



Carolinan Golf Association Interclub Captain's Portal Guide



2022 Interclub ***Golf Genius Instruction Manual***



Carolina's Golf Association Interclub Captain's Portal Guide



Table of Contents

1. <u>Getting Started</u>	3
2. <u>Set Team Roster and Pairings</u>	8
3. <u>Setting Up the Match</u>	17
4. <u>Adjusting a Playing Handicap</u>	24
5. <u>Printing Scorecards</u>	27
6. <u>Entering Scores</u>	31
7. <u>Live Scoring</u>	41
8. <u>Viewing Standings</u>	46




Carolina's Golf Association Interclub Captain's Portal Guide




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.


You are now a team captain of Test Season Playground on GolfGenius.com [inbox x](#)

 **Hogan May** <noreply@golfgenius.com> [Unsubscribe](#)
to me ▾ 3:50 PM (0 minutes ago) ☆ ↶ ⋮



Welcome to Golf Genius TM Association.

You have been invited to be a team captain in the Test Season Playground. In order to start entering pairings and match results, we will first need you to set up an account. Click on the link below to get started. You will be prompted to enter a permanent password.

<https://golfgenius.com/users/36083211/leagues/8198436830912218143/e372af1527fe8156c14cdfa3c9ec924/login> 

If you cannot click on the link above, go to GolfGenius.com and sign in with your email and this temporary password:

1458



Carolinan Golf Association Interclub Captain's Portal Guide



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.

The screenshot shows the Golf Genius Interclub portal. The browser address bar displays 'golfgenius.com/users/36083211'. The page header includes the 'Golf Genius ASSOCIATION' logo and a 'My account' link. A navigation bar shows 'CGA Interclub' and 'Events, Leagues & Trips'. Below this, a search bar is present. The main content area features three filters: 'Season' (set to '2022 Interclub Season (Current)'), 'Filter Events' (set to 'All'), and 'Sort By' (set to 'None'). A table lists events with columns for Name, Start Date, Golfers, and Actions. One event is listed: 'Test Season Playground : Region 1 Section 1' with a start date of 'Feb 9, 2022' and a 'Go to Event' link. A vertical 'Full Screen' button is on the right side.

Name	Start Date	Golfers	Actions
Test Season Playground : Region 1 Section 1	Feb 9, 2022		Go to Event



Carolinan Golf Association Interclub Captain's Portal Guide



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.

The screenshot shows a web browser window displaying the Golf Genius Interclub Captain's Portal. The URL in the address bar is <https://www.golfgenius.com/pages/8190436856547804270>. The page has an orange header with a home icon, 'Team Matches', 'Tee Sheet', and a settings icon. A red arrow points to the settings icon, which has opened a dropdown menu with the following options: User Profile, Customer Center, Terms of Service, Privacy Policy, and Sign Out. Another red arrow points to the 'Customer Center' option. The main content area is titled 'Section 1' and displays a list of matches for February 9th through 14th. Each match entry includes the date, home team, visitor team, and status (e.g., 'Not Started').

Section 1			
FEB 09	(H) Carolinas Golf Association	vs.	(A) Team Not Present
	● Not Started		
FEB 09	(H) Team Not Present	vs.	(A) Team Not Present
	● Not Started		
FEB 10	(H) Carolinas Golf Association	vs.	(A) Team Not Present
	● Not Started		
FEB 10	(H) Team Not Present	vs.	(A) Team Not Present
	● Not Started		
FEB 11	(H) Carolinas Golf Association	vs.	(A) Team Not Present
	● Not Started		
FEB 11	(H) Team Not Present	vs.	(A) Team Not Present
	● Not Started		
FEB 12	(H) Team Not Present	vs.	(A) Carolinas Golf Association
	● Not Started		
FEB 12	(H) Team Not Present	vs.	(A) Team Not Present
	● Not Started		
FEB 13	(H) Team Not Present	vs.	(A) Carolinas Golf Association
	● Not Started		
FEB 13	(H) Team Not Present	vs.	(A) Team Not Present
	● Not Started		
FEB 14	(H) Team Not Present	vs.	(A) Carolinas Golf Association



Carolinan Golf Association Interclub Captain's Portal Guide



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

The screenshot shows the Golf Genius Association website interface. At the top, there is a navigation bar with the 'Golf Genius' logo and three main menu items: 'EVENTS, LEAGUES & TRIPS' (highlighted), 'MASTER ROSTER', and 'CUSTOMER SETTINGS'. Below this, there are two sub-menus: 'Carolinan Golf Association' and 'Events, Leagues & Trips'. The main content area features two large buttons: 'Quick Event Setup' (with a clock icon) and 'Create an Event / League' (with a golf ball icon). Below these buttons, there is a section for 'Last Visited Event: CGA Interclub Home Page' and a search bar. At the bottom, there are two dropdown menus: 'Season' and 'Category'. The 'Season' dropdown is currently set to 'All', and a red arrow points to the dropdown arrow icon. The 'Category' dropdown is also set to 'All'.



Carolina's Golf Association Interclub Captain's Portal Guide



4. Select the event that has your Pod listed.

Golf Genius: CGA Interclub x +

golfgenius.com/users/36083211

Golf Genius ASSOCIATION My account ▾

CGA Interclub Events, Leagues & Trips

Last Visited Event: [Test Season Playground](#) Search... LESS

Season: 2022 Interclub Season (Current) Filter Events: All Sort By: None

Name	Start Date	Golfers	Actions
Test Season Playground : Region 1 Section 1	Feb 9, 2022		Go to Event



Carolina's Golf Association Interclub Captain's Portal Guide



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

golfgenius.com/leagues/8198433258573169694

Golf Genius
TM ASSOCIATION

TEAM CAPTAIN MENU

Customer Center • My account
System Status: Normal

CGA Interclub Test Season Playground Region 1 Section 1 Dashboard

Team Matches

Welcome to your Team Matches Dashboard. As a team captain, you have access to the following pages in the Manager Site:

- **Course Details:** Manage the courses used your matches and add new courses.
- **Edit Match Pairings:** Add, remove, and move players in the pairings for your matches.
- **Edit Course & Tee Assignments:** Set the course & tee, tee times, and shotgun starts.
- **Enter Hole-by-Hole Scores:** If permitted, enter hole by hole scores for your matches.
- **Enter Match Results:** If permitted, enter the final match results (instead of hole by hole scores) for your matches.
- **Display Leaderboard:** View and print the Manager Site leaderboard.
- **Print Scorecards:** Print scorecards using the available templates. You do not have permission to create and customize scorecards.
- **Round Profile:** Access the Round Profile to change the round date (if necessary).
- **Report Center:** Print reports (e.g., alpha list, tee sheet, cart signs, etc) available in the Report Center. You do not have permission to create and customize reports.
- **Handicap Analysis:** View the detailed computation of Course Handicaps for your matches.
- **Run the Pre-Play Audit:** Check your round setup by running the Pre-Play audit.

