



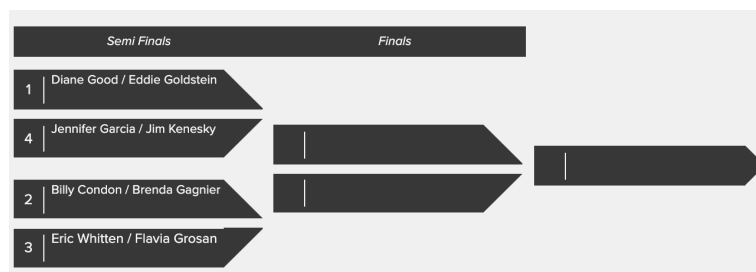
Golf Genius Software Guide: Team Round Robin to Bracket Event Tutorial

A Step by Step Guide and Checklist

A popular format of competitive play is a Round Robin to Bracket event. The most popular tournament of this type would be the WGC Match Play Tournament. While typically played with singles matches, it can also be played with two-person teams. When playing this format, teams are first separated into “pods” of usually around 4 teams. Each pod plays a round robin format of Match Play where every team plays a match against every other team in the pod. In other words, if using pods of 4, three matches are played.

All Golfers (Aggregate Results)					
Flight 1					
Pos.	Team	R1	R2	R3	Points
1	Josh Fidler / Kate Jackson	1.00	1.00	0.50	2.50
2	John Smith / Jon Sirois	1.00	0.00	1.00	2.00
3	Anne McMann / Barbara Rosenberg	0.00	1.00	0.00	1.00
4	Alex Tandrau / Alyssa Rosend	0.00	0.00	0.50	0.50
Flight 2					
Pos.	Team	R1	R2	R3	Points
1	Billy Condon / Brenda Gagnier	1.00	1.00	0.50	2.50
2	Laura Beck / Linda Gamble	1.00	0.00	0.50	1.50
T3	Kevin Benson / Kyle Wertman	0.00	1.00	0.00	1.00
T3	Bart Rickard / Beth Johnson	0.00	0.00	1.00	1.00

After completing the round robin matches, winners from each pod advance to a bracket tournament where an overall winner is determined.



This guide will go over the setup process of this type of event for team play. To view a singles matches guide on this type of format, [Click Here](#) instead.

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

Initial Setup and Round Robin Matches

<input type="checkbox"/> Create the Event	Customer Center > Leagues, Events and Trips > Create New Event/League
<input type="checkbox"/> Add Players	Golfers
<input type="checkbox"/> Add Rounds	Calendar > Add Rounds
<input type="checkbox"/> Create Teams	Golfers > Event DFTs > Manage Team Lists
<input type="checkbox"/> Flight the Teams	Golfers > Event DFTs > Manage Flights by Team
<input type="checkbox"/> Create Match Play Tournament	Event > Multi-Round Tournaments > Add New Multi-Round Tournament
<input type="checkbox"/> Create Round Robin Schedule	Event > Round Robin Schedule > Add New Round Robin Schedule
<input type="checkbox"/> Check Playing Handicaps with Handicap Analysis	Rounds > Handicap Analysis
<input type="checkbox"/> Check Setup with Pre-Play Audit	Rounds > Pre-Play Audit of Round
<input type="checkbox"/> Preview Leaderboard with Random Scores	Rounds > Enter Scores > Random Scores
<input type="checkbox"/> Print Material	Rounds > Report Center
<input type="checkbox"/> Enter Scores	Rounds > Enter Scores
<input type="checkbox"/> Complete Round	Rounds

Bracket Matches

<input type="checkbox"/> Create Bracket Tournament	Event > Bracket Tournaments > Add New Bracket Tournament
<input type="checkbox"/> Fill Bracket	Event > Bracket Tournaments > Edit First Round Matches
<input type="checkbox"/> Create Consolation Bracket, if necessary	Event > Bracket Tournaments > Edit First Round Matches > Auto-Fill tab
<input type="checkbox"/> Set Course/Tee and Tee Times, if necessary	Rounds > Edit Existing Pairings
<input type="checkbox"/> Check Playing Handicaps with Handicap Analysis	Rounds > Handicap Analysis
<input type="checkbox"/> Check Setup with Pre-Play Audit	Rounds > Pre-Play Audit of Round
<input type="checkbox"/> Preview Leaderboard with Random Scores	Rounds > Enter Scores > Random Scores
<input type="checkbox"/> Print Material	Rounds > Report Center
<input type="checkbox"/> Enter Results	Rounds > Enter Hole-by-Hole Scores or Match Results

Initial Setup and Round Robin Matches

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 find any player within the 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.

