



Golf Genius Software Guide: Basic League Tutorial

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.

Leagues and weekly groups are a popular part of the golf club environment. For the typical standard golf league, there is a group of players that consider themselves league members. Each week some of these league members will play, and some will not. Each week they play games and tournaments to earn yearly points. Sometimes the tournaments are the same each week, sometimes they differ.

Player League Standings

Click on column heading to sort on that column. Click on player name to see player detail.

Select a Division: All Divisions		Series: All Rounds		Go		Export to Excel		Print	
Position	Player ↕	Times Played ↕	PP ↕	Total Points ↕	Total Purse ↕	Average Gross ↕	Average Net ↕	Low Gross ↕	Low Net ↕
1	Witherspoon, Larry ⓘ	32	145.00	1826.83	\$ 335.86	96.7	69.6	89.0	61.0
2	Dotter, Kenny ⓘ	31	135.00	1747.60	\$ 458.53	71.3	70.3	66.0	63.0
3	Dix, Ronny ⓘ	33	140.00	1707.94	\$ 247.76	99.1	71.2	88.0	62.0
4	Winkler, Tom ⓘ	30	135.00	1642.79	\$ 264.36	85.5	68.7	77.0	61.0
5	Banker, Greg ⓘ	31	140.00	1636.16	\$ 262.51	82.5	69.6	76.0	64.0
6	Hamilton, Tom ⓘ	27	130.00	1564.17	\$ 298.44	84.1	71.5	76.0	61.0
7	Shenton, Jason ⓘ	28	133.75	1547.31	\$ 214.58	88.3	70.9	84.0	63.0
8	Oguntimein, Tunde ⓘ	28	120.00	1541.76	\$ 263.93	102.3	72.5	93.0	62.0
9	Smith, Ian ⓘ	30	130.00	1529.30	\$ 240.30	86.4	71.0	76.0	62.0

There are many different variations of leagues and this tutorial may not show exactly how to set your league up, however it will give you the basics. If you would like a tutorial on creating a round robin league, please visit that separate tutorial.

Initial Setup Checklist

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

☐ Create the League	Customer Center > Leagues, Events and Trips > Create New League/Event
☐ Add Rounds	Calendar > Add Rounds
☐ Add Players	Golfers
☐ Create Divisions, Flights, Teams, if necessary	Golfers > Manage DFTs
☐ Create Multi-Round Tournaments, if necessary	League > Multi-Round Tournaments
☐ Create Single Round Tournaments, if necessary	Rounds > Tournaments
☐ Review League Profile	League > League Profile
☐ Create Portal	Apps > Member Portal Address
☐ Register Players to the Portal	Apps > Register Golfers to use the League Portal
☐ Set up Round Registration, if necessary	Rounds > Open Sign ups

Weekly League Management Checklist

☐ Confirming Players to Round	Rounds > Round Player Roster
☐ Update Handicap Indexes	Golfers
☐ 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
☐ Preview Leaderboard with Random Scores	Rounds > Enter Scores > Random Scores
☐ Display Pairings for the Players	Rounds> Show Pairings in League Portal
☐ Print Material	Rounds > Report Center
☐ Enable Mobile Score Entry, if necessary	Rounds > Enable Mobile Score Entry
☐ Move Round Status to In Progress	Rounds > In Progress
☐ Enter Scores	Rounds >Enter Scores
☐ Complete Round	Rounds > Completed
☐ Post Scores, if necessary	Rounds > Post Scores

1. Create the League

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

2. Add Rounds

Go to Calendar > Add Rounds. Select the dates of all the rounds.

Click on a calendar day to add rounds ⓘ

June 2018							July 2018							August 2018						
Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa
					1	2	1	2	3	4	5	6	7				1	2	3	4
3	4	5	6	7	8	9	8	9	10	11	12	13	14	5	6	7	8	9	10	11
10	11	12	13	14	15	16	15	16	17	18	19	20	21	12	13	14	15	16	17	18
17	18	19	20	21	22	23	22	23	24	25	26	27	28	19	20	21	22	23	24	25
24	25	26	27	28	29	30	29	30	31					26	27	28	29	30	31	

or add a recurring round:

Start date: End date: Day of week:

Once you are done selecting the rounds, click “Save”.