For more details on all of your options, check our Knowledge Base article by [clicking here](#). Otherwise, click on "Team Captain Menu" above to get started.

HELP



Carolina's Golf Association Interclub Captain's Portal Guide



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!

The screenshot displays the 'TEAM CAPTAIN MENU' in the Golf Genius software. The breadcrumb trail at the top reads: CGA Interclub > Test Season Playground > Region 1 Section 1 Dashboard. The left sidebar has two main sections: 'SELECT A ROUND' with a dropdown menu showing 'Carolinas Golf Association vs No Team Set (Wed, February 9)' and 'EVENT ADMINISTRATION' with a 'Course Details' link. The main content area is titled 'PAIRINGS & SCORING' and lists several options: 'Edit Match Play Pairings', 'Edit Course & Tee Assignments', 'Enter Hole-by-Hole Scores', 'Enter Match Results', 'Display Leaderboard - TV Shows', and 'Print Scorecards'. A red arrow labeled '1' points to the dropdown menu in the 'SELECT A ROUND' section, and a red arrow labeled '2' points to the 'Edit Match Play Pairings' option in the 'PAIRINGS & SCORING' section.



Carolinan Golf Association Interclub Captain's Portal Guide



2. Select your Team.

The screenshot displays the 'Edit Match Play Pairings' page in the Golf Genius Interclub portal. At the top, the 'Golf Genius ASSOCIATION' logo is on the left, and 'TEAM CAPTAIN MENU' is in the center. On the right, there are links for 'Customer Center' and 'My account', with a 'System Status: Normal' indicator below. A breadcrumb trail at the top of the main content area shows the path: 'CGA Interclub' > 'Test Season Playground' > 'Region 1 Section 1 Dashboard' > 'Edit Match Play Pairings'. A message box states: 'You have to set Course and Tee before creating team matches pairings in order to be able to compute the Course Handicap. Please go to [Edit Course & Tee Assignments](#) and set Course and Tee for all pairing groups.' Below this, a list of teams is shown. The first team is 'Carolinan Golf Association', which is selected, indicated by a blue checkmark icon. A red arrow points to this team name. The second team listed is 'Team 3'.



Carolina's Golf Association Interclub Captain's Portal Guide



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.

Show ⓘ

Handicap Index

Apply

You can swap players using drag and drop.

To add a player to the pairings, select the pairing slot, select the player from the drop down, and click Go.

Choose a player

Go

Sort Order



Alphabetically



Handicap Index

To remove a player from the pairings, select the player and click Remove

Remove

Click "Add New Player" to add a new player to the team

Add New Player



Carolina's Golf Association Interclub Captain's Portal Guide



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"

The screenshot shows the 'Add New Player' modal in the Carolina's Golf Association Interclub Captain's Portal. The modal has a 'Mode' section with two radio buttons: 'Search by Last Name and First Name' (selected) and 'Search by GHIN Number'. Below this is a 'Search' section with two input fields: 'Nance' and 'Jack', and a 'Search' button. A table below the search fields shows the search results for 'Jack Nance' with columns for Gender, Name, GHIN, and H.I. The table has one row: M, Jack Nance, 2592014, 1.0. There is an 'Add' button next to the row. At the bottom of the modal is a 'Done' button. Red arrows indicate the steps: 1. Enter player name in the search field, 2. Click 'Add' button, 3. Click 'Done' button.

Customer Center • My account
System Status: Normal

CGA Interclub Test Season Playground Region 1 Section 1 Dashboard

Changes you make on this page will be reflected on the tee sheet and...
For the final ordering of the players we are using the course and tee s...

Display Options ▾

You can swap players using drag and drop.

Sort Order

☐ Alphabetically
☐ Handicap Index

To remove a player from the pairings, select the player and click Remove

Remove

Click "Add New Player" to add a new player to the team

Add New Player

When all changes are done, click on "Save Team Changes".

Save Team Changes

HELP



Carolinan Golf Association Interclub Captain's Portal Guide



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

Changes you make on this page will be reflected on the tee sheet and on the match play leaderboard. You can click on players with highlighted borders in order to change the team composition for this round.

Display Options ▲

Show ⓘ

Apply

Handicap Index ▼

Handicap Index

Course Handicap

You can swap players using drag and drop.

To add a player to the pairings, select the pairing slot, select the player from the drop down, and click Go.

Choose a player ▼

Go

Sort Order

☐ Alphabetically

☒ Handicap Index

To remove a player from the pairings, select the player and click Remove

Remove



Carolina's Golf Association Interclub Captain's Portal Guide



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

CGA Interclub > Test Season Playground > Region 1 Section 1 Dashboard > Edit Match Play Pairings > Edit Pairings Carolina's Golf Association

Changes you make on this page will be reflected on the tee sheet and on the match play leaderboard. You can click on players with highlighted borders in order to change the team composition for this round. For the final ordering of the players we are using the course and tee set for the foursome, so please be aware that there might appear small differences in the final order.

Display Options ▲

Show ⓘ Handicap Index
Course Set Course Side All 18 / Front 9 / Back 9
Apply


You can swap players using drag and drop.

To add a player to the pairings, select the pairing slot, select the player from the drop down, and click Go.

Choose a player
Sort Order
☐ Alphabetically
☒ Handicap Index
Go

To remove a player from the pairings, select the player and click Remove

Remove

Click "Add New Player" to add a new player to the team

Add New Player

When all changes are done, click on "Save Team Changes".

Save Team Changes



Carolinan Golf Association Interclub Captain's Portal Guide



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.

tions ▼

1	2		
3	4		

You can swap players using drag and drop.

To add a player to the pairings, select the pairing slot, select the player from the drop down, and click Go.

Choose a player

Choose a player

Players from this team not on tee sheet

(0) Jack Nance

(2) Brian Gellman

(2) Adam Hovermale

(4) Alan James

(5) Andrew Bascom

(8) Bill Ellis

Add New Player

Go

When all changes are done, click on "Save Team Changes".

