



Golf Genius Tournament Management Guide: Multi-Round Multi-Format Tournaments A Step-by-step Guide and Checklist

Note: This guide can be printed or viewed on your computer. While printing the guide may be easier for viewing, we also suggest keeping the guide readily available on the computer because there are many links below to more articles that will help you along the process.

Certain types of events in golf play multiple formats over multiple rounds. We call these Linked Tournaments because you will create a different tournament for every format, then link them together for an aggregate score.

Overall								
T1 Alternate Shot Back 9 T2 Scramble Front 9 T3 Four Ball Front 9 T4 Both Balls Back 9								
Pos.	Team	Total To Par	T1	T2	T3	T4	Total	
1	Greg Barber / Laura Beck	+6	35	33	30	83	181	
2	Bart Rickard / Courtney O'connor	+8	33	41	35	74	183	
3	Alyssa Rosend / Barbara Rosenberg	+9	38	41	29	76	184	
4	Alex Tandrau / Sarah Walsh	+13	48	38	31	71	188	
5	Jennifer Garcia / Linda Gamble	+14	39	46	29	75	189	
T6	Billy Condon / Lori Collins	+20	37	43	30	85	195	
T6	Carol Dent / Sam Elsen	+20	40	40	29	86	195	
8	Anne McMann / Chris Logan	+21	45	39	33	79	196	
T9	Diane Good / Eddie Goldstein	+22	42	43	28	84	197	
T9	Kevin Benson / Susan Berry	+22	47	40	33	77	197	
11	Brenda Gagnier / Josh Fidler	+23	44	48	36	70	198	
12	Joe Hill / Kate Jackson	+24	39	47	31	82	199	
13	Brian Hamp / Flavia Grosan	+26	41	38	30	92	201	
14	Brett Wyatt / Mike Zisman	+28	44	41	31	87	203	
15	Jim Kenesky / Sandy Kikla	+29	41	46	34	83	204	
16	Nick Shelness / Steve Sayre	+32	47	49	33	78	207	
T17	Eric Whitten / Kyle Wertman	+41	42	44	33	97	216	
T17	Michelle Williams / Rebecca Whitten	+41	42	55	31	88	216	
19	Beth Johnson / Jamie Katz	+43	45	49	37	87	218	
20	David Shofran / Jon Sirois	+47	49	38	39	96	222	

The leaderboard above shows the final results for a 36-hole linked tournament using two-person teams. This linked tournament plays 9 holes of Alternate Shot, Scramble, Four Ball, and Both Balls.

These linked tournaments are typically Stroke Play or Stableford tournaments. For instructions on creating a match play Ryder Cup tournament, [Click Here](#).

Checklist

For the purpose of this tutorial, we will assume that you have already [entered course information](#), [logo](#), [banner](#) etc., and are ready to create the event.

☐ Create the Event	Customer Center > Leagues, Events and Trips > Create New Event/League
☐ Add Players	Golfers
☐ Add Rounds	Calendar > Add Rounds
☐ Create Teams	Golfers > Event DFTs > Manage Team Lists
☐ Create Tournaments	Rounds > Tournaments
☐ Link the Tournaments	Event > Multi-Round Tournaments > Link Tournaments into Aggregate Tournament
☐ Create Pairings	Rounds > Create New Pairings
☐ Set Course/Tee and Starting Times	Rounds > Edit Existing Pairings
☐ Check Playing Handicaps with Handicap Analysis	Rounds > Handicap Analysis
☐ Check Setup with Pre-Play Audit	Rounds > Pre-Play Audit of Round
☐ Preview Leaderboard with Random Scores	Rounds > Enter Scores > Random Scores
☐ Print Material	Rounds > Report Center
☐ Enable Mobile Score Entry (optional)	Rounds
☐ Move Round Status to “In Progress”	Rounds
☐ Enter Scores	Rounds > Enter Scores
☐ Complete Round	Rounds
☐ Create Pairings for Next Round	Rounds > Round 2 > Create New Pairings
☐ Finish Event	Repeat above steps after “Create New Pairings”

1. Create the Event

Go to the Customer Center > Leagues & Events > Create New League/Event. Create the event. Skip the wizard since you will follow this guide.

