



Golf Genius

TOURNAMENT MANAGEMENT

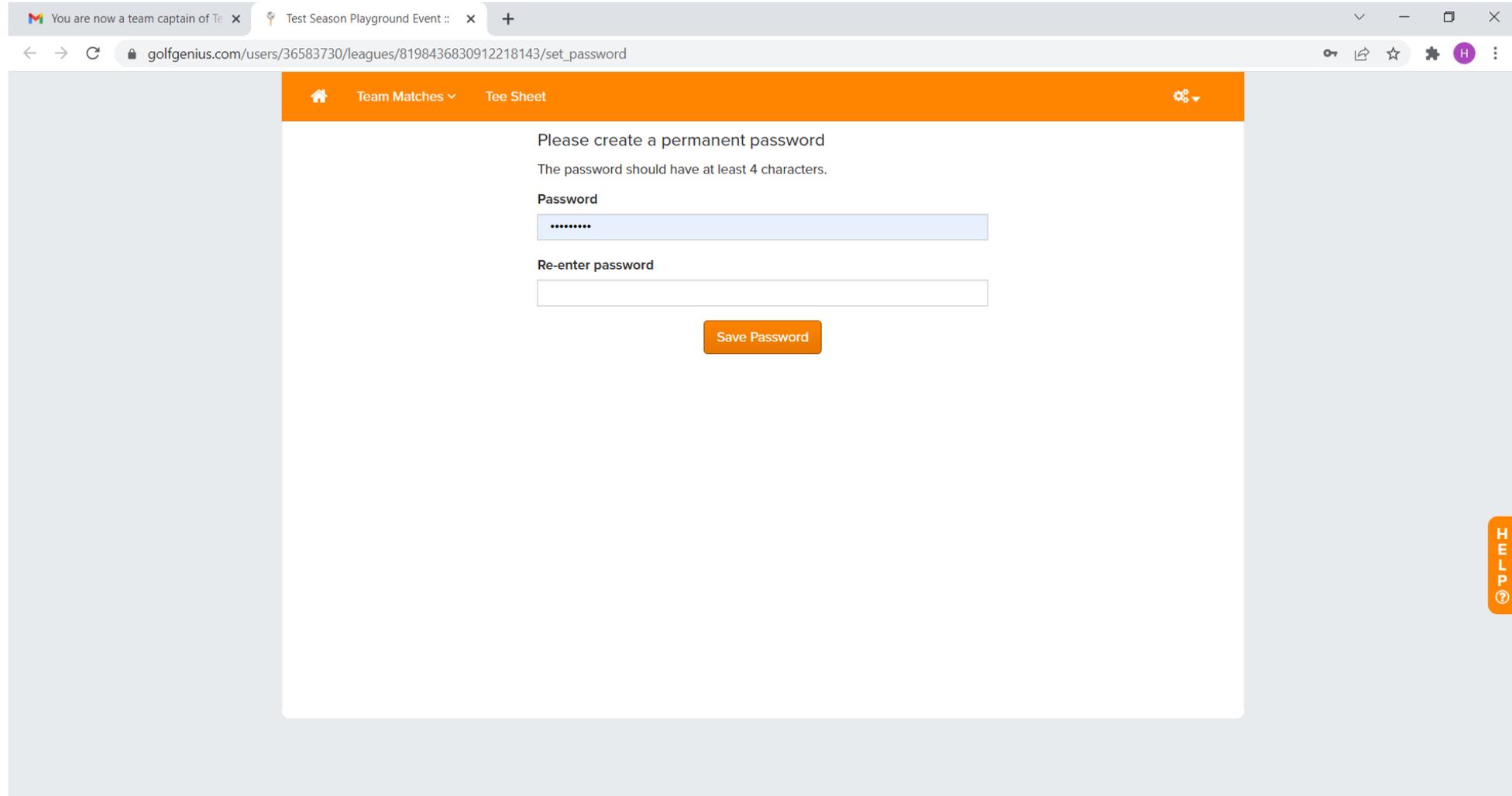
Step by step tutorial on Thursday, March 10 at 5:30

- Will cover the entire Golf Genius Manual (available on Interclub website 3/3)
- If interested in participating, email hogan.may@carolinagolf.org

For anyone who hasn't had a Golf Genius account

The image shows a screenshot of an email interface. On the left is a sidebar with navigation options: Compose, Inbox (1), Starred, Snoozed, Sent, Drafts, More, Meet (New meeting, Join a meeting), and Hangouts (Hogan). The main email content is from Hogan May, titled "You are now a team captain of Test Season Playground on GolfGenius.com". It includes a banner for "GOLF GENIUS SOFTWARE" with sub-headers "EVENTS", "LEAGUES", and "TRIPS". The text of the email says: "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." A blue hyperlink is provided: <https://golfgenius.com/users/36583730/leagues/8198436830912218143/c946fc5960a9e17302c9a86beda35d05/login>. Below this, it says: "If you cannot click on the link above, go to GolfGenius.com and sign in with your email and this temporary password: 6054". Two red arrows point to the link and the password "6054".