Save Team Changes



Carolinan Golf Association Interclub Captain's Portal Guide



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

Changes you make on this page will be reflected on the tee sheet and on the match play leaderboard. You can click on players with highlighted borders in order to change the team composition for this round. For the final ordering of the players we are using the course and tee set for the foursome, so please be aware that there might appear small differences in the final order.

Display Options ▲

Show ⓘ

Handicap Index

Course

Set Course

Apply

Side

All 18 / Front 9 / Back 9

Jack Nance	Brian Gellman		
Adam Hovermale	Alan James		
Andrew Bascom	Bill Ellis		
Bill Andrews	Bob Daane		

You can swap players using drag and drop.

To add a player to the pairings, select the pairing slot, select the player from the drop down, and click Go.

Choose a player

Go

Sort Order

- ☐ Alphabetically
☒ Handicap Index

To remove a player from the pairings, select the player and click Remove

Remove

Click "Add New Player" to add a new player to the team

Add New Player

When all changes are done, click on "Save Team Changes".

Save Team Changes

Change list to be saved:

- Empty slot replaced with Jack Nance
- Empty slot replaced with Brian Gellman
- Empty slot replaced with Adam Hovermale
- Empty slot replaced with Alan James
- Empty slot replaced with Andrew Bascom



Carolinan Golf Association Interclub Captain's Portal Guide



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

Changes you make on this page will be reflected on the tee sheet and on the match play leaderboard. You can click on players with highlighted borders in order to change the team composition for this round. For the final ordering of the players we are using the course and tee set for the foursome, so please be aware that there might appear small differences in the final order.

Display Options ▲

Show ⓘ

Handicap Index

▼

Course

Set Course

▼

Apply

Side

All 18 / Front 9 / Back 9 ▼

Jack Nance	Brian Gellman		
Adam Hovermale	Alan James		
Andrew Bascom	Bill Ellis		
Bill Andrews	Bob Owen		

You can swap players using drag and drop.

To add a player to the pairings, select the pairing slot, select the player from the drop down, and click Go.

Choose a player

Go

Sort Order

☐ Alphabetically

☒ Handicap Index

To remove a player from the pairings, select the player and click Remove

Remove

Click "Add New Player" to add a new player to the team

Add New Player

When all changes are done, click on "Save Team Changes".

Save Team Changes

Change list to be saved:

- Empty slot replaced with Jack Nance
- Empty slot replaced with Brian Gellman
- Empty slot replaced with Adam Hovermale
- Empty slot replaced with Alan James
- Empty slot replaced with Andrew Bascom
- Empty slot replaced with Bill Ellis



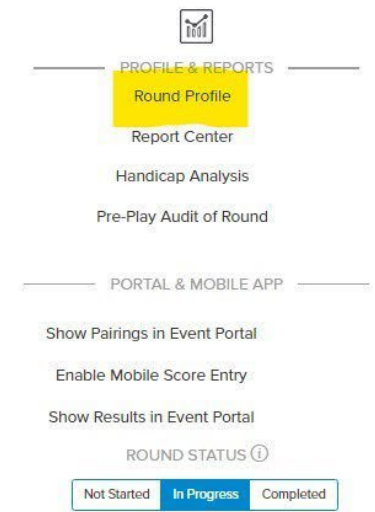
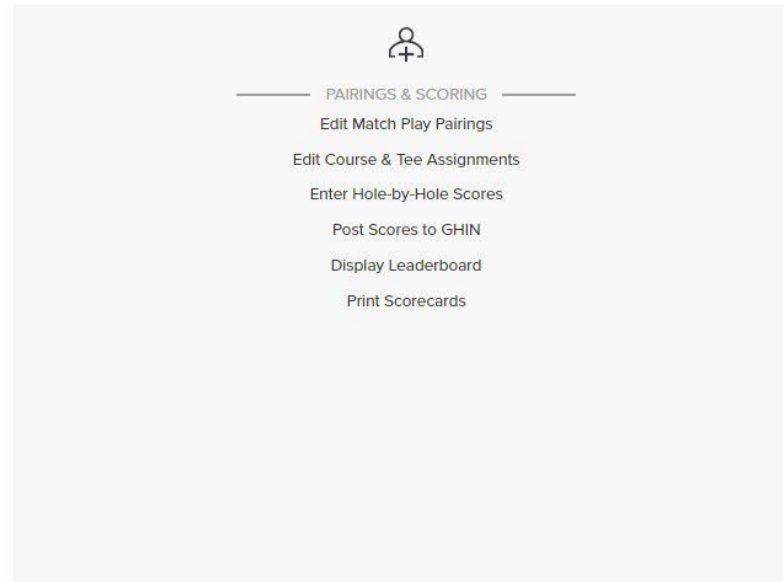
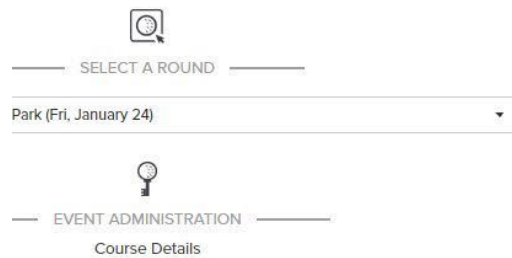
Carolinan Golf Association Interclub Captain's Portal Guide



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.





Carolina's Golf Association Interclub Captain's Portal Guide



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

Golf Genius TM ASSOCIATION **TEAM CAPTAIN MENU** Customer Center • My account System Status: Normal

[CGA Interclub](#) [Test Season Playground](#) [Region 1 Section 1 Dashboard](#) [Round Profile](#)

[General Settings](#)

Round Date

Change the round playing date
Move the round to a future or past date

2022-02-09

February 2022

Su	Mo	Tu	We	Th	Fr	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28					

[Cancel](#) [Save](#)

HELP



Carolinan Golf Association Interclub Captain's Portal Guide



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!

The screenshot displays the Golf Genius Interclub Captain's Portal. The top navigation bar includes the 'TEAM CAPTAIN MENU' and a 'Customer Center' link. The main content area is divided into three columns. The left column, 'SELECT A ROUND', features a dropdown menu showing the selected round: 'Carolinan Golf Association vs No Team Set (Thu, March 31)'. The middle column, 'PAIRINGS & SCORING', contains a list of actions: 'Edit Match Play Pairings', 'Edit Course & Tee Assignments', 'Enter Hole-by-Hole Scores', 'Enter Match Results', 'Display Leaderboard - TV Shows', and 'Print Scorecards'. The right column, 'PROFILE & REPORTS', lists various reports and settings. At the bottom, the 'PORTAL & MOBILE APP' section includes toggle switches for event portal features, and the 'ROUND STATUS' section shows buttons for 'Not Started', 'In Progress', and 'Completed'.



