Carolinas Golf Association
Interclub Captain's Portal Guide

2025 CGA Interclub

Golf Genius Instruction Manual

Table of Contents

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.

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!!**

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**.

3. Select the drop-down under "season" to make sure you are in either 'ALL' seasons or 2025 Interclub Season (Current). If you are in one (i.e. ALL) and don't see your Pod, change the season in the drop-down

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

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.

TM Association

☰ 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 ⑦

8

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!

2. Select your Team.

3. Select "Add New Player" to add someone from your club to your roster. If a player won't display, please email hogan.may@carolinasgolf.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 ⓘ   Handicap Index ▾

Apply

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

You can swap players using drag and drop.

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

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"

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 ⓘ

Handicap Index ⌄

Handicap Index
~~Course Handicap~~

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

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

14

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.

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 ▲

| 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 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

16

9. When you are finished, Make sure you select "Save Team Changes" or else your pairings will not be saved!!!
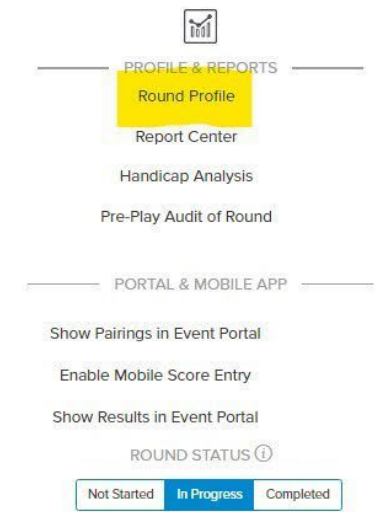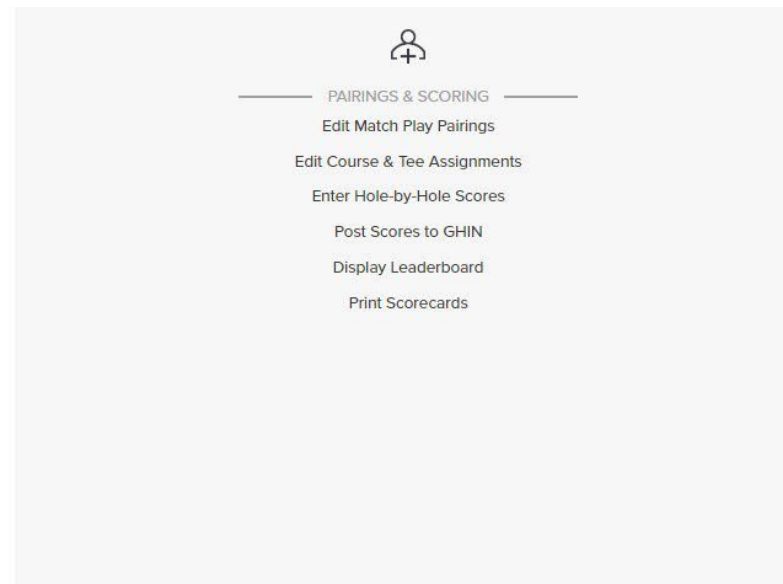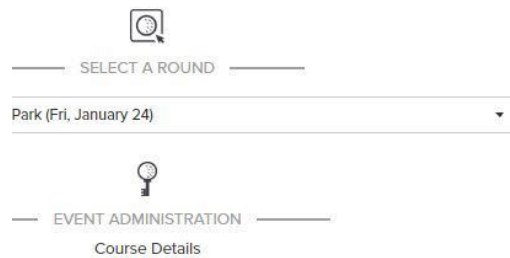
Setting Up the Match

*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)

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

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!

20

Carolinas Golf Association Interclub Captain's Portal Guide

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"

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.

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

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 Ratledge	00:00 AM 1 A Pinehurst No. 5 - White

SET TEE TIME   SET SHOTGUN   SET COURSE & TEE

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

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.

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.