	B	C	D	E	F	G
1	Email	First Name	Last Name	Index	GHIN Id	Seed
2		Greg	Barber	15.6	7191513	1
3		Laura	Beck	9.6	5698336	4
4		Kevin	Benson	12.5	2637480	16
5		Susan	Berry	12.9	156831	13

Create a column for first name, last name, and Handicap Index. If the player's GHIN/GolfNet IDs are in the spreadsheet, then Handicap Index is not required because it will be retrieved for you (depending upon if you are using GHIN or GolfNet).

Some 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.
- **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:** If teams have been determined, you can define the teams in the spreadsheet in a column. This will allow you to quickly create teams later in the guide.

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. Add the rounds for both the round robin matches and the bracket matches. For instance, if there are four teams in a pod, then 3 rounds are needed for the round robin matches. If the bracket size is 4, then you will need 2 additional rounds for the bracket matches.

In the example event below, there are three rounds of pod matches and 2 rounds of bracket matches for a total of 5 rounds for the event.

Select All Clear Selection		Please Select to		Accept Signups or Remove Rounds	Go	Add Rounds Switch to Calendar View	
	Round Name	Round GGID	Round Date	Status	Signups Open?	Round Type	Actions
<input type="checkbox"/>	1 Pod Match 1	WJVECR	15 July 2020		No	Golf	More Info Open
<input type="checkbox"/>	2 Pod Match 2	BMVXGF	16 July 2020		No	Golf	More Info Open
<input type="checkbox"/>	3 Pod Match 3	RCUQXX	17 July 2020		No	Golf	More Info Open
<input type="checkbox"/>	4 Semi Finals	HPZXJN	18 July 2020		No	Golf	More Info Open
<input type="checkbox"/>	5 Finals	RVHCMM	19 July 2020		No	Golf	More Info Open

4. Create Teams:

Go to Golfers > Event Divisions/Flights/Teams > Manage Team Lists. Name the team list and enter the team size.

You can create teams using one of the three methods:

- **Manually:** Create teams manually one at a time.
- **Using Custom Field:** If players were added via spreadsheet with a field that defines the teams, you can use that field to create the teams.
- **Using Entry Numbers:** If the order in which the players were added to the event (Step #2) is by team (e.g., first two players added are on a team, second two players are on the next team, etc), then you can have the teams automatically created using entry number.

After selecting the method and team name format, click “Next” and complete the process of creating teams.

For more instructions on creating teams, [Click Here](#).

5. Flight the Teams

Teams need to be organized into flights to separate them into their respective pods.. In other words, a flight needs to be created for each pod.

To flight the teams, go to Event > Event Divisions/Flights/Teams > Manage Flights by Team (as shown below).

Add New Flights

☒ Auto Fill Flights ☐ Create Flight Manually

FLIGHT BY

☒ Combined Handicap Index ⓘ
☐ Combined Playing Handicap ⓘ
☐ Lowest Handicap Index of any Player on Team
☐ Lowest Playing Handicap of any Player on Team
☐ Member's Handicap Index ⓘ
☐ Member's Playing Handicap ⓘ
☐ Tournament Results ⓘ

TIE BREAKING

☐ Combined Handicap Index ⓘ
☐ Combined Playing Handicap ⓘ
☒ Lowest Handicap Index of any Player on Team
☐ Lowest Playing Handicap of any Player on Team
☐ Member's Handicap Index ⓘ
☐ Member's Playing Handicap ⓘ

SECONDARY TIE BREAKING

☐ Combined Handicap Index ⓘ
☐ Combined Playing Handicap ⓘ
☐ Lowest Handicap Index of any Player on Team
☐ Lowest Playing Handicap of any Player on Team
☐ Member's Handicap Index ⓘ
☐ Member's Playing Handicap ⓘ

NUMBER OF FLIGHTS

☒ Number of Teams per Flight
☐ Number of Flights

Next

HELP ⓘ

You can auto-fill flights using specific parameters or you can create the flights manually by creating flights one at a time.

After selecting the creation method, enter the number of teams per flight then click “Next”. Review and edit (if necessary) the flight names and sizes (as shown below).