Carolinan Golf Association Interclub Captain's Portal Guide



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”

Additional Information Show ☐ GGIDs ⓘ ☐ Total Index ☒ Neither 📍

1. Jack Nance	Brian Gellman	Steve Wessels	Tom Thorpe	Course / Tee not specified
2. Adam Hovermale	Alan James	Chris Thomas	John Turner	Course / Tee not specified
3. Andrew Bascom	Bill Ellis	David Wilson	Jason Wilmoth	Course / Tee not specified
4. Bill Andrews	Bob Daane	Jim Williams	Tom Rattledge	Course / Tee not specified

SET TEE TIME

SET SHOTGUN

SET COURSE & TEE

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 on

Pinehurst No. 3 - Default Tees

All 18

Select All Players / Unselect All Players

Cancel Go Clear Rows





Carolina's Golf Association Interclub Captain's Portal Guide



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

powered by **GOLF GENIUS** SOFTWARE



Carolina's Golf Association Interclub Captain's Portal Guide



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"

Brian Gellman	Steve Wessels	Tom Thorpe	00:00 AM 1 A Pinehurst No. 5 - White
Alan James	Chris Thomas	John Turner	00:00 AM 1 A Pinehurst No. 5 - White
Bill Ellis	David Wilson	Jason Wilmoth	00:00 AM 1 A Pinehurst No. 5 - White
Bob Daane	Jim Williams	Tom Rattledge	00:00 AM 1 A Pinehurst No. 5 - White

SET TEE TIME

SET SHOTGUN

SET COURSE & TEE

When this applies, Click on individual tee time slots on right of page, or use click / shift click to identify a set of tee time slots.

Select All / Unselect All

First tee time 8 : 00 AM

interval 10 hole 1

Cancel Go Clear Tee Times



Carolinan Golf Association Interclub Captain's Portal Guide



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

Carolinan Golf Association 2020 Interclub Captains Test Region 1 Pod 1 Pinehurst Resort vs Tanglewood Park Pairings

Additional Information Show ☐ GGIDs ☐ Total Index ☒ Neither

1. Jack Nance	Brian Gellman	Steve Wessels	Tom Thorpe	8:00 AM 1 A	Pinehurst No. 5 - White
2. Adam Hovermale	Alan James	Chris Thomas	John Turner	8:10 AM 1 A	Pinehurst No. 5 - White
3. Andrew Bascom	Bill Ellis	David Wilson	Jason Wilmoth	8:20 AM 1 A	Pinehurst No. 5 - White
4. Bill Andrews	Bob Daane	Jim Williams	Tom Rattledge	8:30 AM 1 A	Pinehurst No. 5 - White

SET TEE TIME SET SHOTGUN SET COURSE & TEE

Identify pairing groups to which this applies. Click on individual tee time slots on right of page, or use click / shift click to identify a set of tee time slots.

Select All / Unselect All
First tee time 8:00 AM
Interval 10 hole 1
Cancel Go Clear Tee Times

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⚠ Course / Tees not specified for all foursomes. Sort Pairings by... Save Pairings



Carolina's Golf Association Interclub Captain's Portal Guide



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.


The screenshot displays the Team Captain Menu with two main sections: PAIRINGS & SCORING and PROFILE & REPORTS. The PAIRINGS & SCORING section includes options like Edit Match Play Pairings, Edit Course & Tee Assignments, Enter Hole-by-Hole Scores, Enter Match Results, Post Scores to GHIN, Display Leaderboard • TV Shows, and Print Scorecards. The PROFILE & REPORTS section includes Round Profile, Report Center • Community Reports, Handicap Analysis (highlighted in yellow), and Pre-Play Audit of Round. Below these sections is the PORTAL & MOBILE APP section with toggle switches for Show Pairings in Event Portal (YES), Enable Digital Scorecards (NO), Enable Mobile Score Entry (NO), and Show Results in Event Portal (YES). At the bottom, there is a ROUND STATUS section with buttons for Not Started, In Progress (selected), and Completed.



Carolinan Golf Association Interclub Captain's Portal Guide



2. Select the name of the player being adjusted.

Search...  [Clear Adjustments](#)

The tournament is using relative adjustments. The unadjusted tee is **Sr. Interclub White (127.0 / 69.8 / 72)** because we **adjust fewest players**.

Name	Tee (Slope / Course Rating / Par)	Index	Playing Handicap (off lowest)
Karl Lawall	Sr. Interclub White (127 / 69.8 / 72)	4.1	4
Rick Shaefer	Sr. Interclub White (127 / 69.8 / 72)	0.2	0
Chris Parish	Sr. Interclub White (127 / 69.8 / 72)	5.4	6
Forrest Denise	Sr. Interclub White (127 / 69.8 / 72)	1.3	1

The tournament is using relative adjustments. The unadjusted tee is **Sr. Interclub White (127.0 / 69.8 / 72)** because we **adjust fewest players**.

Name	Tee (Slope / Course Rating / Par)	Index	Playing Handicap (off lowest)
David Kinnard	Sr. Interclub White (127 / 69.8 / 72)	4.8	0
David Shackelford	Sr. Interclub White (127 / 69.8 / 72)	5.9	1
Ed Beese	Sr. Interclub White (127 / 69.8 / 72)	5.1	1
John Carroll	Sr. Interclub White (127 / 69.8 / 72)	6.1	2

The tournament is using relative adjustments. The unadjusted tee is **Sr. Interclub White (127.0 / 69.8 / 72)** because we **adjust fewest players**.

Tee



Carolinan Golf Association Interclub Captain's Portal Guide



1. Click on "Adjust Playing Handicap"

The tournament is using relative adjustments. The unadjusted tee is **Sr. Interclub White (127.0 / 69.8 / 72)** because we **adjust fewest players**.

Name	Tee (Slope / Course Rating / Par)	Index	Playing Handicap (off lowest)
Karl Lawall	Sr. Interclub White (127 / 69.8 / 72)	4.1	4

Note: The World Handicap System requires full precision to be maintained in intermediary calculations. Rounding is performed only once and as the last step.