25
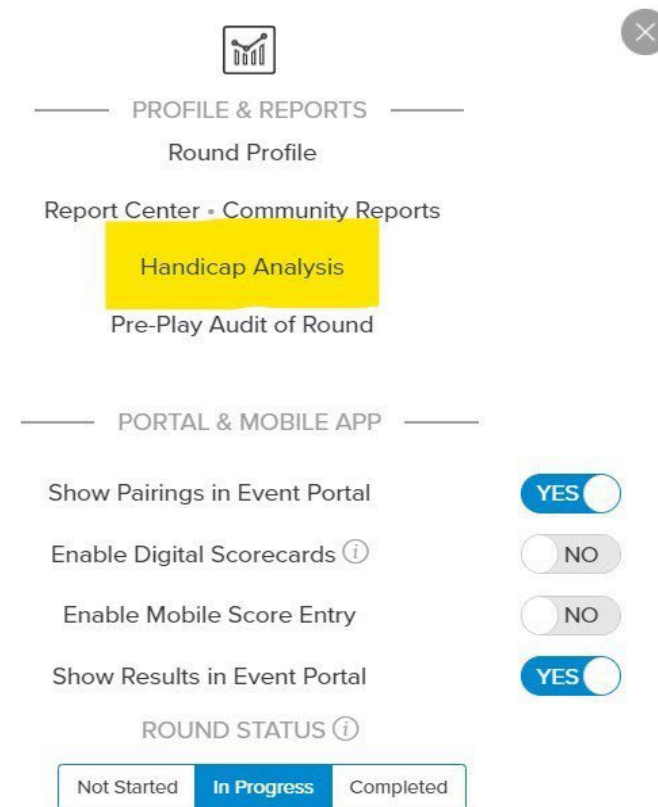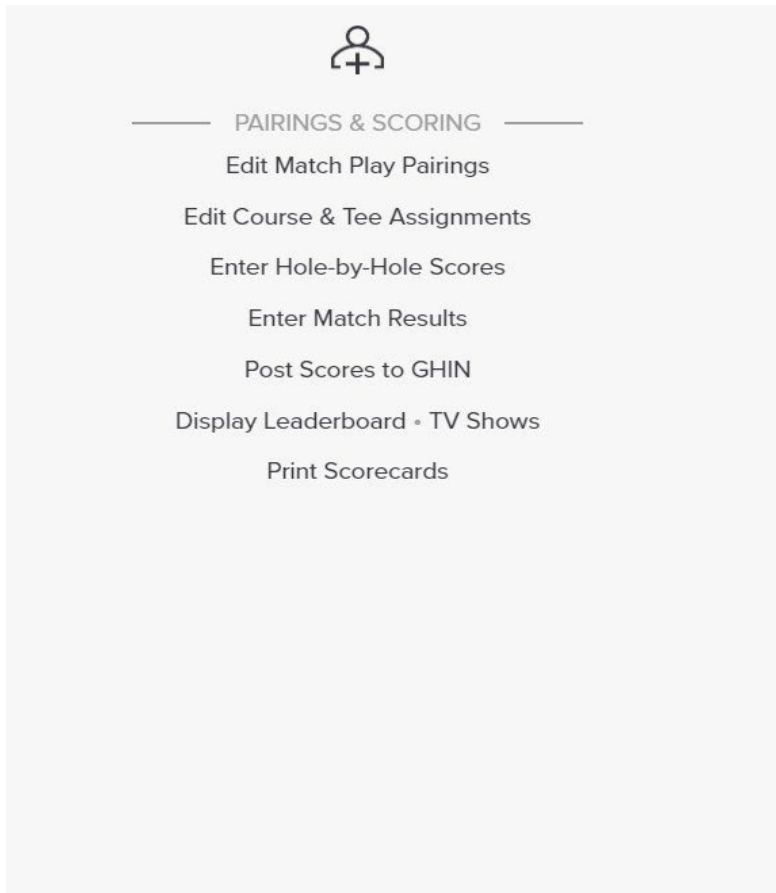
2. Click the name of the player being adjusted.