There are 16 teams to be placed in 4 flights. Please edit flight names and number of teams to be in each flight.

Flight Name	Teams / Flight	Delete
<input type="text" value="Flight 1"/>	<input type="text" value="4"/>	<input type="checkbox"/>
<input type="text" value="Flight 2"/>	<input type="text" value="4"/>	<input type="checkbox"/>
<input type="text" value="Flight 3"/>	<input type="text" value="4"/>	<input type="checkbox"/>
<input type="text" value="Flight 4"/>	<input type="text" value="4"/>	<input type="checkbox"/>
Total teams	16	

Click “Next” and the teams will be flighted. [Click Here](#) for more details on flighting teams.

6. Create Match Play Tournament:

Go to Event > Multi-Round Tournaments > Add New Multi-Round Tournament. Select the rounds of the round robin matches, the team list and select that the tee sheet will be physically organized by team (as shown below).

Name

Rounds [Check All Rounds](#)

☒ Pod Match 1
 ☒ Pod Match 2
☒ Pod Match 3
 ☐ Semi Finals
☐ Finals

Teams or Groups

☒ 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).

The format should be set to Team v. Team (1&2 v 3&4) Match Play (as shown below).

Tournament Format

Team scores will include: Payout to:

Format:
 Competition:
 Balls:

Holes:

Handicap:
 Handicap Allowance: %
 When no Opponent(s):

Selected Round(s):

Tie-breaking:

Enter the match points. In the example below, one point is being awarded for winning the match and a half point for tying.

Payout

Purse & Points:

Purse

per Match won per Match tied per Match lost per Hole won per Hole tied per Hole lost

Points

per Match won per Match tied per Match lost per Hole won per Hole tied per Hole lost

Max: Min: ⓘ

Save the tournament.

7. [Create the Round Robin Schedule](#)

Go to Event > Round Robin Schedule.

- Select the Round Series that includes only the round robin rounds.
- Select “Teams” and the team list that was created.
- Select to “Use flights when creating the schedule”.
- Select the seeding method for the scheduling. (Note: This is not the seeding for the bracket tournament).
- Select the method in which players should be ordered within each match.
- Select Foursomes as the tee sheet organization.

In the setup below, the flighted teams are being used to generate the round robin schedule.

Select Round Series Wed, Jul 15 - Fri, Jul 17

Teams or Individuals ☒ Teams ☐ Individual ☒ Use flights when creating the schedule?

Select Team List RR to Bracket Teams

How should we assign teams to seed (which team is seed 1, 2, etc.)?

☒ By order of teams ⓘ ☐ In alphabetical order ☐ By members' combined index ⓘ

☐ Use custom seeding

Order of players in matches

☒ Order players by position in team ☐ Order players by handicap index ☐ Order players alphabetically

The Round Robin schedule consists of first golfers on each team. Leave blank to use all golfers.

Tee Sheet Organization

☒ Foursomes (A & A vs B & B) ☐ Twosomes (A vs B)

Hint: A and B in examples above refer to opposing teams.
Foursomes (A & A vs B & B) is the standard round robin member guest format.

Cancel Next

Click “Next”. Make sure all flights are selected. Click “Next” again. Click “Set Course & Tee” for the first round. Set the course, tee, starting hole, and starting times. Repeat the step for the remaining rounds. Click “Save Changes and Continue”.

The round robin schedule will then be created and pairings will be set for the round robin rounds. For more details on creating a round robin schedule, [Click Here](#).

8. Check Playing Handicaps with Handicap Analysis

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

9. Check Setup with Pre-Play Audit

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

10. 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.

11. Print Material

Print the round-to-round material (e.g., scorecards and cart signs) by going to Rounds > Report Center. You can also print round robin material (round robin tee sheet or round robin summary) by going to Event > Round Robin Schedule.

12. Enter Scores:

If using mobile app scoring, go to the Rounds Menu and enable mobile score entry and move the round to "In Progress".

If you are not using mobile app scoring, go to Rounds > Enter Hole-by-Hole Scores. Click on a pairing group to enter gross hole-by-hole scores. If you do not want to enter hole-by-hole scores (and would like to enter just the match results) go to Rounds > Enter Match Results instead.

13: Complete Round:

Once all scores are entered for round 1, go to Rounds Menu, move the round status to "Completed", and turn mobile score entry "OFF" (if necessary).

You can then Repeat steps 8 through 13 for the remaining round robin match rounds.

