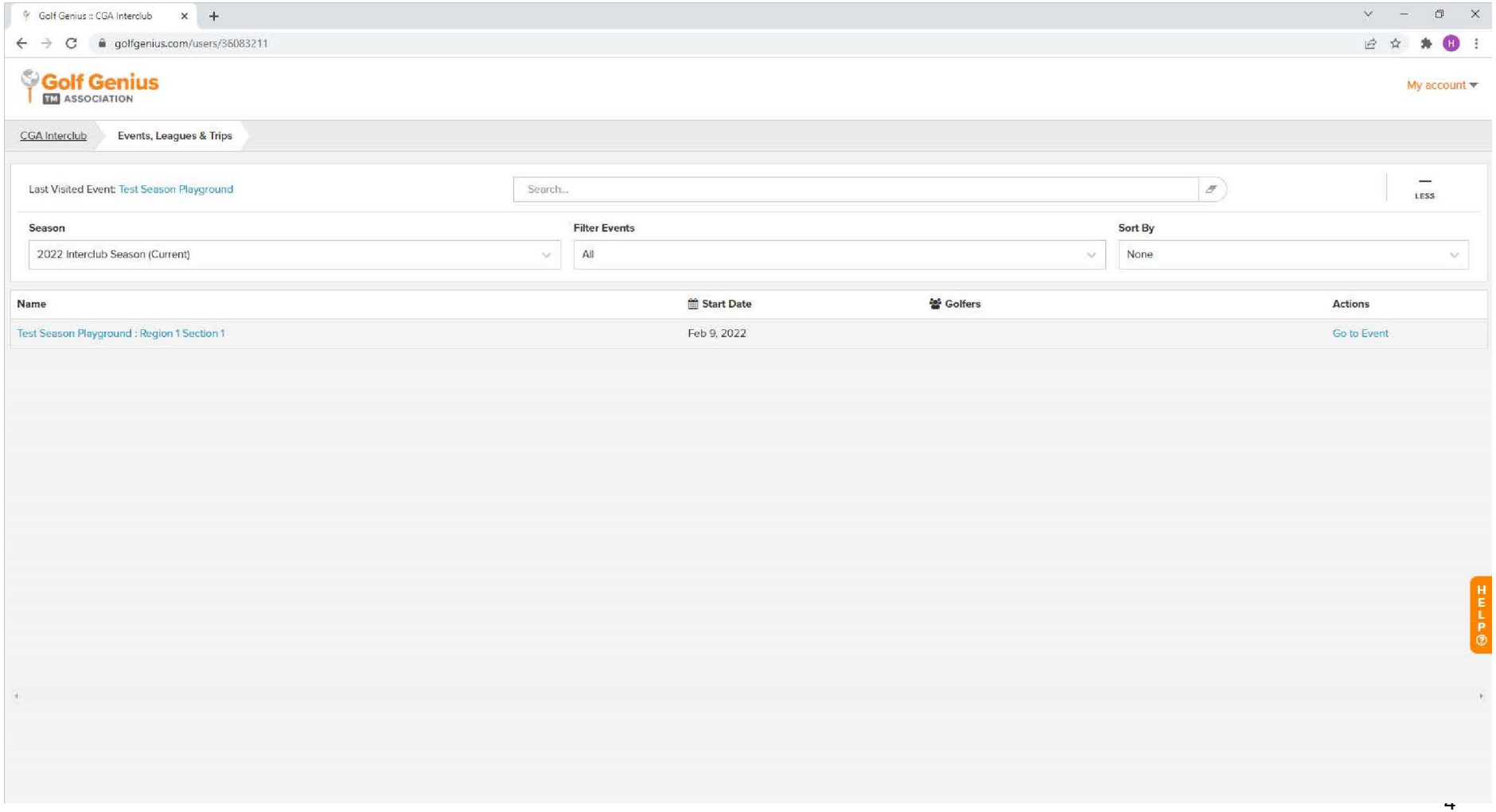
2A. Once you click on the link, you might be asked to create a password. Follow the steps to create your password, and then you'll be directed to the Customer Center page.



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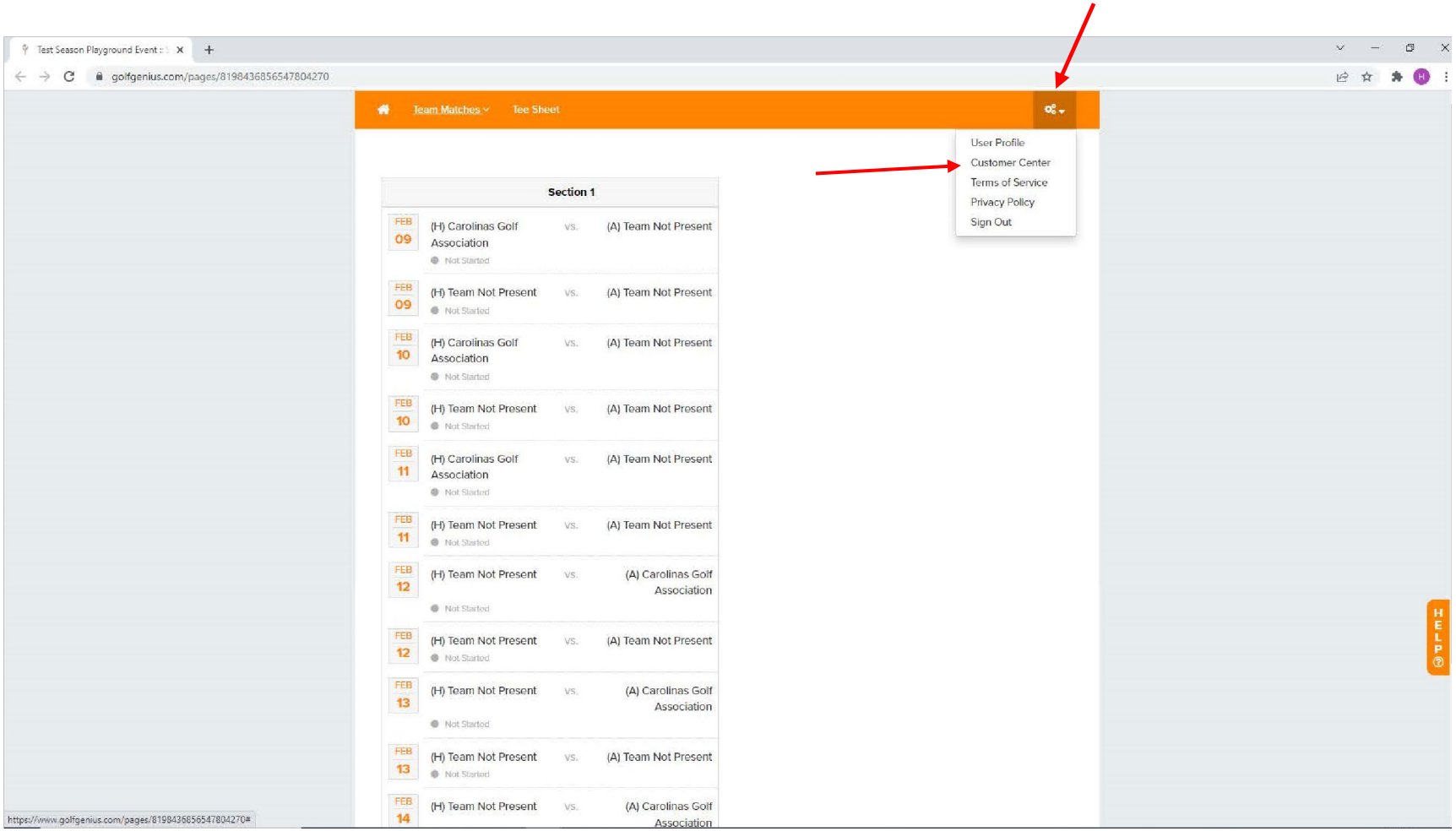
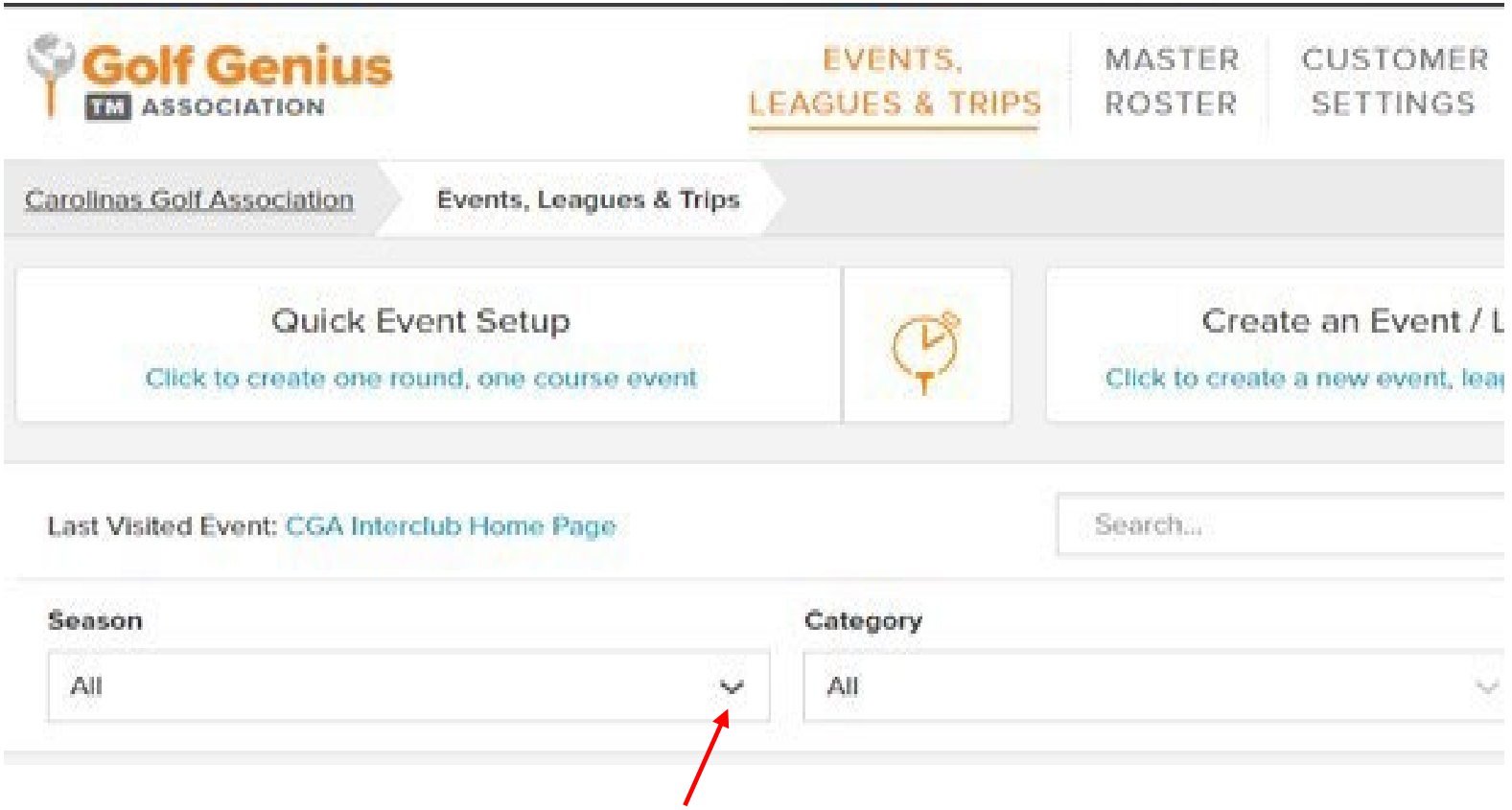
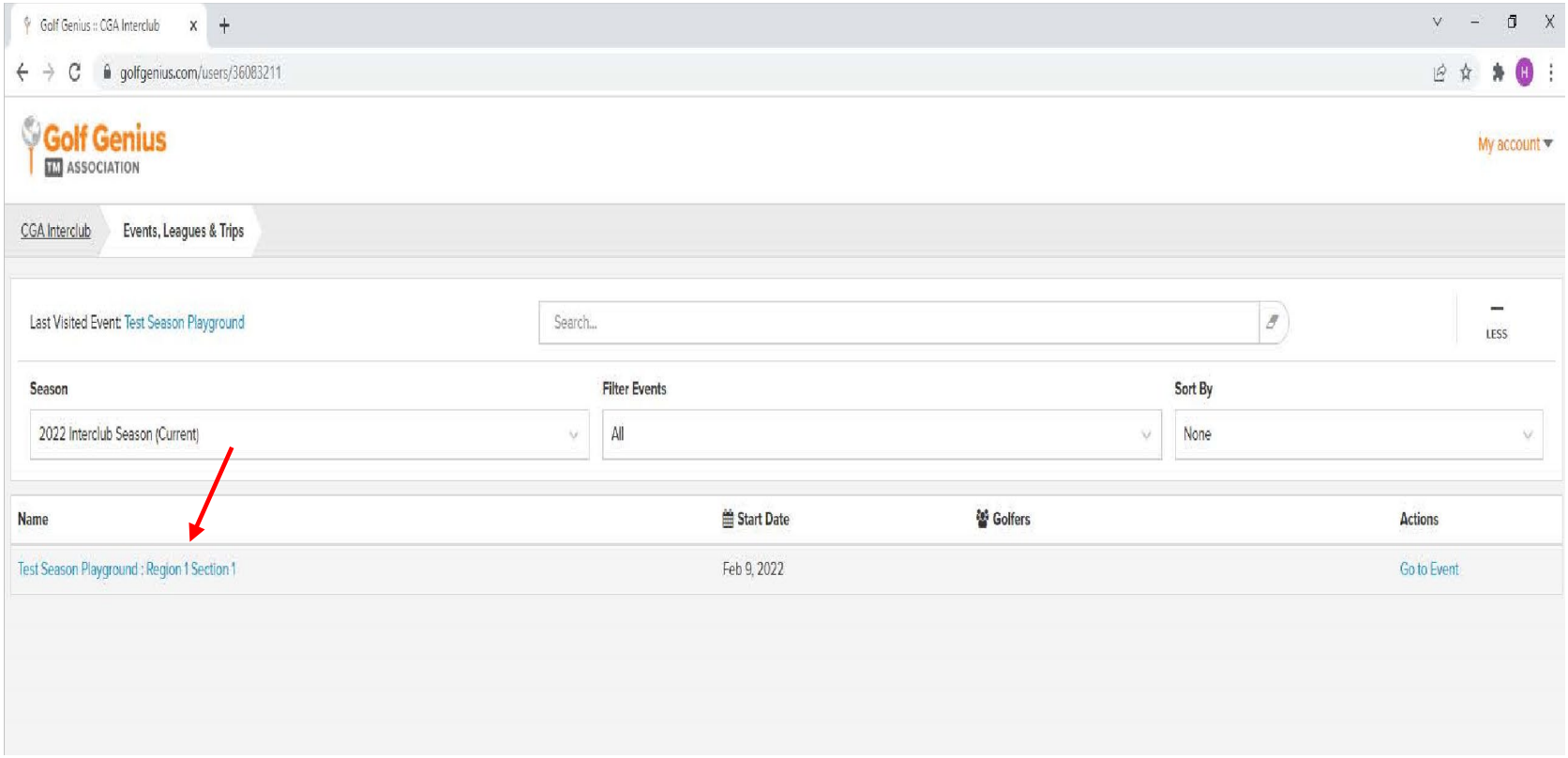
2B. Once you click on the link, it will direct you to this portal. From here you will select the settings icon then select Customer Center.



3. Select the dropdown under “season” to make sure you are in either all seasons or 2022



4. Select the event that has your Pod listed.



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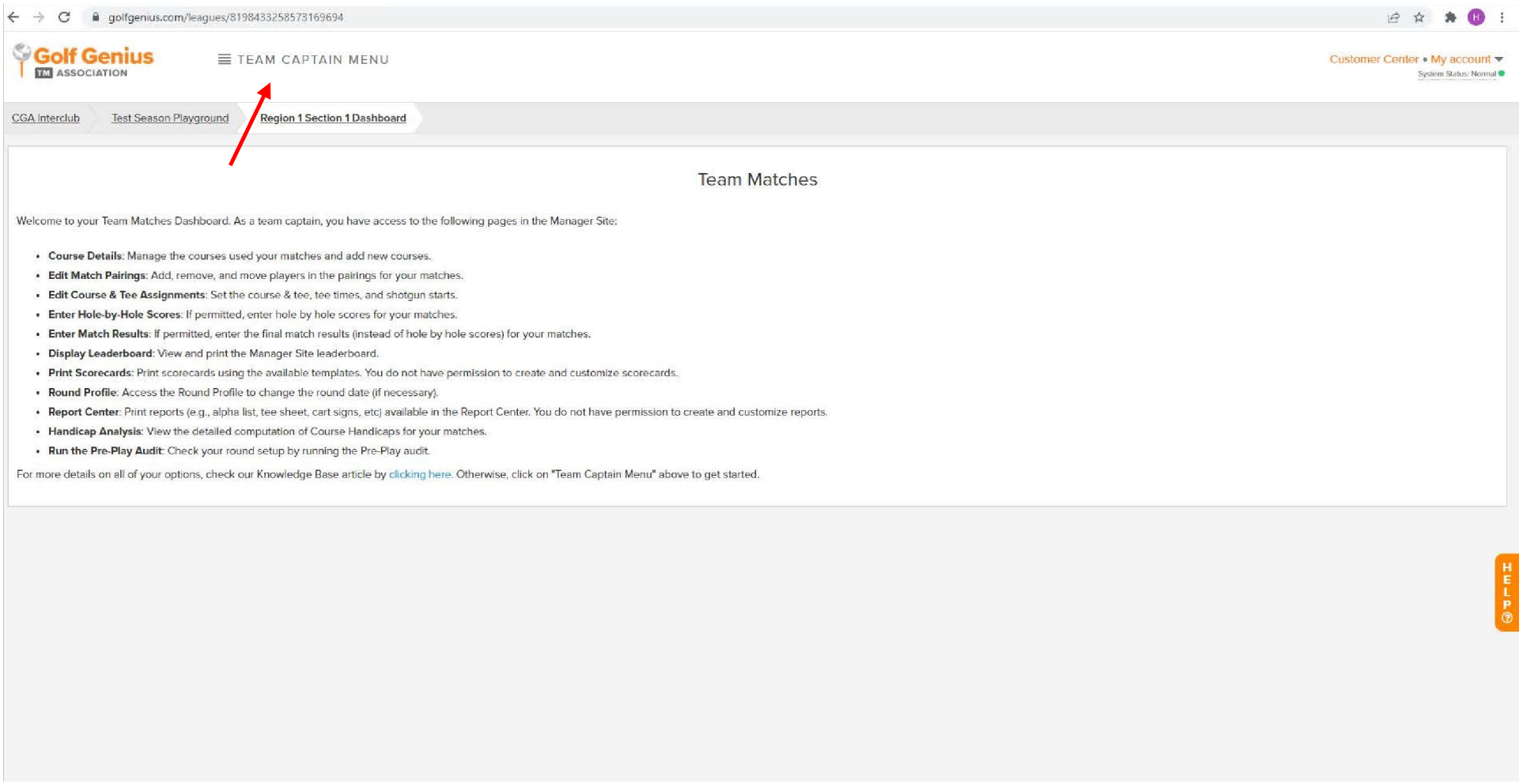
5. Select the “Team Captain Menu.” This is where you will be able to do everything from setting your lineup to entering your scores.



