



Carolina's Golf Association Interclub Captain's Portal Guide



2024 CGA Interclub

Golf Genius Instruction Manual



Carolinan 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 access Golf Genius. Click on the link and you will be redirected to a page to create your password.

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™ 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/e372af1527fe8156c14cdffa3c9ec924/login>

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

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2A. If your email address has never been used for Golf Genius, you will be asked to create a password, which will then create your Golf Genius account. **WRITE YOUR PASSWORD DOWN SOMEWHERE!!**

The screenshot shows a web browser window with the URL `golfgenius.com/users/57253453/leagues/9155105599812305988/set_password`. The page content includes a dark blue header with the text "Carolinan Interclub Conducted by the Carolinas Golf Association" and the association's logo. Below the header is a red navigation bar with "Team Matches" and "2023 Pods" options. 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.
- "Re-enter password" label above a second text input field.
- A red "Save Password" button.

The background of the page features a photograph of a brick building with a sign that matches the Carolinas Golf Association logo, set against a backdrop of tall pine trees under a clear blue sky.



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2B. In other cases, once you click on the link, you will be redirected to this schedule page. If your email address has been used for Golf Genius before AND you aren't directed to this page, you will have to sign-in using your password. From here you will select the **settings icon** (top right) and then select **Customer Center**.

The screenshot shows a web browser window displaying a schedule page on golfgenius.com. The page has an orange header with navigation links for 'Team Matches' and 'Tee Sheet'. A settings icon (gear) in the top right corner is highlighted with a red arrow, and a dropdown menu is open, showing options: 'User Profile', 'Customer Center' (highlighted in yellow), 'Terms of Service', 'Privacy Policy', and 'Sign Out'. A red arrow points to the 'Customer Center' option. The main content area is titled 'Section 1' and lists a series of matches from February 9th to 14th. Each match entry includes the date, home team (H), away team (A), and status (e.g., 'Not Started'). A 'HELP' button is visible in the bottom right corner of the page content.

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



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3. Select the drop-down under “season” to make sure you are in either 'ALL' seasons or 2024 Interclub Season (Current). If you are in one (i.e. ALL) and don't see your Pod, change the season in the drop-down



[CGA Interclub](#) **Events, Leagues & Trips**

Last Visited Event: [2023 CGA Regular Interclub Season](#)

Season

2023 Interclub Season (Current) 

Name

- [2023 CGA Interclub Playoffs 'Play-In' Matches : Region 1 Section 1](#)
- [2023 CGA Senior Interclub Playoff Bracket B : Region 1 Section 1](#)
- [2023 CGA Senior Interclub Playoff Bracket A : Region 1 Section 1](#)
- [2023 CGA Interclub Regular Playoff Bracket B : Region 1 Section 1](#)



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4. Select the event that has your Pod listed.

Season
2023 Interclub Season (Current) ▼
Name
2023 CGA Senior Interclub Season : 2023 CGA Senior Interclub Season Pod sO
2023 CGA Regular Interclub Season : 2023 CGA Regular Interclub Season Pod rH
2023 CGA Regular Interclub Season : 2023 CGA Regular Interclub Season Pod rQ
2023 CGA Regular Interclub Season : 2023 CGA Regular Interclub Season Pod rZ
2023 CGA Regular Interclub Season : 2023 CGA Regular Interclub Season Pod rO
2023 CGA Super Senior Interclub Season : 2023 CGA Super Senior Interclub Season Pod ssN
2023 CGA Senior Interclub Season : 2023 CGA Senior Interclub Season Pod sC



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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 player's scores.



TEAM CAPTAIN MENU

Customer Center • My account
System Status: Normal

CGA Interclub > 2023 CGA Senior Interclub Season > 2023 CGA Senior Interclub ... 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.
- **Post Scores to GHIN:** Post scores from finalized rounds to GHIN.
- **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



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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 drop-down in the **LEFT** column, and then select "Edit Match Play Pairings" in the **MIDDLE** column.

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

The screenshot displays the 'TEAM CAPTAIN MENU' interface. The breadcrumb trail is 'CGA Interclub > Test Season Playground > Region 1 Section 1 Dashboard'. The 'SELECT A ROUND' section shows a dropdown menu with the selected match: 'Carolinas Golf Association vs No Team Set (Wed, February 9)'. A red arrow labeled '1' points to this dropdown. The 'PAIRINGS & SCORING' section lists several options: 'Edit Match Play Pairings' (highlighted in yellow), 'Edit Course & Tee Assignments', 'Enter Hole-by-Hole Scores', 'Enter Match Results', 'Display Leaderboard - TV Shows', and 'Print Scorecards'. A red arrow labeled '2' points to the 'Edit Match Play Pairings' option.



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2. Select your Team.