2. Add Players

Use any of the following methods to add players to the event:

- [Import from Master Roster or other Leagues/Events](#) - If you already have a Master Roster created, you can go through and select each person who will be playing in the event. Or you can select players from past events/leagues. To do this, go to Golfers > Import Golfers from Master Roster.
- [Event Registration](#) - Your golfers can register for the event online, and the player roster will populate as they register.
- [Add Players from GHIN](#): If you are a GHIN club, you can add players from your GHIN roster or any GHIN roster in the national database. Go to Golfers > Import Golfers from Master Roster / GHIN.
- **Manually Add Players:** Enter the players and their info one-by-one. Go to Golfers > Manually Add Players to Roster.
- [Upload a Spreadsheet](#) - If you have the player roster on a spreadsheet, you can quickly upload it by going to Golfers > Upload Roster from Spreadsheet

	A	B	C	D	E	F	G	H
1	Email	First Name	Last Name	Index	GHIN Id	Tee	Affiliation	Team #
2		Greg	Barber	15.6	7191513	Blue	Philadelphia, PA	1
3		Larry	Beck	9.6	5698336	White	Bryn Mawr, PA	13
4		Kevin	Benson	12.5	2637480	White	San Diego, CA	14
5		Jason	Berry	12.9	1568391	Blue	Chicago, IL	18
6		John	Collins	6	5498192	Blue	Cleveland OH	1

Create a column for first name, last name, and Handicap Index. If the player's GHIN/GolfNet IDs are in the spreadsheet, then the Handicap Index will be retrieved for you.

Some other recommended fields include:

- **Tee:** This field is recommended if multiple tees are used in the event. It will make the process of setting up tees quicker later on in this guide.

- **Additional [Custom Fields](#):** Upload additional custom fields for your convenience (e.g., Bag Storage #, Shirt Size, Phone). These custom fields will be stored in the player roster. They can also be displayed on the tee sheet next to players' names.
- **Email:** This helps with communicating with the players. You can send mass emails to all or some of the players with ease (e.g., rain delay, sponsor email).
- **Team:** Having a custom field that identifies the teams will save you time later in the setup process.

When the spreadsheet is ready, go to Golfers > Upload Roster from Spreadsheet > Choose File. Import the file, and click "Upload".

Match your columns to our attributes (Some may be matched automatically) by clicking on your column, clicking our attribute, then clicking "Match". Any unmatched columns will be created as custom fields.

3. Add Rounds

Go to Calendar > Add Rounds. Select the date of the rounds.

Click on a calendar day to add rounds ⓘ

October 2017							November 2017							December 2017							
Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	
1	2	3	4	5	6	7					1	2	3	4						1	2
8	9	10	11	12	13	14	5	6	7	8	9	10	11	3	4	5	6	7	8	9	
15	16	17	18	19	20	21	12	13	14	15	16	17	18	10	11	12	13	14	15	16	
22	23	24	25	26	27	28	19	20	21	22	23	24	25	17	18	19	20	21	22	23	
29	30	31	26	27	28	29	30	24	25	26	27	28	29	30	24	25	26	27	28	29	30
													31								

Cancel Save

If you are playing multiple rounds on the same day, click the date twice. You will then be asked to confirm that you want a second round added on that date.

Once the round dates are highlighted, click "Save".

4. [Create Teams:](#)

To create teams:

- A. Go to Event > Event Profile > General Settings. Select “This event uses Teams/Groups.
- B. Go to Golfers > Event Divisions/Flights/Teams > Manage Team Lists.