The Course Handicap is being calculated for **All 18 holes**.
The initial index is **4.1**.
This player is on the **Sr. Interclub White** tee, the slope is **127**, the rating is **69.8** and the par is **72**.
The Course Handicap is calculated as $\text{index} * \text{slope} / 113 = 4.1 * 127 / 113 = 4.607...$. The CR - P adjustment of $69.8 - 72 = -2.2$ is applied. The CR - P adjustment of $69.8 - 72 = -2.2$ is applied. The resulting Course Handicap is **2.407...**.
After rounding, the Playing Handicap is **2**.

The lowest handicap in group is **+2**. After applying 'off lowest', the Playing Handicap becomes **4**.

Adjust Playing Handicap

Rick Shaefer Sr. Interclub White (127 / 69.8 / 72) 0.2 0

2. Type in the adjusted handicap and save.

Tee (Slope / Course Rating / Par) Index

Sr. Interclub White (127 / 69.8 / 72) 4.1

to be maintained in intermediary calculations. Rounding is performed only once and as the last step.

27, the rating is 69.8 and the par is 72.
= $4.1 * 127 / 113 = 4.607...$. The CR - P adjustment of $69.8 - 72 = -2.2$ is applied.

fewest', the Playing Handicap becomes 4.

Fourball Matches 18 Holes

Playing Handicap for Karl Lawall:

Save

Sr. Interclub White (127 / 69.8 / 72) 0.2

Sr. Interclub White (127 / 69.8 / 72) 5.4

Sr. Interclub White (127 / 69.8 / 72) 1.3



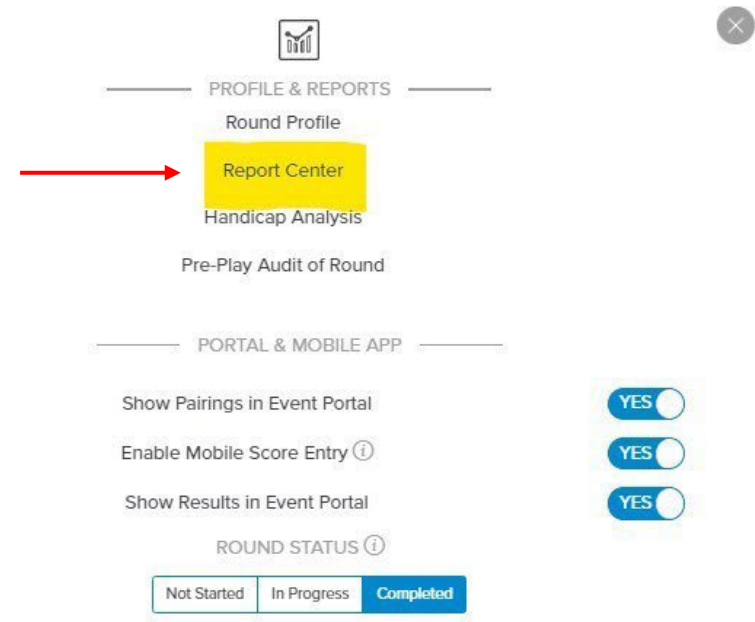
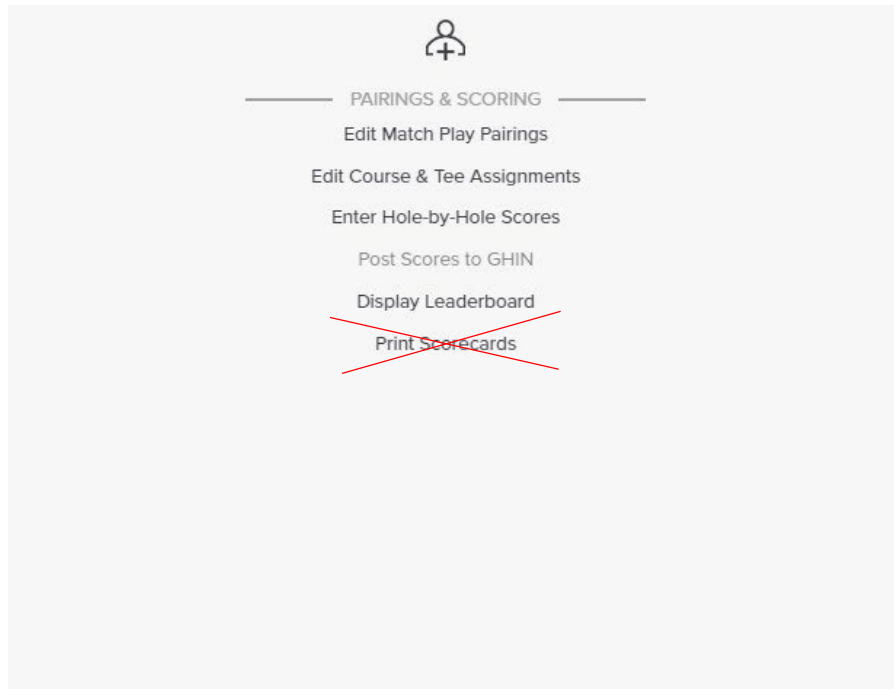
Carolinan Golf Association Interclub Captain's Portal Guide



