Click on the link in the email from Golf Genius to get to this screen.

In the upper right-hand corner click the gears symbol.
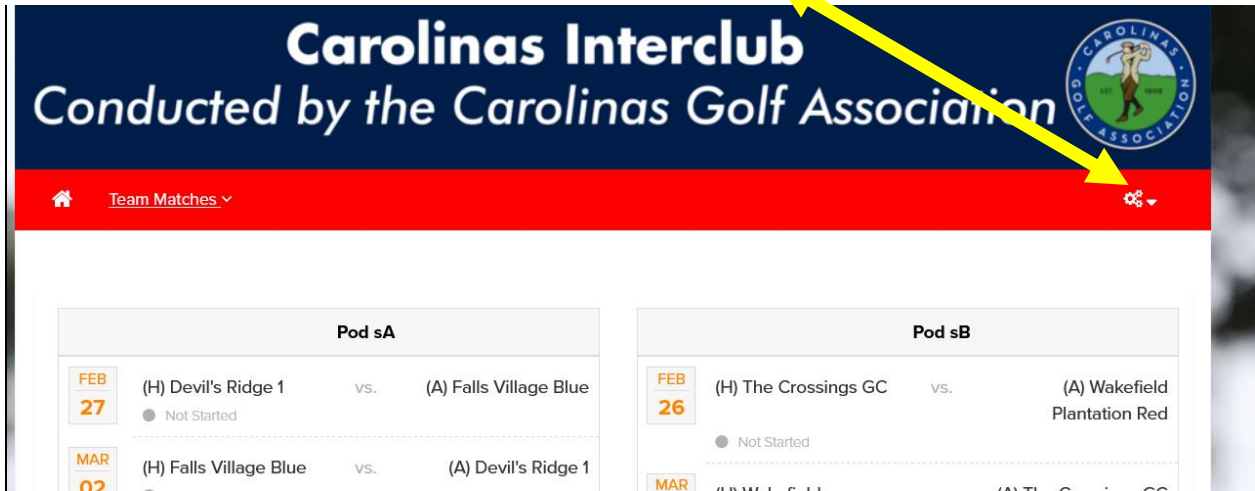
Then Click **Customer Center**
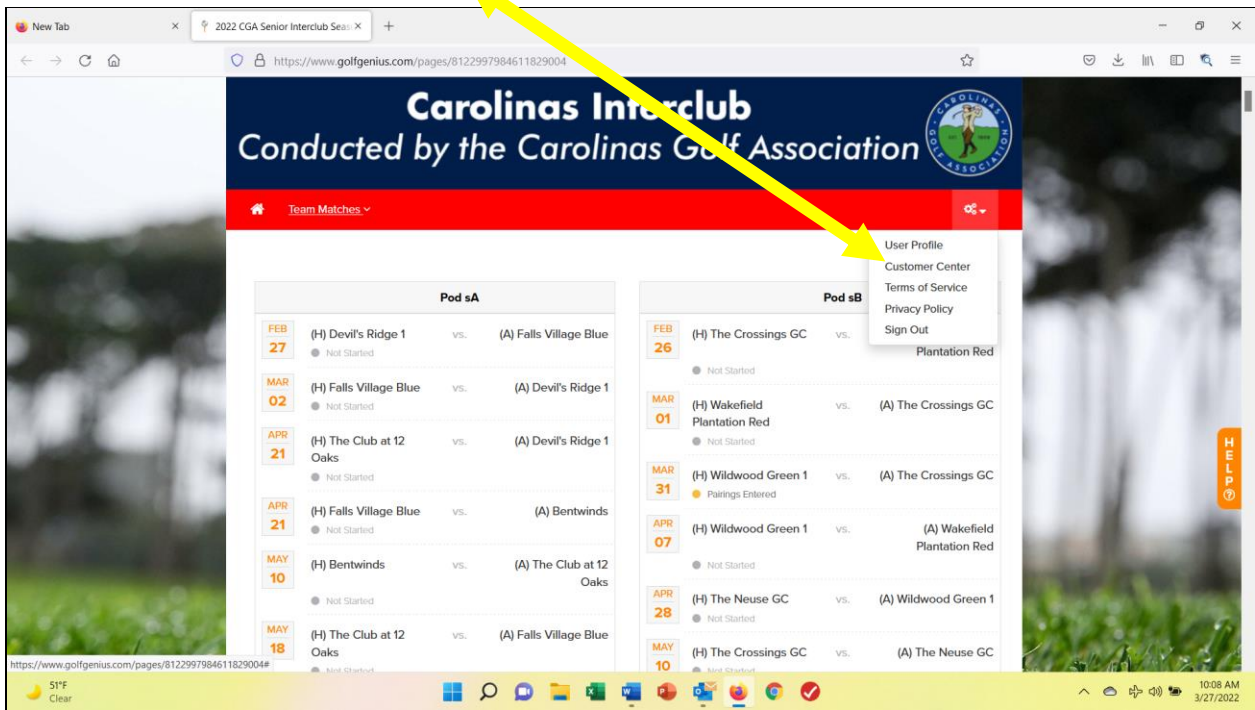
Golf Genius
ASSOCIATION