☒ Enter a new name and set a team size ⓘ

METHOD

- ☒ Create teams manually
- ☐ Automatically create teams using custom field ⓘ
- ☐ Automatically create teams using entry numbers ⓘ
- ☐ Automatically create teams using the pairings
- ☐ Copy team list from another division

Enter a name for the list of teams, and set the team size. Select the method to create the teams. For more details on all of the methods, [Click Here](#). Click “Next” and the teams will be generated.

5. [Create Tournaments](#)

Create a tournament for each format. Go to Rounds > Round 1 > Tournaments. Set up the tournament(s) being played in the first round. Then, go to the next round and set up the tournament(s) for that round. If there are different formats for each 9, then create two tournaments within each round.

Name	Alternate Shot Back 9		
Teams or Groups	Member Member Teams		
	☒ The tee sheet is or will be physically organized by team and should be scored that way. This is required for match play and optional otherwise.		
	☐ The tee sheet may or may not be physically organized by team, but we want the results scored by team (e.g., best 2 balls of team vs all other teams).		
Tournament Format	Team scores will include:	Payout to ⓘ	
	All Team Players	Team(s)	
	Format ⓘ	Competition ⓘ	Balls ⓘ
	Stroke	Team (pair) v. Field	Alt-Shot
	Holes ⓘ		
	Back 9		
	Handicap ⓘ	Drop Worst 0 Hole(s) ⓘ	Tie-breaking ⓘ
	50% of sum - alternate drives		Retain Ties

In the screenshot above, we are setting up an alternate shot tournament for the back 9.

New Tournament		Tournament Library						
Name	Division(s)	Format	Competition	Balls	Handicap	Purse	Points	
☰ Scramble Front 9 ✎	All Golfers	Stroke	Team (pair) v. Field	Scramble	35% + 15%			Delete
☰ Alternate Shot Back 9 ✎	All Golfers	Stroke	Team (pair) v. Field	Alt-Shot	50% of sum - alternate drives			Delete
Estimate Total Purse/Points...								

Within that round, we have a scramble tournament for the front 9, and an alternate shot tournament set up on the back 9. (Look at the screenshot above.)

In order to link all these tournaments together, the format and competition in the tournament setup must be the same.

6. [Link the Tournaments](#)

Go to Event > Multi-Round Tournaments > Link Existing Tournament into Aggregate Tournament.

Tournament Name	Overall	
Linked Tournaments	Round 1	
	Tournament	Abbreviation ⓘ
	☒ Scramble Front 9	SCRAMBLE
	☒ Alt Shot Back 9	ALT SHOT
	Round 2	
	Tournament	Abbreviation ⓘ
	☒ Four Ball Front 9	4 BALL
	☒ Both Balls Back 9	BOTH

Name the linked tournament (e.g., Overall, Aggregate, etc). Select the tournaments that need to be linked, and enter the abbreviation (to display on the leaderboard). Click “Save”.

1. After navigating to the Linked Tournament setup page, you will see two tabs that you will need to take the following actions on:

- A. **Linked Tournaments:** For the linked tournament tab, take the following action:
- Name the overall Linked Tournament.
 - Select the tournaments to be linked, and enter tournament abbreviations (if necessary). The abbreviations will be used on the leaderboard column headers to identify the format for each round. Note: If there is a tournament that disappears when you select another tournament, that means the two tournaments are not compatible. Like stated above, there are certain parameters that need to be the same in order to link.

Below is an example of a 36-hole Linked Tournament where scramble is played on the first round and alternate shot is played on the second round.

Tournament Name	Overall	
------------------------	--------------------------------------	--

Linked Tournaments	Round 1	
	Tournament	Abbreviation ⓘ
	☒ Scramble	SCRAMBLE
	Round 2	
	Tournament	Abbreviation ⓘ
	☒ Alternate Shot	ALT SHOT

- B. **Advanced Settings:** Go to the "Advanced Settings" tab, and select the following:
- Linking Method:** Select "Add Results of the Selected Tournaments" (as shown below).

