

Carolinas Interclub Tournament Set-up for TPP

We have put together some basic step-by-step procedures for producing the scorecards, pairing sheets, and other miscellaneous reports necessary to set up a CGA Interclub match between two clubs. Throughout these instructions menu selections and button selections are shown in **[brackets]**.

Step 1 – Set up TPP BASIC TOURNAMENT INFORMATION

The screenshot shows a 'Basic Setup' dialog box with the following fields and options:

- General Tournament Information**
 - Name: Interclub Match 7-14
 - Sponsor: [Empty]
 - Description: Raintree CC versus River Run CC
 - Entry Fee (Am): \$0.00
 - Entry Fee (Pro): \$0.00
- Gender: Men
- Scoring Type: Gross and Net
- Host: [Empty]
- Number of Rounds: 2

	Date Begin	Date End	Holes	Round Type	Round Detail	Men's Course
1	7/14/2013	7/14/2013	18	Stroke	Gross/Net	Neshanic Valley Golf Course - Ridge/Lakes Courses - Black
2	7/14/2013	7/14/2013	18	Stroke	Gross/Net	Neshanic Valley Golf Course - Ridge/Lakes Courses - Black

Buttons: Next, Cancel

Click on **[Tournament][Create New Tournament]**

See screen above as an example. Fill in the following options:

Name: Name your tournament

Gender: Men

Scoring Type: Gross & Net

Description: [Optional] Add a description of your choice

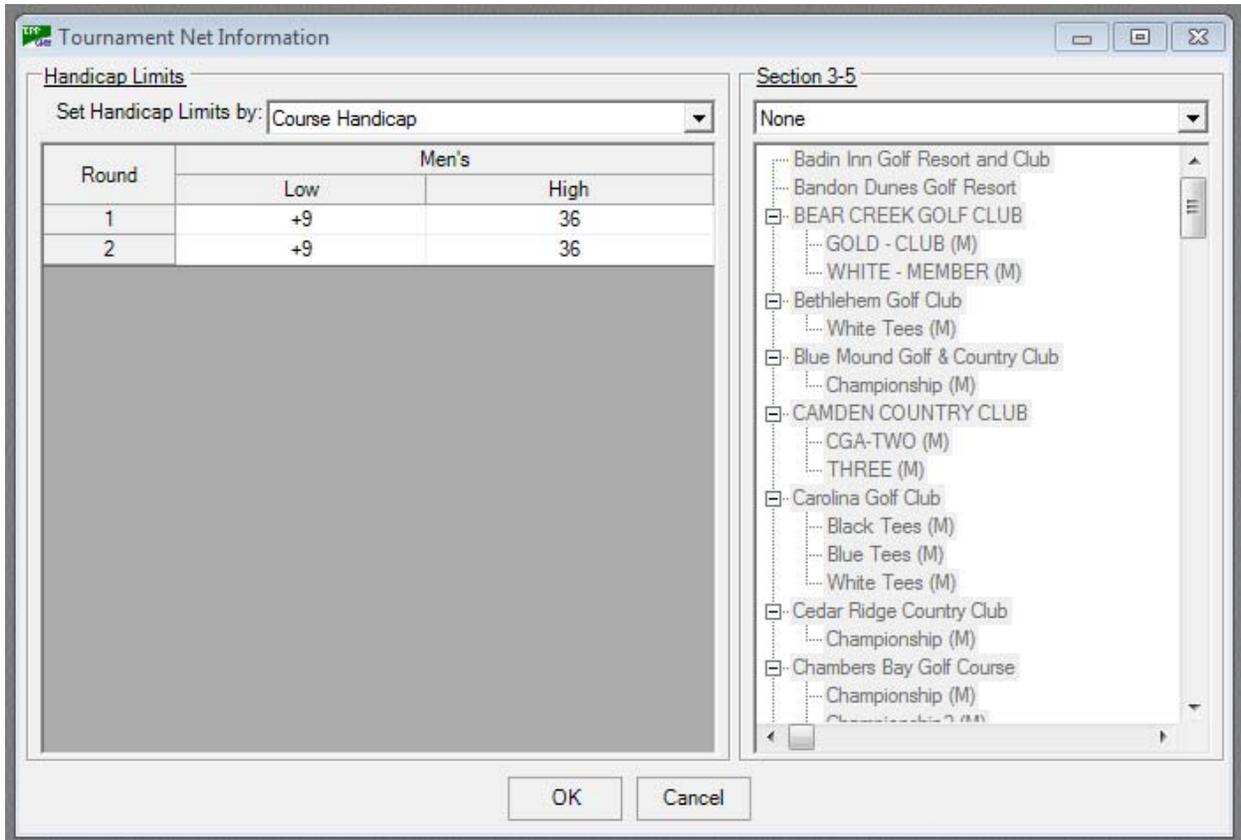
Number of Rounds: 2

Both rounds are set up the same on this page:

1. **Date** = Date of Match
2. **Holes** = 18
3. **Round Type** = Stroke
4. **Round Detail** = Gross/Net
5. **Men's Course** = The tee box on the course where the match is scheduled to be played (in the case above I have chosen Neshanic Valley's Ridges/Lakes Course and the Black tees)

Click [Next]

The options on this screen can remain at their default values.



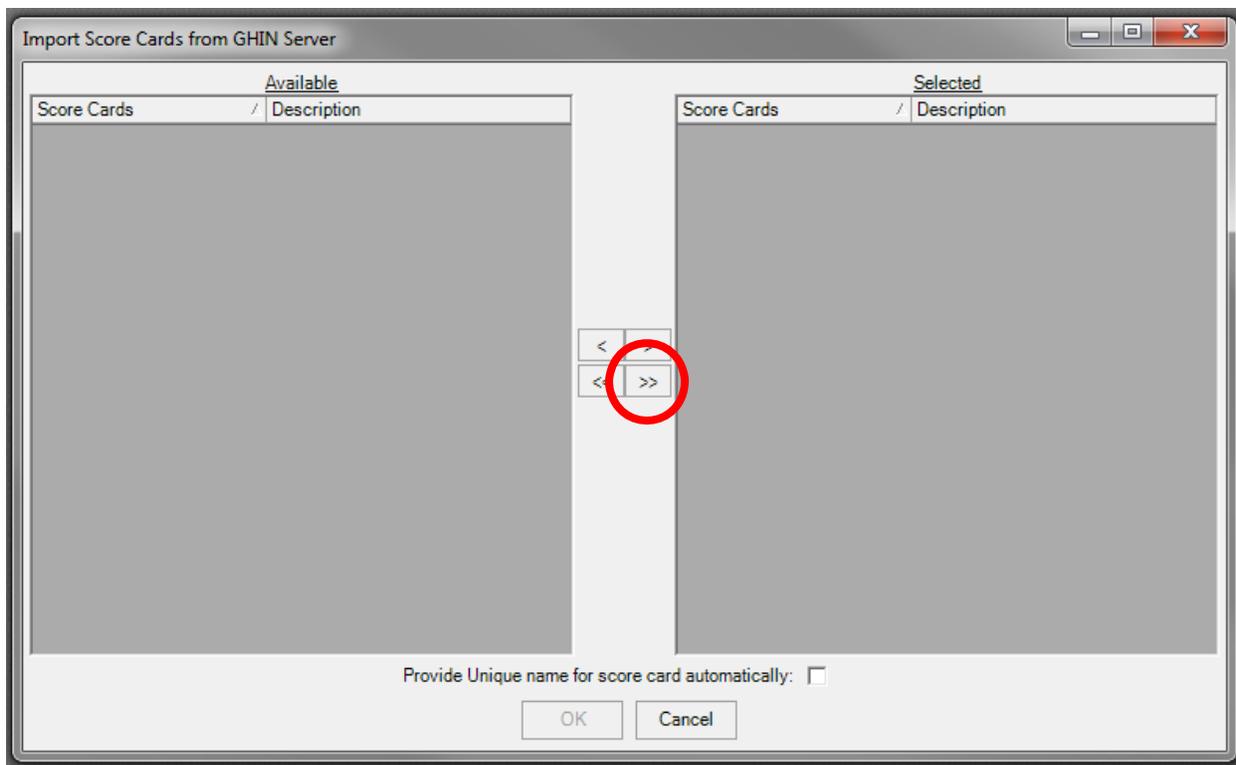
Click [OK]

Step 1A – Download Interclub Scorecards and Reports

Now that we have a tournament established we can download custom scorecards and reports specifically designed for use with CGA Interclub Matches. **This step only needs to be completed the FIRST time you are running an Interclub Match.** After that, the scorecards and reports will be available for future matches without having to download them again.

Scorecards

Click on [Score Cards] [Import from GHIN Server]



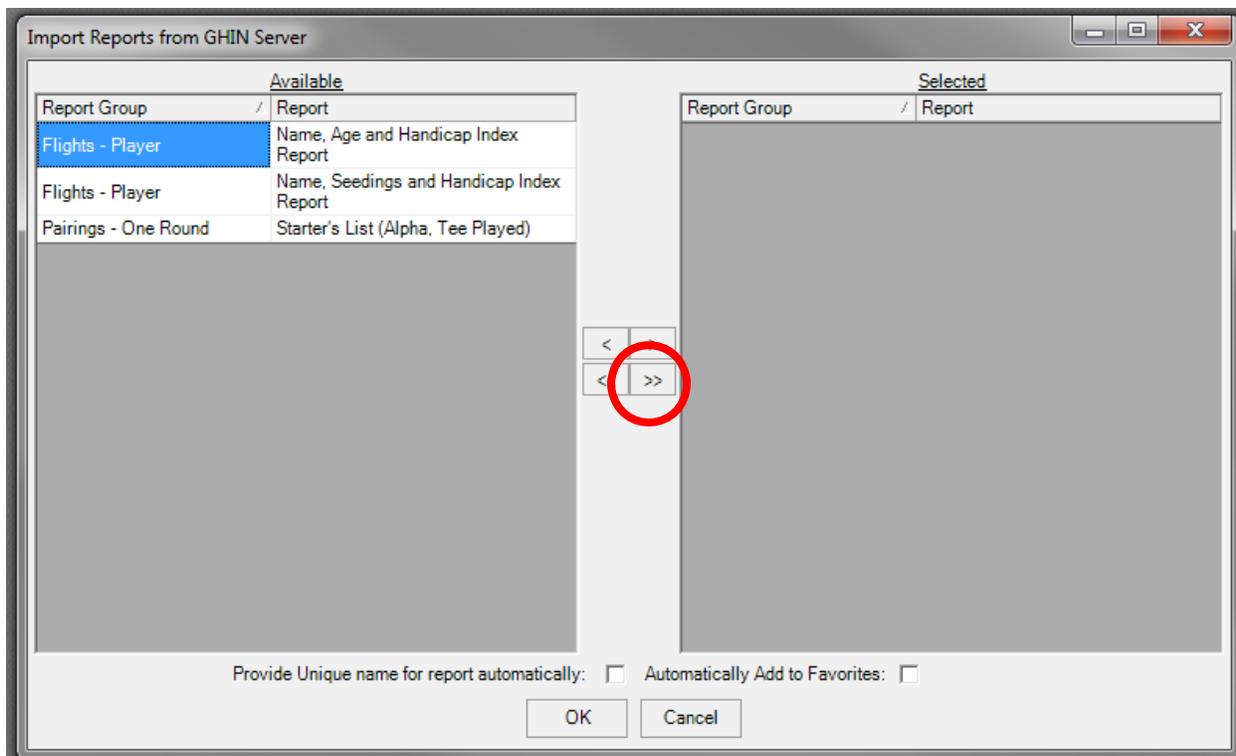
There should be two cards related to Interclub play listed on the left side of this window (see above). They are called: **Carolinas Interclub Individual Match Card** and **Carolinas Interclub Team Match Card**. There is no harm in downloading all of the scorecards listed in the left side. (These represent a variety of scorecards our staff as well as other clubs have designed and are willing to share with others.) Therefore, you can move them all to the Selected Window by clicking on the double arrow button shown above. Next – click on the checkbox next to “Provide Unique name...” and then

Click **[OK]**

The scorecards will now download into your TPP database.