My a

CGA Interclub   Events, Leagues & Trips

Search...

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

Name	🗓 Start Date	👥 Golfers	Actions
2022 CGA Senior Interclub Season : 2022 CGA Senior Interclub Season Pod sB2	Mar 30, 2022	59 confirmed	Go to Event

Click the Link to your Pod #

Golf Genius :: 2022 CGA Regular ✕   +

https://www.golfgenius.com/leagues/8262744608778257639

Golf Genius
ASSOCIATION

☰ TEAM CAPTAIN MENU ◀

Click Team Captain Menu

Customer Center • My account ▼
System Status: Normal ●

CGA Interclub   2022 CGA Regular Interclub Season   2022 CGA Regular 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.

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62°F
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10:47 AM
3/16/2022

NOTE: EVERYTHING You Do to PREPARE for a MATCH STARTS with this 3 Column SCREEN.

Column A *-SELECT A ROUND-*   **Column B** *-PAIRINGS & SCORING-*   **Column C** *-PROFILE & REPORTING-*
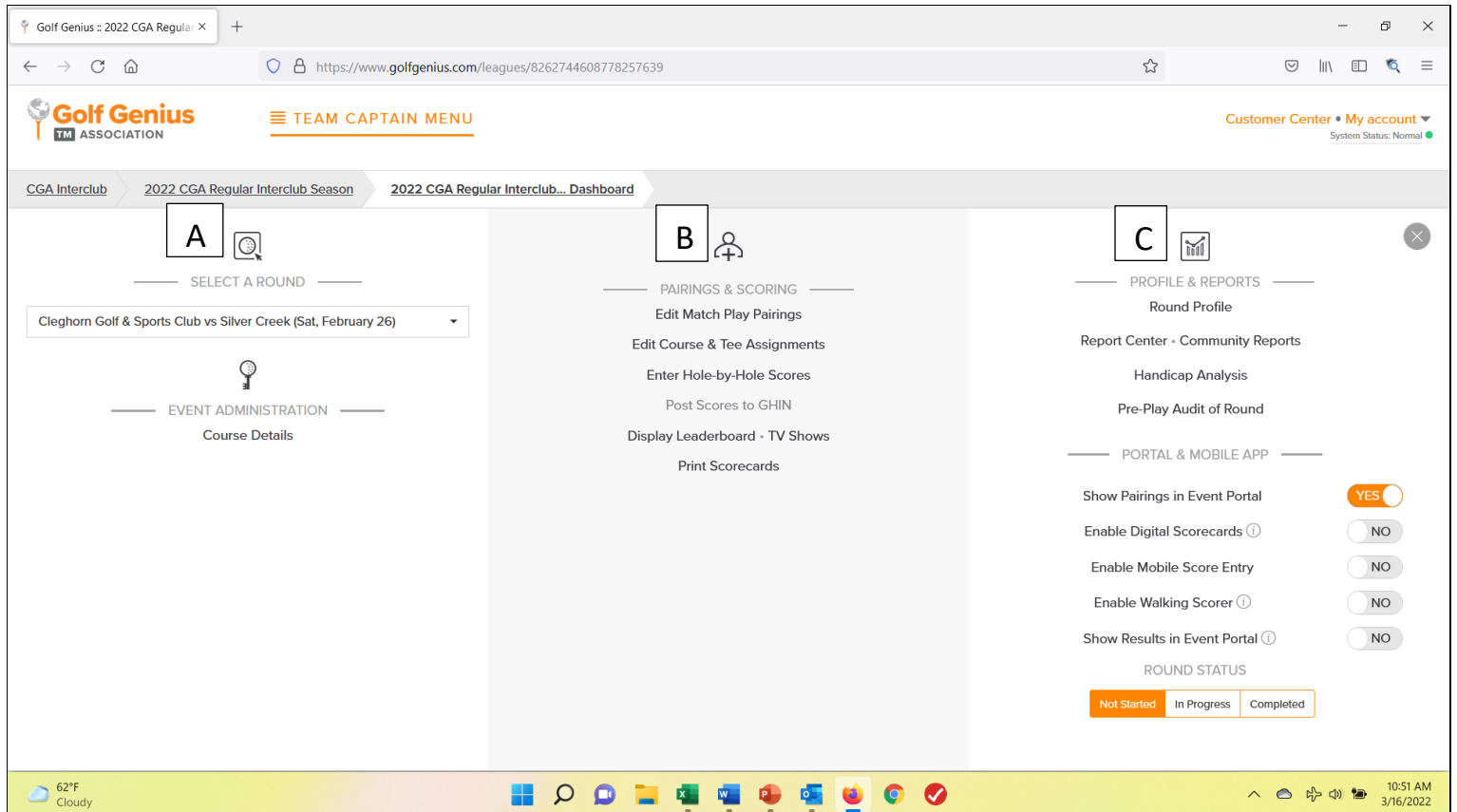
NOTE: Start with this 3-column screen to complete the following tasks.
Step by step instructions continue on page 4.
Steps 1 and 2 should be the first thing you do when you get your GG link.