This is where you'll create your password. Be sure to **SAVE IT** somewhere (write it down)



The screenshot shows a web browser window with two tabs. The active tab is titled "Test Season Playground Event ::" and the address bar shows the URL "golfgenius.com/users/36583730/leagues/8198436830912218143/set_password". The browser's navigation bar includes back, forward, and refresh buttons, along with search, share, star, and settings icons. The page content is displayed within a light gray frame. At the top of this frame is an orange navigation bar with a home icon, "Team Matches" with a dropdown arrow, "Tee Sheet", and a settings icon. The main content area is white and contains the following text and form elements:

- "Please create a permanent password"
- "The password should have at least 4 characters."
- "Password" label above a text input field containing seven dots.
- "Re-enter password" label above an empty text input field.
- "Save Password" button centered below the input fields.

On the right side of the gray frame, there is a vertical orange button with the text "Help" and a question mark icon.

You'll be brought here once you create your password

Browser tabs: You are now a team captain of Te x Golf Genius :: CGA Interclub x +

Address bar: golfgenius.com/users/36583730

Logo: Golf Genius TM ASSOCIATION My account ▾

CGA Interclub Events, Leagues & Trips

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	8 confirmed	Go to Event

HELP ?

If you have previously logged into Golf Genius with the email provided, you'll get this email and you'll need to follow the link

The screenshot shows a Gmail interface with the following elements:

- Browser Address Bar:** mail.google.com/mail/u/0/?tab=rm&ogbl#inbox/FMfcgzGmvLPWrvbVvcNbQhTqgbwNQSFq
- Gmail Header:** Search mail, settings, and user profile icons.
- Left Sidebar:** Compose, Inbox (13), Starred, Snoozed, Sent, Drafts, More, Meet (New meeting, Join a meeting), Hangouts (Hogan).
- Email Content:**
 - Subject:** You are now a team captain of Test Season Playground on GolfGenius.com
 - From:** Hogan May <noreply@golfgenius.com> [Unsubscribe](#)
 - Time:** 4:18 PM (0 minutes ago)
 - Image:** A banner for "GOLF GENIUS SOFTWARE" with sub-headers "EVENTS", "LEAGUES", and "TRIPS". The background features a golfer and a golf ball on a tee.
 - Text:**

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.

<https://golfgenius.com/users/36083211/leagues/8198436830912218143/e372af1527fe8156c14cdffa3c9ec924/login>

If you cannot click on the link above, go to GolfGenius.com and sign in.

If you're already logged into Golf Genius, you'll be brought here. Click the Customer Service option in the top right of the page

The screenshot shows a web browser window with the URL <https://www.golfgenius.com/pages/8198436856547804270>. The page features an orange navigation bar with a home icon, a dropdown menu for "Team Matches", and a "Tee Sheet" link. A red arrow points to a gear icon in the top right corner of the navigation bar, which has opened a dropdown menu with the following options: "User Profile", "Customer Center", "Terms of Service", "Privacy Policy", and "Sign Out".

The main content area displays a table of matches under the heading "Section 1". Each match entry includes a date in a box (e.g., FEB 09), a home team (H), an away team (A), and a status indicator (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) Carolinas Golf Association
	● Not Started		
FEB 10	(H) Carolinas Golf Association	vs.	(A) Carolinas Golf Association
	● 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) Carolinas Golf Association	vs.	(A) Team Not Present
	● Not Started		
FEB 12	(H) Team Not Present	vs.	(A) Carolinas Golf Association
	● Not Started		

A vertical "HELP" button with a question mark icon is located on the right side of the page.

You'll then be brought to this page

golfgenius.com/users/36583730

Golf Genius
TM ASSOCIATION

My account

CGA Interclub Events, Leagues & Trips

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	8 confirmed	Go to Event

HELP

If you're not logged in, you'll be brought here. You'll need to log in here. If you don't remember your password, choose the "Forgot your Password?" option

The image shows a screenshot of the Golf Genius website. At the top left is the logo for "Golf Genius SOFTWARE". To the right of the logo is a navigation menu with links for "INTERNATIONAL", "COMPANY", "RESOURCES", and "CONTACT US", followed by a "SIGN IN" button. A central white modal box is overlaid on the page, containing a login form. The form has a text input for "Enter Your GGID", a separator "OR", and two more text inputs for "Email Address" and "Password". Below the inputs are two checkboxes: "Keep Me Signed In" and "Show Password". An orange "Sign In" button is positioned below the checkboxes. At the bottom of the modal are two links: "Forgot your password?" and "Didn't receive confirmation email?". The background of the website is a dark image of a person at a computer. In the foreground, two laptop screens are visible, displaying the "SPECIAL ORDERS - DASHBOARD" interface, which lists various orders with details like names, dates, and statuses.