The screenshot shows the 'Edit Match Play Pairings' page in the Golf Genius software. At the top left is the 'Golf Genius ASSOCIATION' logo. To its right is a 'TEAM CAPTAIN MENU' icon. In the top right corner, there are links for 'Customer Center • My account' and 'System Status: Normal'. A breadcrumb trail at the top of the page reads: 'CGA Interclub > Test Season Playground > Region 1 Section 1 Dashboard > Edit Match Play Pairings'. Below the breadcrumb is a warning message in a dashed orange box: '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 the warning is a list of teams. The first team is 'Carolinan Golf Association', which is highlighted with a yellow background and a checkmark icon. Below it is 'Team 3'.



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3. Select "Add New Player" to add someone from your club to your roster. If a player won't display, please email hogan.may@carolinangolf.org

*Note: These players will stay on your roster for the remainder of the regular season. There is no need to do this before every match. **BUT** you will have to re-upload your roster for the playoffs.

Show ⓘ

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.

Sort Order

Alphabetically
 Handicap Index

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

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



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4. After clicking "Add New Player" a new box will appear and you will do the following:
 1. Type in your player's name and select "search" OR search by their GHIN number (recommended)
 2. Select "Add" (Repeat until you've added all of your players ; ex. 15)
 3. Select "Done"

Customer Center • My account
System Status: Normal

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

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

Build

You can swap players using drag and drop.



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5. Make sure you order by Handicap Index and not Course Handicap.

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



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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 Carolinas 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 ▾ 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



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7. With the specified box highlighted, select the player from your roster that you would like to play in your match and then select "GO." Repeat this for all 8 players.

Reminder - Pair your players in Low to High Index order for Regular season matches. Lowest goes in the #1 spot.

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
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

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



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8. If you need to remove a player from a pairing, 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 ▾

Display Options ▾

Show ⓘ Handicap Index

Course Set Course Side All 18 / Front 9 / Back 9

Apply

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

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



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9. When you are finished, 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

Course Side

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

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

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

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

When all changes are done, click on "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



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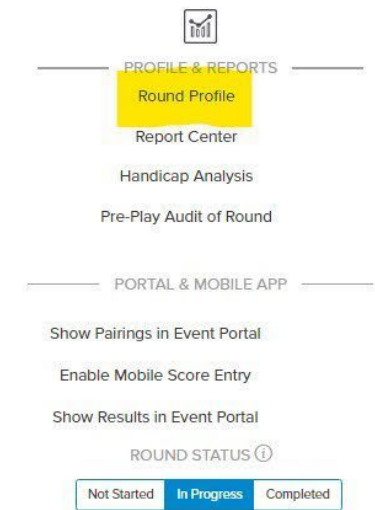
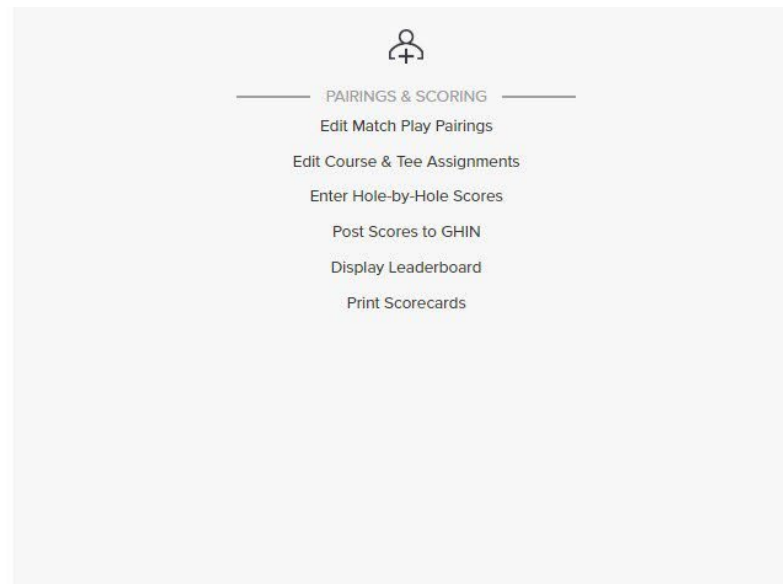
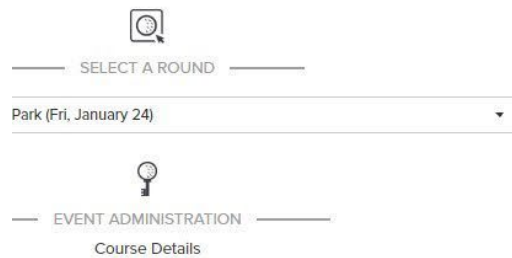


Setting Up the Match

*Home Team Only

1. Home team captains are responsible for setting their home match dates. In the Team Captain Menu, go to “Round Profile” in the **RIGHT** column.

Note - Make sure you are in the correct ROUND! (LEFT column)





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2. Click on the box and select a new playing date. Once selected, click SAVE!

The screenshot shows the 'Round Profile' page in the Golf Genius software. The page has a breadcrumb trail: CGA Interclub > Test Season Playground > Region 1 Section 1 Dashboard > Round Profile. The 'General Settings' section is active, and the 'Round Date' field is set to 2022-02-09. A date picker calendar for February 2022 is open, showing 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.

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



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3. Once your match date is saved, under the Team Captain Menu, select “Edit Course & Tee Assignments” in the **MIDDLE** column.