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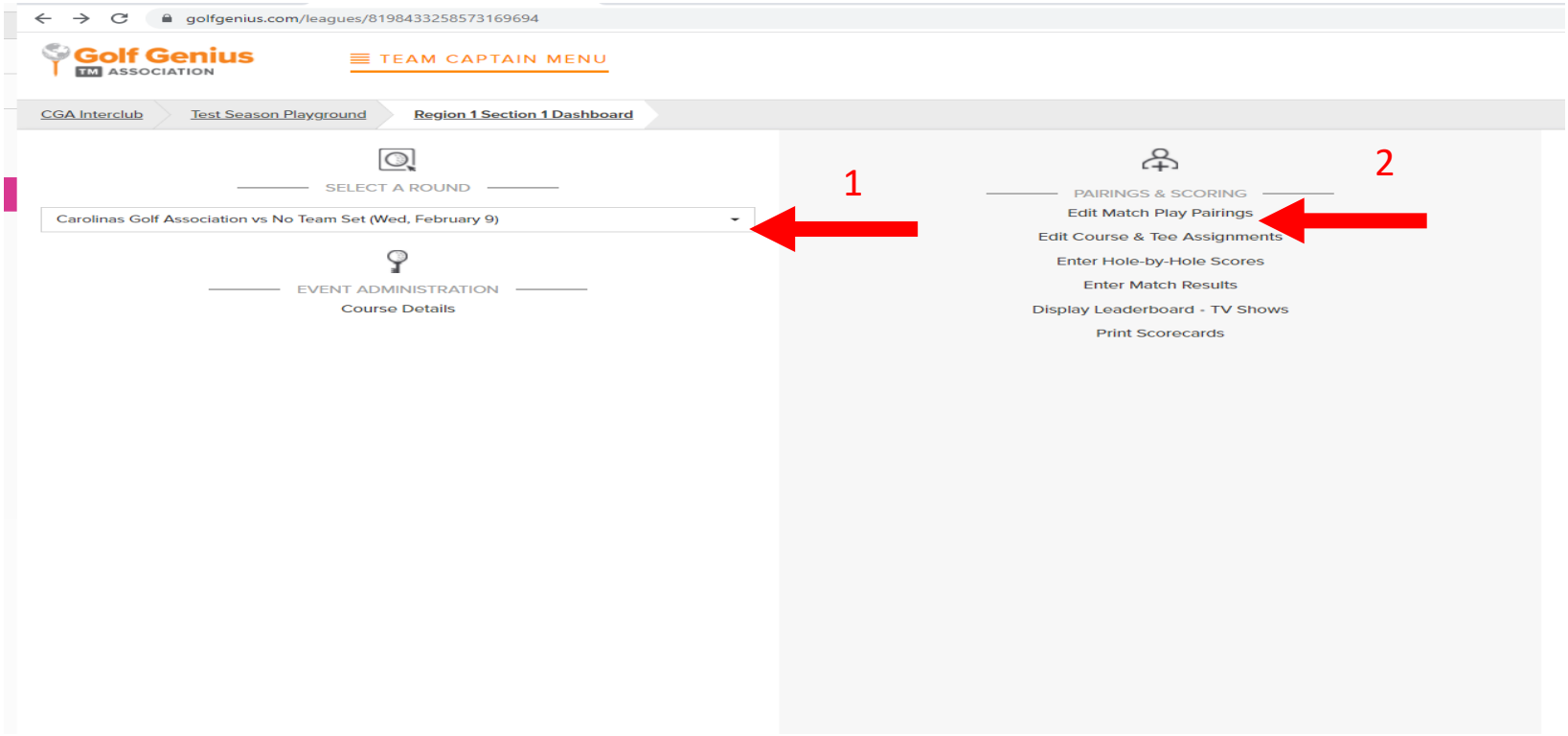
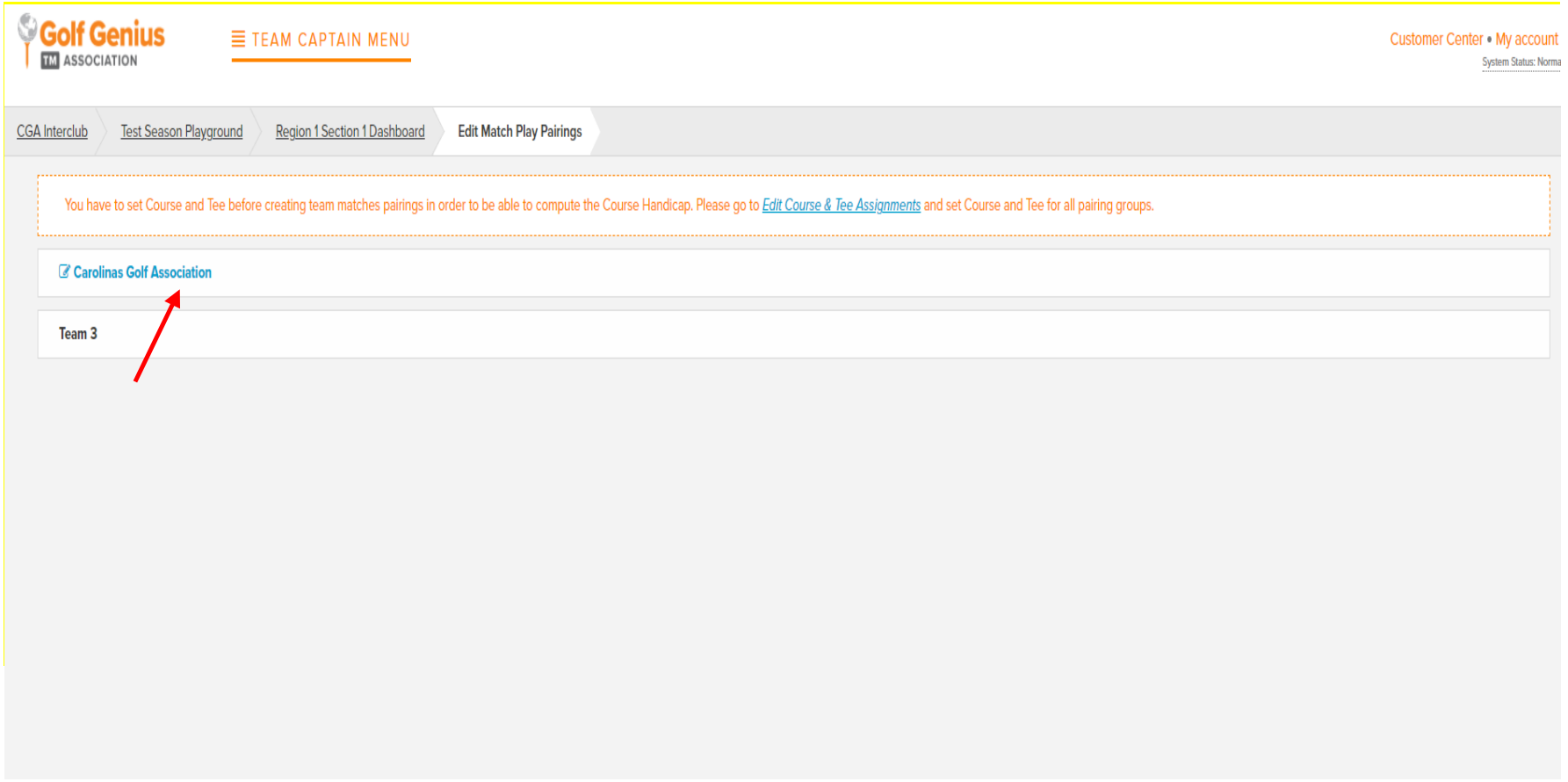
Set the Team Roster and Pairings

1.In the team captain menu, you will first select the match you would like to create pairings for in the dropdown on the left and then select “Edit Match Play Pairings”

*Note: Always make sure you are the correct round before you start editing your pairings!

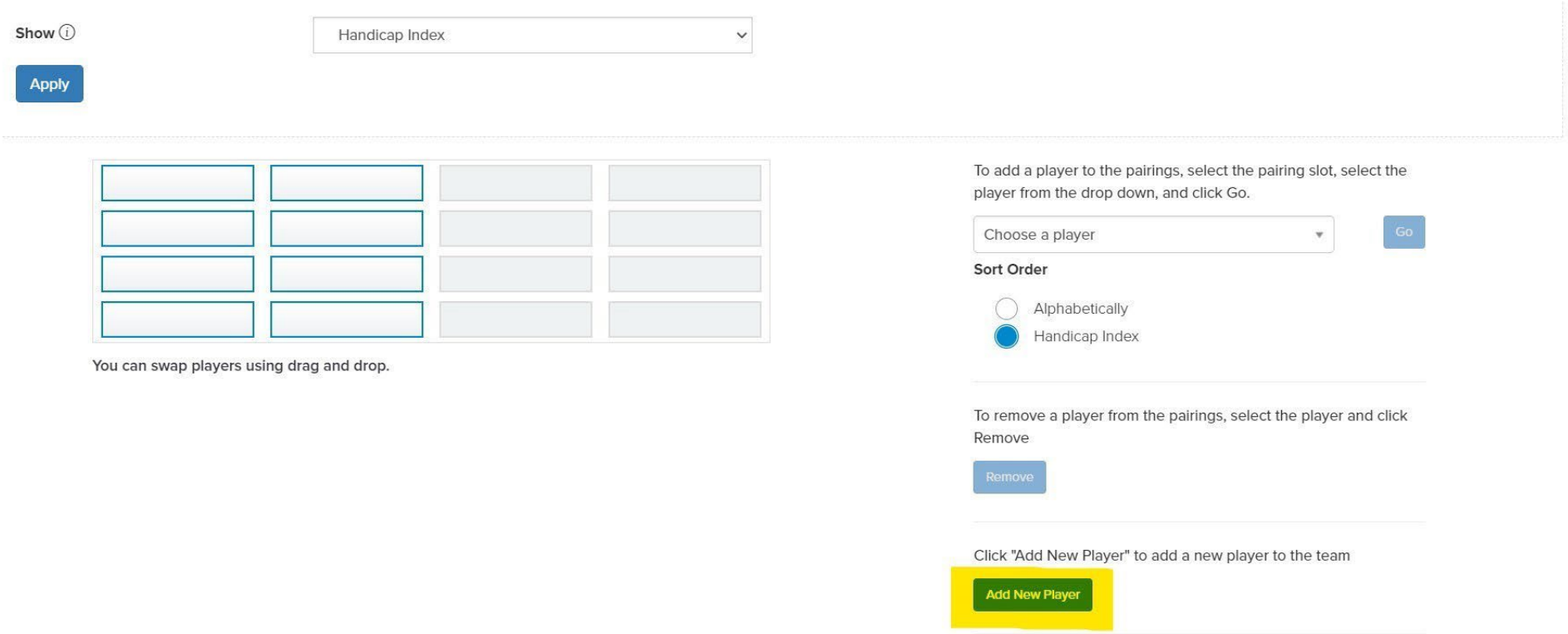


2. Select your Team.

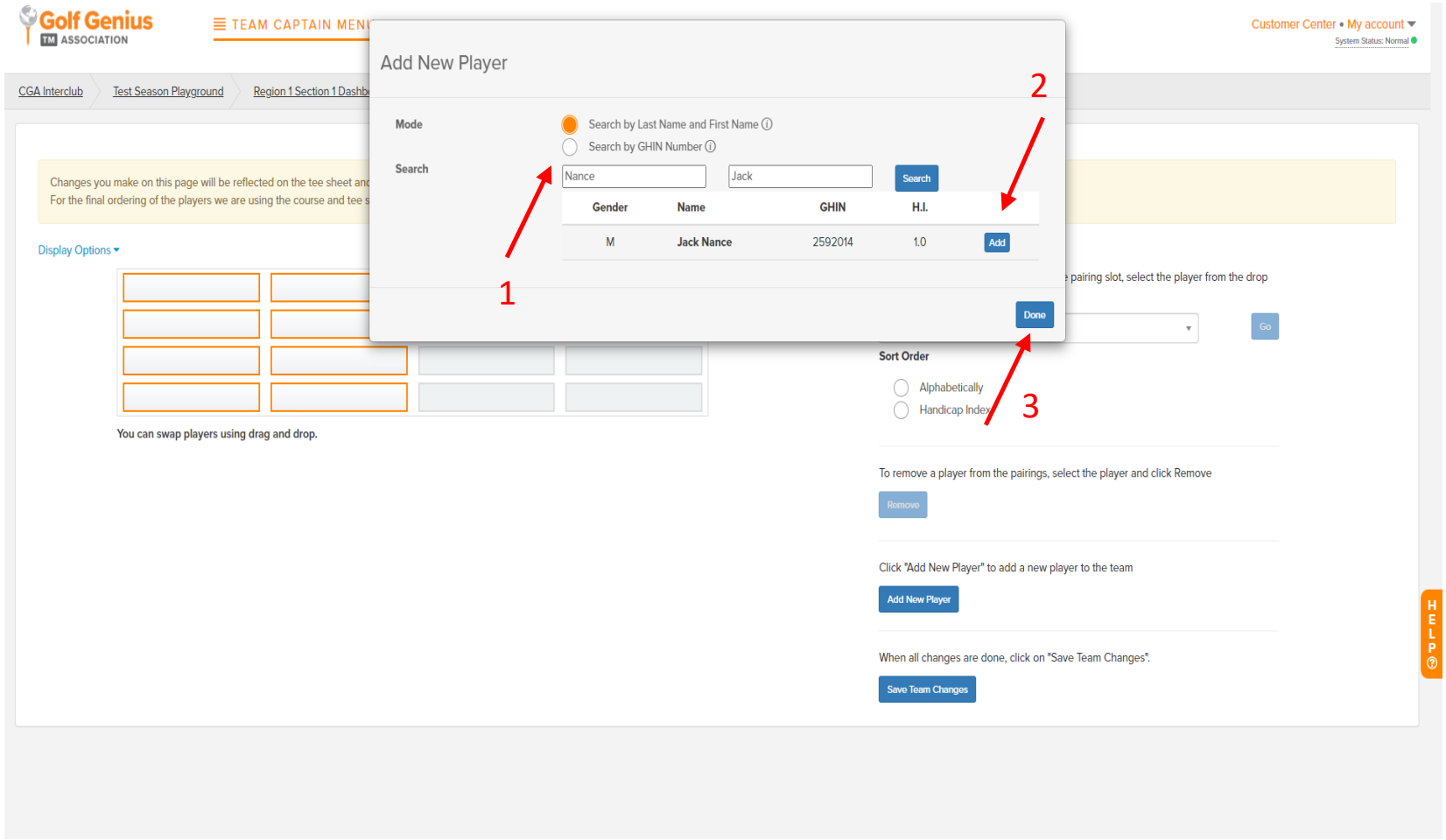


3. Select “Add New Player” to add someone from your club to your roster.

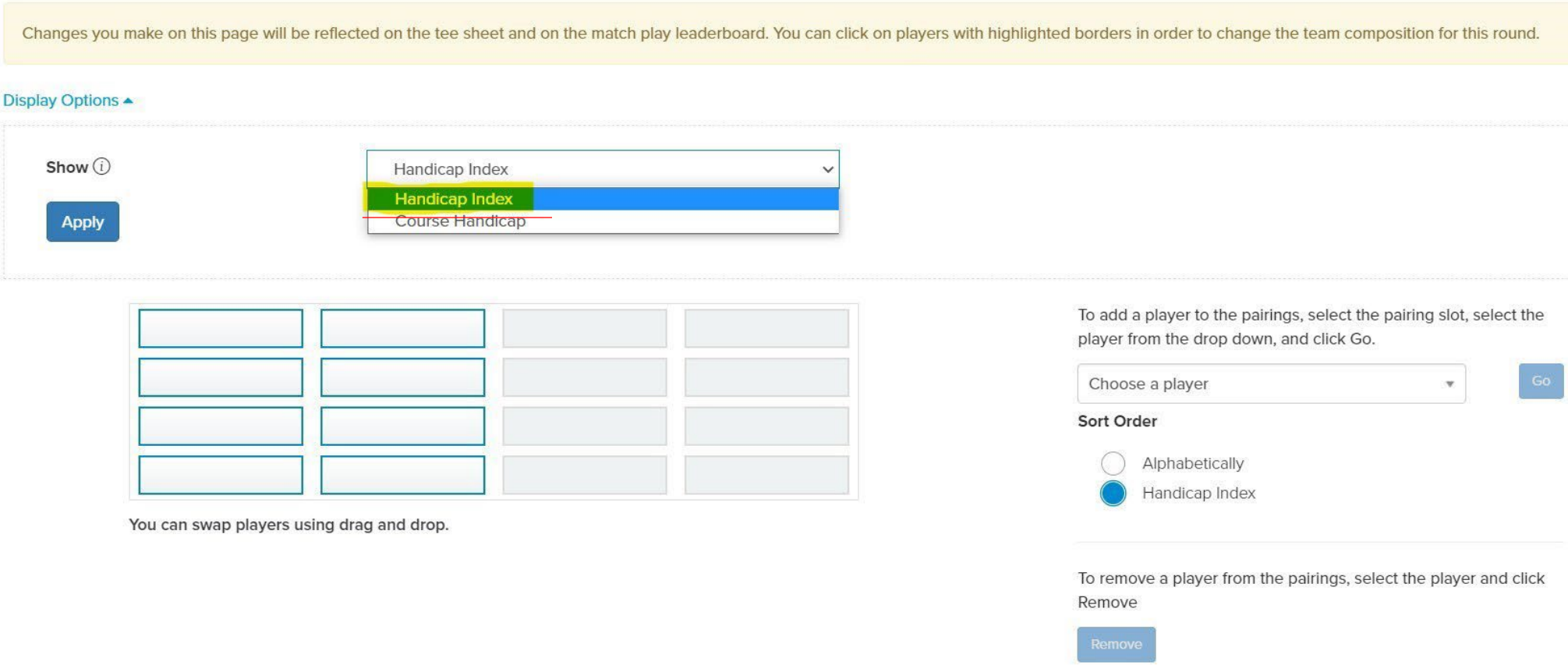
*Note: These players will stay on your roster for the remainder of the season. There is no need to do this before every match.