If you chose the "Forgot your Password?" option, you'll be brought here. Enter your email, and then return to your email's inbox and refresh until you get the password reset email. Check SPAM if you don't see it in your main inbox

The screenshot shows a web browser window with the URL `golfgenius.com/users/password/new`. The page header includes the Golf Genius Software logo and navigation links: PRODUCTS, INTERNATIONAL, COMPANY, RESOURCES, CONTACT US, and a SIGN IN button. The main content area is titled "Forgot Your Password?" and contains the following text: "We will send you an email with a link you can use to change your password." Below this is a prompt "Please enter your email below" followed by an empty text input field and an orange button labeled "Send Email with Password Link". The footer features the Golf Genius Software logo and four columns of links: PRODUCTS (Tournament Management, Golf Shop), COMPANY (About Us, Our Team, News), SOCIAL (Facebook, Twitter, LinkedIn), and LEGAL (Terms of Service, Privacy Policy). The Windows taskbar at the bottom shows the search bar, taskbar icons, and system tray information including the date and time (4:19 PM, 3/2/2022).

If you need a confirmation email resent, you can choose that option and you'll be brought here. Enter your email address and check your inbox

The screenshot shows a web browser window with the URL `golfgenius.com/users/confirmation/new`. The page features the Golf Genius Software logo in the top left and a navigation menu with links for PRODUCTS, INTERNATIONAL, COMPANY, RESOURCES, CONTACT US, and a SIGN IN button. The main content area is titled "Resend Confirmation Email" and includes a text input field with the placeholder "Please enter your email below". Below the input field is a prominent orange "Resend Email" button. At the bottom of the page, there are links for "Sign in" and "Forgot your password?". The footer contains the Golf Genius Software logo and four columns of links: PRODUCTS (Tournament Management, Golf Shop), COMPANY (About Us, Our Team, News), SOCIAL (Facebook, Twitter, LinkedIn), and LEGAL (Terms of Service, Privacy Policy).

← → ↻ golfgenius.com/users/confirmation/new ⌂ ☆ ⚙️ H ⋮

 **Golf Genius**
SOFTWARE

PRODUCTS INTERNATIONAL COMPANY RESOURCES CONTACT US [SIGN IN](#)

Resend Confirmation Email

Please enter your email below

[Resend Email](#)

[Sign in](#)
[Forgot your password?](#)

 **Golf Genius**
SOFTWARE

PRODUCTS
[Tournament Management](#)
[Golf Shop](#)

COMPANY
[About Us](#)
[Our Team](#)
[News](#)

SOCIAL
[Facebook](#)
[Twitter](#)
[LinkedIn](#)

LEGAL
[Terms of Service](#)
[Privacy Policy](#)

Once you're logged in, you'll be brought here. Click your Pod info below

The screenshot shows a web browser window with the URL `golfgenius.com/users/36583730`. The page header includes the **Golf Genius** logo and a **My account** dropdown menu. Below the header, there are navigation tabs for **CGA Interclub** and **Events, Leagues & Trips**. A search bar is present with the text "Search...". Below the search bar are three dropdown menus: **Season** (set to "2022 Interclub Season (Current)"), **Filter Events** (set to "All"), and **Sort By** (set to "None"). A table of events is displayed with the following columns: **Name**, **Start Date**, **Golfers**, and **Actions**. The first row of the table contains the text [Test Season Playground : Region 1 Section 1](#), the date **Feb 9, 2022**, the text **8 confirmed**, and a [Go to Event](#) link. A large red arrow points to the first event entry. On the right side of the page, there is a vertical orange button labeled **HELP** with a question mark icon below it.

Name	Start Date	Golfers	Actions
Test Season Playground : Region 1 Section 1	Feb 9, 2022	8 confirmed	Go to Event

You'll be brought here

← → ↻ golfgenius.com/leagues/8198433258573169694



☰ 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

Adding players to your ROSTER (not match day pairings). Click the Team Captain Menu at the top of the page. Then select Edit Match Play Pairings