3. Add Players

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

- [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 league. Or you can select players from past leagues. To do this, go to Golfers > Import Golfers from Master Roster.
- [League Registration](#) - Your golfers can register for the league 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 league roster on a spreadsheet, you can quickly upload it by going to Golfers > Upload Roster from Spreadsheet

	C	D	E	F	G
1	Email	First Name	Last Name	GHIN Id	Tee
2	b@golfgenius.com	Greg	Barber	123445	Blue
3	c@golfgenius.com	Laura	Beck	323432	Red
4	d@golfgenius.com	Kevin	Benson	132532	White
5	e@golfgenius.com	Susan	Berry	333423	Blue
6	f@golfgenius.com	Lori	Collins	342232	Red

Create a column for email, first name, and last name. Also enter each player's GHIN #, GolfNet ID, if possible. Otherwise, Handicap Indexes will need to be updated manually each week.

Some recommended fields include:

- **Tee:** This field is recommended if multiple tees are used in the league. 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. Phone Number, Address). These custom fields will be stored in the league roster.
- **Email:** Email is required in order to get the league members registered to the portal. It is also necessary if using online [Round Signups](#).

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.

4. Create Divisions, Flights, and Teams: (Skip this step if none are used in league):

Some leagues use season-long divisions, flights, or teams. If your league uses season-long divisions, flights, and teams, make sure you have divisions, flights, and teams enabled for the league by going to League > League Profile > General Settings. Then, go to Golfers > Season Divisions/Flights/Teams and create your season-long divisions, flights or teams.

[Click Here](#) for details on creating Divisions.

[Click Here](#) for details on creating Player Flights.

[Click Here](#) for details on creating Teams.

[Click Here](#) for details on flighting Teams.

5. Create Multi-Round Tournaments: (Skip this step if none are used in this league)

Multi-round tournaments are competitions played over multiple rounds. (e.g., aggregate Stableford, ringers, eclectic). To set up a multi-round tournament, go to League > Multi-Round Tournaments > New Tournament over Multiple Rounds.

Name	Season Long Ringers				
Rounds check all	☒ Tue, May 2	☒ Tue, May 9	☒ Tue, May 16	☒ Tue, May 23	☒ Tue, May 30
	☒ Tue, June 6	☒ Tue, June 13	☒ Tue, June 20	☒ Tue, June 27	☒ Tue, July 11
	☒ Tue, July 18	☒ Tue, July 25	☒ Tue, August 1	☒ Tue, August 8	☒ Tue, August 15
	☒ Tue, August 22	☒ Tue, August 29	☒ Sat, October 28	☒ Sun, November 26	
	☒ Tue, December 5				
Teams or Groups	Don't Use Teams Note: Only All Season divisions can be used in multi-event tournaments.				
Tournament Format	Format Ringers	Competition Player v. Field	Balls Own Ball on each hole		
	Holes 18 Holes				
	Handicap None (Gross)	Selected Round(s) All			

Above, we are showing the setup for a season long ringers multi-round tournament. Select the rounds that will be used, then complete the rest of the setup.

[Click Here](#) for more details on multi-round tournaments.

6: Create Single Round Tournaments:

Single round tournaments are the daily competitions played each week. Go to Rounds > Round 1 > Start Planning Round > Tournaments. Create the tournament(s) that will be played in Round 1. Keep in mind that you can create multiple single round tournaments within a round.

Format Stroke	Competition Foursome v. Field	Balls Best Ball on each hole	Holes 18 Holes
Handicap USGA Net	Adjusted at 90 %	Drop Worst 0 Hole(s)	Tie-breaking Retain Ties
Purse & Points by 1st, 2nd, ... Nth			
Purse 1st 2nd 3rd 4th 5th 6th 7th 8th 9th 10th more			
Points 1st 100 2nd 75 3rd 50 4th 25 5th 6th 7th 8th 9th 10th more			
☒ Save in My Tournament Library			
☒ Auto-include in all future rounds?			