Reports

Click on **[Reports]** **[Import from GHIN Server]**



There should be four reports related to Interclub play listed on the left side of this window (see above). They are called: **Carolinas Interclub Pairings and Matches, Carolinas Interclub Cart Signs, Carolinas Interclub Scoreboard – Legal, and Carolinas Interclub Scoreboard - Letter**. There is no harm in downloading all of the reports listed in the left side. (These represent a variety of reports our staff as well as other clubs have designed and are willing to share with others.) Therefore, you can move them all to the Selected Window by clicking on the double arrow button shown above. Next – click on the checkbox next to “Provide Unique name...” and then

Click [**OK**]

The reports will now download into your TPP database.

* *For a helpful hint on how to help organize these reports see the Tips Section at the end of these Interclub Set-up Instructions.*

Step 2 – Enter players into tournament

Retrieving Team Rosters

- A. If you don't already have the teams' rosters and their GHIN numbers you must first retrieve them from the CGA Interclub website. To do this use your computer's internet browser and go to www.carolinagolf.org and click on [**Tournaments**] [**Interclub**]

- B. Next, click on [Captain's Management Site (TPP)]

Carolinas Golf Association
Serving Amateur Golf in the Carolinas Since 1909

2013 Carolinas Interclub Championship
Host Site TBA
November 23 - 24, 2013
5/1/2013-9/30/2013
Entry Fee: \$300.00 | Open: 2/3 Close: 3/25

Host Club Information THA	Captain Information Captain's Manual (PDF) Contact CGA Interclub Director	Captain Management Captain's Management Site (TPP)
2013 Interclub Season FORC	Captain's Contact Information Regional Meeting Presentation (PPT)	Captain Instructions (TPP) Selecting Team Roster (PDF)
Teams		Selecting Tees for Matches (PDF)
Regions & Divisions	Entry Information Entry Form/Eligibility (PDF)	Setting Match Roster (PDF)
Schedule & Results		Submitting Match Results (PDF)

- C. Log in with your Interclub User Name and Password
- D. Click on [Select League] Note: the 2013 Carolinas Interclub Championship league should already be highlighted yellow.
- E. Using the **Team:** pull down box – find and select your club's team. (keep in mind some clubs are fielding two teams)
- F. Find the round for the tournament you are setting up and click on [Show Lineup].
- G. The players for each team should be listed in the next window. If either of the Captains have not submitted their player lineups the player names will be blank.
- H. Print out the page using the Print Preview menu option on your browser. The page will print out very nicely at 70% size in a portrait orientation.

Tournament Pairing Program Team Play Module - Mozilla Firefox

Print... Page Setup... Page: 1 of 1 Scale: 70% Portrait Landscape Close

Tournament Pairing Program Team Play Module <https://www.ghtpp.com/carolinagolf/TPPTeamClubPlay/TeamL.in...>

User: admin Logout

Carolinas Golf Association
Serving Amateur Golf in the Carolinas Since 1909

League: 2013 Carolinas Interclub Championship
Home Administration League Regional Divisions Teams Reports

Weekly Lineup

Round Details
Round: Round 4 - Apr 21 - Aug 31, 2013
Away Team: Anderson Creek Golf Club
Course: Stoney Creek GC

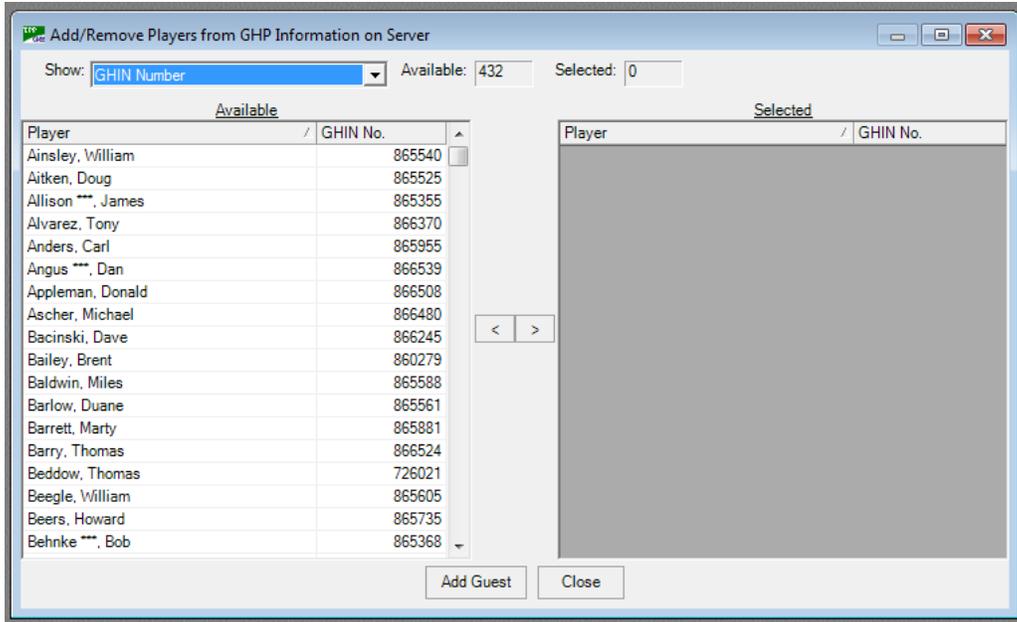
Play Date: May 5, 2013
Home Team: Stoney Creek Golf Club
Tee: Navy Tees (69.8/131)

Anderson Creek Golf Club						Stoney Creek Golf Club					
Pos.	Name	GHIN No.	H.I.	C.H.	Clear	Pos.	Name	GHIN No.	H.I.	C.H.	Clear
1A	Fogarty, Dale	0732900	+1.2	+1	Clear	1A	Napier, Jason	0905265	0.6	1	Clear
1B	Hookaday, Jonathan	0732478	0.4	0	Clear	1B	Ford, Mike	0905416	1.6	2	Clear
2A	Parker, Chris	0732441	2.0	2	Clear	2A	Prisono, Dennis	0905313	1.7	2	Clear
2B	Fall, Ken	0732439	3.8	4	Clear	2B	Hunter, Tyler	0905338	3.3	4	Clear
3A	Cavallett, Mr. Anthony	0732346	6.1	7	Clear	3A	Wishart, Todd	0905377	4.5	6	Clear
3B	Wells, Mr. Frank	1212853	8.0	9	Clear	3B	Helferman, Scott	0905891	5.0	6	Clear
4A	Haddock, Roy	0732233	8.1	9	Clear	4A	Wall, Bill	0905370	8.6	10	Clear
4B	Williams, Walter	0732332	8.7	10	Clear	4B	Crum, Mr. Theodore Lee	0905399	8.7	10	Clear
5A	Thompson, Ric	0732525	9.2	11	Clear	5A	Bleisk, John	0905348	9.1	11	Clear
5B	Royce, Harry	0732371	12.8	15	Clear	5B	Horton, Jay	0905443	9.1	11	Clear
6A	Hunt, David A	0732472	13.4	16	Clear	6A	Whitaker, Mr. Bill	0905369	11.5	13	Clear
6B	Christensen, Mark	1239807	14.3	17	Clear	6B	Sparrow, Brian K.	0905269	12.8	15	Clear

Refresh Handicap Indexes | Submit Roster

Entering Your Team's Players into Tournament

- A. Return to the TPP program and select [Players] [Other Add/Remove Players Options] [Add/Remove Players from Club List]

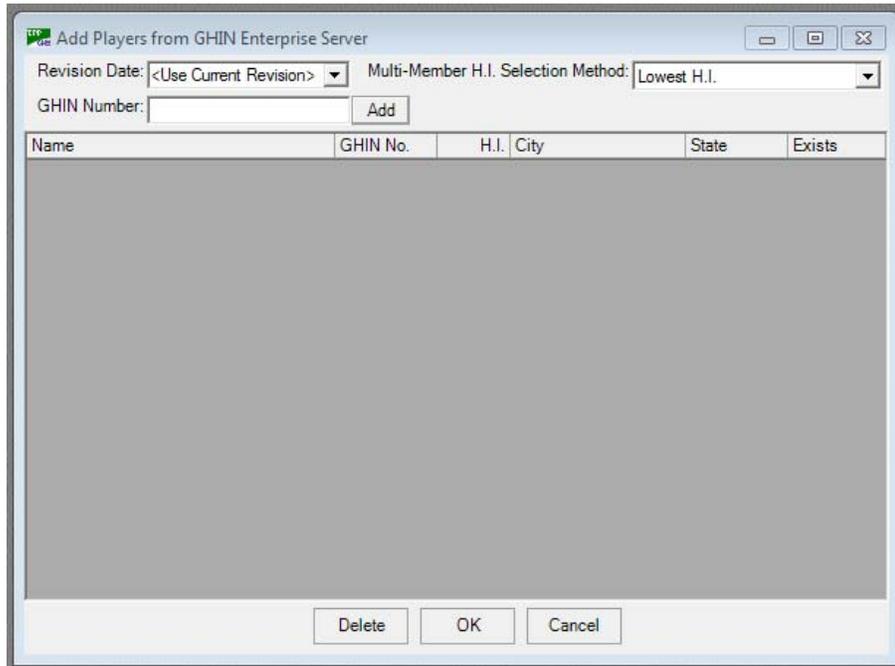


- B. One at a time double click each player on your club's Interclub roster in the order the Captain has submitted the lineup – find player 1A and double click to move him to the *Selected* window; now find player 1B and double click to add him to the *Selected* Window; find player 2A and double click... etc. **Note: It is important to add the players to the Selected window in the proper Captain's order to make team selections and pairing selections easier later on in the process.**
- C. Once all 12 players from your club team have been moved to the right hand window – click [Close]

Entering the Visiting Teams Players into Tournament

- A. Select [Players] [Other Add/Remove Players Options] [Insert Players Via GHIN Number]

- B. Set up the screen options as shown in the screen shot below:



Revision Date = <Use Current Revision> Note: You will be able to bring in lowest 12 month H.I. during the Step 3.