The screenshot shows the Golf Genius website interface. At the top, the URL is golfgenius.com/leagues/8198433258573169694. The page features the Golf Genius logo on the left and navigation links for "Customer Center" and "My account" on the right. A "TEAM CAPTAIN MENU" is highlighted with a red arrow. Below this, a breadcrumb trail shows "CGA Interclub" > "Test Season Playground" > "Region 1 Section 1 Dashboard". The main content area is divided into three columns. The left column has "SELECT A ROUND" with a dropdown menu showing "No Team Set vs Carolinas Golf Association (Wed, February 9)" and "EVENT ADMINISTRATION" with "Course Details". The middle column, titled "PAIRINGS & SCORING", contains a list of options: "Edit Match Play Pairings" (highlighted with a red arrow), "Edit Course & Tee Assignments", "Enter Hole-by-Hole Scores", "Enter Match Results", "Display Leaderboard - TV Shows", and "Print Scorecards". The right column, titled "PROFILE & REPORTS", includes "Round Profile", "Report Center - Community Reports", "Handicap Analysis", and "Pre-Play Audit of Round". Below this is a "PORTAL & MOBILE APP" section with toggle switches for "Show Pairings in Event Portal" (YES), "Enable Digital Scorecards" (NO), "Enable Mobile Score Entry" (NO), "Enable Walking Scorer" (NO), and "Show Results in Event Portal" (NO). At the bottom right, a "ROUND STATUS" section shows buttons for "Not Started", "In Progress", and "Completed".

Click YOUR team name

Browser tabs: You are now a team captain of Te x Golf Genius :: Test Season Playgr x +

URL: golfgenius.com/rounds/8262970103251895617/edit_pairings_team_captain?league_id=8198433258573169694&selected_round=8262970103251895617

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

CGA Interclub > Test Season Playground > Region 1 Section 1 Dashboard > Edit Match Play Pairings

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.

[Carolinus Golf Association](#) 

Team 4

HELP

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

Add New Player

Mode

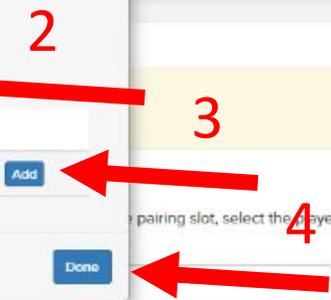
- Search by Last Name and First Name ⓘ
- Search by GHIN Number ⓘ

Search

Nance Jack Search

Gender	Name	GHIN	H.I.	
M	Jack Nance	2592014	1.0	Add

Done



Setting up Matches Schedule. Make sure you are in the correct ROUND. Then select Round Profile

The screenshot shows the Golf Genius website interface for a team captain. The browser address bar displays `golfgenius.com/leagues/8198433258573169694`. The page header includes the Golf Genius logo, a "TEAM CAPTAIN MENU" icon, and user information: "Customer Center • My account" and "System Status: Normal".

The main navigation bar shows the current location: "CGA Interclub" > "Test Season Playground" > "Region 1 Section 1 Dashboard".

The central content area is divided into three columns:

- SELECT A ROUND:** A dropdown menu is open, showing a list of rounds. The selected round is "No Team Set vs Carolinas Golf Association (Wed, February 9)". Other rounds listed include "Previous Rounds", "Carolinas Golf Association vs Carolinas Golf Association (Thu, F...", "Carolinas Golf Association vs No Team Set (Fri, February 11)", "Carolinas Golf Association vs No Team Set (Sat, February 12)", "Carolinas Golf Association vs Carolinas Golf Association (Sun, ...)", and "No Team Set vs Carolinas Golf Association (Mon, February 14)".
- PAIRINGS & SCORING:** A list of options including "Edit Match Play Pairings", "Edit Course & Tee Assignments", "Enter Hole-by-Hole Scores", "Enter Match Results", "Display Leaderboard - TV Shows", and "Print Scorecards".
- PROFILE & REPORTS:** A list of options including "Round Profile" (highlighted with a red arrow), "Report Center - Community Reports", "Handicap Analysis", and "Pre-Play Audit of Round".

Below the "PROFILE & REPORTS" section is the "PORTAL & MOBILE APP" section, which contains several toggle switches:

- Show Pairings in Event Portal: YES (checked)
- Enable Digital Scorecards: NO
- Enable Mobile Score Entry: NO
- Enable Walking Scorer: NO
- Show Results in Event Portal: NO

At the bottom of the page, there is a "ROUND STATUS" section with three buttons: "Not Started" (highlighted), "In Progress", and "Completed".

The Windows taskbar at the bottom shows the search bar, task view, and various application icons. The system tray on the right indicates the weather is 74°F Sunny and the time is 4:32 PM on 3/2/2022.

Select your date and then click SAVE!!

The screenshot shows a web browser window with the URL `golfgenius.com/leagues/8198433258573169694/rounds/8259444547872916582/edit`. The page header includes the Golf Genius logo and navigation links like "TEAM CAPTAIN MENU" and "Customer Center". The main content area is titled "Round Profile" and contains a "General Settings" tab. Under "Round Date", there is a text input field with "2022-02-09" and a calendar widget for February 2022. The calendar shows the 9th as the selected date. At the bottom of the page, there are "Cancel" and "Save" buttons. A red arrow points to the "Save" button.

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