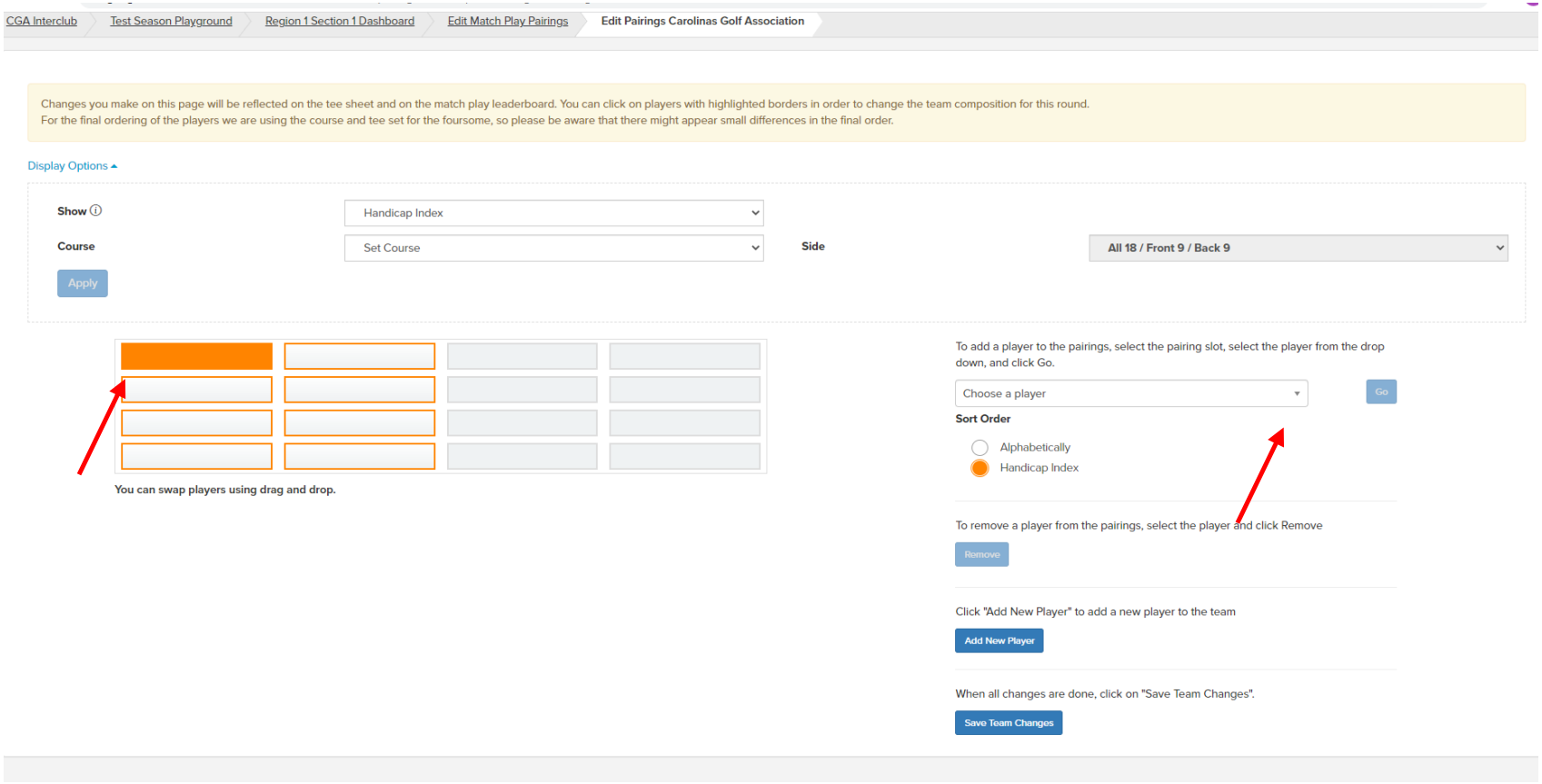
4. A new box will appear and you will do the following:
    1. Type in your player's name and select "search"
    2. Select "Add"
    3. Select "Done"



5. Make sure you order by handicap index and not course index.

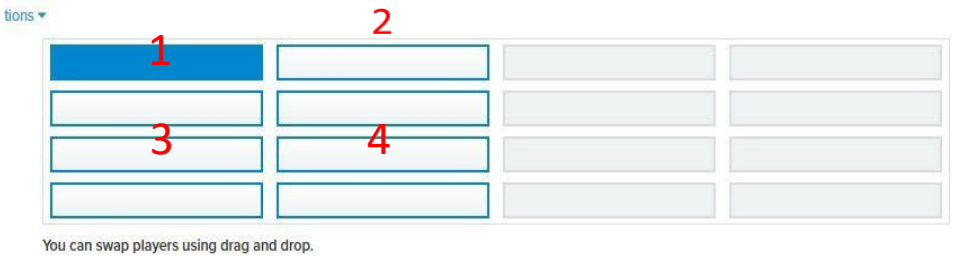


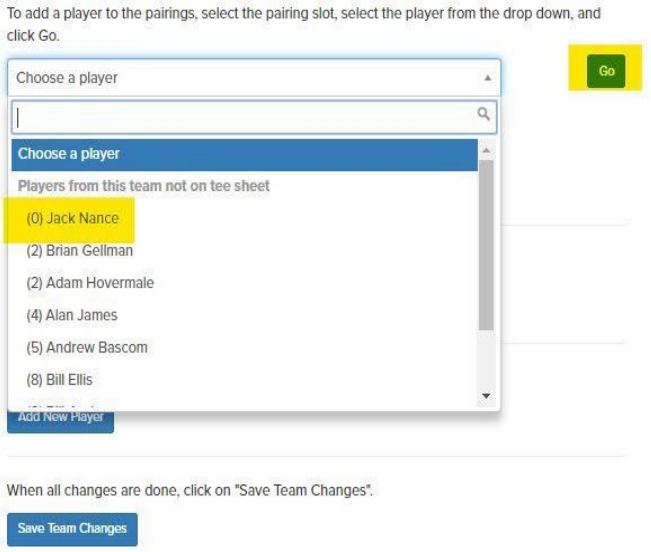
6. Select an empty box and then select the dropdown arrow by “Choose a player.” Sort players by handicap index to help you enter your team in handicap order.
   *Note: If you do not see some of the players you added, just select “Save Team Changes” and refresh the page



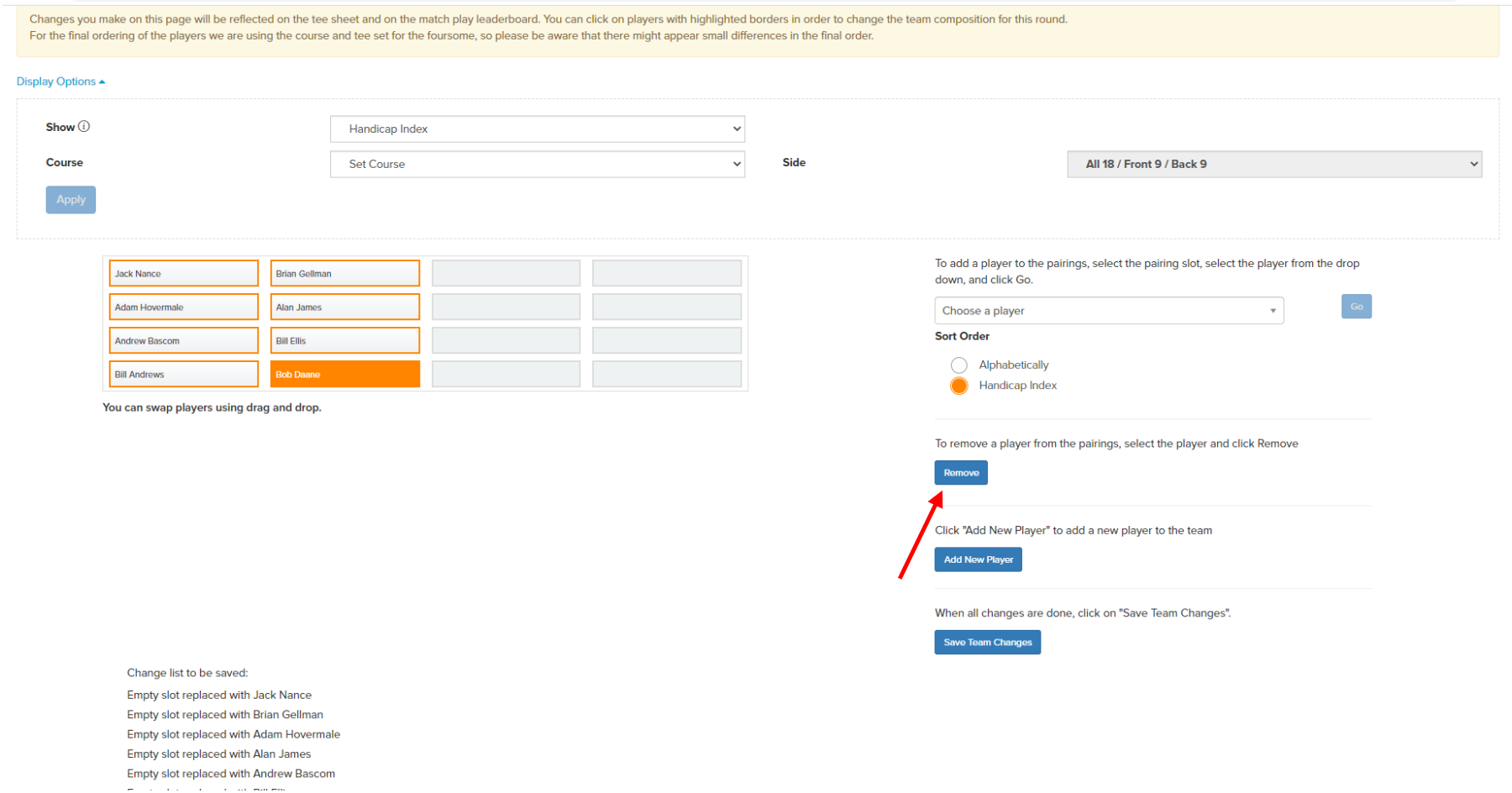
7. Select the player from your roster that you would like to play in your match and then select “Go.”

Note*: After each player you add, you will need to select an empty box and select the “choose a player” dropdown again to add another player. Work in left to right order as oppose to up and down.

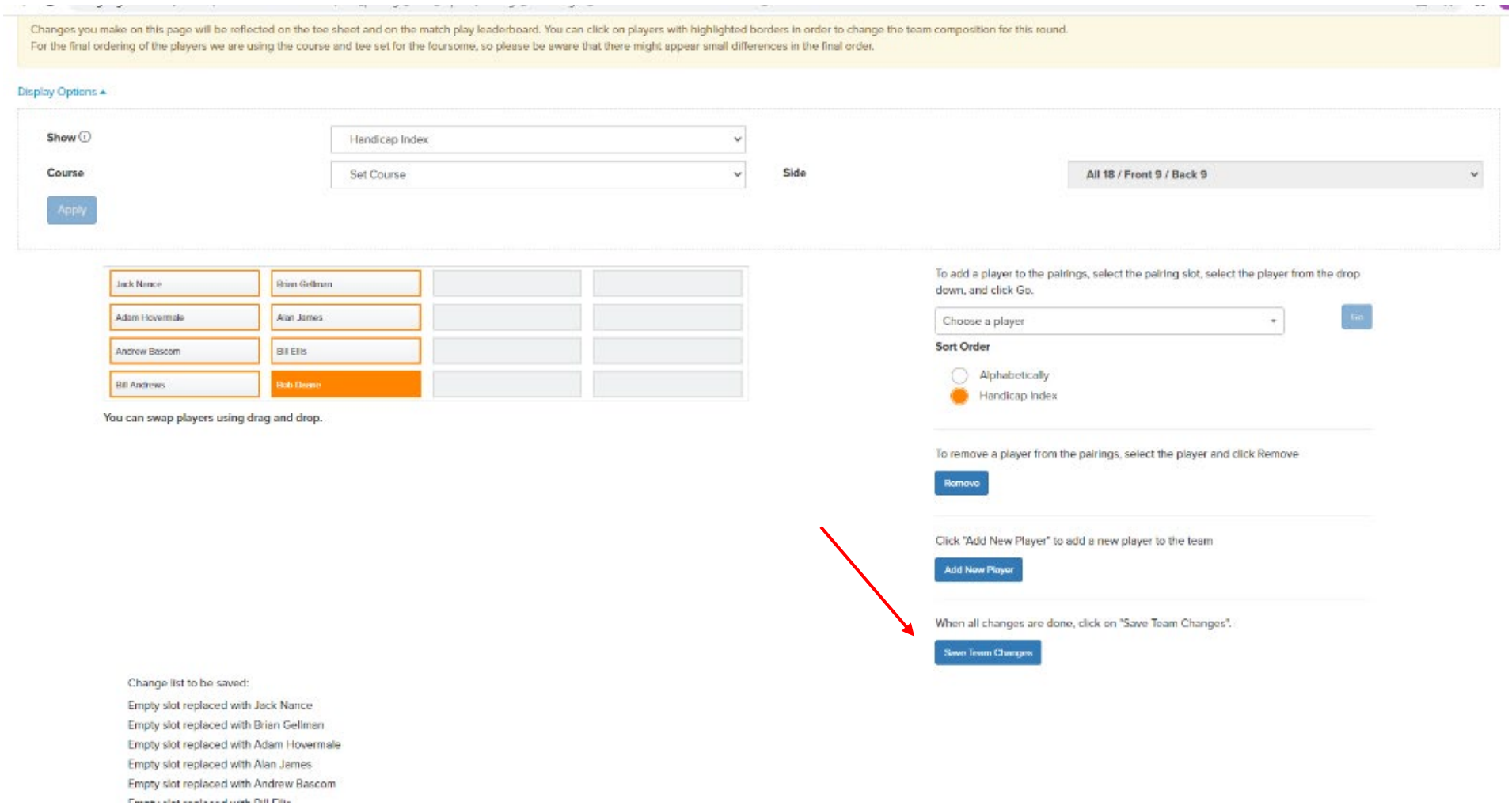




8. If you need to remove a player, just select the player's box and then select "Remove."



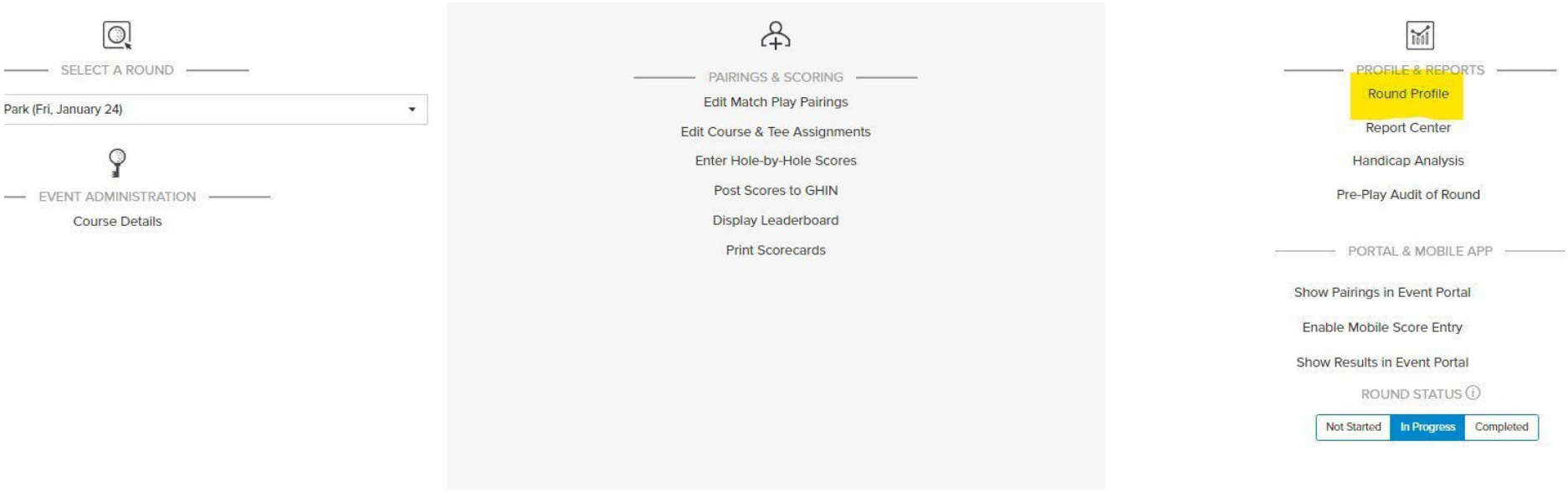
9. Make sure you select “Save Team Changes” or else your pairings will not be saved!!!



Setting Up the Match

*Home Team Only

1. If you need to edit the date of the match, go to “Round Profile” in the Team Captain Menu.



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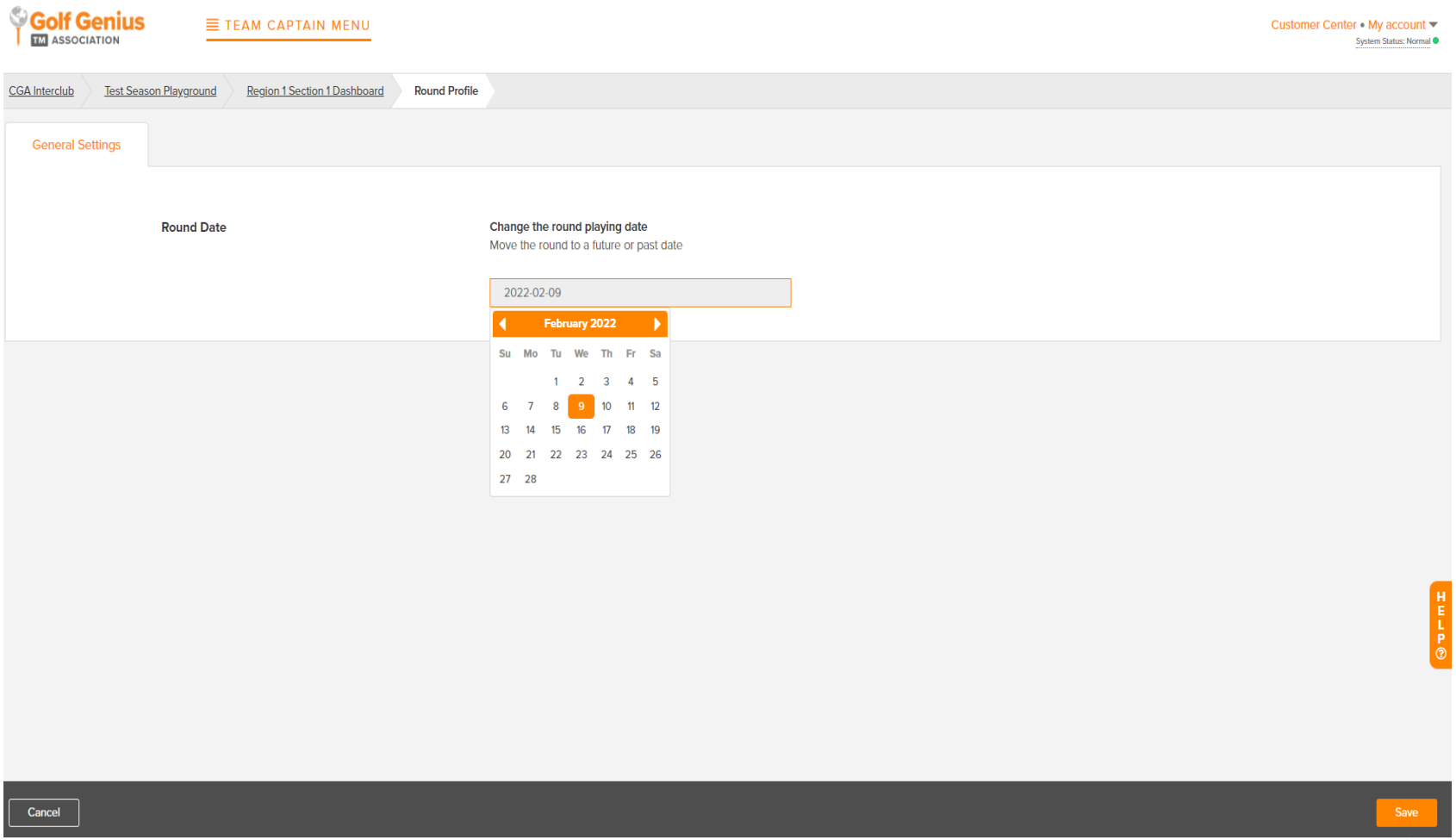
2. Click on the box and select a new playing date. Make sure to click SAVE