Multi-Members H.I. Selection Method = Lowest H.I.

- C. Next, key in the GHIN number of each of the visiting team's players in the order of the Captain's lineup: Player 1A, then Player 1B, then Player 2A, etc. Click the **[Add]** button after each GHIN number entry. **Note: Once again, it is important to add the players to the list in the proper Captain's order to make team selections and pairing selections easier later on in the process.** This Player entry method allows you to enter the entire visiting team roster on one screen making manual entry much faster and easier to double check.
- D. When all 12 visiting players' data in entered – click **[OK]**

Step 3 – Update Player Handicaps

The Carolinas Interclub uses the lowest 12 month Handicap Index for interclub matches. TPP can retrieve these handicaps using a **Lowest HI Option**:

- A. Select **[Players] [Update Handicap Indexes] [Low H.I. via Inquiry (All golfers)]**
- B. **Note:** If you do not see the **Low H.I. via Inquiry (All golfers)** menu option, please perform the following steps to activate this menu option. (You will only need to do this the first time you need this option – once activated it will be available for future tournament set-up.)

1. Go to menu options [**Help**] [**Check for Optional Components**]
 2. In the Select Optional Components window click on the [**Select All**] button
 3. All component options should now be highlighted blue and have a checkmark in the left hand column – including TPP Low H.I. Inquiry Tool. If not, be sure to select and checkmark all options individually.
- C. Now click [**OK**]
- D. A processing window will pop up and shortly the new components will be added to the program.
- E. Now return to [**Players**] [**Update Handicap Indexes**] [**Low H.I. via Inquiry (All golfers)**]
- F. Be sure the selection boxes read the following:
Inquiry Method = All Golfers
Low H.I. Type = 1 Year
Apply Handicap Index Starting with Round = Round 1
- G. Click [**OK**]
- H. Double check the results in the next window for any problems. If everything is good then click [**OK**]. Otherwise, select [**Cancel**] and then return to [**Players**] [**Tournament Player Management**] to double check a player's entry information – especially the spelling of names and the accuracy of their GHIN numbers to be sure the program is retrieving the proper handicap information for each golfer. Once corrected – go back to step E in this section and update the players' handicaps again.

Step 4 – Organize players into two flights representing the two clubs

Go to [**Flights**] [**Create/Remove Flights**] [**Players**] and set the pull down menu items as shown below:

Flight Group = <New>
New Flight Group Name = Flights of Players
Creation of Flights = Number of Flights
Creation Method = Entry Number

Number of Flights = 2

Click [**Build**]

Click [**OK**] to complete flight building.

Go to [**Flights**] [**Management**]. You should see the two flights created – each with 12 players per flight. Flight 1 should represent your club’s players and Flight 2 should represent the visiting club’s players.

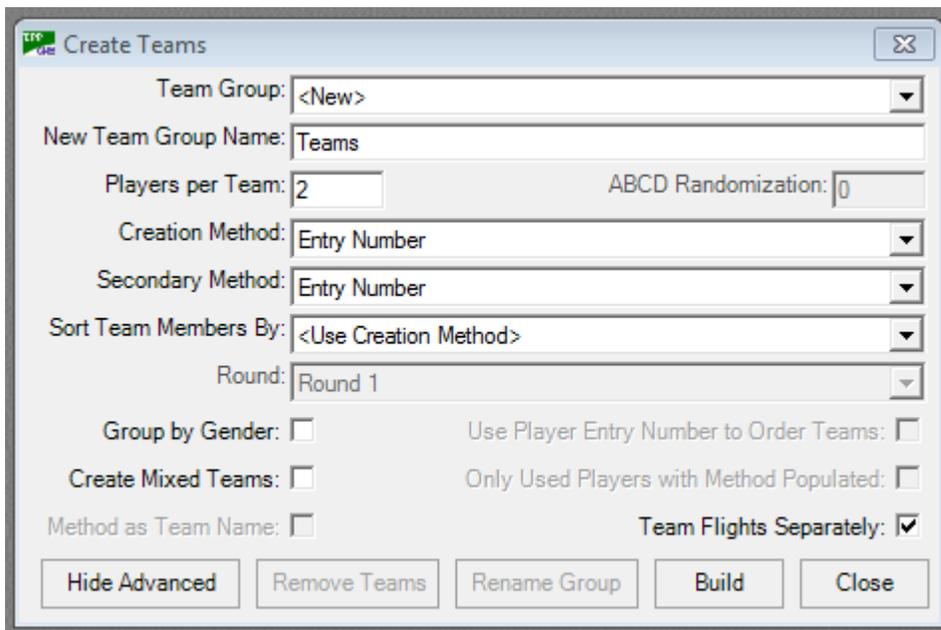
If flight 1 and flight 2 are not correct, use the flight management tools to place the players where they belong. Be sure to have the players sorted in the right order from top to bottom as 1A, 1B, 2A, etc. to match the Captain’s roster order.

Click on [**Rename Flight**] in each of the separate flight columns and rename the flights to match the participating club’s name. Ex: Flight 1 renamed to “Raintree CC Players”, etc. Click [**OK**] for each name change.

Click [**OK**] to close the Flight Management window.

Step 5 – Create 2-player teams for the team matches

Go to [**Teams**] [**Create/Remove Teams**] and set the pull down menu items as shown below:



Team Group = <New>

New Team Group Name = Teams

Players per Team = 2

Creation Method = Entry Number

Secondary Method = Entry Number

Sort Team Members By = <Use Creation Method>

Team Flights Separately = Checked On (**IMPORTANT**)

Click [**Build**]

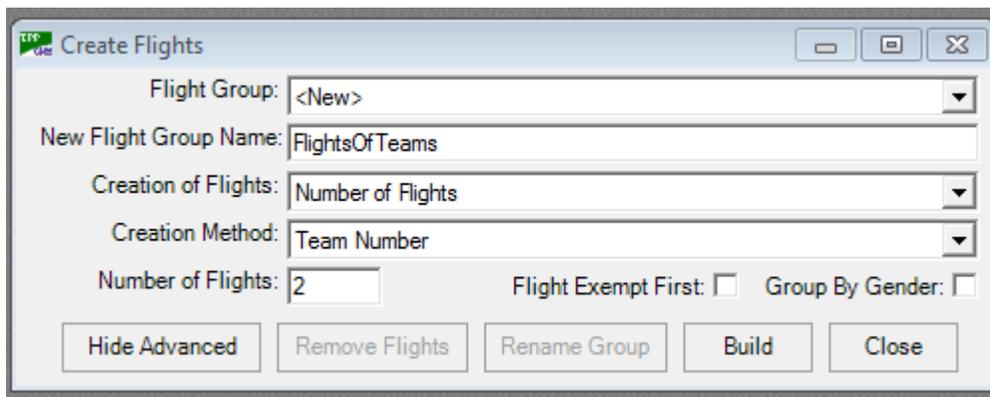
When the Team Settings windows pops up verify the two rounds are set to 100's in both the 1 column and the 2 column and then click on [**OK**].

Click [**OK**] to complete the team build.

Step 6 – Organize teams into two flights representing the two clubs (Optional)

(Note: You only have to do this step is you are going to have the TPP program generate Interclub Scoreboards 1 or 2 otherwise you can skip this step. See Scoreboard instructions Step 13 starting on page 28.)

Go to [**Flights**] [**Create/Remove Flights**] [**Teams**] and set the pull down menu items as shown below:



Flight Group = <New>

New Flight Group Name = Flights of Teams

Creation of Flights = Number of Flights

Creation Method = Team Number

Number of Flights = 2

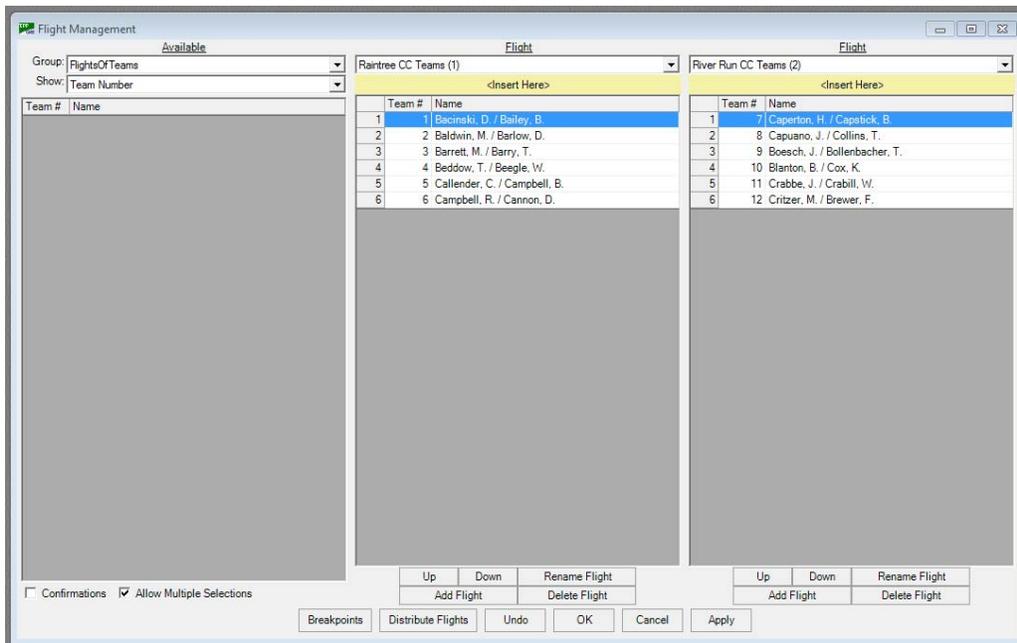
Click [**Build**]

Click [**OK**] to complete flight building.