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

The screenshot displays the Golf Genius Interclub Captain's Portal interface. At the top left is the Golf Genius logo and the text 'GOLF ASSOCIATION'. A yellow button labeled 'TEAM CAPTAIN MENU' is visible. The top right corner shows 'Customer Center • My account' and 'System Status: Normal'. The main content area is divided into three columns:

- SELECT A ROUND:** A dropdown menu showing 'Carolinan Golf Association vs No Team Set (Thu, March 31)'.
- PAIRINGS & SCORING:** A list of options including 'Edit Match Play Pairings', 'Edit Course & Tee Assignments' (highlighted in yellow), 'Enter Hole-by-Hole Scores', 'Enter Match Results', 'Display Leaderboard - TV Shows', and 'Print Scorecards'.
- PROFILE & REPORTS:** A list of options including 'Round Profile', 'Report Center - Community Reports', 'Handicap Analysis', and 'Pre-Play Audit of Round'.

At the bottom right, there is a 'PORTAL & MOBILE APP' section with 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

Below this is a 'ROUND STATUS' section with three buttons: 'Not Started' (highlighted in orange), 'In Progress', and 'Completed'.



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4. To choose which course and tees are being played,

1. Select "Set Course & Tee"

2. Select "Select All Players"

3. Choose your course and tee in the drop-down 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

1. Pinehurst No. 3 - Default Tees All 18

2. Select All Players / Unselect All Players

3. Cancel Go Clear Rows



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4. Continued - Example of the tee selection list

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.

presented by **GOLF GENIUS** SOFTWARE

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



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5. Staying in "Edit Course & Tee Assignments," to set the tee times for each match:

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



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6. When the tees and tee times are set, make sure you select “Save Pairings” or else this will not be set, and Playing Handicaps will not be able to be calculated.

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

powered by GOLF GENIUS SOFTWARE

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

Save Pairings

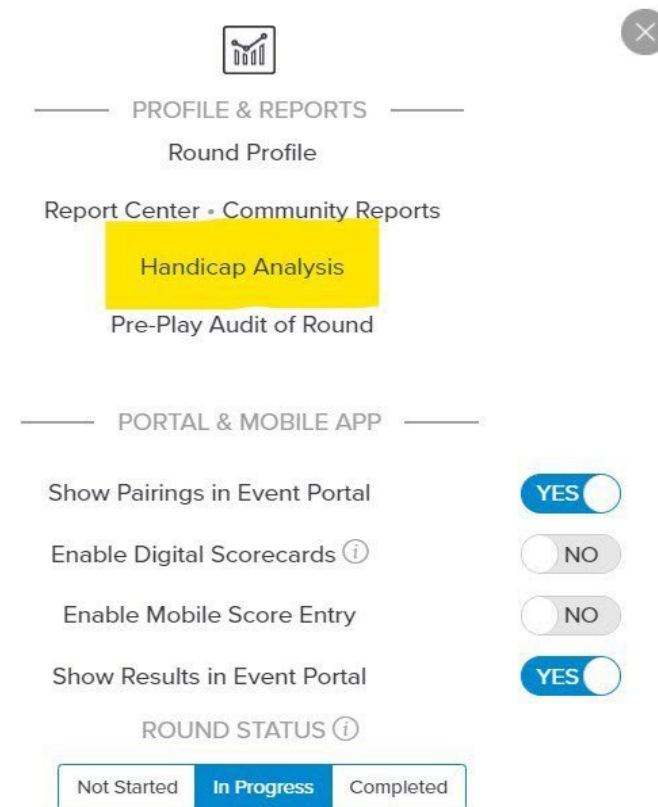
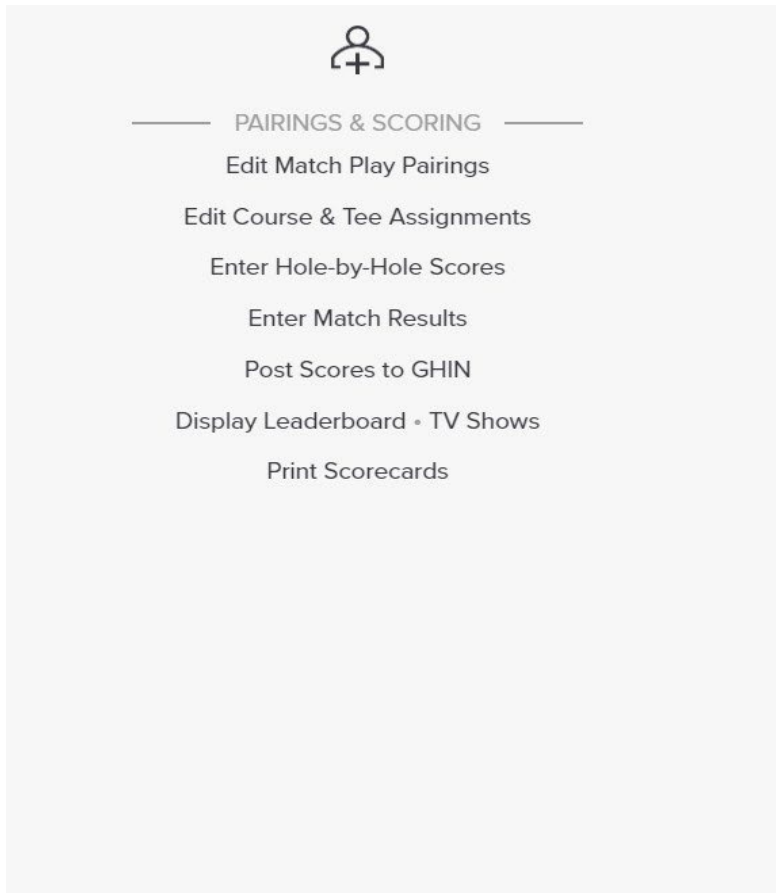