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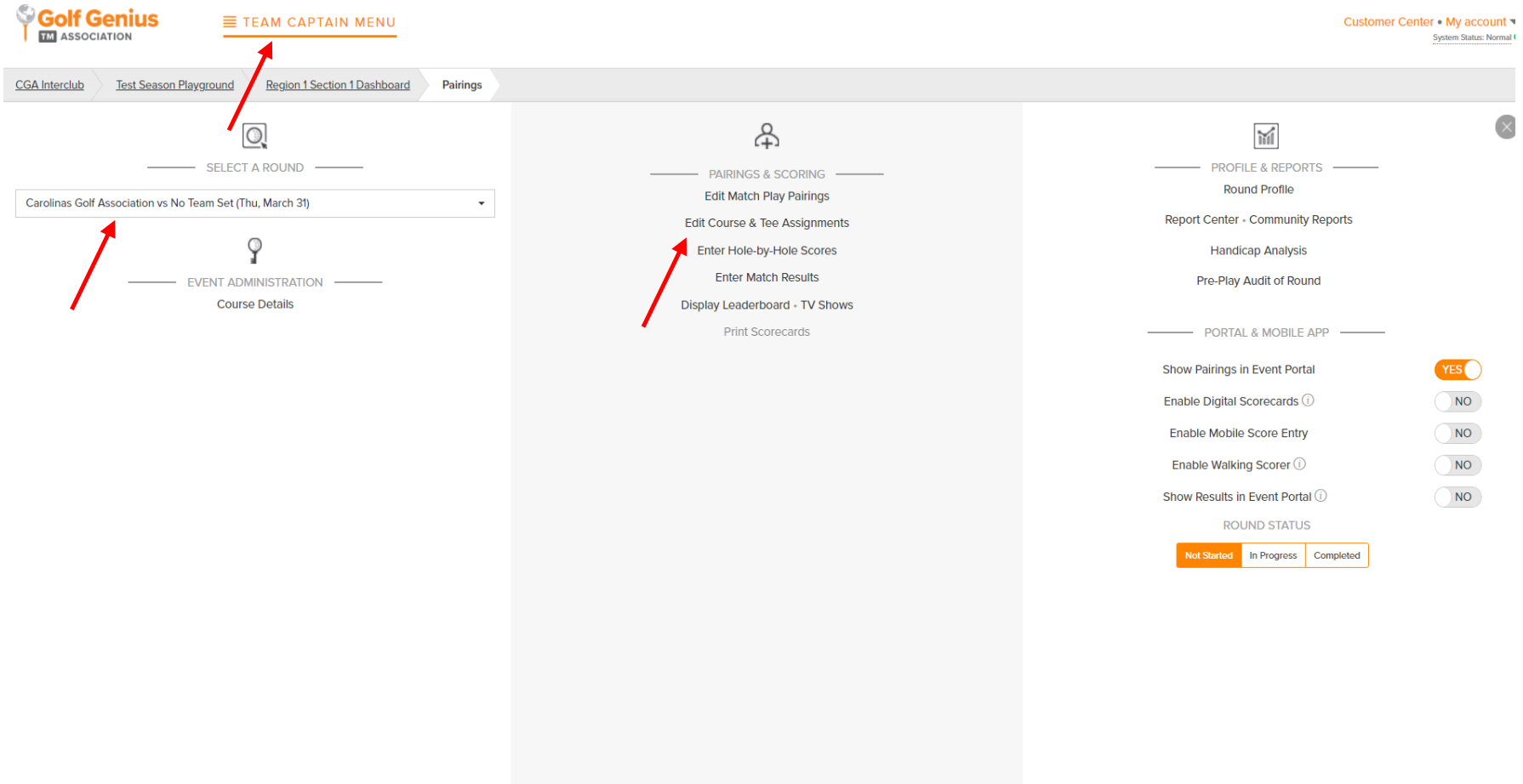
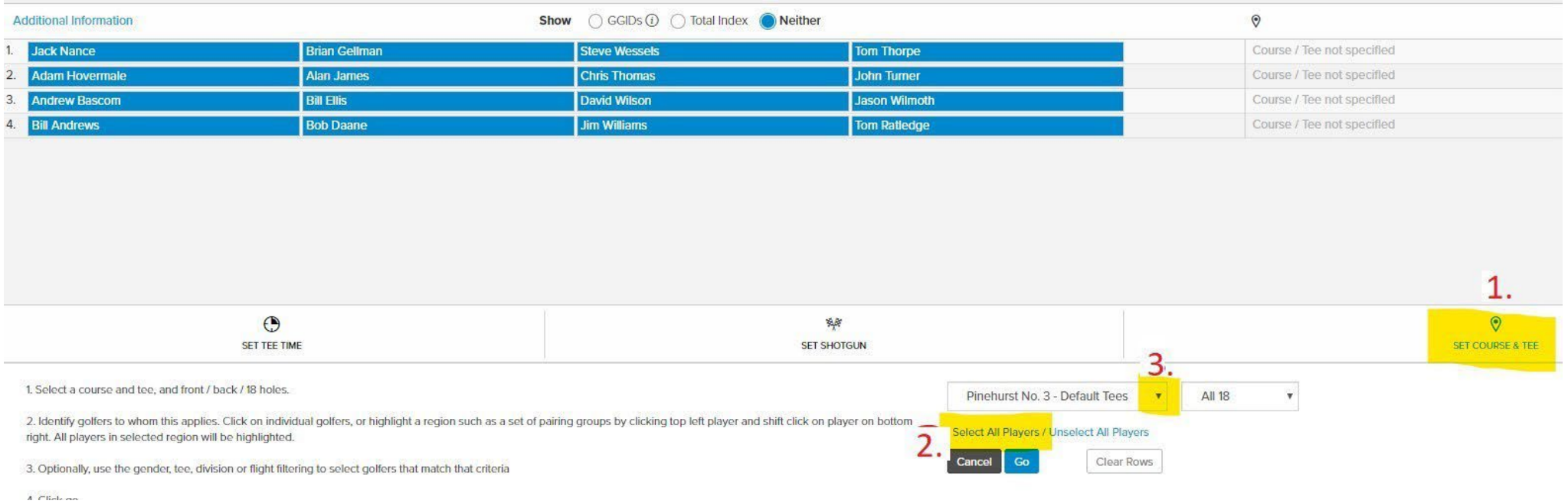
3. Once you have a playing date, In the Team Captain Menu, select “Edit Course & Tee Assignments”

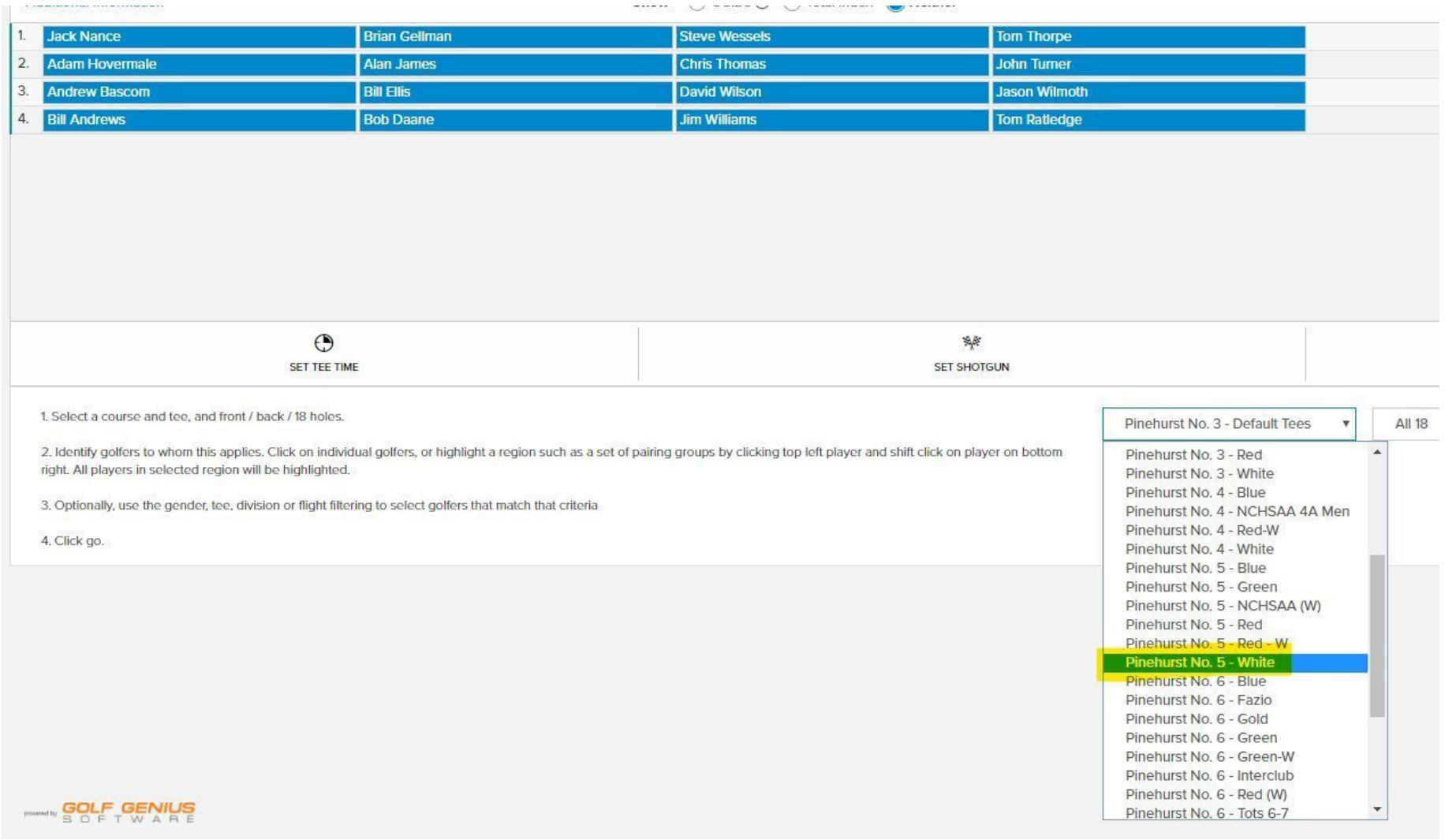
*Note: Always make sure you are in the **correct round** before you start editing!



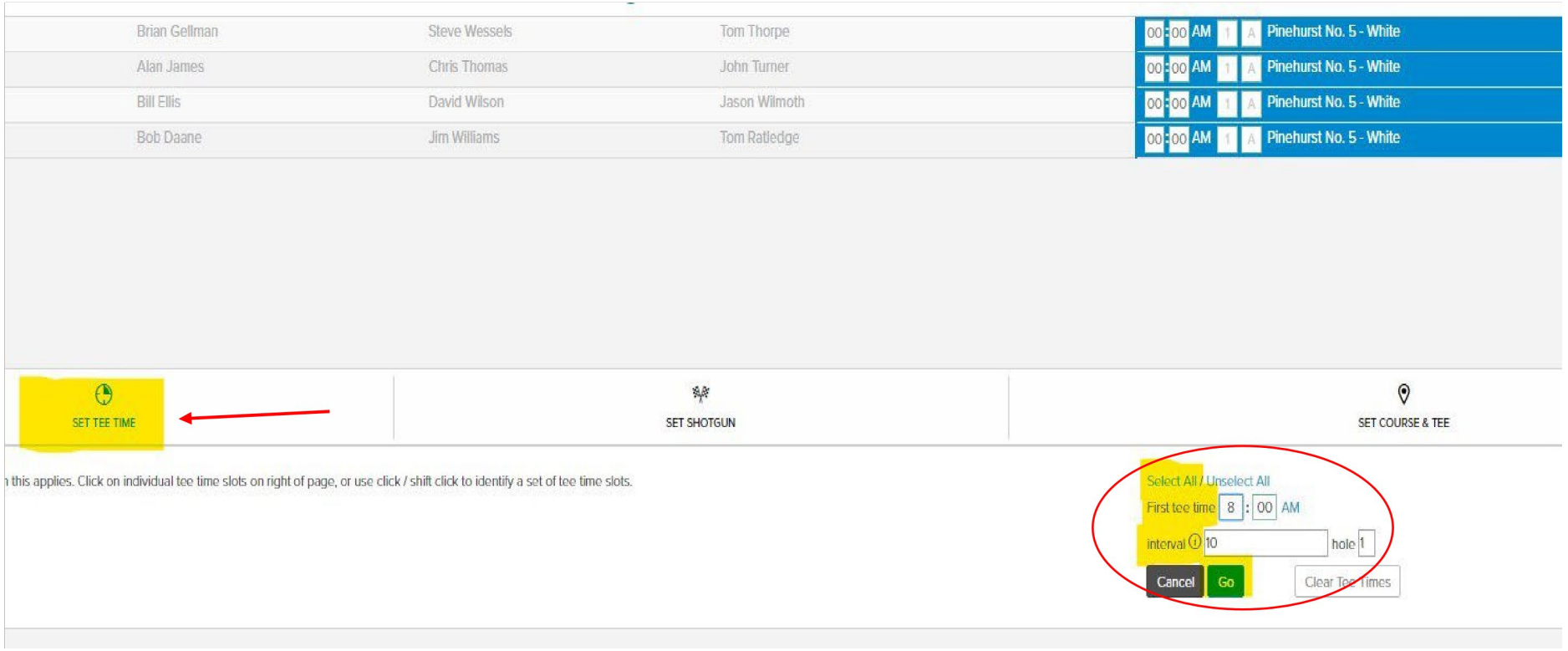
4. To choose which course and tees are being played,
    1. Select “Set Course & Tee”
    2. Select All Players
    3. Choose your course and tee in the dropdown menu and select “Go”



4. Cont.


1. Jack Nance | Brian Gellman | Steve Wessels | Tom Thorpe
2. Adam Hovermale | Alan James | Chris Thomas | John Turner
3. Andrew Bascom | Bill Ellis | David Wilson | Jason Wilmoth
4. Bill Andrews | Bob Daane | Jim Williams | Tom Ratledge
SET TEE TIME
SET SHOTGUN
1. Select a course and tee, and front / back / 18 holes.
2. Identify golfers to whom this applies. Click on individual golfers, or highlight a region such as a set of pairing groups by clicking top left player and shift click on player on bottom right. All players in selected region will be highlighted.
3. Optionally, use the gender, tee, division or flight filtering to select golfers that match that criteria
4. Click go.
Pinehurst No. 3 - Default Tees
All 18
Pinehurst No. 3 - Red
Pinehurst No. 3 - White
Pinehurst No. 4 - Blue
Pinehurst No. 4 - NCHSAA 4A Men
Pinehurst No. 4 - Red-W
Pinehurst No. 4 - White
Pinehurst No. 5 - Blue
Pinehurst No. 5 - Green
Pinehurst No. 5 - NCHSAA (W)
Pinehurst No. 5 - Red
Pinehurst No. 5 - Red - W
Pinehurst No. 5 - White
Pinehurst No. 6 - Blue
Pinehurst No. 6 - Fazio
Pinehurst No. 6 - Gold
Pinehurst No. 6 - Green
Pinehurst No. 6 - Green-W
Pinehurst No. 6 - Interclub
Pinehurst No. 6 - Red (W)
Pinehurst No. 6 - Tots 6-7
GOLF GENIUS SOFTWARE

5. To set tee times for the players:
    1. Select “Set Tee Time”
    2. Select All
    3. Enter the time of the first tee time
    4. Enter the interval between each tee time
    5. Select ”Go”



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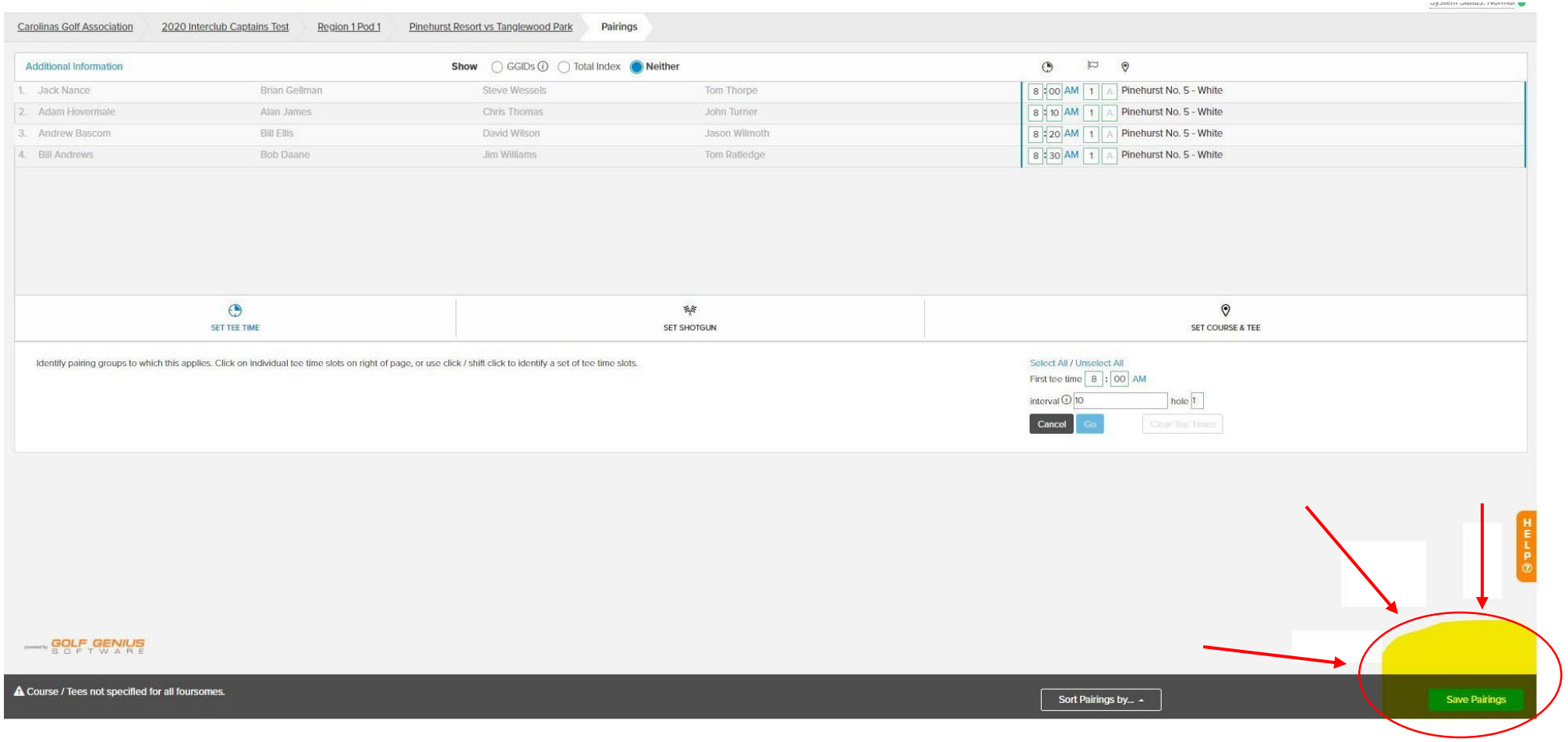
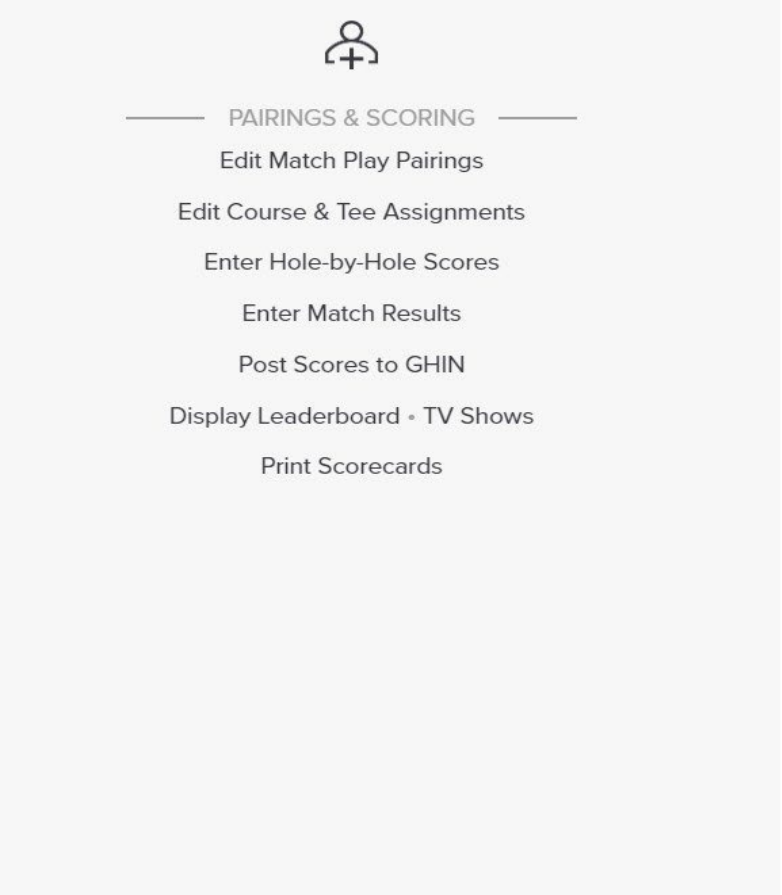
6. Make sure you select “Save Pairings” or else your match will not be set up correctly!!