Go to [**Flights**] [**Management**]. The **Group**: pulldown menu should be set to: **Flights of Teams**. You should see the two flights created – each with six 2-player teams per flight. Flight 1 should represent your club's teams and Flight 2 should represent the visiting club's teams.

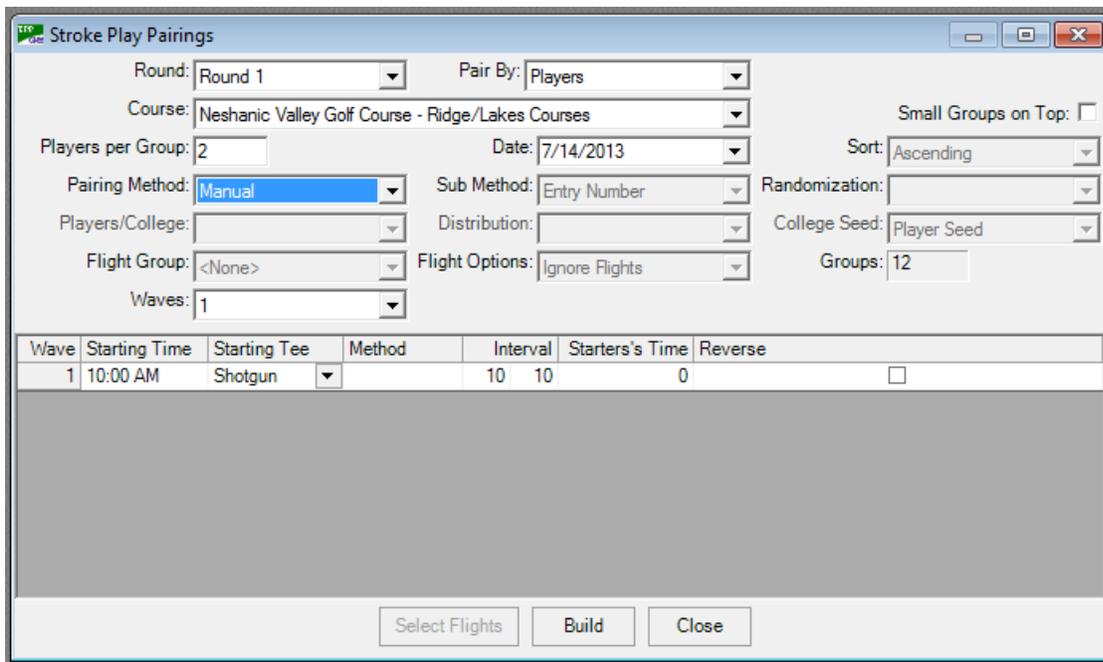
Click on [**Rename Flight**] in each of the separate flight columns and rename the flights to match the participating club's name. Ex: Flight 1 renamed to "Raintree CC Teams", etc. Click [**OK**] for each name change.

Click [**OK**] to close the Flight Management window.



Step 7 – Create pairings for Round 1 – Individual Matches

Go to [Pairings] [Create Stroke Play Pairings] and set the options as shown below:



Round = 1

Pair By = Players

Course = Course you are playing

Players per Group = 2

Date = Will default to date from basic tournament set-up

Pairing Method = Manual

Starting Time = First tee time or Start time for Shotgun – your choice

Starting Tee = 1st tee or Shotgun – your choice

Interval = Minutes between tee times (if using tee assignments and not shotgun)

Click **[Build]**

If You Selected Shotgun:

If you selected Shotgun, the next window will request you to select your hole assignments for the shotgun. For this round you must put 2 groups on each starting hole in the tournament in order to have a total of 4 players per starting time. See examples below:

TPP suggested starting holes will look like this:

The screenshot shows a dialog box titled "Wave Shotgun Group Assignments". It contains a text field for "Round" (set to "Round 1") and "Course" (set to "Neshanic Valley Golf Course - Ridge/Lakes Courses"). Below this is a table with columns for "Wave", "Groups", "Current", and holes 1 through 18. The "Current" column shows a value of 12. The hole columns show values: 1: 4, 2: 4, 3: 4, 4: 3, 5: 5, 6: 3, 7: 4, 8: 5, 9: 4, 10: 4, 11: 4, 12: 3, 13: 4, 14: 5, 15: 4, 16: 4, 17: 3, 18: 5. Below the table are buttons for "Reverse Shotgun", "Restore Defaults", "Copy from Another Round", "OK", and "Cancel". A large red 'X' is drawn over the entire dialog box.

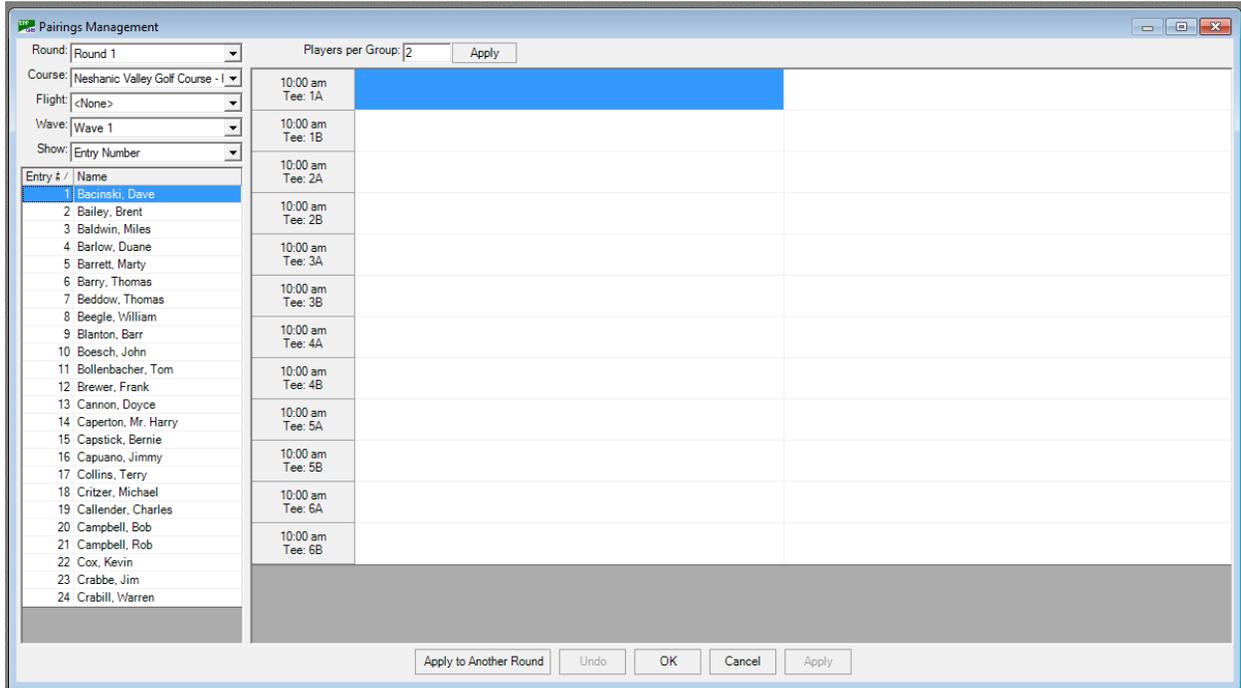
You want to change starting hole assignments for these singles matches into a string of 6 holes, each with two pairings on a hole:

This screenshot is identical to the one above, but with a red rectangular box highlighting the hole assignment values in the table. The highlighted values are: 1: 2, 2: 2, 3: 2, 4: 2, 5: 2, 6: 2, 7: 0, 8: 0, 9: 0, 10: 0, 11: 0, 12: 0, 13: 0, 14: 0, 15: 0, 16: 0, 17: 0, 18: 0. The text "Use the method shown here" is written in red inside the box.

Click **[OK]** to build the pairings.

Click **[OK]** again to confirm the pairings.

Now a screen will appear as shown below. You will now be able to make the matches per the Captains' roster:



Round = Round 1

Course = The course for the match

Flight = <None>

Wave = Wave 1

Show = Entry Number

Be sure the names on the left are listed in entry number order. If they are not, then click on the column header (**Entry #**) to sort them from 1 to 24.

When they are in Entry number order the first 12 names should represent your club's roster in lineup order. Players 13-24 should represent the visiting team's roster and match their lineup.

Next, click on Entry #1 player's name and drag his name to the top box in the left hand column of the pairings grid. Click on Entry #2 player's name and drag his name to the second open slot in the left hand column. Continue dragging player's number 3 through 12 into the left-hand column in order. The left hand column of the grid should now show your team's roster in lineup order from top to bottom:

Pairings Management

Round: Round 1 Players per Group: 2 Apply

Course: Neshanic Valley Golf Course - I

Flight: <None>

Wave: Wave 1

Show: Entry Number

Entry # / Name	Time	Player	Partner
13 Cannon, Doyce	10:00 am Tee: 1A	Bacinski, Dave ® (1)	
14 Caperton, Mr. Harry	10:00 am Tee: 1B	Bailey, Brent ® (2)	
15 Capstick, Bernie	10:00 am Tee: 2A	Baldwin, Miles ® (3)	
16 Capuano, Jimmy	10:00 am Tee: 2B	Barlow, Duane ® (4)	
17 Collins, Terry	10:00 am Tee: 3A	Barrett, Marty ® (5)	
18 Critzer, Michael	10:00 am Tee: 3B	Barry, Thomas ® (6)	
19 Callender, Charles	10:00 am Tee: 4A	Beddow, Thomas ® (7)	
20 Campbell, Bob	10:00 am Tee: 4B	Beegle, William ® (8)	
21 Campbell, Rob	10:00 am Tee: 5A	Blanton, Barr ® (9)	
22 Cox, Kevin	10:00 am Tee: 5B	Boesch, John ® (10)	
23 Crabbe, Jim	10:00 am Tee: 6A	Bollenbacher, Tom ® (11)	
24 Crabill, Warren	10:00 am Tee: 6B	Brewer, Frank ® (12)	

Apply to Another Round Undo OK Cancel Apply

Now complete the singles matches pairings by dragging entry #13 into the top slot in the right hand column. Continue this same method by dragging the remaining names (in order) and putting them in the right column. Once you are finished you can double check your work by comparing each row in the pairings grid with the match lineups from the captain's roster you printed out earlier – they should match exactly.

Click **OK** to complete the Round 1 - Individual Match pairings.