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Adjusting a Playing Handicap

If a team has a player on the Exceptional Score List, the Captain of that player is responsible for making the proper adjustments. Under the Team Captain Menu, select "Handicap Analysis" in the **RIGHT** column.





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2. Click 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**.

Turn



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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. (i.e. If the player receives 6 shots **before** the reduction, and has a 2 shot reduction, the entered number will be 4)

Tee (Slope / Course Rating / Par)	Index
Sr. Interclub White (127 / 69.8 / 72)	4.1
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

Playing Handicap for Karl Lawall:

Save



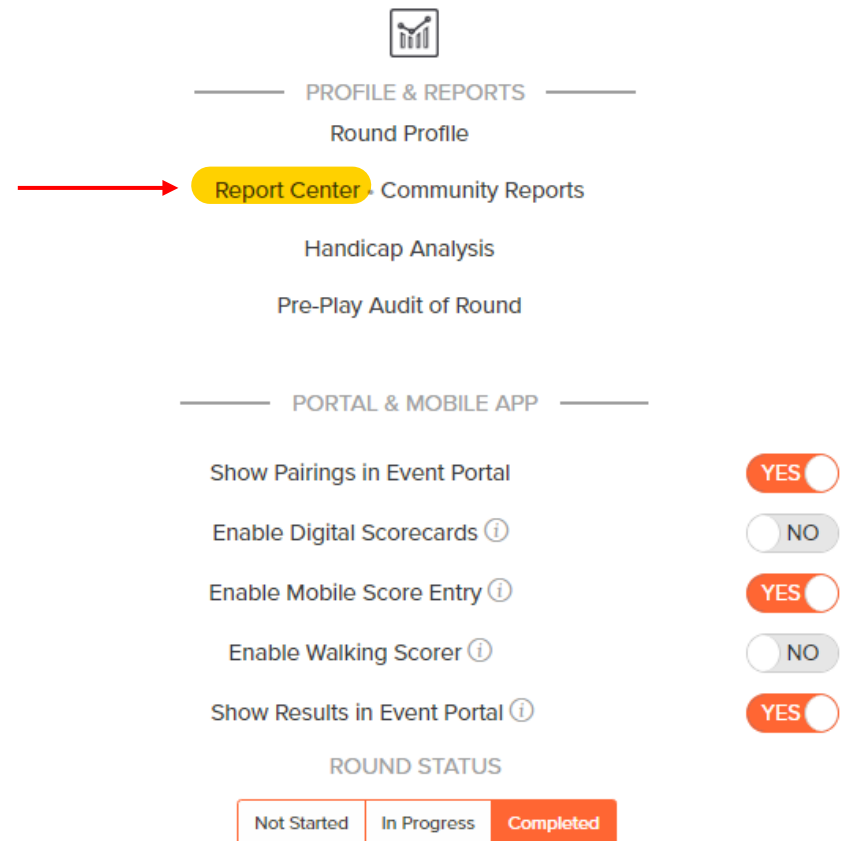
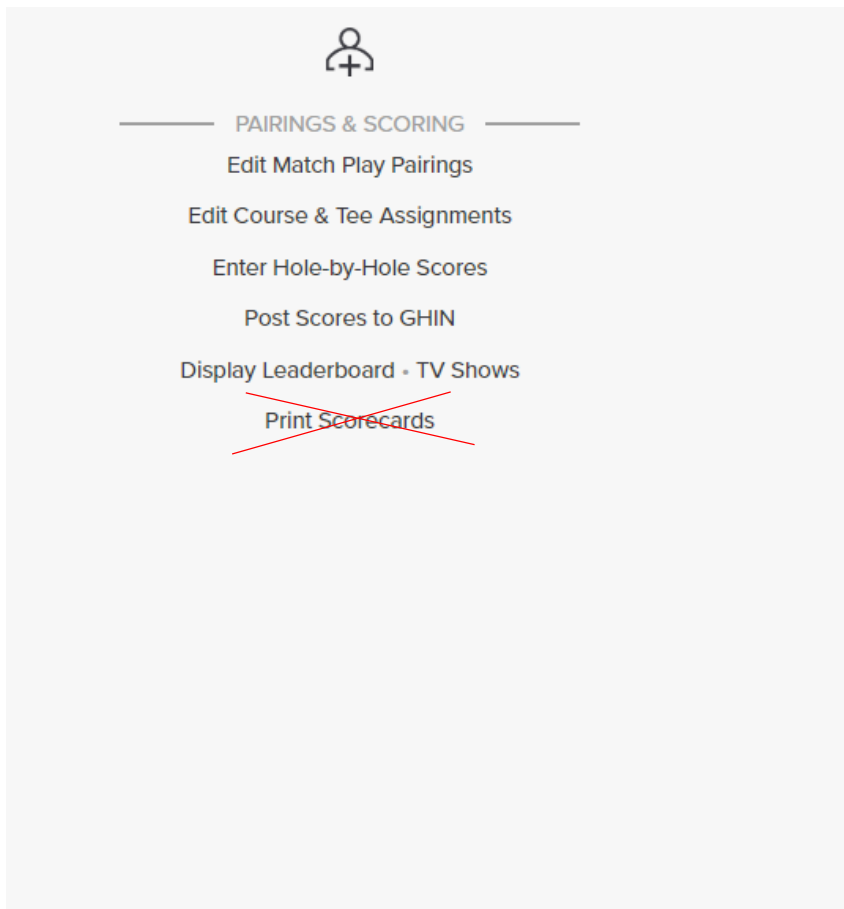
Carolinan Golf Association Interclub Captain's Portal Guide