Printing Scorecards

1. In the Team Captain Menu, select "Report Center"

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



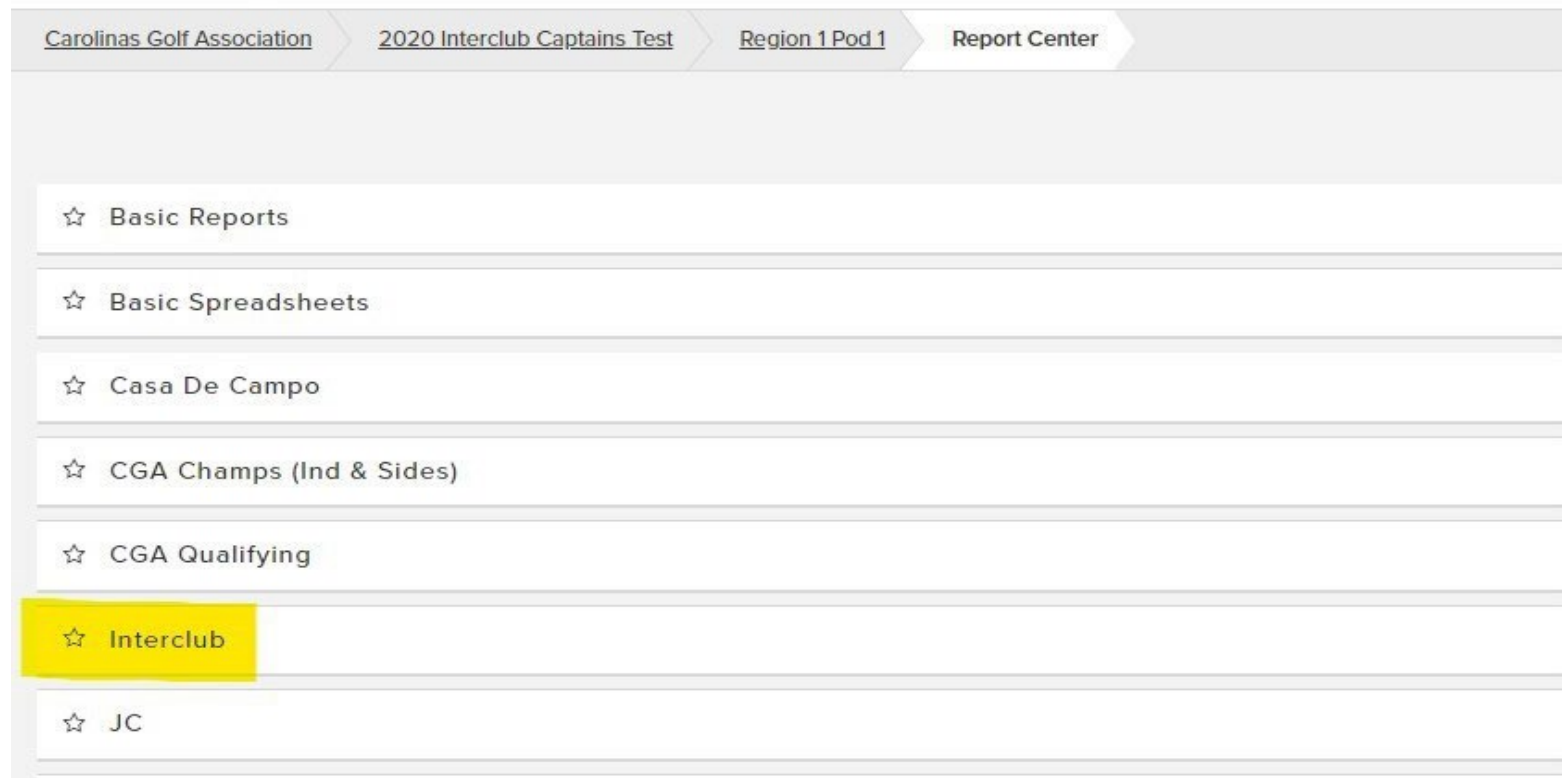


Carolina's Golf Association Interclub Captain's Portal Guide



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.





Carolinan Golf Association Interclub Captain's Portal Guide




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.

☆ Interclub

INTERCLUB CART SIGN


2020 Interclub Captains Test : Region 1 Pod 1
Pinehurst Country Club
Wed, January 29



Jack Nance
Adam Filo

Hole: Tee Time:
1 8:00 AM

2020 Interclub Captains Test : Region 1 Pod 1
Tanglewood Park Golf Club
Wed, January 29



Tom Thorne

1

Q

3

INTERCLUB PAIRINGS

2020 Interclub Captains Test : Region 1 Pod 1
Wednesday, January 29, 2020
Pinehurst Resort on Fingertwood Park

Pod	Adam Filo	Adam Filo	Tom Thorne	Tom Thorne
8:00 AM	Adam Filo	Adam Filo	Tom Thorne	Tom Thorne
8:15 AM	Adam Filo	Adam Filo	Tom Thorne	Tom Thorne
8:30 AM	Adam Filo	Adam Filo	Tom Thorne	Tom Thorne
8:45 AM	Adam Filo	Adam Filo	Tom Thorne	Tom Thorne
9:00 AM	Adam Filo	Adam Filo	Tom Thorne	Tom Thorne
9:15 AM	Adam Filo	Adam Filo	Tom Thorne	Tom Thorne
9:30 AM	Adam Filo	Adam Filo	Tom Thorne	Tom Thorne
9:45 AM	Adam Filo	Adam Filo	Tom Thorne	Tom Thorne
10:00 AM	Adam Filo	Adam Filo	Tom Thorne	Tom Thorne

2

Q

1

INTERCLUB SCORECARD

Print

1

Q

2

30



Carolina's Golf Association Interclub Captain's Portal Guide



Entering Scores

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

The screenshot shows the Golf Genius Association interface. At the top, the 'Golf Genius' logo is on the left, and a 'TEAM CAPTAIN MENU' button with a hamburger icon is on the right. Below this is a breadcrumb trail: 'CGA Interclub' > 'Test Season Playground' > 'Region 1 Section 1 Dashboard' > 'Pairings'. The main content area is divided into two columns. The left column has a 'SELECT A ROUND' section with a dropdown menu showing 'Carolinas Golf Association vs No Team Set (Thu, March 31)' and an 'EVENT ADMINISTRATION' section with a 'Course Details' link. The right column has a 'PAIRINGS & SCORING' section with links for 'Edit Match Play Pairings', 'Edit Course & Tee Assignments', 'Enter Hole-by-Hole Scores', 'Enter Match Results', 'Display Leaderboard - TV Shows', and 'Print Scorecards'.