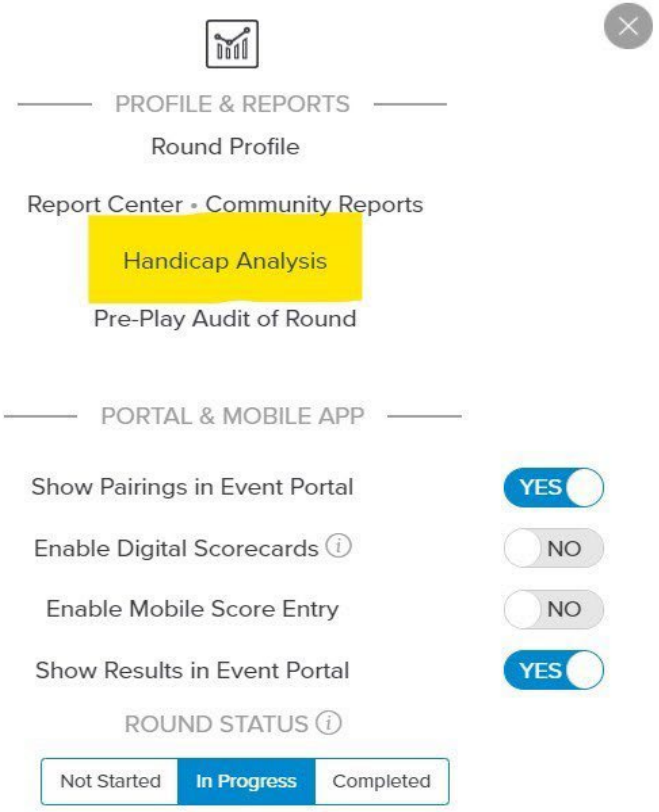


Adjusting a Playing Handicap

If a player in the match is on the “penalty list,” here is how you adjust their playing handicap.

1. Select “Handicap Analysis” in the Team Captain Menu.





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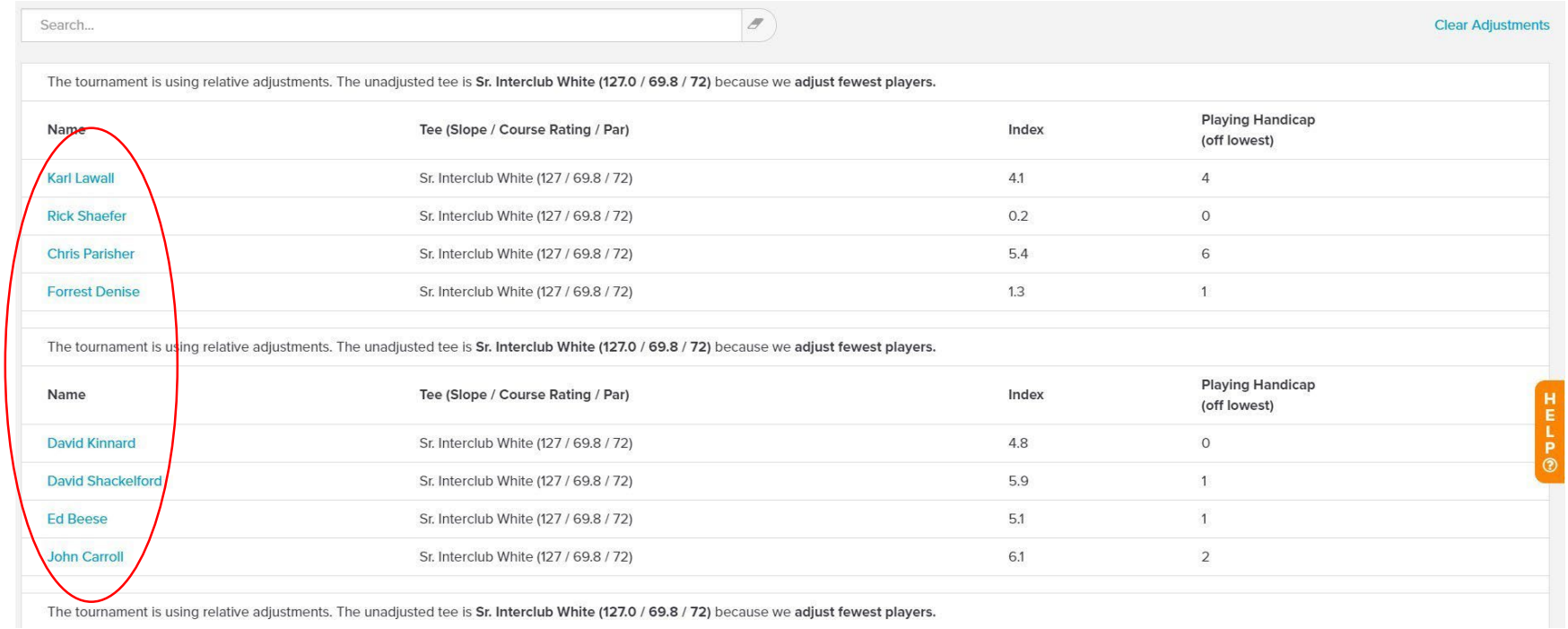
2. Select the name of the player being adjusted.



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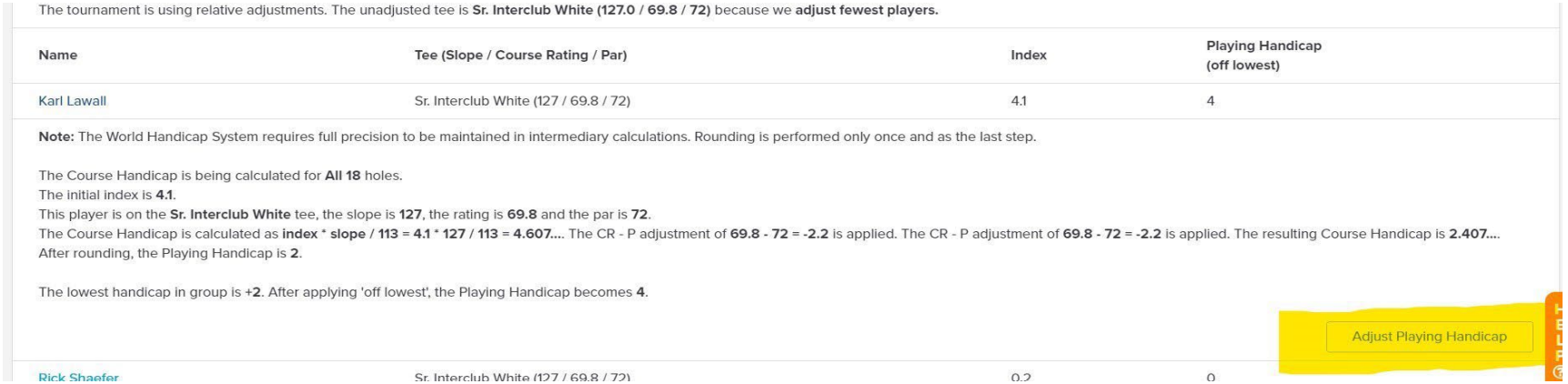
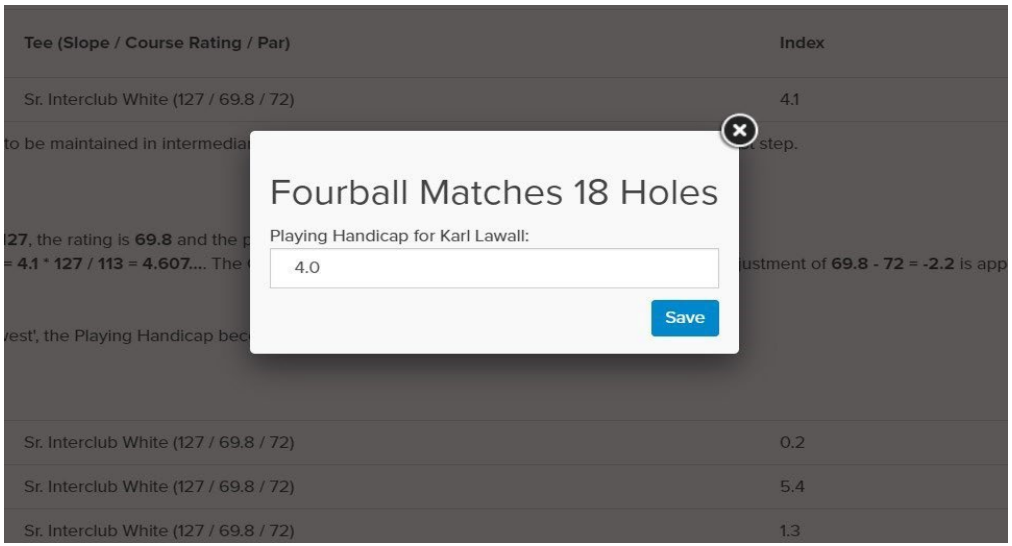
1. Click on “Adjust Playing Handicap”



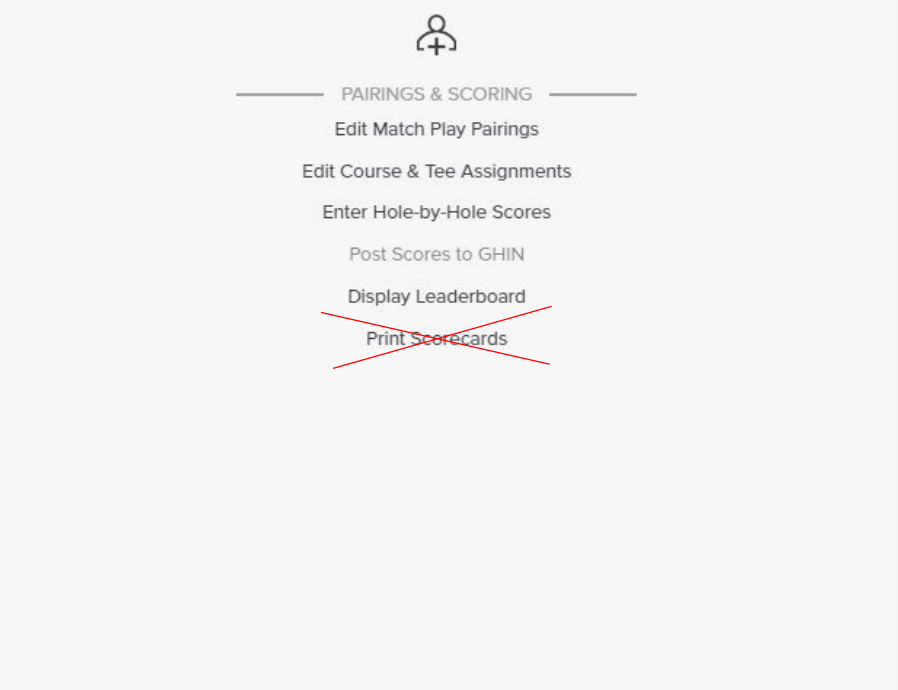
2. Type in the adjusted handicap and save.

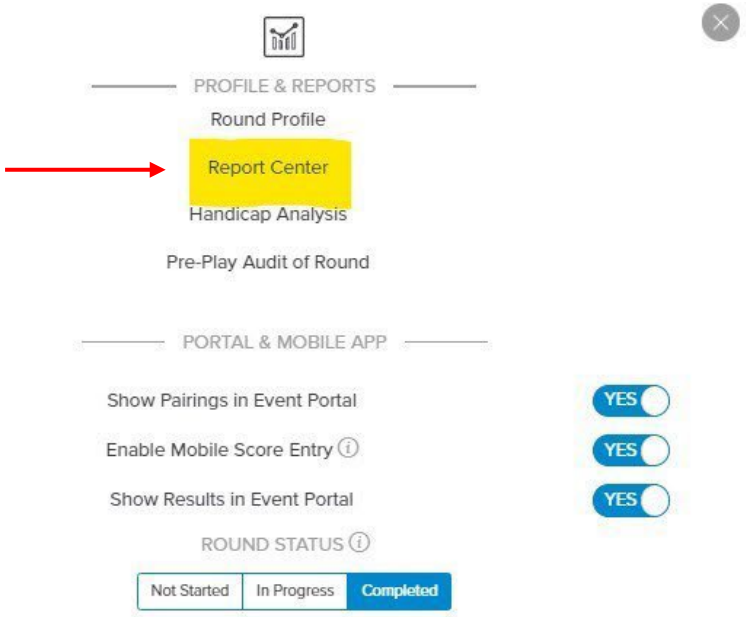


Printing Scorecards

1. In the Team Captain Menu, select “Report Center”

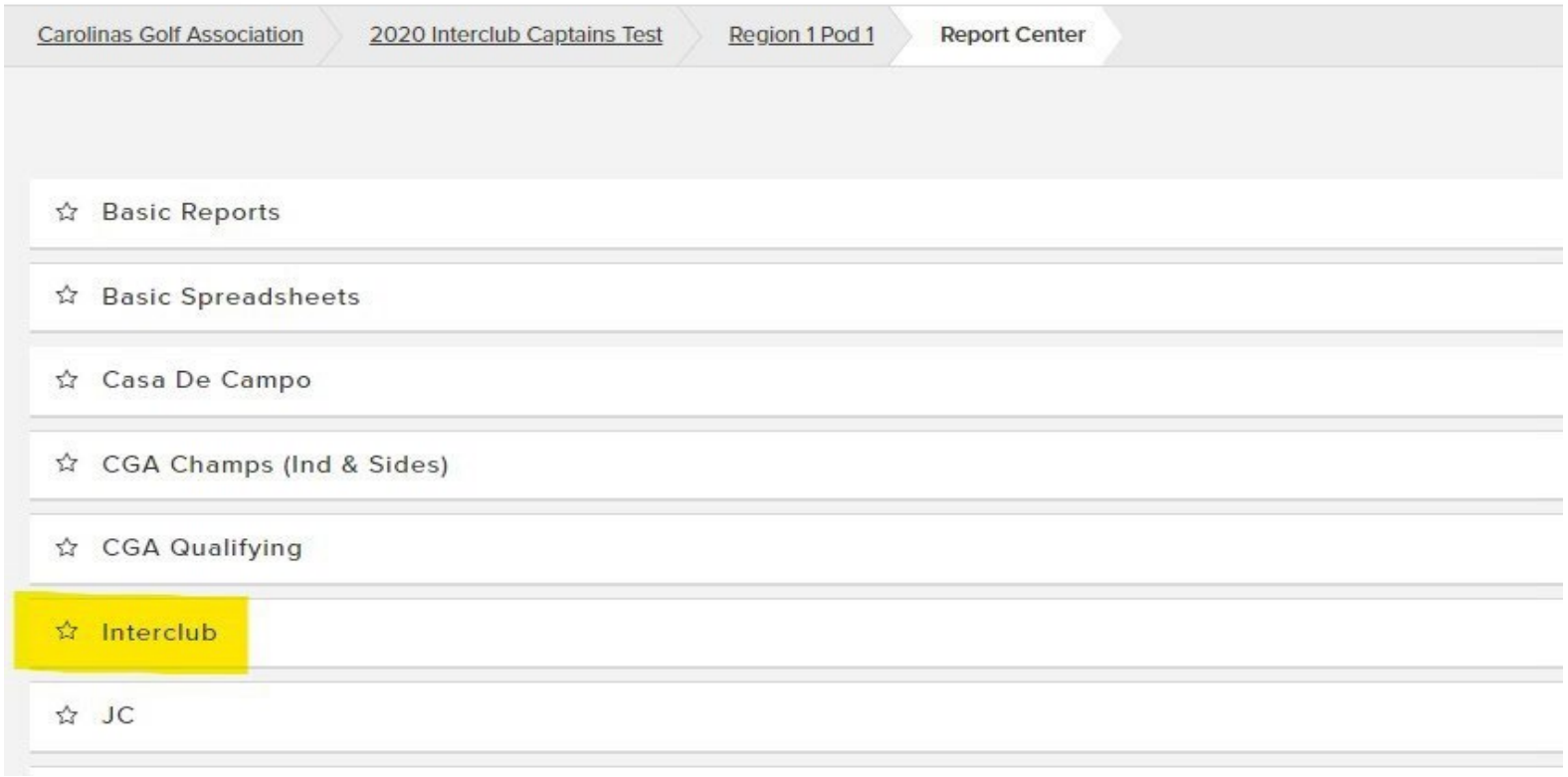
*Note: Do **NOT** select Print Scorecards



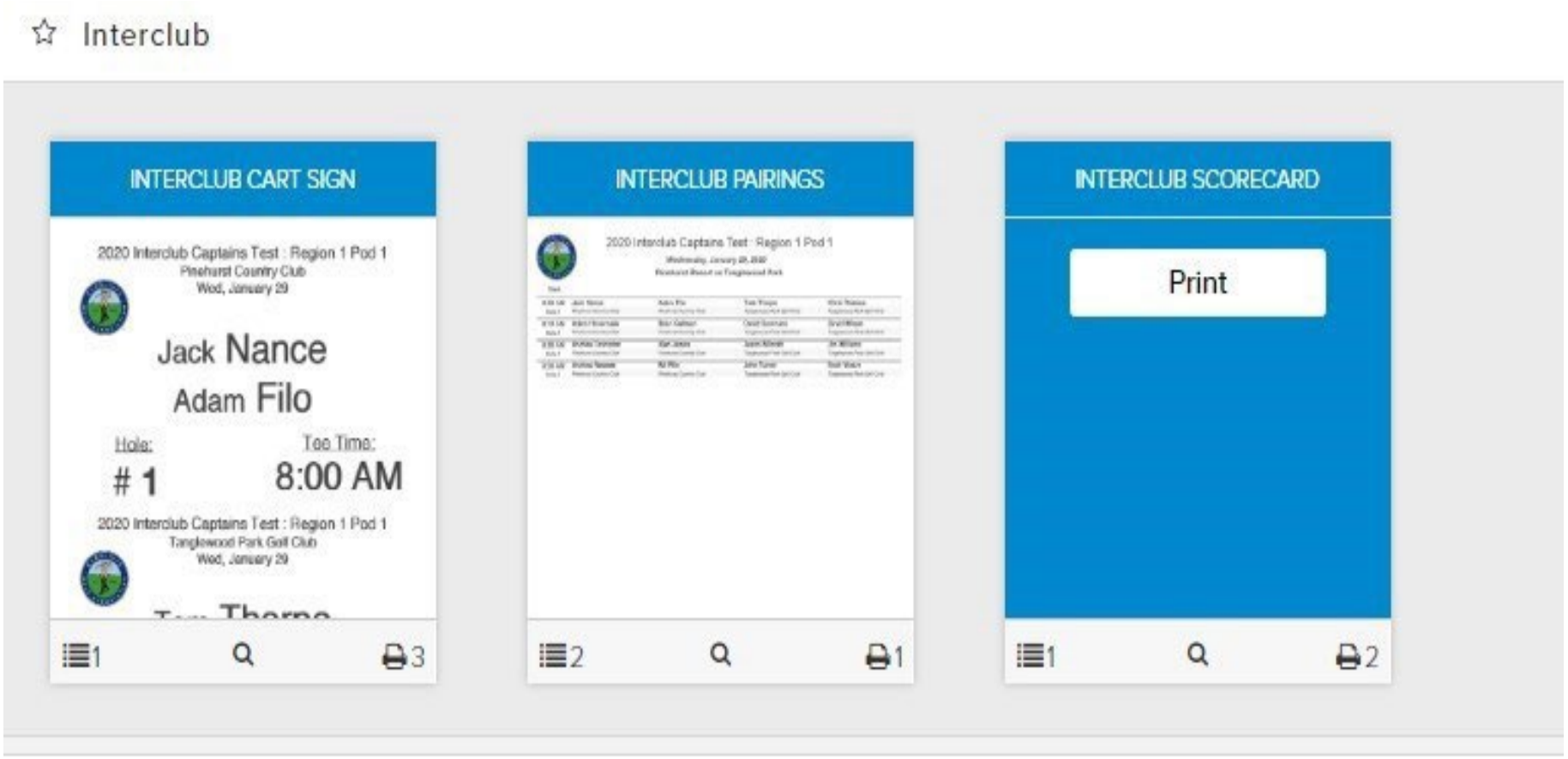


2. Select the Interclub folder

*Note: If you click the star next to where it says “Interclub” it will automatically move it to the top of the list for you.