Printing Scorecards

1. In the Team Captain Menu, select "Report Center" in the **RIGHT** column

*Note: **DO NOT** select "Print Scorecards" in the **MIDDLE** column. This will **NEVER** be utilized.





Carolinan Golf Association Interclub Captain's Portal Guide



2. Once in the "Report Center" 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 > 2020 Interclub Captains Test > Region 1 Pod 1 > Report Center

- ☆ Basic Reports
- ☆ Basic Spreadsheets
- ☆ Casa De Campo
- ☆ CGA Champs (Ind & Sides)
- ☆ CGA Qualifying
- ☆ Interclub
- ☆ JC



Carolinan Golf Association Interclub Captain's Portal Guide



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

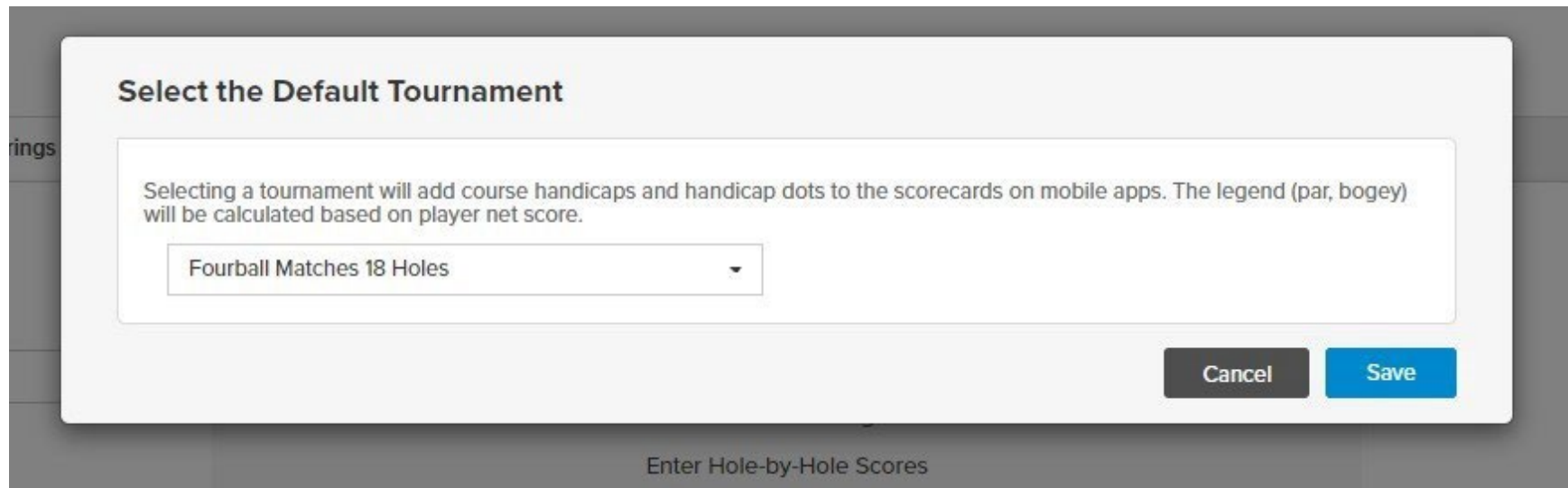
☆ Interclub

The image displays three mobile app screens side-by-side, each representing a different report in the Interclub Captain's Portal. Each screen has a blue header with the report title and a white body with report details. At the bottom of each screen is a navigation bar with icons for a menu, search, and print.