Pairings Management

Round: Round 1 Players per Group: 2 Apply

Course: Neshanic Valley Golf Course - I

Flight: <None>

Wave: Wave 1

Show: Entry Number

Entry # / Name	Time	Player	Partner
	10:00 am Tee: 1A	Bacinski, Dave ® (1)	Cannon, Doyce ® (13)
	10:00 am Tee: 1B	Bailey, Brent ® (2)	Caperton, Mr. Harry ® (14)
	10:00 am Tee: 2A	Baldwin, Miles ® (3)	Capstick, Bernie ® (15)
	10:00 am Tee: 2B	Barlow, Duane ® (4)	Capuano, Jimmy ® (16)
	10:00 am Tee: 3A	Barrett, Marty ® (5)	Collins, Terry ® (17)
	10:00 am Tee: 3B	Barry, Thomas ® (6)	Critzer, Michael ® (18)
	10:00 am Tee: 4A	Beddow, Thomas ® (7)	Callender, Charles ® (19)
	10:00 am Tee: 4B	Beegle, William ® (8)	Campbell, Bob ® (20)
	10:00 am Tee: 5A	Blanton, Barr ® (9)	Campbell, Rob ® (21)
	10:00 am Tee: 5B	Boesch, John ® (10)	Cox, Kevin ® (22)
	10:00 am Tee: 6A	Bollenbacher, Tom ® (11)	Crabbe, Jim ® (23)
	10:00 am Tee: 6B	Brewer, Frank ® (12)	Crabill, Warren ® (24)

Apply to Another Round Undo OK Cancel Apply

If You Selected 1st Tee:

If you selected 1st tee, the next window will appear as shown below. You will now be able to make the matches per the Captains' roster:

Entry #	Name	Tee Time	Player
1	Bacinski, Dave	10:00 am Tee: 1	
2	Bailey, Brent	10:10 am Tee: 1	
3	Baldwin, Miles	10:20 am Tee: 1	
4	Barlow, Duane	10:30 am Tee: 1	
5	Barrett, Marty	10:40 am Tee: 1	
6	Barry, Thomas	10:50 am Tee: 1	
7	Beddow, Thomas	11:00 am Tee: 1	
8	Beegle, William	11:10 am Tee: 1	
9	Blanton, Barr	11:20 am Tee: 1	
10	Boesch, John	11:30 am Tee: 1	
11	Bollenbacher, Tom	11:40 am Tee: 1	
12	Brewer, Frank	11:50 am Tee: 1	
13	Cannon, Doyce		
14	Caperton, Mr. Harry		
15	Capstick, Bernie		
16	Capuano, Jimmy		
17	Collins, Terry		
22	Cox, Kevin		
23	Crabbe, Jim		
24	Crabill, Warren		
18	Critzler, Michael		

Round = Round 1

Course = The course for the match

Flight = <None>

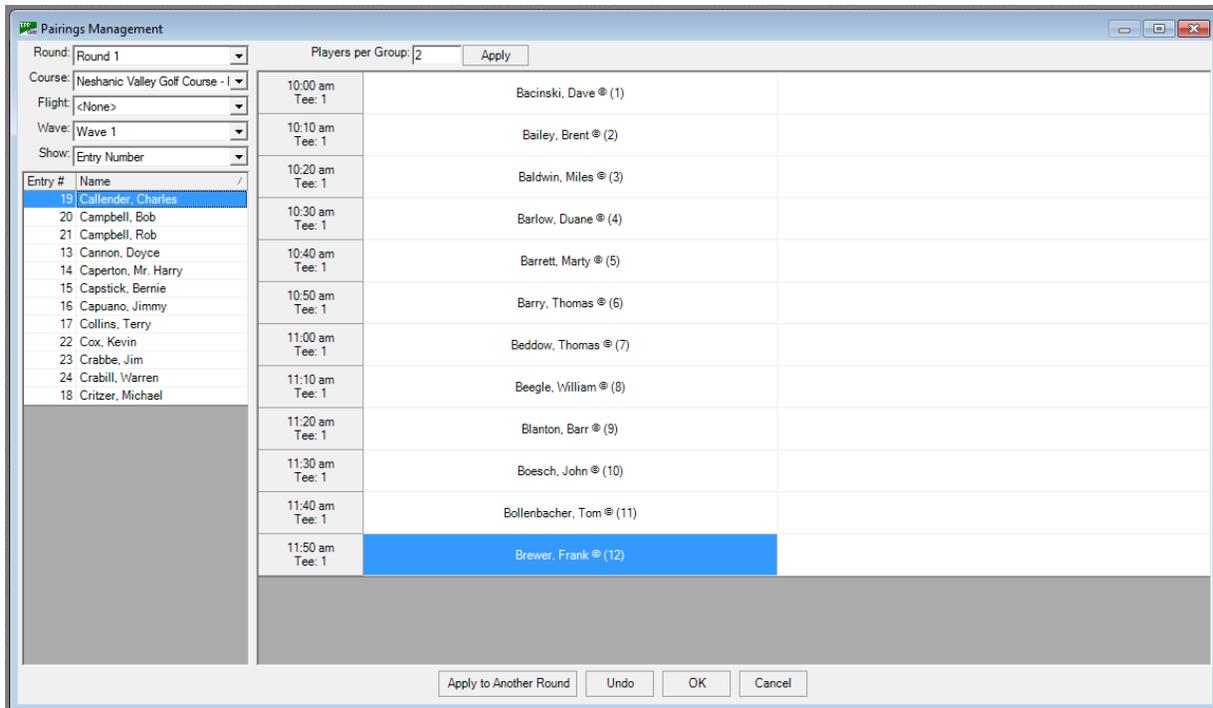
Wave = Wave 1

Show = Entry Number

Be sure the names on the left are listed in entry number order. If they are not, then click on the column header (**Entry #**) to sort them from 1 to 24.

When they are in Entry number order the first 12 names should represent your club's roster in lineup order. Players 13-24 should represent the visiting team's roster and match their lineup.

Next, click on Entry #1 player's name and drag his name to the top box in the left hand column of the pairings grid. Click on Entry #2 player's name and drag his name to the second open slot in the left hand column. Continue dragging player's number 3 through 12 into the left-hand column in order. The left hand column of the grid should now show your team's roster in lineup order from top to bottom:



Now complete the singles matches pairings by dragging entry #13 into the top slot in the right hand column. Continue this same method by dragging the remaining names (in order) and putting them in the right column. Once you are finished you can double check your work by comparing each row in the pairings grid with the match lineups from the captain's roster – they should match exactly.

Please note: When building individual match pairings by the assigned tee method, the actual tee times for the singles matches will be incorrect. You can leave the times the way they are because these “incorrect times” will not appear on any of the scorecards or in any of the reports we are supplying for Interclub play. However, if you would like, you can choose to correct each pairing by right clicking on the pairing line tee and time box and then choose **[Reassign Starting Time/Tee]** and type in the correct time.

Click **[OK]** to complete the Round 1 - Individual Match pairings.

Pairings Management

Round: Round 1 Players per Group: 2 Apply

Course: Neshanic Valley Golf Course - 1

Flight: <None>

Wave: Wave 1

Show: Entry Number

Entry #	Name		
		10:00 am Tee: 1	Bacinski, Dave ® (1) Callender, Charles ® (19)
		10:10 am Tee: 1	Bailey, Brent ® (2) Campbell, Bob ® (20)
		10:20 am Tee: 1	Baldwin, Miles ® (3) Campbell, Rob ® (21)
		10:30 am Tee: 1	Barlow, Duane ® (4) Cannon, Doyce ® (13)
		10:40 am Tee: 1	Barrett, Marty ® (5) Caperton, Mr. Harry ® (14)
		10:50 am Tee: 1	Barry, Thomas ® (6) Capstick, Bernie ® (15)
		11:00 am Tee: 1	Beddow, Thomas ® (7) Capuano, Jimmy ® (16)
		11:10 am Tee: 1	Beegle, William ® (8) Collins, Terry ® (17)
		11:20 am Tee: 1	Blanton, Barr ® (9) Cox, Kevin ® (22)
		11:30 am Tee: 1	Boesch, John ® (10) Crabbe, Jim ® (23)
		11:40 am Tee: 1	Bollenbacher, Tom ® (11) Crabill, Warren ® (24)
		11:50 am Tee: 1	Brewer, Frank ® (12) Critzer, Michael ® (18)

Apply to Another Round Undo OK Cancel

Step 8 – Create pairings for Round 2 – Team Matches

Go to [Pairings] [Create Stroke Play Pairings] and set the options as shown below:

Stroke Play Pairings

Round: Round 2 Pair By: Teams Team Group: Teams

Course: Neshanic Valley Golf Course - Ridge/Lakes Courses Small Groups on Top:

Teams per Group: 2 Date: 7/14/2013 Sort: Ascending

Pairing Method: Manual Sub Method: Handicap Index Randomization: 0

Players/College: Distribution: College Seed: Player Seed

Flight Group: <None> Flight Options: Ignore Flights Groups: 6

Waves: 1

Wave	Starting Time	Starting Tee	Method	Interval	Starters's Time	Reverse
1	10:00 AM	Shotgun		10 10	0	<input type="checkbox"/>

Select Flights Build Close

Round = 2

Pair By = Teams

Course = Course you are playing

Teams per Group = 2

Date = Will default to date from basic tournament set-up

Pairing Method = Manual

Starting Time = First tee time or Start time for Shotgun – your choice

Starting Tee = 1st tee or Shotgun – your choice

Interval = Minutes between tee times (if using tee assignments and not shotgun)

Click **[Build]**

If You Selected Shotgun:

If you selected Shotgun, the next window will request you to select your hole assignments for the shotgun. For this round there should be 1 group for hole in the shotgun. See examples below:

TPP suggested starting holes will look like this:

Please enter a value for the number of groups to assign to a particular hole. If you wish to skip a hole, please enter a 0 for that hole.