Above is an example of a best ball of the foursome stroke play tournament. The first place team is awarded 100 points (25 points per player). These points will be awarded to the league standings portal pages after the round is complete.

If the tournament is frequently played throughout the season you can save it in your tournament library or even auto-include it in all of your future rounds.

Repeat this step for all remaining rounds.

7. [Review the League Profile:](#)

Go to League > League Profile and review all of the settings for your league. [Click Here](#) for more details on the League Profile.

8. [Create the League Portal:](#)

Go to the Apps > Member Portal Address. The league portal is the website for your league players to go to view results, pairings, standings, and much more. You can add, remove, move, edit any pages within the sections. You can also add, remove, move, and edit any sections. When hovering over any section, you can access the general portal settings which also need to be set. Any lock box next to a page means the page is private and requires the league member to login to view that page. To make it public, edit that page and select “public page”.

To keep track of league standings, add the [Team Standings Portal Page](#) or the [Player Standings Portal Page](#). [Click Here](#) for details on managing league standings.

For more information on the league portal, [Click Here](#)

9. [Register Players to the Portal:](#)

Once your league portal is finalized, you can register your league members to the portal so they can access the portal and sign up for rounds. To do this go back to Apps > Register Golfers to Use the League Portal.

Send the registration email to the players. They will receive a link in the email to confirm their registration and create a permanent password to log into the portal and mobile app.

(Note: If the players will be accessing the league portal through your club website using [SSO](#), then they do not need to register to the portal.)

10. [Set up Round Signups \(optional\):](#)

If you'd like your players to sign up online for weekly rounds, you can set up signup open and close times for all the rounds. Go to Calendar > Tabular View of Calendar. In the drop-down menu, select “Schedule Signup Open and Close”

[Select All](#) | [Clear Selection](#)

Please Select Schedule Signup Open & Close Go
[Add Rounds](#) | [Switch to Calendar View](#)

Schedule opening round signups days before round start at : AM

Schedule closing round signups days before round start at : AM

☒ Automatically send email invitations to players with a valid email address. All emails will be sent within an hour from automatically opening signups.

	Round Name	Round Date	Status	Signups Open?	Round Type	Actions
☒	1 Round 1	2 May 2017	Scheduled	N/A	Golf	More Info Open
☒	2 Round 2	9 May 2017		N/A	Golf	More Info Open
☒	3 Round 3	16 May 2017		N/A	Golf	More Info Open
☒	4 Round 4	23 May 2017		N/A	Golf	More Info Open
☒	5 Round 5	30 May 2017		N/A	Golf	More Info Open

In the example above, signups will open 7 days before each round at 10 AM. Signups will close one day before each round at 10 AM. Invitations can also be automatically sent to the players when signups open.

You can also manually control open and close times by going to [Rounds > Open Signups/Close Signups](#).

Remember that when using Round Signups, players can register via the email invitations that are sent or by going through the portal.

Weekly League Management Tasks

1. Confirm Players to the Round:

If using [Round Signups](#), players are already confirming themselves to the round. Go to Rounds > Round Player Roster to review who is confirmed, who has declined, and who has not yet responded.

Upload Confirmed Players

Manage Guests

Player Roster Log

Sort by: Handle

Action: Mark as Attending

Go

Confirmed Players (33) [check all](#)