Bracket Matches

14. Create The Bracket Tournament

Go to Event > Bracket Tournaments. Select “Team Tournament Bracket” and the team list that was created (as shown below). Click “Next”.

CREATE BRACKET TOURNAMENTS

☐ Singles Tournament Bracket ⓘ ☒ Team Tournament Bracket ⓘ

Choose Division

All Golfers ▼

Choose Team List

RR to Bracket Teams ▼

Number of bracket tournaments to be created ⓘ

1

Next

On the next page:

- A. Name the bracket tournament.
- B. Enter the team bracket size. If you do not have a perfect number of teams, [Click Here](#) for an article that discusses this scenario.
- C. Choose the number of regions (for display and printing) The winners of each region will advance to play each other.
- D. Select the playing rounds for the bracket tournament.

In the example below, a four team bracket is being created (which requires 2 rounds).

TEAMS & ROUNDS

Tournament Name

Bracket Matches

Number of Teams

4 ▼

Number of Regions

1 region of 4 teams ▼

PLAYING ROUNDS

Required rounds to complete the tournament: 2

☐ Wed, July 15 ☒ Sat, July 18 ☐ Thu, July 16 ☒ Sun, July 19 ☐ Fri, July 17

Select the tournament settings.

① Balls

Best Ball on each hole

① Holes

18 Holes

① Handicap

USGA Net (off lowest)

① Handicap Allowance

100 %

① Tie-breaking

Extra Holes

① Default Course & Tee

Holland's Golf Club - Blue

☒ Show seeds on the bracket diagram.

☐ Display additional information on the bracket diagram.

Season Points

Point Category	Point Allocation Table	Actions
No awards yet		

New Award

Handicaps

Above is the typical setup for a team Four Ball bracket tournament. “Extra Hole” tie-breaking can also be used. For details on extra holes, [Click Here](#).

Select the default course/tee for the players. Playing tees can later be changed by going to Rounds > Edit Existing Pairings, if needed.

Select any advanced tournament options (as shown below).

ADVANCED TOURNAMENT OPTIONS

- ☐ Create a consolation match in the Finals. The teams who lost in semi-finals will be paired together.
- ☐ The final round of the bracket is 36 holes.

TV DISPLAY

- ☒ Display Bracket View ⓘ
- ☐ Display List of Matches ⓘ
- ☐ Display Both Bracket View and List of Matches

- You can set up a consolation match in the finals to decide 3rd and 4th place.
- You can set the finals to be a 36-hole finals match.
- If using the TV Display, select the viewing options. [Click Here](#) for details on using the TV Display with Bracket Tournaments.

After selecting your setup, click “Next”.

For further details on Singles Bracket Tournament setup options, [Click Here](#).

15. Fill the Bracket

Populate the bracket with the teams who have advanced to the bracket tournament. Manually fill and seed the brackets by clicking on the advancing teams on the right and clicking on the empty bracket slot on the left. See sequence below.

Tournament Settings
Tournament: Team Bracket Tournament
Clear Bracket
Done

TEAM BRACKET TOURNAMENT :: EAST
Clear Region

1

 vs.

8

4

 vs.

5

TEAM BRACKET TOURNAMENT :: WEST
Clear Region

2

 vs.

7

3

 vs.

6

Teams not on any Brackets
Teams on Other Brackets
Auto Fill
Reorder Bracket

16 TEAMS

Search...

Steve Sayre / Susan Br

Sam Elsen / Sarah Wal

Nick Shelness / Rebec

Michelle Williams / Mik

Linda Gamble / Lori Cc

Kyle Wertman / Laura E

Kate Jackson / Kevin B

Jon Sirois / Josh Fidler

Jim Kenesky / Joe Hill

Jamie Katz / Jennifer C

Flavia Grosan / Greg B

Eddie Goldstein / Eric I

David Shofran / Diane

Chris Logan / Courtney

Brian Hamp / Carol De

Brenda Gagnier / Brett

Click on a team in the "Teams not on any Brackets", and then an empty slot on the left, to add someone to the current bracket.
Click on a team in the "Teams not on any Brackets", and then a team in the current bracket to even the teams.

HELP ?

Once teams are seeded, click “Done”.

At any time, you can change the settings or first round matches for the bracket tournament (as shown below).