Carolina's Golf Association Interclub Captain's Portal Guide



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

[Carolina's Golf Association](#) > [2020 Interclub Captains Test](#) > [Region 1 Pod 1](#) > [Pinehurst Resort vs Tanglewood Park](#) > Enter Scores

Select Tournament ⓘ
Fourball Matches 18 Holes ▼

Display by
Pairing group ▼

Sort by
Pairing group number

8:00 AM	1	1. Jack Nance / Brian Gellman / Steve Wessels / Tom Thorpe
8:10 AM	1	2. Adam Hovermale / Alan James / Chris Thomas / John Turner
8:20 AM	1	3. Andrew Bascom / Bill Ellis / David Wilson / Jason Wilmoth
8:30 AM	1	4. Bill Andrews / Bob Daane / Jim Williams / Tom Ratledge



Carolinan Golf Association Interclub Captain's Portal Guide



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"

Carolinan Golf Association 2020 Interclub Captains Test Region 1 Pod 1 Pinehurst Resort vs Tanglewood Park Enter Scores

Select Tournament ① Fourball Matches 18 Holes

Display by Pairing group

Sort by Pairing group number

Search for Name

8:00 AM 1 1. Jack Nance / Brian Gellman / Steve Wessels / Tom Thorpe

Course: Pinehurst No. 5 Tee: White - All 18 Slope: 126 Rating: 69.8

	1	2	3	4	5	6	7	8	9	out	10	11	12	13	14	15	16	17	18	in	total
Yardage	343	375	450	327	392	160	391	327	389	3154	363	334	324	158	479	161	370	471	360	3020	6174
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)	4	4	4	4	4	3	4	4	4	35	4	4	4	3	4	3	4	4	4	34	69
Brian Gellman (2)	4	4	5	3	5	4	5	5	4	39	5	5	4	2	5	3	4	5	4	37	76
Steve Wessels (2)	4	3	5	4	5	4	4	5	4	38	4	6	5	3	5	4	4	5	4	40	78
Tom Thorpe (3)	3	5	5	4	4	2	5	4	4	36	4	4	3	3	5	3	4	4	4	34	70
Net Score Preview																					
Match Result																					
Jack Nance (0)	4	4	4	4	4	3	4	4	4	35	4	4	4	3	4	3	4	4	4	34	69
Brian Gellman (2)	4	4	5	3	4	4	5	5	4	38	5	4	4	2	5	3	4	5	4	36	74
Score	4	4	4	3	4	3	4	4	4	34	4	4	4	2	4	3	4	4	4	33	67
Steve Wessels (2)	4	3	5	4	4	4	4	5	4	37	4	5	5	3	5	4	4	5	4	39	76
Tom Thorpe (3)	3	5	5	3	3	2	5	4	4	34	4	3	3	3	5	3	4	4	4	33	67
Score	3	3	5	3	3	2	4	4	4	31	4	3	3	2	5	2	4	4	4	33	64
Match Result	1 up	2 up	1 up	1 up	2 up	3 up	3 up	3 up	3 up		3 up	4 up	5 up	4 up	3 up	3 up	3 up	3 up	3 up		

8:10 AM 1 2. Adam Hovermale / Alan James / Chris Thomas / John Turner

Mark scorecard as checked

Clear Scores Done

HELP



Carolinan Golf Association Interclub Captain's Portal Guide



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

Carolinan Golf Association > 2020 Interclub Captains Test > Region 1 Pod 1 > Pinehurst Resort vs Tanglewood Park > Enter Scores

Select Tournament ⓘ
Fourball Matches 18 Holes

Display by
Pairing group

Sort by
Pairing group number

Search for Name

8:00 AM	1	1. Jack Nance (69) / Brian Gellman (76) / Steve Wessels (78) / Tom Thorpe (70)	All holes completed
8:10 AM	1	2. Adam Hovermale (93) / Alan James (96) / Chris Thomas (89) / John Turner (89)	All holes completed
8:20 AM	1	3. Andrew Bascom (98) / Bill Ellis (86) / David Wilson (87) / Jason Wilmoth (97)	All holes completed
8:30 AM	1	4. Bill Andrews (88) / Bob Daane (90) / Jim Williams (92) / Tom Ratledge (98)	All holes completed

powered by **GOLF GENIUS** SOFTWARE

Random Scores ⓘ Clear All Scores

Email Notification ⓘ OFF

Done Entering Scores

HELP ⓘ



Carolinan Golf Association Interclub Captain's Portal Guide



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

Carolinan Golf Association > 2020 Interclub Captains Test > Region 1 Pod 1 > Pinehurst Resort vs Tanglewood Park > Leaderboard

SELECT A ROUND

Pinehurst Resort vs Tanglewood Park (Fri, January 24)

EVENT ADMINISTRATION

Course Details

PAIRINGS & SCORING

- Edit Match Play Pairings
- Edit Course & Tee Assignments
- Enter Hole-by-Hole Scores
- Post Scores to GHIN
- Display Leaderboard**
- Print Scorecards



Carolinan Golf Association Interclub Captain's Portal Guide



6. Select "Fourball Matches 18 Holes"

[Carolinan Golf Association](#) > [2020 Interclub Captains Test](#) > [Region 1 Pod 1](#) > [Pinehurst Resort vs Tanglewood Park](#)

Hint: Click on anything in blue to see more details.

[⚙️ Re-score / Print / Adjust Leaderboard / TV Display](#)

[Team Points Summary](#)

[Fourball Matches 18 Holes](#)



Carolinas Golf Association Interclub Captain's Portal Guide



7. View Leaderboard

[Carolinas Golf Association](#) [2020 Interclub Captains Test](#) [Region 1 Pod 1](#) [Pinehurst Resort vs Tanglewood Park](#) [Leaderboard](#)

Hint: Click on anything in [blue](#) to see more details.

[Re-score](#) / [Print](#) / [Adjust Leaderboard](#) / [TV Display](#)

Team Points Summary

Fourball Matches 18 Holes

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





Carolinan Golf Association Interclub Captain's Portal Guide




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

[Carolinan Golf Association](#) [2020 Interclub Captains Test](#) [Region 1 Pod 1](#) [Enter Scores](#)


SELECT A ROUND
Pinehurst Resort vs Tanglewood Park (Fri, January 24)

EVENT ADMINISTRATION
Course Details


PAIRINGS & SCORING
Edit Match Play Pairings
Edit Course & Tee Assignments
Enter Hole-by-Hole Scores
Post Scores to GHIN
Display Leaderboard
Print Scorecards



Carolinan Golf Association Interclub Captain's Portal Guide



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

Select those players for whom you wish to post scores to GHIN. You can filter the list down to specific players by custom field, as well as select the score posting type from the score type dropdown. Note that 9-hole scores can only be posted once.

FILTER BY A CUSTOM FIELD

Select a Field

Search

SCORE TYPE

Home

Home

Away

Competition

Post Scores

Check All

Uncheck All

Print Report

Name	Low Handicap Index	Handicap Index on Fri, Jan 24	GHIN	Affiliation	Gender	Adj. Gross Score (Rating / Slope / Par)	Status
<input checked="" type="checkbox"/> Andrew Bascom	6.6	6.6	859721	Pinehurst Country Club	M	86 (69.8/126/72)	
<input checked="" type="checkbox"/> Andrew Crompton	4.5	4.5	2354919	Pinehurst Country Club	M	88 (69.8/126/72)	
<input checked="" type="checkbox"/> Bill Ellis	9.0	9.0	734848	Pinehurst Country Club	M	95 (69.8/126/72)	
<input checked="" type="checkbox"/> Adam Filo	0.5	0.5	1238503	Pinehurst Country Club	M	84 (69.8/126/72)	

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.