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 Parisher	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.**

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 **index * 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

Fourball Matches 18 Holes

Playing Handicap for Karl Lawall:

4.0

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

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.
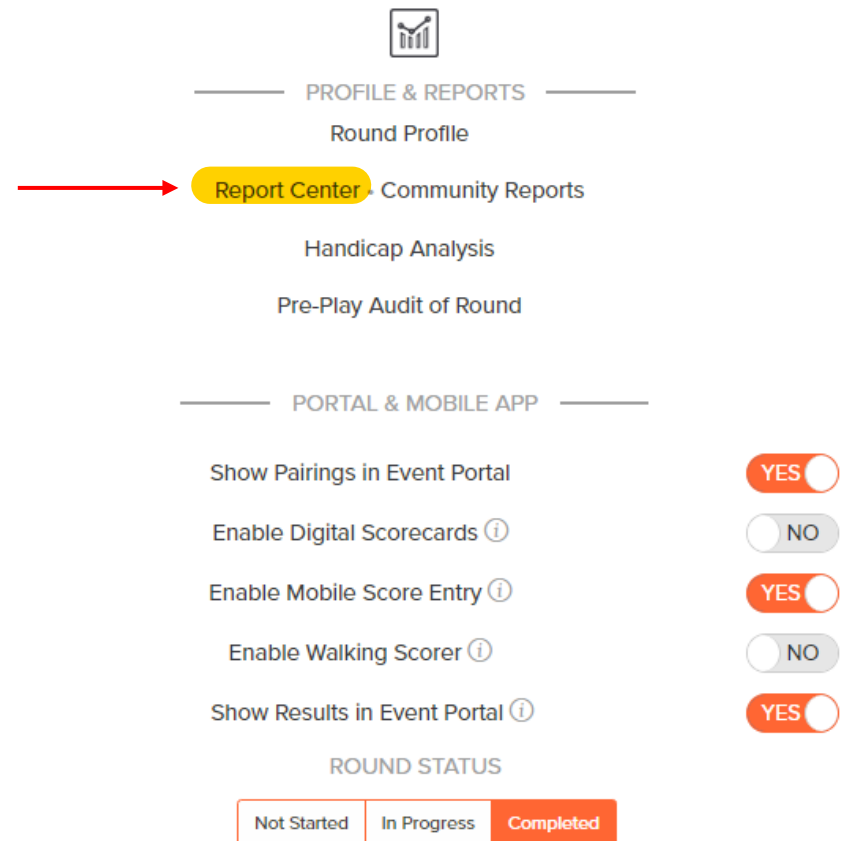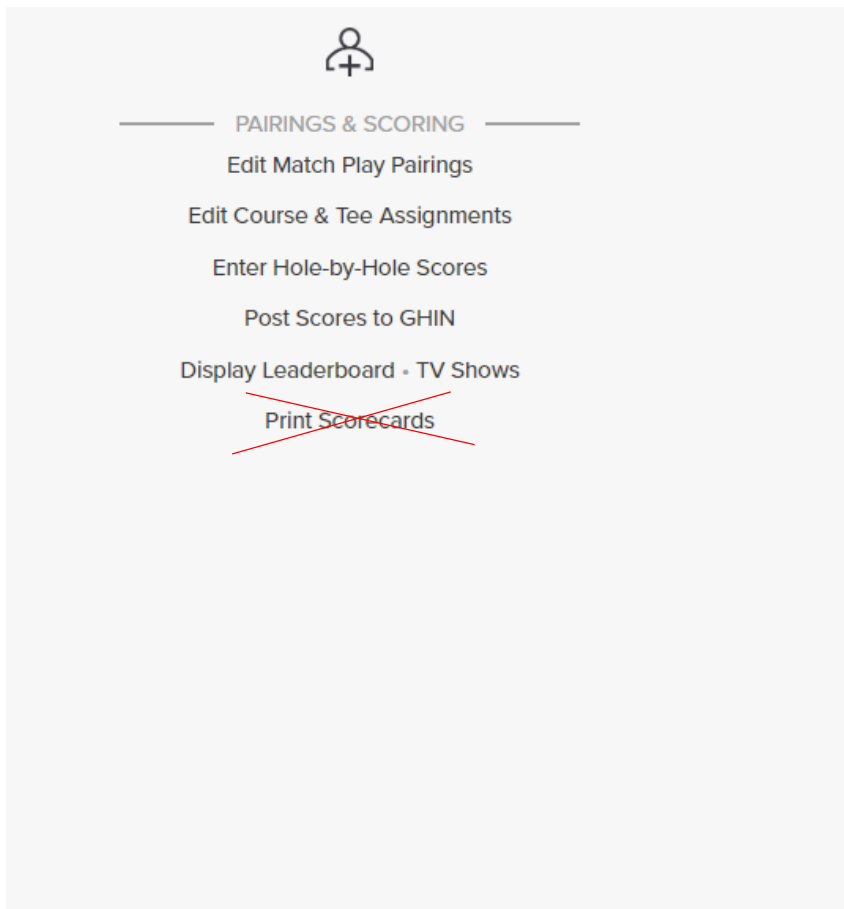
2. Once in the "Report Center" select the Interclub folder

*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.