Round: Course:

Wave	Groups	Current	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18
1	6	6	4	4	4	3	5	3	4	5	4	4	4	3	4	5	4	4	3	5
			1	1	1	1	1	1	0	0	0	0	0	0	0	0	0	0	0	0

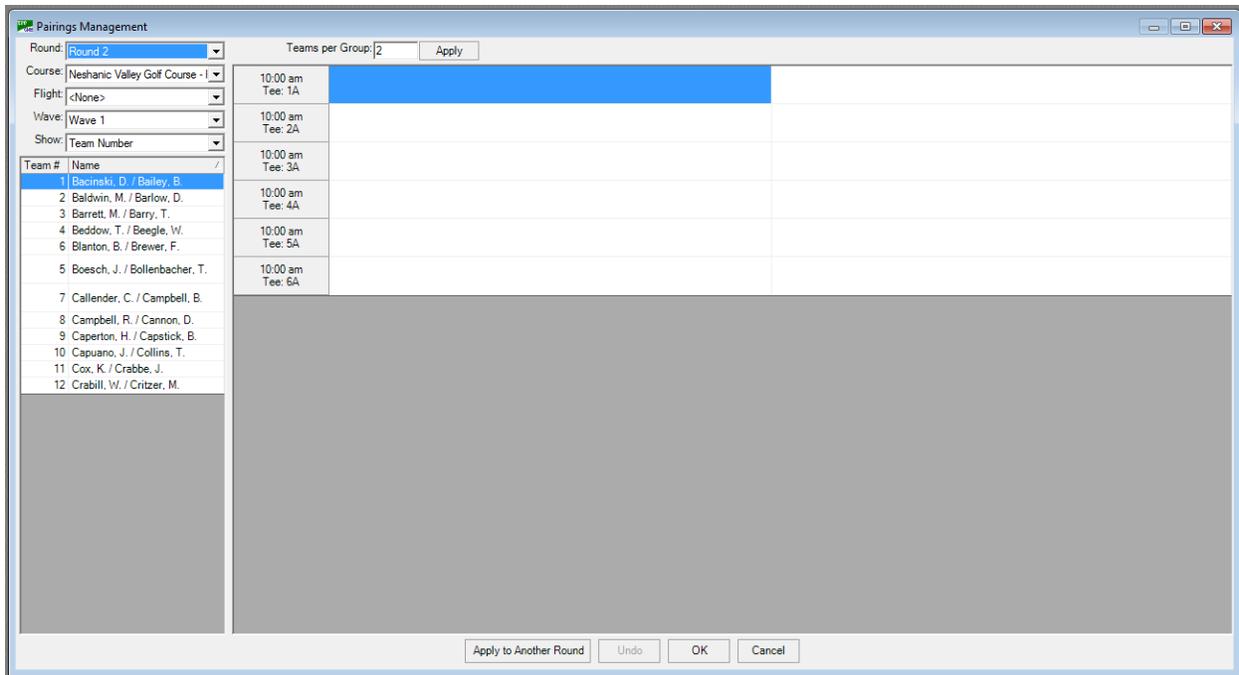
Reverse Shotgun Restore Defaults Copy from Another Round OK Cancel

However, you can place the matches on any sequence of holes that you want by changing the number in the box below the hole number and par designation. Just be sure to account for all 6 matches somewhere in the shotgun and then:

Click **[OK]** to build the pairings.

Click **[OK]** again to confirm the pairings.

Now a screen will appear as shown below. You will now be able to make the team matches per the Captains' roster:



Round = Round 2

Course = The course for the match

Flight = <None>

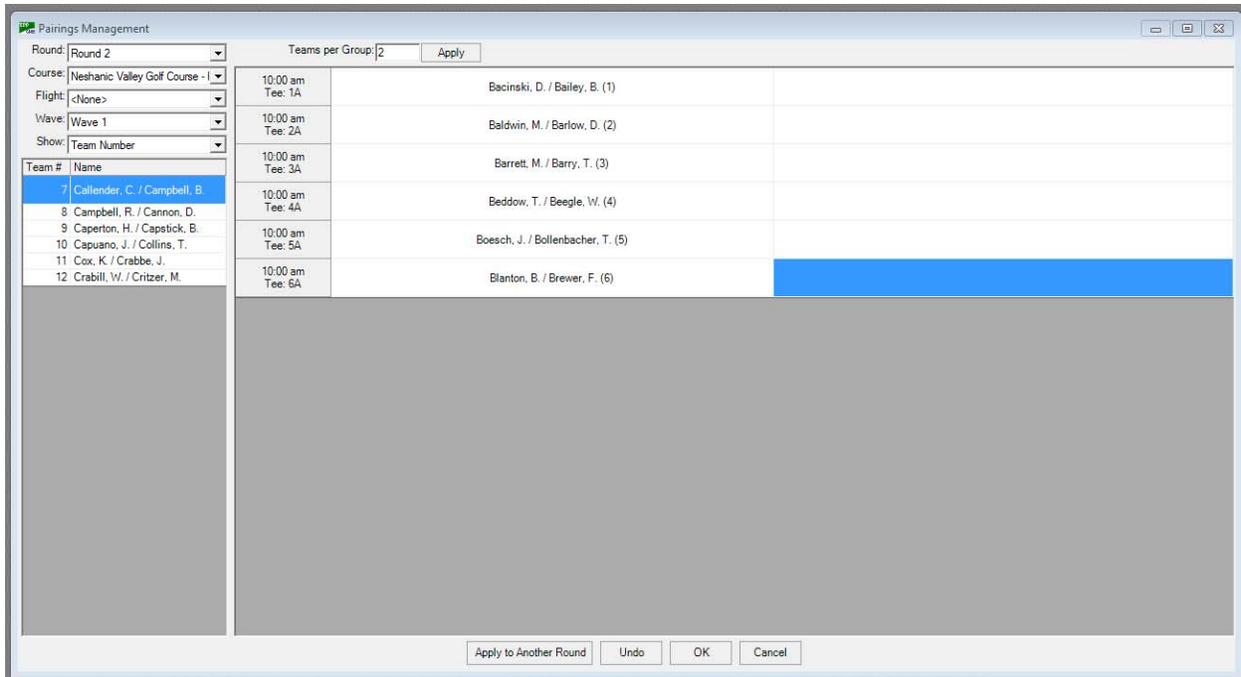
Wave = Wave 1

Show = Team Number

Be sure the names on the left are listed in team number order. If they are not, then click on the column header (**Team #**) to sort them from 1 to 12.

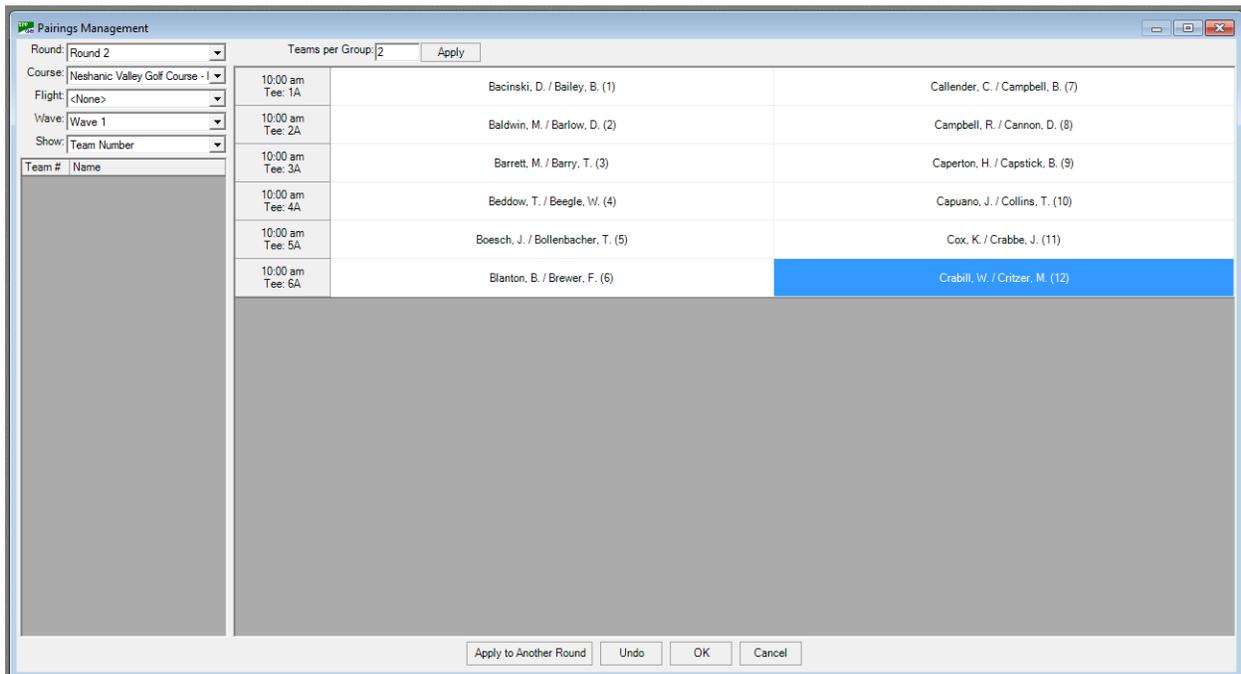
When they are in Team number order the first 6 teams should represent your club's team roster in lineup order. Teams 7-12 should represent the visiting team's roster and match their lineup.

Next, click on Team #1 player names and drag them to the top box in the left hand column of the pairings grid. Click on Team #2 player names and drag them to the second open slot in the left hand column. Continue dragging team's number 3 through 6 into the left-hand column in order. The left hand column of the grid should now show your club's roster in team lineup order from top to bottom:



Now complete the team pairings by dragging Team #7 into the top slot in the right hand column. Continue this same method by dragging the remaining names (in order) and putting them in the right column. Once you are finished you can double check your work by comparing each row in the pairings grid with the match lineups from the captain's roster – they should match exactly.

Click **[OK]** to complete the Round 2 - Team Match pairings.



If You Selected 1st Tee:

If you selected 1st tee, the next window will appear as shown below. You will now be able to make the matches per the Captains' roster:

The screenshot shows the 'Pairings Management' window. On the left, there is a list of teams with their numbers and names. The main area is a grid with columns for time and tee time, and rows for each team. The first row is highlighted in blue. At the bottom, there are buttons for 'Apply to Another Round', 'Undo', 'OK', and 'Cancel'.

Team #	Name	Time	Tee
1	Bacinski, D. / Bailey, B.	10:00 am	Tee: 1
2	Baldwin, M. / Barlow, D.	10:10 am	Tee: 1
3	Barrett, M. / Barry, T.	10:20 am	Tee: 1
4	Beddow, T. / Beegle, W.	10:30 am	Tee: 1
6	Blanton, B. / Brewer, F.	10:40 am	Tee: 1
5	Boesch, J. / Bollenbacher, T.	10:50 am	Tee: 1
7	Callender, C. / Campbell, B.		
8	Campbell, R. / Cannon, D.		
9	Caperton, H. / Capstick, B.		
10	Capuano, J. / Collins, T.		
11	Cox, K. / Crabbe, J.		
12	Crabill, W. / Critzer, M.		