1. **To Set a Team Roster:** [Click: EDIT MATCH PLAY PAIRINGS – *column 2*]
2. **To set Match Dates:** [Click: Round Profile *column 3*]
3. **To Set a Match Roster + Set Course & Tees:** [Click: EDIT MATCH PLAY PAIRINGS *column 2*]
4. **To Print Scorecards, Pairings Sheet, Cart Signs:** [Click: REPORT CENTER *column 3*]
5. **To Key in Hole-by-Hole scores:** [Click: ENTER Hole-by-Hole SCORES *column 2*]
6. **To Submit Match Results & Scores** [Click: EDIT MATCH PLAY PAIRINGS *column 2*]
   o **Remember to select Competition Scores before Posting To GHIN**

To start any task, make sure you have the correct match using the drop-down box in:
[-SELECT A ROUND – *column A*]

1. **To Set a Team Roster start by clicking: EDIT MATCH PLAY PAIRINGS – *column 2***
   a. Make sure you are on any Match (column 1) with your Team involved.
   b. Then click on your Team.

Click **on your Club/Team Name**

Click **Add New Player**
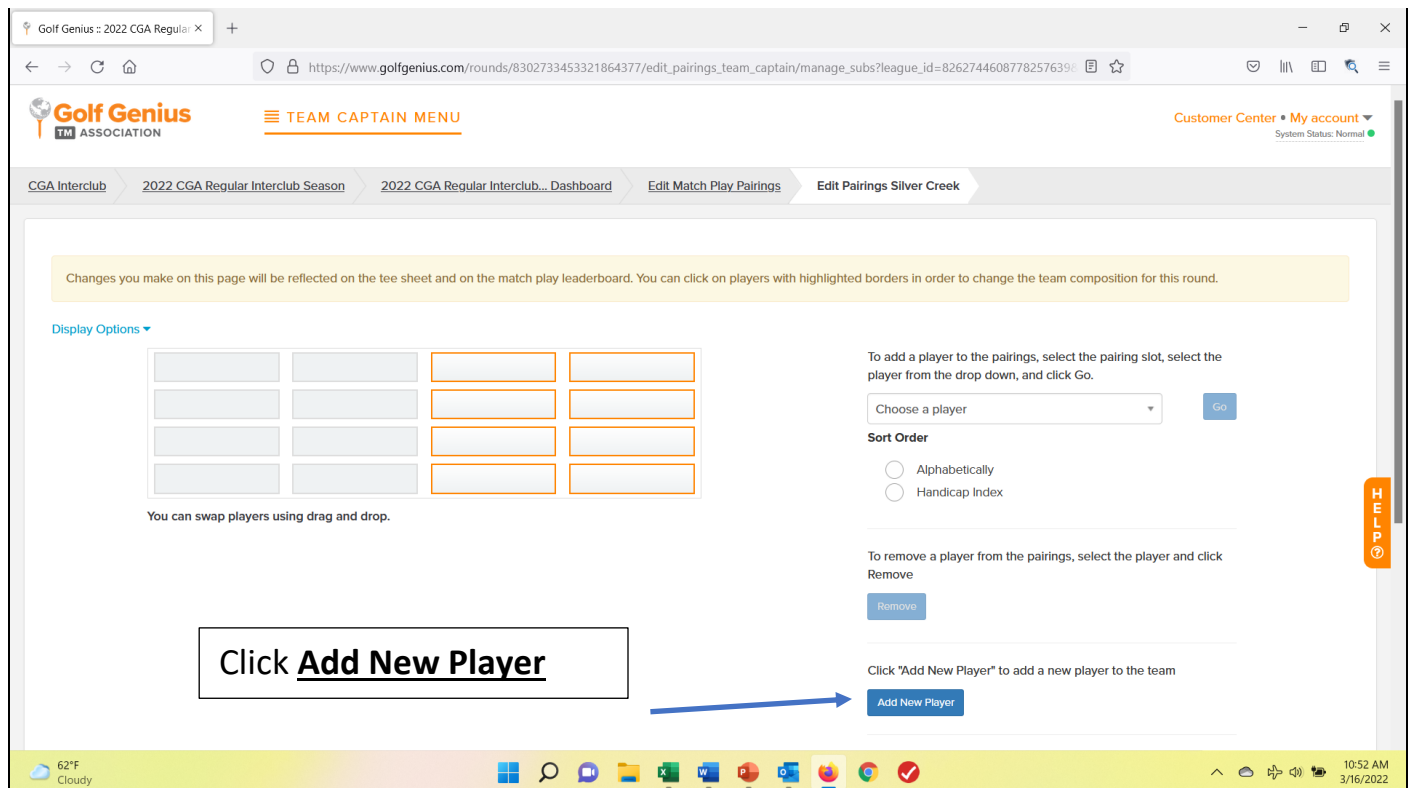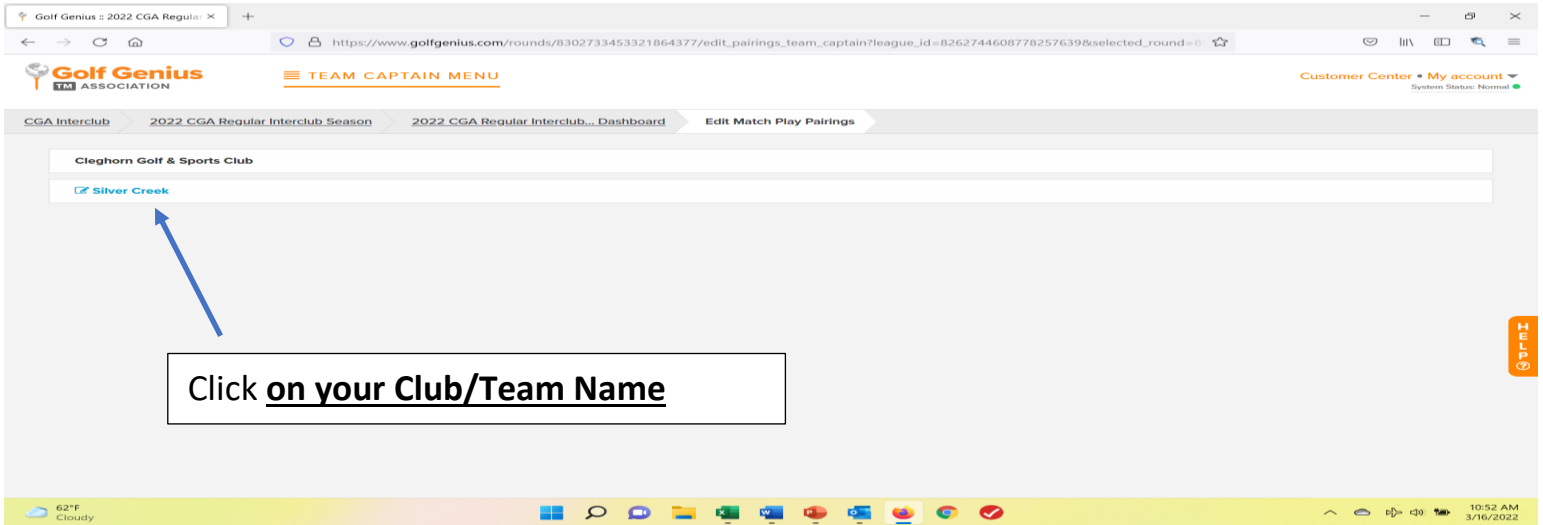
a. Select **Search by Last Name and First Name,** and fill in names.