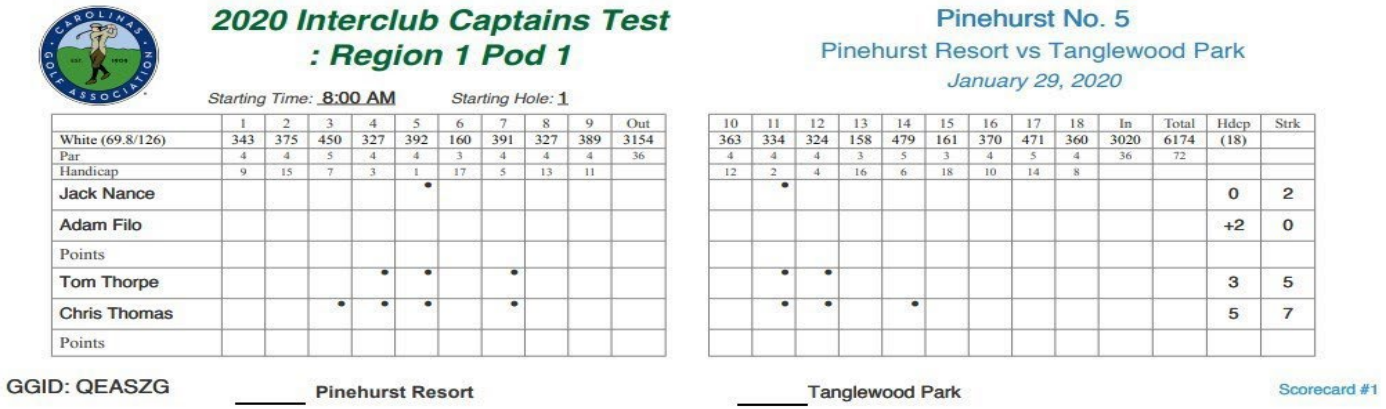


3. Scroll over the “Interclub Scorecard” and click Print. If you would like to print pairings sheets or cart signs, you can do that here as well.



4. Click “Print PDF” and print your scorecards

Ex:



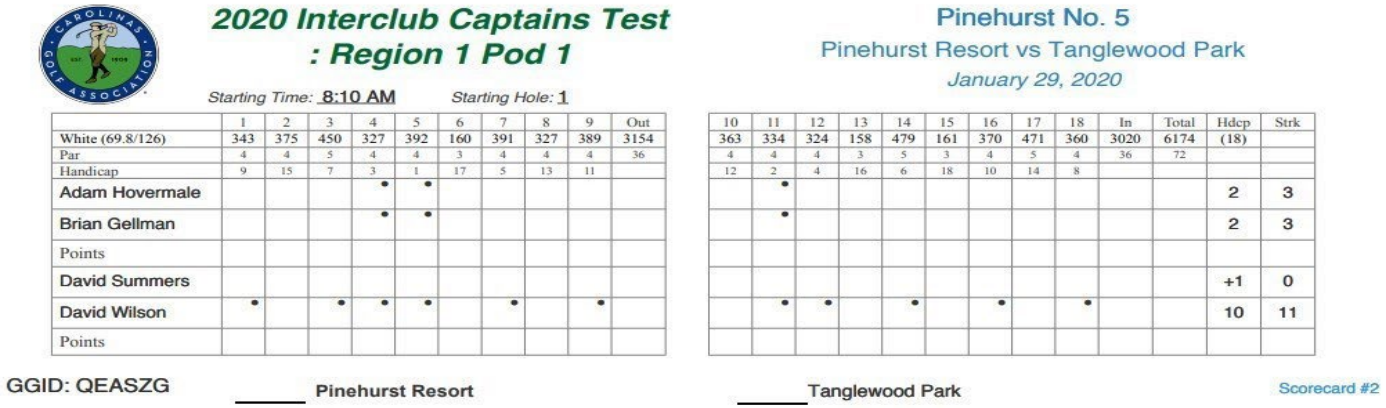
2020 Interclub Captains Test : Region 1 Pod 1

Starting Time: 8:00 AM Starting Hole: 1

Pinehurst No. 5
Pinehurst Resort vs Tanglewood Park
January 29, 2020

	1	2	3	4	5	6	7	8	9	Out	10	11	12	13	14	15	16	17	18	In	Total	Hdcp	Strk
White (69.8/126)	343	375	450	327	392	160	391	327	389	3154	363	334	324	158	479	161	370	471	360	3020	6174	(18)	
Par	4	4	5	4	4	3	4	4	4	36	4	4	4	3	5	3	4	5	4	36	72		
Handicap	9	15	7	3	1	17	5	13	11		12	2	4	16	6	18	10	14	8				
Jack Nance					•							•										0	2
Adam Filo																						+2	0
Points																							
Tom Thorpe				•	•		•					•	•									3	5
Chris Thomas			•	•	•		•					•	•		•							5	7
Points																							

GGID: QEASZG _____ Pinehurst Resort _____ Tanglewood Park Scorecard #1



2020 Interclub Captains Test : Region 1 Pod 1

Starting Time: 8:10 AM Starting Hole: 1

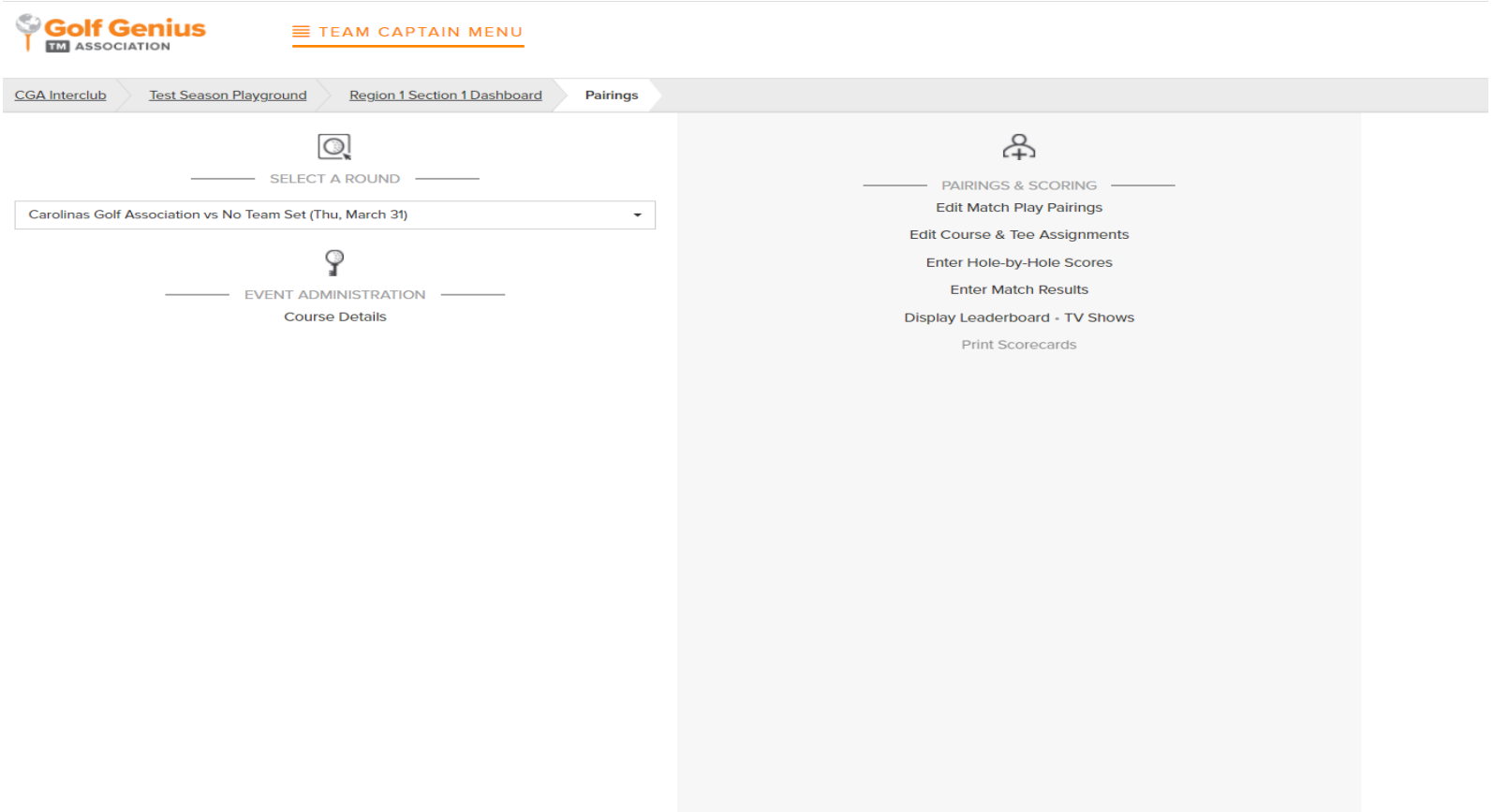
Pinehurst No. 5
Pinehurst Resort vs Tanglewood Park
January 29, 2020

	1	2	3	4	5	6	7	8	9	Out	10	11	12	13	14	15	16	17	18	In	Total	Hdcp	Strk
White (69.8/126)	343	375	450	327	392	160	391	327	389	3154	363	334	324	158	479	161	370	471	360	3020	6174	(18)	
Par	4	4	5	4	4	3	4	4	4	36	4	4	4	3	5	3	4	5	4	36	72		
Handicap	9	15	7	3	1	17	5	13	11		12	2	4	16	6	18	10	14	8				
Adam Hovermale				•	•							•										2	3
Brian Gellman				•	•							•										2	3
Points																							
David Summers																						+1	0
David Wilson	•		•	•	•		•		•			•	•		•		•		•			10	11
Points																							

GGID: QEASZG _____ Pinehurst Resort _____ Tanglewood Park Scorecard #2

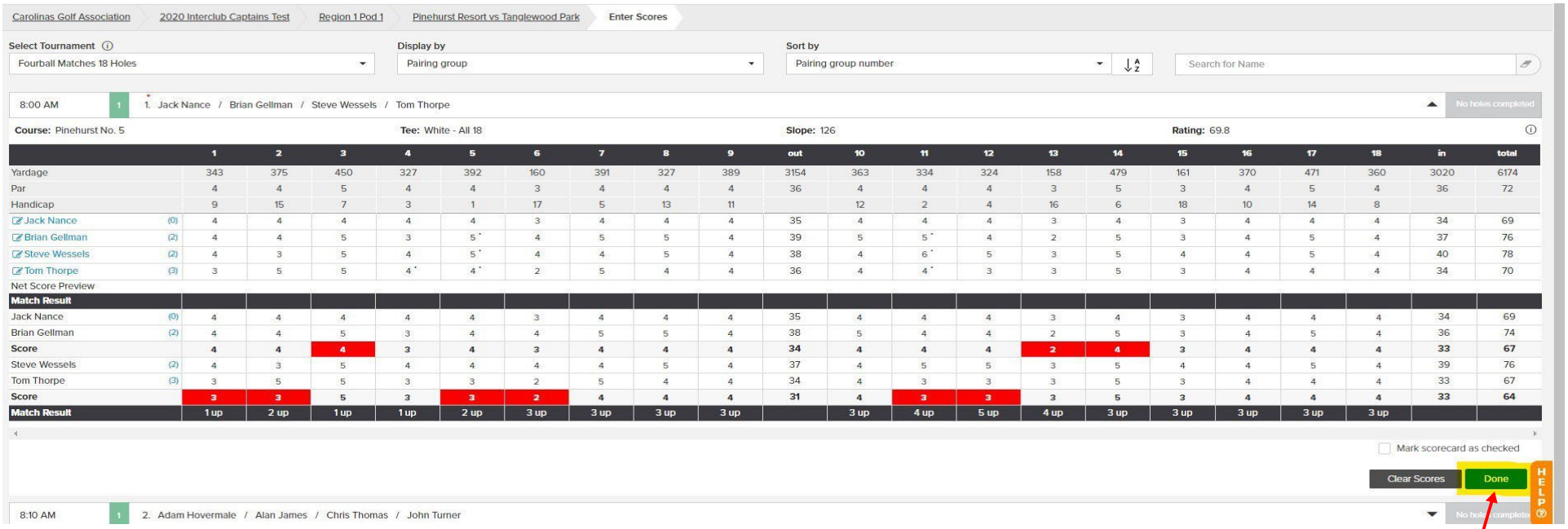
Entering Scores

1. In the Team Captain Menu, select “Enter Hole-by-Hole Scores”

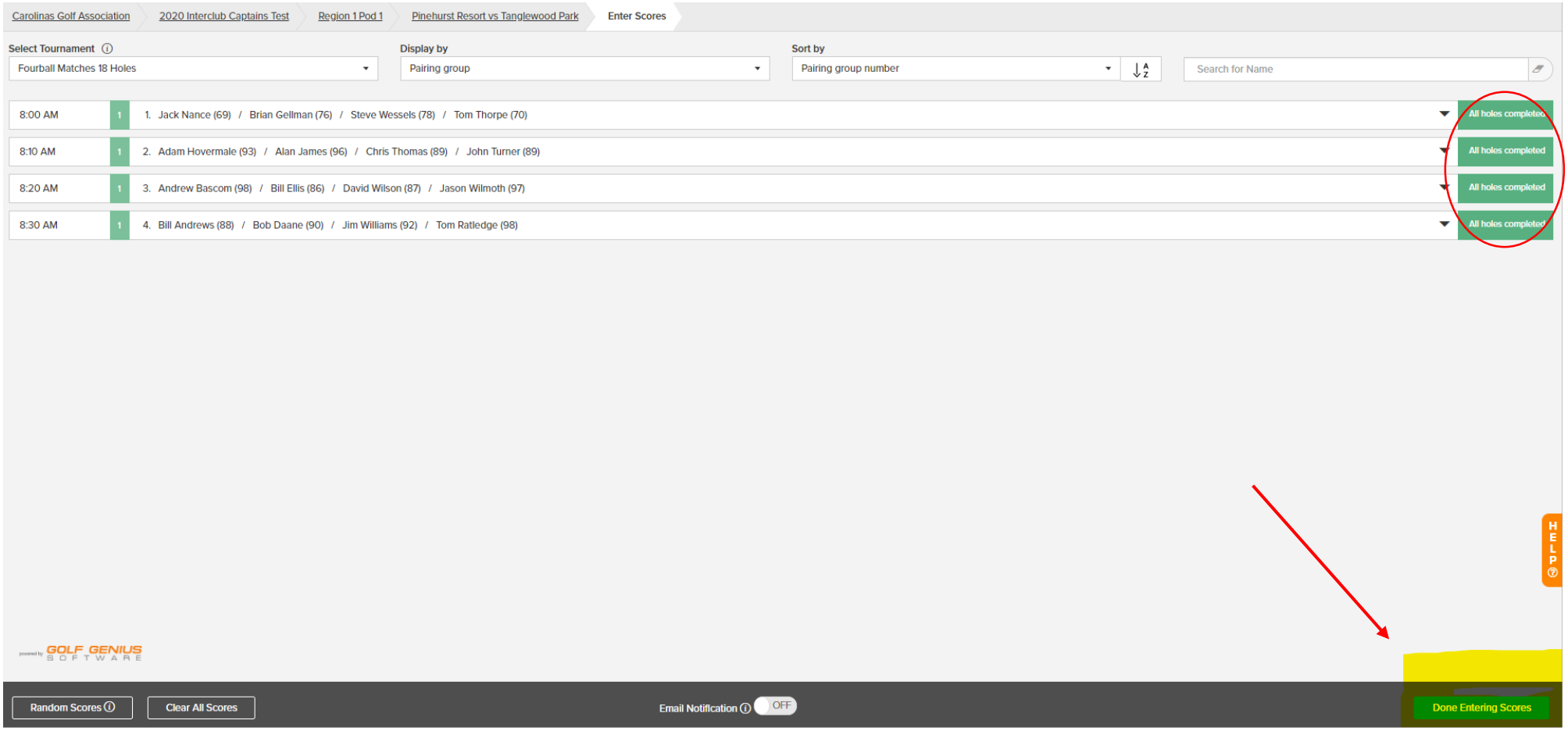


2. Select the individual match that you would like to enter scores for

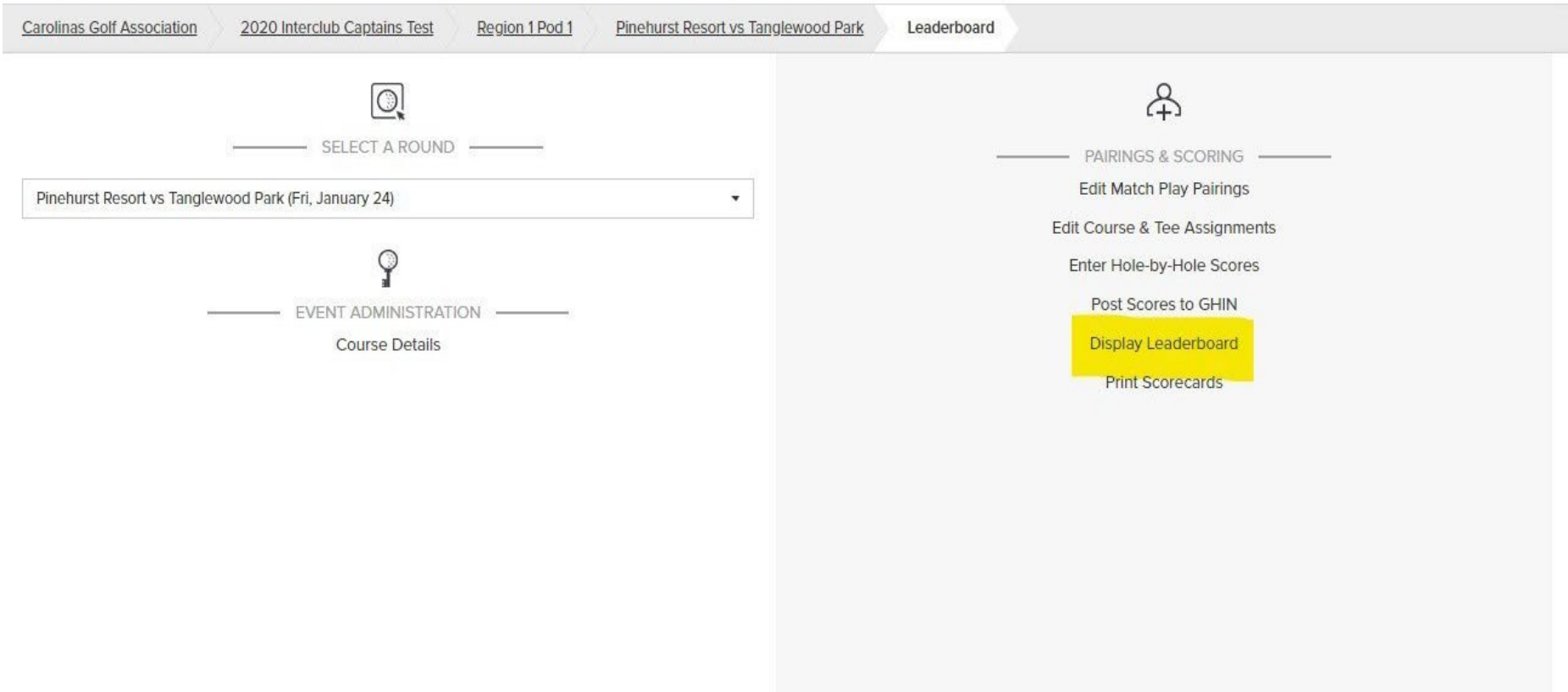
3. Enter each individuals **GROSS SCORE** for each hole. If a player did not finish a hole, enter their score most likely taken or net double bogey. After all scores are entered, select “Done”