- INTERCLUB CART SIGN:** Shows details for the 2020 Interclub Captains Test - Region 1 Pod 1 at Pinehurst Country Club on Wednesday, January 29. The sign lists Jack Nance and Adam Filo. It also shows Hole #1 and Tee Time 8:00 AM. A second report for Tanglewood Park Golf Club is partially visible below.
- INTERCLUB PAIRINGS:** Shows the 2020 Interclub Captains Test - Region 1 Pod 1 on Wednesday, January 29, 2020, at the Redwood House at Tanglewood Park. It contains a table of pairings.
- INTERCLUB SCORECARD:** Shows a large white button with the text "Print" centered on a blue background.

Pod	Club	Partner	Partner	Partner	Partner
8:00 AM	Jack Nance	Adam Filo	Tom Thorne	Steve Nelson	Raymond McDaniel
9:00 AM	Bill Hester	Bill Hester	Carl Scoville	Carl Scoville	Carl Scoville
10:00 AM	Steve Nelson	Carl Scoville	Carl Scoville	Carl Scoville	Carl Scoville
11:00 AM	Carl Scoville	Carl Scoville	Carl Scoville	Carl Scoville	Carl Scoville
12:00 PM	Carl Scoville	Carl Scoville	Carl Scoville	Carl Scoville	Carl Scoville

4. Ensure the drop-down window says "Fourball Matches 18 Holes" and then click "Save" when this pop-up appears





Carolinan Golf Association Interclub Captain's Portal Guide



Entering Scores

1. To enter scores after the matches, in the Team Captain Menu, select “Enter Hole-by-Hole Scores” in the **MIDDLE** column.

Golf Genius
TM ASSOCIATION

TEAM CAPTAIN MENU

CGA Interclub > Test Season Playground > Region 1 Section 1 Dashboard > Pairings

SELECT A ROUND

Carolinan Golf Association vs No Team Set (Thu, March 31)

EVENT ADMINISTRATION

Course Details

PAIRINGS & SCORING

Edit Match Play Pairings

Edit Course & Tee Assignments

Enter Hole-by-Hole Scores

Enter Match Results

Display Leaderboard - TV Shows

Print Scorecards



Carolinan Golf Association Interclub Captain's Portal Guide



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

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

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 individual's **GROSS SCORE** for each hole from the paper scorecards. If a player **did not** finish a hole, enter their score most likely taken i.e. X7) 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: Fourball Matches 18 Holes | Display by: Pairing group | Sort by: Pairing group number | Search for Name

8:00 AM | 1. Jack Nance / Brian Gellman / Steve Wessels / Tom Thorpe | No holes completed

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	3 up		

8:10 AM | 2. Adam Hovermale / Alan James / Chris Thomas / John Turner | No holes completed

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



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 MIDDLE column of 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

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](#)



Carolinan Golf Association Interclub Captain's Portal Guide



7. View Leaderboard

*Note - You can click on the players names to view hole-by-hole scores.

Carolinan 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, the **HOME team captain** will need to post scores to GHIN. First, select “Post Scores to GHIN” in the **MIDDLE** column of the Team Captain Menu.

*Note: Scores must be posted the **same day** of the match or teams will be subject to a reduction in their season long match points!

The screenshot displays the 'Enter Scores' page in the Interclub Captain's Portal. The breadcrumb trail at the top reads: Carolinas Golf Association > 2020 Interclub Captains Test > Region 1 Pod 1 > Enter Scores. The page is divided into two main sections. The left section, titled 'SELECT A ROUND', features a dropdown menu currently showing 'Pinehurst Resort vs Tanglewood Park (Fri, January 24)'. Below this is the 'EVENT ADMINISTRATION' section with a 'Course Details' link. The right section, titled 'PAIRINGS & SCORING', contains a list of options: 'Edit Match Play Pairings', 'Edit Course & Tee Assignments', 'Enter Hole-by-Hole Scores', 'Post Scores to GHIN' (highlighted in yellow), 'Display Leaderboard', and 'Print Scorecards'.



Carolinan Golf Association Interclub Captain's Portal Guide



9. Select the Score Type drop-down and select “**Competition.**” Ensure the box beside each player on the **LEFT** if checked, and 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 ...

SCORE TYPE

- Home
- Home
- Away
- Competition**

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)	



Carolinan Golf Association Interclub Captain's Portal Guide



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

PORTAL & MOBILE APP

Show Pairings in Event Portal



Enable Digital Scorecards *i*



Enable Mobile Score Entry *i*



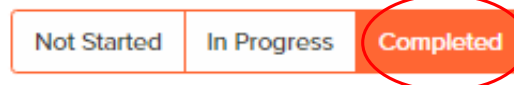
Enable Walking Scorer *i*



Show Results in Event Portal *i*



ROUND STATUS





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" from "NO" to "YES" in the **RIGHT** column of the Team Captain Menu. Live Scoring is **HIGHLY** recommended