b. Click **Search**.   When name appears click **Done.**

Click **Save Team Changes** after each player and repeat **ADD NEW PLAYER**. Repeat until you have all members of your team. You can always come back later to add others.

2. To set Match Dates:

    a) **Make sure the correct match is listed in** *column 1.* *NOTE: The Home Team is always listed first.*   **[Then Click: Round Profile in** *column 3***]**

3. **To Set a Match Roster + Course & Tees, click**: EDIT MATCH PLAY PAIRINGS – *column 2*
   a. Make sure you are on the correct Match (column 1).
   b. Click Edit Match Play Pairings
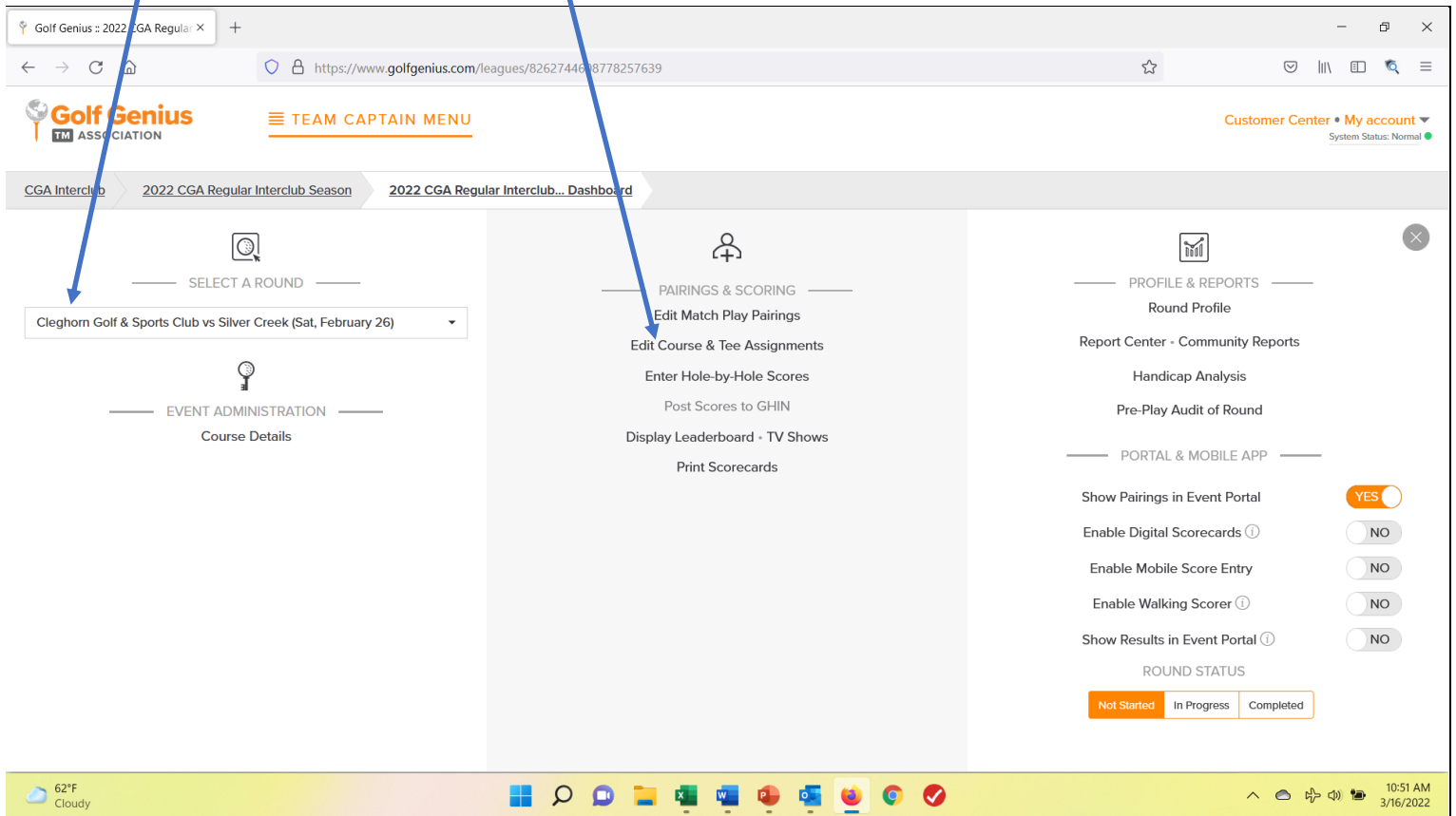
   c. Then click on your Team.
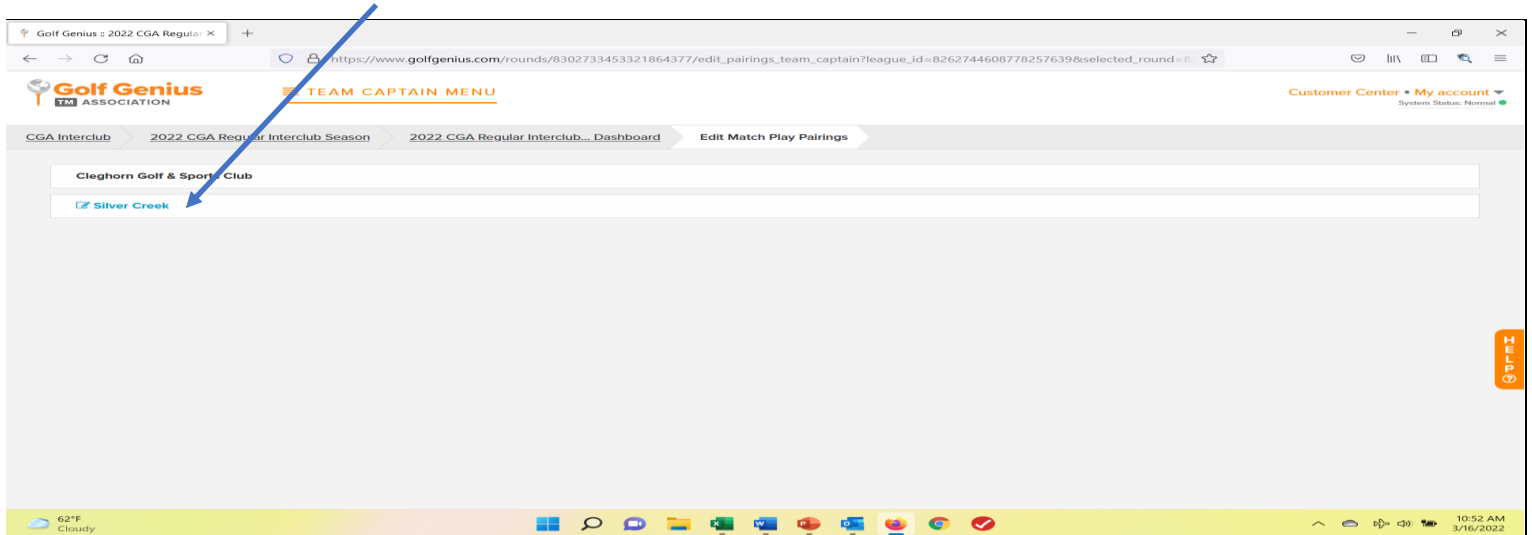
d. Click on "Choose a Player"
e. Select a player and Drag & Drop to one of the highlighted boxes.
f. Repeat 8 times.
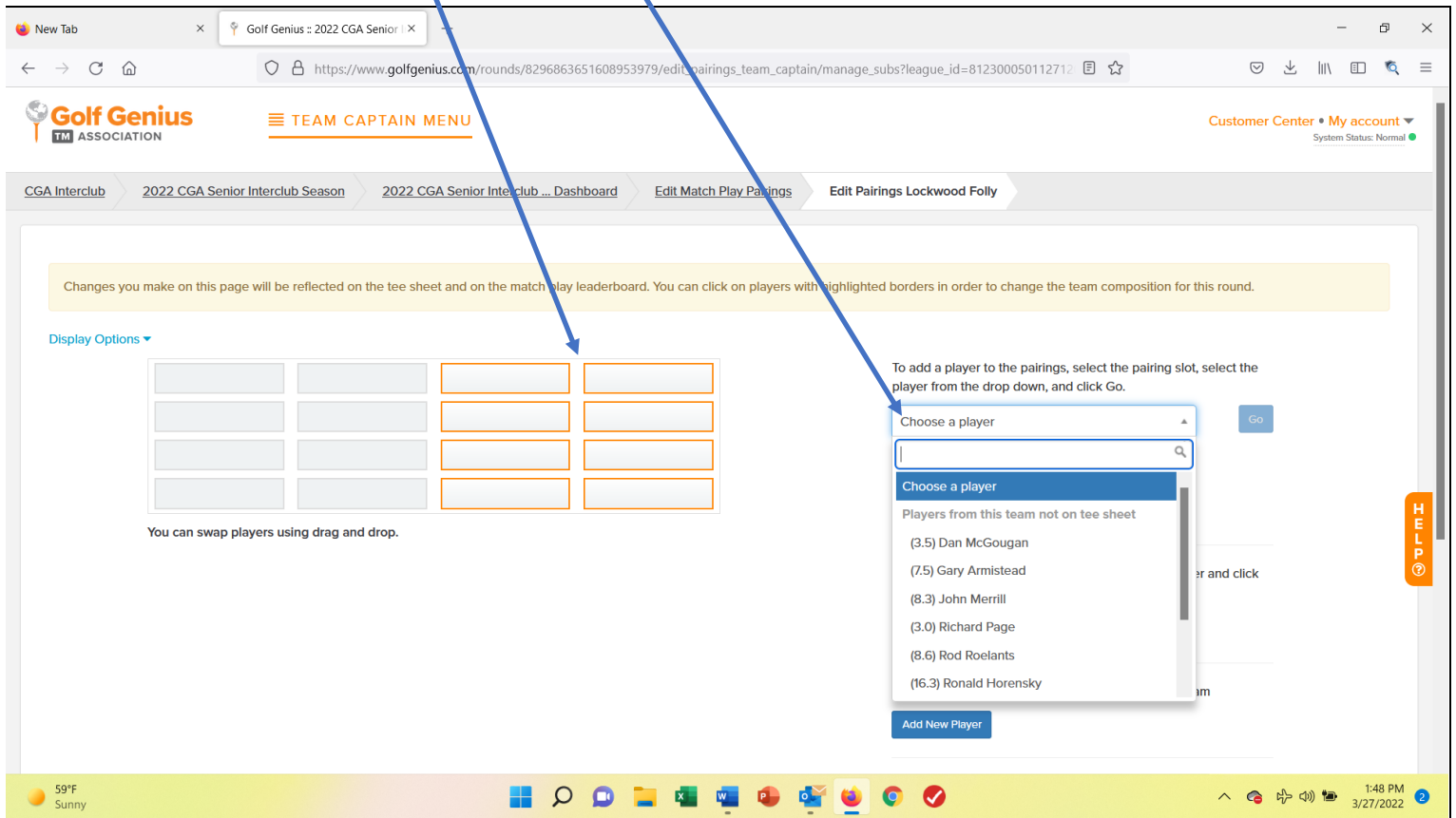
g. To assign: Course & Tees and Set Tee Time
    i. Go to 2nd column and click on **EDIT COURSE & TEE ASSIGNMENTS**