Round = Round 2

Course = The course for the match

Flight = <None>

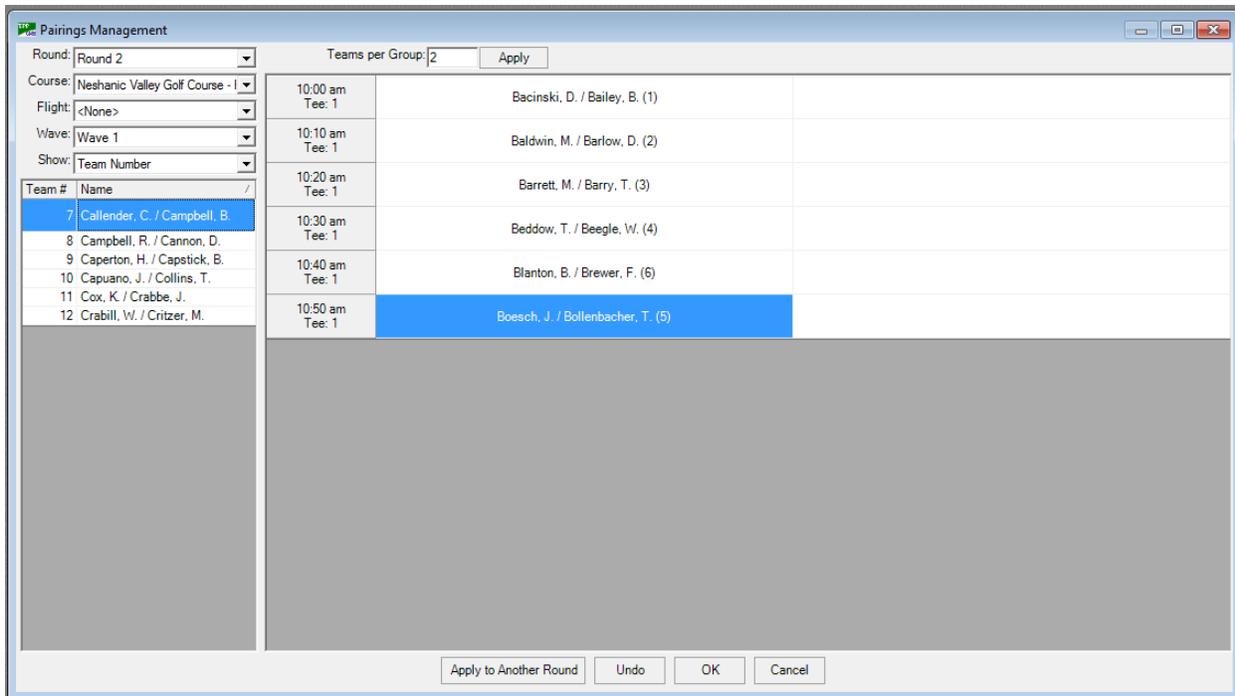
Wave = Wave 1

Show = Team Number

Be sure the names on the left are listed in team number order. If they are not, then click on the column header (**Team #**) to sort them from 1 to 12.

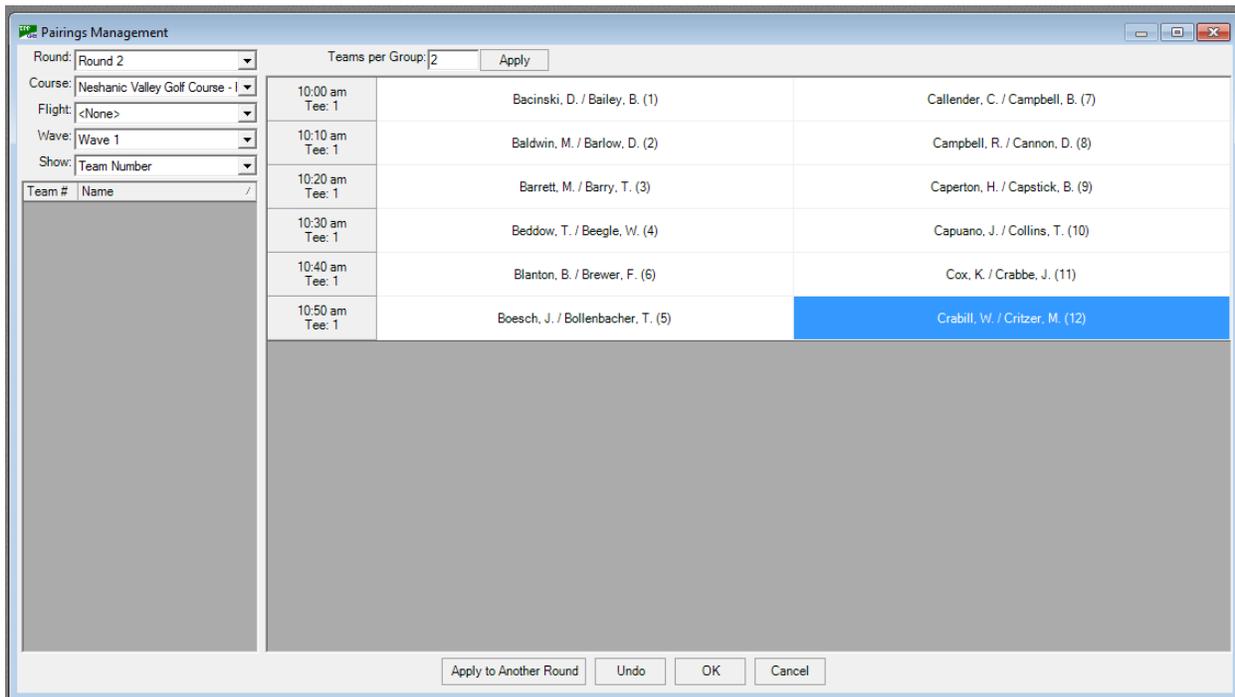
When they are in Team number order the first 6 teams should represent your club's team roster in lineup order. Teams 7-12 should represent the visiting team's roster and match their lineup.

Next, click on Team #1 player names and drag them to the top box in the left hand column of the pairings grid. Click on Team #2 player names and drag them to the second open slot in the left hand column. Continue dragging team's number 3 through 6 into the left-hand column in order. The left hand column of the grid should now show your club's roster in team lineup order from top to bottom:



Now complete the team pairings by dragging Team #7 into the top slot in the right hand column. Continue this same method by dragging the remaining names (in order) and putting them in the right column. Once you are finished you can double check your work by comparing each row in the pairings grid with the match lineups from the captain's roster – they should match exactly.

Click **[OK]** to complete the Round 2 - Team Match pairings.



Step 9 – Set up and Print Scorecards for Round 1 – Individual Matches

Go to menu options [**Score Cards**] and set up the option choices like the screen shot shown below:

- Round** = Round 1
- Flight Group** = <None>
- Dotting (Players)** = Dot Off Low Player/Team
- Course** = The course the match is played on
- Team Group** = <None>
- Dotting (Teams)** = No Dots
- Players/Card** = Pairing Group

Print Options:

- Handicap** = Player
- Player #/Tee** = <None>
- Print Order** = Tee and Time
- Pace of Play** = <None>
- Player Display** = Your Option
- Team Display** = <Use Designed Text>
- Shade Starting Hole** = Your option

For the card choice – select “**Carolinas Interclub Individual Match Card**” (shown below):

Round:	Date:	Tee:		Interclub Match 7-14 Neshanic Valley Golf Course - Ridge/Lakes Courses																			
Singles: Individual Match Play																							
HOLES	1	2	3	4	5	6	7	8	9	OUT	10	11	12	13	14	15	16	17	18	IN	TOTAL	HCP	ESC
Black	386	356	402	156	520	142	389	545	387	3283	410	374	128	388	525	356	364	167	502	3214	6497		
Handicap	7	13	5	17	3	15	11	1	9		8	14	18	6	2	10	12	16	4				
Par	4	4	4	3	5	3	4	5	4	36	4	4	3	4	5	4	4	3	5	36	72		
Player 1																							
Match Score +/-																							
Player 2																							

Click on the **[Print All]** button at the bottom of the card preview. There should be 6 sheets of cards representing the 12 matches (2 scorecards per sheet). The home team player names will print in Red and the visiting team player names will print in Blue. There is a spot for a square proportioned logo (set up as logo bucket - 1) should you want to add a logo to your version of the card.

Step 10 – Set up and Print Scorecards for Round 2 – Team Matches

Go to menu options **[Score Cards]** and set up the option choices like the screen shot shown below:

The screenshot shows the 'Print Score Cards' dialog box with the following settings:

- Round: Round 2
- Flight Group: <None>
- Dotting (Players): Dot Off Low Player/Team
- Course: Neshanic Valley Golf Course -
- Team Group: <None>
- Dotting (Teams): No Dots
- Players/Card: Pairing Group
- Print Options:**
 - Handicap: Player
 - Prev. Scores: <None>
 - Player # / Tee: <None>
 - Print Order: Tee and Time
 - Pace of Play: <None>
 - Player Display: Name (Last, First)
 - Diagonals: Player: Blank: Markers: Team:
 - HBH: Out/In: Total:
 - Team Display: <Use Designed Text>
 - Shade Starting Hole: Color: LightGray

Round = Round 2

Flight Group = <None>

Dotting (Players) = Dot Off Low Player/Team

Course = The course the match is played on

Team Group = <None>

Dotting (Teams) = No Dots

Players/Card = Pairing Group

Print Options:

Handicap = Player

Player #/Tee = <None>

Print Order = Tee and Time

Pace of Play = <None>

Player Display = Your Option

Team Display = <Use Designed Text>

Shade Starting Hole = Your option

For the card choice – select **“Carolinas Interclub Team Match Card”** (shown below):

Round:	Date:	Tee:	Time:		Interclub Match 7-14																		
Four Ball Team Match					Neshanic Valley Golf Course - Ridge/Lakes Courses																		
HOLES	1	2	3	4	5	6	7	8	9	OUT	10	11	12	13	14	15	16	17	18	IN	TOTAL	HCP	ESC
Black	386	356	402	156	520	142	389	545	387	3283	410	374	128	388	525	356	364	167	502	3214	6497		
Handicap	7	13	5	17	3	15	11	1	9		8	14	18	6	2	10	12	16	4				
Par	4	4	4	3	5	3	4	5	4	36	4	4	3	4	5	4	4	3	5	36	72		
Player 1																							
Player 2																							
Best Ball Score																							
Player 3																							
Player 4																							
Best Ball Score																							

Click on the [Print All] button at the bottom of the card preview. There should be 3 sheets of cards representing the 6 matches (2 scorecards per sheet). The home team player names will print in Red and the visiting team player names will print in Blue. There is a spot for a square proportioned logo (set up as logo bucket - 1) should you want to add a logo to your version of the card.

Step 11 – Print out the Pairings & Match Report for Round 2

Go to [Reports] [Report Menu] and continue to [Pairings] [One Round] – select the **Carolinas Interclub Pairings and Matches** report.