Linking Method	How do you want to link the tournaments? There are two methods to link tournaments together. If you want to add results of players in selected tournaments, select 'Add Results of Selected Tournaments'. The second option, 'Keep Best Results in Selected Tournaments' is typically used in a Gross / Net situation, where a player can only be a winner in one of the two tournaments. ☒ Add Results of Selected Tournaments ☐ Keep Best Result of Selected Tournaments (e.g., Gross / Net) ☐ 36-Hole Match Play
-----------------------	---

- Tie-Breaking Tournament:** (Note: This option is only available by request or on a case-by-case basis. Please reach out to our support team with questions.) Choose a Tournament for Tie-Breaking. Ties can be broken in a linked

tournament by using the higher-ranked player/team on a tournament leaderboard. Choose the round and tournament leaderboard to be used for tie-breaking. Only tournaments linked to this tournament are available to be selected.

Tie-Breaking Tournament

Choose a Tournament for Tie-Breaking

Ties can be broken in a linked tournament by using the higher ranked player/team on a tournament leaderboard. Choose the round and tournament leaderboard below to be used for tie breaking. Only tournaments used in the linked tournament are available to be selected.

☒ Set a Tie-Breaking Tournament

Round	Tournament
Round 2	Alt. Shot

- c. **Display Options:** Manage how you would like the results of the leaderboard displayed. For more details, review the [Advanced Display Option](#) article.

Display Options

How many places should leaderboard display?

Leave blank to show all golfers.

TV Leaderboard

Embedded Results

Event Portal

☐ Hide all Results from Event Portal?

- d. **Payout:** In the "Advanced Settings" tab, enter the points and purse (if any) for the overall linked tournament.

Payout

Points and Purse

You can set purse and points at both the linked tournament level and the individual tournaments. The purse and points at the linked tournament level are applied on the overall standings.

Purse more

1st	2nd	3rd	4th	5th	6th	7th	8th	9th	10th

Points more

1st	2nd	3rd	4th	5th	6th	7th	8th	9th	10th
10.0	9.0	8.0	7.0	6.0	5.0	4.0	3.0	2.0	1.0

- e. **Season Points:** If you are [managing season points](#) for the season, you can also select the season points category and allocation table to be used for the linked tournament being set up.

Season Points

Point Category	Point Allocation Table	Actions
No awards yet		

Save the linked tournament by clicking "Save." The linked tournament will then be set up. For a step-by-step tutorial on setting up a multi-round multi-format tournament, [Click Here](#).

7. [Create Pairings for Round 1:](#)

Go to the Rounds for Round 1 > Create New Pairings.

Step 1: Automatic or Manual?

- | | |
|---|---|
| ☐ Automatic scheduling - let us do it for you | ☐ Manual pairings - set the pairings yourself |
| ☐ Pair by previous results/pairings | ☐ ⓘ Create pairings using a custom field |
| ☐ ⓘ Create pairings using entry numbers | |

Create pairings using one of the following options:

- **Automatic Scheduling** - Randomly create pairings by ABCD, ABAB, or by player Handicap Index (lowest four handicapped players paired together as a pairing group, then the next lowest four will be paired, and so on.)
- **Manual Pairings** - Define the pairings yourself. Select the players in the first pairing group, and click "Create Pairing". Repeat this step until all pairing groups are created.
- **Create Pairings Using Custom Field** - If you have uploaded a spreadsheet of players with the "Pairing Group" custom field, you can create pairings by selecting the custom field and clicking "Next".
- **Create Pairings by Entry Number** - Players are assigned to pairing groups in the order in which they are added to the system. For instance, if you uploaded a spreadsheet of players, the first four players listed in the spreadsheet will be a foursome, and so on. If you added players manually, then the first four players added will be together, then the next four, and so on.

After selecting the method, click "Next", then "Continue". Your pairings will then be generated.