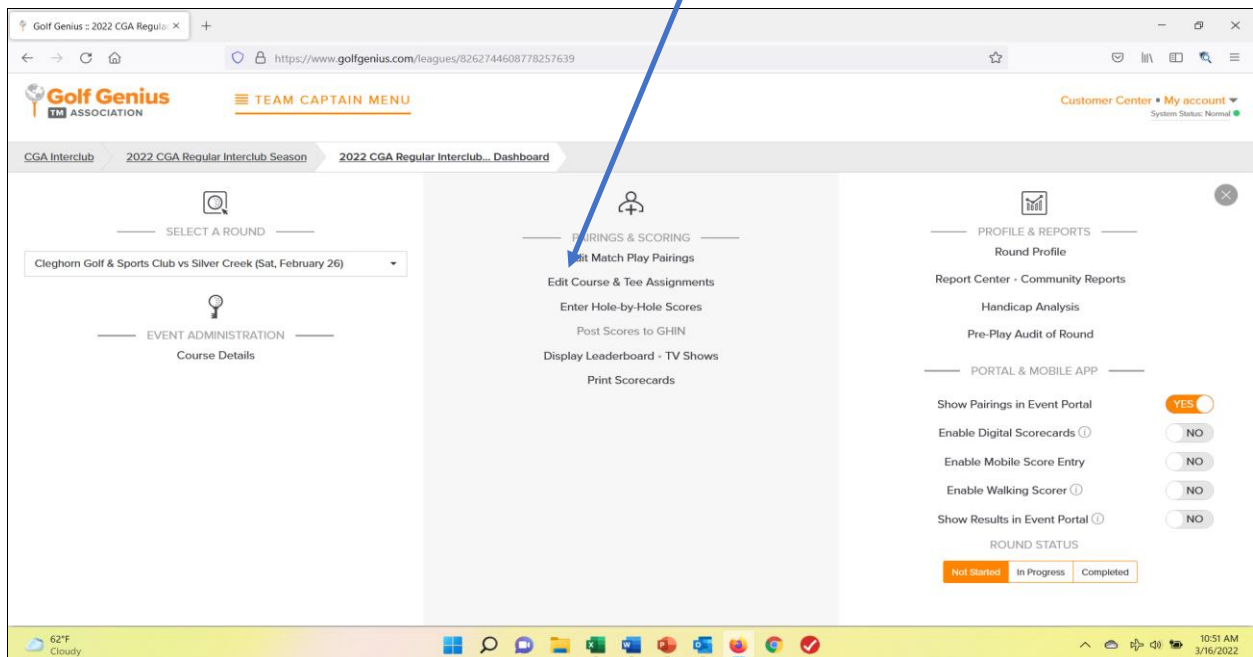
ii. click on **SET TEE TIME & SET COURSE & TEE** and follow **instructions at the bottom of those screens. DON'T FORGET TO HIT SAVE!**

4. **To Print Scorecards, Pairings Sheet, Cart Signs, etc.: [Click: REPORT CENTER *column 3*]**

Select: ⭐ **Interclub**

Click the report you want to Print then Click the "NEXT" or "PRINT ANYWAY" button that appears. Your Pro-Shop should be able to help with Scorecard paper.

Click "DOWNLOAD PDF" and Open to Print.

5. To Key in Hole-by-Hole scores: [Click: ENTER Hole-by-Hole SCORES *column 2*]

Select a group and enter Hole-by Hole (gross) scores. Verify with each player before posting.

Click Done Entering Scores when all 18 holes are in for all 16 players.

Click "Post Scores to GHIN"

Remember to select "COMPETITION" in the drop-down SCORE TYPE

6. Submit Match Results: [Click: COMPLETED in the bottom right corner]

YOU ARE DONE!