☐ Brenda Gagnier	7.5	☐ Eric Whitten	4.5	☐ Josh Fidler ⓘ	3.5	☐ Mike Zisman	16.6
☐ Brett Wyatt ⓘ	8.0	☐ Flavia Grosan	9.0	☐ Kate Jackson ⓘ	9.5	☐ Nick Shelness	6.0
☐ Brian Hamp ⓘ	8.5	☐ Greg Barber ⓘ		☐ Kevin Benson ⓘ	12.5	☐ Rebecca Whitten ⓘ	6.0
☐ Carol Dent ⓘ	8.0	☐ Jamie Katz ⓘ	9.0	☐ Kyle Wertman	0.0	☐ Sam Elsen	8.0
☐ Chris Logan ⓘ	10.0	☐ Jennifer Garcia ⓘ	7.0	☐ Laura Beck ⓘ	9.6	☐ Sandy Kikla ⓘ	8.5
☐ Courtney O'connor ⓘ	10.0	☐ Jim Kenesky	8.0	☐ Linda Gamble ⓘ	6.5	☐ Sarah Walsh ⓘ	9.5
☐ David Shofran ⓘ	1.0	☐ Joe Hill ⓘ	+2.0	☐ Lori Collins ⓘ	6.0	☐ Steve Sayre	+1.5
☐ Diane Good ⓘ	10.0	☐ Jon Sirois	+1.0	☐ Michelle Williams ⓘ	9.0	☐ Susan Berry ⓘ	12.9
☐ Eddie Goldstein ⓘ	7.5						

Players Not Attending (7) [check all](#)

☐ Alex Tandrau	9.0	☐ Anne McMann	7.5	☐ Bart Richard	1.3	☐ Billy Condon	6.5
☐ Alyssa Rosend	7.0	☐ Barbara Rosenberg ⓘ	9.0	☐ Beth Johnson	5.5		

If your league is not using Round Signups, you can manually confirm players or mark them as not attending. To do this, select the players, then selection the action drop-down menu to “mark as attending” or “mark as not attending”, then click Go. You can also add league guests to be played within the rounds by clicking on “Manage Guests”. [Click Here](#) for details on guests in leagues.

2. Update Handicap Indexes:

Handicap Indexes typically change for players throughout the league season so they need to be continuously updated. If your handicap service provider is integrated with our software, you can update Handicap Indexes by going to Golfers > Access [Handicap Service Provider] to Update Handicap Indexes. [Click Here](#) for details on updating Handicap Indexes.

If your league does not use one of our integrated handicap service providers, you can [update Handicap Indexes via spreadsheet](#) instead.

3. [Create Pairings](#):

Go to Rounds > 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

Create pairings using one of the following options:

- **[Automatic Scheduling](#)** - Create pairings randomly by ABCD, ABAB, or by player Handicap Index (lowest four handicapped players paired together as a foursome, then the next lowest four will be paired and so on.) Repeats will also be minimized by looking at pairings from previous rounds in the league.
- **[Manual Pairings](#)** - Define the pairings yourself. Click on the players in the first pairing group, click “Create Pairing Group”, then repeat steps until all players are assigned to a pairing group.
- **[Pair by Previous Results or Pairings](#)** - Create pairings by looking at the results from a previous round (eg leader off last) or keep exact pairings from a previous round.

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

4. [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](#).

5. Check Playing Handicaps with Handicap Analysis

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

6. Check Setup with Pre-Play Audit

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

7. 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.

8. Display Pairings for the Players:

Once the pairings are finalized with the tee times and starting holes, turn the “Show Pairings in League Portal” Switch ON under the Rounds Menu. You can also email the players the pairings by going to Rounds > Report Center > Basic Reports > Tee Sheet > Email.

9. Print Scorecards, Cart Signs, and Other Reports:

Go to the Rounds > Report Center to [print scorecards](#), cart signs, tee sheets, and any other reports that are used for your weekly rounds.

Note: The pairing group GGIDs can be listed on the printed scorecards. If using mobile app live scoring, these are what the player’s enter to log into the mobile app. They are unique to each pairing group.

10. Enable Mobile Score Entry, if necessary

If using mobile score entry, turn the toggle switch ON under Rounds Menu.

11. Move round status to In Progress:

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

12. 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.)

13. Complete Round:

Once all scores are entered, go to 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 on the leaderboard and ties will be broken.

14. [Post Scores](#) (Optional):

If using GHIN or GolfNet, you can post the scores for the round. Make sure the option is enabled in the League Profile in the [Handicap Settings](#) tab. Then go to Rounds > Post Scores. The ESC scores will be computed and sent to your handicap service provider. (Note: If posting 9-hole scores, make sure you have the Front 9 and Back 9 Slope/Ratings entered in your [course details](#)).