8. [Set Course/Tee](#) , [Starting Times](#) , and [Shotguns](#):

Once the pairings are created, you will be directed to the "Edit Existing Pairings" page

Additional Information
Show
GGIDs
Total Index
Neither

1.	Mike Zisman	Brett Wyatt	Beth Johnson	Jamie Katz	Course / Tee not specified
2.	Rebecca Whitten	Michelle Williams	Joe Hill	Kate Jackson	Course / Tee not specified
3.	Kyle Wertman	Eric Whitten	Brian Hamp	Flavia Grosan	Course / Tee not specified
4.	Alex Tandrau	Sarah Walsh	Eddie Goldstein	Diane Good	Course / Tee not specified
5.	Jon Sirois	David Shofran	Linda Gamble	Jennifer Garcia	Course / Tee not specified
6.	Steve Sayre	Nick Shelness	Josh Fidler	Brenda Gagnier	Course / Tee not specified
7.	Alyssa Rosend	Barbara Rosenberg	Sam Elsen	Carol Dent	Course / Tee not specified
8.	Bart Rickard	Courtney O'connor	Lori Collins	Billy Condon	Course / Tee not specified
9.	Anne McMann	Chris Logan	Kevin Benson	Susan Berry	Course / Tee not specified
10.	Jim Kenesky	Sandy Kikla	Laura Beck	Greg Barber	Course / Tee not specified

SWAP PLAYERS
SWAP PAIRS
SWAP PAIRINGS
MOVE PAIRINGS
NEW ROW
ADD PLAYERS
REMOVE PLAYERS
ADD BLINDS
SWAP HOLES
MOVE HOLES
SET TEE TIME
SET SHOTGUN
SET COURSE & TEE

Complete the following steps on this page:

A. **Set Course/Tee:** Click Set Course & Tee > Select All Players.

SET COURSE & TEE

Hollands Golf Club - East Course - Default Tees
All 18

Select All Players / Unselect All Players

Cancel
Go
Clear Rows

Select the tee that the players will be using. If multiple tees are being used, you can use the [default tees](#) (if set up) or individually select the players above (they will highlight/un-highlight in orange) to place them on different tees. After the tees are set, click “Go”. [Click Here](#) for more details on setting the Course & Tee.

B. **Set Tee Time/Shotgun:** If you have a shotgun start, click on “Set Shotgun”, “Select All”.

SET SHOTGUN

Select All / Unselect All
Reverse Shotgun / Restore Default

Starting Time: 8 : 00 AM
Hole: 1

Course / Tee not specified

Hole	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18
Yardage																		
Par																		
	1	0	1	0	1	0	1	0	1	0	1	0	1	0	1	0	1	1

Holes / Foursome Count: 10 / 10

Cancel
Go
Clear Shotgun

Set the starting time. Make sure all 18 holes have the correct number of pairing groups in them. For details on setting a shotgun start, [Click Here](#).

If setting tee times instead, go to Set Tee Time > Select All. Then select the first time, interval, and starting hole. For details on setting tee times, [Click Here](#).

9. Check Playing Handicaps with Handicap Analysis

Go to Rounds > [Handicap Analysis](#) to ensure the Playing Handicaps are being computed as expected.

10. Check Setup with Pre-Play Audit

Go to Rounds > [Pre-Play Audit](#) to make sure there are no “warning flags” in your setup.

11. Preview Leaderboard with Random Scores

Go to Rounds > Enter Scores > Random Scores > [Test Leaderboard](#). If the leaderboard displays as expected, go back to “Enter Scores” and clear the random scores.

12. Print Material

Go to Rounds > Report Center to access your printed material. Frequently used printed material includes:

- [Scorecards](#)
- [Cart Signs](#)
- [Scoreboards](#)
- [Tee Sheets](#)

To access and print reports created by others in the user community, select “Discover Reports” and use the search or filter tools to find your desired reports.

For suggestions and best practices on printing material for this event, check out the “Printed Material Notes” section at the end of this guide.