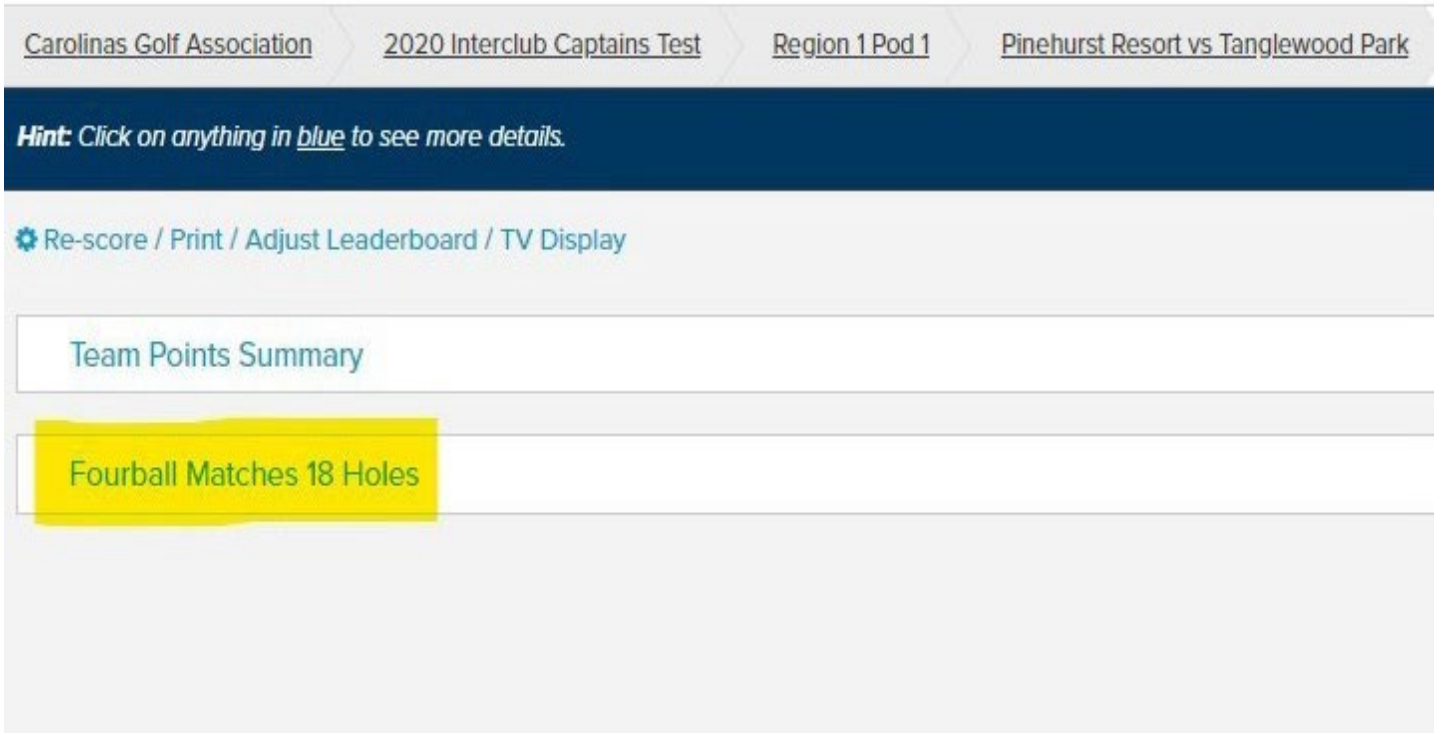
4. After each match is green and says “All Holes Completed,” select “Done Entering Scores”



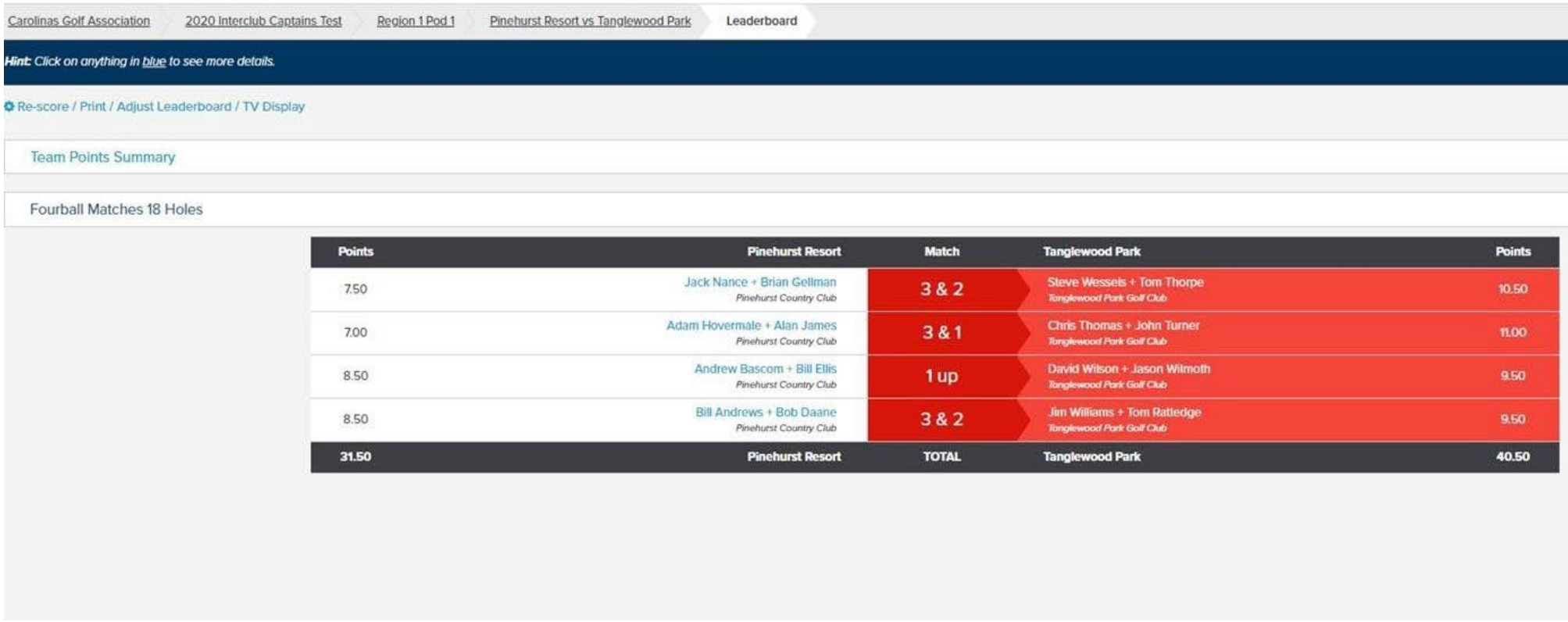
5. If you would like to view the leaderboard from the match, select “Display Leaderboard” in the Team Captain Menu.



6. Select “Fourball Matches 18 Holes”

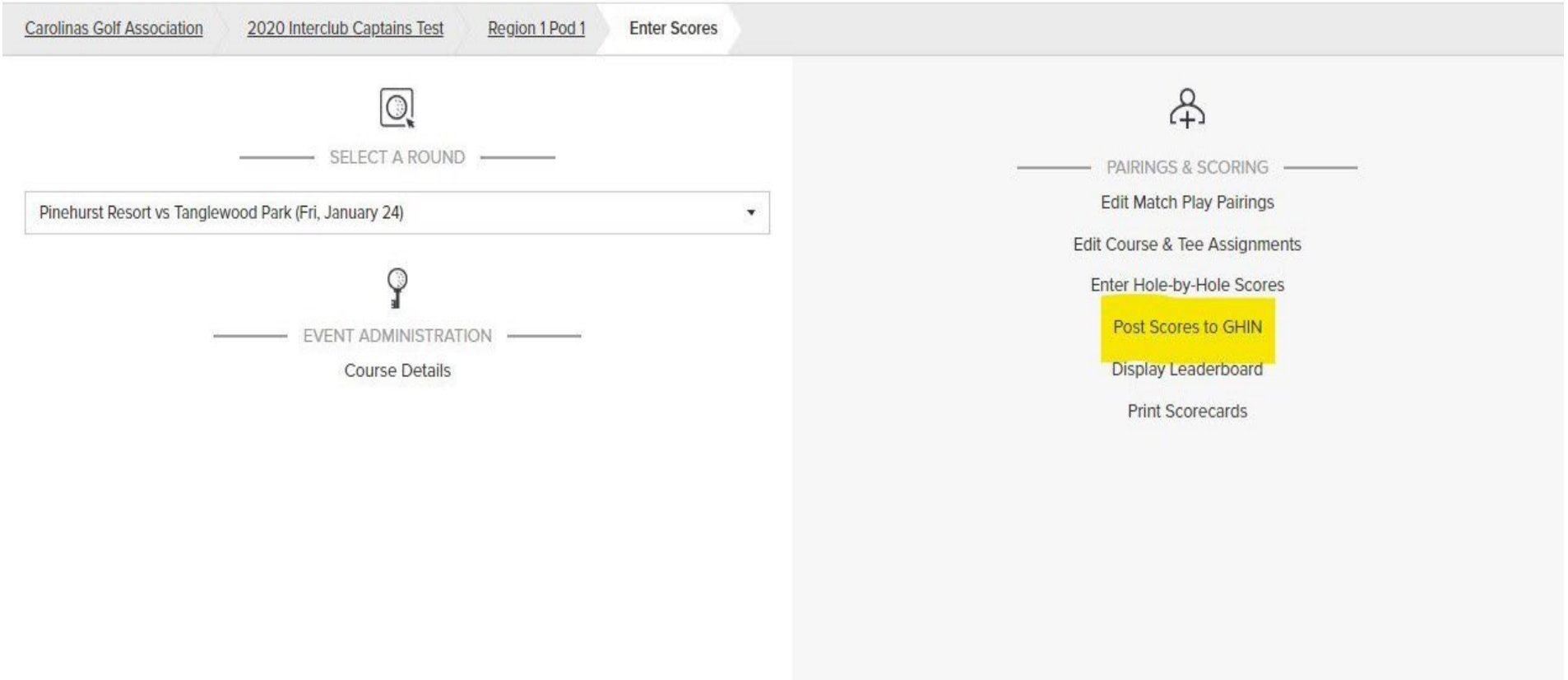


7. View Leaderboard

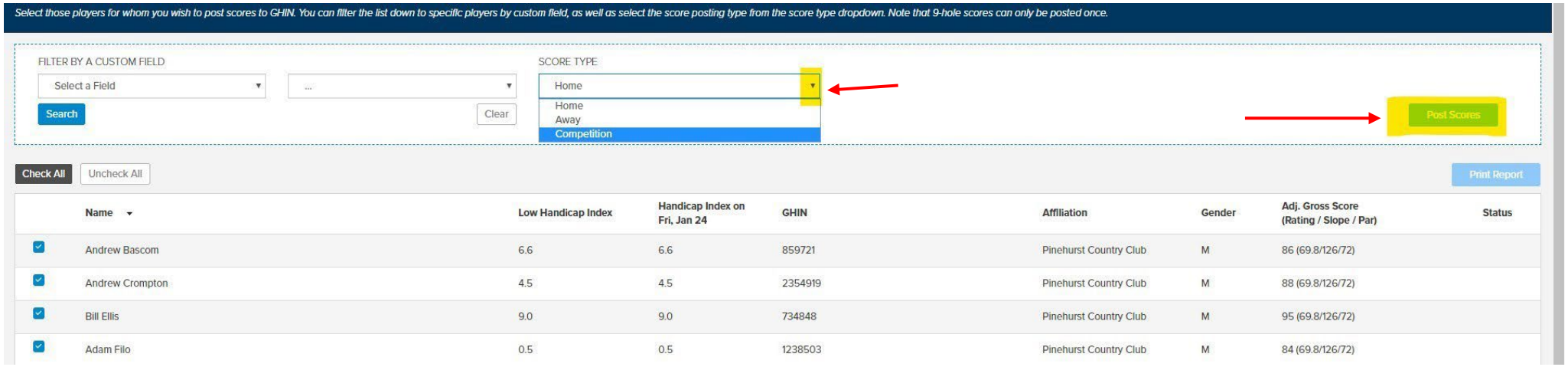


Points	Pinehurst Resort	Match	Tanglewood Park	Points
7.50	Jack Nance + Brian Gellman Pinehurst Country Club	3 & 2	Steve Wessels + Tom Thorpe Tanglewood Park Golf Club	10.50
7.00	Adam Hovermale + Alan James Pinehurst Country Club	3 & 1	Chris Thomas + John Turner Tanglewood Park Golf Club	11.00
8.50	Andrew Bascom + Bill Ellis Pinehurst Country Club	1 up	David Wilson + Jason Wilmoth Tanglewood Park Golf Club	9.50
8.50	Bill Andrews + Bob Daane Pinehurst Country Club	3 & 2	Jim Williams + Tom Ratledge Tanglewood Park Golf Club	9.50
31.50	Pinehurst Resort	TOTAL	Tanglewood Park	40.50

8. Lastly, you will need to post scores to GHIN. First, select “Post Scores to GHIN” in the Team Captain Menu.
   *Note: Scores must be posted the **same day** of the match



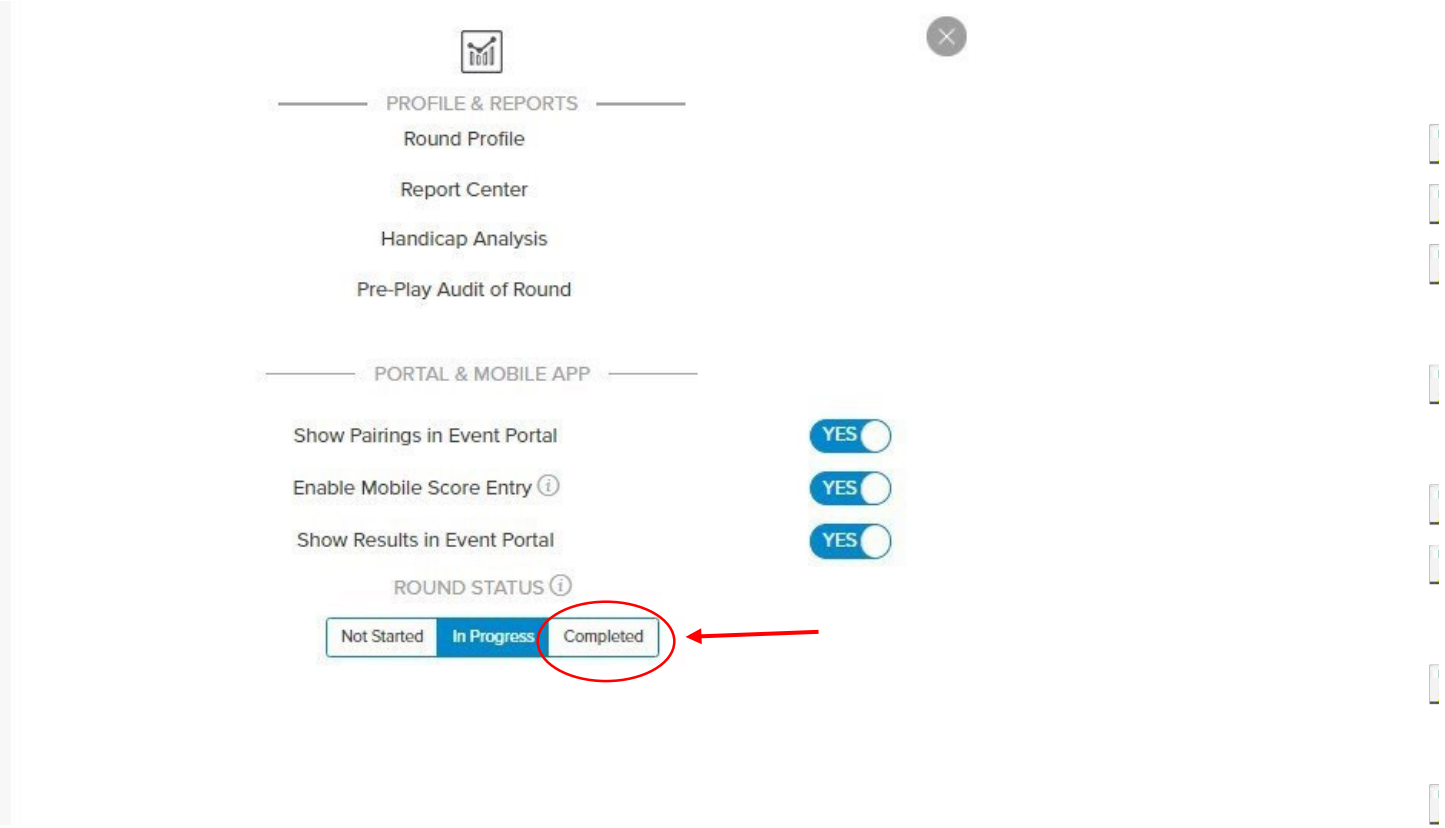
9. Select the Score Type dropdown and select “Competition.” Then select “Post Scores”



and each player’s adjusted gross scores will be posted to GHIN.

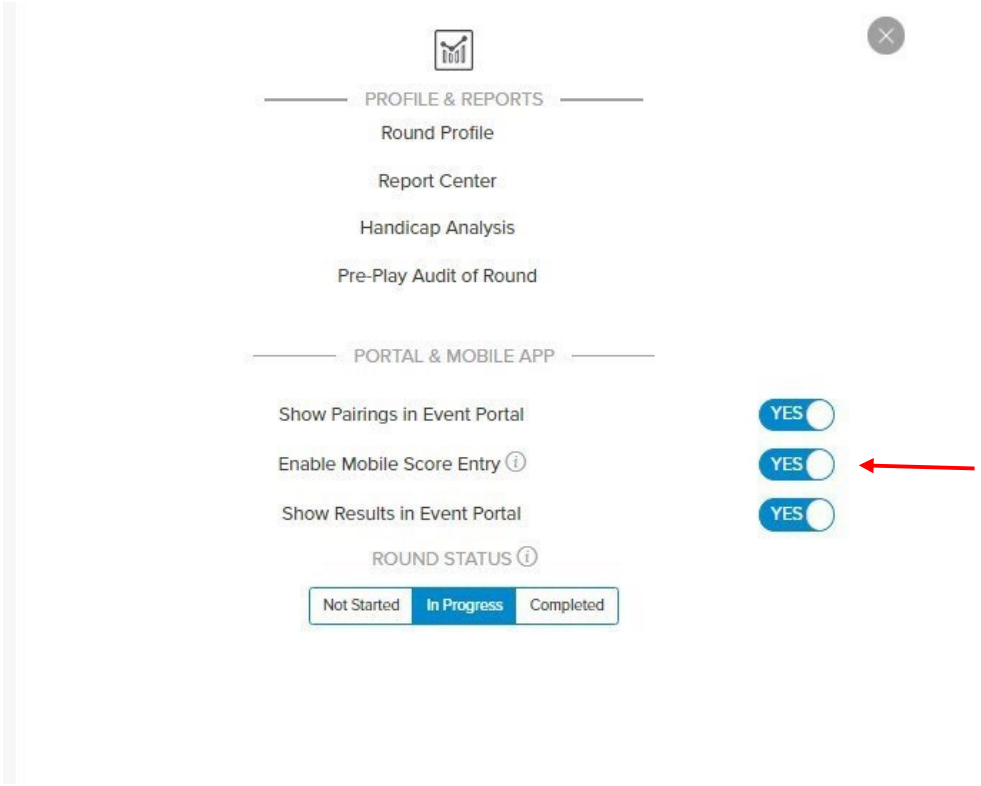
*Note: If you want to only post scores from your team, unselect all players from the other team.