Carolina's Golf Association Interclub Captain's Portal Guide



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

The screenshot shows a web interface for the Carolina's Golf Association Interclub Captain's Portal. At the top, there is a navigation bar with a close button (X) in the top right corner. Below the navigation bar, there is a sidebar menu on the left with a 'Round Status' icon. The main content area is divided into two sections: 'PROFILE & REPORTS' and 'PORTAL & MOBILE APP'. Under 'PROFILE & REPORTS', there are links for 'Round Profile', 'Report Center', 'Handicap Analysis', and 'Pre-Play Audit of Round'. Under 'PORTAL & MOBILE APP', there are three toggle switches: 'Show Pairings in Event Portal' (YES), 'Enable Mobile Score Entry' (YES), and 'Show Results in Event Portal' (YES). Below these toggles, there is a 'ROUND STATUS' section with a dropdown menu. The dropdown menu is open, showing three options: 'Not Started', 'In Progress', and 'Completed'. The 'Completed' option is highlighted with a red circle and a red arrow pointing to it.

PROFILE & REPORTS

- Round Profile
- Report Center
- Handicap Analysis
- Pre-Play Audit of Round

PORTAL & MOBILE APP

- Show Pairings in Event Portal YES
- Enable Mobile Score Entry YES
- Show Results in Event Portal YES

ROUND STATUS

Not Started In Progress Completed



Carolinan Golf Association Interclub Captain's Portal Guide



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.

The screenshot displays the Team Captain Menu interface. At the top, there is a close button (X). Below it, the menu is divided into two main sections: 'PROFILE & REPORTS' and 'PORTAL & MOBILE APP'. The 'PROFILE & REPORTS' section includes links for 'Round Profile', 'Report Center', 'Handicap Analysis', and 'Pre-Play Audit of Round'. The 'PORTAL & MOBILE APP' section contains three toggle switches, all currently set to 'YES': 'Show Pairings in Event Portal', 'Enable Mobile Score Entry' (highlighted with a red arrow), and 'Show Results in Event Portal'. Below these sections is a 'ROUND STATUS' section with three buttons: 'Not Started', 'In Progress' (selected), and 'Completed'.



Carolinan Golf Association Interclub Captain's Portal Guide



2. Click "Save" when this pop-up appears

ings

Select the Default Tournament

Selecting a tournament will add course handicaps and handicap dots to the scorecards on mobile apps. The legend (par, bogey) will be calculated based on player net score.

Fourball Matches 18 Holes ▼

Cancel

Save

Enter Hole-by-Hole Scores



Carolina's Golf Association Interclub Captain's Portal Guide



AT&T 11:40 AM 56%

☰ Pinehurst Resort vs Tanglewood Park

🔍 Search

1. Jack Nance / Adam Filo / Tom Thorpe / Chris Thomas ☐ 1 ☐ next >
2. Adam Hovermale / Brian Gellman / David Summers / David Wilson ☐ 1 ☐ next >
3. Andrew Crompton / Alan James / Jason Wilmoth / Jim Williams ☐ 1 ☐ next >
4. Andrew Bascom / Bill Ellis / John Turner / Scott Wearn ☐ 1 ☐ next >

AT&T 11:41 AM 56%

< Back Scoring • Leaderboard

< Hole 18 Hole 1 Hole 2 >
Par 4 • 343 yds

Jack Nance	3
Adam Filo	4
Tom Thorpe	3
Chris Thomas	5

1	2	3
4	5	6
7	8	9
Clear	0	No Score

Undo Changes Save Scores



Carolina's Golf Association Interclub Captain's Portal Guide



AT&T 11:42 AM 56%

< Back Scoring • Leaderboard

Pinehurst Resort vs Tanglewood Park (Wed, January 29)

[change round or date](#)

Team Points Summary

Fourball Matches 18 Holes [Expand All](#)

	Points	Pinehurst Resort	Match	Ta
★	0.50	Jack Nance + Adam Filo <i>Pinehurst Country Club</i>	All Square THRU 1	Ti
★	1.00	Adam Hovermale + Brian Gellman <i>Pinehurst Country Club</i>	1 up THRU 1	D
★	0.00	Andrew Crompton + Alan James <i>Pinehurst Country Club</i>	1 up THRU 1	J
★	0.50	Andrew Bascom + Bill Ellis <i>Pinehurst Country Club</i>	All Square THRU 1	J
!	2.00	Pinehurst Resort	TOTAL	Ta



Carolinan Golf Association Interclub Captain's Portal Guide



Viewing the Standings

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



TEAM CAPTAIN MENU

Dashboard • My Account

System Status: N

Carolinan Golf Association > 2020 Interclub Captains Test > Region 1 Pod 1 > Event Dashboard



SELECT A ROUND

Pinehurst Resort vs Tanglewood Park (Wed, January 29)



PAIRINGS & SCORING

Edit Match Play Pairings

Edit Course & Tee Assignments



PROFILE & REPORTS

Round Profile

Report Center



Carolinan Golf Association Interclub Captain's Portal Guide



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

Carolinan Golf Association Events, Leagues & Trips

Last Visited Event: [2020 Interclub Captains Test : Region 1 Pod 1](#)
Master Portal: [Carolinan Golf Association Registration](#)

Search...

Filter Events

All

Name	Start Date	Golfers
2020 Interclub Captains Test : Region 1 Pod 1	Jan 23, 2020	35 confirmed
2020 Interclub Captains Test		
Carolinan Golf Association Registration		



Carolinan Golf Association Interclub Captain's Portal Guide



Carolinan Golf Association

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Team Matches ▾



2020 Interclub
Captains Test



Schedule

Standings

Edit Pairings

Enter Results

JAN
24

Salem Glen

vs.

Team Not Present

● Pairings Entered

JAN
25

Pinehurst Resort

vs.

Team Not Present

● Not Started

JAN
25

Tanglewood Park

vs.

Salem Glen

● Not Started

JAN
26

Salem Glen

vs.

Pinehurst Resort

● Not Started