13. Enable Mobile Score Entry, if necessary

If you are using live scoring, turn the toggle switch ON under the Rounds Menu.

14. Move round to In Progress

Go to the Rounds Menu and click “In Progress”. The leaderboard will now be live.

15. Enter Scores

Go to Rounds > Enter Scores. Click on a pairing group to enter gross hole-by-hole scores. (Note: If scores are being entered via mobile app, then skip this step.)

16. Complete Round:

Once all scores are entered, go to the Rounds Menu, move the round status to “Completed”, and turn mobile score entry “OFF” (if necessary). Then, go to Rounds > Display Leaderboard. Points and purse (if set up) will then be awarded.

17. Creating Pairings for Next Round:

Go to Rounds > Round 2 > Create New Pairings.

Step 1: Automatic or Manual?

☐ Automatic scheduling - let us do it for you

☒ Pair by previous results/pairings

☐ Create pairings using entry numbers

☐ Manual pairings - set the pairings yourself

☐ ⓘ Create pairings using a custom field

Step 2: Select a Round

Past Round

Round 1 (Wed, July 5) ▼

Step 3: Order of Players?

☐ Keep exact pairings

☒ Leaders off last

☐ Leaders off first

☐ Reverse Horseshoe

Tournament

36-Hole Individual Stroke Play ▼

This tournament is completed.

In most multi-round tournaments, subsequent rounds are [paired by using previous round results](#). In the setup above, we are using the Round 1 scores from an individual stroke play tournament. Leaders will be organized in the last pairings. Teams in last place will be organized in the first pairings. All the teams will be included in the Round 2 pairings.

[Click Here](#) for details on pairing by previous results. If using your own method for creating round 2 pairings, create [Manual Pairings](#) rather than pairings by previous results.

18. Finish the Event:

Go back to Steps 7 thru 16 to complete Round 2.

Printed Material Notes:

Scorecards:

When printing scorecards for any rounds following the first round, you can include the current player/team score on the scorecard. [Click Here](#) for instructions.

Scoreboards:

You can access many scoreboard templates, created with the [Report Composer](#) by others in the user community, by going to Rounds > Report Center > Discover Reports. Filter by Category (Scoreboards).

Example:

SCOREBOARD: 16 PAIRS, 2 ROUNDS

Sample Event			
	Round 1	Round 2	Total
Verplank, Scott & Duval, David PGA Tour			
Jacobsen, Peter & Floyd, Raymond PGA Tour			
Aaron, Tommy & Morgan, Gil PGA Tour			
Bean, Andy & Elder, Lee PGA Tour			
Haas, Jay & Rodriguez, Chi-Chi PGA Tour			
Janzen, Lee & Irwin, Hale PGA Tour			
Johnson, Zach & Trevino, Lee PGA Tour			
DiMarco, Chris & Stricker, Steve PGA Tour			
Gallagher Jr., Jim & Calcavecchia, Mark PGA Tour			
Weiskopf, Tom & North, Andy PGA Tour			
Green, Hubert & Walker, Jimmy PGA Tour			
Stadler, Craig & Lehman, Tom PGA Tour			
Toms, David & Bech, Chip PGA Tour			
Reed, Patrick & Crenshaw, Ben PGA Tour			
Kuchar, Matt & Simpson, Scott PGA Tour			
Hill, Dave & Michelson, Phil PGA Tour			

Most scoreboards in “Discover Reports” have a column for every round. The column header is typically “Round 1”, “Round 2”, “Total”, etc (like the scoreboard above). You can choose to keep those column headers or replace them with the format (e.g., Four Ball, Alt Shot, Scramble, etc). To do this, select the option to design the column header (as shown below) and change the column header names.

Content

Report Header

Customize the header of the report by adding logos, the event title or other fields

 Design

Column Header

You can use the column header to define information which is repeated at the beginning of each column (e.g. a table header)



 Design

Print for each

Foursome 

 Remove
 Design

Page Break ☐ NO

 Filter

 Sort