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.

4. Ensure the drop-down window says "Fourball Matches 18 Holes" and then click "Save" when this pop-up appears
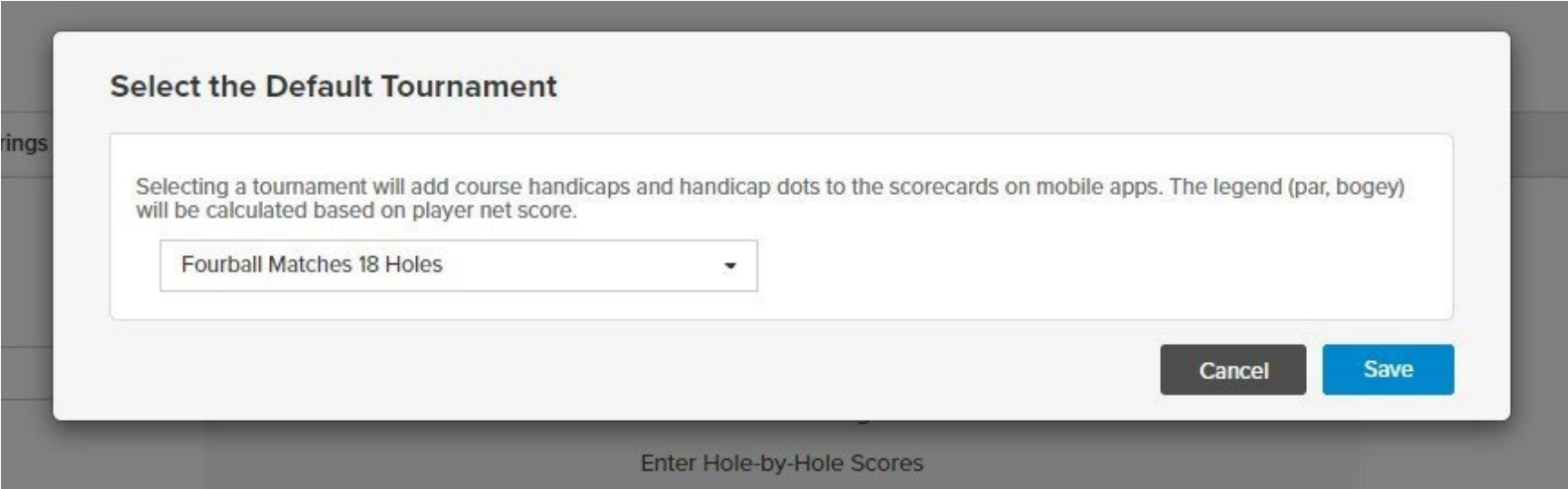
Carolinas Golf Association
Interclub Captain's Portal Guide

5. Click "Print PDF" and print your scorecards

*Note - Print 2 scorecards *per* foursome

Ex:

2020 Interclub Captains Test : Region 1 Pod 1

Starting Time: 8:00 AM   Starting Hole: 1

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

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

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

2020 Interclub Captains Test : Region 1 Pod 1

Starting Time: 8:10 AM   Starting Hole: 1

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

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

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

Entering Scores

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

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

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."

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

5. If you would like to view the leaderboard from the match, select "Display Leaderboard" in the MIDDLE column of the Team Captain Menu.