10. Once scores have been entered and posted, change the round status to “Completed”

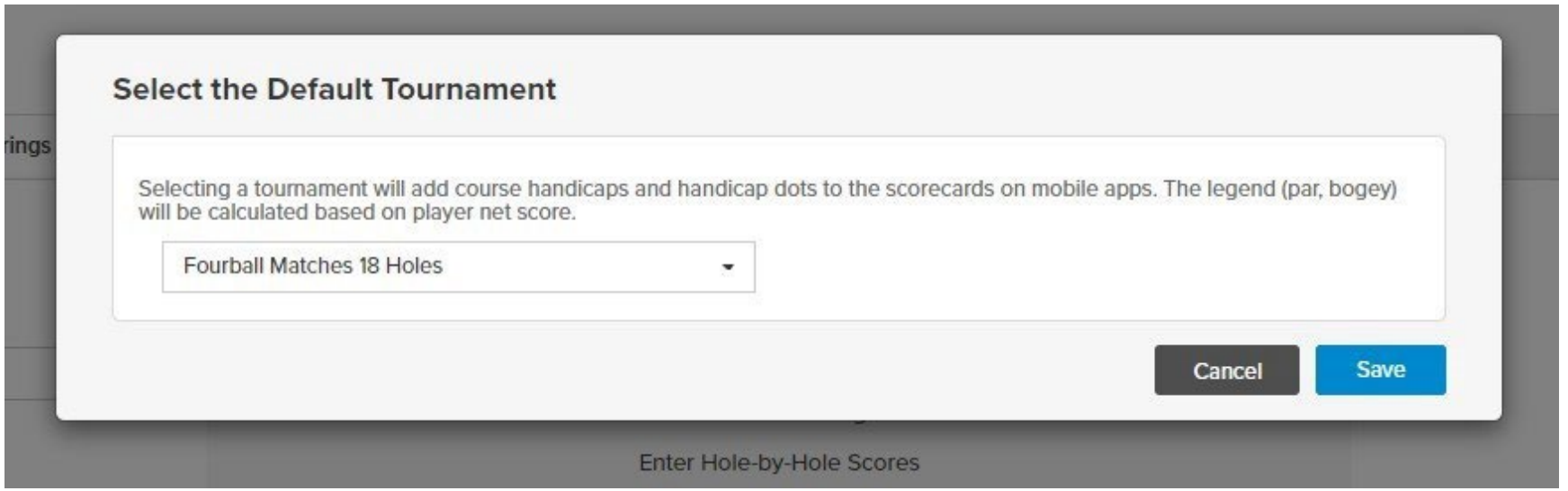


Live Scoring

1. If you wish to enable live scoring for your match, click on the slider next to “Enable Mobile Score Entry” in the Team Captain Menu.



2. Click “Save” when this pop-up appears



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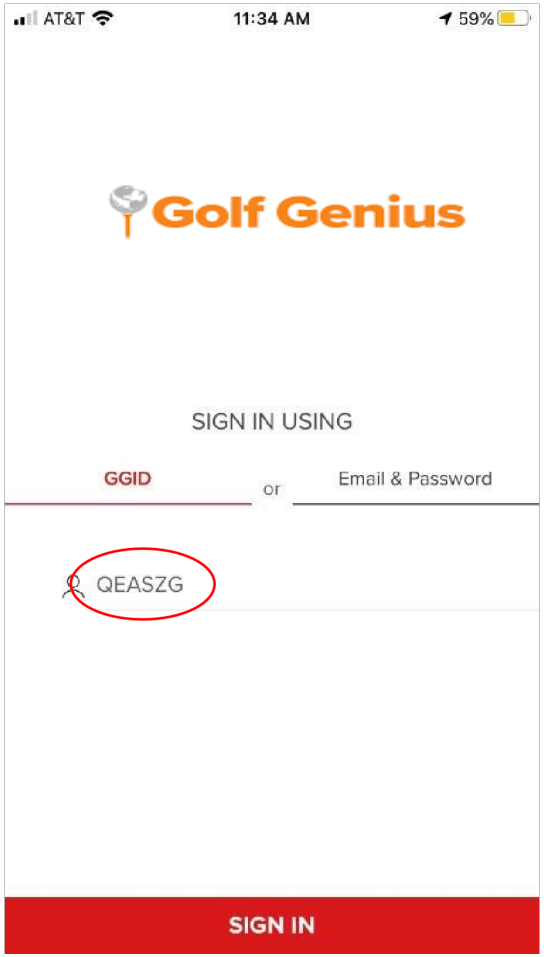
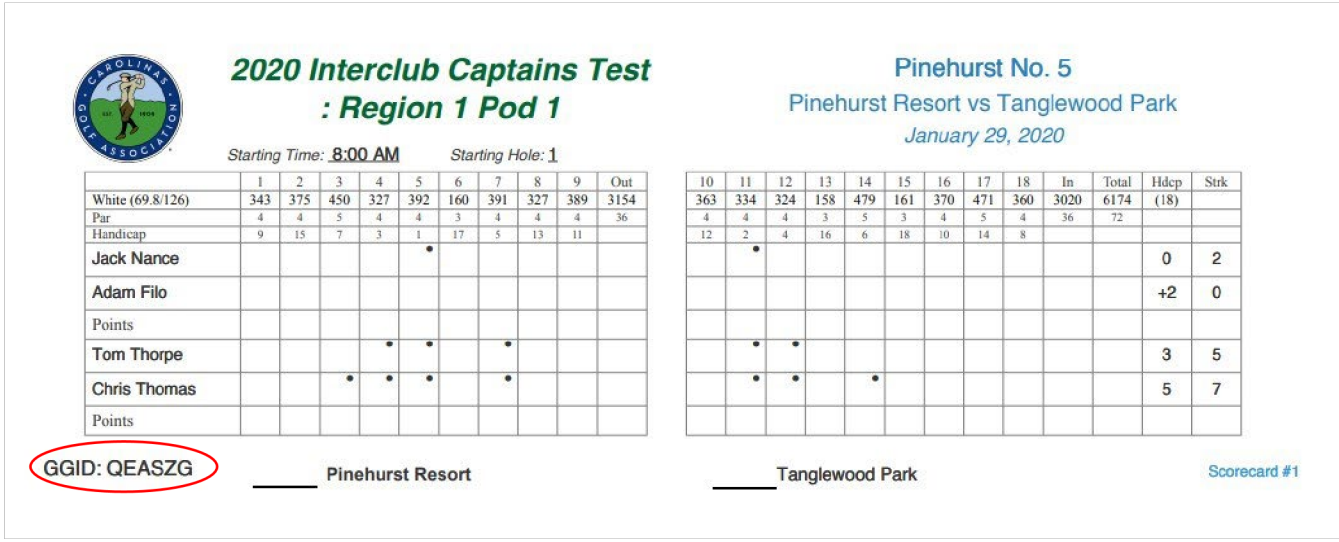
3. To Enter Live Scores, you must use the Golf Genius app. When you open the app, enter the GGID located at the bottom of your scorecard.





2020 Interclub Captains Test : Region 1 Pod 1

Starting Time: 8:00 AM *Starting Hole:* 1

Pinehurst No. 5
Pinehurst Resort vs Tanglewood Park
January 29, 2020

	1	2	3	4	5	6	7	8	9	Out
White (69.8/126)	343	375	450	327	392	160	391	327	389	3154
Par	4	4	5	4	4	3	4	4	4	36
Handicap	9	15	7	3	1	17	5	13	11	
Jack Nance					•					
Adam Filo										
Points										
Tom Thorpe				•	•		•			
Chris Thomas			•	•	•		•			
Points										

	10	11	12	13	14	15	16	17	18	In	Total	Hdcp	Strk
White (69.8/126)	363	334	324	158	479	161	370	471	360	3020	6174	(18)	
Par	4	4	4	3	5	3	4	5	4	36	72		
Handicap	12	2	4	16	6	18	10	14	8				
Jack Nance		•										0	2
Adam Filo												+2	0
Points													
Tom Thorpe		•	•									3	5
Chris Thomas		•	•		•							5	7
Points													

GGID: QEASZG

_____ Pinehurst Resort

_____ Tanglewood Park

Scorecard #1

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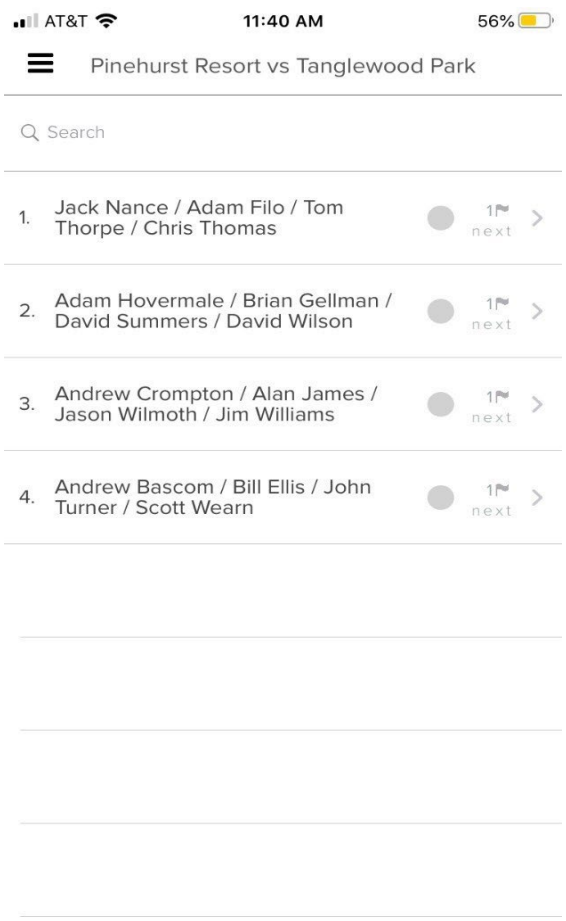

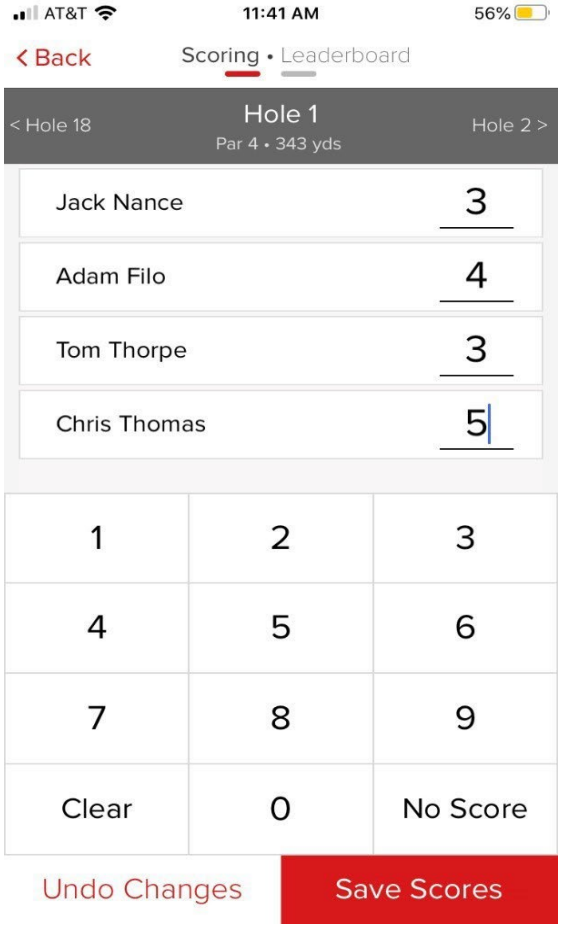

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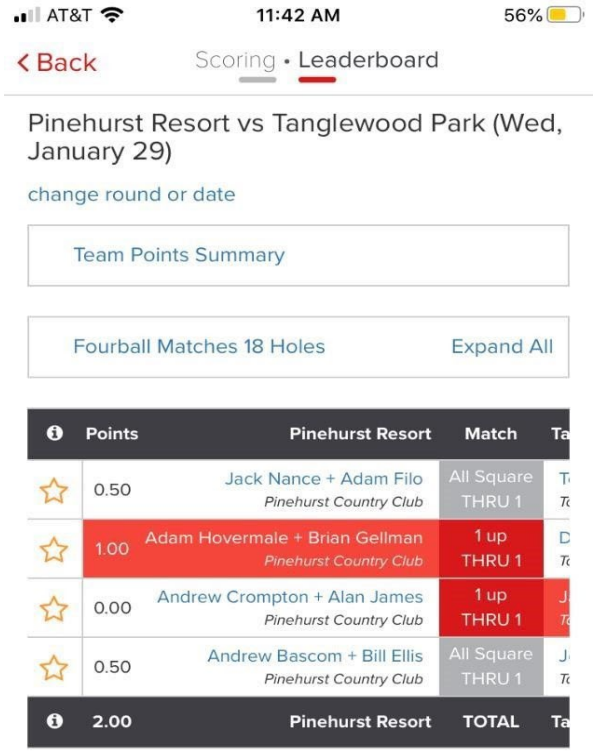
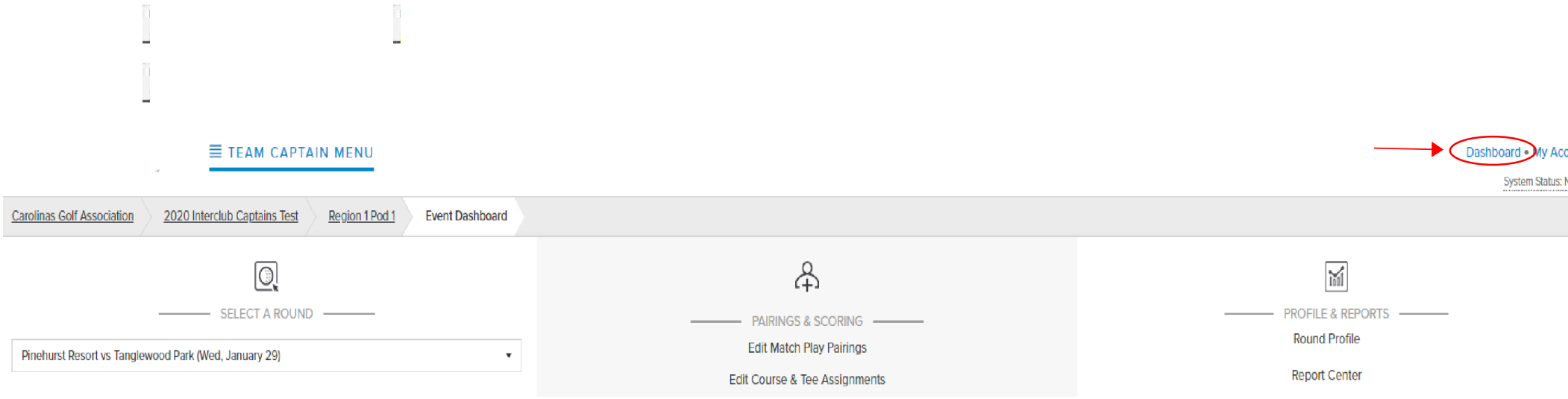
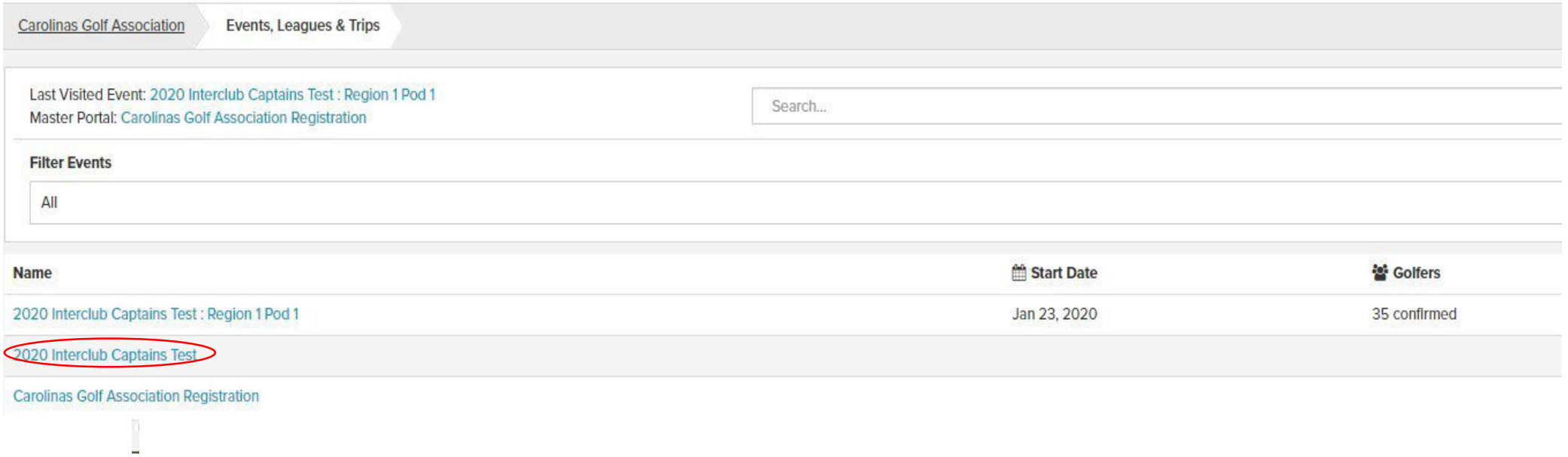
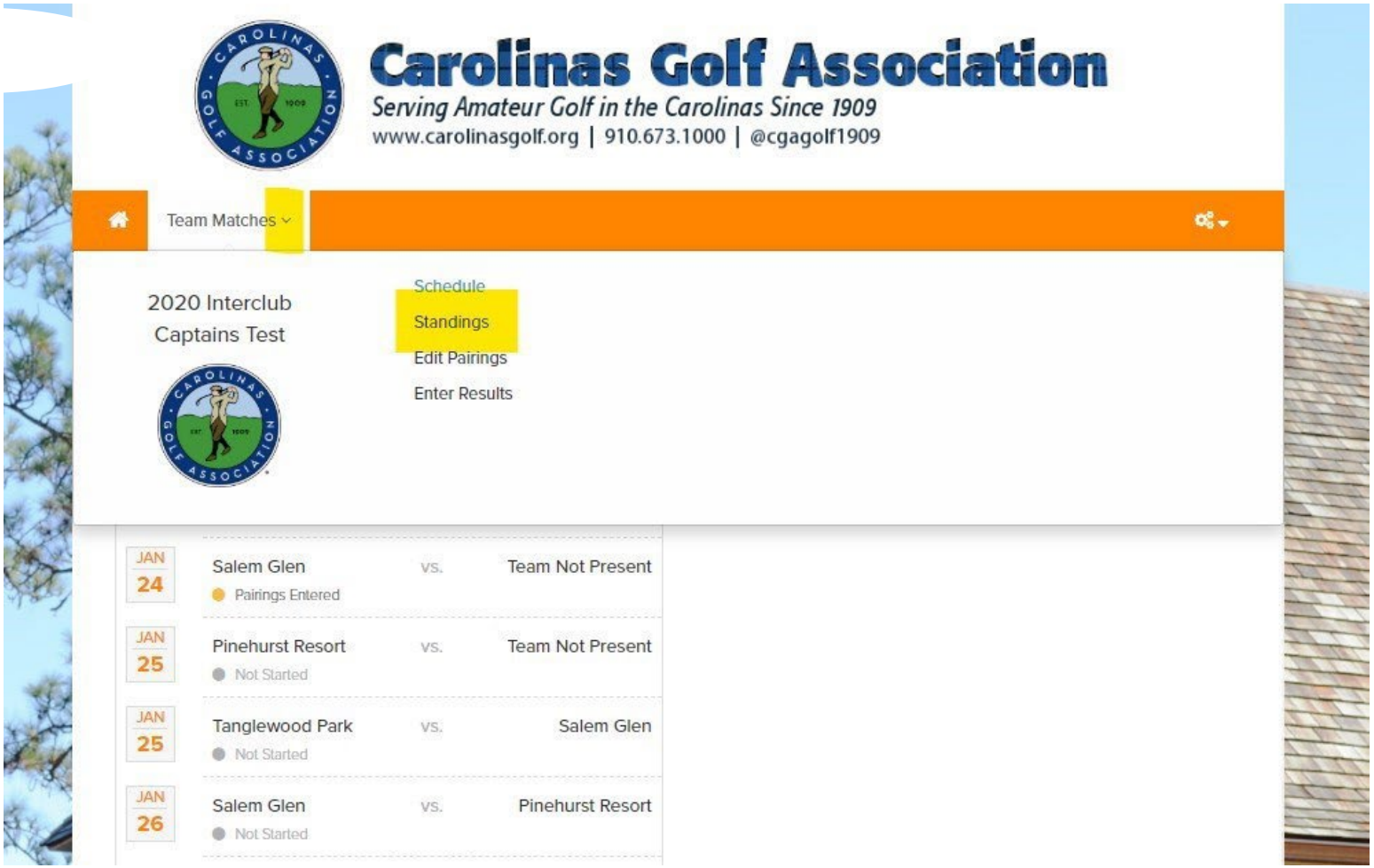


Viewing the Standings

1. If you would like to view the standings for your pod, go to the dashboard.



2. In the dashboard, select the league that does **not** have your pod listed.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