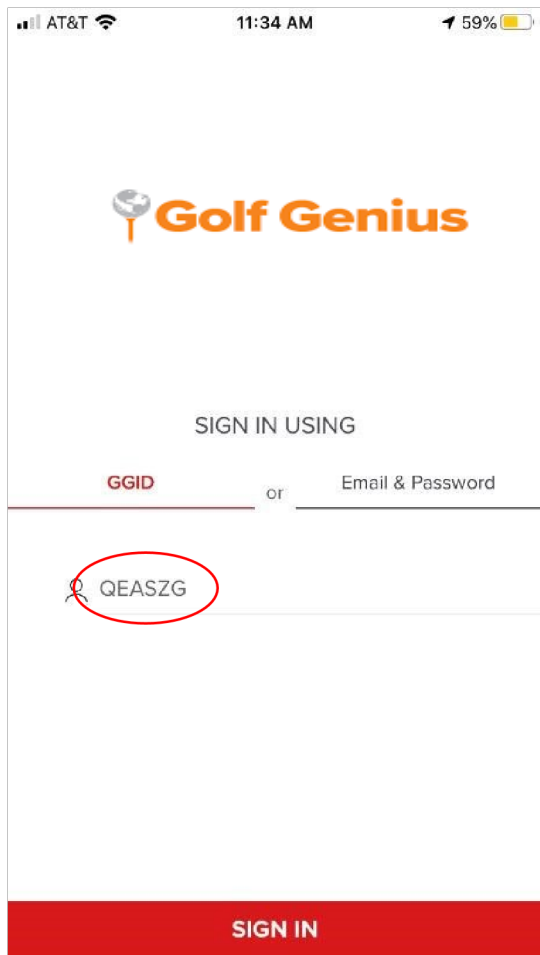
The screenshot displays the 'Team Captain Menu' interface. At the top, there is a bar chart icon. Below it, the menu is divided into two main sections: 'PROFILE & REPORTS' and 'PORTAL & MOBILE APP'. Under 'PROFILE & REPORTS', there are links for 'Round Profile', 'Report Center - Community Reports', 'Handicap Analysis', and 'Pre-Play Audit of Round'. Under 'PORTAL & MOBILE APP', there are five toggle switches: 'Show Pairings in Event Portal' (set to YES), 'Enable Digital Scorecards' (set to NO), 'Enable Mobile Score Entry' (set to YES, with a red arrow pointing to it), 'Enable Walking Scorer' (set to NO), and 'Show Results in Event Portal' (set to YES). At the bottom, there is a 'ROUND STATUS' section with three buttons: 'Not Started', 'In Progress', and 'Completed'.




Carolinan Golf Association Interclub Captain's Portal Guide



3. To utilize mobile scoring, you must use the Golf Genius app during play. When you open the app, choose the sign-in option that says "GGID" and enter the GGID located in the **BOTTOM LEFT** of the scorecard.





**2020 Interclub Captains Test
: Region 1 Pod 1**

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

	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										

GGID: QEASZG Pinehurst Resort

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

10	11	12	13	14	15	16	17	18	In	Total	Hdcp	Strk
363	334	324	158	479	161	370	471	360	3020	6174	(18)	
4	4	4	3	5	3	4	5	4	36	72		
12	2	4	16	6	18	10	14	8				
	•										0	2
											+2	0
	•	•										
	•	•		•							3	5
											5	7

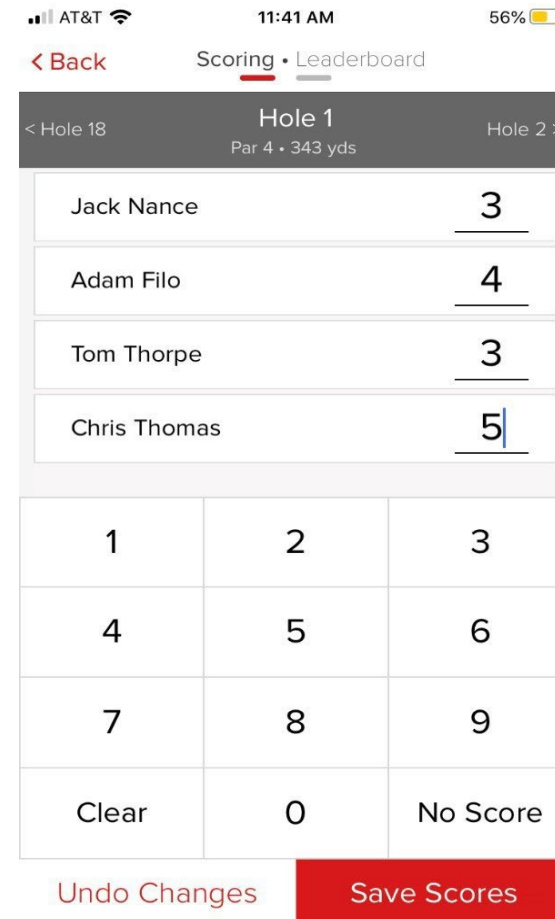
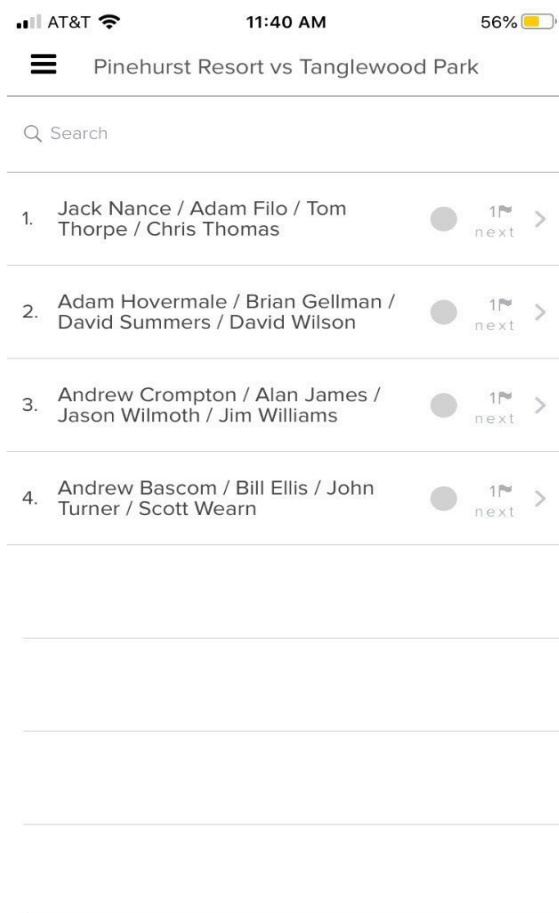
_____ Tanglewood Park Scorecard #1