6. Select "Fourball Matches 18 Holes"

7. View Leaderboard

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

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

8. Lastly, 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!

Carolinas 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

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"

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

Live Scoring

1. If you wish to enable live scoring for your match, click on the slider next to "Enable Mobile Score Entry" from "NO" to "YES" in the **RIGHT** column of the Team Captain Menu. Live Scoring is *HIGHLY* recommended

PROFILE & REPORTS

Round Profile

Report Center · Community Reports

Handicap Analysis

Pre-Play Audit of Round

PORTAL & MOBILE APP

Show Pairings in Event Portal   YES

Enable Digital Scorecards ⓘ   NO

Enable Mobile Score Entry ⓘ   YES ←

Enable Walking Scorer ⓘ   NO

Show Results in Event Portal ⓘ   YES

ROUND STATUS

| Not Started | In Progress | Completed |

43

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.

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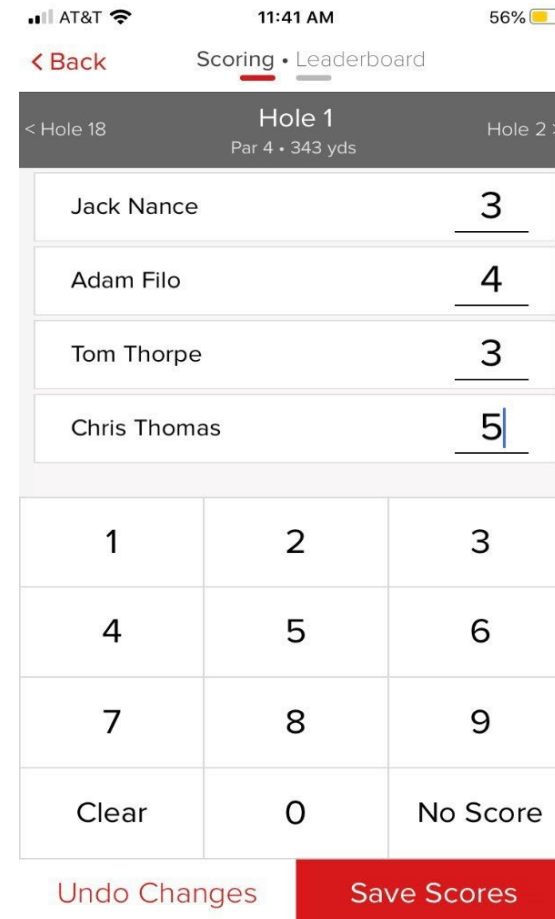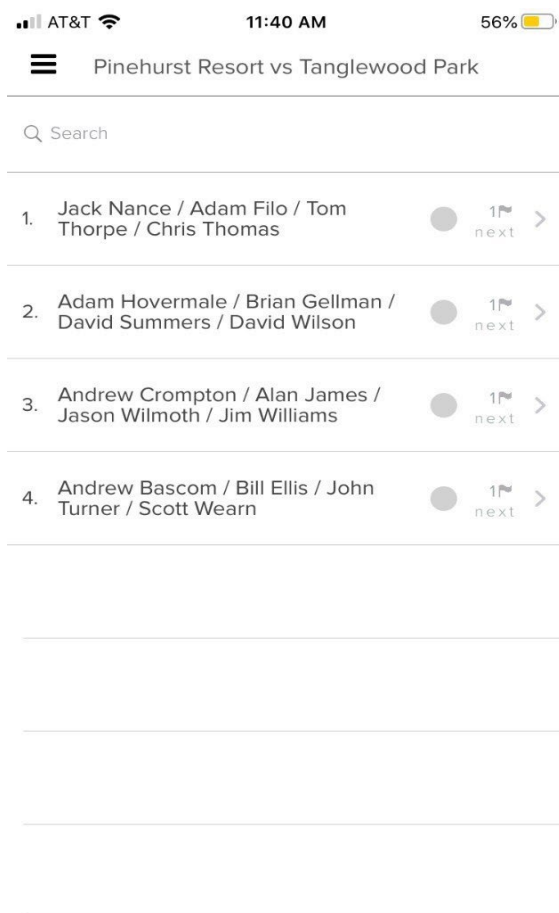
5. To view the Leaderboard on the **MOBILE APP**, select "Leaderboard" at the top of the screen. To switch back to entering scores, select "Scoring"

Viewing the Standings

1. If you would like to view the standings for your pod, go to the Interclub Website (carolinasgolf.org) - 2025 Pods - Click on the appropriate Division standings link

47

Carolinas 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