Add New Bracket Tournament
Clear All Brackets

Teams brackets using team list Regular using division Regular

Tournament Name	Size	Fill Rate ⓘ	Regions	Rounds	Tournament	Consolation	Actions
Senior	32	0 %	1	5 ⓘ	18 Holes Off Low at 100		Edit Tournament Edit First Round Matches Print Delete

If you edit any matches after the original creation of the bracket, the pairings and tee times under the Rounds Menu will automatically change for you.

For more details on seeding and filling a bracket, [Click Here](#).

16. Create Consolation Brackets, if necessary

Many clubs like to hold consolation brackets for teams who have already lost their match. To do this, go to Event > Bracket Tournaments > Add New Bracket Tournament.

Tournament Name

Consolation

Number of Teams

16

Number of Regions

1 region of 16 teams

Required rounds to complete the tournament: 4

PLAYING ROUNDS

☐ Sat, March 24
☒ Sat, April 14
☒ Sat, March 31
☒ Sat, April 21
☒ Sat, April 7

Select the number of teams going into the consolation bracket. Select the rounds that will be used to create the bracket. In the example above, the 16 teams that lose in round 1 (March 24th) will be placed into this consolation bracket. This consolation bracket of 16 teams will be 4 total rounds. Complete the setup and click “Next”.

Golfers not on any Brackets Golfers on Other Brackets **Auto Fill** Reorder Bracket

In this section you can fill the remaining empty seeds automatically. Choose one of the criteria below and we will take care of the rest.

☐ Random ⓘ

☐ Handicap Index ⓘ

☐ Custom Field (e.g., seed) ⓘ

☐ Previous Results ⓘ

☒ **Consolation Bracket** ⓘ

We will automatically pull in the losers in this bracket and also setup the pairings each time the selected tournament is scored and matches finish. You will not be able to make any changes to these matches while these tournaments are linked. You can always unlink them.

Men's Bracket

Round 2 (Sat, November 25)

Go

Auto Fill the bracket using the “Consolation Bracket” option. Select the bracket tournament and round where the losing teams will come from. Click “Go”.

Repeat this step to create any remaining consolation bracket tournaments.

Once you have created the consolation bracket(s) for the event, consolation matches will automatically update and fill as teams lose in the main bracket tournament. If you would like to change the matchups manually once the losers have been decided you can also do that by going to Event > Bracket Tournaments and clicking “Edit First Round Matches” for the consolation tournament(s).

[Click Here](#) for more details on Consolation Brackets.

17. [Set Course/Tee](#) , [Starting Times](#) , and [Shotguns](#), if necessary

You can skip this step if the players are already set on the correct course/tee and there are no tee times assigned. However, if course/tees need to be changed or tee times need to be set, go to Rounds > Edit Existing Pairings.

18. Check Playing Handicaps with Handicap Analysis

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

19. Check Setup with Pre-Play Audit

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

20. 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.

21. Print Material

Print the round-to-round material (e.g., scorecards and cart signs) by going to Rounds > Report Center. [Click Here](#) for details on printing brackets.

22. Enter Results

Enter the results by either:

- A. **Entering hole-by-hole scores:** Rounds > Enter Hole-by-Hole Scores
- B. **Entering final results:** Rounds > Enter Match Results. Click on the winning teams and enter the match score on the right (as shown below). Click “Save”.

Choose Match Winner			Final Result	Clear Result
Bracket Bracket Tournament 1 :: East				
<input checked="" type="radio"/> Jamie Katz / Jennifer Garcia	vs.	<input type="radio"/> Chris Logan / Courtney O'connor	<input type="text" value="3&2"/>	Clear Result
<input type="radio"/> Kate Jackson / Kevin Benson	vs.	<input checked="" type="radio"/> Jim Kenesky / Joe Hill	<input type="text" value="19 Holes"/>	Clear Result
Bracket Bracket Tournament 1 :: West				
<input type="radio"/> Eddie Goldstein / Eric Whitten	vs.	<input checked="" type="radio"/> Jon Sirois / Josh Fidler	<input type="text" value="5&4"/>	Clear Result
<input checked="" type="radio"/> Linda Gamble / Lori Collins	vs.	<input type="radio"/> Michelle Williams / Mike Zisman	<input type="text" value="1 Up"/>	Clear Result

The leaderboard and bracket will then update. Keep in mind that you can enter a combination of hole-by-hole scores and match results within a round if you'd like.

Once the matches are complete for the first round, go to the next round and enter scores/results.