Carolinan Golf Association Interclub Captain's Portal Guide



4. Once in the app, select enter scores. The GGID is unique to each group and will allow the scorekeeper from each group to enter scores for each player.





Carolinan Golf Association Interclub Captain's Portal Guide



5. To view the Leaderboard on the **MOBILE APP**, select "Leaderboard" at the top of the screen. To switch back to entering scores, select "Scoring"

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	T
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



Carolininas 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 Interclub Website (carolininasgolf.org) - 2024 Pods - Click on the appropriate league standings link

Meeting on Friday... will

cgainterclub.golfgenius.com/pages/9109032466848449811

Meeting on Friday... will

CAROLININAS INTERCLUB PROGRAM

FAQ & Pod Info Captain Management Captain Information 2023 Interclub Seasons

Registration for the 2023 Carolininas Interclub season is now **OPEN** and closes **March 3rd at 11:59 PM**. Click **REGISTER** below to register your team(s). You will be redirected to the registration page. **PLEASE REVIEW THE CLUB & CAPTAIN REQUIREMENTS/RESPONSIBILITIES PAGE BEFORE SUBMITTING AN ENTRY! PLEASE READ THE INSTRUCTIONS ON THE ENTRY PAGE CAREFULLY BEFORE YOU FILL OUT THE ENTRY FORM!**

NEW FOR 2023 - SUPER SENIOR DIVISION (65+); 8 VS 8 NET FOUR-BALL MATCH PLAY

Please visit the [Captain Management tab](#) for a list of clubs interested in the Super Senior Division

REGISTER

The Carolininas Interclub Program includes a Regular Division (18+), a Senior Division (55+) & a Super Senior Division (65+). The "Final-Four" of each Division is hosted by the CGA to crown Interclub Champions. The Carolininas Interclub Matches are a Carolininas-wide competition between clubs. Last year over 230 clubs competed!

Matches are played using a Net Four-Ball format. Teams are 8 players (4 sides) in each match.

There is a \$300 per team entry fee for Interclub; there are no greens fees for matches. The most you will pay will be a cart fee. Interclub allows players of a variety of skill levels to get together with friends and enjoy a fun and challenging competition at different courses around the Carolininas for a minimal cost.

[Click here to view Interclub FAQs.](#)

HELP



Carolinan Golf Association Interclub Captain's Portal Guide



2. You can navigate to the standings of other pods; see the schedule of upcoming matches; and analytics of players in each pod

Carolinan Interclub
Conducted by the Carolinas Golf Association

Home Team Matches Pods

Pod rA					
	Win	Loss	Tie	Pod Points	Match Points
Hasentree Club	4	2	0	8	246.5
The Governors Club (NC)	4	2	0	8	265.5
Crossdale	2	3	1	5	231
North Ridge CC	1	4	1	3	217

Pod rB					
	Win	Loss	Tie	Pod Points	Match Points
Pinehurst CC	4	2	0	8	244.5
Hope Valley CC	4	2	0	8	246.5
MacGregor Downs	3	3	0	6	240
Duke University	1	5	0	2	229

Pod rC					
	Win	Loss	Tie	Pod Points	Match Points
The Club at 12 Oaks	4	2	0	8	252.5
UNC Finley	4	2	0	8	252
Bentwinds	2	4	0	4	246.5
Lonnie Poole G.C. @ N.C.S.U.	2	4	0	4	209

Pod rD					
	Win	Loss	Tie	Pod Points	Match Points
Pinehurst Signature	5	1	0	10	267.5
Highland CC	4	2	0	8	254
Chapel Hill CC	2	2	2	6	227.5
Pine Needles & Mid Pines	2	3	1	5	237.5