Select the [Run] button below the report preview. Choose the options in the next set-up window as shown below:

Pairings - One Round - Carolinas Interclub Pairings and Matches

Course: Neshanic Valley Golf Course - Ridge/Lakes Courses

Round: Round 1
Round 2

Select All
Clear

Team Group: None / Use Teams Paired With

Flight Group: <None>

OK
Cancel
Advanced Options

Course = The course on which the match is played

Round = Round 2 (You will only need to run this report for Round 2)

Team Group = None / Use Teams Paired With

Flight Group = <None>

Click **[OK]**

This will generate a report summarizing the entire Interclub competition including singles matchups; team matchups; handicaps and indexes; and, starting holes and times. This report prints on 8.5" x 11" paper and we recommend producing one copy per team (12 total copies). There are two spots for a square proportioned logo (set up as logo bucket - 1) should you want to add a logo(s) to your version of the report.

Date: 07/14/2013		Pinewild Country Club			Raintree Country Club			
Start Time	Match	Player Name	Hdcp Index	Match Hdcp	vs.	Player Name	Hdcp Index	Match Hdcp
10:00 am	A	Dave Bacinski	16.1	18	vs.	Charles Callender	13.9	16
Hole: 1	B	Brent Bailey	5.4	6	vs.	Bob Campbell	4.5	5
10:10 am	A	Miles Baldwin	7.4	8	vs.	Rob Campbell	1.4	2
Hole: 1	B	Duane Barlow	13.9	16	vs.	Doyce Cannon	25.9	29
10:20 am	A	Marty Barrett	10.3	12	vs.	Mr. Harry Caperton	26.8	30
Hole: 1	B	Thomas Barry	23.9	27	vs.	Bernie Capstick	5.0	6
10:30 am	A	Thomas Beddow	8.1	9	vs.	Jimmy Capuano	7.3	8
Hole: 1	B	William Beegle	16.2	18	vs.	Terry Collins	5.8	7
10:40 am	A	Barr Blanton	+0.9	+1	vs.	Kevin Cox	5.7	6
Hole: 1	B	Frank Brewer	17.8	20	vs.	Jim Crabbe	12.5	14
10:50 am	A	John Boesch	22.0	25	vs.	Warren Crabill	10.0	11
Hole: 1	B	Tom Bollenbacher	14.7	17	vs.	Michael Critzer	5.6	6

Step 12 – Print out Cart Signs for the Match

Go to **[Reports]** **[Report Menu]** and continue to **[Pairings]** **[Cart Signs (One Round)]** - select **Carolinas Interclub Cart Signs**.

Select the **[Run]** button below the report preview. Choose the options in the next set-up window as shown below:

Pairings - Cart Signs (One Round) - Carolinas Interclub Cart Signs

Course: Neshanic Valley Golf Course - Ridge/Lakes Courses

Round: Round 1
Round 2

Select All Clear

Players per Cart: 2

Team Group: <None>

Flight Group: <None>

Assign Players to Carts OK Cancel Advanced Options

Course = The course on which the match is played

Round = Round 2 (You will only need to run this report for Round 2)

Players per Cart = 2

Team Group = <None>

Flight Group = <None>

Click [OK]

This will generate cart signs for the Interclub competition. The report prints on 8.5" x 11" cart sign paper (Form 402) and there will be 6 sheets producing a total of 12 cart signs (2 per sheet). There is a spot for a square proportioned logo (set up as logo bucket - 1) should you want to add a logo to your version of the cart sign.



Interclub Match 7-14
Host Club: Reems Creek Golf Club

Raintree Country Club

Charles Callender

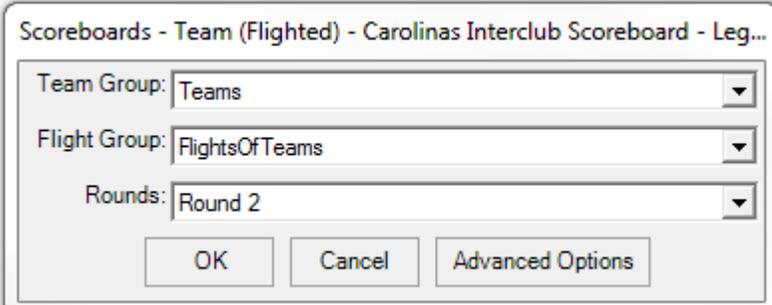
Bob Campbell

10:00 am	1
Starting Time	Starting Tee

Step 13 – Print out Scoreboards for the Interclub Match (Optional)

Go to [Reports] [Report Menu] and continue to [Scoreboards] [Team (Flighted)] - select **Carolinas Interclub Scoreboard – Letter** or **Carolinas Interclub Scoreboard – Legal** or **Carolinas Interclub Scoreboard – Special**.

For the first 2 options - select the [Run] button below the report preview. Choose the options in the next set-up window as shown below:



Team Group = Teams

Flight Group = Flights of Teams (**Note: You will have had to make Flights of Teams in step 6 for these scoreboards to work correctly.**)

Rounds = Round 2 (You will only need to run this report for Round 2)

Click [OK]

This will generate scoreboards for the Interclub competition. The report prints on 8.5" x 11" plain paper if you chose Carolinas Interclub Scoreboard – Letter and on 8.5" x 14" plain paper if you chose Carolinas Interclub Scoreboard – Legal. There will be 6 sheets displayed sorted by the two competing clubs and then by the teams within the club roster. There are spots for a square proportioned logo (set up as logo bucket - 1) in both upper hand corners of the report should you want to add a logo to your version of the scoreboard.

Carolinas Interclub Scoreboard - Letter

		Interclub Match 7-14		
		Pinewild Country Club		
Dave Bacinski	Match A	Match B	Team	Total
Brent Bailey	Match A	Match B	Team	Total
Miles Baldwin	Match A	Match B	Team	Total
Duane Barlow	Match A	Match B	Team	Total

Carolinas Interclub Scoreboard – Legal

		Interclub Match 7-14		
		Pinewild Country Club		
Dave Bacinski	Match A	Match B	Team	Total
Brent Bailey	Match A	Match B	Team	Total
Miles Baldwin	Match A	Match B	Team	Total
Duane Barlow	Match A	Match B	Team	Total

For the 3rd option - select the [Run] button below the report preview. Choose the options in the next set-up window as shown below:

The image shows a software dialog box titled "Pairings - One Round - Carolinas Interclub Scoreboard - Special". It contains several configuration options:

- Course:** A dropdown menu currently showing "<All>".
- Round:** A list box containing "Round 1" and "Round 2", with "Round 2" selected and highlighted in blue.
- Buttons:** Below the Round list are two buttons: "Select All" and "Clear".
- Team Group:** A dropdown menu currently showing "None / Use Teams Paired With".
- Flight Group:** A dropdown menu currently showing "<None>".
- Bottom Buttons:** Three buttons are located at the bottom: "OK", "Cancel", and "Advanced Options".

Course = <All>

Round = Round 2 (You will only need to run this report for Round 2)

Team Group = None

Flight Group = <None>

Click [OK]

This will generate a scoreboard for the Interclub competition. The report prints on 8.5" x 11" plain paper and will consist of 3 pages that should be taped or posted together (see sample below). There is a spot for a square proportioned logo (set up as logo bucket - 1) in left upper-hand corner of the report should you want to add a logo to your version of the scoreboard.



Carolinas Golf Association

InterClub Match: 07/14/2013

Host Club

Visiting Club

Pinewild Country Club	Raintree Country Club
Captain:	Captain:

Individual & Team Results			Cumulative Points		Individual & Team Results		
Bacinski, D						Callender, C	
Bailey, B						Campbell, B	
Four Ball						Four Ball	

Baldwin, M						Campbell, R	
Barlow, D						Cannon, D	
Four Ball						Four Ball	

Barrett, M						Caperton, H	
Barry, T						Capstick, B	
Four Ball						Four Ball	

Beddow, T						Capuano, J	
Beegle, W						Collins, T	
Four Ball						Four Ball	

Boesch, J						Crabill, W	
Bollbacher, T						Critzler, M	
Four Ball						Four Ball	

Blanton, B						Cox, K	
Brewer, F						Crabbe, J	
Four Ball						Four Ball	

Overall Match Totals

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Overall Match Totals

Additional helpful tips:

Player Substitution

If you have a one-for-one player substitution be sure to use the Substitute Player feature in the program. Go to **[Players] [Substitute Players]**. Highlight the player leaving the tournament in the right hand box, then:

If the player coming out of the tournament is a visiting player then click the button: **Substitute Player/Guest**. Fill in the GHIN number, the first name, the last name, and the Club name for the new visiting player and click **[OK]**. This new player will take the same place as the old player in the pairings and within the two man team. Be sure to also update this substitute player's Low H.I. handicap before continuing on to print cards or reports.

If the player coming out of the tournament is a home club player, highlight the *new replacement* club player in the left hand box. Next click on the button: **Substitute Player/Member**. When asked if you want to substitute one player for the other answer: **Yes**. This new player will take the same place as the old player in the pairings and within the two man team. Be sure to also update this substitute player's Low H.I. handicap before continuing on to print cards or reports.

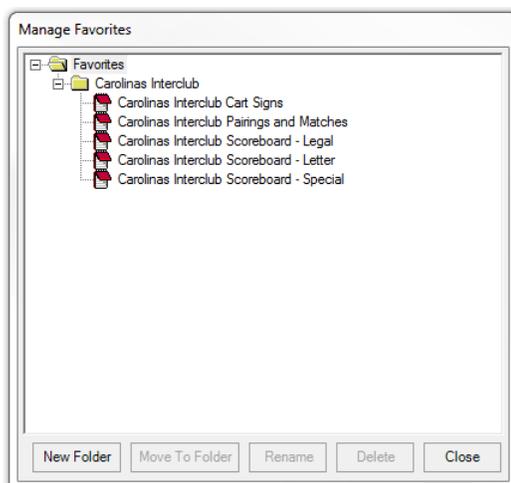
Organizing Reports

In order to make finding Interclub reports easier, you can send these reports to your favorites folder and organize them under one category called Carolinas Interclub. To do this:

Go to menu item **[Reports] [Report Menu]** and from below the report preview window click on the button **[Manage Favorites]**. Click on the button **[New Folder]**. While the new folder icon is highlighted blue, type in a folder name calling it – Carolinas Interclub:

Now locate each Interclub report referenced in the steps above. Highlight the report and then click on the button **Add to Favorites** shown at the bottom of the report preview window. In the next window click on and highlight the Carolinas Interclub folder name and then Click **[OK]**. This will add that report to your Carolinas Interclub Favorites folder. Do this for each report, one at a time.

Once complete, all of the reports should reside in the Carolinas Interclub folder:



In the future, when you print reports for the Interclub competition you can go directly to all of the reports templates by selecting your **Favorites** and then **Carolinas Interclub**. This will speed up your report printing and make producing the tournament more efficient.